



WORKSHOP & CITY COUNCIL REGULAR MEETING

Thursday, January 09, 2025 at 6:30 PM

AGENDA

In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.

MEETING INFORMATION

Amended AGENDA

CITY COUNCIL REGULAR MEETING

CITY HALL COUNCIL CHAMBERS / 7:00 p.m.
141 Main Street, Dillingham, AK 99576 (907) 842-5212

Council Workshop at 6:30 pm at which a representative of the University will speak on opportunities

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

1. APPROVAL OF MINUTES

[November](#) 7th, 2024

December 7th, 2024

December 18th, 2024

APPROVAL OF CONSENT AGENDA

2. APPROVAL OF AGENDA

3. STAFF REPORTS

[a. Strategic Plan Report](#)

[b. City Manager and Staff Reports](#)

[c. Standing Committee Reports](#)

[Planning Commission Letter of Interest](#)

[4. Citizen Committee Appointments](#)

PUBLIC HEARINGS

[5. CITIZEN'S COMMENTS \(Prior Notice or Agenda Items\)](#)

Report form Paul Liedberg on Friends of the Landfill

ORDINANCES AND RESOLUTIONS

[6. UNFINISHED BUSINESS](#)

[Prothman](#) additional services document

Next Steps for Manager Selection

[7. NEW BUSINESS](#)

Set dates for special meetings and workshops

[a. For Manager Recruitment](#)

[b. For Subdivision Update](#)

[CITIZEN'S DISCUSSION \(Open to the Public\)](#)

COUNCIL COMMENTS

MAYOR'S COMMENTS

[8. Executive Session](#)

The following subjects may be discussed in an Executive Session, from which the public is excluded:

[a. legal matters with which an attorney who represents the governing body or public entity is involved](#)

[b. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion](#)

ADJOURNMENT

INFORMATIONAL ITEMS

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES



CITY COUNCIL REGULAR MEETING

Thursday, November 07, 2024, at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, November 07, 2024, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

Mayor Ruby was present.

Present: Kevin McCambly (*via ZOOM*), Steven Carriere, Kaleb Westfall, Michael Bennett, Bert Luckhurst, Curt Armstrong

Council members present and establishing a quorum (a quorum being four)

APPROVAL OF MINUTES

1. Minutes
10-23-2024 Regular Council Meeting
10-10-2024 Special Council Meeting

No Discussion

MOTION: Kaleb Westfall moved; Steven Carriere 2nd;

ROLL CALL VOTE YEA: Steve Carriere, Curt Armstrong, Bert Luckhurst, Kaleb Westfall, Michael Bennett,

ROLL CALL VOTE NAY: Kevin McCambly

MOTION CARRIED

APPROVAL OF AGENDA

MOTION to approve by Kaleb Westfall; 2nd by Steven Carriere; unanimous approval, MOTION CARRIED.

STAFF REPORTS

DISCUSSION

COMMITTEE REPORTS – None

COMMITTEE APPOINTMENTS

Committee appointments were made. (A copy of the appointments schedule will be provided to the council members after the clerk confirms the dates of first election for the council members.)

(The following information was not available at the meeting but is being provided by the clerk after the fact.

Councilman Armstrong was first appointed on December 4th, 2014.

Councilman Westfall was appointed by resolution on October 14th, 2021.

Councilman Bennet was voted in by the council on January 6th, 2022.

Councilmen Luckhurst, Carriere and McCambly became members of the council by resolution on October 12th, 2023.)

Code Committee-Kevin appointed (Michael already is chair)

Finance Committee-Steve appointed (Curt is already chair)

Mayor Ruby stated that Kaleb Westfall and Travis Roenfanfz have expressed interest in serving on the Facilities Committee, Steve was already appointed to the Facilities committee. Mayor apologized to Kaleb. Steve and Travis will serve on this committee.

BOE- needs 3 council members and the Mayor- Michael, Kaleb, Steve (Curt as alternate) reappointed this year. This is an annual reappointment.

Senior Advisory committee: Supposed to have a council member- none appointed. Plea for community members to serve on committees.

MOU – Already has Mayor and Curt- If Michel wanted to be on it does not need an appointment from the City but the tribe can appoint him.

For the record, Kevin McCambly stated that he was currently on the joint council and school board facilities committee from the school board position that he holds.

Mayor Pro Tempore will be Curt as he is the one with the most seniority. Steve's date of first election to be confirmed by the clerk. (It was 2023 as shown on the Resolutions from 2023)

MEAL board is still Kevin.

Port Committee is fully populated.

CITIZENS DISCUSSION (Prior Notice or Agenda Items) - None

ORDINANCES AND RESOLUTIONS

- 1. RESOLUTION 2024-45; A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO CONTRACT WITH PREMIERA BLUE CROSS TO PROVIDE HEALTH INSURANCE FOR THE CITY OF DILLINGHAM EMPLOYEES**
MOTION TO APPROVE by Michael Bennett; 2nd by Kaleb Westfall.

ROLL CALL VOTE YEA: Kaleb Westfall, Steven Carriere, Kevin McCambly, Michael Bennett, Curt Armstrong, Bert Luckhurst. Unanimous approval, MOTION CARRIED.

2. RESOLUTION 2024-46: A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE DILLINGHAM CITY MANAGER TO APPLY TO THE BRISTOL BAY ECONOMIC DEVELOPMENT CORPORATION'S GRANT WRITING ASSISTANCE PROGRAM

MOTION TO APPROVE by Michael Bennett; 2nd by Kaleb Westfall.

ROLL CALL VOTE YEA: Kevin McCambly, Steve Carriere, Kaleb Westfall, Michael Bennett, Curt Armstrong, Bert Luckhurst. Unanimous approval, MOTION CARRIED.

UNFINISHED BUSINESS None

NEW BUSINESS

Council Workshop for Priority Setting set for December 7th at 9:00 A.M.

Tuesday December 17th and January 9th set for the next City Council meetings.

Council to start a monthly Dillingham Community Contribution Award. City Clerk, Abigail Flynn, to be responsible for collection of recommendations.

CITIZENS DISCUSSION (open to public) None

COUNCIL COMMENTS:

Councilman Kevin McCambly requested the following items be included in the December 17th packet.

- The PFAS report
- Status of the City Manager search and review of applicants
- City of Dillingham Personnel Policy

Councilman Michael Bennett requested that Mayor Alice Ruby prepare a "State of the Community Address".

Councilman Kaleb Westfall volunteered to assist in preparing the ice rink for community use.

MAYOR'S COMMENTS

We need to get the PFAS water report into the hands of the citizens and include it in the next council packet.

EXECUTIVE SESSION

Kaleb Westfall moved to enter into executive session; Steve Carriere 2nd.

ROLL CALL VOTE: Michael Bennett, Bert Luckhurst, Curt Armstrong, Steven Carrier, Kaleb Westfall, Kevin McCambly

EXIT EXECUTIVE SESSION 9:55pm

Steven Carrier moved, Kaleb Westfall 2nd. Unanimous Approval

ADJOURNMENT

Mayor Ruby called the meeting adjourned at 9:55 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Abigail Flynn, Acting City Clerk

Approval Date: _____



CITY COUNCIL SPECIAL MEETING

Saturday, December 07, 2024 at 8:45 AM

MINUTES

In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.

MEETING INFORMATION

CITY COUNCIL SPECIAL MEETING

BBEDC Board Room / 8:45 a.m.
411 1st Ave. East Dillingham Alaska

CALL TO ORDER

Mayor Alice Ruby called the meeting to order at 9:01 a.m.

ROLL CALL

Councilmen Present: Councilman Bertram Luckhurst, Councilman Steven Carriere, Councilman Curt Armstrong, Councilman Kevin McCambly. A quorum of four was established.

Mayor Alice Ruby was also present.

Absent: Councilman Kaleb Westfall, Councilman Michael Bennett.

APPROVAL OF AGENDA

Motion: Councilman Armstrong moved to accept the agenda. Councilman McCambly seconded.

Motioned carried.

Discussion on question of code. The Clerk was asked to follow up with the City Attorney.

SPECIAL BUSINESS

1. RESOLUTION NO. 2024-53: A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING ALASKA ENERGY AUTHORITY'S (AEA) APPLICATION TO THE WOOD INNOVATIONS GRANT FOR FEDERAL FISCAL YEAR 2025

Motion: Councilman Carriere moved to accept Resolution 2024-53. Councilman Armstrong seconded.

Voting: All four councilmen present voted yea. The vote was unanimous. Motion carried.

ADJOURNMENT

Mayor Ruby called the meeting adjourned at 9:12 a.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Abigail Flynn, Acting City Clerk

Approval Date: _____

For the record, this meeting was held at a different location than City Hall at the request of the Mayor because she deemed the council chambers uncomfortable and not suitable for the meeting to follow. Plenty of community notice was given for the change of location and the meeting was even publicized to the community by the local radio station. The alternate location chosen was a public location and was open to any member of the public who wished to attend the meeting. The agenda was posted to the website and around town on 12/05/2024.



CITY COUNCIL REGULAR MEETING AND WORKSHOP
Wednesday, December 18, 2024, at 8:00 PM

MINUTES

In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.

MEETING INFORMATION

SECOND AMENDED AGENDA

CITY COUNCIL REGULAR MEETING

CITY HALL COUNCIL CHAMBERS / 8:00 p.m.
141 Main Street, Dillingham, AK 99576 (907) 842-5212

A Council Workshop on Prioritization was held at 7:27 PM in the Council Chambers.

A City Council Regular Meeting was held in the Council chambers on December 18th, 2024

CALL TO ORDER by the Mayor at 8:06 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Mayor Ruby asked that the Roll be called by the clerk.

Present: Kaleb Westfall, Michael Bennett, Bert Luckhurst, Curt Armstrong,

(via ZOOM) Kevin McCambly; Steven Carriere was excused but joined via ZOOM at 8:40 PM

Council members present and a quorum established. (*a quorum being four*)

APPROVAL OF MINUTES

11/07/2024 Regular Council Meeting

Motion: Kaleb Westfall

Second: Bert Luckhurst

Discussion: Michael Bennett moved to postpone approval; Kaleb Westfall 2nd; unanimous approval, motion carried to postpone.

APPROVAL OF CONSENT AGENDA – N/A**APPROVAL OF AGENDA**

Dan Decker recommended the Executive Session be deleted.

MOTION TO DELETE EXECUTIVE SESSION by BERT LUCKHURST; 2nd by Curt Armstrong

ROLL CALL VOTE YEA: Bert Luckhurst, Curt Armstrong

VOTE NO: Kaleb Westfall, Steven Carriere, Kevin McCambly. Motion failed

MOTION TO MOVE Resolution 2024-48 to later in the meeting by Michael Bennett; 2nd by Kaleb Westfall; unanimous approval, motion carried.

MOTION to approve agenda by Michael Bennett; 2nd by Kaleb Westfall, unanimous approval, motion carried.

STAFF REPORTS**Manager's Report**

- Dan Decker stated that Sgt. Nichols is pursuing a K-9 Narcotics Detection grant.
- PFAS test kits for the Lake Road fire station are on the way.

Staff Reports

Public Works Director, Phillip Baumgartner, reported the Windmill Hill sewer lift station had frozen after experiencing rocks in the pump station system.

CRW engineering is conducting a structural evaluation of cracks at the City Hall Building. Phillip assured the council that the building was sound.

Philip stated that new locks and doors were needed at the Police, Library & Museum.

Chief of Police, Tracy Omalley, reported a “lockdown” at Kananak Hospital due to children playing on a phone.

Planning Director, Chris Maines, is seeking letters of interest from community members to fill a vacancy on the Planning Commission

Committee Reports

Curt Armstrong provided a report on the Budget & Finance Committee.

Committee Appointments: None

CITIZEN'S COMMENTS – None

COUNCIL COMMENTS

Councilman Bennett asked why the retired Lake Road Firehall garage door panels were simply left in the driveway and not auctioned to the public.

Councilman McCambly questioned if CRW was the most cost effective and feasible for the city. Phillip Baumgartner stated that CRW is providing an integral service.

ORDINANCES AND RESOLUTIONS

RESOLUTION NO. 2024-48: A RESOLUTION OF THE DILLINGHAM AUTHORIZING CRW ENGINEERING TO DESIGN AN HVAC PACKAGE FOR CITY HALL AND PROVIDE A SITE VISIT AND REPORT FOR THE PUBLIC SAFETY BUILDING HVAC.

MOTION TO APPROVE by Bert Luckhurst; 2nd by Kaleb Westfall; unanimous approval, motion carried.

RESOLUTION NO. 2024 - 49: A RESOLUTION OF THE DILLINGHAM CITY COUNCIL RECOGNIZING PHIL AND EMILY HULETT AND THEIR CHILDREN FOR THEIR POSITIVE COMMUNITY CONTRIBUTION IN BUILDING AND HOSTING THE PALLET MAZE EVENT FOR COMMUNITY MEMBERS IN OCTOBER.

MOTION TO APPROVE by Michael Bennett; 2nd by Kaleb Westfall; unanimous approval, motion carried.

RESOLUTION NO. 2024-50: A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY25 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 5: BRISTOL BAY AREA

MOTION TO APPROVE by Kaleb Westfall; 2nd by Michael Bennett; unanimously approved, motion carried.

DISCUSSION: Mayor Ruby described an alternative "Fish Tax". Anita Foran, Finance Director, explained that the city receives these monies on an annual basis.

Unanimous approval, motion carried.

RESOLUTION NO. 2024-51: A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXTENDING THE CONTRACT WITH CRW ENGINEERING FOR ONE ADDITIONAL VOTED YEAR.

MOTION TO APPROVE by Kaleb Westfall; 2nd by Bert Luckhurst.

DISCUSSION: Dan Decker asked for a one-year contract extension, as there were no other bids. Kevin McCambly objected to going around the public bidding process.

Unanimous approval, motion carried.

RESOLUTION NO 2024-52: A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING ADMINISTRATIVE TIME OFF TO CITY EMPLOYEES FOR DECEMBER 24TH AND DECEMBER 31ST, 2024, AS A GIFT IN RECOGNITION OF THEIR HARD WORK AND DEDICATION THROUGHOUT THE PAST YEAR

MOTION TO APPROVE by Michael Bennett; 2nd by Kaleb Westfall

Vote: Unanimous. Motion carried.

UNFINISHED BUSINESS

City Manager Recruitment Update

The Council requested a draft of steps to follow and a review of all 16 applications during the January 07, 2025 council workshop.

NEW BUSINESS

CITIZEN'S DISCUSSION (Open to the Public)

Gregg Marxmiller addressed the council regarding public accessibility on Zoom.

COUNCIL COMMENTS

Michael Bennett made a motion asking that a workshop be scheduled in January for public input on subdivisions, zoning and the two lots.

Seconded by Kaleb

Vote was unanimous. Motion carried.

Bert Luckhurst made a motion suggesting that city employees also be given turkeys or hams.

Seconded by Kaleb.

Unanimous approval of motion, motion carried.

Kevin thanked Gregg for his comments.

MAYOR'S COMMENTS

Invite Alaska State Representative Bryce Edgmon to attend the January Council Meeting or Workshop.

EXECUTIVE SESSION

The following subjects may be discussed in an Executive Session, from which the public is excluded:

- a. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion.

MOTION TO ENTER INTO EXECUTE SESSION made by Kaleb Westfall; 2nd by Bert Luckhurst, unanimous approval, motion carried at 10:18 PM

MOTION TO LEAVE EXECUTIVE SESSION made by Kaleb Westfall; 2nd by Michael Bennett; unanimous approval. Motion carried at 11:16 PM.

ADJOURNMENT

Mayor Ruby called adjournment of the meeting at 11:17 PM.

INFORMATIONAL ITEMS

- Legislative process
- Deed approach to local contributions
- AML Prop Tax work plan and school contributions

Mayor Alice Ruby

[SEAL]

ATTEST:

Abigail Flynn, Acting City Clerk

Approval Date: _____

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS



Strategic Plan Progress Report

City of Dillingham

Priority 1: Develop and Begin Implementing a Housing Land Development Action Plan

- **City Code Review:**
 - Ongoing review of land disposal and related codes to identify areas for improvement. Preliminary reporting will begin in January 2025.
 - Code revisions will be discussed in monthly Code Committee meetings to address challenges like housing incentives and streamlined land use policies.
 - **Identifying Buildable Land:**
 - Initial discussions with service providers, contractors, and landowners will begin January 2025 to map out potential areas for development. This will remain a focus through 2027.
 - **Municipal Property Disposal and Housing Development:**
 - Will begin drafting proposed amendments to Chapter 5.30 of the Municipal Code to modernize property disposal methods, encourage residential development, and align with community growth objectives.
-

Priority 2: Improve Staff Capacity and Expertise

- **City Manager Recruitment:**
 - The hiring process is ongoing, with a shortlist of candidates under consideration.
 - **Key Staffing Hires:**
 - IT Specialist position filled; Kyle Johnson begins January 6, 2025.
 - Public Works and Safety positions continue recruitment; interviews and onboarding in progress.
 - **Training and Certification:**
 - Public Safety staff completed training in areas such as K-9 operations, ARIDE (DUI enforcement), and SART (Sexual Assault Response Team).
 - HR personnel actively improving onboarding processes and retention strategies.
 - **Employee Morale:**
 - Staff across departments are engaged in professional development and express high job satisfaction.
-



Priority 3: Maintain City Building Assets and Infrastructure

- **Water/Wastewater:**
 - New technician hired and undergoing training to enhance system efficiency.
 - **PFAS Mitigation:**
 - Secured \$14.4 million for mitigation efforts. Design phase application submitted, with construction scheduled for FY 2027.
 - **Landfill Improvements:**
 - \$4.7 million Congressional Appropriation in process; working with Agnew::Beck and EPA to finalize project scope. Estimated completion FY 2028.
 - **Snag Point Erosion:**
 - \$5 million FEMA appropriation secured. Preliminary planning and NEPA review in progress.
 - **Facility Maintenance:**
 - Public Works continues to address maintenance needs, including HVAC upgrades, snow removal, and lighting system improvements.
-

Priority 4: Complete the Dillingham City Harbor Upgrades

- **Infrastructure Improvements:**
 - \$11.5 million awarded for harbor upgrades, including new floats, docking systems, and water/sewer infrastructure.
 - Coordination with PND Engineering and MARAD to secure permits and finalize design plans.
 - Work is ongoing with Public Works to address immediate repair needs, such as broken cleats and horns.
-

Priority 5: Complete a Budget Analysis and Financial Plan

- **Financial Planning:**
 - FY24 audit site work completed; financial statements in progress.
 - Budget revisions for FY25 initiated, with FY26-FY28 planning underway.
- **Utility Rate Study:**
 - Consultant engagement planned for Year 1 to ensure equitable and sustainable utility rates.
- **Fish Tax Analysis:**
 - Preliminary discussions highlight complexity; further research and stakeholder engagement required.



Priority 6: Help Attract New Business Creation, Growth, and Development

- **Ongoing Development:**
 - Plans are being developed to promote business growth in conjunction with land use and infrastructure initiatives. Further direction from Council is needed.

Priority 7: Support Increasing Addiction Services in Dillingham

- **Narcotics Enforcement:**
 - Police Department launching K-9 program in February 2025, enhancing capacity to address drug issues.
 - Collaborative training opportunities with Alaska State Troopers are expanding.
- **MAT Services:**
 - Discussions on increasing Medically Assisted Treatment (MAT) availability continue, focusing on methadone and naloxone access.
- **Community Support:**
 - Fire Department continues to collect sharps and explore addiction support initiatives.

Key Accomplishments to Date

- **Major Grants Secured:**
 - \$14.4 million for PFAS mitigation, \$11.5 million for harbor upgrades, \$4.7 million for landfill improvements, and \$5 million for erosion mitigation.
- **Staffing and Training:**
 - IT Specialist hired; critical training programs completed for Public Safety staff.
- **Housing Development:**
 - Municipal code updates underway; CIP list nominations being reviewed.
- **Public Works Progress:**
 - Snow removal, equipment maintenance, and landfill operations continue to improve operational efficiency.
- **Environmental Safety:**
 - PFAS testing initiated at Lake Road Fire Station, results pending.



Looking Ahead

As of early 2025, the City of Dillingham is well-positioned to advance its strategic priorities, strengthen its infrastructure, and meet community needs. Ongoing efforts in staffing, environmental safety, and economic development will support the City's vision for sustainable growth and improved quality of life for all residents.



City of Dillingham, Alaska

Daniel E. Decker Sr., Acting City Manager

Monthly Report to the City Council – December 2024

Date: January 2, 2025

To: Mayor Alice Ruby and Members of the City Council

Administration and Operations: Proactive Leadership and Collaboration

The City of Dillingham remains committed to addressing environmental concerns and maintaining public safety. The Alaska Department of Transportation (DOT) has provided a public update on PFAS contamination related to the Dillingham Airport. The State has made available a detailed overview of PFAS sampling and contamination results, outlining the scope of the issue, ongoing monitoring efforts, and potential mitigation strategies. This report is accessible to the public at <https://dot.alaska.gov/airportwater/dillingham/> and is an important resource for our community. The City continues to coordinate closely with the State to address this issue, and further updates will be shared as progress is made.

In December, PFAS testing was conducted at the Lake Road Fire Station in response to a community concern. The Planning Director followed proper chain-of-custody protocols and sent water samples to a lab for analysis. Results will be provided once received, demonstrating the City's commitment to transparency and environmental safety.

Staff development continues to be a priority. Four employees received CPR training, and department heads participated in key forums, such as the BBNC Leadership Forum and the Alaska Municipal League (AML) Annual Conference. Additionally, the City finalized a Local 71 rotational agreement, improving operational efficiency in Public Works. The IT Specialist position was offered to Kyle Johnson, who will start on January 6, 2025, further strengthening the City's capacity to manage technology and infrastructure needs.

The Planning Department is also preparing for public meetings to review the updated Comprehensive Plan, and public outreach for the CIP list is underway. A letter is being drafted to the EPA to adjust the Senate appropriation for landfill improvements to meet the current needs of the facility.

Public Safety: Strengthening Response and Capability

The Dillingham Police Department has made considerable strides in staffing and training. Currently, six sworn officers are on the team, with three positions open. One officer is expected



to start in early 2025. In August and November, the department hired three officers with a combined 41 years of experience, significantly enhancing the team's expertise. Additionally, the department plans to launch a K-9 program in February, which will greatly improve its ability to address the community's drug problem.

Training remains a focus, with officers completing certifications in areas such as Field Training Officer (FTO), Sexual Assault Response Team (SART), DUI enforcement (ARIDE), and recertification programs. Three officers are working on instructor certifications, allowing them to provide specialized training locally. Collaborative training efforts with the Alaska State Troopers (AST), including active shooter training, are planned for early 2025, further strengthening the department's readiness.

The corrections division has increased staffing, hiring two experienced officers in September and November, and two more are set to begin in January and February. With these additions, the correctional facility will be fully staffed, aligning with the City's contract with the Department of Corrections. In December, the facility housed 19 inmates, including five under protective custody.

Dispatch continues to operate with six dispatchers, processing 116 calls between November 20 and December 20. Calls included disturbances (38%), EMS responses (24%), welfare checks, and traffic stops, among others. One full-time dispatcher position remains open.

Planning and Development: Driving Growth and Addressing Community Needs

The Planning Department has been busy addressing housing and infrastructure needs. Public meetings are being scheduled to review the Comprehensive Plan, and CIP list nominations are underway. The Planning Director recently completed a certificate in ARCGIS and is beginning updates to the City's online mapping system, which will improve operational efficiency across departments.

To address a community concern, PFAS testing was conducted at the Lake Road Fire Station. Samples were sent to a lab, and results are forthcoming. This proactive step highlights the City's dedication to addressing environmental concerns and maintaining public trust.

Additionally, the department is working on proposals for municipal property disposal and housing development. These initiatives aim to modernize property disposal methods, promote housing development, and support economic growth. A draft of proposed amendments to Chapter 5.30 of the Municipal Code has been attached for review.



Public Works: Infrastructure and Operational Excellence

Public Works continues to strengthen infrastructure and operational capacity. Engineering site visits to City Hall, Public Safety, and Dock Lighting systems have identified necessary repairs and upgrades, and plans for a landfill operating plan update are underway. Efforts to secure funding and pricing for replacement vehicles and equipment also continue.

Snow removal, vehicle maintenance, and landfill operations remain priorities. The department is working on a range of tasks, including replacing facility lighting, servicing lift stations, and planning for incinerator repairs in 2025. The department also improved coordination by finalizing the Local 71 rotational agreement.

Public feedback regarding harbor improvements has been acknowledged, with plans to address ice machine repairs, bulkhead crane functionality, and dock infrastructure upgrades.

Harbor Projects: Planning and Community Engagement

The Harbor Department is actively planning and preparing for the upcoming season. Key initiatives include:

- Meetings with MARAD and PND Engineering to advance the PIDP Grant permitting process.
- Pursuing Alaska Clean Harbors certification to align operations with environmental best practices.
- Developing plans for improved Kanakanak Beach access maintenance.
- Recruiting a Harbor Master for the 2025 season.
- Addressing public feedback related to ice machine repairs, bulkhead crane functionality, and dock infrastructure improvements.

These efforts reflect the City's commitment to enhancing harbor operations and responding to community needs.

Finance Department: Financial Accountability and Planning

The Finance Department successfully completed FY24 audit site work and is drafting financial statements. FY25 budget revisions are being finalized, and planning for FY26-FY28 is underway. Efforts to improve internal controls continue, with a review of policies governing payroll, property taxes, and procurement.



Property tax collections have been strong, and foreclosure lists have been filed. Utility and landfill delinquency notices were sent, with deadlines for payment set for early January. The department also submitted grant reports for several projects, including Lagoon Aeration and Harbor Float Replacement.

Community Services

- **City Clerk:** The Clerk's office has been highly productive, with progress made on records management, foreclosure processes, and training certifications. Staff morale remains high, and the team continues to enhance transparency through regular updates to the City's website.
 - **Senior Center:** The Senior Center served 346 meals in December and delivered 148. Staff have completed necessary food management training and continue to provide a positive environment for elders through activities and meal services.
 - **Library:** The library hosted a successful Holiday Cookie Decorating and Book Event, secured additional funding through state grants, and maintained operations during staff vacations. Training requirements are nearly complete, and efforts continue to enhance services for residents.
-

Looking Ahead: Collaborative Growth and Innovation

As we enter the new year, the City of Dillingham is focused on advancing key priorities, including staffing, training, and infrastructure improvements. The collaborative efforts of the Planning Department, Public Works, and Public Safety are driving progress in areas such as housing development, environmental safety, and emergency response.

The PFAS testing initiative, ongoing training programs, and the launch of the K-9 program are just a few examples of how the City is addressing community needs with proactive leadership and innovation. With public meetings scheduled for key projects and CIP priorities, we look forward to continued collaboration with the Council and community to achieve Dillingham's shared vision for growth and prosperity.

Thank you for your support, and I look forward to discussing these updates in more detail at the next Council meeting.



**Respectfully Submitted,
Daniel E. Decker Sr.
Acting City Manager, City of Dillingham**

Mayor
Alice Ruby

Acting Manager
Daniel Decker



Dillingham City Council
Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: December 20, 2024

To: Daniel Decker, Acting City Manager

From: Anita Fuller, Finance Director

Subject: Monthly Report

Acknowledgements and Recognitions:

November Statistics: As of date of report.

Cash Receipts: \$1,504,722.49

All Payments: \$2,238,449.82 (includes \$409,573.37 for 3 payrolls & 1 supplement payroll).

Council Considerations/Recommendations:

- Nothing new at this time.

Department Accomplishment and Opportunities:

Three+One:

Ongoing.

Questica:

Implementation in process. The final stage of cleanup is scheduled for completion in time for FY26 budget setup.

Audit Update:

FY24 Audit – Audit site work is finished. Financial statements are being drafted.

Department staffing:

IT Specialist – Kyle Johnson has accepted the position and will start working January 6, 2025.

AccountingTech II – Position has become open and is now advertised.

Property Tax:

Real and personal property tax payment was due November 1, 2024. If the first half payment was made then the second half payment is due December 1, 2024. Reviewing property tax disputes.

Personal property tax assessment returns have been mailed out 11/15/2024 with a deadline of February 1, 2025.

Assessors are preparing assessment values for 2025 Real Property tax roll.

Collections:

A foreclosure list has been recorded with the courthouse on 12/26/2024 and are conveyed to the City of Dillingham.

Past due utility letters have been mailed out 11/26/2024 with a shutoff date after the 01/01/2025.

Landfill past due letters were mailed out on 12/06/2024. Failure to pay will result in payment due at time of service after 01/10/2025.

Grants:

Reports completed in November:

- NTS quarterly report quarterly report.
- SOA Loan - Lagoon Aeration quarterly report.
- Harbor Float Replacement quarterly report.
- LGLR quarterly report.
- Jail Contract quarterly report.

Budget:

With audit completion the FY25 Budget revisions can begin in December starting with department heads. Will schedule F&B meeting dates in January to prepare the ordinance for the council. Will also start building the FY26-FY28 Budget with a target timeline of starting in April for F&B meetings.

Preparing Finance RFPs before renewing contracts for all required areas to stay in compliance with procurement policy which include but not limited to the accounting software, IT support, and auditors.

Internal Controls:

In response to discoveries made during the FY24 audit a review of the Internal Controls document is being conducted by all Finance Department Staff. This review process will review Dillingham Municipal Code, practices and policies that govern anything done by Finance staff.

Ongoing topics:

- Personnel regulations and what payroll manages.
- Management of funds collected by all departments, when and how they are to be reported to the Finance Department.
- How to manage citations not paid to the State of Alaska and how those funds are received by finance.

- How to Manage all forms of payments received by the city.
- Management of deposits to the bank and the reconciliation process with bank statements.
- How we extend credit at the landfill, harbor and dock.
- Review of Sales tax reports and when to report force file on tax reports. When to conduct sales tax audits.
- Billing of property taxes, what exemptions are allowable.
- Collection procedures and when to review the write off process.
- Budget Process and how it is managed.
- Information Technology and what is to be managed by Finance.

Other News:

- Finance Director attended the 2025 AGFOA conference in Anchorage on December 11-13, 2024.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- Past due notices have been mailed out to all organizations with landfill balances that are 30 days or older. Failure to pay will result in being unable to charge when using landfill services.
- January 2025 – Notices have been mailed out requesting final payment to prevent being added to the foreclosure list that will be presented to F&B January meeting.

Revenue and Expense Report – November 2024:

Will be presented at the next meeting after F&B review in January.

Balance Sheet

Will be presented at the next meeting.

Mayor
Alice Ruby

City Manager
Dan Decker



Dillingham City Council
Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambley

MEMORANDUM

Date: December 30, 2024
To: Dan Decker, City Manager
From: Christopher Maines, Planning Director
Subject: January 2025 Monthly Report

First and foremost, Happy New Years! I am looking forward to 2025 and another productive year for the City of Dillingham.

Planning Commission Activities:

In the month of December, we postponed our meeting. Our next meeting is scheduled for January 8th, 2024. We currently have the preliminary plat for the creation of a new subdivision, and two replats of existing subdivisions.

Planning Department Activities:

Our City Manager and I have been working alongside the Alaska DEC for the SRF Loan application process for the water line extension to Dillingham Airport. As of this report the application draft is online in their system for the design phase. We are currently meeting the timeline our City Manager established to have the application completed by February 2025.

Our Public Works Director and I met with Domenic Calabro, Pollution Prevention & Communities Branch Land, Chemicals, and Redevelopment Division U.S. EPA, Region 10. The purpose of this meeting was to review the senate appropriation for the landfill improvements project. The initial project outline did not meet the current needs of the landfill in its current state. We received directions from the EPA on the flexibility of the appropriation and to clarify with Senator Murkowski's Office before moving forward on the request for funds. A letter is being drafted with the points outlined by our Public Works Director and I am hopeful we will get the changes we need so we can start the NEPA process.

I completed my certificate program for ARCGIS. I will be coordinating with our provider to begin the lengthy process of updating our online City Map.

The staff nominations for the CIP List have been received. Public announcements for the CIP list began advertising following the last City Council meeting. I have also reached out to the Dillingham City School District at the request of Mayor Ruby for their CIP list as well. I have not received any nominations yet from the general public, but it is still early in the process.

I will be taking the updated comprehensive plan that was developed through Agnew Beck and the Planning Commission and begin scheduling public meetings. I am hoping to have a schedule developed by January and will update the Planning Commission and the City Council on the next steps.

At the request of our City Manager, I ordered a sample kit to test PFAS contamination at the Lake Road Fire Station. This was in response to a concerned citizen who lives within the vicinity of the property. The kit was received, and the well was sampled on December 25th, 2024, by me. I followed the chain of custody protocol and sent the samples out to the lab in California the following day. When I receive the results I will forward them to our City Manager.

Ongoing Projects:

I was overjoyed to see the priority list the Council has developed in December, as it works in tandem with the things I have been working on. Attached to this report are two items. The first involves the municipal property disposal code. This works alongside the council's priority list and would be a good place to start. The second attachment is my proposal for housing development within the City of Dillingham. These two items can be addressed and reviewed by the Council. At the last City Council meeting it was proposed that staff put together a meeting of the public to discuss land development and housing. I think it is necessary that we take these proposals into consideration and involve them in that process as well. Thank you for your consideration.

Attachments: Proposed Amendments to Chapter 5.30: Municipal Property Disposal Code
Revitalizing Dillingham: A Bold Initiative for Housing Development

Proposed Amendments to Chapter 5.30: Municipal Property Disposal Code

Purpose and Need for Action

The City of Dillingham faces increasing demands for housing development and efficient utilization of municipal property. The current municipal code, while providing a solid foundation for property disposal, lacks specific provisions to effectively promote and ensure housing development. The proposed amendments aim to create a more robust framework that will facilitate residential development while protecting the City's interests.

Current Challenges

1. Limited Housing Development Focus The existing code treats all property disposals similarly, without specific provisions for promoting housing development. This one-size-fits-all approach doesn't address the unique requirements and timelines associated with residential development projects.
2. Insufficient Development Requirements Current disposal procedures lack mechanisms to ensure that properties sold for development actually result in new housing construction. Without specific requirements and timelines, properties may remain undeveloped after disposal.
3. Pricing Inflexibility The requirement to sell at appraised value may discourage development by not accounting for infrastructure costs or community benefits that developers must provide.
4. Limited Selection Methods The current disposal methods don't include modern procurement approaches like Request for Proposals (RFP), which could help select the most qualified developers and best project proposals.

Proposed Solutions

The recommended amendments address these challenges through several key changes:

1. Housing Development Framework
 - o Creates a specific category for housing development disposals
 - o Establishes clear requirements for number of units and development timelines
 - o Provides priority consideration for projects including affordable housing
 - o Ensures developments align with community needs
2. Enhanced Accountability
 - o Requires detailed development plans and project timelines
 - o Mandates evidence of financing capability
 - o Requires performance bonds to secure development commitments
 - o Strengthens reversionary clauses with specific milestones
3. Flexible Pricing Structure
 - o Allows price adjustments based on development commitments
 - o Considers infrastructure costs borne by developers
 - o Values inclusion of affordable housing units

- Accounts for broader economic benefits to the community
- 4. Modernized Selection Process
 - Introduces RFP process for complex development projects
 - Establishes clear evaluation criteria
 - Enables selection based on developer qualifications and project quality
 - Maintains transparency in selection process

Expected Benefits

1. Increased Housing Development
 - More effective conversion of municipal property into housing
 - Faster development timelines
 - Greater variety of housing options
 - Potential inclusion of affordable units
2. Economic Benefits
 - Expanded tax base
 - Increased construction activity
 - Job creation
 - Infrastructure improvements
3. Administrative Improvements
 - Clearer guidelines for staff and developers
 - More efficient disposal process
 - Better protection of city interests
 - Improved monitoring of development progress
4. Community Benefits
 - Addresses housing needs
 - Promotes planned development
 - Ensures quality construction
 - Supports community growth

Implementation

The proposed amendments can be implemented immediately upon adoption. The City Manager's office will:

- Develop standard forms and procedures
- Create RFP templates
- Establish monitoring protocols
- Train staff on new requirements

Fiscal Impact

The proposed amendments may result in:

- Potential short-term reduction in property sale revenues due to price flexibility
- Long-term increase in tax revenue from developed properties
- Reduced maintenance costs for disposed properties
- Increased administrative efficiency

Recommendation

The Planning Director recommends that the City Council adopt the proposed amendments to Chapter 5.30 of the Municipal Code. These changes will create a more

effective framework for converting municipal property into needed housing while protecting the City's interests and promoting community development.

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING CHAPTER 5.30 OF THE DILLINGHAM MUNICIPAL CODE RELATING TO DISPOSAL OF MUNICIPAL PROPERTY TO PROMOTE HOUSING DEVELOPMENT (Proposed)

THE CITY COUNCIL OF THE CITY OF DILLINGHAM DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Amendment of Section 5.30.020 Section 5.30.020(A) of the Dillingham Municipal Code is hereby amended to add:

8. Development Requirements. For housing development disposals, specific requirements including:
 - a. Number of housing units to be constructed
 - b. Development timeline
 - c. Design standards or requirements
 - d. Infrastructure requirements

Section 2. Amendment of Section 5.30.020 Section 5.30.020 of the Dillingham Municipal Code is hereby amended to add:

C. For disposals promoting housing development, the city council may consider adjusting the sale price below appraised value based on:

1. The number of housing units to be developed
2. Infrastructure costs to be borne by the developer
3. Inclusion of affordable housing units
4. Expected economic benefit to the community

Section 3. Amendment of Section 5.30.040 Section 5.30.040 of the Dillingham Municipal Code is hereby amended to add:

E. Request for Proposals (RFP) for Housing Development. The city may solicit proposals from developers through a competitive RFP process when the primary purpose is housing development. The RFP shall specify:

1. Minimum number of housing units required
2. Development timeline requirements
3. Design standards
4. Infrastructure requirements
5. Evaluation criteria for proposal selection

Section 4. Amendment of Section 5.30.070 Section 5.30.070 of the Dillingham Municipal Code is hereby amended to add:

B. For housing development disposals, the successful bidder must submit within 60 days:

1. Detailed development plans
2. Project timeline
3. Evidence of financing capability
4. Performance bond or similar security

Section 5. Amendment of Section 5.30.080 Section 5.30.080 of the Dillingham Municipal Code is hereby amended to add:

E. Disposal for Housing Development. The city council may dispose of real property to promote housing development under the following conditions:

1. A finding that the property will be developed for residential housing within a specified timeframe
2. Requirements for the minimum number of housing units to be constructed
3. A development timeline with specific milestones for permitting, construction start, and completion
4. A reversionary clause if development milestones are not met
5. Priority consideration for projects that include affordable housing units

Section 6. Amendment of Section 5.30.090 Section 5.30.090 of the Dillingham Municipal Code is hereby amended to add:

B. For housing development disposals, the reversionary clause shall include specific development milestones and completion deadlines. The city council may grant extensions for good cause shown.

Section 7. Severability If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 8. Effective Date This ordinance shall become effective immediately upon passage and publication as required by law.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

_____.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

Chapter 5.30
DISPOSAL OF REAL PROPERTY (EXISTING CODE)

Sections:

- [5.30.010 City rights and powers.](#)
- [5.30.020 Procedures.](#)
- [5.30.030 Public notice.](#)
- [5.30.040 Method of disposal.](#)
- [5.30.050 Selection of a successful bidder.](#)
- [5.30.060 Appeal.](#)
- [5.30.070 Completion of bid requirements.](#)
- [5.30.080 Types of disposals.](#)
- [5.30.090 Reversionary clauses.](#)
- [5.30.100 Leases, easements and rights-of-way.](#)
- [5.30.110 Disposal of foreclosed property.](#)

5.30.010 City rights and powers.

- A. The city may sell, exchange, grant, dedicate, donate or otherwise dispose of city real property by any lawful means, as long as it follows the requirements of this title.
- B. The city may dispose of real property when the city council finds that it is no longer needed for municipal purposes or the conveyance will promote a public purpose. The disposal ordinance which approves the disposal will include a statement of finding.
- C. All disposals will be conducted in a fair and impartial manner. The city will have and may exercise all rights and powers in the disposal of real property as if the city were a private person.
- D. Any document which is required to carry out the land decisions of the city council will be signed by the mayor, and attested by the city clerk or notarized. Whenever possible, the form of conveyance will be reviewed by the city attorney.
- E. The city manager will furnish the city council with a summary which describes land title, the current city land inventory, and any anticipated problems which may occur in disposing the property. (Ord. 94-16 (part), 1995.)

5.30.020 Procedures.

- A. All disposals will be by ordinance. The ordinance will include:
 - 1. Finding. A finding that the property is no longer needed for municipal purposes. If the property is being disposed at less than the appraised value, the reasons will be included in the finding.
 - 2. Statement of Facts. A statement of facts which supports the finding.
 - 3. Property Description. A legal description of the property.
 - 4. Purpose or Type of Disposal. A description of the type of disposal (for example public, or economic development).
 - 5. Method of Disposal. A description of the method of disposal (for example, auction, lottery, negotiated sale or donation).

6. Property Value. A description of the appraised property value and how it is determined (for example, appraisal or a letter of opinion).

7. Public Notice. A description of the time, place and specific steps which will be followed to conduct the disposal.

B. The city council will describe the appraised value of property in the ordinance for the disposal. The value of the property will be appraised value as determined by an appraisal or a letter of opinion prepared by a qualified appraiser or assessor. The appraisal will have been made within one hundred eighty days prior to council action. (Ord. 94-16 (part), 1995.)

5.30.030 Public notice.

A. At least thirty days is required between the time a disposal ordinance is introduced and the time that it is finally adopted by the city council. Once an ordinance is introduced, it will be posted at those places outlined in municipal code for thirty days and may serve as the only public notice of disposal. (Ord. 94-16 (part), 1995.)

5.30.040 Method of disposal.

The city may dispose of municipal land using one of the following methods:

A. Sealed bid auction, with the property being sold to the qualified bidder who submits the highest sealed bid by the date and time specified in the notice and according to instructions to bidders. The minimum bid shall be the appraised value of the property as described in Section 5.30.020B, unless otherwise provided for in this title;

B. Public outcry auction, with the property being sold at a public auction to the qualified bidder who makes the highest bid. The minimum bid shall be the appraised market value of the property as determined in Section 5.30.020B, unless otherwise provided for in this title;

C. Negotiated sale or exchange. City land may be sold or exchanged by negotiation to a selected buyer or grantee if the city council determines that the sale or exchange is needed to protect or promote the public interest and the buyer or grantee has been selected without unfair discrimination among similarly situated persons;

D. Grant or donation. The city council may grant or dedicate real property to a municipality, state or federal entity, nonprofit corporation or association, or a Native village council, without a public sale and for consideration agreed upon between the city and the grantee if the city council finds that the grant or dedication is beneficial to the public. (Ord. 94-16 (part), 1995.)

5.30.050 Selection of a successful bidder.

A. If there is more than one bid at public auction or by sealed bid for a particular lot or group of lots, the lot or lots will be sold to the highest bidder. The highest bidder will be the one whose bid represents the highest total price for the property interest. In the event that two or more parties submit high but identical bids, the city council may determine the successful bidder by lot or reject all bids.

B. If it is determined that there are no acceptable offers, the city manager may negotiate for the sale or lease. However, the city council must by resolution approve the terms and price prior to entering into a written agreement.

C. In the event that the high bidder defaults, the city manager may offer the parcel for over-the-counter disposal for an amount equal to the high bid offered. (Ord. 94-16 (part), 1995.)

5.30.060 Appeal.

A bidder may appeal the city manager's determination of the apparent high bidder or irregularities in the bid process to the city council within ten working days following determination. The appeal must be in writing and contain a short statement about the grounds for an appeal. The city council will review the appeal within twenty days of receipt and rule. (Ord. 94-16 (part), 1995.)

5.30.070 Completion of bid requirements.

Following the appeal or the council's ruling, the city manager will notify the successful bidder that the city is preparing to issue an appropriate lease, deed or sales contract. Upon receipt of the notice, the bidder is granted thirty calendar days to send in any bid balance due and in addition, will complete all necessary documents. (Ord. 94-16 (part), 1995.)

5.30.080 Types of disposals.

The disposals described in this section can be authorized by the city council for less than the appraised value of the real property and may be exempted by the city council from the disposal methods described in Section [5.30.040](#) A through C. The ordinance which authorizes the disposal must comply with all other sections of this title.

A. Disposal for Public Purposes. The city council may dispose of real property to a municipality, state or federal entity, nonprofit corporation or association, or a Native village council, when the disposal is for a public purpose. This type of disposal is required to follow these requirements:

1. A finding that the disposal to the entity promotes a public purpose and a statement of facts supporting the finding;
2. A condition that the title may revert to the municipality in the event that the property is no longer used for the public purpose justifying the disposal; and
3. A waiver from the Native village council from any immunity from suit for the purpose of enforcing the reversion provision, if the disposal is to a Native village council.

B. Disposal for Economic Development. The city council may dispose of real property or an interest in real property to any person or entity to promote local trade or industry. The following requirements must be included in the non-code ordinance:

1. A finding that the property or interest in property being disposed of will be used to further local trade or industry; and
2. A condition that title will revert to the municipality in the event that the property is no longer used for the local trade or industry justifying the disposal.

C. Disposal to Settle Claims of Equitable Interest. The city may convey property to a person or entity who has a valid claim of equitable interest in the property or in a substantial improvement located upon the property.

D. Miscellaneous Disposals. The city council may settle disputed claims or litigation by authorizing disposal of real property or an interest in real property. (Ord. 94-16 (part), 1995.)

5.30.090 Reversionary clauses.

When a reversionary clause is included in a disposal conveyance and the condition of the reversionary clause is violated, the city council may decide whether the property should revert to the city. A decision to enforce a reversionary clause may be done by resolution. Any real property reconveyed to the city under a reversionary clause will be by quitclaim deed. If the city does not enforce a violation of a reversionary clause, it retains the right to enforce subsequent violations. (Ord. 94-16 (part), 1995.)

5.30.100 Leases, easements and rights-of-way.

Disposal of interest by lease, grant of easement, or right-of-way will follow the requirements of this title. The terms and conditions of leases, easements and rights-of-way will be established by the city council for each disposal. (Ord. 94-16 (part), 1995.)

5.30.110 Disposal of foreclosed property.

A. Property obtained by clerk's deed, foreclosure, or judicial order or decree is exempt from Sections [5.30.020](#) and [5.30.030](#) and subject to disposal according to the provisions of this section if disposal occurs within five years of the city obtaining the property or within ten years if the property is repurchased by the former record owner.

B. Other than repurchase by the former record owner, disposal under this section shall be by non-code ordinance conforming to the requirements of this section and other applicable code, statutory, or judicial requirements.

C. All ordinances required by this section must state:

1. The legal description of the property;
2. The address or a general description of the property sufficient to provide the public with notice of its location;
3. The name of the last known record owner of the property;
4. The means or action by which the city obtained the property; and
5. Whether the former owner shall be entitled to apply for remittal of any portion of sale proceeds.

D. An ordinance authorizing sale by auction must additionally state the method or methods of auction authorized. The ordinance may, but is not required to, state a minimum sale price.

E. An ordinance authorizing disposal of a type authorized by Section [5.30.080\(A\)](#) must additionally comply with the relevant requirements of that section. A disposal of this type is also considered property retained by the city for a public purpose.

F. Sale to the former record owner is authorized without ordinance if the former owner's statutory or code right to repurchase the property has not expired.

G. The city may sell property containing a residential building to a person, other than the former record owner or a person sharing a dwelling unit with the former record owner, who has a valid claim of a substantial equitable interest in the property or in a substantial improvement located upon the property for an amount equal to the tax

assessed value of the property, or, if the property is sold by auction, and if the person otherwise is in full conformity with the invitation for bids, the recognized equitable interest holder shall be considered as high bidder if the interest holder's bid is no more than twenty percent less than the highest bid received from a bidder not having an equitable interest recognized by the city manager in accordance with this section.

1. The determination of a valid claim of a substantial equitable interest in the property or in a substantial improvement located upon the property shall be made by the city manager upon proof provided by the claimant and solely at the city manager's discretion.

2. A claimant who seeks a bidder preference under this subsection must present the claim and supporting evidence to the city manager no later than five business days after an ordinance authorizing disposal of the property is set for public hearing.

3. Under this subsection, occupancy of the property, or a portion thereof, as a primary residence for two years or more prior to the date the foreclosure action was filed may be considered a substantial equitable interest by the city manager.

4. In this subsection, "residential" means a building or area of buildings used primarily as dwelling units and "dwelling unit" means a room or group of rooms intended for use as living quarters for one family, including washing, sleeping, cooking and eating facilities. (Ord. 15-12 § 2, 2015.)

Revitalizing Dillingham: A Bold Initiative for Housing Development

Introduction

Dillingham, Alaska, a community rich in culture and natural beauty, faces a critical juncture in its development. Like many remote Alaskan towns, we grapple with a pressing housing crisis that threatens our ability to grow, retain our population, and attract vital professionals to our community. Today, we present a visionary yet practical approach to address this challenge head-on, drawing inspiration from successful initiatives in other Alaskan communities while tailoring solutions to Dillingham's unique needs.

The Challenge

Our community faces two significant hurdles in housing development:

1. The exorbitant cost of construction materials, further inflated by hefty shipping expenses.
2. The immediate burden of property taxes on newly constructed homes and rental properties.

These factors have created a stagnant housing market, deterring both private and public developers from investing in our community's future.

Our Proposal: A Two-Pronged Approach

We propose two innovative measures that will not drain city resources but will demonstrate Dillingham's commitment to growth and development:

1. Property Tax Exemption for New Construction

Following the successful model implemented in Wasilla, we propose exempting newly constructed rental properties and homes within Dillingham from real property taxation for a period of 5-10 years.

Benefits:

- Stimulates economic growth by encouraging construction projects
- Creates jobs in the construction sector and related industries
- Attracts outside investment to our community
- Increases long-term tax revenue through expanded housing stock
- Helps retain current residents and attract new ones

2. Reduced Shipping Fees for Building Materials

We propose exempting or significantly reducing the wharf, handling, and tariff fees for shipping building materials intended for new home and rental property construction within Dillingham.

Benefits:

- Directly lowers construction costs, making projects more viable
- Encourages the use of higher-quality, more durable materials
- Supports local construction companies and suppliers
- Sets Dillingham apart as a forward-thinking, development-friendly community

Implementation Strategy

To ensure the success of these initiatives, we propose the following approach:

1. **Pilot Program:** Begin with a targeted pilot in a specific area or for a particular type of development.
2. **Clear Eligibility Criteria:** Establish transparent guidelines to ensure the incentives are used as intended.
3. **Regular Review:** Conduct annual assessments to measure the program's effectiveness and make necessary adjustments.
4. **Community Engagement:** Host town halls and workshops to gather input and build community support.

5. **Economic Impact Study:** Partner with local economists to project the long-term benefits of these initiatives.

Addressing Potential Concerns

We anticipate and are prepared to address several potential concerns:

- **Maintaining City Services:** We will present a detailed plan to ensure essential services remain fully funded during the tax exemption period.
- **Preventing Abuse:** Strict oversight measures will be implemented to prevent any misuse of these incentives.
- **Long-term Financial Impact:** Our projections show that the increased tax base after the exemption period will more than offset the initial revenue deferment.

The Broader Impact

This initiative extends far beyond just creating more housing. It's about building a stronger, more vibrant Dillingham:

- **Economic Diversification:** A thriving construction sector can help reduce our economic reliance on seasonal industries.
- **Attracting Professionals:** Improved housing options will make it easier to recruit and retain teachers, healthcare workers, and other professionals crucial to our community's well-being.
- **Community Health:** Better housing directly correlates with improved health outcomes and overall quality of life.
- **Environmental Considerations:** By enabling the use of modern, energy-efficient materials, we can reduce our community's carbon footprint.

Call to Action

Dillingham stands at a crossroads. We can choose to maintain the status quo and watch as our housing crisis deepens, or we can take bold, proactive steps towards a brighter future. This proposal offers a path forward that is both ambitious and achievable.

Together, we can build a Dillingham that not only meets the needs of our current population but is poised for sustainable growth and prosperity in the years to come.

Let's seize this opportunity to show that Dillingham is not just a great place to visit, but an even better place to call home.

Thank you for your consideration.

Mayor
Alice Ruby

City Manager
Daniel Decker



Dillingham City Council
Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: December 30, 2024
To: City Manager
From: Public Works Director
Subject: Monthly report

December has been a relatively quiet month at Public Works as there's been minimal snowfall, employees on leave and the holidays.

A Letter of Agreement has been reached with the Public Employees Local 71 union for the rotational schedule option for Public Works positions. We expect to have this position filled soon. Negotiations on the Collective Bargaining Agreement with the Public Employees Local 71 Union will begin in January.

Four employees were sent to CPR training, and the Director attended the Alaska Municipal League's Annual Conference.

Engineers made site visits to City Hall, Public Safety and Dock Lighting systems to identify shortcomings and provide recommendations for repairs. Work continues to identify lock system/door upgrade options.

Underway:

Spec out and secure pricing for replacement vehicles & equipment, attempting to identify scope of Landfill Upgrade funds, asset management industry & software training, accessed and working Public Safety web-based heating system, research/reports/proposals on multiple facilities' systems,

Upcoming:

Evaluate & send recommended repairs/upgrades to facilities, begin union negotiations, begin landfill operating plans update, build ITB/RFP for closure & development of landfill cells, Plan/build PW septic, Landfill Improvements scope options, incinerator service, dock light evaluation, Mayor Sale. Review Land Development plan, monitor/research open projects. (Snag Point erosion,

- PW:
 - Quotes for equipment & vehicles
 - IT – inventory existing hardware to catalog and order as necessary
 - resolve title/registration of new vehicles
 - Research and training on Asset Management software structure
 - Director attended Alaska Municipal League Conference
 - Public Safety, Dock Lighting & City Hall – engineer site visits

- SHOP:
 - Clean & organize
 - Inventory & source tools as needed
 - Replace axle in Old Harbor truck
 - Install Forestry Kit on Skid steer
 - Change Senior Center windshield
 - New tire on Landfill loader
 - Receive and install studded tires on 11 vehicles

- STREETS:
 - Snow removal & sanding
 - Service equipment attachments
 - Assist mechanic and W/WW as needed

- WATER / WASTEWATER:
 - Training new Operator
 - Reading plans
 - Attempting to source computer & network profile
 - Lead & Copper testing
 - Service and clean “Small’s” lift station
 - Periodic checks & servicing systems

- LANDFILL:
 - Cleaned bin receiving areas
 - Identifying & using B&G to repair building deficiencies
 - General Operations
 - Snow removal

- BUILDING & GROUNDS
 - Exterior lighting on PW facilities
 - General facilities maintenance & work orders

Date: 12/30/24
To: City Manager
From: Chief of Police
Subject: Monthly Report December 2024

PATROL:

There are currently six sworn officers in the department including the Chief of Police.

We are continuing to conduct interviews for our three open patrol positions. There is one officer currently in our background process. We anticipate his start date to be in January or early February of the new year.

In August of 2024 we hired two new patrol officers each having five years of experience.

In November of 2024 the department hired a new patrol officer. He has thirty-one years of experience.

TRAINING:

In September of 2024 the Chief of Police attended the FBI LEEDA Executive Leadership training in Soldotna. The second training completed in a three-part series of a nationally highly rated supervisory training program developed by the FBI.

In October of 2024 two officers attended the Kaminsky Field Training Officer training in Anchorage. This training allows officers to become certified field training officers, (FTO's). Including the officer that was hired in November, there are now three certified field training officers in patrol. The Chief of Police holds this certification as well, bringing the total number in the department to four.

In November of 2024 two officers attended the SART, (Sexual Assault Response Team), training in Anchorage. This training is sponsored and paid for by the state of Alaska. This training gives officers the necessary knowledge and skills to investigate these types of cases and to work collaboratively with the other agencies that comprise the local SART team.

In November of 2024 an officer attended an ARIDE, (Advanced Roadside Impaired Driving Enforcement) training. This is a more advanced DUI training.

In December three officers successfully completed the two-week recertification program in Sitka.

Three officers are presently completing an online Methods of Instruction training which will allow them to be certified instructors in the state of Alaska. After completion of this training, officers are certified to be instructors and can attend specialized instructor courses.

In January of 2025 Sgt. Nickels will be attending K-9 school and the department will launch its K-9 program in February of 2025. This will greatly enhance our ability to address the drug problem in the community. Once patrol is at a higher staffing level, we are planning on having one of our officers work with the AST investigator who is currently part of the WAANT unit.

In December the Chief of Police attended the FBI LEEDA Executive Development Conference, the focus of which was leadership and officer wellness.

The Chief of Police attended a recruiting event in December to recruit correctional officers and police officers. Many positive connections were made, and we hired one of the applicants that attended that event. The Chief of Police is exploring the possibility of creating a recruiting video. This will greatly expand our online presence and assist in our continued effort to attract highly qualified and experienced applicants in both corrections and patrol.

In the new year we are planning on inviting an instructor to Dillingham to provide an active shooter training. We will be working collaboratively with AST on this training. Officers from each department will train together. We are exploring other opportunities for collaborative trainings for the future as well.

We will be sending officers to instructor trainings as they become available in the new year. The APSC, (Alaska Police Standards Council), training schedule is still being developed.

Officers will be attending a state sponsored virtual training in crimes of domestic violence and investigation in January/February of the new year, as well a course in statute revisions for 2025.

CORRECTIONS:

We hired a correctional officer in September and another in November. One of the correctional officers has fifteen years of experience with the State of Alaska Department of Corrections and the other is a retired federal correctional officer with twenty-two years of experience. We have hired two additional correctional officers that will begin working in January and February of the new year. Each officer has eight to nine years of experience. That will bring the total number of correctional officers to five. Currently there is one open position in corrections.

The correctional facility has reached a staffing level that has allowed us to fully open the facility, remaining in alignment with the contract that the city has with the Department of Corrections.

December 1st through December 27 there were 19 inmates held in the Dillingham Jail Facility. We held 5 individuals under the Alaska Statutes T-47 protective custody. 0 Juveniles.

DISPATCH:

There are currently six dispatchers employed with the department. One of whom works only on the weekends. Currently there is one full time position open in dispatch.

Between the 20th of November and the 20th of December there were 116 calls processed through Dillingham Police Dispatch. These calls include:

24.11% EMS (28)

37.9% Disturbance (44)

3.5% Agency Assist (4)

3.5% vehicle Collisions (4)

1.7% 911 Hang-ups (2)

8.6% Suspicious Circumstances (10)

1.7% Burglaries (2)

4.8% Traffic Stops (7)

10.3% Welfare Checks (12)

Other calls are one each: REDDI Reports, Warrant Arrest, Serve Court Papers, Trespass, Assault, Theft and abandoned vehicle calls.

DMV:

The DMV no longer requires an appointment to receive service. That change was made in September of this year to better accommodate the community.

Division of Motor Vehicle Statistics for December 2024

- 02 – Commercial D/L
- 13 – Driver License
- 05 – Identification Cards
- 02 – HC Permits (No Fee)
- 03 – Miscellaneous Fees
- 26 – Vehicle Registration

- 10 – Title / Lien
- 00 – Boat Registration
- 00 – Road Test

Customer Assist:

- 04 – License Services
- 13 – AK Written Tests

Mayor
Alice Ruby

City Manager
Daniel Decker



Dillingham City Council
Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: December 27, 2024
To: Daniel Decker, City Manager
From: Scott Runzo, Fire Department Coordinator
Subject: Fire/EMS Report

Acknowledgements and Recognitions:

- The department would like to thank all the volunteers for their service as we close out the year 2024
 - EMS related calls for 2024 (225)
 - Fire related calls for 2024 (25)
-

Department Accomplishment and Opportunities:

Fall of 2024 the fire department focused on member training and the development of the executive team. Here is the current structure of the fire department that was voted in this Fall.

- Fire Chief – Koolie Heyano
 - Assistant Fire Chief -Kevin Hardin
 - Fire at large – John Taylor
 - Medical squad director -Clint Reigh
 - Assistant medical director -Brandi Olson
 - Medical at large -Malcolm Wright
-
- Monthly fire training and EMS training is ongoing three times a month for both medical and Fire. The department has seen a significant increase in those attending these training courses.
 - We have one new EMT who joined the department, and 5 other members have renewed their EMT-1 for another two years.
 - The city has also received a grant of 600k to pay for the new fire hall's design and engineering costs. We are working with the Architect to determine how these funds could be used to further the development of the New Fire Hall.
 - The New fire hall pre-design is ready for review, and we are very happy with the work the Architects have done. Please feel free to contact me if you would like to look at it.

- One member of the department completed their “Red Card” training for wildland firefighting. The Fire office worked with BBNA to hold these courses and also certified the members in CPR and first aid. This is a good resource that we feel better equipped the department to deal with wildland fires.
- Two members of the department attended the EMS symposium and returned with information to train others
- We have a new medical director from the hospital to sponsor our EMS service. EMS has been working with them to update and re-register for our EMS license for 2025.

Projects – Progress and Public Impacts:

- The department continues to offer many training opportunities that consist of CPR, First Aid, Emergency Trauma Technician, and Emergency Medical Technician-1, and Narcan Training classes. If you need training, please contact us.
- The department participated in several community events. These included job fairs, prevention programs, CPR classes, school programs, and sporting events.
- The department reviewed all the KNOX boxes in the city and found that several of them did not work or did not have the right keys in them.
- We will begin the process of looking at our summer staffing needs after the first of the year. We will be looking at ways that we can reduce the costs of EMS Staff for the summer.

Upcoming Calendar Items:

- Staffing for summer
- Fire Chiefs conference end of January 25
- EMT or ETT or EMT 2 class in the Spring
- Smoke detectors and home inspections Program starting in the Spring

Public Feedback:

- We have received a lot of good feedback from the public concerning our continued Fire and EMS service, as well as the activity around prevention efforts throughout the community.

List of Attachments:

- None currently



PREDESIGN PROJECT REPORT

December 20, 2024

Dillingham Fire & Rescue New Fire Station

aetta.
Architects

247 S. Alaska Street
P.O. Box 2732
Palmer, AK 99645
907-360-9696 • aetta.com



Project Narrative

The proposed project involves replacing an aging two-story structure currently in poor operational condition with a modern fire station designed to serve the growing needs of the Dillingham community. The new facility will feature two apparatus bays, a large multipurpose meeting room, administrative offices, and sleeping dormitories for volunteer firefighters, ensuring both functionality and support for emergency response operations.

Site improvements will include expanded parking and optimized vehicle circulation to accommodate fire station operations and community access. Located at a prominent intersection near the city's entry point, the site may also incorporate new welcome signage, enhancing the gateway to Dillingham.

A notable feature of the existing building is a large historical mural that holds significance for the community. The design team will incorporate mural elements as part of the new structure, preserving its cultural importance. Additionally, salvaged vintage firefighting equipment will be showcased in a small museum space, creating a unique opportunity to honor Dillingham Fire and Rescue's history.



IMAGE 1 - DILLINGHAM F&R MURAL

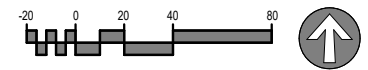
Drawings

Drawings List

1. Existing Site Plan
2. Proposed Site Plan
3. Floor Plan Diagram
4. Building Rendering



IMAGE 2 - EXISTING SITE PLAN



DILLINGHAM FIRE & RESCUE NEW FIRE STATION

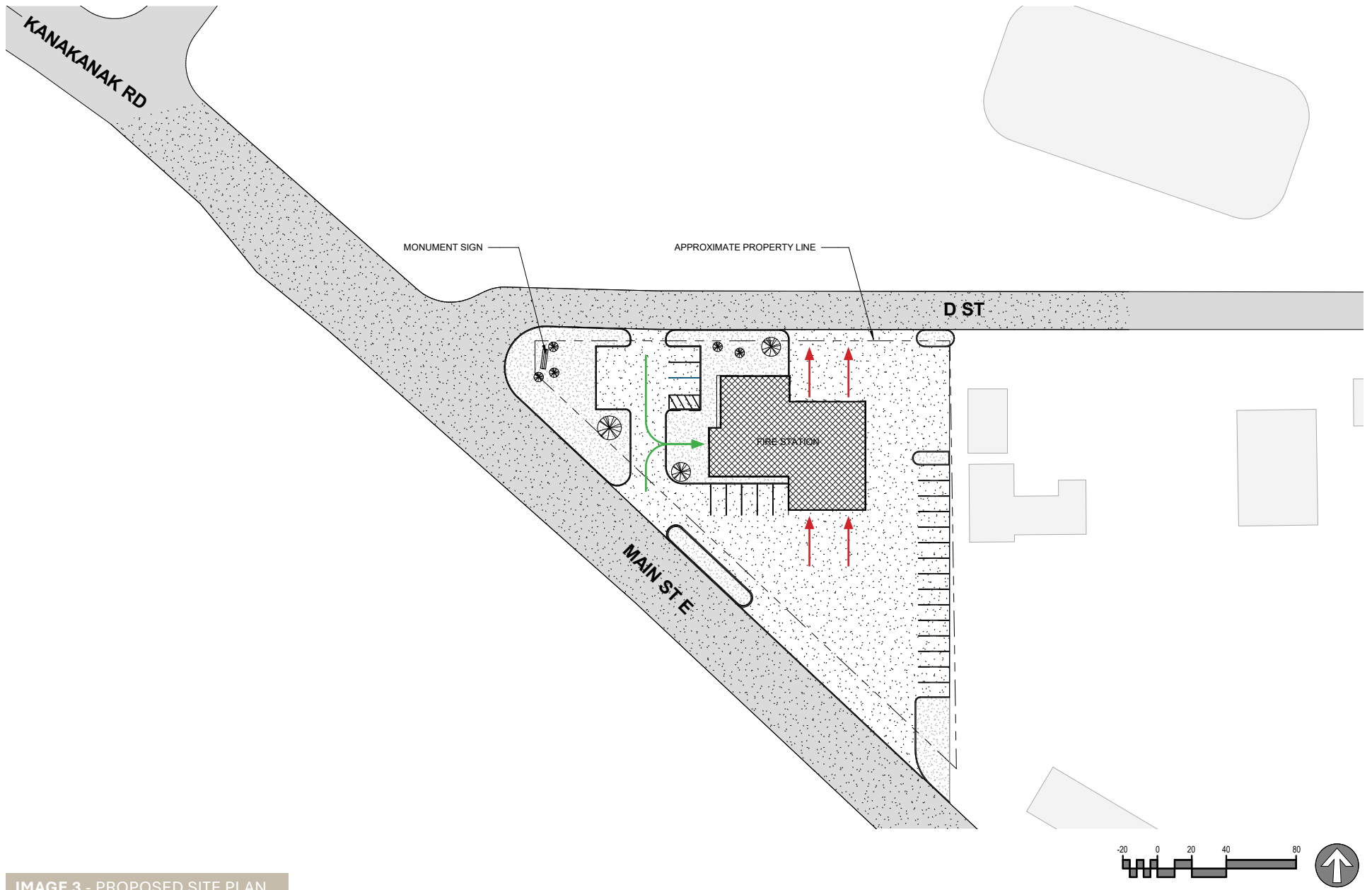
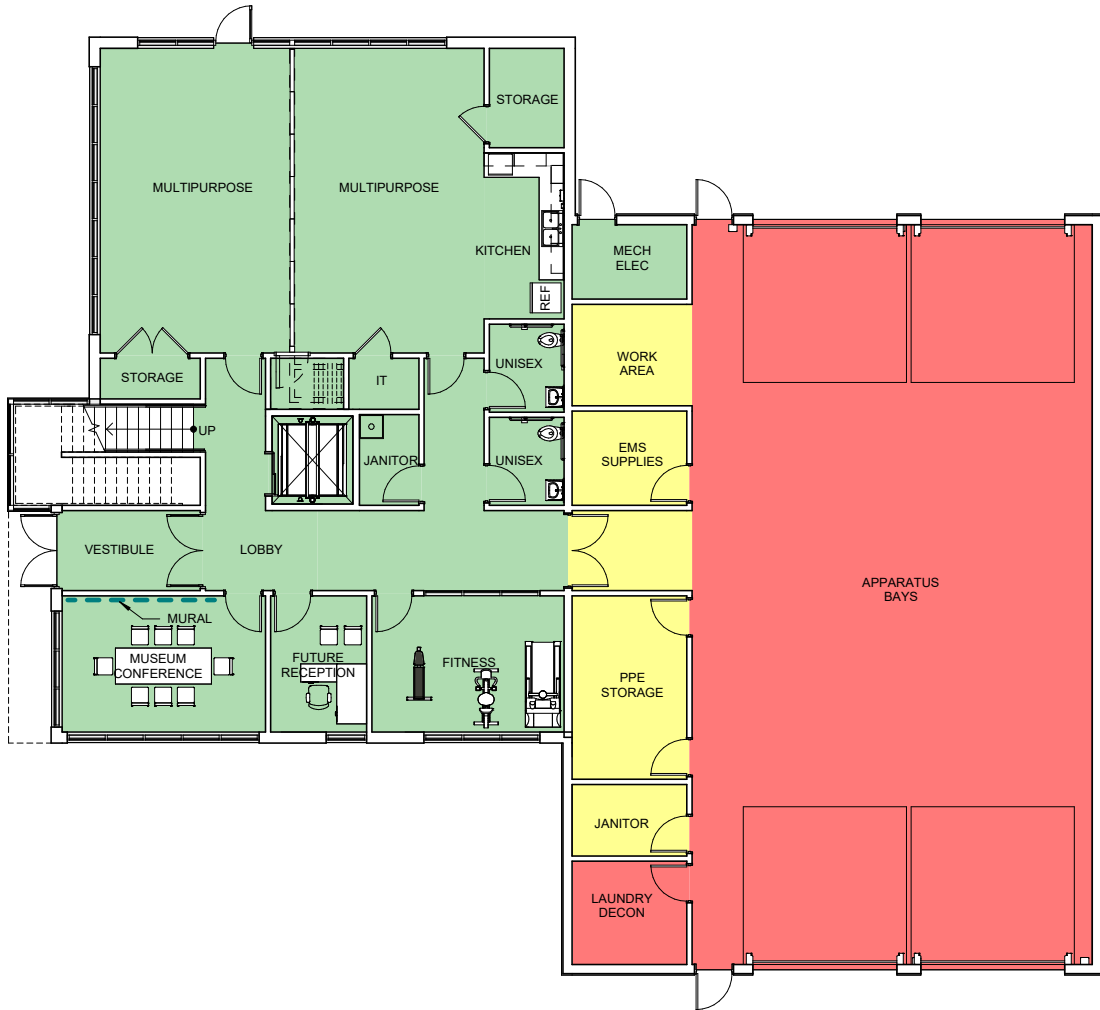


IMAGE 3 - PROPOSED SITE PLAN

**DILLINGHAM FIRE & RESCUE
NEW FIRE STATION**



1 LEVEL 01 PLAN DIAGRAM
 1/16" = 1'-0"

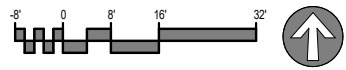
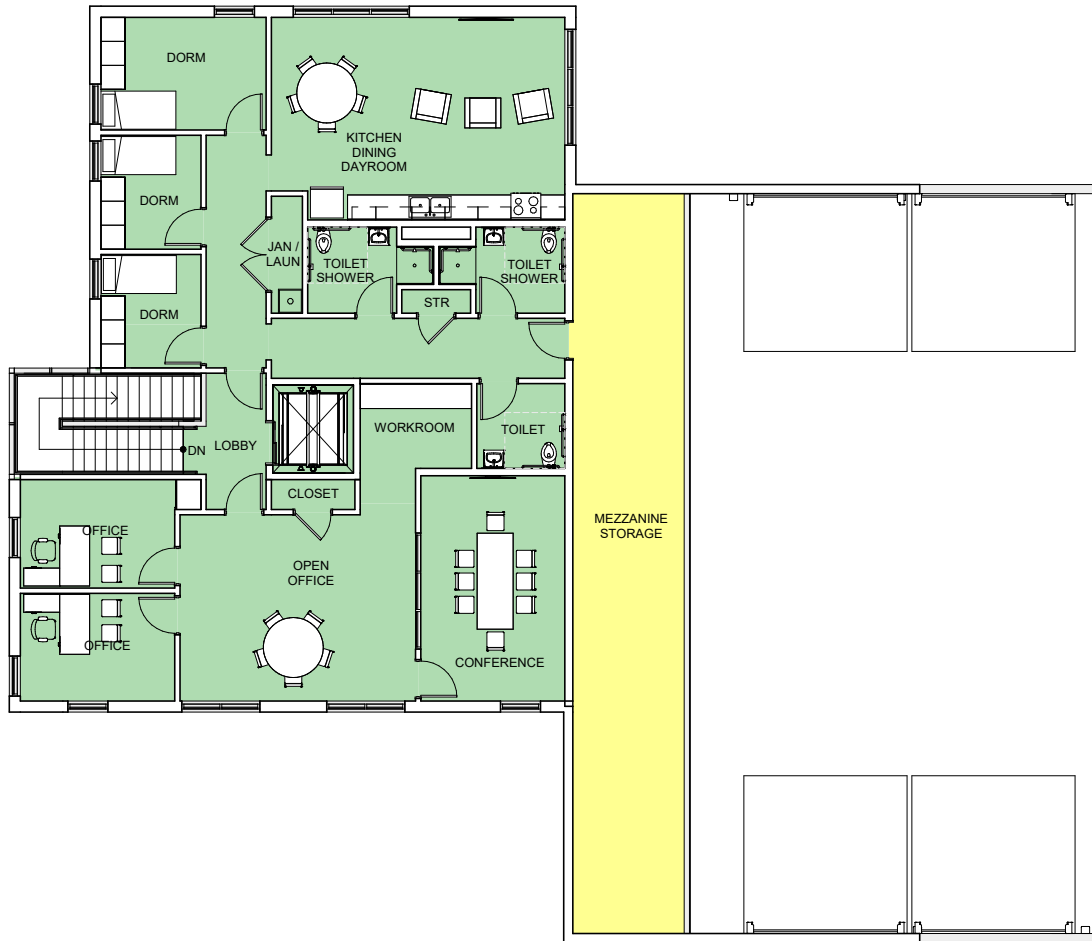


IMAGE 4.1 - PROPOSED FLOOR PLAN



2 LEVEL 02 PLAN DIAGRAM
 11/16" = 1'-0"

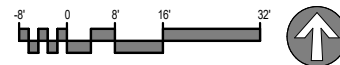


IMAGE 4.2 - PROPOSED FLOOR PLAN



IMAGE 5 - BUILDING RENDERING

**DILLINGHAM FIRE & RESCUE
NEW FIRE STATION**

Mayor
Alice Ruby

Acting City Manager
Dan Decker



Dillingham City Council

Michael Bennett
Curt Armstrong
Kaleb Westfall
Kevin McCambly
Bertram Luckhurst
Steven Carriere

MEMORANDUM

Date: 12/27/2024
To: Dan Decker, Acting City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: January 2025

Projects – Progress and Public Impacts:

- Planning Port Advisory Committee meeting for January
- Working to become a certified member of Alaska Clean Harbors
- Replace compressor for cold storage in icehouse
- Working with IAMPE to update Port Terminal Tariff
- Develop a plan for improved Kanakanak Beach Access maintenance
- Working with PND Engineering to acquire all necessary permits for PIDP Grant
- Meetings with MARAD to discuss next steps for PIDP Grant
- Working with Public Works to repair broken cleats and horns
- Planning and preparation for next season
- Hire Harbor Master for 2025 Season

Public Feedback:

- Repair/replace ice machine
- Repair Bulkhead Crane
- Electricity to docks
- Repair/Replace docks

Mayor
Alice Ruby

Manager
Daniel Decker



Dillingham City Council
Curt Armstrong
Michael Bennett
Kevin McCambly
Bertram Luckhurst
Kaleb Westfall
Steve Carriere

MEMORANDUM

Date: 12/30/24
To: Daniel Decker, Acting City Manager
From: Sherina Tilden, Executive Assistant/HR
Subject: December Monthly Report – Administration/HR

Acknowledgements and Recognitions:

Thank you for the hams and turkeys for all employees! Our employees are so deserving.

Department Accomplishment and Opportunities:

- Participated in job interviews for the Finance department, and Public Safety
- Zero individuals have received offer letters, one will receive Jan. 6th (start date).
- Offered IT Specialist position to Kyle Johnson, starts Jan. 6th
- One resignation – Basil Tilden, last day January 8th.
- Assisted in finalizing the Local 71 – two on, two off rotational agreement.
- Utilizing Expressions Evaluations soon- tool to keep up to date with employee's anniversary dates/merit increases/step increases. This will help with employee retention.
- Submitted the list of employees that participated in APEI's online training for 2024/2025.
- Meetings with Prothman and the Mayor are ongoing, applications have been received Prothman has narrowed down the list.
- Drafted a dress code policy
- Assisted with Public Safety employees receiving gym membership.
- On-going meetings with LMJ for computer replacement, and other IT related items.
- Attended leadership forum with BBNC.

Prioritization – Progress Update:

Priority 2: Improve staff capacity and expertise.

1: Fill City manager position

The City Manager Search is progressing. Our consultants have reviewed 18 applications, and I have been meeting with the consultant, the mayor, and the clerk to move the process along.

2: Fill staffing gaps:

IT Position-Kyle Johnson

Advertising and recruiting for open positions

3: Implement more training and certification opportunities for current staff.

Attached is the 2024/2025 APEI completion for December.

- Working with Department Heads to schedule interviews as applications are received.
- Advertising and recruiting for open positions.
Updating and assisting in the management of website and City Facebook page and website.
- Working with the Acting City Manager, City attorney's and Department Heads updating internal and personnel policies.

APEI Trainings Completed by COD Staff in 2024- Started by Course

Course Title	Completion Status	Credit (HH:MM)	Totals Credits Completed in 2024
Absorbents and Spills	Passed	1	7
Admin Tutorial: Advanced External Training Manage	Passed	0.1	0.1
Back Injuries	Passed	1	10
Career Professionalism	Passed	1	1
Computer Security Basics	Passed	1	6
Developing Effective Communication Skills	Passed	1	8
Electrical and Fire Safety	Passed	1	6
Preventing Accidents in the Workplace	Passed	1	5
Preventing Slips, Trips, and Falls	Passed	1	8
Public Employee Safety in the Community	Passed	1	6
Risk Management for Local Government	Passed	1	9
Sexual Harassment in the Workplace	Passed	1	7
Sexual Harassment Prevention - Local Government	Passed	1	8
Supervisor Skills	Passed	1	1
Transition from Peer to Supervisor	Passed	1	1
Workers' Compensation: Sprain and Strain Injury Pr	Passed	1	7
Workplace Ergonomics	Passed	1	4
Workplace Stress Resiliency	Passed	1	8

Total hours of APEI training completed by COD staff in 2024

102.1

APEI trainings completed by COD staff in 2024- sorted by date

Course Title	Completion Status	Date Completed	Total Credit
Transition from Peer to Supervisor	Passed	1/5/2024	1
Absorbents and Spills	Passed	1/16/2024	1
Back Injuries	Passed	1/16/2024	1
Workplace Stress Resiliency	Passed	1/16/2024	1
Back Injuries	Passed	1/17/2024	1
Developing Effective Communication Skills	Passed	1/18/2024	1
Preventing Slips, Trips, and Falls	Passed	1/18/2024	1
Sexual Harassment in the Workplace	Passed	1/18/2024	1
Back Injuries	Passed	1/25/2024	1
Career Professionalism	Passed	1/26/2024	1
Sexual Harassment in the Workplace	Passed	1/29/2024	1
Absorbents and Spills	Passed	1/30/2024	1
Back Injuries	Passed	1/30/2024	1
Developing Effective Communication Skills	Passed	1/30/2024	1
Workplace Stress Resiliency	Passed	1/30/2024	1
Preventing Slips, Trips, and Falls	Passed	1/31/2024	1
Back Injuries	Passed	2/2/2024	1
Developing Effective Communication Skills	Passed	2/2/2024	1
Back Injuries	Passed	2/9/2024	1
Absorbents and Spills	Passed	2/13/2024	1
Developing Effective Communication Skills	Passed	2/13/2024	1
Preventing Slips, Trips, and Falls	Passed	2/13/2024	1
Sexual Harassment in the Workplace	Passed	2/14/2024	1
Workplace Stress Resiliency	Passed	2/14/2024	1
Supervisor Skills	Passed	2/16/2024	1
Absorbents and Spills	Passed	2/17/2024	1
Preventing Slips, Trips, and Falls	Passed	2/18/2024	1
Sexual Harassment in the Workplace	Passed	2/18/2024	1
Workplace Stress Resiliency	Passed	2/18/2024	1
Absorbents and Spills	Passed	2/21/2024	1
Back Injuries	Passed	2/21/2024	1
Developing Effective Communication Skills	Passed	2/21/2024	1
Preventing Slips, Trips, and Falls	Passed	2/21/2024	1
Sexual Harassment in the Workplace	Passed	2/21/2024	1
Workplace Stress Resiliency	Passed	2/21/2024	1
Back Injuries	Passed	7/2/2024	1
Preventing Slips, Trips, and Falls	Passed	7/2/2024	1
Developing Effective Communication Skills	Passed	7/12/2024	1
Developing Effective Communication Skills	Passed	7/12/2024	1
Workplace Stress Resiliency	Passed	7/12/2024	1
Workplace Stress Resiliency	Passed	7/12/2024	1

Absorbents and Spills	Passed	7/13/2024	1
Back Injuries	Passed	7/13/2024	1
Preventing Slips, Trips, and Falls	Passed	7/13/2024	1
Sexual Harassment in the Workplace	Passed	7/13/2024	1
Absorbents and Spills	Passed	7/15/2024	1
Back Injuries	Passed	7/15/2024	1
Developing Effective Communication Skills	Passed	7/15/2024	1
Preventing Slips, Trips, and Falls	Passed	7/15/2024	1
Sexual Harassment in the Workplace	Passed	7/15/2024	1
Workplace Stress Resiliency	Passed	7/15/2024	1
Computer Security Basics	Passed	10/23/2024	1
Risk Management for Local Government	Passed	10/23/2024	1
Sexual Harassment Prevention - Local Government	Passed	10/23/2024	1
Risk Management for Local Government	Passed	10/24/2024	1
Preventing Accidents in the Workplace	Passed	10/27/2024	1
Sexual Harassment Prevention - Local Government	Passed	10/27/2024	1
Sexual Harassment Prevention - Local Government	Passed	10/27/2024	1
Workplace Ergonomics	Passed	10/27/2024	1
Admin Tutorial: Advanced External Training Manage	Passed	10/29/2024	0.1
Risk Management for Local Government	Passed	10/30/2024	1
Risk Management for Local Government	Passed	11/3/2024	1
Workers' Compensation: Sprain and Strain Injury Pr	Passed	11/3/2024	1
Electrical and Fire Safety	Passed	11/8/2024	1
Preventing Accidents in the Workplace	Passed	11/8/2024	1
Public Employee Safety in the Community	Passed	11/8/2024	1
Workers' Compensation: Sprain and Strain Injury Pr	Passed	11/8/2024	1
Workplace Ergonomics	Passed	11/8/2024	1
Risk Management for Local Government	Passed	11/9/2024	1
Sexual Harassment Prevention - Local Government	Passed	11/9/2024	1
Workplace Ergonomics	Passed	11/9/2024	1
Preventing Accidents in the Workplace	Passed	11/10/2024	1
Risk Management for Local Government	Passed	11/10/2024	1
Workers' Compensation: Sprain and Strain Injury Pr	Passed	11/10/2024	1
Risk Management for Local Government	Passed	11/12/2024	1
Sexual Harassment Prevention - Local Government	Passed	11/12/2024	1
Workers' Compensation: Sprain and Strain Injury Pr	Passed	11/12/2024	1
Electrical and Fire Safety	Passed	11/13/2024	1
Risk Management for Local Government	Passed	11/13/2024	1
Sexual Harassment Prevention - Local Government	Passed	11/13/2024	1
Computer Security Basics	Passed	11/14/2024	1
Electrical and Fire Safety	Passed	11/14/2024	1
Public Employee Safety in the Community	Passed	11/14/2024	1
Public Employee Safety in the Community	Passed	11/14/2024	1
Workers' Compensation: Sprain and Strain Injury Pr	Passed	11/14/2024	1

Computer Security Basics	Passed	11/15/2024	1
Computer Security Basics	Passed	11/15/2024	1
Electrical and Fire Safety	Passed	11/15/2024	1
Public Employee Safety in the Community	Passed	11/15/2024	1
Workplace Ergonomics	Passed	11/15/2024	1
Computer Security Basics	Passed	11/19/2024	1
Preventing Accidents in the Workplace	Passed	11/19/2024	1
Risk Management for Local Government	Passed	11/19/2024	1
Sexual Harassment Prevention - Local Government	Passed	11/27/2024	1
Sexual Harassment Prevention - Local Government	Passed	12/2/2024	1
Electrical and Fire Safety	Passed	12/17/2024	1
Workers' Compensation: Sprain and Strain Injury Pr	Passed	12/17/2024	1
Public Employee Safety in the Community	Passed	12/23/2024	1
Workers' Compensation: Sprain and Strain Injury Pr	Passed	12/23/2024	1
Electrical and Fire Safety	Passed	12/26/2024	1
Public Employee Safety in the Community	Passed	12/27/2024	1
Computer Security Basics	Passed	12/28/2024	1
Preventing Accidents in the Workplace	Passed	12/28/2024	1

Total hours of APEI training completed by COD staff in 2024

102.1



PUBLIC ANNOUNCEMENT

To: All Employees, Job Service, and KDLG
From: Sherina Tilden, HR
Date: December 30, 2024
Subject: **Current Job Openings**

Police Officer – Lateral Rotational

Full time
Salary: Level VIIIB \$37.93-\$40.25/hr DOE
PSEA Union Available

Police Officer – Resident

Full time
Salary: Level VIIIB \$37.93-\$40.25/hr DOE
PSEA Union Available

Corrections Officer

Full time
Salary: Level VIIB \$30.81-\$32.70/hr DOE
PSEA Union Available

Dispatcher

Full time
Salary: Level VIIB \$30.81-\$32.70/hr DOE
PSEA Union Available

IT Specialist

Full time
Salary: Level VIIIA \$34.36-\$36.46/hr DOE

Harbor Master

Full time/Seasonal
Salary: Level IX \$38.72-\$41.09/hr DOE

Heavy Equipment Mechanic

Full time
Salary: Level VIIIA \$34.36-\$36.46/hr DOE
Local 71 Union Available

Administrative Assistant/Planning

Full time
Salary: Level VIIA \$30.52-\$32.39/hr DOE

Accounting Tech II – Receivables

Full time
Salary: Level VIA \$27.19-\$28.85/hr DOE

The City of Dillingham is a great place to work and offers wonderful benefits package including 13 paid holidays. Health Insurance and Life Insurance for the employee paid 100% by the City of Dillingham.

For job descriptions, employment documents, or more information, visit our website at: www.dillinghamak.us

Submit completed and signed Employment Application to:

The City Manager's Office - City of Dillingham
PO Box 889 Dillingham, AK 99576
907-842-5148
assistant@dillinghamak.us

Mayor
Alice Ruby

Acting Manager
Daniel Decker



Dillingham City Council
Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: December 30th, 2024
To: Daniel Decker, Acting City Manager
From: Abigail Flynn, Acting City Clerk
Subject: Monthly Report

Acknowledgements and Recognitions:

A big thank you for the turkeys and hams. Employees were so happy to receive them.

City Clerk Department Accomplishment and Opportunities Since the Last Meeting:

Accomplishments

- *AAMC training in Anchorage yielded 5 CMC credits toward my Certified Municipal Clerk designation. I have another assignment to complete in January for more credits. Jon earned the same certificates for himself.*
- *9 more boxes of records burned according to our retention schedule and policy for destruction of records. 27 more boxes waiting for approval. Thank you, Patrick!*
- *I have been posting the signed council minutes to the website for increased transparency.*
- *Foreclosure update: Recorded Final Judgment and Decree of Foreclosure is completed. Follow up October 17th. Waiting to create Certificates of Redemption.*
- *The new Foreclosure list should be ready for the council in February.*

Prioritization updates:

- Suggestion for Code Update – Land code. Please see attachment from Nome.
- My Deputy Clerk and I attended training and completed assignments to obtain more skills for the Clerk department. We each have two new certificates and will earn another soon.
- I have been working with Sherina and the Mayor and our Hiring Consultants to prepare for the upcoming Manager selection process. We are making progress.
- Employee Morale update: Our Records Specialist is happy in his new position and accomplishing so much as we prepare to move from all paper records to digital records. All Clerk Staff are happy in their duties.
- The Seniors are happy to have Jon and Patrick driving them around for the Senior Center and Jon and Patrick enjoy driving the seniors.

Upcoming Meetings:

Finance and Budget Committee January 21st & February 17th 5:30 P.M.
Port Advisory Committee meeting date TBD in January
Next Regular City Council meeting February 6th, 7 P.M. (with a workshop)
Planning Commission Meeting February 12th 5:30 P.M.

Upcoming Calendar Items:

City of Dillingham

Page 1 of 3

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Staff Holiday Party January 10th

Needs:

Holiday party helpers

Attachments and links:

Ordinance No O-22-05-01 (s) – a temporary exemption from property tax for deteriorated structures located in a designated area ... that are being substantially rehabilitated, renovated, and replaced.

Here is where to find the signed minutes on the city website:

<https://www.dillinghamak.us/meetings>

Change dates and change the **Boards and Commissions** drop down box to **-City Council** to see regular and special council meetings.

Senior Center

Accomplishment and Opportunities December 2024:

Accomplishments

- Days open when meals were served: 15 with Lunch 14 days and 346 meals served during that time.
- Van: People given rides:66, Meals delivered: in use on 12 days, and 148 meals delivered.

Staffing Update

- Both Tabby and Diana have completed the food management course.
- Diana's CPR card is about to expire and needs to be renewed In January.
- Tabby is all caught up with trainings.
- Jon Sorensen will be splitting his hours between the clerk's office and the Senior Center as the driver for home delivered meals. Patrick is also driving.
- The newly hired Records Specialist will be moving into office space here.

News

- We have been keeping the elders busy with puzzles, crafts and Christmas decorating that will stay up until after the Russian Orthodox Christmas January 14th, 2025
- Both Diana and Tabitha have great morale for the Senior Center and especially for the elders. We work hard with a smile to keep our elders happy and fed for lunch.
- *Committee appointments needed so that Senior Advisory Meetings can be set*

Grant Reporting

- *Nothing new to report.*

Library Accomplishment and Opportunities for December 2-22, 2024:

Accomplishments

<i>Library Stats for August 26 to September 22, 2024</i>	
<i>534 Patron count</i>	<i>114 Desktop computer usage</i>
<i>419 WiFi Session Count</i>	<i>15 Museum visitors</i>
<i>3 AWE station usage</i>	<i>7 Volunteer hours</i>
	<i>7 Story Time attendees</i>

- **FOL** hosted the Holiday Cookie Decorating and Book Event on Wednesday, December 11th from 4:30 - 5:30 pm with 35 people in the library during that time enjoying the festivities..
- **PLA Grant FY25** was fully funded with a supplemental award in October from the State returning it to the \$7,000 originally requested.
- **Continuing the IMLS grant application** process for the library.
- **Library Closure during the** Library closed for Christmas Eve & Day and will be closed for New Year's Eve & Day. Thank you to the city council for this extra admin leave and the holiday turkey or ham gift.
- Cancelled the **Gingerbread House Contest & Judging** event in the museum due to no participation. Also, pulled the temporary librarian assistant job posting; existing staff were able to fill the void as two other employees went on vacation.
- Many of the staff have completed APEI trainings assigned last spring and used the leave already. Many have completed and almost completed the APEI training that was recently assigned. Rhianna has finished all of hers (8); I have completed 11 and have 3 more to go. Lane has completed 11.
- Work together as a team. Rhianna and Sarah are on vacation now, so it's just Lane and I running the show (often working days alone).
- **Letters of Interest for vacant LAB Seat E needed**

1st Reading: May 9, 2022
2nd Reading: May 23, 2022

Presented By:
City Manager

Action Taken:
Yes 6
No 0
Abstain 0

ORDINANCE NO. O-22-05-01 (S)

AN ORDINANCE OF THE NOME CITY COUNCIL, NOME, ALASKA, AMENDING THE NOME CODE OF ORDINANCES, SECTION 17.20.020 TO PROVIDE FOR A TEMPORARY EXEMPTION FROM PROPERTY TAX FOR DETERIORATED STRUCTURES LOCATED IN A DESIGNATED AREA OF NOME THAT ARE BEING SUBSTANTIALLY REHABILITATED, RENOVATED, AND REPLACED.

WHEREAS, there is an increasing need to increase the supply of residential housing in the City; and

WHEREAS, there are a significant number of dilapidated, deteriorated or abandoned structures in the City which, if repaired, replaced or renovated could increase the supply of residential housing ;

WHEREAS, it is in the public interest to provide an economic incentive for rehabilitation or renovation of deteriorated structures in the form of a temporary exemption from property taxation and;

WHEREAS, such an exemption is authorized by Alaska Statute section 29.45.050(o) if adopted by ordinance.

THEREFORE, BE IT ORDAINED by the Nome City Council as follows:

Section 1. Classification: This is a Code ordinance.

Section 2. Amendment of NCO § 17.20.020(a). Section 17.20.020(a) of the Code of Ordinances of Nome, Alaska, is hereby amended by adding a new subsection to read as follows:

(11) Restoration or replacement of deteriorated property. The assessed value of a real property is, subject to subsection (a)(11)(a), exempt from taxation for the duration set out in subsection (a)(11)(c), beginning in the year following approval by the assessor, or the assessor's designee, of an application demonstrating that the eligibility criteria set out in subsection (a)(11)(a) have been met.

a. Eligibility criteria. A property owner qualifying for the exemption set out in subsection (a)(11) shall:

- i. Own real property at least partially comprised of an existing building that:
 - a. is located in the Deteriorated Area of the City; and
 - b. has been included on a list of deteriorated nuisance structures

maintained by the City; or

c. has been determined by the Building Inspector to meet written criteria to be developed by the Building Inspector and approved by the city council for qualification as a deteriorated structure provided the determination of the Building Inspector has been approved by the city manager; and

ii. Have received all building and land use permits necessary to restore the building or to remove and replace the building with a new building to be used as rental residential housing which meets the requirements for an exception from sales tax under section 17.10.020(e) of this code, is generally available to all members of the public and which upon completion will increase the supply of property rented for continuous periods in excess of twenty-seven days ; and

iii. Submit a qualifying application to the assessor or the assessor's designee prior to beginning work to restore or remove and replace the existing building.

b. Exclusions. Restoration, replacement or construction of the following buildings does not create eligibility for this tax exemption:

i. Temporary or seasonal use structures.

ii. Owner occupied structures.

c. Duration of exemption. The tax exemption granted by subsection shall be for ten years.

d. Taxes due if exemption expires or is revoked. An exemption granted under subsection (a)(11) shall expire and taxes previously exempted by operation of subsection (a)(11) shall become due and payable if:

i. By the third December 31 following application approval, a certificate of occupancy or conditional certificate of occupancy under section 5.10.060 of this code, has not been issued for a restored or new building on the real property, constructed in accordance with all applicable building and land use permits; or

ii. A building or land use permit submitted with the application expires or is revoked and no restoration or replacement permit is obtained, and a copy submitted to the assessor or the assessor's designee within 360 days; or

iii. A new or renovated building for which the application was granted is not being occupied in a manner that meets the exemption criteria of section (a)(ii); or

iv. The exemption is revoked.

e. Application procedure. Applicants for the tax exemption authorized in subsection (a)(11) shall submit an application no later than February 1st of each assessment year for which the exemption is sought, on a form specified by the assessor or the assessor's designee, containing:

i. The legal description and parcel number designation of the real property for which the exemption is being sought,

ii. The assessed value and age of all buildings on the real property, and the estimated value of each separate building when there are multiple buildings,

iii. A copy of all building and land use permits obtained to restore or remove and replace an existing building on the real property, and

iv. An agreement and acknowledgement that taxes exempted upon approval of the application will become due and payable if by the third December 31 following approval of the application, a certificate of occupancy or conditional certificate of occupancy, has not

been issued for a restored or new building on the real property, constructed in accordance with all applicable building and land use permits, and is not being used as a primary residence.

v. Such other information as the assessor may require.

f. Revocation of exemption. An exemption granted under this subsection may be revoked if, at any time during the exemption period, the property for which the exemption was granted is no longer being used in a manner that meets the exemption criteria of section (a)(ii).

g. Appeal of revocation or expiration. Section 17.20.050 applies to determinations an exemption has expired and to determinations revoking an exemption.

h. Definitions. For purposes of this exemption the Deteriorated Area of the City consists of all property within city boundaries.

Section 3. Effective Date. This ordinance becomes effective immediately upon adoption, however the earliest tax year for which a property may qualify for an exemption is the tax year commencing January 1, 2023.

APPROVED and SIGNED this 23rd day of May, 2022.



John Handeland
Mayor

ATTEST:



Bryant Hammond
City Clerk

December 4, 2024

To: City of Dillingham, AK

I have been a resident of Dillingham since 2019. I have had continuous employment with the Bristol Bay Area Health Corporation since then. I would like to volunteer my time to the Planning Commission. I reside in Dillingham city limits and am a registered voter with my current address.

Sincerely,



Jennifer De Winne

907-843-2965

Attachment: Proof of voter registration

PUBLIC HEARINGS

CITIZEN'S COMMENTS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

City of Dillingham City Manager Additional Recruitment Services Proposal

Conduct Candidate Screening

Candidate Screening

We will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) Personal Interviews:** We will conduct in-depth videoconference interviews with the top 3 to 10 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation

We will prepare and send to you, electronically, candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via videoconference and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

The City of Dillingham handles the final interviews from this point.

Professional Fee

The fee for conducting candidate screening and interviews, and attending the work session for the review of candidate interviews is \$3,500.

The professional fee is billed upon completion of the work session.

Prepare Materials and Process for Final Interviews

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on an Evening Reception**
 - **Deciding on Candidate Travel Expenses**

- ◆ **Background Checks**

Background checks include the following:

 - **References**
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**

- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.

- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.

- ◆ **Final Interviews with Candidates**

We will travel to Dillingham and facilitate the interviews. The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.

- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.

- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

Professional Fee

The fee for conducting a final interview process and facilitation is \$6,500. The professional fee covers all Prothman staff time required to conduct the final interviews. This includes all correspondence with the client, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search-related tasks required to successfully complete the recruitment.

The professional fee is billed upon completion of the final interviews.

Expenses

We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Dillingham will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. Expenses for each recruitment include:

- Consultant travel: airfare, rental car, lodging, travel time at \$40 per hour (approx. \$1,650 - \$1,950 per trip)
- Interview Packets and Shipping (approx. \$450 - \$750)
- Background checks performed by Sterling (approx. \$180 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

To: Council
From: Alice
Date: 12/16/24
Re: Next steps for Manager Selection

As we agreed at the end of our workshop on Saturday, I drafted an outline of steps for the council to consider/discuss so that we define our process for moving forward with our manager recruitment/selection. This is for the council to discuss/consider. I believe that it will be important to have an established process so that the public (and council) are aware of the steps that will be followed.

This is written with the idea that recruitment has occurred and so our task begins with selecting candidates that we will move forward in the process.

1. Council will Review Consultant's choices
 - a. Executive session
 - b. Add or delete candidates from the group reviewed by the consultants
 - c. Add applicants received through City internal process
 - d. Optional – council members can review applications/submitted info prior to making this decision if they wish. As I understand, we have some obligation to use care in how we do this since the applications contain some sensitive information.
2. Consultant next step
 - a. Conduct Pre-Interview
 - b. Conduct Background checks
 - c. Conduct reference checks
 - d. Confirm or modify their recommendation
3. Consultant will report to Council
 - a. Executive Session
 - b. Written and/or verbal reports
 - c. Council select candidates to move forward to interview
4. Interviews will be conducted on-site
 - a. Consultant/staff arrange interview schedule
 - b. Consultant provide model questions/framework for interviews
 - c. Council conduct Interviews – Executive Session
 - d. Staff/Community meet/greet activities
5. Council will make selection
 - a. Executive session
6. Council will negotiate contract
 - a. Executive Session
 - b. Assistance from Consultant and City Attorney
 - c. Establish benefit/salary package
 - d. Establish start date

NEW BUSINESS

CITIZEN'S COMMENTS

COUNCIL COMMENTS

MAYOR'S COMMENTS

EXECUTIVE SESSION

ADJOURNMENT