

The City of Thorne Bay

City Council, Boards & Commissions

Meeting Procedures & Policy



Prepared by the City Clerk's Office October 13, 2025
120 Freeman Drive Thorne Bay, AK 99919 (907) 828-3380

<http://www.thornebay-ak.gov>

THE CITY COUNCIL

The governing agency for the City of Thorne Bay is the City Council. The Council is comprised of seven-members elected at large by the general public, to serve three year overlapping terms. Municipal elections are held the first Tuesday following the first Monday in October of each year. In the event a council member cannot fulfill his/her term as elected, the City Council may appoint a resident to serve the remainder of the unexpired term of that council member.

The Mayor is elected by the Community from within the City Council, for a term of two years. The City of Thorne Bay has a "Strong Mayor" form of government. The Mayor has the same legislative powers as other members of the Council and is the Chief Executive Officer and Chief Administrative Officer for the City.

The Council sets policies, passes laws and establishes the budget. The budget covers the fiscal year, July 1 through June 30. The City Council meets the first Tuesday of the month, with the option to schedule a second meeting as necessary on the third Tuesday if the month, except in October and November where meetings must align with city elections.

In Thorne Bay's form of government, the Council collectively hires the City Administrator, City Clerk/Treasurer and City Attorney who serve at the pleasure of the Council. The Council also appoints the EMS Director, Fire Chief and Village Public Safety Officer (VPSO). The Mayor or Mayor Designee hires or appoints all other municipal personnel. The Mayor may delegate authorities granted to him under the Municipal Code to a City Administrator or another designated employee when the administrator position is vacant.

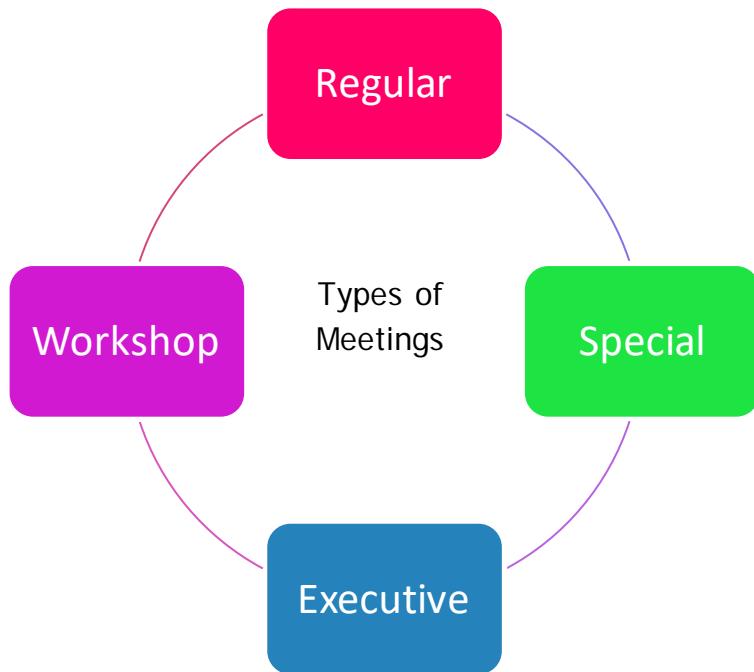
The City has a Planning Commission, Strategic Planning Committee, Roads Commission and a Harbor Commission that advise the Council on various topics throughout the year. In the absence of a committee the City Council fulfills the duties and responsibilities granted the committees.

The purpose of this policy manual is to provide a guide for running effective City Council meetings, and the policy for which City Council actions are recorded.



Types of Meetings

All Council meetings are conducted in compliance with the Alaska Open Meetings Act, which requires legislative bodies to hold their meetings in public except under specific circumstances where closed sessions are authorized. Thorne Bay Municipal Code Chapter 2.04-City Council outlines the rules of conduct for City Council meetings.



Regular

- Regular council meetings shall be held on the first and some third Tuesdays of each month. Either meeting may be rescheduled for cause, but one monthly meeting shall be held, unless cancelled by the majority vote of the City Council. Regular council meetings shall be held at City Hall unless that meeting place is unavailable in which case the meeting may be held at another location designated by the council presiding officer.

Special

- Occasionally, the Mayor or City Council will call a Special Meeting to consider specific items. The City Clerk's Office will post a notice of these meetings at least 24 hours in advance. Special meetings of a municipal body are those meetings that are called for a time different than that fixed for the regular municipal meetings.

Workshop

- The City Council conducts a workshop prior to the Regular City Council meeting's beginning at 6p.m.
- The City Council may conduct workshops or study sessions for a specific purpose, such as the preliminary annual City budget, community development plans etc. These sessions are usually informal, though public, and may sometimes be held at a place other than the Council Chambers.

Executive

- The City Council may meet in executive session, also known as "closed session" before, during or after a meeting to discuss matters such as pending or threatened litigation, conference with real property negotiators, or consideration of appointment, performance evaluation, discipline, dismissal or release of a public employee. More about Executive Sessions in TNBMC 2.04.160.

THE AGENDA



Agendas for City Council meetings are posted at City Hall, 120 Freeman Drive, Thorne Bay, AK 99919, US Forest Service Office Buildings, Thorne Bay School & SISD Office, The Port, Thorne Bay A&P Market and on the City website at least 72 hours (three days) before every regular meeting.

The complete agenda packet is available online at www.thornebay-ak.gov/ and copies are available for review at City Hall, 120 Freeman Drive.

An agenda packet and copies of the agenda are available at the entrance door of the Council Chambers during the meeting.

ORDER OF BUSINESS

Call to Order / Pledge to the Flag

The Mayor or Presiding Officer shall call the meeting to order and state the date and time of the meeting for the record. The Mayor will instruct the councilmembers and audience to stand for the pledge to the flag.

Roll Call

The Clerk will perform a roll call and the Mayor will determine the quorum status.

Administrative/Office Report

Mayor will request the City Administrator and City Clerk provide their staff reports.

Public Comment:

This is the opportunity for the public to speak in reference to items on the agenda-if no one wants to speak in reference to items on the agenda then open to general comments. Reference "Addressing the City Council During the Meeting" for details on this policy.

Council Comment:

The Council shall respectively address the Mayor when requesting to speak per the Thorne Bay Municipal Code 2.04.200. All Council comment is between Council member and/or staff. The Council may request clarification or comment on a specific agenda item from the council or staff acting through the Mayor. THIS IS NOT TIME FOR DEBATE, DISCUSSION OR COMMENTS FROM OR WITH THE PUBLIC ON ANY ISSUE

Consent Agenda

The Consent Agenda consists of matters that are routine in nature, such as minutes, budgeted agreements and resolutions. They are approved under one blanket motion, with the exception of items that are pulled off by Councilmembers for discussion. Those items are considered separately after the Consent Agenda is approved.

New Business/Unfinished Business/Introduction Ordinances/ Special Items

(Follow procedure for actionable items for the City Council)

These are items of a significant nature requiring an oral staff report and City Council discussion. The City Council will NOT accept public comment at the time the item is considered.

Ordinance for Public Hearing:

See public hearing procedure policy

Ordinance for Introduction:

(Follow procedure for actionable items for the City Council)

Continuation of Public Comment:

(Follow procedure for Addressing the City Council During the Public Meeting)

Continuation of Council Comment:

ADJOURNMENT:

Mayor will adjourn the meeting stating the time for the record.

PUBLIC COMMENT OPPORTUNITIES:



ADDRESSING THE CITY COUNCIL DURING THE MEETING

The City Council encourages public participation in the decision-making process and appreciates when residents bring issues of community concern to their attention.

Comments are limited to no more than **3 minutes per speaker**, but that time limit may be reduced at the Mayor's discretion if there are numerous speakers on a particular item.

- ★ When the Mayor calls for Public Comment, step up to the podium and state your name and City of residence;



Speak directly into the microphone and address the Council, not the audience.



Use the clock to the right of the City Council podium as your guide to adhering to time limit;



All speakers are expected to be truthful in their comments to the best of their knowledge and ability.

PROCEDURE FOR ACTIONABLE ITEMS

Mayor Entertains Motion:

- ★ Mayor will entertain a motion to approve the item under new business.

Motion Requires First and Second

- ★ Motion requires a "FIRST" and a "SECOND".
- ★ Mayor opens the item for discussion from the City Council only.
 - **THIS IS NOT TIME FOR DEBATE WITH THE SPEAKER AND/OR THE PUBLIC**
 - COUNCIL MAY INTERACT WITH STAFF AT ANY TIME ON AGENDA ITEMS
- ★ Mayor calls for the question (Mayor calls for the Council to Vote)

PUBLIC REQUESTED AGENDA ITEMS

A person that has requested an item be placed on the agenda may speak on that item when called upon by the Mayor.

- ★ Presenter should limit presentation to 10 minutes if possible
- ★ Additional time may be granted by the Mayor and approved by the City Council, prior to the presentation, if a person will be speaking on more than one specific agenda item
- ★ Comments shall be directed to the City Council not the public
- ★ The City Council may request clarification on items presented by the speaker.

GENERAL PUBLIC COMMENT



The public is welcome to address the Council on Agenda items and any item within the jurisdiction of the City Council not listed on the agenda during the Public Comment section of the Agenda. Public Comment occurs directly before the Consent Agenda is approved and again at the end of the meeting prior to adjournment. **Any written materials submitted to the City Council are public record under the Public Records Act.**

PUBLIC HEARINGS



In general, a Public Hearing is an item of open consideration heard within a Regular Meeting, for which special notice has been given. Public Hearings are required on specific items, such as zoning changes, appeals, and proposed budget and fee changes.

After the Mayor opens the Public Hearing, the staff report is presented. The applicant and appellant (if applicable) speak following the staff report and then any concerned individual is able to offer support or present protests on the matter under consideration.

The City Council will close the Public Hearing, discuss the matter and render its decision. Occasionally, the Public Hearing may be continued to another meeting.

PROCEDURE FOR PUBLIC HEARINGS

Mayor (or Clerk) reads the Ordinance title into the record

- City Clerk and/or Administrator provides staff report
 - councilmembers may question staff through the Mayor
 - **NO** council discussion at this time
- The Mayor or Sponsor of the Ordinance may provide an overview of the Ordinance
 - **10-minute** time limit (Sponsor)
 - councilmembers may question the sponsor through the Mayor.
 - **NO** council discussion at this time
- Mayor opens the public hearing
 - **3 minutes** per person for members of the public
 - Members of the public may only speak to the public hearing item up for discussion
 - Ask members of the public to give their name, community, or whom they are representing.
 - **7 minutes** per person for representatives of a state agency, city or borough official, or a recognized representative of a community council
 - Councilmembers may question members of the public if allowed by the Mayor.
 - **NO** council discussion at this time
- Mayor invites the sponsor (if applicable) to respond to questions/statements from the public
 - **10-minute** time limit
 - councilmembers may question the sponsor on the ordinance
 - **NO** council discussion at this time
 - **NO** discussion between the applicant and the public.
- Mayor closes the public hearing
- Mayor asks the council for a motion to approve the Ordinance
 - discussion moves to the council
 - 4 affirmative votes are necessary for approval of the proposed action



Planning Commission Public Hearing - Quasi-Judicial Checklist

Resolution Number:

A resolution of the City Council sitting as the Planning and Zoning Commission, approving (description of resolution here)

Chair (or Clerk) reads the resolution title into the record

- Chair reads the "Conflict of Interest; Ex Parte" questions into the record**
- City Clerk and/or Administrator provides staff report**
 - commissioners may question staff through the chair
 - ***NO commission discussion at this time***
- The applicant and/or representative may provide an overview of the application**
 - ***10-minute time limit (Applicant and/or Representative overview of application)***
 - *commissioners may question the applicant/representative through the chair.*
 - ***NO commission discussion at this time***
- Chair opens the public hearing**
 - ***3 minutes per person for members of the public***
 - ***Members of the public may only speak to the public hearing item up for discussion***
 - ***Ask members of the public to give their name, community, or whom they are representing.***
 - ***7 minutes per person for representatives of a state agency, city or borough official, or a recognized representative of a community council***
 - *Commissioners may question members of the public if allowed by the chair.*
 - ***NO commission discussion at this time***
- Chair invites the applicant to respond to questions/statements from the public**
 - ***10-minute time limit***
 - *commissioners may question the applicant or their representatives*
 - ***no commission discussion at this time***
 - ***NO discussion between the applicant and the public.***

Planning Commission
Public Hearing - Quasi-Judicial
Checklist – Continued

- Chair closes the Public Hearing part of the meeting.**
- Chair asks the commission for a motion to approve the resolution**
 - *discussion moves to the commission*
 - ***4 affirmative votes are necessary for approval of the proposed action***



If you have any questions relating to this policy please contact your City Clerk at (907) 828-3380, or email cityclerk@thornebay-ak.gov



Note:

Public Comments or testimony's are not included in the official minutes.

If the public wants their comments to be a part of the record on file, they must complete a **Public Comment Card** and provide it to the City Clerk prior to the close of the meeting.

Reference "**City of Thorne Bay - Minutes Procedure**" to understand how your comments will be made a part of the official record.

Any Citizen aggrieved by the decision of the Planning Commission may file an appeal as set forth in the Thorne Bay Municipal Code Title 17-Zoning, Section 17.04.060 Appeals.

TYPES OF COUNCIL ACTION

Motion

- ★ A motion indicates Council approval for a procedural action. Generally, a motion is made by one Councilmember and seconded by another, and then the Council votes on the action. Votes are taken by roll call.

Proclamations

- ★ A proclamation is an item of the Council's support on various state and local activities or recognition of individuals or organizations for their work. Proclamations are usually presented during the Announcements and Introductions portion of the Agenda.

Resolutions

- ★ A resolution constitutes an official written action or decision of the Council and becomes effective upon adoption.

Ordinances

- ★ Ordinances are the laws of the City and are the most binding form of action taken by the City Council. An ordinance (except Emergency Ordinance) is introduced at one meeting and adopted at a second meeting. Generally, the ordinance becomes effective immediately upon adoption, unless specified otherwise within the ordinance.

GUIDELINES FOR MEETING MINUTES



The key skill that a minute-taker needs is the ability to record the message, not the words. "Minutes are not a record of what was said. They are a record of what was discussed".

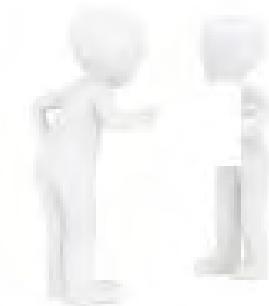
Gutmann (Taking Minutes of a Meeting)

(Robert's Rules of Order Newly Revised, 11th edition, (RONR)).

Thorne Bay records "summary minutes" of actions taken at a council meeting. Minutes are not typed verbatim, however if the public wishes to have their comments included in the permanent record, they shall provide the City Clerk with a copy of their speaker card completed with their comments.

Speaker cards are **NOT** included in the official minutes, but are included into a separate meeting file which contains supplemental information pertaining to items on the agenda. Minutes of the Thorne Bay City Council Meetings should include, but are not limited to:

- Title of the board/commission/committee
- Date & Time Meeting Began
- Time of adjournment
- Where the meeting took place
- A list of those members in attendance and whether an absent member is excused or unexcused
- Motions that were made in the meeting *and*
 - The disposition (whether it passed or failed)
 - Amendments to the motion
- If public comment was made
- If the version is "draft" or "final"
- Name and title of whom wrote the minutes
- Appropriate Signatures e.g. chair, clerk or secretary
- A header or footer *with*
 - Title of the board/commission/committee
 - Date of the meeting
 - Page number (best to use the format for page number like this:
page ____ of ____)



DRAFT

DRAFT MINUTES

Minutes prepared by the clerk are not final until approved by the City Council. If distributed, they should be clearly marked as "draft". Draft minutes can be amended by the majority of the group at a public meeting.



FINAL MINUTES

Final minutes are minutes that have been approved by the majority of the group and thus becomes the official record of the meeting. Once they are approved by the body, a clean copy should be prepared that omits the word "draft" and includes, if applicable, the appropriate signature(s).

If minutes are prepared for a board, commission or committee other than that of the City Council, the secretary or clerk for that board, commission or committee should email the final minutes to the City Clerk. The City Clerk will then retain a permanent copy, post them on the City's website and emails a copy to the City Council.

Minutes should be taken during a regular meeting or special meeting, however minutes should **NOT** be taken when in:

- Executive session
- Work session *and/or*
- Special committee

AUDIO RECORDS & MEETING MINUTES POSTING

Audio Recording of Meetings



1. INTRODUCTION

1.1 Purpose

The purpose of this policy is to outline the arrangements for audio recordings of Regular and Special Council meetings.

1.2 Scope

This policy applies to regular and special Council meetings of the Thorne Bay City Council, open to the public.

2. POLICY OBJECTIVES

- ★ To specify the arrangements for audio-recordings of all regular and special Council meetings and;
- ★ To specify the arrangements for providing access to audio recordings.

3. BACKGROUND

- ★ Minutes of City Council regular and special committee meetings are required to be kept. Minutes are the official record of the actions taken at a regular or special meeting. Minutes should be available for approval at the next available regular meeting of the City Council.
- ★ Whilst there is no obligation to do so, the City Clerk will make all efforts to post the audio recording (if available) of all regular and special meetings to the City Website within 3 business days following the regular or special City Council meeting.
- ★ Audio recording will be available for a minimum of 2-weeks.
- ★ The published minutes of Council regular and special meetings will remain the official record of proceedings and decisions.

4. GOVERNANCE

- ★ The City Clerk's Office and the City Council are responsible for monitoring the currency and viability of this policy and updating it when required.
- ★ The City Clerk's office will review the policy for any necessary amendments not later than four months after its formulation and will continue review of the policy annually on or about July of each year.

Additional Resources.

Publications:

- Perkins Coie, [Alaska's Open Meetings Law](#), by Gordon Tans, October 2002, 3rd Edition
- [A Primer for City Council Members](#)
- [The Mayor's Handbook: A Primer for Small City Mayors](#)
- Ann McFarlane, Jurassic Parliament: Mastering Meetings Using Robert's Rules
- [AS 40.25.110. Public Records Open to Inspection and Copying; Fees.](#)
- <http://www.touchngo.com/lglctr/akstats/statutes/title40/chapter25/section110.htm>



CITY OF THORNE BAY
P.O. BOX 19110
THORNE BAY, ALASKA 99919
Phone: (907) 828-3380
Fax: (907) 828-3374
Email: _____@thornebay-ak.gov

DATE

NAME, TITLE
ADDRESS

Dear TITLE & NAME:

I am writing to inform you of an upcoming city council meeting taking place on DATE, TIME, PLACE. The agenda for this meeting includes the following item: QUOTE AGENDA ITEM. Discussion of this item may fall under Alaska Statute 44.62.310(c)(1)(b), a subject which may be discussed in executive session as a subject which tends to prejudice the reputation or character of any person. This means that the city council may motion to go into an executive session and exclude the public during a portion of the meeting.

In such an instance, the person may request the discussion take place in public. As the person in question in this instance, please inform me before the beginning of the meeting if you would like the discussion to take place in public. If I do not receive any response from you, I will assume your preference is for the discussion to take place in executive session, excluding the public.

IF YOU WISH TO INVITE THE INDIVIDUAL INTO THE EXECUTIVE SESSION, INCLUDE: We would like to invite you to attend the executive session portion of the meeting, regardless. If you would like to attend this portion of the meeting, please be present for the full meeting.

If you have any questions or would like more information about your rights with regard to this matter please do not hesitate to contact me at the contact information provided below.

Sincerely,

NAME
TITLE
City of Thorne Bay

EXECUTIVE SESSION

Thorne Bay Municipal Code 2.04.160 Executive sessions.

A. The following subjects may be considered in an executive session:

1. Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the city;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters that by law, municipal charter, or ordinance are required to be confidential;
4. Matters involving consideration of city records that by law are not subject to public disclosure.

1. The following shall be discussed in executive session when the best interests of the city so require:

1. Negotiations with labor organizations representing city employees;
2. Discussions of pending or threatened lawsuits in which the city has an interest.

2. If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters listed in subsections A and B of this section shall be determined by majority vote of the municipal body. **The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private.** Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. **Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.**
3. Persons who are to be the subject of discussions set forth in subsection (A)(2) of this section shall be given a minimum of five days' written notice of the circumstance that they will be the subject of such a discussion, the time and place of the meeting and an advisement that they have the right to request that the discussion occur in public.(Ord. 99-20 § 6(part), 1999: Ord. 86-06-24-01 § 5, 1986)



CITY OF THORNE BAY

ORDINANCE _____ - _____ - _____ - _____
Year Month Day # Seq

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA,

AMENDING TITLE _____,

CHAPTER _____,

ADDING SECTION _____, (or) AMENDING
SECTION _____, TITLED AND

NUMBERED AS PROVIDED HEREIN

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. **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 3. **Amendment.** The Title and Chapter of TBMC, Title _____, Chapter _____, in the Thorne Bay City Code is hereby amended by *adding* or *amending* section titled as: _____, and to be numbered as, _____, which said section reads as follows:

“

Section 4. **Effective Date.** This ordinance shall become effective upon adoption.

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM ON: _____, 2025
WITH A VOTE OF _____ YEAS AND _____ NAYS.

ATTEST:

_____ _____

_ City Clerk _____ Mayor

[Sponsor: _____]
[Introduction Hearing: _____, 2025]
[Public Hearing: _____, 2025]

ADDITIONS ARE IN BLUE AND CAPITALIZED

~~Deletions are red and stricken~~



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

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, - AMENDING TITLE 10-VEHICLES AND TRAFFIC, CHAPTER 10.20-PARKING, STANDING AND STOPPING, AMENDING SECTION 10.20.010-RESTRICTIONS & EXCEPTIONS - AUTHORITY ADDING SUBSECTION (i), AND, ADDING SECTION 10.20.045-WINTER PARKING RESTRICTIONS

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. 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 3. Amendment of Section. The title and chapters of Title 10-Vehicles & Traffic, Chapter 10.20-Parking, Standing & Stopping, Section 10.20.020-Parking Prohibited, subsection (f)-No Parking on public roadway between November 1st and April 1st each year; is hereby amended and added to the Thorne Bay Municipal Code.

That section of the Thorne Bay Municipal Code is hereby amended and shall read as follows:

ADDING SUBSECTION (I)

10.20.010 RESTRICTIONS AND EXCEPTIONS - AUTHORITY.

- I. TO PROHIBIT PARKING BETWEEN NOVEMBER 1ST AND APRIL 1ST EACH YEAR, UPON EITHER OR BOTH SIDES OF ANY STREET OR HIGHWAY WHEN SUCH PARKING HAS BEEN DETERMINED TO INTERFERE WITH TRAFFIC, SNOW REMOVAL OR CREATE A HAZARDOUS SITUATION BASED ON THE STANDARDS SET FORTH UNDER TITLE 10.20.010, C. NO PERSON SHALL PARK A VEHICLE IN VIOLATION OF SUCH SIGNS.

REMOVING SUBSECTION (A)

~~B. To prohibit parking or standing on the left hand side of any one way street. No person shall park or stand a vehicle in violation of such signs;~~

Section 4. Effective Date. This ordinance shall become effective upon adoption.
PASSED AND APPROVED

_ Mayor

ATTEST:

_ Caitlyn Sawyer, City Clerk

[Introduction: January 19, 2025]
[Public Hearing: February 2, 2025]

ADDITIONS ARE IN BOLD AND BLUE INK**AMENDING THE THORNE BAY MUNICIPAL CODE****TITLE 10 VEHICLES AND TRAFFIC****CHAPTER 10.20-PARKING STANDING & STOPPING****SECTION 10.20.010 – RESTRICTIONS AND EXCEPTIONS – AUTHORITY****REMOVING SUBSECTION (B)****ADDING SUBSECTION (I)**

That section of the Thorne Bay Municipal Code is hereby amended and shall read as follows:

10.20.010 RESTRICTIONS AND EXCEPTIONS - AUTHORITY.

The mayor or his/her designee is authorized to determine when and where parking, standing or stopping restrictions or exceptions enumerated in this section are required, or will contribute to the safe and orderly flow of traffic, or will contribute to the efficient use of public streets or public places or property; and to implement such restrictions or exceptions by causing signs to be erected:

- A. To authorize parking on the left-hand side of certain one-way streets where such parking would otherwise be prohibited;
- ~~B. To prohibit parking or standing on the left-hand side of any one-way street. No person shall park or stand a vehicle in violation of such signs;~~**
- C. To prohibit parking upon any street or highway when the width of the roadway does not exceed twenty-four feet, or upon one side of a street or highway as indicated by such signs when the width of the roadway does not exceed thirty-six feet. No person shall park a vehicle in violation of such signs
- D. To prohibit parking upon either or both sides of any street or highway adjacent to any school property when such parking would in his opinion, interfere with traffic or create a hazardous situation. No person shall park a vehicle in violation of such signs;
- E. Limiting the length of time, a vehicle may occupy a parking space. No person shall park a vehicle in violation of such signs;
- F. To prohibit parking, standing, or stopping of vehicles during certain hours of the day or night. No person may park, stand or stop a vehicle in violation of such signs;
- G. To prohibit the parking of any of certain large vehicles such as trailers, travel homes, trucks, etc., on designated streets within the central business district between the hours of six a.m. and eight p.m. No person may park any such vehicle in violation of such signs;
- H. To prohibit parking, standing or stopping where such would create an especially hazardous condition or would cause an unusual delay in traffic. No person may stop, stand or park a vehicle in violation of such signs.
- I. TO PROHIBIT PARKING BETWEEN NOVEMBER 1ST AND APRIL 1ST EACH YEAR, UPON EITHER OR BOTH SIDES OF ANY STREET OR HIGHWAY WHEN SUCH PARKING HAS BEEN DETERMINED TO INTERFERE WITH TRAFFIC, SNOW REMOVAL OR CREATE A HAZARDOUS SITUATION BASED ON THE STANDARDS SET FORTH UNDER TITLE 10.20.010, C. NO PERSON SHALL PARK A VEHICLE IN VIOLATION OF SUCH SIGNS;**



CITY COUNCIL MEETING COMMENTS CARD

CITIZEN COMMENT SIGN UP SHEET

Regular Meeting Date: _____

"Please PRINT all information."

Name: _____

Telephone: _____

Address: _____

E-mail address: _____

Comment on Agenda Item # _____ Comment on Other Topic: _____

Check one: written or oral comments

Comments are limited to no more than 3 minutes per speaker, but that time limit may be reduced at the Mayor's discretion if there are numerous speakers on a particular item.

CITIZENS WHO WISH TO SUBMIT WRITTEN COMMENTS SHOULD COMPLETE THE WRITTEN COMMENTS PORTION AND DELIVER TO THE CITY CLERK FOR THE RECORD:

CITIZENS WHO WISH TO MAKE ORAL COMMENTS:

1. MUST SIGN UP TO SPEAK PRIOR TO THE MEETING (Call, mail or email the City Clerk not later than 4pm on the day of the meeting @ (907) 828-3380; cityclerk@thornebay-ak.gov)
2. WILL HAVE ONE OPPORTUNITY TO SPEAK; AND
3. MUST OBSERVE THE 3-MINUTE TIME LIMIT.

(Inquiries from speakers about matters not listed on the agenda will not be answered during the meeting. The Mayor will note inquiries and direct the Staff to follow up with the answer or to have the subject matter placed on a future agenda for Council consideration.)

SUBMIT COMMENTS



Agenda Item Summary

Agenda Item No. _____

Meeting Date _____

Item General Info:

Date of Request

Reviewed for Submittal
by Mayor

Initial: _____

TITLE:

[brief description of request]

Submitted By: _____

Contact Name: _____

Phone No.: _____

Related Codes: _____

REQUESTED ACTION:

[what are you asking the Council to do?]

SUMMARY OF ISSUE:

[Provide any information that would assist the Council in its decision-making process. You may attach additional pages of information to this form.]

CONTINUED SUMMARY - ADDITIONAL PAGES