

**CITY OF CRAIG  
COUNCIL AGENDA  
SEPTEMBER 7, 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 August 3, 2017
- City Council Meeting Minutes of August 17, 2017
- City Council Special Meeting Minutes of August 22, 2017

**HEARING FROM THE PUBLIC**

- Open for public comment
- Carolyn Chapman Utility Rate

**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
- Letter to Commissioner Sam Cotton regarding Chinook Closure
- Letter to Commissioner Sam Cotton from the City of Craig regarding Chinook Closure
- Letter from Senator Sullivan regarding Secure Rural Schools Program
- Community Jail Contract
- Prince of Wales Courthouse Dedication
- APCM 25 Year Celebration

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

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- Discussion of mayor's compensation
- Consider Approval, Change Order 5 Phase IV Paving
- Consider appropriation for Haul Out Trailer Building

**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, Don Pierce, and Hannah Bazinet. Absent excused was Jim See.

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

**Audience present:** Lisa Radke, Andy Deering, Allison Weyhmiller, Connie Ward.

**CONSENT AGENDA**

PIERCE/TROJAN

moved to approve the consent agenda.  
MOTION CARRIED UNANIMOUSLY

**HEARING FROM THE PUBLIC**

Lisa Radke commended the decision to cease the benefits package for the council.

Andy Deering commented on the ordinance for the lease of city property to Southeast Southern Regional Aquaculture Association. Mr. Deering requested the council to consider the ordinance fully prior to approval, as Mr. Deering doesn't believe it will be a huge benefit to the city, and will increase costs to support them. Mayor Watson commented that Chum salmon don't compete with other fish, and support the fishery. Mr. Deering doesn't believe there is sufficient evidence to support this claim. Mike Douville commented that the chum release supports the cost to rear Coho salmon.

**REPORTS FROM CITY OFFICIALS**

**Mayor/IFA-** Mayor Watson reported that the Inter Island Ferry received their traffic report, and are up from last year. The revenue from the August-September tickets helps to supplement the IFA through the winter months. Silver Bay Seafoods is running again, as the fishing has picked up, and the Seine Fleet should be coming in to Craig soon.

**Administrator-** Jon provided a written report. Jon also added that Senator Sullivan was in Craig last Saturday, and Jon and Mayor Watson were able to discuss some of the city projects, but focused mainly on the harbor project.

**Treasurer-** Joyce is absent excused.

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

**City Clerk-** Kassi provided a written report, and would remind the council that the Declaration of Candidacy filing period begins August 4<sup>th</sup> and closes September 1<sup>st</sup>.

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

**EMS Coordinator-** Chaundell was absent excused.

**Harbormaster-** Hans provided a written report.

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

**Police Chief-** RJ was absent excused.

**Public Works-** Ron provided a written report. Jon commented that this would-be Ron's last meeting with the City. Mayor Watson commented that Ron raised the level of efficiency at Public works, and Ron will be missed.

**Parks and Rec-** Victoria provided a written report. The afterschool program will start soon. Soccer began Saturday the 29<sup>th</sup>. The Salmon Social is scheduled for August 19<sup>th</sup>. Victoria is recruiting for a part-time position in the P&R department.

**Parks and Public Facilities-** Doug provided a written report. The council commented that the Ralph James Park looks wonderful, and has been getting lots of use by the community. Mayor Watson asked about the BMX track around the park. Doug responded that Daniel Nelson is heading up that project, but the weather has put it on hold.

**READING OF CORRESPONDENCE**

Nothing to discuss.

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

**Resolution 17-09, Administrative Fees**

PIERCE/DAHL

moved to approve Resolution 17-09.

MOTION CARRIED UNANIMOUSLY BY  
ROLL CALL VOTE

**Ordinance 697, Bed Tax**

DAHL/PIERCE

moved to adopt Ordinance 697.

Jan would like to see sales tax go up instead of singling out one industry. Greg commented that this tax will affect tourists specifically, instead of putting a higher tax burden on residents.

Mike Douville-Yes    Don Pierce-Yes  
Jan Trojan-No        Hannah Bazinet-Yes

Greg Dahl-Yes

MOTION CARRIED BY ROLL CALL  
VOTE

**Ordinance 700, FY17 Supplemental Budget**

PIERCE/DAHL

moved to adopt Ordinance 700.  
MOTION CARRIED UNANIMOUSLY BY  
ROLL CALL VOTE

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**Consider Change Order to Phase IV Paving Project**

PIERCE/DAHL

moved to approve Change Order IV.  
MOTION CARRIED UNANIMOUSLY

**Request for Funding from Prince of Wales Animal Welfare Society**

Allison Weyhmiller was present to discuss the option of assistance from the City to support PAWS getting established in a permanent location, or the possibility of a city-owned building for lease. The council requested time to consider the options and for this item to be placed on the next agenda.

**Consider credit card processing fee policy**

Jon explained that the city has spent \$24,000 approximately in credit card fees last year. Through the budget committee process, the members decided to pass the fees back to the customer. This fee ranges depending on the type of card the customer has. Mayor Watson commented that bills will increase substantially when paying for this fee, and many residents don't utilize check or cash, or live out of town and therefore like having the option of paying by card. Mike Douville commented that autopay is a great feature for a lot of people.

Chanel McKinley mentioned that it may be beneficial to look at what type of credit card company the city is utilizing. Some of the fees may be a flat rate, or smaller percentage.

Greg Dahl explained that the businesses in town are competing for revenue, however the City is not a business, and \$24,000 for people's convenience is excessive.

Hannah Bazinet commented that finding out the fee for each transaction will be tedious and time consuming for staff.

Andy Deering commented that the public always has the option to pay with the card, they will just incur the cost of the processing fee. It may end up being worth writing a check for some of the public.

Lisa Radke mentioned that the city is basically paying for airline miles for the customers that are unhappy with the processing fee by paying it for them.

**ADJOURNMENT**

DOUVILLE/TROJAN

moved to adjourn at 7:48 p.m.  
MOTION CARRIED

APPROVED \_\_\_\_\_

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

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

## **ROLL CALL**

Chairman Don Pierce 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, and Hannah Bazinet. Absent excused was Dennis Watson.

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

**Audience present:** Lisa Radke, Andy Deering, Michael Kampnich, Allison Weyhmiller, Keegan Hanson, Rogan Hanson, Ginger Lee Bird.

## **CONSENT AGENDA**

None.

## **HEARING FROM THE PUBLIC**

Lisa Radke commented on the City of Craig Newsletter, and mentioned that it would be good to include the compensation packet in the advertisement for seats. Ms. Radke asked how much the council compensation would be in the future. Jon responded that the Mayor will be covered by the healthcare plan, but the council members will not. Ms. Radke believes this could bring in more candidates. Mrs., Radke also commented on the bed tax and marijuana sales tax on the ballot and asked why the city is raising taxes but looking for a part-time employee for Parks and Recreation. Joyce commented that the position is about 1/3 time. The new taxes will cover other expenses or budget shortfalls. Jon mentioned that the city does not anticipate any new employees at this time. Mrs. Radke asked about the senior tax exemption cost increase, and if it would be beneficial to discontinue the mayor's compensation for the seniors to keep their exemption status.

Andy Deering was present to comment on the mayor's health compensation, and was under the impression that it would be cut with the council healthcare package. Greg Dahl mentioned that this was discussed, but not decided. Mr. Deering believes this is a hefty compensation package compared to other mayor's around Alaska that are similar size. Mr. Deering is opposed to the mayor's compensation package.

Carolyn Chapman was present to discuss the water rates in Craig. Mrs. Chapman provided a letter disputing the charges for a multi-unit apartment complex. Mrs. Chapman believes that the apartment complex should be billed by the usage instead of how many dwelling units the apartment complex has. Mrs. Chapman is also unhappy with the way the city bills for multi-unit dumpsters. Jon explained that there are multiple possibilities when billing for utilities, and what one customer considers fair may not be considered fair to another. The Council can decide to change the way the city bills for utilities, if it finds a need. Jon commented that this issue can be discussed at the next budget meeting which begins in February.

Jim See would like for the City to draft a letter disputing the King Salmon Closure notice from Alaska Department of Fish and Game. Jon will work on a letter for the next agenda.

## **READING OF CORRESPONDENCE**

Nothing to discuss.

## **CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

### **Ordinance 701, Lease of City Property to SSRAA**

DOUVILLE/SEE

moved to adopt Ordinance 701.

**MOTION CARRIED UNANIMOUSLY**

## **UNFINISHED BUSINESS**

### **Consider Credit Card Processing Fee**

Jim See requested this item be placed on the agenda for further discussion, as Jim was absent during the last discussion. Jim commented that the processing system that the city is utilizing for the fees is making money off the transactions as well. Jim would like to have a flat rate instead of different rates per transaction.

Catharine Coats would like some clarification on the utility rates for her mother, Carolyn Chapman. Lisa Radke recommended a petition to change the fees. Cathrine asked what the process for that is. Jon replied that the initiative process is lengthy, but will put the item on the ballot, if the initiative is supported by the requirements in statutes. Carolyn and Jon will meet tomorrow to discuss the process.

## **NEW BUSINESS**

### **Consider approval of the PAWS Shelter Agreement**

DAHL/TROJAN

moved to approve the PAWS Shelter Agreement.

Allison Weyhmiller asked for clarity about whether PAWS would receive the “At-Large Impound Fee” if they picked up the animal, or if the Police Department would receive the fee. Jon commented that some of these issues should be included in the agreement. Jon and Allison will meet tomorrow regarding the agreement.

**MOTION CARRIED UNANIMOUSLY**

### **Consider approval of the North Cove J Float Electrical Repair Project**

SEE/DAHL

moved to award the North Cove Harbor J Float Electrical Repair project to Tongass Enterprises LLC in the amount of \$5,000.

**MOTION CARRIED UNANIMOUSLY**

Mike Douville would like to explore other options for the float repair bid project that received no response.

Mike also commented on the utility rate inquiry made by Carolyn Chapman tonight. Mike suggested that Carolyn review the recordings of the budget meetings and council meetings that the utility increase was discussed. Cathrine requested the statutes that Carolyn needs to abide by. Jon will work with Carolyn tomorrow regarding these questions.

**EXECUTIVE SESSION**

TROJAN/DAHL

moved to convene an executive session of the Craig city council to discuss legal matters related to Alaska Power and Telephone Tariff Filing TA-857-2, the immediate knowledge of which would clearly have an adverse effect upon the finances of the City of Craig.

MOTION CARRIED UNANIMOUSLY

DOUVILLE/DAHL

moved to adjourn the executive session and reconvene the regular meeting.

MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

TROJAN/DAHL

moved to adjourn at 8:21 p.m.

MOTION CARRIED

APPROVED \_\_\_\_\_

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

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



CITY OF CRAIG  
SPECIAL COUNCIL MEETING  
TUESDAY AUGUST 22, 2017

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**ROLL CALL**

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, and Hannah Bazinet. Absent excused was Dennis Watson.

**Staff present:** Jon Bolling, City Administrator; Kassi Mackie, City Clerk

**Audience present:** Jeff Lundberg

**CONSENT AGENDA**

**HEARING FROM THE PUBLIC**

**READING OF CORRESPONDENCE**

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**Consider draft letter to Alaska Department of Fish and Game regarding the King Salmon Closure of August-September of 2017**

PIERCE/DAHL

moved to accept draft letter to ADF&G regarding the King Salmon Closure.

Jon explained the process for submitting the letter. Jon would like to add that the City of Craig financially supports rearing the local stock through the hatchery. Jon would also like to add that the spring fisheries are important, but so are the winter fisheries. Shutting down these opportunities for fisherman puts an economic hardship on the local economy. The maker and second were ok with amending the letter to add these in. Mike Douville also commented that there should be more extensive data collection prior to making decisions such as this.

MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

DOUVILLE/DAHL

moved to adjourn at 7:11 p.m.

MOTION CARRIED

APPROVED \_\_\_\_\_

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

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

# CITY OF CRAIG MEMORANDUM

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: September 1, 2017  
RE: September Staff Report

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## 1. PSN King Salmon

Cost recovery efforts for king salmon returning to Port St. Nicholas went well in 2017. Greg McMillan of Keta Seafoods, who holds a contract with the City of Craig to catch the fish, landed some 1,300 kings, resulting in about \$19,000 in payments to the city. While net receipts from cost recovery were up over last year, funds raised from the king salmon derby were less than 2016.

Mr. Jeff Lundberg of from SSRAA's Klawock River Hatchery reported catch data to date for PSN kings. The table below summarizes the data.

	Tagged Fish	Estimated Contribution
<b>Coffman Cove</b>		
Drift gillnet	51	348
Purse seine	8	112
Troll	31	121
Sport caught	7	37
<b>Craig</b>		
Drift gillnet	2	41
Purse seine	1	30
Troll	27	312
Sport caught	8	136
Cost recovery	<u>93</u>	<u>1,350</u>
<b>Totals</b>	<b>228</b>	<b>2,487</b>

Given the abrupt end to king salmon retention mandated by the Alaska Department of Fish and Game in August, and much uncertainty over the fate of the winter king fishery and the spring and summer troll seasons in 2018, the value of the PSN kings is likely to increase in the near term. While the program is costly—the net cost of the king salmon hatchery to the city in the current year will amount to between \$55,000 and \$65,000—the increasing value of the PSN fish may help offset more of the program cost.

On a related note, pairing king salmon production with the new production of some eight million chum salmon at the PSN site will likely reduce operational costs of the king salmon hatchery. I am optimistic that increasing revenue from cost recovery and reduced operational costs will lower the city's out of pocket cost for the king salmon program.

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

Recruitment to fill the vacancy that will be left by Craig Public Works Director Ron McIntosh has produced a few applicants. Staff has advertised the position both in-state and out of state, in print and at online employment sites.

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

This matter remains under review at the Regulatory Commission of Alaska. A settlement conference is scheduled for September 11, at which the parties to the rate case will meet to determine if an agreement on the company's proposed rate increase can be reached before the formal RCA hearing set for late September.

## **4. Fish Processing**

The local Silver Bay Seafoods plant processed few salmon, and closed well before the end of the seine season. The early plant closure ends any hope I had about a rebound to revenues for the city from the fish tax revenues that the State of Alaska shares with local communities for seafood processed within municipal boundaries. For the current fiscal year we expect perhaps one fifth, or less, of receipts received in prior years. For the fiscal year that will begin July 1, 2018, the city will again see low revenue from this source, which some years reached approximately \$280,000.

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

A few weeks ago 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.

I spoke with CTA staff recently, who told me that the tribe is reviewing the draft and will contact me when it is ready to meet on the 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.

## **6. Congressional Staff Visit**

I met with staff from Congressman Young's office on August 9. We had a wide ranging discussion that included federal land management and options for funding rural water and wastewater projects. The congressman's staff also encouraged me to contact Quintillian, a communications company preparing to install fiber optic cable in Southeast Alaska. We also discussed the National Forest Receipts and PILT programs.

## **7. Skateboard Park**

I received a visit from four elementary and middle school boys about their desire for a skate park in Craig, for use by skateboarders and riders of Razor-style scooters. They stated that they have been asked to leave a number of locations where they would like to skate. The group cited the skate park in Ketchikan as a good model for Craig, with perhaps a modification or two. I asked the boys if they had thoughts on where a good

location for a skate park might be. Sites mentioned where the location of the East Hamilton Drive basketball court, or the ballpark area on Cemetery Island.

The boys talked about the need for users of the park to wear helmets, and they hoped to help raise money to fund the structure. The boys left me some paperwork with some text about and a drawing of a skateboard park that I will have available at the council's September 7 meeting.

### **8. Employee Benefits**

On several occasions over the past few years I have been asked to consider loans to employees who find themselves, for one reason or another, in a financial pinch. I have invariably approved the loans, ranging from a few hundred to several thousand dollars. The employees taking the loans have entered into loan agreements and the city takes loan payments through payroll deduction. I have not assessed an interest rate on the loans. To date we have collected back all the money loaned. I raise the matter now to make the council aware of this practice, and seek your feedback.

My view is that the loans amount to a benefit for city employees, made available at very low cost to the city. While there is some risk to the city in that the loan may not be repaid in full, that risk is minimized by our regulating the loan amount and repayment terms. The city's pay scale for its employees is in most cases below the high range for comparative positions in other Southeast Alaska communities, and the loan practice essentially amounts to an additional benefit to our employees, even though the loans must be repaid. In the end, the city gets repaid, the employee benefiting from the loan is grateful to the city for the loan, and the cost to the city is limited to the loss of interest collected at the bank (less than one percent) on the principal loaned to the employee, plus some staff time to set up the payroll deduction.

If this practice is to continue, the city should probably adopt some enabling text in the city's employee handbook. The handbook already contains a provision on pay advances, and a section called Employee Assistance, which typically amounts to helping an employee find counseling or professional advisory services to address personal problems. Neither of these sections permits or prohibits loans to employees.

The city's auditor and attorney do have some concerns about the practice, in part related to implementing more concrete measures to ensure repayment. Please give this matter some thought and provide your input to me on the merits of my continuing to consider employee loans, and any limitations you believe are needed if the practice is to continue.

### **9. Southeast Senior Services on POW**

For the purposes of full disclosure, I will start this section by reminding the council that I serve on the board of Catholic Community Service, based in Juneau. CCS has a division called Southeast Senior Services. SSS operates and maintains the Craig/Klawock senior van, and provides some staff at the senior center facility in Klawock. As the council is aware, the agency provides congregate and home delivered meals to qualifying area seniors, and provides transportation services to drive seniors and other passengers to various places in the Craig/Klawock area, and to Hollis to meet the IFA ferry. The council may recall seeing regular reports from the agency summarizing the level of

services provided to Craig residents. The city budgets operational support for SSS meal and transport services. For the current fiscal year that amount is \$6,790.

The senior center is preparing to purchase a new van to replace one of its aging vehicles. Most of the cost of the vehicle is paid for through federal transit grants. However a match is typically required by Alaska DOT, which oversees distribution of federal transit funds for some senior van purchase programs around Alaska. I raise this matter because the city is preparing to sell at public auction some surplus vehicles, some of which are being removed from the city fleet, and others are from impounds made by city staff over time. That auction will raise some unknown amount from the vehicle sales. I would like the council to consider appropriating some amount from the auction to help SSS meet its vehicle match requirement for a replacement senior van. Doing so will benefit Craig residents when the new van is purchased and put into service. I can get more details on the match requirement if the council is willing to consider designating a portion of the auction receipts to SSS.

#### **10. Proposed Changes to Contract Jail Agreement**

As the council is aware, the State of Alaska contracts with the City of Craig to provide jail services on POW Island. The state, in response to the passage of SB 91 (the crime bill that passed the legislature a year or so ago) through the Department of Corrections, proposes adding tasks to the contract to address what the state calls pretrial services, where local law enforcement helps the state to monitor and manage defendants between arrest and trial. The state is offering additional payments to contract jails around Alaska that choose to accept the additional tasks. The Commissioner from the Alaska Department of Corrections visited Craig in May to advise us that his department would make some sort of proposal to the contract jails regarding pretrial services. Craig Police Chief RJ Ely and I met to review the proposed contract modification and will develop a constructive response for the state in September, when I will have a chance to meet with the Commissioner in Haines at the SE Conference annual meeting.

#### **11. Travel/Leave Schedule**

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

# City Of Craig

## Memorandum

To: Mayor Dennis Watson, Craig City Council

From: Jessica Holloway, Aquatic Manager

Date: August 31, 2017

RE: August Report

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August was actually pretty busy for us. This month was spent getting Chris aquatinted with the way that we operate, I didn't foresee any real issues and I was correct. He has taken to the job beautifully. He is pleasant to be a round and has seemed to get along with just about anyone that he comes across.

High school swim team started this month. There are 4 students that are swimming. Wave Runners also started this month. Everyone including Chris has taken this month as a "getting to know you, and how you swim" approach. Chris has spent a lot of time watching and learning. He has already adjusted the points that he needs to and you can see the change. One of the changes that Chris was able to implement was a change of practice times on Fridays. This will allow me to add a hour lap swim on Fridays from 4 to 5pm.

We finally got the big toy back in the water this month. Unfortunately there is a high possibility that we may have to pull it again due to extremely short staff and repairs. Starting September 1<sup>st</sup> our staff will be cut in about half. We are recruiting for a few positions and have had some applicants. The problem is that the swim qualification seems to be getting each and every one of them. I have high hopes for the few that have come to practice with us, But as of right now we are going to be short staffed. Please bear with us.

School starts on the 5<sup>th</sup>. YAY!!!. We have recently acquired a bunch of the fitness equipment from the High School. The High School students will be occupying the fitness room daily starting next week. School swim Lessons will be starting on the 18<sup>th</sup> of September and will continue throughout the school year. We are coming into our busy time and we can't wait.

Please if you have and questions or concerns please feel free to e mail me at [pool@craigak.com](mailto:pool@craigak.com) or call 826-2794

Here's to Fall!!!

Jessica Holloway, Aquatic Manager.

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: August 31, 2017  
RE: Planning Department Staff Report – September 2017

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1. Pending Land Leases/Land Sales
  - a. Land Sale to Tyler Rental. This land sale is still on hold pending Tyler looking at other alternatives.
  - b. Trojan Lease. Richard Trojan 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 sales is nearly complete. The surveyor is working on the final plat and a draft agreement regarding the recreational improvements has been sent to the Thains. When I return to the office in mid-September I will finalize the sale with Troy and Di.
  - d. The two city owned Salmonberry lots are still listed with Ron and Melissa Matecki. The listing expires on September 30<sup>th</sup>. If the lots have not sold by that time I will bring some options to the council at one of the October 2017 meetings for consideration.
2. Tract 18 Housing Project. THRHA and CTA are currently working on a draft cooperative agreement for the city council to consider. They are also working on finalizing the plat and other items prior to starting construction on the four-plex.
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. 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. Craig Harbor Homes Dock Reconstruction. Craig Harbor Homes recently submitted an as-built survey of the realigned dock at the condominiums located on Cove Street. The as-built shows all of the dock now completely contained within their property lines with the boat slips aligned for head in parking. The as-built also shows a portion of the rock retaining wall encroaching onto city property on the north end of the rock wall. I have contacted Craig Harbor Homes regarding the encroachment. I will bring further information and proposed action to the council at the October 5<sup>th</sup> council meeting.
- 7. Travel Schedule. I will be out of the office on personal leave September 4-18.



Craig EMS  
PO Box 331  
Craig, AK 99921



# CITY COUNCIL REPORT

# AUG 31, 2017

## PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
October 31, 2017	Monthly Report	Chaundell Piburn

## TRAINING AND EVENTS

- We have been doing lots of training this last month. We anticipated Dr. Bowman coming here, but at the last minute he had a family emergency. None the less, we have been doing 2 trainings per week to prepare for narcotics and high-level responses.
- EMS training: We are also conducting Monday night CME training via ZOOM
- During our bike helmet summer campaign, we gave away 41 single scoop cones to kids wearing bike helmets.
- We look forward to the fall fire safety season.
- We are working with the Local Red Cross DAT team to conduct school shelter surveys.

## SIGNIFICANT CALLS / CALL VOLUME

- We have had a significant increase in overdose calls and drug related responses in general.



To: Craig City Council

From: Hans Hjort, Harbor Master

Date: September 1, 2017

RE: September Staff Report

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### **Harbor department report September 1, 2017**

- Harbor building and the ice house have security cameras installed.
- False island crane had electrical problem, temporary repair has been made. We have come up with a good repair solution and will solicit bids from electrical contractors to do the work.
- Lights that were damaged in the north cove fire should be replaced by the end of the month.
- Currently looking at repair/replacement solutions for finger float damaged in fire.
- Our new assistant Harbor Master should be starting work on the 11<sup>th</sup> of September.
- We have repaired several more power pedestals in North cove.

Submitted by Kimberly Baxter

8/1/17-8/29/17

Volunteer Hours: 74

Patron Visits: 1643

Circulation: 2,556

Computer Usage: 639

Tests Proctored: 1

Meetings: 0

OWL Video Conferences: 1

Alaska Digital Library Usage: 84

On August 22<sup>nd</sup>, Alaska State Librarian/Internet & Technology Consultant Daniel Cornwall and Technical Advisor James Werle from the Internet2 IMLS Grant: Toward Gigabit Libraries, traveled to POW to work with us with on the Broadband Toolkit/Library Broadband Improvement Plan. Craig Public Library, along with the Hollis Public Library, were among selected pilot sites in this program.

*From the grant: The purpose of this Toolkit and the entire process, including the Intake Survey and Broadband Improvement Plan, is to support the library practitioner's understanding of their library's broadband connection and related IT infrastructure. The Toolkit uses questions, mini-training modules (via websites, YouTube videos, documents), and online tools to help the librarian learn and potentially improve their library's broadband connection. This Toolkit takes a focused "Broadband 101" look at the parts and pieces that make up the library's connection to the Internet, from "the pipe" or wireless broadband coming into the library to WiFi/inside wiring configurations to broadband-based applications and computer resources-- all at a level designed for laypeople. By leveraging the Toolkit's workbook/training format, the library practitioner will not only better understand the facility's broadband connection and its ability to support current and intended library broadband applications, they will be able to identify some short-term "quick hits" and longer term actions to improve their library's broadband infrastructure. Further, they also will be able to better articulate to their leadership, policy makers, broadband service providers, and their community what the library needs in terms of broadband IT, in order to improve how their library digitally serves its community.*

The assessment of our connections and management of them was that we were utilizing the available bandwidth and adequately managing it. We have slow speeds coming in to the building. Our improvements need to come from the Internet Service Provider (ISP). There is slow progress being made to improve the connection to the building. The State Library has an active interest in this program, as they are also a funder for our internet connection. They, too, are going to be working with our ISP to help deliver the increased speeds. The goal is a fiber connection from the tower next to the HOPE office to the Library. We are waiting for AT&T to release a switch to proceed.

**FY2017 Year End Report**

Attendance	↓7%
Inter-Library Loan materials	↑30%
Computer Use	↑5%
Preschool Storytime Attendance	↑30%
Circulation – DVDs	↑24%
Circulation – Books (all ages)	↑30%

Alaska Digital Library Downloads:	<u>Adult</u>	<u>Juvenile</u>
Audiobooks	305	65
E-books	473	166
Summer Reading Program Participation	<u>FY16</u>	<u>FY17</u>
Adults	31	31
Young Adult/Teen	10	12
Elementary Ages	37	65
Read-to-Me	18	37
Number of Hours Read by All Participants:	1,545	

Summary:

I believe the decrease in attendance is primarily due to the visitor/tourist traffic. Silver Bay Seafoods was not operating and a large number of those workers would use the Library's internet.

We have been focusing on early literacy and programs for children. We have seen a steady increase in traffic through the Library of juveniles. We have tried to make the library inviting to them and seeking their input in developing program offerings and material purchases.

We have been offering the inter-library loan and digital library services to all. These services are well received. We also offer assistance in accessing and downloading the E-books and audio books on the digital library. The audio book collection is very expensive to maintain, so the titles offered on the Alaska Digital Library really enhance our offerings.

**CITY OF CRAIG  
MEMORANDUM**



**Date:** August 31, 2017  
**To:** Honorable Dennis Watson, Craig City Council  
**Fr:** RJ Ely, Police Chief  
**Re:** Staff Report / July & August 2017

*RJ Ely*

**ACTIVITY**

Activity for July & August 2017. Dispatch Center took the following amount of calls for service:

JULY

Craig	872
Klawock	286
AST	9

AUGUST

Craig	1063
Klawock	268
AST	10

**DEPARTMENT OF MOTOR VEHICLES**

Drop Offs are still being utilized, over past two months, have seen an increase in drop offs.

Have an officer slated to attend the next training course, in Anchorage for CDL Road Testing. End of October or November is when training should occur. Once training completed, we will again offer CDL Road Testing.

**DISPATCHER(S)**

Fully Staffed and nothing further to report

**OFFICER(S)**

Ofc. Martin Peterson has resigned and his last day of work was August 21, 2017. He has accepted an officer position with North Slope PD.

Former Officer Anthony "Tony" D'Amelio has accepted CPD's officer's position and should start 2<sup>nd</sup> week of October; has Federal L.E.O. Commitment to complete.

**OTHER**

ProComm has arrived and completed the hardware and software upgrades to Radio Communications. We now A.L.M.R. (Alaska Land Mobile Radio) combatable. New Mobile Radio's and New Portable Radios have been acquired, installed and are being used.

CPD will have extra Mobiles and Portables that will be utilized within other City Departments to enhance radio communications.

A.P.S.C. (Alaska Police Standards Council) has advised all Police Departments that due to States Budget, A.P.S.C. will not be funding any training requests for the remainder of the States Fiscal Year.

## **CITY OF CRAIG MEMORANDUM**



Have secured funding through S.A.R.T. P.O.W. (Sexual Assault Response Team, Prince of Wales) to send Sgt. Roberto Medina to training; October 2017 Trauma Informed Sexual Assault Investigation & Victim Interviewing.

Superior Court Judge David George has given his notice and will be retiring, early 2018

Working with D.O.C. (Department of Corrections) possible additional funding could be available if Craig Jail Facility elects to take on extra work.

Assessments & Database Collections  
Community Pretrial Electronic Monitoring / E.M.  
Community Pretrial Monitoring and Pretrial Supervision  
Diversion Programs

I'm working with City Administrator on language and also with several Chief's that operate Contract Jails.

# Memo

**To:** Mr. Mayor, Craig City Council  
**From:** David Nelson  
**CC:** Jon Bolling, City Administrator  
**Date:** August 31, 2017  
**Re:** Public Works Council Report for September 7, 2017

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## Activities and status:

1. Brushin and ditching around town.
2. Cleaning and replacing street signs around town as nessary.
3. Cleaned out train 3 at the water plant, it is ready to be filled back in with media in the near future.
4. Alum station update, I have spoken with Jon, and at the time that I made this report we had 3 companies that have given us quotes.

History: 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.

DN

Craig Recreation City Council Report, September 2017

Dear City Council and Mayor Watson,

Summer has been busy! The Summer Soccer Season had a great turn out with three wonderful volunteer Coaches. Trampus Conatser, Megan Harris and Steven Lucey. We played outside all but 2 days. The Little League fences were never moved but we played around them. Our season ended the 29<sup>th</sup> with a potluck at the Ballpark.

The Craig/Klawock King Salmon Derby Social was a great success. This was truly a community event. The music was great thanks to Chase Anderson and the band Chunky Tundra. AC Thompson House donated the delicious food. The King Salmon grilled came from Greg McMillan. Trampus Conatser was the grill master. Megan Schroeder helped keep the buffet table full, Ralph Mackie provided the cash bar. Joyce Mason and Jeff Lundberg took care of the tickets. Doug Rhodes was the auctioneer. Harbors cleaned out the web loft, Trampus from Parks and Public Facilities helped with the transport of tables and chairs. Wayne Baxter collected all of the raffle and auction prizes. Kim Baxter helped with set up and auction organization and is helping with the thank you cards. Lots of people came and had a good time. And we made money for the hatchery.

Dodge-ball was the big draw for the afternoon programs. Skating was also offered on Tuesdays at 4pm as well as the usual Friday nights at 7pm. Karate continues Tuesday and Thursday at 5 with Friday being added during the school Season. Volleyball has now gathered a large following Tuesdays and Thursdays at 7pm.

The afterschool program will start when school starts. Weekdays until 5pm. I am looking to hire an assistant to help with all the programs. We had tried for a Walmart grant and partnered with POWER, but their budget was too low to qualify. The program will be similar to last year with an emphasis on teaching Cooking and life skills with physical activity. Dodge-ball will still be on Thursdays at 4pm with the Craig Police.

Julie McDonald will start a 4-week series of Gymnastics classes September 16<sup>th</sup>. The Harvest Festival will be on October 14. The Final Swap meet will be on October 21 from 9 to 1pm. Then we get ready for the Fall Bazaar on November 24 and the Christmas Bazaar December 8 and 9<sup>th</sup> this year. Then we get ready for volleyball league.

The radio show is still on every Friday morning.

I will be gone to see my cancer doctor, family, friends and to a wedding from September 20 to October 2<sup>nd</sup>.

Submitted by Victoria Merritt





# Parks & Public Facilities

9/1/2017

## Staff Report – August 2017

To: Craig Mayor and City Council

From: Douglas Ward

### **Projects completed:**

- Install spinner toy at Ball Park playground
- Build and install shelving for records storage at EMS building.
- Install emergency lighting in Ice House.
- Wash second story windows on Medical Center building.
- Install Fisherman's Memorial stone.

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













- Annual wood boiler maintenance.
- Install spinner toy at Triangle Park.
- 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

9/1/2017

-  High-1546-Fabricate and install crutch holder.xls
-  High-1547-Shave bottom of door so it closes with ease.xls
-  High-1548-Install new spinner toy at ballfield.xls
-  High-1549-Service and troubleshoot boiler.xls
-  High-1550-Slow RPM of AHU to stop motor from tripping.xls
-  High-1551-Wash exterior windows on second level.xls
-  High-1552-Install Memorial Stone.xls
-  High-1553-Build and install file retention shelving for city hall.xls
-  High-1554-Repair leak on toilet .xls
-  High-1555-Install emergency lighting .xls
-  High-1556-Troubleshoot track lighting.xls
-  High-1558-Sand counter top so it will close.xls
-  High-1559-Replace emergency exit light.xls
-  High-1560-Replace fuel solenoid coil on boiler.xls
-  High-1561-Change key core in door on Dog Pound. Provide 2 keys.xls
-  High-1562-Help Dani move records boxes from City Hall to records storage room.xls
-  High-1563-Remove shelving unit and install new bin system.xls
-  High-1564-Repair leaking toilet. Community Connections.xls
-  High-1565-Repair leaking urinal.xls

# CITY OF CRAIG

Account Statement - Period Ending July 31, 2017

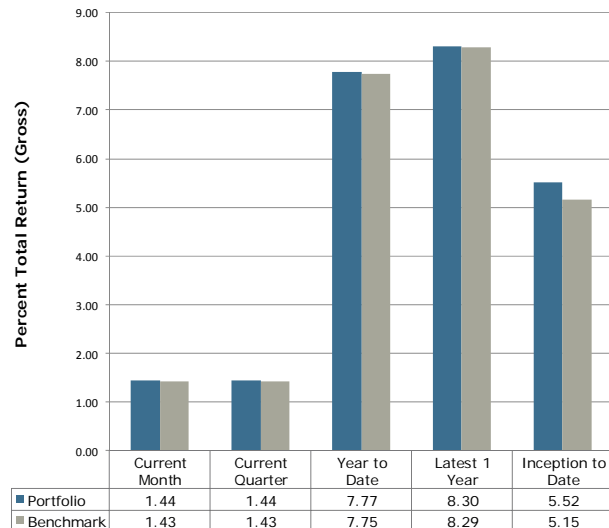


## ACCOUNT ACTIVITY

Portfolio Value on 06-30-17	9,752,422
Contributions	0
Withdrawals	-3,778
Change in Market Value	134,493
Interest	6,093
Dividends	0
Portfolio Value on 07-31-17	9,889,229

## INVESTMENT PERFORMANCE

Current Account Benchmark:  
Equity Blend

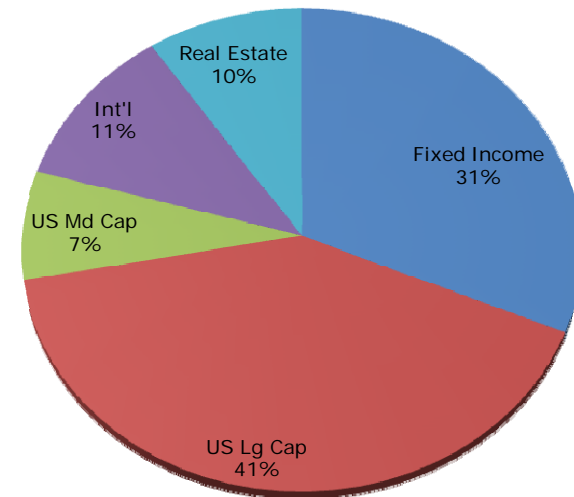


Performance is Annualized for Periods Greater than One Year

## MANAGEMENT TEAM

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

## PORTFOLIO COMPOSITION



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***  
*July 31, 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%)	3,043,756	30.8	20% to 45%
Cash (0.0%)	64,401	0.7	na
<b>Subtotal:</b>	<b>3,108,157</b>	<b>31.4</b>	
<b>EQUITY (66%)</b>			
US Large Cap (40.0%)	4,022,351	40.7	30% to 50%
US Mid Cap (6.0%)	719,509	7.3	0% to 10%
Developed International Equity (10.0%)	1,095,500	11.1	5% to 15%
Real Estate (10.0%)	943,712	9.5	5% to 15%
<b>Subtotal:</b>	<b>6,781,072</b>	<b>68.6</b>	
<b>TOTAL PORTFOLIO</b>	<b>9,889,229</b>	<b>100</b>	

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*July 31, 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	100.27	250,664	2.53	3,750	328	1.31
50,000	US TREASURY NOTES 1.500% Due 10-31-19	99.40	49,701	100.27	50,133	0.51	750	190	1.38
225,000	US TREASURY NOTES 1.250% Due 10-31-19	99.42	223,689	99.72	224,377	2.27	2,812	711	1.38
100,000	US TREASURY NOTES 3.500% Due 05-15-20	104.04	104,039	105.54	105,543	1.07	3,500	742	1.47
75,000	US TREASURY NOTES 1.750% Due 10-31-20	100.21	75,158	100.58	75,436	0.76	1,312	332	1.57
100,000	US TREASURY NOTES 2.125% Due 08-15-21	99.29	99,291	101.61	101,609	1.03	2,125	980	1.71
75,000	US TREASURY NOTES 2.000% Due 10-31-21	99.92	74,943	101.02	75,765	0.77	1,500	381	1.75
100,000	US TREASURY NOTES 2.000% Due 11-15-21	99.76	99,762	101.08	101,082	1.02	2,000	424	1.74
150,000	US TREASURY NOTES 1.625% Due 11-15-22	97.79	146,686	98.66	147,984	1.50	2,437	517	1.89
125,000	US TREASURY NOTES 2.500% Due 08-15-23	98.87	123,590	102.91	128,632	1.30	3,125	1,442	1.99
200,000	US TREASURY NOTES 1.375% Due 08-31-23	99.92	199,844	96.41	192,812	1.95	2,750	1,151	2.01
100,000	US TREASURY NOTES 2.375% Due 08-15-24	100.23	100,227	101.77	101,770	1.03	2,375	1,096	2.10
100,000	US TREASURY NOTES 2.000% Due 08-15-25	98.81	98,807	98.52	98,516	1.00	2,000	923	2.20
100,000	US TREASURY NOTES 1.625% Due 05-15-26	101.05	101,055	95.01	95,008	0.96	1,625	344	2.25
150,000	US TREASURY NOTES 2.000% Due 11-15-26	97.14	145,717	97.69	146,536	1.48	3,000	636	2.28
	Accrued Interest				10,195	0.10			
			1,894,110		1,906,063	19.27		10,195	
<b>AGENCIES</b>									
100,000	FHLMC 3.750% Due 03-27-19	101.41	101,410	103.90	103,900	1.05	3,750	1,292	1.36
100,000	FEDERAL FARM CREDIT BANK 2.850% Due 04-24-25	100.00	100,000	99.29	99,287	1.00	2,850	768	2.95
	Accrued Interest				2,060	0.02			
			201,410		205,247	2.08		2,060	

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*July 31, 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>									
6,562	FHLMC POOL G14203 4.000% Due 04-01-26 Accrued Interest	104.56	6,861	105.01	6,891	0.07	262	22	1.43
					22	0.00			
			6,861		6,913	0.07		22	
<b>CORPORATE BONDS</b>									
50,000	STATOIL ASA 3.125% Due 08-17-17	107.07	53,533	100.06	50,031	0.51	1,562	712	1.60
100,000	UNITED PARCEL SERVICE 5.500% Due 01-15-18	121.23	121,230	101.75	101,753	1.03	5,500	244	1.61
50,000	TOYOTA MOTOR CREDIT CORP 2.100% Due 01-17-19	100.48	50,239	100.87	50,435	0.51	1,050	41	1.49
100,000	HSBC USA INC 2.375% Due 11-13-19	99.61	99,608	101.06	101,061	1.02	2,375	515	1.89
50,000	NBC UNIVERSAL MEDIA LLC 4.375% Due 04-01-21	109.20	54,602	108.12	54,060	0.55	2,187	729	2.06
50,000	AMERICAN EXPRESS CREDIT 2.250% Due 05-05-21	99.92	49,962	100.16	50,082	0.51	1,125	269	2.20
50,000	GILEAD SCIENCES INC 1.950% Due 03-01-22	96.28	48,141	98.88	49,441	0.50	975	406	2.21
50,000	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22	102.56	51,279	102.38	51,192	0.52	1,437	543	2.33
50,000	COMCAST CORP 2.850% Due 01-15-23	101.83	50,917	102.05	51,025	0.52	1,425	63	2.44
50,000	AFLAC INC 3.625% Due 06-15-23	106.03	53,016	105.52	52,762	0.53	1,812	232	2.60
50,000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	97.83	48,916	97.75	48,874	0.49	1,100	504	2.60
50,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	52,590	105.44	52,722	0.53	1,937	969	2.95
50,000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	99.88	49,941	102.02	51,008	0.52	1,650	651	2.98
50,000	APPLIED MATERIALS INC 3.900% Due 10-01-25	107.96	53,978	107.15	53,574	0.54	1,950	650	2.91
50,000	ANHEUSER-BUSCH INBEV FIN 3.650% Due 02-01-26	103.01	51,506	103.43	51,716	0.52	1,825	912	3.18
50,000	TARGET CORP 2.500% Due 04-15-26 Accrued Interest	96.45	48,223	95.97	47,987	0.49	1,250	368	3.03
					7,808	0.08			
			937,684		925,533	9.36		7,808	
<b>DOMESTIC LARGE CAP EQUITY FUNDS/ETF</b>									
16,300	SPDR S&P 500 ETF	141.17	2,301,013	246.77	4,022,351	40.67	NA		

Alaska Permanent Capital Management Co.  
**PORTFOLIO APPRAISAL**  
**CITY OF CRAIG**  
*July 31, 2017*

<u>Quantity</u>	<u>Security</u>	<u>Average Cost</u>	<u>Total Average Cost</u>	<u>Price</u>	<u>Market Value</u>	<u>Pct. Assets</u>	<u>Annual Income</u>	<u>Accrued Interest</u>	<u>Yield to Maturity</u>
<b>DOMESTIC MID CAP EQUITY FUNDS/ETF</b>									
4,100	ISHARES CORE S&P MIDCAP 400 ETF	96.95	397,502	175.49	719,509	7.28	NA		
<b>INTERNATIONAL EQUITY FUNDS/ETF</b>									
17,500	ISHARES ETF CORE MSCI EAFE	54.64	956,214	62.60	1,095,500	11.08	NA		
<b>REAL ESTATE</b>									
11,200	VANGUARD REIT ETF	60.25	674,768	84.26	943,712	9.54	NA		
<b>CASH AND EQUIVALENTS</b>									
	FEDERATED GOVERNMENT OBLIGATION		64,401		64,401	0.65			
<b>TOTAL PORTFOLIO</b>			<b>7,433,965</b>		<b>9,889,229</b>	<b>100</b>	<b>71,087</b>	<b>20,084</b>	

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG**  
*From 07-01-17 To 07-31-17*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>PURCHASES</b>				
CORPORATE BONDS				
07-18-17	07-21-17	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	50,000	48,916.50
07-19-17	07-24-17	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22	50,000	51,279.00
07-19-17	07-24-17	APPLIED MATERIALS INC 3.900% Due 10-01-25	50,000	53,978.00
				154,173.50
				<b>154,173.50</b>
<b>DEPOSITS AND EXPENSES</b>				
MANAGEMENT FEES				
07-31-17	07-31-17	MANAGEMENT FEES		2,472.31
				<b>2,472.31</b>
<b>INTEREST</b>				
CASH AND EQUIVALENTS				
07-03-17	07-03-17	FEDERATED GOVERNMENT OBLIGATION		12.58
CORPORATE BONDS				
07-17-17	07-17-17	UNITED PARCEL SERVICE 5.500% Due 01-15-18		2,750.00
07-17-17	07-17-17	TOYOTA MOTOR CREDIT CORP 2.100% Due 01-17-19		525.00
07-17-17	07-17-17	COMCAST CORP 2.850% Due 01-15-23		712.50
				3,987.50



Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG**  
*From 07-01-17 To 07-31-17*

Trade Date	Settle Date	Security	Quantity	Trade Amount
FNMA & FHLMC				
07-17-17	07-17-17	FHLMC POOL G14203 4.000% Due 04-01-26		22.29
				<b>4,022.37</b>

**PRINCIPAL PAYDOWNS**

FNMA & FHLMC				
07-17-17	07-17-17	FHLMC POOL G14203 4.000% Due 04-01-26	124.22	124.22
				<b>124.22</b>

**PURCHASED ACCRUED INTEREST**

CORPORATE BONDS				
07-18-17	07-21-17	BANK OF NEW YORK MELLON 2.200% Due 08-16-23		473.61
07-19-17	07-24-17	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22		515.10
07-19-17	07-24-17	APPLIED MATERIALS INC 3.900% Due 10-01-25		612.08
				1,600.79
				<b>1,600.79</b>

**SALES, MATURITIES, AND CALLS**

CORPORATE BONDS				
07-13-17	07-18-17	CHEVRON CORP 1.365% Due 03-02-18	50,000	49,986.50
07-13-17	07-18-17	GOLDMAN SACHS GROUP INC. 7.500% Due 02-15-19	100,000	108,616.00
				158,602.50
				<b>158,602.50</b>

Alaska Permanent Capital Management Co.  
**TRANSACTION SUMMARY**  
**CITY OF CRAIG**  
*From 07-01-17 To 07-31-17*

Trade Date	Settle Date	Security	Quantity	Trade Amount
<b>SOLD ACCRUED INTEREST</b>				
CORPORATE BONDS				
07-13-17	07-18-17	CHEVRON CORP 1.365% Due 03-02-18		257.83
07-13-17	07-18-17	GOLDMAN SACHS GROUP INC. 7.500% Due 02-15-19		3,187.50
				3,445.33
				<b>3,445.33</b>
<b>WITHDRAW</b>				
CASH AND EQUIVALENTS				
07-03-17	07-03-17	FEDERATED GOVERNMENT OBLIGATION		1,157.03
07-03-17	07-03-17	FEDERATED GOVERNMENT OBLIGATION		10.00
07-13-17	07-13-17	FEDERATED GOVERNMENT OBLIGATION		2,468.55
07-13-17	07-13-17	FEDERATED GOVERNMENT OBLIGATION		142.67
07-31-17	07-31-17	DIVIDEND ACCRUAL		19,048.04
				22,826.29
				<b>22,826.29</b>

Alaska Permanent Capital Management Co.  
**REALIZED GAINS AND LOSSES**  
***CITY OF CRAIG***  
*From 07-01-17 Through 07-31-17*

<b>Date</b>	<b>Quantity</b>	<b>Security</b>	<b>Avg. Cost Basis</b>	<b>Proceeds</b>	<b>Gain Or Loss</b>
07-13-17	50,000	CHEVRON CORP 1.365% Due 03-02-18	49,928.00	49,986.50	58.50
07-13-17	100,000	GOLDMAN SACHS GROUP INC. 7.500% Due 02-15-19	116,514.00	108,616.00	-7,898.00
07-17-17	124.22	FHLMC POOL G14203 4.000% Due 04-01-26	129.89	124.22	-5.67
TOTAL GAINS					58.50
TOTAL LOSSES					-7,903.67
			<b>166,571.89</b>	<b>158,726.72</b>	<b>-7,845.17</b>

Alaska Permanent Capital Management Co.

**CASH LEDGER**

***CITY OF CRAIG***

*From 07-01-17 To 07-31-17*

<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>					
07-01-17			Beginning Balance		19,048.04
07-31-17	07-31-17	wd	Transfer to	FEDERATED GOVERNMENT OBLIGATION	-19,048.04
<b>07-31-17</b>			<b>Ending Balance</b>		<b>0.00</b>
<b>FEDERATED GOVERNMENT OBLIGATION</b>					
07-01-17			Beginning Balance		38,711.25
07-03-17	07-03-17	wd	Withdrawal	from Portfolio	-1,157.03
07-03-17	07-03-17	dp	Interest	FEDERATED GOVERNMENT OBLIGATION	12.58
07-03-17	07-03-17	wd	Withdrawal	from Portfolio	-10.00
07-13-17	07-18-17	dp	Sale	CHEVRON CORP 1.365% Due 03-02-18	49,986.50
07-13-17	07-18-17	dp	Accrued Interest	CHEVRON CORP 1.365% Due 03-02-18	257.83
07-13-17	07-18-17	dp	Sale	GOLDMAN SACHS GROUP INC. 7.500% Due 02-15-19	108,616.00
07-13-17	07-18-17	dp	Accrued Interest	GOLDMAN SACHS GROUP INC. 7.500% Due 02-15-19	3,187.50
07-13-17	07-13-17	wd	Withdrawal	from Portfolio	-2,468.55
07-13-17	07-13-17	wd	Withdrawal	from Portfolio	-142.67
07-17-17	07-17-17	dp	Interest	UNITED PARCEL SERVICE 5.500% Due 01-15-18	2,750.00
07-17-17	07-17-17	dp	Interest	TOYOTA MOTOR CREDIT CORP 2.100% Due 01-17-19	525.00
07-17-17	07-17-17	dp	Interest	COMCAST CORP 2.850% Due 01-15-23	712.50

Alaska Permanent Capital Management Co.

**CASH LEDGER**

***CITY OF CRAIG***

*From 07-01-17 To 07-31-17*

<b>Trade Date</b>	<b>Settle Date</b>	<b>Tran Code</b>	<b>Activity</b>	<b>Security</b>	<b>Amount</b>
07-17-17	07-17-17	dp	Interest	FHLMC POOL G14203 4.000% Due 04-01-26	22.29
07-17-17	07-17-17	dp	Paydown	FHLMC POOL G14203 4.000% Due 04-01-26	124.22
07-18-17	07-21-17	wd	Purchase	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	-48,916.50
07-18-17	07-21-17	wd	Accrued Interest	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	-473.61
07-19-17	07-24-17	wd	Purchase	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22	-51,279.00
07-19-17	07-24-17	wd	Accrued Interest	UNITEDHEALTH GROUP INC 2.875% Due 03-15-22	-515.10
07-19-17	07-24-17	wd	Purchase	APPLIED MATERIALS INC 3.900% Due 10-01-25	-53,978.00
07-19-17	07-24-17	wd	Accrued Interest	APPLIED MATERIALS INC 3.900% Due 10-01-25	-612.08
07-31-17	07-31-17	dp	Transfer from	DIVIDEND ACCRUAL	19,048.04
<b>07-31-17</b>			<b>Ending Balance</b>		<b>64,401.17</b>

August 28, 2017

Commissioner Sam Cotten  
Alaska Department of Fish and Game  
Juneau, AK 99811

RE: Southeast Chinook Closure

Dear Commissioner Cotten:

We, the undersigned organizations, businesses, and communities are writing to express concern regarding the Department of Fish and Game's recently announced Chinook salmon closure, ostensibly to protect Southeast, Canadian, and Washington Coastal Chinook salmon. The Department left a significant number of Chinook salmon unharvested from this year's Pacific Salmon Treaty (Treaty) quota, yet we have no clear estimate of how many spawning Chinook might be saved by this action. The Department's emergency orders place at risk a large number of small businesses that deserved a better explanation about why this closure was necessary, and also why Alaska's Treaty partners are not taking additional actions.

Southeast wild Chinook are scattered across the state this time of year. As a result, Southeast fishermen have historically caught only small numbers of these fish in August and September, including years when the runs were far larger than they are now. Fishing groups and individuals have started to receive and are reviewing the conservation basis for the closure, but still have many unanswered questions, such as how many spawners the Department expects to be saved by this closure; and, if there are other approaches that could have been taken to achieve the goal of recovering depressed stocks, while also allowing fishing opportunity.

While we support meaningful conservation measures, even when it leads to negative economic consequences, it is still important to recognize the significance of those actions and the impact on residents, industry, and the economy.

Southeast communities rely heavily on opportunities for residents to harvest Chinook salmon in sport and commercial fisheries; substantial revenue is also derived from the guided sportfishing industry. Seafood is the largest private sector employer in the region, accounting for 20% of average employment and about 12,000 jobs each year. Three Southeast fishing ports consistently rank among the top 20 in the nation. 54 shorebased processors purchased 235 million pounds of seafood in 2014, valued at \$520 million. The highest valued species, on a per pound basis, is Chinook salmon. Troll caught Chinook are currently worth twice the price of a barrel of oil and king salmon are highly prized by all harvesters.

On top of a very low quota and significant late winter and early spring restrictions in all fisheries, most fleets are being asked for more. The troll sector risks losing an additional 31,000 fish valued at many millions of dollars to the fleet and region; this is a direct financial loss to more than 1,000 small fishing businesses. Fishermen, processors, and other businesses depend on the combination of spring, fall and winter troll fisheries targeting Chinook salmon to sustain their operations and provide year round jobs to local residents. Net fishermen and processors will lose thousands of fish and significant revenue, while anglers will lose important harvest opportunity.

Southeast communities have endured two slow salmon fishing seasons in a row. This latest loss of Chinook salmon will further impact seafood harvesting and processing jobs and result in a slowdown of economic activity. Loss of raw fish tax receipts, combined with dwindling general fund dollars, has already forced some towns to make significant budget cuts that hinder our city leaders' ability to maintain necessary services and infrastructure.

Closing Chinook fisheries has significant and far reaching implications for the success of seafood businesses and employment in the region. The process diverged from the standard methods used to conservatively manage Chinook fisheries through a combination of Board of Fisheries management plans, Treaty harvest allocations, and well-documented emergency orders issued to the public and discussed with those most impacted.

Fishermen and processors are exceedingly frustrated by this unprecedented decision made on short notice without consultation with industry, or even advance warning. Whether it's a commercial fisherman, charter boat operator, processor, or an individual in the supply chain, all are regularly exposed to great risk and uncertainty; a successful operation demands careful planning. The Department's failure to provide advance notice of this closure to the fishing and processing sectors caught business owners and employees completely unaware, with no time to make alternate plans and attempt to mitigate their financial losses.

Alaska taking unilateral action to curtail its quota fisheries, without reciprocal measures by other Treaty parties, establishes a terrible precedent and gives a leg up to Alaska's competitors in various markets. If the conservation concern is that significant then everyone should share the consequences, but it would appear that our Treaty partners have not followed suit with additional measures to protect the non-Alaska stocks the Department has stated are of concern. This makes it difficult to support derailing our fisheries and business operations by giving up quota Chinook - most of which are healthy.

The people and businesses we represent are acutely aware of the value of wild fish to the local economy and we have consistently and wholeheartedly supported the Department's sustainable management of the resource. In the past, the Department has reinforced its most weighty decisions in advance of taking action with solid and transparent science. While loss of the fishery is causing significant disruption, it is not at all clear to those signing this letter that eliminating late summer Chinook fisheries will greatly improve the health of the Chinook salmon stocks in question. Hopefully this will become clearer in time and conservation will be served as a result of our sacrifice.

In closing, we request that ADFG reopen the Chinook fishery this summer, if at all possible, and carefully work to balance conservation with fishing opportunity for all fleets in the upcoming fishing seasons.

Best regards,

Joe Morelli  
CEO & President  
Seafood Producers Cooperative

Dale Kelley  
Executive Director  
Alaska Trollers Association

John Garner  
President/COO  
North Pacific Seafood/Sitka Sound Seafoods

Walter Weller  
Mayor  
City of Pelican

Megan O'Neil  
Executive Director  
Petersburg Vessel Owner's Association

Vern Phillips  
Assistant General Manager  
Sea Level Seafoods

Mark Tupper  
Triad Fisheries

Michael Mayo  
Qi Hooks  
Sitka

Don Spigelmyre  
Fleet Manager  
Icicle Seafoods

Seth Stewart  
Yakobi Fisheries  
Pelican

Joel Brady-Power & Tele Aadsen  
Nerka Sea Frozen Salmon

David Landis  
General Manager  
Southern Southeast Regional Aquaculture Assn

Shilo Sherv  
Wooden Wheel Trading Post  
Port Protection

Dennis Watson  
Mayor  
City of Craig

Darin Duffield  
Store Manager  
LFS (Murray Pacific) – Sitka

Steve Reifenstuhl  
Executive Director  
Northern Southeast Regional Aquaculture Assn

Mark Hofmann  
Troller Point Fisheries

Linda Behnken  
Executive Director  
Alaska Longline Fishermen's Association

Brian Lynch  
Fisheries Biologist/Owner  
Stikine Consultants, Petersburg

Terry Barry  
General Manager  
Hoonah Cold Storage

Mike Erickson  
Alaska Glacier Seafoods  
Juneau

Ian Fisk  
General Manager  
Armstrong-Keta, Inc.

Larry Elliott, President  
E.C. Phillips and Son  
Ketchikan

CC: Deputy Commissioner Charlie Swanton  
Governor Bill Walker  
Lt. Governor Byron Mallott





August 24, 2017

Commissioner Sam Cotten  
Alaska Department of Fish and Game  
P.O. Box 115526  
Juneau, AK 99811-5526

Dear Commissioner Cotten:

The City of Craig supports the Alaska Trollers Association August 18, 2017 letter regarding the department's decision to close the August chinook troll fishery in Southeast Alaska. In addition to the concerns raised in that letter, the City of Craig adds the additional comments below.

As ATA notes in its letter, the city accepts conservation measures even when they mean reduced fishing opportunities; even so, those measures have very real adverse financial impacts to the fleet, and the communities in which the fleet is based.

It is important to remind the department of the significant detrimental financial impacts resulting from the closure. The closure equates to a loss of about \$100 per fish to local trollers. Adding to that loss the lost wages for dock workers, processors, and sales to vendors in Craig and on Prince of Wales Island means that our summer fishing economy suffers losses at a rate well in excess of the \$100 per fish average. If the restrictions carry on into the winter king salmon troll season, those negative financial impacts will compound our losses.

Similarly, the charter fishing industry will find recruiting returning customers difficult if increasing king salmon restrictions are imposed for calendar year 2018, especially if those restrictions are imposed during the first half of the charter fishing season.

As a reminder to ADF&G, the City of Craig owns a king salmon hatchery based at Port St. Nicholas. The hatchery is fully funded locally through city support and contributions from local individuals and businesses. For the current year, the hatchery contributed some 1,200 king salmon to the common property fishery, sport, and charter sectors, plus an additional 1,300 fish to cost recovery efforts. The hatchery releases 100,000 king salmon smolts each year, some of which are caught as adults by the commercial fleet in a directed troll fishery that occurs close to town each year. In 2017 ADF&G closed this directed fishery for a few weeks in response to anticipated poor king salmon returns in Southeast Alaska. Should ADF&G return to steep cuts to king salmon retention in 2018, the city asks that the department exempt the local directed fishery and cost recovery fishery from such restrictions, given those fisheries' de minimus

impact on chinook regulated by the Pacific Salmon Treaty and on wild stocks originating in Southeast Alaska river systems.

City officials read the department's Basis for the Southeast Alaska Closure to Chinook Salmon Retention document, dated August 18, 2017. Missing from the document is how many spawners are likely to be saved from the Chinook closure and what, if any, other options ADF&G considered besides a region wide non-retention for troll, seine, and sport fisheries. While you work to improve the health of Southeast stocks, we encourage you to work closely with ADF&G management staff, Alaska Trollers Association, and others who are knowledgeable about our fisheries and communities, to ensure that fishing opportunities are made available wherever and whenever feasible.

Thank you for considering our comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Bolling". The signature is fluid and cursive, with the first name "Jon" and last name "Bolling" clearly distinguishable.

Jon Bolling  
City Administrator

## United States Senate

Dear Mr. Bolling,

Thank you for contacting me regarding funding for the Secure Rural Schools program. I appreciate your thoughts on this issue and welcome the opportunity to respond.

In April 2015, I supported H.R. 2, the Medicare Access and Children's Health Insurance Program Reauthorization Act, which passed the Senate by a vote of 92 to 8. This important piece of legislation extended the Secure Rural Schools (SRS) program through 2015. Initially enacted in 2000, this program provides needed funding to rural communities, especially those in Southeast Alaska, who have been impacted by severely declining timber harvests on federal lands. The Secure Rural Schools program requires the U.S. Forest Service to make payments to communities that have been negatively impacted by a decline in timber sales on federal lands. These communities are surrounded by or in very close proximity to federal forests, resulting in little or no taxable land to fund local education or other community services. On September 30, 2015, the SRS program authorization provided for in H.R. 2 expired and states received their last payment in March 2016.

I signed a letter, along with 28 of my Senate colleagues, urging the Senate Majority and Minority Leaders to support retroactively reauthorizing the SRS program for 2016 and beyond. My first priority is to once again generate revenues to sustain our schools and community infrastructure through the active management of federal forests. Onerous federal regulation and frivolous litigation have crippled this once thriving industry, putting regions that depend on timber revenues at risk. It is vital that Congress finds ways to ensure that sustainable timber harvest resumes on federal lands.

I am an original cosponsor of S. 1027, which would reauthorize the Secure Rural Schools program. S. 1027 has been referred to the Senate Committee on Energy and Natural Resources, where it awaits action. While I am not a member of this committee, I will be sure to keep your comments in mind as it is discussed in the Senate.

Thank you again for contacting me on this issue. If you have any more questions or concerns, feel free to contact my office at 202-224-3004 or online at [www.sullivan.senate.gov](http://www.sullivan.senate.gov).

Sincerely,



Dan Sullivan

United States Senator





THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

**Department of Corrections**  
**Commissioners Office**

550 West 7<sup>th</sup> Avenue, Suite 1800  
Anchorage, Alaska 99501  
Main: 907-334-2381  
Fax: 907.269-7390

August 24, 2017

Mayor Dennis Watson  
PO Box 725  
Craig, AK 99921

City Administrator Jon Bolling  
PO Box 725  
Craig, AK 99921

Police Chief RJ Ely  
506 2<sup>nd</sup> Street  
Craig, AK 99921

Re: Future of Community Jail Contracts

Dear Community Jail Contractor and Partner,

I wanted to send off a letter to all of you at the same time to update you on the future of the community jail contracts. It's all good news I think so relax and please read carefully.

I have been able to make personal contact with most of you within the last year, but I realize there are a few of you that I haven't been able to get to so please excuse that if you are one of those I missed. In prior visits or communications I have expressed my desire to collaborate more fully with each of you and to express the importance I see in our community jail contracts. Hopefully you heard that I wanted more opportunities for you to handle local justice issues whenever possible. With little exception I was met with an overwhelming positive response.

In prior conversations I discussed the start of the pretrial effort that is set to launch January, 2018. We discussed opportunities for how you might be involved (i.e. pretrial assessments, electronic monitoring, supervision of pretrial defendants) and how the Department was brainstorming ways to financially support your participation in the new vision (and now law) of the pretrial effort. Please understand that your interest and partnering in this new effort is your call and your decision. I do believe there are a variety of reasons that will make the partnership appealing to you, which does include some increase in your community jail contracts. The amount of increase varies from different communities and I'll be able to articulate the increase amounts if/when we meet.

Let me reinforce to you that I have been keenly aware of the angst many of you have had over the jail contracts. This new opportunity is not an attempt to bait and switch by putting more on you and expecting nothing in return. Real partnership between the State and local government requires real

conversation and mutual concern. I hope you know that I see your role as critical to the overall health of the justice system. I think there is a real opportunity to move beyond simple "jail contracts" and to have local communities own more of the criminal justice continuum without, repeat, without creating a heavy burden that is uncompensated.

We are preparing addendums to our current community jail contracts that we would like to propose with each of you over the next few months. I'm planning to attend the southeast conference in September and hope I can touch base with all of you in that region to discuss the addendums. For others who will not be at the southeast conference, I will arrange time to meet with you as soon as possible. I realize I'm a bit light on details at the moment, as I anticipate you may have questions that may require detailed conversations.

You can expect to see the draft addendums in the coming weeks. We have provided several options for you to consider should you wish to engage in this new criminal justice initiative. I understand you may have questions regarding the technical aspects of each of the available options once you receive the addendums, so I encourage you to reach out to the Pretrial Director, Geri Miller-Fox for the technical aspects of this program.

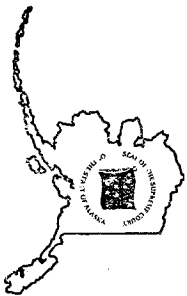
Geri Miller-Fox  
Division of Pretrial Director  
550 W 7th Ave, Ste 1800  
Anchorage, AK 99501  
Office Phone: (907) 269-7405  
Mobile Phone: (907) 891-2211  
Email: [geri.fox@alask.gov](mailto:geri.fox@alask.gov)

I want to again repeat that I see our contracts with you as important component of our state's justice system. I want these contracts to take on even more significance as we explore our roles in the new pretrial effort. Thanks for all that you do.

Respectfully,



Dean Williams, Commissioner




The Supreme Court of the State of Alaska  
cordially invites you to attend  
the dedication of the

**Prince of Wales Courthouse**  
6738-B Klawock-Hollis Highway  
Klawock, Alaska

September 18, 2017  
11:15am

ALASKA PERMANENT CAPITAL MANAGEMENT

CELEBRATING



25 YEARS

*We cordially invite you to celebrate with us.*

THURSDAY, SEPTEMBER 28th, 2017  
5:00-7:00 PM

ALUTIQ BUILDING ATRIUM  
3909 ARCTIC BLVD  
ANCHORAGE, AK 99503

Please respond by September 15th  
to [amber@appcm.net](mailto:amber@appcm.net) or 907.646.3521



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Member, Investment Advisers



**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: August 29, 2017  
RE: Street Paving Project Phase IV Change Order

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Attached you will find Change Order No. 5 of the Craig Street Paving Project, Phase IV. The change order addresses additional paving added to the Sunnahae Mountain trailhead parking area.

Several years ago the US Forest Service had funding available to finish paving the trailhead parking area. USFS staff asked the city to oversee the contract to complete the paving. In response, city staff coordinated the small trailhead paving project with the city's Phase IV paving project.

The project did require some match from the city. The USFS agreed to accept city in-kind match in the form of staff time to coordinate and oversee the work, and complete the required reporting.

**Recommendation**

Approve Change Order No. 5 of the City of Craig Phase IV paving project.

**CITY OF CRAIG**

**CHANGE ORDER NO.** 5

**DATE:** 09/07/2017

**CONTRACTOR/ADDRESS:**

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

**OWNER:** City of Craig

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

**Description of Change:**

Original Contract Amount	<u>\$ 1,100,506.40</u>
Previous Change Order Amount	<u>\$ 401,859.88</u>
Amount This Change Order	<u>\$ 3,000.00</u>
Revised Total Contract Amount	<u>\$ 1,505,366.28</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

**ATTACHMENT ONE TO CHANGE ORDER NO. 5**

**City of Craig Paving Project, Phase IV**

Contractor: Southeast Road Builders

Owner: City of Craig

Page 2

The scope and cost of the work added, deleted or modified by this change order is defined in the correspondence relating to the following listed change items. Payment as provided for in this Change Order and the time extension set forth herein, if any, are full and complete compensation to the Contractor for the change(s) to the work, deleted work, modified work, direct or indirect impact on the Contractor's schedule, and for any equitable adjustment or time extension to which the Contractor may be entitled, pursuant to the contract or any other basis whatsoever.

**Hot Mix Asphalt – Sunnahae Trailhead Parking Area**

This work was not in the original contract. Owner authorizes Contractor to apply gravel subgrade and hot mix asphalt to complete paving at the Sunnahae Mountain trailhead parking area.

**Total This Item**

**\$3,000.00**

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Jon Bolling, City Administrator  
Date: September 1, 2017  
RE: Request for use of Reserve Funds, Boat Haul Out Trailer Building

---

Attached you will find a memo from Craig Harbormaster Hans Hjort seeking funds for some needed improvements at the new building that will house the haul out trailer.

Hans proposes an appropriation to meet costs associated with adding improvements to the new boat trailer haul out building at the industrial park. The proposed improvements include a concrete floor and apron, electrical service for lights and outlets, and spray foam insulation. Estimated cost for these improvements is \$30,630.

Hans tells me he intends to work with the city's Parks and Public Facilities department to include as much city labor into the concrete and electrical service improvements as possible.

As of this past June the city had approximately \$148,000 in its Harbor Reserve Account. At the council's direction staff can draw from this reserve to cover the costs proposed in Hans' memo.

**Recommendation**

Appropriate, by motion, \$30,630 from the city's Harbor Reserve Account for the improvements detailed in the harbormaster's attached memo.



September 1, 2017

Memo

Haul-out trailer building upgrades

Jon,

The harbor department would like to make the following upgrades to the new haul-out trailer building at the JT Brown industrial park.

- Cement floor with a 6ft apron on the front of the building.
- Run a 100 amp service line to the building and install lights and electrical receptacles.
- Insulate the building with 2 inches of closed cell foam

The projects are estimated to cost the following:

- Cement floor                      \$ 10,405
- Electrical service and lights      \$5,600
- Spay-in foam insulation          \$14,625

The total cost for the upgrades to the building would be \$30630

Let me know if you have any questions about these numbers.

Thank you,

Hans Hjort