



MINUTES

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

TUESDAY, December 21, 2021

TIME: 6:30 p.m.

THERE WAS A WORKSHOP FOR DISCUSSION OF FUNDING OPTIONS FOR THE EMS/FIRE SERVICES,
BEGINNING AT 6:00 PM

1. CALL TO ORDER:

Mayor Burger called the meeting to order at 6:37 p.m.

2. PLEDGE TO FLAG:

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

3. ROLL CALL:

Burger, Oatman, Hartwell, & Jennings were present.
Stram, Kerkof & Nyquest attended online

4. APPROVAL OF AGENDA:

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

MOTION: Move to approve the agenda as written

F/S: Burger/Hartwell

YEAS: Kerkof, Oatman, Hartwell, Stram, Burger, Nyquest & Jennings

NAYS: None

STATUS: Motion Passed.

5. MAYOR'S REPORT:

Mayor Burger reported on the following:

- Urged the public to be cautious on the roads. Current weather conditions have caused the roads to become icy and dangerous.
- COVID continues to spread, encouraged the public to continue practicing proper hygiene and social distancing.

6. ADMINISTRATIVE REPORTS:

a) City Administrator:

John Huestis, City Administrator provided the following report:

- As of 12/13/21 the Administrator is back from medical leave and transitioning on-going workload from Acting Administrator/City Clerk. Administrator will be out again from 1-26 to 2-13 for follow up procedures but should be able to work remotely for most of this time. Generally, things are very busy due to absences.
- Reviewing State Department of Environmental Conservation Compliance Order by Consent for numerous issues of non-compliance with City Wastewater Permit.
- Developing updates to City's purchasing policies and procedures to provide better definition around certain types of contracts and management of grants, etc.
- Developing a request for qualifications to hire and Architect/Engineering Firm to develop plans specs and estimates for Davidson Landing Fire/EMS Hall Design.
- Developing update to City Organizational Chart and if approved by the corresponding updates to position descriptions will follow.
- Signed Forest Service Agreement to work with OVK on the Goose Creek - Kasaan Road (first 400' vertically and horizontally realigned, time extension to 9-30-2023)
- Working with Departments to assist with decision making for on-going operations and maintenance activities amidst unusual early winter inclement weather conditions.

b) City Clerk:

Clerk Feibel provided the following report:

➤ City Website Issues:

- We were notified yesterday morning by Jenni Redding that our website had been compromised. I contacted Matt Gore, the IT director for SISD, and requested his assistance with how to repair it. We reached out to GoDaddy and purchased the 3-year Advanced Website Security package from them for the cost of \$503.75.
- GoDaddy spent the evening going through our website to find where the malware got in, removed suspicious files and provided us with a report of items to fix. As part of the website security package, they will continue to scan the website every 12-hours to search for viruses and malware. Create complete backups our website, restore corrupted files, and provides the SSL Certificate.
- We were ensured that no credit card information was accessible through our Payeezy payment gateway on the website.
- Today the site was down while GoDaddy finished installing the SSL into the new firewall that is protecting the website.

➤ Residential Relief Funding:

- Received 155 applications. We will inform the public asap when we have a final amount of the relief funding and when they will be distributed. These will be sent by December 31st. Thank you all for your patience.

➤ Financial Report:

<u>Account</u>	<u>Available Balance</u>	<u>Subtotals by type</u>
COMMUNITY CENTER	\$7,503.01	\$7,503.01
HEALTH PREMIUM	\$5,071.08	\$5,076.08
OCCUPANCY GEN.	\$2,400.28	
OCC TAX EMS/FIR	\$9,501.10	
OCC TAX TOURISM	\$10,730.72	
OCC TAX PARKS	\$10,659.42	
OCC TAX HARBOR	\$23,491.36	\$56,782.88
HARBOR	\$99,930.55	\$99,930.55
SEWER UTL R&R	\$30,576.54	\$30,576.54
SOLID WASTE R&R	\$27,261.11	\$27,261.11
WATER UTL R&R	\$32,277.16	\$32,277.16
CHECKING	\$227,612.41	\$227,612.41
60% SALES TAX	\$110,060.38	
40% SALES TAX	\$150,387.74	\$260,448.12
Account Totals:	\$747,462.86	\$747,492.86
First Bank Checking	\$ 18,639.78	\$18,639.78
Wells Fargo Investment Accts:	Originally invested \$620,000.00 on March 2020	
Mutual Funds	\$655,981.47	\$655,981.47
Money Market	\$295,997.01	\$951,978.48
QuickBooks	Income	Expense
Budgeted	1,599,260.43	1,644,319.09
Actuals	747,204.59	\$ 674,617.93
PROFITS:	Budgeted Loss: -45,058.66	Actual Net: \$72,586.66

c) **Department Reports:**

➤ **Water/Wastewater:**

Sam Sawyer, Water and Wastewater Supervisor

- Water / Wastewater trainings over the past two weeks.
 - Today they were dealing with a leak on mainline coming from lake – working on this now
 - Shut sewer plant down because everything is freezing up
 - Freezing warning -
 - Follow these steps to help prevent frozen water pipes.
1. **Keep Water Flowing** . If any of your indoor faucets are located on exterior walls that aren't adequately insulated, set your faucets to a slow drip

whenever temperatures dip well below freezing. This is usually necessary only during especially bitter cold spells. Faucets and pipes located along exterior walls are especially susceptible to freezing. **For maximum effectiveness**, make sure both the hot and cold lines are opened slightly since both are vulnerable. Also, consider leaving cabinet doors open so your pipes will be warmed from the room air.

2. **Disconnect and drain garden hoses.** Disconnect and drain the garden hose connection. This will help prevent outside faucets and pipes from freezing, leaking or breaking.³
3. **Cover exposed pipes.** Cover water pipes (both indoors and out) with insulating foam covers or heating tape. Close outside vents, crawl spaces and doors so cold air doesn't seep inside.
4. **Locate The Shut-off Valves.** Place a tag on the main shut-off valve. Make sure everyone in the house knows where it is and how to operate it in an emergency.

➤ **Solid Waste:**

- Will be open half day on Friday, Christmas Eve, Dec 24th, and all-day Christmas day, Saturday this week
- Closed on Friday and Saturday next week (New Year's Eve and day)
- Parts for Wire tie repairs have been ordered and are on their way

➤ **Harbor,**

- Most of the harbormaster efforts have turned to snow maintenance since the weather hit. I am focusing on safety and protecting our harbor structures while removing as much build up as possible.
- There has been little activity in the harbor as far as transient moorage or new slips being issued. Most boats have been pulled for the season.
- Two derelict vessels will be going up for auction, hopefully next week. They include the Sienna in the main harbor and a wooden skiff at Davidson. The wooden skiff will be towed to north side and pulled out of the water where it will sit at the Sortyard until sale.
- I am working to issue a limited amount of parking permits for Davidson, then all other trailers and vehicles sitting over there will be ticketed and removed.
- I am waiting on word from the electrician about getting the walkway and parking lot lights returned to working order at Davidson.
- I have spoken with Sadhu about fixing the slide plate on walkway at Davidson, which is a slip hazard in wet conditions. We're going to pull the plate off, weld some treads across it and reattach all in a few hours next week.
- Everything else is business as usual.

- **EMS:** Received two new applications for responders over the past two weeks.
- **Fire/VPSO:** Good news! Volunteer assistance grant has been approved to be looked at. It is for \$5,000.00, to purchase items like portable pumps, etc.
 - Fire Department meeting on Southside last week. Myself and one other person showed up. With that extra hand we were able to get the fire truck set up. Meetings are on the third Wednesday of each month and alternate between North and Southside.
- **Streets:**
 - Have a new F550 at the Solid Waste Facility, a new sander is on the way and working on the plow to purchase and placed on the truck.
 - If we are going to have winters like this moving forward, we do need covered area for the sand.
- **Parks & City Events:**
 - AJ Jennings:**
 - Christmas Dinner a hit – Thank you to the Thorne Bay School: Johanna Schneider, Amy Jennings, boys basketball team for serving, school kids for decorations, Laura and Charles Jennings for Santa and Mrs. Santa.
 - Still waiting on APT to come and put up the new lights on the light poles.
- **Library**
 - We have internet at Davidson Landing! Working within a cooperative partnership with The City of Thorne Bay, Southeast Island School District, and the Thorne Bay Public Library, I am proud to announce that we were one of only 8 selected in the entire state of Alaska. Through the Emergency Connectivity Fund, we have internet through at least June 30th, 2022. There is talk that there may be another grant next year to cover going forward. There is no cost to the city. SISD's Technology Director, Matt Gore has been the techno-genius behind getting this up and running! You can find the open access point, named Davidson Landing, by parking near the red building down by the harbor. Please, please do not block the green building's big roll up doors at ANY time. This is brand new internet and will not affect the Thorne Bay Library in any way. Congratulations to the South Thorne Bay population, students and those needing internet!
 - Another grant! This time an ARPA Grant, worth \$2500 in new books, and \$3500 for brand new technology equipment for the new Library we hope to have open soon. Professional Zoom equipment, inside and outside antenna, new modem.... it's going to increase the internet to a more useable amount and speed and a better coverage area!
 - During our shut down time, I have been writing authors asking for donations,

and they are coming in!

- There is also the PLAG Grant written during our time closed. The Public Libraries Assistance Grant will keep our doors open and give us money for books and programming.
- Thank you for your patience, it's been a long road. Even though the doors are closed right now, we are still working for our community. I'd love to hear from the community on any book series they would like to have in our library and as soon as we can get opened up, we will be looking for volunteers. Don't forget about the DIGITAL LIBRARY, it works much like a free Kindle. Books and audio books can be downloaded at either site, its 100% free to patrons, paid for by Library funds, and the Friends of the Thorne Bay Library! Contact Laura Clark with questions.
- Friends of the Library received a \$50,000.00 ARPA grant that will pay for a new covered porch area on the new library.

Matthew Mendonsa, VPSO candidate

- Commented that his passion is to help others and currently volunteers on the Fire and EMS department.
- Explained that he was heavily recruited for this position and was hesitant at first, but is extremely happy to be considered for the VPSO position.

7. PUBLIC COMMENTS:

VPSO McGinnis commented on the following:

- Very excited to have Mr. Mendonsa on the VPSO department. He has been jumping through hoops for the past four months to get on board s a huge asset. His willingness to learn, kindness is what makes him a great candidate for the VPSO position.

Brenda McDonald commented on the following:

- Who is the Fire Chief and why is the library not open?
Burger responded that the city received the new library building and are still waiting for AP&T to turn on the power there. As soon as it is online, it will be open.

Harvey McDonald commented on the following:

- January 13th is the 20th anniversary of the IFA operations. Celebration will be held on the ferry. You can ride free from the Island to Ketchikan and back.
 - **Clerk read from IFA bulletin:**
 - IFA to thank our supporters in honor of our 20th Anniversary
 - Hollis, Alaska – Thursday January 13, 2022, will be the 20th Anniversary of the maiden voyage of the Inter-Island Ferry Authority. The IFA wishes to take a week to celebrate and honor our founders, employees, champions and customers. Our celebration week will commence on Saturday, January 8, 2022, and end on Friday, January 14, 2022. During this week, Passenger travel will be

discounted 100%, Yes that means FREE. Vehicles will continue to be charged at current rates. Call to book your reservation in advance, and Online booking will not be available. Thank You for an amazing 20 years and we look forward to serving you into the future.

Thom Cunningham commented on the following:

- Reiterated the comment on icy road conditions and cautioned drivers that were out on the roads.
- Requested the agenda packets be temporarily placed on the bus shack at Davidson Landing to prevent the clerk from having to climb over berms of snow to put them out.
- Wished all a Merry Christmas and Happy New Year.

8. COUNCIL COMMENTS:

Oatman commented on the following:

- Thank you to Matt Mendonsa for stepping up and wanting to be a VPSO for Thorne Bay
- IF the city plow could plow some pullouts on southside, that would be appreciated. There are no places to turn around right now.

Kerkof commented on the following:

- Welcome John Huestis back. We are all happy to have him here and look forward to working with him moving forward.

9. CONSENT AGENDA:

- a) Minutes of the December 7th, 2021, Regular City Council Meeting, discussion and action item:

Burger moved to approve the consent agenda consisting of the minutes of the December 7th, 2021, regular city council meeting. Hartwell seconded the motion.

MOTION: Move to approve the consent agenda consisting of the minutes of the December 7th, 2021, regular city council meeting

F/S: Burger/Hartwell

YEAS: Oatman, Jennings, Burger, Hartwell, Kerkof & Nyquest

NAYS: None

ABSENT: Stram dropped call and was unable to vote on this item

STATUS: Motion Passed.

10. NEW BUSINESS:

- a) Resolution 21-12-21-01, accepting the mayor's recommendation that Tlingit & Haida Central Council hire Thorne Bay resident Matthew Mendonsa as the second VPSO in Thorne Bay, discussion and action item:

Burger moved to approve Resolution 21-12-21-01. Jennings seconded the motion. There was no further discussion.

MOTION: Move to approve Resolution 21-12-21-01
F/S: Burger/Jennings
YEAS: Oatman, Jennings, Burger, Hartwell, Kerkof & Nyquest
NAYS: None
ABENST: Stram dropped call and was unable to vote on this item
STATUS: Motion Passed.

b) **Resolution 21-12-21-02**, adopting the alternative allocation method for the FY22 Shared Fisheries Business Tax Program, discussion and action item:

Burger moved to approve Resolution 21-12-21-02. Hartwell seconded the motion. Clerk explained this was something done every year by the State and in order to receive the funds, the communities listed must all agree to the method in which the funds were distributed. For Southern Southeast Region, the communities chose the Alternative Allocation Method.

MOTION: Move to approve Resolution 21-12-21-02
F/S: Burger/Hartwell
YEAS: Oatman, Jennings, Burger, Hartwell, Kerkof & Nyquest
NAYS: None
ABSENT: Stram dropped call and was unable to vote on this item
STATUS: Motion Passed.

c) **Resolution 21-12-21-03**, amending Regular City Council meeting schedule for January and February 2022, discussion and action item:

Burger moved to approve Resolution 21-12-21-03. Hartwell seconded the motion. There was no further discussion.

MOTION: Move to approve Resolution 21-12-21-03
F/S: Burger/Hartwell
YEAS: Kerkof, Nyquest Oatman, Stram, Jennings, Burger & Hartwell
NAYS: None
STATUS: Motion Passed.

d) **Authorizing a donation to the Thorne Bay Basketball team for their time and assistance with the Community Christmas Dinner, discussion and action item:**

Burger moved to approve a donation of \$300.00 to the Highschool Boys Basketball Team. Jennings seconded the motion. There was further discussion.

MOTION: Move to approve a donation of \$300.00 to the Highschool Boys Basketball Team
F/S: Burger/Jennings
YEAS: Hartwell, Burger, Oatman, Stram, Jennings, Kerkof & Nyquest
NAYS: None
STATUS: Motion Passed.

11. ORDINANCE FOR PUBLIC HEARING:

- a) Ordinance 21-12-21-01, Title 2 – Administration and Personnel, Chapter 2.24-Officers and Employees, Sections 2.24.030-Employment, Subsection (i) Holidays; and 2.24.040-Travel and Per diem, updating the Holiday Calendar to include Juneteenth and Travel Mileage Reimbursement rate to be consistent with the GSA/IRS Mileage Reimbursement Rates, discussion and action item:

Burger moved to approve Ordinance 21-12-21-01. Hartwell seconded the motion. Burger amended his motion to strike amendment to 2.24.030 (i). There was no further discussion.

Public Hearing Comments: There were no public hearing comments.

MOTION: Move to approve Ordinance 21-12-21-01, striking the amendment to 2.24.030 (i), Holidays
 F/S: Burger/Hartwell
 YEAS: Stram, Jennings, Nyquest, Oatman, Burger, Kerkof & Hartwell
 NAYS: None
 STATUS: Motion Passed

12. EXPENDITURES EXCEEDING \$2,000.00:

- a) Authorizing the expenditure of \$2,609.51 to DELL for purchasing new Finance Department Computer, discussion and action item:

Burger moved to approve the expenditure of \$2,609.51 to DELL for the purchase of a new computer for the Finance Department. Hartwell seconded the motion. The Clerk explained the finance computer was almost 4 years old and was the computer that housed “the brain” of the finance system for the City’s accounting.

MOTION: Move to approve the expenditure of \$2,609.51 to DELL for the purchase of a new computer for the Finance Department
 F/S: Burger/Hartwell
 YEAS: Stram, Jennings, Nyquest, Oatman, Burger, Kerkof & Hartwell
 NAYS: None
 STATUS: Motion Passed

13. CONTINUATION OF PUBLIC COMMENT:

There were no public comments.

14. CONTINUATION OF COUNCIL COMMENT:

Kerkof commented on the following:

- Merry Christmas to all and to all a good night.


15. ADJOURNMENT:

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



Lee Burger, Mayor

ATTEST:



Lisa Roseland, Acting City Clerk
For Teri Feibel, CMC