

NOTICE OF MEETING
REGULAR MEETING AGENDA

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE 6:00 P.M.**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS REGARDING MATTERS ON THE AGENDA** *(3 Minute Time Limit)*
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
 - A. Regular Meeting Minutes for November 13, 2018 **Page 3**
- 6. VISITORS/PRESENTATIONS** *(10 Minute Time Limit)*
- 7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS** *(5 Minute Time Limit)*
 - A. Homer Marine Trades Association Report
 - i. HMTA Meeting Minutes for November 7, 2018 **Page 11**
 - ii. HMTA Meeting Minutes for December 17, 2018 **Page 15**
 - B. Chamber Director Report
 - C. Pioneer Avenue Task Force Report
 - D. Staff Report – Jennifer Carroll, Special Projects & Communications Coordinator **Page 17**
 - E. Mayor’s Meeting with Advisory Body Chair Persons – Verbal Report by Commissioner Anders Gustafson
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Wayfinding/Streetscape Plan Development
 - i. Memo from Jenny Carroll Re: Cost Estimate **Page 19**
 - ii. Memo from Jenny Carroll Re: Developing a Presentation to Council **Page 21**
- 10. NEW BUSINESS**
 - A. EDC Bylaw Amendments **Page 23**
 - i. DRAFT 2019 Bylaws **Page 25**
- 11. INFORMATIONAL MATERIALS**
 - A. Karin Marks KPEDD Letter of Appointment **Page 31**
 - B. Katia Holmes EDC Student Representative Letter of Appointment **Page 35**
 - C. City Manager’s Report for November 26, 2018 **Page 39**
 - D. City Manager’s Report for December 10, 2018 **Page 83**
 - E. Commissioner Attendance at 2019 City Council Meetings **Page 93**
- 12. COMMENTS OF THE AUDIENCE** *(3 Minute Time Limit)*
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(if present)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE COMMISSION**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, FEBRUARY 12, 2019 at 6:00 p.m.** in the City Hall Cowles Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

Session 18-07 a Regular Meeting of the Economic Development Advisory Commission was called to order by Chair Karin Marks at 6:00 p.m. on November 13, 2018 at the Cowles Council Chambers, City Hall located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COMMISSIONERS GUSTAFSON, EVANS, JOHNSON, BROWN, MARKS, RICHARDSON, AND AREVALO

ABSENT: COUNCILMEMBER SMITH

STAFF: SPECIAL PROJECTS AND COMMUNICATION COORDINATOR CARROLL

AGENDA APPROVAL

Chair Marks introduced public audience member Katia Holmes, who is interested in possibly applying for the EDC's Student Representative vacancy.

Chair Marks requested a motion to approve the agenda but with an amendment to New Business Item 10.A.i, to read " Resolution 18-xxx Approving Meeting Schedule for 2019" instead of "2018".

BROWN/GUSTAFSON MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. Regular Meeting Minutes for October 9, 2018

Chair Marks requested a motion to approve the minutes.

AREVALO/BROWN MOVED TO APPROVE THE MEETING MINUTES FROM OCTOBER 9, 2018.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

A. Mayor Castner – Commission Goals for the Upcoming Year

Chair Marks introduced and welcomed Mayor Ken Castner. Mayor Castner thanked the commission for their volunteer work and shared his reasons for running for mayor, his level of involvement as a policymaker, and his opinions on how budget should support policy. He encouraged the commission to notify him of EDC projects/goals that they want to get done in 2019 so he can make sure it remains on the City Council agenda until it gets addressed.

Mayor Castner explained his reasoning for not doing proclamations, but he will conduct recognitions. He encouraged the commission to annually recommend a person involved in economic development to be recognized at an EDC meeting. He further shared economic development/commerce goals he has for Homer, and how EDC can help him write those policies.

B. Glen Carroll, Port & Harbor Advisory Commission – Sling Lift Project

Chair Marks introduced Mr. Carroll. Mr. Carroll noted that much of his presentation is his own work and not necessarily representing the Port and Harbor Advisory Commission as a whole. His presentation touched on the following items:

- Background information on himself as a retired commercial fisherman;
- Work that has been done thus far, plus his findings, on the sling lift project, and the overall value that a large vessel sling lift haul-out facility would bring to the Homer community;
- Strong support for a Private Public Partnership (PPP) to fund such a facility, with ballpark financial figures, and why such a partnership would be the best option versus being solely owned by the City or a private business;
- Number of local organizations/businesses that would benefit from it and the level of local support that would be willing to invest immediately;
- Location of a large vessel sling lift facility on the Spit;
- Technical details of the sling lift/ramp and waste water run-off management;
- Financial/facility comparisons among other Alaskan communities.

Chair Marks inquired what kind of action Mr. Carroll would like to see the EDC take on this topic. There was brief discussion on the information provided and to bring the topic back to the commission once there was a more defined route of action to take.

C. Charlie Stewart, Homer Hockey Assoc. – Kevin Bell Arena/HHA in the Community

Charlene Flyum, Homer Hockey Association Representative, introduced herself to the commission and presented the benefits the ice rink provides to the community. She provided background information on the Kevin Bell Arena and how it compares to other rinks in the state, and noted the following:

- Extensive community participation from varying age groups – true family participation
- Correlation between economic development and the ice rink is to get people to come to Homer and have something for them to do once here
- Improves the quality of life – locals who choose to live and work here are more willing to stay
- Visitors of the ice rink generate additional revenue for other local businesses (e.g. restaurants, supplies, lodging)
- Revenue stream for the community during the normally slower winter months

Charlie Stewart explained that the association's goal is to garner the commission's support, who would then make a recommendation to City Council to reinstate the Kevin Bell Arena back into the budget after it was cut a few years ago.

Chair Marks recommended that this topic be on the commission's next agenda as an actionable item so further discussion and a motion of support can happen. There was brief deliberation between Chair Marks, Special Projects and Communication Coordinator Carroll, and Mayor Castner on the limited timeline to make budget amendment requests. Ms. Carroll and Chair Marks discussed amending the agenda to include the topic under New Business.

GUSTAFSON/AREVALO MOVED TO ADD KEVIN BELL ARENA/HOMER HOCKEY ASSOCIATION BUDGET LINE ITEM REQUEST UNDER NEW BUSINESS ITEM C.

There was no further discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

REPORTS

- A. Homer Marine Trades Association Report
 - i. HMTA Agenda for November 7, 2018
 - ii. HMTA Meeting Minutes for October 10, 2018
- B. Chamber Director Report
- C. Pioneer Avenue Task Force Report
- D. Staff Report – Jennifer Carroll, Special Projects & Communications Coordinator

Chair Marks reviewed each Report item, noting the Homer Marine Trades Association report in the packet and that there were no representatives present from the HMTA or Chamber of Commerce.

Special Projects and Communications Coordinator Carroll noted she was clerking the meeting since Deputy City Clerk Tussey was absent for training. She provided her report on the following:

- HMTA meeting minutes announcing that Northern Enterprise Boat Yard is expecting to have a 150 ton travel lift operational within the year;
- Recently published statistics: United Fisherman of Alaska 2016 commercial fishing and seafood processing facts;
- KPC Campus event with Alexander James, a UAA economics professor, speaking on natural resources and economic development at home and abroad.

Ms. Carroll stated that she will be absent for the EDC's December 11, 2018 meeting.

PUBLIC HEARINGS

PENDING BUSINESS

- A. Wayfinding/Streetscape Plan Proposal: Reports from Commissioners
- i. Memo from Commissioner Richardson Re: Mapping of Directional Signage for Homer
 - ii. Homer Wayfinding Signs Inventory

Chair Marks briefly reviewed the action taken at the last meeting and the efforts made so far by the commissioners on the wayfinding/streetscape plan. She deferred to Special Projects and Communication Coordinator Carroll and commissioners that brought updates to report on.

Ms. Carroll referenced her memo, pointing out the already approved project scope, and explained how the next step is to clearly define the approach the commission wants to recommend to City Council for completing the wayfinding/streetscape plan. She described ways the commission could accomplish that, such as requesting to hire a professional consultant and determining their level of involvement.

Commissioner Johnson presented his discoveries from researching the background information on related local studies/plans and ongoing efforts that are already in place or have been proposed in the past. He listed and described in detail the following City plans and how they relate to the EDC's efforts:

- Non-Motorized Transportation and Trail Plan
- Homer Comprehensive Plan
- Homer Spit Comprehensive Plan
- Town Center Development Plan

Chair Marks clarified with Mr. Johnson, who agreed, that it seemed the policy aspect of their work has already been laid out, there isn't a reason to reinvent it, and it's the implementation of those plans that is needed.

Commissioner Richardson reported on his efforts to map directional signage in Homer, and produce a digital compilation of the existing signage already in place. He pointed out that the signs are there to guide a traveler into the place, but they might not be showing the way to the sign itself; it is important to not abandon electronic wayfinding since that helps find the general location.

Commissioner Johnson emphasized the need to encourage businesses to update their online information to help with the electronic wayfinding. Chair Marks noted that "using all aspects of technological and physical wayfinding signage and tools" was included in their approved project scope to support that emphasis.

Commissioner Gustafson presented his findings on sign clutter. He shared how it seemed everywhere he went there was a significant amount of signage with very little comprehensive design throughout, so it all seemed cluttered. He shared concerns on the number of signs that are state or federally-owned and how would EDC go about working with those entities to make changes. He opined that the commissioners aren't experts and supported the next step in bringing a consultant in; an expert that knows how wayfinding works and can work with the various road/highway entities.

Commissioner Brown reinforced the findings on sign clutter, and explained how she and Mr. Gustafson struggled with applying the project scope since majority of the signs needing change weren't City signs. She noted that the majority of business' signs followed a naturally occurring theme of custom painted signs that are creative and artistic. Ms. Brown considered it a defining trademark of Homer and suggested that the commission use it when making decisions on streetscape/design consistency.

Chair Marks opined that with all this information, it is the opportune time for the commission to present their findings to City Council to proceed with standardized designs.

Commissioner Arevalo reported on her two tasks: inventory the current streetscape elements, and map lands available for more. She and Matt Steffy, Parks Maintenance Coordinator, have been working together to inventory the various resources contributing to our sense of space in our current community and identify the paths forward for a better flow.

Chair Marks recapped all the reports, noted that City staff is already working towards accomplishing some of these tasks, and what the next step the commission needs to take. Commissioner Richardson questioned the possibility of getting UAA students of sociology to conduct their sign research instead of hiring a consultant. Commissioner Johnson answered, explaining there is one professor at the local campus that teaches that particular class but it may not include signage in the curriculum; Mr. Johnson said he'd ask that professor.

There was discussion on wording the recommendation to Council to plan out which groups will be involved and how much, e.g. a consultant coordinating efforts with a local college class and the commission. Ms. Carroll provided input on how the commission could work with a consultant and agreed to reach out to potential firms to get an idea of how the process works/costs.

RICHARDSON/AREVALO MOVED TO REQUEST CITY STAFF RESEARCH CONSULTANT FIRMS TO ASSIST THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION IN ESTIMATING CONSULTATION COSTS.

Commissioner Johnson clarified the motion to note it is to look at various consultants that will work under these conditions and with the EDC's own recommendations/guidelines rather than conduct all the work at a higher cost. Chair Marks and Commissioner Arevalo wanted to ensure the consultant would also include the work of other groups/resources from the community.

Commissioner Brown brought up concerns regarding the scope. Ms. Carroll referenced the approved project scope in her memo and reiterated the commission isn't making sign ordinances, they're making a strategic plan for the City when decisions come up that will be implemented in stages. She recapped the commission's goal to come up with a plan on how to accomplish making the Strategic Plan, and what will be recommended to Council for support.

Ms. Carroll explained how a motion is not necessary to task her with reaching out to various consultants to see if one exists that is capable/willing to conduct the work the commission has laid out. Motion was withdrawn with the understanding that Ms. Carroll will complete the requested task.

The commission discussed not holding a December 2018 meeting due to her scheduled absence, and have her present research findings/revised RFP draft at the January 2019 regular meeting instead. Commissioner Arevalo volunteered to aid Ms. Carroll in her research efforts.

NEW BUSINESS

- A. Meeting Schedule for 2019
 - i. Resolution 18-xxx Approving Meeting Schedule for 2018

Chair Marks reviewed EDC's 2019 meeting schedule as described in the draft resolution and commented on the commission's prior discussions on canceling the July and December meetings.

Commissioner Johnson shared that he will not be available to attend the January 8, 2019 meeting.

RICHARDSON/BROWN MOVED TO APPROVE THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION'S 2019 MEETING SCHEDULE WITH AMENDMENTS TO CANCEL THE JULY 9TH AND DECEMBER 10TH REGULAR MEETINGS.

There was no further discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Election of New Chair & Vice Chair

Chair Marks requested a motion to select a new Chair.

AREVALO/EVANS MOVED TO ELECT KARIN MARKS AS NEW CHAIR.

Chair Marks accepted the nomination for another year.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Marks commended Commissioner Gustafson for his work as acting chair, being he's the next senior member. She asked if there were any other nominations.

BROWN/AREVALO MOVED TO ELECT ANDERS GUSTAFSON AS NEW VICE CHAIR.

Commissioner Gustafson accepted the nomination of Vice Chair.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Kevin Bell Arena/Homer Hockey Association Budget Line Item Request¹

Chair Marks introduced the amended agenda item and asked if there was anyone from the audience that wished to speak on the topic.

¹ The action taken pertaining to the Kevin Bell Arena budget item was negated since the item had not been properly noticed per the Open Meetings Act. Homer Hockey Association was notified of scheduled public hearing on the budget at City Council's Monday, November 26, 2018 meeting and encouraged to present either at that time or reschedule at a future EDC Meeting.

Mayor Castner suggested the commission authorize the Chair to write a letter to City Council that states EDC's recognition of the economic importance of the ice rink, and that EDC would support City participation in its funding.

GUSTAFSON/JOHNSON MOVED TO AUTHORIZE ECONOMIC DEVELOPMENT ADVISORY COMMISSION'S CHAIR TO WRITE A LETTER TO CITY COUNCIL RECOGNIZING THE ECONOMIC IMPORTANCE OF THE KEVIN BELL ARENA AND RECOMMENDING THAT COUNCIL REINSTATE THE \$20,000 LINE ITEM TO HOMER HOCKEY ASSOCIATION IN THE 2019 BUDGET.

There was no further discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL ITEMS

A. City Manager's Report for October 22, 2018

Chair Marks commented on Deputy City Clerk Tussey's efforts to include more informational materials in the packet.

COMMENTS OF THE AUDIENCE

Katia Holmes, City Resident, shared her interest in the economic development of the local community and looked forward to be more involved in the commission.

Tim Moore, City Resident, shared his background as a commercial fisherman, longtime resident of the Kenai Peninsula, and that he's the chairman of the Prince William Sound Aquaculture Corporation. He stated he's aware of how controversial the local hatcheries have been, but wanted the EDC to know the value the hatcheries and fishermen bring to Homer and shared findings from a 2018 McDowell report on the matter. Mr. Moore noted that he hopes to attend another meeting to give a presentation.

Mayor Castner opined on how informational the meeting had been. He suggested a local landscape and interpretive signage artist as a resource, and potentially with the City Manager about HART Fund monies for a consultant. He spoke to the commission's discussion on wayfinding/streetscape policies, and on economic development in the community, specifically with the ice rink.

Chair Marks asked Ms. Carroll for clarification on when the commission could make a decision on canceling the December meeting.

MARKS/BROWN MOVED TO AMEND THE AGENDA TO PUT A VOTE TO THE COMMISSION ON WHETHER TO HOLD OR CANCEL THE DECEMBER 11, 2018 REGULAR MEETING.

Chair Marks confirmed with the commission that everyone was in agreement to cancel the December meeting.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

COMMENTS OF CITY STAFF

Special Projects and Communication Coordinator Carroll had no comments.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Marks opined on reaching out to the Chamber Director to attend the meetings to provide input from the Chamber of Commerce's perspective.

COMMENTS OF THE COMMISSION

Commissioner Gustafson thanked Mr. Moore for his patience and public comments.

Commissioner Arevalo thanked City Staff for their work on the packet and shared her support for hockey.

Commissioners Evans, Johnson, Brown, and Richardson had no further comments.

ADJOURN

There being no further business to come before the Commission, Chair Marks adjourned the meeting at 8:00 p.m. The next regular meeting is scheduled for Tuesday, January 8, 2019 at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved: _____

**HMTA Meeting Minutes
Homer Harbor Master's Office
November 7, 2018**

The meeting was called to order by President, Mark Zeiset at 6:04 p.m.

Guests present: Bryan Hawkins, Homer Harbor Master; Don Lane; Amber Fleenor; and Jesus Trejo

Officers/Directors present: Mark Zeiset, Aaron Fleenor, Jen Hakala, Cinda Martin, Mike Stockburger, Kate Mitchell, Liam Hahn and Eric Engebretsen. Brad Conley was excused; a quorum was established.

Approve Agenda: **Motion by Mike Stockburger** to approve the Agenda as presented, 2nd and carried.

Approve Minutes of October 10th meeting: **Motion by Aaron Fleenor** to approve the minutes of the last meeting, 2nd and carried.

Introduction of 2019 Board of Directors:

- President, Mark Zeiset
- Vice President, Aaron Fleenor
- Treasurer, Jen Hakala
- Secretary, Cinda Martin
- Directors: Eric Engebretsen, Brad Conley, Liam Hahn, Kate Mitchell, Mike Stockburger
Liam has a new born, congratulations!

Visitors/Presentations: Gordon Pitzman could not attend the meeting but forwarded his report on FOLs, a copy is attached for the record. He is looking for spring presenters and has set aside several dates between January and May.

Treasurer's Report: Jen gave the Treasurer's report; a copy of the current Balance Sheet and AR Aging Report are attached for the record. Accounts Payable includes 2 invoices; Anchorage Boat Show @ \$625 and Homer Hockey Assoc. for \$500 for the banner which will be paid within the week. Boat Show billings will be sent out in January to advertisers.

Committee Reports:

- Advertising - Kate reported on the following:
 - Fish Alaska – space is still available for the December 2018; Sea Tow is doing a separate ad for the whole of South Central; Ulmer's has been contacted. She will have to finalize the January issue by the end of November.
 - Tide Books – 17 spaces have been sold; should be here by the 10th of December
 - Brochures – are available
 - Kate has given Bryan a list of 2019 advertising with costs to see how much remains in the City Budget
- Website/Social Media -
 - Cinda reported that Nyla Lightcap of the Chamber of Commerce is interested in updating our FB and website @ \$100/month. Cinda will email the board members her contact information and encouraged everyone to send her links to relevant articles. She will need access to both FB and the website.

- We need to remind all that we are not a political organization. We can update our members on current events and keep them informed. The members can then decide for themselves on their stance with the issues.
- Jen Hakala will keep track of homermarinetrades@gmail.com email
- Workforce Development -
 - KBC Updates - Jesus reported that they completed their AB course and filled the 100 ton course plus one! An instructor is coming from AVTEC to do Marine Hydraulics; electronics course coming up on 12/7; working on getting their radar course approved by the USCG. He is looking for instructors for additional courses for the spring.
 - FOL's reported above
- Scholarship - Cinda reported that she updated the KPC Course Reimbursement Application to add a disclosure regarding eligibility and funds availability as well as requesting information about current employment and HHS status. Three applications have been received to date; each were awarded 25% of the course amount for their participation in the AB course and 100-ton.
- Membership -
 - Round Hauls – last one was well attended and effective. Discussion held on whether to continue or if there are other ideas to attract new members. Suggestion to hold the Round Haul at food/beverage venue and spot light several members as an added benefit to membership. Consensus to keep an annual membership drive Round Haul. Cinda will check with Grace Ridge and Bear Creek Winery re: availability. Will discuss further at the next meeting.
- Pacific Marine Expo – Mike reported that he got 16 advertisers for the banner and the banner has been ordered. Cinda is still working on the shift list and will get badges for those working. Mike and Bryan will access the storage unit and bring everything over on set up day.
- Anchorage Boat Show – Mike reported that they have secured a 50' X 60' spot on the corner. Eric will be bringing 2 Raider Boats, a Catamaran as well as 1 more to be determined. The Chamber of Commerce would like include their raffle skiff but at what cost?

Old Business:

- Homer Trade Show/SEAFAIR – this has been postponed to 2020 by the Chamber to allow for design time. Kate volunteered as HMTA Coordinator for the SEAFAIR and shall be authorized to speak on HMTA's behalf when working on the fair. The City of Homer is in favor of the event; timing is the question.

New Business:

- New meeting place for HMTA - Port conference room is available to us as well as Bay Welding's break room and Northern Enterprises
- Check Signers needed; current signers are Kate, Mike and Cinda
 - It is recommended that we have the President (Mark Zeiset); Vice President, Aaron Fleenor; and Treasurer, Jen Hakala be signers. **Motion by Eric Enebretsen** to change signers to Mark Zeiset, Aaron Fleenor and Jen Hakala, 2nd and carried.
- Shadow Kate on Advertising – Kate is working on a file to present to her successor; suggested that we appoint a committee to take over with a chairman. Jen would like to be on that committee and Mark will check with Brad.
- Anchorage Boat Show Committee – looking for additional committee members; Mark, Liam and Aaron volunteered.

- 50th Anniversary of USCG in Homer 2019 – January 5, 1969 is when their home port changed to Homer; no action.
- Thank you letter to the City of Homer for their support of our association; Rotary for their annual donations to our KPC course reimbursements – Cinda will write up letters and send to Mark for signing
- Email from Abby at NPFA re: North Pacific Fishery Management Council coming to Homer for their meetings/public comment for about 10 days next October. They are looking for ideas to welcome council members and community involvement. Mark will respond to Abby's email and let her know we are interested in helping out and invite her to a future meeting.

Comments from the Audience:

- Don Lane reported on sail drones that NOAA is experimenting with for research using satellite communication; very fascinating.

Comments from Board Members:

- Cinda reported that this has been the best year of her career loan wise; should finish out the year with over \$11MM in loans, primarily fishing related.
- Mike thanked Bryan for paying the storage rental fee; he also reported on the UFA statistics issued highlighting Homer and 2016 Commercial Fishing and Seafood Processing Facts. (Copy attached to the minutes)
- Jen reported that there is no slow time at NOMAR!
- Aaron reported that all shop buildings are rented out as of this month; looking forward to the activity. He is still working on getting a 150 ton travel lift in connection with a dock expansion; anticipated to be operational within a year.
- Bryan reported on the Port Commission meeting and comment made in connection with the expansion inquiring about the need for the Harbor to advertise to gain additional business when it seems that there is plenty of existing business. The perspective was surprising.
- Kate reported that she got her first Memoir published and it is available at NOMAR and the Book Store. It was a story told to help future generations.
- Liam reported on newborn son, Desmond.

Next meeting is December 12th at 6pm at NOMAR.

There being no further business to come before the board members, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Cinda Martin Secretary

**HMTA Regular Business Meeting
December 17, 2018
NOMAR**

The meeting was called to order by President, Mark Zeiset at 6:03 p.m.

Guests present: Cathi Ulmer of Port & Harbor and Don Lane

Officers/Directors present: Mark Zeiset, Aaron Fleenor, Jen Hakala, Cinda Martin, Mike Stockburger, Kate Mitchell, Liam Hahn, Brad Conley. Eric Engebretsen was excused. A quorum was established.

Approve Agenda: **Motion by Aaron Fleenor** to approve the agenda as presented, 2nd and carried.

Approve Minutes of November 7th meeting: **Motion by Kate Mitchell** to approve the minutes as corrected, 2nd and corrected.

Treasurer's Report: Treasurer's report was given by Jen Hakala; a copy of the Balance Sheet and AR Aging Summary are attached for the record.

Committee Reports:

- Advertising – Kate reported that the TideBooks should be in this week and the invoiced has been paid. She also reported that she's received quotes from several publications in anticipation of submitting to the City of Homer for coverage through the EDC budget for 2019. She suggested that we request any remaining funds from 2018 to roll over toward the cost of the 2019 Anchorage Boat Show.
- Website/Social Media – Mark reported that he received an email from Deb Rhoades regarding her access to high speed internet. Now that she has access, she would like to retain the Facebook and Website maintenance. We've spoken with Nyla Lightcap about taking over for Deb but she has not started. Consensus of the board members was to retain Deb but to look at cross training a board member or two. Discussion held regarding using someone local in the future.
- Workforce Development – Brad reported that Gordon is working on the spring schedule; FOLs will start January 17th on Thursdays. HMTA distributed 6 sweatshirts to students who attended all of the Fall FOLs. Mark reported that Jesus is looking for instructors for the spring semester.
- Scholarship – Cinda reported that we've had a great deal of interest in our scholarships. We've expended a total of \$1,240 to date (at a rate of 25% of the cost of the course taken) and have a number of applications to be reviewed/dispensed. Cinda will request the \$1,000 from Rotary.
- Membership Cinda reported that Grace Ridge is an option for a Round Haul venue, just need to get on their calendar.
- Pacific Marine Expo – Mike reported that everything went well in spite of the date change. We are signed up for a 30' booth for next year with a 10' section dedicated to NOMAR. Suggestion to purchase some plastic card racks to hold member business cards.
- Anchorage Boat Show – no new information

Old Business:

- 50th Anniversary of USCG in Homer, 2019 – Kate reported that the HCOC has made the USCG Grand Marshal for the Winter Carnival. She also has the contact information for the Coast

Guard historian that she'll work with. She's also working on some sort of recognition for the Coast Guard from HMTA.

- NPFA Meeting – Don Lane reported that this is a big deal for Homer; 10 days of meetings and 250 participants. Homer NPFA is working on putting an information sheet together in an effort to coordinate the community.

New Business: none

Next Meeting: January 9th, 2019 at 6PM

Adjournment: There being no further business to come before the board members, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Cinda Martin
HMTA Secretary



City of Homer

www.cityofhomer-ak.gov

Administration

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR
DATE: JANUARY 2, 2019
SUBJECT: STAFF REPORT TO EDC

2019 Industry Outlook Forum I emailed all Commissioners about the Industry Outlook Forum that is being held in Homer on January 9th from 8:15 am to 4:30 pm at the Community Christian Church (on Bartlett Street). I know it can be challenging to break away from work for a whole day, but I hope to see many of you there. It is a great opportunity to get a pulse on Kenai Peninsula industry sectors, the state of the Alaska economy overall and to hear from local entrepreneurs. Thanks to Tim Dillon and his staff at the Kenai Peninsula Economic Development District for putting it all together!

Emergency Preparedness If you are only able to attend a few of the Industry Outlook presentations, I highly recommend the Small Business Disaster Planning session. As the Public Information Officer for the City of Homer, I was involved in the November 30th tsunami warning and evacuation. Luckily, we did not get a tsunami. However, we have had two warnings within the year, and when we do encounter a tsunami or some other natural disaster, it could be a tremendous hit to Homer's economy.

According to the Federal Emergency Management Agency, 40-60 percent of small businesses close permanently after a disaster. Among businesses that are closed for at least five days, 90 percent fail within a year.

Whether you are the City managing large infrastructure, or a business or an individual family, preparedness and recovery plans are crucial to limiting injury and damage and returning more quickly to normal operations. Recovery plans focus on the long-term and are largely economic recovery. The City of Homer will be updating its Emergency Operations Plan and creating (for the first time) a Recovery Plan. If businesses are ready to survive and recover alongside the City, our economy overall will be more secure.

I believe KPEDD will be launching a Small Business Disaster Planning educational outreach. I will learn more at the Forum, and will stay in touch with KPEDD to see where the EDC may be able to help the effort in Homer. In the meantime, I encourage you to make a plan for your business, and reach out to others you know to do the same. It may be one of the most significant economic development activities you undertake!

You can find more information at <https://www.fema.gov/media-library/collections/357>.



Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

FROM: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR

DATE: JANUARY 2, 2019

SUBJECT: WAYFINDING-STREETScape PLAN DEVELOPMENT: COST ESTIMATE

Happy New Year!

At the November 13th meeting the Commission asked me to reach out to consultant firms to get cost estimates of developing a City of Homer Wayfinding-Streetscape Plan with the Economic Development Commission.

I reached out to three firms asking for very general, ballpark estimates. I gave them the general project scope, which included working with an active Commission or Task Force to help develop background materials, the need to engage public meetings and to provide design options and specifications.

Please keep in mind that without a specific RFP for the firms to respond to, the job description and estimates are **ballpark**.

As of packet deadline only one firm had responded back:

- Wayfinding and Pedestrian Improvements Plan: \$45,000 - \$50,000
- Wayfinding Branding & Materials Development: \$15,000 - \$20,000.

I predict I will hear from other firms now that the holiday season is over. I will update the Commission as more estimates come in.

Project Scope

The EDC proposes developing a **Wayfinding-Streetscape Plan Proposal** with an emphasis on:

- 1) Pedestrian experience with continuity with vehicle signage, particularly at Homer's gateways;
- 2) Design that is cohesive, but not necessarily identical and that enhances and reflects the distinctive and creative character of Homer; and
- 3) Using all aspects of technological and physical wayfinding signage and tools.

Wayfinding Scope

- 1) Assist pedestrians navigating Pioneer Avenue and to points of interest in the Central Business District;
- 2) Orientation wayfinding at Homer's gateways;
- 3) Making connections between Homer's destination areas (i.e. Old Town, the Spit, Farmer's Market, and others as identified and agreed upon.)

Streetscape Scope

- 1) Plan should propose realistic streetscape and public space improvement options along Pioneer Avenue and to points of interest within the Central Business District
- 2) A strategic approach for implementation of any combination of the following possible elements:
 - Accessibility
 - Banners
 - Bicycle amenities
 - Trash cans
 - Landscaping (plant lists, use of gardens)
 - Pedestrian rest stops and street furniture: bench locations for rest, for view
 - Pedestrian crossings – safety and aesthetics, decorative hardscapes



City of Homer

www.cityofhomer-ak.gov

Administration

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: JENNY CARROLL, SPECIAL PROJECTS & COMMUNICATIONS COORDINATOR
DATE: JANUARY 2, 2019
SUBJECT: WAYFINDING-STREETScape PLAN DEVELOPMENT: DEVELOPING A PRESENTATION TO COUNCIL - ECONOMIC BENEFITS OF STREETScape-WAYFINDING SYSTEMS

Much of the information that will support your Wayfinding-Streetscape Plan recommendation to City Council is coming together.

You have determined:

- ✓ proposed project area and scope;
- ✓ design considerations;
- ✓ project background;
- ✓ that a wayfinding-streetscape plan is consistent with City of Homer planning goals;
- ✓ that the EDC is willing to actively work (either as a commission or as part of a collaborative team) with the a planner to gather information/inventories for the plan and design (for instance you have already begun an inventory of current signs in Homer);
- ✓ that the plan overall would benefit from the expertise of a professional designer and their outreach to the public and to other State agencies responsible for creating and managing public right-of-ways.

One of the remaining tasks is to articulate, from your perspective, the reasons this is a good idea. You will be advising Council to approve funds for the plan development. ***Why is the plan important to economic development/quality of life? How will the plan implementation be a catalyst for economic development?***

Staff recommendation: At the January 9th meeting, the EDC will discuss and seek consensus on this. Please come prepared to share your top three economic development/business/quality of life reasons why City Council should support the Wayfinding-Streetscape Plan proposal.

I am providing links to two studies regarding the economic benefits of streetscape-wayfinding systems. These studies were based on systems in large metropolitan cities (New York City and London no less) but I thought they would be helpful as you consider the benefits for Homer.

<http://www.nyc.gov/html/dot/downloads/pdf/dot-economic-benefits-of-sustainable-streets.pdf>

www.livingtransport.com/library/pdf.php?id=185 (When you open this link, your computer may ask you what program to use to open the file. Choose Adobe Reader or Acrobat and it will open.)



Memorandum

TO: ECONOMIC DEVELOPMENT ADVISORY COMMISSION
FROM: RACHEL TUSSEY, DEPUTY CITY CLERK
DATE: JANUARY 2, 2019
SUBJECT: BYLAW AMENDMENTS

The City Clerk's Office is in the process of standardizing the layout/general content of bylaws for each City advisory commission/board. All the commissions and board shall review the amendments for approval and make any additional changes. Second review of the proposed amendments will occur at the commission's next regular meeting before being submitted to City Council for final approval.

The major amendments from the City Clerk's Office include (in order they appear in the Bylaw draft):

- Creating a standardized layout of information and removing excess verbiage related to conducting a meeting that does not necessarily need to be detailed in bylaws since they are outlined elsewhere (such as in City Code or the City's Basic Guide to Robert's Rules).
- Stating the City code that the commission operates from.
- Ensuring the purpose of the commission aligns with the duties and responsibilities listed in Code.
- Removing outdated information pertaining to how the commission communicates with the City Manager and City Council.
- Updating verbiage for Officers and Commissioners to provide additional details on member requirements, when their terms expire, and what happens when both the Chair and Vice Chair are absent.
- Updating the number of consecutive unexcused absences so it matches what is stated in Code.
- Including general verbiage allowing Honorary Members to be appointed by the Mayor as participating, non-voting members. **NOTE:** *still subject to the individual agreeing to serve and the Mayor appointing one.*
- Including standardized verbiage on time limitations for public testimony, the creation and purposes of committees, and meeting attendance/the procedures for participating telephonically.

I encourage all commissioners to review the draft bylaws and consider any changes you may like to see. Please keep in mind that the purpose of the bylaws is to outline the commission's internal operations that govern the proper and orderly discharge of its responsibilities. Some areas that are common to change include:

- Which months to hold regular meetings
- Meeting start times
- Any term specifications for student representatives
- Changing the month the commission holds their election for Chair and Vice Chair

Additionally, there are certain changes the commission may be interested in making based on previous discussions. Staff has considered these and recommends the following amendments:

- Designating certain months to annually review specific topics (to be listed under Article IV, Section 3), such as:
 1. Annual “check-in” on the goals listed in the BR&E to ensure the commission is still on track;
 2. EDC short/long-term goals with general timelines (not listed in the BR&E);
 3. The Comprehensive Economic Development Strategy (CEDS) and other policies;
 4. Other topics that will aid the commission in meeting their duties and responsibilities listed under “Purpose” and in City Code.
- Removing “Pledge of Allegiance” from the agenda/order of business

More significant changes, such as changing the appointment renewal month, may require amendments to City Code and/or City Attorney review.

RECOMMENDATION

Review the draft bylaws; make any additional amendments by way of motion. Make a motion to hold a final reading on the proposed Economic Development Advisory Commission Bylaw Amendments at the next regular meeting.

**CITY OF HOMER ECONOMIC DEVELOPMENT ADVISORY COMMISSION
BYLAWS**

ARTICLE I - NAME AND AUTHORIZATION

This organization shall be called the Economic Development Advisory Commission, established via Ordinance 93-15(S)(A) and Resolution 06-20, **existing by virtue of the provisions of Chapter 2.76 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code.** The following bylaws were adopted on **February 12, 2019** and shall be in effect and govern the procedures of the Economic Development Advisory Commission.

ARTICLE II – PURPOSE

Section 1. Act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer.

Section 2. Oversee responsibility of the City of Homer Comprehensive Economic Development Strategy (adopted by City Council April 26, 1993; formerly known as the Overall Economic Development Plan):

- a. Revisions, amendments and extensions of the Comprehensive Economic Development Strategy (CEDS) which may be adopted by the City Council after consideration and report by the Commission.
- b. Provide continued review and evaluation of the CEDS.
- c. Supervise and monitor the implementation of the CEDS.

Section 3. Collect and analyze data relevant to economic development to evaluate existing community resources.

Section 4. Formulate and develop the overall long range economic development goals of the residents of the City of Homer through public hearing process.

Section 5. Identify specific alternatives or projects to accomplish the City's objectives and recommend priorities.

Section 6. Review recommendations of the Homer Advisory Planning Commission to encourage a business-friendly environment in Homer.

Section 7. Promote public interest in overall economic development.

Section 8. Make inquiries regarding matters related to economic development.

Section 9. Collaborate with other City of Homer advisory bodies, the Homer Chamber of Commerce, Kenai Peninsula Economic Development District, and Kenai Peninsula Tourism Marketing Council in activities of mutual interest.

~~Section 10. Any recommendation the Commission may have regarding economic development is to be directed to the City Council through the City Manager. Recommendations of the Commission concerning policy issues may be sent directly to the Council upon request of the Commission. Any~~

report or recommendation made in response to a specific request from the City Council shall be made directly to the Council, unless otherwise directed by the Council.

ARTICLE III - OFFICERS AND COMMISSIONERS

Section 1. The Commission shall consist of seven members comprised of at least five (5) members that reside inside city limits **and shall be registered voters in the Kenai Peninsula Borough or the City of Homer.** Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms **to expire on April 1st of designated years.**

Section 2. A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular November meeting of the Commission.

Section 3. Officers shall serve a term of one year from the November meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 4. The Chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 5. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. **If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.**

Section 6. If any commissioner is absent for ~~three~~ **two** consecutive meetings (unless a majority of the other members have previously granted a leave of absence, not to exceed six months), the seat of that member shall be declared vacant and a new member appointed by the Mayor, subject to confirmation by the City Council.

Section 7. **Honorary members of the Commission may be appointed by the Mayor, subject to confirmation by the City Council. Honorary members may participate in the deliberations of the Commission, but may not vote nor shall they be counted in determining the quorum of Commissioners.**

Section 8. One City Council member and one Homer area high school Student Representative may be appointed by the Mayor, subject to confirmation by the City Council, as consulting, non-voting members.

Section 9. The Mayor, City Manager, City Planner, and/or the Director of the Homer Chamber of Commerce and a representative from the Homer Marine Trades Association may serve as non-voting, consulting members of the Commission.

ARTICLE IV – MEETINGS & AGENDA

Section 1. Regular meetings shall be held on the second Tuesday of each month at 6:00 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. All regular meetings shall be open to the public.

Section 3. SECTION HELD FOR DESIGNATING CERTAIN MONTHS TO REVIEW SPECIFIC TOPICS, SUCH AS BUDGET, GOALS, POLICIES, ETC.

Section 4. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. **Allowances will be made for holidays.**

Section 5. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

NAME OF BODY	DATE OF MEETING
PHYSICAL LOCATION OF MEETING	DAY OF WEEK AND TIME OF MEETING
HOMER, ALASKA	MEETING ROOM

NOTICE OF MEETING
REGULAR MEETING AGENDA

1. CALL TO ORDER, **PLEDGE OF ALLEGIANCE**
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or COMMISSION BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
17. COMMENTS OF THE COMMISSION
18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____ note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, clerk@ci.homer.ak.us, 235-3130.

Section 6. **Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chair's discretion or by a majority vote of the board members in attendance.**

Section 7. Special Meetings, Worksessions, and Public Forums may be called by the Chair or a majority of the Commission. Worksessions and Public Forums do not require a quorum. However, no action may be taken at a worksession or forum; items on the agenda are for discussion only. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 8. A quorum for the transaction of business at any meeting shall consist of four members of the Commission present. For purposes of determining the existence of a quorum, honorary members shall not be counted.

Section 9. Recorded minutes shall be made available by the City Clerk's Office to the Commission prior to the next meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 10. The Commission shall abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer City Code, as well as Robert's Rules of Order, current edition, in so far as this treatise is consistent with Homer City Code.

ARTICLE V - COMMITTEES

Section 1. Committees of one or more members for such specific purposes as the business of the Commission will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

Section 2. All committees shall make a progress report to the Commission at each of its meetings.

Section 3. No committee shall have other than advisory powers unless, by suitable action to the Commission, it is granted specific powers to act.

ARTICLE VI - VOTING AND BYLAW AMENDMENTS

Section 1. Four affirmative votes are required to approve any action before the Commission and shall constitute the meaning of "majority vote". The Chairperson may vote upon, and may move or second a proposal before the Commission.

Section 2. A record of all voting must be included in the minutes of each meeting.

Section 3. The Bylaws may be amended at any meeting of the Commission by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Commission meeting.

Section 4. Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Commission shall be present, and two-thirds of those present shall so approve.

ARTICLE VII – ATTENDANCE

Section 1. Teleconference meetings:

- a. The preferred procedure for a Commission meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This allowance is limited to two (2) meetings per year.
- b. There must be a quorum of members physically present in addition to the telephonic member.
- c. A Commissioner participating by teleconference shall be deemed to be present at the meeting for all purposes.
- d. In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

Section 2. Teleconference procedures:

- a. A Commissioner who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least five days prior to the scheduled meeting time of their intent to appear telephonically.
- b. The Clerk shall notify the other Commissioners of the Commissioner's intent to appear by teleconference three days prior to the scheduled meeting time.
- c. The means used to facilitate a teleconference meeting must enable each Commissioner appearing telephonically to clearly hear, and be heard by, all other Commissioners and members of the public.
- d. The Clerk shall note in the attendance record all Commissioners appearing telephonically.



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

November 30, 2018

Karin Marks
202 W Pioneer Avenue
Homer, AK 99603

Dear Karin,

Congratulations! Council confirmed/approved your appointment as Homer's representative to the Kenai Peninsula Economic Development District during their Regular Meeting of November 26, 2018, via Memorandum 18-124.

Thank you for your willingness to serve the City of Homer on the Kenai Peninsula Economic Development District. There certainly are exciting times ahead.

Your term will expire December 31, 2021.

Cordially,

Ken Castner
Mayor

Enc: Memorandum 18-124
Certificate of Appointment

Cc: Economic Development Advisory Commission



City of Homer

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Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Memorandum 18-124

TO: HOMER CITY COUNCIL
FROM: KEN CASTNER, MAYOR
DATE: NOVEMBER 19, 2018
SUBJECT: APPOINTMENT OF KARIN MARKS TO THE KENAI PENINSULA ECONOMIC DEVELOPMENT DISTRICT

On November 19, 1987, the Kenai Peninsula Borough Resource Development (RDC) adopted a resolution recommending to the Assembly that a borough-wide economic development district be formed, with the Borough participating along with the Borough's home-rule, first class, and second-class cities. Kenai Peninsula Economic Development District was organized in 1988. KPEDD serves residents of the Kenai Peninsula Borough in south central Alaska. The Borough is home to approximately 49,600 people residing in a land area of 16,100 square miles. KPEDD has actively pursued development opportunities for the region. Over its lifetime, KPEDD has been involved in a variety of projects, including public works projects, shellfish industry development, international trade, promoting a North Slope Natural Gas Pipeline to Cook Inlet, building infrastructure and industry recruitment.

The seat is for three years, commencing in January 2019 and expiring December 31, 2021.

RECOMMENDATION:

Confirm the appointment of Karin Marks to the Kenai Peninsula Economic Development District

Fiscal Note: N/A

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Karin Marks

Has been appointed to

serve as

“Representative”

on the

“Kenai Peninsula Economic Development District”

This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 30th day of November, 2018.*



Ken Castner
Ken Castner, Mayor

Attest:

Melissa Jacobsen
Melissa Jacobsen, MMC, City Clerk



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

November 30, 2018

Katia Holmes
P.O. Box 2319
Homer, Alaska 99603

Dear Katia,

Congratulations! Council confirmed/approved your appointment to the Economic Development Advisory Commission as a Student Representative during their Regular Meeting of November 26, 2018 via Memorandum 18-123.

Thank you for your willingness to serve the City of Homer as a Student Representative on the Economic Development Advisory Commission. There certainly are exciting times ahead.

Cordially,

Ken Castner
Mayor

Enc: Memorandum 18-123
Certificate of Appointment

Cc: Economic Development Advisory Commission



City of Homer

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Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

Memorandum 18-123

TO: HOMER CITY COUNCIL
FROM: KEN CASTNER, MAYOR
DATE: NOVEMBER 19, 2018
SUBJECT: APPOINTMENT OF KATIA HOLMES TO SERVE AS STUDENT REPRESENTATIVE ON THE ECONOMIC DEVELOPMENT ADVISORY COMMISSION

Katia Holmes is appointed to serve as the Student Representative on the Economic Development Advisory Commission.

RECOMMENDATION:

Confirm the appointment of Katia Holmes to serve as Student Representative on the Economic Development Advisory Commission.

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Katia Holmes

Has been appointed to

serve as

“Student Representative”

on the

“Economic Development Advisory Commission”

This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.



*In Witness whereof I hereunto set my hand
this 30th day of November, 2018*

A handwritten signature in blue ink, which appears to read "Ken Castner". The signature is fluid and cursive.

Ken Castner, Mayor

Attest:

A handwritten signature in blue ink, which appears to read "Melissa Jacobsen". The signature is cursive and written over a horizontal line.

Melissa Jacobsen, MMC, City Clerk



City of Homer

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Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: November 21, 2018
SUBJECT: November 26th City Manager Report

Library Director Ann Dixon Retiring in April of 2019 & Process for Hiring New Library Director

This spring the City will bid farewell to our Library Director Ann Dixon. Ann came to the City in 2011, after having served as the Librarian at the William Elementary School in Willow for four years. Prior to that, Ann worked in a variety of Library positions as well as being a published author. Ann's retirement will mark eight years with the City, but many more years dedicated to public service. As any of you know who have visited our beautiful Homer Public Library, Ann has become a fixture there and will certainly be missed. The process of selecting Homer's new Library Director will take some time. But with the assistance of Ann, and input from the Friends of the Library and the LAB, we know we will find a great fit for both the library and the community! We plan on posting the position in early February. Once the position closes, a hiring committee that includes the City Manager will narrow down the field of applicants. The top candidates will be invited to visit Homer for an interview, lunch with Ann and a representative from each the Friends and the LAB, and then commence with a tour of the library to meet staff and see our amazing facility. I will keep the Council updated as the process unfolds.

Executive Assistant to the City Manager Dotti Harness-Foster Retiring

My executive assistant, Dotti Harness-Foster is retiring after many years with the City of Homer. Dotti is a familiar face at City Hall, she spent years in the Planning Department before moving upstairs to be my right hand. I will miss her positivity, can do attitude, firm management of my meeting calendar and ability to gently remind people to do what they said they were going to do. She has been a tremendous asset to me as I throw anything and everything her way. Two of her major accomplishments since joining the City Manager's office include: increasing revenue at the Homer Airport through actively managing leases and cultivating tenants and taking the reins on revamping 2019 Draft Budget goals and priorities. I appreciate Dotti's willingness to dive right in and get to work. She will be missed. I wish her the best of luck on her next adventure teaching fall prevention techniques through movement and body awareness with Homer seniors and others. I am proud that she will continue to be a tremendous asset to this community. Dotti's last day is November 30th. Please take a moment to thank Dotti for her service to the City of Homer.

Executive Assistant to the City Manager Rachel Friedlander Hired

I am pleased to welcome Rachel Friedlander as the new face and voice who will greet you in the City Manager's office. Rachel recently moved to Homer from Juneau. There she worked in the land management office for the City and Borough of Juneau and brings applicable experience with lease management and municipal government. Before working for the municipality she spent a session as a legislative aide, which

means she will be well equipped to handle the multiple and divergent requests the City Manager throws to the executive assistant. Rachel is professional, positive and motivated and will be a great fit for the City. Please take a moment to welcome her to the team when you see her.

Richard Klopp Recognized as Alaska Rural Water Association 2018 Operator of the Year

Richard Klopp has over 30 years of experience in both public and private sector. He has been a lead operator in Homer for 5 years. In that time he has made major improvements to the Distribution and Collections System preventive maintenance program, including smoke testing the collection system to quickly detect and repair structural damages, leaking joints and other problems in sewer pipes. Inflow and infiltration of stormwater into the system is costly due to the additional waste water treatment required. Richard's improvements have resulted in reduced cost in operations and has also reduced emergency call outs for operators, reducing labor cost. His energy conservation efforts have resulted in over \$50,000 saving since 2015. Mayor Castner will be presenting Richard with a plaque recognizing this accomplishment at the November 26th Council meeting. Please take a moment to thank Richard for his dedicated public service when you see him.

Four More Police Radios Funded

Due to unspent funds from other projects, the Department of Homeland Security and Emergency Management (DHS&EM) has offered the City of Homer \$20,363 in unallocated funds to purchase four police radios, completing the upgrade of all portable radios for the Police Department. This reallocation will be implemented as a budget amendment to a previous City of Homer DHS&EM grant application. Previous grant funding cycles had already replaced a portion of the radios, which made this an easy fit when DHS&EM needed eligible, already vetted projects to obligate unspent grant funds within the Federal time limit. The authority given to the City Manager to accept and appropriate grant funds under \$25,000 in this instance was key to the City's ability to accept the funds within DHS&EM's short timeframe. Council should keep in mind that as funding circumstances change over time, this authority may need to be adjusted. For example, you have an ordinance before you on the 26th that is a similar reallocation but is just above the \$25,000 threshold. Luckily, in this case the timeframe for obligation gave us time to accept the funds through Council ordinance as required.

Update on New Homer Police Station from Project Manager McNary

The design contract for the new Police Station was agreed to and implemented on September 24th, 2018. Design began on that date and continues on schedule with full design team meetings each Wednesday. A City of Homer representative is working with Chief Robl as a part of this team. The City selected CM/GC Design/Build Team approach has been very productive to date. A presentation on 35% design is scheduled for the first meeting in January.

Current Design Schedule continues as follows:

- 35% design, (65% Civil) – November 30, 2018
- 65% design, (95% Civil) – February 25, 2019
- 95% design – April 1, 2019
- 100% Construction ready plans – April 19, 2019
- Guaranteed Maximum Price, (GMP), contract execution – April 15, 2019
- Groundbreaking – April 20, 2019

Permitting is in process with no permitting delays expected.

Community Design Manual guidelines are being implemented.

The site has been designated as non-wetlands by the US Corps of Engineers.

Utility entities have all been included on design updates and applications are in progress.

No budget issues are anticipated at this point.

Seawall and the Ocean Drive Loop Special Service District (ODLSSD)

Several storms in 2017 and 2018 have caused significant damage to the seawall. In 2017 the cost of repairs was \$102,125. As of October 23, 2018 the 2018 repair cost is estimated at \$77,491 leaving the account balance for seawall repairs at \$58,700. Most of the seawall is on private land and is not considered a public improvement. This led to the Ocean Drive Loop Special Service District (ODLSSD) being formed to fund maintenance of the seawall. The ODLSSD consists of fourteen (14) property owners, which includes two City owned lots. In January I send a letter out to homeowners detailing the status of repairs and the seawall maintenance fund. It may be time to include the neighborhood in conversations about how to continue to adequately fund maintenance of the seawall, including a potential major maintenance project to reinforce the toe of the wall where the most damage occurs. I would like to get input from Council on how/if they would like to proceed so that any information such as meeting notices or potential major maintenance projects to consider can be included in the annual update to property owners.

KPEDD City Manager Meeting

Kenai Peninsula Economic Development District (KPEDD) hosts quarterly meetings with Peninsula City Managers. Peninsula managers met October 24th to discuss regional economic development projects, including a presentation from Alaska LNG. We discussed different ways we can partner, including collaborating on wage studies and analysis and advocating for municipal representation regarding Alaska LNG decisions (which resulted in the MAG Board resolution you have before you on November 26th). These meetings provide an invaluable opportunity to exchange ideas and not reinvent the wheel.

Meeting on Help Available for Homer's Vulnerable Populations organized by Mayor Castner

Mayor Castner, Councilmember Erickson, and I met with leaders of Church on the Rock to educate the City on efforts they are making on behalf of Homer's vulnerable populations. In addition to providing temporary assistance to members in need by connecting them with services and assistance in an organized manner, Church on the Rock houses two trained certified therapists (through Cornerstone Consulting) to provide services to any community member. Libby Erickson with Public Health also reported on the Safe Families Program. This program, in cooperation with the faith community and Office of Children's Services, pairs families needing help with the demands of caring for and raising children with safe family friendly environments for temporary (average 3 week) placement of children. It was a great opportunity for the City to learn about the varied resources already provided in Homer. These meetings are part of Mayor Castner's efforts to reach out to Homer institutions and organizations to better understand the fabric of support our community can provide for our vulnerable populations. I look forward to participating in more of these conversations.

Visit with Senator Sullivan

On November 8th I was invited, along with EDC Chair and Kenai Peninsula Economic Development District (KPEDD) board member Karin Marks to attend an informal meeting with Senator Dan Sullivan to discuss economic development challenges and opportunities facing the Kenai Peninsula. I used my 10 minutes with the Senator to update him on the Large Vessel Harbor project. He was very receptive to the opportunities for the Harbor and mentioned that the timing was good to launch a project for Alaska given his committee membership on the Environment and Public Works Committee and Armed Services which provides dual oversight of the Army Corps. We will continue to work with his Kenai office and keep them in the loop as we navigate the next stages of the study with the Army Corps. A big thank you to KPEDD for organizing the meeting and making sure that Homer was represented.

Visit with Mark Hamilton of The Pebble Partnership

On November 9th, Mayor Castner and I met with General Mark Hamilton with the Pebble Project. General Hamilton emphasized the smaller footprint and life span for this deposit compared to the Pebble Mine proposal I was most familiar with from 10 years ago. Impacts to the surrounding communities have not been analyzed, however 2,000 jobs are anticipated to be created during construction and 1,000 year round jobs. The Mayor had many detailed questions regarding the permitting process and how waste would be handled. More information on the Army Corps permitting process can be found at <https://www.pebbleprojecteis.com/>

Visit from Rear Admiral Mathew Bell

Rear Admiral Mathew Bell, Commander of the 17th Coast Guard District out of Juneau paid the City of Homer a visit on November 15th. Port and Harbor Director Hawkins and I were unable to attend as we were both at AML, but Deputy Harbormaster Clarke, Special Projects and Communications Coordinator Carroll and Mayor Castner gave the Admiral a warm welcome and update on our Large Vessel Harbor Project. Most importantly, the Mayor was able to convey what an important part of the community the Coast Guard is and how we appreciate their contributions not only to the safety and welfare of the fleet, but to the community of Homer. City officials will visit with Admiral Bell in February when we travel to Juneau for Alaska Municipal Leagues Legislative meetings.

Alaska Municipal Management Association (AMMA) and Alaska Municipal League (AML) Winter Meeting

The Alaska Municipal League conferences were busy and fruitful. The Alaska Municipal Manager Association for the first time put on a new manager orientation in an attempt to increase the odds of success for our new managers, especially in rural areas where it can feel very isolating. I presented on local government, public records and the open meetings act. We had a section on building employee culture with a focus on supervisory skills and lots of good info on council manager relations. We had great participation with 33 managers showing up. The full AMMA meeting began with a session on developing a personal leadership philosophy, a never ending journey of self-improvement. The ICMA rep presented on managing department heads. The next day was packed with more professional development including a presentation from the deputy chief of staff to the Governor John Hoosey, cyber security, and a panel on attorney manager relations where both contract and staff attorney relationships were discussed.

The opening session of AML by board president Anchorage Mayor Berkowitz was a call to action for municipalities to work together to represent Alaskan constituents. Affiliate organizations presented on their meetings, including our very own Port and Harbor Director Hawkins representing the Alaska Association of Harbormasters. A state of the state presentation was given by representatives from the Alaska Chamber, School System and Native Corporations where the speakers addressed the economic recession, consumer confidence, and funding issues were affecting Alaskans. Over lunch we heard from state agencies with a similar theme. The panel was made up of mostly outgoing Commissioners or their deputies, which left the audience with questions about potential changes with the new incoming administration. Governor Walker, as he does every year, addressed the group of public officials and reflected on his time in office.

I attended, and took home lots of lessons learned from a panel discussion on cybersecurity risk and protection. Panelists included managers from the Matsu Borough and Valdez, both victims of similar cyber attacks this summer. Each community handled the crisis differently. Matsu, almost four months later, is in the final stages of finalizing recovery of data from a backup. Valdez paid the ransom for their data but has not recovered it yet as it has to go through an intense scrubbing process to make sure it is not infected. Both

municipalities had insurance, which covered much of the expense. Nevertheless, the disruption to daily activity and municipal business was huge and continues. The theme of both cyber security presentations I attended was it is not IF you will get hacked, it is WHEN. To that end, take aways that I will work on implementing at City of Homer include:

- a. Establishing an IT security management group to map out the system, points of vulnerability, and oversee a risk assessment
- b. Additional and ongoing training for employees on how to identify suspicious behavior
- c. Understanding the ins and outs of our Cyber Insurance Policy (we have cyber security coverage through AMLJIA that would cover a security breach such as the one Valdez experienced this summer)
- d. A table top emergency exercise walking us through what to do in case of a major IT breach and incorporating a response plan into our Emergency Operations Manual
- e. Consider taking measures to mitigate risk like locking down physical portals and USB ports

The packed day continued with an informative session on responsible municipal fiscal policy that provided me with resources on developing an Unassigned Fund Balance policy and Reserve targets. The evening ended with a community block party where each community had a table that represented their area. Homer had a large halibut tail, peonies and locally roasted coffee. Next year I will enlist Council to help with creative ideas for both the table and the Mayor's auction – so be prepared, it will be here before you know it. Councilmember Stroozas was able to secure a couple of great donations for the Mayor's auction including a night at Timber Bay B and B and round trip airfare to Seldovia. Funds from the Mayor's auction go towards scholarships for bringing rural mayors to the conference.

I left late Wednesday night, with Homer well represented by Councilmembers Stroozas, Erickson, and Venuti. Of particular note to attendees was the presence of Representative-elect Vance who was able to attend with Councilmember Erickson. Much of AML's target audience is the Legislature and they really appreciate it when representatives take the time to become educated on municipal issues and develop those relationships.

International City Manager Association (ICMA) Planning Committee Meeting

I left AML on Wednesday to fly to Nashville to attend the ICMA Planning Committee meeting for the ICMA international conference in Nashville, TN October 20-23, 2019. This conference brings together thousands of department heads, assistant city managers and city managers from across the nation and as far flung as Scandinavia and Latin America to talk about local government. Planning Committee representatives from around the United States gather at the conference location to plan an agenda that would be meaningful for members, including break-out sessions, round tables and key note speakers. Well known key notes in the past included Daniel Pink and Malcom Gladwell. These keynotes are both moving and inspirational. It was an honor to be able to participate in planning with the leadership of my national professional organization. This marked the first year Alaska has participated. I took away lots of great ideas about how to structure professional development for our state association and make sure smaller communities are represented. I did stay an extra day and get to explore Nashville, a vibrant and thriving city with exponential growth (part of our City Manager tour covered construction of a new headquarters for Amazon that will bring with it 5,000 new jobs with an average salary of \$150,000).

Enc: Employee Anniversaries
North Pacific Management Council in Homer (Letter from Mayor Castner and CM)
Thank you from Kachemak Bay Family Planning Clinic Board President
AMCO Notices of Proposes Regulation Changes



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: MAYOR CASTNER AND CITY COUNCIL
FROM: Katie Koester
DATE: November 26, 2018
SUBJECT: November Employee Anniversaries

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

Dave Shealy,	Police	21	Years
Mike Riley,	Public Works	18	Years
Lisa Ellington,	Port	12	Years
Jenna deLumeau,	Finance	9	Years
Ian Overson,	Police	7	Years



City of Homer

www.cityofhomer-ak.gov

491 East Pioneer Avenue
Homer, Alaska 99603

(p) 907-235-8121

(f) 907-235-3140

November 27, 2018

North Pacific Fishery Management Council (NPFMC)

Mr. Simon Kinneen, Chair

605 West 4th, Suite 306

Anchorage, AK 99501-2252

Dear Mr. Kineen,

The City of Homer is honored to be chosen as the host community for the North Pacific Fishery Management Council in October 2019.

The NPFMC is an important regulatory body that works hard to preserve and protect commercial fisheries in Alaska and its federally controlled EEZ. Commercial fishing provides significant economic and social-cultural benefits to Homer, with permit holders, crew members, harvesters, processors, and a wide variety of support industries and facilities providing meaningful local employment, investment and income in the Homer community.

The City is excited to welcome the NPFMC. Please let us know how the City of Homer can be of assistance.

Sincerely,

Ken Castner
City Mayor
907-235-9028

Katie Koester
City Manager
907-235-8121



3959 Ben Walters Lane • Homer, AK 99603
907.235.3436 • Fax 907.235.8346
info@kbfpc.org • www.kbfpc.org



City of Homer
491 East Pioneer Avenue
Homer, Alaska 99603

26 October 2018

Dear Mayor Castner, Council Members and City of Homer,

On behalf of Kachemak Bay Family Planning Clinic (KBFPC) and the R.E.C. Room (a Youth Resource & Enrichment Co-op), I want to thank the City of Homer for its support of area non-profits in 2018. KBFPC received a Homer Foundation – City of Homer grant for \$3,185 which provided valuable general operating support. In addition, I thank the Homer Foundation for administering this important program.

City support of non-profits is prudent use of tax payer money; it ensures that safety-net services continue for the most vulnerable in our community and improves the health and well-being of community members across all demographics. Non-profits employ approximately 25% of our workforce (2017 data) and the relatively small financial infusion from the City is key to generating millions in revenues that provide essential services and impact the entire economic sector in the City.

The City of Homer grant leverages resources from other funders while helping us keep our doors open to everyone in our community, regardless of their ability to pay. It's especially appreciated now, as we experience reductions in federal and state funding. Thanks to this grant and other generous support from our community, we provided quality reproductive health care services – including: screenings for breast and cervical cancer, birth control consultation and supplies, infertility and preconception counseling, pregnancy testing, and STD/STI testing and treatment – for approximately 1,000 men and women every year.

Youth in Homer rely on the R.E.C. Room as a safe and welcoming place to meet with friends after school and get connected with other local resources. Over 900 teens have participated in our youth education programs and healthy alternative activities, including school-based, peer-led health education, in 11 area schools (three schools in the City).

Community commitment and support make our work possible. Our thanks, again, to the City of Homer, the Homer Foundation, and all our community partners who support KBFPC to serve as a trusted source of up-to-date, accurate and affordable reproductive health care and education since 1983.

Thank you,
Yours sincerely,

A handwritten signature in black ink that reads "Mary Lou Kelsey".

Mary Lou Kelsey
KBFPC Board President

NOTICE OF PROPOSED CHANGES ON MARIJUANA ESTABLISHMENT INSPECTIONS
IN THE REGULATIONS OF THE MARIJUANA CONTROL BOARD

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana establishment inspections, including the following:

- (1) 3 AAC 306.725(a) is proposed to include waste disposal and other elements of business operations available to inspection.
- (2) 3 AAC 306.800 is proposed to include waste disposal and the location of other elements of business operations as subject to inspection.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 pm on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.131; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.070; AS 17.38.131

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Marijuana Control Board at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell, Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Inspections
3. Citation of regulation (may be grouped): 3 AAC 306.725-.800
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- Compliance with federal law or action (identify): _____
- Compliance with new or changed state statute
- Compliance with federal or state court decision (identify): _____
- Development of program standards
- Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

- A private person: \$0
- Another state agency: \$0
- A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

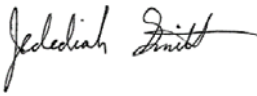
	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	<u>\$ 0</u>	<u>\$ 0</u>
Capital Cost	<u>\$ 0</u>	<u>\$ 0</u>
1002 Federal receipts	<u>\$ 0</u>	<u>\$ 0</u>
1003 General fund match	<u>\$ 0</u>	<u>\$ 0</u>
1004 General fund	<u>\$ 0</u>	<u>\$ 0</u>
1005 General fund/ program	<u>\$ 0</u>	<u>\$ 0</u>
Other (identify)	<u>\$ 0</u>	<u>\$ 0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

3 AAC 306.725(a) is amended to read:

(a) A marijuana establishment or an applicant for a marijuana establishment license under this chapter shall, upon request, make the licensed premises or the proposed licensed premises[,] **and**[INCLUDING] any place for storage, **waste disposal, or other element of business operations**, available for inspection by the director, an employee or agent of the board, or an officer charged with the enforcement of this chapter. The board or the director may also request a local fire protection agency or any other state agency with health and safety responsibilities to inspect licensed premises or proposed licensed premises.

(Eff. 2/21/2016, Register 217; am ___/___/_____, Register _____)

Authority:	AS 17.38.010	AS 17.38.131	AS 17.38.200
	AS 17.38.070	AS 17.38.150	AS 17.38.900
	AS 17.38.121	AS 17.38.190	

3 AAC 306.800 is amended to read:

3 AAC 306.800. Inspection and investigation. (a) The director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, may

(1) Inspect the licensed premises of a marijuana establishment **and the location of other elements of business operations**, including any marijuana and marijuana product on the premises, equipment used in cultivating, processing, testing, or storing marijuana, the marijuana establishment's marijuana inventory tracking system, business records, **waste and waste disposal areas**, and computers, at any reasonable time and in a reasonable manner;

(2) issue a report or notice as provided in 3 AAC 306.805; and

(3) as authorized under AS 17.38.131, exercise peace officer powers and take any other action the director determines is necessary.

(b) A marijuana establishment, and any licensee, employee, or agent in charge shall cooperate with the director, an enforcement agent, an employee of the board, or a peace officer acting in an official capacity, to enforce the laws related to marijuana, including

(1) permitting entry upon and inspection of the licensed premises **and the location of other elements of business operations;** and

(2) providing access to business records at reasonable times when requested by the director, an enforcement agent, an employee of the board, or a peace officer. (Eff. 2/21/2016, Register 217; am ___/___/____, Register _____)

Authority:	AS 17.38.010	AS 17.38.131	AS 17.38.200
	AS 17.38.070	AS 17.38.150	AS 17.38.900
	AS 17.38.121	AS 17.38.190	

NOTICE OF PROPOSED CHANGES ON MARIJUANA HANDLER PERMIT RENEWAL FEES IN THE REGULATIONS OF MARIJUANA CONTROL BOARD.

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana handler permit fees, including the following:

- (1) 3 AAC 306.100(e) set the new or renewal fee for a marijuana handler permit card.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 pm on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.131; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.121

Fiscal information: The proposed regulation changes are not expected to require an increased

appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Alcohol and Marijuana Control Office at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell. Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Handler permit renewal fee
3. Citation of regulation (may be grouped): 3 AAC 306.100
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- Compliance with federal law or action (identify): _____
- Compliance with new or changed state statute
- Compliance with federal or state court decision (identify): _____
- Development of program standards
- Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

- A private person: \$0
- Another state agency: \$0
- A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

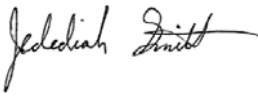
	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	<u>\$ 0</u>	<u>\$ 0</u>
Capital Cost	<u>\$ 0</u>	<u>\$ 0</u>
1002 Federal receipts	<u>\$ 0</u>	<u>\$ 0</u>
1003 General fund match	<u>\$ 0</u>	<u>\$ 0</u>
1004 General fund	<u>\$ 0</u>	<u>\$ 0</u>
1005 General fund/ program	<u>\$ 0</u>	<u>\$ 0</u>
Other (identify)	<u>\$ 0</u>	<u>\$ 0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 306.100(e) is amended to read:

(a) The **new or renewal** fee for a marijuana handler permit card is \$50.

(Eff. 2/21/2016, Register 217; am 7/19/2017, Register 223; am 8/11/2018, Register 227; am ___/___/___, Register ___)

Authority:	AS 17.38.010	AS 17.38.150	AS 17.38.200
	AS 17.38.070	AS 17.38.190	AS 17.38.900
	AS 17.38.121		

NOTICE OF PROPOSED CHANGES ON MARIJUANA ESTABLISHMENT OPERATING
PLANS IN THE REGULATIONS OF THE MARIJUANA CONTROL BOARD

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana establishment operating plans, including the following:

- (1) 3 AAC 306.703 is proposed to require a licensed marijuana establishment to operate in accordance with a plan approved by the board, and allows for change requests.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.131; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.121; AS 17.38.190; AS 17.38.200

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Alcohol and Marijuana Control Office at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell, Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Follow approved operating plan
3. Citation of regulation (may be grouped): 3 AAC 306.703
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- () Compliance with federal law or action (identify): _____
- () Compliance with new or changed state statute
- () Compliance with federal or state court decision (identify): _____
- (x) Development of program standards
- () Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

A private person: \$0

Another state agency: \$0

A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

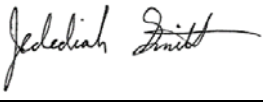
	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	<u>\$ 0</u>	<u>\$ 0</u>
Capital Cost	<u>\$ 0</u>	<u>\$ 0</u>
1002 Federal receipts	<u>\$ 0</u>	<u>\$ 0</u>
1003 General fund match	<u>\$ 0</u>	<u>\$ 0</u>
1004 General fund	<u>\$ 0</u>	<u>\$ 0</u>
1005 General fund/ program	<u>\$ 0</u>	<u>\$ 0</u>
Other (identify)	<u>\$ 0</u>	<u>\$ 0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

3 AAC 306 is amended by adding a new section to read:

3 AAC 306.703. Operations. A licensed marijuana establishment shall operate in accordance with the operating plan approved by the board. The licensee may request an operating plan change in accordance with 3 AAC 306.100(c). (Eff. ___/___/____, Register _____)

Authority:	AS 17.38.010	AS 17.38.150	AS 17.38.200
	AS 17.38.070	AS 17.38.190	AS 17.38.900
	AS 17.38.121		

NOTICE OF PROPOSED CHANGES ON MARIJUANA SAMPLE IN A JAR
IN THE REGULATIONS OF THE MARIJUANA CONTROL BOARD

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana samples in a jar, including the following:

- (1) 3 AAC 306.325 is proposed to add a new subsection defining sample in a jar requirements.
- (2) 3 AAC 306.460 is proposed to amend the party that may smell product before purchase.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 pm on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 265-0350.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.131; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.070; AS 17.38.200; AS 17.38.900

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Alcohol and Marijuana Control Office at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell, Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Sample in a jar
3. Citation of regulation (may be grouped): 3 AAC 306.325-.460
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- Compliance with federal law or action (identify): _____
- Compliance with new or changed state statute
- Compliance with federal or state court decision (identify): _____
- Development of program standards
- Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

- A private person: \$0
- Another state agency: \$0
- A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

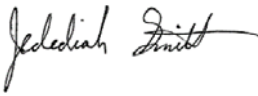
	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	<u>\$ 0</u>	<u>\$ 0</u>
Capital Cost	<u>\$ 0</u>	<u>\$ 0</u>
1002 Federal receipts	<u>\$ 0</u>	<u>\$ 0</u>
1003 General fund match	<u>\$ 0</u>	<u>\$ 0</u>
1004 General fund	<u>\$ 0</u>	<u>\$ 0</u>
1005 General fund/ program	<u>\$ 0</u>	<u>\$ 0</u>
Other (identify)	<u>\$ 0</u>	<u>\$ 0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change⁷
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 306.325 is amended by adding a new subsection to read:

(d) If a retail marijuana store displays marijuana to a consumer for the purpose of smelling the marijuana before purchase, the retail marijuana store shall package the marijuana in a sample jar that is protected by a plastic, metal or other protective mesh screen, and the jar must remain in the monitored custody of the retail marijuana store during consumer inspection. (Eff. 2/21/2016, Register 217; am __/__/____, Register__)

3 AAC 306.460(a) is amended to read:

(a) A marijuana cultivation facility may provide a free sample of marijuana to a retail marijuana store if packaged in a sample jar containing not more than three and one-half grams of marijuana and protected by a plastic or metal mesh screen to allow **the retail marijuana store** [CUSTOMERS] to smell the product before purchase.

(Eff. 2/21/2016, Register 217; am 5/25/2018, Register 226; am __/__/____, Register__)

Authority:	AS 17.38.010	AS 17.38.150	AS 17.38.200
	AS 17.38.070	AS 17.38.190	AS 17.38.900
	AS 17.38.121		

NOTICE OF PROPOSED CHANGES ON MARIJUANA INVENTORY TRACKING AND
HARVEST GRADING
IN THE REGULATIONS OF THE MARIJUANA CONTROL BOARD

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with marijuana inventory tracking and harvest grading, including the following:

- (1) 3 AAC 306.435 is proposed to track harvest batches and include seeds in the inventory tracking system.
- (2) 3 AAC 306.445 is proposed to require marijuana be segregated graded batches.
- (3) 3 AAC 306.990 is proposed to add new definitions for marijuana and limit harvest batches to 10 pounds.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to the Marijuana Control Board at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501. Additionally, the Marijuana Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later than 4:30 pm on December 12, 2018.

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office by email at amco.regs@alaska.gov or call (907) 269-0350. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and agency website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or call (907) 269-0350 not later than December 2, 2018, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at (907) 269-0350 or amco.regs@alaska.gov.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

Statutes being implemented, interpreted, or made specific: AS 17.38.070; AS 17.38.200 AS 17.38.900;

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Marijuana Control Board keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Marijuana Control Board at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: November 8, 2018



Erika McConnell, Director

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Tracking and grading of harvest
3. Citation of regulation (may be grouped): 3 AAC 306.435-.445; 3 AAC 306.990
4. Department of Law file number, if any: To Be Assigned

5. Reason for the proposed action:

- () Compliance with federal law or action (identify): _____
- () Compliance with new or changed state statute
- () Compliance with federal or state court decision (identify): _____
- (x) Development of program standards
- () Other (identify): _____

6. Appropriation/Allocation: \$0

7. Estimated annual cost to comply with the proposed action to:

A private person: \$0

Another state agency: \$0

A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):


	Initial Year FY <u>19</u>	Subsequent Years
Operating Cost	<u>\$ 0</u>	<u>\$ 0</u>
Capital Cost	<u>\$ 0</u>	<u>\$ 0</u>
1002 Federal receipts	<u>\$ 0</u>	<u>\$ 0</u>
1003 General fund match	<u>\$ 0</u>	<u>\$ 0</u>
1004 General fund	<u>\$ 0</u>	<u>\$ 0</u>
1005 General fund/ program	<u>\$ 0</u>	<u>\$ 0</u>
Other (identify)	<u>\$ 0</u>	<u>\$ 0</u>

9. The name of the contact person for the regulation:

Name: Jedediah Smith
Title: Local Government Specialist
Address: 550 West 7th Ave. Suite 1600, Anchorage, AK 99501
Telephone: (907) 334-2195
E-mail address: Jedediah.smith@alaska.gov

10. The origin of the proposed action:

- Staff of state agency
- Federal government
- General public
- Petition for regulation change
- Other (identify): Marijuana Control Board

11. Date: November 8, 2018 Prepared by: 

Name (printed): Jedediah Smith
Title (printed): Local Government Specialist
Telephone: (907) 334-2195

(Words in **boldface and underlined** indicate language being added; words CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 306.435 is amended to read:

3 AAC 306.435. Marijuana inventory tracking system (a) A marijuana cultivation facility shall use a marijuana inventory tracking system in compliance with 3 AAC 306.730 to ensure all marijuana propagated, grown, or cultivated on the marijuana cultivation facility’s premises is identified and tracked from the time the marijuana is propagated through transfer to another licensed marijuana establishment or destruction. The marijuana cultivation facility shall assign a tracking number to each plant over eight inches tall. When harvested, each [BUD AND FLOWER, CLONE OR CUTTINGS, OR LEAVES AND TRIM MAY BE COMBINED IN HARVEST BATCHES OF DISTINCT STRAINS, NOT EXCEEDING FIVE POUNDS. EACH] harvest batch must be given an inventory tracking number. Clones, [OR]cuttings, or seeds shall be identified by an inventory tracking number; each inventory tracking number shall be assigned to 50 or fewer plants or seeds. [MUST BE LIMITED TO 50 OR FEWER PLANTS AND IDENTIFIED BY A BATCH TRACKING NUMBER].

(b) A marijuana cultivation facility shall record each sale and transport of any plants or seeds and each batch in its marijuana inventory tracking system and shall generate a valid transport manifest to accompany any plants and seeds and each transported batch. (Eff. 2/21/2016, Register 217; am __/__/____, Register____).

Authority: AS 17.38.010 AS 17.38.150 AS 17.38.200
AS 17.38.070 AS 17.38.190 AS 17.38.900
AS 17.38.121

3 AAC 306.445 is repealed and readopted to read:

3 AAC 306.445. Standards for cultivation and preparation. (a) A marijuana cultivation facility shall use registered scales in compliance with AS 45.75.080 and 3 AAC 306.745.

(b) Harvested marijuana will be segregated into batches using the following grades:

(2) from marijuana plants that are uniform in strain, cultivated in one place and under the same conditions, using the same medium and agricultural chemicals including pesticides and fungicides, and harvested in a time period not to exceed 72 consecutive hours

- (A) mature bud;
- (B) immature bud; and
- (C) remainder of the plant; and

(3) kief, which may be combined from multiple strains and harvests. (Eff.

2/21/2016, Register 217; am ____/__/__, Register ____).

Authority: AS 17.38.010 AS 17.38.150 AS 17.38.200
AS 17.38.070 AS 17.38.190 AS 17.38.900
AS 17.38.121

3 AAC 306.990 (b) (3) is amended to read:

(4) "batch" or "harvest batch" means a specifically identified quantity of **bud and flower,** plant trim, leaf, and other usable product from marijuana plants, **that has been segregated into a specific grade as required by 3 AAC 306.445(b), and does not exceed 10 pounds** [THAT ARE UNIFORM IN STRAIN, CULTIVATED IN ONE PLACE AND UNDER THE SAME CONDITIONS, USING THE SAME MEDIUM AND AGRICULTURAL CHEMICALS INCLUDING PESTICIDES AND FUNGICIDES, AND HARVESTED AT THE SAME TIME]; (Eff. 2/21/2016, Register 217; am ____/ __/ __, Register ____).

Authority: AS 17.38.010 AS 17.38.150 AS 17.38.200
AS 17.38.070 AS 17.38.190 AS 17.38.900
AS 17.38.121

3 AAC 306.990 (b) is amended by adding new paragraphs to read:

(40) "mature bud" means a mature flower formed on a flowering marijuana plant, and consists of calyx, pistils, resin, and trichomes that are generally swelled with resin, dense to sight and touch, and visibly covered in trichomes;

(41) "immature bud" means an immature flower formed on a flowering marijuana plant, and consists of calyx, pistils, resin and trichomes and that generally appear loose, wispy, or leafy, and are not dense to sight or touch.

(42) "remainder of the plant" means any part of or derived from a flowering marijuana plant that does not meet the definition of mature bud, immature bud, clones, cuttings, seeds, or kief.

(43) "total THC" means the sum of THC and (0.877) * (THCA)

(44) “total CBD” means the sum of CBD and $(0.877) * (CBDA)$

(Eff. 2/21/2016, Register 217; am_ / _ /_____, Register____).

Authority: AS 17.38.010 AS 17.38.150 AS 17.38.200
AS 17.38.070 AS 17.38.190 AS 17.38.900
AS 17.38.121



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Castner and Homer City Council
FROM: Katie Koester, City Manager
DATE: December 5, 2018
SUBJECT: December 10th, 2018 City Manager Report

Earthquake and Tsunami Warning

As you are all well aware, on Friday, November 30th, a 7.2 magnitude Earthquake shook Southcentral Alaska at 8:29am, triggering a tsunami warning at 8:35am. At that time, I reported to the Fire Hall and stood up the Emergency Operation Center (EOC). Representatives from the Hospital and Public Health came, as did City staff assigned to different positions within the EOC and HVFD volunteers. HPD went door to door until the warning was called off at 10:03am. HPD reported a 99% self-evacuation rate as they went door to door and people maintained a calm and orderly demeanor.

The EOC was in contact with our local radios stations with regular updates, both the KWAVE/KPEN and KBBI. We contacted Glacier View Baptist Church and Homer Methodist Church to serve as alternate evacuation points to the high school for residents as area schools were also being evacuated to the High School. Public Health contacted their list of vulnerable populations who might need help evacuating with volunteers standing by to assist. Public Works evacuated all heavy equipment to the parking lot of the high school, per the Emergency Operations Plan (<https://www.cityofhomer-ak.gov/fire/emergency-operations-plan>).

When the “all clear” was given at 10:03am, we communicated this to the media but were unable to issue an all clear over the warning system (an issue we are following up with the Borough about). HPD had to manually trigger the warning sirens at dispatch. Other issues that we will be following up with include: GCI phone lines going down at the EOC as well as the HPD admin line shortly after the evacuation commenced. Lines were back up by the afternoon and at no time was 911 down. I am conducting a Lessons Learned After Action report with local staff and responders and also participating in a borough-wide hotwash between the writing of this report and the Council meeting and will be able to answer more questions then.

After the event, City staff assessed all city facilities and declared them safe shortly after the all clear was given. Port facilities were also inspected and no damage was reported. As of today, there are no leaks detected in the water and sewer treatment systems, however we will be monitoring them closely over the next week or two.

Councilmembers have asked what their role is in an emergency event. Getting accurate information out to the public is the most important piece in the evacuation phase. Thank you for your help spreading the word. Roles of elected officials are included in our Emergency Operations Plan and are specific to the

declaration of a disaster. Having an efficient procedure to make funds available for disaster response is another role of the council and an item the Mayor is committed to looking at. Currently, the City Manager has authority to spend up to \$25,000 but is required to notify Council within 24 hours. Council or the Mayor can call an emergency meeting and an emergency ordinance requires only one reading, nevertheless timing could easily be an issue in an emergency situation. I look forward to working on these ways to improve code for readiness. I am highly motivated with 2 evacuations in less than a 12 month period and will continue to report to you with updates on how we are improving our emergency preparedness and public education.

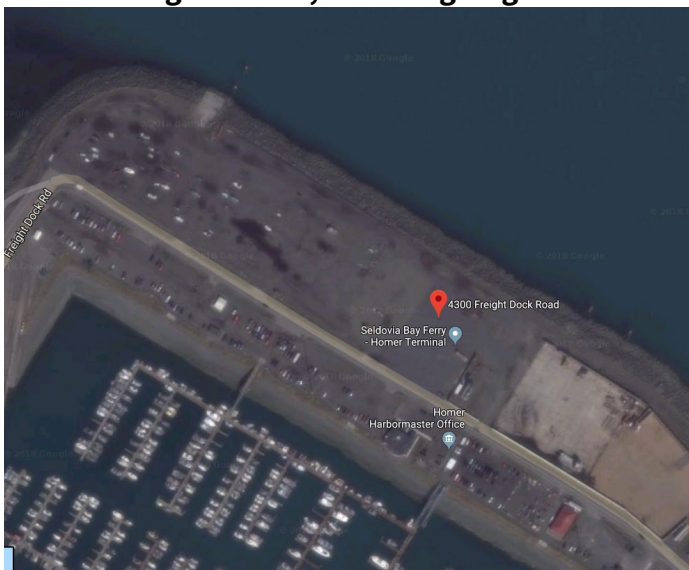
2019 Industry Outlook Forum January 9th in Homer

The Kenai Peninsula Economic Development District (KPEDD) is holding its annual Industry Outlook Forum in Homer this year, January 9th at the Christian Community Church from 8:00 am to 4:00 pm. The Outlook Forum brings business professionals and industry leaders together from around the Kenai Peninsula and the state to discuss key economic factors and industry trends. Topics range widely to give a broad overview, including workforce development, reports from major industries like tourism, health, oil & gas, agriculture and mining, an economic update from the State of Alaska and Borough, and insights from local entrepreneurs among others. The Forum is free and open to the public, but KPEDD does require attendees to RSVP in advance. This is a great opportunity for you to assess conditions and learn about opportunities and challenges to strengthen our economy. I have attached the agenda – please let Melissa know if you plan on coming to all or some of the event. One of the featured speakers in our very own Councilmember Lord on agriculture. I look forward to seeing you there.

Meeting with Set Free Alaska Opioid

Set Free Alaska is an outpatient substance abuse treatment center in Palmer. Located in the Mat-Su Valley, the organization spent time in Homer meeting with the Opioid Task force to share their experiences treating the epidemic in the Mat-Su. While here, Mayor Castner set up a meeting with Set Free Alaska. It was great to hear from an organization that is on the front lines of treatment and providing people in Alaska with hope.

Wireless Edge Towers, LLC Assigning Lease to Wireless Edge II



Wireless Edge Towers, LLC entered into a ground lease agreement with the City of Homer in March of 2017 to use 4300 Freight Dock Road for a cell tower. In section 19 of the current lease, the City of Homer agreed that Wireless Edge Towers, LLC could assign this lease agreement to an affiliate, with an affiliate defined as any person or entity that (directly or indirectly) controls, is controlled by, or under common control with Wireless Edge Towers, LLC.

Under new City code 18.08, the current lease agreement controls in matters of assignment so if it mandates assignment/transfer, Council approval is not required. Staff had Cityscape Consultants, a contractor hired by the City of Homer to review cell

tower company arrangements, review the request for Wireless Ede Towers, LLC to assign their City lease to Wireless Edge II and they saw no issues with this re-assignment request.

Opening up the Slough Adjacent to Mariner Park



In the last couple of weeks, water is standing in the slough adjacent to Mariner Park because the outlet to Kachemak Bay has been closed off by storms and tidal action. This can cause erosion when water ponds in the slough. There is also concern the wildlife habitat in the slough could be damaged if ponding continued over a long period of time.

Public Works has received several calls from adjacent property owners asking when the opening would be re-established. The City has re-

established the outlet at least twice in the last 20 years. The slough and the outlet are located on property owned by the City.

Since this work will require excavation and fill in the tidal area, an Army Corps permit is required. Public Works has obtained the necessary permit and quotes from several local Contractors. The good news is the lowest quote is \$3,400. Nevertheless, this expenditure will run the Parks Department Professional Services line item in the operating budget over since it an infrequent occurrence and there is not enough cushion in that line item to absorb such expenses. Nevertheless, for truth in reporting it is important to code it to the appropriate Division. Although this will result in Parks professional services going over budget, I anticipate that the overall expenses of the Parks Department will remain within budget.

Moving forward at HVFD/ Meeting with Volunteers

Fire Chief Terry Kadel is no longer with the Homer Volunteer Fire Department. In the meantime, Dan Miotke, a seventeen-year veteran within the Department will be the Acting Assistant Chief and will be in charge of operations until an interim Chief is in place to help during the transition. I want to thank Chief Kadel for his service to Homer and wish him the best in his future endeavors.

I met Tuesday, December 4th, with the Fire Department volunteers to solicit feedback on the department's leadership needs and discuss the plan for moving forward. It was a productive conversation and I am grateful for the many members who shared their time and attention.

After gathering feedback from volunteers and staff, the immediate next step will be filling a permanent Assistant Chief position. The City had already been actively recruiting, with the current application period closing December 15th. In the meantime I am soliciting an interim Fire Chief that can work for a temporary time frame to help during the transition period while the City launches a robust national search for a permanent Fire Chief. I am prioritizing casting a wide net and recruiting aggressively for a permanent Chief position that fits the needs of the department and maintains the high level of safety services that our dedicated staff and volunteer corps provides. The volunteers are the heart of the department and this community depends on them for a wide variety of life and property saving services, from emergency medical attention during transport to the hospital at 2:00 am, to putting out a brush fire gone awry. I would like to thank them for their dedication to Homer.

Visit with State Delegation

Senator Gary Stevens will be in Homer Tuesday, December 11th and has requested an audience with City Council to discuss the upcoming legislative session and City of Homer priorities, 4pm in the conference room. This is, of course, an open meeting and the public is welcome to attend. It will be great to be able to give him an update on Police Station and progress on the Large Vessel Harbor Project. I will be working on arranging a similar meeting with Representative-elect Vance to provide an opportunity to share City of Homer priorities, including our Capital Improvement Plan. Please let me know if there are any dates that don't work for you as I try to work around scheduling for the holidays and what I am sure is her busy schedule as she prepares to travel to Juneau.

Senator Gary and Representative-elect Vance will also be jointly meeting Dec. 11th from 5:00pm-7:00pm at Homer Chamber of Commerce and Visitor Center to discuss the legislative priorities for the upcoming session.

Forbes Calls Attention to Homer

A quick mention that Forbes has listed Homer at the "Best Place to Retire in Alaska." Here are the profile highlights they wrote up about our community:

"Beachfront city of 6,000 on the Kenai Peninsula along Alaska's southern coast. Median home price \$280,000. Cost of living 14% above national average. PROS: Surprisingly mild climate, good air quality. High number of physicians per capita. No state income tax, no state estate/inheritance tax. Low serious crime rate. CONS: Tsunami potential, not very walkable. NOTED: Elevation 100 feet. TRIVIA: Named for a gold-mining promoter."
<https://www.forbes.com/places/ak/homer/>

4th Quarter Customer Comment Card Report

We received only five comments this last quarter. They are attached in the following spreadsheet. I want to commend the Departments for their responsiveness to citizen suggestions and concerns.

Enc:

December Employee Anniversaries

Industry Outlook Forum Agenda

4th Quarter Customer Feedback Quarterly Report



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

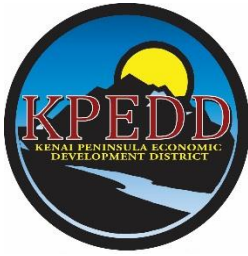
(f) 907-235-3148

Memorandum

TO: Mayor Castner and City Council
FROM: Katie Koester
DATE: December 10, 2018
SUBJECT: December Employee Anniversaries

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

Mark Robl,	Police	34	Years
Bryan Hawkins,	Port	19	Years
Todd Cook,	Public Works	9	Years
Chris Cushman,	Fire	9	Years
Katie Koester,	Admin	7	Years
Sean Perry,	Police	4	Years
Mike Zelinski,	Public Works	4	Years
Peter Alfiche	Port	2	Years



INDUSTRY OUTLOOK FORUM

HOSTED BY

Kenai Peninsula Economic Development District

And Supported By

**Cities and Chambers of Commerce of:
Homer, Seward, Kenai, and Soldotna**

Wednesday, January 9th, 2019 – Christian Community Church in Homer, Alaska

8:15	Registration & Continental Breakfast	45 min
8:45 - 9:00	Welcome – Tim Dillon Pledge of Allegiance	15 min
9:00 – 9:15	Alaska Salt Company <i>Casey & Britni Siekaniec</i>	15 min
9:15 – 9:45	Alaska Travel Industry Association <i>Sarah Leonard, President & CEO</i>	30 min
9:45 – 10:00	KPEDD – Workforce Development Plan <i>Tim Dillon, Executive Director & Caitlin Coreson, Programs Manager</i>	15 min
10:00 – 10:05	Break – Networking Opportunity	5 min
10:05 -10:30	Blue Pipeline <i>Justin Sternberg, Executive Director</i>	15 min
10:30 - 11:00	Hilcorp Alaska <i>Dave Wilkins, Senior Vice President</i>	30 min
11:30 - 11:55	Alaska Stems Farm <i>Rachel Lord</i>	25 min
12:00 – 1:00	Lunch – Featured Speaker: Bay Weld Boats <i>Eric Engebretsen, General Manager</i>	1 hr

1:10 – 1:30	KPEDD Board of Directors <i>Disaster Planning</i>	20 min
1:30 - 2:00	UAA Center for Economic Development <i>Nolan Klouda</i>	30 min
2:00 – 2:20	South Peninsula Hospital <i>Joseph Woodin, CEO</i>	20 min
2:20 – 2:40	Alaska Oil & Gas Association <i>Kara Moriarty, CEO</i>	20 min
2:40 – 2:50	Break – Networking Opportunity	10 min
2:50 – 3:10	Tyonek Native Corporation <i>Leo Barlow, CEO</i>	20 min
3:10 – 3:30	Alaska Gasline Development Corporation <i>Frank Richards, Senior Vice President</i>	20 min
3:30 – 4:00	Alaska Dept. Commerce, Community & Economic Development <i>Alyssa Rodrigues, Development Manager</i>	30 min
4:00 – 4:20	The Pebble Partnership <i>Mark Hamilton, Vice President of External Affairs</i>	20 min
4:20 – 4:30	Wrap – Up Kenai Peninsula Borough <i>Mayor Charlie Pierce</i>	10 min

Customer Feedback Quarterly Report 4th Quarter, 2018

Customer Feedback Quarterly Report 4th Q 2018

DATE	TYPE	CUST COMMENT	Response
Oct-6	Concern	(1) Library toilet running in women's bathroom; (2) outdoor signs tilting in ground; (3) tree limbs being cut; (4) epidemic of mushrooms in Homer, some are growing in the grass on library grounds possibly spread from contaminated fill from the 'Aspen' construction site. Worried they are deadly.	Library Director responded in written email to customer as requested: (1) thanking customer for pointing out the running toilet. Staff is aware that toilet occasionally runs and are able to stop it. (2) maintenance has contacted people in charge of the signs and they should be straightened soon; (3) tree limbs have been trimmed in the past by maintenance. If you see someone actively damaging trees please let us know immediately; (4) Wet weather this fall allows mushrooms to grow. Mowing the grass will knock down some of the mushrooms. Staff does not have time to identify all mushrooms on the grounds, but there are mushroom identification books if customer is interested.
Oct-10	Suggestion	Homer Harbor look into Hughes Network offering WiFi so we can have our security cameras recording and letting us know if there are trespassers on our boats in real time.	Harbormaster responded after speaking with I.T. A few years ago Harbor tried to have high speed internet installed and found it problematic and expensive to own, operate and maintain. In the end, Harbor found that folks were opting to use their own data plan rather than bother with the harbor wifi and we just weren't seeing much use or call for further investment.
Oct-25	Suggestion	Get HEA to improve the curb appeal around their entire fenced yard.	Comment forwarded to Planning Department for follow-up.
Nov-4	Suggestion	Should have coffee & doughnuts	No response to customer as it was anonymous and no Department specified.
Nov-6	Concern	There are several smashed utility equipment through Homer. Take pictures of them and send them to HEA ASAP so they will fix it.	Communications Coordinator responded to customer in written email as requested: Communications Coordinator reached out to GCI as the dented utility box in ROW on Kachemak Way near City Hall appeared to be for phone service. They will send a crew to see if anything needs to be done. Customer was encouraged to reach out to appropriate utility companies about other specific utility box damage.

DATE	TYPE	CUST COMMENT	Response

**2019 HOMER CITY COUNCIL MEETINGS
ADVISORY COMMISSION/ BOARD ATTENDANCE**

Commissions are invited to report to the City Council at the Council’s regular meetings under Item 8 – Announcements/Presentations/Borough Report/Commission Reports. This is the Commission’s opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The 2019 meeting dates for City Council is as follows:

January 14, 28	_____
February 11, 25	_____
March 11, 26*	_____
April 8, 22	_____
May 13, 28*	_____
June 10, 24	_____
July 22**	_____
August 12, 26	_____
September 9, 23	_____
October 14, 28	_____
November 25**	_____
December 9, 16****	_____

City Council’s Regular Committee of the Whole Meeting at 5:00 pm to no later than 5:50 pm prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 pm.

*Tuesday meeting due to Memorial Day/Seward’s Day.

** There will be no first regular meeting in July or November.

***Council traditionally reschedules regular meetings that fall on holidays or high school graduation days, for the following Tuesday.

****Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two special meetings as needed. Generally the second special meeting the third week of December will not be held.