

AGENDA

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

TUESDAY, JULY 16, 2024

TIME: 6:30 p.m.

THERE WILL BE A WORKSHOP BEGINNING AT 6:00PM

LOCATION: IN PERSON AT CITY HALL **or** TELECONFERENCE/VIDEO CONFERENCING LINE

Phone Number: 1-650-479-3208

Meeting Link:

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=m42b083fd76962762fbfe73f3a84b405b>

Meeting number: 182 229 9375 **Password** [D4gxVSXpz84 \(34498797 from phones and video systems\)](#)

- 1) CALL TO ORDER:
- 2) PLEDGE TO FLAG:
- 3) ROLL CALL:
- 4) APPROVAL OF AGENDA:
- 5) MAYOR'S REPORT:
- 6) ADMINISTRATIVE REPORTS:
 - a) City Administrator:
- 7) DEPARTMENT REPORTS:
- 8) PUBLIC COMMENTS:
- 9) COUNCIL COMMENTS:
- 10) CONSENT AGENDA:
 - a) MINUTES
 - i. [Minutes of the July 2, 2024, Regular City Council Meeting, discussion and action item:](#)
- 11) UNFINISHED BUSINESS:
- 12) NEW BUSINESS:
 - a) Amendment of TBMC 2.08.040 Compensation of Mayor, discussion item;
- 13) ORDINANCES FOR PUBLIC HEARING:
- 14) ORDINANCES FOR INTRODUCTION:
- 15) CONTINUATION OF PUBLIC COMMENT:
- 16) CONTINUATION OF COUNCIL COMMENT:
- 17) ADJOURNMENT:

POSTED: July 12, 2024

MINUTES

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

TUESDAY, JULY 2, 2024

TIME: 6:30 p.m.

THERE WAS A WORKSHOP OF THE CITY COUNCIL HELD AT 6:00PM

- 1) **CALL TO ORDER:** The meeting was called to order by Mayor at 6:30pm
- 2) **PLEDGE TO FLAG:** The audience and council stood for the pledge of allegiance.
- 3) **ROLL CALL:**

Those present were:

Blair, Burger, Lovell, Hartwell & Kaer Nyquest

Those absent were:

LaVoie

- 4) **APPROVAL OF AGENDA:**

Mayor motion to approve the agenda, Seconded. No discussion.

MOTION: Move Approve the Agenda,

F/S: Nyquest/Burger

YEAS: Kaer, Lovell, Blair, Hartwell, Burger, & Nyquest

NAYS: None

ABSENT: LaVoie

STATUS: Motion Passed.

- 5) **MAYOR'S REPORT:**

- Mayor reported that Vice Mayor will sit in at next meeting but will return soon.
- Rates are going to be discussed tonight as mentioned at the last meeting.

- 6) **ADMINISTRATIVE REPORTS:**

- a) **City Administrator:** Attached
- b) **Clerk:** Complete State Election training and will be preparing for upcoming elections in Oct. and Nov. Received a quote from Jurassic Parliament training, those interested, contact City Clerk for more information. Waiting for more information on RUBA training for Clerk Management and Financial Management in August and Sept.

- 7) **DEPARTMENT REPORTS:**

- a) **WATER:** In Packet
- b) **VPSO: Will West** reported estimated numbers for June (33 calls). Busy covering for Kasaan since that VPSO is now RSO. Leaving on the 20th for training in Sitka. (July 20-Sept. 19). Zach West will be covering.
- c) **EMS:** 5 calls for EMS – some had no need for ambulance.

- 8) **PUBLIC COMMENTS:**

- a) **Thom Cunningham** supported VPSOs being armed. Will be an absentee pollster at DL for state elections and will be passing around polls for reinstating polling at Davidson Landing. Read a letter from Lauri into the record.
- b) **Karen Peterson** speaking for friends of the Thorne Bay Library gave a report of the Listening Session and extended an invitation to the next meeting. Adhoc meetings for board

members to hear the community's ideas and concerns at Davidson Landing. Reported that the toilets were dirty, the dock repair needs, boat launch ramp with finger float, picnic tables, sports options, 24 hr. library bathroom. Community center vs library. Davidson Landing Plat maps request. Lots of Fire station discussion about location. Facilities for youth, hiking trails, water filling station...Comprehensive plan for development, city task force to tackle.

- c) **Irene Holly** commented that reduction of law enforcement and wages makes for a dangerous situation.
- d) **Thom Cunningham** commented that 3 council members constitute a meeting and commented on the firehall plan.

9) **COUNCIL COMMENTS:**

- a) **Sean Kear** commented that he agreed with DL voting. Would like to see an Ordinance for Voting at Davidson Landing. Supports VPSOs being armed.
- b) **Nyquest** expressed appreciation for VPSOs.

10) **CONSENT AGENDA:**

11) **NEW BUSINESS:**

- a) Minutes of the June 18, 2024, Regular City Council Meeting, discussion and action item:

Nyquest moved to approve the Minutes of the June 18, 2024 Regular City Council Meeting, Burger
Seconded
Hartwell requested an Amendment

MOTION: Move to Approve amended agenda,

F/S: Nyquest/ Burger

YEAS: Kaer, Lovell, Blair, Hartwell, Burger, & Nyquest

NAYS: None

ABSENT: LaVoie

STATUS: Motion Passed.

- b) Resolution 24-07-02-01: Amending the City's rates and fees; discussion and possible action item.

Discussion as follows:

- **Kaer requested** DL should not be raised as there are not any of the utilities and such like the North side Harbor has.
- **Nyquest commented** that improvements have been made over there in the way of restrooms and skiff ramps. Inflation has hit everywhere, and the city has not raised rate and we are not keeping up with spending. City Administrator and Mayor have talk about cutting expenses, layoffs, and bringing up revenue. Rates have not been raised in several years, 2014 was the last rate study done and we are still not up to the rates that were suggested then. We need to catch up, regardless of amenities on each side. There's still a cost to doing business.
- **Huestis commented** on capacity of DL and payments being made regardless.
- **Kaer** commented that the original plans included many other amenities that never for completed.
- **Hartwell responded** that the original plans had a cement wall going down and there was a big rock going down. A ramp and electricity were added.
- **Kaer**

- **Sawyer commented** that there was a plan to connect water to DL from the Sewer Dept. People on the Southside didn't want City water, so it got cancelled. The cost of maintaining it, (chemicals..etc.) it doesn't make sense if people don't want the water.
- **Hartwell** commented that what is not fair is that the City doesn't get charged for the city water they use. How much does each department use?
- **Huestis responded** that billing ourselves would not make sense or change for our bottom line.
- **Sawyer** responded that each department has meters checked monthly. The mostly used water is from USFS and Adventure Alaska.
- **Nyquest** pointed out that most fees are raised by 10% but not all. Solid Waste has increased from \$.10 to \$.20.
- **Huestis requested** the Mayor introduce the idea of a sales tax increase.
- **Nyquest explained** the Sales Tax would increase 1% in the summer, April-September, and go back to 6% in winter months. This increase doesn't fully get us out of the hole yet, but we will look at ideas to bring equity and fairness.
- **Kaer questioned** if there was a discussion for Bed Tax increase?
- **Hartwell** commented that bed tax with sales tax is 10%.

MOTION: Move to Approve Resolution 24-07-02-01: Amending the City's Rates and Fees,

F/S: Nyquest/Burger

YEAS: Lovell, Blair, Hartwell, Burger, & Nyquest

NAYS: Kaer

ABSENT: LaVoie

STATUS: Motion Passed.

c) Resolution 24-07-02-02: Renewing the City Administrator's Contract

Kaer requested that this resolution be Tabled. Had concerns about amounts, and possible loopholes. Advised we talk to City Attorney first.

Hartwell read letter of achievements of City Administrator (*Attached in Minutes*).

Kaer requested the list of achievements, and stated that the renewal date is in Oct

Nyquest questioned what concerns Kaer had.

Kaer responded not liable for actions if he were to have issues is a concern. Commented, again, that this should be tabled.

Huestis Responded process to recruit and hire is close to 3 months and responsibilities fall to the City Clerk in the absence of an Administrator. Timeline we're on is appropriate.

Lovell commented that he would like some time to review

Nyquest commented that there are many things that he has done. We have never paid more for a city administrator, but we haven't seen as much done either. When you change leadership, direction changes and things fall through the cracks. There has been a lot of progress on the road and the old firehall. Willing to pay a little more now and see more things get done that John is on track to do. We have 3 meetings before his contract expires.

Hartwell commented that we could hold a second meeting if necessary.

Kaer commented that he would like to have 2 meetings per month in the summertime.

Lovell questioned if we could go into an executive session.

Huestis commented that the contract is not much different from the original contract. The price is different, and some sick and vacation time that were requested as a new hire (those have been removed).

Nyquest commented that the contract is pretty close to the original contract.

Kaer commented that working 2 40 hours per week jobs, its difficult to believe that you're doing both with full attention to both jobs. Speaking for people who bring their concerns to him. If there were a reason for severance, doesn't agree with severance with pay.

Hartwell commented that he has been authorized to do two jobs if he can do them both. He has saved the City money with road maintenance.

Huestis responded that OVK has a robust transportation department that can and has contributed to Thorne Bay. Job in OVK is just Transportation Director which brings a lot of resources to the table and stated if/when burn out occurs, he will let Council know.

Nyquest commented that he did get approved to have both jobs. The road projects are being completed and this helps us as a city to allow him to do that because of the crossover. Commented that the public should be involved in the discussion.

Kaer responded that he would like to see it tabled until the next meeting so that people can have the opportunity to speak about it.

Nyquest motioned to table the discussion, Hartwell seconded

MOTION: Move to table until next meeting,

F/S: Nyquest/Burger

YEAS: Kaer, Lovell, Blair, Hartwell, Burger, & Nyquest

NAYS: None

ABSENT: LaVoie

STATUS: Motion Passed.

12) **ORDINANCES FOR PUBLIC HEARING:**

13) **ORDINANCES FOR INTRODUCTION:**

- a) Ordinance 24-07-02-01: An Ordinance for sale of land to Community Connections, discussion and action item;

Mayor motioned to introduce ordinance 24-07-02-01, a Non-Code Ordinance for land sale to Community Connections, **Seconded.**

Lovell requested an overview of the ordinance.

Huestis reviewed the Ordinance and proposals made by Community Connections.

Lovell questioned what the intent for the future of the city is? Is this right piece to sell considering we need to change.

Huestis responded

Kaer questioned if it folded, could we reuse the building for repurposed for use?

Huestis

Kaer responded that he is in support of them having a new building

Lovell questioned if the utilities would need to be

Sawyer responded that water and sewer hookups are not on the property hookups would need to be added.

Kaer questioned if they would be paying the fees on that.

MOTION: Move to approve Ordinance 24-07-02-01, an Ordinance for the Sale of Land to Community Connections

F/S: Nyquest/Hartwell

YEAS: Kaer, Lovell, Blair, Hartwell, Burger, & Nyquest
NAYS: None
ABSENT: LaVoie
STATUS: Motion Passed.

14) CONTINUATION OF PUBLIC COMMENT:

- a) **Thom Cunningham** commented he is tired of hearing about what happened in the 80's since they are gone. Move to the future not the past. Used to drive to the city for water, not the spring. More out of towners in the slips in the harbor than locals, raise rent on non-residents than locals. Will you raise rents also? Increases should be made across the board. Commented on Huestis' pay increase given the budget crisis. Southside not many changes, no movement on cemetery proposal, firehall debacle, severance pay for 3 months seems ridiculous.
- b) **Sam Sawyer** clarified that his comments were based off commentary from public about water. Commented on upgraded water quality that isn't considered. Commented on water processes using chlorine with the surface water at the watering hole. Best water results on the island and 2nd lowest in Alaska. Explained why bleach in home water is worse than City water.
- c) **Nick Reynolds** commented that he doesn't know the past contract with the city administrator, but step increases don't generally happen every year in government. Government employees usually work 80 hours a pay period and usually there's a timecard to document.
- d) **Thom Cunningham** replied that he doesn't disagree with Sam. The issue is that people don't want to pay for water. Could the city put in a coin operated water use at the fish cleaning station.
- e) **Irene Holly commented** that council deserves a pat on the back for monitoring what's coming in and what's going out. Being cautious is also important in cutting and raising. Impressed by steps being taken
- f) **Charlie Jennings** commented he was trying comment at public comment and wasn't being heard. If the city budget is getting so low, maybe there should be a city audit to find out where the money is going and why is the budget getting so low.

15) CONTINUATION OF COUNCIL COMMENT:

- a) **Hartwell commented** that he has 6 more pages to read of Huestis' achievements.

16) ADJOURNMENT: Mayor adjourned at 8:10PM

Admin Report:

Work continues with the construction of new City bridges on the Kasaan Road

- We have continued to work with Atlas Tower on their plans for the construction of the communication tower on sandy beach road. Construction to start soon.
- Interview for the new TNB VPSO is Friday at 10:00, Jake Aaro is only candidate.
- Trying to get AML to donate freight for the new used fire truck from the Spokane area, Will tells me its ready to be driven to Seattle and shipped up.
- Work on the city budget has been ongoing for the last month. Working on deficit mitigation efforts.
- We have replaced some siding and windows on city hall and then give the hall and VPSO building good painting starting Thursday.
- The Claw will also get another coat of paint this summer if all goes as planned
- The Pearl Nelson Park has some new grass growing after a hydroseeding by OVK
- Steelhead Electrical has repaired the lighting at the city ballpark.

DRAFT

A short list of some Administrator's Achievements to date: 7-1 2024

Solid Waste:

Wrote a new solid waste management plan for AKDEC – next 50 years

Conducted 2 surface water sampling events and wrote reports to DEC per permit which included investigations on where all sampling sites were, purchasing sampling and testing equipment and educating staff on the process required for compliance with permit

Held a surplus property sale

Coordinated hauling and disposal of 5 years of collected metals for recycling, over 250 tons

Collected high quality aluminum for recycling, have not sent to Seattle yet

Baled aluminum cans for recycling

Drilled and blasted bedrock outcropping at the dump to use rock for projects and create extra storage for solid waste that can't be baled and landfilled in cell

Overhauled plumbing in solid waste building, new on-demand heater, cleaned collection system

Worked with Coffman Cove to encourage them to bring their solid waste back to Thorne Bay dump which added at least \$10,000/year increased revenue

Purchased new skid steer loader for processing baled waste and moving bales to cell

Improved internet at facility by switching from Hughes Net to Starlink

Hired solid waste technician

Cleaned out hazardous materials storage area and organized

Improved handling of waste motor oil

Repaired baler numerous times

Repaired waste oil heater for winter baler building heat

Repaired grader, loader, excavator, dump truck, garbage truck numerous times to keep operational

Repaired Ford f-550 numerous times

Hauled at least 10 derelict or abandoned vehicles to impoundment at dump

Hauled two large fishing boats from City Hall and Harbor to dump for disposal and cleanup of other city properties

Excavated rock and graded new areas for storing metals and junk vehicles which created cover material and storage for buried wastes that cant be landfilled

Hosted one solid waste facility inspection from AKDEC permit compliance and received a score of 80 out of 100, with compliments on facility operations.

Worked with Citizens on unpermitted dumping issues

Purchased new Sander and plow for Solid Waste F550

Updated Solid Waste Facility Operations and Management Plan

Water:

Encouraged and supported operators in training and exams required for certifications

Purchased extra pumps for on-hand back up of critical infrastructure

Encouraged clean up and organization of water treatment facility, parts, storage and yard

Coordinated repairs to water/sewer operations crew vehicle that was wrecked, still needs door

Sewer:

Secured new NPDES discharge permit for next 5 years, completed application and permit renewal for Wastewater Treatment Plant - 5 years

Wrote Successful grant for \$5.3 million dollars for collection system improvements

Put in propane on-demand hot water system to reduce boiler heating oil energy costs

Worked through major compliance issues with AKDEC from past permitting issues

Fought COBC in 2021 and 2022 to delay imposed sanctions

Oversaw major repairs to plant clarifier on at least two occasions

Worked with operators to begin using lime on the biosolids cake disposed at landfill property

Oversaw multiple repairs to pump station electrical repairs

Encouraged and supported operators in training and exams required for certifications

Assisted OVK and City of Kasaan with wastewater sampling and testing for issues in that community

Streets and Roads:

Constructed the Port to Claw trail using USFS RAC grant funds

Constructed the Kasaan Road Intersection project using USFS RAC grant funds

Hired Archaeologist to conduct field analysis of USFS claim of cultural resources along Kasaan Road, report issued to FHWA and SHPO. One site at Tolstoi Bay recommended eligible.

Hired Biologist to conduct nesting Eagle survey of entire Kasaan Road, none within project limits

Constructed improvements to dip area near City dump to remove logs and raise grade

Constructed improvements along 3 mile hill area of Kasaan Road to correct width, cross section slopes, ditches, drainage and surfacing

Constructed improvements along section by water hole and big rock to improve drainage, width, cross slopes, surfacing, improved access to community water hole

Crushed 5,000 cubic yards of rock at city pit, both D-1 and 3-inch minus

Brushed 10 miles of the Kasaan Road and 4 miles of S. Subdivision, Bypass Road and Water Road

Purchased new plow for 5-yard dump truck

Purchased new mini-excavator

Repaired numerous equipment, including major transmission repairs to Case 590 backhoe

Negotiated land use agreement with School Superintendent for land behind city shop area to be used for storage of materials and transient operations

Currently partnering with OVK in constructing two new fully funded bridge projects on city portion of Kasaan Road worth over \$15,000,000

Currently working collaboratively with OVK on design of bridge for the Tolstoi Bay access road and major road and sort yard improvements at the Tolstoi Bay Sort Yard where the City owns municipal tidelands. Anticipate construction funding within the next two months of up to \$5,000,000 to construct a new bridge for improved access to sort yard followed by an access easement to City tidelands where there was previously none.

Implemented multiple opportunistic improvements on south subdivision roads when Tim Lindseth or Josh Reed are doing work in the area and the city can partner with them to leverage value on small incremental improvements

Purchased new plow and made repairs to International 5 Yarder plow and sander

Crushed 3,500 CY of D-1 and another 1000 CY of 3" minus

Installed additional traffic signage on S. Subdivision and Kasaan Road

Installed new LED lighting in City shop to replace old dim lights

Parks and Recreation and Facilities:

Repaired ramp lighting and added security lighting at Davison Landing

Got Army Corps permit to fill tidelands for more parking near boat ramp area at Davison Landing

Sanded and Painted the CLAW and added waste disposal receptacle

Demolished the Bay Chalet

Installed new electrical system and lighting at city basketball court

Multiple efforts to make improvements to the baseball fields with community support

Removed and reconstructed retaining wall at Pearl Nelson City Park and constructed new park, received and managed a \$15,000 grant for this project from the state

Got a grant for hazardous materials clean-up and demolition of the old fire hall

Donated old Library to Whale Pass and built a deck and ramp on new library

Cleaned up junk vehicles and Silver Doll boat at City Hall

Painted VPSO building and City Hall

Repaired siding on City Hall

Managed city shop damage from vehicle hit including insurance claims for reimbursement

Revised rate structure for city property rents to include annual escalation tied to the CPI.

Repaired offices and installed new windows in city hall

Constructed major parking and traffic circulation improvements around city hall and city park area

Major repairs and renovation of fire/ems hall to repair rotten metal roofing and siding, added windows, added insulation, updated electrical connections including meter base and

Improved the ball field and the track for recreational uses

New planter boxes, healthy heart trail repairs and brushing, boat launch park clean Community Christmas dinner, Art Extravaganza, Thorne Bay Days, Top of the Dock, and other events

VPSO:

Assisted in hiring and transition of 4 VPSO's over 3 years

Worked to get second position for City of Thorne Bay

Worked closely with VPSO on legal matters of the city, including parking, littering, violations of city codes, traffic control, and other more sensitive issues

Authorized numerous repairs to VPSO's vehicles

Worked closely with Central Council VPSO Manager to coordinate City objectives, directions

Harbor:

Demolished the Seanna and disposed of it to clean up harbor

Processed, negotiated, accepted and managed the USFS Barge at the Harbor

Hired and transitioned new Harbormaster

Worked with Harbormaster to remodel harbor offices and update bathrooms and paint facilities

Worked on updated Harbor rates

Worked to resolve harbor parking issues

Worked with cruise ships on scheduling and COVID protocols

Made repairs to harbor vehicle

Assisted harbormaster with legal matters of derelict boats, unpaid accounts, sinking vessels

Administration:

Purchased Administrative vehicle for City Business

Hired a new City Clerk

Hired new Harbormaster

Retained and converted ex-City Clerk to Finance Officer for full administrative support

Managed grant for Davison Landing Fire/EMS facility and got final plans and specs and estimates with permits for construction and closed out grant with full reimbursement

Assisted clerk and finance officer with major health insurance transitions on multiple occasions

Conducted numerous staff performance evaluations with recommended pay adjustments

Updated MOA with OVK for maintenance and operations of Kasaan Access Road and southside roads to include more control for OVK in grading and repairs and construction at less cost to City

Have written or overseen at least 10 grant applications for construction funds for the Kasaan to Goose Creek Road Project in partnership with OVK resulting in over \$20,000,000 in funding for sections of the road within City of Thorne Bay maintenance and operational responsibility and over \$30,000,000 total for projects over the entire road, including City of Kasaan M&O

Worked with AP&T/Denali Commission to get \$100,000 for completing 2 Broadband grant applications for high-speed fiber optic installation in city

Processed two insurance claims for vehicle/shop and excavator damage

Drilled and Blasted rock in solid Waste facility - selling to projects

Cleaned up lot 4 of the Business District subdivision, extinguished lease SISD and completed MOU for transfer of infrastructure to City (piling, etc)

Processed new property leases to Papac, SISD, Road Builders with increased rents

Transitioned away from City Mechanic to contract model for heavy diesel mechanic

Completed annual budgets and amendments as required

Revised City's Purchasing Policy and established new contracting process, templates

Established key relationships with Alaska state officials SE Region DOT, Senators, etc

Scanned and electronically archived a massive amount of old hard copy city records

Adventure Group on Jet Skis, Adopt-a-Road Litter pick up contract with State MP1-18

Implemented Coupons for Solid Waste Spring cleanup to give more flexibility

Worked with Atlas Tower to develop long term lease for new Cell tower and improved service for all of Thorne Bay

Working with State and Ahtna on haz mat cleanup at old fire hall site – excavation work is next to clean up contaminated soils

Processed 2 Conditional Use applications

Processed several planning development permits and small subdivision plats

Wrote and delivered numerous City Council Reports at public meetings over the 3 years to keep Council apprised of noteworthy events and undertaking affecting the city or impacting the city's business

Responded to numerous citizens requests and issues/complaints over 3 years

Responded to numerous agency requests, communications, etc. over 3 years

Participated in POWCAC as the City of Thorne Bay representative for 3 years

Participated in SEASWA as the City of Thorne Bay representative for 3 years

Participated in the SE Conference as the City of Thorne Bay representative for 3 years

Participated in the AMLJIA Advisory Council on behalf of Alaska Municipalities for 2 years

Developed close working relationships with FHWA and State Transportation officials in both the Alaska Division offices as well as the National Tribal Transportation Program

Library:

Hired new Library Director and assisted with transition

Oversaw multiple library grants

Managed grant project to construct new deck and ADA ramp on back end of new library

Sold and moved old library to Whale Pass

Reconstructed area in front of library with new retaining wall and leveled site for future use

EMS:

Established consultant contract management agreement of city EMS with Victoria Anderson

Got the EMS boat hull pitting repaired and got new motors purchased and installed and updated electronics

Have overseen the hiring and training of many volunteers through supporting Victoria's efforts

Changed dispatch from City Hall operation during the day to full time EMS supported dispatch

Have overseen numerous ambulance repairs, primarily electrical and some heavy mechanical

Improved training room facilities through major renovation to fire/ems building that was leaking

Supported integration (MOU) with Island Wide EMS Coalition

Contracted for new EMS Management and made improvements to EMS Department

Fire:

Hired 2 new Fire Chiefs

Completed annual volunteer fire reports as required

Worked with Will West to secure new-used fire truck from Spokane area, still in process

Upgrades to fire hall including going through all the old gear to dispose of outdated gear

Removed broken down old fire truck from Davison Landing to dump for disposal

Got new fire hall construction costs into Senator Murkowski's appropriations planning process to try to secure federal funding to build new hall at Davidson Landing