

CITY OF CRAIG
COUNCIL AGENDA
APRIL 7, 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 March 3, 2016
- City Council meeting minutes of March 17, 2016
- Introduction and First Reading of Ordinance 682, Amending Title 18, Craig Land Development Code to include Marijuana Establishments
- Introduction and First Reading of Ordinance 683, Amendment to Title 18.10.050 Improvement Guarantee

HEARING FROM THE PUBLIC

- Open for public comment
- Resolution 16-05, 2016 Tax Free Day
- Resolution 16-06, Two-year access permit for Seafood Producers Cooperative
- Final Reading and Public Hearing of Ordinance 680, Changes to Title 10 of the Craig Municipal Code

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- POW Chamber of Commerce Trade Show

CITY OF CRAIG
COUNCIL AGENDA
APRIL 7, 2016
COUNCIL CHAMBERS 7:00 P.M
(Continued)

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 16-05, 2016 Tax Free Day
- Resolution 16-06, Two-year access permit for Seafood Producers Cooperative
- Ordinance 680, Changes to Title 10 of the Craig Municipal Code

UNFINISHED BUSINESS

NEW BUSINESS

- Reconsider \$100,000 re-appropriation
- Approval of FY16 Financial Audit
- Consider letter of support, Transfer of POWHA Hatchery Permit to SSRAA

ADJOURNMENT

ROLL CALL

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

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

Audience present: Ron Pearce, Edna Pearce, Richard Trojan, Kelly Langford, Brent Cole, Andy West, Gretchen Klein.

CONSENT AGENDA

PIERCE/TROJAN

moved to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

Kelly Langford commended Mayor Watson on his work with the Inter Island Ferry Authority.

Brent Cole asked the council if there were any plans to put the POWCAC draft borough charter on an upcoming agenda. Mayor Watson responded that the council has not taken any action yet, and does not plan to be taking any action on this issue in the upcoming meetings.

Richard Trojan has been following the marijuana initiative and its effects here in Craig. Richard believes that the ordinance before the council, as it stands; banning oils and tinctures would not be in the best interest of the residents of Craig. The voters in Alaska passed the initiative to legalize marijuana, and Richard feels that banning this portion of the marijuana products would be against what the voters wanted.

Mayor Watson addressed the audience, explaining that the council is proceeding in the manner concurrent with the results of the advisory vote that was on the October 2015 municipal ballot.

Kelly Langford commented that sixty two percent of the voters in the city voted to allow marijuana to be available to residents of the city. Kelly would like to propose that the council approve option two on the ordinance presented tonight.

Ron Pearce was curious why the City needed so many votes on an issue that was passed already. Mayor Watson commented that the communities are empowered to act on behalf of the feeling of the residents in the community. Mayor Watson also mentioned that Ron Pearce was present at the meeting in which an advisory vote was requested by the attendees. Jim see commented that the council, at that time, was in the process of passing a moratorium in order to give Craig time to allow time to review the State's regulations, and decide what is best for Craig accordingly. Ron Pearce supports option two of the ordinance before the council tonight.

Richard Trojan explained that when the advisory vote was put before the public, the four questions were not properly explained, and confused some of the voters. If it is unlawful to test the product in Craig, and it can't be transported in, then it would be impossible for someone to sell the products in Craig. Mayor Watson explained that like alcohol, marijuana will likely eventually be able to be transported to Craig. Jan Trojan explained that the public was not informed well enough about how cultivation, testing, manufacturing ties in with the sale of marijuana. Jim See commented that the concentrates are a huge concern, especially for young kids and it would be good to keep that in mind when considering this ordinance.

Kelly Langford mentioned that most people who use are the older generation, who have worked hard throughout life, and need something to help with pain management. Kelly believes that it would benefit the public and council to keep in mind that the target audience for utilization of a retail store will be adults.

William Harrison commented that after living in an area that allowed retail marijuana stores, the economic benefits were undeniable. However, William explained that banning the sale of marijuana from Craig would force the public to purchase the product on the black market. Mayor Watson explained that the City is not banning the sale of marijuana, only determining the products that will be sold within city limits.

REPORTS FROM CITY OFFICIALS

Mayor/IFA- Mayor Dennis Watson requested council support in writing a letter to Silver Bay Seafood's regarding the notification of possible shut down throughout the summer. Mayor Watson commented that there are other businesses that have been interested in utilizing the space that Silver Bay Seafood's currently occupies, and if the company is considering closing throughout the whole summer, other interested parties should be able to utilize the space. The council supported Mayor Watson sending a letter to Silver Bay Seafood's conveying this. Mayor Watson also commented on the letter that Sam Thomas submitted prior to the meeting. It was not on the agenda, however Mayor Watson would like to attend the meeting on March 9 in order to voice concerns about forming a board for the Coordinated Transit Plan.

Administrator- Provided a written report.

Treasurer- Provided a report. Joyce is working on the budget, and staff is beginning to make cuts in the City's budget as State funding will be miniscule this year.

Aquatic Manager- Jessica and staff at the Aquatic Center have been busy with swimming lessons for all the schools on the island prior to shut down the end of April. The big pool was shut down for about four hours, but Doug was able to get it up and running. Most of the pool staff will be working other jobs while the pool is shut down over the summer.

City Clerk- Provided a written report. Next meeting is scheduled for March 17th.

City Planner- Provided a written report.

EMS Coordinator- Provided a written report. Chaundell brought up the need for papers to be signed for the purchase of the second ambulance. Jon will take care of the paperwork.

Harbormaster- Provided a written report. Mike updated the council that the spare parts for the Ice House were delivered, and will be on site in case of emergency this summer.

Library- Provided a written report

Police Chief- Provided a written report. Dispatcher Brian Bixler applied for the vacant police officer position, and was hired. Andria Skaflestad has accepted the full time dispatch position, and Rj is currently looking for a part time dispatcher.

Public Works- Provided a written report. Mayor Watson would like to do something about the gutters down 3rd and Front Street that are not draining properly. Ron will work on that throughout Phase Four of the paving.

Parks and Rec- Victoria reported that volleyball tournaments are beginning in the upcoming week. There will also be indoor soccer and elementary basketball coming up over the next month.

Parks and Public Facilities- Provided a written report.

READING OF CORRESPONDENCE

Mayor Watson also commented on the North End Ferry Authority Request for Support. Mayor Watson is hesitant to write a letter of support due to the potential conflict with the City of Craig's CAPSIS projects. The Council has no objection to refraining from writing a letter of support.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Resolution 16-04, Pacific Salmon Treaty Negotiations

TROJAN/BAZINET

moved to approve the first version of Resolution 16-04.

MOTION CARRIED UNANIMOUSLY

Ordinance 678, Local Option- Marijuana Establishments

TROJAN/DAHL

moved to adopt Ordinance 678 with the second option.

Jim See voiced his objections to this, as it does not follow the vote of the public. Greg Dahl read the advisory vote that passed, which included both marijuana and marijuana products which would include the oils and tinctures. Mayor Watson reiterated that many council members were opposed to seeing marijuana products in candy form. Mike mentioned that adopting the ordinance as written would be the nearest to the vote as possible. Jon commented that it boils down to each individual council member's interpretation of the advisory vote. Mike felt that the ordinance at first reading corresponded best with the advisory vote. Greg Dahl pointed out that the marijuana products will be here whether this ordinance passes or not. Education will be vital to regulating these products for responsible use. Don Pierce called for the question.

ROLL CALL VOTE

GREG DAHL- Y

DON PIERCE- N

JAN TROJAN- Y

MAYOR DENNIS WATSON-Y

JIM SEE- N

MIKE DOUVILLE- N

HANNAH BAZINET-Y

MOTION CARRIED

Mike commented that had the ordinance not passed, he would have requested to revisit it and change his vote. Don would like to see a tax imposed on marijuana that can be redirected to some kind of education program. Mike thanked Jon and Brian for all of the hard work on this topic.

Ordinance 679, rezoning a portion of Tract 15, USS 2611 (Ptarmigan Subdivision)

PIERCE/TROJAN

moved to adopt Ordinance 679, rezoning a portion of Tract 15, USS 2611 (Ptarmigan Subdivision).

MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

DOUVILLE/ TROJAN

moved to adjourn at 8:13 p.m.

MOTION CARRIED

APPROVED _____

MAYOR DENNIS WATSON

ATTEST _____
KASSI BATEMAN, CITY CLERK

ROLL CALL

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

Staff present: Jon Bolling, City Administrator; Kassi Bateman, City Clerk; Joyce Mason, Treasurer; Brian Templin, City Planner; RJ Ely, Police Chief.

Audience present: John Rice

CONSENT AGENDA

PIERCE/DAHL

moved to approve the consent agenda.

MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

John Rice was present to discuss the future of the internet availability at the Craig Public Library. Funding for the OWL program is cut from the State budget as of now.

Joyce mentioned that the bill from GCI is \$80,000 a month, of which the City pays \$80. The OWL program has funded most of the library's equipment. Mayor Watson would like for Kim Baxter, Librarian, Jon Bolling, Joyce Mason, Rj Ely and any other staff that would like to be included in the discussion to get together with Johnny Rice and discuss options for internet service.

READING OF CORRESPONDENCE

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Ordinance 681, Sale of City Property to Tyler Rental

PIERCE/BAZINET

moved to authorize the city administrator to negotiate the sale of city owned property to Tyler Rental.

MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

Briefing Paper from School District on FY17 Budget

The Council had no comments to make on this agenda item.

Mayor Watson just returned from Southeast Conference in Juneau and reported that the State budget is looking dismal this year. The Permanent Fund Dividend is still one of the main ideas for closing the deficit. Taxation was also part of discussions in the capital.

ADJOURNMENT

DAHL/BAZINET

moved to adjourn at 7:30 p.m.

MOTION CARRIED

APPROVED _____

MAYOR DENNIS WATSON

ATTEST _____
KASSI BATEMAN, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: Brian Templin, City Planner
Date: March 4, 2016
RE: Title 18 - Marijuana Regulations – Ordinance 682

As the council is aware, the city has been reviewing state regulations and drafting local regulations related to licensed commercial marijuana establishments in Craig. The State of Alaska Marijuana Control Board recently adopted final regulations at the state level and started taking license applications.

Adopting local regulations will allow the city to control marijuana establishment location and other issues relevant to local zoning and land use.

Draft regulations were posted for the a 30 day public notice period required by code starting November 25, 2015 and ending with a public hearing and recommendation by the planning commission on December 28, 2015. Several local residents were in attendance at the public hearing and had questions or comments related to commercial marijuana in general but there were no specific comments on the draft local regulations.

At its March 3, 2016 meeting the city council adopted Ordinance 678. This ordinance exercised the city's local option to disallow commercial cultivation, manufacture and testing of marijuana and marijuana products in Craig. The ordinance does not prohibit commercial retail sales of marijuana or marijuana products. Pursuant to the adoption of Ordinance 678 I have removed commercial cultivation, product manufacture and testing from the allowed uses in all zones.

There has been some additional discussion by the council related issues not included in this set of regulations (i.e. disallowing smoking in retail stores). If the council wants to add any additional regulations to title 18 it can be done as part of this process. Major changes to the proposed ordinance should be held for two readings by the council.

The proposed changes to Title 18 would allow for marijuana retail establishments within marine industrial, commercial, and light/heavy industrial zones as a conditional use. No license types would be allowed within any residential zone or the public zone. Marijuana establishments would also be explicitly prohibited as a home occupation.

Allowing establishments as conditional uses will allow the planning commission to have an opportunity to review each application and make any conditions on time, place and manner that would be appropriate for that location. This process will also allow the public to testify on each establishment and will create an appeal process that would elevate decisions of the planning commission to the city council if appealed.

This ordinance amends Sections 18.05 and 18.00 of the Craig Land Development Code by adding the underlined items, as follows:

Definitions - Section 18.00.020 - "Home Occupation"

6. Marijuana establishments licensed under 3 AAC 306 shall not be considered a home occupation.

Low Density Residential - Section 18.05.001 D - Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Medium Density Residential - Section 18.05.002 D - Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

High Density Residential - Section 18.05.003 D – Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

High Density Residential-I - 18.05.004 D – Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Commercial - Section 18.05.005 D – Conditional Uses

13. Licensed Marijuana Retail Establishments

Commercial - Section 18.05.005 F – Prohibited Uses

2. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Light Industrial - Section 18.05.006 D – Conditional Uses

15. Licensed Marijuana Retail Establishments

Light Industrial - Section 18.05.006 E – Prohibited Uses

2. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Marine Industrial - Section 18.05.007 C – Conditional Uses

6. Licensed Marijuana Retail Establishments

Marine Industrial - Section 18.05.007 D – Prohibited Uses

5. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Heavy Industrial - 18.05.008 D – Conditional Uses

7. Licensed Marijuana Retail Establishments

Heavy Industrial - 18.05.008 E – Prohibited Uses

5. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Public - 18.05.009 D – Prohibited Uses

2. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Forestry - 18.05.010 E – Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Residential Suburban - 18.05.050 D – Prohibited Uses

4. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Recommendation: The city council should discuss the draft regulations, take public comment and approve first reading of Craig Ordinance 682 (with any changes).

CITY OF CRAIG
ORDINANCE NO. 682

AN ORDINANCE AMENDING TITLE 18, CRAIG LAND DEVELOPMENT CODE, SECTION 18.00.020, DEFINITIONS AND 18.05, ZONE DESIGNATIONS, MARIJUANA ESTABLISHMENTS AS CONDITIONAL OR PROHIBITED USES

BE IT ORDAINED BY THE 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 of 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 Sections 18.05 and 18.00 of the Craig Land Development Code by deleting the items shown with strikethrough text and surrounded by square brackets (~~strikethrough~~) and by adding the underlined items, as follows:

Definitions - Section 18.00.020 - "Home Occupation"

6. Marijuana establishments licensed under 3 AAC 306 shall not be considered a home occupation.

Low Density Residential - Section 18.05.001 D - Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Medium Density Residential - Section 18.05.002 D - Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

High Density Residential - Section 18.05.003 D – Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

High Density Residential-I - 18.05.004 D – Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Commercial - Section 18.05.005 D – Conditional Uses

13. Licensed Marijuana Retail Establishments

Commercial - Section 18.05.005 F – Prohibited Uses

2. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Light Industrial - Section 18.05.006 D – Conditional Uses

15. Licensed Marijuana Retail Establishments

Light Industrial - Section 18.05.006 E – Prohibited Uses

2. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Marine Industrial - Section 18.05.007 C – Conditional Uses

6. Licensed Marijuana Retail Establishments

Marine Industrial - Section 18.05.007 D – Prohibited Uses

5. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Heavy Industrial - 18.05.008 D – Conditional Uses

7. Licensed Marijuana Retail Establishments

Heavy Industrial - 18.05.008 E – Prohibited Uses

5. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Public - 18.05.009 D – Prohibited Uses

2. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Forestry - 18.05.010 E – Prohibited Uses

3. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Residential Suburban - 18.05.050 D – Prohibited Uses

4. Marijuana establishments not specifically allowed as permitted or conditionally permitted uses in this zone.

Passed and approved on _____, 2016.

Mayor Dennis Watson

Attest

Kassi Bateman, City Clerk

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: Brian Templin, City Planner
Date: March 30, 2016
RE: Amendment to Title 18.10.050 – Guarantee of Improvements

As part of the subdivision/replatting process the city requires developers to complete or guarantee utility and road improvements as necessary. The goal is to ensure that utilities are available to all lots in a development. Currently developers may choose from several options:

1. Complete Improvements. If a subdivision requires new installation of water/sewer main or dedicated roads the developer is required to submit plans to the city for review/approval and to install the road/utilities per the public works department's criteria. This installation is done at the developer's expense and utilities must be complete and accepted by the city before a final plat is signed.
2. Performance Bond. If a developer chooses not to complete development of the roads/utilities prior to finalizing the plat they may furnish a bond to the city as a guarantee that the utilities will be completed within a certain time frame. If the utilities are not completed within the set time frame the city may then cash in the bond and use the funds to complete the utilities. If the developer completes the utilities then the bond is returned.
3. Bank Deposit/Certificate of Deposit. In lieu of issuing performance bonds the developer may make a bank deposit or certificate of deposit to the city for the full amount of the cost of developing the utilities. Like the performance bond the developer is required to complete the utilities by a set deadline or milestone or the city is entitled to use the deposited funds to pay for the utility development.
4. Deed of Trust/Warranty Deed. In lieu of bonds or deposits the developer may also pledge other property to the city as a guarantee that they will complete the utilities. In this case the value of the property pledged must meet or exceed the cost of developing the utilities. In the event that the developer does not complete the utilities as required the city then the city may initiate the process of taking possession of the pledged property.

Most developments have the improvements completed prior to the final plat. The three current methods of guaranteeing improvements work well when dealing with private developers. However, the city is often in a position where it does not intend to develop an entire parcel but has had an application by some party to lease or purchase a parcel of city owned land. In the event that the city is willing to sell/lease a parcel to an applicant but has no intention of immediately selling/leasing other parcels related to that sale/lease it can result in a large public expense without short term expectation (if ever) of being compensated for the development costs. The city is currently negotiating a sale with Tyler Rental that meets this situation. In this case Tyler has requested a purchase of a newly subdivided parcel consisting of Tract D-1 and a portion of Tract D-2, Crab Cove Subdivision. If the city moves forward with the transaction it would also be required to

install expensive water and sewer utilities for the remainder of Tract D-2. There is no proposal to sell or lease this area in the foreseeable future.

In this situation a private developer could look at one of the guarantee options listed above to guarantee future development of the remainder parcel but it does not make sense for the city to spend significant funds to guarantee its own requirement.

It makes sense for the city to be able to self guarantee improvements to city owned property by council resolution without the additional expense of bonds and it makes little sense to accept a cash deposit or deed of trust with the city being both the grantor and grantee. Title 18.10.050 C should be amended to allow a fourth option of guarantee that would apply to city owned property only. This section of the code should have the following language added:

Craig Municipal Code 18.10.050 shall be amended by adding subsection (4) to section (C) to allow the Craig City Council to guarantee future improvements on lots subdivided or replatted with no short term plans for development or disposition. **(Bold language added by this change)**

C. The subdivider shall guarantee the improvements by one of the following methods. Subsection (C)(3) of this section, Deed of Trust/Warranty Deed, must be approved by the planning commission.

(4) Council Resolution. Improvements for subdivisions or replats of city owned property may be guaranteed by the Craig City Council with a resolution passed by the city council.

This proposed language has been advertised and posted as required by the Craig Municipal Code. The Craig Planning Commission reviewed the amendment to the municipal code at its regular meeting on March 24, 2016 and passed PC Resolution 567-16 recommending approval by the city council.

Recommendation: Approve first reading of Ordinance 683 amending Title 18.10.050 of the Craig Municipal Code as shown above.

CITY OF CRAIG
ORDINANCE NO. 683

AN ORDINANCE AMENDING TITLE 18, CRAIG LAND DEVELOPMENT
CODE, SECTION 18.10.050, GUARANTEE OF IMPROVEMENTS

BE IT ORDAINED BY THE 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 of 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 Sections 18.10.050 of the Craig Land Development Code by deleting the items shown with strikethrough text and surrounded by square brackets (~~strikethrough~~) and by adding the underlined items, as follows:

C. The subdivider shall guarantee the improvements by one of the following methods. Subsection (C)(3) of this section, Deed of Trust/Warranty Deed, must be approved by the planning commission.

(4) Council Resolution. Improvements for subdivisions or replats of city owned property may be guaranteed by the Craig City Council with a resolution passed by the city council.

Passed and approved on _____, 2016.

Mayor Dennis Watson

Attest _____
Kassi Bateman, City Clerk

CITY OF CRAIG

RESOLUTION NO. 16-05

INITIATING THE 2016 SALES TAX FREE DAY

WHEREAS, Ordinance No. 593 provides for a sales tax free day in the Craig Municipal Code; and

WHEREAS, Saturday, April 16th has been chosen as the 2016 tax free day; and,

WHEREAS, Tax Free Day will benefit the Craig residents and other Island shoppers, and provide local merchants a marketing opportunity.

NOW THEREFORE BE IT RESOLVED that April 16th be established as tax-free day for 2016 during normal business hours, subject to the following conditions:

- 1) The promotion does not include the payment of rents and leases;
- 2) All sales made on the tax-exempt day must be recorded like any other exempt sale, and the record from that day submitted with the businesses quarterly sales tax return.
- 3) Sales are limited to stock on hand items only
- 4) Participation in the promotion by local merchants is voluntary.

APPROVED _____

MAYOR DENNIS WATSON

ATTEST _____
KASSI BATEMAN, CITY CLERK

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Kassi Bateman, City Clerk
Date: March 16, 2016
RE: Tax Free Day Resolution

Attached you will find a resolution authorizing a sales tax-free day. Also attached is a letter from Prince of Wales Properties requesting that the council authorize the tax free day.

Section 3.08.020.E.25 of the City of Craig Municipal Code provides for the city council to authorize, by resolution, a day where sales normally subject to the city's sales tax are exempt from the tax. The attached resolution provides for the sales tax free day on April 16, 2016. The attached resolution also sets out conditions for tax exempt sales on April 16.

The council has authorized a sales tax-free day for several consecutive years now. If the council approves the attached resolution, city staff will work to promulgate the conditions of the event to local merchants.

Recommended motion- To approve Resolution 16-05.

Prince of Wales Properties
P.O. Box 492
Craig, AK 99921-0492
(907)401-0015

March 29, 2016

City of Craig
P.O. Box 725
Craig, AK 99921-0725

Re: Request for Tax Relief Day on April 16, 2016

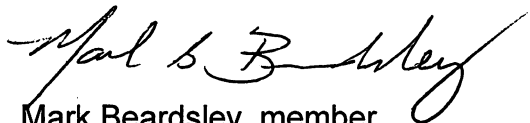
Dear Administrative Staff & Council Members,

I am writing to you on behalf of Prince of Wales Properties. Similar to previous years, I am requesting the City of Craig consider allowing a Sales Tax Free day on Saturday, April 16, 2016 in accordance with City of Craig Ordinance No. 593.

This one day event has been well received in previous years. Although the discount to the customer is small, the gesture by the City of Craig to allow this event continues to be substantial.

Thank you for your consideration on this matter.

Best Regards,

A handwritten signature in black ink, appearing to read "Mark Beardsley". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark Beardsley, member
Prince of Wales Properties, LLC

**CITY OF CRAIG
RESOLUTION 16-06**

A RESOLUTION AUTHORIZING CITY STAFF TO ISSUE AN ACCESS PERMIT TO SEAFOOD PRODUCERS COOPERATIVE FOR USE OF THE CRAIG CITY DOCK AS A FISH BUYING STATION IN 2017 AND 2018

WHEREAS, Seafood Producers Cooperative has requested use of the City Dock as a fish buying station in 2017 and 2018; and,

WHEREAS, Section 16.04.020.B of the Craig Municipal Code provides for the Craig City Council to issue, by resolution, an access permit for a period of between one and two years for any purpose compatible with the land use classification or zoning of such lands, and on such terms for such use as the council determines; and,

NOW, THEREFORE, BE IT RESOLVED that the City of Craig hereby directs city staff to negotiate an access permit with Seafood Producers Cooperative to occupy City Dock for approximately four months in 2015, and for approximately four months in 2016.

Adopted this 7th day of April, 2016.

Mayor Dennis Watson

ATTEST _____
Kassi Bateman, City Clerk

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: April 1, 2016
RE: Resolution 16-06

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.

SPC Access Permit History – City Dock

<u>Year</u>	<u>Fee</u>
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 its February 18, 2016 meeting, the council asked for more information about the pricing and terms of the proposed access permit. I checked the web sites of community harbors in Wrangell, Petersburg, and Sitka. I did not find rate information for the type of use that the council is considering here, where a harbor user seeks a seasonal permit to occupy a dock as part of a commercial fishery.

What is more common is to charge a user a warfage rate for product moved across a dock. However, even that measure is not a good fit for what SPC wants here, which is to occupy the dock from mid-June until mid-September; a typical warfage users seeks to use a dock space to load or off-load product for a short period of time—usually just a few hours—whereas SPC occupies the dock for several months. In any case, the rate structure developed in the draft access permit brings in more revenue to the city than charging SPC just warfage for fish moved across the dock, given the city’s warfage rate structure. I did revisit the proposed access permit fee structure after the council’s February 18 meeting, and increased the fee to use the city dock both in 2017 and 2018. SPC is agreeable to the new terms.

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 identified a site for the buying station. When the use of City Dock for purchasing troll caught salmon began in 2009, 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. For the time being, it is in the city’s interest to accommodate SPC’s need for an interim site to buy commercial salmon from its members.

Recommendation

Adopt Resolution 16-06.

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
--DRAFT--**

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 \$7,824.94 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	\$1.91	9,036	8.00%	\$1,381.42	21.00%	\$290.10
City Dock	\$63.53	5,075	8.00%	\$25,791.15	21.00%	\$5,416.14
City Dock Warehouse	\$72.60	1,474	8.00%	\$8,560.72	21.00%	\$1,887.70
Use of Crane						\$231.00
Access Permit Fee:						\$7,824.94

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 \$8,204.92 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	\$1.91	9,036	8.00%	\$1,381.42	21.00%	\$304.44
City Dock	\$63.53	5,075	8.00%	\$25,791.15	21.00%	\$5,687.40
City Dock Warehouse	\$72.60	1,474	8.00%	\$8,560.72	21.00%	\$1,982.08
Use of Crane						\$231.00
Access Permit Fee:						\$8,204.92

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

**CITY OF CRAIG
MEMORANDUM**



Date: March 10, 2016
To: Honorable Dennis Watson, Craig City Council
Fr: RJ Ely, Chief of Police
Re: Ordinance Changes

RJ Ely

Attached you will find Ordinance No. 680. This ordinance makes changes to Title 10 of the Craig Municipal Code, (VEHICLES AND TRAFFIC). Changes needed, due to changes in statute, state policy, state regulations and court decisions.

10.02.010 Adoption of State Laws by Reference

By changing this wording, simplifies the Adoption of all Vehicle and Traffic Statutes and Regulations.

10.02.020 Traffic Fine Schedule

By changing this wording, simplifies the fine amount and/or mandatory court appearance. Further, there are no "bail forfeitures" in city minor offense cases.

10.04.070 Impoundment for Failure to Pay Fines or Records

Removes unnecessary wording and simplifies enforcement.

10.04.080 Dispositions of Fines

Updates current language and removes "forfeitures."

10.10.010 Forms and Records

Covers required statute changes and adoption of Minor Offense Rule 3 in the Alaska Rules of Court.

10.10.030 Disposition and Record

Updates current language and removes language, clarifying surcharge and payment

10.10.070 Illegally Parked Vehicle

Covered in 1.16.040 and brings section into compliance with Minor Offense Rules. Defendants are now given 30 days to respond to citations, not the prior 5 days.

10.10.080 Failure to Comply with Citation Attached to Vehicle

Brings section into compliance, pertaining to 30 days to respond, not the prior 5 days. Also, Minor Offense Rule 9(d) prohibits issuance of bench warrants for failure to respond or appear or for failure to satisfy the judgment in a minor offense case.

Attached are changes to each section and new language to be added and or removed. By making changes, brings city code into compliance with recent changes in statute, state policy, changes in state regulation and court decisions. I ask that the Council adopt the attached additions and deletions to existing ordinances.

CITY OF CRAIG
ORDINANCE NO. 680

MAKING CHANGES TO THE CRAIG MUNICIPAL CODE, TITLE 10, VEHICLES AND TRAFFIC, CODE ADOPTION, BY AMENDING 10.02.010 ADOPTION OF STATE LAWS BY REFERENCE, 10.02.020 TRAFFIC FINE SCHEDULE, 10.04.070 IMPOUNDMENT FOR FAILURE TO PAY FINES, 10.04.080 DESPOSITIONS OF FINES, 10.10.010 FORMS AND RECORDS, 10.10.030 DISPOSITION AND RECORD, 10.10.070 ILLEGALLY PARKED VEHICLE, 10.10.080 FAILURE TO COMPLY WITH CITATION ATTACHED TO VEHICLE.

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

Section 1. Classification. This ordinance is of a general and permanent nature and the code sections adopted 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 become effective immediately upon adoption.

Section 4. Action. This ordinance amends Sections 10.02.010, 10.02.020, 10.04.070, 10.04.080, 10.10.010, 10.10.030, 10.10.070 AND 10.10.080.

APPROVED _____

MAYOR DENNIS WATSON

ATTEST _____
KASSI BATEMAN, CITY CLERK

Proposed Changes in Craig Code of Ordinances

Part 2 – Title 10

March 10, 2016

Revise these sections underlined.

28. Chapter 10.02 Vehicles and Traffic – General Provisions

10.02.010 Adoption of state laws by reference.

A. The city adopts by reference all vehicle and traffic statutes and regulations of the state of Alaska, as they presently exist and as they may be revised in the future, as the traffic code for the city; except offenses that can be penalized by incarceration.

~~A. Pursuant to Alaska law (AS 28.01.010), certain provisions of the Alaska Statutes and the Alaska Administrative Code, comprising the motor vehicle laws of the state of Alaska, have been adopted by reference and have become a part of this title and traffic code as if fully set forth herein. Such provisions are identified herein by numerical citation to the specific statutory or regulatory section adopted.~~

~~B. The term "Alaska state trooper" or "peace officer" (when they appear in the provisions incorporated by reference) shall be interpreted as being identical with the chief of police or any police officer of the Craig police department. The term "department" appearing in the Alaska Statutes and Alaska Administrative Code provisions adopted by reference shall be interpreted to mean the Craig police department.~~

~~C. B. At least one copy of the chapters of the Alaska Administrative Code and the Alaska Statutes adopted herein shall be filed in the office of the city clerk and shall there be kept available for public use, inspection and examination so long as the provisions thereof remain in force. [Ord. 242 § 4, 1985.]~~

~~10.02.020 Definitions:~~

~~The definitions applicable to this title are the same as those which appear in 13 AAC 40; 17 AAC 25; and AS Title 28. [Ord. 242 § 4, 1985.]~~

10.02.020 Traffic Fine Schedule - Adoption of State Bail Forfeiture Schedules By Reference.

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The city adopts as its traffic fine schedule the "Traffic Bail Forfeiture Schedule" and the "Oversize Vehicle Bail Forfeiture Schedule" in Administrative Rules 43.1 and 43.6 of the Alaska Rules of Court and any other bail forfeiture schedules relating to vehicles adopted by the Alaska Supreme Court. In addition, the city adopts all amendments of those schedules that become effective after the effective date of this ordinance. Citations for offenses listed on these schedules may be disposed of as provided in AS 12.25.195 - .230, without a court appearance, upon payment of the amounts listed plus the state surcharge required by AS 12.55.039 and AS 29.25.074. Fines must be paid to the city clerk. If a traffic offense is not listed on this fine schedule or another fine schedule ordinance, the defendant must appear in court to answer to the charges. Citations charging these offenses must meet the requirements of Minor Offense Rule 3 of the Alaska Rules of Court. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the amount listed for that offense on the schedule. The fines established in this fine schedule may not be judicially reduced.

29.

10.04.070 Penalties for violations Impoundment for failure to pay fines.

~~A. Every person who violates any provision of this title shall be subject to the penalty for that specific violation, as set forth in the attached Table 10.04.070, entitled "Penalties for Violations." Each type of violation listed in Table 10.04.070 is amenable to disposition by the violator's payment of the fine, without court appearance.~~

~~Table 10.04.070 — Penalties for Violations~~

~~**Offense Statute/Regulation Fine Points**~~

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~~B. Any person who fails or refuses to pay fines duly assessed against him for violations of this title, after the accumulated fines equal or exceed \$300.00, shall become subject to impoundment of any motor vehicle of which he is a registered owner and which was involved in any of such violations.~~

~~[Ord. 647 § 4, 2013; Ord. 572 § 4, 2006; Ord. 535 § 4, 2004; Ord. 522 § 4, 2003; Ord. 264 § 4, 1988; Ord. 242 § 4, 1985.]~~

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10.04.080 Dispositions of fines. ~~and forfeitures.~~

All fines ~~or forfeitures~~ collected upon conviction ~~or upon the forfeiture of bail~~ of any person charged with the violation of any of the provisions of this title shall be paid into the city treasury. [Ord. 242 § 4, 1985.]

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30. ~~Chapter 10.06, Provisions of State Law Adopted~~ **Delete all of chapter 10.06.**

~~Sections:~~

~~10.06.010 From Title 13, Alaska Administrative Code.
10.06.020 From Title 17, Alaska Administrative Code.
10.06.030 From Title 11, Alaska Statutes.
10.06.040 From Title 12, Alaska Statutes.
10.06.050 From Title 19, Alaska Statutes.
10.06.060 From Title 28, Alaska Statutes.
10.06.070 From Title 42, Alaska Statutes.~~

~~**10.06.010 From Title 13, Alaska Administrative Code.**~~

~~The following provisions from Title 13 of the Alaska Administrative Code are adopted by reference:~~

- ~~A. Chapter 2: Motor Vehicle and Driving Offenses: Rules of the Road;~~
- ~~B. Chapter 4: Motor Vehicle and Driving Offenses: Vehicle Equipment and Inspection;~~
- ~~C. Chapter 6: Inspection of Vehicles;~~
- ~~D. Chapter 40: Definitions;~~
- ~~E. School bus operator's permit: 13 AAC 08.030; **Note: This has been repealed.**~~
- ~~F. Bus certifications: 13 AAC 66.010; **Note: There is not a 13 AAC 66.**~~
- ~~G. Unlawful use of classified license: 13 AAC 08.140. **Note: Repealed.**~~

~~[Ord. 242 § 4, 1985.]~~

~~**10.06.020 From Title 17, Alaska Administrative Code.**~~

~~The following provisions from Title 17 of the Alaska Administrative Code are adopted by reference:~~

- ~~A. Chapter 25: Operations, Wheeled Vehicles (Vehicle Weight, Load and Dimension Restrictions, 17 AAC 25.010 through 25.110); **Note: Chapter 25 now ends with section 119, not section 110.**~~
- ~~B. Commercial vehicle identification: 17 AAC 64.500. **Note: There is no chapter 64 in Title 17.**~~

~~[Ord. 242 § 4, 1985.]~~

~~**10.06.030 From Title 11, Alaska Statutes.**~~

~~The following provisions from Title 11 of Alaska Statutes are adopted by reference:~~

- ~~A. Obstruction of highway: AS 11.61.150;~~
- ~~B. Littering: AS 11.46.488. [Ord. 242 § 4, 1985.]~~

~~**10.06.040 From Title 12, Alaska Statutes.**~~

The following provisions from Title 12 of Alaska Statutes are adopted by reference:

- A. Arrest authority: AS 12.25.030;
- B. Driving while intoxicated: AS 12.25.033.
[Ord. 242 § 4, 1985.]

Note: Don't need to adopt AS 12.25.030 and AS 12.25.033 by reference because the definition of "peace officer" in AS 01.10.060(a)(7) includes "a member of the police force of a municipality." So, Craig police officers have this arrest authority already

~~10.06.050 From Title 19, Alaska Statutes.~~

The following provisions from Title 19 of Alaska Statutes are adopted by reference:

- A. Driving through obstructions/closed area/damaging obstruction or sign: AS 19.25.030.
[Ord. 242 § 4, 1985.]

Note: AS 19.25.030 was repealed in 1988.

~~10.06.060 From Title 28, Alaska Statutes.~~

All provisions from Title 28 of Alaska Statutes are adopted by reference except: Class A misdemeanors, felonies, and offenses with point deductions over six. [Ord. 572 § 4, 2006; Ord. 522 § 4, 2003; Ord. 242 § 4, 1985.]

~~10.06.070 From Title 42, Alaska Statutes.~~

The following provisions from Title 42 of Alaska Statutes are adopted by reference:

- A. Temporary permit: Common carrier/contract carrier: AS 42.10.130;
- B. Weight fees: AS 42.10.240;
- C. Vehicle identification: AS 42.10.113;
- D. Commercial vehicle weight fees: AS 42.10.240(a) through (d).
[Ord. 572 § 4, 2006; Ord. 242 § 4, 1985.]

Note: AS 42.10 has been repealed.

31. Chapter 10.10, Citations

10.10.010 Forms and records.

The chief of police shall procure and provide books of traffic citation forms which comply with the requirements of ~~AS 28.05.080~~ Minor Offense Rule 3 in the Alaska Rules of Court, identify the offender and the offense, and meet the needs of public safety and the administration of justice.
[Ord. 264 § 5, 1988; Ord. 242 § 4, 1985.]

Note: AS 28.05.080 was repealed in 1978.

~~10.10.020 Procedure of issuance.~~

~~A. When a person is found violating any provision of this title, other than a provision regulating the parking of motor vehicles, and the violation is one which is amenable to payment by fine without a court appearance, the arresting officer shall, except when required by law or the immediate circumstances, issue a citation to the person in charge of or operating the motor vehicle involved.~~

~~B. If the offense for which the citation is issued is one for which a fine may be paid without a court appearance, the person to whom it is issued may plead guilty to the offense by signing an appropriate blank on the citation and paying the fine specified~~

~~on the citation, either in person or by mail within five days from the date of citation, to the police department. Acceptance and payment of the prescribed fine is a complete satisfaction for the offense, and the offender shall be given a receipt which so states.~~

~~C. If the offender refuses to accept the citation or refuses to sign the acknowledgment of receipt and promise to appear, the peace officer shall proceed with the arrest in the manner otherwise provided by law. If the offender accepts the notice, but fails to pay the fine or appear in court as required, the citation shall be considered a summons as for a charge of a violation or infraction, and the offender shall be proceeded against in the manner prescribed by law. However, the maximum penalty which may be imposed for the original offense may not exceed the penalty set out in the schedule of fines as given in Table 10.04.070.~~

~~D. If the violation is one which is not amenable to payment by fine without a court appearance, the arresting officer shall proceed with the arrest in the manner otherwise required by law. [Ord. 264 § 6, 1988; Ord. 242 § 4, 1985.]~~

Comment: This topic is covered in proposed new 10.02.020 which adopts the state bail forfeiture schedules as the city's traffic fine schedule. Also, state statutes applicable to both state and municipal peace officers govern when citations can be issued. AS 12.25.180

10.10.030 Disposition and record.

A. Every police officer, upon issuing a traffic citation to an alleged violator, shall deposit the original of the citation with the chief of police.

B. Upon the filing of such original citation, said citation may be disposed of only by trial before the magistrate of the district court, by other official action by the ~~magistrate court, including forfeiture of bail or~~ by payment of a fine imposed by the court and any required surcharge, or by payment to the police department of the fine and surcharge specified on ~~the back of~~ the citation.

C. It is unlawful and official misconduct for any member of the police department or for any other officer or public employee to dispose of, alter, or deface a traffic citation or any copy thereof, or the record of the issuance or disposition of any

traffic citation, complaint, or warrant in a manner other than as required by law. [Ord. 264 §7, 1988; Ord. 242 § 4, 1985.]

~~10.10.050 Citation deemed complaint.~~

~~In the event the form of citation provided under CMC 10.10.020 includes information and is sworn to as required under the laws of the state in respect to a complaint charging commission of the offense alleged in said citation to have been committed, then such citation when filed with a court having jurisdiction shall be deemed to be a lawful complaint for the purpose of prosecution under this title. [Ord. 242 § 4, 1985.]~~

Comment: This section is unnecessary after the adoption of the Minor Offense Rules.

~~10.10.060 Failure to obey:~~

~~It is unlawful for any person to violate his written promise to appear given to an officer upon the issuance of a traffic citation, regardless of the disposition of the charge for which such citation was originally issued. [Ord. 242 § 4, 1985.]~~

Comment: Citations no longer require the defendant to give a written promise to appear.

10.10.070 Illegally parked vehicle.

Whenever any motor vehicle without a driver is found parked or stopped in violation of any of the restrictions imposed by ordinances of the city or by state law, the officer finding such vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to such vehicle a traffic citation for the driver to answer to the charge against him/her within five-thirty days during the hours and at a place specified in the citation. [Ord. 242 § 4, 1985.]

10.10.080 Failure to comply with citation attached to vehicle.

If a violator of the restrictions on stopping, standing or parking under the traffic laws or ordinances does not appear in response to a traffic citation affixed to such motor vehicle within a period of five-thirty days, the clerk or any police officer shall send the vehicle owner a letter informing him of the violation and warning him that, in the event such letter is disregarded for a period of five days, **a warrant of arrest will be issued.** [Ord. 242 § 4, 1985.]

Minor Offense Rule 9(d) prohibits issuance of bench warrants for failure to respond or appear or for failure to satisfy the judgment in a minor offense case.

~~10.10.100 Warrant issuance.~~

~~In the event any person fails to comply with a traffic citation given to such person or attached to a vehicle, or fails to make an appearance pursuant to a summons directing an appearance in the district court, or if any person fails or refuses to deposit bail as required and within the time permitted by ordinance, the magistrate, upon the request of any police officer, shall issue a warrant for the arrest of such person. [Ord. 242 § 4, 1985.]~~

Minor Offense Rule 9(d) prohibits issuance of bench warrants for failure to respond or appear or for failure to satisfy the judgment in a minor offense case.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: March 31, 2016
RE: April Staff Report



1. PSN King Salmon

Work by POW Hatchery Association and the Southern Southeast Regional Aquaculture Association to bring the Klawock River facility under the management of SSRAA continues. An Alaska Department of Fish and Game Regional Planning Team meeting is set for next week, where the team will consider permitting related to the transition to SSRAA. ADF&G still plans to hold a public meeting on the permit transfer here on POW, probably in May.

2. POWCAC

The Prince of Wales Community Advisory Council met in Kasaan on March 22. Among the topics discussed by the membership:

- a. Presentation by the Southeast Alaska Land Trust. Two representatives from the SEAL Trust summarized the trust's mission. Essentially, the US Army Corps of Engineers compels individuals, cities, and companies to take certain steps to compensate for developing wetlands. That compensation can take the form of cash payments to the trust, that the trust in turn uses to make other property undevelopable, through the application of conservation easements or outright purchase of property. The trust reported that it has collected about \$1 million of what it calls wetland debits for use on POW Island. Some of that money came from about \$45,000 that the Craig Tribal Association was told to pay for developing its subdivision on Tract 18 on East Hamilton Drive. I asked the trust representatives to attend the POWCAC meeting to describe the funding they have for POW and the type of work they do so that POWCAC can be in a better position to advise the trust on how best its funding can be used on POW.

The whole concept of requiring payments for mitigation/compensation of wetland development here is superfluous regulation. If we have to live with this federal policy I would like POW to have as strong a voice as possible in how the funding gets used on the island.

- b. SSRAA Presentation. Mr. David Landis and Mr. Brett Hiatt from SSRAA attended the meeting and talked with the membership about SSRAA's pending assumption of POWHA, and provided the membership with a one-page summary (copy attached) of the proposed transition. Jeff Lundberg of POWHA also attended. POWCAC agreed to write a letter of support for the transition to SSRAA. Mr. Landis asked individual member communities to consider a letter of support for the effort. Among the questions raised by POWCAC was distribution of coho salmon to area seniors, and interest in restarting sockeye enhancement at the Klawock River facility.

- c. Proposed USFS Landscape Assessment. The US Forest Service proposes to complete what is called a "landscape assessment" document for POW Island. The document apparently would call out a wide range of activities to take place on the Craig and Thorne Bay Ranger Districts, including timber harvest, restoration, energy, road construction, recreation, and other projects. The Forest Service hopes to use the assessment as the basis for a single NEPA action that would permit a wide range of activities that take place over many years. The landscape assessment document itself will likely take two years or more to complete.

There is interest in forming a local group to provide input to the USFS on what goes in to the landscape assessment. POWCAC discussed the merits of having a local group involved in the planning process. In the end, the membership agreed that anyone interested in working on this should meet on April 19 at the POW Vocational-Technical Center in Klawock.

- d. Transportation Priorities Resolution. The POWCAC transportation priorities resolution has been approved by a majority of the membership, and is now formally adopted.
- e. Draft Borough Charter. The membership reviewed comments submitted to date on the draft borough charter. That review included comments from the membership as well as from the public. Most of the public comments were submitted via the new POWCAC website (www.powcac.org). I have in the office about 18 pages of comments from the website provided to the membership at last week's meeting. If you would like copies of the comments let me know and I will get them to you. The draft charter comments should be posted to the website in the next few weeks. POWCAC will discuss its next steps regarding the charter at the May POWCAC meeting in Coffman Cove.
- f. Other items. I was appointed POWCAC treasurer for the coming year; the membership approved a letter of support requested by the North End Ferry Authority

3. POW Mining Symposium

The Organized Village of Kasaan is again sponsoring a mining symposium. The event is scheduled for April 27-28 at the Klawock High School Gym. If members of the council would like to attend let staff at City Hall know and we will get you registered.

4. Community Street Paving, Phase IV

Phase IV paving project is out for bid. Bids are due to the city on April 25. The grant funds that the city is using for the project lapse on June 30, 2017, so work on the project will need to finish the month before.

5. Pool Renovation Project

City staff met today with the project contractor, CBC Construction of Sitka. The contractor remains ready to begin work on the project on May 1. Aquatic Center

Manager Jessica Holloway plans to close the fitness room to the public late in the week of April 18, and close the pools to the public beginning April 29. Jessica will then drain the pools and vacate the building to the contractor. The contractor then has until late August to complete work on the building. The pool building and parking lot will be closed to the public during the course of the work.

6. Travel Schedule

April 20-27 – Personal travel.

Questions and Answers: Prince of Wales Hatchery Association (POWHA) and Southern Southeast Regional Aquaculture Association (SSRAA)

MARCH 22, 2016

1. What is happening at the Klawock River & Port St. Nicholas Hatcheries?

Southern Southeast Regional Aquaculture Association (SSRAA) has agreed to purchase all of POWHA's assets and operate both hatcheries. The State of Alaska owns the Klawock River Hatchery buildings and leases the land from Klawock Heenya. The City of Craig owns the Port St. Nicholas Hatchery. SSRAA has agreed to become the contract operator for both facilities.

2. What is SSRAA?

SSRAA is the regional non-profit salmon hatchery organization headquartered in Ketchikan. SSRAA operates the Whitman Lake and Deer Mountain Hatcheries in Ketchikan, Crystal Lake Hatchery in Petersburg, and two remote facilities at Burnett Inlet and Neets Bay. On Prince of Wales, SSRAA also owns and operates the Neck Lake Salmon Production Facility near Whale Pass, and has assisted POWHA operationally and financially for several years. SSRAA produces coho, king and chum Salmon for all user groups and is funded by a 3% tax on commercially caught salmon in the region and by licensing "cost recovery" processors to harvest salmon from SSRAA Special Harvest Areas.

3. Why is POWHA selling its assets and SSRAA taking over operations?

POWHA is a coho hatchery. Coho and king salmon are both expensive to produce and bring in less cost recovery revenue than hatchery chum salmon. As a result, POWHA has borrowed operational money from the state for years, and can't continue to do so.

4. How can SSRAA afford to do this?

SSRAA is a much larger organization and can take advantage of economies of scale. It also has the 3% tax, and a large chum program. SSRAA will also assume major debt by purchasing POWHA.

5. When will this happen?

We are planning for the transfer to be complete on July 1, 2016. A later date is possible.

6. What are the future plans for these two hatcheries?

SSRAA will continue all of the POWHA programs in substantially the same manner. POWHA has a chum salmon permit for Port Asumcion on Baker Island that SSRAA hopes to begin within the next several years. Any changes will be gradual yet positive for the POW community.

7. Is it a done deal?

No. The agreements that have been made are contingent upon successful transfer of a variety of permits and licenses, as well as a long-term loan to SSRAA with the State of Alaska.

8. How can I help?

The State of Alaska permit transfer process includes a public hearing on POW, scheduled for later this spring. Letters and testimony from POW residents regarding the positive impact of these hatcheries will help the process move forward. Letters of support can be sent to SSRAA using the contact information below. Your help is greatly appreciated.

For additional information or to ask other questions:

- David Landis, SSRAA General Manager (907) 228-4389; davidl@ssraa.org
- Bret Hiatt, SSRAA Operations Manager (907) 225-9605; breth@ssraa.org
- Jeff Lundberg, POWHA Hatchery Manager (907) 755-2231; <http://jlundberg@hughes.net>

This handout produced by SSRAA, 14
Borch St. Ketchikan, Alaska 99901



Date: April 1, 2016
To: Mayor & City Council
From: Joyce Mason
Re: Monthly Report

The February 29, 2016 revenue and expense reports are available for the April 7, 2016 council meeting. I will have the March reports at the next meeting.

The property assessment notices were sent to property owners yesterday. Appeal forms for owners that which to appeal their assessments are available at city hall. The board of equalization is schedules for May 19.

Sales tax forms were mailed to businesses this week for the January through March quarter. The due date is April 30 so by the 1st of May we will know how to adjust the budget if the numbers are less than we anticipated.

Next week the city is implementing a purchase card system for the department managers. The cards will be issued and managed through Wells Fargo. Each manager will have a card to use for purchases but will still adhere to the purchase order policy. Each card has a limit of transactions and dollars per month. The limits can be changed for specific reasons and the cards can be declined if inappropriate transactions occur. Each month the mangers must reconcile their accounts to be submitted to the finance department. With the increase use of internet sales and vendors only accepting credit cards this will provide an efficient method of purchasing supplies and services.

Thank you for your support and please contact me if you have any questions.

City of Craig
04. Craig Gov Revenue
February 29, 2016

	M-T-D Actual	Y-T-D Actual	Budget	Variance	% of Budget
Total Local Taxes	36,214.07	2,001,433.04	2,349,000	(347,566.96)	85
01 00.4000.00 000 Property Tax	0.00	597,786.90	600,000	(2,213.10)	100
01 00.4050.00 000 Sales Tax	23,083.14	1,286,417.05	1,625,000	(338,582.95)	79
01 00.4055.00 000 Delinquent Sales Tax	12,683.81	14,537.70	2,000	12,537.70	727
01 00.4060.00 000 Liquor Sales Tax	447.12	95,174.56	120,000	(24,825.44)	79
01 00.4070.00 000 Property Tax Penalties	0.00	5,290.64	2,000	3,290.64	285
01 00.4080.00 000 Sales Tax Penalties	0.00	2,226.19	0	2,226.19	0
Total State Revenue	5,200.00	792,181.28	713,406	78,775.28	111
01 00.4100.00 000 Property PILT Funding	0.00	295,701.07	300,000	(4,298.93)	99
01 00.4110.00 000 State Revenue Sharing	0.00	146,041.00	145,406	635.00	100
01 00.4111.00 000 Liquor Revenue Sharing	5,200.00	7,700.00	10,000	(2,300.00)	77
01 00.4112.00 000 Fish Bus Tax - DOR	0.00	342,739.21	250,000	92,739.21	137
01 00.4120.00 000 Shared Fish Tax - DCED	0.00	0.00	8,000	(8,000.00)	0
Total Permits & Fees	16,707.73	93,267.87	136,050	(42,782.13)	69
01 00.4300.00 000 Property Lease/Rentals	3,578.33	52,973.69	70,000	(17,026.31)	76
01 00.4400.00 000 Material Sales	0.00	0.00	1,000	(1,000.00)	0
01 00.4410.00 000 Equipment Sales	0.00	1,175.00	0	1,175.00	0
01 00.4420.00 000 Dump Waste Fees	0.00	492.50	0	492.50	0
Total Local Revenue	3,578.33	54,641.19	71,000	(16,358.81)	77
01 00.4700.00 000 Police-Fines,Citation	1,487.00	9,531.00	7,000	2,531.00	136
01 00.4702.00 000 Drivers License Fees	6.00	6.00	0	6.00	0
01 00.4703.00 000 Motor Vehicle Commission	4,117.10	38,270.10	57,000	(18,729.90)	67
01 00.4704.00 000 Dog Licenses	0.00	85.00	0	85.00	0
01 00.4650.00 000 State Trooper Dispatch	0.00	2,500.00	10,000	(7,500.00)	25
01 00.4660.00 000 State Jail Contract Revenue	0.00	242,043.00	286,584	(44,541.00)	84
01 00.4665.00 000 Klawock Dispatch	4,424.00	35,183.02	50,000	(14,816.98)	70
01 00.4670.00 000 Forest Service Dispatch	0.00	3,000.00	3,000	0.00	100
Total Public Safety Funds	10,034.10	330,618.12	413,584	(82,965.88)	80
01 00.4800.00 000 Interest Income (CKNG & CD)	0.00	2.15	0	2.15	0
01 00.4820.00 000 Interest Income (A/R)	473.27	5,115.67	1,000	4,115.67	512
01 00.4900.00 000 Misc Revenue	307.64	6,564.28	5,000	1,564.28	131
01 00.4992.00 000 TRANSFER FROM CAPITAL RESERVES	0.00	0.00	(50,000)	50,000.00	0
01 00.4993.00 000 TRANS. FRM RESTRICTED FUND NFR	0.00	0.00	(400,000)	400,000.00	0
01 00.4994.00 000 TRANS. FRM. RESRV/SPECIAL PROJECT	0.00	0.00	135,000	(135,000.00)	0
Total Other Revenue	780.91	11,682.10	(309,000)	320,682.10	(4)

City of Craig
04. Craig Gov Revenue
February 29, 2016

Total Revenues

	M-T-D Actual	Y-T-D Actual	Budget	Variance	% of Budget
\$	72,515.14	\$ 3,283,823.60	\$ 3,374,040	\$ (90,216.40)	\$ 97

City of Craig
Revenue and Expense MTD and YTD
February 29, 2016

	M-T-D Current Year	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	Total Prior Yr. Actual
11 Administration							
Total Personnel Expenses	21,842.57	193,789.64	0.00	215,632.21	292,697.00	215,632.21	274,358.51
Total Personnel Benefits Expenses	8,626.54	85,686.35	0.00	94,312.89	146,948.00	94,312.89	258,513.29
Total Contract Expenses	4,013.74	62,380.83	557.47	66,394.57	136,600.00	65,837.10	200,457.52
Personnel Misc Expenses	303.75	11,958.86	3,263.02	12,262.61	17,795.00	8,999.59	10,900.58
Material & Supplies Expenses	2,438.15	9,574.75	1,413.17	12,012.90	11,200.00	10,599.73	20,220.00
Utilities Expenses	2,220.59	12,330.61	0.00	14,551.20	17,500.00	14,551.20	15,348.72
Maintenance Expenses	0.00	1,608.66	0.00	1,608.66	4,308.00	1,608.66	2,326.06
Misc Expenses	2,053.39	25,895.87	0.00	27,949.26	27,590.00	27,949.26	36,951.07
Capital Expenses	1,076.22	3,803.01	182.40	4,879.23	1,000.00	4,696.83	29,444.21
Total Expenditures	42,574.95	407,028.58	5,416.06	449,603.53	655,638.00	444,187.47	848,519.96
12 Council							
Total Personnel Expenses	1,486.60	10,485.75	0.00	11,972.35	14,700.00	11,972.35	15,152.62
Total Personnel Benefits Expenses	4,169.24	55,800.54	0.00	59,969.78	87,308.00	59,969.78	114,391.79
Total Contract Expenses	0.00	443.86	0.00	443.86	2,500.00	443.86	744.84
Personnel Misc Expenses	442.39	9,965.27	361.39	10,407.66	7,925.00	10,046.27	8,509.38
Material & Supplies Expenses	0.00	213.65	0.00	213.65	150.00	213.65	435.90
Utilities Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc Expenses	22.00	(6.75)	0.00	15.25	715.00	15.25	52.00
Capital Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	6,120.23	76,902.32	361.39	83,022.55	113,298.00	82,661.16	139,286.53
13 Planning							
Total Personnel Expenses	4,751.80	39,775.49	0.00	44,527.29	47,848.00	44,527.29	46,128.24
Total Personnel Benefits Expenses	2,633.24	21,170.89	0.00	23,804.13	36,333.00	23,804.13	52,488.49
Total Contract Expenses	0.00	179.40	0.00	179.40	0.00	179.40	322.30
Personnel Misc Expenses	0.00	3,326.84	0.00	3,326.84	500.00	3,326.84	313.08
Material & Supplies Expenses	0.00	140.95	0.00	140.95	1,050.00	140.95	336.92
Utilities Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc Expenses	17.00	496.00	0.00	513.00	1,220.00	513.00	644.50
Capital Expenses	0.00	0.00	0.00	0.00	0.00	0.00	610.96
Total Expenditures	7,402.04	65,089.57	0.00	72,491.61	86,951.00	72,491.61	100,844.49
14 Parks & Facilities							
Total Personnel Expenses	9,333.03	90,067.94	0.00	99,400.97	121,583.00	99,400.97	104,611.42
Total Personnel Benefits Expenses	6,476.94	52,215.65	0.00	58,692.59	78,056.00	58,692.59	104,154.68
Total Contract Expenses	300.00	3,633.67	0.00	3,933.67	7,200.00	3,933.67	5,154.84

City of Craig
Revenue and Expense MTD and YTD
February 29, 2016

	M-T-D	Y-T-D	Y-T-D	Total	Budget	Variance	Total Prior Yr.
	Current Year	Current Year	Encumbrance				Actual
15 Public Works							
Total Personnel Misc Expenses	0.00	0.00	0.00	0.00	0.00	0.00	4,039.50
Material & Supplies Expenses	214.74	13,752.57	6,300.00	13,967.31	5,800.00	7,667.31	7,745.60
Utilities Expenses	1,796.73	11,439.25	0.00	13,235.98	13,000.00	13,235.98	15,369.92
Maintenance Expenses	91.28	5,196.32	25.00	5,287.60	0.00	5,262.60	13,833.45
Misc Expenses	469.00	4,110.19	0.00	4,579.19	10,133.00	4,579.19	5,321.40
Capital Expenses	21,081.77	96,994.84	66,673.18	118,076.61	50,000.00	51,403.43	1,713.36
Total Expenditures	39,763.49	277,410.43	72,998.18	317,173.92	285,772.00	244,175.74	261,944.17
16 Police							
Total Personnel Misc Expenses	10,807.70	82,218.39	0.00	93,026.09	128,385.00	93,026.09	102,875.24
Total Personnel Benefits Expenses	6,492.76	54,193.65	0.00	60,686.41	91,956.00	60,686.41	114,171.59
Total Contract Expenses	0.00	336.00	0.00	336.00	500.00	336.00	518.75
Personnel Misc Expenses	0.00	286.50	0.00	286.50	1,675.00	286.50	0.00
Material & Supplies Expenses	2,101.47	14,752.25	(22.16)	16,853.72	17,540.00	16,875.88	20,236.62
Utilities Expenses	1,361.88	10,656.64	0.00	12,018.52	18,600.00	12,018.52	17,016.56
Maintenance Expenses	2,144.88	20,900.80	(4,225.95)	23,045.68	17,000.00	27,271.63	21,196.22
Misc Expenses	295.00	2,756.89	300.24	3,051.89	5,029.00	2,751.65	3,949.14
Capital Expenses	0.00	27,238.20	0.00	27,238.20	1,500.00	27,238.20	3,896.10
Total Expenditures	23,203.69	213,339.32	(3,947.87)	236,543.01	282,185.00	240,490.88	283,860.22
17 EMS							
Total Personnel Misc Expenses	43,082.41	370,044.11	0.00	413,126.52	509,465.00	413,126.52	496,774.82
Total Personnel Benefits Expenses	23,850.18	216,687.04	0.00	240,537.22	361,172.00	240,537.22	488,066.66
Total Contract Expenses	77.50	1,694.62	0.00	1,772.12	1,000.00	1,772.12	3,850.69
Personnel Misc Expenses	390.10	3,805.36	272.10	4,195.46	2,000.00	3,923.36	5,044.68
Material & Supplies Expenses	2,482.35	38,875.24	4,733.66	41,357.59	38,900.00	36,623.93	50,736.70
Utilities Expenses	2,383.40	15,431.18	0.00	17,814.58	25,518.00	17,814.58	21,904.53
Maintenance Expenses	23.06	102.99	14.99	126.05	1,000.00	111.06	2,643.43
Misc Expenses	854.55	9,728.13	0.00	10,582.68	16,805.00	10,582.68	12,006.07
Capital Expenses	0.00	9,908.37	599.98	9,908.37	1,000.00	9,308.39	529.00
Total Expenditures	73,143.55	666,277.04	5,620.73	739,420.59	956,860.00	733,799.86	1,081,556.58
17 EMS							
Total Personnel Expenses	7,333.75	60,279.39	0.00	67,613.14	91,924.00	67,613.14	84,332.59
Total Personnel Benefits Expenses	3,334.29	28,770.62	0.00	32,104.91	53,129.00	32,104.91	41,474.74
Total Contract Expenses	0.00	1,516.09	0.00	1,516.09	3,748.00	1,516.09	4,613.73
Personnel Misc Expenses	390.00	1,564.29	453.93	1,954.29	3,800.00	1,500.36	4,122.47
Material & Supplies Expenses	1,962.09	11,030.02	1,653.83	12,992.11	15,400.00	11,338.28	17,677.01
Utilities Expenses	607.73	3,857.23	0.00	4,464.96	5,300.00	4,464.96	5,405.50
Maintenance Expenses	0.00	942.86	0.00	942.86	1,000.00	942.86	3,524.06

City of Craig
Revenue and Expense MTD and YTD
February 29, 2016

	M-T-D Current Year	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	Total Prior Yr. Actual
Misc Expenses	226.00	1,808.00	0.00	2,034.00	3,260.00	2,034.00	2,133.45
Capital Expenses	0.00	4,685.33	0.00	4,685.33	1,000.00	4,685.33	3,293.33
Total Expenditures	13,853.86	114,453.83	2,107.76	128,307.69	178,561.00	126,199.93	166,576.88
18 Fire Department							
Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Benefits Expenses	137.06	1,096.48	0.00	1,233.54	4,186.00	1,233.54	998.35
Total Contract Expenses	0.00	0.00	0.00	0.00	4,200.00	0.00	4,369.25
Personnel Misc Expenses	0.00	2,909.23	416.72	2,909.23	2,100.00	2,492.51	375.00
Material & Supplies Expenses	0.00	3,475.14	0.00	3,475.14	1,400.00	3,475.14	3,526.18
Utilities Expenses	505.02	3,281.59	0.00	3,786.61	3,800.00	3,786.61	5,143.10
Maintenance Expenses	0.00	448.25	0.00	448.25	2,000.00	448.25	25.38
Misc Expenses	235.00	1,880.00	0.00	2,115.00	4,000.00	2,115.00	2,532.00
Capital Expenses	0.00	12,692.90	0.00	12,692.90	10,371.00	12,692.90	0.00
Total Expenditures	877.08	25,783.59	416.72	26,660.67	32,057.00	26,243.95	16,969.26
19 Library							
Total Personnel Expenses	3,995.86	44,871.63	0.00	48,867.49	63,017.00	48,867.49	68,022.09
Total Personnel Benefits Expenses	1,885.54	17,625.81	0.00	19,511.35	14,010.00	19,511.35	31,604.73
Total Contract Expenses	0.00	670.00	0.00	670.00	0.00	670.00	2,247.75
Personnel Misc Expenses	0.00	160.00	(100.00)	160.00	235.00	260.00	1,656.29
Material & Supplies Expenses	618.82	13,299.65	(904.22)	13,918.47	9,650.00	14,822.69	17,384.54
Utilities Expenses	595.41	4,019.30	0.00	4,614.71	8,460.00	4,614.71	5,910.83
Maintenance Expenses	0.00	14.36	0.00	14.36	1,000.00	14.36	1,032.82
Misc Expenses	43.00	344.00	0.00	387.00	803.00	387.00	388.00
Capital Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	7,138.63	81,004.75	(1,004.22)	88,143.38	97,175.00	89,147.60	128,247.05
24 Recreation							
Total Personnel Expenses	3,658.74	27,253.84	0.00	30,912.58	45,291.00	30,912.58	37,138.78
Total Personnel Benefits Expenses	3,073.90	19,286.62	0.00	22,360.52	30,780.00	22,360.52	48,692.54
Total Contract Expenses	550.00	2,424.87	0.00	2,974.87	2,500.00	2,974.87	2,020.25
Personnel Misc Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Material & Supplies Expenses	64.13	2,651.24	0.00	2,715.37	1,700.00	2,715.37	2,414.78
Utilities Expenses	1,235.08	7,212.84	0.00	8,447.92	16,000.00	8,447.92	11,687.75
Maintenance Expenses	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
Misc Expenses	195.00	1,560.00	0.00	1,755.00	3,411.00	1,755.00	2,376.13
Capital Expenses	0.00	0.00	0.00	0.00	2,000.00	0.00	5,432.64

City of Craig
Revenue and Expense MTD and YTD
February 29, 2016

	M-T-D	Y-T-D	Y-T-D	Total	Budget	Variance	Total Prior Yr.
	Current Year	Current Year	Encumbrance				Actual
25 Aquatic Center							
Total Expenditures	8,776.85	60,389.41	0.00	69,166.26	102,682.00	69,166.26	109,762.87
Total Personnel Expenses	10,174.97	85,050.87	0.00	95,225.84	167,213.00	95,225.84	136,898.25
Total Personnel Benefits Expenses	6,274.85	43,686.99	0.00	49,961.84	105,982.00	49,961.84	114,608.23
Total Contract Expenses	45.00	4,317.56	100.00	4,362.56	4,000.00	4,262.56	11,189.11
Personnel Misc Expenses	0.00	202.00	0.00	202.00	14,969.00	202.00	3,706.20
Material & Supplies Expenses	686.92	13,421.80	627.01	14,108.72	15,000.00	13,481.71	19,391.99
Utilities Expenses	9,784.05	83,352.59	0.00	93,136.64	126,700.00	93,136.64	107,010.24
Maintenance Expenses	263.52	4,242.58	66.88	4,506.10	7,500.00	4,439.22	8,907.91
Misc Expenses	497.06	4,163.70	0.00	4,660.76	7,365.00	4,660.76	5,835.99
Capital Expenses	38,693.75	136,946.08	0.00	175,639.83	135,500.00	175,639.83	132,563.87
Total Expenditures	66,420.12	375,384.17	793.89	441,804.29	584,229.00	441,010.40	540,111.79
31 PSN Hatchery							
Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Benefits Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contract Expenses	475.00	46,650.62	0.00	47,125.62	35,000.00	47,125.62	39,233.27
Personnel Misc Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Material & Supplies Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities Expenses	0.00	0.00	0.00	0.00	0.00	0.00	85.97
Maintenance Expenses	0.00	0.00	475.00	0.00	0.00	(475.00)	75.00
Misc Expenses	7.00	209.60	0.00	216.60	0.00	216.60	0.00
Capital Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	482.00	46,860.22	475.00	47,342.22	35,000.00	46,867.22	39,394.24
99 Inter Governmental Transfers							
Total Personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Benefits Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contract Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Misc Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Material & Supplies Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenses	311.68	2,075.99	0.00	2,387.67	0.00	2,387.67	(88,412.92)
Total Expenditures	311.68	2,075.99	0.00	2,387.67	0.00	2,387.67	(88,412.92)

City of Craig
Revenue and Expense MTD and YTD
February 29, 2016

	M-T-D Current Year	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	Total Prior Yr. Actual
21 Sewer Revenue							
Sewer Service Fees	20,309.89	178,211.30	0.00	178,211.30	293,000.00	114,788.70	270,604.64
Sewer Service/ Nonmetered	372.00	3,628.80	0.00	3,628.80	0.00	(3,628.80)	10,274.00
Sewer Interest Revenue	0.00	0.00	0.00	0.00	0.00	0.00	11.67
PERS Relief - Sewer	0.00	0.00	0.00	0.00	0.00	0.00	36,046.17
Total Revenue	20,681.89	181,840.10	0.00	181,840.10	293,000.00	111,159.90	316,936.48
Expenses							
Total Personnel Expenses	6,677.93	55,705.87	0.00	55,705.87	105,915.00	50,209.13	80,326.57
Total Personnel Benefits Expenses	3,745.68	29,006.47	0.00	29,006.47	58,817.00	29,810.53	76,266.19
Total Contract Expenses	289.80	2,572.51	0.00	2,572.51	6,700.00	4,127.49	6,903.15
Personnel Misc Expenses	0.00	1,110.00	0.00	1,110.00	1,725.00	615.00	299.99
Material & Supplies Expenses	643.51	4,789.82	0.00	4,789.82	12,900.00	8,110.18	9,721.40
Utilities Expenses	4,354.75	27,267.41	0.00	27,267.41	32,700.00	5,432.59	36,803.15
Maintenance Expenses	0.00	209.72	0.00	209.72	20,500.00	20,290.28	22,310.31
Misc Expenses	524.97	4,465.67	0.00	4,465.67	6,806.00	2,340.33	7,815.50
Capital Expenses & Debt	0.00	63,121.04	0.00	63,121.04	59,996.00	(3,125.04)	237,088.57
Total Expenses	16,236.64	188,248.51	0.00	188,248.51	306,059.00	117,810.49	477,534.83
Excess Revenue Over (Under) Expenditures	\$ 4,445.25	\$ (6,408.41)	\$ 0.00	\$ (6,408.41)	\$ (13,059.00)	\$ (6,650.59)	\$ (160,598.35)
22 Water Revenue							
Water Service/Metered	17,317.69	183,449.34	0.00	183,449.34	285,000.00	101,550.66	268,760.10
Water Service / Nonmetered	485.46	4,031.76	0.00	4,031.76	7,200.00	3,168.24	9,628.06
Material Sales, Water	0.00	780.00	0.00	780.00	1,000.00	220.00	7,541.31
Reconnection Fee, Water	0.00	25.00	0.00	25.00	500.00	475.00	1,460.08
Turn-Off Notice Fee	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00
PERS Relief - Water	0.00	0.00	0.00	0.00	0.00	0.00	59,826.77
Total Revenue	17,803.15	188,286.10	0.00	188,286.10	294,700.00	106,413.90	347,316.32
Expenses							
Total Personnel Expenses	10,144.59	104,664.37	0.00	104,664.37	115,232.00	10,567.63	133,180.78
Total Personnel Benefits Expenses	5,005.56	48,295.34	0.00	48,295.34	61,469.00	13,173.66	123,013.87
Total Contract Expenses	440.00	7,345.80	0.00	7,345.80	5,000.00	(2,345.80)	9,859.70
Personnel Misc Expenses	(50.00)	1,137.50	0.00	1,137.50	2,190.00	1,052.50	1,200.19
Material & Supplies Expenses	9,817.60	30,434.17	189.06	30,623.23	41,400.00	10,776.77	50,375.04
Utilities Expenses	6,661.49	37,446.33	0.00	37,446.33	62,100.00	24,653.67	55,579.80
Maintenance Expenses	2,407.81	7,018.12	8,255.13	15,273.25	10,200.00	(5,073.25)	8,937.43
Misc Expenses	536.96	4,811.66	0.00	4,811.66	7,585.00	2,773.34	7,140.00
Capital Expenses & Debt	3,969.09	19,279.30	6,001.33	25,280.63	26,580.00	1,299.37	341,699.54
Total Expenses	38,933.10	260,432.59	14,445.52	274,878.11	331,756.00	56,877.89	730,986.35
Excess Revenue Over (Under) Expenditures	\$ (21,129.95)	\$ (72,146.49)	\$ (14,445.52)	\$ (86,592.01)	\$ (37,056.00)	\$ 49,536.01	\$ (383,670.03)

City of Craig
Revenue and Expense MTD and YTD
February 29, 2016

	M-T-D Current Year	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	Total Prior Yr. Actual
23 Garbage							
Revenue							
GARBAGE COLLECTION FEES	22,779.90	192,259.70	0.00	192,259.70	310,000.00	117,740.30	304,925.78
DUMPSTER RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	4,605.00
DUMPSTER SALES	0.00	4,000.00	0.00	4,000.00	0.00	(4,000.00)	0.00
PERS Relief - Garbage	0.00	0.00	0.00	0.00	0.00	0.00	27,027.96
Total Revenue	22,779.90	196,259.70	0.00	196,259.70	310,000.00	113,740.30	336,558.74
Expenses							
Total Personnel Expenses	2,409.94	22,574.08	0.00	22,574.08	32,898.00	10,323.92	61,902.82
Total Personnel Benefits Expenses	2,300.77	17,984.24	0.00	17,984.24	29,013.00	11,028.76	63,584.49
Total Contract Expenses	13,561.48	133,668.20	0.00	133,668.20	226,500.00	92,831.80	216,680.95
Personnel Misc Expenses	0.00	0.00	0.00	0.00	1,500.00	1,500.00	2,166.38
Material & Supplies Expenses	437.73	5,482.04	0.00	5,482.04	12,200.00	6,717.96	9,121.67
Utilities Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Expenses	0.00	267.40	0.00	267.40	2,500.00	2,232.60	2,176.48
Misc Expenses	372.96	3,249.65	0.00	3,249.65	2,910.00	(339.65)	4,946.23
Capital Expenses & Debt	0.00	14.03	0.00	14.03	0.00	(14.03)	3,354.14
Total Expenses	19,082.88	183,239.64	0.00	183,239.64	307,521.00	124,281.36	363,933.16
Excess Revenue Over (Under) Expenditures	\$ 3,697.02	\$ 13,020.06	\$ 0.00	\$ 13,020.06	\$ 2,479.00	\$ (10,541.06)	\$ (27,374.42)
27 Harbor							
Revenue							
Moorage, Permanent	(153.56)	73,678.28	0.00	73,678.28	75,000.00	1,321.72	70,208.88
Moorage, Transient	2,580.50	57,396.34	0.00	57,396.34	95,000.00	37,603.66	110,762.22
Storage Container Fees	0.00	7,500.00	0.00	7,500.00	14,000.00	6,500.00	23,400.00
Outside Storage Fees	450.00	2,975.00	0.00	2,975.00	7,000.00	4,025.00	6,406.43
Equipment Rental	0.00	530.00	0.00	530.00	1,000.00	470.00	1,655.00
Crane User Fees	315.00	2,054.92	0.00	2,054.92	6,000.00	3,945.08	4,102.50
Shower Operations	0.00	1,019.00	0.00	1,019.00	2,000.00	981.00	493.00
Wharfage	101.24	799.81	0.00	799.81	2,000.00	1,200.19	1,395.86
Launch Ramp Fees	55.00	534.98	0.00	534.98	2,000.00	1,465.02	2,537.83
Power Moorage	403.00	6,253.00	0.00	6,253.00	12,500.00	6,247.00	12,015.95
Grid/Vessel Pump, Assist	15.00	210.00	0.00	210.00	1,000.00	790.00	830.90
Boat Houlout Harbor	600.00	10,355.00	0.00	10,355.00	28,000.00	17,645.00	27,333.70
Miscellaneous Revenue	135.00	2,391.44	0.00	2,391.44	6,000.00	3,608.56	10,247.50
PERS Relief - Harbor	0.00	0.00	0.00	0.00	0.00	0.00	35,184.02
Total Revenue	4,501.18	165,697.77	0.00	165,697.77	251,500.00	85,802.23	306,573.79
Expenses							
Total Personnel Expenses	14,942.52	89,932.80	0.00	89,932.80	118,184.00	28,251.20	108,632.18
Total Personnel Benefits Expenses	7,377.88	52,740.91	0.00	52,740.91	78,269.00	25,528.09	100,218.43
Total Contract Expenses	0.00	3,710.00	0.00	3,710.00	0.00	(3,710.00)	2,758.64
Personnel Misc Expenses	0.00	2,265.64	270.00	2,535.64	2,895.00	359.36	2,823.60

City of Craig
Revenue and Expense MTD and YTD
February 29, 2016

	M-T-D Current Year	Y-T-D Current Year	Y-T-D Encumbrance	Total	Budget	Variance	Total Prior Yr. Actual
Total Personnel Benefits Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contract Expenses	0.00	0.00	0.00	0.00	2,000.00	2,000.00	870.22
Personnel Misc Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Material & Supplies Expenses	0.00	190.11	0.00	190.11	300.00	109.89	0.00
Utilities Expenses	132.65	2,419.68	0.00	2,419.68	2,100.00	(319.68)	3,334.66
Maintenance Expenses	0.00	483.48	0.00	483.48	2,725.00	2,241.52	2,053.05
Misc Expenses	2.00	16.00	0.00	16.00	335.00	319.00	6.37
Capital Expenses & Debt	0.00	0.00	0.00	0.00	2,000.00	2,000.00	15,322.00
Total Expenses	134.65	3,109.27	0.00	3,109.27	9,460.00	6,350.73	21,586.30
Excess Revenue Over (Under) Expenditures	\$ (34.65)	\$ (629.27)	\$ 0.00	\$ (629.27)	\$ (8,460.00)	\$ (7,830.73)	\$ (13,011.30)

City Of Craig

Memorandum

To: Mayor Dennis Watson, and the Craig City Council

From: Jessica Holloway, Aquatic Manager

RE: March Report

Date: March 31, 2016

March has been busy! Not only have we had many swim lessons but we also hosted our Annual Easter Egg swim and we are preparing to shut down for the construction.

The Easter egg swim took place on March 26th and it was great. I am figuring due to weather we had about 80 kids participate. That is many more than we had last year. This year we did not have to perform any rescues. Normally there is at least one child that gets very excited and one of the guards ends up in the water. The staff seemed to have fun and McKenna Holloway volunteered to keep watch over the little ones in the fitness room so every guard could be on deck watching the water. It was a very fun and wet day for everyone.

Lessons are going great. There will be lessons every Monday, Wed, and Friday right up until the day we close down. We are doing lessons for Craig Head start, Naukiti School, Coffman Cove, Whale Pass and Thorne Bay.

We are in the home stretch. The last day the pool will be open to the public will be April 28th. Fitness room will be closing the weekend before on the 23rd so we are able to move equipment out. We are all getting very excited and a little nervous about the construction. There have been many questions about pass extensions after we reopen. That is the plan. When we are closer to a secure date that we will be reopening I am going to sit down with our pass information and make sure everyone that have passes are extended for the proper amount of time left on the pass.

Please feel free to give me a call or send me an e-mail with any questions or concerns, pool@craigak.com or 826-2794

Have a great summer, enjoy the Sun!!!

Jessica Holloway

City of Craig Memorandum

Date: March 31, 2016
To: Mayor Watson and Craig City Council
From: Kassi Bateman, City Clerk
Re: Clerks Report

Safety

The Safety Committee staff put together a “City Safety Day” annually. This includes trainings provided by Chaundell Piburn, CPR/First Aid; Cole Cummings (APEI), Job Hazard Analysis; Target Solutions Courses through the Craig Public Library and Alaska Public Entity Insurance as well as Lunch and Tetanus shots (generously provided free of charge by Stacey Mank) for employees upon request.

The Alaska Shield exercise took place April 1st. I have completed some of the Public Information Officer Courses including Introduction to the Incident Command System and Public Information Officer Awareness through FEMA in preparation for the event.

Newsletter

The Spring/Summer newsletter is set for May/June. If you have anything you wish to include in the upcoming newsletter please let me know.

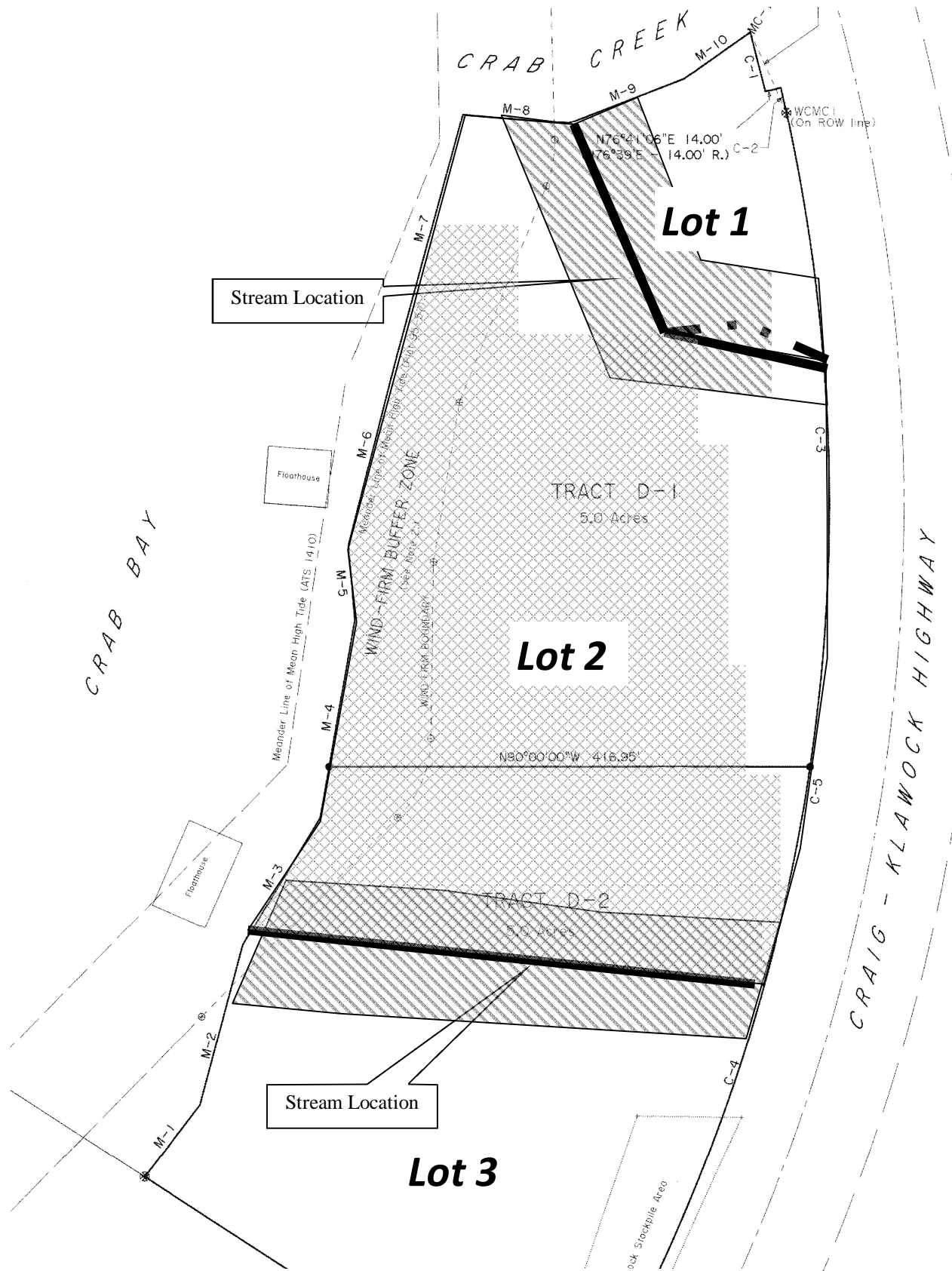
CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Brian Templin, City Planner
Date: February 26, 2016
RE: Planning Department Staff Report – April 2016

1. Commercial Marijuana. The Marijuana Control Board has received about 200 applications to date. The board has published a spreadsheet of license applications but has not put information on the sheet that allows for it to be sorted by applicant name or location so it is hard to tell how many Prince of Wales applications have been submitted. To date the city has not been notified of any applications in Craig. One application for a cultivation operation at Dolomi Bay (Stockton Lode LLC) has been advertised in the Ketchikan Daily News. This license application is for a standard cultivation license on southeastern POW.
2. Firehall/EMS Annex Building. Mike Hamme has continued construction of the new building. The structural work and rough electrical have been completed. Mike's crew has been working on sheetrock and the last of the concrete work this week. I anticipate that the building will be completed well within the 90 day time limit contained in the contract. We requested an additional half foot height on the vehicle door to ensure that there was adequate clearance for the new ambulance. That change will amount to about a \$500 increase to the project cost. We have also requested that the contractor include an exterior electrical outlet on the west side of the building.
3. Tract 15 Development (Ptarmigan Subdivision). I have been continuing work on subdivision and development of residential lots at Tract 15, USS 2611. The new subdivision will be named Ptarmigan Subdivision. The subdivision will divide Tract 15 into 6 individual lots and a remainder tract (Tract A). Tract A consists of lease sites for the National Weather Service and Craig Community Garden. The six residential lots range from 9,579 – 19,923 square feet and are all accessed from Ptarmigan Street and a new cul-de-sac (Willow Court) which will be across from Eagle Tree Court. The city council approved the final plat at the February 4, 2016 meeting and approved rezoning the property to Residential Medium Density. There are a few remaining steps before the lots are ready to sell:
 - a. Appraisals. I have asked Horan and Company to conduct a site visit of the property when they are in town for the annual reassessment of properties. Once the final plat adjustments are made I will instruct Horan and Company to complete the appraisals on the lots. This will likely happen in March.
 - b. I plan to work with Ron McIntosh and the public works crew on installing water/sewer laterals and publish a request for quotes to do the required road work for the new cul-de-sac. It is likely that we will contract out the clearing and grubbing work and road base work and do the utility installations in-house. I am waiting for final disposition of the Craig Cable TV issue before contracting for these services.

- c. Land Sale. Once the final plat is complete, the properties are appraised and the road/utility work is complete I will bring a sale proposal to the council for approval. It is likely that we will sell the lots by sealed competitive bid and then over the counter sales similar to the municipal land sale in 2013/2014.
4. Capital Projects. Capital project requests have been submitted to both the state and federal delegations.
 - a. CAPSIS Submittals. As the council is aware the state's fiscal position makes it highly unlikely that communities will receive capital project funds through the legislative process this year. That being said, it is still in the city's interest to make submissions. The legislature has been working on the operating budget and it is still unlikely that there will be capital funding available for communities.
 - b. Federal Submittals. The Chief's Report for the Craig Harbor Project has been signed by the Chief of Engineers for the USACE and the Corps will transmit a copy of the report and a letter to the congressional and senate committees that will be working on the WRDA bill later this year or next year. In our federal submittals staff stressed the importance of the Craig harbor project as another avenue to ensure that the Craig project is eligible for USACE funding through the WRDA reauthorization.
5. Alaska Shield 2016. The Craig Emergency Services Department, Craig Police Department, Craig City School District and other agencies in Craig will be participating in the statewide emergency preparedness exercise Alaska Shield 2016 on April 1, 2016 at the Craig High School. The city and school district will conduct a full scale active shooter exercise at the high school on that afternoon. Staff is currently working with state officials, the school district and first responders in planning for this exercise.
6. Land Sale to Tyler Rental Negotiations. At the March 17, 2016 the council authorized negotiations with Tyler Rental of a sale of some portion of Lots D-1 and D-2, Crab Cove based on their request. Prior to meeting with Tyler I made a site visit to determine the location of the streams and the buildable areas of the lots based on their suggestion to move the existing lot line approximately 130' south. As the council is probably aware each of the lots is transected by a separate anadromous fish stream. These streams and the required setbacks inhibit development of each of the parcels. Tyler's proposal to move the common property line 130' south would leave a strip about 115' wide between the anadromous stream on D2 and the new property line, which would create an unusable area for the city. In addition the stream on D-1 creates a small parcel that is unusable to Tyler Rental on the north end. The most logical division of the property would be to use the anadromous streams as the basis for new property lines and create three distinct lots. Lot 1 would be a smaller usable lot on the northeast portion of the property adjacent to the highway and Crab Creek. The southern parcel (Lot 3) would include the area currently encumbered by a small

parking area on the site and would run from the highway to Crab Bay. The middle parcel (Lot 2) would be the parcel that Tyler would purchase from the city. This parcel is slightly larger than Tyler had intended but is usable for Tyler and requires Tyler to purchase the unusable area between the line between D-1 and D-2 and the anadromous stream. This layout also shares the responsibility of the stream setbacks equally between Tyler and the city, essentially requiring Tyler to purchase additional area encumbered by the stream setbacks as part of their purchase and not leaving those entirely to the city. This layout leave two developable parcels in city ownership. I met with DJ Hansen from Tyler and proposed this layout. He indicated that Tyler would discuss it with management, but that it appeared to meet their needs in an equitable manner. I have attached a drawing of the proposed sale layout for the council to look at. Tyler is proceeding with the appraisal of the property and is prepared to hire a surveyor to start on the replat.



Tyler Lot Sale Recommended Option

March 30, 2016

TRAINING

- We have conducted 13 different training topics in the first two months of the year. Most of these have been conducted over the Zoom platform, where any EMS member on POW can join us live.
- The State of Alaska Trauma Department came down and we hosted an island wide classroom training, called B-Con, which is bleeding control for a mass casualty event. This two day training included long days and multiple agencies including AST troopers, Klwock EMS & Fire, Wale Pass EMS, Thorne Bay EMS, Kassan EMS and Coffman Cove EMS
- We are preparing for City Wide Safety day in March.

ETT in the Highschool

- We continue to teach the Emergency Trauma Technician Classes in the High School, we have 11 students.

PERSONNEL

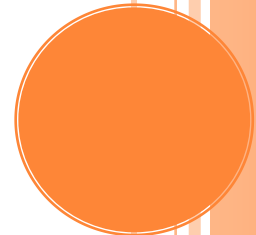
- We have several new volunteers, our total roster includes 14 regular volunteers, and 7 seasonal volunteers

GRANT FUNDING

- We have been approved for the grant request to the Health Network to purchase equipment for every EMS squad that participates, for tele-education equipment. This equipment will allow us to conduct classes over the Zoom platform, this is a Tele-Education (Tele-health) HRSA funding objective. Equipment includes new laptops, TV screens and conference calling microphones and speakers. Total request was 7,600.00
- We are beginning the prebuild phase of the new sprinter ambulance on April 3-6. We have secured 105,000.00 through state code blue funding and USDA funding. These grants require a Minimum 10% match. The ambulance is projected to cost 135,000.00. I intend to sell our number 2 ambulance around 10,000.
- We are conducting an Alaska Shield exercise on April 1, 2016. We have secured SHSP grant funds to pay for Miscellaneous supplies and disposable items used for that event.
- This year we requested over 250,000.00 from the homeland security SHSP grant fund to purchase a new Dispatch Console. The original console equipment was purchased in 1996.
- We received the new transport device, overlift which was purchased through the state Code Blue Grant \$6,300.00

PHYSICIAN SPONSOR

- We are looking for a new "Volunteer" physician sponsor. Our hope is that Dr. Rod Vaughn's daughter, will take the position. It is extremely difficult to find a physician willing to volunteer. We will continue to seek out a viable candidate.



Harbor Department Report/ March-April

Maintenance performed:

- 1) Fixed burnt electrical plug-ins and broken water pedestals on N.Cove/S.Cove
- 2) Pumped out breakwater
- 3) Changed out waste oil tank in N.Cove
- 4) Staff Hauled and Splashed 7 boats in March and 9 on the schedule for April so far
- 5) Working on State of the Harbor Report
- 6) Working on Policies and Procedures for Harbor, Boatyard and Icehouse.
- 7) Pressure washing S.Cove & N.Cove
- 8) Staff is building New Bulletin boards
- 9) Working with High School & Middle School staff and kids in painting new rail boards for N.Cove gangway
- 10) Staff fixed a major water leak in N.Cove
- 11) Staff replaced bad planking on Finger E in N.Cove
- 12) Harbor Department received spare parts for Ice House
- 13) New delivery system has arrived for Ice House

2/24/16-3/30/16

Submitted by Kimberly Baxter

Volunteer Hours: 100

Patron Visits: 1893

Circulation: 2,274

Computer Usage: 613

3D Printer Usage: 2

Tests Proctored: 12

Meetings: 2

Alaska Digital Library Downloads: 68

Programs/Events:

Films Worth Talking About (3/25/16 @7:00pm)

#HackCPL Technology Group – Google Virtual Reality Glasses (2/13/16 @10:00am)

Minecraft (Mondays at 3:00pm)

Preschool Story Time (Fridays at 10:00am)

Craig Child Care Center Storytime (Tuesdays at 10:00am)

Book Club (3/4/16)

Parent Chat with Brynn Castle from Community Connections (3/11/16)

Blind Date With a Book

Read 1000 Books Before Kindergarten (Began 1/1/16)

Video Conferences:

Eat or Be Eaten (3/16/16)

Robot Garage (3/24/16)

Classes:

Safe Food Certification Course (3/3/16)

Gardening- Growing Fruit Trees in Southeast Alaska (3/12/16)

Gardening- Growing Unusual Foods in Southeast Alaska (3/26/16)

Upcoming:

April is National Poetry Month- 5 Week Poetry Challenge- Challenge card at the library starting 4/1/16

National Poem in Your Pocket Day- Stop by the library for a poem for your pocket (4/21/16)

April is National Financial Literacy Month - Dash for the Stash- enter to win a \$1000 IRA

#HackCPL- Technology Club (4/9/16)

Films Worth Talking About (4/22/16 7:00 pm)

Video Conferences:

Pack It Up! What to Bring to Colonial America (4/6/16 9:00 am)

Hello Chinese! (4/20/16 8:50 am)

We would like to welcome the new VISTA volunteer Emma Fisk who arrived on 3/31/16. She will be working here for one year on early literacy, digital literacy and other program development and grant projects. She will be working out of the library.

The Library has updated their library circulation software. We are now web based. All technical services, upgrades and back-ups are done by Follett, our software company. Being web based allows anyone with an internet connection to access the library catalog from their home, smart phone or tablet.

**CITY OF CRAIG
MEMORANDUM**



Date: March 31, 2016
To: Honorable Dennis Watson, Craig City Council
Fr: RJ Ely, Police Chief
Re: Staff Report / March 2016

RJ Ely

ACTIVITY

Activity from February 25, 2016 through March 31, 2016. Dispatch Center took the following amount of calls for service:

Craig	798
Klawock	177
AST	14

DEPARTMENT OF MOTOR VEHICLES

Increase seen in drop offs, road testing and amount of people coming into DMV.

DISPATCHER(S)

All dispatchers received training; Dispatcher 101 – refresher basic dispatching.

All dispatchers received training on new Stencil Recording System.

OFFICER(S)

Bryan Bixler has been hired as a police officer, filling D'Amelio's position. Bixler is several weeks into F.T.O. and is progressing fast. I foresee no issues with completing F.T.O. as expected.

Ofc. Page is still at the Academy and is progressing well.

OTHER

All officers have received training in ALERRT, in preparedness of upcoming Alaska Shield Training on April 1, 2016.

Jail Policy has been revised and updated. Have new chief of DOC coming to Craig, in April to audit the Craig Jail Facility.

TWIC / TSA / Hazmat Printing has increased and have had several positive comments about this service being offered, here in Craig.

All work has been completed to the room that will be used for court proceedings, here in Craig. Some equipment / software will be needed, to finalize this project.

Memo

To: Mr. Mayor, Craig City Council

From: Ron McIntosh, Public Works Director

CC: Jon Bolling, City Administrator

Date: March 30, 2016

Re: Public Works Council Report for April 7, 2016

Activities and status:

1. The City of Craig Phase 4 Paving Project is currently being advertised for bid. The bid date is April 25, 2016 at 2:00PM.
2. City Clean Up week is May 2nd through May 6th with Household Hazardous Waste on May 7th at the Klawook Landfill.
3. The Budget process continues.

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

Thank you,

RCMc

Craig Recreation report to the Craig City Council and Mayor Watson.
Submitted March 31, 2016 by Victoria Merritt

Spring is here! The Spring Bazaar will be held on April 30th. We had a great Spring Break with a 3 day gymnastics workshop with 10 students each day taught by Mary Murphy. We also had skating on Tuesday and dodgeball on Thursday. The gym was used by the Archery team from the Craig City School District for practice to qualify for state and national competitions at 4pm on Monday, Wednesday and Friday.

The Craig 4th of July Spring Carnival was a great success! Lots and lots of happy kids and families. Thanks to the great committee headed by Hannah Bazinet and Betty Kubik with Raina and Russ and Charlene to name a few. Tina Nelson and the volleyball team helped with set up, clean up and ran the games.

Elementary Basketball has started. The first K-2 game was March 30, at 6pm at the Craig City Gym. There is a game every Wednesday until April 20. They practice with Coach Vanessa James on Monday and Tuesday at the Craig Middle School.

3rd to 5th Graders are playing at the High School this year. They have High school student Basketball players as coaches, supervised by the adult coaches, Vanessa James, Christy House, Tina Stephan and DJ Hansen. This year we are not playing with the other island Schools. So far, so good. There area enough of our own players we don't need to drive across the island or spend 4 to 5 hours at the gym.

Whale fest will have already happened, so will the Health Fair in Klawock. I am on the committee. The health fair is again in Klawock. They are using our tables.

The Spring Bazaar is going to be on April 30. 10 to 4 at the Craig City Gym.

Time to start planting! The City Flower Baskets need to be ready for the marathon. The after school kids are helping. Hopefully the area gardeners as well. We lost Jay Marble who had his class do a lot of the early planting.

I am hoping to get a grant to help with the summer camps I would like to hold from the POW Health network.

The afterschool program has become quite a success. We have usually 4 to 20 kids. We have a snack everyday and a fun activities. The most popular is still dodgeball usually with the Craig Police. Building relationships.

The Youth/Rec center is open Saturdays for Magic and D and D with Jon Wilburn as the supervisor. This is a free program for older kids. The Center is open every other Saturday from 7 to 9pm for middle school students. My part time employee Mary Murphy opens at 7 and Ally Adams-CES Teacher, and friends open from 8 to 9pm as volunteers. There is also yoga on Tuesdays at 6:30. Spanish Conversation is on break for April and will be back in May. The interagency meeting is held there every 2nd Tuesday of the month at noon, which is a networking opportunity for the area agency's.

At the Craig City Gym Volleyball open gym is back on Tuesdays and Thursdays. Freddy Hamilton, Tina Nelson, Leslie Isaacs and Shannon Yates were the winners of the 4 on 4 tournament for the community League which ended over spring Break. Thanks to Jos'e Cevera for all of his help with volleyball. Soccer is the newest addition. 10 players came on Easter Sunday at 7pm. Stephen Lucey spearheaded this program. His wife Jill is the Klawock Music teacher and she plays soccer and is on the board of the POW Salty Roller Girls Roller Derby team. Roller Skating and Blading is still every Friday at 7pm, with MS basketball at 8:30 with Carrie Dawn Durgan. Zach Gardner is looking at opening for HS students following the MS program from 1- to midnight to give the kids

something to do late nights on Fridays. Zach is working with the POW Health network to try to curb underage drinking. He wants to start doing movies also. I am a member of his committee. The Veterans will use the rec center for hearing testing also.

The Karate Dojo now cleans the gym for a monthly donation. They have a vested interest in keeping it nice. I am slowly cleaning out my storage room. Doug Ward will be replacing the lock on the old girls locker rooms, which have been repeatedly vandalized and some of the 4th of July committees games were missing for the Spring Carnival.

I still do the weekly radio show on KRBD and am able to promote Recreation activities, other departments and City activities as well as what is happening on our island. Community Clean up is being advertised, the Pool egg hunt, Library activities. City Closures to name a few. The show is on Fridays at 8:45am and I get a lot of positive feedback.

The POW Health network is considering a grant for summer camps! This would be great for the kids. The camps would offer outdoor activities, art, science and partnering with EMS and the library for a great variety of opportunities.

I would like to thank all those who support the Craig Recreation department with their time and talents. I know the kids appreciate all that they are able to do here in Craig. Thank you for your support.



Craig City Gym, 1st Kindergarten to 2nd Grade Basketball game Wednesday, March 30.



Parks & Public Facilities

4/1/2016

Staff Report - March 2016

To: Craig Mayor and City Council

From: Douglas Ward

Projects completed:

- Cemetery cross replacement and installation.
- Court video conference room renovation.
- Sweep parking lots at new clinic building and city hall.
- Sliding door overhaul at PPF shop.
- Convert to LED lighting in Chiefs office at P.D.
- Convert to LED lighting on trail between Pool and Elementary.
- Install emergency exit light in council chambers.
- Add dedicated circuits for server room at city hall.

Projects currently in progress:

- Healing Heart Totem Park drainage installation.
- Spring tree trimming and brushing on East Hamilton road and trail.
- Tree work and undergrowth removal in city parks.

Our department performed routine maintenance and repairs on city buildings, facilities, and parks including:

- Harlan Buoy made emergency repair to A/C unit in server room at new clinic building.
- Replace and re-plumb sump pump at Aquatic Center.
- Change timers throughout city buildings for daylight savings.
- Plumbing repairs at Aquatic Center. Domestic hot water heater complete failure.
- Replace contactor set on elevating auger on wood boiler.
- Furnace issues at Police Station.
- Assist other departments as requested.

RECEIVED

MAR 24 2016



City of Craig!

By most all accounts, the 2016 Chamber of Commerce Trade Show was a great success! The whole was greater than the sum of its parts. But it was all the parts that made it a great event.

Some of the most essential parts were the tables that you generously loaned to our event! The vendors were very pleased to have access to a table with the booth. Some of them hauled in an extra one for overflow!

The preference was for the oblong tables so we are grateful that most of your tables are that shape, and their six foot length is the perfect length for the booth sizes! Thankfully there were enough vendors who worked with the round ones!

Thank you to the Craig staff that helped with the access to the gym for both rounds of transport!

It bears repeating: Thank you so very much for sharing your table inventory with us!

By suggestions from our vendors, we will be planning our next Trade Show to take place in two or three years!!!

Sincerely,

Jan Bush

On behalf of all the Board of Directors

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
 From: Jon Bolling, City Administrator
 Date: March 30, 2016
 RE: Reconsider Use of Reappropriation

As the council will recall, on July 16, 2015, it redirected \$300,000 in the current fiscal year budget from a reserve account to the general fund in order to pay for a number of projects proposed by staff. I recommended the action given the various needs across city departments and our projected revenues for this fiscal year. However, given the shortfall in revenue faced by the city to date this fiscal year, a shortfall due in no small part to our sales tax receipts being down ten percent compared to the first two quarters of the prior fiscal year, I would like the council to consider directing staff to retain \$100,000 of the reappropriation in the city's undesignated fund balance.

After the council approved the \$300,000 reappropriation last July 16, I settled on the following projects for use of the funds.

<u>Project</u>	<u>Budget</u>
1. Housing for Second Ambulance	\$125,000
a. Clear and grub site	
b. Add rock fill	
c. Construct garage/building	
2. Ice House Components	\$15,000
a. Stock essential spare parts.	
3. Thibodeau Field Improvements	\$35,000
a. Replace concession stand/storage area.	
b. Add plumbed bathrooms.	
c. Regrade T-ball field.	
4. Improvements to city parks	\$100,000
a. Replace some playground equipment.	
b. Repair E. Hamilton Dr. basketball court	
5. Contingency amount for above projects.	\$25,000

The second ambulance building project is nearly complete, and will be finished before the end of April. The identified ice house components are now in hand. No work has been completed yet for the two other projects on the list.

I would like to propose to the council that \$100,000 of the remaining \$160,000 be redirected back to the city's general fund to make up for revenue shortfall that staff believes will occur this fiscal year. Electing to not spend the \$100,000 will reduce overall city expenditures for the year, meaning that the city will have to make less of a draw on its general fund reserves to make up for the difference between what we spend to operate the city's departments and what we will take in for revenue during the year. The \$60,000 balance will remain available for other projects.

Recommendation

Reconsider July 16, 2015 reappropriation by reducing the amount available for expenditure by \$100,000.

Recommended motion: I move to retain in the city's general fund balance \$100,000 of the \$300,000 reappropriated by the council on July 16, 2015.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: March 30, 2016
RE: Draft Letter of Support, Hatchery Permit Transfer

Attached you will find a draft letter of support to the State of Alaska Department of Fish and Game, encouraging the department to approve the pending transfer of hatchery permits from the Prince of Wales Hatchery Association to the Southern Southeast Regional Aquaculture Association.

As the council is aware, POWHA and SSRAA have reached an agreement whereby POWHA will transfer its interests to SSRAA, and SSRAA will in turn operate the Klawock River hatchery facility, and hopefully the Port St. Nicholas king salmon facility as well. Completing the transfer from POWHA to SSRAA is a critical step in continuing salmon production from both the Klawock River and the Port St. Nicholas king salmon facilities.

The transfer of the hatchery permits must still be approved by the State of Alaska Department of Fish and Game. The attached letter of support encourages the department to approve the proposed permit transfer.

The Department of Fish and Game will hold a hearing on Prince of Wales Island, probably in May, to take public comment on the transfer of the permit. I intend to be present at that meeting to reinforce the city's support for the transfer if the council approves a letter of support at its April 7 meeting.

Recommendation

Approve a draft letter supporting transfer of the POWHA hatchery permit to SSRAA.

April _____, 2016

DRAFT

Ms. Lorraine Vercessi
PNP Hatchery Program Coordinator
Alaska Department of Fish and Game
PO Box 115526
Juneau, AK 99811-5526

Dear Ms. Vercessi:

The City of Craig supports transfer of the Klawock River hatchery permits from the Prince of Wales Hatchery Association to the Southern Southeast Regional Aquaculture Association.

POWHA has a long operational history on Prince of Wales Island. In years past the facility produced coho and sockeye salmon, as well as steelhead trout. Currently the facility produces millions of coho for release into Klawock Lake and the Klawock River, benefitting commercial, subsistence, charter, and sport fishing groups on the west coast of Prince of Wales Island. In addition, POWHA partners with the City of Craig and the City of Coffman Cove to raise and release king salmon at Port St. Nicholas and Coffman Cove. Like the coho salmon release, the king salmon partnership also benefits all local gear groups.

The proposed transfer of the POWHA permits to SSRAA is necessary to sustain the productive coho production at the Klawock River facility. SSRAA is much better positioned to sustain the existing coho enhancement at the Klawock River. SSRAA's more diversified enhancement projects provide options for funding POWHA operations on Prince of Wales Island that are not available to POWHA. SSRAA already has extensive operations on POW, including releases at Neck Lake and at Kendrick Bay. An approved but not yet established chum salmon permit for Port Asumcion on Baker Island is more likely to come to fruition with the transfer of the POWHA permits to SSRAA.

The economic benefits resulting from operation of the Klawock River facility are well-established. The city concurs with the salmon catch and valuation data provided in the March 28, 2016 letter of support from the Alaska Trollers Association supporting the permit transfer to SSRAA.

There is broad support on Prince of Wales for the proposed permit transfer. I encourage the Alaska Department of Fish and Game to approve the permit transfer.

Sincerely,
DRAFT
Mayor Dennis Watson