

**CITY OF CRAIG  
COUNCIL MEETING MINUTES  
DECEMBER 14, 2023**

**ROLL CALL**

Mayor Kasey Smith called the meeting to order at 6:30 pm. Present were Mayor Kasey Smith, Shauna Thomas (telephonically), Josh Bennett, Michael Kampnich, and Millie Schoonover. Absent were Hannah Bazinet and Chanel McKinley.

Staff present: Brian Templin, Administrator; Mary Salazar, City Clerk; Kimber Mikulecky, Finance Director; Samantha Wilson, Planner; Oliver Lewis, Public Works; Hans Hjort, Harbormaster; RJ Ely, Police Chief; Stephanie Merritt, Librarian.

**CONSENT AGENDA**

The mayor amended the agenda to move Resolution 23-21, In Memoriam of Mr. Fredrick George Hamilton Sr., to the consent agenda. Members of the Hamilton family were present and there was a moment of silence for Mr. Fred Hamilton Sr.

The meeting minutes of November 2, 2023, November 16, 2023, and November 30, 2023, were on the consent agenda. A motion was made and seconded to adopt the consent agenda as amended to include Resolution 23-21.

SCHOONOVER/BENNETT

MOTION PASSED (4-0)

**HEARING FROM THE PUBLIC**

James Hamilton shared that there was never anyone prouder to call Craig home than Fred Hamilton Sr. James stated that his father loved and cared for this town and always wanted the best for our community. Being proud to call Craig home is the legacy that he left for his family.

Victoria Merritt announced the Power Christmas Concert will be on December 17 at 3:00 pm.

**REPORTS FROM CITY OFFICIALS**

Mayor- the mayor attended the Alaska Municipal League Local Government conference this December and shared he learned a lot and made great contacts with different officials. Mayor Smith talked about meeting with R&M Mechanical and Oliver Lewis, Public Works, regarding Port Saint Nick.

Administrator- submitted a written report. Brian followed up on Mayor Smith's report and talked about meeting with FEMA and Alaska Emergency Management discussing disaster response funds. Brian stated that Clinton Cook emailed him to set a date for the CTA to meet with the mayor and a few council members. That will take place either December 21<sup>st</sup> or 22<sup>nd</sup>. Brian announced that the Aquatic Manager position is open and will be advertised. Brian advised the council that he will not be present for either council meeting in January.

Treasurer- submitted a written report.

Planner- submitted a written report. Samantha announced that a Planning Commission seat is expected to open up in January and Jeremy Crews showed interest in maintaining that seat. Samantha stated the position will be advertised.

Fire/EMS- submitted a written report. At a previous meeting, the council had questions regarding billing and prices, and a report on comparative billing was brought to the council. Venessa was not present, but Brian clarified some of the information.

Harbor- submitted a written report. Hans announced that the Harbor Advisory Committee Meeting passed a Harbor Policy Manual that will be brought to the council at the next meeting. Hans stated he will be getting bids for work to replace a compressor for the icehouse. Hans announced there will be a pile driving barge coming to Craig in March and there are two broken dock pilings that need to be replaced. He is working with Samantha on a permit for that project. He stated the web loft roof is done and apologized for having to remove the trees. Hans stated the Harbor Committee talked about reseeding and leveling out the area that was damaged.

Library- submitted a written report.

Public Works/Parks and Public Facilities- submitted a written report. Shauna asked Oliver about the daycare maintenance and why the open date keeps getting pushed. Oliver shared that the floor coverings have been put in and a dishwasher needs to be installed. Oliver stated that the operator of the daycare would be a better point of contact for discussing opening dates. Brian stated that he will ask Venessa for a written report about Island Daycare and the anticipated opening date. Millie asked Oliver about the high service pumps and if they had been ordered yet. Oliver stated the state revolving fund gave the approval to order the package and they will reimburse the city. Millie brought up concerns that she has heard from the public about the water quality and Oliver shared that public works had been responding to these calls and testing water, and it is always within the range of tolerance. Josh asked if a foreman has been hired yet and Oliver shared that a foreman was hired and will start January 2<sup>nd</sup>. Mayor Smith asked if there is a different procurement process if we purchase the VFD as a procurement compared to having the work put up for a bid and contracted out. Oliver responded that the new procurement policy will allow several methods to procure materials that are the most expeditious.

Police Department- submitted a written report. Chief Ely shared that he was able to meet with the DA while he was in town and expressed concern about the mandatory minimum bail regarding drugs is too low. Chief Ely stated that two new officers have been hired. Chief Ely stated that \$11,000 in drug funds have been forfeited to the city and over 300 guns have been confiscated. Chief Ely's plan is to bring the guns to an FFL dealer in Ketchikan, which will allow store credit to get other supplies for the Police Department. Shauna asked Chief Ely why there is a high turnover rate in the Police Department. Chief Ely shared that one officer resigned under personal issues, one officer was terminated, and the other officer resigned because of personal issues.

Recreation- the Recreation Director role is currently vacant.

## **CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

Resolution 23-17, Shared Fisheries Business Tax Application.

SCHOONOVER/KAMPNICH

MOTION PASSED (4-0)

Resolution 23-18, Amending the City of Craig Pay Classification Schedule. Mike asked if hourly employees will also see a wage difference. Brian stated his intent was to keep approaching the wage committee with more recommendations as they look through the rest of the employees' pay scales. Josh stated it would be beneficial for all employees to be able to see guidelines for progressing in their role. Brian stated that once we have a completely updated classification scale, it will be important for department heads to set expectations of the different pay grades.

SCHOONOVER/KAMPNICH

MOTION PASSED (4-0)

Resolution 23-19, Establishing Capital Projects for 2024. Josh commented that Water System Upgrades, Wastewater Collection System, and the Wastewater Treatment Plant Upgrades should be on the top of the list. Mike commented that putting items at the top of the list may not reflect which projects get funded first. Brian confirmed that by stating the Wastewater Treatment Plant Upgrade already has funding, it's just a matter of receiving the funds from the DEC loan fund. Mayor Smith shared his list of which projects should take priority. Mayor Smith proposed amending the list of projects and bringing the updated version to the next scheduled meeting.

BENNETT/KAMPNICH

MOTION TO TABLE (4-0)

## **UNFINISHED BUSINESS**

Wage and Compensation Committee Recommendations. A motion was made to accept the committee's recommended adjustments to the pay classification sheet.

BENNETT/KAMPNICH

MOTION PASSED (4-0)

## **NEW BUSINESS**

Purchase of Lots 1-8, Block 13, USS 1430. Josh stated that there is a significant markup in the price, it would cost the city about \$100,000 to clean up the land, and it would be displacing the people that currently live there. Mike commented that it would be difficult to use that property to make middle income housing because of its price. Mayor Smith commented that at the price of \$650,000, that doesn't leave the city with a reasonable enough budget to move forward on a project with the land. Brian noted that providing lower income housing is a significant investment that the city has not pursued before. Josh stated that in other communities, building a house can cost up to \$500 per square foot. The council opted to decline the offer of purchasing the lots but expressed an interest in monitoring the market.

Adoption of Updated Procurement Policy. Brian stated the only revision is raising the limit for micro purchases and raising the limit for the small purchase procedure. Mike suggested adding the verbiage to state that all bid requirements must be met in items 3 and 4. A motion was made to amend the procedures and add that all bid requirements must be met for bids and proposals.

KAMPNICH/BENNETT

MOTION PASSED (4-0)

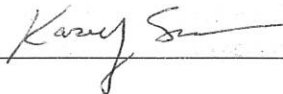
Executive Session to discuss evaluation of City Administrator and contract negotiations. The council decided to defer the executive session to a later time when all council members can be in attendance.

**ADJORNMENT**

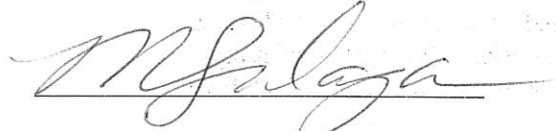
Josh had to leave the meeting due to an emergency, and as a result, there were no longer enough members present to continue. A motion was made to adjourn the meeting at 8:45 pm.

KAMPNICH/SCHOONOVER

MOTION PASSED (3-0)



KASEY SMITH, MAYOR



MARY SALAZAR, CITY CLERK

