

# AGENDA

FOR THE REGULAR MEETING  
OF THE CITY COUNCIL FOR  
THE CITY OF THORNE BAY, ALASKA

TUESDAY, May 4, 2021

TIME: 6:30 p.m.

## LOCATION: TELECONFERENCE/VIDEO CONFERENCING LINE

Phone Number: 1-408-418-9388

### Meeting Weblink:

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=m99f71eee7f975b71d7ee0f9f7c5e44a1>

Meeting number (access code): 182 323 7632

Meeting password: MghMxgJy424 (64469459 from phones and video systems)

- 1) CALL TO ORDER:
- 2) PLEDGE TO FLAG:
- 3) ROLL CALL:
- 4) APPROVAL OF AGENDA:
- 5) MAYOR'S REPORT:
- 6) ADMINISTRATIVE REPORTS:
  - a) City Administrator:
  - b) City Clerk:
- 7) PUBLIC COMMENTS:
- 8) COUNCIL COMMENTS:
- 9) CONSENT AGENDA
  - a) MINUTES:

### More ways to join on WebEx

#### Tap to join from a mobile device (attendees only)

Join by video system

Dial 1823237632@webex.com

You can also dial 173.243.2.68 and enter your meeting number. 182 323 7632

Join by phone

+1-408-418-9388 United States Toll

Access code: **182 323 7632**

Password: MghMxgJy424 (64469459 from phones and video systems)

1. Approving the Minutes of the Regular City Council Meeting March 16<sup>th</sup>, 2021
2. Approving Minutes from the Regular April 20<sup>th</sup>, 2021 City Council Meeting

- b) Resolution 21-05-04-01, updating the bank account signers for the EMS Checking account at Tongass Federal Credit Union, discussion and action item:

## 10) NEW BUSINESS:

### 11) CONTINUING BUSINESS:

- a) Resolution 21-05-04-02, authorizing Low-Cost dump for Vehicles in Thorne Bay, discussion and action item:

### 12) ORDINANCE FOR PUBLIC HEARING:

- a) Ordinance 21-05-04-01, amending Title 2-Administration and Personnel, Chapter 2.24-Officers and Employees, Section 2.24.030 EMPLOYMENT, Subsection (a)(2) Part-Time, discussion and action item:

### 13) EXPENDITURES EXCEEDING \$2,000.00:

- a) Authorizing the expenditure of \$2717.84, plus shipping costs, for a complete engine rebuild kit for the CASE 580 L Backhoe, Streets and Roads, discussion and action item:

14) EXECUTIVE SESSION:

a) The Council may adjourn to an Executive Session

15) CONTINUATION OF PUBLIC COMMENT:

16) CONTINUATION OF COUNCIL COMMENT:

17) ADJOURNMENT:

## HOW TO PARTICIPATE:

### City Council Meeting

Tuesday, May 4, 2021 6:30 pm | 2 hours | (UTC-09:00) Alaska

#### Meeting link:

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=m99f71eee7f975b71d7ee0f9f7c5e44a1>

Meeting number: **182 323 7632**

Password: **MghMxgJy424 (64469459 from phones and video systems)**

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Dial **1823383373@webex.com**

You can also dial **173.243.2.68** and enter your meeting number: **182 323 7632**

#### Join by phone

Call: **1-408-418-9388**

Access code: **182 323 7632**

POSTED: April 16, 2021

**MINUTES**  
FOR THE REGULAR MEETING  
OF THE CITY COUNCIL FOR  
THE CITY OF THORNE BAY, ALASKA  
TUESDAY, APRIL 20, 2021  
TIME: 6:30 p.m.

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LOCATION: TELECONFERENCE/VIDEO CONFERENCING LINE

1) **CALL TO ORDER:**

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

2) **PLEDGE TO FLAG:**

The council and audience pledged to the flag.

3) **ROLL CALL:**

Those in attendance were: Edenfield, Burger, Kerkof, Cunningham & Craske  
Stram joined after approval of the agenda 6:32 p.m.  
Rhodes was excused.

4) **APPROVAL OF AGENDA:**

Edenfield moved to approve the agenda removing item 14 (a) Executive Session. Burger seconded the motion. There was no further discussion.

MOTION: Move to approve the agenda removing

F/S: Edenfield / Kerkof

YEAS: Edenfield, Craske, Cunningham, Kerkof, Burger -

NAYS: None

STATUS: Motion Passed.

NOT PRESENT FOR THE VOTE: Rhodes & Stram

5) **MAYOR'S REPORT:**

Mayor Edenfield reported on the following:

- Highway cleanup – Would like to have the council get together to clean-up their mile. Preferably while the weather is still nice, but whatever works for the council. Council agreed for Saturday May 1<sup>st</sup> at noon. Meet at City Hall.

6) **ADMINISTRATIVE REPORTS:**

a) City Administrator:

- Meetings Attended and Updates:

A. The Bay View timber sale is moving forward and on schedule. The Viking representative, Steve, has kept the city informed of all potential blasting events and that information has been disseminated to city staff and the VPSO office. Viking has been very open with communications with the city since the work began.

- B. The Kasaan road should now be receiving additional attention from Alcan, the company that is logging in the area. I have made 6 phone calls to Alcan and PAPAC regarding the traffic and damage done to the Kasaan road. They have not returned any calls, however, there have been reports of road maintenance being done by outside agencies (not Thorne Bay or Kasaan).

➤ Tasks and Projects:

- A. Village Safe Water (VSW) and the City are working on an update to our Intrusion and Infiltration (I&I) grant seeking additional funds to address our excessive outflow to the Wastewater Treatment Facility. The VSW I&I team are arriving on site today, 4/20/21, to begin the testing and develop a path forward for the city's wastewater infiltration.
- B. The FEMA / CARES funding realignment grant has been submitted. The City submitted the grant on 4/8/21 and the grant is currently being reviewed by FEMA.
- C. The Seaplane Base Transfer is in progress. The process to officially transfer the Seaplane Base at the harbor to City management is underway with Alaska Department of Transportation (AKDOT) and the Federal Aviation Administration (FAA). We are currently working with the AKDOT and FAA team members to facilitate the transfer. The State is currently reviewing our submissions of their requested forms.

➤ Expenditures over \$2000 .

Expenditure exceeding \$2,504.00 is expenditure is for required maintenance items for the wire tier track. The current parts in use are worn and have been causing jams in the tier. Per the manufacturer, these parts are considered "routine maintenance" and are considered a "wear" item. The currently installed parts are original parts from installation.

➤ Departmental Reports:

- Harbors and Parks:

- Waiting on 1 final bid for screws to replace nails on dock.

- Fish cleaning station and grid pressure washed by Ty and James.

- Nasturtiums are being planted around the main harbor.

- Fixed/salvaged two more pedestals in main harbor.

- Will move fish cleaning station by Wednesday of next week.

- Putting together pricing to replace waterline on north finger of main harbor. (Currently water is only available at the entrance.)

- Other than that, both Harbors are running smoothly.

- Streets and Roads:

- The city made a job offer to an individual and is already planning on evaluating the condition of all roads and making an action plan for cost effective repairs and a maintenance schedule.

- Water

- During the month of March 2021, the water/sewer department spent significant time working with RMC, the computer programming company based out of Juneau, who programmed our main computer running the water treatment facility.

- I received a notice from the Department of Environmental Conservation informing us that there was a mistake in how the new water treatment facility was operating.

We worked with them to make the necessary changes to be considered compliant.

However, doing so caused major problems with how the new water treatment plant was programmed so we worked closely with RMC and got it fixed and running smoothly again.

- 460,000 gallons of water was sent to customers and we treated 703,683 gallons of water. The rest of the water was used to clean our filters twice a day/reject water coming from the nanofiltration skid.

- We received our latest TTHM/HAAS testing results which were very good, which I have attached.

- Historically we failed these tests with levels of 199 or higher (the limit is 80)
- The last two test showed our levels were

- **SEPTEMBER 2020**

- TTHM: 21.700
- Haloacetic Acids: 27.600

- **DECEMBER 2020**

- TTHM: 11.200

- **MARCH 2021**

- TTHM: 4.84
- Haloacetic Acids: 5.50

- With winter now over, we started our routine hydrant flushing schedule which will conclude when we get below freezing temperatures this Fall. We do not flush hydrants during the winter because it makes too much of a mess with snow on the ground and makes roadways slick and unsafe.
- During the first week of May, Willy Jennings will be taking his Water Treatment Level I Exam and I will be taking my Level 1 Sewer Treatment Exam.
- This week, we have visitors from the Village Safe water coming to inspect our sewer manholes/lift stations and to try out a new product that can help fix our rainwater infiltration issues we have. This is the first step of the process

- **Solid Waste:**

No significant updates

o **Library:**

We are open for limited services and have changed our hours. We are now open:

- Weds 4-6
- Thur 2-5
- Fri 10-2
- Sat 10-2
- Sun 12-4

Closed on Monday and Tuesday.

The Public Library Assistance Grant (PLAG) is complete and submitted for FY2022.

Our Children's Garden is preparing for use. If you are interested in a free garden box, you can find an application near the front door of the Library.

We are open for computer time, come down, call or email to set up computer time.

Books and Videos are still available. We are practicing Covid safety and following mandates, but checkouts are possible.

Exciting news with Thorne Bay being steps closer to a brand new Library! Friends of the Thorne Bay Library has worked tirelessly to make this happen. There is a new Friends of the Thorne Bay Library Facebook page with tons of info, a bake sale upcoming, ways to help...

We are looking for volunteers as always. Come support your local Library!

b) **City Clerk:** Clerk Feibel provided the following report:

➤ **Finance Report:**

- ❖ First Bank: \$ 28,843.42
  - ❖ TFCU: \$ 522,994.78
  - ❖ Wells Fargo: \$ 1,137,650.00 (as of March 31<sup>st</sup>)
  - ❖ Operating Income: \$ **-153,142.07**
- Income: \$ 1,681,113.48  
Expense: \$ 1,834,255.55

7) **PUBLIC COMMENTS:**

**Sean Kaer commented on the following:**

- Not in favor of consent agenda. People need to know what is being passed and have opportunity to discuss.
- Agreed with Councilmembers prior comments regarding one individual. Stated that he too has had issues in the past and he felt that the council voted against doing the right thing and protected the law breakers.

City Clerk Feibel explained that the Consent Agenda included items such as the Minutes & Resolutions, which were considered routine and not contentious items of discussion. However, if the council wanted to discuss one of the items from the Consent Agenda, they could pull it from the Consent Agenda and have it placed under New Business. A motion to do this would be made like this:

“I move to approve the Consent Agenda, pulling Resolution xxx and placing it under New Business”

## 8) COUNCIL COMMENTS:

### Kerkof commented on the following:

- Encouraged Councilmember Craske to resign his position as councilmember due to a conflict of interest, as stated in a text message to Councilmember Kerkof on April 3<sup>rd</sup>, on his intent to take legal action against the City.
- Requested that, should Councilman Craske not resign, the City Council take immediate action to Censure Councilman Craske from any further Council activities pending a resolution to his intent to file a lawsuit against the City.

### Craske commented on the following:

- In response to Councilman Kerkof's comments...  
As a councilmember it is my duty to protect the City. I had asked the City attorney to provide opinion on a matter and I never received it. So, I hired my own attorney. My attorney and the City's are now in contact with each other.

### Cunningham commented on the following:

- Could the City Council do something like the adopt a highway on the South Thorne Bay Road also?

### Mayor Edenfield commented:

- She was not sure who one would go through to adopt certain portions of the highway, but it is the adopt a highway program, which is something done through the State. The City could introduce something for the community on Southside/Kasaan Road cleanup at the next meeting.

## 9) CONSENT AGENDA

### b) MINUTES:

1. Approving the Minutes from the Regular City Council Meeting of April 6<sup>th</sup>, discussion and action item:
2. Approving the Minutes of the Special City Council Meeting April 13<sup>th</sup>, 2021

Edenfield moved to approve the consent agenda consisting of the Minutes for the Regular April 6<sup>th</sup> and Special April 13<sup>th</sup> City Council Meetings. Cunningham seconded the motion.

MOTION: Move to approve the consent agenda consisting of the Minutes for the Regular April 6<sup>th</sup> and Special April 13<sup>th</sup> City Council Meetings  
F/S: Edenfield/Cunningham  
YEAS: Craske, Stram, Cunningham, Kerkof, Burger & Edenfield,  
NAYS: None  
STATUS: Motion Passed.

10) **NEW BUSINESS:**

a) **Discussion of allowing free dumping of vehicles at the City Landfill for one week, discussion and action item:**

Burger moved to allow one week of free dumping of vehicles. Cunningham seconded the motion. Cunningham commented that it could coincide with dump day week. If some employees were busy with garbage, I would volunteer to help. Burger withdrew his motion. Cunningham withdrew his second.

11) **CONTINUING BUSINESS:**

a) **Resolution 21-04-20-01:** authorizing the renewal of the lease agreement between the City of Thorne Bay and Tongass Federal Credit Union, discussion and action item:

Edenfield moved to approve Resolution 21-04-20-01 authorizing the renewal of the lease agreement between the City of Thorne Bay and Tongass Federal Credit Union. Burger seconded the motion. City Clerk Feibel provided the following comments:

Lease of space in the City Office Building: Resolutions 21-04-20-01 & 02

- o We are receiving 469% more money than what we received prior to TFCU leasing the facility.
- o **Tongass Federal Credit Union Lease.**
  - Use the facility 12 hours per week
  - Provide a valued service to the residents
  - Thorne Bay is the only micro site that charges rent for space
  - Pay \$100 rent and 179.46 per month Utility for total monthly revenue of \$279.46

Discussion included Cunningham objections to the lease renewal, stating that the rate was too low and would like to see the rental rate be \$300.00 plus utilities. Kerkof, Edenfield & Burger commented in favor of renewing the lease at \$279.46, as they provide a service to the community. There was further discussion.

MOTION: Move to approve Resolution 21-04-20-01  
F/S: Edenfield/Burger  
YEAS: Edenfield, Craske, Stram, Kerkof & Burger  
NAYS: Cunningham  
STATUS: Motion Passed.

b) **Resolution 21-04-20-02,** authorizing the renewal of the lease agreement between the City of Thorne Bay and SEARHC Clinic, discussion and action item:

Edenfield moved to approve Resolution 21-04-20-02, authorizing the renewal of the lease agreement between the City and SEARCH. Cunningham seconded the motion.

City Clerk Feibel provided the following comments:

- o Previously the City received \$1.00 per year from SEARHC to have the clinic in Thorne Bay. After the clinic sat empty for almost 5 years, the city reached out to both Peace Health and SEAHHC asking if they had plans to continue providing services in Thorne Bay.
  - Peace Health declined



- SEARHC said they did want to provide services but were not sure in what capacity they would be able to. After discussions an agreement was made to provide the smaller space but would charge more than the \$1 as done in the past.
- SEARHC agreed and started having a provider on Fridays for a while (maybe for 6-months), but then stopped all together.
- SEARHC pays \$10.00 per month rent and \$179.46 utilities -TOTAL \$189.46

Kerkof inquired if SEARHC used the clinic now and suggested that the City take SEARHC to task and require that they come at least once a month in order to renew the lease.

Stram agreed with Kerkof that we needed to do whatever we could to encourage SEARHC to provide services here. If we are providing space for minimal costs, then we should be getting service.

Suggested a committee be formed to determine the needs of the community.

Edenfield moved to approve Resolution 21-04-20-02, amending the lease term to a month-to-month lease until the City can get ahold of SEARHC and set a schedule for services in Thorne Bay.

Cunningham seconded the motion.

MOTION: Move to approve Resolution 21-04-20-02, amending the lease term to a month-to-month lease

F/S: Edenfield/Cunningham

YEAS: Craske, Stram, Cunningham, Edenfield, Burger & Kerkof

NAYS: None

STATUS: Motion Passed.

## 12) ORDINANCE FOR INTRODUCTION:

- b) Ordinance 21-05-04-01, amending Title 2-Administration and Personnel, Chapter 2.24-Officers and Employees, Section 2.24.030 EMPLOYMENT, Subsection (a)(2) Part-Time, discussion and action item:

Edenfield moved to approve Ordinance 21-05-04-01. Cunningham second the motion.

Clerk Feibel provided the following comments:

- Ordinance 21-05-04-01 on the agenda is just clearing up the definition of Part-time hours. This was brought to my attention by Felisha Williams, the Kasaan City Administrator/Treasurer last month.

Currently the Code addresses working hours as:

- Full-time: 40 hours per week on regular basis
- Part-time: At least 20 hours but less than 40
- Short-hour: 14 hours or less per week

So, the city code is not providing a determination for those who work at least 15 hours but less than 20 hours per week. This simply clears that up and designates part-time employment as working at least 15 but less than 40 hours.

There was no further discussion.

MOTION: Move to approve Ordinance 21-05-04-01, amending Title 2.24.030, Employment  
F/S: Edenfield/Cunningham  
YEAS: Stram, Edenfield, Craske, Cunningham, Kerkof & Burger  
NAYS: None  
STATUS: Motion Passed.

### 13) EXPENDITURES EXCEEDING \$2,000.00:

- b) Authorizing the expenditure of \$2,504.00, plus shipping, to Pioneer Supply for repairs to the Wire Tie machine at the Solid Waste Facility, discussion and action item:

Edenfield moved to approve the expenditure of \$ 2,504.00, plus shipping to Pioneer Supply for repairs to the Wire Tie Machine at Solid Waste. Burger seconded the motion. Burger stated he personally witnessed the employees fighting with the machine for two hours trying to get the bales tied, wasting materials and employee time.

Stram inquired if the machine had been repaired before? Carter stated that the City has replaced mechanical parts, but not this part of the machine.

MOTION: Move to approve the expenditure of \$ 2,504.00, plus shipping to Pioneer Supply for repairs to the Wire Tie Machine at Solid Waste  
F/S: Edenfield/  
YEAS: Edenfield, Craske, Stram, Cunningham, Kerkof & Burger  
NAYS: None  
STATUS: Motion Passed.

### 14) EXECUTIVE SESSION:

This was removed from the agenda.

### 15) CONTINUATION OF PUBLIC COMMENT:

#### Sean Kaer commented on the following:

- Apologize for prior comments
- Agreed with Cunningham on not wanting to compete with local business
- Those on Southside do not get subsidies like main town side
- Request the council put on the next agenda to have the harbor ramp surveyed

#### Sam Sawyer commented on the following:

- Happy to hear that the City is applying for grant for harbor the harbor, would like to have security camera set up at Davidson Landing that would focus on boats. Currently the system does not see the faces of the thieves who are taking items from the boats on the harbor.

16) CONTINUATION OF COUNCIL COMMENT:

**Cunningham commented on the following:**

- Regarding the dock at Davidson Landing, would like to have brighter lights on the harbor. That may deter people from going to steel.
- Apologize for not removing my hat during the pledge

**Kerkof commented on the following:**

- At the last meeting had asked that the City open meetings update to the public, did not personally care if people come.

17) ADJOURNMENT:

Mayor Edenfield adjourned the meeting at 8:04 pm

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Cindy Edenfield, Mayor

ATTEST:

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Teri Feibel, CMC

# MINUTES

FOR THE REGULAR MEETING  
OF THE CITY COUNCIL FOR  
THE CITY OF THORNE BAY, ALASKA  
TUESDAY, MARCH 16, 2021  
TIME: 6:30 p.m.

---

LOCATION: TELECONFERENCE/VIDEO CONFERENCING LINE

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## 1) CALL TO ORDER:

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

## 2) PLEDGE TO FLAG:

The council and audience pledged to the flag.

## 3) ROLL CALL:

Those in attendance were:

Edenfield, Rhodes, Stram, Burger, Kerkof, Cunningham & Craske

## 4) APPROVAL OF AGENDA:

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

MOTION: Move to approve the agenda

F/S: Edenfield / Kerkof

YEAS: Stram, Edenfield, Craske, Rhodes, Cunningham, Kerkof & Burger

NAYS: None

STATUS: Motion Passed.

## 5) MAYOR'S REPORT:

Mayor Report:

- Busy in the office
- Had online safety meetings with AML JIA

## 6) ADMINISTRATIVE REPORTS:

a) City Administrator:

### ➤ Meetings Attended and Updates:

- C. On March 9<sup>th</sup> SEASWA met and voted to procure a tire cutter / de-rimmer unit for use throughout the SEASWA communities.
- D. On Tuesday, March 9<sup>th</sup> ACS and AP&T completed work on the telco switch located on Sandy Beach Rd. This work required that the local switch be taken offline, and the new switch installed. This caused an interruption to local and long distance calling from 7pm to 5am. During this period I stayed at City Hall to man the local 911 line (which had a dedicated line run to City Hall for this purpose) to ensure that we maintained 100% coverage during the outage.

## Tasks and Projects:

- D. Village Safe Water (VSW) and the City are working on an update to our Intrusion and Infiltration (I&I) grant seeking additional funds to address our excessive outflow to the Wastewater Treatment Facility. The initial engineering funding request has been approved and we will have engineers on site in March.
- E. FEMA / CARES grant funding realignment is in the process of being applied for. The City has had three "Recovery Scoping Meeting follow up" meetings with FEMA.
- F. The Seaplane Base Transfer is in progress. The process to officially transfer the Seaplane Base at the harbor to City management is underway with Alaska Department of Transportation (AKDOT) and the Federal Aviation Administration (FAA). We are currently working internally to gather the required paperwork to move forward with this project.

### Harbors and Parks:

Department report - continuing to compile list of outstanding maintenance issues: metal door frames in harbor restrooms, decking on the dock (nails), piling collars and light pedestals are on top of that list. Continuing with inventory to establish what resources are on hand - found dock materials (including piling collars and decking and replacement floats) at city shop. Found two additional light pedestals at Davidson's.

### Streets and Roads:

With the winter weather the Streets and Roads snow removal staff have been given the direction to plow / sand anytime the snow accumulation is greater than 2" or 3". Additionally, they will be sanding anytime the roads are icy. These mandates have caused a small amount of overtime (21 +/- hours) in the current pay period. Generally, staff are directed to trim hours at the end of the week to offset any weekly overtime, however on March 13<sup>th</sup> we accumulated almost 12" of snow, and it was the last day of the pay period.

### Water and Sewer:

February of 2021 wasn't too eventful as far as work is concerned. We had a bit of cold weather and that presented its own challenges, but we performed our usual daily duties and continued to stay up to date with our routine sampling and maintaining constant clean water to our community. We did have a few minor issues arise but nothing too serious. During the last few weeks of the month I was gone taking care of personal matters. I just wanted to say, Willy did an outstanding job taking care of the water/Sewer plant while I was away. I am very pleased to have him as my co-worker and I trust him, which is a huge relief. While I was gone, he kept up on everything and also attended his online water treatment class, which he completed and passed as of today. Looking forward, he will be scheduling his Water treatment level 1 test to be taken at the Prince of Wales vocational school located in Klawock. Furthermore, I will also be scheduling to take my Sewer treatment test there as well so that the City of Thorne Bay is in compliance with the state of Alaska.

### Library:

#### Library Director Laura Clark:

We are currently open two ways.

1. By appointment only, as a 'one on one' service for people to come and use our computers. Patron areas are sanitized after each use, and at the end of each day.

You will be asked to observe social distancing, wear a mask and gloves are encouraged. Call or come to the Library to schedule an appointment.

2. Volunteers will gather desired items, check the items out and hand off to the Patron that remains outside the Library.

We don't currently have the option to browse items.

Current hours of operation

Mon 12-4

Tues 2-5

Wed 4-6

Thurs 2-5

Fri 10-2 & 4-6

Sat closed

Sun 12-4

As always, we have the Digital Library as a free service thanks to the Friends of the Library. It works kind of like a Kindle, and books are free on your device. No need to visit the Library, no late items, just call to set up!

b) City Clerk:

➤ **FINANCE REPORT:**

- Working on a profit and loss budget vs actual for each department and will get that emailed to the council later this week and will publish on the City's website under the budgets tab.

- First Bank Balance: \$16,124.01
- Tongass Federal Credit Union

<b>Account</b>	<b>Name</b>	<b>Available Balance</b>	<b>Actual Balance</b>
<b>000</b>	<u>HEALTH PREMIUM</u>	<u>\$35,066.77</u>	\$35,071.77
<b>002</b>	<u>40% SALES TAX</u>	\$124,898.15	\$99,898.15
<b>070</b>	<u>60% SALES TAX</u>	<u>\$115,825.24</u>	\$95,850.24
<b>003</b>	<u>OCC TAX EMS/FIR</u>	\$15,830.71	\$15,830.71
<b>004</b>	<u>OCC TAX TOURISM</u>	\$10,082.18	\$10,082.18
<b>005</b>	<u>OCC TAX PARKS</u>	\$10,333.16	\$10,333.16
<b>006</b>	<u>OCC TAX HARBOR</u>	\$22,515.77	\$22,515.77
<b>001</b>	<u>OCCUPANCY GEN.</u>	\$7,076.91	\$7,076.91
<b>071</b>	<u>HARBOR</u>	\$90,102.98	\$90,102.98
<b>007</b>	<u>WATER UTL R&amp;R</u>	\$16,297.66	\$16,297.66
<b>008</b>	<u>SEWER UTL R&amp;R</u>	\$14,654.08	\$14,654.08
<b>009</b>	<u>SOLID WASTE R&amp;R</u>	\$13,987.14	\$13,987.14
<b>010</b>	<u>COMMUNITY CENTER</u>	\$7,500.17	\$7,500.17
<b>040</b>	<u>CHECKING</u>	\$18,920.12	\$63,920.12
	<b>ACCOUNT TOTALS</b>	<b>\$503,091.04</b>	<b>\$503,121.04</b>

## 7) PUBLIC COMMENTS:

### **Zack Cross commented on the following:**

- Regarding the moratorium, wants to hear from the people who have proposed this, he looks up to them, however, this goes against everything that southeast Alaska is. This seems counter to everything we are to want to control individual properties here
- Nothing against, recreation pharmaceuticals, there are studies that show negative impacts, would encourage people moving here for the wrong reasons

### **Jameson Kohn commented on the following:**

- Second the fact that as private property, as long not damaging other property, allow them to blast.
- Dispensary, don't care if you do at home, but don't believe we need one in Thorne Bay

### **Lavenia Sylvia provided the following written comments:**

"We support ORDINANCE 21-04-06-04 placing a moratorium on blasting until the issues surrounding blasting can be resolved.

The city should consider site remediation following saleable mineral extraction.

The City should really consider a permit and fee for blasting as well as an insurance, requirement especially since the City shutdown the Davidson Fire/EMS which affected those who had mortgage or home insurance that can be nullified by the absence of fire/ems coverage. Any structural, fire, landslide, damming or road flooding damage incurred by the blasting may not be covered by home/mortgage insurance now.

To mitigate damages to the road from constant abuse by industrial equipment/vehicles, it is natural for the city to consider levying a road use tax on these individuals and businesses, so the City and the residents of the community are not bearing the burden of repairing damages for which they receive no recompense in any fashion. If any road damages exceed the maintenance of the road tax the city should be able to claim the difference from the business/individual.

Likewise, the city should enact ordinances to protect our forested wetlands by requiring the business/individual clearing any land to haul away debris or garbage including branches, bushes, etc. rather than using the forested wetlands across the road as a dumping ground. We have a refuse center for a reason.

There also needs to be traffic and road control to prevent residence being heavily inconvenienced and creating safety hazards by parking in the street, blocking the roads, etc."

**Jim McFarland provided the following written comments:**

Jim McFarland  
Block 10 - lots 7,9,10,11, and Lot 12  
South Thorne Bay Rd, Thorne Bay, AK 99919

One of the Ordinances for Introduction to be discussed during this meeting tonight is very troubling !!!

**d) Ordinance 21-04-06-04, non-code ordinance placing a 180-day moratorium on blasting within the South Thorne Bay Subdivision, discussion and action item:**

Implementation of this ordinance would drastically affect our rights to develop our own personal property here in the Southside subdivision.

I strongly believe that Stopping Blasting in the South Thorne Bay Subdivision for any amount of time at all will delay and could even stop development of private lots in this Subdivision.

Access to shot rock is the basis of practically every property here and having been here for over 40 years now I know that there are few lots here that have not required blasting to prepare the site for some part of the lot development for the construction of personal residences and even fewer lots that haven't benefited from blasted rock to build access roads to their private property. All property development in the Southside Subdivision requires some rock if only for access road development.

I don't believe that a "moratorium" for any amount of time is required to have a discussion about any safety concerns that anyone may have about blasting and believe that this ordinance should be voted down at this introduction.

If a person doesn't know or understand the safety measures that are part of blasting and used in every development project that requires blasting --- all you need to do is ask !!!!!  
All the Blasters that I have known and personally used are very professional and do the job professionally and very safely all every time !!!!!

**James Stevens provided the following written comment:**

“As a south Thorne bay resident this ordinance concerns me because I had plans to develop a lot I had purchased.

I believe said ordinance would open City of Thorne bay up to a legal action.

I’m very disappointed that a councilman from southside would bring up rules/laws to prevent/hinder southside residents from developing their property.

95 percent of lots on southside Thorne Bay have been developed with shot rock. Why is city trying to hinder development?

James Stevens private property

Holder and JRS construction specialty contractor”



Tim Lindseth provided the following written comments:

“Questions for the Person who introduced this Ordinance

### Section 2 of this Ordinance

#### Safety issues??

Adjoining property owner Terry Willburn was aghast with disbelief of such an unwarranted call for this ridiculous Ordinance . By the way he is a former driller and KNOWS what the real risks are. Speaking with Sonny Martin the very closest occupied residence to the blast area, he has not the slightest concern or objection. This took all of 5 minutes, not 180 days to learn.

A few years back I did a development For Councilman John Stram.

We blasted very close to his house and a near neighbor with absolutely no problems.

Where I now live, James Taylors grandpa blasted a portion of my lot for my house foundation 35 feet from my own mobile home ---not a problem.

I have done dozens of these projects in our TNB area over the years without there ever being a problem from the blasting!

I do not claim to be a professional – I contract for the blasting to be done. Road and lot development is my profession!

I have hired a company with literally years of experience that use the most well equipped (\$750,000 .00) Rock drill with Absolute state of the art equipment. The Powder Man is also very, very experienced and is licensed insured and bonded. This co. has drills working daily and blasting regularly, yet you Was having little if any real knowledge or hands-on experience and you call for immediate action?

Hiring the very best available is part of my commitment to give myself and all of your assurance this will be DONE properly. This is not some fly by night experiment nor cheap. I bear this cost.

I also bring into Question:

WHY after the individuals so directly connected to this project have confidence in what is going to happen and have no concern whatsoever? Why are they not the ones calling for such action that you seem so desperate to shove through?

You Wes & Thom live well beyond any possible hazards yet there seems to be a SAFETY issue?? To whom?

### Section 3 Of this ordinance

Let me explain what this could possibly do to affect future development.

Stopping this project has the potential of an overall increase in truck traffic throughout the subdivision. Why may you ask ??

If rock for development in the Southside Subdivision came from somewhere out along the Kasaan road or TB industrial site every load of rock coming in and empty truck going out would travel through a portion of the subdivision - maybe all of it. Bill & Roselyn & points beyond will see an increase in truck traffic.

Also, I find the increase in cost to do this will now be your inconvenience / responsibility as you have to dig deeper into your wallet and bear the added cost of haul time.

But from this location rock can go each direction. In other words only impacting half the residences as if this were real an issue at all.

Each of you has had to have rock, and this will continue to be a need. All property development in the Southside Subdivision requires some rock if only for access road development Any moratorium at this time will delay or totally stop some landowner's development plans and is not necessary

#### Referring to Section 4 in your Ordinance

This not some perpetual operation as your Example of Keith Landers Mill proposal in 1991.

This property I am working on is a very site-specific location. As you had mentioned in your resolution of a rapidly expanding population it has the least impact to road traffic, power lines and is generally an out of the way spot. It will end up being a valuable finished property thereby helping to keep your and others property values up as well.

I am a very small business based here in TNB. I am Licensed, insured & bonded.

My work generates tax each day for this city - more than likely more tax in a week or two than some of you contribute in one year. This project is important to me personally and for the community as a whole.

#### **To address rumormongers about my project**

I have hauled off numerous vehicles over the years at my own expense to help clean up this town & your neighborhood. I would do more of this if property owners could cooperate in willingness to dispose of them.

I totally agree with you folks that have to see your property values affect by this unnecessary and unwanted blight of abandoned junk. That is not my intention to add anything of the sort to my future lot.

Wes ---Who was it that cleaned up the Property 150 feet from your present cabin???  
Remember that mess?

You yourself could not help but noticed an improvement in YOUR neighboring property (Mike Aflak ) as I cleaned up junk cars and vans that sat there literally for some 20 years and a derelict abandoned house.

Then with the very same company that I hired to do my present project, what did we do? We blasted. Not harming you or Sam Sawyers adjoining places and developed a nice building site - This is the Doug Walker project.

Let's WORK together to make this a better place and show a little grace when needed toward each other. Don't give place to rumors, --- just come talk to ME with questions or concerns.

If, you do not know or understand the safety measures that are SOP that are part of blasting and used in every development project that requires blasting --- all you need to do is ask !!!!!

The Blaster is a professional and does his job professionally very safely at every time!!  
We live on a rock, let's make the very BEST of it as we live this special place

Thank you for your time & concerns.  
Tim Lindseth"

#### **Glen Holt**

- Not in favor of Ordinance

#### **Charles Jennings commented on the following:**

- Approving the ordinance would open the city to lawsuit. When hiring a contractor in Thorne Bay you have a 99% chance of hitting bead rock and needing to drill. I was involved in drilling and shooting for installing all of the water and sewer lines in Thorne Bay. There was only one incident with drilling and shooting and much of it was done right next to property.
- Dispensary not in favor, should go to the public

#### **8) COUNCIL COMMENTS:**

##### **Mayor Edenfield commented on the following:**

- After discussing the proposed ordinance with Mr. Lindseth, I am not in favor. Much of the work to be done needs to be done during a certain time of the year.
- Mr. Lindseth after completing projects, has gone back in and fixed up the roads and bettered the area around
- It is not intended as a rock quarry

##### **Greg Kerkof commented on the following:**

- The individuals who will be drilling and shooting are licensed, insured and bonded.
- Don't appreciate added government intervention, we live here for that reason
- By approving this ordinance, it would impact many people and should not be talked about at this time.
- Placing a moratorium could seriously impact

##### **Craske commented on the following:**

- Not impressed by people that have said they move into my home to violate the laws.
- In 1991 there were meetings regarding zoning, and I voted against it. What we have is law. When adopting the ordinance, we required that people having a business post notice of 30 days.

**Thom Cunningham commented on the following:**

- Conflicted on moratorium
- Believes that Lindseth must hire flaggers if blocking the road
- “Things are changing” this area is more residential. There are illegal salvage yards, etc. There is no follow through or enforcement.
- Mr. Lindseth needs to know that he cannot block roads. Although people could get around.
- The only time I have seen him do repair on the roads is when it effects his equipment.
- Not in favor of the moratorium, but he needs to know that he must notify if blocking roads

**Stram commented on the following items:**

- In the last week, a neighbor blasted, and it was done safely, no damage, well done and believe it was done by SE Roadbuilders. SE Roadbuilders have also drilled wells
- Few years ago, had property blasted and only feet away from cabin without problems
- Problem with 180-day moratorium takes up the summer season where people need that to develop property. There may be things to address, but a 180-day moratorium is not a good way to go about that.
- We just finished a year that wiped out businesses, hopes and dreams, and I don't want to wipe out dreams of being able to put in driveways and property pads.

**Mayor Edenfield commented on the following:**

- Mr. Lindseth stated it would be one blast for a 50' by 100' pad, not continued blasting to only sell rock. It is to develop property.

**Rhodes commented on the following:**

- 180-day moratorium is excessive.
- Find interesting those for freedom,

9) **CONSENT AGENDA**

None

10) **CONTINUING BUSINESS:**

- c) Resolution 21-03-16-01, Parking Sign placement and restrictions for South Thorne Bay Subdivision, discussion and action item:

Edenfield moved to approve Resolution 21-03-16-01. Cunningham seconded the motion.

Rhodes found this to be a well-balanced compromised from prior parking concerns brought forward. This is not only for plowing, but also safety issues and do support.

Carter commented that street parking does pose a threat to EMS, Fire, Etc.

Stram agreed with comments from Rhodes and Carter and also supports. Cunningham commented that he also believed this to be a good compromise.

MOTION: Move to approve Resolution 21-03-16-01  
F/S: Edenfield / Cunningham  
YEAS: Stram, Edenfield, Craske, Rhodes, Cunningham, Kerkof & Burger  
NAYS: None  
STATUS: Motion Passed.

- d) Resolution 21-03-16-02, allocating \$69,750.00 of the Sales Tax Savings Streets and Roads Funding, for the 2021 FLAP Grant for Repairs and Reconstruction of the Kasaan/Goose Creek Road, discussion and action item:

Edenfield moved to approve Resolution 21-03-16-02, allocating \$69,750.00 of the Sales Tax Savings Streets and Roads Funding, for the 2021 FLAP Grant for Repairs and Reconstruction of the Kasaan/Goose Creek Road. Rhodes seconded the motion. Carter explained from the “y” to the beginning of the new construction that was done last year. Clerk explained that if approved to use the \$69,750.00 from the Sales Tax Savings Account, the remaining balance will be \$46,075.24. The current balance in that account is \$115,825.24 as of March 16, 2021. Rhodes commented that it is great work for OVK and Sara Yockey getting this prepared and submitted this year. The topping here would be lactification vs. pavement, done by a company called Lift Tech, lactification. Stram commented that he had been disconnected and missed some of the communications. Mayor Edenfield summarized discussions for Councilmember Stram. Rhodes commented that the \$69,750 will result in 1.5 million dollars of road project funding.

MOTION: Move to approve Resolution 21-03-16-02  
F/S: Edenfield/Rhodes  
YEAS: Stram, Edenfield, Craske, Rhodes, Cunningham, Kerkof & Burger  
NAYS: None  
STATUS: Motion Passed.

#### 11) **ORDINANCE FOR INTRODUCTION:**

- c) Ordinance 21-04-06-01, amending Title 9-Public Peace, Morals and Welfare, adding Chapter 9.06-Marijuana Establishments, discussion and action item:  
d) Ordinance 21-04-06-02, amending Title 9-Public Peace, Morals and Welfare, adding Chapter 9.07-Controlled substances, discussion and action item:  
e) Ordinance 21-04-06-03, amending Title 1-General Provisions, Chapter 1.16.0.35-Minor Offense Fine Schedule, adding fines for controlled substances, discussion and action item:

Edenfield moved to approve Ordinances 21-04-06-01, 21-04-06-02 & 21-04-06-03. Burger seconded the motion. There was further discussion. Craske commented that he wanted the voters have the say on whether a dispensary was allowed in Thorne Bay. Cunningham stated that his question had already been answered, but years ago the council approved this use of marijuana dispensary, but there were no rules or regulations laid down at that time.

MOTION: Move to approve Ordinances 21-04-06-01, 21-04-06-02 & 21-04-06-03.  
F/S: Edenfield/Burger  
YEAS: Stram, Edenfield, Rhodes, Cunningham, Kerkof & Burger  
NAYS: Craske  
STATUS: Motion Passed.

- f) **Ordinance 21-04-06-04**, non-code ordinance placing a 180-day moratorium on blasting within the South Thorne Bay Subdivision, discussion and action item:

Craske moved to remove Ordinance 21-04-06-04, as an action item. Rhodes seconded the motion. Discussion included concerns from Craske regarding Lindseth's development and intent, stating that it was not in compliance with the City's code and requirement to notify surrounding property owners. Craske commented that he would withdrawal if Lindseth will come into compliance. Cunningham requested that if someone will be blocking the road, that notices are put up or flaggers are hired. Kerkof commented that the discussion of the item was trailing off and that the ordinance for discussion is specific to prohibiting blasting within South Thorne Bay. Stram stated in the past week when Lindseth was taking down a large tree he did contact people to help flag, and that he (Councilman Stram) assisted with that. Stram commented that the road was not blocked for more than 10 minutes. There was further discussion.

MOTION: Move to remove Ordinance 21-04-06-04 as an action item  
F/S: Craske/Rhodes  
YEAS: Stram, Edenfield, Craske, Rhodes, Cunningham, Kerkof & Burger  
NAYS: None  
STATUS: Motion Passed.

- g) **Ordinance 21-04-06-05**, Amending Title 2 – Administration and Personnel, Chapter 2.04 – City Council, discussion and action item:

Edenfield moved to approve Ordinance 21-04-06-05, Amending Title 2 – Administration and Personnel, Chapter 2.04 – City Council. Cunningham seconded the motion. Craske this is a good product, started as a draft months ago and final ordinance. There was no further discussion.

MOTION: Move to Move to approve Ordinance 21-04-06-05, Amending Title 2 – Administration and Personnel, Chapter 2.04 – City Council  
F/S: Edenfield/Cunningham  
YEAS: Stram, Edenfield, Craske, Rhodes, Cunningham, Kerkof & Burger  
NAYS: None  
STATUS: Motion Passed.

## 12) CONTINUATION OF PUBLIC COMMENT:

### Lavenia Sylvia commented on the following:

- Thanked Clerk for reading her comments into the record
- Neighborhood currently has many rock quarries and because of the city not enforcing ordinances
- We used to be able to drive out and feel safe, and not able to do that
- What does the council plan to do to correct this?
- Those people who spoke in favor of Lindseth development are some of the same ones who voted to slumify our properties. I want to know what the council plans to do, I don't mean just south

**Jason Clowar provided the following comments:**

- Appreciate pulling back on this ordinance. I could see values decreasing.
- Slandering when saying that someone is breaking the law when that is not the case. Slandering Lindseth and his wife, if out of line.

**Tim Lindseth commented on the following:**

- Believes that Craske has been misinformed on North Road, maybe VPSO Bosdell can attest to his
- Regarding Thom, I was motioning for him to come around, but
- Love to see City Hall back up, frustrating to be a part of this agenda tonight and not able to come into City Hall for business.

**13) CONTINUATION OF COUNCIL COMMENT:**

**Rhodes commented on the following:**

- Not only Tim, but many people feel a disconnect not being able to attend meetings in person. I appreciate the Clerk reaching out and seeing what other communities are doing as they open up

**Cunningham commented on the following:**

- Thanked Teri for Order of Business
- Apologize to anyone I may have offended tonight, and if all can show a little consideration to one another we can make things a lot better
- Agree with Lavenia Sylvia, when I came back to Thorne Bay this was a nice area, now it is referred to the ghetto, it is ridiculous and city needs to enforce codes on the books and follow through on them

**Mayor Edenfield commented on the following:**

- Agree to have courtesy with neighbors, and if one has a problem, they should approach their neighbor and try to resolve between each other before bringing in the Law.
- In the past only a few properties have been picked on and if we are going to pick on one, all need to be addressed.
- Request that emails to administration be copied to the Mayor

**Craske commented on the following:**

- Apologized for not including the Mayor in correspondence and will include moving forward.

**Rhodes commented on the following:**

- Would love to hear apology from Craske to the Council and to Mr. Lindseth and wife

**Craske commented on the following:**

- Responded that he would not provide an apology.

14) **ADJOURNMENT:**

Mayor Edenfield adjourned the meeting at 8:26 p.m.

ATTEST:

\_\_\_\_\_  
Cindy Edenfield, Mayor

\_\_\_\_\_  
Teri Feibel, CMC





CITY OF THORNE BAY  
RESOLUTION 21-04-05-01

A RESOLUTION OF THE CITY COUNCIL OF THORNE BAY, ALASKA, UPDATING THE AUTHORIZED SIGNERS ON THE EMS CHECKING AND SAVINGS ACCOUNT WITH TONGASS FEDERAL CREDIT UNION

**WHEREAS**, the City Council is the governing body of Thorne Bay, Alaska; and

**WHEREAS**, as per Thorne Bay Municipal Code 2.38, there shall be an Emergency Medical Services Department that is supervised by the Chief Administrative Officer (City Administrator); and

**WHEREAS**, pursuant to TBMC 2.38.030 (b), if the City is financially unable to staff the EMS with the necessary salaried employees, volunteers shall be utilized; and

**WHEREAS**, the Thorne Bay Volunteer EMS members (hereinafter referred to as EMS Volunteers) established a checking account with Tongass Federal Credit Union in 2006 for the purpose of depositing and withdrawing funds that were donated to EMS and raised through fundraising efforts of the EMS Volunteers; and

**WHEREAS**, the EMS Volunteers use their fundraising money to purchase medical and fire materials and supplies, trainings & certification classes; and

**WHEREAS**, the EMS Coordinator is responsible for the oversight and management of the Volunteer EMS Bank Account; and

**WHEREAS**, it is the policy of the City and EMS Department that there be two signers required for all expenditures of public funds including funds raised through fundraising efforts.

**WHEREAS**, the current authorized signers of the Volunteer EMS account have moved from Thorne Bay; and

**NOW, THEREFORE BE IT RESOLVED THAT** the City Council authorizes the change of account signers for the Thorne Bay Volunteer EMS Account with Tongass Federal Credit Union as follows:

**1.) Current Authorized Signers:**

- a. Janelle Werhman
- b. Wayne Benner
- c. Lucinda (Cindy) Edenfield

**2.) Removal of Authorized Signers:**

- a. Janelle Wherman &
- b. Wayne Benner

**3.) Addition of Authorized Signers:**

- a. Shannon Bosdell
- b. Less Carter
- c. Teri Feibel

**NOW, THEREFORE BE IT RESOLVED** that the City Council for the City of Thorne Bay hereby approves the following named as account signers for the Tongass Federal Credit Union Checking Account of the Thorne Bay Volunteer EMS:

- Shannon Bosdell, EMS Coordinator/VPSO
- Lucinda (Cindy) Edenfield, Mayor
- Les Carter, City Administrator
- Teri Feibel, City Clerk/Treasurer

**PASSED AND APPROVED** on 4<sup>th</sup> day of May 2021

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Lucinda Edenfield, Mayor

ATTEST:

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Teri Feibel, CMC



CITY OF THORNE BAY  
RESOLUTION **21-04-05-02**

A RESOLUTION OF THE CITY COUNCIL OF THORNE BAY, ALASKA, APPROVING DISPOSAL OF JUNKED VEHICLES AT THE CITY LANDFILL

RESOLUTION CONTENTS TO BE UPLOADED BY MONDAY, MAY 3<sup>RD</sup>



## CITY OF THORNE BAY

P.O. BOX 19110  
THORNE BAY, ALASKA 99919  
(907) 828-3380  
FAX (907) 828-3374

April 30, 2021

### **MEMO:**

**To:** City Council  
**From:** Teri Feibel, City Clerk  
**Re:** Agenda – Actionable Item Information

### Consent Agenda:

- **Minutes** of the City Council Meetings February 16<sup>th</sup>, March 16<sup>th</sup> & April 20<sup>th</sup>.
- **Resolution updating account signers for the Volunteer EMS account at TFCU** this is needed because the current signers have moved.
  - This account does not include money that is budgeted in Ordinance 20-06-01-01; and maintained by the City.

A consent agenda is a board/commission or committee meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. Using a consent agenda can save boards anywhere from a few minutes to a half hour.

The City Council may move items listed under the consent agenda to New Business for discussion and action. *(Reference page 3-5 below for more information on how the consent agenda works)*

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**Continuing Business Item (A): Resolution 21-05-04-02** – Approving reduced cost, or no cost, disposal of abandoned or junked vehicles at the City Landfill

#### **Purpose of Resolution:**

To encourage cleanup and removal of junked vehicles in the Community for those who may not otherwise be able to afford to dispose of their junked vehicles.

#### **Comments:**

1. Thorne Bay's standard price to dump a vehicle at the landfill in Thorne Bay is \$52.00 per vehicle.

2. \$52.00 per vehicle basically covers the cost of our employees handling the vehicle and making sure that all fluids are drained etc. But does not cover the charge to us for storage, crushing or removal.
3. I reached out to Ketchikan to see how they manage their Junked Vehicle Disposal Program and they provided me with the below information.
  - The Borough contracts with a vendor/crusher to store and then dispose of junked vehicles. (The Boroughs budget reflects \$80,000.00 as their cost to contract)
  - The program allows each resident one free vehicle dumping per fiscal year.
  - It is the owners is responsible for getting the vehicle to the crusher at their own expense, and the Borough covers the cost of disposal (included in the contract price above \$80,000).
  - Their contractor is responsible for removing the crushed vehicles from the island, and the contract provides that the Borough withholds 10% the cost of disposal until shipment takes place.
  - The contractor stockpiles vehicles until commodity prices are high enough to merit shipping the junked vehicles, which means that they accumulate quite a large load of vehicles before they are ever actually shipped out of Ketchikan.
  - The Borough provided me the names of two businesses in town that dispose of junked vehicles, but I don't have the costs to those businesses for shipping them. I am reaching out to them to see if they can give me more information.

**History of Low-Cost or Free junked vehicle disposal in Thorne Bay:  
Coming soon.**

## WHAT IS A CONSENT AGENDA AND HOW DOES IT WORK?

### Consent Agenda:

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- A consent agenda is a board/commission or committee meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. Using a consent agenda can save boards anywhere from a few minutes to a half hour.

The types of items that appear on a consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus. The following items are typically found on a consent agenda:

- The meeting minutes
- The financials
- CEO report
- Program or committee reports
- Staff appointments
- Volunteer appointments
- Committee appointments
- Correspondence that requires no action
- Perfunctory items-formal approval of items that had much past discussion

A consent agenda can be an efficient tool to help boards make productive use of their meeting time when it's used appropriately. There are specific rules for using the consent agenda.

### *How the Consent Agenda Works*

The Agenda packets contain the details of all items that are on the agenda, including those in the Consent Agenda. Packets are distributed to council members five days prior to the meeting so that they have time to read through the documents prior to the meeting. This is a part of the overall board materials that are distributed pre-meeting. **Typical steps** for using a consent agenda include:

1. The consent agenda appears as part of the normal meeting agenda
2. At the beginning of the meeting, the chair asks members if they approve the agenda as written. At this time, any of the consent agenda items could be moved to the regular discussion items if desired.
3. Again, at the beginning of the Consent Agenda item, the chair should ask if a member wishes to move an item from the consent agenda for discussion.
4. If **NO** member wishes to move an item for discussion, a motion will be made to approve the consent agenda as written.
5. If a member **DOES** request that an item be moved, it must be moved. Any reason is sufficient to move an item. A member can move an item to discuss the item, to query the item, or to vote against it.

6. Once the item has been moved, the chair may decide to take up the matter immediately or move it to a discussion item.
7. When there are no items to be moved or if all requested items have been moved, the chair or clerk reads out loud the remaining consent items.
8. The secretary should include the full text of the resolutions, reports, and recommendations that were adopted as part of the consent agenda into the minutes.

### *Steps to Take When a Member Needs Clarification on a Consent Agenda Item*

Make sure that all members understand the consent agenda process to help expedite the meeting. If a board member needs clarification on a consent agenda item or if he just has a question, he should ask the appropriate member prior to the meeting. It's possible that other members have the same question. This should give the member being asked time to prepare an answer and distribute it to all members prior to the meeting. Consent agenda items **shouldn't** be pulled from the agenda just to have a question answered.

### *Steps to Take When a Member Disagrees or Suggests Discussion*

If a member disagrees with the consent agenda item or wants to move it to the regular agenda, the member would request that the item be pulled from the consent agenda. The chair would ask if members are in favor of approving the consent agenda minus the pulled item. If no objections, adopt the consent agenda MINUS the pulled item as noted in step 6 above.

### Sample of Consent Agenda

1. Consent Agenda
  - a) Meeting minutes
  - b) Administrative Report
  - c) Finance Report
  - d) Routine expenditures
  - e) Routine memorandum of agreements
  - Etc.

### *Misuse of Consent Agenda*

Problems in using a consent agenda occur when members approve consent agendas without first reviewing documents. The result is that consent items can be hastily approved and result in a cover-up. For example, if members are not reviewing financial items, overspending or wrong spending can occur without appropriate oversight. Remember that consent agenda items are routine and non-controversial, but even routine items should be reviewed by the entire board. A diligent, well-rounded board holds each other accountable.

A consent agenda is an effective and efficient tool when used appropriately. It can save precious meeting time so the members can attend to other matters. Transparency and

accountability are key parts of using a consent agenda. All board members have a responsibility for making sure that consent agenda items are distributed in enough time to review them prior to the meeting. Each board member also has a responsibility to read and review consent agenda items and address any concerns prior to the meeting.

The City Council may move items listed under the consent agenda to New Business for discussion and action.

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