CITY OF UNALAKLEET
Regular City Council Meeting
Council Chambers/Teleconference
November 10, 2020 – 4PM
1-888-392-4560
Code: 30254571
Approved Meeting Minutes

1. Call to Order: Mayor Kira Eckenweiler called the meeting to order at 4:06PM.

2. Pledge of Allegiance: All stood to recite the Pledge of Allegiance.

3. Roll Call: Mayor Kira Eckenweiler, Vice Mayor Frank Doty, Robert Bolen, Christopher Masters Jr., City Manager Stephen Lindsey, City Clerk Kelly Otton, and Public Works Director George Turner Jr. were all present in the Council Chambers. Teri Paniptchuk, Kathleen Panzer, George Jackson Jr., Police Chief Timothy Cassidy, Reese Huhta, Jason Harris, and Davida Hanson were present on the teleconference line.

Quorum was established.

4. Approval of Agenda: Mayor Kira Eckenweiler added to the agenda 5. B. Special Meeting November 5, 2020 Minutes and 5. C. Emergency Meeting November 6, 2020 Minutes.

MOTION: Robert Bolen made a motion to accept the agenda with the addition of 5. B. Special Meeting November 5, 2020 Minutes and 5. C. Emergency Meeting November 6, 2020. Vice Mayor Frank Doty seconded. No discussion. Question called. Motion passed unanimously.

5. Approval of Meeting Minutes
   A. Regular Council Meeting – October 12, 2020
   B. Special Meeting – November 5, 2020
   C. Emergency Meeting – November 6, 2020

MOTION: Robert Bolen made a motion to approve the meeting minutes; Regular Council Meeting – October 12, 2020, Special Meeting - November 5, 2020, and Emergency Meeting – November 6, 2020. Vice Mayor Frank Doty seconded. No discussion. Question called. Motion passed unanimously.


7. Department Reports
   A. Public Safety Report (Police Chief, Fire Chief)
      • Police Chief Timothy Cassidy submitted his report.
      • Fully staffed (2 police officers, 2 State Troopers, and 1 VPSO)
      • Part-time dispatch sub needed
      • Purchased a 2013 Chevy 250 4x4 extended cab from the US Force Service
      • Proposal to look at a Benefits Package such as a 401K, PERS
      • Proposal to look for help catching dogs a few times a month
• Question: Are you involved with community service? Maybe community service can help with the dog problem.
• Question: Will the truck be here next spring? Yes.

B. Public Works Director Report
• Public Works Director George Turner Jr. submitted his report.
• Water level is 19 ½ ft.
• Lift Stations are working properly
• Put chains on the heavy equipment
• Test pits were dug over the weekend with CRW
• Surveyor is coming next week to look at the wells to the shop
• Cleaning up the shop
• Question: Status on the heat exchanger? It’s in place just waiting on a couple parts.
• Council member received a lot of complaints about the smoke at the Landfill. Suggested a combination lock for the different entities.
• Fire Chief Report: Fire Chief Sony Mashiana on the teleconference at this time for the Fire Chief Report.
  o Will have the fire chief report sent to the City Manager within the next couple of days.
  o Will get the Fire Truck keys in case there is a fire
  o UVFD met on Wednesday; at this point the UVFD took charge
  o Another meeting was set up to figure out how to operate the fire truck and who would operate the fire truck
  o Met on Sunday again; fire truck was started up and it took two and a half hours to close the door
  o Important right now to know who is driving the truck
  o Need to be sending the same fire chief report he will be submitting every month to the state
  o Meetings will be held to see who has what responsibilities
  o Comments: Fire up at the Landfill last week; is purchasing chains for the fire truck something you’ve considered? Currently have one set of chains. Will ask the City Manager if there are funds to purchase another set.
  o Question: Right now the UVFD is operational? That is correct.
  o Council member thanked Sony for stepping up to the Fire Chief roll.

C. Administration Staff Reports
  1. City Manager’s Report
• City Manager Stephen Lindsey submitted report along with the Financial Report.
• Had a productive meeting last week to deal with the Tank Farm; met with the principal participants who had been using it for the last twelve years. Expect to have the financing in place within 90 days to plan for the major maintenance coming up. The Tank Farm has no insurance whatsoever; expecting to have some quotes in the next 10-15 days for property insurance and pollution insurance.
• Started looking at the detailed defects at the Police Department; still have close to $300,000.00 in the grant to use to repair the deficiencies. Have until September 2021 to finish and after that the grant funds will be pulled. Also, because we have an outstanding grant, it disqualifies the City from applying for other grants.
• NSDEC approved $243,000.00 grant to finish the Quonset Hut. Completed by next summer.
• NSDEC notified Stephen on the Community Benefit Share of $200,000.00. Usually, $75,000.00 is spent on the Bulk Fuel Program and $125,000.00 for community.
• Received the final two payments of $108,000.00 of COVID Funds
• Water line survey – CRW will let out for bid in Feb/March
• FAA Lift Station – Problem with the electrical panel
• VEEP Grant- UVEC replaced 58 fixtures to LED Lighting
• Will look at the Cost of Services in the next month or so to see if the cost of charge is covering the cost of service.
• Will be working for four months remotely as the Acting City Manager
• Working Capital Reserve Account: We have income that fluctuates every month; take $100,000.00 that we have and put it in a working capital reserve account to cover the fluctuations and then start depositing $2,500.00 at the end of each month with the understanding that the money cannot be spent without the Council approval.

**MOTION:** Councilmember Robert Bolen made a motion to set up a City Capital Reserve Account with an initial deposit of $100,000.00 by November 30, 2020 with subsequent deposits of $2,500.00 a month on the last day of each month until we reach an amount of $250,000.00 with the funds being only dispersed with Council approval. Councilmember Christopher Masters Jr. seconded. No discussion. Question called. Motion passed unanimously.

2. City Clerk Report
   • City Clerk Kelly Otton submitted report.
• Question: What is the Repair and Replacement Account? Water and Sewer. What is the Hillside Road Association, the road going up?

3. Travel Coordinator

• Travel Coordinator Kathleen Panzer reporting:
  o 170 travelers
  o 23 rescheduled
  o Bering Air started requiring a negative COVID test
  o 25 cancellation or no show
  o 15 medical/8 day trips
  o Issues: Travelers not giving travel forms or test results before arriving into Unalakleet
  o 2 residents of Unalakleet who are in isolation in Anchorage
    ▪ Katie spoke with one of the residents and they do not have any support from the Tri-Agencies
  o Now testing prisoners before they arrive into Unalakleet
  o Question: special status for essential personnel? Can find it on the State of Alaska website

4. COVID/Cares Act Fund

• Report was given in City Manager’s report.

8. Old Business

9. New Business

A. Consideration of making permanent the revisions of the following:

1. Emergency Order 2020-01 relating to the Travel Ban
2. Emergency Order 2020-02 relating to Face Coverings
3. Emergency Ordinance 2020-02 relating to the Implementation of Fines during COVID-19

MOTION: Councilmember Robert Bolen made a motion to table the COVID related Emergency Orders to a later time and have Mayor Kira appoint a committee to come up with a resolution to present it to the Tri-Orgs and discuss. Councilmember Christopher Masters Jr. seconded. No discussion. Question called. Motion passed unanimously.

B. Committee Selection

1. Administration – Robert, Chris, George; Alternate – Kira
2. Public Works – Teri, Frank, Chris; Alternate – Katie
3. Public Safety – Katie, George, Robert; Alternate – Kira
4. Tank Farm – Frank, Kira, Chris; Alternate – Robert
5. Boat Harbor – George, Teri, Kira; Alternate – Katie
6. Library – Katie, Teri, Frank; Alternate – Robert

• Councilmember Robert recommended the committees meet the week before Council Meetings and each committee appoint a chair.
C. City Manager Housing

- Currently do not have any City Manager housing.
- Kira and Chris looked at Rhoda Nanouk’s house. It’s a two bedroom, 1 bath house
- Would need substantial work
- Damien Williams can look at the house and tell us how much it would cost
- Lumber in the Quonset Hut and at the Baler; option to utilize and build
- Plan – Look at the house with Damien and look at the lumber at the Quonset Hut

D. Pool Recreation Center Project – Jason Harris

- Jason Harris presenting to the Council about building a pool recreation center in Unalakleet
- He’s working with Gary Eckenweiler on the logistics
- Kids and adults would benefit with this facility
- Currently in the process of finding a piece of land to build
- Next step is to work on partnering with an architect for preliminary project designs
- Current vision: 25 yard, 6 lane pool with at least 10 feet for a deep end
- 10 feet is deep enough to train for lifeguard certification
- Facility would have gender appropriate locker rooms; per regulations the pool would be equipped with an assisting lift; weight room, yoga room
- Questions: what is your minimum lot size or acre requirement? Maybe an acre to two acres.
- Is there a requirement for Coast Guard training?
- Are you considering salt water or chlorine based? Currently considering both.
- Is your envision that this would be a city run venue? Maybe partnering with different entities. Consider having a separate organization for the pool.
- Who would you envision running the building; hiring, maintaining, etc.? Have you looked at the other organization to partner with? Talked with Unalakleet Native Corporation and City of Unalakleet. At the data gathering stage right now. Jasons’ idea is to have as many organizations as possible to partner with.
- Would it be better for all the entities to pull together to make it more fundable? The more organizations the better.
• Will start with the size and property

**E. Structure & Function of City Manager’s Office**

• The Council is in charge of the Chief of Police; it should be the City Manager that hires and fires all city employees
• Do not have an ordinance that states anything
• Discussion: the trouble having a manager consistently would be an issue. Giving the city manager some capability but not all.
• It should be the goal of the Council to always have an Acting City Manager. In that position the City Manager would always have that authority to regulate their employees. It becomes very messy, in the past, when issues come up with city employees, if they do not like the city manager’s position, they start texting city council members. The City Manager should be running the City.
• Who does the Chief of Police report to? He reports to the City Manager. However, when you look at the disciplinary aspects, he reports to the Council.
• The Council should hire the City Manager and Chief of Police.
• The Admin. Committee did the interview process for the hiring of the City Manager, Chief of Police
• Ultimately, the day to day operations should be by the City Manager.
• Once an employee is hired, the management is turned over to the City Manager.

**MOTION:** Councilmember Robert Bolen made a motion that the hiring of the City Manager and/or Police Chief be conducted by the Administrative Committee with the recommendation to the full Council for approval and the day to day management of the employee be turned over to the City Manager. Vice Mayor Frank Doty seconded. Discussion: Specify the day to day management to give the employee direction. Basically, it turns over the supervision of the employee to the City Manager. The hiring and firing, the City Council has full authority.

**AMENDED MOTION:** Councilmember Kathleen Panzer made a motion to amend the motion to include the City Council to do the hiring and firing of the City Manager and Chief of Police. Once the hiring is done, the duties and penalties go through the City Manager. Councilmember Christopher Masters Jr. seconded.

**WITHDRAW MOTION:** Councilmember Robert Bolen withdrew his motion and Vice Mayor Frank Doty withdrew his second.

**MOTION:** Mayor Kira Eckenweiler moved to table the Structure and Function of the City Manager’s Office until we get an AML copy of the Employee Handbook. Councilmember Robert Bolen seconded.

**WITHDRAW MOTION:** Councilmember Christopher Masters Jr. withdrew his second.
MOTION: Councilmember Christopher Masters Jr. made a new motion that ultimately the City Council has control over the hiring and firing the Police Chief and City Manager. Day to day operations will go to the City Manager for any disciplinary actions, write-ups, suspensions. Councilmember Robert Bolen seconded. Discussion: Councilmember Kathleen Panzer withdrew her amended motion at this time. Question called. Motion passed unanimously.

F. Ratification of City Manager Resignation


MOTION: Councilmember Robert Bolen made a motion to offer MOA to Stephen Lindsey as Acting City Manager for two to four months while we search for a new City Manager and the transition at a monthly rate of $8,000.00. Councilmember Kathleen Panzer seconded. Discussion: are the travel expenses going to be an additional cost? It would cover the travel expenses back to Mississippi. Make a separate motion in three months to bring the manager back to Unalakleet and include travel expenses. Question called. Motion passed unanimously.

G. Revise Current City Manager Contract before Hiring New City Manager

MOTION: Councilmember Christopher Masters Jr. made a motion to look at this at a later date. Councilmember Robert Bolen seconded. AMENDMENT: Councilmember Robert Bolen made a motion to include the Mayor appoint a committee look at the contract and bring a proposal back to the Council for consideration. Councilmember Christopher seconded. No discussion. Question called. Motion passed unanimously.

MOTION: Councilmember Chris made a motion to look at this at a later date, have the Mayor appoint a committee to look at the contract and bring a proposal to the Council for consideration. No discussion. Question called. Motion passed unanimously.

10. Correspondence

- Karen Nanouk Letter – Mayor Kira Eckenweiler read it out loud.

11. Executive Session: Personnel, Finance

MOTION: Councilmember Robert Bolen made a motion to go into Executive Session to discuss personnel and finance. Councilmember Christopher Masters Jr. seconded. Motion passed unanimously. Went into Executive Session at 7:09PM and out at 7:53PM.

12. Council Comments

- Kira Eckenweiler – Thanks Stephen for the amount of work done in a small amount of time.
- Frank Doty – A going away party for Stephen would be great as an appreciation for the last few months.
- George Jackson Jr. – We don’t find people like you that are honorable and integrity and appreciates what Stephen has done.
13. Next Tentative Meeting Date: December 08, 2020 at 4PM with Committee Meeting the week of November 30th.

14. Adjournment:
MOTION: Councilmember Robert Bolen made a motion to adjourn. Councilmember Christopher Masters Jr. seconded. No discussion. Question called. Motion passed unanimously. Meeting adjourned at 8:02PM.

DATE APPROVED: December 11, 2020

Kira Eckenweiler, Mayor

ATTEST: Kelly Otton, City Clerk