

**Haines Borough**  
**Borough Assembly Meeting #409**  
**AGENDA**

**September 22, 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

*Alekka Fullerton*  
Interim Borough  
Manager/Borough Clerk

**Haines Borough ZOOM meeting\***

Webinar ID: 879 1352 5834

Passcode: 788539

**\* 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

11A1 – Resolution 20-09-886 Approving Election Workers

**\* 3. APPROVAL OF MINUTES – 9/08/20 Regular Meeting.**

**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 September 21. To comment during the meeting, please “raise your hand” (\*9 if calling in) via zoom and you will be recognized to speak. Please remember though, 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** - Public hearing comments may be sent in writing to [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) by 5:00 pm September 21. For verbal testimony, public hearing sign-ups will open when this agenda is published and will close at 6:00 pm the evening of the meeting. 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. **YOU MUST SIGN UP IN ADVANCE TO PROVIDE TESTIMONY AT PUBLIC HEARINGS.**

**A. Ordinance 20-08-576** – Second Hearing

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 to Define Food Trucks and Allow their use under “Commercial, light”.**

**Motion: Adopt Ordinance 20-08-576**

**8. STAFF/FACILITY REPORTS**

**A. Interim Borough Manager - 09/22/20 Report**

**B. Finance Director Report – July Sales Tax Numbers**

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

**A. Planning Commission – Minutes from August 13, 2020**

**10. UNFINISHED BUSINESS – None**

## 11. NEW BUSINESS

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

\*1. **Resolution 20-09-886**

**A Resolution Of The Haines Borough Assembly Authorizing The Election Supervisor To Appoint Election Officials For The Regular Election To Be Held October 6, 2020, And Establishing The Wages.**

*This Resolution is recommended by the Borough Clerk.*

**Motion:** Adopt Resolution 20-09-886

2. **Resolution 20-09-887**

**A Resolution Of The Haines Borough Assembly Supporting the Alaska Department of Transportation and Public Facilities improvement project at the Haines Airport.**

*This Resolution is recommended by the Mayor and Interim Borough Manager.*

**Motion:** Adopt Resolution 20-09-887

3. **Resolution 20-09-888**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Craig Taylor Equipment in an amount not to exceed \$134,000 for the purchase and delivery of a John Deere Cab Tractor.**

*This Resolution is recommended by the Director of Public Facilities and Interim Borough Manager.*

**Motion:** Adopt Resolution 20-09-888

4. **Resolution 20-09-889**

**A Resolution of the Haines Borough Assembly Supporting a State Parks Recreational Trails Program Grant to Create a Continuous Trail Easement for the Ripinski Trail.**

*This Resolution is recommended by the Interim Borough Manager.*

**Motion:** Adopt Resolution 20-09-889

### B. Ordinances for Introduction

1. **Ordinance 20-09-577**

**An Ordinance Of The Haines Borough, Providing For The Addition Or Amendment Of Specific Line Items To The FY21 Budget.**

*This ordinance is being introduced by the Mayor and is recommended by the Interim Borough Manager.*

**Motion:** Introduce Ordinance 20-09-577 and schedule it for two public hearings 10-13-20 and 10-27-20.

### C. Other New Business

1. **EOC Update**

2. **Museum Request to be heard.**

3. **Request for Action from Bear Task Force.**

4. **CARES Act Discussion and Recommendations from the Ad Hoc Committee**

**Motion #1:** Authorize Staff to administer the Economic Assistance to Individuals program using the application presented starting September 23 with an October 20 8:00 am deadline.

**Motion #2:** Refer the issue of providing driving tests in Haines to the CARES Act Ad Hoc Committee for recommendation.

**12. CORRESPONDENCE**

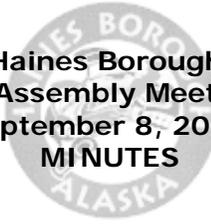
**13. SET MEETING DATES**

**A. Election Canvass shall be held on October 13, 2020 at 6:30 pm**

**B. CARES Act Ad Hoc Committee Meeting**

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

**16. ADJOURNMENT**

  
**Haines Borough**  
**Borough Assembly Meeting #408**  
**September 8, 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**, Brenda **JOSEPHSON**, Zephyr **SINCERNY**, Jerry **LAPP**, Paul **ROGERS** and Gabe **THOMAS**.

**Staff Present:** Alekka **FULLERTON**/Interim Manager/Borough Clerk, Jila **STUART**/Finance Director, Ed **COFFLAND**/Director of Public Facilities, Steven **AUCH**/Tourism Director.

**Visitors Present:** Evelynna **VIGNOLA**, Ceri **GODNEZ**/CVN, Henry **LEISCA**/KHNS, Carol **TUYNMAN**, Tracey **HARMON**, Sharon **RESNICK**, Helen **ALTEN** 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

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

- \*3. **APPROVAL OF MINUTES** – 8/25/20 Regular.

*Note: The motion adopted by approval of the consent agenda: “approve minutes of the 8/25/20 regular borough assembly meeting.”*

4. **PUBLIC COMMENTS: VIGNOLA**

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

6. **MAYOR’S REPORT AND COMMENTS:**

Mayor **HILL** reported on Census, “Haines Reads a Million Contest”, AML Conference coming up, hunting relationships across the border, HEDC update.

7. **PUBLIC HEARINGS**

- A. **Ordinance 20-08-576** – First Hearing

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 to Define Food Trucks and Allow their use under “Commercial, light”.**

Mayor **HILL** opened and closed the public hearing at 6:53 pm since no member of the public signed up to speak regarding this issue.

8. **STAFF/FACILITY REPORTS**

- A. **Borough Manager** – 09/08/20 Report

**FULLERTON** summarized her written report and answered questions from the assembly.

- B. **Finance Director Report** – 2019-2020 Sales Tax Comparison

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

- A. **Port and Harbor Advisory Committee** – July 30, 2020 Approved Minutes

- B. **Assembly Committees and Liaison Reports**

10. **UNFINISHED BUSINESS** – None.

11. **NEW BUSINESS**

- A. **Resolutions**

1. **Resolution 20-09-880**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Bob’s Services, LLC in an amount not to exceed \$45,000 for the purchase, delivery and installation of a Nose Plow Addition for the Public Works Department.**

## 11. **NEW BUSINESS**

### A. Resolutions

1. **Resolution 20-09-880** - *Continued*

No member of the public spoke regarding the agenda item.

**Motion:** JOSEPHSON moved to "Adopt Resolution 20-09-880," and the motion carried unanimously in a roll call vote.

2. **Resolution 20-09-881**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to purchase items required for the Wastewater Influent and Lift Station Pump Upgrade on Beach Rd and Skyline Dr from DXP/Alaska Pump & Supply for the approximate amount of \$88,600.**

No member of the public spoke regarding the agenda item.

**Motion:** ROGERS moved to "Adopt Resolution 20-09-881," and the motion carried unanimously in a roll call vote.

3. **Resolution 20-09-882**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to purchase a 1,000 gallon aboveground fuel storage tank from Anchorage Tank for the approximate amount of \$35,000.**

No member of the public spoke regarding the agenda item.

**Motion:** THOMAS moved to "Adopt Resolution 20-09-882," and the motion carried unanimously in a roll call vote.

4. **Resolution 20-09-883**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to authorize Hamilton Construction to perform additional Electrical Conduit Installation to accommodate future Drive Down Float for an amount not to exceed \$29,520.**

No member of the public spoke regarding the agenda item.

**Motion:** THOMAS moved to "Adopt Resolution 20-09-883," and the motion carried unanimously in a roll call vote.

5. **Resolution 20-09-884**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to rebuild the Wastewater Treatment Plant Filter Press and purchase a CAT Skid Steer for approximately \$295,000.**

No member of the public spoke regarding the agenda item.

**Motion:** JOSEPHSON moved to "Adopt Resolution 20-09-884," and the motion carried unanimously in a roll call vote.

6. **Resolution 20-09-885**

**A Resolution of the Haines Borough Assembly Declaring an Economic Disaster in the Haines Borough due to COVID-19 and Poor Regional Returns of All Salmon Species**

No member of the public spoke regarding the agenda item.

**Motion:** JOSEPHSON moved to "Adopt Resolution 20-09-885," and the motion carried unanimously in a roll call vote.

**11. NEW BUSINESS**

**B. Ordinances for Introduction - None**

**C. Other New Business**

1. **EOC Update**
2. **Museum Restructuring Plan and Government Affairs and Services Recommendations.**

**Motion:** JOSEPHSON moved to “ask the Board of Trustees to continue to develop a comprehensive business plan to be presented at the November 10 assembly meeting for evaluation by the assembly,” and the motion carried unanimously.

3. **CARES Act Discussion and Recommendations from the Ad Hoc Committee**

**Motion:** JOSEPHSON moved to “Allocate \$625,000 for Economic Assistance to Individuals impacted by COVID-19 and who earn an anticipated 2020 household income of \$40,000 for single earner or \$80,000 for dual-earner households with a maximum grant of \$1,000 per adult and \$500 per child,” and the motion carried unanimously.

**Motion:** JOSEPHSON moved to “Authorize Staff to collaborate with the Chamber of Commerce/HEDC to implement the Shop Local Economic Stimulus Program in the amount of \$22,000,” and the motion carried unanimously.

**Motion:** JOSEPHSON moved to “Dedicate \$70,000 of CARES Act funds for a Drinking Water Fill Station,” and the motion carried unanimously.

**Motion:** JOSEPHSON moved to “Dedicate the additional \$203,410 to the Haines Borough, EOC and Public Health account for FY21 payroll and other items previously postponed,” and the motion carried unanimously in a roll call vote.

**12. CORRESPONDENCE**

**13. SET MEETING DATES**

- A. **Joint Borough Assembly/Planning Commission Meeting re Borough Land Sales- Wednesday, September 16, 2020 at 6:30 pm**
- B. **COW for Public Safety Building on October 14, 2020 at 6:30 pm**
- C. **Next CARES Act Ad Hoc Committee meeting will be Sept 16, 2020 at 6:30 pm**

**14. PUBLIC COMMENTS: HARMON, RESNICK, ALTEN**

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO THE MANAGER: ROGERS, SCOTT, JOSEPHSON, THOMAS**

**16. ADJOURNMENT – 9:13 pm**

ATTEST:

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

\_\_\_\_\_  
Alekkha Fullerton, Borough Clerk



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1038  
Assembly Meeting Date: 9/22/20

Business Item Description:	Attachments:
Subject: Code Change to define Food Trucks	1. Ordinance 20-08-576 2. Planning Commission Request for Action
Originator: Planning Commission	
Originating Department: Lands/Administration	
Date Submitted: 08/17/20	

Full Title/Motion:
Motion: Adopt Ordinance 20-08-576

Administrative Recommendation:
This resolution is recommended by the Interim Manager.

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

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

Summary Statement:
The Planning Commission has long considered the issue of food trucks. There has been no consistency in the permitting of food trucks. After consideration, the Planning Commission recommends both a description for food trucks and a designation for the permitting of them as "Commercial, light".

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

Assembly Action:	
Meeting Date(s): 08/25/20, 09/08/20, 09/22/20	Public Hearing Date(s): 09/08/20, 09/22/20
	Postponed to Date:

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 to Define Food Trucks and Allow their use under “Commercial, light”.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

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

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

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

**18.20.020 Definitions – Regulatory.**

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...

**“Food Truck” means a readily moveable, motorized wheeled vehicle, or a towed wheeled vehicle, designed and equipped to serve food and shall be permitted as each zone permits under the approval of “Commercial, light”.**

...

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

ATTEST:

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

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

Date Introduced: 08/25/20  
Date of First Public Hearing: 09/08/20  
Date of Second Public Hearing: 09/22/20



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

DATE: August 17, 2020  
TO: Borough Assembly  
FROM: Borough Planning Commission  
SUBJECT: Definition for "Food Trucks"

ACTION:

*Goldberg* moved to "add the proposed definition of "Food Truck" to the definition section in 18.20" and carried unanimously.

BOARD REQUEST:

The Planning Commission requests that the Assembly accept its recommendations under HBC 18.20.020 and 18.60.020. Please see attachment.

SUBMITTED BY

A handwritten signature in cursive script, which appears to read "Diana Lapham". The signature is written over a horizontal line.

Diana Lapham, Chair  
Haines Borough Planning Commission

### **Rationale:**

The food truck industry is on the rise and in order to encourage the operation of these in a mindful way that is harmonious with the comprehensive plan and our zoning, a definition may need to be created.

Staff is aware that the issue of food trucks has been an ongoing one. In 2016, an Ad Hoc Committee was formed to advise the assembly with respect to food trucks. That group felt that additional regulation was not needed and that existing code provisions were sufficient to cover food trucks.

Staff believes that our code could benefit from a definition of food trucks and an established approach to the permitting/zoning of them. It is believed that the "Commercial Light" use, which would allow the Borough to approve the business' utility uses (power, water, & gray water) and location (setbacks, etc.) is the most appropriate. Under this definition, Food Trucks could apply for multiple locations as the Zoning dictates the approval.

### **Proposed Definition:**

Under a new definition a **Food Truck** is "a readily movable, motorized wheeled vehicle, or a towed wheeled vehicle, designed and equipped to serve food and shall be permitted as each zone permits under the approval of "Commercial Light".

**ZONING USE CHART**  
**TOWNSITE PLANNING/ZONING DISTRICT**

UBR = Use-By-Right    CU = Conditional Use    NA = Not Allowed    GFA = Gross Floor Area

   = Permit Required

   = Permit Not Required

Under General Classification, uses in UPPER CASE are primary and uses in lower case are secondary.

GENERAL CLASSIFICATION →	INDUSTRIAL USES			COMMERCIAL/ Residential Uses			RESIDENTIAL USES ONLY	RESIDENTIAL/ Commercial Uses			RECREATIONAL USE
	Heavy Industrial	Light Industrial/ Commercial	Waterfront Industrial	Commercial	Waterfront	Significant Structures Area	Single Residential	Multiple Residential	Rural Residential	Rural Mixed Use	Recreational
USES ↓	I/H	I/L/C	I/W	C	W	SSA	SR	MR	RR	RMU	REC
Commercial Light	CU	UBR	CU	UBR	UBR	UBR	NA	CU	UBR	UBR	NA
Temporary Use	UBR	UBR	UBR	UBR	CU	CU	UBR	UBR	UBR	UBR	CU
Accessory Uses	UBR	UBR	UBR	UBR	UBR	UBR	UBR	UBR	UBR	UBR	UBR

\* Exception: Recreational trailers parked but not used for habitation or storage.  
 (Ord. 19-02-522 § 7; Ord. 18-06-499 § 4; Ord. 18-06-496 § 5; Ord. 18-01-484 § 8; Ord. 16-07-439 § 4; Ord. 14-12-393 § 4; Ord. 13-09-349 § 7; Ord. 09-04-202 § 4; Ord. 07-04-153)

# INTERIM MANAGER'S REPORT

DATE: September 17, 2020  
 TO: Mayor and Borough Assembly  
 FROM: Alekka Fullerton, Interim Borough Manager

## Direction to the Manager:

### 1. Borough Land Sales:

a) We have a successful bid for the purchase of the Human Resource Building in the amount of \$130,000. The Contract for Sale of Real Property per HBC 14.20 is currently being drafted.

b) In addition to the above, four other properties have been sold for a total of \$7,309. The following properties sold:

B-CKL-09-0100  
 B-CKA-0B-3500  
 B-CKA-0B-3600  
 B-CKA-0B-3700

c) The remaining properties included in the Borough Real Property Sealed bid auction, are immediately available for over-the-counter purchase per HBC 14.20.080C(6) for the following amounts:

B-CKL-04-1000	\$9,050
B-CKL-05-1400	\$2,750
B-EXS-0C-0400	\$9,700

### 2. Borough Land Development:

The Next joint Assembly/Planning Commission meeting regarding this issue is scheduled for September 23, 2020 at 6:30pm via zoom.

**3. Chilkoot Drive Traffic Discussion:** As directed, I met with the Police Chief, Director of Public Facilities and Public Works. I reported back to the Planning Commission with respect to the meeting. Staff has implemented the following changes:

- a. Increase traffic patrol in the Chilkoot Drive area.
- b. Ordered the part to fix our radar detection sign and plan to order another one (funded in 11B1).

It is also believed that this traffic issue will be ameliorated by completion of the Small Tracts/Mud Bay Road/3<sup>rd</sup> Avenue AC Pipe Replacement project and accompanying detours at the end of the month.

**4. Chilkat Center Reversionary Contingent Interest:** Significant progress has been made in this regard. I have been in contact with AIA via Lee Heinmiller. AIA has tentatively agreed to eliminate the Reversionary Contingent Interest in the existing deed in favor of a covenant describing the community use of the building, to be drafted and approved by the Assembly. There are several components which still need to be identified and I hope to have it put together for further assembly discussion shortly.

### **Administration**

- **Airport:** I have requested that the FAA create a public IFR approach and departure procedure for our airport to extend the weather/light conditions for aircraft to operate. As our ferry service becomes more limited, it will be more important to increase the safety of flying in the winter.

- **Census:** This is our last push- all census data needs to be complete by September 30. Census takers have been busy visiting homes of people who have not yet responded. Please encourage people to respond if they have not done so—census data will be used to help fund roads, hospitals, education, Medicaid, Head Start, community block grants, supplemental nutrition assistance and other services for our community members.

- **Local Elections:**

**Early Voting:** Early voting will start Monday at the Borough Administration building Monday – Friday from 9:00 am – 5:00 pm until 10/5. For the safety of staff, you must wear a mask to vote. Please ring our doorbell for voting assistance. We will help one voting household at a time- thank you for your patience.

**Apply for an Absentee Ballot:** The **deadline is Friday, September 25 to apply** for an absentee ballot by mail. The Clerk’s office has been sending out ballots since September 8 to voters who have previously applied. Ballots sent by mail **MUST** be postmarked by October 6 (and received by October 13) to be counted at the canvass. If a voter has not applied for a ballot by mail after September 25, they will be able to vote as follows:

- **In person** at the Borough Administration building as above until 10/5
- **By Fax or Email:** Applications are due by 5:00 pm October 5 and must be returned by 8:00 pm October 6.
- **On October 6 Election Day-** from 7:00 am – 8:00 pm at the ANB Hall or Klehini Valley Firehall.

Applications are available at the Borough Administration Building or online at <https://www.hainesalaska.gov/administration/applying-vote-absentee>  
The law stipulates the time parameters for absentee voting.

- **State/Federal November 3 Election – Registration to Vote Deadline is Sunday, October 4**

Apply to Vote [Absentee-by-Mail](#): Deadline is October 24

Apply to Vote [Absentee-by-Electronic Transmission](#): Deadline 5:00 pm November 2

Vote [Absentee-in-Person \(Early Voting\)](#): M-F 9:00 - 5:00 pm at the Admin Building  
October 19 - November 2

Election day: November 3 - Polls Open at 7:00 am - 8:00 pm at the ANB Hall and the Klehini Valley Fire Hall

Applications are available at the Borough Administration Building or online at <https://www.elections.alaska.gov/Core/AKVoteEarly.php>. Again, the law stipulated the time parameters for absentee voting.

- **APEI Insurance.** Providing APEI with our training and inspection records of our facilities resulted in loss control credits on our premiums in the amount of \$16,000. I participated in a zoom meeting with loss control agents to discover more/additional ways we can save even more. I learned that there are approximately \$10,000 of additional credits available to us. One very significant way we can save money is for the assembly to participate in HR Risk Management training which will save us 2% on our General Liability premium if the whole assembly attends (approximately \$6,000). I will schedule the training this winter.

## Finance

- **Cares Act Funds:** Attached please find a current summary of CARES Act funds sent to date. The Borough will be requesting the second payment of CARES Act funds with our September reporting.

- **Commercial Fishing Business Grant:** The Commercial Fishing Small Business grant program has started and checks have already been delivered. The program continues until September 25. So far we have sent out \$27,500.
- **Small Business Grant Program:** This program is largely complete. Some businesses have requested to postpone the receipt of funds, some businesses have yet to return their grant applications, and some are still being processed. PPE continues to be purchased and provided to businesses. So far we have sent checks and purchased PPE in the amount of \$679,569.
- **Household Grant Program:** This program is complete- the last checks have been sent this week. We sent out checks in the amount of \$438,487.
- **Rasmuson Grant:** Final documents from eligible non-profits fitting the criteria for the Rasmuson Municipal Arts & Culture Grant Program have been received and the Borough has applied for the Grant. If awarded, the grant will match the \$50,000 the Borough has provided to specific non-profits for total awards in the amount of \$100,000.
- **Shop Local Economic Stimulus Program:** The Borough has provided \$22,000 to the Chamber of Commerce on behalf of the Chamber/HEDC for administering the Shop Local Economic Stimulus Program.
- **Individual Grant Program:** See agenda item 11C4.

## Fire Department

- 50 EMS calls and 6 Fire calls in the last 30 days.
- Reduced to 11 first responders for the next 11 days (mostly due to Moose season)
- There are three new EMT 1s in the community! There will be another class in October and we are hoping to get another three EMTs in our community from that class too. Contact Al Giddings at [agiddings@haines.ak.us](mailto:agiddings@haines.ak.us) if interested.
- October 4 will be fire prevention week- look for COVID conscious activities.

## Library

- The *Haines Reads a Million* program is coming to a close. There will be a COVID conscious celebration on September 28 at 2:30.
- The Library is creating 15-20 circulating kits based on Science, Technology, Engineering, Art and Math (SETAM) to supplement homeschool and distance education.
- The library is looking for ideas for the *Lighting of the Library* event. Please share your good ideas!

## Police

- **Max at the Academy:** We are hearing very good things about Max at the Police Academy and eagerly anticipate his completion and return to the community in November.
- **Bears.** Bears continue to be a problem for the police department. Significant over-time, as well as costs for less-lethal deterrents have caused budget over-runs. Bears will be discussed more at item 11C3.

## Pool

- We have several applications for Pool Manager. I am putting together an interview committee which will hopefully include representatives from regular pool users. I anticipate interviewing next week.
- RenoSys indicates it has done what they can with respect to the leaks in the pool. A RenoSys employee spent more than a month here trying to identify the source of the leaks. They could not find it. They have provided a drip pan to place under the pool. The Assembly will

need to decide how to move forward regarding the ongoing leaks and the liquidated damages claim.

## Ports and Harbors

- **Moorage Bills.** The Borough has collected \$33,235.52 in moorage fees from the Household CARES Act program. Bills are due October 1.
- **Letnikof.** The Harbor staff will be pulling floats at the end of September/early October. They will raise the ramps with the high tides in mid-October.
- **Fuel Barge.** You may have noticed Delta Western's fuel barge hanging out near the Cruise Ship dock. They will be there a few days until Delta Western completes their tank maintenance and inspections which will allow the barge to offload their fuel at Lutak Dock.
- **Lutak Dock**
  - **Roro:** Old RoRo is gone. AML has been sending up pile for the project.
  - **Delta Western Diesel spill at the Tank Farm.** Nothing new - Draft Final Report has been submitted to DEC.
- **Sport Ramp Project:** Parking lot has been graded out, electricians are on site. The schedule is very tight and on-time completion is unclear at this time.

## Public Facilities/Public Works

- **Current projects:**
  - **Small Tracts/Mud Bay Road/3<sup>rd</sup> Avenue AC Pipe Replacement-** Paving is happening now and the project should be complete by the end of September. Kudos to Southeast Road Builders for their community outreach on this project- they did a good job communicating detours and their staff was friendly and helpful. It must be frustrating trying to pave, etc. while still having to allow traffic through.
  - **Harbor Fuel Tanks Replacement** – Still working on it.
- **Public Safety Building** – Included at item 11B1 is a Budget Amendment that, among other things, allows the re-appropriation of existing Public Safety Building CIP funds as Public Safety Improvements and Design. The COW regarding the Public Safety Building is scheduled for October 14.
- **RFP for Pit Run/Maintenance Sand Materials-** Proposals due September 18.

## Wastewater Treatment Facility

- The only proposal received for the Haines WWTP Lift Station Pump - Phase II came in significantly over-budget. The proposal was for \$541,100 when the engineer's estimate was \$393,185 (after subtracting the \$88,600 of materials to be purchased directly by the Haines Borough). The Director of Public Facilities will meet with Island Contractors (the bidder) to review the proposal and re-evaluate how to move forward.
- Staff is still gathering the details for the Water Fill Station.



**HAINES BOROUGH**  
**CARES Act Disbursements**  
**As of 09-17-2020**

	<b>Allocation</b>	<b>Disbursed as of 09-17-20</b>
Ambulance Purchase	\$ 275,000	\$ -
Morgue Improvements	100,000	2,204
MLCC Operations	10,000	1,805
Senior Lunches Home Delivery (SESS)	58,000	58,000
Food Security - Salvation Army	32,000	32,000
Household Utility, Rent, & Moorage Assistance	500,000	438,487
Small Business & Nonprofits Grant	850,000	679,569
Haines Borough, EOC, & Public Health	725,000	293,310
Haines Borough School District	150,000	150,000
Shop Local & Save Economic Stimulus	22,000	22,000
Wastewater Treatment Filter Press & Skid Steer	295,000	-
Economic Assistance to Individuals	625,000	-
Drinking Water Fill Station	70,000	-
Limited Entry Permit Holder (Fishermen) Grants	65,500	27,500
<i>Not Allocated as of 9-17-20</i>	229,716	-
	<hr/> \$ 4,007,216	<hr/> \$ 1,704,875

## Haines Borough Sales Tax

July 2020 Compared to July 2019 Reporting Period



<u>Business Activity</u>	<u>2019 July</u>	<u>2020* July</u>	<u>Increase / (Decrease)</u>	
Retail	\$ 132,825	\$ 89,902	\$ (42,924)	-32%
Services	38,307	30,856	(7,451)	-19%
Petroleum & Auto	48,387	22,506	(25,881)	-53%
Construction	29,031	37,547	8,516	29%
Eating & Drinking	56,111	18,782	(37,329)	-67%
Lodging & Leases	29,099	6,588	(22,511)	-77%
Tourism	162,054	26,461	(135,593)	-84%
Online	<u>7,467</u>	<u>18,777</u>	<u>11,311</u>	151%
	<u>\$ 503,281</u>	<u>\$ 251,418</u>	<u>\$ (251,862)</u>	-50%

\* Figures for July 2020 will go up slightly as delinquent returns or remote mailed returns are received.



Haines Borough  
Planning Commission Meeting  
August 13, 2020  
MINUTES

9A

Approved

1. **CALL TO ORDER/PLEDGE TO THE FLAG:** - Lapham called the meeting to order at 6:30 p.m. on the application "Zoom" and led the pledge to the flag.
2. **ROLL CALL:** - **Present:** Diana Lapham Chair; Don Turner Jr.; Rob Goldberg; Lee Heinmiller; Zack Ferrin; and Jessica Kayser Forster, Sarah Roark

**STAFF PRESENT:** Alekka Fullerton, Interim Borough Manager; Libby Jacobson, Planning and Zoning Tech.

**OTHERS PRESENT:** Liz Falvy, Robert Martin, Roy Getchell, Jackie Martin, Mike Falvy, John Wooten, Kyle Clayton, Harriet Brouillette, Gabe Thomas, Carol Tuynman, Tracy Harmon, Vija Pelekis

3. **APPROVAL OF AGENDA:**

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

- 4 – Approval of Minutes

**Motion:** Ferrin moved to "Approve the agenda and the consent agenda" and the motion carried unanimously.

- \* 4. **APPROVAL OF MINUTES:**

*The 7/9/20 Minutes were approved as part of the approval of the consent agenda.*

5. **PUBLIC COMMENTS:** Roy Getchell

6. **CHAIRMAN'S REPORT:** Lapham reported that commissioners should become familiar with code regarding Borough land sales.

7. **ASSEMBLY LIAISON REPORT:** Josephson reported that Ordinance 20-06-573 amending Title 18 was adopted by the assembly.

8. **COMMISSION COMMENTS:** None

9. **STAFF REPORT:** Jacobson shared update to Staff Report format.

10. **PUBLIC HEARINGS:**

- A. Chris Thorghesen CUP #20-21 - RV Park (C-MIS-02-0500)

Public Comment: **Getchell**

**Motion:** Goldberg moved to "approve the RV Park CUP #20-21 with the 9 conditions" and carried unanimously.

- B. Chilkoot Indian Association ROW #20-32- Placement of Barrier in a ROW

Public Comment: **Wooten, Brouillette**

**Motion:** Ferrin moved to "recommend to the assembly to request the manager, public facilities director, and police chief to find a solution during a meeting occurring a week after the next assembly meeting (August 25)" and the motion **passed 5-2.**

11. **UNFINISHED BUSINESS:** None

12. **NEW BUSINESS:**

A. **Historic District/Building Review:** None

B. **Haines Borough Code Amendments:** Staff Letter Regarding "Food Truck" Definition

**Motion: Goldberg** moved to "add the proposed definition of "Food Truck" to the definition section in 18.20 and to provide that the use well be "Commercial, light"" and the motion carried unanimously.

C. **Project Updates:** None

D. **Other New Business:**

1. Review of Dusty Trails HazMat Plan

**Motion: Ferrin** moved to "accept the hazmat plan as satisfying the conditions" and the motion carried unanimously.

2. Review Public Notice of Application for Permit Regarding fill of tidelands on Front St.

**Motion: Goldberg** moved that "the chair write a letter on behalf of the planning commission and state exactly where the PC is in relation to the applicant, he has not been granted a conditional use permit for the intended use, only a site development permit" and the motion **carried 6-1** with **Turner** opposed.

3. Review Public Notice of Application for Permit Regarding construction of a ramp connecting Haines Packing Company Float to the NW end of Cannery Lane.

**Motion: Goldberg** moved that "the chair write a letter to the Army Corps of Engineers in support of the permit on behalf of the planning commission" and the motion carried unanimously.

13. **PUBLIC COMMENTS:** None

14. **COMMISSION COMMENTS:** Goldberg, Lapham, Ferrin

15. **CORRESPONDENCE:** None

16. **SET MEETING DATES:**

A. Regular Meeting: – **Thursday, September 10th, 2020 at 6:30 p.m. on the Zoom application.**

17. **ADJOURNMENT:** 9:17pm



Agenda Bill No.: 20-1046  
 Assembly Meeting Date: 09/22/20

Business Item Description:	Attachments:
Subject: Authorize the Appointment of Election Officials for October 6,2020 Regular Election and set wages	1. Resolution 20-09-886
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 9/14/20	

**Full Title/Motion:**  
 Motion: Adopt Resolution 20-09-886.

**Administrative Recommendation:**  
 This resolution is required by HBC 11.40.010.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required
\$ TBD	\$ 1,800	\$ none anticipated

**Comprehensive Plan Consistency Review:**

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

HBC 11.40.010 provides that prior to each election the borough clerk, with assembly approval through resolution, shall appoint election workers for each polling place, and if a worker is unable to serve on Election Day, the clerk may appoint a replacement. Additionally, the election workers shall be compensated for their services as is determined by assembly resolution. Election Clerks shall be scheduled for up to three at any given time (for relief). The FY21 budget provides for specific hourly rates and estimates the number of hours based on previous elections, and it is anticipated the budget will be sufficient for the October 6,2020 Election.

This resolution complies with the code requirements.

**Referral:**

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

**Assembly Action:**

Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 9/22/20	Tabled to Date:

**A RESOLUTION OF THE HAINES BOROUGH ASSEMBLY AUTHORIZING THE ELECTION SUPERVIOR TO APPOINT ELECTION OFFICIALS FOR THE REGULAR ELECTION TO BE HELD OCTOBER 6, 2020, AND ESTABLISHING THE WAGES.**

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

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

**WHEREAS**, the FY21 budget provides for specific hourly rates and estimates the number of hours based on previous elections, and it is anticipated the budget will be sufficient for the October 6, 2020 Regular Election,

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

**Section 1.** The Borough Clerk, serving as the Election Supervisor, shall appoint Jeanette Heinrich as Election Chair of Precinct 33-545 – Haines #1 and Holly Thomas as Election Chair of Precinct 33-550 – Haines #2; and

**Section 2.** The Borough Clerk, serving as the Election Supervisor, shall further appoint at least two more judges of election for each polling place, as follows:

Diann Ahrens for Precinct 33-545  
Linda Palmer for Precinct 33-545  
Frankie Perry for Precinct 33-550  
Lyn Campbell for Precinct 33-550

and may appoint up to three election clerks at any polling place where they are needed to conduct an orderly election and to relieve the election judges of undue hardship, as follows:

Melissa Aronson and Connie Staska for Precinct 33-545  
Judy Ewald and Donna Catotti for Precinct 33-545  
Marian Carlson and Rhonda Hinson for Precinct 33-545  
Brian Staurseth for Precinct 33-550; and

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

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 22nd day of September, 2020.

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

ATTEST:

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



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1048

Assembly Meeting Date: 09/22/20

Business Item Description:	Attachments:
Subject: Supporting Alaska DOT/PF improvement project at the Haines Airport	1. Resolution 20-09-887
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 9/15/20	

**Full Title/Motion:**  
Motion: Adopt Resolution 20-09-887.

**Administrative Recommendation:**

**Fiscal Impact:**

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

**Comprehensive Plan Consistency Review:**

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

The Alaska Department of Transportation/Public Facilities has requested confirmation that their proposed improvement project is supported by the Haines Borough Assembly.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 9/22/20	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly Supporting the Alaska Department of Transportation and Public Facilities improvement project at the Haines Airport.**

**WHEREAS**, the Alaska Department of Transportation and Public Facilities has already repaved the ramp at the Haines Airport and repaired drainage issues; and

**WHEREAS**, the Haines Borough 2025 Comprehensive Plan identifies the following Transportation Goals, "Provide a safe, convenient, reliable and connected transportation network to move goods and people to, from and within the Haines Borough"; and

**WHEREAS**, Haines Borough residents are increasingly relying upon air travel as ferry service from the Alaska Marine Highway System becomes less frequent and less reliable; and

**WHEREAS**, Haines Borough residents rely on airplanes to bring our mail; and

**WHEREAS**, 2020 has seen limited road access into and out of Haines due to the closure of the Canadian border due to the COVID-19 global pandemic, which further isolates Haines Borough residents and increases reliance on air travel; and

**WHEREAS**, the State's proposal to repave the runways and taxiways, reroute and pave the helipad access road, upgrade the lights and rebuild associated drainage culverts contribute to both the safety and economic viability of air travel into and out of the Haines Borough; and

**WHEREAS**, the state's proposal to add a Snow Removal Equipment Building (SREB) near the helipads will provide a heated building for a snow blower which will increase safety at the airport as well as increase the response time to snow events;

**NOW THEREFORE BE IT RESOLVED** that the Assembly of the Haines Borough supports the Alaska Department of Transportation and Public Facilities project at the Haines Airport and appreciates the ongoing DOT commitment to Haines and its residents to keep air travel safe and convenient for both travel and the transportation of essential goods.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 22nd day of September, 2020.

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Jan Hill, Borough Mayor

Attest:

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Alekka Fullerton, CMC, Borough Clerk



**Haines Borough  
Assembly Agenda Bill**

**Agenda Bill No.:** 20-1047  
**Assembly Meeting Date:** 09/22/20

Business Item Description:	Attachments:
Subject: Authorize the purchase of a Tractor for brush cutting	1. Resolution 20-09-888 2. Quote from Craig Taylor Equipment 3. Ordinance 20-01-558 4. January 17, 2020 Memo from Director of Public Facilities
Originator: Public Works Superintendent	
Originating Department: Public Works	
Date Submitted: 9/15/20	

**Full Title/Motion:**  
Motion: Adopt Resolution 20-09-888.

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

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 134,000	\$ See below	\$ 0	Improve Brush Cutting

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Objective 2B, Pages 56-57	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Summary Statement:**  
The Public Works department requested a tractor for brush cutting in January of 2020. The money was appropriated at that time but the purchase was postponed until now.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 9/22/20	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH  
RESOLUTION No. 20-09-888

**Draft**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Craig Taylor Equipment in an amount not to exceed \$134,000 for the purchase and delivery of a John Deere Cab Tractor.**

**WHEREAS**, the Public Works department needs a tractor with mower attachment and boom for brush cutting; and

**WHEREAS**, the Haines Borough Assembly previously authorized the appropriation of the necessary funds in Ordinance 20-01-558 when they appropriated \$118,000 of Equipment Sinking Funds for the purchase of the John Deere 6105E Cab Tractor; and

**WHEREAS**, the tractor has been ordered and is now ready to ship to the Haines Borough; and

**WHEREAS**, the additional funds needed for the purchase and delivery of the tractor to Haines is available from the Project Contingency CIP funds in the amount of \$16,000;

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to contract with Craig Taylor Equipment in the amount of \$134,000 for the purchase and delivery of a John Deere 6105E Cab Tractor.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 22nd day of September, 2020.

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Jan Hill, Borough Mayor

Attest:

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Alekka Fullerton, CMC, Borough Clerk



# Selling Equipment



Quote Id: 21421091

<b>JOHN DEERE 6105E Cab Tractor (87 PTO hp)</b>				
<b>Hours:</b>				<b>Suggested List</b>
<b>Stock Number:</b>				\$ 160,572.00
				<b>Selling Price</b>
				\$ 134,000.00
<b>Code</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
332RP	6105E Cab Tractor (87 PTO hp)	1	\$ 79,960.00	\$ 79,960.00
<b>Standard Options - Per Unit</b>				
0202	United States	1	\$ 0.00	\$ 0.00
0409	English Operator's Manual North America	1	\$ 0.00	\$ 0.00
0521	Cab MFWD 2-SCV 12F/12R PowrReverser Air Seat Value Package	1	\$ 0.00	\$ 0.00
1383	12F/12R PowrReverser Transmission (19mph/30kmh) - MFWD Axle	1	\$ 0.00	\$ 0.00
2050	Standard Cab	1	\$ 0.00	\$ 0.00
2130	Air Suspension Seat with Swivel (MSG 95)	1	\$ 943.00	\$ 943.00
3320	Dual Standard SCV with ISO Breakaway Couplers	1	\$ 0.00	\$ 0.00
4015	Standard Hitch	1	\$ 0.00	\$ 0.00
4120	Two Telescopic Draft Links	1	\$ 0.00	\$ 0.00
4315	Standard Drawbar	1	\$ 0.00	\$ 0.00
4421	Sway Bars	1	\$ 0.00	\$ 0.00
5212	460/85R34 In. 8PR R1 Radial	1	\$ 0.00	\$ 0.00
6210	340/85R24 In. 8PR R1 Radial	1	\$ 0.00	\$ 0.00
8726	Rotating Warning Light (Beacon Light)	1	\$ 240.00	\$ 240.00
<b>Standard Options Total</b>				<b>\$ 1,183.00</b>
<b>Dealer Attachments</b>				
DB-C-N	22' Rear Cradle Boom	1	\$ 38,834.00	\$ 38,834.00
DBR050-H	50" Boom Rotary	1	\$ 12,238.00	\$ 12,238.00
101	Four-Function Proportional Joystick Control	1	\$ 8,752.00	\$ 8,752.00
48-0003	Factory-Authorized Mount - Rear Cradle Boom Mowers	1	\$ 8,905.00	\$ 8,905.00
<b>Dealer Attachments Total</b>				<b>\$ 68,729.00</b>
<b>Value Added Services Total</b>				<b>\$ 0.00</b>
<b>Other Charges</b>				
	Freight	1	\$ 10,000.00	\$ 10,000.00
	Setup	1	\$ 700.00	\$ 700.00
<b>Other Charges Total</b>				<b>\$ 10,700.00</b>
<b>Suggested Price</b>				<b>\$ 160,572.00</b>



**JOHN DEERE**

# Selling Equipment



Quote Id: 21421091

Customer Discounts		
Customer Discounts Total	\$ -26,572.00	\$ -26,572.00
<b>Total Selling Price</b>		<b>\$ 134,000.00</b>



Quote Summary

Prepared For:

Prepared By:

Kara Stewart  
Craig Taylor Equipment Co.  
733 Whitney Road  
Anchorage, AK 99501  
Phone: 907-276-5050  
k.stewart@craigtaylorequipment.com

Quote Id: 21421091  
Created On: 17 March 2020  
Last Modified On: 30 March 2020  
Expiration Date: 31 July 2020

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 6105E Cab Tractor (87 PTO hp)	\$ 160,572.00	\$ 134,000.00 X	1 =	\$ 134,000.00
<b>Equipment Total</b>				<b>\$ 134,000.00</b>

Quote Summary	
Equipment Total	\$ 134,000.00
SubTotal	\$ 134,000.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 134,000.00
<b>Balance Due</b>	<b>\$ 134,000.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



Quote Id: 21421091

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Prepared For:

Prepared By: **Kara Stewart**

Craig Taylor Equipment Co.  
733 Whitney Road  
Anchorage, AK 99501

Tel: 907-276-5050

Fax: 907-276-0889

Email: [k.stewart@craigtaylorequipment.com](mailto:k.stewart@craigtaylorequipment.com)

Date: 17 March 2020

Offer Expires: 31 July 2020

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*Confidential*

**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 recognize FY20 Fisheries Business (Raw Fish) Tax revenue which was \$11,890 higher than budgeted.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4363	State of Alaska - Fisheries Business	\$215,000	\$226,890	\$11,890

<b>(2) To recognize \$9,293 of proceeds from class action lawsuit regarding underpayment of federal PILT payments and other miscellaneous revenues.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4600	Miscellaneous Revenue	\$0	\$10,000	\$10,000

<b>(3) To increase budgeted revenue for investment income on the Borough's operating reserve funds.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4610	Interest Earnings	\$180,000	\$210,000	\$30,000

<b>(4) To recognize an additional \$38,000 of PERS on-behalf revenue and expense. PERS on-behalf is that portion of the cost of employee retirement which is subsidized by the State of Alaska per HB39.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
31-01-00-4341	State of Alaska Grant Revenue	\$130,000	\$168,000	\$38,000
01-01-10-6116	PERS on-behalf expense	\$130,000	\$168,000	(\$38,000)
Total				0

Haines Borough  
Ordinance No. 20-01-558  
Page 2 of 3

<b>(5) To accept and appropriate \$36,900 of grant funds from the State of Alaska DOT&amp;PF for the Alaska Community Transit Reimbursable Grant which provides funding for accessible transportation to senior citizens as well as people with disabilities in the Haines Borough.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
31-01-00-4341	State of Alaska Grant Revenue	\$0	\$36,900	\$36,900
31-01-00-7312	Professional Services (transportation)	\$0	\$36,900	(\$36,900)
Total				0

<b>(6) To accept and appropriate \$48,228 of grant funds from the Alaska Energy Authority for purchase and installation of LED streetlights and to appropriate \$21,980 of Capital Improvement Project (CIP) funds as match (\$15,000 was already appropriated for purchase of LED street lights and with this amendment it will be designated as grant cash match).</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
42-01-00-4341	State of Alaska Grant Revenue	\$0	\$48,228	\$48,228
42-01-00-7392	Project expenditures	\$0	\$70,208	(\$70,208)
42-98-00-8257	Transfer IN from CIP	\$0	\$21,980	\$21,980
50-98-00-8257	Transfer OUT to Grant	\$0	\$21,980	(\$21,980)
Total				(\$21,980)

<b>(7) To appropriate \$31,915 of water enterprise fund revenues for operating expenses related to mitigation of the Lily Lake transmission line interruption in August &amp; September 2019.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
90-01-00-61XX	Payroll – Water Department	\$189,863	\$201,213	(\$11,350)
90-01-00-7230	Material & Equipment – Water	\$50,500	\$61,350	(\$10,850)
90-01-00-7230	Professional Services – Water	\$28,500	\$31,365	(\$2,865)
90-01-00-7901	Work Orders from Public Works	\$15,000	\$21,850	(\$6,850)
Total addition to operating expense for Lily Lake transmission line				(\$ 31,915)

<b>(8) To appropriate \$5,000 of water enterprise funds to purchase replacement water meters.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
90-01-00-7230	Material & Equipment – Water	\$50,500	\$55,500	(\$5,000)
Total for water meters				(\$ 5,000)

**(9) To accept and appropriate \$201,972 of federal grant funds passed through Alaska DNR's Land and Water Conservation Fund to develop ADA accessible pavilions and trail access between Tlingit Park, Harbor Park and the Small Boat Harbor boat ramp. This grant requires \$201,972 in match. This amendment also appropriates the match as follows: \$140,000 of Commercial Passenger Vessel Tax Funds currently appropriated for "Portage Cove Interpretive Trail" would be renamed to add "& Pavilion", \$32,000 of in-kind labor, and \$29,972 of harbor uplands work to be paid from the FY13 Boat Harbor Upgrades grant.**

		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
42-01-00-4589	Federal Grant Revenue	\$0	\$201,972	\$201,972
42-01-00-4341	State Grant Revenue	\$0	29,972	29,972
42-01-00-7392	Project expenditures	\$0	\$403,944	(\$403,944)
42-01-00-8254	Transfer IN from CPV Fund	\$0	\$140,000	\$140,000
34-01-00-8254	Transfer OUT to from CPV to Grant	\$0	\$140,000	(\$140,000)
42-01-00-8200	Transfer IN from GF (In-kind)	\$0	\$32,000	\$32,000
01-98-00-8200	Transfer OUT to Grant from GF	\$0	\$32,000	(\$32,000)
Total local match for Pavilion & Trail Access Project				(\$172,000)

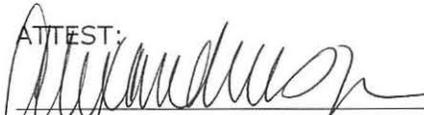
**(10) To appropriate \$118,000 from the Equipment Sinking Fund of for purchase and delivery of a John Deere tractor with mower attachment and boom for use for brush cutting Borough roads. The Equipment Sinking Fund currently has a balance \$214,264 dedicated for purchase of public works equipment.**

		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
50-01-00-7392	Project expenditures (JD brush cutter)	\$0	\$118,000	(\$118,000)
50-98-00-8258	Transfer IN to CIP from Sinking	\$0	\$118,000	\$118,000
61-98-00-8258	Transfer OUT from Sinking to CIP	\$0	\$118,000	(\$118,000)
Total for tractor mower				(\$118,000)

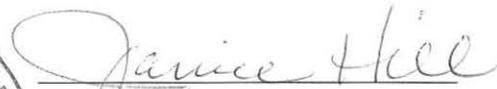
\* A positive amount in this column is favorable. A negative amount is unfavorable.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY  
THIS 10TH DAY OF MARCH, 2020.

ATTEST:

  
Alekka Fullerton, Borough Clerk



  
Janice Hill, Mayor

Date Introduced: 01/28/2020  
Date of First Public Hearing: 02/11/2020  
Date of Second Public Hearing: 03/10/2020

**From:** [Alekka Fullerton](mailto:Alekka.Fullerton@haines.ak.us)  
**To:** [Alekka Fullerton](mailto:Alekka.Fullerton@haines.ak.us)  
**Subject:** Brush Cutter  
**Date:** Thursday, January 23, 2020 11:26:37 AM

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**From:** Edward Coffland <ecoffland@haines.ak.us>  
**Sent:** Friday, January 17, 2020 3:16 PM  
**To:** Debra Schnabel <dschnabel@haines.ak.us>  
**Cc:** Jila Stuart <jstuart@haines.ak.us>; Carolann Wooton <cwooton@haines.ak.us>; Will Hickman <whickman@haines.ak.us>  
**Subject:** Brush Cutter

Debra: As I see it we have four options for brush cutting on Borough roads:

1. Continue as we are, using our Doosan excavator with its large mower attachment. The mower attachment is too big to use efficiently in v-ditches and the excavator must be moved and stationed while mowing within the boom reach and then moved again to the next boom reach location. The machine will not allow mowing while driving along the ditch. This process is inefficient, the reason we behind on brush cutting on many of our roads and the reason we continue falling further behind.
2. Rent a machine. We have done so in the past. Haines Industrial rents a small excavator with a mower attachment but it is too small to reach much of where we need to reach. It costs \$3,200 per week to rent and we expect to need to rent for nine weeks per year (\$28,800 per year). We have also rented from SRI in the past, but they will no longer rent their machine without an operator too, at \$200 per hour. The State will not rent to us.
3. Issue annual brushing contracts. This could work but I doubt it would be cost effective and still would require at least some of our time.
4. Buy the proper equipment for the job. Will has a quote for a new (50 machine hours) John Deere tractor (see attached) with mower attachment, boom and tractor for \$116,865 from Craig Taylor Equipment Company in Anchorage. I think this the best alternative because:
  - a. Having the proper equipment would allow us to do a good job and catchup with work that has been neglected. Brush cutting is central to our road maintenance responsibilities and we need the right equipment.
  - b. Based on Haines Industrial rental rate it would pay for its self in less than five years. Its useful life would be at least 20 years. The machine has a two-year or 2000 hour warranty. Delivery time is about three weeks, in time for spring mowing.
  - c. We have the money in the equipment sinking fund and Will does not foresee any major equipment purchases in the next few years.

I think the Assembly would be open to this purchase. I recommend buying the John Deere tractor.

Thanks,

Edward Coffland, PE  
Director of Public Facilities  
Haines Borough



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1049  
Assembly Meeting Date: 09/22/20

Business Item Description:	Attachments:
Subject: Supporting State Parks Recreational Trails program Grant for Ripinski Trail	1. Resolution 20-09-889
Originator: Borough Clerk	
Originating Department: Administration	
Date Submitted: 9/15/20	

**Full Title/Motion:**  
Motion: Adopt Resolution 20-09-889.

**Administrative Recommendation:**

**Fiscal Impact:**

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

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

**Summary Statement:**  
For many years, the Haines Borough has been wrestling with the ongoing trespass of the Ripinski Trail over BLM, State of Alaska, University of Alaska and Mental Health land. If this grant is awarded, it will allow an easement which will ensure access to the Ripinski Trail for Haines Borough generations to come. This has been one of those ongoing issues that we now have the opportunity to resolve permanently.

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

**Assembly Action:**  
Meeting Date(s): 9/22/20 Public Hearing Date(s): \_\_\_\_\_  
Postponed to Date: \_\_\_\_\_

**A Resolution of the Haines Borough Assembly Supporting a State Parks Recreational Program Grant to Create a Continuous Trail Easement for the Ripinski Trail.**

**WHEREAS**, The Ripinski Trail is a popular trail for Haines locals and visitors, offering world-class views from an easily-accessible trail, but work on the trail is needed; 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 Ripinski Trail crosses a patchwork of different land ownerships, including federal (BLM), State of Alaska (Haines State Forest), Haines Borough, University of Alaska, and Mental Health Trust; and

**WHEREAS**, Commercial operators take visitors on the trail, which has created trespass issues on University of Alaska and Mental Health Trust lands; and

**WHEREAS**, Trail improvement projects on the public lands are on hold until these trespass issues through University of Alaska and Mental Health Trust can be resolved; and

**WHEREAS**, The Haines community has expressed interest in resolving these trespass issues so the trails can be improved; and

**WHEREAS**, The University of Alaska and Mental Health Trust have both responded with interest in selling easements, since the lands that the trail crosses are steep and unlikely to offer much value for development; and

**WHEREAS**, BLM is willing to transfer an easement for the trail through their land, after their planned study of the best route is completed. BLM is willing to realign the trail through their property on the west end of the trail so that it connects with the existing parking lot at the Seven Mile trailhead; and

**WHEREAS**, Solving the trespass issue will benefit the Haines economy by providing better access to tourism operators and their clients to the public land within the Haines Borough; and

**WHEREAS**, the Haines Borough is interested in working with the other land managers and owners along the Ripinski Trail to acquire legal public access so that it can proceed with trail improvement projects; and

**WHEREAS**, the Haines Borough has already set aside \$7,500 for Trail improvement projects.

**NOW THEREFORE BE IT RESOLVED** that the Assembly of the Haines Borough supports the efforts of Haines Huts to pursue grant funding from the Division of Parks and Outdoor Recreation's Recreational Trails Program to purchase legal access across University of Alaska and Mental Health Trust lands for the Ripinski Trail, and to provide \$7,500 for further improvements to the Ripinski Trail that can be used as match for the grant application.

Haines Borough  
Resolution No. 20-09-889  
Page 2 of 2

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 22nd day of September, 2020.

---

Jan Hill, Borough Mayor

Attest:

---

Alekka Fullerton, CMC, Borough Clerk



**Haines Borough  
Assembly Agenda Bill**

**Agenda Bill No.:** 20-1050  
**Assembly Meeting Date:** 9/17/20

Business Item Description:	Attachments:
Subject: FY21 Budget Amendment #1	1. Ordinance 20-09-577 2. Harbormaster Memo 3. Resolution 20-09-882
Originator: Borough Manager	
Originating Department: Administration/Finance	
Date Submitted: 9/17/20	

**Full Title/Motion:**  
Motion: Introduce Ordinance 20-09-577 and schedule it for its first public hearing 10/13/20 and its second public hearing 10/27/20.

**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
---	---

**Summary Statement:**

This budget amendment accomplished several things:

1. See Harbormaster Memo.
2. Renaming of Public Safety Building CIP project.
3. Appropriates funds for the Fuel Storage Tank authorized at the last meeting (Resolution 20-09-882).
4. Appropriates funds to purchase a Traffic Safety Radar Speed Sign.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 09/22/20, 10/13/20, 10/27/20	Public Hearing Date(s): 10/13/20, 10/27/20
	Postponed to Date:



# Memo

## Ports & Harbors

Date: September 17, 2020

To: Borough Manager / Borough Assembly

From: Shawn Bell, Harbormaster

Re: Sport Ramp Budget Amendment

It is the recommendation of the Harbormaster that the Haines Borough Assembly approve a budget amendment of \$146,000 for the ADF&G Sport Ramp project.

### **Background**

When the original contract was awarded to Hamilton Construction, the Borough was short enough grant funds to cover the entire project cost of the project. The project went forward with the understanding that the harbor enterprise fund would cover the funding shortage. During the course of the project, there have been several change orders and credits to the project that have not accumulated to any substantial expenditures. In addition, ADF&G had set aside \$57K as contingency funds for CA/CI if needed. These contingency funds are intact but will not be credited to the Borough while the project remains incomplete.

It is believed that the project can be completed within the amended budget. However, it is important to remember that construction continues and that it is possible have additional unforeseen expenses.

**HAINES BOROUGH**  
**Portage Cove Harbor Boat Launch Improvements**



**Sources of Funds**

Fish & Game Cooperative Agreement (\$3,780,000 + \$1,220,000)	\$ 5,000,000
Designated Legislative Grant #13-GO-005 Harbor Upgrades	<u>1,710,000</u>
<b>Total Sources</b>	<b>\$ 6,710,000</b>

**Uses of Funds**

Design	
PND	\$ 484,604
Construction	
Construction Bid Price	\$ 4,148,966
Additive Alternate #1	254,542
Additive Alternate #2	278,223
Change Order #1 (add alt 3, 4, & 5)	1,141,947
Change Order #2	(190,988)
Change Order #3	6,890
Change Order #4	(3,486)
	-
Subtotal - Construction	<u>\$ 5,636,093</u>
CA/CI	
Construction Base Bid	440,288
Additive Alternate #1 & 2	47,723
Additive Alternate #3, 4, & 5	143,683
Contingency	<u>58,400</u>
Subtotal - Construction	690,094
Haines Borough Administration - Construction	45,000
	TOTAL USES OF FUNDS 6,855,791
<b>Net Flow of Funds (To Be Funded from Harbor Fund Balance)</b>	<b>\$ (145,791)</b>

**A Resolution of the Haines Borough Assembly authorizing the Borough Clerk to execute a contract with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$4,681,730.**

**WHEREAS**, the Portage Cove Harbor Boat Launch Improvements project base bid work consists of demolition and disposal of existing park facilities, installation of two new concrete boat launch ramp lanes, timber boarding float with galvanized steel pipe piles, concrete curbs and gutters, base course grading, storm drains, kiosk, landscaping and other miscellaneous improvements; and

**WHEREAS**, Additive Alternates generally consist of water, sewer and electrical utilities, utility shed, MSE wall, float mounted lighting and parking lot area lighting, asphalt concrete paving and other miscellaneous improvements; and

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

**WHEREAS**, the Engineer's Estimate for all work was between \$4,500,000 and \$5,500,000; and

**WHEREAS**, the Borough obtained two responsive, sealed bids for the base bid work and all five Additive Alternates: 1) Hamilton Construction for \$5,823,676.98 and 2) Southeast Road Builders for \$5,997,150; and

**WHEREAS**, the Alaska Department of Fish and Game Cooperative Agreement will provide \$2,981,761 in base bid construction funds and \$1,220,000 in an FY20 appropriation for Add Alternatives for a total Alaska Department of Fish and Game funding of \$4,201,761; and

**WHEREAS**, there is approximately \$1.7 million remaining from funds for FY13 Designated Legislative Grants for Haines Boat Harbor and Breakwater Improvements and Boat Harbor Upgrades that the Borough could dedicate to this project; and

**WHEREAS**, staff has reviewed the bids and recommends award to the low bidder, Hamilton Construction; and

**WHEREAS**, after Assembly consideration, the Assembly was reticent to dedicate all of the Designated Legislative Grant funds to the Portage Cove Harbor Boat Launch Improvements project since it was believed there would be no remaining funds for float designs; and

**WHEREAS**, the Assembly directed staff to discuss the reduction of scope of the original base bid to remove landscaping items non-crucial to the project itself and the covered shelter; and

**WHEREAS**, the Borough remains committed to completing the landscaping items identified but desires to retain local control of landscaping decisions; and

**WHEREAS**, the reduction in scope reduces the low bidder, Hamilton Construction's, bid to \$5,574,189; and

**WHEREAS**, with the reduction in scope identified, it is believed the Borough will have sufficient remaining Designated Legislative Grant funds to cover this contract and contingency costs,

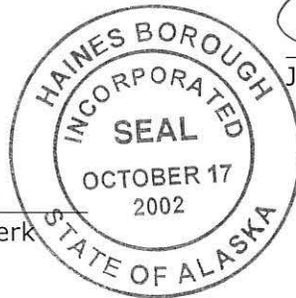
**WHEREAS**, the additional \$1,220,000 in a FY20 appropriation for Add Alternatives 3, 4 and 5 has not yet been confirmed as available,

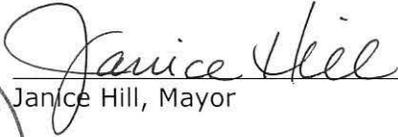
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Clerk to execute a contract with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$4,681,730 for the Base bid and Additive Alternates 1 and 2 and postpones a decision on Additive Alternates 3, 4 and 5 until the additional FY20 \$1,220,000 appropriation for Add Alternatives funding from the Department of Fish and Game is confirmed.

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

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract change order with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$1,141,947.**

**WHEREAS**, the Haines Borough Assembly on 07/24/19 authorized a construction contract with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$4,681,730; and

**WHEREAS**, the work included Additive Alternate 1 for Harbor Utilities; and Additive Alternate 2 for Harbor Office MSE Wall and Pad; and

**WHEREAS**, the assembly postponed a decision on Additive Alternate 3 for Perimeter and Float Lighting, Additive Alternate 4 for Paving and Striping, and Additive Alternate 5 for Front Street Lighting until it was clear that the Sport Fish Recreational Boating and Angler Access funds from the State of Alaska were confirmed; and

**WHEREAS**, the original pricing on Additive Alternates 3 -5 is confirmed through September 2 (90 days from the original bid date of June 4, 2019); and

**WHEREAS**, on August 12, 2019, the Haines Borough received notification from the Alaska Department of Fish and Game that the FY20 Recreational Boating CIP budget passed, which includes funding for the additive alternatives at Portage Cove; and

**WHEREAS**, on August 13, 2019, staff confirmed with Senator Jesse Kiehl's office that this appropriation was confirmed and signed into law; and

**WHEREAS**, the Haines Borough has been awarded \$1,220,000 of the FY20 Sport Fish Recreational Boating and Angler Access funds for the express purpose of construction and contract administration and inspection for Additive Alternates 3 -5; and

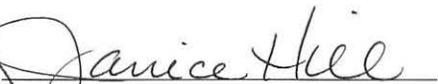
**WHEREAS**, the purpose of the Sport Fish Recreational Boating and Angler Access funds is to improve recreational boating and sport fishing access to fish and wildlife resources of the state by all users, including those with disabilities in compliance with the Americans with Disabilities Act,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a contract change order with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$1,141,947.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 20th day of August, 2019.

Attest:  
  
Alekka Fullerton, Borough Clerk



  
Janice Hill, Mayor

Approved

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract with PND Engineers, Inc. for Contract Administration and Construction Inspection Services associated with Additive Alternates 1 and 2 of the Portage Cove Sport Boat Launch Project.**

**WHEREAS**, the Haines Borough Assembly on 07/24/19 authorized a contract with Hamilton Construction which included Additive Alternates (Add Alts) 1 and 2 for the construction of the Portage Cove Harbor Boat Launch Improvements; and

**WHEREAS**, Add Alts 1 and 2 not included in the scope of work provided by the ADF&G and the associated Contract Administration and Construction Inspections (CA/CI) costs are not covered under the Alaska Department of Fish and Game grant; and

**WHEREAS**, PND is providing CA/CI services for the rest of the Portage Cove Harbor Boat Launch Improvements project under contract with the ADF&G; and

**WHEREAS**, it is believed that contracting PND for the CA/CI for Add Alts 1 and 2 concurrent with ADF&G's contract with PND will realize savings to the Borough; and

**WHEREAS**, PND proposes to provide engineering services under a Time and Materials basis not to exceed \$47,723; and

**WHEREAS**, these services will be paid for out of the Harbor Fund and sufficient money is available for this purpose,

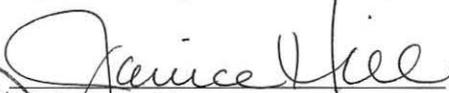
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a contract with PND Engineers, Inc. on a Time and Expenses (T&E) basis for an amount not to exceed \$47,723 for the Portage Cove Harbor Boat Launch Improvements for Contract Administration and Construction Inspection Services of Add Alts 1 and 2.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 8th day of October, 2019.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to authorize Hamilton Construction to perform additional Electrical Conduit Installation to accommodate future Drive Down Float for an amount not to exceed \$29,520.**

**WHEREAS**, Hamilton Construction has been contracted to perform the Portage Cove Harbor Boat Launch; and

**WHEREAS**, the Haines Harbor Master has recommended the work be completed now during the construction of the current project which already entails installing other electric and conduit lines to the new harbor office pad to support future projects at the Harbor; and

**WHEREAS**, whereas both PND Engineers and Hamilton recommend the work be completed during this phase of construction to save money and keep from having to tear up the new paved driveway; and

**WHEREAS**, the Director of Public Facilities recommends the work be added at this time; and

**WHEREAS**, Hamilton Construction has provided and RFP to complete the work for an amount not to exceed \$29,520; and

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to sign a change order allowing Hamilton Construction to install the additional conduit for an amount not to exceed \$29,520.00 to add the necessary electrical capacity.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 8th day of September 2020.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to authorize Hamilton Construction to perform additional Electrical Conduit Installation to accommodate future Drive Down Float for an amount not to exceed \$29,520.**

**WHEREAS**, Hamilton Construction has been contracted to perform the Portage Cove Harbor Boat Launch; and

**WHEREAS**, the Haines Harbor Master has recommended the work be completed now during the construction of the current project which already entails installing other electric and conduit lines to the new harbor office pad to support future projects at the Harbor; and

**WHEREAS**, whereas both PND Engineers and Hamilton recommend the work be completed during this phase of construction to save money and keep from having to tear up the new paved driveway; and

**WHEREAS**, the Director of Public Facilities recommends the work be added at this time; and

**WHEREAS**, Hamilton Construction has provided and RFP to complete the work for an amount not to exceed \$29,520; and

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to sign a change order allowing Hamilton Construction to install the additional conduit for an amount not to exceed \$29,520.00 to add the necessary electrical capacity.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 8th day of September 2020.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor



# Memo

11C1

Date: 09/17/20  
To: Haines Borough Assembly  
From: Carolann Wooton, EOC Commander  
RE: EOC Update

Dear Assembly Members,

This past week we were notified of our 6<sup>th</sup> case of Covid-19 in the Haines Borough. Public Health reached out to known close contacts for tracing within 24 hours of the notification as is their policy. Since I have fielded multiple questions about contacts and tracing, I thought it would be prudent to send a memo outlining the process of notification and close contacts to help provide some clarification.

According to the Department of Public Health, a close contact is determined to be “**a person who has spent a minimum of 15 minutes in close proximity (within 6ft distance) to a person with the virus**” in the following windows:

**For a patient *without* symptoms (asymptomatic):** contact must have occurred two days prior to the positive test results and up to ten days after the positive results.

**For a patient *with* symptoms:** contact must have occurred in the two days prior to the onset of Corona Virus symptoms, and up to ten days after the beginning of the symptoms.

If a person has not been notified by the Public Health nurse, it is because they do not fall within this very specific window; however, *if the person still feels strongly they may be a close contact then he or she should quarantine for 14 days after last contact with positive person on their own.*

Due to the incubation period of the virus, it is also advised that anyone who is a potential contact wait *at least 7 days* from the date of contact prior to being tested unless they are symptomatic. On average, it takes 7 days after exposure to develop enough viral load in the body for a test to detect the virus.

It is important to note if someone is notified by Public Health that they are a close contact, they cannot test out of the quarantine, but must be released from quarantine by the Public Health Nurse, whether they have symptoms or not. Please follow all directions from the Public Health Nurse.

A person who has further questions can always reach out to the Public Health nurse to get further clarification if needed, (907) 465-1259.

In the meantime, remember to follow the advice the EOC has provided since the beginning;

1. Practice good social distancing, keep your social circles small
2. Wear a mask in instances when you cannot be socially distant
3. Wash your hands frequently
4. If possible, limit travel outside of the community, and
5. If you have any symptoms at all then call the SEARHC clinic @766-6300 for assistance.

Thank you!



HAINES BOROUGH

RECEIVED

11C2

SEP 15 2020

AGENDA REQUEST FOR ASSEMBLY ACTION

HAINES BOROUGH CLERK'S OFFICE

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

Name: Kelleen Adams Date: Sept. 15, 2020

Name of Group Represented (if applicable) Haines Sheldon Museum Board of Trustees 766-2366

Address: PO Box 269 museum / Mud Bay Rd Phone: 512-789-3198

Email Address: Kelleenart1@yahoo.com Fax:

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

Purpose of Request: Grant funding issues (See attached letter and supporting documents)

Estimated Time Required (if a presentation) < 15 minutes

Action you wish the Assembly to take: To confirm or deny a commitment of \$552,640 in Haines Borough Funds

Note: The deadline for agenda topics is as noted on the most current assembly-adopted Agenda Preparation Calendar, available from the Clerk's Office or at www.hainesalaska.gov/borough assembly. Your request will either be placed on the next assembly agenda under "Other New Business: Requests" or will be referred by the Mayor to a committee for further development. Please be aware that we may ask for additional supportive and/or background information in order to assist the assembly in making an informed decision. The clerk will provide copies for them. Whenever possible, issues will be reviewed by the manager. Should the issue be resolved ahead of an assembly meeting, the person will have the option to decline to have it presented to the assembly.

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

RECEIVED

SEP 15 2020

2019 Revision

HAINES BOROUGH CLERK'S OFFICE

Dear Madam Mayor and Members of the Assembly,

The Haines Sheldon Museum Board of Trustees (the Board) was recently notified that a grant application submitted by the former museum executive director, Helen Alten, to the National Endowment for the Humanities (NEH) for a Sustaining Cultural Heritage Collections Implementation Grant (PF-272019 Haines Sheldon Museum Sustainable Environmental Controls) was awarded for \$350,000. The project is to install a variable refrigerant flow heat pump system. A large air source heat pump will link to 12 zone units providing heating and cooling. A dedicated outdoor air system will supply ventilation air, humidification and dehumidification. The grant application was well received and was awarded in a very competitive field. Unfortunately, there are financial issues associated with accepting the grant that the Board seeks your participation in.

The original consultant estimate for this project in 2017 was \$350,000. A re-analysis by the Borough hired consultant in December 2019, indicated that was in error, and the actual costs would be \$902,640.

The maximum award for this grant is \$350,000.

The grant was submitted to NEH in January 2020. The former director never provided the grant application which included a budget and budget narrative (Attachments 1 and 2) for examination, review and approval to the Board. The Board was notified of this grant award in August, 2020. It was learned at that time that remaining funds needed for the project, \$552,640, had been identified in the grant documentation to come from a combination of Haines Borough funding, other grants (Rasmuson Foundation, Murdock Trust) and/or museum reserves. The Board never committed museum funds to the project before the grant was submitted or since.

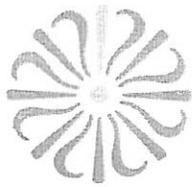
In emails to the former director (Attachment 3) Margaret Walker, the Senior NEH Program Officer for the grant, had questioned the considerable gap between the grant award (\$350,000) and the actual project cost (\$902,640). She also advises that grant reviewers would most likely want to know the details of where the additional funds needed to complete the project would come from. It appears that the attached budget narrative addressed these concerns. Ms. Walker, upon notifying the Board of the grant award, apprised the Board that she had been informed that the project was to be in collaboration with the Borough (Attachment 4).

It is unknown at this time if there is a grant pending with the Rasmuson Foundation. The Murdock Trust has no record of any communications related to this proposed work (Attachment 5). The Borough Facilities Director, Ed Coffland confirms that he informed the former director that the Borough had no money to support the project (Attachment 6).

It is the Board's responsibility to take action on this grant. NEH has informed the Board that the project cannot be re-scoped to a less expensive system as the award was specifically for the system detailed in the project description. The Board has no confirmation of other grant monies approved, nor funds available in its reserves. If this project is to continue to be pursued, the significant portion of the costs detailed in the budget and budget narrative would fall to the Borough CIP Budget. The Board regrets having to bring this to your attention, but cannot accept \$350,000 from NEH unless the Assembly commits \$552,640 of Borough funds to this project. A decision by the Assembly is requested.

Sincerely,

Board of Trustees, Haines Sheldon Museum



Applicant Institution: *Sheldon Museum & Cultural Center*

Project Director: *Helen Alten*

Project Grant Period: *11/01/2020 through 11/30/2025*

[click for Budget Instructions](#)

	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	(notes)	Year 3	Project Total
			01/01/2021- 12/31/2021		01/01/22- 12/31/2022		01/01/2023- 12/31/2023	
<b>1. Salaries &amp; Wages</b>								
Project Management	See attached cost estimate	33%	\$22,287	33%	\$22,287	33%	\$22,287	\$66,862
		%		%		%		\$0
		%		%		%		\$0
		%		%		%		\$0
		%		%		%		\$0
		%		%		%		\$0
<b>2. Fringe Benefits</b>								\$0
								\$0
<b>3. Consultant Fees</b>								
Design Fees	see attached cost estimate		\$89,548					\$89,548
<b>4. Travel</b>								\$0
								\$0
<b>5. Supplies &amp; Materials</b>								
Heating and Cooling System	see attached cost estimate		\$350,000					\$350,000
<b>6. Subawards</b>								\$0
								\$0

Attachment 1

<b>7. Other Costs</b>								
Electrial upgrades	see attached cost estimate		\$116,600					\$116,600
Architectural Costs	see attached cost estimate		\$12,550					\$12,550
Demo & Temp Protection	see attached cost estimate		\$20,000					\$20,000
Estimating Contingency	see attached cost estimate		\$74,873					\$74,873
Overhead & Profit	see attached cost estimate						\$172,207	\$172,207
<b>8. Total Direct Costs</b>	<b>Per Year</b>		<b>\$685,858</b>		<b>\$22,287</b>		<b>\$194,494</b>	<b>\$902,640</b>
<b>9. Total Indirect Costs</b>								
a. Rate:								
b. Federal Agency:	Per Year		\$0		\$0		\$0	\$0
Effective Period: mm/dd/yy- mm/dd/yy								
<b>10. Total Project Costs</b>	(Direct and Indirect costs for entire project)							<b>\$902,640</b>
<b>11. Project Funding</b>	<b>a. Requested from NEH</b>				<b>Outright:</b>		\$350,000	
					<b>Federal Matching Funds:</b>		\$0	
					<b>TOTAL REQUESTED FROM NEH:</b>		<b>\$350,000</b>	
	<b>b. Cost Sharing</b>				<b>Applicant's Contributions:</b>		\$66,862	
					<b>Third-Party Cash Contributions:</b>		\$485,778	
					<b>Third-Party In-Kind Contributions:</b>		\$0	
					<b>Project Income:</b>		\$0	
					<b>Other Federal Agencies:</b>		\$0	
					<b>TOTAL COST SHARING:</b>		<b>\$552,640</b>	
<b>12. Total Project Funding</b>								<b>\$902,640</b>

Total Project Costs must be equal to Total Project Funding ----> ( \$902,640 = \$902,640 ?)

Third-Party Contributions must be  
greater than or equal to Requested Federal Matching Funds ----> ( \$0 ≥ \$0 ?)

# Alaska Energy Engineering LLC

25200 Amalga Harbor Road Tel/Fax: 907.789.1226  
 Juneau, Alaska 99801 jim@alaskaenergy.us

## Cost Estimate

January 30, 2020

### Haines Sheldon Museum Renewable Energy HVAC Option

Construction Costs	Year	Qty	Unit	Base Cost	Year 0 Cost
<b>GENERAL</b>					
<b>Architectural</b>					
Cutting and patching	0	1	ls	\$5,000.00	\$5,000
Heat Pump Enclosure	0	1	ea	\$7,550.00	\$7,550
<b>Mechanical</b>					
Demo	0	1	LS	\$15,000.00	\$15,000
Temporary protection	0	1	LS	\$5,000.00	\$5,000
<b>HEATING AND COOLING SYSTEM</b>					
<b>VRF Air Source Heat Pump and Indoor Units</b>					
VRF Heat Pump package 20 ton	0	1	ea	\$82,180.00	\$82,180
Support stand	0	1	ea	\$1,500.00	\$1,500
Indoor units - Ceiling cassettes	0	9	ea	\$1,200.00	\$10,800
Indoor units - Fan coil with ductwork and electric heat	0	6	ea	\$4,000.00	\$24,000
Drain piping	0	15	ea	\$200.00	\$3,000
Refrigerant piping					
Outdoor unit to branch controllers	0	1	ls	\$3,000.00	\$3,000
Branch controller to indoor units	0	15	ea	\$600.00	\$9,000
<b>Backup Electric Heat</b>					
Wall-mounted electric heaters	0	9	ea	\$500.00	\$4,500
<b>DOMESTIC HOT WATER</b>					
Electric HW heater 40 gal	0	1	ea	\$1,500.00	\$1,500
<b>VENTILATION SYSTEM</b>					
<b>Dedicated Outdoor Air System</b>					
<b>DOAS-1</b>					
DOAS-1: MERV 8 and MERV 13 filters, HC, CC, SF, EF	0	2,000	cfm	\$18.00	\$36,000
Floor stand	0	1	ea	\$1,500	\$1,500
OSA and Exhaust louver and duct 2000 cfm	0	2	ea	\$4,500.00	\$9,000
<b>Supply Distribution</b>					
Supply ductwork	0	1	LS	\$18,000.00	\$18,000
Diffusers	0	12	ea	\$180.00	\$2,160
<b>Exhaust Ductwork</b>					
Exhaust ductwork	0	1	LS	\$12,000.00	\$12,000
Return grilles	0	12	ea	\$155.00	\$1,860
<b>HUMIDIFICATION SYSTEM</b>					
Electric canister steam humidifier 30 lb/hr	0	4	ea	\$4,000.00	\$16,000
Water and drain piping	0	4	ea	\$500.00	\$2,000
<b>CONTROLS</b>					
VRF Controls	0	30	pts	1,000.00	\$30,000
DDC points	0	36	pts	1,750.00	\$63,000
<b>MISCELLANEOUS (PROJECT CLOSE OUT)</b>					
Test and balance	0	60	hrs	150.00	\$9,000
Commission HVAC system	0	1	lot	10,000.00	\$10,000

<b>ELECTRICAL</b>							
Upgrade electric service to 20	162 kW	0	1	ea	50,000.00		\$50,000
Three phase service		0	9	ea	5,000.00		\$45,000
Single phase service		0	18	ea	1,200.00		\$21,600
<b>CONTINGENCIES</b>							
Estimating contingency		0					
Overhead & profit		0			15%		\$74,873
Design fees		0			30%		\$172,207
Project management		0			12%		\$89,548
		0			8%		\$66,862
<b>Total Construction Costs</b>							<b>\$902,640</b>

## **Budget Justification : Haines Sheldon Museum Sustainability Project**

For this large project, we are asking NEH to fund the equipment and equipment installation costs, which are \$350,000. Most of that money is needed in the first year of the project to purchase supplies for installation. We do not expect there to be a large difference from year to year of the project.

### **Salaries and Wages**

These will be paid by the Haines Sheldon Museum and the Haines Borough. They cover the staff that will assist and oversee the project over its duration. They are based on the Engineer's estimate that Project Management will be about 8% of the overall project cost. We have not broken it out more specifically, since we expect that Helen Alten and her museum staff and Ed Coffland, as well as his staff, may actually spend more time on the project than estimated. This is considered part of the work load for all of the staff. The project is a priority for both the borough and museum staff. Fringe benefits are included in the salary calculations. We have divided the estimated cost by 1/3 for each year. These costs may not be completely equal from year to year, but this is the best estimate we can make at this time.

### **Consultant Fees**

12% of the project is estimated for design fees for the architect, mechanical engineer and electrical engineer. The design of the system shown on the first two pages of Attachment 8 Specifications is about 35% at this time. As the project commences, more specifics of the system and its integration of the specific parts, will be completed. The \$89,548 will be paid through a combination of foundation grants (we are in discussions with Rasmuson Foundation and M.J. Murdoch Charitable Trust) and Haines Borough funds.

### **Supplies and Materials**

This is the \$350,000 that is requested from the NEH. It will pay for the Heating and Cooling System, Domestic Hot Water, Ventilation System, Controls, and final system testing and balancing, which are detailed in the attachment to the budget (page 3 and 4). In Attachment 8 Specifications, starting on the third page, are images of suggested equipment followed by their technical specifications. Prices are based on current equipment costs and a slight markup for shipment and installation in Haines, which is considered a remote site, and thus is often charged a premium for work. The cost estimates were provided by Alaska Energy Engineering.

The VFR Air Source Pump package provides installation of a 20 ton unit outside the building. A floor stand for the VFR Air Source Pump is needed for its installation. This pump is attached with ducting to 9 ceiling cassettes (for the storage, office, basement and lobby areas) and 6 fan coils with ductwork and electric heating (for the upstairs main gallery). The Fan Coil units are 30% more expensive than the ceiling units, but our gallery construction does not allow for ceiling units, so the grilles already in place in the gallery will be used, with units within the ducts to push conditioned air. The increased expense includes the necessary ductwork and installation. Refrigerant Piping and one outdoor unit with 15

branch controller units will provide dehumidification and cooling. 9 wall mounted electric heaters will provide backup heating when the main system needs servicing.

Currently the building's hot water heat is run off of the oil-fueled boiler. With removal of the boiler, an electric hot water heater will need to be installed. The cost is based on the price of a hot water heater locally.

The Ventilation System will include a 2,000 cfm Dedicated Outdoor System with high efficiency filters, floor stand, ducts and louvers. Ductwork for supply and exhaust, 12 diffusers and 12 return grilles, will replace the former ventilation system located in the basement. Its price includes disassembly and reassembly so it can get through the single doors that provide access into the museum. Where possible, extant ducts and grilles will be used. However, our older ductwork is much larger than the modern ductwork required for the system. Part of the cost of the system is removing old ductwork where it is no longer needed in ceilings and floors.

The Humidification System includes four electric canister steam humidifiers (\$4,000 apiece) with piping and drains for water (\$500 apiece). The plans on the first two pages of Attachment 8 Specifications show the location of these humidifiers and the zones (dark dash-dot lines) where they will be providing control. They are focused on the two storage areas and the exhibit areas. All of them will be in the lower areas with ducting directing the humidified air into the upper parts of the building.

A central control system will help balance the separate areas and allow easier control by staff of the zones. Although each unit has a control system, it ends up being easier and more efficient, if they are married to a central system. The price of this system is based on an estimate from Alaska Energy Engineering.

Finally, the system will need to be tested and balanced and tweaked. This is estimated to take 60 hours at \$150 per hour. Commissioning is estimated at \$10,000 to finish bringing the system online and monitor its operations over at least one year.

### **Electrical Upgrades**

The electrical system serving the building is out of date and needs to be upgraded to handle new equipment. This includes upgrading the electric service to 208v/3-phase, 162 kW. Three phase service will need to be run to the 9 ceiling cassettes. Single phase service will need to be run to the 18 other units in the system. This electrical work, \$116,600, will be funded by the Haines Borough Capital Improvements Budget or be included in the foundation grants referenced under consultant fees.

### **Architectural Costs**

\$12,550 is estimated for cutting and patching the building as ducts, grilles and units are installed or removed. An enclosure will be constructed for the outdoor heat pump so that it isn't easily messed with by the public. The Haines Borough Facilities staff are capable of building protective enclosures and are excellent at patching and repairing walls. We expect that they will be doing this work, funded through

the Haines Borough. However, we will also be including it in foundation grants, to help alleviate pressure on borough facilities staff for this project.

### **Demo and Temp Protection**

This cost covers demolition (\$15,000) and removal of the old equipment as well as constructing protective enclosures (\$5,000) for museum areas where collections will be housed and staff will be working. Solid waste disposal is a big issue in a remote community like Haines. It is expensive to remove large items, since they need to be barged out of town to the contiguous United States. The price of demolition includes the expense of waste removal from the community.

The Haines Borough Facilities staff have been excellent at building protective enclosures during recent building upgrades, including last year's window replacement project. We expect that they will be doing this work, funded through the Haines Borough. However, we will also be including it in foundation grants, to help alleviate pressure on borough facilities staff for this project.

### **Estimating Contingency**

The Haines Sheldon Museum is a 30 year old building that was constructed with a lot of volunteer help. Thus, we often find surprises when we open the walls. The contingency is designed to cover any cost overruns or project alterations that might occur as we begin installation of the equipment. This is estimated at \$74,873 or 15% of the project, which is a common contingency estimate in our area for construction. It will be funded by foundation grants and/or the Haines Borough. We also are trying to combine two construction projects, which may reduce overhead on both significantly. (We hope to install an elevator, which will need us to clear out areas that will help with the installation of HVAC equipment. The elevator will be funded by a state Community Development Block Grant, if we are successful in receiving it.)

### **Overhead and Profit**

We will be hiring a general contractor, paying for construction permits, inspections and submittal reviews. These costs are estimated at 30% of the project, or \$172,207. This will be funded by a combination of foundation grants and Haines Borough CIP (Construction Improvements Projects) budget. If necessary, the museum will also use reserves to supplement on this part of the project, although we have not listed it as museum funded on the NEH budget form.

### **Final Note**

In 2017 Jim Rehfeldt estimated the cost of a new system to be \$350,000, based on the work done at the Juneau-Douglas Museum (JDM). When we questioned why it was now a \$900,000 project, he reviewed the JDM project and discovered he had been in error in his calculations. Their project was closer to \$800,000 after all costs were accounted for. NEH funded \$300,000 of their project, which was to purchase the equipment. The equipment we propose to purchase is similar to their units, just the next generation. In the intervening time period, the technology has continued to improve, and, of course, the costs have increased with inflation.

Dear Ms. Alten,

I enjoyed reading your SCHC implementation grant draft. It seems to me that you've addressed all of the review criteria, so that is a good start! I think your biggest task will be getting the narrative down to 15 pages, though I think this can be done easily through some reorganization and eliminating redundant or superfluous information. I've included some suggestions below, as well as the notes I took while reading. I'd be happy to schedule a time to discuss these comments and any other questions you may have as the deadline approaches.

Best,

Margaret

1. There is more information than needed in the "organizational profile" and "significance and use of the collection" sections. This is where you will be able to trim down your overall page count. I'd recommend looking at some of the sample narratives on the website to get a sense of how others have organized and scoped this. Additionally, I'd keep all of the collection information together. I was excited to read more after the section under "organizational profile" but then had to go through mission, history, and facilities before getting to that detail. It was just a bit clunky.
  - a. For instance, I wouldn't go into the level of detail that you do regarding the accessibility on each level of the museum. The early statement about hoping to put in an elevator eventually seems plenty. Similarly, the description of your isolated location is interesting, but could be shortened.
2. On page 14, I wouldn't include the quotes about chemical, biological, and mechanical deterioration that can result from fluctuations in temperature and RH unless you want to its manifestation in specific cases or materials (i.e. for ivory). Your reviewers will be peers and therefore will know these things in the broad sense. It's better to focus on your specific situation and collection.
3. Will the DOAS require special protection again snow or other extreme weather?
4. Your work plan states evaluating the project only for two seasons – fall and winter 2022. Your final paragraph states doing so for a year, though. Considering that you can have a period of performance of up to five years, it does seem prudent to collect climate and cost/energy-saving data for at least a year so that it can be included in the white paper and final report.
5. In general, I think the work plan could be more detailed. Perhaps you could flesh out #1 and #2 a bit more – maybe as "phases" with goals and sub steps under each one.
6. It's great that you will have hobo monitors in every room to measure the actual effectiveness of the system, rather than relying on its controls. I was curious, though, what it might look like if you needed to make adjustments to the system after it is installed. Can you anticipate the tweaks that may need to be made and how would you decide what to do and when to do it?
7. This system is estimated to cost you \$900,000. You can only receive up to \$350,000 through an SCHC grant, which leaves a considerable gap. If I were a reviewer, I would want to have some sense of where the rest of that money might come from.

Haines Sheldon Museum Draft Comments  
SCHC FY20

8. Could you provide a little more information about the zones you hope to establish? How would collection storage spaces differ from gallery spaces or from offices? You needn't go to great length, but I think a bit more elaboration about distinct goals and setpoints could be good.
9. The narrative notes having ducts to discharge air to galleries but ductless cassettes in all other rooms. Why is this? Is it motivated by the building's architecture or some other factors?
10. Throughout, you do a nice job of detailing steps that already have been taken toward improvements and ongoing preventive conservation measures. All of this helps to establish why new environmental systems would be appropriate at this point for your museum.
11. The attached letter from MRV Architects dated March 27, 2016 doesn't seem to add much to the application, given that it looks like you've taken some of their recommendations but phased and scoped them in other ways. I wouldn't include this document unless there is a more apparent reason for it (i.e. you reference it in the narrative). If its purpose was to show MRV's commitment, a simple letter with a more current date would do that more effectively.
12. Similarly, since this is not an expansion project, I would not recommend including the concept drawings for the expansion. Mentioning its possible scope, as you do in the narrative, should be sufficient.
13. I don't know that it really adds anything to attach Zachary Jones's "Box of Knowledge" publication. I think it was great to mention it in the narrative, and you could include the full citation in a footnote, but attaching it seems beside the point of what you are asking for. If it was meant to illustrate your collection's breadth or significance, I'd just include some images and captions of your collection items instead.

NOTES:

1. **the significance of the collections for the humanities and the potential impact of the project on the humanities**
  - 22k items = archival & objects
  - ~1100 ivory & wood
  - ~12k photographs & films
  - Chilkoot & Chilkat Tlingit native cultures are represented in the collections, including modern/contemporary native art and decorative arts; history of the area
    - o Puppetry, glass, scrimshaw, etc
    - o History & culture of fishing
    - o Clothing
    - o Shipwrecks & military fort
  - Organizationally, I tend to prefer seeing the collection description, significance, and use all together. Could that info on pages 2-3 be folded into the section beginning page 5?
  - 12k annual visitors; half local
  - High visitation from local K-12
  - Trading history; settlement history; geological/environmental history; gold rush
  - This specific region often heavily represented in global collections of native/NW art & artifacts
  - Find a way to condense this. Look at sample narratives for typical scope & length
  - The ivory isn't mentioned much in the collection description, yet a major motivator of needing tighter controls

2. **the attention to exploring and implementing sustainable preservation strategies**
  - clear from the outset – sustainable defined as easy to maintain & operate and inexpensive/not energy intensive
  - How measuring success of new system? State this early on.
  - 12 zones (more detail?); ability to expand if the building does - good
  - recent building envelope improvements (roof, windows, and vapor barriers)
    - o have you followed up to see if they DiD address the cold spots?
  - vault supposed to have tighter environmental controls – what are they? More on zoning?
  - Archives Research Room – what are environmental/zoning targets here?
  - P.19 data loggers to evaluate effectiveness of new system
  - P. 21 tracking energy consumption (by cost)
3. **the attention to identifying risks to collections (for example, fire, flooding, theft, or temperature fluctuations) and implementing effective preventive conservation measures**
  - current HVAC failing, needs regular maintenance and insufficient to manage interior climate needs on its own
  - analysis of conventional HVAC replacement vs. proposed variant refrigerant flow heat pump system
  - organic objects in collection especially need stable climate
  - also photographs & films
  - discussion of current deficiencies – too hot; no humidity control
4. **the project's methodological soundness**
  - do you need to protect the DOAS from snow/extreme cold?
  - How are adjustments made if needed or if evaluation shows targets aren't being met?
5. **the likely viability, efficiency, and productivity of the project, as demonstrated by the work plan**
  - would you want to spend more than two seasons on evaluation? Why those two seasons? You can have up to five years.
  - could you flesh out number 1 a bit more?
  - What's involved with sending out bid requests?
6. **for implementation projects, the thoroughness of the planning that has informed the project recommended by Juneau-Douglas Museum (as well as by architect, engineer, conservator)**
  - p.14 – preventive conservation measures, incl buffering.
  - I'm less interested in the early history than the recent (condense what happened in the 80s and 90s)
  - Mention of conversion to photovoltaic system ... are there actual plans to do this in future or just something you dream of? (second mention redundant)
  - Why ducts for galleries and ductless ceiling cassette elsewhere? (Is this architecturally motivated or something else?)
  - How planning to deal with more/regular maintenance of the system – addressed in regular workflows (p.19)
  - P. 18 don't say the system is "common" – just explain why it's right for you

Haines Sheldon Museum Draft Comments  
SCHC FY20

- Good description of collection protection measures during the work
- Enviro evaluation seems good. What would it look like to adjust after installation, if needed?
- If evaluating costs through 2023, would you want the project to run that long so that you could include it in your final report?

**7. the experience and appropriateness of the project's interdisciplinary team in relation to the activities for which support is requested**

- director is a conservator, well qualified
- architect and engineers too

**8. the reasonableness of the proposed budget in relation to anticipated results**

→ according to p.1, this will still cost \$900k. Do they have the additional money to do the project on top of the NEH grant? ←

**9. the project's proposed outcomes including dissemination**

- white paper acknowledged; conference presentations

From: Sue Chasen [casseopeia@mac.com](mailto:casseopeia@mac.com)  
Subject: Re: Sheldon Museum SCHC Award  
Date: Aug 25, 2020 at 9:15:17 AM  
To: Walker, Margaret [mwalker@neh.gov](mailto:mwalker@neh.gov)

---

Hello Margaret,

Yes, it rings a bell. I had thought that the price tag was close to a million dollars, so I need to follow up with the Borough and see what their connection to this project is.....The building is actually owned by the Borough.

I shall get back to you!!

Regards,

Sue

On Aug 25, 2020, at 10:57 AM, Walker, Margaret <[mwalker@neh.gov](mailto:mwalker@neh.gov)> wrote:

Hi Sue,

Sheldon Museum and Cultural Center had applied for a Sustaining Cultural Heritage Collections grant last January and it was just approved for funding a few weeks ago.

Grant #: PF-272019

Grant Title: *Haines Sheldon Museum Sustainable Environmental Controls*

Project Description: The Haines Sheldon Museum requests \$350,000 to install a variable refrigerant flow heat pump system. A large air source heat pump will link to 12 zone units providing heating and cooling. A dedicated outdoor air system will supply ventilation air, humidification and dehumidification.

I discussed a draft with Helen and recall that this was an effort in collaboration with the Borough. Is this ringing any bells for you?

Best,  
Margaret

Margaret Walker  
Senior Program Officer  
Division of Preservation and Access  
National Endowment for the Humanities  
400 7<sup>th</sup> Street, SW  
Washington DC 20506



M.J. Murdock  
CHARITABLE TRUST

September 15, 2020

Sheldon Museum and Cultural Center  
11 Main Street  
Haines, AK 99827

To Whom it May Concern,

We at the Murdock Trust are writing to inform that the Sheldon Museum in Haines Alaska has no draft or submitted applications for grant funding within the last 12 months. We also do not have any record of phone or written conversation with the Sheldon Museum on any intent to request grant dollars for a particular project.

Sincerely,

The M.J. Murdock Charitable Trust

---

360-694-8415

703 Broadway, Suite 710  
Vancouver, WA 98660

[murdocktrust.org](http://murdocktrust.org)

**From:** Edward Coffland [ecoffland@haines.ak.us](mailto:ecoffland@haines.ak.us)

**Subject:** Museum Grant

**Date:** September 15, 2020 at 10:27 AM

**To:** [casseopeia@mac.com](mailto:casseopeia@mac.com)

**Cc:** Jila Stuart [jstuart@haines.ak.us](mailto:jstuart@haines.ak.us), Carolann Wooton [cwooton@haines.ak.us](mailto:cwooton@haines.ak.us), Alekka Fullerton [afullerton@haines.ak.us](mailto:afullerton@haines.ak.us)



Sue: As I told the museum director before she applied, for the grant, the Borough has no CIP money available to support the museum HVAC project.

At the time, I agreed to pay Jim Rehfeldt's fee (approximately \$11,000) to update his 2017 engineering report and cost estimate, provided to me by the museum director, to support the application. The 2017 report stated the cost to upgrade the museum HVAC system at \$350,000, the exact amount of the grant. But, the updated cost estimate came back at \$990,000.

When I questioned Mr. Rehfeldt about the difference, he told me the 2017 report was wrong. I then reminded the director that the Borough has no money to support the project.

Thanks,

Edward Coffland, PE  
Director of Public Facilities  
Haines Borough  
(907)766-6414

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

DATE: 9/14/2020

TO: Borough Assembly

FROM: Bear Task Force Committee

ACTION: Consideration of Bear Task Force resolutions/recommendations to the Borough Assembly.

RATIONALE: The Task Force was convened to provide guidance to the Borough with regard to bear conflict mitigation and management.

BOARD REQUEST: Three resolutions have been passed by the committee:

1. The Borough should assist CWS with the construction of a perimeter electric fence around the landfill. (An cost estimate for this work has been submitted to the Borough by CWS.)
2. The Borough should provide access to dumpster space in the case where a bear incident site needs to be cleaned up and the landfill is closed.
3. The Borough should investigate the hiring of a seasonal wildlife technician or contractor who can specialize in bear conflict mitigation and education. Funds for this position should come from a source other than the Haines Police Department.

Further explanation and discussion documentation will be provided to the Clerk for inclusion in the Assembly packet.

SUBMITTED BY:

A handwritten signature in black ink, appearing to read "D. Poinsette".

Derek Poinsette, Chair  
Bear Task Force Committee

## Alekka Fullerton

---

**From:** info@communitywastesolutions.com  
**Sent:** Tuesday, July 28, 2020 7:41 AM  
**To:** Alekka Fullerton  
**Cc:** info@communitywastesolutions.com; tomhallkkw@gmail.com  
**Subject:** RE: Bear Fence  
**Attachments:** LANDFILL ELECTRIC BEAR FENCE COST WORKSHEET.xlsx

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

Thanks, Alekka.

Also, attached is my cost worksheet for the Bear Fence. The materials numbers are hard prices from S.E. Roadbuilders on the rock, and Lutak Lumber on the remainder of the materials. The Electrical Sub number is plus or minus \$ 300 according to Dan Lengstorf of Gone Fishin Electric. I am still waiting for a written quote. His involvement would be to pull wire, mount and set a panel by our main entry gate for the fence power.

We currently have a charger but given the cost of an additional new one being not unreasonable, it was suggested that we put our middle strand wire on one charger and the top and bottom strand on the second charger in order to both boost the shock power and to give us a back-up in the event one of the chargers goes off-line or one of the wires gets grounded out.

Finally, labor costs are estimated by me based on our experience with the existing fence around the office/warehouse facility.

I've not included any equipment costs for blading a perimeter path nor for drilling post holes. Likewise, I've not included any costs for posts as we have a pile of scrap creosoted power poles that we'd use.

Please look it over and feel free to get back to me with any questions.

Craig

---

**From:** Alekka Fullerton <afullerton@haines.ak.us>  
**Sent:** Monday, July 27, 2020 4:08 PM  
**To:** info@communitywastesolutions.com  
**Subject:** RE: Bear Fence

I absolutely think you need to be involved in the Solid Waste discussion. CWS has always been a part of that group and should continue as a part of it.

I will let you know when they set their first meeting.

**Alekka Fullerton, CMC**  
Interim Manager/Borough Clerk

<u>CATEGORY</u>	<u>UNITS</u>	<u>UNIT COST</u>	<u>EXT. COST</u>
<b>MATERIALS:</b>			
LF TYPAR FABRIC FOR WEED BARRIER	2700	\$0.99	\$2,673.00
2" COBBLE TO COVER GEO FAB: CU YDS	200	\$22.00	\$4,400.00
DELIVERY EXP ON COBBLE: HRS	10	\$120.00	\$1,200.00
FENCE WIRE: ROLLS (7500 LF TTL)	13	\$52.60	\$683.80
INSULATOR CLIPS: EA	750	\$0.20	\$148.50
TENSIONERS: EA	24	\$7.09	\$170.16
GATE HOOKS/CLOSERS: EA	12	\$7.80	\$93.60
GROUND RODS (@ 25' SPACING): EA	100	\$6.35	\$635.00
MISC: SAW CHAIN, FASTENERS, ETC.	1	\$200.00	\$200.00
FENCE CHARGER	1	\$192.35	\$192.35
<b>TOTAL MATERIALS:</b>			<b>\$10,396.41</b>
<b>SUBS:</b>			
ELECTRICAL: Panel & Power Line for Ext. Fence	1		\$4,500.00
<b>TOTAL SUBS:</b>			<b>\$4,500.00</b>
<b>LABOR:</b>			
LABOR: Sort, Cut Fence Posts (250 ea): HRS	30	\$30.00	\$900.00
LABOR: Auger Post Holes (250 ea): HRS	100	\$30.00	\$3,000.00
LABOR: Set, Tamp Posts (250 ea): HRS	100	\$30.00	\$3,000.00
LABOR: Pull Wire (3 Strands @ 2500 lf ea)			
Install Insulators (750 ea), Tensioners (24 ea) and Gate Hardware (12 ea)	72	\$30.00	\$2,160.00
			\$0.00
			\$0.00
<b>TOTAL LABOR:</b>			<b>\$9,060.00</b>
<b>TOTAL PROJECT:</b>			<b>\$23,956.41</b>

The CARES Act Ad Hoc Committee held a meeting on September 16, 2020 at 6:30 PM. Committee members present included Brenda Josephson, Stephanie Scott, and Jerry Lapp. Others in attendance were Mayor Jan Hill, Assembly Member Gabe Thomas, Interim Manager Alekka Fullerton, Financial Officer Jila Stuart, Chamber of Commerce Tracey Harmon, and other members of the public.

Economic Assistance to Individuals:

\$625,000 has been allocated by the Assembly for Economic Assistance to Individuals. The Individual Grant program has been developed as needs based for individuals expecting to have 2020 earnings of \$40,000 or \$80,000 for two earners filing jointly that have also experienced a reduction of income in 2020 due to Covid-10. The grant program will provide benefits of up to \$1,000 per qualifying adult filer and up to \$500 per qualifying dependent.

The Committee is recommending the attached draft application that will be developed into a webform. The Committee further recommends the application period to begin on September 23, 2020 with an application deadline of October 20, 2020 at 8:00 AM. Staff will process applications and if necessary prorate benefit checks based on available grant funds and the number of qualified applications. Anticipated date for distribution of the funds would be October 30, 2020.

Economic Stimulus by Haines Shop Local and Save Economic Stimulus Program:

\$22,000 for an economic stimulus program to encourage local shopping in Haines for non-essential purchases has been approved by the Assembly. The Haines Chamber of Commerce and HEDC are working in collaboration on a by Haines Shop Local and Save program. This program is available to all individuals who provide receipts for purchases of non-essential items from local businesses of at least \$300 in October. The Chamber will process collection of the receipts and provide \$100 in gift certificates from participating local vendors to participants. All local businesses have been invited in the gift certificate program. The Committee will review feedback on the program and consider the potential of additional economic stimulus funding at a future meeting.

Brenda Josephson

**Additional Request from Brenda Josephson:**

We have become aware that due to COVID-19 driving tests have been suspended by DMV in Haines during the pandemic. This situation is creating a hardship for many local residents in need of the driving tests. Testing is occurring in Juneau which requires individuals to travel during the pandemic. Traveling not only is an inconvenience for residents it also increases risk of exposure to COVID-19 when traveling outside our community. At this time there is a waiting list for individuals that are in need of required road tests.

This issue should be referred to the CARES Act Ad Hoc Committee to research an effective solution to meet the needs of the community.

[http://doa.alaska.gov/dmv/akol/driving\\_schools.htm](http://doa.alaska.gov/dmv/akol/driving_schools.htm)