



CITY COUNCIL REGULAR MEETING

Thursday, September 07, 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

AGENDA

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/85329863551?pwd=RUFoUDJTaFizSmVHQkgxY0NaWUV4Zz09>

Meeting ID: 853 2986 3551; passcode: 822042

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

COUNCIL WORK SESSION 6:00 PM

TOPIC: City Owned Property

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- [1.](#) Minutes of August 10, 2023; Regular City Council Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

- [2.](#) City Managers Report
- [3.](#) Finance Report
- [4.](#) Department Reports

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

- 5. RESOLUTION NO. 2023-26
A Resolution of the City of Dillingham City Council Authorizing the City Manager to Hold a Mayors Garage Sale to Dispose of Surplus City Equipment
- 6. Action Memorandum 2023-26 Hyster Repair
- 7. Action Memorandum 2023-27 ACO Vehicle
- 8. Action Memorandum 2023-28 Dock Vehicle

UNFINISHED BUSINESS

- 9. Hyster Repair
- 10. Lobbyist Report
- 11. Wood-Tikchik State Park Recommendation
- 12. City Manager Recruitment

NEW BUSINESS

- 13. Purchase of Animal Control Vehicle
- 14. Vacant Council Seat F
 - a. Letter of Interest from Ronald L. Johnson concerning Vacant Council Seat F
- 15. Library Advisory Board Vacancy
 - a. Letter of Interest from Rebecca Roenfanz Concerning Seat Vacancy
- 16. ANTHC DEH, Snag point Erosion Mitigation Project

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

EXECUTIVE SESSION

- 17. Personnel Matter – Ethics Complaint
Matters which by law are required to be confidential

ADJOURNMENT



CITY COUNCIL REGULAR MEETING

Thursday, August 10, 2023 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, August 10, 2023, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:09 P.M.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett Aksel Buholm Curt Armstrong Kaleb Westfall

APPROVAL OF MINUTES

1. Minutes of May 22, 2023; Special Council Meeting
2. Minutes of June,1 2023; Regular Council Meeting
3. Minutes of June 15, 2023; Regular Council Meeting
4. Minutes of June 29, 2023; Special Council Meeting

MOTION to approve minutes made by Michael Bennett. Seconded by Kaleb Westfall.

VOTING Yea. Council Member Bennett, Council Member Buholm, Council Member Armstrong, Council Member Westfall

- NOTE: Previous Meeting Minutes were approved as a package

APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION to approve an open agenda, made by Aksel Buholm, seconded by Kaleb Westfall

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

STAFF REPORTS

5. City Manager and Staff Reports- Postponed to the September Regular Meeting

PUBLIC HEARINGS

There was no public hearing.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

6. There were no citizen comments

ORDINANCES AND RESOLUTIONS

7. Adopt **Resolution 2023-24**; A Resolution of the Dillingham City Council Appointing Daniel Decker as City Clerk:
 MOTION: to adopt Resolution 2023-24 made by Aksel Buholm, seconded by Michael Bennett.
 VOTING Yea: Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm
8. Adopt **Resolution 2023-25**; A Resolution of the Dillingham City Council Awarding the Contract to Udelhoven Oilfield System Services for the Aeration Lagoon Improvements:
 MOTION: to adopt Resolution 2023-25 made by Michael Bennett, seconded by Aksel Buholm.
 VOTING amendment: Yea: Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm
9. Adopt **Action Memorandum 2023-22**; Accepting the donated gift of a new installed fence around the downtown playground area provided by the Bristol Bay Area Health Corporation.
 MOTION: to adopt Action Memorandum 2023-22 made by Michael Bennett, seconded by Curt Armstrong.
 VOTING Yea: Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm

UNFINISHED BUSINESS

10. Snow Removal Plan- Postponed to the September Regular Meeting
11. City Owned Properties- Postponed to the September Regular Meeting
12. Hyster Reconsideration- Postponed to the September Regular Meeting
13. Lobbyist Report- Postponed to the September Regular Meeting

NEW BUSINESS

14. Council Vacancy-
 MOTION: Aksel Buholm moved to appoint Bertram Luckhurst to fill Council vacancy. Motion was seconded by Michael Bennett.
 VOTING yea: Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm
15. Accepting Robert Mawson Resignation-
 MOTION: Michael Bennett moved to accept Robert Mawson's Resignation. Motion was seconded by Curt Armstrong.
 VOTING yea: Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm
16. Wood-Tikchik State Park Recommendation- Postponed to the September Regular Meeting
17. City Manager Recruitment- Postponed to the September Regular Meeting

CITIZEN’S DISCUSSION (Open to the Public)

There were no comments.

COUNCIL COMMENTS

There were no comments.

MAYOR’S COMMENTS

There were no comments.

EXECUTIVE SESSION

There was no Executive Session

ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:20 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Daniel E. Decker Sr, City Clerk

Approval Date: _____

Mayor
Alice Ruby

Acting City Manager
Kimberly Johnson



Dillingham City Council Section . Item 2.
Bertram Ludvigson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Vacant

MEMORANDUM

Date: August 31, 2023
To: Honorable Mayor and City Council
From: Kimberly Johnson, Acting City Manager
Subject: City Report

I want to thank the city staff who work hard for the citizens of Dillingham. What I have noticed, our community doesn't always recognize their hard work, but they will notice when we fall short. Rest assured, the staff at the city show up, are dedicated and give 100% every day.

Projects and Funding:

Dillingham Port Improvements: For Council consideration, in the evaluation of both contractors able to work on Hyster forklifts, rather than take up the reconsideration of both bids and rebidding the work, the cost of the materials to fix the Hyster will not change if either SMI or Pape conduct the work on both forklifts.

SMI charges \$250 per hour to work on any equipment.
Pape charges \$230.00 per hour.

We are at the end of the season for the dock and AML has agreed to keep one of their forklifts on hand for Dean to use for the end of the season work. I really want to express my appreciation to AML for their donation.

I am asking for the approval to send both Hyster's to Seattle for work over the winter at Pape's yard. The priority would be the Hyster 1050 which is what we need to move the vans at the Port. It is Dean's opinion that we trade in the Hyster 800 and consider in the FY'25 budget to purchase another Hyster 1050 that would better assist the Port. The Hyster 800 would be used as a trade-in to offset the cost of an additional Hyster. A future meeting for the Council would be to take up the disposal of the Hyster 800, but we have time to plan and consider the best plan of action.

Snag Point Erosion Mitigation Project: In your council packet is a very preliminary draft of a Cooperative Project Agreement with ANTHC, Division of Environmental Health and Engineering on the \$5 million of the Snag Point Erosion Mitigation Project. I would like Council approval to have the Mayor sign on behalf of the City. This agreement is very

similar to a Sanitation Facilities Improvement Project No. AN 15-N3E that was s

Sewer Lagoon Aeration: By the Council meeting, we should be under contract with Udelhoven for the Lagoon.

Landfill: We moved the temporary metal pile to the metal pile. Under 3 separate purchase orders:

1. we have the 50-foot barrier around the metal pile for a fire break.
2. we consolidated the permanent metal pile.
3. this consolidation made room for the moving of the temporary metal pile.

This is complete and we just need to start covering the metal pile with inert material to close out the notice of violation from DEC. These items along with the purchase of much needed 4-wheeler will get the landfill into a better place. All these costs will be in a FY 24 budget revision. We are working diligently to move toward the opening of the incinerator.

We've seen in the appropriation language from Senator Murkowski's office that the city will receive the 4.7 million for the landfill, we have no notice of award.

Jail: What I thought was an FY 24 jail contract in the August report was only a contract to take us to the end of FY 23. I have emailed the State of Alaska Department of Corrections for the FY 24 contract but with the jail closure, we need to hire personnel and fix the issues in the jail area to make it safe for future employees.

Staffing:

On staff is City Clerk, Daniel Decker, Sr. who fits right in and went to work on the clerk duties. We will hold a valid October election.

On staff is Cade Woods who was hired as the Public Works Foreman.

Budget:

As items come up that are not a part of the existing budget, for example the purchase orders at the Landfill, we will disclose those items to the Council and compile them into a budget revision that we would bring to the Finance Committee and then to the Council in January and then prior to yearend. This then would eliminate budget revisions every month.

City Property:

In the packet are the items listed for the Mayor's Sale.

Territorial Building is closed. The Structural Engineer's report came back. On the action items for the agenda is the Approval of the Council for the demolition of the Territorial Building. In the budget revision is a request for \$60,000 to cover the demolition and moving the materials from site to the landfill.

Foreclosure:

We collected along with the redemption fee for the prior 2018 foreclosure list. The foreclosure list for property after 2018 is ready for a public listing. I am attempting to

reach out to those on the list to either get them into a promissory note or other means where the city can collect.

Departments:

- Administration – still advertising for the Executive Assistant/HR.
- Finance
 - Finance is fully staffed. That is a huge accomplishment for the city. They can now focus on audit and grant reporting.
 - On the agenda is the Mayor's Sale items. If we do not have pictures in your packet they will be taken prior to the sale. We are working to refine the list and will have this prior to the Council meeting.
 - FY 24 budget revision items will make its way through the Finance and Budget Committee. We are disclosing items that are not a part of the budget and keeping them for major budget revision in January and then prior to yearend.
 - Salary Schedule -
- Fire Department
 - The fire department has responded to 4 fires this past week. I spent some time with Fire Chief Heyano on a walk through both the Downtown Fire Hall and the Lake Road Station. The goal from our Fire Chief is that we need a new station for downtown and the preferable site is at the Boat Harbor next to the Animal Shelter. This takes money and I am in preliminary conversations with Representative Edgmon to ask him to look at the Downtown station and show him the need for replacement.
- Library
 - The library is fully staffed, and our Librarian is back from her time off.
- Planning
 - The Planner is back from her vacation. She does have plans for a Planning Commission Meeting on August 13th. We are trying to dedicate work sessions prior to the Council meetings to review the items the Council has requested. Tonight, you looked at City-owned properties. Next month, we want to dedicate the work session to Dillingham owned streets, the maintenance and snow removal plan. These work sessions may require more than the hour dedicated to a work session, but this starts the conversations.
- Port
 - We received the State of Alaska signed grant agreement, for the Harbor Replacements. We received a letter from PIDP Grants for PID2023000472, requesting a letter of commitment for the non-Federal match that was sent back on August 7th. We are awaiting to hear from PIDP Grants on an award.
- Public Safety
 - I finally received a summary from Mr. Russell on the Public Safety Assessment. While I appreciate the review, it was not what I thought the report was going to reflect along with what Acting Police Chief Maines anticipated. From my days on the City Council, I thought the assessment was to look at the number of officers and the needs of personnel. The report is entirely different. I have asked Mr. Russell to look at his schedule to meet with the Council and Public Safety in the later part of September or first couple weeks of October to meet with the Council and Public Safety in person.

- I know on the white board in the City Manager's office is the need for Evidence Room Audit. We need to move in that direction and in the budget, revision is to add \$30,000 for an evidence room audit. Additionally, we are adding into the training budget \$10,000 for training of the public safety retention of records. In all research that I have completed for Public Safety and the Evidence Room is the need for a dedicated officer to just handle the evidence room and the records under the State of Alaska Standards Rules of Evidence. Given the staffing shortage of our Public Safety Department and the turnover, this will be addressed. I have discussed with Acting Chief Maines the need to put in place an Acting Sargent. The city has a part-time staff who is dedicated and trained on the records retention under Finance and the Clerk. She would be ideal to send to training along with a Public Safety Officer for the handling and destruction of records for Public Safety.
- As I notified you from an earlier email, the Jail has closed due to the lack of personnel. I have attempted to conduct exit audits with those that have resigned. What I gathered is that our correction employees are concerned with their safety.
- As part of the Equipment Replacement is the purchase of an Animal Control Truck.
- Public Works
 - Road – As part of the snow removal plan, we went through all the city roads. The crew replaced culverts on Squaw Creek. We are putting together plan to clear the right of ways of brush
 - Water and Sewer – Fixed the leak by the Territorial Building. According to JJC and several emails, the downtown sewer issue is going to get fixed, and it will be paid for by the State of Alaska, since this was an issue identified not long after the completion of the downtown streets project. Our water operator is working with finance on water disconnects.
- Senior Center
 - The van got fixed at the Senior Center. We are now working on grant reporting and training for Diana Merlino, Acting Senior Center Director.

Attached to this report is the CRW Structural Engineer's report, dated August 28, 2023. Attached to this report is the upcoming Alaska Infrastructure Development Symposium that I will attend along with other city staff members. Finally, attached to this report is the State of Alaska 2023 Oil and Gas Lease Sales that includes the Alaska Peninsula.



Structural Evaluation Report

Date: August 28, 2023
To: City of Dillingham Attn: Kim Johnson, Acting City Manager
From: Jesse Gobeli, PE, SE
Location: Dillingham
Project: City of Dillingham Building structural review
Project No: CRW# 60123.09
Subject: Structural Evaluation Report – various buildings
Date of site visit: August 16, 2023

Downtown Fire Station

I reviewed the Downtown Fire station. The building is a wood framed, 2-story building. A building assessment was completed by Bettisworth North Architects in 2010 and was available for review. The building is in poor condition, and I understand that it is not decided at this time if the building should be repaired or demolished.

Primary issues:

- 1) Exterior stucco. The stucco is in poor condition everywhere. New rainscreen and siding should be installed to protect the building from weather.
- 2) Building settlement. There appears to be a substantial amount of settlement ongoing, particularly in the concrete slab on grade where large cracks are evident.



Figure 1: Downtown Fire Station, apparatus doors

Recommendation:

I am not sure at this time what is causing the slab heave and settlement and if it is ongoing. Geotechnical investigation would be required, likely borings or test pits in the vicinity of the building. If existing geotechnical reports are available from projects in the vicinity, that might also be a useful source of information for understanding the problem.

August 28, 2023
Fire Station, Landfill Building, Operations Center

I understand that the apparatus bay door has settled and that another 4 to 6 inches in height is required to get the trucks in the door. This is a problem because the Fire Department can no longer get the trucks into the building to fill the water tanks.

One short term solution for the door height issue might be to chip out and remove the slab at the vicinity of the door, and replace with a new slab and asphalt sloped and lowered enough to get the truck inside.

August 28, 2023
Fire Station, Landfill Building, Operations Center

Landfill Incinerator Building

I reviewed the Incinerator building at the landfill, which had recently been damaged by fire.

In my opinion, the building is salvageable. Significant damage occurred to the wall Z-girts along 2 walls. The main steel frames are okay. The roof purlins are slightly warped but should be acceptable. Replacing the purlin bracing will strengthen the roof system.



Warped z-girt - replace

Cable bracing – re-tighten

Figure 2: Incinerator building, damaged Z-girts

August 28, 2023
Fire Station, Landfill Building, Operations Center

Recommendations:

- 1) Girts that were deformed by the fire should be replaced. The girt size should be verified - the replacements should be a minimum of 8", with 2 ½" flange, and 16 gauge material.
- 2) Cable bracing at walls should be re-tightened to snug tight
- 3) Roof purlin bracing that is missing or damaged should be reinstalled. Existing roof purlins to remain in place.
- 4) Cable bracing in roof structure should be re-tightened to snug tight



Purlin bracing – reinstall throughout
(Purlins to remain in place)

Cable bracing – re-tighten

Figure 3: Roof purlins. Bracing indicated

August 28, 2023
Fire Station, Landfill Building, Operations Center

Operations Center

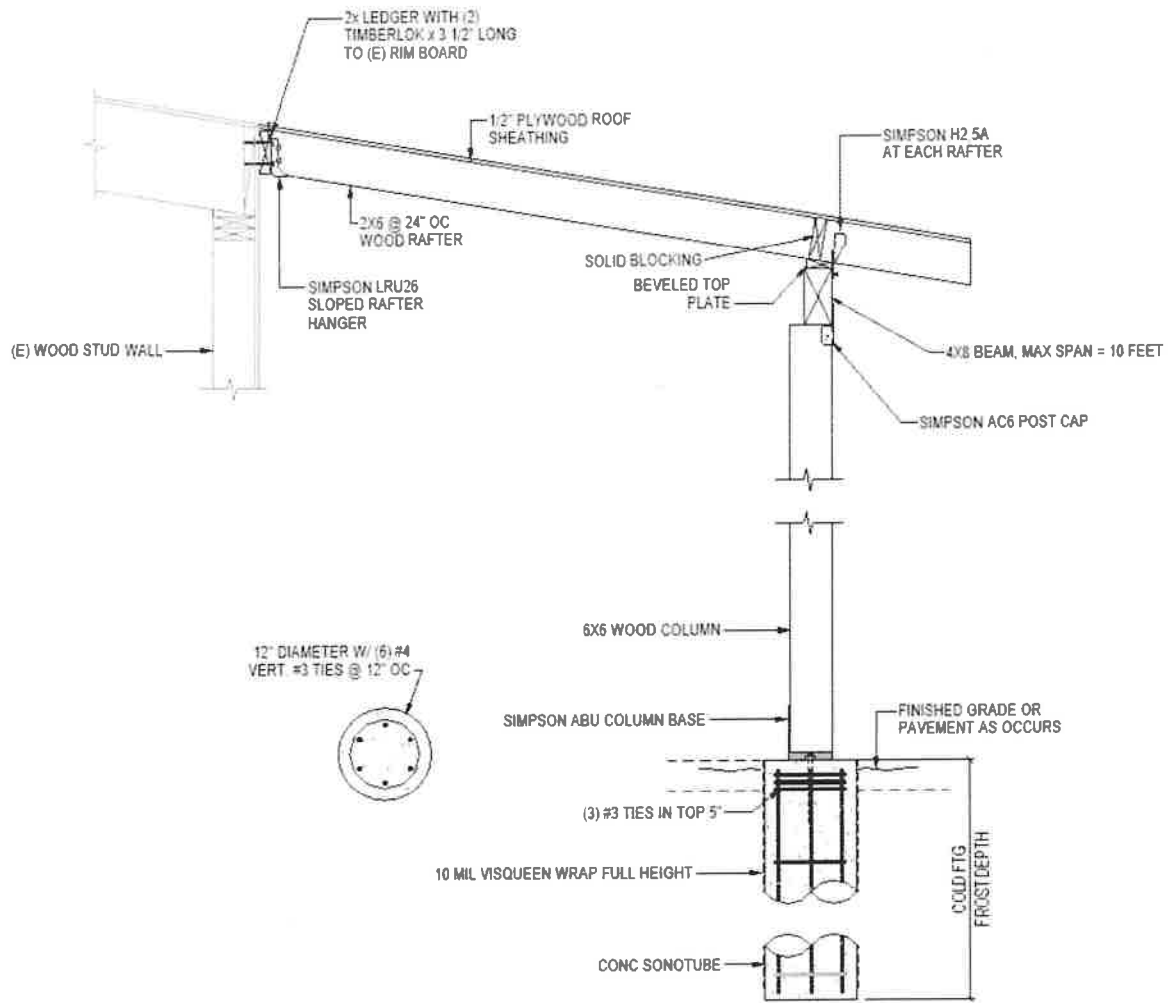
During the visit, we discussed a canopy that was needed for the emergency generator. We discussed extending the existing canopy shown in the photo below:



Figure 4: Canopy - to be extended

A detail for the canopy extension is shown below:

August 28, 2023
Fire Station, Landfill Building, Operations Center



Alaska Infrastructure Development Symposium

Provisional Agenda

Updated 8.29.2023 At: Hotel Captain Cook

Day One: Monday 25, September

Monday, September 25 – **Infrastructure Progress and Potential**

9am **Welcome and Introductions** Ballroom

- Nils Andreassen, Alaska Municipal League (confirmed)
- Nicole Borrromeo, Alaska Federation of Natives (confirmed)
- Shareen Crosby, Office of Infrastructure, State of Alaska (confirmed)

9:30am **State of Alaska – Planning and Implementation Progress** Ballroom

- Katherine Keith, Alaska DOT&PF (confirmed)
- Curtis Thayer, Alaska Energy Authority – Grid Resilience (confirmed)
- Bryan Butcher, Alaska Housing Finance Corporation – Building Codes (invited)

10:30am Break & Networking

11am **State of Alaska – Planning and Implementation Progress** Ballroom

- Bryan Fisher, Alaska DHS&EM – State and Local Cybersecurity (invited)
- Randy Bates, Alaska DEC – State Revolving Fund (confirmed)

Noon Lunch and Plenary

Project Bundling – Panel Discussion

- Katherine Keith, Alaska DOT&PF & Shareen Crosby, Office of the Governor (confirmed)

1:30pm **Partner Projects – Planning and Implementation Progress**

- Dustin Madden and Francine Moreno, ANTHC (invited)
- Nicole Borrromeo, AFN (invited)
- Jasmine Boyle, RurAL CAP (confirmed)
- Michelle Rizk, University of Alaska (invited)
- Nils Andreassen, Alaska Municipal League (confirmed)

3pm Break & Networking

3:30pm **Broadband Project Showcase**

- Project Pre-Development – Grantwriting – Resolution
- TBD – Easter Island

10am Break & Networking

10:30am Concurrent Sessions 2

- Grid Resilience Planning – Club Room 1
 - Bryan Carey, PE, Alaska Energy Authority (coconfirmed)
- Climate Action Plans (continued) – AML and DEC – Club Room 2
- State Revolving Fund – AML and DEC – Whitby
- Benefit Cost Analysis 101 – Grantwriting – Resolution
- TBD – Easter Island

Noon Continue your conversations – box lunches available

1:30pm Concurrent Sessions 3

- Affordable Connectivity Program – Whitby
 - Jacquie Braden, RurAL CAP (invited)
- Addressing Disadvantage and Equity in Grant Applications – Resolution
- Statewide Transportation Equity Planning – DOT&PF – Club Room 1
- Building Code Review – AHFC Easter Island
- Energysshed in Northwest and Southeast Alaska – Club Room 2
 - Rob Roys, Launch Alaska (invited)

3pm Break & Networking

3:30pm Concurrent Sessions 4

- Energy Project Intake Hub Club Room 1
- Leveraging Drone Technology (ARROW) – Easter Island
 - Ryan Marlow, UAS Program Coordinator, DOT&PF (tentative)
- Building Partnerships for Effective Grant Proposals – Resolution
- ADD: Regional Infrastructure Plans – Club Room 2
- Data Management and Review – ISER – Whitby

Mayor
Alice Ruby

City Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

vacant
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Vacant

MEMORANDUM

Date: July 27, 2023
To: Honorable Mayor and City Council
From: Kimberly Johnson, Acting City Manager
Subject: City Report

It's been a very busy 17 days since I started as the Acting City Manager.

Projects and Funding:

Dillingham Port Improvements: Both forklifts are down. We need to do some maintenance on the dock this fall or early spring with some D1 materials. We did have an AML barge hit one of the pilings this summer. We are waiting on the grant award for the Harbor.

Snag Point Erosion Mitigation Project: We identified an archaeological team to complete the next phase, however, we need approval to access Choggiung Limited property and 2 native allotments. Site control is an issue before we can continue to move forward with this project.

Sewer Lagoon Aeration: Bid award is in the packet, Resolution 2023-25 for Council Adoption.

Landfill: The large burn pile is gone. The road to the cell is open. The crew is actively working on the temporary metal pile to move that out of the way. The DNR award was completed, and we need to start the firebreak around the metal pile. The plan is to hire locals to remove the trees and small brush.

Jail: The FY24 contract was signed.

Processor Excise Tax: I have had no time to work on this since I started officially on July 10th.

Staffing:

In your packet is Resolution 2023-26 to hire Karl Clark as City Clerk. We hired temporary laborers in Buildings and Grounds to move items out of the Territorial Building and at the Landfill.

Budget:

In the next monthly meeting, we will need to complete a budget revision for FY 24. Finance worked with Departments to get the items in the budget ordered and on the last barge.

Equipment Assessment and Needs:

- RFP – Finance is seeking quotes from local private companies to assess the fleet of vehicles and equipment.

City Property:

Departments are identifying items for the Mayor sale with action to take place in the regular September meeting for Council approval.

Territorial Building is closed. We moved all items from the building. Finance is putting together a quote for a structural engineer to come in and assess the foundation.

Foreclosure:

The 2018 foreclosed properties were paid in full and a certificate of redemption was filed with the Court. I need to spend time on the adopted foreclosed properties over the next month.

Departments:

- Administration
- City Clerk
 - If approved tonight, Karl's first day is August 7th. Lori left an election folder that will assist with the upcoming elections.
- Finance
 - The finance department did an excellent job with the payroll that hit FY 23 and FY 24 fiscal years. That was no small feat. We have an offer letter out to hire Earl Robinson for the AFD Revenue Cycle Manager.
- Fire Department
 - We have had 3 fires this summer. With no water source at the Landfill, I had the fire department dispatch 3 fire engines for the Burn pile on July 15th. In discussion with the Fire Chief, we have a water pump truck moved to the Landfill to be on hand for use until winter freeze up.
- Library
 - The Friends of Library assisted with moving all of the books from the Territorial Building over to the Library.
- Planning
 - Draft snow plan removal is in your packet. It is not complete but thanks to Patty and Patrick we spent 1.5 days outlining how snow removal is complete by Public Works and where we pile snow.
 - Land use permits. JJC the contractor on the Nerka Road project did not use the two lots identified by the City. The Curyung Tribe and Bristol Engineering did not inform the private land owners that they needed to complete the City's land use permit. The Planning Department continues to process the land use permits.
- Port

- With the 5 million from the State of Alaska for Harbor improvements, specifically the floats, I placed the Harbor Master in full-time status. The City submitted the authorized signature authority, scope of work, schedule and budget to the State to move us to a grant award.
- As mentioned in an email the forklift at the Port tipped over and the City has no operable forklifts at the Dock.
- Public Safety
 - I have an email to the Contractor, Greg Russell for an update on the assessment. I hope to provide more information in the September. From former Acting City Manager Goodell's report, the Evidence Room audit is an identified high priority.
- Public Works
 - Road – As part of the snow removal plan, we went through all of the city identified roads. Public Works tried to keep up with the grading this summer with all of the rain. As soon as they would grade the rain started and the potholes revealed themselves once again.
 - Landfill – I hired Pete Kapotak as the Landfill Supervisor, Ralph Evalt III as an operator and Kade Samuelsen as a temporary laborer. Working with Bill at the Landfill, things are moving.
 - Water and Sewer – We have an active water shut off valve that is leaking in front of the Territorial Building. We have a purchase order out to JJC for fix. We are waiting on JJC who is focused on the Nerka Road project. Alaska Drain assessed the sewer issue on Main Street in front of Wren Coffee. Their initial assessment is that the line feeding in the main line is broken under the street. We don't have anything from the State of Alaska as part of the Downtown Streets project.
- Senior Center
 - The vans at the Senior Center are once again not working. I have assigned the Manager's truck to the Senior Center so that they can continue to deliver meals. Diana Merlino was assigned Acting Senior Center Director. I am in the process of putting together an interview committee.

Note:

Open Meetings Act:

Article 06. OPEN MEETINGS OF GOVERNMENTAL BODIES

Sec. 44.62.312. State policy regarding meetings.

(a) It is the policy of the state that

- (1) the governmental units mentioned in AS 44.62.310 (a) exist to aid in the conduct of the people's business;
- (2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;
- (3) the people of this state do not yield their sovereignty to the agencies that serve them;
- (4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;
- (5) the people's right to remain informed shall be protected so that they may retain control over the instruments they have created;
- (6) the use of teleconferencing under this chapter is for the convenience of the

parties, the public, and the governmental units conducting the meetings.

Section . Item 2.

Mayor
Alice Ruby

City Manager
Robert Mawson



Dillingham City Co

Section . Item 2.

Kim Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Vacant

MEMORANDUM

Date: July 5, 2023
To: Honorable Mayor and City Council
From: Lori Goodell, Acting City Manager
Subject: Council Report

Projects and Funding:

Dillingham Port Improvements: A PIDP grant through MARAD for 11.25 million was applied for in April. If awarded this will be for phase one, float replacement, east waterfront utility upgrades, north bulkhead extension, Bingman property environmental assessment, and east waterfront site improvements. The City of Dillingham was awarded 5,000,000 from the State of Alaska (pending final budget approval) for float replacement.

Snag Point Erosion Mitigation Project: The City of Dillingham received an earmark \$5 million FY23 Congressional Delegation Spending allocation. This award will be for planning purposes, engineering, permitting, and surveying etc. Funding opportunities for construction are being pursued.

Sewer Lagoon Aeration: RFP for this project closed on June 13, 2023. An assessment of bids is underway. Evaluation of bids will be conducted, with this item coming to council at the next regular meeting.

Landfill: A \$100,000 grant through the SOA Department of Natural Resources has been received for fire break around the metal pile This will remove and manage vegetation, and apply gravel within 50 feet of the landfill property boundary

Jail: The FY23 Jail contract was completed. The DOC will need to be contacted regarding timing for the FY24 contract.

Processor Excise Tax: This potential revenue source has been sent to the Finance & Budget Committee for review of Ordinance 2022-04 introduced March 5, 2022. Meetings with local processors have been requested.

Staffing:

Staffing continues to be an issue of concern. The City needs to fill key leadership positions, some have been vacant for some time. Recruitment is ongoing for Public

Works Director, and Chief of Police. Several positions have been added for consideration in the FY2024 budget; Grant Writer, Deputy Manager, Corrections Officer, Dispatch, and Patrol Officer. Additional changes to solve staffing shortages include splitting positions, part time and on call hours to fill gaps, i.e., filing and records management.

Budget:

FY23 budget revision in this packet for adoption.
FY24 budget in this packet for adoption.

Equipment Assessment and Needs:

- RFP: fleet maintenance, equipment maintenance. There are two RFP’s being developed. The need for timely and consistent management of maintenance and repairs of city equipment remains a high priority. Consideration for repairs vs. replacement will be ongoing.
- A list of assets is being compiled in Finance. This is needed not only for equipment purposes but also for facilities, budgeting and insurance needs.

City Property:

The list of properties continues to be under review and is subject to change. What is compiled to date will be included in the August council meeting. The status of land owned by the city is unique to each parcel. Some parcels have a very complex history. Any city land would need to be assessed and surveyed prior to consideration of disposal.

With the BBEDC grant writing assistance award the City is working with Agnew Beck on assessing the housing needs in Dillingham. I continue to urge the Council to actively engage in the housing strategy development to better understand what the complete needs of the community are, what the city’s role will be, and identify all the stakeholders. Further a plan is prudent so it is clear how disposal of land correlates with the City’s comprehensive plan, long term goals of the Council, and how that will best assist the housing needs for the community.

Approved Mayor sale items are being assessed for staging and sale by Purchasing and Disbursement Manager Jon Sorenson. This will reduce the clutter at public works and other areas where larger items have accumulated.

Foreclosure: The court did a final ruling on 3DI 18 157 CI in November of 2022. This action closed on four properties. One property has since been redeemed, the other three will need the city to decide on what the next steps are. The next foreclosure list has been approved by council and should be filed with the court.

Departments:

- Administration
 - Executive Assistant / HR position vacant.
 - Management continues to assist with Port, Public Works, City Clerk, and HR.
 - Policy updates: Personnel Regulations to incorporate union updates. Workplace Drug & Alcohol policy update including supervisor checklist.
 - Ongoing trainings, focus on safety.

- The City currently has four apartments dedicated to staffing needs; E Rotational Patrol Officers, support for Finance, and city manager apartment.
- City Clerk
 - This position is currently vacant. Recruitment ongoing.
 - Organization and management for October election will need to be addressed.
 - Next quarterly filing for APOC due end of July.
 - Minutes from last several meetings need to be written.
 - City purpose regarding foreclosure 3DI 18 157CI; status on three properties remains to be determined.
- Finance
 - Creative solutions to staffing shortages; part time and on call positions, duties of several positions have been redistributed. Job descriptions have been reevaluated and updated to reflect current operations of the department.
 - Audit, due to staff shortages in house and otherwise the FY22 audit is scheduled to be completed in November of this year. The FY23 audit has been scheduled to begin in January of 2023. This should put the audit cycle back on track.
 - Training: Payroll staff has training plan in place. OJT continues for Account Tech II and III positions.
 - FY23 budget amendment and FY24 budget cycle completed.
 - Property assessment conversion to MARS with data verification near completion. This is a 'living document' and modifications are ongoing. DNR does not notify the City of deeds that have changed. This makes the process problematic at times.
 - Collection efforts are performed as staff time allows. Finance is working toward consistency. Sales tax audits need to be scheduled.
 - 2023 Foreclosure list ready to file with the court.
- Fire Department
 - Focus on public outreach and education
 - Downtown firehall replacement submitted on CAPSIS. Seeking potential funding opportunities.
- Library
 - Due to dissolution of the library consortium seat assignments for the Library Advisory Board have been updated by resolution.
 - Friends of the Library currently reactivated since COVID.
 - Additional methods of security at the facility being pursued.
- Planning
 - Housing assessment completed in partnership with ANTHC.
 - Land use processes and compliance increased. Communication to citizens regarding municipal code requirements bolstered.
 - Floodplain regulations reviewed. Assessment of compliance to regulations, and advisement to property owners of floodplain requirements begun.
 - Comprehensive Plan update process started in conjunction with the Planning Commission and Agnew::Beck.
 - Housing needs and strategies meetings have begun. Stakeholders met May 15th. Follow up meetings are in the works.
- Port
 - Harbormaster hired for the 2023 season.

- All bathhouse amenities available this year.
- Crane on harbor north bulkhead repaired and working. Crane certification pending.
- Authorized float repair in progress.
- Dredging completed; south end float installed.
- Additional signage received for parking. Work for access road to upper parking scheduled this week.
- Land use plan including lease lots being updated.
- Looking into an assessment for the ice machine, specifically the compressor to see if it is still viable.
- Seasonal dock employees returned for work.
- Dock forklifts still in need of annual maintenance and repairs. Partnership with AML assists with equipment needs.
- Dock crane is working. Crane certification pending.
- Two freight barges received to date. Next barge is scheduled to arrive June 13, 2023.
- Public Safety
 - FY2024 Budget proposes three additional positions: corrections, dispatch, and patrol. These positions are needed to allow rotation of days off for 24/7 coverage.
 - Actively recruiting for Chief of Police. Several letters of interest have been received. A plan for scheduling interviews and what that process will entail is being worked out.
 - Contracts with the SOA; Jail, DMV, TSA will need to be renewed for FY2024.
 - PSEA collective bargaining completed.
 - Recommend Interim Chief to provide leadership and additional support during recruitment for permanent Chief of Police.
 - Work on the Public Safety assessment began week of June 5th. Assessment to be completed mid-August.
 - Evidence Room Audit should be a priority. This will include training and assignment of an evidence room custodian. This assignment requires specialized knowledge. Acquired quote indicates this project will take 3-5 weeks and costs approximately \$15,000 per week.
- Public Works
 - Road conditions have been impacted by the wet spring. Major repairs have been done to Dragnet Road, and continuing efforts are being made to keep Squaw Creek Road passable. The Public Works crew continue to address issues as conditions allow.
 - Servicing roads continues to be a priority. Experience and training will help make this function more efficient.
 - Numerous staffing vacancies mean the public works crew all pitch in across the board.
 - Fleet and equipment servicing is being addressed through local vendors. An RFP is being developed for future needs.
 - Several meetings with P.W. Foreman and the Landfill Supervisor have been held to discuss how to remedy the items associated with notice of violation received after last year's fire at the metal pile continue. Starlink has been installed at the landfill providing access to the internet. This will help with timely

- reporting going forward. Fill has been delivered for addressing coverage cell. A firebreak will be constructed around the metal pile.
- The excavator has been repaired and is being utilized at the landfill.
 - Wood pile burn box is active and reducing the matter in the area.
 - Work to get the water source available for the incinerator has started. This will be completed in the next few months.
 - One of the landfill monitoring wells has been damaged since the last sampling. It is unclear at this time if the well can be repaired or if a new well will be needed. Bristol Engineering Services Company LLC is currently doing the well testing. The well need to be marked and protected to prevent future damage.
 - Work to improve the City's best practices score continues. The Planner is actively engaged in this process. Better scores mean increased consideration for state funding opportunities.
- Senior Center
 - After three years in the shop, Senior Center van repairs were completed in May.
 - Ida Noonkesser, Senior Center Director, is retiring the end of June 2023.
 - The facility has experienced numerous wastewater backups the last few months. This has been remedied by the water/wasterwater department and is not functioning properly.

Note:

Open Meetings Act:

Article 06. OPEN MEETINGS OF GOVERNMENTAL BODIES

Sec. 44.62.312. State policy regarding meetings.

(a) It is the policy of the state that

- (1) the governmental units mentioned in AS 44.62.310 (a) exist to aid in the conduct of the people's business;
- (2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;
- (3) the people of this state do not yield their sovereignty to the agencies that serve them;
- (4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;
- (5) the people's right to remain informed shall be protected so that they may retain control over the instruments they have created;
- (6) the use of teleconferencing under this chapter is for the convenience of the parties, the public, and the governmental units conducting the meetings.

Mayor
Alice Ruby

Manager
Kim Johnson



Dillingham City Co

Section . Item 3.

Bertram Luckhurst
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: August 30, 2023
To: Kim Johnson, Acting City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report – August 2023

Acknowledgements and Recognitions:

Statistics: As of date of report.

Cash Receipts: \$1,071,280.16

All Payments: \$1,594,609.45 (includes \$245,171.40 for 2 payrolls) one more payable runs scheduled

Department Accomplishment and Opportunities:

Accomplishments

- Denied Service list to be posted.
- Foreclosure list to clerk for publication 05/25/2023.
- Office changes have been made to accommodate being fully staffed Buildings and Grounds did a wonderful job with the painting of the Finance Director's office.

Staffing changes

- Account Tech II – Ryan Johnson has moved to the position for a part time status of 30 hours per week.
- Account Tech II - Sherina Tilden has been hired for Receivables on 07/10/2023. Good progress has been made in reviewing accounts and making adjustments as needed.
- Assistant Finance Director – Earl Robinson filled the AFD, Revenue Cycle Manager position on 08/14/2023. Earl brings to the department 5 years of auditing experience for a CPA firm, comptroller for a construction company and working for accounting services for non-profits.
- Department is now fully staffed

Grant Reporting

- FY23 NTS grant reporting is in progress.

Budget

- FY23 Budget revision: Completed and reflected in the June Budget and Revenue software.
- FY24 Budget: Budget is set, budget revisions beginning.

Projects – Progress and Public Impacts:

Audit

- FY22 Audit final work scheduled for November 27, 2023.
- FY23 Audit work schedule for two weeks January 2023 for entire completion of the audit.

Projects

- Development of software to manage personal property tax assessments in progress.
- Questica budget software training to begin in September.
- Developing the escaped tax roll for taxes missed over the last six months.
- Starting soft audits on sales tax reports.
- Records management is preparing files for the next records destruction.
- Title 47 reporting has been completed.
- Review of internal controls has started with review of cash management. Expect full review to last 6 months.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- 10/02/2023: Customers that have utility bills that are 60 days past due will be subject to water shut off. Notices will be sent on 08/31/2023.
- 11/01/2023: Property tax payments are due for 2023 taxes. Must pay a minimum of half of the taxes invoice. Penalties will be assessed on 11/02/2023 if payment is not received.
- 12/01/2023: Remainder of property taxes are due. Penalties will be assessed on 12/04/2023 if payment is not received.

Public Feedback:

- If a person is unable to pay their property taxes or utility charges in full can a payment arrangement be made? Yes, a promissory note agreement can be made as long as the individual making the agreement has not received a default notice in the last two years. Arrangements must be made before the property is in foreclosure and before water services have been turned off.

Revenue and Expense Report June 2023:

Information provided for percentages below 80% or above 120%. Current actuals recognize a net increase to fund balance by \$3,658,187. End of year adjustments are pending.

- All sales tax reports are still pending the end of year adjustments so taxes will increase. Several Gaming sales tax reports were received in FY24 that could adjust the tax to above 80%.
- Telephone and Electric Co-op tax has been received and booked in FY24 at over \$84,000 and will be adjusted with audit work.
- Jail contract signed payments are pending but expected to be reduced. A final determination has not been provided.
- Motor Vehicle tax will have some audit adjustments. Amount to be determined.
- PERS on Behalf and Forfeiture Funds had an unexpected increase at the end of the year.
- Investments had a good return in the last quarter of the year that had the biggest impact on other revenue funds being high.

Special Revenues & Other Funds Revenue

- Landfill revenue has improved more than expected over the summer months.
- Dock revenue is at 109%, FY22 revenue is still included and will be reduced with audit preparations.
- Harbor revenue did not recover as well as had hoped. .
- Asset Forfeiture revenue is at 60%. This is bad impact due to no expenditures for the FY.
- Senior Center NTS grant has been awarded; grant is only eligible for quarters 3 and 4 of FY23. Grant reporting is still pending.
- Equipment replacement revenue for the ambulance was not budgeted and will decrease the general fund transfer.

Transfers

- Landfill transfer continues to be low. Increase revenue is helping.
- Equipment replacement was not utilized resulting in less transfers needed.
- No wastewater transfer to water was required.

General Fund Expenditures

- City Clerk budget is lower due to staff in admin acting capacity.
- Foreclosures have been delayed.
- Public safety staffing costs down due to APRA grant funding used.
- Fire Department donation expenses not incurred.
- PW Admin and street experienced staffing shortages.
- Transfers down with SOA bond reimbursement increase.

Special Revenues & Other Funds Expenditures

- Sewer expenditures are reduced due to major equipment expenses not happening until FY24.
- Landfill expenditures are down mainly due to staff shortages.
- Dock expenditures low due to the Hyster repairs being delayed to FY24.
- Harbor expenditures are high due to unexpected repairs to the crane and additional float work that was needed at the end of the budgeting cycle.
- Senior Center non-grant expenditures are higher and grant expenditures low due to grant reporting pending.

- Ambulance Reserve spending of stipends are reduced due to fewer volunteers and a fire department that is being supported by paid EMS staff over the summer.
- Equipment replacement expenses are skid steer, Admin truck, sander and plow assembly. Dock top loader has been approved by council 01/12/2023; expense will be recognized when received which will be delayed to FY24.

Grant and Bond Revenues/Expenditures

- COVID/ARPA/LGLR - Funds received, lake road E911 duplicate system nearing completion, additional projects pending funding is prepaid but will be adjusted with audit adjustments to next FY24 when the expenses are recognized.
- BBEDC training support was recognized for the Fire Department.

Capital Project Revenues/Expenditures

- Projects are being pushed to FY24.

Mayor
Alice Ruby

Acting City Manager
Kimberly Johnson



Dillingham City Council

Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: 8/29/23
To: Kimberly Johnson, Acting City Manager
From: Tracy O'Malley, Acting Chief of Police
Subject: Monthly Report

Acknowledgements and Recognitions:

I would like to acknowledge the efforts of our police officers, dispatchers, correctional officers, and animal control officer during the recent major incident.

Department Accomplishment and Opportunities:

- We had 227 calls for service
- We hired a new officer who began work on 8/14/23, (Officer Dillyn Rodriguez)
- On 8/19/23 we had a major incident that was called in at approximately 10:00 am. As the Acting Chief of Police, I requested the assistance of ABI, (The Alaska Bureau of Investigation). We have been working closely with AST and ABI on this case. We are preparing for Grand Jury tomorrow.

Projects – Progress and Public Impacts:

On 8/22/23 and 8/23/23 three of our correctional officers resigned without giving two weeks' notice and as a result of that, we had to close Dillingham jail on 8/23/23. The city manager and I have met with DOC and AST to discuss the closure, necessary repairs in the jail, as well as future hiring of correctional officers. DOC has stated they can assist with repairs. Gordon Isaacs made some temporary repairs until we can replace the compromised jail door and reinforce the wall that supports the door. AST will be transporting all prisoners to other locations.

- On 8/27/23 our last remaining correctional officer submitted her notice. She has offered to continue to work part-time after her two weeks is up to assist us during this transition. So far, we have had only one applicant for the position of CO.

Upcoming Calendar Items:

Public Feedback:

List of Attachments:

- Dispatch monthly report
- Animal control monthly report

City of Dillingham

Monthly Report

Department/Program: Dispatch

By: John Marx

Date: 8/28/2023

Operations and Staffing:

William Wilson is near the end of training. He is doing well with some on-line APSIN training and has past his test. We are waiting for his login for ARMS & APSIN to put him on his own schedule. When he is on his own we will be at full strength and I can work on my work.

Department Stats:

For the month of August with 227 calls for service. Of those there were:
9.6% Animal Calls (21)
11.0% Medical Assists (25) - Ambulance Calls
4.4% Fire Calls (10)
14.9% Disturbances (34)
11% Welfare Checks (26)

Projects:

911 Phase II implementation with Bristol Bay Cellular, GCI and AT&T.
911 and the radios are working well as long as the generator starts.

Department Needs:

We need Corrections officers and a few more Patrol officers.

Tools & Equipment Needs:

List of Attachments:

Dillingham Dept. of Public Safety

Memorandum

To: Acting Police Chief Tracy K O'Malley

From: Animal Control Officer Dan Boyd

Date: 08/29/2023

Re: August 29, 2023, Monthly Report

From July 25th, 2023, to August 29, 2023 Animal Control Officer Dan Boyd had a total of 26 calls for animal related issues by ACO cell phone, Animal Shelter landline or calls to dispatch, a breakdown of those calls is as follows:

- 11 Combination Bear and Fox calls
- 10 Impounds. All Dogs
- 07 Dogs Returned to Owners
- 03 Dogs in Protective Custody
- 02 Compassionate Euthanasia
- 05 Dead Animal Removals
- 52 Rabies Shots Given
- 15 Parvo / Distemper Shots Given

Supplemental:

Starting on August 18th and running through August 20th Dillingham Animal Control held its 13th annual Spay and Neuter Clinic in conjunction with Alaska Rural Veterinary Outreach from Anchorage. We also had a great turnout of local volunteers who helped make the clinic a very successful endeavor. The A-team were able to do the following:

- 39 surgeries
- 21 Spades. 19 Dogs, 02 Cats
- 18 Neuters. 14 Dogs, 04 cats
- 23 Wellness Checks. A combination of Dogs and Cats
- 01 Compassionate Euthanasia
- 40 Rabies Shots
- 10 Parvo / Distemper Shots
- 05 Feline Leukemia Shots

Dan Boyd
Dillingham Animal Control

Mayor
Alice Ruby

Acting City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 4.

Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: August 29, 2023
To: Kimberly Johnson, Acting City Manager
From: Sonja Marx, Librarian
Subject: Monthly Report

Acknowledgements and Recognitions:

William (Bill) Stroud was hired August 3rd as the Assistant Librarian under the LINKED grant to replace Helen Nelson who resigned in June. Bill is working 30 hours a week until Rene Johnson returns in September; they will then share the position until late October when Rene will leave again to care for her mother. Bill quickly learned the many aspects of working at the library before I left to care for my elderly mother in Colorado for two weeks. He has done an amazing job assisting the other librarians and even attending the weekly staff meetings at city hall every Tuesday at 8:30 am on my behalf.

Department Accomplishment and Opportunities:

Our staff is getting back to our regular schedules as the summer ends with Lane and Jonas each working 14 hours a week. Jenice will also return to her 30 hour a week position as she finishes flagging for the summer on road projects.

With the library fully staffed this summer, I was able to take off time for much needed medical appointments for myself and other family members while in the Lower 48. Seems like this summer flew by quickly.

Projects – Progress and Public Impacts:

With an open campus at Peter Pan and OBI for the first summer since the Covid outbreak, we have had many fishermen, fish processing workers, and visitors come to the library to use the facility, computers, and internet. The museum was also well attended with visitors touring the area. See attached the statistics for the library over the summer. The numbers have increased greatly compared to the past few summers. It's good to see the public returning to the library after Covid.

We had a tremendous Summer Reading Program under the leadership of Sarah E working under the LINKED grant for the Dillingham Public Library. We had hundreds of children of various ages attending three days a week for 8 weeks. At the end, there was a pizza party and movie with many prizes for everyone. We will also be having a drawing for a \$50 AC gift card for those who participated in the reading challenge over the summer. The winner will be announced next month in the library report.

In July, the library received five new computers for the patrons to use, and two for the staff. Everything is working well with them, as well as the faster internet. The stats below show an increase in use over the summer.

The FOL and many city staff were able to move the used/donated books and bookshelves over to the library and museum one afternoon in July from the Old Territorial School building. Thanks to all those who helped. Also, a big thank you to the many volunteers who mowed the library lawn this summer. It's wonderful that there are those in the community who care for our library as well as the library grounds.

Upcoming Calendar Items:

We are waiting to hear from the State regarding the PLA grant funding for FY 24. Usually, we have the funds available near the beginning of July to purchase materials for the library. The final report for the FY23 PLA grant is due October 2nd. We were awarded \$7,000 that year. We haven't heard yet what the amount will be for FY24.

Year Three for the LINKED grant begins October 1, 2023. With the \$25,000 that they pass through to us, we are able to hire more staff and order new materials for the library.

We were awarded e-rate funding starting July 1st using Starlink as the internet provider. The library was up and running mid-July as we got the new equipment in place and our tech people flew in to set up everything.

The FOL have a meeting planned to discuss helping a local group order books and promote reading in the schools regarding the Eskimo Scouts, the Alaska National Guard and the Alaska Territorial Guard. I will share that information in the next report as we get closer to the Veteran's Day holiday approaching. It sounds like a worthy cause to get behind and support them.

The LAB also has a meeting planned in September to finish up the Volunteer Policy. We are losing a board member, Rebekah Fonkert. The librarian (Rebecca Roenfanz) at the Dillingham Elementary School has shown interest in replacing her. We are sorry to see another person leave as she had served both on the FOL and the LAB for many years.

Public Feedback:

The Battle Books were ordered, processed, and are on the shelves for students to check out as school has already begun. We continue to order books under the LINKED grant.

List of Attachments:

Library Stats report for May 22nd – August 27th, 2023:

**Patron Visits: 3,537 Computer Use: 1,728 Wireless Use: 3,759
Story Hour: 58 Museum Use: 564 Game Night: 7
AWE Station Use: 73 Volunteer Hours Logged: 43
Summer Reading Program Attendance: 295**

Next Friends of the Library (FOL) meeting is in September.

Next Library Advisory Board (LAB) meeting is also in September.

Game night will begin every other Friday night once school starts.

Mayor
Alice Ruby

Acting City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 4.

Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: 8/29/23
To: Kimberly Johnson, Acting City Manager
From: Shayla Fuller, Acting Buildings and Grounds Foreman
Subject: Monthly Report – Buildings and Grounds

Acknowledgements and Recognitions: Cheyenne (buildings and grounds assistant), Cheyenne shows an exemplary work ethic and is critically helpful in assuring buildings and grounds operates smoothly. Juan (temp) Juan also has an awesome work ethic and was a phenomenal addition to buildings and grounds. Alex (temp) Alex showed a wonderful upbeat attitude and was a tremendous help while she was with us before heading back to school.

Department Accomplishment and Opportunities: Landscaping in various places, checking up on boiler and building maintenance, general clean up and organization around public works shop and Quonset hut, fixing flooding issues in city hall and under senior center, paint office at city hall, assist other departments when necessary.

Projects – Progress and Public Impacts: Landscaping at softball and soccer field, ice rink (incomplete) and around police station, city hall, downtown fire hall, public works shop and Quonset hut, senior center, water treatment plant (incomplete), dock (incomplete).

Upcoming Calendar Items: prep facility boilers for winter, winterize bathhouse, finish landscaping.

Public Feedback: appreciation for landscaping and hardworking crew.

List of Attachments:

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-26

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO HOLD A MAYOR’S GARAGE SALE TO DISPOSE OF SURPLUS CITY EQUIPMENT

WHEREAS, the City has identified a number of surplus equipment items for disposal; and

WHEREAS, the DMC 4.36.010 B. requires that surplus property valued at more than \$500 be disposed of by sealed bid; and

WHEREAS, some of the items on the disposal list may be valued at more than \$500; and

NOW, THEREFORE, BE IT RESOLVED that the City Manager is authorized to negotiate the sale of items on the surplus list should no bids be received that are below the minimum bid for certain items.

PASSED and ADOPTED by the Dillingham City Council on September 7, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Daniel Decker, Sr., City Clerk

City of Dillingham Action Memorandum
2023-26

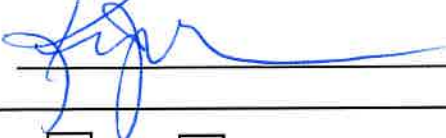
Agenda of: September 07, 2023

Action Memorandum No. _____

Subject:

Authorize the shipment and repair of Hysters H800E and 1050HDS

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

Both Hysters, H800E and 1050HDS, be barged to Seattle for Pape to work on them over the winter. Currently local contractor, SMI charges \$250.00 per hour for work on any piece of equipment, although they have some experience on forklifts, they do not have experience on this type of equipment. Pape has specific experience on this equipment and their rate of pay is slightly above \$230.00 per hour.

The priority would be the Hyster 1050 which is what we need to move the vans at the Port. It is Dean's opinion that we trade in the Hyster 800 and consider in the FY'25 budget to purchase another Hyster 1050 that would better assist the Port. The Hyster 800 would be used as a trade-in to offset the cost of an additional Hyster. A future meeting for the Council would be to take up the disposal of the Hyster 800, but we have time to plan and consider the best plan of action.

1050HDS

Parts: \$52,840.97

Labor: \$32,400.00

H1050Hds Carriage & Ss Repairs + Full 1000Hr. Filter 'C' Service \$70,951.47

*Parts: \$45,031.47 (Rollers, Cylinders, Pins, Blocks, Filters, Etc.)

*Labor: 96 Hours (2 Techs. @ 48Hr./Ea.) Working 12 Hour Days (8 Reg. Hours Per Tech. Per Day + 4 O.T. Hours Per Tech. Per Day)

2023-26

Action Memorandum No. _____

Summary Statement continued:

Carry Over H1050

Repair To Replace Control Valve & Calibrate \$14,289.50

*Parts: \$7,809.50 (Transmission Control Valve)

*Labor: 24 Hours (2 Techs. @ 12Hr./Ea.) Working One 12 Hour Day (8 Reg. Hours Per Tech. + 4 O.T. Hours Per Tech.)

H800E: We will hold off on these repairs until after the assessment by Pape.

H800E Carriage & Ss Repairs + Full 1000Hr. Filter 'C' Service \$48,938.87

*Parts: \$28,168.73 (Rollers, Cylinders, Pins, Blocks, Filters, Etc.)

*Labor: 72 Hours (2 Techs. @ 36 Hr./Ea.) Working 12 Hour Days (8 Reg. Hours Per Tech. Per Day + 4 O.T. Hours Per Tech. Per Day)

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: September 1, 2023

Shipping of Hyster 1500 and Hyster 800 to Anchorage for repairs

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$54,000		FUNDING SOURCE	
		City of Dillingham	
FROM ACCOUNT		Project	
2300 8120 70 70 0000 0	Dock Equipment Repair	Hyster repairs	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 9/1/2023	

EXPENDITURES

OPERATING	FY24	FY25	FY26	FY27
2300 8120 70 70 0000 0	\$54,000			
TOTAL OPERATING	\$ 54,000.00	\$ -	\$ -	\$ -

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

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

FUNDING

Dock Rev or Fund Balance	\$54,000			
TOTAL FUNDING	\$ 54,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

AM 2023-28

Budget will be exceeded for equipment repairs. This will require a budget amendment for the shipping and then the eventual repairs. Original budget is for \$175,000.

PREPARED BY: Anita Fuller

September 1, 2023

DEPARTMENT: Finance

APPROVED BY: _____

City of Dillingham Action Memorandum
2023-27

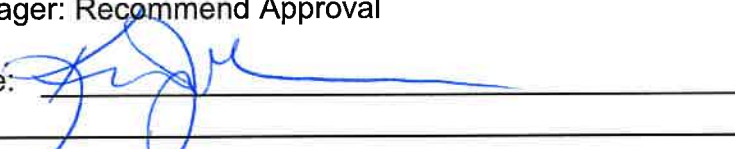
Agenda of: September 07, 2023

Action Memorandum No. _____

Subject:

Authorize the purchase of a pickup truck for use by the animal control officer

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

ACO Vehicle is in need of replacement.

The vehicle specs:

- 1/2 ton capacity
- 8 ft. truck bed length
- 4 Wheel Drive
- Automatic Transmission
- Trailer Hitch and Canopy

Swickard Auto participates in the government vehicle purchase program.

Replacement cost \$59,000

2023-27

Action Memorandum No. _____

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: September 7, 2023

Animal Control Canopy truck plus shipping

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$59,000		FUNDING SOURCE	
		City of Dillingham	
FROM ACCOUNT		Project	
7120 7610 20 26 0000 0	Equipment Replacement-ACO	ACO vehicle	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 9/1/2023	

EXPENDITURES

OPERATING	FY24	FY25	FY26	FY27
7120 7610 20 26 0000 0	\$59,000			
TOTAL OPERATING	\$ 59,000.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Fund transfer	\$59,000			
TOTAL FUNDING	\$ 59,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

AM 2023-27

Will use funds setaside in the FY24 budget for equipment replacement.

PREPARED BY: Anita Fuller

September 1, 2023

DEPARTMENT: Finance

APPROVED BY: _____

City of Dillingham Action Memorandum Agenda of: September 07, 2023

Action Memorandum No. 2023-28

Subject:

Authorize the purchase of a pickup truck for use by the dock employees

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

Cost \$55,000

Please see fiscal note.

Action Memorandum No. 2023-28

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: September 1, 2023

Dock truck

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$55,000		FUNDING SOURCE	
		City of Dillingham	
FROM ACCOUNT		Project	
2300 7620 70 70 0000 0	Dock Major Equipment	Purchase of Dock Truck	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 9/1/2023	

EXPENDITURES

OPERATING	FY24	FY25	FY26	FY27
2300 7620 70 70 0000 0	\$55,000			
TOTAL OPERATING	\$ 55,000.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

Dock Fund Balance	\$55,000			
TOTAL FUNDING	\$ 55,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

AM 2023-28

Will use funds setaside in the FY24 budget for equipment replacement and request a budget revision to move equipment replacement budget funds to dock budget.

PREPARED BY: Anita Fuller

September 1, 2023

DEPARTMENT: Finance

APPROVED BY: _____



Hysters:

The City of Dillingham has been without the Hyster forklifts since the tipover in July. We appreciate AML for allowing the Dock Supervisor to use their forklift to move vans around the Dock.

It is the manager’s recommendation that the following occur:

1. Both Hysters, H800E and 1050HDS, be barged to Seattle for Pape to work on them over the winter. Currently local contractor, SMI charges \$250.00 per hour for work on any piece of equipment, although they have some experience on forklifts, they do not have experience on this type of equipment. Pape has specific experience on this equipment and their rate of pay is slightly above \$230.00 per hour.

The priority would be the Hyster 1050 which is what we need to move the vans at the Port. It is Dean’s opinion that we trade in the Hyster 800 and consider in the FY’25 budget to purchase another Hyster 1050 that would better assist the Port. The Hyster 800 would be used as a trade-in to offset the cost of an additional Hyster. A future meeting for the Council would be to take up the disposal of the Hyster 800, but we have time to plan and consider the best plan of action.

Action by the Council:

Move to approve the Manager’s recommendation that both City Hysters, H800E and 1050HDS, be barged to Seattle for contractor, Pape to repair and provide maintenance on the Hyster 1050HDS for \$85,240.97 and hold off on the repairs of the H800E until after Pape’s assessment.

1050HDS
Parts: \$52,840.97
Labor: \$32,400.00

H1050Hds Carriage & Ss Repairs + Full 1000Hr. Filter 'C' Service \$70,951.47
*Parts: \$45,031.47 (Rollers, Cylinders, Pins, Blocks, Filters, Etc.)
*Labor: 96 Hours (2 Techs. @ 48Hr./Ea.) Working 12 Hour Days (8 Reg. Hours Per Tech. Per Day + 4 O.T. Hours Per Tech. Per Day)

Carry Over H1050
Repair To Replace Control Valve & Calibrate \$14,289.50
*Parts: \$7,809.50 (Transmission Control Valve)
*Labor: 24 Hours (2 Techs. @ 12Hr./Ea.) Working One 12 Hour Day (8 Reg. Hours Per Tech. + 4 O.T. Hours Per Tech.)

H800E: We will hold off on these repairs until after the assessment by Pape.

H800E Carriage & Ss Repairs + Full 1000Hr. Filter 'C' Service \$48,938.87

*Parts: \$28,168.73 (Rollers, Cylinders, Pins, Blocks, Filters, Etc.)

*Labor: 72 Hours (2 Techs. @ 36 Hr./Ea.) Working 12 Hour Days (8 Reg. Hours Per Tech. Per Day + 4 O.T. Hours Per Tech. Per Day)

Rebecca Roenfanz
907-903-7825
duker@alaskan.com

August 31, 2023

City of Dillingham

Dear Mayor Ruby,

It is my understanding there is one open position on the Library Advisory Board effective immediately. I am interested in serving in the position of Library Advisory Board Member.

I am currently employed by the Dillingham City School District as the Elementary Librarian. A position I have held for a year and five months. In my time at the Elementary school, I have had the honor of adding close to 800 books to our collection. My knowledge of Youth Fiction and Non-Fiction has grown immensely in this time by talking to students about what they like to read, researching blogs and websites online and talking to other colleague who are engaged in reading programs at our school.

I served on the board at my condo association for three and half years as President and guided homeowners through a 4-million-dollar envelope replacement project. While on this board I filled the role of secretary and President during substantial homeowner turnover. I understand the importance of working together to find common ground and moving forward to obtain our goals.

Most significantly I understand the importance of having all aspects of our community represented on the Library Advisory Board. Andrew Carnegie is attributed for saying, "A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert." Our library in Dillingham is certainly that. It is a place to educate oneself, to entertain and to connect to world.

It would be a honor to serve on the Library Advisory Board. Thank you for your consideration. If you have any questions or concerns, feel free to contact me at any time.

Sincerely,



Rebecca Roenfanz