

**CITY OF CRAIG  
CITY COUNCIL MEETING MINUTES  
MARCH 7, 2024**

**ROLL CALL**

Mayor Kasey Smith called the meeting to order at 6:35 pm. Present were Josh Bennett, Michael Kampnich, Chanel McKinley, and Millie Schoonover. Absent were Shauna Thoams and Hannah Bazinet.

Staff Present were Brian Templin, Administrator; Mary Salazar, City Clerk; Kimber Mikulecky, Finance Director; and Samantha Wilson, Planner; Hans Hjort, Harbormaster; Oliver Lewis, Public Works; Chief RJ Ely, Police; Stephanie Merritt, Library; Gretchen Klein, Recreation.

**CONSENT AGENDA**

Meeting Minutes February 22, 2024

SCHOONOVER/MCKINLEY

Motion to adopt the consent agenda  
MOTION CARRIED UNANIMOUSLY

**HEARING FROM THE PUBLIC**

Council member Mike Kampnich made a comment about the harvesting of king salmon and public comments can be made by March 11<sup>th</sup> at salmonstate.org. He stated there are prewritten letters to use and he expressed the need for Alaska to maintain fisheries.

Mayor Smith also commented on writing a resolution to oppose Ketchikan's request for rural status.

**REPORTS FROM CITY OFFICIALS**

Mayor Smith reported that there has been discussion going on about getting the high school a new turf baseball field. He recently had a meeting with the daycare facility operator and reported an estimated opening date of August 2024.

Chief Ely, Police, submitted a written report. He stated that Addam Parsons has been cleared for full duty and will resume training with Craig PD. Chief Ely also reported an increase in narcotic activity.

Stephanie Merritt, Library, submitted a written report.

Oliver Lewis, Public Works, submitted a written report. Council member Josh Bennett inquired about the fuel type to be used in the police department, to which Oliver responded that they are considering electric mini splits. Oliver also mentioned the acquisition of a columbarium for the cemetery expansion and ongoing landscaping efforts there. He expressed intentions to seek additional funding for the cemetery expansion. Council member Millie Schoonover raised concerns about using electric heating in the police department, but Oliver assured its efficiency for both heating and cooling in the small building. Mayor Smith suggested developing a plan for rehabilitating the web loft grass. The status of daycare toilets was discussed, with Oliver reporting receipt of a donation of two toddler-sized toilets. Additionally, Oliver informed the council about

securing a loan for roof and wastewater projects, with RMC Engineering selected as the lowest bidder. A contract for approval will be presented at the next meeting.

Gretchen Klein, Recreation, submitted a written report. Council member Millie Schoonover asked about the volunteer count, to which Gretchen expressed a desire for more volunteers and noted an increase in their numbers. Gretchen also mentioned conducting background checks on volunteers. Millie raised a concern regarding the ratio of adults to children in the after-school program. Council member Chanel McKinley suggested advertising volunteer opportunities at the high school for seniors seeking community service hours.

Hans Hjort, Harbormaster, provided several updates. He mentioned the successful installation of a new compressor by Wyatt Refrigeration at the ice house and his ongoing collaboration with Samantha to develop an RFP for pile replacement at both the city float and ice house. Hans addressed a recent leak at North Cove, which required extensive diving efforts to resolve. He also noted the arrival of treated lumber for the boardwalk project. Additionally, he informed the group about the receipt of wheels and tires for the haul-out trailer, although an incorrect tire was sent. Lastly, Hans mentioned the harbor's support in installing a new air compressor for the Fire Chief.

Kimber Mikulecky, Finance Director, submitted a written report. She informed the council that she will be attending training for the new finance software from April 15 to 19. Council member Chanel McKinley inquired about her availability for the audit, to which Kimber confirmed her presence and mentioned that she had scheduled it a week earlier than planned.

Mary Salazar, City Clerk, submitted a written report.

Samantha Wilson, Planner, submitted a written report. Samantha announced her resignation, which Mayor Smith acknowledged with gratitude for her service to the city. Council member Josh Bennett inquired about the Demmert replatting, to which Samantha clarified that the entire lot is designated for high-density residential use, with a section of 6,000 sq ft facing the highway slated for rezoning to commercial.

Venessa Ritcher-Russell, EMS, submitted a written report.

Brian Templin, Administrator, submitted a written report. Brian highlighted the upcoming meeting with the school board scheduled for Wednesday at 6:00 pm and discussed the forthcoming budget meetings and their process. Council member Millie Schoonover raised concerns about the low pay for lifeguards, to which Brian responded that the new aquatic director has proposals, yet final decisions would rest with the budget committee. Mayor Smith announced his absence from Tuesday to Sunday of the following week.

Council member Millie Schoonover thanked the department heads for their hard work.

## **READING OF CORRESPONDENCE**

ISO-PPC Correspondence

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

Resolution 24-04, Amending the City's Personnel Rules

MCKINLEY/SCHOONOVER

Motion to postpone until the next meeting.  
MOTION CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

City/CTA MOU

MCKINLEY/SCHOONOVER

Motion to postpone until the next meeting.  
MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

Parliamentary Procedure/Meeting Training Discussion- The council directed staff to bring training options to the next meeting.

Council Meeting Procedures- The council agreed that the Mayor will set ground rules before a hot topic meeting.

Department Head Attendance at Council Meetings- The council agreed to keep the attendance process how it currently is.

Small Boat Harbor Town Hall Meeting

MCKINLEY/KAMPNICH

Motion to direct staff to schedule town hall meeting.  
MOTION CARRIED UNANIMOUSLY

Craig Small Boat Harbor Discussion- Staff asked the council if they are interested in pursuing funds for a harbor project. There were no objections from the council.

Planner Duties and Workload

MCKINLEY/BENNETT

Move to appropriate up to \$10,000 from city general funds and direct staff to hire a temporary grant administrator/grant writer.

PASS (4-0)

MCKINLEY/SCHOONOVER

Move to appropriate up to \$50,000 from city general funds and direct staff to advertise a request for proposals for planning services related to the cannery property development.

PASS (4-0)

RFP Civil Engineering Services

KAMPNICH/BENNETT


Motion to authorize city Administrator to solicit proposals from qualified engineering firms for a duration of 2 years with one optional extension.  
MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

A motion was made to adjourn the meeting at 8:40 pm.

MCKINLEY/SCHOONOVER

MOTION CARRIED UNANIMOUSLY



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KASEY SMITH  
MAYOR, CITY OF CRAIG



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MARY SALAZAR  
CITY CLERK