City of Thorne Bay
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DEPARTMENT REPORT

Subject: Monthly Department Report

Department: Administrator

Supervisor:

Employees:

Date: 3-1-2022

A Departmental Overview

Returned from Oregon, working on a variety of issues and other general administration duties.

Current Department Activities:

Worked on position descriptions and posting for ARPA Funds - EMS Coordinator

Met with Jim Silverthorn to discuss history of the VFD and his past roles and if he is interested in re-engaging and in what capacity. He may be interested in the Chief position under the right conditions and with supportive leadership.

Met with City of Whale Pass Mayor and signed Bill of Sale for $1 for old library, this transfered ownership over to them, the City has until October 1 to get it moved.

Kicked off negotiations for Fire/EMS Hall Design with Jensen Yorba Wall, Inc. an Architectural Firm out of Juneau. I will be meeting with owner Wayne Jenson on Friday and doing a site visit to help finalize the scope of work and contract

I met with Shane Nyquest and worked with him and our insurance company, AMLJIA, to get a bid and get a claim settlement approved to move forward with City shop repairs

Department Reports are given at the Regular City Council Meeting the 3rd Tuesday of every month

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DEPARTMENT REPORT

Worked with the SISD to draft the MOA that would transfer the property at the old floating schoolhouse over to the City if approved tonight, piling, floats, ramp, etc.

I'm having conversations with potential towing company's about setting up a base contract to have derelict vehicles towed and impounded. There are state laws governing this operation so I need to get a little more education but I believe we would need to establish a secure fenced area inside of our Solid waste site to store them. I will be working on getting a proposal for this to the Council going forward.

Employee Signature

Date

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