CITY OF UNALAKLEET  
Regular City Council Meeting  
Council Chambers/Teleconference  
1-888-392-4560  
Code: 30254571#  
April 13, 2021 – 4PM  
Approved Meeting Minutes

1. **Call to Order:** Mayor Kira Eckenweiler called the meeting to order at 4:03PM.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Roll Call:** Mayor Kira Eckenweiler, Vice Mayor Frank Doty, Council Members Robert Bolen, Louisa Paniptchuk, and Kathleen Panzer, City Manager Moe Zamarron, City Clerk Kelly Otton, Thomas Simonsson (NSEDC), and UVFD Fire Chief Sony Mashiana were all present in the Council Chambers. Council Members George Jackson Jr. and Christopher Masters Jr. and Public Works Director George Turner Jr. were all present on the teleconference line.
4. **Approval of Agenda**  
   **MOTION:** Robert Bolen made a motion to approve the agenda. Kathleen Panzer seconded the motion. Discussion: Add **E. City Council Meeting Stipend.**  
   **AMEND MOTION:** Robert Bolen made a motion to amend the agenda to add **E. City Council Meeting Stipend.** Amended motion seconded by Kathleen Panzer. Amended motion passed unanimously.  
   **ORIGINAL MOTION:** Motion passed unanimously.
5. **Approval of Meeting Minutes**  
   A. Emergency City Council Meeting – February 20, 2021  
   B. Emergency City Council Meeting – February 26, 2021  
   C. Special City Council Meeting – March 9, 2021  
   D. Regular City Council Meeting – March 16, 2021  
   **MOTION:** Robert Bolen made a motion to approve meeting minutes; Emergency City Council Meeting February 20, 2021, Emergency City Council Meeting February 26, 2021, Special City Council Meeting March 9, 2021, and Regular City Council Meeting March 16, 2021 as a bundle. Vice Mayor Frank Doty seconded the motion. Motion passed unanimously.
6. **Public Comments**  
   - No Public in attendance for comment.
7. **Department Reports**  
   A. **Public Safety Report (Fire Chief)**  
      - Fire Chief Sony Mashiana submitted his March report.  
      - Arrived late, gave report after Public Works Director Report  
      - Sends reports to the State, bylaws require to send report to State  
      - No emergency activity last month  
      - Training reoccurring at the fire house
• Optimistic and happy to inform that the Massie Foundation is supportive in funding the fire house construction up to $1 million dollars
• Will be putting an order in for gear from the $29,000.00 that UVFD received
• Reached out to West Coast Construction; they would provide some material and/or equipment support for the Fire House Construction
• Schedule will be created for the Fire House Construction
• First schedule is Site Selection: 1) East of Middy Johnson, 2) Southside of Community Center, and 3) Old DOT on Airport Rd.
• Funding was allocated from NSEDC for $243,342.00 for renovation of Quonset Hut into a fire hall
  • If the project is not happening, funds would be forfeited and put back into the pool of available funds that entities could apply for
  • Recommendation if the Quonset Hut is not being renovated into a fire hall the City would have to forfeit the grant and reapply, up to $300,000.00 instead
  • Lay out of the Fire House; 60 x 60, 2 bay fire station, includes a kitchen, bathroom, office, meeting room, storage
  • Requested goals, designs, costs of the Fire House Construction
  • Fire Department and Search and Rescue accounts; would like the funds go directly into one of them, also would like access to the funds

B. Public Works Director Report
• Public Works Director George Turner Jr. submitted his March report.
• Also reporting, water level is holding.
• Lift Station are good.
• Loader running as of 4/13, Dozer running as of 4/14
• Working on main/middle roads removing snow
• Catching up with Baler trash
• 1,500 gallons of diesel left – need to bring out to the Creek; working with City Manager Moe on this matter
• Emergency Hires are working quite a bit
• 4 frozen houses
  • Ron Dill
  • Jeff Erickson
  • Richard Etageak
  • Ethel Ivanoff
• City Ordinance states from the main water connection to the home is the home owners
• NSEDC is giving a million dollars specifically to help keep homes from freezing
• Look into the ordinance and clarify for the main up to the water box be City’s responsibility
• Heavy equipment is running, two trucks need work, flat bed needs work
• *Suggestion: Thomas Simonsson suggest the Council to reexamine the ordinance

C. Administration Staff Reports

1. City Manager’s Report
• City Manager Moe Zamarron submitted his March report.
• Working to clean up the oil at the Baler, would be done in Anchorage
• Finished the application for NSEDC; $1 million dollars for the service line rehabs
• Big News: Unalakleet has been moved up in the ranking of a HUB city; which opened up the ability to apply for a grant to cover every pipe in town; application is due in early May
• Committee reports – Library committee discussed to leave the Library as it is. Boat Harbor committee – looking into redoing the boat ramp. Administration and Public Safety committees – main topic, hire a Police Chief and who is answering calls. A Dispatcher expressed interest in becoming VPO, interview Thursday; Bethel has a two week course for VPO

2. City Clerk Report
• City Clerk Kelly Otton submitted March report.
• Questions: are there a lot of delinquent accounts? Yes.
• Did Native Village of Unalakleet pay for water thaws in March only? Throughout the winter.
• What is considered delinquent? One month past due.
• Are there customers three months past due? Yes. Letters do get sent out, however due to the pandemic, cannot shut any water off.
• Possibly increase sales tax to cover water/sewer costs
• Do we still charge for service if their frozen? Some invoices have been voided due to frozen lines and no services

• February and March Financial reports submitted.
• Will be revising the Financial report in the coming months for the new fiscal year
• Question about tracking fuel usage? Yes, will be tracking in FY22
• Question about tracking sales tax, bed tax? Self-reporting, do have a tracking record

MOTION: Robert Bolen made a motion to approve the reports as presented. Motion seconded by Kathleen Panzer. No discussion. Question called. Motion passed unanimously.
8. Old Business
   A. Water Service Line Upgrades
      • Upgrade service lines by installing circulation pumps in their homes
      • Signed agreements with the consultants who will be doing the engineering work
      • Homeowner would be responsible to turn circulation pumps on before winter
      • Electric cost would increase $10.00 during winter months
   B. FY22 Budget
      • Keep the FY22 Budget on agenda, we are working through it
   C. Search & Rescue
      • Take initiative of the function and structure of the Search & Rescue
      • Post signs up sheets for those interested in being part of the Search & Rescue
      • Drop box for nominations for Director/Chief
      • Acceptance Letter as well
      • 11 people on a list ready and willing
      • Will look into ordinances

9. New Business
   A. Update City Dog Ordinance
      • Latest Dog Ordinance submitted
      • $10.00 dollar dog tag fee if you own a dog
      • How do we keep track of dogs here?
      • Free dog registry
      • Form developed - dog owner, name of dog, hair color, eye color, any vaccinations
      • Advertise for dog patroller; on-call
      • Update ordinance
      • Dog Registration go through the office
   B. Crab Boat Ordinance
      • Boat Harbor Committee discussed that when the crab season is done and leave their boat at the dock, so to speak takes up space at the dock
      • Boat Harbor Committee requests an ordinance be made for this matter
      • Possibly make a parking limit?
      • Update dock lease agreement with NSEDC?
   C. FY21 Budget Amendment
      • Budget amendment coming

D. NSEDC CBS – Allocate $75,000 to Bulk Fuel Program
MOTION: Robert Bolen made a motion to allocate $75,000 to the Bulk Fuel Program from the NSEDC CBS 2020 Funds. Motion seconded by Kathleen Panzer. No discussion. Question called. Motion passed unanimously.
E. City Council Meeting Stipend
- Question: Do we have money for that?
- Looked into other Cities stipends
- Tabled until something is written
- Question: Put on a Ballot to have members vote on or is it a decision among the council

10. Correspondence
- Landfill Letter from DEC;
  - Penalty from DEC for Landfill fires
  - 1) Review stipulations in the Cities Landfill permit
  - 2) Discussion on how to prevent open burning
  - 3) Develop an outreach campaign for authorized users
  - 4) Devise a policy for designated users with stipulated penalties
- No at grade burning at the Landfill
- Issues with the gates, needs repairing
- Create a schedule for entities
- Could entities purchase a baler and City employees pick up once a week to bring it to the Landfill?
- Training for Landfill Management
- Lock the gate to prevent open burning
- Purchase a trash truck?
- Is there a City ordinance for open burning at the Landfill? There is an ordinance for open burning in town. Can the ordinance be modified to include the Landfill?
- Letters from Karen Nanouk;
  - Discussed a few of them; dog catcher, helmet violations
  - Road conditions
  - Review breaks at work
  - Send a letter to Karen Nanouk

11. Executive Session: Finance, Personnel
MOTION: Robert Bolen made a motion to go into Executive Session to discuss financial accounts. Motion seconded by Vice Mayor Frank Doty.
Out of Executive Session at 7:18PM.

12. Council Comments
- Robert Bolen – Welcomes Moe and thanks him for the amount of work done already. Look forward to seeing things cleaned up and organized.
- Mayor Kira Eckenweiler – Excited for Moe; he’s positive. Excited for the whole water/sewer.
- Vice Mayor Frank Doty – Thank you and welcome Moe.
• Christopher Masters Jr. – Thanks Moe for getting things organized, especially the excel spreadsheet for the finances.

13. Next Tentative Meeting Date: May 11, 2021 – 4PM; Committee meetings 3rd, 4th, and 5th

14. Adjournment
MOTION: Robert Bolen made a motion to adjourn. Motion seconded by Kathleen Panzer. Meeting adjourned at 7:22PM.

Date Approved: May 11, 2021

[Signature]
Kira Eckenweiler, Mayor

[Signature]
Kelly Otton, City Clerk