

**CITY OF CRAIG
COUNCIL MEETING MINUTES
June 1, 2023**

ROLL CALL

Millie Schoonover called the meeting to order at 6:30 p.m. Present were Julie McDonald, Chanel McKinley, Cody Schwegel, Hannah Bazinet, Michael Kampnich. Tim O'Connor was Absent/Excused,

Staff Present: Brian Templin, City Administrator; Kecia Weatherwax, City Clerk; Kimber Mikulecky, Treasurer; Samantha Wilson, Planner; Tsai, EMS; Hans Hjort, Harbormaster; Patricia Gardner, Library; R.J. Ely, Police; Ellie Flagg, Recreation (telephonically)

Audience Present: Cheryl Fecko

CONSENT AGENDA

1. City Council Meeting Minutes of May 18, 2023

MCKINLEY/BAZINET

MOTION TO ADOPT
CONSENT AGENDA
MOTION CARRIED

HEARING FROM THE PUBLIC

- Cheryl Fecko introduced herself and read the letter she wrote to the council. She shared that she had read the article written about the City OF Craig in the Ketchikan Daily News regarding the harbor project. First, she spoke of the time, energy and money that had been spent on this project that could have gone toward other projects. She said she really hopes that the City and Tribe will resolve the issues that have presented themselves. She said she knows that some of the property has been utilized but thinks that most people would like to see something nice come out of this. Millie responded with her thoughts. The tribe has discussed this, as far as the dialogue between the city and tribe, she hopes we can find some common ground. Millie said that the Tribe felt that if we open the meetings between the city and the CTA to the public now that it wouldn't be helpful. She said the tribe felt it would be better served if the two entities just met one on one. This is a small community, and we need to have an open dialogue with CTA and Shaan Seet.
- Julie would like to know about the fire hall and would like to know if the city is re-evaluating the plans and specs from the architect. Brian explained the process and where they were at this point. Julie said she does not want them to go back to the beginning. She would like to know if Tsai or Tim have any input regarding the plans on the design and

build. If the firehall project does get through the appropriations bill it will be a year or so before we are able to move on with the project.

- Julie also would like to tour the Childcare Center and see what condition it is in. Brian will reach out to Vanessa and see about doing a walk-through as a courtesy as she is currently holding the lease.
- Julie asked about the meeting with CTA and where we were at on it. Brian explained the Open Meetings Act and said that there was an item on the agenda for the council to discuss the meeting.
- Cody mentioned a meeting he had with Viking about three weeks ago and was not sure if the City Council was aware that they are no longer going to be making chips, Cody felt that the cost is commensurate with diesel heat. Cody said we might want to have further analysis about keeping the wood boiler going and that biomass is no longer inexpensive. Brian said he has not heard from Viking about the recent development. Cody would like to see a Cost Benefit Analysis done on the potential use of pellets.
- Chanel asked Brian about staff turnover issues. Brian explained that he had met with the city clerk and Foraker group to discuss an employee feedback study done on city staff. They are currently preparing a cost proposal for us. When Chanel inquired about timeline, he told them we do not know yet. As soon as he has a timeline and a price he will come back to the council and show them. Cody said it is not a good idea to ask for former employees' feedback because it is not subjective and actionable. There are too many variables to consider or evaluate their response. Brian said we can certainly ask them to include former employees in the study, but Foraker advised against it. Julie said she has sat in on a couple of exit interviews. She said it gives insight to their employees. Brian said he would be happy to ask them to do it if the council gave that direction. Kampnich suggested we could minimize any bias somehow. Kampnich said he had a hard time believing that former staff cannot contribute. Millie thinks the employee survey is a great tool, she thinks in the long run it will better our organization.

STAFF REPORTS

Treasurer - Kimber was able to get in touch with Marva and she will be coming over here to help with year end and supplemental budget issues. Julie asked if the reports included in the packet are from Casselle. She thought they were from the new software. Brian and Kimber explained that it is a yearlong process to switch to Casselle. We will use Accufund for all our financial reporting through the upcoming fiscal year. Staff should start using Caselle in about a year, but

the actual switching over will not be until July 2024. Millie commended Kimber on how far she has come and the fact that she is pursuing a bachelor's degree and thought it was great.

City Clerk- Chanel inquired about the burial plots and the clerk said there are none left. Samantha explained where we are at with the cemetery expansion. We have only one plot that is available now. Brian said the master plan called for the next set of burial plots to be placed along the current maintenance road and that staff has contacted Chris Piburn to put markers in place for the new plots. Brian reported that we are also in the process of ordering a comubarium that will have about 25 niches for cremated remains.

Planner – Samantha explained about the cemetery and what we would have to do in order to expand it.

EMS - Tsai said he was happy to answer any questions. They are currently in talks with Dr. Quigley to be the Medical Director. Brian reminded the council that Dr. Kohler has been telling us that she really wants to hand off the role as medical director for Craig EMS. Millie asked where Dr. Kohler was from. Tsai said that she was from the interior.

Harbormaster- Hans said he had some contact with his icehouse operator who just got bac from Thailand.. He will be getting him here in a week and a half or so. Hans said that with the shortened SPC agreement due to the King Salmon closure that we would be hiring him ourselves for part of the time to make up for some of his lost wages and to get some additional work done fro the harbor. Julie said she was glad we had not lost him and that he is a good asset as an employee. Hans said he works 16-hour days. Brian said SPC is not contributing as much as they previously did, so the city is bearing the weight of more of the cost this year.

Library- Patricia said she was happy to announce that they have started their summer reading program. Today was the second day of signup. She has had a very good turnout with children and families for her reading program. She has been able to reach more people and families by adjusting the way she does things. Millie said there are a lot of positive comments. Patricia said this is a testament to how much their program has grown.

Police - RJ submitted a report and was happy to answer questions. Chanel mentioned the hiring of Cole and that he is Dustin and Josh's younger brother. The council asked about hiring family members RJ said no, there is no written policy in place that prevents hiring, but they cannot supervise one another; one brother is from Washington, one if from Arizona and the other from Idaho. We will be losing Josh and likely moving Cole to a police officer in August or September. This will make a quicker transition.

Public Works- We still currently do not have a director. Brian said we did hire a part time worker to drive the garbage truck who has CDL. Brian said he would answer questions. Cody asked if the helicopter pad was part of the Public Works. He said with the night flight not running he was concerned about the lights around the helicopter pad. Kampnich would just like to acknowledge the potholes getting fixed around town and good job. Millie asked about the job candidates and progress on looking for a new director. Brian said that the current round of applications would close June 9th. Chanel asked about the first round and Brian explained that two backed out last minute and one was a no show. Chanel asked if the same committee will be doing the interviews. Brian said that was his plan but if other council members wanted to participate that they could. Julie received a lot of good comments about the Lagoon beach being cleaned. Brian said Public Works has really pitched in and helped Parks and Facilities do a great job.

Recreation- Ellie was on the phone. She told the council that there is a ballet recital, and she encouraged the council to attend. She also said there is a lot of chatter on Facebook about how Patricia's Summer Reading Program's being well received.

Facilities- Doug was not present at the meeting.

READING OF CORRESPONDENCE

- Jan Trojan e-mail- No comment
- Shaan Seet Response Letter- No comment

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- Ordinance 758 Re-Zoning Lot 4, Block 28 Chanel was wondering what the definition of a high-density residential area. Samantha explained it has just more development on smaller lots. Density standards have a lot to do with how much space needs to exist on that land for the size of the development. There are different rules for each type of residential zone. Brian explained what type of housing is allowed on different residential areas. Rental housing, while many think of it as a commercial use, it is a residential use. Brian said that there are tighter restrictions regarding private commercial use on residential lots. Brian used Bed and Breakfasts as an example.

MCKINLEY/BAZINET

ROLL CALL VOTE
MOTION PASSED

- Ordinance 759 Water and Sewer Rate

There were some questions about the difference between water and sewer consumption rates. Brian explained that the rate structure was approved by the council two years ago and that the current changes did not make any change to the consumption rates.

MCKINLEY/BAZINET

ROLL CALL VOTE
MOTION PASSED

UNFINISHED BUSINESS

- Joint Meeting with CTA

Brian advised the council to have some discussion about the meeting so they could decide how to proceed. Cody asked Millie if she could explain to him what she thinks this would accomplish. Millie explained that it was basically just two entities coming together to see if we could work together. Brian explained that because of the Open Meetings Act and the CTA's request that the meeting not be open to the public that the council should select no more than three council members to represent the city in the meeting. Brian said that he would work with the selected council members to find good dates and would reach out to Clinton and set up a time. Council appointed Michael Kampnich, Cody Schwegel and Julie McDonald to attend the meeting and Chanel Mckinley to be an alternate,

MCKINLEY/MCDNALD

MOTION TO APPOINT 3
CITY COUNCIL
MEMBERS AND ONE
ALTERNATE TO MEET
WITH CTA
ROLL CALL VOTE
MOTION PASSED

NEW BUSINESS

There were no new business items

COUNCIL COMMENTS

- Julie mentioned that there was one thing that bothered her after the previous council meeting. She voted to pay the Shaan Seet invoice but it kind of stuck with her after she voted. People in the city volunteer a lot of their time and that invoice, was a big invoice to pay. It seemed somewhat retaliatory in nature. Cody suggested we adopt a policy that the city follows an invoice to be paid for work that is agreed upon at the time, versus being billed after the fact. One of the reasons Julie said she appreciates the work, but she

just thinks moving forward the billing should be done in a timely manner for actual solicited work. Cody said most businesses operate with purchase orders. Kampnich suggested we look at other communities and what their policies are towards similar situations.

- Kampnich said the Forest Service has been soliciting comments for Southeast Sustainability Strategies,. Kampnich asked about posting information about it on the website.
- Chanel suggested that we appoint a vice-mayor who can chair the meetings for when the mayor is not in town. Brian said he would send an e-mail out and look for a volunteer and prepare a resolution.
- Millie said that many municipalities our size only met once a month. Millie said she feels it poses a hardship on staff during the winter months. Chanel said her only concern would be the ordinances and resolutions and processing them in a timely manner. Millie suggested “special meetings” . Briansaid that he would ask the clerk to look at what the process would be like so council can have a discussion.
- Cody had only one comment, about the airport and what we could do to advocate for the changes that need to be made.

Next council meeting will June 15, **2023**

ADJOURNMENT

KAMPNICH/MCDONALD

Moved to Adjourn
at 8:00 P.M.
MOTION CARRIED

APPROVED ON THE _____ DAY OF _____,2023.

TIM O’CONNOR, MAYOR

KECIA WEATHERWAX, CITY CLERK