

## AGENDA

FOR THE REGULAR MEETING  
OF THE CITY COUNCIL FOR THE  
CITY OF THORNE BAY, ALASKA  
TUESDAY, FEBRUARY 4, 2025

TIME: 6:30 p.m.

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**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=m99f71eee7f975b71d7ee0f9f7c5e44a1>

Meeting number: 182 323 7632 Password [MghMxgJy424](#) (64469459 when dialing from a phone or video system)

- 1) CALL TO ORDER:
- 2) PLEDGE TO FLAG:
- 3) ROLL CALL:
- 4) APPROVAL OF AGENDA:
- 5) MAYOR'S REPORT:
- 6) ADMINISTRATIVE REPORTS:
  - a) City Administrator:
  - b) Clerk:
- 7) DEPARTMENT REPORTS:
  - a) WATER:
  - b) HARBOR
  - c) SOLID WASTE
  - d) VPSO:
  - e) EMS:
- 8) PUBLIC COMMENTS:
- 9) COUNCIL COMMENTS:
- 10) CONSENT AGENDA:
  - a) **Minutes** of the December 3, 2024, Special City Council Meeting, action item;
  - b) **Resolution 25-02-04-01**: Updating EMS account signers, action item;
  - c) **Resolution 25-02-04-02**: Adopting an alternative allocation method for the FY25 Shared Fisheries Business Tax Program, action item;
- 11) NEW BUSINESS:
  - a) **Resolution 25-02-04-03**: Establishing a new Gaming Account with Tongass Federal Credit Union to renew Gaming License, discussion and action item;
  - b) **Resolution 25-02-04-04**: A Resolution Supporting the Application for the USDA Rural Service Grant to provide electricity to Greentree Heights Subdivision, discussion and possible action item;
  - c) **Solid Waste Dump Tickets Low-Cost Spring Cleanup CY25**, discussion and possible action item;
- 12) CONTINUATION OF PUBLIC COMMENT:
- 13) CONTINUATION OF COUNCIL COMMENT:
- 14) ADJOURNMENT:

POSTED: January 31, 2025

## MINUTES

FOR THE REGULAR MEETING  
OF THE CITY COUNCIL FOR THE  
CITY OF THORNE BAY, ALASKA  
TUESDAY, DECEMBER 3, 2024

TIME: 6:30 p.m.

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**THERE WAS A WORKSHOP BEGINNING AT 6:00PM**

1) **CALL TO ORDER:**

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

2) **PLEDGE TO FLAG:**

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

3) **ROLL CALL:**

**Those present were:**

Blair, Pesterfield, LaVoie, Lovell, Killian

Absent; Nyquest, Kaer

**Those absent were:**

4) **APPROVAL OF AGENDA:**

Vice Mayor moved to approve the Agenda, Councilmember seconded

MOTION: Move to approve the agenda.

F/S: Lovell/ Pesterfield

YEAS: Killian, Blair, LaVoie, Lovell, Pesterfield

STATUS: Motion Passed.

5) **MAYOR'S REPORT: None given**

6) **ADMINISTRATIVE REPORTS:**

a) **City Administrator:** Attached

b) **Clerk:**

- i. Christmas Dinner – Dec 18<sup>th</sup>, looking for volunteers to cook turkey, ham and potatoes. Sign up sheet is here at City Hall.
- ii. Going to clerk Conference 8-11, leaving for vacation Dec 16- Jan2, plan to work a week or so while I'm away to wrap up end of year details.
- iii. Continuing to train the new Accounts Payable as Acting Clerk, learning fast and doing great. Attending Clerk conference with me to solidify role as acting clerk.
- iv. Working on end of year finance reports for DCRA.

7) **DEPARTMENT REPORTS:**

a) WATER: In packet

b) VPSO: None given

c) EMS: Lovell reported for Ems that we are close to getting radios

8) **PUBLIC COMMENTS:**

- a) **Linda Shilts** questioned the loss of a grant due to the lack of an independent audit. Expressed concern over the community's lack of broadband access and connectivity.
- i. **Huestis** responded per Vice Mayor request to clarify the Broadband Grant stipulations for an annual audit and why we were disqualified on a technicality and the steps that the City is taking currently for future grant opportunities.
- b) **David Shilts** thanked the City Administrator for his explanation and claimed the City's Code

should be updated.

c) **Rod Morrison** thanked the City for sanding the bus route.

9) **COUNCIL COMMENTS:**

a) **Clerk** clarified the City Code for Council stating City Council designates an individual to do a yearly Certified Financial Statement in place of the yearly audit which aligns with the Alaska State Code.

10) **CONSENT AGENDA:**

a) Minutes of the November 12, 2024, Special City Council Meeting, discussion and action item:  
Vice Mayor moved to approve the Consent Agenda, Councilmember seconded, no discussion.

MOTION: Move to approve the consent agenda.

F/S: Lovell/ Killian

YEAS: Killian, Blair, LaVoie, Lovell, Pesterfield

STATUS: Motion Passed.

11) **NEW BUSINESS:**

a) Resolution 24-12-03-01: Updating account signers for Tongass Federal Credit Union, discussion and action item;

Vice Mayor moved to approve the Resolution, Councilmember seconded, discussion as follows:

- Clerk clarified reason for Resolution. No further discussion.

MOTION: Move to approve Resolution 24-12-03-01 Updating TFCU account signers.

F/S: Lovell/ Pesterfield

YEAS: Killian, Blair, LaVoie, Lovell, Pesterfield

STATUS: Motion Passed.

12) **CONTINUATION OF PUBLIC COMMENT: None**

13) **CONTINUATION OF COUNCIL COMMENT: None**

14) **ADJOURNMENT: Vice Mayor** adjourned the meeting at 7:00 pm

ATTEST:

\_\_\_\_\_  
Shane Nyquest, Mayor

\_\_\_\_\_  
Caitlyn Sawyer, City Clerk/Treasurer



City of Thorne Bay

Thorne Bay, AK 999109

PHONE: (907) 828-3380; FAX: (907) 828-3374

E-MAIL: [cityclerk@thornebay-ak.gov](mailto:cityclerk@thornebay-ak.gov)

## DEPARTMENT REPORT

**Subject:** Monthly Department Report

**Department:** Water & Sewer Utility

**Supervisor:** Sam Sawyer, Level II Water

**Employees:** Sam Sawyer, Supervisor  
Willy Jennings, Employee

**Date:** January 2025

### ***A Departmental Overview***

The Water/Sewer Department is administered by Sam Sawyer, Level II Water Operator. The Supervisor(s) and staff are responsible for the operation and maintenance of the City's four core sanitation services: Water Treatment, Water Distribution, Sewage Collection, and Sewer Treatment. Duties include maintenance, minor and major schedule and unscheduled repairs throughout all four systems, monthly reporting to the Alaska Department of Environmental Conservation as required, direct sampling as scheduled for water quality and wastewater effluent quality compliance, implementation of a preventative maintenance schedule, construction of new water distribution mains and residential /commercial service connections and wastewater collection mains and residential/commercial service connections.

### **Current Department Activities:**

Aside from working at the water plant and conducting our usual daily work, we will be performing our annual cleaning inside both facilities and preparing for cold weather operations to reduce water leaks in town during this timeframe.

In the report for EMS, it will involve an update on the multiple grants we are working on and have received,

The training system, we have implemented, recertification process for our EMTs have been completed,

Electronic dispatch books have been created as well as additional Dispatch training.

Myself or one of my crew will be there in person to get full details.

Victoria Anderson – Ems report 1/30/2025

Solid Waste department report

I have finished my 40 hr HazWoper class

Working on installing one of the two new garage doors

In the process of getting a quote from Tongass electric to fix the lights in the solid waste building

Business as usual

Josh Musser 1/28/25

#### VPSO REPORT

- Extra evening patrols due to weather and traffic issues
- Working on reducing department budget needs
  - removing unused phone lines (mobile and landline)
  - Requested new equipment purchases through T&H
  - VPSO patrol truck maintenance funded by T&H – will be returned soon
- Please email or text non-emergent situations to VPSO, call for Emergencies ( 911-dispatch for troopers or VPSO direct line).
- Remodel of VPSO building is 75% complete – finished within the next few weeks.
- VPSO Aaro returned from ALET early and will attend July 2025

William West 1/30/2025



## CITY OF THORNE BAY

P.O. BOX 19110  
THORNE BAY, ALASKA 99919  
(907) 828-3380  
FAX (907) 828-3374  
[www.thornebay-ak.gov](http://www.thornebay-ak.gov)

### **Department Report for Harbor/Parks for January 2025**

- Zach Ender primarily oversees both city harbors with assistance from Owen Jennings on a pt basis. Own also works at the dump and helps with trash collection. Additionally, all city departments collaborate on tasks and projects as needed.
- January's focus has largely been safety-related projects and pursuing delinquent fees and contracts. Considerable progress has been made with cleaning up and maintaining Davidson Landing with help from the public, which is very appreciated. I typically go to DL twice a week.
- Robert Watson is the coordinator for the International Power Boat Association in Seattle. Every 5 years their club takes a navigational challenge through SE AK and one of their wkend stops has been TB in June. They're hoping to do this again in 2025. It will involve about 10 50-ft boats, and a few top of the dock events. The city has a copy of their tentative schedule. I would like it to be self-run as much as possible, but historically Sean McRae and Ron Perry have helped to coordinate. Concerns? Approval?
- There have been a number of new rentals, but several boat stalls and one float plane stall are still open.

### **Completed and Ongoing Winter Projects**

- Woodward boat moved away from navigation lights
- City "boat grid" repaired
- Stairway in front of Riptide repaired and replaced
- Delinquent vehicles removed from Davidson and holes filled and graded
- Bulbs/ballasts being replaced at some of the power stations on the dock

Respectfully submitted,

Zach Ender, Harbor Master on 01/30/25



CITY OF THORNE BAY  
**RESOLUTION 25-02-04-01**

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

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

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

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

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

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

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

**WHEREAS**, it is the policy of the City and EMS Department that there 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. Lee Burger, Mayor
- b. John Huestis, City Administrator
- c. Caitlyn Sawyer, City Clerk/Treasurer
- d. Korrisa Oatman, EMS Volunteer Corporation Treasurer
- e. James Baichtal, EMS Volunteer Corporation President

3.) Addition of Authorized Signers:

- a. Angie Fenimore, EMS Volunteer Corporation Treasurer
- b. Shane Nyquest, Mayor

2.) Removal of Authorized Signers:

- a. Lee Burger
- b. Korrisa Oatman

**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:

- James Baichtal, EMS Volunteer Corporation President
- Angie Fenimore, EMS Volunteer Corporation Treasurer
- Shane Nyquest, Mayor
- John Huestis, City Administrator
- Caitlyn Sawyer, City Clerk/Treasurer

**PASSED AND APPROVED** on 4<sup>th</sup> day of February 2024

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Shane Nyquest, Mayor

ATTEST:

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Caitlyn Sawyer, City Clerk/Treasurer





**CITY OF THORNE BAY**  
RESOLUTION 25-02-28-02

A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY25 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 19: SOUTHERN SOUTHEAST AREA

**WHEREAS**, AS 29.60.450 requires that for a municipality to participate in the FY25 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality suffered significant effects during calendar year 2023 from fisheries business activities; and,

**WHEREAS**, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and,

**WHEREAS**, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

**WHEREAS**, The City of Thorne Bay proposes to use an alternative allocation method for allocation of FY25 funding available within the FMA 19: Southern Southeast Area in agreement with all other municipalities in this area participating in the FY25 Shared Fisheries Business Tax Program;

**NOW THEREFORE BE IT RESOLVED THAT:** The Thorne Bay City Council by this resolution certifies that the following alternative allocation method fairly represents the distribution of significant effects during 2023 of fisheries business activity in FMA 19, Southern Southeast Area:

- All municipalities share equally 50% of allocation; all municipalities share the remaining 50% on a per capita basis.
- Ketchikan Gateway Borough population is reduced by the Resolution of the Cities of Ketchikan and Saxman

**PASSED AND APPROVED** by a duly constituted quorum of the City Council, for the City of Thorne Bay on this 4<sup>th</sup> day of February 2025.

ATTEST

\_\_\_\_\_  
Shane Nyquest, Mayor

\_\_\_\_\_  
Caitlyn Sawyer, City Clerk/Treasurer



**CITY OF THORNE BAY**  
RESOLUTION 25-02-04-03

A Resolution of the City Council for the City of Thorne Bay, Alaska, Authorizing the City Clerk to open a Checking Account for the City of Thorne Bay Gaming Activities with Tongass Federal Credit Union

**WHEREAS**, the City of Thorne Bay is applying for a gaming permit with the State of Alaska; and

**WHEREAS**, State law requires the City of Thorne Bay to open a Checking Account that is separate from the City's General Checking Accounts so not to be mistakenly used for anything other than Gaming Activities permitted in 15 AAC 160; Article I.

**WHEREAS**, City Employee Caitlyn Sawyer, City Clerk/Treasurer has taken and passed the State of Alaska Gaming Account Permittee Test to be designated as a Member in Charge, and Erin Mathis will complete the course certification to be designated Alternate Members in Charge for the City's Gaming Permit.

**NOW THEREFORE BE IT RESOLVED**, that the City Council for the City of Thorne Bay, hereby authorizes the City Clerk, Caitlyn Sawyer, to open a Checking Account with Tongass Federal Credit Union, to be titled as the City of Thorne Bay Gaming Account.

**BE IT FURTHER RESOLVED** that City Council for the City of Thorne Bay authorizes the following employees as signers of the City of Thorne Bay's Gaming Account:

Caitlyn Sawyer, City Clerk and Treasurer - Primary Member in Charge

Erin Mathis, Finance Officer – Alternate Member in Charge

**PASSED AND APPROVED** February 4, 2025 by a duly constituted quorum of the Thorne Bay City Council

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Shane Nyquest, Mayor

**ATTEST:**

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Caitlyn Sawyer, City Clerk/Treasurer



**CITY OF THORNE BAY**  
RESOLUTION 25-02-04-04

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, SUPPORTING THE APPLICATION FOR THE USDA RURAL UTILITY SERVICE GRANT (RD-RUS-HECG25) TO PROVIDE POWER TO THE GREENTREE HEIGHTS SUBDIVISION.

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

**WHEREAS**, the Greentree Heights is a residential subdivision within the City limits of Thorne Bay that is not located within accessible range to connect into the power lines running through the City; and

**WHEREAS**, property owners within the Greentree Heights Subdivision have worked diligently to pursue options for the installation of power within the Subdivision; and

**WHEREAS**, the United States Department of Agriculture (USDA) Rural Utility Service Grant, has a grant through the Electric Program: High Energy Cost Grant; and

**WHEREAS**, the City qualifies for grants to assist communities with extremely high energy costs; and

**WHEREAS**, the City has supported all efforts of the residents within the Greentree Heights Subdivision to obtain power within the subdivision.

**NOW, THEREFORE BE IT RESOLVED**, the City Council for the City of Thorne Bay, supports the application of the USDA RD-RUS-HECG25 Grant for the purpose of providing power to the Greentree Heights Subdivision.

**BE IT FURTHER RESOLVED**, the City Council for the City of Thorne Bay Certifies that it has the legal authority to apply for Federal Assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application;

**PASSED AND APPROVED:** February 4, 2025

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Shane Nyquest, Mayor

ATTEST:

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Caitlyn Sawyer, City Clerk/Treasurer

# THORNE BAY RESIDENTS .....It is *Spring Clean Up* time!

For calendar year 2025 we are again offering Thorne Bay residents the opportunity to purchase coupons at \$ \_\_\_\_\_ per 1,000# of Solid Waste Disposal. The coupon(s) will allow residents the ability to pick their own personal clean-up day!

To purchase your coupons, stop by Thorne Bay City Hall and bring your ID, proof of residence and \$ \_\_\_\_ cash per coupon. (There is a limit of \_\_\_\_ coupons per residence)

- City Hall is OPEN Mon-Thurs 9am-4pm & Friday 9-noon
- Coupons are non-refundable and non-transferrable.
- There is a limit of 2 coupons per residence.
- Coupons will EXPIRE 12/ 31/ 2025. No exception.
- Each coupon is good for 1000# on one calendar day.
- Multiple loads which total up to 1000# per coupon/ per calendar day are acceptable.
- Anything over the coupon limit of 1000# will be charged regular rates.
- The resident purchasing the coupons, or their pre-authorized designee **MUST** be present when dropping off their load(s) at the land fill.

We do request that each load be sorted into the following:

- WHITE GOODS AND SCRAP METAL (Washer, Dryers, Ranges, etc.)
- CLEAN BURNABLE MATERIAL (Wood, Paper, etc.)
- NON-BURNABLE MATERIAL (Plastics, Styrofoam, Sheetrock, Rope, etc.)
- HOUSEHOLD WASTE (Garbage that is normally picked up in a garbage can.
- Up to 4 residential tires ARE allowed.

**Coupons cannot be used for vehicles of any type, commercial tires, or hazardous materials.**

## Simple Process

- Purchase coupons at City of Thorne Bay, City Hall
- Present coupon at Landfill upon entry at scale house. \*\*The coupon purchaser or pre-authorized designee must be present when dropping off loads at the landfill.
- If multiple trips will be made, advise the attendant on your initial stop.

## Landfill Hours of Operation

Thursday – Saturday      9:00 a.m. – 4:00 p.m.

COUPON #	DATE BOUGHT	TOTAL WT
23301	1/18/24	1000
23302	1/18/24	840
23303	1/30/24	
23304	1/30/24	420
23305	2/2/24	950
23306	2/2/24	
23307	2/7/24	940
23308	2/7/24	980
23309	2/8/24	480
23310	2/23/24	280
23311	2/23/24	270
23312	2/29/24	860
23313	2/29/24	850
23314	3/1/24	640
23315	3/1/24	600
23316	3/13/24	490
23317	3/13/24	980
23318	3/14/24	230
23319	3/18/24	
23320	3/18/24	650
23321	3/20/24	420
23322	3/20/24	210
23323	3/20/24	850
23324	3/20/24	200
23325	3/21/24	
23326	3/21/24	800
23327	3/21/24	
23328	3/26/24	400
23329	3/26/24	280
23330	4/1/24	810
23331	4/1/24	740
23332	4/3/24	430
23333	4/8/24	
23334	4/8/24	
23335	4/8/24	
23336	4/8/24	
23337	4/10/24	1000
23338	4/15/24	590

23339	4/15/24	1000
23340	4/15/24	780
23341	4/15/24	
23342	4/18/24	720
23343	4/17/24	840
23344	4/22/24	
23345	4/22/24	
23346	4/25/24	980
23347	4/25/24	1000
23348	4/30/24	
23349	3/28/24	100
23350	3/28/24	870
23351	4/30/24	510
23352	5/2/24	530
23353	5/2/24	
23354	5/3/24	180
23355	5/3/24	
23356	5/6/24	1000
23357	5/6/24	770
23358	5/9/24	
23359	5/9/24	810
23360	5/15/24	1000
23361	5/15/24	1000
23362	5/20/24	970
23363	5/20/24	1000
23364	5/22/24	610
23365	5/22/24	830
23366	5/22/24	430
23367	5/29/24	370
23368	5/29/24	350
23369	5/31/24	880
23370	5/31/24	
23371	6/5/24	
23372	6/5/24	
23373	6/6/24	
23374	6/6/24	
23375	6/10/24	
23376	6/10/24	
23377	6/14/24	

23378	6/14/24	240
23379	6/14/24	640
23380	6/14/24	780
23381	6/24/24	320
23382	6/24/24	700
23383	6/25/24	1000
23384	6/25/24	1000
23385	6/28/24	1000
23386	6/28/24	1000
23387	6/28/24	550
23388	7/1/24	210
23389	7/1/24	920
23390	7/26/24	640
23391	7/26/24	
23392	7/31/24	
23393	7/31/24	100
23394	8/8/24	980
23395	8/13/24	830
23396	8/13/24	500
23397	8/16/24	550
23398	8/16/24	520
23399	8/16/24	180
23400	8/29/24	540
23401	8/29/24	380
23402	8/29/24	370
23403	9/5/24	
23404	9/5/24	730
23405	9/5/24	
23406	9/5/24	390
23407	10/9/24	300
23408	10/23/24	790
23409	10/23/24	500
23410	11/12/24	350
23411	11/14/24	
23412	11/14/24	850
23413	11/26/24	
23420	9/11/24	770
23421		

Tickets Sold	\$ 4,140.00
unused tickets	\$270
Total pounds	<b>54350</b>
Pounds x \$ .12	\$ 6,522.00
	<b>\$ (2,382.00)</b>