



## **CITY COUNCIL REGULAR MEETING**

Thursday, January 07, 2021 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.*

#### **VIRTUAL MEETING INFORMATION**

Attend by joining Zoom [www.zoom.us](http://www.zoom.us) :

Meeting ID 837 9029 8934, participant #, passcode 829501;

Or dial one of the numbers listed below:

(346)248-7799 or (669)900-6833

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

- [1.](#) December 3, 2020. Regular Council Meeting Minutes
- [2.](#) December 21, 2020. Special Council Meeting Minutes

#### **APPROVAL OF CONSENT AGENDA**

- [3.](#) Resolution 2021-01; A resolution of the Dillingham City Council adopting an alternative allocation method for the FY21 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

#### **APPROVAL OF AGENDA**

#### **STAFF AND COMMITTEE REPORTS**

- [4.](#) Staff Reports

#### **PUBLIC HEARINGS**

#### **CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**

#### **ORDINANCES AND RESOLUTIONS**

- [5.](#) Resolution 2021-02; A resolution of the Dillingham City Council continuing the Friends of the Landfill Committee

#### **UNFINISHED BUSINESS**

Citizen Committee Appointments

Progress Report

**NEW BUSINESS**

- [6.](#) Action Memorandum 2021-01; Authorize 2020 property tax penalty relief and repayment program for commercial business affected adversely by COVID-19 mandates.

**CITIZEN'S DISCUSSION** (Open to the Public)

**COUNCIL COMMENTS**

**MAYOR'S COMMENTS**

**EXECUTIVE SESSION**

7. Personnel Matter: Interim Manager Contract

**ADJOURNMENT**



## CITY COUNCIL REGULAR MEETING

Thursday, December 03, 2020 at 7:00 PM

### MINUTES

A regular meeting of the Dillingham City Council was held on Thursday, December 3, 2020, via video and audio conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m.

#### ROLL CALL

Mayor Ruby was present.

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

Andy Anderson	Curt Armstrong	Gregg Marxmiller
Chris Napoli	Bill Rodawalt	Aksel Buholm

#### APPROVAL OF MINUTES

1. Regular Council Meeting Minutes, November 5, 2020

MOTION made to approved the minutes of November 5, 2020 by Council Member Napoli, Seconded by Council Member Buholm.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

#### APPROVAL OF CONSENT AGENDA

There was no consent agenda.

#### APPROVAL OF AGENDA

MOTION to approve the agenda made by Council Member Anderson, Seconded by Council Member Napoli.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

#### STAFF REPORTS

2. November Staff Reports

In addition to the written reports the following items were mentioned:

- Expressed appreciation for Council, Mayor, and the many good people in Dillingham. Three years of service was noted.
- Thanked Ms. Fuller for improvements to the Library entrance.
- COVID related; Emergency Communication System funds not spent yet. Finance & Budget Committee to discuss reallocation of CARES funding. Testing facility status to be considered.

3. Standing Committee Reports

Finance & Budget Committee:

- Met 11/10/2020, CARES Grant application denials reviewed. Staff directed to expend funds based on original guidelines.

**PUBLIC HEARINGS**

4. Ordinance 2020-23; An Ordinance of the Dillingham City Council Amending the Effective Date of Ordinance 2020-02

There were no public comments.

**CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**

5. Tiera Schroeder: commented on homeless in Dillingham and the need for the community to offer long term solutions.

Robin: spoke regarding increased funding needs for the Volunteer Fire Department and EMS.

**ORDINANCES AND RESOLUTIONS**

6. Adopt **Ordinance 2020-23**; An Ordinance of the Dillingham City Council amending the effective date of Ordinance 2020-02

MOTION to adopt Ordinance 2020-23 made by Council Member Napoli, Seconded by Council Member Buholm.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

7. Adopt **Resolution 2020-26**; A resolution of the Dillingham city council supporting Resolution No. 2020-1 from the Alaska association of harbormasters and port administrators in support of full funding (\$14,049.988) for the state of Alaska municipal harbor facility grant program in the FY 2022 state capital budget

MOTION to adopt Resolution 2020-26 made by Council Member Anderson, Seconded by Council Member Napoli.

The AAHPA recognizes the need for upgrades at ports and harbors state wide, and requests funding from the State Legislature. There was no funding for this item in the FY21 budget.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

**UNFINISHED BUSINESS**

## Committee Appointments

8. Library Advisory Board Letter of Interest

Mayor Ruby recommended Erica Tweet to the Library Advisory Board.

MOTION to concur with Mayor Ruby's recommendation made by Council Member Napoli, Seconded by Council Member Rodawalt.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

9. Port Advisory Committee Letter of Interest

Mayor Ruby will follow up on this item and report back to Council at the next regular council meeting.

10. Friends of the Landfill Letter of Resignation

Chris Napoli was recognized for his participation on the Friends of the Landfill committee.

## Progress Report:

Dave Carlson House Property  
Territorial School

There were no progress reports.

**NEW BUSINESS**

11. Adopt **Action Memorandum 2020-12**; Authorize administrative leave for Christmas and New Year's holiday

MOTION to adopt Action Memorandum 2020-12 made by Council Member Napoli, Seconded by Council Member Marxmiller.

This is traditional action taken by council to recognize city employees.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

12. Adopt **Action Memorandum 2020-13**; Authorize a COVID Supplement for City of Dillingham Employees

MOTION to adopt Action Memorandum 2020-13 made by Council Member Buholm, Seconded by Council Member Napoli.

MOTION to amend to increase amount to 34 @ \$1,500, 24 @\$750, 2 @ \$375, 4 @ \$150, for a total increase of \$23,450 made by Council Member Buholm, Seconded by Council Member Rodawalt.

- This action was brought forward by Council Member Buholm to recognize the hard work and extra hours done by city employees during the COVID pandemic.
- Must be a current employee to be eligible.

VOTING the motion to amend Action Memorandum 2020-13. Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

VOTING the motion to adopt Action Memorandum 2020-13 as amended. Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

**CITIZEN'S DISCUSSION** (Open to the Public)

Robin: spoke regarding the need to do more for the Volunteer Fire Department and EMS.

Tracy: expressed concern for businesses struggling with revenue losses during COVID. Stated a need to extend leeway for taxes, penalties and interest, during this time.

**COUNCIL COMMENTS**

Chris Napoli:

- Noted the need for Fire Department / EMS volunteers.

MOTION to direct staff to prepare necessary documents to waive penalty and interest on 2020 real / personal property taxes for those affected by COVID made by Council Member Napoli, Seconded by Council Member Buholm.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

Gregg Marxmiller:

- Thanked City Manager Larson for work done while in Dillingham, and his effort to keep all safe.
- Noted the need to do more for EMS to have vibrant service. Thanked volunteers.
- Stated a notice will be sent out regarding a meeting to begin discussion on the homeless issue.
- Commented on the better communication sound quality during meetings.

Bill Rodawalt:

- Stated the need to prioritize for homeless and EMS funding as additional money becomes available.
- Thanked Tod Larson for how he has handled manager duties during a difficult time.

Andy Anderson:

- Noted Tod Larson's dedication to the community.
- Commented the need to address the homeless and Fire Department volunteer issue.

Aksel Buholm:

- Inquired about CIP process, timing and focus.
- Asserted a need to have a dedicated CIP fund in the budget.
- Inquired regarding the process to name / rename streets.
- Noted appreciation for Tod Larson, stating he is very approachable, and did an outstanding job.

Curt Armstrong:

- Stated the need to address the homeless and EMS issue.
- Commented Tod Larson is leaving the community better than when he came.

**MAYOR'S COMMENTS**

- Assigned CIP fund to Finance & Budget Committee.
- Noted staff to provide a report on how to name / rename a street.
- Commented there the serious need for EMS volunteers. Expressed the importance of affirming community appreciation of all volunteers.
- Recognized the limitations of staff to address the homeless issue. Noted she has contacted the shelter in Kodiak to gain insight and recommendations for community involvement to help solve the issue.
- Commended the volunteers, MaryAnn Dickey, Paul Liedberg, Gregg Marxmiller, Jeff Fonkert, for decorating the city Christmas tree, and businesses, Nushagak Coop, Bristol Alliance Fuels for contributing to the costs.
- Scheduled a work session for Monday, December 7<sup>th</sup> to discuss CARES post 12/30.
- Complimented Tod Larson for his outstanding service to Dillingham.
- A moment of silence was observed to recognize all those lost since the last meeting.

**EXECUTIVE SESSION**

13. Personnel Matter: City Manager Review

14. Personnel Matter: City Manager Transition Plan

MOTION to enter into executive session to discuss personnel matters made by Council Member Buholm, Seconded by Council Member Marxmiller. [8:30 p.m.]

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

MOTION to exit executive session made by Council Member Napoli, Seconded by Council Member Anderson. [9:37 p.m.]

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

MOTION to authorize the City Manager to cash out all accumulated personal leave made by Council Member Buholm, Seconded by Council Member Napoli.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

MOTION to authorize the City Manager to execute a contract with Pearson Consulting for a city manager search made by Council Member Napoli, Seconded by Council Member Buholm.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

**ADJOURNMENT**

Mayor Ruby adjourned the meeting at 9:40 p.m.

\_\_\_\_\_  
Mayor Alice Ruby

[SEAL]

ATTEST:

\_\_\_\_\_  
Lori Goodell, City Clerk

Approval Date: \_\_\_\_\_



## CITY COUNCIL SPECIAL MEETING

Monday, December 21, 2020 at 5:30 PM

### MINUTES

A special meeting of the Dillingham City Council was held on Monday, December 21, 2020, via video and audio conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:32 p.m.

#### ROLL CALL

Mayor Ruby was present.

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

Andy Anderson	Curt Armstrong	Gregg Marxmiller
Chris Napoli	Bill Rodawalt	Aksel Buholm

#### APPROVAL OF AGENDA

MOTION to approve the agenda made by Council Member Rodawalt Seconded by Council Member Anderson

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

#### CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

There were no comments.

#### MANAGER COVID-19 UPDATE

In addition to the written report the following items were commented on:

- The contract with Denali Universal Services expires on 12/30/2020. Public Safety will continue to meet incoming flights.
- COVID testing; Council has expressed desire to continue this service. BBAHC has the current contract with Capstone, the City has provided funding for the testing facility. Budgeting will need to consider this item. Research with Curyung to see if an alternate locate can be secured at a reduced rate.

#### COUNCIL COMMENTS

- City Manager Tod Larson was thanked for his time, and wished well.
- Finance & Budget Committee meets tomorrow night.

City Manager Larson was presented a gift from the Mayor and Council Members.

#### MAYOR'S COMMENTS

- Expressed appreciation to Tod Larson for his time, effort and dedication to the position and community.

#### EXECUTIVE SESSION

1. Personnel Matter: Interim City Manager

MOTION to enter into executive session to discuss personnel matters made by Council Member Napoli, Seconded by Council Member Rodawalt [6:01 p.m.]

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller



MOTION to exit executive session made by Council Member Napoli, Seconded by Council Member Marxmiller. [6:32 p.m.]

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller

MOTION to authorize the Mayor to negotiate a contract with Gregg Brelsford, to work with attorney and staff to solidify the arrangements and bring it back to council for approval made by Council Member Napoli, Seconded by Council Member Buholm.

The timeline for Mr. Brelsford’s arrival in Dillingham was requested.

VOTING Yea: Council Member Buholm, Council Member Anderson, Council Member Rodawalt, Council Member Napoli, Council Member Armstrong, Council Member Marxmiller.

**ADJOURNMENT**

Mayor Ruby adjourned the meeting at 6:36 p.m.

\_\_\_\_\_  
Mayor Alice Ruby

[SEAL]

ATTEST:

\_\_\_\_\_  
Lori Goodell, City Clerk

Approval Date: \_\_\_\_\_

## CITY OF DILLINGHAM, ALASKA

## RESOLUTION NO. 2021-01

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY21 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**

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**WHEREAS**, AS 29.60.450 requires that for a municipality to participate in the FY20 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 2019 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 FY20 funding available within the FMA 5: Bristol Bay Area in agreement with all other municipalities in this area participating in the FY20 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 2019 of fisheries business activity in FMA 5: Bristol Bay Area:

- **All municipalities share equally 40% of 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 APPROVED by a duly constituted quorum of the Dillingham City Council this 7<sup>th</sup> day of January 2021.

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
Lori Goodell, City Clerk



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

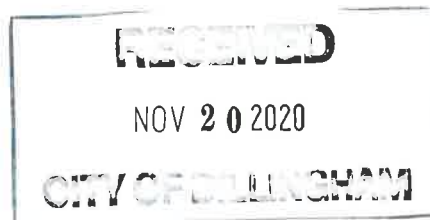
Department of Commerce, Community and Economic Development  
Division of Community and Regional Affairs

Section . Item 3.

455 3rd Avenue, Suite 140  
Fairbanks, AK 99701  
Main: 907.451.2718  
Fax: 907.451.2742

November 16, 2020

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 2021 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 \$1.1 million based on 2019 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, 2020**. 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 16, 2021.**

Applications can be scanned and emailed to [caa@alaska.gov](mailto:caa@alaska.gov) with the subject line **“Municipality Name, FY21, SFBT”** If you have any questions about the program or require assistance in completing the application, please contact me at [kimberly.phillips@alaska.gov](mailto:kimberly.phillips@alaska.gov) or call (907) 451-2718.

Sincerely,

Kimberly Phillips  
Grants Administrator II

Enclosure

**FMA 5: Bristol Bay**

		LONG		FY 19 Landing Tax Allocation	
				\$8,827.47	
Total allocation:		60% per capita			
\$30,042.11		\$18,025.27			
Community	Population	40% Divided	60% per capita share	Calculated Allocation	Calculated Allocation
		40% divided share	60% per capita share		
City of Aleknagik	243	\$924.37	\$620.24	\$1,544.61	\$453.86
Bristol Bay Borough	869	\$924.37	\$2,218.06	\$3,142.44	\$923.36
City of Clark's Point	69	\$924.37	\$176.12	\$1,100.49	\$323.36
City of Dillingham	2,327	\$924.37	\$5,939.51	\$6,863.88	\$2,016.86
City of Egegik	85	\$924.37	\$216.96	\$1,141.33	\$335.36
City of Ekwok	100	\$924.37	\$255.24	\$1,179.62	\$346.61
Lake & Peninsula Borough	1,119	\$924.37	\$2,856.17	\$3,780.54	\$1,110.86
City of Manokotak	483	\$924.37	\$1,232.82	\$2,157.20	\$633.86
City of New Stuyahok	476	\$924.37	\$1,214.96	\$2,139.33	\$628.61
City of Newhalen	211	\$924.37	\$538.56	\$1,462.94	\$429.86
City of Nondalton	126	\$924.37	\$321.61	\$1,245.98	\$366.11
City of Pilot Point	81	\$924.37	\$206.75	\$1,131.12	\$332.36
City of Togiak	873	\$924.37	\$2,228.27	\$3,152.65	\$926.36
<b>Totals</b>	<b>7,062</b>	<b>\$12,016.85</b>	<b>\$18,025.27</b>	<b>\$30,042.11</b>	<b>\$8,827.47</b>
Community Count	13				

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

\*\* L & P Borough population = pop (1,622) less pop. of cities in FMA in Borough (Newhalen, Nondalton, Pilot

**Mayor**  
Alice Ruby

**Acting Manager**  
Cynthia Rogers



**Dillingham City Co**

Section . Item 4.

Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** December 31, 2020  
**To:** Mayor and City Council  
**From:** Cynthia Rogers, Acting City Manager  
**Subject:** Monthly Report

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**Personnel** – Welcome to our new employees and thank you to those that have served the City faithfully and are moving on to other positions/careers.

**New Employees:** Mark Schwantes – Heavy Equipment Operator, Temporary  
Bill Rector – On Call Heavy Equipment Operator, Temporary

**Resignations:** Tod Larson – City Manager  
Jerod Dull – Corrections Officer  
Tona Hanson – Assistant Librarian  
Brandi Bocatch – Fire Department Office Assistant

**Transfers:** Chelsey Decker – CARES Funding Tech III to Public Works Office Asst  
Aquila Kapotak – Dispatcher to Corrections Officer  
Ben Glosser – Dock Heavy Equipment Operator to Public Works Fill-in

**Position Vacancies:** Fire Department Coordinator  
Heavy Equipment Operator  
Corrections Officer  
Assistant Librarian

### **New Website, Municode, Went Live 12/30**

Municode was selected as the website vendor in the fall. The site offers staff the ability to automate many manual and time consuming processes, but we are working through hiccups.

### **The Consolidated Appropriations Act of 2021**

This legislation was signed into law by President Trump on 12/27 with the following implications:

- 1) Extends the period during which CARES Act subrecipients (cities and boroughs) may incur eligible costs that may be covered using payments from the Coronavirus Relief Fund (CRF) to December 31, 2021;
- 2) EPSL and EFMLA under the FFCRA (Families First Coronavirus Response Act) are no longer mandatory as of 12/31/20. The city could still offer such leave, but it is not required;
- 3) Although no direct aid to municipalities was appropriated, some grant funding is available in areas including: vaccine distribution, COVID testing, rental assistance, childcare, transportation, broadband, and water and waste disposal projects.

# *City of Dillingham*

## House District 37 / Senate District S

~ 12/23/2020 ~

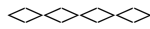
*31<sup>st</sup> Alaska State Legislature ~ 2<sup>nd</sup> Interim*

### DECEMBER 2020 – LEGISLATIVE REPORT

*Cliff Stone / City Lobbyist*

The 32<sup>nd</sup> Alaska State Legislature convenes on January 19, 2021

~ *Governor's proposed budget released early* ~



Governor Dunleavy announced the state's Fiscal Year 2022 (FY22) budget on December 11, 2020. He dubbed the budget package as "A Path Forward," with the goal of stabilizing Alaska's economy.

In addition to the Operating, Mental Health, and Capital budgets for consideration, he is proposing to fund the following under the title of an "Express Capital" budget:

- Funding the rest of the 2020 PFD - \$1,916 per eligible Alaskan
- \$4 million to address the sexual assault case backlog
- \$26 million to fisheries, wildlife, and resource projects
- \$24 million in construction and maintenance projects
- \$4 million for statehood defense

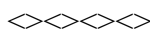
He is also proposing an Infrastructure Bond package in the amount of \$300 – \$350 million. This funding would build roads, bridges, airport runways, **ports and harbors**, along with renewable energy projects.

The FY22 budget totals \$6.2 billion from various general funding streams and other state funds. Additionally, another \$4.1 billion would be forthcoming in federal funding for grants and matching dollars. That's over \$10 billion to fund state government beginning July 1, 2021.

According to the governor's press release, this proposed budget has no change to the current K-12 education formula and restores school construction financing to FY20 levels. I will do a deeper dive into the budget and let you know if indeed this is the case.

Meanwhile, the proposed Permanent Fund (PF) changes that add extra monies for the past PFD and future PFD are not sustainable. I've been involved in the PF debate even before the first checks were cut in 1982. Since 1995, I've spent countless hours studying and working more intimately with the details and inner workings of the PF first as a legislative aide and now as a consultant/lobbyist. I bring up this history to lend credibility to the fact that I believe this kind of draw on the Earnings Reserve Account of the PF will lead to the demise of the Permanent Fund for future generations of Alaskans.

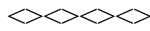
There are certainly more knowledgeable people than me when it comes to the PF. And there is no doubt that the extra money in the hands of Alaskans would assist in stabilizing our economy during these difficult times. All I propose is that we need pay attention to the discussions that will take place during the upcoming legislative session and then give the decision makers in Juneau your fair and honest opinion on how best to structure any short and long term changes to the PF. Those Alaskans yet unborn will look back and either applaud this generation for its vision or they will reflect as to what went so wrong with the leadership during this time in our history. If you have specific questions, let me know.



## LEGISLATIVE ORGANIZATION

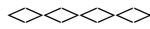
The Alaska House of Representatives is split 20/20. Rep. Louis Stutes, a Republican from Kodiak has publically stated that she will join a coalition of Democrats and Independents for the next session of the Legislature. That leaves 20 Republicans vying to pull at least one more House member in their direction to form a majority. Again, it seems more likely that the Democrats/Independents will form a majority, as they have the last four years. It has been reported and I have to agree that the likely R's that will join are two Fairbanks Rep's – Steve Thompson and Bart LeBon. If that's the case, they will have to offer both of them a significant leadership role in any new organization; possibly even Speaker of the House.

The Republicans in the Alaska Senate have a clear majority, but have some have deep philosophical differences between them rendering an organization of all R's almost impossible. Again, my crystal ball says moderate Republicans and Democrats will form a coalition for the upcoming first session of the 32<sup>nd</sup> Legislature. Bert Stedman of Sitka will undoubtedly be one of the co-chairs of the Senate Finance Committee. Speculation abounds as to who will be the co-chair for the Capital budget side. The new Senate President could be a surprise pick, but I don't want to mention any names as to jinx that selection.



## CARES ACT

Nils Andreassen, the executive director of the Alaska Municipal League (AML) has been steadfast in his reporting of the Cares Act funding as it winds its way through Congress. With its passage, only one more hurdle remains and that is the president's signature. However, from everything I've read today (12/23/20) there is a real possibility that the president may not sign this bill. If he doesn't ink this \$900 billion dollar package by Dec. 29, 2020, a government shutdown will be triggered and the relief promised to millions of people and businesses will be in limbo and possibly delayed for weeks.



## COVID-19 SCAMS

The abridged narrative below was published and distributed by the AK Dept. of Health & Social Services.

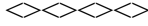
The Senior Medicare Patrol has only seen one COVID-19 vaccine scam at the national level at this point, but we know that this type of fraud will move very quickly, and will take on many forms.

Scammers rapidly alter their tactics and adapt their schemes to the changing landscape, and we anticipate that they will leverage the pending COVID-19 vaccine to prey on unsuspecting beneficiaries. At this point, it is essential that we alert the public of likely schemes and provide them with information on how they can protect themselves:

- You likely will not need to pay anything out of pocket to get the vaccine.
- You cannot pay to put your name on a list to get the vaccine.
- You cannot pay to get early access to the vaccine.
- No one from Medicare or the Health Department will contact you.
- No one from a vaccine distribution site or health care payer, like a private insurance company, will call you asking for your Social Security number, your credit card, or bank account information.
- Beware of providers offering other products, treatments, or medicines to prevent the virus.
- Check with your health care provider before paying for any COVID-19 related treatment.
- If you get a call, text, email — or even someone knocking on your door — claiming they can get you early access to the vaccine – **STOP – That's a scam.**

As you receive specific vaccine fraud case information, **please notify the Medicare Information Office at [hss.medicare@alaska.gov](mailto:hss.medicare@alaska.gov) via email or call 1-800-478-6065 immediately!**

We are working closely with our Federal Partners and the OIG. We will provide more information as soon as it becomes available. Please feel free to reach out to the Medicare Information Office with any questions related to COVID-19 vaccine fraud.



**GOVERNOR'S CORNER**

<http://gov.alaska.gov>

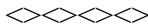
***Handy phone numbers for Governor’s offices: Anchorage: 907-269-7450 and Juneau: 907-465-3500***

On Dec. 15<sup>th</sup>, Governor Dunleavy issued a Public Health Disaster Emergency Declaration effective 12:00am, December 16, 2020, through January 15, 2021, due to the outbreak of the COVID-19 virus in the State of Alaska. The Disaster Declaration enables the state’s ongoing response to the increased outbreak of COVID-19 and is necessary to facilitate and coordinate the receipt and distribution of the vaccine across Alaska. COVID-19 Outbreak Health Orders, issued under the November 15<sup>th</sup> Declaration, have been renewed under the new Disaster Declaration.

New rules for travelers are constantly being updated at the state’s Travel Information Page: <https://covid19.alaska.gov/travelers/>

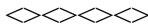
Governor Dunleavy will sign an executive order (EO) to reorganize the Alaska Dept. of Health and Social Services into two separate departments. The proposal will include the newly named Dept. of Health and the Dept. of Family and Community Services. The press release states that the reorganization will not reduce programs or services to Alaskans that are currently being served. The legislature will have 60 days to deliberate these changes through the committee process and if they don’t disapprove of the governor’s EO in that timeframe, it will become law and take effect on July 1, 2021. They have put out a FAQ fact sheet at the following link. <https://gov.alaska.gov/wp-content/uploads/sites/2/DHSS-EO-FAQ.pdf>

The governor has also announced more boards and commission’s appointments ignoring a law passed by the Legislature and signed by him. Basically all of his appointments made this year that have not been approved mainly due to the pandemic will expire on Dec. 16 2020 (a week ago). Normally appointments are confirmed in a joint session of the Legislature, but because of COVID-19, this event has not happened. Under the law, those appointments would be considered rejected, but would be able to be reappointed once the new Legislature convenes in January of 2021. The Legislature has now decided to bring a lawsuit against the governor for ignoring this statute.



**YOUNG FISHERMEN’S DEVELOPMENT ACT**

U.S. fishermen will soon be eligible to receive training and financial benefits long enjoyed by farmers and ranchers. The program was modeled after the U.S. Dept. of Agriculture’s Beginning Farmer and Rancher Development Program established in 1862. This will be the first federal program dedicated to enable future generations of fishermen. The legislation that will be heading for the president’s desk directs the National Sea Grant office to establish a program to provide training, education, outreach, and technical assistance. Eligibility includes associations, tribes, universities and other mentors.





**WEBSITES OF INTEREST**

**! COVID-19 ~ Information ! / <https://covid19.alaska.gov>**

In Alaska, a COVID-19 Help Line has also been set up at **211** or dial: 1-800-478-2221

\* U.S. REAL ID Compliant license – deadline extended to **October 1, 2021.**

- <http://doa.alaska.gov/dmv/>

**Online Public Notices for Alaska** <https://aws.state.ak.us/OnlinePublicNotices/default.aspx>

**2020 Legislators Contact List** <http://akleg.gov/docs/pdf/whoswho.pdf>

Representative Bryce Edgmon: 907-465-4451 // Senator Lyman Hoffman: 907-465-4453

**Congressional Delegation websites** (Current DC phone numbers will be listed on these sites)

<http://murkowski.senate.gov/public> [www.sullivan.senate.gov](http://www.sullivan.senate.gov) <http://donyoung.house.gov>

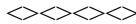
*Note: Your emails to congress may or may not go through as their servers have had issues; likely because of the pandemic and the heavier volume of mail.*

**Anchorage Phone Numbers**

Murkowski: 907-271-3735

Sullivan: 907-271-5915

Young: 907-271-5978



~ End Report ~

*Here's wishing everyone a Merry and Blessed Christmas and Happy Holidays.  
God bless all of you from my family to yours. Stay safe and strong! ~ Cliff*

**Mayor**  
Alice Ruby

**Manager**  
Cynthia Rogers



Dillingham City Co

Section . Item 4.

Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** December 29, 2020  
**To:** Cynthia Rogers, Acting City Manager  
**From:** Lori Goodell, City Clerk  
**Subject:** Monthly Staff Report

### **Virtual Training:**

The June 2020 Northwest Clerks Institute training and the November AAMC Conference were both cancelled due to the pandemic. However, these organizations have worked to bring training opportunities. I have attended several virtual trainings through NCI, these will add points towards the CMC designation. I am also attending an independent learning class through the University of Wisconsin. The course title is Introduction to Parliamentary Procedure: Dynamics of Leadership. This class also adds points to the CMC goal.

### **Municode Meetings:**

I continue to explore the new meeting application through Municode. These software has eliminated some of the laborious process that was part of the packet process. I look forward to fully understanding all the functions this program has to offer. The new website is linked to this application which will make the uploading agendas and packets seamless.

### **Committees:**

Finance & Budget Committee met Dec. 22, 2020. Property tax penalty and interest for the 2020 tax year was on the agenda.

### **STANDING ITEM(S):**

**Liquor & Marijuana License Renewals/Transfers/New Licenses.** (Indicate any licenses due to expire.) Two liquor license renewal applications have been received. The Code Review Committee will review them in January.

### **Commission/Board Seats Vacant.**

- Library Advisory Board, two seats.
- School Facility Committee, one seat.
- Port Advisory Committee, one seat.
- Senior Advisory Commission, two seats.
- Friends of the Landfill, two seats.

**Mayor**  
Alice Ruby

**Manager**



**Dillingham City Co**

Section . Item 4.

Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:**

**To:** Cynthia Rogers, Acting City Manager

**From:** Richard Thompson, EOC

**Subject:** Monthly Report – December 2020

---

December began with a resurgence of issues regarding a released inmate reported to have tested positive for COVID-19 returning to their community. In an effort to understand their protocols regarding release of COVID positive individuals I contacted SOA Department of Corrections. The core of the problem is that persons who have contracted COVID-19 will test positive for the virus for a period of time (often defined as 90 days) post isolation, but are not contagious once through a defined isolation period and the lack of documentation in the hands of the released inmate that reflects completion of that isolation period. DOC has since created such a document to provide released COVID positive inmates with some documentation as to their status.

Emergency Order 1.1 was issued on December 18 to reflect the new CDC quarantine guidance and changes the mandatory travel quarantine from a full 14 day quarantine to a 10 day quarantine with a following 4 day period of self monitoring with face mask and social distancing requirements. This was the last change reflected on the City of Dillingham COVID-19 Frequently Asked Questions page which was completely re-built and updated to reflect current travel and quarantine rules in December. The FAQ page can be accessed via the City's website Home Page at [www.dillinghamak.us](http://www.dillinghamak.us).

Late in the month it appeared that the Thanksgiving holiday COVID surge around the state had begun to decline. As an example the City of Dillingham and the Dillingham Census Area both recorded a period of 7 days with no new cases. While this welcome break has given health care workers across the state a brief chance to collectively catch their breath for a moment the New Year's holiday surge is next. The last mass postcard mailing of this year's funding cycle was a New Year holiday reminder for social distancing and small (if any) gatherings and a request to continue to remind each other that gatherings and travel are not a really good idea this year. After the New Year, funding dependent, distribution of vaccine acceptance mass mailings will start.

Two BBNA regional EOC teleconference have been held this month. Community updates and discussions of regional issues were the main focus.

The last BBAHC ICS teleconference of the month was focused largely on vaccine acquisition and distribution. Issues regarding vaccine delivery to regional villages (and medical support in the event of adverse reactions) coupled with data related issues (who does/doesn't want to participate) and vaccine storage (purchase of an ultra-cold freezer) were discussed. SOA Public Health has initiated discussion with the City to set up a POD (point of distribution) for inoculation of front line first responders. More information on the timing and extent of the distribution should be publically available from the State of Alaska and BBAHC by the time this report is published.

State of Alaska, DHSS, COVID-19 vaccine status updates can be tracked at: <http://dhss.alaska.gov/dph/epi/id/pages/COVID-19/vaccine.aspx>

### COVID-19 vaccine status update

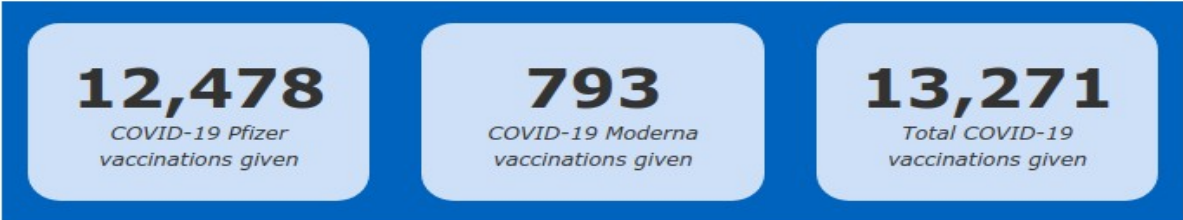
Updated December 28, 2020



Image for illustrative purposes only; please refer Who can get the vaccine now? for information about who the vaccine is currently available to.

### Status of vaccination effort in Alaska

Total doses administered and reported to Alaska’s VacTrAK immunization information system as of 12/28:



› Visit the Vaccine Monitoring Dashboard to learn more. This dashboard is updated weekly on Mondays: all administration data is reported by providers and may be subjected to a lag in reporting.

**Mayor**  
Alice Ruby

**Acting Manager**  
Cynthia Rogers



**Dillingham City Co**

Section . Item 4.

Chris Napoli  
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Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** December 31, 2020  
**To:** Cynthia Rogers, City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Staff Report (12/01/2020 to 12/31/2020)

---

Statistics December:

Payrolls run: 3

- Cash Receipts: \$760,913.79
  - All payments amount: \$1,533,781.60 (includes \$353,959.06 for 3 payrolls)
- 2021 Business Licenses; new/renewals 350, for a total of 436 this calendar year  
CARES Funding: expensed to date \$2,987,495.57 of the \$3,404,780.51

Due to the global Pandemic the finance office is closed to foot traffic. Staff were available to take payments by phone, mail and the drop off box at the front door. To support social distancing and the work from home of the public school the department has continued a combination of working from home and distancing within the office area. In compliance with quarantine rules four staff have been out of the office for a period of time.

Chelsey Decker has finished her portion of the CARES grant work for the Finance office. We have appreciated all the work that she has done for us and look forward to working with her in her new position at the Public Works department.

FY20 Audit work began in October with the official remote start of the week of October 26, 2020. Audit work is ongoing.

Property tax assessors were on site for 3 days in preparation of the FY2021 property taxes.

The Safety Committee meetings have been put on hold until after the audit is completed.

Both 2021 business license and 2021 personal property tax assessment have been arriving. Business licenses are being processed and mailed out as they are approved.

**Mayor**  
Alice Ruby

**Acting City Manager**  
Cynthia Rogers



**Dillingham City Co**

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Gregg Marxmiller

## MEMORANDUM

**Date:** December 29, 2020  
**To:** Cynthia Rogers, Acting City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Report

Due to Covid-19, the Dillingham Public Library continues to be closed for the public to physically come inside the facility to access the patron computers and browse the shelves. However, curbside checkout remains to be available for all patrons by either calling or emailing the library their requests. Materials are then checked out on their account and passed through the doorway for pick up during our posted opening hours. Our goal is to have our information on the city website more accessible for patrons to locate items available, especially the new ones. Free WiFi is still available from outside.

We are currently advertising for the Assistant Librarian position as Tona Hanson has given us her letter of resignation near the end of December as she continues to care for her elderly mother in Anchorage. A big thank you for her years of assisting us here at the library...much appreciated! We have extended Erin Andrew's temporary position through January 30, 2021 as we look to hire a Librarian Assistant by then.

The Dillingham Friends of the Library Board met Monday, December 28<sup>th</sup> at 6 pm via Zoom. They scheduled their next meeting in early January via Zoom, hopefully from the library. The FOL Board has two seats to be filled. The LAB also has Seat C open.

### **Library Stat report November 24<sup>th</sup> - December 28<sup>th</sup>, 2020:**

**Patron Visits: 202 Computer Use: 2 Wireless Use: 185 Story Hour: 0**  
**Other Visits (including Classes): 0 Museum Use: 0 Movies Shown: 0**  
**AWE Station Use: 0 Volunteer Hours Logged: 0**

**The next Library Advisory Board meeting is scheduled for January 12, 2021, via Zoom and/or in person, here at the library at 5:30 pm on Tuesday**

**The Library will be closed Thursday, December 31<sup>st</sup> for New Year's Eve and Friday, January 1<sup>st</sup>, 2021 for New Year's Day**

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Co**

Section . Item 4.

Chris Napoli  
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Gregg Marxmiller

## MEMORANDUM

**Date:** December 23, 2020  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Director, Planning & Grants Management  
**Subject:** Monthly Report

---

### Planning Commission

I am working with the chair to set the next Planning Commission meeting TBD.

### Capital Projects

Please see the attached *FY19 Capital Improvement Project Priorities Progress Update*.

### DOT&PF Dillingham Downtown Streets Rehabilitation

**Project No.:** Z571800000/0001335, DOT has issued a suspension of work until 2021.

### City Water Improvements Project

Final water improvements under the DOT project footprint will be done spring of 2021.

### City Street Rehabilitation Project

We are awaiting as-builts and close out documents from the contractor, and anticipate a final invoice from our engineering group for construction support in January.

### Lake Road Fire Hall Addition Project

The framing crew has erected the walls, placed the trusses, installed clip rib sheathing on the main roof, with rough in electrical complete. We continue to review submittals, RFIs, and hold weekly project team meetings. The construction crew is expected back on January 4.

### Street Naming/Renaming

COD Municipal Code, Chapter 17.28, provides the guidelines, application, and action for naming or renaming municipal streets. The naming of private roads can be found in Chapter 17.29.

### National Address Database (NAD) Submission

Dillingham has submitted our GIS data to the NAD. This will prepare us for Next Generation 9-1-1, an initiative to update the 9-1-1 service infrastructure in the US and Canada to improve public emergency communications services in a growingly wireless mobile society.

### Dillingham 2020 Shoreline Exhibit

The City's latest shoreline exhibit (attached), shows that shoreline erosion has slowed down after 2018, perhaps due to no major storms in the last couple years. For reference, and related, the Wastewater Treatment Relocation Study was completed in March 2020 to inform future CIPs.

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City of Dillingham

Page 1 of 2

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








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**FY19 Capital Improvement Project Priorities  
Progress Update December 2020**

**\*Special Project – Bingman Clean-Up **\$300,000 (estimate)****

To address the clean-up of hazardous substances, a Phase II Environmental Site Assessment will be sought. EPA Brownfields Assessment Grant awards will be announced in spring 2021. Other funding avenues are being explored. The City anticipates completion of project phases within 5 years, to include assessment, clean-up, planning, development, and/or reuse of the site.

Construction: \$300,000 (estimate)

- Funding established by Council as the insurance settlement from fire.

Project Timeline:

- TBD – Pending Funding Identification

**#1 – Wastewater System Upgrades, Aeration **\$739,891 (estimate)****

Currently working on development of the solicitation.

Design: \$89,891 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- ANTHC funding has been used for the design expenses.

Construction: \$650,000 (estimate)

- City to develop RFP.
- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #3.
- ADEC SRF Loan Application for \$650,000 submitted on 1/29/2020.
- SFY20 Q2 Project Priority List indicates a potential subsidy of \$335,000.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

Project Timeline:

- January 22, 65% Design
- March 22, 95% Design & ADEC review & permission to construct
- April 10, DEC approval to construct received
- May 3, 100% Design
- TBD, RFP Release, RFP scoring, evaluation, and recommendation for contract
- TBD, Construction begins; Project close out
- 

**#2 – Public Safety Server Room Fire Protection **\$67,000 (estimate)****

Scheduling for system certification visit still pending availability of the subcontractor.

Construction: \$67,000 (estimate)

- RFP awarded to Wolverine Supply, Inc.
- E-911 Grant funding will be used for this project.

Project Timeline:

- December, 2018 Installation of Clean Agent System
- August, 2019 Air Sealing of Server Room
- TBD, GNW Fire Services air sealing and system certification; project close out

### **#3 – Landfill Groundwater Monitoring Wells **\$420,099 (estimate)****

Substantial completion was achieved on February 26, 2020. Project close out expected after resolution of the final pay request. Bristol has provided DEC a response for 2-year quarterly sampling requirements and criteria that must be met for returning to semi-annual sampling.

Design: \$23,202 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- City funding will be used for the design costs.
- Cost overrun of \$5,404.00 due to project delay (originally \$17,798)

Construction: \$161,928 (estimate)

- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Non-Point Source Project Priority, Q3 prioritized #2.
- ADEC SRF Loan Application submitted March 12, 2019 for \$331,575.
- ADEC SRF Loan Re-Application submitted October 10, 2019 for \$366,897.03 (to reflect cost overrun).
- ADEC SRF Loan agreement in the amount of \$367,000 was signed on December 18, 2019, with a subsidy amount of \$137,610, and repayment amount of \$229,390 (1.5%, 20 year term).
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- RFP was developed by Bristol Engineering.
- Denali Drilling was only bidder for the project.
- Cost overrun of \$29,918.03 due to project delay (originally \$132,010).

Additional Project Costs: \$234,969 (estimate)

- Bristol Engineering has been contracted for these services at \$199,565.
  - o Administration, \$298.
  - o Construction Oversight, Sampling and Reporting, \$199,267.
- Cost Overruns due to project delay and longer spring construction duration:
  - o Bristol Engineering (expected overage), \$35,404.

Project Timeline:

- October, 2018, Project Manual/Permit Set
- November, 2018, ADEC review and approval to construct
- January, RFP Release
- February, RFP scoring, evaluation, and recommendation for contract
- March, Contract awarded
- April, On-site evaluation determined construction should be delayed until fall
- January 2020, Construction NTP issued
- February 26, 2020, Substantial Completion
- January, 2021, Project close out

Phase I is complete, except for the water improvements under the DOT project footprint.

Design: \$224,715 (estimate)

- CRW Engineering Group LLC has been contracted to complete the design for this project. Additionally, CRW is expected to handle ROW, easement, ADEC permitting, temporary construction permits, and construction administration for the City.
- City funding will be used for 30% of the design costs; MMG 28308 will be used for 70% of the design costs.

Construction, Phase I (DOT Project Footprint & Downtown Core): \$2,334,861.35 (estimate)

- CRW to develop RFP.
- ADEC SRF Loan Questionnaire submitted November 30, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #17.
- MMG 28308 will provide 70% up to approximately \$1.4M total cost, with 30% matching.
- ADEC SRF Loan Application for \$600,000 submitted 4/10/19, was approved on 8/27/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- Expected URSA billing (DOT Project Footprint) is estimated at \$364,515. This number may change based on project actuals.
- Apparent Low Bidder (Downtown Core): JJC Enterprises, \$1,622,734.
- Change Order 1: \$347,612.35

Construction, Phase II: TBD

Construction, Phase III: TBD

Project Timeline:

- January 9, 75% Design (All Phases)
- February 11, 100% Design for Phase I (DOT Footprint)
- February 27, 100% Design (All Phases)
- August, RFP Release; RFP scoring, evaluation, and recommendation for contract
- September 2019, Contract awarded; Construction begins May 18
- November 2020, Phase I Project close out (excludes URSA work under DOT footprint)

**#5 – Lake Road Fire Hall Addition****\$773,200 (estimate)**

LCG Lantech has been contracted for construction support and Dagen Nelson has rejoined us for inspection as the Special Projects Coordinator, with support from EMC Engineering for materials testing. Wolverine Supply, Inc. is now under contract and broke ground in early October. Currently, concrete work has been done and the framing work is underway. The project team is meeting weekly and the second pay request is being processed.

Design:

- LCG Lantech Inc. and RSA Engineering, Inc. have provided 100% design and specifications for this project.

Construction: \$744,000.00 (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by Bristol Engineering.

Additional Project Costs: \$29,200 (estimate)

- LCG Lantech, Inc. will be contracted for these services.

- City personnel may handle some tasks, others will be assigned to LCG Lantech via Orders, on an as needed basis.
- Permitting, Bid Assistance, and Construction Administration, \$12,000, T&M, NTE fee.
- Project Inspection, Contract Administration, \$17,200, T&M, NTE fee.

Project Timeline:

- June, RFP Release
- July-August, RFP scoring, evaluation, and recommendation for contract, contract awarded
- October 2020, Construction begins
- January-February 2021, Project close out

**#6 – Harbor Float Replacement**

**\$5.2M (estimate)**

The City is currently considering an RFP for replacement of the float arms, which will most likely be a custom manufactured product. More information will be forthcoming as this option develops further. This project is pending funding identification.

Design:

- PND Engineers, Inc. has provided 75% design for this project.

Construction: \$5.2M (estimate)

- The City is currently exploring funding options through federal appropriations.
- Funding alternatives are AKDOT&PF Harbor Facility Grant Program and USDA Public Works and Economic Development Facilities Program (Grants).
- City to develop RFP.

Project Timeline:

- TBD pending funding

**#7 – D Street & Seward Street Rehabilitation Project**

**\$3.28M (estimate)**

The project is expected to close out in January. The contractor has been working on the as-builts.

Design: \$154,329 (estimate)

- PND Engineering, Inc. has been contracted to complete the design for this project.

Construction: \$2.86M (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by PND.
- Apparent Low Bidder: JJC Enterprises, \$2,494,737; contracted for \$2,194,737
- Total value of CO to date, \$666,113

Additional Project Costs: \$222,528 (estimate)

- Construction support and inspection/materials testing, \$222,528

Project Timeline:

- April 30, 95% design, specifications and cost estimate
- June, RFP Release, bid deadline August 15
- August, RFP scoring, evaluation, and recommendation for contract
- September, Permitting finalized; Contract awarded
- May 2020, Construction NTP issued
- September 2020, Substantial completion
- January 2021, Project close out

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Co**

Section . Item 4.

Chris Napoli  
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Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 12-29-2020  
**To:** Cynthia Rogers, Acting City Manager  
**From:** Jean Barrett, Port Director  
**Subject:** Monthly Report

---

December was a short month and I took advantage of the slow times at the Port and took some needed days off, I did however find time to get some work done.

### Dock

Obviously we are finally closed up for the season. Things went well at the dock considering the challenges of Covid19. I applaud the efforts of the crew.

- The Maintenance issues we had with the 800 Hyster at the end of the season were much needed preventive issues that will be added to my annual budget so we can be proactive instead of reactive... to a point of course.
- I would still like to trade in the 800 for a bigger machine. I am talking with Pape Construction Machinery about a trade in. I hope to bring this to the attention of whoever will be in charge over the next months or year. It is a safety issue as much as a want or a need.
- The large roll up door is broken at the dock. It was doomed from day 1. The motor was not hung correctly. The door is an insulated door and one is not needed. I am looking to replace it with a chain operated un-insulated version, as the door only needs to go up and down once or twice a day.

### Harbor

Still quiet in the harbor. No one has called for assistance or a harbor sticker in months, that's ok because it only lasts a short time

I have been working on a list of maintenance items needed to get done for the next invasion due May of 2021.

- The bathhouse needs some attention, new faucets in the bathrooms, new showerheads, and new coin mechanisms in the showers. All much needed.

- Keys and more keys, I am still talking back and forth with best locks to org and rekey the COD buildings, we are close to having a complete rekey solution in the next few weeks
- I have been reading up on the Water Resources Development Act of 2020, (WRDA) this is not a new legislation, it was developed in 2014, and this is when the COD started on the harbor rehab planning which included a shovel ready project to replace all of the floats and ramps within the harbor. This has passed the Transportation and Infrastructure Committee and signed into law as part of this year-end funding package. Let keep our fingers crossed that we can get a piece of the pie.

I would like to conclude with a shout out to our departing City Manager, Tod Larson. Thanks Tod for all you've done for Dillingham, you came in and made us all better at what we do and made our home a better place.

Jean

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Co**

Section . Item 4.

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Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 12-29-2020  
**To:** acting-City Manager Cynthia Rogers  
**From:** Chief Daniel Pasquariello  
**Subject:** **Public Safety report January 2021**  
*Calendar year 2020*

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***Highlights from each division for calendar year 2020***  
***Total activity statistics for each division are listed on the accompanying spreadsheet.***

### Patrol

- We developed a plan for recruiting police officers, locally, statewide, and nationally. Now our patrol division fully-staffed.
- We have a new patrol sergeant and the division is more efficient and productive.
- During the fishing season officers worked extra shifts on their days off to meet arriving passengers at the airport and to enforce emergency corona virus ordinances. Officers wrote dozens of citations for violations of emergency ordinances. Numerous individuals contested the citations in court, which kept the officers busy with court appearances into late September.
- The patrol officers have been maintaining personal safety during the COVID pandemic to avoid becoming infected with the virus which would cause disruption to police staffing levels. Officers wear appropriate PPE, medical grade KN95 masks and rubber gloves when on patrol and when responding to calls.
- During this pandemic officers have been given citations to persons, or requesting summons for them, instead of arresting them. We have done this to decrease the amount of persons being taken into our jail to slow the spread of COVID.

- The city manager and police chief negotiated a contract in the amount of \$200,000 a year from the Alaska DOT. The contract is to provide emergency TSA response at the airport. We performed this this task without compensation for decades, for the seasonal jet service. Year-round, daily jet service greatly increases the department's obligation so we felt compensation was needed for us to provide this State function.
- We just recently obtained a JAG grant from the Alaska State Troopers for \$23,000. This grant is for airfare/hotel/rental car/per diem to send a police officer to the Anchorage airport one week out of every month, beginning in January and ending in September. This officer will work with the Anchorage Airport Interdiction Team (AAIT) headed by the Alaska State Troopers. The DPD officer will assist in contacting persons at the Anchorage airport to stop the flow of drugs into Dillingham and other areas of the State. The officer will provide a Dillingham presence at the Anchorage airport and will gain valuable drug investigation experience that can be utilized here in Dillingham the other three weeks of every month.
- Patrol employees wear masks inside of the building to help prevent the potential spread of the COVID virus.

### Dispatch

- The dispatch division is fully-staffed despite some employee turnover throughout the year.
- We began COVID screening of calls. A person calling in for police or ambulance service is asked a series of questions (*similar to the ones asked at the hospital/airport*) to determine any risk of COVID infection at the residence. This information is valuable, especially to the few responding EMTs left in the city.
- During the height of the commercial fishing season the dispatch division took over the issuing of the of the travel "permits" from the EOC. Over 3500 travel permits were processed. The dispatchers worked extra hours (*along with some city hall employees*) to perform this extremely stressful and time consuming task.
- We obtained a new telephone system to replace our aged system which frequently crashed on us leaving us with only 911 service and no business lines. We are anxiously looking forward to the new radios which the council has approved using CARES act funding.
- Dispatch employees wear masks inside of the building to help prevent the potential spread of the COVID virus.



## Corrections

- The corrections officers have been maintaining personal safety during the COVID pandemic to avoid becoming infected with the virus which would cause disruption to jail staffing levels. Corrections officers wear appropriate PPE, medical grade masks and rubber gloves when interacting with inmates in the jail.
- We have instituted COVID screening of inmates upon their arrival at the jail. We take the inmates temperature and ask them the standard series of questions. Inmates are provided with masks and are required to wear them in the jail. If an inmate has been outside of the census area we quarantine them in our facility as best we can per space availability. A few times we have had to transport inmates to the hospital due to their being close contacts of COVID positive persons. We have housed hundreds of persons in our jail this year, from Dillingham and other census area communities and have not had a positive COVID case.
- We discontinued electronic monitoring (*ankle monitors*) of presentenced inmates. This task was above and beyond our State jail contract. It was a voluntary supplemental task that we took on for additional compensation. Technical and logistical issues with the monitors caused undue time consuming problems. The compensation was not worth the staff time involved so we notified DOC and the court and no longer wished to provide electronic monitoring.
- We negotiated a contract in the amount of \$26,000 a year from the Alaska State Troopers. The contract is to provide telephonic arraignments of inmates. Inmates were transported to court by AST to appear before the judge. AST and the court wished to have inmates arraigned via video conference/telephonically to alleviate transport and contact, especially during the COVID pandemic. We agreed to perform this State function for the above mentioned compensation, as well as having the State provide us with the video conferencing equipment.
- For years we had allowed homeless persons to sleep in our lobby during the cold weather months for their safety. This spring we began locking our station lobby up at night due to the COVID pandemic. There are no other homeless shelter services in Dillingham. This problem was made public after a death this winter. A committee consisting of various local governments, religious organizations, quasi-governmental organizations, and local businesses has been started and several meetings have been held to address this problem.
- Corrections employees wear masks inside of the building to help prevent the potential spread of the COVID virus.

ACO

- The animal shelter was closed during the fishing season. Capstone clinic was housed in the shelter building to perform COVID testing. The ACO moved into the police station and only used the outside dog kennels at the shelter.
- The ACO been meeting the incoming jets at the airport to check passengers for travel forms. The new form does not have to be approved so if a passenger has not filled out a form we give them a form to fill out so that they can be in compliance with the emergency ordinance. The ACO has been doing this with the assistance of Denali Universal Service health and safety officers. When the DUS contract expires at the end of the year the ACO will still be able to perform this function. Police officers will assist him if necessary, although this non-enforcement greet and education task can be performed with the assistance of any city employee from any department.
- There were a record number of dog bite cases this year. The city's new dog bite ordinance worked well and made the process understandable for all parties involved.
- There were no spay/neuter clinics this year due the COVID pandemic. The ACO was able to send out 37 puppies to animal rescue groups in Anchorage to help keep the Dillingham animal population down.
- The animal control officer wears a mask on-duty and while inside of the building to help prevent the potential spread of the COVID virus.

DMV

- When the COVID pandemic began the DMV was shut down for several weeks to prevent customer congestion in our lobby. As we gained an understanding of safety measures we reopened the DMV by appointment only. Doing this avoided congregation of customers in the lobby. Customers have greatly appreciated this new procedure as it eliminated waiting around for their turn and allowed them to complete their transaction in a minimal amount of time.
- We did not give road tests for several months so that the DMV agent did not have to be in a confined space (*vehicle*) with a customer. We began to give road tests again for a while but have since stopped again due to the increased severity of the COVID pandemic.
- During the shutdown of the DMV early in the pandemic the DMV agent was instrumental in helping the department obtain PPE and other supplies necessary for the departments' operation and safety during the pandemic.

- Before reopening the DMV a Plexiglas barrier was installed on the counter. The DMV agent wears a mask on-duty and while inside of the building to help prevent the potential spread of the COVID virus.



**Happy holidays from brothers BUBBA and VINNY.  
The police department's emotional support dogs.**

Dillingham Police Activity 2020	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec	2020 total	Division
Total Calls Dispatched	244	319	229	216	244	333	370	300	307	341	259	321	<b>3447</b>	<b>Dispatch</b>
Disapatched to DPD	185	229	174	166	195	276	298	240	246	274	223	279	<b>2785</b>	
Dispatched to Animal Control	15	26	14	24	22	17	14	6	30	19	10	7	<b>204</b>	
Dispatched to Fire/EMS	15	19	23	17	12	27	30	18	18	17	16	22	<b>234</b>	
Dispatched to AST	29	44	18	9	15	13	28	36	13	31	10	13	<b>259</b>	
Calls handled by DPD patrol	185	229	174	166	195	276	298	240	246	274	223	279	<b>2785</b>	<b>Patrol</b>
Arrests by DPD (felony)	2	2	4	1	1	2	5	8	4	2	5	6	<b>42</b>	
Arrests by DPD (misdemeanor)	14	7	10	6	6	11	12	9	6	10	5	9	<b>105</b>	
T-47s by DPD	8	6	22	4	14	20	25	14	16	9	11	13	<b>162</b>	
Citations issued by DPD	26	6	9	17	17	66	39	15	4	3	1	14	<b>217</b>	
Incident reports by DPD	25	18	26	21	15	34	30	39	28	24	21	32	<b>313</b>	
Inmates held at jail	32	41	26	13	19	27	35	49	30	43	20	26	<b>361</b>	<b>Corrections</b>
Title 47s held at jail	8	6	22	4	14	20	25	14	16	9	11	13	<b>162</b>	
Animal impounds	7	8	6	5	8	6	7	4	1	1	*	*	<b>53</b>	<b>Animal Control</b>
Animals surrendered to shelter	*	*	*	*	*	*	1	3	3	1	*	*	<b>8</b>	
Animals returned to owners	6	7	6	5	6	5	6	3	*	*	5	5	<b>54</b>	
Animals adopted out	*	*	*	*	*	*	*	2	*	*	*	*	<b>2</b>	
Animals sent to other rescue groups	*	*	10	1	8	1	1	1	4	*	2	8	<b>36</b>	
Rabies/parvo shots	5	54	14	14	14	20	21	19	14	4	9	9	<b>197</b>	
Euthanasias	2	2	1	2	*	*	2	1	*	1	3	2	<b>16</b>	
Citations issued	*	2	*	*	1	4	2	*	*	*	*	*	<b>9</b>	
Driver's license/IDs issued	170	142	76	*	40	88	74	79	64	111	73	55	<b>972</b>	<b>DMV</b>
Titles/registrations	44	43	26	*	41	103	75	78	42	97	62	37	<b>648</b>	
Boat registrations	*	1	2	*	20	57	21	14	3	1	1	*	<b>120</b>	
CDLs	2	2	4	*	2	2	4	1	*	6	12	4	<b>35</b>	
Road tests	4	2	1	*	*	*	*	12	9	19	8	*	<b>55</b>	
Written tests	9	18	10	*	14	23	19	22	10	26	37	13	<b>201</b>	

**Mayor**  
Alice Ruby

**Manager**  
Cynthia Rogers



**Dillingham City Co**

Section . Item 4.

Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** December 31, 2020  
**To:** Cynthia Rogers, City Manager  
**From:** Luke Moody, Public Works Director (DPW)  
**Subject:** Monthly Staff Report - December

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Mrs. Rogers,

Public Works has been extremely busy with winter weather. While getting the mission done, we have found many ways to improve from last year and it should be evident. Prior planning this year has set us up for success. Public Works is fully staffed and operating a high level of efficiency. Most notably, we have a great crew that is getting better every day. During 2020, Public Works underwent a lot of changes that are starting to be noticed now and that will be further evident in 2021.

Safety and training continue to be an emphasis for the leadership at Public Works. Much of the training conducted throughout the year has proven to be productive. In this month's report, I tried to illustrate the current work load as well as insight into the direction moving forward. While we continue refining our current operation, we are also taking a broader view into how we operate as a whole to provide the best service to the city. With that mindset, more changes for the better are expected to come in the months to follow with little or no impact to the public.

### Safety

All employees within the Public Works Department receive a safety class at the beginning of their work week. A further emphasis on safety has been that everyone has the authority to stop movement or operations if they see a concern. On special projects, a tailgate meeting is done outlining our project plans, identifying risk, and identifying methods to reduce identified risk.

Another topic has been on working with the public and situational awareness of what is going on in the community on any given day. In doing so, our operators continue to make the roads safer to drive and continue to work safely around the community traffic.

## Employee of the Month

John VanDeventer

Since John has begun his tenure with the City of Dillingham, Public Works has seen a noticeable difference in the maintenance of city owned assets. John's emphasis on preventive maintenance has paid dividends going into the cold of winter. Notably, record keeping has vastly improved and John has utilized the software Asset Essentials alongside traditional methods to incorporate an effective approach to monitoring the maintenance of city owned assets. John undoubtedly sets a standard among the best and is a vital part of the Public Work's mission.

### Administrative

- Position filled by candidate with considerable knowledge of city operations, particularly finance, and will be complimenting the Landfill operation well in 2021.
- Training has included requisitions, purchase orders, payables, messaging, budget, landfill compliancy and reconciliation forms.
- Attendance tracking.
- Shipping advantages.
- Processing work orders.
- New hire orientation.
- Timesheets
- Repaired printer/scanner.
- Product research to allow others to continue working.
- Safety class records.
- Utilization of RDP.
- Attending various meetings with DH for situational awareness.
- Accessing old files.
- Extensive training on DEC requirements for water, waste water, and the landfill.
- Anticipation of mid-year budget review.

### Building and Grounds

- Both positions are full.
- Buildings and Grounds Foreman has done an excellent job in preparing for the cold season and building team morale.
- Transfer cans to the landfill from the Senior Center, as needed.
- Preventive maintenance on boilers throughout city, all working.
- Monitoring Siemens system for climate control.
- Providing pick-up and delivery for EOC shipments and distribution of PPE.
- Corrective actions of the OSHA safety checklist continue to move forward.
- Monthly Safety Committee meetings and weekly Safety Committee task.
- Completing work orders as they are received.
- Documentation of floor plans and excavation routes of city owned buildings.
- Snow removal

## Landfill

- All positions are full.
- The incinerator is fully operational, utilized, and monitored for fuel efficiency.
- Cross training of Landfill operations with other city employees has taken place.
- Landfill Monitoring Plan was submitted timely to DEC.
- Annual inspection was completed virtually with DEC. Awaiting score results, optimistic about reaching our goal of a 10% score increase in just one year.
- All heavy equipment is fully operational except Bobcat, awaiting tilt actuator part.
- Ground water monitoring continues as scheduled and compliant
- With methane testing being quarterly, methane tester rental has been scheduled for 2021
- The training and consistency of the charges at the landfill, based off of the fee schedule, has proven to increase sorting resulting in less metal in the incinerator
- In January 2021, a city owned dumpster will be placed in town for disposal of all waste generated from City of Dillingham official business. This effort will provide a substantial yearly cost savings and support the sorting initiative require for an effective Landfill operation.
- FOL made a decision to forego December's meeting until January.
- The metal yard was the focus for one week of December, pushing back and compacting inert waste and to continue efforts to utilize a 2 acre section not previously utilized.
- Intend on further conversations on fee schedule, while prices appear to be relevant there is an issue with pricing unconventional loads of garbage that are not listed, also see a need for increased prices on unsorted garbage ONLY to further the efficiency of the incinerator and to support diversion of waste to the cell – No update since last month and the need still exist
- Continuing efforts to set a higher standard of appearance, efficiency, and expectations
- Intend on changing Landfill hours in January 2021 after proper approval and public notice. The proposed change would be from the current hours of Friday-Tuesday 10 a.m. – 6 p.m. employee hours / 12 p.m.-6 p.m. public hours to Tuesday –Saturday 9 a.m.-5 p.m. employee hours / 10 a.m.-4:45 p.m. public hours. Briefly, some reasons for the proposed change are the following:
  1. Accessibility: More total available time for public access.
  2. City Employees: Gives employees Sundays off. Allows 15 minutes at the end of the day to check the property for people, check burn pit, turn on electric fences, secure revenue, and lock gates.
  3. Comparable: Alignment with schedules commonly used other communities: The following provides a summary of landfill schedules for similarly sized and located communities in the state:
    - Bethel: Monday through Saturday; 8:00 AM to 4:30 PM
    - Bristol Bay Borough – Naknek: Tuesday through Saturday; 10:00 AM to 6:00 PM
    - Unalaska: Tuesday through Saturday; 9:00 AM to 6:00 PM
    - Nome: Monday, Wednesday, Friday; 9:00 AM to 3:00 PM
    - Ketchikan: Monday through Saturday; 8:00 AM to 4:00 PM

Valdez: Monday through Saturday; 9:00 to 5:00 PM

Kotzebue: By appointment; receptacles in community

4. Compliments efforts to make the Landfill a more conventional operation.
5. Recent landfill improvements: Significant operational and physical improvements have been made at the landfill in the last year and this has anecdotally resulted in positive community response. The office was relocated for better customer contact; the transfer station was cleaned up, brushed inside and around the perimeter, and gravel was added to add to the usable space; the roadsides have begun to be cleared of encroaching vegetation, the formerly active cell has received the first layer of material toward capping and closing out; the new cell has been put into use with fencing to successfully keep bears out which will improve compliance with our permit and ADF&G requirements, as well as result in fewer bears in the community in the future; the aluminum can crusher has been relocated to the incinerator building; the area around the old cell has been largely cleaned of trash that had blown out and pulled out by bears; the fish location and system were changed to provide a better experience for the public and to reduce the staff time required to manage this element; effort has been made to better and more uniformly align collections with what was approved by the council. These improvements in sum have resulted in improved public support for landfill operations and a schedule change would likely be supported by the community as well.

### Water/Waste Water

- Both positions are full.
- All water supply testing has resulted as within range.
- Personnel have been involved in water projects and street improvement projects.
- Submitted our Discharge Monitoring Report to DEC on time.
- Conducted our Bi-Weekly Bac-T Testing for submittal to BBAHC.
- Conducted our weekly D.O. Testing at the Lagoon.
- All samples were submitted timely with regards to holiday schedule requirements change.
- Conducted our monthly meter reads for the accounting department.
- Assisted in other areas of Public Works including snow removal.
- Check all seven lift stations and log pump hours/monitor faults
- Inspect lift station for any potential blockage requiring removal.
- Inspect lagoon/Fill out daily lagoon log.
- Maintain lagoon blowers/log hours of operation/rotate blowers.
- Log daily Influent and Effluent numbers for permit.
- Log daily PH levels for permit.
- Log Daily water production and transferal numbers.
- Monitor CL2 Tank levels.
- Mix and Transfer CL2 to the LMI Pump Tanks.
- Log Well pump hours.



**Water Treatment Monthly Averages:**

Average Daily Water Production-	106,225 Gallons
Average Daily Water Transferred-	92,165 Gallons
Average CL2 mg/l	.10

**Wastewater Monthly Averages:**

Average Daily Influent-	88,632 Gallons
Average Daily Effluent-	89,254 Gallons
Average PH Level for Effluent-	6.7
Average Temperature for Effluent-	10.2 Degrees Celsius
Dissolved Oxygen for Effluent-	11.08

**Streets**

- One position full, one position open waiting for right candidate, on call operators list in effect.
- Streets and Shop Foreman has provided great leadership and accountability during recent weather.
- Exercising further caution with children out of school.
- Very busy with snow removal and sanding roads.
- Bike path was sealed prior to freeze.
- Snow removal is going as planned, unfortunately got hit with a large volume in the beginning, overall snow removal has been a success, occasionally called out to remove berms that have been created or snow piles in inconvenient areas.
- Operators are assisting mechanics in operator level maintenance and chains.

**City Garage**

- Both positions full.
- Replacing engine on police car, near completion, seeking additional help.
- Completing work orders as received.
- Continually servicing equipment at predetermined intervals, to include fluids change, technical inspection (TI), and cleaning before return to customer.
- Installing block heaters on vehicles not equipped as they are rotated through for service.
- Ordered new tires for police cars.
- Keeping snow removal equipment operational.
- Utilizing Asset Essentials Software.
- Assisting with snow removal when necessary.

Meeting Date: January 7, 2021

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL CONTINUING THE FRIENDS OF THE LANDFILL COMMITTEE**

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WHEREAS, citizens have expressed a continuing interest in being involved with some of the services provided at the City operated Landfill and in the community; and

WHEREAS, Resolution 2019-07 established Friends of the Landfill to promote citizen understanding and participation in addressing landfill matters; and

WHEREAS, the committee has been actively engaged in making positive recommendations and volunteer hours to improve fish waste disposal, recycling, maintaining the grounds, securing the facility from wildlife, and composting; and,

WHEREAS, citizen participation and assistance with some of the responsibilities of the landfill may enhance public understanding of landfill operations and solid waste issues in the community and may help to encourage a reduction of waste and encourage alternatives such as reusing and recycling; and

WHEREAS, continued citizen participation and assistance may allow the City to address improvement projects that are not possible with current demands on staff and limited staff time available; and

WHEREAS, the Friends of the Landfill shall be involved in projects as determined appropriate by and under the direction of the City of Dillingham Public Works Director; and

WHEREAS, the Friends of the Landfill may invite and engage residents to assist in projects as appropriate and with the consent of the City of Dillingham Public Works Director.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council extends the Friends of the Landfill as now constituted through January 31, 2024 unless extended by the City Council.

PASSED and ADOPTED by the Dillingham City Council on January 7, 2021.

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-07

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL CREATING THE FRIENDS OF THE LANDFILL**

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WHEREAS, the City currently operates a landfill that generally serves the greater Dillingham area; and

WHEREAS, citizens have expressed interest in being involved with some of the services provided at the Landfill and in the community such as the fish waste disposal, recycling, maintaining the grounds, securing the facility from wildlife, and composting; and,

WHEREAS, citizen participation and assistance with some of the responsibilities of the landfill may enhance public understanding of landfill operations and solid waste issues in the community and may help to encourage a reduction of waste and encourage alternatives such as reusing and recycling; and

WHEREAS, citizen participation and assistance may allow the City to address improvement projects that are not possible with current demands on staff and limited staff time available; and

WHEREAS, the City Council wishes to encourage citizen participation and therefore creates a citizen committee that will be titled the Friends of the Landfill; and

WHEREAS, the Friends of the Landfill shall be made up of 5 – 11 residents of the Dillingham area that desire to volunteer time, talent active participation and knowledge; and

WHEREAS, the Friends of the Landfill shall be involved in projects as determined appropriate by and under the direction of the City of Dillingham Public Works Director; and

WHEREAS, the Friends of the Landfill may invite and engage residents to assist in projects as appropriate and with the consent of the City of Dillingham Public Works Director; and

WHEREAS, the City Council shall appoint the members of the Friends of the Landfill and the Mayor shall appoint the Chairperson; and

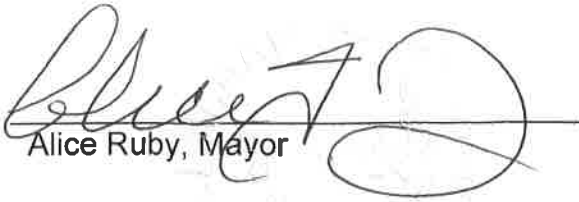
WHEREAS, the Friends of the Landfill shall expire on January 31, 2021 unless extended by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council authorizes the creation of the Friends of the Landfill as described herein.

Meeting Date: February 7, 2019

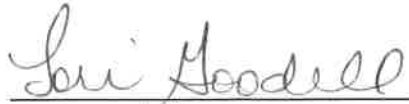
PASSED and ADOPTED by the Dillingham City Council on February 7, 2019.

SEAL:



Alice Ruby, Mayor

ATTEST:



Lori Goodell, City Clerk

City of Dillingham Action Memorandum      Agenda of: January 7, 2021

Action Memorandum No. 2021-01

**Subject:**

Authorize 2020 property tax penalty relief and repayment program for commercial business affected adversely by COVID-19 mandates.

City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

Dillingham Municipal Code 4.15.230 and 4.15.365

**Summary Statement:**

The State and local COVID-19 mandates had a negative impact on local businesses, including but not limited to, reduction of hours, store closures, and employee layoffs. The financial hardship experienced by these establishments has resulted in reduced revenue streams for business. This has made meeting routine expenditures problematic. The City recognizes this difficulty and is offering the following program to assist with payments of property taxes:

Required criteria:

- Obtained 2020 business license with the City of Dillingham
- Property tax obligations prior to 2020 must be met
- Impacted by COVID-19 mandates as reflected by sales tax comparisons 2019 vs. 2020
- Program will offer the promissory repayment time up to 48 months
- Assessed penalties for the 2020 property tax season will be forgiven if the business completes the promissory payments as agreed
- Any plan that goes into default will no longer qualify for the program, and will not be eligible for a promissory note for two years from the default date
- Signed promissory agreements must be completed by February 26, 2021

If COVID-19 mandates continue to negatively impact commercial businesses this program may be extended for the 2021 tax year.

Action Memorandum No. 2021-01

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on January 7, 2021.

\_\_\_\_\_  
Mayor

ATTEST: [SEAL]

\_\_\_\_\_  
City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

City of Dillingham  
Fiscal Note

Agenda Date: January 7, 2021

2020 property tax penalty relief and repayment program for commercial business affected adversely by COVID-19 mandates.

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED:		FUNDING SOURCE	
FROM ACCOUNT		City of Dillingham	
1000 4051 10	Property tax penalty & interest	Project	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 1/1/2021	

EXPENDITURES

OPERATING	FY21	FY22	FY23	FY24
Prop Tax penalty	\$ (5,954.56)			
<b>TOTAL OPERATING</b>	<b>\$ (5,954.56)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

REVENUE	-			
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FUNDING

General & Special Rev. Funds	\$ (5,954.56)			
State/Federal Funds				
Capital Project				
<b>TOTAL FUNDING</b>	<b>\$ (5,954.56)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) See Action Memorandum 2021-01  
Additional impact will spread the actual receipt of 2020 property tax receipts of \$59,545 over a 48 month period and decrease cash flow for that period of time.

PREPARED BY: Anita Fuller AF January 1, 2021  
DEPARTMENT: Finance  
APPROVED BY: [Signature]

**4.15.230 Personal property—Collection, delinquency, remedies.**

A. A Demand for Payment of Personal Property Taxes. Prior to December 31st of each year the city clerk will work with the collections person and together shall mail, postage fully paid, to all persons whose personal property taxes are delinquent, demand payment of the taxes plus penalty and interest. This shall be the date of mailing of the notice of tax due referred to in subsections (C)(2)(a) and (b) of this section.

B. Methods of Collection of Personal Property Taxes. Personal property taxes together with the penalty and interest, may be collected, after the same become due, either by distraint or in a personal action brought in the name of the city against such owner in the courts of the state, or both such methods of collection may be used, in the discretion of the council. Neither of such methods shall be deemed exclusive remedies.

C. Collection by Distraint and Sale.

1. Persons Subject to Enforcement. If at any time a taxpayer is more than six months delinquent in any of the sales or personal property taxes levied by the city due the city, he/she shall be subject to the enforcement procedures provided in this chapter, which are in addition to any other enforcement procedures already provided for and are not exclusive.

2. Distraint. The lien of personal property taxes and other nonreal taxes may be enforced by distraint and sale of the personal property of the person assessed. The procedure shall be as follows:

a. Demand shall be made of the person assessed by sending him/her a notice of the amount of tax due, the penalty and interest and the total and notice to the effect that if the taxes and all penalty and interest are not paid by a date certain which date shall not be less than thirty days from the date of mailing, that his/her personal property shall be subject to distraint and sale. The notice shall be sent by certified mail, return receipt requested or may be served in person with return of the person making service. The notice shall be signed by the city clerk.

b. If no payment is made within the time specified or in accordance with any repayment plan authorized by this chapter, the city clerk shall issue a warrant directed to an enforcement officer of the city to be designated by the city manager, direct him to seize, levy upon, distraint, and sell by public auction such personal property of the person assessed as the tax may have been levied upon, and that if the same is not sufficient to satisfy the tax, penalty, interest, costs, and expenses of sale, such warrant may authorize seizure, levy, distraint and sale of such other personal property of the person against whom the tax was assessed as may be sufficient to satisfy such tax, penalty,



interest, costs and expenses of sale.

i. No sale of any property may be made without at least fifteen days' notice being given by publishing a notice of the sale at least two times in a newspaper of general circulation within the city, or if there is no such newspaper, by posting within the times stated a notice in seven public places within the city, and by mailing by certified first class prepaid mail a copy of the notice to the person assessed.

ii. Sale. The sale of such property shall be made at public auction and such personal property shall be sold to the highest bidder for cash. All sales of personal property shall be made at a time of day to be fixed by the city clerk in such notice, and the same shall be fixed between the hours of ten a.m. and five p.m. of the day of the sale, and the sale may be adjourned by the city clerk from day to day for want of purchasers of sufficient bids, or if for any valid reason the city clerk is prevented from attending at the time and place set for the sale, the sale may be adjourned and continued from day to day if necessary until all of such personal property has been sold to pay the costs and expenses provided in this chapter, and the tax, penalty and interest in full.

iii. From the proceeds of the sale which shall convey all the right title and interest of the person assessed, shall be paid, in the following order: the actual expenses of sale, tax, penalty, interest, and other costs including attorney's fees.

iv. Schedule of Costs. The following shall be the schedule of costs and attorney's fees applicable to all personal property tax delinquencies collected or sought to be collected using the provisions of this chapter:

(A) If redemption is made prior to sale:

- (1) Actual costs of seizing and preserving the property;
- (2) Actual costs of publication and giving notice;
- (3) Attorney's fees in the amount of twenty percent of the first one hundred dollars, but with a minimum of ten dollars, fifteen percent of the next five hundred dollars and ten percent thereafter.

(B) If no redemption is made before the property is sold:

- (1) All costs stated above plus any actual accruing costs;
- (2) Attorney's fees in addition to those stated of fifteen percent of the first one hundred dollars but with a minimum of ten dollars, five percent of the balance.

- v. Any remaining sums shall be returned to the person assessed, or if not claimed within six months shall become the property of the city, and sale is forever barred.
- vi. The city clerk shall apply the proceeds of the sale in the manner set forth, and shall keep a record of all such sales and all such proceedings, and shall keep on file the returns of the city clerk relating thereto, and in all cases of sale of personal property, the city clerk shall, if requested, give the purchaser a bill of sale on behalf of the city under his/her hand. (Ord. 01-12 § 1 (part), 2001; Ord. 13-11 § 3, 2013; Ord. 16-10 § 3, 2016.)

#### **4.15.365 Repayment plan.**

- A. A delinquent taxpayer and the city may agree to enter a repayment plan. No repayment plan agreement shall be valid unless agreed to by the parties in writing.
- B. Only persons who would be eligible to enter a repayment plan under Section 4.20.265(B) shall be eligible for a repayment plan under this section. A repayment plan agreement executed under the authority of this chapter must include substantially the same terms as sales tax repayment plans as required by Section 4.20.265(C), except the delinquent taxpayer shall not be required to agree to provide a security interest in the form of a lien as required by Section 4.20.265(C)(6).
- C. If a property owner and the city execute a valid repayment plan and the property owner does not default prior to the time the annual foreclosure roll is prepared, the property shall not be placed on the foreclosure roll for that year. In the event a property is excluded from the annual foreclosure roll as provided in this subsection, the city retains every right provided by law to foreclose on the property in the event of a default on the repayment plan.
- D. If a taxpayer fails to pay one or more payments as agreed, the taxpayer and subject property shall be in default and the entire amount owed at the time of default shall become immediately due. The resulting delinquency shall be considered to have occurred in the year of the default on the payment plan, regardless of the year or years in which the tax accrued. The city will send the taxpayer a notice of default. The city may then foreclose on the property or take any other remedy available under the law including placing the seller on the city's denied services list using the procedures set forth in Chapter 4.40. (Ord. 13-11 § 5, 2013.)