

**CITY OF CRAIG
COUNCIL AGENDA
SEPTEMBER 2, 2021
COUNCIL CHAMBERS 6:30 PM**

ROLL CALL

Mayor Tim O'Connor, Hannah Bazinet, Jim See, Julie McDonald, 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.

- City Council Meeting Minutes of July 15, 2021

HEARING FROM THE PUBLIC

- Open for public comment
- Resolution 21-17, CDL Road Test Fees
- Ordinance No. 739, Authorizing Sale of City Property to Maranda Hamme
- Ordinance No. 740, Supplemental Budget
- Ordinance No. 741, Method for Setting Senior Card Fee

REPORTS FROM CITY OFFICIALS

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

READING OF CORRESPONDENCE

- Alaska Department of Fish & Game Request to Report GMU2 Wolf Sightings Online
- July 2021 Alaska Permanent Capital Management Statement
- Salmon Beyond Borders Resolution Request
- Letter from Ketchikan Humane Society

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Resolution 21-17, CDL Road Test Fees
- Ordinance No. 739, Authorizing Sale of City Property to Maranda Hamme
- Ordinance No. 740, Supplemental Budget
- Ordinance No. 741, Method for Setting Senior Card Fee

UNFINISHED BUSINESS

NEW BUSINESS

- Consider Approval, FY 2020 Financial Audit
- Mayoral Nomination of Doug Rhodes for IFA At-Large Member Board Seat
- The Federal Families First Coronavirus Response Act (FFCRA), Extension of Covid Sick Leave Benefit Options
- Cannery Site Harbor Concept Drawing Contract
- Appointment of City Administrator Recruitment Committee

EXECUTIVE SESSION

- An executive session of the Craig City Council to discuss matters, the immediate knowledge of which by law, municipal charter, or ordinance are required to be confidential: to discuss the personnel matters related to the resignation of the city administrator.

COUNCIL COMMENTS

ADJOURNMENT

Note: City council meetings have limited seating capacity due to COVID-19 protocols. For those wishing to attend the council meeting remotely go to:

<https://zoom.us/j/5281996980?pwd=V1RCbnJVcm85bDIRbURmNTdORjZkdz09> (if you are prompted for a passcode, use code 1111), or watch the meeting at:

<https://www.youtube.com/channel/UCTou8Pn03MIEjLLb9Em0Xrg> . To provide public comment to the council remotely, contact the Craig City Clerk at cityclerk@craigak.com, before 5:00 p.m. the day of the council meeting

CITY OF CRAIG
COUNCIL MEETING
THURSDAY SEPTEMBER 2, 2021

ROLL CALL

Mayor Tim O'Connor called the meeting to order at 6:32 p.m. Present were Hannah Bazinet, Jim See, Millie Schoonover, Michael Kampnich, Chanel McKinley, and Julie McDonald attended via telephone.

Staff present: Jon Bolling, City Administrator; Jessica Holloway, Aquatic Director; Brian Templin, City Planner; Angela Matthews, Library Director and Victoria Merritt, Recreation Director. Sheri Purser, Treasurer; and Tracey Jensen, City Clerk; Minnie Ellison, Fire/Ems Coordinator; Angela Matthews, Library Director; RJ Ely, Police Chief and Russell Dill, Public Works attended by telephone.

Audience present: Pilar Mas was present. Tina Habib attended the meeting telephonically but did not speak.

CONSENT AGENDA

1. City Council Meeting Minutes of July 15, 2021
SCHOONOVER/MCKINLEY Moved to accept the Consent Agenda.
MOTION CARRIED UNANIMOUSLY

HEARING FROM THE PUBLIC

- Open for Public Comment
- Public Hearing on Resolutions and Ordinances

REPORTS FROM CITY OFFICIALS

Mayor- Had nothing new to report.

Administrator- Provided a written report.

Aquatic Manager- Provided a written report.

Clerk- Provided a written report. Tracey Jensen said that the next scheduled meeting would be September 16, 2021.

Planner- Provided a written report. Brian Templin said there are eight active Covid-19 cases today.

Fire/EMS Coordinator- Provided a written report.

Harbormaster- Provided a written report. Hans Hjort was absent.

Library- Provided a written report. Angela Matthews said that she will be on vacation for two weeks and an application for the open position has been submitted.

Police Chief- Provided a written report. RJ Ely said that he has a new officer potentially starting employment tomorrow.

Public Works- Provided a written report. The council directed Russell Dill to meet with the Police Chief to post parking signs for the First Bank, Fuel Dock and Dockside areas, and the one-hour parking signs need put back up.

Recreation- Provided a written report. Victoria Merritt reminded everyone of the Community Clean-Up scheduled for Saturday, September 4, 2021.

Treasurer- Provided a written report. Councilwoman McDonald had questions about the revenue expenses on the budget report and will meet with Sheri Purser to discuss them.

Parks and Public Facilities- Doug Ward was absent. Councilman Kampnich questioned if there was a bear trap for city use. Jon Bolling said that Alaska Department of Fish and Game (ADF&G) declined the request to use one of their traps and they advised to secure your garbage and keep it inside. Jon said that ADF&G are reluctant to say if bears can be dispatched and pointed out that bears that have been relocated previously, had even crossed water ways to return. Councilman See and RJ Ely said they feel that the bear traps should be used to safely dispatch the bear's that meet the criteria through the State of Alaska law.

READING OF CORRESPONDENCE

1. Alaska Department of Fish & Game Request to Report GMU2 Wolf Sightings Online
2. July 2021 Alaska Permanent Capital Management Statement
3. Salmon Beyond Borders Resolution Request
4. August 22, 2021, Letter from Ketchikan Humane Society

Pilar Mas explained that she is a board member of Prince of Wales Animal Welfare Society (PAWS), and currently there is no board due to COVID-19. Pilar said that PAWS is not able to do fostering now, and that she is working on getting volunteers and hopes to set up a spay and neutering assistance program to help with population control. Pilar said that she would be reaching out to the Ketchikan Humane Society to provide contributions to assist financially, but that volunteers are needed here. Councilwoman McDonald wanted to check with the local PAWS before sending funding to Ketchikan.

Councilman Kampnich would like to support the Salmon Beyond Borders Resolution. Jon Bolling cautioned the council on sending out documents that the United Nations has adopted and suggested that it may be better to focus more on locally specified interests, rather than resolutions that are broadly written.

The council directed staff to look further into the resolution request details, verbiage, and to set the Ketchikan Humane Society Letter topic on to the next council meeting agenda for further discussion.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

1. Resolution 21-17, CDL Road Test Fees
MCKINLEY/BAZINET

Moved to Adopt Resolution 21-17, Setting Fees for Commercial Driver's License Road Testing.
MOTION CARRIED UNANIMOUSLY
BY ROLL CALL VOTE

2. Ordinance No.739, Authorizing Sale of City Property to Maranda Hamme
Brian Templin advised the council that a new appraisal would be required as the previous appraisal is over 12 months old. The council directed staff to pay for an appraisal on the property and to draft a letter to Ms. Hamme regarding the council applying possible premium costs above the appraisal value.

SCHOONOVER/KAMPNICH

Moved to Adopt Ordinance 739, Authorizing the City Administrator to Negotiate the Sale of City Owned Property with Maranda Hamme, the Terms of a Sale of City Owned Lands Consisting of Lot 4A, Salmonberry Subdivision.
MOTION CARRIED UNANIMOUSLY
BY ROLL CALL VOTE

3. Ordinance No. 740, Supplemental Budget
KAMPNICH/SCHOONOVER

Moved to Adopt Ordinance 740, Providing for the Adoption of the Fiscal Year 2021 Supplemental Operating Budget.
MOTION CARRIED UNANIMOUSLY
BY ROLL CALL VOTE

4. Ordinance No. 741, Method for Setting Senior Card Fee
SCHOONOVER/MCKINLEY

Moved to Adopt Ordinance 741, Deleting Section 3.08.030.B of the Craig Municipal Code, and Adopting a New Section 3.08.030.B, Regarding Senior Sales Tax Exemption Card Fee.
MOTION CARRIED UNANIMOUSLY
BY ROLL CALL VOTE

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Consider Approval of the FY 2020 Financial Audit

Sheri Purser said that the fiscal year 2021 audit will be upcoming shortly. Jon Bolling said that he had requested the details of the 2020 audit from the Auditor, Ms. Harrington to enable staff to attempt to rectify the FY 2020 audit deficiencies prior to the next audit beginning, and that hopefully it won't be 12 months before the next audit.

KAMPNICH/SCHOONOVER

Moved to Approve the Fiscal Year 2020 Financial Audit.

MOTION CARRIED UNANIMOUSLY

2. Mayoral Nomination of Doug Rhodes for IFA At-Large Member Board Seat

Jon Bolling said that this nomination is for advisory purposes and does not require council action. Mayor O'Connor said that that since the council didn't have any questions, or comments that he is nominating Doug Rhodes for the IFA At-Large Member Board Seat.

4. The Federal Families First Coronavirus Response Act (FFCRA), Extension of Covid Sick Leave Benefit Options

KAMPNICH/BAZINET

Moved to Authorize the City Administrator to Add Back, up to Eighty Hours of Sick Leave Bank Hours for Employees Who Use Sick Leave for One of the Six Qualifying Reasons in the Original Families First Coronavirus Response Act with the Benefit Applying to Qualifying Leave Taken Prior to January 1, 2022, and for which the Employee Requests the Add Back Benefit Prior to that Deadline.

5. Cannery Site Harbor Concept Drawing Contract

Brian Templin outlined the public concept and alternatives comment meetings to be scheduled during the week of September 27, 2021. Brian explained the process of getting to one final concept drawing and the historic preservation requirements.

KAMPNICH/BAZINET

Moved to Approve a Contract with Corvus Design, Inc. to Complete the Planning Work on the Cannery Site Harbor Project as Outlined in the Planner's August 25, 2021, Harbor Concept Drawing Memo, including the HABS Documents and Economic Programming. The Contract Amount Not to Exceed \$87,500, Including \$50,000 Already Appropriated and an Additional \$37,500 Appropriated from the City's General Fund.
MOTION CARRIED UNANIMOUSLY

6. Appointment of City Administrator Recruitment Committee

Mayor O'Connor said that Jon Bolling has submitted his resignation and the mayor proposes to appoint a City Administrator Recruitment Committee to assist in filling the position. Mayor O'Connor appointed Councilmembers See, McDonald and Schoonover to serve on the committee. Jon Bolling added that City of Craig Municipal Code 2.04.240 states that committee appointees may be vetoed by the council and that no action is required by council. Mayor O'Connor directed staff to post a public notice inviting letters of interest for the recruitment of a new administrator in hopes of getting 2-3 more people to serve.

EXECUTIVE SESSION

1. An executive session of the Craig City Council to discuss matters, the immediate knowledge of which by law, municipal charter, or ordinance are required to be confidential: to discuss the personnel matters related to the resignation of the city administrator.

SEE/MCKINLEY

Moved to Convene an Executive Session of the Craig City Council to Discuss Matters, the Immediate Knowledge of which by Law, Municipal Charter, or Ordinance are Required to be Confidential: to Discuss Personnel Matters Related to the Resignation of the City Administrator.

MOTION CARRIED UNANIMOUSLY AT 7:44 P.M.

SCHOONOVER/KAMPNICH

Moved to Reconvene into Open Session.

MOTION CARRIED UNANIMOUSLY AT 8:24 P.M

COUNCIL COMMENTS

Councilwoman Schoonover expressed concern that a lot of people have COVID-19 now and hopes that everyone will stay safe. Councilwoman McKinley said she contracted COVID-19 and she felt like she had a bad flu but is doing better now. Councilwoman Bazinet said that she had been very tired when she had it but did not lose taste or smell.

ADJOURNMENT

SEE/KAMPNICH

Moved to adjourn at 8:30 p.m.

MOTION CARRIED

APPROVED on the 7th day of October, 2021.



MAYOR TIMOTHY O'CONNOR

ATTEST:



TRACEY JENSEN, CITY CLERK

