

**CITY OF CRAIG  
COUNCIL AGENDA  
NOVEMBER 3, 2022  
COUNCIL CHAMBERS 6:30 PM**

**ROLL CALL**

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

**SWEARING IN OF NEWLY ELECTED OFFICIALS**

**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.*

- October 20, 2022 Meeting Minutes
- October 25, 2022 Meeting Minutes

**HEARING FROM THE PUBLIC**

- Resolution 22-23, Appointing Veronica Dandurand as Clerk Pro-Tem
- Resolution 22-24, Amending the City of Craig Classification Pay Plan

**REPORTS FROM CITY OFFICIALS**

Mayor	Fire /EMS Coordinator	Public Works
Administrator	Harbormaster	Recreation & Pool
Treasurer	Library	
City Clerk	Parks and Public Facilities	
City Planner	Police Chief	

**READING OF CORRESPONDENCE**

- Notice of Proposed Changes in the Regulations of the Marijuana Control Board
- ADEC letter regarding 10/13/2022 Craig Burn Pit Meeting
- Tsunami Brochure

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

- Resolution 22-23, Appointing Veronica Dandurand as Clerk Pro-Tem
- Resolution 22-24, Amending the City of Craig Pay Classification Pay Plan

**UNFINISHED BUSINESS**

- None

**NEW BUSINESS**

- Craig Cannery Site Long House / Totem Discussion
- Project Graduation 2023
- 24-Month Access Permit Extension Request

## **COUNCIL COMMENTS**

## **ADJOURNMENT**

To provide public comment to the council remotely, contact the Craig City Clerk at [cityclerk@craigak.com](mailto: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 MINUTES  
THURSDAY, OCTOBER 20, 2022

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**ROLL CALL**

Mayor Tim O'Connor called the meeting to order at 6:30 p.m. Present were Julie McDonald, Hannah Bazinet, Jim See, Millie Schoonover and Michael Kampnich. Chanel McKinley was absent excused.

**Staff Present:** Brian Templin, City Administrator; Heather Mendonsa, City Clerk; Veronica Dandurand, Administrative Assistant. Samantha Wilson was present telephonically.

**Audience Present:** Karen Hobart

**SWEARING IN OF NEWLY ELECTED OFFICIALS**

Michael Kampnich was sworn in as a re-elected city council member.

**CONSENT AGENDA**

1. City Council Meeting Minutes of October 3, 2022
2. City Council Meeting Minutes of October 6, 2022

SCHOONOVER/KAMPNICH

Moved to accept the consent agenda.  
MOTION CARRIED

**HEARING FROM THE PUBLIC**

1. Ordinance 750 CMC Title 16 Lease Memo
2. Ordinance 751 Island Daycare Lease Memo

No public comment.

**READING OF CORRESPONDENCE**

1. Waterfronts Framework Announcement from Lisa Murkowski

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

1. Ordinance 750 CMC Title 16 Lease Memo

MCDONALD/BAZINET

Motion to approve Ordinance 750 amending Title 16, Craig Municipal Code, Section 16.02.030 C Minimum Rent, and Section 16.02.140 02 Terms and Conditions of Leases.

MOTION PASSED UNANIMOUSLY

2. Ordinance 751 Island Daycare Lease Memo

Councilwoman Julie McDonald shared that the Head Start Central Council representative will be here to speak about how to combine both Island Daycare and Head Start in the building. Councilman Jim See asked why Head Start wants to move. McDonald explained that the current facility shares a schedule with the school, so the playground and cafeteria use are limited. Head Start is currently using a special cooler to bring food from the cafeteria to the Head Start classroom. Councilwoman Hannah Bazinet asked if Head Start is asking to use the city gym, as well as the daycare center because this was a problem before. Julie replied that would need to be talked about. Brian Templin said he would be happy to meet with Head Start and Venessa. A discussion ensued, with suggestions to improve the existing location for Head Start. Mayor O'Connor suggested putting a 50X50 foot playground in the current location. Councilman Kampnich felt that the best location for head start is the school. He said we should be looking at long-term benefits instead of a short-term fix. McDonald concurred and said more children are utilizing SpEd services, which are at the school. See stated that putting in a kitchen for Head Start is not our responsibility. Councilwoman Schoonover said she does not agree with mixing both entities in the daycare center. Brian reminded the Council it is not our place to influence a leaseholder's plans. We are approving negotiations with Venessa as a leaseholder. He cautioned everyone to not overwhelm Venessa and give the impression we have a predetermined outcome. This is a time to learn what her needs are. The council agreed.

MCDONALD/SCHOONOVER

Motion to approve Ordinance 751 authorizing the city administrator to negotiate with Island Daycare, the terms of a lease of city-owned property identified as "school reserve", Block 15, USS 1430.

MOTION PASSED UNANIMOUSLY

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

1. Employment Contract Cover

Schoonover asked if we have always done a three-year contract for city administrators. Brian said both one and three-year contracts have been used. McDonald asked about why this was being discussed in an open session. Brian explained that because his contract has to be approved by the Council in an open meeting an Executive session is not needed unless the Council wants to hold one. See asked if the contract written was similar to Jon Bolling's. Brian said he has not closely compared the two contracts, but

this one is nearly identical to the one Jon Bolling prepared for the mayor last year as Brian began the position. The only changes were the contract length and the compensation. Kampnich said he had a procedural question. The contract itself is considered public information. His concern was not receiving the contract until this afternoon. Is there a timeframe it is supposed to be available? Brian explained it has to be on the agenda for a certain amount of time. A memo was placed on the agenda when it was published. McDonald clarified that it was placed on the agenda, so members of the public had the opportunity to come discuss any questions or concerns at the council meeting. Brian also clarified that because this is a contract it must be approved in a public meeting. All the contents, including compensation, are public content Schoonover felt evaluations are another missing piece that were not yet addressed. She requested the opportunity to have an evaluation before agreeing to the contract. Kampnich agreed. Heather Mendonsa said she will put evaluations on the calendar for the first of October next year so the evaluations can be scheduled. Kampnich suggested a special meeting one week from now. The council agreed to hold a special meeting on Tuesday, October 25, 2022 at 6:30 p.m. to talk about evaluations and the contract. Brian said he will send out the evaluation to all council members.

## **COUNCIL COMMENTS**

See is upset that gas prices haven't gone down. Nationwide, prices have reduced by \$1.00. Our island went down thirty cents. Ketchikan is currently paying \$5.06 for gas. We shouldn't have to pay so much more. He would like to send Petro a letter expressing that we are upset to be paying so much. Bazinet asked if there is any competition. See said no.

Kampnich recently returned from the deer summit. The US Fish and Wildlife has a preliminary overview to listing. There will be a time for public comment. Wolf scat shows a variety of prey. Wolf reproduction is evident on all the islands. Fish and Wildlife are concerned about inbreeding and a depressed gene pool. If things go well the state will release the gene flow Unit 2.

McDonald shared that the health fair went well. It was the first fair since COVID. She appreciated the EMS and fire department going to the schools. Sergeant Page ate lunch with the kids and they loved it. She likes seeing so much happening in our small town.

The next regular council meeting will be on Thursday, November 3, 2022 at 6:30 p.m.

## **ADJOURNMENT**

SEE/KAMPNICH

Moved to adjourn at 7:31 p.m.

MOTION CARRIED

APPROVED on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor Timothy O'Connor

ATTEST: \_\_\_\_\_  
Heather Mendonsa, City Clerk

CITY OF CRAIG  
SPECIAL COUNCIL MEETING  
TUESDAY, OCTOBER 25, 2022

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**ROLL CALL**

Mayor Tim O'Connor called the meeting to order at 6:32 p.m. Present were Julie McDonald, Jim See, Millie Schoonover, Michael Kampnich, and Chanel McKinley. Hannah Bazinet was absent from the meeting.

**Staff Present:** Brian Templin, City Administrator

**CONSENT AGENDA**

None

**HEARING FROM THE PUBLIC**

None

**READING OF CORRESPONDENCE**

None

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

None

**EXECUTIVE SESSION**

MCDONALD / SEE

Moved to go into executive session.

MOTION CARRIED

SEE/MCKINLEY

Moved to return to regular session

MOTION CARRIED

**UNFINISHED BUSINESS**

SEE/MCDONALD

Moved to approve the 2022-2025 contract with the city administrator

MOTION PASSED UNANIMOUSLY

**NEW BUSINESS**

None

**COUNCIL COMMENTS**

None

**ADJOURNMENT**

SCHOONOVER/KAMPNICH

Moved to adjourn at 6:54 p.m.

MOTION CARRIED

APPROVED on the \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
MAYOR TIMOTHY O'CONNOR

ATTEST: \_\_\_\_\_  
HEATHER MENDONSA, CITY CLERK



**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Heather Mendonsa, City Clerk  
Date: October 27, 2022  
RE: Resolution 22-23, Appointing Veronica Dandurand as Clerk Pro-Tem

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We recently hired Veronica Dandurand as the new part time administrative assistant at City Hall. This new position was approved in the FY2023 budget.

The position is intended to manage a number of programs and projects city wide and perform other administrative support as needed. Clerk pro-tem is one of the duties that will be assigned to Veronica. This duty assigns a number of tasks and authorities granted to the city clerk by our code. Primarily, Veronica will act as the clerk for council meeting preparation and be at the meeting when the clerk is unavailable.

Per Section 2.04.050.B of the Craig Municipal Code, the clerk pro-tem is appointed by the council.

Recommendation: Approve Resolution 22-20, appointing Veronica Dandurand as the clerk pro-tem.

**CITY OF CRAIG  
RESOLUTION 22-23**

APPOINTING VERONICA DANDURAND AS CITY CLERK PRO-TEM

**WHEREAS**, from time to time the city clerk is unavailable to perform the duties assigned to that office; and,

**WHEREAS**, when the clerk is unavailable, the clerk pro-tem may perform city clerk duties, as assigned by the mayor, city council, or city administrator; and,

**WHEREAS**, POWCAC adoption Resolution 22-02 on June 28, 2022; and,

**WHEREAS**, Section 2.04050.B of the Craig Municipal Code provides for council appointment of a clerk pro-tem.

**NOW, THEREFORE, BE IT RESOLVED** that Veronica Dandurand be appointed as clerk pro-tem.

Adopted this \_\_\_\_ day of November, 2022.

\_\_\_\_\_  
Mayor Tim O'Connor

ATTEST \_\_\_\_\_  
Heather Mendonsa, City Clerk

**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Heather Mendonsa, City Clerk  
Date: October 27, 2022  
RE: Resolution 22-24

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Attached you will find Resolution 22-24. The resolution adopts an updated classification pay plan which reflects a 4.25% cost of living adjustment. It also has updated job classifications titles, which were reviewed and approved by all city department heads.

Recommendation: Adopt Resolution 22-24.

**CITY OF CRAIG  
RESOLUTION 22-24**

AMENDING THE CITY OF CRAIG CLASSIFICATION PAY PLAN TO INCLUDE A 4.25%  
COST OF LIVING ADJUSTMENT FOR ALL FULL TIME AND PART TIME CURRENT  
EMPLOYEES.

**WHEREAS**, the City of Craig adopted Ordinance 746, City of Craig 2023 Operating Budget as of May 19, 2022; and,

**WHEREAS**, the 4.25% cost of living adjustment was included in the budget to account for the change in the Consumer Price Index between FY2015 and FY2022; and,

**WHEREAS**, an amendment to the current classification pay plan was recommended to be consistent with the wage increase; and,

**WHEREAS**, the city department heads updated job classification titles for their respective departments.

**NOW, THEREFORE BE IT RESOLVED** that the Craig city council adopts the classification pay plan.

**BE IT FURTHER RESOLVED** that the effective date of this Action is July 1, 2022.

PASSED AND APPROVED by a duly constituted quorum of the city council this \_\_\_\_ day of November 2022.

\_\_\_\_\_

MAYOR TIM O'CONNOR

ATTEST: \_\_\_\_\_

HEATHER MENDONSA, CITY CLERK

**CITY OF CRAIG PAY GRADE CLASSIFICATION  
CITY COUNCIL RESOLUTION 22-24**

<b>Grade</b>	<b>Wage FY23 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>1</b>	<b>\$11.11 to \$14.73</b>	ETT I	EMS	EMS Coordinator	H
		Library Clerk I	Library	Library Director	H
		Lifeguard I	Swim Pool	Aquatic Manager	H
<b>2</b>	<b>\$14.74 to \$17.89</b>	Assistant Harbormaster I	Harbor	Harbormaster	H
		Dispatcher Recruit	Police	Dispatch Supervisor	H
		EMT I	EMS	EMS Coordinator	H
		ETT 2	EMS	EMS Coordinator	H
		Jailer Recruit	Police	Police Chief	H
		Library Clerk II	Library	Library Director	H
		Lifeguard II	Swim Pool	Aquatic Manager	H
		Parks/Facilities Laborer I	Parks/Facilities	Parks/Facilities Manager	H
		Recreation Assistant I	Recreation	Recreation Director	H
Utility Worker / Operator I	Public Works	Public Works Operator	H		
<b>3</b>	<b>Hourly \$17.90 to \$21.05  Salary \$37,232.00 to \$43,784.00</b>	Accounting Clerk I	Administration	Finance Director	H
		Administrative Assistant I	Administration	City Administrator	H
		Aquatic Manager I	Swim Pool	City Administrator	S
		Assistant Harbormaster II	Harbor	Harbormaster	H
		Dispatch Supervisor I	Police	Police Chief	H
		Dispatcher / Jailer I	Police	Dispatch Supervisor	H
		EMS Coordinator I	EMS	EMS Coordinator	S
		EMS / EMT II	EMS	EMS Coordinator	H
		Harbor Accounting Clerk I	Harbor	Harbormaster	H
		Harbor Maintenance I	Harbor	Harbormaster	H
		Head Lifeguard I	Swim Pool	Aquatic Manager	H
		Library Clerk III	Library	Library Director	H
		Library Director I	Library	City Administrator	S
Lifeguard III	Swim Pool	Aquatic Manager	H		

<b>Grade</b>	<b>Wage FY23 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>3</b>	<b>(continued)</b>	Parks/Facilities Assistant I	Parks/Public Facilities	Parks/Facilities Manager	H
		Parks/Facilities Laborer II	Parks/Public Facilities	Parks/Facilities Manager	H
		Recreation Assistant II	Recreation	Recreation Director	H
		Recreation Director I	Recreation	City Administrator	S
		Swim Coach I	Swim Pool	Aquatic Manager	H
		Utility Worker / Operator II	Public Works	Public Works Director	H
		Water/Sewer Oper. Trainee	Public Works	Public Works Director	H
<b>4</b>	<b>Hourly</b>  <b>\$21.06</b> <b>to</b> <b>\$24.21</b>  <b>Salary</b> <b>\$43,804.80</b> <b>to</b> <b>\$50,356.80</b>	Accounting Clerk II	Administration	Finance Director	H
		Administrative Assistant II	Administration	City Administrator	H
		Aquatic Manager II	Swim Pool	City Administrator	S
		Assistant Harbormaster III	Harbor	Harbormaster	H
		City Clerk I	Administration	City Administrator	S
		Deputy Harbormaster I	Harbor	Harbormaster	H
		Dispatch Supervisor II	Police	Police Chief	H
		Dispatcher/Jailer II	Police	Dispatch Supervisor	H
		EMS Coordinator II	EMS	City Administrator	S
		EMS EMT III	EMS	EMS Coordinator	H
		Harbor Accounting Clerk II	Harbor	Harbormaster	H
		Harbor Maintenance II	Harbor	Harbormaster	H
		Head Lifeguard II	Swim Pool	Aquatic Manager	H
		Ice House Operator I	Harbor	Harbormaster	H
		Library Director II	Library	City Administrator	S
		Library Clerk IV	Library	Library Director	H
		Lifeguard IV	Swim Pool	Aquatic Manager	H
		Parks/Facilities Assistant II	Parks/Public Facilities	Parks/Facilities Manager	H
		Parks/Facilities Laborer III	Parks/Public Facilities	Parks/Facilities Manager	H
		Planner I	Planning	City Administrator	S
		Police Dispatcher III	Police	Dispatch Supervisor	H
Police Officer I	Police	Police Sergeant	H		
Recreation Assistant III	Recreation	Recreation Director	H		

<b>Grade</b>	<b>Wage FY23 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>4</b>	<b>(continued)</b>	Recreation Director II	Recreation	City Administrator	S
		Swim Coach II	Swim Pool	Aquatic Manager	H
		Utility Worker/Operator III	Public Works	Public Works Director	H
		WWTP Operator I	Public Works	Public Works Director	H
		Water/Sewer Operator I	Public Works	Public Works Director	H
<b>5</b>	<b>Hourly \$24.22 to \$27.32  Salary \$50,377.60 to \$56,825.60</b>	Accounting Clerk III	Administration	Finance Director	H
		Aquatic Manager III	Swim Pool	City Administrator	S
		Assistant Harbormaster IV	Harbor	Harbormaster	H
		City Clerk II	Administration	City Administrator	S
		Dispatch Supervisor III	Police	Police Chief	H
		Dispatcher / Jailer III	Police	Dispatch Supervisor	H
		EMS Coordinator III	EMS	City Administrator	S
		Harbor Accounting Clerk III	Harbor	City Administrator	H
		Harbor Maintenance III	Harbor	Harbormaster	H
		Harbormaster I	Harbor	Harbormaster	S
		Head Lifeguard III	Swim Pool	Aquatic Manager	H
		Ice House Operator II	Harbor	Harbormaster	H
		Lead Accounting Clerk I	Administration	Finance Director	H
		Library Director III	Library	City Administrator	S
		Parks/Facilities Assistant III	Parks / Public Facilities	Parks/Facilities Manager	H
		Parks/Facilities Manager I	Parks / Public Facilities	City Administrator	H
		Planner II	Planner	City Administrator	S
		Police Officer II	Police	Police Sergeant	H
		Recreation Director III	Recreation	City Administrator	S
		Swim Coach III	Swim Pool	Aquatic Manager	H
Utility Worker / Operator IV	Public Works	Public Works Director	H		
Water / Sewer Operator II	Public Works	Public Works Director	H		
WWTP Operator II	Public Works	Public Works Director	H		

<b>Grade</b>	<b>Wage FY23 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>6</b>	<b>Hourly \$27.33 to \$30.52  Salary \$56,846.40 to \$63,481.60</b>	Aquatic Manager IV	Swim Pool	City Administrator	S
		Assistant Harbormaster V	Harbor	Harbormaster	H
		City Clerk III	Administration	City Administrator	S
		Dispatch Supervisor IV	Police	Police Chief	H
		Harbormaster II	Harbor	City Administrator	S
		Ice House Operator III	Harbor	Harbormaster	H
		Lead Accounting Clerk II	Administration	Finance Director	H
		Library Director IV	Library	City Administrator	S
		Parks / Facilities Manager II	Parks / Public Facilities	City Administrator	S
		Planner III	Planning	City Administrator	S
		Police Officer III	Police	Police Sergeant	H
		Police Sergeant I	Police	Police Chief	H
		Recreation Director IV	Recreation	City Administrator	S
		Utility Worker V	Public Works	Public Works Director	H
		Water / Sewer Operator III	Public Works	Public Works Director	H
<b>7</b>	<b>Hourly \$30.53 to \$33.68  Salary \$63,502.40 to \$70,054.40</b>	Aquatic Manager V	Swim Pool	City Administrator	S
		Chief of Police I	Police	City Administrator	S
		City Clerk IV	Administration	City Administrator	S
		Harbormaster III	Harbor	City Administrator	S
		Lead Accounting Clerk III	Administration	Finance Director	H
		Library Director V	Library	City Administrator	S
		Parks/Facilities Manager III	Parks / Public Facilities	City Administrator	S
		Planner IV	Planning	City Administrator	S
		Police Officer IV	Police	Police Sergeant	H
		Police Sergeant II	Police	Police Chief	H
		Public Works Director I	Public Works	City Administrator	S
		Recreation Director V	Recreation	City Administrator	S
		Treasurer / Finance Dir. I	Administration	City Administrator	S
		Utility Worker VI	Public Works	Public Works Director	H
		Water/Sewer Operator IV	Public Works	Public Works Director	H



<b>Grade</b>	<b>Wage FY23 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>8</b>	<b>Hourly \$33.69 to \$36.84  Salary \$70,075.20 to \$76,627.20</b>	Chief of Police II	Police	City Administrator	S
		City Clerk V	Administration	City Administrator	S
		Harbormaster IV	Harbor	City Administrator	S
		Lead Accounting Clerk IV	Administration	Finance Director	H
		Parks/Facilities Manager IV	Parks / Facilities	City Administrator	S
		Planner V	Planning	City Administrator	S
		Police Officer V	Police	Police Sergeant	H
		Police Sergeant III	Police	Police Chief	H
		Public Works Director II	Public Works	City Administrator	S
		Treasurer / Finance Dir. II	Administration	City Administrator	S
Water/Sewer Oper. V	Public Works	Public Works Director	H		
<b>9</b>	<b>Hourly \$36.85 to \$40.00  Salary \$76,648.00 to \$83,200.00</b>	Chief of Police III	Police	City Administrator	S
		Harbormaster V	Harbor	City Administrator	S
		Lead Accounting Clerk V	Administration	Finance Director	H
		Parks/Facilities Manager V	Parks/Facilities	City Administrator	S
		Police Sergeant IV	Police	Police Chief	H
		Public Works Director III	Public Works	City Administrator	S
		Treasurer / Finance Dir. III	Administration	City Administrator	S
<b>10</b>	<b>Hourly \$40.01 to \$43.16  Salary \$83,220.80 to \$89,772.80</b>	Chief of Police IV	Police	City Administrator	S
		Parks/Facilities Manager V	Park/Facilities	City Administrator	S
		Police Sergeant V	Police	Chief of Police	H
		Public Works Director IV	Public Works	City Administrator	S
		Treasurer/Finance Dir. IV	Administration	City Administrator	S

<b>Grade</b>	<b>Wage FY23 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>11</b>	<b>Hourly \$43.17 to \$46.62</b>	Chief of Police V	Police	City Administrator	S
		Public Works Director V	Public Works	City Administrator	S
		Treasurer/Finance Dir. V	Administration	City Administrator	S

**Salary  
\$89,793.60  
to  
\$96,969.60**

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Administrator  
Date: October 26, 2022  
RE: November Staff Report

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### **1. Finance Department Review/Training**

Marva-Lee Otos was in Craig October 10 – 14 to start her review of the finance department and to work with Kimber. It was a productive week. Marva spent time with Kimber and staff ensuring that a good annual calendar of events and required actions was available to staff. Marva spent time reviewing software and a number of processes and made some recommendations to staff.

Marva, Kimber, and myself spent a fair amount of time reviewing the overall budget process in preparation for the next fiscal year budget. One of the recommendations that Marva made was to do a mid-year supplemental budget. Kimber will be working with the departments and me over the next two months to complete that supplemental and bring it to the council for approval. Kimber indicated that the time with Marva was very helpful to her.

Marva will continue to review processes remotely from Ketchikan and will be available to Kimber and I by phone and Zoom. Kimber will also schedule more in person visits over the next year as needed.

### **2. Craig Cannery/Harbor Project**

Samantha and I met with our new project manager at the USACE on October 21<sup>st</sup> for an update on the project. The USACE is continuing to work on the environmental validation and expects that it will be out for final public review next year. This means that the likely construction is scheduled for early 2024. The USACE is continuing to work with the CTA and has made some suggestions on measures that may address some of CTA's issues with the project. I would like to include a discussion about making an offer to CTA to provide space for totems and a long house/cultural center in exchange for a resolution of full support from the CTA council. I am hoping that this will address some of CTA's concerns with the project and, in exchange, put them on record supporting the total project. A memo will be included in the packet for some discussion.

### **3. Daycare Center**

At the October 20<sup>th</sup> council meeting the council approved an ordinance authorizing negotiations with Vanessa Richter dba Island Daycare for a below market value lease of the daycare center building for the purpose of operating a daycare. We will include a discussion about shared space early in our discussions with Vanessa. As a side note, I will be meeting with CCTHITA Headstart staff and managers on October 26<sup>th</sup>. This meeting will include a tour of the daycare facility. As a reminder, Headstart is interested in sharing the space or leasing the building if Island Daycare withdraws at some point. If Vanessa is open to shared space we will have Headstart apply for a lease as well so we can open negotiations with them as well.

#### **4. Burn Pit**

We have been working with the city's attorney and recently met with DEC staff regarding the Notice of Violation letter that was sent to us last month. The discussions went well. DEC seems to agree that recent improvements to our enforcement and some of the other corrective action plan items have made a difference in the quality of the burns at the burn pit.

I am more optimistic about continued operations of the burn pit than I was last month. At this point, DEC has requested that we submit an update to the corrective action plan items that we included in our January response to their compliance letter. I am working on that update now. I have attached the most recent email from DEC under correspondence for the November 3<sup>rd</sup> meeting.

#### **5. Alaska Municipal League**

The Alaska Municipal League Annual Conference is scheduled for December 3 – 9 in Anchorage. This annual conference consists of several conferences simultaneously during some portion of the week including the conference of mayors, clerks conference, finance officers conference, and municipal managers conference. Heather, Kimber, the Mayor, and I will attend our respective conferences during the week. While all the conferences don't overlap 100%, there will likely be some short staffing days during the week when a good portion of city hall staff will be traveling or at the conference in Anchorage. It is likely that we will have some modified hours at city hall that week to ensure that staff get lunches and that we have adequate coverage.

In addition, AML annually holds newly elected official training for council members and other elected officials. If council members are interested in this training there will be an online opportunity on Wednesday, November 30<sup>th</sup> or in-person training in Anchorage on Monday, December 5<sup>th</sup>. Please get with the city clerk if you are interested and have not attended this training before.

#### **6. Staffing**

We are finally back in good shape with staffing in most departments. The new accounting clerks have started and are doing well in the billing and accounts payable sections. Sheri has been here since October 17<sup>th</sup> and will be here until Friday the 28<sup>th</sup>. She has been concentrating on training the new accounting clerks and working with Kimber. Our new administrative assistant has been working on a number of assigned tasks and has been helping the library cover some lunch hours when they are short staffed. She will also help Kimber with front desk staffing until a new clerk is hired.

The only department we have major staffing issues still is the pool. Jessica is continuing to look for an additional 18+ year-old full-time lifeguard.

#### **7. Travel and Leave Schedule**

I will be out of the office December 3 – 10 for Alaska Municipal League. I will be taking some personal time in January.

CITY OF CRAIG  
MEMORANDUM

November 3, 2022

To: City Council

From: Sheri Purser/Kimber Mikulecky, Treasurer

Re: Monthly Report

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The September monthly financials and APMC reports are included.

Marva Otos was in office the week of October 10<sup>th</sup> to help train myself on the Finance Director position as well as do an internal review of City Hall procedures. She was very helpful and had some great insight on the finance position along with great suggestions that have been implemented. The Supplemental Budget process has been previously done at the end of each fiscal year. With the suggestion of Marva, I have decided to do the Supplemental Budget process at the beginning of the fiscal year so it can be worked in a current time frame, and we can update it as need be.

I have filled the Billing Clerk position. Susan Posey accepted the position and has been with us for a few weeks now. She is catching on quickly and is a great asset to the accounting staff. Natalie Stone has moved from the Admin Clerk to the new Accounts Payable Clerk. She as well is catching on quickly and it is doing a fantastic job. This means the Admin Clerk (front desk) position is now vacant, and we are accepting applications.

I have asked Susan to work on Sales Tax delinquent accounts in between billing. A spreadsheet is being created to track all local businesses and their quarterly filings. This is going to be a much faster way of keeping track of delinquent accounts specifically pertaining to sales tax. Third quarter is due by October 31<sup>st</sup>. Starting November, we will send our first round of delinquent sales tax notices to applicable businesses.

If you have any questions please contact me at [finance@craigak.com](mailto:finance@craigak.com)



City of Craig  
Cash Balances  
10/27/2022

General Fund

Deposit Clearing Account	549,062.27
Checking - First Bank	2,811,624.65
Checking - Wells Fargo	25,218.73
Petty Cash	356.60
Petty Cash-Harbors	165.29
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	134.95
Petty Cash- Library	150.00
Wells Fargo CD Saving Account	<u>510,912.14</u>
Total	<u>3,897,874.63</u>

Restricted Fund

Cares Fund Checking	169,002.08
Cash, Police Fund	11,706.76
Cash Evidence, Police	4,416.00
Cash, Police Federal Fund	11,944.78
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	18,453.72
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	50,029.61
MM Invest Muni Land	433.73
Hatchery Saving Account	57,302.94
Cash MMkt NFR -School FB	61,592.36
Cash Invest School Funds APCM	2,901,437.01
Accrued Interest, School	<u>6,267.46</u>
Total	<u>3,316,623.08</u>

Endowment

Cash Held Endowment	74,108.09
Fixed Inc. Investment Endowment	5,543,444.43
Accr. Int., Endowment	38,167.19
Equity Invest., Endowment	7,331,682.17
Unrealized Gain/Loss Endowment	(388,034.94)
Unrealized Gain/Loss Equity, Endowment	<u>1,782,939.07</u>
Total	<u>14,382,306.01</u>

Enterprise Fund

DNR Performance CD	<u>8,500.00</u>
Total	<u>8,500.00</u>

**City of Craig**  
**02. Craig Gov Revenue**

**October 27, 2022**

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	0	692,755	687,480	5,275	101
01 00.4050.00 000 Sales Tax	559,897	1,158,031	1,205,500	(47,469)	96
01 00.4051.00 000 1% Sales Tax for School	0	0	340,850	(340,850)	0
01 00.4052.00 000 Alaska Remote Sales Tax	18,392	78,016	100,000	(21,984)	78
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	340,850	(340,850)	0
01 00.4054.00 000 Fuel Sales Tax	11,377	11,377	0	11,377	0
01 00.4055.00 000 Delinquent Sales Tax	0	787	0	787	0
01 00.4060.00 000 Liquor Sales Tax	27,039	59,739	120,000	(60,261)	50
01 00.4065.00 000 Transient Room Tax	5,534	13,789	20,000	(6,211)	69
01 00.4080.00 000 Sales Tax Penalties	15	438	0	438	0
<b>Total Local Taxes</b>	<b>622,254</b>	<b>2,014,932</b>	<b>2,814,680</b>	<b>(799,748)</b>	<b>72</b>
01 00.4100.00 000 Property PILT Funding	0	304,598	300,000	4,598	102
01 00.4110.00 000 State Revenue Sharing	0	0	75,000	(75,000)	0
01 00.4111.00 000 Liquor Revenue Sharing	0	0	4,000	(4,000)	0
01 00.4112.00 000 Fish Bus Tax - DOR	0	0	75,000	(75,000)	0
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
<b>Total State Revenue</b>	<b>0</b>	<b>304,598</b>	<b>456,000</b>	<b>(151,402)</b>	<b>67</b>
01 00.4200.00 000 COVID 19 Response Revenue	0	0	75,000	(75,000)	0
01 00.4220.00 000 EMS Service Fees	1,427	5,583	50,000	(44,417)	11
01 00.4250.00 000 EMS Training Fees	0	0	1,000	(1,000)	0
01 00.4255.00 000 EMS Estimated NonCollectable	0	0	(25,000)	25,000	0
01 00.4260.00 000 Aquatic Center Revenue	1,784	9,434	50,000	(40,566)	19
01 00.4270.00 000 Library Fees	0	83	1,000	(917)	8
01 00.4275.00 000 Recreation Revenue	3,049	6,202	15,000	(8,798)	41
01 00.4280.00 000 Senior Card Fees	75	660	3,000	(2,340)	22
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	150	570	2,500	(1,930)	23
01 00.4644.00 000 Access Permit Fees	0	3,503	5,500	(1,997)	64
01 00.4645.00 000 Subdivision Fees	60	60	0	60	0
01 00.4646.00 000 PSN Road Maintenance	0	(300)	40,000	(40,300)	(1)
<b>Total Permits &amp; Fees</b>	<b>6,545</b>	<b>25,795</b>	<b>218,100</b>	<b>(192,305)</b>	<b>12</b>
01 00.4300.00 000 Property Lease/Rentals	0	6,274	53,000	(46,726)	12
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
<b>Total Local Revenue</b>	<b>0</b>	<b>6,274</b>	<b>54,000</b>	<b>(47,726)</b>	<b>12</b>
01 00.4700.00 000 Police-Fines,Citation	50	1,880	10,000	(8,120)	19
01 00.4703.00 000 Motor Vehicle Commision	4,322	23,355	60,000	(36,645)	39
01 00.4650.00 000 State Trooper Dispatch	0	1,375	7,200	(5,825)	19
01 00.4660.00 000 State Jail Contract Revenue	0	0	357,524	(357,524)	0
01 00.4665.00 000 Klawock Dispatch	0	13,272	53,088	(39,816)	25
01 00.4670.00 000 Forest Service Dispatch	(3,000)	0	3,000	(3,000)	0
<b>Total Public Safety Funds</b>	<b>1,372</b>	<b>39,882</b>	<b>490,812</b>	<b>(450,930)</b>	<b>8</b>
01 00.4820.00 000 Interest Income (A/R)	(55)	321	1,000	(679)	32
01 00.4900.00 000 Misc Revenue	21	5,766	5,000	766	115
01 00.4990.00 000 TRANS.FRM RESERVES BAL. BUDGET	0	895	0	895	0
<b>Total Other Revenue</b>	<b>(34)</b>	<b>6,982</b>	<b>6,000</b>	<b>982</b>	<b>116</b>
<b>Total Revenues</b>	<b>\$ 630,137</b>	<b>\$ 2,398,463</b>	<b>\$ 4,039,592</b>	<b>\$ (1,641,129)</b>	<b>\$ 59</b>



**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 27, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
<b>Administration</b>				
Total Personnel Expenditures	110,679	0	335,041	110,679
Total Benefits Expenditures	37,430	0	172,481	37,430
Total Contract Expenditures	75,275	0	178,200	75,275
Total Travel & Expenditures	9,572	0	14,545	9,572
Total Materials Expenditures	2,684	0	11,625	2,684
Total Utilities Expenditures	2,506	0	20,370	2,506
Total Repairs & Maint Expenditures	1,342	0	4,760	1,342
Total Other Expenditures	5,398	0	38,700	5,398
Total Capital & Debt Expenditures	1,932	0	8,000	1,932
Total Expenditures	<u>\$ 246,818</u>	<u>\$ 0</u>	<u>\$ 783,722</u>	<u>\$ 246,818</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (246,818)</u>	<u>\$ 0</u>	<u>\$ (783,722)</u>	<u>\$ (246,818)</u>
<b>Council</b>				
Total Personnel Expenditures	5,361	0	20,124	5,361
Total Benefits Expenditures	548	0	6,864	548
Total Contract Expenditures	845	0	950	845
Total Travel & Expenditures	1,216	0	5,050	1,216
Total Materials Expenditures	366	0	1,000	366
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	267	0	10,428	267
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 8,603</u>	<u>\$ 0</u>	<u>\$ 44,416</u>	<u>\$ 8,603</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (8,603)</u>	<u>\$ 0</u>	<u>\$ (44,416)</u>	<u>\$ (8,603)</u>
<b>Planning</b>				
Total Personnel Expenditures	16,683	0	41,915	16,683
Total Benefits Expenditures	5,679	0	26,132	5,679
Total Contract Expenditures	20,845	0	6,500	20,845
Total Travel & Expenditures	2,301	649	2,700	2,950
Total Materials Expenditures	48,680	(41,642)	1,000	7,038
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	500	0
Total Other Expenditures	234	0	1,742	234
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 94,422</u>	<u>\$ (40,993)</u>	<u>\$ 80,489</u>	<u>\$ 53,429</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (94,422)</u>	<u>\$ 40,993</u>	<u>\$ (80,489)</u>	<u>\$ (53,429)</u>
<b>Parks &amp; Facilities</b>				
Total Personnel Expenditures	48,651	0	158,330	48,651
Total Benefits Expenditures	21,307	0	68,945	21,307
Total Contract Expenditures	(765)	230	7,500	(535)
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	4,591	4,061	16,175	8,652

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 27, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Utilities Expenditures	2,773	0	19,200	2,773
Total Repairs & Maint Expenditures	0	0	12,000	0
Total Other Expenditures	3,569	0	18,534	3,569
Total Capital & Debt Expenditures	0	78,066	48,550	78,066
Total Expenditures	<u>\$ 80,126</u>	<u>\$ 82,357</u>	<u>\$ 349,234</u>	<u>\$ 162,483</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (80,126)</u>	<u>\$ (82,357)</u>	<u>\$ (349,234)</u>	<u>\$ (162,483)</u>
Public Works				
Total Personnel Expenditures	48,685	0	111,888	48,685
Total Benefits Expenditures	25,819	0	64,617	25,819
Total Contract Expenditures	300	0	720	300
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	8,740	4,130	74,825	12,870
Total Utilities Expenditures	376	0	18,925	376
Total Repairs & Maint Expenditures	11,607	11,804	53,200	23,412
Total Other Expenditures	4,688	0	16,049	4,688
Total Capital & Debt Expenditures	47,725	2,339	111,774	50,064
Total Expenditures	<u>\$ 147,940</u>	<u>\$ 18,273</u>	<u>\$ 451,998</u>	<u>\$ 166,214</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (147,940)</u>	<u>\$ (18,273)</u>	<u>\$ (451,998)</u>	<u>\$ (166,214)</u>
Police				
Total Personnel Expenditures	203,016	0	635,955	203,016
Total Benefits Expenditures	92,971	0	357,833	92,971
Total Contract Expenditures	0	1,837	26,931	1,837
Total Travel & Expenditures	2,480	877	5,000	3,357
Total Materials Expenditures	14,173	7,077	60,000	21,249
Total Utilities Expenditures	1,048	0	27,111	1,048
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	7,541	1,307	56,008	8,848
Total Capital & Debt Expenditures	1,000	0	1,000	1,000
Total Expenditures	<u>\$ 322,229</u>	<u>\$ 11,098</u>	<u>\$ 1,170,838</u>	<u>\$ 333,326</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (322,229)</u>	<u>\$ (11,098)</u>	<u>\$ (1,170,838)</u>	<u>\$ (333,326)</u>
EMS				
Total Personnel Expenditures	54,300	0	202,467	54,300
Total Benefits Expenditures	20,817	0	69,165	20,817
Total Contract Expenditures	2,156	464	4,900	2,620
Total Travel & Expenditures	592	0	8,200	592
Total Materials Expenditures	854	974	13,450	1,828
Total Utilities Expenditures	333	0	8,600	333
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	2,170	0	10,077	2,170
Total Capital & Debt Expenditures	0	19,724	30,000	19,724
Total Expenditures	<u>\$ 81,222</u>	<u>\$ 21,162</u>	<u>\$ 346,859</u>	<u>\$ 102,384</u>

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 27, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ (81,222)	\$ (21,162)	\$ (346,859)	\$ (102,384)
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	124	0	4,186	124
Total Contract Expenditures	5,100	0	5,400	5,100
Total Travel & Expenditures	0	0	2,500	0
Total Materials Expenditures	86	319	2,300	406
Total Utilities Expenditures	0	0	5,425	0
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	823	0	5,954	823
Total Capital & Debt Expenditures	0	0	5,000	0
Total Expenditures	\$ 6,133	\$ 319	\$ 31,765	\$ 6,453
Excess Revenue Over (Under) Expenditures	\$ (6,133)	\$ (319)	\$ (31,765)	\$ (6,453)
Library				
Total Revenues	\$ 45,297	\$ 0	\$ 0	\$ 45,297
Total Personnel Expenditures	23,392	0	76,341	23,392
Total Benefits Expenditures	5,361	0	15,242	5,361
Total Contract Expenditures	0	1,291	4,934	1,291
Total Travel & Expenditures	0	0	1,000	0
Total Materials Expenditures	12,035	696	9,600	12,731
Total Utilities Expenditures	407	0	11,100	407
Total Repairs & Maint Expenditures	209	0	500	209
Total Other Expenditures	574	0	2,770	574
Total Capital & Debt Expenditures	0	0	2,860	0
Total Expenditures	\$ 41,978	\$ 1,987	\$ 124,347	\$ 43,965
Excess Revenue Over (Under) Expenditures	\$ 3,319	\$ (1,987)	\$ (124,347)	\$ 1,332
Recreation				
Total Personnel Expenditures	21,680	0	82,055	21,680
Total Benefits Expenditures	10,420	0	43,963	10,420
Total Contract Expenditures	200	0	1,500	200
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	364	0	2,525	364
Total Utilities Expenditures	798	0	19,625	798
Total Repairs & Maint Expenditures	0	0	2,100	0
Total Other Expenditures	984	0	6,239	984
Total Capital & Debt Expenditures	0	0	4,000	0
Total Expenditures	\$ 34,446	\$ 0	\$ 162,007	\$ 34,446
Excess Revenue Over (Under) Expenditures	\$ (34,446)	\$ 0	\$ (162,007)	\$ (34,446)
Aquatic Center				
Total Personnel Expenditures	24,928	0	180,222	24,928

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 27, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Benefits Expenditures	18,186	0	115,484	18,186
Total Contract Expenditures	246	0	4,040	246
Total Travel & Expenditures	1,243	0	5,670	1,243
Total Materials Expenditures	1,892	314	23,420	2,206
Total Utilities Expenditures	15,128	0	138,650	15,128
Total Repairs & Maint Expenditures	0	0	4,500	0
Total Other Expenditures	3,206	0	20,012	3,206
Total Capital & Debt Expenditures	107,796	1,950	144,738	109,747
Total Expenditures	<u>\$ 172,625</u>	<u>\$ 2,264</u>	<u>\$ 636,736</u>	<u>\$ 174,890</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (172,625)</u>	<u>\$ (2,264)</u>	<u>\$ (636,736)</u>	<u>\$ (174,890)</u>
<b>Sewer</b>				
Total Revenues	\$ 75,434	\$ 0	\$ 0	\$ 75,434
Total Personnel Expenditures	38,667	0	137,550	38,667
Total Benefits Expenditures	18,011	0	63,163	18,011
Total Contract Expenditures	1,181	0	7,800	1,181
Total Travel & Expenditures	80	242	2,280	322
Total Materials Expenditures	(59)	4,913	8,350	4,854
Total Utilities Expenditures	139	0	51,700	139
Total Repairs & Maint Expenditures	2,865	675	4,000	3,540
Total Other Expenditures	3,532	0	26,262	3,532
Total Capital & Debt Expenditures	11,484	16,360	379,445	27,844
Total Expenditures	<u>\$ 75,900</u>	<u>\$ 22,190</u>	<u>\$ 680,550</u>	<u>\$ 98,090</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (466)</u>	<u>\$ (22,190)</u>	<u>\$ (680,550)</u>	<u>\$ (22,656)</u>
<b>Water</b>				
Total Revenues	\$ 98,694	\$ 0	\$ 0	\$ 98,694
Total Personnel Expenditures	52,798	0	199,528	52,798
Total Benefits Expenditures	24,927	0	92,026	24,927
Total Contract Expenditures	3,416	825	10,000	4,241
Total Travel & Expenditures	611	1,976	4,935	2,588
Total Materials Expenditures	2,278	11,061	69,900	13,339
Total Utilities Expenditures	244	0	57,400	244
Total Repairs & Maint Expenditures	0	3,217	10,000	3,217
Total Other Expenditures	(9,299)	0	18,345	(9,299)
Total Capital & Debt Expenditures	26,355	15,945	83,208	42,300
Total Expenditures	<u>\$ 101,330</u>	<u>\$ 33,024</u>	<u>\$ 545,342</u>	<u>\$ 134,355</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (2,636)</u>	<u>\$ (33,024)</u>	<u>\$ (545,342)</u>	<u>\$ (35,661)</u>
<b>Garbage</b>				
Total Revenues	\$ 91,276	\$ 0	\$ 0	\$ 91,276
Total Personnel Expenditures	14,107	0	50,543	14,107
Total Benefits Expenditures	6,296	0	17,731	6,296
Total Contract Expenditures	57,559	0	239,500	57,559
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	1,786	1,419	9,475	3,205

Return to Top

# City of Craig

## Revenue and Expense YTD & Budget

October 27, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Utilities Expenditures	0	0	500	0
Total Repairs & Maint Expenditures	0	0	5,000	0
Total Other Expenditures	1,226	0	5,802	1,226
Total Capital & Debt Expenditures	30,846	0	55,831	30,846
Total Expenditures	<u>\$ 111,820</u>	<u>\$ 1,419</u>	<u>\$ 384,382</u>	<u>\$ 113,239</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (20,544)</u>	<u>\$ (1,419)</u>	<u>\$ (384,382)</u>	<u>\$ (21,963)</u>

### Harbor

Total Revenues	\$ 195,998	\$ 0	\$ 0	\$ 195,998
Total Personnel Expenditures	43,505	0	166,081	43,505
Total Benefits Expenditures	30,847	0	105,024	30,847
Total Contract Expenditures	0	0	1,200	0
Total Travel & Expenditures	2,732	350	2,500	3,082
Total Materials Expenditures	4,492	1,844	29,925	6,337
Total Utilities Expenditures	1,880	0	45,492	1,880
Total Repairs & Maint Expenditures	2,192	1,290	3,000	3,482
Total Other Expenditures	4,036	0	26,619	4,036
Total Capital & Debt Expenditures	8,711	0	197,250	8,711
Total Expenditures	<u>\$ 98,395</u>	<u>\$ 3,484</u>	<u>\$ 577,091</u>	<u>\$ 101,880</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 97,603</u>	<u>\$ (3,484)</u>	<u>\$ (577,091)</u>	<u>\$ 94,118</u>

### JTB Industrail Park

Total Revenues	\$ 515,827	\$ 0	\$ 0	\$ 515,827
Total Personnel Expenditures	67,473	0	97,407	67,473
Total Benefits Expenditures	13,080	0	39,183	13,080
Total Contract Expenditures	0	0	2,200	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	5,754	0	22,225	5,754
Total Utilities Expenditures	117	0	50,100	117
Total Repairs & Maint Expenditures	815	3,538	12,500	4,353
Total Other Expenditures	3,749	0	21,081	3,749
Total Capital & Debt Expenditures	26,317	0	128,400	26,317
Total Expenditures	<u>\$ 117,305</u>	<u>\$ 3,538</u>	<u>\$ 373,096</u>	<u>\$ 120,843</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 398,522</u>	<u>\$ (3,538)</u>	<u>\$ (373,096)</u>	<u>\$ 394,984</u>

### Ward Cove Cannery

Total Revenues	\$ 1,217	\$ 0	\$ 0	\$ 1,217
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	2,800	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	496	0	2,732	496

Return to Top

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 27, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>76,750</u>	<u>0</u>
Total Expenditures	<u>\$ 496</u>	<u>\$ 0</u>	<u>\$ 82,282</u>	<u>\$ 496</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 721</u>	<u>\$ 0</u>	<u>\$ (82,282)</u>	<u>\$ 721</u>
GF Revenue				
Total Revenues	\$ 2,398,463	\$ 0	\$ 4,039,592	\$ 2,398,463
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 2,398,463</u>	<u>\$ 0</u>	<u>\$ 4,039,592</u>	<u>\$ 2,398,463</u>

# CITY OF CRAIG - PERMANENT FUND

Account Statement - Period Ending September 30, 2022



ALASKA PERMANENT  
CAPITAL MANAGEMENT  
Registered Investment Adviser

## ACCOUNT ACTIVITY

Portfolio Value on 08-31-22	14,589,691
Contributions	0
Withdrawals	-3,401
Change in Market Value	-1,071,538
Interest	8,733
Dividends	31,620

Portfolio Value on 09-30-22 13,555,105

## MANAGEMENT TEAM

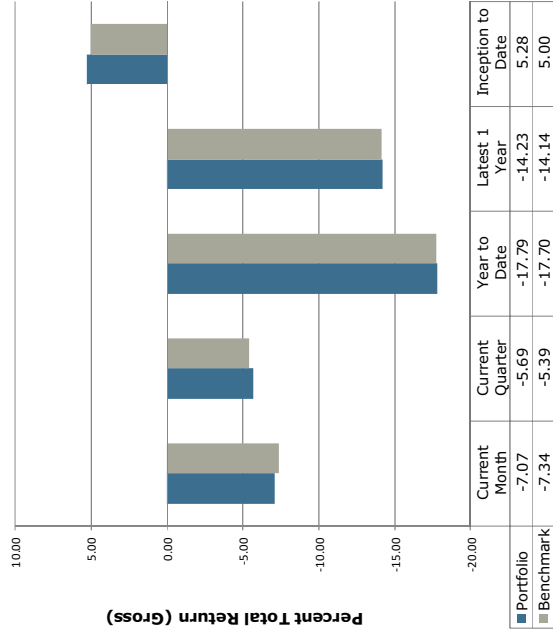
Client Relationship Manager: Blake Phillips, CFA®  
Blake@apcm.net

Your Portfolio Manager: Bill Lierman, CFA®

Contact Phone Number: 907/272 -7575

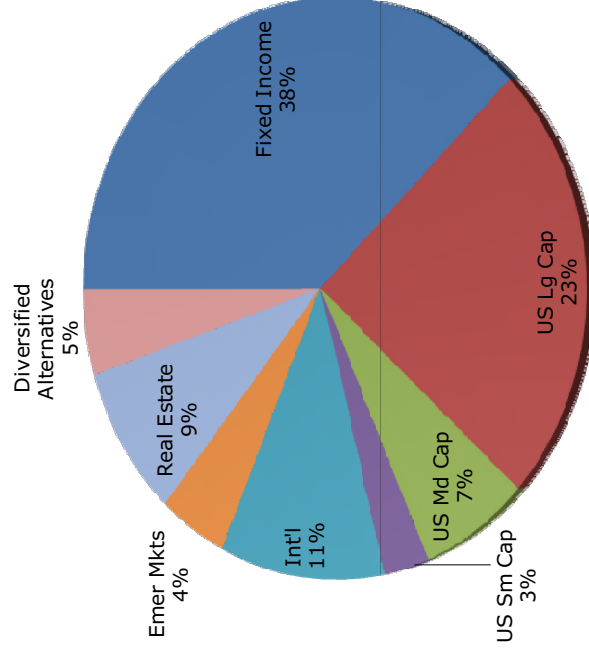
## INVESTMENT PERFORMANCE

Current Account Benchmark:  
Equity Blend



Performance is Annualized for Periods Greater than One Year

## PORTFOLIO COMPOSITION



# CITY OF CRAIG - CAPITAL RESERVES

Account Statement - Period Ending September 30, 2022



Registered Investment Adviser

## ACCOUNT ACTIVITY

Portfolio Value on 08-31-22	2,228,266
Contributions	0
Withdrawals	-519
Change in Market Value	-105,925
Interest	33
Dividends	4,519

Portfolio Value on 09-30-22 2,126,372

## MANAGEMENT TEAM

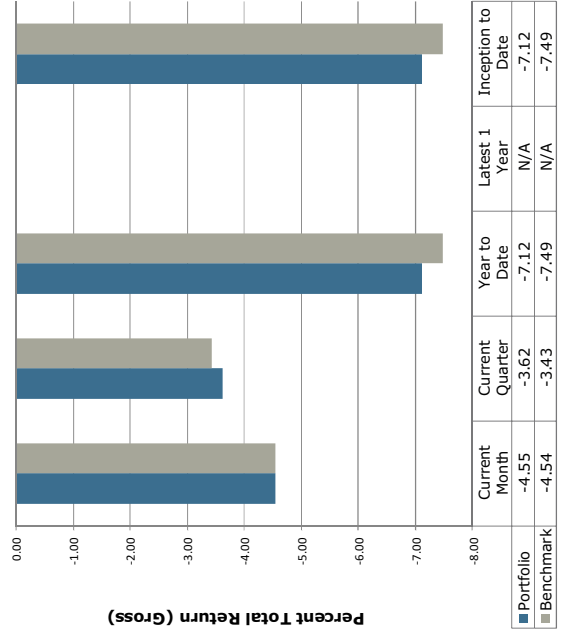
Client Relationship Manager: **Blake Phillips, CFA®**  
 Blake@apcm.net

Your Portfolio Manager: **Brandy Niclai, CFA®**

Contact Phone Number: **907/272-7575**

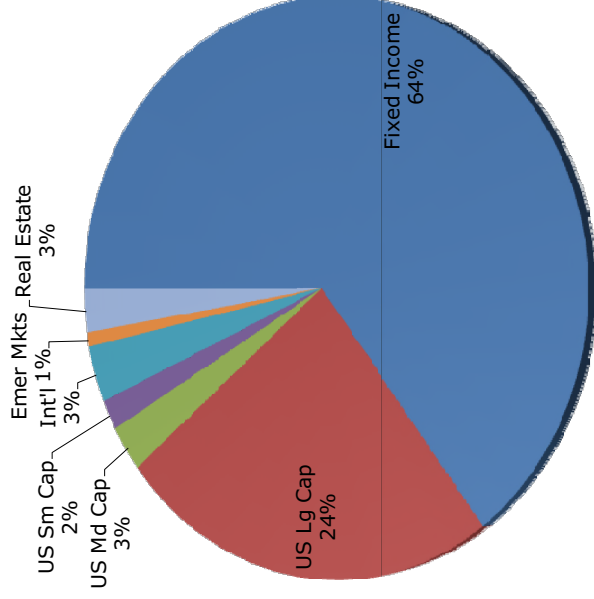
## INVESTMENT PERFORMANCE

### Current Account Benchmark: Equity Blend



Performance is Annualized for Periods Greater than One Year

## PORTFOLIO COMPOSITION



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



## **CITY OF CRAIG MEMORANDUM**

To: Mayor O'Connor and the Craig City Council  
From: Heather Mendonsa, City Clerk  
Date: October 28, 2022  
RE: Monthly Staff Report

### **Municipal Elections:**

The 2022 City of Craig Municipal Elections have been processed and certified. Michael Kampnich signed his oath on October 20 and Chanel McKinley will sign hers on November 3. The School Board has two openings since the elections. Loni Lingley kept her employment in Craig City School District so she will not be serving on the board. Tristan Douville also resigned. November 7 is the deadline to submit letters of interest and resumes for either open board position. The Board anticipates filling the open seats on November 14.

### **General Elections:**

Absentee voting has been high. 36 people have voted as of October 28, with another week of the absentee voting period remaining. The election judges are all ready for the general election on November 8, 2022.

### **City Council Meetings:**

The majority of the clerk's duties consist of compiling information for the council; council meeting set up; preparing council packets; staff reports; and creating council meeting minutes. There are two sets of meeting minutes in this November 3, 2022 council meeting packet for consideration of approval because of the special meeting held on November 25.

### **Personal leave and Travel:**

There is no personal leave or travel scheduled for the month of November, 2022. Several employees and Mayor O'Connor will be attending the annual AML conference in Anchorage the first week of December, so the council meeting will be rescheduled.

### **Human Resources:**

Employee personnel file audits were completed and employee files are in the process of being completed. Nearly all of the I-9 files have been updated and will be complete in the next week or two.

### **Next Craig City Council Meeting:**

The next city council meeting is scheduled for Thursday, November 17, 2022.



## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Samantha Wilson, City Planner  
Date: October 25, 2022  
RE: Planning Department Staff Report – November 2022

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1. POWER Building funding: \$150,000 funding to repair the POWER building has been approved through Bill HB 281. Paperwork has been signed and returned. Funding is now available. A request for proposal is being prepared.
2. Cemetery Expansion: after the City Council approved the cemetery expansion design, Ketchikan Daily News reached out and requested a brief interview.
3. EMPG Grant:
  - a. The new grant has been signed and approved: \$25,000.
  - b. Reporting for the first quarter is complete
4. LEPC (Local Emergency Planning Committee) and SERC (State Emergency Response Commission) meeting: took place on October 14<sup>th</sup>. I attended via video conference while Tsai attended in person.
5. SHSP Grant Progress (Emergency Disaster Trailers):
  - a. Most of the remaining disaster response trailer supplies have been ordered and have arrived including: kennels, gloves, and sheltering signs. The remaining cots and blankets will arrive later in the week.
  - b. SHSP reports have been submitted for the quarter. The SHSP project was given a three-month expansion to finish ordering and receiving supplies. Final reports will be due in December.
  - c. Final items that remain to be ordered include flashlights and shelter consumables (paper towels, toilet paper, etc).
6. Planning Commission Meeting: the following items will be reviewed by the planning commission October 27<sup>th</sup>.
  - a. PC Resolution 604-22-PC, CUP 221027A – Conditional Use Permit for Doug Veit to construct a stairs and landing structure within the setback of his property on lot 23A, Windansea subdivision
  - b. PC Resolution 605-22-PC, CUP 221027B – Conditional Use Permit for Craig Tribal Association to build a senior center on medium density residentially zoned land located at Tract 18 Lots 18E, 18F, 18G.
  - c. PC Resolution 606-22, RP221027 – JS Commercial Subdivision – Preliminary Plat, Replat of Tract 10, USS 2611
7. Building Permits.
  - a. Clinton Cook – Lot 1, Tract 1, replacement deck and general renovations.
  - b. Tammy Demmert – Lot 1, Block 27A, new roof
  - c. Liam Price – Lot 4B, Block 18, new overhang/extension

- d. Emmitt and Kari Benolken – Lot 18B, Windansea, single family home
  - e. Curtis Brown – Lot 2A Tract 2A, deck
8. Access Permits:
- a. Robert Patten – had an access permit that lasted a year and is in need of a three-month extension for the firewood season.
  - b. Waterfall Permit – the access permit for Waterfall is due for renewal.
9. Leases
- a. New language was added to Title 16 regarding lease price determination
  - b. Venessa Richter with Island Daycare has applied for a lease of the Craig Child Care Center. An Ordinance was approved allowing the City Administrator to begin negotiations.

## **EMS Report/October 27th, 2022**

**Submitted by Tsai, EMS Coordinator**

### **Calls to Date**

October 2022 Calls: 11 (Updated 10/27)

2022 Calls to date: 216 (Updated 10/27)

### **Community Outreach**

We will have homeschool kids come in and do a firetruck/ambulance tour.

We also had the Girl Scouts come in and do a tour.

We have been going to the Craig Schools for:

- Fire Safety/Fire Prevention

### **Crew Status**

All EMTs are responding as scheduled or to back up crew as needed.

We have a work-study senior from the High School working with us now.

I will be gone from November 7th - November 15th.

### **Training**

Monthly Meetings are occurring again for EMS and the Fire Department.

### **Recruitment**

Looking for additional volunteers.

Planning on moving Sandy to a Training Officer and covering during times I will be gone.

- Obtained MOI Certification
- Obtaining ETT/EMT 1 Instructor Certification

James is working on obtaining his EMT 1 Certification. Should be completed by January.

### **Other Responsibilities:**

Working on obtaining a new medical director

Continue working on standing orders (ALS orders are in the works and should be getting implemented by January)

EMPG: FEMA courses

SHSP Grant: Hazmat items for the fire department have all been received.

Keeping reports up to date with EMS System/Billing and State of Alaska

**9/26/22-10/26/22**

Patron Visits: 449

Circulation: 3,210

Alaska Digital Library: 164

Computer Usage: 125

WiFi Usage: 245 unique visitors, 1,028 total visits

Programs: Craig Public Library Story Time (17 Children)

Book to Movie Program 115 books to movies

Teen Computer Gaming 72

Free Items 103 (Victoria)

Inter-Library Loans: 63

Volunteer Hours: 24 hours

New-

- ✓ Rasmussen Grant \$15,000 – Worked with Brian to finish Request for Proposal.
- ✓ Meeting with Craig Library Association
- ✓ Ordered books (ALA)-Christmas books coming out next week.
- ✓ Halloween Day with activities

Project-

- Working on the Winter Reading Program.
- Working on the ALA Grant
- Outdoor Seating Project/One area is finished and very close on the other space. (Doug)
- Inventory/Ordering



Submitted by Patricia Gardner, Library Director



# Parks & Public Facilities

10/27/2022

## Staff Report –November 2022

To: Craig Mayor and City Council

From: Douglas Ward

I will be on PTO two weeks in November for medical services.

Current Projects Underway:

- 1 Sidewalk preparation and maintenance prep for snow removal.
- 2 Build and install shelving in Municipal offices. (Nearing completion)
- 3 Install conduit and wiring for heating controls at Harbor building.
- 4 Annual Wood Boiler repair and maintenance. Boiler Start-up on October 31<sup>st</sup>.
- 5 Touchscreen repair on boiler at the Aquatic center.
- 6 Furnace maintenance and start up for season.
- 7 Burn-pit camera maintenance.
  - Installed winter vehicle plug in outlet for Public Works.
  - Brush cutting with Ventrac.
  - Parking lot pothole repair and grooming with Ventrac.
  - Assisting other department heads with repairs and help as needed.
  - Door repair at Firehall.
  - Sweeping with the Ventrac.

We are at or near the end of the grass and weed cutting season for the year. Responded to day-to-day routine, and emergency calls as they come in.

As always, don't hesitate to call or contact me anytime with questions or concerns. (907) 401-1038

**CITY OF CRAIG  
MEMORANDUM**



**Date:** 10/27/2022  
**To:** Honorable Tim O'Connor, Craig City Council  
**Fr:** RJ Ely, Police Chief  
**Re:** Staff Report / October 2022 *RJ Ely*

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**ACTIVITY**

Activity from September 28, 2022 through October 26, 2022, the Dispatch Center took the following amount of calls for service.

Craig	780
Klawock	152
AST	5

**DEPARTMENT OF MOTOR VEHICLES**

DMV has been reopened, no longer need appointment. Drop offs are still same and so far, reopening fully has allowed staff more time to deal with transactions

**DISPATCHER(S)**

Fully Staffed

**OFFICER(S)**

Sgt. Page was sent to DataMaster cdm Supervisor Training and is now certified to recertify CPD Staff on DataMaster cdm.

Ofc. Dustin Connolly was sent to Taser Supervisor Training and is now certified to train and recertify CPD Staff on Tasers.

**OTHER**

Officers gave talks, Craig Schools for Red Ribbon Week

CPD will be participating in DEA Drug Take Back Program, end of October 2022

Kristian Pickrell, DA for our region is leaving, November 14, 2022. He is being appointed as the new District Court Judge, in Ketchikan. His position is being advertised and we will once again have a new DA to cover our area.

Trp. Ben Mank has left the island and we are awaiting the arrival of his replacement.



# Public works Report

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10.27.2022

## Streets and Alleys:

- a. Brushing on street signs and intersections- on going with the help of the new Ventrac system.
- b. Street and sidewalk sweeping on going.
- c. PSN road is scheduled to have pavement marking performed in the summer of 2023.
- d. PSN Road Annual Plan of Work was submitted for the 30-day public review.
- e. Continued work on debris removal from drain systems within the City to begin to prepare for winter storm events.
- f. Drain pipe and rock was added to Seventh street and Main.
- g. Cross walk signs re-established on North and South cove.
- h. Seam repaired on Water St. and Third St.

## Sewer:

- a. Daily and Monthly General maintenance and sampling at the wastewater treatment plant as required.
- b. Monthly Sludge removal as required.
- c. Working with Architect on WWTP roof Project. Review/ approval of final drawings.

## Water:

- a. "Water Operator Report". Daily and Monthly General maintenance and sampling at the water treatment plant and distribution system as required.
- b. Water meter repair and/or replace as required.
- c. Monthly Bacti samples collected as required.
- d. Continuous work with radio reads meter system.
- e. Quarterly TTHM and HAA5 samples were taken in the beginning of October, the Running Annual Average did not exceed the MCL.
- f. TOC/Alkalinity samples are scheduled for the beginning of November.

## Equipment:

- a. All parts received for the sideload garbage truck; scheduling vendor to assist in installation of parts.

# Public works Report

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10.27.2022

## Solid Waste:

- a. Weekly pick-up process performed as require.
- b. Some parts on the sideload solid waste truck have been received and the Public Works Department will begin repairs asap.

## Projects:

- a. Safety Program review (work in progress)
- b. North & South Cove Harbors back-flow preventer installation project bid (work in progress)
- c. Dam inspection by engineers. **(Completed, awaiting report from Engineers)**
- d. Water line road bridge replacement (working to replace bridge May thru August 2023).
- e. Waste Water Treatment Plant Roof Project. (work in progress)
- f. Funding opportunities for sewer and water treatment projects. (work in progress)
- g. Totem Pole Project at Cemetery Island. **(Complete)**
- h. 7<sup>th</sup> Street sidewalk project. **(Completed)**

# RECREATION SUMMARY FOR COUNCIL MEETING 11/3

## Whats going on with recreation?

Since the past city council meeting recreation hosted the fall harvest festival. This went very well and everyone had a blast. About \$200 was made on concessions and the chili cook off.

The added programming adult basketball, teen nights at the gym and Jiu Jitsu have been going well and people are still attending. The new class, elementary volleyball was a success and the online payment/sign up made for less stress on our city staff to get people signed up in advance! This also limited the recreation staff from being at every single class to collect payments to being only at the first couple. I hope to instill this for all upcoming classes and events. We have a new event happening the weekend before halloween, a kids halloween costume party, which should bring in a few hundred in revenue, as well as the haunted house which recreation has been helping to organize while EMS hosts, funds and will collect the money from.

The month of november holds our fall bazaar. Online sign ups have been created and the city webiste has been updated. People are already signing up for this.

I have met with a few organizations and have successfully gotten donations for equipment as well as funding to make our after-school program free.

One thing we have encountered is a lack of funding for the food. Because of the covid shut down much of the food at the youth center expired so we are back to square one. \$40 dollars a month to feed kids everyday and also purchase items for concessions at events is not much to work with. I hope to attain donations to cover this expense for this fiscal year.

I have begun planning for budget meetings in the next couple months and have been working with organizations in the community to develop an island wide calendar so we can work together to make sure events don't collide and the community gets the most out of what is being offered but also to guarantee people come to fund our events. Networking with people on this is helping me to decide who may work well on a recreation advisory board which I am in the process of developing policies for.

I have put the community garden on a bit of a hold as this has been a busy month for recreation planning and we have until May before the season opens. Since the last council meetings, I met with the members who have been keeping it alive and putting lots of hard work into it. Since there has been a number of open plots in the past that no one has claimed or have failed to take care of the current garden users have agreed to do a test year to open up plots they themselves have donated their time, money and resources too keep up. This will allow us to see if community members are willing to dedicate time to the garden in such a way that the current users have been, as we don't want the garden space to go to waste. 15 plots will be open to the public this year and if all is successful we will discuss opening more the following year. There will be more publicity, gardening classes, community garden prep and signage to promote proper use.

The pool still is in need of another full time and possibly one part time position. I have been meeting with Jessica to discuss how the pool operates, documenting equipment, general pool events and the budget. She will be starting swim lessons the second week of November.

I hope to add many more programs and events to the recreation schedule but I have lots of organization and planning to do at the present moment. I will be shutting down the youth center and the city gym over a few days at a time to do some much needed renovations.



NOTICE OF PROPOSED CHANGES ON EXTERIOR WINDOW PICKUP IN THE  
REGULATIONS OF THE MARIJUANA CONTROL BOARD

Brief description: The Marijuana Control Board proposes to change regulations in Title 3, Chapter 306 of the Alaska Administrative Code dealing with exterior window pick-up for retail marijuana stores.

The Marijuana Control Board proposes to adopt regulation changes in 3 AAC 306 of the Alaska Administrative Code, dealing with exterior window pickup, including the following:

3 AAC 306.380 is a new section that would permit, upon filing an application and receiving approval, a licensed retail marijuana store to have a walk-up or drive-through exterior window.

3 AAC 306.005, 306.300, 306.305, would make conforming changes due to the proposed new section.

3 AAC 306.310(a)(5) is proposed to be repealed.

3 AAC 306.350 proposes a minor amendment regarding verification of the consumer's photographic identification to conform with the proposed new section.

3 AAC 306.995 is proposed to be repealed. This section was only active during the emergency declaration of COVID19.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Alcohol and Marijuana Control Office at 550 West 7<sup>th</sup> Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Marijuana Control Board will accept comments by email at [amco.regs@alaska.gov](mailto:amco.regs@alaska.gov). Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. **The comments must be received not later than 4:30pm on December 12, 2022.**

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7<sup>th</sup> Avenue, Suite 1600, Anchorage, AK 99501 or to [amco.regs@alaska.gov](mailto:amco.regs@alaska.gov). The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at [amco.regs@alaska.gov](mailto:amco.regs@alaska.gov) or (907) 269-0490 not later than November 15, 2022, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at [amco.regs@alaska.gov](mailto:amco.regs@alaska.gov) or (907)

269-0490.

After the public comment period ends, the Marijuana Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

**Statutory authority:** AS 17.38.010; AS 17.38.070; AS 17.38.121; AS 17.38.150; AS 17.38.190; AS 17.38.200; AS 17.38.900

**Statutes being implemented, interpreted, or made specific:** AS 17.38.070; AS 17.38.200

**Fiscal information:** The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Marijuana Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the AMCO office at [amco.regs@alaska.gov](mailto:amco.regs@alaska.gov) , giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: October 25, 2022

Jane P. Sawyer, Acting Program Coordinator  
Marijuana Control Board

ADDITIONAL REGULATION NOTICE INFORMATION  
(AS 44.62.190(d))

1. Adopting agency: Marijuana Control Board
2. General subject of regulation: Exterior Window Pickup
3. Citation of regulation (may be grouped): (3 AAC 306.005; 306.300 - .310; 306.350; 306.380; 306.995)
4. Department of Law file number, if any: 2022200505

5. Reason for the proposed action:

- ( ) Compliance with federal law or action (identify): \_\_\_\_\_
- ( ) Compliance with new or changed state statute
- ( ) Compliance with federal or state court decision (identify): \_\_\_\_\_
- ( x ) Development of program standards
- ( ) Other (identify): \_\_\_\_\_

6. Appropriation/Allocation: DCCED/Alcohol and Marijuana Control Office

7. Estimated annual cost to comply with the proposed action to:

A private person: unknown

Another state agency: unknown

A municipality: unknown

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

	Initial Year FY <u>23</u>	Subsequent Years
Operating Cost	\$ <u>0</u>	\$ <u>0</u>
Capital Cost	\$ <u>0</u>	\$ <u>0</u>
1002 Federal receipts	\$ <u>0</u>	\$ <u>0</u>
1003 General fund match	\$ <u>0</u>	\$ <u>0</u>
1004 General fund	\$ <u>0</u>	\$ <u>0</u>
1005 General fund/ program	\$ <u>0</u>	\$ <u>0</u>
Other (identify)	\$ <u>0</u>	\$ <u>0</u>

9. The name of the contact person for the regulation:

Name: Jane P. Sawyer  
Title: Regulations Specialist  
Address: 550 West 7<sup>th</sup> Ave., Ste. 1600, Anchorage, AK 99501  
Telephone: 907-269-0490  
E-mail address: [jane.sawyer@alaska.gov](mailto:jane.sawyer@alaska.gov)

10. The origin of the proposed action:

Staff of state agency  
 Federal government  
 General public  
 Petition for regulation change<sup>7</sup>  
 Other (identify): Marijuana Control Board

11. Date: October 26, 2022

Prepared by:

Name (printed): Jane P. Sawyer

Title (printed): Regulations Specialist

Telephone: 907-269-0490



(Words in boldface and underlined indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 306.005(a)(1) is amended to read:

(a) A marijuana establishment may not operate in the state unless it has obtained the applicable marijuana establishment license from the board. The board will issue the following marijuana establishment licenses under this chapter:

(1) a retail marijuana store license, granting authority for activities allowed under AS 17.38.070(a), and subject to the provisions of 3 AAC 306.300 – **3 AAC 306.380** [3 AAC 306.370] and 3 AAC 306.700 – 3 AAC 306.770;

(Eff. 2/21/2016, Register 217; am 10/17/2018, Register 228; am 9/1/2021, Register 239; am \_\_\_\_/\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

- Authority:** AS 17.38.010 AS 17.38.150 AS 17.38.200
- AS 17.38.070 AS 17.38.190 AS 17.38.900
- AS 17.38.121

3 AAC 306.300(a)(2)(A) is amended to read:

(A) each applicable provision of 3 AAC 306.300 – **3 AAC 306.380** [3 AAC 306.370] and 3 AAC 306.700 – 3 AAC 306.770;

(Eff. 2/21/2016, Register 217; am 10/17/2018, Register 228; am 9/1/2021, Register 239; \_\_\_\_/\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

**Authority:** AS 17.38.010 AS 17.38.150 AS 17.38.200  
AS 17.38.070 AS 17.38.190 AS 17.38.900  
AS 17.38.121

3 AAC 306.305(a)(1) is amended to read:

(a) A licensed retail marijuana store is authorized to

(1) sell marijuana purchased from a licensed marijuana cultivation facility, packaged and labeled as required under 3 AAC 306.345, 3 AAC 306.470, and 3 AAC 306.475 in an amount not exceeding the limit set out in 3 AAC 306.355, to an individual on the licensed premises or as permitted under **3 AAC 306.380** [3 AAC 306.995] for consumption off the licensed premises;

3 AAC 306.305(a)(2) is amended to read:

(2) sell a marijuana product purchased from a licensed marijuana product manufacturing facility, packaged and labeled as required under 3 AAC 306.345, 3 AAC 306.565, and 3 AAC 306.570, in a quantity not exceeding the limit set out in 3 AAC 306.355, to an individual on the licensed premises or as permitted under **3 AAC 306.380** [3 AAC 306.995] for consumption off the licensed premises;

(Eff. 2/21/2016, Register 217; em am 4/17/2020 – 8/14/2020, Register 234; am 11/24/2020, Register 236; am 12/10/2020, Register 236; am \_\_\_\_/\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

**Authority:** AS 17.38.010 AS 17.38.150 AS 17.38.200  
AS 17.38.070 AS 17.38.190 AS 17.38.900

AS 17.38.121

3 AAC 306.310(a) is amended to read:

(a) A licensed retail marijuana store may not sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver, marijuana or a marijuana product

(1) to a person under 21 years of age;

(2) to a person that is under the influence of an alcoholic beverage, inhalant, or controlled substance;

(3) that is not labeled and packaged as required in 3 AAC 306.345 and

(A) 3 AAC 306.470 and 3 AAC 306.475; or

(B) 3 AAC 306.565 and 3 AAC 306.570;

(4) in a quantity exceeding the limit set out in 3 AAC 306.355;

(5) repealed \_\_\_\_/\_\_\_\_/\_\_\_\_\_[UNLESS PERMITTED UNDER 3 AAC 306.995, OVER THE INTERNET; A LICENSED RETAIL MARIJUANA STORE MAY ONLY SELL MARIJUANA OR A MARIJUANA PRODUCT TO A CONSUMER WHO IS PHYSICALLY PRESENT ON THE LICENSED PREMISES OR WHO IS PHYSICALLY PRESENT AT THE LOCATION DESIGNATED FOR EXTERIOR WINDOW OR CURBSIDE PICKUP AS DESCRIBED AND PERMITTED UNDER 3 AAC 306.995;]

(6) after the expiration date shown on the label of the marijuana or marijuana product.

(Eff. 2/21/2016, Register 217; am 4/11/2019, Register 230; em am 4/17/2020 – 8/14/2020, Register 234; am 11/24/2020, Register 236; am \_\_\_\_/\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

**Authority:** AS 17.38.010 AS 17.38.150 AS 17.38.200  
AS 17.38.070 AS 17.38.190 AS 17.38.900  
AS 17.38.121

3 AAC 306.350(a) is amended to read:

(a) A retail marijuana store shall refuse to sell marijuana or a marijuana product **or complete a walk-up or drive-through exterior window order of marijuana or marijuana product** to a person who does not produce a form of valid photographic identification showing that person is 21 years of age or older.

(Eff. 2/21/2016, Register 217; am 9/24/2021, Register 239)

**Authority:** AS 17.38.010 AS 17.38.150 AS 17.38.200  
AS 17.38.070 AS 17.38.190 AS 17.38.900  
AS 17.38.121

3 AAC 306 is amended by adding a new section to read:

**3 AAC 306.380. Walk-up or drive-through exterior window pick-up for retail marijuana stores.** (a) Unless prohibited by local law, a licensed retail marijuana store may serve a consumer through a walk-up or drive-through exterior window in compliance with the requirements of this section.

(b) Before accepting orders for sales of marijuana or marijuana products through a walk-up or drive-through exterior window, a licensed retail marijuana store shall submit to the Board for approval an operating plan or modification of an operating plan of its licensed premises that depicts the walk-up or drive-through exterior window area and the video surveillance of the walk-up or drive-through exterior window area.

(c) The area immediately outside a walk-up or drive-through exterior window must be under the licensee's sole possession and control and may not include any public property such as public streets, public sidewalks, or public parking lots.

(d) The licensed retail marijuana store may accept Internet or telephone or may accept orders from the consumer at the walk-up or drive-through exterior window. Internet or telephone orders must be paid for and picked up in person by the consumer placing the order. All orders received through the window must be placed by the consumer from a menu. The retail marijuana store may not display marijuana or marijuana products at the window.

(e) Prior to completing a sale at a walk-up or drive-through exterior window, the licensee or the employee shall physically view and inspect the consumer's photographic identification. All individuals in a vehicle at the drive-through exterior window must be 21 years of age or older, unless the individual is the consumer's own child, grandchild, or ward who is no older than seven years old seated or otherwise required by local or state law to be seated in a car seat or booster seat.

(f) All sales must occur within the licensed premises. This requirement is satisfied if payment is made through the following means:

(1) by an electronic Internet-based payment platform;

(2) by a mobile payment point-of-sale system; or

(3) by payment transferred through the walk-up or drive-through exterior window into the interior of the retail marijuana store.

(g) A walk-up or drive-through exterior window area must be located so as to minimize compromises to security. For every transfer of marijuana or marijuana product through a walk-up or drive-through exterior window, the licensed retail marijuana store’s video surveillance must enable the recording of the licensee or employee verifying the consumer’s photographic identification and completion of the transaction.

(h) The licensee shall ensure that sales and all interactions at the walk-up or drive-through exterior window are video recorded and the records are stored in compliance with 3 AAC 306.720.

(i) Sales of marijuana or marijuana products via a walk-up or drive-through exterior window are subject to requirements and restrictions imposed by the relevant local government.

(Eff. \_\_\_\_/\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

<b>Authority:</b>	AS 17.38.010	AS 17.38.150	AS 17.38.200
	AS 17.38.070	AS 17.38.190	AS 17.38.900
	AS 17.38.121		

3 AAC 306.995 is repealed:

**3 AAC 306.995. Internet and phone orders; exterior window or curbside pickup.**

Repealed. (Eff. 4/17/2020, Register 234; am 8/23/20, Register 235; am 11/24/2020, Register 236; repealed \_\_\_\_/\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

- Authority:** AS 17.38.010                      AS 17.38.150                      AS 17.38.200
- AS 17.38.070                      AS 17.38.190                      AS 17.38.900
- AS 17.38.121

3 AAC 306.995. INTERNET AND PHONE ORDERS; EXTERIOR WINDOW OR CURBSIDE PICKUP. (a) A RETAIL MARIJUANA STORE LICENSED UNDER 3 AAC 306.300 MAY ACCEPT INTERNET OR TELEPHONIC ORDERS OF MARIJUANA OR MARIJUANA PRODUCTS FROM CONSUMERS IF CONSUMERS INTEND TO BE PHYSICALLY PRESENT AT THE TIME OF PURCHASE ON THE LICENSED PREMISES OR AT THE LOCATION DESIGNATED FOR EXTERIOR WINDOW OR CURBSIDE PICKUP.

(b) A RETAIL MARIJUANA STORE LICENSED UNDER 3 AAC 306.300 MAY PROVIDE EXTERIOR WINDOW OR CURBSIDE PICKUP OF MARIJUANA AND MARIJUANA PRODUCTS SOLD AT RETAIL ON OR BEFORE THE EXPIRATION DATE DESCRIBED IN (D) OF THIS SECTION ONLY IF

(1) THE MARIJUANA OR MARIJUANA PRODUCT OFFERED FOR SALE DOES NOT EXCEED THE

AMOUNTS SET OUT UNDER 3 AAC 306.355 AND IS PACKAGED AS REQUIRED UNDER 3 AAC 306.345;

(2) A HOLDER OF A MARIJUANA HANDLER PERMIT COMPLETING THE SALE VERIFIES THE REQUIREMENTS OF 3 AAC 306.350 ARE SATISFIED AND THAT THE PURCHASER IS NOT UNDER THE INFLUENCE AS DESCRIBED UNDER 3 AAC 306.310(A)(2);

(3) THE LICENSEE EXTENDS THE VIDEO SURVEILLANCE REQUIREMENTS OF 3 AAC 306.720 TO INCLUDE THE AREA DESIGNATED FOR EXTERIOR WINDOW OR CURBSIDE PICKUP;

(4) THE LICENSEE SUBMITS, AS APPLICABLE, A REQUEST FOR AN OPERATING PLAN CHANGE IN ACCORDANCE WITH 3 AAC 306.703 OR A REQUEST FOR LICENSED PREMISES ALTERATION IN ACCORDANCE WITH 3 AAC 306.705, FOR WHICH FEES SHALL BE WAIVED, AND THE DIRECTOR PROVIDES WRITTEN APPROVAL OF THAT CHANGE OR ALTERATION; AND

(5) THE LICENSEE PROVIDES WRITTEN ASSURANCE THAT THE LOCAL GOVERNMENT PERMITS THE CHANGE OR ALTERATION.

(c) A LICENSEE THAT OFFERS MARIJUANA OR MARIJUANA PRODUCTS FOR EXTERIOR WINDOW OR CURBSIDE PICKUP MUST CONSENT TO INSPECTIONS OF THE AREAS DESIGNATED FOR EXTERIOR WINDOW OR CURBSIDE PICKUP, EXCLUDING PRIVATE VEHICLES, AT ALL REASONABLE TIMES AND IN A REASONABLE MANNER BY INVESTIGATIVE PERSONNEL OF THE BOARD OR BY



OTHER PEACE OFFICERS ACTING IN THEIR OFFICIAL CAPACITY. NOTHING IN THIS SECTION LIMITS THE EXISTING POWERS OF INVESTIGATIVE PERSONNEL.

(d) THIS SECTION APPLIES UNTIL THE EXPIRATION OF THE GOVERNOR’S NOVEMBER 16, 2020 COVID-19 PUBLIC HEALTH EMERGENCY DISASTER DECLARATION OR ANY EXTENSIONS OR RENEWALS OF THE DECLARATION.

(e) FOR PURPOSES OF THIS SECTION,

(1) “CURBSIDE PICKUP” MEANS PARKING SPOTS DESIGNATED BY A LICENSEE FOR PICKUP OF MARIJUANA OR MARIJUANA PRODUCTS OR AN AREA IMMEDIATELY ADJACENT TO AN ENTRANCE TO A LICENSEE’S BUSINESS PREMISES.

(2) “EXTERIOR WINDOW PICKUP” MEANS A DRIVE-THROUGH OR SLIDING OR OPENING WINDOW OF A MARIJUANA RETAIL STORE FROM WHICH MARIJUANA OR MARIJUANA PRODUCTS MAY BE PURCHASED WITHOUT CONSUMERS ENTERING THE LICENSED PREMISES.



## Brian Templin

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**From:** Compton, Amanda T (DEC) <amanda.compton@alaska.gov>  
**Sent:** Friday, October 21, 2022 4:29 PM  
**To:** Brian Templin  
**Cc:** Morrison, Dylan B (DEC); Compton, Amanda T (DEC); Bob Blasco; Tim O'Connor; Russ Dill  
**Subject:** Follow-up to 10/13/22 NOV meeting, Craig burn pit

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Brian:

Thank you for meeting with us last Thursday, October 13. We're pleased to hear that with a change in operational practices this past year, problematic burning practices at the City of Craig (the City) open burn pit have decreased. As discussed in our meeting, the Department's objective is to support the City's development and maintenance of a strategy to continue to avoid open burning violations.

A January 5, 2022 letter from the City listed a 5-step Corrective Action Plan (CAP). The Department is requesting that the City update the CAP to include a set of actions that, if adhered to, would prevent violations of 18 AAC 50.065 and 18 AAC 50.110, and thus obviate future Department enforcement action.

The Department cannot relieve the City of its liability for providing a City service such as burn pit access, nor can the Department pledge that no further enforcement action will occur if future Air Quality violations occur at the burn pit. As discussed in our meeting, the Department will notify the City of Craig if a complaint is received or if the Department becomes aware of non-combustibles being burned in the burn pit, so that the proper response can be taken by the City.

Please submit an updated CAP to the Department (an email and/or attachment to me is sufficient), by Friday, November 18, 2022.

Have a great weekend,

Amanda Compton  
Alaska Department of Environmental Conservation  
Division of Air Quality  
907-465-5260

Amanda Compton  
Alaska Department of Environmental Conservation  
Division of Air Quality  
907-465-5260

## **CITY OF CRAIG MEMORANDUM**

To: City Mayor and City Council  
From: Samantha Wilson, City Planner  
Date: October 25, 2022  
RE: Tsunami Safety Brochure

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Thank you for your work reviewing and approving the proposed tsunami safety brochure produced with the Geophysical Institute at UAF and the State of Alaska Division of Homeland Security & Emergency Management (DHS&EM). This brochure was produced with the assistance of the Craig Planning Commissioners who reviewed the draft map and helped decide the location of the adjusted evacuation line based on standards determined by DHS&EM and the Geophysical Institute.

The City of Craig has received approximately 1000 printed brochures and have them ready to hand out to Craig citizens and visitors.

Please see the brochure included with your packet.

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Administrator  
Date: October 26, 2022  
RE: Craig Cannery Site/Harbor Development Discussion

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As the council is aware the Craig Harbor Project has been delayed due to direct consultation between the Craig Tribal Association (CTA) and the US Army Corps of Engineers (USACE).

The USACE archeologist assigned to the project visited with the CTA in the past few months and shared that the CTA was looking for (among other issues) consideration regarding any cultural artifacts located during development of the site and room for totems and a long house/cultural building on the site.

The discussion of a long house/cultural building is not new. CTA has made this request directly to the city on a number of occasions over the past few years.

While we are still a ways from parceling the upland site, and developing any uses on the upland it may be in our interest to commit to CTA for an area for the long house/cultural center and some number of totems on the site. Any agreement at this point would designate the use and not necessarily identify the exact parcel of land at this point.

We have already committed to entering into a memorandum with the CTA related to handling and ownership of cultural artifacts recovered/found during the project.

If the council want to pursue this discussion, it is likely that we would offer the site(s) on a long term lease basis and the city would still retain ownership of the land.

I would expect a supportive position from the CTA in exchange for this commitment. A resolution passed by the CTA council fully supporting the upland and harbor development would be appropriate in this case. In conversation with the USACE I am told that this willingness to reach out to the tribe and a resolution of support for the project from CTA would go a long way toward smoothing out the process.

Recommendation: The council should discuss the potential for some land (lease) commitment from the city in exchange for a resolution of support from the CTA council related to the Craig Cannery/Harbor development project. After the discussion, the council should give staff direction on whether or not to initiate this discussion with CTA.

If the council is inclined, we would likely start with a short letter to the CTA (copied to the USACE) with our proposal.



**CITY OF CRAIG  
MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Administrator  
Date: October 26, 2022  
RE: Project Graduation Donation

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The Craig High School Project Graduation Committee has requested a donation from the City of Craig for the graduating class of 2023 Project Graduation.

The city has regularly donated to this request over past years. Last year the city donated \$1,300 to project graduation (\$100 per senior). This year there are 13 seniors as well.

This donation does not have a specific line item in the budget, but the council has discretionary funds in the FY23 budget for such requests. A total of \$10,000 was included in the budget for council discretionary spending. This line item would be appropriate to draw these funds from.

Based on last year's donation and the number of seniors this year, staff suggests a donation of \$1,300.

Recommended Motion: Move to donate \$1,300 to Project Graduation using funds from the council discretionary fund.



## **Craig High School Project Graduation**

**October 26, 2022**

Dear Friends,

Graduation for the Craig High School Class of 2023 is fast approaching - a time for celebration, high hopes, and lasting memories.

For the 25th consecutive year, seniors will be invited to Project Graduation, a substance-free, fun, and safe party for CHS seniors on May 25, 2023. This event hosts a variety of activities and entertainment including music, games, crafts, and much more. In addition, food will be served and many prizes awarded. As always, adult volunteers will chaperone the event.

This program is organized by the parents of the Class of 2023 and receives no funding from the school budget. It is only through the generosity of parents, community members, the Craig business community, and many other generous businesses that we have been able to host Project Graduation for the past 24 years.

Our goal is to raise \$15,000 to cover the expenses associated with Project Graduation. We hope you will join fellow business community members and demonstrate your support of this event with a financial contribution and/or donation of a gift for our fundraising raffle or graduate prize.

We sincerely appreciate your thoughtfulness as you consider a donation that is comfortable for you. Thank you for helping us to continue this endeavor. All donations will receive an acknowledgement on the CCSD website. Please let us know how you can help prior to January 27th, 2023, to ensure the parents have enough time to plan and purchase gifts for the graduates.

Thank you so much!

2023 Project Graduation Committee



## **CITY OF CRAIG MEMORANDUM**

To: Mayor and Craig City Council  
From: City Planner, Samantha Wilson  
Date: October 3, 2022  
RE: Consider Issuance of a 24 Month Access Permit to Shortcut Timber Salvage LLC

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Robert Patten, dba Shortcut Timber Salvage LLC, has requested an extended access permit for the storage of firewood, whole logs for firewood, and danger tree removal equipment on approximately 500 square feet of Tract D-2, Crab Cove Subdivision. The extension would be for the months of October through December.

The access permit previously issued expired September 17, 2022. The city's municipal code limits the term of staff-issued access permits to one year. The code does provide for a two-year and/or extended access permit with approval, by resolution, from the council.

Please see the attached access permit from the previous year.

**Recommendation:**

If the council is willing to consider a resolution providing for an extended access permit for the use, staff will prepare a resolution for the next scheduled council meeting, per section 16.04.020.B of the municipal code.



## CITY OF CRAIG ACCESS PERMIT

The City of Craig (hereafter "city"), through authority granted to it under 16.04.020 of the Craig Municipal Code, hereby grants an access permit to Robert Patten, dba Shortcut Timber Salvage LLC, whose address is PO Box 523, Craig, AK 99921, (hereafter "permittee") for the nonexclusive use of approximately 500 contiguous square feet of property at Tract D-2, Crab Cove Subdivision (hereafter "the property") for use as an area to store firewood, danger tree removal equipment, and whole logs related to firewood and danger tree removal operations and operate a firewood business to the public:

1. That this permit is valid for the use of the property for the purpose of storage of firewood, danger tree removal equipment, and whole logs for the purpose of selling firewood to the public. No other use may be made of the property without prior approval from the city. Permittee shall coordinate placement of the firewood storage container and equipment with the city.

2. Site Contamination Prohibited; Environmental Compliance Required. (a) Any violation, at the site of the property, by permittee, or by a third-party present upon the land with permittee's permission, of an environmental statute or regulation of the city, state or federal governments shall be grounds for immediate termination of the permit by the city, at the city's sole discretion. By entering into the permit, the permittee agrees not to make any claim for monetary damages against the city for permit cancellation pursuant to this subsection.

(b) The permittee shall at all times manage permittee's activities upon the property, and the activities of third parties present with permittee's permission, so as to positively prevent any and all contamination of the property which would violate any statute or regulation, which could subject the city to enforcement action by a state or federal agency, or which could subject the city to statutory or common law liability, diminish the value of the land, or cause city expenditures for response costs caused by a hazardous substances release.

(c) By entering into the permit, the permittee agrees to defend and indemnify the city from and against any and all claims by third parties (including governmental entities and industry pollution-based claims) brought against city by reason of activities on the property during the effective period of the permit.

(d) By entering into the permit, the permittee agrees to reimburse the city for any and all expenses reasonably incurred by the city (including any response or site cleanup costs) because of activities on the property during the effective period of the permit.

3. Permittee agrees that they are individually responsible for removing all waste

products and other items placed by them, or resulting from their activities, from the property. Such disposal must be done in compliance with State of Alaska and local regulations, and as directed by city staff. Failure to do so will subject permittee to expenses incurred by City as disclosed in item 2(d) above.

4. Permittee agrees that they will maintain the site in good condition and will remove items or cleanup the site at the direction of the city if needed.
5. Permittee agrees that they will remain current on all sales tax and other related fees and payments to the city related to the business.
6. That in consideration for this permit, Permittee agrees to provide to the city cutting, tree removal, or other services related to permittee's business valued at \$500. Services will be negotiated and coordinated with the Craig Parks and Facilities Manager.

This permit expires September 17, 2022.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Jon Bolling, Craig City Administrator

Permittee's Acknowledgment:

I accept the conditions of this Access Permit.

\_\_\_\_\_  
Robert Patten

\_\_\_\_\_  
Date