

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

**ROLL CALL**

Mayor Dennis Watson, Greg Head, Joni Kuntz, Jim See, Don Pierce, Mike Douville and Jan Storbakken

**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 October 17, 2013

**HEARING FROM THE PUBLIC**

- Open for public comment
- Final Reading and Public Hearing Ordinance 657, Modification of Craig Child Care Center Lease

**REPORTS FROM CITY OFFICIALS**

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

**READING OF CORRESPONDENCE**

- Letter from Bob and Penny Iddins
- Tsunami Siren

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

- Ordinance 657, Modification of Craig Child Care Center Lease
- Resolution 13-22, Powell Outfall Easement

## **UNFINISHED BUSINESS**

- Sale of Lot 1 Block 4 Crab Cove Heights to Fred Ensign

## **NEW BUSINESS**

- Appointment of Craig IFA Representative
- Award of Contract – Water and Wastewater Master Plans
- Sale of Municipal Lots at Tanner Crab Court, Salmonberry Subdivision and T&H Street

## **ADJOURNMENT**

CITY OF CRAIG  
COUNCIL MEETING  
THURSDAY OCTOBER 17, 2013

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**ROLL CALL**

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

**Staff present:** Jon Bolling, Administrator; Kassi Knock, City Clerk; Joyce Mason, Treasurer; Brian Templin, City Planner.

**Audience present:** Mary Hailey, Mike Hailey, Rick Seal and Stuart Jones.

**CONSENT AGENDA**

The consent agenda was presented, it contained:

- City Council Minutes of October 3, 2013
- Ordinance 657, Modification of Craig Child Care Lease
- Acceptance of Vehicle for Hire Application from Stuart Jones

PIERCE/STORBAKKEN moved to approve the consent agenda as written.  
MOTION CARRIED UNANIMOUSLY

**HEARING FROM THE PUBLIC**

Jim See would like to comment as a resident of Craig. Jim is concerned about the process that Peace Health is using to refer patients to other facilities. Jim is also upset at the cost for care. Joni commented that discussing the concerns with the office may help.

Rick Seal was present to comment on the paving work that has been done by the corner by Ruth Ann's. Rick is concerned that the water missing the drain will start eroding the road, as well as cause issues when freezing weather begins. Brian will discuss the issue with the Public Works Director and bring up this concern with AIC before the final sign off.

**READING OF CORRESPONDENCE**

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

**Resolution 13-19, Sewer Outfall Easement Tract A, ATS 1410**

PIERCE/DOUVILLE moved to approve Resolution 13-19.

Greg Head asked if there should be a clause requiring hook up for sewer when it is offered out the road. Jon will include something in the easement document addressing this concern.

MOTION CARRIED UNANIMOUSLY

**Resolution 13-20, Use of Herbicides by Alaska DOT/PF**

PIERCE/HEAD moved to approve Resolution 13-20.

Mayor Watson will discuss this at the Conference of Mayors and will be in contact with the DOT Representative on the 22<sup>nd</sup>. Based on that, a decision will be made about what will happen to the Resolution. There are many communities becoming involved in this topic.

MOTION CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

**Consider bid award, False Island Boat Launch Float Rehabilitation Project**

PIERCE/HEAD

moved to award the False Island Boat Launch project to Tamico Inc. in the amount of \$539,870, subject to finalizing the funding agreements between the City of Craig and State of Alaska.

MOTION CARRIED UNANIMOUSLY

**Change Order 2, Tanner Crab Court/Salmonberry Subdivision Development**

HEAD/KUNTZ

moved to approve Change Order 3 to the contract with B-3 Contractors Inc. for road and utility work on Tanner Crab Court and Salmonberry Subdivision. Change order amount not to exceed an increase of \$68,300.

Greg Head asked about the amount of increase. Brian explained the additional cost is rock placement and utility placement. This is essentially the amount that was subtracted when the contract was awarded.

MOTION CARRIED UNANIMOUSLY

**Consider donation to POW Shooting Club**

SEE/PIERCE

moved to donate \$500 to Prince of Wales Shooting Club.

Jim See would like to see a POW Shooting Club representative make it to the budget meeting next year to secure a spot in the budget. Greg asked about membership fees. Mike Hailey plans to have different levels of membership with the public having limited access to shooting unless you are a club member.

MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Consider approval of cooperative agreement with Alaska Department of Fish and Game**

KUNTZ/HEAD

moved to approve amendment one the cooperative agreement NO. COOP-12-034 between the City of Craig and Alaska Department of Fish and Game.

MOTION CARRIED UNANIMOUSLY

**Memorandum of Agreement between City of Craig and H.O.P.E.**

PIERCE/HEAD

moved to authorize staff to enter into a memorandum of agreement with HOPE.

MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

HEAD/DOUVILLE:

moved to adjourn at 7:20 p.m.

MOTION CARRIED UNANIMOUSLY

APPROVED \_\_\_\_\_

\_\_\_\_\_  
MAYOR DENNIS WATSON

ATTEST \_\_\_\_\_  
KASSI KNOCK, CITY CLERK

**CITY OF CRAIG  
ORDINANCE No. 657**

**MODIFYING THE EXISTING LEASE BETWEEN THE CITY OF CRAIG AND THE CRAIG  
CHILD CARE CENTER**

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 modifies the existing lease agreement between the City of Craig and the Craig Child Care Center, dated September 25, 2008, by striking Section 1.1 on page 2 of the lease and replacing it with the following text:

“1. Furnish for the total building heat, electricity, and janitorial services and liability and fire insurance at the elve required by the Lessor, without additional cost to the Lessor.”

This ordinance further modifies the existing lease agreement between the City of Craig and the Craig Child Care Center, dated September 25, 2008, by striking Section 2.b on page 2 of the lease and replacing it with the following text:

“b. Lessor will provide municipal water, sewer, and garbage collection services at no cost to Lessee. Lessor is responsible for ensuring that the following building systems are in good working order:”

This ordinance further directs city staff to write off any outstanding balance on any water, sewer, and garbage collection account held by the Craig Child Care Center as of the effective date of this ordinance.

Passed and approved on \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor Dennis Watson

Attest \_\_\_\_\_  
Kassi Knock, City Clerk

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: November 1, 2013  
RE: Ordinance No. 657

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At the council's October 3 meeting, representatives from the Craig Child Care Center asked the council to provide city water, wastewater, and garbage services at no cost to the Center. Staff was directed to add this item to a subsequent council agenda for council consideration. The council approved this ordinance at first reading on October 17. The ordinance is presented here at second reading.

The existing lease between the City of Craig and the Craig Child Care Center calls for the CCCC to pay all utilities needed to operate the building, including water, wastewater, and garbage services. If the council wishes to change these terms, it must do so by ordinance, based on Section 16.02.140.E of the Craig Municipal Code.

The attached ordinance, if adopted, modifies the existing lease between the city and the CCCC to move the responsibility to provide water, wastewater, and garbage services from CCCC to the city. The ordinance also directs that any outstanding balance on the CCCC's utility account with the city be written off.

**Recommendation**

Adopt Ordinance No. 657 at second reading.

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: November 1, 2013  
RE: November Staff Report

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### **1. Street Paving Project**

City staff, R&M Engineering, and AIC are working toward completion of final paperwork and payment for Phase III paving project.

### **2. POWCAC**

The next POWCAC meeting is set for November 19 in Hollis. The Ketchikan Gateway Borough plans to send a delegation over to attend the meeting and talk more about items of mutual interest. POWCAC will also continue its discussion of telephone, internet, and other communication needs on POW. The agenda will also include election of officers. I have served as POWCAC president for several years in a row now. I have strongly encouraged the representatives from other communities to take a turn as POWCAC chair for the coming year.

### **3. North Fork Lake Dam Project**

The engineers working on the project—R&M Engineering on behalf of the City of Craig, and engineering staff at the Alaska Dam Safety Office—may have reached an agreement on the design of the proposed dam modification at North Fork Lake. A recent letter from the Dam Safety Office apparently accepts a revised method, proposed by R&M Engineering, of determining the volume of water present in a 100-year precipitation event. The 100-year event standard is one used to determine the design features of a new or modified dam structure. As a result of the recent letter R&M Staff will modify the existing dam design to comply with the new design standard. At that point city staff will meet with the project contractor to negotiate a change order for city council consideration. My goal is to expend the available funding the city has in place to maximize the height of the dam and any subsequent change order will account for that goal.

### **4. Ice House Expansion Project**

This project, which increases the volume of ice that can be stored at the ice house, is set to advertise for bids beginning November 2. Under the project, the area in the ice house in which the city current rents cold storage space will instead become space to store ice. I have set this project up as a design-build project, where a general contractor teams with an engineer or engineering firm to submit combined design and construction proposals to the city. This is the same approach the city took when it added the second ice drum to the ice house last year.

As I have noted for the council in past staff reports, the city has in place grant funding in the amount of \$120,000 for this project; however I expect the project to cost at least twice that amount. After receipt of the proposals I will return to the council with a summary of the proposals received and some options for funding the project cost.

### **5. Purchase of ATS 736**

This purchase is now complete and the deed recorded. The city now owns the property.

## **6. Port St. Nicholas King Salmon**

In 2013 city staff assisted the POW Hatchery Association in organizing and managing the cost recovery fishery of Port St. Nicholas king salmon. The purpose of the cost recovery effort is to help pay the cost to operate the PSN facility. I have started working on the cost recovery process for the Port St. Nicholas king salmon facility for 2014. In 2013 the cost recovery effort, which was carried out by gillnet, landed 4,499 pounds of king salmon, and took in about \$12,000 or an average of about \$2.66 per pound. After deducting the cost to catch and ship the salmon, the POW Hatchery Association netted \$5,386. This amount is a far cry from the \$35,000 the city agreed to provide to the hatchery to help it cover its operations at PSN. However it is a start. It is my hope that the cost recovery effort can begin earlier in 2014 than it did in 2013. That, plus the hope that the returning kings will show up in greater numbers next year, could mean a marked improvement in funds generated by the cost recovery effort.

There is continued interest among some local fishermen to participate in the cost recovery effort again in 2014. I have already contacted several fish buyers to gauge their level of interest in purchasing the kings in 2014. My next step is to work out a timeline of tasks to complete with POWHA staff so that the cost recovery work can begin in May 2014.

## **7. CCSD Audit**

The Craig City School District recently completed its audit for the prior fiscal year. The audit included no reportable conditions or advisories as to the internal control measures employed at the school, or the district's overall financial condition. A copy of the audit is on file at city hall.

## **8. False Island Boat Launch Ramp Project**

The successful bidder for the work, Tamico Inc. of Petersburg, submitted its final paperwork, and I have issued notice to proceed letter for the project. The company has similar work lined up in Naukati, and Tamico plans to complete both jobs while they are on the west coast of POW. The False Island work has timing restrictions, and staff will go over those with the contractor at a preconstruction meeting.

## **9. Alaska Department of Environmental Conservation Permit**

For several years the Silver Bay Seafoods plant here in Craig, and a few like it around Alaska, has operated under a special provision of state regulation in its disposal of fish waste. The provision, called a "Compliance Order by Consent" is a temporary measure intended to comply with old EPA disposal rules until the state wrote a new general permit to cover discharges statewide from shore based seafood processing facilities. After several years of development, staff at the Alaska Department of Environmental Conservation tell me that the department plans to publish a draft version of the new discharge general permit early in 2014. City staff will review the draft general permit to ensure that the discharge conditions cover activities at the local Silver Bay Seafoods plant and comment to DEC on its content. Staff may turn to the council for support of a general permit change if the conditions of the permit do not cover typical discharge activities in Craig.



### **10. Request from Iddins**

Bob and Penny Iddins delivered a letter to the city asking for reinstatement of the vacation status for water and sewer services. Their letter is included in the reading of correspondence section of the agenda. The city's prior vacation policy for utilities allowed the utilities to remain active to a property. So long as the monthly meter reading did not show any consumption, the property owner was billed only a nominal fee for that month. The new rate structure policy did away with this billing practice. So long as a property's water service is active, the minimum monthly fee is \$42. It would be higher, except that in the case of Iddins' they are exempt from the monthly garbage fee (up to one can). The council should address this issue and give direction to staff as to whether to bring an ordinance to the council that would reinstate the old vacation utility rate.

### **11. Travel Schedule**

November-December: Two trips to Juneau.

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



## Finance Department Staff Report

To: Mayor and City Council

From: Joyce Mason, Treasurer

Date: October 25, 2013

The first three months of fiscal year 2014 revenue and expenditures report is attached. The revenue for the general fund is \$1,714,416 or 43% of budget, which is in line with our projections. We have received the PILT and state revenue sharing funds. The PILT was \$36,910 more than the budgeted. Property tax receipts were received by the end of September with 98% of the real properties being paid. The mobile home tax collection was only 59%.

General Fund expenditures remain within the budget. The materials and supplies in each department have the once a year amount from the annual COSTCO order. The workers compensation insurance rates are 17% higher than last year due to state mandated claim payments.

The water department has increased the revenue from last year by 12% and the consumption for single family has decreased by 19%. The processing plant increased their consumption. This increase caused overtime to treat the water and keep the water tank at optimal levels for the summer. The Ice plant generated \$53,715 revenue which is over the budgeted amount. The budget amount was very conservative due this being the first year since the upgrade.

Grant accounting and reporting is complete for the last quarter.

If you have any questions or concerns please contact me by email at [finance@craigak.com](mailto:finance@craigak.com) or stop by my office.

City of Craig  
Statement of Revenue and Expenditures  
For the Three Months Ending September 30, 2013

<b>General Fund</b>	YTD Actual	YTD Budget	% Budget
<b><u>Revenues</u></b>			
Property tax	536,240	534,000	100%
Sales Tax	429,924	1,452,000	30%
Liquor Sales Tax	31,990	120,000	27%
<i>Total Local Taxes</i>	<i>998,154</i>	<i>2,106,000</i>	
PILT State Funding	256,736	219,825	117%
State Revenue Sharing	155,137	150,000	103%
Liquor Revenue Sharing	5,000	10,000	50%
Fish Tax - DEC		150,000	0%
Shared Fish Tax	0	6,000	0%
National Forest Receipts		10,000	0%
<i>Total State Revenue</i>	<i>416,873</i>	<i>545,825</i>	
EMS Service Fees	23,627	35,000	68%
Aquatic Center	22,315	75,000	30%
Recreation Programs	2,066	13,000	16%
Library Fees	266	1,000	0%
Seniors Card Fees	265		
Property Leases	12,226	90,000	14%
Equipment Sales	0	1,000	0%
Waste Material Fees	0	0	
Taxi Permits	0	50	0%
Building & Access Permits	9,362	2,000	468%
<i>Total Local Fees &amp; Leases</i>	<i>70,127</i>	<i>217,050</i>	
Police Fines	49	7,000	1%
State Jail Contract	196,952	377,760	52%
State Trooper Dispatch	0	11,000	0%
Klawock Dispatch	12,621	50,000	25%
DMV Commission	15,806	57,000	28%
Forest Service Dispatch	0	0	
<i>Total Public Safety Revenue</i>	<i>225,428</i>	<i>502,760</i>	
Interest Income	1,178	5,500	21%
Donations	0	500	0%
Misc Income	2,656	5,000	
<i>Total Other Revenue</i>	<i>3,834</i>	<i>11,000</i>	
<b>Total Revenue</b>	<b>1,714,416</b>	<b>3,382,635</b>	<b>43%</b>
<b><u>Expenditures</u></b>			
Administration	191,601	686,280	28%
Aquatic Center	121,062	596,748	20%
Council	13,960	66,487	21%
EMS	34,503	127,998	27%
Facilities & Parks	53,923	218,988	25%
Fire	3,511	31,982	11%
Library	32,631	118,652	28%
Planning	23,011	89,357	26%
Police	210,209	902,952	23%
Public Works	47,842	212,343	23%
Recreation	24,047	97,630	25%
Total General Fund Expenditures	756,300	3,149,417	24%
Excess Revenue Over Expenditures	958,116	233,218	
Transfer Funds:			
Transfer to Enterprise Funds	(29,863)	15584	
Transfer to School Fund		(300000)	
Transfer from Endowment		120000	
PERS Unfunded Liability	0	(27000)	
Pt. St Nick Hatchery	(10,256)	(35000)	
Transfer to Equipment Reserves		(6802)	
Total Transfers	<b>(40,119)</b>	<b>(233218)</b>	
Net Change in Assets	<b>917,997</b>	<b>0</b>	

City of Craig  
Statement of Revenue and Expenditures  
For the Three Months Ending September 30, 2013

	<u>Year to Date</u>	<u>Budget</u>	<u>% Budget</u>
<b><u>Administration</u></b>			
Personnel Expenses	78,925	260,731	30.27%
Personnel Benefits Expenses	47,942	186,305	25.73%
Contract Expenses	37,533	165,800	22.64%
Personnel Misc. Expenses	4,135	12,930	31.98%
Material & Supplies Expenses	4,113	12,260	33.55%
Utilities Expenses	3,118	16,250	19.19%
Maintenance Expenses	615	2,500	24.60%
Misc. Expenses	4,943	26,504	18.65%
Capital Expenses	10,277	3,000	
Total Expenditures	191,601	686,280	27.92%
<b><u>Aquatic Center</u></b>			
Personnel Expenses	39,981	159,967	24.99%
Personnel Benefits Expenses	17,593	107,813	16.32%
Contract Expenses	1,571	3,500	44.89%
Personnel Misc. Expenses	1,316	2,700	48.74%
Material & Supplies Expenses	7,476	22,100	33.83%
Utilities Expenses	30,332	137,200	22.11%
Maintenance Expenses	1,636	7,000	23.37%
Misc. Expenses	1,694	6,810	24.88%
Debt Expense	19,463	149,658	13.00%
Total Expenditures	121,062	596,748	20.29%
<b><u>Council</u></b>			
Personnel Expenses	3,182	14,700	21.65%
Personnel Benefits Expenses	9,282	42,772	21.70%
Contract Expenses	0	2,500	0.00%
Personnel Misc. Expenses	988	5,650	17.49%
Material & Supplies Expenses	484	150	322.67%
Utilities Expenses	0	0	
Maintenance Expenses	0	0	
Misc. Expenses	24	715	3.36%
Capital Expenses	0	0	
Total Expenditures	13,960	66,487	21.00%
<b><u>EMS</u></b>			
Personnel Expenses	14,363	48,348	29.71%
Personnel Benefits Expenses	12,174	43,715	27.85%
Contract Expenses	1,290	3,400	0.00
Personnel Misc. Expenses	1,255	6,500	0.00
Material & Supplies Expenses	3,934	12,050	32.65%
Utilities Expenses	950	3,900	24.36%
Maintenance Expenses	15	7,425	
Misc. Expenses	522	2,660	19.62%
Capital Expenses	0	0	0.00
Total Expenses	34,503	127,998	26.96%
Total Expenditures			

City of Craig  
Statement of Revenue and Expenditures  
For the Three Months Ending September 30, 2013

**Facilities & Parks**

Personnel Expenses	28,800	108,433	23.13%
Personnel Benefits Expenses	12,904	51,322	23.29%
Contract Expenses	1,559	7,200	14.60%
Personnel Misc. Expenses	0	0	0.00
Material & Supplies Expenses	2,101	6,800	22.74%
Utilities Expenses	3,836	17,600	19.27%
Maintenance Expenses	2,335	6,500	6.58%
Misc. Expenses	2,388	10,133	22.40%
Capital Expenses	0	11,000	65.50%
Total Expenditures	53,923	218,988	24.62%

**Fire Department**

Personnel Expenses	758	1,830	
Personnel Benefits Expenses	810	5,702	14.21%
Contract Expenses	225	6,450	3.49%
Personnel Misc. Expenses	0	4,200	
Material & Supplies Expenses	0	1,400	0.00%
Utilities Expenses	536	4,800	11.17%
Maintenance Expenses	246	2,000	12.30%
Misc. Expenses	936	4,000	23.40%
Capital Expenses	0	1,600	0.00%
Total Expenditures	3,511	31,982	10.98%

**Library**

Personnel Expenses	16,651	51,173	32.54%
Personnel Benefits Expenses	10,497	38,791	27.06%
Contract Expenses	0	0	
Personnel Misc. Expenses	0	235	0.00%
Material & Supplies Expenses	4,224	9,850	42.88%
Utilities Expenses	1,028	6,800	15.12%
Maintenance Expenses	0	1,000	0.00%
Misc. Expenses	231	803	28.77%
Capital Expenses	0	10,000	0.00%
Total Expenditures	32,631	118,652	27.50%

**Planning**

Personnel Expenses	13,609	43,283	31.44%
Personnel Benefits Expenses	9,088	42,804	21.23%
Contract Expenses	0	0	
Personnel Misc. Expenses	280	500	56.00%
Material & Supplies Expenses	7	1,550	0.45%
Utilities Expenses	0	0	
Maintenance Expenses	0	0	
Misc. Expenses	27	1,220	2.21%
Capital Expenses	0	0	
Total Expenditures	23,011	89,357	25.75%

City of Craig  
Statement of Revenue and Expenditures  
For the Three Months Ending September 30, 2013

**16 Police**

Personnel Expenses	117,936	503,907	23.40%
Personnel Benefits Expenses	66,427	304,610	21.81%
Contract Expenses	417	1,000	41.70%
Personnel Misc. Expenses	0	2,000	0.00%
Material & Supplies Expenses	8,859	25,830	34.30%
Utilities Expenses	6,772	40,400	16.76%
Maintenance Expenses	1,045	5,000	20.90%
Misc. Expenses	4,338	16,805	25.81%
Capital Expenses	4,415	3,400	0.00
Total Expenditures	210,209	902,952	23.28%

**15 Public Works**

Personnel Expenses	23,080	99,771	23%
Personnel Benefits Expenses	14,546	62,447	23%
Contract Expenses	73	500	15%
Personnel Misc. Expenses	298	1,175	25%
Material & Supplies Expenses	1,819	8,000	23%
Utilities Expenses	5,144	26,700	19%
Maintenance Expenses	441	6,700	7%
Misc. Expenses	1,131	5,050	22%
Capital Expenses	1,310	2,000	66%
Total Expenditures	47,842	212,343	22.53%

**Recreation**

Personnel Expenses	11,903	37,943	31.37%
Personnel Benefits Expenses	7,633	28,452	26.83%
Contract Expenses	655	3,500	0.00
Personnel Misc. Expenses		0	0.00
Material & Supplies Expenses	923	1,000	92.30%
Utilities Expenses	2,456	23,900	10.28%
Maintenance Expenses	0	800	0.00
Misc. Expenses	477	2,035	0.00
Capital Expenses	0	0	0.00
Total Expenditures	24,047	97,630	24.63%

City of Craig  
Statement of Revenue and Expenditures  
For the Three Months Ending September 30, 2013

<b>Enterprise Fund</b>	YTD Actual	YTD Budget	% Budget
<b><u>Revenue</u></b>			
Sewer Fees	82,511	287,000	29%
Water Sales	106,934	281,500	38%
Garbage Fees	85,142	338,000	25%
Harbor Services	59,544	258,550	23%
JTB Industrial Services	94,453	339,456	28%
Cannery Revenue	750	7,500	10%
Total Revenue	429,334	1,512,006	28%
<b><u>Expenses</u></b>			
Sewer Expenses	115,418	287,000	40%
Water Expenses	96,547	281,500	34%
Garbage Expenses	90,061	338,000	27%
Harbor Expenses	92,234	260,551	35%
JTB Industrial Park Expenses	55,068	322,136	17%
Cannery Expenses	9,869	7,235	136%
Total Fund Expenses	459,197	1,496,422	
Net Revenue Over Expenses	(29,863)	15,584	
Transfer from General Fund	29,863	0	
Change in Net Assets	0	15,584	

City of Craig  
Statement of Revenue and Expenditures  
For the Three Months Ending September 30, 2013

Enterprise Fund By Department	Year to Date	Budget	% Budget
<b>Sewer Department</b>			
Sewer Fees	82,511	287,000	28.75%
Personnel Expenses	23,893	86,360	27.67%
Personnel Benefits Expenses	13,622	45,556	29.90%
Contract Expenses	1,244	5,500	22.62%
Personnel Misc. Expenses	31	3,000	1.03%
Material & Supplies Expenses	843	7,556	11.16%
Utilities Expenses	6,543	42,400	15.43%
Maintenance Expenses	2,948	28,000	10.53%
Misc. Expenses	1,513	7,631	19.83%
Debt Expenses	64,781	60,997	106.20%
Sewer Expenses	115,418	287,000	40.22%
Net Revenue over Expenses	(32,907)	0	
<b>Water Department</b>			
Water Sales	106,934	281,500	37.99%
Personnel Expenses	31,535	104,878	30.07%
Personnel Benefits Expenses	16,643	53,099	31.34%
Contract Expenses	1,624	8,000	20.30%
Personnel Misc. Expenses	328	2,190	14.98%
Material & Supplies Expenses	30,066	35,758	84.08%
Utilities Expenses	9,924	51,100	19.42%
Maintenance Expenses	1,366	4,500	30.36%
Misc. Expenses	2,002	7,275	27.52%
Debt Service	3,059	14,700	0.00%
Water Expenses	96,547	281,500	34.30%
Net Revenue over Expenses	10,387	0	
<b>Garbage Department</b>			
Garbage Fees	85,142	338,000	25.19%
Personnel Expenses	13,352	50,822	26.27%
Personnel Benefits Expenses	7,743	38,104	20.32%
Contract Expenses	65,036	230,000	28.28%
Personnel Misc. Expenses	7	0	
Material & Supplies Expenses	1,104	2,700	40.89%
Fuel Expenses	1,373	4,000	34.33%
Maintenance Expenses	423	7,149	5.92%
Misc. Expenses	1,023	3,225	31.72%
Equipment Expenses	0	2,000	0.00%
Garbage Expenses	90,061	338,000	26.65%
Net Revenue over Expenses	(4,919)	0	



City of Craig  
Statement of Revenue and Expenditures  
For the Three Months Ending September 30, 2013

Enterprise Fund By Department	Year to Date	Budget	% Budget
<b>Harbor Department</b>			
Harbor Moorage	40,160	178,000	22.56%
Boat Haul out	4,540	25,000	18.16%
Other Harbor Services	14,844	55,550	26.72%
Total Revenue	59,544	258,550	
Personnel Expenses	25,648	96,004	26.72%
Personnel Benefits Expenses	16,720	71,281	23.46%
Contract Expenses	1,860	5,215	0.00%
Personnel Misc. Expenses	875	2,200	39.77%
Material & Supplies Expenses	5,590	12,232	45.70%
Utilities Expenses	6,373	34,875	18.27%
Maintenance Expenses	18,707	7,500	249.43%
Misc. Expenses	15,887	11,690	135.90%
Capital Expenses	574	19,554	2.94%
Harbor Expenses	92,234	260,551	35.40%
Net Revenue over Expenses	(32,690)	(2,001)	
<b>JTB Industrial Park Department</b>			
JTB Industrial Park Leases	29,072	249,956	11.63%
Ice House sales	53,715	50,000	107.43%
Boat Storage & Other	11,666	39,500	29.53%
Total Revenue	94,453	339,456	
Personnel Expenses	16,656	73,896	22.54%
Personnel Benefits Expenses	6,072	38,863	15.62%
Contract Expenses	220	175	
Material & Supplies Expenses	3,131	4,498	69.61%
Utilities Expenses	16,335	30,000	54.45%
Maintenance Expenses	4,908	9,750	50.34%
Misc. Expenses	2,872	11,564	24.84%
Debt Service	4,874	153,390	3.18%
JTB Industrial Park Expenses	55,068	322,136	17.09%
Net Revenue over Expenses	39,385	17,320	
<b>Ward Cove Cannery Department</b>			
Cannery Revenue	750	7,500	10.00%
Transfer from Endowment Fund		0	
Contract Expenses	7,170	2,000	358.50%
Material & Supplies Expenses		300	
Utilities Expenses	1,160	2,100	55.24%
Maintenance Expenses	1,536	500	307.20%
Misc. Expenses	3	335	0.90%
Debt Service	0	2,000	0.00%
Cannery Expenses	9,869	7,235	136.41%
Net Revenue over Expenses	(9,119)	265	
Total Fund Revenue over Expenses	(29,863)	15,584	

**CITY OF CRAIG**  
**MEMORANDUM**  
**AQUATIC CENTER**

To: Craig City Council

From: Nicole Robison, Aquatic Center Manager

RE: Monthly report for October, 2013

Date: November 7<sup>th</sup>, 2013

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October proved to be a busy month, the pool provided swimming lessons to 83 children and foresee many more to come in future months including swimming lessons offered to a home school group, a preschool group and a class for adult stroke refinement.

In the months of September and October, the pool manager conducted a Lifeguarding class, and hired two new employees, we are excited to have some more friendly faces working at the pool!

Towards the end of October the pool had a staff meeting in which the pool manager taught and trained lifeguards on peripheral vision, blind spots and how to properly manage these obstacles while guarding. This was awareness training that I received while in Juneau at ARPA in September. I am excited to bring information back that is not only useful to the facility, but to our staff and the safety of the public as well.

If there are any questions regarding the pool, please feel free to e-mail us at [pool@craigak.com](mailto: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

Date: Oct. 28, 2013

To: Mayor Watson, Craig City Council

From: Kassi Knock, City Clerk

Re: October Clerk's Report

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October has been a whirlwind month. Projects included-

## Elections

I spoke briefly about elections at the October 3 meeting. I am very pleased with the turnout of voters this year, and hope next year we will be able to recruit even more to participate in the municipal election. I am finishing up the paperwork that comes along with elections, and sending off final numbers, newly elected officials info, as well as registers and updated voter information to their respective entities.

## Sales Tax

This project had been neglected during the last few months while I was prepping for Elections. I am back working towards some new ideas regarding sales tax as well as ways to refine and improve our tax code.

## Safety

Largely the meetings have been opportunities for departments to discuss what issues and trainings they would like to address. We have set a six month training schedule and are implementing our safety plan.

## Cemetery

Unfortunately for Craig there have been many burials in the last few months. This has sparked questions about the cemetery policy, and the last resolution addressing rates which was approved in 1983. I am posing these questions to the Council- Does the council find it necessary to amend the burial rates, where overtime hours for employees are charged and consider residency requirements? The previous resolution reads "A fee of \$50 plus cost of materials shall be charged for the preparation and closure of each grave." I have attached a semi-current cemetery map missing only two burials to aid the council in the decision of residency requirements.

## Leave

I will be on leave starting November 26 and continuing through December. I plan to be back at work the beginning of January, but an exact date is yet to be determined. Feel free to email during this time, I will be in the office to type minutes, prepare packets and attend meetings.

Thanks!

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: November 1, 2013  
RE: Planning Department Staff Report

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1. Firehall Replacement. The design committee has continued to meet and develop a concept plan for the new firehall which will allow us to complete the scope of work and get Jensen, Yorba, Lott working on the architectural and engineering for the project.
2. Water/Wastewater Master Planning. The administrator, planner, public works director and treasurer met and reviewed both proposals for the planning work. Based on overall price estimates, experience and staff qualifications the group selected DOWL HKM as the contractor to complete the city's master plans. The planner met with the project lead in Anchorage during recent trip to talk about the scope of work. DOWL submitted a more detailed budget and included some additional items that staff had discussed with them that would be valuable to the project. The proposed award is within the grant funds available. A package including a memo, copy of the final scope of work/cost estimate and recommendation is included in the packet for the meeting on 11/7 as an action item.
3. Tanner Crab/Salmonberry Subdivision. Water, sewer and road are complete on Tanner Crab Court and we are working on the final pay item with B3 for that work. We are also working on a contract modification based on the change order approved by the council to complete Salmonberry. The land sale proposal is included as an action item for the 11/7 meeting.
4. Tsunami Ready/Tsunami Warning Siren. Due to some flooding and evacuation issues this year the state Tsunami mitigation officer fell behind in finalizing a number of grants for sirens, Craig's included. The state is now back on track to complete the project. I will update the price quote to ensure that grant completely covers purchase and installation of the system. An email regarding this issue is included in the packet under correspondence.

**CITY OF CRAIG  
MEMORANDUM**



**Date:** October 31, 2013  
**To:** Honorable Dennis Watson, Craig City Council  
**Fr:** RJ Ely, Police Chief  
**Re:** Staff Report

*RJ Ely*

**ACTIVITY**

Activity from September 26<sup>th</sup> – October 31<sup>st</sup>, 2013. Dispatch Center took the following amount of calls for service:

Craig	1,032
Klawock	330
AST	3

**DEPARTMENT OF MOTOR VEHICLES**

DMV continues to stay busy. Drop off's are still being utilized on a regular bases. DMV wait times are not long.

**DISPATCHER(S)**

All dispatchers have completed jail guard training and are current with DOC Standards.

**OFFICER(S)**

Sgt. Medina will be attending Taser Instructor Training in Ketchikan, first week of November.

I will be traveling to Juneau, end of the month for SEACAD Meeting.

Ofc. Peterson has signed a 3 year employment agreement and will be fulltime as of November 1, 2013.

**OTHER**

Departments Video Monitoring / Recording System failed a while back. System patched and working, but is in need of replacing. New system should be in place, soon.

SART (Sexual Assault Response Team) has acquired funding for 4 members of the P.O.W. SART to attending training. Sgt. Medina has been selected as the law enforcement person for attending this training. Training is to occur in either November or December 2013.

Process for TSA HAZ MAT is still ongoing. With government shut down, delays have occurred in getting completed and finalized. Myself and Linda Arrant are still certified and can do Haz Mat prints. Others in department will obtain certifications soon. Delay's are with Twix Cards and Merchant Marine Cards.

Due to government shut down, vehicles acquired through U.S.F.S. were delayed. I received word that within the next few weeks, CPD should have both vehicles.

# Memo

To: Mr. Mayor, Craig City Council

From: Ron McIntosh, Public Works Director

CC: Jon Bolling, City Administrator

Date: November 1 , 2013

Re: Public Works Council Report for November 7, 2013

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## Activities and status:

1. Preparing for coordination operations with the Master Plan Engineer. E.G. Inspections, document retrieval, data information.
2. Ongoing maintenance operations preparing for winter.
3. Signs have been received and we are currently repairing and replacing the signage as needed.

Public Works continues address day to day operations and issues. If you have any questions or any specific issues, please feel free to contact me.

Thank you,

RCMc

## Craig Recreation City Council Report, November 7, 2013

Dear Mayor Watson, Council Members: Don Pierce, Joni Kuntz, Mike Douville, Jim See, Jan Storbakken and Greg Head.

I am still working and trying to heal. I have a vacation planned November 9-21 to go to my exchange student's graduation in Brazil. I will also be gone in December 5-17 for medical and my daughter Stephanie's graduation from the U of Idaho. There will be lots of activities to keep everyone happy.

We had a very successful Harvest Festival this year. We had lots of great help. Sargent Medina drove the Hayride, Shannon Silverthorn ran the Pumpkin Patch with help from Michael Mullin and NHS student Keyan Bird and his brother. Civil Air Patrol helped with clean up. It was a wonderful event.

Every year there are two Art and Craig Bazaars are hosted by the Craig Recreation Department. The Fall Bazaar will be Nov. 30<sup>th</sup>, Holiday Bazaar on Dec. 14th. Sign up at Craig City Hall. Spaces are \$20 each including a table and chair. Electricity is \$5 extra; premium spaces by bleacher are an extra \$5. We have already nearly sold out the Fall Bazaar wall space. The CHS Volleyball girls will be our profit sharing group this year; they get half the proceeds from the space rent for setting up and cleaning up, including washing the floor, bathrooms and vacuuming. I will be gone for the Holiday Bazaar and am looking for a group to run that event.

We are offering Gymnastics and Ballet classes this fall. Julie McDonald instructs ballet with help from Mary Huffemeir. Tory Houser is the Ballet instructor at the Craig Youth/Rec center. Both are on Saturdays.

A Swap Meet is scheduled for November 3<sup>rd</sup> at the City Gym. Volleyball is on a hiatus for the month of November, we have little interest every year when the High School season starts. We will be back open in December. Skating is still every Friday, thanks to Paula Price. Karate continues Tuesday, Thursday and Friday as a separate program. Bullyproof is held on Sundays for ages 4 to 12, this is a free program taught by the troopers. They have added Jui Jet Su on Wednesday for teens and adults for a \$1 fee. I am tracking the number of people who use the gym.

The Friday Afterschool program has been great fun. We average about 12 kids a week. We do games and crafts at the Center and have a snack, then head to the Craig City Gym at 3:30 for an hour of games, usually dodgeball.

Submitted by Victoria Merritt



Library Report to the Council for October 2013  
Numbers are reflective of 10/1/13 – 10/30/13

Patron Visits: 1,256  
Circulations: 2,045  
Computer Use: 414  
Program Attendance: 126  
Reference Questions: 408  
Proctoring: 2 Test for 2 Students

Programs: Minecraft Mondays (Ongoing, Mondays at 3pm)  
Alaska Book Week (10/6-10/12)  
Virtual Author Visit: Zane Treesh (10/3)  
Virtual Author Visit: Cora Holmes (10/7)  
A House Divided: Civil War (10/9)  
Virtual Author Visit: Don Rearden (10/9)  
Scientists in Action! Bird Brained!(10/10)  
Alaska Energy Smart Curriculum & KidWind Challenge (10/10)  
Halloween Costume Swap! (10/12)  
Virtual Author Visit: Sherry Simpson (10/12)  
The Aral Sea & Central Asian Ecological Problems (10/14)  
Rendezvous With A Comet! (10/23)  
Mozart's The Magic Flute! (10/24)  
Teens Haunt The Library! -- World War Z (10/25)  
Toddler-Preschool Story Time (Ongoing, Fridays at 10am)  
First Annual Halloween Story Walk (10/26-11/1)

Upcoming Events: National Novel Writing Month (November)  
Paying Off Debt (11/5)  
Scientists in Action! Alien Test Bed -- Mission to Mars! (11/6)  
Irish Mythology: Ancient history to modern experiences (11/7)  
From My Village to Yours! (11/9)  
Celebrating America's Veterans (11/13)  
Understanding the Affordable Care Act (11/14)  
Lunch & Learn: The Anchorage Symphony Orchestra (11/15)  
Aging and Alzheimers (11/16)  
Hot Reads For Cold Nights (January & February 2014)  
Pushing The Limits: Adult Reading & Video Program! Early 2014

Grants in writing process: Crossett (\$3,000 request to support programming and construction of non-permanent fixtures to make the Story Walk a viable option for more than just Halloween)

Grants won: LIBRI (\$750 for Children's Books – Collection Development)  
National Science Foundation (\$2,500 received 10/31 to support the upcoming Pushing The Limits Adult Reading & Video Program – January – April 2014)



<u>1st Quarter Comparison</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<b>PATRON VISITS</b>	3805	4905	5728	4493	5492
<b>CIRCULATION: TOTAL ITEMS</b>	5506	6566	7852	7158	7017
<b>COMPUTER USERS SIGNED IN</b>	1452	1857	1696	1492	2077
<b>PROGRAMS: SUMMER READING</b>					
SIGNED UP	79	103	133	114	193
PARTICIPATED	63	76	92	97	177
COMPLETED	43	58	61	97	162
SCHEDULED ACTIVITIES	20	15	43	49	81
ATTENDED	270	294	411	803	885
<b>VOLUNTEERS: NUMBER</b>	22	14	25	30	15
HOURS	374	155	85	296	80
<u>2nd Quarter Comparison</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<b>PATRON VISITS</b>	3074	3524	4099	3913	
<b>CIRCULATION: TOTAL ITEMS</b>	5936	5553	6570	7277	
<b>COMPUTER USERS SIGNED IN</b>	838	1083	1052	1166	
<b>PROGRAMS: WINTER BREAK READING</b>				N/A	
SIGNED UP	36	91	N/A		
PARTICIPATED	32	40	N/A		
COMPLETED	15	40	N/A		
SCHEDULED ACTIVITIES	0	4	N/A		
ATTENDED	0	53	N/A		
LIBRARY PROGRAMS (Attendance)	140	185	267	283	
<b>VOLUNTEERS: NUMBER</b>	19	16	23	20	
HOURS	296	112	78	104	
<u>3rd Quarter Comparison</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<b>PATRON VISITS</b>	3706	4172	3915*	4460	
<b>CIRCULATION: TOTAL ITEMS</b>	5893	7548	6500*	7558	
<b>COMPUTER USERS SIGNED IN</b>	900	1205	924*	1376	
<b>PROGRAMS: LOVE OF READING</b>					
SIGNED UP	25	28	N/A	47	
PARTICIPATED	25	28	N/A	41	
LIBRARY PROGRAMS (Attendance)	na	219	314*	412	
<b>VOLUNTEERS: NUMBER</b>	21	16	25*	20	
HOURS	175	102	119*	92	
<u>4th Quarter Comparison</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<b>PATRON VISITS</b>	4188	4875	5366	4978*	
<b>CIRCULATION: TOTAL ITEMS</b>	6150	7560	7449	6403*	
<b>COMPUTER USERS SIGNED IN</b>	1260	1260	1279	1559	
<b>PROGRAMS:</b>					
STORY HOUR (Ended May 19)		453	478	592	
<b>VOLUNTEERS: NUMBER</b>	20	23	25	23	
HOURS	210	102	164	157	
<b>Annual Totals: PATRONS</b>	14773	17476	19108	17844	
<b>CIRCULATION: TOTAL ITEMS</b>	23485	27227	28371	28396	
<b>PROGRAM PARTICIPATION/STORY HOUR:</b>	708	1348	1562	1719	
<b>COMPUTER USERS SIGNED IN</b>	4450	5405	4951	5593	

October 21, 2013

City of Craig  
Craig, Alaska 99921

Attn. Jon Bolling:

Dear Jon

We are preparing to do our snow bird thing and will be leaving Craig on vacation the first week of November and returning April 15th.. We have been on this approximate schedule for several years since we retired.

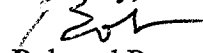
Your summer 2013 issue of The Craig City Scope, (see Attached), talks about the new City water and wastewater rates. The publication states, "that the new rate structure eliminates the vacation status," which means we will be billed \$42.00 per month for something we don't receive or use. Not good news for fixed rate income senior citizens.

In past years the City didn't charge us anything while we were on vacation, last year we were charged \$10.00 per month and realize they do read the meter monthly and there are some administrative costs. The girls in the office were kind enough to run a history of our water usage, (see attached)

I know we aren't the only folks that leave town in the winter time and it would sure be nice if the City council would adopt a provision to address this situation.. I'm sure the City or any individual wouldn't be willing to pay someone for goods and services they didn't receive. I would think all concerned could live with the basic \$14,00 per month minimum water fee to cover administrative fees.

Thank you for your consideration..

Sincerely,

  
Bob and Penny Iddins  
(425) 530-0287

RECEIVED

OCT 22 2013

CITY OF CRAIG  
CRAIG, ALASKA

# CRAIG *City Scope*

## Proposed Changes to City Water & Wastewater Rates

The Craig city council will consider changes to the city's water and wastewater rates at a public hearing at its June 6, 2013 meeting. The new billing structure results in lower costs to those using less water, and higher costs to those using more. The council will also consider an ordinance directing staff to convert all unmetered services to metered services.

**Water Service:** The changes proposed by city staff eliminates the \$21.50 monthly fee for the first 8,000 gallons used in favor of a flat fee of \$14 per month flat fee, plus \$3.20 for each 1,000 gallons of water used each month.

For the average household in Craig using 4,000 gallons of water per month, the monthly charge will increase by \$5.30, to \$26.80. Households using fewer than 4,000 gallons per month will see lower charges. For households using more than the average 4,000 gallons per month, the monthly fee will increase by \$3.20 for each 1,000 gallons of water used.

The table below summarizes the rate changes based on water consumption.

*42.80 Per Mo. FOR NO USE*

Water Rates Comparison Table, Metered Services

Water Use Gallons	Monthly Fee	Cost Per 1,000 Gallons	New Bill	Current Bill
1,000	\$14.00	\$3.20	\$17.20	\$21.50
2,000	\$14.00	\$3.20	\$20.40	\$21.50
3,000	\$14.00	\$3.20	\$23.60	\$21.50
4,000	\$14.00	\$3.20	\$26.80	\$21.50
5,000	\$14.00	\$3.20	\$30.00	\$21.50
6,000	\$14.00	\$3.20	\$33.20	\$21.50
7,000	\$14.00	\$3.20	\$36.40	\$21.50
8,000	\$14.00	\$3.20	\$39.60	\$21.50
9,000	\$14.00	\$3.20	\$42.80	\$21.50
10,000	\$14.00	\$3.20	\$46.00	\$21.50

Wastewater Rates Comparison Table, per Metered Unit

Water Use Gallons	Monthly Fee	Cost Per 1,000 Gallons	New Bill	Current Bill
1,000	\$28.00	\$3.20	\$31.20	\$35.00
2,000	\$28.00	\$3.20	\$34.40	\$35.00
3,000	\$28.00	\$3.20	\$37.60	\$35.00
4,000	\$28.00	\$3.20	\$40.80	\$35.00
5,000	\$28.00	\$3.20	\$44.00	\$35.00
6,000	\$28.00	\$3.20	\$47.20	\$35.00
7,000	\$28.00	\$3.20	\$50.40	\$35.00
8,000	\$28.00	\$3.20	\$53.60	\$35.00
9,000	\$28.00	\$3.20	\$56.80	\$38.00
10,000	\$28.00	\$3.20	\$60.00	\$41.00

The new rate structure eliminates the vacation status and construction status for water services. All active water services will be billed under the above schedule.

Water services outside the Craig city limits will continue to pay 2.5 times the in-town rate.

**Wastewater Service:** Monthly wastewater charges in Craig are based on the volume of water consumed. The changes proposed by city staff eliminates the \$35.00 monthly fee for the first 8,000 gallons used in favor of a flat fee of \$28 monthly flat fee, plus \$3.20 for each 1,000 gallons of water used each month, per housing/building unit. A single family home equals one unit; a duplex equals two units, and so on.

For the average single household in Craig using 4,000 gallons of water per month, the monthly wastewater charge will increase from \$35.00 to \$40.80. Single households using less than 4,000 gallons will see monthly charges of less than \$40.80. Single households using more than 4,000 gallons will see their charge increased by \$3.20 for each 1,000 gallons of water consumed.

The city council's June 6, 2013 meeting begins at 7:00 p.m. in the Craig City Council Chambers. For more information on the rate changes, call 826-3275, or stop by City Hall.

### CURRENT AND PENDING PROJECTS

**Community Streets Project:** Work continues on the city's community street improvement project. The project contractor is scheduled to install storm water structures, and complete surface preparation and paving by August 31 on the following streets: First Street, Second Street, Third Street, Fourth Street, Fifth Street, Sixth Street, Seventh Street, Eighth Street, Ninth Street, Cove Street, Spruce Street, Cedar Street, and Sunnyside

*Continued on page 2*

Bob Iddins

City of Craig  
Meter History: 53583727

Date	Reading	Consumption	Days	Statement	Status
5/31/2013	376000	4000	31	5/31/2013	
4/30/2013	372000	2000	181	4/30/2013	
10/31/2012	370000	4000	31	10/31/2012	
9/30/2012	366000	3000	30	9/30/2012	
8/31/2012	363000	4000	31	8/31/2012	
7/31/2012	359000	3000	31	7/31/2012	
6/30/2012	356000	3000	30	6/30/2012	
5/31/2012	353000	3000	31	5/31/2012	
4/30/2012	350000	8000	213	4/30/2012	
9/30/2011	342000	3000	30	9/30/2011	
8/31/2011	339000	2000	31	8/31/2011	
7/31/2011	337000	3000	31	7/31/2011	
6/30/2011	334000	3000	30	6/30/2011	
5/31/2011	331000	3000	31	5/31/2011	
4/30/2011	328000	4000	181	4/30/2011	
10/31/2010	324000	3000	31	10/31/2010	
9/30/2010	321000	3000	30	9/30/2010	
8/31/2010	318000	2000	31	8/31/2010	
7/31/2010	316000	2000	31	7/31/2010	
6/30/2010	314000	1000	30	6/30/2010	
5/31/2010	313000	1000	31	5/31/2010	
4/30/2010	312000	3000	30	4/30/2010	
3/31/2010	309000	1000	182	3/31/2010	
9/30/2009	308000	2000	30	9/30/2009	
8/31/2009	306000	3000	31	8/31/2009	
7/31/2009	303000	3000	31	7/31/2009	
6/30/2009	300000	4000	32	6/30/2009	
5/29/2009	296000	2000	31	5/29/2009	
4/28/2009	294000	2000	32	4/30/2009	
3/27/2009	292000	3000	212	3/31/2009	
8/27/2008	289000	3000	1	10/14/2008	
8/26/2008	286000	3000	32	8/29/2008	
7/25/2008	283000	4000	29	7/30/2008	
6/26/2008	279000	3000	30	6/30/2008	
5/27/2008	276000	3000	29	5/31/2008	
4/28/2008	273000	2000	33	4/30/2008	
3/26/2008	271000	2000	28	3/31/2008	
2/27/2008	269000	269000	29	2/29/2008	
1/29/2008	269000	2000	32	1/31/2008	
12/28/2007	267000	2000	30	12/31/2007	
11/28/2007	265000	3000	34	11/30/2007	
10/25/2007	262000	3000	29	10/31/2007	
9/26/2007	259000	2000	28	9/30/2007	
8/29/2007	257000	3000	30	8/31/2007	
7/30/2007	254000	2000	34	7/31/2007	
6/26/2007	252000	5000	27	6/30/2007	
5/30/2007	247000	3000	35	5/31/2007	
4/25/2007	244000	2000	29	4/30/2007	
3/7/2007	242000	1997	29	3/31/2007	
2/2007	240003	1	28	2/28/2007	

Dec - march

Dec. 1000.00

Jan - 0

Feb - 0

Mar - 6

was never enough to  
op over 1000 gallons  
reading stayed at

37,000 until you

gpt back

## Brian Templin

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**From:** Petty, Ervin A (MVA) [ervin.petty@alaska.gov]  
**Sent:** Thursday, October 31, 2013 4:48 PM  
**To:** Brian Templin  
**Cc:** Gravier, Ann Y (MVA)  
**Subject:** Siren Quotes  
**Attachments:** Outdoor Warning Proposal.pdf

Hi Brian,

Things are settled down after the long summer of Galena response and fall conferences/meetings.

I know we fell behind on the siren project for Craig and I apologize for that. I'd like to reengage and get it moving soon. I have the old quotes you sent last February. What I need you to do is update the quotes as I'm sure the pricing has gone up. Once you have updated quotes for equipment and installation costs (include the poles) send me a grant request for the total amount you need along with an outline of work and we'll get the grant process started. Attached is the old quote that I believe you selected. I suggest you go with the radio control option (note 2) and if so confirm that it is narrow banded as described. Their option for you to purchase batteries is a decision you can make.

I'd like to have the project completed NLT May 1 or sooner if possible.

I'm working on finishing the evacuation sign map and will forward it to you soon so we can get it approved by DOT.

Give me a call any time if you have any questions.

Regards,

Erv

*Ervin Petty*

Tsunami Program Manager  
Alaska Division of Homeland Security & Emergency Management  
P.O. Box 5750  
JBER, AK 99505-5750  
Direct (907) 428-7015  
Toll Free (800) 478-2337

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**From:** Brian Templin [<mailto:planner@craigak.com>]  
**Sent:** Friday, February 01, 2013 3:33 PM  
**To:** Petty, Ervin A (MVA)  
**Subject:** Siren Quotes

Erv,

Attached are two siren quotes that I have received. I am working on a quote from a local electrician to do the installation and from AP&T to install the poles. Please look the quotes over and make sure that I haven't missed any important system detail.

Thanks,  
Brian

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: October 21, 2013  
RE: Resolution 13-22, Sewer Outfall Easement – Lot 4, Port St. Nicholas Subdivision Addition #3, Chet and Barbara Powell

---

In 2011 Shaan-Seet completed the subdivision of 8 lots on the Port St. Nicholas Road just inside the city limits. The developer installed water as required by municipal code for connection to developed lots there. Since the lots are outside of the existing municipal wastewater collection system these lots will have independent on-site wastewater/sewer treatment systems and will not be connected to the municipal system.

Most of the lots will likely consist of an aerobic treatment system and a marine outfall. City staff will require DEC certifications and a copy of the engineered design for all on-site treatment systems that are installed in this subdivision.

Since the city owns the adjacent tidelands (Tract A, ATS 1410) the marine outfall will be placed on city owned tidelands and will require an easement. Installation, maintenance and eventual removal of the outfall will be the responsibility of the property owner and will be spelled out in the easement document.

Chet and Barbara Powell, owners of Lot 4, Port St. Nicholas Subdivision Addition #3 have applied for an easement for a marine outfall.

A draft easement diagram and resolution authorizing the city administrator to enter into an easement has been prepared and is attached to this memo. This is a non-exclusive use of the tideland and the easement may be granted without an appraisal of the property at a fee set by the council. Staff recommends a flat, onetime fee of \$250 for marine outfall easements within this subdivision. This easement does not apply to other uses such as a dock or fill. Those uses would require the applicant to go through a lease or purchase process.

**Recommendation:** Approve Craig Resolution 13-22 authorizing the city administrator to execute an easement for a marine outfall for Lot 4, PSN Subdivision Addition #3 onto Tract A, ATS 1410.

**CITY OF CRAIG  
RESOLUTION 13-22**

A RESOLUTION GRANTING AN EASEMENT TO CHET AND BARBARA POWELL TO PLACE A MARINE OUTFALL ON CITY OWNED TIDELAND AT TRACT A, ATS 1410

WHEREAS, pursuant to Craig Municipal Code 16.04.010, Chet and Barbara Powell have requested an easement to place a marine outfall on City owned tideland adjacent to their property (Lot 4, Port St. Nicholas Subdivision Addition #3) within Tract A, ATS 1410; and,

WHEREAS, the proposed construction would conform to a system design approved by the Alaska Department of Environmental Conservation (ADEC); and,

WHEREAS, a copy of the final design, accurate location and ADEC certification shall be provided to the city's public works department; and,

WHEREAS, Mr. and Mrs. Powell agrees that this easement is a non-exclusive use of the tideland and that no other use of the easement is allowed; and,

WHEREAS, Mr. and Mrs. Powell agree to perform all installation, maintenance, operation and if required, removal of the marine outfall and associated construction at no cost to the City; and,

WHEREAS, this easement and the conditions contained herein shall be attached to the above described property for the purpose of sale or transfer; and,

WHEREAS, Section 16.04.010 of the Craig Municipal Code provides for approval of easements by City Council Resolution.

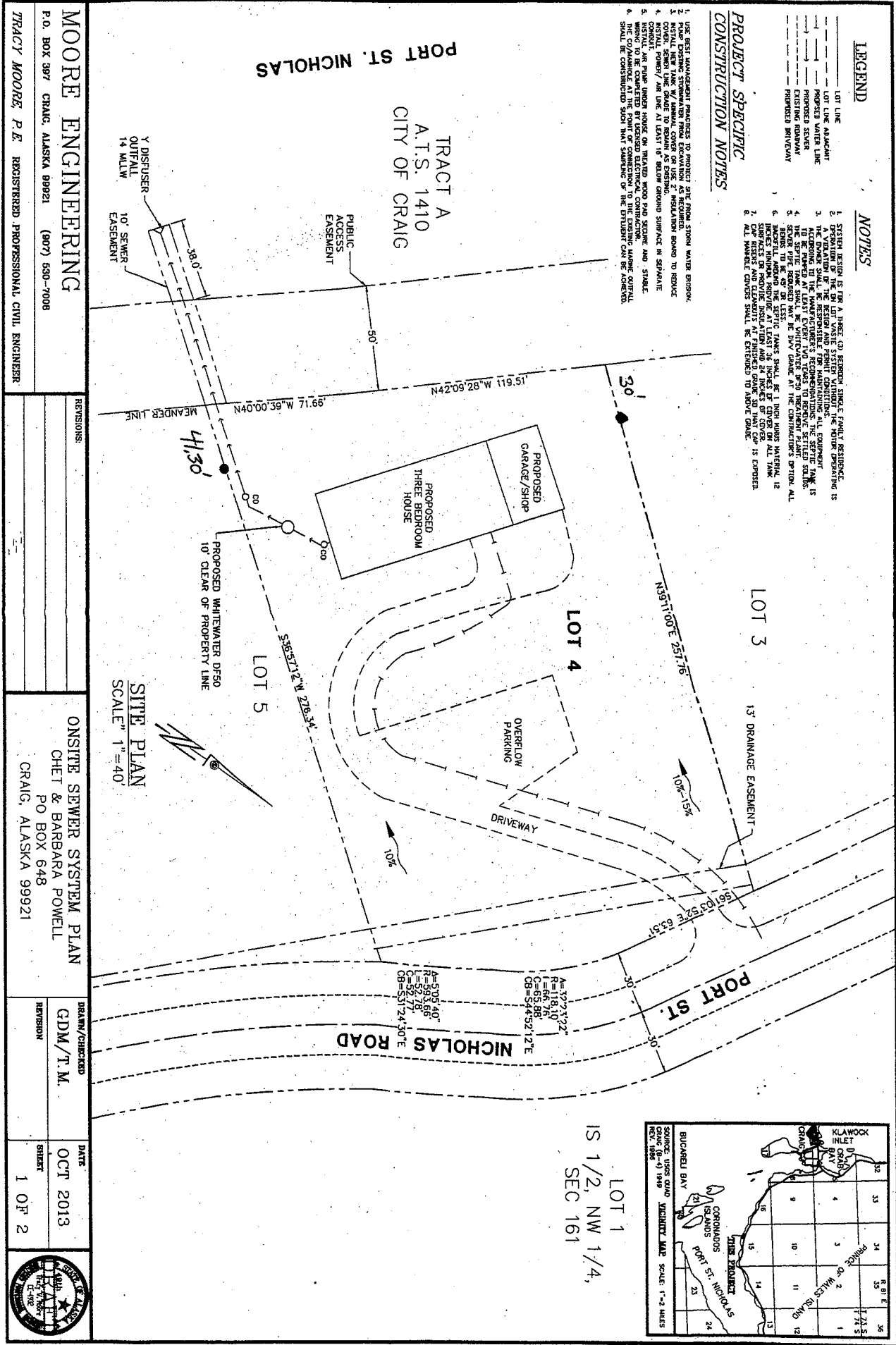
NOW, THEREFORE, BE IT RESOLVED that the City of Craig hereby directs the City Administrator to enter into negotiations for the exact location and execute an agreement with Chet and Barbara Powell for the aforementioned easement. The City Administrator shall ensure that all applicable sections of CMC 16.04.010 are met.

Adopted this 7<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Mayor Dennis Watson

ATTEST \_\_\_\_\_  
Kassi Knock, City Clerk





**LEGEND**

- LOT LINE
- LOT LINE ADJACENT
- PROPOSED VATED LINE
- EXISTING SEWER
- EXISTING ROWWAY
- PROPOSED DRIVEWAY

**NOTES**

1. SYSTEM DESIGN IS FOR A THREE (3) BEDROOM SINGLE FAMILY RESIDENCE.
2. PROVISION FOR THE 10' CLEAR OF PROPERTY LINE SHALL BE MAINTAINED THROUGHOUT THE LIFE OF THE PROJECT.
3. THE OWNER SHALL BE RESPONSIBLE FOR MAINTAINING ALL EQUIPMENT AND DEVICES TO THE PROPERTY TO REMAIN SETTLED SITES.
4. THE SEPTIC TANK SHALL BE WHITE/GRAY BR70 TREATMENT PLANT OPTION. ALL DEVICES TO BE 4" OR LESS.
5. MATERIAL AROUND THE SEPTIC TANK SHALL BE 1" HIGH RUBBER MATERIAL.
6. THE SEPTIC TANK SHALL BE 1" HIGH RUBBER MATERIAL.
7. FOR RISERS AND CLEANOUTS AT EXISTING GRASS AND DRIVEWAY SURFACES PROVIDE INSULATION AND 2" INCHES OF COVER.
8. ALL FINISH GRADES SHALL BE FINISHED TO AND 2" BELOW.

**PROJECT SPECIFIC CONSTRUCTION NOTES**

1. USE BEST MANAGEMENT PRACTICES TO PREVENT SOIL EROSION FROM WATER DISCHARGE.
2. PIPE EXISTING STEADY STATE FROM EXCAVATION AS REQUIRED.
3. INSTALL NEW TANK W/ ANNUAL COVER OR USE 2" INSULATION BOARD TO REDUCE FROST PENETRATION.
4. INSTALL POWER AND LINE AT LEAST 1' BELOW GROUND SURFACE IN SEPARATE TRENCH.
5. CONSULT THE PIPE LINDER HOUSE ON TRENCH, WOOD PILE SECURE AND STABLE.
6. THE CONFORMANCE AT THE POINT OF CONNECTION TO THE EXISTING WATER MAIN SHALL BE CONSIDERED AS THE BASIS FOR THE DESIGN.

**MOORE ENGINEERING**  
 P.O. BOX 397 CRAIG, ALASKA 99921 (907) 650-7008  
 TRACY MOORE, P.E. REGISTERED PROFESSIONAL CIVIL ENGINEER

**REVISIONS:**

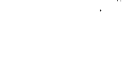
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**ONSITE SEWER SYSTEM PLAN**  
 CHET & BARBARA POWELL  
 PO BOX 648  
 CRAIG, ALASKA 99921

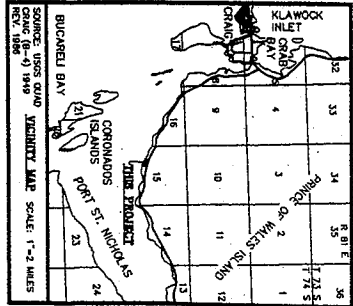
**DESIGN/CHECKED**  
 GDM/T.M.

**DATE**  
 OCT 2013

**REVISION**  
 SHEET 1 OF 2



LOT 1  
 IS 1/2, NW 1/4,  
 SEC 161



## **CITY OF CRAIG MEMORANDUM**

To: Mayor and Craig City Council

From: Brian Templin, City Planner

Date: October 31, 2013

RE: Sale of Lot 1, Block 4, Crab Cove Heights Subdivision to Mr. Fred Ensign

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At its regular meeting on April 4, 2013 the Craig City Council approved Ordinance 651 which authorized the City Administrator to negotiate sale of a parcel of city owned property, particularly Lot 1, Block 4, Crab Cove Heights Subdivision to Mr. Fred Ensign. This sale has been waiting on the appraisal of this lot and the other 12 lots that the city intends to sell in the upcoming land sale.

Mr. Ensign intends to build a moderate value residential structure on the lot. The other 12 lots that were appraised (four in Crab Cove Heights, one on T&H Street and seven at Salmonberry Subdivision) will be sold in an upcoming land sale. All 13 lots have been appraised. Lot 1, Block 4 appraised at a value of \$37,000.

If the council accepts the appraised values as the sale price then Mr. Ensign would make a total payment to the city of \$37,400 to cover the value of the property, the cost of appraising the property and the cost of recording the resulting quit claim deed.

The city is contracting AP&T to install telephone and power but the water, sewer and road work on Tanner Crab Court have been completed.

As with other land sales that the city has conducted, all proceeds from the sale of the property should be held in the city's Land Development Fund for real property purchase, development or debt repayment.

A copy of the sales agreement outlining the terms is attached to this memo.

Recommendation: That the Craig City Council approve the terms of the sale/ of city owned Lot 1, Block 4, Crab Cove Heights Subdivision to Mr. Fred Ensign in for a total price of \$37,400.

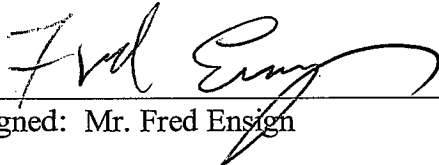
## Sales Agreement

### Lot 1, Block 4, Crab Cove Heights Subdivision (Tract Tract A, ANCSA 14c3 Conveyance Parcel) from the City of Craig, Alaska to Mr. Fred Ensign

The City of Craig (hereinafter "city") agrees to transfer interest in Lot 1, Block 4, Crab Cove Heights Subdivision (Tract A, ANCSA 14c3, 2000-05, Ketchikan Recording District) to Mr. Fred Ensign (hereinafter "purchaser").

The city agrees to transfer the above referenced parcel to Mr. Fred Ensign for a total of \$37,400 (thirty-seven thousand four hundred dollars and no cents). Purchase price includes value of the property (\$37,000 as determined by an appraisal conducted by Horan and Company dated October 30, 2013), cost of the appraisal (\$380) and recording cost (\$20). Full payment will be made by cash payment of the \$37,400 balance. Upon receipt of full payment, the property will be transferred by Quit Claim Deed pending the following provisions:

1. Final price, sales terms and conditions are approved by the Craig city council.
2. Full payment is made to the City of Craig no later than sixty (60) days after approval of final terms by the Craig City Council. If full payment is not made within this period this agreement shall be void.
3. Purchaser agrees to abide by all municipal zoning laws and subdivision covenants in regards to the property shown above.

 Nov 1, 2013  
Signed: Mr. Fred Ensign                      Date

Dated this 1 day of November, 2013.

By: \_\_\_\_\_  
Jon Bolling, City of Craig, Alaska

State of Alaska        )  
                                  )        ss.  
First Judicial District )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by City Administrator Jon Bolling, City of Craig, Alaska.

\_\_\_\_\_  
Notary Public in and for Alaska  
My Commission expires: \_\_\_\_\_

Dated this 1 day of November, 2013.

By: Fred Ensign  
Fred Ensign

State of Alaska        )  
                                  )        ss.  
First Judicial District )

The foregoing instrument was acknowledged before me this 1 day of November 2013 by Mr. Fred Ensign.

Lisa Moore  
Notary Public in and for Alaska  
My Commission expires: 11/6/2016



**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: November 1, 2013  
RE: Appointment of Craig Representative to the IFA Board

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As a member of the InterIsland Ferry Authority, the City of Craig is entitled to designate a Craig resident to sit on the IFA's board of directors. Per Section 8 of the IFA enabling ordinance, "The mayor of a participating municipality shall, with the concurrence of its City Council, appoint the Director(s) representing the Participant Municipality." Based on the wording in the enabling ordinance, a Craig resident who is a qualified voter may be appointed to the IFA board.

The term of the city's representative, Otis Gibbons, expired earlier this year and the council should now consider appointing a Craig resident to the seat.

In October, City Clerk Kassi Knock published public notices announcing the IFA board vacancy and soliciting letters of interest from Craig residents. By the published closing date the city had received one letter of interest, from Otis Gibbons, to fill the post. A copy of that letter is attached.

**Recommendation**

That the mayor appoint a qualified Craig resident to the IFA board seat representing Craig, and that council concur with the appointment.

D.J. 'Otis' Gibbons  
Box 307  
Craig Ak 99921

October 15, 2013

City of Craig

Dear Mayor and Council members:

This letter is to request that you consider reappointing me as the representative of the City of Craig on the IFA Board of Directors.

Thank you for your consideration.

Sincerely,

D. J. 'Otis' Gibbons

## **CITY OF CRAIG MEMORANDUM**

To: Mayor and City Council  
From: Brian Templin, City Planner  
Date: October 31, 2013  
RE: Award of Contract – Water and Wastewater Master Plans

---

The city has been working on funding to write new water and wastewater master plans. The current plans are 25-30 years old and all projects identified in the plans have been completed.

This project is being funded through a \$250,000 legislative grant to the city. As part of the grant the city has done some work on the supervisory control and data acquisition (SCADA) system, purchased television inspection equipment for the sewer system, purchased leak detection equipment for the water system and has been conducting television inspections of the sewer pipes. All of this work was in preparation for hiring a firm to complete new master plans. The new master plans would look at the current condition of the system, propose expansion, maintenance and upgrade projects and provide some information on cost and priority of projects. This would be used as a guidance document and as an aid to secure funding. There is approximately \$200,000 remaining in the grant for the master planning.

Staff advertised a request for proposals for wastewater and water master planning and a comprehensive map of the city's utility system as part of the overall project. Two engineering firms submitted proposals: DOWL HKM and R&M Engineering. Both firms are qualified to perform the work. A scoring committee met and reviewed the proposals. The committee selected DOWL due to their relevant experience, staff qualifications and proposed cost. DOWL submitted a comprehensive scope of work outlining the required and alternate tasks. DOWL's fee estimate for the project includes \$124,255 for the master planning, \$25,470 for comprehensive mapping, \$31,370 for a water/sewer rate study, \$11,510 for a feasibility study of a micro hydroelectric generator in the raw water line and \$10,040 for an in-person presentation of the final plan.

Staff recommends that we award a contract to include the master planning, mapping, hydroelectric study and council presentation. Staff feels that at this time the cost/benefit of the rate study does not warrant this expense. Staff also feels that a less expensive presentation (perhaps by electronic or telephone) would serve the same purpose at a lower value but is leaving this line item in to work with. Staff will negotiate a lower cost for a presentation to the council. The total amount of the proposed costs is \$171,275. The overall cost should be further reduced by the renegotiated presentation fee.

Staff intends to discuss some additional mapping with DOWL. If the city decides to have additional mapping done we will use the balance of the grant (approximately \$25,000) and bring a change order to the council for approval.

A copy of the scope of services and fee proposal is attached.

Recommendation: Award a contract to DOWL HKM to complete master planning, mapping, a micro hydroelectric study and presentation of the plan to the council for an amount not to exceed \$171,275. Further direct staff to pay for the study from the legislative grant secured for this purpose.





October 24, 2013  
W.O. 61531

Mr. Brian Templin  
City Planner  
Craig City Hall  
P.O. Box 725  
Craig, Alaska 99921

Subject: Scope of Services and Fee Proposal  
Water and Sewer Master Plans, and Comprehensive System Wide Maps

Dear Mr. Templin:

DOWL HKM is pleased to present a proposed scope of work for developing Municipal Water and Sewer System Master Plans for the City of Craig (COC). The following scope of services was developed based on:

- Review of the project Request For Proposal (RFP),
- The proposal presentation to COC staff,
- Similar services provided to other clients, and
- Additional discussions with the COC following selection.

DOWL HKM proposes that the water and sewer master plans be prepared simultaneously. This will provide an opportunity to minimize costs. We understand the master plans will be used as a guideline to secure funding and a framework to follow for future capital improvement projects. The master plans will be prepared in a manner that can be updated. Master Plan updates typically occur every five to six years.

## **SCOPE OF SERVICES**

### **Task 1 – Condition Assessment**

#### **SCOPE**

- Site Visit and Kick Off Meeting

The core DOWL HKM team (Stephen Andersen, Aaron Christie, and Chase Nelson) will travel to Craig and conduct a kickoff meeting with COC staff to confirm objectives and schedule. Boreal Controls Inc. or Carson Dorn Inc. will also attend. This is the only site visit planned for the duration of the project.

- Condition Assessment

While on site for the kick off meeting, DOWL HKM will perform a condition assessment on items listed below. Condition assessment will include visual inspection and review of applicable record drawings.

- Gravity and force sewer mains,
  - Lift stations including pumps, mechanical and electrical systems,
  - Supervisory Control and Data Acquisition (SCADA) system,
  - Wastewater treatment facility,
  - Water mains, and
  - Water treatment facility.
- DOWL HKM will review summary forms (estimated 150) of Close Circuit Television (CCTV) records.

### ASSUMPTIONS

- COC will CCTV all the active sewer mains and will summarize the findings of the videos. Where CCTV data indicates areas of extreme concern or particularly difficult analysis, we will review the videos and clarify notes. CCTV video review will be minimal.
- Inflow and Infiltration (I&I) studies are not part of this scope. If COC has completed recent smoke tests or other I&I studies, these studies will be provided to DOWL KM.
- COC will place the following information on a DOWL HKM provided ftp site to assist with the system inventory:
  - Water and sewer system record drawings,
  - Results from previous lift station draw downs,
  - Daily records of lift station runtimes for each pump in each lift station in an excel spreadsheet for the last two years,
  - Lift station wet well data (diameter, depth, etc), force main size and length, and pump data (discharge curves) and pump horsepower for each station,
  - Treatment plant record drawings including geotechnical information, plant hydraulic profile, existing process SCADA system, marine outfall, sludge and screenings residuals collection and disposal equipment,
  - Water and wastewater treatment plant performance data,
  - Treatment plant regulatory records and violation information,
  - Raw water quality data,
  - CCTV video in digital format (as needed),
  - Operations and maintenance records for the collection, distribution and treatment systems, with an emphasis on break records,
  - Information on all recent water and sewer capital projects,
  - Recent COC bid tabs, and
  - Most recent COC aerial photograph.

### DOWL HKM DELIVERABLE

- Condition Assessment memorandum, including discussion on the existing conditions, identification of portions of the system that are reaching the end of their useful life, and other known problem areas. This work will be incorporated into the Master Plans.

### **Task 2- Projected Growth Summary**

#### SCOPE

- DOWL HKM will estimate projected future water and wastewater demands. This will be done by working with COC staff to identify potential areas of growth.
- DOWL HKM will prepare skeletonized water and sewer models as needed to identify potential capacity issues resulting from projected demands.
- DOWL HKM will coordinate with other local entities in Craig to best quantify other potential developments.

#### ASSUMPTIONS

- COC will provide a marked-up base map showing areas identified for potential future development, including assumed zoning and acreage.
- Water and sewer models will be for DOWL HKM use only and only used for capacity analysis.

### DOWL HKM DELIVERABLE

- Projected Growth Summary Memorandum. This memorandum will describe current demands and potential future demands. This work will be incorporated into the Master Plans.

### **Task 3 - Regulatory Compliance Analysis**

#### SCOPE

- DOWL HKM will review the water and sewer system's compliance with existing treatment and disposal regulations applicable to the COC. We will also review the impact of pending and/or anticipated regulatory issues on the treatment facilities. Regulatory issues may include:
  - Status of 301 (h) waiver from secondary treatment, and
  - Violations for chlorinated disinfection byproducts.
- DOWL HKM will review the security requirements for each of the treatment facilities.

### DOWL HKM DELIVERABLE

- Regulatory Compliance memorandum, complete with findings and recommendations. This work will be incorporated into the Master Plans.

#### **Task 4- Capital Project Development**

##### **SCOPE**

Using information gathered in Tasks one through three, we will develop capital projects. This task will include the following sub-tasks:

- Preparation of spreadsheet identifying 10-20 water projects and 10-20 sewer projects,
- Identified projects will be prioritized and classified as “high priority”, or “low priority”. The high priority projects will indicate projects needed within 1 to 6 years, and low priority will indicate projects needed in the 6 to 20 year range,
- Among the lists of projects, water and wastewater treatment expansion projects will be considered, including improvements to the Spruce Street water tank,
- DOWL HKM will include a summary of the potential for incorporating a small hydro-electric facility into the raw water line. *For a more detailed hydro-electric scope, please see additional services task AS-2,*
- Written paragraph style project descriptions will be generated for all identified projects, and
- Conceptual level figures for the “high priority” projects will be generated indicating the location and basic scope for each project. Concept figures will be equivalent to a 10% design.

##### **ASSUMPTIONS**

- COC will provide information regarding routine maintenance projects. These projects will be incorporated into the project development list, and
- Conceptual level figures for the “low priority” projects will not be included.

##### **DOWL HKM DELIVERABLE**

- Capital Project Development memorandum. Information developed in Task 5- *Capital Cost Estimate Generation* will accompany this memorandum. This work will be incorporated into the Master Plan.

#### **Task 5 - Capital Cost Estimate Generation**

##### **SCOPE**

- Based on the Capital Project Development task, DOWL HKM will develop planning level cost estimates. Estimates will be prepared in spreadsheet format.
- Planning level cost estimates will be based on COC bid-tabs provided to DOWL HKM. We will supplement the COC provided bid tabs information with information from other regional clients.

- Estimates for the “high priority” projects will be itemized and include contingencies and overhead factors approved by COC. Estimates for the “low priority” projects will be order of magnitude estimates.

#### DOWL HKM DELIVERABLE

- Capital Cost Estimates will be presented in table format in the Task 4 memorandum with the capital project development descriptions.

#### **Task 6 - Master Plans**

##### SCOPE

- DOWL HKM will address comments made on previous submittals and incorporate previous memorandum into comprehensive and cohesive master plans. The draft master plans will be submitted at 90% completion. They will be titled “City of Craig Municipal Sewer System Master Plan”, and “City of Craig Municipal Water System Master Plan”.
- The master plans will follow the general structure as outlined by the State of Alaska Department of Environmental Conservation (DEC) Alaska Clean Water (ACW)/Drinking Water Facility (DWF) Loan program checklists.
- COC will review and comment on the 90% submittal, and DOWL HKM will respond to the comments and revise and submit the final Master Plans.

The plan will be organized in a manner that is professional and user friendly. The plan will include written narrative, graphs, tables and drawings as necessary. The plan will be utilized by an array of individuals and groups such as the DEC, the City Council, state legislators, congressional delegation, and technical personnel. In addition we understand that COC will use the plan as a guideline for upgrading or reconstructing existing systems or installing new systems.

##### DOWL HKM Deliverables

- 90% Draft Master Plans.
- Final Master Plans. We will submit six bound, color copies. COC shall receive an electronic copy of all documents. All schematic design files will be provided in AutoCAD 2006 and text files in MS Word. A pdf file of the final Master Plans will also be provided to COC.

#### **ADDITIONAL SERVICES**

The following are services that may be required depending on the condition and extent of existing information. We will not proceed with the following tasks unless authorized by COC.

#### **Task AS-1 – Comprehensive System Mapping**

##### SCOPE

- DOWL HKM will travel to Craig with mapping equipment such as an ArcPad Geo XH. We will record spatial location of surface features (manholes, valves, hydrants, and clean-outs).

The Geo XH will provide horizontal accuracy of 1 to 4 feet. Horizontal locations will be provided in State plane coordinates.

- DOWL HKM will research existing record drawings and translate record drawing information into mapping software (ArcGIS). Information from record drawings will be used to supplement the information that is collected in the field. The quality of maps will be dependent on the availability of record drawings. Record drawings will be used to determine flow direction of the sanitary sewer system.
- With assistance from COC staff, DOWL HKM will pull sewer manhole lids and measure inverts using a tape measure or survey rod.

#### ASSUMPTIONS

- DOWL HKM will not perform a topographic survey of the system. ArcPad GeoXH is used for horizontal mapping only.
- COC will provide one staff member to assist DOWL HKM with locating manholes and other surface features, and will provide traffic control as necessary.

#### DOWL HKM Deliverable

- Geographic Information System (GIS) map and database with pertinent attributes delivered electronically.
- GIS maps as 11x17 pdf with title block, legend and uniform scale. This work will be incorporated into the Master Plan.
- Files will be translated into AutoCAD 2006 format for submission to COC.

#### Task AS-2 – Water and Sewer Rate Study

##### SCOPE

Based on information gathered in tasks one through seven, we will evaluate COC's water and sewer utility operation and maintenance costs, future capital project costs, customer service policy, and current rates. We will also provide recommendations on existing and future staffing levels, with an emphasis on impacts from planned projects. We will evaluate capital funding options and develop financing plans. We will perform a rate study and make recommendations for current and future rates.

##### Assumptions

- COC will make the most recent financial information available to the DOWL HKM.

##### DOWL HKM Deliverable

Stand-alone rate study Memorandum. Information presented in the memorandum will be incorporated into the Master Plans.

**Task AS-2- Feasibility Evaluation of Small Hydro-Electric Facility**

**SCOPE**

- DOWL HKM’s resident hydro-electric engineer will travel to Craig for an in depth planning evaluation for the development of a small hydro-electric facility on the raw water line.
- DOWL HKM will assess the potential of over oxygenation of the raw water and its implications on treatment.
- DOWL HKM will prepare planning level cost estimates for proposed solutions.

**DOWL HKM Deliverable**

- Hydro-electric feasibility memorandum. Information presented in the memorandum will be incorporated into the Master Plans.

**Task AS-3- City Council Presentation**

**SCOPE**

DOWL HKM will travel to Craig and present the results of our study. The presentation will be in PowerPoint presentation, and duration will not exceed 20-30 slides. We will address comments made at the presentation in our Final Master Plan submittal.

**DOWL HKM Deliverable**

- PowerPoint presentation presented at City Council meeting.

**SCHEDULE**

We will provide a completed Master Plan by May 15, 2014. Our proposed schedule is shown below:

Notice To Proceed.....	November 8, 2013
On-Site Kick-off .....	November 22, 2013
CCTV Investigation Complete .....	December 2, 2013
Condition Assessment Complete .....	December 13, 2013
Projected Growth Summary Complete .....	January 3, 2014
Regulatory Compliance Review Complete.....	January 15, 2014
Capital Project Development Complete.....	March 1, 2014
Capital Cost Estimate Generation Complete .....	March 1, 2014
90% Master Plan .....	April 1, 2014
City Council Presentation .....	April 24, 2014
Final Master Plan .....	May 15, 2014

**FEE ESTIMATE**

We propose to furnish the above-described basic services for a total lump sum of \$124,255. We propose to furnish the above-described additional services on a time and materials basis for a total of \$78,390. This total fee consists of the following components, which is covered in detail on the attached estimates:

**Task Description (Basic Services)**

Task 1:Condition Assessment.....	\$ 32,530
Task 2:Projected Growth Summary.....	\$ 9,840
Task 3:Regulatory Compliance Review .....	\$ 9,270
Task 4: Capital Project Development .....	\$ 20,850
Task 5: Capital Cost Estimate Generation.....	\$14,935
Task 6: Master Plans.....	\$ 36,830
<b>Basic Services Total .....</b>	<b>\$124,255</b>

**Task Description (Additional Services)**

Task AS-1: Comprehensive System Wide Mapping .....	\$25,470
Task AS-2: Water and Sewer Rate Studies.....	\$31,370
Task AS-3: Hydro-Electric Feasibility Study.....	\$11,510
Task AS-4: City Council Presentation.....	\$10,040
<b>Additional Services Total .....</b>	<b>\$78,390</b>

One monthly statement will be provided showing total fees invoiced for each of these tasks. Payment will be expected within 30 days.

Services performed by DOWL HKM under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.

We trust this provided adequate information for evaluating our proposal. We look forward to working with you on this project and will be happy to answer any additional questions you may have.

Sincerely,  
DOWL HKM



Aaron R. Christie, P.E.  
Contract Manager/Project Manager

Attachment(s): As Stated



**DOWL HKM  
ESTIMATE FOR PROFESSIONAL SERVICES**

PROJECT: <b>Municipal Water and Wastewater System Master Plans</b>						WO#	1124.61531.00
						DATE:	17-Oct-13
CLIENT: City of Craig						PREPARED BY:	CAN
						CHECKED BY:	ARC

**PROJECT SUMMARY**

	TOTAL =	\$32,530.00
Task 1 Condition Assessment	TOTAL =	\$9,840.00
Task 2 Projected Growth Summary	TOTAL =	\$9,270.00
Task 3 Regulatory Compliance Review	TOTAL =	\$20,850.00
Task 4 Capital Project Development	TOTAL =	\$14,935.00
Task 5 Capital Cost Estimate Generation	TOTAL =	\$36,830.00
Task 6 Master Plan	TOTAL =	\$25,470.00
Task AS-1 System Wide Map	TOTAL =	\$31,370.00
Task AS-2 Water and Sewer Rate Study	TOTAL =	\$11,510.00
Task AS-3 Hydro-Electric Feasibility Study	TOTAL =	\$10,040.00
Task AS-4 City Council Presentation	TOTAL =	<b>\$202,645.00</b>

**TOTAL ESTIMATED FEES FOR PROFESSIONAL SERVICES**

**PHASE 1 WATER AND WASTEWATER PLAN**

Task 1	Labor Category	Project Manager	Project Engineer	Client Liaison	Treatment Engineer	Administrative	Subs/Expenses	TOTALS
	Hourly Rate	A. Christie \$165.00	C. Nelson \$120.00	S. Andersen \$135.00	R. Armstrong \$165.00	R. Mike \$90.00	10% Markup	
<b>Condition Assessment</b>								
Project Management		8	4					12
Site Visit Coordination/Planning		2	8	8			\$4,000.00	18
Meet with COC Personnel (Site Visit)		16	18	12				46
Existing Record Drawing Review		2	24	12	4			42
Treatment Record Review		4	4		4			
Physical Investigation			8	8				
CCTV Form, and Summary Research		4	24	4				
QA/QC		2	8	2		2		
Condition Assessment Memo								
<b>Reimbursable Expenses</b>								
ANC-CRAIG RT (2x)							\$1,500.00	
KTN-CRAIG RT (1x)							\$900.00	
Lodging in Craig							\$450.00	
Airport Parking, Per Diem, Misc. Expenses							\$600.00	
	Subtotal - Hours	34	98	46	8	2		188
	Subtotal - Costs	\$5,610.00	\$11,760.00	\$6,210.00	\$1,320.00	\$180.00	\$7,450.00	\$32,530.00

**DOWL HKM  
ESTIMATE FOR PROFESSIONAL SERVICES**

PROJECT: <b>Municipal Water and Wastewater System Master Plans</b>						WO#	1124.61531.00
						DATE:	17-Oct-13
CLIENT: <b>City of Craig</b>						PREPARED BY:	CAN
						CHECKED BY:	ARC

Labor Category	Project Manager	Project Engineer	Client Liaison	Treatment Engineer	Administrative	Subs/Expenses	TOTALS
Hourly Rate	A. Christie \$165.00	C. Nelson \$120.00	S. Andersen \$135.00	R. Armstrong \$165.00	R. Mike \$90.00	10% Markup	
<b>Task 2</b>							
<b>Projected Growth Summary</b>							
Project Management	2	2					4
Discussions with Potential Developers, Other Agencies		4	4				
Planning Commission Meeting and Planning Reviews		4	8				12
Growth and Demand Estimations		8	4	2			14
Water and SewerCAD Models		16	2	4			
QA/QC	8	2	2				12
Growth Summary Memorandum					2		
<i>Subtotal - Hours</i>	10	36	20	6	2		74
<i>Subtotal - Costs</i>	\$1,650.00	\$4,320.00	\$2,700.00	\$990.00	\$180.00	0	\$9,840.00

Labor Category	Project Manager	Project Engineer	Client Liaison	Treatment Engineer	Administrative	Subs/Expenses	TOTALS
Hourly Rate	A. Christie \$165.00	C. Nelson \$120.00	S. Andersen \$135.00	R. Armstrong \$165.00	R. Mike \$90.00	10% Markup	
<b>Task 3</b>							
<b>Regulatory Compliance Review</b>							
Project Management	4			2			6
Water Regulation Research	2	8	4	4			18
Wastewater Regulation Research		8	4	4			16
DJEC correspondence		8	2	4			14
Memo		8			2		10
QA/QC	2		2				4
<i>Subtotal - Hours</i>	8	32	12	14	2		68
<i>Subtotal - Costs</i>	\$1,320.00	\$3,840.00	\$1,620.00	\$2,310.00	\$180.00		\$9,270.00

**DOWL HKM  
ESTIMATE FOR PROFESSIONAL SERVICES**

PROJECT:	Municipal Water and Wastewater System Master Plans								WO#	1124.61531.00
CLIENT:	City of Craig								DATE:	17-Oct-13
									PREPARED BY:	CAN
									CHECKED BY:	ARC

Task 4	Labor Category	Project Manager A. Christie	Project Engineer C. Nelson	Client Liaison S. Andersen	Treatment Engineer R. Armstrong	Graphics C. Harrington	Administrative R. Mike	Subs/Expenses	TOTALS
	Hourly Rate	\$165.00	\$120.00	\$135.00	\$165.00	\$110.00	\$90.00	10% Markup	
	Project Management	4							
	Meetings with Craig	2	2	2					
	Project Identification and List Development	2	16	24	4		\$4,000.00		
	Project Description Development	2	16	8					26
	Schematic Figures	2	8			40	2		50
	Memo								
	<i>Subtotal - Hours</i>	12	42	34	4	40	2		134
	<i>Subtotal - Costs</i>	\$1,980.00	\$5,040.00	\$4,590.00	\$660.00	\$4,400.00	\$180.00	\$4,000.00	\$20,850.00

Task 5	Labor Category	Project Manager A. Christie	Project Engineer C. Nelson	Client Liaison S. Andersen	Treatment Engineer R. Armstrong	Administrative R. Mike	Subs/Expenses	TOTALS
	Hourly Rate	\$165.00	\$120.00	\$135.00	\$165.00	\$90.00	10% Markup	
	Capital Cost Estimate Generation							
	Project Management	4	1					5
	Quantities	1	16		4			21
	Unit Cost Estimation and Bid Tab Research	2	12					14
	Cost Adjustment Research	2	8		2			12
	Cost Estimate Tables	2	8				\$4,000.00	10
	Memo	2	8			2		12
	QA/QC	2		2	4			8
	<i>Subtotal - Hours</i>	15	53	2	10	2		82
	<i>Subtotal - Costs</i>	\$2,475.00	\$6,360.00	\$270.00	\$1,650.00	\$180.00	\$4,000.00	\$14,935.00

Task 6	Labor Category	Project Manager A. Christie	Project Engineer C. Nelson	Client Liaison S. Andersen	Treatment Engineer R. Armstrong	Administrative B. Mike	Graphics C. Harrington	Subs/Expenses	TOTALS
	Hourly Rate	\$165.00	\$120.00	\$135.00	\$165.00	\$90.00	\$110.00	10% Markup	
	Master Plan								
	Project Management	4	2						6
	Report Figures		4	4					
	90% Draft Master Plan	4	40	40	12	8		\$2,000.00	104
	Address Comments for COC	2	24	2	8				
	Final Master Plan	2	24		8	8	40	\$2,000.00	42

DOWL HKM  
ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT:	Municipal Water and Wastewater System Master Plans						WO#	1124.61531.00
							DATE:	17-Oct-13
CLIENT:	City of Craig						PREPARED BY:	CAN
							CHECKED BY:	ARC
	QA/QC	8	8					16
	Reimbursable Expenses							
	Reproduction, Misc. Expenses						\$500.00	
	<i>Subtotal - Hours</i>	20	94	54	28	16	40	
	<i>Subtotal - Costs</i>	\$3,300.00	\$11,280.00	\$7,290.00	\$4,620.00	\$1,440.00	\$4,400.00	\$4,500.00
								\$36,830.00

**DOWL HKM  
ESTIMATE FOR PROFESSIONAL SERVICES**

PROJECT:	Municipal Water and Wastewater System Master Plans					WO#	1124.61531.00
CLIENT:	City of Craig					DATE:	17-Oct-13
						PREPARED BY:	CAN
						CHECKED BY:	ARC

<b>ADDITIONAL SERVICES</b>							
Labor Category	Project Manager	Project Engineer	Client Liaison	GIS Technician	Subs/Expenses	TOTALS	
Hourly Rate	A. Christie \$165.00	C. Nelson \$120.00	S. Andersen \$135.00	C. Harrington \$110.00			
<b>Task AS-1 System Wide Map</b>					10% Markup		
Project Management	2		2				
Review of existing record drawings		12		8			
Review of existing ACAD files		4		4			
External reference record drawings into GIS	2	16		16			
GIS Survey			60				
GIS Basemap Creation				32			
COC Training				8			
QA/QC	8						
<b>Reimbursable Expenses</b>							
KTN-CRAIG RT (1x)					\$300.00		
Lodging in Craig					\$900.00		
Airport Parking, Per Diem, Misc. Expenses					\$600.00		
<b>TOTAL HOURS</b>	<b>12</b>	<b>34</b>	<b>62</b>	<b>84</b>			
<b>TOTAL COST</b>	<b>\$1,980.00</b>	<b>\$4,080.00</b>	<b>\$8,370.00</b>	<b>\$9,240.00</b>	<b>\$1,800</b>	<b>\$25,470.00</b>	

<b>ADDITIONAL SERVICES</b>							
Labor Category	Project Manager	Project Engineer	Client Liaison	GIS Technician	Subs/Expenses	TOTALS	
Hourly Rate	A. Christie \$165.00	C. Nelson \$120.00	S. Andersen \$135.00	C. Harrington \$110.00			
<b>Task AS-2 Water and Sewer Rate Study</b>					10% Markup		
Project Management	2	12	2				
Rate Studies by FCS Group					\$27,500.00		
QA/QC	8	2	2				
<b>TOTAL HOURS</b>	<b>10</b>	<b>14</b>	<b>4</b>	<b>0</b>			
<b>TOTAL COST</b>	<b>\$1,650.00</b>	<b>\$1,680.00</b>	<b>\$540.00</b>	<b>\$0.00</b>	<b>\$27,500</b>	<b>\$31,370.00</b>	

**DOWL HKM  
ESTIMATE FOR PROFESSIONAL SERVICES**

PROJECT: Municipal Water and Wastewater System Master Plans								WO# 1124.61531.00
								DATE: 17-Oct-13
CLIENT: City of Craig								PREPARED BY: CAN
								CHECKED BY: ARC

Labor Category	Project Manager	Project Engineer	Client Liaison	Hydro-electric ENG	Administrative	Subs/Expenses	TOTALS
Hourly Rate	A. Christie \$165.00	C. Nelson \$120.00	S. Andersen \$135.00	J. Thom \$180.00	B. Mike \$90.00	10% Markup	
<b>Task AS-3 Hydro-Electric Feasibility Study</b>							
Project Management	2	2					
Travel Preparations				2			
On-Site Investigation				16			
Hydro-electric potential analysis		4		8			
Oxygenation research and analysis		2	2	8			
QA/QC	4						
Memo				8	2		
<b>Reimbursable Expenses</b>							
BILLINGS-CRAIG RT (1x)						\$1,200.00	
Lodging in Craig						\$150.00	
Airport Parking, Per Diem, Misc. Expenses						\$200.00	
<b>TOTAL HOURS</b>	<b>6</b>	<b>8</b>	<b>2</b>	<b>42</b>	<b>2</b>		
<b>TOTAL COST</b>	<b>\$990.00</b>	<b>\$960.00</b>	<b>\$270.00</b>	<b>\$7,560.00</b>	<b>\$180.00</b>	<b>\$1,550</b>	<b>\$11,510.00</b>

Labor Category	Project Manager	Project Engineer	Client Liaison	GIS Technician	Subs/Expenses	TOTALS
Hourly Rate	A. Christie \$165.00	C. Nelson \$120.00	S. Andersen \$135.00	C. Harrington \$110.00	10% Markup	
<b>Task AS-4 City Council Presentation</b>						
Project Management	2		2			
Presentation Presentation	2	8				
On-Site Presentation	12		8			
Addressing COC Comments		12	2			
QA/QC	8	2	2			
<b>Reimbursable Expenses</b>						
ANC-CRAIG (1x)					\$750.00	
KTN-CRAIG (1x)					\$300.00	
Lodging in Craig					\$300.00	
Airport Parking, Per Diem, Misc. Expenses					\$200.00	
<b>TOTAL HOURS</b>	<b>24</b>	<b>22</b>	<b>14</b>	<b>0</b>		
<b>TOTAL COST</b>	<b>\$3,960.00</b>	<b>\$2,640.00</b>	<b>\$1,890.00</b>	<b>\$0.00</b>	<b>\$1,550</b>	<b>\$10,040.00</b>

## **CITY OF CRAIG MEMORANDUM**

To: Mayor and City Council  
From: Brian Templin, City Planner  
Date: October 31, 2013  
RE: Sale of Municipal Lots at Tanner Crab Court, Salmonberry Subdivision and T&H Street

---

As the council is aware staff has been working on developing 12 lots on Tanner Crab court and Salmonberry Subdivision for sale to the public. The city also holds one residential lot on T&H Street that will be included in the sale. One of the lots on Tanner Crab is part of a current negotiation for sale to Fred Ensign (Parcel 13 – Lot 1, Block 4, Crab Cove Heights). When the project is complete staff intends to conduct a onetime land sale of four lots on Tanner Crab Court, seven lots at Salmonberry Subdivision and one lot on T&H Street. A copy of the plats showing the lots for sale is attached to this memo.

Horan and Company have completed appraisals on the parcels. The appraised values are as follows:

Parcel 1 (Lot 2, Block 4, Crab Cove Heights):	\$38,000
Parcel 2 (Lot 3, Block 4, Crab Cove Heights):	\$43,000
Parcel 3 (Lot 11A, Block 2, Crab Cove Heights):	\$38,000
Parcel 4 (Lot 12A, Block 2, Crab Cove Heights):	\$43,000
Parcel 5 (Lot 3, Craig Millar Subdivision):	\$30,000
Parcel 6 (Lot 1, Salmonberry Subdivision):	\$36,000
Parcel 7 (Lot 2, Salmonberry Subdivision):	\$33,000
Parcel 8 (Lot 3, Salmonberry Subdivision):	\$82,000
Parcel 9 (Lot 4, Salmonberry Subdivision):	\$87,500
Parcel 10 (Lot 5, Salmonberry Subdivision):	\$84,000
Parcel 11 (Lot 6, Salmonberry Subdivision):	\$32,000
Parcel 12 (Lot 7, Salmonberry Subdivision)	\$32,000
Parcel 13 (Lot 1, Block 4, Crab Cove Heights):	\$37,000

The total value of all lots included in the sale is \$617,500 (including appraisal/recording fees). Including the \$2,500 per lot surcharge the minimum amount the minimum that the city would collect on the lots if they all sold at bid is \$650,000. Sale of the undeveloped lots will result in an additional (minimum) \$3,700 in property tax collected each year. Improvements to the lots will increase the value and therefore the amount of property tax collected.

Staff recommends conducting the land sale by the following method:

1. Solicit sealed bids on each lot (open a 30 day bid period). Each lot would have a minimum bid or reserve price based on the appraised price of the lot. A copy of the draft bid form is attached.
2. Add a \$2,500 surcharge to the sale value of each lot.
3. At the end of the 30 day bid period all bids will be opened and compared.

- a. The highest bidder that meets the minimum/reserve bid price for each lot will be given the opportunity to purchase that lot from the city.
  - b. If two or more bidders have the same high bid they will be asked to submit a new bid on the property within seven days. The highest resubmitted bid will be given the opportunity to purchase the lot.
4. Add an additional fee of \$400 to cover the cost of appraisal and recording fees per the Craig Municipal Code.
5. All successful bidders will immediately make a payment equal to 2% of the total bid price (Ex: If a bidder makes a \$50,000 bid on a parcel the total cost of the parcel would be \$50,000 (base bid amount) + \$2,500 (surcharge) + \$400 (appraisal/recording fees) = \$52,900. The bidder would be required to make an immediate payment of 2% which would be  $\$52,900 \times .02 = \$1,058$ ) and will have 60 days to make full payment on the property to the city. If the successful bidder fails to make full payment within 60 days the second highest bidder for that lot will have an opportunity to buy the lot. The next bidder would make an immediate payment equal to 2% of the total bid price and have 60 days to make full payment. The 2% payment made by the first bidder would be returned to them.
6. All buyers would sign a sales agreement at the time of payment of the 2% payment (within seven days of the bid opening) that would outline the terms of the sale and the rebate. A copy of the draft sales agreement is attached.
7. All buyers would have three years to improve the property and complete construction of a residential structure in order to receive a refund of the surcharge. Once these conditions were met the property owner would be given a refund based on the amount of time needed to meet the conditions. Any construction completed within the first 24 months would result in a rebate greater than the surcharge submitted at the time of purchase but would encourage development quicker. The additional amount refunded would be offset by being able to apply property tax to improvements within the first two years of the sale.
  - a. Return \$3,000 to each buyer who completes construction within 18 months.
  - b. Return \$2,750 to each buyer who completes construction after 18 months but before 24 months.
  - c. Return \$2,500 to each buyer who completes construction after 24 months but before 36 months.
  - d. Any property owners who failed to make the required actions would forfeit the surcharge after 36 months.
  - e. If purchase of multiple lots is allowed then the surcharge will only be refunded for one lot.
8. Lots that receive no bids will be sold “over the counter” on a first come/first served basis at a minimum of the total of the appraised value, the \$2,500 surcharge and the \$400 appraisal/recording fee. The rebate conditions for the surcharge would also apply to the over the counter sales.
9. City employees would be eligible to bid on lots the same as any member of the public. City hall employees interested in bidding on lots would not be allowed to handle bids and would not have access to bids being submitted to the city.

The council could also consider other conditions or items for the sale such as:



1. Restricting each person to bidding for, or purchasing one lot. A bid restriction could be placed on bidders that they could only bid on one lot or a restriction could be placed on them to choose one successful bid if they are successful bidders on more than one lot.
2. A non-refundable portion of the initial down payment.
3. City financing (carrying the contract with interest for purchased lots)

If the council finalizes decisions on the terms of the proposed sale at the council meeting on November 7<sup>th</sup> then staff is prepared to begin advertising the lots as early as November 8<sup>th</sup> with the bid deadline being December 10<sup>th</sup>. The council could consider approval of all sales at its council meeting on December 12<sup>th</sup>. This will allow sales of the property to be finalized no later than February 15<sup>th</sup> unless a bidder does not make full payment and the parcel is offered to the next high bidder. All buyers would have the opportunity to begin development and construction in the spring of 2014.

Utilities. The last item that the council should consider is the installation of overhead or underground utilities. Currently the power and telephone on Tanner Crab Court are all overhead and there are currently no utilities in Salmonberry Subdivision. We will install the utilities to both areas as part of this project. AP&T has provided quotes for installing either overhead or underground utilities for the lots.

Tanner Crab Court

Overhead: \$23,000 (approx. \$3,285 per lot including the lots traded to Fred Ensign in 2011.)  
Underground: \$36,000 (approx \$5,150 per lot including the lots traded to Fred Ensign in 2011)

Salmonberry Subdivision

Overhead: \$14,000 (approx. \$2,000 per lot)  
Underground: \$22,500 (approx. \$3,200 per lot)

Installation of utilities is included in the cost of the lot. The council should consider whether it would like underground utilities rather than overhead. The additional cost of the underground utility could either be absorbed by the city as part of the development cost or passed on to the buyer by increasing the minimum sale value of the lot during the lot sale. This will not recover costs for the two lots traded to Fred Ensign in 2011 on Tanner Crab Court.

I have attached copies of the maps, draft sales agreement, bid form, land sale fact sheet and rebate information sheet to this memo to help answer questions that the council may have.

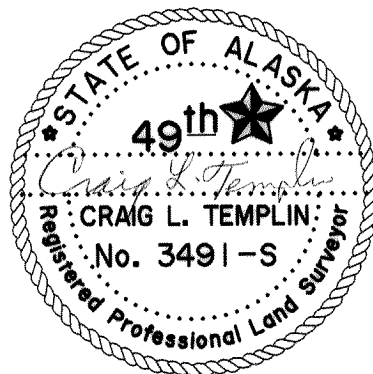
Recommendation: Discuss the proposed land sale and any conditions. Direct staff to proceed with the land sale based on the proposed method and any conditions set by the council.

**SURVEYORS CERTIFICATE**

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, that this plat represents a survey made by me or under my direct supervision, that the monuments shown hereon actually exist as described and that all dimensions and other details are correct.

*Craig L. Templin*  
CRAIG L. TEMPLIN, AK RLS No. 3491

*1/24/00*  
Date

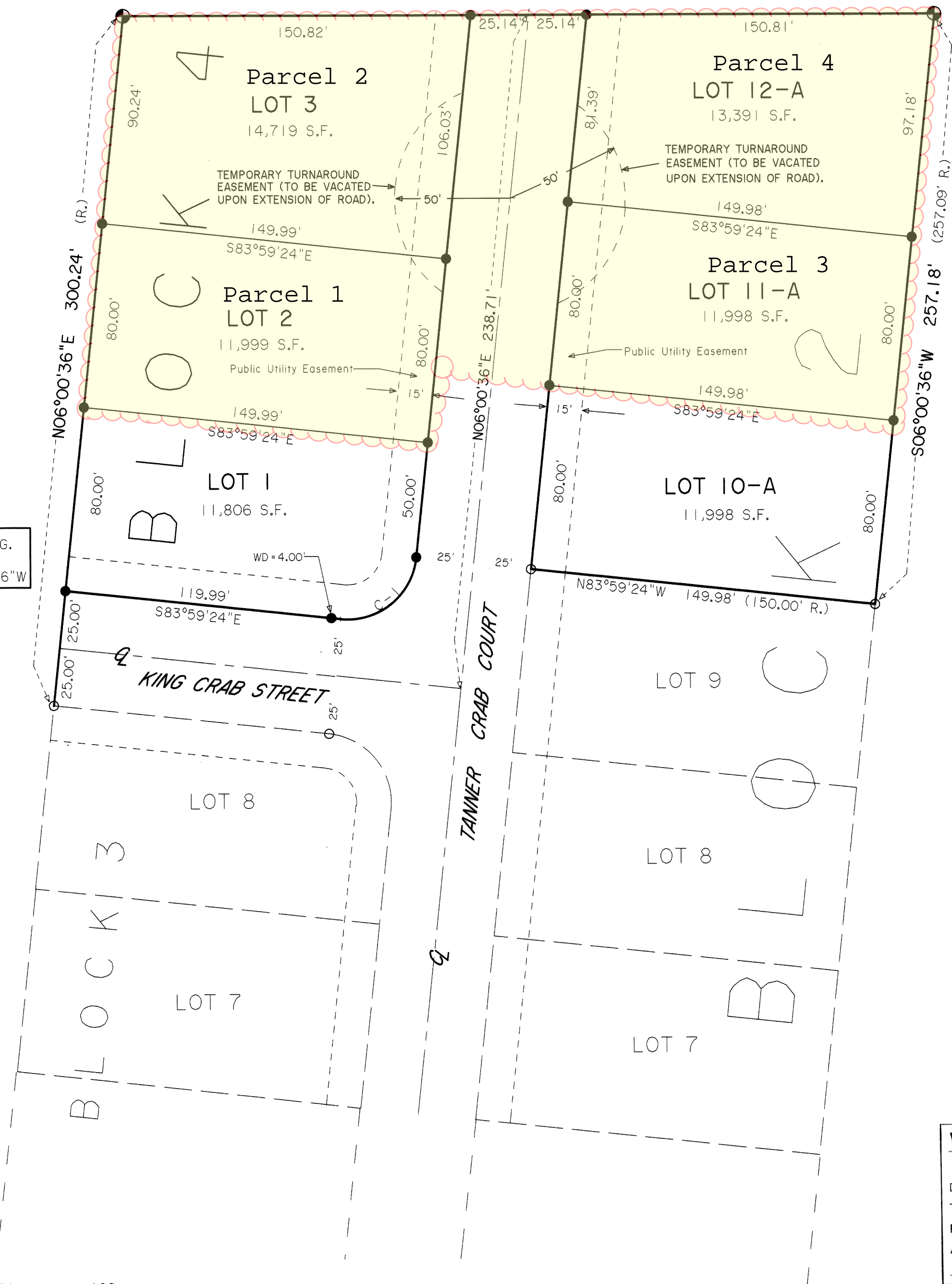


**TAX STATEMENT**

I hereby certify that all ad valorem taxes, special assessments, and other charges required by law to be placed on the tax rolls have been paid.

*Vicki Hamilton* *1/24/00*  
City Clerk Date

**BASIS OF BEARINGS - PLAT 94-14**  
N90°00'00"E 351.90' (351.94' R.)

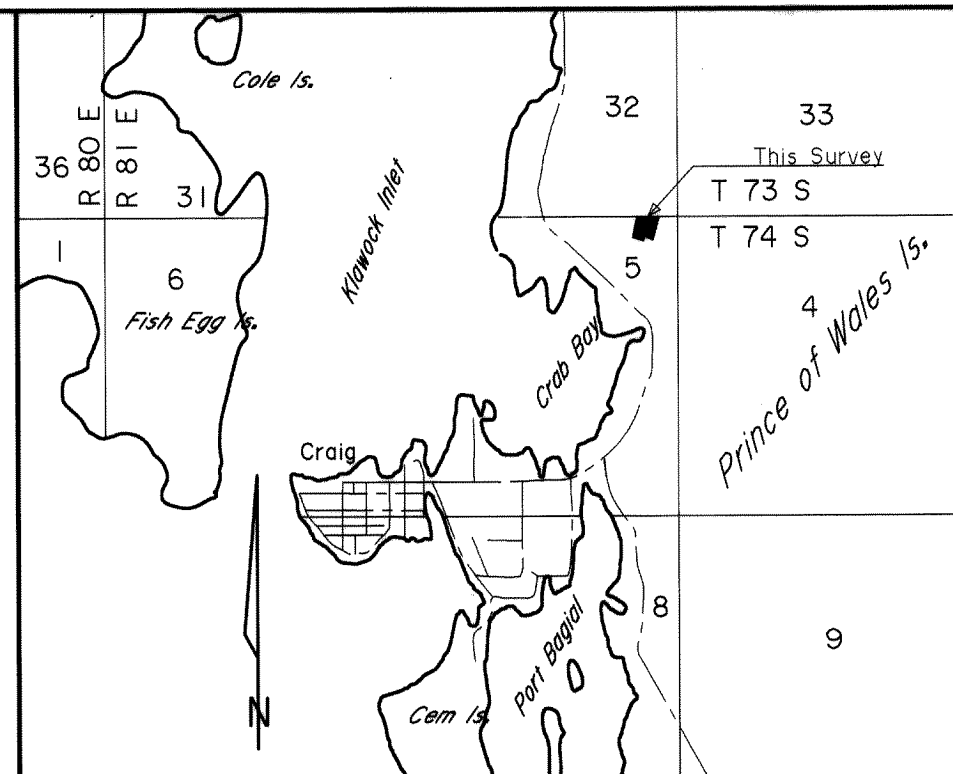
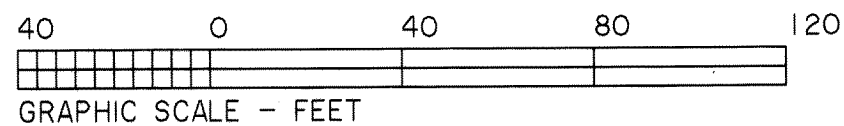


**Curve Table**

CV	RADIUS	ARC	DELTA	CHORD	CH. BRG.
C-1	30.00'	47.12'	90°00'00"	42.43'	S51°00'36"W

**LEGEND:**

- ⊕ Found Primary Monument
- Found Secondary Monument
- Set Secondary Monument
- WD Witness Distance
- (R) Record Data



VICINITY MAP Craig B-4, 1949 (Rev 1989) Scale 1" = 3400'

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

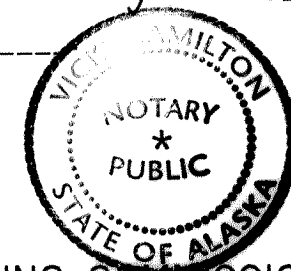
We hereby certify that we are the owners of LOTS 1-3, BLOCK 4 and LOTS 10A-12A, BLOCK 2, CRAB COVE HEIGHTS SUBD., that we do approve of this plat and that we do for ourselves, our heirs, and assigns dedicate, donate, and convey to the public all right-of-way/public utility areas/easements/other public ways as shown hereon.

*Dennis Watson* *1/31/9900*  
For City of Craig, Owner Date

**NOTARYS ACKNOWLEDGEMENT**

Subscribed and sworn before me this *31<sup>st</sup>* day of *January*, *2000*.  
Personally appeared *Dennis Watson*

*Vicki Hamilton*  
Notary Public for the State of Alaska  
My Commission Expires *8-12-01*



**APPROVAL BY CITY OF CRAIG PLANNING COMMISSION**

This final subdivision plat has been reviewed and approved in accordance with the Craig Land Development Code-Subdivision Ordinance. All dedications to the public have been inspected and accepted by the City of Craig.

*Jan Bolje* *1/26/00*  
City Platting Official Date  
*Roy Mitchell* *1/26/00*  
President Officer - Planning Commission Date  
*Karen Safford* *1/25/00*  
Planning Commission Member Date

**CERTIFICATE OF IMPROVEMENTS**

All improvements will be installed by the City of Craig prior to occupation of the lots subject to this plat.

*Mike McManis* *1/25/2000*  
Reviewed and Approved: PUBLIC WORKS DIRECTOR Date  
*Jan Bolje* *1/25/00*  
Reviewed and approved: CITY OFFICIAL Date  
*Karen Safford* *1/25/00*  
Reviewed and approved by: PLANNING COMMISSION Date

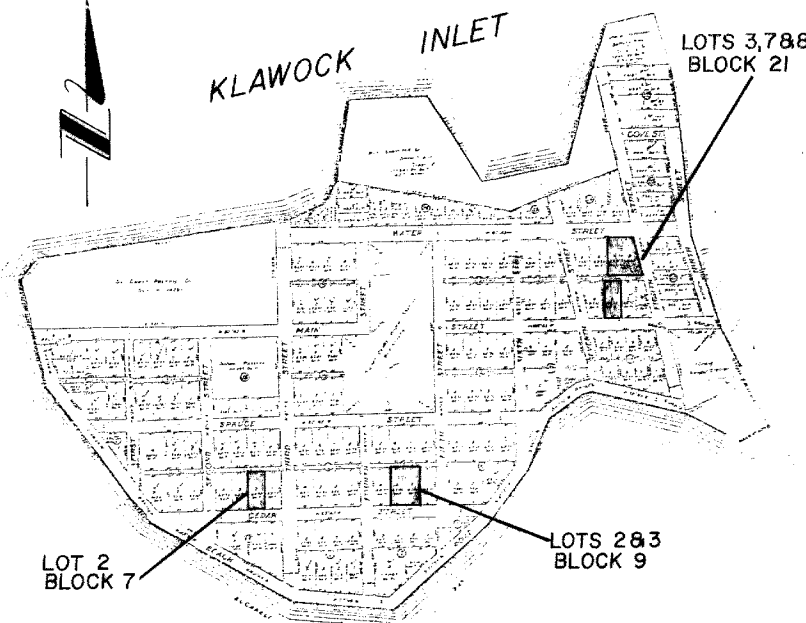
PLAT OF:  
**LOTS 10-A, 11-A, & 12-A BLOCK 2;  
and LOTS 1, 2, & 3 BLOCK 4;  
CRAB COVE HEIGHTS SUBDIVISION**

A RESUBDIVISION OF LOTS 10 thru 15, BLOCK 2,  
CRAB COVE HEIGHTS SUBDIVISION,  
PLAT NO. 94-14, KETCHIKAN REC. DIST. AK.  
Located within Section 5, T 74 S, R 81 E, CRM, AK  
Containing 1.743 Acres

Surveyed For: CITY OF CRAIG PO BOX 725 CRAIG, AK 99921	Surveyed By: TEMPLIN LAND SURVEYING PO BOX WWP - WHALE PASS KETCHIKAN, AK. 99950 (907) 846-5120
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Scale: 1" = 40' Date: 1/24/00 Drawn By: CLT Checked By: CLT

2000-5  
Ketchikan REC DIST  
DATE *2/4* 2000  
TIME *8:53* A.M.  
Requested By *City of*  
Address *CRAIG*

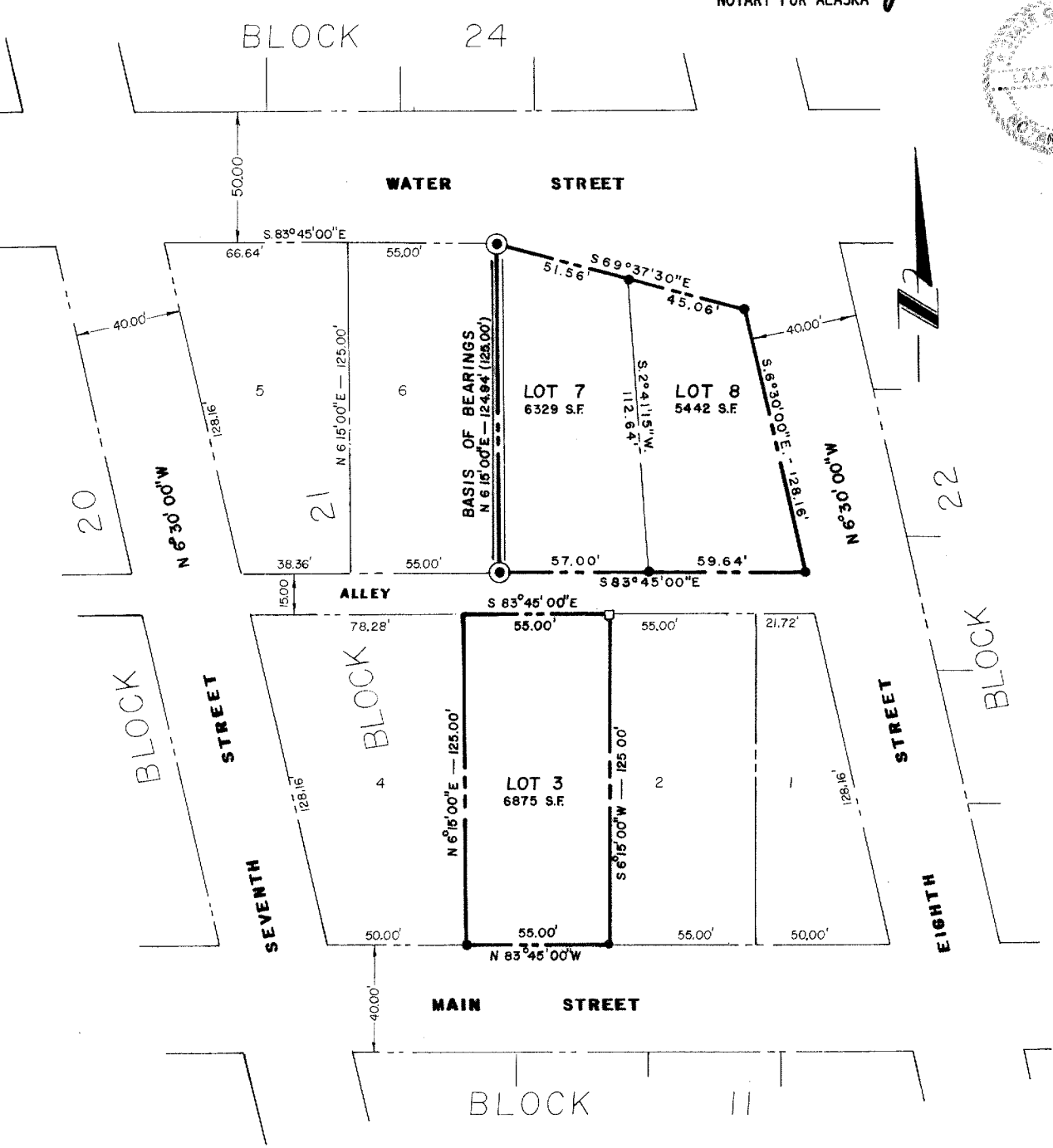


**RIGHT-OF-WAY DEDICATION CERTIFICATE**  
 I HEREBY DEDICATE FOR PUBLIC USE THE RIGHT-OF-WAY OF CEDAR LANE TO THE CITY OF CRAIG, ALASKA.  
 DATE: June 4, 1993  
*Regina Johnson*  
 Executive Director, T.H.A.

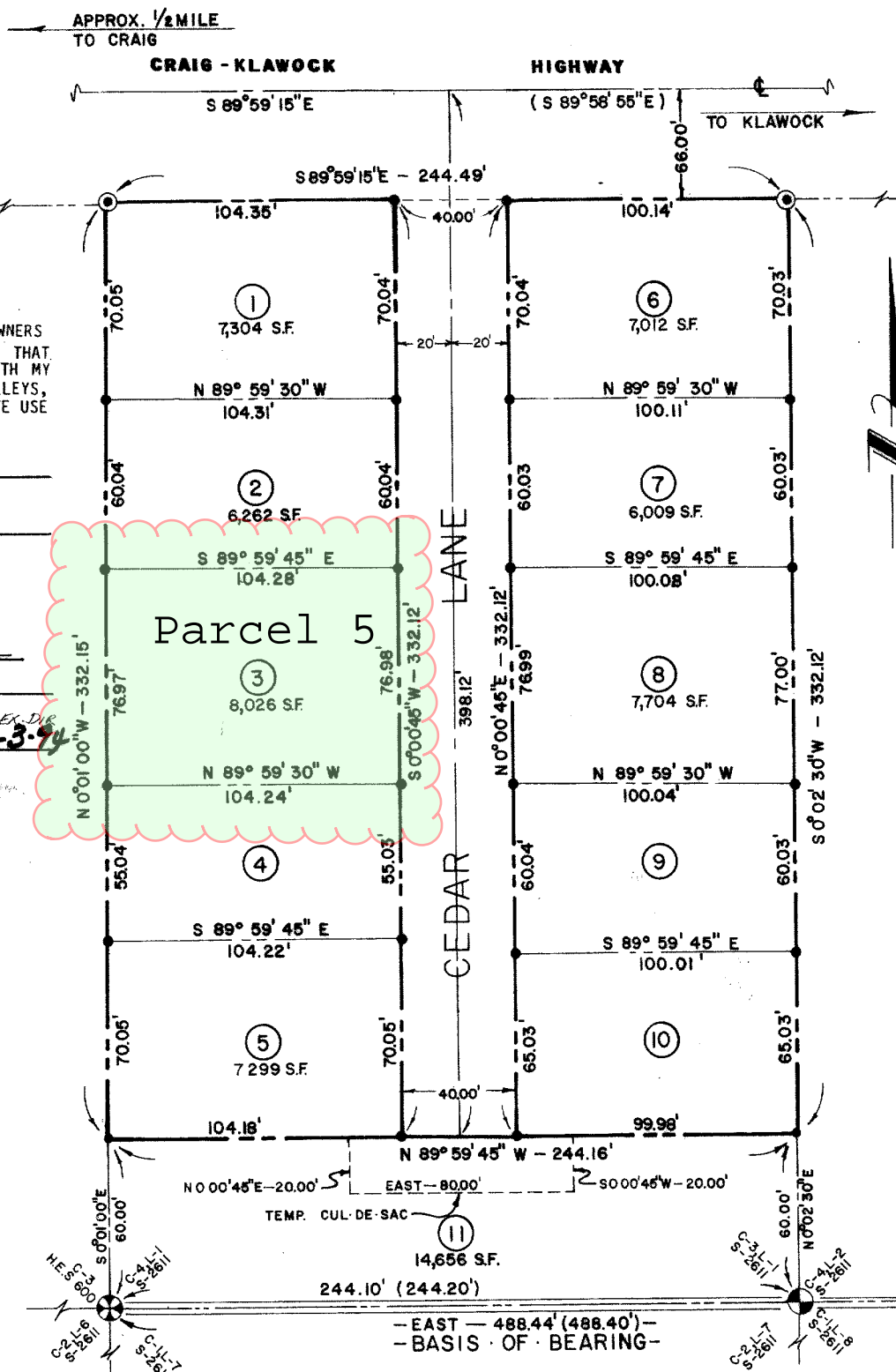
**CERTIFICATE OF OWNERSHIP & DEDICATION**  
 I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.  
 DATE: June 4, 1993  
*Regina Johnson*  
 Executive Director  
 T.H. REG. HOUSING AUTH.

**NOTARY'S ACKNOWLEDGEMENT**  
 SUBSCRIBED AND SWORN TO BEFORE ME THIS 4 DAY OF June, 1993  
*Regina Johnson*  
 My Commission Expires 9-3-94  
 Notary for Alaska

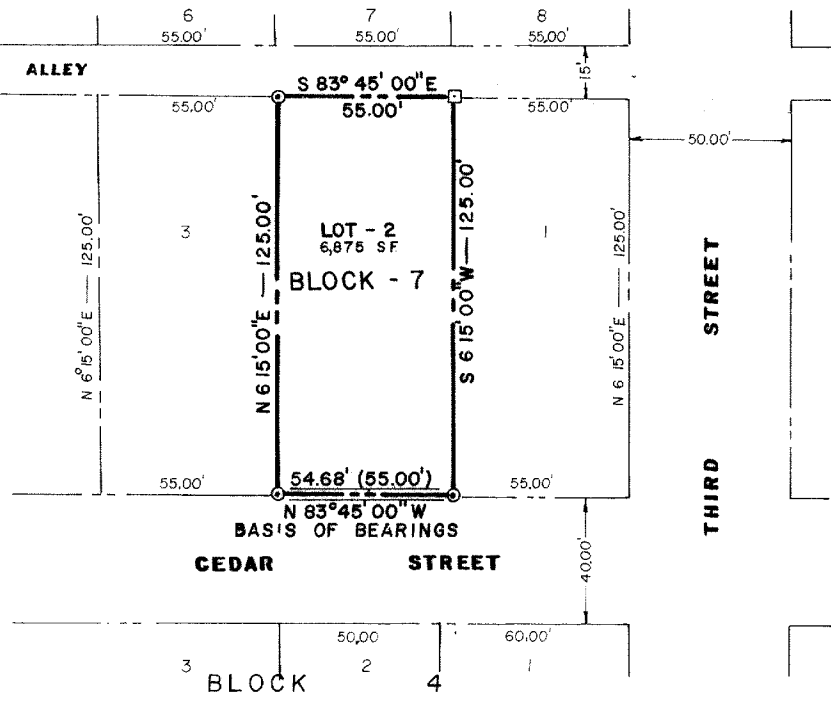
CRAIG TOWNSITE MAP U.S. SURVEY 1430  
 APPROX. SCALE: 1" = 400'



**BOUNDARY RETRACEMENT OF LOTS 3, 7 & 8 - BLOCK 21**  
 WITHIN U.S. SURVEY NO. 1430  
 CRAIG TOWNSITE ALASKA



**CRAIG MILLAR SUBDIVISION**  
 A SUBDIVISION OF LOT NO. 1, U.S. SURVEY NO. 2611 WITHIN CRAIG ALASKA  
 TOTAL AREA = 2.159 ACRES - R/W AREA = 0.306 ACRES - NET AREA = 1.894 ACRES

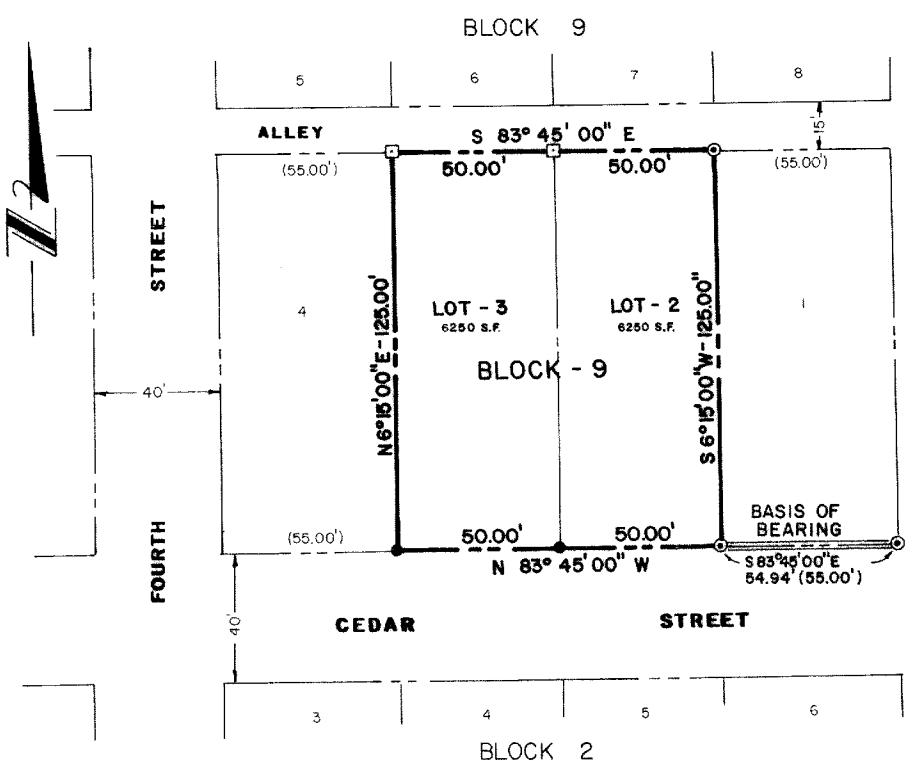


**BOUNDARY RETRACEMENT OF LOT 2 - BLOCK 7**  
 WITHIN U.S. SURVEY NO. 1430  
 CRAIG TOWNSITE ALASKA

**CITY COUNCIL APPROVAL**  
 I (WE) HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH LAND SUBDIVISION PRACTICES OF THE CITY OF CRAIG, ALASKA, AND THAT SAID PLAT HAS BEEN APPROVED FOR RECORDING BY RESOLUTION NO. \_\_\_\_\_ DATED 19\_\_\_\_.  
 DATED: April 16, 1991  
*James P. Spangue*  
 Mayor, CITY OF CRAIG, ALASKA  
 ATTEST: *Sharon Ivan*  
 Clerk, CITY OF CRAIG, ALASKA

**TLINGIT HAIDA REGIONAL HOUSING AUTHORITY APPROVAL**  
 I (WE) HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON WAS EXECUTED IN ACCORDANCE WITH THE INSTRUCTIONS OF THE TLINGIT-HAIDA REGIONAL HOUSING AUTHORITY AND THAT I (WE) HEREBY APPROVE THIS PLAT OF SUBDIVISION SURVEY AND RECOMMEND TO THE CRAIG CITY COUNCIL THAT SAID PLAT OF SUBDIVISION SURVEY BE APPROVED FOR RECORDING IN THE OFFICE OF THE RECORDER IN THE APPROPRIATE RECORDING DISTRICT.  
 DATED: March 11, 1981  
*John A. Jellid*  
 Director, TLINGIT-HAIDA REGIONAL HOUSING AUTHORITY  
 ATTEST: *William A. ...*  
 Witness

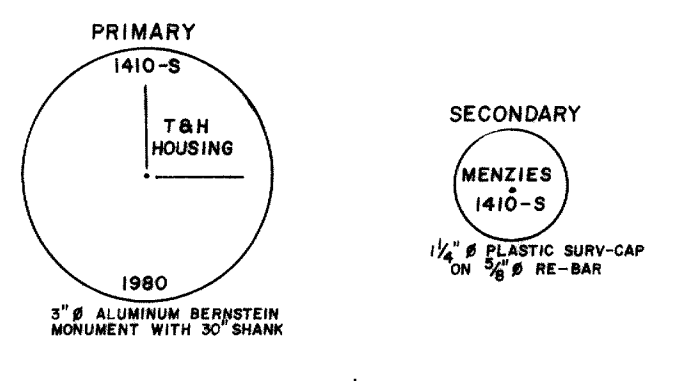
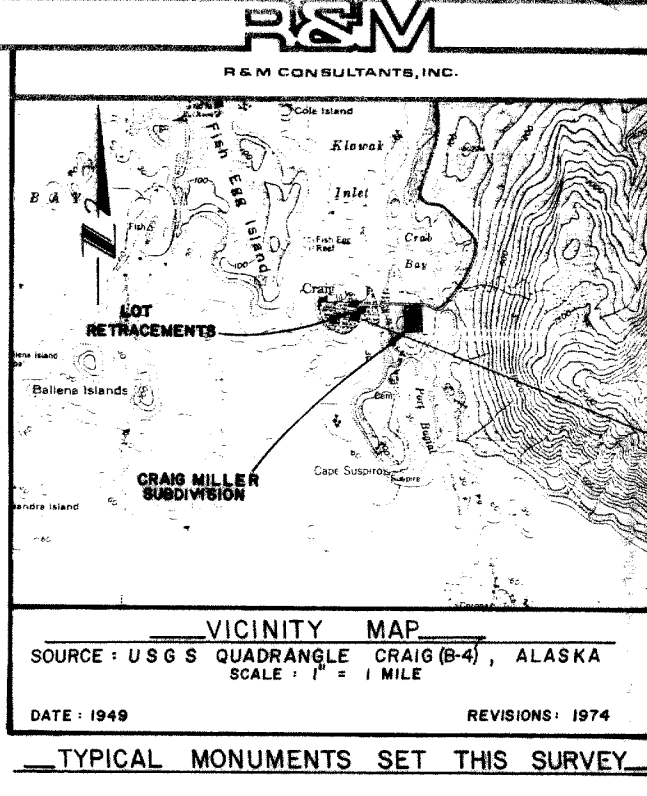
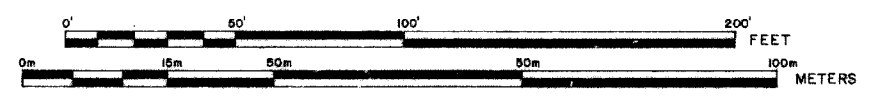
- GENERAL NOTES**
- AUTHORIZATION TO CONDUCT THIS SUBDIVISION SURVEY WAS BY CONTRACT DATED 10 SEPTEMBER 1979 BETWEEN THE TLINGIT-HAIDA REGIONAL HOUSING AUTHORITY AND R & M CONSULTANTS, INC., JUNEAU.
  - DOCUMENTS UTILIZED AS A BASIS FOR THIS SUBDIVISION SURVEY WERE THE CONSTRUCTION DRAWINGS DATED 8/22/74 BY NORTHWEST DESIGN ASSOCIATES, SEATTLE, WASHINGTON, FOR 98 UNITS OF TURKEY III HOUSING; A PRELIMINARY BOUNDARY PLAT FOR SAID LANDS BY HANS J. FURUSETH, CIVIL ENGINEER, KETCHIKAN, ALASKA, DATED 1/10/74; THE RECORDED G.L.O./B.L.M. NOTES AND PLATS FOR THE CRAIG TOWNSITE; AND THE ALASKA DEPARTMENT OF HIGHWAYS' RIGHT-OF-WAY MAP FOR THE CRAIG/KLAWOCK HIGHWAY.
  - ALL BEARINGS SHOWN ON THIS PLAT ARE ROUNDED TO THE NEAREST 0°00'15" OF ARC.
  - WHERE SURVEY COURSES (BEARINGS AND/OR DISTANCES) OF RECORD DIFFER FROM SURVEY COURSES AS MEASURED AND/OR COMPUTED BY THIS PLAT, THE SURVEY COURSE OF RECORD IS SHOWN IN PARENTHESES FOLLOWED BY THE MEASURED AND/OR COMPUTED COURSE BY THIS SURVEY, AS SHOWN THUSLY; (EAST - 488.40') N 89°59'30" E - 488.54'.



**BOUNDARY RETRACEMENT OF LOTS 2 & 3, BLOCK 9**  
 WITHIN U.S. SURVEY NO. 1430  
 CRAIG TOWNSITE ALASKA

**CERTIFICATION OF APPROVAL BY THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

**WASTEWATER DISPOSAL:**  
 THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION HAS REVIEWED PLANS FOR THIS SUBDIVISION'S WASTEWATER DISPOSAL, AND APPROVES THIS SUBDIVISION FOR PLATTING. ALL LOTS FOR THIS SUBDIVISION ARE APPROVED FOR CONNECTION TO THE CITY OF CRAIG SEWER SYSTEM ONLY.  
 NAME AND TITLE OF ALASKA: *Raymond ... District Manager*  
 DATE: 6-10-93  
 DEPARTMENT OF ENVIRONMENTAL CONSERVATION APPROVING OFFICIAL



**SURVEYORS' CERTIFICATE**  
 I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.



- SYMBOLS**
- ORIGINAL G.L.O./B.L.M. MONUMENT RECOVERED THIS SURVEY
  - MONUMENT BY OTHERS RECOVERED THIS SURVEY
  - HUB AND TACK BY OTHERS RECOVERED THIS SURVEY
  - PRIMARY MONUMENT ESTABLISHED THIS SURVEY
  - SECONDARY MONUMENT ESTABLISHED THIS SURVEY

**NOTARY'S ACKNOWLEDGEMENT**  
 SUBSCRIBED AND SWORN TO BEFORE ME THIS 16 DAY OF APRIL, 1991.  
*Raymond ...*  
 My Commission Expires 7-25-92  
 Notary for Alaska

**CERTIFICATE OF TAXES**  
 I HEREBY CERTIFY THAT THERE ARE NO TAXES AND ASSESSMENTS FOR THE PROPERTY SHOWN HEREON.  
 DATE: 93-20  
 MUNICIPAL ASSESSOR

**RECORDING INFORMATION**  
 KETCHIKAN REC. DIST.  
 DATE: July 12, 1993  
 TIME: 2:40 P.M.  
 Requested by *Sheila DeLapp*  
 Address: *THA*  
 P.O. Box *32237* Juneau, AK  
 99803

**A PLAT DENOTING CRAIG MILLAR SUBDIVISION**  
 A SUBDIVISION OF LOT NO. 1, U.S. SURVEY NO. 2611  
 CRAIG ALASKA  
 AND VARIOUS LOT BOUNDARY RETRACEMENTS WITHIN U.S. SURVEY NO. 1430  
 CRAIG TOWNSITE ALASKA

CLIENT: TLINGIT-HAIDA REGIONAL HOUSING AUTHORITY  
 P.O. BOX 32237 JUNEAU, ALASKA 99803  
 REV. MAY, 1993  
 REVIEWED FEB, 1993  
 JULY, 1980  
 SURVEYOR: R & M ENGINEERING, INC. P.O. BOX 34278 JUNEAU, ALASKA 99803  
 SCALE: 1" = 40'  
 R & M PROJECT NO. 937108

KETCHIKAN 93-20

93-20



CITY OF CRAIG

AFFIDAVIT OF CRAIG

STATE OF ALASKA FIRST JUDICIAL DISTRICT

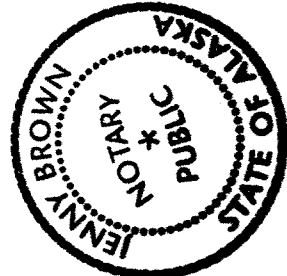
I, Vicki Hamilton, first duly sworn as Craig City Clerk certify that a certain property is in Craig described as follows:

"CRAIG MILLAR SUBDIVISION", A plat denoting a subdivision of Lot No. 1, U.S. Survey No. 2611 and various lot boundary retracements with U. S. Survey No. 1430.

I hereby certify that there are no taxes and assessments for the property shown hereon.

By: Vicki Hamilton  
Title: Clerk Pro-Tem

Subscribed and sworn before me this 11 of June, 1993.



Jenny Brown  
Notary Public in and for Alaska

My Commission expires:  
8-8-95

93-20  
Hatchiman REC. DIST  
DATE June 12 1993  
TIME 2:40 P.M.  
Requested By Sheela Dickopp  
Address THKHA  
P.O. Box 32237 Juneau AK 99803-2237

(907) 826-3275 - FAX (907) 826-3278

P.O. Box 725, Craig, Alaska 99921

**OWNERSHIP AND DEDICATION**  
 I HEREBY CERTIFY THAT WE ARE THE OWNERS OF Salmonberry LEGAL DESCRIPTION THAT WE APPROVE OF THIS SURVEY AND PLAT; AND THAT WE DO FOR OURSELVES, OUR HEIRS, AND ASSIGNS DEDICATION, DONATE, AND CONVEY TO THE PUBLIC ALL RIGHTS-OF-WAY/ALWAYS/PUBLIC UTILITY AREAS/EASEMENTS/ OTHER PUBLIC RIGHTS/AS SHOWN HEREON.

OWNER/CITY OF CRAIG: Gregory G. Scheff CITY ADMINISTRATOR  
 NOTARY FOR: City of Craig  
 SUBSCRIBED AND SWORN TO ME THIS 13th DAY OF July 1993  
Gregory G. Scheff 3-23-93  
 NOTARY FOR ALASKA  
 MY COMMISSION EXPIRES

**TAX STATEMENT**

I HEREBY CERTIFY THAT ALL AD VALOREM TAXES, SPECIAL ASSESSMENTS, AND OTHER CHARGES REQUIRED BY LAW TO BE PLACED ON THE TAX ROLL HAVE BEEN PAID.

John Deery 6-25-93  
 CITY CLERK

**CERTIFICATE OF APPROVAL BY THE ALASKA DEPT ENVIRONMENTAL CONSERVATION**

THE ALASKA DEPT OF ENVIRONMENTAL CONSERVATION HAS REVIEWED PLANS AND HAS MADE RECOMMENDATIONS IN THIS SUBDIVISION ARE APPROVED FOR CONNECTION INTO THE CITY OF CRAIG WATER AND SEWER SYSTEMS ONLY. NO ON-SITE SEWER SYSTEMS WILL BE PERMITTED.

Ken Chisholm ENV. ENGR 3/22/93  
 DATE  
 ADEC APPROVING OFFICIAL

**CERTIFICATE OF IMPROVEMENTS**

A BOND CASH DEPOSIT HAS BEEN EXECUTED/DEPOSITED IN AN AMOUNT DETERMINED BY THE CITY OF CRAIG TO PROVIDE FOR THE ULTIMATE INSTALLATION OF REQUIRED SUBDIVISION IMPROVEMENTS.

Mike McPherson 6.25.93  
 PUBLIC WORKS DIRECTOR  
 DATE

Gregory G. Scheff 6.25.93  
 CITY PLANNING OFFICIAL  
 DATE

**APPROVAL SIGNATURES**

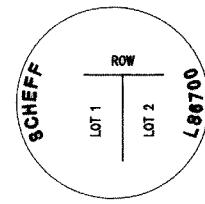
THIS FINAL SUBDIVISION PLAT HAS BEEN REVIEWED AND APPROVED IN ACCORDANCE WITH THE CRAIG LAND DEVELOPMENT CODE - SUBDIVISION ORDINANCE. ALL INDICATIONS TO THE PUBLIC HAVE BEEN INSPECTED AND ACCEPTED BY THE CITY OF CRAIG.

Gregory G. Scheff 5/11/93  
 CITY PLANNING OFFICIAL  
 DATE

Gregory G. Scheff 5/11/93  
 PRESIDENT/CITY PLANNING COMMISSION  
 DATE

Gregory G. Scheff 6/25/93  
 PLANNING COMMISSION MEMBER  
 DATE

**TYPICAL SECONDARY MONUMENT SET**



1 1/2" ALUMINUM CAP ON 5/8" REBAR

**GREG SCHEFF & ASSOCIATES**  
 LAND SURVEYORS & ENGINEERS

BOX 1849 SITKA, ALASKA 99835  
 (907) 747-6700

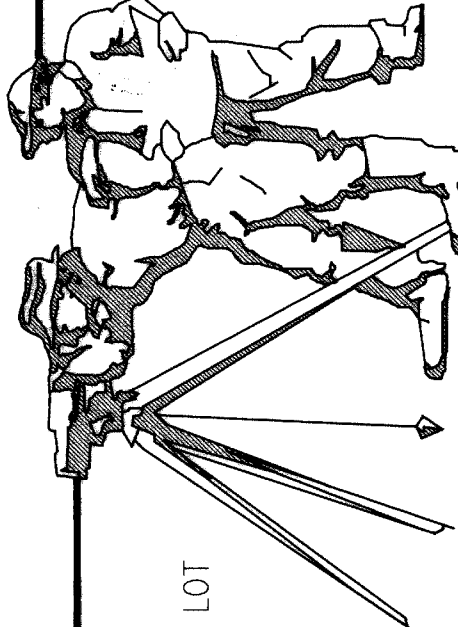
BOX 1331 WRANGELL, ALASKA 99929  
 (907) 874-2177

CLIENT: CITY OF CRAIG, BOX 23, CRAIG, AK 99921

**PROJECT: SALMONBERRY SUBDIVISION**

WITHIN LOT 1A OF THE SUBDIVISION OF GOVERNMENT LOT 1 SECTION 8, TOWNSHIP 74 SOUTH, RANGE 81E, COPPER RIVER MERIDIAN, ALASKA

CREATING LOTS 1 THRU 7



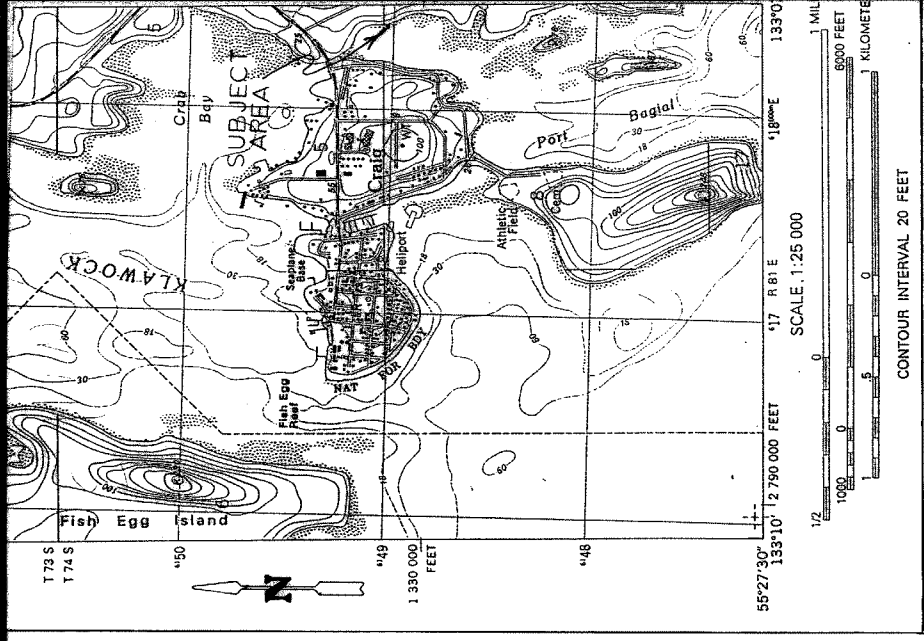
SALMON OCT 28, 1992 • 17:51:16

DATE 3-17-93

GREGORY G. SCHEFF LS 6700

PROJECT NO. 51244-14-00

KETCHIKAN 93-21



**VICINITY MAP**  
 SOURCE: NOAA CHART 17405  
 CONTOUR INTERVAL: 20 FEET

**LEGEND**

- USGS TRIANGULATION STATION PRIMARY BRASS ROCK TABLET RECOVERED
- SECONDARY MONUMENT SET THIS SURVEY
- SECONDARY MONUMENT RECOVERED THIS SURVEY (LS8700)
- ( ) RECORDED DATA

**PLAT NOTES**

1. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES
2. PROJECT GRID SCALE: 99996800  
 PROJECT CONVERGENCE ANGLE: 0072730"
3. REFERENCE MAY BE MADE TO PLAT NO. 92-28, RECORDED WITHIN THE KETCHIKAN RECORDING DISTRICT, (ATS 1410)
4. NO ACCEPTED RIGHT-OF-WAY DRAWINGS WERE PROVIDED TO THIS COMPANY. A 30' RIGHT-OF-WAY FROM THE EXISTING MEAN CENTERLINE OF PORT ST. NICHOLAS ROAD WAS USED TO DETERMINE THE RIGHT-OF-WAY BOUNDARY
5. THE MEAN HIGH WATER BOUNDARY OF PORT BAGIAL IS USED FOR AREA COMPUTATIONS ONLY. THE ACTUAL BOUNDARY IS THE MEAN HIGH WATER LINE OF 9.2 FEET
6. THE NAD OF 1927 WAS UTILIZED FOR GEODETIC COMPUTATIONS, AND THE ALASKA STATE PLANE COORDINATE SYSTEM, ZONE 1
7. REFERENCE SHOULD BE MADE TO THE SUBDIVISION PLAT OF GOVERNMENT LOT 1 RECORDED AS PLAT NO. KETCHIKAN RECORDING DISTRICT
8. THIS FINAL PLAT CONFORMS TO THE REQUIREMENTS OF 18.08.009-010 OF THE CRAIG LAND DEVELOPMENT CODE

**CURVE DATA**

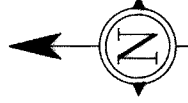
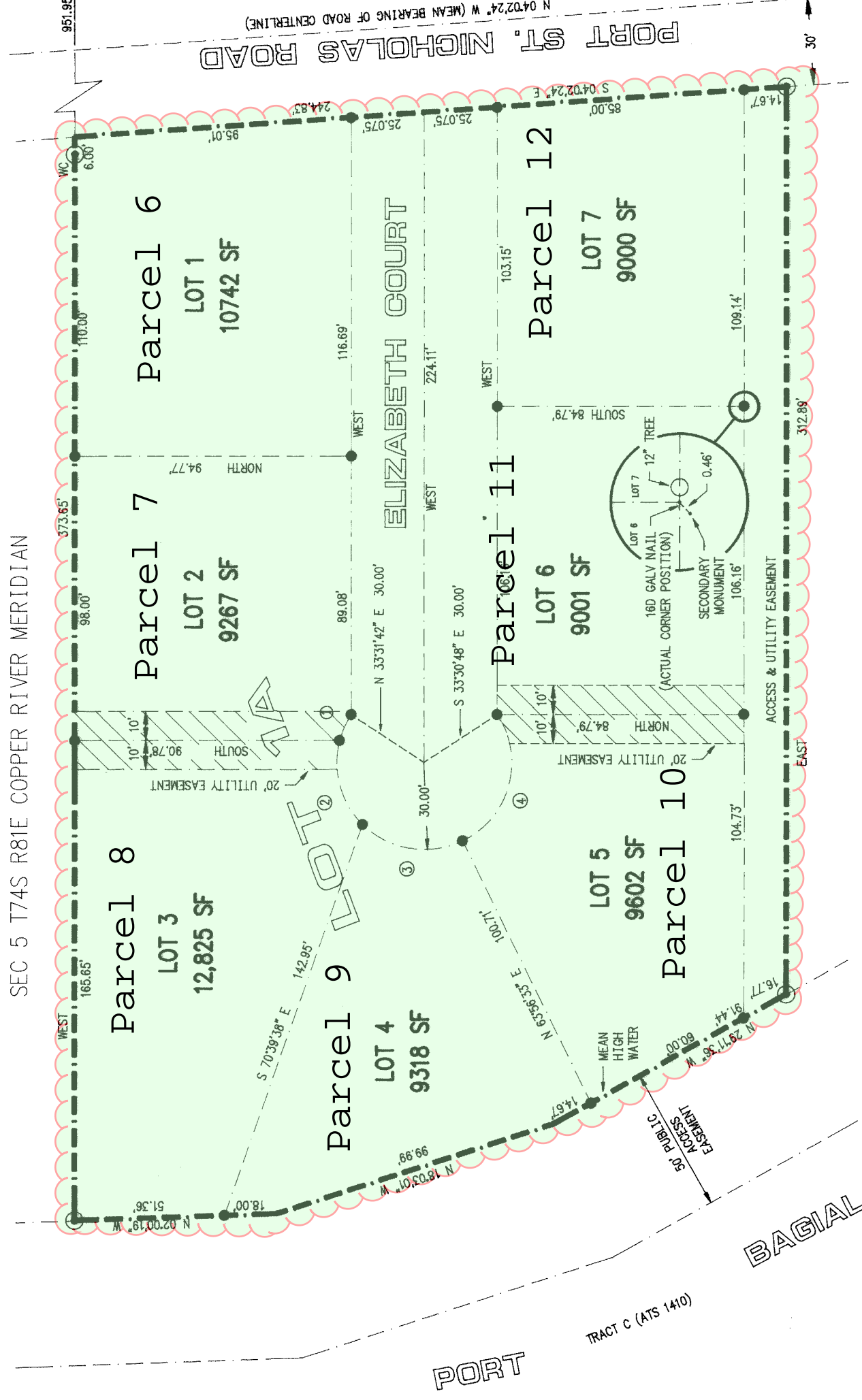
- ① Δ= 1843'51" E R= 30.00' L= 31.44' C= 34.78' CHD BRG= S 65°50'49" E
- ② Δ= 6073'00" R= 30.00' L= 31.44' C= 34.78' CHD BRG= S 65°50'49" E
- ③ Δ= 7047'47" R= 30.00' L= 31.44' C= 34.78' CHD BRG= S 65°50'49" E
- ④ Δ= 9727'35" R= 30.00' L= 31.44' C= 34.78' CHD BRG= S 65°50'49" E

93-21

ORIGINAL REC. DIST. 10-15-93  
 TIME 11:08 AM  
 REQUESTED BY CITY OF CRAIG  
 ADDRESS 18 68X 23  
 CRAIG, ALASKA 99921

PORTION OF SEC 8, T74S, R81E, COPPER RIVER MERIDIAN

SEC 5 T74S R81E COPPER RIVER MERIDIAN



USCONS 'LIMA #2'  
 S 00°11'49" W 18292.98'  
 TRUE FORWARD  
 4  
 5  
 8  
 9  
 PROTRACTED POSITION  
 LATITUDE 55°23'20.985"N  
 LONGITUDE 133°07'11.915"W  
 NAD 1927  
 X 2798086.015  
 Y 1330666.436  
 NAD 1927

USCONS 'DUHA'  
 S 89°02'05" W 1491.91'  
 TRUE FORWARD  
 5  
 6  
 7  
 8  
 9  
 LATITUDE 55°31'11.5827"N  
 LONGITUDE 133°06'30.5031"W  
 NAD 1927

PORT ST. NICHOLAS ROAD  
 N 04°02'24" W (MEAN BEARING OF ROAD CENTERLINE)  
 S 04°02'24" E

ELIZABETH COURT  
 WEST 224.11'

BAGIAL  
 EAST 312.89'

TRACT C (ATS 1410)

PORT

ACCESS & UTILITY EASEMENT  
 EAST 312.89'

20' UTILITY EASEMENT  
 NORTH 84.78'

18' GAVY HALL  
 SOUTH 84.78'

12" TREE  
 WEST 109.14'

103.15' WEST

116.69' WEST

94.77' NORTH

89.08' WEST

37.26' WEST

38.00' WEST

165.85' WEST

100.71' WEST

104.73' EAST

109.14' EAST

109.14' EAST

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**Sales Agreement**  
**2013 City of Craig Municipal Residential Land Sale**  
**Parcel \_\_\_\_\_ (Parcel Number)**  
**\_\_\_\_\_ (Parcel Legal Description)**  
**from the City of Craig, Alaska to \_\_\_\_\_ (Buyer) \_\_\_\_\_.**

The City of Craig (hereinafter "city") agrees to transfer interest in Lot 6, Park Place Subdivision (Tract 5, USS 2611) Plat 99-43, Ketchikan Recording District) to \_\_\_\_\_ (hereinafter "buyer"). Buyer agrees to make full payment and abide by the terms and conditions as described below.

Upon full payment and execution of a quit claim deed for \_\_\_\_\_ (Parcel Legal Description) \_\_\_\_\_, the city agrees to transfer the above referenced parcel to \_\_\_\_\_ (Buyer) \_\_\_\_\_ for a total of \$\_\_\_\_\_ (\_\_\_\_\_ dollars and \_\_\_\_\_ cents). Purchase price includes value of the property (\$\_\_\_\_\_) as determined by a bid submitted to the City of Craig (minimum value based on a current market value appraisal by Horan and Company Inc.), recording cost (\$20), appraisal cost (\$380) and surcharge of \$2,500.

Buyer has submitted an earnest payment equal to 2% of the total shown above. Full payment will be made by cash payment of the \$\_\_\_\_\_ balance. Upon receipt of full payment, the property will be transferred by Quit Claim Deed pending the following provisions:

1. Final sales terms and conditions are approved by the Craig city council.
2. Full payment is made to the City of Craig no later than sixty (60) days after signing this purchase agreement. If full payment is not made within this period this agreement shall be void.
3. Purchaser agrees to abide by all municipal zoning laws and subdivision covenants in regards to the property shown above.
4. The surcharge shown above may be refunded to the buyer if the buyer meets the following criteria and subject to the following conditions:
  - a. A rebate of \$3,000 if buyer completes construction (occupancy ready) of a residential structure within 18 months.
  - b. A rebate of \$2,750 if buyer completes construction (occupancy ready) of a residential structure after 18 months but before 24 months.
  - c. A rebate of \$2,500 if buyer completes construction (occupancy ready) after 24 months but before 36 months.
  - d. No rebate if buyer does not complete construction (occupancy ready) of a structure within 36 months.
  - e. The surcharge rebate only applies to one parcel. If the buyer purchases multiples parcels in the 2013 City of Craig Municipal Residential Land Sale the surcharge rebate will be applied to the first parcel that meets the conditions for rebate.

5. For purposes of this sales agreement and the subsequent rebate of the surcharge “occupancy ready” means that the buyer completes a structure that meets the following conditions:
  - a. The structure must be a single family house, duplex or modular home constructed or affixed to a permanent foundation on the property.
  - b. The structure must be connected to municipal water, municipal sewer and commercial electrical power. Parcels located in the Salmonberry Subdivision must have an installed, connected working grinder pump (individually or shared) connecting their property to the gravity sewer main.
  - c. The structure must meet all development standards found in Title 18 of the Craig Municipal Code.
  - d. The dwelling unit must have a room, or portion of a room equipped as a kitchen and able to cook and store food. At a minimum the kitchen must have a working sink, stove, refrigerator and counter space for food preparation.
  - e. The dwelling unit must have a minimum of one separate room constructed as a bedroom for the purpose of sleeping.
  - f. The dwelling unit must have a minimum of one bathroom with completed, installed and working toilet, sink and bath/shower. The dwelling unit must have an operational water heater connected to the plumbing system.
  - g. All plumbing, electrical and structural work within the dwelling unit shall be complete and in working order. There shall be no exposed wiring or plumbing except that which is incidental to connection to plumbing fixtures or appliances and contained in enclosed utility areas (i.e. under sinks) or connected directly from the wall to the fixture (i.e. toilet water feed lines).
  - h. Interior walls of the dwelling unit must be enclosed with paneling, sheet rock or some other finished covering.
  - i. Dwelling unit must have a working heating system or heat source.
  - j. Exterior walls of the dwelling structure must be finished and sided with wood siding, vinyl siding, fiber cement lap siding or some other exterior finish.
  
6. The buyer will be solely responsible for notifying the city (in writing) that they have completed construction of a structure that meets the criteria listed above. The city building official will arrange a day and time to meet with the property owner to inspect the structure and verify that criteria are met. If one or more criteria are not met the building official shall notify the property owner (in writing) of the criteria that was not met, instructions on the requirements to resolve the criteria and method of appeal if the property owner disagrees with the building official.

When all criteria are certified as met by the city building official he will issue a letter to the property owner stating that the property owner has met all criteria and specifying the amount of rebate allowed under the sales agreement. The city





**ALL BIDS DUE NO LATER THAN 10:00  
AM LOCAL TIME DECEMBER 10, 2013**



## City of Craig 2013 Municipal Residential Land Sale Bid Form

(Submit one bid per form. If you would like to submit bids on more than one parcel you must submit a separate bid form for each parcel.)

Complete **ALL** Items on **BOTH** sides of this form

---

### Contact Information

1. Name: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Email Address: \_\_\_\_\_

---

### Bid Information

5. Parcel Number \_\_\_\_\_ (One parcel number per form. See Parcel Maps to determine correct parcel number. Please note minimum bid amounts shown on parcel maps)
6. Base Bid Amount:\$ \_\_\_\_\_ ( \_\_\_\_\_ )

(Show bid amount in numbers and words – i.e. \$50,000 (fifty thousand dollars and no cents))

NOTE: All bids shall have a \$2,500 surcharge added to the Base Bid Amount and \$400 to cover the cost of the appraisal and recording fees. The final bid amount shall include the base bid amount plus the surcharge plus the appraisal/recording fee. DO NOT include the surcharge or the appraisal/recording fee in the base bid amount shown in line 6. These will be added to the total bid amount at the time of opening.)

---

I hereby understand and agree that:

1. All bids are must be received by the City of Craig by mail (PO Box 725, Craig, AK 99921) or in person at Craig City Hall (500 3<sup>rd</sup> St., Craig, AK 99921) no later than 10:00 am, December 10, 2013. Late bids will not be considered.
2. A surcharge of \$2,500 will be added to the bid amount shown above. The base bid amount shown above plus the \$2,500 surcharge shall constitute my bid for this parcel. I understand that I may receive a refund based on the following conditions:

- a. A rebate of \$3,000 if I complete construction (occupancy ready) of a residential structure within 18 months.
  - b. A rebate of \$2,750 if I complete construction (occupancy ready) of a residential structure after 18 months but before 24 months.
  - c. A rebate of \$2,500 if I complete construction (occupancy ready) after 24 months but before 36 months.
  - d. No rebate if I do not complete construction (occupancy ready) of a structure within 36 months.
3. That the surcharge rebate only applies to ONE parcel if I successfully bid on multiple parcels. The surcharge rebate will be applied to the first parcel that meets the conditions for rebate as defined in the sales agreement.
  4. An additional fee of \$400 will be added to the Base Bid Amount and Surcharge to cover the cost of appraisal and recording fees.
  5. I must submit an earnest payment of 2% of the total bid amount ((base bid amount + \$2,500 surcharge + \$400 appraisal/recording fee) x .02) and sign a sales agreement within seven days of the bid opening. Failure to submit an earnest payment or sign the sales agreement within the specified time will result in my purchase option being withdrawn and the parcel offered to the next high bidder.
  6. I must submit the full balance of payment to the City of Craig within 60 days of signing a sales agreement with the city.
  7. I may submit bids for multiple parcels, but I may only submit one bid per parcel. Multiple bids on the same parcel will result in all of my bids for that parcel being disqualified.
  8. Bids that are not received by the deadline shown above or bids that are incomplete will be deemed non-responsive and will not be considered.
  9. If there is a difference between the numerical and word value shown in the bid amount the value shown in words shall be used.
  10. If there are multiple equal bids that are deemed the highest bid amount for a parcel all bidders who submitted a high bid will have seven days from the date of the bid opening to submit a new bid for that parcel.
  11. It is my responsibility to provide current, valid contact information or to contact the city regarding my bids and make earnest payment within the seven day period following the bid opening. Failure to do so may result in my bid being disqualified.
  12. Any errors or omissions on this form will be construed to the benefit of the city or may result in disqualification of my bid. Bid forms may not be corrected, edited or changed once submitted.
  13. Submission of a bid does not obligate me to purchase of the lot. I may decline purchase if my bid is deemed as the high bid.
  14. All sales must be approved by the Craig City Council prior to becoming final.

I hereby certify that I have submitted this bid and understand and accept the conditions shown above.

\_\_\_\_\_  
Signature/Printed Name

\_\_\_\_\_  
Date



## Fact Sheet

# City of Craig 2013 Municipal Residential Land Sale

The City of Craig is offering 12 residential lots for sale within the municipal boundaries of the city. These lots will be offered for sale in a sealed bid sale with bids opening on December 10, 2013. Information regarding the sale, the lots and the required bid form can be found by going to [www.craigak.com](http://www.craigak.com) and clicking on the “Items of Interest” tab on the right side of the page. Select the “2013 Municipal Residential Land Sale” folder for information.

### About the lots

- The lots range from 8,026 to 14,719 square feet.
- All lots have road and utilities installed. All lots are served by city water and sewer.
- All lots are zoned Residential – Low Density (see Craig Municipal Code 18.005.001 for further information regarding the zoning)
- Plats showing the parcels can be viewed by going to [www.craigak.com](http://www.craigak.com) and clicking on the “Items of Interest” tab on the right side of the page. Select the “2013 Municipal Residential Land Sale” folder for minimum bid prices, maps fact sheets, minimum bid amounts and bid forms.

### About the sale

- Sale of the lots will be conducted by a sealed bid process. Sealed bids will be opened on December 10, 2013. All bids are due at city hall no later than 10 am, December 10, 2013.
- In addition to the base bid price all lots will have a surcharge of \$2,500 and an additional fee of \$400 to cover the cost of appraisal and recording added to the base bid to determine the total bid (\$2,900 total). Surcharges will be rebated to property owners who complete construction of a residential structure on the property within 36 months (see Rebate Criteria Fact Sheet for further information about the rebate and criteria). The additional fee for appraisal and recording will not be rebated.
- High bidders on each lot will have until 5:00 pm December 17, 2013 to sign a purchase agreement and make an earnest payment equal to 2% of the total bid  $[(\text{base bid} + \$2,500) \times .02]$  – so if you bid \$50,000 for the lot the earnest payment due would be  $(\$50,000 + \$2,500) \times .02 = \$52,500 \times .02 = \$1,050$ . If the high bidder declines or is unable to make the required earnest payment the lot will be offered to the next high bidder for that lot.
- If two or more bidders make the same high bid they will have until December 17, 2013 to submit a new bid on the lot. Only the tying high bidders will have an opportunity to submit a new bid.

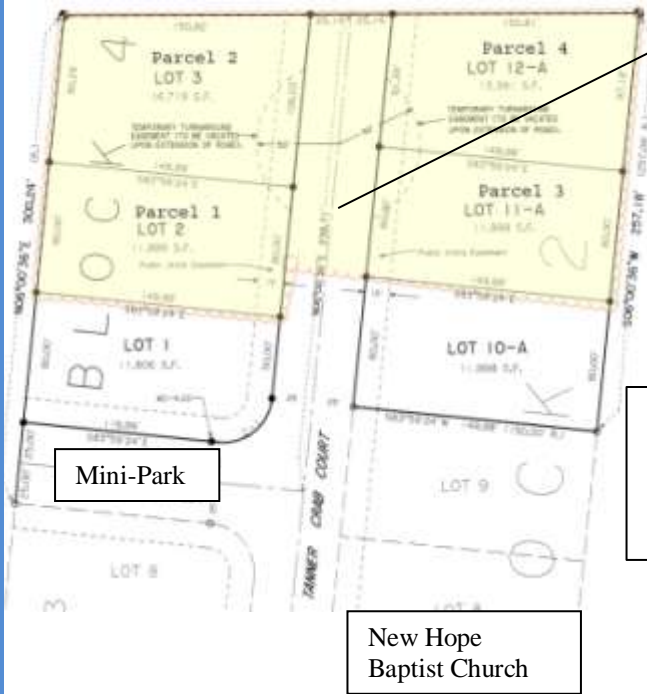
### Buying the lots

- All lots will be sold at a minimum of the current appraised value of the lot (minimum base bids must be equal to or greater than the appraised value shown on the second page of this fact sheet).
- Individuals may bid on more than one lot but they may not submit more than one bid per lot. Multiple bids from the same bidder on a lot will result in those bids being disqualified.
- Individuals must make a 2% earnest payment within seven days and full payment on the property within sixty days of signing the purchase agreement.
- Bids must be submitted on a bid form provided by the city. Only one parcel per bid form is allowed. Multiple lots on a bid form will result in that form being disqualified. If a bidder intends to submit bids on multiple lots they may include all bid forms in a single envelope but bids for each lot must be on a separate bid form.
- Properties will be transferred by quit claim deed when full payment is submitted to the city.
- Final terms for all sales must be approved by the Craig City Council.

*See page two for minimum bid amounts and maps!*

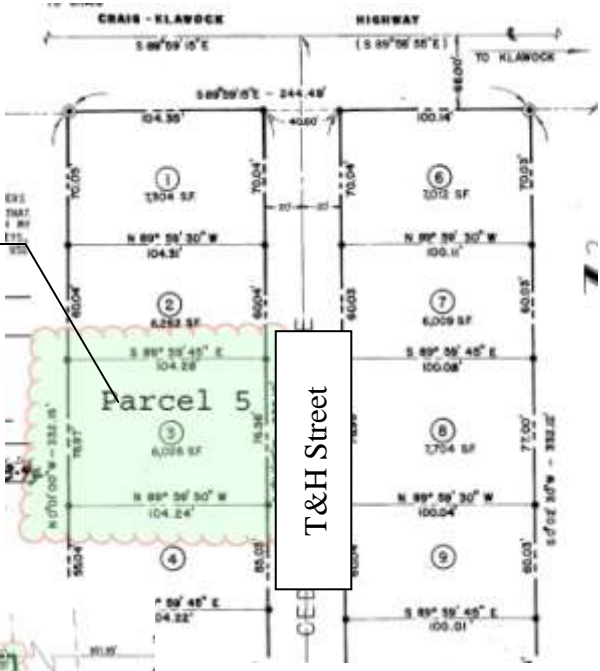
Minimum Base Bids (appraised value of lots)

- Parcel 1 (Lot 2, Block 4, Crab Cove Heights): \$38,000
- Parcel 2 (Lot 3, Block 4, Crab Cove Heights): \$43,000
- Parcel 3 (Lot 11A, Block 2, Crab Cove Heights): \$38,000
- Parcel 4 (Lot 12A, Block 2, Crab Cove Heights): \$40,000
- Parcel 5 (Lot 3, Craig Millar Subdivision): \$30,000
- Parcel 6 (Lot 1, Salmonberry Subdivision): \$36,000
- Parcel 7 (Lot 2, Salmonberry Subdivision): \$33,000
- Parcel 8 (Lot 3, Salmonberry Subdivision): \$82,000
- Parcel 9 (Lot 4, Salmonberry Subdivision): \$87,500
- Parcel 10 (Lot 5, Salmonberry Subdivision): \$84,000
- Parcel 11 (Lot 6, Salmonberry Subdivision): \$32,000
- Parcel 12 (Lot 7, Salmonberry Subdivision): \$32,000

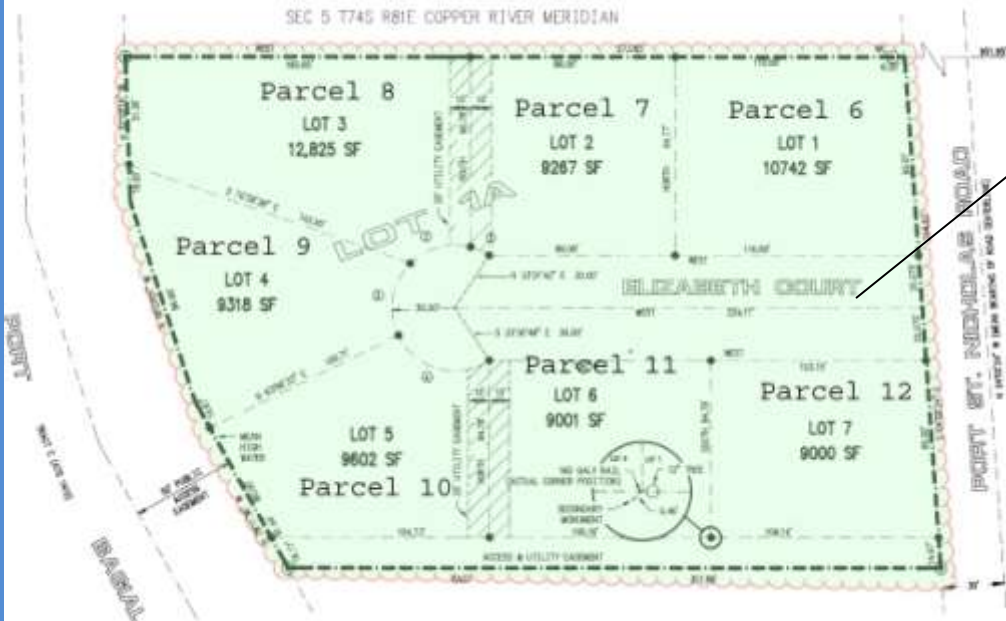


Parcels 1 – 4 are located on Tanner Crab Court (near Craig High School) past the mini-park and New Hope Baptist Church.

Parcel 5 is the vacant lot on the west side of T&H Street



T&H Street



Parcels 6 – 12 are on the newly developed road on the west side of the Port St. Nicholas road across from the 700 block of Shaan Seet Trailer Court

Full plats can be viewed by going to [www.craigak.com](http://www.craigak.com) and clicking on the "Items of Interest" link!

## ***Criteria of “Occupancy Ready” for purposes of surcharge rebate in the Craig 2013 Municipal Residential Land Sale***

To be eligible for a rebate of the surcharge the applicant must notify the city in writing that they have completed construction of a residential dwelling structure with at least one residential unit that meets the following criteria:

1. The structure must be a single family house, duplex or modular home constructed or affixed to a permanent foundation on the property.
2. The structure must be connected to municipal water, municipal sewer and commercial electrical power. Parcels located in the Salmonberry Subdivision must have an installed, connected working grinder pump (individually or shared) connecting their property to the gravity sewer main.
3. The structure must meet all development standards found in Title 18 of the Craig Municipal Code.
4. The dwelling unit must have a room, or portion of a room equipped as a kitchen and able to cook and store food. At a minimum the kitchen must have a working sink, stove, refrigerator and counter space for food preparation.
5. The dwelling unit must have a minimum of one separate room constructed as a bedroom for the purpose of sleeping.
6. The dwelling unit must have a minimum of one bathroom with completed, installed and working toilet, sink and bath/shower. The dwelling unit must have an operational water heater connected to the plumbing system.
7. All plumbing, electrical and structural work within the dwelling unit shall be complete and in working order. There shall be no exposed wiring or plumbing except that which is incidental to connection to plumbing fixtures or appliances and contained in enclosed utility areas (i.e. under sinks) or connected directly from the wall to the fixture (i.e. toilet water feed lines).
8. Interior walls of the dwelling unit must be enclosed with paneling, sheet rock or some other finished covering.
9. Dwelling unit must have a working heating system or heat source.
10. Exterior walls of the dwelling structure must be finished and sided with wood siding, vinyl siding, fiber cement lap siding or some other exterior finish.

Property owners shall notify the city (in writing) that they have completed construction of a structure that meets the criteria listed above. The city building official will arrange a day and time to meet with the property owner to inspect the structure and verify that criteria are met. If one or more criteria are not met the building official shall notify the property owner (in writing) of the criteria that was not met, instructions on the requirements to resolve the criteria and method of appeal if the property owner disagrees with the building official.

When all criteria are certified as met by the city building official he will issue a letter to the property owner stating that the property owner has met all criteria and specifying the amount of rebate allowed under the sales agreement. The city building official shall process a payment request with the city finance department to have the outstanding balance of the rebate paid to the property owner within 30 days of sending the notification letter to the property owner.

Property owners will be entitled to a rebate as follows:

1. \$3,000 to each buyer who completes construction within 18 months.
2. \$2,750 to each buyer who completes construction after 18 months but before 24 months.
3. \$2,500 to each buyer who completes construction after 24 months but before 36 months.
4. \$0 (no rebate) to each buyer who does not complete qualified construction within 36 months.
5. Each property owner shall be entitled to a surcharge rebate on only one lot. If a property owner purchased multiple lots then the property owner should notify the city when the first dwelling structure/unit is complete.
6. Rebates apply only to the property owner who purchases the lot from the city as part of the City of Craig 2013 Municipal Residential Land Sale. Subsequent owners are not eligible for the rebate.