

AGENDA
REGULAR MEETING
OF THE CITY COUNCIL
FOR THE
CITY OF THORNE BAY:
CITY HALL
COUNCIL CHAMBERS
TUESDAY, January 3, 2017
6:30 p.m.

The meeting will be preceded by a workshop beginning at 6:00 p.m.
The public is invited and encouraged to attend

1. CALL TO ORDER:
2. PLEDGE TO FLAG:
3. ROLL CALL:
4. APPROVAL OF AGENDA:
5. MAYOR'S REPORT:
6. ADMINISTRATIVE REPORTS: (City Administrator & City Clerk)
7. PUBLIC COMMENTS:
8. COUNCIL COMMENTS:
9. CONSENT AGENDA:
 - A. Minutes for the Regular City Council Meeting, November 15, 2016, discussion and action item:
 - B. Minutes for the Regular City Council Meeting, December 6, 2016, discussion and action item:
10. NEW BUSINESS:
 - A. Approval of the December 2016 Addition of the Employee Handbook, discussion, and action item:
11. EXECUTIVE SESSION: The City Council may adjourn to executive session to discuss subjects that contain city employee's personnel records which are not open to the public, or negotiations with City Employees. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations
 - A. City Administrator's contract review, discussion and possible action item:
12. CONTINUATION OF PUBLIC COMMENT:
13. CONTINUATION OF COUNCIL COMMENT:
14. ADJOURNMENT:

**MINUTES
REGULAR MEETING
OF THE CITY COUNCIL
FOR THE
CITY OF THORNE BAY:
CITY HALL
COUNCIL CHAMBERS**

TUESDAY, November 15, 2016

@ 6:30 p.m. – Workshop at 6:00 p.m.

1. CALL TO ORDER:

Gould called the meeting to order at 6:30 p.m.

2. PLEDGE TO FLAG:

The audience and council stood for the pledge to the flag.

3. ROLL CALL:

Gould, Slayton, Edenfield, McDonald and Burger were present. Hartwell attended by phone. Carlson was excused.

4. APPROVAL OF AGENDA:

Gould moved to approve the agenda removing item 12(a). McDonald seconded the motion. There was no further discussion.

MOTION: Move to approve the agenda removing item 12(a)

F/S: Gould/McDonald

YEAS: Burger, Gould, McDonald, Slayton, Edenfield, Hartwell

NAYS: None

STATUS: Motion Passed.

5. MAYOR'S REPORT:

Mayor Gould reported that he would be gone from December 6, 2016, returning January 10th.

6. ADMINISTRATIVE REPORTS: (City Administrator & City Clerk)

Administrator read his report. (report attached)

City Clerk reported on the balance for the City of Thorne Bay Financial Accounts.

First Bank:

Checking: \$13,407.81

Tongass Federal Credit Union:

Checking: \$282,796.12

Sales Tax: \$299,680.66

Harbor Savings: \$36,789.91

Wells Fargo Financial:

Money Market: \$674,823.31

Bonds: \$400,739.50

Total value of the City of Thorne Bay Accounts: \$1,708,237.31

7. PUBLIC COMMENTS:

Shane Nyquest commented on the following:

- Follow up on his request for opening council meetings in prayer. Other communities do it, it is legal, and there is someone willing to lead the prayer.
- Nice to see all the signs around town thanking the Veterans for their service.

Bruce Maldonado commented on the following:

- Thanked Cindy Edenfield for her service as EMS Captain for so long

Sheila Nyquest commented on the following:

- Special thank you to all who participated in helping make and serve lunch for the school children on cleanup day. This event is generally spear headed by the Business Association, now they are no longer active, it is up to other volunteers. The Association was missed this year.

Mark Lisowski commented on the following:

- Library hosting a consultation hour on Tuesday's that no City Council meeting is scheduled. The session begins at 6 p.m. ending at 8 p.m.

8. COUNCIL COMMENTS:

Slayton commented that supports Mr. Nyquest proposal to open meeting in prayer. Edenfield thanked the new EMS Captain, Co-Captain and Secretary for stepping up and volunteering with the squad.

9. CONSENT AGENDA:

- A. Minutes for the Regular City Council Meeting, November 1, 2016, discussion and action item:

Gould moved to approve the consent agenda, consisting of the minutes for the November 1, 2016, regular city council meeting. Hartwell seconded the motion. There was no further discussion.

MOTION: Move to approve the consent agenda, consisting of the minutes for the November 1, 2016, regular city council meeting

F/S: Gould/Hartwell

YEAS: Edenfield, Slayton, Gould, Hartwell, McDonald and Burger

NAYS: None

STATUS: Motion Passed.

10. NEW BUSINESS:

- A. Accepting appointments of EMS Captain, Co-Captain, and Secretary, as appointed by the EMS Volunteer Squad, discussion and action item:

Gould moved to approve the EMS Departments recommendation to appoint Bruce Maldonado-Captain, Kerri Taylor-Co-Captain, and Janelle Werhman as Secretary. Burger seconded the motion. There was further discussion.

MOTION: Move to approve the EMS Departments recommendation to appoint Bruce Maldonado-Captain, Kerri Taylor-Co-Captain, and Janelle Werhman as Secretary

F/S: Gould/Burger

YEAS: Slayton, Hartwell, Gould, Burger, Edenfield and McDonald

NAYS: None

STATUS: Motion Passed.

11. ORDINANCE FOR PUBLIC HEARING:

- A. Ordinance 16-11-15-01, amending Ordinance 16-06-21-02, which provided for the establishment of the FY17 budget of anticipated revenues and expenditures for the City of Thorne Bay, discussion, and action item:

Gould moved to approve Ordinance 16-11-15-01. McDonald seconded the motion. There was no further discussion.

MOTION: Move to approve Ordinance 16-11-15-01

F/S: Gould/McDonald

YEAS: Burger, McDonald, Edenfield, Gould, Hartwell, and Slayton

NAYS: None

STATUS: Motion Passed.

12. EXPENDITURES EXCEEDING \$2,000.00:

- A. Expenditure of approximately \$15,000.00, for dump truck and trailer plus shipping, discussion, and action item: This item was removed from the agenda.
- B. Expenditure of \$18,000.00 for the purchase of rock RAC Project, Kasaan Road Repairs, discussion, and action item:

Gould moved to approve the expenditure of \$18,000, for the purchase of rock for the RAC Project for repairs and maintenance upgrades to the Kasaan Road. Hartwell seconded the motion. There was no further discussion.

MOTION: moved to approve the expenditure of \$18,000, for the purchase of rock for the RAC Project for repairs and maintenance upgrades to the Kasaan Road

F/S: Gould/Hartwell

YEAS: McDonald, Burger, Gould, Hartwell, Slayton and Edenfield

NAYS: None

STATUS: Motion Passed.

13. EXECUTIVE SESSION:

No executive session was called.

14. CONTINUATION OF PUBLIC COMMENT:

There were no further public comments.

15. CONTINUATION OF COUNCIL COMMENT:

Burger expressed thanks to Bruce Maldonado for volunteering as EMS Captain. Edenfield stated that Bruce Maldonado was also taking the title as training officer since he has experience working with the Klawock EMS.

16. ADJOURNMENT:

Gould adjourned the meeting at 6:56 p.m.

James Gould, Mayor

ATTEST:

Teri Feibel, CMC

ADMINISTRATOR'S REPORT 11-15-16 Wayne Benner

Meetings Attended and Updates:

1. POWLAT meeting on Nov 4 was the beginning of workshops to prepare the landscape-level assessment. This was mainly an introductory meeting to lay out the templet for developing the assessment. Monthly, daylong meetings, will be held through May. The next one scheduled for December 15th and since the Mayor and myself will be unable to attend I would suggest the Mayor appoint the Vice Mayor attend.
2. I will be out of town from November 30 thru December 13 to visit a new grandson.

Tasks and Projects:

1. Working on a NFF grant for additional funding to help pay the POWLAT facilitator. The city was denied the grant last year as the organization was not established.
2. Working with AP&T to try and determine why there was over a 300 percent increase in power usage at the harbor.

Old Business:

1. Lighting upgrades in the Solid Waste building and firehall have been completed. Went from 10 kw to 1 kw so there will be a savings on power although may not be noticeable as so many lights were burned out. Even have light behind the baler that has been nonexistent for at least 12 years. Outside lights changed to motion sensor lights at firehall and library.
2. Buck is working on the check fraud case.

New Business:

- A. Finally, we have an EMS squad that is willing to step up and relieve Cindy as captain. This frees up Cindy to return to being only the Emergency Services Coordinator. Since 2011 she has been doing both the coordinator position and ems captain position.

Ordinances for Introduction:

Ordinance for Public Hearing:

- A. Ordinance 16-11-15-01 is the 2nd reading of the ordinance to update the FY 17 budget. I caution the council not to get over optimistic with income vs expenses. The income from outside sources is going away or being severely reduced and cutting costs is impacting services. You need to be looking at other sources of revenue and changes in the current revenue sources.

Expenditures Exceeding \$2000:

- A. Looks like the truck and trailer was not a good buy so that expenditure request is no longer valid.
- B. \$18,000 is for rock as part of the RAC project under way at the beginning of the Kasaan Road.

Upcoming expenses will be grader blades, Roofing for the Solid Waste Shed

Harbors: The wind sock at the float plane dock has been replaced as it did not survive the latest storms. Looks like that is the only damage.

Streets and Roads: Since OVK is making changes in their operations, Max is back to grading doing the best he can with our grader.

Water and Sewer: We still have a leak (about 10,000 g). As usual this time of year getting samples to Ketchikan in the allotted time frame has been difficult. Work has been started by VSW on upgrades to the water treatment and sewage chlorination process.

Solid Waste: Lost all the metal roofing off the shed used to store bales prior to burial. Pealed the roofing off in one piece and laid it on the ground upside down 50 feet away. Looks like some of the plywood sheeting should be replaced as the shed has been standing since 1994 and with an almost flat roof water has infiltrated the under the metal. This might work good as we were looking at expanding this storage area as part of the program to ship bales out. Another issue that is surfacing is the size of garbage cans. The code stipulates 33 gallon cans but some are using bigger cans and when full require two to pick up. Also, the code has no limit on the number of plastic bags or cardboard that can be placed outside the cans.

Law Enforcement: Buck is busy chasing calls and it is great to have Troopers around town in Bucks absence.

FIRE/EMS: See new business

Library: Working on replacing one of the light fixtures that is not working. First City Electric sent over a fixture for us to install.

**MINUTES
REGULAR MEETING
OF THE CITY COUNCIL
FOR THE
CITY OF THORNE BAY:
CITY HALL, COUNCIL CHAMBERS
TUESDAY, December 6, 2016, @ 6:30 p.m.
There was a workshop at 6:00 p.m.**

1. CALL TO ORDER:

McDonald called the meeting to order at 6:30 p.m.

2. PLEDGE TO FLAG:

The council and audience stood for the pledge to the flag.

3. ROLL CALL:

Carlson, Slayton ,Edenfield, McDonald and Burger were present. Hartwell attended by phone. Gould was excused due to travel.

4. APPROVAL OF AGENDA:

McDonald moved to approve the agenda, removing Item 9 (a), minutes for the November 15, 2016, city council minutes. Edenfield seconded the motion. There was no further discussion.

MOTION: Move to approve the agenda, removing Item 9 (a), minutes for the November 15, 2016, city council minutes

F/S: McDonald/Edenfield

YEAS: Burger, McDonald, Carlson, Slayton, Edenfield and Hartwell

NAYS: None

STATUS: Motion Passed.

5. MAYOR'S REPORT:

Vice Mayor McDonald reported on the following:

- IFA Ferry was cancelled on December 2nd, due to mechanical issues. The IFA will be using M/V Prince of Wales for the Hollis Ketchikan route. There will be no food service on the M/V POW for the short time they will be in route. The reason being it would be too much to move everything needed for such a short time. The IFA hoped to have the M/V Stikine back in operations within a few days.

6. ADMINISTRATIVE REPORTS: (City Administrator & City Clerk)

City Clerk reported the following:

- Wayne is out for vacation returning the 14th of December.
- Employees are lined up with projects and snow/ice removal during Wayne's absence.
- Max informed me today that the baler at the solid waste site had quit working, and he would be working to fix it over the next couple of days.
- Kasaan signed the MOU amendment agreeing to add the Southside Subdivision to the current road maintenance MOU. This amendment allows for the City to request Kasaan's services to grade within the subdivision twice a year (Spring and Fall),

using their grader and roller. The City of Thorne Bay also agreed to share our employee/sander towards their end of the Kasaan Road when needed.

- New Employee Handbook: Employees will review and comment. The City Council will get a copy after finalization.
- Certified financial statement for FY16. This is actual revenue and expenditures for the operating classes of the City. FY year begins July 1st ending June 30th. This Financial Statement, having General Municipal Elections every year, adopting City Budget's prior to the next fiscal year and ensuring that the City Council holds at least one meeting per month, keeps the City of Thorne Bay eligible to receive State funds such as National Forest Receipts, Fisheries Tax, Payment in Lieu of Taxes (PILT), and Community Revenue Sharing.
- Rescheduling of the December 20th City Council Meeting? McDonald stated that many people would be traveling over the next month or two, due to holiday's. McDonald stated that with nothing pressing coming up, he would recommend that the City Council cancel their regular December 20th meeting. Hartwell, Burger, Edenfield, and Slayton agreed.
- Public Financial Disclosure Statements (POFD) will be due on March 15th, 2017, for the Calendar Year 2016. Each councilmember is required to fill out and submit their POFD no later than the 15th of March. Submitting your statement late will result in late fees and penalties imposed by the State. There are two ways you may file your POFD; 1. Online through your MyAlaska Account, 2. Paper copy submitted to your City Clerk. I will send each council member information pertaining to the POFD's along with a PowerPoint presentation explaining the process.

7. PUBLIC COMMENTS:

There were no public comments.

8. COUNCIL COMMENTS:

There were no council comments.

9. CONSENT AGENDA:

- A. Minutes for the Regular City Council Meeting, November 15, 2016, discussion and action item:

This item was removed from the agenda.

10. NEW BUSINESS:

- A. Resolution 16-12-06-01, approving the FY16 Certified Financial Statement for the City of Thorne Bay, discussion and action item:

McDonald moved to approve Resolution 16-12-06-01, approving the City of Thorne Bay's FY16 Certified Financial Statement. Slayton seconded the motion. City Clerk explained that the City did a Certified Financial Statement annually in lieu of an audit to save cost to the City. The City Clerk encouraged anyone with questions contact her during working hours so she could access QuickBooks for detailed answers. There was no further discussion.

MOTION: Move to approve Resolution 16-12-06-01, approving the City of Thorne Bay's FY16 Certified Financial Statement

F/S: McDonald/Slayton

YEAS: Slayton, Hartwell, Burger, Edenfield, McDonald, and Carlson
NAYS: None
STATUS: Motion Passed.

11. ORDINANCE FOR PUBLIC HEARING:
No Ordinances.

12. EXPENDITURES EXCEEDING \$2,000.00:
No Expenditures.

13. EXECUTIVE SESSION:
No Executive Session.

14. CONTINUATION OF PUBLIC COMMENT:
Mark Lisowski commented on the following:

- Digital Literacy sessions at the library on Tuesdays when no council meeting is scheduled. Sessions are from 6 pm to 8 pm.

15. CONTINUATION OF COUNCIL COMMENT:
Hartwell wished everyone a Merry Christmas and Happy New Year.
Edenfield stated that TOYS FOR TOTS came through and shipped up two boxes of presents for children.

16. ADJOURNMENT:
McDonald adjourned the meeting at 6:45 p.m.

James Gould, Mayor

ATTEST:

Teri Feibel, CMC