

## AGENDA

FOR THE REGULAR MEETING  
OF THE CITY COUNCIL FOR THE  
CITY OF THORNE BAY, ALASKA  
TUESDAY, NOVEMBER 18, 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=m42b083fd76962762fbfe73f3a84b405b>

Meeting number: **182 229 9375** Password D4gxVSXpz84 (34498797 when dialing from a video system) (when dialing from a phone or video system)

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- 1) CALL TO ORDER:
- 2) PLEDGE TO FLAG:
- 3) ROLL CALL:
- 4) APPROVAL OF AGENDA:
- 5) MAYOR'S REPORT:
- 6) DEPARTMENT REPORTS:
  - a) Harbor: Attached
- 7) PUBLIC COMMENTS:
- 8) COUNCIL COMMENTS:
- 9) CONSENT AGENDA:
  - a) **Minutes** of the November 4, 2025, Regular City Council Meeting, action item:
- 10) NEW BUSINESS:
  - a) Discussion item: A discussion item on an Independent Audit;
  - b) Discussion item: A discussion item on Employee Gun Policy;
- 11) ORDINANCE FOR INTRODUCTION:
  - a) Ordinance 25-11-18-01: An ordinance of the City Council for the City of Thorne Bay, Alaska amending Title 2 – Administration & Personnel, Chapter 2.04 – City Council, Section 2.04.130 – Meetings – Regular Subsection (A) Day of meetings held, Discussion and action item;
  - b) Ordinance 25-11-18-02: An ordinance of the City Council for the City of Thorne Bay, Alaska amending Title 2 – Administration & Personnel, Chapter 2.04 – City Council, Section 2.04.050 – Compensation of Council Members, Discussion and action item;
- 12) CONTINUATION OF PUBLIC COMMENT:
- 13) CONTINUATION OF COUNCIL COMMENT:
- 14) ADJOURNMENT:

POSTED: November 14, 2025

## MINUTES

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

TIME: 6:30 p.m.

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

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**1) CALL TO ORDER:**

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:**

Pesterfield, Lovell, Anderson, Killian, Cunningham, Nyquest, Kaer

**Those absent were: None**

**4) APPROVAL OF AGENDA:**

Mayor moved to approve the Agenda, Seconded, discussion:

Cunningham motioned to amend the agenda to add independent audit, seconded

**MOTION: Move to approve Agenda.**

F/S: Nyquest/

YEAS: Pesterfield, Lovell, Anderson, Cunningham, Killian, Nyquest, Kaer

NAYS:

STATUS: Motion Passed

**5) MAYOR'S REPORT:**

- a) Welcome new Council Members
- b) Read TBMC code of Ethics into record.
- c) Contract of David Nelson for Water/Wastewater State compliance.
- d) Reminder about good hygiene – Hand-foot-and-mouth spreading.
- e) Updated that Craig is hiring for City Administrator at 95-175k.
- f) Community Center – first step is committee.
- g) Alaska Beacon article – quote from article about sales tax changes like proposed in our meetings previously.

**6) ADMINISTRATIVE REPORTS:**

- a) City Administrator: attached
- b) City Clerk: attached

**7) DEPARTMENT REPORTS:**

- a) Water: None Given
- b) Harbor: None Given
- c) EMS: Attached
- i. POI Lovell : questioned if there was an update to the EMS coordinator? Huestis responded
- d) VPSO: VPSO Will West reported:
  - i. Increase in activity keeping VPSO busy
  - ii. House fire this weekend
  - iii. VPSO Hamby returning in February fully certified. West will still be covering 2 days in Thorne Bay, while primarily working in Kasaan..

8) PUBLIC COMMENTS:

- a) Sonya Cook commented on the Community Christmas Dinner – Offered to take the lead. Volunteers needed for committee members or chair. If no involvement, event won't happen.
- b) Tara Blair checking in with the Community Center Committee. Volunteered for the committee.
- c) Trina Pesterfield questioned if City Hall has a sign up sheet for the Community Center Committee
- d) Lucette Lovell requested City Council act as Planning and Zoning Committee, sent a request to City Administrator and hasn't heard back on progress. Would like the City Council to bring up the topic for due process.

9) COUNCIL COMMENTS:

- a) Kaer questioned where the area of the public comment was.
- b) Cunningham commented on the PayScale at G7.
- c) Lovell commented on the request for training council. Agreed with training at workshop. Requested the agenda include items such as Resolution and Ordinance for reviewing at each meeting.
- d) Pesterfield commented on the change of meeting schedules – would like to see us go back to two meeting a month.

10) CONSENT AGENDA:

- a) **Minutes** of the October 20, 2025, Special City Council Meeting, action item:

Mayor Moved to approve the Consent Agenda, Seconded, no discussion for Consent Agenda.

**MOTION: Move to approve Consent Agenda.**

F/S: Nyquest/Lovell

YEAS: Pesterfield, Lovell, Anderson, Cunningham, Killian, Kaer

NAYS: Nyquest

STATUS: Motion Passed

11) NEW BUSINESS:

- a) **Resolution 25-11-04-01** Approving the short-term lease renewal with Cornerstone Excavation, discussion and action item;

**Mayor moved to approve Resolution 25-11-04-01, seconded, discussion follows:**

Cunningham commented he would like to see other City rental rates.

Nyquest commented we have a formula that the City Administrator follows across the board.

Pesterfield commented that the use has changed and requested contact to be sure use is still valid.

Anderson commented Council should also consider sales tax revenue received from this business as added income.

Lovell commented that Council can discuss the algorithm being used for rates.

**MOTION: Move to approve Resolution 25-11-04-01 Agenda.**

F/S: Nyquest/Killian

YEAS: Pesterfield, Lovell, Anderson, Killian, Nyquest, Kaer

NAYS: Cunningham

STATUS: Motion Passed

- b) **Discussion on Independent Audit;**

Cunningham would like to see a City audit don't independently.

Nyquest clarified the intent of the statement about the City being in the red. We are not insolvent, we

need to increase revenue to match expenditures that are necessary.

**Pesterfield** agreed on an independent audit, cost is high, but it is a great thing for a baseline. **Second set of eyes is helpful.**

**Kaer** agreed.

**Lovell** questioned when the City had an independent audit and suggested it would be beneficial for Grant opportunities until 2<sup>nd</sup> class cities are considered based off current state statutes.

**Anderson** in agreement.

**Killian** questioned if there is a third party or cheaper way to have someone oversee the process?

**Nyquest** commented on reasoning for CFS statute put into place.

**Pesterfield** suggested that council may not be fully qualified to audit and other eyes could find mistakes that might have been missed.

**Lovell** motioned to direct the Clerk schedule a second meeting in Nov to. **Cunningham** Seconded,

**Motion:** Motion to direct the Clerk to Schedule a second meeting in Nov,

**F/S:** Lovell/ Cunningham

**YEAS:** Pesterfield, Lovell, Anderson, Cunningham, Killian, Kaer

**NAYS:** Nyquest

**STATUS:** Motion Passed

- 12) **EXECUTIVE SESSION:** *Discussion of personnel matters related to an internal investigation, the immediate knowledge of which could prejudice the reputation or character of a person (AS 44.62.310(c)(2));*

**Mayor** Moved to convene to executive session at 7:30pm, **Seconded Pesterfield.** Mayor questioned if the Council had any objections to the attendance of the City Administrator and City Attorney, none raised.

Those in attendance were:

Pesterfield, Lovell, Anderson, Cunningham, Killian, Nyquest, Attorney Bob Blasco, City Administrator John Huestis.

**Lovell** motioned to authorize Councilman Kaer to attend the executive session via phone unless the attorney objects, **Pesterfield** second

**MOTION:** Motion to invite Sean Kaer into the executive session via phone, unless attorney objects due to confidentiality concerns,

**F/S:** Lovell/Cunningham

**YEAS:** Pesterfield, Lovell, Anderson, Cunningham, Killian, Kaer, Nyquest

**NAYS:**

**STATUS:** Motion Passed

Executive Session adjourned at 9:03 pm, Public meeting was reconvened.

- 13) **CONTINUATION OF PUBLIC COMMENT:** None

- 14) **CONTINUATION OF COUNCIL COMMENT:**

a) **Pesterfield** commented that we will have a meeting in 2 weeks to discuss independent audit.

- 15) **ADJOURNMENT:** Mayor adjourned at 9:05pm



## 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:** Harbor/ Parks and Rec

**Supervisor:** Zach Ender

**Employees:** Owen Jennings

**Date:** 11/13/2025

## ***A Departmental Overview***

### **Current Department Activities:**

- Cleanup and repairs throughout city property due to recent storms, lots of boat bailing.
  - Replacing parts and strengthening portions of the dock system, large supply of dock lumber on order
  - Water will be turned off this month
  - Navigation light at the end of the transient dock on Northside damaged in storm; needs replaced, waiting on order
  - Lighting situation at top of Davidson needs replaced and improved, will require electrician
  - supporting other city departments weekly as needed.
  - Scott Parmalee, an FAA engineer will be here on Thurs, Nov 20th to determine a location for a new aviation weather station. Thorne Bay is one of 60 AK communities that was chosen for a grant to receive this for pilots coming in and out of the area. See printout for additional info. Happy to answer questions after his visit.
  - Working on developing a 10 and 20 year maintenance plan for the harbor; more information likely ready to be presented in December
  - Plows and snowblowers are prepped and ready for winter use
- respectfully submitted,  
Zach Ender, 11/13/2025

# Visual Weather Observation System (VWOS)

## Modernized Weather-Data Platform

- Combines visual and textual weather data into one platform
- Advanced 360-degree Camera system
- Full suite of Self-Validating weather sensors (same outputs as AWOS/ASOS)
- Generates supplemental (advisory) weather observations

## Low cost to install and operate

- Price per unit more cost effective compared to similar FAA textual weather systems
- Engineered to be installed in areas with no other weather information

## Collaborative development

- Working with other FAA offices (Flight Standards) to develop performance-based weather standards





# Visual Weather Observation System (VWOS)

## Self-validated Data

- Auto-reports sensor/data failures

- Range Checks:** Allow the user to set a value range for the instrument so that any number outside this range is considered invalid

- Step Checks:** Logical limits on the amount of change an instrument should be able to make. (Temperature rises 100 degrees in an hour)

- Persistency Checks:** Checks the instruments value over a specific amount of time to verify the data is not stagnant and is changing per the requirements for that type of instrument. (Temperature may change very little, but wind speed and direction are in a constant state of change)



# FAA Reauthorization Act of 2024

## HR 3935

- “VISUAL WEATHER OBSERVATION SYSTEM”
- DEPLOYMENT—Not later than 3 years after the date of enactment of the FAA Reauthorization Act of 2024, the Administrator shall take such actions as may be necessary to deploy visual weather observation systems; ensure that such systems are capable of meeting the definition of a covered automated weather system in Alaska; and develop standard operation specifications for visual weather operation systems.







CITY OF THORNE BAY  
ORDINANCE 25-12-02-01

Introduction: November 18, 2025  
Public Hearing: December 2, 2025  
Sponsor: Timber Pesterfield  
Vote: \_\_\_ Yeas, \_\_\_ Nays, \_\_\_ Absent

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, AMENDING  
TITLE 2- ADMINISTRATION & PERSONNEL, CHAPTER 02.04-CITY COUNCIL, SECTION  
02.04.130-MEETINGS--REGULAR, SUBSECTION (A) DAY OF MEETINGS HELD.

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.** The purpose of this ordinance is to amend meetings days from the first Tuesday with the option to schedule a second meeting on the third Tuesday to the first and third Tuesdays.
- Section 3. **Amendment of Section.** The title and chapter of Title 02 Administration and Personnel, Chapter 02.04 City Council, Section 02.04.130 (A)-Meetings – Regular, is hereby amended and shall read as provided herein this ordinance.

ADDITIONS ARE IN BLUE AND CAPITALIZED

~~Deletions are red and stricken~~

AMENDMENT OF TITLE, CHAPTER & SECTION:

TITLE 02- Administration and Personnel  
CHAPTER 02.04 – CITY COUNCIL

THE FOLLOWING AMENDMENTS SHALL BE ADDED TO THE THORNE BAY MUNICIPAL CODE AS  
PROVIDED IN THIS ORDINANCE

**2.04.130 MEETINGS--REGULAR.**

- A. ~~One~~ Regular council meetingS shall be held on the first **AND THIRD** TuesdayS of each month, ~~with an additional meeting on the third Tuesday as needed.~~ **EITHER** ~~this~~ meeting may be rescheduled for cause, but **TWO** ~~one~~ monthly meetingS shall be held, unless **ONE IS** cancelled by the majority vote of the City Council. (Ord 24-02-06-01 §4)

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

**PASSED AND APPROVED** December 3, 2025

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Shane Nyquest, Mayor

ATTEST:

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Caitlyn Sawyer, City Clerk Treasurer



CITY OF THORNE BAY  
ORDINANCE 25-12-02-02

Introduction: November 18, 2025  
Public Hearing: December 2, 2025  
Sponsor: Timber Pesterfield  
Vote: \_\_\_ Yeas, \_\_\_ Nays, \_\_\_ Absent

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, AMENDING  
TITLE 2- ADMINISTRATION & PERSONNEL, CHAPTER 02.04-CITY COUNCIL, SECTION 02.04.050  
– COMPENSATION OF COUNCILMEMBERS.

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.** The purpose of this ordinance is to amend Councilmember stipends from One Hundred Dollars (\$100) per regular meeting to Fifty dollars (\$50) per regular meeting.
- Section 3.** **Amendment of Section.** The title and chapter of Title 02 Administration and Personnel, Chapter 02.04 City Council, Section 02.04.050 – Compensation of Councilmembers, is hereby amended and shall read as provided herein this ordinance.

**ADDITIONS ARE IN BLUE AND CAPITALIZED**

~~Deletions are red and stricken~~

**AMENDMENT OF TITLE, CHAPTER & SECTION:**

TITLE 02- Administration and Personnel  
CHAPTER 02.04 – CITY COUNCIL

THE FOLLOWING AMENDMENTS SHALL BE ADDED TO THE THORNE BAY MUNICIPAL CODE AS  
PROVIDED IN THIS ORDINANCE

**2.04.050 COMPENSATION OF COUNCILMEMBERS.**

Each member of the council shall receive compensation at the rate of ~~one hundred (\$100.00)~~ **FIFTY (\$50)** dollars for each regular meeting of the council attended. No compensation shall be paid for attending special meetings of the council. (Ord. 05-09-06-02; Prior Ord. 8201-02[A] (part), 1986: prior code Ch. 4 § 5)

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

**PASSED AND APPROVED** December 3, 2025

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Shane Nyquest, Mayor

ATTEST:

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Caitlyn Sawyer, City Clerk Treasurer