City of Thorne Bay
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DEPARTMENT REPORT

Subject: Monthly Department Report

Department: Administrator

Supervisor: _____

Employees: _____

Date: 4-5-2022

A Departmental Overview

Working on a wide variety of issues and general administration duties.

Current Department Activities:

- EMS Coordinator has received two applicants to date, interviewing next week.
- Fire Chief has received one application to date, no interviews scheduled yet.
- Met with ADEC and City Attorney to discuss Compliance Order by Consent. Will require another meeting. We will likely reach an agreement in next couple months
- Executed design contract with Wayne Jenson of JYW on the Fire/EMS Hall Design at Davidson Landing. Will have a public meeting in next couple months.
- Signed Change Order with NewLook Construction LLC to completed air system for City shop repair project. The project is 90% complete.
- Worked with OVK to complete and submit an EDA grant application for $3.7M to pave the first 3 miles of the Kasaan Road project.
- Met with Bill Yockey and drove the Kasaan Road to look at M&O issues, discuss.
- Mayor Burger and I met with Tim Lindseth and drove S. Subdivision roads looking at opportunities for spot improvements. Need to follow up with Tim to schedule.
- Accepted administration of Alaska Community Foundation grant for library deck.
- Mayor hired Mike Huestis as a temp project employee to build the library deck
- SISD is in the process of cleaning up the old floating school property, once it is complete the MOA the Council has already approved for Administrator to sign can be fully executed.
- ~~Bayview Tire and Mechanical SOLD!~~

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

CONTINUED
DEPARTMENT REPORT

Employee Signature

Date

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