



## **CITY COUNCIL REGULAR MEETING**

Thursday, May 05, 2022 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**

#### **CITY COUNCIL REGULAR MEETING CITY HALL COUNCIL CHAMBERS / 7:00 p.m.**

*Limited Seating Available*

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/89166297017?pwd=SDlQeng5M0s2ZVhrbVEvM2NVVWVXpoUT09>

Meeting ID: 891 6629 7017; participant #, passcode: 117155

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

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **APPROVAL OF MINUTES**

- [1.](#) Minutes of April 7, 2022, Regular Council Meeting
- [2.](#) Minutes of April 21, 2022, Special Council Meeting

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

#### **APPROVAL OF AGENDA**

#### **STAFF REPORTS**

- [3.](#) Strategic Planning Report
- [4.](#) City Manager and Staff Reports
- [5.](#) Standing Committee Reports

#### **PUBLIC HEARINGS**

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

#### **ORDINANCES AND RESOLUTIONS**

- [6.](#) Adopt Resolution 2022-17; A Resolution of the Dillingham City Council Commending Chief Dan Pasquariello for his Thirty Years of Service to the City of Dillingham

**UNFINISHED BUSINESS**

Citizen Committee Appointments

- [7.](#) Letter of Interest, Planning Commission

**NEW BUSINESS**

- [8.](#) Action Memorandum 2022-03; Authorize the City Manager to enter into an Equipment Use Agreement with BBAHC to lease a city owned ambulance
- [9.](#) Adopt Action Memorandum 2022-04; Authorize the City Manager to Award a Contract for RFP 2022-02, Furnish Petroleum & Propane Fuel.
- [10.](#) Adopt Action Memorandum 2022-05; Approve placement of donated playground equipment as recommended by the Planning Commission

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

**COUNCIL COMMENTS**

**MAYOR'S COMMENTS**

**ADJOURNMENT**

# Minutes



## CITY COUNCIL REGULAR MEETING

Thursday, April 07, 2022 at 7:00 PM

### MINUTES

#### CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, April 7, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m.

#### ROLL CALL

Mayor Ruby was present.

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

Aksel Buholm	Perry Abrams	Chris Napoli
Curt Armstrong	Kaleb Westfall	Michael Bennett

#### APPROVAL OF MINUTES

1. Minutes of February 10, 2022; Regular Council Meeting
2. Minutes of March 3, 2022; Regular Council Meeting
3. Minutes of March 5, 2022; Special Council Meeting

MOTION: Chris Napoli moved and Perry Abrams seconded the motion to approve the February 10, March 3, and March 5 council meeting minutes in block.

- The March 3, 2022 minutes will reflect all council members were present at the workshops.

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

#### APPROVAL OF CONSENT AGENDA

4. Adopt **Resolution 2022-11**; A Resolution of the Dillingham City Council Expressing Thanks and Commendation to Gina Carpenter

MOTION: Kaleb Westfall moved and Chris Napoli seconded the motion to approve the consent agenda.

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

#### APPROVAL OF AGENDA

MOTION to approve the agenda made by Perry Abrams, seconded by Chris Napoli.

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

#### STAFF REPORTS

5. City Manager and Staff Reports

- Noted the commendable job of Chief Dan Pasquariello's 30 during his years of service with the Department of Public Safety.

## PUBLIC HEARINGS

6. Ordinance 2022-03; An Ordinance of the Dillingham City Council Amending Title 4 of the Dillingham Municipal Code to Adopt an Excise Tax on Importation of Marijuana

### Gordon Isaacs:

- Spoke regarding the need for clarification in terminology for license types, recommended limiting it to retail licenses to eliminate confusion.
- Stated the marijuana black market is alive and well, and not paying taxes.

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

There were no comments.

## ORDINANCES AND RESOLUTIONS

7. Adopt **Ordinance 2022-03**; An Ordinance of the Dillingham City Council Amending Title 4 of the Dillingham Municipal Code to Adopt an Excise Tax on Importation of Marijuana

MOTION: to adopt Ordinance 2022-03 made by Kaleb Westfall, seconded by Perry Abrams.

- Proposed changes to the ordinances were reviewed. Point of retail will be the focus.
- City Attorney noted more time would be needed to consider potential consequence.

MOTION: to table Ordinance 2022-03 to the next meeting made by Chris Napoli, seconded by Perry Abrams.

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

Item postponed to next regular meeting.

8. Adopt **Resolution 2022-12**; A Resolution Of The Dillingham City Council In Support Of Alaska State House Bill 272 (HB-272), Which Would Increase The Base Student Allocation (BSA) In The Foundation Formula For FY23 And FY24

MOTION: to adopt Resolution 2022-12 made by Kaleb Westfall, seconded by Chris Napoli.

- This resolution supports an increase in the per student allocation.

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

9. Adopt **Resolution 2022-13**; A Resolution Of The Dillingham City Council In Support Of Alaska State House Bill 273 (HB-273), Which Would Link The Base Student Allocation (BSA) Directly To The Consumer Price Index For Urban Alaska

MOTION: to adopt Resolution 2022-13 made by Kaleb Westfall, seconded by Perry Abrams.

- This resolution supports linking the base student allocation to the Consumer Price Index for Urban Alaska.

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

10. Adopt **Resolution 2022-14**; A Resolution Of The Dillingham City Council In Support Of Alaska State House Bill 350 (HB-350), Which Would End The Current School Bond Debt Moratorium On July 1, 2022 And Increase The Amount Of Reimbursable School Bond Debt

MOTION: to adopt Resolution 2022-14 made by Chris Napoli, seconded by Kaleb Westfall.

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

11. Adopt **Resolution 2022-15**; A Resolution Of The Dillingham City Council Committing \$500,000 In Matching Funds To Priorities and Capital Projects Identified In The City Of Dillingham Waterfront Strategic Plan

MOTION: to adopt Resolution 2022-15 made by Chris Napoli, seconded by Kaleb Westfall.

- Recommended by Lobbyist Chris Hladick.
- Shows legislature the City has invested in projects when requesting funding.

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

## UNFINISHED BUSINESS

### Citizen Committee Appointments

- Library Advisory Board, one seat
- Senior Advisory Commission, four seats.
- Friends of the Landfill, one seat.
- Port Advisory Committee, three seats.
- Planning Commission, two seats.

12. Letter of Interest: Senior Advisory Committee, Library Advisory Board, and Friends of the Landfill

Mayor Ruby recommended Janet Dieckgrafe be appointed to the Senior Advisory Commission, the Library Advisory Board, and the Friends of the Landfill.

MOTION: to concur with Mayor Ruby's recommendation made by Chris Napoli, seconded by Perry Abrams.

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

## NEW BUSINESS

13. Nerka Subdivision Street, Drainage and Utility Improvements Presentation

Isaac Pearson, Bristol Engineering Services Company, LLC made the following points:

- Curyung Tribal Transportation Program
- Project will be undertaken on a phased construction approach
- To include, drainage issues, utility locates, pedestrian / vehicular safety, asphalt pavement, pedestrian pathway
- Phase one scheduled to start summer 2022
- Curyung Tribal Council to schedule an open house.
- Construction easements will be assessed on a case-by-case basis.

14. Additional Meetings Schedule

Budget Meeting / Workshop  
Special Council Meeting  
Board Of Equalization

Budget cycle requires extra meetings/workshops, council projects have been referred to various committees, school budget received March 29 – city has 30 days to respond.

MOTION: to approve the meetings and workshops schedule as presented in packet by the manager and clerk made by Chris Napoli, seconded by Aksel Buholm.

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

15. Adopt **Action Memorandum 2022-02**; Authorize the City Manager to collaborate with Nushagak Cooperative for a Community Cleanup, May 19 - 21, 2022

MOTION: to adopt Action Memorandum 2022-02 made by Chris Napoli, seconded by Perry Abrams.

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

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

#### Mark Lisac:

- Spoke in favor of the Nerka Road project
- Noted appreciation for council diligence
- Expressed support for a raw fish tax

#### Gordon Isaacs:

- Spoke in favor of the Nerka Road project
- Noted the need to address the marijuana black market
- Expressed support for a raw fish tax

### **COUNCIL COMMENTS**

#### Aksel Buholm:

- Requested resolutions supporting HB272, HB273, and HB350 get to the appropriate people.

#### Kaleb Westfall:

- Thanked Manager and Staff for comprehensive reports
- Noted need to address raw fish tax, and illegal sale of marijuana

#### Michael Bennett:

- Stated need for raw fish tax
- Noted equipment upgrades are required, and a need to pay attention to the city fleet

#### Perry Abrams:

- Commented on citizens' concerns regarding road conditions
- Expressed need to fill Public Works Director position.

#### Chris Napoli:

- Noted City Managers comprehensive report, amount of work done in 30 days, and straightforward writing style.
- Commended staff for dedicated work.
- Noted appreciation for planner report.
- Thanked Chief for 30 years with the City.

### **MAYOR'S COMMENTS**

- Expressed appreciation for Chief Pasquariello.
- Stated the School Budget will go to the Finance & Budget Committee, then to City Council.

- A moment of silence was observed for Daisy Barnes, and all those lost since the last meeting.

**ADJOURNMENT**

Mayor Ruby adjourned the meeting at 8:19 p.m.

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Mayor Alice Ruby

[SEAL]

ATTEST:

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Lori Goodell, City Clerk

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





## CITY COUNCIL SPECIAL MEETING

Thursday, April 21, 2022 at 7:00 PM

### MINUTES

#### CALL TO ORDER

A special meeting of the Dillingham City Council was held on Thursday, April 21, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m.

#### ROLL CALL

Mayor Ruby was present.

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

Aksel Buholm	Perry Abrams	Chris Napoli
Curt Armstrong	Kaleb Westfall	Michael Bennett

#### APPROVAL OF AGENDA

MOTION to approve the agenda made by Aksel Buholm, seconded by Perry Abrams.

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

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

Finance & Budget Committee directed City Manager Mawson to research impact of decreased school contribution appropriation.

Robert Mawson: Noted for every \$1 decrease in local support the School District experiences a \$1.56 reduction in overall funding. The original recommended appropriation of 1,078,688 is decreased \$221,312 from the amount requested in the school budget. This in turn equates to a total decrease of \$345,666. Due to the negative budget impact to the school, the recommendation is to fund the full requested amount of \$1,300,000.

Jason Johnson: Spoke in support of Resolution 2022-16(A). Noting the decrease would be the equivalent of four certified teaching positions. Spoke regarding the impact reduced funding would have on the student population, especially those who receive special services, are in low income situations, and those who are minorities. Stated preventative maintenance is essential for building longevity. Noted importance of partnerships and the benefits gained from cooperative relationships.

Jon Clouse: Spoke in support of Resolution 2022-16(A). Emphasized the importance of addressing the effects COVID has had on student learning.

Theresa Laville, Principal: Spoke in support of Resolution 2022-16(A). Noted importance of programs i.e., music, art, athletics. Stated these programs develop skills and give opportunity that equate to choices in life.

Sterling Bailey, School Maintenance: Spoke in support of Resolution 2022-16(A). Commented on increased pricing for parts, cleaning products, and shipping costs.

Dr. Taylor, Director of Student Services: Spoke in support of Resolution 2022-16(A). Spoke as advocate for students with disabilities. Noted positive program results.

Nick Tweet, Principal: Spoke in support of Resolution 2022-16(A). Noted decreased funding will impact ability to hire / retain teachers and the negative impact increase class size has.

Phil Hulett, Business Manager: Spoke in support of Resolution 2022-16(A). Noted increased costs, and inflation rate increases. Stated grants do not cover costs of core teaching positions.

## **SPECIAL BUSINESS**

1. Adopt Resolution 2022-16(A); A Resolution of the Dillingham City Council Establishing the Level of Funding for the Dillingham City School District for the Fiscal Year Ending June 30, 2023

MOTION: to adopt Resolution 2022-16(A) made by Aksel Buholm, seconded by Michael Bennett.

- Noted appreciation of School District staffs comments.
- City budget concerns expressed.
- Timing of state budget, school district budget and city budget cycles noted.
- Appropriation noted as stewardship of facilities mentioned, and investment for children.
- Partnership of City and School District noted.
- Noted need for City to have budget cycle further along in coming year.

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

2. Adopt Ordinance 2022-03(A); An Ordinance of the Dillingham City Council Amending Title 4 of the Dillingham Municipal Code to Adopt an Excise Tax on Importation of Marijuana

MOTION: to adopt Ordinance 2022-03(A) made by Aksel Buholm, seconded by Perry Abrams.

- Minor amendments to clarify wording as recommended at last meeting done.
- City Attorney reviewed, no problems identified. No substantive changes made.

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

## **COUNCIL COMMENTS**

### Aksel Buholm:

- Thanked all for coming.

### Perry Abrams:

- Noted appreciation for all who took time to come and voice their opinion.
- Looks forward to cooperation in coming year, and earlier budgeting process.
- Stated school district budget was easy to understand.

### Michael Bennett:

- Thanks all for coming as well as those that called to express their opinion.

### Curt Armstrong:

- Noted we are not in a terrible spot.

Kaleb Westfall:

- Thanked all for their time.
- Expressed he is pleased City will be fully funding the School District budget request.
- Noted City need to identify options for revenue.

Chris Napoli:

- Noted proposed decrease in school appropriation as a hot topic.
- Stated appreciation for effective networking by City Manager and Superintendent.

**MAYOR'S COMMENTS**

- Thanked all for being engaged.
- Noted the majority of council members attended school in Dillingham.
- Commented when challenges are experienced it is nice to have a supportive community.

**ADJOURNMENT**

Mayor Ruby adjourned the meeting at 7:58 p.m.

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Mayor Alice Ruby  
[SEAL]

ATTEST:

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Lori Goodell, City Clerk

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

# City Manager and Staff Reports

**Mayor**  
Alice Ruby

**City Manager**  
Robert J. Mawson



**Dillingham City Council**

Section . Item 4.

Chris Napoli  
Michael Bennett  
Aksel Buholm  
Curt Armstrong  
Kaleb Westfall  
Perry Abrams

## MEMORANDUM

**Date:** 30 April 2022  
**To:** Honorable Mayor and City Council  
**From:** Robert J Mawson, City Manager  
**Subject:** Monthly Council Report

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### Municipal Strategic Plan

As I mentioned in my previous report, I came to Dillingham to help cultivate the type of municipal environment where people enjoy working together to make their community an even better place to live, work and visit.

During my first weekend here, we kicked off a Strategic Planning effort, designed to provide some focus and help structure our efforts to more effectively address some of the most important issues facing the City of Dillingham. During our discussions that weekend, the Council established six Strategic Initiatives.

As our discussions continued, each of the Strategic Initiatives were broken down into a few major components, to further define the work that needs to be accomplished. Individual Council and Staff members were assigned lead roles so that each Initiative and Major Component had someone to “shepherd” the effort.

The ball was then passed to me to continue the process by refining the Initiatives, along with its component Projects, Outcomes and Tasks. I was also asked to work with each Department Manager to discuss Internal Improvements that could be made in their respective areas of responsibilities.

I started by reviewing and pondering the six Initiatives established by Council, with the hope of refining their descriptions into more actionable expressions of our overall goals for the City, which I believe I was able to do. The six Initiatives are:

- Right Size and Balance the Municipal Budget
- Optimize Existing Revenues
- Develop New Sources of Revenues
- Improve Staff Retention and Recruitment Efforts
- Initiate Monthly Community Stakeholder Gatherings
- Develop and Implement a 5-year Capital Improvement Plan

Once the descriptions of the six Initiatives had been finalized, I began working on defining the major elements, or projects, associated with each. Then, each project was broken down further into outcomes and in some cases, I was able to go to the next level and establish a task or two.

While I was working on refining the six Initiatives, I also met with each Department Manager to discuss their portion of the FY22 Assessment of City Services, and their ideas for internal service or programmatic improvement projects.

On Tuesday, May 3<sup>rd</sup>, we will take our next step by meeting with our strategic planning consultant, Bill Dann of Professional Growth Systems, to refine our department projects and participate in training for the on-line project management program, specifically designed to track initiatives, projects, outcomes, and tasks associated with organizational goals and objectives. This software program will allow our staff and Council to manage their various roles and responsibilities in a shared, real-time environment.

After the department projects are refined, it will be up to each department manager to establish associated outcomes and tasks, then consider who will be the best person to accomplish each identified component and complete the project.

## **April Activities and Actions**

### Department Meetings and Site Visits

- My efforts to get around to each department location and meet each of our City staff continued in April.
- On April 20<sup>th</sup>, we held our first all-staff meeting at the Senior Center. I appreciate Ida and her staff for hosting the meeting, which was well attended. We took a few minutes for each person there to introduce themselves, discuss their responsibilities, and mention a few things going on in their respective areas that they thought were important for the rest of us to know. I introduced myself to everyone also and took my turn mentioning things going on in the City that I thought were important for our staff to be aware of, answered any questions they had, and discussed a little about my approach to city management. We will continue meeting in this fashion on a monthly basis to participate in various training activities, share department and project information, express ideas and thoughts about municipal matters, and just get to know each other better.

### Legislative Activities

- Chris Hladick and I continue to focus our efforts on seeking funding and partnerships to accomplish some of our more important capital projects. Chris has also submitted a report of his activities that is included in the Council packet.
- On April 11<sup>th</sup> and 12<sup>th</sup>, Chris Hladick and I attended Senator Murkowski's Infrastructure Symposium in Anchorage, and the follow-up meeting coordinated by the Alaska Municipal League. We had several discussions with federal and state agency representatives and Chris introduced me to many attendees while we were there. Attendance was near, if not over, a thousand people. It was a valuable opportunity for me, for several reasons.

- I also took the opportunity to visit with some of our consultants and associates while I was there. I was able to meet with our Auditors, Attorneys, Engineers, and the Grant-writing firm were working with through a grant from the BBEDC.

### Grant-writing

- In conjunction with the development of a more comprehensive Capital Project list, I have also been working on a potential funding source spreadsheet to help focus our grant-writing efforts.
- Our internal grant-writing capacity is still in the organizational phase, but making progress. It's been hard to push this effort along with the other demands on our plate at the moment. It is an important component to our future success and needs to be given some priority.
- We have also engaged PNG Engineers, who worked on our harbor float project, to put an application together for the Maritime Administration, Port Improvement Project funding cycle. The application is due on May 16<sup>th</sup>, so we have a short fuse, but with PNG's familiarity with the project, I believe we can get it done.

### Regional Coordination, Community & Economic Development

- I continue participating in weekly Community Health / COVID Response coordination meeting held virtually with regional health providers and local governments.
- Mayor Ruby and I did meet with the First Chief and Administrator of the Curyung Tribe on April 6<sup>th</sup>. It was a very good meeting and hopefully set the table for some collaborative projects going forward.
- Patty, Chris Maines and I attended a pre-construction coordination meeting at the Nushagak offices, where the upcoming waste-heat line installation project was discussed. This line will be installed to serve the schools with heat, reducing the need for a stand-alone boiler system. It looks like a win-win for the schools and Nushagak.
- I participated in the Alaska Economic Developers monthly call, where the state-wide CEDS project was discussed.
- I also participated in economic development discussions with BBNA and BBEDC.
- I was able to attend a few segments of the Bristol Bay Leadership Conference, via ZOOM. I wanted to participate more, but other responsibilities needed my attention most of the time. Mayor Ruby took notes and shared them with me, which I appreciate. I believe there will also be recordings and presentations made available at a later date.

### Human Resources

- In addition to the day-to-day human resources paperwork that we process, Kelsa and I continue our discussions on potential procedural / policy amendments to address identified gaps. We have also done quite a bit to address some organizational ideas and staffing needs.
- We also began our discussions with both Local 71 and the PSEA Union's representatives to negotiate the next 3-year Collective Bargaining Agreement. Our current agreement expires on June 30<sup>th</sup>.

### City Clerk

- Lori made arrangements to have representatives of the Record Information Management System for the State of Alaska visit our offices during April. They made a presentation to our department managers, and some additional staff members, on the first morning and then proceeded to visit each department over the next three days. They reviewed our

processes for record retention and record retention and will be providing recommendations to assist us in making improvements and dealing with difficult issues like retention of digital records. I thought they did an excellent job and were very helpful. I appreciate Lori for putting this visit together.

### Finance

- Preparations for the FY23 Budget continue. We had our first meeting with the Finance and Budget Committee and will meet with them again on Monday, May 9<sup>th</sup>. We had a good discussion with the Committee and feel like our goals for the FY23 budget are lining up.
- Challenges continue with staffing, as we lost another employee in Finance. The remaining staff are working hard to cover the gaps and additional assistance from temporary personnel and consultants are helping as well.

### Planning

- I continue to research and discuss numerous planning activities, both past and present, to get a handle on where we are and what we need to do. We have been working to upgrade the computer system in the planning office to match the needs and run the software that allows us to carry out assignments.
- I also continue to visit various properties and sites within the City to better understand the lay of the land and some of the physical challenges we are facing.
- How the City manages its properties is also one of my main concerns. Once we get a handle on the properties we have, and how those properties are held, we can determine the best ways to put those properties to work and how they can benefit some short and long range goals for the community.

### Public Works

- The challenges in Public Works continue, with equipment and manpower needs, but we are trying to chip away at them. We continue discussing short and long-term needs for equipment, facilities, and infrastructure improvements so we can make some accommodations in the FY23 budget. The development of a solid Capital Improvement Plan will help us better address these needs.
- The Harbor crew is now fully engaged and preparing for the upcoming fishing season, which is quickly approaching.
- The Dock is also fully engaged and has already seen one cargo ship come and go. We have had some issues with both large forklifts, which have compromised our ability to transfer cargo off the dock, but one was made to run last Friday and we are awaiting parts for the smaller one now. A mechanic from Pape came and evaluated both machines and developed a list of items that need to be repaired or replaced. We will be working to address these issues as soon as we can.
- The deadline for bidding on the wastewater lagoon aeration project came and went without a single bidder. We will be discussing our next step with the project engineers soon.
- The bids for the fuel and oil contract for FY23 and FY24 also concluded with two responders. As expected, we saw a significant increase in prices for FY23. Neither bidder was comfortable submitting a bid for FY24, given the volatility of the oil market in recent months. Awarding the bid is on the agenda for the May 5<sup>th</sup> Council meeting.



## Public Safety

- Chief Dan completed his service with the City of Dillingham on Friday, April 29<sup>th</sup>. His staff hosted a lunchtime retirement BBQ at the Public Safety offices in his honor. It was well attended and a good experience for all of us. We will miss him. Dan will be attending the Council meeting so the Council can formally recognize his 30-years of service to the community.
- Dan and I have had several conversations about the department going forward and the things that need to be addressed there. We have also both had several conversations with Sgt. Maines, who will be Acting Chief of Police until we can hire a permanent replacement. He and I will communicate often to keep the public safety services running smoothly. Sgt. Maines is ready and capable to step into this acting role and I have full confidence in his ability to lead the department.
- We have managed to secure one additional rotational Police Officer and one additional Corrections officer in the last week.
- We are still waiting to see if the Alaska Department of Correction's budget request will be approved by the Legislature. The request includes an increase for Contract Jails, like the one we operate here in Dillingham.

## Fire and EMS

- We are meeting on Monday, May 2<sup>nd</sup> to kick off the 911 system upgrade project. This project will replace the 911 system at the Lake Road Fire Hall and upgrade the 911 system at the Public Safety building. This upgraded, redundant system will ensure a more resilient and reliable operation for many years to come.
- We have also moved forward in the replacement of the in-operable air-filling equipment at the Lake Road Fire Hall. Our existing system no longer works and is too old to be repaired and made safe to use. This will also be a grant funded project.
- Discussions continue in our planning to repair the Downtown Fire Hall after it suffered water damage to the lower level. We are still waiting for the insurance company to issue a decision on a settlement. Once we receive a confirmation on the settlement, we can make final plans. We are looking at an alternate site to operate from this summer, so we don't have to rush the repairs or reoccupy the fire hall before its ready. One thought is to operate out of the vacant building down at the Harbor. It is not far from the fire hall and would keep response times lower than responding from the Lake Road station.
- The Agreement to lease one of our ambulances to the Hospital is also on the agenda for Council consideration. The hospital is currently utilizing the vehicle under an administrative, short-term MOU that expires on May 15<sup>th</sup>, unless extended or replaced by the proposed long-term lease agreement.
- We did make one offer to a candidate for seasonal EMT and hope to bring on one or two more.

## Library

- I continue to attend the monthly Library Advisory Board meetings to discuss current operations and discuss potential improvements to the operations and facilities associated with the Library system.
- The effort to establish and staff a Volunteer Program that can assist in various library operations, assist with activities, and perhaps increase the number of hours our library is open each week is making progress.

- Additional policies, to address requests by the State Library System, are also being discussed. These include the process to challenge any portion of the Library collection that someone may deem inappropriate or offensive. There are several efforts nationwide to remove materials from Libraries and Schools and we need to make sure we have a policy in place to address such a request. Our City Attorneys will be working on this and we will bring something back to Council for consideration.

### Senior Center

- We are currently working on a re-opening plan. The entry doors are still not fixed, so we can welcome our Elders back in person. Koolie and I have looked at the doors and have a plan to get them operational. We hope to have them working very soon.
- Again, I want to thank Ida and her staff for hosting our first all-staff meeting on April 20<sup>th</sup>. They rushed to get their meals completed, packaged and out for delivery prior to our meeting. They also set up to accommodate the crowd we assembled that day.
- We plan on moving our meeting around each month so we are not placing a burden on any one department and to give everyone a break from their typical surroundings.

## Monthly Report.

From: Chris Hladick, City Lobbyist  
 Date: April 11, 2022  
 To: Mayor and City Council

Greetings:

The House has completed their work on the operating budget. I will give you the highlights of what is included in HB 281 although be aware that this is not the adopted budget. The Senate is close to wrapping up their work on the operating budget and should be done soon. Lots of talk about a capital budget but no one has seen anything on either side of the chambers.

Here are the high-level issues:

1. PFD which right now stands at \$2,500 and \$1,300 for energy assistance.
2. The BSA has been increased for school funding and a forward funding mechanism put in place. If the price of oil drastically decreases money will be drawn from the Education Trust Fund to cover short falls. There is one time funding of 57 million.....
3. School Major Maintenance has a total funding of \$292 million, not sure if Dillingham City Schools has any projects on the list.
4. Revenue Sharing is funded at the statutory amount so expect what Dillingham has been allocated in the recent past.
5. Jails budget has been plussed up, the city manager may want to reach out to the Dept of Corrections (DOC) Commissioner once the budget is passed. I don't believe there is any kind of formula for distribution, and it will be up to DOC to calculate how to dole the funding out if additional funding survives the budget process.
6. School Bond Debt Reimbursement is funded at 100%
7. PCE: not seeing any major changes at this juncture.

Robert Mawson and I have attended Lisa Murkowski's funding symposium in Anchorage on Monday April 11. We were able to meet with Bruce Lambert of the Federal Department of Transportation Maritime Administration about the Harbor Floats project. We have received a proposal from PN&D for the preparation of the grant and Robert will be evaluating for a recommendation on moving forward. The grant is due in mid-May. The symposium had federal agency presenters talk about their respective grant opportunities. We worth the effort. The City may want to approach the Denali Commission and the Rasmussen Foundation for matching grant funding.

### **I have identified four possible funding sources for the Harbor.**

1. MARAD: United States Maritime Administration grants. PIPD or Port Infrastructure Development Grants. We are working with Bruce Lambert on how to best approach this grant cycle. The Dock transports too much cargo for the project to fit into the small port category. However, fish is not considered cargo so we must get ahold of data collected

by the Corps of Engineers to make a final determination. Also, because we are not contiguous with the Lower 48 we don't have to do a full blown Cost to Benefit ratio calculation. This is good news as economists are scarce right now as grant writers.

2. State of Alaska ADOT Ports and Harbors grant. No changes from the last report. The NOFO comes out in the Spring, as previously stated this is a 50/50 match and would only fund the floats or \$5 million. That means the city must come up with \$2.5 million for match then another \$1.2 million for the utility extensions needed to get water, sewer and electric to the city leased lots at the Harbor. This could take several years to get to the funding level, which requires legislative approval.
3. Community Transportation Program at ADOT. I am researching this as a possible funding source. I need to meet with ADOT representatives. I don't believe our project fits.
4. Direct Appropriation: This would basically be a line item in the Capital budget which has yet to be put together. Right now, the legislature is closing out operating budgets for departments. They are keeping their cards close to their chest regarding the development of a capital budget but what I have heard is that they do not want to start a Christmas tree of projects with districts competing against each other. What does this mean. It's unlikely that the full \$6 million is going to come from the legislature but this is a marathon not a 100 yd dash. It's not over yet, Bryce and I are in close communication.

Other projects:

**Outer Breakwater at the Harbor:** I am working to identify where the match requirement would come from or approximately \$8 million dollars. Federal dollars cannot be used to match federal grants. However, if Senator Murkowski could get funding into a maintenance budget there might be a chance to get the match requirement taken care of. Abby Lyons is the Murkowski staffer I am working with on this project.

**Snag Point Erosion:** I need to meet with Bruce Sexaur from the Corps of Engineers to see how to proceed with the process. Typically, the Corps has some discretionary money that could be used as "startup" funding to initiate the project. If the initial review is positive the Corps would move to creating a Chiefs report which would be used to get the project authorized. Then appropriation would come after authorization is approved by Congress. It's a long process to be sure and could take years.

**EOC:** for Lake Road Firehall. Mark Lynch put in for a grant for this project. I have not heard whether it has been funded.

**Fire/EMS/Police station:** The request for \$500,000 would provide for engineering/architectural services to pick this project up and develop a practical alternative for the project. Exploring EDA funding for possible opportunities.

**Bills of interest:**

Here are some of the bills currently before the legislature in process, this by no means is an exhaustive list. You can find more at [akleg.gov](http://akleg.gov) for live broadcast over the internet, bills in committee, meetings and other important information. Also, you should sign up for Bryce Edgmon's newsletter for up-to-date info on the legislature. It is a great way to stay in tune. As you can see there are many more bills in play now that the operating budget hearings are completed.

SB (Senate Bill), HB (House Bill)

SB 172: increases residential property exemption from \$50,000 to \$75,000 for municipalities.

SB 178: Absentee ballots include option for voter to receive by mail

SB 33: Seafood Product development tax incentives extended

HB 131: Recall petitions must be filed within 365 days of certification by the clerk.

HB 190: Recall of Public Officials, money fund-raised for the recall must be used for recall.

HB 244: Annexation: must be approved by 2/3rds of votes cast by voters residing in the area to be annexed.

HB 225: Exempting Seniors from the first \$150,000 in valuation of real property for 65 year old residents or 60 year old widows.

HB74: allowing AHFC (Alaska Housing and Finance Corporation) to bond for water, sewer, highway and aviation projects

HB 75: PERS to charge rate of 22% of base salaries

HB 371: Broadband equalization, sets up mechanism to equalize broadband cost across the state.

HB 137: Motor Vehicle offices can't close in communities over 850 people.

HB 260: 50/50 POMV for PFD

HB 281: appropriations budget bill

HB 350: School Bond debt reimbursement, returns to original split for bond payments from city.

HB 166: One license plate per vehicle

HB 171: PFAS

HB 393: Fishery landing tax surcharge, taxes fisheries businesses .06 cents per pound but provides for exemption if owner is in state of Alaska.

HB 309: APOC Campaign contribution reporting

HB 376: Strategic Planning required of state agencies

HB 284: Supplemental Budget

HB 285: GO Bonds for infrastructure

HB 66: Elections voting ballots

HB 141: Appropriations

HB 16: Search and Rescue surplus state property

HB 188: Seafood product development tax credit

HB 378: Municipal property tax assessments

HB 367: Planning Commission appointments

HB 225: Municipal property tax senior exemption

HB 50: Municipal regulation of trapping

HB 256: Law enforcement registry use of force, Police Standards council to give yearly report to legislature

HB 270: Prohibit Police officer shoot at moving vehicle

HB 381: Repeal ballot measure 2, ranked choice voting

HB 123: State recognition of Tribes

SB 119: Oath of office requires public officials to read the State and Federal constitutions and read the declaration of independence.

Any questions don't hesitate to give a call



## MEMORANDUM

**DATE:** 04/28/2022  
**TO:** Robert Mawson, City Manager  
**FROM:** Kelsa Brandenburg, Executive Assistant/HR  
**SUBJECT:** April Department Staff Report

### STAFF REPORT

I participated in Michigan State University's School of Human Resources and Labor Relation's Certified Human Resources Specialist workshop on March 15, 22, 29, April 5, 12, 2022 from 4:30 am to 12:30 pm and completed the certificate examination. On April 22 I received my Certified Human Resources Specialist Certificate.

**New Employees:**

Elena Jacques – Temp/Part-time Fire Office Assistant  
 Branden Kozachenko – Buildings & Grounds Assistant  
 Paul Schneringer – Corrections Officer

**Resignations / Terminations / Layoffs:**

Chloe George – Accounting Technician II, Receivables  
 Matrona Jenkins – Corrections Officer  
 Daniel Pasquariello – Chief of Police

**Transfers:**

**Position Vacancies:**

Public Works Director  
 Corrections Officer (2 positions)  
 Police Officer (2 positions)  
 Dispatcher II  
 Heavy Equipment Operator  
 Fleet Mechanic  
 Buildings & Grounds Foreman  
 Dock Yard Assistant/Heavy Equipment Operator  
 Water/Wastewater Operator I  
 Accounting Tech I – Cashier  
 Accounting Tech II – Receivables  
 Executive Assistant/HR  
 Seasonal EMT  
 Fire Department Office Assistant



School of Human Resources  
and Labor Relations  
MICHIGAN STATE UNIVERSITY

Certifies that

**Kelsa Brandenburg**

Participated in the workshop and successfully completed the comprehensive certificate examination, thereby earning the designation:

**Certified Human Resources Specialist  
(CHRS)**

March 15, 22, 29, April 5, 12, 2022

Tina M. Riley, PhD  
Director, Professional Development  
School of Human Resources & Labor Relations  
Michigan State University





## MEMORANDUM

**DATE:** April 27, 2022  
**TO:** Robert Mawson, City Manager  
**FROM:** Lori Goodell, City Clerk  
**SUBJECT:** Department Report

### STAFF REPORT

#### **Records Information Management:**

The week of April 18, 2022 two Archivists from the State of Alaska Division of Records Information Management Services were in Dillingham. They visited with each Department Head, reviewed records storage areas, and answered questions specific to our needs. They will be compiling a report of their findings, include best practices and recommendations.

#### **Property Assessments:**

The City Assessor will be in Dillingham the week of May 8. The BOE is scheduled for May 12, 2022. Real Property assessment notices were mailed March 17<sup>th</sup>. Personal Property assessments were mailed April 13. I have received nineteen real property appeals, and five personal property appeals to date.

#### **Training:**

Northwest Clerks Institute Professional Development IV will be held in person at the University of Puget Sound, Tacoma WA, June 13 – 16, 2022. I have received a scholarship through Alaska Association of Municipal Clerks to help defray costs.

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

**Liquor & Marijuana License Renewals/Transfers/New Licenses.** (Indicate any licenses due to expire.) There are currently no licenses for review.

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

- Senior Advisory Commission, three seats.
- Port Advisory Committee, three seats.
- Planning Commission, two seats.

One letter of interest received for the Planning Commission

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**Helpful Tips:***Robert's Rules of Order: Most Used Motions*

- **Main Motion:** brings business before the council.
- **Amendment:** allows changes to another motion by adding, deleting, or changing words.
- **Refer:** sends matter to smaller group to consider and report back.
- **Postpone:** delays consideration of a matter.
- **Previous Question:** ends debate immediately.
- **Table:** temporarily delays a matter when something urgent arises.
- **Recess:** permits a short break.
- **Point of Order:** calls attention to an error in procedure.

Each motion has detailed rules on when it can be introduced, whether it needs a second, whether it is debatable, and the vote required for adoption.

Jim Slaughter, Running a Darn Good Meeting, Page 25



## MEMORANDUM

**DATE:** April 29, 2022  
**TO:** City Manager  
**FROM:** Anita Fuller, Finance Director  
**SUBJECT:** Finance Department Staff Report

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### STAFF REPORT

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Statistics: April as of 4/29/2022

Payroll run: 2

Cash Receipts: \$397,185.93

All Payments: \$1,110,581.40 (includes \$176,285.80 for payroll)

Important deadlines:

15<sup>th</sup> of each month utility payments due; last day of month utility bills created and sent

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#### Audit

- FY21 Audit final work began 10/26/2021 and is ongoing

#### Staffing changes

- Account Tech II – Receivables position became open 04/27/2022
- Account Tech I – Cashier position became open 03/24/2022
- Temporary help – Patty Rice returned temporarily to assist with training Acct Tech III.

#### Grant Reporting

- ARPA Grant awarded reporting completed 4/29/2022.
- IMLS & Ice Machine quarterly report completed
- LGLR grant award accepted and signed

#### Collections

- Foreclosure listing for 2018 Action have passed the period of redemption (5 properties at \$22,185). Litigation report requested in March.
- Foreclosure listing for 2019 Action have passed the period of redemption (12 properties at \$15,149). Litigation report requested in March.
- New foreclosure list for potential 2022 presented to F&B Committee and included in report.

#### Budget

FY23 Budget F&B workshops ongoing

## Revenue and Expense review March 2022 –

Information provided for percentages below 60% or above 90%

### General Fund Revenues

- All taxes are reported 1 month behind. 96% is above expected.
- Remote sales tax is 2 months delayed, 75% is above expected.
- Transient Lodging 1 month behind. 97% is above expected.
- Tobacco excise tax is 1 month behind and is within normal range.
- Real and personal property tax are recognized at 100%; however 94% has been collected, below last year's numbers.
- Property tax penalty and interest is at 119%; which exceeds entire year budget expectation.
- Telephone tax is collected at the end of the year.
- Shared Fisheries tax and Raw Fish tax are above expected.
- Community Sharing has been received and above expected budget.
- PILT has come in above expected by 3%.
- Ambulance fees remain below expected average at 22%.
- Lease & Rental Income matches the rate of income at FY21. Will receive \$22K in June for an annual lease payment
- PERS Forfeiture funds have been mostly expended and will not meet budgeted expectations.
- Other Revenues is impacted by PILOT not received from BBHA, Investment income is in the negative, court deposits and title 47 fees are reduced by 30%, and foreclosure fees voided from previous years to settle a debt.

### Special Revenues & Other Funds Revenue

- Harbor revenue is normal as most revenue is collected at the end of the fiscal year.
- Asset Forfeiture Fund revenue is in recovery from negative investment balances.
- Senior Center non-grant revenue is below expected. Continued COVID precautions is reducing potential revenue.
- Debt Services – State bond reimbursement was unexpected.
- Equipment Replacement Insurance – insurance replacement of equipment
- Mary Carlson Estate investment income is still declining and has a negative balance.

### Transfers

- Landfill – Transfers reduced building and landfill fire expenses moved to capital project funding.
- Ambulance Reserve – Transfer is based on 10% of ambulance fees received – reduced revenue results in a reduced transfer.
- Equipment replacement – Budget agreed on during resolution, no budget revision made.
- Capital projects – Expenditures projected for later in fiscal year.
- Debt Services – Transfers are as expected.
- Port to Harbor – Transfer need is higher than expected due to revenue being low at 32%.

### General Fund Expenditures

- Council – Lobbyist was paid in April for multiple month's services.
- Clerk – Contract funds are scheduled to be spent in spring.
- Administration – expenditures for new city manager will show in April yet, grant writer contract of \$50,000 has not been spent.
- Legal – Legal needs will increase and expect to catch up in spring.
- Non-Departmental – Audit costs delayed, supplies cost delayed.

- Planning – No contract will be made with Agnew:Beck for a comprehensive plan FY22.
- Foreclosure – Foreclosure actions are ready to move forward.
- IT – Expenditures will continue to increase as projects continue.
- Meeting Hall – Expenditures reduced with no one meeting in room.
- Corrections – Open positions have reduced costs.
- Fire Department – Open staff position throughout the year has reduced expenditures.
- Fire Department checking – Expenses projected in spring.
- EOC – No employees as budgeted
- Public Works Administration – No PW Admin for a most of the year and PW Director shared with Port has reduced expenditures.
- Building & Grounds – Open positions has reduced staff expenditures. .
- City School – payment already made for 4th quarter.
- Transfers to other funds are reduced since overall expenditures are lower.

#### Special Revenues & Other Funds Expenditures

- Landfill – Employee benefit selection lower than budget, major equipment purchases yet to be made, landfill closure costs not recognized.
- Asset Forfeiture funds – budget exceeded for copier purchase and supplies for rotational officer housing.
- Ambulance Reserve Fund – Volunteer stipends are less than budgeted.
- Debt Services SRF Loans – payments have not started. Contact is being made to the state to verify status.
- Debt Services for bonds are scheduled for April.
- Equipment replacement – Admin vehicle and landfill fire equipment replacements have been made.

#### Grant and Bond Revenues/Expenditures

- ANTHC – RFP has gone out for bid to work on the lagoon project, bid opening in April. Will match project funds with the LGLR grant received.
- State Public Safety – Contract for an officer to train in Anchorage is completed.
- COVID CARES – Emergency Communication equipment replacement completed
- COVID ARPA – Funds increased from original budget by \$246,933. Expenditures to be paid by 06/30/2022 and will be matched to public safety wages. This will assist it reducing the budget deficit.
- SRF Loans – Lagoon Aeration, Waterfront and Wastewater projects not started; funding not used at this point. Landfill project started, funds not expended.
- Curyung Ice Machine – funds for electrical and maintenance support.
- BBEDC Intern program is mainly funded for spring and summer months.
- BBEDC Pass Thru – Funds used for Pumpkin Patch project
- FireHall – Bond funds received in prior fiscal year.

#### Capital Project Revenues/Expenditures

- Insurance Proceeds– Funds received for landfill shop building that will be kept in reserve until project begins.
- Lagoon project is out for bid.

Acct #	Account Name	Legal Description	2017	2018	2019	2020	2021	Penalty	Interest	Grand Total
100844	BBHA - Muklung Manor	Muklung L1					1,477.23	112.69	63.64	1,653.56
100850	Berglof, Andrew	Snag Point B2 L10					1,402.70	140.27	28.26	1,571.23
100374	Bocatch, Claude R.	USS 2732 B2 L14					1,788.80	178.88	36.04	2,003.72
101163	Braswell, Leon & Vivian	Braswell Hill B L2					234.26	-	28.14	262.40
101163	Braswell, Leon & Vivian	Braswell TR B					309.28	-	37.16	346.44
101473	Brothers, Alfred	Ekuk Dillingham L2				163.63	3,424.20	342.42	75.90	4,006.15
101788	Choggiung Investment Corp	USS 2732 B17 L4					1,116.70	111.67	22.50	1,250.87
101486	Church Of Christ	Braswell B LTR L				113.10	113.10	22.62	11.68	260.50
101488	Covenant Concepts Ministry	Ahklun View Estates B1 L1					23.29	-	2.44	25.73
100167	Delta Western LLC	Delta Western Lease L2					3,621.93	847.60	72.98	4,542.51
101467	Estate of Anecia Lincoln	Ne/4Se/4 (14C) B L9			232.70		232.70	46.54	31.68	543.62
101431	Estate of Bessie Wahl	USS 4980 L3					4,052.10	405.21	81.65	4,538.96
101431	Estate of Bessie Wahl	Snag Point B1 L7					507.73	-	59.75	567.48
100964	Estate of Charles Nunn	Nunn B L22B					1,138.80	113.88	22.94	1,275.62
101226	Estate of Charlie Franklin	Mission B1 L1			1,376.17	1,376.70	1,376.70	402.01	312.65	4,844.23
102133	Estate of Julia Reed	USS 2732 -Portion 1 B29 L2			273.00	273.00	273.00	81.89	59.72	960.61
100965	Estate of Larry E Nunn Sr.	Nunn B L22E					218.40	21.84	4.40	244.64
100965	Estate of Larry E Nunn Sr.	Nunn B L22A					733.20	73.32	14.77	821.29
101496	Estate of Lucy Roehl	Snag Point B1 L9			1,296.10	1,296.10	1,296.10	388.83	284.08	4,561.21
101321	Estate of Oleanna McKinnon	Float Plane B3 L3			1,201.88	1,398.80	1,521.00	392.60	305.51	4,819.79
101500	Estate of Sassa Backford	Snag Point B2 L3			1,426.10	1,426.10	1,426.10	427.83	312.60	5,018.73
100899	Giordano, Agnes	Snag Point B2 L9				1,318.20	1,318.20	263.64	136.06	3,036.10
101240	Harder, Honora	Nerka B L10					23.64	2.36	-	26.00
103561	Harder, Mike & Honora	Nerka B L9					87.34	8.73	0.00	96.07
103131	Johnson, Bryan & Flensburg, Tara	Cedar B L6					2,401.10	240.11	48.40	2,689.61
101180	Kroener, Debra	USS 3184 B P3 L*			4,433.00	4,433.00	4,433.00	1,329.90	971.74	15,600.64
101294	Libby, John & Cynthia	USS 2732 B7 L1		65.00	65.00	65.00	65.00	26.00	25.92	311.92
101294	Libby, John & Cynthia	USS 2732 B7 L7			1,609.40	1,609.40	1,609.40	482.82	352.80	5,663.82
101298	Lindenau, David	Fireweed B L5		384.59	453.70	453.70	453.70	165.43	130.75	2,041.87
103138	Maki Isok Estate	USS 2732 B15 L2	325.00		325.00	325.00	325.00	130.00	153.02	1,583.02
101324	Meng, Christopher	Sunny Acres B L5					6,793.80	679.38	136.90	7,610.08
101328	Moran, Trustee Helen E	USS 2732 B2 L1					227.50	22.75	4.58	254.83
101029	Moreno, Margarita	USS 2732 B7 L8					2,496.00	249.60	50.30	2,795.90
101029	Moreno, Margarita	USS 2732 B7 L9					97.50	9.75	1.96	109.21
101809	Mulchatna Air Taxi LLC	USS 5688 B700 L8A					236.07	-	28.36	264.43
102414	Myers, Angelina	USS 2732 B22 L7A					2,454.40	245.44	49.46	2,749.30
101479	Nicholson, Thomas & Tennyson, Rose	Ekuk Dillingham L1				513.63	3,424.20	342.64	92.58	4,373.05
101344	Nielsen, Robert	Snag Point B1 L4			1,266.29	1,324.70	1,324.70	389.57	285.23	4,590.49
100618	Omni Enterprises	USS 2732 B20 L6B			292.50	285.87	292.50	87.09	63.56	1,021.52
103837	Peak LLC	USS 2732 B31 L3					2,043.60	204.36	41.18	2,289.14
100980	Pearson (1), Dan & Connie						611.00		6.13	617.13

Acct #	Account Name	Legal Description	2017	2018	2019	2020	2021	Penalty	Interest	Grand Total
101367	Perez, Anthony & Madelyn	Sockeye B L1					3,744.00	374.40	75.44	4,193.84
101216	Peter Andrew & Rose Fisher	Kallenberg's Knob B L4					500.12	40.98	18.22	559.32
103516	Ravn Air Group	USS 5688 B500A L4B				7,898.80	6,857.50	1,475.63	794.33	17,026.26
101381	Ruby, Sassa	Coho B2 L2				1,992.90	1,992.90	398.58	205.69	4,590.07
103069	Sanchez, Jerilyn	Sampson B14C L2			116.43	1,943.50	1,943.50	388.70	214.10	4,606.23
101482	Savo, Kikono Estate of	Ekuk Dillingham L4					319.14	31.91	0.04	351.09
101513	Security National Alaska	USS 173 B L			130.00	130.00	130.00	39.00	28.49	457.49
101513	Security National Alaska	USS 170			600.60	600.60	600.60	180.18	131.64	2,113.62
103327	SN Commercial, LLC	USS 150			708.50	708.50	708.50	212.55	155.31	2,493.36
103644	Spencer, Lance	Sundance B2 L7B			142.75	1,383.20	1,383.20	276.64	161.30	3,347.09
100673	Starflite Inc.	USS 5688 B500A L 6C			1,086.19	6,722.30	6,736.60	1,345.89	917.90	16,808.88
101008	Tilden, Anuska	Cedar B L5					251.61	15.71	12.86	280.18
101010	Timmerman, Valerie	Snag Point B2 L15			1,041.30	1,041.30	1,041.30	312.39	228.27	3,664.56
101451	Woods, Thomas	USS 2995 B L1					1,235.00	123.50	24.90	1,383.40
101462	Yukluk, Fannie A	Osterhaus B L2			260.00	260.00	260.00	78.00	57.00	915.00
101461	Yukluk, Josephine	USS 2732 B22 L5			1,578.20	1,578.20	1,578.20	473.46	345.91	5,553.97
		<b>Total</b>	<b>325.00</b>	<b>449.59</b>	<b>19,914.81</b>	<b>40,635.23</b>	<b>86,287.14</b>	<b>14,757.19</b>	<b>7,818.82</b>	<b>170,187.78</b>

Fund Balance Evaluation

	<u>Fund Bal.</u> <u>6/30/2020</u> <u>Audited</u>	<u>Fund Change</u> <u>6/30/2021</u> <u>Unaudited</u>	<u>FY'22</u> <u>Revenue</u>	<u>FY'22</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>FY22 Fund Bal</u>	<u>6/30/2022</u> <u>Unaudited</u>
General Fund	5,555,980	158,057	7,776,113	6,821,878	954,235	6,668,273
Streets Project	3,078,649	(2,977,878)	391	-	391	101,162
Planning Capital Project	264,537	1,579	330,217	14,864	315,353	581,469
Debt Service	-	(53,742)	1,009,750	1,009,750	-	(53,742)
Special Revenue Fund						
Water & Sewer	552,780	198,757	526,369	414,848	111,521	863,059
Landfill	(14,281)	13,706	429,797	429,797	-	(575)
Port - Dock	1,218,057	58,529	499,397	486,171	13,226	1,289,812
Port - Harbor	13,256	1,496	162,936	162,738	198	14,950
E-911 Service	268,809	25,783	45,988	37,472	8,516	303,109
Asset Forfeitures Fund	27,733	29	(38)	5,880	(5,917)	21,845
Reward Fund	400	-	-	-	-	400
Senior Center	11,099	(3,538)	234,937	227,261	7,676	15,237
Library (Grants)	(804)	5,861	67,486	60,314	7,172	12,229
Public Safety	-	-	1,646	1,856	(210)	(210)
Local Support	1,170	-	22,747	22,747	-	1,170
Covid Support	-	-	472,784	472,780	3	3
Capital Project Fund						
Ambulance Reserve Capital Project	544,853	(244,480)	1,197	9,600	(8,403)	291,970
Equipment Replacement Capital Project	68,327	(6,675)	42,720	56,663	(13,943)	47,709
School Project	(1,626)	-	-	-	-	(1,626)
Firehall Project	787,325	(666,785)	-	85,755	(85,755)	34,785
Dock and Harbor Capital Project	-	-	1,435	2,126	(691)	(691)
Public Safety Capital Project	-	-	-	-	-	-
Wastewater System Improvements	-	-	-	-	-	-
Water Improvement	-	-	-	-	-	-
SOA Loans Capital Projects	-	(5,025)	5,320	8,364	(3,044)	(8,069)
Denali Commission Project	-	-	-	-	-	-
Landfill Committed Funds	172,044	-	-	-	-	172,044
Permanent Fund						
Mary Carlson Estate	367,955	615	(6,862)	1,621	(8,483)	360,087
Undesignated - VEEP						
Total	<b>12,916,263</b>	<b>(3,493,711)</b>	<b>11,624,330</b>	<b>10,332,484</b>	<b>1,291,846</b>	<b>10,714,398</b>



	03/31/22			03/31/21		Uncollected	% Adj
	Budget - FY21	YTD	Percent	YTD	INC/(DEC)		
<b>General Fund Revenues</b>							
General Sales Tax	\$ 2,500,000	\$ 2,190,026	96%	\$ 1,949,783	\$ 240,244	(4,192.86)	87%
General Sales Tax - Remote	500,000	200,514	75%	127,042			
Alcohol Sales Tax	260,000	172,122	66%	166,396	5,726		66%
Alcohol Sales Tax - Remote	-	89		-	89		
Transient Lodging Sales Tax	85,000	82,265	97%	49,799	32,467	-	97%
Gaming Sales Tax	65,000	41,883	64%	42,352	(468)		64%
Tobacco Excise Tax	370,000	207,373	56%	223,330	(15,957)		56%
Penalty & Interest - Sales Tax	20,000	12,196	61%	13,887	(1,691)		61%
<b>Total Sales Tax</b>	<b>3,800,000</b>	<b>2,906,470</b>	<b>76%</b>	<b>2,572,587</b>	<b>260,410</b>		<b>76%</b>
Real Property Tax	2,084,565	2,078,512	100%	2,122,148	(43,635)	(114,341.50)	94%
Personal Property Tax	479,356	477,738	100%	508,046	(30,309)	(25,820.58)	94%
Penalty & Interest - Property Tax	65,000	77,114	119%	65,499	11,615		119%
<b>Total Property Taxes</b>	<b>2,628,921</b>	<b>2,633,363</b>	<b>100%</b>	<b>2,695,693</b>	<b>(62,330)</b>		<b>95%</b>
Telephone Gross Receipts State Tax	65,000	-	0%	65,065	(65,065)		0%
Shared Fisheries	475,000	772,264	163%	474,820	297,445		163%
Raw Fish Tax	9,000	23,430	260%	9,056	14,374		260%
Community Sharing	75,700	84,575	112%	75,783	8,793		0%
Payment in Lieu of Taxes (PILT)	460,000	473,299	103%	484,326	(11,027)		103%
State Jail Contract	535,367	401,525	75%	401,525	-		75%
Ambulance Fees	55,000	11,969	22%	17,341	(5,372)		22%
Lease & Rental Income	35,000	10,270	29%	10,180	90		29%
Admin Overhead	220,625	154,901	70%	128,000	26,901		70%
PERS on Behalf	231,326	151,046	65%	174,070	(23,024)		65%
PERS Forfeiture Fund	67,033	12,316	18%	74,290	(61,974)		18%
Other Revenues	202,200	103,212	51%	126,803	(23,591)	-	51%
<b>Total</b>	<b>2,431,251</b>	<b>2,198,808</b>	<b>90%</b>	<b>2,041,257</b>	<b>157,550</b>		<b>90%</b>
<b>Total</b>	<b>\$ 8,860,172</b>	<b>\$ 7,738,641</b>	<b>87%</b>	<b>\$ 7,309,538</b>	<b>\$ 355,630</b>		<b>86%</b>
<b>Special Revenue &amp; Other Funds Revenue</b>							
Water	233,224	175,755	75%	167,469	8,286	(27,952.40)	63%
Sewer	464,124	350,613	76%	340,145	10,469	(37,735.74)	67%
Landfill	295,429	207,990	70%	226,529	(18,539)	(1,782.00)	70%
Port - Dock	735,042	499,397	68%	550,996	(51,598)	(39,536.74)	63%
Port - Harbor	170,580	53,881	32%	53,885	(5)	-	32%
Asset Forfeiture Fund	2,000	(38)	-2%	18	(55)		0%
E-911 Service	65,000	45,988	71%	43,891	2,097		71%
Senior Center (Non-Grant)	54,746	25,787	47%	23,926	1,860		47%
Senior Center (Grant)	131,000	100,455	77%	110,748	(10,293)		77%

	<u>Budget - FY21</u>	<u>03/31/22</u> YTD	Percent	<u>03/31/21</u> YTD	INC/(DEC)	
Library (Grants)	100,379	67,486	67%	59,405	8,081	67%
Debt Service	30,000	237,125	790%	53,742	183,383	
Equipment Replacement Insurance	-	13,943		-	13,943	
Mary Carlson Estate	4,000	(6,862)	-172%	2,817	(9,679)	-172%
<b>Total</b>	<b>\$ 2,285,524</b>	<b>\$ 1,771,521</b>	<b>78%</b>	<b>\$ 1,633,572</b>	<b>\$ 137,949</b>	<b>73%</b>
<b>Transfers</b>				18,081		
<i>From General Fund to Other Funds</i>						
Water	19,731	-	0%	-	-	
Landfill	481,367	221,807	46%	86,271	135,536	
Senior Center	167,689	108,695	65%	100,750	7,946	
Ambulance Reserve	49,500	1,197	2%	60,000	(58,803)	
Equipment Replacement	-	42,720		-	42,720	
Capital Projects	140,981	5,201	4%	373,987	(368,785)	
Debt Service SRF Loans	47,400	-	0%	-	-	
Debt Service School Bond	1,066,250	691,250	65%	854,433	(163,183)	
Debt Service Firehall Bond	46,000	13,000	28%	13,500	(500)	
Debt Service Streets Bond	206,750	68,375	33%	70,750	(2,375)	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	70,942	97,504	137%	75,632	21,872	
Port - Harbor - Ice Machine	-	-	0%	-	-	
Port - Harbor - Bathhouse	14,000	11,552	83%	7,343	4,209	
<i>From Department to Department</i>						
Transfer from E911	55,468	37,472	68%	25,500	11,972	
<b>Total</b>	<b>\$ 2,366,078</b>	<b>\$ 1,298,773</b>	<b>55%</b>	<b>\$ 1,668,165</b>	<b>\$ (369,392)</b>	
<b>Total Revenues &amp; Transfers</b>	<b>\$ 13,511,774</b>	<b>\$ 10,808,934</b>	<b>80%</b>	<b>\$ 10,611,274</b>	<b>\$ 124,187</b>	

EXPENDITURES:	Budget - FY21	03/31/22	Percent	03/31/21	INC/(DEC)
		YTD		YTD	
<b>General Fund Expenditures</b>					
City Council	\$ 45,330	\$ 20,968	46%	\$ 24,516	\$ (3,549)
City Clerk	175,228	89,542	51%	81,854	7,687
Administration	497,280	283,452	57%	244,516	38,936
Finance	758,498	515,651	68%	460,552	55,098
Legal	60,000	33,190	55%	26,290	6,900
Insurance	262,000	191,363	73%	198,566	(7,203)
Non-Departmental	118,800	56,956	48%	96,733	(39,777)
Planning	274,666	129,310	47%	133,845	(4,534)
Foreclosures	6,000	566	9%	873	(308)
IT	260,969	126,631	49%	68,630	58,002
Meeting Hall above Fire Station	800	480	60%	530	(51)
Public Safety Administration	202,644	137,208	68%	98,861	38,348
Dispatch	554,688	374,727	68%	288,682	86,045
Patrol	1,044,686	647,297	62%	463,841	183,456
Corrections	715,440	419,639	59%	426,520	(6,881)
DMV	55,797	39,841	71%	37,764	2,077
Animal Control Officer	113,140	77,677	69%	77,610	67
Fire	370,877	143,133	39%	126,374	16,759
Fire Department Donation	15,000	440	3%	105	335
EOC	52,107	19,098	37%	27,783	(8,685)
Public Works Administration	399,294	81,960	21%	139,308	(57,347)
Building and Grounds	312,217	185,427	59%	176,471	8,956
Shop	579,165	360,505	62%	390,821	(30,315)
Street	476,673	332,815	70%	309,455	23,360
Library	155,802	101,754	65%	87,077	14,677
City School	1,300,000	1,300,000	100%	1,300,000	-
Transfers to Other Funds	2,225,668	1,152,246	52%	1,559,690	(407,445)
<b>Total</b>	<b>\$ 11,032,769</b>	<b>\$ 6,821,878</b>	<b>62%</b>	<b>\$ 6,847,267</b>	<b>\$ (25,389)</b>

	<u>Budget - FY21</u>	<u>03/31/22</u> <u>YTD</u>	<u>Percent</u>	<u>03/31/21</u> <u>YTD</u>	<u>INC/(DEC)</u>
<b>Special Revenue Funds Expenditures</b>					
Water	252,955	166,812	66%	157,409	9,403
Sewer	291,200	248,035	85%	158,484	89,552
Landfill	776,796	429,797	55%	344,840	84,957
Port - Dock	735,042	486,171	66%	505,311	(19,139)
Port - Harbor	255,522	162,738	64%	146,223	16,514
Asset Forfeiture Fund	5,000	5,880	118%	-	5,880
E-911 Service	55,468	37,472	68%	25,500	11,972
Senior Center (Non-Grant)	213,981	132,458	62%	128,537	3,921
Senior Center (Grant)	139,454	94,803	68%	115,428	(20,626)
Library (Grants)	100,379	60,314	60%	63,062	(2,748)
Mary Carlson Estate	2,146	1,621	76%	1,850	(229)
Ambulance Reserve Fund	20,000	9,600	48%	261,715	(252,115)
Debt Service SRF Loans	47,400	-	0%	-	-
Debt Service School Bond	1,066,250	928,375	87%	908,175	20,200
Debt Service Firehall Bond	46,000	13,000	28%	47,000	(34,000)
Debt Service Streets Bond	236,750	68,375	29%	236,500	(168,125)
Equipment Replacement	35,000	56,663	162%	8,247	48,415
<b>Total</b>	<b>\$ 4,279,343</b>	<b>\$ 2,902,113</b>	<b>68%</b>	<b>\$ 3,108,281</b>	<b>\$ (206,168)</b>
	<b>\$ 15,312,112</b>	<b>\$ 9,723,991</b>	<b>64%</b>	<b>\$ 9,955,548</b>	<b>\$ (231,557)</b>
<b>Net Increase (Decrease) to Fund Balances</b>	<b>\$ (1,800,338)</b>	<b>\$ 1,084,943</b>		<b>\$ 655,726</b>	<b>\$ 355,744</b>

	<u>Budget - FY21</u>	<u>03/31/22</u> <u>YTD</u>	<u>Percent</u>	<u>03/31/21</u> <u>YTD</u>	<u>INC/(DEC)</u>
<b>Grant &amp; Bond Revenues</b>					
ANTHC-Lagoon	155,777	-	0%	6,679	(6,679)
State Public Safety	-	1,646		-	1,646
COVID - CARES	472,784	472,784	100%	2,844,435	(2,371,651)
COVID - ARPA	284,842	532,541	187%	-	532,541
State MMG 28308-Water Imp	-	-		479,188	(479,188)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	-	-		431,399	(431,399)
SRF Loan - Wastewater	130,000	-	0%	-	-
SRF Loan - Landfill	59,621	5,320	9%	2,922	2,399
State CARES Public Safety	-	-		12,986	(12,986)
State SART	-	-		800	(800)
Southern Region EMS	-	-		360	(360)
Curyung-Ice Machine	2,000	1,435	72%	3,204	(1,769)
Alaskan Leaders Fisheries PS Camera Repair	-	-		2,000	(2,000)
BBEDC Intern Program	133,193	22,747	17%	9,818	12,930
BBEDC Training Reimb	-	-		8,526	(8,526)
BBEDC Pass Thru	-	6,000		-	-
Bond Investment Income	-	391		1,425	(1,034)
Streets	-	-		-	-
FireHall	-	-		-	-
<b>Total</b>	<b>\$ 1,996,342</b>	<b>\$ 1,042,864</b>	<b>52%</b>	<b>\$ 3,853,741</b>	<b>\$ (2,816,877)</b>
<b>Grant &amp; Bond Expenditures</b>					
ANTHC-Lagoon	155,777	-	0%	11,457	(11,457)
State Public Safety	-	1,856		3,203	(1,347)
CARES	472,784	472,780	100%	1,860,979	(1,388,198)
State MMG 28308-Water Imp	-	-		693,200	(693,200)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	-	-		-	-
SRF Loan - Wastewater	130,000	-	0%	-	-
SRF Loan - Landfill	59,621	8,364	14%	50,492	(42,127)
State CARES Public Safety	-	-		12,986	(12,986)
State SART	-	-		2,400	(2,400)
Southern Region EMS	-	-		-	-
Curyung-Ice Machine	2,000	2,126	106%	3,797	(1,672)
Alaskan Leaders Fisheries PS Camera Repair	-	-		2,000	(2,000)

City of Dillingham

Unaudited Revenues and Expenditures As of March 31, 2022

Data Collected on:

4/15/2022

Section . Item 4.

	<u>Budget - FY21</u>	<u>03/31/22</u>		<u>03/31/21</u>	
			<u>YTD</u>	<u>Percent</u>	<u>YTD</u>
BBEDC Intern Program	133,193	22,747	17%	8,222	14,525
BBEDC Training Reimb	-	-		8,526	(8,526)
BBEDC Pass Thru	-	6,000		-	6,000
Streets	-	-		2,977,726	(2,977,726)
FireHall	-	85,755		612,566	(526,811)
<b>Total</b>	<b>\$ 1,711,500</b>	<b>\$ 599,628</b>	<b>35%</b>	<b>\$ 6,297,554</b>	<b>\$ (5,697,925)</b>
	<b>\$ 284,842</b>	<b>\$ 443,235</b>	<b>156%</b>	<b>\$ (2,443,813)</b>	<b>\$ (8,514,802)</b>

City of Dillingham  
 Unaudited Revenues and Expenditures As of March 31, 2022

Data Collected on:  
 4/15/2022

Section . Item 4.

	<u>Budget - FY21</u>	<u>03/31/22</u> <u>YTD</u>	<u>Percent</u>	<u>03/31/21</u> <u>YTD</u>	<u>INC/(DEC)</u>
<b>Capital Project Funds Revenues</b>					
Investment Income	-	-		-	-
Insurance Proceeds	350,000	325,016	93%	-	325,016
<b>Total</b>	<b>\$ 350,000</b>	<b>\$ 325,016</b>	<b>93%</b>	<b>\$ -</b>	<b>\$ 325,016</b>
<b>Capital Project Funds Expenditures</b>					
Public Safety Building	7,000	-	0%	-	-
Streets	-	-		-	-
Water Improvements	-	-	0%	373,987	(373,987)
WasteWater Improvements	-	-		-	-
Sewer Lagoon Relocation	109,664	-	0%	-	-
Other Lift Station	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	350,000	9,663	3%	-	-
Landfill Groundwater Well	24,317	5,201	21%	-	5,201
Bingman-Harbor cleanup	167,480	-	0%	82	(82)
<b>Total</b>	<b>\$ 658,461</b>	<b>\$ 14,864</b>	<b>2%</b>	<b>\$ 374,069</b>	<b>\$ (368,868)</b>
	<b>\$ (308,461)</b>	<b>\$ 310,151</b>	<b>-101%</b>	<b>\$ (374,069)</b>	<b>\$ 693,883</b>

	<b>Budget</b>	<b>Actual</b>
General Fund Revenue	\$ 8,860,172	\$ 7,738,641
Special Fund Revenue	\$ 2,285,524	\$ 1,771,521
Transfers In	\$ 2,366,078	\$ 1,298,773
Grant and Bond Revenue	\$ 1,996,342	\$ 1,042,864
CIP Revenue	\$ 350,000	\$ 325,016
	<b>\$ 15,858,116</b>	<b>\$ 12,176,814</b>
General Fund Expenditures	\$ 11,032,769	\$ 6,821,878
Special Fund Expenditures	\$ 4,279,343	\$ 2,902,113
Grant and Bond Expenditures	\$ 1,711,500	\$ 599,628
CIP Expenditures	\$ 658,461	\$ 14,864
	<b>\$ 17,682,073</b>	<b>\$ 10,338,484</b>
<b>Net Increase (Decrease) to Fund Bal</b>	<b>\$ (1,823,957)</b>	<b>\$ 1,838,330</b>



**Date:** 4/26/2022  
**To:** Robert J Mawson, City Manager  
**From:** Scott Runzo  
**Subject:** Monthly Staff Report

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**EMS/Fire Calls: 17**

**On-Going Projects:**

- Summer EMTs/drivers
- Monthly training EMS/Fire
- EMS training program
- Fire prevention, started FB page and will be used for fire prevention activities

**Working items:**

- New SCBA air fill station has been ordered and scheduled to be installed 60 to 90 days
- New 911 and emergency backup system has been ordered to be installed 60 to 90 days
- In process of leasing Ambulance 3 to hospital, they are using it as a loaner now.
- The hospital would like city to consider selling the ambulance to the hospital
- Hose testing will begin this week
- May 24th DOT disaster drill will happen
- Hope program will begin next month. The fire department will be a distributor of Narcan
- In process of completing a capital improvement list for next budget year
- Downtown fire; decision making stage. Bids are in, insurance claim is almost processed, now we will need to determine the best course of action
- We have a new medical director from the hospital, and we are in the process of updating our standing orders
- Working on updating our Ambulance rates, have not been updated since 2016





## MEMORANDUM

**DATE:** April 26, 2022  
**TO:** Robert Mawson, City Manager  
**FROM:** Sonja Marx, Librarian  
**SUBJECT:** Department Report

### STAFF REPORT

The Library Advisory Board met April 20<sup>th</sup> at the library with three people in person (the Chair, Librarian, and City Manager) and three board members via Zoom. During the meeting, the LAB continued to review the volunteer program project and discussed amending the Collections Development Policy with a Challenged Materials section, upon the request of the Alaska State Library this year. We are pleased that Seat A has been filled; welcoming Janet Dieckgrafe back to the LAB.

The **Dillingham Public Library Donation Policy** was revised and approved at the meeting in March. It now states:

**“The Dillingham Public Library will accept gifts of materials appropriate to our collections. Donations are encouraged, with the understanding that materials not retained for the collection may be given to other libraries or sold at the library’s discretion. The library cannot accept donations under restricted conditions.**

- 1. Materials obtained as donations must meet the same standards as those stated in the Collections Development Policy.**
- 2. Donations become the property of the Dillingham Public Library. Materials may be added or discarded in accordance with the library’s Collections Development Policy.**
- 3. Since the Dillingham Public Library is actively used and sustains losses through theft, mutilation, and wear, no guarantee can be made that any gift will be a permanent part of the collection.**

**Upon request, a form acknowledging the donation will be given to the donor at the time of the donation.”**

In April, the library/museum received a visit from a team from RIM (the Alaska Records Information Management). We also submitted to BBEDC employer applications for two summer positions at the library (Seasonal Librarian Assistant and Library Aide Youth Intern). And we upgraded to version 7 for our Alexandria library software system. It is now stored on the cloud; accessible on the internet.

**Library Stats report March 28<sup>th</sup> - April 24<sup>th</sup>, 2022:**

**Patron Visits: 240 Computer Use: 42 Wireless Use: 154 Story Hour: 0  
Other Visits (including Classes): 0 Museum Use: 7 Movies Shown: 0  
AWE Station Use: 3 Volunteer Hours Logged: 2**

**Next Library Advisory Board meeting to be scheduled in May**



## MEMORANDUM

**DATE:** April 28, 2022  
**TO:** Robert Mawson, City Manager  
**FROM:** Patty Buholm, Planning Director  
**SUBJECT:** April Monthly Report

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### STAFF REPORT

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#### Planning Commission

The Planning Commission meeting scheduled for March 9, was postponed until March 16, 2022. During the March 16 meeting the Eagle Point Subdivision, and Placement of the donated playground equipment resolutions were read, approved, and have been forwarded for City Council for approval. Public comment was held on both items and no objection or concern was placed on either of the above items.

By Dillingham Municipal Code 2.68.040, the Planning Commission designates a Chairperson and Deputy Chair. This was completed during the March 16, 2022 meeting. The Planning Commission voted to have Kaleb Westfall continue as the Chair and Elizabeth Clark continue as the Deputy Chair.

The Planning Commission has 2 vacant seats, Seat B (term ends December 2023) and Seat F (term ends December 2022). A recruitment flyer has been posted in public areas, posted to the City of Dillingham website and shared widely on social media. Outreach to the Dillingham High School Student Government has occurred asking the student body to consider entering a letter of interest for the seats.

The next Planning Commission meeting is scheduled for May 11, 2022.

#### Permitting

**Land Use Permits:** 2 Land Use Permits are being processed. One is a building permit, the other is tied to the harbor land use permit. I working on developing an internal process for the harbor land use permit. Communication with both permit applicants is ongoing. This internal process is being reviewed to streamline for efficiencies. Currently waiting for Nushagak Electric for the status of the meter bases that are stubbed out at the proposed "food court" area.

**Harbor Lot Leases:** Land Leases for the Harbor are still under review. I have been working with Robert Mawson on these. The process is complicated and is taking longer than first anticipated. A Commercial Appraiser was in Dillingham for property appraisals, and he was willing to look at City Harbor lots. I was able to meet with and show them the Lots located in the harbor. The property should be appraised to determine the land value every 3 years, I am waiting for a report.

**Encroachment Permits:** Received 2 Short term Encroachment Permits which will be processed and suggested for approval to Robert Mawson, City Manager. Working to identify and catalog previous permits.

**Burial Permits & Burial Registry:** After reviewing the process in place, the Burial Permit Form has been revised to a Burial Registry. The Burial Registry Form will undergo changes for clarity. This change was determined as the City of Dillingham does not currently have an active Cemetery. A Burial Permit is used to record plots, and should only be issued for an active Cemetery, which you will need to have permission to bury prior to as some plots have been reserved and/or paid for

### **Cemetery Update:**

The City of Dillingham has a Cemetery located on West 1<sup>st</sup> Ave. in downtown Dillingham. However the following items have been identified:

- It is inactive Cemetery as it is at capacity,
- It is in need of repair of the Entryway Gazebo,
- The grounds should be cleaned up of debris and overgrowth,
- Tracking/plotting of all gravesites should then be recorded on the land deed as per State of Alaska requirements for Cemeteries and burials on private property.

The list below shows the current identified active Private Cemetery's within the City limits:

- Holy Rosary Catholic Church, located next to the airport
- St. Seraphim of Sarov Orthodox Church, 2 locations
  - 1<sup>st</sup> Cemetery is located directly behind the Church on Woodriver Road
  - 2<sup>nd</sup> Cemetery located at the end of Woodriver Road

Other burial sites located within the city are on private property. Permission would need to be acquired from the property owner prior to burial of a loved one on these sites. The ownership of the "Olsonville Cemetery" is in question. I am actively working to find the property owner.

I am researching to see if a City Cemetery is appropriate.

Items to be considered:

- Partnering with local Tribal Organizations and other local business/non-profits,
- Determine the best location while considering: future development, erosion, State of Alaska requirements, and adjacent property owner location.

On April 26, 2022 I met with representatives from BBAHC (Chief Nurse Officer, Maintenance/Security Supervisor, ER & Inpatient Nursing Leads, Medical Records, and the Chief Nurse Administrative Assistant) that directly assist when a death occurs. BBAHC staff are all willing add the City of Dillingham Burial Registry Form with the other paperwork given to family members when a loved one will be buried in Dillingham city limits. I am looking into possible signage for the City to post that would convey the need to notify the Department of Public Safety if any human remains are found along Kakanak Beach. The original burial grounds from Kakanak Village are eroding away and each year bones are found on the beach. This signage would inform all people what to do with remains they find along this stretch of beach. BBAHC has a process in place and works directly with local Tribes for the preservation and proper re-burial of the bones on site in a secured Tribal Cemetery set aside for reburial of previous graves. This is not an open Cemetery.

I will be adding web links to the city website providing information to assist people with the end of life and burial process when they lose a loved one. This tool may benefit citizens during a stressful time.

### Requests for Proposal (RFP/ITB)

The Aerated Lagoon Facility Improvements Project (ITB2022-01) Closed on 4/28/2022, with no bids submitted. An evaluation of the ITB will be completed and further communication will occur with CRW Engineers to see if the ITB needs to be changed in anyway then will be put back out to bid.

Furnish Petroleum Fuels FY23 (RFP 2022-02) closed on April 15, 2022 at 3:00pm (RFP-2022-02), with 2 bids received. This item is in the May council packet for approval.

### Meetings

4/28/22 – Planning Commission Special Meeting –Cancelled, unnecessarily scheduled-

4/26/22 – Met with BBAHC staff for Burial Registry

4/21/22 – Met with Staff from Nushagak Cooperative, JJC Construction, Southwest Region School District, and Dillingham City School in attempt to participate in burying and deadheading water/wastewater lines while they install the Waste Heat Project from Nushagak Electric Power Plant. Due to the late participation of the City, we are unable to piggy back on this project. In communication with Water/Wastewater Supervisor, Chris Maines, he stated that this may have been partially completed, I will continue to research this possibility with Chris.

4/20/22 – Attended the All Staff Training.

4/20/22 – Toured the “Old Harbor Office” with Robert Mawson, City Manager to better understand how to lease this building.

4/15/22 – Met briefly with the State of Alaska Records Management Staff that completed a site visit to assist with records that are in the Planning Department. They both gave great suggestions for records retention as well as ideas to assist with the amount of paperwork that is currently located in the Planning Department. A smaller insufficiently used closet has been rearranged and cleaned with intensions of records retention while maintaining easy access by the Planning Department in the Main Building.

4/11/22 – Met with Robert Mawson, City Manager; Norman Coolie Heyano, Fire Chief; and Scott Runso, Fire Administrator at the Downtown Fire Hall to tour the building post the water damage from this past winter and to assess the damage and attempt to find an alternate office location while the downtown fire hall is restored to a safe workable environment.

4/8/22 – Met with Robert Mawson, City Manager to review and go over the Planning Department budget.

4/5/22 – Met with Chris Hladick to review the Planning Departments section of the 2021 Annual Assessment that was created while he was the Acting City Manager.

4/4/22 – Met with Chris Maines, Water/Wastewater Supervisor to review any projects that were already in motion prior to my start and to provide him with the most current updates on the Aerated Lagoon Project information.

3/30/22 – Attended the CEDS Steering Committee Meeting.

3/30/22 – Virtually Met with Isaac Person, Civil Engineer for Bristol Engineers; Jean Barrett, Acting Public Works Director; Robert Mawson, City Manager; Lori Goodell, City Clerk about the Nerka Roads Project and to give an update about the Tribal funded Nerka Road Improvements Project.

### Projects:

Bristol Engineers is hosting an Open House on May 16<sup>th</sup> from 5pm-8pm at the Curyung Tribal Building to discuss the Nerka Subdivision Road Construction and this is Open to the Public.

### Training:

I have completed training with the Appraisal company for the MARS program. I currently have limited access to the software with safety parameters to prevent accidental errors.

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**General Communications:**

- I am in the process of compiling a complete list of land owned by the City of Dillingham. This is a cooperative project, and involves Anita in the Finance Department and the Tax Assessor. During this process we have discovered properties that have been entered incorrectly into our ARCGIS Mapping System, which we are working to correct. This process is time consuming as it does take 3 different software programs to confirm ownership.
  - The ARCGIS software is at the end of its life and will need to be replaced. I will be working with Gary Greenburg to determine the best software application for the City as well as scheduling training.
  - I am working with the Finance Department and the appraisal company in updating the City of Dillingham's property ownership information in MARS.
  - I am in the process to apply for BBEDC Internship positions. This will assist with the detailed needs of the Planning Department: cataloging permanent documents, scanning and uploading historical documents, creating a library of resources (war room) of our in-house manuals to eliminate duplicate copies, and set up an easily accessible space to be able to quickly find the correct resource.
  - A Planning Commission Resource book has been created, and distributed to each member of the Planning Commission.
  - Most of the plants from the upper landing at City Hall have been relocated to the Senior Center. This space can now be utilized as a resource area for the general public to sit and complete forms or meet with department personnel.
  - The Hazard Mitigation Plan update is still in process. This is a joint venture with the State of Alaska and the Curyung Tribal Council.
  - A note of thanks to Lori Goodell, City Clerk for the endless amounts of help that she has given me since I started. Lori has also assisted with aligning the Planning Department to what is presented from the City Clerk's Office. She is always willing to help and teach coworkers, which has made for a great working environment. Thank you Lori.
-



**Fwd: Student Government Opportunity**

1 message

**Director, Planning & Grants Management** <planner@dillinghamak.us>

Tue, Apr 19, 2022 at 12:03 PM

To: jmontooth@dlgsd.org, jwilliams@dlgsd.org

Cc: tlaville@dlgsd.org, Jason Johnson <jjohnson@dlgsd.org>, Mark Lynch <manager@dillinghamak.us>

Good Afternoon,

I do realize that everyone is scrambling for testing and year end coming so thought I would share this more broadly within the school.

As the City Planner, I am involved with the Planning Commission and did not want this opportunity to slip by without recruiting our youngest government of residents, Student Council. Seat F is set to expire in December 2022 and could be beneficial for the involvement of the younger generation. The other opening, Seat B, expires December 2023 so would be a bit of a longer commitment so if someone is set to relocate, this may not be a good fit for them, however it is open. This Commission does only meet once per month, usually on the 2nd Wednesday of the month (usually starting at 5:30pm for about an hour) and does go through the summer months. If a student would like to participate but has alternate commitments, it would be acceptable for them to be absent for pre-planned fishing or absences. This would be a great start to community volunteering, how local government affects the school, and how legislation works inside the City of Dillingham. As the Planner, I would provide an Commissioner Handbook, and was as a point of contact for clarification on Code, and be available to make the Commissioners journey a positive one.

The Planning Commission looks at many different aspects of the City of Dillingham, mostly for what we should be Planning for future growth, so it seems very appropriate to have a younger Commissioner to lend that point of view. We create and pass resolutions to present to the City Council or to the Code Committee for items that can affect the community as a whole. We do much more than looking into the future too, we evaluate the current process with land and how to make that better, harbor development, street improvements, zoning in our area, as well as public land use/lease. Please consider sharing this information and encouraging involved, dedicated youth to submit a letter of interest to the Mayor, Alice Ruby (full address and instructions listed on flyer). Please note that our Planning Commission Members do not have an age limit, however the letters of interest are given to the Mayor who ultimately chose the appointment of the Commissioners.

Please accept this invitation to hang the flyers in the school, share the word with the Student Body and Student Council as this is a great opportunity!  
Thanks!

----- Forwarded message -----

From: **Director, Planning & Grants Management** <planner@dillinghamak.us>

Date: Thu, Apr 14, 2022 at 12:11 PM

Subject: Student Government Opportunity

To: <tlaville@dlgsd.org>

Good morning Mrs. Laville,

The Dillingham Planning Commission has two seats available and I thought this might be a great opportunity to engage the High School Students, particularly the Student Government students in their community serving as a Commission Member.

Currently there are 2 seats available with different term ends:

- Seat B, expires December 2023
- Seat F, expires December 2022

These two listed seats are to fill the vacancy until the term ends as listed above. Usually these seat appointments are a 3 years appointment. I thought that sending an invitation to the Student Government leaders and all the High School Students would be beneficial for them to have a chance at real life Government, and with Seat F being a shorter term may be timely enough for them to participate without the 3 year long commitment.

I'd be happy to speak to any group of interested parties, however a simple letter of interest submitted to our City Clerk would be sufficient for any resident of our community to be eligible to submit that letter. As the poster states, the Mayor would ultimately choose who would be appointed to either seat, however I'm hoping to get the youth of Dillingham involved in local interests and public service.

If you or any of your staff have questions I'm available by phone or email.  
Thanks!

Patty Buholm  
Planning Director  
PO Box 889  
Dillingham, AK 99576

Phone: (907) 842-3785  
Fax: (907) 842-2060

Patty Buholm  
Planning Director  
PO Box 889  
Dillingham, AK 99576  
Office Phone: (907) 842-3785  
Fax: (907) 842-2060

**Open Planning Commission Seats.pdf**  
119K

# INTERESTED IN VOLUNTEERING FOR THE DILLINGHAM PLANNING COMMISSION?

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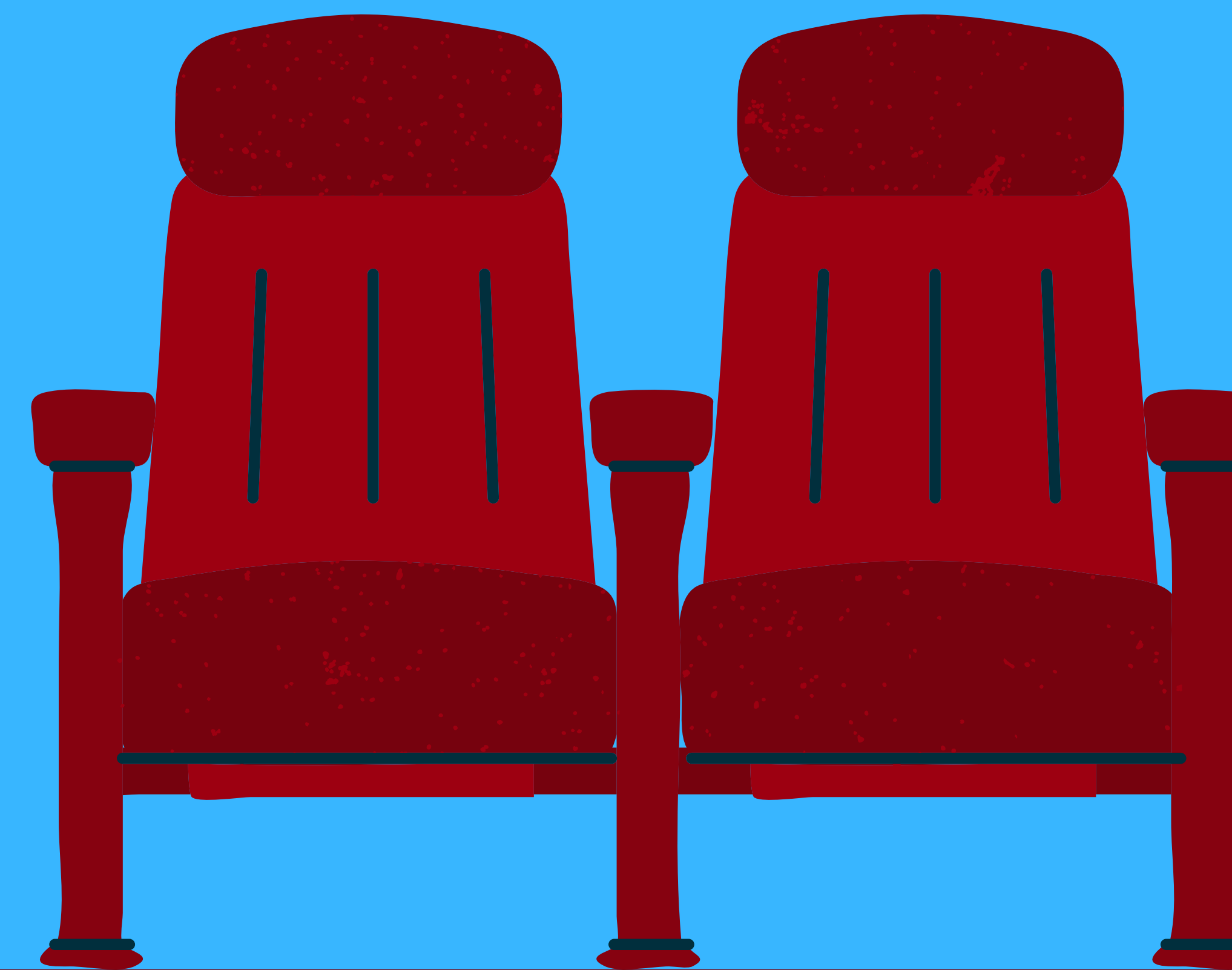
**PERFECT TIMING -  
THE PLANNING COMMISSION HAS  
TWO OPEN SEATS!**

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**SUBMIT LETTERS OF INTEREST TO:**

MAYOR ALICE RUBY  
C/O CITY CLERK'S OFFICE  
CITY OF DILLINGHAM  
PO BOX 889  
DILLINGHAM, AK 99576

OR EMAIL THE CITY CLERK AT  
[cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us)



**FOR MORE INFORMATION CONTACT THE CITY OF DILLINGHAM  
PLANNING DIRECTOR PATTY BUHOLM AT 907-842-3785 OR  
[PLANNING@DILLINGHAMAK.US](mailto:PLANNING@DILLINGHAMAK.US)**

**THE ONLY REQUIREMENT TO FILL THESE SEATS, MUST BE A DILLINGHAM RESIDENT**





## MEMORANDUM

**DATE:** 4-26-22  
**TO:** City Manager Robert Mawson  
**FROM:** Chief Daniel Pasquariello  
**SUBJECT:** Public Safety Department Report **MAY 2022**

### STAFF REPORT

- The corrections division continues to be understaffed. We are down to only to COs (*40% staffing level*). The majority of the time there is no CO on-duty and the inmates are being watched by police officers and dispatchers. This is not an ideal situation, opens us up to liability, but we do the best we can we the resources we have.
- We have started union negotiations with the Public Safety Employees Association (*PSEA*).
- We recruiting statewide and nationally for two rotational officer positions.
- *April 6, 2022 was my 30<sup>th</sup> anniversary working for the Dillingham Police Department. I spent my first 10 years as a police officer. The next 10 years as a police sergeant. My last 10 years have been spent as Chief of Police.*  
*May 1, 2022 is the date that my current three year police chief contract extension expires. I have decided that after reaching the 30 year milestone I do not wish to ask for another contract extension and will retire.*  
*I have enjoyed being the police chief. The city of Dillingham has been fair and good to me. I genuinely care about the public safety department and the community. I have had the privilege of being in a position where I could try and make Dillingham a better and safer place. I will miss my job.*

Chief Daniel Pasquariello



## MEMORANDUM

**DATE:** 4-27-22  
**TO:** City Manager  
**FROM:** Jean Barrett / Public Works / Port  
**SUBJECT:** Department Report

### STAFF REPORT

#### Port

- Things at the port are starting to ramp up, the snow has been deposited over the dock, and most of the ice has melted. We are having some forklift issues, we hope to have them fixed soon.
- The 1050 Hyster was working fine after a long winter buried under the snow and then it just quit operating. It would tilt back but would not lift, lower or tilt forward. Between our mechanic and the Hyster mechanic they were able to troubleshoot it and figure out there were two solenoids that had gone bad.
- The Hyster mechanic from Pape' material handling is going to be here on Thursday April 28 and is bringing the solenoids for the 1050. He will give both forklifts thorough check ups and make parts lists to get them up and running for the 2022 season. While the mechanic is here to look over the forklifts and make a punch he will also determine the shape of the Hyster 800 to make an offer for a trade-in on a new 1050.
- The next barge is due sometime early May.

#### Harbor

- The harbor is breaking up and should be ice free soon. The dredgers will be a little later than usual this year due to hold ups at other harbors. We are looking at starting on the sixteenth instead of the tenth of May as usual.
- The south ramp is ice free and many seal and bird hunters have been using it to launch to go subsistence hunting.
- The ice machine is down and the refrigeration company that usually services it hasn't made an appearance in Dillingham yet. Hopefully they will come soon as halibut season is just around the corner.
- I have heard rumblings of the possibility of money to build and install new floats in the harbor, inquiring minds want to know!

- Maintenance on the old harbor office is almost complete. I hope we can decide on a renter, a long term renter, that has interest in the fishing industry so we can better serve the fleet.

### **Public Works**

- I need to give Kudos to our mechanic, Dan Tipsword, he has been doing a great job keeping our vehicles and equipment going.
- Emperor way has three problem spots and they have been a real pain this breakup season. Two of them have worked themselves out, they will still need attention this summer.

**Spot one** is lower than the uplands and the material on the road has been scraped away from the culvert, daylighting it at the upper end. A new, bigger culvert needs to be installed with a catch basin area on the high side to help keep the drainage moving.

**Spot two** is in a valley between two hills and the existing culvert is insufficient to keep up with all the run off from the flats that are 15-20 feet higher than where the road is. This area needs 2 large culverts installed and the road needs to be raised at least 4 feet to be at a minimum sufficient level for this area to drain correctly.

**Spot 3** had a major eruption two weeks ago and had to be dug out and drained, we installed a temporary culvert in the most sever spot to take the water away from flowing over the road. This is the worst spot on the road and will need a lot of work prior to freeze up to ensure a smooth breakup next spring.

ALL 3 of these spots would benefit from a snow blower to get the snow away from the edge of the road where it does nothing but build up and cause these ice jams and freeze ups. This whole road has sunk below the surrounding tundra area and this is a problem. I am not sure which entity put this road in but it was done poorly with no thought towards the surrounding area and the difference in elevation. This is a classic problem we have to fight all the time as the City's public works department. Someone builds a road and all of a sudden it becomes our job to maintain it when it wasn't built correctly in the first place.

- I am still hopeful about getting some new equipment in the next FY budget. I have turned in numbers and needs to the Manager and talked to the finance Director. We NEED these machines to do the basic work that needs to be done during the winter months.
- I have made contact with a company called Zender Environmental about Freon recovery training so we can keep up on draining the many freezers and refrigerators that are piling up at the landfill. The good news is it sounds like they have an environmental grant that will help us with training, I will know more tomorrow.
- The 960 Cat has risen from the dead once again, no telling how long we will be able to use it but this a classic example of throwing good money after bad into a machine that should have been retired. AND unless we get new machinery we will continue to waste money in just this manner. The 960 isn't the only machine we continue to do this to.

- We had an engineer and an assessor in town from APEI to look at the landfill shop and give us direction on what we could, or should, do with the burned out building. I hope to hear soon so we can make something happen on this. Getting it done before fall would be the best scenario.
- We need to finish capping the “ash” cell which was used up prior to last summer when we started to use Cell #3. We need another foot of gravel on the whole area and then a foot of soil and grass seed to finish it off.
- We WILL be finishing up the water pump house that is needed for the incinerator. Prior to firing the incinerator off after this 16month shutdown I will bring a tech up from the manufacturer to give it a once over. This needs to be done on an annual basis. We have way to much invested in this machine to not have an annual maintenance schedule.
- We are down so many employees it is scary. I had 3 employees this morning and myself when we should have 10 show up for work. The state of the employee pool is pathetic and I refuse to put a warm body into a position if I have to babysit them.

I am sure there is more but I will leave it at this for the time being

Jean



**DATE:** April 25, 2022  
**TO:** City Manager  
**FROM:** Ida R. Noonkesser, Director  
**SUBJECT:** Senior Center Department Report

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### STAFF REPORT

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During the month of February, and March, the Senior Center served 711 home delivered meals to 61 individuals. Our ride service is still suspended at this time. We are working on reopening for normal services soon.

The Senior Center has a new driver. We are excited to have Diana Merlino with us now since March. She will be a great help to our elders and program.

We've put in a BBEDC internship application for this summer. I have gotten one response so far. We are waiting for BBEDC to go through the application, but are looking forward to having the extra help and training a new person in good food service practices.

We are ready to begin reopening, but are waiting for our front entrance to be fixed so that we can safely use it as an entry and exit. We are ready to begin reopening, but want to do it safely. Public works has been great about checking on our facility and doing what they can as short-handed as they are right now.

Summer is coming and we are looking forward to moving back to normal. We miss the social activities for the elders and being able to visit and serve them in person.

# Standing Committee Reports



**FINANCE AND BUDGET COMMITTEE**

Thursday, February 24, 2022 at 5:30 PM

**MINUTES**

**CALL TO ORDER**

The Finance and Budget Committee met on Monday, February 24, 2022, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Curt Armstrong called the meeting to order at 5:32 p.m.

**ROLL CALL**

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

Alice Ruby	Mark Lynch	Curt Armstrong
Perry Abrams	Anita Fuller	

Committee members absent:

Aksel Buholm

**APPROVAL OF MINUTES**

- Minutes of January 17, 2022; Finance & Budget Committee Meeting

MOTION: Alice Ruby moved and Perry Abrams seconded the motion to approve the minutes of January 17, 2022.

VOTING: the motion passed by unanimous consent.

**APPROVAL OF AGENDA**

MOTION: Mark Lynch moved and Perry Abrams seconded the motion to approve the agenda.

VOTING: the motion passed by unanimous consent.

**STAFF REPORTS**

- Staff Report

- Working with Accounting Firm to complete audit.
- The department is still short staffed causing some processes to be delayed.
- Collection efforts have resumed.
- \$2.7m LGLR Grant has been awarded. ARPA grant applied for. Additional CARES funds have been received.

Committee Member Buholm arrived 5:39 p.m.

- January Revenue & Expense report reviewed.
- Budget schedule to be formalized with arrival of Robert Mawson, City Manager.

**COMMITTEE BUSINESS**

- Marijuana Excise Tax Ordinance Draft

- Modeled after the tobacco excise tax. Based on wholesale price not weight.
- Reporting forms are simple to use.

MOTION: Alice Ruby moved that the Finance Committee recommend Council adopts this Ordinance, seconded by Anita Fuller.

VOTING: the motion passed unanimous by roll call vote.

4. Seafood Processing Excise Tax Ordinance Draft

- Average price per pound over time used to derive a per pound, per species, rate.
- Keep the rate based on a four or five year rolling average to keep it viable. Update the calculation on a regular basis.
- Can monitor through cash reporting, as forms are submitted.
- Sales tax is voter approved and based on a percentage of retail price. Percentage method for seafood tax per dollar presents a risk as it could be considered by some as a sales tax, not an excise tax.
- Fish tickets tracks species and poundage.
- Changes: 4.27.010 add packaging to "Seafood Processing", 4.27.050 A. and B. increase from five to ten thousand, 4.27.060 B date to be November 1<sup>st</sup>.

MOTION: Mark Lynch moved that the Finance Committee moves this ordinance forward to council with the changes the committee made, seconded by Anita Fuller.

VOTING: the motion passed unanimous by roll call vote.

5. FY22 Budget Revision No. 2

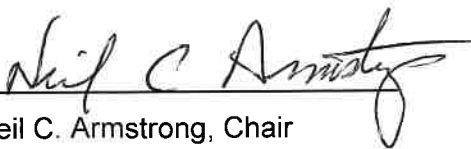
- Recommended this item waits for new City Manager, Robert Mawson to arrive.
- Pay rate for EMT's noted as inadequate. Currently the City is unable to attract EMT's. City Manager Lynch requested consideration to move Fire Department Coordinator and EMT1 and EMT 2 up on the pay scale. A report was requested with comparisons for EMT pay rates. Adjusting one position causes a "ripple effect". The pay scale as a whole needs to be addressed.
- Additional items for budget; ClearGov management suite provides a way to manage the budget cycle more effectively, and with increased transparency; extending contract with Carmen Jackson accounting firm.

**PUBLIC/COMMITTEE COMMENT(S)**

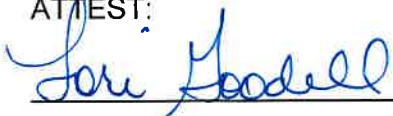
- Mark Lynch noted this will be his last Finance & Budget meeting, he thanked the committee.
- Brooks Chandler and March Lynch were thanked.

**ADJOURNMENT**

The meeting adjourned at 8:05 p.m.

  
 Neil C. Armstrong, Chair

ATTEST:

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

Approved: April 18, 2022





Council Meeting – Special  
Meeting Date: May 5, 2022  
Submitted By: Administration Department

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Information

**TITLE**

Resolution 2022-17; A Resolution Of The Dillingham City Council Commending Chief Dan Pasquariello for his Thirty Years of Service to the City of Dillingham

**RECOMMENDED ACTION**

I move to Adopt Resolution 2022-17.

**SUMMARY OF ISSUE**

Police Chief Dan Pasquariello has announced his retirement. For thirty years Dan has been a valuable asset to the City of Dillingham. He has served the local residents with consistency, and fairness during his tenure. His devotion to the public safety of the community has been greatly appreciated.

**CITY OF DILLINGHAM, ALASKA**

**RESOLUTION NO. 2022-17**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL COMMENDING CHIEF DAN PASQUARIELLO FOR HIS THIRTY YEARS OF SERVICE TO THE CITY OF DILLINGHAM**

WHEREAS, on April 6, 1992, Dan Pasquariello was employed by the City of Dillingham as a Police Officer, and

WHEREAS, Dan served as an Officer for ten years and then was promoted to Sergeant for the Department of Public Safety and served in that capacity for the next ten years, and

WHEREAS, Dan was appointed to serve as the Chief of Police in 2012 and has served the community of Dillingham in that capacity for ten years; and

WHEREAS, in his capacity as Chief of Police, Dan engaged with and served in an advisory capacity with many community organizations promoting the health, safety, and well-being of the Dillingham community; and

WHEREAS, Dan’s outstanding service during his thirty years with the City of Dillingham Department of Public Safety has been invaluable; and

WHEREAS; due to Dan’s work ethic, knowledge, and experience, he has proven to be a true asset to the community and region, our residents, organizations, public officials and employees.

NOW, THEREFORE, BE IT RESOLVED that it is with heartfelt appreciation that the Mayor, City Council, and staff offer their sincere thanks to Dan Pasquariello for dedicating his time and talents to the community of Dillingham, and wish him well in his retirement.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on May 5, 2022.

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

ATTEST: [SEAL]

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

# Committee Letter of Interest

**Lori Goodell**

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**From:** Jennifer Evridge <jen@smialaska.com> on behalf of Jennifer Evridge  
**Sent:** Sunday, April 17, 2022 11:15 AM  
**To:** cityclerk@dillinghamak.us  
**Subject:** Planning Commission

I am writing to express my interest in serving on the City of Dillingham Planning Commission. I believe serving as a commissioner will be interesting, educational, and engaging. I would be interested in learning more about the city's comprehensive plan and projects.

As a potential commissioner, I would bring the following attributes:

- **Experience in planning:** I was employed as a code compliance officer for the Kenai Peninsula Borough for 3 years. I attended many planning commission meetings. I assisted in code reviews, enforced codes, and assisted in the comprehensive plan.
- **Experience in Government regulations:** I have over 15 years of experience working with the State of Alaska. Ten years as a 911 emergency dispatcher and seven years as a criminal defense investigator. These positions required creating, following, and reading statutes, policies and procedures, codes, and standard operating procedures.
- **Interest in local government:** I believe good government begins at the local level. Those who want to make things better must get involved.
- **A local business owner's perspective:** As a local business owner in Dillingham, I would bring this perspective to draw more small businesses to the community.
- **A belief in following proper procedures and code:** I believe a transparent government that follows proper procedures and code provides the best approach to producing the best product.
- **Interest in seeing Dillingham prosper:** We have lived in Dillingham for almost five years. I have grown to love Dillingham and I want to see Dillingham become the best it can be.

Thank you for your consideration of my appointment to the Planning Commission. I look forward to your response.

Sincerely,

--

**Jen Evridge**  
**President**  
**Statewide Machinery Inc.**  
**(907) 344-5402 office**  
**(907) 420-4589 cell**  
[www.smialaska.com](http://www.smialaska.com)



Council Meeting – Regular  
Meeting Date: May 5, 2022  
Submitted By: Fire Department

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Information

**TITLE**

Action Memorandum 2022-03; Authorize the City Manager to enter into an Equipment Use Agreement with BBAHC to lease a city owned ambulance

**RECOMMENDED ACTION**

I move to adopt Action Memorandum 2022-03.

**SUMMARY OF ISSUE**

BBAHC uses an ambulance for non-emergency transportation. The ambulance used by BBAHC has become inoperative. The City of Dillingham has an ambulance available for BBAHC to lease. Calls come to the Fire Department to fill the need for non-emergencies when the hospital has no viable transportation. The ambulance lease helps both organizations, allowing BBAHC to accommodate transportation needs, and elevating calls to the Fire Department for non-emergencies.

City of Dillingham Action Memorandum      Agenda of: May 5, 2022

Action Memorandum No. 2022-03

**Subject:**

Authorize the City Manager to enter into an Equipment Use Agreement with BBAHC to lease a city owned ambulance

City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

MOU  
Equipment Use Agreement

**Summary Statement:**

The Bristol Bay Area Health Corporation's ambulance is inoperable and repairs are not feasible.

BBAHC has a need for an ambulance to convey patients for air transports. The City of Dillingham has an ambulance available that will allow BBAHC accomplish this non-emergency role.

To address the immediate needs of BBAHC the City of Dillingham entered into a short term Memorandum of Understanding to allow use of the ambulance through May 15, 2022. The lease agreement addresses longer term use of the ambulance and associated equipment.

Action Memorandum No. 2022-03

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on May 5, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

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

Route to	Department Head	Date
	Finance Director	
	Public Works Director	
X	City Clerk	

**CITY OF DILLINGHAM**  
**EQUIPMENT USE AGREEMENT**

This Agreement is made between the City of Dillingham, P.O. Box 889, Dillingham, Alaska 99576, hereinafter referred to as “City” and Bristol Bay Area Health Corporation, a corporation, 6000 Kanakanak Rd, Dillingham, AK 99576, hereinafter referred to as “Lessee”.

It is stipulated by the parties that the purpose of this Agreement is to provide Lessee with use of an ambulance owned by City.

In exchange for the use of City’s 2004 Ford F350 XLT super duty wheeled coach (Vin 1FDWF37P54EC79995, the existing radio it contains, One Stryker Power Pro XT gurney with one battery and a Zoll X series monitor (hereinafter collectively referred to as “Equipment” and associated supplies) the parties agree as follows:

**Section I**  
**Lease Rate, Maintenance and Fuel**

A. Lessee shall pay City a monthly rate of one thousand two hundred dollars (\$1,200) for use of the Equipment. Rent is due on or before the fifteenth day of each month, beginning May 15, 2022.

B. Lessee shall pay for all maintenance, additional equipment and repairs needed during the lease period not to exceed ten thousand dollars (\$10,000), provided, however that if the expense of said repairs exceeds \$10,000 because of Lessee’s failure to maintain the Equipment or improper use of the Equipment Lessee shall be responsible for the total cost of maintenance and repairs required because of said failure to maintain or misuse of the Equipment.

C. Lessee shall pay the total cost of repair of any accidental damage to the Equipment incurred during the lease term.

D. Lessee shall return the Equipment in the same or better condition as it was at the commencement of the lease term reasonable wear and tear excepted. This includes replacing all supplies whose “use by” date expires during the term of the Lease or that have been used during the Lease term. The parties shall agree on the supply inventory provided with the Equipment before the commencement of the term of the Lease.

E. Lessee shall provide City copies of weekly maintenance check sheets for the leased vehicle to include oil and fluid levels. Lessee shall provide maintenance and supply fluids as needed if found deficient on weekly checks.

F. Lessee shall provide records of full service of the leased vehicle after every 3000 miles of use.



## **Section II Insurance**

Lessee shall provide proof of commercial general liability insurance and comprehensive motor vehicle insurance with limits reasonably acceptable to City prior to commencement of the term of this Lease. Lessee shall maintain all coverage for the entire lease term. City shall be named as an additional insured as its interests may appear on Lessee's commercial general liability policy.

## **Section III Duration of Use of Equipment**

A. The parties agree that Lessee may use the above-referenced Equipment for a period of one (1) year commencing May 15, 2022 and ending May 14, 2023. City reserves the right to terminate this Agreement under the following conditions.

1. One of the City's remaining ambulances becomes inoperable for a period of seven (7) consecutive days.
2. The occurrence of a catastrophic event requiring City use of more than two (2) ambulances for immediate response.
3. Violation of the terms of the Lease by Lessee.

B. Termination under Section III(A)(3) shall be preceded by written notice to Lessee of the violation. If the violation cannot be remedied or is not remedied within (10) days of the date of the notice the Lease shall terminate and Lessee shall return the Equipment to City on the date specified in the notice of termination.

C. Termination under Section III(A)(1) shall occur three (3) days after the date of written notice to Lessee of City's need for the Equipment.

D. Termination under Section III(A)(2) shall occur immediately upon City providing oral notice to Lessee. The City shall be entitled to immediate possession of the Equipment.

E. Lessee's obligations under Sections I(C), I(D) and IV shall survive termination or expiration of the Lease.

## **Section IV Hold Harmless**

To the fullest extent permitted by law, Lessee shall indemnify, defend and hold harmless City and its agents and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney's fees arising out of or resulting from the use of the Equipment, provided that any such claim, damage, loss or expense (1) is attributable to bodily

injury, sickness, disease or death, or to injury or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of Lessee, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts they be liable, regardless of whether or not it is caused by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person, described herein. In any and all claims against Lessee or its agents or employees by any employee of Lessee, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Lessee or any subcontractor under workers' compensation acts, disability benefits acts or other employee benefits acts.

**Section V  
Modifications to Equipment**

Lessee may install a base unit for Stryker power lift gurney. Installation must be done by certified Stryker installer. All other modifications to the Equipment or installations of additional equipment require advance approval of City's Fire Department.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

CITY OF DILLINGHAM

BY: \_\_\_\_\_  
Robert Mawson  
ITS: City Manager

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022.

BRISTOL BAY AREA HEALTH CORPORATION

BY: \_\_\_\_\_  
\_\_\_\_\_  
ITS: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Bristol Bay Area Health Corporation and the City of Dillingham**

This Memorandum of Understanding ("MOU") is made and entered into by and between the Bristol Bay Area Health Corporation (herein referred to as BBAHC) and the City of Dillingham (herein referred to as City).

- 1. Purpose**
  - a. The purpose of this MOU is to allow the City to loan one ambulance and associated equipment (at no charge) to the BBAHC, while a long-term lease for the same vehicle is negotiated.
  
- 2. Ownership of Ambulance and Associated Equipment/Materials**
  - a. The City will maintain ownership of the ambulance.
  - b. The City shall maintain ownership of all associated, non-consumable, equipment and materials provided to the BBAHC with this vehicle.
  
- 3. Vehicle / Equipment Descriptions**
  - a. The vehicle under consideration is a 2004 Ford F350 XLT super-duty wheeled coach (VIN 1FDWF37P54EC79995) with approximately 24,410 miles on the odometer.
  - b. The associated equipment being loaned as a part of this arrangement includes the installed emergency communications radio, one Stryker Power Pro XT gurney with one battery, and a Zoll X-series monitor.
  
- 4. Responsibilities of the City**
  - a. Execute the MOU.
  - b. The City shall title, tag and maintain current insurance coverage, as a part of the City's municipal insurance program.
  - c. Loan the ambulance and associated equipment, materials and supplies to the BBAHC in good repair and in good-working order.
  - d. Perform major repairs (MR) of \$1,000 or more.
  - e. Develop a proposed long-term lease for consideration by the Bristol Bay Area Health Corporation Board and the Mayor and City Council of Dillingham.
  
- 5. Responsibilities of the BBAHC**
  - a. Execute the MOU.
  - b. Work with the City Administration to negotiate and execute a long-term lease for the same vehicle.
  - c. As a condition precedent to the temporary transfer of possession of the ambulance to the BBAHC, the BBAHC shall provide the City proof of the following insurance coverages:
    - I. General Liability. Such coverages with a minimum combined single limit of liability per occurrence for death or bodily injury and property damage of \$1,000,000.00 per person with a minimum combined limit of \$2,000,000.00 for any one incident, injury or occurrence.
    - II. Automobile Liability Insurance. A minimum combined single limit of liability per incident of \$1,000,000.00 for death, bodily injury or property damage. This insurance must demonstrate coverage for owned, hired and non-owned vehicles.
    - III. The City shall be named as an "Additional Insured" on all such coverages.


- d. House the ambulance
- e. Obtain any required permitting and other necessary steps to place the unit in service, under their care and operation. Manage the scheduling and operation of the ambulance
- f. Ensure that all vehicle operators possess and maintain a valid Alaska issued driver's license and any other required operator licenses that may be necessary to operate this emergency vehicle. These operators MUST also be covered by the vehicle insurance policy held by the BBAHC.
- g. Perform preventative maintenance (PM) and minor repairs (PM) of \$999 or less.
- h. Provide and Replace any required disposable equipment and supplies
- i. When obligations covered under this MOU have been met, the unit shall be returned to the City in good, clean condition, with a full tank of fuel.
- j. Correcting any deficiencies found upon return of the vehicle, shall be the responsibility of the BBAHC. (I.e. returned with obviously low oil)
- k. Any repairs required found due to misuse, abuse, or negligence, shall be the full responsibility of BBAHC.

**6. Hold Harmless**

- a. To the fullest extent permitted by law, BBAHC shall indemnify, defend and hold harmless City and its agents and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney's fees arising out of or resulting from the use of the Equipment, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of BBAHC, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts they be liable, regardless of whether or not it is caused by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person, described herein. In any and all claims against BBAHC or its agents or employees by any employee of BBAHC, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for BBAHC or any subcontractor under workers' compensation acts, disability benefits acts or other employee benefits acts.

**7. Execution, Amendment and Termination**

- a. This MOU shall remain in effect through May 15, 2022, or when the BBAHC and the City consider and take final action on a proposed long-term lease for the same vehicle, whichever occurs first.
- b. This MOU may be amended, as needed, by mutual agreement in writing.
- c. This MOU shall terminate with the execution of a long-term lease for the same vehicle or may be terminated by either party with a 14-day written notice.

  
 Bristol Bay Area Health Corporation  
 Interim Chief Operations Officer  
 Title for CEO - Robert Clark  
 3.18.22  
 Date

  
 City of Dillingham  
 City Manager  
 Title  
 3/30/2022  
 Date



Council Meeting – Regular  
Meeting Date: May 5, 2022  
Submitted By: Planning Department

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Information

**TITLE**

Action Memorandum 2022-04; Authorize the City Manager to Award a Contract for RFP 2022-02, Furnish Petroleum & Propane Fuel.

**RECOMMENDED ACTION**

I move to adopt Action Memorandum 2022-04.

**SUMMARY OF ISSUE**

This is an annual bid to supply petroleum fuels for the FY23 fiscal year.

City of Dillingham Action Memorandum

Agenda of: May 5, 2022

Action Memorandum No. 2022-04

**Subject:**

Authorize the City Manager to Award a Contract for RFP 2022-02, Furnish Petroleum & Propane Fuel.

City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- RFP Bid Sheet Summary
- RFP Notice of Intent to Award

**Summary Statement:**

This action memorandum authorizes administration to sign a contract with Bristol Alliance Fuels, LLC for No. 1 and No. 2 Diesel, Propane Delivered and at the Pump; and Unleaded Gasoline.

The bid due date was April 15, 2022, at 3:00 PM and bids were opened immediately following. Notices were posted in three public places: City Hall, N&N Market, AC Store, and the Post Office. Additionally, the RFP was advertised on the City website and in the Bristol Bay Times on March 24, and 31, 2022.

(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the late of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

Action Memorandum No. 2022-04

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on May 5, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

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

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	Planning Director	
X	City Clerk	

City of Dillingham  
Fiscal Note

Agenda Date: May 5, 2022

Award Bristol Alliance Fuels, LLC Petroleum & Propane Fuel

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED:		FUNDING SOURCE	
		<b>City of Dillingham</b>	
FROM ACCOUNT		Project	
xxxx 7385 xxxx xx xx xxxx x	Gas, Oil Grease various funds	Contract for Petroleum & Propane Fuel	
xxxx 7350 xxxx xx xx xxxx x	Propane, Senior Center		
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 4/29/2022	

EXPENDITURES

OPERATING	FY22	FY23	FY23	FY24
Shop (all general fund)		\$ 80,000.00		
Water	-	2,400.00		
Wastewater	-	3,000.00		
Landfill		18,000.00		
Landfill - Incinerator		40,000.00		
Dock		15,000.00		
Harbor		1,200.00		
Senior Center - Gass		4,000.00		
Senior Center - Propane		1,400.00		
<b>TOTAL OPERATING</b>	<b>\$ -</b>	<b>\$ 165,000.00</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General & Special Rev. Funds	\$ -	\$ 165,000.00		
State/Federal Funds				
Capital Project				
Other				
<b>TOTAL FUNDING</b>	<b>\$ -</b>	<b>\$ 165,000.00</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)  
Support based on FY22 budget

See Action Memorandum 2022-04

PREPARED BY: Anita Fuller

April 29, 2022

DEPARTMENT: Finance

APPROVED BY: \_\_\_\_\_





## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** April 25, 2022

**RFP NUMBER AND TITLE:** RFP 2022-02 Furnish Petroleum & Propane Fuels FY23

**RFP DEADLINE:** April 15, 2022 at 3:00 PM

**BIDDERS OF RECORD INCLUDE:**

- Vitus Energy, LLC (dba Vitus Terminals)
- Bristol Alliance Fuels LLC

Based on the criteria established in the Request for Proposal (RFP), the City of Dillingham hereby provides notice of its intent to award the contract to:

**-Bristol Alliance Fuels LLC**

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, within 5 days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4.30.100 E. The next regularly scheduled City Council meeting will be held on May 5, 2022.

The entire Dillingham Municipal Code can be found on the City's website.

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in **RFP 2022-02**, to the City of Dillingham prior to C.O.B on May 4, 2022.

The successful bidder is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Mawson", with a long horizontal line extending to the right.

Robert Mawson  
City Manager

**RFP 2022-02 Furnish Petroleum & Propane Fuel  
BID SCORING SHEET**

**Proposal Deadline: 04/15/2022, 3:00 PM**

<i>Date &amp; Time Proposal Received</i>		<i>4/15/22, 2:45 pm</i>	<i>4/15/22, 1:50 pm</i>
	<b>VENDORS</b>		
		Vitus Energy LLC	Bristol Alliance Fuels
<b>ITEMS</b>	<b>BID AMOUNT</b>		
No. 1 Diesel, gallons	75,000	\$ 5.70	\$ 5.08
	subtotal	\$ 427,500.00	\$ 381,000.00
No. 2 Diesel, gallons	30,000	\$ 5.70	\$ 5.65
	subtotal	\$ 171,000.00	\$ 169,500.00
Unleaded Gasoline, gallons	20,000	\$ 6.00	\$ 5.12
	subtotal	\$ 120,000.00	\$ 102,400.00
Propane Delivered, gallons	375	-	\$ 6.96
	subtotal	-	\$ 2,610.00
Propane at Pump, gallons	150	-	\$ 6.96
	subtotal	-	\$ 1,044.00
<b>Total Bid Amout</b>		\$ 718,500.00	\$ 652,900.00

MUST PROVIDE PROOF OF LICENSING AND INSURANCE PRIOR TO NOTICE OF AWARD.

- Dillingham Business License
- State of Alaska Business License
- Certificate of Insurance and Worker's Comp
- Proof of Commercial Insurance
- Vehicle Liability Insurance

APPARENT LOW BIDDER IS HIGHLIGHTED IN ORANGE



Council Meeting – Regular  
Meeting Date: May 5, 2022  
Submitted By: Planning Department

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Information

**TITLE**

Action Memorandum 2022-05; Approve placement of donated playground equipment as recommended by the Planning Commission.

**RECOMMENDED ACTION**

I move to adopt Action Memorandum 2022-05.

**SUMMARY OF ISSUE**

This action will approve final placement of the playground equipment donated by BBNA's Child Care and Development program. It will have a positive impact on outdoor activity and the mental health of Dillingham residents.

**CITY OF DILLINGHAM, ALASKA**

**RESOLUTION NO. 2021-37**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING THE BBNA DONATION OF PLAYGROUND EQUIPMENT**

WHEREAS, BBNA receives Child Care and Development Fund (CCDF) funding to provide child care assistance and to increase the quality of existing programs; and

WHEREAS, BBNA wishes to partner with the City of Dillingham to build playgrounds that would be accessible to home child care providers; and

WHEREAS, Dillingham has a lack of available child care providers, which impacts the ability to attract and retain employees with families to the community; and

WHEREAS, new playground equipment would help encourage more home child care providers, improve the quality of exiting home child care provider programs, and support economic development in the community; and

WHEREAS, new playground equipment would have positive impacts to the mental health of our community members through improved opportunities for recreation and social interaction; and


WHEREAS, the Planning Commission has reviewed BBNA's proposal for playground equipment donation and recommends acceptance of the donation.

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council hereby accepts the donation of playground equipment from BBNA.

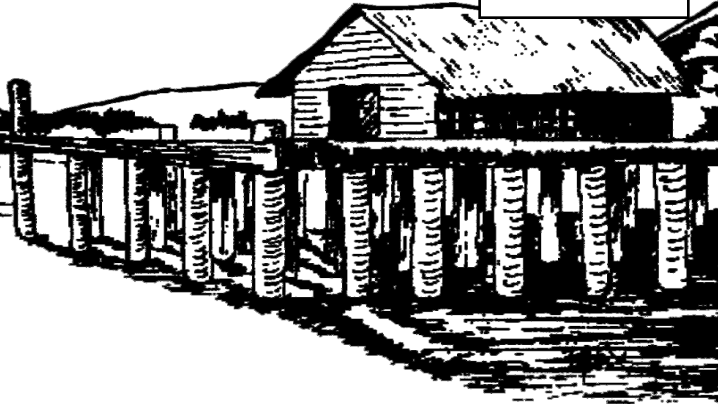
BE IT FURTHER RESOLVED that public meetings will be held in conjunction with land use and installation of the playground equipment. Planning for future additions or development in the area of playground equipment shall involve a community public process including the Dillingham Planning Commission.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on December 16, 2021.

  
Alice Ruby, Mayor

ATTEST:  
  
Lori Goodell, City Clerk

[SEAL]



DILLINGHAM CITY SCHOOL DISTRICT  
P.O. Box 170  
Dillingham, Alaska 99576

**Letter of Support – BBNA Park Renovation Project (Phase One)**  
11.29.21

Dear City of Dillingham,

On November 22, 2021, the DCSD Board of Education voted to draft a letter in support of a segment of the Bristol Bay Native Association’s Park Renovation Project.

Through the discussion, the board determined the following:

- (1) To provide full and documented support of BBNA’s proposal for phase one of the initial project
- (2) To not allocate any specific funding in the district’s budget to allocate for the project
- (3) To promote the benefits of the project for area youth
- (4) To advocate for the over-all added value this creates for the community
- (5) To capitalize on this one-time funding measure

In closing, please view this letter of support as a vote of confidence from the district.

Sincerely,  
*Jason R. Johnson*

Jason R. Johnson, Ed.D.  
Superintendent

**RESOLUTION 2021-09  
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION**

**A Resolution of the Dillingham Planning Commission Supporting the  
BBNA Donation of Playground Equipment and Installation**

WHEREAS, BBNA receives Child Care and Development Fund (CCDF) funding to provide child care assistance and to increase the quality of existing programs; and

WHEREAS, BBNA wishes to partner with the City of Dillingham to build playgrounds that would be accessible to home child care providers; and

WHEREAS, the current playground equipment located at the old airstrip location (USS 2732, Block 5, Lot Remains) is beyond its useful life and is in need of significant repair or complete replacement; and

WHEREAS, Dillingham has a lack of available child care providers, which impacts the ability to attract and retain employees with families to our community; and

WHEREAS, replacing the current playground equipment with new equipment would help encourage more home child care providers, improve the quality of existing home child care provider programs, and support economic development in the community; and

WHEREAS, new playground equipment would have positive impacts to the mental health of our community members through improved opportunities for recreation and social interaction; and

WHEREAS, the Planning Commission finds the acceptance of this donation of playground equipment and installation is consistent with the existing land use of this parcel for recreation; and

WHEREAS, BBNA has engaged the community in outreach to solicit feedback from residents and organizations in the preparation of their proposal to the City; and

WHEREAS, the Planning Commission has invited public comment on the BBNA proposal to donate the playground equipment and installation; and

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the approval of the BBNA donation of playground equipment and installation by the Dillingham City Council.

ADOPTED by the Dillingham Planning Commission on this 3rd day of November, 2021.

  
\_\_\_\_\_  
Kaleb Westfall, Chair

  
\_\_\_\_\_  
Cynthia Rogers, Planning Director

City of Dillingham Action Memorandum      Agenda of: May 5, 2022

Action Memorandum No. 2022-05

**Subject:**

Approve placement of donated playground equipment as recommended by the Planning Commission

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City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

Other Attachments:

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**Summary Statement:**

BBNA's Child Care and Development Fund had a funding opportunity to acquire playground equipment. New equipment will replace outdated and potentially unsafe equipment as well as promote increased outdoor activity for community members.

The City of Dillingham accepted the playground donation in December of 2021, Resolution 2021-37. The Planning Commission has encouraged additional public participation regarding placement of the new playground equipment.

The Planning Commission has recommended placement of the new equipment at the old airstrip USS 2732 B5.

Action Memorandum No. 2022-05

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on May 5, 2022

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

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

Route to	Department Head	Date
	Finance Director	
	Public Works Director	
X	Planning Director	
X	City Clerk	



RESOLUTION 2022-02

A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Adopt Resolution 2022-02; A Resolution of the Dillingham Planning Commission Recommending Placement of Donated Playground Equipment from BBNA onto USS 2732, Block 5, Lot Remains

WHEREAS, Resolution 2021-09 of the Dillingham Planning Commission recognized the Donation of Playground Equipment and Installation was accepted at the Planning Commission meeting on November 3, 2021; and

WHEREAS, Resolution 2021-37 of the Dillingham City Council recommended additional public meetings be held in accordance of the public process was satisfied by an open, public meeting held on March 16, 2021 with no objection or alternate locations given or considered; and

WHEREAS, the Planning Commission voted for Option 2 to remove the current Volleyball Court to allow for a larger areas to accommodate for public gatherings, allow for spacious installing of the equipment, and to allow for movable tents, tables, and chairs in this space to accommodate a larger range of functions in the future, and

WHEREAS, No objection was noted to placement of the equipment at the old airstrip location (USS 2732, Block 5) was deemed acceptable by majority rules vote, to placement of the playground equipment on the existing location of playground,

THEREFORE, BE IT RESOLVED that the Dillingham Planning Commission does recommend the placement and installation of the Donated Playground Equipment at this location, USS 2732, Block 5.

APPROVED AND ADOPTED THIS 20<sup>th</sup> DAY OF MARCH, 2022.

  
Kaleb Westfall, Chair

Elizabeth Clark,  
Deputy Chair  
for Kaleb Westfall

  
Patty Buholm Planning Director

March 4, 2022

**TO:** Patty Buholm, Director of Planning and Grants, City of Dillingham  
**CC:** Dillingham, Alaska Planning Commission  
**FROM:** Elizabeth Clark, Education and Training Manager, Bristol Bay Native Association  
**SUBJECT:** Downtown Dillingham Playground Renovation Project Overview

Dear Mrs. Buholm and Commissioners,

The purpose of this memo is to provide important information and updates regarding the Downtown Playground Renovation Project to the Planning Commission and new Director of Planning and Grants. It is the hope of BBNA and the Working Group to continue effective collaboration with the City and ensure a successful project completion. The information will be organized into five sections: 1) Timeline, 2) public process to date, 3) project updates from December 2021 to March 1, 2022, 4) upcoming plans, and 5) collaboration needs between the City and BBNA

### **Section I: Timeline-To-Date**

**April 2021:** BBNA reached out to the former City Planner with the project proposal. The City Planner brought the proposal to the Mayor and Interim City Manager at the time, who gave the City Planner casual approval to proceed.

#### **May 2021**

- BBNA conducted a community survey that measured the project's perceived importance to the community. Using the results of the survey, the team began preliminary design and budgeting concepts. BBNA reached out to the school district and the Superintendent gave his informal support of the project. Additionally, BBNA reached out to Curyung Tribal Council who also gave their informal support of the project.
- The project was discussed during commissioner comments at the May Planning Commission meeting. At this time, the former Planning Director (herein referred to as "PD") explained to the Planning Commission that since the project did not involve issues with changing of land use, there existed no public process for approving the project. At this time, the PD clarified that both the Mayor and the (then) City Manager had both been informed of the project and had given permission to proceed.
- The team met regularly throughout the summer. We were ready to place an order for the playground equipment in July, when we were informed by the manufacturer that the playground could not be completed in time for the last barge due to COVID-related supply chain disruptions. The manufacturer stated at the time that we needed to have an order in by March 2022 in order to guarantee shipment of the equipment in July 2022. At the same time, BBNA was informed that the Planning Director would no longer be working on the project, and the new city contact would be the (then)

Interim City Manager (ICM). When we reached out to the ICM, he indicated that the PD would still be the contact. At this point, the team briefly stopped meeting until we could figure out the communication issues.

### **October 2021**

- BBNA was contacted by the playground manufacturer, who informed us that in order to guarantee manufacture and shipment of the equipment, BBNA's timeline for placing a final order was moved from March 2022 to the end of the year, 2021. At this point, BBNA and the PD began to meet again.
- The Planning Commission met for a Comprehensive Plan Workshop in late October, where the project was brought up during discussion. The Planning Commission requested that the issue be discussed and formally approved by the commission at the next meeting.

### **November 2021**

- The Planning Commission met on 11/3 during a regular meeting and voted to approve Resolution 2021-09. Public Notice was given. During this meeting, BBNA presented the project proposal to the commission. The resolution passed unanimously. During the meeting, Mayor Ruby requested that BBNA reach out to the School District to gain their formal support.
- BBNA met with the Dillingham City School Board during November's Work Session and presented the project proposal. During the School Board's November Regular Meeting, they voted unanimously to support the project formally, and designated a School Representative to participate in the working group meetings. The playground approval was an agenda item, and there was public notice and opportunity for public comment at this meeting.

### **December 2021**

- The City Council met on 12/12 and passed a resolution supporting the acceptance of the playground equipment as an in-kind donation. Public notice was given, as well as an opportunity for public comment prior to the council vote. BBNA was present at the meeting and informed the council that they were present to answer any questions about the project. The council had no questions.

## **Section II: Public Process Components To-Date**

It is important to note that our City municipal code lacks a formal process for collaborative projects such as this. It may be beneficial to bring this issue to the Code Review Committee or the City Council to draft official code, ordinance, or other guidance for future collaborative projects. Given that there doesn't appear to be an existing framework to which the team could defer, BBNA and the (then) Planning Director employed a good-faith effort to account for public input. Below is a list of ways the public have had the unofficial and official opportunities for participation in the project:

1. Community survey made available on widely-used social media platforms. 61 participants total. Results from the survey were shared with the City Planner.
2. 11/3/21 Planning Commission Meeting- Public Notice and opportunity for Public Hearing provided.
3. November DCSD School Board Work Session- Public Notice and opportunity for Public Comment provided.
4. November DCSD School Board Regular Meeting- Public Notice and opportunity for Public Comment provided.
5. December City Council Regular Meeting- Public Notice and opportunity for Public Comment Provided.

### Section III: Project Updates from December 2021-Present

1. **Working Group:** The Working Group has expanded to now include representatives from BBNA, the City, DCSD, and two community members. The group has been meeting bi-weekly, with the intention of returning to weekly meetings as spring approaches.
2. **Playground Design:** The Working Group met 12/29/2021 and selected the final playground design. The equipment was selected out of 3 final choices due to cultural relevance (fishing boat hull play area) and accessibility for children with disabilities. The project will include two separate play structures to accommodate children of all ages (2-12). Additionally, disruptive play features like a merry-go-round and specialized rail climber were included in the final design. All structures fit within the target use space and budget. Rubberized Pour-in-Place safety surfacing is also included.
3. **Playground Purchase:** BBNA placed the final order for the playground on January 6, 2022. The project totals \$365,000, which includes installation. After purchase, delivery and installation dates were set. Please see next section for details regarding delivery and installation schedules.
4. **Utilities Locates:** Nushagak Cooperative completed a utilities locate on February 8, 2022 for internet, electric, phone, and cable in the area. It was confirmed that there are no utilities in the area. The Public Works Director with the City also completed a utilities locate and confirmed there are no water or sewer utilities in the project area.

### Section IV: Upcoming Plans

1. **Construction Schedule:** One of our Community Member representatives is a construction manager with BBAHC. He graciously offered to work with the playground contracting company to develop a comprehensive construction schedule, which will include a timeline as well as equipment, labor, and miscellaneous needs to make for a smooth installation.
2. **Public Process:** It is the hope that the playground renovation will be on the schedule for each Planning Commission meeting until installation to afford the opportunity for

additional public comment. The final piece of the final process that is needed is to determine the exact location/placement of the playground.

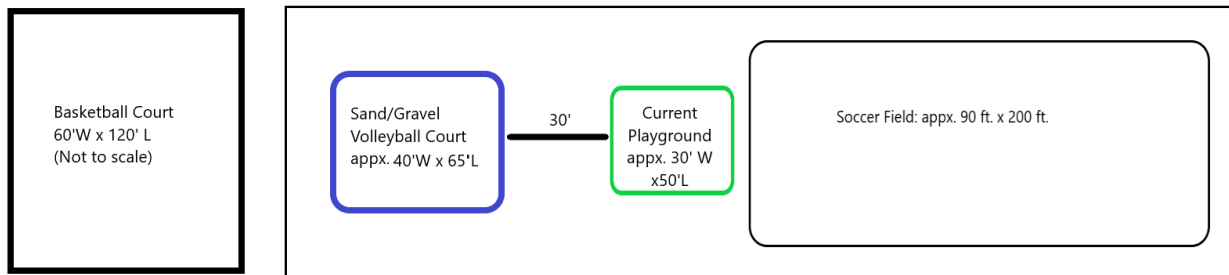
3. **Shipping and Installation:** Shipping and installation dates have been scheduled by the playground contractor. The equipment is scheduled to leave the Seattle docks on the May 27<sup>th</sup> barge. Installation of the equipment is scheduled to begin July 11, and installation of the safety surfacing is scheduled to begin July 21, 2022.

**Please proceed to next page.**

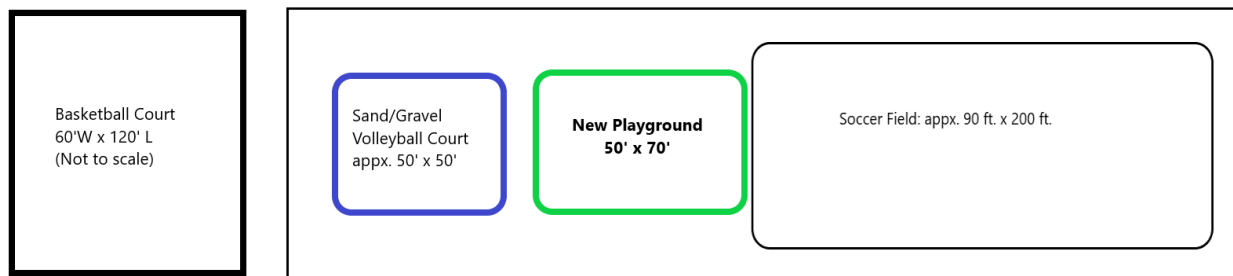
## Section V: Collaboration Needs between the City and BBNA

- 1. Location/Placement of Playground:** According to Resolution 2021-09 that passed on November 3, 2021, the Planning Commission recommended to the Council the approval of the playground to be, “located at the old airstrip location (USS 2732, Block 5, Lot Remains).” In Resolution 2021-37 adopted by City Council on 12/16/2021, there appears to be no requirement for the Council or the Planning commission to formally approve the placement or location of the playground. The project partners in collaboration with the Planning Commission should work together to determine exact “placement” of the playground before installation. Please see the diagrams and placement considerations below:

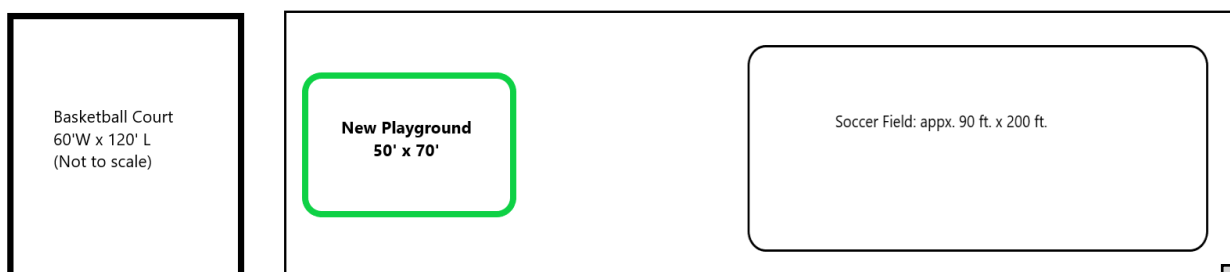
### Existing Layout



### Playground Option 1: "Replace-in-Place"



### Playground Option 2: Remove Volleyball Court



Considerations Regarding Playground Placement: Playground Option 1 allows us to keep the existing volleyball court, which has not been utilized in recent history and was not indicated on the community survey as a priority. Playground Option 2 allows for development of future phases, pending support and available funding. One example of a future development includes installing a covered picnic pavilion, which can serve in this space as a multipurpose facility for community events, family gatherings, and even musical performances. This was an identified area of need on the community survey. The Working Group has discussed the different placement options, and agree that Option 2 provides for more opportunities for future development of the space. **Both options leave the soccer field untouched and preserve its current size.** Option 2 would actually extend the soccer field by approximately 50 feet.

2. **Permits (if applicable):** In order to complete the project, the Working Group and Planning Department need to determine if any permits are needed, such as land use, ROW, etc. Through previous discussions with the former City Manager and City Planner, it appears there are no permits required. We need to verify this is correct and follow any public hearing requirements necessary to obtain the permits if needed.
3. **Initial grade work, removal of existing equipment, and simple equipment for installation:** The project contractor (Alaska Education and Recreational Products, LLC) will be responsible for all installation of equipment and safety surfacing, which includes detailed grading work. We will need to determine how to remove the existing equipment and conduct initial simple leveling of the space. Previous conversations with the former Planning Director indicated that the city would likely be able to assist with the leveling if needed, which will be minimal. We are working with the contractor on specifics, and more information will become available as we move closer to installation. The project contractor will have a detailed list of simple equipment needed. The working group will work with community partners to obtain as much of the equipment use and work needed as in-kind donations.
4. **Memorandum of Agreement:** We have discussed the potential need for an MOA that would cover some important details. Through our work with the City, we were able to confirm that the City's liability insurance does cover the playground. We worked with the insurance company to ensure the equipment we selected would be covered. Some details that require further attention include routine maintenance of the space in the future. We worked with the former Planning Director to select highly durable equipment and safety surfacing that requires minimal, very infrequent maintenance to reduce any potential costs or complications in the future.