

**CITY OF CRAIG COUNCIL AGENDA
DECEMBER 1, 2022
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

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

CONSENT AGENDA

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

- City Council Meeting Minutes of November 3, 2022
- Waiver of Operation Application – Zat’s
- Liquor License Renewal Application – Zat’s
- Liquor License Renewal Application – Alaska Commercial Company

HEARING FROM THE PUBLIC

- Resolution 22-24 Robert Patten Access Permit
- Resolution 22-25 Holiday Benefit for Eligible Employees

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

- Burn Pit Update
- Alaska Troller’s Association Funding Request Letter
- CTA Long House Offer Letter
- Southeast Senior Services
- SEC Facility Proposal Scope

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 22-24 Robert Patten Access Permit
- Resolution 22-25 Holiday Benefit for Eligible Employees

UNFINISHED BUSINESS

- Project Graduation

NEW BUSINESS

- None

COUNCIL COMMENTS

ADJOURNMENT

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

<https://www.youtube.com/channel/UCTou8Pn03MIEjLLb9Em0Xrg>.

CITY OF CRAIG
COUNCIL MEETING MINUTES
THURSDAY, NOVEMBER 3, 2022

ROLL CALL

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

Staff Present: Brian Templin, City Administrator; Veronica Dandurand, Administrative Assistant; Kimber Mikulecky, Assistant Finance Director; V. Tsai, EMS; Hans Hjort, Harbormaster; Elli Flagg, Recreation Director; Doug Ward, Parks/Facilities Director; Patricia Gardner, Library Director; RJ Ely was present telephonically. Heather Mendonsa, City Clerk, and Samantha Wilson, Planning, were absent excused.

SWEARING IN OF NEWLY ELECTED OFFICIALS

Chanel McKinley will sign the oath in the City Clerk's office.

CONSENT AGENDA

1. City Council Meeting Minutes of October 20, 2022
2. City Council Meeting Minutes of October 25, 2022

MCKINLEY/MCDONALD

Moved to accept the consent agenda.
MOTION CARRIED.

HEARING FROM THE PUBLIC

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

No public comment.

REPORTS FROM CITY OFFICIALS

1. Mayor – Not present.
2. Administrator – Submitted a written report.
3. Treasurer – Submitted a written report.
4. Clerk – Submitted a written report. Absent/Excused.
5. Planner – Submitted a written report. Councilwoman McDonald said Samantha has a hidden talent for face painting and helped with the Halloween carnival.
6. Fire/EMS – Submitted a written report.
7. Harbormaster – Provided an oral report. A new 40-foot finger float was built and installed. Hans purchased some grading that will go on the North Cove Ramp and new wood will also be installed. The False Island Zinc Project will have a preconstruction meeting in December with Alaska Commercial Divers and PND. They hope to begin that

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Craig Cannery Site Long House / Totem Discussion

The Corps. of Engineers and CTA have been discussing issues related to a parcel to be used for a totem. A specific parcel has not been identified at this point, but it would likely be at the west end of the park near the cannery. Brian would like to draft a letter to CTA with an agreement in principle. He said the city is willing to discuss a commitment in principle by the city for land for a longhouse and totem and the expectation would be a clear resolution of support from the tribal council. Bazinet asked why this would be a lease rather than a deed. Brian explained that the cannery discussions have been clear that the Council does not want to sell the property. McDonald thinks it is a good idea and is in favor. McKinley agrees. Brian says any agreement would come back to the Council before being signed.

2. Project Graduation 2023

Craig high school has sent in an annual request for support for Project Graduation. The recommendation is \$100 per senior. There are thirteen seniors this year for a total of \$1,300.00. There is money in discretionary fund specifically for this kind of occasion. See would like to verify there is enough money. McKinley asked if Pace students are included. Brian doesn't think so, but he will verify. McDonald would like to include Pace students who are within the city limits.

KAMPNICH/MCKDONALD

Motion to donate \$1,300 to the Project Graduation to be taken from the Council Discretionary Fund.

MOTION PASSED

3. 24-Month Access Permit Extension Request

Samantha would like guidance from the Council. If this is entertained by the council she will come back with the required resolution.

COUNCIL COMMENTS

Millie is on the phone because she has not felt well. She appreciates Jim See filling in as acting mayor so the meetings can take place.

ADJOURNMENT

MCKINLEY/KAMPNICH

Moved to adjourn at 7:12 p.m.

MOTION CARRIED

APPROVED on the _____ day of _____, 2022

MAYOR TIMOTHY O'CONNOR

ATTEST: _____
HEATHER MENDONSA, CITY CLERK



Alaska Alcoholic Beverage Control Board

Form AB-29: Waiver of Operation Application

Why is this form needed?

This form is the means by which a licensee may request that the Alcoholic Beverage Control (ABC) Board waive the operating requirement of AS 04.11.330(a)(3) or (d). If a recreational site license has not been operated at least once in a calendar year, or if a license of any other type has not been operated for at least 240 hours in each calendar year, then a complete copy of this form and the corresponding fees must be submitted for that calendar year, per 3 AAC 304.170.

This application must be accompanied by a non-refundable waiver application fee of:

- for a 1st request, an amount equal to ½ the applicable biennial license fee; or
- for a 2nd or subsequent request, double the amount of the fee paid for the previous waiver application.

The ABC Board will determine whether, through no fault of the licensee or because the premises are under construction, the licensed premises count not be operated for the required time during the calendar year. The ABC Board may impose conditions along with the approval of an application for waiver, and it may deny a third or subsequent application for waiver. If an application for waiver is denied, an application for license renewal for the succeeding license period will be denied by the Board. In addition to the waiver application fee, the applicant must pay a late fee of \$1,000 for an application that is received too late for Board consideration at its meeting before November 30 of the year for which the waiver is requested. Please check AMCO's website for meeting agenda deadlines.

Please note that a licensee must submit a separate completed copy of this form and pay a separate corresponding fee for each license and for each calendar year during which a license was not operated in compliance with AS 04.11.330.

Section 1 - Establishment Information

Enter information for the license that has not been operated for the time required under AS 04.11.330.

Licensee:	Zat's Pizza, LLC	License Number:	4253		
License Type:	Restaurant/Eating Place				
DBA:	Zat's Pizza				
Premises Address:	420 Port Bagial Blvd				
City:	Craig	State:	Alaska	ZIP:	99921
Local Governing Body:	Craig				

Section 2 - Request Number and Calendar Year

1st Request
 2nd Request
 3rd Request
 Other COVID

Request for Calendar Year 2021



Alaska Alcoholic Beverage Control Board

Form AB-29: Waiver of Operation Application

Section 3 – Reason for Non-operation

Provide an explanation as to why the licensed premises were not operated:

COVID, the provision to do take out ended early in the year

Section 4 – Certifications

The following must be completed for establishments located within the boundaries of a local governing body:

Read the line below, and then sign your initials in the box to the right of the statement:

I certify that I will provide a true copy of this application to the local governing body listed on Page 1 of this form prior to ABC Board consideration of this application.

Initials

JTR

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

JTR

Jeremy Ratzat
Printed name of licensee

[Signature]
Signature of licensee

Office Use Only			
Waiver Application Fee:		Late Fee:	Transaction #:



Alaska Alcoholic Beverage Control Board

Form AB-29: Waiver of Operation Application

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This application must be accompanied by a non-refundable waiver application fee of:

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City:	Craig	State:	Alaska	ZIP:	99921
Local Governing Body:	Craig				

Section 2 - Request Number and Calendar Year

- 1st Request
 2nd Request
 3rd Request
 Other _____

Request for Calendar Year 2022



Alaska Alcoholic Beverage Control Board

Form AB-29: Waiver of Operation Application

Section 3 - Reason for Non-operation

Provide an explanation as to why the licensed premises were not operated:

1. Covid was circulating locally for part of the year
2. Had to close down while sick with Covid
3. Could not hire enough qualified employees, no applicants
4. In the process of remodeling

Section 4 - Certifications

The following must be completed for establishments located within the boundaries of a local governing body:

Read the line below, and then sign your initials in the box to the right of the statement:

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Initials

JTK

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

JTK

Jeremy Ratzat

Printed name of licensee

[Signature]
Signature of licensee

Office Use Only

Waiver Application Fee:		Late Fee:		Transaction #:	
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STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
11/21/2022

ABC BOARD

LIQUOR LICENSE

2023 - 2024

TEMPORARY

1948

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

[Empty box]

LICENSE FEE: \$1,500.00

1150

CITY / BOROUGH: Craig
Unorganized Borough

D/B/A: Alaska Commercial Compa
1310 Craig Klawock Hwy
Mail Address:
The North West Company (International), Inc.
77 Main Street Attn. Legal Dept.
Winnipeg, MB R3C 1A3

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

Joan M. Wilson
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
11/21/2022
ABC BOARD

LIQUOR LICENSE

2023 - 2024

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ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

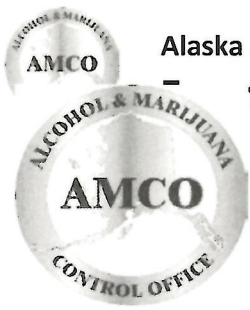
COPY

DIRECTOR

D/B/A: Alaska Commercial Company
1310 Craig Klawock Hwy
Mailing Address:
The North West Company (International), Inc.
77 Main Street Attn. Legal Dept.
Winnipeg, MB R3C 1A3

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Table with 2 columns: Field Name, Value. Fields include Licensee (Owner), License Type, Doing Business As, Local Governing Body, and Community Council.

If your mailing address has changed, write the NEW address below:

Table for Mailing Address with fields for City, State, and ZIP.

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Table with 2 columns: Field Name, Value. Fields include Contact Licensee and Contact Email.

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Table with 2 columns: Field Name, Value. Fields include Name of Contact and Contact Email.

Section 3 - for Package Stores ONLY: Written Order Information

Form with YES/NO checkboxes for selling alcoholic beverages and shipping them to another location.



OCT 31 2022



Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

YES NO

Did the ownership structure of the licensed business change in 2021/2022?

Yes, verified with

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

2021 2022

1. The license was operated for more than 240 hours throughout each year. (Year-round)

2. The license was only operated during a specified time each year. (Not to exceed 6 months per year)

If your operation dates have changed, list them below:

_____ to _____

3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.

4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.

If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.

Section 6 - Violations and Convictions

YES NO

Have ANY Notices of Violation been issued for this license?

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

AMCO

OCT 31 2023



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

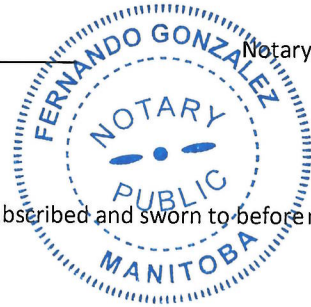
I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature of licensee

Amanda Sutton
Printed name of licensee

Signature of Notary Public

Notary Public in and for the State of Province of Manitoba



My commission expires: N/A

Subscribed and sworn to before me this 26th day of October, 2022

- Restaurant and Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
Recreational Site applications must include a completed AB-36: Recreational Site Statement
Tourism applications must include a completed AB-37: Tourism Statement
Wholesale applications must include a completed AB-25: Supplier Certification
Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx

FOR OFFICE USE ONLY

Table with columns for License Fee, Application Fee (\$300.00), Misc. Fee, and Total Fees Due.

100480883

OCT 31 2022

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	The North West Company (International) Inc.
Entity Type: Business Corporation	
Entity #: 120143	
Status: Good Standing	
AK Formed Date: 12/18/2008	
Duration/Expiration: Perpetual	
Home State: DELAWARE	
Next Biennial Report Due: 1/2/2024	
Entity Mailing Address: 77 MAIN STREET, WINNIPEG, MB R3C1A3 CANADA	
Entity Physical Address: 3830 OLD INTERNATIONAL AIRPORT ROAD, ANCHORAGE, AK 99502-0901	

Registered Agent

Agent Name: WALTER PICKETT
Registered Mailing Address: 3830 OLD INTERNATIONAL AIRPORT RD STE 200, ANCHORAGE, AK 99502
Registered Physical Address: 19211 UPPER SKYLINE DRIVE, EAGLE RIVER, AK 99577

Officials

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former Owned
	AMANDA SUTTON	Secretary	
	J. KEVIN PROCTOR	Director, President	
	JOHN KING	Treasurer, Director	
	KYLE HILL	Director, Vice President	
	NWC (U.S.) HOLDINGS INC.	Shareholder	100.00

Filed Documents

Date Filed	Type	Filing	Certificate
12/18/2008	Creation Filing	Click to View	Click to View
12/17/2009	Biennial Report	Click to View	
3/22/2010	Agent Change	Click to View	
2/06/2012	Biennial Report	Click to View	
5/16/2013	Certificate of Compliance		Click to View

[Return to Top](#)

Date Filed	Type	Filing	Certificate
12/27/2013	Biennial Report	Click to View	
9/17/2014	Correction	Click to View	Click to View
12/29/2015	Biennial Report	Click to View	
3/29/2016	Agent Change	Click to View	
5/11/2017	Entity Address Change	Click to View	
11/08/2017	Biennial Report	Click to View	
4/22/2019	Agent Change	Click to View	
8/21/2019	Change of Officials	Click to View	
12/16/2019	Biennial Report	Click to View	
5/15/2020	Correction	Click to View	Click to View
5/26/2020	Certificate of Compliance		Click to View
10/27/2020	Change of Officials	Click to View	
8/26/2021	Change of Officials	Click to View	
9/21/2021	Change of Officials	Click to View	
11/15/2021	Biennial Report	Click to View	
6/29/2022	Certificate of Compliance		Click to View

[Close Details](#)[Print Friendly Version](#)

License Detail

LICENSE DETAILS

License #: 1014289

[Print Business License](#)

Business Name: ALASKA COMMERCIAL COMPANY

Status: Active

Issue Date: 12/22/2014

Expiration Date: 12/31/2024

Mailing Address: 77 MAIN ST
ATTN: LEGAL DEPT
WINNIPEG, MB R3C1A3, CANADA

Physical Address: 3830 Old International Airport Rd.
Anchorage, AK 99502-0901

Owners

THE NORTH WEST COMPANY (INTERNATIONAL) INC.

Activities

Line of Business	NAICS	Professional License #
42 - Trade	445110 - SUPERMARKETS AND OTHER GROCERY (EXCEPT CONVENIENCE) STORES	

Endorsements

End #	Issue	Renew	Expiration	Action End	Action Note	Address
1	11/1/2018	10/20/2022	12/31/2024			125 MAIN ST, ANIAK, AK 99557
2	11/1/2018		12/31/2020			4725 AHKOVAK ST, BARROW, AK 99723
3	11/1/2018	10/20/2022	12/31/2024			135 RIDGECREST ST, BETHEL, AK 99559
4	11/1/2018	10/20/2022	12/31/2024			106 NICHOLOFF WY, CORDOVA, AK 99574
5	11/1/2018	10/20/2022	12/31/2024			1300 CRAIG/KLAWOCK HWY, CRAIG, AK 99921
6	11/1/2018	11/3/2020	12/31/2022			504 FRONT ST, CRAIG, AK 99921
7	11/1/2018	10/20/2022	12/31/2024			295 MAIN ST, DILLINGHAM, AK 99576
8	11/1/2018	10/20/2022	12/31/2024			345 MAIN ST, EMMONAK, AK 99581
9	11/1/2018	10/20/2022	12/31/2024			155 MAIN ST, FORT YUKON, AK 99740
10	11/1/2018	10/20/2022	12/31/2024			375 MAIN ST, HOOPER BAY, AK 99604
11	11/1/2018	10/20/2022	12/31/2024			385 MAIN ST, HOOPER BAY, AK 99604
12	11/1/2018	10/20/2022	12/31/2024			1 BAYVIEW DR, KING COVE, AK 99612
13	11/1/2018	10/20/2022	12/31/2024			100 SOUTHSIDE ESKIMO CREEK, KING SALMON, AK 99613
14	11/1/2018	10/20/2022	12/31/2024			6488 KLAWOCK HOLLIS HWY 9, KLAWOCK, AK 99925
15	11/1/2018	10/20/2022	12/31/2024			8554 BOUNDARY RD, KLAWOCK, AK 99925
16	11/1/2018	10/20/2022	12/31/2024			13TH & MAIN ST, KLAWOCK, AK 99925
17	11/1/2018	10/20/2022	12/31/2024			365 MAIN ST, KOTLIK, AK 99620
18	11/1/2018	10/20/2022	12/31/2024			395 BIZON ST, KOTZEBUE, AK 99752

End #	Issue	Renew	Expiration	Action End	Action Note	Address
19	11/1/2018	10/20/2022	12/31/2024			175 MAIN ST, MCGRATH, AK 99627
20	11/1/2018	10/20/2022	12/31/2024			30 REYNOLDS AVE, MOUNTAIN VILLAGE, AK 99632
21	11/1/2018	10/20/2022	12/31/2024			MILE 1 TELLER HWY, NOME, AK 99762
22	11/1/2018	10/20/2022	12/31/2024			100 PAUSANA, NUIQSUT, AK 99789
23	11/1/2018	10/20/2022	12/31/2024			231 MAIN ST, PILOT STATION, AK 99650
24	11/1/2018	10/20/2022	12/31/2024			100 MAIN ST, SAND POINT, AK 99661
25	11/1/2018	10/20/2022	12/31/2024			705 HALIBUT POINT RD STE B, SITKA, AK 99835
26	11/1/2018	10/20/2022	12/31/2024			265 MAIN ST, ST MARY'S, AK 99658
27	11/1/2018	10/20/2022	12/31/2024			255 MAIN ST, ST MICHAEL, AK 99659
28	11/16/2016		3/8/2018			134 TOLSTOI BLVD, ST PAUL, AK 99660
29	11/1/2018	10/20/2022	12/31/2024			285 MAIN ST, TOGIAK, AK 99678
30	11/1/2018	10/20/2022	12/31/2024			215 MAIN ST, UNALAKLEET, AK 99684
31	11/1/2018	10/20/2022	12/31/2024			716 OCEAN CAPE RD, YAKUTAT, AK 99689
32	11/1/2018	10/20/2022	12/31/2024			9 AIRPORT RD, KIANA, AK 99749
33	9/23/2019	10/20/2022	12/31/2024			229 PISOKAK ST, BARROW, AK 99723
34	7/19/2021	10/20/2022	12/31/2024			377 STATE ST, SKAGWAY, AK 99840
35	10/12/2021	10/20/2022	12/31/2024			70 FIRST ST, GAMBELL, AK 99742
36	6/3/2022	10/20/2022	12/31/2024			101 FRONT ST, TOKSOOK BAY, AK 99637

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

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THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

November 21, 2022

City of Craig

Via Email: cityclerk@craigak.com; adminclerk@craigak.com

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Package Store	License Number:	1948
Licensee:	The North West Company (International) Inc		
Doing Business As:	Alaska Commercial Company		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Joan M. Wilson".

Joan Wilson, Director

amco.localgovernmentonly@alaska.gov

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: City Planner, Samantha Wilson
Date: October 17, 2022
RE: Resolution 22-24: Consider Issuance of a 15 Month Access Permit to Shortcut Timber Salvage LLC

Robert Patten, dba Shortcut Timber Salvage LLC, has requested an extended access permit for the storage of firewood, whole logs for firewood, and hazard 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 2022.

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 updated access permit attached.

Recommendation:

The council is should review the extended access permit per section 16.04.020.B of the municipal code and approve the resolution.

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.
 - a. 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.
 - b. 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.
 - c. 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 December 31, 2022.

Approved this _____ day of _____, 2022.

Brian Templin, Craig City Administrator

Permittee's Acknowledgment:

I accept the conditions of this Access Permit.

Robert Patten

Date

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: November 9, 2022
RE: Holiday Benefit for Eligible Employees

The City of Craig offers a number of benefits to employees including paid holidays. A recent question brought to light that we are not paying this benefit according to the personnel handbook.

The personnel handbook states:

City of Craig will grant paid holiday time off to all eligible employees assigned to an eligible employment classification after completion of the probationary period.

Recent discussions with staff show that it has been the city's practice for the past several years to pay the holiday benefit to all employees, regardless of probationary status.

There are some complications with the policy as currently shown, primarily that employees who are promoted, or move laterally within the city are considered probationary for the first six months of any job change. It doesn't make sense to go back and forth with holiday status for probationary employees.

In addition, whenever we have a number of staff changes (like we have this past year) it becomes somewhat complicated for staff to track who should and who should not receive paid holidays.

After discussion, staff recommends that the personnel rules be amended to remove the requirement that employees have completed their probationary period for the purpose of the holiday benefit.

Recommendation: Approve Resolution 22-25, approving changes to the Craig employee handbook.

**CITY OF CRAIG
RESOLUTION 22-24**

A RESOLUTION TO APPROVE A 15 MONTH ACCESS PERMIT TO ROBERT PATTEN FOR USE OF CITY PROPERTY FOR THE STORAGE OF FIREWOOD, WHOLE LOGS FOR FIREWOOD, AND HAZARD TREE REMOVAL EQUIPMENT ON APPROXIMATELY 500 SQUARE FEET OF TRACT D-2, CRAB COVE SUBDIVISION.

WHEREAS, Robert Patten has requested an extension of his 12-month, non-exclusive Access Permit for the purpose of storage for firewood, whole logs for firewood, and hazard tree removal equipment on Tract D-2 Crab Cove Subdivision; and,

WHEREAS, Craig Municipal Code 16.04.020 requires that all access permits for more than one year must be approved by resolution by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City of Craig hereby directs city staff to negotiate an access permit, not to exceed 24 months, for the purpose of storage for firewood, whole logs for firewood, and hazard tree removal equipment on Tract D-2, Crab Cove Subdivision.

Adopted this 17th day of November, 2022.

Tim O'Connor, Mayor

ATTEST _____
Heather Mendonsa, City Clerk

**CITY OF CRAIG
RESOLUTION NO. 22-25**

AMENDING THE CITY OF CRAIG EMPLOYEE HANDBOOK

WHEREAS, the City of Craig Employee Handbook, also known as the Personnel Rules, sets many terms and conditions of employment at the City of Craig; and,

WHEREAS, this resolution modifies the Handbook by adding Section 315 “Employee Aquatic Center Passes”

NOW, THEREFORE BE IT RESOLVED the Craig City Council amends the City of Craig Employee Handbook to add Section 315 – Employee Aquatic Center Passes, the text of which is modified as shown below. Deleted language is shown with a ~~striketrough~~ and added language is shown **in bold**.

303 Holidays

Effective Date: ~~04/08/2022–11/1/2022~~

*Revision Date: ~~04/08/2022~~ **11/1/2022***

City of Craig will grant paid holiday time off to all eligible employees assigned to an eligible employment classification ~~after completion of the probationary period.~~

APPROVED this _____ day of November, 2022

MAYOR TIM O’CONNOR

HEATHER MENDONSA, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: November 21, 2022
RE: December Staff Report

1. Finance Department Review/Training

Kimber is primarily working in the Finance Director's office at this point with help from Sheri and Marva. The accounting clerk positions are doing well and taking most of the excess daily workload off of her shoulders. Sheri has been offered a full time position in Utah and will transition from full time to part time, but will still be available to help Kimber through the budget process and help Kimber and the accounting staff with other questions and issues as they come up.

2. Craig Cannery/Harbor Project

Samantha and I met with USACE staff working on the economic validation (since it has been a while since the original economic work was completed) and staff working on the environmental validation. USACE staff met with us and with the tribe through the week of November 14th. Discussions with the economist went well. It is likely that all of the economic factors that validated the 2015 assessment still hold true and we discussed the additional economic impact of the project (including the development of mariculture and the additional fisheries such as the Port Asuncion chum salmon). The USACE is continuing to work on the environmental validation and still expects that it will be out for final public review next year. This means that the likely construction is scheduled for early 2024. Based on discussion with the council at the last council meeting I have sent a letter to CTA offering to discuss an agreement in principle for land for a long house/cultural center in exchange for a resolution of support from CTA for the project. I have not heard back from CTA yet. A copy of the letter that was sent to CTA is included in the meeting packet under correspondence.

3. Daycare Center

Samantha and I met with Venessa Richter dba Island Daycare regarding the lease of the daycare center building for the purpose of operating a daycare. We talked to Venessa about the potential for sharing the space with Head Start. Venessa has reached out to Head Start to see if there is room for sharing the facility. So far she has not heard back from them. We will continue to include this discussion as we move forward on the lease. Venessa hopes to have the lease finalized by the end of December.

4. Burn Pit

Based on our discussion with DEC, they seem 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. We submitted a letter updating DEC on the items contained in our corrective action plan from January. Staff will continue to work on making our use of the burn pit more effective and on strictly enforcing burn limits in order to keep the burn pit operating. A copy of the letter sent to DEC is included in the meeting packet under correspondence.

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.

6. Staffing

The new accounting clerks are doing well in the billing and accounts payable sections. 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 front desk clerk is hired.

We are continuing to look for a full-time administrative clerk and pool staff. Most other departments are fully staffed at this time.

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 and will be out of the country January 6 - 14.

CITY OF CRAIG
MEMORANDUM

November 23, 2022

To: City Council

From: Kimber Mikulecky, Treasurer

Re: Monthly Report

The October monthly financials and APMC reports are included.

Things have been going great at City Hall. We are almost fully staffed, with the exception of the admin clerk position still vacant. We are still accepting applications for that position until filled.

I have been working heavily on the bank reconciliations to get caught up and current. Here soon, I will be working on RFPs for a new auditor/auditing firm for the upcoming fiscal year.

I will be attending the AGFOA conference in Anchorage from December 6th-10th. It is my intent to ask around with the other financial officers at the conference about recommendations on auditors/auditing firms.

As the days allow, I have asked my staff to work on putting together a book of procedures specific to their job duties in hopes to have a manual of each job title and their functions for reference here in City Hall.

If you have any questions please contact me at finance@craigak.com

City of Craig
Cash Balances
11/23/2022

General Fund

Deposit Clearing Account	63,956.23
Checking - First Bank	3,147,529.86
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>3,748,673.80</u>

Restricted Fund

Cares Fund Checking	592,105.62
Cash, Police Fund	11,706.76
Cash Evidence, Police	4,417.67
Cash, Police Federal Fund	11,944.78
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	34,764.72
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	57,335.38
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>3,756,071.73</u>

Endowment

Cash Held Endowment	34,706.06
Fixed Inc. Investment Endowment	5,593,681.40
Accr. Int., Endowment	38,215.76
Equity Invest., Endowment	7,276,343.61
Unrealized Gain/Loss Endowment	(312,958.05)
Unrealized Gain/Loss Equity, Endowment	<u>2,456,128.33</u>
Total	<u>15,086,117.11</u>

Enterprise Fund

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

City of Craig
02. Craig Gov Revenue

November 23, 2022

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	(201)	692,121	687,480	4,641	101
01 00.4050.00 000 Sales Tax	140,676	1,398,946	1,205,500	193,446	116
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	0	116,271	100,000	16,271	116
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	0	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	4,426	75,289	120,000	(44,711)	63
01 00.4065.00 000 Transient Room Tax	3,781	18,175	20,000	(1,825)	91
01 00.4080.00 000 Sales Tax Penalties	1,087	1,525	0	1,525	0
Total Local Taxes	149,769	2,314,491	2,814,680	(500,189)	82
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	228,221	75,000	153,221	304
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
Total State Revenue	0	532,819	456,000	76,819	117
01 00.4200.00 000 COVID 19 Response Revenue	0	0	75,000	(75,000)	0
01 00.4220.00 000 EMS Service Fees	715	8,119	50,000	(41,881)	16
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	1,375	11,609	50,000	(38,391)	23
01 00.4270.00 000 Library Fees	3	85	1,000	(915)	9
01 00.4275.00 000 Recreation Revenue	600	7,962	15,000	(7,038)	53
01 00.4280.00 000 Senior Card Fees	100	785	3,000	(2,215)	26
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	95	665	2,500	(1,835)	27
01 00.4644.00 000 Access Permit Fees	0	3,503	5,500	(1,997)	64
01 00.4645.00 000 Subdivision Fees	0	60	0	60	0
01 00.4646.00 000 PSN Road Maintenance	0	(300)	40,000	(40,300)	(1)
Total Permits & Fees	2,888	32,488	218,100	(185,612)	15
01 00.4300.00 000 Property Lease/Rentals	0	9,805	53,000	(43,195)	19
01 00.4400.00 000 Material Sales	0	0	1,000	(1,000)	0
Total Local Revenue	0	9,805	54,000	(44,195)	18
01 00.4700.00 000 Police-Fines,Citation	50	2,450	10,000	(7,550)	25
01 00.4703.00 000 Motor Vehicle Commision	3,941	28,898	60,000	(31,102)	48
01 00.4650.00 000 State Trooper Dispatch	0	3,000	7,200	(4,200)	42
01 00.4660.00 000 State Jail Contract Revenue	0	138,346	357,524	(219,178)	39
01 00.4665.00 000 Klawock Dispatch	0	17,696	53,088	(35,392)	33
01 00.4670.00 000 Forest Service Dispatch	0	0	3,000	(3,000)	0
Total Public Safety Funds	3,991	190,390	490,812	(300,422)	39
01 00.4820.00 000 Interest Income (A/R)	0	499	1,000	(501)	50
01 00.4900.00 000 Misc Revenue	58	5,824	5,000	824	116
01 00.4990.00 000 TRANS.FRM RESERVES BAL. BUDGET	0	895	0	895	0
Total Other Revenue	58	7,218	6,000	1,218	120
Total Revenues	\$ 156,706	\$ 3,087,211	\$ 4,039,592	\$ (952,381)	\$ 76

City of Craig
Revenue and Expense YTD & Budget
November 23, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget	Revised Budget	Budget Change
Administration						
Total Personnel Expenditures	140,753	0	140,753	335,041	0	(335,041)
Total Benefits Expenditures	46,674	0	46,674	157,542	0	(157,542)
Total Contract Expenditures	98,257	0	98,257	178,200	0	(178,200)
Total Travel & Expenditures	10,061	0	10,061	14,545	0	(14,545)
Total Materials Expenditures	5,411	0	5,411	11,625	0	(11,625)
Total Utilities Expenditures	4,201	0	4,201	20,370	0	(20,370)
Total Repairs & Maint Expenditures	1,786	0	1,786	4,760	0	(4,760)
Total Other Expenditures	18,615	0	18,615	53,639	0	(53,639)
Total Capital & Debt Expenditures	<u>1,932</u>	<u>0</u>	<u>1,932</u>	<u>8,000</u>	<u>0</u>	<u>(8,000)</u>
Total Expenditures	<u>\$ 327,690</u>	<u>\$ 0</u>	<u>\$ 327,690</u>	<u>\$ 783,722</u>	<u>\$ 0</u>	<u>\$ (783,722)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (327,690)</u>	<u>\$ 0</u>	<u>\$ (327,690)</u>	<u>\$ (783,722)</u>	<u>\$ 0</u>	<u>\$ 783,722</u>
Council						
Total Personnel Expenditures	6,701	0	6,701	20,124	0	(20,124)
Total Benefits Expenditures	685	0	685	6,864	0	(6,864)
Total Contract Expenditures	868	0	868	950	0	(950)
Total Travel & Expenditures	1,441	0	1,441	5,050	0	(5,050)
Total Materials Expenditures	366	0	366	1,000	0	(1,000)
Total Utilities Expenditures	0	0	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0	0	0
Total Other Expenditures	1,842	0	1,842	10,428	0	(10,428)
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 11,903</u>	<u>\$ 0</u>	<u>\$ 11,903</u>	<u>\$ 44,416</u>	<u>\$ 0</u>	<u>\$ (44,416)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (11,903)</u>	<u>\$ 0</u>	<u>\$ (11,903)</u>	<u>\$ (44,416)</u>	<u>\$ 0</u>	<u>\$ 44,416</u>
Planning						
Total Revenues	\$ 7,261	\$ 0	\$ 7,261	\$ 0	\$ 0	\$ 0
Total Personnel Expenditures	20,528	0	20,528	41,915	0	(41,915)
Total Benefits Expenditures	6,972	0	6,972	26,132	0	(26,132)
Total Contract Expenditures	20,845	0	20,845	6,500	0	(6,500)
Total Travel & Expenditures	2,301	649	2,950	2,700	0	(2,700)
Total Materials Expenditures	49,300	(41,642)	7,658	1,000	0	(1,000)
Total Utilities Expenditures	0	0	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	500	0	(500)
Total Other Expenditures	234	0	234	1,742	0	(1,742)
Total Capital & Debt Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 100,180</u>	<u>\$ (40,993)</u>	<u>\$ 59,187</u>	<u>\$ 80,489</u>	<u>\$ 0</u>	<u>\$ (80,489)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (92,919)</u>	<u>\$ 40,993</u>	<u>\$ (51,926)</u>	<u>\$ (80,489)</u>	<u>\$ 0</u>	<u>\$ 80,489</u>
Parks & Facilities						
Total Personnel Expenditures	59,684	0	59,684	158,330	0	(158,330)
Total Benefits Expenditures	26,403	0	26,403	68,945	0	(68,945)
Total Contract Expenditures	(135)	0	(135)	7,500	0	(7,500)
Total Travel & Expenditures	0	0	0	0	0	0
Total Materials Expenditures	5,090	4,039	9,129	16,175	0	(16,175)
Total Utilities Expenditures	4,716	0	4,716	19,200	0	(19,200)
Total Repairs & Maint Expenditures	0	0	0	12,000	0	(12,000)
Total Other Expenditures	3,594	0	3,594	18,534	0	(18,534)
Total Capital & Debt Expenditures	<u>0</u>	<u>78,066</u>	<u>78,066</u>	<u>48,550</u>	<u>0</u>	<u>(48,550)</u>
Total Expenditures	<u>\$ 99,352</u>	<u>\$ 82,105</u>	<u>\$ 181,457</u>	<u>\$ 349,234</u>	<u>\$ 0</u>	<u>\$ (349,234)</u>

City of Craig
Revenue and Expense YTD & Budget
November 23, 2022

	<u>Y-T-D Actual</u>	<u>Y-T-D Encumbrance</u>	<u>Total</u>	<u>Y-T-D Budget</u>	<u>Revised Budget</u>	<u>Budget Change</u>
Excess Revenue Over (Under) Expenditures	\$ (99,352)	\$ (82,105)	\$ (181,457)	\$ (349,234)	\$ 0	\$ 349,234
Public Works						
Total Personnel Expenditures	62,250	0	62,250	111,888	0	(111,888)
Total Benefits Expenditures	32,995	0	32,995	64,617	0	(64,617)
Total Contract Expenditures	300	0	300	720	0	(720)
Total Travel & Expenditures	0	0	0	0	0	0
Total Materials Expenditures	40,116	3,496	43,612	74,825	0	(74,825)
Total Utilities Expenditures	717	0	717	18,925	0	(18,925)
Total Repairs & Maint Expenditures	19,881	5,499	25,378	53,200	0	(53,200)
Total Other Expenditures	4,713	0	4,713	16,049	0	(16,049)
Total Capital & Debt Expenditures	50,452	2,733	53,184	111,774	0	(111,774)
Total Expenditures	\$ 211,424	\$ 11,728	\$ 223,149	\$ 451,998	\$ 0	\$ (451,998)
Excess Revenue Over (Under) Expenditures	\$ (211,424)	\$ (11,728)	\$ (223,149)	\$ (451,998)	\$ 0	\$ 451,998
Police						
Total Personnel Expenditures	248,545	0	248,545	635,955	0	(635,955)
Total Benefits Expenditures	123,038	0	123,038	357,833	0	(357,833)
Total Contract Expenditures	0	1,837	1,837	26,931	0	(26,931)
Total Travel & Expenditures	3,380	1,581	4,961	5,000	0	(5,000)
Total Materials Expenditures	15,500	7,935	23,434	60,000	0	(60,000)
Total Utilities Expenditures	1,277	0	1,277	27,111	0	(27,111)
Total Repairs & Maint Expenditures	0	0	0	1,000	0	(1,000)
Total Other Expenditures	8,524	4,425	12,949	56,008	0	(56,008)
Total Capital & Debt Expenditures	1,000	0	1,000	1,000	0	(1,000)
Total Expenditures	\$ 401,264	\$ 15,778	\$ 417,041	\$ 1,170,838	\$ 0	\$ (1,170,838)
Excess Revenue Over (Under) Expenditures	\$ (401,264)	\$ (15,778)	\$ (417,041)	\$ (1,170,838)	\$ 0	\$ 1,170,838
EMS						
Total Personnel Expenditures	64,404	0	64,404	202,467	0	(202,467)
Total Benefits Expenditures	25,167	0	25,167	69,165	0	(69,165)
Total Contract Expenditures	2,156	1,909	4,065	4,900	0	(4,900)
Total Travel & Expenditures	592	0	592	8,200	0	(8,200)
Total Materials Expenditures	1,307	974	2,282	13,450	0	(13,450)
Total Utilities Expenditures	1,122	0	1,122	8,600	0	(8,600)
Total Repairs & Maint Expenditures	0	0	0	0	0	0
Total Other Expenditures	2,170	0	2,170	10,077	0	(10,077)
Total Capital & Debt Expenditures	0	19,724	19,724	30,000	0	(30,000)
Total Expenditures	\$ 96,918	\$ 22,607	\$ 119,526	\$ 346,859	\$ 0	\$ (346,859)
Excess Revenue Over (Under) Expenditures	\$ (96,918)	\$ (22,607)	\$ (119,526)	\$ (346,859)	\$ 0	\$ 346,859
Fire Department						
Total Personnel Expenditures	0	0	0	0	0	0
Total Benefits Expenditures	124	0	124	4,186	0	(4,186)
Total Contract Expenditures	5,100	0	5,100	5,400	0	(5,400)
Total Travel & Expenditures	0	0	0	2,500	0	(2,500)
Total Materials Expenditures	193	1,428	1,621	2,300	0	(2,300)
Total Utilities Expenditures	381	0	381	5,425	0	(5,425)
Total Repairs & Maint Expenditures	0	0	0	1,000	0	(1,000)
Total Other Expenditures	823	0	823	5,954	0	(5,954)
Total Capital & Debt Expenditures	0	0	0	5,000	0	(5,000)

City of Craig
Revenue and Expense YTD & Budget
November 23, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget	Revised Budget	Budget Change
Total Expenditures	\$ 6,621	\$ 1,428	\$ 8,049	\$ 31,765	\$ 0	\$ (31,765)
Excess Revenue Over (Under) Expenditures	<u>\$ (6,621)</u>	<u>\$ (1,428)</u>	<u>\$ (8,049)</u>	<u>\$ (31,765)</u>	<u>\$ 0</u>	<u>\$ 31,765</u>
Library						
Total Revenues	\$ 46,959	\$ 0	\$ 46,959	\$ 0	\$ 0	\$ 0
Total Personnel Expenditures	29,057	0	29,057	76,341	0	(76,341)
Total Benefits Expenditures	6,642	0	6,642	15,242	0	(15,242)
Total Contract Expenditures	0	1,291	1,291	4,934	0	(4,934)
Total Travel & Expenditures	0	0	0	1,000	0	(1,000)
Total Materials Expenditures	13,204	1,142	14,346	9,600	0	(9,600)
Total Utilities Expenditures	463	0	463	11,100	0	(11,100)
Total Repairs & Maint Expenditures	209	0	209	500	0	(500)
Total Other Expenditures	574	0	574	2,770	0	(2,770)
Total Capital & Debt Expenditures	0	0	0	2,860	0	(2,860)
Total Expenditures	<u>\$ 50,149</u>	<u>\$ 2,433</u>	<u>\$ 52,582</u>	<u>\$ 124,347</u>	<u>\$ 0</u>	<u>\$ (124,347)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (3,190)</u>	<u>\$ (2,433)</u>	<u>\$ (5,623)</u>	<u>\$ (124,347)</u>	<u>\$ 0</u>	<u>\$ 124,347</u>
Recreation						
Total Revenues	\$ 2,100	\$ 0	\$ 2,100	\$ 0	\$ 0	\$ 0
Total Personnel Expenditures	28,999	0	28,999	82,055	0	(82,055)
Total Benefits Expenditures	12,943	0	12,943	43,963	0	(43,963)
Total Contract Expenditures	200	0	200	1,500	0	(1,500)
Total Travel & Expenditures	0	0	0	0	0	0
Total Materials Expenditures	605	0	605	2,525	0	(2,525)
Total Utilities Expenditures	1,143	0	1,143	19,625	0	(19,625)
Total Repairs & Maint Expenditures	0	0	0	2,100	0	(2,100)
Total Other Expenditures	1,057	0	1,057	6,239	0	(6,239)
Total Capital & Debt Expenditures	0	0	0	4,000	0	(4,000)
Total Expenditures	<u>\$ 44,947</u>	<u>\$ 0</u>	<u>\$ 44,947</u>	<u>\$ 162,007</u>	<u>\$ 0</u>	<u>\$ (162,007)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (42,847)</u>	<u>\$ 0</u>	<u>\$ (42,847)</u>	<u>\$ (162,007)</u>	<u>\$ 0</u>	<u>\$ 162,007</u>
Aquatic Center						
Total Personnel Expenditures	33,726	0	33,726	180,222	0	(180,222)
Total Benefits Expenditures	23,598	0	23,598	115,484	0	(115,484)
Total Contract Expenditures	246	0	246	4,040	0	(4,040)
Total Travel & Expenditures	1,243	0	1,243	5,670	0	(5,670)
Total Materials Expenditures	2,227	314	2,541	23,420	0	(23,420)
Total Utilities Expenditures	31,181	0	31,181	138,650	0	(138,650)
Total Repairs & Maint Expenditures	378	0	378	4,500	0	(4,500)
Total Other Expenditures	3,382	0	3,382	20,012	0	(20,012)
Total Capital & Debt Expenditures	107,883	1,950	109,834	144,738	0	(144,738)
Total Expenditures	<u>\$ 203,864</u>	<u>\$ 2,264</u>	<u>\$ 206,129</u>	<u>\$ 636,736</u>	<u>\$ 0</u>	<u>\$ (636,736)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (203,864)</u>	<u>\$ (2,264)</u>	<u>\$ (206,129)</u>	<u>\$ (636,736)</u>	<u>\$ 0</u>	<u>\$ 636,736</u>
Sewer						
Total Revenues	\$ 95,193	\$ 0	\$ 95,193	\$ 0	\$ 0	\$ 0
Total Personnel Expenditures	46,879	0	46,879	137,550	0	(137,550)
Total Benefits Expenditures	22,388	0	22,388	63,163	0	(63,163)
Total Contract Expenditures	1,488	165	1,653	7,800	0	(7,800)
Total Travel & Expenditures	144	178	322	2,280	0	(2,280)
Total Materials Expenditures	922	4,542	5,464	8,350	0	(8,350)

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City of Craig
Revenue and Expense YTD & Budget
November 23, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget	Revised Budget	Budget Change
Total Utilities Expenditures	451	0	451	51,700	0	(51,700)
Total Repairs & Maint Expenditures	3,332	208	3,540	4,000	0	(4,000)
Total Other Expenditures	4,180	0	4,180	26,262	0	(26,262)
Total Capital & Debt Expenditures	27,844	0	27,844	379,445	0	(379,445)
Total Expenditures	<u>\$ 107,628</u>	<u>\$ 5,093</u>	<u>\$ 112,721</u>	<u>\$ 680,550</u>	<u>\$ 0</u>	<u>\$ (680,550)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (12,435)</u>	<u>\$ (5,093)</u>	<u>\$ (17,528)</u>	<u>\$ (680,550)</u>	<u>\$ 0</u>	<u>\$ 680,550</u>
Water						
Total Revenues	\$ 121,375	\$ 0	\$ 121,375	\$ 0	\$ 0	\$ 0
Total Personnel Expenditures	62,441	0	62,441	199,528	0	(199,528)
Total Benefits Expenditures	30,620	0	30,620	92,026	0	(92,026)
Total Contract Expenditures	3,416	825	4,241	10,000	0	(10,000)
Total Travel & Expenditures	2,495	1,376	3,872	4,935	0	(4,935)
Total Materials Expenditures	9,375	8,405	17,779	69,900	0	(69,900)
Total Utilities Expenditures	244	0	244	57,400	0	(57,400)
Total Repairs & Maint Expenditures	4,378	1,836	6,214	10,000	0	(10,000)
Total Other Expenditures	(8,651)	0	(8,651)	18,345	0	(18,345)
Total Capital & Debt Expenditures	26,355	15,945	42,300	83,208	0	(83,208)
Total Expenditures	<u>\$ 130,673</u>	<u>\$ 28,387</u>	<u>\$ 159,060</u>	<u>\$ 545,342</u>	<u>\$ 0</u>	<u>\$ (545,342)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (9,298)</u>	<u>\$ (28,387)</u>	<u>\$ (37,685)</u>	<u>\$ (545,342)</u>	<u>\$ 0</u>	<u>\$ 545,342</u>
Garbage						
Total Revenues	\$ 121,248	\$ 0	\$ 121,248	\$ 0	\$ 0	\$ 0
Total Personnel Expenditures	17,725	0	17,725	50,543	0	(50,543)
Total Benefits Expenditures	8,080	0	8,080	17,731	0	(17,731)
Total Contract Expenditures	70,534	0	70,534	239,500	0	(239,500)
Total Travel & Expenditures	0	0	0	0	0	0
Total Materials Expenditures	3,377	1,200	4,577	9,475	0	(9,475)
Total Utilities Expenditures	0	0	0	500	0	(500)
Total Repairs & Maint Expenditures	0	0	0	5,000	0	(5,000)
Total Other Expenditures	1,874	0	1,874	5,802	0	(5,802)
Total Capital & Debt Expenditures	30,846	0	30,846	55,831	0	(55,831)
Total Expenditures	<u>\$ 132,436</u>	<u>\$ 1,200</u>	<u>\$ 133,636</u>	<u>\$ 384,382</u>	<u>\$ 0</u>	<u>\$ (384,382)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (11,188)</u>	<u>\$ (1,200)</u>	<u>\$ (12,388)</u>	<u>\$ (384,382)</u>	<u>\$ 0</u>	<u>\$ 384,382</u>
Harbor						
Total Revenues	\$ 202,638	\$ 0	\$ 202,638	\$ 0	\$ 0	\$ 0
Total Personnel Expenditures	51,953	0	51,953	166,081	0	(166,081)
Total Benefits Expenditures	38,801	0	38,801	105,024	0	(105,024)
Total Contract Expenditures	0	0	0	1,200	0	(1,200)
Total Travel & Expenditures	2,732	350	3,082	2,500	0	(2,500)
Total Materials Expenditures	5,686	2,175	7,862	29,925	0	(29,925)
Total Utilities Expenditures	4,222	0	4,222	45,492	0	(45,492)
Total Repairs & Maint Expenditures	2,455	1,290	3,745	3,000	0	(3,000)
Total Other Expenditures	8,277	0	8,277	26,619	0	(26,619)
Total Capital & Debt Expenditures	21,211	22,371	43,582	197,250	0	(197,250)
Total Expenditures	<u>\$ 135,337</u>	<u>\$ 26,186</u>	<u>\$ 161,524</u>	<u>\$ 577,091</u>	<u>\$ 0</u>	<u>\$ (577,091)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 67,301</u>	<u>\$ (26,186)</u>	<u>\$ 41,114</u>	<u>\$ (577,091)</u>	<u>\$ 0</u>	<u>\$ 577,091</u>

JTB Industrail Park

City of Craig
Revenue and Expense YTD & Budget
November 23, 2022

	Y-T-D Actual	Y-T-D Encumbrance	Total	Y-T-D Budget	Revised Budget	Budget Change
Total Revenues	\$ 529,256	\$ 0	\$ 529,256	\$ 0	\$ 0	\$ 0
Total Personnel Expenditures	72,770	0	72,770	97,407	0	(97,407)
Total Benefits Expenditures	16,918	0	16,918	39,183	0	(39,183)
Total Contract Expenditures	0	358	358	2,200	0	(2,200)
Total Travel & Expenditures	0	0	0	0	0	0
Total Materials Expenditures	5,880	0	5,880	22,225	0	(22,225)
Total Utilities Expenditures	716	0	716	50,100	0	(50,100)
Total Repairs & Maint Expenditures	815	4,830	5,645	12,500	0	(12,500)
Total Other Expenditures	3,749	0	3,749	21,081	0	(21,081)
Total Capital & Debt Expenditures	26,317	0	26,317	128,400	0	(128,400)
Total Expenditures	<u>\$ 127,165</u>	<u>\$ 5,188</u>	<u>\$ 132,353</u>	<u>\$ 373,096</u>	<u>\$ 0</u>	<u>\$ (373,096)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 402,091</u>	<u>\$ (5,188)</u>	<u>\$ 396,903</u>	<u>\$ (373,096)</u>	<u>\$ 0</u>	<u>\$ 373,096</u>
Ward Cove Cannery						
Total Revenues	\$ 1,217	\$ 0	\$ 1,217	\$ 0	\$ 0	\$ 0
Total Personnel Expenditures	0	0	0	0	0	0
Total Benefits Expenditures	0	0	0	0	0	0
Total Contract Expenditures	0	0	0	0	0	0
Total Travel & Expenditures	0	0	0	0	0	0
Total Materials Expenditures	0	0	0	0	0	0
Total Utilities Expenditures	112	0	112	2,800	0	(2,800)
Total Repairs & Maint Expenditures	0	0	0	0	0	0
Total Other Expenditures	496	0	496	2,732	0	(2,732)
Total Capital & Debt Expenditures	0	0	0	76,750	0	(76,750)
Total Expenditures	<u>\$ 608</u>	<u>\$ 0</u>	<u>\$ 608</u>	<u>\$ 82,282</u>	<u>\$ 0</u>	<u>\$ (82,282)</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 609</u>	<u>\$ 0</u>	<u>\$ 609</u>	<u>\$ (82,282)</u>	<u>\$ 0</u>	<u>\$ 82,282</u>
GF Revenue						
Total Revenues	\$ 3,087,211	\$ 0	\$ 3,087,211	\$ 4,039,592	\$ 0	\$ (4,039,592)
Total Personnel Expenditures	0	0	0	0	0	0
Total Benefits Expenditures	0	0	0	0	0	0
Total Contract Expenditures	0	0	0	0	0	0
Total Travel & Expenditures	0	0	0	0	0	0
Total Materials Expenditures	0	0	0	0	0	0
Total Utilities Expenditures	0	0	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0	0	0
Total Other Expenditures	0	0	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 3,087,211</u>	<u>\$ 0</u>	<u>\$ 3,087,211</u>	<u>\$ 4,039,592</u>	<u>\$ 0</u>	<u>\$ (4,039,592)</u>

CITY OF CRAIG - PERMANENT FUND

Account Statement - Period Ending October 31, 2022



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

ACCOUNT ACTIVITY

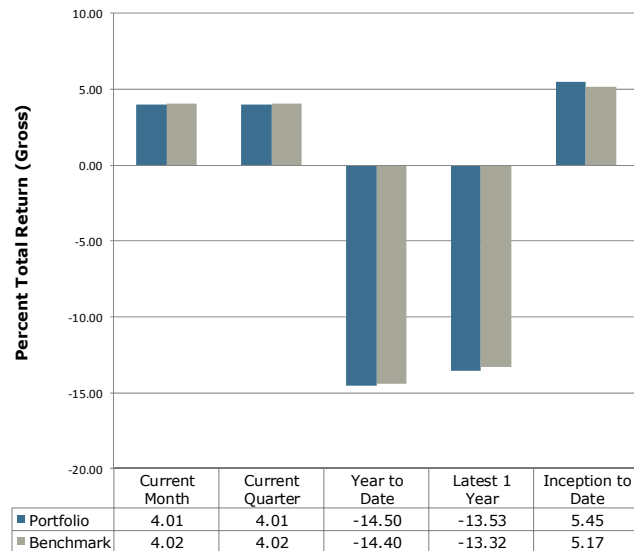
Portfolio Value on 09-30-22	13,555,105
Contributions	0
Withdrawals	-3,184
Change in Market Value	533,957
Interest	8,873
Dividends	269
Portfolio Value on 10-31-22	14,095,020

MANAGEMENT TEAM

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

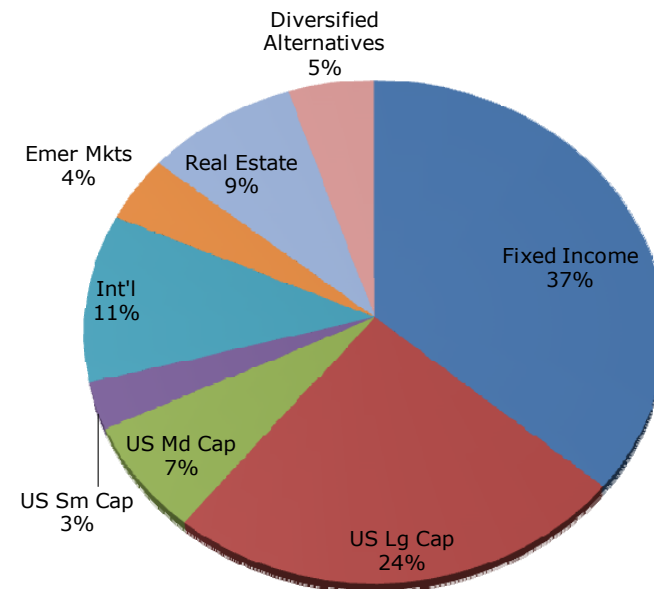
INVESTMENT PERFORMANCE

Current Account Benchmark:
Equity Blend



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



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

CITY OF CRAIG - CAPITAL RESERVES

Account Statement - Period Ending October 31, 2022



ALASKA PERMANENT
CAPITAL MANAGEMENT
Registered Investment Adviser

ACCOUNT ACTIVITY

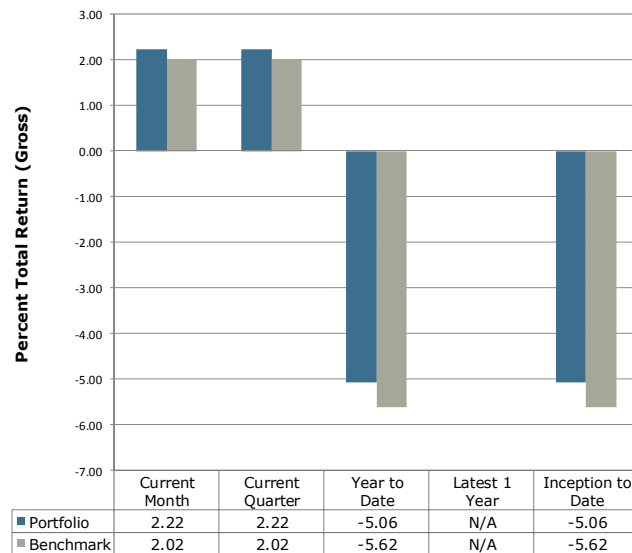
Portfolio Value on 09-30-22	2,126,372
Contributions	0
Withdrawals	-499
Change in Market Value	42,789
Interest	43
Dividends	4,428
Portfolio Value on 10-31-22	2,173,133

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

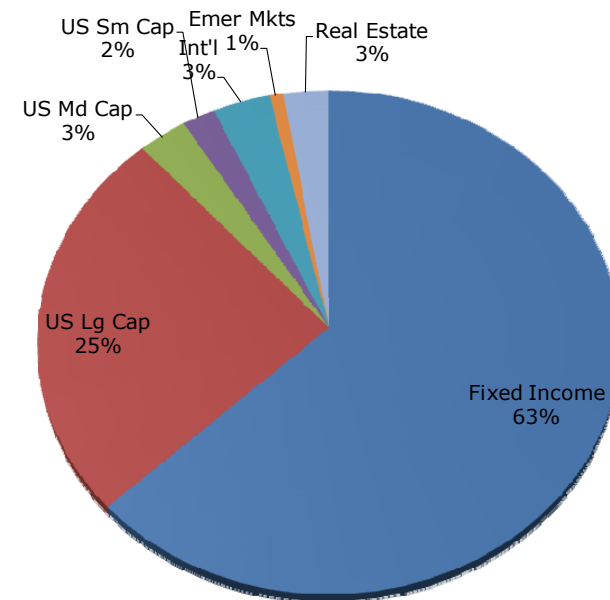
INVESTMENT PERFORMANCE

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: November 22, 2022
RE: December, 2022 Staff Report

2023 Senior Citizen / Disabled Veteran Property Tax Exemption:

The Senior Citizen and Disabled Veteran Property Tax Exemptions notices and applications are posted. The application deadline is January 16, 2023. It is moved back one day because January 15 falls on a Sunday.

Human Resources Audit:

The personnel file audit is completed. Most of the reports have been returned from departments and are personnel files are updated and complete.

City Clerk Duties:

The majority of the clerk's duties consist of compiling information for the council, setting up meetings, preparing packets, staff reports, and creating council meeting minutes. Beginning in January, property taxes will become a major focus, as well.

Personal Leave and Travel:

The Alaska Municipal League conference will be held in Anchorage from December 4 – December 10. Mayor O'Connor will be attending from December 5 to December 9 and Heather Mendonsa will be attending from December 3 to 7.

Heather Mendonsa is scheduled for personal leave from December 20 – December 28.

Next Council Meeting:

Our next scheduled Council Meeting will be Thursday, December 15, at 6:30. Michael Kampnich will be absent/excused. Please notify Heather Mendonsa if you cannot attend.

CITY OF CRAIG MEMORANDUM

To: Craig Mayor and City Council
From: Samantha Wilson, City Planner
Date: November 22, 2022
RE: Planning Department Staff Report – December 2022

1. POWER Building funding: A request for proposals is being drafted. It has been determined that it would be best to get the building tested for lead paint prior to proceeding with bids.
2. SHSP Grant Progress:
 - a. Most supplies have arrived (Flashlights and shelter consumables are the last items needed). Trailer supplies have been distributed evenly between the three trailers.
 - b. One of the trailers was found to be leaking from the skylight, Doug and Terry patched it. **Thank you, Public Facilities!**
 - c. Hazmat portion of SHSP grant went over budget. Funds have been successfully reallocated from the disaster response trailers to cover extra hazmat equipment costs.
 - d. An agreement with Naukati and Coffman Cove is being drafted.
3. EMPG Grant:
 - a. Required SHSP and EMPG training attended on November 10th.
 - b. PER 404 Logistics and Supply Chain Resilience in Disasters: I will be taking an emergency planning class online from December 5th-8th. I have completed registration and the pretest and have started studying the course materials.
 - c. Tsai and I have discussed hosting an island-wide LEPC meeting early next year. We will continue looking into how to organize such an event.
4. Planning Commission Meeting: the following items will be reviewed by the planning commission December 13th.
 - a. PC Resolution 607-22-PC, CUP 221213A – Conditional Use Permit for Brenda Demmert to operate a B&B on high density residential property located at 1411 Hamilton Dr (Lot 1B, Tract 2A, Timpe Subdivision, USS 3857).
 - b. PC Resolution 608-22-PC, CUP 221213B – Conditional Use Permit for Doug Ward to have a triplex on medium density residentially zoned land located at 605 Oceanview Drive (Lot 12, Windansea Subdivision).

- c. PC Resolution 609-22, CUP221213C – Conditional Use Permit for Taylor Robison to operate a B&B on high density residential property at 702 Beach Rd (Lt 2B, Block 12, USS 1430).
5. 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 has been renewed. They may be interested in pursuing a seasonal lease. It needs to be determined if this is something the City is interested in pursuing.
6. Leases
- a. Venessa Richter with Island Daycare has applied for a lease of the Craig Child Care Center. Negotiations have begun. We are waiting to see if Venessa is willing to share the space with Headstart. We will need to determine if this will be a sublease run by Island Daycare or if Headstart will be its own separate lease if an agreement is made.
7. Gary Lawton Class Project in Klawock: On November 14th I presented some basic city planning principles to a Klawock High School Class. This is part of a larger project for the students to design and plan a futuristic city. Students are expected to learn not only how to plan a city but how they would responsibly utilize natural resources to power their economy. I may be asked to return to discuss emergency response with this class next spring.
8. Tiny Houses in Mobile Home Parks: The planning commission has been reviewing alternative language in the municipal code to open up the allowed types of mobile buildings permitted in mobile home parks. Some language has been passed by the planning commission and approved to move on to City Council review.

EMS Report/November 23rd, 2022

Submitted by Tsai, EMS Coordinator

Calls to Date

November 2022 Calls: 15 (Updated 11/22)

2022 Calls to date: 232 (Updated 11/22)

Community Outreach

Homeschool kids/girl scouts groups have been going great.

Craig Elementary School: Red Ribbon Week

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, and she is doing fantastic.

I will be gone from December 12th - December 30th.

Sandy will be gone from December 20th - December 28th.

James will be gone from December 22nd - January 3rd.

Training

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

Recruitment

Looking for additional volunteers.

Moving Sandy to a Training Officer and lowering her hours in the office, unless coverage is needed. Sandy is 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

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

10/26/22-11/21/22

Patron Visits: 521

Circulation: 3,562

Alaska Digital Library: 184

Computer Usage: 121

WiFi Usage: 251 unique visitors, 1,015 total visits

Programs: Craig Public Library Story Time (23 Children)
Book to Movie Program 131 books to movies
Teen Computer Gaming 53
Free Items 123 (Victoria)

Inter-Library Loans: 48

Volunteer Hours: 32 hours

New-


- ✓ Request for Proposal- Posted
- ✓ Meeting with Craig Library Association for book ordering, next meeting Dec. 12th.
- ✓ Ordered books/Materials (ALA)
- ✓ Christmas/Winter Take home and at library activities
- ✓ Talked with state about timelines and funding

Project-

- Working on the Winter Reading Program.
- Working on the ALA Grant
- Outdoor Seating Project
- Inventory/Ordering
- Writing grants for architect.

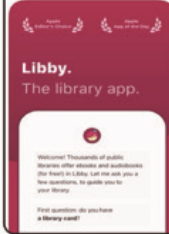
Craig Public Library

504 Third Street, Craig, AK (907) 826-3281
libraryclerk@craigak.com



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NEW RELEASES - FREE

This month brings memoirs from Carl Bernstein and Sherry A. Bernstein, a biography of Lorraine Hansberry, two high-impact movies and much more...



Lists of titles curated by your local librarians.

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What's Popular?

The hottest books in the library, right now. It's for everyone, and it's a head-turner. \$10.99/week.

Libby Academic Public Library

What's Hot

The Libby Library

More Hot

More Popular

The Alaska Digital Digital Library is available to anyone with a Craig Public Library card. A "Christmas" search resulted in 414 ebooks, 178 audiobooks, and 38 magazines. Interested in a different topic? You are sure to find something in the 20,000+ available resources.

LIBRARY HOURS

Monday 12:15 p.m.- 5 p.m.
Tuesday - Friday: 10 a.m.-5 p.m.
Saturday 11 a.m.- 3 p.m.

Open Evenings: Call first
Tues., Wed., Thurs. 5:30 p.m. to 7:30 p.m.

Come Visit Us

Sponsored by the Craig Library Association.

Submitted by Patricia Gardner, Library Director



November 8, 2022

ADEC Division of Air Quality, Air Compliance Program
ATTN: Ms. Amanda Compton
PO Box 111800
Juneau, AK 99811-1800

Dear Amanda,

This letter is to follow up on ADEC's Notice of Violation Letter (21-R0624-40-002) dated August 24, 2022 and the most recent follow up email from your office dated October 21, 2022. The email dated October 21st requests that the city provide an update to the corrective action plan submitted to ADEC on January 5, 2022.

In the January 5, 2022 letter to ADEC the City of Craig identified five corrective actions. The corrective actions outlined in that letter were as follows:

1. We are now locking the gate to the burn pit 24 hours a day and requiring all users to check out a key at the Craig Police Department. We will likely change locks on the burn pit gate to eliminate "floating keys" primarily held by commercial entities and to better monitor the burn pit users.
2. We are making upgrades to the video surveillance at the site in order to better manage remote monitoring of vehicles entering the area, items off loaded from the vehicles, and to catch prohibited items.
3. We have increased in person surveillance of the site by public works, public facilities, and police department staff in order to better monitor prohibited uses and burn items (in conjunction with the video surveillance).
4. We have improved coordination between the Craig Police Department, Craig City Hall, and the Craig Public Works department to ensure that complaints about black smoke are responded to quickly in order to remove prohibited items, manage burns, and cite offenders.
5. As a result of the November 10th complaint about the burn on private property, the city is currently drafting strong ordinances to prohibit most open burns (without permission from the Craig Fire Chief) within the city limits. This will give us more capacity to enforce burn problems not caused by the city burn pit, which is the cause of the November 10th complaint.

Update: The city has been actively working to implement items consistent with the corrective action plan. On May 19, 2022 the Craig City Council considered and approved a number of actions and expenditures related to the corrective action plan. A copy of the discussion memo provided to the council is attached. The council approved all policies and expenditures outlined in the memo.

Specific actions and updates include:

1. **Open Hours and Key Management.** The city initially locked the pit 24 hours a day, but with the upgraded camera system, found that management and enforcement was easier during

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daylight/working hours at the burn pit. We are currently opening the pit in the morning and locking it at the end of the day. This is managed by Public Works and Police Department staff. This has reduced the number of “floating keys” and provides regular checks at the pit to identify non-burnables placed in the pit. We are continuing to issue keys (primarily to businesses that may need to place material early in the morning) but have significantly increased the deposit for keys and discouraged have too many keys issued to manage well. This has increased our ability to watch the pit and enforce illegal activities.

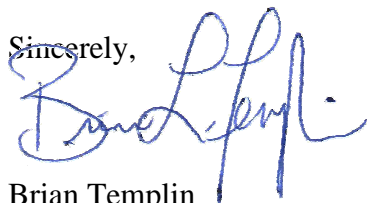
2. **Upgraded Video Surveillance.** At the May 19th meeting the council approved purchase of an upgraded camera system and internet connectivity to the cameras. The cameras were purchased and installed in July. The new cameras allow for clear identification of violators and resulted in a large number of citations being issued for the first three weeks after the new installation of the cameras. Almost all of the violations were minor, but the city enforced them with a zero tolerance policy. After additional community education and citations, the violations slowed down and there have been few violations (all still minor) over the past three months. The internet connectivity has allowed for more opportunity to review footage for enforcement on a routine basis (the old system was very time consuming and was generally used for enforcement after staff was notified of a violation). The council approved purchase and installation of a light. This will take place this winter now that facilities staff additional time to work on the project.
3. **Increased In Person Surveillance.** In addition to regular visits to the burn pit by Public works and Police Department staff while locking/unlocking the gates, we have increased daily visits by both departments and have the opportunity to randomly conduct video surveillance with the new internet connected cameras.
4. **Better Coordination Between Police and Public Works for Enforcement.** The police department has taken a more proactive role in identifying, investigating, and enforcing reports of illegal items and will do the same with any reports of black smoke. Staff between both departments and the administration are meeting on a regular basis to monitor the issue. Reporting roles and responsibilities are clearly identified between departments.
5. **Improved Open Burn Ordinances.** As noted in the January 5, 2022 letter, the cause of the black smoke reported to ADEC on November 10, 2021 was not from the city burn pit, but was from an open burn on private property near the burn pit. City staff is working on an ordinance to prohibit open burns without additional approval and oversight from the city in most cases. This ordinance has not been completed and staff continues to work on it. It is anticipated that the ordinance will be completed and submitted to the city council for consideration in early 2023.

In addition to these measures the city has adopted a “three strike” rule for offenders. A third offense of the burn pit rules will result in the offender being trespassed from the facility for a year. So far we have not had to trespass anyone.

The City of Craig intends to continue to monitor activities at the burn pit and make additional improvements to prevent illegal activities from occurring or to strongly enforce them if they do.

If you have any questions, please feel free to contact me at administrator@craigak.com or 907-826-3275.

Sincerely,



Brian Templin
Craig City Administrator

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: May 11, 2022
RE: Burn Pit Update

As the council is aware, we have been having discussions about security and monitoring of the burn pit. Most of this stems from the letter that we received from AK DEC Air Quality Division back in December.

As part of that discussion, we have been considering upgraded security cameras, open gate hours, additional lighting and stronger enforcement for violations at the burn pit.

Ultimately, our goal is to prevent further violations of air quality regulations in order to keep the burn pit operating.

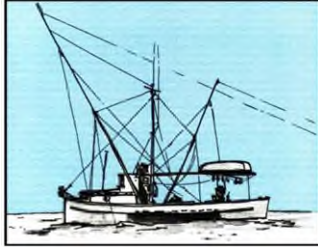
Proposed Measures:

1. Upgraded Video Surveillance
 - a. Purchase and installation of new cameras that are WiFi enabled. Staff is proposing to connect the cameras to the internet so that video can be found and downloaded from the dispatch center instead of having a public works employee or police officer sit at the burn pit to download video (usually a one – two hour task). Even without the internet connection, the WiFi enabled cameras would make it easier to download at the burn pit. The cost of the new camera system will be about \$1,600. If we opt to connect to the internet the cost of internet service adequate for our needs will be \$160 per month.
 - b. Additional Lighting. One of the issues currently is that there is not enough lighting for the cameras to be effective at night. Staff has proposed to add a bigger light to the existing pole at the site that would illuminate the area in the dark and allow us to identify violations caught on camera at night. Since the pole and electricity are already on site, we could purchase and install the light using city staff. Cost of a new light is about \$300.
2. Open Hours and Key Management
 - a. Once we have the new cameras and light in place the city will resume opening the burn pit gate in the morning and closing it at night. This will help us maintain accounting of keys. These hours are also the easiest to enforce.
 - b. A number of keys have been checked out and “lost” over the past couple of years. Staff estimates that there are currently about 50 keys for the gate. Many of those are still in city possession, but a number are not. In order to maintain security we are proposing to rekey the lock and cut new keys. Total cost of the lock and keys is about \$500 (including staff time).

- c. Keys issued to businesses and deposit. It is regular practice to issue keys to local businesses that may have a regular need to access the burn pit before or after regular opening hours. Staff proposes that we allow businesses to be issued a key, but collect a \$500 deposit. If the key is lost or not returned when requested, this will allow us to rekey the system and collect the cost of rekeying. If the key is turned back with no issues then the deposit will be returned to the business.
3. Increased Enforcement.
- Currently there is a fine for burning unauthorized items when we catch someone. The fine escalates over a couple of offenses, but there are still people who feel that the odds are in their favor and that the fine amounts are worth it. We have some suggestions to increase enforcement actions to reduce misuse of the burn pit.
- a. With the additional lighting and upgraded camera system, we should significantly increase the number of violators who are caught, thereby increasing the number of tickets issued. Craig Police will continue to aggressively enforce the existing laws regarding burning unauthorized items or littering near the burn pit.
 - b. We are also proposing a “three strike” rule that would result in us trespassing anyone who has been cited three times. Those people would be barred from being on the burn pit property for some time (or permanently). After someone is trespassed from the property, the city has the authority to arrest and prosecute them if they are on the property.
 - c. For individuals who need to sign out the key from the Craig Police Department, staff proposes to require signature on an agreement that spells out that the individual will be charged \$500 if they fail to return the key. This \$500 would cover the cost of rekeying the system and making the lost keys ineffective.

Recommendation: The council should discuss the recommendations above and move to adopt these measures and to appropriate funds for improvements to the camera system, lock replacement, and lighting.

Recommended Motion: Move to adopt staff recommendations for upgrades to the burn pit security and enforcement. Also move to appropriate \$2,400 and the internet cost of \$160 per month to complete upgrades.



Alaska Trollers Association

130 Seward #205
Juneau, AK 99801
(907) 586-9400
alaskatrollers@gmail.com
www.aktrollers.org

November 3, 2022

City of Craig
City Council
Craig, AK 99921

Dear City Council of Craig,

Alaska Trollers Association (ATA) appreciates your membership and raffle award donation. So, firstly, we would like to thank you for your generous support to date. It is clear that you understand the pivotal role our presence has in our fishery's future and we recognize your involvement as critical as well.

ATA is a historical and humble organization, with no shortage of challenges. Of paramount importance now is our involvement in the lawsuit brought forth by the Wild Fish Conservancy. As I'm sure you're aware, SE trollers intervened in 2020 when we were specifically named therein. Since that time, we have paid out nearly \$60,000 in legal funds in order to effectively represent our fleet, from our grassroots fundraising.

It is our hope that your city might consider a distribution or donation to our legal fund based on this year's significantly high catch numbers. We are requesting from you \$2,500, which is a mere 5% of our anticipated need, to see this through to finality. Our mutual agenda is apparent here and ATA is on the front lines in defeating this wayward legal effort. It is important that we follow through on this.

ATA addresses many issues in any given week and works to coordinate with many groups and participate in many forums. Your contributions to ATA are more important than ever.

Thank you for your consideration.

Sincerely,

Amy Daugherty

Amy Daugherty
Executive Director



November 8, 2022

Craig Tribal Association
Attn: President Clinton Cook and CTA Council
PO Box 828
Craig, AK 99921

Dear President Cook and Council members,

As you are aware the CTA sent a letter to the City of Craig in May 2021 asking for a parcel of land at the cannery site to be set aside for a tribal museum and long house. We were recently informed by USACE archeologist Joseph Sparaga that this had come up again in recent meetings between the USACE and CTA. In my discussions with Mr. Sparaga he also indicated that CTA was interested in sites on the cannery property for totems.

While we are still probably a year or more from the final layout of the upland portion of the Craig Small Boat Harbor development, the city is interested in discussing an agreement in principle of reserving a parcel of land for this use by the CTA.

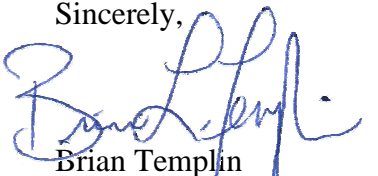
The City of Craig is interested in discussing setting aside land for these purposes (under a long-term lease arrangement) in exchange for a Tribal Council resolution clearly supporting the cannery project (including navigation improvements, harbor development, and upland development).

As we have discussed previously, it is still our intent to work with the USACE, State Historical Preservation Office, and CTA to set out memorandums of understanding/agreement regarding historical and cultural artifacts recovered during project work.

The city is happy to discuss these issues with the tribe and looks forward to comments from you and your council. As you noted in your May 14, 2021 letter, this "would be a benefit to the City of Craig and the Craig Tribal Association".

I look forward to continued conversation on this issue.

Sincerely,



Brian Templin
Craig City Administrator

cc: Bruce Sexauer, Chief of Civil Works Project Management Branch, USACE Alaska District

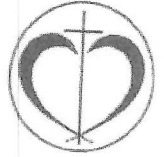
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Return to Top



Southeast Senior Services

A Division of Catholic Community Service, Inc.



Helping elders in Southeast Alaska stay healthy, safe and independent

October 28, 2022

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

RECEIVED
NOV 03 2022

BY: _____
Coding: _____

Dear Mr. Templin:

We want to thank the City of Craig for its generous support of our Craig/Klawock Senior Center. We are pleased to report the following services provided by our Craig/Klawock Senior Center staff in the first quarter of the Fiscal Year 2023:

- * 79 senior citizens received 3,953 home-delivered meals.
- * 56 senior citizens received 1,163 rides.

During the first quarter the Craig/Klawock Senior Center remained closed due to COVID-19. All elders were able to receive home-delivered meals during this time.

Please contact me at (907)463-6154 or Marianne.mills@ccsjuneau.org if you would like additional information.

Sincerely,

Marianne Mills

Marianne Mills
Program Director

MM/acb



1803 Glacier Highway, Juneau, AK 99801 • Telephone: (907) 463-6177 • Fax: 888-756-6664

Find us on www.facebook.com/CatholicCommunityServiceInc • www.ccsak.org

SOUTHEAST CONFERENCE

9360 Glacier Highway, Suite 201
Juneau, AK 99801
(907) 523-4356

Request for Proposals

RFP Number 2022-02
Date of Issue: **November 7, 2022**

Southeast Conference: Preconstruction Design Services for Prince of Wales Mariculture Processing Incubator Project

Southeast Conference (SEC) is soliciting proposals from qualified firms to provide professional Architectural and Engineering Services for the design and engineering of a Mariculture Processing Facility on Prince of Wales Island. Southeast Conference is working on and was awarded a grant titled “Mariculture Community Processing Facility: An Industry Incubator” from the United State Department of Agriculture, Rural Development.

This project is managed by Southeast Conference and will be guided by listening sessions and public input from POW residents, community and tribal leaders, and potential facility users. The completed designs will enable Southeast Conference to estimate construction costs, build consensus around facility design and location, and support next steps in construction funding and bidding. Nothing in the award of this contract obligates Southeast Conference to award subsequent work to the selected contractor, nor does it disqualify the contractor from performing further work on subsequent phases.

The project scope is described below:

Task I - Stakeholder engagement

Contractor will be available as Southeast Conference works with and engages its strategic partners and stakeholders to receive input on the design, use, and location of the community processing facility. Southeast Conference will facilitate meetings and site visits with community leaders and potential tenants as well as select an anchor tenant. Contractor will be asked to provide conceptual renderings and other supports to the stakeholder engagement process.

Task II - Site location, land, structure, and right-of-way agreements

Assist with identification and assessment of site location needs including land ownership, use permits, and potential lease agreements. Assess existing infrastructure and its potential integration into the proposed facility.

Determine water, sewer, electric and waste-management needs on site: forming agreements with existing utility infrastructure and/or extension design as well as determining which permits are needed and supporting completion of applications for necessary permits.

Task III – Preconstruction design and existing facility enhancement determination

Contractor will work with SEC to design the processing facility to the 35% design level and estimate facility construction costs. Facility will leverage existing seafood infrastructure as available and appropriate. The space will be designed to maximize drying, processing, and product development and be built to meet applicable food safety standards. It will have sufficient space for aggregation so that mariculture farmers will be able to work together to utilize the space and maximize their individual output. The space will need access to storage but also manufacturing and shipping. If possible, the building design and use will work closely with an established seafood processor to maximize their facility use in the off-season. Facility size and location will be determined through a public process led by Southeast Conference.

Task IV - Infrastructure needs analysis and environmental due diligence

Contractor will work with SEC and state regulatory agencies including the Department of Fish & Game (ADFG), the Department of Environmental Conservation (ADEC) and the Department of Natural Resources (ADNR), as well as federal entities through environmental review and permitting. Dialogue will also include work with local communities and tribal representation to receive input and address environmental or cultural concerns.

Task V - Identification of sustainable processing technology and applicable equipment

Assist Southeast Conference in researching and determining appropriate equipment necessary to efficiently and sustainably process a broad range of mariculture products, making use of existing infrastructure as well as available technology. Potential facility users will be interviewed by SEC and/or contractor to gather requirements and equipment needs.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: November 18, 2022
RE: Project Graduation Donation – Follow Up

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). At the November 3rd meeting the council appropriated \$1,300 from the council discretionary fund and asked staff to find out how many PACE students would likely attend.

We have been told that an additional four PACE seniors are likely to attend project graduation. The council should appropriate an additional \$400 from the council discretionary funds and make a total donation of \$1,700 to project graduation.

The council also asked for an update on how much has been spent from the discretionary funds. The city budgeted \$10,000 for this purpose. To date the council has made a donation to Liberty Church to support the summer lunch program (\$1,575) and the initial donation for Project Graduation (\$1,300) for a total of \$2,875 leaving \$7,125 remaining in discretionary funds.

Recommended Motion: Move to donate an additional \$400 to Project Graduation using funds from the council discretionary fund.