

**CITY OF CRAIG  
MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Administrator  
Date: June 5, 2023  
RE: Appointment of Vice Mayor

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The Craig Municipal Code allows for the appointment of a Vice Mayor to act in the mayor's stead in his absence. The last Vice Mayor that was appointed was Jim See in 2022.

The primary duty of the Vice Mayor is to run council meetings when the Mayor is absent.

Chanel McKinley has volunteered for the duties. The appointment shall expire when the offices take effect after the next election (the first Monday following the municipal election).

Recommended Motion: I move to approve Resolution 23-10, appointing Chanel McKinley as vice mayor, effective immediately and to be in effect until October 9, 2023.

**CITY OF CRAIG  
RESOLUTION NO. 23-10**

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

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

WHEREAS, Jim See, previous vice mayor has vacated his council seat, and;

WHEREAS, Chanel McKinley has agreed to act in the mayor's stead, and;

WHEREAS, This resolution shall be effective immediately and shall be in effect until the first Monday after the 2023 election.

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

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

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MAYOR TIM O'CONNOR

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KECIA WEATHERWAX, CITY CLERK