

**CITY OF CRAIG  
COUNCIL AGENDA  
AUGUST 3, 2017  
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 June 01, 2017
- City Council Meeting Minutes of June 19, 2017
- Introduction and First Reading of Ordinance 701, Lease of City Property to SSRAA

**HEARING FROM THE PUBLIC**

- Open for public comment
- Resolution 17-09, Administrative Fees
- Final Reading and Public Hearing of Ordinance 697, Bed Tax
- Final Reading and Public Hearing of Ordinance 700, FY17 Supplemental Budget

**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**

- APCM

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

- Resolution 17-09, Administrative Fees
- Ordinance 697, Bed Tax
- Ordinance 700, FY17 Supplemental Budget

**UNFINISHED BUSINESS**

**CITY OF CRAIG  
COUNCIL AGENDA  
AUGUST 3, 2017  
COUNCIL CHAMBERS 7:00 P.M**

**NEW BUSINESS**

- Consider Change Order to Phase IV Paving Project
- Request for Funds from PAWS
- Consider credit card processing fee policy

**ADJOURNMENT**

**ROLL CALL**

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

**Staff present:** Jon Bolling, City Administrator; Kassi Mackie, City Clerk; Jessica Holloway, Aquatic Center Manager; Brian Templin, City Planner; Chaundell Piburn, EMS Coordinator; Hans Hjort, Harbormaster; Kim Baxter, Librarian; Rj Ely, Police Chief; Ron McIntosh, Public Works Director; Victoria Merritt, Parks and Recreation Director; Doug Ward, Parks and Public Facilities Manager

**Audience present:** Rob Ensley, Patrick Tyner, Andy Deering, Troy Thain, Di Thain, Dave Creighton, Jen Creighton, Millie Schoonover

**CONSENT AGENDA**

DAHL/BAZINET

moved to pull Ordinances 696, 697, 698 for further discussion under Consideration of Resolutions and Ordinances and approve the consent agenda with the amendment.  
MOTION CARRIED UNANIMOUSLY

**HEARING FROM THE PUBLIC**

Patrick Tyner spoke on behalf of the bed tax being proposed. Mr. Tyner believes that 10% is too much for the bed tax, but is in support of imposing one at a lower rate. Mr. Tyner is concerned about running business out of town if the tax is too high.

Gail Slentz also spoke as a business owner in Craig that the bed tax would affect. Mrs. Slentz also supports the city finding new revenue as well, but believes the 10% rate is too steep.

Richard Manning of Catch a King Charters also commented on the bed tax rate being too high to begin with. Mr. Manning is concerned that more business will go to the Port St. Nicholas charter businesses. Mr. Manning believes that the council should do what they can to keep the rates reasonable for Craig businesses, since the charter businesses out Port St. Nicholas are exempt from tax.

Dave Creighton was present to discuss the bed tax as well. Representing Shelter Cove Lodge, Mr. Creighton discussed the package rates that Shelter Cove charges, and would like for the council to consider how the 10% affects the package rate and what it amounts to. Mr. Creighton believes that the tourism industry in Craig is just beginning to pick up, and wouldn't want to dissuade the clients.

Andy Deering was present and opposed to any new kind of tax implementation in Craig.

Jen Creighton was present to discuss the tax, and mentioned that in the winter, most of the business for Shelter Cove is government, which is exempt from tax anyway, so a full summer increase on summer tax may be more advantageous to the city. Mrs. Creighton also asked the council to consider looking at the pool equipment and high school equipment in the gym and consider combining them to bring in more revenue at the Aquatic Center.

Millie Schoonover was present and representing Shaan Seet. Mrs. Schoonover is also opposed to the 10% rate, and look at the bed tax as a reasonable revenue source, but not at the current proposed rate.

## **REPORTS FROM CITY OFFICIALS**

**Mayor/IFA-** Mayor Watson reported travel to Juneau for Southeast Conference. The conference will not be renewing the executive director position and will be restructuring the conference staff.

**Administrator-** Jon provided a written report. Mike Douville asked about purchasing fire pumps for incidents like the North Cove fires that happened last week. Staff will consider purchasing something like this. Jan Trojan asked about purchasing ATV's for running hoses down the dock and other tasks around the city.

**Treasurer-** Joyce provided a written report.

**Aquatic Manager-** Jessica provided a written report.

**City Clerk-** Kassi provided a written report and would add that the council chambers have been repainted and stained and will have more improvements as time permits. Kassi thanked EMS staff and Parks and Public Facilities staff for the assistance with the updates.

**City Planner-** Brian provided a written report.

**EMS Coordinator-** Chaundell reported that the EMS department received a \$5000 grant to help supplement the cost of the OMNILERT system.

**Harbormaster-** Hans provided a written report. Jon reported that the insurance company for the city had sent a representative to review the damage from the fire. The finger float is repairable. Hans responded to Mike Douville's inquiry about dogs on the dock, and explained that the harbor staff is working to clear off the docks and install video surveillance that will help with the enforcement.

**Library-** Kim provided a written report.

**Police Chief-** RJ provided a written report.

**Public Works-** Ron provided a written report.

**Parks and Rec-** Victoria provided a written report. Victoria also reported a large turnout for the Blessing of the Fleet.

**Parks and Public Facilities-** Doug provided a written report.

**READING OF CORRESPONDENCE**

Nothing to discuss.

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

**Resolution 17-07, Payment in Lieu of Health Insurance**

PIERCE/DAHL

moved to adopt Resolution 17-07.

MOTION CARRIED UNANIMOUSLY BY  
ROLL CALL VOTE

**Ordinance 695, FY18 Operating Budget**

PIERCE/DAHL

moved to adopt Ordinance 695.

MOTION CARRIED UNANIMOUSLY BY  
ROLL CALL VOTE

**Ordinance 696, Sales Tax on Marijuana, and Marijuana Products**

SEE/TROJAN

moved to approve Ordinance 696 at first  
reading.

Jim See questioned if this tax should be an excise tax or not. Jan Trojan commented that the council may be discouraging business by additional taxing.

MOTION CARRIED UNANIMOUSLY

**Ordinance 697, Bed Tax**

DAHL/PIERCE

moved to approve Ordinance 697 at first  
reading.

Hannah Bazinet would like to see the bed tax rate set at \$5 per room per night. The council agreed. Jon mentioned that changing the rate from a tax percentage to a flat rate, staff would recommend postponing the first reading to the next meeting.

MOTION WAS RECINDED BY MAKER  
AND SECOND

PIERCE/SEE

moved to direct staff to draft an ordinance  
with a flat tax of \$5 per room per night.  
MOTION CARRIED UNANIMOUSLY

**Ordinance 698, Changes to Title 3- Revenue and Finance**

PIERCE/DAHL

moved to approve Ordinance 698 at first  
reading.

Hannah Bazinet doesn't think that the annual rate of \$25 is reasonable. Joyce mentioned that Klawock is proposing an increased rate of \$30 per year for a senior tax card. Jim See would like to limit who is able to get a senior card by their residency. Jon mentioned that it would have to be limited to just Craig, or statewide as it is now.

PIERCE/DAHL

moved to amend the motion to be \$75 for  
all applicants for a three-year card.

MOTION CARRIED UNANIMOUSLY

**Ordinance 699, Utility Rate Change**

DAHL/PIERCE

moved to approve Ordinance 699 at first reading.

Hannah would like the base rate for sewer to be per meter instead of per dwelling unit for the multi-unit apartments. Joyce explained that this rate helps offset the debt payment for the sewer plant repairs.

BAZINET/TROJAN

moved to amend the ordinance from a base rate per dwelling unit to a base rate per meter for wastewater.

MOTION CARRIED UNANIMOUSLY

MAIN MOTION CARRIED  
UNANIMOUSLY

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**Approval of Sale of Lot 3, Ptarmigan Subdivision**

DAHL/DOUVILLE

moved to approve the sale of parcels 3 from the 2017 Craig Residential Land Sale to Kevin and Julie McDonald. Further move to direct staff to place the proceeds of the sale into the city's land development fund.

MOTION CARRIED UNANIMOUSLY

**Consider Approval, Lynn Jones Property Tax Exemption**

DOUVILLE/DAHL

moved to approve Lynn Jones senior property tax exemption application.

MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

DOUVILLE/DAHL

moved to adjourn at 8:13 p.m.

MOTION CARRIED

APPROVED \_\_\_\_\_

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

ATTEST \_\_\_\_\_  
KASSI MACKIE, CITY CLERK

## **ROLL CALL**

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

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

**Audience present:** Rob Ensley, Di Thain, Millie Schoonover, Rick Seal, Kyle Ebbighausen, Sherlyn Zellhuber, Doug and Connie Ward, Aimee Demmert, Kash Demmert, Karl and Tammy Demmert.

## **CONSENT AGENDA**

DAHL/BAZINET

## **HEARING FROM THE PUBLIC**

Doug Ward was present to discuss the health insurance agenda item. Mr. Ward would like the council to consider selecting a health insurance plan that is comparable to the one currently in effect even though the financial cuts may put pressure on the city to select a lower plan in order to cut costs.

Di Thain was present to speak on behalf of the bed tax ordinance. Mrs. Thain commented that there is a small portion of business owners that would be affected by the bed tax. Mrs. Thain mentioned that the businesses in town are already contributing to the city taxes through property tax, sales tax and by paying the city tax on groceries and the like. Mrs. Thain commented that the additional tax on customers that are already spending a lot of money to travel to Craig would be detrimental to business. Mrs. Thain is in favor of raising the general sales tax in the summer and lowering it in the winter to offset costs to the City.

Sherlyn Zellhuber spoke on behalf of Arrowhead Transfer LC. Mrs. Zellhuber was unsure of what Ordinance 698 means for the businesses that deliver fuel and goods out of town. Jon mentioned that the Alaska State Statutes prohibits tax on the delivery of fuel out of town. Joyce mentioned that it is unclear where the taxable sale occurs, whether it is when the item is purchased (in Craig) or installed (out of town). Staff would need to look into how Klawock is taxing sales that are delivered within their municipal boundaries.

Rob Endsley was present on behalf of Prince of Wales Sport Fishing, and asked about projections of revenue for the bed tax. Jon responded that the projections show a revenue from the bed tax at \$27,000, roughly. The funds have not been earmarked for a specific purpose. Mr. Endsley would like to see the funds earmarked for the King Salmon Enhancement Project. Mayor Watson commented that the harbors need additional funding for repairs and maintenance that are due to the high traffic and use.

Jan Trojan commented that Jim Seley would like more notice prior to ordinances going to the council for a vote if it affects business owners.

Millie Schoonover asked if the sales tax on marijuana would be an additional tax and what percent. Jon responded that it is 10%.

Rob Ensley asked whether moorage rates in Craig were comparable with other communities. Rick Seal replied that they are much cheaper than other communities in Alaska. Rick Seal would like to see the moorage rates go to fixing the moorage problem and lack of space.

### **READING OF CORRESPONDENCE**

Nothing to discuss.

### **CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

#### **Resolution 17-08, Payment in Lieu of Taxes**

DAHL/PIERCE

moved to adopt Resolution 17-07.  
MOTION CARRIED BY ROLL CALL  
VOTE  
TROJAN-NO           BAZINET-YES  
SEE-YES            PIERCE-YES  
DOUVILLE-YES     DAHL-YES

#### **Ordinance 696, Sales Tax on Marijuana, and Marijuana Products**

SEE/PIERCE

moved to approve Ordinance 696 at second reading.  
MOTION CARRIED BY ROLL CALL

VOTE

TROJAN-NO           BAZINET-YES  
SEE-YES            PIERCE-YES  
DOUVILLE-YES     DAHL-YES

#### **Ordinance 697, Bed Tax**

DAHL/PIERCE

moved to approve Ordinance 697 at first reading.  
MOTION CARRIED UNANIMOUSLY

#### **Ordinance 698, Changes to Title 3- Revenue and Finance**

PIERCE/BAZINET

moved to approve Ordinance 698 at second reading.

DAHL/BAZINET

moved to amend the motion to remove item number 1, delivery of out of town sales.  
MOTION CARRIED UNANIMOUSLY



MAIN MOTION CARRIED  
UNANIMOUSLY BY ROLL CALL VOTE

**Ordinance 699, Utility Rate Change**

DOUVILLE/DAHL

moved to approve Ordinance 699 at second reading.

Joyce commented that the base rate will increase \$9 for every person in town due to only charging a sewer base rate per meter instead of per unit per the council's request at the last meeting. Mike Douville is not in favor of this change, and would like to see the ordinance in its original form. Jim See agreed.

DOUVILLE/SEE

moved to remove the word "not" from the memo to return the ordinance to the form seen at first reading.

MOTION CARRIED UNANIMOUSLY

MAIN MOTION CARRIED  
UNANIMOUSLY

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**Consider Approval, Craig Library Policy**

PIERCE/DAHL

moved to approve the Craig Library Policy.

MOTION CARRIED UNANIMOUSLY

**Consider Contract for Port St. Nicholas Road Repair**

Jon reported that the Craig Tribal Association is planning to handle the repair work for 3-mile Port St. Nicholas road.

**Consider Action on Employee Health Benefit**

Jon explained that the health insurance quotes for FY2018 are substantially higher than budgeted. There are options for the employee benefit, which have been presented to eligible employees. Joyce explained the options for the employee healthcare benefit. 16 employees voted for Plan 2, 6 were in plan of the HSA plan, and

PIERCE/TROJAN

moved to offer Plan 2 to all eligible employees.

MOTION CARRIED UNANIMOUSLY

**EXECUTIVE SESSION**

PIERCE/DAHL

moved to convene an executive session of the Craig city council to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the

finances of the City of Craig: Proposed settlement of litigation brought by Mr. Christopher Brown.  
MOTION CARRIED UNANIMOUSLY

PIERCE/DAHL  
reconvene the regular meeting.

moved to adjourn the executive session and  
MOTION CARRIED UNANIMOUSLY

PIERCE/DAHL

moved to take the administrator's recommendation of settlement.  
MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**  
DOUVILLE/DAHL

moved to adjourn at 8:24 p.m.  
MOTION CARRIED

APPROVED \_\_\_\_\_

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

ATTEST \_\_\_\_\_  
KASSI MACKIE, CITY CLERK

## **City of Craig Memorandum**

To: City Mayor & City Council

From: Kassi Mackie, City Clerk

Date: July 24, 2017

RE: Resolution 17-09 Planning & Administration Rates

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With the increasing number of public records requests, staff recommends adopting the amended rates for admin, with the inclusion of a per hour rate for staff time on records requests after two hours. The updates to this resolution also include a fee for returned checks of \$35.

**Recommendation:** Moved to accept resolution 17-09, Planning and Administrative Rates.

**CITY OF CRAIG  
RESOLUTION 17-09**

**ESTABLISHING MISCELLANEOUS ADMINISTRATIVE FEES  
AND AMENDING PLANNING FEES PROVIDED BY THE CITY OF  
CRAIG TO THE PUBLIC**

**WHEREAS**, the City of Craig is able to provide services to the public that the public may not have access to, and;

**WHEREAS**, the demand for certain administrative and planning fees has increased substantially, and;

**WHEREAS**, the City of Craig finds that service costs have increased; and,

**WHEREAS**, the Craig City Council considers changes to miscellaneous administrative and planning fees from time-to-time during the budgeting process,

**WHEREAS**, the Craig Municipal Code requires the city to establish rates through resolution, and;

**NOW, THEREFORE, BE IT RESOLVED** that the Craig City Council adopts a new fee schedule for planning and administrative fees shown as Attachment A to this resolution.

**BE IT FURTHER RESOLVED** that these rates will become effective August 3, 2017.

Approved this \_\_\_\_ day of August 3, 2017.

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

\_\_\_\_\_  
Kassi Mackie, City Clerk

**Attachment A  
City of Craig  
Administration & Planning Fee Schedule  
Effective August 3, 2017**

**Planning Department**

Modification -	\$ 30
Addition -	\$ 30
Demolition -	\$ 30
Trailer Placement -	\$ 30
New SF Home -	\$ 60
New Duplex -	\$ 90
New Triplex -	\$120
New Fourplex -	\$150
New Apartments -	\$180 (5 units, plus \$30 per unit over 5)
Commercial Bldg -	\$120
Shed Permits -	\$ 15
Conditional Use Permits -	\$ 30
Variance -	\$ 30
Temporary Use Permits -	\$ 30
Replats/Subdivision -	\$ 60
Lease/Purchase Application -	\$150

**Administration Department**

Returned Check Fee	\$35.00
Fax	
Incoming	\$0.25 per page
Outgoing	\$2.50 1 <sup>st</sup> page, 1.00 additional page
Copies (Black & White)	\$ 0.25 per page
CD (Minutes)	\$10.00
Staff time for Public Records Request exceeding 2 hours	\$10/hr
Large Print Maps	
B&W	\$ 5.00 each
Color	\$10.00 each
Laminating Sheets	
Small	\$1.00
Large	\$2.00
Notary	
1 <sup>st</sup> Page	Free
Additional Pages	\$2.50 per page

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Kassi Mackie, City Clerk  
Date: July 28, 2017  
RE: Ordinance No. 697

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Attached you will find Ordinance 697. The ordinance is presented here at the official second reading.

As the council will recall, during first reading of the ordinance, the council moved to amend the ordinance to change the rate from ten percent of the room cost to five dollars per night. The council did not vote to pass the ordinance at first reading. The attached ordinance includes that change. Officially, the first reading of the ordinance would have been at the June 15<sup>th</sup> meeting. It would be pertinent to have a second (technically third) reading of the ordinance, to be thorough.

As noted in the cover memo accompanying this ordinance at first reading, because the ordinance implements a new tax in Craig, Alaska Statute 29.45.670 requires that the proposed tax be put before Craig voters at an election. The next municipal election is set for Tuesday, October 3, 2017. If the Craig electorate approves the tax, it will go into effect January 1, 2018.

Even if the measure achieves its required approvals, the proposed FY 18 budget does not count on revenue from a bed tax. Staff did not want to assume revenue from this source given the uncertainty of its approval. However, if the tax is approved and becomes effective January 1, 2018, the subsequent revenue generated will be logged in FY2018.

**Recommendation**

Approve Ordinance No. 697 at second reading.

**CITY OF CRAIG  
ORDINANCE No. 697**

**ADDING TO TITLE 3, REVENUE AND FINANCE, CHAPTER 3.26,  
ADMINISTRATION, COLLECTION AND REPORTING OF THE  
TRANSIENT OCCUPANCY TAX AND PROVIDING FOR ABALLOT QUESTION  
RATIFYING THE LEVY OF THE TAX AND THE RATE OF LEVY**

Section 1. Classification. Section 4 of this ordinance is of a general and permanent nature and shall become a part of the Craig Municipal Code (CMC).

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. (a) Section 4 of this ordinance amending CMC 3.2.010 Definitions; and CMC 3.08.020.B Imposition of rate, shall become effective on January 1, 2018, if the proposition required by Section 5 of this ordinance is approved by a majority of the qualified voters of the City voting on the proposition at the regular municipal election scheduled for October 4, 2016.

(b) Section 5 of this ordinance authorizing the submission of the ballot proposition to the qualified voters of the City of Craig, shall be effective immediately upon adoption of this ordinance.

Section 4. Action. (a) Section 3.09 of the CMC is amended by adding a new section to read:

**Chapter 3.09 - TRANSIENT ROOM TAX**

**Sections:**

3.09.010 - Definitions.

3.09.020 - Levied.

3.09.030 - Rate.

3.09.040 - Exemptions.

3.09.050 - Collection and accrual.

3.09.010 - Definitions.

For purposes of this chapter the following words shall have the meanings ascribed to them.

- A. "Guest" means an individual, corporation, partnership, or association paying monetary or other consideration for the use of a sleeping room or rooms in a hotel. This is specifically intended to include any guest who has overnight accommodations as part of a combined-price package.
- B. "Hotel" means a structure or portion of a structure which is occupied or intended and designed for occupancy by transients for dwelling, lodging or sleeping purposes and includes any residence, hotel, motel, inn, lodge, cabin or bed and breakfast.
- C. "Rent" or "rents" means the amount paid or promised, in terms of money, as consideration for the use by a transient of a room or rooms in a hotel; it does not include the cost of food or entertainment, nor does it include the cost of banquet or other facilities not intended for use as overnight accommodations.

- D. "Transient" means a person who occupies a suite, room or rooms in a hotel for fewer than thirty consecutive days. An employee who occupies a suite, room or rooms rented or leased by an employer for more than thirty days, for use on a rotating basis by employees, is not a transient.

**3.09.020 - Levied.**

There is hereby levied a tax on hotel room rentals to transients.

**3.09.030 - Rate.**

- A. The rate of the transient room tax is established at five dollars per day.
- B. This tax shall be in addition to the general sales tax. This tax shall not be levied on the sales tax portion of the rental bill. Neither shall the general sales tax be levied on this transient room tax.

**3.09.040 - Exemptions.**

- A. No tax shall be imposed where the rental is
  - 1. less than five dollars per day;
  - 2. made to an organization that is exempt from taxation by law of the State of Alaska or the United States.

**3.09.050 - Collection and accrual.**

- A. Every hotel operator renting rooms subject to taxation under this chapter shall collect the taxes imposed by this chapter from the transient guest at the time of collection of charge for the room, or for the combined-price package if applicable, and shall transmit the same, with appropriate form provided by the finance director, to the city. The tax imposed shall be shown on the billing to the guest as a separate and distinct item.
- B. This tax accrues each day of occupancy and shall be paid by the hotel operator to the city with the operator's quarterly sales tax filing, and shall be delinquent unless so paid.
- C. Each transient guest is responsible for the room rental tax imposed by this chapter and the tax shall be due and payable to the hotel operator at the time the rent is paid.
- D. All other means of enforcement and collection of this tax not addressed in this section shall be according to the provisions of the city's sales tax code at Section 3.08.

Section 5. Election. At the regular election to be held on October 3, 2017, the following question shall be placed before the qualified voters of the City of Craig:

PROPOSITION NO. \_\_

TRANSIENT OCCUPANCY TAX

Shall the City of Craig, Alaska levy and collect a tax equal to five dollars per day for occupied hotel rooms?

YES [ ]

NO [ ]



Passed and approved on \_\_\_\_\_, 2017.

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

Attest \_\_\_\_\_  
Kassi Mackie, City Clerk

CITY OF CRAIG  
MEMORANDUM

July 28, 2017

To: City Council

From: Joyce Mason, Treasurer

Re: Supplemental Budget

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Attached is the ordinance to adopt the supplemental budget for fiscal year, 2017. According to AS 29.35.100 a supplemental budget is prepared to authorize payments of appropriations not previously approved in the original budget.

The highlights of the changes for the supplemental budget are as follows:

- The harbor department reflects the extensive repairs to the boat haul out trailer and city dock repairs.
- The \$100,000 reduction for the JTB Park is the funds from the leases that is used for the reserve funds. This year it is being to offset the harbor expenses.
- The utility revenue was down due to the fish processing plant not operating.
- Water expenses increased because the water treatment trans. were repaired.
- Administration department had additional health insurance.
- EMS expenditures are higher due to the classes offered which were offset by revenue.
- Public Works increased due to the costs of maintaining the vehicle and equipment fleet.
- With the additional health insurance costs and the repairs the city did not transfer funds to the school fund.

Enclosed is also a worksheet that details the comparison of the original budget and the supplemental budget for your information.

**Recommendation:** Approve of Ordinance number 700, FY 2017 Supplemental Budget.

CITY OF CRAIG

ORDINANCE NO. 700

PROVIDING FOR THE ADOPTION OF THE FISCAL YEAR 2017 SUPPLEMENTAL  
OPERATING BUDGET

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

Section 1. Classification. This ordinance is a non-code ordinance and is not of a general and permanent nature and shall not become a part of the code of the City of Craig, Alaska.

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 3. Authorization and Appropriation. The appropriations identified in "Attachment A" hereto are adopted and authorized for the period of July 1, 2016 through June 30, 2017 and are the budget for that period. The Administrator may modify line item expenditures within an authorized appropriation to another line item in any amount which would not annually exceed ten (10) percent or \$10,000, whichever is more.

Section 4. Unexpended Balances. All unexpended balances lapse as of June 30, 2017.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
ATTEST: KASSI MACKIE, CITY CLERK

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: July 27, 2017  
RE: Ordinance 701 – Authorization for City Administrator to negotiate a below market value lease of City Owned Property to the Southern Southeast Regional Aquaculture Association (SSRAA) Inc.

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The POW Hatchery Association has occupied space at the Craig Water Treatment Plant site for a number of years to operate the Chinook salmon hatchery and rearing facility. Recently SSRAA has taken over operation of the facility under an agreement with the city. SSRAA has been working on permits and other actions the last few years to expand their operation to include hatching Chum salmon for release at Port Asumcion.

SSRAA has applied for a below market value lease for 14,400 square feet of property at Lot 2A, Port St. Nichols Subdivision and ANCSA reconveyance Tract J to continue incubating and rearing Chinook salmon for release into Port St. Nicholas and to add incubation for chum salmon to be reared and released in Port Asumcion. The proposed lease includes land that SSRAA currently occupies at the site as well as additional land for their chum salmon expansion. The City of Craig has provided substantial support for the facility since its inception. SSRAA states that the community will continue to benefit from the returns of Chinook salmon released in Port St. Nicholas as well as the added economic benefit of the release of chum salmon at Port Asumcion.

Craig Municipal Code 16.02.030 (B) allows the city to approve a lease below the minimum 8% of market value. Many of these leases are set at \$1 per year.

Approval of this ordinance allows the city administrator to negotiate the terms of the lease with the SSRAA. Once terms are negotiated the lease will be brought back to the council for final approval.

Recommendation: Pass first reading of Ordinance 701 and set a public hearing date for August 17, 2017.

**CITY OF CRAIG  
ORDINANCE No. 701**

AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH THE THE SOUTHERN SOUTHEAST REGIONAL AQUACULTURE ASSOCIATION INC., THE TERMS OF A LEASE OF CITY-OWNED PROPERTY AT LOT 2A, PORT ST. NICHOLAS SUBDIVISION AND ANCSA TRACT J

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

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

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

Section 4. Action. This ordinance authorizes the City Administrator to negotiate a below market value lease of city-owned property to the Southern Southeast Regional Aquaculture Association for the purpose of incubating and rearing Chinook and chum salmon. The property considered for the lease is 14,400 square land at Lot 2A, Port St. Nicholas Subdivision and ANCSA Tract J. Final terms of the lease are subject to the approval of the Craig city council.

The City Administrator is under no obligation to negotiate a lease of the property described above, and the City Council is under no obligation to approve any lease negotiated by the City Administrator with the Southern Southeast Regional Aquaculture Association Inc.

Passed and approved on \_\_\_\_\_, 2017.

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

Attest \_\_\_\_\_  
Kassie Mackie, City Clerk

# **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: July 28, 2017  
RE: August Staff Report

---

## **1. PSN Cost Recovery**

Cost recovery efforts for king salmon returning to Port St. Nicholas continue to go well. Greg McMillan of Keta Seafoods, who holds a contract with the City of Craig to catch the kings, has generated very good catch and sales results. As of July 23 Greg has caught more than 1,000 king salmon, and paid the city \$17,000. I expect cost recovery revenue to the city to reach about \$20,000 this year. That is a significant increase in revenues from the cost recovery fishery from prior years.

## **2. Public Works Director Recruitment**

Recruitment to fill the vacancy that will be left by Craig Public Works Director Ron McIntosh has produced few applicants. Staff has advertise the position both in state and out of state, in print and at online employment sites. Ron's last day with the City of Craig is August 11. I am working with Ron and other staff on developing a transition structure for the department until a new director is hired.

The council's August 3 meeting will be Ron's last as a city employee. I would like to acknowledge his tenure with the city. Ron did an excellent job as public works director, and I wish he and Cathy well as they move back to Nevada.

## **3. Lifeguard/Swim Coach Recruitment**

The city hired a new full time swim coach/lifeguard at the Craig Aquatic Center. The new employee, Christopher Purdy, is in Craig and ready to begin work. City staff received great assistance from the Craig Waverunners Swim Club during the recruitment process. Club members participated in the review of candidate applications and interviews, and offered a moving allowance to Mr. Purdy. As it has for many years, this position will act both as lifeguard at the Craig Aquatic Center and as coach for the Waverunners. The lifeguard/coach is a full time city employee.

## **4. Alaska Power and Telephone Rate Case**

This matter remains under review at the Regulatory Commission of Alaska.

## **5. Fishermen's Memorial Monument**

The memorial stone arrived in Craig recently. I will work with Cheryl Fecko and Michael Kampnich on selecting a site for the stone's installation at the west end of the cannery property.

## **6. Fish Processing**

The local Silver Bay Seafoods plant has started processing seine caught fish. Deliveries to the plant are just beginning, with fish arriving from openings outside of District 4. Poor returns of sockeye to British Columbia river systems have limited seine openings in

District 4. Once management measures required by the Pacific Salmon Treaty are met, the state may open District 4 more frequently to the seine fleet, with subsequent deliveries to the local SBS plant to follow.

#### **7. Memorandum of Agreement with CTA**

Earlier today I delivered to staff at the Craig Tribal Association a draft memorandum of agreement regarding delivery of city services to the Craig Tribal Hall property. As the council will recall that property was approved for placement into trust status with the federal government through a process overseen by the Bureau of Indian Affairs. Once trust status is applied, some local authorities are preempted by federal law and regulation. The MOA, once signed, is intended to define how local services and authorities apply to the trust land property.

CTA is aware that I have been working on a draft MOA. I will look forward to the tribe's review and comments on the draft, with the goal of reaching agreement on the wording soon.

#### **8. Congressional Staff Visit**

Staff from Congressman Young's office will be in Craig on August 9. I will meet with the Congressman's staff that day. If the council has topics it would like me to raise at the meeting, please forward them to me.

#### **9. Travel/Leave Schedule**

September 18-21: Attend the Southeast Conference annual meeting in Haines.

## **City of Craig Memorandum**

To: City Mayor & City Council

From: Joyce Mason, Treasurer

Date: July 27, 2017

RE: Monthly Report

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The finance department is working on reconciling the last fiscal year in preparation of the annual audit. Our auditor, Christine Harrington, will be here for field work the second week of September. There is considerable less grant funding and we have closed all the current grants. As of this month the city only has the two homeland security grants and the small state library grant for the next fiscal year.

For fiscal year 2018, the budget committee agreed costs could be reduced if the credit card fees are passed on to the customers. In fiscal year 2017 the city paid \$24,054 for credit card fees. We have implemented a new software that calculates the fee and passes it on to the customer. The fee is determined by the card type. The Alaska Air mileage card that most customers have is the largest fee and has been a shock to many of the customers.

With the implementation of the card fee many of the customers and merchants are submitting payments with checks. With the additional use of checks, I would like to the council to pass a resolution for a returned check fee of \$35. I believe the resolution is on this meeting's agenda.

The PILT funding for FY18 was received July 25, 2017 in the amount of \$284,075.17. The budgeted amount is \$265,500. The additional funds will help offset the 30% increase in the property insurance and the health insurance premiums.

The sales tax returns are continuing to be received and the larger businesses are reporting higher sales than last year. I will have a full report for the meeting as the returns are due Monday, July 31.

I apologize for not be able to attend the meeting but I am in Anchorage for an AGFOA board meeting. If you have any questions please stop by my office.





# City Of Craig

## Memorandum

To: Mayor Dennis Watson; Craig City Council  
From: Jessica Holloway Aquatic Manager  
RE: July 2017 Report  
Date: July 28, 2017

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July was a busy month for us. It started in June. Myself along with representatives from the Wave Runners conducted many interviews for the Lifeguard III/ Swim Coach position. We liked the bulk of them. We offered the position to Christopher Purdy out of Stayton OR. He arrived on the island on July 24<sup>th</sup> and started working on the 27<sup>th</sup>. To date he has some great ideas for the team, and is knowledgeable about the workings of the pool. Be sure to say "Hello" if you see him around.

I have done a lot of traveling and training this month. To me it seemed I was gone more than I was here 😊. At the beginning of the month I was in Anchorage renewing my CPO certification. Mid-month myself, coaches and other parents escorted the Little League All Stars to Ketchikan for a week long tournament. I will also be out of town this coming weekend to Juneau to recertify my LGI.

Summer swim lessons start the week of the 31<sup>st</sup>. So far there are not many that have signed up. The Big Toy will return the week of Aug 7<sup>th</sup>.

School is just around the corner and we are gearing up for lessons and swim meets. We are also recruiting for two part time positions to fill when the kids go back to school.

If you have any questions or comments please feel free to e mail me or call at 826-2794 or [pool@craigak.com](mailto:pool@craigak.com)

# City of Craig Memorandum

Date: July 27, 2017

To: Mayor Watson and Craig City Council

From: Kassi Mackie, City Clerk

Re: Clerk's Report

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## Elections

It's the time of year when prepping for elections begins. There will be five seats up for election this year, the Mayor's two-year term, Hannah Bazinet and Don Pierce's two-year council seats, as well as Sarah Altland and Robert Claus's two-year school board seats. The filing period for Declaration of Candidacy begins August 4, and ends September 1.

## Safety

The Premium Credit Application numbers came back and were up from last year. The safety program (thanks to all departments that participated) gave the city a credit of \$16,568.65 on our insurance. A huge THANK YOU to the employees that helped achieve this!!

## Newsletter

There will be a newsletter mailing the beginning of August. This newsletter will include election information, admin updates and department projects/schedules. Please let me know if you would like to see something specific included.

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: July 27, 2017  
RE: Planning Department Staff Report – August 2017

---

1. Pending Land Leases/Land Sales
  - a. Land Sale to Tyler Rental. This land sale is temporarily on hold pending Tyler looking at other alternatives.
  - b. Trojan Lease. I met with Richard recently. He is still looking at some other alternative locations or reducing the footprint of the city lease area. I will continue to work with Richard on this lease.
  - c. Land Sale to Troy and Di Thain. The approved sales agreement has been signed by the Thains. Doug Ward has met with Troy regarding the recreational improvements related to the purchase. The sales agreement sets a date of September 5<sup>th</sup> for final payment, completion of the plat, and execution of an agreement to make the recreational improvements discussed with Doug Ward.
  - d. Tract 15 Development. All lots have been sold and private development has started on several lots. The two Salmonberry lots are still listed with Ron and Melissa Matecki.
2. Tract 18 Housing Project. Roadwork is complete on Tract 18. There is some negotiation between CTA and the contractor regarding the quality of the finished sidewalk concrete. Public works is working on the final quantities to submit for payment. I will continue to work with CTA and THRHA as construction on housing units begins.
3. Access Road on Tract P, USS 2327. The city provides access across Tract P, USS 2327 (Public Work shop yard). Currently this road winds across Tract P and accesses a couple of floathouses and the rear of CTA's building on Tract Q3. Staff continues to meet with CTA and their contract engineer on the project to review the road design. A formal public hearing was held at the June 22, 2017 planning commission meeting. CTA took comments from that meeting back for further discussion. I have asked CTA to work with their design engineer and to develop a preferred alternative and to submit that design back to the city. When we receive CTA's preferred alternative I will put the item on a council meeting agenda for discussion and approval.
4. Capital Projects. As part of the capital projects process this year we identified a few projects that required some additional planning and decision making that we could do in house with limited funds. These included planning for library expansion/renovation, POWER buildings, and access to the seaplane terminal.
  - a. Library Planning. We have had an item on the capital projects resolution for several years and the library has been working through the state's construction matrix. Survey data was presented to the library board at their May 20, 2017 meeting. The library is working to compile other available library data. The library's new VISTA volunteer has started

gathering additional information for the library's strategic planning process.

- b. POWER Building. Improvements/renovation of the POWER building has been on the capital projects list for a number of years. I met with the POWER board to discuss the project and to talk about the next steps. I will continue to work with POWER to gather service information.
  - c. Floatplane Terminal Access. This project has been on various capital lists for several years. The goal of the project would be to look at the need to develop access from Water Street to the seaplane terminal that would bypass some of the residential neighborhood and have fewer sharp corners. The USFS has been working on the sale process but currently no action is required by the city.
5. Sidewalk Development. CTA has been working on a project to provide funding initially for design and ultimately for construction of pedestrian improvements (sidewalks) on several streets in Craig. CTA has drafted a request for proposals for engineering services with staff's input. Staff will continue to work with CTA on the project.
  6. Travel Schedule. I will be out of the office on personal leave August 17-21 and September 4-18.

Submitted by Kimberly Baxter

6/1/17-7/25/17

Volunteer Hours: 134

Patron Visits: 3146

Circulation: 4,757

Computer Usage: 1077

Tests Proctored: 10

Meetings: 1

OWL Video Conferences: 1

Alaska Digital Library Usage: 123

Upcoming Programs/Events:

- 7/27: PLACE book club/discussion group, #1 of 3. 6:00 pm. Book: Faith of Cranes.
- 7/31: Scavenger Hunt -Bring a tablet/smart phone if you have one- 10:00-12:00. Scavenger hunt includes off-site areas, with no supervision.
- 8/5: Book Club.
- 8/7: Kid's activity, OWL video conference. Rocket Science. Build and launch a rocket. 10:00-11:00.
- 8/14: Kid's activity, painting with unexpected art supplies. 10:30-11:30.
- 8/19: Last day to turn in tickets for the summer reading program.
- 8/21: Prize drawing #3 for the summer reading program.
- 8/22: Alaska State Librarians visit to assist on bandwidth management and technology.
- 8/31: PLACE book club/discussion group, #2 of 3. 6:00 pm. Book: The Whale and the Supercomputer.

Every week:

Preschool Story Time: Every Friday, 10:00am

Read 1000 Books Before Kindergarten: Ongoing

Dolly Parton Imagination Library Registration: Ongoing

PLACE (Public Libraries Advancing Community Engagement) is a project funded by the National Oceanic and Atmospheric Administration (NOAA), working in partnership with the National Weather Service, Califa Library Group, Dawson Media Group, and Goodman Research.

Using a model that is essentially "book club meets science café," PLACE engages people in their own libraries and within their own communities to discuss local weather challenges and threats.

On August 22<sup>nd</sup>, two Alaska State Librarians will be traveling to POW as part of a grant, to work with us on broadband management and technology assessment. They will be onsite for approximately four hours.

**CITY OF CRAIG  
MEMORANDUM**



**Date: July 20, 2017**  
**To: Honorable Dennis Watson, Craig City Council**  
**Fr: RJ Ely, Police Chief**  
**Re: Staff Report / June 2017**

*RJ Ely*

**ACTIVITY**

Activity from May 24, 2017 through June 30, 2017. Dispatch Center took the following amount of calls for service:

Craig	1,168
Klawock	302
AST	17

**DEPARTMENT OF MOTOR VEHICLES**

Alaska will not be in compliance with the Federal ID Act until January 2019

Setting up and will soon be able to utilize one computer and one Ipad for administering the drivers testing; CDL, Class D, MI, ME / we will no longer have to print out and issue written tests. They will be done electronically and submitted directly to ALVIN. This will save staff time, toner and paper expenses.

**DISPATCHER(S)**

Lee Martynuik has resigned his part time / fill in position and will no longer be administering CDL / Motorcycle Road Tests.

I'm in process of getting new staff member certified for administering these tests. During the interim, CPD will work with DMV with scheduling those needing CDL Road Tests and an instructor could come over from Ketchikan or person requiring the test might have to go to Ketchikan.

Rebecca Glandon has moved from Part time to Full Time Employee.

**OFFICER(S)**

Fully staffed, doing well and nothing to report.

**OTHER**

Been working with ProComm to further upgrade the communications center to ALMR capability. Once completed, the range of the communications center will greatly be enhanced.

Am currently working with the State of Alaska / DPS with grant funding to upgrade our Crossmatch Digital Fingerprinting System.

# Memo

To: Mr. Mayor, Craig City Council  
From: Ron McIntosh, Public Works Director  
CC: Jon Bolling, City Administrator  
Date: July 28, 2017  
Re: Public Works Council Report for August 3, 2017

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## Activities and status:

1. The repair is now complete for the Road Failure on Port St. Nicholas Road. CTA performed very well excavating the debris out of the road grade removing trees and an old abandoned logging trailer. Southeast Road Builders paved the patch as their last paving business on POW.
2. Construction continues on the haul out building. Frame work is up today with work ongoing. Mike Hamme is doing the construction.
3. Southeast Road Builders has completed the City of Craig Streets Project Phase 4. During construction, the contractor has performed the contract scope and additional work as requested by the City at Tract 18, Windy Way/Night Court and for CTA, Tract 18. Substantial completion for contract items was reached June 30, 2017. The FinalChange Order No. 4 will be presented at this council meeting August 3<sup>rd</sup>.
4. UPDATE: Attempts have been made to get alternate pricing for a replacement Alum Station at the Water Treatment Plant with little success. The station itself, are components assembled specifically for the City of Craig Water Treatment Plant. CP Crowley is the current manufacturer of the existing equipment who has the ability to specify and price a replacement. Other vendors are not wanting to price a station without actual engineering data from an engineer or a copy of CP Crowley's proposed replacement plant, which does not provide a solution.

The Alum Station has failed at the Water Treatment Plant. Les and David Nelson have installed parts from other chemical pump equipment to keep the plant running and also worked with Boreal Controls to maintain the plant automation to run 24 hours a day. A new station has been designed and proposed to the City and we are looking for other pricing for replacement. Current lead time is 14 weeks.

Alternative ways to operate are available which would require manning the plant 24 hours a day if there are further failures.

Public Works continues to address day to day operations and issues. It isn't practical to list all of the activities that occur on a monthly basis. If you have any questions or any specific issues, please feel free to contact me.

RCMc



Summer Soccer Season started July 29<sup>th</sup> and will continue on Wednesdays and Saturdays at 4pm during August. Soccer players are ages 4 and up. We are hoping for a teen and adult teams this year. Volunteer coaches Stephen Lucey and Trampus Conaster are back this year with Megan Harris is joining the team. The cost is just \$10 for the season and shin guards are provided. Play will be at the Thibbodeau Ballpark unless it storms, then we will go to the Craig City Gym.

Attention Treasure Hunters! The next Swap meet will be on August 5 at the Craig City Gym from 9 to 1, sign up for your space at this community yard sale/arts and crafts bazaar. Tables are just \$10 and Non profits are free- extra \$10 fee for day of the event!!! October 22<sup>nd</sup> is the last Swap Meet of the year.

Afternoon activities for kids are offered Tuesday through Saturday for just \$1. Starting in August and for the entire month there is skating now on Tuesdays at 3pm with open gym to follow and on Fridays at 7pm. Thursdays we play Dodge ball with the Craig Police.

Recreation is looking for a part time employee to help with the after school program afternoons from 3 to 5:30 and starting at 2pm on Fridays. We will focus on life skills this year featuring cooking skills and have lots of fun activities for school age kids. Future plans include opening the Youth and Recreation Center for teens in the evening. Apply at Craig City Hall or contact Victoria, 826-2575.

Regular activities continue with Seibukan Karate Tuesday and Thursday at 5pm. When school starts karate will add Fridays. Open Gym for Volleyball is Tuesday and Thursday at 7pm for ages 14 and up for just \$1 to play. Roller Derby will be back this fall Monday and Wednesday at 6pm. Tabata Aerobics is held Monday, Wednesday and Friday at 6am for \$3 a session. Magic, the gathering and other games are held at the Youth and Recreation Center on Saturdays starting at \$3 for just \$1.

Future plans include more gymnastics classes, teen and adult dodge-ball, Game nights and Roller Derby demonstrations. The Harvest Festival will be October 14<sup>th</sup> , The Fall Bazaar will be on November 25<sup>th</sup> and the Winter Bazaar on December 9<sup>th</sup>.

## Craig Recreation Report, Summer 2017

The Craig Klawock Salmon Derby is underway. The 2<sup>nd</sup> derby ends on August 15<sup>th</sup>. The Salmon Derby Social to Celebrate the Derby and includes the \$10,000 raffle, auction, live music and great food will be held on August 19<sup>th</sup>. Doors open at the Cannery Point Web loft at 6pm. All this for just \$10 and kids are free. Raffle tickets will be available at the door.



# Parks & Public Facilities

7/28/2017

## Staff Report – July 2017

To: Craig Mayor and City Council

From: Douglas Ward

### **Projects completed:**

- Install new playground equipment at Ralph James Park.
- Dig grave for Sam Thomas and prep site for funeral.
- Repair plumbing in dog pound building.
- Rebuild spa jet pump at Aquatic center.
- Rebuild and overhaul tilt deck trailer for Parks equipment.

### **Projects currently in progress:**










































- Install spinner toy at Triangle Park.
- Install spinner toy at Ballpark.
- Clean out N.E. corner of Facilities yard.
- Installation of security cameras throughout Harbor Facilities.
- Repair of upper fascia on Seaplane building.
- Finish painting of City Gym

### **Work Orders Completed Since Last Report:**



## Parks & Public Facilities

7/28/2017

-  High-1106-Install wiring new office area.xls
-  High-1258-Look at furnace. Not functioning..xls
-  High-1354-Supply door is not closing properly.xls
-  High-1390-Replace control pressure water tubing, and valve tubing on Large pool filter.xls
-  High-1418-Side door not closing correctly.xls
-  High-1463-Repair plumbing in Dog Pound.xls
-  High-1496-Secure two shelf ends.xls
-  High-1508-Repair front desk. Hinged section about to fall off..xls
-  High-1515-Install GFCI in bathrooms .xls
-  High-1516-Install piping for safety valve water tank.xls
-  High-1517-Remove non functioning fire alarm.xls
-  High-1518-Add manual lever to deadbolt on front door.xls
-  High-1519-Install exit signs as per instructions from Kassi.xls
-  High-1520-Replace motor and rebuild Spa Jet pump.xls
-  High-1521-Hang AED cabinet on wall in Natatorium..xls
-  High-1522-Make repairs to door closure on shop entrance door.xls
-  High-1523-Replace door closure on womens restroom door.xls
-  High-1524-Install door stop on front door.xls
-  High-1525-Install door stop on entrance door.xls
-  High-1526-Replace pressure transmitter and calibrate..xls
-  High-1527-Cover broken window on cannery building.xls
-  High-1528-Replace door knob on PW water supply parts building.xls
-  High-1529-drag parking lot & install security camera.xls
-  High-1530-Replace light switch in X-ray room .xls
-  High-1531-Fab cover for riding lawn mower powerpak..xls
-  High-1532-Install smoke alarms throughout building.xls
-  High-1533-Repair door on ballfield outhouse restroom. Fab new Jamb.xls
-  High-1534-Troubleshoot and repair heating in both restrooms..xls
-  High-1535-Check out slide motor. Supposedly not working..xls
-  High-1536-Look at and fix sharp edge on shower handle..xls
-  High-1537-Replace tiger loop oil line on boiler.xls
-  High-1538-Dig grave for Sam Thomas, and prep site..xls
-  High-1539-Install new router in PW and PPF shop.xls
-  High-1540-Move dryer vent from floor up to above chemical room roof.xls
-  High-1541-Remove used equipment and dispose of.xls
-  High-1542-Replace broken lavatory faucet in mens room.xls
-  High-1543-Fix or replace door closer on right side front entrance door.xls
-  High-1544-Replace engine in cement mixer.xls
-  High-1545-Put together sand blasting cabinet in shop..xls
-  Medium-1359-Install New Playground Equipment.xls
-  Medium-1391-Install antenna for sattelite radio on roof.xls

# CITY OF CRAIG

Account Statement - Period Ending June 30, 2017



## ACCOUNT ACTIVITY

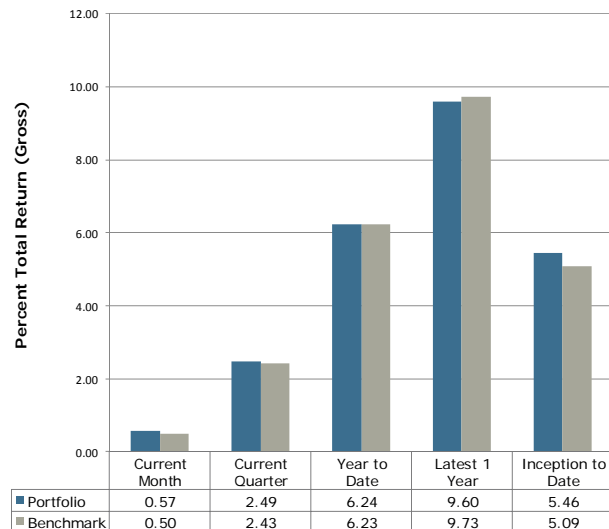
Portfolio Value on 05-31-17	9,874,219
Contributions	0
Withdrawals	-177,778
Change in Market Value	2,912
Interest	6,267
Dividends	46,801
Portfolio Value on 06-30-17	9,752,422

## MANAGEMENT TEAM

Client Relationship Manager:	Amber Frizzell, AIF® Amber@apcm.net
Your Portfolio Manager:	Bill Lierman, CFA®
Contact Phone Number:	907/272 -7575

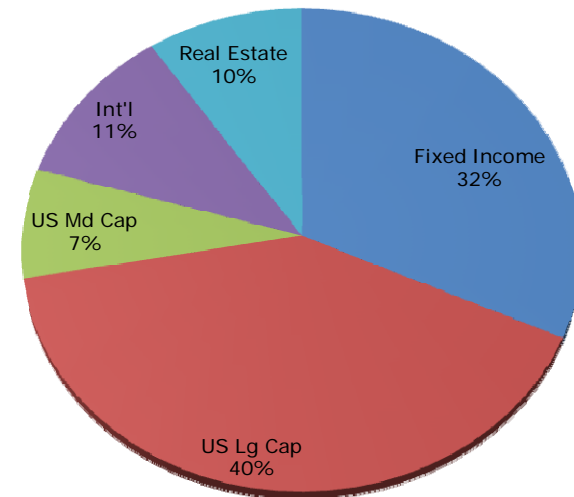
## INVESTMENT PERFORMANCE

Current Account Benchmark:  
Equity Blend



Performance is Annualized for Periods Greater than One Year

## PORTFOLIO COMPOSITION



Clients are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.  
**PORTFOLIO SUMMARY AND TARGET**  
***CITY OF CRAIG***  
*June 30, 2017*

<b>Asset Class &amp; Target</b>	<b>Market Value</b>	<b>% Assets</b>	<b>Range</b>
<b>FIXED INCOME (34%)</b>			
US Fixed Income (34.0%)	3,042,376	31.2	20% to 45%
Cash (0.0%)	57,759	0.6	na
<b>Subtotal:</b>	<b>3,100,136</b>	<b>31.8</b>	
<b>EQUITY (66%)</b>			
US Large Cap (40.0%)	3,941,340	40.4	30% to 50%
US Mid Cap (6.0%)	713,195	7.3	0% to 10%
Developed International Equity (10.0%)	1,065,575	10.9	5% to 15%
Real Estate (10.0%)	932,176	9.6	5% to 15%
<b>Subtotal:</b>	<b>6,652,286</b>	<b>68.2</b>	
<b>TOTAL PORTFOLIO</b>	<b>9,752,422</b>	<b>100</b>	

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*June 30, 2017*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>U.S. TREASURY</b>									
250,000	US TREASURY NOTES 1.500% Due 12-31-18	100.64	251,602	100.22	250,547	2.57	3,750	10	1.35
50,000	US TREASURY NOTES 1.500% Due 10-31-19	99.40	49,701	100.13	50,066	0.51	750	126	1.44
225,000	US TREASURY NOTES 1.250% Due 10-31-19	99.42	223,689	99.60	224,095	2.30	2,812	474	1.43
100,000	US TREASURY NOTES 3.500% Due 05-15-20	104.04	104,039	105.50	105,496	1.08	3,500	447	1.54
75,000	US TREASURY NOTES 1.750% Due 10-31-20	100.21	75,158	100.42	75,316	0.77	1,312	221	1.62
100,000	US TREASURY NOTES 2.125% Due 08-15-21	99.29	99,291	101.41	101,406	1.04	2,125	798	1.77
75,000	US TREASURY NOTES 2.000% Due 10-31-21	99.92	74,943	100.80	75,601	0.78	1,500	254	1.81
100,000	US TREASURY NOTES 2.000% Due 11-15-21	99.76	99,762	100.84	100,844	1.03	2,000	255	1.80
150,000	US TREASURY NOTES 1.625% Due 11-15-22	97.79	146,686	98.34	147,504	1.51	2,437	311	1.95
125,000	US TREASURY NOTES 2.500% Due 08-15-23	98.87	123,590	102.63	128,286	1.32	3,125	1,174	2.04
200,000	US TREASURY NOTES 1.375% Due 08-31-23	99.92	199,844	96.07	192,140	1.97	2,750	919	2.06
100,000	US TREASURY NOTES 2.375% Due 08-15-24	100.23	100,227	101.52	101,523	1.04	2,375	892	2.14
100,000	US TREASURY NOTES 2.000% Due 08-15-25	98.81	98,807	98.30	98,301	1.01	2,000	751	2.23
100,000	US TREASURY NOTES 1.625% Due 05-15-26	101.05	101,055	94.80	94,805	0.97	1,625	208	2.27
150,000	US TREASURY NOTES 2.000% Due 11-15-26	97.14	145,717	97.51	146,262	1.50	3,000	383	2.30
	Accrued Interest				7,225	0.07			
			1,894,110		1,899,419	19.48		7,225	
<b>AGENCIES</b>									
100,000	FHLMC 3.750% Due 03-27-19	101.41	101,410	104.03	104,034	1.07	3,750	979	1.40
100,000	FEDERAL FARM CREDIT BANK 2.850% Due 04-24-25	100.00	100,000	99.28	99,278	1.02	2,850	530	2.95
	Accrued Interest				1,510	0.02			
			201,410		204,822	2.10		1,510	

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*June 30, 2017*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>FNMA &amp; FHLMC</b>									
6,686	FHLMC POOL G14203 4.000% Due 04-01-26 Accrued Interest	104.56	6,991	104.97	7,019	0.07	267	22	1.43
			6,991		7,041	0.07		22	
<b>CORPORATE BONDS</b>									
50,000	STATOIL ASA 3.125% Due 08-17-17	107.07	53,533	100.18	50,090	0.51	1,562	582	1.72
100,000	UNITED PARCEL SERVICE 5.500% Due 01-15-18	121.23	121,230	102.12	102,121	1.05	5,500	2,536	1.55
50,000	CHEVRON CORP 1.365% Due 03-02-18	99.86	49,928	99.97	49,987	0.51	682	226	1.40
50,000	TOYOTA MOTOR CREDIT CORP 2.100% Due 01-17-19	100.48	50,239	100.61	50,307	0.52	1,050	478	1.70
100,000	GOLDMAN SACHS GROUP INC. 7.500% Due 02-15-19	116.51	116,514	108.47	108,470	1.11	7,500	2,833	2.16
100,000	HSBC USA INC 2.375% Due 11-13-19	99.61	99,608	100.83	100,835	1.03	2,375	317	2.01
50,000	NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21	109.20	54,602	107.79	53,894	0.55	2,187	547	2.20
50,000	AMERICAN EXPRESS CREDIT 2.250% Due 05-05-21	99.92	49,962	99.84	49,922	0.51	1,125	175	2.29
50,000	GILEAD SCIENCES INC 1.950% Due 03-01-22	96.28	48,141	98.00	49,001	0.50	975	325	2.40
50,000	COMCAST CORP 2.850% Due 01-15-23	101.83	50,917	101.46	50,732	0.52	1,425	657	2.56
50,000	AFLAC INC 3.625% Due 06-15-23	106.03	53,016	105.12	52,560	0.54	1,812	81	2.69
50,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	52,590	104.81	52,403	0.54	1,937	807	3.06
50,000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	99.88	49,941	101.43	50,716	0.52	1,650	513	3.08
50,000	ANHEUSER-BUSCH INBEV FIN 3.650% Due 02-01-26	103.01	51,506	103.03	51,513	0.53	1,825	760	3.24
50,000	TARGET CORP 2.500% Due 04-15-26 Accrued Interest	96.45	48,223	94.88	47,440	0.49	1,250	264	3.17
			949,953		931,095	9.55		11,101	
<b>DOMESTIC LARGE CAP EQUITY FUNDS/ETF</b>									
16,300	SPDR S&P 500 ETF	141.17	2,301,013	241.80	3,941,340	40.41	NA		



Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*June 30, 2017*

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
<b>DOMESTIC MID CAP EQUITY FUNDS/ETF</b>									
4,100	ISHARES CORE S&P MIDCAP 400 ETF	96.95	397,502	173.95	713,195	7.31	NA		
<b>INTERNATIONAL EQUITY FUNDS/ETF</b>									
17,500	ISHARES ETF CORE MSCI EAFE	54.64	956,214	60.89	1,065,575	10.93	NA		
<b>REAL ESTATE</b>									
11,200	VANGUARD REIT ETF	60.25	674,768	83.23	932,176	9.56	NA		
<b>CASH AND EQUIVALENTS</b>									
	DIVIDEND ACCRUAL		19,048		19,048	0.20			
	FEDERATED GOVERNMENT OBLIGATION		38,711		38,711	0.40			
			57,759		57,759	0.59			
<b>TOTAL PORTFOLIO</b>			<b>7,439,722</b>		<b>9,752,422</b>	<b>100</b>	<b>74,787</b>	<b>19,858</b>	

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG**  
*From 06-01-17 To 06-30-17*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>PURCHASES</b>				
CORPORATE BONDS				
06-05-17	06-08-17	AFLAC INC 3.625% Due 06-15-23	50,000	53,016.00
06-06-17	06-09-17	TARGET CORP 2.500% Due 04-15-26	50,000	48,223.50
				101,239.50
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
06-23-17	06-28-17	SPDR S&P 500 ETF	200.0000	48,576.50
INTERNATIONAL EQUITY FUNDS/ETF				
06-23-17	06-28-17	ISHARES ETF CORE MSCI EAFE	1,025.0000	62,346.65
				<b>212,162.65</b>
<b>DEPOSITS AND EXPENSES</b>				
MANAGEMENT FEES				
06-30-17	06-30-17	MANAGEMENT FEES		2,438.11
				<b>2,438.11</b>
<b>DIVIDEND</b>				
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
06-16-17	07-31-17	SPDR S&P 500 ETF		19,048.04
DOMESTIC MID CAP EQUITY FUNDS/ETF				
06-30-17	06-30-17	ISHARES CORE S&P MIDCAP 400 ETF		2,467.34
INTERNATIONAL EQUITY FUNDS/ETF				
06-26-17	06-26-17	ISHARES ETF CORE MSCI EAFE		15,893.93

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG**  
*From 06-01-17 To 06-30-17*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>REAL ESTATE</b>				
06-29-17	06-29-17	VANGUARD REIT ETF		9,391.73
				<b>46,801.04</b>
<b>INTEREST</b>				
<b>CASH AND EQUIVALENTS</b>				
06-02-17	06-02-17	FEDERATED GOVERNMENT OBLIGATION		11.42
<b>CORPORATE BONDS</b>				
06-15-17	06-15-17	AFLAC INC 3.625% Due 06-15-23		906.25
<b>FNMA &amp; FHLMC</b>				
06-15-17	06-15-17	FHLMC POOL G14203 4.000% Due 04-01-26		22.85
<b>U.S. TREASURY</b>				
06-30-17	06-30-17	US TREASURY NOTES 1.500% Due 12-31-18		1,875.00
				<b>2,815.52</b>
<b>PRINCIPAL PAYDOWNS</b>				
<b>FNMA &amp; FHLMC</b>				
06-15-17	06-15-17	FHLMC POOL G14203 4.000% Due 04-01-26	168.16	168.16
				<b>168.16</b>
<b>PURCHASED ACCRUED INTEREST</b>				
<b>CORPORATE BONDS</b>				
06-05-17	06-08-17	AFLAC INC 3.625% Due 06-15-23		871.01

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG**  
*From 06-01-17 To 06-30-17*

Trade Date	Settle Date	Security	Quantity	Trade Amount
06-06-17	06-09-17	TARGET CORP 2.500% Due 04-15-26		187.50
				1,058.51
				<b>1,058.51</b>
<b>SALES, MATURITIES, AND CALLS</b>				
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
06-15-17	06-20-17	SPDR S&P 500 ETF	350.0000	85,045.51
DOMESTIC MID CAP EQUITY FUNDS/ETF				
06-15-17	06-20-17	ISHARES CORE S&P MIDCAP 400 ETF	400.0000	69,829.47
REAL ESTATE				
06-23-17	06-28-17	VANGUARD REIT ETF	525.0000	44,173.69
U.S. TREASURY				
06-06-17	06-07-17	US TREASURY NOTES 2.125% Due 08-15-21	115,000	117,304.49
06-26-17	06-27-17	US TREASURY NOTES 1.750% Due 10-31-20	75,000	75,483.40
				192,787.89
				<b>391,836.56</b>
<b>SOLD ACCRUED INTEREST</b>				
U.S. TREASURY				
06-06-17	06-07-17	US TREASURY NOTES 2.125% Due 08-15-21		756.08
06-26-17	06-27-17	US TREASURY NOTES 1.750% Due 10-31-20		206.86
				962.94
				<b>962.94</b>

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
***CITY OF CRAIG***  
*From 06-01-17 To 06-30-17*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>WITHDRAW</b>				
CASH AND EQUIVALENTS				
06-21-17	06-21-17	FEDERATED GOVERNMENT OBLIGATION		177,778.00
				<b>177,778.00</b>

Alaska Permanent Capital Management Co.  
**REALIZED GAINS AND LOSSES**  
***CITY OF CRAIG***  
*From 06-01-17 Through 06-30-17*

<b>Date</b>	<b>Quantity</b>	<b>Security</b>	<b>Avg. Cost Basis</b>	<b>Proceeds</b>	<b>Gain Or Loss</b>
06-06-17	115,000	US TREASURY NOTES 2.125% Due 08-15-21	114,184.93	117,304.49	3,119.56
06-15-17	400.0000	ISHARES CORE S&P MIDCAP 400 ETF	38,780.71	69,829.47	31,048.76
06-15-17	350.0000	SPDR S&P 500 ETF	48,966.02	85,045.51	36,079.49
06-15-17	168.16	FHLMC POOL G14203 4.000% Due 04-01-26	175.83	168.16	-7.67
06-23-17	525.0000	VANGUARD REIT ETF	31,629.74	44,173.69	12,543.95
06-26-17	75,000	US TREASURY NOTES 1.750% Due 10-31-20	75,158.20	75,483.40	325.19
<b>TOTAL GAINS</b>					<b>83,116.95</b>
<b>TOTAL LOSSES</b>					<b>-7.67</b>
			<b>308,895.44</b>	<b>392,004.72</b>	<b>83,109.28</b>

## Alaska Permanent Capital Management Co.

**CASH LEDGER*****CITY OF CRAIG****From 06-01-17 To 06-30-17*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
<b>DIVIDEND ACCRUAL</b>					
06-01-17			Beginning Balance		0.00
06-16-17	07-31-17	dp	Dividend	SPDR S&P 500 ETF	19,048.04
<b>06-30-17</b>			<b>Ending Balance</b>		<b>19,048.04</b>
<b>FEDERATED GOVERNMENT OBLIGATION</b>					
06-01-17			Beginning Balance		6,174.23
06-02-17	06-02-17	dp	Interest	FEDERATED GOVERNMENT OBLIGATION	11.42
06-05-17	06-08-17	wd	Purchase	AFLAC INC 3.625% Due 06-15-23	-53,016.00
06-05-17	06-08-17	wd	Accrued Interest	AFLAC INC 3.625% Due 06-15-23	-871.01
06-06-17	06-09-17	wd	Purchase	TARGET CORP 2.500% Due 04-15-26	-48,223.50
06-06-17	06-09-17	wd	Accrued Interest	TARGET CORP 2.500% Due 04-15-26	-187.50
06-06-17	06-07-17	dp	Sale	US TREASURY NOTES 2.125% Due 08-15-21	117,304.49
06-06-17	06-07-17	dp	Accrued Interest	US TREASURY NOTES 2.125% Due 08-15-21	756.08
06-15-17	06-20-17	dp	Sale	ISHARES CORE S&P MIDCAP 400 ETF	69,829.47
06-15-17	06-20-17	dp	Sale	SPDR S&P 500 ETF	85,045.51
06-15-17	06-15-17	dp	Interest	AFLAC INC 3.625% Due 06-15-23	906.25
06-15-17	06-15-17	dp	Paydown	FHLMC POOL G14203 4.000% Due 04-01-26	168.16

## Alaska Permanent Capital Management Co.

**CASH LEDGER*****CITY OF CRAIG****From 06-01-17 To 06-30-17*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
06-15-17	06-15-17	dp	Interest	FHLMC POOL G14203 4.000% Due 04-01-26	22.85
06-21-17	06-21-17	wd	Withdrawal	from Portfolio	-177,778.00
06-23-17	06-28-17	wd	Purchase	ISHARES ETF CORE MSCI EAFE	-62,346.65
06-23-17	06-28-17	dp	Sale	VANGUARD REIT ETF	44,173.69
06-23-17	06-28-17	wd	Purchase	SPDR S&P 500 ETF	-48,576.50
06-26-17	06-27-17	dp	Sale	US TREASURY NOTES 1.750% Due 10-31-20	75,483.40
06-26-17	06-27-17	dp	Accrued Interest	US TREASURY NOTES 1.750% Due 10-31-20	206.86
06-26-17	06-26-17	dp	Dividend	ISHARES ETF CORE MSCI EAFE	15,893.93
06-29-17	06-29-17	dp	Dividend	VANGUARD REIT ETF	9,391.73
06-30-17	06-30-17	dp	Interest	US TREASURY NOTES 1.500% Due 12-31-18	1,875.00
06-30-17	06-30-17	dp	Dividend	ISHARES CORE S&P MIDCAP 400 ETF	2,467.34
<b>06-30-17</b>			<b>Ending Balance</b>		<b>38,711.25</b>



# Memo

To: Mr. Mayor, Craig City Council

From: Ron McIntosh, Public Works Director

CC: Jon Bolling, City Administrator

Date: July 28, 2017

Re: City of Craig phase 4 Paving Project; Change Order 4 Final

---

Please note the Change Order Total below and the specific attachments (to follow next week) for The City Paving Project. This Change Order represents a specific items and quantities for work performed on the project completion.

## City of Craig Phase 4 Paving Project

Original Contract	\$	1,100,506.40
Change Order No. 1, 2 and 3		306,268.09
Change Order No. 4 Final		95,591.79
Phase 4 Final Contract Amount	\$	1,502,366.28

## Recommendation

Approve Change Orders 4 for the City of Craig Phase 4 for \$ 95,591.79 to final the City of Craig Street Paving Project Phase 4..

**CITY OF CRAIG**

**CHANGE ORDER NO.** 4

**DATE:** 07/28/2017

**CONTRACTOR/ADDRESS:**

Southeast Road Builders, Inc.  
PO Box 302  
Klawock, Alaska 99925

**OWNER:** City of Craig

**PROJECT:** City of Craig Phase 4 Paving Project; Final

**Description of Change:**

Original Contract Amount	<u>\$ 1,100,506.40</u>
Previous Change Order Amount	<u>\$ 306,268.09</u>
Amount This Change Order	<u>\$ 95,591.79</u>
Revised Total Contract Amount	<u>\$ 1,502,366.28</u>
Original Completion Dates	May 31, 2017
Previous Change Order Time Changes	JULY 28, 2017
This Change Order Time Changes	<u>N/A</u>
Completion Date With This C. O.	JULY 31, 2017

**ACCEPTED BY:**

Southeast Road Builders, Inc.

**APPROVED BY:**

City of Craig

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



PHASE 4 PAVING JOB SUMMARY											
					Page 1 of 3	QUANTITY	TOTAL	QUANTITY	TOTAL		
ITEM		ORIGINAL	UNIT	UNIT		THIS	THIS	PREVIOUS	PREVIOUS	QUANTITY	TOTAL
NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	TO DATE	TO DATE
<b>ORIGINAL CONTRACT</b>											
1	Removal of Structures and Obstructions	1	LS	\$ 7,500.00	\$ 7,500.00	0.00	\$ -	1.00	\$ 7,500.00	1.00	\$ 7,500.00
2	Remove Pavement	744	SY	\$ 10.50	\$ 7,812.00	0.00	\$ -	744.00	\$ 7,812.00	744.00	\$ 7,812.00
3	Unclassified Excavation	1461	CY	\$ 16.00	\$ 23,376.00	0.00	\$ -	1461.00	\$ 23,376.00	1461.00	\$ 23,376.00
4	Agg. Base D-1	3874	TNS	\$ 31.85	\$ 123,386.90	0.00		3874.00	\$ 123,386.90	3874.00	\$ 123,386.90
5	Subbase Grading B	900	TNS	\$ 31.85	\$ 28,665.00	0.00		900.00	\$ 28,665.00	900.00	\$ 28,665.00
6	Asphalt Concrete	1640	TNS	\$ 198.00	\$ 324,720.00	0.000	\$ -	1640.00	\$ 324,720.00	1640.00	\$ 324,720.00
7	18" Pipe	590	LF	\$ 108.00	\$ 63,720.00	0	\$ -	590.00	\$ 63,720.00	590.00	\$ 63,720.00
8	24" Pipe	45	LF	\$ 125.00	\$ 5,625.00		\$ -	45.00	\$ 5,625.00	45.00	\$ 5,625.00
9	Catch Basin	3	EA	\$ 4,575.00	\$ 13,725.00	0	\$ -	3.00	\$ 13,725.00	3.00	\$ 13,725.00
10	Adjust Manhole	18	EA	\$ 1,900.00	\$ 34,200.00	0.0	\$ -	18.00	\$ 34,200.00	18.00	\$ 34,200.00
11	Inline Drain	1	EA	\$ 3,600.00	\$ 3,600.00		\$ -	1.00	\$ 3,600.00	1.00	\$ 3,600.00
12	4" Sidewalk	252	SY	\$ 100.00	\$ 25,200.00	0.0	\$ -	247.00	\$ 24,700.00	247.00	\$ 24,700.00
13	Curb Ramp	4	EA	\$ 3,350.00	\$ 13,400.00	0	\$ -	4.00	\$ 13,400.00	4.00	\$ 13,400.00
14	Mountable Curb	1311	LF	\$ 37.90	\$ 49,686.90		\$ -	1311.00	\$ 49,686.90	1311.00	\$ 49,686.90
15	Standard Curb	204	LF	\$ 37.90	\$ 7,731.60		\$ -	204.00	\$ 7,731.60	204.00	\$ 7,731.60
16	Sewer Conduit	10	LF	\$ 580.00	\$ 5,800.00		\$ -	10.00	\$ 5,800.00	10.00	\$ 5,800.00
17	Fire Hydrant Relocation	6	EA	\$ 4,800.00	\$ 28,800.00	0	\$ -	6.00	\$ 28,800.00	6.00	\$ 28,800.00
18	Adjust Valve Box	30	EA	\$ 350.00	\$ 10,500.00	0	\$ -	30.00	\$ 10,500.00	30.00	\$ 10,500.00
19	Residence Driveway	84	EA	\$ 975.00	\$ 81,900.00	0.0	\$ -	84.00	\$ 81,900.00	84.00	\$ 81,900.00
20	Commercial Driveway	2	EA	\$ 1,870.00	\$ 3,740.00	0.0	\$ -	2.00	\$ 3,740.00	2.00	\$ 3,740.00
21	Mobilization	1	LS	\$ 122,168.00	\$ 122,168.00	0.280	\$ 34,127.48	0.72	\$ 88,040.52	1.00	\$ 122,168.00
22	Erosion Control	1	LS	\$ 15,000.00	\$ 15,000.00	0.00	\$ -	1.00	\$ 15,000.00	1.00	\$ 15,000.00
23	Temp. Erosion Control	1	LS	\$ 5,000.00	\$ 5,000.00	0.00	\$ -	1.00	\$ 5,000.00	1.00	\$ 5,000.00
24	Surveying	1	LS	\$ 27,500.00	\$ 27,500.00	0.00	\$ -	1.00	\$ 27,500.00	1.00	\$ 27,500.00
25	Traffic Maintenance	1	LS	\$ 58,250.00	\$ 58,250.00	0.00	\$ -	1.00	\$ 58,250.00	1.00	\$ 58,250.00
26	Cpm Schedule	1	LS	\$ 2,000.00	\$ 2,000.00	0.00	\$ -	1.00	\$ 2,000.00	1.00	\$ 2,000.00
27	Striping	1	LS	\$ 7,500.00	\$ 7,500.00	0	\$ -	1.00	\$ 7,500.00	1.00	\$ 7,500.00
<b>ORIGINAL CONTRACT TOTAL</b>					<b>\$ 1,100,506.40</b>		<b>\$ 34,127.48</b>		<b>\$ 1,065,878.92</b>		<b>\$ 1,100,006.40</b>

<b>Change Order 1- Tract 15 (Willow)</b>											
1	Clearing and Grubbing	1	LS	\$ 10,000.00	\$ 10,000.00	0	\$ -	1.00	\$ 10,000.00	1.0	\$ 10,000.00
2	Placing City Developed Material	400	CY	\$ 3.90	\$ 1,560.00	0	\$ -	100.00	\$ 1,560.00	100.0	\$ 1,560.00
3	Import and Place Borrow Material	750	CY	\$ 16.90	\$ 12,675.00	0	\$ -	750.00	\$ 12,675.00	750.0	\$ 12,675.00
4	Service Relocation Mason/Fulton	1	LS	\$ 3,858.00	\$ 3,858.00	0	\$ -	1.00	\$ 3,858.00	1.0	\$ 3,858.00
5	Water, Sewer, Power, Telephone	1	LS	\$ 24,632.00	\$ 24,632.00	0	\$ -	1.00	\$ 24,632.00	1.0	\$ 24,632.00
6	Aggregate Base Course D-1	218	TNS	\$ 31.85	\$ 6,943.30	0	\$ -	218.00	\$ 6,943.30	218.0	\$ 6,943.30
7	Asphalt Concrete	109	TNS	\$ 198.00	\$ 21,582.00	0	\$ -	109.00	\$ 21,582.00	109.0	\$ 21,582.00
8	Adjust Valve Box	1	EA	\$ 350.00	\$ 350.00	0	\$ -	1.00	\$ 350.00	1.0	\$ 350.00
				Total CO #1	\$ 81,600.30		\$ -		\$ 81,600.30		\$ 81,600.30
<b>Change Order 2- Tract 18</b>											
1	Asphalt Concrete	146.03	TNS	\$ 198.00	\$ 28,913.94	0	\$ -	146.03	\$ 28,913.94	146.0	\$ 28,913.94
2	Aggregate Base Course D-1	416	TNS	\$ 31.85	\$ 13,249.60	0	\$ -	416.00	\$ 13,249.60	416.0	\$ 13,249.60
3	Curb and Gutter	903	LF	\$ 37.90	\$ 34,223.70	583	\$ 22,095.70	320.00	\$ 12,128.00	903.0	\$ 34,223.70
4	Aggregate Base Course D-1	66	TNS	\$ 31.85	\$ 2,102.10	0	\$ -	66.00	\$ 2,102.10	66.0	\$ 2,102.10
5	Sidewalk	258	SY	\$ 100.00	\$ 25,800.00	258	\$ 25,800.00	0.00	\$ -	258.0	\$ 25,800.00
6	Aggregate Base Course D-1	85	TNS	\$ 31.85	\$ 2,707.25	0	\$ -	85.00	\$ 2,707.25	85.0	\$ 2,707.25
7	Adjust Manhole	5	EA	\$ 1,900.00	\$ 9,500.00	0	\$ -	5.00	\$ 9,500.00	5.0	\$ 9,500.00
8	Adjust Valve Box	7	EA	\$ 350.00	\$ 2,450.00	0	\$ -	7.00	\$ 2,450.00	7.0	\$ 2,450.00
9	Earthwork-Grading	15579	SF	\$ 1.00	\$ 15,579.00	0	\$ -	1.00	\$ 15,579.00	1.0	\$ 15,579.00
10	Materials Testing and Documentation	1	LS	\$ 5,000.00	\$ 5,000.00	0	\$ -	1.00	\$ 5,000.00	1.0	\$ 5,000.00
11	Traffic Control	1	LS	\$ 2,500.00	\$ 2,500.00	0	\$ -	1.00	\$ 2,500.00	1.0	\$ 2,500.00
12	Asphalt Patch	150	SF	\$ 20.00	\$ 3,000.00	0	\$ -	133.00	\$ 2,660.00	133.0	\$ 2,660.00
				Total CO #2	\$ 145,025.59		\$ 47,895.70		\$ 96,789.89		\$ 144,685.59
<b>Change Order 3-Windy Way/Night CT</b>											
1	Asphalt Concrete	105	TNS	\$ 198.00	\$ 20,790.00	0	\$ -	105	\$ 20,790.00	105	\$ 20,790.00
2	Aggregate base Course D-1	252	TNS	\$ 31.85	\$ 8,026.20	0	\$ -	252	\$ 8,026.20	252	\$ 8,026.20
3	Curb and Gutter	230	LF	\$ 37.90	\$ 8,717.00	0	\$ -	230	\$ 8,717.00	230	\$ 8,717.00
4	Aggregate base Course D-1	20	TNS	\$ 31.85	\$ 637.00	0	\$ -	20	\$ 637.00	20	\$ 637.00
5	Catch Basin	1	EA	\$ 4,575.00	\$ 4,575.00	0	\$ -	1	\$ 4,575.00	1	\$ 4,575.00
6	Remove 18" EX Storm Drain	44	LF	\$ 10.00	\$ 440.00	0	\$ -	44	\$ 440.00	44	\$ 440.00
7	18" Storm Drain	154	LF	\$ 108.00	\$ 16,632.00	0	\$ -	154	\$ 16,632.00	154	\$ 16,632.00
8	Adjust Manhole	3	EA	\$ 1,900.00	\$ 5,700.00	0	\$ -	3	\$ 5,700.00	3	\$ 5,700.00
9	Adjust Valve Box	3	EA	\$ 350.00	\$ 1,050.00	0	\$ -	3	\$ 1,050.00	3	\$ 1,050.00
10	Residence Driveway	5	EA	\$ 975.00	\$ 4,875.00	0	\$ -	5	\$ 4,875.00	5	\$ 4,875.00
11	Earthwork- Grading	1	LS	\$ 3,200.00	\$ 3,200.00	0	\$ -	1	\$ 3,200.00	1	\$ 3,200.00
12	Survey	1	LS	\$ 2,500.00	\$ 2,500.00	0	\$ -	1	\$ 2,500.00	1	\$ 2,500.00
13	Traffic Control	1	LS	\$ 2,500.00	\$ 2,500.00	0	\$ -	1	\$ 2,500.00	1	\$ 2,500.00
				Total CO #3	\$ 79,642.20		\$ -		\$ 79,642.20		\$ 79,642.20
<b>Change Order 4-Final Project Totals</b>											
<b>Contract</b>											
1	Asphalt Concrete	126.68	TNS	\$ 198.00	\$ 25,082.64	126.68	\$ 25,082.64			126.7	\$ 25,082.64
2	Catch Basin	4.00	EA	\$ 4,575.00	\$ 18,300.00	4	\$ 18,300.00	0.00	0.00	4.0	\$ 18,300.00
3	18" Storm Drain	233.00	LF	\$ 108.00	\$ 25,164.00	233	\$ 25,164.00	0.00	0.00	233.0	\$ 25,164.00
4	Unclassified Excavation	172.00	CY	\$ 16.00	\$ 2,752.00	172	\$ 2,752.00	0.00	0.00	172.0	\$ 2,752.00
5	Curb Ramp	2.00	EA	\$ 3,350.00	\$ 6,700.00	2	\$ 6,700.00	0.00	0.00	2.00	\$ 6,700.00
6	Asphalt Patch	56.00	SF	\$ 20.00	\$ 1,120.00	56	\$ 1,120.00	0.00	0.00	56.0	\$ 1,120.00
7	Surplus Materials	1.00	LS	\$ 8,069.67	\$ 8,069.67	1.0	\$ 8,069.67	0.00	0.00	1.00	\$ 8,069.67
<b>CO. NO. 1</b>											
1	Add Mason's Water Service	1.00	LS	\$ 3,834.00	\$ 3,834.00	1	\$ 3,834.00	0.00	0.00	1.0	\$ 3,834.00
<b>CO NO. 2</b>											
1	6" Sidewalk	3	SY	\$ 125.00	\$ 375.00	3	\$ 375.00	0.00	0.00	3.0	\$ 375.00
2	Conc. Sidewalk increase in Thickness	261.00	SY	\$ 25.00	\$ 6,525.00	261.0	\$ 6,525.00	0.00	0.00	261.00	\$ 6,525.00
3	Concrete Quality Deduct	1.00	LS	(\$6,002.37)	\$ (6,002.37)	1.0	\$ (6,002.37)	0.00	0.00	\$ 1.00	\$ (6,002.37)
<b>CO NO. 3</b>											
1	Curb and Gutter	91.00	LF	\$ 37.90	\$ 3,448.90	91	\$ 3,448.90	0.00	0.00	91.0	\$ 3,448.90
2	Aggregate base Course D-1	7	TNS	\$ 31.85	\$ 222.95	7	\$ 222.95	0.00	0.00	7.0	\$ 222.95
				Total CO #4	\$ 95,591.79		\$ 95,591.79		\$ -		\$ 95,591.79

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**R&M ENGINEERING-KETCHIKAN, INC.**  
ENGINEERS      GEOLOGISTS      SURVEYORS  
July 17<sup>th</sup>, 2017

355 CARLANNA LAKE ROAD, SUITE 200, KETCHIKAN, ALASKA 99901  
PHONE (907) 225-7917 FAX (907) 225-3441 EMAIL:RNMain@rmketchikan.com

Anna Guthrie  
Tribal Administrator  
Craig Tribal Association  
1330 Craig-Klawock Hwy.  
Craig, AK 99921

**Re: Lot 18 Curb, Gutter, and Sidewalk Inspection**

Dear Mrs. Guthrie,

On Friday July 14<sup>th</sup>, Guy Owens and I performed a visual inspection of the curb, gutter, and sidewalk recently completed by Southeast Road Builders on Windy Way Road.

During our visual inspection of the curb and sidewalks it was noticed the general appearance of for both the curb and sidewalk was poor indicated sub-standard construction. Some of the items that were noticed during our inspection are as follows;

- The top of curb line was wavy due to poor grade control while pouring the concrete – this could have been easily avoided if grade controls were set for the top.
- The concrete joints on the curb where the ended the forms had large gaps in the top of curb and gutter line joints, some of them greater than 1”, which could end up causing a tripping hazard.
- We noticed multiple areas where the gutter pan was holding small pools of water, again indicating that the grade control on the curb and gutter was not established.
- There were large grade breaks in the curb and gutter in areas where the road vertical curves were not built into the curb line prior to pouring the curbs.
- It was noticed that in multiple areas along the road that the edge of the sidewalk adjacent to the curb was constructed below the top of curb, which will result in water running down the sidewalk instead of spilling over the curb as intended. This can potentially cause water to freeze on top of the sidewalk during cold weather and create slipping hazards.

Taking into account all of the items and the other minor items such as the broom finish and the unfinished appearance of construction joints in the sidewalk it is apparent that the construction practices employed in the construction of the Curb, Gutters, and sidewalk on this project were well below generally accepted construction standards.

Setting aside the obvious workmanship of the curbs and sidewalks we did notice that the contractor did meet the strength requirements of the concrete, and it was also noted that the required expansion and construction joints were installed at the time of construction. Therefore it appears that concrete sidewalk should hold up without cracking or spalling.

Finally taking into account the fact that the construction joints and expansion joints were constructed, it is our recommendation that the Craig Tribal Association should require Southeast Road Builders to provide the following items, in lieu of requiring them to come back and fix some of the more serious blemishes in the curb and sidewalk construction on Windy Loop;

- 1) It is our recommendation that the Craig Tribal Association back charge Southeast Road Builders 10% of the original contact price for the curb and sidewalk bid items.
- 2) Due to all of the areas within both the curb and sidewalk that can potentially hold ponding water that can freeze during the winter months and the obvious sub-par construction practices utilized during the construction of the of this project, it is our recommendation that the Craig Tribal Association should request a 2 year warranty period for the curbs and sidewalks to ensure they do not crack are spill prematurely.
- 3) It is our recommendation that CTA back charge Southeast Road Builders a total of \$2,560.00 for the costs associated with having R&M Engineering perform a separate inspection solely for the purpose of determining if the curbs and sidewalks within the project were acceptable as constructed.

If you have any questions or comments regarding this letter please feel free to contact us at 907-225-7917 or email [rbadgett@rmketchikan.com](mailto:rbadgett@rmketchikan.com)

Sincerely:  
R&M Engineering-Ketchikan, Inc.



Robert Badgett, PE



**Craig Lot 18 - Windy Loop Special Curb and Sidewalk  
 Project: Inspection  
 R&M Engineering Project #**

**Task Order:**

Hourly Rate	Principal	Civil Engineer Level 3 (Badgett)	Civil Engineer Level 2	Civil Engineer Level 1	Senior Construction Inspector (Owens)	Registered Land Surveyor Review	3 MAN SURVEY	2 MAN SURVEY	Survey Technician	Sr. Drafter	Total Hours Per Task	Total Cost Per Task
\$150.00	\$130.00	\$120.00	\$110.00	\$120.00	\$120.00	\$120.00	\$260.00	\$180.00	\$120.00	\$110.00		
		10			8						18	\$2,260.00
											0	\$0.00

<b>Windy Way Loop Concrete Inspection</b>												
<b>Special Concrete Inspection</b>												
<b>Total Hours Per Personnel</b>	0	10	0	0	8	0	0	0	0	0	0	0
<b>Total Cost Per Personnel</b>	\$0.00	\$1,300.00	\$0.00	\$0.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>Total Labor Hours</b>	18
<b>Total Labor Cost</b>	\$2,260.00

Non Labor Hour Expenses	Rate	Quantity or People	Days	Nights	Amount
Air Fare (Round Trip Ketchikan to Craig)	\$300.00	1			\$300.00
Local Transportation					\$0.00
Mileage and Gas					\$0.00
Survey Equipment					\$0.00
Per Diem					\$0.00
Lodging					\$0.00
<b>Total Non Labor Hour Expenses</b>					<b>\$300.00</b>

<b>Total Estimate</b>	\$2,560.00
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*Robert Badgett*  
 Signature

7/18/2017

Date

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: July 28, 2017  
RE: Request for Funding from PAWS.

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I met recently with Allison Weyhmiller and Jeannie Tipton from Prince of Wales Animal Welfare Society (PAWS). Allison and Jeannie came to see me about getting financial support from the City of Craig to benefit PAWS.

I was not able to meet again with Allison by the council packet deadline. I do expect to talk with her again before the council meeting, and will get from her whatever documentation she would like presented to the council. Kassi will then forward that documentation to you staff receives it prior to the August 3 council meeting.

PAWS

Prince of Wales Animal Welfare Society

EIN # 81-4916063

Contact Information

Allison Weyhmiller (President)-

208-409-0522

Jeannie Tipton (Vice President)-

503-812-8609

akcauseforpaws@gmail.com

pawanimalwelfare.org

501c3, non profit, dept. of law

Mission Statement-

PAWS is a non-profit, no-kill, volunteer animal rescue. We aim to educate our community about the importance of properly caring for animals.

Animals in our care are spayed or neutered, receive all appropriate veterinary care and treatment, and placed in nurturing foster homes while they await placement in their permanent homes. We assist animals in distress without regard to age, breed or ease of placement.

We are determined to keep administrative expenses extremely low so that virtually every dollar taken in goes directly to the care of the animals. Our group remains interested in and committed to the welfare of the animals beyond the adoption process.

Disestablish:

In case of a disestablishment of PAWS, all assets, including monetary and property, will be given to Ketchikan Humane Society.

We have not yet completed a fiscal year but we have a projected budget for the next three years. We are estimating the following deposits/withdrawals over the next year based on our past 6 months.

Fiscal Year '17-'18

Withdrawals- ~\$200/ month for ~\$2,400/year

Deposits- ~\$1,100/month for ~\$13,200/year

Totalling - ~\$10, 800 profit/ year

Fiscal Year '18-'19

Withdrawals- ~\$500/month for ~\$6,000/year

Deposits- ~\$1,500/month for ~\$18,000/year

Totalling - ~\$12,000 profit/year

Fiscal year '19-'20

Withdrawals- ~\$500/month for ~\$6,000/year

Deposits- ~\$1,700/month for ~\$20,400

Totalling- ~\$14,400 profit/year

Other ways we earn money or receive resources

Yard Sales

Donations

Amazon Wish Lists

Custom Ink Fundraisers

Adoption fees

Bakes sales

Swap meets/bazaars

Community Outreach

We are determined to curb the pet population on the island. We are budgeting \$300 a month to fix animals that come from low to no income households. We are also working with Dr. Marna to become trained to give vital shots to puppies, kittens, and adult animals. PAWS has also teamed up with Klawock school to bring in foster animals for the elementary students to read and socialize. We have had student volunteers from Hollis, Klawock and Craig Schools come read, play, and cuddle our animals. Last Spring, we helped at a low cost spay and neuter clinic with Ketchikan Humane Society and Island to Island Vet Clinic that helped 40+ animals get fixed and caught up on their vaccinations.



Name	Animal	Age/Gender	Date Received	Description	Current Foster Location	Date Adopted and by Whom
Schatzie	American Cocker Spaniel	9 yrs old female	12-20-2016	Cream colored, medium dog, up to date on all shots (UTD)	Allison	Adopted by Tamara and Harlen 1-7-2016 paid \$150 cash
Ebony (Kitty)	Cat	3 month female	11-11-2016	All black with one white patch on chest, UTD, great snuggler, loves to play fixed on 1-22-2017	Allison	adopted by Matthew Scarletta on 4-22 paid \$50 cash
Batman	Cat	4 month male	11-11-2016	All black with white soul patch, paws and chest, reserved but loves to sleep with you, UTD	Allison	John Dodson 1-10-2017 adoption fee waived
Cleopatra	Cat + (4 kittens)	1 yr old female		gray with white spots	Debbie - 401-0152	given to Dr. B on 1-23-2017
Littlefoot	Cat	8 month female	12-23-2016	All Black with a white chest, not fixed, no shots, UTD and fixed on 1-22-2017	Claire 401-3109	Adopted by Amy Bethune, paid \$50 check
Lily	Dog	3 month Female	1-1-2017	mostly brown with streaks of white and black	Allison	given to KHS on 1-2-2017
Boots	Cat	6 month male	1-5-2017	grey cat with light grey feet, UTP and fixed on 1-22-2017	Allison	adopted by Matthew Scarletta on 4-22 paid \$50 cash
Willow	dog	3 month female	1-11-2017	black and blue with white spots, UTD and fixed on 1-21-2017	Allison	Crystal Wilson paid \$150 check
Aspen	dog	3 month female	1-11-2017	tan with white spots	Allison	Lacie Lester 1-12-2017 paid \$150 cash
Sonny	dog-yellow lab	1 year male	10-5-2016	UTD and fixed on 1-21-2017		Arietha adoption fee waived
Chief (formerly known as Rascal)	dog	3 months old male	1-18-2017	given away at the thorne bay store, UTD and fixed on 1-21-2017	Berta Armour	Adopted by Berta and Ken Armour paid \$150 cash 2-2-2017
Scrappy	dog	3 months female	1-20-2017	surrendered by Natasha Paek, UTD and fixed on 1-21-2017	Allison	Adopted by Anita on 2-20-2017 paid \$150 on 3-7-2017
Desoto	dog	3 months male	1-20-2017	surrendered by Natasha Paek, UTD and fixed on 1-21-2017	Allison	adopted by Julie Linville on 2-3-2017 paid \$200 check for travel and adoption fee
Male cat	cat	3 months	1-10-2017	live trap at 1st Bank by Teri Sano	Jeannie	released back to wild- fed by Allison
Calli	cat	9 months female	1-10-2017	live trap at 1st Bank by Teri Sano	Jeannie	released back to wild- fed by Allison
Sampson	cat	2 months male	1-12-2017	rescue from TB	Amy Jean Jennings	adopted by Marisa on 2-18 adoption fee donated
Lady Destiny (formerly known as Cedar)	dog	4 months female		Deanna Litter		Adopted by Michelle Meachum adoption fee waived
Bugsy	cat	3 years old male	2-11-2017	surrendered by Donald Templin	Allison	adopted back to Donald Templin
Leia	cat	4 months old female	2-11-2017	surrendered by Donald Templin	Allison	adopted back to Donald Templin
Peace	Dove	unknown	3-1-2017	turned over to us by a concerned citizen	Laura Wymore	released back to wild
Gallagher	dog	4 weeks old Male	3-11-2017	surrendered by Sarah Vasser	Allison	adopted to Marty and Ali Peterson paid with check on 3-16 pyranthel given on 3-18
Nootka	dog	4 weeks old Male	3-11-2017	surrendered by Sarah Vasser	Allison	adopted to Rebecca and Charlie Glandon paid cash on 3-12 pyranthel given on 3-18
puppy 3	dog	4 weeks old	3-11-2017	surrendered by Sarah Vasser	Allison	given to SOFA on 3-17
puppy 4	dog	4 weeks old	3-11-2017	surrendered by Sarah Vasser	Allison	given to SOFA on 3-17
puppy 5	dog	4 weeks old	3-11-2017	surrendered by Sarah Vasser	Allison	given to SOFA on 3-17
puppy 6	dog	4 weeks old	3-11-2017	surrendered by Sarah Vasser	Allison	given to SOFA on 3-17
puppy 7	dog	4 weeks old	3-11-2017	surrendered by Sarah Vasser	Allison	given to SOFA on 3-17
Irish	dog	9 years old	4-15-2017	surrendered by Raymond Moody	Justin Colvin/Allison	vet appointment on 7-20
Lolly	dog	6 years old	4-15-2017	surrendered by Raymond Moody	Allison	adopted by Don in Klawock on 4-15 adoption fee waived due to age and special needs
cat	cat	male	4-20-2017	surrendered by Miguel		given to Dr. B on 4-20
cat	cat	female	4-20-2017	surrendered by Miguel		given to Dr. B on 4-20
Bruiser	cat	male	4-14-2017	found by Cloudy Fanning	Amy Charmichael	given to Dr. B on 4-20
Dobby	Cat	male	4-27-2017	surrendered by Tylo Kennedy	Jeannie	passed away
Princess	cat	female	4-27-2017	surrendered by Tylo Kennedy	Jeannie	adopted by Mathew Tipton paid \$75 via check
Half and Half	cat	female	4-27-2017	surrendered by Tylo Kennedy	Jeannie	adopted by Tyra Huestis paid \$75 via ceck





Sadi	kitten		6-27-2017	feral from summit street	Allison	peach	flown to Sitka on 7-3-2017			
whiskers	kitten		6-27-2017	feral from summit street	Allison	black	flown to Sitka on 7-3-2017			
Lily	kitten		6-29-2017	feral from summit street	Allison	calico	flown to Sitka on 7-3-2017			
Jack	kitten		6-29-2017	feral from summit street	Allison	tan	flown to Sitka on 7-3-2017			
Lola	kitten		6-29-2017	feral from summit street	Allison	orange	flown to Sitka on 7-3-2017			
Abe	kitten	male	7-5-2017	found at Klawock Lake	Claire	tabby with hairy ears	given revolution on 7-5	vet appointment on 7-20	adopted by Judy Asprey paid \$75	
Sasha	kitten	male	7-5-2017	found at Klawock Lake	claire	tabby with black stripes	given revolution on 7-5	vet appointment on 7-20		Klawock-35 Whale Pass-20 Craig-16
Cameow	kitten	female	7-6-2017	found along Klawock highway	Allison	tuxedo long hair	given revolution on 7-6	adopted by Jessie McLaughlin paid \$75 check	83 animals helped	Coffman Cove-5 Thorne Bay-2 Hydaburg-2 Naukati-1
Nala	kitten	female	7-9-2017	found by the school in Klawock	Allison	tabby with a brown nose	given revolution and pyranthal on 7-9	adopted to Jacy Pierson paid \$75 cash		
Sneezy	kitten	female	7-13-2017	surrendered by Cynthia Sage	Allison	white, long hair	given revolution on 7-13	flown to stonetree on 7-14 passed away later that day due to pneumonia		
	kitten		7-14-2017	surrendered by Cynthia Sage	Allison					
	kitten		7-14-2017	surrendered by Cynthia Sage	Allison					
	kitten		7-14-2017	surrendered by Cynthia Sage	Allison					
Ginger	Dog	Female	7-12-2017	Turned over from vpsco in Hydaburg	Donald/Jeannie	Pit mix	adopted to Judy Asprey paid \$80 cash			
Leo	dog	male	7-21-2017	surrendered by Lauren Leep	Allison	black lab vet visit on 7-21	adopted to Logan at Harris Air in Sitka			
Honey	kitty ~4 wks	male	7-22-2017	found by Brandi Smith	Allison		grey/cream color			
Dodge	puppy ~8 wks	boy	7-22-2017	surrendered by Cody Carle	Donald	pyranthal 7-22	white body, black spots around eyes, biggest	Adopted by Leslie Isaacs paid \$160 cash		
	puppy ~8 wks	boy	7-22-2017	surrendered by Cody Carle	Donald	pyranthal 7-22	dark brindle	adopted to Chelsie Wehing	ketchikan	
Spot	puppy ~8 wks	boy	7-22-2017	surrendered by Cody Carle	Allison	pyranthal 7-22	black and white, black spot over one eye	adopted to Emily	Ketchikan	
	puppy ~8 wks	girl	7-22-2017	surrendered by Cody Carle	Allison	pyranthal 7-22	tan brindle	Adopted by Ashley Bolwerk paid \$150 check		
Chinook	puppy ~8 wks	boy	7-22-2017	surrendered by Cody Carle	Allison	pyranthal 7-22	tan brindle, white line on face	adopted by Ben Bazinet paid \$150 cash	craig	
Koda	puppy ~8 wks	boy	7-22-2017	surrendered by Cody Carle	Allison	pyranthal 7-22	all black, white chest and feet, white diamond on forehead	adopted by Jay Heppe paid \$150 cash	klawock	
	puppy ~8 wks	boy	7-22-2017	surrendered by Cody Carle	Allison	pyranthal 7-22	all black, white feet, white chest			
Maddie	puppy ~8 wks	girl	7-22-2017	surrendered by Cody Carle	Allison	pyranthal 7-22	tan, white line on face	Adopted by Moses Galakindof paid \$50 of the \$150		
Sweetie	puppy ~8 wks	boy	7-22-2017	surrendered by Cody Carle	Allison	pyranthal 7-22	tan and grey	Adopted by Shawna Buness	Wrangell	
Hazel star butterfly	puppy ~8 wks	girl	7-22-2017	surrendered by Cody Carle	Allison	pyranthal 7-22	dark brown with white feet, chest and forehead	adopted by Sarah Pederson	Ketchikan	
Cleo	Kitten	girl	7-28-2017	surrendered by Josh in Thorne Bay	Allison		long hair, white with blue eyes			
Casper	Kitten	boy	7-28-2017	surrendered by Josh in Thorne Bay	Allison		short hair, white			
Nacho	Kitten	boy	7-28-2017	surrendered by Josh in Thorne Bay	Allison		orange short hair			
Olive	kitten		7-28-2017	given away at AC in Craig	Allison		black, long hair			
Sky	kitten		7-28-2017	given away at AC in Craig	Allison		black, short hair with gray chest			106 Animals Klawock-37 Craig- 25 Whale Pass-20 Hydaburg-13 Coffman Cove-5 Thorne Bay-5 Naukati-1



#	Name	Animal	Sex	Weight	Medical History	Contact Number
1	Cosmos	cat	M		kitten from Extry	Jeri Rosenthal 401-1755
2	Chica	cat	F		kitten from Extry	Jeri Rosenthal 401-1755
3	Oreo	cat				Joanie 401-1400
4	Coco	cat				fixed by dr. b from Joni personally
5		cat				Joanie 401-1400
6		dog	F		1 litter	Joanie 401-1400
7	Leia	cat	F	7 lbs	no litters	Sarah Vasser 846-5323
8		cat	F	8 months old		donald Templin
9		dog	M	2 years old		Joe Crane 401-0723
10		cat	M			Joe Crane 401-0723
11		cat	M			Amanda Baker 401-1040
12		dog	M	2 years		fixed on 7-11
13	leo	dog	M			Amanda Baker 401-1040
14	scar	cat	M	1 year		Lauren Leap 401-3409
15		cat	F		1 litter	fixed by owner at dr b
16	Luna	dog	F	8 months	no litter	Lauren Leap 401-3409
17		dog	F		no litter	Lauren Leap 401-3409
18	Lily	dog	F	9 months/60 lbs	no litter	fixed on 7-13
19		Cat	F		1 litter	Annalise McDonald
20		Dog	F		1 litter	Jeremiah Charles
21	Alex	Dog	F	3 year old pit/lab mix	2 litters	Brittany Paul 401-5351

**CITY OF KODIAK  
CONTRACT NO. 203482  
ANIMAL SHELTER SERVICES**

**THIS CONTRACT** is made and executed on the date and year hereinafter last specified by and between the City of Kodiak, 710 Mill Bay Road, Kodiak Alaska ("the City"), and the Humane Society of Kodiak ("the Contractor").

**ARTICLE I**

For and in consideration of the terms, covenants, conditions, and provisions contained herein, it is mutually agreed between the parties hereto as follows:

- 1. Agreement to Perform.** The Contractor agrees to perform, complete, provide, and furnish in a timely manner all of the work, services, labor, and materials required to accomplish the work described in Article II hereof at the times, and in the manner, and for the consideration hereinafter set forth.
- 2. Term of Contract.** This contract will be effective from July 1, 2012, and continue in force until June 30, 2014, except that, in addition to the termination provisions in Section 6 (Insurance), it may be terminated by either party upon thirty (30) days written notification to the other. This Contract may also be amended by written agreement of the parties.
- 3. Independent Contractor.** The parties expressly agree that the Contractor shall be and is an independent contractor and is not an employee or agent of the City for any purpose, and the employees of the Contractor are not entitled to any of the benefits the City provides for the City's employees, including but not limited to, health insurance, life insurance, disability insurance, sick or annual leave, or workers' compensation. The City is interested only in the results to be achieved, and the contract and control of the work will lie solely with the Contractor. It is understood that the City agrees to use the Contractor exclusively for management and operation of the animal shelter.
- 4. Contractor Authority.** The Contractor is hereby authorized to receive all domestic animals coming into its custody (i.e., impounded or owner surrendered), to place or humanely dispose of such animals that come into the animal shelter, and to manage and enforce the animal regulations for all impounded animals pursuant to all ordinances now in effect, or which may hereinafter be adopted. The Contractor shall accept all animals that can be safely maintained and cared for within the shelter facility provided by the City of Kodiak.
- 5. Contractor Qualified and Responsible for Personnel.** (a) The Contractor represents it has, or will secure at its own expense, all personnel required to perform this Contract in a timely and proper manner. Such personnel shall not be employees or have any contractual relationship with the City, and the City shall have no responsibility or liability whatsoever to any of said persons, or for the acts or omissions of any said persons.



(b) All of the services required under this Contract shall be performed by the Contractor or under its supervision.

(c) None of the work or services covered by this Contract shall be subcontracted without prior written approval of the City.

**6. Insurance/Indemnification.** (a) Public Liability Insurance. The Contractor shall maintain Public Liability Insurance with a minimum of \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage.

(b) Additional Insured. The following shall be listed as Additional Insureds: "The City of Kodiak, including all elected and appointed officials, all employees and City volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers. This coverage shall be primary to the City of Kodiak and not contributing with any other insurance or similar protection available to the City of Kodiak, whether other available coverage be primary, contributing, or excess."

(c) Indemnification. To the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold harmless the City of Kodiak, its elected and appointed officials, employees, and volunteers against any and all liabilities, claims, demands, lawsuits, or losses, including costs and attorney fees incurred in defense thereof, arising out of or in any way connected or associated with this contract.

(d) Notice of Cancellation Required. Ten (10) days Notice of Cancellation or Change, Non-Renewal, Reduction and/or Materials Change shall be sent to: City Clerk, 710 Mill Bay Road, Room 220, Kodiak AK 99615.

(e) Evidence of Coverage Required. Contractor shall provide to the City of Kodiak at the time that the Contract is presented to the City for execution, certificates of insurance and/or policies acceptable to the City of Kodiak as listed below:

One (1) copy of Certificate of Public Liability Insurance Workers' Compensation Insurance

One (1) copy of Certificate of Public Liability Insurance

(f) Continuation of Coverage. If the above coverage expires during the term of this Contract, Contractor shall deliver renewal certificates and/or policies to the City of Kodiak at least ten (10) days prior to the expiration date. Contractor shall not commence with operations under this Contract until they have obtained the coverage required under the terms of this Contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of Alaska. All coverage shall be with carriers acceptable to the City of Kodiak. If Contractor fails to comply with the insurance requirements of this Contract, the City of Kodiak may terminate the Contract on ten (10) days written notice. Contractor covenants to maintain all insurance policies required in this Contract for the period of time in which a person may commence a civil action as prescribed by the applicable statute of limitations. The coverage required by this Contract shall cover all claims arising in connection with Contractor's use under this Contract, whether or not asserted during the term of this Contract and even though judicial proceedings may not be commenced until after this Contract expires.

(g) Workers' Compensation Insurance. The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this Contract, Workers' Compensation Insurance as required by AS 23.30.045 or any other applicable statutes or regulations. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this Contract.



**7. Assignment or Delegation.** The Contractor may not assign its rights or delegate its duties under this Contract, or any part of it, except with the prior written consent of the City.

**8. Governing Law.** This Contract shall be governed by the laws of the State of Alaska and any suit or legal action hereon shall be brought only in the courts of said State, in the Third Judicial District at Kodiak, Alaska.

**9. Miscellaneous.** (a) Relationship of Parties. Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto. It being understood and agreed that neither method of computation of payment or any other provision contained herein, nor any act of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of the City and an independent contractor.

(b) Nonwaiver. The failure of the City to insist in any one or more instances upon the strict performance by the Contractor of any provision or covenant in this Contract may not be considered as a waiver or relinquishment for the future, but the provision or covenant will continue in full force. The waiver by the City of any provision or covenant in this Contract cannot be enforced or relied upon unless the waiver is in writing signed on behalf of the City by the City Manager or the City Manager's designee.

(c) Improvements. The Contractor shall make no alterations or additions to the Animal Shelter, or any City property associated with it, without first obtaining the written consent of the City Manager and, unless otherwise provided in such written consent, any improvements or additions constructed by the Contractor shall become the City's property upon their substantial completion.

(d) Liens. The Contractor shall keep the Animal Shelter free of all liens, pay all costs for labor and materials arising out of any construction or improvements by the Contractor on the Animal Shelter, and hold the City harmless from liability for any such liens, including costs and attorney fees.

(e) Severability. If any provision or covenant of this Contract is declared to be invalid by a court of competent jurisdiction, the remaining covenants and provisions will continue in full force.

(f) Corporate Authority. If the Contractor is a corporation, the Contractor shall deliver to the City at the time of execution of this Contract a copy of a resolution of its board of directors authorizing the execution of this Contract and naming the officers that are authorized to execute this agreement on behalf of the corporation.

(g) Entire Agreement. This Contract sets forth all the terms, conditions, and agreements of the parties and supersedes any previous understandings or agreements regarding the Animal Shelter whether oral or written. No modification or amendment of this Contract is effective unless in writing and signed by both the parties.

(h) Notice. Any notice required by this Contract must be hand delivered or sent by first class mail to the appropriate party at the address set forth on the last page of this Contract or to any other address, which the parties subsequently designate in writing.

## ARTICLE II



In furtherance of these obligations, the Contractor shall perform, supply, and provide all the work, services, and materials as follows:

**1. Management and Operation of Animal Shelter.** (a) The Contractor shall furnish animal shelter services and humane disposal of animals, including but not limited to euthanasia at the Contractor's expense. Animal remains shall be incinerated at the Kodiak Island Borough Landfill at the Contractor's expense.

(b) The Contractor shall maintain proper housing for all animals, which come into its custody.

(c) The animal shelter shall be open a minimum of four hours per day, five days a week, including one weekend day, for the convenience of the public and to transact business in connection with the duties under this Contract and to receive animals or for the redemption of impounded animals. The shelter may be closed to the public two days a week and on national and state holidays.

(d) The Contractor shall consult directly with the City in developing programs and policies regarding operation of the animal shelter, implementing new program components, and recommending ordinance revisions.

**2. Care of Impounded Animals.** (a) Proper care includes, but is not limited to, adequate and sanitary food and water, regular cleaning of kennels and cages, and humane handling.

(b) The animal food used by the Contractor shall be of a satisfactory quality. Food and water shall be provided animals in adequate amounts and frequencies with water being supplied each animal at least once every twelve hours.

(c) The Contractor shall clean, disinfect and otherwise maintain the cages and pens where animals are kept frequently enough to assure animal health, prevent the spread of disease, and present a good appearance to visitors. Cleaning and disinfecting shall be no less than once per day.

(d) Consultations with a licensed veterinarian shall be made when veterinary care of impounded animals is necessary at the Contractor's expense, excluding animals impounded as a result of pending or potential civil or criminal prosecution.

(e) Transportation of sick or injured animals from the Animal Shelter to a veterinary is the responsibility of the Contractor.

**3. Redemption, Adoption, and Disposition of Animals.** (a) The Contractor shall, in accordance with Kodiak City Code Chapter 7.04, release animals impounded by the City Animal Control Officer to their owners upon presentation of a receipt from the Kodiak Police Department showing that all impound charges or other fees owed to the City have been paid in full.

(b) The Contractor shall promote and administer the adoption of unclaimed animals to responsible owners. The Contractor shall develop and have on file a program for adoption. The Contractor shall adhere to the City's policy of, wherever feasible, spaying or neutering and vaccinating all animals prior to adoption.

(c) Animals which are not reclaimed by owners within seventy-two hours after compliance with the provisions of KCC 7.04.118(a) or any other applicable provisions of law governing notification to the owner or custodian and are deemed suitable for adoption will become available for adoption to responsible persons.



(d) Animals not suitable for adoption will be humanely euthanized. The Contractor shall develop and have on file procedures regarding selection of animals to be euthanized.

**4. Education on Animal Care and Treatment.** The Contractor shall promote the proper and humane care and treatment of animals and to stimulate public support for such treatment and for the enforcement of City ordinances relating to animal control. The Contractor shall conduct tours of the animal shelter upon reasonable request. The Contractor shall educate the community through classroom visitations, radio interviews, newspaper articles, and public service announcements.

**5. Training.** The Contractor shall designate an employee as shelter manager and this employee is required to annually attend and complete a course in professional services relating to management and operation of an animal shelter or animal behavior. The Contractor shall provide the Kodiak Police Department with an outline of the course of instruction.

**6. Enforcement of Animal Control Ordinances.** (a) The Contractor shall, through qualified agents, observe and assist in the enforcement of all animal control ordinances relating to impounded animals.

(b) The Contractor shall cooperate with the City by following procedures required by Kodiak City Code Chapter 7.04 and Kodiak Island Borough Code Chapter 6.04 concerning persons or animals bitten by an animal in the City of Kodiak and the Kodiak Island Borough.

**7. Collection of Fees and Keeping of Records.** (a) The Contractor shall follow established City and/or Borough procedures regarding collection of dog license fees and impound fines, as applicable. Fees for animal licensing and impoundment are established by the Kodiak City Council and the Kodiak Island Borough Assembly and retained by them respectively. The Contractor has no authority to waive or reduce these fees. Other fees for services (e.g., adoption) will be established by the Contractor and retained by the contractor. Donations made to the animal shelter by members of the public will also be retained by the Contractor. The Contractor shall permit the City, at all reasonable times, to inspect and audit any records and shall make such reports of monies received and operational statistics as shall be required. The records shall be open to City inspection during regular office hours.

(b) The Contractor shall daily maintain, at the animal shelter, records of all animals impounded. Records shall include dates of intake and notation of history, behavior, health status, and any veterinary procedures of each animal while retained; detailed information on redemptions and adoptions (e.g., dates, fees, owner data, spay/neuter deadline, etc.); date and reason euthanized; licenses issued; correspondence with State and federal agencies; and complaints made by the public with response indicated.

(c) The Contractor shall submit a monthly activity report to the Kodiak Police Department by the twentieth day of the following month detailing the category of animals impounded at the shelter, disposition of animals, licenses issued, number of hours shelter was open to the public, fees collected by category, and veterinary services by category.

(d) The Contractor shall on July 31 of each year submit to the City a program report of the previous fiscal year's activities.



8. **Liaison.** The Contractor shall report to the City Animal Control Officer (ACO), who shall act a liaison between the Contractor and the City, for all matters relating to the Contractor's performance of its obligations pursuant to this Contract.

### ARTICLE III

In accordance with the terms and conditions of this Contract, the parties hereto further agree as follows:

1. **Assistance to Contractor's Agents.** The ACO will provide assistance to the Contractor's agents upon the agent's request. Upon receiving a request for assistance, the ACO will evaluate the priority of the agent's request and respond in accordance with the terms of this contract, the policies and procedures of the City of Kodiak and the Kodiak Police Department, as time and other duties permit.

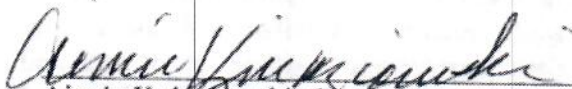
2. **Amount of Contract, Method and Computation of Payment.**


- (a) The City shall pay the Contractor \$105,000 for FY2013 and \$108,000 for FY2014.
- (b) The City shall pay the Contractor in equal quarterly installments, in advance.
- (c) The Contractor shall be required to provide and pay for all consumable supplies and equipment, including but not limited to, food, cat litter, body bags, leashes, cleaning materials, paper, and medicines. The Contractor shall pay for veterinary care, and all utilities, with the exception of sewer and water services.
- (d) The City shall provide the facility, license forms, dog license tags, and one telephone line.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands this 18 day of July 2012.

**CITY OF KODIAK**  
710 Mill Bay Road  
Kodiak, AK 99615


**HUMANE SOCIETY OF KODIAK**  
P. O. Box 8783  
Kodiak, AK 99615

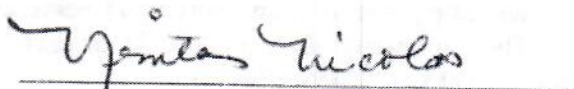
  
Aimée Kniazowski, City Manager

  
Karen Yashin, President

Attest:

Witness:

  
Debra L. Marlar, City Clerk



**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: July 28, 2017  
RE: Credit Card Fee Policy

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After spending an estimated \$24,000 on credit card fees in the prior year's budget, the FY 2018 budget preparation process result in staff including in the FY 2018 budget revenue from credit card fees charged back to city customers who choose to pay a city bill with their credit card. The rates per card vary from a few percent to around five percent of the amount charged.

Mayor Watson asked that this item be added to the next city council agenda for further discussion about the policy.