



CITY COUNCIL REGULAR MEETING

Thursday, November 02, 2023 at 7:00 PM

AGENDA

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

MEETING INFORMATION

AGENDA

CITY COUNCIL REGULAR MEETING

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

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

<https://us02web.zoom.us/j/89995887202?pwd=ZjBWZUdaMEIsclJZOHZXbHpGVdNyQT09>

Meeting ID: 899 9588 7202; passcode: 134069

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES

1. Meeting Minutes 10/05/2023 Regular City Council Meeting
2. Meeting Minutes 10/12/2023 City Council Special Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

3. a. Strategic Plan Report,

- b. City Manager and Staff Reports
- c. Standing Committee Reports

PUBLIC HEARINGS

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

[ORDINANCES AND RESOLUTIONS](#)

4. RESOLUTION NO. 2023-31
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO OFFER THANKS AND COMMENDATION TO AKSEL BUHOLM FOR HIS SERVICE ON THE DILLINGHAM CITY COUNCIL

5. RESOLUTION NO. 2023-32
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING THE AIRPORT IMPROVEMENT PROJECT

6. Introduction: ORDINANCE NO. 2023-05
AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING SECTION 2.21.030, QUALIFICATIONS, TO AMEND THE LIMITATIONS ON FORMER COUNCIL MEMBERS SERVING AS MANAGER

7. Introduction: ORDINANCE NO. 2023-06
AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 11.24 ABANDONED VEHICLES:

UNFINISHED BUSINESS

8. Pearson Consulting

NEW BUSINESS

- 9. Fire Hydrant Report
- 10. Committee Appointments
- 11. Council Training
- 12. Postponement of December Regular City Council Meeting

CITIZEN'S DISCUSSION (Open to the Public)

[COUNCIL COMMENTS](#)

[MAYOR'S COMMENTS](#)

[ADJOURNMENT](#)

INFORMATIONAL ITEMS:

[Dillingham Airport Master Plan Update, Central Region Projects, Transportation & Public Facilities, State of Alaska: <https://dot.alaska.gov/creg/dillingham/>](#)

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES



CITY COUNCIL REGULAR MEETING

Thursday, October 5, 2023 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, October 5, 2023, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:13 P.M.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett Aksel Buholm
Bert Luckhurst Kaleb Westfall

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of September 7, 2023; Regular Council Meeting

MOTION to approve minutes made by Kaleb Westfall. Seconded by Bert Luckhurst with a friendly amendment to correct misspelling of Councilman Bennett's name for the official version.

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

APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION to approve agenda with an amendment removing items 4 and 12 made by Bert Luckhurst, seconded by Kaleb Westfall

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Buholm, Council Member Luckhurst

ROLL CALL VOTE Nay: Council Member Bennett

Motion with amendment failed.

MOTION: Kaleb Westfall moved to approve the agenda as presented. Seconded by Bert Luckhurst.

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Buholm, Council Member Luckhurst, Council Member Bennett.

STAFF REPORTS**2. City Manager Report & Department Reports**

- City Manager Kim Johnson thanked the staff and Marilyn Rosene for a successful election.
- BBNC and NIT will be conducting heavy equipment training for the city's heavy equipment operators
- There will be a DEC inspection of the landfill.
- Working with the Mayor on a new member council training session
- Dan Boyd is out on PTO and animal control is being handled by the Patrol Division

PUBLIC HEARINGS**CITIZEN'S COMMENTS** (Prior Notice or Agenda Items)

3. Ted Krieg submitted written comments.

ORDINANCES AND RESOLUTIONS**4. RESOLUTION NO. 2023-28 No Action Taken****5. Action Memorandum 2023-30 Hyster 800 disposal**

MOTION: Councilman Westfall moved to adopt AM 2023-30. Seconded by Councilman Luckhurst.

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Buholm, Council Member Luckhurst, Council Member Bennett.

6. Action Memorandum 2023-31

MOTION: Councilman Westfall moved to adopt AM 2023-31. Seconded by Councilman Luckhurst.

MOTION TO POSTPONE: Councilman Westfall moved to postpone AM 2023-31. Seconded by Councilman Luckhurst

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Buholm, Council Member Luckhurst, Council Member Bennett.

UNFINISHED BUSINESS**7. City Manager Recruitment**

MOTION: Councilman Bennett moved to hire Kim Johnson on a three-year contract. Seconded by Councilman Buholm.

Mayor Ruby strongly advised the council not to act on this motion as there were new council members on-boarding and that they should be a part of this decision.

DISCUSSION ON MOTION: Kaleb Westfall asked Kim if she would be willing to take the job. Kim indicated that she would be willing. She also indicated that she had applied for the position and would sit through any selection process. Kim also indicated that this was a council decision.

Aksel Buholm stated that Kim was local, had her degree in administration and that not to hire Kim would be foolish.

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Buholm, Council Member Luckhurst, Council Member Bennett

8. Territorial School Update

Materials have been ordered

NEW BUSINESS

9. Library Advisory board appointments

MOTION: Councilman Westfall moved to appoint Sara Baily and Janet Dieckgrafe. Seconded by Councilman Luckhurst.

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Buholm, Council Member Luckhurst, Council Member Bennett.

10. Special Meeting Date to Certify Election:

MOTION: Councilman Buholm moved to set the special meeting date to 10/12/2023. Seconded by Councilman Bennett

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm, Council Member Luckhurst

11. Finance Committee Report

No report

CITIZEN'S DISCUSSION (Open to the Public)

Tanner Johnson offered comment.

COUNCIL COMMENTS

Audio issues

MAYOR'S COMMENTS

Flu clinic reminder and a moment of silence

EXECUTIVE SESSION

MOTION made by Councilman Bennett to move into executive session. Seconded by Councilman Buholm.

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Bennett, Council Member Council Member Buholm, Council Member Luckhurst

MOTION to exit from executive session made by Councilman Westfall at 7:55 PM. Seconded by Councilman Bennett.

ROLL CALL VOTE Yea: Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm, Council Member Luckhurst

ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:15 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Daniel E. Decker Sr, City Clerk

Approval Date: _____



CITY COUNCIL SPECIAL MEETING

Thursday, October 12, 2023 at 5:30 PM

MINUTES

CALL TO ORDER

A special meeting of the Dillingham City Council was held on Thursday, October 12, 2023, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:32 P.M.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett	Aksel Buholm	Curt Armstrong
Bert Luckhurst	Kaleb Westfall	

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

MOTION: Kaleb Westfall moved to accept the agenda with the deletion of item 3 AM 2023-31. Seconded by Michael Bennett.

VOTE Yea: Council Member Westfall, Council Member Buholm, Council Member Luckhurst, Council Member Bennett, Council Member Armstrong.

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

SPECIAL BUSINESS

1. RESOLUTION NO. 2023-29 A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE CERTIFICATION OF THE CANVASSING COMMITTEE RESULTS AND CERTIFYING THE OCTOBER 3, 2023, REGULAR CITY ELECTION

MOTION: Kaleb Westfall moved to adopt Resolution 2023-29. Seconded by Michael Bennett.

VOTE Yea: Council Member Westfall, Council Member Buholm, Council Member Luckhurst, Council Member Bennett, Council Member Armstrong.

2. Resolution 2023-30 A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE CITY OF DILLINGHAM AND ACTING CITY MANAGER KIMBERLY JOHNSON

MOTION: Michael Bennett moved to adopt Resolution 2023-30. Seconded by Kaleb Westfall.

VOTE Yea: Council Member Westfall, Council Member Buholm, Council Member Luckhurst, Council Member Bennett.

3. Action Memorandum 2023-31

4. Swearing in New City Council and School Board Members

Councilman Elect Steven Carriere, Councilman Elect Curt Armstrong and Councilman Elect Bert Luckhurst were sworn into office during the meeting. Councilman Elect Kevin McCambly was sworn into office on Monday October 16, 2023 at the City Clerk’s Office.

CITIZEN’S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

Inaudible

MAYOR’S COMMENTS

- Congratulated new members of the council. Expressed relief that all seats were filled.
- Mayor would be contacting council members for committee assignments.
- Committee assignments traditionally were given in order of seniority.

ADJOURNMENT

Mayor Ruby adjourned the meeting at 5:55 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Daniel E. Decker Sr, City Clerk

Approval Date: _____

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

a. Strategic Plan Report

b. City Manager and Staff Report



October 24, 2023

MEMORANDUM

RE: November Council Report

It seems like yesterday; I was putting together last month's report. Here are some of the highlights of items that took place since my last report.

Thanks to Bristol Bay Economic Development Corporation and Bristol Bay Native Corporation for the Heavy Equipment training that public work staff are going through as this report is written. The training is approximately 4 weeks in duration and city projects will be completed as part of the training session. Public works continues to get ready for winter. The goal this week and into next week is to grade our streets and make sure right of way areas are cleared of boats, cars, container vans, brush, etc. for snow clearing this winter.

This week the Fire Department has scheduled training. It continues to be stressful for not only our emergency responders but for public safety as our community experiences the tragic loss of life due to suicide. As I write this report, I do not have an easy solution to stop a decision made by one of community members to end their life. I just know for those of us left behind, we are left with many unanswered questions. I know that everyone in our community is valued. We get so focused on getting ready for winter, is that encroachment permit completed, is the election held, did meals get delivered to our seniors, are the streets graded, and did we post the Hyster equipment repair, etc. that we forget that we serve this community and its members.

By now, you have seen the new public safety vehicles. Our newly hired public safety officers are focusing attention on vehicle registration and traffic violations.

The Mayor's Sale is scheduled for October 27 and 28. We posted on the City's website and on Facebook. The Territorial Building is scheduled for demolition this month, October. As we moved into colder temperatures, the water line from the Territorial Building to City Hall this weekend, October 22nd froze, and personnel were called in to thaw the water line.

We are getting close to having a full staff at the City. The Administrative Manager position was moved to a level one position. We hope to fill the position with an individual who will work with the City Clerk and Planner. I will be looking at the Grant Writer and Deputy City Manager positions and posting those positions in November. Additionally, supervisors are completing employee evaluations. For some of our employees, they haven't had a completed evaluation since 2019.

I reviewed the Legislature's website for pre-filed bills in both the House and the Senate. Based on my initial review, I will send an email to our Lobbyist to get more information on these pre-filed bills.

I will be in travel status during the Council meeting and will zoom in. I am attending BBNC's Compliance Conference, November 1 – 3 but travel starts, Monday October 30 and my return

back on November 5. I have a scheduled BBNC Seafood Meeting on November 9th in Seattle. Travel is November 7th and return on November 9th. Just to give the Council a heads up, when I accepted the offer of the Acting City Manager position, I had already made travel plans to Mexico after the BBNC quarterly meeting (4th – 8th) in December. I will be out from December 10th and back in the office the afternoon of December 29th.

I hope to work with the Chair of the BBNC Shareholder and Corporate Relations Committee on the agenda for the upcoming Village Leadership Workshop that starts on December 7 and 8 on how municipalities, tribes and village corporations can work together. After meeting with Congresswoman Peltola's Chief of Staff, Anton McParland, during AFN week on Saturday, we discussed the requirement of match to access federal funding for Infrastructure monies. Many small communities in our region with limited taxation do not have the funds needed for the match. I explained to him the ANTHC Best Practice's Score is another limitation. Other items in our discussion were how municipalities need to work together to complete water tank inspections, or landfill inspections, the requirements of DEC, and the need for housing.

Finally, thanks to Patty's efforts, discussions with the Land Manager at Choggiung Limited, might result in access to overburden from the development of a gravel pit that then could be used as cover in our landfill. I added BBNC to this initial discussion and maybe by this could become a regional effort that impacts all our landfills in the region.

Mayor
Alice Ruby

Manager
Kimberly Johnson



Dillingham City Co

Section . Item 3.

Bert Luckhurst
Michael Bennett
Steve Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: November 2, 2023
To: Kim Johnson, City Manager
From: Daniel Decker Sr., City Clerk
Subject: October Monthly Report

Acknowledgements and Recognitions:

- Thank you to Patty Buholm for continuing to tackle the huge responsibility of the Planning Department
- Thank you to Sherina Tilden for her efforts to keep the public and staff updated on new and existing open positions.

Department Accomplishment and Opportunities:

Projects – Progress and Public Impacts:

- Worked with Municode to address problems within the program.
- Working with Martel Electronics to address microphone issues in the council chambers.
- Working through scheduling issues for committee meetings

Public Feedback:

- Received several positive comments, and two complaints regarding the condition of the roads being graded.

/Mayor
Alice Ruby

City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 3.

Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: October 19, 2023
To: Kimberly Johnson, City Manager
From: Patty Buholm, Planning Director
Subject: September and October Monthly Report

Acknowledgements and Recognitions:

- Melany Eakin and Jared Miller, Bristol Bay Area Health Cooperation's Environmental Health, and Safety Department for their role in the recycling efforts at the Landfill with the Paint and Electronic backhaul efforts.
- Desi Bond Curyung Tribal Council's Environmental Coordinator for her efforts with the Paint and Electronic backhaul efforts.
- Curyung Tribal Council for allowing the City of Dillingham to use their forklift and Trailer to relocate a majority the refrigerators and freezers to a new location within the landfill (towards the back next to the Metal Pile) to be staged for freon removal next year after temperatures reach 65 degrees or higher.
- Friends of the Landfill volunteers for coming to the Landfill to assist with trash pick-up and assist with the clean-up of the Transfer Station recycle area. Thank you, Paul Liedberg and Janet Dieckgrafe.

Department Accomplishment and Opportunities:

- I was requested to attend the Infrastructure Symposium in Anchorage by City Manager Kimberly Johnson. During this trip I was able to learn more about funding opportunities that are available to the City of Dillingham, make connections with
- At request of the City Clerk, I assisted with the City Elections and served on the Canvas committee.
- Tanner Johnson, Environmental Programs Coordinator at Alaska Forum and our Green Star Program Contact Was able to tour the Water Plant, the Wastewater Lagoon, and Landfill during his visit to Dillingham on 10/05/23 -10/07/23. Tanner and myself were able to participate in the BBNC Career Fair on 10/07/23 and I was able to introduce myself to some of the BBNC staff, and the Administrators/Mayors for some of the villages closest to Dillingham. Most of the conversations were driven towards future projects and partnerships for the City of Dillingham.

Projects – Progress and Public Impacts:

City of Dillingham

Page 1 of 3

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.

- Aerated Lagoon Improvement Project: The project was awarded to Udelhove
- The Territorial Building Demolition: This project is still pending, and I have supported Manager Johnson with assigned items as requested.
- The Landfill Cleanup Project: This project is not completed; however, a massive amount of work has been completed by all City Staff. I have supported Manager Johnson and the Landfill Staff as needed or requested to ensure forward movement towards an October Landfill Inspection. The inspection did not occur yet due to an unexpected and unplanned emergency for the DEC staff. This inspection will occur during the Spring of 2024, I will report when I learn of the date of the inspection.
- The Nerka Road Improvements Project: This project has gone into winter shut down with no paving completed at this time. Due to several contributing factors, paving will not be completed until the 2024 construction season. Bristol Engineering continues to have communication with the Planning Department and Nushagak Cooperative for the installation of the street lights. I currently do have a 2024 construction timeline for progress.
- The 2023 Comprehensive Plan Update: I have been working with Agnew::Beck and their team to move forward on the Comprehensive Plan. There was a delay of 2 weeks for this project, however we were able to publish the Public Input Form on social media. Individuals will continue to be contacted to set up interviews with Agnew::Beck team for their input on the Updated Comprehensive Plan.
- The Capital Improvements Project: Projects have been identified and the Planning Commission will prioritize the projects in the regular Planning Commission meeting on 10/24/23.
- The Downtown Streets Rehabilitation Project: The Downtown Streets Rehabilitation Project Plat is set to be signed on 10/24/23. The Planning Commission meeting was postponed to accommodate the Plat signing of the SOA/DOT plat of the Downtown Streets Project as it did not come in the mail in time for the regular scheduled meeting.
- State of Alaska, DOT&PF - Airport Runway Shift: The State of Alaska DOT has been meeting with myself and the Manager regarding their Master Plan Update. The Planning Department has requested to modify the Object Free Area (OFA) for Evergreen Cemetery, exempting it from this OFA due to the crosses, fences, and headstones already placed within the cemetery.

Upcoming Calendar Items:

- Planning Commission Postponed meeting – 10/24/23
- Patty will be out of the office 10/25-10/27
- Patty to attend the ANCSA 14 (c) Land Workshop/Training – March 13-15, 2024.

Public Feedback:

- A lot of positive feedback from the community about the Landfill conditions and how organized and clean it is now.
- The street signs within the Nerka Subdivisions are a sticking point for some community members with voicing that they do not like their locations.
- Some concerns regarding the Land Use Permit have been mentioned over the need to complete this form.

Other:

- An extensive amount of time has been spent on other Departments compliance and permitting by the Planning Department personnel. Examples of these items include: Landfill Compliance set by the State of Alaska, Department of Environmental Conservation for Landfill Permit, Air Quality Monitoring for the Landfill, Ground Water Well Monitoring for the Landfill, Ensuring all required Permits are current and valid, Action Plans for the Public Works Department and the Landfill; other items that I have been working on outside of Planning Department functions have been sharing information with new staff and sharing resources that are already created and available.
- Other large chunks of time from the Planning Department has been dedicated to older items that were not resolved in regards to land issues. Due to the amount of research and outreach for each of these land issues, some land issues are not resolved. Some of these unresolved issues include easements, land swaps, and ANCSA 14 (c) gift deeds.

List of Attachments:

- Bristol Engineers Public Notice for Winter Suspension of project and return of maintenance to the City of Dillingham.
- State of Alaska DOT Master Plan, Sheet 20
- Public Input Form, Comprehensive Plan (November 30 Deadline)

MEMORANDUM OF AGREEMENT

Between the State of Alaska
Department of Transportation and Public Facilities
and the City of Dillingham
Regarding the Improvement and Transfer of
Main Street, 2nd Avenue, and D Street as part of the
Dillingham Downtown Streets Rehabilitation
Project No. 57180

The Parties to this Memorandum of Agreement (hereinafter Agreement) are the State of Alaska acting through its Department of Transportation and Public Facilities (hereinafter DOT&PF) and the City of Dillingham, a City established under the laws of Alaska (hereinafter CITY).

WHEREAS, Alaska Statute 19.20.060 authorizes DOT&PF and the CITY to enter into agreements for establishing, maintaining, and regulating use of public right of way within their respective jurisdictions; and

WHEREAS, the CITY requests DOT&PF to plan, design, and construct the Dillingham Downtown Streets Rehabilitation Project, identified as Project No. 57180 (hereinafter Project), located within the boundaries of the City of Dillingham; and

WHEREAS, DOT&PF agrees to fund and construct the Project and will provide all labor, materials, and equipment necessary to construct the Project in accordance with the provisions contained within the Project documents; and

WHEREAS, the CITY owns portions of Main Street, 2nd Avenue, and D Street that are covered by the Project; and

WHEREAS, DOT&PF desires to transfer the additional right of way to be acquired for Main Street, 2nd Avenue, and D Street as part of the Project and future maintenance of the improvements associated with those facilities to the CITY; and

WHEREAS, the CITY agrees to accept, by Commissioner's Quitclaim Deed, all of the additional right of way associated with and acquired for Main Street, 2nd Avenue, and D Street as part of the Project; and

WHEREAS, it has been determined that this work will serve the public interest and enhance the quality of life for the residents of, and visitors to, the City of Dillingham; and

WHEREAS, the Parties hereto wish to memorialize within this Agreement, their specific agreements related to the additional right of way acquired for Main Street, 2nd Avenue, D Street, and the improvements associated with those facilities as part of the Project.

IT IS THEREFORE AGREED by the Parties, in consideration of the mutual promises contained in this Agreement, as set forth below, regarding the planning, design, construction, maintenance, transfer of right of way, and operation of the Project.

1. PLANNING, DESIGN, AND CONSTRUCTION

- a. DOT&PF shall plan, design, and construct the Project as provided in this Agreement.
- b. DOT&PF's obligations pursuant to this Agreement are subject to the availability of adequate funding to complete the Project. If at any time DOT&PF determines, in its sole discretion, that adequate funding is not available, DOT&PF may terminate the Project and this Agreement, without liability to the CITY.
- c. DOT&PF shall be responsible for permitting all utility relocations necessary for the Project.
- d. The CITY will provide a local match in the form of right of way (CITY Resolution No. 01-47), which includes Lot 16 and 18 of Block 19.

2. SCOPE OF WORK

The scope of the improvements to Main Street, 2nd Avenue, and D Street being implemented under this Agreement shall be depicted within the drawings for the Project. Generically, the improvements include, but are not limited to asphalt pavement, pathways, sidewalks, crosswalks, signs, roadway striping, and storm drain.

3. ADDITIONAL WORK

Costs associated with additional work shall be the responsibility of the CITY. The project does not include pedestrian amenities beyond basic sidewalks, pathways, and a maximum of two raised crosswalks. A new storm drain system and utilities relocated due to the realignment and/or reconstruction of the roadways are the responsibility of DOT&PF. Additional work requests from the CITY shall be funded by the CITY.

4. MAINTENANCE AND OPERATIONS

- a. DOT&PF will acquire right of way as necessary for execution of the Project, which is designated for transfer to the CITY upon Project Completion. The anticipated limits of the right of way designated for transfer is indicated on the Preliminary Plat, attached hereto, approved by the CITY (Resolution No. 2014-03 Corrected). A Final Plat will be recorded after all right of way acquisition is complete. The CITY agrees to maintain and operate the Project area, as described herein, and consistent with 23 CFR § 1.27 and DOT&PF's Alaska Highway Maintenance and Operations Manual, commencing upon final inspection and final acceptance by the CITY; and
- b. The CITY agrees to assume maintenance responsibilities for Main Street, 2nd Avenue, and D Street and other local roadways affected by the Project, including storm drain, roadway striping, signs, and winter maintenance; and
- c. The CITY agrees to assume maintenance responsibilities for the asphalt pavement, pathways, sidewalks, crosswalks, signs, roadway striping, and storm drain, associated with the Main Street, 2nd Avenue, and D Street right of way. The CITY may enter into contracts with third parties to accomplish these responsibilities, including temporary, seasonal, or permanent alterations or improvements, at the discretion of the CITY.

- d. The CITY shall perform its activities under this Agreement at its sole cost and expense and without reimbursement from DOT&PF. The CITY's maintenance activities include, but are not limited to:
- 1) Planning, scheduling, administration, and logistics of maintenance activities;
 - 2) Traffic control and safety;
 - 3) Preservation of drainage in an as-built condition, including maintenance of all culverts, ditches, storm drains, gutters, dry wells, retention basins and under-drains;
 - 4) Embankment protection, including erosion control, to as-built conditions;
 - 5) Roadside management;
 - 6) Snow and ice removal;
 - 7) Snow and ice control, including all plowing, sanding, culvert and storm drain thawing, snow hauling, winging, opening of shoulders, ice scraping, drift control, snow slide removal, and associated tasks as may be required for the safe and timely passage of the public;
 - 8) Maintaining signs and delineators in an as-built condition and their replacement, including posts and foundations, when damaged, unreadable, or worn out;
 - 9) Highway marking and repainting, as required, maintaining performance of their intended function;
 - 10) Removal of debris, rubbish, and dead animals;
 - 11) Signing of seasonal weight restrictions as may be required by local conditions;
 - 12) Pothole repair using asphalt products on an as-needed basis;
 - 13) Annual crack sealing;
 - 14) Repairs of minor rutting, waves, sags, humps, corrugations, raveling, alligator cracks, pitting, and bleeding on an as-needed basis.

5. TITLE TRANSFER

Upon Project Completion, DOT&PF shall execute and the CITY shall accept the Commissioner's Quitclaim Deed that conveys all of DOT&PF's right, title, and interest in the properties designated for ownership by the CITY.

6. DISPUTE RESOLUTION

- a. If a dispute arises under this Agreement between the CITY and DOT&PF, and the Parties cannot resolve the matter between them within 45 days after the aggrieved Party gives notice to the other Party, the aggrieved Party may request that the matter be resolved by arbitration.
- b. The party requesting arbitration shall ask for a list of arbitrators from the American Arbitration Association ("AAA") but shall not ask AAA to administer the arbitration. Upon receipt of the list the parties shall proceed to select an arbitrator using the alternate strike method with the party making the first strike determined by a coin toss. The party that wins the coin toss has the option of making the first strike. The arbitrator shall hear the matter under such rules and procedures as the arbitrator deems necessary to conduct the proceedings.
- c. Each Party shall pay one-half of the expenses of the arbitrator. The party against whom a decision is rendered shall pay all expenses incurred in the conduct of any hearing on the dispute.
- d. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance with this paragraph will be specifically enforceable under prevailing law of any court having jurisdiction.

- e. The award rendered by the arbitrator shall be in writing, and shall include: (a) a precise breakdown of the award; and (b) a written explanation of the award specifically citing the Agreement provisions deemed applicable and relied on in making the award.
- f. The award rendered by the arbitrator will be consistent with the Agreement of the parties and final, and judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to appeal or modification.
- g. Except when the provisions of this Paragraph (6) provide otherwise, any arbitration under this Paragraph is subject to Alaska Statute 09.43.010-09.43.180, the Uniform Arbitration Act.

7. INDEMNIFICATION

To the maximum extent allowed by law, the CITY shall indemnify, defend, and hold the DOT&PF, its officers, employees, and agents (collectively the “Indemnified Parties”) harmless from all liability, claims, causes of action, and costs (including attorney’s fees) arising out of this Agreement or relating to the obligations assigned or work performed under this Agreement, including, but not limited to, liability, claims, and causes of action alleging or arising out of a negligent act or omission by one of the Indemnified Parties.

Notwithstanding the forgoing, the CITY shall have no obligation to indemnify, defend, or hold the Indemnified Parties harmless from:

- (a) claims for personal injury, death, or property damage arising from incidents occurring prior to Substantial Completion;
- (b) claims for personal injury, death, or property damage alleging a negligent act or omission by one of the Indemnified Parties and arising from incidents occurring within three years from the date of Substantial Completion; or
- (c) claims arising from or asserted under Alaska Statute 46.03.822.

As used in this Section, “Substantial Completion” means the time at which the Project (1) can be safely and effectively used by the public without further delays, disruption, or other impediments, and (2) pavement structure, shoulder, drainage, sidewalk, permanent signing and marking, guardrail and other traffic barrier, safety appurtenances, utilities, lighting and all bridge deck and parapet work is complete.

8. AMENDMENT OF AGREEMENT

This Agreement may only be modified or amended by written agreement with both Parties signing through their authorized representatives.

9. THE WHOLE AGREEMENT

This Agreement constitutes the entire agreement between the parties. It supersedes previous agreements; there are no other understandings or agreements between the Parties, either oral or memorialized in writing regarding the matters addressed in this Agreement.

10. OBLIGATIONS

All of the CITY's obligations, as specified in Sections 4 and 7; are subject to lawful appropriations for the specific purpose of carrying out the CITY's obligations.

ACCEPTANCE BY PARTIES

CITY OF DILLINGHAM

By: Carola Chade, Acting
Rose Loera, City Manager

12/5/14
Date

ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

On this 5 day of December, 2014, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared Rose Loera, City Manager of the City of Dillingham, known to me to be the identical persons who executed the foregoing instrument and who acknowledged to me that they signed the same freely and voluntarily, with full knowledge of its contents, for the uses and purposes therein mentioned.

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

[NOTARY SEAL]

STEPHANIE NELSON
Notary Public, State of Alaska
Commission # 111121007
My Commission Expires
November 25, 2015

Stephanie Nelson
Notary Public in and for the State of Alaska
My Commission Expires: 11/25/2015

STATE OF ALASKA, DEPARTMENT OF
TRANSPORTATION AND PUBLIC FACILITIES

By: 
Robert A. Campbell, P.E., Central Region Director

10-31/14
Date

ACKNOWLEDGEMENT


STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

On this 31st day of October, 2014, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared Robert Campbell, Central Region Director of the Alaska Department of Transportation and Public Facilities, known to me to be the identical persons who executed the foregoing instrument and who acknowledged to me that they signed the same freely and voluntarily, with full knowledge of its contents, for the uses and purposes therein mentioned.

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

[NOTARY SEAL]



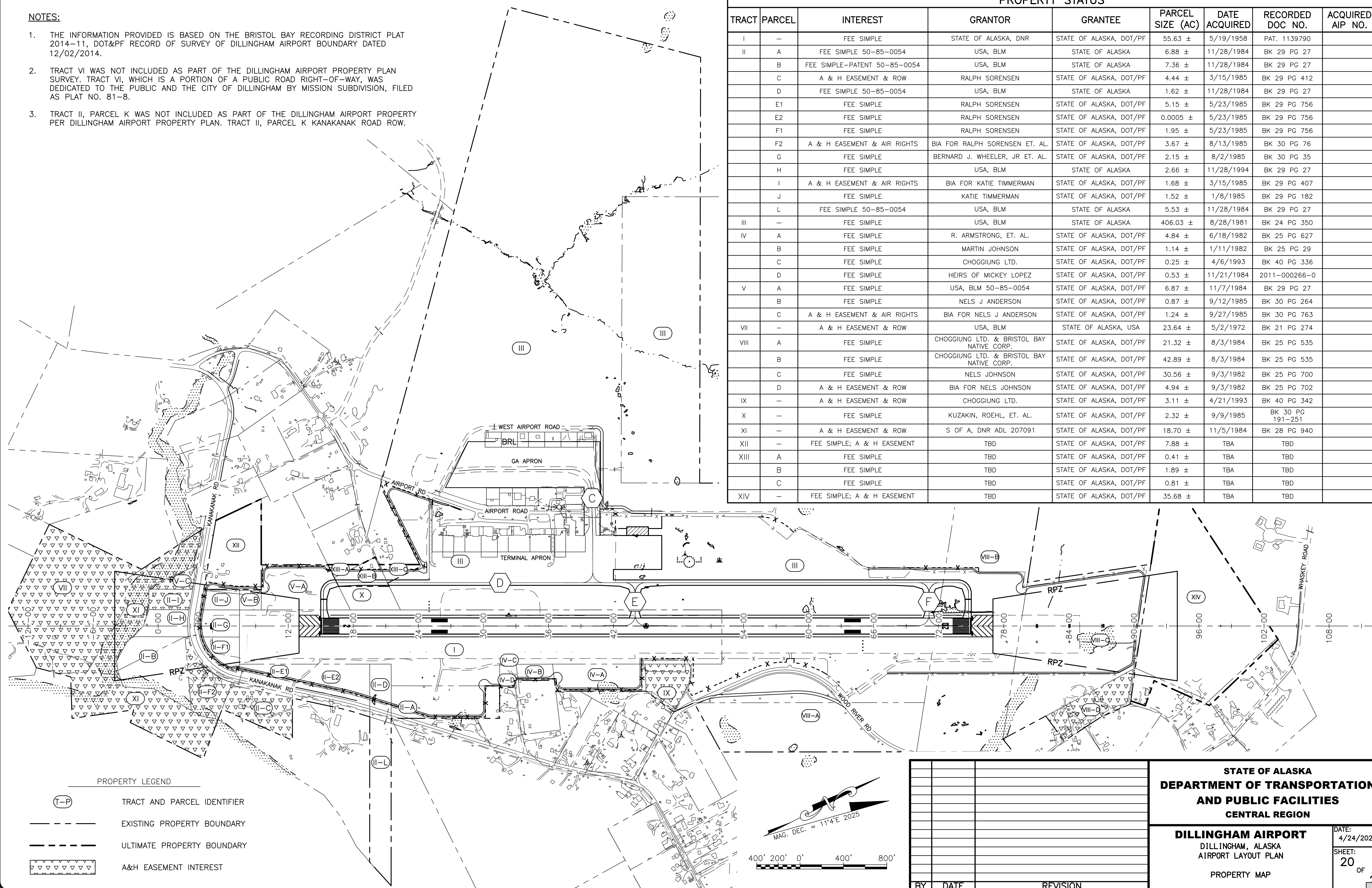

Notary Public in and for the State of Alaska
My Commission Expires: End of Office

NOTES:

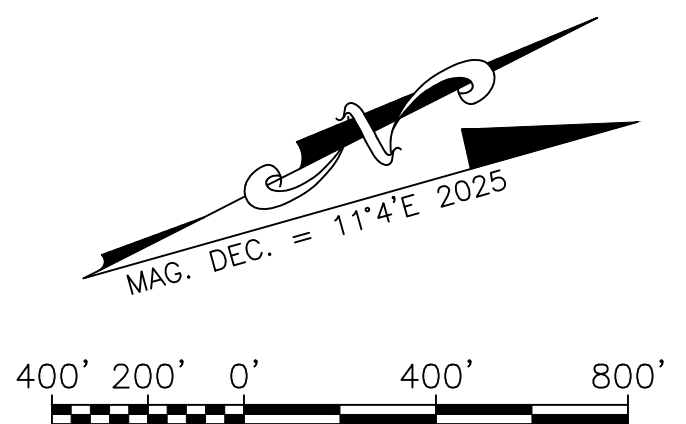
1. THE INFORMATION PROVIDED IS BASED ON THE BRISTOL BAY RECORDING DISTRICT PLAT 2014-11, DOT&PF RECORD OF SURVEY OF DILLINGHAM AIRPORT BOUNDARY DATED 12/02/2014.
2. TRACT VI WAS NOT INCLUDED AS PART OF THE DILLINGHAM AIRPORT PROPERTY PLAN SURVEY. TRACT VI, WHICH IS A PORTION OF A PUBLIC ROAD RIGHT-OF-WAY, WAS DEDICATED TO THE PUBLIC AND THE CITY OF DILLINGHAM BY MISSION SUBDIVISION, FILED AS PLAT NO. 81-8.
3. TRACT II, PARCEL K WAS NOT INCLUDED AS PART OF THE DILLINGHAM AIRPORT PROPERTY PER DILLINGHAM AIRPORT PROPERTY PLAN. TRACT II, PARCEL K KANAKANAK ROAD ROW.

Design: By: MW/RLC
 Drawn: By: MW/RLC
 Checked: By: CLB
 Date Plotted: 4/24/2023, 12:13 PM
 Plot Name: Z:\Projects\2020_01_DOT_C.DLG AMP Airport\Aerial\ALP-DLG-Property_Map.dwg
 File Name:

PROPERTY STATUS								
TRACT	PARCEL	INTEREST	GRANTOR	GRANTEE	PARCEL SIZE (AC)	DATE ACQUIRED	RECORDED DOC NO.	ACQUIRED AIP NO.
I	-	FEE SIMPLE	STATE OF ALASKA, DNR	STATE OF ALASKA, DOT/PF	55.63 ±	5/19/1958	PAT. 1139790	
II	A	FEE SIMPLE 50-85-0054	USA, BLM	STATE OF ALASKA	6.88 ±	11/28/1984	BK 29 PG 27	
	B	FEE SIMPLE-PATENT 50-85-0054	USA, BLM	STATE OF ALASKA	7.36 ±	11/28/1984	BK 29 PG 27	
	C	A & H EASEMENT & ROW	RALPH SORENSEN	STATE OF ALASKA, DOT/PF	4.44 ±	3/15/1985	BK 29 PG 412	
	D	FEE SIMPLE 50-85-0054	USA, BLM	STATE OF ALASKA	1.62 ±	11/28/1984	BK 29 PG 27	
	E1	FEE SIMPLE	RALPH SORENSEN	STATE OF ALASKA, DOT/PF	5.15 ±	5/23/1985	BK 29 PG 756	
	E2	FEE SIMPLE	RALPH SORENSEN	STATE OF ALASKA, DOT/PF	0.0005 ±	5/23/1985	BK 29 PG 756	
	F1	FEE SIMPLE	RALPH SORENSEN	STATE OF ALASKA, DOT/PF	1.95 ±	5/23/1985	BK 29 PG 756	
	F2	A & H EASEMENT & AIR RIGHTS	BIA FOR RALPH SORENSEN ET. AL.	STATE OF ALASKA, DOT/PF	3.67 ±	8/13/1985	BK 30 PG 76	
	G	FEE SIMPLE	BERNARD J. WHEELER, JR ET. AL.	STATE OF ALASKA, DOT/PF	2.15 ±	8/2/1985	BK 30 PG 35	
	H	FEE SIMPLE	USA, BLM	STATE OF ALASKA	2.66 ±	11/28/1994	BK 29 PG 27	
	I	A & H EASEMENT & AIR RIGHTS	BIA FOR KATIE TIMMERMAN	STATE OF ALASKA, DOT/PF	1.68 ±	3/15/1985	BK 29 PG 407	
	J	FEE SIMPLE	KATIE TIMMERMAN	STATE OF ALASKA, DOT/PF	1.52 ±	1/8/1985	BK 29 PG 182	
	L	FEE SIMPLE 50-85-0054	USA, BLM	STATE OF ALASKA	5.53 ±	11/28/1984	BK 29 PG 27	
III	-	FEE SIMPLE	USA, BLM	STATE OF ALASKA	406.03 ±	8/28/1981	BK 24 PG 350	
IV	A	FEE SIMPLE	R. ARMSTRONG, ET. AL.	STATE OF ALASKA, DOT/PF	4.84 ±	6/18/1982	BK 25 PG 627	
	B	FEE SIMPLE	MARTIN JOHNSON	STATE OF ALASKA, DOT/PF	1.14 ±	1/11/1982	BK 25 PG 29	
	C	FEE SIMPLE	CHOGGIUNG LTD.	STATE OF ALASKA, DOT/PF	0.25 ±	4/6/1993	BK 40 PG 336	
	D	FEE SIMPLE	HEIRS OF MICKEY LOPEZ	STATE OF ALASKA, DOT/PF	0.53 ±	11/21/1984	2011-000266-0	
V	A	FEE SIMPLE	USA, BLM 50-85-0054	STATE OF ALASKA, DOT/PF	6.87 ±	11/7/1984	BK 29 PG 27	
	B	FEE SIMPLE	NELS J ANDERSON	STATE OF ALASKA, DOT/PF	0.87 ±	9/12/1985	BK 30 PG 264	
	C	A & H EASEMENT & AIR RIGHTS	BIA FOR NELS J ANDERSON	STATE OF ALASKA, DOT/PF	1.24 ±	9/27/1985	BK 30 PG 763	
VII	-	A & H EASEMENT & ROW	USA, BLM	STATE OF ALASKA, USA	23.64 ±	5/2/1972	BK 21 PG 274	
VIII	A	FEE SIMPLE	CHOGGIUNG LTD. & BRISTOL BAY NATIVE CORP.	STATE OF ALASKA, DOT/PF	21.32 ±	8/3/1984	BK 25 PG 535	
	B	FEE SIMPLE	CHOGGIUNG LTD. & BRISTOL BAY NATIVE CORP.	STATE OF ALASKA, DOT/PF	42.89 ±	8/3/1984	BK 25 PG 535	
	C	FEE SIMPLE	NELS JOHNSON	STATE OF ALASKA, DOT/PF	30.56 ±	9/3/1982	BK 25 PG 700	
	D	A & H EASEMENT & ROW	BIA FOR NELS JOHNSON	STATE OF ALASKA, DOT/PF	4.94 ±	9/3/1982	BK 25 PG 702	
IX	-	A & H EASEMENT & ROW	CHOGGIUNG LTD.	STATE OF ALASKA, DOT/PF	3.11 ±	4/21/1993	BK 40 PG 342	
X	-	FEE SIMPLE	KUZAKIN, ROEHL, ET. AL.	STATE OF ALASKA, DOT/PF	2.32 ±	9/9/1985	BK 30 PG 191-251	
XI	-	A & H EASEMENT & ROW	S OF A, DNR ADL 207091	STATE OF ALASKA, DOT/PF	18.70 ±	11/5/1984	BK 28 PG 940	
XII	-	FEE SIMPLE; A & H EASEMENT	TBD	STATE OF ALASKA, DOT/PF	7.88 ±	TBA	TBD	
XIII	A	FEE SIMPLE	TBD	STATE OF ALASKA, DOT/PF	0.41 ±	TBA	TBD	
	B	FEE SIMPLE	TBD	STATE OF ALASKA, DOT/PF	1.89 ±	TBA	TBD	
	C	FEE SIMPLE	TBD	STATE OF ALASKA, DOT/PF	0.81 ±	TBA	TBD	
XIV	-	FEE SIMPLE; A & H EASEMENT	TBD	STATE OF ALASKA, DOT/PF	35.68 ±	TBA	TBD	



PROPERTY LEGEND	
(T-P)	TRACT AND PARCEL IDENTIFIER
---	EXISTING PROPERTY BOUNDARY
---	ULTIMATE PROPERTY BOUNDARY
▽▽▽▽	A&H EASEMENT INTEREST



BY	DATE	REVISION

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES
CENTRAL REGION

DILLINGHAM AIRPORT
 DILLINGHAM, ALASKA
 AIRPORT LAYOUT PLAN

PROPERTY MAP

DATE:
4/24/2023

SHEET:
20

OF
21

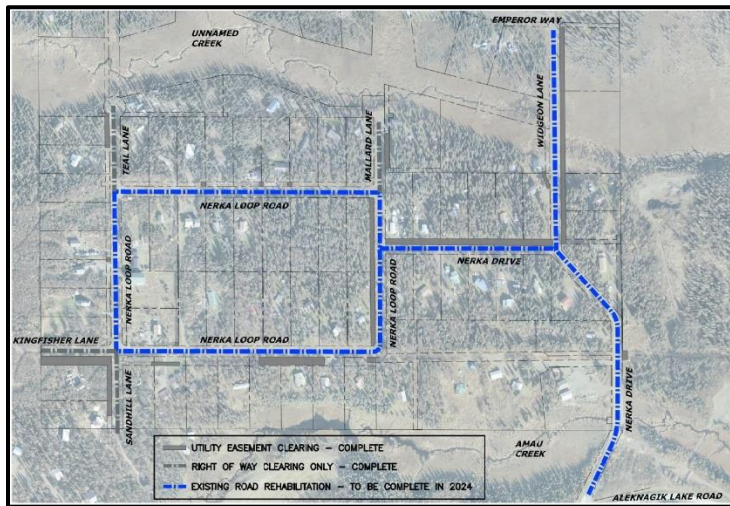
PUBLIC NOTICE

DATE: October 19, 2023
TO: Residents of Dillingham
FROM: Bristol Engineering Services Company
RE: Nerka Subdivision Roadway Improvements – Public Notice of Construction Update 2023-2024

Project: The Nerka Roadway Improvements project has transitioned into winter shutdown and will resume in Summer 2024. Clearing of right of ways and select utility easements, and utility relocation is complete. Rehabilitation of Nerka Drive, Nerka Loop Road and Widgeon Lane is near completion, except for the top layer of aggregate base course, asphalt pavement, and traffic markings.

Schedule: Construction to resume in Summer 2024. Schedule details to be determined.

Stakeholders: City of Dillingham and Curyung Tribal Council (owners), JJC Enterprises (contractor), Bristol Engineering Services, LLC (engineer).



Contact: Please direct all questions, comments, or concerns to the Engineer.

Isaac Pearson, P.E.
Engineer
Bristol Engineering Services Company LLC
Phone: (907) 743-9313
Mobile: (907) 351-1545
ipearson@bristol-companies.com

Jayne Perkins, EIT
Resident Project Representative
Bristol Engineering Services Company LLC
Project Mobile: (907) 717-4397
jperkins@bristol-companies.com

Mayor
Alice Ruby

Acting Manager
Kim Johnson



Dillingham City Co

Section . Item 3.

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

MEMORANDUM

Date: October 24, 2023
To: Kim Johnson, Acting City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report – Sep 2023

Acknowledgements and Recognitions:

Sep Statistics: As of date of report.

Cash Receipts: \$716,359.66

All Payments: \$728,682.51 (includes \$210,835.12 for 2 payrolls).

Department Accomplishment and Opportunities:

Accomplishments

- Annual bond debt service report submitted 09/27/2023 to the state.
- Backlog of work has been caught up on due to past staff shortages.
- Training has been a top priority and an evaluation of staff positions and assigned tasks.

Staffing changes

- Account Tech II – Position has been opened since 09/08/2023. Advertising ongoing.
- Account Tech III, Taxes – Basil Tilden will be attending the AML Tax Conference in Anchorage 09/28/23-09/29/23. Presentations will cover how to strengthen the ability for local governments to manage current and potential tax systems.
- Finance Director attend the Ruba Training - Personnel Management for Rural Utilities. This training focused on what a utility should be doing for personnel.

Grant Reporting

- NTS & NSIP grant reporting completed for FY23. FY24 application approved. By mid-October.
- Remaining grant reporting in progress.

Budget

- FY24 Budget revision review has begun. Planning on presenting budget revision in the November F&B meeting so council can have December and January to adopt the revision.
- Evaluation of wages continues.

Projects – Progress and Public Impacts:

Audit

- FY22 Audit final work postponed to November 27, 2023.
- FY23 Audit is scheduled for two weeks starting January 8, 2024.

Projects

- Setup of personal property tax in MARS is ongoing.
- Questica training has been started for budgeting software.

Personal Property Tax

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

Collections

- Foreclosure process is pending code committee review.
- Water/wastewater collection letters mailed out 09/29/2023. Utility shut offs scheduled as early as 10/30/2023.
- Denied service list is updated and ready for review and for letters to go out.

Mayor's sale

- Adopted by the council.
- Scheduled for October, announcements pending.

Utility Rates Evaluation

- Evaluation of utility rates have started to ensure correct billing to individual accounts. This is foundational to a rate study being conducted in the future.

Contract Management

- Standard Operating Procedure is being developed for the department to manage the filing of city-wide contracts.

Health Insurance Renewal

- Beginning the process of evaluating what insurance plan the city will adopt for employees for calendar year 2024.

IT Renewal

- Finalizing the renewal of LMJ contract for their 2nd.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- 11/01/2023 first half of property taxes are due. Penalties will be incurred if at least the first half is not paid on 11/02/2023. The remaining taxes are due 12/01/2023.

Public Feedback:

- The September property tax statement was sent out with an incorrect date and incorrect reminder. All tax details were correct as of 09/07/2023. The public was notified of the error on Facebook. Internal controls already in place have been reviewed to prevent future instances of this error. New statements will go out the first week of October.
- What is the difference between assessed values verses market value for real property? Objective of the assessed value is to keep the values similar throughout the community. Market value can be based on supply and demand of what is available and what prices that can be asked for in comparison to what people are willing to pay. Assessed values will always chase what the market is doing and can have a large discrepancy based on how quickly rates increase. Assessed values are generally one to two years behind market values.

Revenue and Expense Report:

Information provided for percentages above 16%. Current actuals recognize a net increase to fund balance by \$3,369,472. End of FY23 year adjustments are still pending.

- Real and personal property taxes are recorded as revenue at 100% on 07/01/2023. Actual collections in August is at 3% of real property and 1% of personal property which is historically normal. Property tax penalty and interest continues to be higher than expected due to non-payment of prior year taxes.
- PILT has come in well above expected at 114%. This can be adjusted with the mid-year budget revision.
- Motor Vehicle Tax is under review of FY23 audit entry.

Special Revenues & Other Funds Revenue

- Carlson Estate investments have returned higher than expected.

Transfers

- As expected,

General Fund Expenditures

- As expected,

Special Revenues & Other Funds Expenditures

- As expected,

Grant and Bond Revenues/Expenditures

- As expected,

Capital Project Revenues/Expenditures

- Projects have begun and will see expenses in August.

City of Dillingham
 Unaudited Revenues and Expenditures As of August 31, 2023

Data Collected on:
 10/19/2023

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	08/31/23			08/31/22			Uncollected	% Adj
	Budget - FY24	YTD	Percent	YTD	INC/(DEC)			
General Fund Revenues								
General Sales Tax	\$ 3,300,000	\$ 838,097	25%	\$ 791,656	\$ 46,441	(2,102.86)	25%	
General Sales Tax - Remote	425,000	107,194	25%	77,635				
Alcohol Sales Tax	280,000	63,595	23%	81,784	(18,188)		23%	
Transient Lodging Sales Tax	120,000	34,993	29%	39,449	(4,456)	-	29%	
Gaming Sales Tax	65,000	3,626	6%	7,698	(4,072)		6%	
Tobacco Excise Tax	350,000	59,303	17%	64,543	(5,240)		17%	
Marijuana Excise Tax	90,000	15,433	17%	24,965	-		17%	
Business License	17,000	450	3%	400	-			
Penalty & Interest - Sales Tax	15,000	2,231	15%	2,189	41	(235.46)	13%	
Total Sales Tax	4,662,000	1,124,922	24%	1,090,319	14,526		24%	
Real Property Tax	2,460,000	2,476,512	101%	2,393,797	82,715	(81,345.34)	97%	
Personal Property Tax	555,000	573,653	103%	456,068	117,585	(23,880.71)	99%	
Penalty & Interest - Property Tax	70,000	26,981	39%	24,324	2,657		39%	
Total Property Taxes	3,085,000	3,077,146	100%	2,874,189	202,957		96%	
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%	
Shared Fisheries	670,000	-	0%	-	-		0%	
Raw Fish Tax	30,000	-	0%	-	-		0%	
Community Sharing	75,352	-	0%	-	-		0%	
Payment in Lieu of Taxes (PILT)	460,000	522,976	114%	480,895	42,081		114%	
State Jail Contract	720,000	-	0%	-	-		0%	
Motor Vehicle Tax	25,000	9,722	39%	-	9,722			
Ambulance Fees	65,000	4,543	7%	15,006	(10,462)		7%	
Lease & Rental Income	35,000	1,820	5%	1,800	20		5%	
Admin Overhead	162,905	22,885	14%	30,845	(7,960)		14%	
PERS on Behalf	94,318	12,272	13%	19,364	(7,092)		13%	
PERS Forfeiture Fund	5,000	-	0%	-	-		0%	
Other Revenues	147,750	48,997	33%	27,785	21,212	-	33%	
Total	2,560,325	623,215	24%	575,694	47,521		24%	
Total	\$ 10,307,325	\$ 4,825,284	47%	\$ 4,540,203	\$ 265,004		46%	
Special Revenue & Other Funds Revenue								
Water	231,712	41,043	18%	44,248	(3,204)	(13,237.86)	12%	
Sewer	464,012	71,868	15%	87,631	(15,764)	(17,871.11)	12%	
Landfill	298,259	93,543	31%	83,297	10,246	(12,661.00)	27%	
Port - Dock	808,576	17,536	2%	203,469	(185,933)	(23,780.09)	-1%	
Port - Harbor	142,999	22,405	16%	32,938	(10,533)	(4,576.00)	12%	
Asset Forfeiture Fund	2,000	85	4%	12	73		0%	
E-911 Service	65,000	11,581	18%	11,242	339		18%	

City of Dillingham
 Unaudited Revenues and Expenditures As of August 31, 2023

Data Collected on:
 10/19/2023

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	<u>Budget - FY24</u>	<u>08/31/23</u> YTD	Percent	<u>08/31/22</u> YTD	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	45,615	3,142	7%	3,616	(474)	7%
Senior Center (Grant)	76,000	3,361	4%	-	3,361	4%
Library (Grants)	54,170	-	0%	6,935	(6,935)	0%
Debt Service	754,693	-	0%	-	-	0%
Equipment Replacement	-	107,360		-	107,360	
Mary Carlson Estate	4,000	3,422	86%	1,264	2,157	86%
Ambulance Rental	-	6,000		-	6,000	
Total	\$ 2,947,036	\$ 381,346	13%	\$ 474,653	\$ (93,307)	10%

Transfers

<i>From General Fund to Other Funds</i>						
Landfill	1,014,850	65,432	6%	-	65,432	
Senior Center	286,949	13,567	5%	39,872	(26,305)	
Ambulance Reserve	56,000	4,089	7%	(1,501)	5,590	
Equipment Replacement	600,000	107,360	18%	-	107,360	
Capital Projects	557,334	-		-	-	
Debt Service SRF Loans	53,050	-	0%	-	-	
Debt Service Streets Bond	221,750	-	0%	-	-	
Debt Service Firehall Bond	44,000	-	0%	-	-	
Debt Service School Bond	319,307	-	0%	-	-	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	189,853	-		74,159	(74,159)	
Port - Harbor - Ice Machine	18,200	-		-	-	
Port - Harbor - Bathhouse	18,300	-		5,362	(5,362)	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	63,916	7,837	12%	1,124	-	
Transfer from Carlson Estate to Library	4,000	666	17%	-	-	
Transfer from Wastewater to Water	28,471	-	0%	-	-	
Total	\$ 3,475,980	\$ 198,952	6%	\$ 119,016	\$ 72,557	
Total Revenues & Transfers	\$ 16,730,341	\$ 5,405,581	32%	\$ 5,133,871	\$ 244,254	

City of Dillingham
Unaudited Revenues and Expenditures As of August 31, 2023

Data Collected on:
10/19/2023

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	<u>08/31/23</u>		<u>Percent</u>	<u>08/31/22</u>	
	<u>Budget - FY24</u>	<u>YTD</u>		<u>YTD</u>	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 100,600	\$ 7,000	7%	\$ 17,512	\$ (10,512)
City Clerk	151,607	2,721	2%	22,955	(20,233)
Administration	837,368	48,179	6%	72,120	(23,941)
Finance	1,098,392	148,275	13%	105,037	43,238
Legal	65,000	13,544	21%	5,886	7,658
Insurance	328,100	0	0%	45,537	(45,537)
Planning	332,485	24,435	7%	21,691	2,744
Foreclosures	9,000	53	1%	120	(67)
IT	301,300	26,804	9%	56,054	(29,250)
Public Safety Administration	299,928	24,043	8%	28,626	(4,583)
Dispatch	632,935	78,375	12%	64,392	13,983
Patrol	1,593,836	110,878	7%	124,515	(13,636)
Corrections	826,289	102,334	12%	54,276	48,058
DMV	72,661	11,183	15%	7,867	3,316
Animal Control Officer	131,541	19,602	15%	15,590	4,012
Fire	518,639	85,989	17%	74,939	11,050
Fire Department Donation	15,000	0	0%	0	-
EOC	-	-		0	-
Public Works Administration	439,456	17,116	4%	265	16,851
Building and Grounds	408,592	47,006	12%	32,519	14,487
Shop	636,118	44,188	7%	77,105	(32,916)
Street	551,739	98,905	18%	33,044	65,861
Library	192,485	24,069	13%	33,279	(9,210)
Gma House	0	3,709		0	
City School	1,700,000	425,259	25%	325,000	100,259
Transfers to Other Funds	3,153,240	190,449	6%	38,371	152,077
Total	\$ 14,396,311	\$ 1,554,117	11%	\$ 1,256,699	\$ 293,709

City of Dillingham
 Unaudited Revenues and Expenditures As of August 31, 2023

Data Collected on:
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	<u>Budget - FY24</u>	<u>08/31/23</u> <u>YTD</u>	<u>Percent</u>	<u>08/31/22</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	260,183	30,728	12%	23,419	7,309
Sewer	332,054	93,819	28%	41,494	52,325
Landfill	1,313,109	158,975	12%	57,544	101,431
Port - Dock	1,150,212	65,264	6%	233,980	(168,715)
Port - Harbor	369,352	63,775	17%	112,944	(49,169)
Asset Forfeiture Fund	2,000	-		-	-
E-911 Service	63,916	7,837	12%	1,124	6,713
Senior Center (Non-Grant)	332,564	16,709	5%	57,014	(40,305)
Senior Center (Grant)	76,000	11,779	15%	13,117	(1,338)
Library (Grants)	54,170	2,957	5%	17,237	(14,281)
Mary Carlson Estate	6,255	758	12%	274	484
Ambulance Reserve Fund	20,000	-	0%	-	-
Debt Service SRF Loans	53,050	-	0%	-	-
Debt Service School Bond	1,064,000	-	0%	-	-
Debt Service Firehall Bond	44,000	-	0%	-	-
Debt Service Streets Bond	231,750	-	0%	-	-
Equipment Replacement	600,000	-	0%	103,692	(103,692)
Total	\$ 5,972,615	\$ 452,602	8%	\$ 661,840	\$ (209,238)
	\$ 20,368,926	\$ 2,006,719	10%	\$ 1,918,538	\$ 84,471
Net Increase (Decrease) to Fund Balances	\$ (3,638,585)	\$ 3,398,862		\$ 3,215,333	\$ 159,782

City of Dillingham
 Unaudited Revenues and Expenditures As of August 31, 2023

Data Collected on:
 10/19/2023

Section . Item 3.

	<u>Budget - FY24</u>	<u>08/31/23</u> <u>YTD</u>	<u>Percent</u>	<u>08/31/22</u> <u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	-	-		(2,830)	2,830
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-
COVID - CARES & ARPA & LGLR	1,900,000	-	0%	2,553,756	(2,553,756)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	30,000	-	0%	-	-
SRF Loan - Wastewater	100,000	-	0%	-	-
Southern Region EMS	-	-		360	(360)
SOA-DOH Grants	210,250	-	0%	-	-
Curyung-Ice Machine	-	-		-	-
BBEDC Intern Program	112,201	-	0%	(6,779)	6,779
BBEDC Training Reimb	-	-		-	-
BBEDC Pass Thru	-	-		-	-
BBNC Training Reimb	-	-		-	-
Bond Investment Income	-	17,799		4,190	13,609
Total	\$ 4,110,576	\$ 17,799	0%	\$ 2,548,697	\$ (2,530,898)
Grant & Bond Expenditures					
ANTHC-Lagoon	-	-		146,538	(146,538)
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-
State Public Safety	-	-		-	-
COVID - CARES & ARPA & LGLR	1,900,000	-	0%	-	-
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	30,000	-	0%	-	-
SRF Loan - Wastewater	100,000	-	0%	-	-
Southern Region EMS	-	-		-	-
SOA-DOH Grants	210,250	-	0%	-	-
Curyung-Ice Machine	-	53		200	(146)
BBEDC Intern Program	112,201	26,435	24%	17,742	8,693
BBEDC Training Reimb	-	10,350		7,250	3,100
BBEDC Pass Thru	-	-		-	-
BBNC Training Reimb	-	10,350		-	10,350
Total	\$ 4,110,576	\$ 47,189	1%	\$ 257,485	\$ (210,296)
	\$ -	\$ (29,390)		\$ 2,291,212	\$ (2,741,194)

City of Dillingham
 Unaudited Revenues and Expenditures As of August 31, 2023

Data Collected on:
 10/19/2023

Section . Item 3.

	<u>Budget - FY24</u>	<u>08/31/23</u> YTD	<u>Percent</u>	<u>08/31/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds - Firehall	-	-		-	-
Insurance Proceeds - Landfill Shop Fire	-	-		214,490	(214,490)
Total	\$ -	\$ -		\$ 214,490	\$ (214,490)

	<u>Budget - FY24</u>	<u>08/31/23</u> YTD	<u>Percent</u>	<u>08/31/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Expenditures					
Major Building Maintenance	400,000	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Sewer Lagoon Aeration	557,334	-		-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Bingman-Harbor cleanup	-	-		-	-
Total	\$ 957,334	\$ -	0%	\$ -	\$ -
	\$ (957,334)	\$ -		\$ 214,490	\$ (214,490)

	<u>Budget</u>	<u>Actual</u>
General Fund Revenue	\$ 10,307,325	\$ 4,825,284
Special Fund Revenue	\$ 2,947,036	\$ 381,346
Transfers In	\$ 3,475,980	\$ 198,952
Grant and Bond Revenue	\$ 4,110,576	\$ 17,799
CIP Revenue	\$ -	\$ -
	\$ 20,840,917	\$ 5,423,380
General Fund Expenditures	\$ 14,396,311	\$ 1,554,117
Special Fund Expenditures	\$ 5,972,615	\$ 452,602
Grant and Bond Expenditures	\$ 4,110,576	\$ 47,189
CIP Expenditures	\$ 957,334	\$ -
	\$ 25,436,836	\$ 2,053,908
Net Increase (Decrease) to Fund Bal	\$ (4,595,919)	\$ 3,369,472



MEMORANDUM

DATE: 10/24/23
TO: City Manager and City Clerk
FROM: 09/25/23 to 10/22/23
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

The police department has received 2 new patrol vehicles replacing 2 older patrol vehicles.

With winter coming, the police department is getting rid of the 2 old snow machines since they are out dated and need work.

We are hoping to have the 2 snow machines replaced with 2 new ones for police use and search and rescue purposes. The City of Dillingham has properties which can only be accessed by off road vehicles such as snow machines and ATVs. We had investigations/crimes over the last winter which took place at some cabins within the city limits and we could only get there by snow machines. The police department is in need of off road vehicles for the land and properties inside the city limits which we are responsible for and to be able to respond if needed. 2 snow machines and 2 ATV's are ideal for the police department to be able to provide better services for the crimes and investigation which can only be reached be off road vehicles.

The Police Department Building is an old building which needs updating. With winter upon us the building becomes a fridge and sometimes a freezer, depending on the outside temp. The building is in need of exterior doors replaced, better seals around doors and windows, and overall and better heating system. The police department runs multiple space heaters all winter just to help keep the building warm and from freezing.

Patrol Department:

Currently has 7 officers which includes:

-4 resident officers, Acting Chief Craig Maines, Officer Aquila Kapotak, Officer Dillyn Rodriguez, and Officer David Tanner.

-3 rotating officers which include, Officer Adam Krahn, Officer Douglas Johnson, and Officer Tracy O'Malley.

-Officer Rodriguez is in his Third month of FTO and Officer Tanner is in his Second month of FTO.

At the current man power for the Patrol Dept., there is only 4 to 6 officers available in Dillingham at a given time. Which means there is only usually one officer on each shift. These are not ideal working

conditions. This causes officers to work longer hours alone. This is an officer safety issue. It would be ideal to have 2 officers on each shift, but that would mean making more positions.

Between 09/25/23 to 10/20/23 the Police Department have received 190 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

- 2 individuals placed in T-47 custody
- 9 individuals arrested for criminal investigations.
- 7 criminal investigations
- 36 Citations (Criminal/Traffic)

Corrections Dept.:

Staffing is short at this time there are currently 3 officers, which includes the Corrections Supervisor. Matrona Nicolai will possibly filling in on Wed and Thursdays as a part-time worker.

-The Jail has been closed since August due to lack of staffing.

From SEP 25th 2023 thru October 20th , 2023 there were:

16 inmates held in the Dillingham Jail Facility. We held 2 individuals under the Alaska Statutes T-47 protective custody.

Total Number of Man-Days Served: 36

Projects:

Glass has been ordered for the cell windows that need fixed. Will be repaired when the materials arrive.

Non secure bolts will be replaced with secure bolts when available.

Toilet has arrived for cell two and will be fixed soon.

Lighting in dayroom #1 and cell 3 will be fixed asap

Cell door #3 is currently inoperable will be worked on as soon as possible.

Visitation door will be replaced or repaired asap

Cell #6 toilet parts have been ordered and will be repaired when parts are received

New keys for doors need to be made.

Cell #5 door and frame will be replaced soon but is currently usable.

Dispatch Dept.:

Currently has 5 Dispatchers, which includes the Supervisor.

-Chelsea Wassily, continues part-time to provide work coverage when needed/available.

Between 09/25/23 to 10/20/23 Dispatch has handled 1,190 calls for service to the Dispatch center.

Animal Control:

ACO Dan Boyd has been on leave the last few weeks. The police department has only received several animal calls.

DMV:

For the period of September 25, 2023 to October 24, 2023
Division of Motor Vehicle

- 07 – Commercial D/L
- 40 – Driver License
- 14 – Identification Cards
- 01 – HC Permits (No Fee)
- 00 – Miscellaneous Fees
- 54 – Vehicle Registration
- 55 – Title / Lien
- 00 – Boat Registration
- 03 – Road Test

Customer Assist:

- 02 – License Services
- 22 – AK Written Test

- Now that the summer is over the Dillingham DMV have went back to its regular hours of Monday thru Friday from 10am to 2pm.
- Got BBEDC approval for intern for the position of DMV/Amin assistant. But no applicants this year and will try again 2024.

Below is the ideal growth plan for the Police Department. Please review and consider for the future.

Dillingham Police Department Growth Plan:

This would be an ideal Starting point to focus on for the Police Forces Growth

PATROL DEPARTMENT

RESIDENT POSITIONS:

Chief of Police:

Oversee all Public Safety
(Patrol, Correction, Dispatch, Animal Control, DMV, & Admin)
Attend Meetings
Fulltime Resident Officer
Starting Salary: 130,000 – 160,000 (DOE)

Lieutenant

Starting Pay: 45.00 – 50.00 (DOE)
Resident Position
Lead Investigator
Training/Instructor/FTO
Oversea Patrol Division
Attend Meetings
Make Patrol Schedules

Sergeant:

Starting Pay: 42.00 – 45.00 (DOE)

Resident Sergeant #1:

Supervisor Day Shift/Night Shift
Review Cases
Lead Investigator
Training/Instructor/FTO
Attend Meetings

Resident Sergeant #2:

Supervisor Day Shift/Night Shift
Review Cases
Lead Investigator
Training/Instructor/FTO
Attend Meetings

Police Officer:

Starting Pay: 38.00 – 41.00 hr (DOE)

Resident Patrol Officer #1:

School Resource Officer
DARE Officer
Shift Coverage: Day/ Mid
Training/Instructor/FTO

Resident Patrol Officer #2:

WAANT Officer
Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

Resident Patrol Officer #3:

Airport Officer Duties
Harbor Officer Duties
Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

Resident Patrol Officer #4:

Airport Officer Duties
Harbor Officer Duties
Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

ROTATIONAL POSITION:

2 Weeks On/ 2 Weeks Off
168 work hours

Starting Pay: 33.00 – 36.00 hr (DOE)

Rotation Patrol Officer #1:

Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #2:

Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #3
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #4
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #5
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #6
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

ANIMAL CONTROL DEPARTMENT

Animal Cont. Supervisor
Starting Pay: 32.00 – 34.00 (DOE)
Supervise Animal Cont. Officers
Make ACO schedules
Training/Instructor/FTO
Review/Handle Animal Calls

Animal Cont. Officer #1
Starting Pay: 28.00 – 30.00 (DOE)
Handle Animal Calls
Issue Citations

Animal Cont. Officer #2
Starting Pay: 28.00 – 30.00 (DOE)
Handle Animal Calls
Issue Citations

DISPATCH DEPARTMENT

Dispatch Supervisor
Starting Pay: 32.00 – 34.00 (DOE)
Make Dispatch Schedule
Training/Instructor/FTO
Review/Handle Dispatch Calls

Dispatch Officer #1
Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #2
Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #3
Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #4
Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #5
Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

CORRECTIONS DEPARTMENT

Corrections Supervisor
Starting Pay: 32.50 – 34.50 (DOE)
Make Dispatch Schedule
Training/Instructor/FTO
Review/Handle Dispatch Calls

Corrections Officer #1
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #2
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #3
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #4
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #5
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

OTHER POSITIONS

Admin Assistant/Grant Writer:
Find and Write Grants for Police Funding
Supply Ordering and Filing
Cross trained in Corrections and Dispatch
40 hour weeks

Starting pay: 28.00 hr

DMV/Admin Assistant

Handle DMV

Supply Ordering and Filing

40 hour weeks

Starting pay: 28.00 hr

POSSIBLE SOURCES OF FUNDING:

APSC (Alaska Police Standards Council) offers Funding

Alaska TSA/DOT

Dillingham City School District

Curyung Tribal

GRANT FUNDING (will require a fulltime grant writer for the police department)

AST WAANT grant funding

Other.....

EOR

Acting Chief

Craig L. Maines

Mayor
Alice Ruby

City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 3.

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

MEMORANDUM

Date: 10/25/2023
To: Kimberly Johnson, City Manager
From: Public Works
Subject: Monthly Report

Acknowledgements and Recognitions:

Hired on multiple employees within public work:
Darrel Tilden - Operator
Anders Johnson - Operator
Douglas Larsgaard - Operator
Rick Kellough – Buildings and Grounds
Primitivo Trevizo – Fleet Mechanic

Department Accomplishment and Opportunities:

Public Works is currently in Heavy Equipment training through NIT.

Projects – Progress and Public Impacts:

Preparing landfill and City Hall/Old School building site for demolition, as well as, preparing the landfill for the waste from the project.
160H grader is back to operational state.

Upcoming Calendar Items:

The Grove crane will be worked on and fixing issues with previous inspection.
Repairs to general fleet vehicles are in progress and should have more vehicles for employee transportation soon.
The Territorial/Old School building is scheduled for demolition.
The Jail is getting materials ordered for repairs and maintenance.

Public Feedback:

The public is pleased with how the Landfill project has developed.

List of Attachments:

Mayor
Alice Ruby
City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 3.

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

MEMORANDUM

Date: 10/25/23
To: Kimberly Johnson, Acting City Manager
From: Shayla Fuller, Buildings and Grounds Foreman Assistant
Subject: Monthly Report – Buildings and Grounds

Acknowledgements and Recognitions: Welcoming Rick Kellough as the new Buildings and Grounds Foreman, excellent knowledge of building repairs and awesome to work with.

Department Accomplishment and Opportunities: Maintain building operations, keep boilers running, currently taking heavy equipment operator training.

Projects – Progress and Public Impacts: Transition of Foreman position, getting familiar with buildings and personnel. Only project worth mentioning is fixing the flooring for senior center entryway, I trust the work Rick can do.

Upcoming Calendar Items: Keep buildings warm and free of snow and ice. Assessing many future projects with public works foreman and planning efficient ways to complete the tasks necessary for better building operations.

Public Feedback: Positive, I believe.

List of Attachments:



MEMORANDUM

DATE: 10/24/23

TO: Kim Johnson

FROM: Scott Runzo FDC

SUBJECT: October Monthly Report

STAFF REPORT

Rescue and fire calls

- 21 EMS calls
- 2 Fire calls

Fire/EMS activity:

- Scott Pak service and certification started, will be completed this month.
- October school prevention month, taught over 150 kids fire prevention.
- Flu clinic at Harbor EMS office 180 plus vaccination were given.
- EMS volunteer teams started running again. On call teams are working out well.
- Latica is now practicing as a EMT2,
- Scott and Laticia are now instructors for CPR /BLS and heart saver. This means the Fire department can directly host CPR for the city and citizens.
- Prevention has hosted one CPR class in October.
- The AEMT course is going on and we have 5 volunteers attending.
- Scott attended Alaska Fire conference and will teaching on subject matter.
- Working with BBNA on a Community Wild land preparedness plan.
- Prevention is developing the beginning stages of CRR (Community Risk Reduction) program that would be started in 2024.
- ETT (Emergency Trauma Technician) class to start in late October/November of this year.
- Two of the five non-working hydrants can be repaired now with new parts.
- 1st stages of a New downtown fire station in the works, design, site, costs.
- Fire trainers from Fairbanks fire will be hosting three days of training starting this week.

Mayor
Alice Ruby

City Manager
Kimberly Johnson



Dillingham City Co

Section . Item 3.

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

MEMORANDUM

Date: October 24, 2023
To: Kimberly Johnson, City Manager
From: Sonja Marx, Librarian
Subject: Monthly Report

Acknowledgements and Recognitions:

Rene Johnson's last day with us was Saturday, October 14th. We have appreciated her service at the library funded through the LINKED grant program.

We celebrated another birthday at the library in October for our library staff:

Happy Birthday to Jenice!

Department Accomplishment and Opportunities:

Jenice has returned to her regular 30-hour-a-week position at the library. She took some time off for a week using some personal and sick leave. Sonja has also taken time off to visit family in Chicago and Colorado for most of October.

The rest of our part-time staff (Bill, Lane, and Jonas) have been doing a great job keeping the library open for the community six days a week (33-35 hours).

Projects – Progress and Public Impacts:

Shannon Clouse brought her 4th grade class over to the library and museum for a school "field trip". It was wonderful to have 16 (students and parent volunteers) visit and see what we have available for them here. A few students applied for library cards for the first time since they are now 9 years old or older and can have their own library account.

Suzie Nunn, the BBAHC WIC Coordinator, comes on the fourth Friday of every month now. The Seventh Day Adventist School brings their preschoolers and kindergarteners on the first Friday of every month to attend Storytime. It's wonderful to see these little ones excited about the library and what it has to offer them.

Upcoming Calendar Items:

See the dates below for when the library will be closed in November. Also, the next LAB meeting will be in November at the library.

The city is having its 2023 Mayor's Sale, Friday & Saturday, Oct. 27th & 28th from 10 am to 3 pm. The library has some items available to the public for that sale. Go check it out!

Public Feedback:

Game night continues to be well attended every other Friday night from 6-8 pm at the library. It has become a regular event during the school year.

Many patrons continue to use our Inter Library Loan (ILL) system offered through the State Library. People request items we don't have available at our library. We then receive the books and movies in the mail from other libraries in Alaska or out of the state. After the patrons view them, they return them to us, and we mail them back. It's a great service that is offered to our patrons for free, and they keep coming back for more!

List of Attachments:

Library Stats report for September 25th - October 22nd, 2023:

**Patron Visits: 575 Computer Use: 420 Wireless Use: 210 (plus)
Story Hour: 29 Museum Use: 74 Game Night: 14
AWE Station Use: 11 Volunteer Hours Logged: 2**

Next Library Advisory Board meeting is November 27th at 5:30 pm at the library.

Game night is every other Friday night.

The Library was closed October 9th for Indigenous People's Day

The Library will be closed Friday, November 10th for Veterans Day and

November 23rd and 24th for the Thanksgiving Holiday

c. Standing Committee Reports

PUBLIC HEARINGS

CITIZEN'S COMMENTS

ORDINANCES AND RESOLUTIONS



Meeting Date: November 2, 2023

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-31

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO OFFER THANKS AND
COMMENDATION TO AKSEL BUHOLM FOR HIS SERVICE ON THE DILLINGHAM CITY
COUNCIL**

WHEREAS, Aksel Buholm was elected to the Dillingham City Council October 2020, serving the community for three years; and

WHEREAS, Council members make legislative decisions dealing with topics such as the allocation of funding to provide for public services, community development projects, or issues of land use and budget matters; and

WHEREAS, the most recent term was even more difficult and demanding due to the unexpected City Manager transition; and

WHEREAS, Aksel Buholm demonstrated a strong commitment to the community and to the responsibilities of a City Council member; and

WHEREAS, Aksel Buholm offered valuable insight during times of transition and growth within the City of Dillingham; and

WHEREAS, Aksel Buholm, participated in many other Council committee meetings, as well as serving as on the Finance Committee; and

WHEREAS, the responsibilities of a Council member requires the dedication of a great deal of personal time with no remuneration and Aksel has given generously throughout his tenure;

NOW, THEREFORE, BE IT RESOLVED that it is with a sincere thank you, that the Mayor, City Council, and City staff offers their gratitude and a commendation for Aksel Buholm' s selfless time, participation, and leadership while serving on the Dillingham City Council.



Meeting Date: November 2, 2023

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 2, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Daniel E. Decker Sr., City Clerk



Meeting Date: November 2, 2023

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-32

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING THE AIRPORT IMPROVEMENT PROJECT

WHEREAS, The City of Dillingham is a 1st Class City incorporated city in Alaska; and

WHEREAS, The City of Dillingham is a recognized governing body in the City of Dillingham; and

WHEREAS, The Dillingham airport is a needed part of the local infrastructure that will serve both the social and economic needs of City of Dillingham; and

WHEREAS, The State of Alaska Department of Transportation and Public Facilities (DOTPF) is committed to work closely with the community of Dillingham to plan the airport improvement project; and

WHEREAS, the State of Alaska Department of Transportation identified ground water surrounding the airport is contaminated with per- and polyfluoroalkyl substances (PFAS) above State of Alaska Department of Environmental Conservation (DEC) standards; and

WHEREAS, According the State of Alaska website, the contaminants are believed to have originated from the historic use of Aqueous Film Forming Foam (AFFF) at various locations at the Dillingham Airport; and

WHEREAS, the Dillingham airport must be compliant with FAA regulations to ensure continuance of Part 139 Certification;

WHEREAS, as Part 139 Certification, the Dillingham airport is in need of a parallel taxiway to mitigate line of sight issues at the airport in order to ensure safety and visibility for aircraft.

NOW THEREFORE BE IT RESOLVED THAT the City of Dillingham fully supports the State of Alaska’s efforts to improve and maintain the Dillingham airport under a Master Plan that incorporates the following actions:

1. The proposed action by DOTPF to shorten the runway by 400 feet for maintenance is dropped, and
2. The OFA at the Evergreen Cemetery is reduced to 50 feet from the fence line, and



Meeting Date: November 2, 2023

- 3. DOTPF purchase the contaminated property of USS 3699 Lot 1B Roehl, USS 3699 Lot 3, Bigfoot and USS 3699 Lot 2 Alligator Jack; and
- 4. DOTPF work with landowners at USS 7148 Lot 1 to clear trees.
- 5. The DOTPF RSA at the south end of the runway look at the feasibility of purchasing Gerald Ball property; and
- 6. DOTPF support the City of Dillingham’s extension of municipal water line to leased lots on Airport property to stop the spread of PFAS contamination into the City’s wastewater system.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 2, 2023.

ATTEST:

Alice Ruby, Mayor
[SEAL]

Daniel E. Decker Sr., City Clerk

CODE ORDINANCE

Introduced: October __ __, 2023

Public Hearing: ____, 2023

Adopted: ____, 2023

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2023-05

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING SECTION 2.21.030, QUALIFICATIONS, TO AMEND THE LIMITATIONS ON FORMER COUNCIL MEMBERS SERVING AS MANAGER

WHEREAS, the City has recently experienced difficulty attracting qualified city manager candidates; and

WHEREAS, The City’s elected officials are often well suited to city management due to their understanding of the City and their demonstrated commitment to service to the City; and

WHEREAS, the current city code contains a two-year prohibition after a term of office prior to appointment as city manager; and

WHEREAS, Alaska Statute 29.20.490 prohibits appointment of city manager within one year of leaving office, but allows for the prohibition to be waived by a three-fourths vote of the council; and

WHEREAS, the City wishes to align its code with the state statute in an effort to attract more qualified candidates for city manager.

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

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Section 2.21.030. Dillingham Municipal Code Section 2.09.080(A) is hereby amended to read as follows [new language **underlined and emboldened** and deleted text displayed in ~~strike-out font~~]:

The city manager shall be appointed solely on the basis of his or her executive and administrative qualifications, with particular reference to education, training, and experience as a professional municipal administrator. The council may set forth specific qualifications by ordinance. No elected municipal official may be appointed manager **sooner than one year after leaving elected office, except by a vote of three-fourths of the authorized membership of the governing body.** ~~unless at least two years have intervened since the expiration of his/her last term of office and the date of appointment.~~

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2023.

Alice Ruby, Mayor

[SEAL]

ATTEST:

Daniel E. Decker Sr., City Clerk

CODE ORDINANCE

Introduced: 11/02/2023

Public Hearing:

Adopted:

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2023-06

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 11.24 ABANDONED VEHICLES:

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 11.24 ABANDONED VEHICLES TO INCLUDE REGULATING VEHICLE, MOTORCYCLE, ATV, SNOWMACHINE, HEAVY EQUIPMENT, AIRPLANE, BOAT OR OTHER SUCH DEBRIS FROM STOPPING, PARKING, ABANDONING AND STANDING ON IMPROVED AND UNIMPROVED ROADWAYS AND CITY OF DILLINGHAM PROPERTY:

WHEREAS, The City of Dillingham experiences heavy snowfall events from October through April and conducts road maintenance and construction from May through September; and

WHEREAS, Parked and abandoned vehicles within 8 feet of a road way and City of Dillingham Property hinder snow removal, road maintenance and construction and create traffic and safety hazards; and

WHEREAS, It is crucial to ensure road safety, facilitate effective snow removal, maintenance and construction and maintain traffic flow within the city limits;

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

Section 1. Classification.
This is a code ordinance.

Section 2. Amendment to Chapter 11.24.
Dillingham Municipal Code Chapter 11.24 is hereby amended to include as a new section 11.24.011 vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat or other such debris stopping, standing, abandoning or parking on improved and unimproved roads and in other locations.

Section 11.24.011.1 Stopping, Standing, Abandoning or Parking on Improved and Unimproved Roads and Other Locations:

A. Stopping, Standing, Abandoning or Parking on Improved and Unimproved Roads and in Other Locations:

(1) No person may stop, park, abandon or leave standing a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat or other such debris as to cause a hazard, whether attended or unattended, upon or within eight feet of a roadway, except where the roadway is of sufficient width and design to allow parking without interfering with the normal flow of traffic or with snow removal or other road maintenance, and where the parking, stopping, or standing is not prohibited by an official traffic-control device, unless directed to do so by a flag person or police officer. If an emergency

requires a vehicle to be parked or stopped on a roadway, that vehicle must have activated four-way emergency flashers, three operating highway flares, or three reflective triangles in place.

(2) This section and section B of this chapter do not apply to the driver of a vehicle performing an official duty which requires stopping, standing or parking upon or within eight feet of a roadway or to the driver of a vehicle which is disabled in a manner and to an extent that it is impossible to avoid stopping and temporarily leaving the vehicle upon or within eight feet of a roadway.

(3) A vehicle that is stopped, parked, or standing in violation of a statute, regulation, or ordinance is considered to have been stopped, parked, or left standing by the registered owner of the vehicle unless the registered owner is able to prove that at the time of the violation the vehicle was driven or parked without his consent.

(4) Except when necessary to avoid conflict with other traffic, or to comply with statutes, regulations or ordinances, the directions of a police officer, fireman, authorized flagman, or official traffic-control device, no person may:

- (a)** stop, stand, or park a vehicle
- (b)** on the roadway side of a vehicle stopped or parked at the edge or curb of a street;
- (c)** on a sidewalk;
- (d)** within an intersection;
- (e)** within a crosswalk;
- (f)** between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings;
- (g)** alongside or opposite a street excavation or obstruction when stopping, standing, or parking would obstruct traffic;
- (h)** at a place where official traffic-control devices prohibit stopping, standing, or parking; or
- (i)** in a designated zone for persons with disabilities unless the vehicle is displaying current license plates or permit in accordance with AS 28.10.181(d) or 28.10.495(a) and the following conditions are immediately present:
 - (i)** a person with a disability of 70 percent or more is on board the vehicle; and
 - (ii)** that person with a disability exits the vehicle upon stopping or parking in the designated handicapped zone;
- (j)** stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge a passenger or passengers:
 - (i)** in front of a public or private driveway;
 - (ii)** on private property without the consent of the owner or person in control of the property;
 - (iii)** within 15 feet of a fire hydrant;
 - (iv)** within 20 feet of a crosswalk at an intersection;
 - (v)** within 30 feet on the approach side of a flashing signal, stop sign, yield sign, or traffic-control signal located at the side of a roadway;
 - (vi)** within 20 feet of the driveway entrance to a fire station or within the area directly across the street from the entrance to a fire station, if the distance from the driveway entrance of the station to the opposite side of the street or roadway or opposite curb is less than 75 feet; or
 - (vii)** at a place where an official traffic-control device prohibits standing.

B. COD Police Officers and Public Works Road Maintenance Employees Authorized to Remove Vehicles:

(1) If a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris is in violation of the provisions of section A of this chapter or is left on a roadway or under circumstances which obstruct the normal movement of traffic, snow removal, or road maintenance, a police officer or Public Works Road Maintenance employee may move the vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris, or require the driver or other person in charge of the vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris to move the vehicle to a position off the roadway or to a safe place on the roadway.

(2) A police officer may impound and remove to a place of safety a vehicle which:

(a) is found in the state and which has been previously reported stolen or taken without the owner's consent;

(b) is found or operated on an improved and unimproved roadway without license plates or other evidence of registration or which evidence is false with respect to that vehicle;

(c) is found or presumed to be abandoned as provided in AS 28.11.020, except that a vehicle is not considered abandoned if left standing or parked in excess of the time specified in AS 28.11.020 when the owner or driver of the vehicle has given notice to the Dillingham police department, specifying the circumstances which require standing or parking in excess of the time specified in AS 28.11.020, and the provisions the owner or driver is making to remove the vehicle; or

(d) is used in connection with the commission of a crime and is impounded pursuant to a police investigation.

(3) When a police officer arrests and detains the driver of a motor vehicle, the officer shall impound and remove the vehicle to a place of safety; however, the officer shall inform the driver that he may elect to have another immediately available person, who is legally licensed to drive a motor vehicle, drive or otherwise remove the vehicle as the driver directs. The driver may designate the nearest available garage or tow truck operator of his/her choosing to remove the vehicle. If the driver does not so indicate, the officer shall make the arrangements necessary to remove the vehicle.

(4) When a vehicle is impounded and removed from a roadway or elsewhere at the discretion of a police officer, the vehicle shall be removed to a place of safety. The owner or driver may claim the vehicle by securing a written release for it from the police officer or agency ordering its removal. A vehicle legally removed or impounded may not be released to the owner, nor may the owner secure its use until the release for it is certified by the officer or agency directing its removal. The expense for the removal and storage must be paid by the owner or driver of the vehicle.

Section 11.24.011.2 Fines, Penalties, Vehicle Impoundment, and Forfeiture:

(1) **Violations and Penalties:** Violations of the regulations outlined in Section 11.24.011 may result in fines and penalties based on the severity and frequency of the offense, with the possibility of vehicle impoundment and forfeiture for repeat offenders.

(a) **Minor Violations:** Minor violations include instances where a vehicle is stopped, parked, or left standing within eight feet of a roadway without causing significant obstruction or hazard or abandoned on City of Dillingham property. These violations may include failure to activate emergency signals or improper parking without hindering traffic flow or abandoning a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris on City of Dillingham property.

Penalty: A fine of **\$150**, with the possibility of increased fines for repeated violations. For repeat offenders, the vehicle may be subject to impoundment if violations persist.

(b) Moderate Violations: Moderate violations encompass cases where a vehicle obstructs traffic flow, snow removal, or road maintenance to a considerable extent. This includes violations such as stopping or parking within prohibited areas, in front of driveways, or within marked safety zones abandoning a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris on City of Dillingham property that pose a health, ecological or environmental hazard.

Penalty: A fine of **\$250**, with progressive increases for repeated offenses within a defined period. For repeat offenders, the vehicle may be impounded, and the owner faces the possibility of vehicle forfeiture if fees and fines remain unpaid after 180 days.

(c) Major Violations: Major violations involve severe obstructions that significantly compromise road safety, snow removal efforts, or traffic flow. These violations may include abandoning a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris on roadways that poses a hazard to others or on City of Dillingham property that pose a significant safety and health, ecological or environmental hazard.

Penalty: A fine of **\$500**, along with the possibility of immediate vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris impoundment for repeat offenders. If fees and fines are not paid within 180 days, the vehicle may be subject to forfeiture.

(2) Impoundment and Vehicle Forfeiture:

(a) In cases where a vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris is impounded due to violations outlined in Section 11.24.011, the owner or driver is responsible for the cost of removal and storage. Repeat offenders may have their vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris impounded immediately upon subsequent violations. If fees and fines, including towing, impoundment, and storage expenses, remain unpaid after 180 days, the vehicle, motorcycle, ATV, snowmachine, heavy equipment, airplane, boat, or other such debris may be subject to forfeiture to offset outstanding debts.

(b) Fee Schedule:

Tow or Removal Fee: \$100 - \$800

Impound Release Fee: \$200

Storage Fee: \$20 per day

(c) The City of Dillingham reserves the right to adjust fines, penalties, fees and impoundment periods based on factors such as the severity of the violation, the frequency of offenses, and other relevant circumstances. All fines collected will be allocated to support city operations and initiatives, including road maintenance, public safety, and community development.

Section 3. Effective Date.

This ordinance is effective upon adoption.

Section 4. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 5. Enactment and Approval.

PASSED and **ADOPTED** by a duly constituted quorum of the Dillingham City Council on this day the of , 2023.

ATTEST:

Alice Ruby, Mayor

[SEAL]

**Daniel E. Decker Sr. ,
City Clerk**

DEFINITIONS:

For the purpose of this ordinance, the following terms shall have the meanings ascribed to them below:

1. **Vehicle:** Any device capable of being moved upon a roadway and in, upon, or by which any persons or property may be transported or drawn, including but not limited to automobiles, trucks, vans, buses, and trailers.
2. **Motorcycle:** A motor vehicle with two wheels designed to travel with a rider astride the saddle and handlebars and equipped with a motor with a piston displacement capacity of more than 50 cubic centimeters.
3. **ATV (All-Terrain Vehicle):** A motorized off-highway vehicle designed to travel on four low-pressure tires, having a seat designed to be straddled by the operator and handlebars for steering control to include side by side machines.
4. **Snowmachine:** A motorized vehicle designed to travel on snow or ice and commonly known as a snowmobile.
5. **Heavy Equipment:** Large machinery and vehicles used in construction, mining, agriculture, and other industries, including but not limited to bulldozers, excavators, cranes, and graders.
6. **Airplane:** A powered flying vehicle with fixed wings and a weight greater than that of the air it displaces, relying on the dynamic action of air against its wings to generate lift.
7. **Boat:** A watercraft of any size designed to float on and move across the water's surface.
8. **Other Such Debris:** Refers to any items or materials left unattended in or near roadways that may pose a hazard to traffic, pedestrians, snow removal, or road maintenance efforts, including but not limited to abandoned vehicles, discarded machinery parts, fallen trees, or other similar objects.

These definitions shall apply throughout this ordinance and shall help to clarify the scope and intent of the regulations contained herein.

UNFINISHED BUSINESS

P.O. BOX 190694
ANCHORAGE, AK 99519
WWW.TIMPEARSON.NET

PHONE: (907) 952-3498
ZOOM AVAILABLE
TIMPEARSONAK@GMAIL.COM

MEMO

DATE: October 26, 2023

TO: **Mayor Alice Ruby**
Council members: Bertram Luckhurst, Michael Bennett, Steven Carriere, Curt Armstrong, Kaleb Westfall, Kevin McCambly
City of Dillingham
alice.ruby@dillinghamak.us

FROM: **Tim Pearson**, Pearson Consulting timpearsonak@gmail.com (907) 952-3498 c

RE: **City Manager Search – update for November 2, 2023 Council Meeting**

Three Phases of a Search	Key Dimensions	macro criteria (along with Council's criteria)
- Phase 1: Sourcing - Phase 2: Screening - Phase 3: Selecting	Character Competence Chemistry	Positive Energy High Integrity Ability to Learn and Grow

1. Current status: updating the Council

2. Key metrics as of 10/25/23 @ 5:00 pm – applications were asked to be in by this date

Total current applications: 11
Municipal manager experience: 7
Municipal manager and Alaska experience: 3
For Profit experience: 3
Not-For-Profit experience: 1

3. Qualifications: as posted in 2021 and 2023

- financial management skills
- good communicator and public relations skills
- strong leadership ability
- budget, grant, and capital project experience
- strong work ethic, action & goal-oriented, assertive
- conflict resolution and people skills
- ability to motivate others
- ability to build teams / supervisory experience
- ability to develop direct reports and others
- ability to learn, grow, and manage innovation
- familiarity with Emergency Operation Centers useful
- familiarity with Bush Alaska useful
- municipal experience in management, planning, finance, project management or other areas preferred

DISCUSSION:

Appendix 1. has more information about the applicants. They are anonymous at this point since the job market is tight and highly competitive. Applicants are interested to know what the priorities of the full City Council are. Several are listening to and reading KDLG updates and Council meetings.

We have advertised a starting salary of \$140,000+ DOE & excellent benefits: PERS, health, deferred comp, housing, vehicle.

At least five other municipalities in Alaska are also looking for Municipal Managers:

--City of Bethel	(as of 7/03/23)	--City of McGrath	(as of 9/28/23)
--City of Egegik	(as of 9/28/23)	--Borough of Wrangell	(as of 10/11/23)
--City of Kake	(as of 6/26/23)		

Appendix 1. City of Dillingham -- City Manager Applicant List 2023
 --current applications received as of October 25, 2023
 version 1.0

<i>Last Name</i>	<i>First Name</i>	<i>City</i>	<i>State</i>	<i>Last/Relevant Position</i>	<i>Last/Relevant Employer</i>	<i>Municipal Manager</i> <small>(# municipalities)</small>	<i>Experience</i>	<i>Education</i>	<i>comments</i>
Applicants -- Municipal Manager experience									
municipal manager:									
1	Applicant 1	City	NY	County Administrator	County	1	31	MPA	NY: County Administrator (2.5 yr); Asst. City Administrator (5 yr); private sector management (18+ yr) Rural upstate New York; popular vacation area
2	Applicant 2	City	FL	City Mgr / Exec Dir Utilities	City	1	24	BA	FL: City Mgr & Dir Utilities (9 mo); Interim City Mgr & Dir Utilities (1 yr)
3	Applicant 3	City	NV	Town Manager	City	1	35	MBA, MPA	FL, CA & NV: Lt. Col., USAF (Ret) -- Logistics; 860 personnel; Dep Dir Pub Works (5 yr); Gen Serv Dir (2 yr) // Town Manager (1 yr)
4	Applicant 4	City	ME	City Manager & Town Administrator	City	5	35	MBA	ME, AZ, VT, WV, ME: Municipal Manager, 5 yr, 5 yr, 5 yr, 16 mo, 4 mo, 2 mo
5	Applicant 5	City	AK	City Manager	City	2	30	BS	AK: 2 rural Alaska communities (4 yr; and 7 mo)
6	Applicant 6	City	AK	Interim City Manager / Asst. Professor	City / UAF	1	28	MPA	AK: Interim City Manager (4 mo)
7	Applicant 7	City	PA	Borough Manager	Borough	2	34	MS	AK: Fairbanks, Operations Mgr, Privatized Military Housing--910 homes (2.5 yr) // PA: Borough Manager (2 yr, 8 mo); Borough Manager (2 yr, 4 mo); US Army Logistics Officer, Lt. Col. (Ret) (24 yr); Dep. Cmdr. for 3,000 soldiers for 2 yrs in AK. Avid hunter.
Applicants -- For Profit experience									
experience:									
8	Applicant 8	Anchorage	AK	Sr. Pgrm/Project Manager	Private Sector	0	23	MBA	AK: former oilfield & GCI project manager experience
9	Applicant 9	City	OK	Founder & Private/Public Partnership Liaison	Private Sector / Self-employed	0	7	MBA	OK: private sector and self-employed; writer and speaker
10	Applicant 10	City	TX	Sales Manager	Private Sector / Car Dealership	0	9+	courses	AK: courses in Poli Sci, APU
Applicants -- Not-For-Profit experience (transferable skills)									
experience:									
11	Applicant 11	City	MD	Air Traffic Control Specialist	Currently in Middle East	0	12	USAF Certificates	AK: Bethel and Anchorage air traffic control

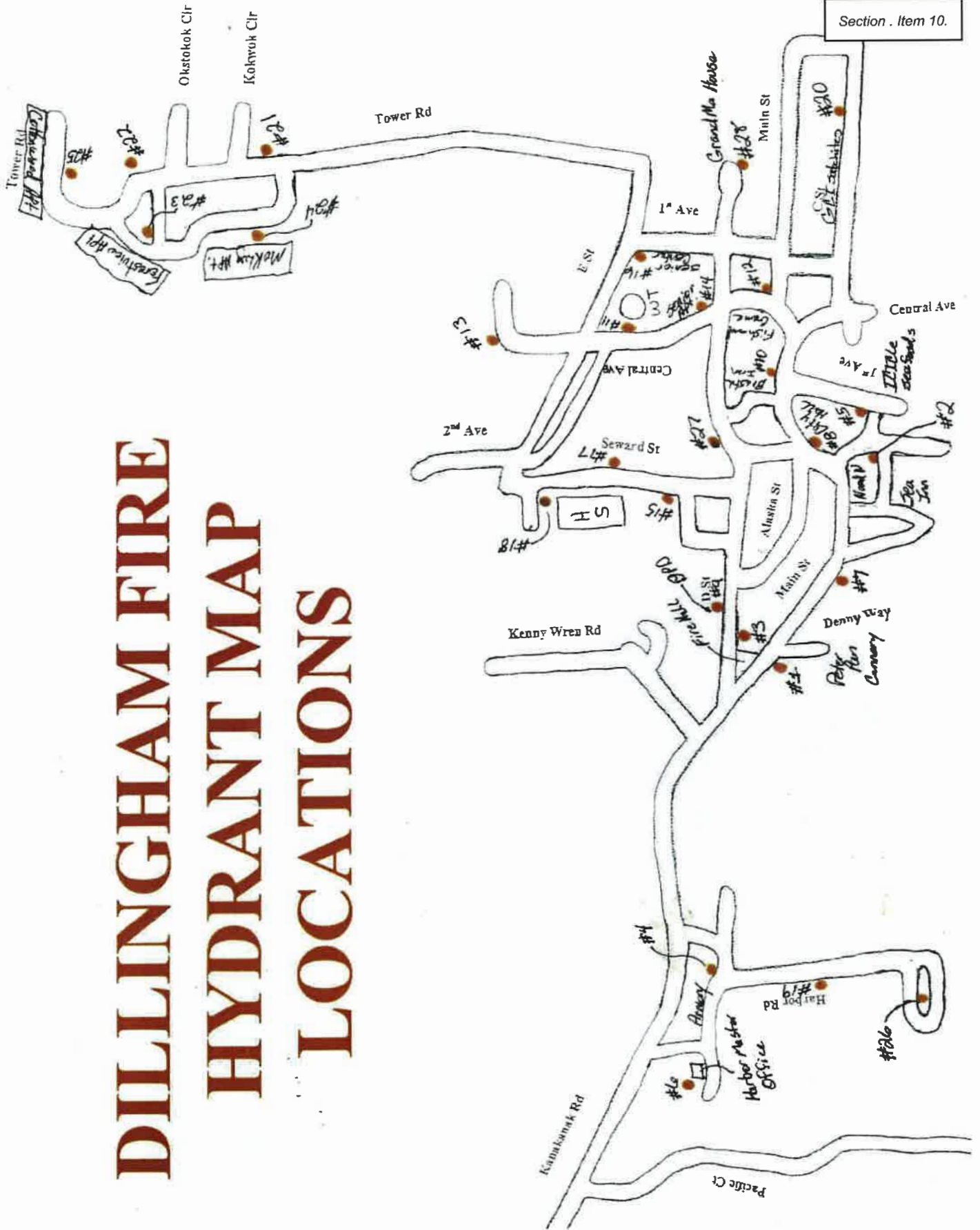
file: DLG_City_of_Dillingham_City_Manager_applicants_SUMMARY_2023_October_25_report.xlsx

NEW BUSINESS

DILLINGHAM FIRE HYDRANT MAP LOCATIONS

Section . Item 9.

Section . Item 10.






October 26, 2023

MEMORANDUM

To: City Council

From: Kimberly Johnson, City Manager 

Re: Hydrants

I appreciate the Planning Commission making a request that five non-working fire hydrants be declared an emergency allowing the City Manager to make an emergency purchase due to health and safety issues. After subsequent meetings with Fire Chief, Norman Heyano, Acting Public Works Director, Mark Schwantes, and Chris Maines, Water and Wastewater Operator, the five non-working hydrants can be fixed, within the existing budget, and is not an emergency. See attached, report from the Fire Department Coordinator, Scott Runzo that outlines the operational report for all hydrants that the Fire Department completes on an annual basis.

For history, back in the late 1970's the city installed fire hydrants and another push was made in the middle 1980's. The city had 28 hydrants and in the rehabilitation work for the Downtown Streets, one hydrant was removed from service, Hydrant #3, by the Downtown Firehall. There are no plans to replace this hydrant because there is a working hydrant/connection inside the firehall to fill fire equipment. This connection can be used in case there is a fire nearby.

Hydrant's #15 (near the Bristol Bay Campus) and #25 (near Bristol Bay Housing Office) are non-emergent since there are other hydrants, #9 (Dillingham Police Station) and #27 (near the Post Office) close by that can be used in case of a fire in place of Hydrant #15. Similarly, Hydrants' #23 (in front of Fairview Apartment) and #22 (playground area) can be used in place of Hydrant #25. The repair for these two hydrants is a priority and we are working with Public Works and the City's procurement policy to purchase the replacement hydrants. The repair will require the public work crew to shut down the municipal water, resulting in loss of pressure that then requires a boil water notice.

Hydrant #10 in front of Togiak National Wildlife Building and near the Bristol Inn is a priority. The repair for this hydrant is a simple change of internal parts that cost less than \$500. With the City's Public Work crew almost fully staffed, we are making these purchases and the repair will be complete once the parts arrive. While not ideal, Hydrant #12 (near Savo's), #27 (near Post Office) and #8 (City Hall) can be sources of water in case of a fire near this hydrant.

Hydrant #7, in front of NushWAC Rippies, the City will order several hydrant casings. Any fire suppression in this area could be served by Hydrant #2 (backside of N&N Building), Hydrant #1 (by Peter Pan Seafoods) and Hydrant #8 (City Hall).

Hydrant #17, by the Dillingham High School Science Wing by Nerguson's driveway entrance the hydrant casing is cracked. The City is in process of ordering hydrant casings. Any fire suppression in this area could be served by Hydrant #18 (District Parking Lot), Hydrant #9 (by Dillingham Police Department) and Hydrant #27 (near Post Office).

The largest cause of damage to our hydrants is snow removal in the winter and the short staff in Public Works. Additionally, the City needs to test each hydrant quarterly – moving the internal workings of the hydrant to keep them operable.

October 25, 2023

HYDRANTS:

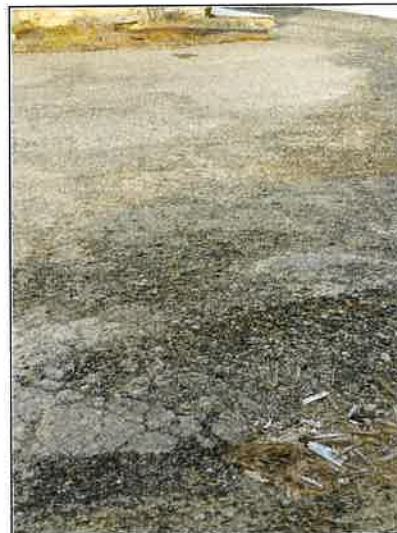
#1 Entrance to Peter Pan



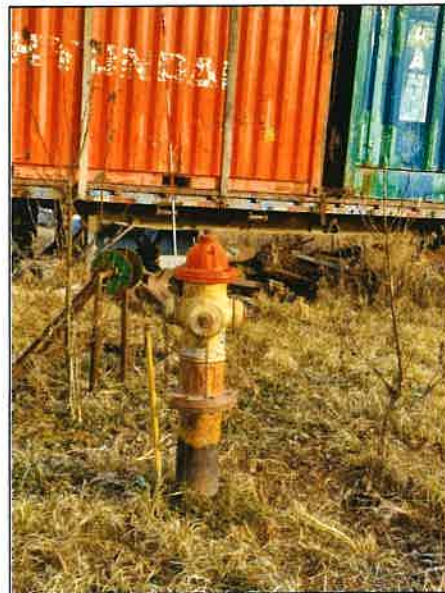
#2 Backside of N&N



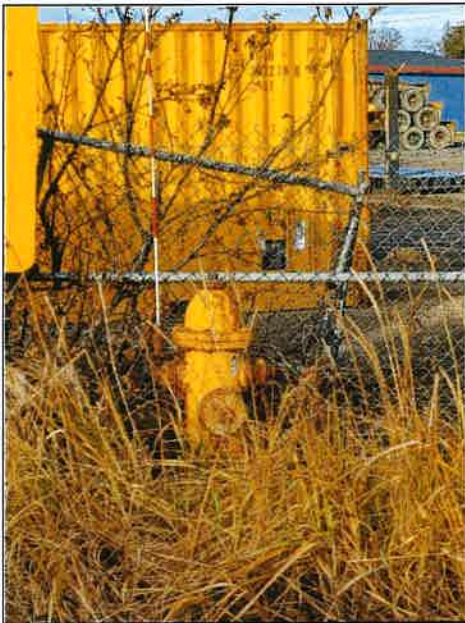
#3 By the Downtown Firehall – removed from service by JJC during Downtown Streets project.



#4 By the Harbor Master and Animal Control Office



#5 West 1st Avenue at entrance to Port



#6 EMS/Fire Harbor Building



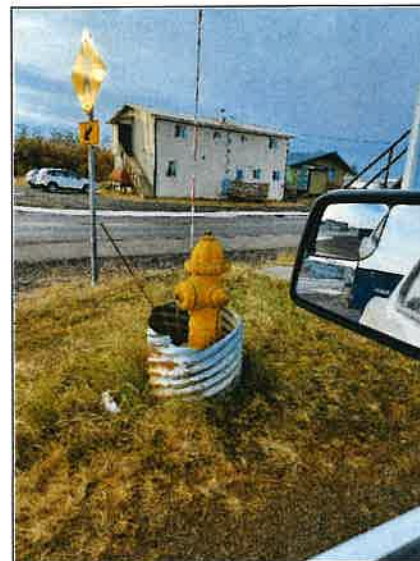
**#7 Corner by West Main Street
– by Nushwa NushWAC Rippies**



#8 West Main Street near City Hall



#9 By Dillingham Police Department



#10 Near Bristol Inn



#11 Entrance of Water Tower



#12 Corner of Central Avenue and West Main Street, Savo Corner



#13 Central Avenue Near 726 Central Avenue



#14 Corner of West D and Central Avenue By Senior Apartments



#15 By the Bristol Bay Campus (Seward Street)



#16 N Side of Senior Center



#17 Across from the Dillingham High School Seward Street



#18 High School Parking Lot



#19 East Ramp Harbor Road



#20 Next to GCI Switches on C Street (Snag Point)



#21 SW Corner at entrance of Kokwok Circle



#22 Next BBHA Playground



#23 Across from Fairview Apartment Building



#24 Muklung Manor



**#25 Next to BBHA Office Building –
Notice number on hydrant different then map.**



#26 Southend of Boat Harbor



#27 By the Entrance to the Post Office



#28 By Gramma's House

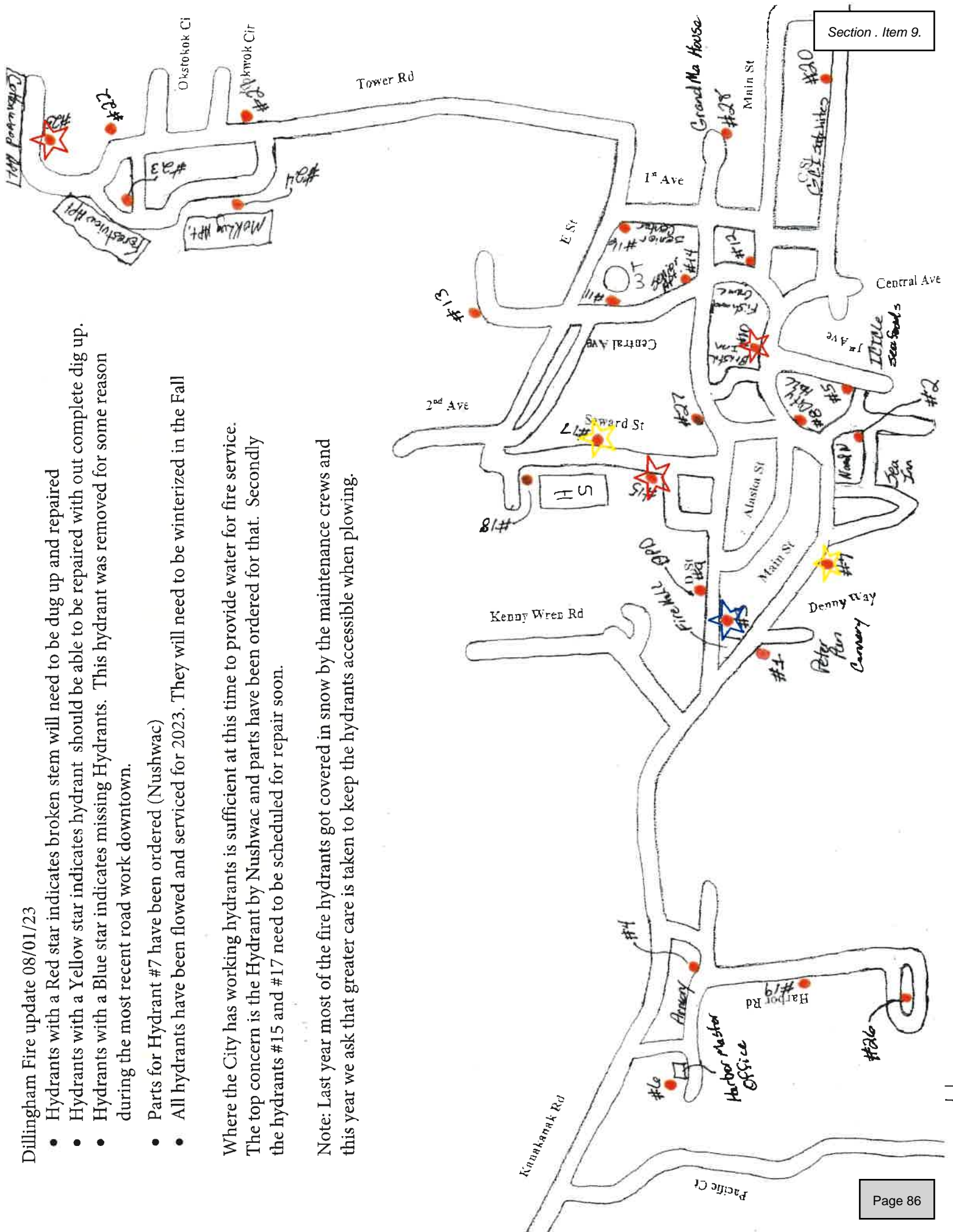


Dillingham Fire update 08/01/23

- Hydrants with a Red star indicates broken stem will need to be dug up and repaired
- Hydrants with a Yellow star indicates hydrant should be able to be repaired with out complete dig up.
- Hydrants with a Blue star indicates missing Hydrants. This hydrant was removed for some reason during the most recent road work downtown.
- Parts for Hydrant #7 have been ordered (Nushwac)
- All hydrants have been flowed and serviced for 2023. They will need to be winterized in the Fall

Where the City has working hydrants is sufficient at this time to provide water for fire service. The top concern is the Hydrant by Nushwac and parts have been ordered for that. Secondly the hydrants #15 and #17 need to be scheduled for repair soon.

Note: Last year most of the fire hydrants got covered in snow by the maintenance crews and this year we ask that greater care is taken to keep the hydrants accessible when plowing.



Committees/Committee Appointments

Appointments as of 10/22
Mayor's Recommendation
Appointments needed 10/23

Committee make-up and/or Comments

Committee/Committee Appointments	Appointments as of 10/22	Mayor's Recommendation Appointments needed 10/23	Committee make-up and/or Comments
Council Member/Staff Committees			
Code Committee	Kim-Chair, Kaleb, Michael, Alice, Lori, Robert	Michael-Chair, Bert, Kevin, Alice, Manager, Clerk	Mayor, at least 1 Council Member, City Clerk, City Manager
Public Outreach Committee	Council as a whole	Council as a whole	Mayor, at least 1 Council Member, City Manager
Finance Committee	Curt - Chair, Perry, Aksel, Alice, Anita, Robert	Curt-Chair, Kaleb, Steve, Alice, Manager, Finance Officer	Mayor, at least 1 Council Member, City Manager, Finance Officer
Board of Equalization – council appointments are made prior to meeting of BOE		Alice, Steve,	3 Council Members, Mayor
Public Committees Advisory to the Council where Council member & Citizens are appointed			
Port Committee (Mayor Chairs) - appointed by City Council as needed	Alice-Chair, Kaleb	Alice-Chair, Kaleb	Mayor, 1 Council Member, other citizens (Dan Dunaway, Robert Heyano, ?, ?)
Senior Advisory Committee - appointed by City Council as needed			Citizens - Council member not required but recommended
Parks and Rec Committee - appointed by City Council as needed			Committee sunsetted
Cemetery Committee - appointed by City Council as needed			Committee sunsetted
Territorial School Advisory Committee - appointed by City Council as needed			Inactive
Public Committees hosted by other agencies upon which the City/Council/Mayor sit/participate			
Alternative School Advisory Committee			Dissolved
Curyung Community Wellness Committee			Inactive - may have been discontinued
Delta Project/CANDU/other SAFE - city rep appointed by City Council as needed			1 City rep, other agency reps, other citizens
Marrulut Eniit Assisted Living (Grandma's House) - City rep appointed by City Council as needed	Michael Bennett	Michael Bennett	all consortium agencies appoint reps (1 City of Dlg), other citizens
Nushagak/Mulchatna Watershed Council - City rep appointed by City Council as needed			Inactive/dissolved - 1 City rep, other organization reps, other community reps
Community/Cultural Center Committee (joint with Curyung)			Inactive - may have been dissolved
Harvey Samuelsen Community/Cultural Center (joint with Curyung)			Inactive - may have been dissolved - involved agencies (BBNA, City, Curyung, BBHA, etc.)
Cooperative Agency Committees upon which City/Council/Mayor sit			
Facility Committee (School District & City) - appointed by City Council as needed		Alice, Steve	Mayor, 1 Council member, City Manager, Public Works Director, School Board President, 1 School Board member, Superintendent, School Facilities Manager
MOU Committee (Curyung & City) - city reps appointed by City Council as needed	Alice, Curt	Alice, Curt	Mayor, Council Member, City Manager, Tribal Chief, Tribal Chief, Tribal Administrator
School Strategic Plan			Dictated by school - appointed if school extends invite
BBNA Economic Development Committee - appointed by BBNA as needed	Alice, Alternate Planning Director	Alice, Alternate is the Planning Director	By invitation from BBNA, community/organizational reps
Housing Working Group (cooperative with Curyung)	Same as MOU		Mayor, Manager, Council Member, BBHA Manager, BBHA staff, Curyung Tribal Chief, Curyung Administrator
Temporary			
Public Safety Facility Working Group			When needed
Animal Control			Temporary - dissolved
Bond			Temporary - dissolved
All-Tide-Doek			Temporary - dissolved
Selection Committee for Marijuana Advisory Committee			Committee Sunsetted - Mayor, Manager & 2 Council Members
Marijuana Advisory Committee - appointed by City Council as needed			Committee sunsetted
Carlson House Committee -appointed by City Council as needed			Temporary - Inactive
Others			
Wood Tikchik State Park Advisory Council - citizen appointed by Governor as needed			Council nominate 3 candidates as needed - appointed by Gov
SWAMC Rep – that organization recognizes the Mayor unless other is appointed	Mayor		dictated by SWAMC
AML rep - that organization recognizes the Mayor unless other is substituted	Mayor		dictated by AML
SWAMC committees – council/citizen apointed by SWAMC Board as needed (sometimes nominated by Council)			dictated by SWAMC
Planning Commission - citizens appointed by City Council as needed			dictated by code
Library Board - citizens appointed by City Council as needed			dictated by code
BBEDC (Alternate Seat) - appointed by Council as needed	Curt Armstrong	Curt Armstrong	dictated by BBEDC
Pebble Fund Board - citizen nominated by Council as needed			nominated by City Council
Dillingham Chamber of Commerce (City Liaison appointed by Council when invited by Chamber)			dictated by DCC
Historic Commission - appointed by City Council as needed			
Friends of the Landfill			dictated by code

Council Members	First Elected (consecutively)
Curt Armstrong, Mayor Pro Tempore	
Armstrong	12/14
Westfall	10/21
Bennett	2/22
Luckhurst	8/23
Carriere	10/23
McCambly	10/23

2.18.070 Succession.
Should the office of mayor become vacant or should the mayor be absent or unable to perform the duties of the office of mayor, the order of interim succession shall be determined as follows:
A. The council member with the longest total period of tenure in office shall assume the office of mayor pro tempore.
B. Should more than one councilmember have the same total period of tenure in office, that councilmember who received the largest plurality at the last election at which such council members were elected shall assume the office of mayor pro tempore.

Available Council Training Dates

Melody Nibeck is available for council training on the following dates:

November 10-11, 2023

November 17-18, 2023

December 1-2, 2023

December 15-16, 2023

CITIZEN'S DISCUSSION

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT