

AGENDA

FOR THE REGULAR MEETING
OF THE CITY COUNCIL FOR
THE CITY OF THORNE BAY, ALASKA
TUESDAY, August 3, 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 Clerk:
 - 7) PUBLIC COMMENTS:
 - 8) COUNCIL COMMENTS:
 - 9) CONSENT AGENDA:
 - a) Approving the Minutes of the July 6, 2021, Regular City Council Meeting, discussion and action item:
 - 10) NEW BUSINESS:
 - a) Discussion Item: Update on the status of appointing a new City Administrator for the City of Thorne Bay:
 - b) Authorizing the expense of a plaque dedicated to Charlie Brown, discussion and action item:
 - c) Establishing purchase parameters for the purchase of a 5 cu/yd sander truck, Streets and Roads request, discussion and action item:
 - d) Lease of City Property - Authorizing the City Clerk to publish a notice of intent to lease property within the Downtown Business District & Sort Yard, discussion and action item:
 - 11) ORDINANCE FOR PUBLIC HEARING:
 - a) **Ordinance 21-08-03-01**, amending Title 5 – Business Taxes and Registration, adding Section 5.02-Business Licenses Generally, discussion and action item:
 - 12) ORDINANCE FOR INTRODUCTION:
 - a) **Ordinance 21-08-17-01**, amending Title 3 – Revenue and Finance, Section 3.17 – Sales Tax, discussion and action item:
 - 13) CONTINUATION OF PUBLIC COMMENT:
 - 14) CONTINUATION OF COUNCIL COMMENT:
 - 15) ADJOURNMENT:
- POSTED: July 30, 2021

City Council Meeting

Hosted by Thorne Bay City Council

Meeting Link:

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=m99f71ee7f975b71d7ee0f9f7c5e44a1>

Tuesday, Aug 3, 2021 6:30 pm | 3 hours | (UTC-08:00) Alaska

Occurs the first Tuesday of every month from 6:30 PM to 9:30 PM, (UTC-08:00) Alaska

Meeting number: 182 323 7632

Password: MghMxgJy424 (64469459 from phones and video systems)

Agendas:

Agenda packets are located online at www.thornebay-ak.gov and posted around town at the Thorne Bay Market, USFS, Thorne Bay School, City Hall, Riptide Liquor, Davidson Landing Harbor, Thorne Bay Main Harbor.

Join by video system

Dial 1823237632@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-408-418-9388 United States Toll

Access code: 182 323 7632

MINUTES

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

TUESDAY, July 6, 2021

TIME: 6:30 p.m.

1) **CALL TO ORDER:**

Mayor Edenfield called the meeting to order at 6:30 pm

2) **PLEDGE TO FLAG:**

The audience and council pledged to the flag.

3) **OATH OF OFFICE:**

Charles Jennings will be sworn into office, filling Seat B, until Certification of the October 2021 Election.

4) **ROLL CALL:**

Those present were:

Edenfield, Kerkof, Stram, Cunningham, Jennings & Burger

Excused were: Craske

5) **APPROVAL OF AGENDA:**

Edenfield moved to approve the agenda. Burger seconded the motion.

MOTION: Move to approve the agenda.

F/S: Edenfield/Burger

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

NAYS: None

STATUS: Motion Passed

6) **MAYOR'S REPORT:**

No report.

7) **ADMINISTRATIVE REPORTS:**

a) City Clerk:

Upcoming Events & General Public Notices

1. Still advertising for a new Administrator. I am going to be putting out request for individuals interested in serving on an Application Review Board.

a. Create Administrator Applicant Review Panel: I will create a notice and post around town a request for three (3) residents to serve as the initial administrator review panel along with the mayor and vice mayor

2. Rock Auto is now shipping to Alaska once again!! Rock Auto Now Shipping to Everywhere in Alaska Again!
Thank you for being a Rock Auto customer! As of July 1st, we have resumed shipping auto parts to Alaska! RockAuto.com is now able to accurately determine city limits and collect sales tax as necessary in your state.
Please visit RockAuto.com for all the parts your car will ever need! As a special welcome back, enjoy additional savings with discount code: WELAK2
3. Received one bid on the North Road Bridge proposal at \$333,900 from SE Road Builders. I will send the Council the bid details and will have on the next agenda for how the Council wishes to move forward. The City does not have the money to pay for this out of our streets or general fund. Sales Tax Streets funding is already earmarked for OVK Flap Grant.
 - a. I will look at grant funding options for the City to consider.
4. Met with Cody Schwegel from AP&T on June 22nd at 8am Davidson Landing. They are willing to put Generator at Davidson for backup power ONLY IF the City will give them the land.
Requested land amount is approximately 60x100
5. Sales Tax- AML Local Sales Tax Remittance – Meeting on Friday, July 2nd.
Is the City Council willing to sponsor an Ordinance that would provide for a business registration fee for business licenses on a semi-annual basis at the rate of \$25.00? If I get someone to sponsor this, I will put on the next agenda for introduction
6. CDBG GRANT – NEXT STEPS:
 - a. Public Meeting to discuss the Master Plan for Davidson Landing and where the new Fire Hall should be built
 - b. Working on the RFP for Design and Engineering services of the Fire Hall
7. 5 of our Employees received FREE Hazwoper Training in June. Three were 8-hour refresher courses and two were full 40-hour courses. We have Sam and Willy scheduled to take the 40-hour classes in July and August.
8. Streets & Roads Activity:
 - a. Brad Cleared the intersection of Goose Creek and Lake Ellen Road upon request of three different residents.
 - b. Replacing sign within the subdivision “ Caution Children at Play” as Cunningham request
 - c. Replacing “Yield” sign with “Stop” sign
9. October Elections will have 5 seats open. Start getting notice out now.

Financial Report:

FIRST BANK - TONGASS FEDERAL CREDIT UNION & WELLS FARGO ADVISOR ACCOUNTS:

First Bank Checking:

FIRST BANK CHECKING

Account Value:

City of Thorne Bay Checking

\$15,663.12

Wells Fargo Advisor Accounts:

Cash/Cash Alternative (Available Funds)	\$194,495.27
Securities Market Value	\$100,312.00
Total Cash & Securities Value	294,807.27
Cash and Sweep Balances:	\$ 96,941.68
Stocks, Options & EFT's	\$ 55,386.00
Mutual Funds:	\$ 510,117.47
Total Money Market Accounts:	\$662,445.15
SUBTOTAL INVESTMENT BALANCE:	\$ 957,252.42
Change in value since January 2021	\$ 42,445.15

Tongass Federal Credit Union Accounts:

Name	Available Balance
HEALTH PREMIUM	\$5,070.00
OCCUPANCY GEN.	\$2,077.47
OCC TAX EMS/FIR	\$15,833.35
OCC TAX TOURISM	\$10,083.86
OCC TAX PARKS	\$10,334.88
OCC TAX HARBOR	\$22,519.53
WATER UTL R&R	\$16,300.38
SEWER UTL R&R	\$14,656.52
SOLID WASTE R&R	\$13,989.46
HARBOR	\$90,118.02
COMMUNITY CENTER	\$7,501.43
CHECKING	\$66,877.48
60% SALES TAX	\$115,843.54
40% SALES TAX	\$124,918.19
ACCOUNT TOTALS	\$516,124.11

Subtotal City Accounts:	\$1,489,039.65
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8) **PUBLIC COMMENTS:**

- a) Abigail Twyman will provide information on a new literacy coaching program. See Exhibit A, titled Our Alaskan Oasis for information to be discussed.

Literacy Coach Development Program - Public Statement

Hello, my name is Abigail Twyman, and I'm here today seeking your support for the literacy coach

development program we're launching on Prince of Wales Island this Fall. You've all been provided with some information in your board packet regarding our plans, and my purpose for speaking to you today is to provide additional context to catalyze your support.

I'd like to start by asking you a few questions and have you respond by raising your hands. How many of you know a child who is struggling to learn to read?

How many of you know a teenager who continues to struggle with learning and is at risk of dropping out of school or has already done so?

How many of you know an adult who barely graduated school or dropped out and is struggling to thrive and maintain a healthy lifestyle?

According to the United Nations Educational, Scientific and Cultural Organization (UNESCO), when looking at literacy worldwide 11at least 773 million youth and adults still cannot read and write, and 250 million children are failing to acquire basic literacy skills" [1]. In the United States, 43 million adults are functionally illiterate [2], and 66% of 8th-graders are performing below proficient in reading [3]. These data should make us all concerned for the future because we know there is a direct correlation between those children who are struggling to read by 3rd-grade and those adults who are failing to thrive.

After reading the book 11Blind Spots: Why Students Fail and the Science That Can Save Them" [4] in which the author Kimberly Berens highlighted the chronic, systemic issues within our educational system, I began to look at what was happening here at home. What I found confirmed my fears and also strengthened my resolve to ensure people understand not only the scope and depth of the problem but also the profound empowerment that comes from seeing the data for what it is... information with which to make decisions.

I discovered that across the four school districts here on Prince of Wales Island., 61% of students tested were not proficient in reading and 74% were not proficient in math [5]. Even more concerning to me was that when I reflected upon what I had seen and heard happening over the past four years I've been here, it became clear something is missing. It seems there is a disconnect somewhere because while teachers all over the island consistently work their tails off, this doesn't seem to be translating into actual results.

This observation prompted me to begin digging a little deeper. In Dr. Berens' book, she talked about Project Follow Through which I read more about on the National Institute for Direct Instruction website [6]. The purpose of Project Follow Through, which was a large educational study that began in 1967, was to "find ways to break the cycle of poverty through improved education" [7; pg 4]. The study showed, without a shadow of a doubt, that curricula founded in Direct Instruction were far more effective than any other approach and demonstrated positive impacts in basic academic skills, cognitive skills, and affective skills [8]. These results, however, were not widely disseminated and have not significantly impacted education practices, due to challenges around sustainable systems change.

We are partnering with Michael Maloney, developer of Teach Your Child to Read Well [9], and Tony Biglan, author of The Nurture Effect [10], to engage the community in developing, implementing, and evaluating a refined approach to this challenge beginning with training those at-risk teens and struggling adults we thought about earlier.

By teaching them to become Direct Instruction literacy coaches who serve kids in their communities in volunteer or paid positions, we aim to help them find their paths forward to a brighter future while also effectively preventing the younger generation from becoming another statistic because they were allowed to fall through the ever-widening cracks.

You can support our initiative to develop a network of Direct Instruction literacy coaches island wide by getting trained yourself and sharing information about our program with your friends, families, and communities. Additionally, you can support us by committing resources within your community. For every \$750, we will be able to provide initial training for one literacy coach who has the potential of serving 3-15 children per year. For every \$1000, we will be able to purchase a digital Direct Instruction curriculum for 25 children.

Thank you for your time, attention, and support. I look forward to coming together as a community to address the global literacy crisis starting here on Prince of Wales Island.

Glen Holt commented on the following:

- Resides in Greentree Heights and does not receive City water, sewer or road maintenance services, however, does receive those from neighbors.
- Expressed concern regarding the council and how business is conducted.
Concern with fireworks and the fact that there has been no rain for the past 10 days. With the 4th of July. Suggested that the City adopt an ordinance much like Coffman Cove had that limits firework to being shot only over the water.
- Concerned regarding the Ordinance that adopts Chapters 2.06 & 2.07, and inquired how long the city council had considered the ordinance before adopting. The ordinance appoints 2 or 3 people that would show up to vote on issues that may open the City to further controversy and strife. As elected officials, it is up to you to make those decisions and keep situations calm and peaceful. One ordinance required no conflict of interest, with Thorne Bay being such a small community, how will you find that? Would like us all to be careful with one another

Sherri Becker, SISD Superintendent, commented on the following:

- Open school board seat up for election in fall. It is a 3-year term, for a Thorne Bay resident seat. File Declaration of Candidacy with Division of Election. Contact District office at sfactor@sisd.org. We really need the support. Having difficulties getting these positions filled
- Representing SISD as Superintendent. In support of Resolution 21-07-06-05, library intent to pursue a grant for Davidson Landing. South TNB is rural and not connected to community as much as could be.
 - ◆ This would open education opportunities
 - ◆ Broader access to healthcare
 - ◆ Create more connected world for everyone and their ability to interact in the community especially city government.
 - ◆ Increasing economic options and outcomes for youth as well as connecting with law enforcement.

9) COUNCIL COMMENTS:

Thom Cunningham commented on the following:

- Thanked Glen Holt for speaking on Fire danger here. Living in Subdivision, and found that moss is easily lit. Surprised that in the Subdivision we didn't have as many skyrockets around, a few M'60s. Suggested the City place a fire ban until we get rain.

10) CONSENT AGENDA:

a) Minutes:

- i. Minutes for the June 1, 2021, Regular City Council Meeting
- ii. Minutes for the June 9, 2021, Special City Council Meeting

Edenfield moved to adopt the consent agenda consisting of the minutes of June 1st and 9th, 2021, City Council Meetings. Stram seconded the motion. There was no further discussion.

MOTION: Move to adopt the consent agenda consisting of the minutes from the June 1st and June 9th City Council Meetings

F/S: Edenfield/Stram

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

NAYS: None

STATUS: Motion Passed

11) CONTINUING BUSINESS:

There was no continuing business.

12) NEW BUSINESS:

- A. **Resolution 21-07-06-05**, Supporting the Library's intent to pursue a grant application made to Emergency Connectivity Fund Program, for internet access at Davidson Landing, discussion and action item: (Note: This will be presented by The Thorne Bay Library Director Laura Clark. There are two options available to the community for possible internet at Davidson Landing)

Edenfield moved to approve Resolution 21-07-06-05. Cunningham seconded the motion.

Laura Clark, Library Director reported the following information on two grants available.

- There are 2 completely separate grants available.
 1. The Emergency Broadband Benefit Program is for people that can't afford internet at their homes. They self-apply, funds go to them, we are less involved. I will talk about this during my report just to get the info out to the community.
 2. The Emergency Connectivity Fund.

This is a grant opportunity for 1 fiscal year, ending 06/30/2022 and would pay for an internet connection for the community located in a place where we have not had internet before. So, this is intended for Davidson Landing, with an area of service being in front of the firehall. The purpose is to create better internet access for the general public to help during the pandemic, and get people services they may need. The Library will be the applicant for the public. The grant will cover \$250. for installation, and up to \$85 for

monthly costs. Our costs are significantly higher because Thorne Bay has basically 1 internet service provider available, Hughesnet. Satellite internet is generally more expensive overall. So, the amount of the grant will not cover the quoted installation or the recurring monthly charges. This would leave the city paying the remaining costs.

Hughes Net has quoted \$800 for a setup fee. That would include the new dish, modem

Service Plan	Jupiter (Echostar 17 & 19)												
	Business 35	Business 50	Business 75	Business 100	Business 150	Business 200	Business 250	Business 300	Business 350	Business 400	Business 450	Business 500	Business 550
Modem	HT2000W												
Antenna Size & Radio	0.98m/1 Watt Ka												
Upload Speed (Mbps)	3	3	3	3	3	3	3	3	3	3	3	3	3
Download Speed (Mbps)	25	25	25	25	25	25	25	25	25	25	25	25	25
Usage Per Month													
▪ Business Period (GB)	25	25	25	25	50	50	50	50	50	50	50	50	50
▪ Anytime (GB)	10	25	50	75	100	150	200	250	300	350	400	450	500
▪ Total Per Month (GB)	35	50	75	100	150	200	250	300	350	400	450	500	550
Monthly Retail Price	\$69.99	\$99.99	\$149.99	\$199.99	\$269.99	\$369.99	\$469.99	\$569.99	\$669.99	\$769.99	\$869.99	\$969.99	\$1,069.99

and all wiring. With the ECF grant covering \$250, which then leaves the city paying \$550 for installation. The monthly charges are covered by the ECF grant at \$85. per month. Hughes Net has given us a cost breakdown for monthly service plan costs. See below:

My partner in this project is Matt Gore. Matt is the IT Manager from SISD. We both agree that the Business 75 at \$149.99 per month is the best amount of service for our needs. Recognizing that the City of Thorne Bay will bear the costs over and above what the grant will cover I come to ask for permission to pursue this grant.

I have invested a lot of time in educating myself about how this grant works, and I think we also stand a chance at gaining more money from this grant. It was pointed out that locations like Thorne Bay, where we only have satellite, and we are remote may be funded at a higher rate. The downside is that I have to first apply and ask for extra funds to see if they are granted. This could leave the city owing about \$65 per month, along with the excess \$550 for installation. A critical issue is that if you want me to pursue this grant, this request has to be approved tonight. The window for applying closes next month. In the next 30 days I have to complete the initial grant request and furnish any follow up information. There will be no time extensions.

Matt Gore commented on the following:

- With engineering, they can connect an antenna that would be mounted on the outside of a metal building and allow the signal to move more freely. This grant requires that this connection be compliant. I am willing to do this with my _ with SISD. I don't know what the future holds, I hope the School will be open all year, but this would provide a stable connection for children. This would also build a partnership with the Library and the school, and would hope to see this grow over time.

Stram commented that this information is what we missed last time this was discussed.

Kerkof inquired if the \$800 installation included the external antenna?

Laura Clark responded it did not. She was willing to purchase it.

Matt Gore also added he would be willing to purchase.

Clark commented that with the new Community Center having a section cut out for library, that could be defined as a “satellite library” or “lending library”.

Cunningham commented that he heard there was cable being laid to offer internet to Kasaan and that is supposed to be available by 2023. Would this connect into that?

Gore commented that it would be a bridge to get us there.

Edenfield inquired if the City had funding in the budget to pay for the added installation and monthly fees? Clerk explained it would be an amendment.

Cunningham commented that the \$550 could come from the \$7500 Community Center Fund.

MOTION: Move to approve Resolution 21-07-06-05, Supporting the Library’s intent to pursue a grant application made to Emergency Connectivity Fund Program, for internet access at Davidson Landing

F/S: Edenfield/Cunningham

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

NAYS: None

STATUS: Motion Passed

- a) **Resolution 21-07-06-01**, accepting Coronavirus State and Local Fiscal Recover Funds Award to Non-Entitlement Units of Local Government (NEUs) from the Alaska Department of Commerce, Community and Economic Development, discussion and action item:

Edenfield moved to approve Resolution 21-07-06-01. Burger seconded the motion. There was further discussion.

MOTION: Move to Resolution 21-07-06-01, accepting Coronavirus State and Local Fiscal Recover Funds Award to Non-Entitlement Units of Local Government (NEUs) from the Alaska Department of Commerce, Community and Economic Development

F/S: Edenfield/Burger

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

NAYS: None

STATUS: Motion Passed

- b) **Resolution 21-07-06-02**, renewing the road maintenance agreement between the City of Thorne Bay and the Organized Village of Kasaan, discussion and action item:

Edenfield moved to approve Resolution 21-07-06-02. Burger seconded the motion.

OVK has done a great job, have better equipment. Cunningham inquired if they have a brush machine? There is need for this on mainland and subdivision. Clerk stated she would ask Sara Yockey.

MOTION: Move to Resolution 21-07-06-02, renewing the road maintenance agreement between the City of Thorne Bay and the Organized Village of Kasaan
F/S: Edenfield/Burger
YEAS: Burger, Edenfield, Cunningham, Jennings, Kerkof & Stram
NAYS: None
STATUS: Motion Passed

- c) **Resolution 21-07-06-03**, appointing Lauren Burch from Thorne Bay to serve on the IFA Board “At Large Seat”, discussion and action item:

Edenfield moved to adopt Resolution 21-07-06-03, nominating Lauren Burch to serve on the At-Large IFA Seat.

MOTION: Move to approve Resolution 21-07-06-03, appointing Lauren Burch from Thorne Bay to serve on the IFA Board “At Large Seat”
F/S: Edenfield/Burger
YEAS: Cunningham, Jennings, Burger, Edenfield, Kerkof & Stram
NAYS: None
STATUS: Motion Passed

- d) **Resolution 21-07-06-04**, Authorizing the Mayor to negotiate long-term tideland lease with Alaska Power and Telephone (AP&T), of approximately 60’ x 100’ of property located at Tract A, Davidson Landing, for the purpose of providing lands to install, operate and maintain a generator that will provide backup power to South Thorne Bay in the event of power outages, discussion and action item:

Edenfield moved to adopt Resolution 21-07-06-04. Cunningham seconded the motion. Stram commented in favor for reasons of life saving measures. After landslide, it was out for 18 hours. Cunningham commented that there were two years where the power was out in South TNB, once from Landslide and again from an ice storm. Cunningham suggested the location be on the south end of the fire hall. Clerk explained that location was the desired area from AP&T, but if the council had other locations, this was the time to identify those options and the mayor would then discuss that with AP&T upon the negotiations and drafting the ordinance.

MOTION: Move to adopt Resolution 21-07-06-04, Authorizing the Mayor to negotiate long-term tideland lease with Alaska Power and Telephone (AP&T), of approximately 60’ x 100’ of property located at Tract A, Davidson Landing, for the purpose of providing lands to install, operate and maintain a generator that will provide backup power to South Thorne Bay in the event of power outages
F/S: Edenfield/Cunningham
YEAS: Burger, Edenfield, Cunningham, Jennings, Kerkof & Stram
NAYS: None
STATUS: Motion Passed

13)ORDINANCE FOR INTRODUCTION:

- a) **Ordinance 21-07-20-01**, amending Title 15-Buildings and Construction, adding Section- Requiring that owner is responsible for the costs incurred for cleanup of property by the City for failure to comply with order, discussion and action item:

Edenfield moved to approve Ordinance 21-07-20-01. Cunningham seconded the motion. The city clerk explained that Councilmember Cunningham wanted this ordinance to be worded that only in extreme circumstances would the city go in and clean up the property. Jennings inquired if the City would be held liable for damage done to personal property when going in and abating the land. Stram inquired what the City would do if they go in and clean it up, and then the owner or tenants go right back and create the same nuisance. Jennings requested the clerk have the attorney review the ordinance draft and make sure there is language in the ordinance that would release the city of any liability from the abatement.

Jennings commented that there have been comments that the city itself is keeping junked vehicles/equipment on their own lots. Kerkof stated that the entire issue is subjective. At some point someone has to determine who is in violation. Jennings stating by passing more ordinances and laws that the City will not enforce will not correct the issue.

MOTION: Move to approve Ordinance 21-07-20-01, amending Title 15-Buildings and Construction, adding Section-Requiring that owner is responsible for the costs incurred for cleanup of property by the City for failure to comply with order

F/S: Edenfield/Cunningham

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

NAYS: None

STATUS: Motion Passed

- b) **Ordinance 21-07-20-02**, amending Title 2-Administration and Personnel, Chapter 2.04-City Council, Section 2.04.160-Executive Session, adding that all councilmembers must be present in order to participate in executive sessions, discussion and action item:

Edenfield moved to approve Ordinance 21-07-20-02. Burger seconded the motion. There was no further discussion item.

MOTION: Move to approve Ordinance 21-07-20-02, amending Title 2-Administration and Personnel, Chapter 2.04-City Council, Section 2.04.160-Executive Session, adding that all councilmembers must be present in order to participate in executive sessions

F/S: Edenfield/Burger

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

NAYS: None

STATUS: Motion Passed

14) EXPENDITURES EXCEEDING \$2,000.00:

- a) Authorizing the expense of \$ 4,390.00, to H.D. Fowler, for Water Department Materials & Supplies needed for replacing inventory of parts, discussion and action item:

Edenfield moved to approve the expense of 4,390.00, to H.D. Fowler, for Water Department Materials & Supplies needed for replacing inventory of parts. Burger seconded the motion. Stram confirmed the water department needed this restocked.

MOTION: Move to approve the expense of 4,390.00, to H.D. Fowler, for Water Department Materials & Supplies needed for replacing inventory of parts

F/S: Edenfield/Burger

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

NAYS: None

STATUS: Motion Passed

- b) Athorizing the expenditure between \$6,500 and 11,500.00, to Cisco for the purchase of online conferencing solution equipment, discussion and action item:

Edenfield moved to authorize the expenditure between \$6,500 and 11,500.00, to Cisco for the purchase of online conferencing solution equipment. Cunningham seconded the motion. Clerk explained that the equipment would improve the audio and video quality for those who participate by phone or WebEx for council meetings. Currently the council uses the Clerk's laptop to conference the public into the meetings, and it is hard for the council and the public to hear.

MOTION: Move to authorize the expense of up to \$6,500.00, to Cisco WebEx for the purchase of online conferencing solution equipment

F/S: Edenfield/Cunningham

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

NAYS: None

STATUS: Motion Passed

15) CONTINUATION OF PUBLIC COMMENT:

Brad Clark commented on the following:

- Thanked the council for the two large steps taken at the meeting which included actions approving internet at Davidson Landing and the lease of land to AP&T for a generator to power the Subdivision.
- Commented on the great job that Library Director, Laura Clark did on the presentation for internet grant options

16)CONTINUATION OF COUNCIL COMMENT:

Cunningham commented on the following:

- Reiterated the importance of no burning allowed as the island has been without rain.

Burger commented on the following:

- Informed the public that the USFS was in process of going on “Hoot Owl”

17)ADJOURNMENT:

Edenfield adjourned the meeting at 8:24pm

Cindy Edenfield, Mayor

ATTEST:

Teri Feibel, CMC

Parameters and procedure for council preapproval to purchase city vehicles and equipment.

Purpose:

Department: _____ Price Range: _____

IS VEHICLE/EQUIPMENT IN THIS FISCAL YEAR BUDGET? Yes No

Make: _____ Model: _____

Mileage/Hours: _____

Engine specs: _____

4WD 2WD

Auto Manual

Gas/Diesel: _____

2 Door 4 Door

Cab specs: _____

Bed specs: _____

Other details:

The Thorne Bay City Council hereby authorizes the city administrator to purchase a vehicle or equipment within these set parameters. Final approval will still be voted on by the Council once a truck has been found.

New Business Item (D) Property Lease Options

Lease of City Property:

- The City has property at the Sortyard and Downtown Business District that has been left empty or used a vehicle/container storage.
- The City could be leasing these lots out to businesses which would contribute to economic growth in the City.

The Sortyard has at the very least right now, three acres we could lease.

Downtown Business District has lots that can be cleaned up and offered for lease. Attached is the Waterfront Development Plan that the City Council adopted in 2016 for your consideration on determining how to move forward.



CITY OF THORNE BAY
RESOLUTION 16-03-01-01

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, SUPPORTING THE
THORNE BAY WATERFRONT PLAN, January 2016, AS PREPARED BY DOWL

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

WHEREAS, the City of Thorne Bay in 2008 began discussions of preparing a Master Plan for the Thorne Bay Waterfront; and

WHEREAS, the City of Thorne Bay received Legislative Grant funding in 2013 to conduct a study of the Thorne Bay Waterfront; and

WHEREAS, the City of Thorne Bay hired DOWL to conduct a study and prepare a conceptual land use plan for the Waterfront from the Sort Yard to the Sewage Treatment Facility ; and

WHEREAS, DOWL gathered input through interviews, public meetings and visual observation over the course of 18 months; and

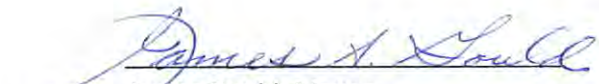
WHEREAS, DOWL prepared the Thorne Bay Waterfront Plan that provides conceptual land use ideas for existing and future uses of the Thorne Bay Waterfront; and

WHEREAS, the City of Thorne Bay in conjunction with DOWL revised the Waterfront Development Zoning Ordinance to reflect the Thorne Bay Waterfront Plan; and

WHEREAS, the City of Thorne Bay requested the preparation of a conceptual plan and guidelines for the current and future uses of the Waterfront.

NOW THEREFORE BE IT RESOLVED that the City Council for the City of Thorne Bay hereby supports the Thorne Bay Waterfront Plan, January 2016, as prepared by DOWL.

PASSED AND APPROVED: March 1, 2016


James Gould, Mayor

ATTEST:


Teri Feibel, City Clerk



Thorne Bay

Waterfront Plan

January 2016



Prepared for: The City Of
Thorne Bay
Alaska

Thorne Bay Waterfront Plan



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New Business Item (d)
Waterfront Development Plan



Thorne Bay Waterfront Plan



Executive Summary

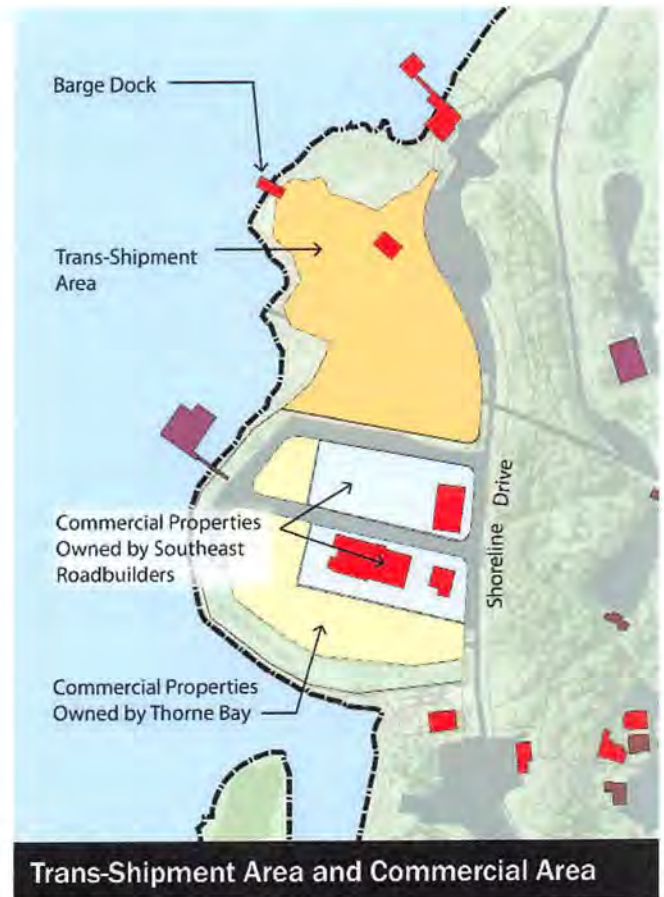
For a community the size of Thorne Bay, the developable waterfront is extensive. It encompasses the sort yard in the north, the trans-shipment area further south, a commercial/industrial zone immediately adjacent to the sort yard, the harbor area (community center), Deer Creek, Deer Creek Subdivision, and a 54-acre Department of Natural Resources (DNR) tract to the south of that. Not all of these areas are included for consideration in this plan. The Deer Creek area and the Deer Creek subdivision are in private hands and well-established. They have not been considered for change as part of the Waterfront Plan. The other areas of the waterfront offer a range of opportunities.

The Sort Yard

The sort yard encompasses approximately 7 acres and is situated adjacent to a larger tract of Forest Service land. The Thorne Bay tract is large enough to support some industrial uses and is appropriate for this use. The City of Thorne Bay should continue to lease this land, when the opportunity avails itself for uses that support community jobs and provide additional income. This land is separated enough from the community that it is not readily visible and industrial uses are unlikely to impact other uses.

The Trans-Shipments Area

The trans-shipment area is privately owned and serves as the freight port for the entire Prince of Wales Island. Like ports in any location, this area of the waterfront is an economic engine for the community. It supports local jobs and brings visitors from all over the island to pick up shipments of goods. Some residents have suggested that the trans-shipment area should be relocated to the sort yard so the area could



develop for commercial uses that are more compatible with the rest of the community. The presence of a trans-shipment area in the heart of the community is not unusual in Southeast Alaska. Similar facilities can be found in Ketchikan, Wrangell, and Petersburg.

The sort yard is not large enough to support trans-shipment operations and it currently has no infrastructure that would support such a move. There are additional implications with maneuvering the barges that make the Sort Yard less advantageous than its current location. The cost of relocation would be very large and the shipping company, facing such a move, would very likely investigate other locations as alternatives.

Thorne Bay Waterfront Plan

The City of Thorne Bay should embrace the presence of the trans-shipment area and the economic benefits it provides. Concerns about the appearance of the area are valid and should be addressed with the property owners.

Commercial Properties adjacent to the Trans-Shipments Area

The commercial areas adjacent to the trans-shipment area were once entirely owned by the City of Thorne Bay. The area has been subdivided and utility improvements have been provided to the area with hopes of selling all of the properties. A portion of this subdivided land has been sold to Southeast Road Builders and is currently used for staging and storage of construction equipment.

Some members of the community suggest that this semi-industrial/commercial use is not appropriate for an area where the community hoped to encourage more retail development, compatible with the adjacent residential portion of town.

This plan recommends the City of Thorne Bay maintain ownership of the remaining parcels and lease the land for future uses. This allows the City of Thorne Bay to maintain control and flexibility for how these lands are used in the future. Additionally, because there is no property tax in Thorne Bay, leasing the land offers a revenue source that would not be available if the property was sold outright. There is not enough commercial demand at this time to warrant retail development of these properties, but other uses that are semi-industrial in nature could provide revenue until such time as commercial development might become feasible.

City Center and Harbor Area

The City Center and harbor area offer the greatest opportunities for shaping the future

character of Thorne Bay. This area is close to the residential portion of town and proposed improvements would be within close walking distance of the harbor. Key projects include:

- Physical and operational improvements to support better parking in the harbor area
- Development of a community waterfront park
- Development of a small commercial area on tideland fill, or alternatively a combination of fill and floating commercial development (float-home type of development)
- Development of connecting trails and walkways
- Harbor expansion
- Improvements to support air transportation into Thorne Bay

54-Acre DNR Tract

The large tract located south of the sewage treatment plant could be acquired by the City of Thorne Bay and offers an opportunity for development of a waterfront park (might include RV parking) and residential development.

Thorne Bay Waterfront Plan



Overview

Background

The city of Thorne Bay is located on the east side of Prince of Wales Island (POW), on Thorne Bay, about 38 miles northwest of Ketchikan. Thorne Bay occupies 30.4 square miles and most of the surrounding land is within the Tongass National Forest, managed by the United States Forest Service (USFS). The City of Thorne Bay is the second largest land owner within city boundaries.

Access to Thorne Bay is typically by float plane or boat. Thorne Bay is connected by road to other POW communities, including Hollis which is served by the Alaska Marine Highway System. Marine barge service is available on a weekly basis and small passenger cruise ships make at least weekly stops in Thorne Bay during the summer months.

Thorne Bay originally began as a logging camp for the Ketchikan Pulp Company (KPC) in 1960. During the 1960s and 1970s it was the largest logging camp in North America and in 1982 Thorne Bay incorporated as a second-class city. In 2001 KPC finished their final timber sale obligations and ceased operations. Logging and timber operations are no longer the heart and soul of Thorne Bay and the community economy has transitioned to other income sources. Tourism and lodges are big draws for the city and the community has developed the reputation as a great place to retire.

Why the Study?

The city's strongest asset is arguably its waterfront holdings. The city owns approximately 15 acres of waterfront property, including 6 acres in the Downtown Business District Subdivision, 7 acres at the sort yard,

the harbor, and a variety of other properties with the potential for economic development.

Plans have been developed for some of these properties, with a significant commitment of city funds toward infrastructure improvements. To date, the city has seen little return on its investment. This plan addresses these properties and the waterfront comprehensively with an eye toward a longer term management and development strategy. Preparation of this plan provides improved opportunity to tap other funding sources for implementation of recommended capital projects.

Thorne Bay competes with all of the other communities on Prince of Wales Island to attract local development and visitors. Development opportunities in the current economic climate of Prince of Wales Island are limited. This master plan is intended to provide the City of Thorne Bay with the flexibility to adapt to economic opportunities that cannot now be predicted. The plan also provides guidance for transitioning from Thorne Bay's lumber camp aesthetic toward a place that better appeals to the visitor industry.

Goals

This waterfront plan will:

- Guide development over the next ten to fifteen years, identifying feasible capital projects that provide good value to Thorne Bay
- Establish guiding principles for use of community-held property
- Provide recommendations for an improved image that supports Thorne Bay's growing tourism based economy.

Thorne Bay Waterfront Plan

- Where reasonable, identify operational changes that would strengthen the connection of the community to its waterfront

Study Team

DOWL, a multi-disciplinary planning and engineering firm, worked with the City of Thorne Bay to develop this Waterfront Master Plan. The plan is community driven and the role of DOWL was to capture the community's vision for the future. This was accomplished through stakeholder interviews and public meetings. City Manager, Wayne Benner, provided background on the community's history and future needs, as well as extensive knowledge of local development codes, challenges, and opportunities.



A combination of public meetings and stakeholder interviews provided public input to the project.

Public Participation

Meaningful public participation is critical to the success of a community plan. Funding for implementation is often dependent on public support. Two public meetings and a series of stakeholder interviews were held as part of the Thorne Bay Waterfront Master Plan process. An electronic survey was also conducted to reach a wide array of residents.

Stakeholder Meetings

The Study Team met with various stakeholders, including local business owners, the school district, the harbor master, and the City Council to identify critical community needs and desires for future development.

Community Meetings

Two community meetings were held as part of the Waterfront Master Plan process. The meetings were organized in a work shop style format where attendees participated and contributed to the discussion. Notices of the public meetings were advertised through announcements at City Hall and by hanging flyers at key locations throughout Thorne Bay.

On-Line Survey

An electronic survey through Survey Monkey was conducted to collect information from a wider audience. Advertisement of the survey with instructions on where to go to complete the survey was sent out in all Thorne Bay residents' gas bill.

April Workshop Findings

Based upon previous site investigations, stakeholder interviews, initial work shop findings, and survey results, two draft waterfront development alternatives were prepared and presented to the City Council and to the public on April 22, 2015.

A separate presentation was made to the engineering and entrepreneurial class at Thorne Bay School on April 23, 2015. An in-class exercise was conducted with students during school hours. The same evening a second public workshop was held at City Hall. During this visit, a number of stakeholder interviews were conducted. These included discussions with the Mayor of Thorne Bay and multiple business owners. It became apparent during the second public workshop that support was strongest for the "concentrated

Thorne Bay Waterfront Plan

development" alternative. This alternative focused development in or near the harbor area.

Project Process

Development of the waterfront plan was broken into three phases that included:

- **Phase 1, Inventory and Analysis**
- **Phase 2, Development of Alternatives and Waterfront Zones**
- **Phase 3, Development of Draft Waterfront Master Plan**

Phase 1, Inventory and Analysis

During this phase, community information and data was collected to document existing conditions for the waterfront area. The study team researched existing plans, land use code, and inspected the waterfront areas in person. The first public meeting provided an opportunity to collect community input and to verify the data gathered. This phase was summarized with a Community Investigation and Workshop Summary Memorandum. The document detailed the general background of the project, summarized initial community input, set goals for the Thorne Bay Waterfront Master Plan, and laid out next steps. The combination of data gathering and feedback from the community led to development of the opportunities and constraints diagram.

Phase 2, Development of Alternatives and Waterfront Zones

Based on information gathered in Phase 1, two alternative waterfront plans were developed. One established a new community center in the north commercial area and the other focused any new development near the harbor. This was referred to as the "concentrated

development alternative". The length of the waterfront was divided into seven waterfront zones and specific recommendations were provided for future development in each zone. This phase concluded with the second public meeting, focused on waterfront plan alternatives.

Phase 3, Draft Waterfront Master Plan

During this phase, all of the findings, community feedback, and recommendations were brought together into a Draft Thorne Bay Waterfront Master Plan. The project team returned to Thorne Bay and presented the draft at the August 4 City Council meeting, where the council and community had a final opportunity to comment on the findings and recommendations of the plan.

The City Manager maintained responsibility for incorporation of final comments. With incorporation of comments, the plan was completed in January of 2016.

Thorne Bay Waterfront Plan

- 1 The Sort Yard

Approximately 7 acres of land,
City-owned and suitable for
industrial uses, located at the
head of the bay.

- 2 The Claw
- Point of interest and
community destination

- 3 Float Plane Arrival
Point

- 4 Barge Dock
- Activity hub

- 5 Trans-shipment Area
- Lots of shipping containers.
A lot of activity on days when
barges arrive

- 6 Conflict Area
- This area conflicts visually and
functionally with the adjacent street.

- 7 Southeast Road Builders Inc.
Property

- 8 Community-Owned Commercial
Area.
- Potential for future development

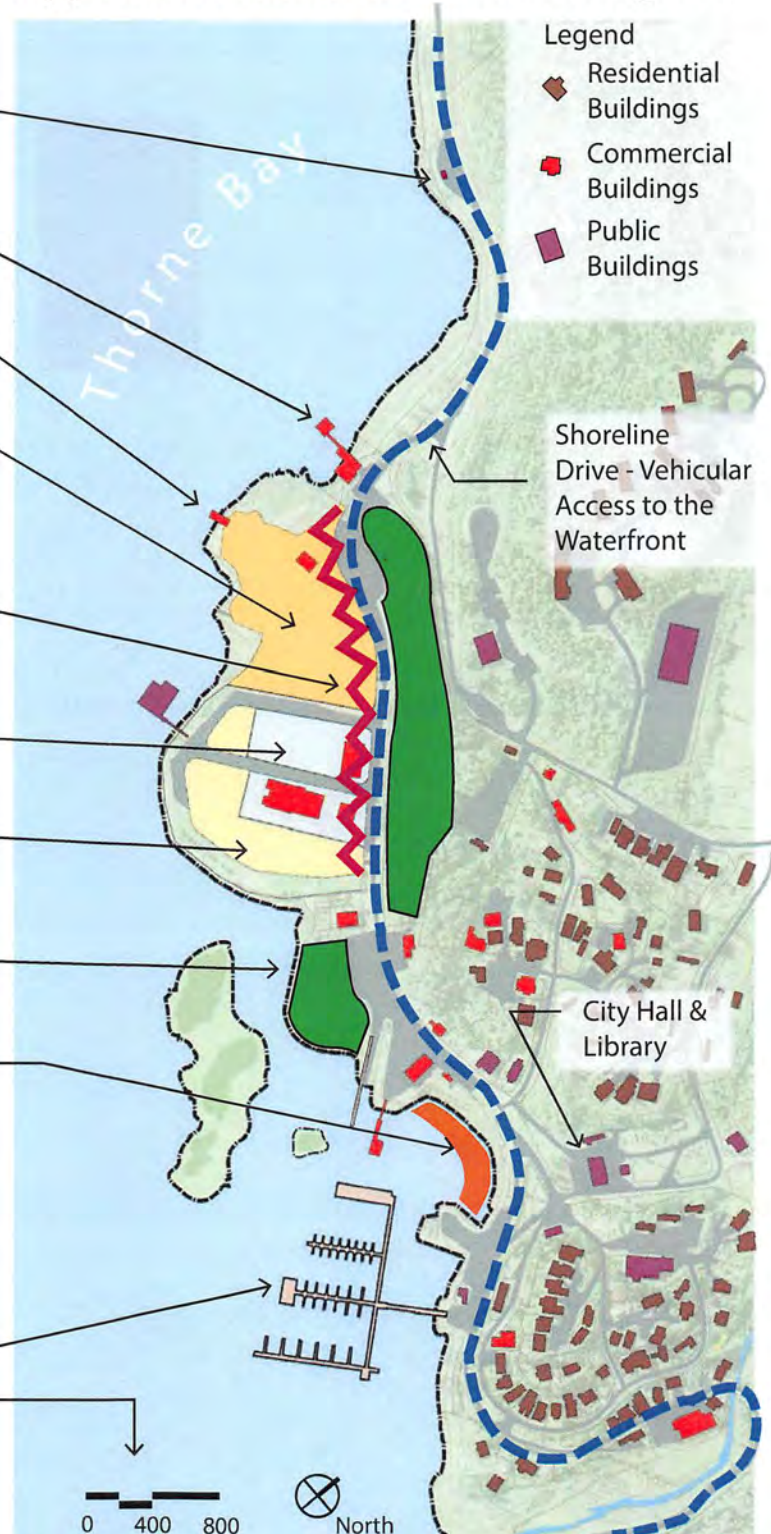
- 9 Community-Owned Waterfront
- Potential Community Park

- 10 Possible Fill or Floating Commercial
Development
- Fill into the bay in this location
would allow small-scale
marine commercial development
with associated parking. An
alternative could be development
of floating commercial facilities

- 11 Small Boat Harbor

- 12 54-Acre DNR Tract
- Large tract of developable land
may be available to the Thorne Bay
Community

Opportunities and Constraints Diagram



Thorne Bay Waterfront Plan



Findings and Options

Pedestrian and Vehicular Access

Vehicular access throughout the community, and particularly in the waterfront area, appears to meet community needs. Pedestrians tend to walk in the roadways, which in most areas is acceptable. Near the industrial area, however, there can be a lot of large commercial vehicle activity. Pedestrian safety and comfort are impacted in these areas. The community would benefit from improved pedestrian facilities from the harbor north. This could include pathways that extend into the proposed community park. A walkway could also take advantage of a 50-foot platted roadway adjacent to the waterfront on the perimeter of the commercial property. A continuous pathway from the harbor to the "claw" will improve safety and comfort for both residents and visitors who may be walking in the community.

Parking

Parking near the harbor is sometimes congested due to the amount of 72-hour parking available. Residents from the south side of the bay often leave vehicles in the immediate vicinity of the harbor when they go home to the other side. Local guiding outfits provide their clients with vehicles, which may also be parked close to the harbor when guests are out on excursions. Parking could be improved for harbor users through a combination of both physical and operational improvements described in the recommendations section of this document.

The community would benefit from establishing long-term parking at a location separate from the harbor waterfront, to better accommodate short-term parking closer to the harbor. A possible location would be the

area behind City Hall. A combination of permit parking and preferred parking for golf carts or ATVs could also be considered at some locations close in to the harbor ramp. The purpose for the proposed changes is to ensure that parking is available for shorter term use near the harbor.

Harbor

As of this year, the harbor has become fully leased and in coming years a waiting list will likely be required to accommodate those desiring a slip. The harbor is currently adequate to support the needs of the community and boating visitors. Based on a better understanding of the harbor and the types of boats most commonly used, the existing harbor could be modified to accommodate more boats without a great deal of expense.

The Trans-Shipment Yard

The trans-shipment yard provides local jobs and brings other islanders into Thorne Bay to pick up goods. This is a very important asset to the community and the City of Thorne Bay could look for ways to build a stronger relationship with trans-shipment operations.

Relationship to the Waterfront

Thorne Bay could gain a better link to the waterfront through improved community access. There is strong community support for a waterfront park and there is a suitable location.

Flight Operations

Flight services are vital to Thorne Bay. This service supports the local tourism business and brings mail. Additionally, it is the means by which most local residents come and go.

Thorne Bay could do more to simplify flight operations by ensuring that freight

Thorne Bay Waterfront Plan

and passengers can be easily transported between the water level and the upper level of the community. One way to accomplish this would be for the City, in conjunction with service providers to develop a facility that could accommodate all of the carriers at one location.

Funding for Community Operation and Construction

Thorne Bay's primary source of funding for projects is through sales tax, which can be supplemented with federal and state funds. Taxes provide Thorne Bay an average income of approximately \$300,000 dollars. Thorne Bay does not charge property tax and significant tax relief is provided for senior citizens and new development. In essence, Thorne Bay is property rich, but cash poor.

Image

Thorne Bay started as a logging camp and traditionally has served the logging industry. A commercial fishing industry was never developed, so when the timber industry declined the maritime emphasis shifted to tourism and visitor services.

Due to steep topography, the north side of Thorne Bay has limited developable waterfront land for commercial and industrial use. While the sort yard is relatively flat, uses are limited due to lot size, and the use of the area for a heliport.

Some residents raised the issue that current waterfront uses are unattractive to visitors and may impact tourism. With deep roots in the logging industry, however, Thorne Bay appears tolerant of industrial uses and noise, and of a logging camp esthetic. Thorne Bay is an authentic southeast Alaskan community and it is acceptable to highlight local industrial activity, rather than hide it. As outsiders with an eye toward making communities more

attractive, we found Thorne Bay to present an image of an honest, hard-working Alaskan town.

There are opportunities to improve the general appearance and function of the Thorne Bay waterfront without the costly need to relocate uses that are currently there.

City-Owned Commercial Land

The sale of commercially-zoned land to Southeast Road Builders, Inc., has impacted the community in at least a couple of ways. The community perception is that this semi-industrial activity discouraged the relocation of the local grocery store to this location. The semi-industrial use of equipment storage is incompatible with the adjacent community. Secondly, sale of this property eliminated any future control the city might have on how this property develops. (Note that the trans-shipment activities in this area may be as much a discouragement as Southeast Road Builders, Inc., and may in fact be the reason that industrial businesses have not located in the area).

The current lease of city-owned commercial property to Southeast Road Builders, Inc., is appropriate. The city is getting some return on the property, which is better than having the property sit idle, even if the use is not entirely compatible with adjacent land uses.

Alternatively, Some residents feel that the City of Thorne Bay should stay out of the real estate development business as past forays into real estate development have not been particularly successful.

54-Acre DNR Parcel

The City of Thorne Bay should acquire and develop (perhaps jointly with a real estate developer) the 54-acre parcel currently owned



Thorne Bay Waterfront Plan

by the State of Alaska Department of Natural Resources (DNR), south of the sewage treatment plant. This property could provide a location for an RV campground, a community park and residential development.

Derelict Properties

Local tax structure provides little reward or incentive for property owners to keep their properties in good shape. No land codes are in place that would enforce improvements. The City's only means to handle derelict properties is to declare a property dangerous and then have the structure removed. This is a relatively extreme measure that takes significant time and has demanding standards. This process does not allow derelict properties to be addressed until after they become eyesores and safety hazards. This has a land-use impact because derelict properties impact the value of properties that are adjacent.

Harbor-Area Improvements

There is some discussion of change (retaining walls, etc.) in the vicinity of the harbor to better facilitate parking and other uses. There is also discussion of filling some portion of the waterfront near the harbor area for commercial use. This area is really the heart of the community, and these improvements should be done with an eye toward long-term sustainability and appearance (improvements should be attractive and highly durable).

Expanded commercial activity in the harbor area would be highly beneficial to the City. One of the few sources of revenue is sales tax and expanded commercial development would support an increase in revenue. To that end, this plan supports maintaining the flexibility that would allow development to occur in this area under different development scenarios. A range of possible development alternatives include:

- Extend a fill pad into the harbor that is extensive enough to accommodate all parking and construction of any buildings
- Extend a smaller fill pad into the harbor to accommodate parking, but place any new facility construction on pilings.
- Extend the smaller fill pad into the harbor for parking, but construct any commercial facilities as floating buildings connected to docks. These facilities might include dwellings in an upper story.

Key Concepts

Harbor Area

Address issues and opportunities associated with parking, harbor expansion, and fill pad for commercial development in the harbor area. This is compatible with the over-arching theme of concentrating development.

Create a new Community Park on the Waterfront

Establish a new community park in the vicinity of the boat ramp that takes advantage of the waterfront location. The proposed park could include features such as a covered pavilion, a playground, a small beach, and a bridge to the adjacent island. The new park will still accommodate parking associated with the boat ramp.

Maintain Ownership of Existing Commercial Properties

The commercial properties currently owned by the City of Thorne Bay should remain in city ownership. Explore opportunities to enter into development partnerships that promote community goals and provide local employment.

Thorne Bay Waterfront Plan

Trans-Shipment Area

The trans-shipment area is a key asset to the community. Maintain a good working relationship with the owner and look for opportunities to ensure a continued presence.

Improve Pedestrian Pathways

Provide improved pedestrian links between the harbor and the “claw” in the north. This could include links to the new park and possibly around the outside of the commercial property within the dedicated right-of-way. This pedestrian link would improve safety for both residents and visitors and could provide an opportunity to tell the story of Thorne Bay.

Recommendations

A comprehensive look at plan recommendations can be seen on the adjacent preferred alternative plan. Key considerations of the plan are described below.

1 Pedestrian Improvements

An improved pedestrian path system from the harbor to the “claw” would improve safety and comfort for those walking in the community. The Claw is a focal point in Thorne Bay and for those who arrive by boat it is about a 20-minute walk from the harbor. The walk would be especially helpful where it passes by the trans-shipment area, which is identified as a pedestrian conflict zone on the Opportunities and Constraints Diagram.

Pedestrian trails designed to meet ADA accessibility standards typically require excavation, gravel backfill, and two or four inch asphalt paving. In Thorne Bay, construction of pathways might be phased to include bed preparation and placement of compacted gravel. When the opportunity arises as a result

of other nearby construction, the trail could be finished with asphalt paving. Location of proposed trails can be seen on the Draft Plan. For estimating purposes, trails construction in Thorne Bay would cost at least \$120 per linear-foot to construct, if contracted through a bidding process. It may be possible to construct a trail through a community volunteer effort or means outside of a typical public bid process, which would lower the cost substantially.

2 Trans-Shipment Area

The trans-shipment yard is an important component of the community. It provides local jobs and brings other islanders into Thorne Bay to pick up goods. A number of local residents have commented on the unsightly character of the area and have even suggested it be relocated. This is unlikely due to cost and this plan recommends looking for ways to reinforce the relationship between the facility and the community.

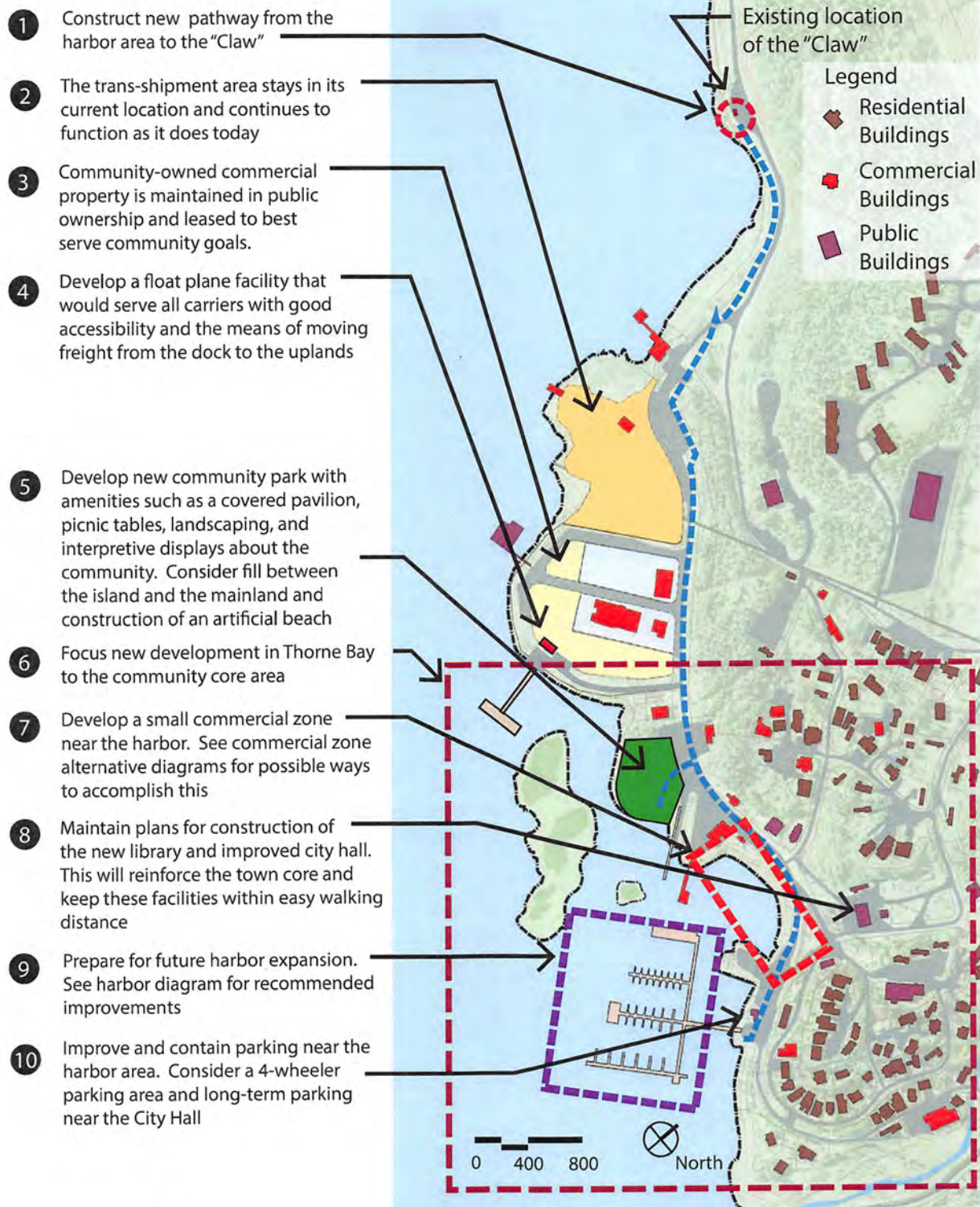


The Trans-Shipment Area is an important economic driver in the community, but screening or other means of improving the yard's appearance might better integrate the yard with the rest of the community.

Thorne Bay Waterfront Plan

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Preferred Alternative, Constrained Development



Thorne Bay Waterfront Plan

3 Community-Owned Commercial Property

For many communities, there is a strong disincentive for the City to own property because it removes property from property tax rolls and reduces revenue. This is not the case for Thorne Bay. Thorne Bay has no property tax and leasing of City-owned property is one of the few reliable ways for the City to obtain revenue in support of City needs. Thorne Bay should maintain ownership of publicly held property and seek leases that are beneficial to the community. This is especially true for waterfront property.

4 Develop a Community Float Plane Facility

Working in concert with float plane transport companies, develop facilities/lease space that would better support float plane passengers and freight into and out of Thorne Bay. Such a facility might be located on the proposed commercial zone, or it might be situated where shown on the plan. This would be the city-owned commercial property adjacent to the trans-shipment area. A blow-up of the proposed area can be seen on the two commercial zone alternative diagrams. A community-owned float plane facility would provide passenger waiting, offices, parking and ensure an ability to move freight and luggage from the upper area down to the waters edge.

5 Develop a New Community Park on the Waterfront

Establish a new community park in the vicinity of the boat ramp that takes advantage of the waterfront location. The proposed park could include features such as a covered pavilion,

a playground, a small beach, and a bridge to the adjacent island. The new park could still accommodate parking associated with the boat ramp. The park would benefit both the community and any visiting boaters, as the park would be within a short walking distance of the harbor.

The High School shop class has indicated an interest in constructing a pavilion and the class has a good track record of completing similar projects.



The island adjacent to the proposed park is a favorite roost for Eagles.

Thorne Bay Waterfront Plan

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6 Focus New Development Within the Community Core

The Thorne Bay Waterfront Plan calls for focusing development within the community core as shown on the plan diagram. Keeping the most sought-after components of the community within the core ensures that both visitors and residents can easily access them on foot. Within this area, the plan calls for encouraging commercial development, improvements to City Hall and a new library, development of a community park, improved parking, expanded harbor development, and a new facility that would support air taxi and freight services.

7 Develop a Small Commercial Zone Near the Harbor

As noted earlier there is a desire to reserve an area near the harbor, as shown on the plan, for development of a commercial zone. The demand for commercial services in the City of Thorne Bay is limited simply by the size of the population base, but with tourism increases during the summer months commercial services that cater to visitors could be a viable enhancement for the community. This area was previously permitted for fill to develop a gravel pad that could be leased for development. That permit expired before the City could complete any of the work.

This plan identifies the location as desirable for commercial development, but calls for flexibility in how that might be accomplished. The previous idea of filling out into the bay might still be the most economical way of accomplishing the goal, but this might also be accomplished by using a combination of fill for parking with construction of buildings on pilings. It might also be accomplished by constructing new dock facilities on the water and using float-home style construction that could provide retail

at the water level and housing or guest accommodations above. Flexibility is important in Thorne Bay because the community has to be opportunistic in encouraging growth and new development.

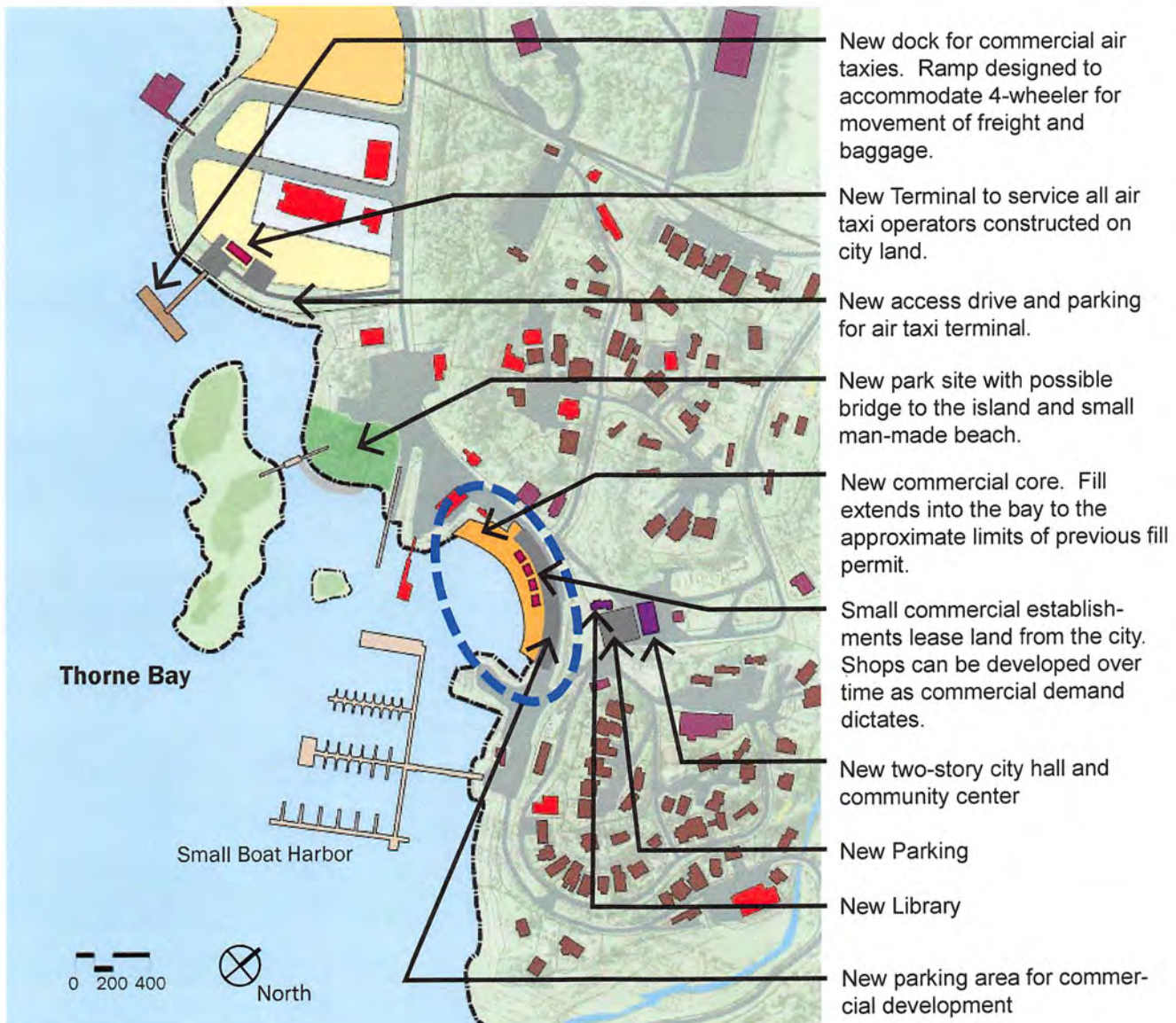


Example of commercial development at the harbor in Seward Alaska. Parking is situated on fill and the commercial buildings have been constructed on piles.



Float homes in Washington State provide an idea of what floating commercial development might look like within the commercial zone of Thorne Bay.

Thorne Bay Waterfront Plan



Thorne Bay Waterfront Plan Core Development Concepts

Concept A Commercial Development on Fill

Thorne Bay Waterfront Plan



Thorne Bay Waterfront Plan Core Development Concepts
Concept B, Commercial Development on Floats

Thorne Bay Waterfront Plan

8 Maintain Plans for Improved City Hall and Library

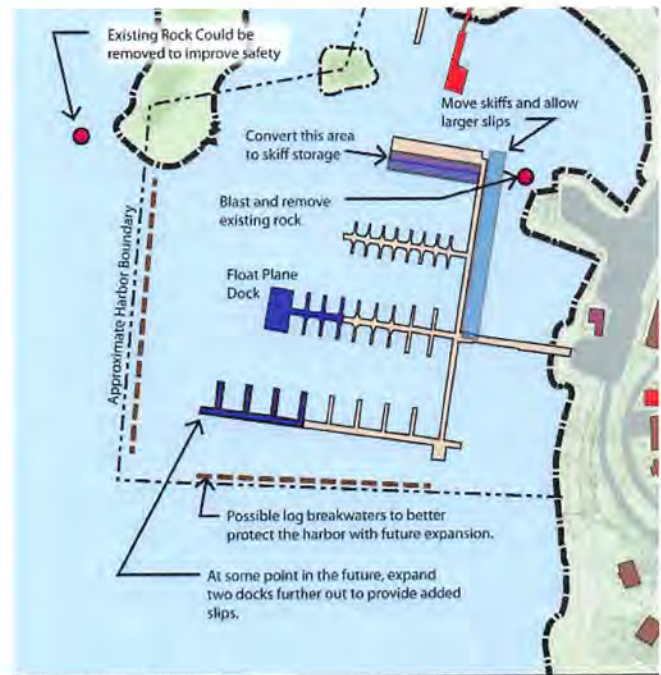
Plans have been prepared to construct a new library along with improvements to City Hall. These plans include realignment of roads in the vicinity and significant excavation, which could be used for the fill area. The combination of these improvements with the fill area and harbor improvements will help to reshape this area in general and create a new town center.

9 Prepare for Future Harbor Expansion

For the first time since construction, the Thorne Bay harbor was fully leased out in 2015. Although the harbor is now full, it currently meets local needs. It is worthwhile at this time to consider options for harbor expansion. There are some things that could be accomplished without great expense that would add capacity. In the longer term, expansion could be accomplished by extending two of the docks as shown on the attached diagram.

Relocation of skiff moorage would allow more secure storage of skiffs (reduced concerns about filling with water) and free up the protected area near shore in support of slightly larger boats. Removal of the rock near the grid would allow larger boats to maneuver on to the grid and to reach the new slips near shore.

In the longer term, the addition of log breakwaters would increase the security of the marina and encourage people to slow down in the harbor.



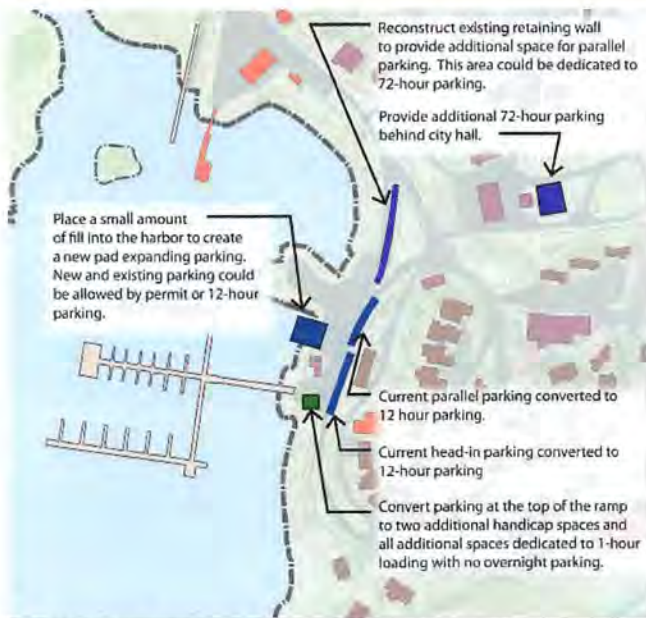
Harbor Diagram

10 Improve and Organize Parking Near the Harbor

Parking recommendations include a combination of physical improvements and operational changes to provide more short-term parking in the immediate vicinity of the harbor. Improvements/changes include:

- Provide only handicap parking and short-term (1-hour) parking for loading at the top of the ramp. Disallow overnight parking except in the handicap stalls.
- Change the time allowed for the head-in parking immediately across from the harbor office from 72 hours to 12 hours.
- Construct a new parking pad with a small fill into the harbor adjacent to the harbor master's office. This area could be permit parking for marina residents or additional 12-hour parking.

Thorne Bay Waterfront Plan



Parking Recommendations

- Reconstruct the retaining wall below the playground at City Hall to provide added room in support of parallel parking. This area could support longer term 72-hour parking or permit parking.
- Establish an area behind City Hall that could support 72-hour parking.

Other Important Considerations

Market the Waterfront

There is currently little done to market the harbor to potential visitors that might not otherwise know about Thorne Bay. Develop a brochure and marketing materials that could be included in other publications.

Create a web site or a page on your web site, to market the waterfront. The City's current site is being updated and this effort could be included as part of the current update. This could be used to increase visitorship to the site. Also consider advertising waterfront availability in Alaska business publications, through social media, etc.

Business Creation and Retention

Work to ensure business creation and retention. There is the potential for both value-added timber and value-added fish products to be produced in Thorne Bay. Set up one-on-one counseling sessions with existing and potential business owners. Organizations such as the Small Business Administration provide this service for free or at nominal rates. Consider developing a Downtown Business Association or Downtown Management Authority charged with enforcing parking, maintaining the streetscape (i.e. collect litter, report abandoned vehicles and boats, etc.), and marketing the commercial district.



Thorne Bay Waterfront Plan

Final Overview

This Thorne Bay Waterfront Master Plan is a dynamic document that reflects the available opportunities and resources at a specific period of time. Recommendations should be evaluated and revised as necessary to ensure future opportunities are not overseen.

Next Steps

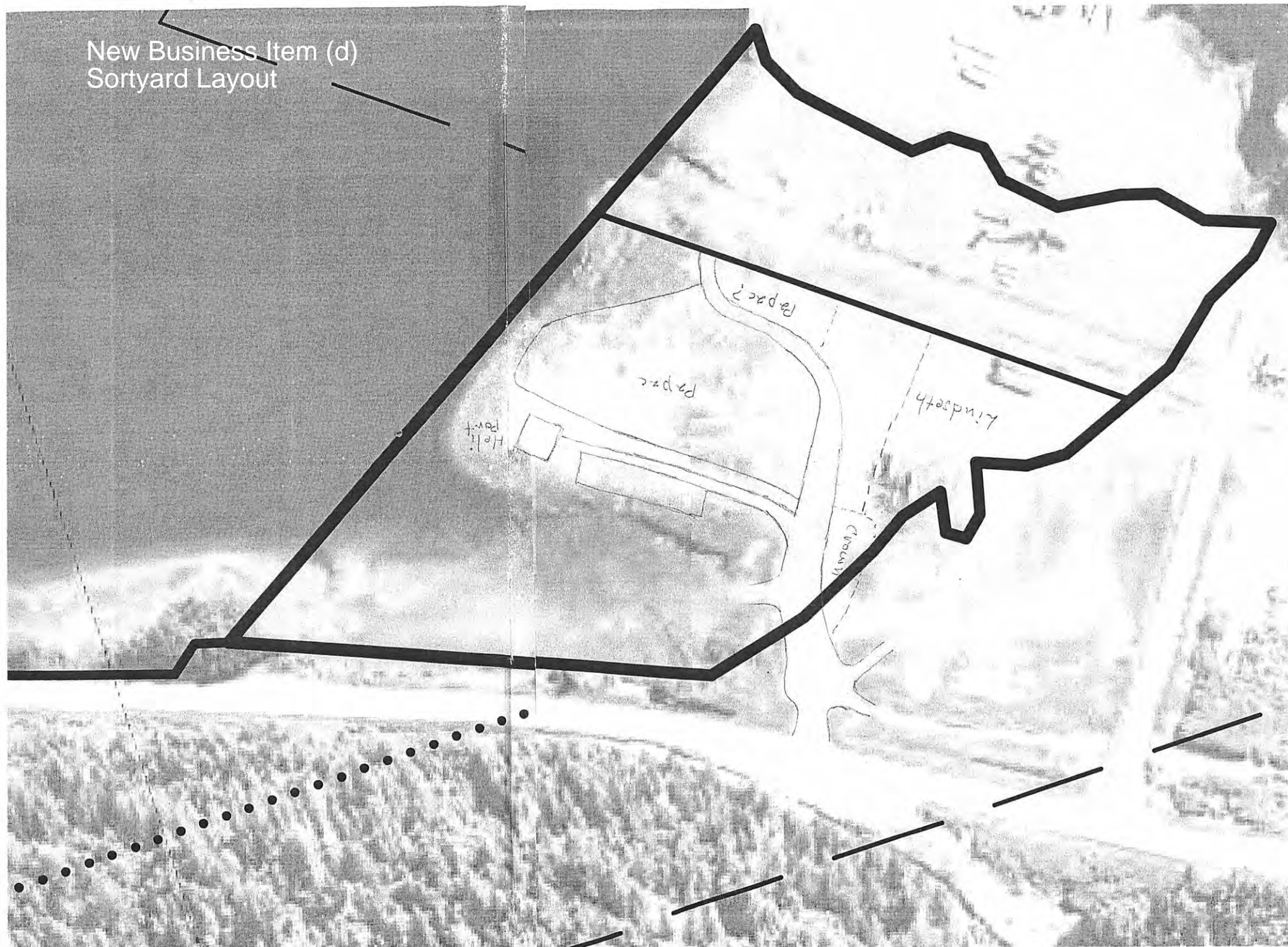
There are a number of recommendations associated with this waterfront plan. Some have significant costs associated with them and some have no cost. Some of the recommendations have implications on other Thorne Bay documents, such as zoning code. Some key next steps should include:

- Investigate existing code to ensure it is aligned with the recommendations of this plan. In particular, review existing waterfront zoning districts to ensure they will encourage the desired type and quality of development desired.
 - Of those recommendations that come with capital cost, complete a little more development of concepts to determine the approximate costs for desired projects. Based on these costs, identify priorities and phasing for implementation of the plan.
 - For projects that do not have a capital cost or little cost to implement, ensure community support and develop them fully. Implement these as the opportunity arises.
-

New Business Item (d)
Sortyard Layout



New Business Item (d)
Sortyard Layout



New Business Item (d)
Sortyard Layout



Sec. 21
Pat. No.
50-2007-0530
State of Alaska

Gov't Lot 6

Gov't Lot 7

TR B

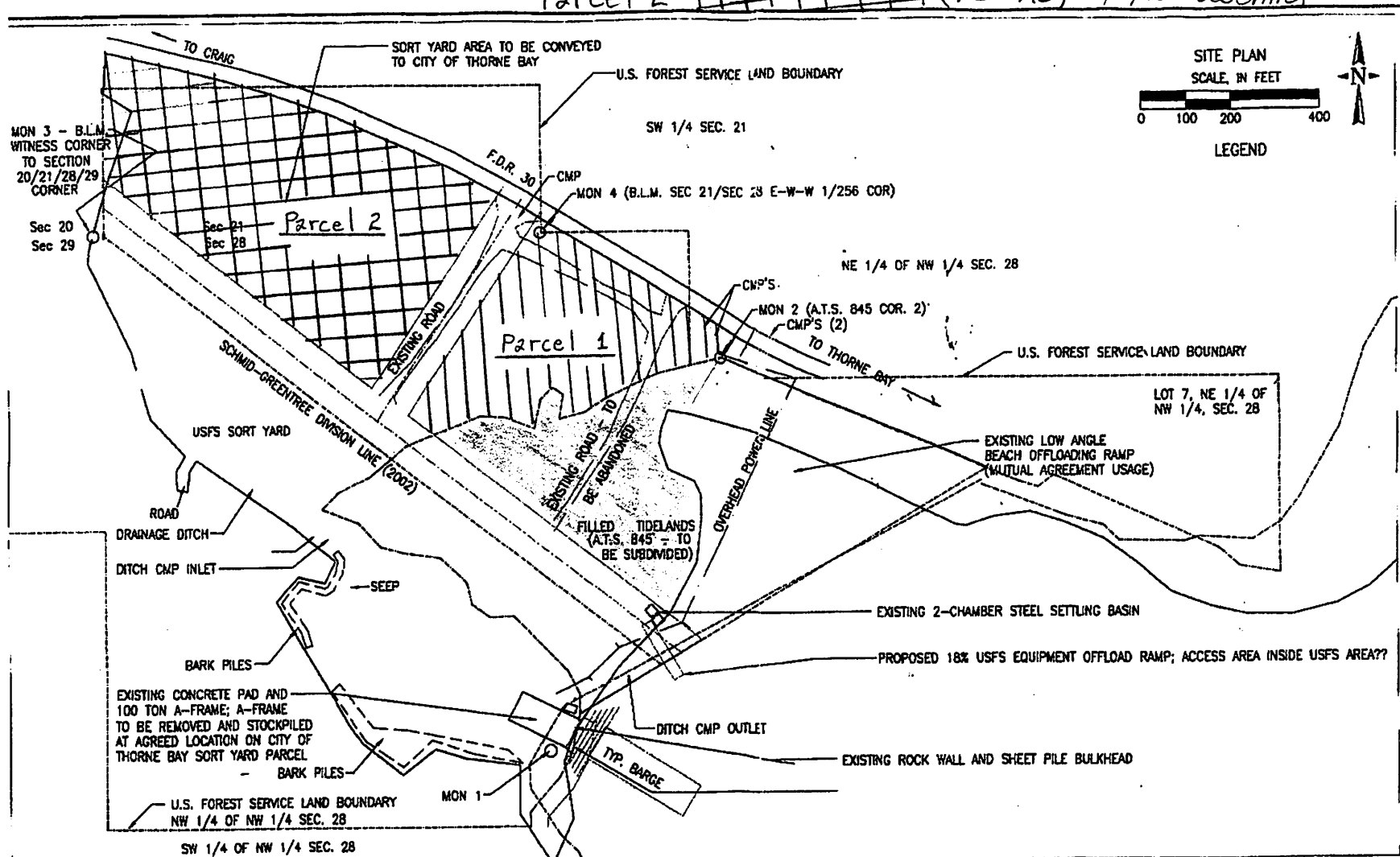
ATS 16
Plat No. 20

HEALTH PAD

Public

US FO
2010-
10/
AD
D

City Owned
Parcel 1 ||||| (38 ± Ac)
Parcel 2 ||||| (76 ± Ac) 10/1/15 WBenner



U.S. DEPARTMENT OF AGRICULTURE
FOREST SERVICE
REGION 10 TONGASS N.F.

AUTOCAD DRAWING FILE NAME:
THORNE.DWG (SORT YARD LAYOUT)

DESIGNED BY: K. ELMORE
REVIEWED BY:

DATE: 01/2003
DATE: XX/XX

THORNE BAY SORT YARD
THORNE BAY R.D.

SORT YARD LAYOUT

SHEET 1 OF 1



Sponsor: Cindy Edenfield
Introduction: August 3, 2021
Public Hearing: August 17, 2021
Vote: __ Yeas, __ Nays, __ Absent

CITY OF THORNE BAY
ORDINANCE 21-08-03-01

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA,
AMENDING TITLE 5 –BUSINESS TAXES & REGISTRATION, ADDING CHAPTER 5.02-
BUSINESS LICENSES GENERALLY, SECTIONS 5.02.010-5.02.085

BE IT ENACTED BY THE CITY COUNCIL FOR THE CITY OF THORNE BAY ALASKA

- Section 1. Classification.** This ordinance is of a general and permanent nature, the chapter and section hereby amended shall be added to the Thorne Bay Municipal Code.
- Section 2. Severability.** If any provisions of this ordinance or any application thereof to any person or circumstances is held invalid, the circumstances shall not be affected thereby.
- Section 3. Amendment to Code.** Amending Title 5 – Business Taxes & Registration, **ADDING:** Chapter 5.02-Business Licenses Generally, Sections 5.02.010-5.02.085 in its entirety. The chapter and sections shall read as provided on pages 2-6 of this Ordinance.
- Section 4. Adoption.** The Chapter and Section of TBMC Title 5 – Business Taxes & Registration, Chapter 5.02-Business Licenses Generally, Sections 5.02.010-5.02.085, is hereby adopted and shall be added to the Thorne Bay Municipal Code.
- Section 5. Effective Date.** This ordinance shall become effective upon adoption.

PASSED AND APPROVED this 3rd day of August 2021, by a duly constituted quorum of the City Council with a vote of ____ Yeas and ____ Nays.

ATTEST:

Cindy Edenfield, Mayor

Teri Feibel, CMC

The following chapter and sections are the proposed additions to the Thorne Bay Municipal Code. Each section is a new law that would be enacted if adopted by the city council.

Title 5 BUSINESS TAXES & REGISTRATION

Chapter 5.02

BUSINESS LICENSES GENERALLY

SECTIONS:

- 5.02.010 Definitions.
- 5.02.015 License required.
- 5.02.020 Type and duration.
- 5.02.025 Application – Fee.
- 5.02.035 Review of application.
- 5.02.040 License – Compliance with other provisions required.
- 5.02.045 Information on business license – Changes in information – Display of license.
- 5.02.055 Transfer of business.
- 5.02.065 Suspension or revocation of business license.
- 5.02.075 Regulations.
- 5.02.085 Violations – Remedies.

5.02.010 DEFINITIONS.

When used in this chapter, the following words and phrases shall have the meanings set for in this section:

“**Business**” means a person engaging or offering to engage in a trade, a service, a profession, or an activity with the goal of receiving a financial benefit in exchange for the provision of services, goods, or other property.

“**Licensee**” means the person to whom a business license is issued pursuant to this chapter.

“**Person**” means an individual, partnership, limited liability company, joint venture, association, corporation, estate trust, business trust, or any group or combination acting as a unit.

“**State of Alaska NAICS codes**” means a list of codes used by the state of Alaska to classify business activity in the state with a number based on the North American Industry Classification System (NAICS).

5.02.015 LICENSE REQUIRED.

No person may engage in business in the city without a current business license issued by the city under this chapter. A person engages in business in the city if the person maintains a permanent or temporary place of business within the city, provides services inside the city, or meets physical presence requirements under TBMC 3.17.020(D).

5.02.020 TYPE AND DURATION.

Business License.

- A. A Business license is issued to a person that engages in business within the City Limits.
- B. Business licenses are issued upon receipt of a completed business license registration application and applicable fee and are valid until the business is discontinued.
- C. A business license will be issued for each line of business within the state of Alaska NAICS codes that is operated in the city.
- D. A business license will be issued to each location a person operates inside the city.

5.02.025 APPLICATION – FEE.

- A. An application for a business license is submitted to the city treasurer or designee on a form approved by the city treasurer or designee and shall be accompanied by the fee required under subsection (B) of this section. The application shall include the following information, and any additional information that the city treasurer or designee may reasonably require:
 - 1. The name of the applicant.
 - 2. Any other name under which the applicant will engage in business in the city.
 - 3. The applicant's mailing address, telephone number and email address.
 - 4. The street address and legal description of each location in the city where the applicant will engage in business.
 - 5. The Zoning of the location for which the business will be conducted.
 - 6. If the applicant is not a natural person, the applicant's type of organization, and the jurisdiction under whose laws the applicant was organized.
- B. The fee for a business license is \$25.00. The city shall waive the fee when:
 - 1. The business license is issued to a nonprofit organization registered under Section 501(c)(3), 501(c)(4) or 501(c)(19) of the Internal Revenue Code.
 - 2. The business license is issued for an additional location of the same name operated in the city.

5.02.035 REVIEW OF APPLICATION.

- A. The city treasurer or designee shall issue a business license to an applicant upon finding that the application includes all required information, the applicant has paid any required application fee, and the applicant has satisfied the requirements of subsection (B) of this section.
- B. The city treasurer or designee shall refer a business license application, other than an application to renew a business license, to the city planning official to determine whether any structure, or use of land or a structure, where the applicant will engage in business complies with the permitting and land use regulations in TBMC Title 17 and/or the terms and conditions of any rezoning, planning commission approval, or other permit approval granted under TBMC Title 17. The city planning official shall notify the applicant of any such violation. In response to the notice, the applicant shall either:
 - 1. Provide evidence satisfactory to the city planning official that the violation has been corrected; or
 - 2. Provide a plan to correct the violation satisfactory to the city planner, with security satisfactory to the city planning official to ensure performance of the plan. After the violation has been satisfied or a plan for correction of the violation has been accepted, the city planning official shall notify the city treasurer or designee.

5.02.040 LICENSE – COMPLIANCE WITH OTHER PROVISIONS REQUIRED.

A person engaging in a business subject to licensing provisions of a regulatory nature must, in addition to filing the regular application required by this chapter, comply with any other or additional regulatory provisions before being entitled to a license.

5.02.045 INFORMATION ON BUSINESS LICENSE – CHANGES IN INFORMATION – DISPLAY OF LICENSE.

- A. A licensee shall notify the city treasurer or designee promptly in writing of any change in the required information on the business license. There shall be no charge for the issuance of a new business license under this subsection.
- B. The licensee shall display prominently the original business license at the licensee's business location in the city. If the licensee has no regular business location in the city, the licensee shall display the business license upon request.

5.02.055 TRANSFER OF BUSINESS.

- A. A business license expires upon the effective date of a transfer of the business. Not later than 15 days after the effective date of the transfer, the licensee shall provide written notice to the city treasurer or designee of the transfer, including the name, address, form of organization and jurisdiction of organization of the transferee. The successor owner shall be required to file a new application for a city business license and pay applicable registration fee.
- B. In subsection (A) of this section, the term “transfer” includes any of the following:
 - 1. A change in the form of ownership or organization of the business, such as from a sole proprietor to a partnership, limited liability company, corporation or the removal or addition of a partner;
 - 2. A change in voting control or in more than 50 percent of the ownership interest in a licensee that is a corporation, limited liability company or partnership;
 - 3. A sale of substantially all of the assets used in the business of the licensee; or
 - 4. The initiation of a lease, management agreement or other arrangement under which another person becomes entitled to the licensee’s gross receipts from sales, rentals or services.

5.02.065 SUSPENSION OR REVOCATION OF BUSINESS LICENSE.

- A. The city treasurer or designee may suspend or revoke a business license when they have determined that the licensee is delinquent in paying sales tax or is in violation of any requirements under TBMC Chapter 3.17, or the licensee has failed to comply with the requirements of this chapter.
- B. The city treasurer or designee shall not suspend or revoke a business license without first providing notice and an opportunity for a hearing on the suspension or revocation under this subsection.
 - 1. At least 15 calendar days before suspending or revoking a business license, the city treasurer or designee shall mail notice of the suspension or revocation by certified mail, return receipt requested, to the last-known address of the licensee.
 - 2. The notice of proposed suspension or revocation shall identify the licensee, state any other name under which the licensee engages in business in the city, and describe the sales tax payment delinquency or other cause for the suspension or revocation, state that unless a hearing is requested, the city treasurer or designee will suspend or revoke the licensee’s business license under this section upon the

expiration of 15 calendar days from the date of the notice, state that the right to a hearing will be waived if not timely requested, and the contact information of the city treasurer or designee or other city representative to be contacted concerning the proposed suspension or revocation.

3. The licensee may request a hearing on the proposed suspension or revocation in writing to the city treasurer or designee not more than 15 calendar days after the date of the notice of proposed suspension or revocation.
- C. A hearing requested under subsection (B) of this section shall be conducted within 15 days of receipt of the request before the mayor or the mayor's designee, who may be a city employee. After the hearing, the person who conducted the hearing shall serve the decision on the licensee by delivering the notice to the licensee's place of business, or by mailing the notice by certified mail, return receipt requested, to the licensee's last known mailing address. The decision to suspend or revoke a business license takes effect immediately upon issuance of the notice.
- D. A decision under subsection (C) of this section to suspend or revoke a business license may be appealed to the superior court as provided in the Alaska Rules of Appellate Procedure.

5.02.075 REGULATIONS.

The city treasurer or designee may implement regulations and forms to interpret or clarify the provisions of this chapter.

5.02.085 VIOLATIONS— REMEDIES.

- A. Remedies and penalties for violations of this chapter are as provided in TBMC Chapter 1.16.
- B. A person who is convicted of violating a provision of this subsection shall be subject to the fine established in 1.16.035, or 1.16.030 if no fine is listed.
- C. Each act or omission in violation of this chapter, and each day in which the act or omission occurs, is a separate violation of this chapter.
- D. All remedies for violations of this chapter are cumulative and are in addition to any others existing at law or in equity.



Sponsor: Cindy Edenfield
Introduction: August 3, 2021
Public Hearing: August 17, 2021
Vote: __ Yeas, __ Nays, __ Absent

CITY OF THORNE BAY
ORDINANCE 21-08-17-01

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA,
AMENDING TITLE 3 – REVENUE AND FINANCE, CHAPTER 3.17- CONSUMER SALES TAX,
SECTION 3.17.065, SUBSECTIONS (A-F), DELETING REQUIREMENTS OF SALES TAX
DEPOSITS AND ALL REFERENCES THEREOF

BE IT ENACTED BY THE CITY COUNCIL FOR THE CITY OF THORNE BAY ALASKA

- Section 1. Classification.** This ordinance is of a general and permanent nature, the chapter and section hereby amended shall be added to the Thorne Bay Municipal Code.
- Section 2. Severability.** If any provisions of this ordinance or any application thereof to any person or circumstances is held invalid, the circumstances shall not be affected thereby.
- Section 3. Amendment to Code.** Amendments to the City Code are identified by the following text font: **(CAPITALIZED BOLD TEXT)** indicates text to be added to the current code, and ~~(red stricken text)~~ indicates text to be deleted from the current code. Pages 2 & 3 of this ordinance 21-08-17-01, Amend Title 3 – Revenue and Finance, Chapter 3.17 – Consumer Sales Tax, Section 3.17.065 – Registration & Section 3.17.150 – Regulations Authorized. ~~Deleting Subsections 3.17.065 (d, e & f)~~ in their entirety, which removes the requirements of a sales tax deposit, and amending subsection **3.17.065 (a & c)**; Adding language that to reference the required Business License Permit Fee in Title 5.02.
- Section 4. Adoption.** The Chapter and Section of TBMC 3.17-Consumer Sales Tax, Sections 3.17.065 – Registration & Section 3.17.150 – Regulations Authorized, is hereby amended and adopted and shall be added to the Thorne Bay Municipal Code.
- Section 5. Effective Date.** This ordinance shall become effective upon adoption.

PASSED AND APPROVED this 17th day of August 2021, by a duly constituted quorum of the City Council.

ATTEST:

Cindy Edenfield, Mayor

Teri Feibel, CMC

ADDITIONS ARE IN CAPITAL AND BLUE

~~Deletions are red and stricken~~

AMENDING TITLE 3.17-REVENUE AND FINANCE

CHAPTER 3.17-CONSUMER SALES TAX

3.17.065 REGISTRATION.

- A. A person, firm, partnership, corporation or other business entity shall file an application for registration with the revenue collector's department of administrative services on a form provided by that department, prior to making any retail sales, rendering any services, making rentals within the city or the opening of an additional place of business in the city. The completed application shall be returned to that department of administrative services along with **THE REQUIRED LICENSING FEE AND** a copy of the business entity's Alaska State business license.
- B. Each business entity shall be registered under the advertised name, and each separate business shall be registered under its own account.
- C. A person, corporation or other association that is about to make sales, perform services or make rentals shall first register with the revenue collector's department of administrative services and shall **PAY THE LICENSING FEE AS REQUIRED BY TBMC CHAPTER 5.02-BUSINESS LICENSING AND REGISTRATION.** ~~make the deposit of cash or bond required by this section unless the person has been a resident of the City of Thorne Bay for six months prior to registering or the corporation or association is composed of such residents or has been regularly engaged in business within said city for nine of the twelve months preceding registration.~~
- ~~D. The deposit required under subsection (c) of this section must be an amount determined by the revenue collector that is not less than the maximum amount of sales tax that the person, corporation or other association is likely to be required to collect during any filing period within a year of the date of registration.~~
- ~~E. The deposit must be refunded by the revenue collector upon written request and a determination by the revenue collector that:
 - ~~(1) The seller has filed sales tax returns and made full remittance of sales tax owing for the preceding year; or~~
 - ~~(2) The seller has filed a statement that the seller has ceased engaging in transactions within the city and has remitted all sales taxes due. The deposit must be refunded by the revenue collector within thirty days of~~~~

~~the receipt of the refund request unless the revenue collector has initiated an audit of the seller or has otherwise questioned a return made during the period under construction. The revenue collector shall be responsible for payment and safeguarding of all deposits and for maintaining all records concerning the deposits.~~

~~F. The revenue collector may order the withdrawal from the deposit of the seller the amount that is required to make up for any deficiency or late payment of taxes. No seller may engage in transactions within the city after receipt of written notice that the revenue collector has withdrawn all or a portion of the seller's deposit for application to a delinquent or insufficient payment of sales taxes. Upon the deposit with the revenue collector of funds restoring the deposit to its original amount or such higher amount as the revenue collector determines is appropriate in light of the actual sales experience of the seller, the seller may again engage in transactions. A seller may not deduct the deposit amount from the seller's last or any other sales tax return.~~

3.17.150 REGULATIONS AUTHORIZED.

The City Council or City **TREASURER** ~~Administrator~~ is authorized to prescribe by departmental regulations the forms to be used and the methods and procedures to be followed by the revenue collector in collecting the taxes. This authorization does not authorize regulations of substance which impose any requirements upon buyers or sellers.