

**CITY OF CRAIG  
COUNCIL AGENDA  
OCTOBER 21, 2021  
COUNCIL CHAMBERS 6:30 PM**

**ROLL CALL**

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

**SWEARING IN**

- Newly Elected Officials

**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.*

- Ordinance No. 742: Authorization for the City Administrator to Negotiate Lease Terms with the Division of Public Health for the Prince of Wales Health Care Facility

**HEARING FROM THE PUBLIC**

- Open for public comment

**READING OF CORRESPONDENCE**

- Review Draft Comment Letter to USF on Combined RAC's

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

**UNFINISHED BUSINESS**

- Consider Response to the Ketchikan Humane Society Letter

**NEW BUSINESS**

- Consider Approval of Port St. Nicholas Road Maintenance 2021 Report
- Consider Approval of FY 2022 Port St. Nicholas Road Annual Plan of Work
- Consider Alaska Redistricting Board Preference Comments Letter

**EXECUTIVE SESSION**

- An executive session of the Craig City Council to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity, and matters which by law, municipal charter, or ordinance are required to be confidential: to discuss personnel matters related to the resignation of the city administrator.

**COUNCIL COMMENTS**

**ADJOURNMENT**

Note: City council meetings have limited seating capacity due to COVID-19 protocols. For those wishing to attend the council meeting remotely go to:

<https://zoom.us/j/5281996980?pwd=V1RCbnJVcm85bDIRbURmNTdORjZkdz09> (if you are prompted for a passcode, use code 1111), or watch the meeting at:

<https://www.youtube.com/channel/UCTou8Pn03MIEjLLb9Em0Xrg> . To provide public comment to the council remotely, contact the Craig City Clerk at [cityclerk@craigak.com](mailto:cityclerk@craigak.com), before 5:00 p.m. the day of the council meeting

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: October 14, 2021  
RE: Ordinance 742 – Authorization for City Administrator to negotiate a below market value renewal of a lease of City Owned Property to the Alaska Department of Health and Social Services, Division of Public Health

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DHSS/PHN has occupied space at the Prince of Wales Island Healthcare Center since it opened in 2009. PeaceHealth Southeast Alaska Region and Community Connection also occupy space at the building. DHSS/PHN's lease is due to expire and they have requested a five-year renewal of their lease (a two-year renewal with three additional one-year renewal options).

DHSS/PHN is currently leasing approximately 2,100 square feet of clinic space, 900 square feet of common area and 5,000 square feet of parking area. This renewal will be for the same space.

Craig Municipal Code 16.02.030 (B) allows the city to approve a lease below the minimum 8% of market value. Under the terms of the current lease DHSS/PHN currently pays \$1,360.40 per month. Section 3f of the lease recalculates the rate based on the change in the Anchorage Consumer Price Index. The new lease rate will be adjusted based on the CPI change.

Besides the renewed time period and the updated lease rate no other changes are proposed to the current lease terms.

Approval of this ordinance allows the city administrator to execute the terms of the lease renewal with the State of Alaska based on the updated terms shown above. The final lease will be brought back to the council for approval.

Recommendation: Pass the first reading of Ordinance 742.

**CITY OF CRAIG  
ORDINANCE No. 742**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH THE ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES, DIVISION OF PUBLIC HEALTH, THE TERMS OF A LEASE OF CITY-OWNED PROPERTY AT THE CITY OWNED PRINCE OF WALES HEALTH CARE FACILITY

Section 1. Classification. This is a non-code ordinance.

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall be effective immediately upon adoption.

Section 4. Action. This ordinance authorizes the City Administrator to negotiate a below market value lease of city-owned property to the Alaska Department of Health and Social Services, Division of Public Health for the purpose of providing public health care services to the residents of Prince of Wales Island. The property considered for the lease is limited to 2,100 square feet of clinic space; 900 square feet of common area; and 5,000 square feet of parking area at the Prince of Wales Island Health Care Facility located at ANCSA 14c3 Tract C (adjacent to Crab Creek). Final terms of the lease are subject to the approval of the Craig city council.

The City Administrator is under no obligation to negotiate amendments to the lease of the property described above, and the City Council is under no obligation to approve any lease negotiated by the City Administrator with the Alaska Department of Health and Social Services, Division of Public Health.

Passed and approved on \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor Tim O'Connor

Attest \_\_\_\_\_  
Tracey Jensen, City Clerk

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 15, 2021  
RE: Draft Comment Letter to US Forest Service on Combined RACs

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The Forest Service recently notified communities in Southeast Alaska (see attached letter from the USFS) that the agency intends to consolidate resource advisory committees in the Tongass from seven RACs into two. For our area, the existing Wrangell-Petersburg, Prince of Wales, and Ketchikan RACs would be merged into the South Tongass RAC.

While staff prefers the maintenance of the existing POW RAC, I understand the difficulty the agency has encountered in sustain RAC membership (although some of that difficulty is self-imposed).

As discussed at previous city council meetings, a consolidated RAC for our area may still function well, but some important sidebars should be included in the action to consolidate. I have identified two of those in the attached draft letter to the Tongass Forest Supervisor.

**Recommendation**

The city should submit comments on the consolidation to the USFS before month's end. Please review the draft letter and offer any comments and edits to city staff at the council's October 21 meeting.

-DRAFT-

October 15, 2021

Mr. Earl Stewart  
USDA Forest Service  
648 Mission Street  
Ketchikan, AK 99901

Dear Mr. Stewart:

The City of Craig is in receipt of public notices regarding merger of the seven existing Tongass RACs into two.

The city prefers the maintenance of a Prince of Wales Island-based RAC. A locally appointed RAC membership is the best approach for developing recommendation for use of Title II funding across Prince of Wales Island from the Secure Rural Schools Act. However, the city also understands the difficulty in recruiting and retaining RAC members who meet the requirements of the Federal Advisory Committee Act.

If the Forest Service chooses to consolidate the Prince of Wales, Wrangell-Petersburg, and Ketchikan SRS RACs into a South Tongass RAC, the City of Craig advocates the following measures.

1. USFS staff determine and report to the South Tongass RAC the amount of Title II funding that would have gone to each of the three original RACs had they still existed.
2. Membership on the South Tongass RAC be apportioned equally between residents of Prince of Wales, Wrangell-Petersburg, and Ketchikan.

Thank you for considering our comments.

Sincerely,



Forest Service

Tongass National Forest  
Alaska Region

648 Mission Street  
Ketchikan, AK 99901  
907-225-3101

**File Code:** 1350

**Date:** September 30, 2021

**Route To:**

**Subject:** Merger of Secure Rural School Resource Advisory Committees

**To:** Tongass Resource Advisory Committee Members, Designated Federal Officers, and Coordinators

I am writing to inform you that the Alaska Region has been working to identify efficiencies and improved operating procedures to support the Secure Rural Schools Program and expedite getting critical funds to Southeast Alaskan communities. After careful review, I have decided to merge the seven Tongass National Forest Resource Advisory Committees (RACs) into two consolidated RACs to achieve these goals. The following mergers are being proposed:

- Consolidate the existing Juneau, Lynn Canal – Icy Strait, Yakutat, and Sitka Resource Advisory Committees into the new *North Tongass Resource Advisory Committee* with the Tongass Deputy Forest Supervisor as the Designated Federal Officer.
- Consolidate the existing Wrangell-Petersburg, Prince of Wales, and Ketchikan Resource Advisory Committees into the new *South Tongass Resource Advisory Committee* with the Tongass Forest Supervisor as the Designated Federal Officer.

The White House Liaison Office, Department of Agriculture, and Forest Service Washington Office are currently reviewing this consolidation request. Congress also has the discretion to review the proposal as well. If enacted, then the merger will take place when the new Secure Rural Schools charter goes into effect, after the current charter expires on October 17, 2021.

Historically, the Forest Service has managed seven RACs across the Tongass National Forest according to borough boundaries. Unfortunately, due to difficulties such as maintaining quorums on seven RACs, the Forest Service has at times been challenged in efficiently and effectively disbursing the funds into Southeast Alaska communities.

I believe merging into two RACs will facilitate distribution of Secure Rural Schools funds into our local communities. The Forest Service will ensure that the North and South Tongass RACs maintain broad and diverse representation from the areas they serve, and that the priority will continue to be expending funds according to original borough allocations. I also feel that merging into two RACs will increase collaboration between communities and allow for combining efforts when practical.



The current seven Tongass RACs will remain in effect until a new charter is approved with the proposed merger. I encourage the Designated Federal Officers, Coordinators and Committees to work together to recommend projects utilizing all available Secure Rural Schools funding. Tongass National Forest and Alaska Region staff will work with the Tongass RACs to assist in meeting this goal. Should RACs succeed in recommending projects using all existing funds, then the merger would apply to a future reauthorization of the Secure Rural Schools law and funding process.

If you have questions, please contact [Kevin Hood](#) at [kevin.e.hood@usda.gov](mailto:kevin.e.hood@usda.gov) or (907) 586-7829.



M. EARL STEWART  
Forest Supervisor, Tongass NF

cc: David Schmid, Chad Van Ormer, Brie Darr, Frank Sherman, Jeff Schramm, Laurie Cooper, Kevin E. Hood, Bobbie Jo Skibo, Juana Rosas, Patricia Suchodolski, [SM.FS.faca@usda.gov](mailto:SM.FS.faca@usda.gov)



**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 14, 2021  
RE: Follow Up to Ketchikan Humane Society Letter

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The attached letter from the Ketchikan Humane Society was included as Reading of Correspondence in the city council's September 2 meeting. Council member Julie McDonald asked that the item be placed on a subsequent city council agenda for possible council action.

The letter encourages POW communities to organize to address unmet needs relating to pets on the island. KHS's letter includes nearly two pages of responses to pet needs originating on POW that KHS has funded recently but is unable to continue to financially support. One of the suggestions in the letter is the organization of a spay/neuter clinic on POW Island.

Prince of Wales Animal Welfare Society (PAWS) member Pilar Mas is not able to attend the council's October 21 meeting. However, she did deliver the attached letter to the city. The letter summarizes PAWS' efforts to help coordinate a spay/neuter clinic for POW. The letter offers to uses some of the \$7,500 in CARES funding that PAWS received from the city, and invites the city to contribute as well.

If the council is interested in participation in the spay-neuter clinic, staff is prepared to respond to your direction in coordination with PAWS.



**PAWS**



*Prince of Wales Animal Welfare Society*

October 14, 2021

City of Craig  
Attn: Council members  
PO Box 725  
Craig, AK 99921

Re: Letter from Ketchikan Humane Society

First, I would like to thank the City Administrator, Mayor, and all Council members for taking the time to express interest in the animals in Craig, and the effect it has on our community.

Craig is a beautiful town. But living on an island as we all know has its disadvantages because of certain increased costs. We do not have a full-time vet, which for pet owners means a long wait time for any sort of appointment. For any spay or neuter operation in Craig, it is also very costly. For many, this high cost is a burden which will lead to a fertile cat or dog roaming our town. This has led to an over population of animals and not enough pet parents to handle them all.

As a board member of PAWS, I also read the letter from the Ketchikan Humane Society and had no idea that they were taking in so many surrendered animals from our island. I contacted the organization to offer a donation on Craig's behalf which they respectfully declined. Instead, what they suggested was that the money go towards a spay/neuter clinic. I was given a referral for whom they use and that they highly recommend, veterinarian and founder of "World Tails", Amber Hinson, DVM. World Tails is a 501(c)3 organization. For more information you can visit her site at [www.worldtails.org](http://www.worldtails.org).

I have reached out to Amber requesting her assistance in a low cost spay/neuter clinic for Prince of Wales, and she has replied agreeing happily to wanting to do this.

Amber has been in Africa and has recently arrived to Ketchikan. When she is available, we can continue the conversation and proceed with a plan. Currently, I do not have any dates, or figures of any sorts. PAWS has the \$7,500 COVID grant from the City of Craig that we have yet to spend, and we would like to be able to use some of the money to assist Craig residents.

I hope that the City of Craig would like to contribute funding towards the low cost spay/neuter clinic. If this can be done on a more regular basis, I hope the pet population will be in better control over time.

Thank you all for your time.

Pilar Mas

RECEIVED  
AUG 25 2021

August 22, 2021

Dear Mayor and Members of the City Council,

The Ketchikan Humane Society is a private 501(c)3 non-profit based in Ketchikan. We have been providing rescue services for unwanted and abandoned animals locally since 2000, and in the past eight years have teamed up with both local veterinary clinics and expanded our fundraising efforts for the purpose of providing low-income people with reduced cost spay and neuter services for their pets. We ask each applicant to pay a portion, and we pay the balance of the cost.

We have a small Board of Directors, just five people, and all but one of us work full time. We do all the fundraising for our program in our spare time. We do not have a facility and we foster all our rescues in our limited number of private foster homes. We accept unwanted animals as we can, based on foster home availability, and pay for their veterinary care, food, and their spay or neuter surgery, and then place them in approved homes. Our veterinary bills for rescues and for low-cost spay/neuter surgeries average about three thousand dollars per month. In recent years, the cost of providing services has increased, and the requests from Prince of Wales communities for financial and other assistance have increased as well. We are finding it more difficult to provide these services to outlying communities and we are concerned that we are reaching a point where we can no longer help.

The Ketchikan Gateway Borough's animal shelter closed entirely to surrenders for a few days recently, even for Ketchikan residents, due in part to the influx of pets being surrendered from Prince of Wales and Metlakatla.

We'd like to suggest that the major municipalities of Craig, Klawock, Hydaburg, and Thorne Bay, as well as the smaller communities of Naukati, Whale Pass, Edna Bay, and Kasaan, create a task force to either fund an island-wide shelter or provide financial assistance to a local POW rescue organization so that the unwanted and often unhealthy strays abandoned in each community may be cared for. Animal control is a municipal responsibility.

Supporting this effort would provide benefits economically, as visitors to the island take note of the numbers of sick and unwanted strays and this influences where they choose to spend their tourist dollars as well as where they elect to settle if they are considering a move.

At this time we are speaking with a veterinarian from outside Alaska, (licensed in Alaska) who is very experienced in setting up mass spay/neuter clinics, about funding one last effort to curtail the numbers of unwanted animals on Prince of Wales. We are willing to dedicate substantial funding toward this effort, but again, we cannot continue to do this indefinitely and we would encourage POW communities to accept the responsibility and begin funding either an island-wide shelter or supporting a local rescue in this effort.

Recently we started charting the numbers of phone requests we get specifically from POW communities. Note that these don't include contacts via email, Facebook, and regular mail. The phone log is provided for you on the second page of this letter.

Thank you for your attention.

The Ketchikan Humane Society Board of Directors

Canadice Jensen, Laura Jackson, Suzan Thompson, Kathy Bolling, Cynthia Hoggard  
(Secretary/Treasurer)

*P.O. Box 6243, KETCHIKAN  
967-821-0274*

RETURN TO TOP

CALL LOG; PHONE REQUESTS FOR ASSISTANCE FROM POW, March-August 2021

**Total number of POW spay/neuter surgeries approved for funding by KHS in the past eight months: 49**

3-19-21: Request to take young cat abandoned at Papac Log. Accepted, vetted, altered, placed. Last abandoned kitten from Papac accepted and placed in December of 2020.

4-25-21: Request from Klawock resident to meet with KHS Board to discuss problem of unwanted animals in community and how to set up a rescue.

5-8-21: Request to take five unwanted kittens from Craig. All ill with upper respiratory infections. Accepted into KHS foster home.

5-25-21: Request to take two young Heeler mixes from Edna Bay. Accepted into KHS foster home. Altered, vetted, placed.

6-5-21

Caller says someone put an unwanted kitten into her pickup truck after they gave away kittens in the parking lot of the supermarket in Craig. Contacted individual in TNB who is looking for a kitten and facilitated transfer.

6-9-21

Request from Klawock caller on POW to take her litter of kittens. Declined, as we have nine in rescue already. Suggested borough shelter.

6-12-21: Request to take young Great Dane. Accepted into KHS foster home. Neutered, placed.

6-14

Caller from Craig inquired if we could do a foster for a cat post-surgery.

6-17: Request for funding for spay/neuter of fifteen cats in Kasaan; we did those for free to help stem the tide in that community.

6-20

Caller from Craig requesting assistance with cat and five infant kittens. Needs help and advice and someone to take them. Declined, no open foster home.

6-23

Caller from Kasaan: mama cat and five kittens in Kasaan, approved for SNIP if done in Ketchikan at \$20 per kitten, \$50 mama for her. Cost to us: approximately \$1100, depending on sexes of kittens.

6-25

Caller from Craig, re: Karelian mix female puppy from Naukati needing placement. Declined, no foster home

6-28 Caller from Kake requesting we take one Husky/Corgi mix and three kittens. Declined, no foster home.

7-1

Caller requesting assistance with trap/alter/release of multiple ferals in Whale Pass. Provided t/a/r directions.

7-5 Call requesting assistance with multiple ferals in Craig and Klawock, provided t/n/r directions

7-10-21: Request from Klawock to take sick kitten found in the woods. Contacted a private Ketchikan resident who fosters for a Juneau group. Kitten was accepted.

7-12-21 Call requesting help with a female Lab mix puppy abandoned at Craig docks. KHS Board member agreed to foster. Puppy arrived 7-14. Vet said puppy is eight weeks. Vetted, will be altered when old enough, placed in foster-to-adopt home.

7-19-21 Request for low-cost neuter for large male dog, Klawock

7-22-21: Request from Craig resident to provide crates and kennels for transferring unwanted animals out of community. Sent car load of kennels via returning POW resident.

7-26-21 Request for low-cost spay for two cats from Craig resident

7-26-21 Request to take five unwanted kittens from Craig. Declined, no open foster home.

7-26-21 Phone request to alter two male tomcats in Craig who are spraying and impregnating throughout the neighborhood. Caller does not own cats but offered to donate cost of neuters. Declined; owner of animals must request help with neutering and this particular owner refused, as he said his male cats aren't coming home pregnant, so it isn't his problem.

8-6-21: Craig resident called asking us to take a sick kitten. Declined, no foster home.

8-6-21: Lady from Craig about a one year old Lab/Husky/Pit mix she wants to surrender. Referred her to Ketchikan shelter. No open foster home.

8-7-21: Request from Craig resident to take mama cat and six kittens; declined, no room.

8-7-21: Hydaburg, request to take abused dog, female, young, fear biter. Declined, no foster, referred caller to Ketchikan shelter.

8-12-21: Request to take Chesapeake Bay Retriever, one year old intact male, Whale Pass for surrender. Facilitated owner-to-owner transfer.

8-22-21: Request from caller in Thorne Bay to take two litters of kittens, seven total, found under trailers in the community. Declined; no open foster home

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 14, 2021  
RE: Consider Approval PSN Road Maintenance Report

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Attached is a copy of the proposed Port St. Nicholas Road annual maintenance report.

The attachment is prepared in accordance with Section 12.10.040 of the Craig Municipal Code, which requires the Public Works Department to prepare an annual maintenance report. The report includes a description of all capital and maintenance activities performed within the road corridor outside the municipal boundaries during the course of the reporting period. The report also includes an accounting of all fees collected and all expenses incurred during the reporting period.

As shown in the draft report, total costs for PSN Road maintenance last fiscal year were \$143,301.11. When that amount is multiplied by 45%, and then divided by 202 lots, the assessment per lot is \$319.24. Because the council has capped the maintenance costs per lot in any given year at \$150.00, the per lot assessment from the prior year's activities is \$150.00.

The CMC requires that the report be subject to a 30-day public review and comment period. That period ends at the council's October 21 meeting. To date, the city has received no comments on the draft.

**Recommendation**

After considering public comment received in response to the draft document, the council approve, by motion, the PSN Road annual maintenance report.

## **Port St. Nicholas Road Annual Maintenance Report for Fiscal year 2021**

This annual maintenance report is prepared in accordance with Craig Municipal Code 12.10 Port St. Nicholas Road Maintenance and Improvement and Road Maintenance and Improvement Fee- Extraterritorial, which requires the Public Works Department to prepare an annual maintenance report. The report includes a description of all capital and maintenance activities performed within the road corridor outside the municipal boundaries during the course of the reporting period. The report also includes an accounting of all expenses incurred during the reporting period.

### **1. Grading the Gravel Portion**

Grading is accomplished with a CAT 160M2 machine. The city public works crew logged 140 operating hours for grading and material hauling on PSN road.

### **2. Culvert Maintenance**

Culvert maintenance is accomplished utilizing rented excavators, Sterling dump truck, Top kick dump truck, and backhoe. Eighty-nine operating hours were logged by public works crews.

### **3. Asphalt Maintenance**

No asphalt maintenance was logged for the fiscal year 2021.

### **4. Snow removal and Sanding**

Sanding and snow removal utilize the Sterling dump truck, the grader, and sand. Six and a half operating hours were logged by City crew. Ten yards of sand was applied to PSN road from end of city limits to end of pavement during the winter months.

### **5. Striping**

Pavement marking was performed after July 1<sup>st</sup>, 2020, totaling \$7,406.25.

### **6. Bridge Maintenance**

Bridge maintenance is accomplished using a sweeper, weed trimming tools, and any supplies/material associated with bridge repair/maintenance. Nineteen operating hours were logged by City crew.

### **7. Guard Rail Maintenance**

No guard rail maintenance was logged for the fiscal year 2021.

### **8. Shoulder Brushing/ Tree Removal**

Brushing and tree removal are accomplished utilizing a brusher (rental unit), Sterling dump truck, and the CAT 420E backhoe. Nine operating hours were logged by City crew.

### 9. Landslide Mitigation

Landslide mitigation was accomplished utilizing rented excavators, Sterling dump truck, Top kick dump truck, and backhoe. Two hundred and seven and a half operating hours were logged by public works crews.

### 10. Landslide Mitigation Additional Costs

Contracted labor, materials and supplies, and equipment lease costs came to a total of \$73,723.24.

## Port St. Nicholas Road Annual Maintenance Report 2021 Itemized Cost Tables

<b>1. Grading the Gravel Portion</b>				
Equipment, Labor, and Material	Units	Quantity	Rate	Total
Motor Grader	Hours	53	\$157.31	\$8,337.43
Sterling Dump Truck	Hours	47	\$132.39	\$6,222.33
Top Kick Dump Truck	Hours	30	\$98.43	\$2,952.90
Backhoe	Hours	10	\$97.20	\$972.00
C1	Yrds	64	\$15.20	\$972.80
1.5" minus	Tons	375	\$19.50	\$7,312.50
<b>Total</b>				<b>\$26,769.96</b>

<b>2. Culvert Maintenance</b>				
Equipment, Labor, and Material	Units	Quantity	Rate	Total
Backhoe	Hours	20	\$97.20	\$1,944.00
Sterling Dump Truck	Hours	23	\$132.39	\$3,044.97
Top kick Dump Truck	Hours	5	\$98.43	\$492.15
Excavator Rental	Day	5	\$836.00	\$4,180.00
Excavator operations	Hours	41	\$41.94	\$1,719.54
1.5" Minus	Tons	0	\$18.50	\$0.00
Pit Run	Tons	0	\$10.00	\$0.00
3" Jaw Run	Tons	0	\$13.50	\$0.00
Corrugated Poly Pipe	Feet	0	\$28.94	\$0.00
<b>Total</b>				<b>\$11,380.66</b>



**Port St. Nicholas Road Annual Maintenance Report 2021  
 Itemized Cost Tables**

<b>3. Asphalt Maintenance</b>				
Equipment and Labor	Units	Quantity	Rate	Total
Street Sweeper	Hours	0	\$113.68	\$0.00
Sterling Dump Truck	Hours	0	\$132.39	\$0.00
Backhoe	Hours	0	\$97.20	\$0.00
Roller	Hours	0	\$76.18	\$0.00
Hot Mix	Tons	0	\$90.00	\$0.00
<b>Total</b>				<b>\$0.00</b>

<b>4. Snow Removal and Sanding</b>				
Equipment, Labor, and Material	Units	Quantity	Rate	Total
Sterling Dump Truck	Hours	6.5	\$132.39	\$860.54
Motor Grader	Hours	0	\$157.31	\$0.00
Sand	Yrds	10	\$48.00	\$480.00
<b>Total</b>				<b>\$1,340.54</b>

<b>5. Striping</b>				
Equipment, Labor, and Material	Units	Quantity	Rate	Total
Contracted	Mile	1.5	\$4,937.50	\$7,406.25
<b>Total</b>				<b>\$7,406.25</b>

<b>6. Bridge Maintenance</b>				
Equipment, Labor, and Material	Units	Quantity	Rate	Total
Brush Removal	Hours	2	\$109.00	\$218.00
Expansion Joint Restoration	Hours	16	\$41.94	\$671.04
Sweeper	Hours	1	\$113.68	\$113.68
<b>Total</b>				<b>\$1,002.72</b>

<b>7. Guard Rail Maintenance</b>				
Equipment, Labor, and Material	Units	Quantity	Rate	Total
Railing	Feet	0	\$40.00	\$0.00
Sterling Dump Truck	Hours	0	\$132.39	\$0.00
Backhoe	Hours	0	\$97.20	\$0.00
<b>Total</b>				<b>\$0.00</b>

**Port St. Nicholas Road Annual Maintenance Report 2021  
 Itemized Cost Tables**

<b>8. Shoulder Brushing and Tree Removal</b>				
Equipment and Labor	Units	Quantity	Rate	Total
Sterling Dump Truck	Hours	2	\$132.39	\$264.78
Backhoe	Hours	7	\$97.20	\$680.40
Brusher	Hours	0	\$45.00	\$0.00
<b>Total</b>				<b>\$945.18</b>

<b>9. Landslide Mitigation</b>				
Equipment and Labor	Units	Quantity	Rate	Total
Sterling Dump Truck	Hours	64.5	\$132.39	\$8,539.16
Top kick Dump Truck	Hours	50.5	\$98.43	\$4,970.72
Backhoe	Hours	60.5	\$97.20	\$5,880.60
Excavator	Hours	32	\$41.94	\$1,342.08
<b>Total</b>				<b>\$20,732.56</b>

<b>10. Landslide Mitigation Additional Costs</b>	
Contracted Labor	\$42,671.04
Materials and supplies	\$24,550.25
Equipment Lease	\$6,501.95
<b>Total</b>	<b>\$73,723.24</b>

<b>Summary</b>	
1. Grading the Gravel Portion	\$26,769.96
2. Culvert Maintenance	\$11,380.66
3. Asphalt Maintenance	\$0.00
4. Snow Removal and Sanding	\$1,340.54
5. Striping	\$7,406.25
6. Bridge Maintenance	\$1,002.72
7. Guard Rail Maintenance	\$0.00
8. Shoulder Brushing and Tree Removal	\$945.18
9. Landslide Mitigation	\$20,732.56
10. Landslide Mitigation Additional Costs	\$73,723.24
<b>Total</b>	<b>\$143,301.11</b>

### Per Lot Cost Allocation

Per Section 12.10.020 of the Craig Municipal Code, the annual road maintenance and improvement fee is set at 45% of costs reported in the annual maintenance report, divided by the number of lots and tracts subject to the fee; provided that the aggregate dollar amount of the fee not exceed \$150.00 per lot or tract in any given year.

Total road costs: \$143,301.11 @ 45% = \$64,485.50

Total lots within road corridor: 202

Per lot cost: \$64,485.50/202 = \$319.24

Per lot fee for FY 2021: \$150.00

Per 12.10.040 of the Craig Municipal Code, this annual maintenance report is subject to a 30-day public review and comment period. Comments are due to the City of Craig by Thursday, October 21, 2021. Comments may be hand-delivered, delivered via email to [info@craigak.com](mailto:info@craigak.com), sent to PO Box 725 Craig, AK 99921, or delivered at the Craig City Council meeting scheduled for 6:30 p.m. Thursday, October 21, 2021.

For more information, contact Craig City Hall at 826-3275.

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 14, 2021  
RE: Consider Approval of Port St. Nicholas Road Plan of Work

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Attached is the proposed Plan of Work for the Port St. Nicholas Road. As the council will recall, Section 12.10.040 of the Craig Municipal Code calls for city staff to prepare an Annual Plan of Work to identify anticipated work to the PSN Road for the coming year. The ordinance also calls for the plan to identify anticipated costs to implement the work. Once a draft Plan of Work is prepared by staff, it goes out for public review and comment for thirty days, at which point the council may consider adoption of the plan. This item is overdue—ordinarily I would have had it done and to the council before the start of the fiscal year.

The proposed Plan of Work was released September 17 for public review. I e-mailed the document to the public contacts on the e-mail distribution list I maintain for PSN. Notice of the Plan of Work was posted to the city's web site. The thirty-day public comment period includes the council's October 14 meeting so that members of the public could provide comments directly to the council for those who would prefer doing so over submitting written comments.

The attached proposed plan of work articulates the anticipated maintenance tasks and the reasonable costs to implement those tasks.

Section 12.10.040.B of the Craig Municipal Code calls for the council to consider the public comments received prior to adoption of a Plan of Work. The city received one public comment to date (copy attached).

### **Recommendation**

That the council consider the public comments received during the public comment period, and any comments received at the council's October 21 meeting regarding the Plan of Work. Then, adopt, by motion, the Annual Plan of Work as presented by staff.

## Jon Bolling

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**From:** Brynn Castle <[REDACTED]>  
**Sent:** Sunday, September 19, 2021 5:45 PM  
**To:** Jon Bolling  
**Cc:** mdanderson@fs.fed.us; Arletha Melton; Barbara Schneider; Barbi Armstrong; Barry Botelho; bcastle [REDACTED]; Bill Whicker; Brent Cole; Brian Edwards; Bryce Dahlstrom; Cathy Zwagerman; Charles Hanson; Charles Maygren; Chelsie Stockton; Cheryl Fecko; Chris Blanc; Chuck Haydu; Dave Creighton; David Simpson; Dawn Nelson; DJ Hansen; Dolores Owen; Doug Rhodes; eddouville [REDACTED]; G and C Barlow; George & Janette Outhwaite; George and Mary Lyon; Greg Boyd; Heidi Murray; Jeff Fredrickson; Joe & Barbara Schneider; John Bruns; Kay Schrammeck; Leif Abel; Lisa Omstead; Mary hailey; Mike Bobo; Mike Hailey; Millie Schoonover; Nick Merfeld; Raymond Douville; Rich Jacobson; Tim O'Connor; whatcott [REDACTED]; Tracey Jensen; ofishohook [REDACTED]; derek [REDACTED]  
**Subject:** Re: Annual Plan of Work; Annual Maintenance Report: Port St. Nicholas Road

City of Craig,

We are happy to pay for road maintenance when it has been done well. The current rock on the road is not working. This was obvious within a few days of its first time placement. The city repeated this mistake two more times. Every time within a few days of placement it is clear that the rock has started moving from where it was placed to the side of the road or between where the car tires go. All three times when the rock is initially placed it is hard to drive on due to the rocks slipping under the tires. I especially worry about this due to the number of young people driving their 4 wheelers or dirt bikes on it.

And, that rock is large and it is unsafe for pedestrians to walk on-I know this from personal experience. Walkers end up walking within the tire tracks since it is clear there and easier/safer to walk. It is not safe! I know the city has had complaints about this rock and I find it difficult to understand why the city would spend money on something that consistently doesn't work. There is also the matter of that rock sticking through tires and having flats. Maybe the city workers who drive out daily on the PSN road don't care about the rock since they drive city trucks and don't have to worry about car problems arising from a poor road maintenance decisions. Maybe they just don't care in general. Whatever the reason stop making poor decisions that cost property owners money. The rock needs to be picked up and taken away.

We do not want that rock on the road. And, if you insist on using it do not put that rock on the road in front of our house. We would again have to remove it.

Is there anyone out there that likes this type of 'road maintenance'?

I think it is time to establish a City of Craig road maintenance committee that includes PSN road property owners. It is apparent that the city needs help in making safer decisions.

Brynn Bolling Castle

On Sep 17, 2021, at 5:26 PM, Jon Bolling <[administrator@craigak.com](mailto:administrator@craigak.com)> wrote:

Good afternoon Port St. Nicholas Residents and Property Owners.  
Attached are two documents.

1. PSN Road Annual Maintenance Report. This document details the maintenance effort on the road corridor between the municipal boundaries and the water treatment plant. The detail includes itemized costs for various road maintenance activities. The last page proposes the fee to assess to the subject lots at PSN based on costs for Fiscal Year 2021, which ended June 30, 2021.
2. PSN Road Annual Plan of Work. This document describes the work and costs anticipated for the road corridor outside the municipal boundaries to the water treatment plant from July 1, 2021 through June 30, 2022.

Both documents are produced in response to the city's municipal code detailing management of the annual PSN Road maintenance fee.

The city solicits public comment on the two documents through October 21, 2021. Details on how to comment are included in the attached documents. The city council will consider approval of the documents at its October 21, 2021 meeting. Feel free to contact me with questions.

Jon Bolling  
Craig City Administrator

<<...>> <<...>>

<PSN Annual Maintenance Report - 2021.pdf><Annual Plan of Work 2022 draft.pdf>

**Port St. Nicholas Road  
Annual Plan of Work for Fiscal Year 2022**

This plan of work is prepared in compliance with Section 12.10.040.B of the Craig Municipal Code (CMC). The plan estimates the work tasks and the capital and operational costs for the Port St. Nicholas Road as defined at 12.10.090 of the CMC.

Section I – Description of Work Tasks & Estimated Costs

**Task 1: Grading Gravel Surface**

Grading needs to be performed a minimum of thirteen times and spot grading as needed for Fiscal Year of 2022. The Public Works Department has estimated a minimum of 150 operation hours, and 750 tons of 1.5” minus surface material, and 250 tons of D1 road material to accomplish basic grading operations.

Equipment & Labor	Units	Quantity	Rate	Total
Motor Grader	HR	150	\$157.31	\$23,596.50
Roller	HR	75	\$37.88	\$2,841.00
1.5” minus	TON	750	\$19.50	\$14,625.00
D1	YRD	250	\$28.00	\$7,000.00
<b>Total</b>				<b>\$48,062.50</b>

**Task 2: Culvert Maintenance**

Culvert cleaning and drainage ditch debris cleanup as needed, approximately 60 hours.

Equipment & Labor	Units	Quantity	Rates	Total
Backhoe	HR	60	\$97.20	\$5,832.00
Dump Truck	HR	60	\$132.39	\$7,943.40
1.5” Minus	TON	15	\$19.50	\$292.50
D1	YRD	10	\$28.00	\$280.00
Pit Run	TON	0	\$12.75	0
3” Jaw Run	TON	0	\$17.00	0
Corrugated Pipe	FT	0	\$28.94	0
<b>Total</b>				<b>\$14,347.90</b>

**Task 3: Asphalt Maintenance**

No specific asphalt maintenance work is planned outside of City limits for the period

#### Task 4: Snow Removal and Sanding

This plan estimates two cubic yards of material to sand 1.5 miles of paved road. Sanding may be performed up to twice a day depending on road conditions. Estimates are based on an average of 10 snow days for Southeast Alaska.

Equipment & Labor	Units	Quantity	Rate	Total
Dump Truck	HR	20	\$132.39	\$2,647.80
Sand	YRD	40	\$48.00	\$1,920.00
Total				\$4,567.80

#### Task 5: Striping

No Striping is scheduled for fiscal year 2022

#### Task 6: Bridge Maintenance

There are two minor maintenance tasks to be performed in Fiscal Year 2022.

- Remove gravel and debris from the shoulders of the deck to allow water drainage
- cut brush and trees around and under bridge.

Equipment& Labor	Units	Quantity	Rate	Total
Brush Removal	HR	1	\$109.00	\$109.00
Sweeper	HR	1	\$113.68	\$113.68
Total				\$222.68

#### Task 7: Guard Rail Maintenance

No maintenance service associated with this infrastructure component for Fiscal Year 2022.

#### Task 8: Shoulder Brushing

Estimate clearing production rate is five operation hours per mile. Use of a brusher is incorporated into the production rate.

Equipment & Labor	Units	Quantity	Rate	Total
Brushing	MILE	3.3	\$531.25	\$1,753.00



Section II – Budget & Allocation of Costs Among Lots

The table below shows the sum total used to estimate the fee for the work described in this report.

Task	Description	Cost
1	Grading	\$48,062.50
2	Culvert Maintenance	\$14,347.90
3	Asphalt Maintenance	\$0
4	Snow Removal & Sanding	\$4,567.80
5	Striping	\$0
6	Bridge Maintenance	\$222.68
7	Guardrail Maintenance	\$0
8	Shoulder Brushing	\$1,753.00
Total		\$68,954.01

Section 12.10.020 of the CMC calls for applying 45 percent of costs among the lots subject to the annual road maintenance and improvement fee, with a maximum of \$150.00 per lot. Applying the cost allocation found at CMC 12.10.020, the projected cost for the work period will reach the \$150.00 per lot maximum, as shown in the table below.

Estimated Subject Lots	Estimated Costs	Cost Per Lot @ 45%	Maximum Fee Per Lot
202	\$68,954.01	\$153.61	\$150.00

Section III – Summary

Per CMC 12.10.040.B, this Annual Plan of Work estimates the range and costs of work tasks, as well as the number of lots subject to the road maintenance fee. Actual costs and number of subject lots will be reported to the Craig City Council in a subsequent Annual Maintenance Report required at CMC 12.10.040.A.

Section IV – Public Review and Comment

Per CMC 12.10.040.B, this Annual Plan of Work is subject to public review and comment for 30 days, at which time the city council will consider all comments received during the public notice period. Comments are due to the City of Craig by Thursday, October 21, 2021. Comments may be hand-delivered, delivered via email to [info@craigak.com](mailto:info@craigak.com), sent to PO Box 725 Craig, AK 99921, or delivered at the Craig City Council meeting scheduled for 6:30 p.m. Thursday, October 21, 2021.

For more information, contact Craig City Hall at 826-3275.

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 14, 2021  
RE: Redistricting of Alaska Election Districts

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At its October 7 meeting, the city council reviewed a memo from city staff and a variety of redistricting maps of Southeast Alaska (copy attached).

As I noted in last meeting's memo, the Alaska Redistricting Board will ultimately decide on an election district plan. The board is accepting public comment until November 10.

Commenting on the maps is a policy call for the council. While I do not have a particular preferred map, I do have some comments for the council to consider.

1. Discourage consideration of the AFFR and AFFER maps. These two options divide up POW into different house districts without any apparent rational basis, or in a manner that results in a perceivable benefit to Craig and/or POW Island.
2. The Senate Minority Plan may work for us. It splits POW into two districts, but keeps enough POW residents (Craig, Hydaburg, & Klawock) in the district shared with Ketchikan that we have a chance at meaningful representation even though the lion's share of the district lives in Ketchikan. It would also provide two seats in the state House of Representatives whose districts include POW Island.
3. The two plans from the Alaska Redistricting Board are similar to the existing house district and retains POW in a single house district. Having POW in one district has been the typical preference for the island communities in the past.
4. The Doyon plan is a reasonable substitute for either of the two plans produced by the board.
5. The council should insist in its comments that the local state senate seat be made up of two Southeast Alaska house districts, consistent with the guidance from the Alaska Constitution.

### **Recommendation**

That the council direct staff to draft and send comments to the Alaska Redistricting Board based on specific preferences articulated by the council during its October 21 meeting.

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: September 30, 2021  
RE: Redistricting of Alaska Election Districts

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Every ten years, immediately following publication of updated US Census data, Alaska House legislative districts are redrawn, as required by Article VI of the Alaska Constitution, a process generally referred to as “redistricting”. The process is needed to ensure that all 40 legislative districts contain about the same population. The target population for each house district is determined by dividing the state’s population by 40. That number is 18,355.

Article VI, Section 6 of the Alaska Constitution requires that each house district “shall be formed of contiguous and compact territory containing as nearly as practicable a relatively integrated socio-economic area”. The section further states that each senate district “shall be composed as near as practicable of two contiguous house districts”. The section goes on to state that consideration of local government boundaries may be used when determining house district boundaries, and that “[d]rainage and other geographic features shall be used in describing boundaries whenever possible”.

The Redistricting Board has the constitutional duty to prepare draft plan(s) and ultimately approve a final statewide redistricting plan. To date the Board has approved six draft plans. Two of those were prepared by the Board; the other four were prepared by various private interest groups. Those groups are:

- A coalition of Doyon, Ltd., Tanana Chiefs Conference, Fairbanks Native Association, Sealaska, and Ahtna.
- Alaskans for Fair and Equitable Redistricting (AFFER).
- Alaskans for Fair Redistricting (AFFR).
- The Alaska Senate Minority Caucus.

The board must approve a plan by November 10. At that point the plan is subject to appeal to Superior Court. If the past forty years is any indication, one group or another will file litigation in court to have the map sent back to the board for revision sought by a plaintiff.

The decision to be made by the Board is important in that it sets in place election districts statewide for the next ten years. The council should review the approved draft plans and discuss which of them, in its view, is best for Craig and Prince of Wales Island.

The election districts approved ten years ago placed the southern half of POW, including the City of Hydaburg, into the same house district as Ketchikan and Metlakatla. All other POW communities were placed in the same house district as Sitka and Petersburg, and as far north as Hoonah.

A quick summary of how each proposed plan would affect POW, compared to the existing election district boundaries, is provided below.

#### AFFER Plan

- Keeps POW in a single house district that includes Sitka and small communities north through Yakutat.
- Adds Metlakatla, Saxman, and the Ketchikan South Tongass Highway neighborhoods of Rotary Beach (partially), Mountain Point, and Herring Cove to the POW district. The district would also include most of the unpopulated areas of Gravina and Revilla Islands.

#### AFFR Plan

- Separates POW into three house districts.
  - Thorne Bay would join a district with Ketchikan and Wrangell;
  - Hollis and POW communities north of Thorne Bay would be placed in a district that includes Petersburg and downtown Juneau;
  - Craig, Klawock, and Hydaburg would be part of a house district that includes Sitka, Haines, Skagway, and Yakutat.

#### Doyon Plan

- Keeps POW in one house district, very similar to current house district.
- Like other plans, adds Yakutat to the same district as POW.
- Has potential problems by
  - dividing out part of Petersburg Borough;
  - placing Haines and Skagway in the same house district as downtown Juneau.

#### Senate Minority Plan

- Places Craig, Klawock, and Hydaburg into same house district as Ketchikan and Metlakatla.
- All other POW communities are placed in a house district with Wrangell, Petersburg, Sitka and small SE communities as far north as the Yakutat Borough.

#### Redistricting Board Plans

- Both Board plans keep POW in a single house district, and adds Yakutat Borough. These plans, and the Doyon plan, are the most like the election district in place today.

It appears that all the plans would pair all four SE Alaska house districts into two senate districts.

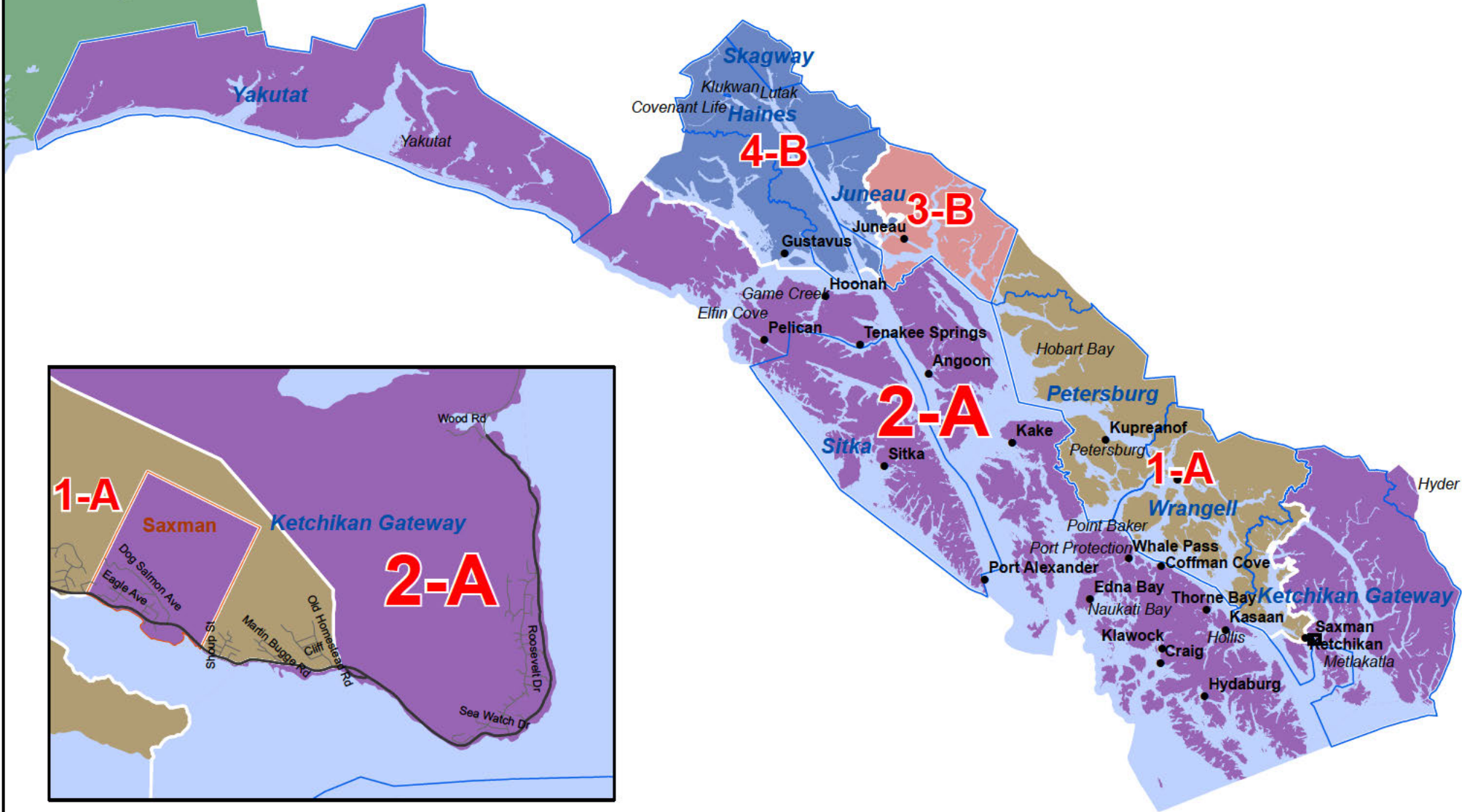
In its deliberations on whether to submit comments on the plans, the council should consider whether the island is better off with more than one representative in the Alaska House, or with keeping the island in a single house district; if the island, or some portion of it, is paired in a district with a community that has a far greater population; or placed in a district with communities with which it has little socio-economic integration.

Maps of each of the board-approved plans affecting Craig are attached. Comments are due before November 10.



# AFFER Proposed District 2-A

Proposed Redistricting Plan Adopted by the Alaska Redistricting Board 9/20/2021

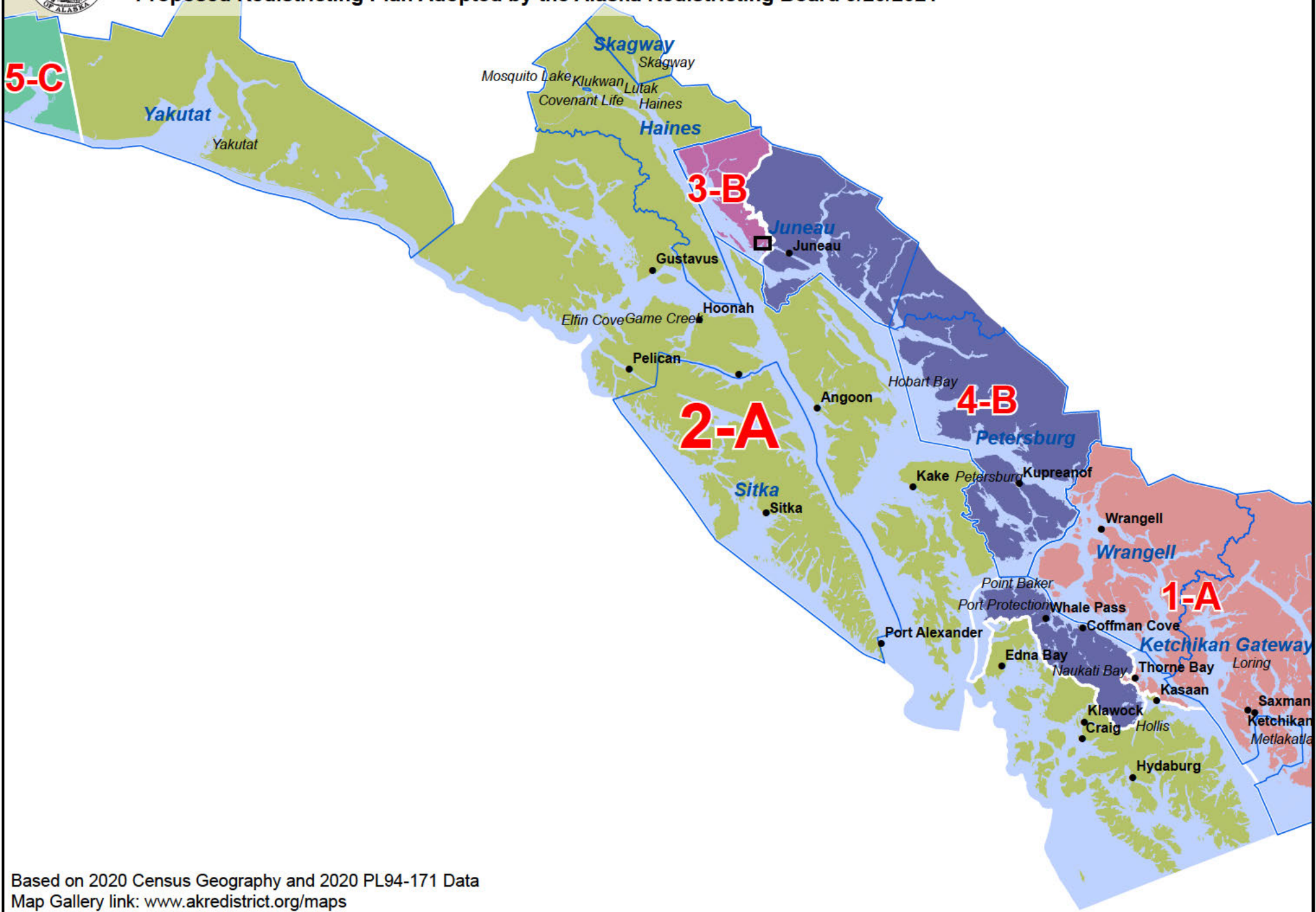


Based on 2020 Census Geography and 2020 PL94-171 Data  
Map Gallery link: [www.akredistrict.org/maps](http://www.akredistrict.org/maps)



# AFFR Proposed District 2-A

Proposed Redistricting Plan Adopted by the Alaska Redistricting Board 9/20/2021

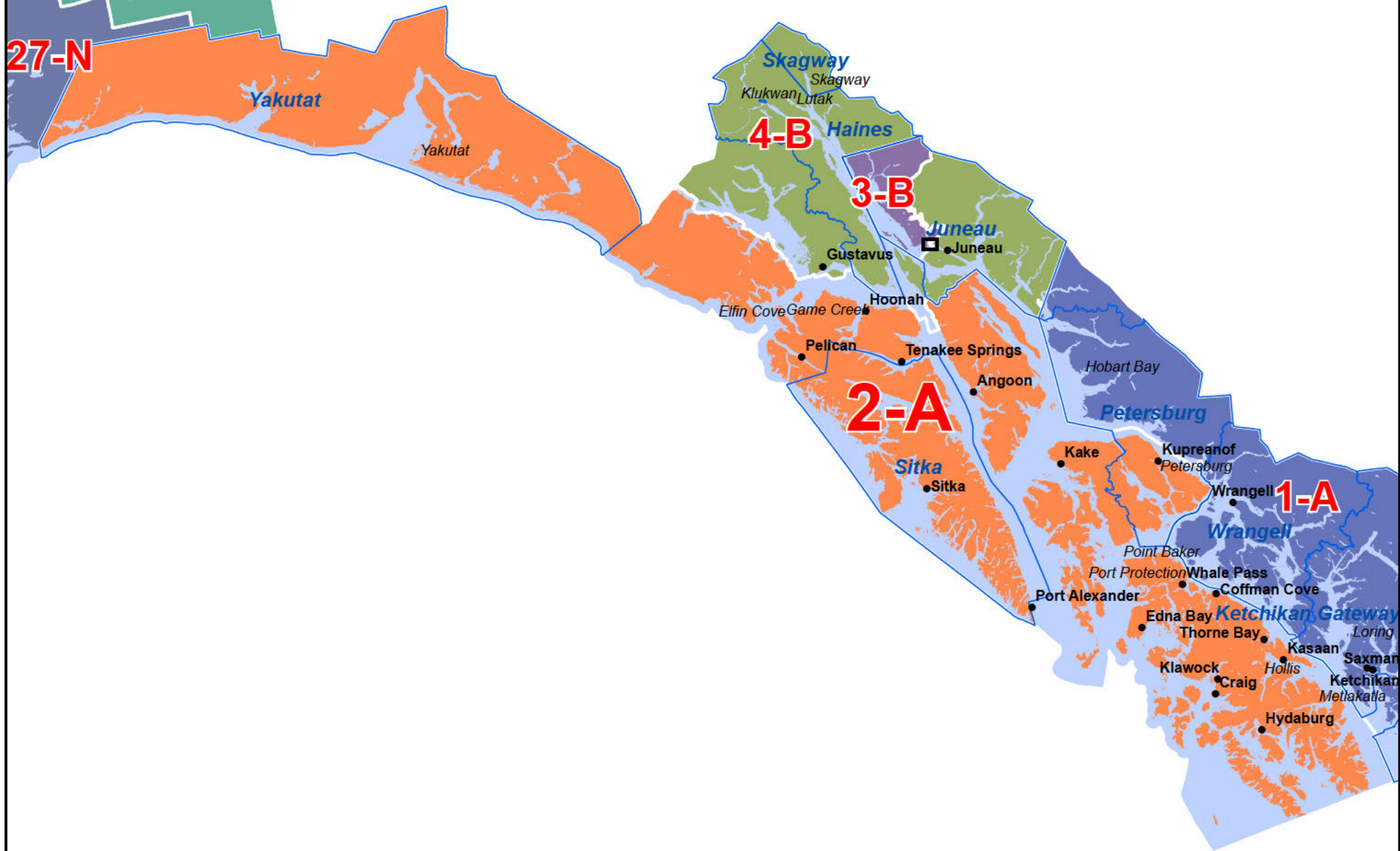


Based on 2020 Census Geography and 2020 PL94-171 Data  
Map Gallery link: [www.akredistrict.org/maps](http://www.akredistrict.org/maps)



# Doyon Coalition Proposed District 2-A

Proposed Redistricting Plan Adopted by the Alaska Redistricting Board 9/20/2021



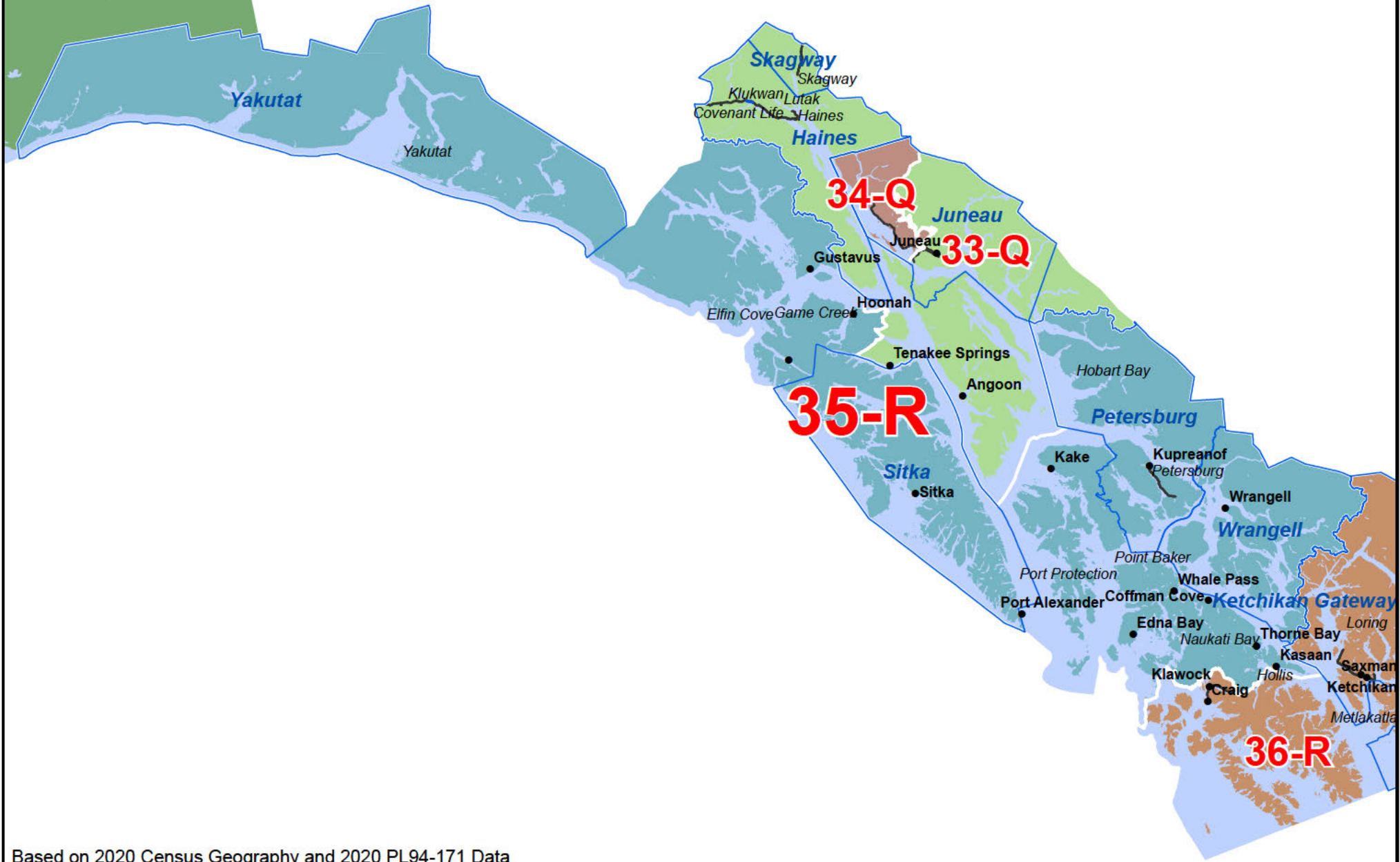
Based on 2020 Census Geography and 2020 PL94-171 Data  
Map Gallery link: [www.akredistrict.org/maps](http://www.akredistrict.org/maps)



# Senate Minority Proposed District 35-R

Proposed Redistricting Plan Adopted by the Alaska Redistricting Board 9/20/2021

6-C



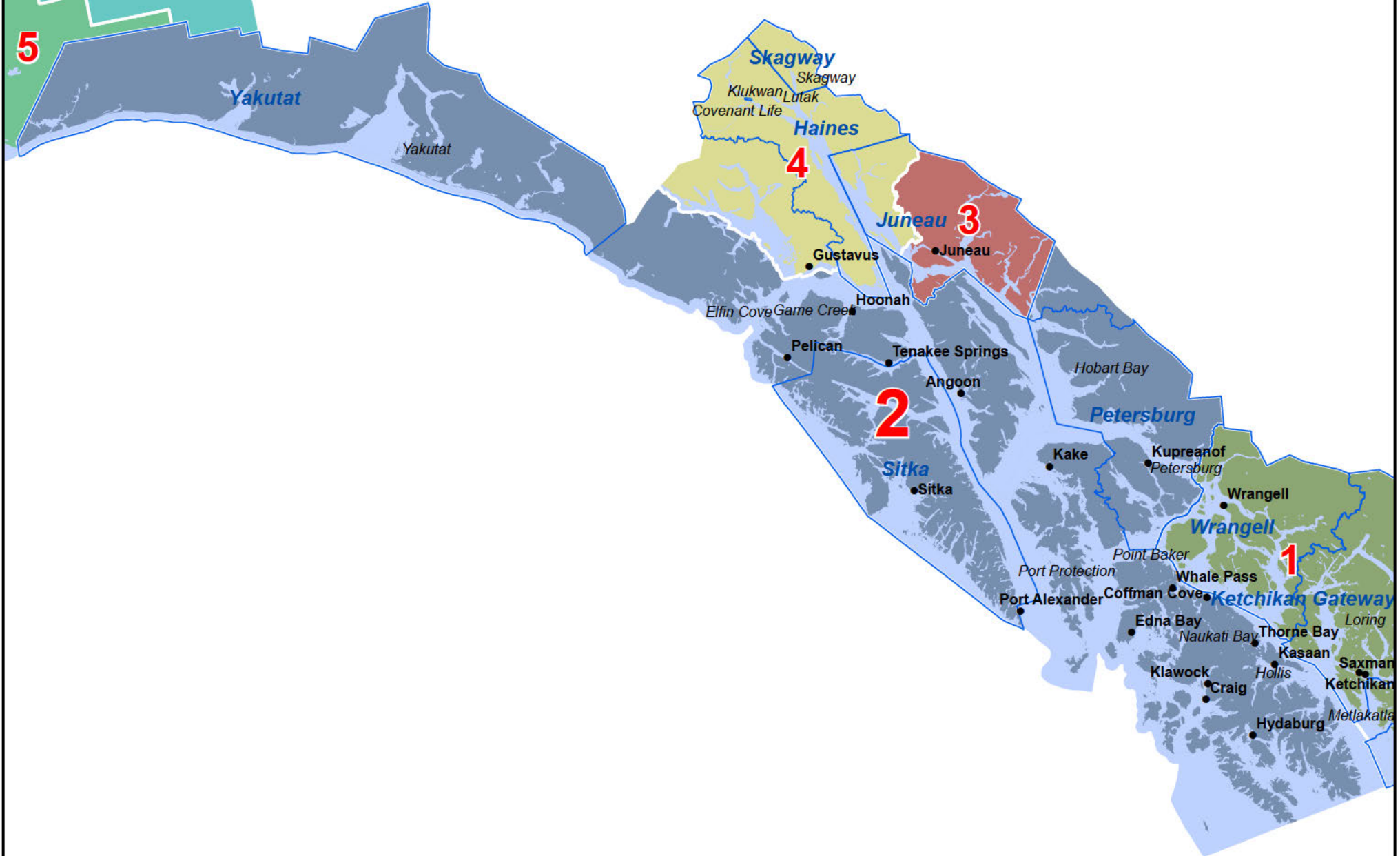
Based on 2020 Census Geography and 2020 PL94-171 Data  
Map Gallery link: [www.akredistrict.org/maps](http://www.akredistrict.org/maps)





# Board Proposed v.3 District 2

Proposed Redistricting Plan Adopted by the Alaska Redistricting Board 9/20/2021



Based on 2020 Census Geography and 2020 PL94-171 Data  
Map Gallery link: [www.akredistrict.org/maps](http://www.akredistrict.org/maps)



# Board Proposed v.4 Southeast

Proposed Redistricting Plan Adopted by the Alaska Redistricting Board 9/20/2021



Based on 2020 Census Geography and 2020 PL94-171 Data  
Map Gallery link: [www.akredistrict.org/maps](http://www.akredistrict.org/maps)

## CITY OF CRAIG MEMORANDUM

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: October 15, 2021  
RE: Executive Session Agenda Item

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The agenda for the council's October 21, 2021 meeting includes an executive session. Councilman Jim See has asked the council to consider entering into an executive session to discuss personnel matters related to my resignation as Craig City Administrator and the transition to a replacement.

Public bodies, like the Craig City Council, are permitted to meet in executive session—outside of the presence of the public—under limited circumstances, per 44.62.310 of Alaska Statutes.

Those circumstances include:

1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. matters which by law, municipal charter, or ordinance are required to be confidential;
4. matters involving consideration of government records that by law are not subject to public disclosure.

The executive session scheduled falls under the first and third circumstance listed above.

Per the cited statute, action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

Written or printed materials prepared for the council in preparation for an executive session are confidential and not available for public review.. I have no written or printed materials to provide for the proposed executive session.

In order to move into an executive session, the council must first meet in open session and adopt a motion to move into executive session. Following the executive session, the council typically approves a motion to reconvene into open session.

### **Recommendation**

That the council adopt the motion below to move into executive session.

Recommended motion: I move to convene an executive session of the Craig city council to discuss matters, matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity, and matters which by law, municipal charter, or ordinance are required to be confidential: to discuss personnel matters related to the resignation of the city administrator.