

CITY OF CRAIG
COUNCIL AGENDA
THURSDAY, JUNE 2, 2011
COUNCIL CHAMBERS 7:00 P.M.

ROLL CALL

Mayor Millie Schoonover, 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

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HEARING FROM THE PUBLIC

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REPORTS FROM CITY OFFICIALS

- Mayor
- Administrator
- Treasurer
- Aquatic Manager
- City Clerk
- City Planner
- Harbormaster
- Police Chief
- Public Works
- Parks and Rec

READING OF CORRESPONDENCE

- Catholic Community Service, January – March 2011 Report

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Craig Ordinance 632, City of Craig FY2012 Operating Budget
- Resolution 11-08, Revision of Harbor Rate Structure
- Resolution 11-09, Setting 2011 Property Tax Mill Rate

UNFINISHED BUSINESS

- Final Terms of Sales Agreement – Land Trade With Fred Ensign

NEW BUSINESS

-

ADJOURNMENT



Dignity • Care • Compassion

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April 30, 2011

Mr. Jon Bolling
City Administrator
City of Craig
P O Box 725
Craig, AK 99921

Dear Mr. Bolling:

A copy of the Quarterly Expenditure Report for Southeast Senior Services' Craig/Klawock Program is enclosed. The report covers the period from January 1, 2011 through March 31, 2011.

The following services were provided during the third quarter of Fiscal Year (FY) 2011:

- * 48 individuals received 1,690 home-delivered meals.
- * 47 individuals received 854 congregate meals.
- * 31 individuals received 701 unassisted rides.
- * 12 individuals received 228 assisted rides.
- * 33 individuals received 86.5 hours of driver's homemaker services.
- * 2 individuals received 64 hours of Caregiver Support homemaker services.

On behalf of Craig/Klawock seniors, I would like to thank you for your continued support of the Craig/Klawock Senior Program.

Sincerely,

Rosemary Hagevig
Executive Director

RH/hi

Enclosures



029 20-02 Craig/Klawock

Fiscal Year 2011

Description	3rd Quarter Actual	Year to date Actual
4001 T3 NSIP	\$ 486.21	\$ 1,540.71
4033 T3 Nutrition & Transporta	\$ 13,923.45	\$ 41,770.35
4100 City of Craig	\$ 916.27	\$ 2,748.77
4364 Title VI-Care Giver Suppc	\$ 3,960.93	\$ 11,882.79
4365 Title VI-NTS	\$ 20,915.94	\$ 62,784.90
4369 Title VI-NSIP	\$ 473.76	\$ 1,420.50
4410 Congregate Meal Contr-C	\$ -	\$ 316.50
4411 Congregate Meal Contr-U	\$ 96.00	\$ 207.00
4412 Home Deliv Meal Contr-C	\$ -	\$ 15.00
4414 Transportation Contr-Ove	\$ 45.75	\$ 431.25
4553 Medicaid	\$ 5,549.75	\$ 15,432.43
4600 In-Kind Revenue	\$ 972.00	\$ 2,916.00
4990 Miscellaneous Revenue	\$ -	\$ 4,200.00
Total Revenue	\$ 47,340.06	\$ 145,666.20
6110 Salaries & Wages Expens	\$ 23,417.36	\$ 66,513.84
6115 Substitute Wages Expens	\$ 5,695.44	\$ 12,429.70
6120 Payroll Taxes & Benefits	\$ 8,352.75	\$ 25,591.10
6220 Staff Travel & Training	\$ -	\$ 94.09
6310 Facility Rent	\$ 1,755.00	\$ 4,765.00
6311 In-Kind Rent	\$ 972.00	\$ 2,916.00
6320 Phone Service Charges	\$ 552.97	\$ 1,424.27
6410 Office Supplies	\$ -	\$ 3.29
6420 Postage	\$ 138.76	\$ 163.16
6440 Vehicle Supplies	\$ -	\$ -
6450 Program Supplies	\$ 82.05	\$ 930.90
6470 Household Supplies	\$ 763.29	\$ 1,575.59
6475 Home Delivery Containers	\$ -	\$ 3,815.90
6480 Raw Food	\$ 7,710.55	\$ 26,150.57
6485 Fundraising	\$ -	\$ -
6490 Gas & Oil	\$ 1,887.80	\$ 5,357.26
6510 Vehicle Repair	\$ 654.89	\$ 966.89
6610 Professional Services	\$ -	\$ -
6620 Vehicle Insurance	\$ (39.28)	\$ 357.58
6630 Property & Liability Insura	\$ 79.08	\$ 263.52
Total Expenditure	\$ 52,022.66	\$ 153,318.66
Excess Revenues over (under)	\$ (4,682.60)	\$ (7,652.46)

CITY OF CRAIG
MEMORANDUM

To: City Council
From: Joyce Mason, Treasurer
Date: May 26, 2011
Re: Ordinance No. 632

Attached is Ordinance No. 632. The ordinance adopts the fiscal year 2012 operating budget for the City of Craig.

Please accept the memo I enclosed with the budget document for the May 24, 2011 meeting. The budget stands as presented at that meeting.

Recommendation

Approve second reading of Ordinance No. 632 at the June 2, 2010 meeting.

City of Craig Memorandum

To: City Mayor & City Council
From: Joyce Mason, Treasurer
Date: May 26, 2011
RE: Harbor Rates

As you are aware during the budget process the staff evaluates the rate for the city's services. This year the harbor committee requested the vessel assist fee increase from \$30.00 to \$100.00 an hour. The committee also agreed to the Harbormaster's request to reduce the transient electric power after the first fifteen days of the month. The current rate for 30 amp hook up is \$8.00 a day. The new rate will be \$8.00 for the first 15 days and \$5.00 the last 15 days of the month. The boat storage at the JT Brown yard has been changed to 16 cents per foot per day for the first eight weeks and 29 cents per foot per day from eight weeks to one year. After one year the rates doubles to 58 cents per foot per day. A sample rate schedule for storage is enclosed. All other rates for harbor services remain the same as was adopted with previous resolutions. The rates are detailed in attachment A of the resolution.

Recommendation: Moved to accept resolution 11-08, 2011 Harbor Rates.

CITY OF CRAIG

RESOLUTION 11-08

ADOPTING HARBOR RATES

WHEREAS, the City of Craig owns, operates, and maintains North Cove, South Cove, City Dock and float, False Island Dock, False Island launch ramp and public facilities, the Harbormaster Office and public facilities and harbor equipment; and

WHEREAS, the cost of operation and maintenance of these facilities continues to increase and now exceeds the revenue generated; and

WHEREAS, the Harbor Department is an enterprise fund within the City government and should strive to be a self-sustaining fund; and

WHEREAS, the Craig Harbor Advisory Committee has considered and passed a motion in support of the proposed rate changes.

THEREFORE BE IT RESOLVED THAT the City of Craig council approves the harbor service rates as stated in the attachment A, effective July 1, 2011.

APPROVED _____

MAYOR MILLIE SCHOONOVER

ATTEST _____
VICKI HAMILTON, CITY CLERK

Harbor Use Fee Schedule

Resolution 11-08

June 3, 2011

Boat Trailer Rental	1st Day	\$	50.00
Boat Trailer Rental	2nd & thereafter		25.00
Grid Use	per day		15.00
Pressure Washer	per hour		20.00
Vessel Assist by harbor crew	per hour		100.00
Wash Down			10.00
Tarp Rental			10.00
Outside Storage	per month		25.00
Container Rental	per month		50.00
Freezer Van Rental -35' included electricity	per month		35.00
Regular Van - 25'	per month		25.00
Boat and trailer storage - up to 25'	per month		10.00
Boat and trailer storage - 25' and up'	per month		20.00
Haul out with up to 3 days storage	per foot		10.00
Boat Storage after three days haul out up to 56 days	per foot per day		0.16
Boat Storage after 56 days	per foot per day		0.29
Boat Storage after one year	per foot per day		0.58
Freezer Storage at Ice House	per week		10.00
Freezer Storage at Ice House	per month		30.00
Freezer Storage at Ice House	per six month		120.00
Crane Usage	per 1/2 hour		15.00
Crane Usage	per hour		30.00
Wharfage Fee to off load product			
First 20,000 lbs.	0.005		100.00
2nd 20,000	0.0025		50.00
Over 40,000 lbs.	0.001925		77.00
Ice Sales	per ton		80.00
Live-aboard fee	per month		50.00
Daily transient moorage rates per Boat length			
0' to 20'	per day		7.50
21' to 30'	per day		11.25
31' to 40'	per day		15.00
41' to 50'	per day		18.75
51' to 60'	per day		22.50
61' to 70'	per day		26.25
71' to 80'	per day		30.00
81' to 90'	per day		36.25

Harbor Use Fee Schedule

Resolution 11-08

June 3, 2011

91' to 100'	per day	45.00
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Daily transient moorage rates per Boat length

101' to 110'	per day	60.00
111' to 120'	per day	75.00
121' to 130'	per day	90.00
131' to 140'	per day	105.00
141' to 150'	per day	120.00
151' to 160'	per day	135.00
161' and up	rate increases \$15 for each 10 feet of boat length	

Transient Electrical Power

20 amp 120v	1st 15 days of the month	\$5.00
20 amp 120v	2nd 15 days of month	\$3.00
30 amp 120v	1st 15 days of the month	\$8.00
30 amp 120v	2nd 15 days of month	\$5.00
50 amp single phase	1st 15 days of the month	\$10.00
50 amp single phase	2nd 15 days of month	\$7.00
50 amp 3 phase		\$30.00
100 amp 3 phase		\$50.00

City of Craig
 Boat Storage at JT Brown Park

Per Day	3-56 days	57-365 days	Over 365 days
Per Foot	0.16	0.29	0.58

Per Month		
0.16	0.29	0.58

15	2.40	4.35	8.70	72.00	130.50	261.00
16	2.56	4.64	9.28	76.80	139.20	278.40
17	2.72	4.93	9.86	81.60	147.90	295.80
18	2.88	5.22	10.44	86.40	156.60	313.20
19	3.04	5.51	11.02	91.20	165.30	330.60
20	3.20	5.80	11.60	96.00	174.00	348.00
21	3.36	6.09	12.18	100.80	182.70	365.40
22	3.52	6.38	12.76	105.60	191.40	382.80
23	3.68	6.67	13.34	110.40	200.10	400.20
24	3.84	6.96	13.92	115.20	208.80	417.60
25	4.00	7.25	14.50	120.00	217.50	435.00
26	4.16	7.54	15.08	124.80	226.20	452.40
27	4.32	7.83	15.66	129.60	234.90	469.80
28	4.48	8.12	16.24	134.40	243.60	487.20
29	4.64	8.41	16.82	139.20	252.30	504.60
30	4.80	8.70	17.40	144.00	261.00	522.00
31	4.96	8.99	17.98	148.80	269.70	539.40
32	5.12	9.28	18.56	153.60	278.40	556.80
33	5.28	9.57	19.14	158.40	287.10	574.20
34	5.44	9.86	19.72	163.20	295.80	591.60
35	5.60	10.15	20.30	168.00	304.50	609.00
36	5.76	10.44	20.88	172.80	313.20	626.40
37	5.92	10.73	21.46	177.60	321.90	643.80
38	6.08	11.02	22.04	182.40	330.60	661.20
39	6.24	11.31	22.62	187.20	339.30	678.60
40	6.40	11.60	23.20	192.00	348.00	696.00
41	6.56	11.89	23.78	196.80	356.70	713.40
42	6.72	12.18	24.36	201.60	365.40	730.80
43	6.88	12.47	24.94	206.40	374.10	748.20
44	7.04	12.76	25.52	211.20	382.80	765.60
45	7.20	13.05	26.10	216.00	391.50	783.00
46	7.36	13.34	26.68	220.80	400.20	800.40
47	7.52	13.63	27.26	225.60	408.90	817.80
48	7.68	13.92	27.84	230.40	417.60	835.20
49	7.84	14.21	28.42	235.20	426.30	852.60
50	8.00	14.50	29.00	240.00	435.00	870.00

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: January 27, 2011
RE: Resolution 11-09

Attached you will find Resolution 11-09. The resolution sets the mill rate at six mils for calendar year 2011.

As the council is aware from the proposed Fiscal Year 2012 budget ordinance, the six mil rate will produce approximately \$515,000 in property tax revenues in 2011. The rate remains unchanged from last year, and unchanged from at least the past twenty years.

Recommendation

Adopt Resolution 11-09.

CITY OF CRAIG

RESOLUTION NO. 11-09

SETTING MIL LEVY AT 6 MILS FOR 2011

WHEREAS, the Council for the City of Craig exercises its power to assess, levy and collect a general property tax.

THEREFORE BE IT RESOLVED that the Council for the City of Craig, Alaska:

1. Set the mill levy for 2011 at 6 mils.
2. That the property taxes for the year 2011 become delinquent after September 30, 2011 unless one half the taxes have been paid by that date then they become delinquent after December 31, 2011.

APPROVED _____

MAYOR MILLIE SCHOONOVER

ATTEST: _____
VICKI HAMILTON, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: Brian Templin, City Planner
Date: May 26, 2011
RE: Trade/Sale of Lots 9 and 10A, Crab Cove Heights Subdivision and Lot 6, Park Place Subdivision between the City of Craig and Mr. Fred Ensign

At its regular meeting on April 17, 2011 the Craig City Council approved Ordinance 630 which authorized the City Administrator to negotiate the trade/sale of two parcels of city owned property, particularly Lots 9 and 10A, Crab Cove Heights to Mr. Fred Ensign. Part of the arrangement approved included a trade of a parcel that Mr. Ensign owns (Lot 6, Park Place Subdivision) as part of the purchase. The ordinance approved negotiations with Mr. Ensign to create an equal value exchange. The adjacent landowner of the city owned parcels is New Hope Baptist Church and it is intended that one of the lots will be used as a parking area for the church and the other lot will be used for residential development. While there is not a current plan in place, the city has discussed the potential of locating some fire equipment more centrally in town and Lot 6, Park Place Subdivision might be used for that purpose.

Mr. Ensign hired Julie Dineen, MAI to prepare an appraisal of the three subject properties. The appraisal values each of the residential lots (approximately 12,000 square feet each) at \$33,000 for a total of \$66,000 of city owned property. Ms. Dineen values Lot 6, Park Place Subdivision at \$65,000. After reviewing the appraisal, staff feels that the appraised value of the city owned residential parcels is low. Using the sale of the adjacent lot to New Hope Baptist in identical condition in 2000 for \$30,000 and adjusting that sale value by the 10% assessment trending adjustments to residential property in 2007 and 2009 would establish a lot value of \$36,300 (\$72,600 for both lots). Mr. Ensign has agreed to pay the higher value of those two lots.

If the council accepts the appraised values as the sale price then Mr. Ensign would also make a cash payment to the city of \$7,660 to cover the price difference and the cost of recording the resulting deeds.

As the owner of the lots the city still has responsibility to put in the road and utilities. Staff will work to have those utilities designed and installed within the next 24 months using the Land Development Fund. An extension of the road and utilities will also serve five additional lots along that street that the city owns.

As with other land sales that the city has conducted, all proceeds from the sale of the property should be held in the city's Land Development Fund for real property purchase, development or debt repayment.

Recommendation: That the Craig City Council approve the terms of the sale/trade of city owned Lots 9 and 10A, Crab Cove Heights Subdivision to Mr. Fred Ensign in exchange for his interest in Lot 6, Park Place Subdivision and payment of \$7,660 and that the proceeds of the sale are placed in Craig's Land Development Fund.

Sales Agreement
Lots 9 and 10-A, Crab Cove Heights Subdivision (Tract Tract A, ANCSA 14c3 Conveyance Parcel) from the City of Craig, Alaska to Mr. Fred Ensign AND Lot 6, Park Place Subdivision (Tract 5, USS 2611) from Mr. Fred Ensign to the City of Craig, Alaska

The City of Craig (hereinafter “city”) agrees to transfer interest in Lots 9 and 10A, Crab Cove Heights Subdivision (Tract A, ANCSA 14c3, Plats 94-14 and 2000-05, Ketchikan Recording District) to Mr. Fred Ensign (hereinafter “purchaser”). Purchaser agrees to transfer interest in Lot 6, park Place Subdivision (Tract 5, USS 2611) and payment as described below as full payment for city’s interest in Lots 9 and 10A.

Upon full payment and execution of a quit claim deed for Lot 6, Park Place Subdivision, the city agrees to transfer the above referenced parcels to Mr. Fred Ensign for a total of \$72,660 (seventy-two thousand six hundred and sixty dollars and no cents). Purchase price includes value of the property (\$72,600 as determined by city staff), and recording cost (\$60). Full payment will be made by transfer of Mr. Ensign’s interest in Lot 6, Park Place Subdivision to the city (\$65,000 as determined by a current appraisal) and cash payment of the \$7,660.00 balance. Upon receipt of full payment, the property will be transferred by Quit Claim Deeds pending the following provisions:

1. Final sales terms and conditions are approved by the Craig city council.
2. Full payment is made to the City of Craig no later than ninety (90) days after approval of final terms by the Craig City Council. If full payment is not made within this period this agreement shall be void.
3. There are no outstanding exceptions or clouds to the title of Lot 6, Park Place Subdivision.
4. Purshaser agrees to abide by all municipal zoning laws and subdivision covenants in regards to the property shown above.
5. City agrees to install roads and utility mains to the subdivision within 24 months of this agreement. Purchaser is responsible for all service connections and property access.

Signed: Mr. Fred Ensign

Date

Dated this ____ day of _____, 2011.

By: _____
Jon Bolling, City of Craig, Alaska

State of Alaska)
) ss.
First Judicial District)

The foregoing instrument was acknowledged before me this _____ day of _____, 2011 by City Administrator Jon Bolling, City of Craig, Alaska.

Notary Public in and for Alaska
My Commission expires: _____

Dated this ____ day of _____, 2011.

By: _____
Matthew Houser

State of Alaska)
) ss.
First Judicial District)

The foregoing instrument was acknowledged before me this _____ day of _____, 2011 by Mr. Fred Ensign.

Notary Public in and for Alaska
My Commission expires: _____