

**CITY OF CRAIG
COUNCIL AGENDA
SEPTEMBER 17, 2020
COUNCIL CHAMBERS 7:00 PM**

ROLL CALL

Mayor Tim O'Connor, Dave Creighton, Hannah Bazinet, Jim See, Julie McDonald, Michael Kampnich, Chanel McKinley

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 September 3, 2020
- Ordinance No. 731 – Sales Tax Exemption for EMS Responders

HEARING FROM THE PUBLIC

- Open for public comment

READING OF CORRESPONDENCE

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

UNFINISHED BUSINESS

NEW BUSINESS

- Consider appointment of Minnie Ellison – Craig EMS Coordinator-II
- Consider Options to Re-Roof POWER Building
- Tutoring/Internet Access Using CARES Act Funds
- Set October Meeting Dates

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>, 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 3, 2020

ROLL CALL

Acting Mayor Jim See called the meeting to order at 7:05 p.m. and the roll was taken. Present were Julie McDonald, Jim See, Hannah Bazinet, Dave Creighton, and Michael Kampnich. Chanel McKinley was absent excused. Mayor Tim O'Connor arrived at 7:43.

Staff present or dialed in: City Administrator Jon Bolling, City Planner Brian Templin, City Treasurer Sheri Purser; Aquatic Manager Jessica Holloway; Librarian Angela Matthews; Parks & Recreation Director Victoria Merritt; Public Works Director Russell Dill; Parks and Public Facilities Director Doug Ward.

Audience present: None

CONSENT AGENDA

McDonald/Bazinet: Moved to approve the Consent Agenda. MOTION CARRIED UNANIMOUSLY.

HEARING FROM THE PUBLIC

Craig Schools Superintendent Chris Reitan provided a summary of the school district's start of the school year. Mr. Reitan said he was pleased with the start of the school year even in light of the COVID-19 pandemic. He noted that the district's PACE program enrollment has grown substantially, while in-school enrollment has fallen. Mr. Reitan speculated that the start of the school year in 2021 will see students moving back to classroom from distance delivery programs. He noted the current low COVID-19 risk environment on POW Island.

REPORTS FROM CITY OFFICIALS

City Administrator – Referred to his written report in the council meeting packet. Councilman Kampnich noted the need to reestablish the POW Resource Advisory Committee, whose purpose is to recommend use of funds for resource-based projects on POW. Jon concurred, and added that the membership of the RAC is highly regulated, requiring individuals from a range of backgrounds and interests.

Treasurer – Referred to her staff report in the council packet. She also handed out a brief report on the city's draw of CARES Act funding.

Aquatic Center Manager – Referred to her written report. Council member McDonald asked if, with the pool reopening, will the pool schedule include and open swim/tot time. Jessica replied that she had inadvertently left the tot time event off of the pool schedule, and will add it back into the posted schedule.

City Planner – Referred to his staff report in the packet.

BACK TO TOP

Harbormaster – Excused from the meeting.

Librarian – Referred to her staff report in the packet.

Police Chief – Excused from the meeting, but provided a written report for the packet.

Parks and Recreation – Victoria referred to her written report. She also reported on her weekly radio show. The council members discussed use of the city gym, in light of the state’s recommendations on social distancing.

Public Works Director – Referred to his written report. Jim See asked that given the problem with bears getting into public dumpsters if Public Works can empty the public dumpsters more than just once per week. Russell responded that the department can empty the public dumpsters more often until the bears go to hibernation

Public Facilities Director – Referred to his staff report in the packet. Doug added that the new propane boilers at the pool are working very well.

READING OF CORRESPONDENCE

- Alaska Permanent Capital Management July Statement.
- Craig City School District “Smart Start” Plan.

CONSIDERATION OF RESOLUTIONS AND ORDINANCES

None

UNFINISHED BUSINESS

1. Update on COVID-19 Response

Brian Templin referred to his memo in the packet. No new reported cases on POW, and the COVID-19 case count remains at ten cases. Brian noted this report is an update, and no council action is required.

2. Individual & Family Assistance Program Funding

Brian reminded the council about the program. He noted that the city approved funding for three nonprofits based in Craig to provide individual assistance through POWER, HOPE, and the Craig Child Care Center. Brian added that the nonprofits that are the recipients of this funding have been told that unless otherwise notified, the CARES funding provided by the City of Craig is limited to benefiting Craig residents only. Brian asked the council to provide some policy direction on this matter.

Councilman Jim See noted that the other communities on POW Island received their own CARES Act funds, and any one of those communities can fund programs at the same nonprofit organizations to which the City of Craig has provided funding. He is concerned about a high proportion of the city’s cash contribution to the nonprofits benefitting residents from other communities. Councilman Creighton agreed that the other communities also have CARES funds, but that he is willing to permit the nonprofits to benefit some non-Craig residents.

BACK TO TOP

Councilman Kampnich expressed a willingness to support non-Craig residents who are in need of help.

Councilwoman Bazinet asked in the City of Klawock has made an offer to distribute CARES funding to nonprofits in Klawock. Jon replied that he does not know how the City of Klawock intends to use its CARES funding, although he had heard the community is interested in purchasing ambulances with the dollars. She asked if the City of Craig could make a contribution to a daycare in Klawock. Staff responded that the council has the authority to appropriate funds to a daycare outside of Craig.

The council considered the option of allowing the three nonprofits receiving funding for the Individual & Family relief Program funds to serve city residents and nonresidents alike, and tailor subsequent CARES funding for Craig residents only. When asked, Victoria Merritt summarized the source of POWER's revenue. She stated that cash and in-kind donations come from around POW Island.

CREIGHTON/BAZINET moved to approve allowing program funds to benefit city residents and nonresidents alike. MOTION CARRIED 4-1 (SEE voting "NO").

3. Appoint Judge for October Municipal Election
MCDONALD/KAMPNICH moved to appoint Ms. Joan Wargi as a 2020 municipal election judge. MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

1. Consider Contract with Misty Fitzpatrick to assist with CARES Act Program Administration.

Brian stated that with the management oversight required for the various CARES Act funds, staff recommends using CARES funding to pay for assistance from Ms. Fitzpatrick to manage and assist with compliance of CARES Act funds.

MCDONALD/KAMPNICH moved to approve a professional services contract with Ms. Misty Fitzpatrick in an amount not to exceed \$10,000. MOTION CARRIED UNANIMOUSLY.

2. Electric Utility Assistance Using CARES Act Funds.

As a follow up to the council's meeting in August, Brian Templin included a memo in the packet outlining a proposed use of CARES Act funding to assist Craig residents financially impacted by COVID-19 in paying individual resident electric utility accounts up to \$120.00.

CREIGHTON/BAZINET moved to approve an Electric Utility Assistance Program for Craig residents in an

amount not to exceed \$50,000. MOTION
CARRIED UNANIMOUSLY.

3. Tutoring/Internet Access Using CARES Act Funds and After School Program.

Brian summarized his packet memo on this topic. Given the large increase in students enrolling for only online learning, due to concern about transmission of the COVID-19 virus, there is an apparent need for some tutoring assistance at the Craig Recreation Center after regular school hours.

Councilwoman McDonald stated that she sees a real need for this service to help students stay current with their school work.

MCDONALD/KAMPNICH

moved to appropriate up to \$20,000 of CARES Act funds and direct staff to increase the internet at the Craig Recreation Center and to hire temporary, part time employees to provide tutoring and monitoring services at the Rec Center. MOTION CARRIED UNANIMOUSLY.

4. Rental/Mortgage Assistance program using CARES Act Funds.

Brian noted a successful rental/mortgage assistance program aimed at helping COVID-19 impacted residents based in Ketchikan, and asked the council for direction on whether to implement a similar program for Craig residents. He added that if the council is willing to consider a housing assistance program for Craig, he would bring back a written proposal at a near term subsequent meeting.

Councilman Creighton stated that the application used in Ketchikan appears to require all the pertinent needed information. He added that increasing the benefit to \$500 seems proportional to the typical cost of rent/mortgage payment, with an overall cap to the cost of the benefit.

The council compared the program to what might be available from POWER. Staff noted that POWER also offers housing assistance and that any assistance from both this program and POWER could not be used toward the same month's rent/mortgage payment.

The council expressed an interest in formally considering the program at a subsequent meeting.

1. Consider Appropriation – Ralph James Park Driveway Upgrade

KAMPNICH/BAZINET

Move to appropriate \$4,000 for site work at Ralph James Park. MOTION CARRIED UNANIMOUSLY

COUNCIL COMMENT

BACK TO TOP

Councilman See asked what the city will do about Fish & Chick's refusal to collect sales tax on sales made from the food truck while the truck is parked on Craig Tribal Association's trust land. Jon replied that he continues to work with the city attorney on the matter, and recently directed the attorney to continue researching the question. Some discussion followed as to the application of Trust land in the community. Jon stated that he would follow up on this item with the council when he heard back from the attorney.

Councilman Kampnich stated that he read a comment about assigning council seats specific seat numbers/letters for the purposes of elections requires some research. Councilman Creighton touched on some perceived drawbacks to assigning/designating council seats.

Councilman Kampnich expressed some concern about a request received by the city to provide internet access to local veterans' group.

ADJOURNMENT

CREIGHTON/MCDONALD

moved to adjourn at 8:35 p.m.

MOTION CARRIED UNANIMOUSLY

APPROVED on the _____ day of _____, 2020.

MAYOR TIMOTHY O'CONNOR

ATTEST _____

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: September 8, 2020
RE: Ordinance No. 731

Attached is Ordinance No. 731. The ordinance is presented at the council's September 17 meeting for first reading.

The ordinance implements City of Craig Resolution 20-04, EMS Stipends (copy attached). The stipend for EMS responders who answer 50 or more calls per year includes a sales tax exempt card, identical in terms of use to the cards issued to qualifying senior tax exempt card. In order to implement the benefit, the city's municipal code must be amended to codify the benefit.

The council sets the stipends by resolution. Ordinance 731 enables the council to offer a tax exempt card as one component of the stipend.

As the council may recall from the March 19 council meeting, when it adopted Resolution 20-04, I have misgivings about including this benefit in the EMS stipend schedule. The benefit will have real out of pocket costs to the city, and will require staff effort to implement and track use of the exemption cards. In addition, I am concerned about creating expectations among other community organizations for an identical exemption. The city already has 24 exemptions written into its sales tax code, some of which are required by state or federal law, and others that are discretionary. The stipend schedule already includes a \$1,000 cash payment, which effectively refunds sales tax on the first \$20,000 of an individual's purchases in Craig. Even so, creating the exemption is within the council's discretion, and consistent with the terms of Resolution 20-04.

BACK TO TOP

CITY OF CRAIG

ORDINANCE NO. 731

PROVIDING FOR SALES TAX EXEMPTION FOR EMS RESPONDERS

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

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

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

Section 3. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 4. Action. This ordinance amends section E. of 3.08.020 by adding those words that are underlined and bolded.

3.08.020 E. The following is exempt from the tax: **26. Goods and services purchased by a qualifying member of the City of Craig Emergency Services Department, who has qualified due to responding to EMS calls in an amount at least equal to that established by City Council resolution, and who presents a valid tax exempt card at the time of sale.**

APPROVED _____

MAYOR TIM O'CONNOR

ATTEST _____

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: September 10, 2020
RE: Consider Confirmation of Minnie Ellison as EMS Coordinator-II

Ms. Minnie Ellison has been offered and has accepted the position of Craig EMS Coordinator-II. After reviewing several job applications delivered to the city for the vacancy, and interviewing Ms. Ellison and two applicants, I found Ms. Ellison to be the best applicant for the position.

Section 2.20.035 of the Craig Municipal Codes provides for the appointment of the EMT Coordinator by the mayor, subject to confirmation of the city council. The council should take an affirmative action in response to the city clerk appointment, per the section of the municipal code cited here.

Recommendation

That the council, by motion, confirm the appointment of Ms. Minnie Ellison to the position of EMS Coordinator-II

CITY OF CRAIG MEMORANDUM

To: Craig City Council
From: Jon Bolling, City Administrator
Date: September 10, 2020
RE: Consider Appropriation to Reroof POWER Building

The city-owned POWER building is in need of a new roof.

A year-old bid from a builder, solicited by POWER, to reroof the building estimated the cost at around \$50,000. Victoria reports that another local builder has some used metal roofing that is in good condition that could be applied to the POWER roof, a factor that could reduce the cost of the project.

The lease agreement between the City and POWER calls for the two parties to work together to obtain funds to make improvements to the building. For its part, Victoria Merritt reports to me that POWER has set aside funds to contribute to the cost to replace of the roof, and is prepared to contract with a builder to complete the roofing work.

The council at this point should discuss whether to contribute toward the cost of replacing the roof. As noted above, the existing lease between the city and POWER implies that both landlord and tenant will assist with the roofing project. If the council is prepared to contribute to the project, I recommend using cash rather than in-kind services from staff to complete the reroofing project.

During the FY 2021 budgeting process, the council left \$123,500 of eligible Craig Endowment Fund earnings unappropriated. If the council chooses to contribute toward the cost of replacing the POWER building roof I recommend using endowment fund earnings as the source of funds.

The council should give direction to staff as to whether it is prepared to help in funding the roofing project. If prepared to provide funding, staff will ask POWER to secure a recent bid. Staff will then bring that bid to the council for it to consider a specific dollar amount.

In my recent conversations with Victoria, it is possible that she may have a written estimate to consider by the council's September 17 meeting.

Recommendation

That the council reach a consensus of its willingness to consider funding a portion of the roofing project. If the consensus is to contribute to the project, and if a firm project bid is presented by the September 17 meeting, the council may appropriate, by motion funds for the project.

BACK TO TOP

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: September 10, 2020
RE: Update on Tutoring/Internet Access Using CARES Act Funds

Craig City Planner Brian Templin will provide a verbal report on this item at the council's September 17 meeting.

**CITY OF CRAIG
MEMORANDUM**

To: Craig City Council
From: Jon Bolling, City Administrator
Date: September 9, 2020
RE: Set October Meeting Date(s)

Based on the council's established meeting schedule, its October meeting dates are October 1 and 15. However, the municipal election is set for October 6, and the city's municipal code requires that the local election be canvassed within seven days (although the code does allow for three, one-day postponements). On those occasions when election day occurs after the first council meeting in October, as is the case this year, the council typically reschedules its meeting date to take place the Thursday following election day.

In order to canvass the local election timely, and allow the elected (or re-elected) candidates to assume their office without delay, I recommend that the council set October 8 as its first meeting date of the month. The council can set a second October meeting date on October 8, if there is a need to meet again in October.

Recommendation

That the council postpone its first October meeting date for October 8 in order to timely canvass the municipal election.