

CITY OF CRAIG
COUNCIL AGENDA
April 4, 2013
COUNCIL CHAMBERS 7:00 P.M

ROLL CALL

Mayor Dennis Watson, Greg Head, Joni Kuntz, Jim See, Don Pierce, Mike Douville and Wanda Rice

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 March 21, 2013

HEARING FROM THE PUBLIC

- Open for public comment
- Final Reading and Public Hearing of Ordinance 649, Sale of city property at Lot 6, Park Place Subdivision to Tyler Rental
- Final Reading and Public Hearing of Ordinance 650, Terms of a lease of city-owned property Tract A, Craig Cannery Subdivision with Mr. Don Thomas
- Final Reading and Public Hearing of Ordinance 651, Sale of city property at Lot 1, Block 4 Crab Cove Heights Subdivision with Mr. Fred Ensign
- Final Reading and Public Hearing of Ordinance 652, Rezoning a portion of Tract E USS 1429 from Commercial to Residential High Density 1

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- Bokan Mine Summary of Preliminary Economic Assessment
- Rabies Information and Regulations
- Horan & Co. Post Fieldwork Letter
- House Sales Analysis

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance 649, Sale of city property at Lot 6, Park Place Subdivision to Tyler Rental
- Ordinance 650, Terms of a lease of city-owned property Tract A, Craig Cannery Subdivision with Mr. Don Thomas
- Ordinance 651, Sale of city property at Lot 1, Block 4 Crab Cove Heights Subdivision with Mr. Fred Ensign
- Ordinance 652, Rezoning a portion of Tract E USS 1429 from Commercial to Residential High Density 1

UNFINISHED BUSINESS

NEW BUSINESS

- Appointment of Kevin McDonald to the Craig Planning Commission
- Consider award of bid, Tanner Crab Ct. and Elizabeth Ct. Rd. utility extension
- New Firehall Design and Engineering

ADJOURNMENT

CITY OF CRAIG
COUNCIL MEETING
THURSDAY MARCH 21, 2013

ROLL CALL

Mayor Dennis Watson called the meeting to order at 7:00 p.m. and the roll was taken. Present were, Jim See, Don Pierce, Mike Douville, Greg Head, and Wanda Rice. Absent excused was Joni Kuntz.

Staff present: Jon Bolling, City Administrator; Nicole Robison, Aquatic Manager, Kassi Knock, City Clerk; Ron Macintosh, Public Works Director.

Audience present: Pete Rice, Taylor Robison, Michael Kampnich, Cheryl Fecko, Beverlee Tyner, George McNamara.

CONSENT AGENDA

The consent agenda was presented, it contained:

- City Council Minutes of March 7, 2013

PIERCE/RICE moved to approve the consent agenda. MOTION CARRIED

HEARING FROM THE PUBLIC

George McNamara commented on the Rabies vaccine for pets. He would like the council to consider repealing the ordinance concerning the vaccination of dogs due to the low number of rabies attacks. Mayor Watson mentioned that if you weigh the options, vaccinating pets for rabies is less of a risk than risking a bite from a dog with rabies. Wanda believes that we are better safe than sorry on this issue. Jon will look into this issue and bring some information back to the Council.

Cheryl Fecko thanked the Council for their discussion last meeting regarding the Cannery boardwalk. Cheryl would like to see some maintenance around town, as Whale fest will be happening the weekend of the 29th. Cheryl would also like to see some money put in the budget for some of the buildings that have graffiti on them, also some of the trash cans for pedestrians are falling apart, she would like to see some money put in to a better trash system if possible.

Beverly Tyner wanted to see about getting some community service workers together to work on picking up trash this year.

READING OF CORRESPONDENCE

There was no council comment on the correspondence in the council packet.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Resolution 13-07, Authorizing city staff to issue an access permit to Seafood Producers Cooperative for use of the Craig City Dock as a fish buying station in 2013 and 2014.

PIERCE/HEAD

moved to approve Resolution 13-07.

Mike Douville abstained, citing his membership in Seafood Producers Cooperative.

MOTION CARRIED.

Jim See would like to evaluate the cost to maintain the dock versus the price the City is charging for use. Jon will discuss with Daniel the cost of maintenance and look at adjusting the cost for next year.

UNFINISHED BUSINESS

Sealaska Lands Bill Discussion- Mike Douville commented that until the issue of the sacred/historical/cultural/economic sites is resolved with the Tribes, he cannot support this Bill. Mayor Watson commented that Don Young has been receptive on the issue.

NEW BUSINESS

Hazardous Waste Agreement

PIERCE/HEAD moved to approve the agreement for the collection and handling of materials during the City Clean up Week.
MOTION CARRIED

Consider appropriation for electrical work at Port Saint Nick Hatchery

PIERCE/HEAD moved to authorize the appropriation of funds necessary to complete the electrical work at the King Salmon Hatchery building at the Port St. Nicholas Hatchery.
MOTION CARRIED

EXECUTIVE SESSION

Contractual issues related to the City of Craig Phase III Street Improvement Project the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity.

PIERCE/RICE moved to enter into executive session at 7:32 p.m.
MOTION CARRIED.

PIERCE/RICE moved to return to regular meeting.
MOTION CARRIED.

ADJOURNMENT

PIERCE/DOUVILLE moved to adjourn at 7:54 p.m.
MOTION CARRIED

APPROVED _____

MAYOR DENNIS WATSON

ATTEST _____
KASSI KNOCK, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Planner
Date: March 28, 2013
RE: Ordinance No. 649

Attached is Ordinance No. 649. The ordinance is presented for final reading and approval at the city council's meeting of April 4, 2013.

DJ Hansen, acting as an agent for Tyler Rental Inc., recently filed an application to purchase Lot 6, Park Place Subdivision from the city. The city acquired this lot as part of a trade/sale of two city owned lots at Crab Cove Heights Subdivision to Fred Ensign in 2011. The city originally intended to use this lot, plus work to acquire an additional lot to construct a new firehall on JS Drive. Tyler Rental recently purchased both adjacent lots, and an additional two lots in the subdivision for construction of new retail space. Tyler's purchase does not leave enough room to construct the firehall as planned. A working group within the city has been looking at alternative sites for a new firehall. A public hearing on the alternative sites will be held at the Planning Commission meeting on February 28th and the selected alternative will be forwarded to the council in April.

As a result of Tyler purchasing both adjacent lots this lot is now surplus to the city's needs. Tyler intends to construct new retail space for their business. There is currently a concrete foundation on the lot leftover from the removal of the "Blossom Shop" building. Any sale would include the lot and any improvements contained on the lot, including the building foundation.

The ordinance, once adopted, will allow city staff to negotiate the terms of the sale with Tyler Rental. As has become standard procedure for staff, the final terms will be brought before the council for approval before any sale is completed.

Recommendation

That the city council passes Ordinance No. 649 for final reading and approval.

**CITY OF CRAIG
ORDINANCE No. 649**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH TYLER RENTAL INC.D.J. HANSEN AGENT, THE TERMS OF A SALE OF CITY PROPERTY AT LOT 6, PARK PLACE SUBDIVISION AND CERTAIN IMPROVEMENTS CONTAINED ON THOSE PROPERTIES

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 sale of approximately 10,000 square feet of city owned land shown as Lot 6, Park Place Subdivision and any improvements thereon to Tyler Rental, Inc. Final terms of said sale are subject to the approval of the Craig city council.

Passed and approved this 4th day of April 2013.

Mayor Dennis Watson

Attest _____
Kassi Knock, City Clerk

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Planner
Date: March 28, 2013
RE: Ordinance No. 650

Attached is Ordinance No. 650. The ordinance is presented for final reading and approval at the council meeting of April 4, 2013.

Mr. Don Thomas has applied to lease the building on the Ward Cove Cannery site known as Building C or the Stock Room. The building currently holds materials left over from the purchase of the cannery site and some material stored by the harbor department. Mr. Thomas intends to use the building to store supplies and materials associated with his electrical business here in Craig. This is a joint venture with Sam Peters and Scott Wilburn.

Craig Ordinance 650, if passed, will allow the city administrator to negotiate the terms of a market value lease of the building and an associated parking area not to exceed 6,000 square feet. As is standard practice, final terms of the lease will be brought back to the city council for final approval.

Recommendation: Approve final reading of Ordinance 650, Approving the City Administrator to negotiate the terms of a market value lease of Building C and an associated parking area on the Ward Cove Cannery Site for use as storage space.

**CITY OF CRAIG
ORDINANCE No. 650**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH MR. DON THOMAS, THE TERMS OF A LEASE OF CITY-OWNED PROPERTY LOCATED ON TRACT A, CRAIG CANNERY 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 a market value lease of city-owned property, located within Tract A, Craig Cannery Subdivision, commonly referred to as the Ward Cove Cannery Site, to Mr. Don Thomas. Mr. Thomas has applied to lease a portion of city owned upland and a building for the purpose of operating storage space to support their electrical business in Craig. Lease area will include the building referenced as Building C – Stock Room in the appraisal report of the Ward Cove Packing Company Cannery Site, Downtown Craig, Alaska prepared by Horan and Company in 2006 and an associated parking area. Total lease area (including building) is approximately 6,000 square feet. Lease rate will be equal to or greater than eight percent of the fair market value of the lease area. Final terms of the lease are subject to the approval of the Craig city council.

The City Administrator is under no obligation to enter into a lease of the property described above, and the City Council is under no obligation to approve any lease negotiated by the City Administrator with Mr. Don Thomas.

Passed and approved on April 4th, 2013.

Mayor Dennis Watson

Attest _____
Kassi Knock, City Clerk

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Planner
Date: March 28, 2013
RE: Ordinance No. 651

Attached is Ordinance No. 651. The ordinance is presented for final reading and approval at the city council's meeting of April 4, 2013.

Mr. Fred Ensign recently filed an application to purchase Lot 1, Block 4, Crab Cove Heights Subdivision from the city. This lot is one of five city owned lots remaining in that subdivision. City staff is currently working with R&M Engineering for street and utility design to serve these lots. It is staff's intent to install utilities and prepare a land sale with council approval late in 2013. The intent of the sale would be to encourage land ownership and home construction for residents of Craig. Mr. Ensign intends to use this lot to construct a moderately priced single family home primarily of local materials for sale.

The ordinance, once adopted, will allow city staff to negotiate the terms of the sale with Mr. Ensign. As has become standard procedure for staff, the final terms will be brought before the council for approval before any sale is completed.

Recommendation

That the city council passes Ordinance No. 651 for final reading and approval.

**CITY OF CRAIG
ORDINANCE No. 651**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH MR. FRED ENSIGN, THE TERMS OF A SALE OF CITY PROPERTY AT LOT 1, BLOCK 4, CRAB COVE HEIGHTS 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 sale of approximately 12,000 square feet of city owned land shown as Lot 1, Block 4, Crab Cove Heights Subdivision to Mr. Fred Ensign. Final terms of said sale are subject to the approval of the Craig city council.

Passed and approved this 4th day of April 2013.

Mayor Dennis Watson

Attest _____
Kassi Knock, City Clerk

CITY OF CRAIG MEMORANDUM

To: Mayor and City Council
From: Brian Templin, City Planner
Date: March 28, 2013
RE: Ordinance 652, Rezoning a portion of Tract E, USS 1429

Shaan-Seet Inc. has been working on a residential development on the old Sealaska Trailer Court located across Main Street from the Shaan-Seet office building. The rezone is based on a replat of Tracts E and F, USS 1429 creating Tracts E-1 and F-1, USS 1429. The preliminary plat of Sunset Development Replat showing these new tracts was approved by the planning commission on February 28th. On February 28, 2013 the Planning Commission heard testimony and passed PC Resolution 544-13 recommending approval of Shaan-Seet's application to rezone Tract E-1 of this subdivision area from Commercial to Residential – High Density I.

Tract F-1 as shown on the preliminary plat currently has a warehouse building used by Shaan-Seet. This building, the current use and the current zoning will remain the same for Tract F-1. Tract E-1 is the area that was used several years ago as the Sealaska Trailer Court. The last trailer was removed from the property several years ago. The land has been vacant and has not had any occupancy since the last trailer was used.

Shaan-Seet intends to build a number of multi-family housing units on the property that they would operate as residential rental units. This use would fill a need in Craig for rental housing, would add property value to the currently vacant lot, is consistent with previous use (residential housing as a trailer court), is consistent with other property in the vicinity and would not create a shortage of commercial property available.

The Planning Commission has approved a preliminary plat. The proposed lots all meet the lot size and dimensions required for this zone. The subdivision and rezone will create a single residential 30,500 square foot lot that will contain multiple rental structures.

The final plat has not been submitted by Shaan-Seet Inc. but a draft of the final lots has been provided to show the area to be rezoned.

Recommendation: Approve final reading of Ordinance 652.

**CITY OF CRAIG
ORDINANCE No. 652**

REZONING A PORTION TRACT E, USS 1429 SHOWN AS TRACT E-1, SUNSET DEVELOPMENT REPLAT (PRELIMINARY PLAT), FROM COMMERCIAL TO RESIDENTIAL – HIGH DENSITY I ZONING

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CRAIG, ALASKA:

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 amends the official zoning map by rezoning that portion Tract E, USS 1429, shown as lot E-1 on the plat of Sunset Development Replat (preliminary plat) from Commercial to Residential – High Density I Zoning. This ordinance does not amend the zoning of the remainder of of the tracts shown on the preliminary plat of Sunset Development Replat.

PASSED AND APPROVED ON 4th day of April, 2013

MAYOR DENNIS WATSON

ATTEST _____
KASSI KNOCK, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: March 28, 2013
RE: April Staff Report

1. Legislative Session

The first session of the current Alaska Legislature is scheduled to end April 16. The governor's capital budget is still in the Senate Finance Committee. As is common, the governor's budget included few if any capital dollars for individual community projects. City staff recently sent the co-chairs of the Senate Finance Committee a short e-mail document spelling out the merits of some of the projects from the capital project list approved by the city council for 2013. City staff will continue to monitor the capital budget process and press for funding for local priority projects. Our expectations are tempered, though, by the fact that the election district in which Craig is located no longer has a state representative or senator on a finance committee. Still, the city has a good case to make for its projects, so we will make that case as long as we have the opportunity.

2. POWCAC Meeting & Borough Study

The POWCAC meeting on March 26 in Coffman Cove included a spirited discussion on the borough study now underway. The final draft of the study is due back to POWCAC by April 22. At that point the POWCAC membership will discuss and debate what, if anything, it ought to do next. POWCAC meets again on May 28 in Kasaan.

POWCAC also discussed efforts to improve both land line telephone and cell phone service on POW, and 911 call routing from various points around the island.

3. Roadless Rule Appeal

After much delay the US Federal District Court in Washington DC ruled on March 21, 2013 that the appeal of the Roadless Rule application to the Tongass National Forest, of which the City of Craig is a party, is moot because we as the plaintiff's waited too long to file our appeal. The timing of the appeal was one of several appeal points on both sides of the Roadless Rule issue. I am told that the State of Alaska is considering an appeal of the Federal District Court ruling. Our the attorneys working the appeal for our side plan a teleconference with their clients in the next week or so for an update and direction. I have a copy of the judge's eight-page decision that I can e-mail to the council. Please let me know if you would like a copy sent to you.

4. POW Vocational/Technical Facility

Bids for construction of this facility were received by the City of Klawock on March 15. Five bids were submitted, with construction costs ranging from \$2,957,875 to \$4,163,000. The bid selection process incorporates not just the bid price but also other qualifying factors. This process requires some qualitative scoring that the project steering committee is in the process of completing. The final award decision will be up to the Klawock City Council, which is scheduled to award the project next week.

5. North Fork Lake Dam Project

As I reported last month, I still expect design drawings for this project this week.

I have heard a couple of reports recently that the fiscal sequester now imposed on federal spending will require that some of the funding from the Secure Rural Schools program may have to go back to the federal treasury. Some of this funding goes to support the Craig City School District, while other funding from the program is budgeted for projects like the one the city has planned at the North Fork Lake Dam. I intend to find out more about the possible loss of funding from this program and how it might impact Craig projects before the council's April 4 meeting.

6. Street Paving Project

Alaska Interstate Construction plans to restart its work on Phase III of the Craig Community Streets project in April. A scheduling meeting between city staff and AIC is set for Thursday, March 28, where AIC will present its proposed work schedule for 2013.

7. Wood Drying Project

Staff at Viking Lumber continues to prepare a site at the mill for the construction of the wood drying equipment. Most of the rock pad is in place, and some concrete is already poured in preparation for installation of the blowers, burners, and other components. Viking is well on its way to meeting the required \$250,000 in-kind match from the labor and materials the company agreed to provide to the project. We are on track for the agreed upon late-August start-up date for the project.

8. Chinook Salmon Mitigation Grant Applications

City staff is preparing two applications for funding from the Chinook Salmon Mitigation fund. The fund is federal money passed through the State of Alaska, intended to offset losses from lower king salmon catches due to changes in the most recent Pacific Salmon Treaty between Canada and the United States. One of the two applications is to expand the ice storage area at the Craig ice house. This project will replace the existing cold storage area within the ice house building with space for flake ice storage. The \$150,000 available through the grant is probably not sufficient to pay the entire cost of the conversion, so matching funds will have to be found somewhere.

The second of the two applications the city will submit requests about \$140,000 for upgrades and operations at the Port St. Nicholas king salmon hatchery. City staff is working closely with staff at the Prince of Wales Hatchery Association on the grant application to best identify needs at the Port St. Nicholas site.

9. Travel Schedule

June 2013: Personal travel (approximately three weeks).

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

CITY OF CRAIG
MEMORANDUM
AQUATIC CENTER

To: City Council

From: Nicole Robison, Aquatic Center Manager

Date: April 1, 2013

We have hired two new employees, Mitchell Reeves and Shelbi Hanson, they seem to be doing just fine.

In the last week of March, the Aquatic Facility received its new variable speed pump for the large pool, it has been installed and is working just as we had hoped. This pump will help the pool's flow and turnover rates greatly.

The Aquatic Center held its annual Easter Hunt on Saturday, March 30th. As always it was a blast, fun and prizes for all who came.

If there are any questions regarding the pool, please feel free to e-mail us at pool@craigak.com or call 826-2794, we would love to assist you.

Best wishes to all,

Nicole Robison
Aquatic Center Manager

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: March 28, 2013
RE: Planning Department Staff Report

1. US Army Corps of Engineers Study. The USACE distributed approximately 1,500 surveys to users as part of the economic study for the new harbor in Craig. To date the corps has received over 300 responses, putting them well within their statistical goal. The corps has agreed to move forward with a preliminary study of the economic benefit of the project (which will determine the level of potential construction funding in the future) before they expend any funds on environmental, design or other aspects of the project. This will allow the city to decide if it makes sense to continue with the corps process or go a different route for permitting and design which would be less expensive, but would preclude using any USACE funds for construction in the future. The last discussion that staff had with the corps was that the USACE would use the data in hand and the surveys to prepare a preliminary benefit amount and would submit that to the city sometime in April. Staff will work to get that information in hand and provide it to the council at the April 18, 2013 council meeting.
2. City Website. The updated city website is up and running. The new software seems to have solved most of the problems we were running into and after getting past the learning curve the updated website is more efficient and presents the information in a much friendlier manner. Staff will continue to update the website and make improvements. Currently staff is looking at updating all of the online forms to make the Adobe Acrobat versions of the forms fillable for users.
3. Tsunami Public Information. Staff has been continuing to work on the city's emergency warning system. Alaska Division of Homeland Security and Emergency Management is working on the grant agreement to allow the city to purchase the new siren system. Staff has solicited proposals and has chosen a system that looks like it will do very well for Craig. The system will cost about \$45,000 which will be fully funded by the state. I will be in Anchorage the week of April 2 – 5 for the biannual preparedness conference and will meet with state officials to finalize the grant. The system should be installed by the end of summer this year. In addition to the siren system I will be meeting with state officials to work to finalize Craig's participation in the "Tsunami Ready Program". This program will provide tsunami evacuation route signs and brochures that include maps and basic response information to be distributed to the public.
4. Capital Projects Submissions. Staff has submitted all state and federal project request for the upcoming fiscal year. As of this date the state legislature has not made changes to the state capital budget to include community projects. Staff will continue

to work with our senator and representative as this process continues over the next couple of weeks.

5. Firehall Replacement. The planner, Fire, EMS and Police have continued to meet on the replacement of the firehall. The city received a \$100,000 design grant from the state legislature last year. The working group has looked at potential sites, made a list of building requirements and has looked at a draft concept building design that meets all of the requirements. The group selected Tract P, USS 2327 (the old COHO site) as the preferred alternative and held a public meeting on the issue at the February 28, 2013 Planning Commission meeting. There were no objections to the site and the commission voted to recommend this site to the council as the preferred alternative. There is an action item on the agenda for the April 4, 2013 council meeting to direct staff to solicit architect/engineering services for a building design at this site.
6. Tanner Crab/Salmonberry Subdivision. The planner and public works director have completed work this R&M Engineering for design of the streets and utilities to allow development of Tanner Crab Court and Salmonberry Subdivision. The project is currently out for bid with bids closing on April 2nd. Based on the bids received, staff will make a recommendation to the council to move forward using funds in the Land Development Account. Depending on the bid amounts there are essentially three alternatives – complete both subdivisions, complete Tanner Crab Court or complete a portion of Tanner Crab Court to service lots sold to Fred Ensign in 2011. When these utilities are completed additional lots will be sold and the funds from those sales will go back into the Land Development Fund.
7. Water/Wastewater Master Planning. The planner and public works director have been working on the RFP for engineering services for water/wastewater master planning using grant funding from the state legislature. Public works will work with the new truck that Hydaburg purchased or with the truck that Tyler Rental now has to do gravity sewer line cleaning. Public works is also working on purchasing new television inspection equipment to inspect and video the cleaned lines. A request for proposals will be sent out for engineering services in the next 30 – 45 days.

**CITY OF CRAIG
MEMORANDUM**



Date: March 27th, 2013
To: Honorable Dennis Watson, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report

RJ Ely

ACTIVITY

Activity for most of March, 2013. Dispatch Center took the following amount of calls for service:

Craig	683
Klawock	157
AST	6

DEPARTMENT OF MOTOR VEHICLES

As we get closer to summer, I've seen an increase in drop offs, road tests and people accessing the DMV Office. Wait times are low and CDL Road Testing is also picking up again.

DISPATCHER(S)

Still looking to fill the Part Time / Fill In Dispatcher Position.

Dispatcher Lee Martynuik attended training in Anchorage; ICS Planning Section Chief.

OFFICER(S)

Sgt. Medina completed S.A.R.T. Training and ICS Operations Section Chief Training in Anchorage.

I will be traveling to Juneau, 2nd Week of April for SEACAD Meeting. Funding has been secured for this travel.

OTHER

New server has been installed and working smoothly. Have a few transfer issues to work on, but overall, is working as expected.

I'm in process of researching vehicle(s) through Department of Public Safety Surplus to replace one or two of current police vehicles. One vehicle is in great need of replacing and another should be replaced. More money is being put into these vehicle each year, in order to keep them on the road.

Several drug arrests have occurred in the past few months. Large amounts of marijuana have been seized, Meth and even Heroin. Along with theses arrests, search warrants have been served and close to \$12,000.00 dollars in cash have been seized. Over \$4,000.00 dollars has been forfeited to the Police Department already. One case is being charged under federal law.

According to D.O.T. / D.P.S., Craig Police Department is next on the list to receive the new laptops and printers to be installed into police vehicles. New citation(s) should be arriving shortly, to be in compliance with new state regulations.

Memo

To: Mr. Mayor, Craig City Council

From: Ron McIntosh, Public Works Director

CC: Jon Bolling, City Administrator

Date: March 28, 2013

Re: Public Works Council Report for April 4, 2013

Activities currently in progress are:

Administrative

1. Information compilation for Garbage collection and Equipment acquisition.
2. Final stages of the production of the RFP for Master Plans of Water and Wastewater working with Brian Templin.
3. RFP's for inspection equipment for the Master Plan creation. Sewer camera inspection and Water main leak detection equipment.
4. Review of the most recent and hopefully the final draft of the Phase 4 Paving Plans from RP Kinney.
5. Public Works Budget establishment including review of spending and revenues. Information provided to the Budget Committee.

Plants and Operations

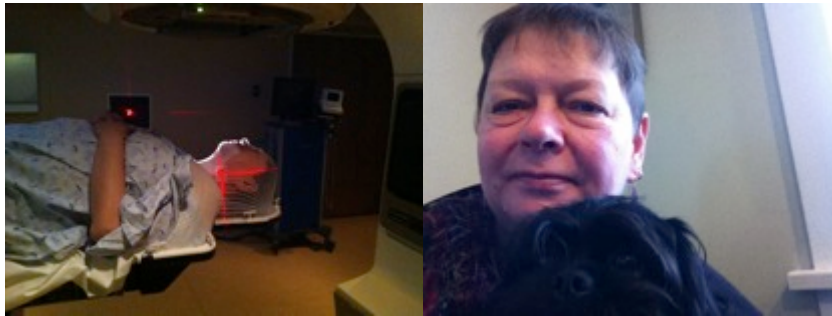
1. Maintenance on the final filtration train at the Water Treatment Plant is in the final stages this week. Flushing the system will be complete and the unit will be ready to go on line on or before April 10th.
2. City maintenance and clean up with the early spring weather.

These activities are some of the current issues being addressed by Public Works. Department services continue on a daily basis.

Thank you,

RCMc

The Craig Recreation Report! Spring, 2013



This is Victoria Merritt, Recreation Director for the City of Craig. As you know, I am fighting cancer. I am in Denver undergoing 3 treatments of chemotherapy, 3 weeks apart because it is so strong! I also have M-F radiation for 6 weeks. I am doing better than expected! See you the end of May. My address for now is: 625 S. Gilpin St. Denver, CO 80209

That there will still be activities in my absence. I am still trying to work about a day a week, keeping up with the radio show and helping from afar.

Gymnastics started February 23rd. You do not have to attend all classes, but you must attend at least 3 to be in the finale. Classes will be held Saturdays, Julie McDonald is our instructor with Tori Houser as her assistant. Ages 4 and 5 at 2pm for a \$5 half an hour class. The next 2 classes are 45 minute class for \$7 at 2:30 ages 6 to 9 , at 3:15 ages 10 and up. No Class March 30th for the 4th of July Spring Carnival from 3 to 5. Classes will start back April 20 and 27 and the **finale will be at the Island Grind on May 5th**, at 7pm at the Craig High School.

Elementary Basketball started March 11. Troy Thain and Dan Price will help Coaches Vanessa James and Matt Burrows.

Alaska Health Fair on April 5 and 6th an at the Craig High School. The 5th will be open for students and the community and will be informational from 1pm to 4pm. There will be a bike rodeo at 11am as well as lots and lots of booths, activities and information for all. Gretchen Klein is

the Coordinator this year, email her at info@powhealthnetwork.org if you want to be an exhibitor or rent a space. I am sorry to miss this, it will be a great event!

The Blood test screenings will start at 6:30am on Saturday. This is a fasting blood test, no food for 10 hours, do drink lots of water. Blood pressure must be taken before the blood draw.

Alaska Health Fair Basic Screenings

Blood Pressure Height/Weight (body mass) Hearing Visual Acuity (near and far, color perception, field of vision) Glaucoma Colorectal Screening - ColoCare Kits (take home Blood Screening Tests

Cost for Blood Tests:

Chemistry/Hematology \$45 TSH - Thyroid Screening \$ 30.00PSA - Prostate Screening \$ 25.00**Other:** ColoCare Kit \$45.00Vitamin D\$ 50.00 A1C test \$ 25.00ABO/RH (Blood typing) \$ 20.00

Rollerskating and Rollerblading is back on Friday evenings at 7pm. Admission is just\$1, skates or blades can be rented for just \$2 and there are a lot of them! Music, games and fun for the whole family. Kids under 8 must have a parent attend. Parents with children skating can have free admission anf skates. Paula Price will be in charge.

Swap Meet, April 13 from 9 to 2pm at the Craig City Gym. Dan Price is in charge with Amy Marshall doing a library Book sale!

Volleyball open gym on Tuesdays and thursdays at 7 at the Craig City Gym, or pay \$1 to play. Jose Cevera will be in Charge.

The Craig Youth/Rec Center will open Fridays from

2 to 4pm with Keri Miller. Once a month there will be dodgeball at the City Gym from 3 to 4pm, with the law enforcement officers, depending on their work schedules. Keri will let you know

Bully Proof" is a Sunday afternoon workout for kids ages 5-12, and will be adding a workout for older students! They meet at the City Gym at 3pm. is a program from the Gracie institute with Grant Miller, classes will be at 3:00-4:00 on Sundays,. each lesson starts with a short instructional/informative clip. Parents can also feel free to call Keri Miller (738-0186) for more in depth information.

Video workout 9:30am Monday, Wednesday and Friday for just \$2, stop by city hall to find out more. Parent-tot time is held weekdays from 10:30 am to 12:30pm for free. Stop by City Hall and get the key-with a deposit. Seibukan classes are on Tuesday, Thursday and Fridays at 5pm for youth and adult.

The radio show will continue, and Amy Marshall will help me out if I cannot talk. Jay Marble and the MS kids will plant the baskets, Cheryl Fecko will help.

I will be available by cell phone if needed for at least part of the time. I appreciate all the support I have been given to fight this battle.

Victoria Merritt 907-401-1227

City of Craig Memorandum

Date: April 4, 2013
To: Mayor Watson, Craig City Council
From: Kassi Knock, City Clerk
Re: Rabies Vaccination

Jon asked me to check up on George Mcnamara's questions regarding rabies requirements within the city.

For your information, as per section 7.07.010 Enforcement of rabies vaccination, the Craig Municipal Code states that:

A. It is unlawful for any person to keep a dog within the city that does not have a current rabies vaccination. Such vaccination shall be required at the first opportunity of a veterinarian being available in Craig or no longer than 90 days after acquiring ownership. A temporary license may be issued, good only for up to 90 days or until proof of vaccination is shown. Failure to provide the proof of vaccination makes the owner liable for fines and possible forfeiture of the animal.

B. Any dog found to have been in the city for over 90 days, either licensed or unlicensed, that does not have a current rabies vaccination shall cause its owner to be fined \$50.00 in addition to any other costs due to other sections of this title. If such condition is not corrected within 15 days, each additional day beyond that shall accrue a new penalty of \$25.00 per day.

I also discussed the merits of having rabies vaccination laws in Craig with the State Veterinarian Dr. Robert Gerlach. He explained that federal law regarding rabies vaccinations operates with the *Center for Disease Control Compendium*. They require that animals be vaccinated when crossing state lines at 12 months of age or older. His office specifically recommends that domestic dogs and cats be vaccinated as the risk of rabid bats increases. He explained that due to climate change and migration patterns, there is a large risk of the rabid bats of Canada migrating to Southeast Alaska. He also recommends the vaccination as it is becoming more and more common for the public to import their pets, as well as new families arriving in the state.

I also spoke with Louisa Castrodale, with the Alaska Division of Public Health, Section of Epidemiology. She sent me the literature that is summarized below.

The Center for Disease Control and Prevention explains that, "Rabies has one of the highest case-fatality ratios of any infectious disease. There were 14 cases of Rabies in Alaska in 2011, 12 wild and 2 domestic. The Alaska Section of Epidemiology reported that 2006 was the last reported year of a rabies case in Ketchikan. *The Center for Disease Control, Compendium of*

City of Craig Memorandum

Animal Rabies Prevention and Control states that one of the main strategies for prevention and control of the rabies virus is vaccinations. The Compendium also states that, “Local Governments should initiate and maintain effective programs to ensure vaccination of all dogs, cats, and ferrets and to remove strays and unwanted animals. Such procedures in the United States have reduced laboratory confirmed cases of rabies in dogs from 6,949 in 1947 to 93 in 2009”

The Alaska Administrative Code Title 7 Section 27.022 states that

(3) Rabies vaccination of dogs, cats, and ferrets is required in accordance with the schedules in the *Compendium of Animal Rabies Prevention and Control*, 2005, as adopted by reference. Proof of this vaccination must be present by displaying a rabies vaccination tag clearly on the pet.

Sources

- Jesse D. Blanton; Jessie Dyer; Jesse McBrayer; Charles E. Rupprecht. “Public Veterinary Medicine: Public Health, Rabies surveillance in the United States during 2011.” Vol 241, No. 6, September 15, 2012
- Catherine M. Brown, DVM, “Compendium of Animal Rabies Prevention and Control, 2011” Centers for Disease Control and Prevention.
- Alaska Section of Epidemiology. “Alaska Rabies Prevention and Control Manual.” 2011

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March 27, 2013

Jon Bolling, City Manager
Joyce Mason, City Treasurer
City of Craig
Post Office Box 725
Craig, AK 99921

RE: 2013 Assessment Fieldwork

Sent via email

Dear Jon and Joyce:

We completed the fieldwork and overall trending for the 2013 assessment roll earlier this month. Our sales for the 2013 tax roll that occurred in 2012, indicated that our assessed values for residential properties needed adjusting. We were able to confirm six house sales which generally indicated that our assessments were low. After statistical adjustment, we found that adjusting the land up 10% and the buildings up 10%, brought our assessment to sales ratio to 98.9%. Therefore, we increased residential house values and land values by 10% after not having changed them since 2009. There was not sufficient sales data to change the commercial values either up or down. As usual, we visually inspected all of the sales to confirm where large discrepancies may be definable.

As is typical, we also looked at and measured, as necessary, those properties which had building permits for additions and deletions and made appropriate corrections to the assessment roll.

Sales of mobile homes within courts showed that our mobile home assessments were fairly close to market value on an overall basis. We did not make any adjustment to these.

It is noted that there were three residential sales that we were unable to confirm sales prices for during the analysis.

The Craig City staff was very helpful as always. If there are any questions regarding the fieldwork, please do not hesitate to call.

Sincerely,



William G Ferguson
Horan & Company, LLC

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Record Number	Assess Legal	SALE DATE	SALE PRICE	Assess Prior Year Land		Assess Prior Year Building	Assess Prior Year Total - 2012	Sales / Asmnt Ratio	Building Sales Price	New Building Ratio					
2	7497	USS 2611 Block 13, Lot 8	8/20/2012	\$ 165,000	\$ 45,500		\$ 66,100	\$ 111,600	147.8%	\$119,500	180.8%					
3	7557	USS 2611 Lot 2, Tract 7		\$ 270,000	\$ 49,200		\$ 214,400	\$ 263,600	102.4%	\$220,800	103.0%					
4	7499	USS 1430, Block 10, Lot 3	#####	\$ 115,000	\$ 42,800		\$ 24,400	\$ 67,200	171.1%	\$72,200	295.9%					
5	7558	Lot 1, Tract 16, USS 2611	11/14/2012	\$ 265,000	\$ 52,700		\$ 162,800	\$ 215,500	123.0%	\$212,300	130.4%					
6	7507	USS 1430, Block 20, Lot 2A	08/06/2012	\$ 220,000	\$ 48,700		\$ 140,900	\$ 189,600	116.0%	\$171,300	121.6%					
7	7503	Lot 1, Windansea Plat 78-15	09/28/2012	\$ 250,000	\$ 59,700		\$ 175,000	\$ 234,700	106.5%	\$190,300	108.7%					
8				\$ 1,285,000	\$ 298,600		\$ 783,600	\$ 1,082,200	118.7%	\$986,400	125.9%					
9																
10																
11																
12	Record Number	Assess Legal	SALE DATE	SALE PRICE	Assess Prior Year Land		Assess Prior Year Building	Assess Prior Year Total - 2012	Sales / Assessment Ratio	Building Sales Price	New Building Ratio					
13	7557	USS 2611 Lot 2, Tract 7		\$ 270,000	\$ 49,200		\$ 214,400	\$ 263,600	102.4%	\$220,800	103.0%					
14	7558	Lot 1, Tract 16, USS 2611	11/14/2012	\$ 265,000	\$ 52,700		\$ 162,800	\$ 215,500	123.0%	\$212,300	130.4%					
15	7507	USS 1430, Block 20, Lot 2A	08/06/2012	\$ 220,000	\$ 48,700		\$ 140,900	\$ 189,600	116.0%	\$171,300	121.6%					
16	7503	Lot 1, Windansea Plat 78-15	09/28/2012	\$ 250,000	\$ 59,700		\$ 175,000	\$ 234,700	106.5%	\$190,300	108.7%					
17				\$ 1,005,000	\$ 210,300		\$ 693,100	\$ 903,400	111.2%	\$794,700	114.7%					
18																
19																
20	Analysis if we raise land +10%															
21	Record Number	Assess Legal	SALE DATE	SALE PRICE	Assess Prior Year Land	Land +10	Assess Prior Year Building	Assess Prior Year Total - 2012	Sales / Assessment Ratio	Building Sales Price @ Land +10%	New Building Ratio @ Land +10% Blg =0%	New Building aessmet @ +10%Sales Price	New Building Ratio @ Land +10% Blg = +10%	New Asmnt @ +10%	Check new assmt	2013 Assmnt to Sales Ratio
22	7557	USS 2611 Lot 2, Tract 7		\$ 270,000	\$ 49,200	\$ 54,120	\$ 214,400	\$ 263,600	102.4%	\$215,880	100.7%	\$235,840.00	109.25%	\$ 289,960	\$ 289,960	107.39%
23	7558	Lot 1, Tract 16, USS 2611	11/14/2012	\$ 265,000	\$ 52,700	\$ 57,970	\$ 162,800	\$ 215,500	123.0%	\$207,030	127.2%	\$179,080.00	86.50%	\$ 237,050	\$ 237,050	89.45%
24	7507	USS 1430, Block 20, Lot 2A	08/06/2012	\$ 220,000	\$ 48,700	\$ 53,570	\$ 140,900	\$ 189,600	116.0%	\$166,430	118.1%	\$154,990.00	93.13%	\$ 208,560	\$ 208,560	94.80%
25	7503	Lot 1, Windansea Plat 78-15	09/28/2012	\$ 250,000	\$ 59,700	\$ 65,670	\$ 175,000	\$ 234,700	106.5%	\$184,330	105.3%	\$192,500.00	104.43%	\$ 258,170	\$ 258,170	103.27%
26				\$ 1,005,000	\$ 210,300	\$231,330	\$ 693,100	\$ 903,400	111.2%	\$773,670	111.6%	\$762,410.00	98.54%	\$ 993,740	\$ 993,740	98.88%

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Planner
Date: March 28, 2013
RE: Appointment of Kevin McDonald to the Craig Planning Commission

Lonnie Walter's position on the Craig Planning Commission expired on January 31, 2013. Lonnie chose not to renew his appointment. The vacancy has been advertised and staff has been looking at prospective commissioners. Kevin McDonald has submitted a letter of interest to serve on the Planning Commission. Kevin and his wife Julie have been in Craig for the past couple of years. Kevin is an accountant and Julie is a pharmacist working at Whale Tail. Kevin and Julie have been very active in the community and recently completed construction of a new house here in Craig. Kevin will be a great addition to the Planning Commission.

Per Craig Municipal Code 18.02.005 staff requested that the mayor appoint Kevin McDonald for a three-year term to replace Commissioner Lonnie Walters. Per the municipal code all reappointments must be confirmed by the Craig City Council.

Recommendation: Confirm, by motion, the appointment of Kevin McDonald to the Craig Planning Commission.

Recommended Motion: I move to appoint Kevin McDonald to the Craig Planning Commission for a three year term to expire January 31, 2016.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: March 28, 2013
RE: Tanner Crab Court and Elizabeth Court Street Extensions Bid

City staff has set a bid opening for the afternoon of Tuesday, April 2 to open bids for the above referenced project. The council authorized staff to seek bids for the projects water, wastewater, and road extension work.

Staff will prepare a bid summary and summary memorandum for the council after the bid opening, and e-mail it to the council for consideration at the council's April 4, 2013 meeting.

In the meantime, feel free to contact me with any questions.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: March 28, 2013
RE: Fire Hall Replacement

As the council is aware the city has been looking at replacing the current firehall. The current firehall has three vehicle bays and the fire and EMS departments have a total of five vehicles currently. Moving the firehall to a location more central to the community will also have the added benefit of increasing our ISO score which is used to compute insurance rates for homeowners.

A working group consisting of the planner, fire department, EMS, public works and police have been meeting for the last few months to look at alternative sites and building requirements. This information will be used to prepare a request for proposals for architect/engineering services for design of a new firehall. The city received a \$100,000 legislative grant in the last fiscal year for this design.

After looking at several alternative locations the group selected Tract P, USS 2327, more commonly known as the old COHO site, as the preferred alternative site. The site is sufficiently centrally located; has room for the proposed firehall and associated parking; is close to the highway; has little impact on residential neighborhoods; and has little sitework that will be needed.

In looking at the site the group has determined that a firehall here would not interfere with access to the back of the CTA building and would not hinder public works expansion in the future.

The Craig Planning Commission held a public hearing on the alternative locations at its regular meeting on February 28, 2013 and agreed with the working group's recommendations.

Staff would like to proceed with solicitation of an architect/engineer for design and engineering of a building at this location. Currently the city does not have construction funds but will continue to work on that funding after the design is in hand.

Recommendation: Move to direct staff to proceed with solicitation of architect and engineering services for design and engineering for a new firehall to be located on Tract P, USS 2327.