

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

April 22, 2019 6:00 PM
Assembly Chambers

AGENDA

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. Assembly Human Resources Committee Minutes April 1, 2019

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. Historic Resources Advisory Committee - Appointment

The Historic Resources Advisory Committee (HRAC) consists of nine public seats. As of April 10, 2019, there is one vacant seat on the HRAC due to John Fox needing to resign.

The term for the seat is effective immediately with an end date of June 30, 2021.

2. Sister Cities Committee - Appointment

The Sister Cities Committee consists of seven public seats.

Three vacant seats are currently up for consideration for various terms. One seat begins immediately with a term ending date of January 1, 2020 and the other two seats begin immediately with a term ending dates of January 1, 2021.

Your packet contains the membership roster and one application. No other applications have been received.

3. Rosalee Walker Recognition Request from Juneau Human Rights Commission

B. Other Business

1. Continued HRC Discussion on Getting Citizens Interested in Serving on CBJ Boards or Committees

2. Information Item: New Local Government Protest Regulations from AMCO re: 3 AAC 306.060

C. Liquor Licenses

1. Liquor License Protest Recommendation - Sandbar Inc., d/b/a The Sandbar

The following 2019-2020 liquor license renewal application is being recommended for protest by the Finance Department/Collections Division.

License Type: Beverage Dispensary, License #2844

Sandbar Inc., d/b/a The Sandbar

Location: 2525 Industrial Blvd, Juneau

The Finance Department/Collections Division is recommending the Assembly protest this license renewal due to 2018 Real Property Tax having an outstanding balance and a UB balance due.

HRC packet contains copies of the notice sent to the licensee including the CBJ Code sections and Alaska Statutes pertaining to this matter. The 60-day comment period for local governing body action ends as of April 28, 2019. The licensee has reached out to CBJ and will contact AMCO as well the balance due will be paid in full but is unable to pay before the CBJ protest period ends.

The next meeting of the AMCO Board is April 29-30, 2019. The boards agenda has not yet been posted to show whether liquor license #2844 is on the AMCO April agenda.

VI. STAFF REPORTS

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

ASSEMBLY HUMAN RESOURCES COMMITTEE

April 1, 2019 6:00 PM

Assembly Chambers

MINUTES

I. ROLL CALL

Chair Rob Edwardson called the meeting to order at 6:00 p.m.

HRC Members Present: Rob Edwardson, Carole Triem (telephonic), Wade Bryson and Alicia Hughes-Skandijs.

HRC Members Absent: None

Other's Present: Diane Cathcart, Deputy Clerk, Loren Jones, Assemblymember

II. APPROVAL OF AGENDA

Assembly Human Resources agenda for April 1, 2019 approved as presented.

III. APPROVAL OF MINUTES

A. Assembly Human Resources Committee Minutes January 28, 2019

January 28, 2019 Assembly Human Resources Committee Meeting minutes approved as presented.

B. Assembly Human Resources Committee Minutes February 11, 2019

February 11, 2019 Assembly Human Resources Committee Meeting minutes approved as presented.

C. Assembly Human Resources Committee Minutes March 4, 2019

March 4, 2019 Assembly Human Resources Committee Meeting minutes approved as amended.

D. Special Assembly Human Resources Committee Minutes March 6, 2019

March 6, 2019 Special Assembly Human Resources Committee Meeting minutes approved as presented.

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

A. Wetlands Review Board - Appointment

MOTION: by Ms. Hughes-Skandijs to forward to the full Assembly for approval, the recommendation to appoint Ryan Bare to the Wetlands Review Board for a term beginning immediately and ending December 31, 2021. ***Hearing no objection, motion passed.***

B. Bidding Review Board - Appointment

MOTION: by Mr. Bryson to forward to the full Assembly for approval, the recommendation to appoint Roger Healy to the Bidding Review Board for a term beginning immediately and ending May 31, 2020. ***Hearing no objection, motion passed.***

C. Douglas Advisory Board Appointment and Annual Report

MOTION: by Ms. Hughes-Skandijs to forward to the full Assembly for approval, the recommendation to appoint Norton Gregory to the Douglas Advisory Board for a term beginning immediately and ending September 30, 2020. ***Hearing no objection, motion passed.***

D. Other Business

None

VI. STAFF REPORTS

None

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Mr. Bryson asked Mr. Edwardson when the HRC would take up further discussion on getting citizens interested in serving on various CBJ boards and committees.

Mr. Edwardson reported that he would be writing up a timeline and guiding memo for distribution to the HRC members, with the expectation that by September the committee will come out with an action to execute.

Staff will pull the last 3 years of annual reports from CBJ advisory boards/committees and will include them in the April 22, 2019 HRC packet for committee members to review and aid in discussions.

VIII. ADJOURNMENT

There being no further business to come before the Assembly Human Resources Committee, meeting was adjourned at 6:11 p.m.



HISTORIC RESOURCES ADVISORY COMMITTEE

BOARD ROSTER



CHUCK SMYTHE

1st Term Sep 12, 2016 - Jun 30, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 8



ZANE JONES

2nd Term Nov 25, 2013 - Jun 30, 2019

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Public

Dais Seat 6



GARY GILLETTE

1st Term Feb 08, 2016 - Jun 30, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



CHARLES J KIDD

1st Term Jan 07, 2019 - Jun 30, 2020

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 9



SHAUNA MCMAHON

4th Term Jun 29, 2009 - Jun 30, 2020

Appointing Authority Assembly

Position Voting Member

Office/Role Recorder

Category Public

Dais Seat 7



MYRA GILLIAM

4th Term Aug 01, 2007 - Jun 30, 2020

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 4



DONALD G. HARRIS

3rd Term Jul 01, 2018 - Jun 30, 2021

Appointing Authority Assembly

Position Voting Member

Office/Role Vice-Chair

Category Public

Dais Seat 5



SHANNON CROSSLEY

1st Term Aug 13, 2018 - Jun 30, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



VACANCY immediately - June 30, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Dorene M Lorenz
First Name Middle Initial Last Name

[REDACTED]
Email Address

[REDACTED] [REDACTED]
Home Address Suite or Apt
[REDACTED] [REDACTED]
City State Postal Code

[REDACTED] [REDACTED]
Primary Phone Alternate Phone

Coeur Alaska Community Relations
Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Historic Resources Advisory Committee: Submitted
Juneau Commission on Sustainability: Submitted
Sister Cities Committee: Appointed

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 1

Special Needs - please list any special needs below
such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

Have served on the Seward City Council, Seward Historic Resources Commission, Anchorage Arts Advisory Commission. Would like to serve in Juneau in a meaningful way. Have worked closely with the Sister Cities program and economic development is a passion.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Friends of Jesse Lee Home, Chairman of the Board. Coeur Alaska, Community Relations Specialist. ABC/FOX, Good Morning Alaska Host.

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Pioneers of Alaska, Chaplin, Sgt-At-Arms, Queen Reagent

Education/Training: Please list both formal and informal education & training experiences:

Am very familiar with the National Park Service Historic Preservation Tax Credit, having attended multiple national conferences on this topic.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

[Upload a Resume](#)

Demographics

The following *optional* information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

None Selected

Gender

☒ Female

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Rhonda J Guest
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

H & R Block Receptionist/Marketing Coordinator
Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Historic Resources Advisory Committee: Submitted
1% for Art Panel JNU Terminal Reconstruction: Appointed

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 3

Special Needs - please list any special needs below
such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I would love to learn more on preservation of our Historical City and outerlying communities

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

H & R Block tax services

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

I served as the Board Secretary for Vets help Vets in Anchorage Alaska

Education/Training: Please list both formal and informal education & training experiences:

My experience comes from living in our community and small village of Angoon; owning and operating my own small businesses; working for 2 non-profit agencies such as Older Persons Action Group and Vets help Vets in Anchorage

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

I am a certified Hairstylist with a hairstyling license

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ American Indian/Alaskan native Aleutian

Gender

☒ Female



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree



SISTER CITIES COMMITTEE

BOARD ROSTER



SUSAN M. BAXTER

3rd Term Feb 28, 2011 - Jan 01, 2020

Appointing Authority Assembly

Position Voting Member

Office/Role Co-Chair

Category Public

Dais Seat 1



JUNNIE CHUP

1st Term Mar 05, 2018 - Jan 01, 2021

Position Voting Member

Office/Role Chair

Category Public



DORENE M LORENZ

1st Term Nov 26, 2018 - Jan 01, 2022

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 7



ALLAN ALCANCIA

1st Term Feb 11, 2019 - Jan 01, 2022

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 6



VACANCY Immediately-Jan 1, 2021

Position Voting Member

Category Public



VACANCY Immediately-Jan 1, 2020

Appointing Authority Assembly

Position Voting Member

Office/Role Public

Category Public

Dais Seat 3



VACANCY Immediately-Jan 1, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Annie Bartholomew

First Name

Middle Initial

Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

KTOO

Employer

Arts & Culture Producer

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Juneau

Residence City

AK

Residence State

Residence Postal Code

Comments

Juneau resident for 28 years.

Secondary Email Address (if any)

Which Boards would you like to apply for?

Sister Cities Committee: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below
such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I am a Juneau songwriter and just completed a month-long artist residency in Whitehorse through the Yukon Arts Centre this past March. I'm hoping that through the Sister City Committee, Juneau and Whitehorse can strengthen ties between communities and develop new opportunities to exchange artistic ideas. When I visited Whitehorse and Dawson City, organizations like Music Yukon, the Klondike Institute of Art and Culture, and Jazz Yukon were interested in the possibility of collaborating with Alaskan artists and expressed a desire to connect with southeast Alaska. There are many amazing music festivals like the Kluane Mountain Bluegrass Festival and Dawson City Music Festival happening in the Yukon that I believe our Juneau artists and event producers could learn from, just as our Yukon friends could get great ideas from our Alaska Folk Festival.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

KTOO Public Media, Juneau Jazz and Classics Festival (Secretary)

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Juneau Jazz and Classics Festival, Secretary 2015-present

Education/Training: Please list both formal and informal education & training experiences:

University of Alaska Fairbanks - B.A. Journalism 2014

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Upload a Resume

Demographics

The following *optional* information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Juneau Human Rights Commission

To: Rob Edwardson, Chair
Juneau Human Resources Committee

From: Haifa Sadighi
Juneau Human Rights Commission

Mr. Edwardson,

As a continuation of the celebration of Black History Month and Women's History Month, the Juneau Human Rights Commission would like to suggest that the Assembly pass an in-memoriam to recognize the life and achievements of Rosalee T. Walker. Ms. Walker was a longtime Juneau resident, State of Alaska employee, and past president of the Alaska Municipal League, who sat on the Juneau Assembly for nine years. She was dedicated to educating the people of Juneau. This mission included starting the Alaska Head Start program and teaching inmates at the Lemon Creek Correctional Facility. Ms. Walker was also an active volunteer and advocate for human rights whose dedication grew with time. She was a longtime volunteer at the Glory Hole and a life member of the Alaska Native Sisterhood Camp #2, as well as an activist in the Democratic Party, Blacks in Government, and the AARP.

Near the end of her time, Ms. Walker served as an advisor on the Alaska Advisory Committee for the United States Commission on Civil Rights. As an advisor to this committee, Ms. Walker participated in the drafting of Racism's Frontier: The Untold Story of Discrimination and Division in Alaska, a fact-finding report prepared for the national commission in 2002. Ms. Walker died in 2004, at the age of 79, in Baltimore, Maryland, where she relocated to be closer to family. Her life and achievements have not been recognized since she left Juneau in 2003.

Please contact us with any questions. We look forward to celebrating Ms. Walker's life with the Assembly.

Sincerely,

Haifa Sadighi



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community, and Economic Development

ALCOHOL AND MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 17, 2019

Recently, the Marijuana Control Board adopted a regulations change (attached) recognizing local government protests that are conditional upon certain requirements. This regulation will become effective on May 9, 2019. The change in regulation brings clarification to current AMCO and Marijuana Control Board policy and process regarding protests pending approval of local requirements to more accurately reflect current practice.

Many local governments have responded to license applications by submitting a protest, pending a local government approval process, such as successfully obtaining a local land use permit, or clearing any local tax obligations.

The Marijuana Control Board will no longer automatically deny conditional protests with an "abeyance period." Instead, the Board will require compliance with the local government requirements as part of their approval. The AMCO director will be authorized to issue the license once the local government lifts their conditional protest (and all other approvals are received).

When this regulation becomes effective, if you submit a protest, it will be your responsibility to determine whether it is conditional or not. Please continue to include any relevant details that might be necessary or aid the Marijuana Control Board in evaluating the protest, and include any temporal expectations (if any) for fulfillment on which the board may determine "reasonable."

The regulations have also been updated to reflect the local government role in the license, transfer, and renewal processes, which also applies to endorsements, including for onsite consumption.

If you have any questions, please do not hesitate to contact the Alcohol and Marijuana Control Office.

Sincerely,

Jedediah Smith
AMCO Local Government Specialist
Jedediah.smith@alaska.gov
(907) 334-2195

3 AAC 306.060 Protest by local government (a) Not later than 60 days after the director sends notice of an application for a new marijuana establishment license, a new onsite consumption endorsement, renewal of a marijuana establishment license, renewal of an onsite consumption endorsement, license conversion, or transfer of a marijuana establishment license to another person, a local government may protest the application by sending the director and the applicant a written protest and the reasons for the protest. The director may not accept a protest received after the 60-day period. If the protest is a conditional protest, the board will require the applicant to show to the board's satisfaction that the requirements of the local government have been met before the director may issue the license. If the protest is not a conditional protest, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

(b) A local government may recommend that the board approve an application for a new license, a new onsite consumption endorsement, renewal of a license, renewal of an onsite consumption endorsement, license conversion, or transfer of a license to another person subject to a condition. The board will impose a condition a local government recommends unless the board finds the recommended condition is arbitrary, capricious, and unreasonable. If the board imposes a condition a local government recommends, the local government shall assume responsibility for monitoring compliance with the condition unless the board provides otherwise.

(c) If a local government determines that a marijuana establishment has violated a provision of AS 17.38, this chapter, or a condition the board has imposed on the licensee, the local government may notify the board. Unless the director finds that the local government's notice is arbitrary, capricious, and unreasonable, the director shall prepare the determination as an accusation against the licensee under AS 44.62.360 and conduct proceedings to resolve the matter as provided under 3 AAC 306.820.

(d) In this section,

(1) "local government" means each local government with jurisdiction over the licensed premises.

(2) "conditional protest" means a protest by a local government based on the local government's requirements that the applicant must meet before licensure, and that the applicant has not yet met but that the local government expects the applicant will be able to meet within a reasonable period of time.



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

February 27, 2019

City & Borough of Juneau

Attn: Beth McEwen

Via Email: beth.mcewen@juneau.org

Cc: City.Clerk@juneau.org

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Beverage Dispensary	License Number:	2844
Licensee:	Sandbar Inc		
Doing Business As:	The Sandbar		

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov