

CITY OF CRAIG
COUNCIL AGENDA
NOVEMBER 3, 2011
COUNCIL CHAMBERS 7:00 P.M.

ROLL CALL

Mayor Dennis Watson, Greg Head, Joni Kuntz, Jim See, Marge Young, Don Pierce and Mike Douville

CONSENT AGENDA

Items listed below will be enacted by one motion. If separate discussion is desired on an item, that item may be removed and placed on the regular meeting agenda

- The city council minutes of October 20, 2011

HEARING FROM THE PUBLIC

- Open for Public Comment

REPORTS FROM CITY OFFICIALS

Mayor
Administrator-written report
Aquatic Manager
City Clerk
City Planner
EMS Coordinator
Harbormaster
Library
Police Sergeant-written report
Public Works
Treasurer-Report on Sales Tax audits
Parks and Rec-written report

READING OF CORRESPONDENCE

- An invitation from the Community of Hydaburg, Celebrating 100 years

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

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UNFINISHED BUSINESS

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NEW BUSINESS

- Draft comments on Southeast Transportation Plan
- Bid on Carpet for the Fred G. Hamilton, Sr. Craig Seaplane Building

EXECUTIVE SESSION

- Matters which by law, municipal charter, or ordinance are required to be confidential – Evaluation of Craig Police Department Sergeant RJ Ely-
- Consider appointment of City of Craig Police Chief

ADJOURNMENT

CONSIDERATION OF RESOLUTIONS AND ORDINANCES CONTINUED

- **Ordinance No. 638**, Authorizing the city administrator to negotiate with Silver Bay Seafoods an amendment to the terms of a lease of city-owned property at Lot 2A, False Island Subdivision, was presented.

PIERCE/YOUNG: moved to adopt Ordinance No. 638. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

- **Ordinance No. 639**, Amending Chapter 4.30-Rules for Harbor- 4.30.010 Live-Aboard Policy, was presented.

PIERCE/HEAD: moved to adopt Ordinance No. 639. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

- **Ordinance No. 640**, An ordinance amending 15.12 Application for Sewer Service- 15.12.030-Deposits, was presented.

PIERCE/SEE: moved to adopt Ordinance No. 640. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

- **Ordinance No. 641**, An ordinance amending 15.32 Application for Water Service- 15.32.040-Deposits, was presented.

SEE/HEAD: moved to adopt Ordinance No. 641. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

UNFINISHED BUSINESS

Craig, North Water Main Project-Jon Bolling reported this is a non-action item. Jon would like to replace portions of the water line that are bad. Jon would like to leave the waterline that is in good shape where it is and replace only the ends of the waterline that are bad. Jon would like to work toward replacing 4700 feet of the Craig north line, from Tanner Crab subdivision toward the Marine Industrial Park. The water line south of Crab Creek is good. Jon will have public works do more potholing to see if the water line is okay.

NEW BUSINESS

- **Consider approval of draft lease with Viking Lumber wood drying equipment**-Jon stated the city council authorized Jon to negotiate a lease for wood-drying equipment with Viking Lumber. Jon spoke with Kirk and Bryce Dahlstrom as well as their attorneys and our attorneys about the lease. The lease requires Viking Lumber to lease the wood-drying equipment from the City of Craig at the lease payment schedule (shown on page one). Jon explained the payment schedule. The Alaska Energy Authority, who is providing most of the funding for the project, was clear that they wanted the public to have access to the wood drying equipment. Jon stated the benefit to the City of Craig, from this, is twofold. The city is entitled to a lease payment and the city will receive wood chips that are dried from the mill. Viking Lumber will be able to dry up to 11,000 tons of wood waste per year. The city will use 800 tons of dried wood waste a year for the boiler. Jon commented that Viking Lumber will have to manufacture their own wood storage areas. The wood chips the city needs for the boiler should have 25-35% moisture content to burn properly.

- **Consider approval of draft lease with Viking Lumber wood drying equipment continued-**

PIERCE/HEAD: moved to approve the attached lease agreement of wood drying equipment between the City of Craig and Viking Lumber Company. MOTION CARRIED UNANIMOUSLY

- **Sales Tax-Vehicle for Hire-discussion-**Jon Bolling commented that the staff is looking for direction from the council for when the taxicab should be charging City of Craig sales tax and when they shouldn't, based on where the trip begins and ends. If the taxi service starts or ends in Craig we get the sales tax. Island Ride Taxicab is going to be meeting with the city's auditor, Christine Harrington. Ms. Harrington will be in Craig on October 25th. The council would like to ask Christine what she wants. The council left things as is.

ADJOURNMENT

HEAD/SEE: moved to adjourn. MOTION CARRIED

The meeting adjourned at 7:38 P.M.

APPROVED _____

MAYOR DENNIS WATSON

ATTEST _____
VICKI HAMILTON, CITY CLERK

Craig Public Library Report October 2011

Dear Craig City Council and Mayor Watson

I apologize for my absence at tonight's City Council Meeting. I am at the Library this evening, November 3rd, along with Sandra Marker, CES Librarian, Barbara Schneider, CHS Librarian, and members of the community—all of whom welcome children's book author Tricia Brown to Craig. Ms Brown conducted a series of programs this morning and afternoon at Craig Elementary School. The author reception for her at the Craig Public Library is a chance for the community at large to meet and greet her.

October at the library has been busy. The library participated in the Harvest Festival on October 1st and raised \$165 for the book purchasing fund!

I traveled to Anchorage for an October 3rd meeting for the OWL Project (our Broadband) and met with Shane Southwick (Project Manager) and others on the statewide advisory committee of which I'm part. I also brought back our video conferencing equipment. Once the monitor arrives (slated for mid-November), Craig will join Fairbank's Noel Wein Library and Anchorage's Loussac Library as the first three libraries in the state linked video-conferencing wise.

On October 10th, I received a telephone call from Shane in Anchorage encouraging me to respond to a Bill and Melinda Gates Foundation Call for Stories for their upcoming documentary. I had not received the paperwork through the Foundation because of a change in email address (now corrected). Shane sent the paperwork. When I opened it, I was stunned to find my name (even spelled incorrectly, it was still my name) along with information I had imparted to Karen Perry (Senior Project Manager for the Foundation) at the ARSL Conference in Frisco, Texas in September! Craig Library was the "sample story" that went nationwide. I submitted the paperwork through the proper channels at 10am on Wednesday, October 12th. At 2:30pm that day, I was on the telephone with the production company. I informed them that City Administrator Jon Bolling would be the one who could give final clearance for the project on our end, and talked to Jon about the City's requirements for participation. I received another phone call from the production company on the 21st, and when I inquired about our status, I was told, "Oh, of course you are." So, I suppose that The Bill and Melinda Gates Foundation has chosen the Craig Public Library as one of eight

(8) sites across the U.S. that they will feature in their documentary.

On October 13th, we participated (late, because of weather) in International Observe the Moon Night. Originally scheduled on October 8th, we had to change the date because it was blowing about 40mph and we couldn't actually SEE the moon. We had 14 people come out to the Ball Field on the 13th at around 8pm. Cloud cover was sporadic and we weren't very hopeful. I used the occasion to Tweet-Up to the Lunar and Planetary Institute through the #moonnight search function. At around 8:45pm, the moon cleared Sunnahae and the clouds actually PARTED. We used the high-powered binocular set-up donated by the Lunar and Planetary Institute and NASA to look at the moon (and anything else we could see). We had a great time. I brought out my Coleman stove and we heated up water and had hot chocolate. There was talk of starting an Astronomy Club with the kids. Everyone had a great time. (*whew* So happy the weather cooperated!)

I traveled to Ketchikan on October 19th to meet with the Governing Board of the Ruben Crossett Fund. In the past, the library has applied for and received money from the Crossett Grant for a variety of early literacy programs—including our Lapsit Bag Program that continues to be popular with the families of infants, toddlers, and preschoolers. I attended the meeting primarily to thank the board for their past support of Craig Library's Programs as well as feel out their intentions for continued support. The fund has suffered some setbacks, and will not be in a position to grant further financial support until February 2012. There was also talk of changing the fund's primary focus. I made the case for literacy as imperative to children's overall wellness and as a barometer for success not just in school, but in life overall. Apparently, it was a good speech because the fund's Treasurer, at the end of the meeting, shook my hand, smiled, and said, "Whatever you need." I'll be using the time between now and February 1, 2012 to identify just what those literacy needs for the Craig Public Library entail. After the meeting, I was able to meet and talk with Dorothy Smith, librarian in Kasaan, who also attended the meeting. We discussed strategies for working together on a number of projects.

The Craig Library Association and I met on Saturday, the 22nd to put together the newest book order based on their suggestions, patron requests, and suggestions from outside sources (Booklist, etc. and other resources we consult). Also on the 22nd, Victoria

and I hosted the first of our monthly Scrabble Tournaments at 6pm at the Rec Center. We had a turnout of enthusiastic Scrabble and Bananagrams players, and everyone had fun. This is a monthly event, and we'll be doing it again in November.

The Library is also conducting a Quilt Raffle under the City's Permit. Michelle Harden generously donated a hand-pieced, hand-stitched full-size quilt to the library to be raffled in support of our book purchasing and children's programs! Tickets are \$1 each and are currently only available at the library, but I'm working on having them available in other places. The drawing will be December 10th at noon at the Holiday Bazaar. If you get a chance to come up to the library and see the quilt on display, please do so. It really is beautiful.

I'm writing this beforehand, but the library also conducted (crossed fingers) to great acclaim (crossed toes): The Toddler/Preschool Halloween Party on October 28th, an Indie Filmmaker Zombie Film Festival (Ages 17 and up) after the Haunted House at 9pm, also on the 28th, worked cooperatively with Parks & Rec on the Halloween Party the evening of the 29th, and held a *Goosebumps*-a-thon for the kids from 1-4pm at the Rec Center on October 31st! (FREE POPCORN!) The start of National Novel Writing Month means a series of Come Write In Programs beginning with the one on November 1st (7-9pm), and then the author visit this evening in cooperation with the Craig Schools Librarians and the Craig PTSA (November 3rd .. there might still be finger food after the City Council Meeting if you'd like to come up here for it).

I will be gone November 7th - 16th to San Francisco to assist with a family matter. During my absence, Barb, Haley Anderson, and Debbie Hagen will provide coverage for the library. As always, evening hours are subject to volunteer availability.

Thank you for your continued support and for allowing me to be the best librarian I am able to be for the people of the City of Craig.

**CITY OF CRAIG
MEMORANDUM**



Date: October 27th, 2011
To: Honorable Dennis Watson, Craig City Council
Fr: Sgt. RJ Ely, Acting Police Chief
Re: Staff Report

RJ Ely

ACTIVITY

Activity for month of September. Dispatch Center took the following amount of calls for service;

Craig	780
Klawock	270
AST	33

Activity for month of October, up to the 26th day of 2011

Craig	716
Klawock	262
AST	18

DEPARTMENT OF MOTOR VICHILES

Steps are in place to obtain a computer system, from DMV, which will be set up in DMV section of Police Department. This will allow people wanting to taken written tests, to do so, without having to have hard copy print out from the dispatch center. This will speed up this area of DMV and save on expenses.

DISPATCHER(S)

Arletha Melton is about half way through her training and progressing well.

Jody Aldred has verbally advised that she plans on retiring in September of 2012.

OFFICER(S)

A S.A.R.T. (Sexual Assault Response Team) has been formed on Prince of Whales Island. Currently a PA-C from A.R.M.C. is getting certified. Two State Troopers are presently certified, one Klawock Office has prior training and Ofc. Medina is set to attend training in Ketchikan; first week of November. I've obtained a Scholarship for Ofc. Medina to attend this training.

Ofc. Hoyt Stepp is scheduled to attend the two week re-cert academy in Sitka; January 2012.



October 27, 2011

To: Mayor and City Council

From: Joyce Mason, Treasurer *JM*

RE: Sales Tax Audits

This fall we have continued the sales tax audits of local businesses. Thirty-one businesses were randomly chosen for audits. Christine Harrington, CPA interviewed fourteen businesses in during our financial audit. We received information from another thirteen businesses that I was able to compare to amounts reported on the sales tax reports. The remaining four businesses I am working with to receive requested information.

These audits have been quite interesting. The biggest problem is the exemptions. The businesses do not understand what is exempt and what is not. Seniors exemptions are being used for business sales, out of town sales are confusing, and the exemption sheets do not equal the amounts reported. I will be working with the businesses to clarify these issues. We plan to continue the audits in the future and all businesses will hopefully be examined in the next five years.

Craig Recreation Report; October, 2011
Dear Craig City Council and Mayor Watson,

I apologize for missing the City Council Meeting. I am taking advantage of a training trip and chance to chaperone a Craig High School student to leadership training in Anchorage. As you know, I am working very part time for the Craig School District as the Community Engagement advocate. It is a job that fits well with what I do as the recreation department. I have worked closely with Craig City Department heads Amy Marshall and Chaundell Piburn to expand the recreation opportunities offered. I would like to update you on my recent and ongoing activities. I will be back on Tuesday, I am taking Sunday and Mondays as my weekends for now.

Regular Activities: I send in a press release to Island News every Tuesday, and to Craig Cable, update the pow event calendar on shutterfly, keep the Craig Recreation and POW sites on facebook updated with recreation activities. Write, interview and record the Recreation Report for KRBD every Friday at 8:45pm. My work phone number -826-2575 is forwarded to my work cellphone-401-1262 so I am available to the public most of the time to answer questions. I try to keep my posters updated and the community informed about activities and upcoming events. I am always on the lookout for new ideas, new teachers and new classes. I open the gym for volleyball and try to keep the rec center cleaned up for rentals and the weekly use by Civil Air Patrol. I would like to thank Daniel Nelson for opening the Rec Center on Saturday evenings the past months. Daniel is in the POW Players fall production, so I am adding activities as my schedule allows and there is demand. I will be helping set the schedule Out in the Rain, community activities that get people out enjoying our beautiful area-even in the rain. I also attended the Interagency Meeting, POW Visitors Meeting, Craig 4th of July Meeting, Craig School Board Meeting, Asset Training in Anchorage, met with Amy Marshall and Troy Thain- of my advisory board to plan activities.

Ongoing Activities:

NEW CLASS: Video Aerobics Weekday mornings at 9:30 at the Craig City gym, this is a **tot friendly** program for \$2 join us for Insanity.

Parent Tot time is a weekday program from 10:30 to 12:30. At the Craig City Gym, Friday is the most popular day following preschool story time at the Craig Public Library at 10.

Open Gym for Volleyball is held at 7:00 on Tuesday and Thursdays for \$1 admission. Must be 14 or a HS Freshman to play.

Skating Fridays at 7 and have added afterschool Skate Tuesday on afternoons at 3pm. \$1 to get in and \$2 to rent skates or blades.

October 28th there will be a costume skate following the CMS Carnival from 5 to 7.

Saturday gymnastics every until November 12 there are, but you can start anytime. 4 year olds at 2:30, 5 to 7 at 3 and 3:45 ages 8 and up, cost is \$5 each for this 6 week session for \$25 Julie McDonald is our volunteer instructor.

Island Hoppers Jump rope for all kids up to 5th Grade meet Saturdays at the City gym at 5:00pm, and in Klawock on Saturdays at 3pm. Wanda Isaacs is the volunteer coach. \$2 per class

Craig Parks & Recreation Halloween Events:

Oct. 28 **Halloween skating** and costume party at the City Gym Friday, 7pm

Oct. 28th **Zombie Shorts Marathon!** Must be 17 at 9pm Craig Rec Center With the Craig Library!

Oct. 29 **Halloween party** on at the Craig Y/Rec Center, 7pm,

Oct. 31 **Goosebumps marathon** at the Craig Y/Rec Center;

No School for Students in Craig! With Tim Marshall!

Upcoming events: November 8 Craig 4th of July meeting 6pm

Craig Rec Center. Craig Fall Bazaar, November 26th and Craig Holiday Bazaar, December 10th Craig City Gym 10-4 sign up at Craig City Hall. One of the Craig High School groups will help with set up and clean up and share the profits.

Past Events: October 14 Schools out! Fun at the Craig Rec Center- crafts, snacks and Halloween Town Movie!

September 17 and then on October 15th ISwap Meet! were a huge success! Back in January with this popular community event.

October 22, Craig Recreation Center Scrabble, Chess and Cribbage and Game night! Started at 6pm. Amy Marshall and 6 others played.

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YOU ARE INVITED

to the

HYDABURG
CENTENNIAL
CELEBRATION

Saturday, November 26, 2011

Totem Pole Raising at 12 o'clock pm

Celebration Dinner Begins at 4 o'clock pm

Dinner will be held at the

Hydaburg Memorial


Gymnasium

Celebrating 100 Years



October 27, 2011

To: Mayor and City Council


From: Joyce Mason, Treasurer 

RE: Carpet Bid

In this year's operating budget the replacement of the carpet at the Fred Hamilton, Sr. Seaplane Building was estimated at \$3000. We received a bid from Dale's Floor Covering for \$5400 for discontinued line of modular carpet. If we install rolled carpet (like what is used in the council chambers) it will be closer to \$7500. The staff is requesting the authority to replace the carpet in the Fred Hamilton, Sr. Seaplane building not to exceed \$8000. I will work with Dale's flooring to find other specials to stay within this guideline.

Recommendation: Motion to authorize city staff to replace the carpet in the Fred Hamilton, Sr. Seaplane building not to exceed \$8000.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator 
Date: October 26, 2011
RE: Executive Session at City Council Meeting of November 3, 2011

As the council is aware, its November 3, 2011 agenda includes an executive session.

Section 44.62.310 of Alaska Statutes allows for public bodies to meet in executive session to discuss a narrow range of topics. Among the range of executive session topics are personnel matters that by function of law or ordinance are confidential. This is the case regarding the November 3 executive session regarding Craig Police Department Sergeant RJ Ely and the City of Craig Police Chief position that becomes vacant on November 1, 2011.

I met with Sgt. Ely recently and informed him of the mayor and council's wish to meet with him in executive session. Sgt. Ely has agreed to the closed meeting.

According to state statute, the council may convene an executive session by approving a motion to do so in the open portion of the meeting. The closed session follows the approving vote. Statutes prohibit taking any action in executive session except to give direction to an attorney or negotiator regarding a specific legal matter or labor negotiations. However the council may freely discuss the executive session topic. If the council wishes to take an action based on the discussion in the executive session, it must adjourn from the executive session back into the open session and then make any motion it may choose to make.

Recommendation

That the city council convene an executive session to discuss the pending police chief vacancy.

Recommended motion: I move to convene into executive session to discuss matters which by law, municipal charter, or ordinance are required to be confidential – Evaluation of Craig Police Department Sergeant RJ Ely.