Haines Borough
Borough Assembly Meeting #328
AGENDA

January 10, 2017 - 6:30 p.m. **Location: Assembly Chambers, Public Safety Bldg.**

Jan Hill
Mayor

Margaret Friedenauer
Assembly Member

Heather Lende
Assembly Member

Mike Case
Assembly Member

Tresham Gregg
Assembly Member

Tom Morphet
Assembly Member

Ron Jackson
Assembly Member

Julie Cozzi*, MMC*
Borough Clerk
Acting Manager

Alekka Fullerton
Deputy Clerk

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

2. APPROVAL OF AGENDA & CONSENT AGENDA

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

Consent Agenda:
- 3 – Approve Assembly Meeting Minutes
- 11A3 – Adopt Resolution 17-01-702
- 11B3 – Introduce Ordinance 17-01-448
- 11B4 – Introduce Ordinance 17-01-449
- 11C1 – Adopt Board Appointments
- 11C3 – Statement of non-objection to pending liquor license renewals

*3. APPROVAL OF MINUTES – 12/13/16 Regular

4. PUBLIC COMMENTS - **Sign-up is NOT required**

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

Note: during this section of the agenda, the assembly will listen and take notes. No official action will be taken at this time. Instead, comments and requests may be referred for further consideration to the administration, a committee, or a future assembly agenda.

5. ASSEMBLY COMMENTS

6. MAYOR'S REPORT/COMMENTS

A. HEDC Presentation

7. PUBLIC HEARINGS - None

8. STAFF/FACILITY REPORTS

A. Director of Facilities Report

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES

A. Parks & Recreation Advisory Committee – *11/16/16 Minutes & 12/5/16 Action Request*

B. Mobile Commercial Business Committee – Final Report of *December 16, 2016*

C. Port and Harbor Advisory Committee - *Minutes of 11/17/16 & 10/25/16 Action Request*

D. Assembly Board Liaison Reports

E. Assembly Standing Committee Reports

1. Personnel Committee - Unanimously recommends Brad Ryan as Interim Manager.

10. UNFINISHED BUSINESS

A. Ordinance 16-01-429

An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time and to revise the review process for capital improvements and borough projects.

A version was introduced on 1/26/16, and hearings were held on 2/9 & 3/8. Following the second hearing, it was substituted with a draft proposed by staff. It was subsequently referred back to the planning commission (PC) for review. On 10/13, the PC voted to recommend a revision, and on 10/25, the assembly considered a new draft. Adoption was postponed pending more information from the PC. On 11/10, the PC reviewed the assembly's new comments & the pending primary amendment. They support a change from $100K to $25K. However, they propose replacing "other public facility" in the first sentence with "other borough projects" rather than "other public structures" as proposed in the amendment motion. Motions already on the table:

Motion: adopt the substitute Ord. 16-01-429 proposed by the Planning Commission.
Primary Amendment: "change $100,000 to $25,000 and replace "other public facility" with "other public structures."

Debate on the amendment motion may resume, at this time.

11. NEW BUSINESS

A. Resolutions

1. **Resolution 16-12-700**
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract with Wolverine Supply for the 2016 Wastewater Treatment Plant Upgrade project for an amount not to exceed $1,933,900.

This resolution is recommended by the director of public facilities and the borough manager. **Motion:** Adopt Resolution 16-12-700.

2. **Resolution 17-01-701**
A Resolution of the Haines Borough Assembly directing the Borough Manager to allocate a minimum of $420,457 from the Portage Cove Harbor Expansion project funds for Upland Development.

This resolution was requested by the assembly on 12/13/16. If adopted, it will require an appropriation ordinance to become effective. **Motion:** Adopt Resolution 17-01-701.

*3. **Resolution 17-01-702**
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with S.E. Underwater Services in the amount of $30,800 for the installation of 90 harbor anodes.

This resolution is recommended by the harbormaster. **Motion:** Adopt Resolution 17-01-702.

4. **Resolution 17-01-703**
A Resolution of the Haines Borough Assembly directing the borough manager to postpone consideration of the heliski map committee and manager's recommendations until the summer of 2017 when a new committee will be established after reports from ADF&G are available and code revisions have been considered.

This resolution was requested by the assembly on 12/13/16. **Motion:** Adopt Resolution 17-01-703.

B. Ordinances for Introduction

1. **Ordinance 16-10-445**
An Ordinance of the Haines Borough amending Borough Code Subsection 5.18.080(I)(b) to clarify the membership makeup of heliski map amendment committees.

On 10/25/16, a draft was referred to the Tourism Advisory Board for review. The TAB has recommended revisions. **Motion**: Introduce the revised draft of Ordinance 16-10-445 and set a first public hearing for 1/24/17 and a second public hearing for 2/14/17.

2. **Ordinance 17-01-447**
An Ordinance of the Haines Borough amending Haines Borough Code Title 5 Subsection 5.18.080(I) to eliminate reference to a heliski map advisory committee in order to shift to the Borough Assembly the responsibilities for reviewing map amendment proposals.

This ordinance was drafted and proposed by assembly member Morphet. **Motion**: Introduce the revised draft of Ordinance 17-01-447 and set a first public hearing for 1/24/17 and a second public hearing for 2/14/17.

*3. **Ordinance 17-01-448**
An Ordinance of the Haines Borough amending Haines Borough Code Title 12 to designate Haines Borough parks and establish definitions and regulations.

This ordinance is recommended by the Planning Commission and the Parks & Recreation Advisory Committee. **Motion**: Introduce Ordinance 17-01-448 and set a first public hearing for 1/24/17 and a second public hearing for 2/14/17.

*4. **Ordinance 17-01-449**
An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Subsection 18.30.040(C) to clarify the publishing of planning commission agendas and packet.

This ordinance is recommended by the Planning Commission. **Motion**: Introduce Ordinance 17-01-449 and set a first public hearing for 1/24/17 and a second public hearing for 2/14/17.

11. NEW BUSINESS ---continued---

C. Other New Business

***1. Board Appointments**

(Re)appointment applications have been received for seats on advisory groups. The mayor plans to make the appointments and seeks assembly confirmation. **Motion**: Confirm the mayor's (re)appointment of 1) Annette Smith to the Chilkat Center Advisory Board for a term ending 11/30/18; 2) Joe Parnell, Kyle Gray and Tara Bicknell to the Chilkat Center Advisory Board for terms ending 11/30/19; 3) Anthony Habra to the Museum Board with a term ending 11/30/19; 4) Meghan Elliot and Jenty Fowler to the Library Board for terms ending 11/30/19; 5) Brad Badger, Norman Hughes, Fred Gray and Diana Lapham to the Port and Harbor Advisory Committee for terms ending 11/30/18; 6) Robert Venables and Sean McLaughlin to the Fire Service Area No. 3 for terms ending 11/30/17; 7) Sage Thomas and John Teremzi to the Fire Service Area No. 3 for terms ending 11/30/18; 8) Dave Pahl to the Riverview Drive RMSA for a term ending 11/30/18; 9) Scott Visscher to the Riverview Drive RMSA for a term ending 11/30/19; 10) Darsie Culbeck to the Historic Dalton Trail RMSA for a term ending 11/30/18; 11) Bob Bell and Robert Venables to the Historic Dalton Trail RMSA for terms ending 11/30/19; and 12) Michael Marks to the Letnikof Estate RMSA for a term ending 11/30/19.

2. Sales Tax Exemption Request – Haines Volunteer Fire Department

This 501(c)3 organization applied for sales tax exemption status as allowed by HBC 3.80.050(13). **Motion**: Approve the request from Haines Volunteer Fire Department for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate.

***3. Liquor License Renewals**

The Alaska Alcohol Beverage Control Board has notified the borough of pending liquor license renewals for Haines Brewing Company (brewery license) and Outfitter Liquor Store (package store license). The Board, prior to its final approval, is giving the local government an opportunity to make a statement, if so desired. Since these are pre-existing liquor licenses, assembly action is optional.

4. Interim Manager Appointment

During a special meeting on 1/3/17, the borough assembly interviewed Brad Ryan and Dave Palmer for appointment to the position of interim borough manager. The assembly passed a motion that the appointment would be made during this meeting. The assembly will need to follow the appointment with a motion authorizing compensation. **Motion**: Appoint _____ as Interim Borough Manager until a regular borough manager is appointed.

12. CORRESPONDENCE/REQUESTS

A. Senior Village Loan Request

This agenda item was requested by Assembly Member Lende. If the Assembly approves of the concept, it should be referred to the finance committee and ultimately an ordinance adopting a loan agreement would be required.

13. SET MEETING DATES

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT

Haines Borough
Borough Assembly Meeting #327
December 13, 2016
MINUTES **Draft**

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

   Present: Mayor Jan **HILL**, and Assembly Members Tresham **GREGG**, Ron **JACKSON**, Margaret **FRIEDENAUER**, Mike **CASE**, Tom **MORPHET**, and Heather **LENDE**.

   Staff Present: Bill **SEWARD**/Borough Manager, Julie **COZZI**/Borough Clerk, Brad **RYAN**/Director of Public Facilities, Heath **SCOTT**/Chief of Police, Shawn **BELL**/Harbormaster, Jila **STUART**/Finance Director, Alekka **FULLERTON**/Deputy Clerk, Shawn **BELL**/Harbormaster, Helen **ALTEN**/Museum Director, and Gabe **THOMAS**/Assistant Harbormaster.

   Visitors Present: John **STANG**/CVN, Emily **FILES**/KHNS, Don **TURNER Jr.**, Diana **LAPHAM**, Haynes and Katrina **TORMEY**, Sean **GAFFNEY**, Mike **DENKER**, Melissa **ARONSON**, Bill **MCCORD**, Andrew **GRAY**, Norman **HUGHES**, Paul **NELSON**, Thom **ELY**, Jolanta **RYAN**, Dana **HALLETT**, Eric **HOLLE**, Mary Kay **GERMAIN**/Magistrate (via telephone), and others.

2. **APPROVAL OF AGENDA & CONSENT AGENDA**
   The following Items were on the published consent agenda indicated by an asterisk (*):

   3 – Approve Assembly Meeting Minutes
   11A1 – Adopt Resolution 16-12-694
   11A4 – Adopt Resolution 16-12-697
   11A6 – Adopt Resolution 16-12-699
   11C1 – Adopt Board Appointments
   11C2 – Adopt 2017 Meeting Preparation/Agenda Schedule

Motion: CASE moved to "approve the agenda/consent agenda," and it was amended to remove Items 11C1 and 11C2 from the consent agenda and to remove Item 11A7 from the agenda. The motion, as amended, carried unanimously.

Mayor **HILL** reviewed two things learned during the 2016 AML and AAMC conferences, including 1) not putting board minutes and staff reports on the consent agenda since the assembly does not approve those items and 2) not adding new items to published agendas because doing so can be a violation of the Open Meetings Act.

*3. **APPROVAL OF MINUTES** – 11/8/16 Regular

4. **PUBLIC COMMENTS**

   J. RYAN – Thanked the assembly for awarding the Takshanuk Watershed Council funding request.

   GRAY – Suggested the assembly allow the public to comment before the assembly votes on amendments that change proposed legislation. Case in point, the removal of Add Alternate C from the boat harbor construction contract award. That amendment happened after the public got to comment.

   HOLLE – Asked the borough to wait to consider heliskiing map amendments until the ADF&G report comes out in late spring. Also, there was a problem with the map committee composition. The proposals should be evaluated later and the committee should be reconfigured to be more representative of the community.

5. **ASSEMBLY COMMENTS**

   CASE – Noted there is an additional public comments period at the very end of each agenda.

   LENDE – Recognized the community's recent loss of four instrumental people: Olive Jackson, Lawrence Willard, Erwin Hertz, and Leo Smith.

6. **MAYOR'S REPORT/COMMENTS**

   Mayor **HILL** introduced the magistrate who attended by telephone. .

   A. Brief Presentation by Magistrate Mary Kay Germain

   GERMAIN explained the current schedule and staffing for the Haines District Court. She presented comparative crime and minor offense statistics and said, by far, Haines has more cases than Hoonah, Skagway, Petersburg, Yakutat, and Wrangell. She said she can be called on for assistance at any time.

B. Assembly Committee and Liaison Appointments

Motion: **CASE** moved to "confirm the mayor's assembly committee and liaison appointments," and the motion carried unanimously.

The mayor shared an email she received from an appreciative recent visitor to Haines. She thanked **MORPHET** for his written report on his AML/NEO attendance, and he summarized it for the record. Finally, Mayor **HILL** said at AML, she was elected to the AML Board of Directors and became the 2nd Vice President for the Alaska Conference of Mayors.

7. PUBLIC HEARINGS

A. Ordinance 16-10-446 – Second Hearing
An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Subsection 18.30.040(L) to adjust the comprehensive plan review frequency.

Mayor **HILL** opened and closed the public hearing at 7:15pm; there were no public comments.

Motion: **LENDE** moved to "adopt Ordinance 16-10-446, and the motion carried unanimously in a roll call vote.

8. STAFF/FACILITY REPORTS

A. Borough Manager – 12/13/16 and *11/29/16 Reports*

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

B. Chilkat Center – *Facility Report for October 2016*

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES

A. Parks & Recreation Advisory Committee – *Minutes of 10/19/16 Meeting*
B. Port & Harbor Advisory Committee – *Minutes of 10/27/16 Meeting*
C. Planning Commission – *Minutes of 9/8/16 and 10/13/16 Meetings*
D. Tourism Advisory Board - *Minutes of 10/13/16 Meeting*
E. Assembly Board Liaison Reports

JACKSON – Parks and Recreation Advisory Committee

F. Assembly Standing Committee Reports

FRIEDENAUER – Commerce Committee

10. UNFINISHED BUSINESS

A. Ordinance 16-01-429
An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time and to revise the review process for capital improvements and borough projects.

Clerk's Note: Due to the 11/29 meeting cancellation and the need to redistribute some less-time-sensitive items to a later meeting, this item was rescheduled to appear on the 1/10/17 agenda under Unfinished Business.

11. NEW BUSINESS

A. Resolutions

***1. Resolution 16-12-694**
A Resolution of the Haines Borough Assembly authorizing the allocation of FY17 Budgeted Funds to Non-profit Organizations.

The motion adopted by approval of the consent agenda: "adopt Resolution 16-12-694."

2. Resolution 16-12-695
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a cooperative agreement with the Alaska Department of Fish and Game for the Portage Cove Boat Launch in the amount of $500,000.

There were no public comments.

Motion: **CASE** moved to "adopt Resolution 16-12-695," and the motion carried 4-2 in a roll call vote with **LENDE** and **MORPHET** opposed.

3. **Resolution 16-12-696**
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract change order with Pacific Pile & Marine for the Portage Cove Harbor Expansion project for an amount not to exceed $385,549.

RYAN – Noted the price needs to be adjusted prior to adoption.

HUGHES – Said the Port & Harbor Advisory Committee supports this resolution.

GRAY – Strongly supports this resolution.

There were no other public comments.

Motion: **FRIEDENAUER** moved to "adopt Resolution 16-12-696," and the motion was amended by changing $385,549 to $420,457 to reflect the amended amount provided by the contractor. The motion, as amended, carried 5-1 in a roll call vote with **GREGG** opposed.

Motion: **LENDE** moved to "direct the manager to draft a resolution designating $420,457 for upland development for consideration at the 1/10/17 meeting," and the motion carried unanimously.

*4. **Resolution 16-12-697**
A Resolution of the Haines Borough Assembly supporting a Department of Transportation Nationally Significant Freight and Highway Projects (FASTLANE Grant) application for fiscal year 2017 for Lutak Dock improvements.

The motion adopted by approval of the consent agenda: "adopt Resolution 16-12-697."

5. **Resolution 16-12-698**
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with PND Engineers, Inc. on a Time and Expenses (T&E) reimbursable basis for an amount not to exceed $872,941 for the Portage Cove Harbor Expansion project for Contract Administration and Construction Inspection Services during construction.

There were no public comments.

Motion: **CASE** moved to "adopt Resolution 16-12-698," and the motion carried unanimously in a roll call vote.

*6. **Resolution 16-12-699**
A Resolution of the Haines Borough Assembly accepting a grant offer entitled Sewer Treatment Plant Health & Safety Upgrades (MMG #39543) of up to $1,000,000 from the State of Alaska, Department of Environmental Conservation.

The motion adopted by approval of the consent agenda: "adopt Resolution 16-12-699."

7. **Resolution 16-12-700** – Removed during approval of the agenda at the request of staff
A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract with Wolverine Supply for the 2016 Wastewater Treatment Plant Upgrade project for an amount not to exceed $1,933,900.

B. Ordinances for Introduction - None

C. Other New Business

1. **Board Appointments – Removed from Consent Agenda**
(Re)appointment applications were received for seats on advisory groups. The mayor planned to make the appointments and sought assembly confirmation.

Motion: **MORPHET** moved to "confirm the mayor's (re)appointment of 1) Rob Goldberg and Jeremy Stephens to the Planning Commission for terms ending 11/30/19; 2) Kelleen Adams, Diana Lapham, Lori Smith, and Barbara Mulford to the Tourism Advisory Board for terms ending 11/30/19; and 3) to the Solid Waste Working Group: Stephanie Scott (Alt. Darsie Culbeck) (Takshanuk Watershed Council); Melissa Aronson (Haines Friends of Recycling); Reilly Kosinski (Chamber of Commerce); Sally Garton (Community Waste Solutions); Diana Lapham, Jeremy Stephens and Philip Reeves (Residents); and two non-voting members—Margaret Friedenauer (Commerce Committee chair) and Brad Ryan (Director of Facilities)," and the motion carried unanimously.

2. **2017 Assembly Meeting/Agenda Preparation Schedule Removed from consent agenda**

Motion: **CASE** moved to "adopt the 2017 Haines Borough Assembly Meeting Agenda Preparation Calendar," and the motion carried 5-1 with **MORPHET** opposed.

3. **Appeal of Planning Commission Decision**
Note: the borough manager issued a land use permit to the director of public facilities for phase one of the harbor expansion project. Paul Nelson appealed to the planning commission and on October 13 the planning commission voted to uphold the manager's decision. On November 10, the planning commission adopted written findings of fact, so the PC's action became appealable on that date. HBC 18.30.060 allows for an appeal to the assembly of a planning commission decision. Mr. Nelson submitted an appeal to the borough clerk on November 16. The burden of proof was on the appellant to make the case that the planning commission erred in its decision and that a rehearing by the assembly was warranted.

LENDE disclosed a potential conflict of interest since she was on the planning commission and involved with the decision that is being appealed. The mayor believes it is indeed a conflict.

Motion: **GREGG** moved to "allow assembly member Lende to participate in the appeal proceedings," and the motion FAILED 1-5 with **FRIEDENAUER**, **JACKSON**, **CASE**, **MORPHET** and **LENDE** opposed.

NELSON was provided an opportunity to explain to the assembly why he believes they should rehear his appeal. He said his appeal is based on the Alaska Constitution, various code citations, the comprehensive plan, and the coastal management plan were not followed.

Motion: **FRIEDENAUER** moved to "hear the appeal in its entirety," and the motion FAILED 2-3 with **JACKSON**, **FRIEDENAUER**, and **CASE** opposed (and **LENDE** abstaining).

Motion: **FRIEDENAUER** moved to finish the agenda even if it goes after 10:00pm."

Primary Amendment: **MORPHET** moved to "amend to limit it to 10:30pm," and the motion FAILED 1-5 with **FRIEDENAUER**, **JACKSON**, **CASE**, **GREGG**, and **MORPHET** opposed.

The main motion carried 5-1 with **CASE** opposed.

Motion: **JACKSON** moved "direct the manager to create a resolution pursuant to HBC 5.18.080(I)(2) to postpone the map committee and manager's recommendations, to be considered at a future date in summer 2017 when reports from ADF&G are available and a new committee has been established after code has been reviewed," and the motion carried unanimously.

4. **Appeal of Heliski Map Committee Action (November 7, 2016)** – D.Hallett
Note: on 9/13/16, the assembly adopted Resolution 16-06-681 authorizing the borough manager to convene an advisory committee to consider 2016 heliski map amendment proposals. The manager appointed the committee per the requirements of HBC 5.18.080(I)(1)(c). That committee met several times to consider the proposals by going area-by-area. Subsequent to the 11/7/16 meeting, a member of the public, Dana Hallett, appealed the committee's action under HBC 2.60.130. Mr. Hallett contended the Heli-ski Map Committee Chair erred when he allowed committee members with a substantial financial interest to vote on any portion of the map change proposals.

HALLETT suggested **JACKSON** and **SEWARD** may have an ethical reason to be recused. Mayor **HILL** disagreed. **HALLETT** read his statements relative to his appeal. He believes the remedy would be to start the process over with a newly-constituted committee and disregard any committee recommendations. He would like an affirmation regarding his appeal.

Motion: **FRIEDENAUER** moved to "deny the appeal in recognition of the previous motion [postponing the map recommendations]," and the motion was amended to add '*which made it moot*'. The main motion, as amended, carried 5-1 with **LENDE** opposed.

LENDE said the assembly was being responsive to the appeal as evidenced by the previous motion. **JACKSON** agreed a lot has been learned and there will be changes for future efforts.

5. **Manager's Recommendation – Heliski Map Amendment Proposals**
Two proposals were received in 2016 requesting amendments to the Commercial Ski Tour Areas map. After considering the advisory committee's recommendation and other information, the manager prepared a recommendation for the assembly's consideration at this meeting.

Clerk's Note: The previous motion postponing the map recommendations made this moot, so the agenda item was bypassed.

6. **Appeal of Tourism Advisory Board Action (November 10, 2016)** – E.Holle
Note: on 10/25/16, the assembly referred Ordinance 16-10-445 to the Tourism Advisory Board (TAB). That draft ordinance sought to clarify the composition of heliski map amendment

committees. On 11/10/16, the TAB reviewed the draft ordinance as requested by the assembly. Subsequently, a member of the public, Eric Holle, appealed the TAB's action under HBC 2.60.130. Mr. Holle did not believe this assignment was in the purview of the TAB, but the primary basis for his appeal was a belief two members of the TAB had a conflict of interest and should not have participated in the discussion or voting.

HOLLE made his statements relative to his appeal. He disagreed with the borough attorney's opinion in the matter. The remedy he sought was for the manager and assembly to disregard the recommendations of the TAB related to the composition of a heliskiing map committee and, in fact, not to be involved with heliskiing matters at all. He believes there is a legal issue and, in his opinion, advisory boards make binding decisions. He thinks the TAB acted illegally. **JACKSON** said all committees are advisory to the assembly. There is a check and balance. The attorney opined there was not a significant financial interest. **FRIEDENAUER** noted the TAB's recommendation has not yet come to the assembly.

Motion: **FRIEDENAUER** moved to "deny the appeal because she doesn't believe the Tourism Advisory Committee violated code," and the motion passed 4-3 in a roll call vote with **GREGG**, **LENDE**, and **MORPHET** opposed and Mayor **HILL** breaking the tie in the affirmative.

Motion: (10:27pm) **LENDE** moved to "adjourn the meeting to 6:30pm on 12/14/16," and the motion carried 4-2 with **JACKSON** and **FRIEDENAUER** opposed.

Continued Meeting --- December 14, 2016

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

Present: Mayor Jan **HILL**, and Assembly Members Tresham **GREGG**, Ron **JACKSON**, Margaret **FRIEDENAUER**, Mike **CASE**, Tom **MORPHET**, and Heather **LENDE**.

Staff Present: Bill **SEWARD**/Borough Manager, Julie **COZZI**/Borough Clerk, Brad **RYAN**/Director of Public Facilities, Alekka **FULLERTON**/Deputy Clerk, Heath **SCOTT**/Chief of Police, Holly **SMITH**/Planner, Dean **OLSEN**/Assessor, Tina **OLSEN**/Accounting Clerk, and others.

Visitors Present: John **STANG**/CVN, Emily **FILES**/KHNS, Don **TURNER Jr.**, Diana **LAPHAM**, Haynes **TORMEY**, Mike **DENKER**, Gershon **COHEN**, Bill **MCCORD**, Andrew **GRAY**, Cindy **JONES**, Cary **SEWARD**, Debra **SCHNABEL**, Joe **PARNELL**, Mark and Lori **SMITH**, and others.

7. Borough Manager Six-Month Performance Evaluation

Rather than an executive session as stated on the published agenda, **SEWARD** opted to have this discussion take place in open session.

Mayor **HILL** distributed the tallied evaluation scores and compiled comments. The assembly and manager were provided ten minutes to review the documents.

Motion: MORPHET moved to "suspend the rules," and there was no objection.

MORPHET read a lengthy statement opining the manager's shortcomings. The other assembly members stated both strengths and weaknesses, and **SEWARD** gave some responses and expressed a determination to make necessary changes.

Motion: FRIEDENAUER moved to "go into executive session as allowed by AS 44.62.310(c)(2) and Haines Borough Charter 18.03(B) to discuss with the manager and Gershon Cohen an alleged interaction between the manager and Cohen's employer; this matter qualifies because a public discussion may tend to prejudice the reputation and character of the manager; the borough manager and Gershon Cohen are requested to attend." The motion carried 5-1 with **MORPHET** opposed.

Present: Mayor Hill; Assembly Members Morphet, Jackson, Lende, Friedenauer, Case, and Gregg; Manager Bill Seward; and Gershon Cohen. The executive session convened at 7:36 p.m. and ended at 9:17 p.m.

Motion: **CASE** moved to "reinstate the rules," and the motion carried unanimously.

Motion: **CASE** moved to "establish a three-month probation period beginning 12/19/16 and perform another evaluation after that time."

Primary Amendment: **CASE** moved to "delegate the responsibility to the personnel committee for developing performance measurements to be applied to the probation period," and the motion carried unanimously.

The main motion FAILED 2-4 with **JACKSON**, **FRIEDENAUER**, **MORPHET**, and **GREGG** opposed.

Motion: **MORPHET** moved to "terminate the manager's contract immediately for cause," and the motion carried 4-2 in a roll call vote with **CASE** and **LENDE** opposed.

12. CORRESPONDENCE/REQUESTS

13. SET MEETING DATES

14. PUBLIC COMMENTS

LAPHAM – Is appalled at the action taken.

TURNER Jr. – Believes the assembly is part of the problem, and he plans to start a recall petition.

PARNELL – Is sad to see the police blotter in the paper go away. The public's getting shafted, and he asked for the assembly's assistance to see it restored.

GRAY – Said there should be a limit to the time the assembly members are allowed to speak. He asked the mayor to use her gavel more when people interrupt each other.

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT – 9:38 p.m.

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

Haines Borough
Borough Assembly SPECIAL Meeting
January 3, 2017
MINUTES

Draft

THIS <u>SPECIAL MEETING</u> WAS HELD SOLELY FOR CONSIDERING THE ITEMS LISTED ON THE PUBLISHED AGENDA. NO ADDITIONAL ISSUES WERE CONSIDERED AT THIS MEETING.

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

2. **<u>ROLL CALL</u>**
   Present: Mayor Jan **HILL**, and Assembly Members Heather **LENDE**, Ron **JACKSON**, Tresham **GREGG**, Mike **CASE**, and Tom **MORPHET**. Absent**:** Assembly Member Margaret **FRIEDENAUER** (excused).

   Staff Present: Julie **COZZI**/Acting Borough Manager, Brad **RYAN**/Director of Public Facilities, Alekka **FULLERTON**/ Deputy Clerk, Jila **STUART**/Finance Director, Leslie **ROSS**/Tourism Director, Helen **ALTEN**/Museum Director, Tina **OLSEN**/Accounting Clerk, Tammy **PIPER**/Visitor Information **Coordinator**, Dean **OLSEN**/Assessor, Holly **SMITH**/ Planner, Krista **KIELSMEIER**/Executive Assistant, Shawn **BELL**/Harbormaster, and Brooks **CHANDLER/**Borough Attorney (via telephone).

   Visitors Present: CVN, Abby/KHNS, William **MCCORD**, Evelyna **VIGNOLA**, James **SAGE**, Mike **DENKER**, Debra **SCHNABEL**, Anne-Marie **PALMIERI**, Bill **THOMAS**/Borough Lobbyist, Don **TURNER Jr.**, Diana **LAPHAM**, Lori **SMITH**, Andrew **GRAY**, Shayna **GRAY**, Paul **NELSON**, Tim **BALLARD,** Josh **REVAK**, Sam **HUDSON,** Dave **PALMER** (via telephone), and others.

3. **<u>APPROVAL OF SPECIAL MEETING AGENDA</u>**

<u>Motion</u>: CASE moved to "approve the special meeting agenda," and the motion carried unanimously.

4. **<u>PUBLIC COMMENTS:</u>**

   A. Special guests: **Josh Revak** from Senator Sullivan's office – VA listening session- beautiful city thank you for your hospitality- **Tim Ballard**- Director of Alaska Veteran Health Care System- want to meet and talk to Vets and hear their issues. Please spread the word- we are happy to help contact and sign people up. **Sam Hudson**- Public Affairs Officer.

   B. **TURNER**- Encouraged appointment of Brad Ryan as interim manager rather than a person from out of town.

   C. **T.OLSEN**- Wondering about a final report from staff survey.

   D. **NELSON-** Appreciates termination of previous manager, because he believes he violated laws and his oath of office. Wants a code procedure for hiring borough managers.

   E. **RYAN**- Is willing to serve as interim manager as well as full-time manager. The constant transition is very difficult; there have been three managers since he was hired in 2015, including his stint as interim manager. Three assembly members asked him if he would consider stepping up, and he is willing to do that.

   F. ROSS- Reiterated the letter she sent to the assembly in support of appointed Brad Ryan as borough manager. Please take into account staff's input.

   G. **D.OLSEN-** He anticipated a good relationship with staff, investing in staff- nondepartment heads do not have much of a voice in the Borough. Encourages hearing from the working stiffs.

   H. **ALTEN**- Manager turnover- asking a lot of only one individual- maybe they should get more time off—maybe they shouldn't be working more than 50 hours per week.

I. **H.SMITH**- Supporting Brad Ryan but trusts this body to make a good decision. I care a lot about the people she works with and she knows and trusts Brad.

J. **A. GRAY**- Best way to move forward is to hire a local Manager- stop the revolving door. If we can't have a Manager that lasts for 2 years, perhaps the Assembly is the problem and they should resign.

5. BUSINESS

A. **Review of Brad Ryan offer as Haines Borough Manager- RYAN** answered Assembly questions.

B. Discussion about Dave Palmer as Interim Manager- PALMER answered Assembly questions.

6. PUBLIC COMMENTS

A. **D.OLSEN-** Assessor. Need a Manager who can communicate with all staff. No HR person if he had a problem with his immediate supervisor would not know where to turn.

B. **SCHNABEL-** Julie **Cozzi** is Acting Manager not interim. Never expected an advertisement for the Interim position. She would like to be the Manager not the Interim Manager.

C. **ALTEN**- Thank you to the Assembly for their service- you are doing a wonderful job. What happened to survey took 3-4 months ago?

D. **JACKSON**- would like to know more about staff survey.

E. **CASE**- The existing code pertaining to applicability of the personnel system was put in place by a previous assembly.

F. **COZZI**- Will be having eye surgery soon and needs the Assembly to make a decision about Interim Manager.

G. **MORPHET** wants to make the decision about Interim Manager at the next meeting.

H. **GREGG**- Should advertise so Debra Schnabel can apply for Interim if she wants.

I. **LENDE**- Didn't think it was possible that they wouldn't advertise for the permanent Manager position. Will always side with being fair. Odd process- Brad's great offer then Palmer's great offer, Schnabel's offer.

Motion: **JACKSON** moved to "advertise the Interim position for 5 days starting tomorrow" and the motion FAILED 3-2 with **MORPHET, GREGG** and **LENDE** in favor and **JACKSON** and **CASE** opposed (*Clerk's note: the motion failed because a motion needs 4 affirmative votes to pass).*

Motion: LENDE moved to "advertise for the permanent Manager position," and the motion carried unanimously.

Assembly Member CASE left the meeting due to illness.

7. EXECUTIVE SESSION-

Motion: LENDE moved to "move into such executive session as authorized by AS 44.62.310(c)(1) for legal matters which could have an adverse effect upon the finances of the Borough if held in public regarding Big Salmon litigation and the Seward Public Records Request. The Borough Attorney and Acting Manager are requested to participate in the Executive Session," and the motion carried unanimously.

Present: Mayor Hill; Assembly Members Morphet, Gregg, Lende, and Jackson; Acting Manager Cozzi; and Attorney Chandler (via telephone).

Following the Executive Session, no action was taken or statements made as a result of the session.

8. ASSEMBLY COMMENTS-

A. **GREGG-** Would like to add to the 1/10/17 agenda a discussion of hiring a lobbiest.
B. **LENDE**- Pleased that we have two good candidates for Interim Manager.
C. **MORPHET**- Happy New Year.

9. ADJOURNMENT– 8:51p.m.

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

ATTEST: _____
Janice Hill, Mayor

_____
Alekka Fullerton, Deputy Clerk

8A

Memo
PUBLIC FACILITIES

Date: January 4, 2017

To: Haines Borough Assembly

From: Brad Ryan, Director of Public Facilities

Re: Harbor Grant Funding Public Process

The assembly on 11/01/16 directed staff to "develop a comprehensive public process and input plan in determining how to use excess grant funding for the Portage Cove Small Boat Harbor expansion and in planning and designing the elements of future phases of the project with a draft of the plan to come to the assembly no later than the first meeting in January." The motion has been slightly complicated by the proposed resolution that will be discussed at this same meeting that would designate $420,457 toward the upland development of the harbor. If the resolution is adopted and funding comes from the G.O. bond grant for phase I of the harbor project, those funds will not be available for the public process.

With consideration of the potential resolution that would remove $420,457 from the public process, there is still the potential of excess funding and the question of how it will be used. Staff proposes a series of facilitated public meetings inviting input from the community starting in the early spring/summer of 2018. Waiting until the spring of 2018 should allow for a better estimate of available funds and a more accurate scope of work for the community to consider. It would also allow for the Portage Cove Interpretive Trail and Harbor Park conceptual designs to be complete and potentially the design of the sport ramp from the Alaska Department of Fish and Game to be complete. Holding the meetings in the spring of 2018 would allow staff to provide conceptual designs and cost estimates from Corvus Design for the Portage Cove trail and harbor park, Fish and Game for the sport ramp, and PND Engineers for harbor floats as a starting point to direct additional funding from the G.O. bond.

9A

Haines Borough

BOROUGH ASSEMBLY ACTION REQUEST

DATE: December 5, 2016

TO: Borough Assembly

FROM: Parks and Recreation Advisory Comittee

ACTION:

PRAC unanimously voted to request that the Borough Assembly initiate a long term comprehensive plan for the present and future growth of winter recreation in the Haines Borough involving identification of specific areas designated for heliskiing, skiplane drop-offs, snowmachining, and non-motorized use, including skiing and snowshoeing.

RATIONALE:

PRAC would like the Borough to initiate an overall, coordinated effort which encourages not only the heliski industry but other winter recreation in the Haines Borough as well. The Heliski Map will be one part of this overall winter recreation plan.

BOARD REQUEST:

Create a long term, coordinated comprehensive plan for the present and future growth of winter recreation in the Haines Borough involving identification of specific areas designated for heliskiing, skiplane drop-offs, snowmachining, and non-motorized use, including skiing and snowshoeing. PRAC requests that such comprehensive plan start immediately so that it is in place before the next three year heliski map revision period.

SUBMITTED BY _____

Richard Chapell, Chair
Parks and Recreation Advisory Committee

9B

REPORT OF MOBILE COMMERICAL BUSINESS COMMITTEE

Date: December 12, 2016

To: Haines Borough Assembly
From: Mobile Commercial Business Committee
Re: Recommendations

Honorable Assembly,

The Mobile Commercial Business Committee had its final meeting on December 12, 2016. Committee members Diana Lapham, Kyle Gray, Lori Smith and Nelle Jurgeleit-Greene were present; member Heather Lende was absent. Doug Olreud, KHNS and Alekka Fullerton, Borough Deputy Clerk were also present.

Based upon motion by Nelle Jurgeleit-Greene, the Committee decided 3:1 (Gray in opposition), as follows:

Any business in the Haines Borough shall follow existing code currently in place whether mobile or not.

Approved

9C

MINUTES
Ports and Harbors Advisory
Meeting Date: November 17, 2016 at 10:30 am

Date of Approval: December 29, 2016

Call to Order: A meeting of the Haines Borough Ports and Harbors Advisory Committee was held at Assembly Chambers, 213 Haines Hwy on November 17, 2016.

Members in Attendance: Norman Hughes, Don Turner, Jr., Bill Rostad, Brad Badger and Fred Gray

Members Not in Attendance: Terrance Pardee, Glen Jacobson

Others in Attendance: Shawn Bell, Margaret Friedenauer, Jeremy Stephens, Tresham Gregg, Heather Lende, Chilkat Valley News, Bill Thomas, and Evelyna Vignola.

Approval of Agenda: Bill Rostad moved to adopt the agenda, it was seconded and passed unanimously.

Approval of Minutes: Bill Rostad moved to approve the October 27, 2016 minutes; the motion was seconded and passed unanimously.

Old Business:

A. Ports and Harbors CIP List- Nothing new to report.
B. Title 16- Derelict Vessels & Other Code- Nothing new to report.

New Business:

A. Harbor Expansion Add Alt C

Motion: Don Turner Jr. moved that the **Ports and Harbor Advisory Committee recommend that the Assembly execute a change order to reinstate Add Alt C to the Harbor Expansion Project**. The motion was seconded by **Bill Rostad and passed unanimously**.

B. Proposed Vessel Storage Fee Adjustment- Discussion only.
C. Proposed Letnikof Summer Moorage Rate- Discussion only.

Next Meeting: December 29, 2016 at 10:30 am in the Assembly Chambers, 213 Haines Hwy.

Adjournment: Absent objection, the meeting was adjourned.

_____

Alekka Fullerton, Deputy Clerk
Harbor Advisory Committee

Haines Borough

BOROUGH ASSEMBLY ACTION REQUEST

DATE: 10-25-16

TO: Borough Assembly

FROM: Haines Borough Ports and Harbor Advisory Committee

BOARD ACTION: MOTION, NORMAN HUGHES, SEC. TERRY PARDEE. PASSED UNANIMOUSLY. HBPHAC ASK HAINES BOROUGH ASSEMBLY TO LOOK INTO FEDERAL FUNDING FOR THE HARBOR EXPANSION PROJECT AS IT PRETAINS TO THE HARBOR FUNDING BILL PASSED IN CONGRESS THIS FALL.

RATIONALE: ADDITIONAL FUND WILL BE REQUIRED TO COMPLETE THE FUTURE PHASES OF THE SOUTH PORTAGE COVE HARBOR PRODJECT. THE PROJECT IS SHOVEL READY AND COULD BE FAST TRACTED FOR FUNDING.

BOARD REQUEST: INVEST TIME AND ENERGY ON SECURE FEDERAL FUNDING TO COMPLETE HARBOR PROJECT.

SUBMITTED BY Norman Hughes Chair HBPHAC

10A

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-619
Assembly Meeting Date: 1/10/17

Business Item Description:	**Attachments:**
Subject: Revise Review Process for Capital Projects	1. Ordinance 16-01-429, current draft from 3/8/16 2. Substitute Ordinance as Proposed by the Planning Commission on 10/13/16 3. Additional Amendment Proposed by the Planning Commission on 11/10/16
Originator: Planning Commission	
Originating Department:	
Date Submitted: 10/13/16; initially 12/14/2015	

Full Title / Motion:

Motions Currently on the Table:
Main Motion: Adopt the substitute Ordinance 16-01-429 proposed by the Planning Commission.
Primary Amendment: "Change $100,000 to $25,000 and replace "other public facility" with "other public structures."

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No
Page 56, Objective 2A; Page 199, Goal 5	

Summary Statement:

A version of the ordinance was introduced on 1/26/16. Public hearings were held on 2/9 and 3/8. Following the second hearing, the ordinance was substituted with a draft proposed by the administration. It was subsequently referred back to the planning commission for review. On 10/13, the planning commission voted to recommend a revision, and a new substitute ordinance was submitted for assembly consideration prior to adoption on 10/25/16. The assembly postponed action to this meeting pending more information from the Planning Commission. On 11/10, the commission reviewed the assembly's comments and the pending primary amendment. They support a change from $100K to $25K. However, they propose replacing "other public facility" in the first sentence with "other borough projects" rather than "other public structures" as proposed in the amendment motion currently on the table. See above for motions.

Referral:

Referred to: Planning Commission — Referral Date: 3/8, 10/25/16
Recommendation: Substitute Ordinance plus Additional Amendments — Meeting Date: 10/13, 11/10/16

Assembly Action:

Meeting Date(s): 1/26, 2/9, 2/23, 3/8, 10/25, 1/10/17 — Public Hearing Date(s): 2/9, 3/8/16
Postponed to Date:

CURRENT DRAFT
as referred to the Planning Commission 3/8/16

Draft HAINES BOROUGH, ALASKA
ORDINANCE No. 16-01-429

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

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

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

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

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

18.30.040 Planning commission.

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

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

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

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

D. The commission shall keep a permanent record of its meetings in the form of meeting minutes, and the manager shall provide secretarial and other assistance to the commission to assist in this duty. The minutes of the meetings shall be copied and placed in the packets of the borough assembly members for their next regularly scheduled meeting. Minutes and records shall be filed with borough clerk and retained as public records.

CURRENT DRAFT
as referred to the Planning Commission 3/8/16

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

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

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

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

I. **The commission shall review conceptual designs of any new public facility or significant addition (greater than 25%) to a public facility and report to the borough assembly. In addition the commission shall review conceptual designs of any new collector or arterial street, park, green belt, or playground. The report and recommendation of the commission shall be based upon the comprehensive plan, and the capital improvements program.** ~~The commission shall review and report to the borough assembly regarding the location, design, construction, demolition or disposition of any public building, facility, collector or arterial street, park, green belt, playground or other public facility. The report and recommendation of the commission shall be based upon the comprehensive plan, coastal zone management plan and the capital improvements program.~~

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

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

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

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2017.

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	01/26/16
Date of First Public Hearing:	02/09/16
Date of Second Public Hearing:	03/08/16 – Ordinance Substituted and Referred to Planning Commission (PC)
Date Returned to Assembly:	10/25/16 – Considered PC-proposed Substitute and Referred back to PC
Date Returned to Assembly:	01/10/17

PC-Proposed Substitute
(from 10/13/16 PC Meeting)

HAINES BOROUGH, ALASKA
ORDINANCE No. 16-01-429 **Draft**

An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time and to revise the review process for capital improvements and borough projects.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

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

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

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

18.30.040 Planning commission.

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

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

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

D. The commission shall keep a permanent record of its meetings in the form of meeting minutes, and the manager shall provide secretarial and other assistance to the commission to assist in this duty. The minutes of the meetings shall be copied and placed in the packets of the borough assembly members for their next regularly scheduled meeting. Minutes and records shall be filed with borough clerk and retained as public records.

PC-Proposed Substitute
(from 10/13/16 PC Meeting)

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

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

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

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

I. The commission shall review and report to the borough assembly regarding the location, design, construction, demolition or disposition of any public building, facility, collector or arterial street, park, green belt, playground or other public facility. The report and recommendation of the commission shall be based upon the comprehensive plan, coastal zone management plan and the capital improvements program. **Routine maintenance shall be exempt from this requirement. Plans for the construction of new Borough facilities with a value over $100,000 shall come to the commission for review and a public hearing at the conceptual stage of design. At that time, the commission shall decide whether additional public hearings and design review are required at the 35%, 65%, and 95% stages of design.**

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

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

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

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2017.

_____
ATTEST: Janice Hill, Mayor

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	01/26/16
Date of First Public Hearing:	02/09/16
Date of Second Public Hearing:	03/08/16 – Ordinance Substituted and Referred to Planning Commission
Date Returned to Assembly:	10/25/16 – Considered PC-proposed Substitute and Referred back to PC
Date Returned to Assembly:	01/10/17

November 10, 2016

Planning Commission Recommendation Regarding Ordinance 16-01-420:

On 11/10, the commission reviewed the assembly's 10/25/16 comments and a pending primary amendment. They support a change from $100K to $25K. However, they propose replacing "other facility" in the first sentence with "other borough projects" rather than "other structures" as stated in the following amendment motion before the assembly.

> *Primary Amendment: "change $100,000 to $25,000 and replace "other facility" with "other structures."*

= Additional Amendments Proposed

18.30.040 Planning commission.

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

I. The commission shall review and report to the borough assembly regarding the location, design, construction, demolition or disposition of any public building, facility, collector or arterial street, park, green belt, playground or other ~~public facility~~ **borough projects**. The report and recommendation of the commission shall be based upon the comprehensive plan, coastal zone management plan and the capital improvements program. **Routine maintenance shall be exempt from this requirement. Plans for the construction of new Borough facilities with a value over ~~$100,000~~ $25,000 shall come to the commission for review and a public hearing at the conceptual stage of design. At that time, the commission shall decide whether additional public hearings and design review are required at the 35%, 65%, and 95% stages of design.**

11A1

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-703
Assembly Meeting Date: 01/10/17

Business Item Description:	**Attachments:**
Subject: Contract with Wolverine Supply for the Wastewater Treatment Plant Upgrade ($1,933,900)	1. Resolution 16-12-700 2. Bid Solicitation 3. Bid Spreadsheet 4. Contractor Bids 5. Funding Summary from CFO
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 12/6/16	

Full Title/Motion:

Motion: Adopt Resolution 16-12-700.

Administrative Recommendation:

This resolution is recommended by the director of public facilities and the borough manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$ 1,933,900	$ See attached	$ See attached	Reduced maintenance costs

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No
Objective 2B, Pages 56-57	

Summary Statement:

The 2016 Wastewater Treatment Plant Upgrade project base bid work consists of improvements to the wastewater treatment plant effluent piping and removing and replacing a 75' x 85' pre-engineered building, along with other associated miscellaneous structural, electrical and mechanical items of work. Additive Alternate No. 1 and No. 2 include furnishing and installing a new influent screening/grit removal system and removing and replacing siding and roofing on a 20' x 42' building, respectively. The Borough obtained five responsive, sealed bids for the base bid work and additive alternates: 1) Wolverine Supply for $1,933,900; 2) Dawson Construction for $2,072,000; 3) Alaska Commercial Contractors for $2,201,815; 4) North Pacific Erectors for $2,817,995; and 5) Kuchar Construction for $2,946,065. The Director of Public Facilities has reviewed the bids and recommends award to Wolverine Supply, with both additive alternates. State grants, the Capital Improvement Projects (CIP) fund, and sewer fund balance are sufficient to cover this contract and an estimated $80,000 in construction inspection and administration costs.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 12/13/16 (removed from Agenda), 01/10/17	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH, ALASKA
RESOLUTION No. 16-12-700 **Draft**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract with Wolverine Supply for the 2016 Wastewater Treatment Plant Upgrade project for an amount not to exceed $1,933,900.

WHEREAS, the 2016 Wastewater Treatment Plant Upgrade project base bid work consists of improvements to the wastewater treatment plant effluent piping and removing and replacing a 75' x 85' pre-engineered building, along with other associated miscellaneous structural, electrical and mechanical items of work; and

WHEREAS, Additive Alternate No. 1 and No. 2 include furnishing and installing a new influent screening/grit removal system and removing and replacing siding and roofing on a 20' x 42' building, respectively; and

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

WHEREAS, the Borough obtained five responsive, sealed bids for the base bid work and additive alternates: 1) Wolverine Supply for $1,933,900; 2) Dawson Construction for $2,072,000; 3) Alaska Commercial Contractors for $2,201,815; 4) North Pacific Erectors for $2,817,995; and 5) Kuchar Construction for $2,946,065; and

WHEREAS, the Director of Public Facilities has reviewed the bids and recommends award to Wolverine Supply, with both additive alternates; and

WHEREAS, state grants, the Capital Improvement Projects (CIP) fund, and sewer fund balance are sufficient to cover this contract and an estimated $80,000 in construction inspection and administration costs,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to execute a contract with Wolverine Supply for the 2016 Wastewater Treatment Plant Upgrade project for an amount not to exceed $1,933,900.

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

_____
Janice Hill, Mayor

Attest:

_____
Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH
2016 WASTEWATER TREATMENT PLANT UPGRADE

DESCRIPTION OF WORK. The WORK consists of removing and replacing a 75' x 85' pre-engineered building, removing and replacing siding and roofing on a 20' x 42' building, improvements to the wastewater treatment plant effluent piping, furnishing and installing a new influent screening/grit removal system, along with other associated miscellaneous structural, electrical and mechanical items of work. The site of the WORK is located in Haines, Alaska. All WORK shall be completed by September 1, 2017.

The Contract Documents are available as a pdf file on the Borough's website **www.hainesalaska.gov** under Bids and RFPs.

PRE-BID MEETING. A Pre-Bid meeting will be held for Bidders on November 17, 2016 at 10:00 am in the Haines Borough Office conference room at 103 Third Avenue South, Haines, AK 99827. The Project Engineer will be available to answer questions about the project and the Pre-Bid Meeting will include a site visit to the wastewater treatment plant to review the work.

RECEIPT OF BIDS. Sealed Bids will be received at the offices of the Borough Clerk, 103 Third Avenue S., Haines, Alaska 99827 until **3:00 p.m. on December 6, 2016**, for 2016 Wastewater Treatment Plant Upgrade. Opening date and time may be changed to a later date or time as announced by Addendum.

Bids must be delivered in person or by courier service to the physical location indicated. Bids Delivered by the U.S. Postal Service must be mailed to the address indicated. Late bids will not be accepted.

PHYSICAL LOCATION:
Borough Clerk
Haines Borough Offices
103 Third Ave. South
Haines, AK 99827

MAILING ADDRESS
Borough Clerk
Haines Borough Offices
P.O. Box 1209
Haines, AK 99827

OPENING OF BIDS. The Bids will be publicly opened and read shortly after 3:00 p.m. on December 6, 2016, in the Haines Borough Offices 103 Third Avenue South, Haines, AK.

BIDDING, CONTRACT, or TECHNICAL QUESTIONS. All communications relative to this WORK, prior to opening Bids, shall be directed to the following:

Carson Dorn, Inc., 712 West 12th Street, Juneau, Alaska 99801
Attention: Jim Dorn
Telephone: (907) 586-4447

BID SECURITY. Each Bid shall be accompanied by a certified or cashier's check or Bid Bond, in the amount of 5% percent of the Bid, payable to the Haines Borough, Alaska, as a guarantee that the Bidder, if its Bid is accepted, will promptly execute the Agreement. A Bid shall not be considered unless one of the forms of Bidder's security is enclosed with it.

CONTRACTOR'S LICENSE. All contractors are required to have a current Alaska Contractor's License and Alaska Business License. A Haines Business License is required prior to contract award.

OWNER'S RIGHTS RESERVED. The OWNER reserves the right to reject any or all Bids, to waive any informality in a Bid, and to make award to the lowest responsive, responsible Bidder as it may best serve the interests of the OWNER.

Haines Borough
Bid Opening Record

Location: Borough Admin. Building

Date/Time: 3pm, 12/6/16

Project: 2016 Wastewater Treatment Plant Upgrade

Bidder	Bid Rcvd by Deadline	Bid on Req. Form, Complete, & Signed	Proof of AK Business Licensing	Proof of AK Contractor's Cert. of Reg.	Bid Bond or Certf. Check of at least 5% of bid	Non-Collusion Affidavit	Addenda Noted (2)	Base Bid: WWTP Upgrade ($)	Additive Alternate No. 1 ($)	Additive Alternate No. 2 ($)	Total ($)
Alaska Commercial Contractors	X	X	X	X	X	X	X	1,305,736	781,024	115,055	
							Modifications				
							Total	1,305,736	781,024	115,055	2,201,815
Dawson Construction	X	X	X	X	X	X	X	1,332,000	660,000	80,000	
							Modifications				
							Total	1,332,000	660,000	80,000	2,072,000
Kuchar Construction	X	X	X	X	X	X	X	2,091,465	887,000	142,000	
							Modifications	(225,000)	18,600	32,000	
							Total	1,866,465	905,600	174,000	2,946,065
North Pacific Erectors	X	X	X	X	X	X	X	1,812,995	816,000	189,000	
							Modifications				
							Total	1,812,995	816,000	189,000	2,817,995
Wolverine Supply	X	X	X	X	X	X	X	1,241,600	120,000	70,000	
							Modifications	(62,700)	570,000	(5,000)	
							Total	1,178,900	690,000	65,000	1,933,900

Present:
Brad Ryan, Director of Public Facilities
Scott Bradford, Water/Sewer Supervisor
Krista Kielsmeier, Executive Assistant
Sierra Jimenez (representing Dawson Construction)
Dave Stickler (representing Alaska Commercial Contractors)
Chip Strong (representing North Pacific Erectors)

Dated: December 3, 2016	Bidder: Wolverine Supply, Inc. (Company Name)
Alaska Business License No: 21686	By: (Signature in Ink)
Alaska CONTRACTOR's License No: 340	Printed Name: Ashlee Stetson
Haines Business License No. 1721	Title: Vice President
Telephone No: (907) 373-6572	Address: 5099 E. Blue Lupine Drive (Street or P.O. Box)
Fax No: (907) 357-2023	Wasilla, Alaska 99654 (City, State, Zip)

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing its signature in the space provided below.

9. TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE BID OPENING:

- Signed Bid, Section 00300 (includes Addenda receipt statement)
- Completed Bid Schedule, Section 00310
- Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
- Copy of Alaska Business License
- Copy of Alaska Contractors License
- Haines Borough Non-Collusion Affidavit (Section 00321)

10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the ***fifth business day*** following the date of the Bid Opening.

- Subcontractor Report, Section 00360

The apparent low Bidder who fails to submit a completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report will be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER will then consider the next lowest Bidder for award of the contract.

11. The successful Bidder will be required to submit, ***within ten Days (calendar)*** after the date of the "Notice of Intent to Award" letter, the following executed documents:

- Agreement Forms, Section (Section 00500)
- Performance Bond, Section (Section 00610)
- Payment Bond, Section (Section 00620)
- Certificates of Insurance, (CONTRACTOR and Subcontractors) Section 00700 and Section 00800

END OF SECTION

SECTION 00310 - BID SCHEDULE
2016 WASTEWATER TREATMENT PLANT UPGRADE
ADDENDUM NO., 1 NOVEMBER 22, 2016

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE		AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	50,000	
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	10,000	
1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	10,000	
2050.1	Remove and Dispose, Existing Solids Building Siding on North Wall	Lump Sum	All Req'd	Lump	Sum	50,000	
2050.2	Remove and Dispose, Existing Treatment Building	Lump Sum	All Req'd	Lump	Sum	50,000	
2050.3	Remove and Dispose, Covered Walkway	Lump Sum	All Req'd	Lump	Sum	20,000	
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	5,000	
2203.1	Sheeting, Shoring and Bracing	Lump Sum	All Req'd	Lump	Sum	15,000	
2401.1	15" SDR 35 PVC Sewer Pipe	LF	53	200	00	10,600	
2401.2	16" SDR 17 HDPE Sewer Effluent Line	Lump Sum	All Req'd	Lump	Sum	10,000	
2402.1	Sewer Manhole	Each	1	1000	00	1,000	
2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	15,000	
11120.1	Magnetic Flow Meter	Each	1	5000		5,000	
11120.2	2" PVC Washdown Piping and Appurtenances	Lump Sum	All Req'd	Lump	Sum	15,000	
11120.3	Remove and Replace Existing Blower	Lump Sum	All Req'd	Lump	Sum	10,000	
13122.1	New Pre-Fabricated Treatment Building	Lump Sum	All Req'd	Lump	Sum	500,000	
13122.2	New Siding for North Wall of Solids Building	Lump Sum	All Req'd	Lump	Sum	30,000	
13300.1	New Boiler Room	Lump Sum	All Req'd	Lump	Sum	20,000	
13300.2	New Control Room	Lump Sum	All Req'd	Lump	Sum	20,000	
13300.3	New Fiberglass Doors	Each	5	2000		10,000	
13300.4	New 8' w by 10' h Insulated Overhead Rolling Doors	Each	2	15,000		30,000	
16000.1	Electrical, Base Bid	Lump Sum	All Req'd	Lump	Sum	200,000	
23000.1	New Heating System	Lump Sum	All Req'd	Lump	Sum	200,000	

TOTAL BID $ 1,241,600.00

ADDITIVE ALTERNATE NO. 1 INFLUENT SCREEN/GRIT REMOVAL SYSTEM

2050.4	Remove and Dispose, Existing Grit Removal System and Splitter Box	Lump Sum	All Req'd	Lump	Sum	30,000	
11120.4	Piping, Fittings and Valves for Add. Alt. No. 1	Lump Sum	All Req'd	Lump	Sum	20,000	
11336.1	Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	40,000	
16000.2	Electrical, New Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	30,000	

ADDITIVE ALTERNATE NO. 1 $ 120,000.00

ADDITIVE ALTERNATE NO. 2 REMOVE AND REPLACE EAST, WEST AND SOUTH WALL SIDING AND ROOF OF EXISTING SOLIDS HANDLING AND COMPOST BUILDING

2050.5	Remove and Dispose, Existing Solids Building Siding on East, West And South Wall and Solids Building Roofing	Lump Sum	All Req'd	Lump	Sum	20,000	
13122.3	New Siding for East, West and South Walls of Solids Building and New Roofing for Solids Building	Lump Sum	All Req'd	Lump	Sum	50,000	

ADDITIVE ALTERNATE NO. 2 $ 70,000

BID MODIFICATION

SECTION 00310 - BID SCHEDULE
2016 WASTEWATER TREATMENT PLANT UPGRADE
ADDENDUM NO., 1 NOVEMBER 22, 2016

	ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE DOLLARS	UNIT PRICE CENTS	AMOUNT DOLLARS	AMOUNT CENTS	
Add	1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	Ø		+
Add	1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	Ø		+
Add	1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	Ø		+
Deduct	2050.1	Remove and Dispose, Existing Solids Building Siding on North Wall	Lump Sum	All Req'd	Lump	Sum	40,000	00	−
Add	2050.2	Remove and Dispose, Existing Treatment Building	Lump Sum	All Req'd	Lump	Sum	Ø		+
Deduct	2050.3	Remove and Dispose, Covered Walkway	Lump Sum	All Req'd	Lump	Sum	10,000	00	−
Add	2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	Ø		+
Deduct	2203.1	Sheeting, Shoring and Bracing	Lump Sum	All Req'd	Lump	Sum	7000	00	−
Add	2401.1	15" SDR 35 PVC Sewer Pipe	LF	53	100	00	5,300	00	+
Add	2401.2	16" SDR 17 HDPE Sewer Effluent Line	Lump Sum	All Req'd	Lump	Sum	20,000	00	+
Add	2402.1	Sewer Manhole	Each	1	6000	00	6,000	00	+
Deduct	2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	7,000	00	−
Add	11120.1	Magnetic Flow Meter	Each	1	10,000	00	10,000	00	+
Add	11120.2	2" PVC Washdown Piping and Appurtenances	Lump Sum	All Req'd	Lump	Sum	20,000	00	+
Add	11120.3	Remove and Replace Existing Blower	Lump Sum	All Req'd	Lump	Sum	40,000	00	+
Deduct	13122.1	New Pre-Fabricated Treatment Building	Lump Sum	All Req'd	Lump	Sum	50,000	00	−
Deduct	13122.2	New Siding for North Wall of Solids Building	Lump Sum	All Req'd	Lump	Sum	10,000	00	−
Add	13300.1	New Boiler Room	Lump Sum	All Req'd	Lump	Sum	Ø		+
Add	13300.2	New Control Room	Lump Sum	All Req'd	Lump	Sum	Ø		+
Add	13300.3	New Fiberglass Doors	Each	5	Ø		Ø		+
Deduct	13300.4	New 8' w by 10' h Insulated Overhead Rolling Doors	Each	2	5,000	00	10,000	00	−
Deduct	16000.1	Electrical, Base Bid	Lump Sum	All Req'd	Lump	Sum	30,000	00	−
Add	23000.1	New Heating System	Lump Sum	All Req'd	Lump	Sum	Ø		+

Deduct **TOTAL BID** $ 62,700.00

ADDITIVE ALTERNATE NO. 1 INFLUENT SCREEN/GRIT REMOVAL SYSTEM

Deduct	2050.4	Remove and Dispose, Existing Grit Removal System and Splitter Box	Lump Sum	All Req'd	Lump	Sum	10,000	00	−
Add	11120.4	Piping, Fittings and Valves for Add. Alt. No. 1	Lump Sum	All Req'd	Lump	Sum	40,000	00	+
Add	11336.1	Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	550,000	00	+
Deduct	16000.2	Electrical, New Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	10,000	00	−

ADD **ADDITIVE ALTERNATE NO. 1** $ 570,000.00

ADDITIVE ALTERNATE NO. 2 REMOVE AND REPLACE EAST, WEST AND SOUTH WALL SIDING AND ROOF OF EXISTING SOLIDS HANDLING AND COMPOST BUILDING

Deduct	2050.5	Remove and Dispose, Existing Solids Building Siding on East, West And South Wall and Solids Building Roofing	Lump Sum	All Req'd	Lump	Sum	5000	00	−
Add	13122.3	New Siding for East, West and South Walls of Solids Building and New Roofing for Solids Building	Lump Sum	All Req'd	Lump	Sum	Ø		+

Deduct **ADDITIVE ALTERNATE NO. 2** $ 5,000.00

Dated: 12-06-2016	Bidder: Dawson Construction, LLC (Company Name)
Alaska Business License No: 1036873	By: _____ (Signature in Ink)
Alaska CONTRACTOR's License No: 111528	Printed Name: Pete Dawson
Haines Business License No. 1522	Title: President
Telephone No: 360-756-1000	Address: PO Box 30920 (Street or P.O. Box)
Fax No: 360-756-1001	Bellingham, WA 98228 (City, State, Zip)

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing its signature in the space provided below.

9. TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE BID OPENING:

- Signed Bid, Section 00300 (includes Addenda receipt statement)
- Completed Bid Schedule, Section 00310
- Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
- Copy of Alaska Business License
- Copy of Alaska Contractors License
- Haines Borough Non-Collusion Affidavit (Section 00321)

10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the ***fifth business day*** following the date of the Bid Opening.

- Subcontractor Report, Section 00360

The apparent low Bidder who fails to submit a completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report will be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER will then consider the next lowest Bidder for award of the contract.

11. The successful Bidder will be required to submit, ***within ten Days (calendar)*** after the date of the "Notice of Intent to Award" letter, the following executed documents:

- Agreement Forms, Section (Section 00500)
- Performance Bond, Section (Section 00610)
- Payment Bond, Section (Section 00620)
- Certificates of Insurance, (CONTRACTOR and Subcontractors) Section 00700 and Section 00800

END OF SECTION

SECTION 00310 - BID SCHEDULE
2016 WASTEWATER TREATMENT PLANT UPGRADE
ADDENDUM NO., 1 NOVEMBER 22, 2016

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE DOLLARS	UNIT PRICE CENTS	AMOUNT DOLLARS	AMOUNT CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	135,000	00
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	8,000	00
1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	18,000	00
2050.1	Remove and Dispose, Existing Solids Building Siding on North Wall	Lump Sum	All Req'd	Lump	Sum	10,000	00
2050.2	Remove and Dispose, Existing Treatment Building	Lump Sum	All Req'd	Lump	Sum	200,000	00
2050.3	Remove and Dispose, Covered Walkway	Lump Sum	All Req'd	Lump	Sum	5,000	00
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	5,000	00
2203.1	Sheeting, Shoring and Bracing	Lump Sum	All Req'd	Lump	Sum	17,000	00
2401.1	15" SDR 35 PVC Sewer Pipe	LF	53	150	00	7,950	00
2401.2	16" SDR 17 HDPE Sewer Effluent Line	Lump Sum	All Req'd	Lump	Sum	35,000	00
2402.1	Sewer Manhole	Each	1	8,000	00	8,000	00
2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	2,000	00
11120.1	Magnetic Flow Meter	Each	1	12,000	00	12,000	00
11120.2	2" PVC Washdown Piping and Appurtenances	Lump Sum	All Req'd	Lump	Sum	70,000	00
11120.3	Remove and Replace Existing Blower	Lump Sum	All Req'd	Lump	Sum	55,000	00
13122.1	New Pre-Fabricated Treatment Building	Lump Sum	All Req'd	Lump	Sum	318,050	00
13122.2	New Siding for North Wall of Solids Building	Lump Sum	All Req'd	Lump	Sum	18,000	00
13300.1	New Boiler Room	Lump Sum	All Req'd	Lump	Sum	60,000	00
13300.2	New Control Room	Lump Sum	All Req'd	Lump	Sum	8,000	00
13300.3	New Fiberglass Doors	Each	5	3,000	00	15,000	00
13300.4	New 8' w by 10' h Insulated Overhead Rolling Doors	Each	2	10,000	00	20,000	00
16000.1	Electrical, Base Bid	Lump Sum	All Req'd	Lump	Sum	150,000	00
23000.1	New Heating System	Lump Sum	All Req'd	Lump	Sum	155,000	00

TOTAL BID $ 1,332,000.00

ADDITIVE ALTERNATE NO. 1 INFLUENT SCREEN/GRIT REMOVAL SYSTEM

2050.4	Remove and Dispose, Existing Grit Removal System and Splitter Box	Lump Sum	All Req'd	Lump	Sum	40,000	00
11120.4	Piping, Fittings and Valves for Add. Alt. No. 1	Lump Sum	All Req'd	Lump	Sum	63,000	00
11336.1	Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	532,000	00
16000.2	Electrical, New Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	25,000	00

ADDITIVE ALTERNATE NO. 1 $ 660,000 00

ADDITIVE ALTERNATE NO. 2 REMOVE AND REPLACE EAST, WEST AND SOUTH WALL SIDING AND ROOF OF EXISTING SOLIDS HANDLING AND COMPOST BUILDING

2050.5	Remove and Dispose, Existing Solids Building Siding on East, West And South Wall and Solids Building Roofing	Lump Sum	All Req'd	Lump	Sum	12,000	00
13122.3	New Siding for East, West and South Walls of Solids Building and New Roofing for Solids Building	Lump Sum	All Req'd	Lump	Sum	68,000	00

ADDITIVE ALTERNATE NO. 2 $ 80,000 00

Dawson Construction, LLC

Provided to Builders Exchange of WA, Inc. For usage Conditions Agreement see www.bxwa.com - Always Verify Scal

Dated: 12-6-16	Bidder: Alaska Commercial Contractors (Company Name)
Alaska Business License No: 904349	By: Doug Courtney (Signature in Ink)
Alaska CONTRACTOR's License No: 32986	Printed Name: Doug Courtney
Haines Business License No. 15-02	Title: President
Telephone No: 907-500-9993	Address: PO Box 32878 (Street or P.O. Box)
Fax No: 907-500-9994	Juneau, AK 99803 (City, State, Zip)

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing its signature in the space provided below.

9. TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE BID OPENING:

- Signed Bid, Section 00300 (includes Addenda receipt statement)
- Completed Bid Schedule, Section 00310
- Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
- Copy of Alaska Business License
- Copy of Alaska Contractors License
- Haines Borough Non-Collusion Affidavit (Section 00321)

10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the ***fifth business day*** following the date of the Bid Opening.

- Subcontractor Report, Section 00360

The apparent low Bidder who fails to submit a completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report will be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER will then consider the next lowest Bidder for award of the contract.

11. The successful Bidder will be required to submit, ***within ten Days (calendar)*** after the date of the "Notice of Intent to Award" letter, the following executed documents:

- Agreement Forms, Section (Section 00500)
- Performance Bond, Section (Section 00610)
- Payment Bond, Section (Section 00620)
- Certificates of Insurance, (CONTRACTOR and Subcontractors) Section 00700 and Section 00800

END OF SECTION

SECTION 00310 - BID SCHEDULE
2016 WASTEWATER TREATMENT PLANT UPGRADE
ADDENDUM NO., 1 NOVEMBER 22, 2016

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE DOLLARS	UNIT PRICE CENTS	AMOUNT DOLLARS	AMOUNT CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	92,207	00
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	8770	00
1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	8113	00
2050.1	Remove and Dispose, Existing Solids Building Siding on North Wall	Lump Sum	All Req'd	Lump	Sum	7840	00
2050.2	Remove and Dispose, Existing Treatment Building	Lump Sum	All Req'd	Lump	Sum	80582	00
2050.3	Remove and Dispose, Covered Walkway	Lump Sum	All Req'd	Lump	Sum	7611	00
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	6462	00
2203.1	Sheeting, Shoring and Bracing	Lump Sum	All Req'd	Lump	Sum	44681	00
2401.1	15" SDR 35 PVC Sewer Pipe	LF	53	336		17808	00
2401.2	16" SDR 17 HDPE Sewer Effluent Line	Lump Sum	All Req'd	Lump	Sum	4962	00
2402.1	Sewer Manhole	Each	1	15774		15774	00
2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	697	00
11120.1	Magnetic Flow Meter	Each	1	14424		14424	00
11120.2	2" PVC Washdown Piping and Appurtenances	Lump Sum	All Req'd	Lump	Sum	33464	00
11120.3	Remove and Replace Existing Blower	Lump Sum	All Req'd	Lump	Sum	58704	00
13122.1	New Pre-Fabricated Treatment Building	Lump Sum	All Req'd	Lump	Sum	356,432	00
13122.2	New Siding for North Wall of Solids Building	Lump Sum	All Req'd	Lump	Sum	13,155	00
13300.1	New Boiler Room	Lump Sum	All Req'd	Lump	Sum	50,358	00
13300.2	New Control Room	Lump Sum	All Req'd	Lump	Sum	13,979	00
13300.3	New Fiberglass Doors	Each	5	3100		15500	00
13300.4	New 8' w by 10' h Insulated Overhead Rolling Doors	Each	2	13750		27500	00
16000.1	Electrical, Base Bid	Lump Sum	All Req'd	Lump	Sum	224349	00
23000.1	New Heating System	Lump Sum	All Req'd	Lump	Sum	208,026	00

TOTAL BID $ 1,305,736 00

ADDITIVE ALTERNATE NO. 1 INFLUENT SCREEN/GRIT REMOVAL SYSTEM

2050.4	Remove and Dispose, Existing Grit Removal System and Splitter Box	Lump Sum	All Req'd	Lump	Sum	78,725	00
11120.4	Piping, Fittings and Valves for Add. Alt. No. 1	Lump Sum	All Req'd	Lump	Sum	53,696	00
11336.1	Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	620,588	00
16000.2	Electrical, New Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	28,015	00

ADDITIVE ALTERNATE NO. 1 $ 781,024 00

ADDITIVE ALTERNATE NO. 2 REMOVE AND REPLACE EAST, WEST AND SOUTH WALL SIDING AND ROOF OF EXISTING SOLIDS HANDLING AND COMPOST BUILDING

2050.5	Remove and Dispose, Existing Solids Building Siding on East, West And South Wall and Solids Building Roofing	Lump Sum	All Req'd	Lump	Sum	14,569	00
13122.3	New Siding for East, West and South Walls of Solids Building and New Roofing for Solids Building	Lump Sum	All Req'd	Lump	Sum	100,486	00

ADDITIVE ALTERNATE NO. 2 $ 115,055 00

Dated: December 6, 2016	Bidder: North Pacific Erectors, Inc. (Company Name)
Alaska Business License No: 274153	By: J. G. Will (Signature in Ink)
Alaska CONTRACTOR's License No: 26956	Printed Name: James G. Willliams
	Title: President
Haines Business License No. 12-04 (Pending Renewal)	Address: P.O. Box 240748 (Street or P.O. Box)
Telephone No: (907) 364-3288	Douglas, AK 99824 (City, State, Zip)
Fax No: (907) 364-3288	

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing its signature in the space provided below.

9. TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE BID OPENING:

   - Signed Bid, Section 00300 (includes Addenda receipt statement)
   - Completed Bid Schedule, Section 00310
   - Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
   - Copy of Alaska Business License
   - Copy of Alaska Contractors License
   - Haines Borough Non-Collusion Affidavit (Section 00321)

10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the ***fifth business day*** following the date of the Bid Opening.

    - Subcontractor Report, Section 00360

    The apparent low Bidder who fails to submit a completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report will be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER will then consider the next lowest Bidder for award of the contract.

11. The successful Bidder will be required to submit, ***within ten Days (calendar)*** after the date of the "Notice of Intent to Award" letter, the following executed documents:

    - Agreement Forms, Section (Section 00500)
    - Performance Bond, Section (Section 00610)
    - Payment Bond, Section (Section 00620)
    - Certificates of Insurance, (CONTRACTOR and Subcontractors) Section 00700 and Section 00800

END OF SECTION

SECTION 00310 - BID SCHEDULE
2016 WASTEWATER TREATMENT PLANT UPGRADE
ADDENDUM NO., 1 NOVEMBER 22, 2016

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE		AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	425,000	00
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	8,750	00
1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	8,500	00
2050.1	Remove and Dispose, Existing Solids Building Siding on North Wall	Lump Sum	All Req'd	Lump	Sum	7,250	00
2050.2	Remove and Dispose, Existing Treatment Building	Lump Sum	All Req'd	Lump	Sum	101,000	00
2050.3	Remove and Dispose, Covered Walkway	Lump Sum	All Req'd	Lump	Sum	21,000	00
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	6,600	00
2203.1	Sheeting, Shoring and Bracing	Lump Sum	All Req'd	Lump	Sum	14,500	00
2401.1	15" SDR 35 PVC Sewer Pipe	LF	53	165	00	8,745	00
2401.2	16" SDR 17 HDPE Sewer Effluent Line	Lump Sum	All Req'd	Lump	Sum	45,000	00
2402.1	Sewer Manhole	Each	1	15,700	00	15,700	00
2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	950	00
11120.1	Magnetic Flow Meter	Each	1	15,500	00	15,500	00
11120.2	2" PVC Washdown Piping and Appurtenances	Lump Sum	All Req'd	Lump	Sum	35,000	00
11120.3	Remove and Replace Existing Blower	Lump Sum	All Req'd	Lump	Sum	50,500	00
13122.1	New Pre-Fabricated Treatment Building	Lump Sum	All Req'd	Lump	Sum	484,000	00
13122.2	New Siding for North Wall of Solids Building	Lump Sum	All Req'd	Lump	Sum	30,500	00
13300.1	New Boiler Room	Lump Sum	All Req'd	Lump	Sum	75,000	00
13300.2	New Control Room	Lump Sum	All Req'd	Lump	Sum	16,000	00
13300.3	New Fiberglass Doors	Each	5	4,800	00	24,000	00
13300.4	New 8' w by 10' h Insulated Overhead Rolling Doors	Each	2	7,250	00	14,500	00
16000.1	Electrical, Base Bid	Lump Sum	All Req'd	Lump	Sum	200,000	00
23000.1	New Heating System	Lump Sum	All Req'd	Lump	Sum	205,000	00

TOTAL BID $ 1,812,995.00

ADDITIVE ALTERNATE NO. 1 INFLUENT SCREEN/GRIT REMOVAL SYSTEM

2050.4	Remove and Dispose, Existing Grit Removal System and Splitter Box	Lump Sum	All Req'd	Lump	Sum	88,500	00
11120.4	Piping, Fittings and Valves for Add. Alt. No. 1	Lump Sum	All Req'd	Lump	Sum	75,000	00
11336.1	Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	624,000	00
16000.2	Electrical, New Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	28,500	00

ADDITIVE ALTERNATE NO. 1 $ 816,000.00

ADDITIVE ALTERNATE NO. 2 REMOVE AND REPLACE EAST, WEST AND SOUTH WALL SIDING AND ROOF OF EXISTING SOLIDS HANDLING AND COMPOST BUILDING

2050.5	Remove and Dispose, Existing Solids Building Siding on East, West And South Wall and Solids Building Roofing	Lump Sum	All Req'd	Lump	Sum	39,000	00
13122.3	New Siding for East, West and South Walls of Solids Building and New Roofing for Solids Building	Lump Sum	All Req'd	Lump	Sum	150,000	00

ADDITIVE ALTERNATE NO. 2 $ 189,000.00

Bidder: North Pacific Erectors, Inc. Dated: 12/06/2016

Dated: 12-05-2016	Bidder: Kuchar Construction, LLC (Company Name)
Alaska Business License No: 939873	By: _____ (Signature in Ink)
Alaska CONTRACTOR's License No: 35283	Printed Name: Lucas Parker
Haines Business License No. TBD	Title: Project Manager
Telephone No: 907-354-6005	Address: PO Box 770508 (Street or P.O. Box)
Fax No: 907-885-3111	Eagle River, AK 99577 (City, State, Zip)

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing its signature in the space provided below.

9. TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE BID OPENING:

- Signed Bid, Section 00300 (includes Addenda receipt statement)
- Completed Bid Schedule, Section 00310
- Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
- Copy of Alaska Business License
- Copy of Alaska Contractors License
- Haines Borough Non-Collusion Affidavit (Section 00321)

10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the ***fifth business day*** following the date of the Bid Opening.

- Subcontractor Report, Section 00360

The apparent low Bidder who fails to submit a completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report will be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER will then consider the next lowest Bidder for award of the contract.

11. The successful Bidder will be required to submit, ***within ten Days (calendar)*** after the date of the "Notice of Intent to Award" letter, the following executed documents:

- Agreement Forms, Section (Section 00500)
- Performance Bond, Section (Section 00610)
- Payment Bond, Section (Section 00620)
- Certificates of Insurance, (CONTRACTOR and Subcontractors) Section 00700 and Section 00800

END OF SECTION

SECTION 00310 - BID SCHEDULE
2016 WASTEWATER TREATMENT PLANT UPGRADE
ADDENDUM NO.,1 NOVEMBER 22, 2016

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE		AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	140,000	
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	20,000	
1704.1	Final Clean Up and Site Restoration	Lump Sum	All Req'd	Lump	Sum	35,000	
2050.1	Remove and Dispose, Existing Solids Building Siding on North Wall	Lump Sum	All Req'd	Lump	Sum	25,000	
2050.2	Remove and Dispose, Existing Treatment Building	Lump Sum	All Req'd	Lump	Sum	100,000	
2050.3	Remove and Dispose, Covered Walkway	Lump Sum	All Req'd	Lump	Sum	20,000	
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	10,000	
2203.1	Sheeting, Shoring and Bracing	Lump Sum	All Req'd	Lump	Sum	10,000	
2401.1	15" SDR 35 PVC Sewer Pipe	LF	53			13,250	
2401.2	16" SDR 17 HDPE Sewer Effluent Line	Lump Sum	All Req'd	Lump	Sum	68,750	
2402.1	Sewer Manhole	Each	1			24,000	
2702.1	Construction Surveying	Lump Sum	All Req'd	Lump	Sum	10,000	
11120.1	Magnetic Flow Meter	Each	1			25,000	
11120.2	2" PVC Washdown Piping and Appurtenances	Lump Sum	All Req'd	Lump	Sum	55,000	
11120.3	Remove and Replace Existing Blower	Lump Sum	All Req'd	Lump	Sum	85,000	
13122.1	New Pre-Fabricated Treatment Building	Lump Sum	All Req'd	Lump	Sum	580,000	
13122.2	New Siding for North Wall of Solids Building	Lump Sum	All Req'd	Lump	Sum	93,000	
13300.1	New Boiler Room	Lump Sum	All Req'd	Lump	Sum	105,000	
13300.2	New Control Room	Lump Sum	All Req'd	Lump	Sum	38,000	
13300.3	New Fiberglass Doors	Each	5			12,465	
13300.4	New 8' w by 10' h Insulated Overhead Rolling Doors	Each	2			22,000	
16000.1	Electrical, Base Bid	Lump Sum	All Req'd	Lump	Sum	320,000	
23000.1	New Heating System	Lump Sum	All Req'd	Lump	Sum	280,000	

TOTAL BID $ 2,091,465.00

ADDITIVE ALTERNATE NO. 1 INFLUENT SCREEN/GRIT REMOVAL SYSTEM

2050.4	Remove and Dispose, Existing Grit Removal System and Splitter Box	Lump Sum	All Req'd	Lump	Sum	116,000	
11120.4	Piping, Fittings and Valves for Add. Alt. No. 1	Lump Sum	All Req'd	Lump	Sum	45,000	
11336.1	Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	700,000	
16000.2	Electrical, New Influent Screens/Grit Removal System	Lump Sum	All Req'd	Lump	Sum	26,000	

ADDITIVE ALTERNATE NO. 1 $ 887,000.00

ADDITIVE ALTERNATE NO. 2 REMOVE AND REPLACE EAST, WEST AND SOUTH WALL SIDING AND ROOF OF EXISTING SOLIDS HANDLING AND COMPOST BUILDING

2050.5	Remove and Dispose, Existing Solids Building Siding on East, West And South Wall and Solids Building Roofing	Lump Sum	All Req'd	Lump	Sum	35,000	
13122.3	New Siding for East, West and South Walls of Solids Building and New Roofing for Solids Building	Lump Sum	All Req'd	Lump	Sum	107,000	

ADDITIVE ALTERNATE NO. 2 $ 142,000.00

Haines 2016 Wastewater Treatment Plant Upgrade

FAX NO. 907-766-2716

BID MODIFICATION FORM

Modification Number: 1

Modification Page 1 of 1

Note: All modifications shall be made to the original bid amount(s). If more than one Modification form is submitted by any one bidder, changes from all Modification forms submitted will be combined and applied to the original bid. Changes to the modified Bid amounts will be calculated by the OWNER. Bidder may use multiple modification pages if required.

BASE BID

Pay Item No.	Pay Item Description	Unit Price Change - Leave Blank for Lump Sum Pay Items (Indicate + or -)	Total Increase or Decrease (Indicate + or-)
13122.1	PEMB		-$65,000.00
16000.1	Electrical base bid		-$80,000.00
23000.1	New Heating System		-$80,000.00

BASE BID -$225,000.00

ADDITIVE ALTERNATE NO. 1 INFLUENT SCREEN/GRIT REMOVAL SYSTEM

11120.4	Piping, fittings and valves for add alt 1		+$18,600.00

ADDITIVE ALTERNATE NO. 1 +$18,600.00

ADDITIVE ALTERNATE NO. 2 REMOVE AND REPLACE EAST, WEST AND SOUTH WALL BUILDING SIDING AND ROOF SOLIDS HANDLING AND COMPOST BUILDING

13122.3	New siding for E, W, ans S walls Solids bldg		+$32,000.00

ADDITIVE ALTERNATE NO. 2 +$32,000.00

Kuchar Construction, LLC

Name of Bidding Firm

Responsible Party Signature

Lucas Parker

Printed Name

Proposed Sources & Uses for Wastewater Treatment Plant Upgrades Phase I & II

Sources of Funds			
Alaska DEC Municipal Matching Grant	$	1,000,000	
Designated Legislative Grant		60,000	
Capital Improvement Project Fund 50		200,000	
Sewer Fund Balance		753,900	*
TOTAL SOURCES OF FUNDS	**$**	**2,013,900**	

Uses of Funds		Amount
Engineering - Construction		
Estimated Construction Inspection & Administration	$	80,000
Construction		
Base Bid		1,178,900
Add Alternate #1		690,000
Add Alternate #2		65,000
		-
Subtotal - Construction		1,933,900
TOTAL USES OF FUNDS	**$**	**2,013,900**
TOTAL SOURCES & USES OF FUNDS	**$**	**-**

* This will require a budget amendment. Only $330,000 of sewer fund balance is currently budgeted for this project. The Sewer Fund has approximately $800,000 of cash reserves.

11A2

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 17-708
Assembly Meeting Date: 1/10/17

Business Item Description:	**Attachments:**
Subject: Dedicating $420,457 to Upland Improvement	1. Resolution 17-01-701
Originator: Assembly	
Originating Department: Assembly	
Date Submitted: 12/13/16	

Full Title / Motion:

Motion: Adopt Resolution 17-01-701.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$ 420,457	$	$ 0	Reduced maintenance costs

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No

Summary Statement:

On December 13, 2016, the Haines Borough Assembly voted to direct the Borough Manager to dedicate a minimum of $420,457 for the Haines Boat Harbor and Breakwater Improvements to Upland Improvement.

Referral:

Referred to: Manager
Referral Date:
Recommendation:
Meeting Date: 12/13/16

Assembly Action:

Meeting Date(s): 1/10/17
Public Hearing Date(s):
Postponed to Date:

HAINES BOROUGH, ALASKA
RESOLUTION No. 17-01-701 **Draft**

A Resolution of the Haines Borough Assembly directing the Borough Manager to dedicate a minimum of $420,457 for the Portage Cove Harbor Expansion Upland Development.

WHEREAS, the Haines Borough Assembly on 11/8/16 authorized a construction contract with Pacific Pile & Marine for the Portage Cove Harbor Expansion project for an amount not to exceed $12,817,389; and

WHEREAS, the Haines Borough Assembly on 12/13/16 authorized a change order with Pacific Pile & Marine to add back the Additive Alternate C in the amount of $420,457, for a wave barrier extension and additional basin dredging, which was previously removed from the scope of work prior to contract award; and

WHEREAS, the Haines Borough Assembly on 12/13/16 directed the Borough Manager to draft a Resolution to dedicate the same amount of money ($420,457) toward Upland Development for the Portage Cove Harbor Expansion Project,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly:

Authorizes the Borough Manager to dedicate a minimum of $420,457 for Haines Boat Harbor and Breakwater Improvements to Upland Improvement.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this _____ day of _____, 2017.

_____
Janice Hill, Mayor

Attest:

_____
Julie Cozzi, MMC, Borough Clerk

11A3

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 17-707
Assembly Meeting Date: 1/10/17

Business Item Description:	**Attachments:**
Subject: Contract with S.E. Underwater Services for Installation of 90 Harbor Anodes ($30,800)	1. Resolution 17-01-702 2. Memo from Harbormaster 3. S.E. Underwater Services Proposal
Originator: Harbormaster	
Originating Department: Ports and Harbors	
Date Submitted: 1/4/17	

Full Title/Motion:

Motion: Adopt Resolution 17-01-702.

Administrative Recommendation:

This resolution is recommended by the harbormaster.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$ 30,800	$ 31,575.85	$ 0	Reduced maintenance costs

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No
Objective 4B, page 144	

Summary Statement:

The Haines Borough's FY17 budget includes $44,000 in the Capital Improvement Projects (CIP) fund for harbor pile anodes. The Borough appropriated $12,424.15 of this funding to purchase 90 harbor pile anodes. There is $31,575.85 remaining in the budget to have these anodes welded onto the piles. S.E. Underwater Services provided a quote of $300 per anode for installation, plus $3,800 for mobilization/demobilization, lodging and per diem. The total S.E. Underwater Services quote of $30,800 was the lowest of four proposals solicited by the Borough and is within budget.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 1/10/17	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH, ALASKA
RESOLUTION No. 17-01-702 **Draft**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with S.E. Underwater Services in the amount of $30,800 for the installation of 90 harbor anodes.

WHEREAS, the Haines Borough's FY17 budget includes $44,000 in the Capital Improvement Projects (CIP) fund for harbor pile anodes; and

WHEREAS, the Borough appropriated $12,424.15 of this funding to purchase 90 harbor pile anodes; and

WHEREAS, there is $31,575.85 remaining in the budget to have these anodes welded onto the piles; and

WHEREAS, S.E. Underwater Services provided a quote of $300 per anode for installation, plus $3,800 for mobilization/demobilization, lodging and per diem; and

WHEREAS, the total S.E. Underwater Services quote of $30,800 was the lowest of four proposals solicited by the Borough and is within budget,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to contract with S.E. Underwater Services in the amount of $30,800 for the installation of 90 harbor anodes.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2017.

_____
Janice Hill, Mayor

Attest:

_____
Julie Cozzi, MMC, Borough Clerk

Memo
HARBOR

Date: December 27, 2016

To: Borough Manager / Borough Assembly

From: Shawn Bell, Harbormaster

Re: Anode Welding

It is the recommendation of the harbormaster that S.E. Underwater Services is contracted out to install 90 anodes within the inner harbor.

Background

In 2007, steel piles were installed to support moorage floats. These piles were hot dipped galvanized, thus providing them short-term protection. These piles are due to receive additional protection.

The Fuel Dock piles are much older and are in need of immediate protection.

In FY-17, $44,000 from the CIP fund was set aside for existing pile anodes. Earlier this year, $12,424.15 was spent acquiring 90, 50lb anodes (enough anodes for the entire harbor).

This leaves $31,575.85 remaining to have these anodes welded onto the piles.

Contractors

S.E. Underwater Services, Alaska Commercial Divers, Global Diving & Salvage, and Trucano Construction were all contacted to perform this work.

S.E. Underwater Services was able to provide the best price at $30,800, allowing us to remain within budget. They are based in Juneau and will also be providing all necessary diving and welding services during the harbor expansion project.

Subject: RE: Anode proposal

From: south east underwater services <s.e.underwaterservices@gmail.com>
Date: December 6, 2016 at 2:35:40 PM AKST
To: Shawn Bell <sbell@haines.ak.us>
Subject: Anode proposal

To Shawn Bell,
Please see our proposal for the anode installation attached below. I estimate this project will take 6-9 days to complete depending on weather and site conditions. Once we have a signed proposal and notice to proceed SEUS will make preparations and start work as soon as possible. Feel free to contact me directly with any questions or concerns.

Thanks
Dan Sprague
Partner SEUS
(202)316-9435
s.e.underwaterservices@gmail.com

S.E. Underwater Services LLP

8758 Haloff way #1
Juneau, AK 99801
Phone: (907)-500-4965 Alt. (252)-489-0658
E-Mail: s.e.underwaterservices@gmail.com

License # 1007670
Expires 12/31/16

Proposal

Todays Date	Job Name
11/6/16	Haines Harbor Anode Installation
Date of plans/ Page Numbers	Job Location
N/A	Haines, AK

Harbor Anode Installation:

1. Mobilization/Demobilization, lodging and per-diem - $3800
2. Anode Installation- 90 anodes @ $300 per anode -$27,000*

Total: $30,800

*SEUS will weld anode near mudline and apply protective mastic to weld

We propose hereby to furnish equipment and labor – complete in accordance with above specifications for the lump sum of: thirty thousand eight hundred dollars ($30,800.00)

S.E.U.S Authorized signature _____
Date 11/6/16

Acceptance of proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.
I authorize S.E.U.S. to conduct work as specified.
Name _____
Signature_____
Date of acceptance _____

This proposal can be withdrawn by S.E.U.S if not accepted within 14 days

11A4

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-701
Assembly Meeting Date: 01/10/17

Business Item Description:	**Attachments:**
Subject: Heliski Map Revisions Amendment Committees	1. Resolution 17-01-703 2. Manager's recommendation regarding heliski map revisions. 3. 2016 Heliski Map Revision Committee Recommendations
Originator: Borough Manager	
Originating Department:	
Date Submitted: 12/8/16	

Full Title/Motion:

Motion: Adopt Resolution 17-01-703.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No

Summary Statement:

On December 13, 2016, the Borough Manager submitted recommendations for the nontemporary amendment to the Commerical Ski Tour Areas map. On that date, the Assembly moved to "direct the manager to create a resolution pursuant to HBC 5.18.080(I)(2) to postpone the map committee and manager's recommendations, to be considered at a future date in summer 2017 when reports from ADF&G are available and a new committee has been established after code has been reviewed," and the motion carried unanimously.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 12/13/16, 01/10/17	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH, ALASKA
RESOLUTION No. 17-01-703 **Draft**

A Resolution of the Haines Borough Assembly postponing consideration of the 2016 heliski map committee and manager's recommendations.

WHEREAS, the current Haines Borough Approved Commercial Ski Tour Areas map was amended by Resolution 13-07-472 on July 23, 2013; and

WHEREAS, Haines Borough Code 5.18.080(I), amended September 13, 2016, provides a means for considering nontemporary amendments to the map; and

WHEREAS, on May 31, 2016, the borough received proposals for map amendments from both Alaska Heliskiing and SEABA; and

WHEREAS, the last time map amendments were considered was 2013; and

WHEREAS, the 2016 proposals complied with the existing requirements of HBC 5.18.080(I)(1)(a); and

WHEREAS, Resolution 16-06-681authorized the Manager to convene a 2016 heliski map committee to review the two timely proposals for map amendments; and

WHEREAS, Ordinance 16-08-441 includes the ability for the assembly to adopt a resolution to provide for adjustments to the map amendment timeline to accommodate for reasonable date or schedule conflicts; and

WHEREAS, ADF&G is in the process of completing a report on wildlife habitat and the potential effects of heliskiing in specific areas; and

WHEREAS, the Assembly is currently considering the desired constitution of future heliski map committees,

WHEREAS, on December 13, 2016 the Assembly directed the Manager to draft this resolution authorizing the postponement of the 2016 map committee findings and recommendations,

NOW, THEREFORE, BE IT RESOLVED that consideration of the 2016 map committee and manager's recommendations are hereby postponed until the summer of 2017 when a new committee can consider the same in conjunction with the results of the ADF&G report on wildlife habitats and any applicable code revisions.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this _____ day of January, 2017.

_____
Janice Hill, Mayor

Attest:

_____
Julie Cozzi, MMC, Borough Clerk

Memo from the Manager

Date: December 8, 2016

To: Assembly

From: William E. Seward, Borough Manager

Subj: Forwarding recommendations for Heliski map amendments.

Re: (a) HBC 5.18.080.I Commercial ski tours, commercial ski productions and special ski competition events.
(b) Haines Borough Resolution No. 16-06-681

Pursuant to reference (a) and (b), I am forwarding the 2016 Heliski Map Committee's proposal and recommendation for your approval.

I concur with the map committee's recommendation to approve proposed areas marked as S1, S2, S3, S5, S7, AH1, AH2, AH3B, AH4 and AH5. Each of these areas received unanimous consent during deliberations by the committee.

I do not recommend the following areas for approval: S4, S6, AH3A, AH6 and AH7. These areas did not receive full consent of the committee and were not recommended by the Alaska Department of Fish and Game (ADF&G) due to the high probability of disturbing wildlife habitat.

Contingent upon the Assembly's approval, the new total area for use by the heliski industry will be 380 mi^2. The previous authorized area from 2014 encompassed 369 mi^2; a 3% increase.

Respectfully,

William E. Seward
Borough Manager

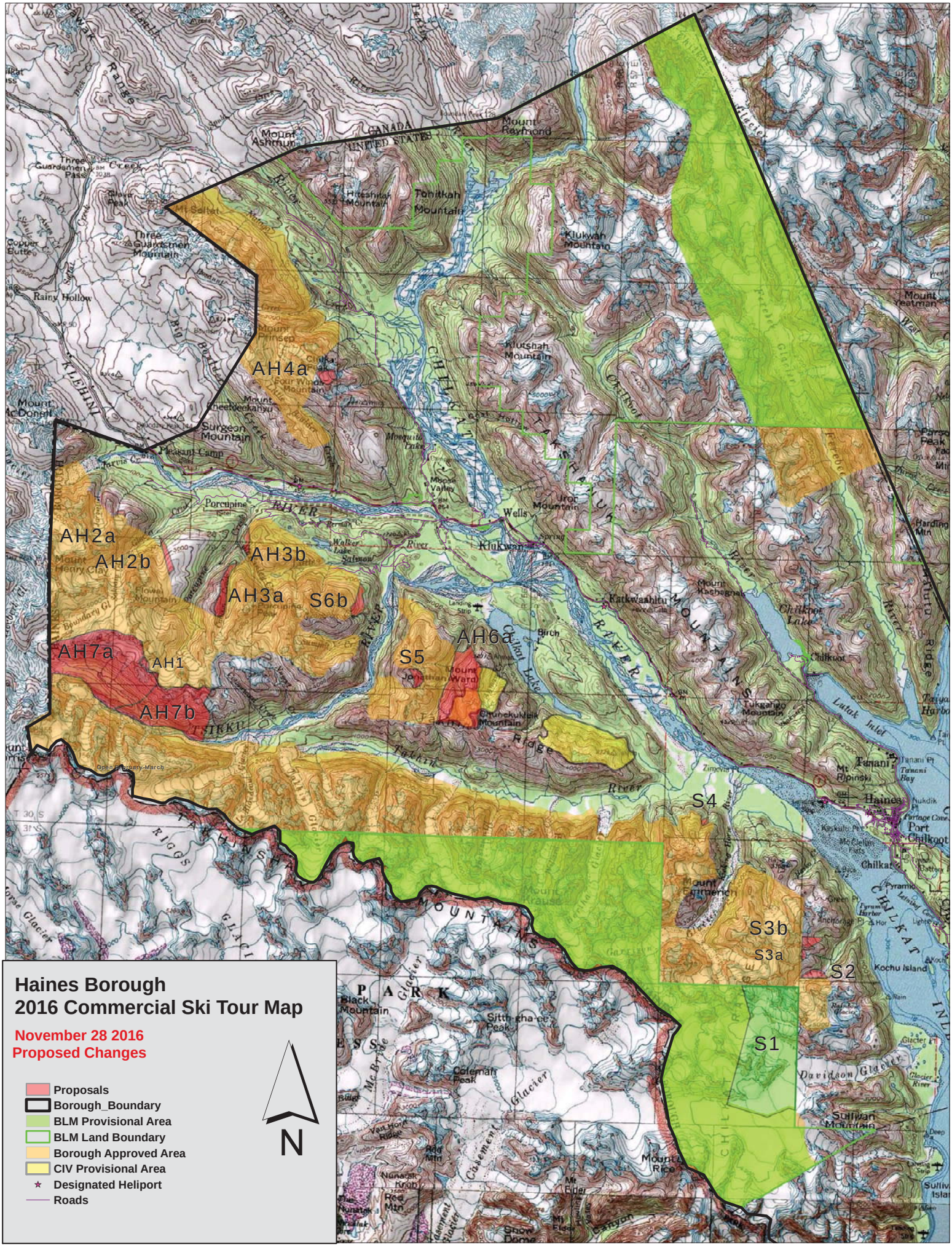
Encl: (1) 2016 Heliski Map Committee Proposal & Decisions Matrix
(2) 2016 Heliski Map proposal
(3) ADF&G comments

2016 HELISKI MAP COMMITTEE PROPOSALS & DECISIONS (CONSOLIDATED)

AREA	SIZE (acres) AUG 23	SIZE (acres) NOV 28	PURPOSE	COMMITTEE VOTES J	B	P	S.S.	L.S.	TOTAL	ADFG COMMENTS[1]	DESCRIPTION / NOTES
S1	8,322	8,322	Possible Map Error	Y	Y	Y		Y	4-0	None. Model shows predicted high goat use.	Within BLM Provisional Boundary, but did not appear on 2014 map.
S2	46	174	Commerce, increase ski run	Y	Y	Y		Y	4-0	No collared goats, but within buffer zone, likely disturbing wintering population. Possible denning habitat.	Portion of approved area (174 ac) removed to accommodate multi uses.
S3	268	A 49	Commerce, increase ski run	Y	Y	Y		Y	4-0		A valley north of S2; would provide safe landings for customers.
		B 187	Commerce, increase ski run	Y	Y	Y		Y	4-0		Approved with shared use policy with 72-hour window for backcountry skiers.
S4	343	44	Commerce, increase ski run	Y	Y	N		Y	3-1	Within 50 m of bear mauling. Denning habitat.	Would extend run by 1,200 feet. Commercially important.
S5	522	188	Likely 2013 map error	Y	Y	Y	Y	Y	5-0	Predicted moderate goat use, no denning habitat.	Natural extension of the slope.
S6	595	A REMOVED								Potential denning habitat; likely to disturb wintering goats. Collared goats documented within 500 m.	Area (S6b) reduced on Nov 28 and not considered by committee (out of time). ADFG comments do not address the new proposal specifically.
		B 299	Create safer ski area								
S7	0	Remove BLM Areas								REMOVED	
AH1	42	126	Completing approved area	Y	Y	Y		Y	4-0	No denning, but likely high use goat habitat.	Approved area only covers lower half of north-facing slope, reducing length of run
AH2	1,740	A 35	Increase safety, reduce travel time & noise	Y	Y	Y		Y	4-0	No known goat or bear habitat.	AH2a had been previously approved for valley pickups. AH2b provides road and fuel access during weather events. Reduces travel time/noise, increases safety.
		B 193	Increase safety, reduce travel time & noise	Y	Y	Y		Y	4-0	Within 1 mile of known dens.	
AH3	1,349	A 477	Provides intermediate runs, reduced travel time, more safety	N	Y	N		N	1-3	Likely denning habitat. AH3a likely to disturb wintering goats.	Located across from heliport. Safe option for low visibility days. Activity hidden from view of neighbors. Not used by backcountry skiers.
		B 124	Provides intermediate runs, reduced travel time, more safety	Y	Y	Y		Y	4-0		
AH4	3,303	A 242	Film run	Y	Y	Y	Y	Y	5-0	Utilization of goats within 1500 m, possibly closer. Not denning habitat, but likely to affect goats.	Approved with one-year trial to allow time for feedback on noise level and pending final ADFG review. Would be used 1-3 days of the season, weather dependent. More work with ADFG needed.
		B REMOVED									
AH5	0	Boundary Confirmation								REMOVED	
AH6	1,595	A 2943	Safety, Efficiency, Commerce	N	Y	N	Y	Y	3-2	Likely high goat use within east proposed area. Likely denning throughout.	Revised November 28. Recommended close date of March 31st. Overlaps with CIV area. Proposed to close gap between 2014 approved areas.
		B REMOVED									
AH7	10,257	A 6680	User-friendly, Safety	N	Y	N	Y	Y	3-2	Likely goat and bear denning habitat.	Close date of March 31st. Gentle grade accommodates intermediate ski levels and improve avalanche hazard mitigation.
		B 3647	User-friendly, Safety	N	Y	N	Y	Y	3-2		
AREA REMOVED	0 (369 mi^2)	2,080 (3.25 mi^2)	74 acres removed from approved area as part of S2 proposal. Other acres removed from (1) southern borough border where approved areas were outside of borough boundary; and (2) ridges north of Tsirku River where approved area tresspassed south-facing slopes, which was identified during AH1 review.								
AREA ADDED	28,382	23,730	MANAGER RECOMMENDATION ONLY INCLUDES PROPOSALS WITH UNANIMOUS CONSENT DURING COMMITTEE = 15 mi^2								
TOTAL[1]	413 mi^2	403 mi^2	MANAGER RECOMMENDATION ONLY INCLUDED PROPOSALS WITH UNANIMOUS CONSENT DURING COMMITTEE = 380 mi^2								

1 SEABA proposals S1-S3 and S6 were deliberated prior to receiving ADFG comments. AK Heli proposals were deliberated twice, second time with ADFG review – Sundberg not present except for AH4-7.

2 Total shows amount of 2016 proposed area added to 2014 approved area. Total approved 2014 area was 369 mi^2. All new proposals add 9% more area or


AH4a
AH2a
AH2b
AH3b
AH3a
S6b
AH7a
AH1
AH7b
AH6a
S5
S4
S3b
S3a
S2
S1
Open February-March
Haines Borough
2016 Commercial Ski Tour Map
November 28 2016
Proposed Changes
Proposals
Borough_Boundary
BLM Provisional Area
BLM Land Boundary
Borough Approved Area
CIV Provisional Area
Designated Heliport
Roads
N

11B1

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 16-688
Assembly Meeting Date: 01/10/17

Business Item Description:	**Attachments:**
Subject: Clarify the Membership Makeup of Heli Map Amendment Committees	1. Ordinance 16-10-445, as recommended by TAB 2. Initial version of Ordinance 16-10-445 as referred to TAB on 10/25/16 (prior to introduction).
Originator: Borough Manager	
Originating Department:	
Date Submitted: 10/12/16	

Full Title / Motion:

Motion: Introduce Ordinance 16-10-445 and set a first public hearing for 1/24/17 and a second public hearing for 2/14/17.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No

Summary Statement:

Borough code provides a process for considering non-temporary amendments to the heliskiing map on a three-year cycle. On 9/13/16, the assembly adopted Ordinance 16-08-441 providing for a workable time-line for the future. Also on 9/13, the assembly adopted Resolution 16-06-681 authorizing the borough manager to convene a committee to consider in 2016 the proposals received by 5/31/16. It set a temporary timeline to deal with those timely proposals.

The mayor and manager proceeded to make appointments to the committee. During that process, it became evident to the manager that the section of code dealing with the makeup of the committee would benefit from clarification, and an ordinance was drafted for assembly consideration on 10/25/16. Prior to introduction, the assembly referred the draft to the Tourism Advisory Board (TAB) for review. The TAB recommended some amendments and a new ordinance draft has been submitted. The assembly is asked to consider introducing it and scheduling hearings.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 10/25, 1/10/17	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 16-10-445 **Draft**

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE SUBSECTION 5.18.080(I)(b) TO CLARIFY THE MEMBERSHIP MAKEUP OF HELISKI MAP AMENDMENT COMMITTEES.

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

Section 1. Classification. This ordinance is of a general and permanent nature and if adopted with or without amendment shall become a part of the Haines Borough Code.

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

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

Section 4. Amendment of Subsection 5.18.080(I)(b). Subsection 5.18.080(I)(b) of the Haines Borough Code is hereby amended to read as follows:

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

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

1. Amendments to the Haines Borough Approved Commercial Ski Tour Areas map shall only be considered on a three year cycle beginning in 2016. The process to review and amend the map shall be according to the following procedures:

a. At least 30 days prior to May 15 of every third year after 2016, the manager will solicit proposals for possible map amendments. Proposals are due by May 15 of that year and will contain illustrations of the specific areas and justification for the proposed amendments.

b. As soon as possible after May 15, the manager may establish an advisory committee to review any proposed map amendments received by the proposal deadline. The committee shall convene no later than June 15.

c. The committee shall include the following five voting members:

(1) A representative ~~of a local conservation organization, appointed by the mayor~~ **from the Haines Borough Parks and Recreation Advisory Committee**;

(2) A member of the Haines Borough assembly;

(3) A representative from the ~~heliskiing industry selected randomly by current~~ Haines Borough ~~commercial ski tour permit holders~~ **Tourism Advisory Board**; and

(4) Two members chosen randomly from Haines Borough residents who petition to be members of the committee **and are not a board member or staff of an environmental or heliski industry group or permit holder**. The manager shall solicit applications by posting notice no ~~less than ten days~~ **fewer than 10 days prior to convening the committee**.

d. **The committee shall include the following two non-voting members:**

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

(2) A representative from the heliskiing industry selected by current Haines Borough commercial ski tour permit holders.

e. The committee shall organize itself as to procedure.

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

~~f.~~**g.** The committee shall make a recommendation to the manager on or before September 30. The manager shall prepare a recommendation for the assembly and will not be bound by the committee's recommendations. However, the manager shall also provide the committee recommendations to the assembly for consideration.

~~g.~~**h.** For a proposal correctly-submitted in accordance with the current map review policy, the borough assembly may adopt a resolution to provide for adjustments to the map amendment timeline to accommodate for reasonable date or schedule conflicts.

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

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2017.

_____
ATTEST: Janice Hill, Mayor

_____
Julie Cozzi, Borough Clerk

Date Introduced: __/__/__
Date of First Public Hearing: __/__/__
Date of Second Public Hearing: __/__/__

Version Referred to TAB on 10/25/16

HAINES BOROUGH, ALASKA
ORDINANCE No. 16-10-445 **Draft**

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE SUBSECTION 5.18.080(I)(b) TO CLARIFY THE MEMBERSHIP MAKEUP OF HELISKI MAP AMENDMENT COMMITTEES.

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

Section 1. Classification. This ordinance is of a general and permanent nature and if adopted with or without amendment shall become a part of the Haines Borough Code.

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

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

Section 4. Amendment of Subsection 5.18.080(I)(b). Subsection 5.18.080(I)(b) of the Haines Borough Code is hereby amended to read as follows:

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

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

1. Amendments to the Haines Borough Approved Commercial Ski Tour Areas map shall only be considered on a three year cycle beginning in 2016. The process to review and amend the map shall be according to the following procedures:

a. At least 30 days prior to May 15 of every third year after 2016, the manager will solicit proposals for possible map amendments. Proposals are due by May 15 of that year and will contain illustrations of the specific areas and justification for the proposed amendments.

b. As soon as possible after May 15, the manager may establish an advisory committee to review any proposed map amendments received by the proposal deadline. The committee shall convene no later than June 15.

c. The committee shall include the following five voting members:

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

(2) A member of the Haines Borough assembly;

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

(4) Two members chosen randomly from Haines Borough residents who petition to be members of the committee **and are not affiliated with an environmental or heliski industry group or permit holder**. The manager shall solicit applications by posting notice no ~~less than ten days~~ **no fewer than 10 days prior to convening the committee**.

d. The committee shall organize itself as to procedure.

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

Version Referred to TAB on 10/25/16

f. The committee shall make a recommendation to the manager on or before September 30. The manager shall prepare a recommendation for the assembly and will not be bound by the committee's recommendations. However, the manager shall also provide the committee recommendations to the assembly for consideration.

g. For a proposal correctly-submitted in accordance with the current map review policy, the borough assembly may adopt a resolution to provide for adjustments to the map amendment timeline to accommodate for reasonable date or schedule conflicts.

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

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2017.

ATTEST: _____
Janice Hill, Mayor

_____
Julie Cozzi, Borough Clerk

Date Introduced: __/__/__
Date of First Public Hearing: __/__/__
Date of Second Public Hearing: __/__/__

11B2

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 17-706
Assembly Meeting Date: 1/10/17

Business Item Description:	**Attachments:**
Subject: Eliminate Reference to a Heliski Map Committee in Code	1. Ordinance 17-01-447
Originator: Assembly Member Morphet	
Originating Department: Borough Assembly	
Date Submitted: 11/11/16	

Full Title/Motion:

Motion: Introduce Ordinance 17-01-447 and set a first public hearing for 1/24/17 and a second public hearing for 2/14/17.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No

Summary Statement:

On 11/11/16, Assembly Member Morphet submitted a draft ordinance to the Borough Clerk amending Haines Borough Code Title 5 Subsection 5.18.080(I) to eliminate reference to a heliski map advisory committee in order to shift to the Borough Assembly the responsibilities for reviewing map amendment proposals.

It was scheduled to be on the 12/13/16 agenda, but he agreed to postponing to this meeting because that agenda was quite lengthy.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 1/10/17	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 17-01-447 **Draft**

An Ordinance of the Haines Borough amending Haines Borough Code Title 5 Subsection 5.18.080(I) to eliminate reference to a heliski map advisory committee in order to shift to the Borough Assembly the responsibilities for reviewing map amendment proposals.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

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

Section 4. Amendment of Subsection 5.18.080(I). Subsection 5.18.080(I) of the Haines Borough Code is hereby amended, as follows:

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

5.18.080 Commercial ski tours, commercial ski productions and special ski competition events.

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

1. Amendments to the Haines Borough Approved Commercial Ski Tour Areas map shall only be considered on a three-year cycle beginning in 2016. The process to review and amend the map shall be according to the following procedures:

a. At least 30 days prior to May 15th of every third year after 2016, the manager will solicit proposals for possible map amendments. Proposals are due by May 15th of that year and will contain illustrations of the specific areas and justification for the proposed amendments.

b. ~~As soon as possible after May 15th, the manager may establish an advisory committee to review any proposed map amendments received by the proposal deadline.~~ The ~~committee~~ **assembly** shall ~~convene~~ **meet** no later than June 15th **to review any proposed map amendments received by the proposal deadline.**

~~c. The committee shall include the following five voting members:~~

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

~~(2) A member of the Haines Borough assembly;~~

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

~~(4) Two members chosen randomly from Haines Borough residents who petition to be members of the committee. The manager shall solicit applications by posting notice no less than 10 days.~~

~~d. The committee shall organize itself as to procedure.~~

~~c.~~**c.** The ~~committee~~ **assembly** shall to every extent possible involve ADFG area wildlife biologists and Bureau of Land Management (BLM) in its deliberations, including forwarding all proposals for map changes to the ADFG and BLM, seeking ADFG and BLM testimony, and

requesting comments from ADFG and BLM on all draft recommendations before they are sent to the manager.

~~f. The committee shall make a recommendation to the manager on or before September 30th. The manager shall prepare a recommendation for the assembly and will not be bound by the committee's recommendations. However, the manager shall also provide the committee recommendations to the assembly for consideration.~~

~~g.~~ **d.** For a proposal correctly submitted in accordance with the current map review policy, the borough assembly may adopt a resolution to provide for adjustments to the map amendment timeline to accommodate for reasonable date or schedule conflicts.

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

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____ DAY OF _____, 2017.

ATTEST:

_____
Janice Hill, Mayor

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 01/10/17
Date of First Public Hearing: __/__/__
Date of Second Public Hearing: __/__/__

11B3

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 17-705
Assembly Meeting Date: 1/10/17

Business Item Description:	**Attachments:**
Subject: Designate Haines Borough Parks and establish definitions and regulations	1. Ordinance 17-01-448 2. Request for Action from Planning Commission 3. Record of Decision PRAC
Originator: Planning Commission	
Originating Department:	
Date Submitted: 11/10/16	

Full Title / Motion:

Motion: Introduce Ordinance 17-01-448. Schedule first hearing for 1/24/17 and second hearing for 2/14/17.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No

Summary Statement:

The Borough Code does not currently describe the Borough parks nor does it provide any regulations for the same. This is supported by the Planning Commission and the Parks & Recreation Advisory Committee.

Referral:

Referred to: Planning Commission
Referral Date:
Recommendation:
Meeting Date: 1/10/17

Assembly Action:

Meeting Date(s): 1/10/17
Public Hearing Date(s):
Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 17-01-448 **Draft**

An Ordinance of the Haines Borough amending Haines Borough Code Title 12 to designate Haines Borough parks and establish definitions and regulations.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

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

Section 4. Amendment of Title 12. Title 12: Streets, Sidewalks, and Public Places of the Haines Borough Code is hereby amended to add a new chapter, as follows:

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

Title 12: Parks, Streets, Sidewalks, and Public Places

Chapters

12.04 Street Grades
12.08 Road and Sidewalk Construction, Maintenance, and Repair
12.10 Driveways
12.12 Building Numbering System
12.16 Street and Sidewalk Use Restrictions
12.20 Street Lights
12.30 Parks
12.40 Picture Point Park
12.50 Chilkat River Beaches Recreational Zone.

Chapter 12.30
PARKS

Sections:

12.30.010 Definitions
12.30.020 Borough Parks
12.30.030 Regulations

12.30.010 Definitions.

"Park" is a park, reservation, playground, beach, recreation area, scenic area, or any other area of the borough, owned or controlled by the borough, and devoted to active or passive recreation.

"Camping" is the presence of any person sleeping in any motor vehicle or camper unit between the hours of midnight and 6am, or sleeping on the ground, with or without any shelter, sleeping pad, etc. between the hours of midnight and 6am on any land owned or controlled by the borough.

12.30.020 Borough Parks.

The following properties are designated as Haines Borough Parks:

A. Tlingit Park,

B. Tlingit Park Playground,

C. Picture Point Park,

D. Lookout Park,

E. Oslund Park (ballfields and skate park),

F. Emerson Field,

G. George Mark Park,

H. Library Totem Park, Tanani Point Park,

I. Chilkat River Beaches Recreation Area,

J. Carr's Cove Park,

K. Skyline Park, and

L. Portage Cove Park.

12.30.030 Regulations

A. Camping is prohibited except during special events approved by the Borough Manager.

B. Camp fires may only be made in fire rings provided by the borough.

C. Cutting standing trees, either live or dead, is prohibited.

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

_____
ATTEST: Janice Hill, Mayor

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 01/10/17
Date of First Public Hearing: __/__/__
Date of Second Public Hearing: __/__/__

Haines Borough

BOROUGH ASSEMBLY ACTION REQUEST

DATE: November 10, 2016

TO: Borough Assembly

FROM: Planning Commission

ACTION:

Josephson moved to amend Section 12.30.030(C) to say: **Cutting standing trees, either live or dead, is prohibited. Turner** seconded and the motion carried unanimously.

Turner moved to recommend the assembly adopt the draft Parks ordinance as amended. **Miller** seconded and the motion carried unanimously.

RATIONALE:

The amendment is offered to clarify the distinction between standing trees and felled trees.

BOARD REQUEST:

Adopt Ordinance ~~16-11-447~~, as amended.
17-01-448

SUBMITTED BY _____
Holly Smith

Haines Borough

Parks and Recreation Advisory Committee
RECORD OF DECISION

DATE: November 16, 2016
TO: Borough Assembly
FROM: Parks and Recreation Advisory Committee (PRAC)

BOARD DECISION:

PRAC unanimously supported Ordinance ~~16-11-447~~ 17-01-448 but requests the following clarifications:

Clarify details in Section 12.30.020 as follows:

- Specify Picture Point Park **uplands** to distinguish from 12.40 Picture Point Park tidelands;
- Add **Overlook Park** (Skyline Estates Lot 13), to distinguish from Skyline Park (Skyline Estates Lot 15).

RATIONALE:

It is hoped that the above change will clarify the specific areas addressed.

SUBMITTED BY _____
Alekka Fullerton, Deputy Clerk

11B4

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 17-704
Assembly Meeting Date: 1/10/17

Business Item Description:	**Attachments:**
Subject: Clarify Planning Commission Agenda Packet Publishing	1. Ordinance 17-01-449
Originator: Planning Commission	
Originating Department: Borough Assembly	
Date Submitted: 11/11/16	

Full Title/Motion:

Motion: Introduce Ordinance 17-01-449 and set a first public hearing for 1/24/17 and a second public hearing for 2/14/17.

Administrative Recommendation:

Fiscal Impact:

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

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No

Summary Statement:

On 11/10/16, the Planning Commission passed a motion recommending the assembly adopt this ordinance. It would amend Haines Borough Code Title 18 Subsection 18.30.040(C) to clarify the publishing of planning commission agendas and packets.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 01/10/17	Public Hearing Date(s):
	Postponed to Date:

HAINES BOROUGH, ALASKA
ORDINANCE No. 17-01-449 **Draft**

An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Subsection 18.30.040(C) to clarify the publishing of planning commission agendas and packets.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

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

Section 4. Amendment of Subsection 18.30.040(C). Subsection 18.30.040(C) of the Haines Borough Code is hereby amended as follows:

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

18.30.040 Planning commission.

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

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

_____
Janice Hill, Mayor

ATTEST:

_____
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 01/10/17
Date of First Public Hearing: __/__/__
Date of Second Public Hearing: __/__/__

Mayoral Appointment 1/10/2017

Chilkat Center Advisory Board

Reappointment of Annette Smith – term ends 11/18
Reappointment of Joe Parnell- term ends 11/19
Reappointment of Kyle Gray- term ends 11/19
Reappointment of Tara Bicknell- term ends 11/19

Museum Board

Appointment of Anthony Habra- term ends 11/19

Library Board

Reappointment of Meghan Elliott- term ends 11/19
Reappointment of Jenty Fowler- term ends 11/19

Ports and Harbors Advisory Committee

Reappointment of Brad Badger - term ends 11/18
Reappointment of Norm Hughes - term ends 11/18
Reappointment of Frey Gray – term ends 11/18
Appointment of Diana Lapham- term ends 11/18

FSA No. 3

Reappointment of Robert Venables expires 11/17
Reappointment of Sage Thomas expires 11/18
Appointment of John Teremzi expires 11/18
Reappointment of Sean McLaughlin expires 11/17

Riverview Drive RMSA

Reappointment of Scott Visscher- term expires 11/19
Reappointment of Dave Pahl Term expires 11/18

Historic Dalton Trail RMSA

Bob Bell, Subzone 2- term ends 11/19
Robert Venables, Director at large- term ends 11/19
Darsie Culbeck, Subzone 3 – term ends 11/18

Letnikof Estate RMSA

Michael Marks to be appointed term ends 11/19

12/2/2016

11C2

HAINES BOROUGH, ALASKA
P.O. BOX 1209
HAINES, AK 99827
(907) 766-2231 * FAX (907) 766-2716

APPLICATION FOR SALES TAX EXEMPTION CERTIFICATE
HAINES BOROUGH

THE FOLLOWING ORGANIZATION: Haines Volunteer Fire Department

a non-profit corporation, organized under the laws of the State of Alaska, hereby applies for a Sales Tax Exemption Certificate in the Haines Borough. As a representative of the organization, I hereby certify that I am familiar with said corporation, that it is organized exclusively for religious, education or charitable purposes, and that the following information is true and correct.

Local Address of Organization: P.O. Box 849 Haines, AK 99827

Date of Incorporation: Dec. 11, 1974 **Federal Employer I.D. #:** 92-0142810

Describe the Organizations Current and/or Proposed Activity in the Borough and how the activity benefits the community.(Please provide specific examples, provide attachments if necessary):
Prevention & extinguishment of fires and the protection of life and property in Haines.

Attach a copy of the Bylaws or Articles of Incorporation. Also attach a copy of your letter of 501(c) 3, 501(c) 4, 501(c) 8 or 501(c) 19 exemption from the Internal Revenue Service.

Vincent Hansen
Organization Representative
Print Name: Vincent Hansen
Title: Treasurer
Phone: 766-2115 personal - 314-3414
Email: jvhansen@aptalaska.net

****

RECEIVED
DEC 02 2016
Haines Borough

DECLINED BY THE ASSEMBLY ON: _____
Reason: _____

APPROVED BY THE ASSEMBLY ON: _____

_____ Haines Borough Mayor
Date: _____

_____ Assigned Sales Tax Exemption Number
Business License Number _____

Rev. 6/8/2016

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

DEPARTMENT OF THE TREASURY

Date: JUN 17 2004

HAINES VOLUNTEER FIRE DEPARTMENT
PO BOX 849
HAINES, AK 99827

Employer Identification Number:
92-0142810
DLN:
17053008030024
Contact Person:
PERCY E DOWD ID# 95100
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
January 02, 2004
Advance Ruling Period Ends:
December 31, 2008
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally $25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period

that you exceed the $25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed $10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding $1,000,000 in any year, the penalty is $100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding $1,000,000 shall not exceed $50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories

showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure(s):
Form 872-C

State of Alaska

Department of Commerce

Juneau

CERTIFICATE OF INCORPORATION

The undersigned, as Commissioner of Commerce of the State of Alaska, hereby certifies that duplicate originals of the Articles of Incorporation of THE HAINES VOLUNTEER FIREFIGHTERS ASSOCIATION duly signed and verified pursuant to the provisions of the Alaska Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Commissioner of Commerce, and by virtue of the authority vested in him by law hereby issues this Certificate of Incorporation of

THE HAINES VOLUNTEER FIREFIGHTERS ASSOCIATION

and attaches hereto a duplicate original of the Articles of Incorporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at Juneau, the Capital, this

11th day of December A.D. 19 74

L. W. MEATH
ACTING COMMISSIONER OF COMMERCE

08-122

ARTICLES OF INCORPORATION

OF

THE HAINES VOLUNTEER FIREFIGHTERS ASSOCIATION

We, the undersigned persons of the age of nineteen years or more and bona fide residents of the State of Alaska, acting as incorporators of a non-profit corporation under the Alaska Non-profit Corporation Act, adopt the following Articles of Incorporation for such a non-profit corporation:

ARTICLE I

The name of the corporation shall be The Haines Volunteer Firefighters Association.

ARTICLE II

The corporate existence of the corporation shall begin upon the filing of its original articles with the Commissioner of Commerce of the State of Alaska and shall be perpetual thereafter.

ARTICLE III

The corporation has as its primary objects and purposes the prevention and extinguishment of fires and the protection of life and property in the City of Haines and wherever possible, the Borough of Haines. The corporation is not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the corporation is distributable to, or inures to the personal benefit of its members, its trustees, or its officers. The corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE IV

The principal place of transacting business shall be Haines, Alaska.

ARTICLE V

Any adult individual who subscribes to the purposes and basic policies of the corporation is eligible for membership in the corporation subject only to the compliance with the provisions of the Constitution and By-laws. Membership in the corporation shall be available without regard to sex, age, race, color, creed, or national origin.

Only members in good standing of the corporation shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions.

ARTICLE VI

The highest amount of indebtedness or liability to which the corporation shall at any time be subject is $50,000.

ARTICLE VII

The affairs of the corporation shall be managed by eight (8) trustees who shall be elected from the membership at large, but including the elected officers of the corporation.

ARTICLE VIII

The Articles of Incorporation may be amended at any annual meeting of the members of the corporation or at any special meeting of the same called for that purpose, by a two-thirds vote of the members present at the meeting. No amendment of the Articles of Incorporation shall be made at any regular meeting, and no such action shall be taken at any special meeting unless a notice is mailed to each member at least thirty (30) days prior to such regular or special meeting, stating that it is proposed that the Articles be amended at such regular or special meeting. Such amended Articles shall be executed and acknowledged by the officers of the corporation in whom the management of the affairs of the corporation is vested, and shall be filed and recorded in the same place and manner as the original Articles.

ARTICLE IX

Upon termination, dissolution, or winding up of the corporation affairs in any manner or for any reason, its assets, if any, remaining after payment (or provision for payment) of all liabilities of the corporation, shall be distributable to, and only to, one or more organizations having either exclusively charitable, religious, scientific, or educational purposes or a primary purpose to promote social welfare or only for exempt purposes as described in Section 501(c)(3) of the Internal Revenue Code.

ARTICLE X

The address of this corporation's initial registered office shall be Haines, Alaska, and the name of this corporation's initial registered agent at such address shall be the Fire Chief of the Haines Volunteer Fire Department. Frank L.Wallace P.O.Box W Haines,Alaska 99827

ARTICLE XI

The annual meeting of this corporation shall be the second Monday in January each year.

ARTICLE XII

Eight directors shall constitute the initial Board of Directors of this corporation. The names and addresses of those persons, each of whom shall serve as a director until the first annual meeting of members or until his successor is elected and qualified, are as follows:

Frank L. Wallace
Fire Chief
P.O. Box W
Haines, Alaska 99827

Thomas E. Jackson
Assistant Fire Chief
P.O. Box 187
Haines, Alaska 99827

Carl W. Heinmiller
Secretary
P.O. Box 271
Haines, Alaska 99827

Alan W. Heinrich
Treasurer
P.O. Box 406
Haines, Alaska 99827

Paul H. Swift
P.O. Box 466
Haines, Alaska 99827

Norman Smith, Jr.
P.O. Box 5
Haines, Alaska 99827

Richard T. Jackson
P.O. Box 242
Haines, Alaska 99827

Charles A. Jones
P.O. Box 401
Haines, Alaska 99827

ARTICLE XIII

The names and addresses of each of the incorporators of this non-profit corporation are the same as those listed in Article XII.

IN WITNESS WHEREOF, we have executed these Articles of Incorporation duplicate this second day of December, 1974.

Frank L. Wallace, Incorporator

Paul H. Swift, Incorporator

Thomas E. Jackson, Incorporator

Norman Smith, Jr., Incorporator

Carl W. Heinmiller, Incorporator

Richard T. Jackson, Incorporator

Alan W. Heinrich, Incorporator

Charles A. Jones, Incorporator

Signed and sworn to before me on this

2nd day of Dec., 1974.

NOTARY PUBLIC

My commission expires

11C3

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 9, 2016

Haines Borough
Attn: Julie Cozzi
Via email: jcozzi@haines.ak.us

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Package Store	**License Number:**	3179
Licensee:	M & D Ward, Inc.		
Doing Business As:	Outfitter Liquor Store		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Cynthia Franklin, Director
amco.localgovernmentonly@alaska.gov

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 7, 2016

Haines Borough
Attn: Julie Cozzi
Via email: jcozzi@haines.ak.us

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Brewery License	**License Number:**	3882
Licensee:	Haines Brewing Co Inc.		
Doing Business As:	Haines Brewing Company		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Cynthia Franklin, Director
amco.localgovernmentonly@alaska.gov

11C4

Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 17-709
Assembly Meeting Date: 1/10/17

Business Item Description:	**Attachments:**
Subject: Appoint Interim Borough Manager	1. Charter and Borough Code pertaining to manager appointments and whether advertising is required. 2. Brad Ryan Resume 3. Dave Palmer Resume
Originator: Assembly	
Originating Department: Assembly	
Date Submitted: 1/3/17	

Full Title / Motion:

Motion: Appoint _____ as Interim Borough Manager until a regular borough manager is appointed.

Administrative Recommendation:

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
$ TBD	$	$ 0	

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:	Consistent: ■ Yes ☐ No

Summary Statement:

During a special meeting on 1/3/17, the borough assembly interviewed Brad Ryan and Dave Palmer for appointment to the position of interim borough manager. The assembly passed a motion that the appointment would be made during this meeting.

The assembly will need to follow the appointment with a motion authorizing compensation.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 1/10/17	Public Hearing Date(s):
	Postponed to Date:

Charter Section 2.06 Officers

The assembly shall appoint officers who serve at the pleasure of the assembly, advising and assisting the assembly and mayor, and whose duties of office are prescribed by borough code. Officers of the borough shall include the following:

(A) Borough Manager;

(B) Borough Clerk;

(C) Borough Attorney;

(D) Chief Fiscal Officer.

HBC 2.04.020 Officers.

The officers of the borough shall consist of:

A. Elected Officers. A mayor and six assembly members, who shall be elected by direct vote of the electors of the borough, and who are designated “elected officials”;

B. Appointed Officers. A manager, clerk, attorney, and chief fiscal officer, who shall be appointed by and serve at the pleasure of the assembly. Said officers are designated as “borough officers,” shall be appointed by the assembly, and shall be removed only by the assembly. Each borough officer shall hold office until terminated by the assembly or until the officer’s successor is appointed, whichever shall first occur.

HBC 2.72.010 Personnel system.

It is the purpose of Chapters 2.72 through 2.94 HBC to establish a system of personnel administration that is based on the merit principle. The personnel system shall have the following specific objectives:

A. Recruitment and retention of the best personnel obtainable for the borough service;

B. Provide security of tenure for borough employees subject to requirements for the work to be performed, availability of funds, and continued acceptable work performance and personal conduct of the employee;

C. To provide definite duty assignments;

D. To furnish sound training, supervision, performance evaluation, and administrative direction;

E. To promote opportunities in the borough service based on merit and fitness.

HBC 2.72.015 Collective bargaining agreement.

Borough positions included in a collective bargaining unit shall be bound by the terms of the bargaining agreement. If the collective bargaining agreement is silent on an issue covered by Chapters 2.72 through 2.94 HBC, the provisions of those chapters will apply.

HBC 2.72.020 Applicability.

The borough personnel system shall apply to all employees of the borough except:

A. Elected officials;

B. Members of appointed committees/boards/commissions;

C. Borough manager;

D. Borough attorney;

E. Contracted parties;

F. Temporary employees.

G. School district employees governed by school district personnel policies.

Brad A. Ryan

(907) 314-0477; brad13ryan@gmial.com; P.O. Box 972, Haines, AK 99827

WORK EXPERIENCE

Director of Public Facilities: Haines Borough (Sept. 2015-Current).
I am currently the Director of Public Facilities for the Haines, Borough in Haines, Alaska and supervise the Water & Sewer, Public Works, and Public Facilities departments. In addition, I am responsible for managing the Haines Borough's capital improvement projects.

Interim Borough Manager: Haines Borough (Jan. 2016-June 2016).
As the Interim Borough manager I worked with staff and elected officials to prepare the FY17 managers budget, negotiate a three year cooperative agreement with the Public Employees Local 71, along with my other managerial duties. While serving as Interim Manager I continued to uphold my responsibilities and Director of Public Facilities as well.

Executive Director: Southeast Alaska Watershed Coalition (Nov. 2013-Sept 2015).
I was responsible for developing projects; grant writing, supervision of professional staff, community outreach, and maintaining budgets. I worked on various projects including storm water retention swales, culvert replacements, water quality monitoring, and trail upgrades. I managed all aspects of these projects including overseeing the design development, writing RFPs and contracts, permitting, and construction oversight.

Executive Director: Takshanuk Watershed Council (Jan. 2011-Jan. 2014).
As the Director of the Takshanuk Watershed Council (TWC) I managed a diverse array of projects centered on the Stewardship of our local watersheds. While at TWC I secured funding and provided all aspects of project management to replace three culverts in the Haines Borough. A large component of my work included networking, developing collaborations, and developing strategic partnerships.

Science Director/Grant Writer: Chilkoot Indian Association (March 2009-Oct. 2013).
At the Chilkoot Tribe I secured over 3 million dollars in grants for housing, cultural, educational, economic, and capacity building projects. After my first year as a grant writer there was sufficient funding that I could focus on developing a science program to protect the Tribes valuable subsistence resources.

Research Fisheries Biologist: NOAA Fisheries, Hammond, OR (Oct.1998-March 2007)
My focus as a research biologist was on increasing juvenile salmonids in the Columbia River Basin. My research ranged from the mouth of the Columbia River to Lewiston Idaho. Research projects varied in scope and size depending on the need. During my tenure as a research scientist I supervise everything from crews of 25 fishermen operating 800 foot pair trawls in the mouth of the Columbia River to small elegant research projects. Many of these studies were published in government and peer review articles.

EDUCATION

Doctor of Philosophy in Environmental Sciences and Resources: Biology
Portland State University, Portland, OR 97207 (Degree Received; March, 2005)
Bachelor of Science in Biology: Minor in Chemistry
University of Portland, Portland, OR 97203(Degree Received; December, 1993)

PUBLICATIONS AND PRESENTATIONS:

Peer Review: Seven articles references available on request.
Technical Memoranda: Ten articles references available on request.
Presentations: Multiple presentations to federal and non-government organizations.

BIOLOGICAL TECHNIQUES/TRAININGS:

ADF&G Riparian Restoration, USFWS Fish Passage, Wetland Delineation, Portland State University River Restoration Physical & Ecological Processes, NOAA Scientific Diver, Sonic Tracking, Surgical Implantation of Radio and acoustic tags, Pit-tagging, Electroshocking, Purse seining, and Beach seining.

David R. Palmer

Experience and Work History

October 2006-June 2009
Airport Manager, Juneau International Airport

Relevant primary responsibilities:
-Overall supervision of Airport operations and management including assuring completion and approval of the Environmental Impact Study for the Runway Safety Improvement project including completion of the mitigation agreement, project design, and acquisition of permits.
-Oversight and management of the Passenger Terminal Expansion project; staffing, funding, design contracts, public meetings and tenant needs
-Negotiations with contractors, suppliers, tenants, agencies, and consultants

April 1995-July 2002
City Manager, City and Borough of Juneau

Relevant primary responsibilities:
Overall responsibility for City functions including supervision of department heads. Conducted negotiations, participated in settlement conferences and formal mediation; trained City employees in conflict resolution and effective communication. Conducted and participated in public hearings; heard and resolved employment issues.

November 1991-April 1995
Deputy City Manager, City and Borough of Juneau

Relevant primary responsibilities:
Directly supervised the CBJ Engineering Department, providing guidance and leadership to staff engineers, architects, technicians, permit agents, building inspectors and clerical staff. Investigated and resolved conflicts with contractors, vendors, and permitting agencies. Served as acting Airport Manager and participated in recruitment and selection of Airport Manager. Negotiated Airport tenant leases, investigated and resolved employee and tenant issues.

April 1989-November 1991
City Manager, City of Petersburg, Alaska
Provided management and leadership to 80 employees in all city departments, including police, fire, administration, public works, electric utility, harbors, and parks and recreation.

November 1983-March 1989

City Administrator, City of Craig Alaska

Provided hands-on administration and leadership to 40 employees. Obtained funds for, negotiated contracts with consultants and contractors, including developing a new primary water source and access road for significant residential development. Resolved settlement issues with the local Native Corporation regarding contentious ANILCA land claims.

January 1983-May 1983

Legislative Assistant to State Representative Mae Tischer in the 13th Alaska Legislative Session.

July 1978-May 1982

City Manager, Toledo, Oregon

Provided management oversight and leadership to all 50 City employees. Negotiated contracts for the construction of a wastewater treatment plant, negotiated 20 land acquisition agreements with landowners for the construction of a new road through private property.

Education and Training

Bachelor of Science, University of Oregon, 1971 (Political Science and Public Administration)

Duke University, Private Adjudication Center: Formal mediation training and certificate November 2002.

International City Management Association (ICMA) Center for Professional Development, Presentation Skills, 1994,

Harvard University JFK School of Government ICMA Management Training (seminar) 1998

Glaser and Associates, management training for conflict resolution, collaborative problem solving, and effective communication Trainer and presenter, 1999-2009.

State of Alaska and FEMA courses completed for Incident Command System.

Professional Organizations

Past member:
American Public Works Association
American Association of Airport Executives
Alaska Municipal Management Association (President 1998 and 1999)
International City/County Management Association (26 years)

Other Interests:

FAA commercial pilot license, current
FAA Certificated Flight Instructor (non current)

12A

From: Bob Adkins [mailto:bobadkinsfoto@aptalaska.net]
Sent: Wednesday, November 30, 2016 4:32 PM
To: Valery McCandless
Subject: Supporting letter

November 23, 2016

Dear Haines Borough Assembly Members:

The Borough mistakenly charged the Haines Senior Village *(a 501(c)(3) organization)* approximately $60,000 property taxes over a ten year period (1996-2006). In 2006 half of those taxes were repaid, as a result of negotiations between the Village Board and the Borough Assembly. The Village Board accepted this fifty percent repayment on the grounds that "we don't need the money anyway", even though at the time the Village had two mortgages totaling a debt of over $400,000.

The Village Board has been actively fundraising during this past year, trying to pay off our first mortgage early, so we can then concentrate on paying off the second mortgage before its $200,000 balloon payment comes due in 2026. Raffles and candy bar sales have been rewardingly profitable, but it takes a lot of candy bars to pay off a combined debt of more than $300,000.

At this point, ten years later, Borough government officials are naturally reluctant to discuss any further tax refunds, so we have been trying to "think creatively" and come up with a plan that would enable the Senior Village to pay off both of its mortgages on time, and also benefit the Borough Assembly, through both interest income and Borough-wide goodwill.

When we discussed this together, we decided to explore the possibility of the Borough loaning the Village enough money to pay off both of the Village mortgages. The Borough has made loans to other organizations in the past. For instance, two loans were made in the past to the Klehini Valley Fire Department for the purchase of new fire engines.

If the Borough would loan the Village $350,000 for ten years at 1% interest, we could immediately pay off both Village mortgages. Our monthly payments to the Borough would be approximately the same as our present monthly payments on our first mortgage alone. At the end of the ten year loan period, the Senior Village would be totally clear of mortgage debt, right on schedule.

One percent interest may seem low, but if we take into consideration the fact that the Borough used $30,000 interest free for ten years, and has used *(and continues to use)* another $30,000 for almost 21 years, the Borough has actually realized between 6.5% and 6.75% interest, already paid up front.

If the suggestion for a loan of this type originates with the Borough Assembly, the Assembly will enjoy an enhanced reputation, both for voluntarily correcting a past mistake, and for caring about the welfare of our senior citizens.

As for the Senior Village Board, our only desire is to pay off the two Village mortgages on schedule, and to wisely and efficiently administer our senior's rental funds.

Thank you for your consideration.

Sincerely,

Bob Adkins, Treasurer, on behalf of the HSCCI Board

Chuck Mitman, President
Doris Peck, Vice-President
Kit Brown, Secretary
Bob Adkins, Treasurer
Al Badgely, Member
Georgiana Hotch, Member
Bill McRoberts, Member
Sandra Weiss, Member