

**CITY OF CRAIG
COUNCIL AGENDA
MARCH 5, 2020
COUNCIL CHAMBERS 7:00 PM**

ROLL CALL

Mayor Tim O'Connor, Dave Creighton, Hannah Bazinet, Jim See, Julie McDonald, Michael Kampnich, Chanel McKinley

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.

- 1) City Council Meeting Minutes of February 20, 2020

HEARING FROM THE PUBLIC

- Open for public comment
- Resolution 20-05, Setting Rate for Request for Public Records

REPORTS FROM CITY OFFICIALS

- Mayor
- Administrator
- Treasurer
- Aquatic Manager
- City Clerk
- City Planner
- Fire/EMS Coordinator
- Harbormaster
- Library
- Police Chief
- Public Works
- Parks and Rec
- Parks and Public Facilities

READING OF CORRESPONDENCE

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 20-05, Setting Rate for Request for Public Records

UNFINISHED BUSINESS

- Update on Port St. Nicholas Road Fee Litigation
- Summary of Meeting with US Army Corps of Engineers

NEW BUSINESS

COUNCIL COMMENTS

ADJOURNMENT

CITY OF CRAIG
COUNCIL MEETING
THURSDAY FEBRUARY 20, 2019

ROLL CALL

Mayor Tim O'Connor called the meeting to order at 7:00 p.m. and the roll was taken. Present were Michael Kampnich, Hannah Bazinet, Jim See, and Julie McDonald. Yet to arrive were, Dave Creighton. Absent excused were Chanel McKinley

Staff present: Jon Bolling, City Administrator; Jillian Carl, City Clerk; Brian Templin, City Planner; Chaundell Piburn, EMS Coordinator; Doug Ward, Parks and Public Facilities.

Audience present: Ronnie Barcak, Brandee Ketchum, Joey Sparaga, Markos Scheer

CONSENT AGENDA

1. City Council Meeting Minutes of February 20, 2020

KAMPNICH/SEE

move to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

- **Open for Public Comment**
- **Second Reading: Ordinance 724, Changing of Zoning from Residential to Commercial (Tongass Electric)**

No public comments were made.

READING OF CORRESPONDENCE

- 1. Letter from US Department of Agriculture re: Tongass National Forest Timber Program**
- 2. Letter from Southeast Senior Services**
- 3. Population Determination for FY2020**
- 4. Letter from Sen. Lisa Murkowski re: Designation of Critical Habitat for Humpback Whales**
- 5. Letter from Sen. Sullivan re: Designation of Critical Habitat for Humpback Whales**
- 6. Alaska Permanet Capital Management (January)**

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Ordinance 724, Change of Zoning from Residential to Commercial (Tongass Electric)

KAMPNICH/BAZINET

move approve Ordinance 724

MOTION CARRIED UNANIMOUSLY

2. Consider Award of Contract, Seafood Outfall As-Built

CREIGHTON/MCDONALD

move to reject all bids for the Seafood Outfall As-Built Survey and to direct staff to award a contract with R&M Engineering to verify existing data and complete an as-built survey for an amount not to exceed \$7,220
MOTION CARRIED UNANIMOUSLY

COUNCIL COMMENT

Jim See would like to change our public records request fee to a higher amount so it will cover the cost of an employee filling the request. Jim See suggested raising the hourly rate from \$10 to an average hourly rate of the staff in City Hall.

Michael Kampnich suggested that we put up on our website that Richard Trojan is still recycling cans.

ADJOURNMENT

KAMPNICH/SEE

move to adjourn at 8:21p.m.
MOTION CARRIED UNANIMOUSLY

APPROVED on the 20th of February 2020

MAYOR TIMOTHY O'CONNOR

ATTEST _____
JILLIANCARL, CITYCLERK

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: February 27, 2020
RE: March Staff Report

1. Remote Seller Sales Tax Project

I did not travel to Juneau as expected in February. I still intend to meet with staff from AML and bring to the council a recommendation on whether to join the league's remote sales tax program.

2. Access Easement to WWTP

The easement is signed and in effect.

3. Mariculture Site at Doyle Bay

The site is seeing kelp growth on their grow-out lines at the mariculture site. The company operating the site plans its first harvest this spring/early summer.

4. PSN King Salmon Hatchery

The council will recall that it directed staff to work out an agreement with SSRAA on the association's assumption of all operations at the PSN hatchery site. I met via telephone with SSRAA staff and passed on the recommendations discussed at the council's February 20 meeting. I expect to hear back from SSRAA very soon.

5. FY 2021 Draft Budget

Work on the FY 2021 fiscal year's budget is coming along slowly, due primarily to my changing schedule, and due to my battling an illness this past week. City Treasurer Sheri Purser and I have met with most of the departments so far, and have three additional departmental meeting set up for the week of March 2.

6. Aquatic Center Project

Dawson Construction plans to conduct a walk-through of the Craig Aquatic Center on March 4 in preparation for the pool basin maintenance work this summer.

7. Budget Meeting with Craig City School District

Each year that city council and school board meet to hear a budget update from the school district staff and board. Superintendent Chris Reitan and I have set a tentative meeting date of March 17 at 6:00 p.m. for the meeting. Please check your schedules and let me know if you are able to meet on March 17.

8. Travel Schedule

None scheduled.



Fiscal Year 2021
Budget Calendar

February 6, 2019	Budget Committee Selection
February 7, 2019	City Administrator & Treasurer estimate revenues
February 18, 2019 – February 28, 2019	City Administrator & Treasurer meet with department managers
March 6, 2019	Meet with Budget Committee
March 23 – April 3, 2019	City Administrator and Treasurer follow up meeting with department managers
March 30, 2019 – April 30, 2019	Meet with Budget Committee
May 7, 2019	Submit to City Council for first reading
May 21, 2019	Submit to City Council for second reading
May 26, 2019	Distribute adopted budget to public and department managers

City of Craig
Cash Balances

1/20/2020

General Fund

Deposit Clearing Account	49,425.32
Checking - First Bank	1,844,898.43
Checking - Wells Fargo	(127,418.64)
Petty Cash	300.00
Petty Cash-Harbors	200.00
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	150.00
Petty Cash- Library	50.00
Specail Recreation Savings	1,941.55
Wells Fargo CD Saving Account	<u>2,300,000.00</u>
Total	<u>4,069,796.66</u>

Restricted Fund

Cash, , Police Fund	21,920.17
Cash Evidence, Police	4,409.30
Police Petty Cash	781.17
Cash Equipment Fund	451,883.30
Cash Hatchery Salmon Derby	2.22
MM Park Funds	7,697.08
Fish Quota Funds	15,500.41
MM POW Clinic Funds	24,988.13
MM Invest Muni Land	567,676.81
Hatchery Saving Account	55,213.62
Cash MMkt NFR -School FB	311,314.84
Cash Invest School Funds APCM	2,834,588.62
Accrued Interest, School	<u>9,484.00</u>
Total	<u>4,305,459.67</u>

Endowment

Cash Held Endowment	31,817.60
CD Invest, Endowment	505,486.01
Fixed Inc. Investment Endowment	3,443,432.03
Accr. Int., Endowment	18,569.00
Equity Invest., Endowment	4,349,793.07
Unrealized Gain/Loss Endowment	53,985.66
Unrealized Gain/Loss Equity, Endowment	<u>2,561,812.91</u>
Total	<u>10,964,896.28</u>

Enterprise Fund

Water & Wastewater Cash	4,469.55
DNR Performance CD	<u>8,500.00</u>
Total	<u>12,969.55</u>

City of Craig, Inc.
02. Craig Gov Revenue

January 20, 2020

	M-T-D Actual	Y-T-D Actual	Budget	Variance	% of Budget
01 00.4000.00 000 Property Tax	(139)	658,339	(655,300)	1,313,639	(100)
01 00.4050.00 000 Sales Tax	267,568	1,398,156	(1,613,250)	3,011,406	(87)
01 00.4060.00 000 Liquor Sales Tax	26,131	100,162	(120,000)	220,162	(83)
01 00.4065.00 000 Transient Room Tax	4,025	27,853	(30,000)	57,853	(93)
01 00.4080.00 000 Sales Tax Penalties	428	530	0	530	0
Total Local Taxes	298,013	2,185,040	(2,418,550)	4,603,590	(90)
01 00.4100.00 000 Property PILT Funding	0	312,174	(289,500)	601,674	(108)
01 00.4110.00 000 State Revenue Sharing	0	90,507	(90,019)	180,526	(101)
01 00.4111.00 000 Liquor Revenue Sharing	0	1,000	(4,000)	5,000	(25)
01 00.4112.00 000 Fish Bus Tax - DOR	0	144,432	(80,000)	224,432	(181)
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	(4,000)	4,000	0
Total State Revenue	0	548,113	(467,519)	1,015,632	(117)
01 00.4220.00 000 EMS Service Fees	(3,277)	43,875	(60,000)	103,875	(73)
01 00.4250.00 000 EMS Training Fees	0	0	(1,000)	1,000	0
01 00.4255.00 000 EMS Estimated NonCollectable	0	0	30,000	(30,000)	0
01 00.4260.00 000 Aquatic Center Revenue	3,983	36,891	(55,000)	91,891	(67)
01 00.4270.00 000 Library Fees	494	1,445	(1,000)	2,445	(145)
01 00.4275.00 000 Recreation Revenue	3,355	12,253	(17,000)	29,253	(72)
01 00.4280.00 000 Senior Card Fees	175	825	(3,000)	3,825	(28)
01 00.4620.00 000 Taxi Permit Fees	0	0	(100)	100	0
01 00.4640.00 000 Building Permit Fees	740	1,340	0	1,340	0
01 00.4644.00 000 Access Permit Fees	0	6,236	(8,000)	14,236	(78)
01 00.4646.00 000 PSN Road Maintenance	0	0	(18,000)	18,000	0
Total Permits & Fees	5,470	102,865	(133,100)	235,965	(77)
01 00.4300.00 000 Property Lease/Rentals	6,733	32,367	(72,000)	104,367	(45)
01 00.4310.00 000 Equipment Rentals	0	(50)	0	(50)	0
01 00.4400.00 000 Material Sales	0	0	(1,000)	1,000	0
01 00.4410.00 000 Equipment Sales	0	6,620	0	6,620	0
01 00.4450.00 000 K Salmon Hatchery Support	0	8,500	0	8,500	0
Total Local Revenue	6,733	47,437	(73,000)	120,437	(65)
01 00.4700.00 000 Police-Fines,Citation	704	4,370	(10,000)	14,370	(44)
01 00.4703.00 000 Motor Vehicle Commision	4,847	40,163	(60,000)	100,163	(67)
01 00.4715.00 000 POLICE-DRUG FORFEITURE	0	21,536	0	21,536	0
01 00.4650.00 000 State Trooper Dispatch	0	4,625	(7,200)	11,825	(64)
01 00.4660.00 000 State Jail Contract Revenue	0	89,381	(357,524)	446,905	(25)
01 00.4665.00 000 Klawock Dispatch	4,424	30,968	(53,088)	84,056	(58)
01 00.4670.00 000 Forest Service Dispatch	0	0	(3,000)	3,000	0
Total Public Safety Funds	9,975	191,043	(490,812)	681,855	(39)
01 00.4800.00 000 Interest Income (CKNG & CD)	0	0	(34,000)	34,000	0
01 00.4820.00 000 Interest Income (A/R)	555	1,642	(1,000)	2,642	(164)
01 00.4900.00 000 Misc Revenue	526	5,291	(5,000)	10,291	(106)
01 00.4910.00 000 Donations Received	0	1,010	0	1,010	0
Total Other Revenue	1,081	7,943	(40,000)	47,943	(20)
Total Revenues	\$ 321,272	\$ 3,082,441	\$ (3,622,981)	\$ 6,705,422	\$ (85)

City of Craig, Inc.
Revenue and Expense MTD and YTD
January 20, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbra nce	Total	Budget	Variance	% of Budget
00							
Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
Total Contract Services	0	8,600	0	8,600	0	(8,600)	0.00
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	6,901	7,000	10,573	17,574	0	(17,574)	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	85	0	85	0	(85)	0.00
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	<u>6,901</u>	<u>15,685</u>	<u>10,573</u>	<u>26,259</u>	<u>0</u>	<u>(26,259)</u>	<u>0.00</u>
11 Administration							
Total Personnel	24,296	179,266	0	179,266	331,058	151,792	54.15
Total Personnel Benefits	7,976	61,612	0	61,612	134,503	72,891	45.81
Total Contract Services	20,781	109,346	2,305	111,650	142,550	30,900	78.32
Total Personnel Misc.	1,143	14,669	2,372	17,041	11,745	(5,296)	(144.09)
Total Material & Supplies	1,790	15,182	1,028	16,210	9,500	(6,710)	(169.63)
Total Utilities	1,306	10,735	0	10,735	19,592	8,857	54.79
Total Maintenance	0	1,198	0	1,198	3,260	2,062	36.75
Total Misc.	1,127	19,654	0	19,654	25,778	6,124	76.24
Total Capital Assets	4,000	4,199	(199)	4,000	6,000	2,000	66.67
Total Expenditures	<u>62,419</u>	<u>415,861</u>	<u>5,506</u>	<u>421,366</u>	<u>683,986</u>	<u>262,620</u>	<u>61.60</u>
12 Council							
Total Personnel	649	5,242	0	5,242	13,500	8,258	38.83
Total Personnel Benefits	385	4,319	0	4,319	17,634	13,316	24.49
Total Contract Services	160	710	0	710	950	240	74.74
Total Personnel Misc.	2,636	8,674	240	8,914	2,050	(6,864)	(433.83)
Total Material & Supplies	0	183	0	183	0	(183)	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	220	220	0.00
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	<u>3,830</u>	<u>19,128</u>	<u>240</u>	<u>19,368</u>	<u>34,354</u>	<u>14,987</u>	<u>56.38</u>
13 Planning							
Total Personnel	5,234	42,208	0	42,208	45,759	3,551	92.24
Total Personnel Benefits	1,410	11,723	0	11,723	17,694	5,971	66.25
Total Contract Services	310	7,362	12,579	19,941	5,800	(14,141)	(342.81)
Total Personnel Misc.	0	604	0	604	0	(604)	0.00
Total Material & Supplies	638	1,363	0	1,363	1,000	(363)	(135.30)
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	601	0	601	765	164	78.56
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	<u>7,592</u>	<u>63,861</u>	<u>12,579</u>	<u>76,440</u>	<u>71,018</u>	<u>(5,422)</u>	<u>(106.63)</u>
14 Parks & Facilities							
Total Personnel	9,963	79,204	0	79,204	124,005	44,801	63.87
Total Personnel Benefits	3,556	31,255	0	31,255	69,459	38,204	45.00
Total Contract Services	1,631	5,555	61	5,616	7,800	2,184	72.00

City of Craig, Inc.
Revenue and Expense MTD and YTD
January 20, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	% of Budget
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	11,960	27,620	(169)	27,451	16,200	(11,251)	(168.45)
Total Utilities	3,239	12,639	0	12,639	16,609	3,970	76.10
Total Maintenance	27	27	0	27	10,000	9,973	0.27
Total Misc.	0	816	(819)	(3)	11,968	11,971	(0.03)
Total Capital Assets	0	0	0	0	13,400	13,400	0.00
Total Expenditures	<u>30,376</u>	<u>157,116</u>	<u>(927)</u>	<u>156,189</u>	<u>269,441</u>	<u>113,252</u>	<u>57.97</u>

15 Public Works

Total Personnel	14,272	82,863	0	82,863	153,242	70,379	54.07
Total Personnel Benefits	6,097	43,432	0	43,432	107,017	63,585	40.58
Total Contract Services	1,947	2,223	0	2,223	8,220	5,997	27.04
Total Personnel Misc.	0	180	0	180	0	(180)	0.00
Total Material & Supplies	11,160	70,308	7,695	78,004	25,750	(52,254)	(301.93)
Total Utilities	373	10,096	0	10,096	18,986	8,890	53.18
Total Maintenance	13,184	46,577	1,209	47,787	25,000	(22,787)	(190.15)
Total Misc.	0	10	0	10	7,798	7,788	0.13
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	<u>47,033</u>	<u>255,689</u>	<u>8,904</u>	<u>264,595</u>	<u>346,013</u>	<u>81,418</u>	<u>76.47</u>

16 Police

Total Personnel	37,694	296,315	0	296,315	549,338	253,023	53.94
Total Personnel Benefits	17,498	138,951	0	138,951	321,619	182,668	43.20
Total Contract Services	0	223	0	223	3,825	3,602	5.83
Total Personnel Misc.	(1,352)	1,203	0	1,203	5,350	4,147	22.49
Total Material & Supplies	3,422	33,883	7,387	41,271	43,000	1,729	95.98
Total Utilities	1,106	13,632	0	13,632	29,742	16,110	45.83
Total Maintenance	40	145	0	145	0	(145)	0.00
Total Misc.	(425)	(25,077)	8,766	(16,311)	29,714	46,025	(54.89)
Total Capital Assets	0	0	0	0	40,000	40,000	0.00
Total Expenditures	<u>57,983</u>	<u>459,275</u>	<u>16,153</u>	<u>475,429</u>	<u>1,022,588</u>	<u>547,159</u>	<u>46.49</u>

17 EMS

Total Personnel	8,395	69,378	0	69,378	106,493	37,115	65.15
Total Personnel Benefits	(949)	19,702	0	19,702	57,661	37,959	34.17
Total Contract Services	(404)	5,419	696	6,114	3,400	(2,714)	(178.82)
Total Personnel Misc.	0	0	477	477	5,000	4,523	9.54
Total Material & Supplies	1,907	8,544	1,431	9,976	16,300	6,325	61.20
Total Utilities	694	5,077	0	5,077	6,300	1,223	80.59
Total Maintenance	0	176	0	176	0	(176)	0.00
Total Misc.	0	0	0	0	6,351	6,351	0.00
Total Capital Assets	0	1,295	1,461	2,756	650	(2,106)	(423.00)
Total Expenditures	<u>9,643</u>	<u>109,591</u>	<u>4,065</u>	<u>113,656</u>	<u>202,155</u>	<u>88,500</u>	<u>56.22</u>

18 Fire Department

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	4,186	4,186	0.00
Total Contract Services	0	0	0	0	3,800	3,800	0.00
Total Personnel Misc.	0	25	0	25	2,700	2,675	0.93
Total Material & Supplies	0	5,012	0	5,012	6,400	1,388	78.31
Total Utilities	898	3,715	0	3,715	5,980	2,265	62.12
Total Maintenance	0	0	0	0	3,000	3,000	0.00
Total Misc.	0	0	0	0	4,827	4,827	0.00

City of Craig, Inc.
Revenue and Expense MTD and YTD
January 20, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbra nce	Total	Budget	Variance	% of Budget
TotalCapital Assets	0	0	0	0	8,700	8,700	0.00
Total Expenditures	898	8,752	0	8,752	39,593	30,841	22.10
19 Library							
Total Personnel	5,146	37,256	0	37,256	64,907	27,651	57.40
Total Personnel Benefits	1,642	16,030	0	16,030	39,007	22,977	41.10
TotalContract Services	0	65	380	445	2,800	2,355	15.89
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	2,694	23,853	(621)	23,234	9,270	(13,964)	(249.64)
Total Utilities	511	3,987	0	3,987	11,227	7,240	35.51
Total Maintenance	0	0	0	0	1,400	1,400	0.00
Total Misc.	0	400	0	400	1,750	1,350	22.86
TotalCapital Assets	0	0	0	0	0	0	0.00
Total Expenditures	9,993	81,591	(241)	81,352	130,361	49,009	62.41
21 Sewer							
Total Personnel	7,044	52,063	0	52,063	75,938	23,875	68.56
Total Personnel Benefits	2,879	25,106	0	25,106	52,563	27,457	47.76
TotalContract Services	0	2,490	0	2,490	7,800	5,310	31.92
TotalPersonnel Misc.	0	0	0	0	1,280	1,280	0.00
Total Material & Supplies	475	6,299	2,832	9,131	8,350	(781)	(108.35)
Total Utilities	312	22,440	0	22,440	71,963	49,523	31.18
Total Maintenance	0	0	0	0	4,000	4,000	0.00
Total Misc.	0	0	0	0	5,450	5,450	0.00
TotalCapital Assets	0	58,947	0	58,947	64,996	6,049	90.69
Total Expenditures	10,710	167,345	2,832	170,177	292,340	122,163	58.21
22 Water							
Total Personnel	10,378	84,726	0	84,726	131,908	47,182	64.23
Total Personnel Benefits	3,776	37,917	0	37,917	81,029	43,112	46.79
TotalContract Services	330	4,094	12,566	16,660	85,000	68,340	19.60
TotalPersonnel Misc.	339	4,765	1,130	5,895	3,935	(1,960)	(148.81)
Total Material & Supplies	2,024	55,078	12,265	67,343	57,475	(9,868)	(116.17)
Total Utilities	0	23,116	0	23,116	57,400	34,284	40.27
Total Maintenance	0	0	0	0	10,000	10,000	0.00
Total Misc.	0	0	0	0	8,850	8,850	0.00
TotalCapital Assets	0	27,479	(3,491)	23,988	119,506	95,518	20.07
Total Expenditures	16,847	237,175	22,470	259,645	555,103	295,458	46.77
23 Garbage							
Total Personnel	2,919	21,902	0	21,902	37,896	15,994	57.80
Total Personnel Benefits	1,699	16,314	0	16,314	38,442	22,128	42.44
TotalContract Services	28,466	127,694	0	127,694	207,500	79,806	61.54
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	591	3,658	0	3,658	9,300	5,642	39.33
Total Utilities	0	157	0	157	500	343	31.40
Total Maintenance	0	0	0	0	5,000	5,000	0.00
Total Misc.	90	90	0	90	3,500	3,410	2.57
TotalCapital Assets	0	0	0	0	25,000	25,000	0.00
Total Expenditures	33,765	169,815	0	169,815	327,138	157,323	51.91
24 Recreation							
Total Personnel	4,566	29,370	0	29,370	53,362	23,992	55.04

City of Craig, Inc.
Revenue and Expense MTD and YTD
January 20, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbr ance	Total	Budget	Variance	% of Budget
Total Personnel Benefits	1,330	12,294	0	12,294	25,771	13,477	47.70
Total Contract Services	0	2,202	0	2,202	3,600	1,398	61.17
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	143	2,796	0	2,796	2,000	(796)	(138.80)
Total Utilities	2,474	10,368	0	10,368	17,140	6,772	60.49
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	4,630	4,630	0.00
Total Capital Assets	0	108	0	108	3,500	3,392	3.09
Total Expenditures	8,513	57,138	0	57,138	110,003	52,865	51.94

25 Aquatic Center

Total Personnel	10,518	84,434	0	84,434	156,536	72,102	53.94
Total Personnel Benefits	(924)	38,093	0	38,093	128,834	90,741	29.57
Total Contract Services	375	1,288	0	1,288	4,700	3,412	27.40
Total Personnel Misc.	74	451	0	451	8,820	8,369	5.11
Total Material & Supplies	171	10,088	335	10,423	20,200	9,777	51.60
Total Utilities	6,385	63,161	0	63,161	131,920	68,759	47.88
Total Maintenance	0	570	0	570	4,800	4,230	11.88
Total Misc.	4	4	0	4	10,800	10,796	0.04
Total Capital Assets	1,549	103,473	0	103,473	140,684	37,211	73.55
Total Expenditures	18,152	301,562	335	301,897	607,294	305,397	49.71

27 Harbor

Total Personnel	11,746	89,913	0	89,913	129,538	39,625	69.41
Total Personnel Benefits	4,336	37,888	0	37,888	75,695	37,808	50.05
Total Contract Services	0	0	0	0	2,850	2,850	0.00
Total Personnel Misc.	632	3,348	(229)	3,119	4,350	1,231	71.70
Total Material & Supplies	4,535	16,133	(2,513)	13,619	18,445	4,826	73.84
Total Utilities	1,784	32,278	0	32,278	62,868	30,590	51.34
Total Maintenance	323	4,367	300	4,667	14,400	9,733	32.41
Total Misc.	32	11,534	0	11,534	24,500	12,966	47.08
Total Capital Assets	82,831	215,837	(3,286)	212,551	0	(212,551)	0.00
Total Expenditures	106,219	411,298	(5,728)	405,569	332,646	(72,922)	(120.92)

28 JTB Industrail Park

Total Personnel	3,225	58,855	0	58,855	88,625	29,770	66.41
Total Personnel Benefits	1,094	13,722	0	13,722	38,873	25,151	35.30
Total Contract Services	0	2,163	0	2,163	15,500	13,337	13.95
Total Personnel Misc.	0	(335)	335	0	0	0	0.00
Total Material & Supplies	115	9,450	(734)	8,716	17,800	9,084	48.97
Total Utilities	401	35,242	0	35,242	52,782	17,540	66.77
Total Maintenance	568	8,784	2,549	11,333	4,000	(7,333)	(282.33)
Total Misc.	1,219	1,544	0	1,544	12,325	10,781	12.53
Total Capital Assets	0	0	0	0	0	0	0.00
Total Expenditures	6,622	129,425	2,150	131,575	229,905	98,330	57.23

29 Ward Cove Cannery

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
Total Contract Services	0	0	0	0	0	0	0.00
Total Personnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	5	10	0	10	880	870	1.14

City of Craig, Inc.
Revenue and Expense MTD and YTD
January 20, 2020

	Month to Date	Y-T-D Current Year	Y-T-D Encumbra nce	Total	Budget	Variance	% of Budget
Total Utilities	112	1,610	0	1,610	3,100	1,490	51.94
Total Maintenance	0	0	0	0	1,000	1,000	0.00
Total Misc.	0	0	0	0	1,020	1,020	0.00
TotalCapital Assets	0	1,236	0	1,236	1,000	(236)	(122.60)
Total Expenditures	117	2,856	0	2,856	7,000	4,144	40.80

31 PSN Hatchery

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	28,000	0	28,000	0	(28,000)	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	0	0	0.00
TotalCapital Assets	0	0	0	0	0	0	0.00
Total Expenditures	0	28,000	0	28,000	0	(28,000)	0.00

40 Equipment

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	0	0	0	0	0	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	0	0	0.00
TotalCapital Assets	0	5	0	5	0	(5)	0.00
Total Expenditures	0	5	0	5	0	(5)	0.00

60 School Support

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	0	0	0	0	0	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	550,600	550,600	0	550,600	0	(550,600)	0.00
TotalCapital Assets	0	0	0	0	0	0	0.00
Total Expenditures	550,600	550,600	0	550,600	0	(550,600)	0.00

**99 Inter Governmental
Transfers**

Total Personnel	0	0	0	0	0	0	0.00
Total Personnel Benefits	0	0	0	0	0	0	0.00
TotalContract Services	0	0	0	0	0	0	0.00
TotalPersonnel Misc.	0	0	0	0	0	0	0.00
Total Material & Supplies	0	0	0	0	0	0	0.00
Total Utilities	0	0	0	0	0	0	0.00
Total Maintenance	0	0	0	0	0	0	0.00
Total Misc.	0	0	0	0	0	0	0.00
TotalCapital Assets	0	787	0	787	0	(787)	0.00

City of Craig, Inc.
Revenue and Expense MTD and YTD
January 20, 2020

	<u>Month to</u> <u>Date</u>	<u>Y-T-D</u> <u>Current</u> <u>Year</u>	<u>Y-T-D</u> <u>Encumbra</u> <u>nce</u>	<u>Total</u>	<u>Budget</u>	<u>Variance</u>	<u>% of</u> <u>Budget</u>
Total Expenditures	<u>0</u>	<u>787</u>	<u>0</u>	<u>787</u>	<u>0</u>	<u>(787)</u>	<u>0.00</u>

City Of Craig
Memorandum

To: Mayor Tim O'Connor; Craig City Council
From: Jessica Holloway; Aquatic Manager
RE: March report
Date: February 25, 2020

Dawson is supposed to be on island the first week in March to do a walkthrough of the pool for the coming construction. I do not have anything other than that to report on for this matter. I will give an update during the council meeting.

The Wave Runners did well in Ketchikan at Age Groups Champs. They are going to be doing their annual swim-a-thon this Friday. March 19th-22nd Wes Mank and Chris will be heading to Federal Way to compete in NW Age Group Champs. We wish Wes the best of luck.

There really isn't a lot to report this month. Everything has been running as well as it should be and that is all we can hope for.

If there are any questions or concerns please feel free to call or email.

City of Craig Memorandum

Date: March 5, 2020

To: Mayor O'Connor and Craig City Council

From: Jillian Carl, City Clerk

Re: Clerk's Report

Nearing 6 months

I am near my 6-month mark as the City Clerk. I am really enjoying my job and everyone I get to work with. I feel that I am catching on quickly and achieving the duties that are given. It is very helpful that Kassi is willing to answer any questions that I have at any time of day.

I am consistently updating the website when I have time, working on cemetery records, working on our safety insurance, and working on public records requests as they come in. I am sure many things will come up over the course of the year that will be new. Elections are coming up soon and I look forward to learning how that process looks from start to finish.

Next Meeting

March 19, 2020

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: February 26, 2020
RE: Planning Department Staff Report – March 2020

1. Craig Harbor Development. The USACE has let out additional geotech investigation contracts for the project. They will have a contractor conduct core drilling in the next couple of months. This should be the last substantial fieldwork they need to work on the breakwater designs. If the city provides in-kind support for the contract we will track the in-kind services and report them to the USACE for credit as our share of the PED cost. These services will be credited to our portion of the project cost and matched by the USACE. For every \$1,000 of in-kind work that the city provides, the USACE is authorized to spend \$9,000 in federal dollars on the project. I will be working with harbor staff to capture our in-kind contribution and submit it to the USACE.

We met with USACE staff here in Craig on February 20th. The primary purpose of the visit was to complete consultation between the USACE archeologist and the State Historic Preservation Officer. There is a more detailed memo on the agenda for discussion at the March 5th meeting.

We are still waiting for the results of the CDBG grant application that was authorized by the council in September. Awards for this grant will be announced in February 2020. Staff recently submitted a request for state legislative funding (\$12.3 million) and a grant pre-application to the Economic Development Administration for \$1,050,000 in construction funding toward the project.

2. School Emergency Power Project. The city received funding from the State Homeland Security Program grant to make electrical improvements and install transfer switches at the Craig Elementary, Middle, and High School. The purpose of the project is to make it easy to plug in a generator to the building to power a portion of the building for emergency purposes. The area that will be powered is based around areas needed to support emergency shelters and the size of the generator that the city owns through a previous SHSP grant (56 kW).

Sitka Electric will complete the middle and elementary school work in early March so we can close that contract out. We are currently advertising the high school project and will open bids for that project on March 2nd.

3. 2020 Capital Project Requests. The council passed the amended Capital Improvement Projects (CIP) Resolution at the meeting on January 16th.

I have submitted the CAPSIS requests to the state legislature for harbor design, harbor construction, heavy equipment, a heavy equipment storage building, and renovations to POWER. Capital funding is unlikely from the legislature again,

but it is important that we submit for our priority items so that we are positioned to take advantage of available funding.

I will be submitting capital project requests through Senator Lisa Murkowski's office for this year. I have sent drafts to Steve Silver for review and will submit them when I return from vacation. We are submitting requests for harbor construction, firehall construction, lift station replacements, and water system improvements.

4. Tract P Access Road. The Craig Tribal Association is moving along with construction of a new access road on Tract P from Cold Storage Road, running behind the tribal hall to Easy Street. Planning and Public Works staff will continue to work with CTA throughout the construction project.
5. Tract 18 Development. CTA is continuing to work on the development of a 4-plex at Tract 18, USS 2611. CTA recently submitted the final plat for the property and was issued a building permit for construction of the 4-plex.
6. Travel and Leave Schedule: I will be on personal leave from February 28th – March 10th.

Craig FIRE & EMS
PO Box 331
Craig, AK 99921



CITY COUNCIL REPORT

FEBRUARY 28 2020

TRAINING AND EVENTS

FIRE:

- We meet twice a month for training and team meeting.
- We are scheduled for the 3- day Ammonia Specific Training March 23-25 (grant funded)
- We have scheduled a 24-hour Hazmat class for

EMS:

- The retention program through the city has been postponed. I was hoping to get the city behind us before going to businesses and asking for support, but we are going to move ahead with letters to businesses and start moving on the second phase of the program.
- We are getting ready for symposium. It is a HUGE event. The Pre-symposium classes will be Monday – Friday march 23-27th, Two full days of Symposium on March 28th & 29th and then 2 full days of board meetings Monday & Tuesday March 30 & 31st.
 - We are offering several classes specific to recruitment on POW
 - We are offering 2 full tacks for clinical staff specific classes
 - We have several session planned for Dr. Bowman, regional medical director, and staff from both SEARHC and Peach Health to be at the table and work through logistical issues.
- We have Venessa Richter going through ETT instructor classes. We are excited to get her teaching!
- We are taking precautions regarding flu season this year and ensuring we use N95 masks when needed.

Chaudell Piburn
Craig Fire & EMS Administrator



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: February 27, 2020

RE: March Staff Report

Harbor department report March 2020

Our new heater for the shop at the JT Brown boat yard is installed. We should have heat in the building tomorrow when the propane tank is delivered.

South Cove harbor is in the process of getting upgraded to LED lights. We are doing the work ourselves. High winds have been an issue on this project due to the height of the light fixtures.

The harbor assessment contract has been awarded. We originally requested that the project be completed by the beginning of May. The engineering firm that was awarded the contract suggested that if the completion date was moved to the end of May they would be able to take advantage of the better low tides of April. We felt that this was a good suggestion and have allowed the completion date to be moved to the end of May.

We have some upgrades for the harbor office restrooms. We will be painting and also installing new partitions in both the men's and women's. We will notify the public when this will take place as well as rent Porta-potties to have on site during the closure.

All parts for the Ice house repairs have been ordered and are on the way. These parts will be installed by our department during the ice house shut down.

We continue to have ice available to the commercial fleet.

**CITY OF CRAIG
MEMORANDUM**



Date: February 27th, 2020
To: Honorable Tim O'Connor, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / February 2020 *RJ Ely*

ACTIVITY

Activity from January 29, 2020 through February 26, 2020 Dispatch Center took the following amount of calls for service.

Craig	809
Klawock	326
AST	2

DEPARTMENT OF MOTOR VEHICLES

Had to replace printer/fax/scanner, otherwise all good.

DISPATCHER(S)

Dispatcher Robert "Matt" Mills has resigned. His last day, February 29, 2020. Currently advertising for replacement.

OFFICER(S)

Still have two vacant officer positions. Good news, I am in the final process of hiring process for one position. I hope to make an officer, soon.

OTHER

Sgt. Medina will attend evidence / property training, March 2020

All Staff received Narcan Training, thanks to Craig Public Health. Dispatchers and officers are stocked with Narcan. As well, all staff received CPR / AED / BLS Training, thanks to Craig EMS Staff.

I will be attending the 2020 Spring Emergency Management Conference & Local Emergency Planning in Anchorage, April of 2020.

Klawock Officer Whittom is currently in the academy, will be gone for 4 months, leaving Klawock with just two officers. CPD will assist, as needed.

Public works Report

Streets and Alleys:

- a. Snow removal and sanding as required.
- b. Street signs replaced as required.
- c. Catch basin clearing as needed.
- d. Downed trees removed from City streets as required.

Sewer:

- a. Daily and Monthly General maintenance and sampling at the wastewater treatment plant as required.
- b. Responded to power outages as required.
- c. Monthly Sludge removal as required.

Water:

- a. Daily and Monthly General maintenance and sampling at the water treatment plant and distribution system as required.
- b. Water meter repair and/or replace as required.
- c. Monthly Bacti samples collected as required.
- d. Quarterly TOC & Alkalinity samples collected as required.
- e. Continuous work with radio read meter system.

Equipment:

Solid Waste:

- a. Weekly pick-up process performed as require.
- b. Individual garbage can pick-up trial for three months, for 200 and 400 block of Shaan Seet was started January 2nd, 2020.

Requests:

Projects:

- a. Safety Program review (work in progress)
- b. New soda ash machine for water treatment plant(work in progress)
- c. North & South Cove Harbors back-flow preventer installation project bid(work in progress)

Craig Recreation Report, March 2020

Pilar Mas is working out well as my new assistant. After school We both took the 1st aid and cpr class from Chaundell and Vanessa. We will be participating in the Community Connections Resiliency Summit March 12 and 13. They City Gym will be used for the EMS Symposium March 23-29. I will be out of town March 15-27 for my cancer check up and a bit of a vacation.

The Volleyball winter coed league should be over by the time this meeting is Being held. 6 teams participated. Teams have stepped up to ref and line judge willingly. It has been a well matched and competitive league.

The Ballet Recital will be held at the Craig High School Auditorium on Saturday, March 14 at 2pm. Thanks to Allison Fargo, Kim Daggs, Chase Anderspn and Jill Carl we have over 50 participants.

Hip Hop Class has started on Saturdays at 3pm. Winston is also on a volleyball team.

Starting on March 4 Karate will holding a new beginner class.

Elementary basketball will be held after Spring Break, kids are back in school March 30.

A Swap Meet will be April 4 from noon to 4.

Spring Carnival will be April 11 from 1 to 3pm put on by the Craig 4th of July Committee.

Keeping busy! Victoria Merritt





Parks & Public Facilities

2/28/2020

Staff Report – February 2020

To: Craig Mayor and City Council

From: Douglas Ward

Current Projects Underway:

1. Propane Boilers at Aquatic Center. New boilers have been ordered.
2. Medical Center Parking LED lighting upgrade.
3. EMS oxygen machine repair.
4. North Cove cameras re-install.
5. Door closer at Library.

Completed Items:

1. Wiring for new heater at haul out building.
2. Removal of downed tree on cemetery trail. .
3. Sewer and drain unplug at Police department.
4. Door repair at Pool.
5. Repair water damage at WWTP.
6. Repair leaking urinal at Daycare.
7. Handle on stove at Youth Center.
8. Lighting repairs at Public Nurse Office.
9. Assist with flow meter, and dosing meter at pool.
10. Day to day service calls

As always, don't hesitate to call or contact me anytime for questions or concerns. (907)401-1038

City of Craig Memorandum

To: Craig Mayor & City Council

From: Jillian Carl, City Clerk

Date: February 25, 2020

RE: Resolution 20-05 Administration and Planning Fees

Rates for various city services are established by the city council by resolution.

All city records are available to the public upon request.

The council has requested that we establish rates that reflect the cost of staff's labor. The current rates are; staff time for public records request exceeding 2 hours is \$10/hr.

The following rates have been added to the schedule of Administration and Planning Fees attached to Resolution 20-05:

Staff time for Public Records Request exceeding 1 hour:

Actual staff time costs. Minimum of \$21.50/hr (Costs of document recovery and preparation shall not exceed actual labor costs.)

All other fees on Schedule A remain the same as adopted on December 6, 2018.

Recommendation: Move to accept resolution 20-05 Administration and Planning Fees.

**CITY OF CRAIG
RESOLUTION 20-05**

**ESTABLISHING MISCELLANEOUS ADMINISTRATIVE FEES
PROVIDED BY THE CITY OF CRAIG TO THE PUBLIC**

WHEREAS, the City of Craig desires to make the cost of public records requests more in line with the cost of staff time to fill those requests; and,

WHEREAS, the Craig City Council considers changes to miscellaneous administrative and planning fees from time-to-time; and,

WHEREAS, the Craig Municipal Code requires the city to establish rates through resolution.

NOW, THEREFORE, BE IT RESOLVED that the Craig City Council adopts a new fee schedule for planning and administrative fees shown as Attachment A to this resolution.

BE IT FURTHER RESOLVED that these rates will become effective March 5, 2020

Approved this _____ day of March, 2020.

Mayor Tim O'Connor

Jillian Carl, City Clerk

Attachment A
City of Craig
Administration & Planning Fee Schedule
Effective December 6, 2018

Planning Department

Modification -	\$ 30
Addition -	\$ 30
Demolition -	\$ 30
Trailer Placement -	\$ 30
New SF Home -	\$ 60
New Duplex -	\$ 90
New Triplex -	\$ 120
New Fourplex -	\$150
New Apartments -	\$180 (5 units, plus \$30 per unit over 5)
Commercial Bldg -	\$120
Shed Permits -	\$ 15
Conditional Use Permits -	\$ 30
Variance -	\$ 30
Temporary Use Permits -	\$ 30
Replats/Subdivision -	\$ 60
Lease/Purchase Application -	\$150

Administration Department Returned

Check Fee \$35.00 Fax	
Incoming	\$0.25 per page
Outgoing	\$2.50 1 st page, 1.00 additional page
Copies (Black & White)	\$ 0.25 per page
CD (Minutes)	\$10.00
Staff time for Public Records Request exceeding 1 hours	Billed at actual staff time costs. Minimum of \$21.50/hr (Costs of document recovery and preparation shall not exceed actual labor costs)
Large Print Maps	
B&W	\$ 5.00 each
Color	\$10.00 each
Laminating Sheets	
Small	\$1.00
Large	\$2.00
Notary	
1 st Page	Free
Additional Pages	\$2.50 per page
Business Listing on City Web Site	
Businesses within City Limits	Free
Businesses located outside of City Limits	\$100/yr

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: February 26, 2020
RE: Update on PSN Road Fee

On Monday, February 24 the Superior Court issued its memorandum and order as to the Port St. Nicholas Road fee litigation. I e-mailed a copy of the document to the council late yesterday.

The court denied the plaintiff's request for an injunction. The court also granted summary judgement to both sides on a variety of issues. In summary, the court ruled that the city:

- is enabled by statute to deliver road services extraterritorially;
- may charge a fee for those services; and,
- may file a lien on properties that are delinquent in paying the fee.

In addition, the court rejected the Plaintiffs' claims that the PSN Road fee ordinance denied them due process and equal protection. The court ruled in favor of the city on all the constitutional issues raised by the plaintiffs.

The court also ruled that the city may not prohibit a lot from receiving a new water service if the lot is past due in paying the road maintenance fee. The road fee ordinance included a provision where the city may deny a new water service to a lot that is delinquent. That portion of the ordinance is severable from the rest, meaning that the ordinance, except as to the water connection prohibition, stands as adopted by the council.

The court made other rulings in its memorandum. The memorandum and order totals 107 pages.

The decision is subject to appeal by both sides. After speaking with the city attorney about the decision, it seems that the city has little cause to appeal the ruling since the bulk of the ordinance was found compliant with law. At this point we do not know if the plaintiffs intend to appeal the ruling.

This matter is on the council's March 5 meeting agenda for discussion.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: February 25, 2020
RE: USACE Visit February 20, 2020

Purpose

The purpose of this memo is to brief the council on the recent meeting with the US Army Corps of Engineers (USACE); discuss potential mitigation projects for the breakwater construction that will be included in an agreement with the USACE; discuss a potential agreement with the CTA regarding cultural artifacts; and discuss potential funding available if the CTA is included as a party to the breakwater construction agreement.

February 20th Meeting with USACE, CTA and SHPO

Staff met with the US Army Corps of Engineers on February 20th. The USACE staff included the Cannery Site Harbor project manager, the archeologist assigned to the project, and a lawyer from the USACE office of general counsel. The purpose of the visit was to consult with the State Historic Preservation Office (SHPO) on the potential cultural and historical impacts of the project and to determine appropriate mitigation.

The SHPO attended the meeting by teleconference. In addition to city staff members, several representatives from the Craig Tribal Association (CTA) attended the meeting here at city hall.

The SHPO has determined that the USACE breakwater project (and associated harbor) will affect four inventoried historical features including the Old Craig Historic Site (old village site), Wards Cove Cannery Site, the Old Cannery Dock, and the Old Boat Haul Out. This determination was made following a 2014 report by a USACE archeologist describing the site, the potential impacts, and some potential mitigation measures.

All projects with federal funding include consultation with a number of federal agencies under the National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA). These consultations are legally required, and mitigation of any impacts is often required before construction on the projects can begin. The meeting on February 20th was to discuss the potential mitigation actions and start drafting a memorandum of agreement (MOA) between the city, the USACE, and the SHPO agreeing to mitigation of the project. Mitigation includes a number of options and the goal of the meeting was to tentatively agree to mitigation that satisfied the SHPO and that were agreeable to the city and the USACE.

The CTA did not object to the harbor project, but had two specific requests that they wanted considered. The first request was that the city would turn over all cultural artifacts that were recovered during work on the site to the tribe for long term curation. The second request was that the city would consider reserving an area on the cannery site

for the tribe to build a long house or some other structure to display artifacts and commemorate the old village site and the importance of the site to the tribe.

Potential Mitigation Projects for Breakwater Construction

After some discussion the city, USACE, and SHPO agreed that the USACE should draft a MOA with the following mitigation measures:

1. A pedestrian survey of the Pier's intertidal zone is needed prior to construction. This measure includes a visit by an archeologist and a visual inspection of the intertidal zone (the area between the high tide line and the low tide line). The purpose of this survey is to determine if there are any visible artifacts, or evidence that further archeological work in the area is needed.
2. A pedestrian survey and judgmental shovel test should be done in the upland area where the Pier's gangway is to be removed. This survey is similar to the survey in item 1, but would include the archeologist using hand tools to dig in areas where they feel that may contain artifacts. This survey would take place where the old dock on the site meets the upland.
3. An archeological monitor will be onsite for the removal of the pier gangway, the land-based pilings, and any other ground disturbing activity. The archeological monitor would be responsible to monitor any ground disturbing activities, and to identify and recover potential artifacts that may be exposed during excavation or construction work.
4. A pedestrian survey will be conducted in the intertidal zone where the breakwater toe would be placed flush against the northwestern seawall. This survey would be similar to items 1 and 2 and would be done at the west point of the property where the new breakwater will be designed to meet with the existing seawall on the north end of the memorial park.
5. Subject to prior approval from the City Council, staff will negotiate an agreement with the CTA for the retention, handling, and curation of cultural artifacts recovered during the project. This memorandum would be separate from the SHPO MOA. A more complete description of what this agreement would do is discussed later in this memo.
6. The City of Craig will draft a plan for retention, handling, and curation of cannery artifacts. We know that there are a number of items on the cannery site that have some historical significance to the site's history. The city has worked to preserve many of these items in the remaining cannery buildings on the site. One of the mitigation measures that will be considered is having the city develop a long term plan for retaining, curating, and displaying these items.
7. Interpretive signage/photographs of the historical aspects of both the old village site, and the historical cannery site will be placed on the property.
8. Historical Architectural Building Surveys (HABS) reports and drawings will be done for historically significant buildings on the site. There is some interest by the USACE archeologist and SHPO to have research done and architectural drawings completed for historically significant buildings on the site.

Since the breakwater is primarily a USACE project, the USACE archeologist will draft the MOA and work with the SHPO and the city to complete the document. The final agreement will be brought to the city council for consideration before it is adopted.

Funding for USACE mitigation

The mitigation projects discussed above are primarily directed at the breakwater and harbor construction projects. While there is some possibility that the mitigation projects *may* be used as mitigation for other development on the cannery site, the MOA that will be developed will only last for the duration of the breakwater construction project. Since the mitigation is directly related to the breakwater, the USACE will fund 80% of the cost of any mitigation measures. The non-federal 20% share will be part of the construction cost match for the project.

Agreement with CTA

As part of the discussion, the CTA asked that all cultural artifacts recovered from the site related to the old village site be turned over to the tribe. The tribe would agree to maintain and curate these artifacts.

The state and federal governments recognize the City of Craig as the owner of any cultural or historical items recovered from the property. However, the city is not well staffed or equipped to maintain these artifacts and the tribe, especially with resources like Sealaska Heritage Institute, that are better equipped to maintain these artifacts and have a vested interest in their protection.

Mitigation measure item 5 shown above may result in an agreement with the CTA to maintain these resources. Unlike the MOA with the USACE and SHPO (which will only last until breakwater construction is complete) the length and scope of the agreement with CTA can be longer and broader.

Staff will begin working with CTA, USACE, and SHPO to draft an agreement between the city and CTA for this purpose.

The final agreement will be approved by the city council prior to implementation.

The second request that the tribe had was to set aside some land on the cannery site for a long house or other structure to display artifacts and commemorate the old village site aspect of the site. At this point in the development we have a lot of potential uses of the property, and there are likely more uses proposed than there is property available. It is premature to reserve land for this use. Any decisions on land uses should be made as part of a broader development plan for the site where the council can prioritize uses of the land. The request for land should not be included as part of this agreement.

Potential Additional Construction Funding

As the council is aware from past discussions, the USACE will pay 90% of the breakwater construction costs up front with the city providing 10% of the cost up front, and 10% of the cost over 30 years. Based on the most current cost estimate this equates to about \$2 million at the start of the construction project and \$2 million paid to the

federal government over 30 years. There is a USACE program that supports construction projects with a tribal interest by allowing the federal government to use other federal funds to cover \$484,000 of the non-federal (city) share of the construction project. The USACE would simply subtract \$484,000 from the amount of cash that the city would need to provide for the project.

To be eligible for this funding the CTA would have to be part of the final construction agreement (Project Partnership Agreement – PPA). While most of the PPA is set language, there would be some flexibility in what role the tribe would have in making decisions, providing additional funds, etc. The additional \$484,000 is not available to the project if the federally recognized tribe is not a party to the construction PPA.

Staff will continue to work with the USACE and the CTA if this is something that the council is interested in pursuing.

Current Recommended Actions

This memo is provided primarily for information purposes and no formal motions or other action is required at this time.

The council should discuss the project and can ask staff for clarification on any issues.

The council should discuss the potential additional construction funding available by making CTA a party to the final PPA and give direction to staff on whether or not the council wants to pursue this course of funding.

Future Actions Related to This Memo

USACE/SHPO/City MOA – The USACE will complete the draft MOA in the next 2 – 3 months and will coordinate edits with the city and SHPO. A final agreement should be ready for council consideration in the next 4 – 6 months.

City/CTA MOA – Staff will begin working with the USACE, SHPO and CTA on a draft agreement regarding disposition of cultural artifacts and their maintenance/curation by the CTA. A final draft of this agreement will be ready for council consideration alongside the USACE/SHPO/City MOA in 4 – 6 months.