

AGENDA

FOR THE REGULAR MEETING
OF THE CITY COUNCIL FOR THE
CITY OF THORNE BAY, ALASKA
TUESDAY, MARCH 3, 2026

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=m99f71eee7f975b71d7ee0f9f7c5e44a1>

Meeting number: **182 323 7632** Password MghMxgJy424 (64469459 when dialing from a video system) (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 Clerk:
- 7) **PUBLIC COMMENTS:**
- 8) **COUNCIL COMMENTS:**
- 9) **CONSENT AGENDA:**
 - a) **Minutes** of the February 3, 2026, Regular City Council Meeting, action item:
 - b) **Minutes** of the February 23, 2026, Special City Council Meeting, action item:
- 10) **UNFINISHED BUSINESS:**
 - a) **Discussion item:** Flat rate for Seniors and previous Rates Resolution;
 - b) **Discussion and possible action item:** City Administrator Job Announcement;
- 11) **NEW BUSINESS:**
 - a) **Resolution 26-03-03-01:** Approving the MOA with OVK, discussion and action item;
 - b) **Resolution 26-03-03-02:** Authorizing a Special Election for the purpose of filling the vacancy of the mayor seat, discussion and action item;
- 12) **ORDINANCE FOR PUBLIC HEARING:**
 - a) **Ordinance 26-03-03-01:** Ordinance to change TBMC 2.04.180 (L) Meetings – Order of Business, Public Hearing and Public Participation on agenda items, Discussion and action item,
 - b) **Ordinance 26-03-03-02:** Ordinance to amend TBMC 3.12.040-3.12.170, Purchasing Sections, discussion and action item;
- 13) **CONTINUATION OF PUBLIC COMMENT:**
- 14) **CONTINUATION OF COUNCIL COMMENT:**
- 15) **ADJOURNMENT:**

POSTED: February 27, 2026

MINUTES

FOR THE REGULAR MEETING
OF THE CITY COUNCIL FOR THE
CITY OF THORNE BAY, ALASKA
TUESDAY, FEBRUARY 3, 2026

TIME: 6 : 30 p.m.

THERE WAS A WORKSHOP BEGINNING AT 6:00PM

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, Cunningham, Nyquest, Anderson, Kaer

Those absent were: Killian

4) **APPROVAL OF AGENDA:**

Mayor moved to approve the Agenda, Seconded, discussion:

MOTION: Move to approve Agenda.

F/S: Nyquest/Kaer

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

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

6) **ADMINISTRATIVE REPORTS:**

a) **City Administrator:** provided in agenda packet

Huestis commented that Senator Murkowski notified that the Southside Firehall funding was passed in the congressionally directed spending. Recommend a committee be assembled.

Ready for construction. **POI Lovell:** can the intended position be changed? Huestis responded with information on ground details necessary for implementing sewer.

7) **PUBLIC COMMENTS:**

a) **Trina Pesterfield** commented that Council needs to correct error at last meeting striking the ordinance for recall, process should continue.

b) **Rhonda Houck** commented on the Salmon Derby. Suggested someone come in and talk about the manpower, time, and concerns with fisheries. Expectations are not achievable or reachable anymore. Gaming license should focus on school and community not the gaming derby.

8) **COUNCIL COMMENTS:**

a) **Pesterfield** expressed appreciation for the firehall and cemetery progress report. Suggested forming committees for future firehall and cemetery. Thank the Administrator for legwork on permitting process already.

b) **Anderson** commented that Chamber of Commerce is overwhelmed with permitting gaming activities and City should get their own.

c) **Cunningham** commented that the firehall needs to be re-evaluated and put out for bid again and suggested a committee be formed to evaluate cemetery cost effectiveness.

d) **Lovell** commented that a community member is requesting a letter from the Clerk's office to

receive a gaming permit. Discussion continued with the permit process, Chamber of Commerce role, and duties and requirements of fishing derby. Community member Rob Houck suggested

9) **CONSENT AGENDA:**

a) **Minutes** of January 20, 2026, Regular City Council Meeting, action item:

Mayor moved to approve the Consent agenda consisting of the Minutes of January 20, 2026 Regular City Council Meeting, Seconded

MOTION: Move to approve Consent agenda consisting of the Minutes of January 20, 2026 Regular City Council Meeting.

F/S: Nyquest/ Lovell

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

10) **UNFINISHED BUSINESS:**

a) **Discussion item:** Jim Seeley Lease;

- **Huestis** clarified that the shaded areas were only potential areas of concern for Mr. Seeley, contract is the one proposed by the attorney.

- **Anderson** commented areas shaded are workable

b) **Discussion item:** Flat rate for Seniors;

- **Cunningham** briefed the Council on senior rates as they used to be. 3 35-gal garbage cans were a flat rate, suggested \$7 rate for 2 cans of household garbage once per week. Also identified differences between in town pick up and Southside drop off is different. Suggested the garbage fees should be the same across the city. Proposed rate changes for seniors as well as rate change for Southside

- **Lovell** suggested \$10 senior rate dump tickets, Resolution for change of both rates. Huestis commented that there is no scale for peoples garbage in town, could weigh more than that brought in to the dump. Shilts commented that he brought this up a long time ago, was shot down. Agreed that there no weighing in town garbage pick up and it should the same rate. Lisa Roseland Public Comment: solid waste is \$6 minimum rate for 50lbs, payment is .12/lb. once per week for a year fee is \$312. In town, payment is for 2 cans is \$45.10, \$521.20. If Council wants to look at rates, all senior utility rates should be considered north and southside. Rob Houck commented \$6.36/50lbs is right.

Pesterfield moved to approve \$10 senior dump tickets, Seconded,

MOTION: Move to approve \$10 senior dump tickets.

F/S: Pesterfield/ Lovell

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

Cunningham moved to bring discussion item to the next meeting, Seconded,

Lovell requested comprehensive rates and timeline for potential Resolution

David Shilts commented that the people in town could pay for 1 can instead of 2. Possibility of addressing issue of paying for 2 cans when using 1.

MOTION: Move to bring discussion on flat rate for seniors garbage cans and to make Northside and Southside rates the same to the next meeting with rates Resolution.

F/S: Cunningham/ Pesterfield

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

- **POI Pesterfield:** when motion is on the floor, vote should happen, discussion can continue after.
- c) **Discussion item:** Amendment to Resolution 23-02-21-02 approving MOA with OVK;
 - **Pesterfield commented** this discussion is to amend the Resolution only to require Council to review subsequent documents in relation to the MOA.

Anderson moved to direct the Clerk to bring a Revised Resolution to the next meeting with Council amendments, Seconded;

MOTION: Move to direct the Clerk to bring a Revised Resolution to the next meeting with Council amendments.

F/S: Anderson/ Cunningham

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

- d) **Discussion item;** City Administrator's in-kind contribution to OVK
 - **Anderson** questioned what the bill from OVK will be in the future?
 - **Huestis** commented there are no past due bills, OVK will still treat MOA as community driven service to take care of both communities.
 - **Kaer** questioned what roads are on the OVK inventory? **Huestis** commented he would make it available to Council. **Kaer** requested how many times road was maintained for future budget. **Huestis** offered documents to Council and would work together with future.
 - **Lovell** commented Council and public needs to see budget of monthly expenses to see what the expenses are so future bids can be compared with past costs.
 - **Huestis** quoted \$10,000 for road maintenance over 3 days
 - **Lovell** requested a report of those numbers from OVK as well as a breakdown of all work performed for the city roads by OVK.

11) NEW BUSINESS:

- a) **Resolution 26-02-03-01:** Approved the purchase of CivicPlus for a term of 15month, discussion and action item;

Mayor motioned to approve Resolution 26-02-03-01, approving the purchase of CivicPlus for a term of 15 months, Seconded, discussion as follows:

Clerk briefed Council on Agreement terms, start dates, billing dates, and items included in the CivicPlus agreement. Gave an overview of possible add on later for Municode, separate subscription costs, could decided later if it is needed.

MOTION: Move to approve Resolution 26-02-03-01: Approved the purchase of CivicPlus for a term of 15months

F/S: Nyquest/ Lovell

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

b) **Resolution 26-02-03-02:** Accepting the Resignation of Mayor, Shane Nyquest, discussion and action item;

i. **Anderson** commented Council needs to fix recall deferral from last meeting as Mayor was being recalled and requested it be addressed. Clerk asked for clarification on what that it would look like to fix it? Lovell commented that bringing the Ordinance back wouldn't fix the issue. A statement in the meeting minutes addressing the unanimous failure of process by a motion to strike an ordinance based off of the verbal intent to resign from the Mayor, before the written resignation was given, happened and will not happen again.

ii. **Kaer** commented in agreement with council members and clarified that the recall was will of the community not the council.

MOTION: Move to approve Resolution 26-02-03-02: Accepting the Resignation of Mayor, Shane Nyquest

F/S: Nyquest/ Lovell

YEAS: Kaer, Pesterfield, Lovell, Cunningham, Anderson

RECUSED: Nyquest

NAYS:

ABSENT: Killian

STATUS: Motion Passed

c) **Resolution 26-02-03-03:** Accepting the Resignation of City Administrator, John Huestis, discussion and action item;

Mayor moved to approve Resolution 26-0203-03, accepting the Resignation of City Administrator John Huestis, Seconded, discussion as follows:

Lovell started off discussion addressing concerns of date stated to post for hire. Suggested that Council may hire an administrator. Pesterfield read TBMC cited in the Resolution. Discussion continued with the ideal posting dates.

Lovell questioned if the Mayor becomes the Executive Officer or if someone else needs to be put into the position of Administrator. Anderson suggested that conversation is not germane to the resignation of Administrator.

Pesterfield moved to amend Resolution 26-02-03-03 Section 2: Notice of position vacancy will be posted no later than February 22nd., Seconded, Discussion continues.

Nyquest suggested since this whereas clause is for posting not filling the vacancy. Cunningham agreed with advertising open position. Conversation continued with posting dates. Lovell commented that Council may choose to move forward with a different direction with the city Administrator and Council may wish to adjust duties and responsibilities and suggested an amendment to the amendment to state no sooner than February 22nd to give Council the opportunity to discuss the future of the City.

Lovell motioned to amend the amendment of Resolution to state Section 2: Notice of position vacancy will be posted no sooner than February 22nd, Seconded, discussion followed

MOTION: Move to a to amend previous amendment of Resolution 26-02-03-03 Section 2: to state, "Notice of position vacancy will be posted no sooner than February 22nd."

F/S: Lovell/ Pesterfield

YEAS: Kaer, Pesterfield, Lovell, Anderson,

NAYS: Cunningham, Nyquest

ABSENT: Killian

STATUS: Motion Passed

MOTION: Move to approve amended Resolution 26-02-03-03, Accepting the Resignation of City Administrator, John Huestis

F/S: Nyquest/ Cunningham

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

d) **Resolution 26-02-03-04:** Amending the City Council Boards and Commissions Meeting Procedures Policy, discussion and action item;

Mayor moved to approve Resolution 26-02-03-04, Amending the City Council Boards and Commissions Meeting Procedures Policy, Seconded, discussion follows:

Pesterfield commented the intent of resolution is to allow public comment during action items other than appeals. Lovell suggested removal of the limiting of public comment during the first public comment period. Cunningham suggested public should be allowed to only speak about the item being discussed and the resolution doesn't say that specifically.

Mayor moved to suspend rules to allow public comment, Lovell

MOTION: Move to suspend the rules to allow public comment on agenda items;

F/S: Nyquest/ Lovell

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

David Shilts Public comment: Mayor has the opportunity to limit time and keep comments germane, public should be allowed to comment and Chair's job to keep meetings under control.

Lucy Aragon suggested line 2 state "allow public comments on each agenda item after it has been discussed by Council."

Lovell motioned to amend Resolution 26-02-03-04 line 1 for public comment to state as line 3 does for first public comment, line 2 to allow public comment on each specific agenda item after Council discussion, Seconded, no further discussion on amendment;

MOTION: Move to approve amendments to lines 1-3 on Resolution,

F/S: Lovell/Pesterfield

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

MOTION: Move to approve amended Resolution 26-02-03-04,

F/S: Lovell/Pesterfield

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

e) **Resolution 26-02-03-05:** Appointing a Mayor Pro Tempore, discussion and action item;
Mayor moved to approve Resolution 26-02-03-05, Seconded, discussion as follows:

Lovell volunteered for Mayor ProTem

MOTION: Tony Lovell

YEAS: Pesterfield, Lovell, Cunningham

NAYS: Nyquest, Anderson, Kaer

ABSENT: Killian

STATUS: Motion Failed

Pesterfield volunteered for Mayor ProTem

MOTION:

YEAS: Kaer, , Lovell, , Nyquest, Anderson

NAYS: Pesterfield, Cunningham

ABSENT: Killian

STATUS: Motion Passed

MOTION: Move to approve Resolution 26-02-03-05, Appointing Timber Pesterfield as Mayor Pro Tempore,

F/S: Nyquest/Pesterfield

YEAS: Kaer, Lovell, Cunningham, Nyquest, Anderson

NAYS: Pesterfield

ABSENT: Killian

STATUS: Motion Passed

12) **ORDINANCE FOR INTRODUCTION:**

- a) **Ordinance 26-02-17-01:** Ordinance to change TBMC 2.04.180 (L) Meetings – Order of Business, Public Hearing and Public Participation on agenda items, Discussion and action item,

Mayor moved to approve Ordinance 26-02-17-01 Ordinance to change TBMC 2.04.180 (L) Meetings – Order of Business, Public Hearing and Public Participation on agenda items, Seconded, Discussion as follows:

- Pesterfield opened the discussion with information and purpose for the Ordinance change. Remove the last sentence that refers to “additional rules.” Removed redundancy.

Lovell motioned to amend the Ordinance to strike “mayor” and add “Chair”, Seconded,

F/S: Lovell/Nyquest

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

No further discussion

MOTION: Move to approve Amended Ordinance 26-02-17-01, Ordinance to change TBMC 2.04.180 (L) Meetings – Order of Business, Public Hearing and Public Participation on agenda items

F/S: Nyquest/ Lovell

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

- b) **Ordinance 26-02-17-02:** Ordinance to amend TBMC 3.12.040-3.12.170, Purchasing Sections, discussion and action item;

Mayor moved to approve Ordinance 26-02-17-02, Ordinance to amend TBMC 3.12.040-3.12.170, Purchasing Sections, Seconded, discussion as follows:

Anderson opened the discussion with clarification of why he suggested changing back to previous amounts.

Nyquest commented that costs have gone up and lowering so much will cause a lot of items to be before the Council that aren't necessary.

Kaer commented that Council should have more accountability for spending.

Cunningham questioned the amounts spending? Clarified by Anderson and Nyquest. Nyquest suggested amending 3.12.080(A) to \$5000, 3.12.130 revert back \$10,000, change 3.12.040(B) to state \$5000.

David Shilts commented that there could be a clause for emergency situations that would allow for approval before Council approval. **Anderson** pointed out Emergency spending.

Mayor moved to amend Ordinance 26-02-17-02 changing sections 3.12.040(B), 3.12.080(A), 3.12.130 as discussed, Seconded,

F/S: Nyquest/ Anderson

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

MOTION: Move to approve amended Ordinance 26-02-17-02, Ordinance to amend TBMC 3.12.040-3.12.170, Purchasing Sections

F/S: Nyquest/ Lovell

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

13) CONTINUATION OF PUBLIC COMMENT: None

14) CONTINUATION OF COUNCIL COMMENT:

- a) **Lovell** thanked the Administrator for the meeting.
- b) **Nyquest** thanked the Administrator appreciate services. Thanks to the Council and their work at the meeting.
- c) **Pesterfield** thanked the mayor for his service. Thanked administrator for his dedication and professionalism as Administrator. Recognized the benefit of the OVK DOT position. Requested completion of as many open projects as possible before end date. Stated he will not be present in Thorne Bay for a few weeks, Vice Mayor will be there.

Anderson moved to cancel second meeting, Nyquest seconded,

F/S: Anderson/Nyquest

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

NAYS:

ABSENT: Killian

STATUS: Motion Passed

15) ADJOURNMENT: Mayor adjourned at 9:23pm

Timber Pesterfield, Mayor Pro Tempore

ATTEST:

Caitlyn Sawyer, City Clerk/Treasurer

MINUTES

FOR THE *SPECIAL* MEETING
OF THE CITY COUNCIL FOR
THE CITY OF THORNE BAY, ALASKA
MONDAY FEBRUARY 23, 2026

TIME: 4:00 PM

1) **CALL TO ORDER:**

Vice Mayor called the meeting to order at 4:06 pm

2) **PLEDGE TO FLAG:**

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

3) **ROLL CALL:**

Those present were: Pesterfield, Lovell, Cunningham, Nyquest

Those absent were: Kaer, Killian, Anderson

4) **APPROVAL OF AGENDA:**

Vice Mayor moved to approve the Agenda, **Seconded**, no discussion:

MOTION: Move to approve Agenda.

F/S: Lovell/ Cunningham

YEAS: Pesterfield, Lovell, Cunningham, Nyquest

NAYS:

ABSENT: Anderson, Killian, Kaer

STATUS: Motion Passed

5) **PUBLIC COMMENTS: None**

6) **COUNCIL COMMENTS:**

a) **Pesterfield** commented on invitation to former Administrator who is unable to make it, but he would call in to a future meeting to give Council a report on unfinished projects. Commented Huestis will still be OVK DOT Director.

b) **Cunningham** welcomed Clerk home from vacation.

7) **NEW BUSINESS:**

a. **RESOLUTION 26-02-23-01:** A Resolution of the City Council of the City of Thorne Bay authorizing the City Clerk to open new Checking Accounts with Tongass Federal Credit Union, discussion and action item;

Vice Mayor moved to approve Resolution 26-02-23-01 Authorizing the City Clerk to open a new account, **Seconded**; Discussion:

Gracia: City of Thorne Bay accounts have been compromised due to check fraud.

Understands administrative difficulties, need to keep accounts safe. Went over memo and Tongass' role to date. Cunningham questioned if the check copy was electronic? Clerk clarified where electronic breach was suspected and investigation information.

Discussion on opening account process continued.

Pesterfield moved to amend Section 1 on Resolution to state "this one specific time" ,

Seconded Nyquest, discussion as follows:

Clerk restated motion and read Secion 1 for Council.

MOTION: Move to amend Resolution 26-02-23-01 to add “this one specific time” to the end of Section 1.

F/S: Pesterfield/ Nyquest
YEAS: Pesterfield, Lovell, Cunningham, Nyquest
NAYS:
ABSENT: Anderson, Killian, Kaer
STATUS: Motion Passed

MOTION: Move to approve amended Resolution 26-02-23-01.

F/S: Lovell/ Cunningham
YEAS: Pesterfield, Lovell, Cunningham, Nyquest
NAYS:
ABSENT: Anderson, Killian, Kaer
STATUS: Motion Passed

- b. **Discussion on City Administrator Job Posting**, discussion and possible action item;

Discussion on announcement proceeded. Council discussed wages and requested \$80,000 DOE on all announcements, requested the requirement of a bachelor’s degree be changed to preferred, and management experience be desired instead of required. Pesterfield commented that the article contained grammatical errors that could be easily remedied and suggested bringing it back to Council with amendments and for consideration with absent Councilmembers.

Pesterfield moved to add this discussion/action item to the next regular meeting on March 3rd, 2026, Nyquest seconded, no discussion followed.

MOTION: Move to add this discussion/action item to the next regular meeting on March 3rd, 2026, Nyquest seconded

F/S: Pesterfield/Nyquest
YEAS: Pesterfield, Lovell, Cunningham, Nyquest
NAYS:
ABSENT: Anderson, Killian, Kaer
STATUS: Motion Passed

Discussion on amendments to Administrator posting continued. Nyquest suggested flying the job as soon as possible as finding candidates may take time.

- 8) **ADJOURNMENT: Vice Mayor adjourned the meeting at 5:26pm**

Timber Pesterfield, Mayor Pro Tempore

ATTEST:

Caitlyn Sawyer, City Clerk/Treasurer



Introduction: February 3, 2026
Public Hearing: March 03, 2026
Sponsor: Timber Pesterfield
Vote: ___ Yeas, ___ Nays, ___ Absent

CITY OF THORNE BAY
ORDINANCE 26-03-03-01

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, AMENDING TITLE
2-ADMINISTRATION & PERSONNEL, CHAPTER 2.04-CITY COUNCIL, SECTION 2.04.180 (L)
MEETINGS – ORDER OF BUSINESS

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. To Amend TBMC 2.04.180 Meetings – Order of Business, (L) Public Hearing and Public Participation on agenda items, removing 3rd sentence;

TBMC 02.04.180 (L)

Public hearing and public participation on agenda items.

Public hearings are required on certain agenda items, including ordinances. An opportunity for public participation will be allowed on all other agenda items other than appeals. Persons wishing to be heard will be recognized by the mayor to speak following any administrative or committee discussion on the item. Additional rules on the conduct of public hearings and public participation on agenda items are set out in the policies and procedures of city council meetings manual, found on the city website or obtain a copy by request to the city clerk.

Section 3. 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 4. Amendment of Section. The title and chapter of Title 2-Administration and Personnel, Chapter 2.04-City Council, Section 2.04.180(L)-Meetings – Order of Business, is hereby amended and added to the Thorne Bay City Code and shall read as shown on page 2 of this ordinance.

Section 5. Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED March 03, 2026

ATTEST:

Timber Pesterfield, Mayor Pro-Tempore

Caitlyn Sawyer, City Clerk/Treasurer

Ordinance 26-03-03-01

Additions are BLUE

~~Deletions are RED and Stricken~~

THORNE BAY MUNICIPAL CODE
TITLE 2 – ADMINISTRATION AND PERSONNEL
CHAPTER 2.04 - CITY COUNCIL

2.04.180 MEETINGS-ORDER OF BUSINESS

(L) Public hearing and public participation on agenda items.

Public hearings are required on certain agenda items, including ordinances. An opportunity for public participation will be allowed on all other agenda items other than appeals. Persons wishing to be heard will be recognized by the ~~mayor~~ CHAIR to speak following any administrative or committee discussion on the item. ~~Additional rules on the conduct of public hearings and public participation on agenda items are set out in the policies and procedures of city council meetings manual, found on the city website or obtain a copy by request to the city clerk.~~



Introduction: February 3, 2026
Public Hearing: March 03, 2026
Sponsor: Gary Anderson
Vote: ___ Yeas, ___ Nays, ___ Absent

CITY OF THORNE BAY
ORDINANCE 26-03-03-02

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY, ALASKA, AMENDING TITLE 3-REVENUE AND FINANCE, CHAPTER 03.12 -PURCHASING, SECTIONS 3.12.040-3.12.170 MANNER OF MAKING PROCUREMENTS GENERALLY – EMERGENCY PROCUREMENTS

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. To Amend TBMC 3.12.040-170 to reinstate previous purchasing codes until further Council review;
- Section 3.** 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 4.** Amendment of Section. The title and chapter of Title 3 – Revenue and Finance, Chapter 3.12, Purchasing, Section 3.12.040-3.12.170 Manner of Making Procurements – Emergency Procurements, is hereby amended and added to the Thorne Bay City Code and shall read as shown on page 2 of this ordinance.
- Section 5.** Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED February 17, 2026

ATTEST:

Timber Pesterfield, Mayor Pro-Tempore

Caitlyn Sawyer, City Clerk/Treasurer

**THORNE BAY MUNICIPAL CODE
TITLE 3 – REVENUE AND FINANCE
CHAPTER 3.12 - PURCHASING**

3.12.040 MANNER OF MAKING PROCUREMENTS GENERALLY.

- A. The procurement of all supplies, materials, equipment and contractual services for the offices, departments and agencies of the city government shall be made by the purchasing agent as defined in section 3.12.020, and in accordance with purchase authorizations provided under this chapter.
- B. All procurements for contractual services estimated by the procurement agent to be over ~~ten~~ FIVE thousand dollars in value shall be memorialized in a formal written contract to be executed by the parties bound to their terms and setting out the specific terms of performance. Procurements for contractual services estimated by the procurement agent to be under ten thousand dollars in value may be completed by purchase order. All procurements for supplies, materials, and equipment may be completed by purchase order. All contracts shall include standard terms and conditions approved by the mayor.
- C. Subject to the limitations of this section, any type of contract which will promote the best interests of the city may be used. A cost reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the city than any other type or that it is impracticable to obtain the supplies or contractual services required except under such a contract.
- D. All provisions of this chapter are subject to, and subordinate to, procurement requirements of the state or federal government where required by law including but not limited to contracts where state or federal grant revenues are used.
- E. Where applicable, all city contracts must comply with the public contract requirements provided by state statute and regulation including but not limited to:
 - 1. Wage and hour requirements under as 36.05;
 - 2. Local hire and employee preference requirements under as 36.10;
 - 3. Contractor bonding requirements under as 36.25;
 - 4. Public construction contract payment requirements under as 36.90; and
 - 5. Mandatory contractual provision requirements under as 36.90.

- F. The city clerk shall establish and maintain lists of persons who desire to provide supplies, services, professional services or construction services to the city.
 - 1. A person who desires to be on a bidder's list shall submit to the city clerk evidence of a valid state business license and a description of the supplies or services the person desires to provide. A construction contractor shall also submit a valid certificate of registration issued under as 08.18. The city clerk may require submission of additional information.
 - 2. The list may be used by the city procurement agent responsible for the procurement when issuing invitations to bid or requests for proposals.
- G. The city shall make reasonable efforts to solicit bids and proposals from local suppliers and contractors.

3.12.050 LIMITATIONS ON DURATION OF CITY CONTRACTS .

- A. All contracts must, by the terms thereof, be fully executed within a period of ~~five~~ **ONE** years unless a majority of the city council who vote thereon have approved the contract prior to execution.
- B. This requirement does not apply to contracts concerning interests in real property, franchises, contracts for services with a public utility or with other governmental units, or to contracts for debt secured by the bonds or notes of the city. (Ord. 22-02-01-01; Prior Ord. 98-07 §§ 3(part), 4(part), 1998: Ord. 85-01-17-02 § 5, 1985)

3.12.060 APPROVAL OF CITY COUNCIL REQUIRED – PROCUREMENTS .

Every procurement of budgeted supplies, materials, equipment or contractual services for more than ~~twenty five thousand dollars~~ **TEN THOUSAND DOLLARS** shall require the approval of the city council. Procurements over ~~five thousand~~ **TWO THOUSAND** dollars for supplies, materials, equipment, or contractual services that (a) are not specifically in budget for the year of procurement or

(b) exceed the budgeted amount require council approval. For each budgeted procurement between ~~five~~ **TWO** thousand dollars and ~~twenty five~~ **TEN** thousand dollars that does not require council approval, the city council shall be notified by written report detailing such procurement at the next regular city council meeting following such procurement. Such notification shall include:

- A. The dollar amount of the procurement;
- B. The name of the supplier or contractor;
- C. A statement regarding why the chosen supplier or contractor was most advantageous to the city. (Ord. 22-02-01-01; Prior Ord. 98-07 §§ 3(part),

4(part), 1998: Ord. 85-01-17-02 § 6, 1985)

3.12.070 EMERGENCY PROCUREMENTS .

The provisions of this chapter may be waived during times of crisis, emergency or disaster for no longer than seven days when operating under a declaration of emergency issued by the mayor. All provisions of this chapter waived while operating under a declaration of emergency issued by the mayor shall be reported to the city council via electronic mail within twenty-four hours following any such waiver. The city council may waive the provisions of this chapter for a definite period longer than seven days by resolution. The city administrator or authorized successor shall have the responsibility to protect the interest of the city consistent with prudent and appropriate emergency responses. (Ord. 22-02-01-01; Prior Ord. 98-07 §§ 3(part), 4(part), 1998: Ord. 85-01-17-

02 § 8, 1985)

3.12.080 APPROVAL OF CITY COUNCIL REQUIRED—MODIFICATIONS AND CHANGE ORDERS .

- A. A proposed modification or change order to an existing city contract shall require the approval of the city council when the proposed modification or change order increases the contract amount by ~~ten thousand~~ **FIVE THOUSAND** dollars or more. No work may proceed under a modification or change order requiring city council approval prior to approval by the city council.
- B. The council shall be notified by written report at its next regular meeting of any modification or change order in excess of ~~five~~ **TWO** thousand dollars. Such notification shall include:
 - 1. The dollar amount of the original contract;
 - 2. The number of previous modifications or change orders;
 - 3. The dollar amount of each previous modification or change order and the total aggregated dollar amount of the previous modifications and change orders;
 - 4. The total dollar amount of the contract as modified or changed; and
 - 5. A statement explaining the justification or need for the modification or change order.
- C. Modifications and change orders shall not be arbitrarily divided into smaller amounts to avoid council approval thereof.
- D. Notwithstanding any of the foregoing provisions of this section, the city may make modifications or change orders in any city contract without council

approval where in the judgment of the city administrator a crisis, emergency or disaster as defined in section 3.12.020 exists which requires immediate action to remedy and where there is insufficient time or it is impractical to obtain council approval. Notice of such crisis, emergency or disaster modifications or change orders containing the information set forth in subsection b of this section shall be presented to the council no later than its next regular meeting. (Ord. 22-02-01-01; Prior Ord. 85-01-17-02 § 9, 1985)

3.12.090 SPECIFICATIONS AND CONTRACTS .

- A. The city administrator shall adopt policies and procedures governing the preparation, revision and content of standard specifications, standard plans and contracts for supplies, services, professional services and construction required by a department. The city administrator shall monitor the use of these standard contracting documents and procedures.

- B. The city administrator may obtain expert advice and assistance from department personnel in the development of standard specifications and contracts. All contract specifications, forms and procedures must promote overall economy for the purposes intended and encourage competition in satisfying the city's needs and may not be unduly restrictive. (Ord. 22-02-01-01)

3.12.100 COMPETITIVE PROCUREMENT PROCEDURE .

- A. Before the procurement of, or contract for, supplies, materials, equipment or contractual services in an amount of ~~twenty five~~ **TWO** thousand dollars or less is made, except as otherwise provided in this chapter, the city shall submit to at least three persons dealing in and able to supply the same an invitation to bid or request for proposal and specifications to give them opportunity to submit a proposal or bid. In the event that three persons cannot reasonably be found, fewer may be used when it is deemed to be in the best interest of the city.
- B. For procurement of, or contract for, supplies, materials, equipment or contractual services in an amount greater than ~~twenty five~~ **TEN** thousand dollars, an invitation to bid or request for proposal will be posted on the city website, and the city shall employ such other forms of notice of such invitation to bid or request for proposal as may be determined in the city's discretion to adequately reach prospective bidders or offerors. The city shall provide adequate notice of the invitation to bid or request for proposal for at least

fourteen days unless otherwise required by state or federal law. Among the forms of notice employed by the city, the city may in its discretion:

1. Publish such invitation, request, or notice thereof in such newspapers or other publications circulated to reach prospective bidders;
2. Post notices in public places thought likely to reach prospective bidders.

Invitations to bid and/or requests for proposals shall be made both inside and outside of the city when necessary to create competitive conditions, or when a savings can be made for the city. (Ord. 22-02-01-01; Prior Ord. 85-01-17-02 § 10, 1985)

3.12.110 COMPETITIVE BIDDING.

- A. Procurements shall be made by competitive sealed bidding except as otherwise provided in this chapter. When competitive sealed bidding is used, the procurement agent shall issue an invitation to bid. The invitation to bid must include a time, place and date by which the bid must be received, a description of all essential contractual terms and conditions, and a description of all requirements and selection criteria.
- B. When responding to the invitation to bid, the bidder shall supply evidence of the bidder's valid state business license. A bidder for a construction contract shall also submit evidence of the bidder's registration under as 08.18.
- C. Late bids—withdrawals—cancellation.
 1. Bids received after the bid date and time indicated on the invitation to bid may not be considered unless the delay was due to an error of the city, except where delays in mail service cause a late bid in which case bids postmarked at least 72 hours prior to the bid opening date will still be considered timely.
 2. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on bid mistakes, may be permitted in accordance with policies adopted by the city. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the city or fair competition may not be permitted. A decision to permit the correction or withdrawal of a bid, or to cancel an award or contract based on a bid mistake, shall be supported by a written determination made by the city administrator. If a bidder is permitted to withdraw a bid before award, an action may not be maintained against the bidder or the bid security.
- D. Competitive bid opening.
 1. The procurement agent responsible for the procurement shall open bids at the time and place designated in the invitation to bid. All bid openings are open to the public. The amount of each bid and other essential

information required by this chapter, together with the name of each bidder, shall be recorded.

2. The information recorded under subsection (d)(1) of this section is open to public inspection as soon as practicable following bid opening. To the extent the bidder designates and the city administrator concurs, trade secrets and other proprietary data contained in a bid document may be deemed confidential.
- E. The city may repeatedly reject all bids, and again may submit to the same or other persons invitation to bid or again publish notice of the proposed purchase.
- F. Evaluation and award. Bids shall be evaluated based on the requirements set forth in the invitation to bid, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The contract shall be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder whose bid meets the criteria set forth in the invitation to bid. In determining whether a bidder is responsible the city may consider:
1. The qualifications, ability, capacity and skill of the bidder to perform the contract;
 2. The availability of the bidder to perform the contract within the time specified, without delay or interference;
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 4. The quality of performance by the bidder of previous contracts;
 5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract;
 6. The sufficiency of the financial resources and ability of the bidder to perform the contract.

When the award is made to other than the lowest bidder, a full and complete written statement of the reasons therefore shall be mailed or delivered to the unsuccessful low bidder and filed with the other documents relating to the procurement.

- G. Multi-step bidding. When it is considered impractical to initially prepare a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation.
- H. Except where prohibited by state or federal grant requirements, a local bidder,

as defined in section 3.12.020, may be given consideration as low bidder where the offer is the lesser of ten percent or fifty thousand dollars in excess of the lowest offer received from a bidder not qualified as a local bidder. The city may split the award between two or more suppliers in any manner the city deems to be in its best interest.

- I. Procurement of, or contract for, supplies, materials, equipment, contractual services, or capital projects that could be subject to potential future grant reimbursements may be restricted to the procurement requirements of such grants as understood at the time of procurement. (Ord. 22-02-01-01; Prior Ord. 85-01-17-02 § 11, 1985)

3.12.120 COMPETITIVE PROPOSALS.

- A. A contract not awarded by competitive sealed bidding shall be awarded by competitive sealed proposals, unless otherwise provided for in this chapter.
- B. The city may determine in writing that it is either impracticable or disadvantageous for the city to procure specified types of supplies or contractual services by competitive sealed bidding that would otherwise be procured by that method. When the city determines in writing that the use of competitive sealed bidding is either impracticable or disadvantageous to the city, a contract may be entered into by competitive sealed proposals in accordance with this section. The city shall specify with particularity the basis for determination.
- C. A request for proposals must contain the essential information necessary for an offeror to submit a proposal including a time, place and date by which the proposal must be received or contain references to any information that cannot reasonably be included with the request. The request must provide a description of the factors that will be considered when evaluating the proposals received, including the relative importance of price and other evaluation factors.
- D. Notice of request for proposals shall be given in accordance with procedures set out under section 3.12.100(b). The city may use additional means considered appropriate to notify prospective offerors of the intent to enter into a contract through competitive sealed proposals.
- E. The procurement agent shall open proposals so as to avoid disclosure of contents to competing offerors during the process of negotiation. A register of proposals containing the name and address of each offeror shall be prepared in accordance with policies adopted by the procurement agent. The register and the proposals, except as otherwise noted in this section, are open for public inspection after the award is issued. To the extent that the offeror designates and the city administrator concurs, trade secrets and other proprietary data contained in the proposal documents shall be confidential.
- F. Discussion with responsible offerors and revisions to proposals. As provided in

the request for proposals, and under policies adopted by the city, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements. Offerors reasonably susceptible of being selected for award shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be permitted after submissions and before the award of the contract for the purpose of obtaining best and final offers. In conducting discussions, the city shall not disclose information derived from proposals submitted by competing offerors.

- H. A contract may be awarded under competitive sealed proposals to the responsible offeror whose proposal is determined in writing to be the most advantageous to the city taking into consideration price and the evaluation factors set out in the request for proposals. The contract file must contain the basis upon which the award is made. (Ord. 22-02-01-01; Prior Ord. 85-01-17-02 § 12, 1985)

3.12.130 OPEN MARKET PURCHASES/PROCUREMENTS .

The following may be purchased without competitive bidding:

- A. Supplies, materials, equipment or contractual services when combined cost does not exceed ten thousand dollars in a single transaction;
- B. Supplies, materials, equipment or contractual services which can only be furnished by a single dealer or which has a uniform price wherever bought;
- C. Supplies, materials, equipment or contractual services procured from another unit of government at a price deemed below that obtainable from private dealers, including war surplus;
- D. Contractual services procured from a public utility corporation at a price or rate determined by state or other government authority;
- E. Contractual services of a professional nature, such as medical services, or insurance policies whose nature demands immediate action;
- F. Supplies, materials or equipment which cannot be procured locally and which can be procured from a source selected by another unit of government pursuant to competitive bidding procedures to provide the same or similar supplies, materials or equipment if:
 - 1) The award was made by the governmental unit; and
 - 2) The item(s) can be procured at the same price plus additional freight or delivery charges if applicable;
- G. The city encourages local procurement whenever practicable. Procurements

made under this section shall only be made after a reasonable attempt to evaluate procurement options from a local source;

- H. Professional services such as, but not limited to, services rendered by architects, attorneys, engineers, appraisers, surveyors, accountants and other specialized consultants provided, that the procedures set out in section 3.12.140 are followed.
- I. When public work is performed by the city with its own employees.
- J. To contracts primarily involving the purchasing of supplies, materials, equipment, or contractual services using state or federal grants when the grant funds are being spent by a state or federal agency pursuant to that state or federal agency's procurement rules and regulations.
- K. When either competitive procedure has been followed, but no bids or quotations are received. In such a case, the purchasing agent may proceed to have the services performed or the supplies purchased without further competitive bidding or quotation.
- L. When the city council determines that the public interest would be best served by the purchase of used equipment and, by resolution, authorizes the purchasing agent to locate and purchase a particular type and quantity of used equipment.
- M. Where calling for bids on a competitive basis is unavailing and impossible, including but not limited to situations where rates are set by statute or ordinance or where like items are traded in, or where used items are being purchased. (Ord. 22-02-01-01; Prior Ord. 85-01-17-02 § 13, 1985)

3.12.140 PROFESSIONAL SERVICES .

- A. Due to the nature of professional services, it is in the best interest of the city to use a qualitative selection process, with or without consideration for price, in the city's discretion, when in need of these services.
 - 1. For professional services estimated by the city to be one hundred thousand dollars or less, direct solicitation of contractors or consultants may be made from a roster maintained by the city, or to such other vendors who may be known to the city as possessing the required expertise. These solicitations will seek to evaluate the qualifications, experience, and availability of particular vendors. When more than one vendor is considered, the procurement agent will appoint a selection panel to evaluate the potential vendors and offer a recommendation for selection.
 - 2. For professional services estimated by the city to be more than one hundred
- Ordinance 26-03-03-02; Amending TBMC Section 3.12.040-170 Purchasing &

thousand dollars, a formal request for qualifications will be solicited. Public notice of requests for qualifications will be given in accordance with the same procedures set forth in section 3.12.100(b). The procurement agent will develop and publish qualitative selection criteria for evaluating all responses to requests for qualifications received. In multi-phase projects the city may contract with a professional services provider that has provided professional services in an earlier phase of the same project, without the solicitation of formal request for qualifications, in order to maintain project continuity or to otherwise promote the best interest of the city.

- B. The provisions of sections 3.12.060 and 3.12.080 apply to all professional services contracts.
- C. The duration of professional services contracts may not exceed two years, except for completion of work in progress under architectural or engineering contracts. (Ord. 22-02-01-01; Prior Ord. 85-01-17-02 § 14, 1985)

3.12.150 HYBRID PROCUREMENTS .

When contracting for procurement of supplies, materials, equipment or contractual services, as contemplated under section 3.12.110, and professional services, as contemplated under section 3.12.140, within the same contract, the city shall utilize the procedures set forth in section 3.12.120. (Ord. 22-02-01-01; Prior Ord. 85-01-17-02 § 15,

1985)

~~3.12.160 CONSTRUCTION MANAGER/GENERAL CONTRACTOR CONTRACTS.~~

~~The city may award a two-phase construction manager/general contractor contract for preconstruction services and construction services on a single project.~~

~~A. In the preconstruction services phase of a contract under this section, the contractor shall provide the city with advice for scheduling, work sequencing, cost engineering, constructability, cost estimating, and risk identification.~~

~~B. Prior to the start of the construction services phase, the city and the contractor may agree to a price and other factors for the construction of the project or a portion of the project.~~

~~C. If an agreement is reached under subsection b of this section, the contractor~~

~~shall be responsible for the construction of the project or portion of the project at the negotiated price and in compliance with the other factors specified in the agreement.~~

~~D. A contract shall be awarded under this section using the competitive selection process set out in section 3.12.120 and based on qualifications, experience, best value, or any other combination of factors deemed relevant to the procurement. (Ord. 22-02-01-01; Prior Ord. 02-03-21-01 § 3, 2002; Ord. 98-07 §§ 3(part), 4(part),~~

~~1998; Ord. 89-05 § 4(part), 1989; Ord. 85-01-17-02 § 16, 1985)~~

3.12.170 CONTRACTOR BONDING REQUIREMENTS .

A. Before a contract exceeding ~~one hundred~~ **TWENTY FIVE** Thousand dollars for the construction, alteration, or repair of a public building or public work is awarded to a general or specialty contractor, the contractor shall furnish to the city the following bonds, which become binding upon the award of the contract to that contractor:

1. A performance bond with a corporate surety qualified to do business in the state, or at least two individual sureties who shall each justify in a sum equal to the amount of the bond; the amount of the performance bond shall be equivalent to the amount of the payment bond.

2. A labor and materials payment bond with a corporate surety qualified to do business in the state, or at least two individual sureties who shall each justify in a sum equal to the amount of the bond, for the protection of all persons who supply

labor and material in the prosecution of the work provided for in the contract. When the total amount payable by the terms of the contract is not more than one million dollars, the labor and materials payment bond shall be in a sum of one-half the total amount payable by the terms of the contract; when the total amount payable by the terms of the contract is more than one million dollars and not more than five million dollars, the payment bond shall be in a sum of forty percent of the total amount payable by the terms of the contract; when the total amount payable by the terms of the contract is more than five million dollars, the payment bond shall be in the sum of two million five hundred thousand dollars.

B. The city hereby exercises its option under as 36.25.025 to exempt contractors from compliance with the provisions of subsection a of this section and as 36.25.010(a) if the estimated cost of the project does not exceed four hundred

thousand dollars and:

1. The contractor is, and for two years immediately preceding the award of the contract has been, a licensed contractor having its principal office in the state;
2. The contractor certifies that it has not defaulted on a contract awarded to the contractor during the period of three years preceding the award of a contract for which a bid is submitted;
3. The contractor submits a financial statement, prepared within a period of nine months preceding the submission of a bid for the contract and certified by a public accountant or a certified public accountant licensed under as 08.04, demonstrating that the contractor has a net worth of not less than twenty percent of the amount of the contract for which the bid is submitted;
4. The total amount of all contracts that the contractor anticipates performing during the term of performance of the contract for which a bid is submitted does not exceed the net worth of the contractor reported in the certified financial statement prepared and submitted under subsection (b)(3) of this section by more than seven times. (Ord. 22-02-01-01; Prior Ord. 98-07 §§ 3(part), 4(part), 1998; Ord. 85-01-17-02 § 17, 1985)



**CITY OF THORNE BAY
RESOLUTION 26-03-03-01**

A RESOLUTION OF THE CITY COUNCIL, FOR THE CITY OF THORNE BAY (TNB), APPROVING A MEMORANDUM OF AGREEMENT (MOA) WITH THE ORGANIZED VILLAGE OF KASAAN (OVK) FOR ROAD MAINTENANCE AND OTHER SERVICES TO BE PROVIDED BY OVK THROUGH ITS DEPARTMENT OF TRANSPORTATION (DOT) IN PARTNERSHIP WITH TNB AND AUTHORIZING THE MAYOR TO SIGN THE MOA

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

WHEREAS, OVK intends to continue to assist TNB in performing road maintenance, on the Kasaan to Goose Creek Access Road within the City limits of the TNB as it has done in partnership with TNB for many years; and

WHEREAS, this update to the MOA is intended to refresh this commitment and specifically cover additional areas of interest between the two agencies such as the application and delivery of certain grants and grant funded projects on the Kasaan to Goose Creek Road project; and

WHEREAS, OVK is capable of providing the necessary road maintenance, grant writing, construction project delivery and administration of grants and other services in conjunction with the above mentioned road and projects on this road; and

WHEREAS, it is in the best interest of both OVK and TNB to enter into this MOA because citizens of both TNB and OVK rely on this road as their sole access in and out of South TNB and the community of Kasaan on a daily basis and both agencies have different strengths and different operational capacities and a strong partnership is critical to the mission of both agencies in managing this transportation asset; and

WHEREAS, OVK's FHWA approved Long-Range Transportation Plan and Tribal Transportation Improvement Program which is used to implement its transportation priorities shows its further commitment to supporting the Kasaan to Goose Creek Road project completion as it is identified as the number one priority transportation project and supports its intent to work with TNB on its further development and delivery to include long term maintenance even after the construction is completed in the future; and

WHEREAS, the maintenance and construction of the Kasaan to Goose Creek Road project has strong regional support and is the number one priority surface transportation project for OVK, the City of Kasaan, the City of Thorne Bay and the Prince of Wales Community Advisory Committee; and

WHEREAS, after the appropriate public input and due consideration, TNB has recommended that the road maintenance and construction services MOA with OVK be approved.

NOW THEREFORE BE IT RESOLVED, by the TNB City Council that the attached MOA creating a unified maintenance and construction program between TNB and the OVK Department of Transportation is hereby approved to guide the work the two agencies do together to achieve their goals and objectives in creating an improved and well-maintained roadway network and to jointly support each other on project delivery to the mutual benefit of all of our citizens; and

BE IT FURTHER RESOLVED, that the TNB City Council authorizes the Mayor to sign the MOA. Any subsequent documents mentioned in the MOA or other project level agreements either specified or required for carrying out the intent and spirit of the MOA in the maintenance and operations of the roads or projects to improve the roads covered under this MOA shall be reviewed by the City Council prior to approval.

PASSED AND APPROVED March 03, 2026

ATTEST:

Timber Pesterfield, Mayor Pro-Tem

Caitlyn Sawyer, City Clerk/Treasurer



**CITY OF THORNE BAY
RESOLUTION 26-03-03-02**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THORNE BAY, ALASKA, DECLARING A VACANCY IN THE OFFICE OF MAYOR AND AUTHORIZING THE CITY CLERK TO CONDUCT A SPECIAL ELECTION PURSUANT TO AS 29.20.280(b)

WHEREAS, on February 3, 2026, the City Council of the City of Thorne Bay accepted the resignation of the Mayor; and

WHEREAS, pursuant to Alaska Statutes 29.20.280(b), if more than six months remain in the term of office, “the assembly shall call a special election to be held not later than six months after the vacancy occurs”; and

WHEREAS, more than six (6) months remain in the unexpired term of the Mayor; and

WHEREAS, the vacancy occurred on February 3, 2026, the date the resignation was accepted by the City Council; and

WHEREAS, the City Council finds it to be in the best interest of the City of Thorne Bay to hold a Special Election no sooner than forty-five (45) days and no later than seventy-five (75) days after the declaration of vacancy to ensure adequate notice, candidate filing time, and orderly administration of the election;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF THORNE BAY, ALASKA:

Section 1. Declaration of Vacancy.

The City Council hereby formally declares a vacancy in the office of Mayor effective February 3, 2026.

Section 2. Call for Special Election.

Pursuant to AS 29.20.280(b), the City Council hereby calls a Special Election to fill the vacancy in the office of Mayor.

Section 3. Election Timeline.

The Special Election shall be held no sooner than forty-five (45) days and no later than seventy-five (75) days following February 3, 2026. The election date shall therefore occur between March 20, 2026, and April 19, 2026, and in all cases shall be held not later than six (6) months after the vacancy occurred, as required by law.

Section 4. Authorization of the City Clerk.

The City Clerk is hereby authorized and directed to take all actions necessary to conduct this Special Election in accordance with Alaska law, the Thorne Bay Municipal Code, and applicable election procedures, including but not limited to setting the specific election date within the required timeframe, establishing candidate filing periods, publishing required notices, appointing election officials, and certifying the results.

Section 5. Effective Date.

This Resolution shall become effective immediately upon adoption.

PASSED AND APPROVED by the City Council of the City of Thorne Bay, Alaska, this 3rd day of March, 2026.

Timber Pesterfield, Mayor Pro Tempore

ATTEST:

Caitlyn Sawyer, City Clerk



CITY OF THORNE BAY
RESOLUTION 24-07-02-01

A RESOLUTION OF THE CITY COUNCIL, FOR THE CITY OF THORNE BAY, AMENDING RESOLUTION 22-06-21-02 - FEE AND RATE SCHEDULES FOR ALL SALES AND SERVICES WITH CITY DEPARTMENTS

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

WHEREAS, Thorne Bay Municipal Code provides that all fees for city services be set forth by resolution of the City Council and shall be incorporated into the Thorne Bay Municipal Code by reference; and

WHEREAS, the City Council adopted the most recent fee and rate schedule through Resolution 22-06-21-02 on June 21, 2022, since that time the city has continued to incur rising costs for providing all services, requiring that the council establish new fees for certain impacted services; and

WHEREAS, in preparation for the City's Fiscal Year 2025 Budget, a review of the current fee schedule was performed and it was determined that amendments were necessary within Administration, Harbor, Sewer, Streets & Roads, Solid Waste and Water departments as set forth:

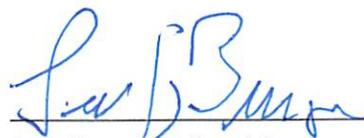
- Administration Department:
 - Increase all fees across the board by at least 10%
 - Create a new Service Charge fee for credit card transactions to equal rate charged to City by financial institutions
 - Create Storage Permit Parking
- Harbor Department:
 - Increase harbor fees for both harbors and live aboard fees by 10%
- Sewer Department
 - Increase sewer fees by 10%
- Solid Waste Department:
 - Increase solid waste fees by 10% for collection services
 - Increase solid waste tipping fees by \$0.02/pound for all waste accepted
- Water Department:
 - Increase water fees by 10% for all customers

WHEREAS, the City Council deems it in the best interest of the City of Thorne Bay to adopt the fee and rate schedule provided on pages 3 through 09 of this resolution.

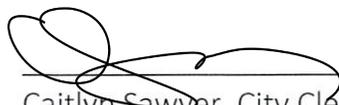
NOW THEREFORE BE IT RESOLVED by the City Council of the City of Thorne Bay, Alaska, amends Resolution 22-06-21-02 and adopts the attached fee schedule for sales of goods and services within the city departments.

PASSED AND APPROVED July 02, 2024

ATTEST:



Lee Burger, Vice Mayor



Caitlyn Sawyer, City Clerk

Administrative Fees		
Resolution 18-09-18-01-Adopting Administrative Fees for Harbor Changes		
Administration Fee	Admin Fee: Misc. Services Provided or Sold. Admin Fees charged at 25% of the Service/Product Cost.	30% 25%
Advertising & Promotion	Any promotional items sold at @ cost + 30% 25% Administrative Fee	Cost + 30% 25%
Audio Recording	Fee charged for audio recordings of meetings. Includes time & CD.	16.50 15.00
Copy	Fees for copies .30 \$0.25 per page.	.30 0.25
Fax	Send/receive: \$2.75 \$2.50 for the first page + \$1.50 \$1.25 for each additional page	2.75 2.50
*Fin Charge	Finance Charges on Overdue Balance	12% 10.5%
Impound Storage	Impound Storage per day - set by code	2.00
Impoundment Fee	Fee for impoundment of vehicle + any incidental costs (such as towing) - set by code 10.12.020	250.00
Landing Fees	Landing Fees Associated with Sales Tax	11.00 10.00
Laborer	Labor Rate per hour + benefit hourly costs	Employee wages
Laminating - SMALL	Lamination: card size 1.50 \$1.00 /page .	1.50 1.00
Laminating -Large	Full Page lamination -3.50 \$3.00 per page	3.50 3.00
NSF Check Fee	Non-Sufficient Funds Check Fee	27.50 25.00
Notary (Standard)	Notary Service 5.50 -\$5.00 the 1 st Sign & 3.50 \$3.00 ea. additional	5.50 5.00
Notary Escrow/Loans/Mortgage	Escrow/Loans/ Mortgage Notary: require additional services , printing, copying & scanning. \$100.00 flat rate	110.0 100.00
Sales Tax - City	City Sales Tax	6.0%

Animal Fees - Admin and Finance		
TBMC 6.04-Animals; Resolution 22-06-21-02 – Amending Shelter Fee amount from \$2.50 over 3 days, to \$10.00 over 5 days		
Animal License-Not	License Fee for Un-Altered Animals	20.00
Animal License Neut.	License Fee for Neutered or Spayed Animals	10.00
Animal Tag Replacement	Replacement Tag Fee	5.00
Kennel Permit	Kennel Permit Application Fee	50.00
Animal Impound - First	First Impoundment in a twelve-month period (TBMC 6.04.060(d))	35.00
Animal Impoundment - Second	Second Impoundment in a twelve-month period (TBMC 6.04.060(d))	50.00
Animal Impoundment - Third	Third Impoundment in a twelve-month period (TBMC 6.04.060(d))	100.00
Shelter Fee	Daily Fee for sheltering animal (over 5 days)	10.00

ATV Fees		
Resolution 16-09-20-02		
ATV Flag	ATV Flag (Cost + 30% 25% admin fee)	Cost + 30% 25%
ATV Inspection	ATV Inspection	27.50 25.00
ATV Re-inspection	Charge applied for any re-inspection of ATV (and any motorized vehicle categorized as such)	16.50 15.00
ATV tag replacement	Replacement of registration tag.	16.50 15.00

ATV Yearly Renewal	Annual Renewal of ATV tags (come into City Hall to pick up your new sticker)	27.50 25.00
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Equipment Rental

Resolution 16-05-17-02		
Resolution 22-06-21-02 adding Equipment operator fees		
All Equipment rentals must include a City Operator. Operator charge is separate from the rental rates. Rentals are contingent upon the availability of City Staff.		
Any other equipment rates that are not established herein, to be approved by City Administrator. If including operator, the cost of operator to be actual hourly rate plus all benefit at per hour rate.		
Equip. Rental: 10 Yd Dump Truck	Hourly Rates (Up to 5 hours) for 10 yd Dump Truck	110.00
Equip. Rental: 10 Yd Dump Truck	Daily Rate (Over 5 hours) for 10 yd Dump Truck	600.00
Equip. Rental: 5 Yard Dump Truck	Hourly Rates(Up to 5 hours) – 5yrd Dump Truck	100.00
Equip. Rental: 10 Yd Dump Truck	Daily Rate (Over 5 hours) for 5 yd Dump Truck	550.00
Equip. Rental: Backhoe	Backhoe -- hourly	105.00
Compactor Rental	\$20.00 per hour	20.00
Excavator	\$140.00 per hour for rental of excavator	140.00
Grader	\$120.00 per hour for rental of Grader	120.00
Loader	\$110.00 per hour for rental of Loader	110.00
Pipe Threader	\$20.00 per hour	20.00
Plate	\$90.00 per day	90.00
Plow Personal Driveways	\$60.00 each (Dependent upon availability of City Staff to plow)	\$60.00
Pressure Washer	\$35.00 per day	35.00
Sewer Snake	\$50.00 per day	50.00
Tandem Axel Trailer	\$60.00 per day	60.00
Welder	\$150.00 per day	150.00
Equip. Rental (grants)	Rate charged for rental of City Equipment for use on grant projects	110.00
Equip. Operator	Operator charged per hour with rental of Equipment	45.00

Fire Fees

Resolution 09-01-20-01		
Fire Fees - Alcohol or Drug	Fire where alcohol or drugs were a factor. This REQUIRES a Fire Marshall Report (09-01-20-01(D))	1,000.00
Fire Fees - Boat Fire	Boat Fire (09-01-20-01(K))	500.00
Fire Fees - Car Fire	Car Fire (09-01-20-01(I))	200.00
Fire Fees - Careless Regard	Careless Regard for open burning resulting in Fire Dept being called out (09-01-20-01(A))	500.00
Fire Fees - Careless Smoking	Careless Smoking resulting in fire (09-01-20-01(B))	200.00
Fire Fees - Chimney Sweep	Chimney Sweep (09-01-20-01(G))	100.00
Fire Fees - Control Burn	Control Burn with fire dept. standby (09-01-20-01(F))	500.00
Fire Fees - Failure to Control	Failure to control or report a dangerous fire (09-01-20-01(C))	200.00
Fire Fees - House Fire	Structure/House Fire (09-01-20-01(H))	1,000.00
Fire Fees - Out of Control Burn	Out of control burning requiring fire engine response (09-01-20-01(E))	1,000.00

Fire Works Permit	Permit for Fireworks use other than July 4th or Dec 31st.	100.00
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Harbor		
Harbor Rate Amendment History:		
Resolution 16-06-21-02 – Live aboard deposit rates		
Resolution 17-06-20-01 – Increased rates 5%		
Resolution 17-08-01-02 – Set an increase of 5% for three years (ending Sept 2020)		
Resolution 21-04-06-04 - Changed the way fees were calculated for harbor moorage from “per foot of boat length” to “per foot of boat length or stall size, whichever is greater		
Resolution 22-06-21-02 – Removed “whichever is greater” from harbor rate schedule. Boats are now billed by the ft.		
Harbor rates are set at the rate (x) length of boat		
Boat Bailing	Fee for City Staff 'bailing' customers vessel	82.50 75.00
Boat Grid Fees daily	Boat Grid Use - daily rate.(Contracted harbor users will have free use of the grid for a max of 4 days per year)	25.00 1.00
Boat Launch Commercial	Commercial Boat Launch Fee (per Year)	385.00 350.00
Boat Launch Permit	Boat Launch Permit for the calendar year	27.50 25.00
Boat Launch Ramp Fee	Boat Launch Ramp Fee	5.50 5.00
Commuter Rate	Commuter Permit	55.00 50.00
Deposit	Harbor Deposit (two times monthly rate as charged per boat size- customer deposit not to exceed \$500)	2xMonthly Rate
DL - Annual Rate	Annual Contract at Davidson Landing (boat length x 12 x 2.10 1.91) (Charged by boat length)	2.10 1.91
DL - Monthly Moorage	Monthly Moorage at Davidson Landing (boat length x 3.25 2.95) (Charged by boat length)	3.25 2.95
DL - Six Month Contract	Six Month Moorage Contract at Davidson Landing (boat length times 6 times rate) (Charged by boat length)	2.55 2.32
Floatplane - yearly	Annual rate for floatplane parking 55.00 \$50.00 per month	660.00 600.00
Floatplane Landing Fee	Enplaned Landing Fee (Landing @ DL or Main Harbor)	15.00 10.00
Floatplane month	Monthly Rate for Floatplane Parking	77.00 70.00
Floatplane Semi-Annual	Semi - Annual Rate for Floatplane Parking:	396.00 360.00
Floatplane transient fee	Floatplane Fee for Overnight Parking	22.00 20.00
Grid Water	Grid water usage (Ex. boat cleaning) w. out grid use. Non-potable water	10.00 7.00
Harbor Electric Transient Flat	Nightly Rate for transient moorage electricity use	25.00 12.00
Harbor Shower	Harbor Shower (coin operated)	0.00
Live-Aboard Deposit	Deposit required for harbor 'live-aboard'.(deposit is two times the monthly rate) (NOT TO EXCEED \$500.00)	2xMonthly Rate
Live-aboard fee	Live-aboard rate (Resolution 13-08-06-02) -To be set consistent with rates charged for City Utilities	
Main - Annual Rate	Annual Contract in Main Harbor (boat length times 12 times rate) (Charged by boat length)	2.10 1.91
Main - Monthly Moorage	Monthly Moorage in Main Harbor (boat length times rate) (Charged by boat length)	3.25 2.95
Main - Six Month Contract	Six Month Moorage Contract in Main Harbor (boat length times 6 times rate) (Charged by boat)	2.55 2.32
Transient Moorage	Transient Moorage, per foot, per night	1.00 0.75
Service Availability Fee	Service Availability Fee for a live-aboard to keep status.(Ord. 18-05-01-01)	39.91 36.28

Pro-rated Harbor Contracts	Monthly Prorated Harbor Contracts may be granted only when used less than 10 days in any month.	
Land		
Land: Land Interest Charge	Land Interest Charge	13.0%

Miscellaneous Income		
Resolution 14-09-02-02 – Adopted fees for Public Records Copying, Certifying, Searching, CD, or DVD records.		
City Flag	City Flag	20.00 18.87
Polo Shirt w/City Seal	Polo Shirt w/City Seal	34.91
Public Records CD/DVD each	Electronic records provided on city CD/DVR	20.00 15.00
Public Records certified copy	Certified copies of public records. \$5.00 for each public record that is certified.	10.00 5.00
Public Records copying	Rate for public records. Must be paid prior to service	.30 0.10
RV Water Sales	RV Water Sale - non-potable	10.00 7.00
RV Dump	RV Dump	10.00 7.00
Sweatshirt w/City Seal	Sweatshirt w/City Seal	37.74
T-Shirt w/City Seal	T-Shirt w/City Seal	18.87
Vest, Fleece w/City Seal	Fleece vest w/City Seal	42.45
RENTAL: TABLES/CHAIRS	Rental of tables and chairs \$5.00 per week	5.50 5.00

Parking		
Customer account total deposits not to exceed \$500, or other rate set forth by resolution		
Resolution 22-06-21-02 – Removal of Parking Sort Yard		
Park & Sell permit	Park & Sell Permit (good for 30 days)	35.00 30.00
Parking Deposit - over 20'	Deposit for items over 20' in length	2xMonthly Rate
Parking Deposit under 20'	Deposit for items under 20'	2xMonthly Rate
Parking Permit-mo. - up to 20 ft	Monthly Parking Permit up to 20ft	38.50 35.00
Parking permit mo. - over 20 ft	Monthly Parking Permit 21-40 feet. Over 40' requires special approval.	66.00 60.00
Storage Parking Permit	Parking for containers, Boats on Trailers, Larger Vehicles not intended to be moved for a long period of time.	100.00

Passports		
Price set by Department of State		
Passport Fees	Passport Fees	35.00
Passport Photos	Passport Photos	20.00 18.87

Rental		
Public Building Rental	Public Building Rentals: Bay Chalet Rental, Fire Hall Rental, Council Chamber Rental) \$35.00 per day.	40.00 35.00

Rock Sales

Resolution 16-05-17-02 adopted Material Rates

Resolution 21-04-06-01 increased rock and material fill rates each by 2 dollars and added the limit of 20 yards per person/project over a 12-month period unless used on public right of way.

Resolution 22-06-21-02 Increased rock and material rates

The city will sell material only when they believe there is an excess material that will not be used by the city in the near future. Amounts will be limited to 20 yards per person/project per 12-month period unless being used within a public Right-of-Way on a road or path usable by the public (determined on a case-by-case basis). The city does not compete with local businesses; therefore, we discourage the sale of rock or fill materials when it is available from another local business.

Rock Sales	Rock Sales per yard	30.00
Rock Sales: Crushed Material	Per Yard + crushing costs + road material costs.	30.00
Rock Sales: Fill Material	Fill Material per yard	15.00
Rock Sales: Structural Fill	Structural Fill per yard	15.00
Rock Sales: To Soil	Topsoil - per yard	15.00
Rock Sales: Delivery	Delivery of rock and fill materials are charged at the hourly dump truck rate established under the equipment rental rates, plus \$45 operator charge.	(See dump truck rates)

RV Park

Resolution 12-10-15-02

Resolution 16-06-21-01 (Deposit)

Customer account total deposits not to exceed \$500, or other rate set forth by resolution

RV Park - daily	Daily Rate in RV Park	25.00
RV Park - monthly	Monthly Rate of space in RV Park.	250.00
RV Park - weekly	Weekly Rate in RV Park	150.00
RV Park Deposit - month	Monthly Rental Deposit.(2 x monthly -Not to exceed \$500)	500.00
RV Park Deposit - wk./day	Daily Rental Deposit	2 x Daily Rate
RV Park Weekly Deposit	Weekly Rental deposit. (2 x weekly rate)	2 x Week Rate

Sales Tax - Quarterly

Sales Tax - Late Payment Penalty	Late Payment Penalty - 6% - 15% - 25%	
Occupancy Tax	4% Occupancy Tax	4%
Sales Tax Exemption Permit	Sales Tax Exemption Permit	600.00
Senior Tax-Exempt Card	Senior Tax-Exempt Card	20.00 15.00
Senior Assistance Card	Senior Assistance Card	10.00 7.00
Senior Tax Replacement Card	Senior Tax Replacement Card	7.00 5.00

Service Fees

Service Fee - Reconnect	Service Fee for Reconnection of water	27.50 25.00
Service Fee - Staff Dispatched	Service Fee - Staff dispatched	27.50 25.00
Service Fee - Utilities	Service Fee for reconnection of Utilities	110.00 100.00
Reconnection Fee - Solid Waste	Reconnection Fee when solid waste service temporarily shut-off by request of customer	11.00 10.00

Reconnection Fee - Sewer	Reconnection when sewer service temporarily shut-off by request of customer	11.00 10.00
Reconnection Fee - Water	Reconnection Fee when Water service temporarily shut-off by request of customer	11.00 10.00
Administrative Service Fee - Harbor Live-aboard	Reconnection Fee when "live-aboard" status is temporarily suspended by request of customer	33.00 30.00
Credit Card Use Fee	Fees charged by banks for City to process credit card payments for city good/services - reimbursement	3.5%

Sewer		
Sewer Rate Amendment History: Resolution 19-04-16-01 amended Sewer Pump-Out Treatment fees from \$0.25 to \$0.35 per gallon Resolution 22-06-21-02 Increase Sewer Pump-Out Fees from 0.35 to 0.45		
Customer account total deposits not to exceed \$500, or other rate set forth by resolution		
Commercial Deposit	Commercial Deposit Required	2xMonthly Rate
Deposit - Sewer	Deposit for Sewer Service	2xMonthly Rate
Sewer Commercial	Commercial Sewer Rate	87.31 79.37
Sewer Prorate Res & Comm	Prorated Residential & Commercial sewer	2.91 2.65
Sewer Prorate, Senior	Senior sewer prorated (for Seniors with Grandfather Status of 50% Utility)	1.46 1.33
Sewer Pump out Treatment Fee	Price per gallon for Sewage dump/truck pump out	.50 0.45
Sewer Residential	Residential Sewer Monthly Rate	87.31 79.37
Sewer Senior Rate	Senior Sewer Rate	43.66 39.69

Solid Waste		
Solid Waste Rate Amendment History: Resolution 20-06-16-01 Lowered rate for dump sales from \$0.18 to \$0.10 & minimum dump charge from \$8 to \$5 Resolution 13-03-05-01 – Increased dump rates from \$0.10 to \$0.18 Resolution 22-06-21-02 – Increased Vehicle Rates from 52.00 to 100.00 and 200.00 respectively. (Customer account total deposits not to exceed \$500, or other rate set forth by resolution)		
Commercial Cans	Commercial Solid Waste rate for 2 cans	45.10 41.00
Commercial Dump Sale	Commercial Dump Sale per pound	.12 0.10
Commercial Extra Can	Rate for Extra Can pick-up	20.00 18.00
Commercial Prorate	Commercial two cans prorated	3.00 1.37
Deposit - Solid Waste	Deposit for Solid Waste Service	2xMonthly Rate
Dumpster Comm. -2xWk	Dumpster Rate 2 pick-ups/wk.	312.00 284.00
Dumpster Comm. 1xWk	Dumpster Rate - 1 pick-up/wk.	156.00 142.00
Residential Dump Sale	Residential Dump Sale per pound.(\$5.00 up to 50 lbs. (min. charge) then .12 .10 cents per pound	.12 0.10
Residential Garbage Extra Can	Extra Cans - Residential	20.00 18.00
Residential Garbage	Residential Garbage Monthly Rate	45.10 41.00
Residential Garbage Pro-Rated	Residential Garbage prorated	1.50 1.37
Scrap Metal	Scrap metal rate per pound	.10 0.08

Senior Solid Waste	Senior Solid Waste Services Rate (Grandfathered 50%)	22.55 20.50
Senior Solid Waste Prorate	Senior Solid Waste prorated (Grandfathered 50%)	.75 0.68
Tipping Fee	Tipping Fee	31.63 28.75
Solid Waste - Continued		
Vehicle Disposal – Thorne Bay Resident	Vehicle Flat Rate Disposal Fee (if vehicles contain fluid and/or tires, they are charged at \$.12 \$0.10 per pound)	110.00 \$100.00
Vehicle Disposal – NON-Resident	Vehicle Flat Rate Disposal Fee (if vehicles contain fluid and/or tires, they are charged at \$.12 0.10 per pound)	220.00 \$200.00
Vehicle Tires -No Rim	Vehicle/Equipment Tire Disposal Fee – Off rim (.12 10 cents per pound)	.12 0.10
Vehicle Tires -On Rim	Vehicle/Equipment Tire Disposal Fee (Tires that are not off of the rim is a flat rate charge of \$25 per tire)	27.50 25.00
Waste Oil	Waste oil (reusable oils) – NOT HAZARDOUS (\$.12 0.10 per pound)	.12 0.10

Zoning Fees		
Resolution 16-09-20-01 & 15-12-15-02 Resolution 22-06-21-02 Add Rezoning Application Fee		
Conditional Use Permit	Conditional Use Permit Fee	55.00 50.00
Platting Application Fee	Platting Application Fee	55.00 50.00
Public Development Fee	Public Development Application Fee	27.50 25.00
Rezone Application Fee	Rezone Application Fee	55.00 50.00
Subdivision Application Fee	Subdivision Application Fee	55.00 50.00
Variance Application Fee	Variance Application Fee	55.00 50.00

Water Fees		
(Customer account total deposits not to exceed \$500, or other rate set forth by resolution) Resolution 22-06-21-02 Adding Water Sale – Boat wash station		
Commercial Deposit	Commercial Account deposit required	2xMonthly Rate
Commercial Water - Excess	Commercial Water excess use per unit	16.50 15.00
Commercial Water - Metered,	Commercial Water Monthly rate - Metered	111.38 101.25
Commercial Water Prorated	Commercial Water Prorated	5.08 3.38
Deposit - Water	Deposit for Water Service	2xMonthly Rate
Drums - 55 gal.	Cost + 30% 25% admin fee	
Residential Water - Metered	Residential Water Monthly rate - Metered	76.18 69.25
Residential Water Excess	Excess Residential Water per unit	16.50 15.00
Residential Water Pro-rated	Residential water prorated	2.54 2.31
Senior Water Pro-rated	Senior water prorated	1.27 1.16
Senior Water Rate	Senior water rate	38.09 34.63
Service Availability Fee	Service Availability Fee: charged during a temporary shut-off for stand-by and safety purposes	39.91 36.28
Water Sale – Boat wash station annual	Water use for boat rinsing in Downtown Business District. Annual permit.	55.00 50.00
Water Sale Bulk	Bulk Water Sales per 1000 gallons - NOT RV fill up.	16.50 15.00

CITY OF THORNE BAY
Rate Schedule for City Services

Prior Amendments to City Rate Schedule include the addition of the following items:

RESOLUTION 22-06-21-02

- Harbor Department:
 - Method of calculated moorage fees
 - Increase fee for daily seaplane moorage
 - Increase fee for City Staff 'bailing' customers vessel
- Streets Department:
 - Increase the rate charged for rock sales
- Sewer Department
 - Increase sewage pump out fees
- Solid Waste Department:
 - Increase vehicle disposal fee
 - Change method of how tire disposals are charged
 - Establish a fee for waste oil disposal
- Water Department:
 - Establish a fee for use of the washdown station

RESOLUTION 21-04-06-01

- Harbor Department:
 - Harbor Fees:

Changing the way fees were calculated for harbor moorage from “per foot of boat length” to “per foot of boat length or stall size, whichever is greater”

Amended deposit rates to be charged by the length of the stall and not length of the vessel as previously established:

Deposit on harbor stalls shall be set by length of the stall based on the monthly rate as follows:

Deposit Due:	50' Foot:	\$ 312.70
	37.5' Foot:	\$ 234.53
	32 Foot:	\$ 200.13
	23 Foot:	\$ 143.84
	17 Foot:	\$ 106.32

RESOLUTION 21-04-06-01

➤ Administration Department:

Adopted rates for the Rental of Tables and Chairs at \$5.00 for up to one week (\$5 includes up to 5 tables and 25 chairs)

<u>Table & Chair Rentals</u>	\$5.00 per week
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RESOLUTION 20-06-16-01

➤ Solid Waste Department:

The City Council amended only the Solid Waste fee and use schedule, which was adopted in Resolution 18-09-04-01; on June 16th, 2020, in hopes that by reducing the rate for dumping per pound at the Solid Waste Facility, and increasing the days of operation, it will bring additional customers and increase overall revenues of the Solid Waste Department.

Commercial Dump Sale

Commercial Dump Sale per pound	\$ 0.18	\$ 0.10
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Residential Dump Sale

Residential Dump Sale per pound over 50lbs.	(\$8.00 up to 50lbs (min. charge) then .18 cents per pound plus tax)	\$ 0.18	\$ 0.10
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Residential Dump Sale Minimum Charge

Residential Dump Sale Minimum Rate	\$5.00	up to 50lbs (min. charge) then .10 cents per pound plus tax	\$8.00	\$ 5.00
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RESOLUTION 19-04-16-01

➤ Sewer Department:

- Sewage Pump out Treatment: Increased the fees for Sewage Pump-Out Treatment from ~~\$0.25~~ to \$0.35

RESOLUTION 18-09-18-01

➤ Adopting prorated fees for Harbor Contracts:

Prior to September 2018, the Harbor service were not prorated for a portion of a month used. Resolution 18-09-18-01 amendment provided for prorated harbor rates using the following policy:

- All harbor contracts are prorated at the monthly rate if cancelled prior to the expiration of the contract term.
- Use of a harbor stall for 10 days or more will be charged the full months fee and will not be prorated.

➤ Harbor Live-Aboard Fees:

Established the fee charged for administrative services pertaining to the billing and recording of service changes & provided for the Harbor Live-Aboard users to pay a standby fee while not occupying the vessel, to secure their spot as a "live-aboard".

- Administrative Service Fee: \$30.00
- Live Aboard Standby Fee: \$36.28

RESOLUTION 18-03-20-01

This resolution provided the following amendments to the existing rate structure:

- Removed EMS Fees – No active EMS Department
- Established Development Permit Application Fee \$25.00
- Adopted bulk water sale rate for water that was obtained from the Water Treatment plant at a rate of \$15 per thousand gallons.
- Increased Harbor Transient Electric Rate to \$12.00 from \$7.00

RESOLUTION 17-11-07-03

Adopting Seaplane Moorage Fees:

All fees are subject to City Sales Tax

- Daily \$5
- Monthly \$70
- Bi-Annual \$360
- Annual \$600

RESOLUTION 17-08-01-02

Amended all fee and rate schedules set forth prior to June 2017 and adopting all rates in one resolution.