

## AMENDED – ADDITIONS TO AGENDA

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

MONDAY, October 18, 2021

TIME: 6:30 p.m.

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**LOCATION:** TELECONFERENCE/VIDEO CONFERENCING LINE

**Phone Number:** 1-408-418-9388

**Meeting Weblink:**

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=m5a7a8bdf8bbcac6ebd8b69f311de9bfb>

**Meeting number:** 2561 434 8949

**Meeting password:** D4gxVSXpz84 (34498797 from phones and video systems)

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1) CALL TO ORDER:

2) PLEDGE TO FLAG:

3) OATH OF OFFICE

Robert Hartwell, Charles Jennings, Jeffrey Oatman, Lee Burger & Shane Nyquest will be sworn into office

4) ROLL CALL:

5) APPROVAL OF AGENDA:

6) MAYOR'S REPORT:

7) ADMINISTRATIVE REPORTS:

a) Administrator Report: Welcome to Thorne Bay John!

b) City Clerk:

8) PUBLIC COMMENTS:

9) COUNCIL COMMENTS:

10) NEW BUSINESS:

a) Resolution 21-10-18-01: appointing a Vice Mayor for the term of 1-year, discussion and action item:

b) Resolution 21-10-18-02: urging Tlingit and Haida Central Council keep at all times at least one VPSO in the Community, discussion and action item:

c) Approving the 6-month rental extension in the Thorne Bay RV Park for Kim Straight, discussion and action item: (Request is made pursuant to the Thorne Bay Municipal Code Title 12.04.030-Occupancy Duration)

d) Resolution 21-10-18-03, amending the authorized signers for the City of Thorne Bay Bank Accounts, discussion and action item:

e) Appointing Cindy Edenfield as the EMS Coordinator for the Thorne Bay EMS Department, discussion, and action item:

11) ORDINANCE FOR PUBLIC HEARING:

a) Ordinance 21-10-18-01, amending Thorne Bay Municipal Code Title 2 – Administration and Personnel, Chapter 2.28-Elections, Section 2.28.

12) EXPENDITURES EXCEEDING \$2,000.00:

a) [Authorizing the expense of up to \\$3,000.00, for the purchase of a laptop for the City Administrator, discussion and action item:](#)

13) CONTINUATION OF PUBLIC COMMENT:

14) CONTINUATION OF COUNCIL COMMENT:

15) ADJOURNMENT:

POSTED: October 15, 2021

[Amended agenda posted October 17, 2021](#)

## JOIN BY WEBEX – ONLINE VIDEO/TELECONFERENCING

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### Special City Council Meeting-Monday October 18th

October 18<sup>th</sup>, 2021, 6:30 pm

**Meeting Link:**

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=m5a7a8bdf8bbcac6ebd8b69f311de9bfb>

Meeting number: 2561 434 8949

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**RESOLUTION 21-10-18-01  
CITY OF THORNE BAY**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THORNE BAY, APPOINTING A VICE MAYOR FOR THE CITY OF THORNE BAY, TO SERVE A TERM OF ONE YEAR, EXPIRING ON THE MONDAY FOLLOWING THE CERTIFICATION OF THE REGULAR MUNICIPAL ELECTION.

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

**WHEREAS** the Thorne Bay Municipal Code Section 2.08.020 Vice Mayor, requires that the City Council meet on the first Monday after certification of each general election and shall elect a councilmember to serve as Vice Mayor for the term of one year; and

**WHEREAS** the City Clerk notified councilmembers that any councilmember who was interested in serving as the Vice Mayor, file an Application for Appointment with the City Clerk not later than 12pm Friday, October 15<sup>th</sup>; and

**WHEREAS** one application for appointment was received by the City Clerk and those councilmembers were considered for the appointment Vice Mayor by the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF THORNE BAY, ALASKA:**

- Section 1: That the above findings are hereby true and correct and are incorporated herein in their entirety.
- Section 2: That the City Council appoints Charles Jennings, to serve as the Vice Mayor of the City of Thorne Bay and shall serve a term of one-year.
- Section 3: That this Resolution shall become effective immediately upon approval by the City Council of the City of Thorne Bay, Alaska.

**PASSED AND APPROVED** by the City Council of the City of Thorne Bay, Alaska this 18<sup>th</sup> day of October 2021

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Jon Stram, Vice Mayor

ATTEST:

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Teri Feibel, CMC



**RESOLUTION 21-10-18-02  
CITY OF THORNE BAY**

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, URGING THE VILLAGE PUBLIC SAFETY OFFICERS PROGRAM TO KEEP AT ALL TIMES AT LEAST ONE VPSO IN THE COMMUNITY

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

**WHEREAS**, all aspects of public safety is of the utmost importance to the City of Thorne Bay; and

**WHEREAS**, Thorne Bay has participated in the VPSO Program for over 25 years, currently providing support for up to two Village Public Safety Officers through housing assistance, office and office supplies, utilities, heating fuel, vehicle fuel and maintenance; and

**WHEREAS**, the VPSO program states that the purpose of a VPSO is to provide emergency medical response, search and rescue operations, fire prevention and suppression, disaster preparedness and response, public safety education, and community policing; and

**WHEREAS**, the need for two VPSO's in Thorne Bay is to provide for consistent coverage for evenings and weekend, allowing for coverage when the other VPSO has been summons by the VPSO Program for meetings, trainings or to be placed in other communities such as Kake, which creates voids in coverage; and

**WHEREAS**, Thorne Bay currently struggles to retain Fire and Emergency Service Volunteers, forcing the city to rely heavily on VPSO's to assist with these programs and having two Village Public Safety Officers in Thorne Bay is crucial to assist Thorne Bay in the reorganizing and advancing of the City's Emergency Medical and Fire Programs; and

**WHEREAS**, the recent relocation of one of Thorne Bay's VPSO's and the displacement of our second VPSO to Kake, left Thorne Bay in a tragic state this past weekend when we were left without law enforcement presence and without our fire chief, to respond to two separate structure fires over a two day period, leaving two families without homes.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Thorne Bay strongly urges the Village Public Safety Officer Program to provide consistent VPSO presence in Thorne Bay by keeping at all times at least one VPSO in Thorne Bay to serve as the first level public safety responder in the City and provide services appropriate to that role, including law enforcement, fire protection and prevention, water safety, search and rescue, community policing, public safety education, disaster coordination, and probation and parole monitoring, as directed by Tlingit & Haida in accordance with the Grant Agreement and the Agreement between the City of Thorne Bay and the VPSO program.

**PASSED AND APPROVED October 18, 2021**

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Jon Stram, Vice Mayor

ATTEST:

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Teri Feibel, CMC

## Thorne Bay Municipal Code Section: 12.04.030 OCCUPANCY DURATION.

The occupancy duration of the R.V. Park shall be as follows:

### MONTHLY RENTER:

- On a month-to-month basis, subject to a thirty-day written notice of termination by either the renter or the city.
- The written notice shall be mailed via certified mail and postmarked at least thirty days prior to renewal date.
- Monthly renters shall be required to hook up to City Utilities at time of set up.
- Use of an RV space is limited to six consecutive months. A six-month extension may be approved by the City Council upon written request.

**New Business Item C - RV Park Rental Extension**

City of Thorne Bay;

10-15-21

Attention Counsel:

I, Kim Straight, wish to continue residing at the R.V. Park. Would like to make this a permanent spot for my trailer, so in the future would like to put a removeable roof over it to protect from weather.

I am interested in, Long-term, living in the R.V. Park where I am at now. Please consider my request.

Thank you

*Kim Straight*

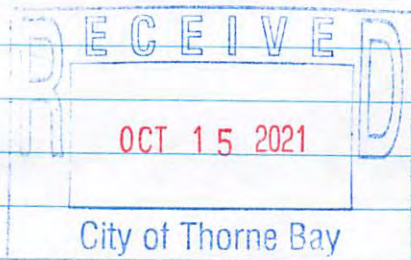
Kim Straight

October 15, 2021

1400 Sandy beach Road

Lot # 14

907-828-3983







CITY OF THORNE BAY  
**RESOLUTION 20-10-18-03**

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

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

**WHEREAS**, it is in the best interest of the City that on all transactions there shall be two signatures; one City Personnel and either the Mayor or Vice Mayor; and

**WHEREAS**, In the event that it is not possible for the Mayor or Vice Mayor to sign the checks, then it shall be the City Administrator and City Clerk or Accounts Payable Clerk; and

**WHEREAS**, the City Council deems it to be in the best interest of the City to update the authorized signers for the City's Tongass Federal Credit Union and First Bank Checking Accounts by adopting the following amendments:

- 1.) Addition of Authorized Signer:
  - a. John Huestis, City Administrator
  - b. \_\_\_\_\_, Vice Mayor
  - c. \_\_\_\_\_, Mayor
- 2.) Removal of Authorized Signer:
  - a. Cindy Edenfield
  - b. Les Carter
  - c. Jon Stram

**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 City of Thorne Bay's Tongass Federal Credit Union and First Bank Checking Accounts:

- \_\_\_\_\_, Mayor
- Charles Jennings, Vice Mayor
- John Huestis, City Administrator
- Teri Feibel, City Clerk/Treasurer
- Lisa Roseland, Finance Officer

**PASSED AND APPROVED** on 18<sup>th</sup> day of October 2021

\_\_\_\_\_  
Jon Stram, Vice Mayor

ATTEST:

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



CITY OF THORNE BAY  
**RESOLUTION 21-10-18-04**

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 by 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. Shannon Bosdell
  - b. Les Carter
  - c. Lucinda (Cindy) Edenfield
  - d. Teri Feibel
  
- 3.) Addition of Authorized Signers:
  - a. John Huestis, City Administrator
  - b. Matthew McGinnis, VPSO/Fire Chief
  - c. \_\_\_\_\_, Mayor
  
- 2.) Removal of Authorized Signers:
  - a. Shannon Bosdell
  - b. Les Carter

**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:

- Lucinda (Cindy) Edenfield, EMS Coordinator
- John Huestis, City Administrator
- Teri Feibel, City Clerk/Treasurer
- Matthew McGinnis, Fire Chief
- \_\_\_\_\_, Mayor

**PASSED AND APPROVED** on 18<sup>th</sup> day of October 2021

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Jon Stram, Vice Mayor

ATTEST:

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Teri Feibel, CMC



**ORDINANCE 21-10-18-01  
CITY OF THORNE BAY**

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, AMENDING THORNE BAY MUNICIPAL CODE (TBMC), TITLE 2 – ADMINISTRATION AND PERSONNEL, CHAPTER 2.28-ELECTIONS, SECTIONS 2.28.230 BALLOTS FORM, 2.28.470 ABSENTEE BALLOT-APPLICATION-FILING, 2.28.480-ABSENTEE BALLOT-DELIVERY & 2.28.490 ABSENTEE BALLOT-NOTATION OF BALLOT NUMBER AND DATE OF APPLICATION

**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.** **Purpose.** To amend Thorne Bay Municipal Code Title 2 – Administration and Personnel, Chapter 2.28-Elections, Sections pertaining to application and delivery of Absentee Ballots, to allow for Official Ballots to be delivered by means of electronic transmission (email/fax).

**Section 3.** **Amendment to Code.** Amendments to the Thorne Bay Municipal Code are identified by the followings means: ~~(strike through)~~ indicates text to be deleted from and (BOLD BLUE & CAPITALIZED) indicates text added to the current code.

The Chapter and Sections 2.28.230 Ballots Form, 2.28.470 Absentee Ballot-Application-Filing, 2.28.480-Absentee Ballot-Delivery & 2.28.490 Absentee Ballot-Notation of Ballot Number and Date of Application are hereby amended and shall read as written on pages 3-4 of this ordinance.

**Section 4.** **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 5.** **Adoption.** The Chapter and Sections of 2.28-Elections is hereby adopted and added to the Thorne Bay Municipal Code.

**Section 5. Effective Date.** This ordinance shall become effective upon adoption.

**PASSED AND APPROVED** this 18<sup>th</sup> day of October 2021, by a duly constituted quorum of the City Council with a vote of \_\_\_\_ Yeas and \_\_\_\_ Nays.

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Jon Stram, Vice Mayor

**ATTEST:**

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Teri Feibel, CMC

[Sponsor: Mayor Edenfield]  
[Introduction Hearing: October 11, 2021]  
[Public Hearing: October 18, 2021]

Amending Title 2  
Chapter 2.28-Elections

**SECTIONS:**

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**2.28.230 BALLOTS-FORM.**

- A. A ballot shall show the list of candidates and issues to be decided at the election.
- B. Before the list of candidates for each office there will be placed the words "vote for not more than one,"
- C. **THE TERM "OFFICE" FOR THE PURPOSES OF THIS CHAPTER, REFERS TO EACH CITY COUNCIL SEAT INDIVIDUALLY. FOR EXAMPLE: "SEAT A" IS REFERRED TO AS ONE OFFICE, "SEAT B" IS REFERRED TO AS ONE OFFICE, "SEAT C" IS REFERRED TO AS ONE OFFICE.. ETC.**
- D. Under the title of each office and below the printed names of the candidates, there will be printed the number of candidates to be elected to the office.
- E. Somewhere on the ballot, so as to be clearly visible, will be printed the words:
  - 1) "OFFICIAL BALLOT";
  - 2) The date of the election; and
  - 3) The City Seal along with the signature of the clerk who had the ballots printed.
- F. The ballots will be printed on plain white paper and numbered in consecutive order. The names of the candidates will be printed the same size. On each line on which the name of a candidate is printed and on the line of each blank provided for write-in candidates, a square not less than one-quarter of an inch on each side will be printed.
- G. The names of candidates shall be printed as they appear upon the declarations of candidacy filed with the city clerk, in the order received, except that any honorary or assumed title or prefix shall be omitted.
- H. Following the names of the offices and candidates, there shall be placed on the ballot all propositions and questions to be voted upon. The words "yes" and "no" shall be placed below the statement of each proposition and question. (Ord. 96-24 § 4(part), 1996)

**2.28.470 ABSENTEE BALLOT-APPLICATION-FILING.**

- A. A person who seeks to vote by absentee ballot may file either in person or by mailing his written application to the city clerk.
- B. An application made by mail must be received by the city clerk, no less than five days before a city election. An application made in person must be filed with the city clerk not earlier than 30 days before the city election date, and no later than the close of polls on election day.

- C. AN APPLICATION FOR AN ABSENTEE BALLOT FROM A QUALIFIED VOTER REQUESTING DELIVERY OF AN ABSENTEE BALLOT TO THE APPLICANT BY ELECTRONIC TRANSMISSION MUST BE RECEIVED BY THE CITY CLERK NOT LATER THAN 5:00 P.M. ALASKA TIME ON THE DAY BEFORE THE ELECTION FOR WHICH THE ABSENTEE BALLOT IS SOUGHT.
- D. The application must be signed by the applicant and show his place of residence. (Ord. 21-02-02-01)

#### 2.28.480 ABSENTEE BALLOT-DELIVERY.

Upon receipt of an application for an absentee voter's ballot, the clerk will check the latest state registration listings to determine whether the applicant is a qualified voter.

- A. If the applicant is a qualified voter, the clerk will deliver to the applicant, AN OFFICIAL BALLOT FOR THE ELECTION, AN IDENTIFICATION ENVELOPE AND A RETURN ENVELOPE.
- B. BALLOTS MAY BE DELIVERED TO A QUALIFIED VOTER BY MEANS OF US POSTAL SERVICE, ELECTRONIC TRANSMISSION OR PERSONNALLY DELIVERED BY THE CITY CLERK.
- C. If the absentee voter's ballot is personally delivered, it shall be completed before the clerk at the time of delivery.
- D. IF THE ABSENTEE BALLOT IS TO BE MAILED, THE CLERK SHALL MAIL THE BALLOT TO THE ADDRESS GIVEN BY THE APPLICANT.
- E. IF THE BALLOT IS DELIVERED BY EMAIL, THE CLERK WILL EMAIL THE BALLOT TO THE APPLICANT WITH A READ RECEIPT REQUESTED.

(Ord. 96-24 § 4(part)

#### 2.28.490 ABSENTEE BALLOT-NOTATION OF BALLOT NUMBER AND DATE OF APPLICATION.

- A. Upon personal delivery, ELECTRONIC TRANSMISSION, or the mailing of absent voter's ballot, the clerk will enter on the space provided in the absentee voter-~~by mail~~ register, the number of the ballot and the date the ballot was delivered, ELECTRONICALLY TRANSMITTED, or mailed.
- B. On election day, the clerk will give the election judges a list of voters who have voted absentee in the form of the ballot accountability register and it will clearly indicate who voted by mail OR FAX absentee, and who voted in person absentee prior to polls being opened. (Ord. 96-24 § 4(part), 1996)