

**CITY OF CRAIG  
COUNCIL AGENDA  
February 2, 2023  
COUNCIL CHAMBERS 6:30 PM**

**ROLL CALL**

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

**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.*

- Meeting minutes of January 5, 2023
- LGB Renewal Notice- Shelter Cove

**HEARING FROM THE PUBLIC**

- Resolution 23-02 Shared Fisheries Tax

**REPORTS FROM CITY OFFICIALS**

Mayor	City Planner	Public Works
Administrator	Fire/EMS Coordinator	Recreation
Treasurer	Harbormaster	Parks and Public Facilities
	Library	
City Clerk	Police Chief	

**READING OF CORRESPONDENCE**

- Palmer Memo
- Land into Trust Lawsuit-Juneau Empire Article
- Letters to CPD

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

Resolution -23-22 Shared Fisheries Tax

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- Reappropriation of funds for Aquatic Center
- Appropriate funds for SCADA Repairs
- Appointment of Planning Commissioners

**COUNCIL COMMENTS**

**ADJOURNMENT**

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. by the day of the council meeting. City council meetings may be viewed at: <https://www.youtube.com/channel/UCTou8Pn03MIEjLLb9Em0Xrg>.



**CITY OF CRAIG  
COUNCIL MEETING MINUTES  
JANUARY 5, 2023**

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**ROLL CALL**

Mayor Tim O'Connor called the meeting to order at 6:35 p.m. Present were Hannah Bazinet, Jim See, Millie Schoonover, Chanel McKinley, Tim O'Connor, Julie McDonald was absent/excused, and Michael Kampnich was absent/excused.

**Staff Present:** Brian Templin, City Administrator; Kimber Mikulecky, Finance Director; Samantha Wilson, Planner; Heather Mendonsa and Kecia Weatherwax, City Clerks; Tsai, Fire/EMS; Hans Hjort; Harbormaster; Patricia Gardner, Library; Doug Ward, Parks & Public Facilities

**Audience Present:** Kurt Whitehead, Karen Hobart

**CONSENT AGENDA**

1. City Council Meeting Minutes of December 1, 2022

Moved to accept the consent agenda.  
MOTION CARRIED

**HEARING FROM THE PUBLIC**

Kurt Whitehead seeking support for Wolf Letter. Kasaan, Coffman Cove and Thorne Bay have all signed the petition. Traditional ecological letters stating that the wolf should not be listed as endangered . We can write a letter or sign on to the petition. If the petition goes through it will be the third letter written. The people fighting this will petition to stop all wolf hunting to all of southeast. Deer will be next.

**REPORTS FROM CITY OFFICIALS**

**Administrator** – Submitted a written report. Mike asked for a gas station update. Old underground tanks are being removed. The intent is to install above ground tanks and ordering a tire machine and lift equipment. It will be a while still before it reopens. Kimber just finished the Leadership and Management Academy. She did very well. Millie said she hoped Rudy Bean could speak for CTA but he is not here. Looking at #2 there is still no responses. Rudy will work on the letter after the holidays. There will be a CTA Council meeting on Tuesday night.

**Treasurer** – Submitted a written report.

**City Clerk** – Submitted a written report.

**City Planner** – Submitted a written report. Has several ongoing projects, happy to answer any questions. Jim said several people have not completed conditions of permits. Some of those will need to be looked at. He is happy to see that this is being addressed. He doesn't want to see permits being approved if they do not have adequate parking.

**EMS-** Submitted a written report. Tsai was on the phone, was able to participate and answer questions from the council. Council did not have any questions.

**Harbor** – Submitted a written report. Hans added two brief items to his report. Soliciting bids with CBC Construction and B-3 for modifications to the boat ramp.. He expects to have some number within a week to bring to the council to review. Hans also contacted the piledriver who will be coming in for a bid to put the city float piling in. Jim- did it have something to do with a light? He is worried that the electricity might be corroding the pilings. Hans said old fixtures were in place for 20 years and there shouldn't be any stray voltage with the new system. Jim asked Hans to look at a few of those when weather permits. Brian said they have discussed zincing some of the pilings.

**Library** – Submitted a written report. Chanel asked if a schedule is posted. Patricia said there is a sign up in the library for activities. It is posted on Facebook. Patricia is planning take-home kits for the spring and summer, as well as a reading program. Jim asked if the hours are posted on the city website. Chanel suggested putting up a link.

**Police Chief** – Submitted a report. Discussed recent offender with drug activity and the legal consequences with different law enforcement agencies. Mayor asked RJ to congratulate the police department on their good work regarding drug arrests.

**Public Works** – Wrong report put into council packet. (Get a copy to submit in the minutes)

**Recreation** – Wrong report was submitted into the council packet. (Get a copy to put in the minutes) Ellie read her report out loud. Craft fair will be rescheduled for Easter time. Aquatic Center had water heat issues in the office and locker rooms. Had to outsource to Harlan. A part is needed. It will be a quick fix (hopefully). Worst case scenario is a \$6,000 fix. The big lap pool is closed because the water pump is out. It will not be fixed until Wednesday. Jim asked about the cost of the motor, but Ellie has not received the details yet. He suggested having extra seals and parts on hand. Brian said it is generally a reliable pump.

**Parks and Public Facilities** – The new machine has been working very well for snow removal. The kids didn't have to walk in the street to get to school.

## READING OF CORRESPONDENCE

- **CTA Public Notice for Marijuana license application** – Mayor suggested it get posted on the city website, post office, and newspaper. Brian explained the applicant has specific posting requirements. The 60- day posting period will provide the public with opportunities to comment or share concerns.
- **Wolf Letter** – The city can write their own letter or sign on as a signature to the original letter. Jim suggested writing one with the city letterhead on it because it will carry more weight. We might need to get some specifics for the letter from Mike because he has more personal knowledge than anyone else on the island. Brian will talk to Mike and go forward of those on the island will carry a tremendous amount of weight . He is encouraging those who have knowledge to write a letter, as well. Mayor hopes the tribe and everyone else will get behind this. Jim thanked Mike for spearheading this project.
- **AMLJIA-APEI-APEI Discussions** – This is the beginning of negotiations. We are currently with APEI. Brian hopes that working together they will get us a cost break.

## CONSIDERATION OF RESOLUTIONS AND ORDINANCES

### 1. Resolution 23-01 Capital Improvement Projects

21 projects on the list. Tim wants to see aquatic center expansion. CTA and Klawock have both expressed interest in helping with the project. Clarification- most or all of the items in Cheryl's letter are maintenance issues. We can add some of her verbiage to the project descriptions.

Resurface of the bicycle trail was started that summer (Hannah asked about it) Jim – it was started, but it needs to be completed. Hamilton Drive is the most traveled road, and it needs a sidewalk.

Hannah said the trees by the pool need to be trimmed back. The sidewalk is completely black again. The light can't get through. Mayor will go look.

SCHOONOVER/MCKINLEY

Motion to Adopt Resolution No. 23-01, Adopting 2023 Capitol Project List.

MOTION CARRIED

## UNFINISHED BUSINESS

- **Island Daycare Lease** – Jim- section 9 – the section says to go to 16.01. It does not say explicitly that if the daycare was going to sublease to Tlingit & Haida the money needs

to be paid to the city and not the daycare. We need to recoup some of that money.  
Brian- subleases must be negotiated and approved by the city prior to the execution of the sublease.

SEE/SCHOONOVER

Motion to Adopt  
MOTION CARRIED

## **NEW BUSINESS**

**Craig Lady Panthers** – Brian recommends making a donation from the council’s discretionary fund. Shannon (the coach) said the letter was written by a parent. It is specifically for volleyball. It will go toward helping for state, and then equipment if there is extra money. Platinum level sponsorship \$800 recommended. Jim said if there aren’t any anti-gun parents he can help them earn \$2,000 quite quickly. Appropriation of Jail Funds – The police need new tasers. The current tasers (only have two) are only 50% reliable. Jim said they are lifesavers because they don’t kill people. RJ said even the threat of a taser, which is shown as a red dot, will cause people to stop fighting the police Brian said none of the additional funds from the jail have been used yet this year.

RJ said this amount will include all the equipment needed for the tasers for five years. He will get a dollar amount from the non-operational tasers they currently have. Treasure Chest License Renewal- Brian said no action is needed, but they are seeking direction from the council. Other than the occasional parking, there have been no issues. They have met the conditions of their conditional use permit. The marijuana control office gives communities time to protest. The letter was received December 21 and will have until February for public comment. Seeing a general nod of the head, Brian will send a letter back that the city approves the permit.

### **Revolving Loan Fund**

Paperwork will come back to the council before loans are submitted, this is a request to move forward with the paperwork. Council agrees.

## **COUNCIL COMMENTS**

- Jeff Lundberg is leaving the island. Jim would like to see a letter of thanks for saving the island. Jim would like to see a letter of thanks for saving the hatchery and fishery out there. Brian will work on that when he returns from vacation.
- Chanel brought up the Christmas decorations. She said they were supposed to be replaced. The ones up now are embarrassing. Brian said some discussion about Christmas decorations have come up and they will bring it up again.



January 17, 2023

City of Craig

Via Email: [cityclerk@craigak.com](mailto:cityclerk@craigak.com); [adminclerk@craigak.com](mailto:adminclerk@craigak.com) Licensee

**Re: Notice of 2023/2024 Liquor License Renewal Application**

<b>License Type:</b>	Beverage Dispensary – Tourism Seasonal	<b>License</b>	4263
<b>Licensee:</b>	Shelter Cove Lodge		
<b>Doing Business As:</b>	Shelter Cove Lodge LLC		

We have received a completed renewal application for the above-listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Joan Wilson, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

4263

XXXX

# LIQUOR LICENSE

ISSUED

2023 - 2024

01/17/2023

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2024 (AS 04.11.270(b))

ABC BOARD

# TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

05/01 - 09/30

LICENSE FEE: \$1,250.00

1103

CITY / BOROUGH: Craig  
Unorganized Borough

D/B/A: Shelter Cove Lodge  
703 Hamilton Dr

Mail Address:  
Shelter Cove Enterprises LLC  
PO Box 5758  
Ketchikan, AK 99901

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD

*Joan M. Wilson*  
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

4263

XXXX

# LIQUOR LICENSE

ISSUED

2023 - 2024

01/17/2023

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2024 (AS 04.11.270(b))

ABC BOARD

# TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

05/01 - 09/30

LICENSE FEE: \$1,250.00

CITY / BOROUGH: Craig  
Unorganized Borough

D/B/A: Shelter Cove Lodge  
703 Hamilton Dr

Mailing Address:  
Shelter Cove Enterprises LLC  
PO Box 5758  
Ketchikan, AK 99901

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD

**COPY**

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

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04-900 (REV 5/9/22)





Alaska Alcoholic Beverage Control Board

**2023-2024 Master Checklist: Renewal License Application**

Doing Business As:	Shelter Cove Lodge	License Number:	4263
License Type:	Beverage Dispensary Tourism - Seasonal		
Examiner:	C.Brito	Transaction #:	100511450

Document	Received	Completed	Notes
AB-17: Renewal Application	12/16	12/17	
App and License Fees	12/16	12/17	

Supplemental Document	Received	Completed	Notes
AB-25: Supplier Certification			
AB-33: Restaurant Receipts Aff			
AB-36: Rec Site Statement			
AB-37: Tourism Statement			
AB-39: Change of Officers			
COI / COC / 5 Star / FAA Cert			
FP Cards & Fees / AB-08a			
Late Fee (after 12/31/2022)			
Additional Documents:			
Names on FP Cards:			

	Yes	No	N/A
CBPL Entity Printout included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business License Copy included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Background(s) Completed & Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Consideration: <u>Tourism</u> Board Meeting Date: <u>3/6-7/2023</u>			
LGB Sent Date: _____			
LGB Deadline Date: _____			
LGB 1 Name: <u>1/17/2023</u>			
LGB 2 Name: _____			
<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive
<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest
<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed



Alaska Alcoholic Beverage Control Board

# Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

## Section 1 - Establishment Contact Information

Licensee (Owner):	Shelter Cove Enterprises LLC	License #:	4263
License Type:	Beverage Dispensary Tourism - Seasonal		
Doing Business As:	SHELTER COVE LODGE		
Local Governing Body:	CITY OF CRAIG		
Community Council:	NONE		

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

## Section 2 - Licensee Contact Information

**Contact Licensee:** The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	LINDA LEWIS	Contact Phone:	541-953-8310
Contact Email:	sheltercove.lodge@hotmail.com		

**Optional:** If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

## Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES      NO



# Form AB-17: 2023/2024 License Renewal Application

## Section 4 – Ownership Structure Certification

YES  NO

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have **NOT** notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

*[Handwritten initials]*

## Section 5 – License Operation

Check **ONE BOX** for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- |   | 2021                                | 2022                                |
|---|-------------------------------------|-------------------------------------|
| 1. The license was operated for more than 240 hours throughout each year. (Year-round)  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2. The license was only operated during a specified time each year. (Not to exceed 6 months per year)<br><i>If your operation dates have changed, list them below:</i><br><u>May</u> to <u>September</u>  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. <u>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</u>   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <u>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</u><br><u>If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.</u> | <input type="checkbox"/>            | <input type="checkbox"/>            |

## Section 6 - Violations and Convictions

YES NO

Have ANY Notices of Violation been issued for this license?

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2) Attached

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

## Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

AMCO



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

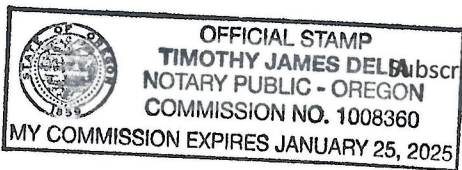
Linda Lewis  
Signature of licensee

LINDA LEWIS  
Printed name of licensee

[Signature]  
Signature of Notary Public

Notary Public in and for the State of Oregon

My commission expires: 1-25-25



Subscribed and sworn to before me this 12 day of Dec, 2022.

- Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed AB-36: Recreational Site Statement
- Tourism** applications must include a completed AB-37: Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:  
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

# 100511450

License Fee:	\$ 1250-	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 1550-

AMCO

DEC 16 2022

Details

# ENTITY DETAILS

## Name(s)

Type	Name
Legal Name	SHELTER COVE ENTERPRISES, LLC

**Entity Type:** Limited Liability Company

**Entity #:** 65332D

**Status:** Good Standing

**AK Formed Date:** 11/27/1998

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2024

**Entity Mailing Address:** PO BOX 798, CRAIG, AK 99921

**Entity Physical Address:** 703 HAMILTON DR., CRAIG, AK 99921

## Registered Agent

**Agent Name:** John Peterson

**Registered Mailing Address:** 307 BAWDEN ST, KETCHIKAN, AK 99901

**Registered Physical Address:** 307 BAWDEN ST, KETCHIKAN, AK 99901

## Officials

Show Former

AK Entity #	Name	Titles	Owned
	LINDA L LEWIS	Member	100.00

## Filed Documents

Date Filed	Type	Filing	Certificate
11/27/1998	Creation Filing	<a href="#">Click to View</a>	
12/09/1998	Biennial Report		
1/18/2001	Biennial Report	<a href="#">Click to View</a>	
12/31/2001	Biennial Report	<a href="#">Click to View</a>	
11/01/2002	Agent Change	<a href="#">Click to View</a>	
2/02/2004	Biennial Report	<a href="#">Click to View</a>	
12/12/2005	Biennial Report	<a href="#">Click to View</a>	
1/11/2008	Biennial Report	<a href="#">Click to View</a>	
2/16/2010	Biennial Report	<a href="#">Click to View</a>	
12/06/2011	Biennial Report	<a href="#">Click to View</a>	

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Date Filed	Type	Filing	Certificate
11/08/2013	Biennial Report	<a href="#">Click to View</a>	
12/29/2015	Biennial Report	<a href="#">Click to View</a>	
1/04/2018	Biennial Report	<a href="#">Click to View</a>	
1/28/2020	Biennial Report	<a href="#">Click to View</a>	
12/31/2021	Biennial Report	<a href="#">Click to View</a>	

[Close Details](#)

 [Print Friendly Version](#)

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**SHELTER COVE LODGE**

P O BOX 798, CRAIG, AK 99921

owned by

SHELTER COVE ENTERPRISES, LLC

is licensed by the department to conduct business for the period

October 11, 2022 to December 31, 2024  
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Sande  
Commissioner

License Detail

# LICENSE DETAILS

**License #:** 1088926

[Print Business License](#)

**Business Name:** SHELTER COVE LODGE

**Status:** Active

**Issue Date:** 10/26/2018

**Expiration Date:** 12/31/2024

**Mailing Address:** P O BOX 798  
CRAIG, AK 99921

**Physical Address:** 703 HAMILTON DR  
CRAIG, AK 99921

## Owners

SHELTER COVE ENTERPRISES, LLC

## Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	721110 - HOTELS (EXCEPT CASINO HOTELS) AND MOTELS	

## Endorsements

No Endorsements Found

## License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)



License Detail

# LICENSE DETAILS

**License #:** 1088921

License unavailable for printing

**Business Name:** SHELTER COVE LODGE**Status:** Inactivated**Issue Date:** 10/26/2018**Expiration Date:** 12/31/2020**Mailing Address:** PO BOX 798  
CRAIG, AK 99921**Physical Address:** 703 HAMILTON DR  
CRAIG, AK 99921

## Owners

LINDA L LEWIS

## Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	721110 - HOTELS (EXCEPT CASINO HOTELS) AND MOTELS	

## Endorsements

No Endorsements Found

## License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)[Print Friendly Version](#)



CITY OF CRAIG  
MEMORANDUM

January 19, 2022

To: City Council

From: Kimber Mikulecky, Treasurer

Re: FY23 Shared Fisheries Business Tax Application

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Attached is the FY23 Shared Fisheries Business Tax application that is needing approval. The purpose of the program is to allocate a share of state fish tax collected outside municipal boundaries with municipalities affected by fishing industry activities.

If you have any questions, please contact me at [finance@craigak.com](mailto:finance@craigak.com)

**ALTERNATE METHOD APPLICATION  
For  
FMA 19: SOUTHERN SOUTHEAST AREA**

Name of Municipality:

Mailing Address:

Contact Person:

Title:

Email Address:

Phone Number:

Return with resolution

**E-mail**

**[caa@alaska.gov](mailto:caa@alaska.gov)**

**Subject Line**

**“Municipality Name, FY23, SFBT”**

**Or**

**Mail**

**State of Alaska DCCED**

**Shared Fisheries Business Tax Program**

**455 3rd Avenue, Suite 140**

**Fairbanks, Alaska 99701-4737**

**FMA 19: Southern Southeast**

Community	Population	Total allocation:		50% per capita share	50% per capita share	Calculated Allocation
		50% Divided	50% Divided			
		\$38,711.75	\$19,355.88	\$19,355.88		
					LONG	
City of Craig	969	\$2,150.65	\$1,133.97	\$3,284.62		
City of Edna Bay	49	\$2,150.65	\$57.34	\$2,207.99		
City of Hydaburg	376	\$2,150.65	\$440.01	\$2,590.67		
City of Kasaan	86	\$2,150.65	\$100.64	\$2,251.29		
Ketchikan Gateway Borough	5,400	\$2,150.65	\$6,319.33	\$8,469.98		
City of Ketchikan	8,149	\$2,150.65	\$9,536.34	\$11,686.99		
City of Klawock	709	\$2,150.65	\$829.70	\$2,980.36		
City of Saxman	346	\$2,150.65	\$404.91	\$2,555.56		
City of Thorne Bay	456	\$2,150.65	\$533.63	\$2,684.29		
<b>Totals</b>	<b>16,540</b>	<b>\$19,355.88</b>	<b>\$19,355.88</b>	<b>\$38,711.75</b>		
Community Count	9					

FY 22 Landing Tax Allocation

\$0.00

Reference Number

Reference Number	Calculated Allocation	Total Distribution
23-SF19-01	\$0.00	\$ 3,284.62
23-SF19-02	\$0.00	\$ 2,207.99
23-SF19-03	\$0.00	\$ 2,590.67
23-SF19-04	\$0.00	\$ 2,251.29
23-SF19-05	\$0.00	\$ 8,469.98
23-SF19-06	\$0.00	\$ 11,686.99
23-SF19-07	\$0.00	\$ 2,980.36
23-SF19-08	\$0.00	\$ 2,555.56
23-SF19-09	\$0.00	\$ 2,684.29
	<b>\$0.00</b>	<b>\$ 38,711.75</b>

\* All municipalities share 50% of allocation equally; share remaining 50% on a per capita basis.  
 \*\*Ketchikan Borough Population = Borough (13,677) - Cities of Saxman and Ketchikan

FY 23 Shared Fisheries Business Tax Program  
Alternative Method Resolution

City of Craig

(City or Borough)

RESOLUTION NO. 23-02

A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY23 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 19: SOUTHERN SOUTHEAST AREA

**WHEREAS**, AS 29.60.450 requires that for a municipality to participate in the FY 23 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality suffered significant effects during calendar year 2021 from fisheries business activities; and,

**WHEREAS**, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and,

**WHEREAS**, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

**WHEREAS**, The City of Craig  
(Governing Body) proposes to use an alternative allocation method for allocation of FY23 funding available within the FMA 19: SOUTHERN SOUTHEAST AREA in agreement with all other municipalities in this area participating in the FY23 Shared Fisheries Business Tax Program;

**NOW THEREFORE BE IT RESOLVED THAT:** The City of Craig  
(Governing Body) by this resolution certifies that the following alternative allocation method fairly represents the distribution of significant effects during 2021 of fisheries business activity in FMA 19: SOUTHERN SOUTHEAST AREA:

- **All municipalities share equally 50% of allocation; all municipalities share remaining 50% on a per capita basis.**
- **Ketchikan Gateway Borough population is reduced by the population of the Cities of Ketchikan and Saxman**

PASSED and APPROVED by a duty constituted quorum of the City of Craig this      day  
(Governing Body)  
of      20    .

SIGNED \_\_\_\_\_  
Mayor

ATTEST \_\_\_\_\_  
Clerk

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Administrator  
Date: January 26, 2023  
RE: February Staff Report

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### **1. FY24 Budget**

We have started a review of the FY23 General Fund revenues to date as the normal start of our annual budget process. FY23 revenues are positive with most PILT programs, forest receipts, jail contract, fish tax, and all sales taxes above our budget projections. Much of this is due to high prices for goods and services so we will take a conservative approach using some of the revenue numbers for our FY24 projections. Kimber and I will start reviewing Enterprise Fund revenues this week. We have asked department heads to note their budget requests for the upcoming fiscal year and we will be meeting with them to move this process forward. Thanks for all of the council involvement in last year's budget and I look forward to working with the budget committee and council again this year.

### **2. Land Into Trust**

There are a couple of issues related to land into trust that have come up recently that we are paying attention to.

First, I received a phone call from the BIA about a week ago notifying me that CTA has applied to put another parcel of land in Craig into trust. From the information that I received from the BIA it appears to be the Haidaway property (not the property that the proposed marijuana shop would be located on), but so far I have limited information. I have asked the BIA for a copy of the full application but they won't release it without some process, likely a FOIA. We will continue to work on verifying the parcel. We are tentatively scheduled to meet with the BIA on February 21<sup>st</sup> here in Craig during a site visit related to the application. We will keep the council informed as this process progresses.

Second, CCTHIA recently completed a land into trust action in Juneau and the State of Alaska has filed a lawsuit against the US Department of the Interior seeking to invalidate the Secretary's authority to place land into trust in Alaska. I have talked with Bob Blasco about this issue and potential effects to land already placed into trust. Bob informed me that the current lawsuit does not address existing trust lands. If the council would like to talk with the attorney for more information I can schedule an executive session. In the meantime, we will continue to keep an eye on the issue and update the council as the lawsuit progresses. If any council members would like to get a copy of the complaint please let me know. Staff is open to any other direction on the issue from the council.

### **3. SE Conference Mid-Session**

I will be attending Southeast Conference Mid-Session meetings in Juneau January 31<sup>st</sup> and February 1<sup>st</sup> with Mayor O'Connor, Councilman Kampnich, and Councilwoman Schoonover. In addition to the general sessions we have scheduled meetings with Senator Stedman and Representative Himschoot to discuss capital projects and other issues that the legislature may be working on; a meeting with AML to discuss barge issues related to Silver Bay and the Kidco dock; and SE Conference Staff related to the mariculture project.

#### **4. Staffing and Employee Retention**

Staffing continues to improve. We are still looking for a Billing Clerk at city hall and lifeguards at the pool. The pool has added some staff but still has vacant positions. All other departments are fully staffed at this time.

At the January 5<sup>th</sup> council meeting the council raised the subject of employee retention. We are interested in sitting down with some council members to discuss potential employee retention ideas to present to the full council for discussion. Please let me know if you are interested in participating.

#### **5. Travel and Leave Schedule**

I don't have any travel or leave scheduled for February or March.



CITY OF CRAIG  
MEMORANDUM

February 02, 2023

To: City Council

From: Kimber Mikulecky, Treasurer

Re: Monthly Report

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The January monthly financials and APMC reports are included.

We are almost full staffed, with the exception of the billing clerk position still being vacant. The position is open and accepting applications until filled.

Brian and I have sat down to discuss the beginning stages of the Fiscal year 2024 budget. I have sent department heads their financial worksheets from the prior year to compare and make any changes they would like to see.

Accufund continues to have errors with little to no explanation of why specific errors are happening, or reoccurring. After a live demo with Wade Walker, I am highly impressed and would love to see the city transition from Accufund to Caselle.

Attached to this memo is a brief descriptive detail of the history of Caselle as well as a list of strengths and success. Also attached is a quote for the hosted version of the software. The upfront cost includes the software, training at Caselle in Provo, UT, setup and conversion. The monthly maintenance and support fees start when modules begin going live. Each module carries its own maintenance and support fee. Once all modules are live, a monthly fee of \$4,610.00 will be billed. If we decide to pay annually, we will receive a 5% discount.

I have reached out to Mason Villarma, the Finance Director for the City of Wrangell. Wrangell has made the switch from Accufund to Caselle, and I would be happy to provide any commentary he has to share when I hear from him.

If you have any questions please contact me at [finance@craigak.com](mailto:finance@craigak.com)

City of Craig  
Cash Balances

1/23/2023

General Fund

Deposit Clearing Account	109,891.03
Checking - First Bank	3,000,787.09
Checking - Wells Fargo	25,218.73
Petty Cash	356.60
Petty Cash-Harbors	165.29
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	134.95
Petty Cash- Library	150.00
Wells Fargo CD Saving Account	<u>510,912.14</u>
Total	<u>3,647,865.83</u>

Restricted Fund

Cares Fund Checking	507,087.78
Cash, Police Fund	11,706.76
Cash Evidence, Police	4,419.12
Cash, Police Federal Fund	11,944.78
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	34,764.72
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	50,029.61
MM Invest Muni Land	433.73
Hatchery Saving Account	54,841.96
Cash MMkt NFR -School FB	61,592.36
Cash Invest School Funds APCM	2,901,437.01
Accrued Interest, School	<u>6,267.46</u>
Total	<u>3,668,561.92</u>

Endowment

Cash Held Endowment	92,076.23
Fixed Inc. Investment Endowment	5,591,536.51
Accr. Int., Endowment	38,100.11
Equity Invest., Endowment	7,192,153.73
Unrealized Gain/Loss Endowment	(274,867.76)
Unrealized Gain/Loss Equity, Endowment	<u>3,230,465.02</u>
Total	<u>15,869,463.84</u>

Enterprise Fund

DNR Performance CD	<u>8,500.00</u>
Total	<u>8,500.00</u>

**City of Craig**  
**02a. Craig Gov Rev**

**January 23, 2023**

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	0	692,121	687,480	4,641	101
01 00.4050.00 000 Sales Tax	185,808	1,600,170	1,205,500	394,670	133
01 00.4051.00 000 1% Sales Tax for School	0	0	340,850	(340,850)	0
01 00.4052.00 000 Alaska Remote Sales Tax	0	112,080	100,000	12,080	112
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	340,850	(340,850)	0
01 00.4054.00 000 Fuel Sales Tax	0	11,377	0	11,377	0
01 00.4055.00 000 Delinquent Sales Tax	0	787	0	787	0
01 00.4060.00 000 Liquor Sales Tax	16,130	91,418	120,000	(28,582)	76
01 00.4065.00 000 Transient Room Tax	455	18,630	20,000	(1,370)	93
01 00.4080.00 000 Sales Tax Penalties	0	467	0	467	0
<b>Total Local Taxes</b>	<b>202,393</b>	<b>2,527,050</b>	<b>2,814,680</b>	<b>(287,630)</b>	<b>90</b>
01 00.4100.00 000 Property PILT Funding	0	304,598	300,000	4,598	102
01 00.4110.00 000 State Revenue Sharing	0	0	75,000	(75,000)	0
01 00.4111.00 000 Liquor Revenue Sharing	0	0	4,000	(4,000)	0
01 00.4112.00 000 Fish Bus Tax - DOR	0	228,221	75,000	153,221	304
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
<b>Total State Revenue</b>	<b>0</b>	<b>532,819</b>	<b>456,000</b>	<b>76,819</b>	<b>117</b>
01 00.4200.00 000 COVID 19 Response Revenue	0	0	75,000	(75,000)	0
01 00.4220.00 000 EMS Service Fees	1,185	21,706	50,000	(28,294)	43
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	(25,000)	25,000	0
01 00.4260.00 000 Aquatic Center Revenue	442	15,882	50,000	(34,118)	32
01 00.4270.00 000 Library Fees	1	87	1,000	(913)	9
01 00.4275.00 000 Recreation Revenue	1,439	13,680	15,000	(1,320)	91
01 00.4280.00 000 Senior Card Fees	60	995	3,000	(2,005)	33
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	60	750	2,500	(1,750)	30
01 00.4644.00 000 Access Permit Fees	0	3,503	5,500	(1,997)	64
01 00.4645.00 000 Subdivision Fees	0	60	0	60	0
01 00.4646.00 000 PSN Road Maintenance	14,502	14,202	40,000	(25,798)	36
<b>Total Permits &amp; Fees</b>	<b>17,689</b>	<b>70,865</b>	<b>218,100</b>	<b>(147,235)</b>	<b>32</b>
01 00.4300.00 000 Property Lease/Rentals	0	17,129	53,000	(35,871)	32
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
<b>Total Local Revenue</b>	<b>0</b>	<b>17,129</b>	<b>54,000</b>	<b>(36,871)</b>	<b>32</b>
01 00.4700.00 000 Police-Fines,Citation	500	6,848	10,000	(3,152)	68
01 00.4703.00 000 Motor Vehicle Commision	4,196	39,136	60,000	(20,864)	65
01 00.4704.00 000 Dog Licenses	20	20	0	20	0
01 00.4650.00 000 State Trooper Dispatch	0	3,000	7,200	(4,200)	42
01 00.4660.00 000 State Jail Contract Revenue	0	276,691	357,524	(80,833)	77
01 00.4665.00 000 Klawock Dispatch	0	26,544	53,088	(26,544)	50
01 00.4670.00 000 Forest Service Dispatch	0	0	3,000	(3,000)	0
<b>Total Public Safety Funds</b>	<b>4,716</b>	<b>352,239</b>	<b>490,812</b>	<b>(138,573)</b>	<b>72</b>
01 00.4820.00 000 Interest Income (A/R)	0	746	1,000	(254)	75
01 00.4900.00 000 Misc Revenue	67	7,291	5,000	2,291	146
01 00.4990.00 000 TRANS.FRM RESERVES BAL. BUDGET	0	895	0	895	0
<b>Total Other Revenue</b>	<b>67</b>	<b>8,932</b>	<b>6,000</b>	<b>2,932</b>	<b>149</b>
Return to Top					
<b>Total Revenues</b>	<b>\$ 224,865</b>	<b>\$ 3,509,034</b>	<b>\$ 4,039,592</b>	<b>\$ (530,558)</b>	<b>\$ 87</b>

**City of Craig**

## Revenue and Expense YTD &amp; Budget

January 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
<b>Administration</b>				
Total Personnel Expenditures	198,364	0	335,041	198,364
Total Benefits Expenditures	74,091	0	157,542	74,091
Total Contract Expenditures	125,214	0	178,200	125,214
Total Travel & Expenditures	14,045	0	14,545	14,045
Total Materials Expenditures	6,833	0	11,625	6,833
Total Utilities Expenditures	10,809	0	20,370	10,809
Total Repairs & Maint Expenditures	2,045	0	4,760	2,045
Total Other Expenditures	29,461	0	53,639	29,461
Total Capital & Debt Expenditures	1,932	0	8,000	1,932
Total Expenditures	<u>\$ 462,794</u>	<u>\$ 0</u>	<u>\$ 783,722</u>	<u>\$ 462,794</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (462,794)</u>	<u>\$ 0</u>	<u>\$ (783,722)</u>	<u>\$ (462,794)</u>
<b>Council</b>				
Total Personnel Expenditures	10,053	0	20,124	10,053
Total Benefits Expenditures	1,002	0	6,864	1,002
Total Contract Expenditures	900	0	950	900
Total Travel & Expenditures	2,149	0	5,050	2,149
Total Materials Expenditures	366	0	1,000	366
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	4,521	0	10,428	4,521
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 18,991</u>	<u>\$ 0</u>	<u>\$ 44,416</u>	<u>\$ 18,991</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (18,991)</u>	<u>\$ 0</u>	<u>\$ (44,416)</u>	<u>\$ (18,991)</u>
<b>Planning</b>				
Total Revenues	\$ 8,725	\$ 0	\$ 0	\$ 8,725
Total Personnel Expenditures	27,671	0	41,915	27,671
Total Benefits Expenditures	11,219	0	26,132	11,219
Total Contract Expenditures	21,845	0	6,500	21,845
Total Travel & Expenditures	1,147	649	2,700	1,796
Total Materials Expenditures	49,332	(41,187)	1,000	8,145
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	30	0	500	30
Total Other Expenditures	558	0	1,742	558
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 111,802</u>	<u>\$ (40,538)</u>	<u>\$ 80,489</u>	<u>\$ 71,264</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (103,077)</u>	<u>\$ 40,538</u>	<u>\$ (80,489)</u>	<u>\$ (62,539)</u>
<b>Parks &amp;Facilities</b>				
Total Personnel Expenditures	80,657	0	158,330	80,657
Total Benefits Expenditures	39,432	0	68,945	39,432
Total Contract Expenditures	3,331	0	7,500	3,331
Total Travel & Expenditures	0	0	0	0

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# City of Craig

## Revenue and Expense YTD & Budget

January 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Materials Expenditures	20,771	4,764	16,175	25,534
Total Utilities Expenditures	10,971	0	19,200	10,971
Total Repairs & Maint Expenditures	0	0	12,000	0
Total Other Expenditures	10,731	0	18,534	10,731
Total Capital & Debt Expenditures	<u>6,965</u>	<u>78,066</u>	<u>48,550</u>	<u>85,031</u>
Total Expenditures	<u>\$ 172,858</u>	<u>\$ 82,830</u>	<u>\$ 349,234</u>	<u>\$ 255,687</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (172,858)</u>	<u>\$ (82,830)</u>	<u>\$ (349,234)</u>	<u>\$ (255,687)</u>
Public Works				
Total Personnel Expenditures	73,449	0	111,888	73,449
Total Benefits Expenditures	45,809	0	64,617	45,809
Total Contract Expenditures	300	0	720	300
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	51,307	3,315	74,825	54,623
Total Utilities Expenditures	4,386	0	18,925	4,386
Total Repairs & Maint Expenditures	28,947	6,703	53,200	35,648
Total Other Expenditures	14,028	0	16,049	14,028
Total Capital & Debt Expenditures	<u>50,452</u>	<u>394</u>	<u>111,774</u>	<u>50,846</u>
Total Expenditures	<u>\$ 268,678</u>	<u>\$ 10,412</u>	<u>\$ 451,998</u>	<u>\$ 279,089</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (268,678)</u>	<u>\$ (10,412)</u>	<u>\$ (451,998)</u>	<u>\$ (279,089)</u>
Police				
Total Personnel Expenditures	349,899	0	635,955	349,899
Total Benefits Expenditures	181,358	0	357,833	181,358
Total Contract Expenditures	1,837	0	26,931	1,837
Total Travel & Expenditures	5,057	1,179	5,000	6,236
Total Materials Expenditures	21,268	7,072	60,000	28,339
Total Utilities Expenditures	4,641	0	27,111	4,641
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	26,143	4,425	56,008	30,568
Total Capital & Debt Expenditures	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>
Total Expenditures	<u>\$ 591,203</u>	<u>\$ 12,676</u>	<u>\$ 1,170,838</u>	<u>\$ 603,878</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (591,203)</u>	<u>\$ (12,676)</u>	<u>\$ (1,170,838)</u>	<u>\$ (603,878)</u>
EMS				
Total Personnel Expenditures	99,415	0	202,467	99,415
Total Benefits Expenditures	39,635	0	69,165	39,635
Total Contract Expenditures	4,351	464	4,900	4,815
Total Travel & Expenditures	642	0	8,200	642
Total Materials Expenditures	6,195	0	13,450	6,195
Total Utilities Expenditures	2,970	0	8,600	2,970
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	6,129	0	10,077	6,129
Total Capital & Debt Expenditures	<u>0</u>	<u>19,724</u>	<u>30,000</u>	<u>19,724</u>
Total Expenditures	<u>\$ 159,337</u>	<u>\$ 20,188</u>	<u>\$ 346,859</u>	<u>\$ 179,525</u>

# City of Craig

## Revenue and Expense YTD & Budget

January 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ (159,337)	\$ (20,188)	\$ (346,859)	\$ (179,525)
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	371	0	4,186	371
Total Contract Expenditures	5,100	0	5,400	5,100
Total Travel & Expenditures	0	0	2,500	0
Total Materials Expenditures	547	1,424	2,300	1,971
Total Utilities Expenditures	1,967	0	5,425	1,967
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	2,469	0	5,954	2,469
Total Capital & Debt Expenditures	0	0	5,000	0
Total Expenditures	\$ 10,454	\$ 1,424	\$ 31,765	\$ 11,878
Excess Revenue Over (Under) Expenditures	\$ (10,454)	\$ (1,424)	\$ (31,765)	\$ (11,878)
Library				
Total Revenues	\$ 48,049	\$ 0	\$ 0	\$ 48,049
Total Personnel Expenditures	43,258	0	76,341	43,258
Total Benefits Expenditures	9,933	0	15,242	9,933
Total Contract Expenditures	0	1,291	4,934	1,291
Total Travel & Expenditures	0	0	1,000	0
Total Materials Expenditures	17,963	2,108	9,600	20,071
Total Utilities Expenditures	2,148	0	11,100	2,148
Total Repairs & Maint Expenditures	277	0	500	277
Total Other Expenditures	1,723	0	2,770	1,723
Total Capital & Debt Expenditures	0	0	2,860	0
Total Expenditures	\$ 75,302	\$ 3,399	\$ 124,347	\$ 78,701
Excess Revenue Over (Under) Expenditures	\$ (27,253)	\$ (3,399)	\$ (124,347)	\$ (30,652)
Recreation				
Total Revenues	\$ 4,400	\$ 0	\$ 0	\$ 4,400
Total Personnel Expenditures	41,116	0	82,055	41,116
Total Benefits Expenditures	21,142	0	43,963	21,142
Total Contract Expenditures	200	0	1,500	200
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	824	0	2,525	824
Total Utilities Expenditures	4,412	0	19,625	4,412
Total Repairs & Maint Expenditures	0	0	2,100	0
Total Other Expenditures	4,539	0	6,239	4,539
Total Capital & Debt Expenditures	0	0	4,000	0
Total Expenditures	\$ 72,233	\$ 0	\$ 162,007	\$ 72,233
Excess Revenue Over (Under) Expenditures	\$ (67,833)	\$ 0	\$ (162,007)	\$ (67,833)
Aquatic Center				

**City of Craig**

## Revenue and Expense YTD &amp; Budget

January 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Personnel Expenditures	52,947	0	180,222	52,947
Total Benefits Expenditures	35,707	0	115,484	35,707
Total Contract Expenditures	246	0	4,040	246
Total Travel & Expenditures	1,243	0	5,670	1,243
Total Materials Expenditures	6,344	314	23,420	6,657
Total Utilities Expenditures	61,457	0	138,650	61,457
Total Repairs & Maint Expenditures	639	0	4,500	639
Total Other Expenditures	9,829	0	20,012	9,829
Total Capital & Debt Expenditures	107,883	1,950	144,738	109,834
Total Expenditures	<u>\$ 276,295</u>	<u>\$ 2,264</u>	<u>\$ 636,736</u>	<u>\$ 278,559</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (276,295)</u>	<u>\$ (2,264)</u>	<u>\$ (636,736)</u>	<u>\$ (278,559)</u>
<b>Sewer</b>				
Total Revenues	\$ 145,559	\$ 0	\$ 0	\$ 145,559
Total Personnel Expenditures	65,311	0	137,550	65,311
Total Benefits Expenditures	31,647	0	63,163	31,647
Total Contract Expenditures	3,569	165	7,800	3,734
Total Travel & Expenditures	922	0	2,280	922
Total Materials Expenditures	1,384	4,253	8,350	5,637
Total Utilities Expenditures	7,965	1,437	51,700	9,402
Total Repairs & Maint Expenditures	3,386	208	4,000	3,595
Total Other Expenditures	11,570	0	26,262	11,570
Total Capital & Debt Expenditures	29,115	0	379,445	29,115
Total Expenditures	<u>\$ 154,869</u>	<u>\$ 6,063</u>	<u>\$ 680,550</u>	<u>\$ 160,933</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (9,310)</u>	<u>\$ (6,063)</u>	<u>\$ (680,550)</u>	<u>\$ (15,374)</u>
<b>Water</b>				
Total Revenues	\$ 177,341	\$ 0	\$ 0	\$ 177,341
Total Personnel Expenditures	85,989	0	199,528	85,989
Total Benefits Expenditures	44,948	0	92,026	44,948
Total Contract Expenditures	6,051	0	10,000	6,051
Total Travel & Expenditures	3,573	1,498	4,935	5,072
Total Materials Expenditures	34,112	8,014	69,900	42,126
Total Utilities Expenditures	7,874	0	57,400	7,874
Total Repairs & Maint Expenditures	4,378	1,836	10,000	6,214
Total Other Expenditures	(2,529)	0	18,345	(2,529)
Total Capital & Debt Expenditures	44,236	(1,936)	83,208	42,300
Total Expenditures	<u>\$ 228,632</u>	<u>\$ 9,412</u>	<u>\$ 545,342</u>	<u>\$ 238,045</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (51,291)</u>	<u>\$ (9,412)</u>	<u>\$ (545,342)</u>	<u>\$ (60,704)</u>
<b>Garbage</b>				
Total Revenues	\$ 190,188	\$ 0	\$ 0	\$ 190,188
Total Personnel Expenditures	24,314	0	50,543	24,314
Total Benefits Expenditures	12,152	0	17,731	12,152
Total Contract Expenditures	94,607	0	239,500	94,607

# City of Craig

## Revenue and Expense YTD & Budget

January 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	8,061	150	9,475	8,211
Total Utilities Expenditures	67	0	500	67
Total Repairs & Maint Expenditures	0	0	5,000	0
Total Other Expenditures	1,552	0	5,802	1,552
Total Capital & Debt Expenditures	30,846	0	55,831	30,846
Total Expenditures	<u>\$ 171,599</u>	<u>\$ 150</u>	<u>\$ 384,382</u>	<u>\$ 171,749</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 18,589</u>	<u>\$ (150)</u>	<u>\$ (384,382)</u>	<u>\$ 18,439</u>

### Harbor

Total Revenues	\$ 222,597	\$ 0	\$ 0	\$ 222,597
Total Personnel Expenditures	72,054	0	166,081	72,054
Total Benefits Expenditures	57,168	0	105,024	57,168
Total Contract Expenditures	0	0	1,200	0
Total Travel & Expenditures	2,732	350	2,500	3,082
Total Materials Expenditures	6,683	2,577	29,925	9,260
Total Utilities Expenditures	22,145	0	45,492	22,145
Total Repairs & Maint Expenditures	3,286	1,290	3,000	4,576
Total Other Expenditures	17,722	0	26,619	17,722
Total Capital & Debt Expenditures	25,997	30,216	197,250	56,213
Total Expenditures	<u>\$ 207,787</u>	<u>\$ 34,433</u>	<u>\$ 577,091</u>	<u>\$ 242,220</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 14,810</u>	<u>\$ (34,433)</u>	<u>\$ (577,091)</u>	<u>\$ (19,623)</u>

### JTB Industrail Park

Total Revenues	\$ 558,929	\$ 0	\$ 0	\$ 558,929
Total Personnel Expenditures	84,828	0	97,407	84,828
Total Benefits Expenditures	24,894	0	39,183	24,894
Total Contract Expenditures	358	0	2,200	358
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	6,338	0	22,225	6,338
Total Utilities Expenditures	22,393	0	50,100	22,393
Total Repairs & Maint Expenditures	4,455	1,292	12,500	5,747
Total Other Expenditures	11,199	0	21,081	11,199
Total Capital & Debt Expenditures	28,567	0	128,400	28,567
Total Expenditures	<u>\$ 183,032</u>	<u>\$ 1,292</u>	<u>\$ 373,096</u>	<u>\$ 184,324</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 375,897</u>	<u>\$ (1,292)</u>	<u>\$ (373,096)</u>	<u>\$ 374,605</u>

### Ward Cove Cannery

Total Revenues	\$ 2,082	\$ 0	\$ 0	\$ 2,082
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	872	0	2,800	872

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**City of Craig**

## Revenue and Expense YTD &amp; Budget

January 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	1,487	0	2,732	1,487
Total Capital & Debt Expenditures	6,213	0	76,750	6,213
Total Expenditures	<u>\$ 8,572</u>	<u>\$ 0</u>	<u>\$ 82,282</u>	<u>\$ 8,572</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (6,490)</u>	<u>\$ 0</u>	<u>\$ (82,282)</u>	<u>\$ (6,490)</u>
PSN Hatchery				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	508	0	0	508
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 508</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 508</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (508)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (508)</u>
GF Revenue				
Total Revenues	\$ 3,509,034	\$ 0	\$ 4,039,592	\$ 3,509,034
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 3,509,034</u>	<u>\$ 0</u>	<u>\$ 4,039,592</u>	<u>\$ 3,509,034</u>
Inter Governmental Transfers				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

**City of Craig**

Revenue and Expense YTD & Budget

January 23, 2023

	<u>Y-T-D Actual</u>	<u>Y-T-D Encumbrance</u>	<u>Y-T-D Budget</u>	<u>Total</u>
Excess Revenue Over (Under)	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures				
Other Fund Sources	133	0	0	133
Other Funding Sources/Outflows	133	0	0	133

# CITY OF CRAIG - PERMANENT FUND

Account Statement - Period Ending December 31, 2022



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Registered Investment Adviser

## ACCOUNT ACTIVITY

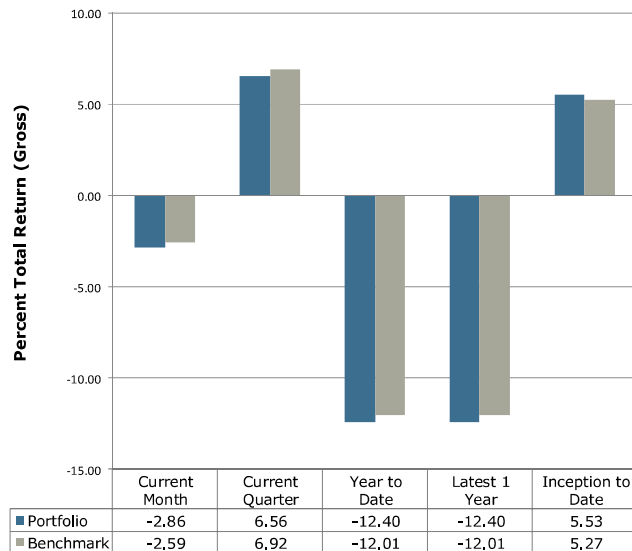
Portfolio Value on 11-30-22	14,863,222
Contributions	0
Withdrawals	-3,459
Change in Market Value	-518,767
Interest	9,035
Dividends	84,507
Portfolio Value on 12-31-22	14,434,540

## MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Bill Lierman, CFA®
Contact Phone Number:	907/272 -7575

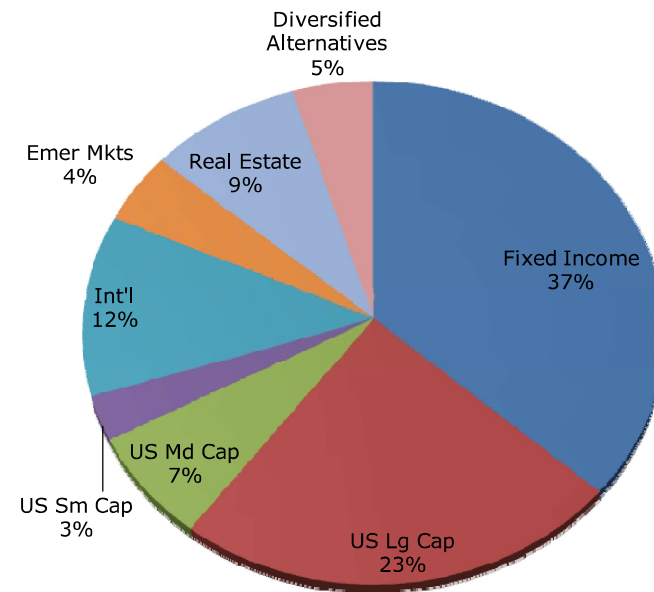
## INVESTMENT PERFORMANCE

Current Account Benchmark:  
Equity Blend



Performance is Annualized for Periods Greater than One Year

## PORTFOLIO COMPOSITION



Clients are encouraged to compare this report with the official statement from their custodian.

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# CITY OF CRAIG - CAPITAL RESERVES

Account Statement - Period Ending December 31, 2022



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Registered Investment Adviser

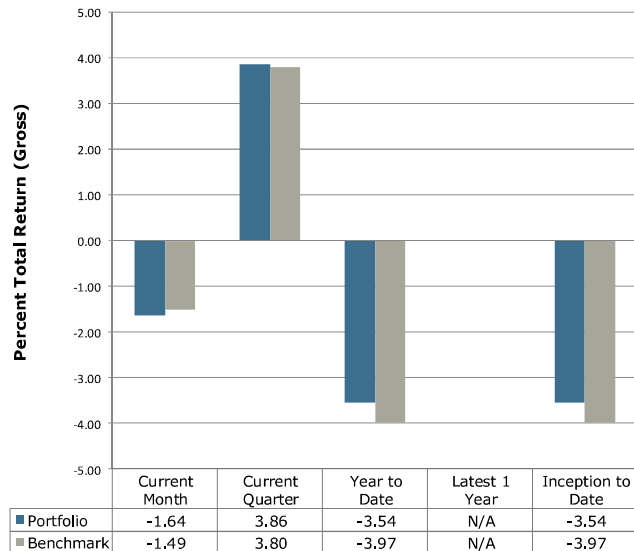
## ACCOUNT ACTIVITY

Portfolio Value on 11-30-22	2,244,147
Contributions	0
Withdrawals	-522
Change in Market Value	-51,719
Interest	51
Dividends	14,931

Portfolio Value on 12-31-22 2,206,889

## INVESTMENT PERFORMANCE

Current Account Benchmark:  
Equity Blend



Performance is Annualized for Periods Greater than One Year

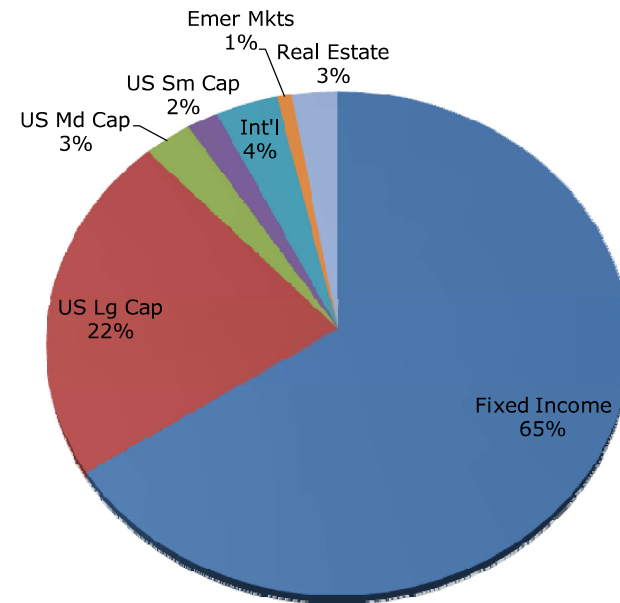
## MANAGEMENT TEAM

Client Relationship Manager: Blake Phillips, CFA®  
Blake@apcm.net

Your Portfolio Manager: Brandy Niclai, CFA®

Contact Phone Number: 907/272-7575

## PORTFOLIO COMPOSITION



Clients are encouraged to compare this report with the official statement from their custodian.

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*Caselle*® Hosted Software & Services Proposal

# City of Craig, AK

**January 5, 2023**

(Valid for 90 days)

From:

Wade Walker, Territory Manager  
pww@caselle.com

*Caselle*<sup>®</sup> Hosted Software & Services Proposal  
City of Craig, AK  
January 5, 2023

**Proposal Summary**

License Type	Hosted
Total Training	\$20,225
Total Setup	21,950
Total Conversion	10,207
<b>Total Investment</b>	<b>\$52,382</b>

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Hosted Maintenance & Support will be \$4,610.

I have read and agree to all terms & conditions proposed herein. I understand if the City of Craig is unable to provide data to Caselle in the requested format, additional fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

*Caselle®* Hosted Software & Services Proposal  
 City of Craig, AK  
 January 5, 2023

**Proposal Detail**

<i>Caselle®</i> Application Software	License Type	Training	Setup	Conversion	Total
General Ledger	Hosted	\$2,250	\$700	\$2,000	\$4,950
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	2,500	2,500
miExcel GL	Hosted	Included	1,000	-	1,000
Payroll/Direct Deposit	Hosted	3,375	1,750	1,207	6,332
Electronic W2/1099	Hosted	Included	-	-	-
Timekeeping	Hosted	1,100	500	-	1,600
Human Resources	Hosted	550	-	-	550
Online Pay Stubs/W2's	Hosted	-	3,000	-	3,000
Accounts Payable	Hosted	550	500	2,200	3,250
AP Direct Pay	Hosted	Included	-	-	-
Purchases & Requisitions	Hosted	550	-	-	550
Accounts Receivable	Hosted	1,100	500	500	2,100
Utility Management	Hosted	2,250	1,500	1,000	4,750
Utility Electronic Reading Interface	Hosted	Included	250	-	250
Utility Service Orders	Hosted	550	500	-	1,050
Online Mapping	Hosted	-	-	-	-
Cash Receipting	Hosted	550	500	-	1,050
Online/Electronic Payments Bundle	Hosted	500	2,250	-	2,750
Cash Receipting Web Services	Hosted	-	-	-	-
Utility Management Web Services	Hosted	-	-	-	-
Asset Management	Hosted	550	500	500	1,550
Business License	Hosted	550	500	300	1,350
Business Tax Collection	Hosted	550	1,500	*Per Bid	2,050
Business Tax Online Filing/Payment	Hosted	Included	3,000	-	3,000
Business License/Tax Web Services	Hosted	-	-	-	-
Caselle Document Management	Hosted	3,000	2,000	-	5,000
Zonal OCR	Hosted	-	-	-	-
Property Tax Collection	Hosted	2,250	1,500	*Per Bid	3,750
Ten (10) Concurrent User Licenses	Hosted	-	-	-	Included
<b>Grand Total</b>	<b>Hosted</b>	<b>\$20,225</b>	<b>\$21,950</b>	<b>\$10,207</b>	<b>\$52,382</b>





## CASELLE SOFTWARE

Since 1978 Caselle has been providing software and services to local government. Our government customer base consists of over **1,300** satisfied municipalities, counties and service districts throughout the United States. Our clients have provided valuable product enhancement suggestions to us over the years. This has enabled Caselle to offer mature, feature-rich products to meet the needs of our growing and diverse clients.

All of our business (100%) is in local government. Our primary market exposure has been through direct sales, trade shows, and client referrals. Caselle appreciates the positive references and recommendations our customers give to their peers and business associates and are pleased that our customer retention, since 1983, exceeds 95%.

Caselle enjoys steady and manageable growth. This is attributed to several significant factors:

- Feature rich software
- Comprehensive training classes and materials
- Accurate data conversion
- Friendly, knowledgeable support personnel
- Sound financial and company management
- Highly skilled employees
- Continuous improvements to software

Caselle is uniquely qualified to provide the District with innovative yet practical solutions to maximize resources and address the District's software needs. In addition, we have the experience and resources necessary to meet your needs and assist you with this very important project. As the District engages Caselle they should feel confident in the items below that distinguish our team who will be backing you.



**Full Service Firm**

Caselle provides a full range of software services specifically developed for cities, counties, and special service Districts to approximately 1,300 clients in 32 states. These services include total turnkey software solutions. We are committed to enabling our clients to print accounts payable checks, payroll checks, and monthly reports immediately after our training. This process eliminates the need to run parallel systems.

**Experience**

We understand the demands on your time and the pressures you face. This understanding comes from our continuing relationship with our customers throughout the United States. Our team includes CPAs, trainers, and developers with over thirty years of training experience, and quality help desk analysts ready and waiting to answer your every question. With our years of service we have great success in converting data from all types of legacy software and implementing it into Caselle software.

**Depth of Resources**

Our project team members all have extensive software experience. All team members are available at any time for consultation. Our quality products and service will provide you with information you need to make timely and accurate management decisions, while meeting the needs of your constituents.

**Commitment**

Caselle has a long-standing tradition and solid reputation for providing high quality services to municipal government. Our experience with software and conversion services allows us to provide a highly efficient and cost-effective transition from your legacy system.

**Research & Development**

Our Research & Development team consists of three managers, fifteen software engineers, three product owners, five business testers and a Publications Writer. Approximately 20 – 25% of our annual revenue is invested in application development and existing software upgrades and enhancements.

**Organizational Structure**

Development	30
Support	25
Implementation	25
Marketing & Sales	6
Network Services	2
Accounting/Administration	6
<b>TOTAL</b>	<b>94</b>

**Company Headquarters**

Caselle, Inc.  
1656 S. East Bay Blvd.  
Provo, UT 84606

Caselle's training center, customer support and implementation services are located at the above address. This same location would service Ross Valley Sanitary District.

**Financial Information**

Caselle is a privately held company and considers financial information proprietary. Caselle has been a consistently profitable company for over 40 years. You may refer to Dun & Bradstreet for more information. D-U-N-S #: 10-688-4851.

**Date & State of Incorporation**

February 25, 1991  
Utah

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Kecia Weatherwax, City Clerk  
Date: January 25, 2023  
RE: February 2, 2023, Staff Report

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- I organized the registration and travel to Southeast Conference for four Council Members who will be attending January 31, 2023- February 2, 2023.
- I processed one new hire and so far there are no applicants pending for the Billing Position.
- I processed one “new hire” for the pool. His paperwork is complete, and I am just waiting for conformation from Jessica to complete his processing.
- I revised my minutes from the January 5<sup>th</sup> meeting and sent them to all the Department Heads to make sure I got everything recorded correctly. Brian made soeveral editing corrections as well and signed off on them.
- Northwest Clerk’s Training June 4-9, 2023. I completed a cost estimate to attend Professional Development I, the first training in a four course series.
- I received my notary stamp and official seal and can now notarize documents when needed.
- 2022 Delinquent Property Taxes- I have the most current file on 2022 delinquent taxes and am preparing a letter to mail out and then publish their names in the Island Post for three weeks. I am reading the Alaska Statute and Title 3 Municipal Code for Craig.

- I deal with ongoing questions or concerns of staff as they arise, like processing paperwork as requested and looking into property inquiries, filing personnel information, and forwarding information to Brian for the meeting packet.
- I am compiling a list of applicants for the Senior Property Tax Exempt that turned in their application after the January 15<sup>th</sup> deadline. The applicants that did submit on time are in a binder with their PFD proof and are listed as “eligible”. These are ready to process pending the City Council’s approval of the late applications for eligibility.
- I meet with Brian weekly to update him on my progress and ask any questions that I have about my position, or when I need his authorization for something.
- The next City Council Meeting is scheduled for: **February 16, 2023.**

# CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council  
From: Samantha Wilson, City Planner  
Date: January 25, 2023  
RE: Planning Department Staff Report – February 2023

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1. CAPSIS: State Legislative funding requests reviewed, updated, submitted
2. US Army Corps Engineer Meeting: Meeting took place 1/10/23. Answered questions related to the draft validation report with the assistance of the Harbor Department (Special thanks to Hans and Shannon). Validation report not expected to be complete until fall 2023.
3. SHSP Grant Progress:
  - a. Final report has been submitted and accepted.
  - b. SHSP 2023 Application period is underway (Applying for additional hazwoper training and cascade system upgrades)
  - c. Naukati and Coffman Cove have been contacted regarding the disaster trailers. They are getting the agreement approved through their respective boards/councils.
4. EMPG Grant:
  - a. EMPG 2<sup>nd</sup> Quarter report has been submitted
  - b. AWR 232-V Mass Fatalities Planning & Response for Rural Communities: Online class scheduled for February 22<sup>nd</sup>-23<sup>rd</sup>.
5. POWER Building funding: A request for proposals is being drafted. Lead paint testing outreach has been initiated. Awaiting recommendations from Doug on materials.
6. Planning Commission Meeting: the following item will be reviewed by the planning commission January 26<sup>th</sup>:
  - a. PC Resolution 610-23-PC Rich Trojan Stairs and Landing within setback on Lot 8, Tract 6, Axmaker Subdivision (502 Hilltop Drive).
7. Planning Commissioner Reappointments: Barbara Stanley and Sharylin Zellhuber are due for reappointment.
8. Leases
  - a. Venessa Richter with Island Daycare awaiting signature on amended lease.
  - b. Leases are in the process of being organized for easier review and updates. Documentations are being scanned and electronically filed.

9. MARS Updates

- a. Updated Zoning
- b. Added Missing Records (Untaxable)/Maps

10. Bulk Fuel Report: Assisted contacts for State Bulk Fuel Report. Last one took place in 2015.

## **EMS Report**

**January 25th, 2023**

**Submitted by Tsai, EMS/Fire Coordinator**

### **Calls to Date**

January 2023 Calls: 14 (Updated 1/25)

2023 Calls to date: 14 (Updated 1/25)

### **Crew Status**

All EMTs are responding as scheduled or to back up crew as needed.

James has obtained EMT 1 Certification.

Certain certifications will be up for renewal this year.

### **Training**

Monthly Meetings are occurring again for EMS and the Fire Department.

Anchorage Opioid Conference summary attached.

### **Recruitment**

Looking for additional volunteers (CPR/First Aid certified is the minimum requirement)

New volunteer is in the process of joining the squad.

### **Other Responsibilities:**

Working on obtaining a new medical director

Continue working on standing orders (ALS orders are still being approved with medical director)

EMPG: FEMA courses

Power Gurney (Should arrive this month or February)

Renewal registration for Craig Fire

Keeping reports up to date with EMS System/Billing and State of Alaska

Updating and maintaining Team Schedule

## **Tlingit & Haida Opioid Conference Summary**

I had the pleasure of attending the Opioid conference at the start of January, it consisted of amazing presenters. Some of the topics were: de-escalation techniques, naloxone training, signs and symptoms for certain drugs, Project HOPE, and conflict/compassion/comprehension. The presenters came from all different backgrounds and covered many different aspects of drug addiction/abuse. Not only did I learn skills to recognize certain drugs and be able to render medical aid in a better way, I also learned from a psychological viewpoint and reducing the stigma between drug abuse/trauma. Instead of asking, "What's wrong with you?", asking "What has happened to you?".

One of my biggest takeaways from one of the presenters talked about having the 3 C's (Compassion/Conflicts/Comprehension), we focused on understanding the correlation between trauma and drug abuse. The presenter, Marilyn J. Bruguier Zimmerman, PhD (University of Montana, National Native Children's Trauma Center) said, "If we don't look for or acknowledge trauma in the lives of children and adolescents, and adults we end up chasing behaviors and limiting the possibilities for change.", which expanded my view regarding drug addiction/drug disorders. Armed with some new knowledge, I hope to share my experience with my team (DAR Card, stigma between drugs/abuse, de-escalation techniques) and make small changes into understanding the world of drug addiction/trauma.





To: Craig City Council

From: Hans Hjort, Harbor Master

Date: January 24, 2023

RE: February staff report

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## Harbor department report February 2023

- Still working to get the pile driving barge here from Ketchikan to replace the broken piling at the City Dock Float. The contractor was supposed to come look at the job last week, but was held up due to weather. We are currently trying to determine if his barge will fit inside the dock or if he could reach across the dock and do the work. When he comes he will also replace a wood fender pile at the False Island dock.
- The zinc anodes for the False Island dock have arrived and are unloaded ready to install. We were able to attend a pre-construction meeting with PND engineers and Alaska Commercial Divers last week. They hope to begin work the beginning of April, but could possibly start sooner if their schedule changes.
- Harbor staff has replaced the dock lights on City Dock. We are very happy with the fixtures we used and will order more to install at various locations.
- Harbor department assisted the USACE with placing two devices that measure current flow. One device was placed in the channel at cannery point and the other was placed close to the red buoy. The survey equipment was removed January 23<sup>rd</sup>. Still waiting to hear back from them to see what the maximum current was for the area.
- The web loft lost two clear panels of roofing in the last big wind storm. Harbor staff will replace the panels as soon as the weather warms up.
- Floats that have been on order for building new finger floats are ahead of schedule and on the way here. We have enough to build 4 more fingers. We plan to replace the fingers that are in the worst condition first.



**12/29/22-1/19/23**

Patron Visits: 350

Circulation: 2,205

Alaska Digital Library: 196

Computer Usage: 34

WiFi Usage: 89 unique visitors, 312 total visits

Programs: Craig Public Library Story Time (35 Children)

Winter Program (55) 100- came in Library 230 -Take Home Kits

Teen Computer Gaming 15

Free Items 59 (Victoria)

Inter-Library Loans: 19

Volunteer Hours: 56 hours

New-

- ✓ Request for Proposal- Finished with meeting.
- ✓ Craig Library Association(CLA)-Thank you to Jeff party.
- ✓ Finished Grant (ALA)
- ✓ Inventoried Library- two CLA members volunteered.
- ✓ Facebook link for program information on City of Craig's website.

Project-

- February- children's activities.
- Spring Reading Program planning and ordering.
- Summer Reading Program planning and ordering.
- Working on children's picture books.
- Working on two new grants.

## Craig Public Library

504 Third Street, Craig, AK (907) 826-3281  
[libraryclerk@craigak.com](mailto:libraryclerk@craigak.com)

**Craig Public Library is open regular hours.**

We have hard-copy forms for our patrons who would like to file for their Alaska Permanent Fund Dividend by mail.



If you prefer to file online and need a computer, we have you covered.

Drop by to pick up a form or schedule a time to use the computer.

### **LIBRARY HOURS**

Monday 12:15 p.m.- 5 p.m.

Tuesday - Friday: 10 a.m.-5 p.m.

Saturday 11 a.m.- 3 p.m.

**Open Evenings:** Call first

Tues., Wed., Thurs. 5:30 p.m. to 7:30 p.m.

*Come Visit Us*

Sponsored by the Craig Library Association.

Submitted by Patricia Gardner, Library Director



**CITY OF CRAIG  
MEMORANDUM**



**Date: 01/25/2023**  
**To: Honorable Tim O'Connor, Craig City Council**  
**Fr: RJ Ely, Police Chief**  
**Re: Staff Report / January 2023** *RJ Ely*

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**ACTIVITY**

Activity from December 27, 2022 through January 24, 2023, the Dispatch Center took the following amount of calls for service.

Craig	645	For Year 2022	9,743
Klawock	100		2,802
AST	2		56

Craig had 509 Criminal Cases / Incidents for 2022 (Up from 451 in 2021)

Traffic Stops for 2022 563 (Up from 497 in 2021)  
107 Citations Issued (Up from 92 in 2021)

Bookings 2022: Craig 240 / AST 87 / Klawock 37

**DEPARTMENT OF MOTOR VEHICLES**

Seeing increase in CDL Testing and Motorcycle Testing. Both written tests and driving tests.

**DISPATCHER(S)**

Fully Staffed

**OFFICER(S)**

Sgt. Page attended ChildFirst Training in Ketchikan

Officers Dustin Connolly & Officer Josh Connolly attended Drug Training, Anchorage AK

Sgt. Page & I attended SART Training, Klawock. Department of Law & Director for SANE (Forensic-Medical Exams) attended and presented new law changes, updates and protocols.

Have secured a slot for SART Training, March of this year, for a Craig Officer. CEO LaRue is on track to be promoted to Police Officer Recruit, March of this year.

**OTHER**

With assistance of community members, CPD was able to secure search warrants for several locations, resulting in over 5 ounces of Meth, substantial amount of Fentanyl Pills & Prescription Pain Pills being

**CITY OF CRAIG  
MEMORANDUM**



recovered. Three people arrested and after consulting the FBI / Federal Prosecutor, they are interested in taking this case.

Attached are letters from Several Students at Craig Schools, thanking officers for participating in Red Ribbon Week & other events.

# Public works Report

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1.26.2023

## Streets and Alleys:

- a. Street condition assessment scheduled for early spring.
- b. Replacement brushes are on order for the sweeper, and should be installed within the next 10 days. At that time Public Works will begin sweeping streets.
- c. Public works will be working with R&M to receive engineering quotes for drainage work on Thompson Rd. for the next fiscal year cycle.
- d. Grading of PSN Rd. is scheduled for 1/27/2023.

## Sewer:

- a. Daily and Monthly General maintenance and sampling at the wastewater treatment plant as required.
- b. Monthly Sludge removal as required.
- c. Working with Architect on WWTP roof Project. Review/ approval of bid documents.
- d. Public works anticipates going to bid for the WWTP roof project end of March 2023.
- e. Public Works is in the process of developing an asset management program for the sewer system.

## Water:

- a. "Water Operator Report". 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. Continuous work with radio reads meter system.
- e. Quarterly TTHM and HAA5 samples were taken in the beginning of January, the Running Annual Average did not exceed the MCL.
- f. TOC/Alkalinity samples will be taken at the beginning of February.
- g. Public Works is in the process of developing an asset management program for the water system.

## Equipment:

# Public works Report

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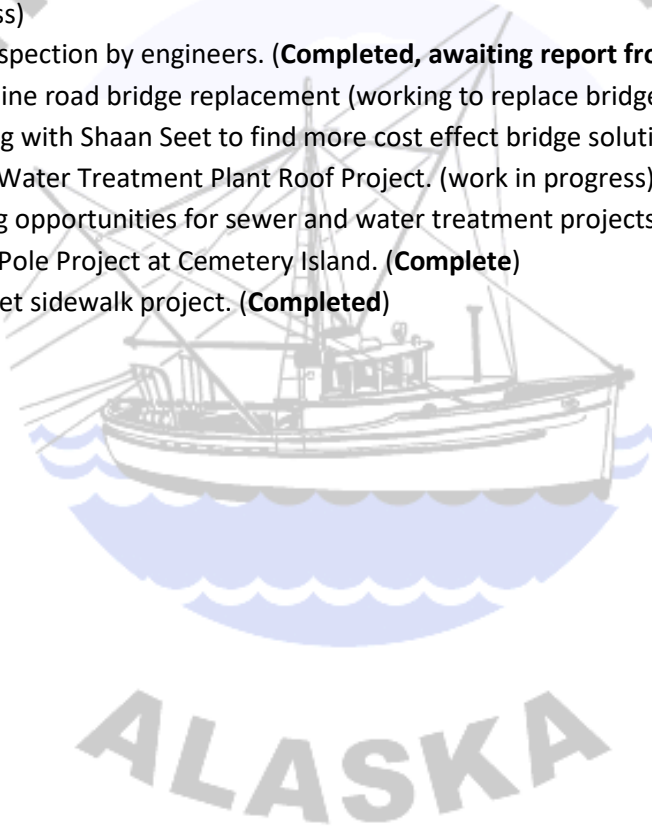
1.26.2023

## Solid Waste:

- a. Weekly pick-up process performed as require.

## Projects:

- a. Safety Program review (work in progress)
- b. North & South Cove Harbors back-flow preventer installation project bid (work in progress)
- c. Dam inspection by engineers. **(Completed, awaiting report from Engineers)**
- d. Water line road bridge replacement (working to replace bridge May thru August 2023). Working with Shaan Seet to find more cost effect bridge solution.
- e. Waste Water Treatment Plant Roof Project. (work in progress)
- f. Funding opportunities for sewer and water treatment projects. (work in progress)
- g. Totem Pole Project at Cemetery Island. **(Complete)**
- h. 7<sup>th</sup> Street sidewalk project. **(Completed)**





# RECREATION SUMMARY FOR COUNCIL MEETING

## 2/2/23

### Whats going on with recreation?

Since the past city council meeting, I have hired a recreation assistant for 16 of my 25 hours I have available. Her name is Shea Tomkinson, and she is covering the afterschool program with those 16 hours. This leaves me with 9 hours left for teen nights, weekly programming, & weekend events. I am hoping to hire one of two applicants in two weeks to cover these remaining 9 hours. However, because of facility needs such as graveling, rebuilding the deck, repainting, moving storage and clearing out rooms I will likely have to use the remaining hours to have someone help me with physical tasks more so than recreation tasks over the next month and during the summer as I do not have enough time to do it all myself nor does our city maintenance team as they have higher priorities.

We have started volleyball league and have 6 games a week leading up to the official tournament. I was planning in the coming month to start pickleball, water aerobics, organize a 5th grade dance, rebuild the deck at the youth center, fill in the dip at the youth center with gravel, fill in the left side of the youth center with gravel and also work to clear out the community garden.

I also will be working to use our storage more efficiently at both the youth center and the gym through moving items around and getting rid of what we don't need.

We have an average of 15-20 kids Monday through Friday coming to our afterschool program, this means a lot of mouths to feed. Luckily, we have had generous donations from parents, the Ans ladies, papas' pizza and from Millie and elders!

I will also be hosting a valentine's day craft fest; all of the supplies were natural or recycled materials or donated by the moose lodge. I hope to continue events with materials supplied for free to increase our profits or to be able to host certain ones free of charge.

The moose lodge has helped to donate funds to make the youth center back into a cool spot for teens to be, this includes a new Bluetooth speaker system, color changing led lights to line the place, a videography/photography section, a greenhouse/ gardening section & more. They will be donating a total of 10 grand this year to help improve our equipment, facilities and events. I can share what the list of things I will be spending that money on upon request.

Searhc is planning to sponsor our fitness run programs in the coming months as well to make them free for all. I have been working to plan programs out for the entire year and have begun creating a brochure pdf so people can download an activities book for the entire year.

The aquatic center is back up and running smoothly, heating has been restored. Jessica will be training in one of her employees to be certified in lessons as well as a CPO for the pool. We have two new applicants that we are hopeful make it all the way through the hiring process and if so, we can look forward to more pool open hours.





# Parks & Public Facilities

1/25/2023

## Staff Report –January 2023

To: Craig Mayor and City Council

From: Douglas Ward

### Current Projects Underway:

- 1 Heat exchanger repair on AHU-2 at Aquatic Center.
- 2 Install conduit and wiring for heating controls at Harbor building.
- 3 Wood boiler operation and maintenance.
- 4 Budget preparations.
- 5 Burn-pit camera maintenance.
  - Replace main pool pump motor and pump repairs.
  - Touchscreen repair on boiler at the Aquatic center.
  - Fuel arm replacement on the wood boiler.
  - Assisting other department heads with repairs and help as needed.

We are in the snow removal season of the year.  
Responded to day-to-day routine, and emergency calls as they come in.

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



## **CITY OF CRAIG MEMORANDUM**

To: Brian, Templin, City Administrator  
From:: Kecia Weatherwax, City  
Date: January 18, 2023  
RE: Palmer Memo

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**A reminder that council members should not engage in e-mail threads or discussions in private social media groups that may involve more than one council members on issues that the council may act upon**



# Memo

**To:** John Moosey, City Manager  
City of Palmer

**From:** Scott A. Brandt-Erichsen *SBE*

**Date:** September 15, 2021

**Re:** Investigation Report Concerning Allegations of Alaska Open Meetings Act Violations

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**Attorney Client Privileged**

**Question:**

You requested that I investigate and provide a report regarding allegations that four City of Palmer City Council Members violated the Alaska Open Meetings Act through their participation in on-line discussions in a limited membership Facebook group.

**Facts:**

There is an on-line Facebook group identified as "Mat-Su Moms for Social Justice." It is a group which has controlled access, and has approximately 350 members. Only members can post or see things which are posted. It is not open to the general public, but only to invited members. The allegation is that Council Members Brian Daniels, Sabrena Combs, Jill Valerius and Julie Berberich are members of the group, and that they participated in one or more conversations within this group which constituted a meeting in violation of the Alaska Open Meetings Act (AS 44.62-310-312). This allegation was made by a member of the public, and the City of Palmer has requested that the allegations be investigated and a report prepared.

I was not able to access the closed group, but I was provided with copies of screen shots from the conversations referenced in the complaint. These included:

1. A 105 page excerpt from various dates including: January 9, 2020 describing the group's purpose; June 4, 2020 regarding a scheduled protest; June 5, 2020 regarding the Mayor and militia discussions; June 9, 2020 regarding police chief support; June 18, 2020 summarizing an upcoming City Council agenda; June 22, 2020 regarding the police chief; June 22, 2020 regarding voting by mail; June 24, 2020 regarding City Council offices; July 21, 2020 regarding candidacy of Brian Daniels; July 29, 2020 regarding plastic bag ban issues; July 30, 2020 regarding plastic bag ban; August 3, 2020 regarding plastic bag bans; September 2, 2020 regarding local Council races; September 3, 2020 regarding local Council races; October 7, 2020

regarding politics and business boycotts; October 12, 2020 regarding newly elected persons; October 17, 2020 regarding a demonstration march; October 25, 2020 regarding masks; November 13, 2020 regarding masks; November 14, 2020 regarding masks; November 23, 2020 regarding mask issues; November 27, 2020 regarding mask issues; November 30, 2020 regarding Masks; January 2, 2021 regarding police issues; January 5, 2021 regarding presidential election issues; January 15, 2021 regarding voting by mail; February 12, 2021 regarding police commission issues; March 28, 2021 discussing a legislative town hall meeting; April 8, 2021 regarding police oversight; April 22, 2021 describing the group's purpose; May 5, 2021 regarding police oversight; May 8, 2021 regarding a police oversight committee; May 12, 2021 regarding police oversight. The excerpts also include posts sorted by topic regarding masks and regarding Palmer City Council.

2. A 6 page excerpt of a thread from October 12, 2020 with a post by Jill Valerius regarding certifying election. The thread included comments from Sabrena Combs and "likes" by Brian Daniels, Sabrena Combs and Jill Valerius. (This partially duplicates some of the 105 page materials.)

3. A "like" by Sabrena Combs and Jill Valerius on an October 15, 2020 comment by Meggie Aube-Trammell concerning board and commission appointments.

4. A comment by Jill Valerius in response to a comment by Andrea Fuller on the October 15, 2020 stream concerning board and commission appointments.

5. A comment by Brian Daniels in response to a post by Andrea Fuller on the October 15, 2020 stream concerning board and commission appointments.

6. A "like" by Brian Daniels and Jill Valerius to a post by Terry Snyder on the October 15, 2020 stream concerning board and commission appointments.

7. A "like" by Brian Daniels in response to a post by Lynalice Bandy regarding board and commission appointments with unknown date (likely October 2020).

8. A 4 page excerpt of a thread from October 23 with a post by Maggie Aube-Trammell regarding sign waiving. The thread included comments from Julie Berberich and "likes" by Brian Daniels, and Jill Valerius.

9. A 4 page excerpt of a thread from October 24 with a post by Brooke Heppinstall Kroenung regarding ballot measure 2. The thread included comments from Sabrena Combs.

10. A 6 page excerpt of a thread from October 25 with a post by Maggie Aube-Trammell regarding mask wearing. The thread included a comments from Brian Daniels and "likes" by Brian Daniels and Jill Valerius.

11. A 5 page excerpt of a thread from October 26 with a post by Andrea Hackbarth regarding masking. The thread included "likes" by Brian Daniels and Jill Valerius.

12. A 1 page excerpt of a thread from October 28 concerning event scheduling and covid 19 by Andrea Fuller with a comment by Brian Daniels.



13. A 4 page excerpt of a thread from October 28 with a post by Maggie Aube-Trammell regarding the Palmer City Council meeting. The thread included a comments from Brian Daniels and "likes" by Brian Daniels and Sabrena Combs.

14. A 15 page excerpt of a thread with unknown date (likely October or November 2020) concerning masks which included "likes" in the thread by Brian Daniels, Sabrena Combs and Jill Valerius, and comments by Brian Daniels and Julie Berberich.

15. An 8 page excerpt of a thread with unknown date (Likely October or November 2020) concerning masks which included "likes" in the thread by Brian Daniels, Julie Berberich and Sabrena Combs, and comments by Sabrena Combs, Jill Valerius and Julie Berberich.

16. A 7 page excerpt of a thread from October 30, 2020 with an comment by Julie Berberich regarding board and commission applications. The thread included comments by Brian Daniels and "likes" by Brian Daniels and Jill Valerius.

17. A 3 page excerpt of a thread from October 31, 2020 with an comment by Andrea Hackbarth. The thread included "likes" by Brian Daniels, Sabrena Combs, and Jill Valerius.

18. A 4 page excerpt of a thread from November 4, 2020 with an excerpt of the Palmer City Council meeting. The thread included a comment from Sabrena Combs and "likes" by Brian Daniels, Julie Berberich, and Jill Valerius.

19. A 4 page excerpt of a thread from November 5, 2020 concerning big cabbage radio with comments by Sabrena Combs and Brian Daniels and a "like" by Jill Valerius and Sabrena Combs.

20. A 2 page excerpt of a thread from November 7, 2020 concerning donations to big cabbage radio with a post by Brian Daniels and "likes" in the thread by Sabrena Combs and Jill Valerius.

21. An 8 page excerpt of a post November 13, 2020 by Sabrena Combs regarding a mask mandate which included "likes" in the thread by Brian Daniels, Jill Valerius and Julie Berberich.

22. A 36 page thread of comments regarding police personnel matters beginning January 2, 2021, initiated by Robin Nicole Moffet during which Brian Daniels commented and liked several posts, Sabrena Combs commented several times and liked some posts, and Jill Valerius liked at least one comment.

23. A comment by Brian Daniels on a thread initiated by a Meggie Aube-Trammell concerning board and commission appointments with unknown date (likely May 2021).

24. A 15 page excerpt of two undated threads with posts regarding police oversight and board and commission vacancies. The first string is likely from January or February 2021 and is a precursor to the string continued in another portion of the materials provided. It includes comments from Sabrena Combs. The second string is a continuation of the thread listed in dated October 15, 2020. The thread included comments from Julie Berberich, Brian Daniels, Sabrena Combs and "likes" by Brian Daniels, Julie Berberich, and Jill Valerius.

25. A "like" by Brian Daniels and Sabrena Combs to a post by Meggie Aube-Trammell concerning a police oversight board with unknown date (Likely May 2021).

### **Legal Requirements:**

The Alaska Open Meetings Act (OMA), AS 44.62.310-312, is intended to enable the public to have notice of when meetings which are subject to the OMA are held, and to require that meetings covered by the OMA are open to the public so that the public can observe their public officials conducting public business. There are several preliminary questions to determine whether a meeting complies with the OMA:

1. Is it a meeting as defined in the OMA?
2. Is the body which is alleged to be meeting subject to the OMA?
3. Has proper notice of the meeting been provided?
4. Is the meeting open to the public or does it meet one of the exceptions permitting closed deliberations?

Here, there is no question that the Palmer City Council is a governmental body of a public entity, as defined in AS 44.62.310(a), and is therefore subject to the OMA (question 2). There is also no real question that the exchanges on Facebook which are the subject of the complaint were not made with notice of the date, time, place and location of a meeting as called for in AS 44.62.310(e) and Palmer City Code 2.04.075 (question 3). There is also not much room for dispute that the discussions on the Facebook group page were not open to the public and did not meet one of the exceptions (question 4). Thus, the focus of the inquiry is whether the discussions constituted a meeting for purposes of the OMA.

AS 44.62.310(h)(2)(A) defines a meeting for decision making or policy making bodies such as the Palmer City Council as:

"A gathering of members of a governmental body when more than three members or a majority of the members, whichever is less, are present, and a matter upon which the governmental body is empowered to act is considered by the members collectively."

The various communications referenced in the complaint cover a period of time from January 2020 until mid-summer 2021. From the City website, Council Member Brian Daniels was first elected in October 2020, taking office after October 12, 2020. Accordingly, any correspondence on the Facebook group page prior to October 13, 2020 would not have included him as a Council Member, and even if the other three were to collectively consider matters the City Council is empowered to act upon during the period prior to October 13, 2020, that activity, by itself, would not violate the OMA because it would not be more than three council members or a quorum.

The postings since October 13, 2020 must be individually evaluated to determine whether they constituted the collective consideration of matters upon which the Palmer City Council is

empowered to act by more than three members of the City Council. Where a string of communication on a topic only includes participation by three or fewer Council Members, then that communication would not be a meeting under the OMA even if it was concerning matters the City Council is empowered to act upon. Thus, the focus is on conversations or "likes" where four or more Council Members have participated. In the materials provided there were several conversations after October 13, 2020 which included either comments or "likes" by four Council Members. These included:

1. A 4 page excerpt of a thread from November 4 with an excerpt of the Palmer City Council meeting. The thread included a comment from Sabrena Combs and "likes" by Brian Daniels, Julie Berberich, and Jill Valerius.

2. An 8 page excerpt of a post November 13, 2020 by Sabrena Combs regarding a mask mandate which included "likes" in the thread by Brian Daniels, Jill Valerius and Julie Berberich.

3. An 8 page excerpt of a thread with unknown date concerning masks which included "likes" in the thread by Brian Daniels, Julie Berberich and Sabrena Combs, and comments by Sabrena Combs, Jill Valerius and Julie Berberich.

4. A 15 page excerpt of a thread with unknown date, Likely November 2020, concerning masks which included "likes" in the thread by Brian Daniels, Sabrena Combs and Jill Valerius, and comments by Brian Daniels and Julie Berberich.

5. A 15 page excerpt of two undated threads with posts regarding police oversight and board and commission vacancies. The first string includes comments from Sabrena Combs. The second string, dated October 15, 2020, included comments from Julie Berberich, Brian Daniels, Sabrena Combs and "likes" by Brian Daniels, Julie Berberich, and Jill Valerius.

The next step is to evaluate whether their participation constitutes collective consideration of a matter upon which the City Council is empowered to act. The courts in Alaska have not addressed the issue of whether a person posting a social media comment or just a "like" on another person's comment constitutes consideration of a matter. Facebook posts by elected officials about official business have been held to be public records.<sup>1</sup> Where one or more Council Members does not make any comment other than posting a "like" it may be argued that they are not engaging in any collective consideration.

However, courts in other states have held under similar Open Meetings Act provisions that where a quorum is present the entire quorum need not actively engage in the discussion, but rather an Open Meetings Act can be violated simply by "some level of discourse on the issue of public policy that is being presented."<sup>2</sup> If members later act consistently with the discourse even if they did not substantively reply it suggests some level of participation in deliberation occurred. This rule is consistent with the rule adopted by the Alaska Supreme Court in *Brookwood Homeowners v. Municipality of Anchorage*<sup>3</sup>, that a "meeting" includes every step in the

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<sup>1</sup> See for example, *West v. City of Puyallup*, 410 P.3d 1197, Washington App.2018) (Facebook posts) citing *Nissin v. Pierce County*, 357 P.3d 45 (Wash. 2015) ( text messages), and *West v. Vermillion*, 384 P.3d 634 (Wash 2016) (e-mails on personal computer).

<sup>2</sup> See *Tuscola Wind III, LLC. v. Almer Charter Township*, 327 F. Supp.3d 1028, 1056 (E.D. Mich. 2018) citing *Markel v. Mackley*, an unreported case decided November 1, 2016 (Mich App. 2016).

<sup>3</sup> 702 P.2d 1317 (Alaska 1985).

deliberative and decision-making process when a governmental unit meets to transact business. The meeting at issue in *Brookwood Homeowners* was a privately hosted opportunity to learn about a developer's plans prior to assembly consideration of a rezoning application.

Applying the reasoning from *Brookwood Homeowners* regarding the steps of the deliberative process, and the reasoning from the court in *Tuscola Wind* regarding a quorum collectively receiving the information related to the deliberations outside of a public meeting, where a quorum of the City Council participates in a forum which involves deliberation about matters upon which the City Council is empowered to act, and the information disseminated is a step in the deliberative process, then that communication may constitute a meeting even if not all members express their opinions. I believe that there is a substantial likelihood that the Alaska courts would follow this reasoning.

Turning to the examples and applying this criteria, the mask mandate discussion related to a matter the City Council was empowered to act upon, and the discussion in late October 2020 involved a quorum of the Council. The discourse included arguments bearing upon deliberations regarding a proposed ordinance regarding a mask mandate. The discourse took place in a forum which was not open to the public. The City Council considered an emergency mask ordinance at its November 8, 2020 meeting. The City Council received significant testimony over several meetings, and the ordinance was voted down at the December 4, 2020 Council Meeting. I believe that a court would find that the discourse in the Facebook group with a quorum of City Council Members participating, even if not fully debating the public policy issue, constituted a meeting under the OMA. Further, I believe that a court deciding the issue would find that the lack of public access and notice for that meeting violated the OMA. However, the subsequent full consideration of the measure over several meetings, and with substantial public testimony, remedied the violation. In any case, it has been more than 180 days since the communications took place, so it would be too late to challenge the validity of the action based upon an Open Meetings Act violation allegation.

The second subject matter was relating to the police oversight board. The City Council received information and testimony at its May 11, 2021 meeting concerning a proposed police advisory board. However, the posts I have seen did not include a quorum of the council participating in or receiving the information communicated in the discussion. With only three Council Members present there is no meeting in violation of the OMA.

The general discussion of boards and commissions dated October 15, 2020 did include likes or comments from four members, and related to issues upon which the council might have the power to act, but I did not locate any associated council consideration of the topic of procedures for appointments in that time frame. Where there is not an action brought up for a vote it is not clear whether there is a decision which could be challenged.

### **Conclusions:**

The communications provided show conversations via posts to the Facebook group page. These communications raise serious concerns about OMA compliance. At least one of the streams of communications in October 2020 appears to have violated the OMA. Even if none of the posts contain sufficient detail to conclude unequivocally that the OMA is being violated by the communication, I recommend that Council Members not participate in communications by social media, e-mail or otherwise where a quorum of the Council is included in the communication and that quorum is either discussing or being presented with information provided by a fellow Council

Member for deliberation on matters upon which the Council is empowered to act and is outside of a public meeting. There are several risks arising from this course of conduct. These include:

1. The risk that Council Members may inadvertently violate the OMA by debating an issue on-line which is a matter the Council is empowered to act upon;

2. The risk that the Alaska Court would invalidate Council actions following the reasoning of the Michigan courts and extending the *Brookwood* analysis to include a quorum of the body receiving information concerning an issue upon which they are empowered to act in an on-line forum which is not open to the public, regardless of whether all members affirmatively participate in debate or comment; and

3. The risk that a petition for recall may be filed relating to the Council Members involved asserting that the communications violate the Alaska Open Meetings Act. The Alaska Supreme Court has held that compliance with the Act is a duty of office, and that violation of that duty is sufficient grounds to form the basis for a recall petition. If allegations are properly made in a petition, the voters would be the judge of whether in fact the acts alleged constituted an OMA violation.

It is important to distinguish the common practice of the clerk or manager providing Council Members with correspondence relating to City business via e-mail. Such communications are public documents (unless otherwise privileged) and so long as members do not respond to each other there is no collective consideration outside of a properly noticed meeting. Most clerks have a routine practice of blind copying the elected officials on such correspondence to prevent inadvertent discussion by hitting "reply to all". If members do "reply to all", then such chain e-mails may pose the same risks as social media communications and create a serial meeting which is neither properly noticed nor open to the public.





A parcel of land just off the corner of Capital Ave. and Village Street in downtown Juneau was approved to be the first parcel of land owned by the Central Council of the Tlingit and Haida Indian Tribes of Alaska to be put into federal trust, however, the state of Alaska filed a lawsuit against the federal government and asked the U.S. District Court of Alaska to reverse the federal government's decision, return the land to Tlingit and Haida and stop future land-into-trust applications. (Clarise Larson / Juneau Empire)

# State sues feds over Tlingit and Haida land trust

ADVERTISEMENT

Suit calls DOI decision capricious; Tlingit and Haida president says complaint is mean-spirited.

By Clarise Larson

Tuesday, January 17, 2023 4:30pm | NEWS

[NATION-WORLD](#) [STATE & LEGISLATURE](#) [TLINGIT & HAIDA](#)

What was described by a tribal leader as a benchmark achievement in a landback initiative has inspired what could become landmark litigation.

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Late Tuesday morning the state of Alaska filed a [lawsuit](#) against the federal government over a small lot of land in downtown Juneau, which was approved to be the first parcel of land owned by the Central Council of the Tlingit and Haida Indian Tribes of Alaska to be put into federal trust. [The complaint](#) asks the U.S. District Court to declare the federal government's action "was arbitrary and capricious, an abuse of discretion, and not in accordance with law," undo the decision to take the lands into trust, return the land to Tlingit and Haida, vacate any proclamation designating the land as a reservation, stop similar land-into-trust applications in the future.

"It's insulting — I am dismayed the state wants to continue these tired and old arguments," said Tlingit and Haida President Richard Chalyee Éesh Peterson in an interview with the Empire. "It's mean-spirited and it's an assault on many of the mutual efforts and goodwill that have in recent years defined state and tribal relations in Alaska — it's incredibly disappointing."

The lawsuit comes less than a week after the sovereign tribe in Juneau signed a deed for the parcel and hours before the start of this year's legislative session. The application for the land was originally filed more than a decade ago and was approved just in mid-November — only the second ever approved in the state.

"This was a great day for our Tribe, self-determination, and all tribes in Alaska. We have crossed the finish line in the land-into-trust process and will continue the journey for our remaining applications," Peterson said in a statement after the deed signing.

The state's lawsuit names Assistant Secretary of Indian Affairs Bryan Newland with the U.S. Department of the Interior, [challenging his decision](#)

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to accept Tlingit and Haida's land into a federal trust, calling his action "an abuse of direction."

"Taking land into trust is one of the most important functions of the Bureau of Indian Affairs," Newland said in a November [release announcing the decision](#). "This decision aligns with President Biden's commitment to protecting Tribal sovereignty and revitalizing Tribal communities by restoring Tribal homelands. It demonstrates this Administration's respect for unique nation-to-nation relationships, commitment to the country's treaty and trust responsibilities, and desire to strengthen Tribal sovereignty and advance Tribal self-determination."

The state's complaint echoes an [opinion from Trump-era Solicitor Daniel Jorani](#) issued in January 2021 that replaced a [January 2017 opinion](#) from Obama-era Solicitor Hilary Tompkins that concluded the secretary of the interior could take land into trust to benefit Alaska Natives. The 2021 [opinion](#) predicted accepting land into trust in Alaska would result in protracted litigation.

According to the state's complaint, the DOI's decision limits the state's sovereign jurisdiction and "undermines key terms of the Alaska Native Claims Settlement." Additional, the state asks for clarity on whether the Secretary has the authority to take land into trust.

"The extent of the State of Alaska's sovereignty over lands within its borders should not be determined by the political whims of federal officials," the complaint states.

The transfer was seen as a landmark move by Tlingit and Haida and tribal officials in the state, regarding it as another step toward addressing Alaska's "landless tribe" issue, a controversy in the state since the passage of the Alaska Native Claims Settlement Act in 1971 that barred the Bureau of Indian Affairs from processing land-into-trust applications in Alaska.

However, in 2014 the DOI issued a revised rule that reversed the policy, which allowed the first land-to-trust transfer by the Craig Tribal Association in 2017. Tlingit and Haida also have four more additional applications for land that are still pending by the DOI, along with

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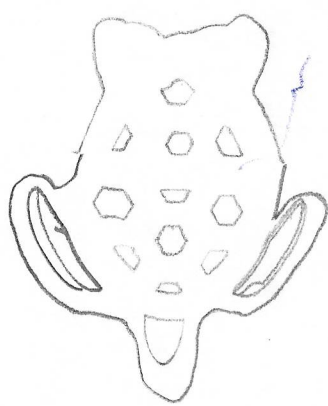




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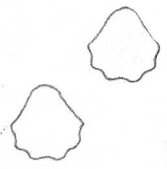
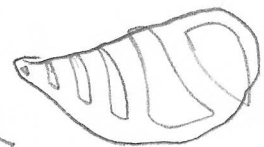
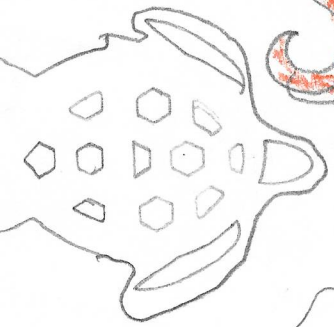


# TICKET

for being

# AWESOME!

Thank you for serving our community!



January 7, 2023

Dear Officer Page,

Thank you for coming to have lunch with us at school. I liked that you came in to have lunch with us. Thank you for everything that you do. What is it like to be an Officer? Thank you for making us smile.

Thank you for coming to girl scouts.

From,

Kacie

January 2023

Dear Police Officer,

I like the way  
you protect our city  
Police Officer. Thank you  
for making and  
keeping our town safe.

Thank you for all

the things you do  
to help us.

Sincerely,

Evelynn

January 2023

Dear Police Officer,

Thank you officer Page  
for coming to have  
lunch with us at  
school. Thank you for  
protecting our  
city and us. What is  
it like being a Police  
officer?

Sincerely,  
Brett

pa name

January 4, 2023

Dear Police Officer,

Thank you officer Page  
I thank you for showing  
us around. I am one  
of the girls scouts. oh and  
what is it like being a  
police officer? I am  
thankful for what you  
and the other officers do  
in our town.

Sincerely,

Angley

January 4, 2023

Dear Officer Page

Thank you officer Page for coming to have lunch with us at school. I liked talking to you. What is it like being a police officer? I like asking you questions. Thank you for keeping our town safe.

From, Gabriel  
to Page



January 4, 2019

Dear Police Officer,

Thank you Officer  
page for protection  
our town and keeping  
us and all the people  
safe in this town.  
Everyone likes you as a  
police officer.

8

Sincerely,

Kayson Gray

January 4, 2023

Dear Police Officer,

Thank you officer Payer  
for having lunch with us  
at school. I liked that you  
came into the school to have lunch  
with us. Thank you for  
keeping our town  
protected.

Sincerely,

Alec

January 4, 2023

Dear Police Officer,

Thank you <sup>OFFICER</sup> Officer Connolly

for coming into our classroom

to teach us about Halloween

safety. What is it like

being a police officer?

Thank you for keeping

the people in our

town safe. I appreciate

police officers very

much? I love you

very much.

Sincerely,

pa isie y

Levi January 4/2023

Dear Police Officer, officer connolly

Thank you for coming  
into our classroom to teach  
us about Halloween safety.  
What is it like being a  
police officer? Thank you  
for keeping our town  
safe. I appreciate you.

Sincerely,  
Levi

January 4 2023

Dear Police Officer, Connolly,

Thank you for coming

into our classroom to teach

us about Halloween safety. I

remember you taught us about

wearing lights or reflectors so

We don't get hit by a car.

Thank you for keeping our

town safe. Thank you police officer

for doing your job.

Sincerely,

From PAYTON

officer

January 4 2023

Dear Police Officer,

Thank you

for coming into  
our classroom  
to teach about  
Halloween safety.  
Do you like being a  
police officer?

Sincerely,

Ferrance

January 6 2023

Dear Police Officer,

Thank you Officer  
Connolly for coming  
into our classroom to  
teach us about ways  
Halloween Safety. What is  
it like being a police  
officer? Do you like  
being a police officer?

Sincerely,

Alexander

January 4, 2023

Dear Police Officer,

Thank you officer  
Connolly for teaching  
us about Halloween Safety.

I remember that you taught us  
that our parents should check our  
candy, wear lights, and look both  
ways before we cross the road. I  
am glad you came to teach  
us about Halloween Safety.

Sincerely,

Norah



## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Elli Flagg, Recreation Director  
Date: 1/25/2023  
RE: Reappropriation of funds for new aquatic center materials

---

The aquatic center manager and I, the recreation director, are requesting that \$18,000 be moved from personnel expenditures to materials expenditures to replace 4 existing equipment's with one large multi-use piece. The equipment to be replaced includes the ab crunch machine, the leg press, the lat puller and possibly one of the half benches. We received these older items from the school & they will be auctioned by the city with the funds returned to the general fund if we are able to attain the new piece.

There is \$35,000 of unused hourly full-time personnel expenditures as well as \$10,000 of unused hourly part-time personnel expenditures due to low staffing and pool closures. We hope to move \$18,000 total into materials expenditures, with \$13,000 of this into the Materials & Supplies and \$5,000 of it into freight. It will be barged up here and we are waiting to hear from the company if the equipment will be free to ship or not, it has a weight of 2700 lbs and is considerably larger than anything we have ordered previously. If any of the \$5,000 appropriated to freight is not used, it will simply go back into the general fund at the end of this next fiscal year. This also still leaves over 27,000 to be returned to the cities general fund and more if hiring continues to be difficult.

This would be a huge improvement to our facilities. We are hoping to benefit from something bad, such as having had low staffing and pool closures, and use it for the good of the community members. This is a one-time request to try to make the best out of a bad situation and use the taxpayer's money for something new, modern and easy to use. The equipment we will be replacing with this new piece was donated to us by the schools in 2016, at this point the equipment already had a long life on them. There have been members of the community who have spoken to the Aquatic Center manager about the lack of modernized equipment in the gym. If we hope to eventually modernize our facilities, this would be a great opportunity to do so. This equipment provides a stronger sense of safety to equipment users than our free weight section does. Jessica would not be replacing any of the equipment that she used her materials budget for this past year. With her 5k budget this past fiscal year she was able to purchase 2 treadmills & the swim team donated the squat rack. She still hopes to have the same amount in materials for the next coming year in order to replace the elliptical which is old and on its last leg.

We have measured the room at the gym and have found two possible options for where this equipment can go. It will give us an opportunity to find the optimal way to efficiently use space inside the weight room and reorganize equipment. There is a picture included on the other side of this memo. Thank you for your consideration.

Recommended Motion: Move to Reappropriate \$18,000 from the Aquatic Center Wages and Benefits to Materials/Supplies and Freight to purchase a new multi use exercise machine.

\$11995.00

Model: MDM-5SCB

Category: **Multi Stations**

✔ In Stock



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[Warrenty](#)

MDM-5SCB

- The Compact utilizes a biomechanically precise, variable resistance cam on the Adjustable Leg Extension/Seated Leg Curl combo, Easy back pad adjustment
- User friendly "NO Cable Change System" with simple adjustments to fit the users' sizes
- Anatomical correctness of the exercises is outstanding giving maximum muscular results
- A unique 3-in-1 Multi Press Station for Flat, Incline, and Shoulder presses
- 4 people can train at the same time
- 228" L x 112" W x 88" H, 2700 lb
- Beautiful Black Powder Coat with Diamond Flakes



CITY OF CRAIG  
MEMORANDUM

To: Brian Templin and City Council  
From: Russell Dill  
Date: 1/23/2023  
RE: SCADA

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Public works department needs an additional \$20,000.00 for necessary repairs and updates to the Supervisory Control and Data Acquisition (SCADA) system for mandatory monitoring of water treatment and wastewater treatment processes.

The SCADA system was seriously damaged/compromised to the extent of total rebuild due to the age of the computer system and software, and in part to electrical brown outs and harsh black outs during the winter of 2021- 2022. A request for quote to repair/replacement from Boreal Control Inc. (BCI) was received on February 15, 2022, and a temporary (on loan) lap top was issued to the City Craig water treatment plant. The work should be completed by February 15<sup>th</sup> ,2023. Because of the complexity of the project, and familiarity with the system, Public works decided to continue working with BCI throughout the year.

Some funds were kept aside for this repair in FY 2022, but the full price of the project was unpredictable until after the new year due to: BCI's work staff shortage, time to completion, and availability of software and hardware. Concerning the SRF loan application for the SCADA project, this expenditure appropriation request is not a part of the upgrade that includes new PLC's, but is and was an immediate response to repair a mandatory component of the water treatment system required by regulatory agencies.

Recommended motion:

Move to appropriate \$20,000.00 from the General fund to Water account 20 22.5700.00 000 for repairs to the (SCADA) system.

Very Respectfully,

Russell Dill  
Public works Director



## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Samantha Wilson, City Planner  
Date: January 16, 2023  
RE: Reappointment of Sharilyn Zellhuber and Barbara Stanley to the Craig Planning Commission

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The Craig Planning Commission consists of five volunteer community members appointed by the mayor and ratified by the city council. Each year there are one or two positions that need to be appointed or reappointed. Past practice has been to reappoint commissioners who have done a good job and are interested in reappointment. Several of the commissioners have been on the planning commission for a long period of time. We have two commissioner's terms expiring at the end of January. Both commissioners have asked to be reappointed to the commission.

Sharilyn Zellhuber was appointed to the Craig Planning Commission in 2008 to fill a vacant seat on the commission and has been reappointed several times since. Her last reappointment was in 2020. Sharilyn has done an excellent job on the commission, leading and refocusing discussion as the chairperson for most of her period of service. She has confirmed that she would be willing to serve another term on the commission.

Barb Stanley was appointed to the commission in 2008 and has done an outstanding job and has been an effective member of the planning commission since. Barb offers constructive comment and critique during discussions making her a valuable member. Like Sharilyn, Barb was last reappointed in 2020. Barb has confirmed that she is interested in another term on the commission.

Per Craig Municipal Code 18.02.005 staff requested that the mayor reappoint Sharilyn Zellhuber and Barb Stanley. The mayor reappointed Sharilyn and Barb on January 6, 2023. Reappointments must also be confirmed by the Craig City Council.

**Recommendation:** Confirm, by motion, the reappointment of Sharilyn Zellhuber and Barbara Stanley to a three-year term on the Craig Planning Commission.

**Recommended Motion:** I move to reappoint Sharilyn Zellhuber to the Craig Planning Commission for a three-year term to expire January 31, 2026 and Barbara Stanley for a three-year term to expire January 31, 2026.