

**CITY OF CRAIG  
COUNCIL AGENDA  
November 2, 2023  
COUNCIL CHAMBERS 6:30 PM**

**ROLL CALL**

Mayor Kasey Smith, Hannah Bazinet, Cody Schwegel, Josh Bennett, Michael Kampnich, Chanel McKinley, Millie Schoonover

**SWEARING IN OF COUNCIL MEMBERS AND MAYOR**

**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.*

- Meeting minutes of October 5, 2023
- Meeting minutes of October 19, 2023

**HEARING FROM THE PUBLIC**

- Appointing Vice Mayor McKinley 2023 Resolution 23-15

**REPORTS FROM CITY OFFICIALS**

Mayor	City Planner	Police Chief
Administrator	Fire/EMS Coordinator	Public Works
Treasurer	Harbormaster	Recreation
City Clerk	Library	

**READING OF CORRESPONDENCE**

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**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

- Appointing Vice Mayor McKinley 2023 Resolution 23-15

**UNFINISHED BUSINESS**

- Department Head Salary Review Committee Memo 11-2023
- Joint Meeting Memo 10-25-2023

**NEW BUSINESS**

- Resignation of Cody Schwegel from Craig City Council.

**COUNCIL COMMENTS**

**ADJOURNMENT**

To provide public comment to the council remotely, contact the Craig City Clerk at [cityclerk@craigak.com](mailto:cityclerk@craigak.com), before 5:00 p.m. by the day of the council meeting.



CITY OF CRAIG  
COUNCIL MINUTES  
October 5, 2023

**ROLL CALL**

Mayor Tim O'Connor called the meeting to order at 6:32 pm. Present were Mayor Tim O'Connor, Hannah Bazinet, Cody Schwegel, Julie McDonald, Michael Kampnich (telephonic), and Chanel McKinley. Millie Schoonover was absent excused.

**CANVASS ELECTION**

Staff reported that there were five questioned ballots that the council needed to approve or reject as part of the 2023 elections. The clerk reported that there were four questioned ballots that appeared to be non eligible because the voters were not registered in the Craig voting precinct by the required date. The clerk reported that one of the questioned ballots was eligible to vote. A motion was made and seconded to reject the four ineligible ballots and accept the one eligible questioned ballot.

MCKINLEY/BAZINET

MOTION PASSED (5-0)

There was a brief recess while the clerk and administrator opened all of the absentee ballots and the eligible questioned ballot. After all ballots were opened, separated from the envelopes, and shuffled the votes were read aloud and tallied. The administrator read out the ballots while staff tallied the results on the white board and staff, election judges and council members tallied the votes. After all absentee, eligible questioned, and by representative were counted the resulting tally was added to the election night results. The winners were:

Mayor – Kasey Smith

Council Seat A – Josh Bennett

Council Seat C – Cody Schwegel

Council Seat E – Millie Schoonover

Three Year School Board Seats – Josh Andrews and Ben Page

Two Year School Board Seat – Julie McDonald

The council thanked the election judges for their work this year. A motion was made and seconded to approve the results of the 2023 Craig Municipal Election.

MCKINLEY/BAZINET

MOTION PASSED (5-0)

The council extended additional thanks to the election workers and thanked the mayor and council members who were moving on and welcomed the candidates elected to the various seats.

**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.*

- Meeting minutes of September 14, 2023

A motion was made and seconded to adopt the consent agenda.

### **HEARING FROM THE PUBLIC**

Clinton Cook commented against the recent proposal by Ketchikan to have their non-rural designation rescinded. The council discussed the issue and stated that they were strongly opposed.

### **REPORTS FROM CITY OFFICIALS**

Mayor – Tim reported on meetings and information that he and Brian had while in Sitka for SE Conference the previous week.

Administrator – Submitted a written report. Added that the city should submit comments regarding the Ketchikan rural subsistence issue.

Treasurer – Submitted a written report. Kimber added that our auditor had recently notified us that she was no longer going to be doing the Craig audit. Kimber said that we are working on a request for proposals for a new auditor.

Clerk – Submitted a written report. Said she had been working primarily on election issues.

Planner – Submitted a written report.

Fire/EMS – Venessa said that she had been working on billing issues and that most recent billing was caught up and that they were working back to catch up other billing issues.

Harbormaster – Hans talked about the temporary fix to the anchor chains for the floating breakwater.

Library – Submitted a written report.

Police Chief – Submitted a written report. RJ reported that they had filled the split position (DMV/EMS) and were getting the employee updated on dispatch and waiting for DMV training.

Public Works – Oliver Lewis, the new public works director reported that he had just started in the position on Monday and that he was busy getting acquainted with staff and the public works functions.

Recreation – Did not submit a report.

### **READING OF CORRESPONDENCE**

- Treasure Chest-Marijuana Licensing. No comments were made on this issue.
- USDA- “Ketchikan to Rescind Nonrural Designation”. The council continued discussion on the issue. Brian reminded the council that there would be an in person meeting in Klawock on October 23<sup>rd</sup> but suggested that we submit comments in writing as well. The council agreed.

## **CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

1. Ordinance #764 – Second Reading- Expanding Range of Modular Buildings Allowed in Mobile Home Parks and Adjustments to Mobile Home Park Standards. Samantha Wilson spoke briefly on the ordinance and answered council questions. A motion was made and seconded to approve Ordinance 764.

KAMPNICH/MCKINLEY

MOTION PASSED  
ROLL CALL 5 – 0

## **UNFINISHED BUSINESS**

There was no unfinished business on the agenda.

## **NEW BUSINESS**

There was no new business on the agenda.

## **COUNCIL COMMENTS**

Julie stated that this was her last meeting since she had been elected to a school board seat. She thanked the council for her time and said it had been a pleasure to serve on the council.

Tim said that he enjoyed his time as mayor and enjoyed working with the council and staff.

Michael thanked Tim for his service and hard work as mayor.

Cody said that his time on council was short, but pleasant.

## **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 7:30 pm.

MCKINLEY/MCDONALD

MOTION PASSED (5 – 0)

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TIM O'CONNOR, MAYOR

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ATTEST: BRIAN TEMPLIN, ADMINISTRATOR



CITY OF CRAIG  
COUNCIL MINUTES  
October 19, 2023

**ROLL CALL**

Mayor Kasey Smith called the meeting to order at 6:31 p.m. Present were Kasey Smith, Hannah Bazinet, Josh Bennett, Michael Kampnich, and Millie Schoonover. Absent excused were Cody Shwegel and Chanel McKinley.

Audience Present: June Durgan and Craig Standlee. Peter Flint was present telephonically.

Staff Present: Samantha Wilson, Planner; Brian Templin, Administrator; Veronica Dandurand, Clerk Pro Tem.

**SWEARING IN OF COUNCIL MEMBERS**

Mayor asked if any council members still needed to be sworn in. All council members stated they had been sworn in.

**CONSENT AGENDA**

A motion was made and seconded to approve the consent agenda.

SCHOONOVER/KAMPNICH

MOTION PASSED (4-0)

**HEARING FROM THE PUBLIC**

Craig Standlee was present to talk about the lease of the JT Brown Subdivision. Craig asked the council to not require pollution insurance for the first year. He said he would get an emergency response policy. Sam did mention that the draft lease didn't require pollution insurance for the first year and that she would add the language about the emergency response insurance.

June Durgan congratulated the Mayor and had hoped to see a swearing in ceremony. Some council members agreed with June that an official swearing in would be good and staff members would work on that.

**READING OF CORRESPONDENCE**

ADN Article – Alaska Moves to Restrict Cannabis Like Products Derived from Hemp. No comments were made about this item.

Ketchikan Non-Rural Designation Action – City Comment Letter. Millie commented that matters this important need to be signed by the Mayor. Council members discussed the upcoming meeting at the VOCTECH Center on October, 25<sup>th</sup>. Kasey and Brian said they both intended to be at the meeting.

**CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

No resolutions or ordinances on the agenda.

## UNFINISHED BUSINESS

1. Final Approval of a lease of city property to Craig Standlee dba CFI Industries of a portion of Lot 7, JT Brown Subdivision. Mr. Craig Standlee was present to answer questions. The council discussed the lease and Mr. Standlee's comments made earlier in the meeting. The council discussed adding language regarding the emergency response insurance. A motion was made and seconded to approve the lease of a portion of Lot 7 JT Brown Subdivision to Mr. Craig Standlee including a requirement for emergency response insurance.

KAMPNICH/BAZINET

MOTION PASSED (4-0)

2. Final Approval of a lease of city property to Alaska Department of Natural Resources of a portion of the warehouse located on Lot 4B, Block 27A, USS 1430. Mr. Peter Flint, Alaska DNR was available by phone to answer questions. Staff described to the council that there was some differences in the language in this lease vs other leases due to the way the states operates. Staff said they consulted with the city attorney, staff said it was an acceptable risk.

KAMPNICH/BENNETT

MOTION PASSED (4-0)

3. City of Craig Comments on S.1889, Landless Bill. Staff briefed the council on City's history of comments on the Landless Bill. Staff informed the council that there was a hearing scheduled in the Seante for the week of the 23<sup>rd</sup>. Mike Kampnich commented that when Mayor O'Connor testified on the Bill there was language about watershed protection that should be included in the letter. The council asked to add a modified version of the following language:

“None of the villages is located on Prince of Wales Island which already is home to four ANCSA village corporations, located in Craig , Klawock, Kasaan, and Hydaburg. These ANCSA Village Corporations are traditional villages with ancestral ties to POW. The potential selection of land at Lake Bay is especially concerning. Lake Bay is one of the main entrances to a watershed area that encompasses over 50 square miles of forest and many lakes, ponds, rivers and streams that are critical salmon spawning and rearing habitat. Some of the named lakes include Barnes Lake, Sweetwater Lake, Hatchery Lake and Lake Galea as well as Logjam and Galligan Creeks, which are all critical to sustainable salmon runs.

A land selection at Lake Bay will very likely lead to some type of future development at one of the main entrances to this very productive watershed. History and experience show us that even the best planned developments within any salmon watershed inevitably have a long-term detrimental effect on productivity.

The City of Craig believes the best interest of the watershed is to keep the proposed selection area as part of the Tongass National Forest.”



Staff said they would modify the language regarding POWCAC and send a copy of the final letter to the council as well as forwarding it to Steve Silver in D.C. A motion was made and seconded to approve the comments on the Landless Bill including the additional comments discussed.

BENNETT/BAZINET

MOTION PASSED (4-0)

## **NEW BUSINESS**

No new business listed on the agenda.

## **EXECUTIVE SESSION**

An executive session for the purpose of discussing personnel issues related to the Craig City Clerk. A motion was made and seconded to move to executive session for the purpose of discussing personnel issues related to the City Clerk.

KAMPNICH/BENNETT

MOTION PASSED (4-0)

The council went into a brief recess to clear the room and turn off the recorder. The council moved into executive session.

At the end of the executive session discussion a motion was made and seconded to move back into open session.

SCHOONOVER/KAMPNICH

MOTION PASSED (4-0)

## **COUNCIL COMMENTS**

There were no council comments.

## **ADJOURNMENT**

A motion was made to adjourn the meeting at 9:15 p.m.

KAMPNICH/BAZINET

MOTION PASSED (4-0)

APPROVED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
TIM O'CONNOR, MAYOR

\_\_\_\_\_  
VERONICA DANDURAND, CLERK PRO TEM



## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Administrator  
Date: October 25, 2023  
RE: November Staff Report

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### **1. Newly Elected Officials/Alaska Municipal League**

Staff handed some information out to council members at the October 19<sup>th</sup> council meeting regarding online newly elected officials training on November 29<sup>th</sup> and in person training at the AML annual conference on December 4<sup>th</sup> in Anchorage. The mayor and I will be attending meetings throughout the week in Anchorage. Some other staff will also be attending their respective conferences including the municipal clerks conference (Veronica will attend) and the finance officers association meetings. In addition to the newly elected officials training the actual AML meetings will be held December 6 – 8. If another council member is interested in attending either the newly elected officials training in Anchorage or the AML meetings there is some funding in the travel budget for the council and the council may use some of the council's discretionary funding included in the FY24 budget. Please let us know so that we can make travel arrangements. It is likely that with the new mayor we will be attending both the AML Legislative Conference and the SE Conference Mid Session Conference in Juneau. Both of these meetings are in February. The AML meeting is currently scheduled for February 20 – 22 and the SE Conference meeting is scheduled for February 6 – 8. We generally schedule meetings with our state senator, house representative and other agency officials and legislators to discuss items of interest to the city. If a council member is interested in attending, please let us know so we can plan accordingly.

### **2. Property Tax Roll**

We are continuing to find problems related to the Senior Citizen/Disabled Veteran's Property Tax exemption for the 2023 tax year. In the September staff report we reported that we will work on these issues and the process with the state assessor and bring an amended tax roll to the council later this year. We are working on reviewing the procedures to ensure that prior recipients of the tax exemption are sent a new form each year and that the exemption is well publicized prior to the deadline (usually January of each year).

### **3. Craig Harbor Project**

We are continuing to work on the council's direction that we move the project back to site selection or scoping with the USACE paying the entire cost of the study.

Steve Silver and Chere Klein are working on scheduling a visit with Sen. Murkowski, the USACE Alaska District Commander, CTA, and the city to generally discuss the project. Based on a conversation I had with the Senator in August, she is in favor of the USACE paying the entire cost of a new study. Steve Silver visited with Senator Sullivan recently and was told that Senator Sullivan intends to include language in the next reauthorization of the Water Resources Development Act to require that the USACE pay for the new study. This legislation is the bill that is used to authorize USACE projects and provide direction to the USACE. The bill will not likely be introduced until some time in 2024. With Steve's help, we will continue to work on this legislative language with the delegation.

#### **4. Capital Projects**

Staff is continuing to work on a number of funding requests or capital projects that are already funded. This includes:

- **Lift Station Replacement.** Approximately \$760,000 (\$950,000 requested) was approved in the current federal fiscal year for replacement of lift stations. Staff is still working on the grant application process to access these funds.
- **Wood Boiler Replacement.** We received a federal appropriation of about \$400,000 (\$800,000 requested) that will be funded through USDA Rural Development to replace the wood boiler used at the pool and middle/elementary school. This funding will require a 50% non-federal match of about \$400,000. It is likely that the project will cost more than \$800,000. We are still waiting for USDA to route these funds into a grant program so we can start the application process. We have submitted a letter of interest to the Denali Commission for up to \$200,000 in funding for the project. If we receive this funding it can be used for match to the federal funding secured by Senator Murkowski.
- **Water Treatment Upgrades.** There is an appropriation in the senate that should get approved as part of the federal budget process for FFY2025. We will continue to track the funding appropriation bill in congress and will work on the grant application when the funds are appropriated. Samantha is making some progress with the USDA Rural Development staff on the emergency funding process for some reimbursement of expenses resulting from the March system issues.
- **New Firehall.** Staff is continuing to monitor this appropriations request and will work through the grant process after the money is appropriated by congress. We can expect a 20% - 50% match requirement on the \$5 million funding appropriation. We have 95% designs and specifications for the new firehall which will be located along Cold Storage Road west of the existing public works yard fence. We completed design in about 2015.
- **SCADA System.** We are still working on the State Revolving Loan Fund (SRF) application for the SCADA system upgrades. With the new public works director on board this process is quickly moving forward. This will be a major part of the Water System improvement.
- **Wastewater Treatment Plant Roof.** We have had to make some emergency repairs recently and public works staff are working on a short term solution to protect the interior space (office, lab, restroom, etc. The new public works director is working directly with DEC to complete the loan application and we will likely increase the request to about \$500,000 from the current \$400,000 request in order to cover anticipated cost increases. This item is a top priority for the public works director.
- **POWER Building Renovation/Repairs.** Staff is still working through remediation of the lead paint issues and working to put out a new solicitation for work to replace the siding.
- **Webloft Roof.** We have executed the contract for replacement of the webloft roof. The contractor is still dealing with weather and work has not started yet.
- **Annual Budget Capital Projects.** Departments are continuing to work on individual capital project that were included for their departments in the FY24 budget.

This is not an exhaustive list but is a good representation of current capital projects being worked on across the city.

### **5. FY25 Legislative Funding (State and Federal)**

Each year the city submits projects to the Alaska legislature through the CAPSIS system. The top priority project for the last several years has been state funding related to the harbor development and a handful of other projects. This year there is no need to include the harbor project on the CAPSIS list but with our success getting grant funds and directed spending requests from Congress, it is likely that we will need to provide significant non-federal matching funds. Just an estimate at this point, but we will likely need the following for identified projects:

- Wood Boiler Replacement - \$250,000 - \$400,000
- New Firehall - \$1.25 million - \$2 million
- Sewer Lift Stations - \$175,000 - \$250,000
- Water System Upgrades - \$1.2 million - \$3 million

Based on approved congressionally directed spending requests we will likely need \$2.7 million - \$5.25 million in matching funds to complete the lift stations, firehall, water system improvements and boiler replacement. Staff will continue to work with a number of other grant agencies, loan funding sources, and capital reserves to secure funding that can be used as match. Ultimately the goal will be to use state legislative funding or low interest loan funds as match as much as possible. Funding from the state legislature to use as match for these projects will likely constitute the top priorities in this year's capital improvement project list and in our state legislative funding requests.

We will go through our usual process of establishing capital priorities with the council in December and CAPSIS applications to the state are usually due in January/February. This legislative funding will also be a primary focus of discussion with Senator Stedman in February.

On the federal side, we will likely continue to submit appropriations requests to Senator Murkowski in February/March but we are at the point where the discussion on non-federal match for the projects will be very important.

### **6. Employee Engagement Survey and Wage Analysis**

Drafting of the survey has been completed and staff has put together a list of email addresses for all employees so that Foraker can send requests to complete the survey's directly to employees. We will also likely provide flyers with QR codes to employees. We are working to avoid links from the city's employee portal or website to make it clear to employees that the city does not have access to the submitted surveys. I am looking forward to feedback from Foraker when these are complete and we think it will reinforce the need for several things we are currently working on.

The council established committee members for the wage committee to start by looking at manager wages based on recent council direction. It has been difficult to find available times to set a meeting and with the recent election, some of the committee members are no longer on the council. The council should reappoint committee members and schedule a meeting to start these discussions. An action item will be on the November 2, 2023 agenda.

## **7. Joint Workshop with CTA Council**

At the June 1, 2023 council meeting the council identified three council members (and an alternate) to meet with CTA. CTA asked that we reschedule the meeting planned for August 31<sup>st</sup>. CTA is looking at other dates but hasn't suggested any yet. Given the recent election and resignation of Cody Schwegel as a council member, staff suggests that we reappoint council members to meet with CTA. An action item is included in the November 2, 2023 packet.

## **8. Staffing**

**Public Works.** Our new PW Director recently started and has hit the ground running. With the hire of the new director we realigned some of the responsibilities and have converted the Parks and Facilities Manager to a foreman position working under the Public Works Director. The new foreman will act much as the public works foreman has been on the public works side, and will manage the daily tasks, quality control and workflow. The public works director will work less in the field and will concentrate on management, reporting, supervision of personnel and other tasks that will allow the crew to spend more time in the field. Staff is working through the processes, but feels that this will be a great shift in responsibilities and workload. At Doug's request he will be moving to a seasonal Facilities Assistant position. We have hired a new facilities foreman who should be available to start in a few weeks.

**Library.** Our new librarian has started and has jumped right into the job. Patricia Gardner has been a great help transitioning Stephanie into the position. We also have Kim Baxter on the payroll still. Kim has done some remote work and has worked seasonally for the past few years. I have encouraged Stephanie to reach out to Kim for additional training/mentoring and suggested that it may be helpful at some point to bring Kim up for a week of training for Stephanie.

**Recreation Director.** We have readvertised the position but have not had additional applicants. One applicant, who was extended a job offer is still interested in the position depending on how the discussion goes and any changes to manager salaries based on the Wage and Compensation committee meetings. The current director is still scheduled to leave the position at the beginning of November. We do have a full time assistant hired and working in the department. If we don't have the director position filled by November 5<sup>th</sup> we will look closely at planned or scheduled activities to make sure we can continue with other staff and volunteers.

**Pool.** We are still looking for a full-time lifeguard/coach at the pool working with the swim club. They have had some interested parties, but no applications have been submitted to the city yet. We also have an open full-time lifeguard position that we are currently advertising for.

**Police Department.** Bot our new officer and code enforcement officer recently resigned from the department. Chief Ely is currently advertising for a new police office. In the meantime, current staffing levels will provide full coverage. The new DMV/EMS clerk has been hired and is in training.

**City Clerk.** The city clerk position is currently open and we have been advertising for a couple of weeks. We will be conducting interviews of two candidates for the position on October 27<sup>th</sup>. Neither candidate appears to have experience as a municipal clerk, but both appear to have good

transferable skills. Both applicants are local. If the interviews go well, we hope to have a new clerk hired prior to the council meeting on November 2<sup>nd</sup>.

### **9. Wood Boiler**

Doug and the facilities crew have been working with the school district maintenance staff to get the wood fired boiler up early this year due to some boiler issues at the middle school gym. Staff had planned on firing the boiler up the week of October 23<sup>rd</sup>. We were recently informed by Viking that the employee who runs the drying equipment and brick press at Viking was injured on the job and will not be able to work for some period of time. As a reminder to the council, the City of Craig secured the chip drying equipment with a grant and leases it to Viking in part to ensure that we have dry chips for our boiler. Viking has told our public works director that they do not have a backup employee but that the equipment is working. Oliver and Doug will continue discussions with Viking management to find a workaround to get chips dried as quickly as possible so that the boiler can get started. We do have some tolerance for wetter chips to burn once the unit is fired up, but dry chips at startup are critical. Getting dry chips to the boiler as soon as possible is a very high priority.

### **10. Daycare Building**

Getting the wood boiler operating to fill in a heating gap at the school has occupied most of the facilities' staff time lately. The carpeting, appliance and plumbing work is high on the Public Works Director and Facilities Foreman's lists of work to accomplish. Venessa has also been approved for a grant through the State of Alaska which will partially be used to upgrade the facility.

### **11. December Council Meeting**

I sent out an email to the council asking about Christmas travel plans and the December council meetings. Mayor Smith and I will be in Anchorage on December 7<sup>th</sup> so the first meeting in December should be cancelled. The next regular meeting in December is scheduled for December 21<sup>st</sup> and may interfere with council/staff holiday plans. Response from the council seems to show that most council members will be available on the 21<sup>st</sup> but would prefer to move it to December 14<sup>th</sup> instead. Both dates appear to be open on the school calendar. Unless directed otherwise by the council we will schedule the December meeting for the 14<sup>th</sup> and plan on only one meeting in December.

### **12. Travel and Leave Schedule**

I do not have any extensive travel or leave scheduled for November. I will be travelling to Anchorage from December 4 – 8 for the Alaska Association of Municipal Managers meeting and the AML Annual Local Government Conference.







OCT 05, 2023

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**TO:** Craig City Council

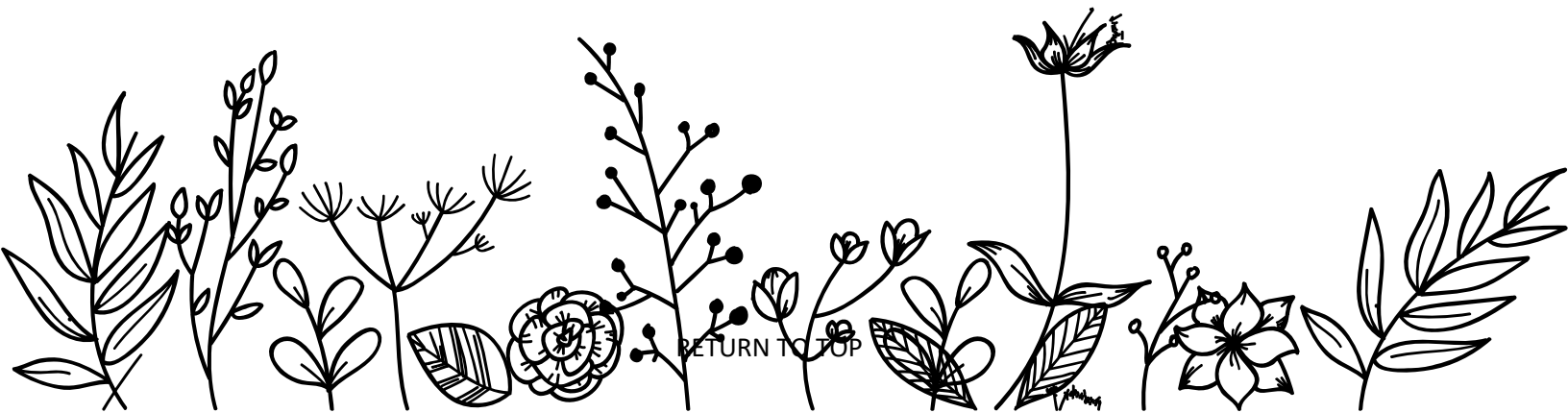
**FROM:** Kimber Mikulecky, Treasurer  
[finance@craigak.com](mailto:finance@craigak.com)  
907-826-3275 ext 226

**SUBJECT:** Monthly report

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**Note:** August's Alaska Permanent Capital Management reports are included. These are the most current reports available currently.

- ✓ THE SUPPLEMENTAL BUDGET HAS BEEN GOING WELL. I HAVE FOUND SOME MORE MISCODED INVOICES IN WHICH I HAVE DONE JOURNAL ENTRIES TO CORRECT. AS SUCH, I HAVE HAD TO MAKE MORE CHANGES TO THE SUPPLEMENTAL, BUT EACH PROCESS IS HELPING ME LEARN AND PREPARE FOR NEXT YEAR.
- ✓ I HAVE STARTED A FISCAL YEAR 2024 SUPPLEMENTAL BUDGET. IT IS MY INTENT TO KEEP IT UPDATED EACH MONTH AND MAKE NOTES FOR NEW ALLOCATIONS AS THE YEAR PROGRESSES, SO THAT BY THE END OF THE FISCAL YEAR WHEN THE SUPPLEMENTAL IS DUE, IT WILL BE 90% COMPLETE WITH VERY MINOR CHANGES NEEDED PRIOR TO ITS SUBMISSION TO THE COUNCIL FOR REVIEW/PASSING.
- ✓ I AM FEELING VERY CONFIDENT IN MY JOB, AND CONSTANTLY FINDING WAYS TO ADAPT OR IMPROVE SPECIFIC PROCESSES FOR UPCOMING YEARS. STAYING AHEAD AND CURRENT IS ONE OF MY BIGGEST GOALS THAT I CAN SAY HAS BEEN SUCCESSFUL THUS FAR.
- ✓ PER DISCUSSION WITH BRIAN AND I, WE HAVE MADE A SLIGHT CHANGE TO HR RESPONSIBILITIES IN THE OFFICE. WE HAVE DECIDED TO DELEGATE THESE TASKS TO VERONICA, TENTATIVELY. NATALIE, VERONICA, AND I WILL TAKE ON PAYROLL AND HR DUTIES AS THEY COME. I AM IN THE PROCESS OF REACHING OUT TO OUR POINT OF CONTACT FOR EMPLOYEE BENEFITS TO SCHEDULE MEETINGS TO GO OVER EACH BENEFIT, ELIGIBILITY REQUIREMENTS, ETC. THIS WILL INCLUDE MEETINGS AND TRAINING WITH PERS, BLUE CROSS, AND A SIT DOWN WITH BRIAN TO GO OVER THE EMPLOYEE HANDBOOK SPECIFICALLY PERTAINING TO ANNUAL AND SICK LEAVE ELIGIBILITY PER EACH EMPLOYEE CLASSIFICATION.



City of Craig  
Cash Balances  
10/23/2023

General Fund

Deposit Clearing Account	116,375.95
Checking - First Bank	2,085,632.65
Checking - Wells Fargo	25,218.73
Petty Cash	356.60
Petty Cash-Harbors	165.29
Petty Cash- Aquatic Center	250.00
Petty Cash - Police	204.95
Petty Cash- Library	150.00
Wells Fargo CD Saving Account	<u>1,876.87</u>
Total	<u>2,230,231.04</u>

Restricted Fund

Cares Fund Checking	432,087.78
Cash, Police Fund	11,706.76
Cash Evidence, Police	4,421.70
Cash, Police Federal Fund	11,944.78
Police Petty Cash	781.17
Cash Hatchery Salmon Derby	42,283.24
MM Park Funds	7,702.76
Fish Quota Funds	15,552.70
MM POW Clinic Funds	46,429.61
MM Invest Muni Land	433.73
Hatchery Saving Account	54,870.69
Cash MMkt NFR -School FB	534,670.50
Cash Invest School Funds APCM	2,901,437.01
Accrued Interest, School	<u>6,267.46</u>
Total	<u>4,070,589.89</u>

Endowment

Cash Held Endowment	250,032.14
Fixed Inc. Investment Endowment	5,528,884.77
Accr. Int., Endowment	40,284.13
Equity Invest., Endowment	6,737,496.00
Unrealized Gain/Loss Endowment	(476,302.37)
Unrealized Gain/Loss Equity, Endowment	<u>(21,524,337.60)</u>
Total	<u>(9,443,942.93)</u>

Enterprise Fund

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

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
<b>Administration</b>				
Total Personnel Expenditures	110,576	0	231,265	110,576
Total Benefits Expenditures	50,589	0	190,837	50,589
Total Contract Expenditures	65,257	0	275,350	65,257
Total Travel & Expenditures	4,567	0	27,845	4,567
Total Materials Expenditures	4,688	0	13,995	4,688
Total Utilities Expenditures	3,683	0	20,520	3,683
Total Repairs & Maint Expenditures	178	0	4,710	178
Total Other Expenditures	14,855	0	51,139	14,855
Total Capital & Debt Expenditures	0	0	7,500	0
Total Expenditures	<u>\$ 254,393</u>	<u>\$ 0</u>	<u>\$ 823,161</u>	<u>\$ 254,393</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (254,393)</u>	<u>\$ 0</u>	<u>\$ (823,161)</u>	<u>\$ (254,393)</u>
<b>Council</b>				
Total Personnel Expenditures	5,653	0	20,679	5,653
Total Benefits Expenditures	567	0	7,030	567
Total Contract Expenditures	847	0	950	847
Total Travel & Expenditures	1,301	0	5,550	1,301
Total Materials Expenditures	136	0	1,000	136
Total Utilities Expenditures	47	0	0	47
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	162	0	10,428	162
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 8,713</u>	<u>\$ 0</u>	<u>\$ 45,637</u>	<u>\$ 8,713</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (8,713)</u>	<u>\$ 0</u>	<u>\$ (45,637)</u>	<u>\$ (8,713)</u>
<b>Planning</b>				
Total Revenues	\$ 1,696	\$ 0	\$ 0	\$ 1,696
Total Personnel Expenditures	11,729	0	43,560	11,729
Total Benefits Expenditures	6,773	0	28,563	6,773
Total Contract Expenditures	110	(3,248)	0	(3,138)
Total Travel & Expenditures	(235)	(649)	4,000	(883)
Total Materials Expenditures	178	0	1,000	178
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	500	0
Total Other Expenditures	493	0	2,242	493
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 19,048</u>	<u>\$ (3,897)</u>	<u>\$ 79,865</u>	<u>\$ 15,152</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (17,352)</u>	<u>\$ 3,897</u>	<u>\$ (79,865)</u>	<u>\$ (13,456)</u>
<b>Parks &amp; Facilities</b>				
Total Personnel Expenditures	61,225	0	190,534	61,225
Total Benefits Expenditures	30,150	0	74,538	30,150
Total Contract Expenditures	2,730	(400)	7,500	2,330
Total Travel & Expenditures	0	0	1,500	0

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Materials Expenditures	22,330	(29,488)	21,350	(7,157)
Total Utilities Expenditures	7,116	0	8,700	7,116
Total Repairs & Maint Expenditures	0	0	12,000	0
Total Other Expenditures	7,390	0	18,534	7,390
Total Capital & Debt Expenditures	315	0	67,729	315
Total Expenditures	<u>\$ 131,256</u>	<u>\$ (29,888)</u>	<u>\$ 402,385</u>	<u>\$ 101,369</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (131,256)</u>	<u>\$ 29,888</u>	<u>\$ (402,385)</u>	<u>\$ (101,369)</u>

## Public Works

Total Personnel Expenditures	33,574	35	127,790	33,608
Total Benefits Expenditures	18,756	0	68,911	18,756
Total Contract Expenditures	2,544	2,846	720	5,390
Total Travel & Expenditures	0	0	32,000	0
Total Materials Expenditures	5,085	(978)	81,200	4,107
Total Utilities Expenditures	3,480	0	7,600	3,480
Total Repairs & Maint Expenditures	19,730	(1,468)	56,000	18,263
Total Other Expenditures	9,667	0	16,049	9,667
Total Capital & Debt Expenditures	47,205	(2,860)	190,260	44,345
Total Expenditures	<u>\$ 140,041</u>	<u>\$ (2,425)</u>	<u>\$ 580,530</u>	<u>\$ 137,616</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (140,041)</u>	<u>\$ 2,425</u>	<u>\$ (580,530)</u>	<u>\$ (137,616)</u>

## Police

Total Personnel Expenditures	231,920	0	701,784	231,920
Total Benefits Expenditures	130,185	0	390,912	130,185
Total Contract Expenditures	2,908	0	27,106	2,908
Total Travel & Expenditures	881	994	7,500	1,875
Total Materials Expenditures	21,924	6,652	61,800	28,576
Total Utilities Expenditures	3,812	586	16,510	4,398
Total Repairs & Maint Expenditures	491	261	1,000	753
Total Other Expenditures	20,079	(724)	60,008	19,355
Total Capital & Debt Expenditures	36,986	33,451	74,200	70,437
Total Expenditures	<u>\$ 449,186</u>	<u>\$ 41,220</u>	<u>\$ 1,340,820</u>	<u>\$ 490,407</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (449,186)</u>	<u>\$ (41,220)</u>	<u>\$ (1,340,820)</u>	<u>\$ (490,407)</u>

## EMS

Total Personnel Expenditures	52,009	0	187,169	52,009
Total Benefits Expenditures	24,276	0	75,588	24,276
Total Contract Expenditures	1,154	0	7,400	1,154
Total Travel & Expenditures	1,650	0	9,700	1,650
Total Materials Expenditures	1,316	0	13,950	1,316
Total Utilities Expenditures	1,837	0	8,600	1,837
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	3,491	0	10,077	3,491
Total Capital & Debt Expenditures	0	0	7,000	0
Total Expenditures	<u>\$ 85,733</u>	<u>\$ 0</u>	<u>\$ 319,484</u>	<u>\$ 85,733</u>

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Excess Revenue Over (Under) Expenditures	\$ (85,733)	\$ 0	\$ (319,484)	\$ (85,733)
Fire Department				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	258	0	4,186	258
Total Contract Expenditures	0	0	5,700	0
Total Travel & Expenditures	175	0	5,000	175
Total Materials Expenditures	34	(1,502)	3,400	(1,469)
Total Utilities Expenditures	904	0	5,300	904
Total Repairs & Maint Expenditures	0	0	1,000	0
Total Other Expenditures	1,381	0	5,954	1,381
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	\$ 2,752	\$ (1,502)	\$ 30,540	\$ 1,249
Excess Revenue Over (Under) Expenditures	\$ (2,752)	\$ 1,502	\$ (30,540)	\$ (1,249)
Library				
Total Revenues	\$ 17,000	\$ 0	\$ 0	\$ 17,000
Total Personnel Expenditures	29,171	0	100,152	29,171
Total Benefits Expenditures	10,495	0	32,137	10,495
Total Contract Expenditures	16,436	(1,200)	3,660	15,236
Total Travel & Expenditures	5,695	0	1,000	5,695
Total Materials Expenditures	6,950	(1,392)	11,600	5,558
Total Utilities Expenditures	1,715	0	10,250	1,715
Total Repairs & Maint Expenditures	147	0	500	147
Total Other Expenditures	1,272	0	2,770	1,272
Total Capital & Debt Expenditures	457	(1,325)	33,000	(868)
Total Expenditures	\$ 72,338	\$ (3,917)	\$ 195,069	\$ 68,421
Excess Revenue Over (Under) Expenditures	\$ (55,338)	\$ 3,917	\$ (195,069)	\$ (51,421)
Recreation				
Total Revenues	\$ 240	\$ 0	\$ 0	\$ 240
Total Personnel Expenditures	27,130	0	114,140	27,130
Total Benefits Expenditures	14,015	0	54,456	14,015
Total Contract Expenditures	594	0	9,000	594
Total Travel & Expenditures	0	0	1,500	0
Total Materials Expenditures	2,014	0	13,410	2,014
Total Utilities Expenditures	3,021	0	19,625	3,021
Total Repairs & Maint Expenditures	0	0	2,100	0
Total Other Expenditures	5,360	0	6,239	5,360
Total Capital & Debt Expenditures	927	0	11,450	927
Total Expenditures	\$ 53,061	\$ 0	\$ 231,920	\$ 53,061
Excess Revenue Over (Under) Expenditures	\$ (52,821)	\$ 0	\$ (231,920)	\$ (52,821)

Aquatic Center

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Personnel Expenditures	35,895	0	204,733	35,895
Total Benefits Expenditures	27,316	0	120,093	27,316
Total Contract Expenditures	0	0	4,040	0
Total Travel & Expenditures	0	0	7,770	0
Total Materials Expenditures	2,619	(578)	24,420	2,041
Total Utilities Expenditures	51,180	0	138,650	51,180
Total Repairs & Maint Expenditures	0	(345)	4,500	(345)
Total Other Expenditures	7,118	0	20,012	7,118
Total Capital & Debt Expenditures	114,475	(11,048)	157,679	103,427
Total Expenditures	<u>\$ 238,603</u>	<u>\$ (11,971)</u>	<u>\$ 681,897</u>	<u>\$ 226,632</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (238,603)</u>	<u>\$ 11,971</u>	<u>\$ (681,897)</u>	<u>\$ (226,632)</u>
Sewer				
Total Revenues	\$ 75,866	\$ 0	\$ 0	\$ 75,866
Total Personnel Expenditures	38,876	0	164,916	38,876
Total Benefits Expenditures	17,651	0	68,043	17,651
Total Contract Expenditures	2,229	598	7,800	2,827
Total Travel & Expenditures	200	(1,000)	3,280	(800)
Total Materials Expenditures	1,271	(149)	14,400	1,122
Total Utilities Expenditures	7,820	(1,392)	42,300	6,428
Total Repairs & Maint Expenditures	2,735	1,479	5,000	4,215
Total Other Expenditures	8,096	0	28,263	8,096
Total Capital & Debt Expenditures	24,224	0	118,530	24,224
Total Expenditures	<u>\$ 103,102</u>	<u>\$ (464)</u>	<u>\$ 452,532</u>	<u>\$ 102,639</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (27,236)</u>	<u>\$ 464</u>	<u>\$ (452,532)</u>	<u>\$ (26,773)</u>
Water				
Total Revenues	\$ 107,264	\$ 0	\$ 0	\$ 107,264
Total Personnel Expenditures	52,330	0	241,983	52,330
Total Benefits Expenditures	23,106	0	105,432	23,106
Total Contract Expenditures	2,454	1,690	12,500	4,143
Total Travel & Expenditures	1,243	(1,198)	7,570	45
Total Materials Expenditures	13,208	(7,353)	79,850	5,853
Total Utilities Expenditures	15,306	0	29,000	15,306
Total Repairs & Maint Expenditures	11,037	(11,661)	39,620	(623)
Total Other Expenditures	6,623	0	20,346	6,623
Total Capital & Debt Expenditures	0	0	105,549	0
Total Expenditures	<u>\$ 125,307</u>	<u>\$ (18,522)</u>	<u>\$ 641,850</u>	<u>\$ 106,783</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (18,043)</u>	<u>\$ 18,522</u>	<u>\$ (641,850)</u>	<u>\$ 481</u>
Garbage				
Total Revenues	\$ 112,854	\$ 0	\$ 0	\$ 112,854
Total Personnel Expenditures	13,901	0	75,159	13,901
Total Benefits Expenditures	3,943	0	18,859	3,943
Total Contract Expenditures	76,015	0	249,500	76,015

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	1,815	0	12,500	1,815
Total Utilities Expenditures	89	0	500	89
Total Repairs & Maint Expenditures	203	3,217	8,500	3,420
Total Other Expenditures	2,946	0	5,802	2,946
Total Capital & Debt Expenditures	35,831	0	136,841	35,831
Total Expenditures	<u>\$ 134,743</u>	<u>\$ 3,217</u>	<u>\$ 507,661</u>	<u>\$ 137,960</u>
Excess Revenue Over (Under) Expenditures	<u>\$ (21,889)</u>	<u>\$ (3,217)</u>	<u>\$ (507,661)</u>	<u>\$ (25,106)</u>

## Harbor

Total Revenues	\$ 188,052	\$ 0	\$ 0	\$ 188,052
Total Personnel Expenditures	44,934	0	195,063	44,934
Total Benefits Expenditures	34,426	0	106,975	34,426
Total Contract Expenditures	1,000	1,000	1,200	2,000
Total Travel & Expenditures	2,399	1,319	2,500	3,718
Total Materials Expenditures	4,054	(8)	13,875	4,047
Total Utilities Expenditures	16,228	0	36,942	16,228
Total Repairs & Maint Expenditures	3,702	2,237	18,000	5,940
Total Other Expenditures	10,514	0	26,619	10,514
Total Capital & Debt Expenditures	0	(16,315)	163,000	(16,315)
Total Expenditures	<u>\$ 117,257</u>	<u>\$ (11,767)</u>	<u>\$ 564,174</u>	<u>\$ 105,492</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 70,795</u>	<u>\$ 11,767</u>	<u>\$ (564,174)</u>	<u>\$ 82,560</u>

## JTB Industrail Park

Total Revenues	\$ 513,177	\$ 0	\$ 0	\$ 513,177
Total Personnel Expenditures	70,970	0	117,394	70,970
Total Benefits Expenditures	23,138	0	62,051	23,138
Total Contract Expenditures	0	0	2,200	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	5,610	8,595	22,600	14,205
Total Utilities Expenditures	24,240	0	44,600	24,240
Total Repairs & Maint Expenditures	2,636	646	12,500	3,282
Total Other Expenditures	8,047	0	21,081	8,047
Total Capital & Debt Expenditures	83,803	(977)	66,000	82,826
Total Expenditures	<u>\$ 218,444</u>	<u>\$ 8,264</u>	<u>\$ 348,426</u>	<u>\$ 226,708</u>
Excess Revenue Over (Under) Expenditures	<u>\$ 294,733</u>	<u>\$ (8,264)</u>	<u>\$ (348,426)</u>	<u>\$ 286,469</u>

## Ward Cove Cannery

Total Revenues	\$ 2,624	\$ 0	\$ 0	\$ 2,624
Total Personnel Expenditures	0	0	54	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	150	0	0	150
Total Utilities Expenditures	555	0	2,000	555

**City of Craig**

## Revenue and Expense YTD &amp; Budget

October 23, 2023

	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Total
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	1,055	0	2,732	1,055
Total Capital & Debt Expenditures	8,575	0	175,000	8,575
Total Expenditures	<u>\$ 10,335</u>	<u>\$ 0</u>	<u>\$ 179,786</u>	<u>\$ 10,335</u>
Excess Revenue Over (Under) Expenditures	<u><u>\$ (7,711)</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ (179,786)</u></u>	<u><u>\$ (7,711)</u></u>
GF Revenue				
Total Revenues	\$ 2,262,987	\$ 0	\$ 4,633,332	\$ 2,262,987
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under) Expenditures	<u><u>\$ 2,262,987</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 4,633,332</u></u>	<u><u>\$ 2,262,987</u></u>
Inter Governmental Transfers				
Total Personnel Expenditures	0	0	0	0
Total Benefits Expenditures	0	0	0	0
Total Contract Expenditures	0	0	0	0
Total Travel & Expenditures	0	0	0	0
Total Materials Expenditures	0	0	0	0
Total Utilities Expenditures	0	0	0	0
Total Repairs & Maint Expenditures	0	0	0	0
Total Other Expenditures	0	0	0	0
Total Capital & Debt Expenditures	0	0	0	0
Total Expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Excess Revenue Over (Under) Expenditures	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>
Other Fund Sources	93	0	0	93
Other Funding Sources/Outflows	93	0	0	93



**City of Craig**  
**02a. Craig Gov Rev**

**October 23, 2023**

	M-T-D Actual	Y-T-D Actual	Budget	Over(Under) Budget	% of Budget
01 00.4000.00 000 Property Tax	0	701,846	715,500	(13,654)	98
01 00.4050.00 000 Sales Tax	229,964	762,530	1,405,500	(642,970)	54
01 00.4051.00 000 1% Sales Tax for School	0	0	350,850	(350,850)	0
01 00.4052.00 000 Alaska Remote Sales Tax	20,085	95,080	175,000	(79,920)	54
01 00.4053.00 000 1% Sales Tax Pool & Rec	0	0	350,850	(350,850)	0
01 00.4054.00 000 Fuel Sales Tax	97,518	139,409	0	139,409	0
01 00.4060.00 000 Liquor Sales Tax	26,722	64,231	120,000	(55,769)	54
01 00.4065.00 000 Transient Room Tax	680	8,365	27,500	(19,135)	30
01 00.4070.00 000 Property Tax Penalties	0	(152)	0	(152)	0
01 00.4080.00 000 Sales Tax Penalties	2,924	3,762	0	3,762	0
<b>Total Local Taxes</b>	<b>377,893</b>	<b>1,775,071</b>	<b>3,145,200</b>	<b>(1,370,129)</b>	<b>56</b>
01 00.4100.00 000 Property PILT Funding	0	342,823	300,000	42,823	114
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	0	200,000	(200,000)	0
01 00.4120.00 000 Shared Fish Tax - DCED	0	0	2,000	(2,000)	0
<b>Total State Revenue</b>	<b>0</b>	<b>342,823</b>	<b>581,000</b>	<b>(238,177)</b>	<b>59</b>
01 00.4220.00 000 EMS Service Fees	287	4,468	50,000	(45,532)	9
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	3,015	12,172	50,000	(37,828)	24
01 00.4270.00 000 Library Fees	0	28	500	(472)	6
01 00.4275.00 000 Recreation Revenue	1,452	4,051	25,000	(20,949)	16
01 00.4280.00 000 Senior Card Fees	100	485	2,000	(1,515)	24
01 00.4620.00 000 Taxi Permit Fees	0	0	100	(100)	0
01 00.4640.00 000 Building Permit Fees	30	270	2,500	(2,230)	11
01 00.4644.00 000 Access Permit Fees	0	3,223	5,500	(2,277)	59
01 00.4646.00 000 PSN Road Maintenance	0	0	40,000	(40,000)	0
<b>Total Permits &amp; Fees</b>	<b>4,884</b>	<b>24,697</b>	<b>151,600</b>	<b>(126,903)</b>	<b>16</b>
01 00.4300.00 000 Property Lease/Rentals	0	12,618	53,000	(40,382)	24
01 00.4400.00 000 Material Sales	0	0	500	(500)	0
<b>Total Local Revenue</b>	<b>0</b>	<b>12,618</b>	<b>53,500</b>	<b>(40,882)</b>	<b>24</b>
01 00.4700.00 000 Police-Fines,Citation	0	3,105	12,000	(8,895)	26
01 00.4701.00 000 Vehicle/Animal Impound Fees	0	375	0	375	0
01 00.4703.00 000 Motor Vehicle Commision	3,433	20,544	60,000	(39,456)	34
01 00.4650.00 000 State Trooper Dispatch	0	1,625	7,200	(5,575)	23
01 00.4660.00 000 State Jail Contract Revenue	0	60,260	550,000	(489,740)	11
01 00.4665.00 000 Klawock Dispatch	0	13,272	63,832	(50,560)	21
01 00.4670.00 000 Forest Service Dispatch	0	3,000	3,000	0	100
<b>Total Public Safety Funds</b>	<b>3,433</b>	<b>102,181</b>	<b>696,032</b>	<b>(593,851)</b>	<b>15</b>
01 00.4820.00 000 Interest Income (A/R)	(4)	4,459	1,000	3,459	446
01 00.4900.00 000 Misc Revenue	201	1,138	5,000	(3,862)	23
<b>Total Other Revenue</b>	<b>197</b>	<b>5,597</b>	<b>6,000</b>	<b>(403)</b>	<b>93</b>
<b>Total Revenues</b>	<b>\$ 386,407</b>	<b>\$ 2,262,987</b>	<b>\$ 4,633,332</b>	<b>\$ (2,370,345)</b>	<b>\$ 49</b>

RETURN TO TOP

# Portfolio Overview

BEGINNING VALUE  
+ ACCRUED **\$2,301,677**

TRANSFERS IN/  
OUT **\$56,163**

REALIZED GAINS **-\$2,397**

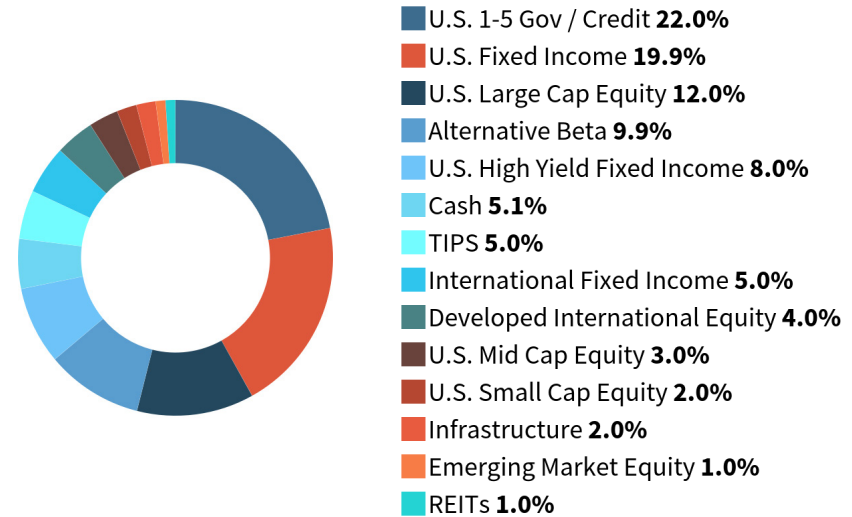
CHANGE IN  
MARKET VALUE **-\$48,642**

INTEREST INCOME **\$1,426**

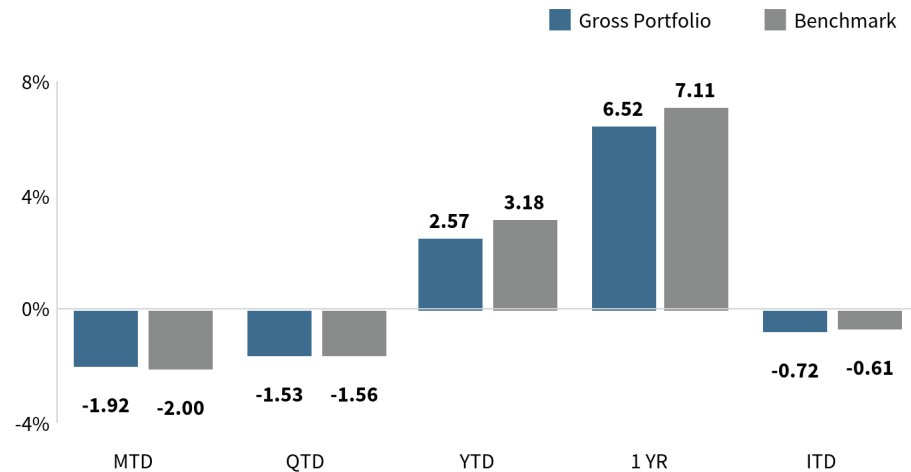
DIVIDEND INCOME **\$4,714**

ENDING VALUE +  
ACCRUED **\$2,312,941**

## Portfolio Composition



## Investment Performance



Performance is annualized for periods greater than one year. Inception to date performance begins April 01, 2022  
Past performance is not indicative of future results.

# Portfolio Overview

BEGINNING VALUE  
+ ACCRUED **\$15,492,963**

TRANSFERS IN/  
OUT **\$0**

REALIZED GAINS **\$182,111**

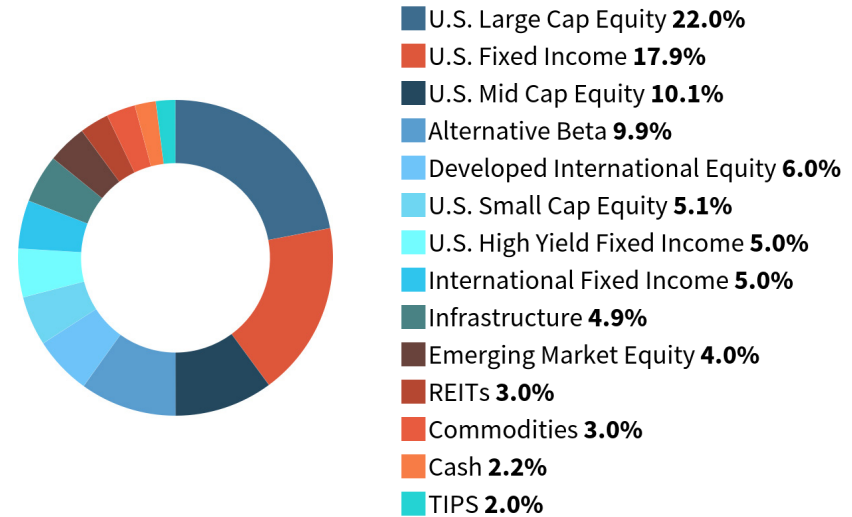
CHANGE IN  
MARKET VALUE **-\$673,687**

INTEREST INCOME **\$7,408**

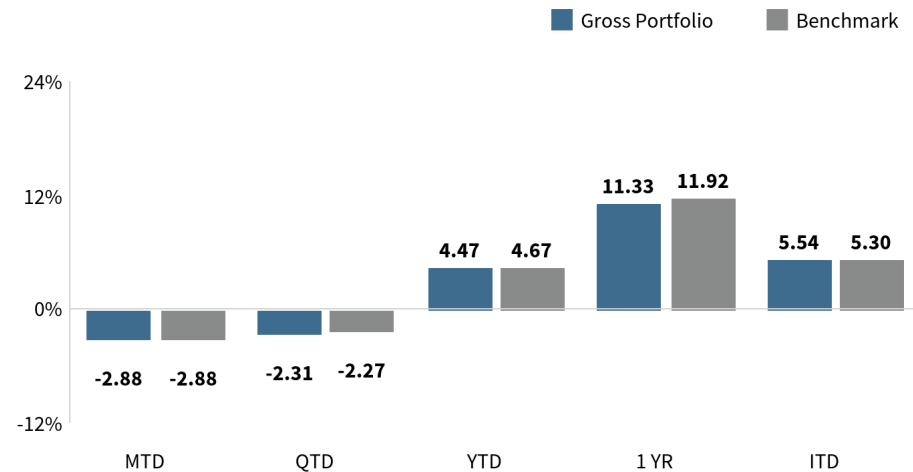
DIVIDEND INCOME **\$37,558**

ENDING VALUE +  
ACCRUED **\$15,046,354**

## Portfolio Composition



## Investment Performance



Performance is annualized for periods greater than one year. Inception to date performance begins September 01, 2001

Past performance is not indicative of future results.

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## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Samantha Wilson, City Planner  
Date: October 25, 2023  
RE: Planning Department Staff Report – November 2023

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1. Grant Reporting:
  - a. SHSP FY 2023: Award allocation of \$47,250 for air cascade system upgrades and hazmat response training. Award accepted.
  - b. EMPG FY 2023: Award allocation of \$20,000 for employee work towards emergency management. Award accepted.
  - c. EPA Congressionally Directed Spending Grant: preapplication in progress
  - d. ECWAG grant troubleshooting. Staff verification completed.
2. SCERP: Review and updates in progress.
3. CTA Projects: contract for design-related site preparation in place for Port Bagial sidewalk. Awaiting more information on CTA bus stops.
4. Preapplication meeting with HOPE & Michelle Demmert regarding Hope Rise Women's Shelter/Hope Rise Tribal Shelter proposed on Tract A, USS 2327. There will need to be a public process to proceed as use it atypical of zoning.
5. Planning Commission Meeting: Meeting held on October 12<sup>th</sup> to review a variance request.
  - a. Daniel Nelson: Variance request for a structure built 8' into the 10' sideyard setback on Lot F-2, Tract F, USS 2327 (440 Hamilton Drive). Resolution 620-23 passed denying the variance.
6. Leases:
  - a. Alaska Department of Natural Resources: Lease of Craig City dock draft lease and further discussion. Lease signed.
  - b. Craig Standlee Lease of Lot 7, JT Brown Drive: draft lease, awaiting confirmation. Lease ready for signature.
  - c. Silverbay Lease Amendment: Changes to the Silverbay lease are being proposed. These proposed changes are being reviewed by the City lawyers. Negotiations continuing.
7. Building Permits:
  - a. Doug Veit: Lot 23A, Tract D, USS 2327 USS. Interior work and deck (CUP needed).
  - b. Arrowhead: Tract S, USS 2612. Renewal Truck maintenance shop and transfer warehouse.





To: Craig City Council

From: Hans Hjort, Harbor Master

Date: October 25, 2023

RE: November staff report

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## Harbor department report November 2023

- The floating breakwater in North Cove has lost two of its anchors. The project was put out to bid, but no one responded. The Harbor Department reattached the anchors. The breakwater is back in the regular position. The repair should last until we are able to find a contractor to do the work. I have talked to a dive company in Ketchikan that can probably do the work this coming spring.
- The Ice House has had a compressor failure. The new compressor has arrived. We will now be working with Wyatt Refrigeration to find a time that they can come and install the new compressor as well as install the new evaporator unit in the ice bin.
- The false island boat ramp project is now complete. There was a bit more work that ended up having to get done once the new grade was cut. The work included pouring a curb/wall against the side of the sidewalk at the top of the float. We have hauled a couple light weight boats on the new ramp so far. We don't have any heavy boats scheduled at this time, so we don't know how big of a difference the new grade will make. We do however feel that it will make a big difference.
- Decking for the Ward Cove Cannery board walk has been ordered. We will be making some additional orders of pressure treated wood for framing.
- We have installed one of the new wheels on the boat trailer. We replaced the wheel bearings and wheel seals at the same time. The wheel bearings required custom machining to match what the factory had done. The next set is now ready to install. We will do the work soon.
- Attached are meeting minutes from our last Harbor Advisory Committee meeting.







## **Craig Harbor Advisory Committee Meeting Minutes**

Thursday, September 7, 2023, 3:30 pm  
Craig City Council Chambers

### **CALL TO ORDER**

The meeting was called to order at 3:55 pm by Chairperson Doug Rhodes

### **ROLL CALL**

Members present: Ralph Mackie, Michael Kampnich, Steven Peavey, Doug Rhodes

Members Absent: Pat Tyner

Staff present: Hans Hjort, Shannon Isaacs, Brian Templin

### **APPROVE MINUTES FROM LAST MEETING:**

MSA Ralph/Pat to approve minutes from the June 2<sup>nd</sup>, 2023, meeting as written.

### **HEARING FROM THE PUBLIC**

No public comments at this time.

### **REPORTS FROM STAFF**

#### **1. Hans Hjort, Harbormaster**

-Hans informed the Committee that the situation with the floating breakwater did not receive any bids for the project, but we have a temporary solution to get us through the winter. There was discussion about how to move forward.

-Hans commented about the Icehouse compressor being broke down and needing replaced. We are waiting for a city council meeting to get another one. Next fiscal year, we will have it in our budget to obtain an additional compressor for standby.

-Hans mentioned the previous ordinances we discussed about late fees and loss of permanent stalls are completed and ready for a 2<sup>nd</sup> reading by the city council.

-Hans updated the Committee about the webloft roof repair. The project's almost construction ready, we are waiting for a city council meeting to approve the project. We are waiting for the samples, Hans shipped out for the result due to lead in the paint.

-Hans mentioned we are purchasing some yellow cedar to upkeep the boardwalk.

-Currently, the harbor crew is working on repairing the shorter finger floats that are in damaged condition in the harbor. Hans stated that next we will be working on the longer ones with the assistance of an available seiner now that the season is over.

-Hans mentioned the timeline for the False Island Boat Ramp project is around the end of September. This will effectively shut down the ramp for approximately 2 weeks. We are working on receiving a new quote from Mike Bush with the updated dollar estimate.

## **READING OF CORRESPONDENCE**

None received

## **OLD BUSINESS**

1. Vacant seat: it is still open; Chairperson Doug suggested contacting a charter captain to occupy the seat, to make the committee more diverse.

## **NEW BUSINESS**

1. CMC 4.30.170 unauthorized use of electricity fine.

The code states that no persons may use power owned or leased by another person without authorization by owner or lessee and in doing so will result in a \$25 citation per occurrence. Hans suggested the fine was low for theft of power and an increase in penalties may be a solution to stop continued incidence. A discussion was had; resulting in a motion made and seconded by Ralph/Steven to change the dollar amount penalties starting at \$100-first offense then \$300-second and continued offenses. Then at harbor master discretion, contact law enforcement.

2. Review of Harbor transient power rates.

As of right now, according to our harbor use fee schedule, our rates for transient is \$8 per day for up to 15 days, after 15 days the price decreases to \$5 per day in a calendar months time. There was general discussion about the cost for transient power covering itself, with harbor crews' discretion for the occasional additional surcharges. Moving forward these rates are subject to change if there is an increase to AP&T prices.

3. Mike Kampnich stated that the North Cove ramp is in poor conditions and the harbor should look into getting on the list for the States' pot of money for sport fish ramps & docks.

4. Steven Peavey reported that some of the new dock carts already have bent legs. There was discussion on a solution.

## **NEXT MEETING**

**The next meeting is scheduled for December 7, 2023 at 3:30 pm.**

## **ADJOURNMENT**

MSA Ralph/Doug to adjourn. Meeting adjourned at 4:55 pm.



## Staff Report – Library – Stephanie Merritt

Nov. 2<sup>nd</sup>, 2023

### Library Services Statistics

Patron Visits : 647	Wifi Users : 143
Circulation : 784	InterLibrary Loan : 36
Alaska Digital Library : 85	Free Items : 78
Computer Usage : 82	Volunteer Hours : 18hrs

### Programming

#### Winter Reading Program

Dates: December 4<sup>th</sup> – February 2<sup>nd</sup>

### Grants

#### Libraries Transforming Communities Accessible Small and Rural Communities

- Provides homebound seniors with tools and resources to better access library services.

### Projects

#### Library Expansion Project

##### Background

A spatial analysis was conducted to identify the space required to provide library services. Over the summer and into September a survey was conducted to obtain patron input about preference for a new build or renovating the current library building.

##### Survey Results

- **67%** of participants would like to see a **new library building**. Of that, 62% preferred somewhere on the cannery property for a new location.
- **Parking** was one of **the most important features** of the expansion project to participants.

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# CITY OF CRAIG MEMORANDUM



**Date:** 10/23/2023  
**To:** Honorable Kasey Smith, Craig City Council  
**Fr:** RJ Ely, Police Chief  
**Re:** Staff Report / October 2023

*RJ Ely*

## **ACTIVITY**

Activity from September 26, 2023 through October 23, 2023 the Dispatch Center took the following amount of calls for service:

Craig	536
Klawock	133
AST	7

## **DEPARTMENT OF MOTOR VEHICLES**

Maggie Gore has started DMV Training and is working towards becoming a certified DMV Agent. Should be completed with all training, by December 2023.

## **DISPATCHER(S)**

Fully Staffed / Maggie Gore completed recertification within the dispatch center and she will fill in, as needed.

## **OFFICER(S)**

Dillion Smith has resigned and is no longer with the department.

CEO Officer Michael "Tim" Martin gave notice and is also no longer with the department.

Am currently seeking another Police Officer and CEO Officer.

Cole Connolly is still in first phase of F.T.O. Training.

## **OTHER**

Sgt. Page completed AR Armorer Training and is certified to work on all department issued patrol rifles.

Officers will attend Strangulation Training, November 2023.

All CPD Staff will be receiving training on newly acquired AED's. As well, First Aid & CPR.





## Public Works Report October 2023

### Streets & Drainage:

- a. Culvert and Road Maintenance at Port Saint Nick
- b. Port Saint Nick annual plan of work Due November 17<sup>th</sup>.

### Sewer:

- a. Monthly Sludge processing
- b. Monthly sampling
- c. Temporary waterproofing of conditioned spaces will be installed in Early November.
- d. Working through loan application for new roof on Sewer treatment plant. Will have Memo with recommendations addressed to Council for action on this item.

### Water:

- a. Continuing to perform Monthly and quarterly sampling as scheduled
- b. Repair of Leak in Raw water line from dam to treatment plant 10-30-23
- c. High service pump 3 VFD is still out of service. We are working with our SCADA company to get a parts list together.
- d. Working through loan with state revolving fund to upgrade our SCADA system and get both VFDs upgraded to have two working pumps. Will have Memo with recommendations addressed to council for action on this item on Novembers report.
- e. Monthly data reported to DEC
- f. Monthly reports to DNR
- g. Main waterline by old Shaub Ellison has been repaired and is no longer leaking.

### Solid Waste:

- a. Garbage service operating smoothly with part time employee.

### Routine operations:

- a. Monthly meter reads and rereads
- b. City shop facility grounds clean up and re-organize over next few months. RV station winterized and out of use until next year.
- c. Public Works equipment repairs as needed

- d. Weekly safety meetings
- e. Continuing Training Brian on garbage routes
- f. Equipment regular maintenance getting performed

Administrative:

- a. Interviewed utility worker 10-26-23.

# RECREATION SUMMARY FOR COUNCIL MEETING

## 11/2/23

### Whats going on with recreation?

Since the past city council meeting, recreation hosted a fall bazaar. It went very well and all those who attended had only positive things to say. In the future I believe although the event historically has been hosted at the MS Pit, in order to grow it should be moved to the city gym. This is both for space for more activities out of the weather as well as a more familiar location for people out of town.

We are also hosting projector movie nights which have been going great! As well as a Halloween carnival & a Trunk or treat event. This weekend we are hosting our first of 3 bazaars this year and have over 20 vendors signed up. I have hired a new full time recreation assistant, Kaila Canada. She has been an incredible addition to the team. She handles the afterschool program beautifully and keeps our facilities looking good!

Thanks to her we will be able to add community game night onto the schedule again on Saturday nights. We will also be adding back pickleball time, and hours to go walking or running at the gym starting the second week of November-December. Kaila will be hosting a toddler craft activity once a week on Thursday mornings. Rick Marvin will be keeping Elementary basketball going as a contracted worker Mondays while Freddy is away. Sady this year EMS & volunteer help was not what it needed to be to host the haunted house. However, they have big plans for next year!

Sadly, my greenhouse parts have still not arrived. have all the materials already purchased and the kit that is coming is everything needed to put it together quite fast with brackets. It can still be done at a later date when they arrive with some contracted work!

I have been working towards getting ready for my leave and training manuals ready for the next person. Due to all the events and me cutting my hours back from 60 a week to 40, I have not had ample time to work on this. However, I will be continuing to work remotely until the end of November to allow time for finishing this and to help keep things running as there has been no applicants for the director position as of late. Since I came into this job with no access to a work email or a laptop, or a credit card for a month or two many of the accounts I use for the department were set up under personal emails and personal cards, all 10-15 accounts including the cameras, work laptop, email and phone have been reset to no contact name and a consistent username and password that will be located in the manuals for ease of use.

In the last few weeks Kaila and I have been working to get the back rooms organized and getting a few projects done such as refinishing the bathroom/hallway flooring and walls. They were peeling up and concerns of cleanliness were brought up so we are working to fix that. It should be completed at the time of this council meeting. See before pictures below, after pictures will be available on our Facebook page.





**CITY OF CRAIG  
MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Administrator  
Date: October 25, 2023  
RE: Appointment of Vice Mayor

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The Craig Municipal Code allows for the appointment of a member of the city council to act in the mayor's stead in his absence from the city. The city council has generally designated this person as the Vice Mayor. It is customary for the Vice-Mayor to chair council meetings in the mayor's absence. The current Vice Mayor is Chanel McKinley, who was appointed by Resolution 23-10. Section 2.04.040 B states that such appointment shall be by resolution but shall expire on the first Monday after the date of the regular election.

Chanel McKinley may be reappointed or any other council member may be appointed to the position. The appointment shall expire when the offices take effect after the 2024 election.

Recommended Motion: I move to approve Resolution 23-15, appointing Chanel McKinley as vice mayor, effective immediately and to be in effect until October 7, 2024.



**CITY OF CRAIG  
RESOLUTION NO. 23-15**

**A RESOLUTION APPOINTING A VICE MAYOR FOR THE CITY OF CRAIG**

WHEREAS, the City of Craig Municipal Code Section 2.04.040 provides for appointment of a vice mayor by the council; and,

WHEREAS, Chanel McKinley served as vice mayor until the first Monday after the 2023 municipal election, and;

WHEREAS, \_\_\_\_\_ has agreed to act in the mayor's stead when the mayor is absent from the city and to chair council meetings in the mayor's absence , and;

WHEREAS, This resolution shall be effective immediately and shall be in effect until the first Monday after the 2024 election.

NOW, THEREFORE BE IT RESOLVED that Chanel McKinley be appointed Vice-Mayor and shall act on the Mayor's behalf when the Mayor is absent.

APPROVED this \_\_\_\_\_ day of October, 2023

\_\_\_\_\_  
MAYOR KASEY SMITH

\_\_\_\_\_  
VERONICA DANDURAND, CLERK PRO-TEM





## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Administrator  
Date: October 25, 2023  
RE: Appointing Wage and Compensation Committee Members

---

At the September 14, 2023 council meeting the council established a wage and compensation committee and appointed members. This committee was based on a discussion held during executive session on August 2, 2023. Due to busy schedules the committee has not been able to meet. With the recent election and resignation of Councilmember Cody Schwegel some of the council members appointed to the committee are no longer on the council.

The council should appoint members to replace Julie and Cody and the committee members should agree on a meeting date and time to start discussions.

The purpose, membership, and duration of the committee was clearly outlined at the time the committee was established.

### **City of Craig Wage and Compensation Committee**

1. Purpose: the committee's primary purpose is to review wages, benefits, and other compensation for the city administrator, department managers, city employees, and volunteers AND to make recommendations to the city council for consideration or action.
2. Committee Membership: the committee should be comprised of the city HR manager, finance director, administrator, and 3 – 4 council members. The administrative assistant or another designated staff member shall take notes, prepare information and prepare minutes for committee meetings. Committee members shall be appointed by the mayor.
3. Meeting Schedule: the committee should set a meeting schedule or schedule meetings as needed to complete the committee's purpose.
4. Reporting: the committee will provide copies of minutes and will report on the committee's activities at each council regular city council meeting.
5. Open Meetings Act: if more than three council members are appointed/or present at committee meetings, those meetings are subject to the Open Meetings Act. Staff shall include an executive session on each meeting agenda, which will allow the committee to meeting in executive session to discuss items that are required by law to be confidential. If there are less than four council members on the committee, or anticipated to attend a committee meeting, then the committee is not subject to the Open Meetings Act and can meet privately or publicly at the committee's discretion.

6. Committee Duration: The committee is effective upon approval of the committee by the city council and shall remain in effect for twelve months unless dissolved or extended by the Craig City Council.

While the initial purpose of the committee is to review manager salaries, it makes sense that a full review of wages and benefits is a logical progression for the committee.

At the meeting on September 14<sup>th</sup> staff explained that much of the information to be discussed was confidential and would have to be done in closed meetings. This would have to be handled differently to meet the requirements of the open meetings act if there were four or more council members on the committee (or expected to attend the closed meetings). The mayor initially appointed Millie Schoonover, Cody Schwegel, Michael Kampnich, and Hannah Bazinet to the committee. The council felt that the additional administrative requirements to meet the open meetings act could be handled easily.

With Cody's resignation there are currently three council members appointed to the committee. If other council members are interested, they should let the mayor know so that they can be appointed.

If committee members are available, staff would like the committee to meet on Tuesday, November 7<sup>th</sup> at 3:30 pm.

Recommended Motion 1 (Mayor Only): Appoint additional council members council members to the wage and compensation committee.

## **CITY OF CRAIG MEMORANDUM**

To: Craig City Council  
From: Brian Templin, City Administrator  
Date: May 24, 2023  
RE: Meeting with CTA President and Council

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In April the council expressed interest in setting up a meeting between the Craig City Council and the Craig Tribal Association Council. After working with CTA we had set a meeting for May 24<sup>th</sup>. In the course of getting ready for that meeting, CTA informed the city that they did not want to open the initial meeting between the two councils to the public.

I informed the CTA that under the Alaska Open Meetings Act, any meeting where we reasonably expect more than three city council members to be in attendance must be open to the public. As the council is aware, there are a handful of exceptions to the Open Meetings Act, but those exemptions do not apply in this case. Under the Alaska Open Meetings Act any meeting that includes four or more council members must be open to the public unless it meets one of the specific exemptions. The meeting as currently suggested does not meet any of the exemptions. As a workaround, CTA and staff suggested that the city council appoint three council members to join the mayor and administrator in meeting with the CTA council in a closed meeting.

At the June 1, 2023 council meeting the council appointed Michael Kampnich, Cody Schwegel, and Julie McDonald to attend the meeting with Chanel McKinley as an alternate. Staff began working with CTA to set a date. To date CTA has not responded with a workable date.

With the recent elections and Cody Schwegel's resignation two of the original council members appointed to the group are no longer available. If Chanel is interested in becoming one of the primary members of the group that would leave room for one council member as a primary and one alternate.

If the council is still interested in a small group of council members and staff participating in a closed meeting with the CTA council, we suggest the following group:

- Craig Mayor
- Craig City Administrator
- Three Council Members (determined by the council)

One question that came up in our discussions related to the meeting was whether Millie Schoonover could attend the meeting only as a CTA Council Member. We have not found any exception that allows someone to attend and not be included in the total number of council members for purposes of the Open Meetings Act. Since Millie sits on

both councils the city council should be aware that if she attends, she must be counted as one of the council members.

The intent of this smaller group meeting would be to allow some council members to bring information back to the full council for discussion and any further actions.

Recommendation: The council should designate no more than three council members to attend a meeting with the CTA council. This may include council members appointed in June or all new council members. At the June 1<sup>st</sup> meeting the council also appointed an alternate in case one of the other appointed council members was not able to make the meeting.

Once we council has designated council members to attend we will reach back out to CTA to set a time and date that works for both councils. The council should also discuss any items that they want the group to take to CTA for discussion at the meeting.

Recommended Motion: Move to designate council members \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to attend a meeting with CTA to discuss items of mutual interest and for council member \_\_\_\_\_ to act as an alternate in the event that one of the appointed council members is unable to attend.

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Administrator  
Date: October 23, 2023  
RE: Resignation of Cody Schwegel from the Craig City Council

---

As the council is aware Cody Schwegel is moving out of Craig and has tendered his resignation as a Craig City Council member.

Cody's resignation letter is attached. The resignation does not have an effective date, but CMC 2.04.140 C says "The council shall declare an elected office vacant when the person elected...resigns and the resignation is accepted". The council should accept the resignation and declare the seat vacant at the November 2, 2023 council meeting.

CMC 2.04.170 covers the process to fill a vacancy. "If a vacancy occurs in the council, the council by vote of the majority of its remaining members shall within 30 days designate a person to fill the vacancy until the next regular election and until a successor is elected and has qualified."

There is no proscribed method of soliciting candidates or choosing which candidate to fill the vacant seat. This process is up to the council. In the past the council has chosen appointees by two methods:

- Solicitation of letters of interest by eligible members of the public
- Consideration of appointment by persons not elected, but who were on the ballot in a recent election

The most common method is a solicitation of letters of interest. If the council would like to go this route staff will post public notices and advertise in the Island Post with the intent of the council reviewing interested persons and making an appointment at the November 16, 2023 council meeting.

If the council wants to use this method the time period for letters of interest should close at the end of day on November 14<sup>th</sup> in order to allow staff to determine eligibility and to prepare a memo for the November 16<sup>th</sup> meeting. A placeholder will be included in the packet for the meeting with a more complete memo and copies of letters of interest sent out to the council on November 15<sup>th</sup>.

Cody was elected to a one year seat so the appointee's term will last until October 2024 when the seat will be open for a full three year term.

Recommended Motion: Move to accept the resignation of Councilmember Cody Schwegel and declare Seat C vacant. Further move to direct staff to advertise for interested parties in the vacant seat with a closing date of November 14, 2023.