

AGENDA  
FOR THE REGULAR  
CITY COUNCIL MEETING  
FOR THE CITY OF THORNE BAY  
CITY HALL COUNCIL CHAMBERS,  
TUESDAY, July 17, 2018  
@ 6:30 P.M.

The meeting will be preceded by a workshop beginning at 6:00 p.m.

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 Report:
7. **PUBLIC COMMENTS:**
8. **COUNCIL COMMENTS:**
9. **MINUTES:**
  - A. Approval of the Minutes for the May 10, 2018, Special City Council Meeting, discussion and action item:
  - B. Approval of the Minutes for the June 5, 2018, Regular City Council Meeting, discussion and action item:
  - C. Approval of the Minutes for the July 3, 2018, Regular City Council Meeting, discussion and action item:
10. **NEW BUSINESS:**
  - A. Authorizing the City Administrator to negotiate new lease terms with both SEARHC, and Peace Health, which will include a reduction in the square footage that is currently leased for Clinic Operations, discussion and action item:
  - B. Approving the reduction in SISD Parking Invoice from \$350 per month to \$150 per month, discussion and action item:
11. **EXPENDITURES EXCEEDING \$2,000.00:**
  - A. Authorizing the expense of \$4,244.50, to Organized Village of Kasaan, for Road Grading in Goose Creek Road, discussion and action item:
  - B. Authorizing the expense of \$4,621.77 to BOBS Services Inc., for Plow Truck Parts, discussion and action item:
  - C. Authorizing the expenditure exceeding \$2,000.00, to First City Electric, for DL Electrical cost increase, discussion and action item:
12. **EXECUTIVE SESSION: The Council May adjourn to executive session.**
  - A. The Council may adjourn to executive session for the purpose of discussing pending lawsuits in which the city has an interest, which are matters, the immediate knowledge of which would clearly have adverse effect upon the finances of the City
13. **CONTINUATION OF PUBLIC COMMENT:**
14. **CONTINUATION OF COUNCIL COMMENT:**
15. **ADJOURNMENT:**

MINUTES  
FOR THE SPECIAL  
CITY COUNCIL MEETING  
FOR THE CITY OF THORNE BAY  
CITY HALL COUNCIL CHAMBERS,  
TUESDAY, May 10, 2018  
BEGINNING AT  
6:00 P.M.

There was no workshop held

1. **CALL TO ORDER:**

McDonald called the meeting to order at 6:00 p.m.

2. **PLEDGE TO FLAG:**

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

3. **ROLL CALL:**

Those present were: McDonald, Burger, Edenfield, Slayton and Gefre

Those who attended by telephone: Hartwell and Carlson

4. **APPROVAL OF AGENDA:**

McDonald moved to approve the agenda. Burger seconded the motion. There was no further discussion.

**MOTION:** Move to approve the agenda

**F/S:** McDonald/Burger

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

**NAYS:** None

**STATUS:** Motion Passed.

5. **MAYOR'S REPORT:**

Mayor McDonald reported that he would be out of town from May 15<sup>th</sup> through the 30<sup>th</sup> for his grandson Eric's Graduation.

6. **ADMINISTRATIVE REPORTS:**

City Administrator, Wayne Benner, reported on the following:

**Meetings Attended and Updates:**

- A. The Mayor and I met with the Klawock City Council wherein we formally asked if Klawock would be interested in expanding the current MOU to increase coverage. After an hour of their discussion Klawock City Council chose to put expanding the MOU on hold pending their meetings with the company that Klawock contracts with for EMS services. These are scheduled for the end of May. In the meantime the Klawock City Council did agree to continue under the current MOU.

## **Meetings Attended and Updates – Continued:**

- B. POWCAC meeting May 22 at Coffman Cove
- C. POWLAT meeting Jon Bolling has scheduled a meeting May 24 at the VOTEC and maybe on the 30 to discuss the Draft EIS the FS has out for review.

## **Tasks and Projects:**

- A. WM is in the process of moving all their equipment to Thorne Bay and will be storing it at the Solid Waste site until the barge is ready to move it to Petersburg.
- B. Garage doors are installed and operating at the fire hall and have been adjusted. Instructions have been put by the electric and manual openers detailing how to operate the doors.
- C. Jason Blair the water supervisor has resigned effective May 11<sup>th</sup>, so we will be advertising for a level II operator soon. Shane Nyquest has also submitted his resignation for May 11<sup>th</sup>.
- D. Have written up RFP's for southside road maintenance, electrical contractor request and construction contractor request. the idea is to have approved entities that can be called upon just like what was done with DOWL for a consultant.
- E. Have prepared a new letter to both Peace Health and SEARHC to see if they wish to continue use of the clinic and if so could they use a smaller space. Tried to stop today but ran out of time while in Klawock/Craig areas.
- F. Since the last meeting employee issues have taken top seat with two resignations and need to review job descriptions and advertisement for hiring a water operator and someone to replace Shane.

## **Ordinances for public hearing**

- A. Ordinance 18-05-15-01 is the ordinance to adopt the FY19 budget.

## **Executive Session: Yes**

**Harbors and Parks:** Fish Cleaning station has been moved. Ron has made some changes in the office. Is getting prepared for the first Tour Boat next week and dealing with the first guests of the season.

**Streets and Roads:** OVK is working on Southside. Working up details of the City's contribution for the RAC project on the Kasaan road.

**Water and Sewer:** Sounds like VSW is still on track to get water and sewer upgrades out to bid this summer. Sam seems to be comfortable handling the water and sewer operations in Jason's absence. The big issue now is to find someone with a level II operators certification that can monitor Thorne Bay operations. Jason has said he would be willing to be that person in the transition, but we have not come to any agreement.

**Solid Waste:** Josh is done helping WM, so we can start the cleanup of the solid waste site. The two people working at the solid waste site that handle money have been asked to modify the accounting system, so it is consistent with office finances. There has been some reluctance so Monday it will be announced that if, the money and paper work requested by Lisa is not submitted on Friday I will be looking for new staff.

**Law Enforcement:** Deon is officially on duty in Thorne Bay. He has been busy cleaning and organizing the office and trying to get phones in place. Jason Wilson said that there is no need for any changes to the 2016 agreement that is on file.

**FIRE/EMS:** Been very calm outside of law enforcement.

**Library:** Sounds like Ashley's trip home by bus was long but enjoyable. Also, we need to put a push on for volunteers as a couple volunteers will be leaving shortly.

7. **PUBLIC COMMENTS:**

There were no public comments.

8. **COUNCIL COMMENTS:**

Hartwell inquired if the City Council would meet the first week in June. The City Clerk responded the next meeting was scheduled for June 5<sup>th</sup>, 2018.

9. **CONSENT AGENDA:**

- A. Minutes of the April 3<sup>rd</sup> and 17<sup>th</sup>, & May 1, 2018, Regular City Council Meeting, discussion and action item:

McDonald moved to approve the minutes for the April 3<sup>rd</sup> and May 1<sup>st</sup> City Council Meetings. Burger seconded the motion. McDonald stated the April 17<sup>th</sup> meeting minutes would be acted upon at the next meeting when the Council has had more time to read them. There was no further discussion.

**MOTION:** Move to approve the minutes of April 3<sup>rd</sup> and May 1<sup>st</sup> City Council Meetings

**F/S:** McDonald / Burger

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

**NAYS:** None

**STATUS:** Motion Passed.

10. **ORDINANCE FOR PUBLIC HEARING:**

- A. Ordinance 18-05-15-01, adopting the Budget of Operating Income and Expenses for the City of Thorne Bay, for Fiscal Year 2019 beginning July 1, 2018, ending June 30, 2019, discussion and action item:

McDonald moved to approve Ordinance 18-05-15-01, FY19 Budget for City of Thorne Bay. Burger seconded the motion. There was no further discussion.

**MOTION:** Move to approve Ordinance 18-05-15-01, FY19 Budget for City of Thorne Bay

**F/S:** McDonald/Burger

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

**NAYS:** None

**STATUS:** Motion Passed.

**11. EXECUTIVE SESSION:**

- A.** The Council may adjourn to executive session for the purpose of discussing pending lawsuits in which the city has an interest, which are matters, the immediate knowledge of which would clearly have adverse effect upon the finances of the City

McDonald moved to adjourn to Executive Session to discuss pending or threatened lawsuits in which the city has an interest. Hartwell seconded the motion. There was no further discussion.

**MOTION:** Move to adjourn to Executive Session to discuss pending or threatened lawsuits in which the city has an interest

**F/S:** McDonald/Hartwell

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

**NAYS:** None

**STATUS:** Motion Passed.

Adjourned to executive session at 6:19 p.m.

Reconvened at 6:42 p.m.

**12. CONTINUATION OF PUBLIC COMMENT:**

There were no public comments.

**13. CONTINUATION OF COUNCIL COMMENT:**

There were no council comments.

**14. ADJOURNMENT:**

McDonald adjourned the meeting at 6:44 p.m.

---

Harvey McDonald, Mayor

**ATTEST:**

---

Teri Feibel, CMC

MINUTES  
FOR THE REGULAR  
CITY COUNCIL MEETING  
FOR THE CITY OF THORNE BAY  
CITY HALL COUNCIL CHAMBERS,  
TUESDAY, June 5, 2018  
@ 6:30 P.M.

The meeting was preceded by a workshop beginning at 6:00 p.m.

1. CALL TO ORDER:

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

2. PLEDGE TO FLAG:

The audience stood for the pledge to the flag.

3. ROLL CALL:

McDonald, Edenfield, Burger, Gefre, Carlson and Slayton were present.  
Hartwell attended by phone.

4. APPROVAL OF AGENDA:

McDonald moved to approve the agenda. Carlson seconded the motion. There was no further discussion.

MOTION: Move to approve the agenda

F/S: McDonald/Carlson

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

NAYS: None

STATUS: Motion Passed.

5. MAYOR'S REPORT:

Mayor McDonald reported the following:

- Supported the City's dedication of funds to the Thorne Bay Library for the annual subscription of antivirus software needed to fulfill the Library's obligation regarding the Rasmussen Grant they had applied for to upgrade the computer system.
- IFA Board Meeting on June 14<sup>th</sup>
- Hydaburg Cooperative Association's 22<sup>nd</sup> Annual Culture Camp, Total Pole Raising and Blessing of Naa Iwaans (Long House), July 23<sup>rd</sup>-July 28<sup>th</sup>, 2018
- Suggested cancelling the 2<sup>nd</sup> City Council Meeting for June of 2018. The City Administrator and City Clerk would be out of town. City Clerk will return to work on June 18<sup>th</sup>, and the Council could plan a Special Meeting if needed.
- Thanked the City Clerk and all of those who helped to provide a wonderful Memorial Service for the City's late Mayor James Gould. Service was held on June 2<sup>nd</sup>, 2018, in the School Gym.
- Thanked the Thorne Bay School Shop Class for building such a lovely bench in Honor of James Gould.

## 6. ADMINISTRATIVE REPORTS:

### Administrator Report:

#### Meetings Attended and Updates:

- A. I would like to thank Teri for all the hours she spent the last few weeks putting together the memorial for Mayor Gould. She was amazing juggling work and memorial. Office staff was also instrumental in stepping up to help Teri keeping daily operations and the memorial on track.
- B. Mike Steele came into the office and apologized to both Teri and myself.
- C. Had a brief meeting with the DNR today while they were in town addressing the steep road issues and doing preliminary work on their nest subdivisions. I will discuss these more in coming meetings.
- D. Suggest cancelling the June 19<sup>th</sup>, City Council meeting Teri will just be getting back from a conference and I will be on vacation.

#### Tasks and Projects:

- A. We will be reviewing applications for a special projects employee.
- B. Have RFPs out for manhole repair work, street and road maintenance and will be putting out an RFP for harbor boat repair.
- C. Filling in for shortage of employees and spending hours on legal issues.

#### New Business:

- A. Authorizing the Current MOU between City of Thorne Bay and OVK which allows the City to request assistance from OVK for maintenance on the Kasaan Road and the South Thorne Bay Subdivision roads.
- B. Approval of ingress and egress easement between City of Thorne Bay and Jason Clowar to allow access to the lower parts of the Clowar Subdivision using the current utility corridor.
- C. Nominating Harvey McDonald to serve as the representative for Thorne Bay on the IFA Board.
- D. Authorizing the Mayor or Administrator to negotiate rental agreement terms with Tongass Federal Credit Union for use of City Facilities-Space in the Clinic. This would be if Peace Health and SEARHC no longer need the space or not need that large of space.
- E. Authorizing the City to Sponsor the Southeast Conference, Alaska Marine Highway System Reform Conference. This was done in the amount of \$1000 in FY 17.
- F. Authorizing the City to enter into an agreement with David Nelson for Water Operator Level II consulting services. This is to insure the City stays in compliance with the ADEC until we can hire a level II operator or Sam passes his Level II certifications.
- G. Approving the Rental Agreement Renewals for SE Road Builders, Papac and Ken Batton. Papac's amount will increase some as they have expanded their operations by about one-half acre and are aware of this increase.
- H. Resolution 18-06-05-01 repealing Resolution 16-10-10-01 which removes the 21-day limit for staying at the RV Park.

- I. Resolution 18-06-05-02 supporting Independent Audit of Tongass Timber Sales is a follow up of the request from Petersburg Borough.
- J. Authorizing the Mayor to enter into rental agreement with Pacific Airways for the use of the City float plane float and office space at the Harbor office. This is requested as PAC Air has moved their operations from the Port to the City harbor.

Expenditures over \$2000:

- A. \$10,000 to SE Road Builders is for crushed rock for work on the I & I Manhole upgrades. These are grant funds.
- B. \$4,800 to OVK for brushing in South Thorne Bay Subdivision.
- C. \$2,880 to OVK for brushing the Steep Road area.
- D. \$50,000 to SE Road Builders is for replacing of crushed rock used on Sandy Beach Road Improvements. These are grant funds.
- E. \$10,000 to SE Road Builders for crushed rock for boat ramp and parking areas at Davidson Landing. These are grant funds.
- F. \$2812.56 to First City Electric is for spare parts for harbor electrical.

Harbors and Parks: Electrical installation is happening at DL and is on schedule to be completed before end of June. We will be having interviews for summer employee this week.

Streets and Roads: Southeast Roadbuilders is set up to crush rock out of the pit on Sandy Beach Road, so the city should have some road surface material. OVK has been doing work on the Kasaan Road and in Southside which is making a great improvement.

Water and Sewer: Sam is doing a good job but needs help. We will be reviewing applications this week for another water operator. If we do not have any Level II candidates, we may advertise a little longer per DEC recommendations.

Solid Waste: Had a discussion with Waste Management about helping with operations at the Solid Waste Site. Now that all the scrap metal is removed we can make some operation changes on how materials are dropped off. This is part of the operational plan approved with the last DEC operational certification.

Law Enforcement: Deon is learning the South side. The VPSO agreement allows the city to compensate the VPSO for housing and we have budgeted a housing stipend. I would suggest the city compensate him \$350 now and review after six months. If he is still here up the stipend to \$700.

FIRE/EMS: Klawock City Council will be discussing the EMS Agreement at their June 8<sup>th</sup> meeting.

Library: Two new volunteer interviews this week to replace a couple volunteers that have left town.

**City Clerk Report: June 5, 2018 City Council Meeting**

Financial Balances:

- QuickBooks Income/Expense year-to-date as of June 5th
- |          |                 |
|----------|-----------------|
| Income:  | \$ 1,351,359.75 |
| Expense: | \$ 1,234,170.94 |

**NET OPERATING INCOME: \$ 117,188.81**



- Tongass Federal Credit Union Accounts:

Checking Account:	\$ 33,145.17
Harbor Savings:	\$ 59,184.76
Occupancy Tax:	\$ 39,782.00
Fisheries: (NOT CITY'S)	\$20,012.57
Sales Tax Savings:	\$334,430.41

Total TFCU Accounts: \$482,570.31

- First Bank Checking Account Balance: \$49,135.49

- Wells Fargo Investment Account Balances:

Bonds:	\$ 498,727.20
Market:	\$ 585,619.89
<i>TOTAL Wells Fargo ACCT:</i>	<i>\$1,080,482.20</i>

- NATIONAL FOREST RECEIPTS INCOME:

SFY18 Title 1 – Roads Payment	\$ 60,914.05
SFY17 Title 1 – Roads Overpayment	\$ 2,181.33
SFY18 Total Title I Roads Adjusted:	\$ 58,732.72

- Professional Development Training in Tacoma Washington June 10 – 15<sup>th</sup>

Fine Schedule Update - Waiting for our Attorney to respond regarding the Ordinance adoption.

## 7. PUBLIC COMMENTS:

Karen Petersen commented on the following:

- Request for City to dedicate \$215.00 annually to help fund the new software subscription that was obtained through a Rasmussen Grant that Ashley Richardson, VISTA Volunteer, had applied for. The Friends have set up an account to fund one-thousand dollars per year for the program.

Sara Yockey commented on the following:

- Requested the City Council explain the City's Intent behind advertising an RFP for road maintenance on the Kasaan Road and South Thorne Bay Subdivision. Yockey continued that OVK and Thorne Bay have an MOU in place for the maintenance of the roads, and OVK is not able to compete against other businesses due to the way they obtained their equipment.
- Expressed disappointment in recent lack of communications between the City of Thorne Bay and OVK

## 8. COUNCIL COMMENTS:

There were no council comments.

9. CONSENT AGENDA:

- A. Approval of the Minutes for the Regular City Council Meeting, April 17, 2018, discussion and action item:

McDonald moved to approve the minutes from the April 17, 2018, Regular City Council meeting. Burger seconded the motion. There was no further discussion.

MOTION: Move to approve  
F/S: McDonald/Burger  
YEAS: McDonald, Carlson, Burger, Hartwell, Slayton, Edenfield and Gefre  
NAYS: None  
STATUS: Motion Passed.

10. NEW BUSINESS:

- A. Authorizing MOU between City of Thorne Bay and Organized Village of Kasaan for South Thorne Bay Subdivision/Kasaan Road maintenance, discussion and action item:

McDonald moved to approve the MOU between City of Thorne Bay and Organized Village of Kasaan. Edenfield seconded the motion. Benner explained that the City of Thorne Bay and Organized Village of Kasaan work together through an MOU for the maintenance of South Thorne Bay Roads. There was further discussion.

MOTION: Move to approve  
F/S: McDonald/Edenfield  
YEAS: McDonald, Carlson, Burger, Hartwell, Slayton, Edenfield and Gefre  
NAYS: None  
STATUS: Motion Passed.

- B. Approval of Ingress Egress Agreement between City of Thorne Bay and Jason Clowar, discussion and action item:

McDonald moved to approve Ingress Egress Agreement between City of Thorne Bay and Jason Clowar. Slayton seconded the motion. Hartwell inquired if the easement would be reviewed at any time. Benner replied that it was indefinite. There was further discussion.

MOTION: Move to approve Ingress Egress Agreement between City of Thorne Bay and Jason Clowar  
F/S: McDonald/Slayton  
YEAS: McDonald, Carlson, Burger, Hartwell, Slayton, Edenfield and Gefre  
NAYS: None  
STATUS: Motion Passed.

C. Nominating Harvey McDonald to serve as the representative for Thorne Bay on the IFA Board of Director's, discussion and action item:

Edenfield moved to nominate Harvey McDonald to serve as the representative for Thorne Bay on the IFA Board of Director's. Gefre seconded the motion. McDonald thanked the council for the nomination. McDonald stated he has served on the IFA Board since inception and was very proud of the accomplishments they have made.

MOTION: Move to approve

F/S: Edenfield/Gefre

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

NAYS: None

STATUS: Motion Passed.

D. Authorizing the Mayor or Administrator to negotiate rental agreement terms with Tongass Federal Credit Union (TFCU) for use of City facilities, discussion and action item: (lease would be similar to current leases with SEARHC and PeaceHealth for use of City Facilities)

McDonald moved to authorize the City Administrator to negotiate rental agreement terms with Tongass Federal Credit Union for use of City facilities. Burger seconded the motion. Slayton expressed concern that the City would be competing with local businesses if they provide a space for Tongass to rent because it would be taking income from the current building owners that Tongass leases from. City Clerk Feibel explained that Tongass had been looking for a new location for the bank for a couple of years. Clerk Feibel explained that Tongass is looking to decrease costs of operation in Thorne Bay, and a space that would better suite their needs and the needs of the community. There was no further discussion.

MOTION: Move to approve

F/S: McDonald/Burger

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

NAYS: None

STATUS: Motion Passed.

E. Authorizing the City of Thorne Bay to Sponsor the Southeast Conference, Marine Highway System discussion and action item:

McDonald moved to approve the Donation of \$1,000 to Southeast Conference Marine Highway System Reform Conference. Edenfield seconded the motion. There was no further discussion.

MOTION: Move to approve the Donation of \$1,000 to Southeast Conference Marine Highway System Reform Conference

F/S: McDonald/Edenfield

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

NAYS: None

STATUS: Motion Passed.

F. Authorizing the City to enter into an Agreement with David Nelson, for Water Operator Level II services, discussion and action item:

McDonald moved to authorize the City to enter into an Agreement with David Nelson, for Water Operator Level II services. Slayton seconded the motion. Benner stated the City needed to have a Level II water operator on staff until Sam Sawyer was certified as at a Level II. There was further discussion.

MOTION: Move to authorize the City to enter into an Agreement with David Nelson, for Water Operator Level II services

F/S: McDonald/Slayton

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

NAYS: None

STATUS: Motion Passed.

G. Approving the Rental Agreement Renewals for the Southeast Roadbuilders, Papac Alaska Logging, and Ken Batton, for use of City owned land, discussion and action item:

McDonald moved to approve the Rental Agreements for the Southeast Roadbuilders, Papac Alaska Logging, and Ken Batton, for use of City owned land. Slayton seconded the motion. There was no further discussion.

MOTION: Move to approve the Rental Agreements for the Southeast Roadbuilders, Papac Alaska Logging, and Ken Batton, for use of City owned land

F/S: McDonald/Slayton

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

NAYS: None

STATUS: Motion Passed.

H. Resolution 18-06-05-01, repealing resolution 16-10-10-01, which placed a limit on RV Park space rentals to 21 days, discussion and action item:

McDonald moved to approve Resolution 18-06-05-01, repealing resolution 16-10-10-01, which placed a limit on RV Park space rentals to 21 days. Edenfield seconded the motion. Edenfield stated the limit on the length of time a person could rent the RV Space for was causing hardships and confusion among the City Staff and transients coming in for the summer and wanting to stay longer than three weeks.

MOTION: Move to approve Resolution 18-06-05-01, repealing resolution 16-10-10-01, which placed a limit on RV Park space rentals to 21 days

F/S: McDonald/Edenfield

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

NAYS: None

STATUS: Motion Passed.

I. Resolution 18-06-05-02, supporting Independent Audit of Tongass Timber Sales, discussion and possible action item:

This item was removed from discussions due to concerns that some councilmembers did not have enough time to read the entire packet.

J. Authorizing the Mayor to enter into rental agreement with Pacific Airways for the use of City Airplane Float and Harbor Office, discussion and action item:

McDonald moved to authorize the City to enter into an agreement with Pacific Airways for the use of the City Seaplane Float. Carlson seconded the motion. McDonald stated the City did not have an agreement in place but wanted to have the authority to negotiate the terms of the agreement.

MOTION: Move to authorize the City to enter into an agreement with Pacific Airways for the use of the City Seaplane Float

F/S: McDonald/Carlson

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

NAYS: Hartwell

STATUS: Motion Passed.

11. EXPENDITURES EXCEEDING \$2,000.00:

A. Authorizing the expense of approximately Ten-Thousand Dollars (\$10,000.00), for the Water/Waste Water Department, Grant for I & I (Manhole) upgrades, discussion and action item:

McDonald moved to approve the expenditure of Ten-Thousand Dollars (\$10,000.00), for the Water/Waste Water Department, Grant for I & I (Manhole) upgrades. Carlson seconded the motion. There was no further discussion.

MOTION: Move to approve the expenditure of Ten-Thousand Dollars (\$10,000.00), for I & I (Manhole) upgrades

F/S: McDonald/Carlson

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

NAYS: None

STATUS: Motion Passed.

B. Approval of expenditure in the amount of \$4,800.00, to Organized Village of Kasaan (OVK), for Brushing South Thorne Bay Road, discussion and action item:

McDonald moved to approve the expenditure of \$4,800.00, to Organized Village of Kasaan for Brush Cutting on the South Thorne Bay Road. Slayton seconded the motion.

MOTION: Move to approve the expenditure of \$4,800.00, to Organized Village of Kasaan for Brush Cutting on the South Thorne Bay Road

F/S: McDonald/Slayton

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

NAYS: None

STATUS: Motion Passed.

- C. Approval of expenditure in the amount of \$2,880.00.00, to the Organized Village of Kasaan (OVK), for Brushing Steep Road, discussion and action item:

McDonald moved to approve the expenditure of \$2,880.00, to Organized Village of Kasaan for Brush Cutting Steep Road. Hartwell seconded the motion. There was no further discussion.

MOTION: Move to approve the expenditure of \$2,880.00, to Organized Village of Kasaan for Brush Cutting Steep Road

F/S: McDonald/Hartwell

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

NAYS: None

STATUS: Motion Passed.

- D. Approval of Expense to Southeast Roadbuilders for \$50,000.00, for Rock Crushing on Sandy Beach Road, Rock Crushing, discussion and action item:

McDonald moved to approve the expenditure of \$50,000.00, to Southeast Roadbuilders for Crushed Rock. Burger seconded the motion. There was no further discussion.

MOTION: Move to approve the expenditure of \$50,000.00, to Southeast Roadbuilders for Crushed Rock

F/S: McDonald/Burger

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

NAYS: None

STATUS: Motion Passed.

- E. Approval of \$10,000 Expense to Southeast Road Builders for DL Improvement Project, discussion and action item:

McDonald moved to approve the expenditure of \$10,000, to Southeast Roadbuilders for Davidson Landing Grant Project. Burger seconded the motion. There was no further discussion.

MOTION: Move to approve the expenditure of \$10,000, to Southeast Roadbuilders for Davidson Landing Grant Project

F/S: McDonald/Burger

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

NAYS: None

STATUS: Motion Passed.

- F. Expenditure of \$2,812.26, to First City Electric for spare parts for harbor electrical, discussion and action item:

McDonald moved to approve the expenditure of \$2,812.26, to First City Electric. Burger seconded the motion. There was further discussion.

MOTION: Move to approve the expenditure of \$2,812.26, to First City Electric  
F/S: McDonald/Burger  
YEAS: McDonald, Carlson, Burger, Hartwell, Slayton, Edenfield and Gefre  
NAYS: None  
STATUS: Motion Passed.

12. EXECUTIVE SESSION: The Council May adjourn to executive session.  
None.

13. CONTINUATION OF PUBLIC COMMENT:  
Ron Leighton stated that Organized Village of Kasaan had not bid on any federal contracts as the City Administrator had stated they had.

14. CONTINUATION OF COUNCIL COMMENT:  
Gefre stated there was a couple in the audience from Kasaan that had their hand raised during the discussion of the MOU, and requested the Clerk find out what their question was so the City could answer it.

15. ADJOURNMENT:  
McDonald adjourned the meeting at 7:43 p.m.

---

Harvey McDonald, Mayor

ATTEST:

---

Teri Feibel, CMC

MINUTES  
FOR THE REGULAR  
CITY COUNCIL MEETING  
FOR THE CITY OF THORNE BAY  
CITY HALL COUNCIL CHAMBERS,  
TUESDAY, July 3, 2018  
@ 6:30 P.M.

The meeting was preceded by a workshop beginning 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 audience and council stood for the pledge to the flag.

3. ROLL CALL:

Those present were: McDonald, Carlson, Edenfield, Burger, Hartwell, Slayton, and Gefre

4. APPROVAL OF AGENDA:

McDonald moved to approve the agenda. Edenfield seconded the motion. There was no further discussion.

MOTION: Move to approve the agenda

F/S: McDonald/Edenfield

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

NAYS: None

STATUS: Motion Passed.

5. MAYOR'S REPORT:

There was no Mayor Report.

6. ADMINISTRATIVE REPORTS:

City Administrator, Wayne Benner, reported on the following:

**Meetings Attended and Updates:**

A. POWLAT meeting Thursday at Klawock VOTEC Center with FS and Senator.

B. Meeting this coming Monday at noon in Craig Tribal Center for Tribal tourism and transportation.

**Tasks and Projects:**

A. Helping with a haul out area for the sunken boat.

B. Meeting with Julie from AML on city insurance schedule. In the next months we will be making some adjustments to valuations of harbors, equipment and buildings.



- C. Catching up on 3 weeks of missed work, although I did work on several items during the last couple weeks.
- D. FYI just like shipping cost and other services our per hour Legal cost will be going up, so we will continue to be cautious on how we use legal services.
- E. We will be working on hiring another water/sewer operator and a special projects person.

**New Business:**

- A. Approval of MOU between the City of Thorne Bay and Klawock EMS. This has been in the discussion stage for some time. Klawock City Council approved the agreement. For the last 3 months Klawock EMS has been providing Thorne Bay full support. This is a good option for the City to help grow EMS Services. I understand that Klawock has been discussing the details of how the operation will go but are waiting to see if there will be an agreement before setting up all the procedures and policies.
- B. Approval of Rental Agreement between City of Thorne Bay and SISD is to give the Float house an area for long term parking so they are not leaving trailers and materials on city right-of-way. We have been working on the parking and storage issue by the float house for some time and Renting SISD a lot to use is the best option.
- C. Approval of Rental Agreement between City of Thorne Bay and Sportsman Cove Lodge at the Sort Yard to store some piling and gangway. We have worked out an area at the Sort Yard that will fit their needs.
- D. Pacific Air use of City harbor Facilities for Seaplane Landing. There is now an agreement in place for ATV use. PAC may not need office space but still is interested in negotiating the landing fees and they will be a routine customer as was ProMech and Taquan when they ran commercial service from the city float plane float.
- E. Approval of Liquor License Transfer from Ben Williams to Ben Williams Jr.

**Expenditures over \$2000:**

- A. \$2,519 to Cleary Computer was for trying to resolve the Microsoft upgrades that were not compatible with Quick Books.

**Harbors and Parks:** Except for AP&T and some finish work all Electrical installation at Davidson Landing is complete. Work will commence next week on some of the miscellaneous projects.

**Streets and Roads:** Crews have been busy making sand. Kasaan has done a great job on Southside road maintenance

**Water and Sewer:** Plans for water and sewer improvements are out to bid. Latest estimate to start work is September.

**Solid Waste:** Had a small bear locked in the baler building overnight and luckily not much damage. Now that the scrap has been removed thieves are hitting the equipment looking for metals and whatever.

**Law Enforcement:** Just a heads up someone is spreading building screws around in the gravel in front of some businesses.

**FIRE/EMS:** Operations are going smoothly using Klawock EMS. Thorne Bay days will be the next big fundraiser for Emergency Services.

**Library:** New internet system has been installed at the library and I understand there are some operating issues that need addressing.

---

**City Clerk, Teri Feibel, reported the following:**

**Finance:** FY18 Profit and Loss (July 1, 2017 – June 30, 2018)  
QuickBooks Income & Expense for City of Thorne Bay

Total Income:	1,460,624.82
Total Expense:	1,328,817.60
<b>Net Income:</b>	<b>131,807.22</b>

➤ **First Bank**

First Bank Checking:	<b>\$12,318.45</b>
----------------------	--------------------

➤ **Tongass Federal Credit Union:**

• <u>Occupancy Tax</u>	<b>\$34,774.28</b>
• <u>Checking</u>	<b>\$163,830.81</b>
• <u>Sales Tax Saving</u>	<b>\$249,454.87</b>
• <u>Harbor</u>	<b>\$69,347.23</b>
• <u>Fisheries</u>	<b>\$18,213.89</b>

<b>Account Totals for TFCU:</b>	<b>\$535,621.08</b>
---------------------------------	---------------------

➤ **PERS DCR Credits:**

- The City of Thorne Bay has a Defined Contribution Forfeiture balance of \$18,156.48 which will be applied to the defined contribution employer match amount for all payrolls from the City of Thorne Bay that are processed by DRB starting on 7/1/2018.
  - Defined Contribution Retirement Forfeiture Funds are created when a non-vested or partially vested employee terminates employment with the City.

➤ **National Forest Receipts Title 1 Roads Payment:**

- Received on June 21<sup>st</sup>, in the amount of \$58,748.63

➤ **Minor Offense Fine Schedule:**

- Has been updated in the Alaska Courts Records, and our VPSO can now issue citations, and the City will receive the money from each citation, less 10% which is retained by the courts for handling the billing and receipt of fines for the City.
- I will be working on Titles 13-19, for establishing fines to be set for offenses listed within those chapters.

Clerk Report Continued:

➤ **Training Attended June 10-15, in Tacoma Washington at the University of Puget Sound:**

- PDIV – NORTHWEST CLERKS INSTITUTE TRAINING

Completed Threat Assessment Training & Emergency Response preparedness training.

## **Thorne Bay VPSO REPORT**

### **May**

05/10/18 **Public Appearance.** (City meeting)  
05/11/18 Provide **Police Escort** for male individual.  
05/11/18 **Agency Assists** AST, Natural Death.  
05/17/18 Collect **Road Kill** deer. (Distributed)  
05/17/18 **Subpoena** served.  
05/18/18 Report of **Harassment.**  
05/18/18 **Public Appearance.** (High school graduation)  
05/19/18 Report of **Burglary & Criminal Mischief.** (Civil issue)  
05/22/18 Report of **Criminal Mischief.** (Arrest made)  
05/22/18 Assist female victim attaining a **Restraining Order.**  
05/24/18 Report of **Theft,** boat motor. (Owner will get serial #)  
05/25/18 **Agency Assists** OCS on **Welfare Check.**  
05/29/18 Report of **Assault & Criminal Mischief.** (Charged)  
05/30/18 Report of **Theft,** wallet. (Found later)  
05/31/18 Report of **VCOR & DVPO.** (Arrest made)

### **June**

06/02/18 **SUMMONS** served.  
06/02/18 Report of **Theft,** gun. (Civil issue)  
06/04/18 Report of **Theft,** car keys. (No evidence)  
06/05/18 **Agency Assists** AST on **Warrant Arrest.**  
06/05/18 **Public Appearance.** (City meeting)  
06/05/18 Report of **Theft,** gun. (Returned)  
06/08/18 Report of **Trespass.** (No suspects)  
06/09/18 Provide **Police Escort** for victim with Kassan VPSO.  
06/12/18 Serve **Long Term DVPO** with Kassan VPSO.  
06/15/ to 06/22 **KAKE COVERAGE.**  
06/23/18 **Agency Assists,** Forrest Service Officer.  
06/24/18 Address **Vicious Dog** incident with owner.  
06/29/18 **SUMMONS** served to female individual.  
06/29/18 **Agency Assists** AST, **Warrant Arrest.**  
06/30/18 **Agency Assists** AST, Warrant. (No locate)

### **7. PUBLIC COMMENTS:**

Jason Clowar encouraged the City Council to work with Pacific Air and approve an agreement for use of the City Seaplane Facilities.

8. COUNCIL COMMENTS:

There were no council comments.

9. NEW BUSINESS:

- A. Approval of MOU between the City of Thorne Bay and Klawock EMS; Agreement would place Klawock EMS as Emergency Response for 911 Calls in Thorne Bay, discussion and action item:

McDonald moved to approve the MOU between the City of Thorne Bay and Klawock EMS. Hartwell seconded the motion.

McDonald stated the concerns he had regarding the MOU were addressed during the workshop. McDonald explained his questions were regarding the insurance and liability.

Further discussions included a brief from Administrator Leslie Isaacs regarding how the Klawock EMS began, and how they are now able to enter into agreements with other communities to help their EMS get up and running.

Slayton expressed concerns about the MOU, as written, and about the lack of time the public had to review the document prior to the council voting.

The City Clerk Feibel stated the MOU had been available in prior City Council Packets for the public to view.

Slayton commented that he had been encouraging people to drive themselves to Klawock if there is an emergency and not wait for anyone to respond. Slayton stated he wanted to see Thorne Bay have their own EMS Squad operating again but did appreciate Klawock's help.

McDonald stated this MOU was an opportunity to move forward and get EMS response in place. Hartwell stated that with no current MOU in place, Klawock could chose not to respond.

City of Klawock Mayor Lawrence Armour explained that with Klawock responding to Thorne Bay without a current signed MOU in place, Klawock would held solely liable if something were to go wrong when responding in Thorne Bay. Mayor Armour stated that the doctor Klawock operates under has authorized them to respond for now but has stated an MOU needs to be in place as soon as possible. Mayor Armour stated that he seen the communities on POW as one big community and felt each should look out for the other and help when they can. Families travel to each city for sporting events, shopping, etc. it would be a tragedy to have something happen while in Thorne Bay and have no EMS available when needed.

Klawock City Administrator Leslie Isaacs stated that once the MOU was approved, they could move forward with getting a squad operating in Thorne Bay. Isaacs stated that Klawock would hire responders from Thorne Bay so there would be EMS personnel stationed in Thorne Bay and in Klawock. Isaacs stated with the Klawock EMS responding to other communities, they must still have a team in Klawock that is able

to respond should a call happen there. The hope is to have a squad trained in Thorne Bay by October or November of 2018. After approval of the MOU Klawock would begin to assemble the Thorne Bay EMS Squad. Isaacs stated Klawock would retain the current 911 dispatchers for Thorne Bay and provide a training for them.

Further discussions included a brief from Administrator Leslie Isaacs regarding how the Klawock EMS began, and how they are now able to enter into agreements with other communities to help their EMS get up and running.

There was further discussion.

MOTION: Move to approve MOU between the City of Thorne Bay and Klawock EMS  
F/S: McDonald/Hartwell  
YEAS: Burger, McDonald, Carlson, Edenfield, Gefre, Hartwell, and Slayton  
NAYS: None  
STATUS: Motion Passed

B. Approval of Rental Agreement between the City of Thorne Bay and SISD for parking on Lot 4 of the Downtown Business District, discussion and action item:

McDonald moved to approve the Rental Agreement between the City of Thorne Bay and SISD for parking on Lot 4 of the Downtown Business District. Hartwell seconded the motion. Benner explained that the SISD had been paying for 3 parking permits, so the float house tenants could park on City property. SISD had been parking more than what was permitted on City property which lead to the City invoicing them for the additional space used. Benner stated he sat down with Nick Higson and Travis Tripple to discuss the parking issue and had come to the agreement that a rental agreement for Lot 4 would be the best option. City Clerk Feibel stated SISD was also requesting that the City incorporate the back fees they were recently billed for parking in front of the float (January 2017 - current) at the Rental Agreement rate of \$150 per month, instead of the billed rate of \$350 (10 vehicles/trailers/units @ \$35 each). City Clerk Feibel stated the request would have to be acted upon separately since the agreement did not include the amended rate for those months. Feibel stated that the Council could direct the Mayor and Administrator to amend the invoice allowing for the change. Hartwell stated the amount being requested was over \$2,000.00, so would require the council to vote on it. Clerk Feibel stated she would gather the account information regarding the invoice in question and provide it to the Council for review at a later meeting. There was further discussion.

MOTION: Move to approve the Rental Agreement between the City of Thorne Bay and SISD for parking on Lot 4 of the Downtown Business District  
F/S: McDonald/Hartwell  
YEAS: Gefre, Hartwell, Burger, McDonald, Carlson, Slayton  
NAYS: Edenfield  
STATUS: Motion Passed

C. Approval of Rental Agreement between City of Thorne Bay and Sportsman Cove Lodge for ½ to 1 Acre of Sort Yard Land, discussion and action item:

McDonald moved to approve the Rental Agreement between the City of Thorne Bay and Sportsman's Cove Lodge. Burger seconded the motion. There was no further discussion.

MOTION: Move to approve the Rental Agreement between the City of Thorne Bay and Sportsman's Cove Lodge

F/S: McDonald/Burger

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

NAYS: None

STATUS: Motion Passed

D. Pacific Air use of City Harbor Facilities for Seaplane Landing, discussion and possible action item:

No action was taken. McDonald stated that Pacific Airways was requesting the City enter an agreement for landing fees at the rate of five-hundred (\$500.00) dollars during the summer months, and \$8.00 per landing during the winter. Hartwell stated the City had a set rate by resolution for landing fees and was not in the business of competing with local businesses. Hartwell stated the Port had a seaplane dock and charges around \$10 per landing which is equivalent to the City's current charge. Hartwell stated by agreeing to reduce Pacific Airways landing fees, the City would be undercutting other businesses. There was further discussion.

E. Approval of Liquor License Transfer from Ben Williams, of Williams Inc. to Ben F. Williams Jr., discussion and action item:

McDonald moved to approve the Liquor License Transfer from Ben Williams to Ben F. Williams Jr. Slayton seconded the motion. There was no further discussion.

MOTION: Move to approve the Liquor License Transfer from Ben Williams to Ben F. Williams Jr.

F/S: McDonald/Slayton

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

NAYS: None

STATUS: Motion Passed

10. EXPENDITURES EXCEEDING \$2,000.00:

- A. Authorizing the expense of \$2,519.00, to Cleary Computer Services, repairs to Administrative Computers, discussion and action item:

McDonald moved to approve the expenditure of \$2,519.00, to Cleary Computer Services, repairs to Administrative Computers. Hartwell seconded the motion. There was no further discussion.

MOTION: Move to approve the expenditure of \$2,519.00, to Cleary Computer Services, repairs to Administrative Computers

F/S: McDonald/Hartwell

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

NAYS: None

STATUS: Motion Passed

- B. Authorizing the expense of \$2,440.00, to Cascade Columbia, Water Treatment Chemicals, discussion and action item:

McDonald moved to approve the expenditure of \$2,440.00, to Cascade Columbia. Carlson seconded the motion. There was no further discussion.

MOTION: Move to approve the expenditure of \$2,440.00, to Cascade Columbia

F/S: McDonald/Carlson

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

NAYS: None

STATUS: Motion Passed

11. EXECUTIVE SESSION:

There was no executive session.

12. CONTINUATION OF PUBLIC COMMENT:

There were no public comments.

13. CONTINUATION OF COUNCIL COMMENT:

There were no council comments.

14. ADJOURNMENT:

McDonald adjourned the meeting at 7:50 p.m.

---

Harvey McDonald, Mayor

ATTEST:

---

Teri Feibel, CMC



City of Thorne Bay 2014

P.O. Box 19110  
Thorne Bay, AK 99919  
907-828-3380

# Invoice

Date	Invoice #
5/1/2018	37256

SISD - District Office  
P.O. Box 19569  
Thorne Bay, AK 99919

**PAID**  
**06/11/2018**

All invoices are due on the 20th of the month

Terms	Account Number
20th of the Month	

Item Code	Quantity	Description	Price Each	Amount
Parking Permit-mo ...	120	10 Monthly Parking Permits up to 20ft: January - December 2017	35.00	4,200.00
Parking Permit-mo ...	40	10 Monthly Parking Permits up to 20ft: January - April 2018	35.00	1,400.00
These permits are above and beyond the permitted vehicles based on various tours of the sight, most recently on 4/4/18.				

Phone #

907-828-3380

**Total**

**\$5,600.00**



