



## CITY COUNCIL REGULAR MEETING

Thursday, February 04, 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 844 5049 9481, 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.](#) Approve minutes of January 7, 2021; Regular Council Meeting
- [2.](#) Approve minutes of January 21, 2021; Special Council Meeting

#### APPROVAL OF CONSENT AGENDA

- [3.](#) Adopt Resolution 2021-04; A Resolution of the Dillingham City Council Amending the Bank Signature Card and Investment Accounts Signature Authority Forms Due to a Change in City Staff

#### APPROVAL OF AGENDA

#### STAFF AND COMMITTEE REPORTS

- [4.](#) Department Staff Report

#### PUBLIC HEARINGS

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

#### ORDINANCES AND RESOLUTIONS

- [5.](#) Adopt Resolution 2021-03; A Resolution of the Dillingham City Council Authorizing the City of Dillingham to Accept a Loan from the Alaska Department of Environmental Conservation Alaska Clean Water Fund for Wastewater System Upgrades - Aeration
- [6.](#) Adopt Resolution 2021-05; A Resolution of the Dillingham City Council Approving the Amendment of the 2018-2023 Capital Improvement Plan and the FY2022 Legislative Priorities List

#### UNFINISHED BUSINESS

Citizen Committee Appointments

Library Advisory Board – 2 seat  
School Facility Committee – 1 seat  
Port Advisory Committee – 1 seat  
Senior Advisory Commission – 2 seats  
Friends of the Landfill – 2 seats

7. Letter of Interest, Port Advisory Committee

Progress Report

Dave Carlson House Property  
Territorial School

**NEW BUSINESS**

8. Olsen's Liquor Store, Liquor License Renewal

9. Windmill Grille, Liquor License Renewal

10. Develop Plan for In-Person Meetings

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

**COUNCIL COMMENTS**

**MAYOR'S COMMENTS**

**ADJOURNMENT**

Informational Items



## CITY COUNCIL REGULAR MEETING

Thursday, January 07, 2021 at 7:00 PM

### MINUTES

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

#### CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, January 7, 2021, via video and audio conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:07 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	Aksel Buholm	

Bill Rodawalt – excused

#### APPROVAL OF MINUTES

1. December 3, 2020. Regular Council Meeting Minutes
2. December 21, 2020. Special Council Meeting Minutes

MOTION: Chris Napoli moved and Aksel Buholm seconded the motion to approve the minutes of December 3, and December 21, 2020 in block.

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

#### 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

MOTION to approve the consent agenda made by Gregg Marxmiller, Seconded by Chris Napoli.

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

#### APPROVAL OF AGENDA

MOTION to approve the agenda made by Aksel Buholm, Seconded by Gregg Marxmiller.

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

## STAFF AND COMMITTEE REPORTS

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

### 4. Staff Reports

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

- The Claims Adjuster and Alaska Forensics agent reviewed the structural plans for the building lost in the fire at the landfill. Preliminary investigation indicated the fire started in the 1989 pickup truck. Power to the incinerator building has been restored. A solution to the bobcat rental continues.
- The new city website is live. Council information is easily accessible. The site will continue to be refined.
- FFCRA memorandum was reviewed. Acting Manager Rogers recommended continuing coverage through March 2021.

## PUBLIC HEARINGS

There was no public hearing.

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

Paul Liedberg: spoke in favor of Resolution 2021-02. Noted projects the Friends of the Landfill were able to assist Public Works with.

## ORDINANCES AND RESOLUTIONS

5. **Resolution 2021-02**; A resolution of the Dillingham City Council continuing the Friends of the Landfill Committee

MOTION: to adopt Resolution 2021-02; A resolution of the Dillingham City Council continuing the Friends of the Landfill Committee made by Aksel Buholm, Seconded by Gregg Marxmiller.

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

## UNFINISHED BUSINESS

Citizen Committee Appointments

There were no committee appointments.

## 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.

MOTION to approve Action Memorandum 2021-01 made by Andy Anderson, seconded by Chris Napoli.

This sets additional guidelines for the city to handle delinquent 2020 property. This program will not preclude tax payers seeking to apply for a promissory note associated with earlier tax years.

VOTING 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, limited to three minutes)

Kaleb Westfall: Stated he is interested in being on the Port Advisory Committee.



**COUNCIL COMMENTS**Aksel Buholm:

- Spoke regarding having a streamlined process for naming / renaming streets.

Chris Napoli:

- Noted appreciation for informative staff reports.
- Thanked the Mayor for all the time she contributes.

Gregg Marxmiller:

- Thanked staff for work done, and Cynthia Rogers for stepping in as acting manager.
- Wished all Happy New Year, and Merry Christmas.

**MAYOR'S COMMENTS**

- Stated we are getting closer to having meetings in the chamber; the COVID vaccine will be helpful. The chambers could be arranged for social distancing.
- Commented a special in meeting in January will be needed to welcome the interim manager, set priorities, and hear a report on manager recruitment. Cynthia, Lori and staff were thanked for filling in during the transition.
- Wished Merry Christmas to all who are celebrating.
- A moment of silence was observed for those lost since the last meeting.

**EXECUTIVE SESSION**

## 7. Personnel Matter: Interim Manager Contract

MOTION to enter into executive session to discuss personnel matters made by Chris Napoli, Seconded by Gregg Marxmiller. [8:06 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 Aksel Buholm, Seconded by Chris Napoli. [8:25 p.m.]

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

MOTION to approve the Interim City Manager contract and amend paragraph 3 and the footer to change 2020 to 2021 made by Chris Napoli, Seconded by Aksel 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 8:27 p.m.

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Mayor Alice Ruby

[SEAL]

ATTEST:

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

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



## CITY COUNCIL SPECIAL MEETING

Thursday, January 21, 2021 at 7:00 PM

### MINUTES

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

#### CALL TO ORDER

A special meeting of the Dillingham City Council was held on Thursday, January 21, 2021, via video and audio conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:02 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
Aksel Buholm	Bill Rodawalt	

Chris Napoli – absent

#### APPROVAL OF AGENDA

MOTION to approve the agenda made by Aksel Buholm, seconded by Gregg Marxmiller.

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

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

There were no comments.

Council member Napoli – arrived at 7:06 p.m.

#### SPECIAL BUSINESS

1. Adopt **Action Memorandum 2021-02**; Extending FFCRA Benefits to March 31, 2021

MOTION to adopt Action Memorandum 2021-02 to extend FFCRA benefits made by Bill Rodawalt, Seconded by Gregg Marxmiller.

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

2. Report on City Manager Recruitment

Tim Pearson of Pearson Consulting reported the following:

- The City Manager announcement is out locally and state wide. Four other Alaska communities are currently advertising for a City Manager.
- Several applications have been received to date. A summary will be available at the next council meeting. Monthly updates will be given.

- Council priorities will be focused on during the interview process.
  - The goal is to have three finalist for final Council consideration.
  - Three phases used: sourcing, screening, and selection.
3. Introduce Interim City Manager
- Interim Manager Gregg Brelsford:
- Stated he is honored to be the Interim Manager for Dillingham.
  - Thanked the Mayor for orienting him to the staff and community.
  - Noted he will arrive in Dillingham on February 1<sup>st</sup>, and looks forward to working with department heads.
4. Set Council Priorities
- Council and staff priorities have been assessed.
  - The budget process will address some priorities.
  - The Manager list was reviewed for initial placement of priorities.
  - The priority list will be finalized at the regular council meeting in February.

### COUNCIL COMMENTS

#### Aksel Buholm:

- Thanked the City Manager for coming on board.

#### Chris Napoli:

- Welcomed Mr. Brelsford, noting he is glad to have an experienced manager.
- Commented he appreciated the exercise to outline the priority list.

#### Gregg Marxmiller:

- Welcomed Gregg Brelsford, and thanked him for answering the call.

#### Bill Rodawalt:

- Requested the Manager COVID-19 updates include the number of vaccinations in Dillingham. Noting this may become an issue with the community and losing up the local mandates.

#### Andy Anderson:

- Welcomed Gregg Brelsford. Stated appreciation for his attitude, and making things as painless as possible.

### MAYOR'S COMMENTS

- Welcomed Gregg Brelsford, noting it has been great working with him so far.
- Commented a plan to meet in person is being developed.
- Thanked staff for their hard work.

**ADJOURNMENT**

Mayor Ruby adjourned the meeting at 9:02 p.m.

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

[SEAL]

ATTEST:

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

DRAFT

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2021-04**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD AND INVESTMENT ACCOUNTS SIGNATURE AUTHORITY FORMS DUE TO A CHANGE IN CITY STAFF**

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WHEREAS, Gregg Brelsford was hired as the Interim City Manager on January 19, 2021, and

WHEREAS, the signature cards for the City’s accounts at Wells Fargo Bank will need to reflect the change in personnel; and

WHEREAS, the signature authority forms for the City’s investments will need to be reflect the changes in personnel;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to give instructions on behalf of the City of Dillingham on the funds that are now and shall be deposited in the above mentioned investment institutions..

- |                    |                  |
|--------------------|------------------|
| Gregg Brelsford    | City Manager     |
| Alice Ruby         | Mayor            |
| Chris Napoli       | Council Member   |
| Bill Rodawalt      | Council Member   |
| Aksel Buholm       | Council Member   |
| Neil C. Armstrong  | Council Member   |
| Andy Anderson      | Council Member   |
| Gregory Marxmiller | Council Member   |
| Anita Fuller       | Finance Director |

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on February 4, 2021.

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

ATTEST:

[SEAL]

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

**Mayor**  
Alice Ruby

**Interim City Manager**  
Gregg B. Brelsford



**Dillingham City Co**

Section . Item 4.

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

## MEMORANDUM

**Date:** January 26, 2021  
**To:** Mayor and City Council  
**From:** Gregg B. Brelsford, Interim City Manager  
**Subject:** Monthly Report for February 4, 2021 City Council Meeting

### 1. Thank You for Appointing Me as Interim City Manager

Thank you again for the honor of the appointment to serve and the Interim City Manager. I am excited to be working with you and the impressive City Management Team. My wife and I are thrilled to be moving to Dillingham on February 1 for the duration of my interim service.

### 2. Familiarization with the City of Dillingham

I started as the Interim City Manager on January 19, 2020 working remotely from Anchorage. My wife of 30 years, Puyong, and I have plane tickets to fly to Dillingham on Monday, February 1. We will quarantine for 10 days. We have tested for Covid an average of every 10 days since we left King Salmon at the end of June 2020, about 20-25 tests – always negative. We will test on Saturday, January 30 before flying on February 1.

The Mayor has been helpful and gracious in helping me transition into City operations and matters needing immediate attention. So has the former Acting City Manager, Cynthia Rogers, and all of the Department Heads. I have started to get into the swing of things and am now attending a number of zoom or phone meetings for example: Department Head meetings, Task Force meetings, Manager Covid reports to the Council meetings, an IT meeting with a potential vendor, EOC meetings, the Special Counsel meeting on January 21, Interim City Manager-Curyung Tribal Administrator meeting, BBAHC, Friends of Landfill, Code Review Committee.

### 3. Law Suit: Dillingham Waste Management, LLC v City of Dillingham

Dillingham Waste Management, LLC sued the City of Dillingham in a court in Anchorage on January 19, 2021. Since learning of the suit on January 20, I have been talking with the City Attorney, Charles Cacciola, and appropriate department heads about the background of the case and preliminary litigation strategy.

#### 4. Fuel Spill at the Harbor

On December 16, 2020, Bristol Alliance Fuel (BAF) spilled about 200 gallons of fuel while filling a tank at the Harbor. It turns out the tank was not in use and this contributed to the spill. BAF learn of the spill on January 11, two days after the City discovered it. Both COD and BAF timely reported the spill to the DEC. I had a Microsoft call with DEC, BAF and us on January 20, 2021 to work out the timing for BAF to clean up the spill. BAF appears to be diligently working on the clean up and seeks to bring an environmental engineer to assess the clean up in April or May after the ground thaws.

#### 5. Q1-Q2 2021 Council Prioritization of City Operations – Special Meeting on January 21, 2021 – Interim Manger Mistake on the Prioritization Worksheet Process

I met with the Mayor and the City Council at this Special Meeting to review a preliminary set of priorities, from the Council and the Mayor, provided through the Mayor. The Department Heads also provided their top 3-5 priorities to me but we focused on the Council and Mayor priorities at this meeting. The results of the January 21 review of the preliminary list of priorities are shown below. The worksheet results and underlying list of preliminary priorities are shown at [Attachment A](#).

I made a serious mistake on the worksheet I provided for the Council and Mayor's Jan. 21 Prioritization Exercise. I mistakenly omitted the topic "Staffing" from the worksheet - so, we did not consider it when we compared each topic with every other topic. The topic was on the list of preliminary priorities provided by the Council through you and we discussed it in the early part of the discussion - but we did not include it in the worksheet exercise. I immediately notified the Mayor of this mistake in an email on January 24, the day I discovered it.

To correct this mistake, I have added the "Staffing" topic to the list of priorities as the #3 priority. The Council and the Mayor may consider whether to accept this recommendation or place "Staffing" elsewhere on the priorities list. Here is the "amended" list resulting from the January 21 meeting with **Staffing inserted as the #3 priority**:

#### **Council and Mayor Preliminary Priority Ranking** [January 21, 2021]

1. Covid
2. Finance / Budget
3. **Staffing\***
4. Federal Government
5. State Legislature
6. Capital Budgets
7. Homeless / Financially Distressed
8. Develop Regionalism

\*The Interim City Manager mistakenly omitted the STAFFING topic from the January 21, 2021 prioritization exercise and apologizes. It is inserted here as #3 for consideration.

Thank you.



**ATTACHMENT A** - to Interim City Manager's Report to February 4, 2021 City Council Meeting

**NON-BINDING POLL**

Results of  
January 21, 2021 COD Council Meeting

**COD COUNCIL & MAYOR PRELIMINARY PRIORITIZATION WORKSHEET\***

(based on preliminary list of Council priorities)

**[\* The Interim City Manager mistakenly omitted the STAFFING topic from this exercise and apologizes.**

	<b>G</b>	<b>F</b>	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>
	<b>Develop Regionalism</b>	<b>Homeless / Financially Distressed</b>	<b>Federal Govt.</b>	<b>State Legislature</b>	<b>Capital Projects</b>	<b>Finance/Budget</b>
<b>A</b> Covid	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>
<b>B</b> Finance/Budget	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	
<b>C</b> Capital Projects	<b>C</b>	<b>C</b>	<b>E</b>	<b>D</b>		
<b>D</b> State Legislature	<b>D</b>	<b>D</b>	<b>E</b>			
<b>E</b> Federal Govt.	<b>E</b>	<b>E</b>				
<b>F</b> Homeless / Financially Distressed	<b>F</b>					

**Ranking Table**

<b>Alternative</b>	<b>Frequency in Matrix</b>	<b>Ranking</b>
<b>A</b> Covid	<b>6</b>	
<b>B</b> Finance/Budget	<b>5</b>	
<b>C</b> Capital Projects	<b>2</b>	
<b>D</b> State Legislature	<b>3</b>	
<b>E</b> Federal Govt.	<b>5</b>	
<b>F</b> Homeless / Financially Distressed	<b>1</b>	
<b>G</b> Develop Regionalism	<b>0</b>	

**Council Preliminary Priority Ranking\***

[January 21, 2021 Special Council Meeting. The underlying list is attached.]

- 1 - COVID**
- 2 - FINANCE / BUDGET**
- 3 - STAFFING\***
- 4 - FEDERAL GOVERNMENT**
- 5 - STATE LEGISLATURE**
- 6 - CAPITOL PROJECTS**
- 7 - HOMELESS / FINANCIAY DISTRESSED**
- 8 - DEVELOP REGIONALISM**

\* The Interim City Manager mistakenly omitted the STAFFING topic from this exercise and apologizes - Jan. 24, 2021] It is inserted here as #3 for consideration.

As of January 21, 2021 **PRELIMINARY LIST OF COD PRIORITIES**

*[These items are listed in order of the preliminary priorities established at the Jan. 21, 2021 Council meeting]*

**City Council and Mayor Input**

**OBJECTIVE**

**Partial Details**

**1 Covid-19**

Prepare for 2021 commercial fishing season

contact on-shore / off-shore fish processors  
develop / enforce effective 2021 plan  
fully implement primary recommendations  
Revise for pandemic specific emergencies  
look at lessons learned  
outreach / info dissemination  
Cerp booklet  
Coord w/ BBAHC, Pub Health, Camai,  
DHS, ANTHC, SouthCentral  
Review and recommend changes to EOP or EO1.1

EOP-Emergency Opeactions Plan

Testing, public info, enforcement, Maintian EOC  
Staying nimble in responses

Prepare for winter in-region travel (carnivals, etc.)  
Council riorities at Dec. 19, 2020 meeting  
Coord vaccines, monitor continuing Cavid concerns  
DLG Covid response analysis Jan-Apl 2021

Prognosis, recommend action now for 2021 comm fish seas

**2 Finance**

FY21 Budget Amendments  
FY22 Budget finalized  
CARES Act funding

Close out CARES funding  
Renewal: Funding for municipalities, bussniesses, residents  
Homeless & Quarantine resources  
Budget, find resources

Maintain Covid response  
Assess financials and identify aid from Biden Admin.  
School District

Meet w Supt re budget needs  
Schedule joint Council / School Board meeting

**OBJECTIVE**

**Partial Details**

**3 Federal Legislature / Government**

Monitor to protect COD  
Seek specific funding / projects

**4 State Legislature**

Monitor to protect COD  
Seek specific funding / projects

**5 Capital Projects**

Current Projects  
Future projects  
New radio communications system  
Landfill

Ensure staff has time to address current projects  
Identify funding for other priorities (harbor, etc.)  
Install and operate (funded w CARES money)  
Initiate plan to improve (replacement ins. \$ as seed)

**6 Homeless and Financially Distressed Residents**

Identify resources to help them

**7 Develop Regionalism**

Work w Naknek to develop regionalism

**8 Staffing\*\***

**\*\*mistakenly omitted from Jan. 21, 2021 prioritization worksheet**

Fire Dept/EMS/Ambulance

Staffing - volunteer and paid - Outreach to recruit more  
Incentives, small grp interviews, hiring  
Temp responders, Housing for Temps  
Local / External resources,

Staffing structure / Wage review

Homeless utilization of resources  
Increase pay for COD employees  
Workshop to review recommendations  
Rewrite job descriptions - hire a few more people

Hire grant writer



**MEMORANDUM**

**DATE:** January 26, 2021  
**TO:** Gregg Breslford, Interim City Manager  
**FROM:** Kelsa Brandenburg, Executive Assistant/HR  
**SUBJECT:** January HR Department Staff Report

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**STAFF REPORT**

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**January 2021 HR Report**

**New Employees:**

Gregg Breslford – Interim City Manager  
Danny Tipsword – Fleet Mechanic, temporary  
Anthony Isaac Reynolds – Accountant I, Cashier

**Resignations / Terminations / Layoffs:**

**Transfers:**

**Position Vacancies:**

City Manager  
Fire Department Coordinator  
Heavy Equipment Operator  
Corrections Officer  
Assistant Librarian

# *City of Dillingham*

## House District 37 / Senate District S

~ 1/29/2021 ~

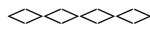
( Day 11 )

***32<sup>nd</sup> Alaska State Legislature ~ 1<sup>st</sup> Session***

**JANUARY 2021 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

***~ House still not organized – reminiscent of 2019 ~***



If you've ever seen the movie *Ground Hog Day* you'll begin to have a sense of what must be going through the minds of some Alaskans. We seem to be living in 2019 all over again. During that first session of the 31<sup>st</sup> State Legislature, it took 31 days to organize the House and finally get down to business.

We're not close to that record-breaking scenario, but it does seem like we're caught in a time wrap. I reviewed the opening paragraphs of what I wrote for a lobby report that year and I could almost copy and paste certain elements of that narrative for this report.

Here's a brief excerpt of what I wrote in 2019 – *"The House is another story. They are still in a stalemate concerning their organization. Lt. Governor Kevin Meyer was able to swear all members into office..."* All of that is true for this session as well. Before Jan. 19<sup>th</sup>, a preliminary vote was taken by the House members, but the final tally was 20 – 20 for a certain individual to become Speaker. Since then very little progress has been made with both sides digging in.

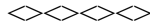
As I stated in my December report, Rep. Louise Stutes, a Republican from Kodiak has aligned herself with the Democrats and Independents, thus making their loose coalition of 20 members. Who ever is successful in forming a Majority, it will undoubtedly be precarious as only one or two members are likely to join one or the other. There is also talk of a 60-day session because of the pandemic and limiting exposure. My thinking is that it will boil down to how many people are able to be vaccinated and how soon to give them a sense of safety and security from the virus. We'll have to wait and see.

Meanwhile the Senate is organized and able to conduct business, although stunted to some degree without the House Majority being formed. Senator Peter Micciche of Soldotna was officially named President of the Senate. Once again the Senate organization consists of all 13 Republicans and one Democrat, that being Senator Lyman Hoffman representing District S – which includes Dillingham. Senator Shelley Hughes of Palmer will be the Majority Leader with Senator Mia Costello as the Majority Whip. Hoffman is once again on the finance committee and will certainly be watching out for budget items and bills affecting Dillingham.

Rounding out the leadership team for the Majority is Senator Bert Stedman of Sitka as co-chair of Finance along with Senator Click Bishop of Fairbanks serving along side Stedman as the other co-chair. It appears that Stedman will handle the operating budget side and Bishop the Capital side. Senator Gary Stevens of Kodiak will chair the Senate Rules Committee. This is a significant position, as he will control what legislation comes before the floor. Not to age myself, but Gary and I have known each other for going on 45 years. He's a good guy! Senator Tom Begich of Anchorage will serve as the Minority Leader for the Democrats.

Additionally, all of the standing committee chairs and memberships for the Senate have been determined and is posted online. See the following website: <http://www.akleg.gov/basis/Committee/List/32>  
The Senate has also named members to some of the joint committees. Finance sub-committee memberships will be forthcoming as determined by the full Finance Committee.

As a side bar, we came fairly close to a Senate organization with a combination of moderate Republicans and Democrats. It all fell apart just a few days before the gavel dropped on the new Legislature. From my sources, a certain member wanted a chairmanship that had already been promised to someone else. That's when it all started to unravel.

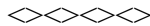


## CAPITOL ACCESS

I felt like this next topic needed a headline all to itself since the public will be restricted once again from the Capitol. In addition, the public will be barred as well as members of the news media will be prohibited from entering the House and Senate chambers. Lawmakers must wear masks under a set of new anti-COVID [rules](#) approved by the Legislative Council. However, all of these rules are under a legal cloud since the House is still not organized.

Lawmakers question whether the Legislative Council's vote has power past Jan. 19, when the legislative session began. Typically the Council is "in charge" during the interim, but since we don't have a presiding officer yet in the House, it becomes a sort of a blur where the lines intersect. Hopefully the fog will lift soon and we can get down to business.

Legislators are also being asked to quarantine after traveling to or from Juneau and are being discouraged from making their usual return-to-district trips during the session.



## PRE-FILED BILLS and NEWLY INTRODUCED

I highlighted the following bills and subject matter in an email to the City as items of interest. I will follow these more closely as the session proceeds. During the course of the session, more bills or resolutions will present themselves as pieces of legislation that I will report to you on and monitor. As of Jan. 15<sup>th</sup>, the House had pre-filed 67 bills and 2 joint resolutions. The latest count for the Senate is 56 bills and 7 joint resolutions as of Jan. 25<sup>th</sup>. See "Budget Bills" highlighted later in this report. As in the past, if you see a bill that you want tracked, I will be happy to do so and report accordingly.

**HB 1** – CARES Act related

**HB 4** – COVID-19 related

**SB 6** and **SB 37** – PERS/TRS related

**HB 55** – PERS related/Peace officers and Firefighters

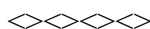
**HB 56** – Power Cost Equalization (PCE)

**HB 67** – K-12 special funding to mitigate effects of COVID-19

Other newly introduced bills by the Senate since the session started are as follows.

**SB 55** – Employer Contributions to PERS

**SB 56** – Extending the COVID-19 Disaster Emergency



## BUDGET BILLS 2021

For a handy reference, below are the budget-type bills that have been introduced so far this year. They will be considered through out this first session. When other budget type bills are introduced, I'll bring those to your attention. Note: Since the House is still not organized; they cannot introduce any new legislation beyond the pre-files already on record. The last one of those was recorded on Jan. 15<sup>th</sup>. They have adjourned until Feb. 1, 2021. The Senate has continued to introduce new legislation. They have adjourned until today (Jan. 29<sup>th</sup>).

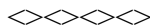
- **HB xxx / SB 48 – Supplemental Appropriations (FY21)**
- **HB xxx / SB 49 – FY22 Operating Budget**
- **HB xxx / SB 50 – FY22 Capital Budget with reappropriations and making supplemental appropriations**
- **HB xxx / SB 51 – FY22 Mental Health Budget**
- **SB 52 – Appropriation from the ERA for payment of the PFD**
- **HB 56 – Power Cost Equalization**
- **HB 57 – CBR Sweep Provisions**
- **HB 67 – K-12 Appropriation for Academic Recovery from COVID-19**
- **HJR 1 – Constitutional Amendment: Permanent Fund, POMV, and Earnings**
- **SJR 5 – Constitutional Amendment: Budget Reserve Appropriation Limit**
- **SJR 6 – Constitutional Amendment: Permanent Fund and PFD's**
- **SJR 7 – Constitutional Amendment: State Tax Voter Approval**

As I described in my December report, the governor had introduced the FY22 budget a little early and dubbed it as “A Path Forward.”

Just to restate, in addition to the mandated budgets for the new fiscal year he has recommended a multitude of “Express Capital” budget items ranging from the PFD to fisheries projects to construction and maintenance projects. As reported, the most encouraging proposal is 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. If this last proposition begins to gain traction, a reminder to your district legislators as to the importance of your harbor will be in order. I will follow this one closely.

### *Create Your Own Budget for the State of Alaska*

Commonwealth North has created an **online tool** that allows Alaskans to modify most aspects of Alaska's budget, so revenues match up with expenses. As many of you know, Alaska is at a budget crossroads, and difficult decisions must be made to preserve essential services and ensure Alaska remains a vibrant and successful place to live, work and play. While the tool isn't perfect, I think users will gain a deeper insight into our state budget and get an idea how budget cuts, taxes and investments in state services impact our bottom line. In case the link above doesn't work: <https://www.akbudget.com/>

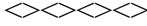


## FISH & GAME BUDGET

The agency is proposing to collapse four different regional commercial fisheries management components, plus a statewide management component, into a single “commercial fisheries” component with a \$73 million budget in all funds. The Commercial Fisheries Entry Commission (CFEC) will remain its own component with a \$3.1 million budget. It will be interesting to watch the sub-committee process and the discussion on this proposal.

ADF&G also wants authority to collect up to \$5 million for Commercial Fisheries due to increased federal grants and fishery disasters from 2016 and 2018, and possibly 2020. This one is a no brainer and will be probably be approve without much discussion.

In looking at some of the other department budgets, nothing stands out that would affect your area, but I will continue to scrub through those documents and I'll listen to the ongoing discussions in the respective finance committees.



**COVID-19**

Mayor Ruby ask me to be part of Dillingham's COVID-19 EO Team so I can track, monitor, and engage at the Juneau level on related issues and news coming out of the governor's office, the state's Department of Health & Social Services, and their division of Public Health. I'm also monitoring COVID-19 topics and updates at the federal level.

Since then I have provided general information, press releases, and orders from the governor related to the COVID. Hopefully this has allowed the community to comment in a timely fashion to various proposals and directives coming out from numerous entities within the state government. A handy reference tool that everybody can access is the state's "Vaccine Updates" signup at the following link:

<https://public.govdelivery.com/accounts/AKDHSS/signup/16046>

The following state resources can be helpful for getting the vaccine:

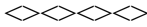
Use Alaska's [PrepMod website](#) to book online or

Use [Vaccine Providers List](#) to call the providers in your community directly

For scheduling or information about COVID-19 vaccine in Alaska: [www.covidvax.alaska.gov](http://www.covidvax.alaska.gov)

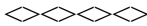
If you need assistance to book your appointment, call Vaccine Scheduling Call Center at 907-646-3322

As I posted in my December report, if you or anybody in the community suspects they've been a target of fraudulent information or requests regarding COVID-19 vaccines, they should **notify the Medicare Information Office at [hss.medicare@alaska.gov](mailto:hss.medicare@alaska.gov) via email or call 1-800-478-6065 immediately!**



**CARES ACT**

I'm also keeping abreast of any CARES related funding from the state to municipalities for various programs within your community. The additional funding will affect so many vital areas in your administration and the public including the fishing industry and fishermen in general. Gregg has asked me to be sure I monitor this issue on the federal level as well for anything that might be forthcoming as additional monies for the state. I will report accordingly.



**GOVERNOR'S CORNER** <http://gov.alaska.gov>

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

The governor delivered his third state of the state address on January 28, 2021. He emphasized the importance of self-reliance, energy independence, maximizing opportunities, and the need to guarantee the PFD for future generations. Access can be gained by going to the website above or the following link:

<https://gov.alaska.gov/newsroom/2021/01/28/2021-state-of-the-state-address/>

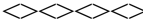
On January 18, 2021, Governor Dunleavy announced the appointment of Clyde "Ed" Sniffen to the position of Attorney General. Sniffen was named acting Attorney General in August 2020.



The governor has introduced a bill (SB 56) relating to the extension of the public health disaster issued on January 15, 2021. This bill would extend the public health disaster emergency period to the end of the federal fiscal year, September 30, 2021, or until the commissioner of the Department of Health and Social Services certifies to the governor that there is no longer an outbreak of COVID-19 or an imminent threat of an outbreak in the State of Alaska, whichever is earlier.

The existing public health disaster declaration expires on February 15, 2021. Only the Alaska Legislature can extend the public health disaster beyond 30 days. The full text for SB 56 can be [found here](#).

On January 14, 2021, Governor Dunleavy issued a Public Health Disaster Emergency Declaration effective 12:00am, January 15, 2021, until 12:00am February 14, 2021, due to the continuation 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 manage the efficient and orderly administration of vaccines to Alaskans and address a new strain of the SARS-CoV-2 virus identified in January 2021.

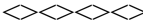


**IMPORTANT DATES**

**\*15<sup>th</sup> Legislative Day (Feb. 2<sup>nd</sup>) – Supplemental Budget Deadline.** This is for the current fiscal year FY21 and includes both Operating and Capital Budget requests of the Governor. It is also the last day for the governor to transmit appointments for his cabinet, boards, and commissions to the Legislature. *(By law, the governor has to submit his proposals for supplementing the fiscal year 2021 budget that are due to unforeseen circumstance that forced an agency to spend more money than they were allocated.)*

**\*30<sup>th</sup> Legislative Day (Feb. 17<sup>th</sup>) – Budget Amendments Deadline.** This is for the next fiscal year’s budget FY22 beginning July 1<sup>st</sup>.

**March 31<sup>st</sup> – 2021 PFD Filing Deadline**



**TESTIFYING**

If you are planning to testify on any particular bill or subject matter, check the committee calendar the day of or the day before the scheduled hearing as sometimes a bill is rescheduled or cancelled at the last minute. You should also be able to ascertain if they are even accepting public testimony on any particular day. If you can’t attend a hearing at your local LIO you can participate by using the following numbers.

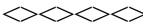
The **toll-free number** can only be used if you have had prior approval to call in from the appropriate committee chair. That number will be distributed upon your request and subsequent approval.

**In Juneau the number is: (907) 463-5009.**

Go to: <http://www.akleg.gov/basis/start.asp> for a complete description of a bill that is up in committee. Fiscal notes and other documents that the legislative office has posted in regards to that particular bill should also be available. Type in the appropriate bill/resolution number in the space provided. *Remember – Bills that have already been heard or previous scheduled in committee can come back before that body without prior notification.*

**Live on the Web** [ [www.360north.org](http://www.360north.org) ]

Most committee hearings can be seen and heard on Gavel Alaska/360 North on the web or look for Cable Channel-18 in Juneau. You can also access schedules, various programs, and online archives from the website above. *Note: With COVID-19 restrictions, Gavel Alaska will not be broadcasting as normal. You might have to go to the following website: [www.alaskalegisature.TV](http://www.alaskalegisature.TV)*



## WEBSITES OF INTEREST

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

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

**During the COVID-19 public health emergency, the Capitol is closed to the public. To reach your legislator, please find Senate contact information [here](#) and House of Representatives contact information [here](#). For the latest COVID-19 information, please visit the [Alaska Department of Health & Social Services](#).**

\* 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>

**2021 Alaska Legislature Publications List** <http://akleg.gov/publications.php>

(Constantly being updated)

**2021 1<sup>st</sup> Session Staff Contact List** (Currently being updated)

Legislators by District <http://akleg.gov/docs/pdf/Legislators-by-District.pdf>

Legislature Photo Sheet <http://akleg.gov/docs/pdf/Legislator-Photo-Sheet.pdf>

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

**Congressional Delegation websites**

<http://murkowski.senate.gov/public>

[www.sullivan.senate.gov](http://www.sullivan.senate.gov)

<http://donyoung.house.gov>

**DC Phone Number**

Murkowski: 202-224-6665

**DC Phone Number**

Sullivan: 202-224-3004

**DC Phone Number**

Young: 202-225-5765

**Anchorage Phone Nr**

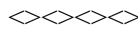
Murkowski: 907-271-3735

**Anchorage Phone Nr**

Sullivan: 907-271-5915

**Anchorage Phone Nr**

Young: 907-271-5978



~ End Report ~

*Have a blessed and joyous New Year. Stay safe and strong! ~ Cliff*



## MEMORANDUM

**DATE:** January 26, 2021  
**TO:** Gregg Brelsford, Interim City Manager  
**FROM:** Lori Goodell, City Clerk  
**SUBJECT:** Department Staff Report

### STAFF REPORT

#### **In Person Council Meetings Considerations:**

With reduced number of COVID-19 cases state wide and distribution of a vaccine, a plan for in person meetings is being considered. Two options regarding facility capacity are:

1. Facility capacity, with no alterations. The following is feasible keeping in mind social distancing requirements. Five members at the council table, one at the city clerk desk, eleven spots available in the attendee area.
2. Facility capacity with alterations. To allow for all council members: install plexiglass barrier between each member.
3. Under either scenario:
  - Meetings to continue via zoom
  - Screening criteria for all in-person attendees

#### **Training:**

The following courses have been completed:

Washington State University:

Building and Maintaining Trust: A Necessary Leadership Skill

Budgeting in Uncertain Times: Developing a Lean & Agile Budget

Courses in progress:

University of Wisconsin: Introduction to Parliamentary Procedure: Dynamics of Leadership

Washington State University: Supporting Our Elected Officials in Times of Calm & Crisis

**APOC:** The annual Employer of Lobbyist training requirement has been completed.

#### **Municode Policy and Procedures:**

Hannah Zimmerman is on site and actively engaged in several projects. She had her first meeting with Municode to begin working on policy and procedures for the City. There are several trainings scheduled to review the program and how best to use the tools available.

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

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**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 January 28<sup>th</sup>. They are on the February council meeting agenda.

**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.

# Certificate of Completion

This is to certify that

*Lori Goodell*

City of Dillingham

Has successfully completed

*Building and Maintaining Trust:*

*A Necessary Leadership Skill*

Conducted by

**Washington State University, December 15–16, 2020**

(4 CMC /MMC Hours)

*Joann Tilton*

Joann Tilton, Northwest Clerks Institute Director

12/16/2020

Date



# Certificate of Completion

This is to certify that

*Lori Goodell*

City of Dillingham

Has successfully completed

*Budgeting in Uncertain Times:  
Developing a Lean & Agile Budget*

Conducted by

**Washington State University, December 9–10, 2020**

(4 CMC/MMC Hours)

*Joann Tilton*

Joann Tilton, Northwest Clerks Institute Director

12/11/2020

Date



# *Certificate of Completion*

This is to certify that

**Lori Goodell**

has completed the self-paced, on-line version of the

***Alaska Public Offices Commission***

**2021**

**Lobbyist/Employers of Lobbyist Training**



Heather Dalberg – Paralegal II

1/4/21

Date

Alaska Public Office Commission

240 Main Street, #201, P.O. Box 110222, Juneau, AK 99801

**Mayor**  
Alice Ruby

**Interim-Manager**  
Gregg Brelsford



**Dillingham City Co**

Section . Item 4.

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

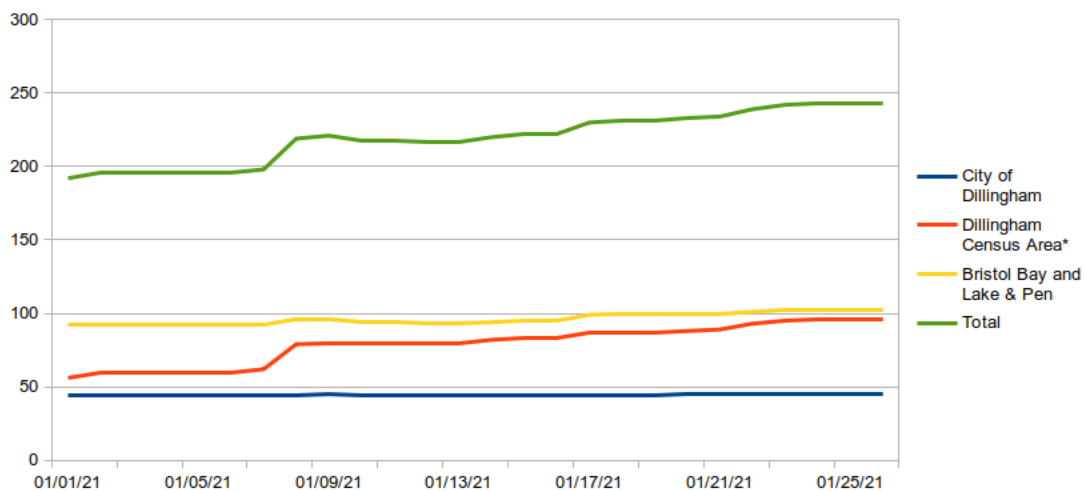
**MEMORANDUM**

**Date:** 26 January 2021  
**To:** Gregg Brelsford, Interim City Manager  
**From:** Richard Thompson, EOC  
**Subject:** Monthly Report – January 2021

During January is was a pleasure working with first Cynthia Rogers and then Gregg Brelsford as they took their first gulps from the firehose that managing a rural Alaska community during the time of COVID must be. Thank you for the opportunity.

Coming off the holiday travel season January 2021 has been a month of quiet apprehension. Approximately 50 new COVID-19 cases were identified in the region in January. Time lag between reporting of data to the State of Alaska and reporting by the State of Alaska on the SOA Coronavirus Response Hub prohibits definitive accounting of events (specific holidays) that led to spikes. It is interesting, however, that the largest spikes in all three monitored areas appear to have occurred at around the same dates – roughly January 8-10, or roughly two weeks after Christmas and New year's. Reported infections appear to have leveled off toward the end of the month.

COVID-19 Case Rise - January 2021  
(Data as reported by SOA DHSS Alaska Coronavirus Response Hub)



Travel notification forms processed – 310 Note: approximately 10-15% of forms contain more than one name.

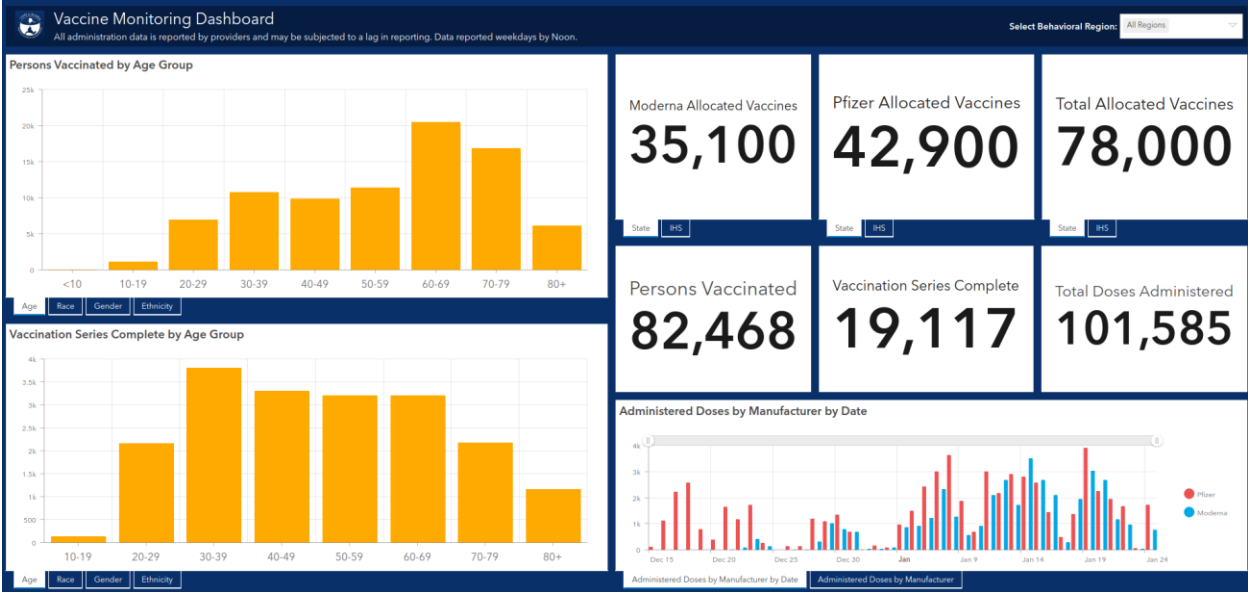


In the past two weeks the EOC has begun receiving a few calls from persons interested in coming to the region for sports fishing and hunting this coming season. Additionally, two calls have been received from persons with businesses in the hospitality industry who indicated that they are being contacted by potential clients. As I'm sure you can guess the majority of questions asked revolve around current travel forms and quarantine ordinances. Callers thus far seem pleased that the current state of ordinances are less cumbersome than they believe they experienced last summer. All understood that ordinances could change at any point between now and the end of the upcoming summer season.

At approximately 2:04 pm this afternoon the EOC received a press release issued by the State of Alaska stating that the COVID-19 UK B.1.1.7 variant had been identified in Alaska for the first time. The case involved two individuals who tested positive for COVID-19 in mid-December and isolated successfully. The cases are believed to be travel related. This particular variant is not currently believed to result in any worse case outcomes than the virus strain we have been dealing with. It is reportedly more infectious however, thus potentially leading to more cases presenting than we have experienced which could create a potential for strain on the health care system. The press release can be accessed here:

[https://content.govdelivery.com/attachments/AKDHSS/2021/01/26/file\\_attachments/1673297/DHSS\\_PressRelease\\_Variant\\_20210126.pdf](https://content.govdelivery.com/attachments/AKDHSS/2021/01/26/file_attachments/1673297/DHSS_PressRelease_Variant_20210126.pdf)

Vaccine allocations for February 2021 are expected to be known today, but have not been announced as of the writing of this report. They should be known by the time you read this report. January's allocations and doses administered are as follows.





## MEMORANDUM

**DATE:** February 4, 2021  
**TO:** City Manager  
**FROM:** Anita Fuller, Finance Director  
**SUBJECT:** Finance Department Staff Report

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### STAFF REPORT

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Statistics January:

Payroll run: 2 (1 in progress as of date of report)  
Cash Receipts: \$1,392,504.68  
All Payments: \$396,593.89 (includes \$91,972.26 for 1 payroll)  
CARES Funding: Expensed to date \$2 of the \$3,404,780.51 (all funds are allocated)

Important deadlines:

January 1: Business license renewal (additional \$75 fee after deadline)  
February 1 Personal/Business Property Assessments  
February 26: AM 2021-01  
March 15: Property Tax Assessment Notice mailer  
15<sup>th</sup> of each month utility payments

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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 box at the front door to support social distancing.

W-2 reporting has been completed and documents are in the mail. 1099 reporting is delayed as we incorporate all of the CARES grant recipients; but are scheduled to be mailed out by the deadline.

Audit work is ongoing

Staff are actively working with the property tax assessors to prepare the assessments for the 2021 real and personal property taxes.



## MEMORANDUM

**DATE:** January 26, 2021  
**TO:** Gregg Brelsford, Acting City Manager  
**FROM:** Sonja Marx, Librarian  
**SUBJECT:** Monthly Report

### STAFF REPORT

The Dillingham Public Library is open once again to the public in conjunction with the Dillingham City School District resuming school on January 18<sup>th</sup>, 2021 to in person learning. The library moved from the high risk level to the low risk category for all patrons and students. This means only 20 individuals are allowed in the building at a time, including staff. Masks are required and social distancing is enforced. Hand sanitizer and wipes are available. We are continuing our curbside check-out along with allowing patrons to come in to browse the shelves and use the patron computers. Here are our hours of operation:

**Open to the public:**  
**Tuesday and Wednesday, 12 noon to 4pm**  
**Friday: 10 am to 6 pm**  
**Saturday: 10 am to 2 pm**

**Closed: Sunday, Monday and Thursday**

The School Librarian is here Monday through Thursday from 8:30 am to 1:30 pm to assist the students and staff of the Dillingham City School District, the Seventh Day Adventist School, and homeschoolers. Classes are coming over to the library with their teachers for instruction, testing, and library usage.

Both the Library Advisory and the Friends of the Library boards met in January to do business as usual. Setting their goals for the year (FOL) and working on a five year plan (LAB) have been a priority for both. The LAB completed updating the Collections Development Policy to be submitted to the Council for approval. The FOL planned a membership drive and a "Love your Library Month" event for February. Rebekah Fonkert was appointed by the UAF - Bristol Bay Campus to fill Seat G on the LAB. Seat C is still open. The FOL also have two seats to fill.

The Assistant Librarian position is still open, with interviews scheduled this week. We hope to have someone hired and trained soon. Erin Andrew has been doing a great job as the temporary Assistant Librarian since October. All the staff have been working hard on many projects each and every day during our closure to the public. They have also been assisting with the curb-side pick-up.

**Library Stat report December 29<sup>th</sup>, 2020 - January 25<sup>th</sup>, 2021:**

**Patron Visits: 126 Computer Use: 11 Wireless Use: 180 Story Hour: 0  
Other Visits (including Classes): 17 Museum Use: 0 Movies Shown: 0  
AWE Station Use: 0 Volunteer Hours Logged: 1**

**Library Advisory Board meeting is scheduled for Wednesday, March 10<sup>th</sup>, 2021 at 5:30 pm.**

**The Library will be closed Monday, February 15<sup>th</sup>, 2021 for President's Day.**

## Collection Development Policy

### Purpose of Collection Development Policy

This policy will guide the staff in making consistent and informed decisions about the collection and inform the public about the principles upon which the library's collection is developed and maintained. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a collection/selection policy with which to meet community interests and needs.

### Responsibility

The Librarian has the final responsibility for the maintenance and development of the collection of the Dillingham Public Library, operating within the framework of policies recommended by the Library Advisory Board. Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community. All materials are reviewed to determine whether they fall within the Selection Criteria guidelines listed below.

### Acquisitions

Purchased materials will be acquired through the City of Dillingham purchasing procedures, following the guidelines of this Collection Development Policy. Donations/gifts can be accepted but fall under the same selection criteria as purchased materials.

### Selection Criteria

All materials are judged on the basis of the work as a whole, not on a part taken out of context. Each will be considered in terms of the audience for whom it is intended. Materials are selected in accordance with one or more of the following guidelines (not in order of priority):

Artistic, literary, historic, cultural, recreational, informational, scientific merit, and/or are of educational value to our local population

Availability of shelf space

Price, in relation to total budget

Qualifications and/or significance of author

Availability of material

Awareness of significant new trends in literature, technology, and formats such as the Alaska Digital Library

Clarity and accuracy of information and/or presentation

Community requests and/or anticipated popular demand

Direct requests from consortium members such as Battle of the Books and curriculum enrichment

Format and durability

Practical usefulness

Relationship to existing materials in collection such as books in a series

Relative importance compared with other materials available on the subject

Book lists and awards such as the American Library Association recommendations, Newberry, Caldecott, etc.

### **Collection Goals**

To promote literacy, growth, language exposure and to encourage a lifelong love of reading, the library will maintain a diverse collection of fiction and non-fiction materials to create the broadest array of topics and opinions as possible in the following areas:

- Books including popular, classics, current, and high interest at a variety of reading levels.
- Alaska and Local History Collection where materials regarding Southwest Alaska, the Bristol Bay area, and Dillingham are a special priority.
- Magazine/Newspaper Collections chosen to cover a diverse variety of current interests.
- Reference Collection containing accurate information covering general reference topics.
- Media Collection of both entertainment and informational media, including audio books and music as well as audio visuals such as Blu-ray and DVDs.

### **Inter-Library Loan**

In situations where the library is unable to fulfill a patron's request, the library will make every effort to assist the patron in obtaining the material through the Inter-Library Loan process.

### **Collection Evaluation and Adjustment**

In order to assure that the library is fulfilling its responsibility to provide materials to meet community interests and needs, statistical tools such as circulation reports, shelf allotments, and volume counts may be used to determine how the collection is being used and how it should change. Periodic weeding of the collection may be necessary. – See Weeding Policy.

**Mayor**  
Alice Ruby

**Interim Manager**  
Gregg Brelsford



**Dillingham City Co**

Section . Item 4.

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

## MEMORANDUM

**Date:** January 26, 2021  
**To:** Gregg Brelsford, Interim City Manager  
**From:** Cynthia Rogers, Director, Planning & Grants Management  
**Subject:** Monthly Report

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### Planning Commission

The next Planning Commission meeting has been tentatively set for February 10, at 5:30 pm.

### 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 spring of 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 shortly.

### Lake Road Fire Hall Addition Project

Existing and new east wall tied in, insulation done except above the 30' beam being installed. Rot from a roof leak was discovered in the top plates and will need to be replaced. We continue to review submittals, RFIs, and hold weekly project team meetings. I am grateful to again be collaborating with Dagen Nelson, who has lended us his building and inspection expertise.

### New Interim Manager Transition

I have been working with Mr. Brelsford on transition items and preparing his temporary housing arrangements in Dillingham. I have honed my expediter skills over the last month! The UPS guy and I are on a first name basis. I am very excited for Gregg and Puyong's arrival on February 1.

### Welcome to Special Projects Coordinator, Hannah Zimmerman

Hannah has joined us as an intern in the Planning Department. She will be assisting with updating the City's 2016 Hazard Mitigation Plan, and completing a Policies and Procedures project.

### ITBs/RFPs

– **RFP 2020-06, Security Camera System**, deadline is 4:00 PM, February 18. I am currently responding to bidder questions and will post a comprehensive list of Q&A on the website.

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City of Dillingham

Page 1 of 1

*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 January 2021**

**\*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

**\*Special Project – Emergency Communications System **\$730,000 (estimate)****

An overall public safety emergency communications system package to support mission critical communications for the City of Dillingham. The system will consist of portable radios, companion equipment, and all software and hardware required to operate the portable radios. This includes furnishing, installing, programming, and testing radios, batteries, antennas, and software and hardware and will include support and maintenance services for year two through six.

Project Timeline:

- TBD – Pending Equipment Delivery & Installation Scheduling

**\*Special Project – Landfill Shop Replacement **\$TBD (estimate)****

A fire destroyed the heated landfill shop building and several vehicles/equipment. The fire was discovered on January 4. With the fire investigation concluded, initial steps are being taken to plan for debris removal, assessment of the foundation condition, and design planning. An engineer's estimate and ITB can then be developed and solicitation released. APEI, the City's insurer, has indicated reimbursement will be at 125% of stated value (building and equipment), with a \$5,000 deductible.

Project Timeline:

- TBD – Pending the above



**#1 – Wastewater System Upgrades, Aeration****\$922,331 (estimate)**

Section . Item 4.

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:** \$832,440 (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.
- Loan Agreement received from ADEC SRF in the amount of \$650,000, with \$335,000 subsidy through loan forgiveness, 20 year term, 1.5%.
- 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

**#4 – Water System Improvements, Downtown Streets Support **\$3.68M (estimate)****

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

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 Task 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)**

This project is pending funding identification.

Design:

- PND Engineers, Inc. has provided 75% design for this project.
- Additional design funding needed to move design to 100%.

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

**Interim Manager**  
Gregg Brelsford



**Dillingham City Co**

Section . Item 4.

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

**MEMORANDUM**

**Date:** 1-26-2021  
**To:** Gregg Brelsford, Interim City Manager  
**From:** Jean Barrett, Port Director  
**Subject:** Monthly Report

Harbor

Very quiet at the harbor as it should be this time of the year. No boats or vessels this year like we had last year.

I have been busy working on parts and pieces to be ready for the summer:

- Made and put out for pricing a list of parts for the bathhouse, including sinks, fixtures, plumbing parts and pumps in the boiler room.
- Ordered parts for harbor ramps to make new pins and connectors for ramps.
- Ordered new wheelbarrows for use by the fishermen.
- Looking for recovery equipment such as hooks and throw rings.
- Replaced the battery on the bobcat, it was at least 8 seasons old.
- Looking at ordering new front tires for the bobcat as the originals have worn down and one has a plug in it to hold air.
- I have ordered the 2021 harbor stickers, they should be here in plenty of time for the beginning of the season.
- I am continuing to work with security solutions on the rekeying of the city. I had a conversation with them this afternoon and should have the preliminary proof for my adjustment and approval so we can get the keys and cores ordered and here within the month of February.
- I started the spread sheet for key distribution when the new system gets here and installed.
- I have the parts for cell 5 at the Dillingham jail. I am going to work with Buildings and Grounds to get it installed this coming week.
- Parts are here for the corrections restroom. This too should be installed this coming week.
- I met with citizens that are interested in getting the ice rink up and running. We concluded we could get things running with a little effort. I am going to spearhead

the pump and hose installation, others will be clearing snow, working on the blower, and doing some minor repair on the side boards.

- The oil spill cleanup has been ongoing. The Bristol Alliance Fuels crew has been over at the spill site in the harbor digging gravel out of the site. They have to date excavated approximately a foot of material out of what I believe would be the area that took the biggest hit of the leaking oil. The area is now being allowed to air out to help the evaporation of the fuel.

Bristol Alliance will continue to excavate all moisture (snow) out of the area until the ground thaws and they can finish the dig and replace the gravel to its original state. This is all dependent on the approval of the Department of Environmental Conservation.

#### DOCK

- No action at the dock this month, waiting to hear from Pape' in regards to using the swapping of the Hyster 800 for a new Hyster 1050.

That is all from the Port for January 2021

Jean

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Co**

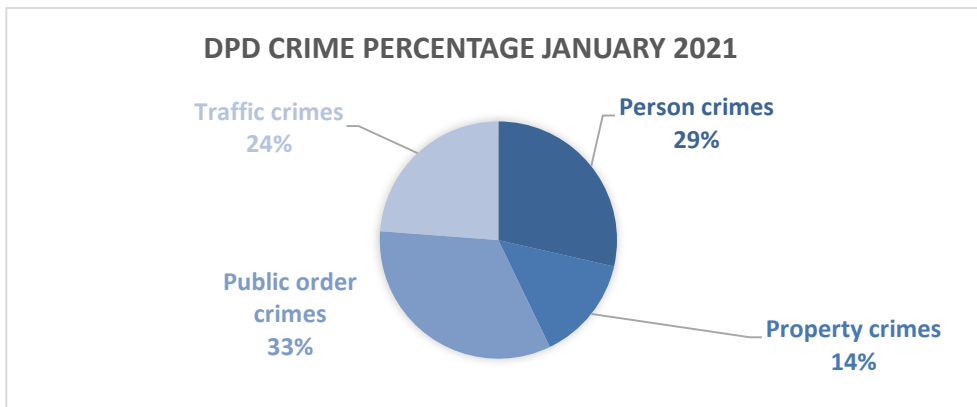
Section . Item 4.

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

**MEMORANDUM**

**Date:** 1-26-2021  
**To:** City Manager Gregg Brelsford  
**From:** Chief Daniel Pasquariello  
**Subject:** **Public Safety report February 2021**

*Reporting dates 1/01/21 to 1/26/21*



**PATROL:**

We assisted BBAHC with their COVID vaccine clinic at the high school gym.

Officer Maines represented DPD at an MMIW zoom conference put on by the Curyung Tribal Council. The meeting was sponsored by USDOJ and focused missing and murder indigenous women.

Officer Gonzalez-Fawcett has completed FTO and is currently working on his own.

We continue to uphold the constitution and keep the streets safe for democracy.

**CORRECTIONS:**

We have one vacant CO position.

Despite being short staffed the corrections division continues to operate safely during this pandemic.

**DISPATCH:**

Dispatch Supervisor Chelsea Wassily, Dispatcher John Marx, Sgt Yates and Chief Pasquariello spent several days doing on-line NIBRS training. NIBRS stands for National Incident Based Reporting System. This system replaces the current UCR system, which is how we keep track of our LEO crime statistics. We enter our activity into our

City of Dillingham

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*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.*

ARMS records management system. The UCR/NIBRS statistics we generate are forwarded to AK DPS, who then forwards them to the FBI. DOJ/FBI then compiles the statistics from police agency across the country and publishes them. Reporting our crime statistics to DPS/FBI allows us to access the APSIN/NCIC computer databases, and also qualifies us to apply for grants like our current JAG grant.

**ANIMAL CONTROL:**

The ACO assisted BBAHC with their COVID vaccine clinic at the high school gym.

ACO Boyd continues to meet the incoming planes at the airport to check for travel forms.

We were contacted by ADF&G concerning reports of a pack of wolves endangering pets in Dillingham and Aleknagik. Investigation revealed it was the activity of a lone wolf (*not uncommon*) and resulted in no reported loss of pets.

The ACO continues to care for and control animals, for the benefit of both animals and humans alike.

**DMV:**

The DMV continues to provide ID, licensing, and registration services to the community during the pandemic.



Dillingham Police Activity 2021	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec	2021 total	Division
Total Calls Dispatched	217													Dispatch
Disapatched to DPD	168													
Dispatched to Animal Control	26													
Dispatched to Fire/EMS	10													
Dispatched to AST	13													
Calls handled by DPD patrol	168													Patrol
Arrests by DPD (felony)	*													
Arrests by DPD (misdemeanor)	10													
T-47s by DPD	9													
Citations issued by DPD	13													
Incident reports by DPD	21													
Inmates held at jail	21													Corrections
Title 47s held at jail	9													
Animal impounds	8													Animal Control
Animals surrendered to shelter	*													
Animals returned to owners	7													
Animals adopted out	*													
Animials sent to other rescue groups	7													
Rabies/parvo shots	18													
Euthanasias	1													
Citations issued	*													
Driver's license/IDs issued	51													DMV
Titles/registrations	28													
Boat registrations	*													
CDLs	2													
Road tests	*													
Written tests	4													

**Mayor**  
Alice Ruby

**Manager**  
Gregg Brelsford



**Dillingham City Council** Section . Item 4.  
Chris Napon  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

**MEMORANDUM**

**Date:** January 25, 2021  
**To:** Gregg Brelsford, City Manager  
**From:** Ida Noonkesser, Director *IN*  
**Subject:** Monthly Report

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During the month of September, the Senior Center served 671 home delivered meals to 43 individuals, gave 450 assisted rides to 28 individuals.

The Senior Center continues to serve our elders in their homes for safety. Our Meals on Wheels program has continued through the pandemic. We are very careful to follow all safety and health protocols to be sure our elders are receiving our lunch meals in the safest way possible.

We have not had any public activities inside the Center this past two months as case counts rose in the Dillingham area. We are still working on ways to make it safe enough to reopen slowly to the public, while protecting our elders. One of our upcoming projects is to work on updating our visitor policies to increase safety.

We have been helping BBNA (ADRC) with preparing packaged food boxes for elders in our surrounding villages. We also helped out with preparing and wrapping gifts during the holidays.

We purchased two new couches and a recliner from L&M with money from a grant BBEDC provided to the Center. Blanche at L&M was wonderful to work with. She provided the furniture at special discounted pricing as a donation to our elders. We feel lucky to have such generous local partners in serving our elders.

We are working to sanitize the entire Center to keep the risk of COVID-19 infection as small as possible.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2021-03

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY OF DILLINGHAM TO ACCEPT A LOAN FROM THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION ALASKA CLEAN WATER FUND FOR WASTEWATER SYSTEM UPGRADES – AERATION**

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WHEREAS, the City Council authorized the City of Dillingham (the City) to apply for ADEC loans for financial assistance to complete Water System Upgrades in Resolution 2019-17; and

WHEREAS, the State of Alaska Department of Environmental Conservation (ADEC) has offered funding through the Alaska Clean Water State Revolving Fund; and

WHEREAS, Alaska Clean Water Fund Lona No. 283101 will be used toward the Wastewater System Aeration project;

NOW, THEREFORE, BE IT RESOLVED that:

1. The City is authorized to accept a loan from the Alaska Clean Water Fund for wastewater system upgrades – aeration in the amount of \$670,000 with a term of 20 years at 1.5% with a subsidy of \$335,000 in the form of principal forgiveness, and will adhere to all loan conditions.
2. The City Manager is authorized to execute any and all documents that may be required by ACED.
3. The resolution shall become effective immediately upon its passage and approval the Dillingham City Council.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on February 4, 2021.

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

ATTEST:

[SEAL]

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



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Environmental  
Conservation

DIVISION OF WATER  
P.O. Box 111800  
Juneau, Alaska 99811-1800  
Main: 907.465.6594  
Fax: 907.465.5177

December 24, 2020

Ms. Cynthia Rogers  
Interim City Manager  
City of Dillingham  
P.O. Box 889  
Dillingham, Alaska 99576

Re: Loan Agreement for Wastewater System Upgrades - Aeration (ACWF No. 283101)

Dear Mr. Larson:

Enclosed for signature is the loan agreement in the amount of \$670,000 for the Wastewater System Upgrades - Aeration (Alaska Clean Water Fund No. 283101). The finance charge for this loan is 1.5%.

Please return a copy of the fully signed loan agreement to [dec.facilities.grants.loans@alaska.gov](mailto:dec.facilities.grants.loans@alaska.gov) or mail a hard copy to the address identified below. The signed original agreement should be retained for your records.

Alaska Department of Environmental Conservation  
Division of Water  
Attn: Grants and Contracts  
555 Cordova Street, 4<sup>th</sup> Floor  
Anchorage, Alaska 99501

This loan is not effective, and no disbursements will be made, until the Department has received a copy of the fully signed agreement. If you have any questions regarding the loan agreement you may contact Carrie Bohan, Program Manager, at 465-5143 or Beth Verrelli, Project Engineer, at 907-269-7603.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Bates".

Randy Bates  
Director

Enclosure: ACWF No. 283101 Wastewater System Upgrades - Aeration Loan Agreement

**Clean Water State Revolving Fund  
Loan Agreement  
No. 283101**

**Between**

**State of Alaska  
Department of Environmental Conservation  
Division of Water  
State Revolving Fund Program**

**And**

**City of Dillingham, Alaska**

<b>Wastewater System Upgrades - Aeration</b>	
Loan Amount	\$670,000
Subsidy Amount	\$335,000
Repayment Amount	\$335,000
Finance Charge	1.5%
Term	20 years

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**Article 1. Loan Terms**

This loan agreement (“Agreement”) is made and entered into as of the date of final signature by the Alaska Department of Environmental Conservation (“Department”) and the city of Dillingham (“Borrower”) as identified in Article 5, and continues in full force and effect until the final day of the Agreement Period. This Agreement is made subject to, and conditional upon, the availability of funds.

**1.01 Borrower Information**

Borrower Name:	City of Dillingham
Borrower Mailing Address:	P.O. Box 889, Dillingham, AK 99576
Name of Authorized Signatory:	Cynthia Rogers
Resolution Number:	#2019-17

**1.02 Project Description**

The Borrower shall use this loan to design and construct an aeration system to replace the existing damaged aeration system and ensure that the discharge meets water quality standards and discharge requirements. In addition, this project will construct a separate septage pond to manage winter loadings.

**1.03 Loan Amount**

\$670,000

**1.04 Principal Forgiveness**

\$335,000

**1.05 Loan Term**

20 years

**1.06 Finance Charge**

Interest Rate: 1.0%  
 Fee: 0.5%  
 Total Finance Charge: 1.5%

## Article 2. General Terms and Conditions

The Borrower shall comply with all applicable federal, state and local laws, requirements, and ordinances for the planning, design, construction, implementation, and administration of the Project and this Agreement, including but not limited to those identified in the General Terms and Conditions and Attachments.

### 2.01 Accounting Practices

The Borrower shall separately account for all monies received from the Alaska Clean Water Fund and shall maintain project accounts in accordance with generally accepted governmental accounting principles. The Department shall have the right to audit Borrower's records related to the Project.

### 2.02 Timely Use of Funds

- a. Concurrent with the execution and delivery of this Agreement, or as soon thereafter as practicable, the Borrower shall take all steps necessary to complete the Project in a timely manner in accordance with all applicable loan conditions.
- b. The Department will, in its discretion, revoke this Agreement if the Borrower has not initiated the Project within one year after signing the Agreement.
- c. If no Disbursement Request is made within the two year period, the Department may take action to recall the loan.

### 2.03 Disbursement of Funds

Subject to the terms and conditions of this Agreement, the eligible project costs less other funding sources will be disbursed by the Department upon receipt and approval of Disbursement Requests and Progress Status Updates.

The Borrower shall submit Disbursement Requests and Progress Status Updates to the Department via the Division of Water's Online Application System (OASys). OASys may be accessed at the following link: <https://dec.alaska.gov/water/oasys.aspx>.

- a. Disbursement Requests including Progress Status Updates must be submitted to the Department on a quarterly basis, within 30 days following the end of each quarter.
- b. Should the Borrower fail to submit the quarterly Disbursement Requests and Progress Status Updates as required, the Department will not process subsequent Disbursement Requests until all outstanding quarterly report(s) are received.
- c. Departmental approvals required by this Agreement will not be unreasonably withheld.



- d. Any construction contract estimated to equal or exceed \$100,000 shall be awarded through a competitive bidding process and any construction contract estimated to be less than \$100,000 may be negotiated if the Department approves the solicitation and negotiation procedures.
- e. All construction contracts and contractors' estimate forms shall be prepared so that materials and equipment may be readily itemized as to eligible project costs and non-eligible costs.
- f. Any change in a construction contract that will alter the contract specifications, time, price, or will substantially modify the proposed treatment process shall be submitted to the Department for approval.
- g. When applicable, the Borrower shall require each construction contractor to furnish a performance and payment bond in an amount at least equal to 100 percent of the contract price.
- h. Construction of the Project shall conform to applicable federal, state, and local laws, ordinances, and regulations.
- i. The Borrower shall proceed expeditiously and complete the Project in accordance with the Approved Application, project schedule, surveys, plans, profiles, cross-sections, specifications, and amendments.

## 2.16 Compliance with Laws, Regulations, Etc.

The Borrower shall comply with, and require its contractors and subcontractors to comply with, all applicable federal and state laws, rules, guidelines, regulations, and requirements to include, but not limited to, the following:

- a. The "List of Federal Laws and Authorities (Federal 'Cross-Cutting' Authorities)" as identified in Exhibit "A" and made a part hereof.
- b. Lobbying

No portion of the loan amount may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

- c. Davis-Bacon Act

For construction, alteration, and repair of treatment works, the Borrower shall ensure that contract wages paid are the higher of the State or Federal wage rate on a classification by classification basis for the construction of the Project. Both prevailing wage rates established for the locality by the Alaska Department of Labor under AS 36.05.010, and Federal standards in accordance with 40 U.S.C. Subtitle II Part A Subchapter IV (commonly referred to as the "Davis Bacon Act") apply. Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less

often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

- i. The Borrower shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation) less than 10 days before posting. Wages are locked-in at bid opening if awarded within 90 days. Wages must be updated if contract award is more than 90 days after bid opening. Once a Davis-Bacon wage rate has been locked, it stays in effect for the duration of the project. These wage determinations shall be incorporated into solicitations and any subsequent contracts. In addition, the wage determination and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor or subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
  - ii. The Borrower shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub-contracts in excess of \$2,000. Borrower shall ensure no contracts are awarded to contractors excluded from federal contracts.
  - iii. The Borrower shall periodically interview 10% of the work force entitled to Davis-Bacon prevailing wages to verify that contractors or subcontractors are paying the appropriate wage rates. Borrowers shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. As provided in 29 CFR 5.6(a)(5), all interviews must be conducted in confidence. The Borrower must use Standard Form 1445 or equivalent documentation to memorialize the interviews.
  - iv. The Borrower shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. In addition, during the examinations, the Borrower shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions. The Borrower shall maintain records sufficient to document compliance with the Davis-Bacon Act, and make such records available for review upon request.
  - v. In addition, the Borrower shall consult with the Department on any required contract or bid documents to ensure that appropriate federal "Davis Bacon Act" language and material is included in the documentation.
- d. Title I – Employment of the Americans with Disabilities Act of 1990

When applicable, the Borrower shall comply with Title I-Employment of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title I of that Act, shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring,

advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

e. Title II-Public Services of the Americans with Disabilities Act of 1990

When applicable, the Borrower shall comply with Title II-Public Services of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

f. Title II, Part 35, Section 35.151 of the Americans with Disabilities Act “New Construction and Alterations”

When applicable, the Borrower shall comply with Title II, Part 35, Section 35.151 of the Americans with Disabilities Act “New Construction and Alterations.”

- i. Design and construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.
- ii. Alteration: Each facility or part of a facility altered by, on behalf, of or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.
- iii. Accessibility standards: Design, construction or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CRF part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with respect to those facilities, except that the elevator exemption contained at section 4.1.3(5) and section 4.1.5(1)(j) of ADAAG shall not apply.

g. Title III, Part 36, Section 36.401 of the Americans with Disabilities Act “New Construction”

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.401 of the Americans with Disabilities Act “New Construction.” Except as provided in paragraph (b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1993, that are readily accessible to and usable by individuals with disabilities.

h. Title III, Part 36, Section 36.402 of the Americans with Disabilities Act “Alterations”

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.402 of the Americans with Disabilities Act “Alterations.”

- i. General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.
- ii. Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

i. 2 CFR Part 180, Responsibilities of Participants Regarding Transactions

The Borrower shall fully comply with Subpart C of 2 CFR Part 180, entitled “Responsibilities of Participants Regarding Transactions.” The Borrower is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180, entitled “Covered Transactions,” includes a term or condition requiring compliance with Subpart C. The Borrower is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. The Borrower acknowledges that failing to disclose the information required under 2 CFR Part 180 may result in the delay or negation of this assistance Agreement, or pursuance of legal remedies, including suspension and debarment.

j. American Iron and Steel

Per Section 608 of the Clean Water Act, none of the funds made available to the Borrower shall be used for a project for the construction, alteration, maintenance, or repair of a treatment works unless all of the iron and steel products used in the project are produced in the United States.

The Borrower may request a waiver to this requirements if:

- i. It is inconsistent with the public interest;
- ii. Iron and steel products that are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- iii. Inclusion of iron and steel products produced in the United States that will increase the cost of the overall Project by more than 25 percent.

Waiver requests shall be submitted to the Department by the Borrower; the Department will then forward the request to the Environmental Protection Agency (EPA) for consideration. EPA will make a copy of the request, and information available to the Administrator concerning the request, available to

the public on an EPA website for at least fifteen days for informal public input prior to making a finding.

## 2.17 Project Completion

- a. Upon completion of the Project, the Borrower shall provide a statement to the Department of the project final costs by category of expenditure, including but not limited to costs for administration, design, construction engineering, construction and equipment.
- b. Prior to initiation of operations, the Borrower shall submit to the Department the following:
  - i. Criteria for project performance.
  - ii. An adopted sewer use ordinance and a user charge.
- c. Upon substantial completion of the Project, the Borrower shall initiate operation of the Project Facility and immediately notify the Department in writing of Initiation of Operation. If construction is complete except for minor items, and the facility is operating, but the Borrower has not sent a notice of Initiation of Operation, the Department will, in its discretion, assign an Initiation of Operations date.
- d. For any Project that requires an Approval to Construct from the Department, the Borrower must obtain a Final Approval to Operate.
- e. Upon Initiation of Operation, the Borrower shall certify that the Project Facility is and will be operated by sufficiently qualified operating personnel certified at the system classification level by the State of Alaska.
- f. Within one year of the initiation of operation, the Borrower shall:
  - i. Be subject to a final inspection by the Department;
  - ii. Submit to the Department a manual for operations and maintenance of the Project Facility for Department approval;
  - iii. Submit to the Department a Project Performance Certification certifying that the facility is or is not performing up to design standards.
- g. Nothing contained in this Agreement shall be construed as an obligation or pledge of the Borrower to appropriate or expend general funds and general revenues of the Borrower to operate or maintain the Project Facility.

## 2.18 Amendments and Modifications

This Agreement may only be modified or amended in writing and executed by the authorized representatives of all parties to this Agreement.

## 2.19 Disputes

The Borrower shall raise any concerns or issues it may have regarding the Project with the Department promptly and prior to project completion. If those concerns or issues are not satisfactorily resolved, the Borrower shall promptly give written notice to the Department with a detailed description of the continuing concerns or issues. Jurisdiction and venue for any legal dispute shall be in the Superior Court for the State of Alaska, Third Judicial District at Anchorage, and in no other court or location. In the event of a legal dispute, both parties knowingly and voluntarily waive their right to trial by jury (including any advisory jury) and elect to have the dispute tried only to a judge. In the event of litigation, the prevailing party shall be entitled to an award of its reasonable, actual attorney's fees and costs of litigation. Each party has had an opportunity to review this Agreement with legal counsel of its choosing (or waived such opportunity), therefore this Agreement shall not be interpreted in favor of either party. This Agreement shall be governed by the laws of the State of Alaska.

## 2.20 Termination

The Department may cancel all or any part of this Agreement if:

- a. Any representation or other statement made by the Borrower to the Department in connection with its application for a loan from the Alaska Clean Water Fund is incorrect or incomplete in any material respect;
- b. The Borrower has violated commitments made in the Approved Application and supporting documents, has not adhered to the regulations of the Alaska Clean Water Fund (18 AAC 76), has violated any of the terms of this Agreement; or
- c. The financial position of the Borrower has, in the opinion of the Department, suffered a materially adverse change.

## 2.21 Indemnification

The Borrower shall defend with counsel of the Department's choosing, indemnify, and hold harmless the Department and the State of Alaska, and their agents, servants, contractors, and employees, from and against any and all claims, demands, causes of action, actions, and liabilities arising out of, or in any way connected with this funding or the Project for which the funding is made, howsoever caused, except to the extent that such claims, demands, causes of action, actions or liabilities are the proximate result of the sole negligence or willful misconduct of employees or agents of the Department or the State of Alaska.

#### Article 4. Definitions

Except where the context clearly indicates otherwise, terms used in this Agreement will have the meaning ascribed to them in this section.


- a. "Approved Application" means the application submitted to the Department on January 29, 2020, together with all attachments and supporting documentation, as approved by the Department.
- b. "Finance Charge" means 1.5 percent per annum.
- c. "Agreement Period" means the time period commencing on the date this Agreement is signed by the Department's Finance Officer and terminating on the date the Borrower repays the loan in full.
- d. "Subsidy" means principal forgiveness awarded under this Agreement.
- e. "Eligible Project Costs" include the following costs disbursed from the Alaska Clean Water Fund, estimated to not exceed \$670,000 for demolition, construction, engineering, machinery, furnishings, equipment, surveys, plans, estimates, specifications, necessary insurance, financial and environmental investigations, laboratory testing, resident engineering and inspection fees, force account, legal expenses, and any other necessary miscellaneous expenditures, minus the amount of any grant applicable to foregoing costs.
- f. "Initiation of Operation" means the date of which the project or project facility begins operating for the purposes for which it was planned, designed, or built.
- g. "Iron and Steel Products" means the following products are primarily of iron and steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps, and restraints, vales, structural steel, reinforced precast concrete, construction materials.
- h. "Net Operating Revenues" means revenues of Borrower's system after payment of operation and maintenance costs of the system.
- i. "Project" means the activities described in Article 1.02.
- j. "Project Facility" means wastewater treatment plant, collection system, or related facilities in which the Project activities are occurring.
- k. "Project Site" means the location at which the Project activities are occurring.

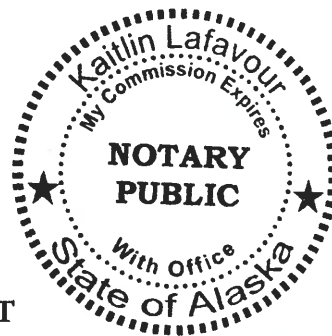
**Article 5. Signatures**

This Agreement is binding upon the parties specified below, and to any person, office, or board succeeding either of the parties. This Agreement may not be assigned by the Borrower without written consent of the Department.

Nothing in this Agreement, whether or not accepted, may be deemed to constitute a contractual obligation on the part of the Department until the Agreement is signed by all parties.


**Alaska Department of Environmental Conservation**

By:   
Randy Bates, Director  
Division of Water



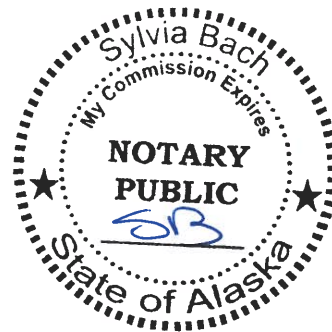
**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this 24<sup>th</sup> day of December, 2020

  
Notary Public, State of Alaska  
My commission expires: with office

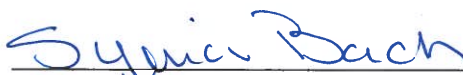
**Alaska Department of Environmental Conservation**

By:  FOR ELIZABETH PEDERSON  
Elizabeth Pederson, Finance Officer  
Division of Administrative Services



**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this 7<sup>th</sup> day of January, 2020

  
Notary Public, State of Alaska  
My commission expires: w/office



**City of Dillingham, AK**

By: \_\_\_\_\_  
Cynthia Rogers, Interim City Manager  
City of Dillingham, AK

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
Third Judicial District**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Notary Public, State of Alaska  
My commission expires: \_\_\_\_\_

**Exhibit “A” – List of Federal Laws and Authorities**  
(FEDERAL CROSS-CUTTING AUTHORITIES)

**Environmental and Cultural Authorities:**

- Archeological and Historic Preservation Act of 1974, Public Law 93-291
- Archeological Resources Protection Act, Public Law 96-95 as amended
- Bald and Golden Eagle Protection Act, 16 U.S.C. 668-668c
- Clean Air Act, Public Law 95-95, as amended
- Clean Water Act, Public Law 92-50, as amended
- Coastal Barriers Resources Act, Public Law 97-348
- Coastal Zone Management Act of 1972, Public Law 92-583, as amended
- Consultation and Coordination with Indian Tribal Governments, Executive Order 13175
- Endangered Species Act, Public Law 93-2015 as amended
- Environmental Justice , Executive Order 12898
- Essential Fish Habitat Consultation Process under the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, as amended
- Farmland Protection Policy Act, Public Law 97-98
- Fish and Wildlife Coordination Act, Public Law 85-624, as amended
- Floodplain Management, Executive Order 11988, as amended by Executive Order 12148
- Marine Mammal Protection Act, 16 U.S.C. 1361
- Migratory Bird Treaty Act, 16 U.S.C. 703
- National Historic Preservation Act of 1966, Public Law 89-665
- Native American Graves Protection and Repatriation Act, Public Law 101-601
- Protection and Enhancement of the Cultural Environment, Executive Order 11593
- Protection of Wetlands, Executive Order 11990, as amended by Executive Order 12608
- Rivers and Harbors Act, 33 U.S.C. 403
- Safe Drinking Water Act, Public Law 93-523, as amended
- Wild and Scenic Rivers Act, Public Law 90-542

**Social Policy Authorities:**

- Age Discrimination Act of 1975, Public Law 94-135
- Title VI of the Civil Rights Act of 1964, Public Law 88-352
- Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500 (the Clean Water Act)
- Section 504 of the Rehabilitation Act of 1973, Public Law 93-112
- Equal Employment Opportunity, Executive Order 11246
- Disadvantage Business Enterprise Provisions
  - Promoting the Use of Small, Minority, and Women-owned Businesses, Executive Orders 11625, 12138, and 12432
  - Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Public Law 100-590
  - Department of Veterans Affairs and Housing and Urban Development, and Independent Agencies appropriations Act of 1993, Public Law 102-389

**Economic Authorities:**

- Procurement Prohibitions Under Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, included Executive Order 11738, Administration of the Clean Water Act with Respect to Federal Contracts, Grants, or Loans
- Demonstration Cities and Metropolitan Development Act of 1996, Public Law 89-754 as amended

**Miscellaneous Authority:**

- Debarment and Suspension, Executive Order 12549
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646 as amended
- Preservation of Open Competition and Government Neutrality Towards Government contractors' Labor Relations on Federally Funded Constructed Projects, Executive Order 13202, as amended by Executive Order 13208
- Prohibition Against Sex Discrimination Under the Federal Water Pollution Control Act, Section 13 of Public Law 92-500
- 40 CFR Part 34, New Restrictions on Lobbying

**#1 – Wastewater System Upgrades, Aeration****\$922,331 (estimate)**

Section . Item 5.

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:** \$832,440 (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.
- Loan Agreement received from ADEC SRF in the amount of \$650,000, with \$335,000 subsidy through loan forgiveness, 20 year term, 1.5%.
- 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.

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2021-05**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE AMENDMENT OF THE 2018-2023 CAPITAL IMPROVEMENT PLAN AND THE FY2022 LEGISLATIVE PRIORITIES LIST**

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WHEREAS, Dillingham Municipal Code 2.68.160 requires that the Dillingham Planning Commission prepare and recommend to the City Council an annual update of a six year capital improvements plan; and

WHEREAS, the Planning Commission adopted Resolution No. 2019-02 on January 10, 2019, recommending the 2018 update of the Six Year Capital Improvement Plan 2018-2023; and

WHEREAS, the Planning Commission has not met since the onset of the COVID-19 pandemic in 2020; and

WHEREAS, the City has completed several capital improvement projects in FY21 and has one project currently underway; and

WHEREAS, it is the intent of the Dillingham City Council to provide the Governor, the State Legislature, State agencies, the Alaska Congressional Delegation, and other potential funding sources with adequate information regarding the City’s capital project funding needs;

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham 2018-2023 Capital Improvement Plan is hereby amended and adopted as the current official six year capital improvement plan for the City of Dillingham.

BE IT FURTHER RESOLVED that:

1. The following capital improvement projects and project funding needs are identified as priorities for the FY2022 State Legislative Request:

1	Wastewater System Upgrades - Aeration	\$740,000
2	Water System Improvements – (Phase II & III)	\$2,262,073
3	Harbor Float Replacement	\$5,200,000
4	Sewer Lagoon Bank Stabilization Study	\$50,000
5	Harbor Revetments & Breakwater/Emergency Bank Stabilization (Potential 35:65 Match for USACOE Construction Ready Project)	\$7,525,000
6	Alternate Emergency Operations Center Phase II	\$445,000
7	Public Safety Building Replacement	\$21,000,000

2. Projects for the FY2022 Federal Legislative Request will be selected from this list; and

3. The City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City’s FY2022 capital project priorities and take appropriate steps to provide necessary background information.

PASSED and ADOPTED by the Dillingham City Council on February 4, 2021.

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

ATTEST:

[SEAL]

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

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2019-02**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE AMENDMENT OF THE 2018-2023 CAPITAL IMPROVEMENT PLAN AND THE FY2020 LEGISLATIVE PRIORITIES LIST**

WHEREAS, Dillingham Municipal Code 2.68.160 requires that the Dillingham Planning Commission prepare and recommend to the City Council an annual update of a six year capital improvements plan; and

WHEREAS, the Planning Commission adopted Resolution No. 2018-05 on December 19, 2018 recommending the 2018 update of the Six Year Capital Improvement Plan 2018-2023; and

WHEREAS, it is the intent of the Dillingham City Council to provide the Governor, the State Legislature, State agencies, the Alaska Congressional Delegation, and other potential funding sources with adequate information regarding the City’s capital project funding needs;

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham 2018-2023 Capital Improvement Plan is hereby amended and adopted as the current official six year capital improvement plan for the City of Dillingham.

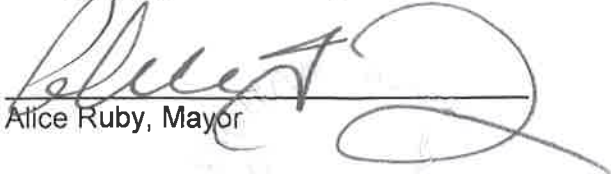
BE IT FURTHER RESOLVED that:

1. The following capital improvement projects and project funding needs are identified as priorities for the FY2020 State Legislative Request:

1	Wastewater System Upgrades - Aeration	\$650,000
2	Landfill Groundwater Monitoring Wells	\$300,000
3	Water System Improvements – (Phase I)	\$1,424,427
4	D Street & Seward Street Rehabilitation Project	\$2,953,263
5	Lake Road Fire Hall Renovation	\$560,000
6	Water System Improvements – (Phase II & III)	\$2,262,073
7	Harbor Float Replacement	\$3,500,000
8	Sewer Lagoon Bank Stabilization Study	\$50,000
9	Sewer Lagoon Relocation Study	\$150,000
10	Harbor Revetments & Breakwater/Emergency Bank Stabilization (Potential 35:65 Match for USACOE Construction Ready Project)	\$7,525,000
11	Alternate Emergency Operations Center Phase II	\$445,000
12	Public Safety Building Replacement	\$21,000,000

2. Projects for the FY2020 Federal Legislative Request will be selected from this list; and
3. The City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City’s FY2020 capital project priorities and take appropriate steps to provide necessary background information.

PASSED and ADOPTED by the Dillingham City Council on January 10, 2019.

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

[SEAL]

ATTEST:

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





Lori Goodell <cityclerk@dillinghamak.us>

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**Re: Port Advisory Committee**

1 message

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**Alice Ruby** <alice.ruby@dillinghamak.us>  
To: Kaleb Westfall <kaleb.westfall@dillinghamak.us>  
Cc: Lori Goodell <lori.goodell@dillinghamak.us>

Thu, Sep 3, 2020 at 4:35 PM

Hi Kaleb:

Thanks for your interest. I'm including Lori on this email so that we can include your letter of interest in the October packet. I'll probably discuss it with you before then.

On Thu, Sep 3, 2020 at 3:04 PM Kaleb Westfall <kaleb.westfall@dillinghamak.us> wrote:

Hi Mayro Ruby,

I am emailing you to be considered to be appointed to the Port Advisory Committee. I look forward to working for all user groups to make the best decisions that will affect the port and harbor, currently, and to sculpt the future infrastructure to best serve Dillingham.

Best regards,  
Kaleb Westfall

--  
**Alice Ruby, Mayor**  
**City of Dillingham**



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Section . Item 8.

12.18.2020

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
Olsen's Liquor Store	Package Store	Kvichak Pacific LLC	1.25 Mile Willow Lane

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

Route to FINANCE 12.18.2020 Respond by: 12.31.2020 Info. Available as of \_\_\_\_\_  
Date Date Date

ACTIVITY	STATUS
<b>Sales Tax</b>  <b>Reports Filed and Payments Submitted</b>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>12/2/2020</u> No. late payments <u>0</u> <b>Comment:</b>
<b>Real Property Tax</b>  <b>Owns the property?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Bal. Due _____ Date/Amt. of Last Payment _____ No. late payments _____ <b>Comment:</b>
<b>Personal Property Tax</b>  <b>(Inventory, Supplies, Office Equipment)</b>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment _____ No. late payments <u>0</u> <b>Comment:</b>
<b>Utility Bill</b>  <b>Responsible for utilities?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Bal. Due _____ Date/Amt. of Last Payment _____ No. late payments _____ <b>Comment:</b>
<b>Most Current DLG Business License</b>	<u>2021</u> <u>11/23/2020</u> License Year Date Applied <b>Comment:</b>
<b>Most Current AK State Bus. License</b>	<u>2020-2021</u> <u>10/18/2019</u> License Year Date Applied <b>Comment:</b>



Rece	Section . Item 8.
_____	

License Renewal	License Transfer	New License	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Olsen's Liquor Store	Package Store	Kvichak Pacific LLC	1.25 Mile Willow Lane

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

Route to Public Safety \_\_\_\_\_ Respond by: \_\_\_\_\_ Info. Available as of \_\_\_\_\_  
Date Date Date

Have there been any adverse reports filed in the past two years? YES  NO

If yes, explain in detail and include dates. Use a separate sheet of paper if necessary. :

- Serving to minors (under 21 years of age).
- Intoxicated person on licenses premises.
- Serving alcoholic beverages after hours.
- Pattern of disturbances or fights on the licenses premises.
- Open sale of prohibited drugs on the licenses premises.

Additional comments:

There is nothing to report from Public Safety



Rece	Section . Item 8.
_____	

License Renewal	License Transfer	New License	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Olsen's Liquor Store	Package Store	Kvichak Pacific LLC	1.25 Mile Willow Lane

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

Route to PLANNING \_\_\_\_\_ **Respond by:** \_\_\_\_\_ Info. Available as of \_\_\_\_\_  
Date Date Date

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

This page is required for license transfer and new license only.

2) License Transfer and New Licenses require a public hearing DMC 8.18.020, B. Provide a detail of the Public Notice Requirements.



Rece	Section . Item 8.
_____	

License Renewal	License Transfer	New License	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Olsen's Liquor Store	Package Store	Kvichak Pacific LLC	1.25 Mile Willow Lane

Reviewed by: Code Review Committee January 28, 2021

Date

Recommendation:

No Action

Deny

Explain the reason(s) for a denial of the application:

OTHER:

**During the two year period that the license is in effect, state statute allows the local governing body to protest the continued operation of a license during the second year of the biennial license period. This may be done by sending both the Alcohol Marijuana and Control Board and the licensee a protest and the reason for the protest by January 31 of the second year of the license.**

OTHER Comment:



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development ALCOHOL & MARIJUANA CONTROL OFFICE 550 West 7th Avenue, Suite 1600 Anchorage, AK 99501 Main: 907.269.0350

December 18, 2020

City of Dillingham Via Email: cityclerk@dillinghamak.us

Re: Notice of Liquor License Renewal Application

Table with 6 columns: License Numb, DBA, Type, City, Borough, Community Council. Row 1: 2787, Olsen's Liquor Store, Package Store, Dillingham, Unorganized Borough, NONE

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

[Handwritten signature of Glen Klinkhart]

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov



FORM CONTROL

XXXX

ISSUED

12/16/2020

ABC BOARD

LIQUOR LICENSE  
2021 - 2022

2787

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

1150

CITY / BOROUGH: Dillingham  
Unorganized Borough

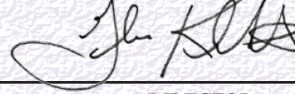
D/B/A: Olsen's Liquor Store  
1.25 Mile Willow Lane

Mail Address:  
Kvichak Pacific LLC  
PO Box 91006  
Anchorage , AK 99509

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

FORM CONTROL

XXXX

ISSUED

12/16/2020

ABC BOARD

LIQUOR LICENSE  
2021 - 2022

2787

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

CITY / BOROUGH: Dillingham  
Unorganized Borough

D/B/A: Olsen's Liquor Store  
1.25 Mile Willow Lane

Mailing Address:  
Kvichak Pacific LLC  
PO Box 91006  
Anchorage , AK 99509

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)



Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

Doing Business As:	Olsen's Liquor Store	License Number:	2787
License Type:	Package Store		
Examiner:	OF	Transaction #:	1366729

Document	Received	Completed	Notes
AB-17: Renewal Application	11/2		
App and License Fees	11/2		

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation	11/2		
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

<b>Names on FP Cards:</b>	
---------------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>

**LGB 1 Response:**

**LGB 2 Response:**

Waive  
  Protest  
  Lapsed  
  Waive  
  Protest  
  Lapsed





Alaska Alcoholic Beverage Control Board

**Form AB-17: 2021/2022 License Renewal Application**

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

**Establishment Contact Information**

Licensee (Owner):	<i>Kuuchak Pacific LLC</i>	License #:	<i>2187</i>
License Type:	Package Store		
Doing Business As:	<i>Olsen's Liquor Store</i>		
Premises Address:	<i>1.25 mile Mellow Lane</i>		
Local Governing Body:	<i>City of Dillingham</i>		
Community Council:	None		

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

**Section 1 - Licensee Contact Information**

**Contact Licensee:** The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	<i>MICHAEL J. KEENAN</i>	Contact Phone:	<i>907-229-4064</i>
Contact Email:	<i>mjkatty49@gmail.com</i>		

**Optional:** If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

**Section 2 - Written Order Information**

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2021 and/or 2022?

YES  NO



# Form AB-17: 2021/2022 License Renewal Application

## Section 3 – Entity or Community Ownership Information

**Sole Proprietors should skip this Section.**

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	<del>913778</del> 129993 mlc
-----------------------	------------------------------

**READ BEFORE PROCEEDING:** Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

### DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of any type including non-profit must list ONLY the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of any type must list ONLY the following:
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of any type, including Limited Partnerships must list ONLY the following:
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	MICHAEL J. KEENAN				
Title(s):	MANAGER/MEMBER	Phone:	907 229 4064	% Owned:	100
Mailing Address:	PO BOX 91006				
City:	ANCHORAGE	State:	AK	ZIP:	99509

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	





Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: [ ] Applicant [ ] Affiliate

Form for individual information: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

This individual is an: [ ] Applicant [ ] Affiliate

Form for individual information: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- 1. The license was regularly operated continuously throughout each year. (Year-round)
2. The license was only operated during a specific season each year. (Seasonal)
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year...

If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020?

Yes [ ] No [X]

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.



# Form AB-17: 2021/2022 License Renewal Application

## Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Michael J. Keenan  
Signature of licensee

See Attached Notary  
Jurat Certificate Signature of Notary Public

MICHAEL J. KEENAN  
Printed name of licensee

Notary Public in and for the State of: CALIFORNIA

My commission expires: 07/13/2021

Subscribed and sworn to before me this 21<sup>st</sup> day of October, 2020.

- Restaurant/Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed Recreational Site Statement
- Tourism** applications must include a completed Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

**Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.**

### FOR OFFICE USE ONLY

License Fee:	\$	Application Fee:	\$ 300.00	Misc. Fee:	\$
<b>Total Fees Due:</b>					\$

AMCO

DEC 14 2020

AMCO Received 11/22/20



# JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

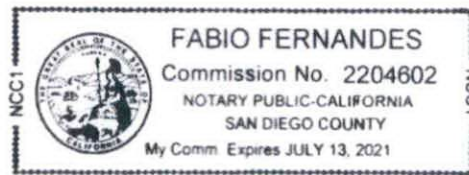
County of San Diego

Subscribed and sworn to (or affirmed) before me on this 21<sup>st</sup> day of October,

2020 by Michael John Keenan,

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

  
Signature (Seal)



## OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

\_\_\_\_\_  
(Title or description of attached document)

\_\_\_\_\_  
(Title or description of attached document continued)

Number of Pages \_\_\_\_\_ Document Date \_\_\_\_\_

\_\_\_\_\_  
Additional information:

## INSTRUCTIONS

The wording of all Jurats completed in California after January 1, 2015 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one with does contain the proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and county information must be the state and county where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of the document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
  - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document.

AMCO

DEC 14 2020

Details

Section . Item 8.

# ENTITY DETAILS

## Name(s)

Type	Name
Legal Name	KVICHAK PACIFIC, LLC

**Entity Type:** Limited Liability Company

**Entity #:** 129993

**Status:** Good Standing

**AK Formed Date:** 8/3/2010

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2022

**Entity Mailing Address:** P.O. BOX 91006, ANCHORAGE, AK 99509-1006

**Entity Physical Address:** 4620 EMERALD CIRCLE, ANCHORAGE, AK 99502

## Registered Agent

**Agent Name:** MICHAEL J KEENAN

**Registered Mailing Address:** PO BOX 91006, ANCHORAGE, AK 99509

**Registered Physical Address:** 513 WOOD RIVER RD, DILLINGHAM, AK 99576

## Officials

 Show Former

AK Entity #	Name	Titles	Owned
	MICHAEL J. KEENAN	Manager, Member	100.00

## Filed Documents

Date Filed	Type	Filing	Certificate
8/03/2010	Creation Filing	<a href="#">Click to View</a>	
5/01/2012	Biennial Report	<a href="#">Click to View</a>	
3/24/2014	Biennial Report	<a href="#">Click to View</a>	
9/08/2015	Agent Change	<a href="#">Click to View</a>	
3/12/2016	Biennial Report	<a href="#">Click to View</a>	
1/28/2018	Biennial Report	<a href="#">Click to View</a>	
12/13/2019	Biennial Report	<a href="#">Click to View</a>	

[Close Details](#)
[Print Friendly Version](#)

Page 82

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**OLSEN'S LIQUOR STORE**

PO BOX 91006, ANCHORAGE, AK 99510

owned by

KVICHAK PACIFIC, LLC

is licensed by the department to conduct business for the period

October 18, 2019 to December 31, 2021  
for the following line(s) of business:

42 - Trade



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Anderson  
Commissioner



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,  
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

December 16, 2020

Kvichak Pacific LLC

[mjkatty49@gmail.com](mailto:mjkatty49@gmail.com)

Re: DBA: Olsen's Liquor Store #2787

Dear Owners of the above listed licenses:

On November 13, 2017 the Alcoholic Beverage Control Board delegated the authority to approve first and second requests to waive the statutory minimum operating requirements to the Director.

Please consider this notice that I have approved your waiver of operation for the 2020 calendar year.

Please ensure that if you are operating solely to meet minimum operating requirements in the future, you address the items required in 3 AAC 304.170(j) to prove your operations to the board.

Please contact [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) with any questions.

Sincerely,

A stylized, blue and white signature of Carrie Craig.

Carrie Craig  
Records and Licensing Supervisor

cc: License File





THE STATE  
of ALASKA  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

December 16, 2020

Kvichak Pacific LLC  
DBA: Olsen's Liquor Store  
Via Email: [mjkatty49@gmail.com](mailto:mjkatty49@gmail.com)

Re: Package Store License #2787 DBA: Olsen's Liquor Store

Dear Applicant:

I have received your application for renewal of your liquor license. Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to your local governing body, your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body will have 60 days to protest the renewal of your license or waive protest.

**A temporary license has been issued for this establishment.**

Your application will be scheduled for the January 2021 board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) email address if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Olivia Frank".

Olivia Frank  
Occupational Licensing Examiner



LIQUOR LICENSE APPLICATION REVIEW FORM

Section . Item 9.

12/4/2020

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
Windmill Grille	Restaurant Eating Place	Nina J. Corbett	1544 Kanakanak Road

This review covers the period 12/01/2019 to 11/30/2020.

Route to FINANCE 12/11/2020 **Respond by:** 12/28/2020 Info. Available as of 12/11/2020  
Date Date Date

ACTIVITY	STATUS
<b>Sales Tax</b>  <b>Reports Filed and Payments Submitted</b>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>12/13/2019</u>  No. late payments <u>0</u> <b>Comment:</b> Business has not been open at any point in 2020. Business is normally open seasonly and tax reports are reported only when open.
<b>Real Property Tax</b>  <b>Owns the property?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>12/01/2020</u>  No. late payments <u>0</u> <b>Comment:</b> Property is owned by John Corbett
<b>Personal Property Tax</b>  <b>(Inventory, Supplies, Office Equipment)</b>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>10/31/2014</u>  No. late payments <u>0</u> <b>Comment:</b> Assessment returns have been received with notification that all equipment has been depreciated.
<b>Utility Bill</b>  <b>Responsible for utilities?</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>03/12/2020</u>  No. late payments <u>1</u> <b>Comment:</b> Final payment paid for 10/2019 through 02/2020. Utilities have been "shut off" since 12/2019. Business only pays for wastewater services.
<b>Most Current DLG Business License</b>	<u>2021</u> <u>12/01/2020</u> License Year Date Applied <b>Comment:</b>
<b>Most Current AK State Bus. License</b>	<u>21/22</u> <u>12/2021</u> License Year Date Applied <b>Comment:</b>



LIQUOR LICENSE APPLICATION REVIEW FORM

Rece	Section . Item 9.
12/4/2020	

License Renewal	License Transfer	New License	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Windmill Grille	Restaurant Eating Place	Nina J. Corbett	1544 Kanakanak Road

This review covers the period 12/01/2019 to 11/30/2020.

Route to Public Safety \_\_\_\_\_ Respond by: \_\_\_\_\_ Info. Available as of \_\_\_\_\_  
Date Date Date

Have there been any adverse reports filed in the past two years? YES  NO

If yes, explain in detail and include dates. Use a separate sheet of paper if necessary. :

- Serving to minors (under 21 years of age).
- Intoxicated person on licenses premises.
- Serving alcoholic beverages after hours.
- Pattern of disturbances or fights on the licenses premises.
- Open sale of prohibited drugs on the licenses premises.

Additional comments:

No incidents to report



LIQUOR LICENSE APPLICATION REVIEW FORM

Section . Item 9.

12/4/2020

License Renewal	License Transfer	New License	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Windmill Grille	Restaurant Eating Place	Nina J. Corbett	1544 Kanakanak Road

This review covers the period 12/01/2019 to 11/30/2020.

Route to PLANNING Respond by: Info. Available as of

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

This page is only required for NEW LICENSE or LICENSE TRANSFER

2) License Transfer and New Licenses require a public hearing DMC 8.18.020, B. Provide a detail of the Public Notice Requirements.



License Renewal	License Transfer	New License	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Windmill Grille	Restaurant Eating Place	Nina J. Corbett	1544 Kanakanak Road

Reviewed by: Code Review Committee January 28, 2021

Date

Recommendation:

No Action

Deny

Explain the reason(s) for a denial of the application:

OTHER:

During the two year period that the license is in effect, state statute allows the local governing body to protest the continued operation of a license during the second year of the biennial license period. This may be done by sending both the Alcohol Marijuana and Control Board and the licensee a protest and the reason for the protest by January 31 of the second year of the license.

OTHER Comment:



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE 550 West 7th Avenue, Suite 1600 Anchorage, AK 99501 Main: 907.269.0350

December 4, 2020

City of Dillingham Via Email: cityclerk@dillinghamak.us

Re: Notice of Liquor License Renewal Application

Table with 6 columns: License Numb, DBA, Type, City, Borough, Community Council. Row 1: 2652, Windmill Grille, Restaurant/Eating Place, Dillingham, Unorganized Borough, NONE

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

[Handwritten signature of Glen Klinkhart]

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov



FORM CONTROL

XXXX

ISSUED  
12/03/2020  
ABC BOARD

LIQUOR LICENSE  
2021 - 2022

2652

LICENSE RENEWAL APPLICATION DUE  
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT  
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating

LICENSE FEE: \$600.00

1130

CITY / BOROUGH: Dillingham  
Unorganized Borough

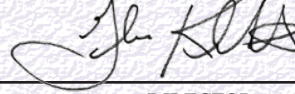
D/B/A: Windmill Grille  
1544 Kanakanak Road

Mail Address:  
Nina J. Corbett  
PO Box 1216  
Dillingham, AK 99576

This license cannot be transferred without permission  
of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

FORM CONTROL

XXXX

ISSUED  
12/03/2020  
ABC BOARD

LIQUOR LICENSE  
2021 - 2022

2652

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1544 Kanakanak Road

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Nina J. Corbett  
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ISSUED BY ORDER OF THE  
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)



Alaska Alcoholic Beverage Control Board

# Master Checklist: Renewal Liquor License Application

<b>Doing Business As:</b>	Windmill Grille	<b>License Number:</b>	2652
<b>License Type:</b>	Restaurant/Eating Place		
<b>Examiner:</b>	Randi	<b>Transaction #:</b>	1381694 & 1381695

Document	Received	Completed	Notes
AB-17: Renewal Application	11/23	12/03	
App and License Fees	11/23 & 11/30	11/30	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation	11/23		
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	11/23		
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

<b>Names on FP Cards:</b>	
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	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**LGB 1 Response:**

**LGB 2 Response:**

Waive   
  Protest   
  Lapsed   
  Waive   
  Protest   
  Lapsed





Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Nina J Corbett	License #:	2652
License Type:	Restaurant or eating place		
Doing Business As:	Windmill Grille		
Premises Address:	1544 Kanakanak Road		
Local Governing Body:	City of Dillingham		
Community Council:	Dillingham city council		

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Nina J Corbett	Contact Phone:	(907) 842-1240
Contact Email:	windmillgrille@yahoo.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



# Form AB-17: 2021/2022 License Renewal Application

## Section 2 – Entity or Community Ownership Information

**Sole Proprietors should skip this Section.**

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.  
<https://www.commerce.alaska.gov/cbp/main/search/entities>

<b>Alaska CBPL Entity #:</b>	
------------------------------	--

**READ BEFORE PROCEEDING:** Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

### DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of **any** type including non-profit must list ONLY the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of **any** type must list ONLY the following:
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of **any** type, including Limited Partnerships must list ONLY the following:
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

<b>Name of Official:</b>					
<b>Title(s):</b>		<b>Phone:</b>		<b>% Owned:</b>	
<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	

<b>Name of Official:</b>					
<b>Title(s):</b>		<b>Phone:</b>		<b>% Owned:</b>	
<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	

<b>Name of Official:</b>					
<b>Title(s):</b>		<b>Phone:</b>		<b>% Owned:</b>	
<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>ZIP:</b>	





# Form AB-17: 2021/2022 License Renewal Application

## Section 3 – Sole Proprietor Ownership Information

**Corporations, LLC's and Partnerships of ALL kinds should skip this section.**

**READ BEFORE PROCEEDING:** Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an:  Applicant  Affiliate

Name:	Nina J Corbett			Contact Phone:	(907) 842-1240	
Mailing Address:	PO Box 1216					
City:	Dillingham	State:	AK	ZIP:	99576	
Email:	windmillgrille@yahoo.com					

This individual is an:  Applicant  Affiliate

Name:				Contact Phone:		
Mailing Address:						
City:		State:		ZIP:		
Email:						

## Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- |   | 2019                                | 2020                                |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 2. The license was only operated during a specific season each year. (Seasonal)<br><i>If your operation dates have changed, list them below:</i><br>_____ to _____  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.<br><i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.**

## Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020?

Yes  No

**If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)**

**If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.**



# Form AB-17: 2021/2022 License Renewal Application

## Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Signature of licensee

Nina J Corbett

Printed name of licensee



Signature of Notary Public

Alaska

My commission expires: 07/17/2024

Subscribed and sworn to before me this 17 day of Nov, 2020.

**Restaurant/Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit

**Recreational Site** applications must include a completed Recreational Site Statement

**Tourism** applications must include a completed Tourism Statement

**Wholesale** applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

**Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.**

### FOR OFFICE USE ONLY

License Fee:	\$ 600	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 900



**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**WINDMILL GRILLE**

PO BOX 1216, 1544 KANAKANAK ROAD, DILLINGHAM, AK 99576-1216

owned by

NINA CORBETT

is licensed by the department to conduct business for the period

November 27, 2020 to December 31, 2022  
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Anderson  
Commissioner



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Commerce,  
Community,  
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

December 3, 2020

Owner: Nina J Corbett

DBA: Windmill Grille

Via email: [windmillgrille@yahoo.com](mailto:windmillgrille@yahoo.com) ; [njcorbett@gmail.com](mailto:njcorbett@gmail.com)

Re: Liquor Licenses # 2652

Dear Applicant:

I have received your application for renewal of your liquor license. Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to your local governing body, your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body will have 60 days to protest the renewal of your license or waive protest.

Your application will be scheduled for the **January 2021** board meeting for Alcoholic Beverage Control Board consideration.

The Zoom link and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us via email at [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) if you have any questions.

Sincerely,

A handwritten signature in purple ink, appearing to read "D. Parker".

Occupational Licensing Examiner

There will be two ways to attend City Council meetings. 1) Zoom webinar; citizens can listen via Zoom by using the information provided on the meeting agenda, 2) in person at city hall, with limited seating.

Meeting comments to council:

Zoom *must* be used if you wish to provide testimony remotely. In person testimony will be taken in the usual manner. Written testimony continues to be an easy way to provide testimony at City Council meetings. Submit your comments to [communitysuggestions@dillinghamak.us](mailto:communitysuggestions@dillinghamak.us). Your comments will be read into the record at the meeting. The three-minute time limit for in-person testimony also applies to written and zoom testimony.

In-Person Meeting Attendance:

Attendance at City Council meetings will adhere to all social distancing measures in place. All attendees will complete a CDC COVID-19 screening\* and are required to wear a mask or face covering. Masks will be available to anyone who does not have one.

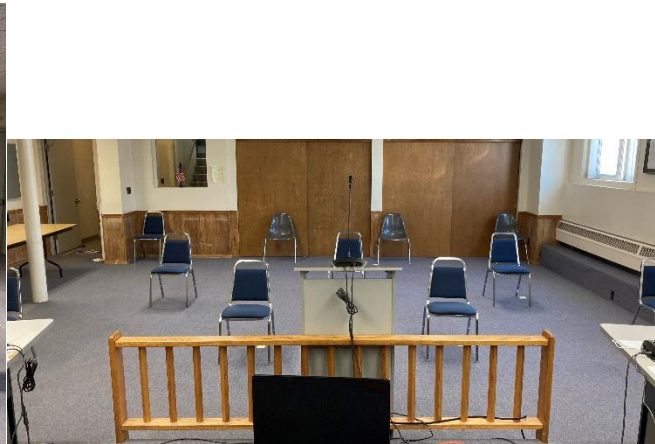
Public seating in Council Chambers has been arranged to accomplish social distancing. **Seating capacity is limited and will be available on a first come, first serve basis.** No more than 18 people will be allowed in City Council Chambers at the same time (including elected officials and staff). Capacity is based on ensuring all attendees can maintain social distancing within the limited space. The public may access City Hall 30 minutes prior to the start of a Council meeting. When capacity is reached no additional people will be allowed in the facility.

Can I Attend In-Person:

Individuals subject to quarantine due to recent travel may not attend City public meetings in person. Any individual exhibiting symptoms of the COVID-19 virus, OR who has tested positive for the COVID-19 virus and is not considered fully recovered by their healthcare provider, OR who has had a known exposure to a person who has tested positive for the COVID-19 virus may not attend a City public meeting in person.

Cleaning / Sanitizing:

Cleaning supplies will be provided at each council seat. Each council member will sanitize their area after the meeting. Audience chairs will be sanitized after each meeting.



\* CDC COVID-19 screening form can be updated to reflect City of Dillingham and/or other changes as needed.

# CDC FACILITIES COVID-19 SCREENING

Accessible version available at <https://www.cdc.gov/screening/>

<b>PLEASE READ EACH QUESTION CAREFULLY</b>	<b>PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU</b>	
<p>Have you experienced any of the following symptoms in the past 48 hours:</p> <ul style="list-style-type: none"> <li>• fever or chills</li> <li>• cough</li> <li>• shortness of breath or difficulty breathing</li> <li>• fatigue</li> <li>• muscle or body aches</li> <li>• headache</li> <li>• new loss of taste or smell</li> <li>• sore throat</li> <li>• congestion or runny nose</li> <li>• nausea or vomiting</li> <li>• diarrhea</li> </ul>	<b>YES</b>	<b>NO</b>
<p>Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:</p> <ul style="list-style-type: none"> <li>• Anyone who is known to have laboratory-confirmed COVID-19?</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Anyone who has any symptoms consistent with COVID-19?</li> </ul>	<b>YES</b>	<b>NO</b>
<p>Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?</p>	<b>YES</b>	<b>NO</b>
<p>Are you currently waiting on the results of a COVID-19 test?</p>	<b>YES</b>	<b>NO</b>

<p><b>Did you answer NO to ALL QUESTIONS?</b></p>	<p>Access to CDC facilities <b>APPROVED</b>. Please show this to security at the facility entrance. Thank you for helping us protect you and others during this time.</p>
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<p><b>Did you answer YES to ANY QUESTION?</b></p>	<p>Access to CDC facilities <b>NOT APPROVED</b>. Please see Page 2 for further instructions. Thank you for helping us protect you and others during this time.</p>
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[cdc.gov/screening](https://www.cdc.gov/screening)



[cdc.gov/screening/further-instructions.html](https://www.cdc.gov/screening/further-instructions.html)





# THE SCREENING YOU COMPLETED INDICATES THAT YOU MAY BE AT INCREASED RISK FOR COVID-19

IF YOU ARE NOT FEELING WELL, WE HOPE THAT YOU FEEL BETTER SOON!

## Here are instructions for what to do next



If you are not already at home, please avoid contact with others and go straight home immediately.



Call your primary care provider\* for further instructions, including information about COVID-19 testing.



Contact your supervisor (if you are an employee) or your contracting company (if you are a contractor) to discuss options for telework and/or leave.

Before going to a healthcare facility, please call and let them know that you may have an increased risk for COVID-19. In case of a life-threatening medical emergency, dial 911 immediately!

## RETURNING TO THE WORKPLACE



If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to work until you get a medical evaluation and are approved to return to a work setting by your primary care provider\*. Please call your supervisor to discuss when to return to work. Read more about when it is safe to be around others at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.



If you have a chronic medical condition that causes COVID-19-like symptoms and you need to access a CDC facility within the next few days, please call CDC's Occupational Health Clinic at 404-639-3385 to determine whether you can safely be granted access to a CDC facility.



If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to work. Read more about when you should be in isolation or quarantine at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.



If you are currently isolating or quarantining because of concerns about COVID-19 OR you have a COVID-19 test pending, please contact your primary care provider\* for guidance on when you can return to work.

- If you have an urgent need to come to campus while waiting for a test result, call CDC's Occupational Health Clinic at 404-639-3385.
- If you have an urgent need to end your quarantine period early, please ask your CIO Management Officer to send an email request to [eoevent106@cdc.gov](mailto:eoevent106@cdc.gov) and [eocho@cdc.gov](mailto:eocho@cdc.gov).

If you have additional questions about when you can return to work, please email [OSSAM@cdc.gov](mailto:OSSAM@cdc.gov). For information about COVID-19 and basic instructions to prevent the spread of disease, visit CDC's COVID-19 website at <https://www.cdc.gov/covid19>.

\*If you are assigned to the COVID-19, Ebola, or Polio responses, or work in a lab, call CDC's Occupational Health Clinic at 404-639-3385 instead of your primary care provider for next steps. DO NOT physically go to a CDC Occupational Health Clinic location.

November 30, 2020

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1. CALL TO ORDER

The Friends of the Landfill Committee met on November 30, 2020 via teleconference. Chair Paul Liedberg called the meeting to order at 12:03 PM.

2. ROLL CALL

Committee members present included:

Paul Liedberg  
Sue Flensburg  
Renee Roque  
Heather Allen  
Deborah McLean

Guests Present

Eric Goddard

3. Approval of Agenda

Motion to approve agenda by Sue; second by Heather. Passed by unanimous consent.

4. APPROVAL OF MINUTES

Motion to approve minutes for meetings of October 30, 2020 by Renee; second by Sue. Passed by unanimous consent.

5. OLD BUSINESS

A. Project Updates

1. Aluminum can recycle

-Sue reported that she has been in touch with Seattle Iron and Metals which is the company last used by the senior center for sending aluminum several years ago. They are located two miles from Alaska Marine Lines and do the transfer at no cost. The current price is in the low .40's per pound.

-Paul has been in touch with Public Works and they are working towards getting power run to the can crusher in the incinerator building.

-Paul reported that he has been in touch with Alaska Marine Lines about shipping aluminum and they have stated that they will transport a "limited number of shipments at no charge".

-Since the last meeting we have learned that Haines is shipping out metal cans as well as aluminum. Eric stated that he is checking on the capability of our crusher to handle metal cans.

2. Reduce bear conflicts at the landfill

-Nothing to report

3. Compile list of grant opportunities

-Deborah noted that we may want to again consider non-profit status as funding needs arise and grants come available.

B. Other project updates

1. Electronics recycling update

-Renee had no updates on the BBAHC plan to assist with electronics recycling in the region, including Dillingham.

C. Logo

-Paul reported that after the logo was proposed at the last meeting, it was agreed that anyone with alternate or modifying ideas to get in touch with Jayne. Jayne had stated to him that no one had submitted alternatives.

-Discussion that the logo proposed was in digital format but needed to be sharpened up.

-Motion by Heather and second by Renee to adopt the logo as presented. Unanimous approval.

D. Response from Alaska Marine Lines on transportation of recyclables.

-Reported above under "Aluminum Can Recycle"

6. NEW BUSINESS

A. New project proposal – Outreach

-Paul presented the outreach project proposal that was provided in draft form at the last meeting. Only minor additions were made since the draft.

-Motion by Deborah and second by Sue to approve the project. Unanimous approval.

B. Other New Project Proposals

-No other new project proposals were introduced.

C. Two Vacancies on FOL

-Paul noted that there are two vacancies. Discussion that the council resolution establishing FOL stated that the committee would consist of from five to 11 members. Not required to add two more members but encouragement to add if interested individuals come forward.

7. REPORT FROM PUBLIC WORKS ON ANY LANDFILL UPDATES FOR THE COMMITTEE

No Public Works report.

8. PUBLIC COMMENTS

None

9. COMMITTEE MEMBER COMMENTS

The next regularly scheduled meeting would occur on December 25. It was agreed that the December meeting would be cancelled and the committee would not meet again until January.

10. ADJOURNMENT

The meeting adjourned at 12:51 PM

DRAFT



January 21, 2021

Re: "Alaska Fuel Price Report: Current Community Conditions"

Happy New Year!

I would like to notify you of the "Alaska Fuel Price Report: Current Community Conditions" and how you can access heating fuel and gasoline prices from the State of Alaska's [Community Database Online](#). I know many local and regional leaders in Bristol Bay like to keep well-informed of energy prices.

Since 2005, the Division of Community and Regional Affairs (DCRA) has conducted over 30 surveys to obtain heating fuel and gasoline prices from 100 selected communities around the state. The data continues to be used by *public* and *private* entities as a consistent frame of reference when studying, discussing and writing about fuel prices at the community and/or regional levels. The report is updated twice a year in January and July.

The report provides summary information and interactive maps of the following:

- Fuel Transportation Methods
- Gasoline & Heating Fuel Prices by Community
- Gasoline & Heating Fuel Price Average by Region
- Comparison of Gasoline & Heating Fuel Prices vs. National Average: 2005 to Present
- Heating Fuel Prices in the North Slope
- Interactive Map of DCRA Fuel Survey Data
- Historical Alaska Fuel Price Reports
- Alaska North Slope Crude Pricing

There are several ways to access the report – *Print*, *Share* or *Embed* the information in your web page, if you have one.

How to Print, Share or Embed the Report:

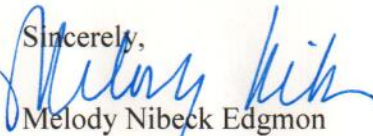
- 1) [Community Database Online](#)
- 2) Click on “What’s New”
- 3) Click on “Check it Out” under the heading Alaska Fuel Price Report: Current Community Conditions - July 2020
- 4) Click on the yellow chain at top of web page
  - a. Share Option – a URL to copy, send and share with others
  - b. Embed Option – a HTML code to embed in a web page
  - c. Print Option – a paper or PDF copy with links to source data

I would encourage you to visit the [Community Database Online](#) frequently. There are other interactive applications and maps telling the story of communities across the state - population trends, municipal taxes, boundary changes, ANCSA 14c plats, schools and Alaska Native language requirements, to name a few.

The [Community Database Online](#) also has information on COVID-19 resources for communities, and a CARES Act funding tracker showing the allocations distributed to communities around the state.

In the new year, I hope you find this information helpful.

Sincerely,



Melody Nibeck Edgmon  
Local Government Specialist III