HERITAGE LAND BANK ADVISORY COMMISSION
Meeting
September 14, 2017, 11:30 a.m.
Permit & Development Center conference room 170
4700 Elmore Road, Anchorage, Alaska

Meeting Minutes

I. Call to Order

Commission Chair Trawver called the meeting to order at 11:30 a.m.

Commissioners Present:
Tim Trawver, Chair
Kati Capozzi, Vice-Chair
Jim Fredrick, Commissioner
Ryan Mae Lucas, Commissioner
Diana Stone Livingston, Commissioner
Wende Wilber, Commissioner

Staff Present:
Nicole Jones-Vogel, Land Management Officer
Kristy Despars, Land Management Officer
Tawny Klebesadel, Office Manager

Commissioners Absent:
Peggy Looney, Commissioner (Excused)

II. Approval of the September 14, 2017 Agenda and July 13, 2017 Meeting Minutes

Commissioner Jim Fredrick moved to approve the agenda as presented. The motion was seconded and approval of the agenda passed unanimously. Mr. Fredrick moved to approve the minutes of July 13, 2017, the motion was seconded and the item passed unanimously.

III. Director’s Report

Ms. Nicole Jones-Vogel presented the Director’s report in Robin Ward’s absence. Ms. Jones-Vogel provided a synopsis of the HLBAC Girdwood Retreat agenda in October and added that an MOA vehicle would be provided for transportation for the commissioners. We are proposing to work on the Plan update reviewing Chugiaek-Eagle River items by going to Eagle River Town Center for the November regularly scheduled meeting and then reviewing the Anchorage bowl and Hillside items and finalizing the Plan review of all of the regions at the Planetarium in December. We are requesting specific items from the commissioners to discuss ahead of time. Unless there are oppositions, we’d like to begin scheduling those meetings. Vice-Chair Kati Capozzi, representing Eagle River, stated she would like to be present but would be out of town. Ms. Jones-Vogel and Ms. Capozzi committed to ensuring no scheduling conflicts.

Ms. Jones-Vogel alluded to the copy of the appraisal for HLB Parcel 6-040 in the staff packets to review prior to the Girdwood Retreat in October. Because the 2016 Plan was postponed indefinitely, the item was not moved from the five-year Plan to the one-year Plan. Now that we have more information, we’d like to circle back and discuss this item. Mr. Fredrick requested clarification and Ms. Jones-Vogel confirmed this is for disposal. The Girdwood Industrial Park Subdivision improvements contract has been
signed and the notice to proceed will be issued pending Private Development approval. We are waiting on the pipe and light poles to be delivered prior to breaking ground; pavement of Bedrock Circle may occur in the spring. They plan to break ground in the next few weeks and plan to be substantially complete by the end of the construction season. The UAA student we had do a GIS presentation back in May assures us that we’ll get a link we can get out to you all for the GIS mapping update by tomorrow. We hope that you would review the material and provide comments. The data will be live and so we would like to keep that updated at all times. With the Director and commission approval we would like to make that public information.

We will have two HLBAC vacancies, Diana and Ryan, whose terms expire in October. The Mayor’s office has received applications for the Girdwood seat and the at-large seat. They’re being reviewed by the Mayor and we anticipate having Assembly documents for those appointments in the near future. There may be some delay and the Mayor’s office may be contacting commissioners whose terms are expiring in October to continue through October. We are hoping that we know who the new appointees are so that we can contact them to request attendance of the October Girdwood Retreat to have some continuity.

IV. Proposed Action Items and Public Hearings

a. **HLBAC Resolution 2017-06**: A Resolution recommending Assembly approval of the disposal by perpetual, non-exclusive, electrical easement to Matanuska Electric Association, Inc. within portions of HLB Parcels 1-007-C and 1-008, legally described as portions within Tract C 007 Subdivision (Plat 99-12) and N ¾ SE ¾ SW ¾ (less portion of W ¾ SE ¾) SEC 16 T15N R1W, in Chugiak, and amending the 2016 HLB Annual Work Program and 2017-2021 Five-Year Management Plan.

Kristy Despars provided the staff report for the disposal by perpetual, non-exclusive, electrical easement to MEA. In June 2017, the commission recommended Assembly approval of the disposal of HLB Parcel 1-007-C. This action will bring electricity to a property owner to the north. Watershed management was able to map the parcel and found no waterways. Our recommendation is to allow approval for the easement to MEA at fair market value. Chair Trawver inquired if there was an existing electrical easement in the area. Ms. Despars confirmed. Chair Trawver asked who we are trying to serve. Ms. Despars indicated we were serving the community, the public through the easement and also it benefits the HLB parcels by bringing access to power. Chair Trawver asked who was requesting it. Ms. Despars indicated the property owner. Commissioner Wende Wilber summarized this is a housekeeping item, there is existing power and the proposal is to extend it and that they couldn’t find the original documentation for the easement. Ms. Despars confirmed. Ms. Wilber added so this is for them to have access. Ms. Despars confirmed. **Tammy Simmons, MEA,** confirmed there is existing electrical facilities and that an extension is required to provide access to power for the abutting property owner. Chair Trawver opened up the public hearing. **Arianna Hess, representing the property owner,** we would greatly appreciate having access to power for this lot. We would like to build single family dwellings and the houses need power. Chair Trawver seeing no other persons present to provide testimony, closed the public hearing. Chair Trawver indicated existing and proposed easement areas on the map. Chair Trawver inquired if there was a buyer for HLB Parcel 1-007-C. Ms. Despars indicated there was not and the Broker’s Opinion of Value was being reviewed. Ms. Wilber asked if HLB Parcel 1-008 would benefit from access to power. Ms. Despars confirmed. Ms. Wilber moved to approve. The motion was seconded and passed unanimously.
b. HLBAC Resolution 2017-07: A Resolution recommending Assembly approval of the withdrawal and transfer of Alaska Railroad Corporation leased property also known as HLB Parcel 3-002 to the Real Estate Services general inventory, legally described as Parcel A SEC 9 T13N R3W, and amending the 2016 HLB Annual Work Program and 2017-2021 Five-Year Management Plan.

Ms. Jones-Vogel reported that HLB staff have been systematically going through all of our files and taking care of housekeeping items. This is a lease we’ve not been actively tracking and that was assigned to HLB. What we are requesting is to take this lease, which is on a parcel that the Municipality does not own, and move it into general real estate inventory. HLB generally only has properties in its inventory that MOA actually owns or is supposed to be getting it. This particular parcel is owned by the Alaska Railroad (ARR) and it was bisected when Reeve Boulevard went through. ARR gave a lease to Department of Natural Resources (DNR) for the parcel and then DNR assigned it to the Municipality. MOA has had it since 1987. The lease expires in 2034. In the early 1990s, the snow dump went in there and we transferred management authority to Street Maintenance. We’re not proposing to change any of that, we’re just proposing to remove it out of the HLB inventory. It will be used exactly how it is now; taking the runoff from the snow melt. The HLB mission is not to hold land that is owned by other entities. The proposal is really housekeeping in nature. Mr. Fredrick inquired that this parcel doesn’t have any other use than receiving the snow melt runoff. Ms. Jones-Vogel confirmed and stated we received a few comments on this action. One was with the relationship we have with ARR, but we can’t really provide a comment on that. One was to confirm that we had the Municipal Light and Power (ML&P) transmission line easement in place. We found out that they do. We also found out that the Ship Creek trail crosses a sliver on the northern side. The trail was built under an IGP, which we need to go back to the ARR to get that under an actual easement. We don’t have authority to enter into an Intra-Governmental Permit when we don’t have ownership of the parcel. We will be working with Parks & Recreation (P&R) and ARR on fixing that. The trail also extends on the west side of Reeve Blvd. as well. Staff recommends approval of this item and keeping it under management authority of Street Maintenance. Ms. Wilber asked if Real Estate Services would champion getting that trail easement. Ms. Jones-Vogel confirmed with a team effort with P&R and ML&P. ML&P and ARR have been alerted of this and working toward a resolution. We probably won’t be the champions necessarily, we think P&R and ML&P will be. But we will be on the sidelines shepherding it. Chair Trawver opened and closed the public hearing seeing no persons present to provide testimony. Ms. Wilber moved to approve. The motion was seconded and passed unanimously.

This motion: Passed 6-0

V. Persons or Items not on the Agenda

Seeing no persons present to provide testimony, Chair Trawver went on to commissioner comments.

VI. Commissioner Comments

Chair Trawver indicated he would be looking forward to the Girdwood Retreat at the Girdwood Community Center at noon. Vice-Chair Capozzi stated she would look at her calendar and work with staff
for the Eagle River Retreat schedule. Chair Trawver seeing no other commissioners wishing to provide comments, moved on to the next meeting.

VII. Next Meeting

The next regular scheduled commission meeting date will be at 4:00 p.m. Tuesday, October 10, 2017 at the Girdwood Library and Community Center, following an HLBAC retreat starting at noon in Girdwood.

VIII. Adjournment

Following the completion of business, Ms. Capozzi moved to adjourn. The motion was seconded and approved unanimously. The meeting was adjourned at 11:54 p.m.

PASSED and APPROVED on this, the 10th day of October, 2017.

[Signature]
Tim Trawver, Chair
Heritage Land Bank Advisory Commission

Respectfully submitted for the Heritage Land Bank Advisory Commission by:
Tawny Klebesadel, RED Office Manager

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