

## **POSSIBLE MOTION**

**I MOVE TO** reappoint Melissa Greenhalgh to a three-year term on the Port and Harbors Commission.



Application for Appointment to Boards, Committees, and Commissions  
City and Borough of Sitka

Board/Commission/Committee: Port & Harbors  
Name: Melissa Greenhalgh Daytime Phone: 738-1320  
Address: PO box 75 Evening Phone: \_\_\_\_\_  
Email Address: melissagreen1984@yahoo.com Fax Number: \_\_\_\_\_  
Length of Residence in Sitka: 3 yrs Registered to vote in Sitka?  Yes  No  
Employer: State of Alaska dept of Education MEHS

Organizations you belong to or participate in:

4H - Sitka Veterans Association - port & Harbors commission

Explain your main reason for applying:

I have enjoyed my time on this commission and I would like to continue to help and serve this community and our harbor users.

What background, experience or credentials will you bring to the board, commission, or committee membership?

I worked at the harbor office so I have behind the scenes knowledge.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 5/12/2016 Signature: Melissa Greenhalgh

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed?  Yes  No

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street  
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Melissa Greenhalgh

PO Box 25 Sitka Ak

907-738-1320

[Melissarae1984@yahoo.com](mailto:Melissarae1984@yahoo.com)

**Education:**

*Sky View High School 1999-2003*

*USU – Logan Utah 2003*

Concurrent enrollment classes – Accounting, AP History, AP Government

*UAS – Sitka AK 2015*

Customer service for ports and harbors

**Work History:**

**Juniper Inn – Logan UT 1999-2003**

Supervisor Tracy Hoth 435-563-1625

Cook and kitchen staff – 20 hrs per week

- Cooked all orders
- Prepped kitchen for daily use
- Catering and special events
- Cleaning and orders

**Target – Portland Oregon 2003-2005**

Supervisor Sandy (No longer works there) 503-205-9109

Health and Beauty department manager – 40 hours per week

- Ran entire health and beauty department
- Ordering and inventory
- Stocking and merchandising
- Sale promotions and signage

**Kohls – Logan UT 2005-2007**

Supervisor Bonnie Richards (No longer works there) 435-752-4195

Clothing sales supervisor – 40 hours per week

- Ran the womens, mens and teens clothing department
- Merchandising and promotions
- Seasonal changeover
- Sales and department maintenance

**Big 5 sporting goods – Logan UT 2007-2013**

Supervisor Ty Moss - (310) 536-0611

Store manager – 40 to 50 hours per week

- In charge of all store daily operations
- Hiring and human resources
- Money managing and book keeping
- Employee training and development
- Store merchandising and seasonal changeover
- Truck shipment manager
- Customer service
- In charge of up to 15 employees at a time
- Gun sales and federal firearms paperwork

**First National Bank – Sitka AK Aug 2013- Aug 2014**

Supervisor Karen Boyd – 907-747-7000

Teller – 40 hours per week

- Handled all customer transactions
- Drive through and ATM teller
- Handled up to \$50,000 at a time

**City of Sitka Harbor Dept – Sitka AK Aug 2014- Feb 2015**

Supervisor Stan Eliason – 907-738-0832

Office assistant – 40 hours per week

- Assigned boat slips
- Customer service and payments
- Filing and writing certified letters
- Answering phones and emails
- Till balancing and deposits

**State of Alaska – Mt Edgecumbe High School Sitka AK Feb 2015 – Present**

Supervisor Caprice Pratt – 907-966-3205

Accounting Tech II – 40 hrs week

- Handle all accounts payable and receivable
- Payroll and HR
- Travel planning
- State credit card reconciliation
- Teacher and student account manager
- Deposits and cash handling

I have over 10 years of retail experience, 5 of those years I managed a sporting goods store. Since moving to Alaska I have held mostly office positions and I have learned a lot about the behind the scenes running of a business. I

have gained experience in accounting, human resources, budgets, grants and many other aspects of running a business. I love helping customers and working with people in a high paced environment. I am extremely reliable and always take pride in my work.



## PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
KEVIN KNOX 324 Wachusetts Street	738-4664 c kevin@bluesteel.org	12/10/13 3/24/15	4/10/15 3/24/18	CHAIR
JOSH ARNOLD 106 Shotgun Alley	738-0854 c 747-0545 oceanlure@gmail.com	5/13/14	5/22/15	VICE CHAIR <i>Coleman's term</i>
MARY ANN PETERSON PO Box 593	752-3684 map3684@gmail.com	10/7/13	10/7/16	
MELISSA GREENHALGH PO Box 25	738-1320 c melissarae1984@yahoo.com	2/11/15	3/26/16	<i>Lawrie's term</i>
ERIC SKOUSEN 105 Burkhart Road B12	623-8003 skousenpride@hotmail.com	10/27/15	10/27/18	
MICHAEL NURCO Po Box 6443	738-0927 albatrossalaskacharters@gmail.com	11/11/15	7/8/17	<i>Davis term</i>
BRENDAN JONES PO Box 6265	738-8209 c brendanisaacjones@gmail.com	2/9/16	6/11/16	<i>Johnson's term</i>
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Matthew Hunter 102 Remington Way	738-6851 c assemblyhunter@cityofsitka.org			Assembly Liaison
Renee Wheat Administrative Coordinator	747-1808 w renee.wheat@cityofsitka.org			Secretary

7 members from the public, 3-year terms  
 Established by Resolution 88-375  
 Nine meetings per year, September – May, 2<sup>nd</sup> Wednesday  
 Sealing Cove Business Center, 601 Alice Loop 6:00 p.m.

Revised: April 4, 2016