

CITY OF CRAIG
COUNCIL AGENDA
MAY 3, 2012
COUNCIL CHAMBERS 7:00 P.M.

ROLL CALL

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

CONSENT AGENDA

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

- City council minutes of April 5, 2012
- City council minutes of April 19, 2012

HEARING FROM THE PUBLIC

- Open for Public Comment
- Final reading and public hearing on Ordinance No. 642, Authorizing a land exchange with Jim Dennis

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- Correspondence from Catholic Community Service, the retirement notification from Rosemary Hagevig, Executive Director

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance No. 642, Authorizing a land exchange with Jim Dennis

UNFINISHED BUSINESS

- Appointment to the P.O.W. Watershed Association

NEW BUSINESS

- Consider Purchase of Garza Property
- Consider construction management services, Craig North Project
- Consider construction management services, Craig Street Improvements

ADJOURNMENT

ROLL CALL

Mayor Dennis Watson called the meeting to order and the roll was taken. Present were Joni Kuntz, Jim See, Don Pierce and Mike Douville. Absent excused were Marge Young and Greg Head.

Staff present: Jon Bolling, City Administrator; Ramona Wise, Aquatic Manager; Vicki Hamilton, City Clerk; Daniel Nelson, Harbormaster; and Joyce Mason, Treasurer.

Audience present: John Deering, Lisa Radke

CONSENT AGENDA

The consent agenda was presented; it contained the city council minutes of March 1st and 15th, 2012.

PIERCE/KUNTZ: moved to approve the Consent Agenda. MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

There were no comments from the public.

REPORTS FROM CITY OFFICIALS

MAYOR-Dennis didn't have any reports.

ADMINISTRATOR-Jon Bolling provided a written staff report. Jon commented that the city is taking bids now for Phase III of Street Paving. The bids are scheduled to be opened next week.

AQUATIC MANAGER-Ramona Wise reported the Aquatic Center is busy this month. Currently they are busy with 60 sets of swim lessons. The pool is hosting an Easter Egg hunt at the pool on Saturday, April 7th from 2:00-3:00 p.m. Jessica Holloway has recently been hired at the pool.

CITY CLERK-Vicki Hamilton reported the 2012 assessment notices were mailed out to property owners on March 31st. Appeal forms are available for property owners if they are considering appealing the assessed value on their property. The next city council meeting is scheduled for April 19, 2012.

HARBORMASTER-Daniel Nelson reported people are starting to schedule times for their boats to be hauled out of the water for maintenance. The calendar is filling up for the next two months. Daniel reported working on leveling the yard for the boats that are going to be hauled out. The harbor crew has also cleaned up the boat yard enough to accommodate six additional boats. The Ice House Expansion is going well. The ice drum, cooling tower and compressor have all been installed. The person from John Fox Refrigeration should have everything hooked up by this weekend. The city's harbor department will receive training on operating the ice drum at the Ice House. The Ice House currently has 27 tons of ice in its hold. They deliver between 5 to 8 tons of ice per day to customers.

HARBORMASTER-Daniel reported receiving a call from Mike Wood of the Alaska Department of Fish and Game, Sports Fish Division. The grant for the engineering of the walk way on the boat ramp at the J.T. Brown Industrial Park was awarded to Peratrovich, Nottingham and Drage.

Daniel reported all lights are working in both the North and South Cove harbors.

Jon reported a potential candidate for the public works director's job will be visiting us from Palmer, Alaska.

TREASURER-Joyce Mason reported there was a budget meeting this week and another one is scheduled for Monday, April 9th. Joyce will be in Soldotna for her Finance Officer's meeting April 17th.

READING OF CORRESPONDENCE

There were no comments.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Resolution No. 12-07, F/Y 2013 Payment in Lieu of Taxes Funding, was presented.

SEL/PIERCE: moved to adopt Resolution 12-07. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

Resolution No. 12-08, Initiating the 2012 Sales Tax Free Day, was presented.

PIERCE/KUNTZ: moved to adopt Resolution 12-08. MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

UNFINISHED BUSINESS

P.O.W.H.A. Funding-Jon stated the City of Craig is looking at a \$30,000-\$50,000 appropriation to the hatchery located at Port Saint Nicholas. This would need to be a yearly appropriation to keep the Port Saint Nicholas Hatchery Project going. The city has funds from the old Craig/Klawock Salmon Derby (\$11,400) that can be put into the P.O.W.H.A. pot to help finance this year's expenses. Jon would like to have staff create the fund, put the \$11,400 in it and begin negotiations with the hatchery with a method to govern incomes to the fund and how the money goes out to support the facility. There was discussion on options for the city to consider as a means to raise the money needed to keep the Port Saint Nicholas Hatchery going. Jim See recommended the city consider a 1% increase in sales tax during the months of July, August and September (one quarter).

PIERCE/DOUVILLE: moved to direct staff to create an account supporting the Port Saint Nicholas King Salmon Project and deposit all funds the City of Craig holds from the now-defunct Craig-Klawock King Salmon Derby Program. MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Consider Household Hazardous Waste Contract with Carson Dorn, Inc.-Jon Bolling stated this is a contract the council considers each year with Carson Dorn, Inc. It has been at least two years since the City of Craig has shipped anything out in regards to Household Hazardous Waste.

PIERCE/KUNTZ: moved to authorize staff to execute the attached agreement with Carson-Dorn, Inc. for disposal of household hazardous waste for 2012. MOTION CARRIED UNANIMOUSLY

Appointment of City of Craig Representative to SEASWA-

DOUVILLE/KUNTZ: moved to appoint Don Pierce as Craig's representative to the Southeast Alaska Solid Waste Authority (SEASWA) Board of Directors. MOTION CARRIED UNANIMOUSLY

Consider Contract Services with Tanner Municipal Consulting-Jon Bolling spoke with P.E.R.S. and found that the City of Craig may retain Steve Tanner as a part-time temporary or as a full-time employee as long as he doesn't exceed the city's probationary period of one year. Jon stated no action is needed from the council.

I.F.A. Line-of-Credit-Dennis Watson reported I.F.A. has reached a point in the year where their reserves will be tapped out next month. They need a line of credit to get them through May and June. They will have money again in July. The I.F.A. has a \$250,000 appropriation that will become available in July. The I.F.A. would like to propose a line of credit in the amount of \$250,000 from the City of Craig to get them through the next two months. The City of Craig has sufficient cash flow reserves to meet the I.F.A.'s request.

PIERCE/KUNTZ: moved to direct staff to prepare and execute the necessary documents to provide a line of credit to the I.F.A. not to exceed \$250,000. MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

DOUVILLE/SEE: moved to adjourn. MOTION CARRIED

The meeting adjourned at 7:38 p.m.

APPROVED _____

MAYOR DENNIS WATSON

ATTEST _____
VICKI HAMILTON, CITY CLERK

ROLL CALL

Mayor Dennis Watson called the meeting to order and the roll was taken. Present were Greg Head, Jim See, Don Pierce and Mike Douville. Absent excused were Joni Kuntz and Marge Young

Staff present: Jon Bolling, City Administrator; Vicki Hamilton, City Clerk; Brian Templin, City Planner

Audience present: Jim Dennis, Mike Marcaurele

CONSENT AGENDA

The consent agenda was presented; it contained the first reading of Ordinance No. 642, Authorizing land exchange with Jim Dennis.

PIERCE/DOUVILLE: moved to approve the consent agenda. MOTION CARRIED

HEARING FROM THE PUBLIC

- 1) Jim Dennis was here in regards to a proposed land exchange between him and the City of Craig. Jim would exchange a portion of his property located along West Hamilton Drive for a city lot located at the Salmonberry Subdivision on the Port Saint Nicholas Road. Jim would like a time limit set whereby the City would have utilities installed in the Salmonberry Subdivision within two years. Brian Templin, city planner, stated that a two-year time period was part of the sales agreement Brian made with Mr. Ensign when the city and Mr. Ensign did a land exchange. Mr. Ensign traded a parcel of land on J.S. Drive for a parcel located in the upper section of Tanner Crab Court. In the agreement, the city would install utilities to the parcel at Tanner Crab Court within the next two years. Brian stated the installation of utilities could be done at Tanner Crab Court and the Salmonberry Subdivision within the next two years.
- 2) Jim Dennis stated when Beach Road was paved last year, it raised the road up causing access to the park bench and to the beach, difficult. The land Jim Dennis is speaking of is the land the Dennis family gave to the city as a park. Jon Bolling said the Parks and Public Facilities Department has a plan to install stairs at the site to make it accessible again.
- 3) Brian Templin spoke with Bob Jackson of Gateway City Realty (in Ketchikan). Gateway City Realty is advertising for sale, a parcel of land here in Craig, ATS 736. The city is interested in purchasing this property. This item will be on the agenda at the next meeting, May 3, 2012.
- 4) There was discussion on the Environmental Assessment for the Prince of Wales Outfitter and Guide Management Plan on the Craig and Thorne Bay Ranger Districts, Tongass National Forest. Mayor Watson said final remarks on the Outfitter and Guide Management Plan can be voiced at the Craig Ranger District office, Wednesday, April 25, 2012 at 6:00 p.m.

READING OF CORRESPONDENCE

There were no comments.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

There was none to consider.

UNFINISHED BUSINESS

There was none to consider.

NEW BUSINESS

- **Bid award for Craig North Water Main Replacement Project**-Jon stated the low bidder on this project is P&T Construction of Ketchikan, with a bid of \$236,650. Jon stated there is an amendment included in this memorandum. It is an estimate from the contractor to also make some improvements to the waste area at Tanner Crab Court. For this additional project, the contractor gave an estimate of \$3,500 to do the maintenance work in the waste area.

PIERCE/HEAD:

moved that the council award the Craig North Water Main Replacement Project bid to P&T Construction in the amount of \$240,150 which is equal to the contractor's low bid plus his \$3,500 bid to fix up the waste area. MOTION CARRIED UNANIMOUSLY

- **Bid award for Craig Community Streets Phase III**-Jon Bolling reported the apparent low bidder for the Craig Community Streets Phase III paving project is the Alaska Interstate Construction with a bid of \$1,773,940.

PIERCE/DOUVILLE:

moved that the council award the Craig Community Streets Phase III Paving Project to Alaska Interstate Construction in the amount of \$1,773,940. MOTION CARRIED UNANIMOUSLY

- **Bid award for Wood Chip Drying Equipment**-Jon Bolling stated the bids for the wood drying equipment were opened. The low bidder was SolaGen of Saint Helens, OR with a bid of \$341,980. Jon stated, for funding this project, the city has \$300,000 from the Alaska Energy Authority, and an in-kind match being provided by Viking Lumber to prep the site and install the equipment. The question to consider is who will own the equipment?

PIERCE/HEAD:

moved to award the Craig Wood Drying Equipment bid to SolaGen Incorporated, and authorize staff to negotiate with SolaGen, Viking Lumber, and the Alaska Energy Authority toward an agreement to purchase wood drying equipment, provided that the city's contribution to the cost of the equipment not exceed the \$300,000 available in grant funds from the Alaska Energy Authority. MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

DOUVILLE/HEAD: moved to adjourn. MOTION CARRIED

The meeting adjourned at 7:30 p.m.

APPROVED _____

MAYOR DENNIS WATSON

ATTEST _____
VICKI HAMILTON, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: March 29, 2012
RE: Purchase of Land for West Hamilton Right-of-Way from Jim Dennis

In 2010 final designs were submitted for street improvements on West Hamilton. The final design included street, sidewalk, drainage structures and fill slope areas on the water side of West Hamilton Drive. The city entered into negotiations and secured easements with adjacent property owners. While the negotiations were ongoing the seaward side of West Hamilton Drive in front of Tracts F-1 and F-2, USS 2327 were owned by James Dennis and Mike Stump. These two property owners were in the process of replatting their lots to solve some property line issues. As a result of the replat, Jim Dennis became the owner of the entire area seaward of West Hamilton Drive in front of those two lots.

The easement agreement with Mr. Dennis was at no cost to the city, but contained a stipulation that the city and Mr. Dennis would negotiate a trade or sale of the property to the city as a permanent solution to the easement. Mr. Dennis was interested in a potential trade of that parcel for a waterfront parcel in the Salmonberry Subdivision owned by the city. The city contracted Horan and Company to provide an appraisal of the West Hamilton parcel and the Salmonberry Subdivision Lots. The appraisal of the West Hamilton parcel was \$44,594 (adjusted to the final platted lot size) and the appraisal of the Salmonberry Subdivision Lots (waterfront lots only) were \$80,000 - \$88,000. Mr. Dennis was asked to consider a trade (in which he would make a cash payment to the city for the difference in property value) or an outright purchase of the West Hamilton parcel by the city.

Mr. Dennis has asked the city to negotiate a land trade and has asked that the city carry the financing on the difference for a period of five years. Mr. Dennis has asked that no interest be charged until the water, sewer and public roadway are completed by the city and that the remainder be charged 5% interest.

Mr. Dennis has also requested that the sales agreement and deed include a restriction on allowing any structures on the parcel (to protect the viewshed for his upland parcel). The additional area can be left undeveloped, or it has been proposed that the city may pursue a limited fill project and develop overflow parking on West Hamilton to help parking congestion in the harbor.

Mr. Dennis and staff have discussed potential terms (which are not final until approved by the Craig City Council). The following terms were presented to him and he replied by email with general approval of off the terms except the interest rate. After checking other available interest rates he stopped by City Hall on March 29, 2012 and said that he was satisfied with the 5% interest proposed by the city. A copy of the email is attached.

Land Exchange Proposal (final terms subject to Craig City Council Approval):

1. Appraised Value Exchange of Tract F-3, Stump Dennis Subdivision (owned by Jim Dennis) for Lot 3, Lot 4 or Lot 5, Salmonberry Subdivision (owned by City of Craig).
2. Current Appraised Values:
 - a. Tract F-3, Stump-Dennis Subdivision: \$44,594
 - b. Lot 3, Salmonberry Subdivision: \$88,000
 - c. Lot 4, Salmonberry Subdivision: \$88,000
 - d. Lot 5, Salmonberry Subdivision: \$80,000
3. Since the parcels are not equal value any trade would result in a balance owed by Mr. Dennis to the City of Craig. Balances owed would be:
 - a. Tract F-3 for Lot 3 or Lot 4: \$43,406 owed by to City
 - b. Tract F-3 for Lot 5: \$35,406 owed by to City
4. Mr. Dennis has requested that the City finance any owed balance and allow him to make payments to the City. He has also requested that the City not charge interest until water, sewer and the public ROW (Elizabeth Court) are completed by the City.
5. If the City carries the balance over five years it would result in annual payments as shown below.
 - a. Annual Payment on Balance (0% Interest over 5 years):
 - i. \$43,406 Balance: \$ 8,681.20 per year
 - ii. \$35,406 Balance: \$ 7,081.20 per year
 - b. Annual Payment on Balance (5% Interest over 5 years):
 - i. \$43,406 Balance: \$10,025.69 per year
 - ii. \$35,406 Balance: \$ 8,177.89 per year
 - c. When utilities are installed the City would begin charging 5% interest on any remaining payments, prorated for any partial year.
6. Mr. Dennis has requested that no buildings be erected on Tract F-3 by the City or any subsequent owners (viewshed protection). This would not preclude fill and development for sidewalks, separated paths, parking, etc.

If the council finds these terms agreeable then staff will prepare a sales agreement and property deeds.

This trade will help the city acquire additional right-of-way along Hamilton Drive where it is platted too narrow. The land trade and carrying the balance owed will not result in significant cash outlays by the city to purchase the additional right-of-way (costs of preparing the agreements, deeds and managing the loan over five years will be minor additional administrative costs). If approved, staff will work on utility and road improvements for both the Salmonberry Subdivision and the additional lots at Tanner Crab Court that were recently traded to Mr. Ensign.

Recommendation: Approve Ordinance 642, authorizing the land exchange with Mr. Jim Dennis, approve the terms of the exchange and direct staff to execute sales agreements and deeds to complete the trade.

**CITY OF CRAIG
ORDINANCE No. 642**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH MR. JIM DENNIS, THE TERMS OF A TRADE OF LOTS 3, 4 OR 5, SALMONBERRY SUBDIVISION FOR LAND AND PAYMENT OF EQUAL VALUE AT LOT 3, STUMP-DENNIS SUBDIVISION

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

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

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

Section 4. Action. This ordinance authorizes the City Administrator to negotiate the trade of Lot 3, 4 or 5, Salmonberry Subdivision for equal value property/payment of property owned by Mr. Jim Dennis consisting of Lot 3, Stump-Dennis Subdivision (previously a portion of Tracts F1 and F2, USS 2327). Final terms of said trade are subject to the approval of the Craig city council.


Passed and approved this ___ day of _____, 2012.

Mayor Dennis Watson

Attest

Vicki Hamilton, City Clerk

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator 
Date: April 27, 2012
RE: May Staff Report

1. Wood Drying Equipment

I will schedule a meeting between the City of Craig, Viking Lumber, and SolaGen Incorporated to work out a schedule to acquire the wood drying equipment per the council's bid award from the April 19 meeting. A representative from the Alaska Energy Authority familiar with the wood drying equipment project may be on POW later in May. If she does travel here, I will also arrange a meeting with her on the project. There are some potentially complicated issues to work out with the project, not the least of which is how to differentiate between the equipment that AEA funds versus the equipment that Viking Lumber will provide. Still, I think there is a path through these complications that will allow the project to proceed.

2. Roadless Rule Appeal

The pleading schedule was set by the court recently. Our filing date for our first round of arguments is set for August, with subsequent pleadings and arguments to follow. The Washington DC Federal Court that has the case will likely issue a decision in 2013.

3. POW Vocational/Technical Facility

The project's advisory committee continues to meet with the architectural firm of Jensen/Yorba/Lott of Juneau. The architect is now working on the 35 percent drawings and plans to have a review copy in the hands of the committee next week. Much background work on the project remains to be done, including establishing a governance structure for the building that oversees all aspects of its operation. Site work is scheduled to be bid out this year, with a bid process for construction of the building to follow.

The project is funded with \$3.2 million from the State of Alaska. The pending 2013 State Capital Budget includes \$900,000 for equipment for the building. The scheduled completion date for the facility is December 2013.

4. Craig Public Ice House Expansion.

The contractor completed work on the building recently, and only a few small punch list items remain. City staff received training from the contractor on the operation of the new ice drum last weekend, and Harbormaster Danici Nelson reports that the equipment is running properly.

5. North Fork Lake Dam

Work to complete the environmental assessment document continues among staff at the US Forest Service. As I have reported on prior occasions to the city council, federal law requires that the construction portion of the project be under contract before October 1,

2012 if we are to use approximately \$275,000 in Title II funding from the National Forest Receipts program for the project. I am likely to begin the final engineering stage of the project in May to ensure that we can complete the required bidding process for construction by September 30, 2012. There is also risk involved in starting the final design before the environmental assessment work is complete because the design work might have to be subsequently modified if the environmental document does not support the design parameters that the city gives to the engineer. However, I would rather take that risk than the greater risk of losing the funding altogether if the environmental review process drags on.

6. Capital Projects to Legislature

Recently the Alaska Legislature passed a capital budget for transmission to Governor Parnell. The project contains the following projects of interest to Craig.

Craig Cannery Site & Harbor Development	\$400,000
Design and Construction of Harbor Shop Building	\$ 25,000
Municipal Drinking Water Source Storage	\$100,000
Prince of Wales Island Borough Study	\$ 30,000
Craig Public Safety Building Engineering and Design	\$100,000
Public Works Heavy Equipment Purchase	\$600,000
Craig Water and Wastewater System Cleaning, Inspection, and Master Planning	\$250,000
Craig Elementary and Middle School Alternative Wood Heat Installation	\$161,172

The projects are taken directly from the capital projects resolution that the council adopted and sent to the legislature earlier this year. If these items are ultimately approved by Governor Parnell then the city will enter into grant agreements with the State of Alaska, and work can proceed on implementing each project. Some of the projects will require policy calls by the council that staff will raise in the near future. In short, the appropriations, if ultimately approved, provide the city several opportunities to implement a number of important projects:

A decision by the Governor on the capital budget items should come by the end of May.

7. Redistricting

As the council will recall, the Alaska Redistricting Board recently adopted plans that redraw house districts across Alaska. The board's two most recent plans were rejected by the Superior Court, and the board has filed for Alaska Supreme Court review of their

work. In all cases, the Redistrict Board has kept all of Southeast Alaska from Glacier Bay south, in four house districts and two senate districts. That is still the board's preference, and the litigation over the plan will ultimately be settled when the board adopts a plan that complies with direction from the State courts.

At this point, the board's preferred plan for Craig and SE Alaska is that Prince of Wales Island will be split into two districts. The south half of POW, including Craig, Klawock, Kasaan, and Hydaburg will be in a house district with Annette Island, Sitka, Haines, and a number of smaller communities, including Kake, Angoon, Pelican, Klukwan, and Hoonah. Our senate district will likely be a pairing of our house district with the house district that includes northern POW; that house district also includes Wrangell and all of Ketchikan.

8. Travel Schedule

April – December: Two or three trips to Juneau at the expense of Catholic Community Service to attend board meetings.

September 10-21 (approximately): Personal travel.

If the council has questions regarding these items feel free to contact me anytime.

**City of Craig
Memorandum**

Date: April 26, 2012

To: Mayor and City Council

From: Vicki Hamilton, City Clerk *VH*

Assessment notices were mailed out to property owners on March 31, 2012. Property owners may appeal the assessed values on their property through Monday, April 30th. All appeals received on or before April 30th will be sent to Horan & Co. and they will address the land owners concerns. If the appeals are not settled with Horan & Co. the appeals will be brought to the city council for action. Horan & Co. will report to the council concerning any unresolved assessments at the following city council meeting scheduled for Thursday, May 17th.

As the senior citizen sales tax exempt cards are due to expire on June 30, 2012, I am preparing for the re-issuance of the new senior citizen, sales tax exemption cards. We will begin issuing cards on Monday, June 18th. These cards will be good for three years (July 1, 2012-June 30, 2015). Ordinance No.631, passed by the council on April 21, 2011, will go into effect on June 1st.

3/24/2012

City Of Craig
Attn: Council Members

Summary of Events for month of April 2012

- Our physician sponsor held a two hour conference call with our department on April 2nd confirming our ALS objectives and protocols.
- Weekly training continued Thursday nights, offering CME lecture and practice labs. We had two guest lecturers in April on Diabetic emergencies and shock.
- We had a guest trainer come down to help with the island wide bridge class. Mike Monti, with SEARHC EMS in Sitka, came to work with us on pregnancy and delivery. (This two day training was graciously donated to our department.)
- The State Emergency Preparedness conference in Anchorage was held the week of April 9-13. The American Red Cross sent me (Chaundell) for the week. It was a great conference, filled with lots training. I even had the opportunity to teach at a local school with new Red Cross materials for schools.
- The Cities CPR & First Aid class was on Tuesday April 17th. All the public works employees were recertified in CPR & FA.
- April 24- 29 was the regional EMS symposium, this year it was held in Ketchikan making it so more medics were able to go. This training covers over 60 CME hours of training. They offer prehospital BLS track, ALS track, nursing or clinical track and director or management track. Dr. Copass was proud to have a few of us there, as he was asked to be a guest speaker at the event.
- The First of May brings more training from state homeland security officials on Tsunami. (training in conjunction with Brian, RJ, and Fire)
- The international Marathon is in May , we hope everyone will help us get ready for the big event. Anyone that wants to be a part of the City Aid Station is welcome to come.

Chaundell Piburn
City of Craig Emergency Medical Services

CITY OF CRAIG EMERGENCY MEDICAL SERVICES

April 24, 2012

Dear Craig City Council and Mayor Watson,
Spring has sprung and it has been a wild ride! Log Cabin Donated \$919 worth of Soccer shin guards. Having help with QS2 funding has been great!!! This is what recreation has been up to and what is coming up in the near future.

Feb 28th Elisabeth Peratovich Day Celebration at CTA with Craig Schools

March 1st 90th Birthday Party for the City of Craig at CTA- Well attended dinner with entertainment from the Craig Elementary Choir, Craig Native Dancers, Seibukan Karate and speakers: Denis Watson, Millie Schoonover, Ralph Mackie, Janet Charles, Marvin Yoder. Displays of Pictures and artifacts from Craigs History.

Vacation and a long battle with the flu.

Elementary Basketball, 3-5 coached by volunteers DJ Hanson and Tina Steffan. Played in Craig, Klawock, Thorne Bay and Hydaburg. 2 practices a week.

Bitty Ball K-2 program, volunteer coach Vanessa James and Mary Edenshaw, played Wednesday in April at Craig City Gym 6pm.

April 7th. Spring Carnival at the Craig City gym-fundraiser for the Craig 4th of July.

April 14th Swap Meet! Next one will be June 2nd.

April 14th Scrabble Party at the Craig Youth/Recreation center with Amy Marshall.

April 20th KRBD one day pledge drive- did the show LIVE! Oh my.

Hanging Basket planting. Need to be hung up by the Marathon. Plants started by the Craig Middle school.

Gymnastics: classes Saturdays, Julie McDonald Volunteer Coach. Recital will be on May 5th at the Island Grind.

Craig Spring Bazaar May 5th 10-4 at the Craig City Gym, proceeds will be split with our CHS Academic Decathlon team who came in 2nd at State!

Planning for the Craig 4th of July Celebration, 3rd and 4th. We plan on buying a bouncy house with proceeds from the carnival and other fundraising. Betty Kubik, Hannah Bessignet, Kelly Douville, Charlene Wolfe, Shannon Crosthwaite and Crissy Torsey are on this years committee.

Marathon May 26th.

Kids Fishing Day June 9th, Klawock Hatchery
Mid week summer mini camps will start in June with Craig School District QS2 funds.

Blessing of the Fleet Fathers day.

Craig 4th of July Celebration, 3rd and 4th.

And all the usual programs:

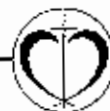
video workout with the Jillian Michaels dvd today at 10:30, this is a parent and child friendly program for just \$2, and parent tot time

Parent tot time weekdays at 10:30

There is skating Fridays at 7 the Craig City Gym and on Tuesdays afterschool at 3, \$1 admission \$2 to rent skates or blades. Adults with children skate free!

Karate Tuesday, Thursday and Friday at 5.

**Victoria Merritt,
Recreation Department,
City of Craig AK**



RECEIVED

Dignity • Care • Compassion

419 6th Street

Juneau, AK 99801

Telephone: 907.463.6100

Fax: 907.586.9018

www.ccsjuneau.org

APR 23 2012

CITY OF CRAIG
CRAIG, ALASKA

April 20, 2012

Jon Bolling
City of Craig
Craig, AK 99921

Dear Mr. Bolling:

Please accept this letter as formal notification of my retirement from the position of Executive Director of Catholic Community Service as of May 2, 2012. Jean Strafford, the current Finance Director for Catholic Community Service, will be my successor.

Jean can be reached at 463-6161 through May 1, and at my current number of 463-6151 after that date.

Please feel free to call me should you have questions.

Sincerely,

Rosemary Hagevig
Executive Director



**CITY OF CRAIG
ORDINANCE No. 642**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH MR. JIM DENNIS, THE TERMS OF A TRADE OF LOTS 3, 4 OR 5, SALMONBERRY SUBDIVISION FOR LAND AND PAYMENT OF EQUAL VALUE AT LOT 3, STUMP-DENNIS SUBDIVISION

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

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

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

Section 4. Action. This ordinance authorizes the City Administrator to negotiate the trade of Lot 3, 4 or 5, Salmonberry Subdivision for equal value property/payment of property owned by Mr. Jim Dennis consisting of Lot 3, Stump-Dennis Subdivision (previously a portion of Tracts F1 and F2, USS 2327). Final terms of said trade are subject to the approval of the Craig city council.

Passed and approved this ___ day of _____, 2012.

Mayor Dennis Watson

Attest

Vicki Hamilton, City Clerk

CITY OF CRAIG MEMORANDUM

To: Mayor and City Council
From: Brian Templin, City Planner
Date: April 26, 2012
RE: Purchase Opportunity – ATS 736

ATS 736 is a small tideland survey (approx. 4,530 square feet) at the intersection of the Craig-Klawock Highway and Hamilton Drive located across the street from the Harbormaster office. The city has approached the owner in the past about trading the parcel for one of the Salmonberry Subdivision Lots. Those negotiations were never completed. The owner passed away last year and the lot is being listed by Gateway City Realty for \$40,000. Previous discussion was to acquire the lot to expand parking at the harbors. The council is also considering a sale/trade to Jim Dennis for a parcel across from Tract F, also on Hamilton Drive. The issue was brought up during public hearing at the April 19, 2012 city council meeting for general discussion.

There is still need for additional parking at the harbors and this parcel is well located and suited for this purpose. If the council is interested in pursuing a purchase of ATS 736 staff would propose to use funds from the land development fund to make the purchase.

The city recently traded parcels at Crab Cove Heights Subdivision to Fred Ensign with the requirement that the city install road and utilities within 24 months of the land trade and is negotiating a trade/sale with Jim Dennis at Salmonberry Subdivision with a similar time frame for utility development at Salmonberry Subdivision. When road and utilities are placed in those subdivisions staff would propose to sell some of the lots to recoup the cost of development and some of the funds from any property sale could be used to replace funds spent to purchase ATS 736.

Gateway City Realty has the property listed for \$40,000 but the council can make any purchase offer it wants. If the council has an initial offer amount that it wants to make then it should direct staff, by motion to submit that offer and authorize the city administrator to execute all documents related to that offer. If the council is interested in discussing a price range, including a maximum offer it should hold those discussions in executive session at a future meeting. If the council directs staff to submit an initial offer any counter offer or sales agreements will be brought back to the council for consideration.

Recommendation: Direct staff to make an initial offer or to schedule an executive session to discuss the purchase price range. If the council would like to make an initial offer it should use the motion below. If the council would like to schedule an executive session it should direct staff to schedule that session at a future special or regular council meeting.

Recommended Motion: The council directs the city administrator to submit an offer of \$_____ to Gateway City Realty for the purchase of ATS 736. Council authorizes the city administrator to execute documents related to the offer.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator 
Date: April 27, 2012
RE: Consider Construction Management Contract for Craig North Waterline Work

As the council will recall it recently approved a bid to complete the Craig North Waterline Replacement project. The lowest responsive bidder, P&T Construction, received the bid award and is preparing to begin work soon.

There are a number of construction management needs that will occur in the course of the project and are typical of projects like the Craig North project. These include review of submittals detailing the materials that the contractor proposes to use on the project; inspection of pipe bedding materials and the efforts to compact the pipe bedding; inspection of pipe welding, and oversight of the eventual water main pressure testing and chlorination required; and other tasks. In the past, the city has typically hired the design engineer to complete these tasks. To that end, I asked R&M Engineering to provide me an estimate to complete these tasks.

The attached spreadsheet details R&M's cost estimate of \$17,620. This estimate would have Mike McKimens on site for four hours per day to oversee the project on behalf of the city, provide for the production of as-built drawings, and some construction oversight from a registered engineer. Funding for the inspection work will come from the same source that the city will use to pay the contractor: funding from the Environmental Protection Agency and a grant from the Alaska Legislature.

Recommendation

That the council authorize staff to enter into an agreement for R&M Engineering to provide construction management services to the City of Craig in the amount of \$17,620.

Recommended motion: I move to authorize staff to enter into an agreement for R&M Engineering to provide construction management services for the Craig North project in the amount of \$17,620.

City of Craig Community Paving Project
Engineering Cost Estimate

4/27/2012

Task	Sande Principal \$130.00/hr	Badgett Staff Eng \$110.00/hr	Scheff L.S. \$90.00/hr	2-man Survey \$160/hr	Piburn Solo Survey/Draft \$85.00/hr	Drafting / Inspection \$85/hr	Travel Meals Lodging	Expenses	Task Total
PHASE II - PROJECT ADMINISTRATION									
Administration & Inspection									
Allowance for Additional Design	8	24				24			\$ 5,720
Preconstruction Meeting	2	2							\$ 480
Submittal Review						16			\$ 1,360
Daily Inspection (McKimens 4 hrs / day)						300			\$ 25,500
Pay Requests / Progress Meetings	8	8				24			\$ 3,960
Project Closeout & Final Inspection	8	8				16			\$ 3,280
Total Hours	26	42	0	0	0	380			
Total Cost	\$ 3,380	\$ 4,620	\$ -	\$ -	\$ -	\$ 32,300	\$ -	\$ -	\$ 40,300

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 27, 2012
RE: Consider Construction Management Contract for Craig Street Improvement Project



At its April 19 meeting, the council awarded a bid for street improvement work to Alaska Interstate Construction. The project includes upgrades and paving of some city streets.

As with the Craig North water main project, the street improvement project requires some engineering support. The project requires the contract to provide submittals to the city for review of project components, including water main piping, valves, wastewater and storm drainage structures, plus testing of concrete and asphalt to ensure that those items meet the performance specifications set out in the contract documents. In addition there will no doubt be a need for judgment calls regarding subexcavation limits and other details as streets are prepped for paving. I asked R&M Engineering, which completed the design work on the project, to submit an estimate to continue their work on the project by acting as the city's agent during the course of construction.

Their estimate of \$40,300 includes an allowance for modifications the city may choose to make to the design, for additional drafting, review of submittals and pay requests, and other tasks. The bulk of the estimate, some \$25,500, is to pay for having an inspector, in this case Mike McKimens, on-site during the course of construction to ensure contractor compliance with the design documents.

It is in the city's interest to have an inspector on site regularly during the course of the work. Mike McKimens is qualified to conduct the inspection work. While the estimated price for the construction administration is substantial, the project is an important one to get right, as it affects nearly half the city streets in Craig. Funding for the inspection services will come from three of the four funding sources in place for the community streets project.

Recommendation

That the council authorize staff to enter into an agreement for R&M Engineering to provide construction management services to the City of Craig in the amount of \$40,300.

Recommended motion: I move to authorize staff to enter into an agreement for R&M Engineering to provide construction management services for the community streets project in the amount of \$40,300.

Craig North Waterline Replacement

4/24/2011

Engineering Cost Estimate
R&M Engineering-Ketchikan

Task	Sande Principal \$ 150	Mickimens Inspector \$ 95	Culver L.S. \$ 90	Clerical \$ 80	2-Man Survey \$ 160	Drafting Eng Tech \$ 85	Travel	Expenses	Lodging Meals	Task Total
Pycon / Progress Meetings	8	8					\$ 300	\$ 50		2,310
Submittal Review		8						\$ 25		785
Periodic Inspection, 4 hr x 30 days		120						\$ 200		11,800
Final Inspection		4						\$ 25		405
Record Drawings	2	8						\$ 100		2,520
Total Hours	10	148	0	0	0	16				
Total Cost	\$ 1,500	\$ 14,080	\$ -	\$ -	\$ -	\$ 1,360	\$ 300	\$ 400	\$ -	\$ 17,620