# Haines Borough Borough Assembly Meeting #484 AGENDA

March 12, 2024 - 6:30pm Location: In Assembly Chambers and on ZOOM

**Thomas Morphet** *Mayor* 

**Natalie Dawson** Assembly Member

**Gabe Thomas** Assembly Member

**Kevin Forster** Assembly Member

**Debra Schnabel** Assembly Member

**Ben Aultman-Moore** Assembly Member

**Craig Loomis** Assembly Member

**Annette Kreitzer** Borough Manager

**Alekka Fullerton** Borough Clerk

**Kiersten Long** Deputy Clerk Haines Borough ZOOM information (You must download Zoom first)

Webinar ID: 821 0986 2895

Passcode: 017622

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 <u>asterisk</u> (\*) and will be enacted by the motion to approve the agenda. There will be no separate discussion of these items unless an assembly member or other person so requests, in which event the asterisk will be removed and that item will be considered by the assembly on the regular agenda.]

<u>Consent Agenda</u>: 3 - Approve Minutes from 2/27/24 Regular Assembly Meeting

11C1 - Board and Commission Appointments

- \*3. APPROVAL OF MINUTES -Approve the 2/27/24 Regular Assembly minutes
- **4. PUBLIC COMMENTS** [For any topics <u>not</u> scheduled for public hearing. Individual comments are limited to 3 minutes unless another yields 3 minutes to the speaker in advance] *Note: during this section of the agenda, the assembly will listen and take notes. No official action will be taken at this time.*
- 5. ASSEMBLY COMMENTS
- 6. MAYOR'S REPORT AND COMMENTS
  - A. Rodney Williamson Commendation
- 7. PUBLIC HEARINGS
  - A. <u>Ordinance 24-02-664</u>

An Ordinance of the Haines Borough Assembly Amending Haines Borough Code Title 10.09.090 Regulating the Use of Engine (Jake) Brakes in the Townsite and Declaring the Use of Engine Brake Without Noise Suppression a Nuisance in the Townsite. Possible Motion: Adopt Ordinance 24-02-664.

B. Ordinance 24-02-665

An Ordinance of the Haines Borough, Providing for the Addition or Amendment of Specific Line Items to the FY24 Budget.

**Proposed Motion:** Amend Ordinance 24-02-665 to recognize additional CPV revenue and adopt the Ordinance.

C. Ordinance 24-02-666

An Ordinance of the Haines Borough Assembly Repealing and Replacing Haines Borough Code Section 3.72.110 Board of Equalization; Adding Section 3.72.115 Hearing Panels of the Board of Equalization; and Amending 3.72.100 Appeals.

D. Ordinance 24-02-667

An Ordinance of the Haines Borough Assembly Amending Haines Borough Code Section 3.72.020 Full and True Value.

E. Ordinance 24-02-668

An Ordinance of the Haines Borough Assembly Amending Haines Borough Code Section 3.72.105 Exchange of Information

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# 8. STAFF/FACILITY REPORTS

- **A.** Borough Manager Report Supplemental Document
- **B. Borough Clerk -** Working Schedule for Assembly to Place Questions on the October 1, 2024 Municipal General Election Ballot

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

- A. Assembly Standing Committee Referred Topics
- **B.** Property Tax Assessment Ad Hoc Board February 14, 2024 Minutes
- C. Historic Dalton Trail RMSA Budget Report
- D. Letnikof Estates Road RMSA Annual Report and Minutes
- **E. Riverview RMSA** Annual Report and Budget Request
- F. Port and Harbor Advisory Committee January 18, 2024 Minutes

### 10. UNFINISHED BUSINESS - None

# 11. NEW BUSINESS

**A. Resolutions** (Individual comments are limited to 3 minutes unless another yields 3 minutes to the speaker in advance)

# 1. Resolution 24-03-1102

A Resolution of the Haines Borough Assembly Adopting the Borough's 2025 Federal Priorities.

**Proposed Motion:** Adopt Resolution 24-03-1102

# 2. Resolution 24-03-1103

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Glacier Construction, Inc dba Southeast Road Builders for the Jenae's Playground design and build project for an amount not to exceed \$672,896.00.

**Proposed Motion:** Adopt Resolution 24-03-1103

# 3. Resolution 24-03-1104

Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Alaska Mountain Guides for \$150 per hour or \$125 per hour for the operation of the 2024 Visitor Shuttle Service. Proposed Motion: Adopt Resolution 24-03-1104

### B. Ordinances for Introduction - None

# C. Other New Business

**\*1 Boards and Commissions:** Confirmation of Mayor's reappointment of Brian Staurseth to the Fire Service Area Board #3 with a seat termination date of 11/25.

# 2. Amend Previously Adopted Resolution 24-02-1094

The Haines Borough would like to request excess CPV funds in order to provide a floating dock at the Port Chilkoot Dock. Senator Kiehl has advised that we should add it to our CAPSIS filing to request the funds.

**Proposed Motion**: Amend previously adopted Resolution 24-02-1094 to add Port Chilkoot Floating Dock to the capital budget priorities.

# 3. Manager's Report Template

The Government Affairs and Services Committee recommends the attached Manager's Report Template be adopted as an Assembly Policy.

**Motion**: Adopt the Manager's Report Template as an Assembly Policy.

Haines Borough, Alaska Agenda: March 12, 2024

# 11. NEW BUSINESS

# C. Other New Business - Continued

### 4. **Creation of Bear Task Force Ad Hoc Committee**

**Motion:** To create a Bear Task Force to recommend community best practices for mitigating bear activity in the townsite and residential neighborhoods.

- 5. **Lutak Dock Replacement Update -** Verbal
- **Comprehensive Plan Revision Update** *Verbal* 6.
- Assessment Presentation Appraisal Company of Alaska 7.

# 12. CORRESPONDENCE

- A. Notes on Port Development Fee
- B. HDST Thank you note
- 13. SET MEETING DATES
- 14. PUBLIC COMMENT
- 15. ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO OFFICERS
- **16. ADJOURNMENT**

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Agenda: March 12, 2024

# Haines Borough Borough Assembly Meeting #483 February 27, 2024

# Draft

# **MINUTES**

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

<u>Present</u>: Mayor Thomas **MORPHET**, Assembly Members Gabe **THOMAS**, Debra **SCHNABEL**, Kevin **FORSTER**, Craig **LOOMIS**, Ben **AULTMAN-MOORE** and Natalie **DAWSON** (arrived at approximately 7:15pm).

Staff Present: Annette KREITZER/Manager, Alekka FULLERTON/Clerk, Kiersten LONG/Deputy Clerk, Jila STUART/Finance Director, Dave LONG/Public Facilities Tech Visitors Present: Paul ROGERS, John ROGERS, Don TURNER Jr, Blythe CARTER, Kim ROSADO, Glenda GILBERT, Nancy BERLAND, Burl SHELDON, Brenda JOSEPHSON, Eric HOLLE, Cindy JONES, Diana LAPHAM, Fred GRAY, Marvin WILLARD, Eben SARGENT, Sue WATERHOUSE, Laurie DADOURIAN, Jessica PLACHTA, Katey PALMER and 56 others on zoom.

# 2. APPROVAL OF AGENDA & CONSENT AGENDA

Absent objection, the Mayor added the following items to the consent agenda:

11A1 - Resolution 24-02-1096	Closing Letnikof Float
11A2 - Resolution 24-02-1097	PIDP Grant Application
11A3 - Resolution 24-02-1098	Collecting Past Due Sales Tax
11A5 - Resolution 24-02-1100	AMHS Board Support
11A6 - Resolution 24-02-1101	Support for SB171
11B1 - Ordinance 24-02-666	Introduction- BOE Membership
11B2 - Ordinance 24-02-667	Introduction – Full and True Value
11B3 - Ordinance 24-02-668	Introduction – Exchange of Information

<u>Motion:</u> **SCHNABEL** moved to "approve the agenda and the consent agenda as amended" and the motion carried unanimously.

# \*3. APPROVAL OF MINUTES: - Approve the following Minutes:

A. 2/13/24 Regular Assembly Meeting Minutes

**Note**: The Minutes were approved by approval of the consent agenda: "Approve minutes from 2/13/24 Regular Assembly Meeting Minutes".

### 4. PUBLIC COMMENTS:

**TURNER Jr** – Upset at chaos of Lutak Dock

**ROGERS** – Comments about BOE Membership

**JOSEPHSON** – Please respect work of ad hoc committee

**HOLLE** – Advocating alternative design for Lutak Dock

**ROSADO** – Comments about BOE Membership

**CARTER** – Comments about fee appraisals

**JONES** – Spoke in favor of Lutak Dock project

**LAPHAM** – Spoke in favor of Lutak Dock project

**WILLARD** – Spoke against the Lutak Dock project

**SARGENT** – Spoke against the Lutak Dock project

**WATERHOUSE** – Thank you for the new packet format

**DADOURIAN** – Please look at new Lutak Dock designs

**PLACHTA** (on behalf of LCC) – Spoke against the Lutak Dock project

**PALMER** – Spoke against Lutak Dock

# 5. ASSEMBLY COMMENTS:

FORSTER - Wants IT to do records requests

**SCHNABEL** – Agrees with **FORSTER** 

**DAWSON - Agrees with FORSTER** 

# 6. MAYOR'S REPORT and COMMENTS:

Discussed Draft Comp Plan; meeting with Preston Kroes (DNR Parks); meeting with lobbyist; meeting with MARAD; property tax assessment notices will go out approximately March 22.

# 7. PUBLIC HEARINGS

# A. Ordinance 24-02-664

An Ordinance of the Haines Borough Assembly Amending Haines Borough Code Title 10.09.090 Prohibiting the Use of Engine (Jake) Brakes in the Townsite.

The Mayor opened and closed the public hearing at 7:24 pm since no member of the public chose to speak with respect to this issue.

<u>Motion</u>: **LOOMIS** moved to "Substitute Ordinance 24-02-664A Regulating the Use of Engine (Jake) Brakes in the Townsite and Declaring the Use of Engine Brake Without Noise Suppression a Nuisance in the Townsite in place of introduced Ordinance 24-02-664 Prohibiting the Use of Engine (Jake) Brakes in the Townsite," and the motion carried 5-1 with **THOMAS** in opposition.

### **B.** Ordinance 24-02-665

An Ordinance of the Haines Borough, Providing for the Addition or Amendment of Specific Line Items to the FY24 Budget.

The Mayor opened and closed the public hearing at 7:27pm since no member of the public chose to speak with respect to this issue.

<u>Motion</u>: **SCHNABEL** moved to "adjourn the meeting at 10:15pm," and the motion carried unanimously.

# 8. STAFF/FACILITY REPORTS

A. Borough Manager Report - February 26, 2024

# 9. <u>COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES -</u>

- A. Assembly Standing Committee Referred Topics
- **B.** Property Tax Assessment Ad Hoc Board January 17, 2024 Minutes

# 10. **UNFINISHED BUSINESS** - None

# 11. NEW BUSINESS

A. Resolutions

# 1. Resolution 24-02-1096

A Resolution of the Haines Borough Assembly Supporting the Closure of the Letnikof Cove Harbor Pipe Moorage Floats

<u>Note</u>: The Resolution was adopted by approval of the consent agenda: "Adopt Resolution 24-02-1096".

<sup>\*</sup>Item 11C3 regarding Lutak Dock Replacement Updates was heard at this point.

# 11. **NEW BUSINESS**

### A. Resolutions - Continued

# 2. Resolution 24-02-1097

A Resolution of the Haines Borough Assembly supporting a Port Infrastructure Development Program (PIDP) Discretionary Grant application for Fiscal Year 2024 for Letnikof Cove Harbor Improvements

<u>Note</u>: The Resolution was adopted by approval of the consent agenda: "Adopt Resolution 24-02-1097".

# 3. Resolution 24-02-1098

A Resolution of the Haines Borough Authorizing the Borough Attorney to File Suit to Collect Past Due Sales Tax from Salmon Run Fishing Lodge, LLC in Excursion Inlet

<u>Note</u>: The Resolution was adopted by approval of the consent agenda: "Adopt Resolution 24-02-1098".

# 4. Resolution 24-02-1099

A Resolution of the Haines Borough Assembly Authorizing an Appeal of the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Deobligation of Funding in the Amount of \$1,435,834.75 Related to the Permanent Repair of Porcupine Trail Road and Authorizing the Borough Manager to Contract with Birch Horton Bittner & Cherot for Consultation Services Associated with Review of Appeal Documents

No member of the public chose to speak with respect to this issue.

<u>Motion:</u> SCHNABEL moved to "Adopt Resolution 24-02-1099," and the motion carried unanimously in a roll call vote (Assembly member **DAWSON** asked to be excused prior to this discussion).

# 5. <u>Resolution 24-02-1100</u>

A Resolution of the Haines Borough Assembly Supporting the Current Membership Configuration of the Alaska Marine Highway Operations Board

**Note:** The Resolution was adopted by approval of the consent agenda: "Adopt Resolution 24-02-1100".

# 6. Resolution 24-02-1101

A Resolution of the Haines Borough Assembly Supporting the Passage of Senate Bill House Bill 171: An Act Changing the Residency Requirements for Sport Fishing, Hunting, and Trapping Privileges.

**Note:** The Resolution was adopted by approval of the consent agenda: "Adopt Resolution 24-02-1101".

# 11. **NEW BUSINESS**

# **B.** Ordinances for Introduction

# \*1. Ordinance 24-02-666

An Ordinance of the Haines Borough Assembly Repealing and Replacing Haines Borough Code Section 3.72.110 Board of Equalization; Adding Section 3.72.115 Hearing Panels of the Board of Equalization; and Amending 3.72.100 Appeals.

**Note:** The Ordinance was introduced and scheduled for its first public hearing 2/27/24 and its second public hearing 3/12/24 by approval of the consent agenda.

# \*2. <u>Ordinance 24-02-667</u>

An Ordinance of the Haines Borough Assembly Amending Haines Borough Code Section 3.72.020 Full and True Value.

**Note:** The Ordinance was introduced and scheduled for its first public hearing 2/27/24 and its second public hearing 3/12/24 by approval of the consent agenda.

# \*3. Ordinance 24-02-668

An Ordinance of the Haines Borough Assembly Amending Haines Borough Code Section 3.72.105 Exchange of Information

**Note:** The Ordinance was introduced and scheduled for its first public hearing 2/27/24 and its second public hearing 3/12/24 by approval of the consent agenda.

### C. Other New Business

# \*1. Proposed FY25 Budget Meeting Schedule

**Note:** The proposed FY25 Budget Meeting Schedule was adopted by approval of the consent agenda.

# \*2. Boards and Commissions

**Note:** The Mayor's Appointments of Sage Thomas to the Fire Service Area Board #3 and Deborah Gravel and Rene Morrissey to the Library Advisory Board were confirmed by approval of the consent agenda.

3. Lutak Dock Replacement Update – Maintenance Cost Comparison and Jason Davis Letter

<u>Motion:</u> **SCHNABEL** moved to "Direct the Manager to give Eben Sargent's report to analyze and reference it in the EA if appropriate," and the motion carried 5-1 with **THOMAS** in opposition\* \*Assembly Member **DAWSON** disclosed that Eben Sargent is her husband and offered to abstain from the vote but she was directed by the Mayor to vote.

**Motion: SCHNABEL** moved to "see a draft EA prior to submission to MARAD," and the motion carried unanimously.

<u>Motion:</u> **SCHNABEL** moved to "Direct the Manager to maintain the full award and do not use the steel that was already procured," and the motion carried unanimously.

# 4. Comprehensive Plan Revision Update

<sup>\*</sup> This item was moved to be heard after item 7B.

# 12. CORRESPONDENCE

# 13. SET MEETING DATES

# 14. PUBLIC COMMENT:

**LAPHAM-** This is the best design for Lutak Dock

**TURNER Jr** – Worried about losing the Planner; supporting the manager and Lutak Dock

PALMER - Wants to make sure alternatives are included in NEPA

PLACHTA - Wants a new design considered in EA

STICKLER - Please let the professionals do their job re Lutak Dock

**ROSADO** – Worried about disparaging public comments

# 15. ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO OFFICERS:

**FORSTER** – Ask for an assembly liaison to sit in on their board meetings and invite them to have a liaison invited into our meetings.

**AULTMAN - MOORE** - Concurs with FORSTER.

**LOOMIS** – Also concurs with FORSTER.

**SCHNABEL** – SERB Meeting

# 16. ADJOURNMENT 10:05 pm

Thomas C. Morphet, Mayor		



Office of the Mayor

Haines, Alaska

# CERTIFICATE OF COMMENDATION

Presented to

Recognizing Rodney Williamson

WHEREAS, On February 1, 2024 at 4:00am a fire started burning in Rodney Williamson's town house apartment

WHEREAS, before the fire, Rodney attended fire safety training week learning about fire safety and the safe and effective use of a fire extinguisher. Putting his training into action, he grabbed the fire extinguisher, aimed at the base of the fire and put it out. He then helped evacuate the apartment building; and

WHEREAS, due to Rodney's quick action, he saved not only his apartment but also the apartments of his neighbors and potentially the entire building,

**NOW, THEREFORE,** we, the representatives of the Haines Borough, do hereby, thank and recognize Rodney Williamson for his bravery and quick actions that saved his apartment building and kept his neighbors safe.



In witness whereof I have hereunto set my hand and caused the seal of this city to be affixed.

2 C. Zole

Date March 8, 2024

# Haines Borough Assembly Agenda Bill

Agenda Bill No.: 24-1353
Assembly Meeting Date: 03/12/24

<b>Business Item Des</b>	cription:		Attachments:	
Subject: Townsite Prohib		rakes	1. Ordinance 24-02-6	664
Originator:				
Assembly Member Craig I				
Originating Department Assembly	t:			
Date Submitted:				
12/12/23				
Full Title/Motion:				
Motion: Adopt Ordinance	24-02-664.			
Administrative Rec	ommendation:			
Fiscal Impact:				
Expenditure Required	Amount Budgeted	Appr	opriation Required	Projected Impact to Future Operating Budgets
\$	\$0	\$ 0		N/A
Comprehensive Pla	n Consistency Re	view	<b>,</b> •	
Comp Plan Goals/Object	<u> </u>	VICW	•	
			Consistent:   Yes	S □No
C	.1.			
Summary Statemer	nt:			
This is the ordinance which	was substituted at the	last me	eeting in place of the or	iginally introduced ordinance.
Referral:				
Referred to:			Referral Date:	
Recommendation:			N	Meeting Date:
Accombly Actions				
Assembly Action:	1		Public Hooring Dot	to(s): 0/07/04 1 0/40/04
Meeting Date(s): 3/12/2	<del>'1</del>		Postponed to Date	te(s): 2/27/24 and 3/12/24



An Ordinance of the Haines Borough Assembly Amending Haines Borough Code Title 10.09.090 Regulating the Use of Engine (Jake) Brakes in the Townsite and Declaring the Use of Engine Brake Without Noise Suppression a Nuisance in the Townsite.

### BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

- Section 1. <u>Classification</u>. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.
- Section 2. <u>Severability</u>. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.
- Section 3. Effective Date. This ordinance is effective upon adoption.
- Section 4. <u>Addition of Section 10.09.090.</u> Section 10.09.090 shall be added as follows:

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

STRIKETHROUGH ITEMS ARE DELETED

# 10.09.090 Regulating the use of engine (or Jake) brakes in the townsite.

All vehicles using engine (or Jake) brakes within the Townsite, except for emergency vehicles, must be equipped with a muffler or other effective noise-suppressing system in good working order and in constant operation, with no cutout, bypass, or similar device. For the purpose of this section, the term "engine brake" means a hydraulic engine attachment which converts a diesel engine into an air compressor and when engaged operates to slow the vehicle. The first violation of this section results in a \$100 fine; if there is a second violation within six months of the first violation, the fine shall be \$200; if there is a third violation within six months of any prior violation, the fine shall be \$300.

Section 5. <u>Amendment of Section 10.06.030.</u> Section 10.06.030 shall be amended to add to the table:

10.09.090 Unmodified use of jake brake in townsite 100 first offense

second offense within 6 monthsthird offense within six months

Section 6. <u>Amendment of Section 8.12.020.</u> Section 8.12.020 shall be amended as follows:

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

**STRIKETHROUGH** ITEMS ARE DELETED

# 8.12.020 Certain conditions declared nuisances.

It shall be unlawful for any person to cause or create the following declared nuisances within the townsite service area:

# Haines Borough Ordinance No. 24-02-664 Page 2 of 2

...

M. To use engine brakes without noise suppression.

To use engine (or Jake) brakes while operating a motor vehicle within the townsite, except for emergency vehicles, without a muffler or other effective noise-suppressing system in good working order and in constant operation, with no cutout, bypass, or similar device. For the purpose of this section, the term "engine brake" means a hydraulic engine attachment which converts a diesel engine into an air compressor and when engaged operates to slow the vehicle.

ADOPTED BY A DULY CONSTITUTED QUORUM DAY OF, 2024.	OF THE HAINES BOROUGH ASSEMBLY THIS
ATTEST:	Thomas C. Morphet, Mayor
Alekka Fullerton, MMC, Borough Clerk	

Date Introduced: 02/13/24
Date of First Public Hearing: 02/27/24
Date of Second Public Hearing: 03/12/24

# Haines Borough Assembly Agenda Bill

Agenda Bill No.: 24-1356

		11	Assembly	Meeting Date: <u>03/12/24</u>
<b>Business Item Des</b>	cription:		Attachments:	
Subject: FY24 Budget Ar	mendment #4		1. Ordinance 24-02-0 2. CPV Confirmation	
Originator:				
Borough Manager				
Originating Department Administration	t:			
Date Submitted:			-	
2/8/24				
Full Title/Motion:				
_			105144	
Motion: Amend Ordinance	e 24-02-665 to recognize	e additi	onal CPV funds receive	ed then adopt Ordinance 24-02-665.
Administrative Rec	ommendation:			
This resolution is recomm		Manage	er.	
	,			
Fiscal Impact:		1		
Expenditure Required	Amount Budgeted	Appr	opriation Required	Projected Impact to Future Operating Budgets
\$ As attached	\$	¢ //c	attached	N/A
\$ As attached	φ	م ب	attached	IV/A
Comprehensive Pla	n Consistency Re	eview	<b>/:</b>	
Comp Plan Goals/Object	ctives:		_	_
			Consistent:  Yes	s □No
Summary Stateme	nt:			
Proposed FY 24 Budget A	mendment #4 attached.			
Referral:				
Referred to:			Referral Date:	
Recommendation:			N	Meeting Date:
Assembly Action:				
Meeting Date(s): 2/13/2	4		Public Hearing Date Postponed to Date	te(s): 2/27/24 and 3/12/24 e:

# **Draft**

\$2,000

(\$1,000)

\$1,000

# AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY24 BUDGET.

# BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

01-01-10-7230 | Material & Equipment

- Section 1. <u>Classification</u>. This ordinance is a non-code ordinance.
- Section 2. <u>Effective Date</u>. This ordinance shall become effective immediately upon adoption.
- Section 3. <u>Appropriation</u>. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2023 through June 30, 2024.
- Section 4. <u>Purpose</u>. To provide for the addition or amendment of specific line items to the FY24 budget as follows:
- (1) To appropriate \$56,400 for Phases II & III of the high school roof replacement. A total appropriation of \$585,700 is needed for construction and in-house administration and \$529,300 had already been appropriated. In the FY24 adopted budget \$500,000 was appropriated for this project from the \$2,120,669 of prior years' unfunded school debt reimbursement received from the State of Alaska in FY23. This amendment would appropriate additional funds from the same source.

		Current Budget	Proposed Budget	Fund Balance Increase / (Decrease)*
50-01-00-7392	Project Expense – High School Roof	\$529,300	\$585,700	(\$56,400)
01-98-00-8200	Transfer – OUT from General Fund	\$500,000	\$556,400	(\$56,400)
50-98-00-8200	Transfer – IN to CIP	\$500,000	\$556,400	\$56,400
Total Increased Appropriation for High School Roof			(\$56,400)	

(2) To appropriate \$1,000 of Areawide General Funds for FY24 lease payments for a new postage machine for the administration building.				
	Current Budget	Proposed Budget	Fund Balance Increase / (Decrease)*	

(3) To appropriate \$19,824 of Areawide General Funds for health insurance for the administration department. The FY24 adopted budget included three full-time staff but inadvertently only included health insurance expense for two.				
		Current Budget	Proposed Budget	Fund Balance Increase / (Decrease)*
01-01-10-6140	Health Insurance	\$39,648	\$59,472	(\$19,824)

(4) To appropriate \$5,500 of Areawide General Funds for plowing the parking lot at the Mosquito Lake Facility.				
		Current Budget	Proposed Budget	Fund Balance Increase / (Decrease)*
01-04-20-7312	Contractual Services - Plowing	\$0	\$5,500	(\$5,500)

# Haines Borough Ordinance No. 24-02-665 Page 2 of 2

(5) To appropriate \$29,000 of Areawide General Funds to hire an Assistant to the Borough Manager beginning approximately March 1.				
		Current Budget	Proposed Budget	Fund Balance Increase / (Decrease)*
01-01-10-61XX	Payroll Expense – Assistant to Manager	\$0	\$26,300	(\$26,300)
01-01-10-7241	Computers & Peripherals	\$0	\$2,700	(\$2,700)
	Total FY24 appropriation f	for Assistant to	the Manager	(\$29,000)

(6) To recognize additional FY24 Commercial Passenger Vessel Tax revenue received in excess of projection.				
		Current Budget	Proposed Budget	Fund Balance Increase / (Decrease)*
34-01-00-4341	Commercial Passenger Vessel Revenue	\$325,000	\$346,015	\$21,015
			Total	\$21,015

<sup>\*</sup> A positive amount in this column is favorable. A negative amount is unfavorable.

ADOPTED BY A DULY CONSTITUTED DAY OF, 20	-	THE HAINES	BOROUGH	ASSEMBLY	THIS
ATTEST:		Thomas	C. Morphet	, Mayor	-
	_				

Date Introduced: 02/13/24
Date of First Public Hearing: 02/27/24
Date of Second Public Hearing: 03/12/24

Notice: This is not an official check or EFT notification. It may not be used as a substitute for the original document received.

### CLIENT NAME REMITTANCE ADVICE

CHECK/EFT No : 2261495941 CHECK/EFT DATE : 2/26/2024

VENDOR CODE:CIH84871

VENDOR NAME: HAINES BOROUGH

Alias/DBA:

Assignee Name:

Assignee Alias/DBA:

DOCUMENT ID #: EFT 04 EF240080059

CHECK/EFT AMOUNT: 346015.00

AMOUNT INCLUDES FREIGHT AND/OR IS NET OF DISCOUNT

DEPARTMENT NAME

TELEPHONE NUMBER

VENDOR INV #

INVOICE AMOUNT

LINE AMOUNT

DESCRIPTION

Department of Revenue

FY24-CY23 CPV SHARE

346,015.00

346,015.00

TAX

# Haines Borough Assembly Agenda Bill

Agenda Bill No.: 24-1362
Assembly Meeting Date: 03/12/24

Business Item Description:	Attachments:
Subject: Repealing and Replacing HBC 3.72.110	1. Substitute Ordinance 24-02-666A
Adding HBC 3.72.115 and amending HBC 3.72.100	2. Introduced Ordinance 24-02-666 3. Request for Assembly Action from Property Tax
Originator:	Assessment Ad Hoc Advisory Board
Property Tax Assessment Ad Hoc Committee	
Originating Department:	
Date Submitted: 2/22/24	-
Full Title/Motion:	
Proposed Motion: Substitute Ordinance 24-02-666A for public hearing 3-26-24.	Introduced Ordinance 24-02-666 and confirm the second

# **Administrative Recommendation:**

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

Comprehensive Plan Consistency Review:			
Comp Plan Goals/Objectives:	Consistent:	■Voc	□No
	Consistent:	■ res	□NO

# **Summary Statement:**

Updated: Assembly Member Schnabel has offered a substitute Ordinance for consideration.

The Property Tax Assessment Ad Hoc Board recommended these changes to Borough code regarding the board of equalization. There was a Committee of the Whole meeting that was held on February 20, 2024, which discussed the recommendations in more detail.

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

Assembly Action:	
Meeting Date(s): 2/27/24, 3/12/24 and 3/26/24	Public Hearing Date(s): 3/12/24 and 3/26/24
	Postponed to Date:

# HAINES BOROUGH, ALASKA ORDINANCE No. 24-02-666A



An Ordinance of the Haines Borough Assembly Repealing and Replacing Haines Borough Code Section 3.72.110 Board of Equalization; Adding Section 3.72.115 Hearing Panels of the Board of Equalization; and Amending 3.72.100 Appeals.

# BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

- **Section 1.** <u>Classification</u>. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.
- **Section 2.** <u>Severability</u>. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.
- **Section 3.** <u>Effective Date</u>. This ordinance is effective upon adoption.
- **Section 4.** Repeal and Replacement of Section 3.72.110. The existing section 3.72.110 shall be repealed and replaced with a new section 3.72.110 as follows:

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

- 3.72.110 Board of Equalization Membership & Duties.
  - A. Board of Equalization Established. There shall be a board of equalization consisting of no fewer than five nor more than nine members that shall hear appeals from determinations of the assessor. The Assembly may, by ordinance, appoint itself to sit as the board of equalization.
  - B. The board of equalization may alter an assessment of a tract only pursuant to an appeal filed as to that particular tract.
  - C. Appointment and Term. Members shall be appointed by the assembly by December 1 in an assessment cycle and shall serve until all appeals in that assessment cycle (year) are closed, after which the BOE is disbanded for that cycle. and, except as provided in this subsection, shall serve a term of three years, which shall terminate on November 30<sup>th</sup> of the year the member's term expires. By December 1, 2024, the assembly shall appoint three members who shall serve one year terms, three members who shall serve two year terms, and three members who shall serve three-year terms. By December 1 of each subsequent year, the assembly shall appoint three members who shall succeed the members whose term expires that year. Should a member cease to hold office prior to the expiration of the appointed term, the assembly shall, by December 1, appoint a member to shall serve the balance of that term.
  - D. *Qualifications*. A member shall be a qualified voter of the Haines Borough and a resident for at least one year immediately preceding the date of appointment. A member who no longer resides in Haines Borough shall forfeit the office. Assembly members shall not be qualified to serve on the board of equalization. The assembly shall consider personal and professional experience in property development,

# Haines Borough Ordinance No. 24-02-666A Page 2 of 3

# **Draft Substitute**

property management, construction, insurance, banking, real estate, and other relevant fields when appointing members to the board.

- E. Presiding Officer. In December of each year, the board of equalization shall elect a member who shall serve as presiding officer. The presiding officer's term shall continue until a successor presiding officer is elected and qualified. The presiding officer's term shall immediately terminate if the officer ceases to be a member of the board of equalization. The presiding officer shall coordinate with the assessor and borough clerk to set and publish agenda for meetings and hearings of the board and hearing panels. The presiding officer shall designate members to serve on hearing panels as panelists and alternates. The presiding officer shall perform other duties reasonably necessary to administer the business of the board and other such duties as may be assigned by the assembly.
- F. Rules and Regulations. The board may recommend borough policy establishing reasonable rules and regulations governing proceedings before the board and hearing panels. This policy shall be reviewed by the board annually after the conclusion of all appeals with recommended changes submitted to the assembly for approval by December 1 of the assessment year.
- G. Quorum and Acts of the Board. A majority of the full board shall be a quorum for the transaction of business of the board of equalization. In the absence of a quorum, any number less than a quorum may recess a meeting to a later time or date. In the presence of a quorum, no action shall be taken except upon an affirmative vote of a majority of the quorum present at a properly noticed meeting.

**Section 5.** Addition of Section 3.72.115. Section 3.72.115 shall be added as follows:

# 3.72.115 Hearing Panels of the Board of Equalization.

- A. Notwithstanding HBC 3.72.110(F), a duly constituted hearing panel shall be empowered to hear appeals from determinations of the assessor on behalf of the board of equalization. A hearing panel's decisions on an appeal shall be considered decisions of the board of equalization for the purpose of this chapter. After the appeal has been completed, the panel shall certify its actions to the assessor within seven days. An appellant or the assessor may appeal a determination of the panel to the superior court as provided by rules of court applicable to appeals from the decisions of administrative agencies. Appeals are heard on the record established at the hearing before the panel.
- B. A hearing panel shall be composed of not less than **four <u>five</u>** members. For each hearing panel, the presiding officer shall designate at least three **four** members as panelists and **one** member as an alternate.
- C. Three Four panelists shall constitute a quorum for the transacting of business of the hearing panel. An alternate qualifies to seat a quorum. In the absence of a

# Haines Borough Ordinance No. 24-02-666A Page 3 of 3

# **Draft Substitute**

quorum, any number of panelists less than a quorum may recess a hearing to a later time or date. In the presence of a quorum, no action shall be taken except upon an affirmative vote of a majority of the panelists present at a properly noticed hearing.

- D. Panelists shall participate in hearings and shall be entitled to vote on business before the panel. Alternates shall not may participate in hearings nor and vote on business before the panel if contributing to a quorum. A panelist may be replaced by an alternate by the presiding officer due to illness or other request from a panelist. Upon such occurrence, the alternate shall be considered a panelist for the remainder of the appeal. Appellants may request replacement by an alternate pursuant to section (G) below. Once the alternate becomes a panelist, the original panelist may become an alternate for that panel.
- E. Hearing panels shall commence hearing appeals on the second Monday in May of each year unless a different date is established by resolution of the assembly. The hearing panel shall adjourn over and continue its session as business requires.
- F. The panelists shall choose a hearing chair for each panel.
- G. An appellant may request that a panelist be excused from the panel hearing the appellant's appeal by providing a written request for excusal of the member, without stating any reason for the requested excusal, to the presiding officer not less than 48 hours prior to the time set for the hearing. The presiding officer shall grant the request if an alternate is available to serve as a panelist.

**Section 6.** Amendment of Section 3.72.100. Section 3.72.100 shall be amended as follows:

3.72.100 Appeal.

• • •

E. Notwithstanding other provisions in this section, a determination of the assessor as to whether property is taxable under law may be appealed directly to the superior court within 30 days after final decision, following the procedures set out in AS 44.62.560 through 44.62.570.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 26th DAY OF MARCH, 2024.

DAT OF MARCH, 2024.	
	Thomas C. Morphet, Mayor
ATTEST:	
Alekka Fullerton, MMC, Borough Clerk	

Date Introduced: 02/27/24
Date of First Public Hearing: 03/12/24
Date of Second Public Hearing: 03/26/24

# HAINES BOROUGH, ALASKA ORDINANCE No. 24-02-666

# **Introduced Draft**

An Ordinance of the Haines Borough Assembly Repealing and Replacing Haines Borough Code Section 3.72.110 Board of Equalization; Adding Section 3.72.115 Hearing Panels of the Board of Equalization; and Amending 3.72.100 Appeals.

# BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

- **Section 1.** <u>Classification</u>. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.
- **Section 2.** <u>Severability</u>. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.
- **Section 3.** <u>Effective Date</u>. This ordinance is effective upon adoption.
- **Section 4.** Repeal and Replacement of Section 3.72.110. The existing section 3.72.110 shall be repealed and replaced with a new section 3.72.110 as follows:

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

# 3.72.110 Board of Equalization Membership & Duties.

- A. Board of Equalization Established. There shall be a board of equalization consisting of no fewer than five nor more than nine members that shall hear appeals from determinations of the assessor.
- B. The board of equalization may alter an assessment of a tract only pursuant to an appeal filed as to that particular tract.
- C. Appointment and Term. Members shall be appointed by the assembly and, except as provided in this subsection, shall serve a term of three years, which shall terminate on November 30<sup>th</sup> of the year the member's term expires. By December 1, 2024, the assembly shall appoint three members who shall serve one-year terms, three members who shall serve two-year terms, and three members who shall serve three-year terms. By December 1 of each subsequent year, the assembly shall appoint three members who shall succeed the members whose term expires that year. Should a member cease to hold office prior to the expiration of the appointed term, the assembly shall, by December 1, appoint a member to shall serve the balance of that term.
- D. Qualifications. A member shall be a qualified voter of the Haines Borough and a resident for at least one year immediately preceding the date of appointment. A member who no longer resides in Haines Borough shall forfeit the office. Assembly members shall not be qualified to serve on the board of equalization. The assembly shall consider personal and professional experience in property development, property management, construction, insurance, banking, real estate, and other relevant fields when appointing members to the board.

# Haines Borough Ordinance No. 24-02-666 Page 2 of 3

- E. *Presiding Officer*. In December of each year, the board of equalization shall elect a member who shall serve as presiding officer. The presiding officer's term shall continue until a successor presiding officer is elected and qualified. The presiding officer's term shall immediately terminate if the officer ceases to be a member of the board of equalization. The presiding officer shall coordinate with the assessor and borough clerk to set and publish agenda for meetings and hearings of the board and hearing panels. The presiding officer shall designate members to serve on hearing panels as panelists and alternates. The presiding officer shall perform other duties reasonably necessary to administer the business of the board and other such duties as may be assigned by the assembly.
- F. Rules and Regulations. The board may recommend borough policy establishing reasonable rules and regulations governing proceedings before the board and hearing panels. This policy shall be reviewed by the board annually after the conclusion of all appeals with recommended changes submitted to the assembly for approval by December 1 of the assessment year.
- G. Quorum and Acts of the Board. A majority of the full board shall be a quorum for the transaction of business of the board of equalization. In the absence of a quorum, any number less than a quorum may recess a meeting to a later time or date. In the presence of a quorum, no action shall be taken except upon an affirmative vote of a majority of the quorum present at a properly noticed meeting.
  - **Section 5.** Addition of Section 3.72.115. Section 3.72.115 shall be added as follows:

# 3.72.115 Hearing Panels of the Board of Equalization.

- A. Notwithstanding HBC 3.72.110(F), a duly constituted hearing panel shall be empowered to hear appeals from determinations of the assessor on behalf of the board of equalization. A hearing panel's decisions on an appeal shall be considered decisions of the board of equalization for the purpose of this chapter. After the appeal has been completed, the panel shall certify its actions to the assessor within seven days. An appellant or the assessor may appeal a determination of the panel to the superior court as provided by rules of court applicable to appeals from the decisions of administrative agencies. Appeals are heard on the record established at the hearing before the panel.
- B. A hearing panel shall be composed of not less than **four** members. For each hearing panel, the presiding officer shall designate at least three members as panelists and **one** member as an alternate.
- C. Three panelists shall constitute a quorum for the transacting of business of the hearing panel. In the absence of a quorum, any number of panelists less than a quorum may recess a hearing to a later time or date. In the presence of a quorum, no action shall be taken except upon an affirmative vote of a majority of the panelists present at a properly noticed hearing.
- D. Panelists shall participate in hearings and shall be entitled to vote on business before the panel. Alternates shall not participate in hearings nor vote on business before the panel. A panelist may

# Haines Borough Ordinance No. 24-02-666 Page 3 of 3

be replaced by an alternate by the presiding officer due to illness or other request from a panelist. Upon such occurrence, the alternate shall be considered a panelist for the remainder of the appeal. Appellants may request replacement by an alternate pursuant to section (G) below. Once the alternate becomes a panelist, the original panelist may become an alternate for that panel.

- E. Hearing panels shall commence hearing appeals on the second Monday in May of each year unless a different date is established by resolution of the assembly. The hearing panel shall adjourn over and continue its session as business requires.
- F. The panelists shall choose a hearing chair for each panel.
- G. An appellant may request that a panelist be excused from the panel hearing the appellant's appeal by providing a written request for excusal of the member, without stating any reason for the requested excusal, to the presiding officer not less than 48 hours prior to the time set for the hearing. The presiding officer shall grant the request if an alternate is available to serve as a panelist.
  - **Section 6.** Amendment of Section 3.72.100. Section 3.72.100 shall be amended as follows:

# 3.72.100 Appeal.

...

E. Notwithstanding other provisions in this section, a determination of the assessor as to whether property is taxable under law may be appealed directly to the superior court within 30 days after final decision, following the procedures set out in AS 44.62.560 through 44.62.570.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 26th DAY OF MARCH, 2024.

ATTEST:	Thomas C. Morphet, Mayor	
Alekka Fullerton, MMC, Borough Clerk		

Date Introduced: 02/27/24
Date of First Public Hearing: 03/12/24
Date of Second Public Hearing: 03/26/24



# Haines Borough BOROUGH ASSEMBLY ACTION REQUEST

DATE: December 14, 2023

TO: Borough Assembly

FROM: Property Tax Assessment Advisory Board

# **ACTION:**

Motion: Humphrey moved to "recommend proposed amendment to <u>HBC 3.72.110</u> to the Assembly for approval" and the motion carried unanimously.

# **RATIONALE:**

The Property Tax Assessment Advisory Board was charged with reviewing existing code, policy and procedures of the property tax assessment process and to recommend changes to improve the process for both citizens and the borough administration. One of the most troublesome issues during 2023 was that assembly members served as the board of equalization which denied appellants the ability to seek relief from due process concerns and code violation because BOE (assembly) members are prohibited from having ex parte communication with appellants. The attached amendment provides for a citizen board of equalization and relieves elected officials of this duty.

# **BOARD REQUEST:**

The advisory board requests that the assembly amend borough code 3.72.110 to update board of equalization membership and duties as detailed in the attached document.

SUBMITTED BY Paul Rogers

Paul Rogers, Chair

Property Tax Assessment Advisory Board

# **7D**

# Haines Borough Assembly Agenda Bill

Agenda Bill No.: 24-1363

**Assembly Meeting Date:** 03/12/24

Business Item Des	cription:		Attachments:		
Subject: Amending HBC	Section 3.72.020 Full a	nd	1. Ordinance 24-02-6	667	
True Value			Updated Jesse Kiehl Draft for Section 1		
Originator:		3. Jesse Kiehl Draft S 4. Request for Assen	Senate Bill nbly Action from Property Tax		
Property Tax Assessment			Assessment Ad Hoc		
Originating Department	t:				
Date Submitted:					
2/22/24					
Full Title/Motion:					
-					
Administrative Rec	commondations				
Administrative Rec	.ommendation.				
Fiscal Impact:		l			
Expenditure Required	Amount Budgeted	Appr	opriation Required	Projected Impact to Future Operating Budgets	
\$	\$	\$		N/A	
		·			
Comprehensive Pla		eview	:		
Comp Plan Goals/Object	Luves:		Consistent:   Yes	□No	
Summary Stateme	nt:				
Update: Senator Kiehl's up					
Opuate. Seriator Rienrs up	dated bill attached				
				raft Senate Bill were discussed as it	
relates to the recommenda	illons of the Property Ta	IX ASSE	ssment ad Hoc Adviso	ry Board's recommendations.	
Referral:					
Referred to:			Referral Date:		
Recommendation:			leeting Date:		
				3	
Assembly Action:					
Meeting Date(s): 2/27/2	4. 3/12/24. 3/26/24		Public Hearing Dat	e(s): 3/12/24 and 3/26/24	

Postponed to Date:

# HAINES BOROUGH, ALASKA ORDINANCE No. 24-02-667



# An Ordinance of the Haines Borough Assembly Amending Haines Borough Code Section 3.72.020 Full and True Value.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

- **Section 1.** <u>Classification</u>. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.
- **Section 2.** <u>Severability</u>. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.
- **Section 3.** <u>Effective Date</u>. This ordinance is effective upon adoption.
- **Section 4.** Amendment of Section 3.72.020. Section 3.72.020 shall be amended as follows:

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

# 3.72.020 Full and true value.

The assessor shall assess property at its full and true value as of January 1st of the assessment year. The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels. If the appellant provides a long form fee appraisal tisupport the appellant's valuation and the board of equalization does not find in favor of the appellant, the board shall make specific findings on the record to support its decision.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 26th DAY OF MARCH, 2024.

ATTEST:	Thomas C. Morphet, Mayor		
Alekka Fullerton, MMC, Borough Clerk			

Date Introduced: 02/27/24
Date of First Public Hearing: 03/12/24
Date of Second Public Hearing: 03/26/24

# **AMENDMENT**

# OFFERED IN THE SENATE

TO: SB 242

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1	Page 1, lines 7 - 13:
2	Delete "The assessor shall determine the full and true value as provided in
3	standards adopted by the department under (e) of this section or another set of
4	standards provided by ordinance [IS THE ESTIMATED PRICE THAT THE PROPERTY
5	WOULD BRING IN AN OPEN MARKET AND UNDER THE THEN PREVAILING
6	MARKET CONDITIONS IN A SALE BETWEEN A WILLING SELLER AND A
7	WILLING BUYER BOTH CONVERSANT WITH THE PROPERTY AND WITH
8	PREVAILING GENERAL PRICE LEVELS]."
9	Insert "The full and true value is the estimated price that the property would bring in
10	an open market and under the then prevailing market conditions in a sale between a willing
11	seller and a willing buyer both conversant with the property and with prevailing general price
12	levels. The assessor shall determine the full and true value as provided in standards
13	adopted by the department under (e) of this section or another set of standards provided
14	by ordinance."

33-LS1141\U Dunmire 2/15/24

# SENATE BILL NO.

IN THE LEGISLATURE OF THE STATE OF ALASKA
THIRTY-THIRD LEGISLATURE - SECOND SESSION

BY SENATOR KIEHL

Introduced: Referred:

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# A BILL

# FOR AN ACT ENTITLED

"An Act relating to assessment of property, boards of equalization, and certification of assessors; and providing for an effective date."

# BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

\* Section 1. AS 29.45.110(a) is amended to read:

(a) The assessor shall assess property at its full and true value as of January 1 of the assessment year, except as provided in this section, AS 29.45.060, and 29.45.230. The assessor shall determine the full and true value as provided in standards adopted by the department under (e) of this section or another set of standards provided by ordinance [IS THE ESTIMATED PRICE THAT THE PROPERTY WOULD BRING IN AN OPEN MARKET AND UNDER THE THEN PREVAILING MARKET CONDITIONS IN A SALE BETWEEN A WILLING SELLER AND A WILLING BUYER BOTH CONVERSANT WITH THE PROPERTY AND WITH PREVAILING GENERAL PRICE LEVELS].

\* Sec. 2. AS 29.45.110 is amended by adding a new subsection to read:

(e) The department shall adopt standards for assessing the full and true value of property under (a) of this section that are not inconsistent with standards adopted by the International Association of Assessing Officers and update the standards when necessary.

\* Sec. 3. AS 29.45 is amended by adding a new section to read:

Sec. 29.45.115. Assessor certification. A municipality may not employ an assessor, including a private contractor, unless the assessor has a level 3 certification from the Alaska Association of Assessing Officers or works under the supervision of an individual with a level 3 certification from the Alaska Association of Assessing Officers.

\* Sec. 4. AS 29.45.200(a) is amended to read:

- (a) The governing body <u>shall appoint one or more boards</u> [SITS AS A BOARD] of equalization for the purpose of hearing an appeal from a determination of the assessor [, OR IT MAY DELEGATE THIS AUTHORITY TO ONE OR MORE BOARDS APPOINTED BY IT]. An appointed board <u>shall</u> [MAY] be composed of not less than three persons, who shall be members of the governing body, municipal residents, or a combination of members of the governing body and residents. The governing body shall by ordinance establish the qualifications for membership. <u>The</u> governing body may by ordinance appoint itself to sit as a board of equalization.
- \* Sec. 5. AS 29.45.210(b) is amended to read:
  - (b) The appellant bears the burden of proof. The only grounds for adjustment of assessment are proof of unequal, excessive, improper, or under valuation based on facts that are stated in a valid written appeal or proven at the appeal hearing. The [IF A VALUATION IS FOUND TO BE TOO LOW, THE] board of equalization may not raise the assessment in the current year unless requested to do so by the appellant. If the appellant provides a long form fee appraisal to support the appellant's valuation and the board of equalization does not find in favor of the appellant, the board shall make specific findings on the record to support its decision.

\* Sec. 6. The uncodified law of the State of Alaska is amended by adding a new section to read:

TRANSITION: REGULATIONS. The Department of Commerce, Community, and

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Economic Development may adopt regulations necessary to implement the changes made by this Act. The regulations take effect under AS 44.62 (Administrative Procedure Act), but not before the effective date of the law implemented by the regulation.

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- \* Sec. 7. Section 6 of this Act takes effect immediately under AS 01.10.070(c).
- \* Sec. 8. Except as provided in sec. 7 of this Act, this Act takes effect January 1, 2025.



# **Property Tax Fairness**

# **Sectional Analysis**

Sec. 1 requires local assessors to use published standards. Default standards will be adopted by the state, or a local governing body can adopt alternate standards by ordinance.

Sec. 2 requires the Department of Commerce, Community, and Economic Development to adopt the default assessment standards—based on those published by the International Association of Assessing Officers—by regulation.

Sec. 3 requires a local assessor to have or be supervised by someone who has a level 3 certification from the Alaska Association of Assessing Officers.

Sec. 4 says a local governing body must appoint a Board of Equalization unless it adopts an ordinance to set itself as the Board of Equalization.

Sec. 5 prohibits a local government from raising the assessed value of the property during the appeals process, unless requested by the appellant. Sec. 5 also requires a Board of Equalization to make specific findings on the record if it disagrees with a fee appraisal.

Sec. 6 lets the Department of Commerce, Community, and Economic Development adopt regulations setting the default assessment standards.

Sec. 7 sets an immediate effective date for the department to put out regulations.

**Sec. 8** sets a Jan. 1, 2025 effective date for all other changes in the bill.

February 19, 2024 ALASKA SENATE —

33-LS1141\U



# **Property Tax Fairness**

# **Sponsor Statement**

Alaskans deserve transparency and fairness when it comes to property taxes. The bill puts some baseline requirements in place for Alaska municipalities, while preserving the important principle of local control.

The bill has the State set baseline standards for assessors to use so Alaskans know what the rules are for figuring property values. It also lets municipalities adopt their own by ordinance if state or national standards don't fit.

It also changes the default for who hears tax appeals to an appointed Board of Equalization instead of local elected officials. It's important to keep those separate because Alaskans can't talk freely about problems with the assessment process with an elected official who will later sit as a quasi-judge over their appeal. Citizens shouldn't lose access to their representatives when they disagree with city hall. Because some municipalities may be unable to fill appointed seats, the bill lets them opt out of this change by passing an ordinance.

The bill stops a municipality from raising the assessed value during an appeal process. Government's bite at the apple comes when it sends you a notice of assessed value. Raising that value when a citizen disagrees can chill taxpayers from exercising their rights.

The bill also levels the playing field for citizens with a recent appraisal in hand by requiring any Board of Equalization that doesn't agree with a fee appraisal to explain its findings on the record.

Finally, the bill ensures assessors have the experience and credentials to do the job well.

February 19, 2024		33-LS1141 \ U
	ALASKA SENATE ————————————————————————————————————	,



# Haines Borough BOROUGH ASSEMBLY ACTION REQUEST

DATE: December 29, 2023

TO: <u>Borough Assembly</u>

FROM: Property Tax Assessment Advisory Board

# **ACTION:**

Motion: Gilbert moved to "approve the proposed amendment to HBC 3.72.020 as written and recommend it to the Assembly for approval" and the motion carried 4-1 with Hansen opposed.

# RATIONALE:

The Property Tax Assessment Advisory Board was charged with reviewing existing code, policy and procedures of the property tax assessment process and to recommend changes to improve the process for both citizens and the borough administration. The definition of "full and True Value" has been the subject of much discussion and interpretation. The proposed amendment to borough code narrows the definition because "In an appeal, a complete defense does take on some elements of a single-property appraisal. Computer-assisted mass appraisal for all its strengths tends to retreat into the background during a protest. A protest, by nature of its focus on an individual property, often requires the skill of individual property appraisal." This quote is from page 229 of Assessment Administration published by the Internationale Association of Assessing Officers.

# **BOARD REQUEST:**

The Property Tax Assessment Advisory Board requests that the assembly amend the definition of Full and True Value to bring our definition into alignment with the International Association of Assessing Officers.

SUBMITTED BY Paul Rogers

Paul Rogers, Chair Property Tax Assessment Advisory Board

# 3.72.020 Full and true value.

The assessor shall assess property at its full and true value as of January 1st of the assessment year. The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels, anything to the contrary notwithstanding. An appeal pursuant to this section must be treated as a single-property appraisal. A property market sale or single-property appraisal shall be the preferred method of valuation.

# 7E

# Haines Borough Assembly Agenda Bill

Agenda Bill No.: 24-1364
Assembly Meeting Date: 03/12/24

<b>Business Item Des</b>	cription:		Attachments:	
Subject: Adding HBC Section 3.72.105 Exchange of 1. Information 2.		1. Ordinance 24-02-6	nbly Action from Property Tax	
Administrative Rec	ommendation:			
Fiscal Impact:				
Expenditure Required	Amount Budgeted	Appr	opriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$		N/A
Comprehensive Pla Comp Plan Goals/Object		eview	: Consistent: ■Yes	□No
Summany Statemen	at.			
At the Committee of the Whole meeting on February 20, 2024, the Exchange of Information recommendations from the Property Tax Assessment Ad Hoc Advisory Board were discussed and item (D) was added to clarify that the Appellant and Assessor may continue to share information and negotiate until the appeal hearing.				
Referral:				
Referred to:			Referral Date:	
Recommendation:			M	leeting Date:
Assembly Action:				
Mastine Data(a), 2/27/2	4, 3/12/24 and 3/26/24		Public Hearing Dat	e(s): 3/12/24 and 3/26/24

Postponed to Date:

# HAINES BOROUGH, ALASKA ORDINANCE No. 24-02-668



# An Ordinance of the Haines Borough Assembly Amending Haines Borough Code Section 3.72.105 Exchange of Information

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

- **Section 1.** <u>Classification</u>. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.
- **Section 2.** <u>Severability</u>. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.
- **Section 3.** <u>Effective Date</u>. This ordinance is effective upon adoption.
- **Section 4.** Addition of Section 3.72.105. Section 3.72.105 shall be added as follows:

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

- 3.72.105 Exchange of Information.
- A. <u>Information to be presented to the board of equalization by the assessor's office shall be made available to the appellant at least 10 working days prior to the appeal hearing date scheduled for the appeal.</u>
- B. The appellant shall be notified by email or first-class mail when the information is available and how to obtain it. A link to the information on the borough web site is permissible.
- C. The appellant must provide their information by first-class mail, email or by personally delivering it to the Haines Borough office at least five working days before the appeal hearing date scheduled for the appeal.
- D. <u>Notwithstanding the above, the appellant and the assessor may continue to exchange information and negotiate directly until the appeal is heard.</u>

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 26th DAY OF MARCH, 2024.

_	
ATTEST:	Thomas C. Morphet, Mayor
Alekka Fullerton, MMC, Borough Clerk	



# Haines Borough BOROUGH ASSEMBLY ACTION REQUEST

DATE: December 14, 2023

TO: Borough Assembly

FROM: <u>Property Tax Assessment Advisory Board</u>

#### **ACTION:**

Motion: Gilbert moved to "recommend HBC 3.72.XXX <u>Exchange of Information</u> to the Assembly for approval" and the motion carried unanimously.

#### **RATIONALE:**

The Property Tax Assessment Advisory Board was charged with reviewing existing code, policy and procedures of the property tax assessment process and to recommend changes and improvements to the process for both citizens and the borough administration. This proposed addition to code guarantees due process by requiring the exchange of information between the assessor's office and the appellant in a timely manner prior to the hearing date set for the appeal.

## **BOARD REQUEST:**

The advisory board requests that the assembly pass a new section of borough code detailing requirements for the exchange of information between an appellant and the assessor's office as detailed in the attached draft document. This change will insure due process for appellants and insure appellants have ample time to consider their course of action.

SUBMITTED BY Paul Rogers

Paul Rogers, Chair

Property Tax Assessment Advisory Board

## **Proposed New Ordinance to Assembly**

## 3.72.### Exchange of Information

- A. <u>Information to be presented to the board of equalization (BOE) by the assessor's office shall be made available to the appellant at least 10 working days prior to the BOE hearing date scheduled for the appeal.</u>
- B. The appellant shall be notified by email or first-class mail when the information is available and how to obtain it. A link to the information on the borough web site is permissible.
- C. The appellant must provide their information by first-class mail, email or by personally delivering it to the Haines Borough office five working days before the appeal hearing date scheduled.

## Working Schedule for Assembly to Place Questions on the October 1, 2024 Municipal General Election Ballot

Note: An ordinance is required to put a binding question on the ballot. A nonbinding advisory question requires a resolution.

Tuesday, July 9 – Regular meeting

Introduce an ordinance to put a measure on the ballot

Tuesday, July 23 – Regular meeting

First public hearing on an ordinance to put a measure on the ballot

Tuesday, August 13 – Regular meeting

Second public hearing on an ordinance to put a measure on the ballot; eligible for adoption.

Absolute deadline for adopting something for the ballot per public notice requirements in HBC 11.04.040(B) and Charter 16.03. MUST be determined **40 days before** election day so by August 22.

Send notice of ballot measure(s) to the newspaper for publication in the August 22 edition and post notice of ballot measure(s) on the website and around town. August 22 is 40 days before the Election (HBC 11.04.040(B)) and Charter 16.03 and the last regular meeting prior to August 22 is August 13.

Monday, August 26 – Order ballot printing and optical scan unit programming.

**Tuesday, October 1** – Election Day

## **Referred Standing Committee Topics**

Committee	Tues	Date	Topic
Finance	2nd	03/12/24	Alaska Permanent Management Fund presentation
Commerce	3rd	03/19/24	Port Development Fee Severance Tax
Personnel	4th	03/26/24	Moving Reimbursement Policy Training Reimbursement Policy
Govt. Affairs & Services	1st	04/02/24	Anti-Bullying Policy AI Policy Definition of Ore Prohibition for Lutak Dock
Finance	2nd	04/09/24	FY25 Budget Overview
Commerce	3rd	04/16/24	Port Development Fee Severance Tax
Personnel	4th	04/23/24	Moving Reimbursement Policy Training Reimbursement Policy
Govt. Affairs & Services	1st	05/07/24	Budget Meeting – Water & Sewer, Vehicle Impound & Land Development
Finance	2nd	05/14/24	Capital Improvement Projects
Commerce	3rd	05/21/24	Budget Meeting – Boat Harbor, PC Dock, Lutak Dock, Tourism, Econ Dev, CPV, Permanent Fund & Debt Service
Personnel	4th	05/28/24	TBD



#### Property Tax Assessments Ad Hoc Advisory Board February 14, 2024 5:30 pm

Members: Glenda Gilbert, Dan Humphrey, Paul Rogers, Kevin Forster, Stacey Prior

Absent: Scott Hansen

Others present: Manager Annette Kreitzer, Clerk Alekka Fullerton, Kim Rosado, Blythe Carter, Katey

Emma Begly, CFO Jila Stuart, Mayor Morphet

On zoom: Donna Lambert, Jenifer Canfield, Brenda Josephson and others

- 1. Roll Call
- 2. Approval of the Agenda

Motion: Forster moved to "approve the agenda" and the motion carried unanimously.

3. Minutes of 1-17-24

Absent objection, the corrected minutes of the 1-17-24 meeting was adopted.

- 4. Public Comment None
- Unfinished Business
  - a. White Board Discussion of Property Tax Assessment Processes
- 6. New Business
  - a. Review Action Items before Assembly
  - b. Discuss communications with borough attorney & manager BOE Membership and Duties

<u>Motion</u>: **FORESTER** moved to "direct the clerk to make committee's intentions clear in a revised document," and the motion carried unanimously.

c. Prepare for COW scheduled for 2-20-2024

Exchange of Information – looks good for COW

Full and True Value – discussed Renfro's objection- demurred to the COW

Assessment Notice – talked about three years of assessment date on a larger post card- will need more work once we have our assessor involved and logistics assessed- will probably need to be phased in

BOE Procedures- Won't be in code but will be adopted by the assembly as policy.

- 7. Public Comment: Ongoing comments from audience.
- 8. Committee Member Comments: Ongoing

Adjourned 8:02pm

HDTRMSA Meeting on Feb 26<sup>th</sup>, 2024 Minutes by Darsie Culbeck

Board Participants: Less Katzeek, Darsie Culbeck, Len Banaszak, Erika Merklin, Absent Bob Bell

Public participants: Robert Venables, Liz Cornejo, George Campbell, Jila Stuart, Alekka Fullerton, Nicholas Szattkowski,

1) Budget recommendations Passed unanimously.

Eagle Vista: \$2000 increase

Historic Dalton Trail: \$0 Increase

Chilkat Lake: \$0 Increase

Lots of conversation about the mill rate on Eagle Vista. People are concerned that they pay a high mill rate and wonder about other structures that might be work better.

Also discussion of having a sub group for Porcupine and making sure that industry was going through proper channels when doing any work there.

- 2) Borough Support for appeal of FEMA decision on Porcupine Road: Passed unanimously.
- 3) Commercial Use fees: Lot of discussion on this topic from George Campell and Les who are frustrated that it is taking so long. Decision was made to have another meeting on March 13, 2024 to discuss and come up with a simple, easy to enforce plan to recommend to the Assembly. In the meantime, we will get all relevant RMSA minutes and anything from GSA to the board.
- 4) Neighbors to contractor to RMSA communication; We decided the contractor should reach out to the RMSA if he is requested to do extra work that is not in his contract.

#### Maintenance requested:

Brushing and ditching on Chilkat Lake Road. Get a quote from George and use money from the overall budget and Chilkat lake sub group to pay for it.



## Letnikof Estates Road Maintenance Service Area Annual Report FY2025

Todays Date: March 4, 2024

The Letnikof Estates Road Maintenance Service Area board held Board Meetings on February 20 and February 27, 2024 via Zoom in order to provide the information required for the Annual Report FY2025. Submitted by Michael Marks, Secretary. Please find the draft minutes attached and email with Ed Coffland.

#### The LERMSA board voted:

- 1. To apply a tax assessment of \$35,000 for FY2025.
- 2. The LERMSA budget is based on the boards long range goals of having a yearly budget large enough to cover annual snow plowing and sanding contracts for the Winter and have a remaining balance to make road improvements during Spring/Summer and Fall.
- 3. This demonstrates to the Haines Borough and the tax paying property owners of Letnikof Estates Subdivision and Glacier Point Subdivision that the LERMSA board is committed to a plan to prioritize road improvements and have the funding for the Haines Borough to hire contractors to implement the selected road improvements.
- 4. The LERMSA board understands there will be sufficient funds remaining after Winter snow plow and sanding contracts are fulfilled to initiate the LERMSA boards priority improvement of brush clearing portions of the road system in the Spring of 2024 by mower, excavator and hand work. The LERMSA Board has voted and approved Dwight Downer, Diesel Dog, LCC for the amount of \$10,000 for a contract with the stipulation that once work has began the LERMSA Board could approve an additional \$5,000 if additional work is required.
- 5. The LERMSA board has voted and approved \$35,000 for the FY2025 budget and Jila Stewart, Chief Fiscal Officer indicated at a board meeting that those funds would be available for use by the LERMSA board by July 2024. As a result the LERMSA board has voted and approved to use \$20,000 of the FY2025 budget for Road Grading/Crowning in the Fall of 2024 for the road system from Mud Bay Road to the intersection of Inlet Drive, thus providing approximately a remaining balance of \$15,000 for Snow/Sand contracts. The LERMSA board has voted and approved Dwight Downer, Diesel Dog, LCC for the amount of \$20,000 for a contract for Road Grading/Road Base/Roller/Crowning in the Fall of 2024 for the road system from Mud Bay Road to the intersection of Inlet Drive with the stipulation that once work has began the LERMSA board could approve an additional \$5,000 if additional work is required.
- 6. Ed Coffland, Haines Borough, Public Facilities Director confirmed that the above mentioned contracts can be initiated into contract by Annelise Silk, Haines Borough Contract and Grant Administrator via email attached.

# Letnikof Road Maintenance Service Area Board Meeting **February 27, 2024**. - 10:03 a.m. Via Zoom

#### MINUTES:

Present: Dave Nussbaumer - Vice President, Michael Marks - Secretary,

Dennis Geasan - Communications Director.

Absent: Gabe Long - President & Norm Hughes - Director Public: Jila Stuart, Haines Borough, Chief Financial Officer.

Agenda: Discuss road improvements, and approve budget for FY 2025.

Approval of Agenda: M/S Michael Marks/Dave Nussbaumer to approve the agenda - Approved.

#### Discussion:

- Michael Marks reported that he contacted Ed Coffland, Haines Borough Public Facilities Director about the possibility of setting up two contracts with "preferred contractor for project \$25K or less", Dwight Downer, Diesel Dog, LLC one for roadway brush clearing and a second for road grading/crowning. Mr. Coffland replied that was ok and that the LERMSA should contact Annelise Silk, Haines Borough, Contract and Grant Administrator to set up the contracts.
- Mr. Marks also contacted Dwight Downer, Diesel Dog, LCC to inquire if he could perform the work and equipment required to clear road side brush with the use of specialized mower, hand tools, excavator and dump truck for a possible budget of \$10K-\$15K. He also requested if he could perform the work and equipment required to use road base, roller, grader and crown the road from Mud Bay to Inlet Drive intersection. Mr. Downer informed that he was able to perform that work in two different contracts one for brush clearing in Spring 2024 and another for grade/ crown in Fall 2024.
- Mr. Marks contacted Jila Stuart to clarify that the LERMSA currently has enough in its budget to pay for the brush clearing contract but that the road grade/crown contract would need the funds approved for FY 2025 and that those funds would be spent in the Fall 2024. Jila Stuart said that the FY2025 funds could be available for spending around June 15, 2024.

## Letnikof Road Maintenance Service Area Board Meeting **February 27, 2024.** MINUTES: Continued

- Jila Stuart mentioned that she would like to request that the Haines Borough consider setting up "Matching Funds" for the Road Maintenance Districts to assist them in maintaining road improvements but did not know if that idea would be approved by the Borough Assembly and management.
- Board members discussed the two proposed projects of road side brush clearing and grade/crown from Mud Bay Road to Inlet Drive intersection in detail.

M/S Michael Marks/Dave Nussbaumer to approve a budget of \$10K for road side brush clearing with Dwight Downer, Diesel Dog, LCC to begin in Spring 2024 with a contingency for the LERMSA Board to approve after work has started an additional amount of up to \$5k if more road side brush clearing is suggested by the LERMSA Board - Approved.

M/S Dennis Geason, Dave Nussbaumer to approve \$35K for the LERMSA budget for FY2025 - Approved.

M/S Dennis Geason, Dave Nussbaumer to approve \$20K from the FY2025 budget for a contract for road base, grading, roller and crowning of the road from Mud Bay to the Inlet Drive intersection with Dwight Downer, Diesel Dog LCC in the Fall 2024 with a contingency for the LERMSA Board to approve after work has started an additional amount of up to \$5K if more grading/crowning work is suggested by the LERMSA Board - Approved.

M/S Michael Marks/Dave Nussbaumer to approve Michael Marks to contact Ed Coffland and Annelise Silk to set up two contracts with Dwight Downer, Diesel Dog, LLC for the above mention road work.

Meeting adjourned: 11:35 a.m.

Next Meeting: To be scheduled

Submitted by: Michael Marks, Secretary

# Letnikof Road Maintenance Service Area Board Meeting **February 20, 2024**. - 10:07 a.m. Via Zoom

#### MINUTES:

Present: Dave Nussbaumer - Vice President, Michael Marks - Secretary,

Dennis Geasan - Communications Director.

Absent: Gabe Long - President, and Norm Hughes - Director

Public: None

Agenda: Discuss road improvements, and approve budget for FY 2025.

Approval of Agenda: M/S Michael Marks/Dave Nussbaumer to approve the agenda - Approved.

#### Discussion:

- Board members reviewed financial documents on the LERMSA budget activity provided by Jila Stuart, Haines Borough, Chief Financial Officer.
- Board discussed the recent pot hole filling project and how after completion the road system was in good condition.
- Additional areas of discussion were the need to begin brush clearing on the side of the road system and to grade and crown from Mud Bay Road to the stop sign at Inlet Drive since this portion of the road is used by all residents and gets the highest level of use.
- Final discussion was on what should be budgeted for FY 2025 and that
  the board should have further discussion with Dwight Downer, Diesel
  Dog,LCC to see if he has an interest and time to brush clear and
  grade/crown in the next few months or later.
- It was determined to have Michael Marks contact Dwight Downer, as well as Ed Coffland, Haines Borough Public Facilities Director.
- Another meeting was scheduled for February 27, 2024 at 10:00 a.m. via Zoom.

Next Meeting: To be scheduled February 27, 2024 at 10:00 a.m. via Zoom.

Meeting Adjourned: 10:52 a.m.

Submitted by: Michael Marks, LERMSA Secretary



## Riverview RMSA Annual Report 7/1/2023 - 6/30/2024

HAINES BOROUGH CLERK'S OFFICE

To: Haines Borough Clerk

The Riverview Board held one meeting during the above period, on February 23, 2024. Start and End times were 10:12am to 10:28am.

Board Member Scott Visscher noted that he submitted a reminder to the Borough in early 2024 requesting the Borough to reconsider funding our CIP Request of 2023. In addition he requested that Riverview Drive is in need of a gravel lift and grading. Borough Clerk, Alekka Fullerton, remarked that our requests would be a good use of CIP monies, and we agree. We anticipate DNR's plans to open up logging access via the road and the heavy truck traffic that entails, will be detrimental to the quality of Riverview Drive. We request that the new Public Facilities Director, when hired, be made aware of our CIP and requests. Our three Board Members voted in favor of including this request in our FY25 Budget.

Also, all three board members voted in favor of not taxing our RMSA for services, in FY25. We have a satisfactory savings built up in our Borough account. We request to continue the Status Quo of winter plowing done by resident volunteers. This has worked well for many years.

Lastly, our meeting was posted to be held at the Visscher residence. Late the day before, the meeting location was moved (due to sickness),

to the Rasmussen residence. Board Member, Scott Visscher, participated in the meeting by speaker phone and was on-hand to redirect the public to the changed venue but no one came by. Board Members, Dave Pahl and Marianne Rasmussen were present as well as Carol Pahl and Greg Rasmussen.

Thank you for your attention to these matters, Board Member, Marianne Rasmussen



MAR 0 4 2024

## Riverview Drive RMSA FY25 Budget Request

HAINES BOROUGH
CLERKS HATTE Borough Clerk

The Riverview Drive RMSA has resubmitted (in early 2024), our 2023 CIP Request for funding consideration. We have also put in a request for a gravel lift and grading. Upon submittal, Borough Clerk, Alekka Fullerton, remarked that these requests would be a good use of CIP monies and we agree. When a new Public Facilities Director is hired, we ask the Borough to advocate for the needs mentioned above.

We request that no taxes for services be applied in this budget year. We have a stable savings in our Borough RMSA account. Any snow removal requests will continue to be called in to the Borough by a Board Member only. The status quo of winter snowplowing done by volunteer residents has been successful and has met our needs for many years.

Thank you for your consideration, Board Members, Marianne Rasmussen Scott Visscher Dave Pahl

## **Annroved**

## **MINUTES**

## **Port and Harbor Advisory Committee**

Meeting Date: January 18, 2024

1. <u>Call to Order</u>: A meeting of the Haines Borough Ports and Harbors Advisory Committee took place at 10:31 am, January 18, 2024, Jake Eckhardt as Chair.

#### 2. Roll Call:

Members in Attendance: Gray, Hughes, Ackerman, Eckhardt, Dunbar Members Not in Attendance: Turner

Others in Attendance: Kiersten Long/Deputy Clerk, Annette Kreitzer/Borough Manager, Margaret Friedenauer/Agnew::Beck, Ed Coffland/Public Facilities Director, Rebecca Hylton/Tourism Director, Assembly Member Gabe Thomas, Sean McFarlin, Charles Belserini

#### 3. Approval of Agenda:

<u>Motion</u>: **GRAY** moved to "postpone the harbormasters report until the next meeting" and the motion carried unanimously.

<u>Motion</u>: **ACKERMAN** moved to "approve the amended agenda" and the motion carried unanimously

#### 4. Approval of Minutes:

Chair **ECKHART** called for absent objection to approve the minutes

5. Public Comment: None

\*Clerk's note: The harbormaster's report was postponed until the next meeting

## 6. <u>Harbormaster's Report</u>:

- A. Harbor Gangway Float Water Line
- B. Lutak Dock Design Progress
- C. Oil Waste Processing Shed Update
- D. Letnikof Harbor Float Replacement Update
- E. PC Dock Conceptual Float Design Update

#### 7. <u>Unfinished Business</u>: None

## 8. New Business:

- A. Letnikof Conceptual Drawings
  - Discussion with Moffat & Nichole
     Sean McFarlin and Charles Belserini did a presentation with respect to this agenda item
- 9. <u>Public Comments:</u> None
- 10. <u>Committee Comments:</u> Hughes
- 11. Set Meeting Dates: Next PHAC Meeting February 22, 2024 at 10:30 a.m.
- 12. <u>Adjournment:</u> 11:58 am

## Haines Borough Assembly Agenda Bill

Agenda Bill No.: 24-1367
Assembly Meeting Date: 03/12/24

<b>Business Item Des</b>	cription:		Attachments:	
Subject: 2025 Federal Legislative Priorities		1. Resolution 24-03-	1102	
Originator:				
Manager Originating Department	t:			
Administration Date Submitted:				
03/07/24				
Full Title/Motion:				
Motion: Adopt Resolution	24-03-1102			
Administrative Rec	commendation:			
Fiscal Impact:				
Expenditure Required	Amount Budgeted	Appr	opriation Required	Projected Impact to Future Operating Budgets
\$TBD	\$0	\$ TB	D	TBD
Comprehensive Pla	n Consistency Re	eview	<b>7:</b>	
Comp Plan Goals/Object	ctives:		Consistent: ■Yes □No	
Summary Stateme	nt:			
				s as its federal lobbyist. Having clear s most important to the Borough.
direction from the Assembl	y will allow the lobbyist	to locu	s its enorts on the items	s most important to the borough.
Referral:				
Referred to:			Referral Date:	
Recommendation:			N	leeting Date:
Assembly Action:				
Meeting Date(s): 3/12/2	4		Public Hearing Dat	te(s):
		Postnoned to Date:		

## HAINES BOROUGH, ALASKA RESOLUTION No. 24-03-1102

## **Draft**

## A Resolution of the Haines Borough Assembly Adopting the Borough's 2024-2025 Federal Priorities.

**WHEREAS,** the Haines Borough Assembly has determined to prioritize the Borough's 2024-2025 federal priorities; and

**WHEREAS,** it is the intent of the assembly to provide the President of the United States, Alaska Congressional Delegation, and other federal officials with adequate information to represent the needs of the borough concerning requests of the Federal Government, including necessary funding requirements,

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

Section 1. The following Capital Budget priorities are identified as the Haines Borough federal priorities for 2025:

- 1. Haines Public Safety Building Replacement
- 2. Portage Cove Small Boat Harbor Phases III and IV (moorage floats, drive-down float and Harbormaster office)
- 3. Secure Rural Schools (SRS) Program and Payment in Lieu of Taxes (PILT)
- 4. Support of Tribal Transportation Program
- 5. Continuation of J-1 Visas for teaching positions
- 6. Expansion of Haines Public Library
- 7. Expansion of Haines public water/sewer system (Small Tracts)
- 8. Support for alternative energy projects that would reduce the cost of energy for Haines Borough residents

Section 2. The borough manager is hereby instructed to advise the President, Alaska Congressional Delegation, and other federal officials of the Borough's federal priorities and take all appropriate steps to provide background information and testimony in representing the Borough's best interests.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this 12th day of March, 2024.

Attest:	Thomas C. Morphet, Mayor
Alekka Fullerton, MMC, Borough Clerk	

### Haines Borough Assembly Agenda Bill

Agenda Bill No.: 24-1367
Assembly Meeting Date: 03/12/24

<b>Business Item Des</b>	cription:		Attachments:	
Subject: Contract with Glacier Construction dba			1. Resolution 24-03-1103	
Southeast Road Builders			2. SERB Original Pro	pposal
Originator:				
Originating Department Tourism	t:			
Date Submitted:				
3/7/24				
Full Title/Motion:				
Motion: Adopt Resolution	24-03-1103			
Administrative Rec	ommondation:			
Administrative Rec	ommendation.			
Fiscal Impact:		l		Duringhad Israel to Euler
Expenditure Required	Amount Budgeted	Appr	opriation Required	Projected Impact to Future Operating Budgets
\$ 150,000	\$ 150,000	\$ No	ne	N/A
· ·		'		
Comprehensive Pla	<u> </u>	eview	<b>7:</b>	
Comp Plan Goals/Object	ctives:		Consistent:  Yes	□No
Summary Stateme	nt:			
		ıah loot	t Janas Larson and Day	vid Cimmono, a new playeround for
				vid Simmons, a new playground for nd design efforts commenced.
In January of 2023, the	Haines Borough posted	I the Je	nae's Playground desig	gn/build Request for Proposals and
received one bid for \$668,3 go forward since there wer			donation from Southea	ast Road Builders. The project did not
Fundraising continued in			mendment from the Ha	ines Borough.
				s have increased since January of
				uding the \$57,000 donation and
and it is hoped that the pla			et the increased costs.	As such, this project is within budget
1	7.5	,		
Referral:				
Referred to:			Referral Date:	
Recommendation:			M	leeting Date:
Assessed to the second				
Assembly Action:	4		5 11: 11 : 5 :	
Meeting Date(s): 3/12/2	4		Public Hearing Dat	e(s): 3/12/24

Postponed to Date:

#### HAINES BOROUGH, ALASKA RESOLUTION No. 24-03-1103

#### Draft

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Glacier Construction, Inc dba Southeast Road Builders for the Jenae's Playground design and build project for an amount not to exceed \$672,896.00.

**WHEREAS**, the Haines Borough posted the Jenae's Playground design/build Request for Proposals on January 18, 2023 and received one responsive bidder, Glacier Construction, Inc. dba Southeast Road Builders on February 15, 2023 for \$668,300.00 which exceeded the available funds; and

**WHEREAS**, the available funds have since increased. The current breakdown of funds is: Haines Borough Schools (\$151,715.00), Haines Borough (\$150,000.00), Lucy Harrell Memorial Fund (\$150,000.00), Individual Donors (\$113,975.42), State and Local Business (\$75,074.20), Individual Fundraising efforts (\$16,891.47), Rasmuson Foundation (\$25,000.00), Reuben E. Crossett Endowed Fund (\$18,000.00), and Chilkat Valley Community Foundation (\$5,000.00) for a total funds of \$705,656.09; and

**WHEREAS**, Southeast Road Builders was contacted about whether or not they would honor their numbers on their bid from 2023; and

**WHEREAS**, Southeast Road Builders replied on February 22, 2024 affirming that for the most part, they were able to honor their previous proposal. This includes a \$57,100.00 donation from Southeast Roadbuilders; and

**WHEREAS**, There was no change to the cost of design, there was no change in the cost of construction, no change in the Lighthouse material/construction cost but there was a \$14,088.00 increase in Play Equipment Material cost and a \$1,316.00 increase in Planting Materials cost; and

**WHEREAS,** though there was a \$14,088.00 increase in Play Equipment, Northwest Playground offered a \$20,000.00 discount to offset the rise in cost,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a construction contract with Glacier Construction, Inc. dba Southeast Road Builders for the design/build Jenae's Playground project for an amount not to exceed \$672,896.00.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 12th day of March, 2024.

Attest:	Thomas C. Morphet, Mayor
Alekka Fullerton, MMC, Borough Clerk	_







## **Request for Proposals for:**

Jenae's Playground Design-build

Prepared for:

Proposal Date:

Haines Borough, AK

**February 15, 2023** 





#### 1. Summary

Southeast Roadbuilders is pleased to submit our proposal for the Jenae's Playground Design-build project honoring Jenae's legacy. We understand the significant amount of time and resources from the community required to bring the project this far and hope we can partner with the Haines Borough to see this project to fruition.

Southeast Roadbuilders has been developing infrastructure projects in Haines and Southeast Alaska for over 40 years. We have the knowledge and local resources necessary to construct this project. To provide the same value on the design side, we have partnered with design consultants Homeshore Engineering and Corvus Design to complete the design work necessary to start construction.

Homeshore Engineering's Toby Lockhart will serve as the Engineer of Record while working with Chris Mertl of Corvus Design to maintain the architectural intent of the project as we transition to the construction phase. Both design consultants have extensive experience working in Southeast Alaska and understand the unique challenges associated with this geographic region.

We have also included local Haines companies Chilkat Custom Contractors and Gomi's Gardens as part of our project team, striving to provide the best value to the Haines borough.

Southeast Roadbuilders is a subsidiary company of the Colaska group of companies with support from sister companies Secon and Aggpro; you will find that Southeast Roadbuilders is more than qualified to deliver this project.

Safety is a crucial component of Southeast Roadbuilders' culture. Utilizing our industry-recognized Goal Zero safety



program, we will identify and mitigate risks that have the potential to affect the public. We will communicate these risks throughout the project's boundaries with proper signage and controls.

## 2. Approach to Work

We recognize that coordination throughout this project's design and construction phases will require additional facilitation to keep the project on schedule and within budget. Southeast Roadbuilders will provide a Contract Manager to facilitate discussions between design consultants, the Haines Borough, and Southeast Roadbuilders construction team ensuring seamless transitions between phases. We will also maintain a Critical Path Method schedule throughout the design and construction phases to track the project's progress and any impacts on significant milestones.

#### 2.1 Design

As part of the design process, Southeast Roadbuilders and Homeshore Engineering have already reached out to Corvus Design to determine what work is necessary to complete the design. We understand that an existing site survey and grading plan will be essential in completing the project's design. Southeast Roadbuilders is ready to have our in-house Professional Land Surveyor in Haines complete an existing site survey as soon as the project award is issued.

Homeshore Engineering will use this existing site survey to complete a site grading plan, ensuring that the design incorporates enough space for all the features and taking special care to include Americans with Disability Act (ADA) and manufacturers' requirements.

While developing the site grading plan, Southeast Roadbuilders' Contract Manager and Corvus Design will work with the Haines Borough to finalize the design from the 65% drawings while retaining all the features and intent of the 65% drawings. Technical specifications, such as concrete color and finishes, will be limited to notes on the

plans, and the plans will reference DOT Standard Specifications to save cost on design. Throughout the

TIPS TO BE SAFE AND SEEN IN THE DARK AT THE BUS STOP, WALKING TO SCHOOL, OR PLAYING OUTSIDE

THE TORN ASTRON. AND THE WALKING TO SCHOOL, OR PLAYING OUTSIDE

THE TORN ASTRON. AND THE WALKING TO SCHOOL, OR PLAYING OUTSIDE

THE TORN ASTRON. AND THE WALKING TO SCHOOL, OR PLAYING OUTSIDE

THE TORN ASTRON. AND THE WALKING TO SCHOOL, OR PLAYING OUTSIDE

THE TORN ASTRON. AND THE WALKING TO SCHOOL, OR PLAYING OUTSIDE

THE TORN ASTRON. THE WALKING TO SCHOOL, OR PLAYING OUTSIDE

THE TORN ASTRON.

THE TOR

**Southeast Roadbuilders and other Colaska Companies** partnered with local school districts in Juneau and Haines to increase student visibility during short daylight hours through the "Be Safe Be Seen" program. This program shares the important message of visibility during limited daylight winters and provides high-visibilty clothing to students.





entire design process, Southeast Roadbuilders will provide constructability and budgetary review to mitigate change orders and unforeseen conditions, ensuring that the project will come within budget and contingency limitations.

Online design review meetings will take place for a kickoff meeting and a 95% design review meeting, with public input expected on the 95% design review meeting. Homeshore Engineering will visit the project site in person following the completion of the existing site topo survey. The final deliverable is expected to be a 100% design 9-sheet plan set and as-built drawings based on Southeast Roadbuilder-provided redlines.

#### 2.2 Construction

#### Sequencing

We understand how important this project is to the community and would like to take the steps necessary to complete this project as soon as possible. We recommend fast-tracking the project and ordering materials before a complete design package. Some playground equipment and landscaping items are expected to be long lead items. They may impact the project's delivery schedule, so ordering them as soon as possible is crucial to the project.

#### Safety and Site Security

With the project occurring adjacent to a school and other recreational areas used by the public, controlling access to the project site will play an essential role. Site access will be limited to a designated route, and the site will be signed and delineated to limit accidental access.

#### **Site Development**

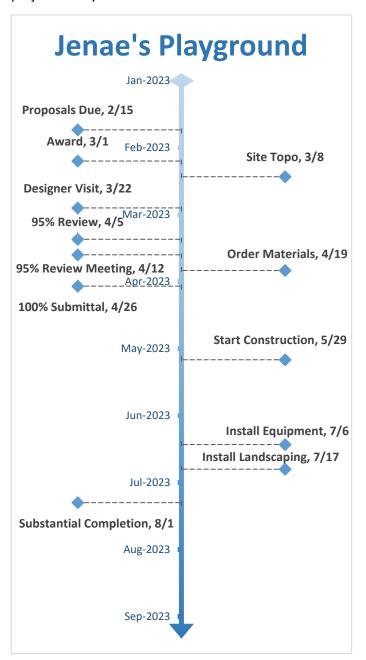
Southeast Roadbuilders will perform all site layout, clearing and grubbing, excavation and placement of subbase, and grading aggregates. Chilkat Custom Contractors will install all the playground equipment, safety surfacing, and architectural finishes. To meet installer certification requirements, Chilkat Custom Contractors has reached out to certified installers used by Northwest Playground to maintain the warranty from the manufacturer. Secon will perform all asphalt placement, and once complete, Southeast Roadbuilders will install the remaining landscaping and clean up the site.

#### **Quality Control**

Southeast Roadbuilders and Secon have in-house quality control capabilities to ensure aggregates, concrete, and asphalt materials meet all the specified quality requirements from source qualities to gradations and densities.

#### 2.2 Project Timeline

Southeast Roadbuilders is providing a tentative timeline that will be developed into a schedule as the project progresses. This schedule will be coordinated with the Haines Borough and will be updated throughout the project's lifecycle.







## 3. Qualifications and Experience

Southeast Roadbuilders is uniquely qualified to complete work on this project. As Haines' largest local aggregate supplier, we can meet all the project's aggregate needs including; subbase materials, grading course materials, concrete aggregates, asphalt aggregates, safety sand, and landscaping boulders. Our in-house quality control personnel will test all materials produced locally in Haines to ensure conformance with construction best practices and design specifications.

With our experienced local management and craft personnel, the Haines Borough can be sure that we will be looking out for the project's best interest as we support the design development and perform work on the project. As you will see, our proposed project team in the following section brings the local experience necessary to understand the importance of this project and the skills required to deliver the best value to the Haines borough.

Southeast Roadbuilders' longstanding history in the community and record of completed projects speaks for itself. Our local knowledge of site conditions and ability to adapt to regional challenges exemplify our unique qualifications to complete this project. We have all the equipment required to complete this project located at our yard in Haines, including a concrete batch plant and a hot mix asphalt plant.

#### Design Qualifications and Experience

Homeshore Engineering's Toby Lockhart, PE, has been designing small civil projects in Southeast Alaska for 18 years. He understands the importance of detailed grading and drainage plans and enjoys working collaboratively with contractors to produce constructible designs and overcome challenges. He has worked with Chris Mertl of Corvus Design on numerous projects in Downtown Juneau and is well-versed in the accessibility requirements for streets and parks.

#### Structural Experience

Chilkat Custom Contractors is a full-service General Contractor serving the Haines Borough, specializing in all concrete and vertical construction phases. Owner Carlos Jimenez has built a professional reputation of trust and dependability in Haines and Southeast Alaska. He and his company's experienced staff bring over 25 years of experience in commercial and residential construction. Chilkat Custom Contractors excels at project management and a clear understanding of contract requirements and strives for customer satisfaction.

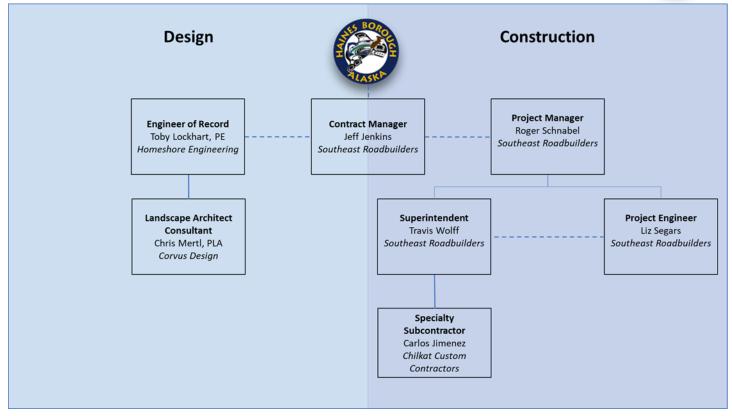
Chilkat Custom Contractors' projects since 2020 include the construction of a multi-million-dollar custom home in Letnikof Estates, construction of the Tlingit Park Pavilion, tenant improvement buildout of Southeast Alaska Regional Health Consortium's Physical Therapy and Behavioral Health Clinics in the Soboleff-McRae Veteran's Village; erection of a Commercial PEMB Shop for SEARHC; Alaska Court Systems renovation; and multiple home additions and renovation projects.

#### 3.1 Proposed Project Team

We know how vital project personnel are to a successful project, so we carefully selected individuals that would strive to complete the project on-time and within budget, all the while exceeding set quality expectations. We are sure that you will find our team exceeds your expectations.







#### Contract Manager

#### Jeff Jenkins | Business Manager, SECON/Southeast Roadbuilder



Jeff is a senior manager with over 15 years of construction contract management experience in Alaska. He is familiar with logistical challenges facing remote projects, has extensive experience facilitating alternative procurement contracts, and has led numerous partnering and mediation sessions. As the Chief of Contracts for the Southcoast Region of the State of Alaska Department of Transportation, Jeff has negotiated hundreds of Professional Service Design and Construction contracts.

Relevant Projects: Ketchikan Wolfe Point Slope Stability Improvements CM/GC- Associate Contract Manager; Alternate Delivery project for State of Alaska Department of Transportation; Constantine Mining- Palmer Access Road- Ph II- Proposal Coordinator; Alternate Delivery construction project located in Haines, AK. KTN- Herring Cove Bridge Replacement- Chief of Contracts; Alternate Delivery Construction project in Ketchikan, AK.

Role and Responsibility: During the design phase, Jeff will collaborate with members from the Haines Borough and the design team from Southeast Roadbuilders to lead a partnering approach toward finalizing a suitable design for the playground project. This approach would include constructability reviews and ensuring the project remained within the proposed construction price during the Design-Build process. As the project moves to the construction phase, Jeff will maintain his involvement to ensure the successful completion of the project. Jeff understands the constraints and challenges within the project, and he joins in the Borough's goal of producing a project that honors Jenae Larson and the residents of Haines. He will be directly responsible for coordinating with Roger Schnabel the work activities and supporting the Southeast Roadbuilders team to solve challenges on this project.

**Specific Qualifications and Substantive Experience:** Jeff is versed in all manner of construction contracting and specializes in alternative delivery methods. Jeff is always focused on achieving a common goal for all parties in a contract and works to engage in a partnering approach towards problem resolution. He provides contract support for the owner and the Southeast Roadbuilder team and uses his vast experience to resolve challenging situations, providing novel solutions to project-specific issues.

**References:** Steve Noble, PE, PTOE, VP- Transportation DOWL, 907-865-1236 | Leslie Daugherty, PE,SE, Chief of Bridges and Standards DOT&PF 907-465-8891 | Jason Murdoch, President, Alaska Commercial Contractors 907-321-0589





#### **Engineer of Record**

#### Toby Lockhart | Owner, Homeshore Engineering LLC



Toby is a senior civil engineer with 18 years of design and construction experience in Southeast Alaska. He has worked for Wilson Engineering, Toner-Nordling, and most recently DOWL. In November of 2021, he branched out and opened Homeshore Engineering. Most of his career has been spent working on commercial site developments and municipal street projects, first as an inspector and surveyor, then as a design engineer, and most recently with DOWL as a project manager, lead design engineer, and contract administrator. Working from the ground up, he has been exposed to every facet of a civil project, and that experience leads to informed design decisions.

Relevant Projects: Juneau Main Street Improvements – Civil Design and Project Manager; led a team of civil and structural engineers, as well as architects and landscape architects; Overstreet Park (Juneau Seawalk) – Civil Design; Civil design for a waterfront park; Haines Landfill Expansion – Civil Design; Three-dimensional modeling to establish expansion limits and estimate waste volumes.

**Role and Responsibility:** During the design development, Toby will manage the design team, working with Corvus Design and the owner to flesh out details of the site grading and drainage while maintaining the integrity of the concept design. He will create a detailed site map necessary for final design efforts, ensure proper drainage of the subgrade, and detail the finished grade and layout plan to meet all applicable code requirements.

Specific Qualifications and Substantive Experience: In his 18 years of design and construction experience in Southeast Alaska, Toby has become familiar with local materials and the demands of the harsh freeze/thaw cycles and heavy rainfall common to the region. Toby has worked on numerous "pocket parks" along the City and Borough of Juneau's (CBJ's) downtown streets, such as Main Street, Front Street, and Ferry Way. He also worked on Overstreet Park, home to the life-sized bronze whale sculpture at the foot of the Juneau-Douglas Bridge. Toby worked with Chris Mertl on the reconstruction of Front Street in Wrangell, where they employed colored concrete and glass-seeded concrete within the sidewalks to reflect the influence of the nearby Stikine River. Toby is detail-oriented and practical. He is a good communicator and comfortable working with architects, owners, and contractors.

References: Tom Hall, Owner, Community Waste Solutions, Haines, 907-713-7675 | Skye Stekoll, (Former CBJ PM) 907-523-7787 | Lori Sowa, (Former CBJ PM) 907-463-6303

#### Project Manager

#### Roger Schnabel | Haines Area Manager, Southeast Roadbuilders



As a lifetime resident of Haines, Alaska, with 47 years of experience in the construction industry, including 35 years as the past owner of Southeast Roadbuilders, Roger understands this project's importance to the Haines community and is excited to participate. His experience in the construction industry brings knowledge of Southeast Alaska logistics and solutions to the region's unique construction challenges that will significantly benefit this project as it is being designed and constructed.

Relevant Projects: Front Street Waterline – Area Manager/Project Manager: Excavation, grading, and embankment work within the Haines borough requiring coordination with neighboring homeowners. Small Tracts Mud Bay Third Avenue Watermain Project – Area Manager/Project Manager: Project phasing, traffic control, and coordination with external project stakeholders, developing relationships with the project owner. Beach Road Debris Removal Project – Area Manager/Project Manager: Excavation, grading, and traffic control.

**Role and Responsibility:** Roger will be directly responsible for the overall construction effort and will provide constructability input and design reviews during the preconstruction phase to ensure the project design remains within the construction budget assumptions. He will work closely with Travis Wolffe to ensure construction efforts remain aligned with the final project design.

**Specific Qualifications and Substantive Experience:** Roger's knowledge of local conditions and available resources will benefit the project. His years of relevant experience completing construction projects of all sizes in Haines is an asset to Southeast Roadbuilders as it will be to the project. Roger's drive for completing work and meticulous approach to planning projects will ensure that the most efficient means and methods are employed.

**References:** Dusty Escamilla, PE, FHWA, 720-271-6922 | Larry Dunham, USFS, 907-650-7969 | Scott Adams, PE, SE, DOWL 907-982-2729





#### Project Superintendent

#### Travis Wolff | QA/QC Manager, Project Manager, Southeast Roadbuilders



Travis has over 25 years of experience in construction project management and supervisory positions, planning, scheduling, vendor & materials management, time management, and overseeing construction activity until completion. He has successfully managed numerous projects within the region and strives to deliver each project to a high standard.

Relevant Projects: Young Road Repairs-Project Manager; Repair damage to road and drainage, including moving water & sewer lines in Haines, AK.; Chilkoot Lake SRS: Road Corridor Improvements-Project Manager; A major road rebuild, including culvert installation, bear viewing platforms, paved pedestrian walkways, asphalt pavement, and signage in Haines, AK.; Small Tracts/Mud Bay/3<sup>rd</sup> Ave AC Pipe Replacement-Project Manager; Replacement of existing water pipe with new HDPE water pipe, poly water services, valves, hydrant assemblies, & other water systems improvements along designated project area in Haines, AK.

**Role and Responsibility:** During the preconstruction phase, Travis will work closely with all parties involved to develop a detailed plan for achieving each project stage on time, on budget, and to a high standard. As the project moves into the construction phase, Travis will oversee day-to-day operations on the job site, managing his crew and ensuring that safe working practices and policies are implemented. Throughout the construction phase, he will communicate the status of the project to members of the Haines Borough members and work directly with Roger Schnabel & Jeff Jenkins to help solve any potential issues or challenges that may arise.

**Specific Qualifications and Substantive Experience:** Travis has experience in all construction and construction management phases, including operating heavy equipment. He has excellent communication skills, can delegate effectively, and put organizational systems into place to ensure each project is delivered on time and within budget.

**References:** Zac Ferrin, Engineering Assistant-Southcoast Region DOT 907-796-9026 / Edward Coffland, PE, Public Facilities Director-Haines Borough 907-766-6414 / Garret Gladsjo, Principal Engineer-proHNS LLC 907-780-4004

#### **Project Engineer**

#### Liz Segars | SECON & Southeast Roadbuilders



Liz is a project engineer with three years of construction experience and six years of fish and wildlife habitat reconstruction in Alaska. She has begun a promising career in Alaska facilitating construction projects and is familiar with remote projects' logistical challenges. Liz has extensive experience in remote construction and strong ties to the Haines Community.

Relevant Projects: Haines Highway, Ph 2- Project Engineer and Habitat Mitigation Manager; complex habitat structures, sensitive environmental areas, contaminated sites, archaeological discoveries; Chilkoot Loop Retaining Wall- Project Engineer; Remove and reconstruct retaining wall, stream channel reconstruction, sidewalk; NHS Slope Stabilization- Project Engineer; Traffic Control/Phasing, active slide zone, salvaging of materials,

Role and Responsibility: During the preconstruction phase, Liz will collaborate with Haines Borough, the design team, construction team members, and the Southeast Roadbuilders team in constructability reviews, risk analysis, and development of pricing at the appropriate steps in the final design and build process. As the project moves to the construction phase, Liz will maintain her involvement to ensure the successful completion of the project. Beyond the standard DOT&PF General Conditions, which the Borough abides by, Liz understands the constraints and challenges within the project. She will be responsible for coordinating the work of the supporting Southeast Roadbuilders team of experts to solve the exciting challenges of this project.

**Specific Qualifications and Substantive Experience:** As the Habitat Mitigation Manager for the Haines Highway project, Liz has proven herself capable of dissecting intricate, detailed plans and ensuring they are correctly executed in the field. Her attention to detail will significantly benefit a project with many different aspects and demonstrate immense creativity. Liz is also an active community member of Haines with solid ties to the Haines School, coaching youth sports and substitute teaching. Liz will provide field support for on-site personnel and use her well-versed experience to resolve challenging situations and provide solutions to site-specific issues.

References: <u>Tiana Perry Traudt, Registrar, Administrative Assistant, Activities Director, Haines Borough School District, 907-419-0876</u> <u>Dylan Krull, Habitat Biologist III, ADFG- Habitat, 716-946-4573</u> <u>Carlos Jimenez, Owner and Senior Project Manager, Chilkat Custom Contractors, 907-303-2633</u>





#### 3.2 Other Key Team Members

In addition to our team members in the previous section, we wanted to share a little about other team members who will play essential roles on the project. These individuals stand out in their fields and craft, and we are excited to include them as part of our project team as we are confident they add value to the project.

Owner/Project Manager	Chilkat Custom Contractors, Carlos Jimenez	Carlos sailed to Alaska right after high school and never left. He grew up building with his grandfather and worked in a cabinet shop during high school. His experience ranges from 5 years as a violin maker's apprentice to 16 years in residential and commercial construction, filling various roles such as carpenter, superintendent, project engineer, and project manager. Now as the owner of Chilkat Custom Contractors, you will find him managing all of his projects while assisting in the field as needed. Carlos will be essential in overseeing the project's concrete work and playground equipment installation.
Landscape Architect	Corvus Design, Chris Mertl PLA, CPSI	Having already worked with the community to produce 65% drawings for the playground, Chris will provide crucial continuity to the design team. Chris brings over 25 years of landscape architecture experience in Alaska and is a nationally certified playground inspector. Chris will work with design-team lead Toby Lockhart to advance the concept drawings into construction-ready documents.

#### 3.3 Capacity

Southeast Roadbuilders has the financial and bonding capacity to complete this project. We have local aggregate materials available for the project and the ability to manufacture specialty aggregate materials if necessary. Additionally, all equipment and facilities needed for this project, including a concrete batch plant and asphalt batch plant, are available at our yard in Haines. We are committed to providing the necessary resources and labor to complete this project.

#### 4. Past Performance

We selected a few local projects to highlight our relationship with the Haines Borough, but as you know, we can perform on projects of all sizes. This section also includes a project Designed by Homeshore Engineering's Toby Lockhart and Corvus Design's Chris Mertl, emphasizing our team's ability to incorporate aesthetic architectural designs with the engineering's technical aspects.



**Project Name: Front Street Waterline** 

Project Manager: Roger Schnabel

Project Duration: August to September 2019

Owner: Haines Borough; Garret Gladsjo, PE, ProHNS project representative

(907) 780-4004

**Scope:** Work included replacing an existing 4-inch diameter asbestos cement water line with 541 linear feet of 8-inch diameter C-900 PVC water line pipe and associated fire hydrants, water services, and gate valves. The work also includes removing and replacing existing asphalt surfacing, replacement of culverts, installation of sanitary sewer services, and miscellaneous related work.

Key Personnel Involved: Roger Schnabel, Travis Wolff

**Project Value:** \$352,613.23

**Project Successes:** Southeast Roadbuilders communicated with property owners about water service interruptions and could perform the work efficiently, overcoming challenges as they presented themselves, including unknown subsurface conditions, variable existing utility locations, traffic control limitations, restricted work hours, and multiple residences within the project limits.





**Experience Gained from this Project:** Coordination with property owners regarding their water services and outages, additional experience working within our home community, Haines Alaska.

Unresolved changes, claims, lawsuits: None



**Project Name: Small Tracts Mud Bay Third Avenue Watermain Project** 

Project Manager: Roger Schnabel

Project Duration: July – September 2020

Owner: Haines Borough; Garret Gladsjo, PE, ProHNS project representative

(907) 780-4004

**Scope:** This project replaced the existing asbestos cement (AC) water pipe with new high-density polyethylene (HDPE) water pipe, poly water services, valves, hydrant assemblies, and other water systems improvements on Small Tracts Road, Mud Bay Road, and 3rd Avenue in Haines, AK. The project served as an upgrade throughout this corridor.

Key Personnel Involved: Roger Schnabel, Travis Wolff

Award Amount: \$2,127,390.84

**Project Successes:** The project required attention to detail regarding the existing utilities, the installation of the new water lines, and areas of conflict between the two. Southeast Roadbuilders completed the project while working with stakeholders along the project limits to minimize interruptions and ensure a safe site. We also worked with ProHNS' principal engineer and the Haines Borough to decrease impacts from cost overruns associated with quantity increases during paving.

**Experience Gained from this Project:** Southeast Roadbuilders gained valuable experience working with residents to complete this project while mitigating impacts to the traveling public. Our negotiations with ProHNS' Garret Gladsjo deepened our trust in the Borough to look out for each other's best interests.

Unresolved changes, claims, lawsuits: None



Project Name: Juneau Main Street Improvements (Egan Drive to Second Street, Telephone Hill Park (part of the Downtown Transportation Center), and Second Street to Fifth Street)

Design Engineer and Project Manager: Toby Lockhart, PE

Project Duration: ~2009 - 2014

Owner: City and Borough of Juneau; Skye Stekoll (Former CBJ Project

Manager) (907) 523-7787

**Scope:** Over the course of three separate projects, Toby Lockhart (then with DOWL) and Chris Mertl of Corvus Design worked together on the reconstruction of Main Street from Egan Drive to Fifth Street, as well as a switchback trail and park at the top of telephone hill behind the Downtown Transportation Center.

Key Personnel Involved: Toby Lockhart, PE, Chris Mertl, PLA (Corvus)

**Project Successes:** Toby Lockhart (then with DOWL) and Chris Mertl of Corvus Design worked together on the design of several "pocket parks" like the "Windfall Fisherman" picture above and a larger park atop telephone hill. They also incorporated several upgrades to the streetscape along Main Street to enhance the ceremonial route to the capitol from Juneau's waterfront. Decorative pavers, street trees, locally-sourced boulders, short concrete retaining walls, site furnishings, and overhead canopies were used to transform a utilitarian corridor into a welcoming street with some attractions and recreation opportunities along the way. Accessibility requirements were met within the challenging context of downtown Juneau's hilly terrain.

**Experience Gained from this Project:** Toby and Chris learned to meld the aesthetic goals and soft skills of landscape architecture with the technical requirements and the hard science of engineering into functional, constructible concepts that could be built to last. The retaining walls were constructed with natural rock and cast-in-place concrete. The structural section for the decorative pavers was designed to be rigid and well-drained. Concrete border strips both confined and minimized the required cutting of the pavers. Americans with Disabilities Act requirements were met while utilizing various surfacing materials.

Unresolved changes, claims, lawsuits: None





## 5. Pricing

Please see our proposed pricing schedule below:

No.	Description	QTY	Unit	Unit Price	Total Price
1	Design	All Required	LS	\$34,900.00	\$34,900.00
2	Construction	All Required	LS	\$458,450.00	\$458,450.00
3	Play Equipment Material Allowance	All Required	CS	\$196,600.00	\$196,600.00
4	Planting Materials Allowance (Topsoil, Mulch Plants, Shipping)	All Required	CS	\$24,450.00	\$24,450.00
5	Lighthouse Material/Construction Allowance	All Required	CS	\$11,000.00	\$11,000.00
	Subtotal				\$725,400.00
	Southeast Roadbuilders Donation				-\$57,100.00
	TOTAL				\$668,300.00
	*A schedule of values will be developed at a later date for monthly progress payments*	r			

Our proposal pricing is based on the following assumptions: the owner will provide project administration, no geotechnical investigation is required, no permits are needed, no substantial changes from the 65% design.

## 6. Closing

Southeast Roadbuilders and our parent company Colaska are committed to supporting Alaskan communities, our work in itself builds up Alaskan towns, but we want to do more. We try to support Alaskans in every way: from buying supplies locally to hiring from within the community, which we plan on doing as much as possible on this project.

Our team is excited to be a part of this project. We are hopeful that the Haines Borough will provide us with the opportunity to commemorate Jenae's legacy. We truly believe we have put together the best team to accomplish this project, and given our resources, experience, and passion, we think you will see it this way too! Please reach out to us with any questions or clarifications regarding our proposal.

Sincerely,

Roger Schnabel

Haines Area Manager Southeast Roadbuilders

Floga Schules





## 7. Appendix A – Letters of Reference



1945 Alex Holden Way #101 | Juneau, AK 99801 | 907-780-4004 | solutions@proHNS.com

219 Main Street #13 Haines, AK 99827 907-419-6070 www.proHNS.com

February 9, 2023

Southeast Roadbuilders 4.5 Mile Haines Highway HC 60 Box 4800 Haines, AK 99827

Professional Reference for Southeast Roadbuilders

To Whom it May Concern,

I can personally attest to the expertise, capabilities, and depth of resources of Southeast Roadbuilders, both as a construction contractor and as a materials supplier. I've worked for Southeast Roadbuilders as a subcontractor, as well as with Southeast Roadbuilders as an Owner's consultant representative and design engineer of record. We have worked together on numerous projects, including on the:

- Alaska DOT&PF's Klehini River Bridge Replacement, 2015-2017
- Alaska DOT&PF's Haines Airport Rehabilitation, 2017-2018
- Haines Borough's Front Street Water Line Replacement, 2019
- Haines Borough's Small Tracts/Mud Bay/Third Ave. Water Line Replacement, 2020-2021
- Haines Borough's Chilkoot Loop Retaining Wall Repairs, 2022
- Haines Borough's Young Road Repairs, 2022-2023
- Haines Borough's Totem Street Repairs, 2023
- Haines Borough's Porcupine Trail Road Phase I Repairs, 2023

Please feel free to contact me directly by phone or email if you wish to discuss this reference letter.

Regards,

Garret K. Gladsjo, PE Principal Engineer (907) 780-4004 garret@proHNS.com







854 FAA Road P.O. Box 575 Haines, Alaska 99827 (907) 766-2736

RE: SOUTHEAST ROAD BUILDERS

Feb 7, 2023

#### LETTER OF REFERENCE

It is now over thirty years that Community Waste Solutions (CWS) has enjoyed a positive, on-going working relationship with Southeast Road Builders (SERB). In projects both large and small, they've proven reliable and competent as to adherence to schedules and quality of work.

We've always found them to have always the experience, equipment and other resources to fully support our projects.

We endorse Southeast Road Builders without hesitation. Please contact me with any questions.

Craig Franke

General Manager, Community Waste Solutions 907-766-2736 office 907-612-0845 cell

info@hainessan.com

COMMUNITYWASTESOLUTIONS.COM





February 9, 2023

I am pleased to give my highest recommendation for Southeast Road Builders in their efforts to be involved in the construction of Jenae's Playground in Haines, Alaska. Over the years, Southeast Roadbuilders has been both my customer and a contractor performing construction services for my lumberyard in Haines. Their contracting work has always been of a very high standard and at a very fair price. As a customer, Southeast Roadbuilders has been knowledgeable, loyal, responsible, and are all that I can ask for in a customer. I cannot think of a better partner for the Haines Borough in the construction of Jenae's Playground than Southeast Roadbuilders.

Sincerely,

Chip Lende

President, Lutak Lumber

Haines, Alaska





## 8. Appendix B – Licenses

Alaska Business License # 1086571

#### Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing PO Box 110806, Juneau, AK 99811-0806

This is to certify that

#### SOUTHEAST ROAD BUILDERS

PO BOX 32159, JUNEAU, AK 99803

owned by

GLACIER CONSTRUCTION, INC.

is licensed by the department to conduct business for the period

November 14, 2022 to December 31, 2024 for the following line(s) of business:

23 - Construction



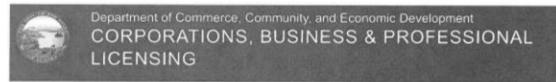
This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Julie Sande Commissioner







State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Professional Licenses / License Details

## LICENSE DETAILS

This serves as primary source verification\* of the license.

License #: 134313

Program: Construction Contractors

Type: General Contractor Without Residential Contractor Endorsement

Status: Active

**DBA: SOUTHEAST ROAD BUILDERS** 

Issue Date: 10/15/2018

Effective Date: 11/16/2022

Expiration Date: 12/31/2024

Mailing Address: JUNEAU, AK, UNITED STATES

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

#### Owners

Owner Name	Entity Number
GLACIER CONSTRUCTION, INC.	87994D

## Relationships

No Relationships Found

## Designations

No Designations Found





## Agreements & Actions

No Agreements Or Actions

12/7/2022	11:56:31	AM	(Alaskan	Standard	Time)	

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State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Professional Licenses / License Details

#### LICENSE DETAILS

This serves as primary source verification\* of the license.

License #: AELC12602

Program: Architects, Engineers and Land Surveyors

Type: Registered Professional Civil Engineer

Status: Active

Issue Date: 06/03/2010

Effective Date: 12/30/2021

Expiration Date: 12/31/2023

Mailing Address: JUNEAU, AK, UNITED STATES

Licensure Basis Type: Examination

\*Primary Source verification: License information provided by the Alaska Division of Corporations, Business and Professional Licensing, per AS 08 and 12 AAC.

#### **Owners**

Owner Name	Entity Number
TOBIAS ALEXANDER LOCKHART	

## Relationships

No Relationships Found

## **Designations**

No Designations Found





### **Agreements & Actions**

No Agreements Or Actions

2/8/2023 4:36:00 PM (Alaskan Standard Time)

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## Haines Borough Assembly Agenda Bill

Agenda Bill No.: 24-1366
Assembly Meeting Date: 03/12/24

<b>Business Item Des</b>	cription:		Attachments:	
Subject: Visitor Shuttle S	ervice		Resolution 24-03-     AMG Proposal     Request for Propo	
Originator:			o. request for 1 topo	3413
Originating Department Tourism	t:			
Date Submitted: 3/7/24				
Full Title/Motion:				
Motion: Adopt Resolution	24-03-1104			
Administrative Rec	commendation:			
Fiscal Impact:  Expenditure Required	Amount Budgeted	Appr	opriation Required	Projected Impact to Future Operating Budgets
\$ 125-150/hr	\$15,000 FY24	\$ In Budget for FY25		N/A
Communica Dia	n Canaistana D	······································		
Comprehensive Pla Comp Plan Goals/Object		eview	/ <del>:</del>	
			Consistent:  Yes	□No
Summary Stateme	nt:			
	special events. Funding	for the	e service is budgeted ar	interest in the community and is for nnually out of the Commercial e proposed FY25 budget.
The borough issued an RF Administration clarified tha	P for 2024 visitor shuttle t for vehicles that do not	e servic t require	ces and received one p e a CDL driver, it will be	roposal from AMG for \$150/hr. The e \$125/hr.
The tourism director recom	nmends awarding the co	ntract t	to AMG.	
Referral:				
Referred to:			Referral Date:	
Recommendation:			M	leeting Date:
Assembly Action:			D 11: 11: 1	
Meeting Date(s): 3/12/2	4		Public Hearing Dat	:e(s): 3/12/24

Postponed to Date:

#### HAINES BOROUGH RESOLUTION No. 24-03-1104

## Draft

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Alaska Mountain Guides for \$150 per hour or \$125 per hour for the operation of the 2024 Visitor Shuttle Service.

**WHEREAS,** the Visitor Shuttle runs on a designated route map, stopping at various points of interest in the community on cruise ship days and for special events; and

**WHEREAS**, the Haines Borough (Borough) issued a Request for Proposals (RFP) from qualified individuals or firms; and

**WHEREAS**, the Borough received one proposal: Alaska Mountain Guides (AMG) for \$150 per hour for large vehicles requiring drivers with a Commercial Driver's License (CDL); and

**WHEREAS**, the Borough Administration has clarified with AMG that for smaller vehicles (under 15 passengers) the price will be \$125 per hour; and

WHEREAS, the Tourism Director has reviewed the proposal and recommends award; and

**WHEREAS,** funding for the service is budgeted annually out of the Commercial Passenger Vessel Tax Fund and is currently in the FY24 budget as well as in the proposed FY25 budget;

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to contract with Alaska Mountain Guides for \$150 per hour for the operation of larger vehicles requiring a driver with a Commercial Driver's License and \$125 per hour for smaller vehicles to provide the 2024 Visitor Shuttle Service.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 12<sup>th</sup> day of March, 2024.

	Thomas C. Morphet, Mayor
Attest:	
Alekka Fullerton, MMC, Borough Clerk	

From: Alekka Fullerton
To: Alekka Fullerton

Subject: CONFIDENTIAL SHUTTLE RFP

**Date:** Thursday, February 22, 2024 1:56:36 PM

From: Meghan Condon

Sent: Monday, February 5, 2024 12:49 PM

**To:** <u>Clerk@haines.ak.us</u>; Alekka Fullerton <<u>afullerton@haines.ak.us</u>> **Cc:** Sean Gaffney <<u>sean@alaskamountainguides.com</u>>; Director

<a href="mailto:</a> <a href="mailto:director@alaskamountainguides.com">director@alaskamountainguides.com</a> > Subject: CONFIDENTIAL SHUTTLE RFP

Hi Alekka,

I hope this email finds you well.

I am writing to express Alaska Mountain Guides' interest in offering the shopper/visitor shuttle service for Haines Borough. Alaska Mountain Guides has proven to be a vital contributor to the tourism industry in Haines for over 30 years. We're confident that our team and resources are well-suited to handle this task effectively. For payment, we propose \$150 an hour, per vehicle.

We have the drivers and vehicles necessary to fulfill the needs of the visitor shuttle service.

- At least 10+ available CDL buses with 40 or more capacity (capacity range: 44- 56 passengers)
  - Vehicle types include: Bluebird bus and Thomas motorcoach
- 3+ available vehicles with above 15 capacity (capacity range: 15-27 passengers)
  - Vehicle types include: Ford Airporter and GMC bus
- CDL drivers: we will have at least 20 CDL drivers available during the season and will rotate drivers to comply with CDL driving hour limitations.

Our reasoning for pricing includes:

- CDL certification is a costly and lengthy process.
  - Trainees are required to fly to Juneau to pass driving test, which can cost \$600-700 for flight and hotel.
  - Requirements include 50+ hours of training time.
  - The average tuition cost for CDL training in Alaska is \$5,865.
- Limiting our available resources.
  - We would be using 2 vehicles and 2 drivers, which would prevent us from using these resources for additional tour-based revenue.
- Price of gas & maintenance for vehicles is considered.
  - It takes ~\$348 to fill up a Bluebird bus with current Haines gas prices.

Thank you for your consideration.

Regards, Meghan

#### **Meghan Condon**

General Manager

#### **Chilkat River Adventures**

907.767.5680

Alaska Mountain Guides Adventures, INC.

907.313.4422 <u>www.skagwayexcursion.com</u>

Chilkat Guides, LTD.

907.313.4420 <u>www.chillkatguides.com</u>

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## HAINES BOROUGH HAINES, ALASKA

## **PUBLIC NOTICE**



# REQUEST FOR PROPOSALS VISITOR SHUTTLE SERVICE

The Haines Borough seeks proposals from qualified individuals or firms to offer shopper/visitor shuttle service from the Port Chilkoot Dock to designated stops downtown during visits of large cruise ships not currently providing this service. The contract will also include shuttle service to and from the ferry terminal and Visitor Center and other designated stops for Haines' large events. The successful respondent will be provided signage and a designated parking spot at the dock during visits of these ships.

The proposal deadline is: **2:00 p.m., Wednesday, February 7, 2024.** Proposals must be written and submitted to the Borough Clerk's Office, Haines Borough (mailed to: P.O. Box 1209, Haines, AK 99827, or hand-delivered to: 103 Third Ave. S, or faxed to: 907-766-2716, or emailed to: <a href="mailed-afullerton@haines.ak.us">afullerton@haines.ak.us</a> with subject line: CONFIDENTIAL SHUTTLE RFP). Any submissions after the deadline will be considered only if no timely and viable proposals were received. All proposals shall include certification of the ability to meet each of the criteria in the Scope of Work below and the proposed fee for both the 40 passenger vehicle (which requires a driver with a CDL) and the 15-passenger vehicle (which does not require a driver with a CDL). All vehicles shall acquire Haines Borough-approved Port Chilkoot Dock parking permits. The proposal must document that the vehicle is operated by an appropriately-licensed driver. The shuttle must be maintained in a clean, safe condition on the inside and outside. Type and quality of vehicle will weigh into contract decision.

#### **Scope of Work:**

**Cruise Shuttle** - The work involves operating at least one permitted vehicle with wheelchair access and a capacity of at least 40 passengers between the Port Chilkoot Dock and designated stops as noted on the official route map. The vehicle must meet all dockings on days with more than 250 total passengers scheduled to be in town – currently approximately 60 days (specific dates to be determined by the tourism director) as well as special events coordinated with the tourism director (ex Southeast Alaska State Fair). The vehicles must provide consistent and continuous round-trip service on a schedule to be determined by the tourism director. On the days ships with a capacity of greater than 1500 passengers are in town, the contractor must provide a second vehicle (in addition to the regularly contracted 40 passenger bus) and another vehicle which can carry a minimum of 15 passengers. The service will be provided from May 1 through October 1, 2024.

The Haines Borough is offering an annually renewable contract for up to three years. The Borough reserves the right to reject any and all proposals, to waive any informalities or technicalities, and to negotiate with the low bidder.

Posted: 1/12/24 Alekka Fullerton, MMC, Haines Borough Clerk



# Mayoral Appointments 3/12/24

## Fire Service Area Board #3 (Klehini)

Reappointment of Brian Staurseth to the Fire Service Area Board #3 (Klehini) with a seat terming in 11/25.

## Haines Borough Application for Board Appointment

Chilkat Center Advisory Board	P	ort and Harbor Advisory Committee
Code Review Commission	Р	ublic Safety Commission
Commercial Fishing Advisory Board (ad hoc)	S	olid Waste Working Group (ad hoc)
Library Advisory Board	T	ourism Advisory Board
Parks and Recreation Advisory Committee	V	Vaterfront Aesthetics Committee (ad hoc)
Planning Commission	<b>I</b> F	ire Service Area Board #3 (Klehini)
Other (Ad hoc) Board/Committee:	F	our Winds etnikof Estates  Historic Dalton Trail Riverview Drive
iling Address: 10 Box 549 Assiness Phone: 1907-767-54/0	<u>filves</u> Home	Huy, HAME) MK 99827 AK 99827 Phone: 907-767-5410 VSETHO HOTMAN.COM
iling Address: fo Box 549 Assiness Phone: 907-767-54/0	Homes Stav	Phone: 907-767-54/0  VSeth & Hotmal Cum  of the designated board, commission, or of appointment by the mayor, subject to er of the State of Alaska and have resided days preceding this date or the date of
iling Address: 10 Box 547 American Siness Phone: 207-767-54/0 Email: 10 Emai	Homes Stav	Phone: 907-767-5410  VSeth & Hotman. Cum  of the designated board, commission, or of appointment by the mayor, subject to the State of Alaska and have resident

mayor; and B) physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the

Form Rev.11-21

mayor.

HAINES BOROUGH, ALASKA RESOLUTION No. 24-02-1094

## **Adopted**

A Resolution of the Haines Borough Assembly adopting FY2025 Alaska Capital Project Submission and Information System (CAPSIS) priorities, additional Haines Borough capital project priorities, and State funding priorities.

**WHEREAS,** the Haines Borough Assembly has determined to prioritize the Borough's FY2025 legislative priorities; and

**WHEREAS,** it is the intent of the Assembly to provide the Alaska Governor, Legislature, and state officials adequate information to represent the needs of the Borough concerning legislative requests, including necessary funding requirements,

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

Section A. The following capital budget priorities are identified as Haines Borough priorities for the State of Alaska for FY2025:

- 1. Public Safety Building Replacement
- 2. Administration Building Expansion
- 3. South Portage Cove Drive Down Workfloat and Harbormaster Office
- 4. South Portage Cove Harbor Expansion Moorage Floats
- 5. High School Locker Room Renovation
- 6. HVAC System for Pool
- 7. Letnikof Floats
- 8. Portage Cove Floating Dock

Section B. The Borough identifies the following budget priorities for the State:

- 1. Alaska Marine Highway System
- 2. State support for Mental Health Services
- 3. Full Funding for Education
- 4. Support Funding for Road Resurfacing or Reconstruction
- 5. Department of Environmental Conservation Municipal Matching Grant Program
- 6. Community Assistance Program
- 7. Alaska Department of Public Safety State Troopers

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 13th day of February, 2024 and Amended on 12<sup>th</sup> day of March, 2024.

Attest:	Thomas C. Morphet, Mayor
Alekka Fullerton, MMC, Borough Clerk	

#### **Manager's Report Template**

Assembly Priorities (from annual 'strategic planning' session)

Assembly Follow-up (from 'direction to officers')

Manager's upcoming meetings/events/travel

Human resources (hiring /promotions /departures/training)

Notable actions with partners

**Department Reports** 

Lands/ Assessment/Permitting

Tourism

Public Facilities/ Works/ Water & Wastewater

Grants Admin

Ports & Harbors

Parks & Rec

Police/Fire/EMS

Finance - Quarterly Reports

Legislative Issues

Legal Issues

Special Project Updates

Other Percolating/ Potential Issues

Notes to a Meeting, February 29, 2024

To: Haines Borough Assembly Members; Harriett Brouillette, Administrator, CIA; Annette Kreitzer, Haines Borough Manager; Rebecca Hylton, Tourism Director; Sean Bell, Haines Harbor Master

Fr: Debra Schnabel

Re: Portage Cove Facility Development

Attendees: Harriett Brouillette, Zach Wentzel, Brittany Dunbar (CIA) and Debra Schnabel (BORO)

Our meeting was called at the invitation of Chilkoot Indian Association (CIA) to initiate a preliminary discussion about port development and impact fees under consideration for cruise ship clients entering our community through Portage Cove facilities. We identified some important talking points about how we might join forces to maximize community benefit from commercial activity in Portage Cove.

The Borough currently receives Commercial Passenger Vessel Tax. It is considering imposition of additional fees to support the construction of a floating dock that would enable easier transfer of passengers between ships and the Borough's dock.

The introduction of a floating dock to be used singularly at the Borough Portage Cove Cruise Ship Dock could impact the marketability of CIA's facility. Should we be thinking of how improvements to the Borough's facility could benefit CIA? Are there ways that the Borough and CIA might cooperate, collaborate or otherwise enter use agreements that would "raise the tide" for development of both government facilities?

When discussing Impact Fees specifically, the Borough could consider the value of imposing a "Tribal Lands acknowledgment Fee" on all passengers that enter our port. This could supplement - or replace - the generic impact fee, would be shared revenue and (most probably) set a standard for all southeast Alaskan ports welcoming cruising passengers.

These notes are offered to draw attention to the possible benefits that could derive from a comprehensive and inclusive approach to raising, sharing and directing revenue to build on the assets we have. It is the beauty of our community – an asset belonging to everyone – that brings people to our port. No one owns that, and so it seems that we should work collaboratively to reap the most benefit from the industry markets.

In conclusion, we suggest a discussion of port development and impact fees be topics for two governments working together.



Dear Haines Borough,

Thank you for the generous grant of \$8,900.00 to help the Haines Dolphins Swim Team continue their competitive swim program and to allow the youth strong swim skills. HDST has been active for many years and with supporters like you, we are able to keep afloat! This is a huge boost to our season.

Sincerely, Haines Dolphins Swim Team