

**MINUTES
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 was preceded by a workshop beginning at 6:00 p.m.

1. CALL TO ORDER:

Vice Mayor 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:

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

4. APPROVAL OF AGENDA:

Gould moved to approve the agenda. Hartwell seconded the motion. There was no further discussion.

MOTION: Move to approve the agenda

F/S: Gould/Hartwell

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

NAYS: None

STATUS: Motion Passed.

5. MAYOR'S REPORT:

Vice Mayor McDonald reported there was a water leak the City had been in search of. Coffman Cove lent a listening device to help try and locate the water leak.

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

City Administrator, Wayne Benner, reported the following:

Meetings Attended and Updates:

1. Attended POWLAT in Craig. Information was provided on how to use and manage the National Forest. One interesting item was the map put together by the State of Alaska showing the lands they desire to acquire from the Forest Service.
2. POWCAC meeting, January 24th at the St. John Catholic Church in Klawock.
3. POWLAT meeting is January 26th at the VOTEC building in Klawock.

Tasks and Projects:

1. Working with DOWL and VSW on the water treatment improvements and sewage treatment improvements.

2. Working with DOWL on the Davidson Landing Restrooms. Waiting for final estimate by Kelley Pellet.
3. Met with Steve Seley in Ketchikan to look at his pre-fab buildings as a possibility for a building for Tongass Credit Union. Helen met with Seley also and thought the pre-fab type building would also work, so we are waiting for an estimate.

New Business:

A. Approval of the December 2016 Addition of the Employee Handbook. Teri and I have tried to update the employee handbook and make sure that it complies with the municipal code as well as state and federal laws pertaining to hours worked. This was handed out to the employees almost a month ago, asking for input of which we have received non. There are also changes to job descriptions that match current operations. Another area that was added is dealing with social media, cell phone and internet use. As part of this update the city is also placing all operating policies in a book that can be easily referenced.

Harbors: Like the streets, the docks have been a continues source of complaint with the frost and ice. Also, have a quote from First City Electric for power and lights on the Floats at Davidson (\$75,000) and some lights along the docks where there are no lights and a couple more pedestals for quest moorage at the main harbor (\$33,000). There will be more discussion on this later.

Streets and Roads: Well the last three weeks have been hell to say the least. Mother Nature has mass produced ice with all the rain on top of frozen ground which immediately covers the sand. We have already used more sand than the last two years and may need to make more. We will continue to do what we can with staff and equipment.

Water and Sewer: Found one water leak in the Forest Service but still chasing another substantial water leak. Meter readings show that the water usage is not from people letting water run to keep pipes from freezing. The chore has been made more difficult with all the ground water.

Solid Waste: All is well with trash. Getting closer to having an agreement to review with WM for scrap metal.

Law Enforcement: Buck has been busy and we even had a VPSO in training in Thorne Bay over the holidays.

FIRE/EMS: There was some EMS activity over the holidays and the inability to use the 4-wheel drive ambulance without chains has been resolved when Mr. Egelston pointed out that the chains were in the compartment on the truck labeled chains. On another positive note, I accepted the Haines Borough Volunteer Fire Department fire truck donation to Thorne Bay. The price is free and will only include shipping on AMHS. However, I believe the City needs to donate at least a \$1,000 to the Haines Dept. for their efforts. This truck was their active truck until Thanksgiving when it was replaced with a newer truck and is the same type that currently sits at Davidson.

Library: We finally have the heat back on at the library and the frozen water has thawed with no damage. The biggest issue that resulted during the frozen water is people continued to use the toilet creating one shitty mess. It is a library but seems

the ability to read the out of order sign is too difficult of reading. Toilets do work if you put water in the tank. Even the City Administrator can figure that out. Executive session is for discussion and possible action on how to deal with Wayne

City Clerk, Teri Feibel, reported the following:

- **City Council Public Officer Financial Disclosure Statements (POFD)** are due from each councilmember no later than March 15th. The POFD reporting period is for the calendar year 2016. POFD's received after March 15th will be assessed penalties from the State of Alaska Public Office's Commission.
- **Thorne Bay Fisheries Association** will hold their annual meeting on Wednesday, January 4th, 2017, beginning at 8:00 a.m. in the City Hall Council Chambers. This meeting is open to the public.
- **City Account Balances:**
 1. Tongass Federal Credit Union Accounts:
 - a. Checking: \$282,796.12
 - b. Sales Tax Savings Account: \$299,680.66
 - c. Harbor Replacement Saving: \$36,789.91
 2. Tongass Federal Credit Union Non-Profit Accounts:
 - a. EMS Account: \$2,617.65
 - b. Thorne Bay Fisheries: \$8,992.35
 3. First Bank Checking Account: \$13,407.81
 4. Wells Fargo Investment Accounts:
 - a. Money Market Account: \$674,823.31
 - b. Bonds Account: \$400,739.50

Total Account Balances (NOT INCLUDING NON-PROFIT ACCOUNTS; EMS AND FISHERIES): \$1,708,237.31.

7. PUBLIC COMMENTS:

Jim McFarland commented on the following:

- January 3rd first day back to school after winter break
- January 5th pizza feed at the Café, a fundraiser for Sheila Nyquest class
- ASC meeting January 11th beginning at 6:00 p.m., there will be no dinner prior to the meeting as there have been in the past
- January 12th, will be a dinner at the Café.

David Egelston commented on the following:

- Comment regarding the scheduled Executive Session for Wayne Benner's contract review.
- Support for Wayne Benner's continued employment with the City. Wayne gives all his time to the city working 7 days a week. Requested the Council encourage Wayne to continue employment with the City, he is appreciated and an asset to the community.

8. COUNCIL COMMENTS:

Mayor Gould stated he had received a call from Dennis Watson regarding the possibility of discounted shipping cost for the Fire Truck that was donated to Thorne Bay from Haines Borough.

Mayor Gould stated that Mr. Watson encouraged the City write an official letter to the IFA Board requesting a discounted rate for the shipping.

Vice Mayor McDonald stated that he also had been in contact with the IFA regarding the shipping of the Fire Truck.

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:

Gould moved to approve the consent agenda consisting of the minutes for the Regular November 15, 2016, City Council Meeting, and December 6, 2016, Regular City Council Meeting. Hartwell seconded the motion. There was no discussion.

MOTION: Move to approve the consent agenda consisting of the minutes for the Regular November 15, 2016, City Council Meeting, and December 6, 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. Approval of the December 2016 Edition of the Employee Handbook, discussion, and action item:

McDonald moved to approve the December 2016 Edition of the Employee Handbook. Edenfield seconded the motion. City Administrator, Wayne Benner, informed the City Council and audience, that the amendments in the employee handbook were strictly for the purposes of bringing the handbook up to date with the City's current employee policies, personnel job descriptions, and wage and overtime laws of the City and State of Alaska. Benner explained that the last time the handbook had been revised was in 2009 and conflicted with the State Law and the Thorne Bay Municipal Code regarding overtime wages. Benner commented that he had worked on the amendments to the handbook with the City Clerk to ensure that the employee job descriptions were accurate and up to date, as well as ensuring that the policies in the handbook accurately reflected City operations. Benner stated that all Employees had been given the Employee Handbook December 2016 Edition, and asked to review and notify me if they had any questions or comments. No employee had

negative feedback regarding the amendments to the handbook. The City Clerk stated that the amendments in the handbook did not negatively affect any employee or citizen of Thorne Bay. There was no further discussion.

MOTION: Move to approve the December 2016 Edition of the Employee Handbook
F/S: McDonald/Edenfield
YEAS: Slayton, Hartwell, Gould, Burger, Edenfield and McDonald
NAYS: None
STATUS: Motion Passed.

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:

McDonald moved to 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; review of City Administrator contract. Hartwell seconded the motion. There was no further discussion.

MOTION: Move to 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, review of City Administrator contract
F/S: McDonald/Hartwell
YEAS: Burger, McDonald, Edenfield, Gould, Hartwell, and Slayton
NAYS: None
STATUS: Motion Passed.

The council adjourned to executive session at 6:53, inviting the City Administrator and City Clerk to attend.

Vice Mayor McDonald reconvened the City Council meeting at 7:14 p.m.

No further comments or action were taken on the Administrator's Contract.

12. CONTINUATION OF PUBLIC COMMENT:

Janelle Werhman commented on the following:

- Inquired if the Employee Handbook applied to all City Personnel including volunteer positions.

Yvonne Seaford commented on the following:

- Urged the City Council to do whatever it took to keep Wayne Benner as the City Administrator for Thorne Bay. Mrs. Seaford commented that Wayne Benner is always working and dedicating his time and energy to the City. Mrs. Seaford stated Mr. Benner deserved a vacation and a raise.

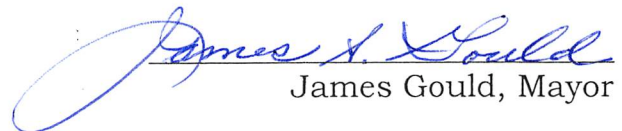
13. CONTINUATION OF COUNCIL COMMENT:

McDonald replied to Ms. Werhman's question regarding volunteers being considered employees and held to the standards of the Employee Handbook. McDonald stated that volunteers were considered employees of the City and required to follow policy and procedures outlined in the Thorne Bay Employee Handbook. Mayor Gould concurred with McDonald's response.

Edenfield stated that she considered Wayne as part of Thorne Bay's family; not only is he in the office during his days off, he is out volunteering his time doing civic duties. Edenfield agreed that the Council should give Wayne Benner a vacation and a raise in salary.

14. ADJOURNMENT:

Vice Mayor McDonald adjourned the meeting at 7:18 p.m.


James Gould, Mayor

ATTEST:



Teri Feibel, CMC

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