

CITY OF CRAIG
COUNCIL AGENDA
FEBRUARY 18, 2016
COUNCIL CHAMBERS 7:00 P.M

ROLL CALL

Mayor Dennis Watson, Hannah Bazinet, Greg Dahl, Jim See, Don Pierce, Mike Douville,
Jan Trojan

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 Meeting Minutes of January 21, 2016
- Introduction and First Reading of Ordinance 679, Rezoning a portion of Tract 15, USS 2611 (Ptarmigan Subdivision)

HEARING FROM THE PUBLIC

- Open for public comment
- Public Hearing on Ordinance 678, Local Option- Marijuana Establishments

READING OF CORRESPONDENCE

- APCM Report
- Marijuana Control Board Meeting February 11, 2016
- Alaska Municipal League Legislative Bulletin
- Catholic Community Services Quarterly Expenditure Report

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

UNFINISHED BUSINESS

- Consider approval of Ptarmigan Subdivision Tract 15, USS 2611 Plat

NEW BUSINESS

- Direction on Tyler Rental proposal regarding Tract D-1 and D-2
- Consider Award of Bid: Repairs to Old Fuel Dock
- Consider Award of Bid: Repairs to City Dock and South Cove Approach
- Consider Award of Ice Delivery Equipment Project
- Consider approval of Two Year Access Permit for City Dock-Seafood Producers Cooperative
- Direction on Ice House Seasonal Labor

ADJOURNMENT

CITY OF CRAIG
COUNCIL MEETING
THURSDAY JANUARY 21, 2016

ROLL CALL

Mayor Dennis Watson called the meeting to order at 7:00 p.m. and the roll was taken. Present were, Jim See, Hannah Bazinet, Jan Trojan, Don Pierce, Greg Dahl and Mike Douville.

Staff present: Jon Bolling, City Administrator; Jessica Holloway, Aquatic Center Manager; Brian Templin, City Planner; Kassi Bateman, City Clerk; Kim Baxter, Library Director; Ron McIntosh, Public Works Director; Chaundell Piburn, EMS Coordinator; Victoria Merritt, Mike Peel, Harbormaster; Parks and Recreation Manager; Doug Ward, Parks and Public Facilities Manager.

Audience present: Richard Trojan, Airlee Carle, Faith Lazo, Frank Lazo, Gretchen Klein and Andy West.

CONSENT AGENDA

PIERCE/TROJAN

moved to approve the consent agenda.

Hannah Bazinet requested to pull Ordinance 678 for further discussion under New Business.

MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

Richard Trojan, a 35 year resident of Craig who has served for over a decade on the Fire Department wanted to comment on the meeting that was held recently with Klawock Fire and EMS. Richard remarked that the meeting was very productive, and the VFD staff is looking forward to a heat sensor purchase. Richard also mentioned that Frank Lazo has decided to retire from the Fire Department, and will be missed.

Richard also commented on Ordinance 678, to voice his appreciation of the council approving an advisory vote of the people on the ballot in October 2015. However, Richard believes that it would be beneficial to have growing, testing and selling of marijuana products available in Craig. Richard is unsure if the general public who voted on the ballot were actually aware of what the advisory questions meant, and would be in favor of putting forth another vote to the public. Mayor Watson explained that the community members in attendance at the council meetings prior to the advisory vote, had requested questions be put on the ballot, which they were. However, it would be unreasonable to put it forth to a vote again, in order to have the questions pass. Many of the community voted against the questions, and those votes will count as well.

Mayor Watson mentioned that the council didn't say what would be put in the Ordinance 678, it was drafted due to the votes of the public. Ordinance 678 is only a draft, and can be changed many times, as the council and the community figure out what should or shouldn't happen with regards to marijuana sales. Airlee Carl offered to send research through the council, as she finds pertinent information. Mayor Watson commented that the council is doing its best to follow the advisory vote.

Andy West noted that it may be beneficial to have a wellness coalition in charge of distribution of marijuana products. This would allow for a safe place to distribute, as well as potentially bring in funding to the non-profit.

Frank Lazo said that it would be good to find some middle ground between the public and the council. Frank is glad that the council is taking a look at being a bit more progressive and keeping an open mind. There is a balance that has to happen between industry and control.

Mayor Watson commented that the city is able to change much quicker than the state can, and staff is working diligently on this topic.

Richard Trojan explained that it is unlikely that a distribution center would be able to work without testing and growing.

Jim See commented that the public wanted the vote. The Council was previously working to put off these decisions for a year and wait until the State had their regulations in order. Since the public wanted the vote, the council approved the advisory vote. It is unreasonable to feel the need to have another vote so the outcome may be different.

Airlee wanted to mention that by making it unlawful for a person within city limits, we are making it difficult for a resident to keep a viable business in the community. Airlee would like to see some economic growth within the city, and this would be an opportunity to do so.

Gretchen Klein was present on behalf of the Prince of Wales Health Network. The POW Health Network will be going through some changes in their funding, but plan to be around for a long time. Gretchen mentioned the appreciation by the Health Network to the City of Craig for their support.

REPORTS FROM CITY OFFICIALS

Mayor/IFA- Mayor Watson traveled to California last month, and was able to visit with many marijuana vendors, and knowledgeable individuals regarding the discussion of marijuana sales. Mayor Watson will be traveling to Juneau this year, and will be sitting in on discussions of PERS/TERS. The Inter Island Ferry made \$200,000 more this year than last. Final stats are done for 2016. The \$250,000 appropriation a year from the State is still in the budget this year.

Administrator- Provided a written report. Craig Childcare center has reopened. Jon also mentioned travel to Juneau next week for a Forest Service meeting for discussion on a plan involving Prince of Wales Island in regards to the Timber Program. Jim See feels that it is time to end the City's relationship with Craig Cable. Jon mentioned that there is a hearing scheduled for the end of February. Jim would like to see something done about allowing access to the logging roads after work is done for residents to obtain firewood.

Treasurer- Provided a written report. Joyce reported that Ice Sales were up this year, but there were numerous repairs to the Ice House. Anjuli Hamilton's last day will be February 19th.

Aquatic Manager- Provided a written report. Jessica reported a swim meet, which brought many kids over. Jessica is still looking for staff 18 or over and gearing up for the shutdown.

City Clerk- Provided a written report. Kassi also thanked all the volunteers for coming in and painting the cemetery crosses.

City Planner- Brian commented that the Planning Commission had a hearing and recommended forwarding the Ordinance to the Council, but have held off until after the approval or disapproval of Ordinance 678.

EMS Coordinator- Chaundell is currently teaching an ETT class for the Craig High School students. Chaundell also mentioned that the Fire Department Meeting went well between Klawock and Craig Emergency Services, and really went over every detail of Ruth Ann's fire in detail. Dr. Ballard is leaving Peace Health, and Chaundell will be looking for a new Physician Sponsor.

Harbormaster- Provided a written report. Mike Douville commented that the railings on the ramps to the dock could use repair.

Library- Provided a written report

Police Chief- Provided a written report

Public Works- Provided a written report.

Parks and Rec- Victoria reported that the kids have been having a great time with dodgeball and the police department volunteers. Allie Adams and Joelle Steenstra are new volunteers for the middle school kids on Saturday evenings.

Parks and Public Facilities- Provided a written report.

READING OF CORRESPONDENCE

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Resolution 16-01, FY16 Shared Fish Business Tax

PIERCE/DAHL

moved to approve Resolution 16-01.

MOTION CARRIED UNANIMOUSLY BY ROLL
CALL VOTE

Resolution 16-02, POWCAC Transportation Priorities for 2016

DAHL/DOUVILLE

moved to approve Resolution 16-02.

Jon commented that after the packet went out, Craig Tribal Association requested an addition to the list. Therefore, Jon recommends postponing this vote until the February 4 meeting.

MOTION WITHDRAWN BY MOVER AND
SECOND

Resolution 16-03, 2016 Capital Project Priorities

DAHL/SEE

moved to approve Resolution 16-03.

MOTION CARRIED UNANIMOUSLY BY ROLL
CALL VOTE

UNFINISHED BUSINESS

NEW BUSINESS

**Authorize addendum to contract with RP Kinney and Associates for Phase IV
Paving Design Services**

PIERCE/TROJAN

moved to approve the contract addendum with RP
Kinney and Associates in an amount not to exceed
\$30,500.

MOTION CARRIED UNANIMOUSLY

**Introduction and First Reading of Ordinance 678, Local Option-Marijuana
Establishments**

SEE/DOUVILLE

moved to approve Ordinance 678 at first reading.

Hannah Bazinet would like to consider not banning the sale of edibles and concentrates. Hannah believes that having the substance tested and distributed by a responsible vendor would be safer for the consumer than making the substance at home without knowing the dosage. Jim See believes that since the manufacturing of edibles was banned by the advisory vote, it should not be allowed. Hannah commented that the edibles were included in the retail portion, however. Jan Trojan remarked that the oils and tinctures are what medical patients would be interested in and she would like those to be included in the Ordinance. Greg Dahl believes that edibles are one of the safest way to consume THC. The safest way to get an edible is through a licensed distribution center. The packages that are used in Washington are black, with warnings on them, as well as the dosage. Greg believes that we should get rid of the prohibition of edibles in the Ordinance. Jim is concerned about the repercussions if someone should be injured while consuming edibles that the City voted to distribute. Mike Douville mentioned that the dosage is so low, that it would require a bit of effort on the consumers part to overdose.

Jim See would like to see something in the Ordinance regarding dosage, and how much one person is allowed to take out of the dispensary at a time. Jan's concern with the limit on purchasing is that Craig may have the only dispensary on the Island, and residents may drive quite a ways to stock up for a significant period of time. Don Pierce is concerned about the parents that are consuming these substances at home without being careful about where they are storing them. Jon and Brian will work with the council to reword the ordinance and include more regulations on dosage and allowance of edibles, tinctures and oils.

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

TROJAN/DAHL

moved to adjourn at 8:22 p.m.
MOTION CARRIED

APPROVED _____

MAYOR DENNIS WATSON

ATTEST _____
KASSI BATEMAN, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Mayor and City Council
From: Brian Templin, City Planner
Date: February 2, 2016
RE: Ordinance 679, Rezoning a portion of Tract 15, USS 2611 (Ptarmigan Subdivision) –
First Reading

As the council is aware, staff has been working on a residential development Tract 15, USS 2611 (Ptarmigan Subdivision). The purpose of the subdivision was to create residential lots for sale to the public. The planning commission heard public testimony and passed resolution PC-553-15 on May 28, 2015 rezoning a portion of Tract 15, USS 2611 shown on a concept drawing of Ptarmigan Subdivision from public to Residential – Medium Density. The preliminary plat of Ptarmigan Subdivision was submitted to the planning commission and approved on January 28, 2016. The rezoning action passed in May 2015 applied to lots 1 – 6 of the approved preliminary plat.

Most of Lots 1 – 6, Ptarmigan Subdivision as shown on the preliminary plat are currently vacant. Lot 1 contains improvements currently leased to Craig Cable TV. Lot 2 currently contains a satellite dish and rock pad currently leased to Craig Cable TV. As the council knows, Craig Cable is significantly in arrears on their lease fees and on sales tax that has been collected but not remitted to the city. The city is currently pursuing court action to resolve the issues with Craig Cable TV. If Craig Cable is evicted from the property the city will proceed with clearing any improvements that remain after they vacate (i.e. building and satellite dishes) and sell the lots as part of a land sale. If Craig Cable resolves the delinquent accounts to the city's satisfaction, and the city allows them to continue to lease the property then the Cable TV will continue to operate as a prior non-conforming use, which means that despite the change of zoning they will be able to continue to operate, but once the non-conforming use is discontinued any future use must conform with current zoning.

Residential – Medium Density zoning allows primarily for single family/duplex residences as a permitted use and triplexes/four-plexes as conditional uses. Mobile homes would not be allowed with the mobile building restricted overlay applied to the property.

The Planning Commission has approved a preliminary plat. The proposed lots all meet the lot size and dimensions required for this zone. The subdivision and rezone will create six residential lots.

The final plat has been submitted to the council for approval.

Recommendation: Approve first reading of Ordinance 679.

**CITY OF CRAIG
ORDINANCE No. 679**

REZONING A PORTION OF TRACT 15, USS 2611, PLATTED AS PTARMIGAN SUBDIVISION, FROM PUBLIC TO RESIDENTIAL – MEDIUM DENSITY ZONING WITH MOBILE BUILDING RESTRICTED OVERLAY

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

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

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

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

Section 4. Action. This ordinance amends the official zoning map by rezoning that portion Tract 15, USS 261, shown as Lots 1 – 6 on the plat of Ptarmigan Subdivision from Public to Residential – Medium Density Zoning with the Mobile Building Restricted Overlay. This ordinance does not amend the zoning of the remainder of Tract 15, USS 2611, shown as Tract A, Ptarmigan Subdivision.

PASSED AND APPROVED ON _____, 2016

MAYOR DENNIS WATSON

ATTEST _____
KASSI BATEMAN, CITY CLERK

**CITY OF CRAIG
ORDINANCE NO. 678**

**ADDING SECTION 5.10 TO THE CRAIG MUNICIPAL CODE PROVIDING FOR THE
REGULATION OF COMMERCIAL RETAIL SALE, COMMERCIAL CULTIVATION,
COMMERCIAL MANUFACTURE AND PROCESSING, AND COMMERCIAL
TESTING OF MARIJUANA AND MARIJUANA PRODUCTS, AND ESTABLISHING A
PENALTY FOR VIOLATION; AND ADDING SECTION 9.91 TO THE CRAIG
MUNICIPAL CODE PROHIBITING PRODUCTION OF MARIJUANA
CONCENTRATES**

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

Section 1. Classification. This ordinance is of a general and permanent nature and the code sections adopted hereby shall become a part of the code of the City of Craig, Alaska.

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. The Craig City Council finds the following:

WHEREAS, Ballot Measure 2 – An Act to Tax and Regulate the Production, Sale and Use of Marijuana, and codified as Alaska Statutes 17.38, providing for the legalization of marijuana, was approved by Alaska voters on November 4, 2014, and certified on November 28, 2014 by the State of Alaska, Division of Elections; and

WHEREAS, Alaska Statutes 17.38 was amended by statute by the Twenty Ninth Alaska Legislature with the adoption of House Bill 123; and,

WHEREAS, newly enacted AS 17.38.110(a) states “A local government may prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, or retail marijuana stores through the enactment of an ordinance or by a voter initiative”; and,

WHEREAS, newly enacted AS 17.38.110 (b) states “A local government may enact ordinances or regulations not in conflict with this chapter or with regulations enacted pursuant to this chapter, governing the time, place, manner and number of marijuana establishment operations”; and,

WHEREAS, the City of Craig held a municipal election on October 6, 2015 at which Craig voters cast ballots addressing advisory questions regarding regulation of the four commercial marijuana license types created by the adoption of Ballot Measure 2; and,

WHEREAS, voters advised at the October 6, 2015 municipal election that two commercial marijuana license types be prohibited in the City of Craig, and one commercial license type be permitted; and,

WHEREAS, Craig voters cast an equal amount of “yes” and “no” ballots on the fourth license type; and,

WHEREAS, media reports, peer reviewed studies and other research demonstrates that use of marijuana can have long-term detrimental effects on adults and youth alike; and,

WHEREAS, regulations adopted by the Alaska Marijuana Control Board, with authority derived from statutory language in Ballot Measure 2, require warning labels be placed on packaging containing marijuana and marijuana products that promulgate the deleterious effects of marijuana use; and,

WHEREAS, THC-bearing marijuana edibles, concentrates, and extractions pose a public health hazard meriting prohibition of their production, transport, and sale in Craig; and,

WHEREAS, in adopting this ordinance, it is neither the City of Craig’s intent nor desire to regulate, restrict, or prohibit licensed marijuana establishments outside the municipal boundaries of the City of Craig; and,

WHEREAS, the City of Craig exercises its authority under Alaska Statutes 29.25, AS 29.35, AS 29.40, and other relevant statutes; and AS 17.38.110(a) and (b) to prohibit and regulate commercial marijuana, by adding a new section to the Craig Municipal Code, Section 05.10, as follows:

5.10 Marijuana Establishments

5.10.010 Local Regulatory Authority

5.10.020 Marijuana Establishments Prohibited.

5.10.025 Registration Required

5.10.030 Limits on Number of Marijuana Establishments

5.10.035 Hours of Operation

5.10.040 Identification requirement to prevent sale to person under 21

5.10.045 Prohibition on Sale of Marijuana Edibles, Concentrates, and Extractions

5.10.050 Production of Marijuana Concentrates Prohibited

5.10.055 Prohibition on On-Site Consumption of Marijuana

5.10.060 Enforcement and Inspection

5.10.800 Definitions

5.10.900 Penalties for Violation

5.10.010 Local Regulatory Authority

A. The Craig City Council shall be the local regulating authority responsible for processing applications submitted for a registration to operate a marijuana establishment within the boundaries of the local government under AS 17.38.110(c).

B. Complete copies of applications required by the Marijuana Control Board for new licenses, license renewals, changes of ownership, and transfer of licenses shall be submitted by the license applicant to the Craig City Clerk on or before the same day that applications are submitted to the Marijuana Control Board. The City Clerk will provide for city council and city staff review of the application and comment to the Marijuana Control Board within the time limits set by the board.

C. License applications shall be reviewed by the Craig Building Official to ensure compliance with local zoning code, distances from facilities provided for in 3 AAC 306.010(a), and related municipal ordinances. The Craig Building Official will forward comments on each application to the city clerk for city council review.

D. License applications shall be reviewed by the Craig Police Department and comments will be sent to the city clerk for city council review.

5.10.020 Marijuana Establishments Prohibited.

Commercial marijuana cultivation, commercial marijuana manufacturing, and commercial marijuana testing facilities, as defined, licensed, or regulated by the Alaska Marijuana Control Board, are prohibited.

5.10.025 Registration Required

A. All marijuana establishments shall be registered with the city as required by Craig Municipal Code 3.08.170, and be compliant with the Title 18 of the Craig Municipal Code. A registration may be issued only when:

1. a valid license has been issued by the Alaska Marijuana Control Board; and,
2. the Craig Building Official certifies that the proposed marijuana establishment complies with Title 18 of the Craig Municipal Code.

5.10.030 Limits on Number of Marijuana Establishments

A. There shall be a limit on the number of licensed retail marijuana stores located within the municipal boundaries of the City of Craig as follows:

1. No more than two licensed retail marijuana stores.

5.10.035 Hours of Operation

A licensed retail marijuana store may not conduct any business on, or allow any consumer to access, the retail marijuana store's licensed premises between the hours of 3:00 a.m. and 8:00 a.m. each day.

5.10.040 Identification requirement to prevent sale to person under 21.

A. A licensed retail marijuana store shall refuse entry into the licensed premises to any person failing to produce a form of valid photo identification showing that person is 21 years of age or older. A valid form of identification includes:

1. an unexpired, unaltered passport;
2. an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada;
3. an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.

B. A licensed retail marijuana store shall refuse to sell marijuana or a marijuana product to any person who does not produce a form of valid photo identification showing that person is 21 years of age or older.

5.10.045 Prohibition on Sale of Marijuana Edibles, Concentrates, and Other Products

No licensed retail marijuana store may sell, offer for sale, display, or possess any THC-bearing edible marijuana product, concentrate, inhalant, ointment, oil, or tincture within the city limits of Craig.

5.10.050 Production of Marijuana Concentrates Prohibited

A. No person may produce solvent based marijuana concentrate using the hydrocarbons N-butane, isobutene, propane, or heptane or other explosive or corrosive chemicals, solvents, or gases.

B. Any violation of this chapter is an infraction and shall be punished by the fine established in Craig Municipal Code 1.16.040 for violation of 9.90.010 of the Code.

C. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

D. In this section, “concentrate”, “marijuana concentrate”, and “marijuana” have the meaning given in 3 AAC 306.990.

5.10.055 Prohibition on On-Site Consumption of Marijuana

No licensed retail marijuana store shall permit consumption of marijuana or a marijuana product on the licensed premises within the city limits of Craig. A licensed retail marijuana store is considered “public place” as the term is used at Craig Municipal Code 9.90.040.

5.10.060 Enforcement and Inspection

A. The Code Enforcement Officer shall be responsible for ensuring compliance, including all conditions of approval applied by state and local regulatory authorities, for marijuana establishments within the municipal boundaries of the City of Craig. The Craig Police Department shall assist the city’s code enforcement officer in the course of inspecting marijuana establishments, ensuring compliance with conditions of approval, and issuing citations for non-compliance of ordinances, regulations, and imposed license, zoning, and registration conditions.

B. It is unlawful for any licensee or employee of licensee to refuse a law enforcement officer, or Code Enforcement Officer, access to and inspection of all areas of a licensed premises.

5.10.800 Definitions

In this section,

- (1) “concentrate” or “marijuana concentrate” has the meaning given in 3 AAC 306.990;
- (2) “marijuana” and “marijuana products” has the meaning given in Alaska Statutes 17.38.900;
- (3) “marijuana establishment” and “licensed premises” means a commercial marijuana retail, cultivation, product manufacturing, or testing facility licensed by the State of Alaska under AS 17.38 and 3 AAC 306.
- (4) “THC” has the meaning given in 3 AAC 306.990.

- (5) “THC-bearing” means any product containing an amount equal to or greater than 0.01 milligrams of THC per gram of product, or 0.001% THC concentrate.

5.10.900 Penalties for Violation

A. Any violation of this chapter is an infraction and shall be punished by the fine established in Craig Municipal Code 1.16.040 for violation of 9.90.010 of the Code.

B. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as a separate offense.

C. Each sale in violation of Craig Municipal Code 5.10.035 shall constitute a separate offense and shall be punishable as a separate offense.

CITY OF CRAIG

Account Statement - Period Ending January 31, 2016



ACCOUNT ACTIVITY

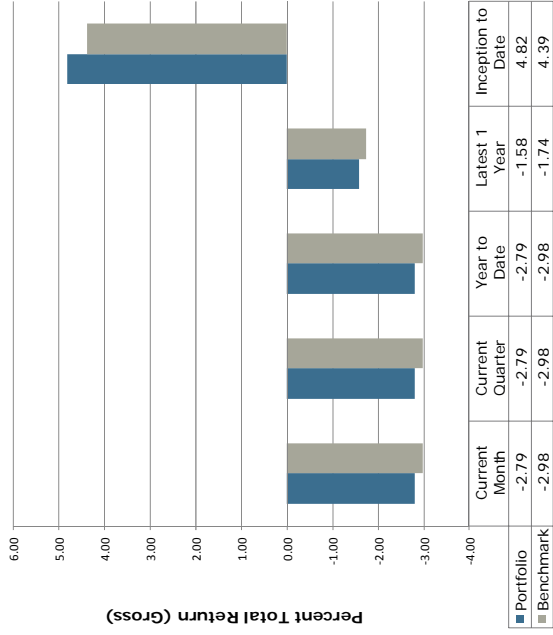
Portfolio Value on 12-31-15	9,161,882
Contributions	0
Withdrawals	-300
Change in Market Value	-262,254
Interest	6,376
Dividends	0

Portfolio Value on 01-31-16

8,905,703

INVESTMENT PERFORMANCE

Current Account Benchmark:
Equity Blend



Performance is Annualized for Periods Greater than One Year

MANAGEMENT TEAM

Client Relationship Manager:

Amber Frizzell, AIF®
Amber@apcm.net

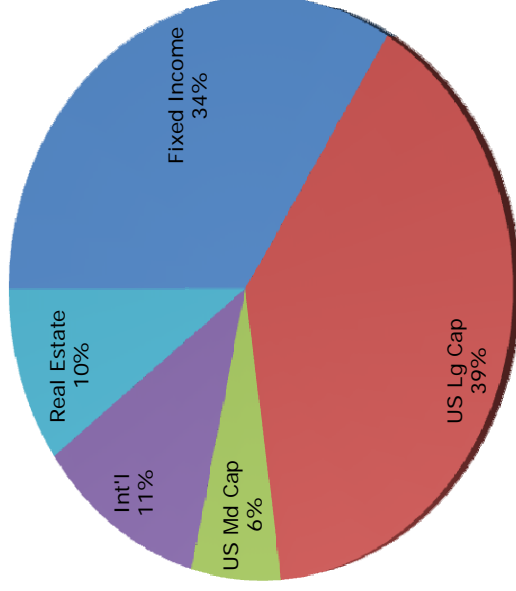
Your Portfolio Manager:

Bill Lierman, CFA®

Contact Phone Number:

907/272 -7575

PORTFOLIO COMPOSITION



Alaska Permanent Capital Management Co.
PORTFOLIO SUMMARY AND TARGET
CITY OF CRAIG
January 31, 2016

Asset Class & Target	Market Value	% Assets	Range
FIXED INCOME (34%)			
US Fixed Income (34.0%)	3,004,502	33.7	20% to 45%
Cash (0.0%)	41,425	0.5	na
Subtotal:	3,045,926	34.2	
EQUITY (66%)			
US Large Cap (40.0%)	3,435,448	38.6	30% to 50%
US Mid Cap (6.0%)	508,627	5.7	0% to 10%
Developed International Equity (10.0%)	994,979	11.2	5% to 15%
Real Estate (10.0%)	920,723	10.3	5% to 15%
Subtotal:	5,859,777	65.8	
TOTAL PORTFOLIO	8,905,703	100	

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF CRAIG
January 31, 2016

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
U.S. TREASURY									
100,000	US TREASURY NOTES 0.625% Due 08-31-17	99.79	99,789	99.78	99,785	1.12	625	264	0.76
150,000	US TREASURY NOTES 1.875% Due 09-30-17	102.89	154,336	101.82	152,724	1.71	2,812	953	0.77
100,000	US TREASURY NOTES 3.750% Due 11-15-18	106.48	106,480	107.80	107,797	1.21	3,750	804	0.91
250,000	US TREASURY NOTES 1.500% Due 12-31-18	100.64	251,602	101.53	253,828	2.85	3,750	330	0.97
50,000	US TREASURY NOTES 1.500% Due 10-31-19	99.40	49,701	101.25	50,627	0.57	750	192	1.16
225,000	US TREASURY NOTES 1.250% Due 10-31-19	99.42	223,689	100.37	225,826	2.54	2,812	719	1.15
100,000	US TREASURY NOTES 3.500% Due 05-15-20	104.04	104,039	109.27	109,266	1.23	3,500	750	1.27
75,000	US TREASURY NOTES 1.375% Due 09-30-20	100.16	75,120	100.32	75,237	0.84	1,031	349	1.30
150,000	US TREASURY NOTES 1.750% Due 10-31-20	100.21	150,316	101.89	152,836	1.72	2,625	671	1.34
215,000	US TREASURY NOTES 2.125% Due 08-15-21	99.29	213,476	103.56	222,652	2.50	4,569	2,111	1.45
150,000	US TREASURY NOTES 2.000% Due 10-31-21	99.92	149,887	102.71	154,066	1.73	3,000	766	1.51
150,000	US TREASURY NOTES 1.625% Due 11-15-22	97.79	146,686	99.87	149,800	1.68	2,437	522	1.65
125,000	US TREASURY NOTES 2.500% Due 08-15-23	98.87	123,590	105.56	131,949	1.48	3,125	1,444	1.71
100,000	US TREASURY NOTES 2.375% Due 08-15-24	100.23	100,227	104.11	104,106	1.17	2,375	1,097	1.85
100,000	US TREASURY NOTES 2.000% Due 08-15-25	98.81	98,807	100.62	100,625	1.13	2,000	924	1.93
	Accrued Interest				11,895	0.13			
			2,047,745		2,103,019	23.61		11,895	
AGENCIES									
100,000	FHLMC 3.750% Due 03-27-19	101.41	101,410	108.10	108,103	1.21	3,750	1,292	1.13
	Accrued Interest				1,292	0.01			
			101,410		109,395	1.23		1,292	
FNMA & FHLMC									
10,067	FHLMC POOL G14203 4.000% Due 04-01-26	104.56	10,526	106.70	10,742	0.12	403	34	1.43

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
CITY OF CRAIG
January 31, 2016

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
	Accrued Interest		10,526		34	0.00		34	
					10,775	0.12			
CORPORATE BONDS									
50,000	STATOIL ASA 3.125% Due 08-17-17	107.07	53,533	102.03	51,015	0.57	1,562	712	1.78
100,000	UNITED PARCEL SERVICE 5.500% Due 01-15-18	121.23	121,230	108.67	108,666	1.22	5,500	244	1.01
100,000	WACHOVIA CORP 5.750% Due 02-01-18	99.57	99,572	107.97	107,972	1.21	5,750	2,875	1.68
75,000	UNITED HEALTH GROUP INC 6.000% Due 02-15-18	121.46	91,093	108.56	81,421	0.91	4,500	2,075	1.71
50,000	CHEVRON CORP 1.365% Due 03-02-18	99.86	49,928	99.24	49,620	0.56	682	282	1.73
50,000	TOYOTA MOTOR CREDIT CORP 2.100% Due 01-17-19	100.48	50,239	101.36	50,678	0.57	1,050	41	1.63
100,000	GOLDMAN SACHS GROUP INC. 7.500% Due 02-15-19	116.51	116,514	113.93	113,935	1.28	7,500	3,458	2.69
100,000	HSBC USA INC 2.375% Due 11-13-19	99.61	99,608	99.96	99,963	1.12	2,375	515	2.38
50,000	NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21	109.20	54,602	109.68	54,838	0.62	2,187	729	2.37
50,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	52,590	102.60	51,302	0.58	1,937	969	3.50
	Accrued Interest		788,910		11,900	0.13		11,900	
					781,313	8.77			
DOMESTIC LARGE CAP EQUITY FUNDS/ETF									
17,734	SPDR S&P 500 ETF	137.86	2,444,836	193.72	3,435,448	38.58	NA	NA	
DOMESTIC MID CAP EQUITY FUNDS/ETF									
3,867	ISHARES CORE S&P MIDCAP 400 ETF	80.79	312,409	131.53	508,627	5.71	NA	NA	
INTERNATIONAL EQUITY FUNDS/ETF									
28,682	VANGUARD FTSE DEVELOPED MARKETS ETF	37.72	1,081,834	34.69	994,979	11.17	NA	NA	
REAL ESTATE									
11,959	VANGUARD REIT ETF	57.70	690,055	76.99	920,723	10.34	NA	NA	
CASH AND EQUIVALENTS									
	FEDERATED GOVERNMENT OBLIGATION		41,425		41,425	0.47			
TOTAL PORTFOLIO			7,519,151		8,905,703	100	217,658	25,120	

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG
From 01-01-16 To 01-31-16

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
U.S. TREASURY				
01-21-16	01-22-16	US TREASURY NOTES 2.000% Due 08-15-25	50,000	49,892.58
				49,892.58
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
01-31-16	01-31-16	MANAGEMENT FEES		2,226.43
				2,226.43
INTEREST				
CASH AND EQUIVALENTS				
01-04-16	01-04-16	FEDERATED GOVERNMENT OBLIGATION		1.85
CORPORATE BONDS				
01-15-16	01-15-16	UNITED PARCEL SERVICE 5.500% Due 01-15-18		2,750.00
01-17-16	01-17-16	TOYOTA MOTOR CREDIT CORP 2.100% Due 01-17-19		525.00
				3,275.00
FNMA & FHLMC				
01-15-16	01-15-16	FHLMC POOL G14203 4.000% Due 04-01-26		34.30
				3,311.15

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
CITY OF CRAIG
From 01-01-16 To 01-31-16

Trade Date	Settle Date	Security	Quantity	Trade Amount
PRINCIPAL PAYDOWNS				
FNMA & FHLMC				
01-15-16	01-15-16	FHLMC POOL G14203 4.000% Due 04-01-26	221.71	221.71
				221.71
PURCHASED ACCRUED INTEREST				
U.S. TREASURY				
01-21-16	01-22-16	US TREASURY NOTES 2.000% Due 08-15-25		434.78
				434.78
SALES, MATURITIES, AND CALLS				
U.S. TREASURY				
01-22-16	01-22-16	US TREASURY NOTES 0.625% Due 08-31-17	25,000	24,911.13
				24,911.13
SOLD ACCRUED INTEREST				
U.S. TREASURY				
01-22-16	01-22-16	US TREASURY NOTES 0.625% Due 08-31-17		61.81
				61.81
WITHDRAW				
CASH AND EQUIVALENTS				
01-04-16	01-04-16	FEDERATED GOVERNMENT OBLIGATION		300.00
01-29-16	01-29-16	DIVIDEND ACCRUAL		21,485.63
				21,785.63

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES

CITY OF CRAIG

From 01-01-16 Through 01-31-16

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
01-15-16	221.71	FHLMC POOL G14203 4.000% Due 04-01-26	231.83	221.71	-10.12
01-22-16	25,000	US TREASURY NOTES 0.625% Due 08-31-17	24,947.26	24,911.13	-36.13
TOTAL GAINS				0.00	0.00
TOTAL LOSSES			25,179.09	25,132.84	-46.25
					-46.25

Alaska Permanent Capital Management Co.

CASH LEDGER
CITY OF CRAIG

From 01-01-16 To 01-31-16

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
DIVIDEND ACCRUAL					
01-01-16			Beginning Balance		21,485.63
01-29-16	01-29-16	wd	Transfer to	FEDERATED GOVERNMENT OBLIGATION	-21,485.63
01-31-16			Ending Balance		0.00
FEDERATED GOVERNMENT OBLIGATION					
01-01-16			Beginning Balance		42,060.75
01-04-16	01-04-16	wd	Withdrawal	from Portfolio	-300.00
01-04-16	01-04-16	dp	Interest	FEDERATED GOVERNMENT OBLIGATION	1.85
01-15-16	01-15-16	dp	Interest	UNITED PARCEL SERVICE	2,750.00
01-15-16	01-15-16	dp	Interest	5.500% Due 01-15-18	34.30
01-15-16	01-15-16	dp	Paydown	FHLMC POOL G14203	221.71
01-17-16	01-17-16	dp	Interest	4.000% Due 04-01-26	525.00
01-21-16	01-22-16	wd	Purchase	FHLMC POOL G14203	-49,892.58
01-21-16	01-22-16	wd	Accrued Interest	4.000% Due 04-01-26	-434.78
01-22-16	01-22-16	dp	Sale	TOYOTA MOTOR CREDIT CORP	24,911.13
01-22-16	01-22-16	dp	Accrued Interest	2.100% Due 01-17-19	61.81
				US TREASURY NOTES	
				2.000% Due 08-15-25	
				US TREASURY NOTES	
				2.000% Due 08-15-25	
				US TREASURY NOTES	
				0.625% Due 08-31-17	
				US TREASURY NOTES	
				0.625% Due 08-31-17	

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY OF CRAIG

From 01-01-16 To 01-31-16

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
01-29-16	01-29-16	dp	Transfer from	DIVIDEND ACCRUAL	21,485.63
01-31-16			Ending Balance		41,424.82



**Marijuana Control Board
Meeting Agenda
February 11, 2016
211 4th Street
2nd Floor Conference Room
Juneau, Alaska 99801**

● **DIRECTOR BRIEFING**

A. Director's Report

9:00 AM **TAB 1**

● **ADMINISTRATION**

9:10 AM

A. Conduct of Board Meetings

TAB 2

B. Approve Minutes of the August 31 & September 1 Board Meetings

TAB 3

C. Approve Minutes of the September 14 & 16 Board Meetings

TAB 4

D. Approve Minutes of the September 23 & 24 Board Meetings

TAB 5

E. Approve Minutes of the November 20 & December 1 Board Meetings

TAB 6

● **APPLICATIONS**

9:30 AM

A. Update on Database

B. Tentative Timeline

TAB 7

● **REGULATIONS**

10:00 AM

A. Timeline

TAB 8

B. On-Site Consumption Endorsement Draft

TAB 9

● **FORMS**

10:30 AM

A. Marijuana Handler Education

1. Timeline **TAB 10**
2. Form MJ-10: Marijuana Handler Permit Education Course
Provider Application **TAB 11**
3. Form MJ-11: Marijuana Handler Permit Application **TAB 12**

B. Marijuana Establishment License

1. Online Marijuana Establishment License Application **TAB 13**
2. Form MJ-00: Application Certifications **TAB 14**
3. Form MJ-01: Marijuana Establishment Operating Plan **TAB 15**
4. Form MJ-02: Premises Diagram **TAB 16**
5. Form MJ-03: Retail Marijuana Store Operating Plan Supplemental **TAB 17**
6. Form MJ-04: Marijuana Cultivation Facility Operating Plan
Supplemental **TAB 18**
7. Form MJ-05: Marijuana Product Manufacturing Facility
Operating Plan Supplemental **TAB 19**
8. Form MJ-06: Marijuana Testing Facility Operating Plan
Supplemental **TAB 20**
9. Form MJ-07: Public Notice Posting Affidavit **TAB 21**
10. Form MJ-08: Local Government Notice Affidavit **TAB 22**
11. Form MJ-09: Statement of Financial Interest **TAB 23**
12. Form MJ-12: Petition **TAB 24**

C. List of Future Forms

TAB 25

● **MARIJUANA MAILBOX**

TAB 26



THE STATE
of **ALASKA**

GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOLIC & MARIJUANA CONTROL OFFICE

550 W 7th Avenue, Ste 1600
Anchorage, Alaska 99501
Main: 907.269.0350
TDD: 907.465.5437
Fax: 907.334.2285

MEMORANDUM

TO: Chair and Members
of the Marijuana Control Board

DATE: January 31, 2016

FROM: Cynthia Franklin, Director

RE: Tentative Timeline for Regulations Project

Tentative Regulations Timeline for Calendar Year 2016

February 11, 2016	MCB Meeting Juneau- review draft provided by staff, decide whether to adjust/accept draft or request more revisions; if draft decided upon:
March 1, 2016	Draft regulation published for public comment period
March 1-31, 2016	Public comment period
April 27, 2016	MCB Meeting Anchorage- review public comment; potential for amendments and to adopt regulation or make changes (which could require another round of public comment); If adopted, regulation forwarded to Department of Law for its review and forwarding to Lt. Governor for signature
June 30, 2016	Potential target for effective date of regulation
July 7, 2016	MCB Meeting Fairbanks
September 4, 2016	MCB Meeting Nome
December 1, 2016	MCB Meeting Anchorage

(All meetings are conducted remotely except for one board member and one member of staff other than the meeting which indicates board will be in person)

Issues for Onsite-Consumption Endorsement

1. Will customers be permitted to buy MJ or MJ products on “store side” and walk into consumption area and open and consume, or will retailer be required to have separate counter in consumption area (like a bar)
2. Will there be a limit on how much customers can be served?
3. Will dabbing be permitted?
4. Will there be pricing and marketing restrictions similar to alcohol? (Happy hour prohibition)
5. Will there be a rule against allowing an overly impaired person to stay on the licensed premises similar to alcohol?
6. Are employees going to be able to consume on premises?
7. Will there be ventilation rules?
8. Separate right of local government protest for consumption endorsement?
9. Outdoor consumption area allowed?
10. Will customers roll their own joint or buy pre-rolled joints or both?
11. Could the endorsement area be a restaurant where food with marijuana is cooked?

Example of ventilation language (from Petersburg Smoking Ordinance):

An owner, operator, manager or other person in control of a business may elect to permit smoking in a clearly posted, designated smoking room that meets all of the following requirements:

A. The smoking room is a non-service area enclosed on all sides by solid, impermeable walls or windows extending from the floor to ceiling with self-closing doors; and

B. The smoking room maintains a negative air pressure (meaning more air is exhausted from the room than is directly supplied by the heating, ventilation or air conditioning (HVAC) systems); and

C. The smoking room’s smoke-contaminated air is exhausted directly to the outdoors and is not returned to the HVAC system

D. The smoking room and any equipment contained therein are maintained and serviced when the room is not occupied by smokers, and

E. There is no need for employees, customers or vendors to pass through the smoking room to access restrooms, break areas or any other portion of the place of business which they might need to access, and the business does not require employees, customers or vendors to enter the smoking room when it is occupied by smokers.



MEMORANDUM

TO: Chair and Members
of the Marijuana Control Board

DATE: February 5, 2016

FROM: Cynthia Franklin, Director

RE: Tentative Timeline for MJ Handler's Permits

Tentative Marijuana Handler Permit Timeline

February 11, 2016	MCB Meeting Juneau- review and approve or amend form for application to provide Marijuana Handler Permit Education
February 24, 2016	Forms available for potential education course providers to fill out and return to AMCO Office with attached Curricula. Staff begin submitting applications and curricula documents to board members as they are filed with AMCO.
April 10, 2016	Cut-off date to submit handler education course for review by board at April 27, 2016 meeting. All remaining applications and attached curricula are provided to board members by staff.
April 27, 2016	MCB Meeting Anchorage- board reviews and votes on qualified courses
April 28, 2016	Qualified education course providers begin offering education classes
May 12, 2016	Marijuana Handler Permit applications available; applications may be brought to AMCO in Anchorage, Juneau and Fairbanks with course completion certificates and state issued ID for card issuance, applications may be mailed to AMCO main office in Anchorage with copy of state issued ID from all other Alaska locations.
Remainder of year	Education providers may continue to apply and board will review additional provider applications at regular meetings as necessary. Marijuana handler permits continue to be issued at AMCO offices and by mail.



Alaska Marijuana Control Board Marijuana Handler Permit Form MJ-10: Education Course Provider Application

What is this form?

This marijuana handler permit education course provider application is required for all persons and entities seeking to have a marijuana handler permit education course approved by the Marijuana Control Board. Applicants should review **3 AAC 306.700**.

The course curriculum must cover at least the following topics:

- AS 17.37, AS17.38, and 3 AAC 306
- The effects of consumption of marijuana and marijuana products
- How to identify a person impaired by consumption of marijuana
- How to determine valid identification
- How to intervene to prevent unlawful marijuana consumption
- The penalty for an unlawful act by a licensee, an employee, or an agent of a marijuana establishment

This form must be submitted to AMCO's main office, along with a copy of the course curriculum, before any marijuana handler permit education course provider application will be considered by the board.

Applicant Information

Enter information for the business seeking to be an approved marijuana handler permit education course.

Applicant:					
Course Name:					
Mailing Address:					
City:		State:		ZIP:	
Email Address:		Phone:			

In-person Online

Do you intend to provide this course in-person in a classroom-type setting, or online? Check all that apply.

Signature of Applicant _____

Date _____

OFFICE USE ONLY

Board Meeting Date:		Approved Y/N?:		Course #:	
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Alaska Marijuana Control Board Marijuana Handler Permit Form MJ-11: Permit Application

What is this form?

This marijuana handler permit application is required for all individuals seeking a marijuana handler permit. Applicants should review **3 AAC 306.700**. Each licensee, employee, or agent who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, who checks the identification of a consumer of visitor, or who is required or permitted to be physically present on the licensed premises of a marijuana establishment at any time must obtain a marijuana handler permit.

Applicants must bring or submit to the Alcohol and Marijuana Control Office headquarters the following:

- A clear color copy of a form of valid photo identification (see 3 AAC 306.350(b) for accepted forms of identification)
- The course completion certificate obtained from your marijuana handler permit education course provider
- Two copies of a photo that meets the following passport photo requirements:
 - Printed in color on matte or glossy photo quality paper, 2" x 2" in size
 - Taken within the last 6 months to reflect your current appearance
 - Taken in front of a plain white or off-white background
 - Taken in full-face view directly facing the camera
- \$50 payment

Applicant Information

Enter information for the individual seeking a permit.

Full Name:						
Date of Birth:						
Physical Address:						
City:		State:		ZIP:		
Mailing Address:						
City:		State:		ZIP:		

Signature of Applicant

Date

OFFICE USE ONLY

Identification Type:		Identification #:		Permit #:	
Issue Date:		Transaction #:		BRE:	



Alcohol & Marijuana Control Office

NEW APPLICATION

Welcome, *MarijuanaUser1* [Account Home](#) [Sign-Out](#)

License Application

License Status: New [All](#)

General Information

License Type: Retailer
 Business License Number: 1004212
 Doing Business As: THC
 Email Address: Required
 Latitude: Please use the format ##.#####.
 Longitude: Please use the format ##.#####.

Physical Address
 Address 1: Required
 Address 2:
 City: Required
 State: Required
 Zip Code: Required
 Zip Plus:
 Country: Required

Owners

Owner [All](#)

Owner Type: Entity
 Alaska Entity Number: 10020228
 Alaska Entity Name: The Hemp CompanY
 Phone Number: Required
 Email Address: Required

Mailing Address
 Address 1: Required
 Address 2:
 City: Required
 State: Required
 Zip Code: Required
 Zip Plus:
 Country: Required

Affiliates

Affiliate [All](#)

Affiliate Type: Individual Entity
 First Name: Required
 Last Name: Required
 Suffix:
 SSN: Required
 Date of Birth: Required
 Phone Number: Required
 Email Address: Required

Mailing Address
 Address 1: Required
 Address 2:
 City: Required
 State: Required
 Zip Code: Required
 Zip Plus:
 Country: Required

[Remove](#)

[Add Affiliate](#)



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

What is this form?

This application certifications form is required for all marijuana establishment license applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306.

This form must be completed and submitted to AMCO's main office by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) before any license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	

Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	
Title:	

Section 3 – Other Licenses

Ownership and financial interest in other licenses: Yes No

Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?

If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Section 4 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.

I certify that I am not currently on felony probation or felony parole.

I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.

I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.

I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.

I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.

I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).

I certify that my proposed premises is not located in a liquor licensed premises.

I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.

I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) and affiliates (as defined in 3 AAC 306.990(a)(1)) have been listed on my online marijuana establishment license application.

I certify that all proposed licensees have been listed on my application with the Division of Corporations.

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Read each line below, and then sign your initials in the box to the right of only the applicable statement:

Initials

Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.

Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.

All marijuana establishment license applicants:

As an applicant for a marijuana establishment license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that I have examined the online application and this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find them to be true, correct, and complete.

Signature of licensee

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public in and for the State of Alaska.

My commission expires: _____



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38 of Alaska Statutes** and **Chapter 306 of the Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Security
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Waste disposal
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising
- Minor control plan

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05, or Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	ZIP:

Mailing Address:			
City:		State:	ZIP:

Primary Contact:			
Main Phone:		Cell Phone:	
Email:			



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Security

Review the requirements under 3 AAC 306.710 – 3 AAC 306.720 and 3 AAC 306.755, and identify how the proposed premises will meet the listed requirements.

Describe how the proposed premises will comply with each of the following:

Restricted Access Areas (3 AAC 306.710):

Describe how you will prevent unescorted members of the public from entering restricted access areas:

Describe your processes for admitting visitors into and escorting them through restricted access areas:



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your recordkeeping of visitors who are escorted into restricted access areas:

Provide a copy of a sample identification badge to be displayed by each licensee, employee, or agent while on the premises:



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Security Alarm Systems and Lock Standards (3 AAC 306.715):

Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

[Empty text box for describing exterior lighting requirements]

An alarm system is required for all license types. Describe the security alarm system for the proposed premises:

[Empty text box for describing the security alarm system]

The alarm system must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe how the security alarm system meets this requirement:

[Empty text box for describing how the alarm system meets the requirement]



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your policies and procedures for preventing diversion of marijuana or marijuana product:

Describe your policies and procedures for preventing loitering:

Describe your policies and procedures regarding the use of any additional security device, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm to enhance security of the proposed premises:



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when any automatic or electronic notification system alerts a local law enforcement agency of an unauthorized breach of security:

Video Surveillance (3 AAC 306.720):

All licensed marijuana establishments must meet minimum standards for surveillance equipment. Applicants should be able to answer "Yes" to all items below.

Video surveillance and camera recording system covers the following areas of the premises:	Yes	No
Each restricted access area and each entrance to a restricted access area	<input type="checkbox"/>	<input type="checkbox"/>
Both the interior and exterior of each entrance to the facility	<input type="checkbox"/>	<input type="checkbox"/>
Each point of sale area	<input type="checkbox"/>	<input type="checkbox"/>
Each video surveillance recording:	Yes	No
Is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing	<input type="checkbox"/>	<input type="checkbox"/>
Clearly and accurately displays the time and date	<input type="checkbox"/>	<input type="checkbox"/>
Is archived in a format that does not permit alteration of the recorded image, so that the images can readily be authenticated	<input type="checkbox"/>	<input type="checkbox"/>



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

[Empty text box for describing video camera placement]

Describe the locked and secure area where video surveillance recording equipment and records will be housed and stored and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the board:

[Empty text box for describing secure area for equipment and records]

Location of Surveillance Equipment and Video Surveillance Records:

Yes No

Surveillance room or area is clearly defined on the premises diagram

Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area

Surveillance recording equipment access is limited to a marijuana establishment licensee or authorized employee, and to law enforcement personnel including an agent of the board

Video surveillance records are stored off-site



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Business Records (3 AAC 306.755):

All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records. Applicants should be able to answer "Yes" to all items below.

Business Records Maintained and Kept on the Licensed Premises:

Yes No

All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years; records for the last six months are maintained on the marijuana establishment's licensed premises; older records may be archived on or off-premises

A current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment

The business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises

Records related to advertising and marketing

A current diagram of the licensed premises including each restricted access area

A log recording the name, and date and time of entry of each visitor permitted into a restricted access area

All records normally retained for tax purposes

Accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed

Transportation records for marijuana and marijuana product as required under 3 AAC 306.750(f)



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

A marijuana establishment is required to exercise due diligence in preserving and maintained all required records.

Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

DRAFT



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 3 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730, and identify how the proposed establishment will meet the listed requirements.

All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with the system the board implements to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

Applicants should be able to answer “Yes” to all items below.

Marijuana Tracking and Weighing:

Yes No

A marijuana inventory tracking system, capable of sharing information with the system the board implements to ensure tracking for the reasons listed above, will be used

All marijuana delivered to a marijuana establishment will be weighed on a scale certified in compliance with 3 AAC 306.745

Describe the marijuana tracking system that you plan to use and how you will ensure that it is capable of sharing information with the system the board implements:

[Empty text box for describing the tracking system]



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700, and identify how the proposed establishment will meet the listed requirements.

A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

Applicants should be able to answer “Yes” to all items below.

Marijuana Handler Permit:

Yes No

Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment

Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person’s marijuana handler permit card in that person’s immediate possession (or a valid copy on file on the premises of a retail marijuana store, marijuana cultivation facility, or marijuana product manufacturing facility) when on the licensed premises

Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person’s marijuana handler permit card is valid and has not expired

Describe how your establishment will meet the requirements for employee qualifications and training:

[Empty text box for describing requirements]



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 5 – Waste Disposal

Review the requirements under 3 AAC 306.740, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer “Yes” to the statement below.

Marijuana Waste Disposal:

Yes No

The marijuana establishment shall give the board at least 3 days notice in the marijuana inventory tracking system required under 3 AAC 306.730 before making the waste unusable and disposing of it

Describe how you will store, manage, and dispose of any solid or liquid waste, including wastewater generated during marijuana cultivation, production, process, testing, or retail sales, in compliance with applicable federal, state, and local laws and regulations:

[Empty text box for describing waste management and disposal methods]

Describe what material or materials you will mix with the ground marijuana waste to make it unusable:

[Empty text box for describing materials used to render waste unusable]



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Marijuana waste must be rendered unusable for any purpose for which it was grown or produced before it leaves the marijuana establishment. Describe the process or processes that you will use to make the marijuana plant waste unusable:

DRAFT



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 6 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750, and identify how the proposed establishment will meet the listed requirements.

Applicants should be able to answer “Yes” to all items below.

Marijuana Transportation:

Yes No

The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700

The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle

The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport

During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport

Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment

When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received

The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment:

[Empty response box for describing preparation, packaging, and securing for shipment]

Describe the type of locked, safe, and secure storage compartments that will be used in any vehicles transporting marijuana or marijuana product:

[Empty response box for describing storage compartments in vehicles]



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Signage and Advertising

Describe any signs that you intend to post on your establishment with your business name, including quantity and dimensions:

If you are not applying for a retail marijuana store license, you do not need to complete the rest of Section 7, including Page 17.

Restriction on advertising of marijuana and marijuana products (3 AAC 306.360):

All licensed retail marijuana stores must meet minimum standards for signage and advertising.

Applicants should be able to answer “Agree” to all items below.

No advertisement for marijuana or marijuana product will contain any statement or illustration that:

Agree Disagree

Is false or misleading

Promotes excessive consumption

Represents that the use of marijuana has curative or therapeutic effects

Depicts a person under the age of 21 consuming marijuana

Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

No advertisement for marijuana or marijuana product will be placed:

Agree Disagree

Within one thousand feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21

On or in a public transit vehicle or public transit shelter

On or in a publicly owned or operated property

Within 1000 feet of a substance abuse or treatment facility

On a campus for post-secondary education

Signage and Promotional Materials:

Agree Disagree

I understand and agree to follow the limitations for signs under 3 AAC 306.360(a)

The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage sale of marijuana or marijuana products

All advertising for marijuana or any marijuana product will contain the warnings required under 3 AAC 306.360(e)



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Section 8 – Minor Control Plan

Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

DRAFT



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):

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Alaska Marijuana Control Board Form MJ-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). Your diagram must show all entrances and boundaries of the premises, restricted access areas, and storage areas, and dimensions. For those applying for a limited marijuana cultivation license, the proposed area(s) for cultivation must be clearly delineated.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached, and submitted to any supplemental premises diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be submitted to AMCO's main office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	

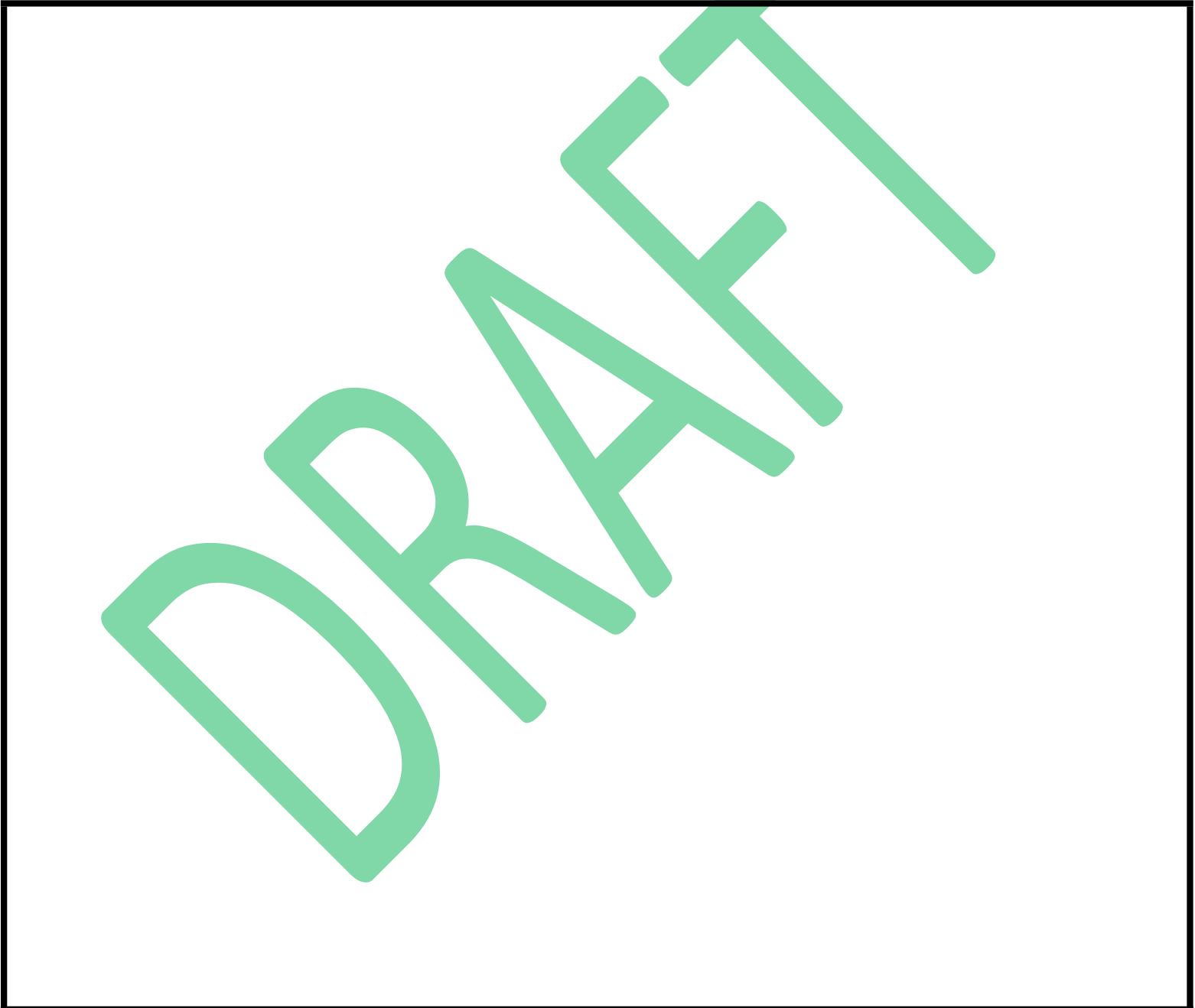


Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances, walls, partitions, counters, windows, areas of ingress and egress, restricted access areas, and storage areas. Include dimensions in your drawing. Use additional copies of this form or attached additional documents as needed.





Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-03: Retail Marijuana Store

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- On-site consumption
- Displays and sales
- Exit packaging and labeling
- Security

This form must be submitted to AMCO's main office before any retail marijuana store license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-03: Retail Marijuana Store

Section 2 – Prohibitions

Applicants should review 3 AAC 306.310 and be able to answer “Agree” to all items below.

The retail marijuana store will not:

Agree Disagree

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355

Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet

Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample

Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation

Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

[Empty text box for response]



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

Section 3 – On-site Consumption

Yes No

Do you plan to request approval of the board to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?

If “Yes”, describe how you ensure that only marijuana or marijuana products that were purchased at your proposed premises are being consumed, per 3 AAC 306.305(a)(4):

[Empty text box for response]

Section 4 – Displays and Sales

Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

[Empty text box for response]



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

Section 5 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345, and identify how the proposed establishment will meet the listed requirements.

Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

[Empty box for describing packaging and labeling requirements]

Provide a sample label that the retail marijuana store will use to meet the labeling requirements under 3 AAC 306.645(b):

[Empty box for providing a sample label]



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Section 6 – Security

Identification Requirement to Prevent Sale to Person Under 21 (3 AAC 306.350):

Describe the retail marijuana store’s procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, per 3 AAC 306.350(a):

[Empty box for describing identification procedures]

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Printed name

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public in and for the State of Alaska.

My commission expires: _____



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

(Additional Space as Needed):

A large, green, diagonal watermark with the word "DRAFT" in all caps is centered on the page. The watermark is positioned within a large, empty rectangular box that is intended for supplemental information.



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana cultivation facility license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 4** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.420(2).

What additional information is required for cultivation facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Cultivation plan
- Odor control
- Testing procedure and protocols
- Security

This form must be submitted to AMCO's main office before any marijuana cultivation facility license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Section 2 – Prohibitions

Applicants should review 3 AAC 306.405 – 3 AAC 306.410 and be able to answer “Agree” to all items below.

The marijuana cultivation facility will not:

Agree Disagree

Sell, distribute, or transfer any marijuana or marijuana product to a consumer, with or without compensation

Allow any person, including a licensee, employee, or agent, to consume marijuana or marijuana product on its licenses premises or within 20 feet of the exterior of any building or outdoor cultivation facility

Treat or otherwise adulterate marijuana with any organic or nonorganic chemical or compound to alter the color, appearance, weight, or odor of the marijuana

Section 3 – Cultivation Plan

Review the requirements under 3 AAC 306.420, and identify how the proposed premises will meet the listed requirements.

Describe the size of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:

[Empty box for describing cultivation space and calculations]



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

Describe the marijuana cultivation facility's growing medium(s) to be used:

[Empty text box for growing medium description]

Describe the marijuana cultivation facility's fertilizers, chemicals, gases, and delivery systems, including carbon dioxide management, to be used:

[Empty text box for fertilizers and delivery systems description]

Describe the marijuana cultivation facility's irrigation and waste water systems to be used:

[Empty text box for irrigation and waste water systems description]



Alaska Marijuana Control Board
**Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility**

Describe the marijuana cultivation facility's waste disposal arrangements:

Section 4 – Odor Control

Review the requirements under 3 AAC 306.430, and identify how the proposed premises will meet the listed requirement.

Describe the odor control method(s) to be used and how the marijuana cultivation facility will ensure that any marijuana at the facility does not emit an odor that is detectable by the public from outside the facility:



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Section 5 – Testing Procedure and Protocols

Review the requirements under 3 AAC 306.455 and 3 AAC 306.465, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer “Agree” to the item below.

I understand and agree that:

Agree Disagree

The board will or the director shall from time to time require the marijuana cultivation facility to provide samples of the growing medium, soil amendments, fertilizers, crop production aids, pesticides, or water for random compliance checks

Describe the testing procedure and protocols the marijuana cultivation facility will follow:

[Large empty box for describing testing procedure and protocols, overlaid with a large green 'DRAFT' watermark.]



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Section 6 – Security

Review the requirements under 3 AAC 306.430 and 3 AAC 306.470 – 3 AAC 306.475, and identify how the proposed premises will meet the listed requirements.

Applicants should be able to answer “Agree” to the two items below.

The marijuana cultivation facility applicant has:

Agree Disagree

Read and understands and agrees to the packaging of marijuana requirements under 3 AAC 306.470

Read and understands and agrees to the labeling of marijuana requirements under 3 AAC 306.475

Restricted Access Area (3 AAC 306.430):

Yes No

Will the marijuana cultivation facility include outdoor production?

If “Yes”, describe the outdoor structure(s) or the expanse of open or clear ground fully enclosed by a physical barrier:

[Empty text box for describing outdoor structures or enclosed ground]



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-04: Marijuana Cultivation Facility

Describe the method(s) used to ensure that any marijuana at the marijuana cultivation facility cannot be observed by the public from outside the facility:

[Empty box for describing security methods]

I certify that as a marijuana cultivation facility, I will submit monthly reports to the Department of Revenue and pay the excise tax required under AS 43.61.010 and 43.61.020 on all marijuana sold or provided as a sample to a marijuana establishment, as required under 3 AAC 306.480.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Printed name

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public in and for the State of Alaska.

My commission expires: _____



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-04: Marijuana Cultivation Facility

(Additional Space as Needed):

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Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-05: Marijuana Product Manufacturing Facility

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana product manufacturing facility license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 5** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.520(3).

What additional information is required for product manufacturing facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Equipment, compounds, and processes to be used
- Proposed marijuana concentrates and marijuana products
- Proposed product packaging and sample labels
- Waste disposal plan
- Testing

This form must be submitted to AMCO's main office before any marijuana product manufacturing facility license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	



Alaska Marijuana Control Board

**Operating Plan Supplemental
Form MJ-05: Marijuana Product Manufacturing Facility**

Section 2 – Prohibitions

Applicants should review 3 AAC 306.510 and be able to answer “Agree” to all items below.

The marijuana product manufacturing facility will not:

Agree Disagree

Sell, deliver, distribute, or transfer any marijuana, marijuana concentrate, or a marijuana product directly to a consumer, with or without compensation

Allow any person, including a licensee, employee, or agent, to consume marijuana, marijuana concentrate, or a marijuana product on its licenses premises

The marijuana product manufacturing facility will not manufacture or sell any product that:

Agree Disagree

Is an adulterated food or drink

Closely resembles a familiar food or drink item including candy

Is packaged to look like candy, or in bright colors or with cartoon characters or other pictures or images that would appeal to children

Section 3 – Equipment, Compounds, and Processes to be Used

Review the requirements under 3 AAC 306.555, and identify how the proposed premises will meet the listed requirements.

Describe the equipment and solvents, gases, chemicals, and other compounds the marijuana product manufacturing facility will use to create marijuana concentrates:

[Empty text box for describing equipment and compounds]



Alaska Marijuana Control Board

Operating Plan Supplemental

Form MJ-05: Marijuana Product Manufacturing Facility

Describe the processes to be used to create marijuana concentrates:

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Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-05: Marijuana Product Manufacturing Facility

Section 4 – Proposed Marijuana Concentrates and Marijuana Products

Review the requirements under 3 AAC 306.520 - 3 AAC 306.525 and 3 AAC 306.560, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	
Type:	

Product Description: Details must include the color, shape, and texture.	
--	--

Ingredients: This box is not applicable to marijuana concentrates	
---	--

Standard Production Procedure and Detailed Manufacturing Process:	
--	--

Depiction: Provide a photograph, drawing, or graphic representation of the expected appearance of the final product.	
--	--



Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-05: Marijuana Product Manufacturing Facility

Section 5 – Proposed Product Packaging and Sample Labels

Review the requirements under 3 AAC 306.520 and 3 AAC 306.565 – 3 AAC 306.570, and identify how the proposed establishment will meet the listed requirements. **Attach a completed copy of this page for each proposed marijuana concentrate or marijuana product.**

Product Name:	
Type:	

Packaging Description: Details must include the color(s), size, packaging materials used, total amount of THC, individual serving sizes (if multiple), and other specifics showing compliance with 3 AAC 306.565. Attached photos, drawings, or graphic representations are preferred.	
--	--

Sample Labels: Provide sample labels showing how the labeling information required in 3 AAC 306.570 will be set out.	
--	--



Alaska Marijuana Control Board

Operating Plan Supplemental

Form MJ-05: Marijuana Product Manufacturing Facility

Section 6 – Waste Disposal Plan

Review the requirements under 3 AAC 306.520, and identify how the proposed premises will meet the listed requirements.

Describe the marijuana product manufacturing facility's plan for disposal of any expired or outdated marijuana or marijuana product that is not sold or transferred to another licensed marijuana establishment:

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Alaska Marijuana Control Board

Operating Plan Supplemental Form MJ-05: Marijuana Product Manufacturing Facility

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Section 7 – Testing

The area where in-house testing will occur must be identified on the premises diagram, per 3 AAC 306.520(2). Yes No

Will the marijuana product manufacturing facility perform in-house testing (as defined in 3 AAC 306.990(b)(20))?

Applicants should review 3 AAC 306.550 and be able to answer "Agree" to the item below.

The marijuana cultivation facility applicant has: Agree Disagree

Read and understands and agrees to the required laboratory testing set forth in 3 AAC 306.550

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Printed name

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public in and for the State of Alaska.

My commission expires: _____



Alaska Marijuana Control Board

Operating Plan Supplemental

Form MJ-05: Marijuana Product Manufacturing Facility

(Additional Space as Needed):

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Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-06: Marijuana Testing Facility

What is this form?

This operating plan supplemental form is required for all applicants seeking a marijuana testing facility license and must accompany the **Marijuana Establishment Operating Plan (Form MJ-01)**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 6** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.615(2).

What additional information is required for testing facilities?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Testing practices and procedures
- Employee qualification and training
- Security
- Reporting and records retention

This form must be submitted to AMCO's main office before any marijuana testing facility license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-06: Marijuana Testing Facility

Section 2 – Prohibitions

Applicants should review 3 AAC 306.610 and be able to answer “Agree” to all items below.

The marijuana testing facility will not:

Agree Disagree

Sell, deliver, distribute or transfer any marijuana or marijuana product to a consumer, with or without compensation

Allow any person to consume marijuana or marijuana product on its licenses premises

Section 3 – Testing Practices and Procedures

Review the requirements under 3 AAC 306.615, 3 AAC 306.635 – 3AAC 306.645, and 3 AAC 306.660, and identify how the proposed establishment will meet the listed requirements.

Describe each test the marijuana testing facility will offer:

[Empty text box for describing tests]



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-06: Marijuana Testing Facility

Standard Operating Procedure Manual (3 AAC 306.640):

Applicants for marijuana testing facilities must have a written procedures manual with detailed instructions explaining how to perform each testing method the applicant or marijuana testing facility uses, and minimum standards for each test. Applicants should be able to answer "Agree" to all items below.

The marijuana testing facility will ensure that the standard operating procedure manual:

Agree Disagree

Is available to each employee at all times

Will cover at least the required procedures listed under 3 AAC 306.640

Describe the marijuana testing facility's standard operating procedure for each test the facility will offer:

DRAFT



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-06: Marijuana Testing Facility

Laboratory Testing of Marijuana and Marijuana Products (3 AAC 306.645):

A licensed marijuana testing facility must meet minimum standards for laboratory testing. Applicants should be able to answer "Agree" to all items below.

The marijuana testing facility applicant has:

Agree Disagree

Read and understands and agrees to the requirements listed under 3 AAC 306.645

Describe the acceptable range of results for each test the marijuana testing facility will offer:

DRAFT



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-06: Marijuana Testing Facility

Failed Materials, Retests (3 AAC 306.660):

Applicants should be able to answer "Agree" to all items below.

If a sample tested by the marijuana testing facility does not pass the required tests, the facility will:

Agree Disagree

Dispose of the entire harvest batch or production lot from which the sample was taken

Document the disposal of the sample using its marijuana inventory control system

Section 4 – Employee Qualification and Training

Review the requirements under 3 AAC 306.625 – 3 AAC 306.630, and identify how the proposed establishment will meet the listed requirements.

Proficiency Testing Program (3 AAC 306.625):

Describe how the marijuana testing facility will ensure the scientific director and all testing analysts are proficient in utilizing testing equipment and analyzing samples:



Alaska Marijuana Control Board

**Operating Plan Supplemental
Form MJ-06: Marijuana Testing Facility**

Scientific Director (3 AAC 306.630):

All marijuana testing facilities must employ a scientific director with responsibilities and qualifications set out in 3 AAC 306.630 and 3 AAC 306.640(b).

Name the scientific director and describe how he/she meets the qualifications set out in 3 AAC 306.630(b).

Section 5 – Security

Review the requirements under 3 AAC 306.650, and identify how the proposed establishment will meet the listed requirements.

Chain of Custody (3 AAC 306.650):

Describe how the marijuana testing facility will meet the chain of custody requirements as listed in this section:



Alaska Marijuana Control Board
Operating Plan Supplemental
Form MJ-06: Marijuana Testing Facility

Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

marijuana.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Section 2 – Reporting and Records Retention

Applicants should review 3 AAC 306.670 – 3 AAC 306.675 and be able to answer “Agree” to all items below.

Reporting, Verification (3 AAC 306.670):

The marijuana testing facility applicant:

Agree Disagree

Has read, understands, and agrees to the reporting requirements outlined in 3 AAC 306.670(a)

Has read, understands, and agrees to the reporting requirements outlined in 3 AAC 306.670(b)

Records Retention (3 AAC 306.675):

The marijuana testing facility applicant:

Agree Disagree

Has read, understands, and agrees to the records retention requirements listed in 3 AAC 306.675

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

 Signature of licensee

 Printed name

Subscribed and sworn to before me this ____ day of _____, 20____.

 Notary Public in and for the State of Alaska.

My commission expires: _____



Alaska Marijuana Control Board
**Operating Plan Supplemental
Form MJ-06: Marijuana Testing Facility**

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

(Additional Space as Needed):

DRAFT



Alaska Marijuana Control Board

Form MJ-07: Public Notice Posting Affidavit

What is this form?

A public notice posting affidavit is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(10). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by posting a copy of the application (produced by the board’s application website) for ten (10) days at the location of the proposed licensed premises and one other conspicuous location in the area of the proposed premises, per 3 AAC 306.025(b)(1).

This form must be submitted to AMCO’s main office before any license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	

Section 2 – Certification

I certify that I have met the public notice requirement set forth under 3 AAC 306.025(b)(1) by posting a copy of my application for the following 10-day period at the location of the proposed licensed premises and at the following conspicuous location in the area of the proposed premises:

Start Date: _____ End Date: _____

Other conspicuous location: _____

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public in and for the State of Alaska.

My commission expires: _____



Alaska Marijuana Control Board

Form MJ-08: Local Government Notice Affidavit

What is this form?

A local government notice affidavit is required for all marijuana establishment license applications with a proposed premises that is located within a local government, per 3 AAC 306.025(b)(3). As soon as practical after initiating a new marijuana establishment license application, an applicant must give notice of the application to the public by submitting a copy of the application (produced by the board's application website) to the local government and any community council in the area of the proposed licensed premises.

This form must be submitted to AMCO's main office before any license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	ZIP:

Section 2 – Certification

I certify that I have met the local government notice requirement set forth under 3 AAC 306.025(b)(3) by submitting a copy of my application to the following local government and community council (if applicable):

Local Government: _____ Date Submitted: _____

Community Council: _____ Date Submitted: _____

(Municipality of Anchorage and Matanuska-Susitna Borough only)

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public in and for the State of Alaska.

My commission expires: _____



Alaska Marijuana Control Board

Form MJ-09: Statement of Financial Interest

What is this form?

A statement of financial interest completed by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) and affiliate (as defined in 3 AAC 306.990(a)(1)) is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(4). A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be submitted to AMCO's main office before any license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:			
License Type:					
Doing Business As:					
Premises Address:					
City:		State:		ZIP:	

Section 2 – Individual Information

Enter information for the individual licensee or affiliate.

Name:	
Title:	
SSN:	



Alaska Marijuana Control Board

Form MJ-09: Statement of Financial Interest

Section 3 – Financial Disclosures

List below persons, firms, lending institutions, or corporations which have or may have any financial involvement in purchasing of assets, generating revenue, or providing operating capital for the licensed business operations.

PLEASE CHECK THE FOLLOWING BOX IF NO INSTITUTIONS. NONE

NAME	ADDRESS	AMOUNT	PURPOSE

Section 4 – Certifications

I certify that no person other than a proposed licensee listed on my marijuana establishment license application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which a marijuana establishment license is being applied for.

I further certify that any ownership change shall be reported to the board as required under 3 AAC 306.040.

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee/affiliate

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public in and for the State of Alaska.

My commission expires: _____



Alaska Marijuana Control Board Form MJ-12: Petition

What is this form?

Any marijuana license application for a premises located in an area with no local government must file a petition in accordance with **3 AAC 306.030(c)**. Instructions vary with the type of area in which your proposed premises are located.

Please read the instructions in Section 2 of this form carefully.

A marijuana license application for a premises that is **within 50 miles** of the boundary of a local government must submit a petition signed by the **majority** of the **permanent residents** residing within **one mile** of the proposed premises per **3 AAC 306.030(a)**.

A marijuana license application for a premises that is **50 miles or more** from the boundary of a local government must submit a petition signed by **two-thirds** of the **permanent residents** residing within a **five mile radius** of the United States post office nearest to the proposed licensed premises per **3 AAC 306.030(b)**.

This form must be submitted to AMCO's main office before any marijuana license application in an area with no local government will be considered complete. You may include as many pages of signatures as necessary.

	Yes	No
My proposed premises is outside, but within 50 miles of the boundary of a local government.	<input type="checkbox"/>	<input type="checkbox"/>
My proposed premises is 50 miles or more from the boundary of a local government.	<input type="checkbox"/>	<input type="checkbox"/>

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	



Alaska Marijuana Control Board Form MJ-12: Petition

Section 2 – Petition Instructions

Please read these instructions carefully.

The following information must accompany all marijuana establishment license applications requiring petitions:

1. A map showing the population within:
 - a. the one mile radius with the proposed premises as center (required for premises within 50 miles of the boundary of a local government)

OR

 - b. the five mile radius with the United States post office as center (required for premises 50 miles or more from the boundary of a local government)*
2. Graphic designation on a map showing the general area where petition signatures were obtained
3. A narrative and mathematical calculation of how population totals were determined
4. A narrative of how signatures were obtained (door to door solicitation; premises solicitation; etc.)

“Permanent resident” means a person 21 years of age or older who has established a permanent place of abode. A person may be a permanent resident of only one place, per **3 AAC 306.030(d)**.

Signatures must be obtained within the 90-day period immediately before submitting the petition to the board.

*If there is no United States post office within a radius of five miles of the proposed licensed premises, the applicant must obtain the signatures of two-thirds of the permanent residents residing within a five mile radius of the proposed licensed premises. The map should show the applicable area.



Alaska Marijuana Control Board
Form MJ-12: Petition

Section 3 – Petition

*Have a completed copy of this page available for those considering this petition.

This is a petition in support of a

_____ license application.
(type of license applied for)

By signing this petition, you are stating that you are in favor of having a licensed marijuana establishment in your community.

Each person who has signed this petition states that he or she is a **permanent resident** in the area indicated below; that he or she is 21 years of age or older; and agrees to the issuance of a

_____ to _____
(type of license applied for) *(grow, sell, manufacture, test)*

marijuana at _____
(location of proposed premises)

in the State of Alaska, and that the physical address of his/her residence is:

within one (1) mile of proposed premises.

(Check one)

within five (5) miles of the nearest post office to the proposed premises.



Alaska Marijuana Control Board Form MJ-12: Petition

Section 4 – Certifications

This petition is not valid if this page is not complete, signed, and notarized.

I, _____, the applicant for a
(proposed licensee)

_____, hereby certify that the
(type of license applied for) (regulation reference)

number of permanent residents 21 years of age or older who live within _____ mile(s) of
(one/five)

_____, and this petition
(proposed premises or nearest US Post Office address) totals _____ (total population)

totals _____ signatures, which is _____ % of the permanent residents in the area as required by 3 AAC 306.030.
(number) (percentage)

I declare under penalty of perjury that I have examined this form, including all accompanying schedules and statements, and to the best of my knowledge and belief find it to be true, correct, and complete.

Signature of licensee/affiliate

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public in and for the State of Alaska.

My commission expires: _____



MEMORANDUM

TO: Chair and Members
of the Marijuana Control Board

DATE: February 8, 2016

FROM: Cynthia Franklin, Director

RE: Future Forms

Form MJ-13: On-Site Consumption Endorsement

Form MJ-14: Business Name Amendment

Form MJ-15: Premises Diagram Amendment

Form MJ-16: Operating Plan Amendment

Form MJ-17: Proposed New Marijuana Product

Online Renewal License Application

Online Transfer License Application



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:		License Number:	
License Type:			
Doing Business As:			
Premises Address:			
City:		State:	
		ZIP:	

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Attached Items:	
-----------------	--

OFFICE USE ONLY

Received Date:		Payment Submitted Y/N?:		Transaction #:	
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Strengthening Alaska
Municipalities Through
Advocacy & Education

Legislative Bulletin # 29-13

February 5, 2016

In this issue:

- Legislative Committee Meeting Schedules
- Bills on the Move
- Bills Introduced

Contact Us:

One Sealaska Plaza, St. 200
Juneau, AK 99801
877-636-1325
kathie@akml.org

Legislative Information

The purpose of this newsletter is to help each and every one of you keep up with the legislation that could potentially have a positive or negative impact on your municipality. If you have any questions about any bills, please call us at the AML office. If you hear about legislation that we have missed, please let us know. Sometimes, with the huge flurry of issues, we might miss something.

Legislative Committee Meeting Schedule

The following list of committee meetings address issues and bills important to Municipalities for the upcoming week. For a complete list of bills visit the [BASIS](#) website. Most of the meetings are teleconferenced. It is best to go through your local LIO office to testify:

Monday, February 8

- 1:00 p.m. – [HB 274](#): State Land; Exchanges, Lease Extensions – House Resources – Room 124
- 1:30 p.m. – [HB 256](#): Appropriations: Operating Budge/Loans/Funds – House Finance – Room 519
- 1:30 p.m. – [HB 255](#): Budget: Capital – House Finance – Room 519
- 3:30 p.m. – [SB 135](#): Electronic Tax Returns & Fisheries Taxes – Senate Resources – Room 205

Tuesday, February 9

- 9:00 a.m. – [SB 114](#): Permanent Fund: Earnings, Deposits, Accounts – Senate State Affairs – Room 205
- 10:00 a.m. – [HJR 23](#): Ask Congress to Stop Illegal Crab Fishing (that title is no joke! I wasn't aware that Congress was doing ANY kind of crab fishing) – House Fisheries – Room 120
- 1:00 p.m. – [SB 132](#): Electronic Tax Returns & Motor Fuel Tax – Senate Transportation Room 205

1:30 p.m. [HB 256](#): Appropriations: Operating Budget/Loans/Funds – House Finance – Room 519

1:30 p.m. – [HB 255](#): Budget: Capital – House Finance – Room 519

Wednesday, February 10

1:00 p.m. – [HB 213](#): Restrict Access State Land; Findings: Notice – House Resources – Room 120

Thursday, February 11

8:00 a.m. – [HB 24](#): Professional Services in State-Funded Contracts – House State Affairs – Room 106

9:00 a.m. – [SB 138](#): Budget: Capital – Senate Finance – Room 532

9:00 a.m. – [SB 167](#): Appropriations: Supplemental/Capital/Other Appropriations – Senate Finance – Room 532

9:00 a.m. – [SB 128](#): Permanent Fund: Deposits; Dividend; Earnings – Senate State Affairs – Room 205

10:00 a.m. – [HB 251](#): Electronic Tax Returns & Fisheries Taxes – House Fisheries – Room 120

1:30 p.m. – [SB 165](#): Alcohol Beverage Control Board; Minors: Alcohol – Senate Labor & Finance – Room 105

Friday, February 12

3:15 p.m. – [HB 248](#): Electronic Tax Returns & Alcohol Tax – House Labor & Commerce Room 124

Bills on the Move

* introduced this week

[HB 115](#) – **An Act relating to the sovereignty of the state and the state’s right to a credit or setoff for amounts or injuries inequitably or unlawfully caused or claimed by the federal government; requiring the United States to lift certain land orders and federal withdrawals; relating to the transfer of public land or interests in public land from the federal government to the state and to the disposal of that land or any interest in land; and providing for an effective date.**

This bill requires that the U.S. transfer title to public lands to Alaska on or before January 1, 2017. This bill assumes there is a breach of good faith since the state is still entitled to and still awaiting the transfer of the remaining 5.5 million acres. Thus far, the State has received patent to about 99.5 million acres. This bill is currently in Senate Judiciary and is not scheduled for a hearing.

[HB 147](#) – **An Act relating to the investigation of cruelty to animals complaints; relating to the seizure of animals; relating to the destruction of animals; relating to a bond or security posted for the costs of care for an animal; relating to the inclusion of an animal in a protective order and arrests for violating that**

protective order; and relating to the ownership of an animal upon divorce or dissolution of marriage.

This bill, for our purposes, intends to amend current statutes to, upon passage, require owners of animals lawfully seized (municipal animal control) to pay for the cost of care while that animal is being held by the government. This will shift the burden from municipal governments or independent shelters and rescue agencies. This bill is currently in House Judiciary where it was heard and held on 02/01/2016. It will be heard again on 02/10/2016 with invited testimony only.

HB 187 – An Act creating the Railbelt Electrical Transmission Authority; and relating to the duties of the Regulatory Commission of Alaska:

This bill was submitted by the Committee On Energy, Labor and Commerce. The intent is to create an Railbelt Energy Authority to develop a plan to manage the electric transmission system of the railbelt area. The members shall be:

6 members representing utilities, with one member from each of the following areas:

Anchorage and Upper Kenai Peninsula area
Fairbanks, Delta Junction, Nenana, Healy, Cantwell areas
Mat-Su, Eagle River and Chugiak areas
Home and Lower Kenai Peninsula areas
Anchorage
Seward

At least one members representing independent power producers in the railbelt;

At least one member representing consumers of the Interior area

At least one member representing consumers of the coastal railbelt area

At least one member representing the renewable energy sector in the railbelt

At least one member who is an employee of the Alaska Energy Authority

This commission will have staff assigned to them.

This bill was heard and held in the House Energy Committee on 01/28/2016 and is scheduled again on 02/02/2016.

HB 220 – An Act relating to fish; and establishing a fisheries enhancement permit:

This bill has been introduced by Rep. Talerico. It creates a new “Fisheries Enhancement Permit.” The activities allowed under this new bill are:

1. Remove fish from water, incubate or fertilize eggs, and place eggs back in water;
2. Enhance habitat and augment nutrients in state water;
3. Create a hatchery subject to AS 16.10.375-16.10.480.

The application would include the applicant’s name; feasibility of the project; COLLABORATION WITH LOCAL STAKEHOLDERS (this is the part of which we need to be cognizant); location for project; species and number of fish to be taken; management plan; applicant’s goals; and a fee of \$100.

Before DF&G can issue a permit, they need to determine that the project will restore or introduce a fish population in a body of water where subsistence and escapement goals have not been met; that it will result in a public benefit and that it will not introduce a nonindigenous fish species to a body of water.

Municipalities need to be assured that these projects provide ample consultation with municipalities before these permits are issued. The bill was heard on 01/26/2016 in the House Fisheries Committee where it was held. It is not currently on the schedule any time soon.

[HB 227](#) – An Act relating to medical assistance reform measures relating to administrative appeals of civil penalties for medical assistance providers; relating to the duties of the Department of Health and Social Services; relating to audits and civil penalties for medical assistance providers; relating to medical assistance cost containment measures by the Department of Health and Social Services; relating to medical assistance coverage of clinic and rehabilitative services; and providing for an effective date.

This is a companion bill to SB 78. It was heard and held in House Health & Social Services on 02/02/2016. It is not currently on the schedule.

[HB 245](#) – An Act relating to the Alaska permanent fund; relating to appropriations to the dividend fund; relating to income of the Alaska permanent fund; relating to the earnings reserve account; relating to the Alaska permanent fund dividend; making conforming amendments; and providing for an effective date.

This bill was also submitted by the Governor and is part of the Sustainable Alaska Plan and is a companion bill to SB 128. It was heard and held in House Finance on 02/02/2016. It is not currently on the schedule, again.

[HB 249](#) - An Act requiring the electronic submission of a tax return or report with the Department of Revenue; relating to the motor fuel tax; and providing for an effective date:

This bill is a companion bill to SB 132 (see below).

This bill was heard and held in House Transportation on 01/28/2016 and again on 02/04/2016. Public testimony will be heard on Saturday, February 6th.

[HB 251](#) – An Act requiring the electronic submission of a tax return or report with the Department of Revenue; relating to fisheries business tax and fishery resource landing tax; relating to refunds to local governments; and providing for an effective date.

This bill was submitted by the Governor and is part of the Sustainable Alaska Plan. The bill would increase the tax rates of the fisheries business tax and the fishery resource landing tax. The tax rates covered by these statutes vary from one percent to five percent, depending on the type of fishery. The bill would increase those tax rates by one percent across the board, with the exception of some developing fisheries that are exempt from the increase. Currently, the revenue generated by these taxes is split evenly between the state and the municipalities where the fisheries are located. The bill would exempt this one percent increase from the revenue sharing arrangement, thereby insuring that the entire increase is applied to the general fund. The legislation is expected to generate additional revenue of approximately \$18,000,000 annually. Currently, the costs to the state to regulate commercial fisheries are greater than the amount of general fund revenue generated by these taxes. To increase administrative

efficiency for the Department of Revenue and state taxpayers, the bill would require the electronic submission of tax returns with an exemption available upon request.

This bill was heard and held in House Fisheries on 02/02/2016 and will be heard again on 02/11/2016.

[HB 256](#) – An Act making appropriations for the operating and loan program expenses of state government and for certain programs, capitalizing funds, making reappropriations, making supplemental appropriations, and making appropriations under art. IX, sec. 17 (c), constitution of the State of Alaska, from the constitutional budget reserve fund; and providing for an effective date:

This is the Governor's Operating budget. This bill is also part of the Governor's New Sustainable Alaska Plan. The Governor states that this budget will allow for a balanced and long-term sustainable state budget by FY19. This budget includes reductions in state spending for agencies, appropriating language for implementing the Alaska Permanent Fund Protection Act (APFPA) and debt financing for current and future required pension payments.

This year's operating budget is \$4.5 billion in unrestricted general funds. Of that total, \$3.9 billion is for agency operating budgets while the remainder is for debt, retirement, and oil and gas tax credits. The state funding for agencies has a net reduction of \$114 million for FY16. This bill was heard in House Finance on 01/27/2016, 01/28/2016 and 01/29/2016. This bill will be debated ALLLLLLLLLLL session. It is scheduled for House Finance again, ALLLLLLL next week.

[HB 255](#) – An Act making appropriations, including capital appropriations, reappropriations, and other appropriations; making appropriations to capitalize funds; and providing for an effective date:

This is the Governor's proposed Capital budget which totals \$1.3 billion of which \$957 million is federal funds, \$195 million is unrestricted general funds, and \$111 million is other funds. The budget provides minimum capital funding for housing programs, limited energy and school maintenance and construction projects, and matching funds for transportation, water and sewer. This bill was heard in House Finance on 01/27/2016, 01/28/2016 and 01/29/2016. This bill will also be debated all session.

[HB 293](#) – An Act making supplemental appropriations, capital appropriations, and other appropriations; making reappropriations; amending appropriations; repealing appropriations; and providing for an effective date.

For those of you have actually read that above, this bill address APPROPRIATIONS (DUH!). This is the Governor's Supplemental Budget which is created to "fill the gap" between last years' budget and the approval of this years' budget. This bill is in House Finance where it was heard and held on 02/04/2016.

[SB 74](#) – An Act relating to permanent fund dividends; relating to a medical assistance reform program; establishing a personal health savings account program for medical assistance recipients; relating to the duties of the Department of Health and Social Services; and establishing medical assistance

demonstration projects; and relating to a study by the Department of Health and Social Services:

This bill has been submitted by the Governor. If you have plenty of times on your hands, read SB 74, 78, HB 256, 257 and 255 (Medicaid and Budget bills). Most of these bills are SOOOOO long and SOOOOO filled with blather, however, I have attempted to pick out the high spots. They cannot pay one enough money to do this!!! Here is the breakdown for SB 74 which is the Governor's major bill for Medicaid Expansion reform. It would:

- Allow DHSS to enter into a contract for durable medical equipment or specific medical services provided in the Medicaid program;

- Require DHSS to establish a computerized eligibility verification system to verify eligibility and deter waste and fraud;

- Adds new sections establishing civil penalties for false claims for medical assistance;

- Require DHSS to design and implement a Medicaid reform program;

- Require the legislature to approve any new additional groups added to the Medicaid program on or after 03/23/2010;

- Requires DHSS to design and implement a demonstration project to reduce nonurgent use of emergency departments by Medicaid recipients;

- Requires DHSS to annually prepare a report regarding fraud prevention, abuse, prosecution and vulnerabilities in the Medicaid program;

- Requires DHSS to develop managed care or case management projects for individuals enrolled in all Medicaid programs;

- Requires DHSS to conduct a study analyzing the feasibility of privatizing certain services;

- Requires DHSS to amend the state medical plan and apply for waivers in order to implement programs described in the bill and to certify federal approval of specified measures. This bill was heard in Senate Finance on 01/27/2016 and held. It has not yet been rescheduled.

SB 78 – An Act relating to medical assistance reform measures; relating to eligibility for medical assistance coverage; relating to medical assistance cost containment measures by the Department of Health and Social Services; and providing for an effective date:

This is the Governor's bill that attempts to reform Medicaid Expansion. It does many things with regards to the Governor's acceptance of Medicaid Expansion. It first instructs the Department of Health and Social Services to propose legislation to implement a provider tax in January 2016 to help offset the cost of the Medicaid Program. It would also amend state statute to exclude the expansion population from the current Permanent Fund Hold Harmless program. This bill would clarify the minimum number of audits that DHSS should conduct each year, along with instructions that DHSS should minimize duplicative state and federal audits for providers. It would allow DHSS to impose interest penalties on identified overpayments using the post judgement statutory rate. It would allow DHSS to develop provider fines for regulation violations. This bill provides the authority for DHSS to expand Medicaid to adults aged 19-64 who are not caring for dependent children, are not disabled or pregnant and who

earn at or below 138% of the federal poverty guidelines. There are other changes that come with bill, as well. This bill was brought up in Senate Finance on 01/27/2016, at which time Senator MacKinnon assigned a special committee to review and address this bill.

[SB 100](#) – An Act relating to the assessment of property for oil and gas exploration, production, and pipeline transportation property tax on a North Slope natural gas project; amending the definition of “taxable property”; adding a definition for “North Slope gas project”; and making conforming amendments.

This bill, submitted by the Governor, addresses the VERY sticky issue of property tax on a North Slope natural gas project. This bill lays out a framework for the assessment of property tax on a North Slope natural gas project once the project begins to transport gas. This tax would be based on the full and true value of the property determined by adjusted original cost and annualized throughput. The definition of a natural gas project for tax purposes would include a gas treatment plant, a gas pipeline, a liquefaction plant and a marine terminal.

There have been years of lawsuits between municipalities, the state and the oil companies over this one issue. This bill has many more weeks of discussion, as it is agreed by all parties that this is a starting place.

This bill was heard and held in the C&RA Committee on 01/28/2016.

[SB 114](#) – An Act relating to the Alaska Permanent Fund Corporation, the earnings of the Alaska permanent fund, and the earnings reserve account; relating to the mental health trust fund; relating to deposits into the dividend fund; and providing for an effective date.

This bill changes where the permanent fund dividends come from and what funds are available for government services. Currently, 30% of all royalties and rents from oil and gas go into the Permanent Fund, and 0.5% goes into the School Trust Fund. This leaves 69.5% of all royalties to go into the General Fund. This bill proposes to revert to the constitutionally mandated 25% of royalties to deposit into the Permanent Fund and to shift the remaining 74.5% to the Dividend Fund. The dividend would then be decoupled from the Permanent Fund, and a guarantee that the Dividend will not fall below \$1,000 would be in place. Instead of royalties, the General Fund would utilize a portion of the Permanent Fund: 5% of the total value of the fund would be deposited into the General Fun. This would result in a net increase of nearly \$2 billion to the General Fund, significantly closing the fiscal gap.

This bill is currently in Senate State Affairs where it will be heard on 02/09/2016.

[SB 128](#) – An Act relating to the Alaska Permanent Fund; relating to appropriations to the dividend fund; relating to income of the Alaska permanent fund; relating to the earnings reserve account; relating to the Alaska permanent fund dividend; making conforming amendments; and providing for an effective date:

This bill has been introduced by the Governor and would create a different financial model for the permanent fund. According to the Governor’s office, these changes would allow for sustainable and stable funding of state services and the

protection of the permanent fund. However, in order to accomplish those goals, the State would have to deposit additional state resources (money) into the permanent fund and the earnings reserve account. This would (hopefully) increase the earnings. Then, a sustainable and stable annual draw could be made from the earnings reserve account into the general fund to support state government.

This bill would also change the way permanent fund dividends are calculated. Currently, the PFDs are based on investment returns. If this bill should pass, the PFDs would be based on the State's receipt of natural resource royalties. This bill would also require the Commissioner of Revenue to consult with the Alaska Permanent Fund Corporation and review state financial resources in order to recommend whether adjustments should be made to the annual draw from the earnings reserve fund. Lastly, the bill provides for inflationary adjustments to the annual draw beginning in FY2020.

This bill was heard in Senate State Affairs on 02/02/2016 and 02/04/2016 where it was held. It is now on the schedule for 02/11/2016.

SB 132 – An Act requiring the electronic submission of a tax return or report with the Department of Revenue; relating to the motor fuel tax; and providing for an effective date.

This bill was introduced by the Governor and would raise the tax rates on the four categories of motor fuel currently taxed under AS 43.40.010, but would not amend the refined fuel surcharge levied under AS 43.40.005 and passed last session. Instead, the bill would increase the currently outdated tax rates on all motor fuels including all motor fuel sold or transferred within the state, aviation gasoline, and motor fuel used on watercraft. The bill increases highway fuel from \$0.08 to \$0.16 per gallon; aviation fuel from \$0.047 to \$0.10 per gallon; marine fuel from \$0.05 to \$0.10 per gallon; jet fuel from \$0.032 to \$0.10 per gallon, gasohol from \$0.08 to \$0.16 per gallon; and also increases the credit for off road use from \$0.06 to \$0.12 per gallon. The bill would generate approximately \$49 million annually in increased revenue. Alaska has the lowest motor fuel tax rate in the nation. The current rate of \$0.08 per gallon has been in place since 1970. Currently, the average throughout the U.S. is \$.25 a gallon. This bill is part of the Governor's New Sustainable Alaska Plan. This bill was heard and held in Senate Transportation on 01/26/2016. It is currently not scheduled for another hearing.

SB 137 – An Act requiring the electronic filing of a tax return with the Department of Revenue; establishing a civil penalty for failure to electronically file a return or report; relating to exemptions from the mining license tax; relating to the mining license tax rate; relating to mining license application; renewal, and fees; and providing for an effective date.

This bill, submitted by the Governor, is also part of the Sustainable Alaska Plan. It would increase the mining license tax rate from seven percent to nine percent for a portion of net income in excess of \$100,000. The new tax rate would apply the first taxable year (which may be a fiscal year or a calendar year) beginning after the effective date of the bill. This legislation is expected to generate additional revenue of approximately \$6,000,000 annually. The bill would also repeal the exemption from paying the mining license tax that currently applies to operations for three and one half

years after production begins. References to the exemption in related statutes also would be repealed. The bill would provide for the exemption to continue to apply to mining operations if production begins before July 1, 2016. To increase administrative efficiency for the Department of Revenue and state taxpayers, the bill would require the electronic submission of tax returns with an exemption available upon request. The bill would also establish an application fee of \$50 for a mining license application and for each annual renewal.

This bill was heard and held in Senate Resources on 02/03/2016. It is not currently on any schedule.

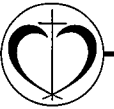
[SB 138](#) – An Act making appropriations, including capital appropriations, reappropriations, and other appropriations; making appropriations to capitalize funds; and providing for an effective date.

This is a companion bill to HB 255. It was heard and held in Senate Finance on 02/02/2016 and is again scheduled for 02/11/2016.

[SB 139](#) – An Act making appropriations for the operating and loan program expenses of state government and for certain programs capitalizing funds, making reappropriations, making supplemental appropriations, and making appropriations under art. IX, sec. 17 (c), Constitution of the State of Alaska, from the constitutional budget reserve fund; and providing for an effective date.

This is a companion bill to HB 256. This bill was heard and held in Senate Finance on 02/02/2016. It is not scheduled again, at this time.

If you would like to be removed from or sign up for the AML weekly Legislative Bulletin, please reply to this email or email betty@akml.org.



Dignity • Care • Compassion

419 6th Street

Juneau, AK 99801

Telephone: 907.463.6100

Fax: 907.586.9018

www.ccsjuneau.org

January 28, 2016

RECEIVED

FEB 10 2016

Mr. Jon Bolling
City Administrator
City of Craig
PO Box 725
Craig, AK 99921

Dear Mr. Bolling:

A copy of the Quarterly Expenditure Reports for Southeast Senior Services' Craig/Klawock Program is enclosed. These reports cover the second quarter period from October 1, 2015 through December 31, 2015.

The following services were provided during the second quarter of Fiscal (FY) 2016:

- * 25 individuals received 991 home-delivered meals.
- * 57 individuals received 839 congregate meals.
- * 20 individuals received 632 unassisted rides.
- * 8 individuals received 300 assisted rides.
- ** 27 individuals received 61 assisted/unassisted rides to/from the Hollis ferry (this count includes Escorts.)
- ** 14 individuals received 14 hours of Driver Homemaker services.
- ** 1 disabled individual, under the age of 60, received 51 home-delivered meals funded by the Medicaid Waiver Program.

** The Hollis ferry rides are provided through a DOT "Purchase of Services" grant and Driver Homemaker services are provided through funds available through a Title VI Caregiver Support grant.

On behalf of Craig/Klawock seniors, I would like to thank you for your continued support of the Craig/Klawock Senior Program.

Sincerely,

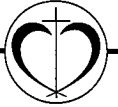
Erin Walker-Tolles
Executive Director

EWT/hai

Enclosures



Description	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to date Actual
4001 T3 NSIP	\$ 529.80	\$ 463.20			\$ 993.00
4003 DOT Rides	\$ 2,482.36	\$ 2,482.34			\$ 4,964.70
4033 T3 Nutrition & Transportation	\$ 18,595.86	\$ 16,361.91			\$ 34,957.77
4100 City of Craig	\$ 1,873.50	\$ 1,873.50			\$ 3,747.00
4109 City of Klawock	\$ 2,490.51	\$ 2,490.51			\$ 4,981.02
4364 Title VI-Care Giver Support	\$ 6,480.36	\$ 3,265.39			\$ 9,745.75
4365 Title VI-NTS	\$ 32,380.99	\$ 20,792.74			\$ 53,173.73
4366 Title VI - NTS Klawock	\$ 958.04	\$ -			\$ 958.04
4369 Title VI-NSIP	\$ 203.88	\$ 2,062.48			\$ 2,266.36
4410 Congregate Meal Contr-Over 60	\$ 252.00	\$ 44.00			\$ 296.00
4411 Congregate Meal Contr-Under 60	\$ 110.00	\$ 30.00			\$ 140.00
4412 Home Deliv Meal Contr-Over 60	\$ 128.00	\$ -			\$ 128.00
4414 Transportation Contr-Over 60	\$ 75.00	\$ 89.00			\$ 164.00
4415 Transportation Contr-Under 60	\$ -	\$ -			\$ -
4420 POS Fares	\$ 316.00	\$ 250.00			\$ 566.00
4553 Medicaid	\$ 9,276.16	\$ 6,611.34			\$ 15,887.50
4600 In-Kind Revenue	\$ 972.00	\$ 972.00			\$ 1,944.00
4920 Fund Raising	\$ 234.30	\$ 200.00			\$ 434.30
4922 POS Match	\$ -	\$ 435.73			\$ 435.73
4950 Individual donations	\$ -	\$ 100.00			\$ 100.00
4990 Miscellaneous Revenue	\$ (0.02)	\$ -			\$ (0.02)
Total Revenue	\$ 77,358.74	\$ 58,524.14	\$ -	\$ -	\$ 135,882.88
6110 Salaries & Wages Expense	\$ 36,848.49	\$ 26,678.90			\$ 63,527.39
6115 Substitute Wages Expense	\$ 2,592.23	\$ 2,521.07			\$ 5,113.30
6120 Payroll Taxes & Benefits	\$ 8,828.91	\$ 8,467.47			\$ 17,296.38
6220 Staff Travel & Training	\$ 4,383.27	\$ 2,430.44			\$ 6,813.71
6223 Mileage	\$ 46.92	\$ 100.06			\$ 146.98
6310 Facility Rent	\$ 2,140.42	\$ 2,141.04			\$ 4,281.46
6311 In-Kind Rent	\$ 972.00	\$ 972.00			\$ 1,944.00
6320 Phone Service Charges	\$ 467.81	\$ 640.06			\$ 1,107.87
6410 Office Supplies	\$ 13.29	\$ 9.04			\$ 22.33
6420 Postage	\$ 125.18	\$ 17.02			\$ 142.20
6440 Vehicle Supplies	\$ 79.54	\$ -			\$ 79.54
6450 Program Supplies	\$ 341.76	\$ 370.32			\$ 712.08
6455 Computer Supplies	\$ -	\$ -			\$ -
6470 Household Supplies	\$ 92.87	\$ 714.15			\$ 807.02
6475 Home Delivery Containers	\$ 3,924.34	\$ -			\$ 3,924.34
6480 Raw Food	\$ 8,455.23	\$ 8,609.49			\$ 17,064.72
6485 Fundraising	\$ -	\$ -			\$ -
6490 Gas & Oil	\$ 1,996.64	\$ 2,717.40			\$ 4,714.04
6510 Vehicle Repair	\$ 76.87	\$ 1,716.10			\$ 1,792.97
6520 Non-vehicle repair	\$ -	\$ -			\$ -
6540 Equipment Purch (under \$5,000)	\$ -	\$ -			\$ -
6550 Service Contracts	\$ 692.00	\$ 765.97			\$ 1,457.97
6610 Professional Services	\$ 318.55	\$ 259.87			\$ 578.42
6620 Vehicle Insurance	\$ -	\$ -			\$ -
6630 Property & Liability Insurance	\$ -	\$ -			\$ -
6640 Dues and Subscriptions	\$ 1,824.67	\$ 1,732.02			\$ 3,556.69
6685 Bad Debt Expense	\$ 80.33	\$ -			\$ 80.33
6700 Administrative Expenses	\$ -	\$ -			\$ -
Total Expenditure	\$ 74,301.32	\$ 60,862.42	\$ -	\$ -	\$ 135,163.74
Excess Revenues over (under) Expenses	\$ 3,057.42	\$ (2,338.28)	\$ -	\$ -	\$ 719.14



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Juneau, AK 99801

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October 28, 2015

Mr. Jon Bolling
City Administrator
City of Craig
PO Box 725
Craig, AK 99921

Dear Mr. Bolling:

A copy of the Quarterly Expenditure Reports for Southeast Senior Services' Craig/Klawock Program is enclosed. These reports cover the first quarter period from July 1, 2015 through September 30, 2015.

The following services were provided during the first quarter of Fiscal (FY) 2016:

- * 29 individuals received 972 home-delivered meals.
- * 63 individuals received 967 congregate meals.
- * 18 individuals received 710 unassisted rides.
- * 9 individuals received 287 assisted rides.
- ** 29 individuals received 63 assisted/unassisted rides to/from the Hollis ferry.
- ** 7 individuals received 12 hours of Driver Homemaker services.
- ** 1 individual received 34 hours of Caregiver Support Homemaker services.
- ** 1 disabled individual, under the age of 60, received 49 home-delivered meals funded by the Medicaid Waiver Program.

** The Hollis ferry rides are provided through a DOT "Purchase of Services" grant and Family Caregiver Support Homemaker services are provided through funds available through a Title VI Caregiver Support grant.

On behalf of Craig/Klawock seniors, I would like to thank you for your continued support of the Craig/Klawock Senior Program.

Sincerely,

Erin Walker-Tolles
Executive Director

EWT/hai

Enclosures



Description	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year to date Actual
4001 T3 NSIP	\$ 529.80				\$ 529.80
4003 DOT Rides	\$ 2,482.36				\$ 2,482.36
4033 T3 Nutrition & Transportation	\$ 18,595.86				\$ 18,595.86
4100 City of Craig	\$ 1,873.50				\$ 1,873.50
4109 City of Klawock	\$ 2,490.51				\$ 2,490.51
4364 Title VI-Care Giver Support	\$ 6,480.36				\$ 6,480.36
4365 Title VI-NTS	\$ 32,380.99				\$ 32,380.99
4366 Title VI - NTS Klawock	\$ 958.04				\$ 958.04
4369 Title VI-NSIP	\$ 203.88				\$ 203.88
4410 Congregate Meal Contr-Over 60	\$ 252.00				\$ 252.00
4411 Congregate Meal Contr-Under 60	\$ 110.00				\$ 110.00
4412 Home Deliv Meal Contr-Over 60	\$ 128.00				\$ 128.00
4414 Transportation Contr-Over 60	\$ 75.00				\$ 75.00
4415 Transportation Contr-Under 60	\$ -				\$ -
4420 POS Fares	\$ 316.00				\$ 316.00
4553 Medicaid	\$ 9,276.16				\$ 9,276.16
4600 In-Kind Revenue	\$ 972.00				\$ 972.00
4920 Fund Raising	\$ 234.30				\$ 234.30
4922 POS Match	\$ -				\$ -
4950 Individual donations	\$ -				\$ -
4990 Miscellaneous Revenue	\$ (0.02)				\$ (0.02)
Total Revenue	\$ 77,358.74	\$ -	\$ -	\$ -	\$ 77,358.74
6110 Salaries & Wages Expense	\$ 36,848.49				\$ 36,848.49
6115 Substitute Wages Expense	\$ 2,592.23				\$ 2,592.23
6120 Payroll Taxes & Benefits	\$ 8,828.91				\$ 8,828.91
6220 Staff Travel & Training	\$ 4,383.27				\$ 4,383.27
6223 Mileage	\$ 46.92				\$ 46.92
6310 Facility Rent	\$ 2,140.42				\$ 2,140.42
6311 In-Kind Rent	\$ 972.00				\$ 972.00
6320 Phone Service Charges	\$ 467.81				\$ 467.81
6410 Office Supplies	\$ 13.29				\$ 13.29
6420 Postage	\$ 125.18				\$ 125.18
6440 Vehicle Supplies	\$ 79.54				\$ 79.54
6450 Program Supplies	\$ 341.76				\$ 341.76
6455 Computer Supplies	\$ -				\$ -
6470 Household Supplies	\$ 92.87				\$ 92.87
6475 Home Delivery Containers	\$ 3,924.34				\$ 3,924.34
6480 Raw Food	\$ 8,455.23				\$ 8,455.23
6485 Fundraising	\$ -				\$ -
6490 Gas & Oil	\$ 1,996.64				\$ 1,996.64
6510 Vehicle Repair	\$ 76.87				\$ 76.87
6520 Non-vehicle repair	\$ -				\$ -
6540 Equipment Purch (under \$5,000)	\$ -				\$ -
6550 Service Contracts	\$ 692.00				\$ 692.00
6610 Professional Services	\$ 318.55				\$ 318.55
6620 Vehicle Insurance	\$ -				\$ -
6630 Property & Liability Insurance	\$ -				\$ -
6640 Dues and Subscriptions	\$ 1,824.67				\$ 1,824.67
6685 Bad Debt Expense	\$ 80.33				\$ 80.33
6700 Administrative Expenses	\$ -				\$ -
Total Expenditure	\$ 74,301.32	\$ -	\$ -	\$ -	\$ 74,301.32
Excess Revenues over (under) Expenses	\$ 3,057.42	\$ -	\$ -	\$ -	\$ 3,057.42

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: February 2, 2016
RE: Tract 15, USS 2611 (Ptarmigan Subdivision) Plat Approval

As the council is aware, staff has been working on subdividing a portion of Tract 15, USS 2611 into lots intended for sale and residential development. A preliminary plat of the subdivision was approved by the Craig Planning Commission on January 28, 2016. The surveyor made all modifications to the plat that the commission requested.

Since the city is the owner of the lots in this subdivision the council should review the final plat and authorize the mayor or city administrator to sign the plat on behalf of the City of Craig. The lots all meet the subdivision standards set by the city. This plat would create six new residential lots and a remainder (Tract A) which contains the Craig Community Garden and National Weather Service Radio site leases. These two leases would not be affected by the subdivision or rezoning.

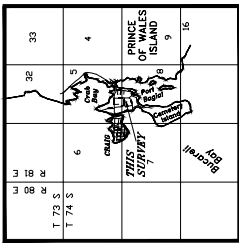
The improvements currently owned by Craig Cable TV are primarily contained completely on Lot 1, with one satellite dish and a portion of the existing rock pad behind the building located on Lot 2. If Craig Cable is evicted from the property the city will remove any improvements remaining after the eviction and offer those lots for sale to the public. If Craig Cable pays their past due sales tax remittance and lease fees on the property and the city determines that they can remain on the site then the city will continue to lease lots 1 and 2 to them. Craig Cable would also be able to continue operations under the new zoning as a prior non-conforming use. This use designation means that the use was legal at the time of rezoning and is allowed to continue. Once the use is discontinued any future development and use of the lots would have to conform to the current zoning designation.

The plat adds utility and drainage easement along Willow Court, along the east side of lots 2, 3 and 5, and along the west side of lot 6 to facilitate drainage and installation of utilities. It is likely that underground power and telephone will be installed in Willow Court. The city will also install all water and sewer laterals to all lots prior to sale to ensure that any paving done this year will not have to be disturbed.

The subdivision also creates an unusual cul-de-sac at the end of Ptarmigan Street by vacating a portion of the existing right-of-way and creating a larger cul-de-sac on the east side. This configuration is not a standard cul-de-sac but will better facilitate turn-around traffic (including emergency vehicles and the garbage truck).

A copy of the final plat is attached.

Recommendation: By motion, authorize the Craig Mayor or City Administrator to sign the final plat of Ptarmigan Subdivision on behalf of the City of Craig.



VICINITY MAP
SCALE 1" = 1 MILE

CERTIFICATE OF OWNERSHIP AND DEDICATION.
WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE REMAINING PORTION OF LOT 15 U.S.S. 2811, AND THAT WE DO FOR OURSELVES, OUR HEIRS, AND ASSIGNS DEDICATE, DONATE AND CONVEY TO THE CITY OF CRAIG THE REMAINING PORTION OF THIS AREA/ASSESSMENTS/OTHER PUBLIC WAYS, AS SHOWN HEREON.

OWNER LOT 15 U.S.S. 2811.
CITY OF CRAIG

DATE _____
NOTARY'S ACKNOWLEDGEMENT
SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 2011.

FOR _____
NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

LEGEND

- ⊙ 5/8" REBAR AND 2" ALUM CAP WITH PLASTIC INSERT SET THIS SURVEY
- ⊙ FOUND ALUMINUM CAP
- ⊙ FOUND BLM BRASS CAP
- (M) DATA MEASURED IN THE FIELD
- (R) DATA OF RECORD U.S.S. 2811

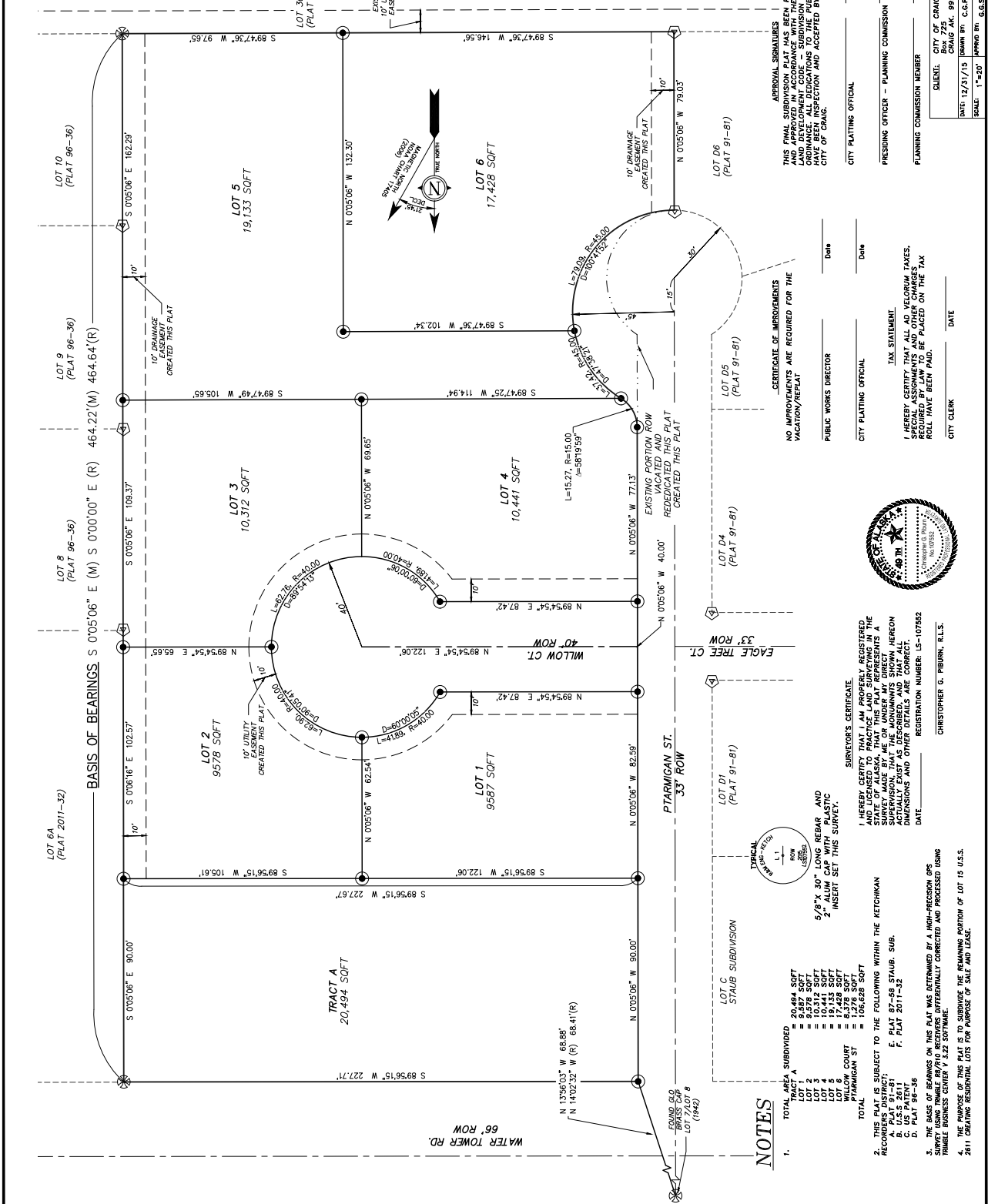
SCALE 1"=20'

THIS DRAWING MAY BE REPRODUCED, VERIFIED OR REPRODUCED USING

KETCHIKAN RECORDING DISTRICT

No.	Date	Revisions

PTARMIGAN SUBDIVISION
THE SUBDIVISION OF THE
REMAINDER OF LOT 15 U.S.S. 2811
PLAT 91-81
SEC 8, T74S, R1E, C1W



APPROVAL SIGNATURES
THIS FINAL SUBDIVISION PLAT HAS BEEN REVIEWED AND APPROVED IN ACCORDANCE WITH THE CRAG CITY CHARTER AND ORDINANCES. ALL DEDICATIONS TO THE PUBLIC HAVE BEEN INSPECTED AND ACCEPTED BY THE CITY OF CRAIG.

CITY PLATING OFFICIAL _____ DATE _____
PRESIDING OFFICER - PLANNING COMMISSION DATE _____
PLANNING COMMISSION MEMBER DATE _____

SUBJECT: CITY OF CRAIG
CRAIG AK 99921
DATE: 12/31/15 DRAWN BY: C.G.P. JOB NO.: 152745
SCALE: 1"=20' PAPER BY: S.G.S. SHEET 1 OF 1

CERTIFICATE OF IMPROVEMENTS
NO IMPROVEMENTS ARE REQUIRED FOR THE VACATION/REBATE.

PUBLIC WORKS DIRECTOR _____ DATE _____
CITY PLATING OFFICIAL _____ DATE _____

TAX STATEMENT
I HEREBY CERTIFY THAT ALL AD VALORUM TAXES, SPECIAL ASSESSMENTS AND OTHER CHARGES ROLL HAVE BEEN PAID.

CITY CLERK _____ DATE _____



SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I HAVE PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA. THAT THIS PLAT REPRESENTS A CORRECT AND ACCURATE SURVEY OF THE REMAINING PORTION OF LOT 15 U.S.S. 2811, AND THAT THE MONUMENTS SHOWN HEREON ARE CORRECTLY PLACED AND OTHER DETAILS ARE CORRECT.

DATE _____
REGISTRATION NUMBER: LS-107542
CHRISTOPHER G. FIBURN, R.L.S.

NOTES

- TOTAL AREA SUBDIVIDED
TRACT A = 20,484 SQFT
LOT 1 = 9,578 SQFT
LOT 2 = 10,312 SQFT
LOT 3 = 10,372 SQFT
LOT 4 = 10,441 SQFT
LOT 5 = 19,133 SQFT
LOT 6 = 17,420 SQFT
WILLOW COURT = 40,000 SQFT
PTARMIGAN ST = 1,276 SQFT
TOTAL = 106,628 SQFT
- THIS PLAT IS SUBJECT TO THE FOLLOWING WITHIN THE KETCHIKAN RECORDING DISTRICT:
A. PLAT 91-81
B. PLAT 91-82
C. U.S. PATENT
D. PLAT 98-36
E. PLAT 97-58 STAUB. SUB.
F. PLAT 2011-32
- THE BASIS OF BEARINGS ON THIS PLAT WAS DETERMINED BY A HIGH-PRECISION GPS SURVEY OF THE REMAINING PORTION OF LOT 15 U.S.S. 2811. THE BEARING OF THIS PLAT IS TO SUBDIVIDE THE REMAINING PORTION OF LOT 15 U.S.S. 2811 CREATING RESIDENTIAL LOTS FOR PURPOSE OF SALE AND LEASE.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: February 11, 2016
RE: Proposal from Tyler Rental

As the council will recall, Tyler Rental approached the city in 2015 about purchasing city-owned property that would allow the company to expand its presence in Craig. The council authorized city staff, by ordinance, to negotiate the terms of a sale of city property at Tract D-2. The property is just north of and across the highway from the parking area of the Sunnahae Trail. Tract D-2 and Tract D-1, immediately to the north, are each five acre lots owned by the City of Craig. A copy of the plat showing the two tracts is attached.

Since it initially approached the city about this matter, Tyler Rental has more closely inspected the property, and summarized its conclusions in the attached letter. Given some of the buffer areas along Tracts D-1 and D-2 Tyler Rental believes that Tract D-1 is a better fit for its needs. The company also concludes that adding 1.2 acres to Tract D-1 from Tract D-2 will result in a site suitable for its expansion plans.

In order to add acreage to Tract D-1, a plat must be presented to the planning commission adjusting the lot line that separates Tract D-1 from Tract D-2. The two tracts would also need to be served with water and sewer services. These tasks can be completed by city staff if the city council is willing to consider Tyler Rental's request to purchase an enlarged Tract D-1.

As noted above, in 2015 the council authorized staff, by ordinance, to negotiate the sale of Tract D-2 to Tyler Rental. However, now that Tyler Rental has made it known that Tract D-2 does not meet their needs, but Tract D-1 does, the ordinance process must start again to meet the city's public notice and municipal code requirements. Staff can bring an enabling ordinance forward for council consideration if the council is prepared to consider selling Tract D-1 rather than D-2.

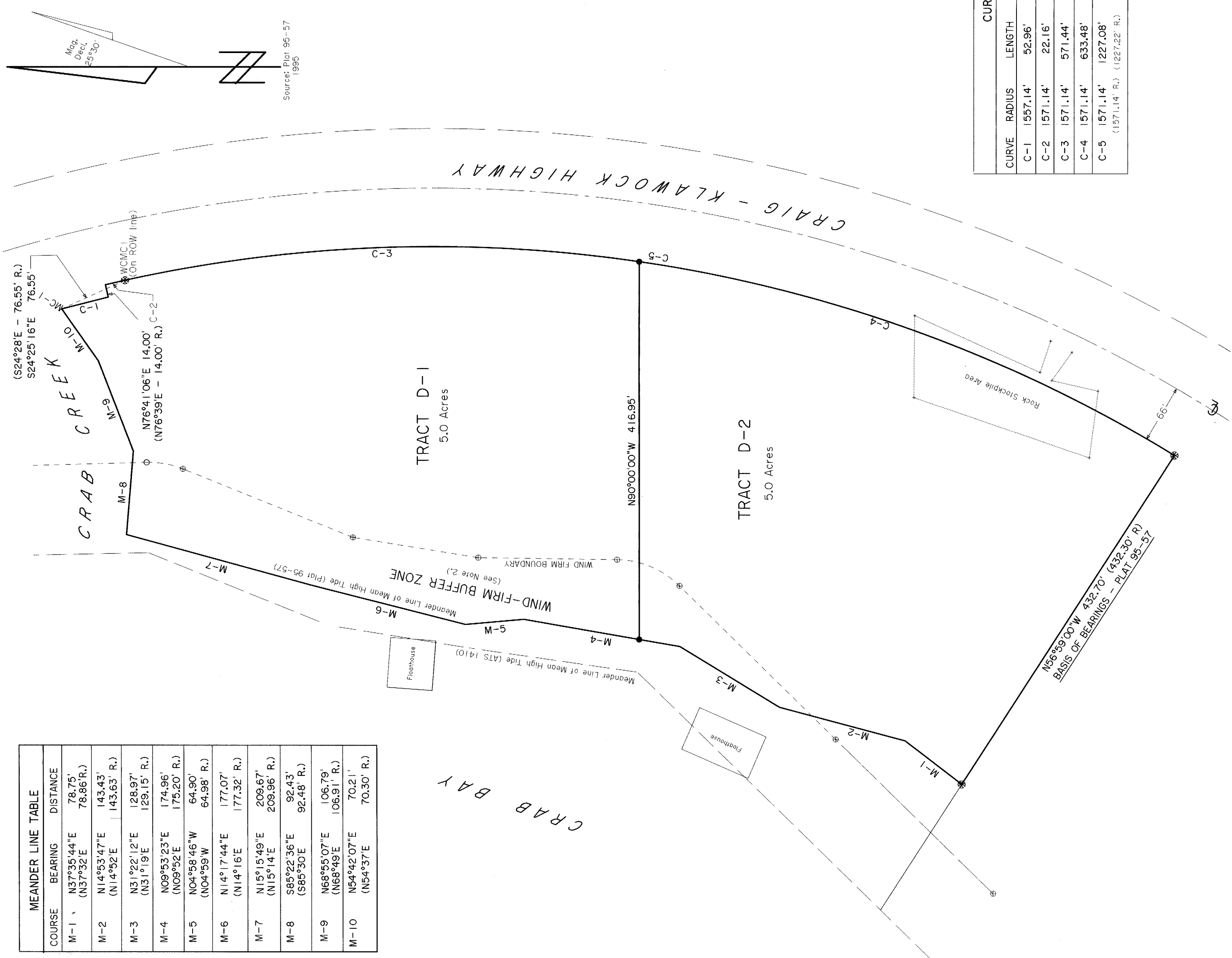
When the council authorized staff to negotiate the sale of Tract D-2 to Tyler last year, Councilman Douville asked staff to pay special attention to limiting the amount of property sold to what is needed for Tyler Rental's proposal. If the council authorizes staff to proceed with an enabling ordinance regarding the sale of Tract D-1, staff will continue to keep that sentiment in mind when negotiations with Tyler Rental resume.

As a reminder to the council, Tyler Rental's stated development plans include construction of a 7,200 square foot retail store and a 5,000 square foot heavy equipment shop. The company estimates it will spend between \$2 million and \$3 million on the project.

Recommendation

Provide direction to staff regarding Tyler Rental's request to purchase Tract D-1.

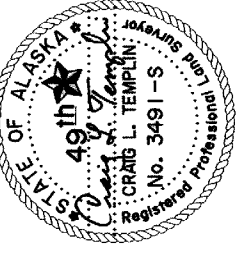
MEANDER LINE TABLE	
COURSE	BEARING DISTANCE
M-1	N37°35'44"E 78.75' (N37°32'E 78.86'R.)
M-2	N14°53'47"E 143.43' (N14°52'E 143.63'R.)
M-3	N31°22'12"E 128.97' (N31°19'E 129.15'R.)
M-4	N09°53'23"E 174.96' (N09°52'E 175.20'R.)
M-5	N04°58'46"W 64.90' (N04°59'W 64.98'R.)
M-6	N14°17'44"E 177.07' (N14°16'E 177.32'R.)
M-7	N15°15'49"E 209.67' (N15°14'E 209.96'R.)
M-8	S85°22'36"E 92.43' (S85°30'E 92.48'R.)
M-9	N68°55'07"E 106.79' (N68°49'E 106.91'R.)
M-10	N54°42'07"E 70.21' (N54°37'E 70.30'R.)



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 herein actually exist as described and that all dimensions and other details are correct.

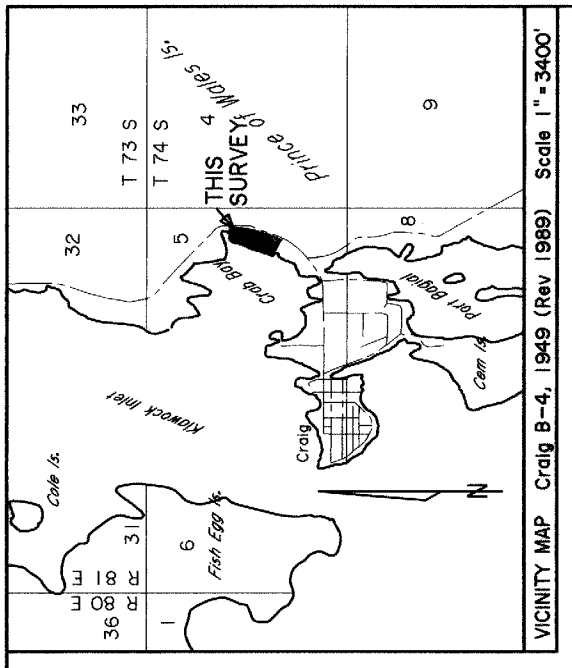
Craig L. Templin
 CRAIG L. TEMPLIN, AK RLS No. 3491
 1-18-99
 Date



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.

Wick Hamilton
 Wick Hamilton
 City of Craig
 1-18-99
 Date



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

CERTIFICATE OF OWNERSHIP AND DEDICATION

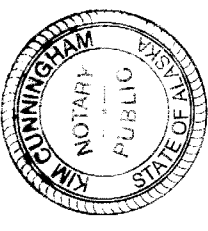
We hereby certify that we are the owners of TRACT D, ANSCA SECTION 14 (C) SURVEY that we do approve of this survey and plat and that we do for ourselves, our heirs, and assigns dedicate, donate, and convey to the public all right-of-way, alley, public utility ways, easements, or other public ways as shown herein.

Thomas Briggs
 Thomas Briggs
 1/25/99
 Date

NOTARYS ACKNOWLEDGEMENT

Subscribed and sworn before me this 25 day of January, 1999.

Personally appeared *S. Thomas Briggs* and *W. O. O'Brien*



S. Thomas Briggs
 Notary Public for the State of Alaska
 My Commission Expires April 4, 2001

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.

Chris Bell
 Chris Bell
 1/28/99
 Date
 City Planning Official

Angie Mikhala
 Angie Mikhala
 1/28/99
 Date
 Planning Commission Member

Adam Schaefer
 Adam Schaefer
 1/28/99
 Date
 Planning Commission Member

CERTIFICATE OF IMPROVEMENTS

All improvements are guaranteed by City of Craig Council Resolution 99-01, adopted January 7, 1999.

Miles McSpencer
 Miles McSpencer
 1/29/99
 Date
 Public Works Director

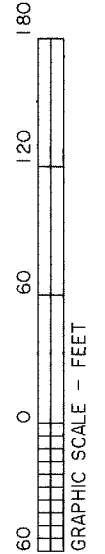
- NOTES:**
- Meander Lines shown on this plat are for computational purposes only. The natural meander line of MHW of Crab Bay and the Normal High Water of Crab Creek form the true bounds of Tracts D-1 and D-2, with the true corners being on the extension of the side lines and their intersection with the natural meanders.
 - The Wind-Firm Buffer Zone depicted on this plat was established by R. M. Engineering on a unrecorded plat dated 3/20/98. It was determined to be 100' from the Meander Line of Mean High Tide as established by A.T.S. 1410.
 - Authority for the establishment of the wind firm buffer zone is found at Section 18.13.G.1 of the Craig Municipal Code, and under the Subpart Rules section of the Enforceable Policies chapter of the Craig Coastal Management Plan.
 - A 50' Public Access Easement exists seaward of Mean High Tide as established by A.T.S. 1410 and pursuant to 11 AAC 53.330
 - This plat is a subdivision of the surface estate only of Tract D. The subsurface estate is owned by Sealaska Corporation.

LEGEND:

- Found BLM Monument (Plat 95-57)
- Found 5/8" Rebar w/ 2" Alcap (R & M)
- Position for Rebar/Alcap - not found
- Set 5/8" Rebar w/ 2" Alcap
- (R.) Record Data

CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD	CH.BEARING
C-1	1571.14'	52.96'	1°56'56"	52.96'	S14°17'23"E
C-2	1571.14'	22.16'	0°48'29"	22.16'	S12°54'40"E
C-3	1571.14'	571.44'	20°50'21"	568.30'	S02°05'16"E
C-4	1571.14'	633.48'	23°06'05"	629.20'	S19°52'57"W
C-5	1571.14' (1571.14' R.)	1227.08' (1227.22' R.)	44°44'55"	1196.13' (1196.26' R.)	S09°03'32"W (S09°01'W R.)

99-7
 RECORDED - FILED 20
 KETCHIKAN, ALASKA
 DATE Feb 3 1999
 TIME 12:46 P.M.
 Requested by City of Craig
 Address Craig



PLAT OF:
TRACTS D-1 and D-2
CRAB COVE SUBDIVISION
 A SUBDIVISION OF TRACT D, ANSCA SECTION 14 (C)
 TRACTS A THROUGH M, P.L. 92-203 (85 STS 688
 703), SHAAN-SEET, INCORPORATED
 PLAT NO. 98-57, KETCHIKAN RECORDING DISTRICT, AK.
 Located Within Sec 5, T 74 S, R 81 E, CRN1, AK.
 CONTAINING 10.00 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

Scale: 1"=60'
 Date: 1/29/99
 Drawn By: CLT
 Checked By: CLT

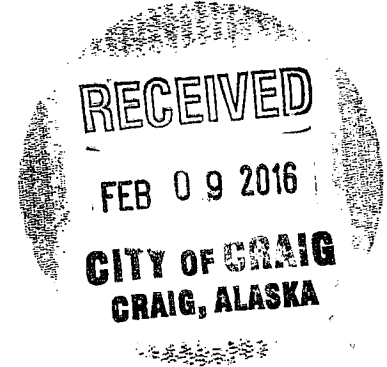
PLAT SHOWING TRACTS D-1 AND D-2

TYLER RENTAL

Craig Alaska, 99921
907-826-2924

February 9, 2016

Mr. Jon Bolling
Craig City Administrator
P.O. Box 725
Craig, Alaska 99921



Subject: Proposal to Purchase City Property

Dear Sir:

Tyler Rental, Incorporated (Tyler Rental) requests the City's consideration of our proposal to purchase certain City property for the construction of a commercial facility for Tyler Rental business operations.

This proposal refers to City of Craig property located on the Craig Klawock Highway near Crab Creek as described on the Plat of Tracts D-1 and D-2 of the Crab Creek Subdivision.

Tyler Rental wishes to expand our equipment rental and retail sales operation on Prince of Wales Island with new and enlarged facilities near the City of Craig. That expansion would require approximately four acres of buildable property on the Craig Klawock Highway. Tracts D-1 and D-2 of the Crab Creek Subdivision are suitably located for that purpose.

We have, with the City's permission, performed reconnaissance surveys of both tracts to identify suitable areas for building construction and site development for an equipment rental and retail store. Our investigations revealed the presence of a Wind-Firm Buffer Zone (as shown on the referenced Plat), an Alaska Department of Fish and Game designated Anadromous Fish Stream on each site, probable wetlands as defined by the U.S. Corps of Engineers Wetlands Delineation Manual, and areas of both tracts that would not support construction of facilities or provide useful surface areas.

Our comparison of the buildable areas and construction costs for Tracts D-1 and D-2 indicates that Tract D-1 offers more potential for the development of a commercial

facility, however, the useful area of the Tract is reduced by unbuildable areas over the wind and anadromous stream buffers. Additionally, the anadromous stream buffer separates an otherwise useful portion of the site from the main building site, preventing direct access between the two. Finally, Tract D-1 is subject to wetlands set-aside or other mitigation for the areas that are designated as wetlands.

Our analysis finds that of the plated area of five acres for Tract D-1, approximately 3.2 acres are suitable for development and useful for operations.

Tyler Rental requests that the City of Craig consider replatting Tract D-1 and D-2 to transfer area from Tract D-2 to Tract D-1. A section of Tract D-2 adjacent to the D-1/D-2 property lines, approximately 130' wide extending from the Craig Klawock Highway right of way line westward to the property line would transfer approximately 1.26 acres of total land and approximately 1.0 acres of buildable land from Tract D-2 to Tract D-1.

Such a recombination would result in a commercially viable site of approximately four and one quarter acres which would be sufficient for our development.

Subject to the City of Craig's interest in the recombination of areas of Tracts D-1 and D-2, and the sale of the enlarged Tract D-2, Tyler Rental offers to enter into negotiations with the City for the determination of the value of the site and possible purchase by Tyler Rental. We suggest that a process for the commercial appraisal of the property be mutually developed - and with further due diligence by both parties to consider the value of unusable portions of the site - that a mutually acceptable purchase price be established.

Tyler Rental appreciates the support of the communities on Prince of Wales for our business and particularly the relationship we have enjoyed with the City of Craig.

We hope that the City finds our plans for expansion to be beneficial to the community and that an arrangement for the purchase of City property can be mutually beneficial.

Very truly yours,



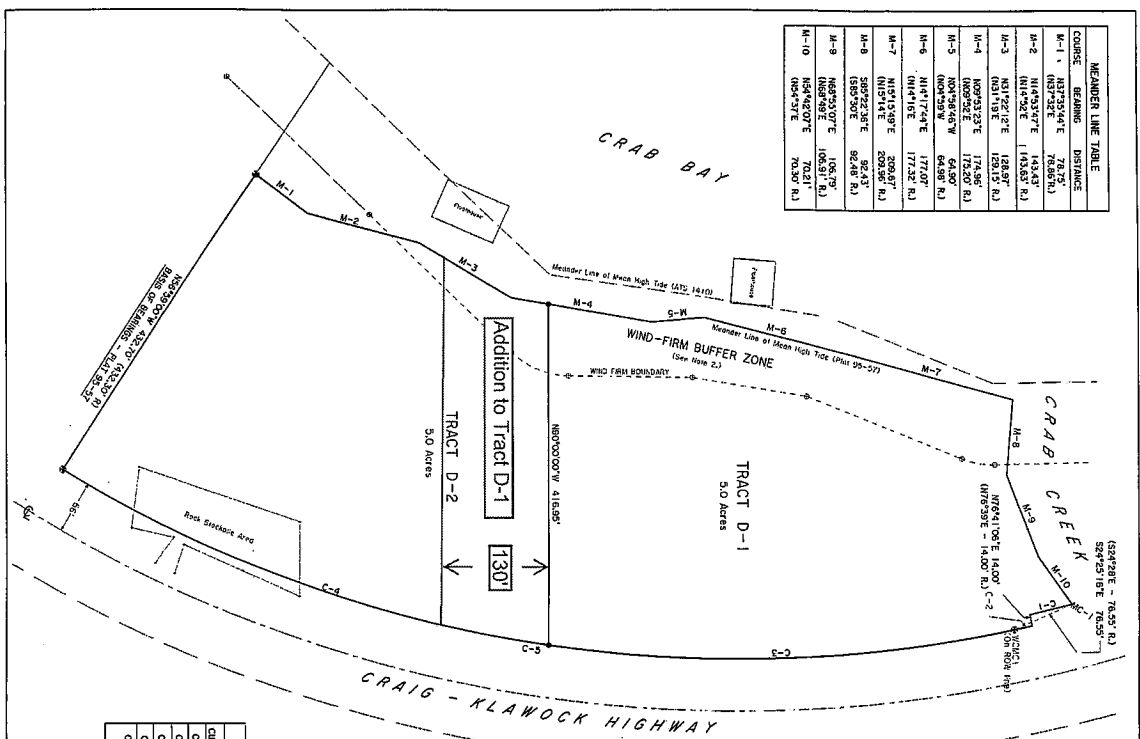
DJ Hansen
Craig Store Manager
Tyler Rental, Inc.

Encl.

Exhibit A - Areas

Exhibit B - Modified Plat

COURSE	BEARING	DISTANCE
M-1	N12°35'44"E	78.75'
M-2	N11°25'27"E	78.85' (R)
M-3	N11°25'27"E	143.43' (R)
M-4	N11°25'27"E	143.43' (R)
M-5	N09°25'27"E	174.86' (R)
M-6	N09°25'27"E	174.86' (R)
M-7	N11°25'27"E	143.43' (R)
M-8	N11°25'27"E	143.43' (R)
M-9	N09°25'27"E	174.86' (R)
M-10	N09°25'27"E	174.86' (R)



CURVE	BEARING	LENGTH	DELTA	CHORD	CHORD BEARING
C-1	S157°14'W	82.86'	119°56'	82.86'	S147°23'E
C-2	S157°14'W	23.14'	094°03'	23.14'	S124°54'07"E
C-3	S157°14'W	57.14'	25°52'21"	56.82'	S162°59'14"E
C-4	S157°14'W	83.348'	23°06'03"	82.820'	S179°25'27"W
C-5	S157°14'W	182.708'	44°44'35"	154.13'	S09°05'32"W

NOTES:

- Measure lines shown on this plan are for informational purposes only. The actual location of the meander lines shall be determined by a survey made by me or under my direct supervision, and the meander lines shall be shown on a detailed and dated plan of the meander lines.
- The wind-firm buffer zone shown on this plan was established by me or under my direct supervision in accordance with the provisions of the Wind-Firm Buffer Zone Act, 1978.
- Nothing for the establishment of the wind-firm buffer zone is shown on this plan. It is the responsibility of the applicant to establish the wind-firm buffer zone in accordance with the provisions of the Wind-Firm Buffer Zone Act, 1978.
- 4.50 Acre Parcel located within Tract D-1, 5.0 Acres, is shown on this plan. It is the responsibility of the applicant to establish the wind-firm buffer zone in accordance with the provisions of the Wind-Firm Buffer Zone Act, 1978.
- The meander lines shown on this plan were established by me or under my direct supervision in accordance with the provisions of the Meander Line Act, 1978.

LEGEND:

- Found data monument (Pkg 95-57)
- Found 5/8" metal w/ 2" steel (B & W)
- Position for information - not found
- 5/8" x 2" metal w/ 2" steel
- Noted data

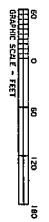
TAX STATEMENT

1. The applicant has paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan.

SWITCHES CERTIFICATE

I hereby certify that the applicant has paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan.

EXHIBIT A



94-1
 RECORD AND
 KADUKA
 131-146
 131-146
 131-146

CERTIFICATE OF IMPROVEMENTS

I hereby certify that the applicant has paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan.

CERTIFICATE OF OWNERSHIP AND DEDICATION

I hereby certify that the applicant has paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan.

NOTARIES ACKNOWLEDGEMENT

I, the undersigned, a Notary Public in and for the State of Alaska, do hereby certify that the applicant has paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan.

APPROVAL BY CITY OF CRAIG PLANNING COMMISSION

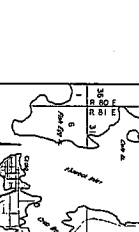
I hereby certify that the applicant has paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan.

APPROVAL BY STATE OF ALASKA

I hereby certify that the applicant has paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan.

APPROVAL BY COUNTY OF DENALI

I hereby certify that the applicant has paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan. The applicant has also paid all taxes due on the land shown on this plan.



TRACT D-2 REPLAT AREA
BELOW ELEV. 10'
-UNBUILDABLE- 0.11 AC

TRACT D-2 REPLAT AREA WIND BUFFER 0.16 AC

TRACT D-1 WIND BUFFER 1.03 AC

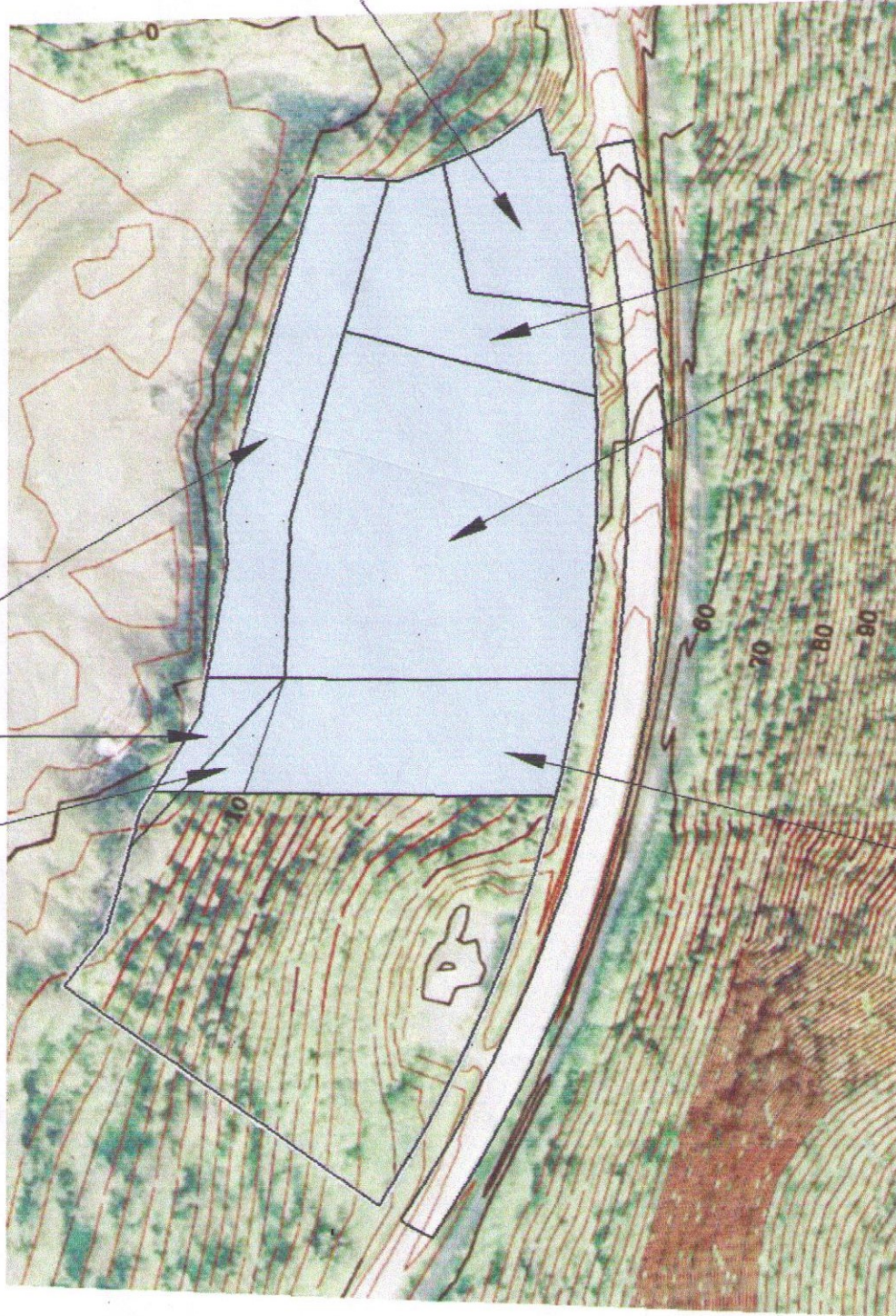


EXHIBIT B

TRACT D-1
AUXILIARY
PAD 0.55 AC

TRACT D-1 STREAM
BUFFER 0.76 AC.

TRACT D-1
BUILDABLE PAD 2.66 AC.

TRACT D-2
REPLAT AREA 1.28 ACRES

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: February 12, 2016
RE: Bid Openings

The council's February 18 agenda calls for consideration of awarding two bids. One bid is for repairs to the Old Fuel Dock damaged in the Ruth Ann's Restaurant fire. The other bid is for repairs to City Dock and to the approach at South Cove.

The bid opening date for both projects is set for Wednesday, February 17, the day before the council meeting. I will write a report on the bid results for the council and e-mail it out prior to Thursday's meeting.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: February 11, 2016
RE: Consider Award of Ice Delivery Equipment Project

Attached you will find a bid from Browns Refrigeration Resources (BRR) to install new ice conveyance equipment at the Craig Public Ice House. The equipment will allow Harbor Department staff to deliver ice at all tidal stages.

I propose that the council award this work to BRR pursuant to Alaska Statutes 36.30.305. This section of Alaska Statutes authorizes limited competition procurements for construction projects totaling \$100,000 or less, with written support of the decision. I believe the purchase of the ice delivery equipment qualifies for purchase via AS 36.30.305 for the following reasons.

1. Time Restriction

We face a narrowing window of opportunity to complete this work. There is a multiple week lead time between the date the ice delivery equipment is ordered and the time it arrives here in Craig. Going to a conventional bid process now will push bid opening date into March, and the lead time for the ice delivery equipment would put installation into May or perhaps later, when fishing season begins to ramp up and demand for ice increases. The later this project is complete, the greater the risk of the ice house being unable to deliver ice due to the renovations needed to the delivery system. It is in the city's interest that the ice delivery equipment be installed and in good working order as soon as possible. In no event do we want the system inoperative past May.

2. Limited Response to Bids

Our most recent involvement in soliciting bids for ice house work in 2014 resulted in only one received bid, and the price in that bid far exceeded the available project funding. The company that finally won the work by a design/build approach went bankrupt before the work was completed. The only company I know of that is likely to bid on the work, BRR, has already given the city a proposal and is ready to order the ice delivery equipment and begin work immediately upon arrival of the equipment. That company now has detailed knowledge of the Craig Public Ice House, and is well positioned to install the new ice conveyance equipment. There are no new entries into the commercial fishery ice business in Southeast Alaska. I suspect that the bidding process will not yield a better price to complete the work than the estimate we already have in hand from BRR.

Other Needs

On a related note, I am told that a larger compressor is needed to chill the ice storage bin to a lower operating temperature. In addition, ventilation equipment is apparently needed at points where system refrigerant is present. I have an estimate for the ventilation equipment but none yet for an upgraded compressor for the ice storage bin. I will follow up with the council for authorization to proceed with these projects.

Funding

Funding for this project is not included in the current fiscal year budget. If the council approves this work staff will draw the dollars from the city's General Fund reserves.

Recommendation

I conclude that conventional bidding is impractical, and recommend that the council award a contract to install ice delivery equipment at the Craig Public Ice House in an amount not to exceed \$37,501, and allocate that appropriation from the city's General Fund.

City of Craig Ice House Delivery Conveyor Repair:

This is a list of items to be addressed for the delivery conveyor:

The delivery conveyor currently is mounted to low and is unable to deliver ice to most fishing vessels during high tide conditions. The new configuration will have the delivery conveyor discharge significantly higher in the air. This should help to utilize gravity to feed ice to fishing vessels during high tide conditions.

The conveyor will be reset to the original 30° incline angle. A 9' x 12" diameter screw conveyor will be added to lengthen the discharge conveyor. This extension will move the discharge end of the conveyor to outside of the delivery shed. The new discharge height of the conveyor will now be around 12'-14' in the air. The current discharge is around 6' in the air. A new hose adaptor will be installed to accommodate 6" discharge hose as requested. The tote filling discharge will be set up for 8" hose. A new support structure will be built to support the delivery conveyor and feed conveyor. Treated decking will also be installed around the incline conveyor feed hopper to prevent items and people from falling through the open dock.

What is **NOT** included in this proposal is the following:

Any and all electrical work required for relocating electrical services, including but not limited to the following: installing conduit and/or new electrical circuit(s) needed to and from conveyor equipment listed above. Browns Refrigeration Resources will assist any electrical contractor on the requirements needed for the above listed equipment.

The cost includes all materials, shipping, travel, lodging and labor (up to 120 hours). I have included a customer appreciation discount of 15% across the board on all materials and labor.

Total for this conveyor repair to be performed:	\$37,500.00
Required Deposit:	\$15,000.00
Balance Due:	\$22,500.00

A deposit of 40% down is required to secure scheduling for install and place equipment order. Balance is due on project completion.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: February 12, 2016
RE: 1. Consider Two-Year Access Permit for Seafood Producers Cooperative;
2. Consider Cost Sharing for Seasonal Ice House Labor

I received recently from Seafood Producers Cooperative an e-mail asking for response on two matters.

1. Two Year Access Permit

As the council is aware, SPC has for the last seven years occupied city property for the purposes of buying commercially caught salmon from its members. The company began working from city property in 2009 (first at the old cannery dock, then from City Dock) after it was unable to reach an agreement to continue working out of the Craig Fisheries building at North Cove, as it had done for many years prior.

The city has issued access permits to allow SPC to occupy city property. City staff may issue access permits administratively that allow use of city property for up to one year. Any party seeking to use city property for more than one year may request a two-year access permit from the city council. Access permits are intended to meet short term needs for use of city property by third parties. The more formal lease process is intended for longer-term uses of city property.

SPC has applied to the city for another two year access permit, running from June-September 2017, and again from June-September of 2018. A copy of the company's written request is attached. Also attached is a copy of the current access permit that authorizes the company to use city dock again in 2016.

Title 16.04.020 of the Craig Municipal Code provides for the issuance of access permits. Compensation due to the city from use of city property is set by city staff or council as staff or council deems appropriate for the proposed use. A summary of the cost to SPC from using city property since 2009 is shown in the table below.

Access Permit	
Year	Fee
2009	\$4,027
2010	\$3,500
2011	\$6,077
2012	\$6,077
2013	\$6,077
2014	\$6,684
2015	\$6,774
2016	\$7,452

At the direction of the council, staff has negotiated an increasing fee for use of the City Dock in recent years. SPC staff has told city staff that the company would like to establish a permanent buying station in the Craig area. As yet the company has not been successful in its efforts. Neither SPC nor the city intended to make the company's use of City Dock a permanent arrangement. It is also true that 2016 marks the sixth year that the company will operate from the City Dock.

At this point the council should give staff direction on the attached draft access permit for 2017-2018. That direction should include council input on fee for use of the facility and any other terms the council may wish to include in the access permit if it is prepared to authorize SPC use of the City Dock for 2017-2018.

2. Consider Cost Sharing for Seasonal Ice House Labor

In 2015 the City of Craig and SPC shared the cost of seasonal labor stationed at the ice house. The additional labor was priced at \$40,000. Of this amount, SPC reimbursed the city \$28,000. In its recent correspondence to the city, SPC asks if the city will cover the full \$40,000 cost of the additional labor in 2016.

The employee the city hired for the seasonal ice house labor in 2015 is apparently prepared to return to Craig again in 2016. That employee demonstrated his abilities to operate the ice house equipment and make ice deliveries, and did so for about twelve (or more) hours per day during the commercial troll salmon season. There is no question that the additional labor allowed for the sale of more ice in 2015 than we have seen in any prior year. However there is also no question that the city spent more than ever before in 2015 maintaining the ice house. What is more, we will see another significant expenditure this year if the city replaces its ice delivery equipment and upgrades the compressor that chills the ice storage bin.

Recommendation

1. Provide direction to staff on terms of proposed two year access permit for 2017-2018, and approve issuance of the access permit or direct staff to present terms to SPC for subsequent council approval.
2. Provide direction to staff on cost sharing agreement with SPC for seasonal ice house labor.

From: [Craig Shoemaker - SPC](#)
To: [Jon Bolling](#)
Cc: [Tom McLaughlin](#); jreynolds@spsales.com; [Jerry Smith](#); [Kendall Didrickson](#)
Subject: City Dock Easement Extension and Refrigeration Technician
Date: Tuesday, February 02, 2016 11:38:36 AM
Attachments: [image001.png](#)
[2016 2-year Craig dock extension.docx](#)
[Craig Refrigeration-Icehouse Agreement 201501302016.pdf](#)
[Craig Dock 2 -year Lease Agreement 201501302016.pdf](#)

Good Morning Jon;

It is still early in the year but thought I would forward you some information to consider in preparation for the 2016 season. I have attached a letter outlining SPC's request for a 2-year extension on the Easement Access Permit for the City of Craig dock. I understand that this is a matter which needs to be forwarded to the City Council at a future meeting so wanted to get it to you sooner than later. We would also like to discuss Dan Jackson's returning to Craig to operate the City Ice plant. His duties also included scheduling and delivering ice to vessels. Dan developed a list of items needing repaired or addressed prior to his leaving at the end of last year. It would be necessary for the agreement to begin approximately June 1st if he were to complete those duties. Let me know if you have a copy of those. If not, I will see if Kendall has them. Is the City of Craig able to cover all of Dan's compensation expenses this season? We have received many positive comments regarding last season's program. I am sure the fleet has relayed them to you as well.

I have attached copies of the previous Easement Access Permit as well as the Refrigeration Icehouse position for your reference. Please contact me if you have questions or if we can be of any assistance. Kendall and I can meet to discuss when convenient.

Thank you,

Craig Shoemaker, Operations
Seafood Producers Cooperative
507 Katlian St.
Sitka, Alaska 99835
Phone 907-747-5811
Fax 907-747-3206
Mobile 907-738-4214
Email craigs-spcak@gci.net



Mr. Jon Boling

City of Craig Administrator

City of Craig Council / Assembly

Seafood Producers Cooperative

Request for 2-year easement extension to operate off of the City of Craig Dock

January 27, 2016

Thank you for you for continuing to support Seafood Producers Cooperative's salmon buying operation in the community of Craig. Your willingness to lease easement access to SPC for the City dock over the years has allowed us to service a growing fleet of over 35 resident Craig members. This service also provides an opportunity for many other fishermen to deliver into the community throughout the fishing season. Development of a long term permanent operation, continues to be a goal of SPC.

SPC would like to request an extension to the current access easement lease for the City Dock. The lease period would be for the 2017 and 2018 fishing seasons. A 2-year lease extension would provide the opportunity to continue the development of our business plan, and position SPC as a possible tenant in the future port development project at the Wards Cove location.

The anticipated terms of a potential lease extension would be consistent to use in previous agreements and conducted during the general summer troll season from about June 25th through the middle of September.

We appreciate your considering our request and are available to answer any questions. If you need any additional information, please contact me at your convenience.

Sincerely,

Craig Shoemaker, Operations

Seafood Producers Cooperative

507 Katlian St.

Sitka, Alaska 99835

Phone 907-747-5811

Fax 907-747-3206

Mobile 907-738-4214

Email craigs-spcak@gci.net

CITY OF CRAIG ACCESS PERMIT

The City of Craig (hereafter "city"), through authority granted to it under 16.04.020 of the Craig Municipal Code, hereby grants an access permit to Seafood Producers Cooperative, whose address is 507 Katlian St., Sitka, AK 99835, (hereafter "permittee") for the use of a portion of the City Dock and adjacent tidelands of the Tidelands Addition to USS 1430 (hereafter "the property") for use as an area to receive and transport seafood, to park vessels, vehicles and equipment directly related to the transportation of seafood received at the property, subject to the following conditions:

1. Permit Purpose. That this permit is valid for the use of the property for purchasing, offloading, prepping and shipping seafood and for parking vessels, vehicles and equipment directly related to the transportation of seafood received at the property. No other use may be made of the property without prior approval from the city.

2. Site Contamination Prohibited; Environmental Compliance Required. (a) Any violation, at the site of the property, by permittee, or by a third party present upon the land with permittee's permission, of an environmental statute or regulation of the city, state or federal governments shall be grounds for immediate termination of the permit by the city, at the city's sole discretion. By entering into the permit, the permittee agrees not to make any claim for monetary damages against the city for permit cancellation pursuant to this subsection.

(b) The permittee shall at all times manage permittee's activities upon the property, and the activities of third parties present with permittee's permission, so as to positively prevent any and all contamination of the property which would violate any statute or regulation, which could subject the city to enforcement action by a state or federal agency, or which could subject the city to statutory or common law liability, diminish the value of the land, or cause city expenditures for response costs caused by a hazardous substances release.

(c) By entering into the permit, the permittee agrees to defend and indemnify the city from and against any and all claims by third parties (including governmental entities and industry pollution-based claims) brought against city by reason of activities on the property during the effective period of the permit.

(d) By entering into the permit, the permittee agrees to reimburse the city for any and all expenses reasonably incurred by the city (including any response or site cleanup costs) because of activities on the property during the effective period of the permit.

3. Site Cleanup. Permittee agrees that she is individually responsible for removing all waste products and other items placed by them, or resulting from their activities, from the property. Removal will be completed no later than sixty days after the expiration of this permit, or 60 days of notice by the city that the permit is being terminated as

described in item 4 below. All fixtures and equipment of whatsoever nature, that permittee shall have installed upon the property, whether permanently affixed or otherwise, shall continue to be the property of the permittee and may be removed by them at the expiration or termination of this permit or of any renewal thereof; and at their own expense, permittee shall repair any injury to the property resulting from such removal. Such disposal must be done in compliance with State of Alaska and local regulations, and as directed by city staff. Failure to do so will subject permittee to expenses incurred by City as disclosed in item 2(d) above.

4. Permit Termination. Permittee agrees that the city reserves the right to terminate this permit for any reason. If the city exercises this option the permittee will be notified by certified mail sent to the address above, or by hand service of the notice to terminate the permit. The permit will be terminated 30 days from the receipt of the letter, date of the hand service, or the date the letter is returned to the city if delivery is not accepted by the permittee. This permit will also be terminated if permittee violates or fails to maintain any condition of this permit; or if payment is not made as prescribed in section 9 of this permit.

5. Hold Harmless. Permittee agrees to hold harmless, indemnify and defend City against any and all claims for damage, injury, or wrongful death which may be brought or asserted by Permittee, its agents, or third parties resulting from Permittee's use or occupancy of the property.

6. Site Maintenance. Permittee agrees to maintain the permittee's use area and storage area in clean and good condition. This includes removal of waste products resulting from carving, unused raw materials and any other waste generated by permittee's activities on the property during the effective period of the permit.

7. Non-Exclusive Use of Site. Permittee acknowledges that the City Dock is used by the general public for access to a public ramp and float at the dock. Permittee agrees to maintain public vehicle and foot access to the ramp and float at all times. City reserves the right to use the remainder of the property or allow third party use of the remainder of the property.

Permittee agrees to make the public use crane on the property available to the general public at such times as permittee's activities allow for public access to the dock face.

8. Access, Parking and Interference. Permittee will access the property, park vehicles and conduct activities in a manner which shall not interfere with clear access to the remainder of the property by the city, leaseholders, permit holders or other parties authorized by the city.

9. Utilities. Services provided under this permit do not include utility services. Permittee must secure at its own cost any utility service it needs at the property, including but not limited to water and electric utilities. Permittee agrees to transfer existing electric meter accounts at the property to its name for the duration of the permit.

10. Payment and Effective Period. In consideration for this permit, permittee agrees to pay to the city \$6,774.15 for the period June 24, 2017 to September 19, 2017 and \$275.00 per week thereafter in 2017, based on the schedule of values below.

	Value/ sq.ft	Area	Lease Rate	Annual	Fraction of Year	Pro-rated Cost
Tidelands	\$1.65	9,036	8.00%	\$1,192.75	21.00%	\$250.48
City Dock	\$55.00	5,075	8.00%	\$22,330.00	21.00%	\$4,689.30
City Dock Warehouse	\$66.00	1,474	8.00%	\$7,782.72	21.00%	\$1,634.37
Use of Crane						\$200.00
Access Permit Fee:						\$6,774.15

Payment is due in full prior to June 24, 2017. Weekly payments for use between September 19, 2017 and December 31, 2017 shall be made at the beginning of each week.

Permittee agrees to pay to the city \$6,684.15 for the period June 23, 2018 to September 18, 2018 and \$302.50 per week thereafter in 2018, based on the schedule of values below.

	Value/ sq.ft	Area	Lease Rate	Annual	Fraction of Year	Pro-rated Cost
Tidelands	\$1.82	9,036	8.00%	\$1,312.03	21.00%	\$275.53
City Dock	\$60.50	5,075	8.00%	\$24,563.00	21.00%	\$5,158.23
City Dock Warehouse	\$72.60	1,474	8.00%	\$8,560.99	21.00%	\$1,797.81
Use of Crane						\$220.00
Access Permit Fee:						\$7,451.57

Payment is due in full prior to June 23, 2018. Weekly payments for use between September 18, 2018 and December 31, 2018 shall be made at the beginning of each week.

11. Compliance with Directions from Harbormaster. Permittee will comply with all directives issued by the Craig Harbormaster.

12. Expiration Date. This permit expires December 31, 2018, unless sooner terminated by City or Permittee.

Approved this _____ day of _____, 2016.

Jon Bolling, Craig City Administrator

Permittee's Acknowledgment:

I accept the conditions of this Access Permit.

Authorized Representative
Seafood Producers Cooperative (SPC)

Date