

**CITY OF CRAIG
COUNCIL AGENDA
NOVEMBER 7, 2024
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

Mayor Kasey Smith, Janice Trojan, Shauna Thomas, Josh Bennett, Michael Kamprich, 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 October 17, 2024
- Ordinance 783, Naming Public Places

HEARING FROM THE PUBLIC

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- Letter from the Craig Tribal Association
- Letter from Generations Southeast Community Learning Center
- Updated 2025 Klawock Ship Schedule

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

UNFINISHED BUSINESS

- CTA Adopt An Elder Donation Discussion
- RC Car Course Approval

NEW BUSINESS

- Appointment of Craig Volunteer Fire Department Chief
- Appointment of Planning Director
- Appointment of CMC Title 16 Review Committee Members
- Appointment of FY2026 Budget Committee Members

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
MEETING MINUTES
OCTOBER 17, 2024**

ROLL CALL

Mayor Kasey Smith called the meeting to order at 6:30 pm. Present were Jan Trojan, Shauna Thomas, Josh Bennett, Michael Kampnich, and Millie Schoonover. Chanel McKinley was excused.

SWEARING IN OF NEWLY ELECTED COUNCIL MEMBERS

Shauna Thomas and Jan Trojan were sworn in to their council seats.

CONSENT AGENDA

Meeting Minutes of October 3, 2024

SCHOONOVER/TROJAN

Motion to adopt the consent agenda

MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

Regional COE Discussion- Lauren Howard, Brittany Tolan, and Brooke Leslie were present to discuss a Regional COE for Southeast Alaska. The council showed interest in continuing to work with the organization.

Resolution 24-16, Authorizing the City Administrator to apply to the State of Alaska, Department of Environmental Conservation (ADEC) from the Alaska Drinking Water Fund for the Project Entitled “5.5 Mile Raw Water System Design”

READING OF CORRESPONDENCE

Letter from Shelby Beck

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

Resolution 24-16, Authorizing the City Administrator to apply to the State of Alaska, Department of Environmental Conservation (ADEC) from the Alaska Drinking Water Fund for the Project Entitled “5.5 Mile Raw Water System Design”

KAMPNICH/BENNETT

Motion to adopt Resolution 24-16

MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

Title 16 Review Committee

BENNETT/TROJAN

Motion to appoint Council Member Bennett and Council Member Kampnich to the Title 16 Review Committee with two volunteers from the Planning Commission

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

APEI/AMLJIA Consolidation Plan and Vote

KAMPNICH/BENNETT

Motion to authorize the city administrator, finance director, or mayor to vote yes on the APEI/AMLJIA consolidation

MOTION CARRIED UNANIMOUSLY

Naming Public Places and Facilities

THOMAS/SCHOONOVER

Motion to direct staff to prepare an ordinance adopting the Naming of Public Places policy into municipal code

MOTION CARRIED UNANIMOUSLY

Proposal for Replacement of Chemical Control Systems at the City Aquatic Centers

BENNETT/THOMAS

Motion to re-appropriate \$17,757 from FY25 Aquatic Center Capital projects budget, and \$14,000 from FY25 Aquatic Center personnel budget, to fund up to \$31,757 to replace chemical control and feed systems at the Aquatic Center

MOTION CARRIED UNANIMOUSLY

Adopt an Elder Donation- The council directed the Administrator to have another conversation with the CTA.

Island Daycare Update- Council Member Bennett requested to see receipts of the money spent and inquired about the playground. Council Member Thomas requested to see a budget for repairs from Oliver. Mayor Smith directed staff to bring back more information to the November 7th council meeting.

Shaan Seet Mariculture Project

Master Planning for Craig Cannery Site and Tract D

KAMPNICH/THOMAS

Motion to direct staff to advertise for master planning services for the Craig Cannery site using funds appropriated in the FY25 capital budget

MOTION CARRIED UNANIMOUSLY

BENNETT/TROJAN

Move to appropriate up to \$125,000 from the city's land development fund and direct staff to contract master planning and environmental services related to development of Tract D

MOTION CARRIED UNANIMOUSLY

Capital Budget Process- The council gave staff direction to solicit volunteers for the budget committee at the November 7th council meeting and begin scheduling meetings with department managers.

Appointment of Hailey Armstrong to the Craig Planning Commission

KAMPNICH/BENNETT

Motion to confirm the appointment of Hailey Armstrong to the Craig Planning Commission to fill a vacant seat expiring January 30, 2025.
MOTION PASSED (4-1)

COUNCIL COMMENTS

Council Member Kampnich made a comment to talk about Southeast Conference and the efforts of other communities to get the Prince Rupert Ferry route back. He stated there is an ongoing effort to get a committee established, formed through AML. He stated he hopes an invitation is extended to POW to be involved and expressed interest in Craig being part of that committee.

**EXECUTIVE SESSION OF THE CRAIG CITY COUNCIL TO DISCUSS MATTERS
PURSUANT SECTION 711 OF THE EMPLOYEE HANDBOOK**

KAMPNICH/BENNETT

Motion to go to executive session at 8:00 pm
MOTION CARRIED UNANIMOUSLY

BENNETT/SCHOONOVER

Motion to go back to regular session at 9:37 pm
MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

BENNETT/SCHOONOVER

Motion to adjourn the meeting at 9:37 pm.
MOTION CARRIED UNANIMOUSLY

Meeting minutes passed and approved on: _____, 2024.

KASEY SMITH
MAYOR

MARY SALAZAR
CITY CLERK

CITY OF CRAIG MEMORANDUM

To: Mayor Smith and the Craig City Council
From: Mary Salazar, City Clerk
Date: October 25, 2024
RE: Ordinance 783, Naming Public Places

At the council meeting on October 17, 2024, the council directed staff to draft an ordinance regarding the Naming Public Places policy. Attached for your review is Ordinance 783, which proposes to add a new section to Title 14 of the Craig Municipal Code. Following the Administrator's directive, I have also included the Ketchikan naming policy.

Recommendation: Move to approve first reading of Ordinance 783.

**CITY OF CRAIG
ORDINANCE NO. 783**

**AMENDING TITLE 14 OF THE CRAIG MUNICIPAL CODE, ADDING SECTION 14.10,
NAMING OF PUBLIC PLACES**

Section 1. Classification. This ordinance is of a general and permanent nature and the code section adopted hereby shall become 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 the other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall be effective upon being adopted by the Craig City Council.

Section 4. Action. This ordinance adds Section 14.10 to the Craig Municipal Code as detailed in Attachment A.

Passed and approved on this _____ day of _____, 2024.

KASEY SMITH, MAYOR

MARY SALAZAR, CITY CLERK

14.10 NAMING OF PUBLIC PLACES

14.10.010 Purpose. The purpose of this policy is to establish a consistent method for the official naming of City-owned public places. For purposes of this policy, a public place means any building, street, facility, or property owned by or under the control of the city, including interior and component spaces integral to the whole, and including buildings and facilities occupied by the Craig City School District.

14.10.020 Objectives

- A. Ensure that City parks, facilities, buildings, and roads are easily identified and located.
- B. Ensure that name given to City parks, facilities, buildings, and roads are consistent with the values and character of the City, or neighborhood served.
- C. Encourage public participation in the naming, renaming and dedication of City parks, facilities, buildings, and roads.
- D. Encourage the dedication of lands, facilities, or donations by individuals and/or groups.
- E. Establish a means of appropriately recognizing prominent individuals who have contributed substantially to the City of Craig, the State of Alaska, or the nation.
- F. Memorialize locally important geographic and natural features.

14.10.030 Policy

When considering the naming or renaming of municipal buildings, other fixed facilities, and public places, the preferred practice shall be to give public property historical, cultural or geographical significance considering location, function, and natural features. The existing name of any public place is presumed to be the best name of that public place. Continuity of name and common usage are presumed to increase sense of neighborhood.

14.10.040 Criteria

Honorary naming. Naming of a public place will:

- A. Demonstrate that the objectives of this policy are met, or specify findings for an exception;
- B. Identify the individual's connection to the municipality, if considering an outstanding local, state, national or international civic leader;
- C. Consider the historical significance of the person and the duration of residence in the municipality, or connection with the municipality if a nonresident;
- D. Consider the history of the location in relation to the history of the present name, when proposing to rename an existing public place;
- E. Limit honorary naming to a one time present use of an individual's name;

- F. Support the preferred practice of honoring individuals through naming of internal areas, fixtures, and features integral to public spaces. Naming a public building, facility, or park for a living person is not favored.
- G. Require, when considering naming a public place after a deceased person, at least three years to elapse from the date of death before considering the honorary naming.
- H. Include a geographic, descriptive, or biographic characteristic.

Honorary renaming of public places. The following criteria shall apply in the honorary renaming of streets and roads:

- A. The individual whose name is proposed for honorary renaming shall be worthy of long-term recognition by virtue of special efforts, accomplishments, or contributions which have benefited the city or the state.
- B. Renaming of a public place, road or street should not be considered within 20 years of the previous naming.

14.10.050 Procedures

A nomination to name a public place may be made by the mayor or any member of the city council by identifying in writing the proposed public place and the proposed name. The mayor or council member initiating the nomination shall prepare documentation regarding the nomination, demonstrating that the objectives and criteria of this policy are met.

If a majority of city council members concur that the objectives and criteria of this policy are met by the nominating documents, and upon direction by motion from a majority of city council members, city staff will prepare a resolution for consideration by the city council officially naming the naming the public place. Adoption of the resolution officially applies the proposed place name.

14.10.060 Applicability

This policy shall not apply to the naming or renaming of facilities which are donated to the city contingent upon assignment of a specific name or to any facility constructed or purchased from money or property donated to the municipality for the specific purpose of securing a name for the facility.

NAMING BUILDINGS, OTHER FIXED FACILITIES AND PUBLIC PLACES

Sections:

- [12.05.010Purpose.](#)
- [12.05.020Policy.](#)
- [12.05.030Procedures.](#)
- [12.05.040Changing of names.](#)
- [12.05.050Naming a facility for other than an individual.](#)
- [12.05.060Application.](#)

12.05.010Purpose.

The borough hereby establishes a policy and set of procedures to govern the naming of borough buildings, other fixed facilities and public places. A sound naming policy adds meaning, significance and uniformity to public facilities, minimizes conflict and provides a forum for meaningful discussion regarding naming. Further, a borough naming policy establishes a means of approximately recognizing prominent individuals and those who have substantially contributed to the Ketchikan Gateway Borough, the state, or the nation. [Ord. No. 981, §1, 11-20-95. Code 1974 §5.100.005.]

12.05.020Policy.

It is the policy of the Ketchikan Gateway Borough to name borough-owned buildings, other fixed facilities and public places in honor of prominent Alaskans who, by virtue of special efforts, accomplishments or contributions which have benefitted the Ketchikan Gateway Borough or the state of Alaska, have achieved public status worthy of long-term recognition. Non-Alaskans who have substantially contributed to the Ketchikan Gateway Borough, the state of Alaska or the nation as a whole may also be considered. [Ord. No. 981, §1, 11-20-95. Code 1974 §5.100.010.]

12.05.030Procedures.

(a) Preliminary action in naming a facility may be initiated by the mayor or by the assembly. Upon approval of a request, by assembly motion, to name a facility, a five (5) member citizen panel will be appointed by the mayor subject to assembly approval to review proposed names, to hold public hearings, and to identify an appropriate name for the facility. The citizen panel may be composed of members of recognized boards and commissions.

(b) The facility naming panel will identify appropriate names of the facility. The panel may consider those names submitted by the mayor or the assembly or propose an alternative. Upon agreement by a majority of the panel, a letter advising the mayor shall be dispatched. The mayor will make the panel's letter an attachment to a resolution for consideration by the assembly. Memoranda as appropriate may be appended to the resolution to explain or amplify relevant information for the assembly.

(c) The assembly will hold at least one (1) public hearing on the naming resolution and ensure appropriate information dissemination to the public prior to adoption of the resolution. The name adoption or the name change shall become effective upon adoption of the resolution by the assembly. [Ord. No. 981, §1, 11-20-95. Code 1974 §5.100.020.]

12.05.040 Changing of names.

Nothing in this chapter shall be construed to prohibit the changing of names of facilities provided the guidelines of this chapter are followed. [Ord. No. 981, §1, 11-20-95. Code 1974 §5.100.030.]

12.05.050 Naming a facility for other than an individual.

Names for municipal facilities may be selected from categories other than persons. Geographic influences may be considered in selecting names for facilities. Procedures prescribed herein remain applicable. [Ord. No. 981, §1, 11-20-95. Code 1974 §5.100.040.]

12.05.060 Application.

This chapter shall not apply to the naming or renaming of facilities which were donated to the borough contingent upon assignment of a specific name or to any facility construed or purchased from money or property donated to the borough for the specific purpose of securing a name for the facility. Further, this chapter does not apply to the naming of streets or roads.

This chapter shall apply to all property, facilities, and places owned by the Ketchikan Gateway Borough and operated by the borough or the Ketchikan Gateway Borough School District. [Ord. No. 981, §1, 11-20-95. Code 1974 §5.100.050.]

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Brian Templin, City Administrator
Date: October 31, 2024
RE: November 2024 Staff Report

1. **City Hall Damage.** On October 21st a vehicle rolled down from the library parking lot and hit city hall on the east side of the building. The vehicle damaged the electrical service into the building, one window, and the structure of the building itself. Staff quickly responded and turned off the electrical service to the building and secured the broken window. The next day Tongass Electrical completed repairs to the electrical service and restored power to the building. City facilities staff consulted with a local contractor who gave his opinion that the building was safe and recommended some structural support around the damaged area. City staff installed some support beams. Staff was kept out of the building on October 22nd and 23rd. City hall reopened to staff and the public on October 24th. Staff from the finance department, public works, and the PD are working with both insurance companies to repair the damage and recover costs to the city.

2. **Staff Recognition.** As you all know, we have a great staff that works hard to provide good services to the public on behalf of the city. I would like to make a regular practice of calling out departments or employees in my monthly staff report for outstanding service when it comes to my attention.
 - a. **Public Works – Sewer.** Due to city hall being closed for a couple of days recently I had an opportunity to go out and observe our public works crew working with CTA to repair a sewer main that had been damaged during recent work at the corner of Port Bagial and Hamilton Drive. The crew did a great job repairing the line quickly in order to keep lift stations from overflowing. Definitely a dirty job, but the sewer staff along with the rest of the public works crew and CTA did a great job making a good repair in less than ideal conditions. A special mention to our Sewer Plant Operator, Jose Cervera for his excellent work overall keeping our wastewater system running smoothly, maintaining compliance with regulations and always going above and beyond for the city.

All of our staff continues to do a great job. Please personally thank them when you get a chance.

3. **Upcoming Meeting Schedule.**
 - a. Regular Planning Commission Meeting (rescheduled) November 20, 2024
 - b. Virtual Newly Elected Officials Training November 20, 2024. Contact the city clerk if you are interested in registering. You can go to www.akml.org for more information. This training will focus on budgets and government accounting, lobbying effectively, ethics and conflict of interest, and an introduction to Title 29. If you have not attended a newly elected official's training in person or online it is highly recommended that you do. Even if you have attended before, if you would like to attend again, we will get you registered. This will be a full day of training.

- c. Regular City Council Meeting November 21, 2024
 - d. Regular City Council Meeting December 5, 2024
 - e. AML Newly Elected Official's Training December 9, 2024. As part of the AML Local Government Conference, AML will be hosting an in-person newly elected official's training on December 9th from 8 am to 4:30 pm. This session will include discussions about the open meetings act, quasi-judicial role of the elected body, ex-parte contact, an introduction to AML, roles/responsibilities of elected officials, and parliamentary procedure. I highly encourage council members to consider attending either/both the virtual training on November 20th and the in-person training on December 9th if you have not done so before. Attendance at the December 9th training will require a full day of travel on December 8th and a full day of travel on December 10th. Contact the city clerk if you are interested in attending.
 - f. Alaska Municipal League Annual Government Conference December 9 – 13 in Anchorage. This conference is comprised of a number of smaller conferences (including the Municipal Manager's Association, Conference of Mayors, Association of Municipal Clerks, Government Finance Officers Association and others) and the annual AML Local Government Conference. Various staff members (including the mayor, administrator, clerk, and finance director) will be in Anchorage for some or all of these dates.
4. **Staffing.**
- a. Planner. Ivy Smith, the new city planner, is scheduled to start work on November 4th. We have also hired a part-time planning assistant/grant administrator part time for the remainder of the current fiscal year in order to give the new planner some time to adjust. We may consider including the part-time planning assistant permanently during the FY26 budget discussions to balance workload for the planner position. With the hire of the planner city hall is now fully staffed.
 - b. PD staffing is going well. Chief Ely recently made an offer to our temporary police officer for a permanent position. If he accepts, we will have to send him to the academy for a shortened lateral transfer training. We currently have one officer recruit at the academy in Fairbanks until January/February and the other office recruit will go to the academy in Sitka in January. Once these recruits return from their respective academies, they will complete field training and be signed off. All of this will bring the police staff to full staffing.

Most other departments are at or near full staffing.

5. **Capital Projects.** We are continuing to work on substantial capital projects. We are working on staffing to keep the grants moving forward. In the interim, much of the grant management or management of capital projects is falling back to the departments. As a reminder, capital projects that we are working on include:
- a. New Firehall. We have \$4.1 million funded through USDA Rural Development for the new firehall which will be located behind Thompson House on Tract P, USS 2327. We will start working with the architect to change the scope of the project as designed in 2015 to meet the available funding. We anticipate going to construction in 2025.

- b. Wood Boiler. \$400,000 has been appropriated through a congressionally directed spending request (CDS) and the Denali Commission has notified us that up to \$200,000 may be available through them. We are currently working on getting the CDS to an agency so we can apply for those funds to replace the existing biomass boiler at the pool. Public Works is looking at options to create additional chip storage onsite to help weather some of the availability issues we experienced this past year.
 - c. Sewer Lift Stations. We have a \$760,000 CDS through the EPA for replacement of aged lift stations. We will likely get 1 – 2 lift stations replaced with this funding. The highest priority is replacement of the lift station downtown (at the intersection of Front St., Water Street, and Third Street). We are working through the grant application process with EPA on these funds.
 - d. Water Treatment Capacity. We have a \$3 million CDS for upgrades to the water system to increase treatment capacity. These funds are still working their way to an agency so we can complete the grant application. In the meantime, Public Works is working with an engineer at the Alaska Native Tribal Health Consortium (ANTHC) to complete a preliminary engineering report (PER) to identify and start design of the specific projects to accomplish this goal. The Public Works Director, Planner, and myself have met with the firm hired by ANTHC to do the engineering work.
 - e. Raw Water Line Replacement. A \$3 million CDS is currently an appropriation bill that will be considered as part of the upcoming federal fiscal year budget. These funds will be used for replacement of a portion of the existing raw water infrastructure (line, pressure reducing valves, pretreatment, etc). The council recently approved application for up to \$2.9 million in loan funds from ADEC. Public Works has been working with ADEC and has reached an agreement with them that we can split the approved project between design and construction. This will allow us to get up to \$1.8 million in funding for design and engineering with 100% of the loan principal forgiven.
 - f. POWER Building Upgrades. We are continuing to work on a state legislative grant for \$150,000 for upgrades to the POWER building. Lead concentrations in the exterior paint have forced us to shift focus. The current scope of project is to replace the exterior siding and dispose of the contaminated siding (lead).
 - g. Misc. Capital Projects. Staff has been working diligently to complete FY24 capital projects funded under the FY24 city budget and are starting to look at capital project approved through the FY25 capital budget. The FY25 budget includes projects to replace windows at city hall, renovate the bathroom at the library, upgrade the cemetery, upgrade radio equipment at CPD, replace a number of streetlights, upgrade some work vehicles, purchase a new side-load garbage truck, complete engineering for major maintenance at North Cove, replace additional finger floats, and pay for A/E services for the cannery site planning among other projects. There are about \$1.05 million in city funded capital projects for FY25.
6. **Capital Project Funding Process.** After discussion at the October 17th council meeting we intend to move forward with capital project budget discussions between the administrator, finance staff, department managers and the budget committee starting in November/December. This is a change to both the process and the timing that budget

committee members are used to, but has several advantages as discussed at the last council meeting. I have asked all department managers to submit a preliminary list of capital budget requests for the FY26 budget along with projected projects for the next five years. These lists will be the basis for discussions with the budget committee. The goal of these discussions is to move toward a list of supported budget projects that will be included in the FY26 budget. There is a memo in the November 7th meeting packet asking for volunteers for the budget committee. Once the committee is formed we will start scheduling budget committee meetings to focus on these capital project lists.

7. **Land Development Planning.** At the October 17th council meeting the council appropriated/reappropriated funding to move forward with the master planning for the cannery site and an environmental survey of Tract D. I will be working with the new planner to get requests for proposals for A/E services on both of these projects.
 - a. Cannery Site. We will be using the remainder of the funds appropriated in the FY25 budget (approximately \$65,000) to hire an A/E or planning firm to complete master planning and a concept layout of the cannery property as we have been discussing with the council.
 - b. Tract D. We will be using the \$125,000 appropriated by the council to hire an A/E team to complete an environmental survey and to document development restrictions on Tract D. When this work is completed, we will look at soliciting for services to complete the master planning and concept drawings.
 - c. RC Car Park/Facility. The council directed staff to conduct public hearings and bring planning commission recommendations back to the council regarding a proposal to convert the unusable hard court on East Hamilton Drive into an RC Car course. On October 24th the planning commission conducted a public hearing (after notices had been mailed to nearby properties) regarding the issue. There were no public comments submitted prior to the planning commission meeting. Comments at the meeting by the public were supportive of the project. After discussion, the planning commission recommended that the council approve the project and direct staff to move forward with it. A memo is included in the November 7th packet.

8. **Alaska Municipal League Annual Government Conference.** The 2025 annual AML conference is scheduled for December 9 – 13 in Anchorage. Topics included in this year's agenda for the AML Local Government Conference include:
 - a. Hearing from state and federal elected officials
 - b. Integrating land use, housing, policy and zoning
 - c. Police accreditation
 - d. Municipal Family of Plans and the Planning Process
 - e. Grant Management Life Cycle
 - f. Strategic CIP Planning
 - g. Role of Local Governments in Child Care Investment
 - h. Drugs and public safety
 - i. Competitive Bidding
 - j. Planning Methodologies for planners
 - k. Short term rental regulations
 - l. Assessments and property tax

- m. Tourism
- n. How Technology can support the municipal planning process
- o. Tax trends and marketplace facilitators
- p. Where transportation and land use meet
- q. Good, bad and legal issues regarding public comment
- r. Asset management
- s. AI
- t. Communication strategizing

And many others. In addition to these topics during the AML conference, staff members and the mayor will be attending “mini conferences” to talk about issues related to municipal management, mayors, finance officers, city clerks, etc. It will definitely be a packed week.

9. **Personnel Handbook**. Staff and I have been conducting a review and overall edit of the personnel handbook for the past couple of months. Currently the finance director, HR manager, and I are doing a section-by-section review. Once our review is complete, we intend to send the updated handbook to the attorney for review. Once all changes have been made and reviewed by the attorney we will bring the updated handbook to the council for adoption.
10. **Sales Tax/Bed Tax Increase**. Unsurprisingly we have been getting a number of questions regarding the sales tax and bed tax increases. Kimber and I will be working on a letter to send out to all Craig businesses and public information related to the increase. As a reminder to the council, the ballot measures approved at the October election increase the bed tax (transient lodging tax) from \$5 per night per room to \$10 per night per room.
11. **APEI/AMLJIA Merger Meeting**. At the October 17th council meeting the council approved voting to move forward with the APEI/AMLJIA insurance merger. The member meeting has been scheduled for November 14th. I have submitted a proxy voting yes on the merger and plan on attending the meeting.
12. **Leave and Travel Schedule**. I will be out of the office for AML from December 8th – the 13th. I will likely take some time off around the end of November/early December and Christmas depending on work schedule. I do not have any significant leave or travel scheduled for October.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Kimber Mikulecky
Date: November 07, 2024
RE: November Staff Report – Finance Director

The city's October financial reports are included. September's Alaska Permanent Capital Management reports are also included. Please note, these are the most current APCM reports available.

1. Third quarters sales tax was due by the end of October.
2. As Kathleen gets more acclimated with her job, I will start having her compile a list of delinquent sales tax accounts and follow through our process of sending delinquent notices, etc.
3. First half of property taxes over \$50.00 were due by September 30th. Taxes under \$50.00 were due in full by September 30th. Any taxes unpaid as of October 1st got a 10% penalty fee. Another 10% penalty fee will be applied as of November 1st on properties under \$50 not paid in full, or properties with taxes over \$50.00 that still have not paid their first half.
4. I will be attending the annual AGFOA conference held in Anchorage. Dates have yet been confirmed, but the conference is typically the first week of December. I will confirm the dates I will be out of town once they are posted.
5. I have been working vigorously with Caselle to fix our conversion errors affiliated with May and June's bank reconciliations so that I can bring FY2024's supplemental budget in front of the council for two readings. This must be completed prior to the audit. As of the delay, I have had to push the audit out a week. The audit is currently scheduled for the third week of December starting the 16th. I will continue doing everything I can to ensure the preparations are completed in order for me to complete the supplemental budget prior to the audit. Please note, If I cannot get these reconciliations completed in time to bring the supplemental budget in front of the council for two readings, then I will yet again have to push out the audit. I will keep the council updated on my progress and the scheduling of the audit.

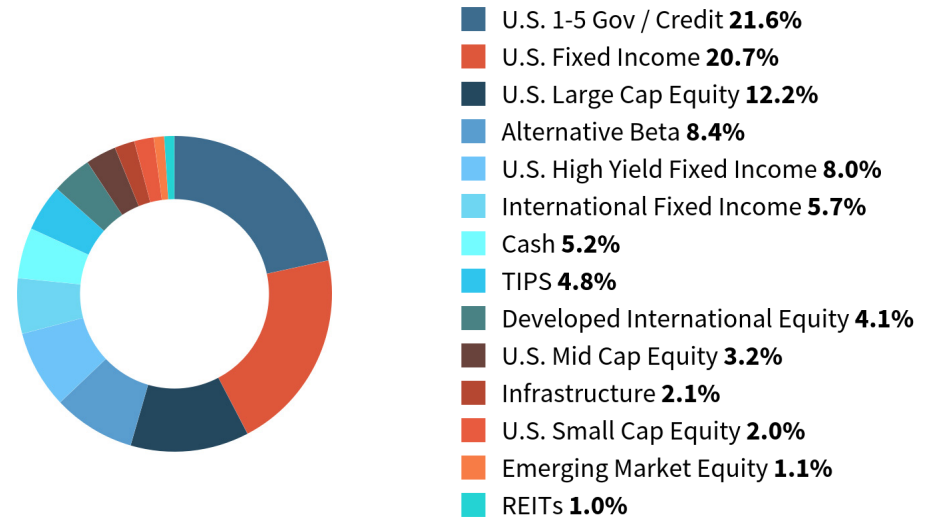
If you have any questions, please reach out to me directly via email at finance@craigak.com or by phone at 907-826-3275 extension 226.



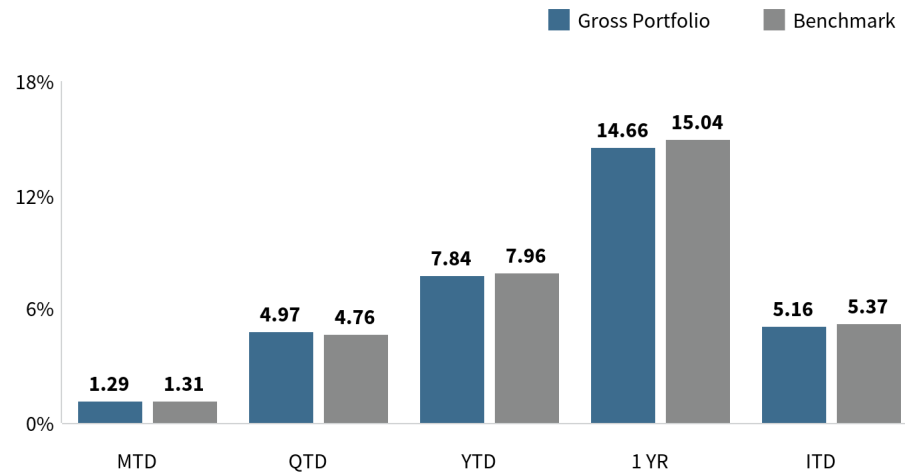
Portfolio Overview

BEGINNING VALUE + ACCRUED	\$2,953,386
TRANSFERS IN/ OUT	-\$676
REALIZED GAINS/ LOSSES	\$0
CHANGE IN MARKET VALUE	\$29,584
INTEREST INCOME	\$1,916
DIVIDEND INCOME	\$6,512
ENDING VALUE + ACCRUED	\$2,990,722

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.

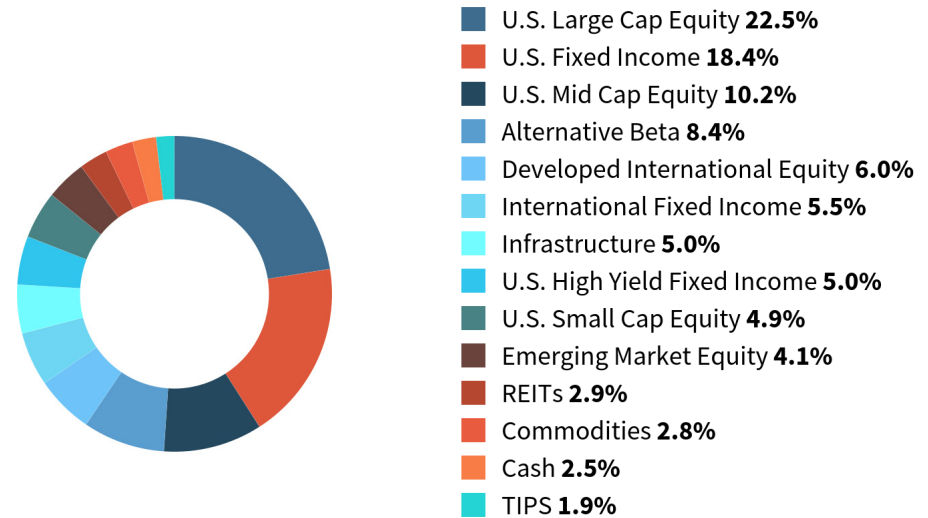
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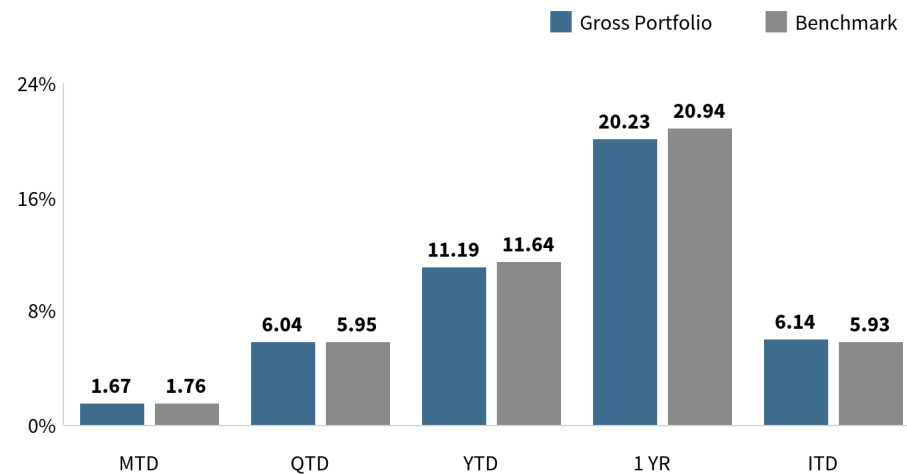
Portfolio Overview

BEGINNING VALUE + ACCRUED	\$17,199,793
TRANSFERS IN/OUT	-\$3,939
REALIZED GAINS/LOSSES	-\$0
CHANGE IN MARKET VALUE	\$239,256
INTEREST INCOME	\$13,865
DIVIDEND INCOME	\$33,995
ENDING VALUE + ACCRUED	\$17,482,970

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		General Fund Revenues				
		10/24/2024				
ACCOUNT NUMBER	ACCOUNT TITLE	M-T-D ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET	BUDGET REMAINING	BUDGET % Used
01-00-4000-00-000	Property Tax	-	779,338.79	775,000.00	(4,338.79)	101%
01-00-4050-00-000	Sales Tax	-	655,077.77	1,590,000.00	934,922.23	41%
01-00-4051-00-000	1% Sales Tax for School	-	-	360,850.00	360,850.00	0%
01-00-4052-00-000	Alaska Remote Sales Tax	-	28,180.17	255,000.00	226,819.83	11%
01-00-4053-00-000	1% Sales Tax Pool & Rec	-	-	360,850.00	360,850.00	0%
01-00-4054-00-000	Fuel Sales Tax	-	-	-	-	0%
01-00-4055-00-000	Delinquent Sales Tax	-	-	-	-	0%
01-00-4060-00-000	Liquor Sales Tax	-	-	120,000.00	120,000.00	0%
01-00-4061-00-000	Marijuana Sales Tax	-	-	-	-	0%
01-00-4065-00-000	Transient Room Tax	-	-	55,000.00	55,000.00	0%
01-00-4070-00-000	Property Tax Penalties	-	-	-	-	0%
01-00-4080-00-000	Sales Tax Penalties	-	-	-	-	0%
TOTAL LOCAL TAXES		-	1,462,596.73	3,516,700.00	2,054,103.27	42%
01-00-4100-00-000	Property PILT Funding	-	453,775.30	300,000.00	(153,775.30)	151%
01-00-4110-00-000	State Revenue Sharing	-	87,818.00	85,000.00	(2,818.00)	103%
01-00-4111-00-000	Liquor Revenue Sharing	-	-	5,500.00	5,500.00	0%
01-00-4112-00-000	Fish Bus Tax - DOR	-	-	215,000.00	215,000.00	0%
01-00-4120-00-000	Shared Fish Tax - DCED	-	-	2,000.00	2,000.00	0%
TOTAL STATE REVENUES		-	541,593.30	607,500.00	65,906.70	89%
01-00-4220-00-000	EMS Service Fees	-	2,800.50	70,000.00	67,199.50	4%
01-00-4250-00-000	EMS Training Fees	-	-	-	-	0%
01-00-4255-00-000	EMS Estimated NonCollectable	-	-	(25,000.00)	(25,000.00)	0%
01-00-4260-00-000	Aquatic Center Revenue	-	1,583.00	50,000.00	48,417.00	3%
01-00-4270-00-000	Library Fees	-	823.95	500.00	(323.95)	165%
01-00-4275-00-000	Recreation Revenue	-	961.00	25,000.00	24,039.00	4%
01-00-4280-00-000	Senior Card Fees	-	135.00	3,000.00	2,865.00	5%
01-00-4620-00-000	Taxi Permit Fees	-	-	100.00	100.00	0%
01-00-4640-00-000	Building Permit Fees	-	-	4,500.00	4,500.00	0%
01-00-4644-00-000	Access Permit Fees	-	-	7,500.00	7,500.00	0%
01-00-4645-00-000	Subdivision Fees	-	60.00	-	(60.00)	0%
01-00-4646-00-000	PSN Road Maintenance	-	(61.92)	15,000.00	15,061.92	0%
Total Permits & Fees		-	6,301.53	150,600.00	144,298.47	4%
01-00-4300-00-000	Property Lease/Rentals	-	9,503.98	53,000.00	43,496.02	18%
01-00-4400-00-000	Material Sales	-	-	500.00	500.00	0%
Total Local Revenue		-	9,503.98	53,500.00	43,996.02	18%
01-00-4700-00-000	Police-Fines,Citation	-	2,729.70	12,000.00	9,270.30	23%
01-00-4701-00-000	Vehicle/Animal Impound Fees	-	160.47	-	(160.47)	0%
01-00-4702-00-000	Drivers License Fees	-	-	-	-	0%
01-00-4703-00-000	Motor Vehicle Commision	-	7,804.40	60,000.00	52,195.60	13%
01-00-4704-00-000	Dog Licenses	-	-	-	-	0%
01-00-4707-00-000	Business License Fees	-	-	20,000.00	20,000.00	0%
01-00-4750-00-000	State Trooper Dispatch	-	1,625.00	7,200.00	5,575.00	23%
01-00-4760-00-000	State Jail Contract Revenue	-	-	550,000.00	550,000.00	0%
01-00-4765-00-000	Klawock Dispatch	-	8,848.00	64,000.00	55,152.00	14%
01-00-4770-00-000	Forest Service Dispatch	-	3,000.00	3,000.00	-	100%
Total Public Safety Funds		-	24,167.57	716,200.00	692,032.43	
01-00-4820-00-000	Interest Income (A/R)	-	-	1,000.00	1,000.00	0%
01-00-4900-00-000	Misc Revenue	-	(4,367.50)	15,000.00	19,367.50	-29%
Total Other Revenues		-	(4,367.50)	16,000.00	20,367.50	-27%
Total Revenues		-	2,039,795.61	5,060,500.00	3,020,704.39	40%

Cash Balances

General Fund

10/24/2024

01-00-1002-00-000	Deposit Clearing Account	140,735.38
01-00-1000-00-000	Checking - First Bank	791,219.56
01-00-1010-00-000	Checking - Wells Fargo	25,218.73
01-00-1015-00-000	Cares Fund Checking	432,087.78
01-00-1050-00-000	Petty Cash	456.60
01-00-1051-00-000	Petty Cash-Harbors	165.29
01-00-1052-00-000	Petty Cash- Aquatic Center	250.00
01-00-1053-00-000	Petty Cash - Police	241.26
01-00-1055-00-000	Petty Cash- Library	150.00
01-00-1110-00-000	Wells Fargo CD Savings	1,876.87
	Total	1,392,401.47

Restricted Fund

01-00-1015-00-000	CARES Fund Checking	432,087.78
12-00-1000-00-000	Cash, Police Fund	21,841.00
12-00-1020-00-000	Cash, Police Evidence	4,421.70
12-00-1030-00-000	Cash, Police Federal Fund	11,944.78
12-00-1050-00-000	Police Petty Cash	781.17
15-00-1000-00-000	Cash Hatchery Salmon Derby	(28,128.78)
11-00-1120-00-000	MM Park Funds	7,702.76
11-00-1130-00-000	Fish Quota Funds	15,552.70
11-00-1140-00-000	MM POW Clinic Funds	46,429.61
13-00-1100-00-000	MM Invest Muni Land	433.73
15-00-1110-00-000	Hatchery Saving Account	69,379.94
30-60-1110-00-000	Cash MMkt NFR -School FB	61,592.36
30-60-1112-00-000	Cash Invest School Funds APCM	3,262,516.95
30-60-1130-00-000	Accrued Interest, School	4,295.37
	Total	3,910,851.07

Endowment

10-00-1000-00-000	Cash Held Endowment	177,490.63
10-00-1120-00-000	Fixed Inc. Investment Endowment	10,372,586.46
10-00-1130-00-000	Accr. Int. Endowment	(197,901.94)
10-00-1140-00-000	Equity Invest, Endowment	4,056,821.80
10-00-1150-00-000	Unrealized Gain/Loss Endowment	(3,909,730.80)
10-00-1155-00-000	Unrealized Gain/Loss Equity, Endowment	5,306,865.26
	Total	15,806,131.41

Enterprise Fund

20-00-1130-00-000	DNR Performance CD	8,500.00
	Total	8,500.00

10/24/2024	Y-T-D <u>ACTUAL</u>	Y-T-D <u>ENCUMBRANCE</u>	ANNUAL <u>BUDGET</u>	REMAINING <u>BUDGET</u>	<u>TOTAL</u>
ADMINISTRATION					
Personnel Expenditures	90,738.42	0.00	287,371.77	196,633.35	90,738.42
Benefit Expenditures	29,872.89	0.00	238,787.13	208,914.24	29,872.89
Contract Expenditures	95,642.55	4,615.25	278,150.00	177,892.20	100,257.80
Travel & Expenditures	1,545.00	0.00	23,545.00	22,000.00	1,545.00
Materials Expenditures	2,946.83	0.00	13,695.00	10,748.17	2,946.83
Utilities Expenditures	5,310.37	0.00	21,020.00	15,709.63	5,310.37
Repairs & Maint Expenditures	0.00	0.00	5,010.00	5,010.00	0.00
Other Expenditures	41,764.20	0.00	65,016.00	23,251.80	41,764.20
Capital & Debt Expenditures	984.00	0.00	54,000.00	53,016.00	984.00
TOTAL EXPENDITURES	268,804.26	4,615.25	986,594.90	713,175.39	273,419.51
EXCESS REVENUE OVER (UNDER)	(268,804.26)	(4,615.25)	(986,594.90)	(713,175.39)	(273,419.51)

COUNCIL

Personnel Expenditures	3,594.12	0.00	16,175.00	12,580.88	3,594.12
Benefit Expenditures	288.15	0.00	1,590.77	1,302.62	288.15
Contract Expenditures	110.00	0.00	950.00	840.00	110.00
Travel & Expenditures	0.00	0.00	6,050.00	6,050.00	0.00
Materials Expenditures	0.00	0.00	1,000.00	1,000.00	0.00
Utilities Expenditures	0.00	0.00	0.00	0.00	0.00
Repairs & Maint Expenditures	0.00	0.00	0.00	0.00	0.00
Other Expenditures	2,100.71	0.00	6,685.00	4,584.29	2,100.71
Capital & Debt Expenditures	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	6,092.98	0.00	32,450.77	26,357.79	6,092.98
EXCESS REVENUE OVER (UNDER)	(6,092.98)	0.00	(32,450.77)	(26,357.79)	(6,092.98)

PLANNING

Revenues	9,563.98	0.00	65,000.00	55,436.02	9,563.98
Personnel Expenditures	5,998.54	0.00	60,000.00	54,001.46	5,998.54
Benefit Expenditures	1,072.74	0.00	34,569.81	33,497.07	1,072.74
Contract Expenditures	1,461.67	0.00	1,000.00	(461.67)	1,461.67
Travel & Expenditures	354.40	0.00	4,000.00	3,645.60	354.40
Materials Expenditures	0.00	0.00	1,000.00	1,000.00	0.00
Utilities Expenditures	0.00	0.00	0.00	0.00	0.00
Repairs & Maint Expenditures	0.00	0.00	500.00	500.00	0.00
Other Expenditures	1,187.71	0.00	2,949.00	1,761.29	1,187.71
Capital & Debt Expenditures	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	10,075.06	0.00	104,018.81	93,943.75	10,075.06
EXCESS REVENUE OVER (UNDER)	(511.08)	0.00	(39,018.81)	(38,507.73)	(511.08)

	Y-T-D <u>ACTUAL</u>	Y-T-D <u>ENCUMBRANCE</u>	ANNUAL <u>BUDGET</u>	REMAINING <u>BUDGET</u>	<u>TOTAL</u>
PARKS/ PUBLIC FACILITIES					
Peronnel Expenditures	29,452.92	0.00	174,619.00	145,166.08	29,452.92
Benefit Expenditures	2,085.65	0.00	74,767.90	72,682.25	2,085.65
Contract Expenditures	2,590.00	0.00	5,250.00	2,660.00	2,590.00
Travel & Expenditures	0.00	0.00	1,500.00	1,500.00	0.00
Materials Expenditures	3,329.13	0.00	21,350.00	18,020.87	3,329.13
Utilities Expenditures	4,377.83	0.00	27,700.00	23,322.17	4,377.83
Repairs & Maint Expenditures	0.00	0.00	12,000.00	12,000.00	0.00
Other Expenditures	7,641.93	0.00	31,333.00	23,691.07	7,641.93
Capital & Debt Expenditures	1,435.07	0.00	41,500.00	40,064.93	1,435.07
TOTAL EXPENDITURES	50,912.53	0.00	390,019.90	339,107.37	50,912.53
EXCESS REVENUE OVER (UNDER)	(50,912.53)	0.00	(390,019.90)	(339,107.37)	(50,912.53)

PUBLIC WORKS

Peronnel Expenditures	66,438.09	0.00	214,535.62	148,097.53	66,438.09
Benefit Expenditures	25,024.34	0.00	135,352.17	110,327.83	25,024.34
Contract Expenditures	636.00	0.00	720.00	84.00	636.00
Travel & Expenditures	3,370.00	2,870.00	32,000.00	25,760.00	6,240.00
Materials Expenditures	20,221.59	7,631.41	79,200.00	51,347.00	27,853.00
Utilities Expenditures	3,990.31	0.00	11,600.00	7,609.69	3,990.31
Repairs & Maint Expenditures	2,131.98	0.00	56,000.00	53,868.02	2,131.98
Other Expenditures	9,829.62	0.00	38,167.00	28,337.38	9,829.62
Capital & Debt Expenditures	99,944.92	33,862.00	177,204.00	43,397.08	133,806.92
TOTAL EXPENDITURES	231,586.85	44,363.41	744,778.78	468,828.52	275,950.26
EXCESS REVENUE OVER (UNDER)	(231,586.85)	(44,363.41)	(744,778.78)	(468,828.52)	(275,950.26)

POLICE

Peronnel Expenditures	166,001.19	0.00	795,511.39	629,510.20	166,001.19
Benefit Expenditures	30,823.16	0.00	437,514.40	406,691.24	30,823.16
Contract Expenditures	2,759.00	1,895.00	27,756.00	23,102.00	4,654.00
Travel & Expenditures	1,638.59	0.00	7,500.00	5,861.41	1,638.59
Materials Expenditures	26,692.03	8,565.17	57,800.00	22,542.80	35,257.20
Utilities Expenditures	4,203.70	0.00	19,510.00	15,306.30	4,203.70
Repairs & Maint Expenditures	171.00	0.00	1,000.00	829.00	171.00
Other Expenditures	21,372.42	83.90	74,788.00	53,331.68	21,456.32
Capital & Debt Expenditures	127.97	60,533.58	70,500.00	9,838.45	60,661.55
TOTAL EXPENDITURES	253,789.06	71,077.65	1,491,879.79	1,167,013.08	324,866.71
EXCESS REVENUE OVER (UNDER)	(253,789.06)	(71,077.65)	(1,491,879.79)	(1,167,013.08)	(324,866.71)

	Y-T-D <u>ACTUAL</u>	Y-T-D <u>ENCUMBRANCE</u>	ANNUAL <u>BUDGET</u>	REMAINING <u>BUDGET</u>	<u>TOTAL</u>
EMS					
Peronnel Expenditures	90,510.43	0.00	244,138.00	153,627.57	90,510.43
Benefit Expenditures	14,137.08	0.00	67,593.49	53,456.41	14,137.08
Contract Expenditures	7,155.60	0.00	16,900.00	9,744.40	7,155.60
Travel & Expenditures	0.00	0.00	9,700.00	9,700.00	0.00
Materials Expenditures	3,470.63	0.00	13,950.00	10,479.37	3,470.63
Utilities Expenditures	1,765.57	0.00	9,100.00	7,334.43	1,765.57
Repairs & Maint Expenditures	0.00	0.00	0.00	0.00	0.00
Other Expenditures	3,738.33	0.00	14,805.00	11,066.67	3,738.33
Capital & Debt Expenditures	0.00	4,947.70	6,000.00	1,052.30	4,947.70
TOTAL EXPENDITURES	120,777.64	4,947.70	382,186.49	256,461.15	125,725.34
EXCESS REVENUE OVER (UNDER)	(120,777.64)	(4,947.70)	(382,186.49)	(256,461.15)	(125,725.34)

FIRE

Peronnel Expenditures	0.00	0.00	0.00	0.00	0.00
Benefit Expenditures	248.70	0.00	4,886.00	4,637.30	248.70
Contract Expenditures	0.00	0.00	5,700.00	5,700.00	0.00
Travel & Expenditures	0.00	0.00	5,000.00	5,000.00	0.00
Materials Expenditures	0.00	1,465.10	3,400.00	1,934.90	1,465.10
Utilities Expenditures	249.25	0.00	5,800.00	5,550.75	249.25
Repairs & Maint Expenditures	0.00	0.00	1,000.00	1,000.00	0.00
Other Expenditures	1,460.76	0.00	5,858.00	4,397.24	1,460.76
Capital & Debt Expenditures	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,958.71	1,465.10	31,644.00	28,220.19	3,423.81
EXCESS REVENUE OVER (UNDER)	(1,958.71)	(1,465.10)	(31,644.00)	(28,220.19)	(3,423.81)

LIBRARY

Revenues	823.95	0.00	500.00	(323.95)	823.95
Peronnel Expenditures	26,423.48	0.00	119,399.75	92,976.27	26,423.48
Benefit Expenditures	6,064.13	0.00	49,885.72	43,821.59	6,064.13
Contract Expenditures	1,395.00	0.00	3,925.00	2,530.00	1,395.00
Travel & Expenditures	(312.50)	0.00	2,700.00	3,012.50	(312.50)
Materials Expenditures	1,801.70	0.00	13,600.00	11,798.30	1,801.70
Utilities Expenditures	1,690.42	0.00	10,750.00	9,059.58	1,690.42
Repairs & Maint Expenditures	0.00	0.00	500.00	500.00	0.00
Other Expenditures	1,397.49	0.00	5,394.00	3,996.51	1,397.49
Capital & Debt Expenditures	2,446.95	0.00	22,900.00	20,453.05	2,446.95
TOTAL EXPENDITURES	40,906.67	0.00	229,054.47	188,147.80	40,906.67
EXCESS REVENUE OVER (UNDER)	(40,082.72)	0.00	(228,554.47)	(188,471.75)	(40,082.72)

	Y-T-D <u>ACTUAL</u>	Y-T-D <u>ENCUMBRANCE</u>	ANNUAL <u>BUDGET</u>	REMAINING <u>BUDGET</u>	<u>TOTAL</u>
RECREATION					
Revenues	961.00	0.00	25,000.00	24,039.00	961.00
Peronnel Expenditures	24,983.87	0.00	117,979.08	92,995.21	24,983.87
Benefit Expenditures	11,705.11	0.00	62,035.75	50,330.64	11,705.11
Contract Expenditures	4,681.56	3,975.00	9,300.00	643.44	8,656.56
Travel & Expenditures	932.70	0.00	3,000.00	2,067.30	932.70
Materials Expenditures	20,956.49	0.00	24,360.00	3,403.51	20,956.49
Utilities Expenditures	4,156.43	0.00	21,325.00	17,168.57	4,156.43
Repairs & Maint Expenditures	0.00	0.00	4,500.00	4,500.00	0.00
Other Expenditures	4,558.18	0.00	13,899.00	9,340.82	4,558.18
Capital & Debt Expenditures	13,282.25	0.00	23,600.00	10,317.75	13,282.25
TOTAL EXPENDITURES	85,256.59	3,975.00	279,998.83	190,767.24	89,231.59
EXCESS REVENUE OVER (UNDER)	(84,295.59)	(3,975.00)	(254,998.83)	(166,728.24)	(88,270.59)

AQUATIC CENTER

Revenues	1,583.00	0.00	50,000.00	48,417.00	1,583.00
Peronnel Expenditures	50,814.51	0.00	227,626.16	176,811.65	50,814.51
Benefit Expenditures	6,176.43	0.00	150,321.46	144,145.03	6,176.43
Contract Expenditures	471.74	40,000.00	3,540.00	(36,931.74)	40,471.74
Travel & Expenditures	172.13	1,180.50	7,680.00	6,327.37	1,352.63
Materials Expenditures	5,612.29	3,537.17	24,420.00	15,270.54	9,149.46
Utilities Expenditures	36,008.32	0.00	143,650.00	107,641.68	36,008.32
Repairs & Maint Expenditures	0.00	0.00	4,500.00	4,500.00	0.00
Other Expenditures	7,002.27	0.00	28,574.00	21,571.73	7,002.27
Capital & Debt Expenditures	112,782.79	1,125.04	154,938.00	41,030.17	113,907.83
TOTAL EXPENDITURES	219,040.48	45,842.71	745,249.62	480,366.43	264,883.19
EXCESS REVENUE OVER (UNDER)	(217,457.48)	(45,842.71)	(695,249.62)	(431,949.43)	(263,300.19)

SEWER

Revenues	48,987.52	0.00	308,000.00	259,012.48	48,987.52
Peronnel Expenditures	32,755.59	0.00	235,379.96	202,624.37	32,755.59
Benefit Expenditures	8,284.39	0.00	109,384.12	101,099.73	8,284.39
Contract Expenditures	2,512.06	0.00	7,800.00	5,287.94	2,512.06
Travel & Expenditures	0.00	0.00	3,280.00	3,280.00	0.00
Materials Expenditures	2,780.97	645.80	14,400.00	10,973.23	3,426.77
Utilities Expenditures	11,675.25	0.00	42,700.00	31,024.75	11,675.25
Repairs & Maint Expenditures	5,770.83	0.00	5,000.00	(770.83)	5,770.83
Other Expenditures	7,693.73	0.00	30,355.00	22,661.27	7,693.73
Capital & Debt Expenditures	74,049.25	0.00	23,500.00	(50,549.25)	74,049.25
TOTAL EXPENDITURES	145,522.07	645.80	471,799.08	325,631.21	146,167.87
EXCESS REVENUE OVER (UNDER)	(96,534.55)	(645.80)	(163,799.08)	(66,618.73)	(97,180.35)

	Y-T-D <u>ACTUAL</u>	Y-T-D <u>ENCUMBRANCE</u>	ANNUAL <u>BUDGET</u>	REMAINING <u>BUDGET</u>	<u>TOTAL</u>
WATER					
Revenues	66,133.10	0.00	362,133.00	295,999.90	66,133.10
Peronnel Expenditures	32,334.50	0.00	306,398.20	274,063.70	32,334.50
Benefit Expenditures	8,599.86	0.00	131,183.85	122,583.99	8,599.86
Contract Expenditures	2,287.00	0.00	12,500.00	10,213.00	2,287.00
Travel & Expenditures	300.00	0.00	4,800.00	4,500.00	300.00
Materials Expenditures	17,496.14	10,663.62	61,750.00	33,590.24	28,159.76
Utilities Expenditures	8,397.22	0.00	42,000.00	33,602.78	8,397.22
Repairs & Maint Expenditures	629.46	0.00	39,620.00	38,990.54	629.46
Other Expenditures	6,034.10	0.00	24,107.00	18,072.90	6,034.10
Capital & Debt Expenditures	42,519.45	0.00	135,538.05	93,018.60	42,519.45
TOTAL EXPENDITURES	118,597.73	10,663.62	757,897.11	628,635.76	129,261.35
EXCESS REVENUE OVER (UNDER)	(52,464.63)	(10,663.62)	(395,764.11)	(332,635.86)	(63,128.25)

GARBAGE					
Revenues	77,345.95	0.00	356,407.00	279,061.05	77,345.95
Peronnel Expenditures	5,834.13	0.00	71,057.22	65,223.09	5,834.13
Benefit Expenditures	1,658.78	0.00	15,980.21	14,321.43	1,658.78
Contract Expenditures	68,365.60	0.00	247,500.00	179,134.40	68,365.60
Travel & Expenditures	0.00	0.00	0.00	0.00	0.00
Materials Expenditures	1,360.90	0.00	12,500.00	11,139.10	1,360.90
Utilities Expenditures	73.97	0.00	500.00	426.03	73.97
Repairs & Maint Expenditures	0.00	0.00	8,500.00	8,500.00	0.00
Other Expenditures	1,835.78	0.00	7,854.00	6,018.22	1,835.78
Capital & Debt Expenditures	105,027.28	31,660.00	115,831.00	(20,856.28)	136,687.28
TOTAL EXPENDITURES	184,156.44	31,660.00	479,722.43	263,905.99	215,816.44
EXCESS REVENUE OVER (UNDER)	(106,810.49)	(31,660.00)	(123,315.43)	15,155.06	(138,470.49)

HARBOR					
Revenues	50,709.15	0.00	285,250.00	234,540.85	50,709.15
Peronnel Expenditures	47,187.90	0.00	206,890.17	159,702.27	47,187.90
Benefit Expenditures	7,150.48	0.00	130,731.89	123,581.41	7,150.48
Contract Expenditures	0.00	0.00	1,200.00	1,200.00	0.00
Travel & Expenditures	5.60	1,117.33	4,000.00	2,877.07	1,122.93
Materials Expenditures	4,939.21	1,098.00	15,025.00	8,987.79	6,037.21
Utilities Expenditures	16,075.68	0.00	37,692.00	21,616.32	16,075.68
Repairs & Maint Expenditures	5,794.33	0.00	18,000.00	12,205.67	5,794.33
Other Expenditures	(587.34)	0.00	27,735.00	28,322.34	(587.34)
Capital & Debt Expenditures	0.00	0.00	135,000.00	135,000.00	0.00
TOTAL EXPENDITURES	80,565.86	2,215.33	576,274.06	493,492.87	82,781.19
EXCESS REVENUE OVER (UNDER)	(29,856.71)	(2,215.33)	(291,024.06)	(258,952.02)	(32,072.04)

	Y-T-D <u>ACTUAL</u>	Y-T-D <u>ENCUMBRANCE</u>	ANNUAL <u>BUDGET</u>	REMAINING <u>BUDGET</u>	<u>TOTAL</u>
JTB PARK					
Revenues	96,448.83	0.00	433,589.00	337,140.17	96,448.83
Peronnel Expenditures	55,120.07	0.00	124,022.12	68,902.05	55,120.07
Benefit Expenditures	5,015.49	0.00	87,501.45	82,485.96	5,015.49
Contract Expenditures	600.00	0.00	1,200.00	600.00	600.00
Travel & Expenditures	0.00	0.00	0.00	0.00	0.00
Materials Expenditures	8,797.75	9,010.25	17,600.00	(208.00)	17,808.00
Utilities Expenditures	11,584.50	0.00	49,600.00	38,015.50	11,584.50
Repairs & Maint Expenditures	5,165.54	0.00	12,500.00	7,334.46	5,165.54
Other Expenditures	8,725.71	0.00	34,446.00	25,720.29	8,725.71
Capital & Debt Expenditures	0.00	0.00	16,000.00	16,000.00	0.00
TOTAL EXPENDITURES	95,009.06	9,010.25	342,869.57	238,850.26	104,019.31
EXCESS REVENUE OVER (UNDER)	1,439.77	(9,010.25)	90,719.43	98,289.91	(7,570.48)

WC CANNERY

Revenues	2,566.25	0.00	4,500.00	1,933.75	2,566.25
Peronnel Expenditures	0.00	0.00	54.00	54.00	0.00
Benefit Expenditures	0.00	0.00	0.00	0.00	0.00
Contract Expenditures	0.00	0.00	0.00	0.00	0.00
Travel & Expenditures	0.00	0.00	0.00	0.00	0.00
Materials Expenditures	0.00	0.00	0.00	0.00	0.00
Utilities Expenditures	640.55	0.00	2,000.00	1,359.45	640.55
Repairs & Maint Expenditures	0.00	0.00	0.00	0.00	0.00
Other Expenditures	1,126.05	0.00	4,471.00	3,344.95	1,126.05
Capital & Debt Expenditures	15,045.00	0.00	75,000.00	59,955.00	15,045.00
TOTAL EXPENDITURES	16,811.60	0.00	81,525.00	64,713.40	16,811.60
EXCESS REVENUE OVER (UNDER)	(14,245.35)	0.00	(77,025.00)	(62,779.65)	(14,245.35)

SCHOOL SUPPORT

Revenues	0.00	0.00	360,850.00	360,850.00	0.00
Other Expenditures	457,558.00	0.00	0.00	(457,558.00)	457,558.00
TOTAL EXPENDITURES	457,558.00	0.00	0.00	(457,558.00)	457,558.00
EXCESS REVENUE OVER (UNDER)	(457,558.00)	0.00	360,850.00	818,408.00	(457,558.00)

GENERAL FUND REVENUES

Revenues	2,039,795.61	0.00	5,060,500.00	3,020,704.39	2,039,795.61
GF REVENUE TOTAL	2,039,795.61	0.00	5,060,500.00	3,020,704.39	2,039,795.61
GF EXPENSE TOTAL	1,289,307.73	(1,113,020.91)	5,417,876.36	4,128,568.63	176,286.82
GF Excess Revenue Over (Under)	750,487.88	1,113,020.91	(357,376.36)	(1,107,864.24)	1,863,508.79

CITY OF CRAIG MEMORANDUM

To: Mayor Smith and the Craig City Council
From: Mary Salazar, City Clerk
Date: October 30, 2024
RE: November Staff Report

General Election:

The 2024 General Election will be on November 5, 2024. Attached is more election information.

Delinquent Property Taxes:

There are two delinquent properties remaining for 2023. Following a discussion between Brian and our attorney, I have received direction to process these delinquencies alongside any 2024 delinquencies.

Senior Citizen/Disabled Veteran Property Tax Exemption:

The 2025 Senior Citizen/Disabled Veteran Property Tax Exemption form will be available starting November 1, 2024. I will be mailing the forms to last year's applicants. The deadline to apply for this exemption is January 15, 2025. Eligibility criteria can be found in CMC 3.04.035.

City Council Meetings:

The majority of the clerk's duties consist of compiling information for the council; council meeting set up; preparing council packets; staff reports; creating council meeting minutes; and posting resolutions and ordinances.

Craig City Council Meetings:

The next city council meetings are scheduled for:

- November 21, 2024
- December 5, 2024
- December 19, 2024

If any council members have holiday travel plans that may conflict with these meetings, please let me know at your earliest convenience.

Travel:

I will be out of the office November 18-19.

State of Alaska

General Election Fact Sheet

November 5, 2024



Key Dates



September 20 – Military, Overseas and Advance Remote Ballots Sent

October 6 – Voter Registration Deadline

October 11 – Target Day to Mail Absentee Ballots

October 21 – Early Voting Begins

October 21 – Electronic Transmission Voting Begins

October 26 – Absentee Ballot By-Mail Application Deadline

November 4 – Absentee Ballot by Electronic Transmission Application Deadline 5:00pm AST

November 5 – General Election Day
Polls Open 7:00 a.m. – 8:00 p.m.

November 5 – By-Mail Ballots Must Be Postmarked

November 30 – Target Date General Election Certification

Ballot Information

One – President and Vice-President

One – United States House of Representatives Seat

Ten – State Senate Seats

Forty – State House of Representative Seats

Judicial Retention – Supreme Court, Court of Appeals, Superior Court and District Court



Ballot Measures

23AMLS - An initiative to increase Alaska's minimum wage, provide workers with paid sick leave, and protect workers from practices that violate their constitutional rights.

22AKHE - An Act to get rid of the Open Primary System and Ranked-Choice General Election.

Resources



AKVoterInformation.alaska.gov – Contact information, election results, election information, language and disability assistance information

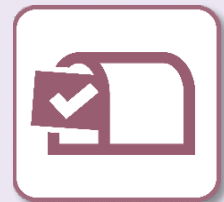
Voterregistration.alaska.gov – Online voter registration

Myvoterinformation.alaska.gov – Find your polling place and voter information

Early & Absentee Voting

AKVoteEarly.alaska.gov – Find Other Voting Opportunities:

- Early In-Person
- By-Mail
- Online Delivery or Fax
- Special Needs by Personal



Web: elections.alaska.gov
Email: elections@alaska.gov
Facebook: facebook.com/akelections/
Language Assistance: 1-866-954-8683

 **oting is Power**
ote 2024 Alaska



PUBLIC NOTICE

SENIOR CITIZEN/DISABLED VETERANS 2025 CITY OF CRAIG PROPERTY TAX EXEMPTION

Property tax exemption applications for 2025 property tax are available now online at www.craigak.com or at City Hall, 500 Third Street, Craig, Alaska.

You must be 65 years old before January 1st, provide proof of residency, and are eligible for the permanent fund dividend. Please note that this exemption applies to the first \$150,000 of the primary residence, and permanent place of abode's assessed property value.

Please provide the following documentation to receive a property tax exemption:

1. A completed property tax exemption application.
2. A copy of your permanent fund receipt, or proof of its deposit.
3. If this is your first time applying, please provide a birth certificate or driver's license showing proof of age. Disabled Veterans, please provide proper VA documentation.
4. If this is your first time applying, please provide a copy of the deed showing ownership of the property you are claiming. The property is only exempt if you own it. If you own a trailer, provide proof of ownership. This property must also be your primary residence and permanent place of abode.
5. The application deadline is **January 15, 2025**.

For inquiries, please contact Mary Salazar at 907-826-3279 or cityclerk@craigak.com.

CITY OF CRAIG MEMORANDUM

To: Mayor and Craig City Council
From: EMS/ Fire Coordinator Venessa Richter-Russell
Date: 10/30/2024
RE: EMS/Fire Report

Training

2 crew taking the AK-EMT Training

2 crew are taking the APEX EMT-1 class will be done in Jan 2025

Crew

Two more volunteer has stepped up to be on the crew as drivers.

Current we have on crew as of 10/30;

2 -AK-EMT

5- EMT-2

5- EMT-1

1-EMT-3

1-ETT

6- Drivers (CPR/First Aide Trained)

Calls

30 + calls for Oct.

Things Going on

Haunted House Oct 30/31 at JS Shop 17

New AED have come in and are set up and in the ambulances

3 EMS/Fire Member went 2024 Fire Conference in Anchorage on Sept 30-Oct 4 learned a lot, took classes in Firefighter rescue Operations, Modern Fire Attacks by the numbers, Modern Fire ground Operations, Mud and Water Rescue and other leadership training. Met a ton of people from other departments, got lots of information on grants for departments and training available.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: RJ Ely
Date: October 30, 2024
RE: October 2024 Staff Report – Police Chief

ACTIVITY

Activity from September 24, 2024 through October 29, 2024 the Dispatcher Center took the following amount of calls for service:

Craig	870
Klawock	190
AST	3

DEPARTMENT OF MOTOR VEHICLES

Fully Staffed / all road examiners recertified and good till January 2026

DISPATCHER(S)

Judith Taker has resigned and no longer with department.

Frida Persson has been hired and is currently training. Once completed and signed off, she will be parttime/fill in, working 29 hours a week.

In 2025, Dispatcher McIntire will be attending the First Line Supervisor Training Course 40 hours and is certified through FBI-LEEDA.

OFFICER(S)

Ofc. Parsons has completed 4 weeks of training and upon completion of Academy, will return to Craig in January 2025. He will then complete his Field Training and once done, will be allowed to work solo shifts.

Ofc. Easley has accepted the fulltime police officers position and starting 11/1/2024 he will be fulltime. He will attend the Recertification Academy in December of 2025.

Have implemented the Body Worn Camera Policy and officers are now using this equipment.

In 2025 Sgt. Page will be attending the Middle Line Supervisor Training and Advanced Supervisor Training Course.

I will be off island, November 2, 2024 through November 17, 2024. Sgt. Page will be in charge of the Department, in my absence.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Oliver Lewis, Public Works
Date: October 30, 2024
RE: November Staff Report

Streets & Drainage:

- a. Mowing shoulder of Road from Water treatment plant to Dam. Aprox 11.5 Miles. Mowing complete.
- b. Ditching in front of Tyler rentals to get run off into ditch and not running down highway. First attempt did not divert drainage as well as hoped. Cleaned out state Ditch and re graded City ROW to catch water.
- c. Working through process with FEMA to get re-imbursement for PSN slide costs. FEMA and State sent direct slide costs to DC for payment. Next phase will be mitigation upgrades for 62 pit and 4.5 mile PSN road. Handing off project to City Planner. Ongoing.
- d. CTA has started sidewalk project on Pt. Bagial. Project stalled to deal with Sewer Force Main. Anticipated completion of repair by October 4th. Sewer repair complete. CTA back on project.
- e. Met with State road superintendent for DOT Joseph Johnson. Joseph filled a vacant position on 10-28-24. Joseph had no plans of doing any Ditch Maintenance at this time as he is new. He did give the City permission to clean out catch basins on Highway and we will circle back around and meet in a month to discuss future maintenance.

Sewer:

- a. Monthly Sludge processing.
- b. Monthly sampling.
- c. Working on firming up schedule for installation date of Sewer treatment plant roof with contractor.

Water:

- a. Continuing to perform monthly and quarterly sampling as scheduled.
- b. Monthly Data reported to DEC.
- c. SCADA Upgrade coordination complete. Start date Scheduled for 11-18-24.
- d. Received order for mainline water line repair parts. Stocked up for next repair.
- e. Assisted Shaan Seet with a water repair on there private system. DEC required a boil water notice. All samples came back clean. DC lifted Boil water notice.
- e. Isaac Larson and Jason Wright attended training in Fairbanks and received there level 1 provisional license! They are both working on the required HRS to obtain a full license.
- f. Working out details for Raw water line engineering from Dam to Treatment plant. State revolving fund has made offer to loan the City 1.8 million dollars to complete shovel ready design and engineering. Loan forgiveness will be \$1.8 million. Public works working through application. Working through environmental review with DEC. Ongoing, should have loan documents by the end of the year.

g. Department of Environmental Conservation (DEC) has required the City of Craig to install backflow preventers at North and South Cove Harbors by end of the year. This is a compliance issue going back quite a while. It has finally caught up to an enforceable action. Petro fuel dock has also been added to this action. PW has re-submitted for DEC permit and plans to do work after the fishing season. Need to procure funding for this.

Solid Waste:

- a. Routine operations.
- b. F/Y 25 budget approved to purchase new garbage truck. Starting bid solicitation and financing process. New truck at least 1 year out from delivery. Working with Company called "Sourcewell" to aid in government procurement. Sourcewell account is active. Should have bids for new garbage truck before end of the year.

Routine operations:

- a. Monthly meter reads and rereads. Working on new meter reading software and device. Will have onsite training for City staff from manufacturer, should help streamline process for reading and billing. Public works currently working to launch new system goal is to train and launch new system before end of year.
- b. Public Works Employees all set up with e-mail to participate in City wide safety program. Ongoing.
- c. Public Works equipment repairs as needed.
- d. Equipment regular maintenance getting performed.
- e. Ordered 25 new street lights, coordinate with AP&T for replacement. Ongoing.
- f. Received new tire machine for public works shop. Great addition from last year capital improvement budget.

Administrative:

- a. No suitable applicant has applied for either the sewer plant or water plant trainee position.
- b. Will post job for Facilities assistant in November.
- c. Sent out intent to award document to R&M engineering for the A and E term contract. 3 total bidders.
- d. Conducted site walk with CTA onsite at cannery property. CTA plans to start clearing and working on the site soon.

Parks and public facilities:

- a. City Administrator has requested a budget to clean up daycare. Had onsite job walk to discuss on 9-17-24. Ongoing.
- b. Wood fired Boiler, Developing plan and budget to expand dry wood chip storing capacity. Current boiler storage holds about 5 loads of chips. When delivery is inconsistent we have to shut down boiler. Plan to fire up wood boiler in early November. Meet with Viking Lumber to nail down new wood chip contract for both Pool and High school Bio mass boilers before the end of the year.
- c. Repair to City hall electrical and structural issue.
- d. Winterizing all City facilities.

CITY OF CRAIG MEMORANDUM

To: Mayor Smith and the Craig City Council
From: Mandy Griffin, Aquatic Center Manager
Date: October 28, 2024
RE: November Staff Report

Administrative

October has been a productive month for the Craig Aquatic Center. Our recent hire, Randall, has successfully obtained his Certified Pool Operator (CPO) certification and is performing well. Anakin's last day was on October 25th, and his absence will certainly be felt. We are currently seeking a new employee, either full-time or part-time and over 18. The job has been posted at the center, and there is potential interest from a guard in Ketchikan. I will have more information on that in mid-November but will continue to accept applications. I am prepared to hire if a strong candidate is found. Additionally, we conducted an in-service training focusing on First Aid and guard rescues, which was successful.

Patron Usage for October:

- 642 Day Passes
- 3 Pool Rentals
- 2 Group Lesson Programs
- 152 Pass Holder Visits

Operations:

- We require the installation of 2 cameras in the pump room. While we have the cameras, wiring is needed to connect them.
- Quarterly water samples are scheduled to be sent out this week.
- Coordination with Tongass is needed for installing an emergency shutoff, water slide traffic control, and UV filters for the kiddy pool and spa. This installation will be delayed until the chemical control system is in place.
- Aquatic Specialty Service will be on-site from November 10th to 15th to install new BECSys 5 chemical controllers. We extend our gratitude to the council for approving the budget reallocation that facilitated this installation.

Activities:

- Coordination with Craig Schools for K-5 swim lesson scheduling is ongoing.
- We are working with Klawock Schools for K-5 swim lessons.
- Home School groups are making excellent use of the facility during "school use" time on Thursdays, with great turnout.
- The Waverunner Swim Club hosted an intrasquad swim meet this month and plans to host more intrasquad events in November, January, and February.

This report summarizes the key developments and activities of the past month, highlighting both challenges and achievements at the Craig Aquatic Center.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Stephanie Merritt
Date: Tuesday, October 3, 2024
RE: Staff Report – Library

Library Usage and Statistics:

- **Visitor Count:** 849 total patron visits, 27 visits/per day, highest 56, lowest 27
- **Programming Participation:** 2 special programs and 1 regular program, 73 participants
- **Computer and Print Sessions:** 114
- **Wi-Fi Sessions:** 48 sessions

Funding and Grants

- **Public Library Assistance Grant (PLAG) Restoration Success:** Earlier this fall, we faced uncertainty the State considered not funding the PLA grant program. After joining libraries across Alaska in advocating for the library and reaching out to our representatives, we are pleased to report that the program has been fully funded. Special thanks to all who helped support our efforts.
- **IMLS Grant Outcomes:** We successfully closed out the IMLS grant, made possible through our partnership with Shaan Seet Inc. With their support for this grant, we have been able to add 250 new titles to the collection, purchase a wireless-enabled printer for patron use, create a teen seating area, and offer motivating incentives for our seasonal reading programs. We are grateful for our partnership with Shaan Seet Inc., which made these significant improvements possible.
- **Rasmuson Grant Progress Update:** The Library received \$9,000 from the Rasmuson Foundation for furnishing and collection development. This grant was awarded right before the foundation paused for reorganization. Despite not receiving the full requested amount, we have been able to meet almost all the proposed objectives for this project. We have replaced our patron tables with powered tables that allow users to charge devices via USB or standard outlets, replace unsafe, wobble stools in the children's section with stable seating, and reupholster and refinish our existing chairs. One of the challenges we faced with this project was a \$12,000 shipping quote to purchase new chairs. In response, we worked with Rasmuson to adjust the project and are now reupholstering and refinishing the existing chairs. This project objective has involved a significant amount of coordination, but we are proud to say that it is all coming together now. The chair refurbishment should be completed by the end of January.

Programming

- **The Houseplant Prop' Swap** was well-attended and inspired great positive feedback. Approximately 30 people participated in the week-long event, 50 or so plant starts. The fact that several participants showed up on time, on a Saturday, in a small craft advisory laden with trays of plant starts speaks to the strong interest in this event. We are excited to continue offering similar events in future.

- In partnership with Spruceroot, we hosted a **Financial Wellness Workshop** every Monday in October from 5:30 to 7:30. This series focused on financial education for adults and families. Thank you to Spruceroot instructor, Haley Armstrong for making this possible.

Projects

- **New Library Building.** The landing page has been updated with the following information to encourage community engagement and transparency:

History of the Craig Public Library

The Craig Public Library began humbly in 1935 as a repurposed tool shed. When the Vermont Marble Company removed their last watchmen from Tokeen, Alaska, they donated 300 books to the ladies' sewing club of Craig. Initially housed at the local school, the collection was soon relocated to a 12' x 15' equipment shed. This small shack served as Craig's public library until 1978, when the current library building was constructed.

While Craig's population has fluctuated over the years, the Craig Public Library has steadily expanded its services to meet the community's needs. Today, the collection includes over 15,000 resources—not just books, but also DVDs, graphic novels, audiobooks, LAPSIT and STEM bags, DVD players, and technical equipment. The library provides essential access to free high-speed internet and 24/7 public Wi-Fi, making it a valuable resource for the entire community. Though there are several libraries on Prince of Wales Island, the Craig Public Library offers the most comprehensive services, welcoming all island residents, not just those living in Craig.

For nearly 90 years, the Craig Public Library has proudly served the island's residents. Through building a new library, we hope to better meet the needs of our community.

Project History

Since 2006, community surveys have consistently identified the need for expanded library services. As a result, a library expansion or new building has been listed among the City of Craig's capital project priorities since at least 2014.

The most recent survey, conducted in June 2023, echoed the same needs. Community members expressed frustration with the current facility's cramped interior, lack of accessible parking, and limited accessibility features, such as ADA-compliant bathrooms, handicap parking, and wheelchair-friendly pathways. In response to this feedback, the Craig Public Library contracted MRV Architects to conduct a spatial analysis to determine the ideal size for an expanded or new library to meet these demands. The survey also gauged public preferences on whether to pursue an expansion or a new building and where the new library should be located. Results showed a clear preference for constructing a new library on the Ward Cove Cannery property.

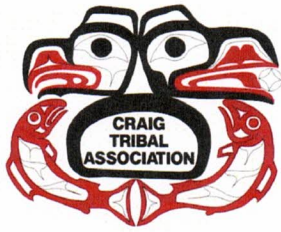
In January 2024, the City of Craig Planning Commission held a meeting to gather input on the redevelopment of the Ward Cove Cannery property. Library staff and members of the Craig Library Association advocated for the community's input from the June 2023 survey. Their comments were well-received, and the inclusion of a new library site has been part of the redevelopment planning process for the Cannery property.

Next Steps

The next steps of this project depend upon the redevelopment plan for the Ward Cove Cannery property. With the Craig City Council's recent approval of funds for master planning for the Cannery property, we are optimistic that we will receive a defined site allotment for a new library building in the near future. This site allocation will allow us to proceed with the planning and designing process. In anticipation of a site allotment, we are sounding out possible funding sources for the next phase of the project, Architectural and Engineering plans.

Though the process may take time, we encourage everyone to continue to voice their support for this project. Your advocacy will ensure that the Craig Public Library meets the needs of the community of Craig and Prince of Wales Island.

- Visit the landing page here: <https://www.craigak.com/library/page/new-library-project>.



Craig Tribal Association
P.O. Box 828
Craig, AK. 99921
Tel: 907-826-3996
Fax: 907-826-3997

October 20, 2024

Mayor Smith and City Council Members
City of Craig
P.O. Box 725
Craig, Alaska 99921

Dear Mayor Smith and Council Members,

I am writing on behalf of Craig Tribal Association to inquire about the availability of property within the City of Craig for the purpose of leasing or purchasing a parcel of land suitable for a gas station. As part of our efforts to enhance local infrastructure and provide additional services to the community, we believe that a gas station would be a valuable asset to residents and visitors alike.

We would appreciate information on any properties the City of Craig may have available that are zoned for commercial use, particularly those that could accommodate a gas station. Additionally, we are interested in understanding the process and requirements for leasing or purchasing property from the city.

Please let us know if there are any steps we need to take or if there is an appropriate time for further discussions regarding this inquiry. We are committed to working with the City to ensure that this project aligns with the community's needs and regulations.

Thank you for your consideration. We look forward to your response and the opportunity to discuss this potential project further.

Sincerely,

Clinton E. Cook, Sr.
Tribal President



GENERATIONS SOUTHEAST

COMMUNITY LEARNING CENTER

RECEIVED
OCT 28 2024

Dear Business Owner,

We hope this letter finds you well. As we approach the holiday season, we are excited to share that the annual Community Thanksgiving Dinner will be hosted at the Generations Southeast POW Campus on Thanksgiving Day. This special event is open to all, providing a warm meal and a sense of togetherness for our community members.

To help make this event a success, we kindly ask for your support in the form of donations. We need items such as turkeys, potatoes, or eggs for the dinner, as well as door prizes to make the day even more memorable.

Your generosity would mean a great deal to us and to those who will benefit from your contributions. Any donation, big or small, is greatly appreciated and will help us bring the community together in a spirit of gratitude.

Thank you for considering our request. We are grateful for your continued support and look forward to making this Thanksgiving a truly special occasion.

Warm regards

Michelle & Larry James

Mailing Address: P.O. Box 29

Location: 6565 Boundary Rd, Klawock, AK 99925

Email: GenerationsSoutheastpow@tlingitandhaida.gov

Phone: 907.463.8019

2025 Klawock Ship Schedule

Date	Ship	ETA	ETD
Friday, May 16, 2025	Seven Seas Explorer	7:00	17:00
Thursday, May 29, 2025	Seven Seas Mariner	7:00	16:00
Saturday, May 31, 2025	Oceania Riviera	8:00	17:00
Sunday, June 8, 2025	Seven Seas Explorer	8:00	18:00
Friday, June 13, 2025	Seven Seas Explorer	7:00	17:00
Friday, June 27, 2025	Seven Seas Explorer	9:00	18:00
Saturday, July 5, 2025	Oceania Riviera	7:00	17:00
Friday, July 11, 2025	Seven Seas Explorer	9:00	18:00
Friday, July 25, 2025	Seven Seas Explorer	9:00	18:00
Saturday, July 26, 2025	Oceania Riviera	7:00	16:00
Friday, August 8, 2025	Seven Seas Explorer	9:00	18:00
Monday, August 18, 2025	Seven Seas Explorer	8:30	17:00
Saturday, September 6, 2025	Oceania Riviera	7:00	16:00
Wednesday, September 23, 2015	Seabourn Quest	8:00	17:00

Capacity

750
700
1250
750
750
750
1250
750
750
1250
750
750
1250
600

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: October 9, 2024
RE: Adopt an Elder Donation

At the June 6, 2024 council meeting the council approved a \$2,000 donation to the CTA for their Adopt-an-Elder program. During discussion on the issue Michael Kampnich suggested that the donation should be contingent on including all elders in Craig, not just tribal members. We were recently contacted by a staff member at CTA who manages the program. During my conversation with her she informed me that she did not have the staff or time to manage any elders who were not tribal members and offered to return half of the donated amount.

At the October 17, 2024 council meeting the council asked staff to reach back out to CTA and ask them to reconsider including all Craig elders in their program.

I contacted the CTA staff person on Monday, October 21st. During our conversation she repeated that she does not have the budget or staffing to even serve all of the CTA elders and that it was not possible to also include other elders in Craig. During this conversation I was also told that CTA was prepared to return some or all of the original donation based on the council's direction.

The council did not give any direction at the October 17th council meeting other than to reach back out to CTA. Since the discussion at the time of the donation included the caveat that the larger group of elders be included we feel that the council should make a determination about any refund. The council has a number of options:

1. The council can accept the offer of a refund of one-half of the donation with the understanding that non-tribal elders will not be served.
2. The council can ask for some other amount to be refunded (some or all) with the understanding that non-tribal elders will not be served.
3. The council can choose not to ask for any amount to be refunded with the understanding that non-tribal elders will not be served.

The council should discuss options and give clear direction to staff.

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: October 31, 2024
RE: RC Park Approval

The council has recently reviewed a request by a local group to construct an Radio Controlled (RC) car course where the hard court is on East Hamilton Drive. The hard court is in poor condition and is generally unusable as a basketball or tennis court. The area is fenced in.

Staff sent notices to neighboring properties and held a public hearing at the planning commission meeting on October 24th. No negative comments were made regarding the proposal.

The proposal would include a local citizen group working with the city to bring dirt/rock and other structures into the fenced area in order to allow locals to utilize it as an RC Car course. The local citizen group will work with city staff throughout the process. The area, once completed, will be open to the public and generally maintained by the city parks staff. Prince of Wales Electronics has volunteered to provide the materials and labor for the project.

After some discussion at the planning commission meeting the commission unanimously recommended that the city council approve the project and dedicate the site for this purpose.

Recommended Motion: Move to direct staff to work with Prince of Wales Electronics to develop the East Hamilton Park hard court into an RC track.

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: October 30, 2024
RE: Appointment of Craig Volunteer Fire Chief

Due to Chief Tim O'Connor's recent passing, the position of Craig Volunteer Fire Department Chief is vacant.

Staff has been working with the mayor and has advertised for letters of interest with the closing date for those letters being October 25th. We received two letters of interest from qualified persons by the deadline.

The mayor is currently reaching out to department members and to the two applicants prior to appointing a new chief.

Under CMC Title 2.20.030 the chief shall be appointed by the mayor and be subject to confirmation by the city council for an indefinite period of time.

The mayor has indicated that he will make an appointment by early next week. We will send out a follow up memo to the council for action at the November 7th council meeting.

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: October 30, 2024
RE: Appointment of Planning Director

The full time planning director position has been vacant since about March with the exception of a short period of time when Alan Lanning was filling in. Recently we hired Ivy Smith from Ketchikan as the new planning director for the City of Craig. Ivy was given a tentative offer on September 24th (with approval of the mayor) and a full offer after an in person interview on October 14th (with approval of the mayor). Ivy is planning to start work on November 4th.

CMC Title 2.50.010 requires that the planning director is appointed by the mayor and confirmed by the council. The mayor's approval of the hire serves as his appointment.

This appointment also authorizes Ivy as the city's planning, platting, and building official among other duties outlined in Title 2.50 and Title 18.

Recommended Motion: Move to confirm the appointment of Ivy Smith as the Craig Planning Director.

**CITY OF CRAIG
MEMORANDUM**

To: Craig Mayor and City Council
From: Brian Templin, City Administrator
Date: October 30, 2024
RE: CMC Title 16 Review Committee

At the October 17th council meeting the council established a special committee to complete a review of CMC Title 16 with a goal to make final recommendations to the city council by December 31st. The council approved appointment of up to three council members (or mayor), up to two planning commission members, and up to two public members.

At that meeting Council Members Bennett, Kampnich, and Schoonover volunteered to sit on the committee.

At the October 24, 2024 planning commission meeting Commissioners Stanley and Zellhuber volunteered to sit on the committee.

We are currently advertising for letters of interest from the public for the two public seats on the committee. We will close the period for submitting letters by November 6th. Depending on the public interest letters the mayor may or may not have time to make appointments of the public seats by the November 7th meeting. If not, the mayor can make those appointments prior to the November 21st meeting.

On October 30, 2024 the mayor appointed Josh Bennett, Michael Kampnich, Millie Schoonover, Barbara Stanley, and Sharilyn Zellhuber to the committee.

Appointments are at the discretion of the mayor but the council may vote to veto any appointment.

Recommendation: If any council member wishes to veto an appointment they should make a motion to that effect.

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Kimber Mikulecky, Finance Director
Date: November 07, 2024
RE: Budget Committee Selection

It is that time of year again where we are working vigorously to create a working budget for Fiscal Year 2026. I am needing a few council members to volunteer to be a part of the budget committee.

The budget committee meetings have yet to be scheduled. In the past, we typically had meetings around the beginning on March to mid-April. This year we are taking a different approach and starting much earlier, specifically with the department managers and their capital projects. I appreciate everyone's participation in helping us create the budget for the upcoming fiscal year.

If you have any questions, please contact me at finance@craigak.com