

SPECIAL MEETING NOTICE

AGENDA

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

TIME: 4:00 PM

LOCATION: **IN PERSON AT CITY HALL or TELECONFERENCE/VIDEO CONFERENCING LINE**

Phone Number: +1-650-479-3208 United States Toll

Meeting Weblink:

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=me142985e33c51ca8df6afdedbff8faab>

Meeting number (access code): **2557 342 0679**

Password: **25NnM8msGtE (25666867483** from phones and video systems)

1. CALL TO ORDER:
2. PLEDGE TO FLAG:
3. ROLL CALL:
4. APPROVAL OF AGENDA:
5. PUBLIC COMMENTS:
6. COUNCIL COMMENTS:
7. NEW BUSINESS:
 - a. RESOLUTION 26-02-23-01: A Resolution of the City Council of the City of Thorne Bay authorizing th City Clerk to open new Checking Accounts with Tongass Federal Credit Union, discussion and action item;
 - b. Discussion on City Administrator Job Posting, discussion and possible action item;
8. ADJOURNMENT:

POSTED: FEBRUARY 20, 2026

NOTICE

Special City Council Meeting

MONDAY FEBRUARY 23, 2026 4:00 pm | (UTC-08:00) Alaska

Meeting link:

<https://cityofthornebay.my.webex.com/cityofthornebay.my/j.php?MTID=me142985e33c51ca8df6afdedbff8faab>

Meeting number:

2557 342 0679

Password:

25NnM8msGtE (25666867483 from phones and video systems)

Host key:

773239

Join by video system

Dial 25573420679@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-650-479-3208 United States Toll

Access code:

2557 342 0679



**CITY OF THORNE BAY
RESOLUTION 26-02-23-01**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THORNE BAY, ALASKA, AUTHORIZING THE CITY CLERK/TREASURER TO OPEN NEW ACCOUNTS WITH TONGASS FEDERAL CREDIT UNION DUE TO A FRAUD ATTEMPT AND DESIGNATING AUTHORIZED SIGNATORIES

WHEREAS, the City of Thorne Bay maintains depository accounts for the purpose of conducting official municipal business; and

WHEREAS, the City recently experienced a fraud attempt affecting its existing financial accounts, creating a need to protect and secure public funds; and

WHEREAS, the City Council finds it necessary and in the best interest of the City to establish new depository accounts to ensure the continued integrity and security of City funds; and

WHEREAS, the City Council desires to authorize the City Clerk/Treasurer to open new accounts and to designate authorized signatories for such accounts;

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

Section 1. Authorization.

The City Clerk/Treasurer is hereby authorized and directed to open such new checking, savings, and other necessary depository accounts in the name of the City of Thorne Bay as required for the orderly conduct of City business.

Section 2. Authorized Signatories.

The following officials and employees are hereby designated as authorized signatories on said accounts, authorized to sign checks, drafts, withdrawal slips, and other banking instruments, and to execute all necessary banking documents consistent with City policy:

- Mayor Pro Tempore: Timber Pesterfield
- Vice Mayor: Anthony Lovell
- City Clerk/Treasurer: Caitlyn Sawyer
- Finance Officer: Erin Mathis
- Accounts Receivable: Rose Mathis

All prior authorized signatories not on this list are hereby null and void.

Section 3. Implementation.

The City Clerk/Treasurer and appropriate City officials are authorized to take all actions necessary to carry out the intent of this Resolution, including transferring and securing City funds as needed to protect municipal assets.

Section 4. Effective Date.

This Resolution shall take effect immediately upon adoption.

PASSED AND APPROVED by the City Council of the City of Thorne Bay, Alaska, this 23rd day of February, 2026.

Timber Pesterfield, Mayor Pro Tempore

ATTEST:

City Clerk/Treasurer



CITY OF THORNE BAY
JOB ANNOUNCEMENT

CITY ADMINISTRATOR
~~\$84,439~~ (Negotiated by contract)

The City of Thorne Bay is accepting applications for the position of City Administrator. This is a full-time salaried position, with benefits.

Applicants must have a bachelor's degree in public administration, business, or related field, and a minimum of five (5) years of progressively responsible senior management experience in municipal government or other governmental agencies directly related to municipal government is required. Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job will be considered.

Applications may be completed online by downloading our application and supplemental questionnaire at <https://thornebay-ak.gov/wp-content/uploads/2021/06/Administrator-Employment-Application.pdf>, and submitting it electronically to the City Clerk at cityclerk@thornebay-ak.gov. Emailed applications subject line should read: **"Application for City Administrator 2026 - Your name"**.

Background Checks Required

If you are offered employment, the offer will be contingent upon the outcome of a background check. Any criminal or abusive history will be reviewed and could result in the withdrawal of the offer or termination of employment.

Information for the Applicant:

The City of Thorne Bay is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Application deadline is ~~February 20, 2026~~ (first review, open until filled). A complete job description is available at City Hall and on our website at www.thornebay-ak.gov. This position will be open until filled.

The City of Thorne Bay is an EOE, Alcohol and Drug Free, ADA Employer.

Posted: ~~January 2026~~



CITY ADMINISTRATOR

~~January 2026~~

- Department:** City Administration
- Definition:** The City Administrator is considered an appointed official serving at the pleasure of the Council. The council may enter into an employment contract with the city administrator for a term not to exceed three years in length, setting compensation and other terms of employment. Subject to the terms of any employment contract with the city administrator, the council may suspend or remove the city administrator at any time for any reason the council deems appropriate.
- Position Summary:** The City Administrator responsibilities include serving as the City's Planning Official, general day- to-day directing and supervising the Public Utility Departments, Harbor & Parks Departments and Streets & Roads Departments.
- Essential Duties:** Acting through powers delegated by the mayor and acting at all times under the delegation and supervision of the mayor, the city administrator shall:
- Hire, supervise, discipline, and evaluate all city employees, and volunteers, with the exception of the City Clerk and Finance Department, or further delegate this authority in a given case;
 - Direct and supervise the construction, maintenance, and operation of municipal public works departments;
 - Prepare and submit the annual budget and capital improvements program to the council;
 - Keep the mayor and council fully advised concerning the financial condition and needs of the city;
 - Apply for state, federal or other grants and, upon the mayor's approval of the project or the council's appropriation, therefore, execute and carry out the terms and condition of such grant agreements;
 - All other duties assigned by the mayor or council.
- Qualifications:**
- A bachelor's degree in public administration, business, or related field, and
 - Minimum of five (5) years of progressively responsible senior management experience in municipal government or other governmental agencies directly related to municipal government is required.
 - Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job may substitute.
-



City of Thorne Bay

PO Box 19110
Thorne Bay, AK 99919

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____



THORNE BAY CITY ADMINISTRATOR Supplemental Essay Questions

In order to get a better sense of your writing skills and additional insights into your experience, please answer the following questions. Limit your responses to no more than a single page per question and upload your answers as part of your online application by ~~February 20, 2026~~. (first review, open until filled).

1. Why you are interested in this position and why this is a good time in your career to come to the City of Thorne Bay.



CITY ADMINISTRATOR

\$84,000 - \$90,000

Plus, Excellent Benefits

Apply by

February 20, 2026

(First Review, Open Until Filled)



THORNE BAY, ALASKA



Thorne Bay is a close-knit, friendly island community located in the heart of the pristine wilderness of the Tongass National Forest in Southeast Alaska. Just 47 air miles northwest of Ketchikan on the east coast

of Prince of Wales Island, the third largest island in the United States, Thorne Bay has approximately 524 residents and is the third largest city on Prince of Wales Island. The community is divided geographically by Thorne Bay with the main town site and a majority of the services located on the north side of the bay, and additional residential, commercial, and industrial subdivisions located on the south side of the bay.

Officially incorporated in 1982, the first major settlement in the area was built around the logging operation of Wes Davidson. Thorne Bay developed as a result of a long-term timber sales contract between the U.S. Forest Service and the Ketchikan Pulp Company. In 1962, Ketchikan Pulp moved its main logging camp from Hollis to Thorne Bay. At the time, it was considered to be the largest logging camp in North America.

Today, Thorne Bay is full-service community with dependable and regular air service and ferry transportation to and from the island, with float plane service directly to Thorne Bay. The City is dedicated to providing outstanding services to its citizens and a welcoming experience to its visitors in a charming community. Mild winters and cool summers allow for residents and visitors to enjoy an abundance of hiking, backpacking and camping.

Thorne Bay is a fisherman's paradise and offers saltwater sport fishing, as well as freshwater stream and lake fishing. The island boasts world class charter fishing trips, and is famous for steelhead, sockeye salmon, coho, halibut, red snapper, and other bottom fish. Sitka black tailed deer and black bear are the primary game animals on Prince of Wales Island. The island also supports several packs of wolves. Eagles are a common sight and waterfowl abound during the nesting season. Several species also spend the winter in the area, including the trumpeter swan.

THE CITY

With a FY2025 budget of approximately \$1.5 million, the City of Thorne Bay is a full-service city with an exceptional workforce of 8 full time employees, and 1 part time employee. Thorne Bay operates under a Strong Mayor/Council form of government, with seven City Council members elected at large for three-year terms. The Council sets policies, passes laws, and establishes the budget. The Mayor is the chief executive officer of the city and is elected from the City Council for a two-year term by the voters of the city. The Mayor delegates authority to the City Administrator. The city has Commissions, that advise the Council on various topics.

City departments include Administrator, City Clerk, Finance Officer, Water Utility, Sewer Utility, Solid Waste, Streets & Roads, Harbor, Parks & Recreation, City Council, Planning & Zoning, Emergency Services (Fire & EMS), and Law Enforcement (Village Public Safety Officer).

THE POSITION

The City Administrator, acting as the Chief Administrative Officer at the direction of the Mayor, oversees the day-to-day operations of the city and ensures that all functions of the city are carried out efficiently and effectively. The City Administrator directs, administers, and coordinates the activities and functions of the various city offices, departments, commissions and boards in implementing the requirements of city ordinances and the policies of the City Council.



Economic Development

The City of Thorne Bay has developed and continues to follow a proactive strategic plan to identify opportunities to increase its population and tax base. The focus in the past 10 years has been on upgrading infrastructure, as much of the infrastructure in town was constructed to support a logging camp. As State and Federal funding continues to decline and competition for grants continues to grow. Thorne Bay has managed to secure in the last 14 years over 2.3 million in grant funding, 4.2 million in federal and state money, and 11.5 million in other revenue which has been used on capital improvement projects. The City has been very successful in learning to do more with less and has taken the initiative to be proactive in retaining and expanding business, acquiring a restaurant, leasing lots for business operations, and remodeling City Hall to provide lease space for the Tongass Credit Union and Southeast Alaska Regional Health Consortium.

Capital Improvements

In 2011 the City conducted numerous public meetings to compile a list of short- and long-term priorities to expand on the strategic plan. From that list, the City acquired a restaurant which is now owned by the Southeast Island School District and leased out. The City has also conducted a Waterfront Master Plan, finished the Davidson Landing Harbor Facility, paved one half mile of Sandy Beach Road past the Thorne Bay School, and is currently upgrading the Water Treatment process and installing disinfection treatment for sewage disposal. Improvements to the solid waste baler should be complete by year end. Work has also begun on improving the Kasaan Road, and a pedestrian trail is approved for construction along the Thorne Bay Road.

Maintenance of City Roads

The roads in Thorne Bay were first laid out and built to serve a logging camp, and maintenance of the roads and equipment to maintain them was funded through the logging camp and Federal and State funds. Now that the logging camp is gone and Federal and State funds are drying up, there is less money for road maintenance while equipment continues to age, and demand for better road maintenance continues to grow. With no property tax, the City is faced with a real challenge that the new City Administrator is expected to tackle.



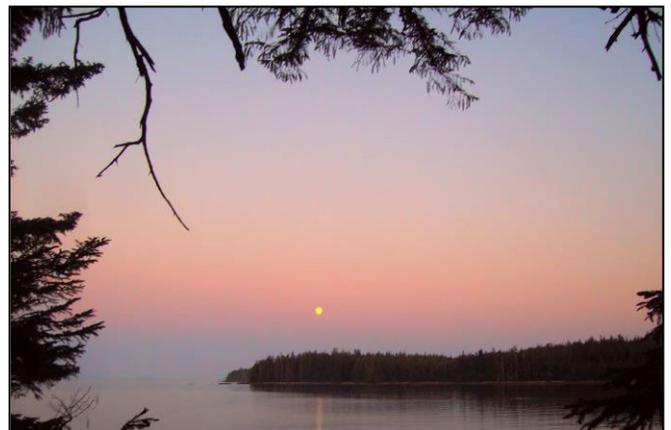
Emergency Services

The City has both a Fire Department and Emergency Medical Department. The Fire Department is staffed by volunteers and has a firehall on both sides of the bay. The last structure fire was 8 years ago. The Emergency Medical was run by the City until 2018, when the City contracted with the City of Klawock to run the Emergency Medical Department. A lack of volunteers has made it very difficult to keep both these operations operational and it is a serious island wide issue that is constantly discussed between the communities.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in public administration, business, or related field, and a minimum of five (5) years of progressively responsible senior management experience in municipal government or other governmental agencies directly related to municipal government is required. Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job may substitute.



Necessary Knowledge, Skills and Abilities:

- The ideal candidate will be a talented manager and leader who understands all aspects of local government. The new City Administrator should be both “hands-on” and a strategic thinker who will look toward the future and will be receptive to new ideas and encourage creative solutions. The candidate will have a proven track record for delivering results in moving projects and issues forward to completion.
 - The ideal candidate will have strong municipal financial and budgeting skills and be a responsible steward of the city's finances. Successful candidates will have experience in economic development, and demonstrated success in writing, securing, and monitoring state and federal grants. Successful candidates will have critical positions in the City Emergency Response Plan and will be required to have or obtain FEMA's Incident Command System level 100 and 200 courses.
 - The new City Administrator will understand and embrace the importance of establishing and maintaining relationships with neighboring cities, and state and federal agencies and officials which Thorne Bay depends on for funding and regulatory guidance and compliance. The new City Administrator will also be experienced as a collaborator and positive relationship builder with other organizations and institutions in the community. This will include the Southeast Island School District, and the U.S. Forest Service Thorne Bay Ranger District, which are the largest employers in Thorne Bay and important partners in the future of the community.
 - The successful candidate will have the ability to foster a strong team environment. He or She will have a track record of working well with staff and being accessible and will have the ability to gain trust and credibility. The new City Administrator will demonstrate an unquestionable sense of integrity and honesty.
- The new Administrator will have a working knowledge of all City Departments and be able to assist as needed in daily operations.
 - The new Administrator will be a good listener and consistently maintain a flexible “can-do” attitude yet is not afraid to make the tough decisions when required. Flexibility is very important in an Alaskan climate which can disrupt or delay projects.
 - Candidates will be able to organize and express ideas through excellent oral and written communications to the Mayor and City Council, citizens, and other groups in the community.
 - Thorne Bay is a small community, and it is very important for the new City Administrator to understand its small-town history, embracing the informality, friendliness, and sense of humor of its citizens, organizations, and business owners. Being accessible and approachable 24/7 by citizens and possessing very good people skills a must. It is important that the selected candidate also value the natural beauty of the area and engage in the outdoor activities Thorne Bay has to offer.

COMPENSATION & BENEFITS

- **\$80,000 - \$90,000 DOQ**
- Medical, dental, vision, and audio coverage – 80% employer paid premiums
- Life and AD&D insurance
- Sick leave
- Annual leave
- 11 paid holidays
- Alaska State PERS program
- Cell phone
- Professional services contract

**Please visit:
www.thornebay-ak.gov**

The City of Thorne Bay is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by ~~February 20, 2026~~ (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically.