

MATANUSKA-SUSITNA BOROUGH
AVIATION ADVISORY BOARDREGULAR MEETING MINUTES
December 18, 2018

I. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.

The regular meeting of the Matanuska-Susitna Borough Aviation Advisory Board (AAB) was held on December 18, 2018, at the Matanuska Susitna Borough in the lower level conference room. The meeting was called to order at 3:03 p.m. by Mr. David Palmer.

AAB members present and establishing a quorum were:

- Mr. Bernie Willis
- Mr. Norman Chance
- Mr. David Palmer

MSB Staff Present:

- Mr. Chris Cole, Planner II

APPROVAL OF AGENDA

MOTION: To approve the December 25 Agenda. (Mr. Norman Chance, moved; Mr. Bernie Willis, seconded).

DISCUSSION: There was a request by Mr. Norman Chance to add discussion of the Earthquake under new business as a discussion.

VOTE: None opposed. Agenda approved as amended.

II. PLEDGE OF ALLEGIANCE

Lead by Mr. David Palmer.

III. APPROVAL OF MINUTES

a) October 25, 2018.

MOTION: To approve the October 25, 2018 minutes (Mr. Norman Chance, moved; Mr. Bernie Willis, seconded.)

DISCUSSION: Mr. Norman Chance noted that he thought they were very well written.

VOTE: None opposed. Minutes Approved

IV. INTRODUCTIONS

a) Jim Kelly, here to observe and has applied to be on the board as a Realtor and Resident of the MatSu Borough.

V. STAFF/AGENCY/BOARD REPORTS & PRESENTATIONS

a) Action item checklist review

- Set up meeting/work session with DOT (re: letter from DOT email).

Jessica agreed that a work session would be a good idea. Chris will work with DOT to try and schedule them to come to the MatSu and have the work session either for the January or April AAB meeting.

- Number and frequency of hits for the AAB webpage.

Chris provided in the board's packet the hit counts for the advisory board's webpage on the MatSu Borough website. Chris mentioned to the board that planning staff uploaded the informational brochure to the Aviation Advisory Board's webpage. The file can be download and will provide links to the RASP and various other Aviation Information.

- Where is the overlay code located in the Borough Code?

Title 17, Chapter 17.10 OVERLAY DISTRICTS

(<https://www.codepublishing.com/AK/MatanuskaSusitnaBorough/?MatanuskaSusitnaBorough17/MatanuskaSusitnaBorough1710.html#17.10.050>)

- Airport Security Update action items

The board requested the information that Frank Kelly sent to Chris. Chris attached documents to board packet for their review

- Is there a risk management office in the MatSu Borough? *No there isn't.*

b) Overlay district update

Chris has had meetings with GIS to work towards creating a map layer to be incorporated into the Borough's webpage that is easily accessible. A timeline to completion is unknown.

VI. ITEMS OF BUSINESS

a) Airport Security – update

Discussion was had in various other parts of the meeting. Nothing new to update the group on.1

b) Aviation Civil-Military Aviation Council Debrief

Chris Cole and David Palmer were in attendance. This is a semi-annual meeting that is really beneficial because it brings the civil and military aviation groups together to share information and work together to promote safety in aviation in Alaska.

VII. NEW BUSINESS

a) November 30, 2018 Earthquake - discussion

Mr. Norman Chance asked the question who is in charge in assessing the condition of the runways. After some research, Casey Cook, replied to Mr. Chance's request to say that he had received a press release statement from the Department of Transportation saying all the runways in the Borough have been assessed and there is no damage.

Mr. David Palmer added that the State Operations Manual requires a runway inspection every day at DOT&PF airports. Mr. Palmer advised that a good place to ask for information in the future is with the State Airport Manager.

Mr. Palmer then asked the group, "in the event of a natural disaster or contingency, what is the runway inspection policy?" Mr. Chance agreed that the question is a good one because he received calls immediately following the Nov 30 earthquake asking what the condition of the runway is at Wolf Lake Airport. Mr. Chance also stated that runways are for just having fun or using for hunting guides, but the runways are an important transportation element following a natural disaster. Mr. Chance also noted that there was a lot of utilization of the airports in the Borough following the earthquake, and went un-noticed by the media.

VIII. AUDIENCE PARTICIPATION

- a) Jim Kelly had nothing to add.

IX. MEMBER COMMENTS

Mr. Chance wanted to thank Mr. Palmer for his service with the Aviation Advisory Board and hope that he makes himself available to the board for discussion in upcoming topics.

Mr. Bernie Willis wanted to thank Jim for coming to the meeting.

X. NEXT MEETING

- a) Wednesday, January 23, 2019 @ 3:00pm

XI. ADJOURNMENT

Meeting adjourned at 5:58 p.m.

APPROVED:



Norman Chance, Chair
1-23-2019
Date

ATTEST:



Christopher Cole, Planner II
1-23-2019
Date

Caswell Fire Service Area Board of Supervisors Minutes
July 11, 2018

RECEIVED

JAN 08 2019

CLERKS OFFICE

The regular meeting of the Caswell Fire Service Area Board of Supervisors was called to order at 6:43 pm, Caswell Station 13-1, Willow, Alaska.

Board of Supervisors in attendance: Chairperson, Cheryl Newsome, Board Members Ken Eggleston and Randal (Ned) Sparks. Roll was called, a quorum was present, due notice had been published.

Also present: Rich Boothby, Chief, Caswell Fire Department; Garret Davidson, Lieutenant, Caswell Fire Department; Tiffany Davidson, Dona Malhiot-Laubhan, and Gerald Laubhan, Caswell Fire Department; Sandi Eggleston, resident; Linda Cline, Board Secretary.

APPROVAL OF AGENDA

MOTION: Ken Eggleston moved to approve the agenda, Ned Sparks seconded the motion.

MINUTES OF PRECEEDING MEETING

Minutes of the May 9, 2018 were reviewed.

MOTION: Ned Sparks moved to approve the minutes, Ken Eggleston seconded the motion.

PERSONS TO BE HEARD

None

UNFINISHED BUSINESS

- A) New engine – installed equipment/training update.
Rich Boothby reported-
The engine is in service. It performed very well during its initial fire call in support of the Talkeetna Fire Department. A full crew was on board and the fire was successfully knocked down. Personnel will continue to be trained in the use of the engine's equipment.
- B) New engine equipment upgrade – order status.
Rich Boothby reported-
Four items were ordered for the engine, however only two items, the cutter and combi tool arrived and have been installed. Both items were paid in FY 17/18 Budget.

Caswell Fire Service Area Board of Supervisors Minutes July 11, 2018

The two remaining items, a spreader (i.e., "jaws of life") and ram were not available and will be purchased with the FY18/19 Budget.

- C) Smokey Bear Sign update.
Rich Boothby reported-
The sign was damaged by wind and has been repaired.
The Forestry Department has given all Fire Chiefs with Smokey Bear signs in their FSA the responsibility of updating the sign to show the current fire danger level. Forestry will send a text to each Chief when the sign needs to be changed.
- D) Forestry clearing update.
Rich Boothby reported-
Forestry has done a significant amount of work on the north side, mid-section of Hidden Hills Road. Stacks of wood have been piled separate from the brush piles and residents can help themselves to the piled wood. Chipping and burning will be done by Forestry during the coming fall and winter months.

FIRE CALLS ANSWERED

A) Incident Report

May through June 2018:

7 fire related calls:

- Structure fires - Talkeetna 2
- Structure fire - Caswell 1
- Medical Assist 3
- Motor vehicle accident 1

4 hazard related calls:

- Electrical service meter short 1
- Good intent, canceled enroute 2
- Authorized controlled burn 1

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REPORTS/CORRESPONDENCE

- A) Present Budget Report. Rich Boothby reported-
FY 17/18 Fiscal Year to Date Statement dated 6/30/2018
shows with 100% of the budget year complete the actual
expenses are at 79%.

Budget Summary for FY 17/18:

Chief Boothby stated that Cheyenne in the Borough Finance Department will be able to provide more accurate final figures in December.

FY 17/18 Budget year started with a \$77,921 adopted budget deficit. The adopted budget was amended to include \$85,000 in expense to purchase and equip an engine truck which brought the total deficit to \$162,921. Upon completing a fiscal year end soft closing the actual deficit was \$56,075 taking into consideration \$85,000 was authorized by the Borough Assembly to be moved from the Caswell Reserve Fund Balance to supplement the FY 17/18 budget with respect to the purchase and equip of the engine truck acquired during the fiscal year. As such, it would appear the Reserve Fund Balance which began FY 17/18 with \$531,997 will be reduced to \$390,922 (i.e., \$56,075 + \$85,000).

NEW BUSINESS

- A) Forestry Grant. Rich Boothby reported-
Grant checks have been received and orders were placed to purchase forestry type equipment, i.e., radios, hard hats, gloves, and hose.

OTHER BUSINESS

- A) Proposed Fire Training Facility.
Rich Boothby reported-
Fire suppression supply companies, Ellen Curtis Company and Draeger have been contacted to give a cost estimate for conex-style fire training units. Ellen Curtis Company gave a price of \$190,000 to purchase, deliver and install a conex-style live fire

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training unit with burn rooms at the Willow Station which can be used for live-fire training classes. Dreager Company will be here next week for their presentation.

The thought is to put a smaller version conex without burn rooms at the Talkeetna and Caswell Stations for use during regular training.

These ready-to-use training conex-style units will have met all engineering as well as OSHA requirements and certification. Discussion followed regarding these requirements and the importance of certification for safety liability. The standard style has moveable components, i.e., walls to create mazes for search drills; door, breech and ventilation props; interior/exterior doors; flat and side roof props. A tower prop to simulate a second story to facilitate using ladders could be added as well as interior/exterior stairs.

Live fire training units are required to have annual inspections. MSB hires a contractor from Oregon to inspect MSB facilities along with the other inspections being made statewide.

Pricing will continue to be gathered from various sources. Chief Boothby stated he will e-mail pertinent update information to the Board as it comes in.

Chief Boothby, Lt. Garret Davidson, and Greg Bietsch will begin the 4-day NFPA Live Fire Training tomorrow to become Certified Live Fire Instructors. Presently only one or two Live Fire Instructors are available in the Borough.

BOARD COMMENTS

Discussion followed to determine if the regularly scheduled Board Meeting for August would be necessary. Board members agreed to cancel the August meeting.

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Next Board of Supervisors Meeting will be Wednesday,
November 14, 2018 at 6:30pm, Caswell Fire Station, 19631 E.
Deep Woods Way, Hidden Hills, Willow, Alaska.

ADJOURNMENT

Ken Eggleston motioned the meeting be adjourned. Ned
Sparks seconded the motion. Meeting adjourned at 7:22 pm.

ATTEST:


Linda Cline, Secretary


Cheryl Newsome, Chairperson

MINUTES

I. CALL TO ORDER

The regular meeting of the Caswell Road Service Area Board of Supervisors was called to order at 6:40 pm at the Caswell Fire Station, Willow, Alaska by Chairman, Dave Korpi.

II. ROLL CALL-DETERMINATION OF QUORUM

Board of Supervisors in attendance: D.J. McBride. Phil Johnson was not present. Roll was called, a quorum was present, due notice had been published.

Also present: Mike Lachelt, MSB Road Superintendent; James Ross, J A Spain & Sons; Shawn McBride, Richard Kasica, and Rick Long Willow residents; Linda Cline, Secretary.

III. APPROVAL OF AGENDA

MOTION: Chairman, Korpi moved to accept the Agenda, D.J. McBride seconded the motion.

IV. APPROVAL OF MINUTES

Minutes of the April 4, 2018 meeting were reviewed, no changes were noted.

MOTION: D.J. McBride moved to accept the Minutes, Chairman, Korpi seconded the motion.

V. PERSONS TO BE HEARD

Rich Kasica and Rick Long. It was agreed to move their presentation to New Business.

VI. STAFF REPORTS

A) James Ross, J A Spain and Sons reported-

Roller equipment has been used in various areas of the RSA. The work started in the Montana Creek area and then moved down to Sockeye Ave. Once Sockeye is complete the roller will be used on the remaining south-end roads of RSA#15 or until freezing conditions no longer permit.

With the lack of moisture in September it has been hit and miss for the blades to work on the roads. As moisture presents blades are sent to various roads to cut out the pot holes.

Equipment is being positioned for winter snow removal:
3 pieces of equipment in Caswell Lakes

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Caswell Lakes Road Service Area #15
Board of Supervisors
October 3, 2018

1 piece of equipment to be used in the Montana Creek area and south toward Sheep Creek.

James Ross raised his concern regarding the maintenance of mailboxes. Many Mailbox pedestals are substandard or in need of repair. The road contractor is responsible when they topple over. He suggested considering writing maintenance cost of repairing pedestals into future road contracts.

- B) Mike Lachelt reported- The project to improve sight-distance at the intersection of Deep Woods Way and S. Caswell Loop has been completed. The intersection was surveyed for right-of-way compliance. Joel Stepfanski cleared and bucked the trees from the area to improve the sight distance. Project is complete and was done at a good price.
- C) The one-mile paving project starting at the Intersection of Hidden Hills and Caswell Lakes Road has been completed by Western Construction. A very satisfactory job was done.
- D) The DNR fish passage project on Shaman Drive has been completed and met all requirements.
- E) Supervisor Ride-Along. Mike Lachelt stated he is available for a member of the Board of Supervisors to ride along to view and discuss road situations in the RSA#15 service area. If more than one Board Member attends the ride-along it is considered a special meeting and must be published. One board member, D.J. McBride made an appointment to ride along on October 10th.

VII. REPORTS OF OFFICERS

- A) Budget Report – Mike Lachelt reported:

Current FY18/19 Fund Balance as of September 30, 2018 is shown at \$75,181 (unaudited)

FY19/20 (proposed) CIP Road Improvement Project Funding is \$7,000.

This amount is the smallest figure budgeted in many years. Mike Lachelt stated he would not add additional items to the CIP list which is to accompany RESO #18-01. The \$7,000 can be used for small projects such as culvert repairs and the balance saved to rebuild the fund.

An option to fund paving of additional miles of Caswell Lakes Road in the future may be that the RSA consider obtaining a 1% loan from the revolving

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loan fund to pay their matching CIP share. Mike Lachelt stated another possible option to fund additional road paving may be to request \$250,000 from Dust Control monies and fund the RSA matching share with 1% in borrowed funds. Mike said he will check into that possibility and find out from the Finance Department how that may be accomplished.

VIII. OLD BUSINESS

- A) Status of Upper Caswell Lake Fish Passage Project Engineering. Mike Lachelt stated this project located between Middle and Upper Caswell Lakes is still under design and permitting. The project has been delayed to engineer a dam required in the design.

IX. NEW BUSINESS

- A) Status of Denali View roads. Chairman, Korpi laid out a brief history. Denali View Estates was completed in 2002, however, before the Borough would certify the roads for maintenance there were items the developer was to complete: ie., second access road, paving approach to the Parks Highway, and placing a stop sign at the Parks Highway. The developer placed money in an account to cover the cost of those improvements. The improvements were made. Monies remained in that account for a long period of time and were turned over to the road service area a few years ago. Documents to certify the roads were never officially recorded, thus there is presently no Borough road maintenance.

Rich Long and Rick Kasica, residents of Denali View Estates stated there are 9 families now living in one area of the subdivision. The concern is to have the roads maintained to facilitate response of EMS and fire apparatus.

Maps and documents were provided, along with an explanation of the research done to locate where the road certification process failed to be completed. It was stated the total distance of concern is approximately 1.25 miles of road which is in very good shape. The ditches need clearing and some surfaces need a little improvement. Mike Lachelt stated he will drive the road, make an assessment and check with his director regarding completion of the certification. Mike also suggested this issue should be brought to the attention of the local Borough Assembly representative.

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Caswell Lakes Road Service Area #15
Board of Supervisors
October 3, 2018

B) Board of Supervisors Meeting Schedule 2019

Board members agreed on the following schedule meeting dates for 2019: January 2, April 3, August 7, October 2, 2019. Each date is the first Wednesday of that month.

C) Resolution for FY 18/19 CIP

Motion: Dave Korpi motioned to approve RESO#18-01 for the 2019 Road Service Area Improvement Project List.

D.J McBride seconded the motion. The Resolution was signed by Dave Korpi and D.J. McBride.

X BOARD COMMENTS

Dave Korpi announced that due to his work schedule and other obligations he will be resigning his position on the Board at the end December, 2018.

Linda Cline also announced the one-year extension of her duties as Secretary will end with meeting, which is the final meeting of 2018.

XI NEXT MEETING

Next scheduled meeting, January 2, 2019, 6:30pm at Caswell Fire Station, 19631 E. Deep Woods Way, Willow, Alaska.

XII ADJOURNMENT

Meeting adjourned at 8:02 pm.


Chairperson


Linda Cline, Secretary

RESO #18-01

RECEIVED

JAN 08 2019

CLERKS OFFICE

A RESOLUTION OF ROAD SERVICE AREA #15, CASWELL SUBMITTING AN
APPROVED 2019 ROAD SERVICE AREA IMPROVEMENT PLAN FOR ROAD
IMPROVEMENT PROJECTS TO THE ASSEMBLY FOR REVIEW AND APPROVAL.


WHEREAS, the Annual Road Improvement Project List is
developed for road improvement projects in each road service area;
and

WHEREAS, the Road Improvement Project List has been presented
to area residents by this Road Service Area Board of Supervisors;
and

WHEREAS, the Matanuska-Susitna Borough Assembly reviews and
approves the Road Improvement Project List; and

NOW THEREFORE BE IT RESOLVED, that Road Service Area #15,
Caswell Supervisors concur with this Road Improvement Project List
and request the Matanuska-Susitna Borough Assembly approve it as
submitted.

ADOPTED by Road Service Area #15, Caswell Board of
Supervisors:



Supervisor Signature



Supervisor Signature

Supervisor Signature

Date: 10 / 3 / 2018

MATANUSKA-SUSITNA BOROUGH
Enhanced 911 ADVISORY BOARD MINUTES

December 11, 2018

RECEIVED
JAN 10 2019
CLERKS OFFICE

The regular meeting of the Enhanced 911 Advisory Board was called to order at 9:00 a.m., at the Cottonwood Public Safety Building by Chairman, Casey Cook.

Advisory Board members in attendance establishing a quorum were:

Lance Ketterling, Palmer Police;	Zack McRae, MSB;
Joel Butcher, Wasilla Police;	Casey Cook, MSB DES;
Chris Watchus, Wasilla Police;	Tony April, AST; and
Tom Dunn, AST.	

Also in attendance were: Jacob Butcher, Wasilla Police; Hillary Palmer and Heather Kelley, MSB GIS; and Aleeha Travis, Micha Weinstein, and Stuart Graham, MTA.

A quorum was present, and due notice had been published.

APPROVAL OF AGENDA:

GENERAL CONSENT: The agenda was approved as presented.

APPROVAL OF MINUTES

GENERAL CONSENT: There was no objection to the approval of the October 9, 2018 minutes as presented.

PERSONS TO BE HEARD

Mr. Joel Butcher stated that: He would like to request up to \$20,000 in E-911 funding for Mat-Com's server room which sustained damage in the earthquake; and monitors and USB devices not to exceed \$12,250. He would like to request funding for both projects from this fiscal years budget. Mr. Cook recommended that the earthquake damage be submitted for disaster assistance with the State.

MOTION: Mr. Watchus moved to approve the requested funding with a clause that if the City of Wasilla declares a disaster that they need to put in a FEMA reimbursement. Mr. Ketterling seconded the motion, but with the caveat that he would like to see a written scope of work on the projects before they are approved. Mr. Butcher stated that he could write up a separate scope of work for each of the projects. None were in favor and the Motion failed. It was agreed to call a meeting in January to further discuss the request of these projects. A date of Tuesday, January 8th at 9:00 a.m. was set.

Mr. Jacob Butcher stated that: He would like to request E-911 funding for a Quality Improvement Dispatch Supervisor position for the dispatch center up to \$150,000 for wages and benefits. Ms. Laughlin stated that this would most likely be considered a change to the dispatch contract and that a contract amendment would need to take place and it would need to be

approved by the borough assembly. It was determined that a contract review needed to take place and we would revisit this request at the January 8th meeting.

Ms. Kelley stated that: She would like to request funding in the amount of \$500,000 for an Elevation Data project, and \$500,000 for an Aerial Imagery project. She put it out for discussion and requested that it be revisited in more detail at the next meeting in January. Ms. Laughlin stated that there is currently an open project from 2013 titled "E-911 Parcel Spatial Data Acquisition" that doesn't seem to be being used very heavily, and it might be a good idea to see if the scope of work on that project would fit either of these requests. She agreed to look into it and discuss with Ms. Kelley prior to the next meeting.

REPORTS

Addressing Campaign

Ms. Palmer stated that: they are working on developing a project to migrate all the data to the Next-Gen E-911 system. She hasn't heard of any inconsistencies, but if she's made aware of any, she fixes them right away.

OLD BUSINESS

Call Location Inconsistencies

None were mentioned.

E-911 Legislative Amendments

Nothing to report.

FY20 Budget Preparation

A recap of the proposed budget was discussed:

Revenue: The estimated FY20 revenue of \$2,360,749 is based on 98,365 subscribers @ 2.00 per month per subscriber unit, and the estimated interest revenue of \$3,350.

Expenditures: The Fiscal Year 2020 expenses that were discussed:

• 411.100 - 411.300 Salaries & Wages	\$ 118,194.00
• 412.100 - 412.990 Benefits	\$ 73,264.00
• 413.100 - 413.400 Mileage Expense w/in Borough	\$ 200.00*
• 414.100 - 414.900 Expenses Outside Borough	\$ 12,670.00*
• 421.100 - Communications	\$ 1,600.00
• 421.200 - Postage	\$ 15,000.00
• 422.000 - Advertising	\$ 27,000.00
• 423.000 - Printing	\$ 6,000.00
• 426.300 - Dues & Fees	\$ 2,500.00*
• 426.600 - Computer Software	\$ 29,500.00
• 426.900 - Other Professional Charges	\$.00

• 427.100 - 427.500 Property/Liability Insurance	\$ 450.00
• 428.300 - Equipment Maintenance Services	\$.00
• 428.500 - Communications Equipment Maint.	\$.00
• 429.200 - Training Reimb/Conf Fees	\$ 14,400.00*
• 429.210 - Training/Instructor Fees	\$ 7,500.00
• 429.900 - Other Contractual	\$1,366,807.00*
• 431.300 - Equipment Maintenance Supplies	\$.00
• 433.300 - Books/Subscriptions	\$ 250.00
• 433.900 - Other Supplies	\$.00
• 434.000 - Computers under \$5,000	\$.00
• 434.100 - Other Equipment Under \$5,000	\$.00
• 451.100 - Equipment over \$5,000	\$.00
• 453.000 - Miscellaneous-Reserve	\$.00
• 446.500 - Transfer to Fund 480	\$.00
Total expenses	\$1,657,593.00

*413.100 - 413.400 Mileage Expense w/in Borough – funding decreased as travel has decreased.

*414.100 - 414.900 Expenses Outside Borough – Increased to add expenses for MSB GIS employee to attend NENA National Conference.

*426.300 - Dues & Fees: Increased to include costs for Emergency Number Professional (ENP) Testing for 3 dispatchers.

*429.200 - Training Reimb/Conf Fees - Increased to add expenses for MSB GIS employee to attend NENA National Conference.

*429.900 Other Contractual: includes 5% increase on OPEX portion of Dispatch Contract.

It was decided to hold off on approving the proposed budget for FY20 until we discussed the project requests at the next meeting, and further discussed the surcharge amount.

NEW BUSINESS

FY20 Surcharge Amount

This will be discussed at the January 8th meeting.

Pedestal Charges

This will be discussed at the January 8th meeting.

INFORMATIONAL ITEMS

FY19 Surcharge Revenue Chart

FY19 Surcharge Receipts

FY19 E-911 Budget Performance Report

FY19 Accounts Payable by G/L Distribution Report

911 Quarterly Dispatch Call Report – No report provided for this meeting.

Public Records Requests

No questions were heard on the informational reports.

COMMENTS

NEXT MEETING DATE

Vice Chairman Watchus announced that the next meeting date would be January 8, 2019 at the Cottonwood Public Safety Building.

ADJOURNMENT



Casey Cook, Chairman

ATTEST:



Casey Laughlin, Secretary

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JAN 14 2019

Greater Butte
Road Service Area Board
RSA #26
Regular Meeting Minutes

CLERKS OFFICE

Approved

Attested

Date

October 11, 2018, at the MSB O&M Building

Meeting Called to Order at 6:02 pm

In Attendance:

Mike Shields, Supervisor
Lucy Klebesadle, Supervisor
Roy Nuttal, Supervisor
Will Barickman, MSB Superintendent
Alex Senta, MSB Projects Manager

Visitors

none

Roll Call: A quorum of 3 RSA 26 Supervisors present.

Approval of Agenda: Approved as presented

Approval of Minutes from July 12, 2018, regular meeting; approved as written.

Borough Staff Reports

Road Superintendent's Report on:

Maintenance contracts performance: Continues to be excellent. Brushing completed; Caudill and Sullivan striping done.

Monthly Budget Performance and Fund Balance Reports: Reports handed out.

CIP Projects status: Discussed doing Bergman et.al. utility relocates and roads reconstruction in the same year (2019); with Alex's assurance that this is reasonable given his proposed project timing the Board approved.

Optional Maintenance: Juniper-at-Cranberry worn RAP section re-laid and compacted; Morgan/Julie Marie drainage reconstruction done (see New Business below).

Unfinished Business

Roads Bond status: Bond issue was approved, and Smith Extension was included.

Status of Cabbage Patch streetlights: Moving ahead without zone analysis, per MEA.

Status of Bergman utility relocates: Covered under Borough Staff Reports.

New Business

Julie Marie drainage reconstruction: Completed road lift at and approaching intersection, re-ditching and installation of new cross-culverts, and new gravel surfacing; cost \$13,000 versus original estimate (with utilities relocates) of over \$200,000. This will be treated as an "experiment" and not removed from our CIP List until one full year of performance has been seen and evaluated.

CIP Resolution 18-02: Discussion led to including paving-over-RAPed-surfaces of recently completed projects, plus Bergman et.al.; the amended CIP List was **approved** by unanimous vote.

"Dust Control Reserve" account: Alex explained how to tap it for paving on a matching-fund basis. We need to develop a "paving priority list", including non-CIP roads, for future use.

Adjourned: Meeting adjourned at 6:58 pm. Next regular scheduled meeting is January 10, 2019.

Greater Talkeetna Road Service Board of Supervisors
Minutes of Regular Meeting
September 13, 2018


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JAN 11 2019
CLERKS OFFICE

A regular meeting of the Greater Talkeetna Road Service Area Board of Supervisors (RSA 29) was held at the Talkeetna Public Library on September 13, 2018. Board members John Strassenburgh and Billy FitzGerald were present.

Note that our July 12, 2018 and August 9, 2018 meetings were cancelled due to lack of a quorum.

- I. There was a quorum, and the meeting was called to order at 6:59 pm.
- II. Minutes of the June 14, 2018 meeting were approved.
- III. John reported that the Borough continues to gather information regarding encroachment onto A Street by an adjacent property owner. Questions have arisen regarding the legality of the encroachment permit and what easements exist. The Borough has completed a survey and seems on track to resolve the issue.
- IV. John also describe a situation near the corner of Mt. Hunter and Hillside where the borough road runs through private property without an easement. The Borough and landowner are coming to agreement, which reportedly involves the Borough purchasing an easement from the landowner.
- V. The Beaver Road gravel pit was again discussed. The Borough is selling above normal quantities of pit run gravel this year. This is an important gravel source for the RSA over the long term, and the Board believes it has a legitimate interest in being informed of how the gravel is managed. The RSA recognizes that it does not have authority over the pit, but at the same time the Board is concerned about lack of good pit security (particularly with respect to the D1 material), what became of some of the D1 material, and the need for reasonable monitoring and control over what material is removed from the pit. The Board voted to write a letter to the Borough expressing its concerns and requesting better communication.
- VI. The Board discussed next year's CIP in general terms. According to the Borough, the RSA has \$30,000 for its 2019 CIP.
- VII. The meeting was adjourned at 7:22 pm.

Respectfully submitted,


John Strassenburgh
RSA 29 Primary

Attested to: 

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Greater Talkeetna Road Service Board of Supervisors
Minutes of Regular Meeting
October 11, 2018

A regular meeting of the Greater Talkeetna Road Service Area Board of Supervisors (RSA 29) was held at the Talkeetna Public Library on October 11, 2018. Board member John Strassenburgh was present, as was Mike Lachelt, Borough Road Superintendent. Billy FitzGerald participated by telephone. No members of the public attended.

- I. There was a quorum, and the meeting was called to order at 6:30 pm.
- II. Minutes of the September 13, 2018 meeting were approved.
- III. The Board discussed Assembly Ordinance 18-093, having to do with proposed exemptions to timber transport permitting and traffic safety planning, and its potential impact on RSA roads, the RSA taxpayer, and public safety. The Board found potential adverse impacts and approved a letter explaining our concerns and asking that the ordinance be rejected. The motion passed unanimously.
- IV. The Board and Mike then discussed the draft Road Improvement List (RIP). This was formerly called the Capital Improvement List (CIP). Mike provided financial information including Fund Balance and Additional Maintenance. Most of the discussion centered on overlay paving and culvert repair on the eastern portion of Second Street and along F Street, both in East Talkeetna. The Board approved the RIP as drafted and its accompanying Resolution 18-01. The Board also approved the transfer of \$40,000 from Fund Balance to Operations via Resolution 18-02.
- V. The meeting was adjourned at 7: 08 pm.

Respectfully submitted,



John

Strassenburgh
SA 29 Primary

R

Attested to:



RSA 20 Advisory Board Meeting
August 14 2018
Willow Area Community Center 7:00 PM

RECEIVED
JAN 10 2019
CLERKS OFFICE

I. CALL TO ORDER:

Meeting Called to order at 7:00 PM by Tom Phillips

II. Pledge OF ALLEGIENCE

Tom Phillips

III. DETERMINATION OF QUORUM—YES

A. Thomas Phillips, Bill Dale, Mike Lachlt MSB Area Superintendent,
James Ross /Spain Cost. And guest Dan Dees

IV. APPROVAL OF AGENDA- Motion by Bill Dale, 2nd & passed Tom Phillips

V. APPROVAL OF MINUTES- Bill Dale moved to approve June 12, 2018 minutes, 2nd and passed TomPhillips.

VI. AGENCY REPOSTS; No Assembly report

VII. STAFF REPORTS; Mike—Kenny Blvd to receive 5000 cy D-1, 1,457 y. Pit run and 533 cy rip rap. Allen / Rappi Cir. To be corrected August-Sept.. Funding for local improvements at \$1,050,000. Scheduled a work session for Sept. 25, 5 pm Capitol projects for next year.

Contractor Spain reports: James Ross—Erica corner has R of W issue with width and ditch on west end. Need to look at paving of Emswieler and Sunday drive. Also evaluate chip seal of Crystal Lake Road. Lake of the Su to Robert drive ?
Borough crushed material each year 10,000 cy purchased as needed. Willow St. 14' width to narrow. Culvert Honeybee staked.
Blading and compacting before fall.

VIII. BOARD MEMBER REPORTS

Tom Phillips attended RSA Supervisors mtg. at Sta. 7/3, Road bond issue and status of winter sand.

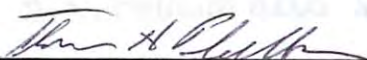
IX. OLD BUSINESS; Reported on the Allen Road/Rappi Circle project, Alex to make contact with original contractor complete the terms of the contract.

X. NEW BUSINESS; Discussed work session for capital projects date Sept. 25 at 5pm.

XII. CORRESPONDENCE; none

XIII. Next meeting is scheduled for October 09, 2018 at 7:00 pm.

XIV. Motioned to adjourn at 7:46pm



RSA Supervisor

1-8-2019



RSA Supervisor

RSA Supervisor

RSA 20 Advisory Board Meeting
October 09, 2018
Willow Area Community Center 7:00 PM

RECEIVED
JAN 10 2019
CLERKS OFFICE

I. CALL TO ORDER:

Meeting Called to order at 7:00 PM by Primary Supervisor,

II. Pledge OF ALLEGIENCE

Tom Phillips

III. DETERMINATION OF QUORUM—

A. Tom Phillips, Bill Dale, Todd Smoldon, Mike Lachit and James Ross

IV. APPROVAL OF AGENDA— Motion to approve Todd Smoldon, 2nd Bill Dale, approved

V. APPROVAL OF MINUTES— Meeting minutes of 8/14/18 hold for correction

VI. AGENCY REPORTS— NA

VII. STAFF REPORTS—Presented CIP report, mentioned winter sand has been delivered. Mentioned borough roller taken to NC then stored for the winter. Report of brushing in the Townsite area and that Allen Rd. to be repaired before freeze up.

VIII. Contractor - Spain reports: September blading all roads prior to freeze up. Reported 7 new driveways for additional concerns. Commented on removal of vehicles from ROW. Reported no action on Allen Rd. or Michelle. Nothing being done to fix the problems.

ix. BOARD MEMBER REPORTS

Tom Phillips: Attended RSA board meeting September 20 @ Sta 7-3

Revenue for dust control, winter sand, bond issue and road improvement projects

X. OLD BUSINESS

Allen Rd./Rappi Circle

Michelle st. Reported that I talked with Alex Senta and Tracy Link to get corrective action done. Mike suggested talking with Mr. Jenson to get results.

XI. NEW BUSINESS

Driveway permits– received complaint form.

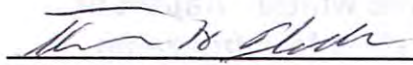
Resolution 18-20, Todd Smoldon motion to approve, 2nd by Bill Dale, approved

Brief discussion of CIP

XIII. CORRESPONDENCE. none

XIV. Next meeting is scheduled for December 11, 2018 at 7:00 pm.


XV. Motioned to adjourn, by Todd Smoldon, 2nd by Bill Dale, the meeting adjourned at 7:52 pm.



RSA Supervisor

1-8-2019

Date



RSA Supervisor

1-8-19

Date

RECEIVED
JAN 17 2019
CLERKS OFFICE

Knik Road Service Area 17

Board of Supervisors

Art and Boot Scates Public Safety Building
Station 6-4
Mile 4, Point MacKenzie Rd., Wasilla, AK 99623

Minutes

July 11, 2018

The meeting was called to order at 6:30 p.m. by the board chair, Toby Riddell. Meeting notice was advertised as required and also posted on the Point MacKenzie Community website.

Roll call was taken and a quorum was established.

Attendance: Toby Riddell, Board Chair, Primary
Dan Huttunen, Board Member, Alt. 1
Kimberly Byrwa, Board Member, Alt. 2
Scott Sanderson, MSB Road Supervisor RSA 17

The Pledge of Allegiance was led by Mr. Riddell.

Agenda was amended and approved and the April 11, 2018 general meeting minutes were approved as written.

Correspondence report:

Sent: None

Rcvd: None

Reports:

MSB Road Supervisor Scott Sanderson reported that our area contractor, Northern Asphalt is in the second phase of brush cutting. Striping of 17.2 miles will begin on Monday. Work is being performed on the mud mat roads.

Dan Huttunen reported the Local Road Service Area Board. Pt Mac is on the initial list. Tier 1 consists of approximately \$50 million bond. RSA 17 mil rate is around the RSA average. There is discussion of the detached four plex having no shared wells and tight septic.

Unfinished Business

- A. LID Advertising for local RSA residents. Toby will continue to work on putting the advertising package together.

New Business
None

Meeting was adjourned at 7:00 p.m. Next meeting will be at 6:30 p.m., October 10, 2018

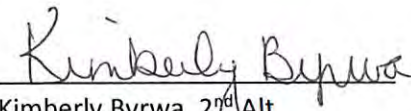
Approved:


Toby Riddell, Board Chair

1-9-19
Date


Dan Huttunen, 1st Alt

1/9/19
Date


Kimberly Byrwa, 2nd Alt

1/9/19
Date

Knik Road Service Area 17
Board of Supervisors
Art and Boot Scates Public Safety Building
Station 6-4
Mile 3.5, Point MacKenzie Rd., Wasilla, AK 99623

Minutes

October 10, 2018

The meeting was called to order at 6:30 p.m. by Toby Riddell. A quorum was established and the following persons were in attendance:

Toby Riddell, Chair RSA 17
Dan Hutteunen, 1st Alt.
Scott Sanderson, MSB RSA 17 Supervisor
Dan King, resident, Phenix
Gary and Debra Foster, Resident, Point Mackenzie Rd.

The agenda was amended to include the addition of a board resolution for road improvement projects and deletion of board member resignation and election. Mr. Riddell led the Pledge of Allegiance.

Board correspondence, Local Road Service Board minutes and agendas, and platting notices were reviewed.

Scott Sanderson reported Northern Asphalt continues to maintain our roads in according with the contract. Scott reviewed the status of construction projects and updated the list for 2019.

Dan Huttunen reported the LRSAB approved a resolution regarding the sunset clause for licensing exemptions without analyzing the impacts on RSA funding.

Area resident Dan King addressed his concerns over speeding on Phenix and Hollywood. Mr. King appreciated the additional speed limit and bus stop signs as well as lighting the bus stops but wonders what else can be done to slow traffic in this area. Suggestions were made to encourage resident to call the troopers and utilize speed carts to show drivers their actual speed.

Unfinished business

Toby reported that he has completed identifying resident addresses on uncertified roads for providing LID information but he needs assistance in double checking the streets are actually not certified.

Toby Riddell, Chair

Board of Supervisors
Dan Huttunen, Alternate 1

Kimberly Brywa, Alternate 2

The road bond package was discussed and the board was disappointed that Point Mackenzie Road was eliminated from the package. The bond package requires a 50% match from state, federal, or RSA's in order for a project to go forward.

New business:

The board reviewed the proposed Road Improvement Project list and noted that brushing Point Mackenzie Road the entire ROW width was a good addition but depends upon funding before it can be addressed. The board passed Resolution 18-02.

The meeting was adjourned at 8:15 p.m. Next scheduled board meeting is January 9, 2019.

Approved:

 1-9-19

Toby Riddell Date:

 1/9/19

Dan Huttunen Date:

 1/9/19

Kymberly Brywa Date:

RESOLUTION 18-03

RECEIVED
JAN 22 2019

CLERKS OFFICE

A RESOLUTION OF THE ROAD SERVICE AREA #17, KNIK BOARD OF SUPERVISORS REQUESTING THE SUPPLEMENTAL APPROPRIATION OF \$25,000 FROM FUND BALANCE, FUND 274 TO THE KNIK ROAD SERVICE AREA OPERATING BUDGET ROAD, FUND 274.

WHEREAS, the Road Service Area no. 17, Knik Fund Balance, Fund 274, has a balance of approximately \$50,890; and


WHEREAS, the Knik Road Service Area, Fund 274 operating budget road maintenance has less than \$3,000 for the remainder of fiscal year 2019; and

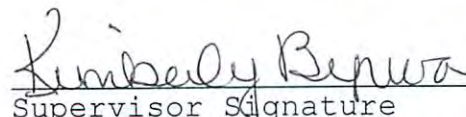
WHEREAS, the Road Service Area #17, Knik Board of Supervisors request \$25,000 be appropriated from fund balance, Fund 274 to the Knik Road Service Area operating budget, Fund 274; and

NOW THEREFORE BE IT RESOLVED, that Road Service Area #17, Knik Board of Supervisors requests the Matanuska-Susitna Borough Assembly approve the supplemental appropriation of \$25,000 from fund balance, Fund 274 to the Knik Roads Service Area operating budget, Fund 274.

ADOPTED by Road Service Area #17, Knik Board of Supervisors:

 1-9-19
Supervisor Signature Date

 1/9/19
Supervisor Signature Date

 1/9/19
Supervisor Signature Date

**MATANUSKA-SUSITNA BOROUGH
LIBRARY BOARD**

RECEIVED

JAN 23 2019

CLERKS OFFICE

Chair – Ann Yadon – Trapper Creek

VACANT - Palmer

Ruth Strong - At-Large 1

Vice Chair – Diane Holl-Rambo - Talkeetna

Maire Rhode - At Large 2

VACANT - Sutton

Secretary – Deena Carlos – Wasilla

Carol Goltz - Willow

Paige Moore - Big Lake

MINUTES

**REGULAR MEETING
Big Lake Public Library**

**April 21, 2018
10:00 A.M.**

I. CALL TO ORDER

Meeting was called to order at 10:01 am

II. ROLL CALL-DETERMINATION OF QUORUM

A. Members present and establishing a quorum were: Deena Carlos, Diane Holl-Rambo, Carol Goltz, Ann Yadon, Paige Moore

Members Absent and Excused: Maire Rhode, Ruth Strong

Staff Present: Hugh Leslie, Recreation and Library Services Manager

Jo Cassidy, Big Lake Librarian

Beth Skow, Palmer Librarian

Guests Present: Jamie Woodside, Big Lake Library Advocates

III. APPROVAL OF AGENDA

MOTION: Ms. Goltz moved, Ms. Holl-Rambo 2nd. Agenda approved as written.

IV. PLEDGE OF ALLEGIANCE

V. MINUTES OF PRECEDING MEETING

A. March 17, 2018

MOTION: Ms. Holl-Rambo moved, Ms. Moore 2nd, to approve the minutes. Ms. Yadon noted that the original reference to a Friendly Amendment in Section X. C. had not been included. Motion for the following to be reinstated,

“Motion for a Friendly Amendment to Include the On-Call Wage Scale with the Budgets. Ms. Yadon moved, Ms. Carlos 2nd. Ms. Moore abstained, due to conflict of interest. Rest in favor.”

MOTION: Ms. Holl-Rambo moved, Ms. Moore 2nd. All in favor. Minutes approved as amended.

VI. BOROUGH STAFF REPORT

Ms. Cassidy reported:

- Big Lake Community Council \$2,000 Grant - 30-year Celebration – SRP
 - Army 9th Band
 - Shukla Kids Music - Patty Shukla
 - Alaska 's Wildest Magic Show - Don Russell
 - Community Baked Potato Bar – Potluck
- Walmart \$500 Grant
- Community Council \$550 Grant
 - Hanging plants and replace our watering sprinkler system

- Valley Garden Club \$165 Grant
 - Change out the Fishy Peat in our flower garden and add some perennials.
- OWL Technology Equipment \$1,500 Grant
 - Replace patron computers
- Continuing Education \$1,000 Grant
 - AKLA conference
- Public Library Assistant \$7,000 Grant
- United Way Day of Caring May 17 - Clean our flower beds
- Perpetual Fitness & Women's Self-Defense Training for all staff - GREAT!
- Anya Keen's Book Repair Class for staff - Rabbit Creek
- Chicken University - Wednesday, May 2 @ 6 PM - Cooperative Extension Service
- New library signage - Advocates commissioned Scott Thompson to do an outdoor sign.
- New Libraries to come on-line May 7 - May 21
 - 92% of the state will be networked
 - Fairbanks North Star Borough Libraries
 - UAF - Rasmuson, Chukchi Consortium (Kotzebue), Tuzzy Consortium (Barrow (Utqiagvik), Kuskokwim Consortium (Bethel)
- Strategic Plan - Planning Commission passed the resolution unanimously
 - During the Assembly presentation they were truly interested in the portion about staff safety. We are budgeting for a minimum of 2 staff members working at all times.
- Homelessness training by Ryan Dowd (3.5 hr.): ILC grant was written for all staff to take this training.
- NARCAN training for the public - April 25 - Mat-Su Health Services 5:30 - 6pm
- Movie Licensing USA
- Summer Jobs - 13 to 18 help with Interviewing - April 27th 4:30 - 5:30
- GED assistance - Nine Star Education - 3 days a week
- Story Hour
- After School Story Time
- BLT's
- STEAM Kid's
- Kid's-4-FOOD - 5 days a week

Mr. Leslie reported:

- The Strategic Plan was presented to the Planning Committee. The Assembly adopting the Strat Plan will be the next step at May's second meeting.
- The new wage scale is posted on the Borough Budget.
- Mayor Halter recommends support of the 1.9 Million Dollar inclusion in FY19 Capital Budget for the Willow Library Replacement and Community Center Project.
- Questions of whose budget library maintenance and repairs come from are being resolved with the Finance Director.
- Ms. Nolfi, a well-known contributor and community member, has recently passed.

VII. PERSONS TO BE HEARD

- Beth Skow – Palmer Librarian – reports:

- Palmer Library has a Book Sale upcoming, and some great book donations have come in.
- They received great training about how to deal properly with the public.

VIII. UNFINISHED BUSINESS

A. Foundation Discussion

- Ms. Yadon reflected that Friends Groups, Advisory Boards, and Foundations are very different with further need for a model that covers an entire state or several administrative entities like ours that consists of Borough and City Libraries.

B. Library Advocacy – Elevator Speech

- Ms. Goltz shared her idea to carry bookmarks with a Library crostic. Library hours could also be listed. She could give away the bookmarks that would naturally lead to discussion.
- Ms. Carlos shared her idea to extend invitation to Friend's Book Sales, remarking on the proceeds supporting Summer Reading Program - that those children reading in the summer are on the honor roll in the fall.
- Ms. Holl-Rambo noted that along a similar line, children not reading by the 3rd grade can experience setbacks in the rest of their school careers.
- Ms. Yadon remarked that the Library is like the glue that holds community together.
- Ms. Moore added that the Library is a hub, meeting place with technology and programs that benefit all age groups.
- Ms. Goltz expressed that in speaking of advocacy, Willow's April 30th Budget Hearing Meeting begins at 6 pm. The meal begins at 5:30. Please send letters of support, if you can't attend.

IX. NEW BUSINESS

A. Resolution 18-03 - A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD SUPPORTING THE MATANUSKA-SUSITNA BOROUGH INCULSION OF 1.9 MILLION DOLLARS IN THE FY19 CAPITAL BUDGET TOWARD THE WILLOW LIBRARY REPLACEMENT AND COMMUNITY CENTER UPDGRADE PROJECT.

MOTION: Ms. Goltz moved; Ms. Holl-Rambo 2nd. All in favor.

- Ms. Goltz shared that there was discussion about whether or not to separate the new library from the community center. Right now there is a shared entry and restrooms in between the two areas. It was decided to demolish the existing library section, rebuild and keep the connector to the community center.

X. CORRESPONDENCE

None

XI. MEMBER COMMENTS

- Ms. Moore stated there is a lot going on at Big Lake Library. They are looking forward to the summer reading program and their 30-year celebration.
- Ms. Carlos shared Wasilla Library Statistics for March that included almost 300 new library card holders. Many programs are in place, from small to large.
- Ms. Holl-Rambo remarked that their programs are continuing at Talkeetna.
 - They've added a Literacy Camp, targeting 3rd graders, utilizing a grant that had been applied for.
 - Restroom issue is resolved.

- Self-defense program was a great success.
- Ms. Yadon shared that they will be continuing their lunch backpack program this summer at Trapper Creek and that school programs are winding up.

XII. FUTURE MEETING

- May19, 2018 – Trapper Creek Public Library

XIII. ADJOURNMENT

- Meeting was adjourned at 11:25 am.



Ann Yadon, Chair

ATTEST:



Deena Carlos, Board Secretary

**MATANUSKA-SUSITNA BOROUGH
LIBRARY BOARD**

RECEIVED

JAN 23 2019

CLERKS OFFICE

Chair – Ann Yadon – Trapper Creek

VACANT - Palmer

Ruth Strong - At-Large 1

Vice Chair – Diane Holl-Rambo - Talkeetna

VACANT - At Large 2

VACANT – Sutton

Secretary – Paige Moore - Big Lake

Carol Goltz - Willow

Deena Carlos – Wasilla

MINUTES

**REGULAR MEETING
Sutton Public Library**

**October 20, 2018
10:00 A.M.**

I. CALL TO ORDER

Meeting was called to order at 10:03 am

II. ROLL CALL-DETERMINATION OF QUORUM

A. Members present and establishing a quorum were:, Diane Holl-Rambo, Carol Goltz, Ann Yadon, Paige Moore, Ruth Strong

Members Absent and Excused: Deena Carlos, Ruth Strong

Staff Present: Hugh Leslie, Recreation and Library Services Manager

Juli Buzby, Sutton Librarian

Beth Skow, Palmer Librarian

Guests Present: Alice Williams, candidate for the Palmer Library position

III. ELECTION OF OFFICERS

MOTION: Ms. Goltz nominated Ms. Yadon for Chair. Ms. Strong 2nd. All in favor.

MOTION: Ms. Moore nominated Ms. Holl-Rambo for Vice-Chair. Ms. Strong 2nd. All in favor.

MOTION: Ms. Goltz nominated Ms. Moore for Secretary. Ms. Holl-Rambo 2nd. All in favor.

IV. APPROVAL OF AGENDA

MOTION: Ms. Holl-Rambo moved, Ms. Strong 2nd. Ms. Yadon asked to add item D under New Business. Ms. Holl-Rambo moved, Ms. Strong 2nd. Amendment passed with all in favor. Agenda approved as amended.

V. PLEDGE OF ALLEGIANCE

VI. MINUTES OF PRECEDING MEETING

A. April 21, 2018

MOTION: Ms. Goltz moved, Ms. Holl-Rambo 2nd. Board noted that Ms. Skow's name was absent from the staff present section. Would like to see it added.

MOTION: Ms. Goltz moved, Ms. Holl-Rambo 2nd. All in favor. Minutes approved as amended.

VII. BOROUGH STAFF REPORT

Ms. Buzby reported:

- PreK and after school numbers down
- Strong Bodies three times a week
- Book Club meets once a month

- Weavers and Threads
- Once a month concert finished up
- Armchair Traveler meets once a month
- Christmas Bazaar scheduled for December 1st
- Christmas carol sing-a-long will be December 20
- Instructor coming to teach ballroom dancing
- Working with the Cooperative Extension to do programs
- Teen nights once a month
- Allotted money for mist system
- Captain April of the Alaska State Troopers email was not allowed through the new system, IT fixed the problem.
- Printing issues still remain from the virus attack, but mostly back to normal

Mr. Leslie reported:

- Moving forward with the computer issues. Ten sites in Parks and Recreation not as quickly. Glitches with emails have created 10-15 minute delays in receiving. There are website restrictions and tracking if someone pushes through the warning. E-commerce should be back up by October 30 or 31.
- No news on budgets.
- Because there are 2 new assembly members, the Assembly would like an update on the Willow Library and Community Center at the October 30 meeting, i.e.: cost, where the money is coming from, what is still short, etc. Ms. Goltz asked if Willow community members should attend the meeting. Mr. Leslie responded that it wouldn't hurt to talk to the new Willow Assembly person or for the board to be at the meeting.
- There have been numerous vehicles broken into at various trailheads all over the valley. Please do not leave anything of value in a vehicle when visiting those trails
- Will be going to Alaska Recreation and Parks Conference in Fairbanks
- Interviews were held for the Recreation Services Administrative Specialist position, vacated by Ms. Irsik, as she was promoted.

Ms. Skow reported:

- Palmer Library had one part time position open
- Things are going swimmingly, no issues

VIII. PERSONS TO BE HEARD

- Ms. Williams, candidate for the Palmer position, states that it is a great library with lots of activities.

IX. UNFINISHED BUSINESS

A. Foundation Discussion

- Ms. Yadon found information not part of our system. Mr. Stuart Wilson from Minnesota was to have spoken to us about foundations at the September meeting; unfortunately, he is unavailable in October and November.
- Ms. Yadon brought up six questions that need answers:
 1. How is a foundation different from friends/advocates?
 2. How is a foundation different from a board?
 3. How can money be distributed fairly between city and rural areas?
 4. How does it get going?

5. How is it staffed?
6. How are three different administrative streams dealt with?

B. Library Board presentation to the Matanuska-Susitna Assembly

- Ms. Yadon stated that the presentation should be a 'state of the libraries' report but that given only 3 minutes to speak, it must be condensed.
- Posters with pictures maybe a good plan, and displaying them digitally on the screen might be the best way to go.
- It was mentioned that due to a lack of quorums, the Library Board has had little time to discuss this.
- How about the reports from the libraries, would those help? Yes but must be pared way down.
- What should be in the report? Activities? Statistics? Building status? It was decided that statistics make for a boring report.
- It was stated that the Library Board must get on the agenda in advance, which takes time, OR be a part of the general population speakers.
- Ms. Yadon has the last presentation on a jump drive, hard to share.
- HOMEWORK: All members should meet with their librarians to get their opinions on what to present to the Assembly.

C. Library Advocacy

- Members should speak to Librarians re: needs for next year.
- Is the budget different due to the attack? Mr. Leslie might be able to get us info on that.

D. Vacant Board Positions

- Sutton, At-Large, and Willow coming due as Ms. Goltz is at the end of her term. Palmer has a hopeful candidate in Alice Williams.
- Restriction: no more than 2 terms consecutively
- With a lack of seats filled, it is difficult to get a quorum – a quorum is five people.
- If cannot make it to the meeting, can someone call in and still be counted as present? Mr. Leslie stated that yes that was acceptable.

X. NEW BUSINESS

A. Willow Library Construction Update

- Ms. Goltz:
 - Stated fund is over \$5 million with the Mat-Su Health Foundation putting in \$1.68 million, Mat-Su Borough putting in \$1.9 million, Willow library association contributing \$60 thousand.
 - There was a site visit from Rasmuson, who like to be last to contribute because once asked if rejected, can never ask again. Rasmuson says there needs to be more money in the pot.
 - There is still a gap of \$1.4 million, but the State of Alaska has yet to contribute.
 - Main concern at this time: The Mat-Su Health Foundation has stated they could use the money other ways. That it is taking too long to get the project off the ground.
 - Wondered about making the project a phased effort, i.e.: build the library first and then the community center. Mr. Leslie stated that at this point

funds have been gathered for a combined effort and would need approval to be separated. He suggested talking to the new Willow Assembly person. He also stated that the Mat-Su Borough will not maintain the current WACO building, stating that the best option is to tear down and rebuild, because to change direction now might jeopardize the whole project. Ms. Goltz agreed because at 2 separate events there have been restroom issues

- Mr. Leslie stated that Mayor Halter is setting up a meeting with the State of Alaska Legislators.
- Ms. Yadon commented that being on a roller coaster, one day up the next down, is normal for a project like this.
- Ms. Goltz states that other libraries can contribute; Willow Library/WACO fund will accept donations.
- Ms. Yadon recommended checking with foundations on public radio and television.

B. Review of MSBLB Handbook

- Ms. Yadon asked for editing comments, however not interested in commas, but in content issues. She laid the concern about page 5 number 5 in regards to communication do we need a lawyer to overlook it. Mr. Leslie stated that so long as no votes are discussed, no polling takes place, no developing of actions to be taken, and no adding to the agenda after it is posted, communication via email, phone, text, etc. is allowed – i.e.: asking informational questions would be allowed.
- It was posed that since the librarians meet quarterly, maybe the board could do likewise. Ms. Skow stated that librarians meet monthly.
- HOMEWORK: review and edit the handbook.

C. Meeting Locations for 2019

- Ms. Yadon asked how they are picked. Ms. Goltz says that they looked at this year's locations and dates and repeated it.
- Ms. Yadon asked that January's meeting possibly be made an OWL meeting due to road conditions, or make it more central to everyone.
- Ms. Moore suggested that the April Big Lake Meeting could be swapped for the January Wasilla one. Ms. Moore will check with Jo Cassidy at Big Lake Library, and KJ at Wasilla Library will need to be contacted.
- MOTION: Ms. Holl-Rambo moved to accept the schedule with the changes. Ms. Strong 2nd. All in favor. Schedule approved with changes.

D. Notebooks

- Ms. Yadon said that these notebooks will help everyone be organized and will really help new people understand what the board does.
 - It should be filled with all our papers especially if written on.
 - Need a copy of Roberts Rules, Ms. Moore provided her copy and Ms. Yadon will get everyone copies.
 - Action Items means homework.
- HOMEWORK: review all papers and fill notebook.

XI. CORRESPONDENCE

None

XII. MEMBER COMMENTS

A. Ms. Moore from Big Lake reports:

- Summer Reading Program (SRP) numbers down but a success, with many fun filled programs. The teen's group helped with every event.
- BLPL celebrated 30 years as a library with a successful and fun party at the end of the SRP
- Having a huge book sale due to donations and weeding efforts
- PreK, Afterschool story hour, STEAM kids, and teens group started in the fall
- Now have a movie license and presenting movies two times a month
- Craft day one time a month
- Most of services back after cyber-attack. Ms. Moore thanked Palmer and Wasilla for help during the outage
- Issue: no handicap button on front door. Mr. Leslie reports it is not required by code so it was removed from the budget.
- Had 4 flower pots stolen

B. Ms. Holl-Rambo from Talkeetna reports:

- Successful Summer Reading Program, fall programs beginning
- Script to screen – kids read book then gather for the movie. One glitch; the book box arrived empty! Amazon fixed the issue.
- Mentoring program going well and collaborates with Upper Susitna Food Pantry
- Adult programs going well
- Thanks to Ms. Strong for a quilt done without ties, then volunteers come in and add a few ties at a time. The finished quilt will be donated. It began with a once a month quilting with scraps project. Working with Project Linus to donate the finished quilts to various charities.

C. Ms. Goltz from Willow states:

- Need to get Willow library and community center project done to move on to others.
- New assistant librarian
- New reading program for adults
- Fiber dying project was well loved, looking for grant to do it again

D. Ms. Yadon from Trapper Creek reports:

- The cyber-attack really hurt TC community. Without computers for communication rural communities really struggle
- Great Summer Reading Program
- Civil Air Patrol is helping with a STEM program at the library.

XIII. FUTURE MEETING

- November 17, 2018 – OWL meeting

XIV. ADJOURNMENT

- Meeting was adjourned at 11:25 am.


Ann Yadon, Chair

ATTEST:


Paige Moore, Board Secretary

RECEIVED
JAN 09 2019
CLERKS OFFICE

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. FWC18-02**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH FISH AND WILDLIFE COMMISSION RECOMMENDING THE ASSEMBLY CONTINUE DISCUSSIONS ON WETLAND MITIGATION IN THE MAT-SU THROUGH WORK SESSIONS WITH THE ARMY CORPS OF ENGINEERS AND RELEVANT RESOURCE AGENCIES.

WHEREAS, the Mat-Su Borough Fish and Wildlife Commission (FWC) is tasked with advising and making recommendations to the assembly, borough manager, and/or any state or federal agencies, departments, commissions, or boards possessing jurisdiction in the area of fish, wildlife, and habitat on the interests of the borough in the conservation and allocation of fish, wildlife, and habitat; and

WHEREAS, the FWC has learned helpful information about the wetland mitigation bank, it would be desirable and useful to better understand how federal and state agencies are currently working together and how the Borough can coordinate with their efforts for mutual benefits; and

WHEREAS, the FWC utilizes science-based standards and forward-looking policies to balance the critical fishing and wildlife resources of the region with other needs of the population, including responsible resource development; and

WHEREAS, in May of this year, the FWC wrote a letter requesting the Assembly to host a work session in coming weeks to

include representatives from the Su Knik Mitigation Bank and relevant Mat-Su Borough Legal and Program Staff to better understand wetland mitigation and how it relates to projects that are on the horizon for the Mat-Su region; and

WHEREAS, the FWC continues to be engaged in this issue as it relates to fish and wildlife habitat and has an interest in seeing this conversation continue to ensure the Borough has a clear understanding of the issues and the policy implications for the Mat-Su; and

WHEREAS, healthy habitat not only supports our fish and wildlife, but ensures clean water for our communities and key economic opportunities for Alaskans; and

WHEREAS, it is critical that the Borough be engaged in this issue as the Mat-Su faces balancing large-scale economic development projects, continued population growth, and declining salmon runs; and

WHEREAS, the FWC would like to actively participate in a work session on wetland mitigation; and

NOW, THEREFORE, BE IT RESOLVED, the Matanuska-Susitna Borough Fish and Wildlife Commission hereby recommends the assembly continue discussions on wetland mitigation in the Mat-Su through a work session with the Army Corps of Engineers and relevant resource agencies.

ADOPTED by the Matanuska-Susitna Fish and Wildlife Commission
this 20th day of December, 2018.



MIKE WOOD, Chair

ATTEST:



BRIANNE BLACKBURN, Staff

(SEAL)

The regular meeting of the Matanuska-Susitna Borough Planning Commission was held on December 3, 2018, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 6:11 p.m. by Chair Colleen Vague.

I. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM

Planning Commission members present and establishing a quorum:

Ms. Mary Anderson, Assembly District #1
Ms. Eileen Patterson, Assembly District #2
Ms. Patricia Chesbro, Assembly District #3
Ms. Colleen Vague, Assembly District #4, Chair
Mr. Chris Elder, Assembly District #5

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Planning Commission members absent and excused were:

Mr. Sassan Mossanen, Assembly District #7
Mr. Stafford Glashan, Assembly District #6

Staff in attendance:

Mr. Alex Strawn, Development Services Manager
Ms. Jessica Smith, Planning Services Manager
Ms. Trina Sears, Assistant Borough Attorney
Mr. Joseph Metzger, Planner II
Mr. Christopher Cole, Planner II
Mr. Ted Eischeid, Planner II
Ms. Brianne Blackburn, Environmental Planner III
Mr. Benjamin Coleman, Transportation Planner II
Mr. Adam Bradway, Planner I
Ms. Mary Brodigan, Planning Commission Clerk

II. APPROVAL OF AGENDA

Chair Vague inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved without objection.

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Ms. Jessica Smith, MSB Planning Services Manager.

IV. CONSENT AGENDA

A. Minutes

1. November 5, 2018, regular meeting minutes

B. INTRODUCTION FOR PUBLIC HEARING: QUASI-JUDICIAL MATTERS

1. **Resolution 18-30**, A Conditional Use Permit (CUP) in accordance with MSB 17.60 – Conditional Uses; allowing the operation of a junkyard/refuse area, located at 7430 West Sunrise Drive (Tax ID#: 6405001006); within Township 18 North, Range 2 West, Section 33, Seward Meridian. Public Hearing: December 17, 2018. (*Applicant: Dewayne Creech for Creech's Junkyard, Staff: Mark Whisenhunt*)

C. INTRODUCTION FOR PUBLIC HEARING: LEGISLATIVE MATTERS

1. **Resolution 18-31**, Recommending the Assembly develop and approve a more meaningful Capital Improvement Program development process that directly connects community capital project nominations to a fiscal plan with a defined timeline and is considered in the preparations of the annual Borough Operation and Capital Budget as specifically defined in MSB 3.04.060. Public Hearing: December 17, 2018. (*Staff: Jessica Smith*)
2. **Resolution 18-32**, Recommending the Assembly adopt amendments to MSB 28.60 to change the applicability for Traffic Safety Plan and Timber Transport Permit and amending MSB 28.100 Definitions. Public Hearing: December 17, 2018. (*Staff: Alex Strawn*)

Chair Vague read the consent agenda into the record.

Chair Vague inquired if there were any changes to the consent agenda.

GENERAL CONSENT: The consent agenda was approved as amended without objection.

V. COMMITTEE REPORTS

(There were no committee reports.)

VI. AGENCY/STAFF REPORTS

(There were no agency/staff reports.)

VII. LAND USE CLASSIFICATIONS

(There were no land use classifications.)

VIII. AUDIENCE PARTICIPATION (Three minutes per person.)

The following persons spoke regarding the Timber Transport Permit: Mr. Mike Shields and Mr. John Strassenburgh.

The following person spoke regarding communication concerns following the earthquake: Mr. Eugene Carl Haberman.

IX. PUBLIC HEARING: QUASI-JUDICIAL MATTERS (*Public Hearings not to begin before 6:15 P.M.*)

Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application.

(There were no quasi-judicial public hearings.)

X. PUBLIC HEARING LEGISLATIVE MATTERS

- A. Resolution 18-29**, recommending Assembly adoption of an ordinance repealing MSB 8.30 Environmental Protection; repealing MSB 8.33 Air Quality Alerts and Emergencies, adopting MSB 8.75 Air Quality; Amending MSB 1.45.100 schedule of fines for infractions; and amending 15.24.030 adopting the Matanuska-Susitna Borough Air Quality Management Plan. *(Staff: Brianne Blackburn)*

Chair Vague read the resolution title into the record.

Mr. Brianne Blackburn provided a staff report:

- offered additional language for the resolution ensuring that wood stoves will not be impacted;
- asked commissioners if they would like to continue the public hearing until December 17, 2018, due to the earthquake on November 30th; and
- recommended approval of the resolution.

Commissioners questioned staff regarding:

- clarification of non-attainment versus being out of compliance;
- whether discontinuing open burning alone will be enough to correct the problem; and
- who are the borough representatives that are on the Alaska Central Clean Air Authority.

Chair Vague opened the public hearing.

The following person spoke in opposition to Resolution 18-29: Mr. Jay Thornsley.

The following persons spoke in favor of postponing Resolution 18-29: Mr. Tim Hale and Mr. Joe Schlanger.

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

Discussion ensued regarding continuing the public hearing due to the recent earth quake.

Chair Vague entertained a motion to continue the public hearing.

Commissioners Anderson and Chesbro spoke in favor of continuing the public hearing until February 4, 2019.

MOTION: Commissioner Anderson moved to continue the public hearing for Resolution 18-29 until Monday, February 4, 2019. The motion was seconded.

VOTE: The motion to continue the public hearing until February 4, 2019, passed without objection.

Chair Vague ruled that due to the amount of time until the next public hearing, anyone who speaks tonight will be able to speak again on February 4, 2019.

XI. CORRESPONDENCE AND INFORMATION

A. Traffic Safety and Timber Transportation Permit Work Session. (*Staff: Alex Strawn*)

Mr. Strawn provided an overview of the Timber Transportation Permit legislation.

Commissioners questioned staff regarding:

- whether there is anyone other than a former Assembly Member interested in this legislation; and
- whether future roundabouts will be built to accommodate big logging trucks.

XII. UNFINISHED BUSINESS

(There was no unfinished business.)

XIII. NEW BUSINESS

(There was no new business.)

XIV. COMMISSION BUSINESS

A. Upcoming Planning Commission Agenda Items

(Commission Business was presented and no comments were noted.)

XV. DIRECTOR AND COMMISSIONER COMMENTS

Commissioner Patterson requested that Ms. Blackburn add the additional language to Resolution 18-29 that she proposed in her presentation.

Commissioner Chesbro:

- thanked borough staff for their hard work and for holding the Planning Commission steady;
- acknowledged how well borough citizens have responded following the earthquake;
- noted that someone had commented on Facebook that there has been no looting; and
- opined that this is the way that Alaska is supposed to be.

Commissioner Anderson:

- agreed with Commissioner Chesbro's comments;
- stated that she flew home yesterday to check on her home following the earthquake;
- noted that it is remarkable that there wasn't any looting;

- opined that regardless of political preferences, Alaskans will be there to assist their neighbors;
- Alaskans took to Facebook to offer food, water, shelter, and assistance to their neighbors; and
- stated that she loves Alaska and couldn't wait to get back home.

Commissioner Vague:

- thanked staff for their hard work;
- stated that it took her 3.5 hours to drive home from Anchorage on Friday;
- noted that there were 80,000 people trying to get out of Anchorage that day and there were no major car accidents;
- opined that Alaskans are resilient and know how to keep their cool;
- noted that these types of events can cause high levels of stress and even trigger PTSD in some people; and
- suggested that everyone be careful and kind to each other.

XVI. ADJOURNMENT

The regular meeting adjourned at 7:39 p.m.



COLLEEN VAGUE, Planning Commission
Chair

ATTEST:



MARY BRODIGAN, Planning Commission
Clerk

Minutes approved: January 7, 2019

The regular meeting of the Matanuska-Susitna Borough Planning Commission was held on December 17, 2018, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 6:00 p.m. by Chair Colleen Vague.

I. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM

Planning Commission members present and establishing a quorum:

Ms. Mary Anderson, Assembly District #1
Ms. Eileen Patterson, Assembly District #2
Ms. Patricia Chesbro, Assembly District #3
Ms. Colleen Vague, Assembly District #4, Chair
Mr. Chris Elder, Assembly District #5
Mr. Stafford Glashan, Assembly District #6
Mr. Sassan Mossanen, Assembly District #7

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Staff in attendance:

Ms. Jessica Smith, Planning Services Manager
Mr. Alex Strawn, Development Services Manager
Ms. Shannon Bodolay, Assistant Borough Attorney
Ms. Susie Lemons, Assistant Borough Attorney
Mr. Mark Whisenhunt, Planner II
Mr. Christopher Cole, Planner II
Mr. Ted Eischeid, Planner II
Ms. Brianne Blackburn, Environmental Planner II
Mr. Benjamin Coleman, Transportation Planner II
Mr. Joseph Metzger, Planner II
Mr. Adam Bradway, Planner I
Ms. Mary Brodigan, Planning Commission Clerk

II. APPROVAL OF AGENDA

Chair Vague inquired if there were any changes to the agenda.

MOTION: Commissioner Anderson moved to remove the December 3, 2018, regular meeting minutes from consent the agenda. The motion was seconded.

GENERAL CONSENT: The agenda was approved as amended without objection.

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Alex Strawn, MSB Planning Services Manager.

IV. CONSENT AGENDA

A. Minutes

1. December 3, 2018, regular meeting minutes

(The December 3, 2018, regular meeting minutes were removed from the agenda during approval of the agenda.)

B. INTRODUCTION FOR PUBLIC HEARING: QUASI-JUDICIAL MATTERS

1. **Resolution PC 19-01**, a Conditional Use Permit (CUP) in accordance with MSB 17.60 – Conditional Uses; for the operation of a marijuana cultivation facility, located at 5650 North Cunningham Road; (Tax ID# 18N01E14C012); within Township 18 North, Range 1 East, Section 14, Seward Meridian. Public Hearing: January 7, 2019. *(Applicant: Adam Boyd on behalf of Suilnua, LLC, Staff: Mark Whisenhunt)*
2. **Resolution PC 19-02**, a modification to an existing Conditional Use Permit in accordance with MSB 17.60 – Conditional Uses; for the operation of a marijuana cultivation facility, located at 1044 S. Old Glenn Highway; (Tax ID# 17N02E11C017); within Township 17 North, Range 2 East, Section 11, Seward Meridian. Public Hearing: January 7, 2019. *(Applicant: Phillip Izon dba KushTopia, Staff: Joseph Metzger)*
3. **Resolution PC 19-03**, a Conditional Use Permit (CUP) in accordance with MSB 17.60 – Conditional Uses; for the operation of a marijuana retail facility, located at 1044 S. Old Glenn Highway; (Tax ID# 17N02E11C017); within Township 17 North, Range 2 East, Section 11, Seward Meridian. Public Hearing: January 7, 2019. *(Applicant: Phillip Izon dba OutPost, LLC, Staff: Joseph Metzger)*

C. INTRODUCTION FOR PUBLIC HEARING: LEGISLATIVE MATTERS

1. **Resolution PC 19-04**, recommending Assembly approval of Boundary Changes to Community Councils within the Core Area, which include Tanaina Community Council, North Lakes, South Lakes, Gateway, Farm Loop, and the creation of the Greater Palmer Community Council Boundary. Public Hearing: January 7, 2019. *(Staff: Christopher Cole)*

Chair Vague read the consent agenda into the record.

Chair Vague inquired if there were any changes to the consent agenda.

GENERAL CONSENT: The consent agenda was approved without objection.

V. COMMITTEE REPORTS

(There were no committee reports.)

VI. AGENCY/STAFF REPORTS

(There were no agency/staff reports.)

VII. LAND USE CLASSIFICATIONS

(There were no land use classifications.)

VIII. AUDIENCE PARTICIPATION (Three minutes per person.)

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

(The meeting recessed at 6:12 p.m., and reconvened at 6:15 p.m.)

IX. PUBLIC HEARING: QUASI-JUDICIAL MATTERS *(Public Hearings not to begin before 6:15 P.M.)*

Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application.

- A. **Resolution 18-30**, a Conditional Use Permit (CUP) in accordance with MSB 17.60 – Conditional Uses; allowing the operation of a junkyard/refuse area, located at 743 West Sunrise Drive (Tax ID#: 6405001006); within Township 18 North, Range 2 West, Section 33, Seward Meridian. *(Applicant: Dewayne Creech for Creech's Junkyard, Staff: Mark Whisenhunt)*

Chair Vague read the resolution title into the record.

Chair Vague:

- read the memorandum regarding quasi-judicial actions into the record;
- queried commissioners to determine if any of them have a financial interest in the proposed Conditional Use Permit (CUP);
- have had any ex parte contact with the applicant, members of the public, or interested parties in the proposed CUP; and
- if all commissioners are able to be impartial in a decision.

Mr. Whisenhunt provided a staff report:

- staff recommended denial of the resolution.

Commissioners questioned staff regarding:

- the year that the first conditional use permit was issued;
- clarification of the definition of structure and how setbacks apply as referenced in Finding Number 16 on page 148 of the packet;
- whether citations were issued while staff was on the site visit;
- location of the wetlands and whether they might be contaminated;
- when were the three unpermitted driveways installed;
- how long has the borough been aware of this operation;
- clarification of how the applicant stores oil taken from the vehicles;
- what needs to be done to bring this property into compliance;
- when was the original application was received;
- confirmation that the applicant stated that he didn't know that he needed a permit and yet continued to operate without a permit after receiving a citation;
- confirmation that the commission is required to view past behavior when reviewing the suitability of the application;
- what will happen if the applicant is granted a permit, but becomes uncompliant again;

- clarification of MSB 17.60.215, Violations, Enforcement, and Penalties;
- definition of a junkyard and why a permit is needed for this property; and
- would a permit still be required if the property owner was storing vehicles, but not running a business.

Chair Vague invited the applicant and their representative to provide an overview of their application.

Mr. Dewayne Creech, Applicant, and Mr. Paul Nangle, Attorney representing Mr. Creech, provided an overview of their application.

Commissioners questioned the applicant and his representative regarding:

- clarification of the request for a two-year permit;
- were they aware that they cannot park in the right-of-way;
- clarification of the first conditional use permit;
- why did the applicant think that he didn't need a CUP for this property when he needed one for his other business;
- what is the process that the applicant follows when he introduces a new vehicle to his lot;
- is the applicant requesting to operate for two years without a permit or asking that the Planning Commission approve a permit for two years;
- why are cars being parked in the right-of-way;
- will the applicant will be able to afford to clean up the site if the permit is denied;
- is there enough space on the site to allow for moving vehicles around and draining fluids without blocking the road;
- how long after receiving a citation did the applicant submit an application for a CUP; and
- clarification of how the hiring of additional employees will help the applicant come into and stay in compliance.

Chair Vague opened the public hearing.

The following person spoke in favor of Resolution 18-30: Mr. Travis Rehard.

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

Chair Vague invited the applicant to respond to questions and statements from the audience.

Mr. Nangle stated that they had nothing further to add.

Chair Vague invited staff to respond to questions and statements from the audience.

Mr. Whisenhunt responded to questions and statements from members of the audience.

There being no one else to be heard, Chair Vague closed the public hearing and discussion moved to the Planning Commission.

MOTION: Commissioner Mossanen moved to approve Resolution 18-30. The motion was seconded.

Discussion ensued regarding:

- the applicants compliance issues and suitability;
- whether the commission is in favor of approving the permit with additional conditions such as monthly inspections by borough staff and limiting the permit to one year;
- the cost and impact to the Planning Department should they have to conduct monthly inspections; and
- why should the commission make an exception for this applicant.

(The meeting recessed at 7:40 p.m., and reconvened at 7:51 p.m.)

Discussion continued regarding:

- whether the commission should postpone the decision to the next meeting or work it out tonight;
- whether the applicant has made any effort to become compliant;
- whether hiring additional employees will help the applicant come into and stay in compliance; and
- whether commissioners think that the applicant will come into compliance based on the last five years of non-compliance.

VOTE: The main motion failed unanimously .

1. **Resolution 18-33**, adopting findings of fact and conclusions of law to support denial of Resolution 18-30.

Chair Vague read the resolution title into the record.

MOTION: Commissioner Chesbro moved to approve Resolution 18-33. The motion was seconded.

MOTION: Commissioner Glashan moved a primary amendment to replace “buildings” with “structures” in Finding Number 21 on page 4 of Resolution 18-33. The motion was seconded.

VOTE: The primary amendment passed without objection

VOTE: The main motion passed as amended without objection.

(The meeting recessed at 8:22 pm, and reconvened at 8:29 p.m.)

X. PUBLIC HEARING LEGISLATIVE MATTERS

- B. **Resolution 18-31**, recommending the Assembly develop and approve a more meaningful Capital Improvement Program development process that directly connects community capital project nominations to a fiscal plan with a defined timeline and is considered in the preparations of the annual Borough Operation and Capital Budget as specifically defined in MSB 3.04.060. *(Staff: Jessica Smith and Christopher Cole)*

Chair Vague read the resolution title into the record.

Ms. Jessica Smith and Mr. Christopher Cole provided a staff report:

- requested that the commission replace the nine recommendations in the resolution with the eight recommendations in the memo dated November 14, 2018;
- stated that the wording is better in the memo; and
- staff recommended approval of the resolution.

Commissioners questioned staff regarding:

- will the process take into account the actual cost of the project;
- is the cost of the project part of the scoring;
- clarification of the proposed Planning Commission Subcommittee;
- will the subcommittee report back to the commission or directly to the Assembly;
- why applicants are not told what their scores are; and
- what is the connection between the CIP and comprehensive plans.

Chair Vague opened the public hearing.

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

There being no one else to be heard, Chair Vague closed the public hearing and discussion moved to the Planning Commission.

MOTION: Commissioner Anderson moved to approve Resolution 18-31. The motion was seconded.

Commissioner Anderson:

- stated her support for updating the process;
- requested that fiscal notes be attached to projects; and
- opined that it doesn't make sense to put a project in the top ten if it's not fiscally feasible.

Commissioner Mossanen stated his agreement with Commissioner Anderson.

MOTION: Commissioner Glashan moved a primary amendment to replace items 1-9 in Resolution 18-31 with items 1-8 from the memorandum dated November 14, 2018. The motion was seconded.

VOTE: The primary amendment passed without objection.

VOTE: The main motion passed as amended without objection.

C. Resolution 18-32, recommending modification and adoption of Assembly Ordinance 18-093, an ordinance amending MSB 28.60, Timber Harvest, by changing the applicability for the Traffic Safety Plan and Timber Transport Permit and amending MSB 28.100 Definitions. (*Staff: Alex Strawn*)

Chair Vague read the resolution title into the record.

Mr. Alex Strawn provided a staff report:

- staff recommended approval of the resolution.

Commissioners questioned staff regarding:

- clarification of their recommendation to delete Section 3 of MSB 28.60,
- whether the proposed changes are necessary and if so, why; and
- clarification that this will only regulate the transportation of timber.

Chair Vague opened the public hearing.

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

There being no one else to be heard, Chair Vague closed the public hearing and discussion moved to the Planning Commission.

MOTION: Commissioner Mossanen moved to approve Resolution 18-32. The motion was seconded.

Commissioners Mossanen and Glashan spoke in favor of Resolution 18-32.

VOTE: The main motion passed without objection.

XI. CORRESPONDENCE AND INFORMATION

A. November 27, 2018, Board and Commission Vacancy Report.

(Correspondence and information was presented and no comments were noted.)

XII. UNFINISHED BUSINESS

(There was no unfinished business.)

XIII. NEW BUSINESS

(There was no new business.)

XIV. COMMISSION BUSINESS

A. Upcoming Planning Commission Agenda Items

Ms. Smith provided a brief update on projects that will be coming before the Planning Commission.

XV. DIRECTOR AND COMMISSIONER COMMENTS

Commissioner Patterson asked for clarification as to why she was not able to ask Mr. Haberman a question.

Commissioner Anderson:

- thanked staff for all of their hard work;
- requested work sessions on the Capital Improvement Program (CIP);
- asked that the work sessions be scheduled in advance of any legislation to ensure that everyone understands the program and the process;
- noted that it's important to know how fiscal notes play a part and who generates what;
- opined that the commission will be a stronger board if the CIP is addressed in multiple sessions; and
- wished everyone a Merry Christmas and Happy Holidays.

Commissioner Vague:

- responded to the question from Commissioner Patterson;
- stated that as chair, she has been tasked with keeping the meetings moving and on point;
- reminded everyone that the meetings are for the Planning Commission and open to the public;
- members of the public are welcome to comment, but not to disrupt the meetings;
- stated that she will continue to notify the Borough Manager when members of the public interrupt Planning Commission meetings;
- thanked staff for their hard work; and
- wished everyone a Merry Christmas.

XVI. ADJOURNMENT

The regular meeting adjourned at 9:36 p.m.



COLLEEN VAGUE, Planning Commission
Chair

ATTEST:



MARY BRODIGAN, Planning Commission
Clerk

Minutes approved: January 7, 2019

The regular meeting of the Matanuska-Susitna Borough Planning Commission was held on January 7, 2019, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 6:04 p.m. by Chair Colleen Vague.

I. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM

Planning Commission members present and establishing a quorum:

Ms. Mary Anderson, Assembly District #1
Ms. Patricia Chesbro, Assembly District #3
Ms. Colleen Vague, Assembly District #4, Chair
Mr. Chris Elder, Assembly District #5
Mr. Stafford Glashan, Assembly District #6
Mr. Sassan Mossanen, Assembly District #7

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Planning Commission members absent and excused were:

Ms. Eileen Patterson, Assembly District #2

Staff in attendance:

Ms. Eileen Probasco, Planning & Land Use Director
Ms. Jessica Smith, Planning Services Manager
Ms. Shannon Bodolay, Assistant Borough Attorney
Ms. Susie Lemon, Assistant Borough Attorney
Mr. Mark Whisenhunt, Planner II
Mr. Joseph Metzger, Planner II
Mr. Christopher Cole, Planner II
Mr. Adam Bradway, Planner I
Ms. Mary Brodigan, Planning Commission Clerk

II. APPROVAL OF AGENDA

Chair Vague inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved without objection.

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Mark Whisenhunt, a member of Planning Staff.

IV. CONSENT AGENDA

A. Minutes

1. December 3, 2018, regular meeting minutes
2. December 17, 2018, regular meeting minutes

B. INTRODUCTION FOR PUBLIC HEARING: QUASI-JUDICIAL MATTERS

1. **Resolution PC 19-05**, a Conditional Use Permit (CUP) in accordance with MSB 17.60 – Conditional Uses; allowing the operation of a marijuana cultivation facility, located at 266 South McCallister Drive, Suite 1 (Tax ID# 7267B01L001A); within Township 17 North, Range 1 West, Section 7, Seward Meridian. Public Hearing: January 21, 2019. (*Applicant: James Hacker and Jana Weltzin, on behalf of Scorpion Grass, Staff: Mark Whisenhunt*)
2. **Resolution PC 19-06**, a Conditional Use Permit (CUP) in accordance with MSB 17.60 – Conditional Uses; allowing the operation of a marijuana retail facility, located at 266 South McCallister Drive, Suite 2 (Tax ID# 7267B01L001A); within Township 17 North, Range 1 West, Section 7, Seward Meridian. Public Hearing: January 21, 2019. (*Applicant: James Hacker and Jana Weltzin, on behalf of Scorpion Grass, Staff: Mark Whisenhunt*)

C. INTRODUCTION FOR PUBLIC HEARING: LEGISLATIVE MATTERS

1. **Resolution PC 19-07**, recommending the Assembly approve an update to the Boroughwide Comprehensive Development Plan. Public Hearing: January 21, 2019. (*Staff: Eileen Probasco and Jessica Smith*)

Chair Vague read the consent agenda into the record.

Chair Vague inquired if there were any changes to the consent agenda.

GENERAL CONSENT: The consent agenda was approved without objection.

V. COMMITTEE REPORTS

(There were no committee reports.)

VI. AGENCY/STAFF REPORTS

(There were no agency/staff reports.)

VII. LAND USE CLASSIFICATIONS

(There were no land use classifications.)

VIII. AUDIENCE PARTICIPATION (Three minutes per person.)

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

(The meeting recessed at 6:13 p.m., and reconvened at 6:17 p.m.)

IX. PUBLIC HEARING: QUASI-JUDICIAL MATTERS (*Public Hearings not to begin before 6:15 P.M.*)

Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application.

- A. **Resolution PC 19-01**, a Conditional Use Permit (CUP) in accordance with MSB 17.60 – Conditional Uses; for the operation of a marijuana cultivation facility, located at 5650 North Cunningham Road; (Tax ID# 18N01E14C012); within Township 18 North, Range 1 East, Section 14, Seward Meridian. (*Applicant: Adam Boyd on behalf of Suilnua, LLC, Staff: Mark Whisenhunt*)

Chair Vague read the resolution title into the record.

Chair Vague:

- read the memorandum regarding quasi-judicial actions into the record;
- queried commissioners to determine if any of them have a financial interest in the proposed Conditional Use Permit (CUP);
- have had any ex parte contact with the applicant, members of the public, or interested parties in the proposed CUP; and
- if all commissioners are able to be impartial in a decision.

Commissioner Chesbro:

- stated that she knows the applicant, but does not know the business;
- the applicant was a student many years ago; and
- stated that she can be impartial in a decision.

Chair Vague ruled that there is no conflict of interest.

There was no objection noted.

Mr. Whisenhunt provided a staff report:

- staff recommended approval of the resolution with conditions.

Commissioners questioned staff regarding:

- confirmation that the facility will be fitted with carbon filters to remove marijuana odors as stated in the resolution; and
- clarification of which building documented on the survey on page 119 of the packet will house the application.

Chair Vague invited the applicant or their representative to provide an overview of their application.

Mr. Adam Boyd, Applicant, provided an overview of their application.

Commissioners questioned the applicant regarding the pronunciation and meaning of the business name.

Chair Vague opened the public hearing.

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

Chair Vague invited staff to respond to questions and statements from the audience.

Mr. Whisenhunt responded to questions and statements from members of the audience.

Chair Vague invited the applicant to respond to questions and statements from the audience.

Mr. Boyd stated that they had nothing further to add and would answer questions.

There being no one else to be heard, Chair Vague closed the public hearing and discussion moved to the Planning Commission.

MOTION: Commissioner Anderson moved to approve Resolution PC 19-01. The motion was seconded.

Commissioners Anderson and Chesbro spoke in favor of Resolution PC 19-01.

VOTE: The main motion passed without objection.

B. Resolution PC 19-02, a modification to an existing Conditional Use Permit in accordance with MSB 17.60 – Conditional Uses; for the operation of a marijuana cultivation facility, located at 1044 S. Old Glenn Highway; (Tax ID# 17N02E11C017); within Township 17 North, Range 2 East, Section 11, Seward Meridian. (*Applicant: Phillip Izon dba KushTopia, Staff: Joseph Metzger*)

Chair Vague read the resolution title into the record.

Chair Vague:

- read the memorandum regarding quasi-judicial actions into the record;
- queried commissioners to determine if any of them have a financial interest in the proposed Conditional Use Permit (CUP);
- have had any ex parte contact with the applicant, members of the public, or interested parties in the proposed CUP; and
- if all commissioners are able to be impartial in a decision.

Mr. Metzger provided a staff report:

- staff recommended approval of the resolution with conditions.

Commissioners questioned staff regarding:

- whether the applicant is compliant with the initial CUP;
- clarification of fencing materials, location, and when the fence was constructed;
- was there discussion between staff and the applicant regarding the type of fence;
- are fences required in borough code for marijuana facilities;
- is the fence on page 239 of the packet part of the security plan; and

- whether the applicant should have come back before the PC prior to installing a different fence design.

Chair Vague invited the applicant or their representative to provide an overview of their application.

Mr. Phillip Izon, II , and Cynthia Izon, Applicants, provided an overview of their application.

Commissioners questioned the applicant regarding:

- whether borough staff approved a design change from an 10-foot chain link fence to a 6-foot wooden fence; and
- when was the fence installed.

Chair Vague opened the public hearing.

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

There being no one else to be heard, Chair Vague closed the public hearing and discussion moved to the Planning Commission.

(The meeting recessed at 7:19 p.m., and reconvened at 7:30 p.m.)

MOTION: Commissioner Anderson moved to approve Resolution PC 19-02. The motion was seconded.

Discussion ensued regarding:

- the applicant modified the plans for the fence and installed it without going before the PC;
- the applicant agreed to a 10-foot chain link fence, but installed a 6-foot wooden fence;
- whether the applicant was notified by staff that they would need to modify their CUP before changing the design of the fence;
- viewing the public hearing as if it took place in December when the applicant wanted it; and
- whether staff told the applicant to not construct the fence.

MOTION: Commissioner Glashan moved a primary amendment to the BE IT FURTHER RESOLVED statement to add a sentence to Condition # 6 of Permit # 176020170009 to read: "The existing welded wire fence will be replaced with a 6-foot chain link as described in the application by September 30, 2019." The motion was seconded.

Commissioners Glashan and Anderson spoke in favor of the amendment.

VOTE: The primary amendment passed unanimously.

Commissioners Glashan spoke in favor of the resolution.

Commissioner Anderson stated her concerns that the process was not followed.

Ms. Smith pointed out that there are no fencing requirements for marijuana facilities in code.

Chair Vague opined that we don't really have a code if we don't follow the code.

VOTE: The main motion passed as amended without objection.

- C. **Resolution PC 19-03**, a Conditional Use Permit (CUP) in accordance with MSB 17.60 – Conditional Uses; for the operation of a marijuana retail facility, located at 1044 S. Old Glenn Highway; (Tax ID# 17N02E11C017); within Township 17 North, Range 2 East, Section 11, Seward Meridian. (*Applicant: Phillip Izon dba OutPost, LLC, Staff: Joseph Metzger*)

Chair Vague read the resolution title into the record.

Chair Vague:

- read the memorandum regarding quasi-judicial actions into the record;
- queried commissioners to determine if any of them have a financial interest in the proposed Conditional Use Permit (CUP);
- have had any ex parte contact with the applicant, members of the public, or interested parties in the proposed CUP; and
- if all commissioners are able to be impartial in a decision.

Mr. Metzger provided a staff report:

- questioned if everyone received and read the email from the applicant; and
- staff recommended approval of the resolution with conditions.

Commissioners questioned staff regarding:

- designations of the properties north and south of the proposed business as documented on page 227 of the packet;
- clarification of the driveway situation;
- how will the passing of Resolution PC 19-02 change this application;
- is the fence design up to the applicant;
- clarification of why the applicant proposes putting in a fence;
- clarification of setbacks for a marijuana retail facility; and
- will the state be willing to approve a driveway permit should the applicant agree to build a driveway for his neighbor.

Chair Vague invited the applicant or their representative to provide an overview of their application.

Mr. Phillip Izon, II, and Ms. Cynthia Izon, Applicants, provided an overview of their application.

Commissioners questioned the applicant regarding:

- clarification that the applicant will pay for the driveway even if the neighbor refuses to pay for his portion;
- does the applicant have the financial ability to pay for the full driveway;

- what is the applicant's preference with hours of operation; and
- clarification of which property has the shared driveway.

Chair Vague opened the public hearing.

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

Chair Vague invited the applicant to respond to questions and statements from the audience.

Mr. Izon stated that they had nothing further to add.

Chair Vague invited staff to respond to questions and statements from the audience.

Mr. Metzger responded to questions and statements from a member of the audience.

There being no one else to be heard, Chair Vague closed the public hearing and discussion moved to the Planning Commission.

MOTION: Commissioner Anderson moved to approve Resolution PC 19-03. The motion was seconded.

MOTION: Commissioner Glashan moved a primary amendment to Condition # 4 to change the hours of operation from 8 a.m. until 5 a.m. to 8 a.m. until 12 a.m. The motion was seconded.

Commissioner Glashan spoke in favor of his amendment.

VOTE: The primary amendment passed without objection.

MOTION: Commissioner Anderson moved a primary amendment to Condition # 4 to replace "If measures are taken" with "the applicant shall" and to strike everything after "June 30, 2019," to read: "the applicant shall leave a gap in part of the fence so as not to interfere with the abutting landowner's vehicular access, the hours of operation are 8 a.m. until 12 a.m. daily. The above identified fence shall be constructed by June 30, 2019." The motion was seconded.

Commissioner Anderson spoke in favor of her amendment.

Commissioners Elder, Glashan, and Mossanen spoke regarding concerns with legal access.

VOTE: The primary amendment failed with Commissioners Vague, Chesbro, and Anderson in favor.

Discussion ensued regarding:

- concerns with approving the application without knowing what the access will be and what the fencing will be;
- the southern property not having access;

- the neighbor should build their own driveway; and
- whether there is a legal reason in borough and/or state code to change the closing hours from 5 a.m. to 12 a.m.

MOTION: Commissioner Chesbro moved a primary amendment to ensure that all references to the hours of operation in the resolution are 8 a.m. until 12 a.m. The motion was seconded.

Commissioners Elder and Mossanen stated their concerns with the hours being limited to midnight.

The primary amendment passed with Commissioner Glashan in opposition.

VOTE: The main motion passed as amended without objection.

(The meeting recessed at 8:51 p.m., and reconvened at 8:57 p.m.)

X. PUBLIC HEARING LEGISLATIVE MATTERS

A. Resolution PC 19-04, recommending Assembly approval of Boundary Changes to Community Councils within the Core Area, which include Tanaina Community Council, North Lakes, South Lakes, Gateway, Farm Loop, and the creation of the Greater Palmer Community Council Boundary. *(Staff: Christopher Cole)*

Chair Vague read the resolution title into the record.

Ms. Eileen Probasco provided a staff report:

- staff recommended approval of the resolution.

Commissioners questioned staff regarding:

- will expanding the community council boundaries automatically expand the boundaries for comp plans or will that be a separate public process;
- clarification of the Tanaina Community Council boundary; and
- whether the people being absorbed into a community council have had an opportunity to weigh in.

Chair Vague opened the public hearing.

The following persons spoke in opposition of Resolution PC 19-04: Mr. Brian Endle.

The following person spoke regarding concerns with public process: Mr. Eugene Carl Haberman.

Chair Vague invited staff to respond to questions and statements from the audience.

Ms. Probasco had nothing further to add.

There being no one else to be heard, Chair Vague closed the public hearing and discussion moved to the Planning Commission.

MOTION: Commissioner Anderson moved to approve Resolution PC 19-04. The motion was seconded.

Discussion ensued regarding:

- acknowledgement that there are a lot of people that don't want any government involvement;
- will boundary changes assist with obtaining federalized dollars;
- how will boundary changes improve census numbers;
- concerns with incorporating a heavily dense area into a less dense area;
- does the commission have the ability to change the boundaries for the Participant Statistical Areas Program (PSAP) without making changes to the community council boundaries;
- how difficult will it be to notify the people that are being moved that they may now be in a community council that has a comprehensive plan;
- wouldn't it be better for the borough to communicate directly with the public rather than rely on a community council to provide information;
- sending out a borough-wide mailing with a fact sheet explaining what is being proposed and why, and how citizens will be impacted;
- hosting open houses; and
- why are these changes necessary.

MOTION: Commissioner Anderson moved to postpone Resolution PC 19-04 to June 3, 2019, to allow for open houses. The motion was seconded.

VOTE: The motion to postpone passed without objection.

VOTE: The main motion passed without objection.

XI. CORRESPONDENCE AND INFORMATION

(There was no correspondence and information.)

XII. UNFINISHED BUSINESS

(There was no unfinished business.)

XIII. NEW BUSINESS

(There was no new business.)

XIV. COMMISSION BUSINESS

A. Discussion of MSB 15.08.150, Conflict of Interest; Ex Parte Contact

Ms. Bodolay provided the Planning Commission with a reminder to avoid ex parte contacts.

B. Election of Planning Commission Chair and Vice Chair

MOTION: Commissioner Anderson moved to nominate Commissioner Vague as Chair . The motion was seconded.

VOTE: The motion passed without objection.

Motion: Commissioner Glashan moved to nominate Commissioner Anderson as Vice Chair. The motion was seconded.

VOTE: The motion passed without objection.

C. Upcoming Planning Commission Agenda Items

Ms. Smith provided a brief update on projects that will be coming before the Planning Commission.

XV. DIRECTOR AND COMMISSIONER COMMENTS

Commissioner Vague:

- stated that tonight is Ms. Smith's last commission meeting;
- she is moving out of state and on to bigger things;
- Jessica has been a great participant and asset to the Planning Commission and to the borough; and
- thanked her for all of her time and effort.

Ms. Smith stated that it has been an honor to work for the Planning Commission.

Commissioner Elder thanked Ms. Smith for everything.

Commissioner Mossanen:

- thanked Ms. Smith for all of her hard work and wished her a lot of luck and success;
- stated that he has often wondered what safety procedures the borough has in place to protect commissioners and people who attend the meetings;
- would also like to know what privileges he can afford to protect himself;
- noted that there are often instances where applicants don't get what they want and they are clearly frustrated;
- there are examples of other folks who have taken aggressive positions towards decisions that have been made; and
- requested that staff let the commission know what is in place and what is not.

Commissioner Glashan made a humorous comment about Ms. Smith.

Commissioner Chesbro:

- stated that the commission will miss Ms. Smith and is sorry that she is leaving;
- acknowledged that Orlando will probably be warmer;
- thanked the commission noting that they had a lot to digest and work through tonight;

- appreciates commissioners willingness to stand up and say what they think and still work together; and
- said good bye to Jessica.

Commissioner Anderson:

- thanked staff for all of their hard work;
- acknowledged that it doesn't always seem like the commission appreciates staff, but they do;
- stated that she asks lots of questions and appreciates the information;
- wished Ms. Smith good luck opining that whoever has hired her has hired an amazing staff person;
- they will benefit and we will feel her loss;
- thanked fellow commissioners for working through the issues tonight;
- every time we have a good healthy debate, we tend to come up with a good product; and
- hopes that everyone continues with their thoughtful responses.

Chair Vague:

- stated that she works closely with the clerk and they converse frequently throughout the meeting especially when it comes to technicalities and the rules;
- acknowledged that she appreciates Ms. Brodigan and appreciates her amazing supervisors that help her out when difficult questions arise;
- stated that she is sad for the commission, but happy for Ms. Smith;
- opined that she has great things ahead of her; and
- appreciates all of her help and acknowledged that it doesn't feel like she has been here as long as she has because it has been so much fun.


XVI. ADJOURNMENT

The regular meeting adjourned at 9:59 p.m.



COLLEEN VAGUE, Planning Commission
Chair

ATTEST:



MARY BRODIGAN, Planning Commission
Clerk

Minutes approved: January 21, 2019

RECEIVED
JAN 11 2019
CLERKS OFFICE

By: Mark Whisenhunt
Introduced: December 17, 2018
Public Hearing: January 7, 2019
Action: Approved

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. PC 19-01**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A MARIJUANA CULTIVATION FACILITY AT 5650 NORTH CUNNINGHAM ROAD (TAX ID# 18N01E14C012); WITHIN TOWNSHIP 18 NORTH, RANGE 1 EAST, SECTION 14, SEWARD MERIDIAN.

WHEREAS, an application has been received from Adam Boyd on behalf of Suilnua, LLC for a conditional use permit for the operation of a marijuana cultivation facility at 5650 North Cunningham Road, (Tax ID# 18N01E14C012); within Township 18 North, Range 1 East, Section 14, Seward Meridian; and

WHEREAS, MSB 17.60.030(A)(4) requires a conditional use permit for the operation of a marijuana cultivation facility; and

WHEREAS, unless this type of use is maintained under and in accordance with a lawfully issued permit, marijuana cultivation facilities are declared to be a public nuisance; and

WHEREAS, the proposed conditional use operation is wholly contained within the 10,069 square foot facility; and

WHEREAS, the proposed use is accessed through an existing private road known as North Cunningham Road and through the neighboring parcel (Tax ID #18N01E14D016), which is also owned by the applicant. Access to the proposed use has been granted through

parcel D016 as detailed in the recorded access easement (#2018-023777-0) included in the application material; and

WHEREAS, the subject property was originally developed in approximately 1935 as a homestead. The use of the property has remained relatively unchanged other than the addition of homes and agricultural storage buildings; and

WHEREAS, the proposed use will occupy an existing structure, which has been historically used for agricultural purposes; and

WHEREAS, the proposed use is agricultural in nature; and

WHEREAS, to the north are two large agricultural parcels, which are 43 and 80 acres in size. The applicant owns the parcel that is 80 acres in size; and

WHEREAS, to the northwest, west, and southwest are three large parcels ranging from 30 acres to 155 acres in size. One of the 30-acre parcels is developed with a residential and agricultural field. The remaining two parcels are undeveloped; and

WHEREAS, to the northeast and east are six parcels which have been developed with residential homes and range from three to five acres in size. Two of the six parcels are owned by the applicant; and

WHEREAS, to the south are three parcels. One of which is 118 acres in size and owned by the applicant. This parcel is both heavily forested and partially developed with agricultural fields. The other two parcels to the south house the Alaska Operating

Engineers (AOE) training facility. AOE offers apprenticeship programs for the operation of heavy equipment and other specialty trade occupations to adults at least 18 years of age, who have a valid driver's license and high school diploma/GED; and

WHEREAS, MSB 1760.110 defines "school grounds" as: " a lot or parcel with facilities primarily used for the academic education of children or young people, usually under 18 years of age. For the purpose of setback requirements under this chapter, universities, vocational trade schools, and residential structures where children receive homeschooling are not considered schools"; and

WHEREAS, the Alaska Operating Engineers (AOE) training facility does not meet the Borough's definition of "school grounds" as defined by MSB 17.60.010; and

WHEREAS, the facility will not be open to the general public; and

WHEREAS, the closest school (Colony school site) is approximately 12,000 feet away from the proposed use; and

WHEREAS, consumption of marijuana is prohibited at the facility; and

WHEREAS, persons under the age of 21 are prohibited from entering the premises of the proposed use; and

WHEREAS, according to the application material, the proposed use has a security plan in place, which includes education of employees on all security measures; and

WHEREAS, according to the security plan, a combination of cameras, motion detectors, and lighting will be used to secure the site and monitor all activities at the facility; and

WHEREAS, after proper notification to the State of Alaska Alcohol & Marijuana Control Office; all marijuana products deemed unusable will be mixed with livestock feed and fed to livestock on the property; and

WHEREAS, according to the application material, wastewater will be used on agricultural fields on the property, as allowed by the Alaska Department of Environment Conservation; and

WHEREAS, the subject parcel is approximately 115 acres in size; and

WHEREAS, according to the application material, the proposed use is set back approximately 900 feet from the north side lot line, 275 feet from the section line easement to the south, 3,300 feet from the section line easement to the west, and 100 feet from the east side lot line; and

WHEREAS, according to the application material, the proposed use has a diversion prevention plan in place; and

WHEREAS, all of the required site plans and operational information have been provided by the applicant; and

WHEREAS, the facility will be fitted with carbon filters to remove marijuana odors; and

WHEREAS, no new landscaping or berms are planned or required by code; and

WHEREAS, the exterior appearance of the existing structure in which the proposed use will occupy will not change; and

WHEREAS, the closest residential structure is located approximately 200 feet to the west and is occupied by the applicant; and

WHEREAS, the closest residential structure not owned by the applicant is located approximately 800 feet to the northwest; and

WHEREAS, according to the application material, no business signs will be located at the site or visible from off site; and

WHEREAS, Suilnua, LLC has received delegated approval from the State Marijuana Control Board for marijuana cultivation license #11664, in accordance with 3AAC 306.005; and

WHEREAS, written documentation showing delegated approval from the State Marijuana Control Board for marijuana cultivation license #11664 has been approved; and

WHEREAS, the State of Alaska Fire Marshal has issued Plan Review Certificate #2017Anch1837, approving the construction of the proposed use; and

WHEREAS, a copy of approved Plan Review Certificate #2017Anch1837 has been provided; and

WHEREAS, documentation from Alaska Department of Environment Conservation showing approval of the applicant's disposal methods has been provided; and

WHEREAS, according to the application material, nutrients and cleaning supplies will be stored within the facility according to each manufacturer's recommendations; and

WHEREAS, according to the application material, all hazardous material will be stored in a cool dry place, out of direct sunlight, away from excessive heat, and in a secured area within the facility; and

WHEREAS, the Planning Commission has reviewed this application with respect to standards set forth in MSB 17.60.100, 17.60.150 and 17.60.160; and

WHEREAS, the Planning Commission conducted a public hearing on January 7, 2019 on this matter.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby adopts the aforementioned findings of fact and makes the following conclusions of law supporting approval of Planning Commission Resolution 19-01:

1. The proposed use, with conditions, will not detract from the value, character, and integrity of the surrounding area (MSB 17.60.100(B)(1)).

2. The proposed use will not be harmful to the public health, safety, convenience, and welfare (MSB 17.60.100(B)(2)).
3. Sufficient setbacks, lot area, buffers or other safeguards are being provided (MSB 17.60.100(B)(3)).
4. The application material meets all of the requirements of this chapter (MSB 17.60.100(B)(4)).
5. The proposed use will not negatively affect other properties due to factors such as noise and odor (MSB 17.60.150(A)(1)).
6. Measures are in place to reduce negative affects upon adjacent properties (MSB 17.60.150(A)(2)(a-c)).
7. The proposed use is compatible with the character of the surrounding area (MSB 17.60.150(A)(3)).
8. The proposed use is more than 1,000 feet away from any school grounds (MSB 17.60.150(B)(1)).
9. The applicant has provided documentation demonstrating all applicable licenses pertaining to 3 AAC 306.005 have been obtained (MSB 17.60.150(D)(1)).
10. The applicant has provided documentation demonstrating the proposed use is in full compliance with all applicable fire code (MSB 17.60.150(D)(2)).

11. The wastewater and waste material disposal plan demonstrates compliance with the Alaska State Department of Environmental Conservation (MSB 17.60.160(A)).
12. The odor mitigation plan demonstrates mitigation measures will prevent odors from materially impacting adjoining properties (MSB 17.60.160(B)).
13. Storage of nutrients, natural pesticides, and cleaners will comply with all local, state, and federal laws (MSB 17.60.160(C)).
14. A security plan which includes education for employees on security measures has been provided (MSB 17.60.160(D)).
15. The proposed use meets the minimum setback requirements for marijuana cultivation facilities (MSB 17.60.160(E)).

BE IT FURTHER RESOLVED, that the Planning Commission finds this application does meet the standards of MSB 17.60 and does hereby approve the conditional use permit for the operation of a marijuana cultivation facility, with the following conditions:

1. The owner and/or operator shall comply with all applicable state and local regulations.
2. All aspects of the operation shall comply with the description detailed in the application material and with the conditions of this permit. An amendment to the

Conditional Use Permit shall be required prior to any expansion of the conditional use.

3. Borough staff shall be permitted to enter premises subject to this permit to monitor compliance with permit requirements. Such access will at minimum, be allowed on demand when activity is occurring, and/or with prior verbal or written notice, and/or at other times as necessary to monitor compliance. Denial of access to Borough staff shall be a violation of this Conditional Use Permit.

ADOPTED by the Matanuska-Susitna Borough Planning Commission
this 7th day of January, 2019.



COLLEEN VAGUE, Chair

ATTEST



MARY BRODIGAN, Planning Clerk

(SEAL)

YES: *Vague, Anderson, Chesbro, Elder, Gladman, and*
NO: *Mossman*

By: Joe Metzger
Introduced: December 17, 2018
Public Hearing: January 7, 2019
Action: Approved

RECEIVED

JAN 17 2019

CLERKS OFFICE

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. PC 19-02**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION APPROVING A MODIFICATION TO CONDITIONAL USE PERMIT #176020170009 WHICH ALLOWS THE OPERATION OF A MARIJUANA CULTIVATION FACILITY AT 1044 S. OLD GLENN HIGHWAY (TAX ID# 17N02E11C017); WITHIN TOWNSHIP 17 NORTH, RANGE 2 EAST, SECTION 17, SEWARD MERIDIAN.

WHEREAS, an application has been received from Phillip Izon on behalf of KushTopia for a modification to a conditional use permit #176020170009 which allows the operation of a marijuana cultivation facility at 1044 S. Old Glenn Highway, (Tax ID# 17N02E11C017); within Township 17 North, Range 2 East, Section 11, Seward Meridian; and

WHEREAS, MSB 17.60.040(A) allows a property owner or the owners' authorized agent to request a modification to an existing conditional use permit; and

WHEREAS, unless this type of use is maintained under and in accordance with a lawfully issued permit, marijuana cultivation facilities are declared to be a public nuisance; and

WHEREAS, the original application indicated that the proposed 10-foot tall chain link fence would aid in security and provide additional screening; and

WHEREAS, according to the application material, a 6-foot tall wood and chain link fence will replace the proposed 10-foot tall

chain link and wood fence as indicated in the original application;
and

WHEREAS, a 6-foot tall wood fence is proposed to surround the facility on the north, east, and south sides of the facility while a chain link fence will surround the west side of the facility;
and

WHEREAS, according to the application material, a 6-foot tall wood and chain link fence along with the present security procedures are sufficient to protect the community and business from nefarious activities; and

WHEREAS, a 6-foot tall wood plank fence on the north, south, and east sides of the facility should provide better visual screening than a 10-foot tall chain link fence; and

WHEREAS, the application material indicates the operator is pursuing a Conditional Use Permit for a marijuana retail facility on the property and a 6-foot tall wood fence is more appealing and welcoming than a 10-foot chain link fence; and

WHEREAS, according to the application material, there are multiple layers of fencing in addition to robust security measures that include motion cameras, audio listening devices, security dogs, and 24/7 on site security to continuously monitor the premises; and

WHEREAS, according to the applicant, the facility has not had any problems with vandalism or crime to date; and

WHEREAS, a November 16, 2018 site visit confirms a 6-foot tall wood plank and chain link fence has been installed as reflected in the current site plan; and

WHEREAS, the wood fence appears well kept and is not dilapidated or obtrusive; and

WHEREAS, according to the application material, the proposed use has a security plan in place, which includes education of employees on all security measures; and

WHEREAS, access to the premises is from the Old Glenn Highway via an established driveway; and

WHEREAS, the applicant obtained Flood Hazard Development Permit #172920170007 to construct the existing facility; and

WHEREAS, all of the required site plans and operational information have been provided by the applicant; and

WHEREAS, the proposed change in location and type of fencing will not change the impact of noise or odor of the existing cultivation facility; and

WHEREAS, there is no industrial equipment or processes that generate noise associated with the proposed use; and

WHEREAS, the Old Glenn Highway has many different uses on its frontage, including residential, commercial, and industrial; and

WHEREAS, the closest school (Job Corps, Palmer) is approximately 10,800 feet away from the proposed use; and

WHEREAS, the proposed change in the type and location of the

fencing has no impact on the setback distance to the school grounds; and

WHEREAS, KushTopia has obtained a State of Alaska Marijuana Establishment License #11611 for a Standard Marijuana Cultivation Facility; and

WHEREAS, a copy of the State of Alaska Marijuana Establishment License #11611 for KushTopia has been provided; and

WHEREAS, the proposed change in the type and location of the fencing has no impact on State of Alaska Marijuana Establishment License #11611 issued for KushTopia; and

WHEREAS, the State of Alaska Fire Marshal has issued Plan Review Certificate #2017Anch1010, approving the construction of the proposed use; and

WHEREAS, the proposed change in the type and location of the fencing has no impact on the Plan Review Certificate #2017Anch1010; and

WHEREAS, with no waste being disposed of on site, the proposed marijuana cultivation facility is fully compliant with ADEC regulations; and

WHEREAS, the proposed change in the type and location of the fencing has no impact on compliance with ADEC regulations; and

WHEREAS, the proposed change in the type and location of the fencing has no impact on the odor mitigation or ventilation plan; and

WHEREAS, the proposed change in the type and location of the fencing has no impact on compliance with local state and federal laws pertaining to hazardous chemicals; and

WHEREAS, according to the application material, all employees will be educated on all security measures; and

WHEREAS, according to the application material, the existing use is set back approximately 277 feet from the Old Glenn Highway right-of-way, 103.6 feet from the north lot line, 117.9 feet from the south lot line and 707.7 feet from the west lot line; and

WHEREAS, the proposed change in the type and location of the fencing will have no impact on the minimum setback requirements; and

WHEREAS, the Planning Commission has reviewed this application with respect to standards set forth in MSB 17.60.100, 17.60.150 and 17.60.160; and

WHEREAS, the Planning Commission conducted a public hearing on January 7, 2019 on this matter.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby adopts the aforementioned findings of fact and makes the following conclusions of law supporting approval of Planning Commission Resolution 19-02:

1. The proposed change in location and type of fencing will not detract from the value, character and integrity of the surrounding area (MSB 17.60.100(B)(1)).

2. The proposed change in location and type of fencing will not be harmful to the public health, safety, convenience and welfare (MSB 17.60.100(B)(2)).
3. Sufficient setbacks, lot area, buffers or other safeguards are being provided (MSB 17.60.100(B)(3)).
4. The application material meets all of the requirements of this chapter (MSB 17.60.100(B)(4)).
5. The proposed change in location and type of fencing will not negatively affect other properties due to factors such as noise and odor (MSB 17.60.150(A)(1)).
6. Measures are in place to reduce negative affects upon adjacent properties (MSB 17.60.150(A)(2)(a-c)).
7. The proposed change in the type and location of fencing is compatible with the character of the surrounding area (MSB 17.60.150(A)(3)).
8. The proposed use is more than 1,000 feet away from any school grounds (MSB 17.60.150(B)(1)).
9. The applicant has provided documentation demonstrating all applicable licenses pertaining to 3 AAC 306.005 have been obtained (MSB 17.60.150(D)(1)).
10. The proposed use is in full compliance with all applicable fire code (MSB 17.60.150(D)(2)).
11. The proposed change in the type and location of fencing will not affect compliance with ADEC regulations (MSB

17.60.160(A)).

12. The proposed change in the type and location of the fencing will have no impact on the current odor mitigation or ventilation plan (MSB 17.60.160(B)).
13. The proposed change in the type and location of fencing will have no impact on compliance with local, state, or federal hazardous chemical laws (MSB 17.60.160(C)).
14. A security plan which includes education for employees on security measures has been provided (MSB 17.60.160(D)).
15. The proposed use meets the minimum setback requirements for marijuana cultivation facilities (MSB 17.60.160(E)).

BE IT FURTHER RESOLVED, that the Planning Commission finds this application does meet the standards of MSB 17.60 and does hereby approve the modification to conditional use permit #176020170009 which allows the operation of a marijuana cultivation facility, with the following language replacing condition six of permit #176020170009:

6. The 6-foot tall fence identified in the application material requesting to modify conditional use permit #176020170007, as shown in Exhibit B, shall be installed and maintained in compliance with Flood Hazard Development Permit #172920170007. The existing welded

wire fence will be replaced with 6-foot chain link as described in the application by September 30, 2019.

ADOPTED by the Matanuska-Susitna Borough Planning Commission this 7th day of January, 2019.



COLLEEN VAGUE, Chair

ATTEST



MARY BRODIGAN, Planning Clerk

(SEAL)



APPROVED UNANIMOUSLY: Vague, Anderson, Chesbro, Elder,
Mossanen, and Glashan

RECEIVED

JAN 17 2019

CLERKS OFFICE

By: Joe Metzger
Introduced: December 17, 2018
Public Hearing: January 7, 2019
Action: Approved

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. PC 19-03**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A MARIJUANA RETAIL FACILITY AT 1044 S. OLD GLENN HIGHWAY (TAX ID# 17N02E11C017); WITHIN TOWNSHIP 17 NORTH, RANGE 2 EAST, SECTION 17, SEWARD MERIDIAN.

WHEREAS, an application has been received from Phillip Izon on behalf of OutPost, LLC for a conditional use permit for the operation of a marijuana retail facility at 1044 S. Old Glenn Highway, (Tax ID# 17N02E11C017); within Township 17 North, Range 2 East, Section 11, Seward Meridian; and

WHEREAS, MSB 17.60.030(A)(4) requires a conditional use permit for the operation of a marijuana retail facility; and

WHEREAS, unless this type of use is maintained under and in accordance with a lawfully issued permit, marijuana retail facilities are declared to be a public nuisance; and

WHEREAS, the building is a two-story log structure that was constructed in 2002 and is approximately 2,464 square feet in size; and

WHEREAS, KushTopia, a licensed and permitted commercial marijuana cultivation facility currently operates in a separate facility on the subject parcel; and

WHEREAS, the proposed use is wholly contained within the two-story log structure; and

WHEREAS, the Old Glenn Highway has many different uses on its frontage, including residential, commercial, and industrial; and

WHEREAS, lands surrounding the property to the north and south are large, privately owned parcels. The parcel to the north is used for agriculture purposes, with no residential home. The parcel to the south is developed with a log home; and

WHEREAS, the closest residential structure is located to the south and is approximately 105 feet away from the proposed use; and

WHEREAS, consumption of marijuana is prohibited at the site; and

WHEREAS, persons under the age of 21 are prohibited from entering the proposed facility; and

WHEREAS, according to the application material, the property has been used for commercial purposes in the past including a taxidermy business, a log home business, and a marketing business; and

WHEREAS, the closest school (Job Corps, Palmer) is approximately 10,800 feet away from the proposed use; and

WHEREAS, the proposed use accesses the Old Glenn Highway via a shared existing driveway on the east side of the property; and

WHEREAS, the Old Glenn Highway is classified as a major collector, which is capable of accommodating traffic generated by several commercial retail businesses; and

WHEREAS, according to the application material, the proposed use has a security plan in place, which includes education of employees on all security measures; and

WHEREAS, according to the security plan, security cameras, motion detectors, and lighting will be used to monitor all activities at the facility; and

WHEREAS, the State Fire Marshal Office has issued Plan Review #2018Anch1181 for the structure; and

WHEREAS, the structure is in full compliance with the applicable State of Alaska fire code; and

WHEREAS, after proper notification of the State of Alaska Alcohol & Marijuana Control Office, all marijuana products deemed unusable will be ground up and mixed with compostable material and sealed in a container. The waste will then be taken State of Alaska Alcohol & Marijuana Control Office approved site or the local landfill; and

WHEREAS, according to the application material, the structure is located approximately 45.7 feet from the Old Glenn Highway right-of-way, 56.1 feet from the south lot line, 950 feet from the west side lot line, and 38.1 feet from the north side lot line; and

WHEREAS, the structure meets all applicable setback requirements required by MSB 17.55 - Setbacks and Screening Easements; and

WHEREAS, all of the required site plans and operational information have been provided by the applicant; and

WHEREAS, there is no industrial equipment or processes that generate noise associated with the proposed use; and

WHEREAS, the application material indicates the proposed hours of operation are from 8:00 a.m. to 5 a.m. daily; and

WHEREAS, the applicant has submitted an odor mitigation plan, ensuring no marijuana odor will emit from the building; and

WHEREAS, according to the application material, the building will use a combination of carbon and charcoal filters fitted on all exhaust fans and vents to remove marijuana odor; and

WHEREAS, according to the application material, loitering will not be allowed; and

WHEREAS, the application material indicates a wood fence is installed on the front/east side of the property and is connected to the log cabin to afford privacy and make the facility less visible to pedestrians and traffic; and

WHEREAS, the applicant has improved the property since taking ownership by removing junk and trash, removal of trash fire pits, remodeling the log structure, and adding a new fence; and

WHEREAS, at the December 20-21, 2018 meeting, the State of Alaska Marijuana Control Board voted to approve OutPost, LLC Marijuana Retail Facility, License #17068 with delegation; and

WHEREAS, a copy of the delegated approval for the applicant's marijuana retail facility has been provided to the MSB Development Services Division; and

WHEREAS, the proposed use is approximately 2,464 square feet in size; and

WHEREAS, a marijuana retail facility 2,464 square feet in size is required to provide eight parking spaces with one ADA compliant space; and

WHEREAS, according to the site plan, nine customer parking spaces will be provided with one space being an ADA compliant space; and

WHEREAS, according to the site plan, each space will be 20 feet in length and 10 feet wide; and

WHEREAS, there are no vertical clearance limitations on site; and

WHEREAS, ADA guidelines require one van accessible parking space, 11 feet wide with a five-foot wide parking isle, for every 1 to 25 spaces; and

WHEREAS, according to the site plan, one van accessible parking space, 11 feet wide with a five-foot wide parking isle will be provided; and

WHEREAS, the Planning Commission has reviewed this application with respect to standards set forth in MSB 17.60.100, 17.60.150 and 17.60.170; and

WHEREAS, the Planning Commission conducted a public hearing on January 7, 2019 on this matter.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby adopts the aforementioned findings of fact and makes the following conclusions of law supporting approval of Planning Commission Resolution 19-03:

1. The proposed use, with conditions, will not detract from the value, character, and integrity of the surrounding area (MSB 17.60.100(B)(1)).
2. The proposed use, with conditions, will not be harmful to the public health, safety, convenience, and welfare (MSB 17.60.100(B)(2)).
3. Sufficient setbacks, lot area, buffers or other safeguards are being provided (MSB 17.60.100(B)(3)).
4. The application material meets all of the requirements of this chapter (MSB 17.60.100(B)(4)).
5. The proposed use, with conditions, will not negatively affect other properties due to factors such as noise and odor (MSB 17.60.150(A)(1)).

6. Measures are in place, with conditions, to reduce negative affects upon adjacent properties (MSB 17.60.150(A)(2)(a-c)).
7. The proposed use, with conditions, is compatible with the character of the surrounding area (MSB 17.60.150(A)(3)).
8. The proposed use is more than 1,000 feet away from any school grounds (MSB 17.60.150(B)(1)).
9. The applicant has provided documentation demonstrating all applicable licenses pertaining to 3 AAC 306.005 have been obtained (MSB 17.60.150(D)(1)).
10. The applicant has provided documentation demonstrating the proposed use is in full compliance with all applicable fire code (MSB 17.60.150(D)(2)).
11. The proposed use is located on a parcel that is appropriate for commercial use (MSB 17.60.170(A)(1-3)).
12. The proposed use meets the minimum number of parking space for retail facilities (MSB 17.60.170(B)).
13. The proposed use complies with current ADA parking space guidelines (MSB 17.60.170(C)).

BE IT FURTHER RESOLVED, that the Planning Commission finds this application does meet the standards of MSB 17.60 and does hereby approve the conditional use permit for the operation of a marijuana retail facility, with the following conditions:

1. The owner and/or operator shall comply with all applicable state and local regulations.
2. All aspects of the operation shall comply with the description detailed in the application material and with the conditions of this permit. An amendment to the Conditional Use Permit shall be required prior to any expansion of the conditional use.
3. The operation shall comply with the maximum permissible sound level limits allowed, per the requirements of MSB 8.52 - Noise, Amplified Sound and Vibration.
4. The applicant shall install fencing the remainder of the southern boundary line from the Old Glenn Highway ROW and connect it to the existing border fencing. The fencing shall be similar in nature to the existing border fencing. Clear separation between the properties shall be established and the fencing shall provide screening and shield retail customer headlights to the extent feasible.

If measures are taken to leave a gap in part of the fencing so as not to interfere with the abutting landowner's vehicular access, the hours of operation are 8 a.m. until 12 a.m. daily. The above identified fence shall be constructed by June 30, 2019. Alternatively, if continuous fencing from the Old Glenn Highway ROW to the

existing southern border fencing is installed, and a separate driveway is established for the abutting landowner to access their property, the hours of operation are 8 a.m. until 12 a.m. daily.

5. All development shall be in compliance with MSB 17.29 Flood Damage Prevention and Flood Hazard Development Permit #172920180074.
6. Borough staff shall be permitted to enter premises subject to this permit to monitor compliance with permit requirements. Such access will at minimum, be allowed on demand when activity is occurring, and/or with prior verbal or written notice, and/or at other times as necessary to monitor compliance. Denial of access to Borough staff shall be a violation of this Conditional Use Permit.
7. Within thirty (30) days of opening the facility, a copy of the active license issued by the State of Alaska Marijuana Control Board shall be provided to the MSB Development Services Division.

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ADOPTED by the Matanuska-Susitna Borough Planning Commission
this 7th day of January, 2019.



COLLEEN VAGUE, Chair

ATTEST



MARY BRODIGAN, Planning Clerk

(SEAL)



APPROVED UNANIMOUSLY: Vague, Anderson, Chesbro, Elder,
Mossanen, Glashan and Mossanen

By: Mark Whisenhunt
Introduced: January 7, 2019
Public Hearing: January 21, 2019
Action: Approved

RECEIVED

JAN 22 2019

CLERKS OFFICE

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. 19-05**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A MARIJUANA CULTIVATION FACILITY AT 266 SOUTH MCCALLISTER DRIVE, SUITE 2 (TAX ID# 7267B01L001A); WITHIN TOWNSHIP 17 NORTH, RANGE 1 WEST, SECTION 7, SEWARD MERIDIAN.

WHEREAS, an application has been received from James Hacker and Jana Weltzin, on behalf of Scorpion Grass for a conditional use permit for the operation of a marijuana cultivation facility at 266 South McCallister Drive (Tax ID# 7267B01L001A); within Township 17 North, Range 1 West, Section 7, Seward Meridian; and

WHEREAS, MSB 17.60.030(A)(4) requires a conditional use permit for the operation of a marijuana cultivation facility; and

WHEREAS, unless this type of use is maintained under and in accordance with a lawfully issued permit, marijuana cultivation facilities are declared to be a public nuisance; and

WHEREAS, the proposed use is wholly contained within Suite 2 of the newly constructed commercial structure; and

WHEREAS, The proposed use is accessed through an existing permitted driveway onto McCallister Drive; and

WHEREAS, the subject property has been used commercially since at least 2005; and

WHEREAS, the Park Highway right-of-way abuts the parcel on the northeast side; and

WHEREAS, to the northwest, west, and southeast are parcels ranging from one to four acres in size and currently have commercial uses; and

WHEREAS, the Parks Highway is known to have commercial operations on its frontage; and

WHEREAS, this area of the Parks Highway is heavily developed with commercial businesses accessed by frontage roads; and

WHEREAS, the applicant is constructing a commercial building with metal siding to operate the proposed use; and

WHEREAS, the closest school (a private pre-school known as, Bright Minds Learning Center) is approximately 3,300 feet away from the proposed use; and

WHEREAS, persons under the age of 21 are prohibited from entering the premises of the proposed use; and

WHEREAS, according to the application material, loitering will not be allowed; and

WHEREAS, according to the application material, the proposed use has a security plan in place, which includes education of employees on all security measures; and

WHEREAS, according to the security plan, a combination of cameras, motion detectors, and lighting will be used to secure the site and monitor all activities at the facility; and

WHEREAS, after proper notification to the State of Alaska Alcohol & Marijuana Control Office; all marijuana products deemed unusable will be mixed with compostable waste and disposed of at the Borough landfill; and

WHEREAS, the subject parcel is approximately 3.43 acres in size; and

WHEREAS, according to the application material, the proposed use is set back approximately 100 feet from the north side lot line, 128 feet from the west site lot line, 114 feet from the south side lot line, 56 feet from the Parks Highway right-of-way, and 385 feet from the McCallister Drive right-of-way; and

WHEREAS, according to the application material, the proposed use has a diversion prevention plan in place; and

WHEREAS, all of the required site plans and operational information have been provided by the applicant; and

WHEREAS, there are no outdoor processes associated with the proposed use; and

WHEREAS, the facility will be fitted with carbon filters to remove marijuana odors; and

WHEREAS, existing vegetation to the east will be maintained. In addition, 19 deciduous (Paper Birch) trees will be planted along the south and southeast lot lines as shown on the site plan with the received stamp date of November 26, 2018; and

WHEREAS, the closest residential structure is located approximately 135 feet to the south; and

WHEREAS, Scorpion Grass has received delegated approval from the State Marijuana Control Board for marijuana cultivation license #15789, in accordance with 3AAC 306.005; and

WHEREAS, written documentation showing delegated approval from the State Marijuana Control Board for marijuana cultivation license #15789 has been provided; and

WHEREAS, the Matanuska-Susitna Borough Fire Marshal has issued Plan Review Certificate #2018-140, approving the construction of the proposed use; and

WHEREAS, a copy of approved Plan Review Certificate #2018-140 has been provided; and

WHEREAS, according to the application material, the operation will store wastewater in holding tanks and use a third-party company licensed to handle and dispose of the wastewater; and

WHEREAS, according to the application material, nutrients and cleaning supplies will be stored within the facility according to each manufacturer's recommendations; and

WHEREAS, according to the application material, all nutrients and cleaning supplies will be stored in the building with care and use instructions; and

WHEREAS, the Planning Commission has reviewed this application with respect to standards set forth in MSB 17.60.100, 17.60.150 and 17.60.160; and

WHEREAS, the Planning Commission conducted a public hearing on January 21, 2019 on this matter.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby adopts the aforementioned findings of fact and makes the following conclusions of law supporting approval of Planning Commission Resolution 19-05:

1. The proposed use, with conditions, will not detract from the value, character, and integrity of the surrounding area (MSB 17.60.100(B)(1)).
2. The proposed use will not be harmful to the public health, safety, convenience, and welfare (MSB 17.60.100(B)(2)).
3. Sufficient setbacks, lot area, buffers or other safeguards are being provided (MSB 17.60.100(B)(3)).
4. The application material meets all of the requirements of this chapter (MSB 17.60.100(B)(4)).
5. The proposed use will not negatively affect other properties due to factors such as noise and odor (MSB 17.60.150(A)(1)).
6. Measures are in place to reduce negative affects upon adjacent properties (MSB 17.60.150(A)(2)(a-c)).

7. The proposed use is compatible with the character of the surrounding area (MSB 17.60.150(A)(3)).
8. The proposed use is more than 1,000 feet away from any school grounds (MSB 17.60.150(B)(1)).
9. The applicant has provided documentation demonstrating all applicable licenses pertaining to 3 AAC 306.005 have been obtained (MSB 17.60.150(D)(1)).
10. The applicant has provided documentation demonstrating the proposed use is in full compliance with all applicable fire code (MSB 17.60.150(D)(2)).
11. The wastewater and waste material disposal plan demonstrates compliance with the Alaska State Department of Environmental Conservation (MSB 17.60.160(A)).
12. The odor mitigation plan demonstrates mitigation measures will prevent odors from materially impacting adjoining properties (MSB 17.60.160(B)).
13. Storage of nutrients, natural pesticides, and cleaners will comply with all local, state, and federal laws (MSB 17.60.160(C)).
14. A security plan which includes education for employees on security measures has been provided (MSB 17.60.160(D)).
15. The proposed use meets the minimum setback requirements for marijuana cultivation facilities (MSB 17.60.160(E)).

BE IT FURTHER RESOLVED, that the Planning Commission finds this application does meet the standards of MSB 17.60 and does hereby approve the conditional use permit for the operation of a marijuana cultivation facility, with the following conditions:

1. The owner and/or operator shall comply with all applicable state and local regulations.
2. All aspects of the operation shall comply with the description detailed in the application material and with the conditions of this permit. An amendment to the Conditional Use Permit shall be required prior to any expansion of the conditional use.
3. Borough staff shall be permitted to enter premises subject to this permit to monitor compliance with permit requirements. Such access will at minimum, be allowed on demand when activity is occurring, and/or with prior verbal or written notice, and/or at other times as necessary to monitor compliance. Denial of access to Borough staff shall be a violation of this Conditional Use Permit.

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ADOPTED by the Matanuska-Susitna Borough Planning Commission
this 21st day of January, 2019.



COLLEEN VAGUE, Chair

ATTEST



MARY BRODIGAN, Planning Clerk

(SEAL)



YES: *Vague, Anderson, Patterson, Chesbro, Elder, and Glashen*

NO:

By: Mark Whisenhunt
Introduced: January 7, 2019
Public Hearing: January 21, 2019
Action: Approved

RECEIVED

JAN 22 2019

CLERKS OFFICE

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. 19-06**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT FOR THE OPERATION OF A MARIJUANA RETAIL FACILITY AT 266 SOUTH MCCALLISTER DRIVE, SUITE 1 (TAX ID# 7267B01L001A); WITHIN TOWNSHIP 17 NORTH, RANGE 1 WEST, SECTION 7, SEWARD MERIDIAN.

WHEREAS, an application has been received from James Hacker and Jana Weltzin, on behalf of Scorpion Grass for a conditional use permit for the operation of a marijuana retail facility at 266 South McCallister Drive (Tax ID# 7267B01L001A); within Township 17 North, Range 1 West, Section 7, Seward Meridian; and

WHEREAS, MSB 17.60.030(A)(4) requires a conditional use permit for the operation of a marijuana retail facility; and

WHEREAS, unless this type of use is maintained under and in accordance with a lawfully issued permit, marijuana retail facilities are declared to be a public nuisance; and

WHEREAS, the proposed use is wholly contained within Suite 1 of the newly constructed commercial structure; and

WHEREAS, the proposed use is accessed through an existing permitted driveway onto McCallister Drive; and

WHEREAS, the subject property has been used commercially since at least 2005; and

WHEREAS, the Park Highway right-of-way abuts the parcel on the northeast side; and

WHEREAS, to the northwest, west, and southeast are parcels ranging from one to four acres in size and currently have commercial uses; and

WHEREAS, the Parks Highway is known to have commercial operations on its frontage; and

WHEREAS, this area of the Parks Highway is heavily developed with commercial businesses accessed by frontage roads; and

WHEREAS, the applicant is constructing a commercial building with metal siding to operate the proposed use; and

WHEREAS, the closest school (a private pre-school known as, Bright Minds Learning Center) is approximately 3,300 feet away from the proposed use; and

WHEREAS, persons under the age of 21 are prohibited from entering the premises of the proposed use; and

WHEREAS, according to the application material, loitering will not be allowed; and

WHEREAS, according to the application material, the proposed use has a security plan in place, which includes education of employees on all security measures; and

WHEREAS, according to the security plan, a combination of cameras, motion detectors, and lighting will be used to secure the site and monitor all activities at the facility; and

WHEREAS, the Matanuska-Susitna Borough Fire Marshal has issued Plan Review Certificate #2018-140, approving the construction of the proposed use; and

WHEREAS, the commercial structure is in full compliance with the applicable State of Alaska fire code; and

WHEREAS, after proper notification to the State of Alaska Alcohol & Marijuana Control Office; all marijuana products deemed unusable will be mixed with compostable waste and disposed of at the Borough landfill; and

WHEREAS, according to the application material, the proposed use is set back approximately 100 feet from the north side lot line, 128 feet from the west site lot line, 114 feet from the south side lot line, 56 feet from the Parks Highway right-of-way, and 385 feet from the McCallister Drive right-of-way; and

WHEREAS, the commercial structure meets all applicable setback requirements required by MSB 17.55 - Setbacks and Screening Easements; and

WHEREAS, the subject parcel is approximately 3.43 acres in size; and

WHEREAS, according to the application material, the proposed use has a diversion prevention plan in place; and

WHEREAS, all of the required site plans and operational information have been provided by the applicant; and

WHEREAS, the facility will be fitted with carbon filters to remove marijuana odors; and

WHEREAS, the proposed hours of operation are 9:00 a.m. - 10:00 p.m., daily; and

WHEREAS, existing vegetation to the east will be maintained. In addition, 19 deciduous (Paper Birch) trees will be planted along the south and southeast lot lines as shown on the site plan with the received stamp date of November 26, 2018; and

WHEREAS, the closest residential structure is located approximately 135 feet to the south; and

WHEREAS, Scorpion Grass has received delegated approval from the State Marijuana Control Board for marijuana retail license #15788, in accordance with 3AAC 306.005; and

WHEREAS, written documentation showing delegated approval from the State Marijuana Control Board for marijuana retail license #15788 has been provided; and

WHEREAS, a copy of approved Plan Review Certificate #2018-140 has been provided; and

WHEREAS, McCallister Drive is classified as a minor collector road; and

WHEREAS, the proposed use is approximately 907 square feet in size; and

WHEREAS, a marijuana retail facility 907 square feet in size is required to provided three parking spaces. One of which must be ADA compliant; and

WHEREAS, according to the site plan, seven total customer parking spaces will be provided; and

WHEREAS, according to the site plan, each space will be 20 feet in length and ten feet wide; and

WHEREAS, according to the site plan, six regular customer parking spaces and one ADA compliant space will be provided; and

WHEREAS, according to the site plan, one van accessible parking space, 11 feet wide with a five-foot wide parking isle will be provided; and

WHEREAS, the Planning Commission has reviewed this application with respect to standards set forth in MSB 17.60.100, 17.60.150 and 17.60.170; and

WHEREAS, the Planning Commission conducted a public hearing on January 21, 2019 on this matter.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby adopts the aforementioned findings of fact and makes the following conclusions of law supporting approval of Planning Commission Resolution 19-06:

1. The proposed use, with conditions, will not detract from the value, character and integrity of the surrounding area (MSB 17.60.100(B)(1)).

2. The proposed use will not be harmful to the public health, safety, convenience and welfare (MSB 17.60.100(B)(2)).
3. Sufficient setbacks, lot area, buffers and other safeguards are being provided (MSB 17.60.100(B)(3)).
4. The application material has met all of the requirements of this chapter (MSB 17.60.100(B)(4)).
5. The proposed use will not negatively affect other properties due to factors such as noise and odor (MSB 17.60.150(A)(1)).
6. Measures are in place to reduce negative affects upon adjacent properties (MSB 17.60.150(A)(2)(a-c)).
7. The proposed use is compatible with the character of the surrounding area (MSB 17.60.150(A)(3)).
8. The proposed use is more than 1,000 feet away from any school grounds (MSB 17.60.150(B)(1)).
9. The applicant has provided a copy of the documents demonstrating all applicable licenses pertaining to 3 AAC 306.005 have been obtained (MSB 17.60150(D)(1)).
10. The proposed use is in full compliance with all applicable fire code (MSB 17.60.150(D)(2)).
11. The proposed use is located on a parcel that is appropriate for commercial use (MSB 17.60.170(A)(1-3)).

12. The proposed use meets the minimum number of parking space for retail facilities (MSB 17.60.170(B)).
13. The proposed use complies with current ADA parking space guidelines (MSB 17.60.170(C)).

BE IT FURTHER RESOLVED, the Planning Commission finds this application does meet the standards of MSB 17.60 and does hereby approve the conditional use permit for the operation of a marijuana retail facility, with the following conditions:

1. The operation shall comply with all applicable state and local regulations.
2. All aspects of the operation shall comply with the description detailed in the application material and with the conditions of this permit. An amendment to the Conditional Use Permit shall be required prior to any expansion of the conditional use.
3. Borough staff shall be permitted to enter premises subject to this permit to monitor compliance with permit requirements. Such access will at minimum, be allowed on demand when activity is occurring, and/or with prior verbal or written notice, and/or at other times as necessary to monitor compliance. Denial of access to Borough staff shall be a violation of this Conditional Use Permit.

4. The operation shall comply with the maximum permissible sound level limits allowed, per the requirements of MSB 8.52 - Noise, Amplified Sound and Vibration.
5. The hours of operation shall not exceed 9:00 a.m. - 10:00 p.m., daily.
6. On-site consumption of marijuana and marijuana products is prohibited.

ADOPTED by the Matanuska-Susitna Borough Planning Commission
this 21st day of January, 2019.



COLLEEN VAGUE, Chair

ATTEST



MARY BRODIGAN, Planning Clerk

(SEAL)



YES: *Vague, Anderson, Patterson, Chestro, Elder, and*
NO: *Alaskan*

By: Eileen Probasco
Introduced: January 7, 2019
Public Hearing: January 21, 2019
Action: Approved

RECEIVED

JAN 22 2019

CLERKS OFFICE

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. PC 19-07**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION
RECOMMENDING THE ASSEMBLY APPROVE AN UPDATE TO THE BOROUGHWIDE
COMPREHENSIVE DEVELOPMENT PLAN.

WHEREAS, the Matanuska-Susitna Borough Comprehensive plan was
last amended in 2005; and

WHEREAS, the borough has experienced significant changes in
demographics and economics, as well as major transportation and
land use challenges since the plan was amended; and

WHEREAS, the 2005 plan shows an estimated population of
75,000, and the 2017 population estimate for the borough is
104,166; and

WHEREAS, increased population and the resulting housing and
infrastructure needs has placed a burden on the existing
transportation system and other public facilities; and

WHEREAS, many of the goals and policies in the 2005
comprehensive plan have been instrumental in identifying
acceptable land use regulations and infrastructure needs, however,
an update is necessary to revisit those goals and policies; and

WHEREAS, the 2005 comprehensive plan recommends that the plan
should be updated at least every 7 years; and

WHEREAS, the borough constantly faces the challenge of

maintaining existing staff and services, while accommodating increasing community needs; and

WHEREAS, the planning commission has adopted Resolution 18-04 recommending the creation of a revised comprehensive planning process, to reduce the time needed to amend or create new comprehensive plans and to utilize planning staff in the most efficient manner possible; and


WHEREAS, a new comprehensive planning effort is an excellent opportunity to identify different options on how to be more efficient in the planning process.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby requests assembly support of an update to the 2005 MSB Comprehensive Plan.

ADOPTED by the Matanuska-Susitna Borough Planning Commission this 21st day of January, 2019.


COLLEEN VAGUE, Chair

ATTEST


MARY BRODIGAN, Planning Clerk

(SEAL)

YES: *Vague, Anderson, Patterson, Chesbro, Elder, and
Glasham*
NO:

The regular meeting of the Matanuska-Susitna Borough Platting Board was held on November 15, 2018, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The Meeting was called to order at 1:00 p.m. by the Chair Jay Van Diest.

1. CALL TO ORDER

A. ROLL CALL AND DETERMINATION OF QUORUM (by Administrative Specialist)

Platting Board members present and establishing a quorum:

Mr. Jay Van Diest, District #1 (Chair)
Mr. LaMarr Anderson, District #2
Mr. Gregory Pugh, District #3
Mr. Jordan Rausa, District #4 (Vice Chair)
Mr. Dennis Vau Dell, District #5
Mr. Patrick Johnson, District #6
Mr. George Thompson, District #7

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Platting Board member excused or absent:

Mr. John Shadrach, Alternate #2

Staff in attendance:

Mr. Fred Wagner, Platting Officer
Ms. Sloan Von Gunten, Administrative Specialist
Ms. Cheryl Scott, Platting Technician
Ms. Amy Otto-Buchanan, Platting Technician

B. THE PLEDGE OF ALLEGIANCE

- The pledge of allegiance was led by Mr. Paul Hulbert.

C. APPROVAL OF THE AGENDA

Chair Jay Van Diest inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved without objections.

2. APPROVAL OF MINUTES

Chair Jay Van Diest inquired if there were any changes to the minutes for October 18, 2018.

- Corrections to the closing of the minutes.

GENERAL CONSENT: The minutes for October 18, 2018 was approved with changes.

3. UNFINISHED BUSINESS

- None

4. PUBLIC HEARINGS

A. CARIBOU RIDGE

Chair Jay Van Diest read the case description into the record.

Sloan Von Gunten, Administrative Specialist, provided the mailing report.

- Stated that 86 public hearing notices were mailed out on October 24, 2018.

Amy Otto-Buchanan, Platting Technician, provided a staff report:

- Gave an overview of the case, #2018-102.

Chair Jay Van Diest

- Opened the public hearing and asked any members of the public wishing to speak to come forward.

Ms. Laura Lahrson

- Spoke on her concerns regarding the roadways.

Chair Jay Van Diest

- Closed the public hearing.

Gary LoRusso (Petitioner's Representative)

- Agrees with all the recommendations.

MOTION:

- Rausa moved to approve the preliminary plat for Caribou Ridge, with 8 recommendations and modify finding #4. The motion was seconded by Pugh.

FINDINGS:

- Modify #4: There were no objections and 1 concern from the public in response to the Notice of Public Hearing.

VOTE:

- The motion passed with all in favor. There are 8 findings.

TIME: 1:19 P.M.

CD: 0:15:40

B. BUTTEIFUL BLESSINGS WOODS

Chair Jay Van Diest read the case description into the record.

Sloan Von Gunten, Administrative Specialist, provided the mailing report.

- Stated that 38 public hearing notices were mailed out on October 24, 2018.

Amy Otto-Buchanan, Platting Technician, provided a staff report:

- Gave an overview of the case, #2018-103.

Chair Jay Van Diest

- Opened the public hearing and asked any members of the public wishing to speak to come forward. Seeing no members of the public wishing to speak, closed the public hearing.

Craig Hanson (Petitioner's Representative)

- Agrees with all the recommendations.

MOTION:

- Pugh moved to approve the preliminary plat for Butteiful Blessings Woods, with 7 recommendations. The motion was seconded by Johnson.

AMENDED MOTION:

- Vau Dell moved to add a recommendation saying: The cul-de-sac is required to be engineered and constructed in conformity to IFC D102 and IFC D103 standards. The motion was seconded by Anderson.

Platting Board discussed the cul-de-sac and the roadway regarding the amended motion.

VOTE ON AMENDMENT:

- The motion to amend failed with 1 in favor (Vau Dell) and 6 against (Johnson, Thompson, Pugh, Van Diest, Rausa, and Anderson).

Staff answered questions regarding curve data and code.

VOTE ON MOTION:

- The motion passed with 6 in favor (Johnson, Thompson, Pugh, Van Diest, Rausa, and Anderson) and 1 against (Vau Dell).
- There are 8 findings.

TIME: 1:38 P.M.

CD: 0:33:27

C. BIG LAKE ESTATES RSB B/1 L/4 & VACATION

Chair Jay Van Diest read the case description into the record.

Sloan Von Gunten, Administrative Specialist, provided the mailing report.

- Stated that 52 public hearing notices were mailed out on October 24, 2018.

Cheryl Scott, Platting Technician, provided a staff report:

- Gave an overview of the case, #2018-T31.

Chair Jay Van Diest

- Opened the public hearing and asked any members of the public wishing to speak to come forward. Seeing no members of the public wishing to speak, closed the public hearing.

Paul Hulbert (Petitioner's Representative)

- Shared a brief history of the property and road construction.
- Agrees with all the recommendations.

MOTION:

- Johnson moved to approve the preliminary plat for Big Lake Estates RSB B/1 L/4 and Vacation of a portion of W. Eros Road and the vacation of the utility easements, with 6 recommendations. Modify recommendation #5 & #7 and finding #1. The motion was seconded by Pugh.

The platting board discussed the roadway and questions regarding the vacation.

RECOMMENDATIONS:

- Modify #5: Provide Assembly approval for the vacation of the portion of W. Eros Road and the utility vacation within 30 days of written notification of approval by the Platting Board.
- Modify #7: Submit recording fee payable to State of Alaska, Department of Natural Resources (SOA/DNR).

FINDINGS:

- Modify #1: The plat of Big Lake Estates, Lot 4A, Block 1, the vacation of a portion of W. Eros Road and vacation of utility easements is consistent with 29.40.070 Platting Regulations, MSB 43.15.016 Preliminary Plats, MSB 43.15.035 vacations and MSB 43.15.032 Elimination or Modification of Utility Easements.
- Modify #6: Assembly approval is needed within 30 days of written notification of approval of the portion of W. Eros Road vacation and utility vacation by the Platting Board.

VOTE:

- The motion passed with all in favor. There are 8 findings.

TIME: 2:01 P.M.

CD: 0:57:16

AUDIENCE PARTICIPATION (*Three minutes per person, for items not scheduled for public hearing*)

Gary LoRusso

- Commented on the working construction manual.

5. ITEMS OF BUSINESS & MISCELLANEOUS

- None

6. RECONSIDERATIONS/APPEALS

- None

7. PLATTING STAFF & OFFICER COMMENTS

- There will be 1 case to be heard at the December 6th Platting Board meeting and a presentation by Alex Strawn.
- More work is being done with the construction manual.
- Clerk updated the platting board on parliamentary procedures.
- The board will be voting for the chair and vice chair for this next year's term 2019.

8. BOARD COMMENTS


- Johnson commented on his experience as a chair.
- Vau Dell thanked those who are veterans.
- Anderson asked for an update for a law presentation.
- Johnson will not be at the December 20th meeting.
- Rausa would like to pursue more training on chairing a meeting.

9. ADJOURNMENT

- With no further business to come before the Platting Board, Chair Jay Van Diest adjourned the meeting at 2:09 p.m. (CD: 1:07:20)


Jay Van Diest, Chair

Attest:


Sloan Von Gunten, Administrative Specialist

The regular meeting of the Matanuska-Susitna Borough Platting Board was held on December 6, 2018, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The Meeting was called to order at 1:00 p.m. by the Chair Jay Van Diest.

1. CALL TO ORDER

A. ROLL CALL AND DETERMINATION OF QUORUM (by Administrative Specialist)

Platting Board members present and establishing a quorum:

Mr. Jay Van Diest, District #1 (Chair)
Mr. LaMarr Anderson, District #2
Mr. Gregory Pugh, District #3
Mr. Jordan Rausa, District #4 (Vice Chair)
Mr. Dennis Vau Dell, District #5
Mr. Patrick Johnson, District #6
Mr. George Thompson, District #7

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Platting Board member excused or absent:

Mr. John Shadrach, Alternate #2

Staff in attendance:

Mr. Fred Wagner, Platting Officer
Ms. Sloan Von Gunten, Administrative Specialist
Ms. Peggy Horton, Platting Technician

B. THE PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Dennis Vau Dell.

C. APPROVAL OF THE AGENDA

Chair Jay Van Diest inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved without objections.

2. APPROVAL OF MINUTES

Chair Jay Van Diest inquired if there were any changes to the minutes for November 1, 2018.

GENERAL CONSENT: The minutes for November 1, 2018 was approved without changes.

3. UNFINISHED BUSINESS

- None

4. PUBLIC HEARINGS

A. MENARD

Chair Jay Van Diest read the case description into the record.

Sloan Von Gunten, Administrative Specialist, provided the mailing report.

- Stated that 111 public hearing notices were mailed out on November 14, 2018.

Peggy Horton, Platting Technician, provided a staff report:

- Gave an overview of the case, #2018-131.

Chair Jay Van Diest

- Opened the public hearing and asked any members of the public wishing to speak to come forward.

Steve Menard (acting as public)

- There is a parcel on the backside of his property that was just sold and access is being worked on by DPW.

Chair Jay Van Diest

- Closed the public hearing.

Ellery Gibbs (Petitioner's Representative)

- Agrees with all the recommendations.

MOTION:

- Pugh moved to approve the preliminary plat for Menard, with 7 recommendations. The motion was seconded by Anderson.

FINDINGS:

- Modify #9: There were no borough department or outside agency objections to this plat.
- Add #10: There was one objection received as a result of public noticing. The objection did not address code violation.

VOTE:

- The motion passed with all in favor. There are 9 findings.

TIME: 1:23 P.M.

CD: 0:20:19

5. ITEMS OF BUSINESS & MISCELLANEOUS

A. Election of Officers for 2019 Platting Board Chairman and Vice Chairman.

NOMINATION FOR CHAIRMAN:

- Vau Dell nominated Mr. Johnson. Mr. Johnson passed on the nomination.
- Van Diest nominated Mr. Rausa for Chairman and Mr. Pugh for Vice Chairman.
- No Second needed.

VOTE:

- The Nomination for Rausa to be Chairman and Pugh for Vice Chairman passed with 6 in favor (Johnson, Thompson, Pugh, Anderson, Van Diest, Rausa) and 1 abstained (Vau Dell).

B. Presentation on Flood Plain Management & Challenges, by Alex Strawn.

Van Diest suspended the rules to ask questions during the presentation by Alex Strawn.

Van Diest returned the meeting back to agenda order.

AUDIENCE PARTICIPATION (*Three minutes per person, for items not scheduled for public hearing*)

Gary LoRusso

- Would like to see the board to start working on different updates in Title 43, regarding the white board list.

TIME: 2:40 P.M.

CD: 01:37:05

C. RECONSIDERATIONS/APPEALS

- None

D. PLATTING STAFF & OFFICER COMMENTS


- There will be 2 cases to be heard at the December 20th Platting Board meeting and a presentation by Law.
- The clerk will not be at the next 2 meetings, as Ms. Mary Brodigan and Ms. Theresa Teranto will be the acting clerk.
- Reminded Mr. Van Diest that he will be the chair at the next meeting and will be serving the district 1 seat for the month of January.

E. BOARD COMMENTS


- Rausa thanked the members for being the next chairman.
- Anderson would like to know about when they will start the Title 43 corrections.
- Johnson will not be at the December 20th meeting, and commented on being a chairman.
- Thompson thanked Mr. Strawn for the presentation.
- Pugh is glad to see no one hurt from the earthquake.
- Pugh asked if there can be any discussion on the Appeal that happened a few weeks ago. Staff answered as best as they could. Question is for law at the next meeting.
- Van Diest thanked staff and commented on hopefully seeing Title 43 on the agenda soon.

F. ADJOURNMENT

- With no further business to come before the Platting Board, Chair Jay Van Diest adjourned the meeting at 2:46 p.m. (CD: 1:44:53)


Jay Van Diest, Chair

Attest:


Sloan Von Gunten, Administrative Specialist

South Colony
RSA 16 Minutes
MSB O&M Building
October 3, 2018

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Meeting called to order – 5:04

Pledge

Roll Call – Quorum established as members Marty Van Diest, Phillip Cobb, Rhonda Stark in attendance. Also in attendance Will Barrickman and Alex Senta. Two members of RSA 16 Lori Tice and Kelly Gordon both from Boyd Rd.

Phil moved to add discussion of dust control funds to be added as new business to agenda
CIP resolution also added to New business

Discussion of Agenda topics – clarification

Approval of Agenda – Phil Cobb moved to approve the agenda

Approval of minutes – Phil Cobb moved to approve minutes

Persons to be heard –

Lori Tice
Kelly Gordon

Stop sign needed on Boyd at Nan – Ms Tice and Ms Gordon are residents living on Nan and are concerned about the increased traffic due to a new subdivision NE of Nan. There are problems with traffic coming from Palmer Fishhook, down the Boyd hill and poor visibility for those turning off of Nan. Pedestrian traffic also is at increased risk due to increased traffic and speeding. The residents first contacted the road service department. Will Barrickman visited the location with borough engineer Jamie Taylor and found need of some brush clearing and ditch work, to help with visibility and to allow for use of the ditches as a trail. Discussion regarding placement of another stop sign at the T with Nan, more signage, efforts to bring in state troopers for a period to enforce speed restrictions – it was discussed that using phone or camera to record chronic speeding problems and turning in to state troopers.

Will begin with improving right of way visibility with clearing. Also request subdivision contractor Robert Kennerson to do more work on ditches.

Boyd is a sub-collector and has higher priority than Nan, so for now no changes in stop signs.

Staff report

Will Barrickman, Road Service Supervisor –

Reviewed what is completed and in the works for maintenance and annual upgrades on ditches, road repairs, cleaned under guardrails, a few projects mentioned: Caulkins – 4 loads of D1, N Rider Road - drainage pipes repositioned, Britchenstrap – paved pad for mailboxes so people could get off road, Seagull - replaced cross pipe at intersection, Snowgoose - cleaned up and hauled off material on bike path, Pace Dr – Re-ditched and installed a culvert, TerryLou Ct - 2 loads of D1 to help with wheelchair access, Gordy Dr - has a drainage issue – made a modified field engineered solution that should work – engineered by Will ;-).

Further Discussion - Subdivision development and roads in new subdivisions are not always meeting borough code but apparently getting signed off and developer is done but roads not done. Moving this onto agenda for next meeting and Alex Senta and Will are going talk with Jamie Taylor and begin there. Maybe invite Jamie or Terry to next meeting.

Alex Senta – Project Manager

Reviewed Road projects completed from this past years list. Four roads paved - Budget updated from July – now have \$700,000 to do a couple or three large projects next year. Moved what wasn't completed this year to next year list. Last year issue with residents on Chalet off Hemmer – that got delayed, now that bond project approved, will see if there is going to be funding.

Penny and Rush will be paved next year. Designs being done. Jason Rd, a culdesac off of Falk will also be repaired and paved.

Three projects will be ready for paving next year – Penny, Rush, Jason

Alex will seek some of the dust control funds for this paving and revise the sources of funding, so lines 3, 4, 5 & 6 on the Improvement Projects List that have paving required – Alex will seek to split 50/50 with our RSA funds and dust control money. Right now the dust control column is empty but will put estimate in thus reducing the funds coming from RSA 16 account and using available funds from dust control monies.

Further Discussion – Project #6 – the amount is only part of the cost as it is over two RSA's 16 & 23. Project #7 - In preliminary so ready to go as funds come through

Our RSA is in a good balance – we have enough funding to get a few projects each year but not so much that taxpayers overburdened.

Alex will revise the funding sources for road improvement projects that are slated for next season.

Alex would like us to approve the RSA projects slated for this next year. Under new business.

Old Business

Caulkin -Cimmaron bus-stop getting a streetlamp and Will has put in a request. According to the school district, there have been no parent complaints forwarded to them but road service has had two complaints. If there is a transformer and a pole, a light is easily installed and typically on a resident request or concern basis.

New Business

- A. Boyd Road – Will have the developer flatten and make shallower the v shape of ditches to make navigable
Brush clearing
Cleaning up slopes of ditches
- B. Dust control funds – questions about how do we use – can get used 50/50 with RSA funds. These monies help offset costs of road projects and allow RSA money to go further
- C. CIP – RIP – Resolution read by Marty. Modification will be Alex will break down the funding sources between Dust funds and RSA funds,.
Approved by signature. Alex will get final copies to us.

Next meeting January 9, 2019

Marty Van Diest moved to adjourn meeting 6:35 p.m.

Rhonda L. Stetson

1/9/19

Patricia Calhoun

1/9/19

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RESOLUTION 18-03

A RESOLUTION OF THE ROAD SERVICE AREA #16, SOUTH COLONY BOARD OF SUPERVISORS REQUESTING THE SUPPLEMENTAL APPROPRIATION OF \$30,000 FROM FUND BALANCE, FUND 273 TO THE SOUTH COLONY ROAD SERVICE AREA OPERATING BUDGET ROAD, FUND 273.

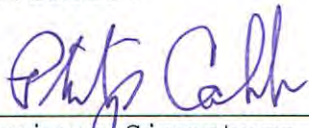
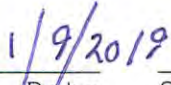
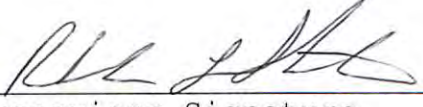
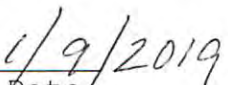
WHEREAS, the Road Service Area no. 16, South Colony Fund Balance, Fund 273, has a balance of approximately \$56,157; and

WHEREAS, the South Colony Road Service Area, Fund 273 operating budget road maintenance has less than \$6,000 for the remainder of fiscal year 2019; and

WHEREAS, the Road Service Area #16, South Colony Board of Supervisors request 30,000 be appropriated from fund balance, Fund 273 to the South Colony Road Service Area operating budget, Fund 273; and

NOW THEREFORE BE IT RESOLVED, that Road Service Area #16, South Colony Board of Supervisors requests the Matanuska-Susitna Borough Assembly approve the supplemental appropriation of \$30,000 from fund balance, Fund 273 to the South Colony Road Service Area operating budget, Fund 273.

ADOPTED by Road Service Area #16, South Colony Board of Supervisors:

			
Supervisor Signature	Date	Supervisor Signature	Date

Supervisor Signature Date

WEST LAKES FSA
BOARD OF SUPERVISORS MEETING

RECEIVED
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West Lakes Public Safety Building Station 73
10073 W. Parks Hwy.
Wasilla, AK 99623
December 10, 2018

MEETING MINUTES

I. CALL TO ORDER

The meeting of the West Lakes Fire Service Area Board of Supervisors was called to order at **6:18 pm** at West Lakes Public Safety Building Station 73 at 10073 W. Parks Hwy. Wasilla, Alaska by Chairman William Browne on December 10, 2017

II. ROLL CALL AND DETERMINATION IF QUORUM

Board members present and establishing quorums:

West Lakes FSA: Bill Browne, Chairman, Cindy Michaelson, ~~Vice Chairman~~, Cathi Kramer, Corwin Matthews, Steve Simpson

Also Present:

From West Lakes: Chief John Fairchild, Chief James Keel, LT. Tyler Buff, Admin Assistant Theresa Elliott,

Also Present: Otto Feather.- Director 1, Tamara Boeve – Willow Board of Supervisors

Will Vote
On Vice Chair
@ 1/14/19
Meeting

III. PLEDGE OF ALLEGIANCE

Mr. Browne asked Chief Fairchild to lead the "Pledge of Allegiance"

IV. APPROVAL OF AGENDA

MOTION: Bill Browne: to approve the agenda as written.

VOTE: Motion passed unanimously.

V. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

MOTION: Bill Browne – to approve West Lakes FSA minutes as written.

VOTE: Motion passed unanimously.

VI. ANNOUNCEMENT

Corwin Matthews – Resigned as a board member due to health reasons.

Cindy Michaelson – New Vice Chairman.

Chief Fairchild – Dec. 14th Kids Christmas at St. 73 at 6:30pm.

Dec. 18 at the Lions Club is the Employee Appreciation Dinner at 7pm.

WEST LAKES FSA

BOARD OF SUPERVISORS MEETING

VII. REPORTS

Chief Fairchild reported for West Lakes:

Run Report: 68 incidents, 8 building fires, 1 trash or rubbish fire, contained, 1 fire in mobile home used as fixed residence, 2 vehicle fires, 5 outside rubbish, trash, or fires, 1 construction or demolition landfill fires, 1 dumpster or other outside trash receptacle fire, 1 special outside fire, 11 Medical assist, assist EMS crew, 1 motor vehicle accident w/injuries, 3 motor vehicle accidents with no injuries, 1 gasoline or other flammable liquid spill, 11 gas leak (Natural gas or LPG), 5 carbon monoxide incidents, 1 power line down, 7 dispatched and cancelled en route, 2 no incident found in arrival at dispatch address, 2 CO detector activation due to malfunction, 1 smoke detector activation, no fire, unintentional, 2 alarm system activation, no fire –unintentional, 1 carbon monoxide detector activation, no CO. *NOTE* there are still 2 runs in progress.

Training:

- Interviewing candidates for basic fire fighter class starting in January 2019
- 11/6/18: Thermal imager training, Classroom and hands on
- 11/13/18: Hands on training; Forcible entry and communication
- 11/20/18: Hands on training; Hose maze, search drills, Forcible entry, mental mapping
- 11/27/18: Hands on training; Firefighter CPR, RIT drill, drags and scene lighting
- Rescue Training: 11/27/18: We did classroom session on Ice water rescue. The practical test was scheduled for 12/1/18 but due to the earthquake, it had to be re-scheduled for 12/8/18
- Submitted the request for the upcoming HMO and FF I class with the state.
- Completed fit testing on the G1 masks for 16 responders, had approximately a dozen more scheduled for 11/30/18 but had to postpone due to the earthquake.

Prevention:

- WLFD participated at Snowshoe Elementary School in the parent/teacher career day for second graders and presented fire prevention training contacting 40-second grade students.
- WLFD sent a member to the two-day Peer Support training put on by the IAFF and Anchorage Fire Dept.
- WLFD completed three installations of smoke alarms/co monitors.

Mechanic:

- Truck 73 and 82 all repairs listed on the final report from the inspection are completed and the trucks have been certified for operation for the next year. These are annual inspections.
- All equipment is prepared and ready for winter season.
- TK-82 completed the waterway seals, lubed the ladder, changed the hydraulic valve, and changed the starter.

WEST LAKES FSA

BOARD OF SUPERVISORS MEETING

- PT711 changed out the rear emergency lights, changed out the air dryer and governor, changed out the pump compartment heater, changed out the front tires and completed the vandalism paint and decals.
- E711 changed out the air dryer and governor and completed the vandalism damage and decals.
- PT73 removed the bent On-Spots.
- E82 fixed the air leak on the pump shifter on transmission.
- CV82 fixed the check engine light by changing the CAT unit out on the exhaust, a tune up and fixed the transmission leak.
- Completed L.O.F. on CV71 and CV72.
- Drained and winterized the pump on SV73.
- E-811 generator no power issue, replaced the main circuit board that failed.
-

Operations:

- Driveway permit issues from Howdy construction and DOT. Howdy is getting the permit now, they did not get one during construction.
- The annexation of the property on Le Ellen drive off East Carney road approved by the Board of Supervisors. All info given to Lonnie McKechnie, Scheduled for public hearing on December 18th.
- Final budget sent to Board of Supervisors and Director 2.
- TK-73 breathing air bottles purged out and ready for use. Both Burst disks in valves were blown. Getting the airline system built and in service for the fire fighters working in the platform
- Fire Boat 82 taken to Alaska fabrication for repairs for jet controls.
- Retrieved snow machine trailer from 82, placed into station 73, checked snow machines and all equipment ready for winter season.
- Got a quote for repairing the gate at St-82 an a PO was written on CIP 45200-6601 for repairs.
- 3 personnel passed the CFI investigator test for the state of Alaska
- 91% of pre-fire plans completed following loss of information after the computer issues.
- Getting a bid for replacing the carpet with vinyl planking at St-71 training room that needs to be replaced due to wear and staining.
- December 12th 9 AM will be a walk through on work that still needs completed on the new station.
- Earthquake report is attached and will be gone over separately during board meeting

WEST LAKES FSA

BOARD OF SUPERVISORS MEETING

November 30, 2018 earthquake damage report and run summation

Thirty runs for the day of the earthquake, three of those structure fires.

No reported injuries during this event

WLFD maintained staffing at all stations until 0100 hours on December 1, 2018 after the responders had time to contact or check on family members.

Damage to WLFD Facilities;

Station 81 Workout room

Water heater had no earthquake strap on the water heater and it fell off the pedestal mount in the utility room damaging the hot water heater, the plumbing for the heater and pulling the electrical wiring and box out of the wall. Purchase order has been written for repairs.

Diesel tank shifted on the stand and was supported by the pipe nipple for the outlet of the tank, WLFD Mechanic used the crane on his truck and relocated the tank in the saddle for proper support. It still has a pinched line that needs inspection and the tank has a leak on the rear of the tank, probably needs replacement. We have a catch collecting the drip at this time. The tank needs to be secured properly in stand.

All the heaters had to be re-started and BC Keel had them running late Thursday night.

Station 81 main building;

Main electrical panel cover had fallen off the panel leaving the power cables exposed, BC Keel straightened the panel and re-installed temporarily until we can re-tap the cover bolts that were stripped out during the earthquake.

Most lighting fixtures in the station had come off the ceiling mounts and were re-installed by the fire crews on location during the day between calls.

Men's bathroom door has a floor shifted so that it has to be forced shut, waiting on repairs to it.

Pictures and mounted display panels had fallen off the walls and the duty crews cleaned up the glass and got the station ready for response. Still need to reframe and repair the display items.

A lot of cracking in the training room of dry wall and around the windows.

Apparatus bay cracked and water damage to two walls.

Supply closet area has cracking throughout the walls.

Station 81 annex;

WEST LAKES FSA

BOARD OF SUPERVISORS MEETING

PT-81 bay door would not operate; responders manually opened the door and reset equipment so the it could respond. The door has been repaired and is in service.

Hose drier ducting is separated and needs to be replaced.

The gas heater exhaust ducting is being pulled down in the building duct exit opening and needs inspected to confirm that it is not on a bind or needs replaced.

Gas heater mounting is unstable and needs flex line on the gas line. The transition cable is separated from the unit heater. Possibly re-seal the gas line as needed. The wall penetration needs repairs.

North and south walls cracked full length.

Cascade air tanks shifted need to secure better for future events.

Station 82;

No major damage to the structure found to date, clean up the equipment and supplies off the floor.

Station 73;

Elevator had some earthquake items that are to cushion the movement failed as designed, Otis elevators reset the elevator systems, ordered replacement parts and elevator is back in service.

Mezzanine has a lot of cracking in the concrete but nothing structural to put it out of service.

Minor dry wall and caulking cracks throughout the offices and drywall areas.

Lots of shelf items all over the floors.

No trucks were up on jacks at the time of the earthquake, probably a good thing.

Station 71;

Nothing yet at this station other than minor drywall cracks

Station 72;

Same as St-71

VIII. New Business

Yearly Budget Overview:

- Chief Fairchild emailed out copies of the draft budget for the West Lakes members and went over the line items.

WEST LAKES FSA

BOARD OF SUPERVISORS MEETING

Otto Feather: These numbers are the submission with what we know, but we can make adjustments up to when the Assembly approves it.

Chief Fairchild: At this time this is the best guess he can do. We will have the final numbers before it goes to the assembly, and I will give the board the final numbers once I have them.

Bill Browne: If Director 1 (Otto Feather) would be giving the Chief better budget numbers later, then why don't we vote later?

Otto Feather: "As you wish." These budget numbers are not an approval, but a public hearing as to what is going on, the only approval that is ever done in this process is done by the Assembly.

IX. UNFINISHED BUSINESS

Bill Browne: Is there was any unfinished business? None.

X. ADJOURNMENT

Motion: Chairman Browne asked to adjourn meeting.

VOTE: Motion passed unanimously. Meeting adjourned at **7:50 pm.**

WEST LAKES FSA
BOARD OF SUPERVISORS MEETING

William A Browne

WILLIAM BROWNE, Chairman West Lakes FSA B.O.S.

ATTEST:

Theresa Elliott

THERESA ELLIOTT, Admin Asistant, West Lakes FSA B.O.S.

Minutes approved on 1/14/19 (West Lakes FSA B.O.S.)

**Matanuska-Susitna Borough
2020 Budget Worksheet**

Account Number	Description	2019 Adopted Budget	2020 Proposed Budget
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Chiefs remarks

Enter FSA Name and Number Here

Revenues

Department: 000 - Non-Departmental

RE11-GenPropTax - General Property Taxes

(enter 2019 numbers)

(do not enter below*)

* Enter this information on the other tabs, do N

311.100	Real Property	\$ 2,763,500.00	\$ 2,763,500.00
311.102	Real Property-Delinquent	\$ 70,000.00	\$ 70,000.00
311.200	Personal Property	\$ 4,900.00	\$ 4,900.00
311.201	Personal Property Delinquent	\$ 25,000.00	\$ 25,000.00
311.400	Penalty & Interest	\$ 34,280.00	\$ 34,280.00
311.500	Vehicle Tax State Collected	\$ -	\$ -

Same as last year for Budget estimate
Same as last year for Budget estimate
Same as last year for Budget estimate
Same as last year for Budget estimate
Same as last year for Budget estimate

Account Classification Total: RE11-GenPropTax - General Property Taxes \$2,897,680.00 \$2,897,680.00

Same as last year for Budget

RE37-OthStatRev - Other State Revenue

337.800	State PERS Relief	\$ -	\$ -
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Account Classification Total: RE37-OthStatRev - Other State Revenue \$0.00 \$0.00

RE42-PublcSafet - Public Safety

342.400	Building Rental	\$ 367,286.00	\$ 378,786.00
342.900	Fire - False Alarms	\$ -	\$ -
342.910	Fire - Illegal Burns	\$ -	\$ -
342.920	Fire - Vehicles	\$ -	\$ -
342.930	Fire - Hazmat Response	\$ -	\$ -

Increased St-79 Rent to \$3000 monthly
The rest is Fleet rental for St-73

Account Classification Total: RE42-PublcSafet - Public Safety \$367,286.00 \$378,786.00

RE61-IntEarning - Interest Earnings

361.100	Interest On Investments	\$ 3,000.00	\$ 3,000.00
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Account Classification Total: RE61-IntEarning - Interest Earnings \$3,000.00 \$3,000.00

RE67-TrfFrmOthF - Transfer From Other Funds

367.400	Capital Projects	\$ -	\$ -
367.700	Service Areas	\$ -	\$ -

Account Classification Total: RE67-TrfFrmOthF - Transfer From Other Funds \$0.00 \$0.00

RE69-OtherReven - Other Revenue Sources

369.100	Miscellaneous	\$ 10,000.00	\$ 10,000.00
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Account Classification Total: RE69-OtherReven - Other Revenue Sources \$10,000.00 \$10,000.00

Department Total: 000 - Non-Departmental \$3,277,966.00 \$3,289,466.00

Matanuska-Susitna Borough

2020 Budget Worksheet

Account Number	Description	2019 Adopted Budget	2020 Proposed Budget
Revenues Total		\$3,277,966.00	\$3,289,466.00

Chiefs remarks

**Matanuska-Susitna Borough
2020 Budget Worksheet**

Account Number Description		2019 Adopted Budget	2020 Proposed Budget	Chiefs remarks
<u>Expenditures</u>				
Department: 000 - Non-Departmental				
EX01-Bud FudBal - Budgetary Fund Balance				
401.000	Budgetary Fund Balance	\$ 1,036,742.00	\$ 624,031.00	Fund Balance Est. We will discuss this at Dec. M
Account Classification Total: EX01-Bud FudBal - Budgetary Fund Balance		\$1,036,742.00	\$624,031.00	
EX11-Salaries - Salaries & Wages				
411.100	Permanent Wages	\$ 429,264.00	\$ 435,000.00	added 3.425%, 2% raise plus ECI of 1.425%
411.200	Temp Wages & Adjmts	\$ 30,000.00	\$ 30,000.00	
411.300	Overtime Wages	\$ 30,000.00	\$ 25,000.00	For full time employees
411.400	Nonemployee Compensation	\$ 600,000.00	\$ 625,000.00	25 K added to responders pay
Account Classification Total: EX11-Salaries - Salaries & Wages		\$1,089,264.00	\$1,115,000.00	There will be additional for DES wages
EX12-Benefits - Benefits				
412.100	Insurance Contrib	\$ 133,982.00	\$ 135,000.00	Estimate only, finance will enter
412.150	On-Call Health Insurance	\$ 14,970.00	\$ 14,000.00	
412.190	Life Insurance	\$ 823.00	\$ 1,000.00	
412.200	Unemployment Contrib	\$ 2,936.00	\$ 3,500.00	
412.300	Medicare	\$ 15,795.00	\$ 17,000.00	
412.400	Retirement Contrib. - DB Plan	\$ 127,946.00	\$ 130,000.00	
412.410	PERS Tier IV - DC Plan	\$ -	\$ -	
412.411	PERS Tier IV - Health Plan	\$ -	\$ -	
412.412	PERS Tier IV - HRA	\$ -	\$ -	
412.413	PERS Tier IV - OD&D	\$ -	\$ -	
412.600	Workers Compensation	\$ 77,536.00	\$ 80,000.00	
412.700	Sbs Contribution	\$ 66,772.00	\$ 70,000.00	
Account Classification Total: EX12-Benefits - Benefits		\$440,760.00	\$450,500.00	Estimate only, finance will enter
EX13-ExpW/InBor - Expenses Within Borough				
413.100	Mileage - Within Borough	\$ 500.00	\$ 500.00	
413.200	Expense Reimb-Within Borough	\$ -	\$ -	
413.900	Other Exp - Within Borough	\$ -	\$ -	
Account Classification Total: EX13-ExpW/InBor - Expenses Within Borough		\$500.00	\$500.00	
EX14-ExpOutBoro - Expenses Outside Of Borough				
414.100	Mileage - Outside Borough	\$ -	\$ -	
414.200	Exp Reimb- Outside Borough	\$ 4,000.00	\$ 4,800.00	Added \$800 from FY2018 spend of 139%
414.400	Travel Tickets	\$ 9,000.00	\$ 9,000.00	
Account Classification Total: EX14-ExpOutBoro - Expenses Outside Of Borough		\$13,000.00	\$13,800.00	

**Matanuska-Susitna Borough
2020 Budget Worksheet**

Account Number Description		2019 Adopted Budget	2020 Proposed Budget
EX21-Communicat - Communications			
421.100	Telephone	\$ 35,000.00	\$ 35,000.00
421.200	Postage	\$ 5,000.00	\$ 5,000.00
421.300	Communication Network	\$ 1,000.00	\$ 1,000.00
Account Classification Total: EX21-Communicat - Communications		\$41,000.00	\$41,000.00
EX22-Advertisin - Advertising			
422.000	Advertising	\$ 1,500.00	\$ 1,500.00
Account Classification Total: EX22-Advertisin - Advertising		\$1,500.00	\$1,500.00
EX23-Printing - Printing			
423.000	Printing	\$ 5,000.00	\$ 5,000.00
Account Classification Total: EX23-Printing - Printing		\$5,000.00	\$5,000.00
EX24-Utilities- - Utilities-Building Oprtns			
424.100	Electricity	\$ 110,000.00	\$ 120,000.00
424.200	Water & Sewer		\$ -
424.300	Natural Gas	\$ 35,000.00	\$ 45,000.00
424.400	Lp-Propane	\$ 1,000.00	\$ 1,000.00
424.500	Garbage Pickups	\$ 8,000.00	\$ 10,000.00
424.550	Recycling Pickups	\$ -	\$ -
424.600	Heating Fuel-Oil	\$ 7,000.00	\$ 7,000.00
Account Classification Total: EX24-Utilities- - Utilities-Building Oprtns		\$161,000.00	\$183,000.00
EX25-Rent/Lease - Rental/Lease			
425.200	Building Rental	\$ 3,000.00	\$ 3,000.00
425.300	Equipment Rental	\$ 7,000.00	\$ 7,000.00
Account Classification Total: EX25-Rent/Lease - Rental/Lease		\$10,000.00	\$10,000.00
EX26-Prof Charg - Professional Charges			
426.300	Due & Fees	\$ 12,000.00	\$ 12,000.00
426.600	Computer Software	\$ 15,000.00	\$ 12,000.00
426.700	Occupational Health	\$ 1,000.00	\$ 4,000.00
426.900	Other Professional Charges	\$ 48,000.00	\$ 35,000.00
Account Classification Total: EX26-Prof Charg - Professional Charges		\$76,000.00	\$63,000.00

Chiefs remarks

5 month average since ST-73 came on line

6 month average since ST-73 came on line

St-73 and a raise in costs

Added per email from Director 2 from 426.900

see notes above and on work sheet

**Matanuska-Susitna Borough
2020 Budget Worksheet**

Account Number Description		2019 Adopted Budget	2020 Proposed Budget	Chiefs remarks
EX27-Insurance - Insurance & Bond				
427.100	Property Insurance	\$ 17,000.00	\$ 18,700.00	Add 10% to insurance cost no estimate from finance yet
427.200	Vehicle Insurance	\$ 28,000.00	\$ 30,800.00	
427.500	Liability Insurance	\$ 3,000.00	\$ 3,300.00	
Account Classification Total: EX27-Insurance - Insurance & Bond		\$48,000.00	\$52,800.00	
EX28-Maint Serv - Maintenance Services				
428.100	Building Maint Services	\$ 15,000.00	\$ 30,000.00	15K for fire monitoring at 73 and 79
428.200	Grounds Maint Services	\$ 5,000.00	\$ 3,000.00	
428.300	Equipment Maint Services	\$ 35,000.00	\$ 40,000.00	104% spend last year
428.400	Vehicle Maint Services	\$ 36,000.00	\$ 32,000.00	
428.500	Commun Equip Maint Services	\$ 4,000.00	\$ 4,000.00	
428.900	Other Bldg. Maint Service	\$ 1,000.00	\$ 1,000.00	
428.920	Other Maintenance Service	\$ 5,000.00	\$ 5,000.00	
Account Classification Total: EX28-Maint Serv - Maintenance Services		\$101,000.00	\$115,000.00	
EX29-Other Cont - Other Contractual				
429.200	Training Reimb/Conf Fees	\$ 26,000.00	\$ 30,000.00	
429.210	Training/Instructor Fees	\$ 10,000.00	\$ 8,000.00	
429.500	Labor Services	\$ -	\$ -	
429.600	Vehicle and Junk Removal	\$ -	\$ -	
429.710	Testing	\$ 2,500.00	\$ 2,000.00	
429.900	Other Contractual	\$ 43,000.00	\$ 35,000.00	
Account Classification Total: EX29-Other Cont - Other Contractual		\$81,500.00	\$75,000.00	
EX30-Office Sup - Office Supplies				
430.100	Office Supplies < \$500	\$ 8,000.00	\$ 6,000.00	
430.200	Copier/Fax Supplies	\$ 4,000.00	\$ 3,000.00	
Account Classification Total: EX30-Office Sup - Office Supplies		\$12,000.00	\$9,000.00	
EX31-Maint Supp - Maintenance Supplies				
431.100	Vehicle Maint Supplies	\$ 70,000.00	\$ 70,000.00	
431.200	Building Maint Supplies	\$ 10,000.00	\$ 10,000.00	
431.300	Equipment Maint Supplies	\$ 25,000.00	\$ 20,000.00	
431.400	Grounds Maint Supplies	\$ 5,000.00	\$ 5,000.00	
431.900	Other Maint. Supplies	\$ 2,000.00	\$ 2,000.00	
Account Classification Total: EX31-Maint Supp - Maintenance Supplies		\$112,000.00	\$107,000.00	

**Matanuska-Susitna Borough
2020 Budget Worksheet**

Account Number	Description	2019 Adopted Budget	2020 Proposed Budget
EX32-Fuel/Oil-V - Fuel/Oil-Vehicle Use			
432.100	Oil & Lubricants	\$ 6,000.00	\$ 6,000.00
432.200	Gas	\$ 70,000.00	\$ 70,000.00
Account Classification Total: EX32-Fuel/Oil-V - Fuel/Oil-Vehicle Use		\$76,000.00	\$76,000.00
EX33-Misc Suppl - Misc Supplies			
433.100	Personnel Supplies	\$ 20,000.00	\$ 20,000.00
433.110	Clothing	\$ 35,000.00	\$ 35,000.00
433.120	Tools under \$500	\$ 6,000.00	\$ 6,000.00
433.200	Medical Supplies	\$ 1,500.00	\$ 1,500.00
433.300	Books/Subscriptions	\$ 7,000.00	\$ 6,000.00
433.500	Training Supplies	\$ 15,000.00	\$ 15,000.00
433.900	Other Supplies	\$ 55,000.00	\$ 55,000.00
Account Classification Total: EX33-Misc Suppl - Misc Supplies		\$139,500.00	\$138,500.00
EX34-EquUnder5K - Equipment Under \$5,000			
434.000	Computers under \$5,000	\$ 20,000.00	\$ 20,000.00
434.100	Other Equip under \$5,000	\$ 15,000.00	\$ 15,000.00
434.300	Furniture Under \$5,000	\$ 5,000.00	\$ 3,000.00
Account Classification Total: EX34-EquUnder5K - Equipment Under \$5,000		\$40,000.00	\$38,000.00
EX41-Debt Servi - Debt Service			
441.210	Dbt Srv-Interest-Fire	\$ 567,500.00	\$ 563,300.00
Account Classification Total: EX41-Debt Servi - Debt Service		\$567,500.00	\$563,300.00

Chiefs remarks

hoses, nozzles, foam, engine equipment

cost code 445.142 debt service not listed

**Matanuska-Susitna Borough
2020 Budget Worksheet**

Account Number Description		2019 Adopted Budget	2020 Proposed Budget	Chiefs remarks
EX43-Recov Exp - Intra Govern/Recov Expens				
443.100	Admin. & Audit Fsa	\$ 76,262.00	\$ 80,000.00	estimate, need finance numbers
443.110	Telecomm-Admin & Audit	\$ 42,396.00	\$ 45,000.00	estimate, need finance numbers
443.300	Maintenance	\$ 13,000.00	\$ 15,000.00	estimate, need finance numbers
443.305	Fleet Maintenance	\$ 37,695.00	\$ 40,000.00	estimate, need finance numbers
Account Classification Total: EX43-Recov Exp - Intra Govern/Recov Expens		\$169,353.00	\$180,000.00	
EX46-CapPrjTrnf - Capital Project Transfers				
446.400	Transfer To- Fund 405/410	\$ 510,000.00	\$ 300,000.00	SCBA phase 2 to complete the change over
446.500	Transfer To- Fund 480	\$ -	\$ -	
Account Classification Total: EX46-CapPrjTrnf - Capital Project Transfers		\$510,000.00	\$300,000.00	
EX51-EquOver5K - Equipment Over \$5000				
451.100	Equipment over \$5,000	\$ -	\$ -	
451.200	Vehicles	\$ -	\$ -	
451.300	Furniture over \$5,000	\$ -	\$ -	
Account Classification Total: EX51-EquOver5K - Equipment Over \$5000		\$0.00	\$0.00	
Department Total: 000 - Non-Departmental		\$3,694,877.00	\$3,537,900.00	
Expenditures Total		\$3,694,877.00	\$3,537,900.00	
Revenue Total:		\$3,277,966.00	\$3,289,466.00	
FSA Reserve Fund Balance:		\$1,036,742.00	\$619,831.00	
Revenue Grand Totals:		\$4,314,708.00	\$3,909,297.00	
Expenditure Grand Totals:		\$3,694,877.00	\$3,537,900.00	
Budget Net Balance:		(\$416,911.00)	(\$248,434.00)	
Net Balance Grand Totals:		\$619,831.00	\$371,397.00	

**Minutes of the Chase Community Council
Board of Directors Meeting**

Date/Time: 10/17/18 6:00PM

Location: Talkeetna Roadhouse

RECEIVED
JAN 22 2019
CLERKS OFFICE

The meeting was called to order at ____6____PM

A quorum was established with the following Board members present (minimum 3):

Jerry Boutte, Tim Cox, Orville James, Josh Klauder

Board Members absent: Jonathon Durr

Chase Community Members present

Molly Wood, Mike Wood, Beth Pike, Tam Boeve (borough representative)

AGENDA

Orville James made a motion to approve the agenda, Tim Cox seconded the motion.

All approved: Y

MINUTES

The minutes of the July 18th, 2018 meeting were read by Beth Pike

Jerry Boutte made a motion to approve the Minutes, Ray James seconded the motion.

All approved: Y

Correspondence :

The Chase Community Council received a letter from the borough stating that the borough had no intentions of stopping issuance of parking passes to Chase Property owners for the Chase Trail Head Talkeetna Parking Lot. (One of our board members had been told that the borough was contemplating no longer issuing said parking passes).

Treasurer's Report

We have about \$5000 in our various accounts some of it is already assigned for upcoming expenses.

Announcements

Committee Reports

By-Law Committee

A rewrite of the by-laws will be available at the January meeting to be read and approved or disapproved before sending them to the borough person responsible for collecting said data.

Susitna River Dam Committee:

It was discovered that there are still employees working on the Susitna Dam project. The Susitna Dam committee members are going to meet with them and should have some news at the next meeting on the status of the project which actually never did get killed. Also the Stand for Salmon Initiative will be on the November Ballot.

Old Business

The issue concerning our use of the Chase Trail Head parking lot was resolved for the time being via a letter from the borough stating that we will still be able to buy yearly parking passes for said lot. It can be found on our web site www.chasealaska.org

New Business

The date for the submission of grant requests for community assistance grants was extended till November 19th so no decisions were made as to who will receive grant funding. Final decisions will be made at the January meeting.

There was some discussion about ideas for grant proposals for this year's 2018 community assistance grant funds such as (pile of gravel down closer to mile 232, possible a dump trailer to haul gravel, local creek bridge extension, an external hard drive to keep important council records, a three way blade for the maintenance tractor so as to be able to scrape some of the gravel from the sides of the trail back into the center, and other trail maintenance issues). This year's community assistance grant funds are \$15,798.

The updating of our by-laws to better address the way our council conducts its business was also discussed. It was decided to change the wording of who may vote in our local elections to be any resident whose physical address as listed on their voter's registration lies within the Chase Community Councils boundaries and adheres to Alaska State Statute AS 15.05.020. Thusly eliminating the past requirement of having attended a council meeting within the last year.

Also it was decided to change the wording slightly for matters applying to our permanent record keeping to A permanent record of all correspondence received (as deemed relevant to council matters by the board) or issued by the Board will be kept. Such

correspondence received or issued shall be kept either in the official council folder or as an attachment on the council web site.

It was brought up that it would be nice to get permission to name the parking lot that we use the Chase Trail Head Parking lot and obtain a sign stating such and installing it in the parking lot

Our next meeting is our annual election meeting so a nominating committee was formed to solicit nominations for new board members. We will need three new board members. Molly Woods and Beth Pike volunteered for the assignment.

Persons to be Heard

Adjourn

Tim Cox moved to adjourn the meeting and Jerry Boutte seconded. The motion passed unanimously.

The meeting adjourned at 7:30 PM

Minutes respectfully submitted by ____ Beth Pike (acting secretary)

Minutes Approved

Signature: _____, Chairperson Date: _____

Attested: _____, Secretary Date: _____

Mail with agenda to:

Clerks Office: Deb Wetherhorn
Mat-Su Borough
350 E. Dahlia Ave.
Palmer, AK 99645

Or via email: debra.wetherhorn@matsugov.us

correspondence received or issued shall be kept either in the official council an attachment on the council web site.

It was brought up that it would be nice to get permission to name the parking lot the Chase Trail Head Parking lot and obtain a sign stating such and installing it lot

Our next meeting is our annual election meeting so a nominating committee was solicit nominations for new board members. We will need three new board members. Woods and Beth Pike volunteered for the assignment.

Persons to be Heard

Adjourn

Tim Cox moved to adjourn the meeting and Jerry Boutte seconded. The passed unanimously.

The meeting adjourned at 7:30 PM

Minutes respectfully submitted by _____ Beth Pike (acting secretary)

Minutes Approved

Signature: Jerry Boutte, Chairperson Date: 1-16

Attested: Beth Pike (acting secretary) Secretary Date: 1-16-1

Mail with agenda to:

Clerks Office: Deb Wetherhorn
Mat-Su Borough
350 E. Dahlia Ave.
Palmer, AK 99645

Or via email: debra.wetherhorn@matsugov.us

KNIK-FAIRVIEW COMMUNITY COUNCIL
Fire Safety Building #62 KGB Road

BOARD MEETING

6:30 PM

October 17, 2018

MINUTES

RECEIVED
JAN 18 2019
CLERKS OFFICE

- I. CALL TO ORDER: Meeting was called to order at 6:40 PM
- II. ROLL CALL: Bill Kendig, Patrick Cook, B. H. Tilton, Teri Johnson, Bill Johnson
- III. ESTABLISH QUORUM: Quorum established.
- IV. PLEDGE OF ALLEGIANCE
- V. APPROVAL OF AGENDA: Agenda approved.
- VI. MINUTES OF PRECEDING BOARD MEETINGS:
Minutes of September 19, 2018 Board Meeting approved as presented.
- VII. REPORTS/CORRESPONDENCE
 - A. TREASURER:
Council Funds \$33,243.48 Revenue Funds \$5,598.00 Total Funds \$38,841.48
 - B. LEGISLATIVE:
 1. Borough: Dan Mayfield discussed the certification of the borough election, the fact that crime is considered a critical issue in our area and the new advisory board to look into a possible police force. The road bond passing and the borough election date change were also discussed. As was the Neighborhood Safety funding program and the fact that we will be receiving a share of these funds.
- VIII. CORRESPONDENCE:
 - A. Platting: None
 - B. Other Correspondence: None
- IX. OLD BUSINESS:
 - A. Terry Langholz gave an update regarding the Vi Redington Bridge project. A landowner stopped him from going down the section line to the bridge and the trail was too muddy to go down with the needed tools to work on the bridge entry and exit.

A motion was made, seconded and passed unanimously to pay for an engineer and lawyer to determine legal access via the section line to the Vi Redington Memorial Bridge over Fish Creek.
- X. NEW BUSINESS:
 - A. A motion was made, seconded and passed unanimously to nominate the current board members of Bill Kendig, Patrick Cook, Teri Johnson, William Johnson, Berkley Tilton, and Jon Brautigan as well as general member Gina Ritacco for the board elections at the November member meeting.
- XI. PERSONS TO BE HEARD: A member of the Areawide Civil Patrol spoke briefly.

KNIK-FAIRVIEW COMMUNITY COUNCIL
Fire Safety Building #62 KGB Road

BOARD MEETING

6:30 PM

October 17, 2018

XII. PUBLIC COMMENT/ANNOUNCEMENTS:

Next Board Meeting November 21, 2018, 6:30pm at Public Safety Bldg #62

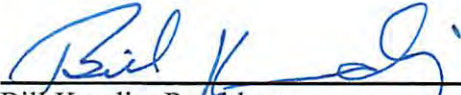
Next General Meeting November 7, 2018, 7:00pm at Public Safety Bldg #62

RECEIVED

JAN 18 2019

CLERKS OFFICE

XIII. ADJOURNMENT: Meeting adjourned at 7:42 pm.



Bill Kendig, President

Attest:



Teri Lou Johnson, Secretary

Date Approved: 11/21/18

KNIK-FAIRVIEW COMMUNITY COUNCIL GENERAL MEETING
STATION #62 Mile 7 Knik-Goose Bay Road

MEMBER MEETING

7:00 PM

November 7, 2018

**NO QUORUM-RECORD OF INFORMATIONAL MEETING ONLY
QUORUM OF THE BOARD WITH ACTIONS TAKEN**

RECEIVED

CALL TO ORDER: Meeting was called to order at 7:16 pm by President Kendig.

BOARD MEMBERS PRESENT: Bill Kendig, B. H. Tilton, Patrick Cook, Bill Johnson, and
Teri Johnson. Quorum established for Board.

JAN 18 2019
CLERKS OFFICE

MEMBER QOURUM: No Quorum established for members.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA: Agenda Approved by Board

MINUTES OF PRECEDING MEETINGS:

November 4, 2015 Member Meeting - No Quorum of the members present.

REPORTS:

President: Discussed new Governor and new DOT Commissioner

Treasurer: as of October 31, 2018

Council Funds	\$32,204.32	Grant Funds	\$2,941.17
CAP Funds	\$5,598.00	Total Funds	\$40,743.49

Committee Report: Terry Langholz with Vi Redington Memorial Bridge-The ground is frozen so will be able to get out there now with the tools needed to work.

Legislative:

State: David Wilson-Discussed new day with new governor. Asked for engagement to occur by us contacting the delegation with our concerns. Looking for ways for state to partner with borough to get roads done faster and with less expense. Brought us bags for destroying discarded opioid drugs. Also has them available at his office.

Borough: George Hays, Deputy Borough Manager-Working on trying to get our road money back for borough projects with discussion on some of those projects.

City: Stu Graham-Discussed new hope with new governor. Keeping same engineer on road projects so it can keep moving forward. Trying to push DOT forward on the road plans so they are ready when the funds are. Suggested we write individual letters to the governor elects office to follow up on the petition that has been circulating.

Correspondence:

1. Platting: Case #18-T22 Caribou Ridge
A motion was made, seconded, and passed to send a letter of non-objection.

2. Other Correspondence:

Fly Trampoline Park Fundraising Notice-Save for future use

Post Office Box Fee- *A motion was made, seconded, and passed to pay the annual PO Box fee of \$160.00.*

KNIK-FAIRVIEW COMMUNITY COUNCIL GENERAL MEETING
STATION #62 Mile 7 Knik-Goose Bay Road

MEMBER MEETING

7:00 PM

November 7, 2018

CLERKS OFFICE

JAN 18 2019

RECEIVED

Letter & Public Notice Kreative Konfections, LLC of application for Marijuana Product Manufacturing Facility License-No action. Waiting for complete paperwork from licensing office.

MSB email-Boundary review of community councils

A motion was made, seconded, and passed to send a letter to Mary Brodigan requesting we be kept on the mailing list to receive notice when this comes up for public comment.

Liquor License #596 Renewal-Package Store-Knik Liquor Store

A motion was made, seconded, and passed to send a letter of non-objection.

Liquor License #597 Renewal-Beverage Dispensary-Knik Bar & Liquor Store

A motion was made, seconded, and passed to send a letter of non-objection.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Elections-No member quorum of the members.

A motion was made, seconded, and passed to appoint Gina Ritacco to the vacant board position for the 2 year term of November 2018 to November 2021.

Knik-Goose Bay Road Upgrade-No show by DOT

PERSONS TO BE HEARD:

Berkley Tilton-Discussed our new grant for Neighborhood Watch program funds and handed out brochures on how to start a program.

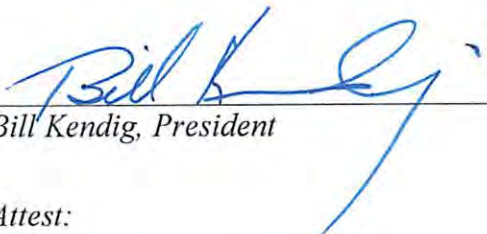
PUBLIC ANNOUNCEMENTS:

Next Board Meeting is November 21, 2018 at 6:30 PM at Fire Station #62 Mile 7 KGB Road

Next Member Meeting is February 6, 2019 at 7:00 PM at Fire Station #62 Mile 7 KGB Road

ADJOURNMENT: Meeting adjourned at 8:39 pm.

Board Actions at General Member Meeting Approved.



Bill Kendig, President

Attest:



Teri Lou Johnson, Secretary

Date Approved: 11/21/18

KNIK-FAIRVIEW COMMUNITY COUNCIL
Fire Safety Building #62 KGB Road

BOARD MEETING

6:30 PM

November 21, 2018

MINUTES

RECEIVED

JAN 18 2019

CLERKS OFFICE

- I. CALL TO ORDER: Meeting was called to order at 6:58 PM
- II. ROLL CALL: Bill Kendig, Patrick Cook, B. H. Tilton, Teri Johnson, Bill Johnson
- III. ESTABLISH QUORUM: Quorum established.
- IV. PLEDGE OF ALLEGIANCE
- V. APPROVAL OF AGENDA: Agenda approved.
- VI. MINUTES OF PRECEDING BOARD MEETINGS:
Minutes of October 17, 2018 Board Meeting approved as presented.
Minutes of Board Actions of November 7, 2018 Member Meeting approved as presented.
- VII. REPORTS/CORRESPONDENCE
 - A. PRESIDENT: Discussed need to design a flyer for borough to send out for the February Member Meeting announcing a discussion with DOT and KGB & Fairview Loop Project Managers and Deputy Commissioner for update on these road projects.
 - B. TREASURER:
Council Funds \$32,204.32 Grant Funds \$2,941.17
Revenue Funds \$5,598.00 Total Funds \$40,743.49
 - C. LEGISLATIVE: None
- VIII. CORRESPONDENCE:
 - A. Platting: None
 - B. Other Correspondence:
 1. License #17389 Application Kreative Konfections, LLC Marijuana Product Manufacturing Facility
Motion was made, seconded, and passed with a vote of 4 in favor and 1 abstain to send a letter of non-objection.
 2. License #4362 Renewal Settler's Bay Lodge Beverage Dispensary License
Motion was made, seconded, and passed unanimously to send a letter of non-objection.
 3. MSB email-Melissa Iverson regarding 2019 Meeting schedule confirmation
Meetings for 2019 have been corrected and confirmed. February Member Meeting has been scheduled to take place at Settler's Bay Lodge due to need for larger meeting space
 4. Stuart Leidner email regarding MSTPF Grant
The MSTPF has given KFCC 3 months to come up with a final plan in order to still receive the grant funds.
 5. Bull Moose Surveying emails and payment
The bill of \$750 has been paid and we have received the two Section Line Easement Determinations.

KNIK-FAIRVIEW COMMUNITY COUNCIL
Fire Safety Building #62 KGB Road

BOARD MEETING

6:30 PM

November 21, 2018

RECEIVED

JAN 18 2019

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IX. OLD BUSINESS: None

X. NEW BUSINESS:

- A. Mr. Cook discussed the fact that police say it is illegal to cross stripped sections of roads to get into a driveway. This blocks access to existing businesses, churches, mailboxes, etc. This will be added to the agenda for the February Member Meeting.
- B. Mr. Tilton discussed the safety grant KFCC has received particularly the cost of \$45 per sign for Neighborhood Crime Watch signs. Looking into a place in Big Lake that possibly can make them for half this cost.

XI. PERSONS TO BE HEARD:

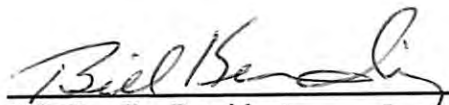
- A. Carol Rice & Catherine Dowell from WASI-Discussion of security at Senior Center and how Neighborhood Watch programs work. Carol will also make up a proposal for 2019 meals program support by KFCC.

XII. PUBLIC COMMENT/ANNOUNCEMENTS:

Next Board Meeting February 20, 2019, 6:30pm at Public Safety Bldg #62

Next General Meeting February 6, 2019, 7:00pm at Settler's Bay Lodge

XIII. ADJOURNMENT: Meeting adjourned at 8:01 pm.


Bill Kendig, President

Attest:


Teri Lou Johnson, Secretary

Date Approved: 1/16/19



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Meeting Minutes

December 6, 2018 7:00pm
Upper Susitna Senior & Community Center

- I. Establish Quorum – Trevor Walter, Donna Dearman, Herman Thompson, Sheena Fort, Ned Sparks, Dona Malhiot-Laubhan, Joe Pride, Bill Stearns & Kelly Thomas.
- II. Call Meeting to Order – 7:03pm
- III. Pledge of Allegiance
- IIII. Approval of Meeting Agenda
 - a. Motion by: Herman Thompson
 - b. 2nd by: Ned Sparks
 - c. Unanimous
- V. Approval of November 1st, 2018 Meeting Minutes
 - a. Motion by: Ned Sparks
 - b. 2nd by: Herman Thompson
 - c. Unanimous
- VI. Treasurer's Report
 - a. Checking Account – \$10,792.06
 - b. Savings Account – \$225.25
- VII. Seating Officers-
 - Vice President Seat-
 - a. Motion by Herman Thompson for Donna Dearman to retain seat as Vice President.
 - b. Donna Dearman accepts motion
 - c. 2nd by Ned Sparks
 - d. Unanimous

Secretary Seat-

- a. Motion by Dona Malhiot-Laubhan for Sheena Fort to retain seat as Secretary.
- b. Sheena Fort accepts via electronic communication.
- c. 2nd by Ned Sparks
- d. Unanimous

Treasurer Seat-

- a. Motion by Dona Malhiot-Laubhan for Herman Thompson to retain seat as Treasurer.
- b. Herman Thompson accepts motion
- c. 2nd by Ned Sparks
- d. Unanimous

President Seat-

- a. Motion by Kelly Thomas for Ned Sparks as President
- b. Ned Sparks accepts motion
- c. 2nd by Dona Malhiot-Laubhan
- d. Unanimous

Persons to be Heard (Suggested 3 minute each)

- a. Jake with senator Mike Showers-
 - i. Head to Juneau
 - ii. Mike is on the finance and transportation committees
 - iii. Jan. 5th Delegation meeting in palmer at Senior Center
 - iiii. Dec. 13th Heath Meeting on Cozie St.

Correspondence –

VIII. Committee and Governmental Reports

- a. Road Service Areas (15 & 29) – Bill Stearns reports that there is ice under snow, beetle killed trees are falling in road, some damage from the earth quake, settling.
- b. Borough Assembly Update – N/A
- c. Grant Expenditure Committee – Time to request CAP 2018
 - i. Kerry Walter will forward the Letter we use to request grants.
 - ii. Kerry Walter will assist with end of year reporting on 2017 grant.
- d. Bylaws Committee – N/A
- e. Ways & Means Committee – Tabled until Feb. 2019
- f. Election Committee – N/A
- g. Neighborhood Watch / Community Safety- received grant (\$ 2,941.17)
 - i. Committee to make recommendations for spending
 - ii. Several groups have been established.
 - iii. Next meeting is at 6:00pm on Thursday Jan. 3rd, 2019
 - iiii. Notify Bill Stearns about next meeting.

IX. Old Business N/A

X. New Business

- a. Discuss keeping 10% of Community Watch grant for administrative fees at the Jan. 3rd meeting.
- b. Suggestion to add Announcements to the agenda

XI. Announcements-

- a. Breakfast with Santa at Senior Center on Dec. 22nd
- b. Senior Center will not be serving lunch on Dec. 25th, 2018 and Jan. 1st, 2019
- c. Dec. 13th Talkeetna Elementary Music Festival
- d. Dec 15th Holiday Bazaar at Talkeetna Elementary School
- e. Dec 8th Trapper Creek Free Box Christmas Party
- f. Dec 8th Willow Elementary Bazaar
- g. Schools system update
 - i. Houston Middle School Closed for the year.
 - ii. No makeup days for students
 - iii. Waiting on insurance to determine what needs to be done with Houston Middle School.
 - iiii. Breakfast and lunches are being left for students at bus stops.

XII. Adjournment – 7:34pm

1	1	<i>[Signature]</i>
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[Signature]
1/15/2019

Talkeetna Community Council, Inc. Annual Meeting of the Talkeetna Community Council, Inc Monday, December 3, 2018 at 7:00 pm @ the Talkeetna Public Library

The order of business will be as follows:

1. Call to Order 7pm Establish a quorum. Ali Lee, Walter Kloefer absent
2. Sarah Russell will take the minutes.
3. Approval of Agenda. Paul moved to approve the agenda. Peg seconded. Passed Unanimously.
4. Approval of minutes. Peg moved to approve the minutes. Paul seconded. Passed unanimously.
5. Treasurer's Report. No report.
6. Out-of-town guest(s).
 - A. Eric Chappel: Earthquake update
7. Correspondence. Report given by Sarah
8. Announcements (Email the Council Secretary to get your announcements on the agenda: contact@talkeetnacouncil.org. Announcements read by Karl.
 - A. MSB Ordinance 18-093, Timber Harvest Transportation Dec 3. 6pm-MSB will hold work session, Dec 17, 6pm- Public Hearing
 - B. MSB Planning Commission Calendar.
 - C. TCCI Meeting Calendar
 - D. Food Pantry open house December 15, 11:00am to 2:00pm
9. Persons to be heard.
 - A. Ruth Wood: MSB A2A contract regarding Port Mackenzie
 - B. Whitney Wolf: Letter from Mat Su Borough regarding A Street encroachment deadline.
10. Assembly Update. Tam Boeve

11. Committee/Board Reports.

- A. TPAC: Written report
- B. Recycling: Written report
- C. Community Assistance Program: Written report
- D. Skatepark: Joe
- E. Playground: No report
- F. RSA: No report
- G. TSWB: Paul Button
- H. Community Watch: Written report

12. Unfinished Business

13. New Business

- A. Community Assistance Program. Paul motions to approve CAP proposed disbursements. Joe seconds. All in favor.
- B. Susitna Gardens Pending Marijuana Application. No motion.
- C. Flying Squirrel Liquor License Renewal Application. No motion.
- D. MSB A2A contract regarding Port Mackenzie. Sarah motions to write a letter to the Borough requesting more information on A2A and to ensure that the public process is followed. Peg seconds. All in favor. Ruth will draft a letter and send it to Karl for review.
- E. Letter from Mat Su Borough regarding A Street encroachment deadline. Paul motions to write a letter to the Borough requesting that the fence be removed at the earliest convenient time. Joe seconds. All in favor. Paul will draft letter.

14. Adjourn: 8:43 pm

Attested to:



Approved by:



TRAPPER CREEK COMMUNITY COUNCIL MEETING MINUTES

Regular Meeting 6:30 PM Thursday, November 15, 2018 CLERKS OFFICE

- I. Meeting called to order 6:30pm
- II. Determination of Quorum
- III. Board Members in Attendance: Ritenburgh, Miller, Glenka, Grelson and Morrill. Members: Debbie Roberts. Guests: Borough Assembly Representative Tam Boeve.
- IV. Reading and approval of October minutes.
- V. Borough Assembly Report: Tam Boeve, District 7, Borough Assembly: Not a lot of activity this period. The DMV 'Z' permanent permit vehicle registration tag program for vehicles 8 years or older, was set to expire on December 31, 2018. That deadline has been deleted and the program will continue.

Borough Board vacancies: 85 vacant seats on the Mat Su Borough Board. Not much representation on the Board from this part of the Borough.
- VI. Treasurer's Report: October activity: Ck #226: \$25.00, State of Alaska Change of Registered Agent. Checking: \$3,497.38 & Savings: \$25.38 = \$3,522.76
- VIII. Revenue Sharing Project Updates:
 - A. FY2016:
 - Nordic Ski Club - \$300.00. No activity this period. Total spent: \$80.52. \$219.48 remaining
 - TCCC Operating Costs - \$1,000. Check #226, \$25.00. \$319.61 remaining.
 - B. FY2017:
 - TCCSA Operating Costs- \$10,000.00. Current activity: \$1,500.74. \$7,348.98 remaining.
 - Upper Susitna Food Pantry-\$2,900.00. Current activity: \$237.39. \$2,662.61 remaining.
- IX. Correspondence/Current Mail: mail was read, and previously emailed to the membership.
- X. Public Forum: None
- XI. Unfinished Business:
 - A. Village Safe Water Program (VSW): The application to the Mat Su Borough for the acquisition of the land is being submitted with an accompanying letter, points of contact and other requested information. Discussion ensued of TCCC supporting TCCSA for this program as TCCSA now has a full functioning Board. Ritenburgh made the motion to reissue the TCCC letter of support for the TCCSA to develop and manage a community watering point. Morrill seconded. Motion passed unanimously. Letter of support, Resolution RS 18-001, was completed and signed by TCCC Board.

- B. Community Development Block Grant Program (CDBG): Last month the information was reviewed and read by Council. Council reached out to see if the CDBG would work for funding part of the Watering Point Project. It was determined that the Watering Point project would not meet the CDBG criteria. No further discussion or action on this item.
- C. Mat-Su Community Councils for Public Safety (MSCCPS) update: Ron Farnsworth sent an email stating that there will be no November or December meetings. They will begin again on January 16, 2019, and will continue on the 3rd Wednesday of each month at 6:00pm.
- D. FY2019 Neighborhood Watch Program Mat Su Borough Grant: \$50,000 was divided among 17 area Community Councils. Trapper Creek Community Council received \$2,941.17. Crime Stopper signs were received by Council and will be posted soon. A final narrative report after funds are used is to be submitted stating the effectiveness of the program.
- E. FY2019 State of Alaska Community and Neighborhood Watch Grants: (A \$75,000 grant to be split among applicants.) This was discussed at the October 2018 TCCC meeting. Discussion of the grant parameters and requirements did not make a good fit for our Community. No further action on this item.

XII. New Business:

- A. Spruce Beetle Strategy Meeting: There will be a teleconference with the Department of Natural Resources (DNR) at the Trapper Creek Community Center for the DNR meeting regarding the issues of the Spruce Beetle tree damage. The meeting is in Palmer on Thursday, November 29, from 1pm-4pm. Currently there is a sign-up sheet for hazardous tree/"danger tree" removal, at the Trapper Creek Post Office.
- B. Trapper Creek Fire List Update: The Trapper Creek Community Fire List (the list is a telephone "tree" of Trapper Creek residents' name and phone numbers in case there is a fire in our area), is being updated now, at the Trapper Creek Post Office. Last update to this list was in May, 2012.
- C. Meals on Wheels Trapper Creek: Ritenburgh recently spoke with Meals on Wheels. A volunteer is needed once a week on Tuesdays, to deliver the meals for recipients in Trapper Creek. Contact Donna at 841-9881.

XIII. Date of next meeting scheduled for **December 20, 2018, 6:30 pm.**

XIV. Meeting adjourned at 8:23pm.

(Minutes taken by Council Secretary, Janet Grelson)

Approved: Paula M. Blum 1-17-19 Paula M. Blum 1-17-2019
 Chairperson Date Secretary Date
Treasurer

Trapper Creek Community Council
 PO Box 13021, Trapper Creek, AK 99683-0321

Teleconference: Locally dial 373-2663 / Participant Code 991090 or dial 907-622-2663 if not in local area