ASSEMBLY HUMAN RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA

December 18, 2017 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. November 6, 2017 Human Resources Committee Minutes

B. November 27, 2017 Human Resources Committee Minutes

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Americans with Disabilities Act (ADA) Committee - Appointment

   The ADA Committee has one vacant seat for an term expiring August 31, 2018.

2. Youth Activities Board - Appointment

   The Youth Activities Board is a nine member board with one open public seat, one open seat for a representative of the Juneau Arts and Humanities Council (JAHC), and one open seat for a representative of the Juneau Sports Association (JSA). Your packet includes an application for the JAHC seat and we had previously received an application for the JSA seat but the applicant withdrew their application as of December 13.

3. Utility Advisory Board - Appointment

   Resolution 2299 establishing the Utility Advisory Board calls for members meeting the below criteria to the extent practicable. There is presently one vacant seat to be filled by an Accountant, Commercial Customer, General Public or other qualified applicant on the board for a term expiring May 31, 2020.

   Resolution 2299, Section 2. "Membership, Qualifications. To the extent practicable, appointments shall be made as follows: one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation; one accountant, preferably experienced with utility financial management practices; one general contractor, preferably experienced in the construction of water and/or wastewater utility systems; two commercial customers of the City and Borough water and/or wastewater utility; one residential customer of the City and Borough water and/or wastewater utility; and one member of the general public."

B. Other Business

1. Discussion re: Board Evaluation/Review Process

The memo from the previous HRC packet is again included in this packet as the HRC members said they would take this topic under advisement for discussion at future meetings. The direction the discussion took at the last meeting was focused more on overarching themes relating to how board members are recruited, selected, and evaluated. Members also discussed undertaking a catalogue of the competencies needed on each of our current boards and to evaluate how best to meet those needs.

C. Liquor Licenses

1. Liquor License Transfer Thibodeau's Douglas Depot Package Store License #828

Transfer of Package Store License #828
From: Thibodeau's Market Inc. d/b/a Thibodeau's Liquor, No Premises
To: Thibodeau's Market Inc. d/b/a Thibodeau's Douglas Depot, Location: 1017 3rd Street, Douglas

This license was referred to the HRC during the November 27, 2017 Assembly meeting due to concerns raised by a member of the public with regard to allowing additional opportunity for public comment as well as to the proximity of the licensed premises to the nearest church.

The letter and documents sent to the applicant, and copied to Douglas Advisory Board, the Douglas Island Neighbors Association, the Douglas Community United Methodist Church is included in this and the Assembly packet. This matter was an item on the December 13, 2017 Douglas Advisory Board agenda and a letter resulting from that meeting is also included in your packet.

This matter is now before the Assembly HRC to conduct an informal public hearing on the transfer application and forward its recommendations for Assembly action at the regular meeting immediately following the HRC meeting.

VI. STAFF REPORTS

A. Liquor and Marijuana Licensing Process Verbal Report

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

DRAFT

ASSEMBLY HUMAN RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA

November 6, 2017 6:00 PM
Assembly Chambers

I. ROLL CALL

HRC Chair Maria Gladziszewski called the meeting to order at 6:00 p.m.

HRC members present: Maria Gladziszewski, Jesse Kiehl, and Rob Edwardson

Members absent: Norton Gregory

Other Assemblymembers present: Loren Jones

Staff present: Deputy Clerk Beth McEwen, Municipal Clerk Laurie Sica, Code Compliance Officer Nate Watts

II. APPROVAL OF AGENDA

Ms. McEwen noted two additional items provided as late packet additions for consideration:
1) A letter of recommendation regarding JEDC appointments from JEDC Executive Director Brian Holst.
2) An email from Barbara Burnett requesting a letter be sent from the Mayor inviting the RCMP from Whitehorse to attend the Princess Sophia commemoration events in October 2018.

III. APPROVAL OF MINUTES

A. August 21, 2017 HRC Minutes

Ms. Gladziszewski noted that none of those present currently serving on the HRC were serving at the time of the August 21, 2017. Since former HRC Chair Loren Jones was present and agreed to the accuracy of the minutes, the minutes of the August 21, 2017 HRC meeting were approved by unanimous consent as presented.

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Juneau Economic Development Council - Appointments

MOTION by Mr. Kiehl to recommend the reappointment of Lauren MacVey and Brandon Cullum to the Juneau Economic Development Council to terms expiring October 31, 2020. Hearing no objection, the motion passed.

2. Youth Activities Board (YAB) - Appointment

MOTION by Mr. Kiehl to recommend the appointment of Peter Christensen to the Youth Activities Board for a term expiring August 31, 2020. Hearing no objection, the motion passed.

3. Sister Cities Committee (SCC)

Sister Cities Committee (SCC) Members present: Acting Chair Miranda McCarty, Marsha Squires, Barbara Burnett, and Eli Olsen

The following documents were provided by the SCC to the HRC:
1) Sister Cities Nomination Application Questionnaire (Questionnaire);
2) Sister Cities Memorandum of Understanding (MOU);
3) Draft memo from Mayor Koelsch to UAS Chancellor Caulfield re: Emeritus Status of Mishan City, China and Chia-Yi, Taiwan

SCC member Marsha Squires, liaison to the University of Alaska Southeast (UAS), reported to the HRC about the SCC's attempts to establish or reestablish contact with Juneau's sister cities. She explained that Juneau has five Sister Cities relationships and the committee has attempted to make contact with each of them over the past year.

She explained that Whitehorse (Yukon, Canada) has had the most active connection with Juneau. They have had less success, but some, in connecting with Kalibo, Phillipines, Vladivostok, Russia and they hope to reconnect with those cities. They have not been able to connect with either Mishan City, China or Chai Yi, Taiwan and there has not been any contact with those two cities over the past 10 years.

As part of the attempts in reconnecting with each of our sister cities, the committee has drafted up the first two documents mentioned in the hopes of having a good foundation base on which to continue our sister city relationships.

SCC members answered a number of questions from the HRC members. The HRC asked for clarification in the documents as to who the signatories would be on each of the documents, whether those would be the Mayor, Assembly, or Sisters Cities Committee. SCC members mentioned that in formal document protocols from Sister Cities International (SCI), they recommend that all official documents include the signature of the respective city's mayor.

Additional discussion took place regarding the emeritus status process for Mishan City, China or Chai Yi, Taiwan. Currently the University of Alaska Board of Regents policy is to allow residents of any city from abroad that has an Alaskan sister city to attend their campuses and only pay in-state tuition. Placing Mishan City and Chai Yi into emeritus status, would eliminate that benefit for residents of those cities.

The HRC members asked a number of questions related to the Questionnaire and the MOU. Ms. Squires noted that the nomination questionnaire was suggested to them from the SCI representative this past summer with MArsha and Sue Baxter. As a committee, they came up with the MOU.

Additional discussion took place regarding the forms and HRC members expressed a preference for the Law Department to review these forms after they have been amended for the necessary signatures and before they are used officially.

The HRC agreed by consensus to recommend to the Assembly that the Mayor send a letter to the University of Alaska Board of Regents and inform them that Chi Yi, Taiwan and Mishan City, China have been placed into emeritus status.

On a separate but related topic, SCC member Barbara Burnett said she is currently serving on the Princess Sophia commemoration committee and the Orpheus Opera will be traveling up to Whitehorse in 2018 to commemorate the 100 year sinking of the Princess Sophia. She reported this to the SCC and the SCC is requesting that the Mayor send a letter inviting Whitehorse to participate with the commemoration events.

4. Review of Questions for Hospital Board and Planning Commission Interviews

HRC members discussed the draft advance interview questions and asked that the following additional questions be added to those already on the draft list of questions:

New Question #8 for the Bartlett Regional Hospital (BRH) Board candidates:
8. What experience, if any, do you have in health care administration, finance, or budgeting?

New Question #9 for both Planning Commission and BRH candidates:
9. Explain what you do to resolve conflicts while working in groups with members who disagree.

Ms. Gladziszewski noted that the due date for applications for the Hospital and Planning Commission is November 27.

B. Other Business

VI. STAFF REPORTS

Ms. McEwen noted that during the December HRC meetings, they will be receiving information about the new board management system. Other topics include a discussion on ways in which we might evaluate our current CBJ boards and improve the overall CBJ board program for the best use of time and resources for our volunteers, staff and the public.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:45p.m.

DRAFT

ASSEMBLY HUMAN RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA

November 27, 2017 6:00 PM
Assembly Chambers

I. ROLL CALL

HRC Chair Maria Gladziszewski called the meeting to order at 6:00 p.m.

HRC members present: Maria Gladziszewski, Jesse Kiehl, Norton Gregory, and Rob Edwardson

Members absent: None

Other Assemblymembers present: Beth Weldon

Staff present: Deputy Clerk Beth McEwen

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. PUBLIC PARTICIPATION

None.

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Building Code Board of Appeals - Appointments

Ms. McEwen noted that typically this would be the time at which the annual report and board appointments take place during a board's annual cycle, however, the Building Code Board of Appeals only meets if an appeal is filed and there have not been any appeals filed during the past year so there is no annual report in this packet.
MOTION by Mr. Gregory to recommend the reappointment of Michael Story and Darrell Wetherall to terms beginning immediately and expiring August 31, 2020 and to recommend the appointment of Heidi Ceruto to a term beginning immediately and expiring August 31, 2019. Hearing no objection, the motion passed.

2. Building Code Advisory Committee - Annual Report and Appointments

Ms. McEwen noted that the 2016/2017 annual report of the Building Code Advisory in the packet. This board meets quite frequently, often weekly or every other week for approximately two years. They review the CBJ Building Code in comparison to a number international building codes and recommendations for the eventual adoption of

the code revisions by the Assembly.

There were two vacant seats on the Building Code Advisory Committee for terms expiring November 30, 2020. Incumbent Joann Lott did not choose to reapply to serve another term and the other seat was vacated by Russ McDougal before the end of his term.

MOTION by Mr. Gregory to recommend the appointments of Alan Wilson and Heidi Ceruto to the Building Code Advisory Committee to terms expiring November 30, 2020. Hearing no objection, the motion passed.

3. Douglas Advisory Board - Annual Report and Appointments

Douglas Advisory Board (DAB) Chair Arnold Liebelt and Vice-Chair John Delgado gave a brief overview of the annual report as found in the HRC packet.

Mr. Liebelt said he feels the DAB is an effective group and addresses issues related to all parts of Douglas Island. He said the two highest priorities they are currently working on are related to the various cemeteries found in Douglas as well as to be an avenue for Douglas residents to share their concerns and to forward those to the Assembly by way of the board.

With respect to the Douglas Cemeteries issue, there are seven different types of cemeteries identified (as found on the map in the packet) and they have been working with Parks and Recreation staff to try to get CBJ to step in and maintain the cemeteries. Some of them are already under CBJ care and maintenance while others have been privately maintained or neglected as the case may be. The board's priority is to get the cemetaries to a condition where they can be maintained as we are all aware of what happened in the past with Gastineau Elementary School being built over a native cemetery and they don't want to see that happen again.

As to the board serving as a conduit for advising the Assembly on Douglas related concerns, a recent concern that came up is related to the zipline company applying for additional use of the Treadwell trail by a commercial group. Mr. Liebelt said the board is not in favor or against the proposal but they are drafting a letter outlining the concerns that have been raised by residents.

HRC and DAB members discussed a number of questions relating to the ownership and management of the cemeteries. Mr. Delgado said that Parks and Recreation Director Kirk Duncan made it clear to the board that CBJ would need to have property ownership before they would take over the management of a particular cemetery.

HRC members expressed their gratitude to the board for its work and in particular the work they have been taking on relating to the cemeteries.

Mr. Liebelt said that in addition to the annual report, there are two incumbents whose terms are coming up on the board and they have each applied for reappointment and he has no reservations if they were appointed to serve another term.

MOTION by Mr. Gregory to recommend the Assembly reappoint Marcheta Moulton and

Joyce Vick to the Douglas Advisory Board for terms expiring September 30, 2020. Hearing no objection, the motion carried.

4. Juneau Commission on Aging - Appointments

The Juneau Commission on Aging has been newly reestablished with the new resolution making the following changes:

- there are now nine seats rather than the previous seven seats on the commission,
- each term is two years long rather than three years terms,
- five of the members are to be 65 years or older and the remaining four members are general public seats with no age requirements.

Incumbents Eileen Hosey and Carol Trebian have both indicated a desire to continue to serve on the commission and they both qualify for seats for persons 65 years or older. Ms. Trebian has indicated a desire to serve just a one year term. In addition to the two incumbents the following applicants were before the HRC for consideration.

Applicants for general public seats (without age restrictions):

- Dr. Emily Kane
- Susan H. Warner
- Katrina Lee
- Joann Flora
- Vikki Jo Kennedy

Applicants for persons 65 years or older:

- Tisket Seslar
- Paul Douglas
- Andy Hughes
- Ron Somerville

MOTION by Mr. Kiehl to recommend the following appointments to the Juneau Commission on Aging:
1 year terms beginning immediately and expiring December 31, 2018: Carol Trebian (65+), Andy Hughes (65+), Katrina Lee (general public), Joann Flora (general public).
2 year terms beginning immediately and expiring December 31, 2019: Eileen Hosey (65+), Tisket Seslar (65+), Paul Douglas (65+), Emily Kane (general public), and Susan Warner (general public).

Hearing no objection, the motion passed.

B. Other Business

VI. STAFF REPORTS

A. Board Management Update

Ms. McEwen stated that MIS is working with Finance to negotiate the purchase of a new board management system. While that system is under development, this would be a

good time to look at our board management process, evaluations, and if we want to make any changes to the board application. It is anticipated that by January we will be able to begin populating the data into the new database and eventually there will be a new public interface which will likely replace what we currently have online for our board webpages.

Ms. McEwen suggested that since this is also a transition time to a new HRC, this may be a good time to consider looking at ways to evaluate our present boards and commissions for their effectiveness and look for efficiencies.

HRC shared their thoughts about this project. At first glance, they expressed a wish to look at identifying current board members competencies, look at what competencies are needed overall for each board and how to best meet the needs of each individual board. They also expressed a desire to take this under advisement and look at it in more detail in the future as well as how it might tie in to changes to the board application process with the new system.

On a separate but related matter, Ms. McEwen noted that the deadline for submitting applications for the Planning Commission and Hospital Board was just closing and there were only three applicants for three open seats on the Hospital Board and she asked if the HRC wanted to extend the application period and continue to seek applicants for the open seats.

HRC members directed staff to extend the application period and reschedule the meeting of the Full Assembly as HRC for a later date.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 6:32p.m.

AMERICANS WITH DISABILITY ACT COMMITTEE

Governing Legislation: Resolution 2429

Total Seats: 7 Public Seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Re-appointed 5	Re-appointed 6	Comments (Prior to adoption of Resolution 2429 some member seats were identified as Persons with Disability Seats, now all seats are considered Public seats)
Yes	Mr.	Ross	Douglas	Public		9/1/2017	8/31/2020	5/23/2016	8/22/2017						AK DOT Statistical Technician 1
Yes	Ms.	Cheryl	Putnam	Public		9/1/2015	8/31/2018	8/13/2012	8/31/2015						Wildflower Court resident; Cheryl is resigning her ADA committee seat per Charlie Ford 12/14/17
Yes	Mr.	Allen	Hulett	Public		9/1/2017	8/31/2020	9/29/2008	9/19/2011	9/29/2014	8/22/2017				Gastineau Human Services Supported Employment Program Case Mgr
Yes	Ms.	Pamela	Mueller-Guy	Public		11/4/2013	8/31/2019	11/1/1998	3/1/2001	3/1/2004	9/1/2007	10/25/2010	11/4/2013	8/22/2016	Needs Sign Language Interpreter @ meetings; Works @ SAIL
Yes	Ms.	Charlene	Steinman	Public	Secretary	8/31/2015	8/31/2018	8/31/2015							Jensen Yorba Lott Interior Designer
Yes	Mr.	Matthew	McGuan	Public	Chair	9/1/2016	8/31/2019	11/4/2013	8/22/2016						Civil Engineer - USCG
Yes	Ms.	Marianne	Mills	Public	Vice Chair	9/1/2017	8/31/2020	9/19/2011	9/29/2014	8/22/2017					Catholic Community Services Program Director
Yes	Mr.	Charlie	Ford	Staff Liaison	staff liaison	n/a	n/a								CDD Building Codes Official
Yes	Ms.	Brenwynne	Grigg	Staff Liaison	staff liaison	n/a	n/a	n/a							Community Development Department

Presented by: HRC
Introduced: 11/26/2007
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2429

A Resolution Reestablishing the Americans with Disabilities Act Committee, and Repealing Resolutions 1585, 1769, 1928, 2204, and 2359.

WHEREAS, the Americans with Disabilities Act (ADA) was signed by President Bush in July, 1990; and

WHEREAS, one purpose of the Americans with Disabilities Act is to help people with disabilities achieve full participation in our society by giving civil rights protection to individuals with disabilities; and

WHEREAS, the ADA mandates equal opportunity for people with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications; and

WHEREAS, it is the policy of the City and Borough to promote and support the goals of the ADA, and promote participation in its services, programs, or activities by the general public and by people with disabilities; and

WHEREAS, the City and Borough desires to continue to promote and support the goals of the ADA, and incorporate participation by the general public and by individuals in the community with disabilities, by reestablishing a committee to advise the Assembly on implementing the requirements and goals of ADA; and

WHEREAS, in 1992 Resolution 1585 initially established the Americans with Disabilities Act Committee of the City and Borough of Juneau; Resolutions 1769, 1928, 2204, and 2359 each amended the former resolution by extending the sunset date of the ADA Committee; and

WHEREAS, the Human Resources Committee, at its meeting of October 29, 2007, concurred to reduce the membership of the ADA Committee from nine to seven members.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Committee Reestablished. There is reestablished the City and Borough of Juneau Americans with Disabilities Act Committee. The committee shall consist of seven members appointed by the Assembly to serve for three-year staggered terms; provided the terms of the initial committee members shall be as follows:

(a) 3 members shall be appointed for a three-year term;

(b) 3 members shall be appointed for a two-year term; and

(c) 1 member shall be appointed for a one-year term.

Section 2. Committee Purposes. The purpose of the committee shall be to advise and assist the Assembly and the Manager in implementing and carrying out the goals and provisions of the Americans with Disabilities Act. The committee may review the interim plan setting forth the City and Borough's efforts for compliance with the ADA; review of the policies, for compliance with ADA; and promote public awareness of the ADA requirements; and undertake other tasks and assignments relating to the ADA as requested by the Assembly or the Manager.

Section 3. Rules of Procedure. The rules of procedure for Assembly advisory committees as established by Resolution 2246, as may be amended from time to time, shall be govern the conduct of business of the committee.

Section 4. Staff Assistance. Staff support and assistance to the committee shall be provided by the City and Borough ADA coordinator.

Section 5. Committee Recommendations. The committee will present updated annual reports on the implementation of the recommendations and further recommendations as appropriate.

Section 6. Repeal of Resolutions. Resolutions 1585, 1769, 1928, 2204, and 2359 are hereby repealed.

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Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 26th day of November, 2007.

Bruce Botelho, Mayor

Attest:

Laurie J. Sica, Clerk

YOUTH ACTIVITIES BOARD

Governing Legislation: Res. 2761

Total # of seats - 9: 1 PRAC rep., 1 JAHC rep., 1 JSA rep., 1 member 18 years or younger, 5 general public members

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Re-appointed 5	Comments
Yes	Youth Activities Board	Ms.	Joyce	Vick	Public Seat	Vice-Chair	9/1/2017	8/31/2020	8/1/2002	8/1/2005	8/25/2008	9/19/2011	8/25/2014	8/21/2017	Also serving on the Douglas Advisory Board
Yes	**Youth Activities Board**		**Open Seat**	**Open Seat**	**Public Seat**			**8/31/2020**							**Seat formerly held by John White**
Yes	Youth Activities Board	Ms.	Bonita	Nelson	Public Seat		9/1/2016	8/31/2019	8/22/2016						
Yes	Youth Activities Board	Mr.	Edric	Carrillo	Public Seat		4/3/2017	8/31/2018	4/3/2017						Filling seat formerly held by Liz Lange
Yes	Youth Activities Board	Ms.	Liz	Brooks	Public Seat		9/1/2016	8/31/2019	8/31/2015	8/22/2016					Former Elementary school teacher; State of Alaska Employee
Yes	**Youth Activities Board**		**Open Seat**	**Open Seat**	**Juneau Arts & Humanities Council Rep**			**upon end of JAHC term**							**Seat formerly held by Sarah Cannard**
Yes	**Youth Activities Board**		**Open Seat**	**Open Seat**	**Juneau Sport Association Rep**		**7/31/2017**	**Upon end of JSA term**	**7/31/2017**						**JSA Representative Seat fomerly held by Tim Wilson**
Yes	Youth Activities Board	Ms.	Kathy	Tran	Youth 18 yrs or younger when appointed		8/31/2015	8/31/2018	8/31/2015						Youth Representative Seat - TMHS Sophomore @ time of appointment
Yes	Youth Activities Board	Mr.	Tom	Rutecki	PRAC Rep		4/23/2012	upon 2013 appointment of PRAC Rep or PRAC term expiration of 2/28/2015							*Had served as PRAC rep to YAB, Appointed to PRAC 9/2001, reappointed 1/2004 to term ending 2/2007; Assembly extended term to end 5/1/2007 so he could finish YAB grant process; Appointed as YAB public member 8/2007. Appointed to PRAC 4/2/2012 then PRAC Rep 4/23/2012*
Yes	Youth Activities Board	Mr.	Dave	Pusich	Staff Liaison		n/a	n/a	n/a						Staff Liaison
Yes	Youth Activities Board	Ms.	Ana	Olivares-Ramos	Staff Liaison		n/a	n/a	n/a						Staff Liaison

Presented by: The Manager
Introduced: 09/26/2016
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2761

A Resolution Reestablishing the Youth Activities Board, and Repealing Resolution 2410.

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, Resolution No. 2071extending the Board sunset date, and Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Youth Activities Board Reestablished. There is hereby reestablished the Youth Activities Board.

Section 2. Youth Activities Board Membership.

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist of:

(1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;

(2) One member 18 years old or younger;

(3) One member from the Juneau Arts and Humanities Council, nominated by the Council;

(4) One member from the Juneau Sports Association, nominated by the Association;

(5) Five members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(5) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

(1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.

(2) A vacancy on the Board shall exist:

(A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

(B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;

(C) If a member submits his or her resignation to the Assembly;

(D) If a member is physically unable to attend Board and standing committee meetings for a period of more than 90 days; or

(E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.

(3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.

(4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.

(5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

Section 3. Youth Activities Board Purposes. The purposes of the Board are as follows:

(a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.

(b) To adopt procedures for evaluating proposals received for providing youth activities.

(c) Subject to the limitations established in Section 4, to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.

(d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

Section 4. Criteria for Decisions. The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

(a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.

(b) The Board shall annually place in a contingency account a sum equal to five percent of the total youth activity grant funding allocated by the Assembly. The purpose of the contingency account shall be to fund unanticipated events, purchases,

or travel for youth who qualify by competition to attend advanced level competition before the end of the fiscal year. In the last six months of the fiscal year, the Board may allocate unexpended contingency funds to a qualifying community organization in accordance with this section. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

(1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.

(2) Programs may not be funded retroactively.

(3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.

(4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."

(5) All programs are subject to City and Borough financial audits.

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

(1) Number of hours of participation per youth.

(2) Low program cost per participant hour.

(3) Number of youth actively participating in the program.

(4) Instructor or coach's relevant experience in providing the youth program.

(5) High adult per youth ratio to support the program.

(6) Organization's past history of providing successful youth programs.

(7) Financial management of organization as indicated by overall budget.

(8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.

(9) Amount of volunteer support for the program.

(10) Existence of scholarship fund for qualified youth within the program.

(11) Provision of transportation, equipment, and other practical assistance to youth in need.

(12) Cooperative efforts with other local youth organizations.

(13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

Section 5. Rules for Procedure. The Rules of Procedure for Assembly Advisory Boards reestablished by Resolution No. 2662, as amended from time to time, shall govern the conduct of business by the Board.

Section 6. Administrative Support. Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

Section 7. Repeal of Resolution. Resolution 2410 is repealed.

Section 8. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 26th day of September, 2016.

Kendell D Koelsch

Kendell D. Koelsch, Mayor

Attest:

Laurie J Sica

Laurie J. Sica, Municipal Clerk

UTILITY ADVISORY BOARD

Governing Legislation: Res. 2299

Total # of seats - 7: 1 Engineer, 1 Accountant, 1 Contractor, 2 Commercial Customers, 1 Residential Customer, 1 Public

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Reappointed 4	Comments
Yes	Utility Advisory Board	Mr.	Bryan	Farrell	AEL&P/Mechanical Engineer		11/9/2015	5/31/2019	11/9/2015	11/9/2015				Appointed to remainder of current term ending 5/31/16 and full 3-year term expiring 5/31/2019
Yes	Utility Advisory Board	Mr.	Leon	Vance	Attorney		6/1/2016	5/31/2019	4/1/2005	6/23/2008	5/19/2010	5/13/2013	5/23/2016	Attorney at Faulkner Banfield
Yes	Utility Advisory Board	Mr.	Geoffrey	Larson	Large Commercial User	Vice-Chair	6/1/2015	5/31/2018	4/1/2005	6/1/2006	6/11/2009	6/4/2012	6/8/2015	Owner - Alaskan Brewery
Yes	Utility Advisory Board	Mr.	Andrew	Campbell	General Public		5/23/2016	5/31/2018	5/23/2016					Also serves on Wetlands Review Board; Self-employed General Contractor
Yes	**Utility Advisory Board**		**Open Seat**	**Open Seat**				**5/31/2020**						
Yes	Utility Advisory Board	Ms.	Janet	Hall-Schempf	Retired State Habitat Biologist		6/5/2017	5/31/2020	4/1/2005	6/23/2008	7/11/2011	8/25/2014	6/5/2017	
Yes	Utility Advisory Board	Mr.	Grant	Ritter	General Public		6/5/2017	5/31/2020	1/27/2014	6/5/2017				
Yes	Utility Advisory Board	Mr.	Roger	Healey	Public Works/Engineering Director	staff liaison	n/a	n/a	n/a					Public Works/Engineering Director
Yes	Utility Advisory Board	Ms.	Samantha	Stougtenger	staff	staff liaison	n/a	n/a	n/a					Wastewater Superintendent
Yes	Utility Advisory Board	Ms.	Holly	Kveum	staff	staff liaison	n/a	n/a	n/a					PW/E Admin. Assist.

Presented by: PWFC
Introduced: 02/28/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2299

A Resolution Establishing a Utility Advisory Board.

WHEREAS, in February, 2004, Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically the Water Utility and Wastewater Utility; and

WHEREAS, state and federal grant availability has declined and is predicted to further decline in the future; and

WHEREAS, an ongoing review of water and sewer utility rates and fees for sufficiency and equity is necessary and in the public interest; and

WHEREAS, at the January 10, 2005, meeting of the Public Works & Facilities Committee, a motion was adopted to forward to the Human Resources Committee the Ad Hoc Utility Board's recommendation of creating a full time utility advisory board; and

WHEREAS, at the February 7, 2005, meeting of the Human Resource Committee a motion was adopted to forward a resolution to the Assembly establishing the Utility Advisory Board; and

WHEREAS, the Assembly has determined that a utility advisory board should be established to review and make recommendations to the Assembly and the CBJ administration on water and sewer rate structures and policy issues involving the utilities.

///

//

//

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Utility Advisory Board Established. There is established the City and Borough of Juneau Utility Advisory Board, which shall comprise seven members appointed by the Assembly.

Section 2. Membership Qualifications. To the extent practicable, appointments shall be made as follows:

(a) one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation;

(b) one accountant, preferably experienced with utility financial management practices;

(c) one general contractor, preferably experienced in the construction of water and/or wastewater utility systems;

(d) two commercial customers of the City and Borough water and/or wastewater utility;

(e) one residential customer of the City and Borough water and/or wastewater utility; and

(f) one member of the general public.

Section 3. Utility Advisory Board Purposes. The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows:

(a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;

(b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;

(c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;

(d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;

(e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and

(f) Perform such other duties and functions related to the utilities as the Assembly or the Manager may request.

Section 4. Procedures. The rules of procedure for Assembly advisory committees established by resolution, shall govern the conduct of business by the Utility Advisory Board.

Section 5. Staff Assistance. Staff support and assistance to the Utility Advisory Board shall be provided by the City and Borough Public Works, Engineering, Finance, and such other departments as available and appropriate.

Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 28th day of February, 2005.

Bruce Botelho, Mayor

Attest:

Laurie J. Sica, Clerk

OFFICE OF THE MUNICIPAL CLERK
155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
Email: City.Clerk@juneau.org

MEMORANDUM

DATE: November 21, 2017

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Clerk

cc: Borough Assembly
Rorie Watt, City Manager
Mila Cosgrove, Deputy Manager
Laurie Sica, Municipal Clerk

RE: CBJ Board Evaluation and Management

The Assembly Rules of Procedure as found in Resolution 2781, Rule 5(C)(2) sets out the following duties for the Assembly Human Resources Committee:

> **2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:**
>
> (a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;
> (b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, restaurant designation permits, and marijuana licenses;
> (c) Reviewing and proposing amendments to these Rules [Assembly Rules of Procedure];
> (d) Reserved.
> (e) Overseeing Juneau's relations with its sister cities;
> (f) Membership for Certain Appointments. The Human Resources Committee shall meet as needed to recommend appointments to the Planning Commission, the Hospital Board, the Ski Area Board, the Aquatics Board, the Docks and Harbors Board, and the Airport Board. The Mayor and all Assemblymembers shall serve as members of the Committee and the Human Resources chair shall serve as chair at these meetings.

There are currently 18 advisory boards created by the Assembly, in addition to 6 empowered boards and 6 appeal boards established in code. In addition, shorter term working boards such as Mayor's task forces, 1% for Art and planning steering committees have been created for specific tasks.

Depending on the nature of the board and the charge it is given by the Assembly, some boards are assigned one or more Assembly and/or staff liaisons while others are strictly made up of volunteers with no staff support. The Clerk's office staff provides board management administration and some nominal staff support to those groups who do not otherwise have an

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official staff liaison assisting them with their work. As mentioned during our last HRC meeting, Clerk staff is working with MIS to procure new board management software to provide improved tracking and reporting of board membership and an improved web presence including an online application process. MIS is currently working with the Finance staff to finalize the procurement of this board management product and it is my hope to provide the HRC with an updated status report on the progress for that project in January 2018.

As we begin a new Assembly year, it would be beneficial to create a plan for a systematic review and evaluation of our current boards and commissions. The purpose of the evaluation would be to ensure the most efficient use of our volunteer resources as well as that of the staff and Assemblymembers assigned as liaisons to the various boards. Questions for evaluation and review might include the following:

1) Is the work this board is doing in alignment with the current Assembly goals?
2) If not, are there changes that should be made to the board's governing legislation or charge?
3) Is this the best structure for accomplishing the work? Should we look at consolidating the work of this board with other CBJ boards?
4) Are there other community groups doing similar work and the work of this board is duplicative? If it is duplicative, should we disestablished the CBJ board or reassign it to a different scope of work?
5) Has the board accomplished its assigned tasks? Can the remaining work be delegated to staff?
6) Are there community needs, in alignment with Assembly goals, not currently being met that might be met by the creation of a new board?

During the course of the last few years, the Assembly Human Resources Committee, and the Assembly Committee of the Whole (for work on empowered boards), has worked to review and reestablish, change the membership, and/or dissolve some CBJ boards including the following:

- Ordinance 2015-23(b) Adding a New Code Chapter 67.10 on Aquatics Facilities (April 27, 2015) *[This enabled the creation of the empowered Aquatics Board which is set to automatically be repealed on May 28, 2018 unless the Assembly chooses to amend that section of the code to extend or eliminate the repeal date.]*
- Resolution 2737 Dissolving the Social Services Advisory Board (Jan. 11, 2016)
- Resolution 2738 Reestablishing the Juneau Human Rights Commission (Jan. 11, 2016)
- Ordinance 2016-06 Hospital Board Code Amendments re: governance (May 2, 2016)
- Resolution 2755 Reestablishing the Juneau Commission on Sustainability (May 2, 2016)
- Resolution 2761 Reestablishing the Youth Activities Board (Sept. 26, 2016)
- Resolution 2792 Dissolving the Fisheries Development Committee (June 26, 2017)
- Resolution 2802 Reestablishing the Juneau Commission on Aging (Aug. 21, 2017)
- Resolution 2805 Dissolving the Friends of the Flag Committee (Oct. 16, 2017)

If the HRC does choose to undergo a review or evaluation of the boards, it would be beneficial to decide upon a method and schedule determining which boards will be evaluated and when. You could do an evaluation by topic, i.e.: all Parks and Recreation related boards together, or by the type of board it is, i.e.: all Advisory Boards then all Appeal Board etc… Whichever method is determined, it is likely to be a multi-year process so coming up with an evaluation process and anticipated schedule would be helpful to all involved. Perhaps a good place to start would be with Advisory Boards established by resolution.

THE STATE of ALASKA
GOVERNOR BILL WALKER

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

October 26, 2017

City & Borough of Juneau
Attn: Beth McEwen
Via Email: beth.mcewen@juneau.org
Cc: City.Clerk@juneau.org

License Type:	Package Store	**License Number:**	828
Licensee:	Thibodeaus Market Inc		
Doing Business As:	Thibodeaus Douglas Depot		

☐ **New Application**
☐ **Transfer of Ownership Application**
☒ **Transfer of Location Application**
☐ **Transfer of Controlling Interest Application**

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

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

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Jedediah Smith, Local Government Specialist
amco.localgovernmentonly@alaska.gov

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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

What is this form?

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review **Title 04** of **Alaska Statutes** and **Chapter 304** of the **Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Transferor Information

Enter information for the ***current*** licensee and licensed establishment.

Licensee:	Thibodeaus Market Inc		**License #:**	828	
License Type:	Package store		**Statutory Reference:**	04-11.150	
Doing Business As:	Thibodeaus Liquor				
Premises Address:	no premise's				
City:	Juneau	**State:**	AK	**ZIP:**	99801
Local Governing Body:	Juneau City + Borough				

Transfer Type:

- [X] Regular transfer
- [ ] Transfer with security interest
- [ ] Involuntary retransfer

OFFICE USE ONLY			
Complete Date:		***Transaction #:***	15490, 15516
Board Meeting Date:		***License Years:***	
Issue Date:		***BRE:***	

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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 2 – Transferee Information

Enter information for the ***new*** applicant and/or location seeking to be licensed.

Licensee:	Thibodeaus market Inc				
Doing Business As:	Thibodeaus Douglas Depot				
Premises Address:	1017 3rd Street				
City:	Douglas	**State:**	AK	**ZIP:**	99824
Community Council:	Juneau				
Mailing Address:	PO BOX 20290				
City:	Juneau	**State:**	AK	**ZIP:**	99802
Designated Licensee:	Pete Thibodeau				
Contact Phone:	957-7676	**Business Phone:**	586-3561		
Contact Email:	sbb@alaska.net				

Seasonal License? Yes ☐ No ☒ **If "Yes", write your six-month operating period:** _____

Section 3 – Premises Information

Premises to be licensed is:

☒ an existing facility ☐ a new building ☐ a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

1100 Feet - Juneau Montessori School

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

250 Feet - United Methodist Church

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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 4 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.
If more space is needed, please attach a separate sheet with the required information.
The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		**State:**		**ZIP:**	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		**State:**		**ZIP:**	

Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.
If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a **corporation**, the following information must be completed for each ***stockholder who owns 10% or more*** of the stock in the corporation, and for each ***president, vice-president, secretary,*** and ***managing officer***.
- If the applicant is a **limited liability organization**, the following information must be completed for each ***member with an ownership interest of 10% or more***, and for each ***manager***.
- If the applicant is a **partnership**, including a **limited partnership**, the following information must be completed for each ***partner with an interest of 10% or more***, and for each ***general partner***.

Entity Official:	Pete Thibodeau				
Title(s):	President	**Phone:**	957-7676	**% Owned:**	70
Address:	10475 Dock St				
City:	Juneau	**State:**	AK	**ZIP:**	99801

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Entity Official:	Rosie Thibodeau				
Title(s):	Vice president	**Phone:**	209-4409	**% Owned:**	30
Address:	10475 Dock St.				
City:	Juneau	**State:**	AK	**ZIP:**	99801

Entity Official:					
Title(s):		**Phone:**		**% Owned:**	
Address:					
City:		**State:**		**ZIP:**	

Entity Official:					
Title(s):		**Phone:**		**% Owned:**	
Address:					
City:		**State:**		**ZIP:**	

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	43194D	**AK Formed Date:**	12/30/88	**Home State:**	AK
Registered Agent:	Rosie Thibodeau	**Agent's Phone:**	907-209-4409		
Agent's Mailing Address:	10475 Dock St				
City:	Juneau	**State:**	AK	**ZIP:**	99801

Residency of Agent: Alaska

	Yes	No
Is your corporation or LLC's registered agent an individual resident of the state of Alaska?	☒	☐

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Form AB-01: Transfer License Application

Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

	Yes	No
Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?	☒	☐

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Pete + Rosie Thibodeau (All Package Stores)
Kennys Liquor - 6661
Valley Liquor - 4422
Liquor Barrel - 1129
Thibodeaus Home Liquor - 521

Section 7 – Authorization

Communication with AMCO staff:

	Yes	No
Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?	☐	☒

If "Yes", disclose the name of the individual and the reason for this authorization:

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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 8 – Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a **controlling interest** of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

Signature of transferor

Rosie Thibodeau
Printed name of transferor

Subscribed and sworn to before me this 9 day of September, 2017.

VERN WILLIAMS
NOTARY PUBLIC
STATE OF ALASKA
My Commission Expires: 5-28-2018

Signature of Notary Public

Notary Public in and for the State of Alaska.

My commission expires: 5-28-2018

Signature of transferor

Pete Thibodeau
Printed name of transferor

Subscribed and sworn to before me this 12th day of September, 2017.

FEJIE MONTA-CARANDANG
NOTARY PUBLIC
STATE OF ALASKA
My Commission Expires: 2-9-2021

Signature of Notary Public

Notary Public in and for the State of Alaska.

My commission expires: 2-9-2021

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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:	Initials
I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.	P.T
I certify that all proposed licensees have been listed with the Division of Corporations.	P.T
I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.	P.T
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.	P.T
I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.	P.T

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Signature of transferee

Pete Thibodeau

Printed name

Subscribed and sworn to before me this 12th day of September, 2017.

FEJIE MONTA-CARANDANG NOTARY PUBLIC STATE OF ALASKA My Commission Expires: 2-9-2021

Signature of Notary Public

Notary Public in and for the State of Alaska.

My commission expires: 2-9-2021

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Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

	Yes	No
I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.	☒	☐

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Thibodeaus Market Inc	**License Number:**	828
License Type:	Package Store		
Doing Business As:	Thibodeaus Douglas Depot		
Premises Address:	1017 3rd Street		
City:	Douglas	**State:** AK	**ZIP:** 99824

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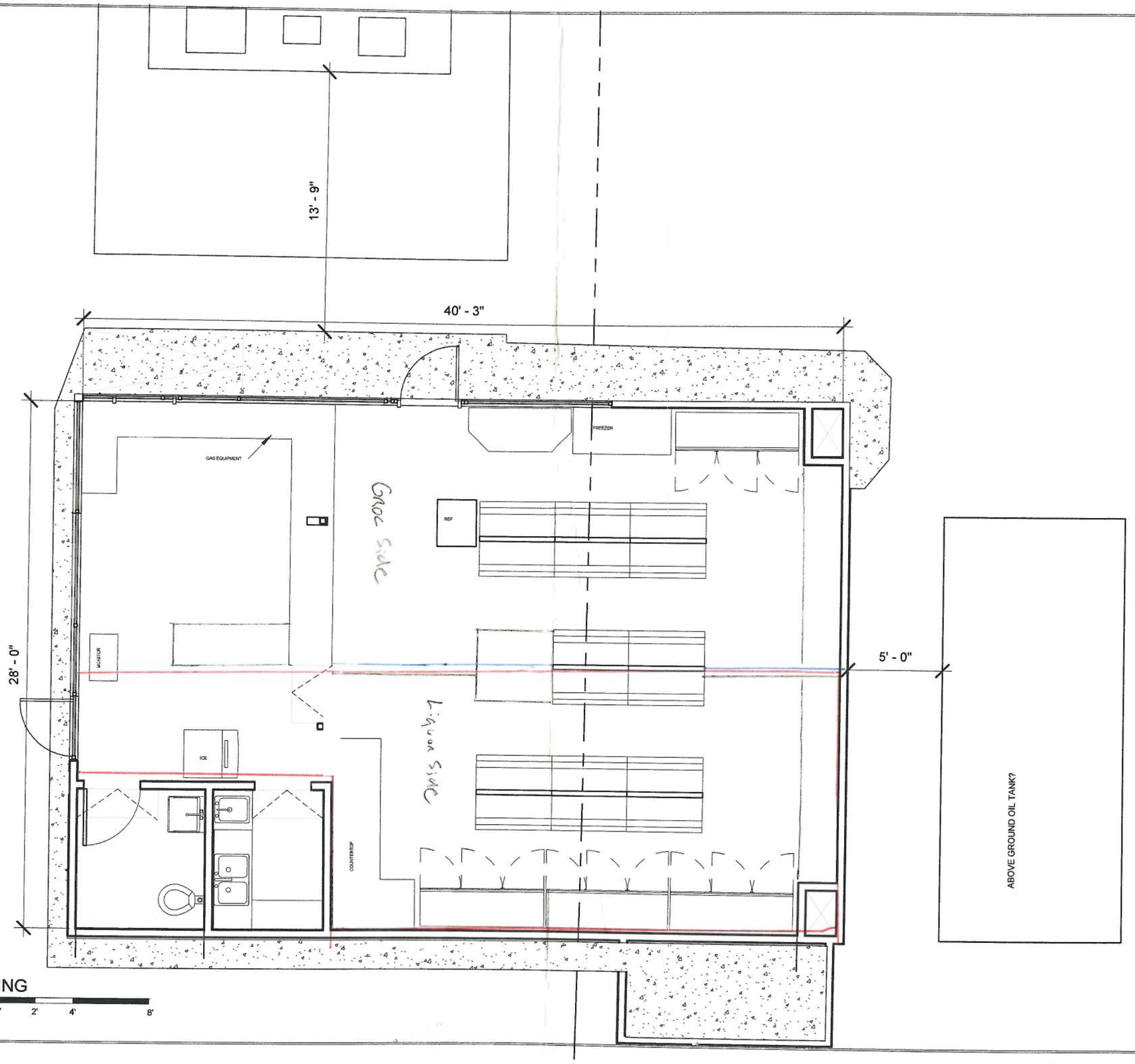
Form AB-02: Premises Diagram

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

see attached Diagram -



1 FLOOR 1, EXISTING
3/16" = 1'-0"
0' 2' 4' 8'

RECEIVED
SEP 2 5 2017
ALCOHOL MARIJUANA CONTROL OFFICE
STATE OF ALASKA

STATE OF ALASKA
49 TH
J. TRAVIS MILLER
NO. 8656-A
REGISTERED PROFESSIONAL ARCHITECT

Date:

atelier corbeau -
art & architecture
411 coleman street
juneau, ak
99801

CONSTRUCTION DOCUMENTS

PETE'S DOUGLAS DEPOT

for
Pete Thibodeau

1703

SHEET TITLE
FLOOR 1, EXISTING

DATE: **06/25/2017**
DRAWN: Author
CHECKED: Checker

SHEET NUMBER
A100

OFFICE OF THE MUNICIPAL CLERK
Ph: (907)586-5278 Fax: (907)586-4552
e-mail: City.Clerk@juneau.org
155 S. Seward Street, Juneau, AK 99801

December 6, 2017

Sent via certified mail, regular mail and e-mail
Pete Thibodeau
P.O. Box 20290
Juneau, AK 99802

Re: Assembly Hearing on Liquor License Transfer Application #828

Dear Mr. Thibodeau,

As we discussed on the phone, at the November 27, 2017 Assembly meeting, the action taken was to refer your liquor license transfer application to the Assembly Human Resources Committee meeting of Monday, December 18, 2017 at 6pm in the Assembly for additional review and public hearing as well the regular Assembly meeting that same evening at 7pm for additional public hearing and Assembly action.

The liquor license transfer in question is for Package Store license #828 for a transfer of ownership and premises from Thibodeau's Market Inc. d/b/a Thibodeau's Liquor with No Premises transferring to Thibodeau's Market Inc. d/b/a Thibodeau's Douglas Depot located at 1017 3rd Street, Douglas, AK 99824.

Staff from the Police, Fire, Finance, Public Works, and Community Development Departments has reviewed this license transfer and are recommending the Assembly waive its right to protest this action.

At the November 27, 2017 Assembly meeting, Mr. Robert Sewell testified under public hearing on this license requesting additional opportunity for public comment on the license application as well as concerns he had with respect to the proximity of the licensed premises to the Douglas Community United Methodist church in accordance with AS 04.11.410.

> **Sec. 04.11.410. Restriction of location near churches and schools.** (a) A beverage dispensary or package store license may not be issued and the location of an existing license may not be transferred if the licensed premises would be located in a building the public entrance of which is within 200 feet of a school ground or a church building in which religious services are regularly conducted, measured by the shortest pedestrian route from the outer boundaries of the school ground or the public entrance of the church building. However, a license issued before the presence of either cause of restriction within 200 feet of the licensed premises may be renewed or transferred to a person notwithstanding this subsection.

In light of the above concerns, following the November 27 meeting, I contacted our Community Development Department requesting a map as it pertains to this license and its proximity to the Douglas Community United Methodist Church. A copy of that map is attached to this letter showing that the shortest pedestrian route from the public entrance of the church building to the public entrance of the licensed premises would be 260 feet.

Also enclosed is a copy of CBJ Code 20.25.025 which sets out the conditions upon which the Assembly may protest the transfer or a liquor license as well as your right to an informal hearing before the Assembly on this matter. Your opportunity for an informal hearing before the Assembly is twofold on the evening of Monday, December 18, 2017; the first at the 6pm Assembly Human Resources Committee and the second during the Regular Assembly meeting at 7pm. Both meetings are being held in the Assembly Chambers of City Hall.

In addition to the two Assembly meetings, our office has received notice that the Douglas Advisory Board has also added this topic to its regular meeting agenda on Wednesday, December 13, 2017 at 5:30p.m. in the Douglas Library.

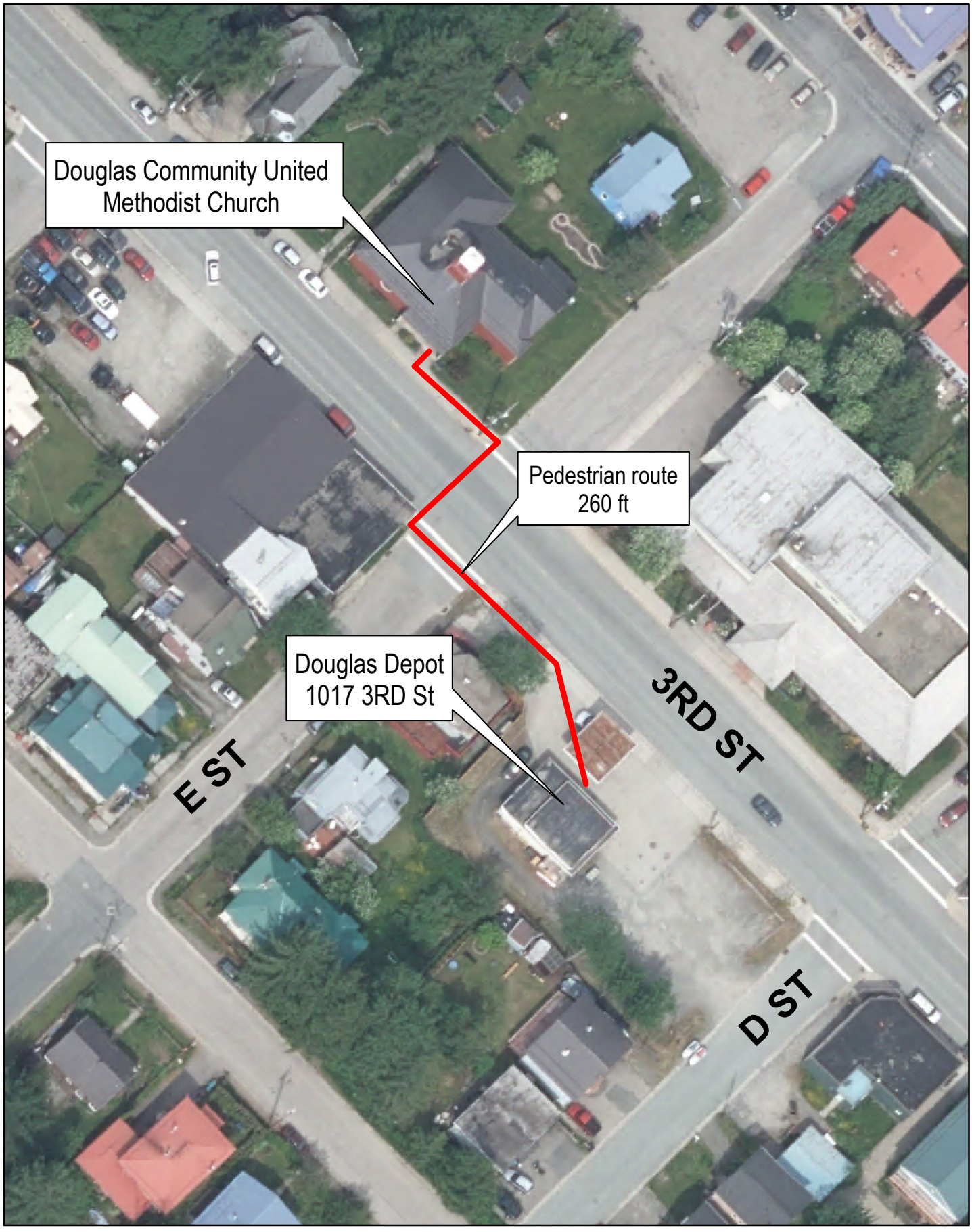
If you have any questions, please feel free to contact me at 907-586-0203 or send an e-mail to Beth.McEwen@juneau.org.

Sincerely,

Beth McEwen, MMC
Deputy Clerk

Attachments:
Liquor License Transfer Application #828
Pedestrian Route Map
CBJ Code 20.25.025

cc via email:
Assemblymembers
Robert Sewell, Douglas Island Neighbors Association
Douglas Advisory Board
Pastor Jason Cornish, Douglas Community United Methodist Church


Douglas Community United Methodist Church
Pedestrian route 260 ft
Douglas Depot 1017 3RD St
E ST
3RD ST
D ST
N
0
100
200 Feet
Imagery date: June 2013

20.25.025 - Assembly review of license issuance, renewal, transfer, or continued operation.

(a) The assembly may protest the issuance, renewal, transfer, or continued operation of an alcoholic beverage license as provided in state law. The protest shall cite any of the following criteria which the assembly determines to be pertinent:

(1) Failure of the applicant to secure a local permit, or if the applicant is in violation of any applicable local permit;

(2) That the applicant has violated a provision of AS 04 or regulations adopted by the state, or a condition imposed by the alcohol control board on the licensee, or if issuance of the license would violate a provision of state law or regulations;

(3) The business operated under the license is, on the date the assembly considers the license, delinquent in the payment of any sales tax or penalty or interest on sales tax arising out of the operation of the licensed premises;

(4) There are delinquent property taxes or local improvement district assessments or penalty or interest thereon arising out of real or personal property owned in whole or in part by any person named in the application as an applicant or on the permit which is to be continued where such property is used, or is to be used, in whole or in part in the business conducted or to be conducted under the license;

(5) There is a delinquent charge or assessment owing the City and Borough by the licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the municipality at the request of or arising out of an activity of the business conducted under the license;

(6) The business operated or to be operated under the license is violating or would violate the zoning code of the City and Borough;

(7) The business operated under the license is, on the date the assembly considers the application, in violation of state or local fire, health, or safety codes. A criminal conviction of this violation is not a prerequisite for a protest under this section;

(8) The concentration of other marijuana establishment or alcohol licenses in the area;

(9) Any factor identified by state statute or regulation as appropriate grounds for a protest;

(10) Any other factor the assembly determines is generally relevant or is relevant to a particular application.

(b) If the assembly or committee or a subcommittee thereof recommends protest of the issuance, renewal, transfer, or continued operation of a license it shall state the basis of the protest and the applicant shall be afforded notice and an opportunity to be heard at an abbreviated informal hearing before the assembly to defend the application. For the purposes of this subsection, notice shall be sufficient if sent at least ten days prior to the hearing by certified first class mail

to the applicant's address identified on the state license application. At the conclusion of the hearing, the assembly decision to protest the application shall stand unless the majority of the assembly votes to withdraw the protest.

(Serial No. 84-50, § 4, 1984; Serial No. 86-35, §§ 2, 3, 1986; Serial No. 93-25, § 2, 1993; Serial No. 2002-06, § 2, 2-25-2002; Serial No. 2002-44, § 2, 12-2-2002; Serial No. 2016-22(am), § 3, 8-22-2016)

State Law reference— Assembly protest, AS 04.11.480.

December 13, 2017

To: Mayor Koelsch and Assembly Members

From: Douglas Advisory Board

RE: Transfer Application #828

At our December 13th, 2017 meeting Pete Thibodeau presented plans for the operation of Thibodeau's Douglas Depot, located at 1017 3rd Street, Douglas.

Mr. Thibodeau has fulfilled all State and CBJ requirements for the transfer of the license. His plans to improve the building and the dispensing of fuel are welcomed. The services he will provide and the job opportunities for the community of Douglas have our support.

We look forward to this venture and the convenience it will provide to our residents. We thank the Thibodeau family for investing in the Douglas community.

The Douglas Advisory Board respectfully requests that the Assembly grant this application.

Sincerely,

Arnold Liebelt, Chair