



CITY COUNCIL REGULAR MEETING

Thursday, January 12, 2023 at 7:00 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

CITY COUNCIL REGULAR MEETING CITY HALL COUNCIL CHAMBERS / 7:00 p.m.

141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting will also be available at the following online location:

<https://us02web.zoom.us/j/86284685290?pwd=MHpINitYUFJDcDdVWXpRVjhwdVpKZz09>

Meeting ID: 862 8468 5290; passcode: 729618

Or dial (346) 248-7799, or (669) 900-6833

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Minutes of December 8, 2022; Regular Council Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

2. City Manager and Staff Reports

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

3. Ronald & Elizabeth Johnson, Animal Control Issue - Written Comment

ORDINANCES AND RESOLUTIONS

4. Adopt Resolution 2023-01; A Resolution of the Dillingham City Council Adopting an Alternative Allocation Method for the FY23 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
5. Adopt Resolution 2023-02; A Resolution of the Dillingham City Council Adopting the 2022 Multi-Jurisdictional Hazard Mitigation Plan (MJHMP)

https://www.dillinghamak.us/sites/default/files/fileattachments/planning/page/133/dillingham_mjhmp_12.07.2022.pdf

6. Adopt Resolution 2023-03; A Resolution Of The Dillingham City Council Waiving Section 3.95 Of The City's Personnel Regulations To Authorize Hiring Jacy Olsen As A Corrections Officer While His Sister-In-Law Is The Corrections Sergeant

UNFINISHED BUSINESS

Citizen Committee Appointments

Library Advisory Board, 1 seat open
Planning Commission, 2 seats open
Senior Advisory Commission, 5 seats open
Port Advisory Committee, 3 seats open
Friends of the Landfill, 2 seats open

7. Letter of Interest:

Friends of the Landfill (2)
Port Advisory Committee (1)

NEW BUSINESS

8. Adopt Action Memorandum 2023-01; Authorize the City Manager to Purchase a Top Handler
9. Adopt Action Memorandum 2023-02; Set Effective Date for Personnel Changes Adopted in Resolution 2022-25
10. Adopt Action Memorandum 2023-03, Approve Contract Extension with Chris Hladick Consulting LLC for Lobbying Services.

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

EXECUTIVE SESSION

11. Acquisition of Real Property

Matters the immediate knowledge of which could have an adverse effect upon the finances of the City.

ADJOURNMENT

Minutes



CITY COUNCIL REGULAR MEETING POSTPONED FROM 12.01.22

Thursday, December 08, 2022 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, December 8, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00p.m. The meeting was preceded by a workshop on the FY21 audit.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett	Kim Johnson	Curt Armstrong
Perry Abrams	Kaleb Westfall	

Council members excused:

Aksel Buholm

APPROVAL OF MINUTES

- Minutes of November 3, 2022; Regular Council Meeting

MOTION: _____ moved and _____ seconded the motion to approve the November 3, 2022 council meeting minutes.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Buholm, Council Member Armstrong

APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION to approve the agenda, with amendment to remove the executive session made by Kim Johnson, seconded by Kaleb Westfall.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

STAFF REPORTS

- City Manager and Staff Reports

There was no verbal report.

- Standing Committee Reports

Code Review Committee met November 10, 2022. There were no additional items to report.

PUBLIC HEARINGS

There was no public hearing.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

There were no comments.

ORDINANCES AND RESOLUTIONS

4. Adopt **Resolution 2022-25**; A Resolution of the Dillingham City Council Approving Changes to the Personnel Regulations

MOTION: to adopt Resolution 2022-25 made by Kaleb Westfall, seconded by Perry Abrams.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

5. Adopt **Resolution 2022-30**; A Resolution of the Dillingham City Council Accepting the Year End Audit for the Fiscal Year Ending June 30, 2021

MOTION: to adopt Resolution 2022-30 made by Kaleb Westfall, seconded by Kim Johnson.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

UNFINISHED BUSINESS*Citizen Committee Appointments*

Library Advisory Board, 2 seats open

Planning Commission, 1 seat open

Senior Advisory Commission, 5 seats open

Port Advisory Committee, 3 seats open

Friends of the Landfill, 1 seat open

6. Letter of Interest:
Port Advisory Committee

Mayor Ruby informed the Council letters of interest were received too late for the December packet and will be in the January packet.

NEW BUSINESS

There was no new business

CITIZEN'S DISCUSSION (Open to the Public)

There were no comments.

COUNCIL COMMENTS

Kaleb Westfall: Commended the Finance Department for their diligence on the audit. Noted the importance of having the numbers correct.

MAYOR'S COMMENTS

- Commented Chris Hladick will be giving BBNC Leadership a report on the Dillingham proposed harbor project.
- Noted City Manager Mawson plans to return on Saturday, December 10.
- Wished all a good Christmas and New Year.

ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:08 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

City Manager and Staff Reports

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: January 6, 2023
To: Robert Mawson, City Manager
From: Lori Goodell, City Clerk
Subject: Monthly Report

Acknowledgements and Recognitions:

- Kelsa Brandenburg and Greta Heyden-Pless did an outstanding job organizing the City Christmas Party. It was well attended, and all who were present had a marvelous time.
- Kudos to Anita Fuller, Finance Director for continuing to think 'outside-the-box' in looking for creative solutions to employment needs.
- Well done to Billy Noonkesser and his crew at public works for constant vigilance regarding road demands, regardless of staffing shortages, and often difficult perceptions.

Department Accomplishment and Opportunities:

- Attended the AAMC annual 2022 conference. During the training on records a Clerk spoke regarding her experience doing a total redo for their records retention schedule. Subsequent to that training, additional information has been acquired and items appropriate to the City's retention will be worked into the update.
- Assisted Finance with updates to the sales tax reporting forms and customer letter templates.
- Helped with onboarding one employee.
- Worked with Kelsa to begin updating onboarding templates and policy.
- Notified by Lobbyist Chris Hladick the City of Dillingham received \$5 million for shoreline protection for the sewer lagoon. This is part of the \$500 million designated funding package Senator Lisa Murkowski was instrumental in acquiring for the State of Alaska.

Projects – Progress and Public Impacts:

- Completed the six continuing education safety courses assigned through the APEI LocalGovU portal.
- Checked with Public Works regarding personnel and equipment for snow removal efforts.

- Received renewal notice from the State for two retail marijuana stores. Next for the city; complete the internal license review, send to the Code Review Committee, forward to the Council. As the local governing body, the City has 60 days to protest the applications.

Upcoming Calendar Items:

- 01.12.2023 Regular City Council Meeting
- 01.16.2023 Finance & Budget Committee Meeting
- 02.02.2023 Regular City Council Meeting
- 02.09.2023 Code Review Committee Meeting
- 02.20.2023 Finance & Budget Committee Meeting

Public Feedback:

- Received several positive comments, and two complaints regarding the condition of roads and snow removal.

Mayor
Alice Ruby

Manager
Robert J Mawson



Dillingham City Co

Section . Item 2.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 01.04.2023
To: Robert Mawson, City Manager
From: Kelsa Brandenburg, Administrative Services Manager
Subject: Monthly Report, December

Acknowledgements and Recognitions:

- City of Dillingham Christmas Party was a hit! Catered by Baileys, 65 – 68 people attended. I would like to say thank you to Greta Hayden-Pless for all her hard work putting it together, the Senior Center for hosting it, Baileys for catering it, and everyone else who helped make it a success!
- I would like to acknowledge and recognize all the hard work that Lori Goodell has been putting in while she's been the Acting City Manager. She does a great job every time she's in acting status.
- I would also like to acknowledge how much is accomplished by all our City Employees and departments. Their hard work might not always get noticed, but it is appreciated.

Strategic Plan Update:

- Grant Writing Committee has received the on-demand webinar links and materials for Grant Writing USA's online courses: Grant Writing and Grant Management, both two-day courses. We will have an in-person meeting in January.
- Registered for the NLC + Infrastructure Hub's January Grant Writing Bootcamp, waiting to see if I got in.
- Resolution 2022-25 was passed. Voting on an effective date at 1/12/23's council meeting.

Department Accomplishment and Opportunities:

- City employee cell phones were purchased and distributed.
- Interviewed and hired 1 new lateral police officer (starting 01/31/23), 2 corrections officers, 1 dispatcher (started 01/03/23), and 3 temporary employees for the Finance Department, Public Works, and the Library.
- Greta volunteered at the Library for Friday Night Game Night and at Santa's Second Shop.
- Public Outreach efforts: holiday hours, updated building hours, road closures, public notices, building closures, open positions, and City activities.

Projects – Progress and Public Impacts:

- Watched online Employee Handbook Webinar provided by Clatid.
- Working on updating selected policies in our personnel regulations and hiring documents.

Upcoming Calendar Items:

- Grant Writing Committee Meeting, tentatively scheduled for 01/19/23.
- I'll be in Dillingham 01/16 through 01/31/23.

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Council
Kimberly Johnson
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Section . Item 2.

MEMORANDUM

Date: January 6, 2023
To: Robert Mawson, City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report – December

Acknowledgements and Recognitions:

Statistics: As of date of report. One additional payable pending

Cash Receipts: \$996,94.15

All Payments: \$787,977.10 (includes \$264,242.80 for 2 payrolls)

Department Accomplishment and Opportunities:

Accomplishments

- Several very large mortgage payments delayed in mail caused delays in entering property tax penalties.
- Updated all Sales tax forms for 2023 calendar year. This was to remove the 1% discount allowed when sales tax reports are on time. This change was made by the council in 2020 when an agreement was reached with AML to assist with online sales tax reporting; however, the change did not happen to the forms until a review of sales tax in December that brought this to our attention.
- Gary Pullon has been assisting the department with business license application renewals.
- Eight 2022 Business License application completed and eleven 2023 Business License applications completed.

Staffing changes

- Account Tech I – Cashier: Position will be filled 01/09/2023.
- 1 staff on extended leave for the full month of December to return 01/09/2023
- Assistant Finance Director last day 12/14/2022.
- To meet the department demands advertisement for two Assistant Finance Directors: AFD, Purchasing and Disbursements and AFD, Revenue Cycle Manager. This will better support the department and provide the upper level knowledge needed to train other staff with less experience. This also increases the

purchasing support the finance department can provide to the overall city. They also provide the necessary support to meet the audit demands.

- Continue to have Summar Roehl work 2 nights a week to assist with cash receipts.
- Several staff out over the end of the year due to illness

Grant Reporting

- Assisted with the NTS grant renewal second opportunity for FY23.

Safety Committee

- Meeting Moved to 01/2023

Projects – Progress and Public Impacts:

Audit

- FY21 Audit completed.
- FY22 Audit next visit moved to May 15, 2023, for final work.

Projects

- Development of software to manage personal property tax assessments.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent
- 01/01/23 Business License applications renewals due, \$75 late fee beyond this date.
- 02/01/23 Personal Property tax assessment forms due in office to avoid late fees.

Public Feedback:

- There continues to be a high volume of calls regarding property tax questions, staff are working through them as quickly as possible.
- Business licenses will be delayed. Public is encouraged to contact Finance if this delay is creating a hardship.

List of Attachments: None at this time

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Council

Section . Item 2.

Kimberly Johnson
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Perry Abrams

MEMORANDUM

Date: January 3, 2023
To: Robert Mawson, City Manager
From: Sonja Marx, Librarian
Subject: Monthly Report

Acknowledgements and Recognitions:

The temporary Assistant Librarian position funded by the LINKED grant was advertised again. Rene Johnson's last day for this year was December 3rd. She will be rehired in May when she returns to Dillingham.

In December, we received an application, and then interviewed and hired Jennifer Bennis as another Assistant Librarian, starting December 14. Before Jenice left on her two week vacation, she and Sonja began training Jenny. After the new year, Jenny will be working with Lane and Jonas each day until Jenice returns to work on January 9th.

Most of the library staff were able to attend the City's Employee Christmas party at the Senior Center on Thursday, December 15th which started at 4:30 pm with a catered prime rib dinner from the Bailey's with all the trimmings, followed by games and gifts providing food and fun for all.

Department Accomplishment and Opportunities:

Jenice was able to complete her six courses online for the APEI training before she left on her vacation. She was then able to use her eight hours of earned admin leave for her trip. We are so glad Jenice has the opportunity to travel abroad to Costa Rica.

Story-time puppet shows for the season were performed by Sonja for the children and their families on the last two Fridays in December at the library. We were open to the public on those Fridays when the other city offices were closed. Since we are normally open on Saturdays, we chose to take our admin leave days on Christmas Eve and New Year's Eve and then be closed those two Saturdays. The library staff appreciates this gift of paid leave from the City Council during the holidays.

Projects – Progress and Public Impacts:

There are always projects to be done at the library. New ones pop up daily.

Upcoming Calendar Items:

This report marks the beginning of a new year; the first time I have had to write out the year 2023. I wonder how many times we will forget and write 2022! The year 2022 went by fast with memories and effects of Covid continuing to impact the library. The numbers of patrons visiting the library to checkout materials and using the computers for the internet are still low. One wonders if libraries statewide will rebound after the effects of the pandemic. We are hoping 2023 will be the year we return to what we were in the past; a thriving, robust library, meeting the needs in our community.

The Library Advisory Board planned to reschedule their meeting for January when others return from traveling for the school/holiday breaks. We will announce the meeting time and date when it has been determined. The LAB continues to seek a board member to fill a vacant seat.

The Friend of the Library have planned a meeting Wednesday, January 4th at 11:30 am in the library. Topics for the agenda include: FOL engagement in January, Caldecott and Newberry unveilings, and book recommendations to the librarian for purchase.

Sonja will be on vacation with her family in Colorado for two weeks in the new year. (January 2nd through 16th).

Public Feedback:

Last Friday, December 30th, the library hosted a game night, with hopes of many more to come. Those that attended the event had a great time. Future dates will be scheduled.

Library Stats report November 21, 2022 – January 1, 2023:

Patron Visits: 482 Computer Use: 48 Wireless Use: 440

Story Hour: 17 Museum Use: 30

AWE Station Use: 6 Volunteer Hours Logged: 3

Next Library Advisory Board meeting is to be scheduled for January, 2023

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Council

Section . Item 2.

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MEMORANDUM

Date: January 5, 2023
To: Robert Mawson, City Manager
From: Patty Buholm, Planning Department
Subject: December Monthly Report

Acknowledgements and Recognitions:

The Planning Department would like to thank ANTHC for the continued support during the Alaska Community Housing Assessment. A large thank you to Robert Mawson and Chris Hladick on their diligent work that led to a 5-million-dollar grant awarded to the City of Dillingham, and the driving force of Senator Lisa Murkowski to make this funding available to our community. Thanks to all City employees and partnered contractors that have worked with the Planning Department in December to achieve the below positive report.

Department Accomplishment and Opportunities:

A temporary worker will be hired for a short period of time in December and January to assist with records retention for the Planning Department. This will be an ongoing project over the next year or longer to organize and properly store as per State of Alaska, Records Management and City ordinances.

Projects – Progress and Public Impacts:

- Edge Survey and Design continues to work with the Planning Department creating the easement for a cul-de-sac on Squaw Creek Road.
- Planning Department has been working with Alaska Native Tribal Health Consortium (ANTHC) to complete a Community Housing Assessment.
 - This assessment will also assist with guidance with other issues I have been working on, such as subdividing, addressing, and updating the land ownership that have been a work in progress. Deadline has been extended until end of January 2023.
 - ANTHC and the Planning Department has created a draft list of questions that will be asked upon each parcel visit for clarification on water, wastewater, and addressing. ANTHC also has a draft flyer about the door-to-door visits that will be put on social media and the City website prior to the door-to-door visits.

- The Planning Department has reached out to Ekuk Village Tribe to additional assistance with the door-to-door portion of the assessment. Ekuk Village Tribe has shown interest in assisting with this project.
- Raven Electric site visit was delayed due to unforeseen circumstances and illness so has delayed the trip until January 5, 2023. Nushagak Cooperative was on-site for both assessments for the Plant and the Dock area.

Wastewater Treatment Plant:

- Raven Electric has completed the assessment and the inspection the Wastewater Treatment Plant for converting the wiring from a Delta power source to a more common Y power source.
 - The current blower motors can be converted to Y power.
 - A further evaluation is being completed to assess eliminating a transfer switch from this project.
 - A full report will be submitted to the Planning Department after the visit is completed.

City Dock Area:

- Raven Electric has completed the assessment of the City Dock Office, the buried power that was completed in conjunction with the Downtown Streets Rehabilitation project.
 - A list of needed equipment and parts list will be provided to the Planning Department once the visit is completed and time to compile the needed items.
 - Thanks to Ben Glosser and Cheyanne Roehl, Buildings and Grounds staff, for their assistance at both buildings with access and electrician issues.
- Bristol Environmental has submitted the Alaska Department of Environmental Conservation (ADEC) required Ground Water Well Monitoring Report on December 22, 2022. We are waiting for confirmation if the well sampling can be completed semi-annually or if the quarterly sampling will need to continue. I will report the determination upon notification.
- The Multi-Jurisdictional Hazard Mitigation Plan was approved by FEMA and has been reviewed by the Planning Commission. A resolution was passed during the Planning Commission regular meeting on 12/14/22 in support of the plan and was forwarded to the City Clerk to be included in the next City Council meeting.
- On going communication is occurring with Choggiung Limited Land Management Department for ANCSA 14 (c) property transfers. No new information to share.
- Communication continues with Bristol Engineers on the Nerka Road Project.
- Communication has started with Doug Huntman with Delta Backhaul for a Landfill evaluation and potential backhaul options to eliminate or reduce the on-site recyclable materials (metal waste and contaminated waste oil) as well as potential equipment repair or replacement options for the Landfill.
 - Doug Huntman is an advocate of the Green Star Program, which supports rural Alaskan villages that want to practice waste reduction, energy conservation and pollution prevention. Doug is planning a trip to Dillingham in mid to late January 2023 to evaluate the landfill and assist with a long-term plan for recycling options at the landfill. The Green Star Program will cover the cost of this site visit and the long-term plan for recycling the materials.

- Grants Status:
 - Solid Waste Infrastructure for Recycling (SWIFR) Grant Program for Political Subdivisions of State and Territories, EPA-I-OLEM-ORCR-23-03.
 - Notice of Intent to Apply was completed on 12/15/22 to EPA by the Planning Department.
 - The deadline for this grant application has been extended until February 15, 2023.
 - Dillingham is eligible to apply for this funding.
 - Requested final pay to be paid to Wolverine Supply to be able to close the Lake Road Fire Hall Addition Project that was completed in 2021.
 - Community Development Block Grant, State of Alaska
 - Dillingham did not qualify to apply for this grant, unable to continue to seek this grant opportunity.

Upcoming Calendar Items: Patty will be attending a FEMA Region 10 training on Managing Floodplain Development through NFIP in Anchorage on 2/27/22-3/02/22. The NFIP training expenses (hotel, airline expense, and no charge for the training) will be reimbursed by the State of Alaska FEMA office once successfully completing the training.

Public Feedback: The Planning Department has received positive feedback from a citizen for assistance given with ongoing land issues.

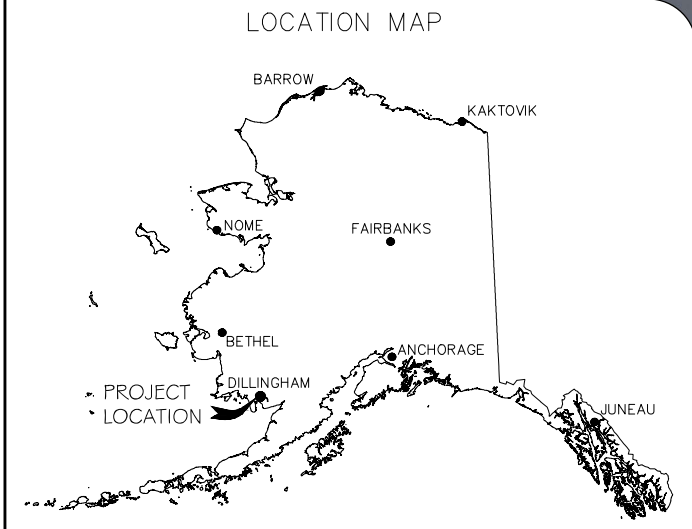
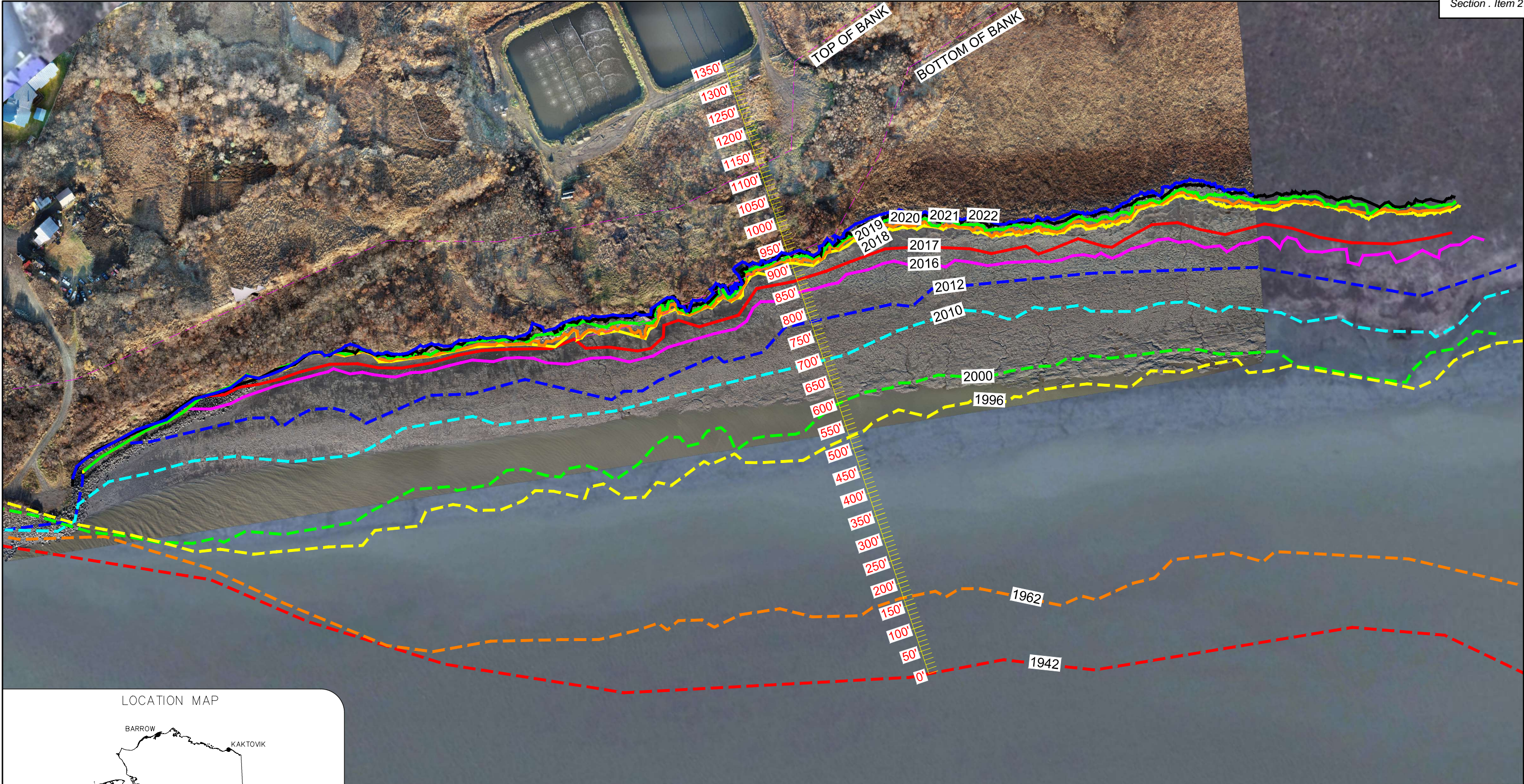
Permits Issued: None

Land Use Permit: None

Floodplain Permit: None

Burial Permits/Registry: None

List of Attachments: Edge Surveying Erosion Exhibit 2022

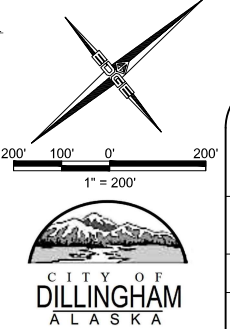


NOTES

1. 2016 THROUGH 2022 SHORELINE AND TOP OF BANKS ARE BASED ON FIELD SURVEYS PERFORMED BY EDGE SURVEY AND DESIGN, LLC.
2. 2012 TOP OF BANKS ARE BASED ON AN ORTHOPHOTO PROVIDED BY THE CITY OF DILLINGHAM.
3. 2010 TOP OF BANKS ARE BASED ON AN ORTHOPHOTO PROVIDED BY MICROSOFT BING.
4. 2000, 1996, AND 1962 TOP OF BANKS ARE BASED ON AERIAL PHOTOS PROVIDED BY THE CITY OF DILLINGHAM. THESE PHOTOS WERE NOT CORRECTED FOR CAMERA AND TERRAIN DISTORTIONS AND ARE APPROXIMATE.
5. 1942 SHORELINE BASED ON USGS QUADRANGLE SHEET "DILLINGHAM A-7" DATED 1952. THIS MAP NOTES THAT AERIAL PHOTOGRAPHS WERE TAKEN IN 1942.
6. INLAND BANKS ARE BASED ON 2012 AERIAL PHOTO AND ARE APPROXIMATE.
7. BASED ON THE DATA FROM 1942 THROUGH 2022 THE SHORELINE HAS ERODED 930 FEET OR 11.6 FEET PER YEAR.

LEGEND

- | | |
|--------------------------------|--------------------------------|
| 2020 TOP BANK - SURVEY / PHOTO | 2022 TOP BANK - SURVEY / PHOTO |
| 2019 TOP BANK - SURVEY / PHOTO | 2021 TOP BANK - SURVEY / PHOTO |
| 2018 TOP BANK - SURVEY / PHOTO | |
| 2017 TOP BANK - SURVEY | |
| 2016 TOP BANK - SURVEY | |
| 2012 TOP BANK - PHOTO | |
| 2010 TOP BANK - PHOTO | |
| 2000 TOP BANK - PHOTO | |
| 1996 TOP BANK - PHOTO | |
| 1962 TOP BANK - PHOTO | |
| 1942 SHORELINE - QUAD MAP | |
| INLAND BANK - 2012 | |



8000 KING STREET ANCHORAGE, AK 99518
Phone (907) 344-5930 Fax (907) 344-7794

DILLINGHAM SHORELINE
EROSION ANALYSIS

DRAWN BY: SM	DATE: 11/18/2022	JOB NUMBER: 16-134
CHECKED BY: MA	SCALE: 1" = 200'	SHEET: 1 OF 1

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Council

Section . Item 2.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 11/26/2022
To: Robert Mawson, City Manager
From: Patty Buholm, Planning Department
Subject: Monthly Report

Acknowledgements and Recognitions:

Thanks to Greta Hayden-Pless for the assistance with the Planning Department Strategic Planning Document. With the multiple demands of the Planning Department, this assistance was extremely helpful to keep the planning document updated.

Department Accomplishment and Opportunities:

Patty was able to meet with Harmony Curtis, State of Alaska National Flood Plain Insurance Program (NFIP) Coordinator, to review the City of Dillingham NFIP process, forms, and current practices. The City of Dillingham has been a participating community in the FEMA NFIP program since March 30, 1982, with this visit being the first documented review process.

- The current applications for Land Use Permit, New Sewer and Water, and Floodplain Application will have to be updated to reflect the Current Floodplain requirements by FEMA.

Projects – Progress and Public Impacts:

- Edge Survey and Design has continued to document the erosion along the Wood River area by the Sewer Lagoon, a report will follow upon completion.
- Edge Survey and Design has also started the process of creating the easement for a cul-de-sac on Squaw Creek Road. They are working with the City Planning Department, and the landowners for this easement acquisition for the City of Dillingham. A preliminary road survey has been completed and is the process of completing the easement plat.
- Planning Department has been working with Alaska Native Tribal Health Consortium (ANTHC) to complete a Community Housing Assessment. This report will help determine where our infrastructure can improve or start the planning process for future growth. This assessment will also assist with guidance with other issues I have been working on, such as subdividing, addressing, and updating the land ownership that have been a work in progress. Initially the deadline was set for the end of December to complete the Community Housing Assessment,

however due to the lack of adequate/loss of records I have requested an extension till end of January 2023. I have asked ANTHC to bring in Curyung Tribal Council and have received the ok to bring a temporary City staff member to help over a few weeks in December to achieve this deadline. I have requested that ANTHC assist with creating a joint informational flyer to explain the importance of this assessment as there will be many properties that will have to be visited for clarification on water and sewer access, year-round occupancy, and if the property is occupied by Alaskan Natives (this is an ANTHC requirement). ANTHC funding is available to communities for large infrastructure (Water and Sewer Treatment Plants and Landfills), however they would like to know the number of homes that are occupied by Alaskan Native people.

- Wastewater Lagoon Generator has been purchased, however due to current wiring inside the Wastewater Treatment Plant, the Planning Department is working with Raven Electric to complete an inspection on the building to see the benefits of converting the wiring from a Delta power source to a more common Y power source. This will include inspecting the current blower motors and electrical panels inside the Wastewater Treatment Plant. A transformer can be purchased however it has been noted that some of the internal panels are in worn condition so it may behoove the City to complete the switch prior to installing the new generator and converting the motors and incoming power prior to connecting the generator.
- Raven Electric has agreed to complete last of the overhead power conversion in and around the dock area to complete the Downtown Streets Rehabilitation job that completed on 7/15/22. This is the last outstanding project within that job to be able to complete the entire project. Raven Electric is expected to be in Dillingham on or around 12/06/22 to complete any portion of this switch possible, however, this trip was set up for an inspection as well as a parts list and direct communication with Nushagak Cooperative as safety is a large consideration during this inspection and switch from overhead to underground power.
- Bristol Environmental has agreed to complete the Dillingham Landfill Ground Water Monitoring Report that is required by Alaska Department of Environmental Conservation (DEC) after the 3 years of monitoring the new wells. Bristol Environmental will continue to monitor the wells once the DEC receives and reviews the report, they will determine if moving to bi-annual testing can be completed or if the quarterly sampling will need to continue.

Upcoming Calendar Items: Patty will be attending a FEMA Region 10 training on Managing Floodplain Development through NFIP in Anchorage on 2/27/22-3/02/22. This training will help strengthen the NFIP requirements set by FEMA for the City of Dillingham in-house process.

Public Feedback:

Permits Issued:

Land Use Permit - 1

Floodplain Permit – 1

List of Attachments: ANTHC's flyer for the Community Housing Assessment and FEMA Region 10 Training Flyer



ALASKA COMMUNITY HOUSING ASSESSMENT

The goal of this project is to update rural Alaskan community housing information in order to accurately represent the current status of sanitation facilities to federal, state and local funding agencies. Accurate housing and sanitation data is required for sanitation funding eligibility. This project will identify the number of occupied homes in a community and their current water and wastewater system. It is currently being developed by an AmeriCorps VISTA* member serving at the Alaska Native Tribal Health Consortium (ANTHC).

How will the information be collected?

The data for this project will be collected via community collaboration. A historical map and corresponding table will be used to verify the number of occupied homes.

Why is this information important?

When funding agencies consider funding a sanitation facility project in rural Alaska, the number of homes and types of water and wastewater systems are reviewed. However, many times this information is outdated, misrepresenting the current state of sanitation facilities to funding agencies. By updating this information, funding agencies and ANTHC will have a current understanding of the state of sanitation facilities in rural Alaska.

*Thank you for participating in this project.
We look forward to working with you.*



*VISTA members strengthen, expand, and increase the reach of non-profit organizations and programs by working on projects in coordination with staff and volunteers. VISTAs build capacity by developing systems, relationships, and knowledge, which they transfer to the organization and community to sustain over the long term.



ALASKA NATIVE
TRIBAL HEALTH
CONSORTIUM

For more information, contact us at (907) 729-3600,
DEHEcommunityrelations@anthc.org.



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FEMA REGION 10 TRAINING OPPORTUNITY



FEMA

Course: L0273

Managing Floodplain Development through the National Flood Insurance Program (NFIP)

Date:

February 27 - March 2, 2023

Location:

Anchorage, Alaska

Course Description:

Hosted by FEMA Region 10 and the Alaska Division of Community & Regional Affairs (DCRA), this 4-day course is designed for local officials responsible for administering their local floodplain management ordinance. The course will focus on the National Flood Insurance Program (NFIP) and concepts of floodplain management, maps and studies, ordinances administration, and the relationship between floodplain management and flood insurance.

Target Audience:

Local officials responsible for administering local floodplain management ordinances, including floodplain management administration, building inspectors, code enforcement/zoning officers, planners, city/county managers, attorneys, engineers, and public work officials. Federal/state/regional floodplain managers are also encouraged to attend. The course is designed for those officials with less than three years of floodplain management experience.

Funding:

For Alaska communities, the AK DCRA received grant approval to reimburse the flight and hotel travel expenses upon completion of all class sessions for one community official in each community to attend this training. Please inquire with Harmony Curtis for further details. For all other attendees, travel costs will not be covered.

Prerequisites:

Flood Insurance Rate Map (FIRM) tutorial at: https://emilms.fema.gov/is_0273/curriculum/1.html. (30 minutes)

Federal Insurance Studies (FIS) tutorial at: https://emilms.fema.gov/is_0274/curriculum/1.html. (40 minutes)

To Apply:

Contact [Harmony Curtis](#) if you are interested in attending this course. Enrollment confirmations will be sent approximately 30-days prior to the course via email.

Course Coordinator:

Harmony Curtis, CFM
Alaska DRCA
State NFIP Coordinator
Phone: (907) 269-7904
Harmony.Curtis@alaska.gov

Accommodation Requests:

Alaska DCRA and the Federal Emergency Management Agency (FEMA), Region 10 are committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact Harmony Curtis by February 6, 2023 at the above contact info.

**MEMORANDUM**

DATE: January 4, 2023
TO: City Manager
FROM: Ida R. Noonkesser, Director
SUBJECT: Department Report

STAFF REPORT

During the month of November, the Senior Center served 283 home delivered meals to 31 individuals. Our ride service is still suspended at this time, but we hope to start giving assisted rides again as soon as our larger van is back in service.

We have had three renters in the month of November and things are beginning to return to our normal.

Our intern, Cheyenne Roehl's last day was November 10th, and we will sure miss her here at the Senior Center and in the kitchen. She has been so helpful with getting the Meals on Wheels ready every morning, and helping with all of our food preparations activities, and making sure the Senior Center was a welcoming place for our elders.

We have had a Cook's Helper posted for anyone interested in applying. So far we have not found anyone, but we hope someone will be interested in applying soon.

The Senior Center Commission, a seven member advisory committee, has only three members currently seated. We would like to advertise for the openings, so we can return to our normal monthly meetings again. At this time, we do not have a quorum to be able to have an official meeting. The Commission is helpful to us in guiding our services to elders. Right now, Seat A, Seat C, and Seat E are vacant. The Council representative seat is also vacant.

Citizen Comments

January 2, 2023

City of Dillingham

RE: Continued problems with next door dogs and the Animal control officer, Dan Boyd

On December 29, 2022 around 3:00 or so, I blocked the drive way to my house, to hopefully get attention to this continued issue and resolve it. Jerilyn and Dan got a fast response from the Police and the State Troopers within a half hour and this issue has taken us years to be resolved. WHY!?

Jerilyn Kropoff showed up and called Dan Boyd down by my truck and I walked down to talk to them and I told them to wait for the police to show up and we can talk about the continued dog problem going on for years and hopefully go forward in resolving it. The dog issue has been presented to the police(multiple times) and City of Dillingham at a City Council Meeting.

The Police showed up, Craig Maines, and the Ak State Trooper showed up with Dan Boyd behind them at my house, in my driveway. Craig Maines told me that I cannot block the road and I have to build Jerilyn a road to access their trailers. She has a road on the other side of her trailers already.

Also Dan Boyd has been asked to not go on my property since the dog problem that has been going on for years. Me and my wife, Liz, wrote a complaint letter and was presented as a citizen concern during a Dlg City Council Meeting about couple months ago. I can get a copy of this if you need it.

Dan Boyd was talking and acting like he was trying to get me mad and arrested. Dan Boyd was smirking and smiling like he was the police and even had a cap that had POLICE on it; in the meantime, Rick Murphy showed up at my house and Dan Boyd went up to his face and asked him what he is doing here. Rick Murphy said he is here to be my witness since no one seems to care about the complaints that we have made over the years about the next door's dogs.

The AK state trooper asked me what can be done to resolve this problem. I told the state trooper that all I want(and so does my wife) is to keep their dogs off of our property.

Dan Boyd should be going his job and not favor his landlord pets.

This dog issue with Jerilyns families dogs has been going on for years. My daughter has a video of the dogs attacking her dog, Zeek, right on my driveway. The german shepherd has chased my wife's small dog MANY MANY times and have been reported different multiple times to the police. We have control over our dogs EVERY time they are outside. We follow the city ordinance.

I feel like Dan Boyd and the Police were trying to provoke me to get mad or do something and get me arrested, possibly to get restraining orders and make it look like I am the bad guy when all I want is to protect my dog.

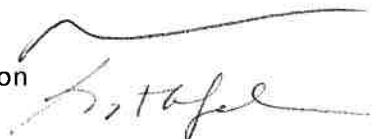
Please address the dog issue and the animal control officer, Dan Boyd, who seems to favor his landlords dogs.

Also, please put this on the next City Council meeting.

You can call me at (907)843-1158 or email at johnsonelizabeth526@gmail.com.

Thank you for your attention to this matter.

Ronald Johnson
Elizabeth Johnson



Ordinances and Resolutions

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-01

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY23 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

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY23 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality suffered significant effects during calendar year 2021 from fisheries business activities; and

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and

WHEREAS, The Dillingham City Council proposes to use an alternative allocation method for allocation of the FY23 funding available within the FMA 5: Bristol Bay Area in agreement with all other municipalities in this area participating in the FY23 Shared Fisheries Business Tax Program.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council certifies that the following alternative allocation method fairly represents the distribution of significant effects during 2020 fisheries business activity in FMA 5: Bristol Bay Area:

- All municipalities share equally 40% of all allocation; all share remaining 60% on a per capita basis
- Lake & Peninsula Borough population is reduced by the population of the Cities of Newhalen, Nondalton, Pilot Point & Egegik

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on January 12, 2022.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**
DIVISION OF COMMUNITY AND REGIONAL AFFAIRS
Fairbanks Office

455 Third Avenue, Suite 140
Fairbanks, Alaska 99701-3110
Main: 907.451.2718
Fax: 907.451.2742

Rec 11/17/22

November 15, 2022

City of Dillingham
PO Box 889
Dillingham, AK 99576

Dear Municipal Official:

The Department of Commerce, Community, and Economic Development is pleased to announce availability of the **FY 2023 Shared Fisheries Business Tax Program**. The purpose of the program is to allocate a share of state fish tax collected outside municipal boundaries with municipalities affected by fishing industry activities. Municipalities around the state will share approximately \$2.4 million based on 2021 fisheries activity as reported by fish processors on their fish tax returns. Details of how the program works are included in the application under *Program Description*.

Historically, your municipality along with the other communities in your fisheries management area FMA 5: Bristol Bay has filed using the Alternative Method found on the last four pages of this application. A breakdown is included that details the communities in your FMA, in addition to the anticipated payment based on the agreed upon allocation method for your FMA. If this agreement is still in place with your FMA, you will only need to have your Council/Assembly pass the enclosed alternative method sample resolution in order to participate in the program.

If your FMA intends to change the alternative method of allocation, the new proposal must be submitted to our office no later than **January 15, 2023**. If an agreement cannot be made with all communities in your FMA, you will need to file using the standard method and claim your significant effects. Instructions on both of these methods are detailed in the application packet.

**DEADLINE FOR SUBMISSION OF COMPLETED APPLICATION IS
FEBRUARY 15, 2023**

Applications can be scanned and emailed to caa@alaska.gov with the subject line **"Dillingham, FY23, SFBT"**. If you have any questions about the program or require assistance in completing the application, please contact me at kimberly.phillips@alaska.gov or call (907) 451-2718.

Sincerely,

Kimberly Phillips
Grants Administrator 3

Enclosure

FMA 5: Bristol Bay

FY 22 Landing Tax

Allocation

Reference

LONG

\$ 4,744.45

Number

Total allocatio 40% Divided 60% per capita
\$ 157,857.64 \$ 63,143.06 \$ 94,714.59

Community	Population	40% divided share	60% per capita share	Calculated Allocation	Calculated Allocation	Total Distribution
City of Aleknagik	238	\$ 4,857.16	\$ 3,398.99	\$ 8,256.14	248.14	23-SF05-01 \$ 8,504.28
Bristol Bay Borough	822	\$ 4,857.16	\$ 11,739.35	\$ 16,596.51	498.81	23-SF05-02 \$ 17,095.32
City of Clark's Point	75	\$ 4,857.16	\$ 1,071.11	\$ 5,928.27	178.18	23-SF05-03 \$ 6,106.44
City of Dillingham	2209	\$ 4,857.16	\$ 31,547.73	\$ 36,404.88	1,094.16	23-SF05-04 \$ 37,499.04
City of Egegik	39	\$ 4,857.16	\$ 556.98	\$ 5,414.14	162.73	23-SF05-05 \$ 5,576.86
City of Ekwok	103	\$ 4,857.16	\$ 1,470.99	\$ 6,328.15	190.19	23-SF05-06 \$ 6,518.34
Lake & Peninsula Borough	1016	\$ 4,857.16	\$ 14,509.95	\$ 19,367.11	582.08	23-SF05-07 \$ 19,949.20
City of Manokotak	477	\$ 4,857.16	\$ 6,812.25	\$ 11,669.41	350.73	23-SF05-08 \$ 12,020.14
City of New Stuyahok	480	\$ 4,857.16	\$ 6,855.10	\$ 11,712.25	352.01	23-SF05-09 \$ 12,064.27
City of Newhalen	178	\$ 4,857.16	\$ 2,542.10	\$ 7,399.26	222.39	23-SF05-10 \$ 7,621.64
City of Nondalton	129	\$ 4,857.16	\$ 1,842.31	\$ 6,699.47	201.35	23-SF05-11 \$ 6,900.82
City of Pilot Point	59	\$ 4,857.16	\$ 842.61	\$ 5,699.76	171.31	23-SF05-12 \$ 5,871.06
City of Togiak	807	\$ 4,857.16	\$ 11,525.13	\$ 16,382.29	492.37	23-SF05-13 \$ 16,874.67
Totals	6632	\$ 63,143.06	\$ 94,714.59	\$ 157,857.64	\$ 4,744.45	\$ 162,602.11
Community Count	13					

* All municipalities share equally 40% of allocation; all share remaining 60% on a per capita basis.

** L & P Borough population = pop (1421) less pop. of cities in FMA in Borough (Newhalen, Nondalton, Pilot Point & Egegik)

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-02

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING THE 2022 MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (MJHMP)

WHEREAS, the City of Dillingham is vulnerable to damages from natural hazard events which pose a threat to public health and safety and could result in property loss and economic hardship; and

WHEREAS, the City of Dillingham and the Curyung Tribal Council have worked with the State of Alaska to assess risks posed by natural disasters and develop strategies to protect life and property in the community from future hazard events, and

WHEREAS, the Federal Disaster Mitigation Act of 2000 (DMA 2000) emphasizes the need for state, tribal, and local entities to closely coordinate mitigation planning and implementation efforts, and

WHEREAS, an updated cooperative Hazard Mitigation Plan between municipal and tribal entities fulfills requirements for DMA 2000 grant funding opportunities, and

WHEREAS, the State of Alaska Division of Homeland Security and Emergency Management, the Federal Emergency Management Agency, and the Dillingham Planning Commission have reviewed and approved the 2022 MJHMP, and

WHEREAS, public updates on the MJHMP were held, with public comment available for citizen input, and

WHEREAS, the MJHMP will be monitored, evaluated, and updated by the Project Managers in accordance to the plan update method and schedule.

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. The 2022 Multi-Jurisdictional Hazard Mitigation Plan is adopted as the official plan of the City of Dillingham.
2. Recognizes the Planning Team as shown in Table 2-2.
3. The City of Dillingham will work with Curyung Tribal Council to develop clearly defined roles and responsibilities to implement the MJHMP.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on January 12, 2022.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Resolution 2022-06**A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION****A Resolution of the Dillingham Planning Commission adopting the 2022 Multi-Jurisdiction Hazard Mitigation Plan**

WHEREAS, The City of Dillingham recognized the threat of local natural hazard pose to people and property; and

WHEREAS, the City of Dillingham and the Curyung Tribal Council have worked with the State of Alaska to assess risks posed by natural disasters and develop strategies to protect life and property in the community from future hazard events; and

WHEREAS, the adopted Multi-Jurisdiction Hazard Mitigation Plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, hazards addressing the community include earthquake, erosion, shoreline change, bank protection, flooding, permafrost distribution, volcanic ash, severe weather, wildfire; and

WHEREAS, having a Multi-Jurisdiction Hazard Mitigation Plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, the 2022 Multi-Jurisdiction Hazard Mitigation Plan has been reviewed by the State of Alaska Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency, both have approved the Plan; and

WHEREAS, public updates on the Multi-Jurisdiction Hazard Mitigation Plan were held, with public comment available by citizens for their input; and

WHEREAS, the City of Dillingham and the Curyung Tribal Council will complete periodic updates of the Hazard Mitigation Plan as dictated by the plan maintenance section, but no less than every five years.

THEREFORE, BE IT RESOLVED that the Dillingham Planning Commission accepts the 2022 Multi-Jurisdiction Hazard Mitigation Plan.

THEREFORE, BE IT FURTHER RESOLVED that the Planning Commission recommends to the City of Dillingham to work with Curyung Tribal Council to develop an MOA that clearly defines the roles and responsibilities set forth in the 2022 Multi-Jurisdiction Hazard Mitigation Plan.

APPROVED AND ADOPTED THIS 14th DAY OF December 2022.



Kaleb Westfall, Commissioner



Patty Buholm, Planning Director

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-03

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING SECTION 3.95 OF THE CITY'S PERSONNEL REGULATIONS TO AUTHORIZE HIRING JACY OLSEN AS A CORRECTIONS OFFICER WHILE HIS SISTER-IN-LAW IS THE CORRECTIONS SERGEANT

WHEREAS, Section 3.95 of the City's Personnel Regulations prohibits employees from holding a position over which a member of his/her family exercises direct supervisory control; and

WHEREAS, Section 3.95 also allows the City Manager to recommend a waiver of the nepotism restriction if the appointment is in the best interest of the City; and

WHEREAS, the Dillingham Corrections Department has been understaffed since 2021 and the Dillingham jail is currently closed due to lack of staff; and

WHEREAS, Jacy's direct supervision will be managed by the Acting Chief of Police Craig Maines and his general supervision will be managed by the Corrections Sergeant Matrona Jenkins; and

WHEREAS, City Manager Robert J Mawson recommends the Council approve a waiver of the nepotism restrictions as the appointment of Jacy Olsen is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE DILLINGHAM CITY COUNCIL:

1. Finds it is in the best interest of the City for Jacy Olsen to be appointed as a Corrections Officer for the City of Dillingham.
2. Section 3.95, Nepotism, of the Personnel Regulations, is waived to allow Jacy Olsen to be employed by the City.

PASSED and ADOPTED by the Dillingham City Council on January 12, 2022.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Unfinished Business

Fw: Friends of the Landfill Committee

Alice Ruby

Tue 12/20/2022 3:47 PM

To: Lori Goodell <cityclerk@dillinghamak.us>

From: Jared Miller <jared.miller@bbna.com>

Sent: Tuesday, December 20, 2022 1:26 PM

To: Alice Ruby <alice.ruby@dillinghamak.us>

Subject: Friends of the Landfill Committee

Dear Ms. Alice Ruby,

I am interested in participating on the "Friends of the Landfill" committee. I grew up in Dillingham and I have a strong interest in preserving the environmental and human health of the community. I graduated from the University of Alaska Fairbanks in May of 2020 with a bachelor's degree in Geological Science. I have been employed as the Contaminated Sites Coordinator for the Bristol Bay Native Association for two years. I think my local knowledge, education and work experience would make me a useful addition to the "Friends of the Landfill" committee. I appreciate the opportunity to apply. If you have any questions, you can reach me at jared.miller@bbna.com or 907-842-5257

Thank you for your time.

Sincerely,

Jared Miller
Contaminated Sites Coordinator
Bristol Bay Native Association
1500 Kanakanak Road
Dillingham, AK 99576
Phone: 907-842-5257

To whom it may concern,

I am interested in sitting on the Friends of the Landfill advisory committee.

Sincerely,

Tav Ammu

Tav Ammu (he/him)
[Alaska Sea Grant](#)
[Marine Advisory Program Agent](#)
Office: (907)842-5109 ext 321
Fax: (907)842-5741
Cell: (907)631-8361
Curyung Tribal Lands

Harbor Advisory Committee

Tav Ammu <tammu@alaska.edu>

Wed 11/9/2022 10:32 AM

To: Lori Goodell <cityclerk@dillinghamak.us>

Hey Lori,

I am interested in joining the Harbor/port advisory committee.

Cheers,

Tav

--

Tav Ammu (he/him) ([hear name](#))

[Alaska Sea Grant](#)

[Marine Advisory Program Agent](#)

Office: (907)842-5109 ext 321

Fax: (907)842-5741

Cell: (907)631-8361

Curyung Tribal Lands

New Business

City of Dillingham Action Memorandum Agenda of: January 12, 2023
Action Memorandum No. 2023-01

Subject:

Authorize the City Manager to Purchase a Top Handler

Acting

City Manager: Recommend Approval

Signature: Lori Goodell

Fiscal Note: ☒ Yes ☐ No

Funds Available: ☐ Yes ☐ No

Other Attachments:

Pape Material Handling Quote

Summary Statement:

This purchase will replace the top handler that was damaged in August of 2022.

Greenfield Products is the sole source for this product. The quote received is :
\$79,800 for the top handler
\$ 9,500 shipping

The City will submit for allowable reimbursement with APEI as part of an existing claim.

Action Memorandum No. 2023-01

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on _____.

Mayor

ATTEST:

[SEAL]

City Clerk

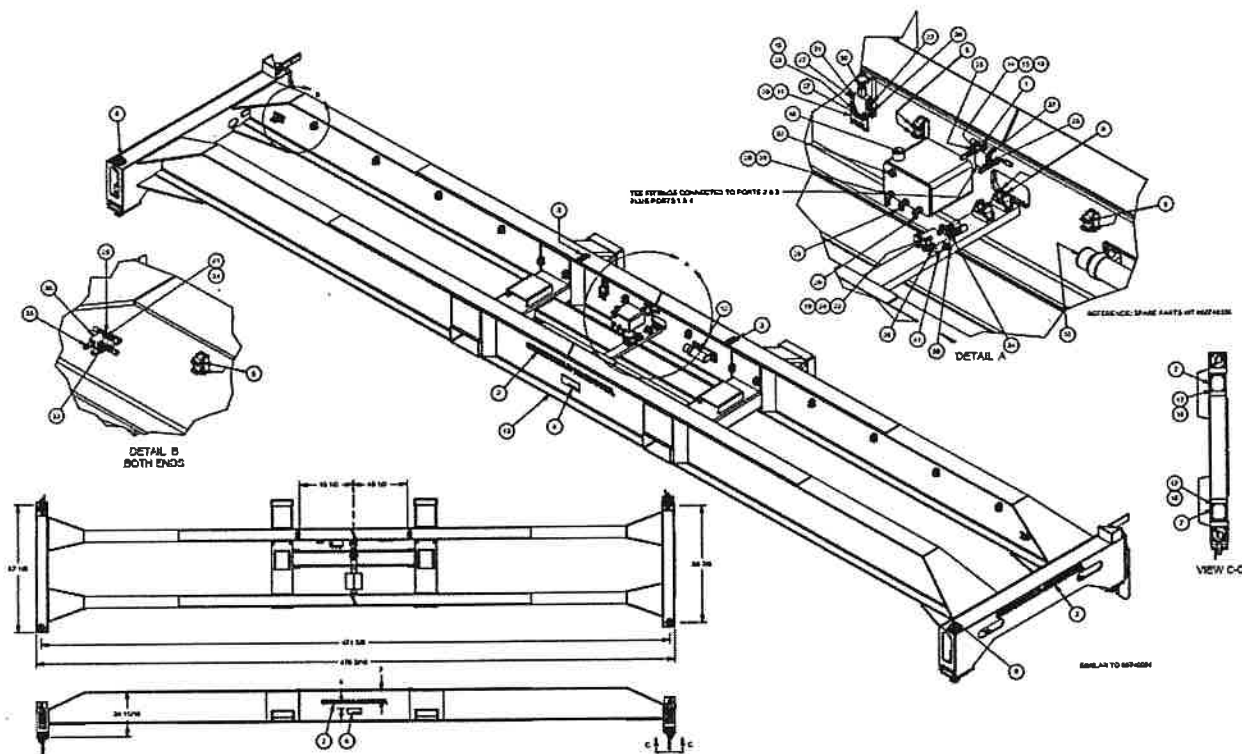
Route to	Department Head	Date
	Finance Director	
	Public Works Director	
X	City Clerk	



**MATERIAL
HANDLING**

9892 40th Ave. South
Seattle, Washington 98118
1-206-722-5800

LF4040 - 90,000 Pound Fork Mounted Fixed Frame 40' ISO Loaded Top Pick Container Spreader
Model: LF4040-90K (Part number 60743479, Identical to Serial Number A19078SSPR1)



62013	ACTIVE	SHEET 1 OF 2	LF4040 P.A. 60743479	0	GREENFIELD PRODUCTS
-------	--------	--------------	----------------------	---	------------------------

- Painted Greenfield Vivid Yellow
- Tare Weight: 11,200 LBS

Notes:

1. The spreader is supplied to #8 JIC capped fittings.
2. Hoses and fittings are required for the interfacing of hydraulics. These are excluded.
3. A data tag is required based on the spreader weight and center of gravity
4. Installation is the excluded and the responsibility of others.
5. Includes Snow Drop End-Beams, D-ring Center mounted for retention
6. All hydraulic with interlocking (no-electric connection), rear side flags for lock indication, mechanical seated interlocking.
7. Hydraulic connection is through screw together hydraulic Quick Connects (2 sets supplied).
8. Spreader does not include lashing eyes.

Price: \$79,880.00

FOB: Union City, TN 38261, Freight to Seattle is estimated at \$9,500

Availability: 20 to 24 weeks estimated, but subject to confirmation at the time of order

Pricing is good for 30 days

Joel Buysse
206-399-0002
jbuysse@papemh.com

City of Dillingham
Fiscal Note

Agenda Date: January 12, 2023

PAPE Material Handling - Purchase of replacement spreader

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$90,000		FUNDING SOURCE	
FROM ACCOUNT		City of Dillingham	
2300 7620 70 70 2011 0	Dock -Major Equipment	Project Replacement of spreader damaged in accident.	
TO ACCOUNT:		VERIFIED BY: Anita Fuller	Date: 1/4/2023

EXPENDITURES

OPERATING	FY23	FY24	FY25	FY26
2300 7620 70 70 2011 0	\$ 90,000.00			
TOTAL OPERATING	\$ 90,000.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE	-			
---------	---	--	--	--

FUNDING

Dock	\$ -			
Equipment replacement	90,000.00			
TOTAL FUNDING	\$ 90,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

AM 2023-01

Current dock major equipment budget is \$0. Either need a budget transfer from Equipment replacement budget of \$600,000 or increase the dock budget an additional \$90,000 to cover the item. This item will be reported to APEI insurance to reimburse as much as allowed by coverage.

PREPARED BY: Anita Fuller

January 6, 2023

DEPARTMENT: Finance

APPROVED BY: _____

City of Dillingham Action Memorandum Agenda of: January 12, 2023
Action Memorandum No. 2023-02

Subject:

Set Effective Date for Personnel Changes Adopted in Resolution 2022-25

Acting

City Manager: Recommend Approval

Signature: *Lori Goodell*

Fiscal Note: ☐ Yes ☐ No

Funds Available: ☐ Yes ☐ No

Other Attachments:

Summary Statement:

Resolution 2022-25 adopted changes to the City of Dillingham Personnel Regulations.

Per Regulation 1.25 New or Revised Policies:

In case of policy changes, the City Council shall establish the effective date.

Resolution 2022-25 did not establish an effective date. This Action Memorandum sets January 1, 2023 as the effective date for policy changes associated with personnel regulation updates set forth in Resolution 2022-25.

Action Memorandum No. 2023-02 _____

Summary Statement continued:

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2022-25

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING CHANGES TO THE PERSONNEL REGULATIONS

WHEREAS, the City of Dillingham's Personnel Regulations needs some revisions to bring the policy more in line with current practice; and

WHEREAS, the revisions also address personnel issues that we have experienced with how the policy is currently written; and

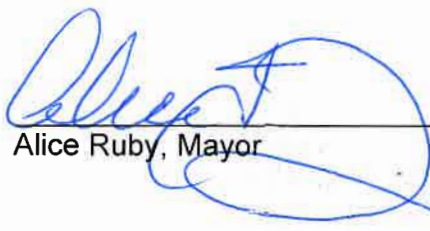
WHEREAS, the City has union contracts with Public Safety Employee Association (PSEA) and Local 71; and

WHEREAS, both unions have been notified of these revisions.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council authorizes the revisions to the following sections in the City of Dillingham Personnel Regulations:


See attachment A. Current language shown first, followed by proposed changes.

PASSED and ADOPTED by the Dillingham City Council on December 8, 2022.



Alice Ruby, Mayor [SEAL]

ATTEST:



Lori Goodell, City Clerk

PERSONNEL REGULATIONS ORIGINAL SECTIONS AND SUGGESTED CHANGES

LEAVE CASH-OUT

Upon written request, employees shall be permitted to cash out accrued personal leave up to two times in a fiscal year provided the request is made fourteen (14) days in advance of the next payroll action. There shall be no cash-out of accrued personal leave which would reduce the employee's accrued personal leave below a balance of forty (40) hours. Personal leave that is cashed out will not reduce the amount of mandatory personal leave that must be taken under section 5.35.

HAZARD PAY

Subject to the approval of the City Council, during a state or federal disaster or emergency declaration, of a disaster or emergency that directly inhibits working conditions at the work site, employees required to physically report to work may be paid an additional 5% of the employee's regular base pay for work performed.

SHIFT DIFFERENTIAL

The following section applies only to those employees designated in writing by their supervisor as working shifts qualifying for shift differential, or where otherwise required by a collective bargaining agreement. Supervisors will not designate a position as eligible for shift differential where the position is exempt from overtime under the Fair Labor Standards Act, where the workday is flexible, where shifts are split for the employee's convenience, where the start of the work-day is adjusted at the employee's request, or where the employee has started the workday earlier or later than the designated hours.

Employees who are assigned to a shift that begins between the hours of 1:00 p.m. and 5:59 a.m. shall be entitled to a shift differential for all hours worked, as further detailed below. If an employee straddles two shifts, the employee is paid for the entire shift at the shift differential rate in effect at the start of the shift.

Employees who qualify will receive a 2% shift differential for all hours worked on shifts between 1:00 p.m. and 9:59 p.m.

Employees who qualify will receive a 3% shift differential for the hours worked between 10:00 p.m. and 6:00 a.m.

In compliance with the Fair Labor Standards Act, for the purpose of overtime computation, shift differentials shall be included in the calculation of the straight time hourly rate of pay.

An employee's shift differential entitlement, as detailed within this article, only applies to hours worked. Shift differential is not paid on hours not worked (e.g., leave of any kind).

An employee voluntarily participating in a paid overtime assignment during the hours described in sections above shall not be eligible to receive a shift differential. "Paid overtime assignment," as used in this section, refers to overtime hours that: (i) are voluntary; (ii) are compensated by the City through grants, or (iii) would not otherwise be staffed.

Shift differential will not be paid for time that is otherwise compensated as on-call, standby, holiday, or double-time.

ACTING IN MULTIPLE JOB CLASSES

An employee who is assigned to work in a job class and perform substantial work for a distinct position that the employee was not hired for, in addition to their usual work, will receive a 10% increase while that employee is working in that job class. This bonus is for extraordinary circumstances and necessarily involves a judgment call from management that the employee is working in multiple job classes. This increase will be paid only with advanced written approval from the employee's supervisor that the employee is working multiple job classes. This bonus will be used to calculate applicable overtime but will not apply to employees who are overtime ineligible under the Fair Labor Standards Act, or for hours otherwise compensated as on-call, stand-by, double time, or hazard pay.

3.65 RESIDENCY REQUIREMENTS – Original

Because of the geographic nature of the Dillingham area, and to maximize local hire, all employees shall be Dillingham residents. However, they may be allowed to live outside of the City limits if such residency meets the following criteria:

- a) the employee shall live in an area in which commuting to the City by normal means of transportation will enable him/her to perform the duties as prescribed; in the position description and during the work hours prescribed for the position; and
- b) the employee must live within an area which is serviced by a local telephone or VHF radio, if the employee is likely to be called in for emergency situations involving his/her job function.

3.65 RESIDENCY REQUIREMENTS – Suggested Changes

Because of the geographic nature of the Dillingham area, and to maximize local hire, all employees shall have their primary and actual physical residence in Dillingham. However, they may be allowed to live outside of the City limits if the following criteria is met:

- c) the employee shall live in an area in which commuting to the City by normal means of transportation will enable him/her to perform the duties as prescribed in the position description and during the work hours prescribed for the position; and
- d) the employee must live within an area which is serviced by a local telephone or VHF radio, if the employee is likely to be called in for emergency situations involving his/her job function; and

- e) the employee has entered into a remote employment agreement with their supervisor and the City Manager.

5.80. LEAVE WITHOUT PAY – Original

Leave without pay that would not qualify under the Family Medical Leave Act or the Alaska Family Medical Leave Act, may be granted to any regular employee after all other leave has been exhausted and upon recommendation of the department head and approval of the City Manager. Length of leave will be determined by the department head and City Manager based on the particular circumstances. Leave without pay for over 10 workdays will require adjustment of the anniversary date. No benefits will accrue. If medical and life insurance coverages are continued during the leave without pay, the employee will reimburse the City on a pro rata basis of 365 days in a year.

5.80. LEAVE WITHOUT PAY – Suggested Changes

Leave without pay that would not qualify under the Family Medical Leave Act or the Alaska Family Medical Leave Act, may be granted to any regular employee after all other leave has been exhausted and upon recommendation of the department head and approval of the City Manager. Length of leave will be determined by the department head and City Manager based on the particular circumstances. Leave without pay for over 10 workdays will require adjustment of the anniversary date.

9.40. OVERTIME - Original

The City will maintain hours of work which are compatible with applicable federal and state laws, especially the requirement of the Fair Labor Standards Act (FLSA) legislation related to the payment of overtime.

The FLSA requires the City to maintain an accurate accounting of hours worked and to pay 1 ½ times the regular hourly rate of pay to every nonexempt employee who works more than 40 hours in one week. Under FLSA, special agreements are in force for public safety personnel for additional work time not classed as overtime. Also, Alaska law states that written arrangements may be made for voluntary flex time for certain activities if it is deemed necessary and has been approved by the City Manager. (See Section 2.3) Written agreements concerning overtime, call-out-pay, shift differential, on-call pay, etc. are maintained on file in each employee's personnel file.

Overtime is an occasional necessity and must be worked if assigned. Department heads and supervisors are responsible for seeing that no abuse of overtime occurs. All overtime work must have the prior approval of the department head except in emergencies that preclude such prior approval. There shall be no compounding of overtime rates and overtime computation should be at the highest applicable overtime rate.

In the event overtime is officially ordered only individuals paid an hourly wage will be eligible for overtime pay. A greater degree of service is expected of administrative, supervisory, and professional positions, with salaries to be set accordingly. Employees in these positions are not eligible for overtime pay.

A. TIME AND ONE-HALF Employees shall be paid at one and one-half times their regular rate of pay for all hours worked as follows:

1. Hours in excess of 40 in one week;
2. All hours worked on regularly scheduled days off.

Annual leave, sick leave, etc. shall be considered as being part of the work week, and shall be taken on an hour for hour basis in accordance with their established schedule.

B. DOUBLE TIME All time worked on the seventh day of a workweek in excess of 48 hours total time worked within that week, except for regularly scheduled and approved seven day work weeks for specific divisions.

C. HOLIDAY PAY Employees who are required to work on holidays shall be paid at their regular rate of pay plus time and one half for all hours worked on a holiday except for the birthday holiday which must be rescheduled.

D. CALL-OUT PAY Employees who have completed their scheduled shift and are "called out" to perform additional work, shall be paid a minimum of one hour of overtime.

9.40 OVERTIME – Suggested Changes

All following types of pay in Section 9.40 apply only to employees who are overtime-eligible under the Fair Labor Standards Act.

The City will maintain hours of work which are compatible with applicable federal and state laws, especially the requirement of the Fair Labor Standards Act (FLSA) legislation related to the payment of overtime.

The FLSA requires the City to maintain an accurate accounting of hours worked and to pay 1 ½ times the regular hourly rate of pay to every nonexempt employee who works more than 40 hours in one week. Under FLSA, special agreements are in force for public safety personnel for additional work time not classed as overtime. Also, Alaska law states that written arrangements may be made for voluntary flex time for certain activities if it is deemed necessary and has been approved by the City Manager. (See Section 2.3) Written agreements concerning overtime, call-out-pay, shift differential, on-call pay, etc. are maintained on file in each employee's personnel file.

Overtime is an occasional necessity and must be worked if assigned. Department heads and supervisors are responsible for seeing that no abuse of overtime occurs. All overtime work must have the prior approval of the department head except in emergencies that preclude such prior approval. There shall be no compounding of overtime rates and overtime computation should be at the highest applicable overtime rate.

In the event overtime is officially ordered only individuals paid an hourly wage will be eligible for overtime pay. A greater degree of service is expected of administrative, supervisory, and professional positions, with salaries to be set accordingly. Employees in these positions are not eligible for overtime pay.

A. TIME AND ONE-HALF Employees shall be paid at one and one-half times their regular rate of pay for all hours worked as follows:

1. Hours in excess of 40 in one week;
2. All hours worked on regularly scheduled days off.

Annual leave, sick leave, etc. shall be considered as being part of the work week, and shall be taken on an hour for hour basis in accordance with their established schedule.

B. DOUBLE TIME All time worked on the seventh consecutively worked day of a workweek in excess of 48 hours total time worked within that workweek, except for regularly scheduled and approved seven-day work weeks, shall be paid at two (2) times the basic rate of pay. Time compensated as leave, call-out, on-call, or stand-by will not count towards a collective bargaining agreement. Employees who request to stretch their hours across seven (7) days for their convenience are not eligible for double time.

C. HOLIDAY PAY Employees who are required to work on holidays shall be paid at their regular rate of pay plus time and one half for all hours worked on a holiday except for the birthday holiday which must be rescheduled.

D. CALL-OUT PAY Employees who have completed their scheduled shift and left the workplace and are “called out” to perform additional work, shall be paid a minimum of one (1) hour of overtime.

E. STAND-BY PAY A stand-by employee will be paid \$3.50 per hour for each hour on stand-by. A stand-by employee is not severely restricted in activities but is available for call-out. Work performed will be paid as Call-Out Pay specified in paragraph D. Employees not formally designated in writing as on a stand-by or on an active stand-by list are not on stand-by and will not receive stand-by pay.

9.50 PAY FOR TEMPORARY ASSIGNMENT – Original

Employees temporarily assigned to a higher-level position for a period of 20 consecutive workdays or more, shall be paid at the first step of the higher pay range or be granted a one-step increase, whichever is higher, for the full period worked in the temporary assignment. An employee who is temporarily assigned to a position with a lower pay range for any period shall not receive a reduction in pay if the assignment is not for disciplinary reasons or in lieu of lay off due to lack of funds or the inability to perform the duties of the previous position.

9.50 PAY FOR TEMPORARY ASSIGNMENT – Suggested Changes

Employees temporarily assigned to formally act in and perform essentially all of the functions of a higher-level position for a period of 5 consecutive workdays or more, shall be paid at the first step of the higher pay range or be granted a one-step increase, whichever is higher, for the full period worked in the temporary assignment. An employee who is temporarily assigned to a position with a lower pay range for any period shall not receive a reduction in pay if the assignment is not for disciplinary reasons or in lieu of lay off due to lack of funds or the inability to perform the duties of the previous position.

9.55 TRAVEL EXPENSES – Original

- c) Expenses to be paid for each trip include the following:
 - 1. Coach air fares;
 - 2. Hotel room charges;
 - 3. Phone charges directly related to business;
 - 4. Car rental or taxi fees required for City business;
 - 5. Necessary miscellaneous expenses; and
 - 6. Meal per diem based on current rate.

9.55 TRAVEL EXPENSES – Suggested Changes

- c) Expenses to be paid for each trip include the following:
 - 1. Coach air fares;
 - 2. Hotel room charges;
 - 4. Car rental or taxi fees required for City business;
 - 5. Necessary miscellaneous expenses; and
 - 6. Meal per diem based on the current GSA Rate.

City of Dillingham Action Memorandum

Agenda of: January 12.2023

Action Memorandum No. 2023-03

Subject:
Approve Contract Extension with Chris Hladick Consulting LLC for Lobbying Services.

Acting
City Manager: Recommend Approval

Signature: 

Fiscal Note: ☒ Yes ☐ No

Funds Available: ☒ Yes ☐ No

Other Attachments:

Summary Statement:

The City continues to have a need to monitor legislative, administrative and regulatory actions of the State, especially those that could impact our community. The City also submits annual request for funding assistance to the Governor and Legislature for key infrastructure projects and actively promotes these projects.

The City has been contracting with Chris Hladick Consulting LLC for the last year, to advocate on our behalf, and have been satisfied with their services. The current contract expired on December 31, 2022. Mr. Hladick has assisted with grant opportunities, as well as representing the needs of Dillingham in Washington D.C. and Juneau.

I am recommending an extension of the contract through June 30, 2023, an additional six months for continuity of services and to complete the fiscal year, at the current rate of \$7,000 a month. A new contract can be pursued for FY2024.

Action Memorandum No. 2023-03

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on _____.

Mayor

ATTEST: [SEAL]

City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: January 12, 2023

Chris Hladick LLC - Lobbying Services

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$42,000		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 1000 7025 10 11 0000 0 Lobbying		Project Lobbyng services for federal and state	
TO ACCOUNT:		VERIFIED BY: Anita Fuller	Date: 1/6/2023

EXPENDITURES

OPERATING	FY23	FY24	FY25	FY26
1000 7025 10 11 0000 0	\$ 42,000.00			
TOTAL OPERATING	\$ 42,000.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Funds	\$ 42,000.00			
TOTAL FUNDING	\$ 42,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

AM 2023-03

Current budget covers \$28,000, need an increase in the budget of \$14,000 to cover the full contract.

PREPARED BY: Anita Fuller

January 6, 2023

DEPARTMENT: Finance

APPROVED BY: _____

Informational items

**U.S. Department of
Homeland Security**

**United States
Coast Guard**



Commanding Officer
United States Coast Guard
Air Station Kodiak

PO Box 190033
Kodiak, AK 99619
Phone: 907-487-5836
Fax: 907-487-5499

1650
16 Dec 2022

Mayor Alice Ruby
141 Main Street
Dillingham, Alaska 99576

Dear Mayor Ruby:

I would like to extend my sincerest appreciation for your city's assistance and hospitality to my maintenance teams during the main landing gear repair efforts for Coast Guard Aircraft 2004 (C2004) from October 28 to November 4, 2022. Namely, the Airport Manager (Mr. Jon Taylor), Alaska Cargo Services Forklift Operator (Mr. Jamie Darden), and Hangar Manager (Mr. Albert "Dennis" Ball) went above and beyond, sometimes outside of normal work hours, to ensure our maintenance team's needs were met. From coordinating ground support equipment, fueling services, airport and aircraft movements, forklift operations, and providing storage solutions, their efforts allowed my team to safely and efficiently accomplish this major C-130 repair away from our home station in austere weather conditions. Additionally, the hospitality shown by the local community in providing shelter, food and refreshments helped to keep the spirits of my crew high.

Dillingham's commitment to supporting Coast Guard Air Station Kodiak directly enforces my command philosophy of "Excellence through Character, Expertise, and Teamwork," and is in keeping with the highest traditions of the United States Coast Guard.

Sincerely,

A handwritten signature in blue ink, appearing to read "N. Coulter", with a long horizontal flourish extending to the right.

Nathan E. Coulter, Captain
Commanding Officer
Coast Guard Air Station Kodiak