

**CITY OF CRAIG
COUNCIL AGENDA AMENDED
APRIL 21, 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.

- Meeting Minutes April 7, 2022

HEARING FROM THE PUBLIC

- Resolution 22-11, Authorizing the Craig City School District to execute all agreements and associated documents with the US Department of Agriculture, Rural development regarding grants related to the biomass boiler at the Craig High School.

READING OF CORRESPONDENCE

- Craig High School Project Graduation April 4th, 2022

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 22-11, Authorizing the Craig City School District to execute all agreements and associated documents with the US Department of Agriculture, Rural development regarding grants related to the biomass boiler at the Craig High School.

UNFINISHED BUSINESS

-

NEW BUSINESS

- Consider Confirmation of City Clerk Appointment
- Derby Discussion

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>.

ROLL CALL

Timothy O'Connor, Mayor called the meeting to order at 6:35 p.m. Present were Julie McDonald, Millie Schoonover, Jim See, and Timothy O'Connor. Hannah Bazinet and Michael Kampnich were absent and excused. Chanel McKinley attended by telephone.

Staff present: Brian Templin, City Administrator; Hans Hjort, Harbormaster; Victoria Merritt, Recreation Director; Tsai, EMS Assistant; RJ Ely, Police Chief; Samantha Wilson, City Planner; Trinity Scheidecker, fill in City Clerk.

Audience present: None.

CONSENT AGENDA

1. City Council Meeting Minutes of March 17, 2022

JULIE MCDONALD

Moved to adopt the Consent Agenda.
MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

None.

READING OF CORRESPONDENCE

1. Alaska CAMA Company, LLC, 2022 Assessment Fieldwork Letter
2. Steve Silver Status Report

REPORTS FROM CITY OFFICIALS

Major- Tim O'Connor spoke of the recent budget meetings that have taken place and made a comment about the recent hiring of employees along with the jobs that are still available.

Administrator- Provided a written report. Brian Templin added to his report during the meeting, which included, the invitation of Senator Murkowski to the City of Craig, along with, seeking the council's opinion on creating a resolution to give the Craig School District authorization on their grant for the Bio-Mass Boiler.

Treasurer- Provided a written report.

City Planner- Provided a written report.

EMS Coordinator- Provided a written report.

Harbor Master- Provided a written report. Hans Hjort added at the meeting that they had hired a full-time Harbor Billing Clerk and have brought Michelle Maize back up to train the new employee.

Library- Provided a written report.

Police Chief- Provided a written report. Chief Ely had added to his report that they have lost their summer/seasonal police officer that they were going to hire due to injury while on the job. He also added that the DMV will only have one agent for three months, so hours are likely to change to accommodate for the shortage of agents.

Recreation Director- Provided a written report. Victoria also added that there will be a bazaar May 29th, basketball has started for the elementary students, and the Blessing of the Fleet will take place on Memorial Day.

Parks & Public Facilities- Provided a written report.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Resolution No. 22-09: Amending the Employee Handbook

SEE/SCHOONOVER

Moved to Adopt Resolution No. 22-09, Amending the City of Craig Employee Handbook, adding section 315-Employee Aquatic Center Passes.

MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

3. Resolution No. 22-10: Appointing A Vice Mayor for the City of Craig

The council discussed the appointment and nominated Jim See to be appointed as Vice Mayor. Councilman See agreed to the nomination.

MCDONALD/SCHOONOVER

Moved to Adopt Resolution No. 22-10, Appointing A Vice Major for the City of Craig.

MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE

4. Spruce Street Wood Water Tank Salvage

SEE/SCHOONOVER

Move to approve the removal of the Spruce Street Wood Water tank

MOTION CARRIED UNANIMOUSLY BY VOICE VOTE

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Spruce Street Water Tank Salvage. Brian Templin discussed with the council that the Spruce Street Water Tank needs to be removed and that there were persons interested in salvaging the

tank. This would result in substantial savings to the city. The council gave staff direction to advertise for proposals for removal of the tank.

COUNCIL COMMENTS

Councilman See brought up that we should increase the payment the City of Klawock gives to us to use our fire, EMS, and police dispatch. He also mentioned that we have not made an increase to the dispatch fee in quite some time and that the original intent of the fee structure was to pay for one dispatcher and that the cost of a dispatcher had increased significantly since the fee was last adjusted. See also expressed his frustration regarding the halt in the dock project that potentially could have started this coming fall.

ADJOURNMENT

SEE/MCDONALD

Moved to adjourn at 7:35 p.m.
MOTION CARRIED

APPROVED on the _____ day of _____, _____.

MAYOR TIMOTHY O’CONNOR

ATTEST: _____
TRINITY SCHEIDECKER, CLERK PRO-TEM

**CITY OF CRAIG
RESOLUTION NO. 22-11**

**AUTHORIZING THE CRAIG CITY SCHOOL DISTRICT TO EXECUTE ALL
AGREEMENTS AND ASSOCIATED DOCUMENTS WITH THE US
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT REGARDING
GRANTS RELATED TO THE BIOMASS BOILER AT THE CRAIG HIGH
SCHOOL**

WHEREAS, the City is the owner of the land and facilities at the Craig High School; and,

WHEREAS, the Craig City School District is working to install a biomass heating system at the Craig High School; and,

WHEREAS, the City has traditionally given authority to the Craig City School District to manage the lands and facilities that the school campuses are located on with great latitude; and,

WHEREAS, the Craig City School District is currently working with the US Department of Agriculture, Rural Development on grants related to the biomass heating system at the Craig High School; and,

WHEREAS, the US Department of Agriculture, Rural Development requires that the City, as the owner of the facility, be responsible for executing grant documents OR that the City of Craig grant authority to the School District to execute the grant and all associated documents; and,

WHEREAS, the Craig City Council has determined that it is in both the city's and the school district's best interest to grant said authority to the school district.

NOW, THEREFORE BE IT RESOLVED that the Council for the City of Craig, Alaska fully grants the Craig City School District authority to execute all grant agreements, amendments and other grant documents with the US Department of Agriculture, Rural Development for work related to the installation of a biomass heating system at the Craig High School.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Council for the City of Craig, Alaska further authorizes the Craig City School District authority to modify the Craig High School (and supporting lands) as necessary to install a biomass heating system at the Craig High School.

APPROVED this _____ day of April, 2022

MAYOR TIM O'CONNOR

HEATHER MENDONSSA, CITY CLERK

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: April 15, 2022
RE: Resolution 22-11 – Authorizing the Craig City School District to Execute Documents
Related to Grants for the Biomass Boiler

Attached you will find Resolution 22-11. The resolution authorizes the Craig City School District to sign grant documents related to the biomass boiler installation project at the Craig High School..

The city owns the land and buildings but generally gives most authority and latitude to make improvements and repairs to those buildings to the school district. Because of USDA requirements the city (as the owner) must either sign the documents or grant authority specifically to the school district for this project.

The attached resolution grants authority to the CCSD to sign all grant documents related to this project.

Recommendation

Adopt Resolution 22-11 authorizing the CCSD to execute grant documents related to the biomass boiler project at the Craig High School..



Craig High School

P.O. Box 800
Craig, Alaska 99921
Phone 907-826-2274
Fax 907-826-3016
craigschools.com

Chris Reitan, Superintendent

Betty Hall, Principal

Craig High School Project Graduation April 4th 2022

Dear Friends,

Graduation for the Craig High School Class of 2022 is fast approaching—a time for celebration, high hopes, and lasting memories and a sense of normalcy after two years of uncertain times.

After a two-year hiatus due to Covid our seniors will be invited to Project Graduation, an all-night, substance-free party for CHS seniors on May 26th, 2022. This event boasts a variety of activities and entertainment including music, games, crafts, and much more. In addition, food is served, and prizes are awarded. As always, adult volunteers will chaperone.

Project Graduation is being planned to ensure fun and safe evening for CHS seniors. Historically, it has been a graduation gift to them from the Craig community. This program, organized by the parents of the Class of 2022, receives no funding from the school budget. It is only through the generosity of the parents, townspeople, the Craig business community, and many other generous businesses surrounding Craig that we have been able to host Project Graduation. We are behind due to uncertainty of having one this year but decided it's time to get back to living.

In keeping with prior years, our goal is to receive at least \$6000 to cover the expenses associated with Project Graduation for our 13 graduates. We hope you will join with your fellow members in the business community and demonstrate your support of this event by making a financial contribution, prize for raffle and/or prize donations for games. Please contact Loni Lingley @loni7283@hotmail.com or Maren Chaffee @marenkjs@gmail.com. Please make your checks payable to 2022 CHS Project Graduation.

We are grateful that the Craig and surrounding area businesses have traditionally supported our efforts to provide a safe environment in which seniors can celebrate graduation night. Thank you for helping us to continue this endeavor.

As graduation approaches, we are shifting our fundraising into high gear. Please let us know as soon as possible by April 12th you can donate for our fundraising raffle. All other financial donations or gifts for prizes for our seniors by May 1st 2022. Thank you for your continued support especially during these times of getting back to normal.

Sincerely,

Craig Project Graduation Committee

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: April 7, 2022
RE: Consider Confirmation of City Clerk Appointment

Following the notice of resignation of Tracey Jensen from the position of City Clerk, staff advertised the vacancy publicly to encourage applications to fill the position.

A committee of staff interviewed several candidates for the vacant position. Mayor O'Connor and I concluded that Ms. Heather Mendonsa is the best fit for the vacant position.

A copy of Ms. Mendonsa's application is attached.

Ms. Mendonsa is currently under contract with Southeast Island School District and won't be available to work full time in the position until after June 1st. We will start her working part time on an hourly basis as her work schedule allows.

Section 2.04.040.C of the Craig Municipal Codes provides for the appointment of some department manager positions by the mayor, including the city clerk position, subject to confirmation of the city council.

Recommendation

Confirm, by motion, appointment of Heather Mendonsa to the position of City Clerk.



City of Craig Employment Application

500 Third Street Craig, Alaska 99921
Phone: (907) 826-3275 Fax: (907) 826-3278

The City of Craig is an Equal Opportunity Employer

Personal Information

Last Name	First Name	MI	Social Security #	Email
Mendonsa	Heather	J	[REDACTED]	[REDACTED]
Mailing Address	City	State	Zip	Home Phone
[REDACTED]	Thorne Bay	AK	99919	[REDACTED]
Permanent Address	City	State	Zip	Work Phone
[REDACTED]	Craig	AK	99921	[REDACTED]
Do you have a valid Alaska Driver's License?				License
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				[REDACTED]
Have you ever been employed by the City of Craig?				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Are you entitled to work in the United States?				
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Are you a resident of the city of Craig?				
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Are you 18 years of age or older?				
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If you are less than 18 years old, what is your date of birth?				
Have you been convicted of a misdemeanor within the past five years?			If yes, please explain:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Have you ever been convicted of a felony?			If yes, please explain:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Position for which you are applying:			Available for (please select all that apply):	
City Clerk / Human Resources Clerk			<input checked="" type="checkbox"/> Permanent Full Time <input type="checkbox"/> Temporary Full Time <input checked="" type="checkbox"/> Permanent Part Time <input type="checkbox"/> Temporary Part Time	
Date you are available for work: prefer 6/1 but it could be negotiable				

Education

	Name/Location	Dates Attended	Year Graduated	Diploma/GED Degree/Major
High School	San Lorenzo Valley	1987-1991	1991	Diploma
College/University	Brigham Young University	1991-1996	1996	B.S. Elementary Education
Trade School				
Other	Western Governor University	2018-2019	2019	M.S. Curriculum and Instruction

Please list any machines or equipment you can operate: I can operate all office machines and equipment.

Please list computer software/hardware you can operate: I can operate all word processing programs and software, including Microsoft Word and Google Suite. I am comfortable learning new programs and do so, often, with my current job as a teacher.

Employment History

Please list employment history for past ten years, starting with most recent. Please use additional pages if necessary.

Employer Southeast Island School District

Address 1010 Sandy Beach Road,

City, State, Zip Thorne Bay, AK 99919

Telephone (907) 828-8254

Dates Employed

From: 8/20

To: 6/22

Immediate Supervisor Joanna Schneider (Principal)

Position/Job Title Teacher

Specific Duties Teacher all subjects for grades 2-5; run concessions stand / Chair, Advisory School Council, District Preschool Coordinator, Teach multiple subjects grades 7-12

Reason for Leaving bought a house in Craig

May we contact?



Yes

No

Employer Nebo School District

Address 350 South Main Street

City, State, Zip Spanish Fork, UT 84660

Telephone (801) 354-7400

Dates Employed

From: 7/16

To: 6/20

Immediate Supervisor Alesha LemMon

Position/Job Title Assistant Principal

Specific Duties Seventh / Eighth Grade science teacher, Girls Who Code mentor, National Honor Society Mentor

Reason for Leaving Moved to Alaska

May we contact?



Yes

No

Employer Winegars Family Foods

Address 1080 West 300 North

City, State, Zip Clearfield, UT 84015

Telephone (801) 369-6773

Dates Employed

From: 1/2012

To: 5/2014

Immediate Supervisor Matt Mendonsa (Vice President)

Position/Job Title Social Media Marketing Manager

Specific Duties Coordinate sales events with stores, present marketing ideas, synthesize feedback from managers, Post promotions on social media

Reason for Leaving Went back to teaching

May we contact?



Yes

No

Employer

Address

City, State, Zip

Telephone

Dates Employed

From:

To:

Immediate Supervisor

Position/Job Title

Specific Duties

Reason for Leaving

May we contact?

Yes

No

Personal References

Please do not list former employers or relatives.

Name	Karl Bergmann	Occupation	Accountant	Telephone	(801) 529-3558
Name	Hans Hjort	Occupation	Harbormaster	Telephone	(907) 401-0995
Name	Terri Kohn	Occupation	Accounts Payable	Telephone	(360) 742-6762

Comments by Applicant

Please feel free to comment on anything else you feel is pertinent to your application.

As ASC chair I assisted in writing the agenda, led the meetings using Robert's Rules, distributed and posted the agenda, and prepared packets, as needed. I am familiar with local government functions. I have worked in the past with the city for grants, school safety and crosswalks, and assisted in rewriting an emergency preparedness plan for Spanish Fork City, Utah. Past jobs have included payroll, accounts receivable, accounts payable, and customer service. As a teacher, I have worked with the public in many capacities and I am an expert on conflict resolution.

I hereby certify, to the best of my knowledge, the information given on this application is true and complete. I understand that any misrepresentation or concealment of material fact will be sufficient ground for rejection of application, removable from eligible lists or removal from employment. I further authorize reasonable investigation of my personal history, as it relates to my work history and capability to hold the position.


Signature of Applicant

3/25/22
Date

E-mail completed application to:
hr@craigak.com

Fax completed application to:
Human Resources at (907) 826-3278

Mail completed application to:
City of Craig
PO Box 725
Craig, AK 99921

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: April 10, 2022
RE: Derby Discussion

As the council is aware the city has hosted the annual King Salmon Derby. In past years the “profit” from the derby has gone to the Prince of Wales Hatchery Association. Since SSRAA took over operations of the hatchery, and with them assuming all operations costs, we have been putting the funds into a savings account.

First, I want to say that the derby is a popular event and the derby dinner even more popular. Staff has discussed this issue and agrees that the derby should continue.

There is an opportunity to revamp the beneficiaries of the derby and continue operations. This gives us a chance to support some other causes with the reduced request for funding from the hatchery. We also can provide support to the hatchery on an ongoing basis.

Currently there is just over \$55,000 in savings in the Hatchery Savings Account. Some of this is proceeds from recent year’s derbies. The council should discuss what to do with these funds and what to do with future derby funds.

There are a number of options for using the existing savings:

- Make an outright donation to SSRAA for \$55,000 (or some portion of the savings account)
- Make some improvements to the water system that would benefit the hatchery operation at SSRAA
- Add the funds to the \$15,000 already in savings for some purchase of halibut/sablefish quota under the CQE program.
- Move the funds to the Capital Reserve Fund (CRF) for general distribution for capital projects.
- The council should feel free to make some other suggestion of how to best use these funds.

In addition to disposition of the existing savings account, there are a number of good options for use of the “profits” from the annual sale of derby tickets. These include:

- Annual donation to SSRAA to assist with hatchery operations at Port St. Nicholas.
- Annual donation to the Craig Childcare Center (or some future organization providing childcare at the city facility)
- Use the funds generated from the derby to continue to fund future purchase of IFQ for the CQE program.
- Annual donation to some other organization chosen by the council.

- Any combination of the above.

Revenue from the derby should also cover the city cost of printing tickets and publicity materials; pay for the derby dinner and should make some payment to the city to cover personnel costs for time spent on the derby.

It is also important to note that the derby donations could be split on some percentage basis (i.e. 50% to SSRAA and 50% to the Childcare Center).

Staff is also discussing some changes to the derby program in order to streamline ticket and cash management. For example, we are strongly considering offering a discount to lodges who buy whole books of tickets up front. The lodges can use the tickets for clients and any leftover at the end of the season can be given to staff or entered into the grand prize drawing.

We are also looking at the payout structure to see if we can adjust it to provide more funding for the beneficiaries. Current the derby is paid out as follows.

- Grand Prize Drawing (held at the derby dinner) - \$10,000
- Largest King Salmon - \$3,000
- 2nd Prize King Salmon - \$2,000
- 3rd Prize King Salmon - \$1,000

The council should discuss a number of items related to the King Salmon Derby, including:

1. Should the derby continue now that the primary reason for holding it has changed?
2. Should there be any changes to the structure of the derby?
3. How should the derby proceeds be used?
4. Should we reconsider some of the prize amounts?
5. Any other issues related to the derby that the council wants to discuss.

Recommendation: The council should discuss the issue and provide some direction to council on these issues. A formal motion is not required if the council comes to a consensus on the direction for staff.