

**CITY OF CRAIG
COUNCIL AGENDA
JANUARY 20, 2022
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

Mayor Tim O'Connor, Hannah Bazinet, Jim See, Julie McDonald, Michael Kampnich, Chanel McKinley, Millie Schoonover

CONSENT AGENDA

Items listed below will be enacted by one motion. If separate discussion is desired on an item, that item may be removed and placed on the regular meeting agenda.

- City Council Meeting Minutes of January 6, 2022

HEARING FROM THE PUBLIC

- Open for public comment
- Resolution 22-03, Establishment of Capital, and Equipment Reserve Fund at Alaska Permanent Capital Management
- Southern Southeast Regional Aquaculture Association (SSRAA) Update

READING OF CORRESPONDENCE

- Governor Dunleavy's Fisheries Bycatch Task Force Members Announcement
- DEC Response to the City of Craig Burn Pit Corrective Action Plan, Complaint No. 6015
- Craig Child Care Center Funding Request Letter

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 22-03, Establishment of Capital, and Equipment Reserve Fund at Alaska Permanent Capital Management

UNFINISHED BUSINESS

- Consider Final Sales Agreement for Lot 4, Salmonberry Subdivision to Maranda Hamme

NEW BUSINESS

- Parliamentary Procedural Rules Clarification

COUNCIL COMMENTS

ADJOURNMENT

To provide public comment to the council remotely, contact the Craig City Clerk at cityclerk@craigak.com, before 5:00 p.m. by the day of the council meeting. City council meetings may be viewed at: <https://www.youtube.com/channel/UCTou8Pn03MIEjLLb9Em0Xrg>.

CITY OF CRAIG
COUNCIL MEETING
THURSDAY JANUARY 6, 2022

ROLL CALL

Jim See, Chairman called the meeting to order at 6:31 p.m. Present were Julie McDonald, Hannah Bazinet, and Michael Kampnich. Mayor Tim O'Connor and Chanel McKinley attended by telephone and Millie Schoonover was absent and excused.

Staff present: Brian Templin, City Administrator; Sheri Purser, Treasurer; Jessica Holloway, Aquatic Manager; Tracey Jensen, City Clerk; Hans Hjort, Harbormaster; and Victoria Merritt, Recreation Director. RJ Ely, Chief of Police; Russell Dill, Public Works Director and Doug Ward, Parks and Public Facilities Director attended telephonically.

Audience present: Pilar Mas and Harry MacNamara attended the meeting.

CONSENT AGENDA

1. City Council Meeting Minutes of December 2, 2021
2. City Council Meeting Minutes of December 8, 2021
3. Hill Bar and Liquor Store License Transfer Application

MCDONALD/BAZINET

Moved to adopt the Consent Agenda.
MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

No public comment.

REPORTS FROM CITY OFFICIALS

Mayor- Tim O'Connor said that the city has been dealing with snow and ice removal prior and contacted representatives to help obtain snowplow assistance.

Administrator- Provided a written report.

Treasurer- Provided a written report.

Aquatic Manager- Provided a written report. Jessica Holloway said that due to the recent influx of Covid-19 cases the swim meet has been cancelled and the aquatic center will close at 12:30 p.m. daily until Wednesday, January 11, 2022. Jessica updated that the hot tub filter is cracked and the parts to repair it have been ordered.

Clerk- Provided a written report. Tracey Jensen said the next scheduled council meeting would be January 20, 2022.

Planner- Position vacant.

Fire/EMS Coordinator- Minnie Ellison was absent from the meeting but did provide a written report. Brian Templin said that EMS transported 2-3 Covid-19 cases in the last week.

Harbormaster- Provided a written report. Hans Hjort updated that a pipe failed Sunday in South Cove Harbor, under the dock and that 87,000 gallons of water were lost. Hans said that he will keep the water off and hopes to work on the repairs within the next several weeks.

Library- Provided a written report. Brian Templin said that he hadn't told the new Library Director about attending council meetings yet but would let Patricia Gardner know.

Police Chief- Provided a written report. RJ Ely said that the state technician has been doing fiber upgrades to the software application systems and that he thinks the upgrades will be complete in the next few days. Councilman Kampnich recommended letting the public know that as it warms up that the roads will be slick and treacherous.

Public Works- Russell Dill updated that his department has been working to remove and maintain snow and ice on the roads and that staff will be working on them this weekend. Russell explained that during cold spells that the public are leaving trickles of water running to prevent pipe freezes, but that it is exhausting the water supply and that it did get down to 22 feet. Russell encourages consumers to conserve water as much as possible.

Recreation- Provided a written report. Victoria Merritt listed the activity schedule and showed the council the new City of Craig, March 1, 1922 memorial signs that Samantha Wilson designed, and the school students made up.

Parks and Public Facilities- Provided a written report.

READING OF CORRESPONDENCE

1. 2022 Federal Subsistence Regional Advisory Council Membership Application and Nomination Packet
2. Seattle Times Bering Sea Trawl Fleet Restrictions Article
Councilman Kampnich said that the bycatch cap that has been placed is to look as if they are taking steps to rectify the bycatch problem, but in reality, is only minimal and he relayed the past cap raises. Councilman Kampnich explained the weekly reporting numbers are manipulated to look better than they are. Councilman See does not trust the figures of bycatch remaining alive when they throw them back into the water.
3. Alaska Mental Health Trust Land Exchange Reciprocal Easement Comment Letter
The Council and Brian Templin said they believe the roads should remain open and not count against the road inventory.
4. November 30, 2021, Alaska Permanent Capital Management Statement
5. Niblack Project Wastewater Treatment Facility Permit Letter

The council said they would like to keep attention on the Bering Sea Trawl Fleet bycatch and yjr issue under a magnifying glass.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Resolution 22-01, Establishing Capital Projects List for Calendar Year 2022

The council and staff discussed the capital projects list priorities and amounts. Councilman See expressed concerns over spending costs of the wood boiler versus propane heat at the Aquatic Center and the Middle and Elementary School. Brian Templin said that some items on the project list are in support of tribes and agencies but that it doesn't necessarily mean that the city is actively working on those projects.

MCDONALD/BAZINET

Moved to Adopt the Amended Resolution 22-01, Establishing Capital Projects List for Calendar Year 2022 as to Adding Upgrades to the East Hamilton Hardcourt Court Lot to Item #24, and to Research the Costs of Item #22, City Gym Parking Lot Cover to Extend to the Craig Child Care Play Area.

MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

2. Resolution 22-02, Declaring January 13, 2022 as IFA Day

Brian Templin said that the Mayor Tim O'Connor will present this resolution at the January 13, 2022 IFA celebration in Ketchikan.

MCDONALD/BAZINET

Moved to Adopt Resolution 22-02, Declaring January 13, 2022 as IFA Day. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

UNFINISHED BUSINESS

1. American Rescue Plan Act (ARPA) Fund Appropriation Discussion

Councilwoman McDonald reiterated that Craig residents need to be aware that the appropriated medivac insurance for one year for each city resident is only available due to ARPA funding and is not something that the city can offer on a continuous bases.

SEE/KAMPNICH

Moved to Appropriate and Set Aside \$320,000 in Available American Rescue Plan Act (ARPA) Funds as Listed in the Administrator's December 27, 2021 ARPA Fund Appropriation Memo. MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

NEW BUSINESS

1. Consideration of Craig Planning Commission Appointments

Councilman See said the Mayor brought the following candidates to fill positions on the Craig Planning Commission: Jeremy Crews, Kevin McDonald and John Moots and the council can confirm or deny them.

KAMPNICH/BAZINET

Moved to Appoint Jeremy Crews to a Two-Year Term and Reappointments Kevin McDonald and John Moots to a Three-Year Term on the Craig Planning Commission.
MOTION CARRIED UNANIMOUSLY

2. NC Machinery Excavator Lease Approval

Brian Templin said that this lease would be a lease-to-buy contract if approved.

MCDONALD/BAZINET

Moved to Authorize the City Administrator to Approve the Agreement with CAT Financing and NC Machinery for the Purchase of a New Excavator. MOTION CARRIED UNANIMOUSLY

3. City General Checking Account Transfer and Appropriation of Excess Funds

Brian Templin explained that due to the harbor breakwater construction expected two-year delay for additional environmental work driven by the government consultation between Craig Tribal Association and the United States Army Corps of Engineers (USACE), that the city may want to move the earmarked funds into the interest-bearing city's endowment fund. Brian detailed that an estimated \$53,500 could be held out for payment for the city's share of the USACE environmental work.

The council and staff discussed potential funding vehicles regarding rates, restrictions, required approvals and structuring.

MCDONALD/KAMPNICH

Moved to Appropriate \$53,500 From the City's General Fund for the Non-Federal Share of Additional Environmental Work on the Craig Harbor Project and to Appropriate Up to \$96,500 From the City's General Fund for the Purchase of a Skid Steer and Attachments.
MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

COUNCIL COMMENTS

Councilman Kampnich commented that a member of the public came into the meeting and was interrupting speakers. The council directed staff to review Robert's Rules of Order regarding public comment speaking guidelines.

ADJOURNMENT

KAMPNICH/MCDONALD

Moved to adjourn at 7:37 p.m.
MOTION CARRIED

APPROVED on the ____ day of _____, ____.

MAYOR TIMOTHY O'CONNOR

ATTEST: _____
TRACEY JENSEN, CITY CLERK

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: January 13, 2022
RE: SSRAA Presentation

In December the city council asked for an update on SSRAA hatchery activities related to the Port St. Nicholas hatchery. I reached out to David Landis of SSRAA and asked him to give a short presentation and answer questions at the January 20th council meeting.

Mr. Landis and some members of his staff will be on-line or in person at the January 20th meeting. If Mr. Landis has any handout materials or presentation staff will make those available to the council at the meeting.

Alaska News

Dunleavy announces members of new fisheries bycatch task force

By Zachariah Hughes

Updated: 1 day ago

Published: January 7, 2022



Fishing boats piled with nets take up much of the Cordova boat harbor on September 17, 2019. (Marc Lester / ADN)

Gov. Mike Dunleavy has named 11 people to a new task force set to study fish bycatch happening in Alaska waters.

In November, Dunleavy issued an [administrative order](#) to establish the Alaska Bycatch Review Task Force, with the aim of “exploring the issue of bycatch and providing recommendations to policymakers with the goal of improving the health and sustainability of Alaska’s fisheries.”

Bycatch is the incidental harvest of fish like salmon and halibut by commercial

subsistence and personal-use fishermen, particularly at a time when stocks of a number of species are [collapsing around Alaska](#).

In December, a bipartisan group of lawmakers [took up the issue](#) in the House Fisheries Committee.

According to the governor's office, the group will be focused on four key topics: The impact of bycatch on fisheries, recommending policies specific to "high-value Alaska



fishery resources," making sure state agencies are taking advantage of funds for



understanding bycatch, and highlighting the best scientific data for the public and



policymakers.

"Bycatch has remained a contentious issue of concern of all Alaskans," Dunleavy said.

"The 11 Alaskans who stepped forward to serve on the Alaska Bycatch Review Task Force represent key stakeholder groups and are recognized for not only their knowledge of fisheries, but their commitment to sustaining the resource for generations of Alaskans to come."

Dunleavy appointed 11 members, all of whom have voting power. Under the administrative order, the commissioners of the Department of Fish and Game and the Department of Commerce, currently held by Doug Vincent-Lang and Julie Anderson, are also on the body. The remaining two members, who will not have voting power, will be selected by state legislators.

The members are:

- Tommy Sheridan (vice-chair) of Cordova, a fisheries consultant who will hold the task force's public seat.
- Brian Gabriel, the current mayor of Kenai.
- Linda Kozak, of Kodiak, who fills the seat reserved for halibut fishers.
- Raymond May, who runs a commercial salmon fishing boat out of Kodiak and is a council member for the Native Village of Port Lions.
- Erik Velsko, who holds a seat reserved for crab fishermen and has commercially fished a number of different stocks around the state.
- Mike Flores, who runs a sportfishing business out of Ninilchik.
- Stephanie Madsen, of Juneau, head of the At-Sea Processors Association.
- Ragnar Alstrom, head of the Yukon Delta Development Association, who occupies the Community Development Quota seat.
- Kevin Delany, a former director of the Alaska Department of Fish and Game's sportfish division and is listed as a consultant for the Kenai River Sportfishing Association.
- Duncan Fields of Kodiak, who owns a consulting firm and fills a spot on the task force reserved for Alaska Natives.

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Health Home



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Environmental Conservation

DIVISION OF AIR QUALITY
Air Compliance Program

P.O. Box 111800
Juneau, Alaska 99811-1800
Main: 907.465.5100
Toll free: 866.241.2805
www.dec.alaska.gov

January 10, 2022

Brian Templin, City Administrator
City of Craig
PO Box 725
Craig, AK 99921

Subject: DEC Response to the City of Craig Burn Pit Corrective Action Plan, Complaint No. 6015,
Enforcement Tracking No. 21-R0624-37-0001.

Dear Mr. Templin:

The Department of Environmental Conservation (the Department) received your response on January 5, 2022. Thank you for your timely response. The Department appreciates the actions the City of Craig has taken to monitor use of and to improve operations at the city burn pit.

With regards to burning boats, even wooden hulled boats, the Department considers this a structure burn, and it does require an approved air quality Black Smoke Open Burn Application. This application can be found under the DEC Air Permits Program page here: <https://dec.alaska.gov/air/air-permit/open-burn-application/>

The leftover ash after the burn is a concern as the paint that is on or has possibly leached over time into the wood could result in heavy metals in the ash. A toxicity characteristic leaching procedure (TCLP) test of the ash would be required before disposal. If heavy metals or other toxic characteristics are present in the ash, then it would be considered hazardous waste of which there is currently no approved hazardous waste disposal site in the State of Alaska. In addition, no ash may come in contact with marine water. If this contact occurs, then a marine water sample would need to be collected and analyzed for the potential contaminants of concern and a monitoring plan will need to be prepared and provided to the Division of Water, Water Quality Standards, Assessment and Restoration (WQSAR) for review and approval.

A possible alternative could be to dismantle and dispose of a boat as inert waste on city property, which would require coordination with the Division of Environmental Health, Solid Waste Program.

Please let us know if you have any further questions regarding the above information.

The City should also be aware that during Alaska's fire season from April 1st - August 31st an open burn permit is required by Alaska DNR for open burns on all State, Municipal, Borough, City and private parcels in areas that do not have their own burn permit ordinances/programs. DNR open burn information can be found here: <https://dnr.alaska.gov/burn>

Furthermore, any open burn complaints by the residents of Craig can be sent directly to me and/or via the Department's Air Online Services (AOS) portal at: <https://dec.alaska.gov/Applications/Air/airtoolsweb/Complaints>. We will work in coordination with the City of Craig so that proper enforcement can take place.

Clean Air

RETURN TO TOP

Should you have any questions regarding this letter, please contact me at (907) 465-5103 or by email at ed.kulack@alaska.gov.

Sincerely,



Ed Kulack
Environmental Program Technician

cc: Jason Olds, ADEC/ACP, Juneau
Denise Wiltse, ADEC/ACP, Juneau
P. Moses Coss, ADEC/ACP, Fairbanks
Adam Saaid, ADEC/ACP, Anchorage
Zach Gianotti, ADEC/SWP, Juneau

City of Craig
City Council
P.O. Box 725
Craig, AK 99921



Dear City of Craig Council,

We would like to start by saying thank you for the Premium Pay that you had generously donated to us. With this, we were able to hire two full-time employees and have been able to accept more child enrollment. We currently have a wait list of 5 children waiting to be accepted. We are now advertising for another full-time teacher position so that we can consider those on our wait list.

We are humbly asking for your assistance to provide continued Premium Pay. Not only will this open a door of employment opportunities within the childcare environment, but it will assist in providing means of childcare for full- and part-time parents and guardians, whether it be those seeking childcare or those who are already receiving.

With our current employment, the Craig Child Care Center will now be open 5 days a week from 7:45 a.m. – 5:15 p.m. starting January 3, 2022. We hope this will alleviate some of the burden that is currently being dealt with by the parents and guardians who receive care, and by our employees.

Our Board of Directors has diligently been working toward being able to build a well-nourished foundation for the Craig Child Care Center to grow our employment opportunities, various benefits for those employed, and our current child enrollment. A large part of being able to move toward this goal is by maintaining the building itself. There is a short list of issues within the building that need to be addressed that we are asking for your assistance with:

- Interior mold
- Kitchen floor contains possible rot underneath the vinyl
- 3 sinks and 2 toilets need replacement
- Windows are old and need replaced
- Administrator office window was broken into years ago and now has a horrible draft

These conditions are not feasible for a childcare facility, and with our current financial burden we are unable to remediate these issues on our own. Our ultimate goal is to be able to be open full-time with a full staff and full client base, while hosting the means of this childcare in a safe, trustworthy environment.

We hope the City of Craig Council will be able to assist in some way to make this goal a reality. We thank you for your consideration.

Sincerely,

CCCC Board of Directors

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: January 12, 2022
RE: Resolution 22-03, Establishment Capital and Equipment Reserve Fund at Alaska Permanent Capital Management

Through a recent review of a number of assets and accounts held by the city and discussions with staff and the council, we have identified funds being held for various capital projects in a number of accounts and low interest investments.

Based on a discussion with the council at the January 6th council meeting, staff is proposing to establish a new fund with Alaska Permanent Capital Management for these funds. The funds would be invested in a distribution that would allow for moderate risk and moderate return. Many of the accounts that we are looking at are not used on a yearly basis so funds would have time to grow. I am hoping for a mix of investments that will see a 3-4% growth rate on average.

The fund would be initially capitalized by existing money held in various accounts and would be supplemented on an annual basis by excess fish tax, a portion of the Silver Bay lease, and remaining funds from the endowment fund draw. The council will also have opportunity from time to time to add additional money to the fund from other sources when available. The council will be able to obligate money from this fund for projects through the normal budget process, supplemental appropriations, or other appropriations actions taken by the council. Use of money in this fund would require a majority vote of the council, similar to other appropriations and not a unanimous vote like the endowment fund principal.

Projects would be identified from these funds based on long term capital improvement plans by city departments or projects specifically authorized by the council. Funds will be used as direct payment for projects, local match funding for grant funded projects, or as part of financing packages for projects. Staff will maintain a list of current projects identified by the council through the fund. There are a number of advantages of setting up a fund like this rather than the various accounts we currently have:

- The funds will have more growth potential
- We will be able to identify long term savings and set aside money in annual budgets to pay for larger dollar value projects that are identified for 2 – 5 years out.
- Use of the fund and the corresponding long term capital improvement plans will help us better manage equipment replacement, facility repairs/upgrades, and other improvements on a planned, ongoing basis.

After a review of funds available the council should authorize moving the following funds into this Capital Reserve Fund. After the council approves establishment of the

fund and use of these sources to capitalize it staff will bring more details on the amounts to transfer into the new fund and projects that have been designated.

Current Account	Amount
Land Development Fund	\$555,850
Cash Equipment Fund	\$568,640
Wells Fargo CD (one-half)*	\$255,450
Fish Quota Funds	\$15,550
Cannery Harbor (Currently in GF Checking)	\$1,100,000
Total	\$2,495,490

*This CD matures in May so funds would be moved at that time. This CD is not currently designated for capital funding and the total CD amount would be divided in half with half going into the endowment fund and half going into the capital reserve fund.

Staff will also provide a detailed list of funds available in each category (Harbor Reserve, Capital Reserve, Land Development, etc.) each year during the budget process showing both allocated and unallocated amounts in each category along with projects earmarked for funding over the next five years. This list will become part of the annual budget.

Recommendation: Move to direct staff to establish a Capital Reserve Fund with Alaska Permanent Capital Management and bring a list of current projects and capitalization amounts back for council approval.

CITY OF CRAIG
RESOLUTION 22-03
ESTABLISHING RESERVE FUNDS

WHEREAS, the City of Craig has an ongoing need for capital projects, equipment replacement, and harbor upgrades dollars; and

WHEREAS, in recognition of the need, the Craig City Council has established an account designated for reserve funds and has identified various sources of revenue for those reserves; and,

WHEREAS, dollars deposited into reserve funds are subject to subsequent appropriation by the Craig city council; and,

WHEREAS, those funds are currently deposited into various accounts and investments with low interest or earnings and the city is interested in managing those funds in an account with higher potential earnings with Alaska Permanent Capital Management.

NOW, THEREFORE BE IT RESOLVED that the Craig City Council authorizes the creation of a new fund with Alaska Permanent Capital Management for use as a Capital Projects Reserve Fund; an Equipment Replacement Reserve Fund; a Harbor Reserve Fund; a Land Development Fund; and other such uses as authorized by the council from time to time.

BE IT FURTHER RESOLVED that these reserve funds are to be capitalized from and designated for projects based on Attachment A to this resolution and direction from the council.

BE IT FURTHER RESOLVED that this resolution supersedes procedures set out in Craig Resolution 14-12.

Adopted by the Craig City Council this ____ day of _____, 2022.

Mayor Tim O'Connor

Tracey Jensen, City Clerk

CAPITAL RESERVE FUND

The purpose of this fund is to establish an investment account for the purpose of saving funds over multiple years for projected capital projects, equipment replacement, harbor reserves, land development reserves and other such capital, equipment, and reserve projects or items identified by the council. Money within this fund may be used to support financing, make direct payments, match grants, or other needs related to projects designated for the fund.

Money from this fund may be appropriated by the Craig City Council through normal or emergency appropriations procedures available to the council.

Projects may be identified, along with funding amounts within the fund, but are subject to future appropriations by the city council. The Finance Director shall maintain a list of identified projects and corresponding dollar amounts for the fund. This list, along with a copy of departments' five-year capital improvement plan shall be provided to the budget committee and city council during consideration of the annual budget.

Specific projects covered by this fund shall be identified as follows:

- Through the department's five-year capital improvement and vehicle/equipment replacement schedule
- Through the regular annual budget process
- Through grant applications
- As designed by the City Council

This fund, and the resulting funding for identified projects, equipment, and other items shall be drawn from the following sources each year no later than June 30th. The council may also choose to direct other funds generally to the fund, for specific categories, or for projects within those categories.

Categories of Fund Use	Annual Source of Revenue
Capital Projects and Equipment Replacement	Endowment Fund Unspent Earnings ¹ Designated Endowment Fund Earnings for projects ² 50% of Surplus Raw Fish Tax
Harbor Reserve	50% of Surplus Raw Fish Tax Lease payments from Community Cold Storage Bldg. ³
Land Development Fund	Land Sales Proceeds ⁴
All Categories Within the Fund	As directed by the City Council ⁵

1. Unspent remainder of the allowed annual draw on the endowment fund as of June 1st shall be transferred into this fund for Capital Projects. Amounts designated for each project reserve shall be designated by the council at the time of the transfer.
2. Endowment fund earnings (allowed for draw) may be designated for specific projects during the annual budget process or through the supplemental budget process. These funds may be moved to the city general fund as needed for current fiscal year expenditures or moved from the endowment fund to this fund for use for specified projects.
3. The lease for the Community Cold Storage building and land is generally based on operations and allowed discounts. On years when the plant is operational the city may increase the budgeted amount for specified capital expenses within the JT Brown Industrial Park. Any lease amount over the base lease rate (for years that the plant does not operate) that is not specifically included in the annual budget shall be moved to this fund by the end of the fiscal year. This transfer shall be capped at \$50,000 annually from Community Cold Storage lease payment.
4. Proceeds from sales of city land shall be deposited into the fund and designated for land development.
5. The council may choose to move other funds at their discretion into the fund for general future use or for specified projects.

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: Brian Templin, City Administrator
Date: January 10, 2022
RE: Sale of Lot 4A, Salmonberry Subdivision (Murphy Replat) to Maranda Hamme

At its regular meeting on September 2, 2021, the Craig City Council approved Ordinance 739 which authorized the City Administrator to negotiate sale of a parcel of city owned property, particularly Lot 4A, Salmonberry Subdivision (Murphy Replat) to Marana Hamme. This sale has been waiting on the appraisal for this lot. Ms. Hamme intends to build a moderate residential structure on the lot.

At the September 2, 2021 council meeting the council directed staff to order the appraisal and add the cost of the appraisal to the final sale price. This would allow the council to determine if the appraised value was sufficient for the sale without obligating the applicant up front. The appraisal returned a value of \$67,000 for the lot. If the council accepts the appraised values as the sale price then Ms. Hamme would make a total payment to the city of \$68,020 to cover the value of the property, the cost of appraising the property and the cost of recording the resulting quit claim deed.

All roads and utilities for the lot have been installed.

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

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

Recommendation: That the Craig City Council approve the terms of the sale of city owned Lot 4A Salmonberry Subdivision (Murphy Replat) to Ms. Maranda Hamme for a total price of \$68,020.

Sales Agreement
Lot 4A, Murphy Subdivision
from the City of Craig, Alaska to Maranda Hamme

The City of Craig (hereinafter "city") agrees to transfer interest in Lot 4A, Murphy Subdivision, further described as:

Lot 4A, Murphy Subdivision as shown on Plat 2018-24 in the Ketchikan Recording District.

Upon full payment, the city agrees to transfer the above referenced parcel to Maranda Hamme (hereinafter "purchaser") for a total of \$68,030.00 (sixty-eight thousand dollars and no cents). Purchase price includes fair market value of the property (\$67,000.00), appraisal cost (\$1,000.00) and recording costs (\$30.00). Upon receipt of full payment, the property will be transferred by a Quit Claim Deed and subject to the following:

1. Reservations, easements, covenants, or other restrictions shown on Plat 218-24 KRD, related plats, or other documents recorded with the Ketchikan Recording District.

Purchaser agrees to provide full payment within 45 calendar days from the date that this agreement is signed. Purchaser further agrees to abide by all municipal zoning laws and the covenants shown above.

Dated this _____ day of _____, 2022.

By: _____
Brian Templin, City Administrator, City of Craig, Alaska

State of Alaska)
) ss.
First Judicial District)

I, _____, a notary public for the State of Alaska, attest that the foregoing instrument was acknowledged before me this _____ day of _____, 2022 by City Administrator Brian Templin, City of Craig, Alaska.

Notary Public in and for Alaska
My Commission expires: _____

Dated this _____ day of _____, 2022.

By: _____
Maranda Hamme

State of Alaska)
) ss.
First Judicial District)

I, _____, a notary public for the State of Alaska,
attest that the foregoing instrument was acknowledged before me this _____ day of
_____, 2022 by Maranda Hamme.

Notary Public in and for Alaska
My Commission expires: _____

CITY OF CRAIG MEMORANDUM

To: Mayor O'Connor and the Craig City Council
From: Tracey Jensen, City Clerk
Date: January 13, 2022
RE: Parliamentary Procedures Rules Clarification

At the January 6, 2022, City Council meeting the Council directed staff to supply a clarification of rules and procedures concerning public comment at meetings.

The City of Craig welcomes public attendance and comments under: AS 29, Sec. 29.20.020. Meetings public. (a) Meetings of all municipal bodies shall be public as provided in AS 44.62.310. The governing body shall provide reasonable opportunity for the public to be heard at regular and special meetings. (b) This section applies to home rule and general law municipalities.

The City of Craig's typical order of business agenda is:

1. Roll Call
2. Consent Agenda
3. Hearing From Public
4. Reports From City Officials
5. Reading Of Correspondence
6. Consideration Of Resolutions and Ordinances
7. Unfinished Business
8. New Business
9. Council Comments
10. Adjournment

The *Hearing from the Public* section of each council agenda does allow for public commentary during each meeting.

Robert's Rules of Order, Newly Revised, Tenth Edition, 2001, Basic Rules of Parliamentary Procedure defines:

that no person can speak until recognized by the chair and as such defines the role of the presiding officer is to recognize speakers and maintain order.

Although, not specifically written out by Robert's Rules of Order, some example methods that presiding officers in meetings have applied to maintain meeting order and avoid meeting disruptions are:

- Reminding nonmembers that they must be recognized to speak, and the comments are to be directed to the Chair.
- Setting time limits for speakers on topics.
- Thanking the speaker for their topic comments and explaining that there are remaining topics on the agenda to still be addressed before the meeting adjourns.
- Taking a break/recess and resuming the meeting.
- Setting over agenda items onto the next scheduled meeting for further discussion.

In the event of a nonmember of a council meeting interrupting a speaker, the chair has the power to remove a nonmember at any time during a meeting, and this person has no right to appeal the chair's decision. (However, a member can make an appeal on behalf of the nonmember). An assembly vote is required to remove a member from the hall.

Recommendation: No action is required. The council may choose to have further discussions in a working group or may elect to set meeting procedures/disciplines by city ordinance if it chooses.