

**CITY OF CRAIG
COUNCIL AGENDA
November 16, 2023
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

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

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 November 2, 2023
- Ordinance 765, Unauthorized use of power in harbor slips

HEARING FROM THE PUBLIC

- Open for public comment
- Resolution 23-16, ADEC Revolving Loan Fund

READING OF CORRESPONDENCE

- Southeast Senior Services Quarterly Report
- Craig Waverunners Swim Club Quarterly Report
- Generations Southeast POW VocTEC Letter

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 23-16 ADEC Revolving Loan Fund

UNFINISHED BUSINESS

- Property Tax Exemption Memo

NEW BUSINESS

- Seat C Appointment Memo
- City Clerk Appointment Memo
- Streetlight Nominations Memo
- ICC Code Adoption Memo

COUNCIL COMMENTS

ADJOURNMENT

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

**CITY OF CRAIG
COUNCIL MINUTES
November 2, 2023**

ROLL CALL

Mayor Kasey Smith called the meeting to order at 6:31 pm. Present were, Kasey Smith, Hannah Bazinet, Cody Schwegel, Josh Bennett (telephonically), Michael Kampnich, Chanel McKinley, Millie Schoonover.

Staff Present: Brian Templin, Administrator; Kimber Mikulecky (telephone), Finance Director; Samantha Wilson, Planner; Venessa Russell (telephone), EMS coordinator; Hans Hjort, Harbormaster; Stephanie Merritt, Librarian; RJ Ely (telephone), Police Chief; Oliver Lewis, Public Works; Elli Flagg (telephone), Recreation Director.

SWEARING IN OF COUNCIL MEMBERS AND MAYOR

The administrator asked new council member Josh Bennett; reelected council members Cody Schwegel and Millie Schoonover; and newly elected Mayor Kasey Smith to repeat the oath of office. All council members were sworn in.

CONSENT AGENDA

The Meeting minutes of October 5, 2023 and the Meeting minutes of October 19, 2023 were on the consent agenda. Brian commented that Mayor O'Connor was mistakenly put on the signature block for the October 19th minutes. Brian said that staff would correct that. A motion was made and seconded to approve the consent agenda as amended.

MCKINLEY/KAMPNICH

APPROVED 6-0

HEARING FROM THE PUBLIC

Clinton Cook thanked the mayor for attending the rural subsistence advisory board meeting. Clinton commented that Pt. Bagial is very dark and needs some streetlights. Clinton commented that more ditch maintenance needs to be done around town. Clinton reminded the council that the CTA council would still like to have an elected officials meeting with the Craig City Council.

Michelle Hoffman was unhappy with some recent billing experiences and would like the administrator and mayor to look into it and get back with her.

Victoria Merritt announced that the POWER Christmas Concert will be December 17th.

REPORTS FROM CITY OFFICIALS

Mayor – the mayor attended the rural subsistence advisory board meeting at the Voc Tec Center and felt that there was a good turnout. Mayor Smith talked about meeting with Markos Scheer to talk about mariculture development in Craig.

Administrator – submitted a written report. The council had some questions regarding the daycare building. Brian said that they are moving forward on the carpeting and that Island Daycare was waiting on some funding from the state. Brian went on to say that he expected the

building to be ready by the end of December. Cody Schwegel asked if they had to start their repayment before the center was open. Brian said he would work that out with Island Daycare and get back to the council.

Treasurer – submitted a written report. Kimber added that Natalie Stone would be attending the AFGOA conference in December along with Kimber.

City Clerk – no clerk report was submitted. Brian told the council that the consensus of the council replies was that the second Thursday was a good meeting day for December. Brian said he would schedule the council meeting for December 14th.

City Planner – submitted a written report. There was some discussion about Daniel Nelson's greenhouse and the variance that had been denied recently.

Fire/EMS Coordinator – Venessa said that she had been having some email problems so if anyone had reached out to her and hadn't gotten a response to let her know. Venessa also reported that the oxygen generator was back in operation, staff had performed preventative maintenance on both ambulances, the EMS billing is now caught up, the overhead door in the ambulance bay is fixed, and that they have one new volunteer.

Harbormaster – submitted a written report. Hans added that two new finger floats had been installed and that two more were scheduled for replacement next week. Josh Bennett asked about the parking at the boat launch. He said there were too many violators. Brian and RJ reported that the code enforcement officer should work with the harbormaster. There was a suggestion made that the ditch line be filled in with a culvert to create additional parking. Hans reported that the harbor advisory committee met and talked about fee or additional fine for persons who plug into someone else's meter.

Library – submitted a written report. Cody Schwegel mention that kids were excited to go to the library for Halloween.

Police Chief – submitted a written report. Lots of drug activity and the PD has been busy with that. RJ said that he is helping the harbor be able to issue citations.

Public Works – submitted a written report. Josh Bennett asked about the status of the cameras at the burn pit. Oliver said the cameras were working, but the computer interface was acting up. They have that issue resolved now.

Recreation – submitted a written report. Elli reported that this was her last council meeting and that she would be working remotely for a while.

READING OF CORRESPONDENCE

There was no correspondence items on the agenda.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Appointing Vice Mayor McKinley 2023 Resolution 23-15. Brian reported that the municipal code allows for appointment of a person to stand in for the mayor when they are absent. Brian also said that Chanel was the current appointment and was willing to be reappointed, but that the municipal code required appointment of the vice after each election. A motion was made and seconded to approve Resolution 23-15 appointing Chanel McKinley as vice mayor.

KAMPNICH/BAZINET

APPROVED 5-0
MCKINLEY
RECUSED HERSELF

UNFINISHED BUSINESS

1. Department Head Salary Review Committee. Brian reported that the council had established a committee to review department manager wages but had not been able to meet prior to the election and that some committee members were no longer on the council. Brian reminded the council that the mayor appointed committee members. Mayor Smith appointed Council members Schoonover, Bazinet, Kampnich, and Bennett to the committee. Brian said he would like the committee to meet Tuesday, November 7th. Josh asked to move the meeting time to 4:30 pm.
2. Joint Meeting with CTA Council. Brian reported that the council asked back in April to meet with members of the CTA council. Due to the Open Meetings Act restrictions Brian informed the council that a closed door meeting, as requested by CTA could not include more than three council members. The council appointed Josh Bennett, Mike Kampnich, and Chanel Mckinley to meet with the CTA council members. A motion was made and seconded for the appointments.

BENNETT/BAZINET

APPROVED 6-0

NEW BUSINESS

1. Discussion on Revision of Title 2.04.050, City Clerk. Council member Bennett asked for this item to be added to the council agenda. Josh suggested that having the council hire, supervise and potentially fire the city clerk would be a better way to manage the position. Brian suggested to the council that if they wanted to see a change to the ordinance that they should direct staff to draft an ordinance and bring it back to the council. Other council members felt that it would be difficult for the council as a whole to manage the clerk and that it should remain as it is. No action was taken on this item by the council.
2. Resignation of Cody Schwegel from Craig City Council. Cody reported that he has recently moved to Hollis and felt it was unfair to continue to serve on the council. Brian reported to the council that it was common for the council to solicit letters of interest. Brian said that if the council was interested in this that staff would advertise for letters of interest with a deadline of November 14th so that staff could ensure eligibility and the council could make an appointment at the November 16th council meeting. A motion was made and seconded to accept Cody's resignation and to direct staff to advertise for letters of interest with a deadline of November 14th.

MCKINLEY/BAZINET

APPROVED 6-0

COUNCIL COMMENTS

Josh Bennett asked staff to start broadcasting meetings again. Brian said that they had stopped because the audio quality had degraded to the point that the broadcasts were unintelligible. Brian said that he would have staff work on the issue.

Michael Kampnich mentioned that there was a national news article recently regarding trawl bycatch that was a good article. Michael expressed that it is still a big battle, but that momentum seems to be going the right way.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:20 pm.

MCKINLEY/BAZINET

APPROVED 6-0

KASEY SMITH, MAYOR

ATTEST: BRIAN TEMPLIN, ADMINISTRATOR

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Hans Hjort
Date: November 8, 2023
RE: Ordinance 765, First Reading – Amending CMC 4.30.170 UNAUTHORIZED USE OF
POWER IN HARBOR SLIPS

The Harbor Advisory Committee reviewed and passed proposed alterations to the Municipal Code to amend CMC 4.30.170 regarding the unauthorized use of power in harbor slips during the September 7th, 2023, Harbor Advisory Committee meeting.

The City of Craig Harbor owns and maintains approximately 180 power pedestals in North Cove and South Cove Harbors. Most of the permanent slips have access to a pedestal that they are able to turn on through AP&T to get electricity for their boats. The Harbor Department does the best we can to let transient vessels know that the power in the Harbor is privately held and urges new customers to not plug into any of the pedestals except those marked for transient use. Two years ago, we ordered a custom sticker that we placed on each pedestal that informed customers that they were not to plug into the pedestal and that doing so would result in a fine.

The problem continues to happen, usually during the busy summer months, and usually by the same vessels year after year. The current Craig Municipal Code has provisions for a fine for the theft of power; however, the fine is only \$25.00.

In September I met with the Harbor Advisory Committee to discuss the issue and to propose a change to the amount of the fine. Discussion was held and the committee agreed that \$100.00 for the first offence and \$300.00 for any future violations was fair. We all agreed that if a vessel continued to plug into other people's power that after 3 offences the Craig Police Department would be brought in to help.

Recommendation: The City Council should pass the first reading of Ordinance 765 and schedule a public hearing on the Ordinance on December 14th.

CITY OF CRAIG
ORDINANCE NO. 765

AN ORDINANCE AMENDING TITLE 4, CRAIG MUNICIPAL CODE, SECTION 4.30.170
UNAUTHORIZED USE OF POWER IN HARBOR SLIPS

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CRAIG, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and the code sections adopted hereby shall become a part of the code of the City of Craig, Alaska.

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall be effective immediately upon approval.

Section 4. Findings. The Craig City Council finds the following:

WHEREAS, the Craig Harbor Department provide assigned reserved moorage; and

WHEREAS, harbor users with assigned moorage are authorized to establish user accounts for electrical service directly with the local utility provider; and

WHEREAS, the current municipal code provides for citations for the unauthorized use of another person's electrical power without permission; and

WHEREAS, it is in the city's interest to increase the penalties associated with this unauthorized use.

Section 5. Action.

[Added language is shown in bold within brackets] and deleted language is shown with a ~~strike through~~. This ordinance amends section 4.30.170 section B. to the Craig Municipal Code as follows:

4.30.170 Unauthorized use of power in harbor slips.

- A. No person may use power owned or leased by another unless the person using the power has been authorized to do so by the owner or lessee of the power.
- B. Any person that uses another person's power without authorization may be issued a citation in the amount of \$25.00 [****\$100.00 for the first occurrence, and \$300.00 for future occurrences. After three (3) occurrences the matter will be referred to the Craig Police Department.]**

Passed and approved on _____, 2023.

Mayor Kasey Smith

Attest _____
Mary Salazar, City Clerk



Southeast Senior Services

A Division of Catholic Community Service, Inc.



Helping elders in Southeast Alaska stay healthy, safe and independent

October 24, 2023

RECEIVED
NOV 1 2023

Mr. Brian Templin, City Administrator
City of Craig
PO Box 725
Craig, AK 99921

Dear Mr. Templin:

We want to thank the City of Craig for its generous support of our Craig/Klawock Senior Center. We are pleased to report the following services provided by our Craig/Klawock Senior Center staff in the first quarter of the Fiscal Year 2024:

- * 46 senior citizens received 1,462 home-delivered meals.
- * 17 senior citizens received 369 congregate meals.
- * 35 senior citizens received 880 rides.

Please contact me at (907)463-6154 or Marianne.mills@ccsjuneau.org if you would like additional information.

Sincerely,

Marianne Mills
Program Director

MM/ji



1803 Glacier Highway, Juneau, AK 99801 • Telephone: (907) 463-6177 • Fax: 888-756-6664

Find us on www.facebook.com/CatholicCommunityServiceInc • www.ccsak.org

RETURN TO TOP

City Clerk

Subject: FW: CWSC quarterly update

From: Craig Waverunners <craigwaverunners@gmail.com>

Sent: Monday, November 6, 2023 5:15 PM

To: Brian Templin <administrator@craigak.com>

Subject: CWSC quarterly update

Hello Brian,

I would first like to express our gratitude to the City of Craig for supporting the Craig Waverunners Swim Club. We currently have 24 active swimmers and another half dozen that are involved when not participating in other extracurricular activities.

We are pleased that Jim Alexander initially volunteered to act as interim head coach and has enjoyed it enough to agree to continue on as the official head coach. With that in mind, we will remove the job position posting from Indeed and Swim-Swam for a coach associated with the City. Coach Jim will be an employee of CWSC with liability and workman's compensation coverage with CWSC and USAS.

I am very excited to share that due to the monthly pool rental rate in the contract for this year, the Swim Board has been able to budget to:

- provide travel reimbursement for an assistant coach to attend and assist at 3 meets during the year
- provide compensation for a direct hire coach, separate from the city
- provide future compensation for an assistant coach/administration assistant

Please feel free to share this information with City Council members as their support is an integral reason CWSC is able to accomplish what we have so far this season.

Regards,

Annelle Maygren

CWSC President



Date: 11/06/2023

Generations Southeast POW Campus
POW Voctec
PO Box 29
Klawock, AK 99925

Dear POW Business Owner,

We are writing today asking for donations for the Community Thanksgiving Dinner we are hosting at the POW Vocational Center on Thanksgiving Day.. The dinner will be open to the public for anyone that would like to come and share a meal with their fellow community members. We are asking for donations of Turkeys, potatoes or eggs for our dinner. In addition we are also asking for donations for door prizes.

Our goal is to provide a holiday gathering of food and companionship.

We appreciate anything you are able to donate.
Gunalchéesh – Háw'aa,

Michelle James
Administrative Assistant
mjames@tlingitandhaida.gov
907-463-8019
Generations Southeast POW VocTEC



CITY OF CRAIG MEMORANDUM

To: Brian Templin and City Council
From: Oliver Lewis
Date: 10-26-23
RE: Alaska State Revolving Fund Program- Resolution 23-16

Brian Templin and City Council Members,

The City of Craig Administrator and the Public Works Department have previously asked Council to move forward on the SRF loan application process for two projects identified below. On March 2nd 2023 the resolutions were signed into action.

Alaska Clean Water Fund Project:

- Wastewater Treatment Plant Roof Replacement for \$400,000.00 with no loan forgiveness. (Resolution 23-04 approved March 2nd 2023)
- The City Administrator and Public Works department are requesting a new resolution to increase the loan amount to \$600,000.00. The original budget was based on conversations from 2021. New cost projections as of this month will require the increase.

Alaska Drinking Water Fund project:

- SCADA System Upgrade for \$125,00.00 with a loan forgiveness of \$65,000.00. (Resolution 23-05 approved March 2nd 2023)
- The City Administrator and the Public Works Department do not need a new resolution as this amount has not increased. It is worth noting that upon re-application the Loan forgiveness is now \$125,000.00.

The next step of the loan application process requires approval of application and execution of the loans by resolution.

Recommended motion:

Adopt Resolution 23-16 to increase the Loan amount for the Waste Water Treatment Plant Roof Replacement from \$400,000.00 to \$600,000.00.

Respectfully,

Oliver Lewis
City of Craig Public Works Director

CITY OF CRAIG

Resolution 23-16

A RESOLUTION OF CITY OF CRAIG, ALASKA AUTHORIZING BRIAN TEMPLIN, CRAIG CITY ADMINISTRATOR, TO APPLY TO THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) FOR A LOAN FROM THE ALASKA DRINKING WATER FUND FOR THE PROJECT ENTITLED, "WASTEWATER TREATMENT PLANT ROOF PROJECT."

WHEREAS the Wastewater Treatment Plant Roof Project would include the following work: replacement of roof to include upgraded insulation designed for corrosive environments.

WHEREAS, the City of Craig, seeks to obtain the necessary financial assistance for the project, and

WHEREAS the City of Craig seeks to obtain the necessary financial assistance for the project; and

WHEREAS, the State of Alaska Department of Environmental Conservation (ADEC) is able to offer funding through the Alaska Drinking Water Fund project priority list for the fiscal year; and

WHEREAS the loan up to \$600,000.00 would be repaid over no more than a 20- -year term, with a finance rate calculated pursuant to 18 AAC 76.080 (Clean Drinking Water Fund)

WHEREAS, upon receiving the loan document, City of Craig authorizes the City Administrator, Brian Templin to apply to the State of Alaska Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund for the project entitled, "Craig Wastewater Treatment Plant Roof Project".

NOW, THEREFORE IT BE RESOLVED that the City of Craig authorizes the City Administrator, Brian Templin to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund/Alaska CI the Craig Wastewater Treatment Plant Roof Project.

The City of Craig authorizes the Craig City Administrator to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties . The Craig City Administrator is authorized to represent the City of Craig to carry out the City of Craig's responsibilities under the loan agreement. The City of Craig Manager is authorized to delegate responsibility to appropriate City of Craig Staff to carry out technical, financial, and administrative activities associated with the loan agreement.

Adopted by a duly-constituted quorum of the Craig City Council on this__ day November
_____ 2023

MAYOR KASEY SMITH

RETURN TO TOP MARY SALAZAR, CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: Samantha Wilson, City Planner
Date: November 8, 2023
RE: Home Improvement Temporary Tax Exemption

Councilwoman McKinley requested that the city investigate temporary property tax exemptions for improvements made to properties. There are a few other cities that offer such exemptions. This item was previously discussed further during the July 20th City Council meeting.

The City Council expressed some interest in pursuing the property tax exemption, but the overall goal of the tax exemption remains somewhat unclear. Most property tax exemptions do not waive existing property tax, but rather exempt a portion of added assessed value attributed to the improvements. Routine maintenance and beautification seldom affect property taxes: property taxes are adjusted based on definable property improvements (i.e. additions, new structures, etc) and property sales (i.e. what someone will pay for a property and improvements). The type of language that should be used would be best determined by the goal the City Council hopes to accomplish by offering a temporary property tax waiver for improvements.

First, what is the goal of the property tax waiver? Is the goal to increase available housing, encouraging development, beautification, or something else? Encouraging development and/or increasing available housing are readily accounted for in property taxes as these are items addressed by assessors (i.e. new structures/dwelling units and zoning). These items also eventually result in long-term property tax gains by providing temporary relief to the developer in the short-term, but making up for it in the long-term due to the increased value of the property. Beautification/routine maintenance is harder to quantify, and is not generally a factor accounted for by assessors. Haines, AK provided some allowance for landscaping as well as repair and renovation, but still had the requirement that the temporary tax waiver only applied to additional taxable value. Beautification/routine maintenance exemptions are also unlikely to generate financial returns for the City as such improvements are not directly factored into property assessments.

The second major question that needs to be answered is how the temporary property tax exemption should be applied.

- a. If the goal is to encourage additional housing and/or development, the temporary tax exemption would best be applied to any additional value the improvements add to the property as determined by the assessors. This option maintains the existing budget and is likely to result in future returns to the City via increased taxable value to the property while providing tax relief for the applicant during the building/development phase. This is also the simplest option that is typical of other temporary property tax exemptions applied for improvements. This option should be specified to narrow down what types of improvements are desired: housing, subdivision, residential ANCSA

development, etc. Ideally the types of development that would benefit from this exemption should be specified to avoid less-desirable development being encouraged or rewarded (i.e. construction requiring a variance, uses that reduce long-term housing availability, etc).

- b. If the goal is to improve the appearance and state of existing properties, a value would need to be determined and applied fairly. A percentage of value spent on improvements subtracted from the existing property tax may be an option; this would reduce available funds expected from property taxes and could make the budget less stable and more difficult to predict. Otherwise the sales tax waiver may be extended to material purchases outside of Craig with a valid building permit. The greatest issue with applying a tax exemption for beautification is subjectivity and the broad range of potential improvements that could be listed as beautification. Utilizing a percentage of value as applied to labor may also be problematic as a property owner could “pay” themselves to complete improvements to their own property and artificially reduce their property taxes. Additionally, sales tax waivers as applied to purchases outside of Craig may adversely affect local businesses.

A new property tax exemption would require modification of Title 3, Section 3.04.030 of the Craig Municipal Code.

As previously discussed, property tax exemptions are temporary, lasting between 3-4 years. Property tax exemptions are also typically capped at a maximum value (A cap of \$75,000 is a value that has been observed in other communities).

Recommendation: The City Council should define the goal they are hoping to accomplish and direct staff to write some alternative language to amend Title 3 accordingly. Due to local need and reduced subjectivity, a property tax exemption for improvements that increase available long-term housing or are likely to lead to increased availability of residential property for development of long-term housing would be most practical and have the least negative impacts on the budget. Changes to the Craig Municipal Code will need to be approved by ordinance.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: November 8, 2023
RE: Council Seat Vacancy, Seat C, Appointing Replacement

The council accepted Cody Schwegel's resignation from the city council at the November 2, 2023 council meeting. Per the Craig Municipal Code and State Statute the council should appoint a replacement within 30 days of the effective date of the resignation.

Staff posted notices of the vacancy and solicited letters of interest from interested, eligible persons. We allowed the maximum amount of time that we could while still being able to prepare the council meeting packets for the November 16, 2023 meeting. With that in mind the deadline for submitting letters of interest was set at 5:00 pm on Wednesday, November 14th. Staff will determine eligibility of each candidate and provide copies of the letters of interest to the council prior to the meeting on the 16th.

Per our municipal code and State Statute, the appointment will be effective at a date set by the council (we suggest that the appointment be effective Monday, November 20th. This is consistent with the timing for new council members to be seated under our elections process. The appointment will expire after the canvass of the 2024 election (in October 2024) and a council member is elected to fill the seat. The current full term for Seat C will end in 2024 and the seat will be open for election to a full three year term at that time.

Staff recommends that the council discuss the letters of interest and give some time to each person to share with the council and answer council questions.

After discussion is complete the council should move and second to appoint one of the applicants to the seat and then vote on approving that applicant. The vote is still subject to the requirement of four affirmative votes to pass and mayoral veto (just like any council action). If the council does not approve one appointment, it may repeat the process with another applicant or direct staff to reopen the application period again. This will take us past the 30 day timeline but if the council is unable to seat a replacement then this will not be avoidable.

Recommended Motion :

MOTION: Move to appoint _____ to fill the vacant Craig City Council Seat C, effective November 20, 2023 and expiring after canvassing of the 2024 Municipal Election results.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Brian Templin, City Administrator
Date: November 8, 2023
RE: Consider Confirmation of City Clerk Hire

With approval of Mayor Kasey Smith, the city recently hired Mary Salazar as the new city clerk pending confirmation by the Craig City Council.

Ms. Salazar started work on November 6th as the clerk. Her continued employment in the position is contingent on council approval.

Section 2.04.040.C of the Craig Municipal Codes provides for the appointment of some department manager positions by the mayor, including the city clerk position, subject to confirmation of the city council.

Recommendation

Confirm, by motion, appointment of Mary Salazar to the position of City Clerk.

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: November 8, 2023
RE: Streetlight Nominations

In the past the City of Craig would allow for an annual streetlight nomination process for new streetlights. Initially this was done since much of the development in Craig did not include lighting. When the city switched from sodium to LED streetlights the city stopped budgeting for additional lights since so much resources were dedicated to the LED project. The city has not opened nominations in several years.

At the November 2nd council meeting a member of the public asked about the process and the council indicated interest in restarting the process again. It was common in past years to include \$1,000 - \$1,500 in the annual budget for this purpose. There is no money currently appropriated in the current FY budget, but the council has discretionary funds that can be used for items like this or can appropriate general funds from reserves.

In the past the cost depended on whether or not the light would be installed on existing poles, or if a new pole was needed. It was not uncommon to install 2 – 3 lights for nominated locations if they were all on existing poles. I have reached out to AP&T for an estimate on installing a new light and/or pole.

These lights are then added to the city inventory and the city becomes liable for the cost of operating the light as well.

Practice in the past included public notice and a nomination process; discussion of locations and a recommendation by the Craig Planning Commission; and approval by the Craig City Council. If the council wants to proceed, staff will reestablish a similar process.

Staff is ready to proceed with this process at the council's direction. Staff will also include this item in the FY25 budget and make it a regular annual process again going forward.

Recommended Motion: Move to appropriate \$2,000 from the council discretionary funds for the purpose of installing one or more new streetlights in Craig and direct staff to solicit public input and make recommendations on locations.

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: Samantha Wilson, City Planner
Date: November 8, 2023
RE: Amendment Title 14: Buildings & Construction: Adopting Updated International Building Codes

Council member Josh Bennet has expressed interest in updating the building and construction codes. Title 14 of the Craig Municipal Code, currently identifies seven such codes: Uniform Building Code, 1991 Edition; National Electric Code, 1990 Edition; Uniform Mechanical Code, 1991 Edition; Uniform Plumbing Code, 1991 Edition; Uniform Housing Code, 1985 Edition; Uniform Code for Abatement of Dangerous Buildings, 1985 Edition; and the Uniform Fire Code, 1991 Edition. Many of these codes have largely been replaced by the International Code Council codes (ICC, I-Codes), which are routinely updated and supported.

The City of Craig does not have a building inspector to enforce these codes nor has it ever had a building inspector on staff. Of the seven codes, the Fire Code has the most enforcement with the Fire Chief and Building Official listed as the primary enforcers; much of Title 18 acknowledges requirements to reduce vulnerabilities to fire (i.e. setback requirements, density allowances, etc). It is the responsibility of the home owner to ensure that other codes are met. Inspections are limited to ensuring zoning requirements are met as identified in Title 18 and are primarily responsive to complaints and/or brief check-ins. If building inspections were required as part of the building process, the cost of a building permit would likely need to be raised from the \$30-\$60 charged currently (on average) to \$300-\$5,500. Additional staff would need to be hired to provide this service.

There are two options for updating Title 14, either adopt newer codes and identify them as we do now, or adopt amended language identifying the codes currently used by the State of Alaska. The State of Alaska has adopted a mix of the International Building Codes (International Building Code, the International Mechanical Code, and the International Fire Code) and the older Uniform or National Codes acknowledged by the City of Craig (Uniform Plumbing Code, 1997 Edition, National Electrical Code, and Uniform Code for Abatement of Dangerous Buildings, 1997 Edition). The equivalent of the Uniform Housing Code appears to be the International Existing Building Code. It is typical for older codes to be utilized by municipalities and it is not necessary for the latest edition to be adopted as supported codes are updated and amended as needed. If amended language acknowledging codes adopted by the State of Alaska is added to Title 14, the City of Craig will need to stay abreast of changes made by the State of Alaska identifying new adopted codes and be prepared to purchase new code books as needed. Such changes are infrequent but can be expensive. Deferring to the codes adopted by the State of Alaska would also make dealings with the state simpler and ensure officials are working with the same references (i.e. State Fire Marshal review).

Regardless, the selected codes should be purchased and made available for checkout in the City Clerk's office as well as the City of Craig Library, as required by the Craig Municipal Code. It

appears that neither copy of the currently adopted codes have been retained in their designated locations.

Recommendation: Direct staff to draft an Ordinance to amend Title 14 with language that would identify codes utilized by the State of Alaska for easier cross reference with the state and a mechanism to keep the Codes more up-to-date.