



## **CITY COUNCIL REGULAR MEETING**

Thursday, May 02, 2024 at 7:00 PM

### **AGENDA**

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

### **MEETING INFORMATION**

#### **AGENDA**

#### **CITY COUNCIL REGULAR MEETING**

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

This meeting will also be available at the following online location:  
<https://us02web.zoom.us/j/82029171924?pwd=MXc2SHI5SkVQcVJmdVpjRUNhVHMvdz09>

Meeting ID: 820 2917 1924; passcode: 784585  
Or dial (346) 248-7799, or (669) 900-6833

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

1. Meeting Minutes April 11, 2024  
Meeting Minutes April 18, 2024

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

#### **APPROVAL OF AGENDA**

#### **STAFF REPORTS**

2. Reports

- a. Strategic Plan Report
- b. Staff Reports
- C. Committee Reports

**PUBLIC HEARINGS**

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

[ORDINANCES AND RESOLUTIONS](#)

**3. RESOLUTION NO. 2024-25 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING THE LEVEL OF FUNDING FOR THE DILLINGHAM CITY SCHOOL DISTRICT FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

**UNFINISHED BUSINESS**

**4. GCI Easement**

**NEW BUSINESS**

**5. Management Report for Development of Coho Subdivision**

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

**6. Silver Bay Presentation**

**COUNCIL COMMENTS**

[MAYOR'S COMMENTS](#)

[ADJOURNMENT](#)

[INFORMATIONAL](#) ITEMS

# CALL TO ORDER

# PLEDGE OF ALLEGIANCE

# ROLL CALL

# APPROVAL OF MINUTES



## CITY COUNCIL REGULAR MEETING

Thursday, April 11<sup>th</sup>, 2024, 7:00PM

### MINUTES

#### CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, April 11, 2024 at the Dillingham City Council Chambers and via video conference, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 PM

#### ROLL CALL

Mayor Ruby was present.

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

Bertram Luckhurst

Michael Bennett

Curt Armstrong

Steven Carriere

Kevin McCambly (Absent)

Kaleb Westfall (Absent)

#### PLEDGE OF ALLEGEANCE

#### APPROVAL OF MINUTES FOR March 14<sup>th</sup> March 19, 2024

**MOTION:** Steve Carrier made motion to approve minutes, 2<sup>nd</sup> by Curt Armstrong.

**DISCUSSION** None.

**VOTE YEA:** Unanimous. Minute approved.

#### APPROVAL OF CONSENT AGENDA – None

#### APPROVAL OF AGENDA

**MOTION:** to approve the minutes of the March 14<sup>th</sup> & 19th meetings made by Steve Carrier, 2<sup>nd</sup> by Michael Bennett. Unanimous approval. Motion carried.

## STAFF REPORTS

- Dan reported hiring Phillip Baumgartner as Public Works Director.
- Dan will be meeting with the EPA, DEC concerning the SRF program. Funding to provide a waterline to the airport and surrounding homes sounds promising.
- Michael asked the status of the “School Property” on Waskey road. Dan advised that the Clerk will begin a title search tomorrow.
- Michael asked if the Grant deadlines are being met. Dan and Anita confirmed that all grants are on schedule.

## PUBLIC HEARINGS

Ordinance NO. 2024-01 adjusting the purchase parameters.

Ordinance NO. 2024-02 adopting Budget Amendment NO.1 and appropriating funds for the FY2024 City of Dillingham Budget.

**CITIZEN DISCUSSION:** None (*Prior Notice or Agenda Items*)

## **ORDINANCES AND RESOLUTIONS**

**MOTION:** Steven moved to adopt Ordinance NO. 2024-01 amending purchasing parameters, Curt 2<sup>nd</sup>. Unanimous approval, **MOTION CARRIED**

**MOTION:** Michael moved to adopt Ordinance NO. 2024-02, adopting budget revision, Steven 2<sup>nd</sup>. Unanimous approval, **MOTION CARRIED**

**MOTION:** Michael moved to adopt Ordinance NO. 2024-24 Amending Bank Signature cards, Steve 2<sup>nd</sup>. Unanimous approval, **MOTION CARRIED**

## **UNFINISHED BUSINESS**

- **LAND ENTRY PERMIT and AGREEMENT TO GRANT EASEMENT AND RIGHT OF WAY**

**DISCUSSION:** Dan negotiated an easement with GCI for a \$100,000 Aid To Construction. Alice has asked Dan to confirm with the assessor that the offer was not below the value of the land. Dan asked Earl Robinson and Anita Fuller to explain how they would invest this money to grow. They both agreed it would be invested with “3+1”, an investment company currently utilized by the city.

## **NEW BUSINESS**

- **Proposed salary schedule.**



**MOTION:** Steven moved to adopt the new salary schedule as presented, Bert 2<sup>nd</sup>.

*(Kevin McCambly arrived at 7:37)*

### **DISCUSSION**

Dan spoke of the attrition rate; Anita explained that the cost of retraining a new technician is the equivalent of a three-month salary before they can become productive. Anita stated the city averaged about 65 employees a year. Last year we had 131. That was how high the turnover was. Bert and Dan agreed from their personal experience that the city pay scale is substandard. Kevin admitted that he never considered working for the city before his return to Dillingham due to the low scale of pay.

**VOTING YEA:** Unanimous approval. **MOTION CARRIED** Proposed Salary Schedule is adopted.

- **Revised Organizational Chart**

**MOTION:** Steven moved to adopt the revised organizational chart, Michael 2<sup>nd</sup>.

**DISCUSSION:** Dan explained that he has consulted with the Chief of Police and they agree that the animal control should be under administrative supervision as it is not a law enforcement function and will not be issuing citations.

**VOTING YEA:** Unanimous approval. **MOTION CARRIED** Revised organizational chart approved.

- **Deputy Manager Job Description** for discussion only, no action required.

### **CITIZENS DISCUSSION**

- Phillip Baumgartner expressed appreciation for his hiring. He is confident that he can build a core team with his current roster of employees.

### **COUNCIL COMMENTS**

- Kevin suggested that the city needs to consider going through our GIS maps, as Nushagak Cooperative will begin denying services until encroachments are sorted out. The second reason is to assist first responders in reducing their response times.
- Michael asked to see progress on the title search for the Waskey road property by the next meeting. He is prepared to move ahead with land disposal.
- Curt asked how we stood on the operation of the dock. Dan explained that Dean Heyano will be returning to work on April 15<sup>th</sup> and that he will be working with Phillip Baumgartner to determine if we want to lease the dock to AML and what that was going to look like. Dan said we would be ready for the barge. A crane operator is being sought.

**MAYOR’S COMMENTS**

Alice suggested Sherina post short press releases and announcements on Facebook as KDLG is no longer an option. She asked that Dan include setting the date for the Dillingham Cleanup and review of the DCSD budget. The city has thirty days to approve their contribution. If not, the request will be automatically approved. The Special Council meeting will be April 18<sup>th</sup>.

Lastly, Alice asked for a moment of silence for all that have passed.

**EXECUTIVE SESSION**

**MOTION:** Kevin moved to go into executive session 2<sup>nd</sup> Steven.

**VOTING YEA:** Unanimous approval. **MOTION CARRIED** for executive session.

**ADJOURNMENT**

Mayor Ruby called meeting adjourned

Mayor Alice Ruby

ATTEST:

\_\_\_\_\_  
Jon Sorenson, Acting City Clerk

\_\_\_\_\_  
SEAL



Approval Date:





## CITY COUNCIL SPECIAL MEETING

Thursday, April 18<sup>th</sup>, 2024, 5:30 PM

### MINUTES

#### CALL TO ORDER

A special meeting of the Dillingham City Council was held on Thursday, April 18, 2024 at the Dillingham City Council Chambers and via video conference, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:30 p.m.

#### ROLL CALL

Mayor Ruby was present.

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

Bertram Luckhurst

Michael Bennett

Curt Armstrong

Steven Carriere

Kevin McCambly

Kaleb Westfall (*On Zoom*)

#### PLEDGE OF ALLEGEANCE

#### APPROVAL OF AGENDA

**MOTION** to approve the agenda made by Steven Carriere, seconded by Bert Luckhurst.

**DISCUSSION:** None.

**ROLL CALL VOTE:** Kevin, Kaleb, Steven, Bert, Michael, Curt. **MOTION CARRIED**

#### CITIZEN'S DISCUSSION

- Jon Clouse (via ZOOM) expressed his thanks for having the meeting and the support from the City. He voiced his support and hoped that the 1.7 \$Million would be approved.
- (*ZOOM*) Amy Brower, DCS Superintendent, appreciated the City's willingness to have this discussion and support provided by the city and for filling the budgetary gap last year when the BSA came in lower than anticipated. She is asking the city to continue funding at \$1.7M
- Phil Hulett, Business Manager, explained the only change to the budget from last year was in salaries and benefits. \$600,000 would be the proposed deficit. This amount would need to be

moved from the reserve fund balance (emergency fund). The State has not increased the BSA IN seven (7) years. Historically, the city's allocation has been looked upon as the DCSD's maintenance budget. Student enrollment has been declining over the past three years.

**SPECIAL BUSINESS**

1. DSCSD FY 2025 APPROPRIATION REQUEST

**MOTION** to approve the school appropriation at \$1.7 Million with \$100,000 dedicated to major maintenance and a commitment to revisit should the BSA increase by more than \$500 made by Steven Carrier, seconded by Kaleb Westfall.

**DISCUSSION:** Nothing further.

**ROLL CALL VOTE YEA:** Kevin, Michael, Bert, Curt **MOTION CARRIED.** Appropriation has been set.

**ROLL CALL VOTE NAY:** Kaleb, Steven

2. City of Dillingham Letter to MEAL Board.

**MOTION** to accept the Letter and approve assistance, not to exceed \$20,000 made by Steven and seconded by Curt.

**DISCUSSION:** None.

**ROLL CALL VOTE YEA:** Bert, Michael, Kevin, Steve, Curt **MOTION CARRIED.**

**ROLL CALL VOTE NAY:** Kaleb

3. GCI EASEMENT AID TO WORK OFFER

- Michael Bennett excused himself from the discussion.

**MOTION** to direct staff to negotiate with GCI for a potentially higher amount and bring it back to the council for consideration made by Bert and seconded by Kaleb with a starting amount of \$500,000. Bert made the motion to amend the motion to the amount of \$500,000, seconded by Kaleb.

**MOTION TO APPROVE AMMENDMENT**

**DISCUSSION ON THE AMENDMENT:** None.

ROLL CALL VOTE YEA: Kevin, Steven, Bert

ROLL CALL VOTE NAY: Curt

**MOTION CARRIED TO AMEND MOTION.**

**DISCUSSION ON THE MOTION:** None.

ROLL CALL VOTE YEA: Bert, Steven, Kaleb, Kevin

**MOTION CARRIED**

ROLL CALL VOTE NAY: Curt

4. SET DATE FOR COMMUNITY CLEANUP

**MOTION** to set date for clean-up to May 16<sup>th</sup> through May 18<sup>th</sup> made by Bert, 2<sup>nd</sup> by Michael.

**DISCUSSION:** None.

ROLL CALL VOTE YEA: Kevin, Kaleb, Steven, Michael, Curt **MOTION CARRIED.**

**COUNCIL COMMENTS**

Michael asked for an update on the City property by Waskey road. Dan reported that the conveyance procedure was complete up until the time to sign the Quit Claim Deed.

**MOTION** made by Michael, 2<sup>nd</sup> by Steve, to direct the City Attorney to contact the corporations to work out the conveyance of the 14-C property.



**DISCUSSION**

Alice stated there shouldn't be any legal action as the commitment was made. The problem is that there were no actual surveys performed, only an aerial survey with no monuments on the ground. She is not inclined to believe that Choggiung would not convey the property. It was just that the surveys were never delivered to them by BLM.

**MOTION** made by Michael, 2<sup>nd</sup> by Steven, to pursue the conveyance through the City Attorney.

**DISCUSSION** None.

ROLL CALL VOTE: Kevin, Kaleb, Steven, Bert, Michael, Curt **MOTION CARRIED.**

Kaleb asked Dan how many roads were currently closed. Dan replied that there were three. Kevin presented a Cooperative proposed routing for the underground power in the boat harbor. As a Nushagak customer it would be the responsibility of the city to reach out to Nushagak Electric to restore service. The Cooperative requires that the new power cable be entrenched on the East side of the road before the service can be restored. It was determined that the Manager should reach out to Nushagak Cooperated and bring a report to the May council meeting on how to address the problem. Kevin asked status of the signage change on Squaw Creek. Dan was directed to contact DOT to accomplish this signage change.

**MAYOR'S COMMENTS**

Alice stated that she had been in conversations with Silver Bay and had asked them to speak on behalf of the Dillingham (Peter Pan) plant. They have accepted the invitation.

**ADJOURNMENT**

Mayor Ruby called meeting adjourned at 7:54 PM

Mayor Alice Ruby

ATTEST:

\_\_\_\_\_  
Jon Sorenson, Acting City Clerk

\_\_\_\_\_  
SEAL



Approval Date:



# APPROVAL OF CONSENT AGENDA

# APPROVAL OF AGENDA

# STAFF REPORTS





## City Manager's Monthly Report - April 2024

### Introduction:

As we reflect on the developments and progress made in our city during the past month, I am pleased to present the City Manager's report for April 2024. This report provides an overview of key initiatives, accomplishments, and upcoming projects that impact our community.

### **1. Infrastructure Projects:**

Nushagak Cooperative is seeking an easement in the harbor area to facilitate the replacement of an underground power line. I have tasked the planning department with this.

An Invitation to Provide Proposals for the Snag Point Erosion Project has been published with a closing date of May 24, 2024.

### **2. Planning Department Relocation:**

In an effort to better serve the community, the Planning Department has been relocated to the harbor area. This strategic move aims to improve accessibility and efficiency in providing planning services to residents and businesses.

### **3. Dock Preparation and Lease Negotiations:**

The city is actively working towards finalizing a lease agreement with Alaska Marine Lines for the use of our dock facilities. This partnership will enhance maritime commerce and contribute to the economic vitality of our city.

As part of the preparations for the upcoming shipping season, the dock has been cleared of snow and is being readied to receive the first barge of the year. This proactive approach ensures smooth operations and timely delivery of goods to our community.

### **4. Public Safety and Emergency Preparedness:**

The Public Safety Department continues to prioritize public safety and emergency preparedness.

### **5. Financial Management:**

The Finance Department remains committed to prudent fiscal management practices. Budgetary reviews and forecasting activities are underway to monitor financial performance and identify opportunities for efficiency and cost savings. We are moving into the budgeting season and we are preparing the FY25 budget for review over the next several weeks.

### **6. Looking Ahead:**



As we look ahead to the coming months, the city will continue to prioritize initiatives that promote sustainability, economic development, and community well-being. Collaboration with stakeholders and proactive engagement with residents will be key to achieving our shared goals.

Conclusion:

In conclusion, April has been a month of significant progress and collaboration in our city. I extend my gratitude to city staff, elected officials, community partners, and residents for their dedication and support. Together, we will continue to work towards building a resilient and thriving community.

Thank you.

*Daniel E. Decker Sr.*

Daniel E. Decker Sr.

Acting City Manager

**Mayor**  
Alice Ruby

**Acting Manager**  
Daniel Decker



**Dillingham City Co**

Section . Item 2.

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

## MEMORANDUM

**Date:** April 24, 2024  
**To:** Daniel Decker, Acting City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Report

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### **Acknowledgements and Recognitions:**

March Statistics: As of date of report.

Cash Receipts: \$432,795.40

All Payments: \$1,052,135.06 (includes \$253,588.39 for 2 payrolls & 2 supplement payrolls).

### **Department Accomplishment and Opportunities for April:**

#### *Accomplishments*

- Optum setup completed for ambulance billing.
- Renewal of APEI insurance submitted for FY25.

#### *Staffing changes*

- Account Tech II – Payroll/Payables position will be filled May 1, 2024 by June Hoover.
- Account Tech II – Receivables position is advertised.

#### *Grant Reporting*

- Several grant reports almost completed to be done by 04/30/2024
- NTS continuation application completed

#### *Budget*

- FY24 Budget revision adopted. Possible final revision in review.
- FY25 Budget is being formulated

### **Projects – Progress and Public Impacts:**

#### *Audit*

- FY23 Audit – question pending council meeting minutes being finalized.

- FY24 Audit – Contract approved. Scheduled for September 30, 2024, November 11, 2024.

#### *Projects*

- Setup of personal property tax in MARS is in progress for 2024 personal property tax, completed and assessments were mailed out.
- Questica training ongoing budgeting software – training and build is ongoing.

#### *Personal Property Tax*

- Review of personal property tax has started with F&B Committee 09/25/2023 and is ongoing.
- Personal property tax has been sent to Code Committee for review 09/28/2023 and is ongoing.

#### *Collections*

- Ongoing.

#### *Utility Rates Evaluation*

- Evaluation of utility rates needs to be held for a rate study for water/wastewater.

#### *Three+One*

- Implementation has begun and view only access is being obtained.

#### **Upcoming Calendar Items:**

- 15<sup>th</sup> of each month utility payments due; last day of month utility bills sent.
- 03/15/2024 real and personal property tax assessment notices mailed out.
- 04/15/2024 appeals must be received
- 05/15/2024 city must respond to appeals

#### **Revenue and Expense Report – Next report**

#### **Balance Sheet – Next report**

**Mayor**  
Alice Ruby

**City Manager**  
Daniel Decker



**Dillingham City Co**

Section . Item 2.

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

## MEMORANDUM

**Date:** April 24, 2024  
**To:** City Manager  
**From:** Public Works Director  
**Subject:** Monthly report

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### Accomplishments:

Filled staff positions, identifying & collecting historical information, cleaning work area, ordering necessary supplies, build list of equipment to purchase

### Underway:

Budgeting process, establishing workflow and department culture, assessing crew capacities, compiling lists of work needs

### Upcoming:

Continue budget planning, plan Shop septic repair/replace, start prioritizing work orders/lists, find as-builts, plans, manuals, information on existing & planned infrastructure

- Building & Grounds
  - Planning Dept. office build & move
  - City Clerk office remodel
  - Public Safety heater repair
- Landfill
  - Equipment maintenance
  - Emptying bins
  - Establish department structure
  - Begin servicing equipment

- Shop
  - Cleaned main area & organized parts room
  - Seasonal tire change over
  - Graders repaired & converted for summer service
  - Trackless repaired
  - Shop air repaired
  
- Streets
  - Move snow from Dock areas
  - Test grading road
  - Road monitoring & closures as necessary
  - Tractor truck axle repaired
  - Hydraulic hose system upgrade in process
  
- Water / Waste Water
  - Maintaining systems
  - Submitting reports and/or establishing method to resume reporting
  - Discuss new org chart & subsequent roles
  - Building list of needed repairs, supplies, tools & equipment

**Mayor**  
Alice Ruby

**City Manager**  
Daniel Decker



**Dillingham City Co**

Section . Item 2.

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

## MEMORANDUM

**Date:** April 25, 2024  
**To:** Daniel Decker, Acting City Manager  
**From:** Patty Buholm, Planning Director  
**Subject:** April 2024 Monthly Report

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The Planning Department has moved; we are now located in the Harbor Office Building located at 240 Harbor Road, with office times of 8:00am – 5:00pm. Staff are currently working with Nushagak Cooperative to get the phones and internet working in the new office. Both Planning Department phone lines are transferred to the Planning Department work cell number of 907-843-2759 and being answered during the times of 8:00am – 5:00pm Monday through Friday.

The April Planning Commission meeting was cancelled due to no quorum. The May 8, 2024 Planning Commission meeting will be held as a quorum has been confirmed today 4/25/24. The Planning Commission still has Seat B Open and have yet to be notified of an appointment from the City Clerk, by recommendation of Mayor Ruby.

Trainings completed by the Planning Department by staff:

Myrtice Evault:

6 On-Line HR Assigned Courses through the APEI courses

Patty Buholm:

7 On-Line HR

Assigned Courses through the APEI courses

2.5 hours CME SOA, FEMA (40 hour course)

SOA, Wastewater Collection and Lagoon Inspection

12 week, NACo High Performance Leadership Course

1 week, Currently attending: Intro to Community GIS course through UAF

**Projects Impacting the Community:**

The Planning Department has been working with CRW Engineering for the Lagoon Project that will be kicking off the Spring/Summer 2024.

The Planning Department continues to work with the GreenStar Program for the 4 dollar appropriation that has been awarded to the City of Dillingham which will assist with the metal backhaul out of the Landfill.

A draft RFP was submitted to the City Clerk and the City Manager for review for the Snag Point Erosion and Emergency Bank Stabilization Project.

I have just started working with the Harbor Master for the utility's extension to the South end of the Harbor. His direction was for the Planning Department to work directly with PND and Nushagak to provide easement for the power to the South end of the Harbor, which I will schedule next week post the current course that I am taking.

I have been notified from Curyung Tribal Council that they have secured the needed funding to complete the Nerka Road Rehabilitation Project slated for the 2024 Construction Season. At this time the project is still in "winter shutdown" mode.

I was requested to recap the ANCSA 14 c properties by Acting City Manager Daniel Decker during this monthly report. On September 7, 2023, a workshop was held for the City Council Members that included a deep dive into the ANCSA properties that were and potentially could have been transferred to the City of Dillingham by Choggiung LLC. It was disclosed in this meeting and the printout that I provided as the coversheet for the report the following statement: *"Although I am presenting this in a very detailed report, this list of parcels should not be considered as a "FINAL" document. This list of City owned lands will forever be changing due to gift deeds to the City, exchange of 14 (c) properties through the ANCSA laws, development of subdivisions by private landowners, and properties obtained through the foreclosure process.* I continue to work with Mark Bielefeld, Choggiung Land Manager, and others to find historical records and uncover previous mistakes on the parcels that were donated to the city through the ANCSA 14c process. The continued issue is that neither Choggiung or the City of Dillingham seem to have a complete set of the transferred properties. Late summer and early fall of 2023, I worked with the Finance Departments Taxes staff to change the parcels ownership status from Choggiung Limited to the City of Dillingham that were identified on the 2009-12 recorded document only after consulting with the Assessors and confirming that only having a platted map would suffice as ownership through ANCSA rules and regulations. At the time we only had recorded document 2009-12 through the DNR. After completing a deeper ANCSA training in March of 2024, I had learned that the plat 2009-12 should have been accompanied with a Conveyance Document, to make the gift of land to the City of Dillingham as a final step in the process. Both Choggiung Limited and the City of Dillingham both have detailed documents, however there is no record of a signed conveyance document either on the DNR website or so far located in either Choggiung or the city's records. I did request to change the ownerships back to the 2021 status for these particular parcels, however was requested to halt that process by Daniel Decker, which I did request to halt any reverts to original ownership, even if they were incorrect. Myrtice Evalt, Planning Department Administrative Assistant continues to search for this document in the many boxes of records that were previously in storage without any sort of order or clear filing order.



**Mayor**  
Alice Ruby

**Acting City Manager**  
Daniel Decker



**Dillingham City Co**

Section . Item 2.

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

## MEMORANDUM

**Date:** April 24, 2024  
**To:** Daniel Decker, Acting City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Report

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### **Acknowledgements and Recognitions:**

Again, I want to thank the library staff for operating the library and serving our patrons during my scheduled absence as I was on vacation with my family in February. The day after I returned home, I was back on the plane to Colorado, making it just in time to be there with my 92-year-old mother before she passed away. I'm so thankful that I was given this time to be with her and help my family during this unexpected travel for me.

### **Department Accomplishment and Opportunities:**

We have been advertising the 14-hour-a-week part-time Library Aide/Clerk position for the last three months, receiving several applications. Two interviews were recently done, and we are pleased to welcome Christina Gill to our library team. She started April 15<sup>th</sup>.

### **Projects – Progress and Public Impacts:**

Starlink was selected again as our internet provider for July 1, 2024 - June 30, 2025. Form 471 was certified, and we are now waiting to be awarded the funding through e-rate. We requested 2 TB of data (double the amount from last year) for \$500 a month.

The FOL helped sponsor an exciting event during the Beaver Round up weekend. They planned a Dr. Seuss brunch fundraiser. See the small flyer at the end of this report that announced it back in March. The FOL also met recently to plan their second annual Spelling Bee event scheduled for April as well as their annual Book Sale, usually in June.

### **Upcoming Calendar Items:**

FOL are hosting their annual Adult Spelling Bee at 7 pm on April 27<sup>th</sup> at the Willow Tree.

With my sudden departure due to my mother’s health, I was not able to attend the scheduled Library Advisory Board meeting on Wednesday, February 21<sup>st</sup> at 5:30 pm at the library. It was cancelled and has not been rescheduled. Also, Sarah Bailey resigned from the LAB in February; Seat E is vacant. We have appreciated Sarah’s involvement in taking minutes for the LAB meetings & her valuable input since the Fall of 2022.

**Public Feedback:**

Due to many requests from the public for the library to remain open longer into the evening hours during the weekdays, along with results from the recent LAB survey, the Dillingham Public Library is now open until 6 pm, Monday through Friday. See the “new” hours schedule below and/or on the City’s Facebook page.

**List of Attachments:**

**These stats cover roughly three months of reporting.**

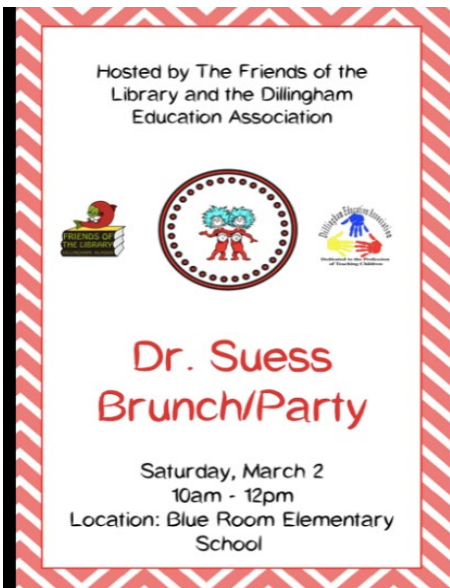
**\* our WhoFi account was down for about two weeks, so the numbers reported here should actually be higher.**

**Library Stats report for January 22<sup>nd</sup> – April 7<sup>th</sup>, 2024:**

**Patron Visits: 1,595 Computer Use: 1,201 Wireless Use: 1,557\*  
Story Hour: 48 Museum Use: 110 Game Night: 40  
AWE Station Use: 17 Volunteer Hours Logged: 5**

**The next Library Advisory Board meeting is yet to be rescheduled.  
Next game nights are May 3<sup>rd</sup>, May 24<sup>th</sup>, & concluding on June 7<sup>th</sup> for the summer.**

**The library was closed on Monday, February 19<sup>th</sup> for President’s Day  
Friday, March 1<sup>st</sup> for Beaver Round Up and Monday, March 25<sup>th</sup> for Seward’s Day.  
The library will be closed Monday, May 27<sup>th</sup> for Memorial Day.**



Hosted by The Friends of the Library and the Dillingham Education Association

**Dr. Suess Brunch/Party**

Saturday, March 2  
10am - 12pm  
Location: Blue Room Elementary School



**NEW Hours of Operation**  
Dillingham Public Library

**Sunday: Closed**

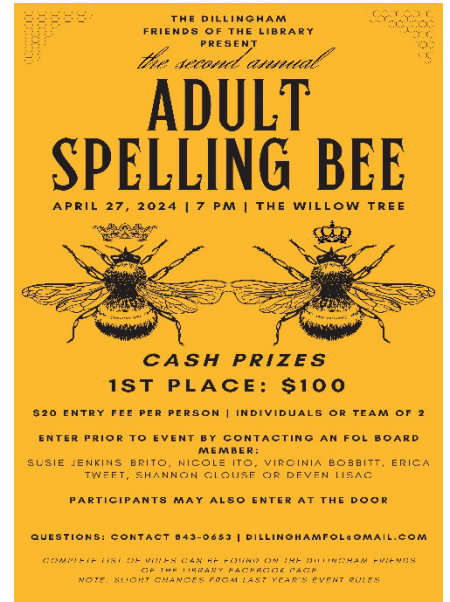
Mon: 10AM – 6PM	Fri: 10AM – 6PM
Tues: 12PM – 6PM	Storytime at 10:30 am
Wed: 12PM – 6PM	Game Night from 6pm – 8pm every other week
Thur: 12PM – 6PM	Sat: 10AM – 3PM

**CONTACT US !**

Email: [dillingham.public.library@dillinghamak.us](mailto:dillingham.public.library@dillinghamak.us)  
 Front Desk Phone: (907) 842 – 5610  
 Entryway Phone: (907) 842 – 2810  
 Fax Number: (907) 842 – 4237  
 24/7 Wifi Password: DPL 2020

1 space right here!

Want to see our collection?  
Search our catalog at: [dillinghampubliclibrary.goalexandria.com](http://dillinghampubliclibrary.goalexandria.com)



THE DILLINGHAM FRIENDS OF THE LIBRARY PRESENT

**the second annual ADULT SPELLING BEE**

APRIL 27, 2024 | 7 PM | THE WILLOW TREE

**CASH PRIZES**  
1ST PLACE: \$100

\$20 ENTRY FEE PER PERSON | INDIVIDUALS OR TEAM OF 2

ENTER PRIOR TO EVENT BY CONTACTING AN FOL BOARD MEMBER:  
SUSIE JENKINS BRITO, NICOLE ITO, VIRGINIA BOBBITT, ERICA TWEET, SHANNON GLOUSE OR DEVEN LISAC

PARTICIPANTS MAY ALSO ENTER AT THE DOOR

QUESTIONS: CONTACT 843-0652 | [DILLINGHAMFOL@GMAIL.COM](mailto:DILLINGHAMFOL@GMAIL.COM)

COMPLETE LIST OF RULES CAN BE FOUND ON THE DILLINGHAM FRIENDS OF THE LIBRARY FACEBOOK PAGE  
NOTE: SLIGHT CHANGES FROM LAST YEAR'S EVENT RULES



**MEMORANDUM**

**DATE:** 4/25/24  
**TO:** City Manager  
**FROM:** Chief of Police  
**SUBJECT:** Police Department Report for April 2024

**STAFF REPORT**

**The Dillingham Police Department:**

**Patrol:**

There are currently seven sworn officers in the department including the Chief of Police. Additionally, Sgt. Craig Maines, Officer Aquila Kapotak, Officer Doug Johnson, Officer David Tanner, Officer James Chillemi and Officer Andrew Breda.

Officer Tanner is attending academy and will not return until after 6/28/24. Officer Breda is out on workman's compensation and we do not know when he will return. That leaves four officers presently in patrol.

I am working with human resources to fill our current open patrol positions. I am continuing to work on policy revisions with our attorneys.

**Corrections Dept.:**

There was a major incident in our jail on 3/28/24. One of correctional officers is on administrative leave. The jail has been closed since 3/28/24. We presently employ four correctional officers including the corrections supervisor. We are continuing to interview for the position.

**Dispatch:**

There are presently five dispatchers including the supervisor. We have a new and very experienced dispatcher starting on 5/13/24 which will make six in dispatch. One of our dispatchers works on a part-time basis only.

City of Dillingham

Monthly Report

Department/Program: Dispatch

By: John Marx

Date: 4/25/2024

**Operations and Staffing:**

We have a former dispatcher starting in the middle of May. We are accepting applications for a sixth dispatcher.

The month of May is transitional as we prepare for the business of Summer. Traffic stops and security checks should increase with the influx of people.

We make every effort to provide emergency services to our Community. We work in conjunction with volunteer fire/rescue, police and corrections.

**Department Stats:**

3/23/2024 TO 4/23/2024 - Dillingham Police Calls (115).

18.4% - Animal Control Calls (16).	3.4% REDDI Reports - (3)
14.9% - EMS - (13)	34.5% Disturbance Calls - (30)
8.0% - Vehicle Collisions (7)	1.2% Burn Permits - (1).
9.2% - Traffic Stops - (8)	3.4% Agency Assist - (3)
20.7% - Welfare Checks - (18)	18.4% Suspicious Circumstances - (16)

**Projects:**

Validations are a monthly activity, to validate stolen guns, trespasses, warrants and missing persons.

Uniform Crime Reporting to the FBI is an ongoing forever project with the State.

**Department Needs:**

In the process of selecting and ordering new uniforms.. We will look into APSIN/ARMS training in Anchorage.

**Tools & Equipment Needs:**

We daily test and reboot the 911 and radio systems. This past month has been event free with few Internet & power outages. Several dispatchers have requested a new keyboard.

**List of Attachments:**

# Monthly Report for February

## Dillingham Corrections:

From April 1<sup>st</sup> thru April 23<sup>rd</sup> 2024, there were 2 inmates held in the Dillingham Jail Facility. We held individuals under the Alaska Statutes T-47 protective custody. \_\_\_0\_\_\_Juveniles.

**DEPARTMENT OF CORRECTIONS**  
**Contract Jails Coordinator- Greg Stocker**  
**1300 E. 4<sup>th</sup> Avenue**  
**Anchorage, AK 99501**

**Month: April 1<sup>st</sup> thru April 23<sup>rd</sup> t 2024**

**Facility Reporting: DCC**

**Total Number of Man-Days Served: 5**

**Total Number of Persons: 2**

**I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND ACCURATE ACCOUNTING OF THE SERVICES RENDERED.**

**Certifying Officer: Richard Puckett**

**(Print Name)**

\_\_\_\_\_

**(Signature)**

**Title: Correction's Supervisor**

**Note: This form must accompany the Monthly Booking Report**

**City of Dillingham  
Monthly Administrative Report**

Department/Program: Corrections	By: Sgt. Richard Puckett	Date: 04/02/2024
Operations: Jail is closed with 3 officers at this time, and one on admin leave		
Staffing: Staffing is short at this time there are currently 4 officers.		
<p>Projects:</p> <ul style="list-style-type: none"> <li>• Non secure bolts will be replaced with secure bolts when available. Bolts have been ordered.</li> <li>• New keys and cores for doors need to be made.</li> <li>• Currently waiting on new toilet/sink assembly for cell #2. Cell is currently unusable.</li> <li>• Welding of the gap between beds and walls Will be complete by 04/26/2024</li> </ul>		
<p>Facility Needs:</p> <p>Cell #5 door and frame will be replaced soon but is currently usable. Waiting on quote for door and frame replacement.</p> <p>Waiting on new toilet for cell #2</p> <p>Quote for cameras in cells should be in by 04/26/2024.</p> <p>New heavy duty blankets will be ordered as soon as a quote can be obtained.</p>		
<p>Tools &amp; Equipment Needs:</p> <p>New cameras for cells that have privacy masking software.</p> <p>New cameras need to be able to integrate with current system.</p>		

**City of Dillingham**  
**Monthly Administrative Report**

Department/Program: Corrections	By: Sgt. Richard Puckett	Date: 04/02/2024
Operations: Jail is closed with 3 officers at this time, and one on admin leave		
Staffing: Staffing is short at this time there are currently 4 officers.		
<p>Projects:</p> <ul style="list-style-type: none"> <li>• Non secure bolts will be replaced with secure bolts when available. Bolts have been ordered.</li> <li>• New keys and cores for doors need to be made.</li> <li>• Currently waiting on new toilet/sink assembly for cell #2. Cell is currently unusable.</li> <li>• Welding of the gap between beds and walls Will be complete by 04/26/2024</li> </ul>		
<p>Facility Needs:</p> <p>Cell #5 door and frame will be replaced soon but is currently usable. Waiting on quote for door and frame replacement.</p> <p>Waiting on new toilet for cell #2</p> <p>Quote for cameras in cells should be in by 04/26/2024.</p> <p>New heavy duty blankets will be ordered as soon as a quote can be obtained.</p>		
<p>Tools &amp; Equipment Needs:</p> <p>New cameras for cells that have privacy masking software.</p> <p>New cameras need to be able to integrate with current system.</p>		



# Monthly Activity Report

## Dillingham Dept. of Public Safety

*For the period of April 01, 2024 to April 22, 2024*

### Division of Motor Vehicle

- ❖ 04 – Commercial D/L
- ❖ 20 – Driver License
- ❖ 15 – Identification Cards
- ❖ 00 – HC Permits (No Fee)
- ❖ 00 – Miscellaneous Fees
- ❖ 13 – Vehicle Registration
- ❖ 11 – Title / Lien
- ❖ 03 – Boat Registration
- ❖ 03 – Road Test

Customer Assist:

- ❖ 05 – License Services
- ❖ 22 – AK Written Test

- There was a zoom meeting with LMJ Consulting on Thursday, April 18th about the current issue that the Public Safety building has with the connectivity issue.
- Paperwork for the seasonal worker has been turned into BBEDC.

# PUBLIC HEARINGS

# CITIZEN'S COMMENTS

# ORDINANCES AND RESOLUTIONS

Special Meeting Date: April 18, 2024

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2024-25

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING THE LEVEL OF FUNDING FOR THE DILLINGHAM CITY SCHOOL DISTRICT FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

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WHEREAS, Alaska Statute 14.14.060(c) provides that the Dillingham School Board (“School Board”) shall submit the school budget for the following year by May 1 for approval of the total amount; and

WHEREAS, the Dillingham City Council (“City Council”) shall determine the total amount of money to be made available from local sources for school purposes within 30 days after the School District presents the budget request to the City; and

WHEREAS, the School Board submitted a proposed FY 2025 Budget of \$10,179,348 which includes a request of \$1,700,000, filed at City Hall on March 28, 2024; and

WHEREAS, the City Council shall determine the total amount of money to be made available from local sources for School purposes and shall furnish the School Board with a statement of this sum on or before April 28, 2024; and

WHEREAS, AS 14.17.410(b)(2) requires a contribution from the City in the amount of the equivalent of a \$235,640,087 tax levy on the full and true value of the taxable real and personal property as of January 1, 2023, (property values as of January 1 of the second preceding fiscal year from Alaska Taxable Report) which is calculated to be a local contribution in the amount of \$664,446; and

WHEREAS, the City Council wishes to allocate:

- 1) The minimum required amount to meet the City’s legal obligation which is \$235,640,087 equivalent to property tax or \$664,46 and
- 2) An additional \$667,147, or one/sixth of the six percent sales tax approved by the Dillingham voters June 19, 2001, of which the intent was to allocate a portion of the six percent to education above that required by state law, subject to an annual appropriation by the City Council; and
- 3) An additional \$408,407 for a **total allocation** to the education operating budget for Fiscal Year ending June 30, 2024, of \$1.7 Million; and

WHEREAS, the amount to be appropriated for School District purposes will be made a part of the City’s FY 2025 Budget.

Special Meeting Date: April 18, 2024

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council has determined regarding additional funds which maybe available to the School District based upon State funding of local governments and other information made available by this date that the school appropriation be set at \$1,700,000 with a minimum of \$100,000 for major maintenance for FY 2025.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on May 2nd, 2024.

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

[SEAL]



\_\_\_\_\_  
Jon Sorenson, Acing Clty Clerk

# UNFINISHED BUSINESS

**LAND ENTRY PERMIT  
and  
AGREEMENT TO GRANT EASEMENT AND RIGHT OF WAY**

This Land Entry Permit and Agreement to Grant Easement and Right of Way (the “Agreement”) is made between City of Dillingham, an incorporated city in the Dillingham Census Area, Alaska, with offices at 141 Main Street, Dillingham, AK 99576 (“Grantor”) and Unicom, Inc., an Alaska corporation, with offices at 2550 Denali Street, Suite 1000, Anchorage, AK 99503 (“Grantee”).

Grant of Land Entry Permission

WHEREAS, the objective of Grantee’s Airraq Project (“the project”) is to provide high speed internet (broadband) service to the Western Alaskan communities of Platinum, Quinhagak, Eek, Napaskiak, Oscarville, Bethel, Tuntutuliak, Atmautluak, Nunapitchuk, and Kasigluk;

WHEREAS, the project will require the installation of fiber optic cable (“FOC”) and facilities including a beach manhole (“BMH”) on Grantor’s property; and

WHEREAS, Grantee anticipates that construction will begin in January 2024 with an anticipated completion date of December 31, 2026;

NOW THEREFORE, Grantor hereby irrevocably gives permission to Grantee to enter upon and use the land described below (the “Property”) in accordance with the terms of this Agreement:

*The SE1/4 of SEC36, T13S, R56W within the Seward Meridan, Alaska.*

The preliminary figure attached hereto, and designated as **Exhibit A** was developed for the purpose of installing FOC and facilities, and includes the locations of the following project components:

Fiber Optic Cable (FOC): The project will extend the existing FOC network from Dillingham. Lightweight submarine cables will be used when crossing wetlands, and armored submarine cable will be used where crossing rivers. The final FOC easement will be 20 feet wide (10 feet each side of the FOC centerline).

Beach Manhole (BMH): BMHs are excavated manholes that provide connection points between submarine cable and terrestrial cable. The BMH will be constructed to contain the connections for the FOC to transition from water to land. The footprint of the BMH will be approximately 3 feet by 4 feet.



Land Entry Permit and Agreement to Grant Easement and Right of Way

1. Land entry permission for Grantee shall extend from January 1, 2024 and continue until the completion of the installation of the above-described FOC, facilities, as-built survey, and execution of subsequent easement and right of way documents.
2. Grantor authorizes access to the Property and the land use necessary to construct the herein described FOC and facilities.
3. After construction is completed, the exact location of the FOC and facilities will be determined. Grantee will provide Grantor a parcel plat by a registered land surveyor identifying the as-built centerline of the easement within Grantor's property.
4. After construction is completed, Grantor, and its successors and assigns, hereby agree to execute the Easement and Right of Way Agreement ("Easement and Right of Way Agreement") attached hereto as **Exhibit B**.
5. Following the completion of construction and execution of the Easement and Right of Way Agreement, the general permission for land entry to facilitate construction as set forth in this Agreement expires.
6. Grantor acknowledges that Grantee is expressly relying on its promise to execute the Easement and Right of Way Agreement. Grantee acknowledges that Grantor granting an easement requires compliance with Title 5, Chapter 30 of the Dillingham Municipal Code (DMC).
7. DMC 5.30.080 and DMC 5.30.100 require a reversionary clause for easements. Grantee acknowledges the code requirement that the easement may not be granted without an reversionary clause. Grantor acknowledges that the Easement and Right of Way Agreement attached as Exhibit B, and which Grantor has agreed to execute, meets this requirement.
8. Neither this Agreement nor the Easement and Right of Way Agreement will be recorded. A Memorandum of Easement executed by both parties shall be recorded by the Grantee, in the appropriate recording district, and a copy will be delivered to the Grantor.

[Signature Page Follows]

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

GRANTOR: CITY OF DILLINGHAM

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

GRANTEE: UNICOM, INC










By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

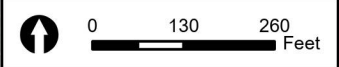
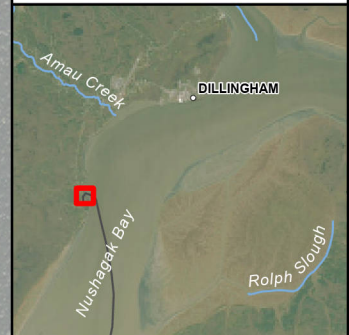
Title: \_\_\_\_\_

# EXHIBIT A

### AIRRAQ NETWORK EASEMENTS

-  Section
-  Quarter Section
- Airraq Fiber Optic Cable Route**
-  Buried
-  Marine
-  Existing Fiber
-  Beach Manhole
-  Connection Vault
-  Project 20' Easement
- Land Owner**
-  City of Dillingham

Disclaimer:  
 Land ownership shown is based on publicly available parcel information. Route lengths and easements are approximations for option consideration. Final easement acquisition will be based on property survey and title and may require adjustment to these values.



**City of Dillingham**



# EXHIBIT B

## **EASEMENT AND RIGHT-OF-WAY AGREEMENT**

This Easement and Rightof Way Agreement is made between City of Dillingham, an incorporated city in the Dillingham Census Area, Alaska, with offices at 141 Main Street, Dillingham, AK 99576 (“Grantor”) and Unicom, Inc., an Alaska corporation, with offices at 2550 Denali Street, Suite 1000, Anchorage, AK 99503 (“Grantee”).

1. Grant of Easement. Grantor, in exchange for a one-time \$200,000.00 payment and other valuable consideration, hereby grants, warrants and conveys to Grantee, its successors and assigns, and Grantee accepts, a 30 year, 20 foot wide easement and right of way (collectively, “Easement”) across the surface estate of the real property described herein, together with the right of ingress and egress, as is reasonable and necessary, over the adjacent lands of Grantor, its successors and assigns, for the purposes of this Easement.

2. Grantee’s Option to Extend. Provided Grantee is not in material default of this Easement and Right of Way Agreement, Grantee may elect at its sole option to renew the term of this Easement and Right of Way Agreement for an additional 30-year period on the same terms and conditions set forth herein (“Renewal Option”). To exercise its Renewal Option, Grantee shall send written notice of its intent to renew to Grantor before the expiration of the initial 30-year term of this Easement and Right of Way Agreement, and Grantee shall send a one-time renewal payment of \$200,000 to Grantor.

3. Wireless Service Commitment. For the term of this Easement and Right of Way Agreement, the advertised monthly price of each consumer wireless plan GCI offers consumers in Dillingham will be equal to the advertised monthly price of the comparable consumer wireless plan GCI offers consumers in Anchorage. Further, no later than January 1, 2025, GCI will convert Dillingham to an Unlimited Market for purposes of consumer wireless services.

4. Permitted Uses. The Easement may be used by Grantee and its successors and assigns, affiliates, contractors, subcontractors, agents, representatives, employees and delegates to locate, access, construct, add to, reconstruct, alter, operate, repair, maintain, upgrade, improve and remove above ground and underground telecommunication facilities and services, including, and being limited to, lines, wires, cables, FOC and vaults, conduits, and pedestals (collectively, “Permitted Uses”). Grantee may allow joint usage of the Easement by other persons on the same terms and conditions as Grantee is entitled to use the Easement. Grantee may assign this Easement to a party to whom Grantee has assigned all of its rights and obligations with respect to the facilities and services for which this Easement was granted.

5. Location of the Easement. Grantor does hereby grant an Easement 20 feet in width, 10 feet on each side of the centerline, across Grantor’s surface estate interest in the property described as follows: *The SE1/4 of SEC36, T13S, R56W within the Seward*

*Meridan, Alaska.* Within one year from the date this Easement and Right of Way Agreement is executed, Grantee shall record a parcel plat prepared by a registered land surveyor identifying the as-built centerline of the Easement across Grantor's property and will provide a copy to Grantor. The recorded as-built survey shall define the specific location of this Easement.

6. Ownership of Equipment. Grantor agrees that all equipment, including but not limited to antennas, lines, wires, cables, vaults, poles, transformers, conduits, guy wires, substations and pedestals ("Equipment") installed on the property at Grantee's expense shall remain the property of Grantee, removable at the option of Grantee.

7. Ownership Covenant. Grantor covenants that it is the owner of the above described lands and is legally capable of granting and is authorized to grant, the Easement.

8. Easement Running with the Land. The Easement granted and the covenants, conditions, and terms of this Easement shall constitute covenants to run with the land covered by the Easement, and shall be binding upon Grantor and Grantee herein, and upon all other persons and parties claiming through Grantor or Grantee, and for the benefit of and limitation upon all future owners of said land and premises.

9. In the event the Easement ceases to be used to provide high speed internet (broadband) service to Bethel and additional communities in Western Alaska, by fiber optic cable, the Easement shall terminate and Grantee's rights to the Easement shall revert to the City.

10. Non-Interference. Grantor covenants and agrees that it shall not interfere or allow other persons to interfere with Grantee's Permitted Uses of the Easement.

11. Indemnity. Grantee shall defend, indemnify and hold harmless Grantor from and against all claims, obligations and liabilities for personal injury, death, property damage, or contamination of any kind occurring on the Easement to the extent that the claim, obligation or liability in any way arises out of, is based upon, or results from, in whole or in part, any actual or alleged acts or omissions in, on, about or with respect to the Easement by Grantee or its affiliates, contractors, representatives, agents, employees or joint users.

12. Governing Law. It is agreed that this Easement shall be governed by, construed, and enforced in accordance with the laws of the State of Alaska. Grantee agrees it will comply with all applicable laws, regulations and ordinances in the use of the Easement.

13. Recordation. This Easement and Right of Way Agreement shall not be recorded. Contemporaneously with the execution of this Easement and Right of Way Agreement, the parties shall execute the recordable Memorandum of Easement attached

hereto as **Exhibit 1**. The fully executed Memorandum of Easement shall be recorded by Grantee in the appropriate recording district and a copy shall be delivered to the Grantor.

IN WITNESS WHEREOF, each party to this Easement has caused it to be executed on the date both parties have signed this Easement.

GRANTOR: THE CITY OF DILLINGHAM

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

GRANTEE: UNICOM, INC.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_



# EXHIBIT 1

Memorandum of Easement

After Recording, Return to:  
Unicom, Inc.  
Attn: Corporate Counsel  
2550 Denali St., Suite 1000  
Anchorage, AK 99503

1. This Memorandum of Easement (“Memorandum”) relates to that Easement and Right-of-Way Agreement (“Easement”) between City of Dillingham, an incorporated city in the Dillingham Census Area, Alaska, with offices at 141 Main Street, Dillingham, AK 99576 (“Grantor”) and Unicom, Inc., an Alaska corporation, with offices at 2550 Denali Street, Suite 1000, Anchorage, AK 99503 (“Grantee”), dated effective as of \_\_\_\_\_, 2024 (“Effective Date”).
2. Term. The Easement shall commence at 12:01 a.m. local time on the Effective Date and continue for 30 years, subject to Grantee’s option to renew the Easement for one additional 30-year period and the reversion clause in the Easement
3. Easement Description. For consideration received, Grantor hereby grants, warrants and conveys to Grantee, its successors and assigns, and Grantee accepts an easement that is approximately twenty (20) feet in width along the proposed fiber optic cable path, ten (10) feet on each side of the centerline, across the surface estate of the real property described as follows, and as set forth in the as-builts attached as Exhibit A:

*The SE1/4 of SEC36, T13S, R56W within the Seward Meridan, Alaska*

4. Incorporation of Easement. This Memorandum is for informational purposes only and nothing contained in this Memorandum shall be deemed to in any way modify or otherwise affect any of the terms and conditions of the Easement, the terms of which are incorporated in this Memorandum by reference. This instrument is merely a memorandum of the Easement and is subject to all of the terms, provisions and conditions of the Easement. In the event of any inconsistency between the terms of the Easement and this instrument, the terms of the Easement shall prevail.
5. Binding Effect. The rights and obligations set forth in this Memorandum shall be binding upon and inure to the benefit of Grantor and Grantee and their respective heirs, personal representatives, successors, and assigns.
6. Authority. Grantor and Grantee represent and warrant to each other that they have full right, power, and authority to enter into this Memorandum of Easement without the consent or approval of any other entity or person and make these representations knowing that the other party will rely thereon. The signatories on behalf of Grantor and Grantee further represent and warrant that they have full right, power, and authority to act for and on behalf of Grantor and Grantee in entering into this Memorandum.

Dated as of \_\_\_\_\_, 2024.

(Signature pages follow)

GRANTOR: CITY OF DILLINGHAM

By: \_\_\_\_\_

Title: \_\_\_\_\_

ACKNOWLEDGMENT OF GRANTOR

STATE OF ALASKA     )  
  ) ss:  
\_\_\_\_\_ Judicial District )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2024 before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared \_\_\_\_\_, the Grantor, known to me to be the identical person who executed the foregoing instrument and who acknowledged to me that they executed the same as the free and voluntary act of said corporation, with full knowledge of its contents, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

\_\_\_\_\_  
Notary Public in and for the State of Alaska  
My Commission Expires: \_\_\_\_\_

GRANTEE: UNICOM, INC

By: \_\_\_\_\_

Title: \_\_\_\_\_

ACKNOWLEDGMENT OF GRANTEE

STATE OF ALASKA     )  
  ) ss:  
\_\_\_\_\_ Judicial District )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2024 before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared \_\_\_\_\_, the Grantee known to me to be the identical person who executed the foregoing instrument and who acknowledged to me that they executed the same as the free and voluntary act of said corporation, with full knowledge of its contents, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

\_\_\_\_\_  
Notary Public in and for the State of Alaska  
My Commission Expires: \_\_\_\_\_

Exhibit A (As-Built)

# NEW BUSINESS

Management Report

Date: April 18, 2024

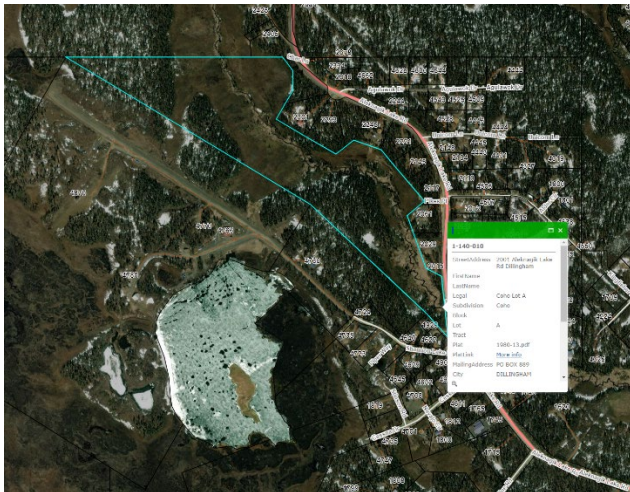
Subject: **Potential Residential Development of Coho Lot A Subdivision**

**1. Introduction:**

The City of Dillingham Administration has identified Coho Lot A subdivision as a potential site for residential development. This report aims to provide a comprehensive assessment of the property's suitability for residential development, considering various factors such as zoning regulations, land use compatibility, infrastructure, and environmental considerations.

**2. Property Overview:**

Coho Lot A subdivision is situated within the city limits of Dillingham and spans approximately 52.9 acres. The property features a mixture of marshland, tundra, and wooded terrain, with approximately 21 acres deemed suitable for building. The legal designation of the subdivision is Coho, as per city records.



**3. Assessment Criteria:**

**Zoning Regulations:** The property's zoning designation and land use regulations play a critical role in determining its suitability for residential development. Coho Lot A subdivision is subject to the city's zoning ordinances and regulations governing residential development, which should be carefully reviewed and complied with during the planning process.

**Land Use Compatibility:** Assessing the compatibility of residential development with surrounding land uses is essential to minimize conflicts and ensure harmonious integration within the community. Coho Lot A subdivision's proximity to existing residential neighborhoods and infrastructure should be considered to optimize land use and minimize adverse impacts.

**Infrastructure Availability:** Adequate infrastructure availability, including water, sewer, electricity, and telecommunications, is essential to support residential development. Coho Lot A subdivision benefits from road access, facilitating transportation and connectivity for future residents. However, further assessment of infrastructure needs, and potential expansion requirements may be necessary to accommodate residential development.

**Environmental Considerations:** Given the property's diverse terrain, environmental considerations such as wetland delineation, habitat preservation, and ecological impact assessments are crucial. Compliance with environmental regulations and sustainability measures will be paramount to mitigate potential ecological risks and ensure responsible development practices.

#### **4. Recommendations:**

**Zoning Compliance:** Ensure compliance with the city's zoning regulations and land use ordinances throughout the development process, obtaining necessary permits and approvals from regulatory authorities as required.

**Infrastructure Assessment:** Conduct a detailed assessment of infrastructure availability and needs, including utilities and road infrastructure, to support residential development within Coho Lot A subdivision.

**Environmental Compliance:** Prioritize environmental compliance and sustainability measures, including wetland mitigation and habitat preservation, to minimize ecological disturbance and ensure long-term environmental stewardship.

**Community Engagement:** Engage with stakeholders, including residents, community organizations, and regulatory agencies, to gather input, address concerns, and foster community support for the proposed residential development.

**Feasibility Analysis:** Conduct a comprehensive feasibility analysis, considering factors such as market demand, economic viability, and regulatory requirements, to assess the project's financial feasibility and potential return on investment.

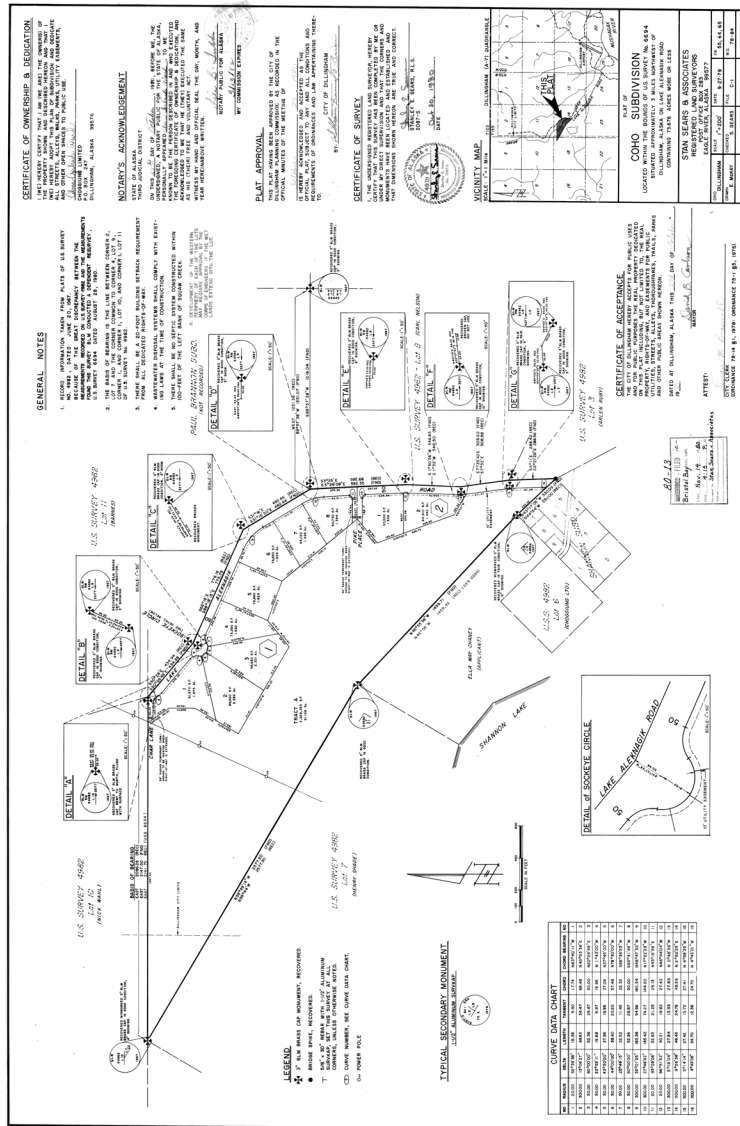
#### **5. Conclusion:**

Coho Lot A subdivision presents a promising opportunity for residential development within the city of Dillingham. However, successful development will require careful consideration of zoning regulations, land use compatibility, infrastructure needs, and environmental considerations. By adhering to best practices in planning and development and engaging with stakeholders effectively, the City of Dillingham can leverage this opportunity to meet housing needs and contribute to the sustainable growth and prosperity of the community.

Respectfully submitted,

Daniel E. Decker Sr.  
Acting City Manager





# CITY OF DILLINGHAM

P.O. BOX 191 DILLINGHAM, ALASKA 99576  
 TELEPHONE (907) 842-5211 or 842-5212

October 27, 1980

TO WHOM IT MAY CONCERN:

There are no taxes due on the Coho Subdivision as it was not a taxable unit until after the subdivision has been recorded.

Sincerely,

*Vivian M. Braswell*  
 Vivian M. Braswell  
 City Clerk

80-13

RECORDED - FILED 10-  
 Bristol Bay REC. DIST.  
 DATE Nov. 14, 1980  
 TIME 4:15 P.M.  
 Requested by Stan Sears & Associates  
 Address

# CITIZEN'S DISCUSSION

# COUNCIL COMMENTS

# MAYOR'S COMMENTS

# ADJOURNMENT



Daniel E. Decker Sr.  
Acting City Manager  
City of Dillingham  
PO Box 889  
Dillingham, Ak, 99576  
manager@dillinghamak.us  
907-842-5211  
April 19, 2024

Ryan Anderson, P.E.  
Alaska Department of Transportation and Public Facilities  
Commissioner  
P.O. Box 112500  
3132 Channel Drive  
Juneau, Ak 99811-2500

Dear Commissioner Anderson

I am writing to bring to your attention an important matter regarding a road sign in Dillingham, Alaska. Specifically, I would like to request a change to the signage currently denoting "Squaw Creek" to reflect the updated and culturally appropriate name, "Amau Creek."

As you may be aware, the name "Squaw" has historically been recognized as a derogatory term used to refer to Indigenous women in both Alaska and the lower 48 states. Given the significant cultural and social implications of this term, it is essential that we take proactive steps to rectify its usage, particularly in official contexts such as road signage.

Furthermore, I would like to highlight that the name "Amau Creek" has been officially changed and is reflected as such on plats and documents within the community of Dillingham. This change not only aligns with cultural sensitivity but also respects the wishes and identity of the Indigenous communities in our region.



Therefore, I kindly request that the Alaska Department of Transportation and Public Facilities initiate the process to update the road sign at Squaw Creek to accurately reflect its new name, Amau Creek. This change will not only demonstrate our commitment to inclusivity and respect for Indigenous cultures but also contribute to fostering a more welcoming and culturally sensitive environment within our community.

I understand that there may be administrative processes and considerations involved in making such changes, but I urge you to prioritize this request in recognition of its importance to our community.

Thank you for your attention to this matter. I look forward to your favorable response and cooperation in effecting this change.

Sincerely,

*Daniel E. Decker Sr.*

Daniel E. Decker Sr.

Acting City Manager

City of Dillingham