



CITY OF SAINT PAUL

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CITY MANAGER REPORT

Reporting Period: March 15 – April 10, 2017

Prepared By: Phillip A. Zavadil, City Manager

Date: April 10, 2017

ADMINISTRATION

Terminating Agreement with Petro Star

On April 6, 2017, I sent a revised version of the draft agreement to Mark Hughes. We are waiting for a response to a few questions about the agreement. I hope to have a signed agreement in place by the end of this month.

Grant Writing

In April I entered into a professional services agreement with Agnew::Beck to assist the City with preparing grant applications. Currently, we are focusing on applying for two grants and projects that are identified in the City's Capital Improvement and Strategic Plans, and/or St. Paul Island Comprehensive Economic Development Strategy. The first grant application is an Economic Development Administration Small Technical Assistant grant to prepare a feasibility/marketing study for tourism development on St. Paul Island. The second grant application is a USDA grant for upgrading our two sewer lift stations. Sophia Zacharof and I will be working with Agnew::Beck in the coming weeks on these grant applications.

Meeting with TDX Board and Community Outreach Meeting

On March 17, 2017, Phillip Lestenkof, Myron Melovidov, and Ray Melovidov with Central Bering Sea Fishermen's Association; Amos Philemonoff, Patrick Baker, Charlene Naulty, and Danielle Kozloff with Tribal Government of St. Paul; and I met with the TDX Board of Directors. The purpose of the meeting was to discuss the plans of each entity and how we could work together. Since the City Council just met and approved the City's Capital Improvement and Strategic Plans, I focused defining for the board what it takes to build a partnership and improve communication. This message was well received by the board.

On March 18, 2017, I attended the TDX Community Outreach Meeting that was held at the A-Dorm. TDX presented its plans for development in St. Paul Island to the community. I committed in the meeting that the City would work with TDX on the wind-to-heat project. Other topics discussed at this meeting included: homeowner land ownership, TDX hotel and man camp, future harbor development, and tourism. The community members/shareholders that I spoke with after this meeting thought that the meeting was positive. Please see the attached letter from TDX regarding attendance at these meetings.

Personnel

Personnel Policies and Procedures and Employee Handbook

I continue to work on the personnel policies.

All Staff Meetings and Events

We had an all staff get together on March 17th where Irish-themed food was served. Before eating we broke into small groups to develop teamwork skills by constructing a spaghetti tower that needed to be designed to hold a marshmallow on top. This event improved team spirit. The next event will be in June.

Performance Evaluations, Job Descriptions and Employee Development

Employee performance evaluations, updated job descriptions, and Individual Development plans have been completed for the Finance and Public Works Department employees. Individual meetings with the Finance Department employees still need to be scheduled. Public Safety will be working on their performance evaluations in the coming weeks.

Leadership/Supervisor Training

On March 27-30, 2017, the City hosted a training put on by James Bird Guess with the International Success Academy. Twelve City staff from various departments and divisions participated in the training. The training included some of the following subjects:

- Identify and Understand the 4 Workplace Personality Styles
- Maintaining Composure and Responding instead of Reacting
- Exceptional Customer Service
- The Art of Leadership and Team Performance
- Creative Supervising

The training was extremely valuable to the employees that attended. I will be following up with the employees that attended to review and discuss with them their post training plans and improvement items that they will be working on over the next 8 to 10 weeks.

Planning and Zoning

NOAA and TDX are working out some land trades. Part of this process includes the replatting of Tracts 50 and 38. Tract 50 is the Staff Quarters area and Tract 38 is out near Zapadni that encompasses the old graveyard site. LCG Lantech, Inc. has been the company working on the plats. As the Planning and Zoning Administrator I made the determination to use the Abbreviated Plat Process. Preliminary plats were received for review and distributed for public comment for 10 days. I approved the preliminary plats with recommendations and changes from Mike Dahl (*see attached letter*). The week of April 10th, surveyors from LCG Lantech were surveying the tracts for the plat process. Once LCG Lantech makes the requested corrections to the plats the plats will go through the Final Plat Process, which means the plats will need to be reviewed and approved by the Planning and Zoning Committee (*refer to the attached plat process document*).

North Pacific Fisheries Management Council Visit

The North Pacific Fisheries Management Council and staff are tentatively scheduled to come out to St. Paul Island between June 21-28, 2017 as part of their outreach program. On the Council's agenda are observations of St. Paul Island's halibut dependency and issues surrounding fur seal management. Please see the attached meeting notes from April 7, 2017 where we discussed the logistics of this visit. A follow up meeting is scheduled for April 19, 2017. Additionally, a letter of invitation from the Mayor on behalf of the City has been sent to Governor Walker and Lt. Governor Mallott.

Harbor Improvements Project – Cost Share Issue

Last week Bruce Sexauer with the US Army Corps of Engineers contacted me regarding the cost share issue with the harbor improvements project. The Corps is seeking payment on the additional cost share from the past harbor work. Mateo Paz-Soldan and I will be teleconferencing with Mr. Sexauer to discuss a solution to this issue.

FINANCE (120)

Finance Director

We have received a new round of applications for the Finance Director position. On April 6, 2017, the hiring committee met to review the eight new applications received. Based on this review the committee decided to move three of the applicants to the interview stage. Phyllis will be notifying the applicants and setting up the interviews.

Equipment/Vehicle Rates

I met with Wanda Melovidov and Nadia Melovidov regarding revision of City's equipment and vehicle rates. We will be working on the development of new rates using the Corps of Engineers rate methodology. During this meeting, we started plugging in our equipment and vehicles into the COE Rate Spreadsheet and discovered that some of the current rates are consistent with the COE method and others rates were extremely low. We hope to be completed with this rate update process by mid-May.

ELECTRIC UTILITY (310)

Public Works Director, Ed Paulus and I met with John Lyons with TDX Power on March 15, 2017. We discussed completion of wind integration at the power plant and the TDX's wind-to-heat project in detail. Overall this was a productive meeting with John and the beginning of improving our partnership with TDX Power.

Emission source tests on Units 01, 05, and 06 at the power plant will be performed the week of May 17, 2017. ETI was the company selected to perform the testing. Stiegers Engineering assisted in the selection of the contractor to perform the test and development of the test plan. The source test plan was submitted to and approved by ADEC (*see attached letter*). Power Plant Operator Gabe Rukovishnikoff has been instrumental in communicating logistical issues with Stiegers and arrange for the load banks which will be required for the test.