



## CITY COUNCIL REGULAR MEETING

Thursday, January 06, 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

**COUNCIL WORKSHOP / Terminal Tariff / 6:30 p.m.**

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

*Limited Seating Available - Masks Required*  
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/88152657766?pwd=cDVkbG10SVVITWZCekd3VkNRdTYrUT09>  
Meeting ID: 881 5265 7766; participant #, passcode: 910512  
Or dial (346) 248-7799, or (669) 900-6833

#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF MINUTES

1. Minutes of December 16, 2021, Regular Council Meeting

#### APPROVAL OF CONSENT AGENDA

2. Adopt Resolution 2022-02; A Resolution of the Dillingham City Council to Recognize the Contributions and Honor the Service of Donald "Bo" Darden by the Dillingham City Council
3. Adopt Resolution 2022-03; A Resolution of the Dillingham City Council to Recognize the Contributions and Honor the Service of Fred Jackson McCormick by the Dillingham City Council

#### APPROVAL OF AGENDA

#### STAFF REPORTS

4. Department Reports
5. Committee Reports

#### PUBLIC HEARINGS

6. Ordinance 2021-09; An Ordinance of the Dillingham City Council Delaying the Effective Date of Ordinance 2020-02
7. Ordinance 2021-10; An Ordinance of the Dillingham City Council Amending Subsection A of Section 2.09.080

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

- [8.](#) Adopt Ordinance 2021-09; An Ordinance of the Dillingham City Council Delaying the Effective Date of Ordinance 2020-02
- [9.](#) Adopt Ordinance 2021-10; An Ordinance of the Dillingham City Council Amending Subsection A of Section 2.09.080
- [10.](#) Adopt Resolution 2022-01; A Resolution of the Dillingham City Council Amending the Port of Dillingham Terminal Tariff

**UNFINISHED BUSINESS***Citizen Committee Appointments*

School Facility Committee, one seat  
Senior Advisory Commission, four seats  
Friends of the Landfill, one seat  
Port Advisory Committee, three seats  
Planning Commission, three seats

- [11.](#) Letters of Interest - Planning Commission

**NEW BUSINESS**

- [12.](#) Appoint Council Seat B
- [13.](#) Adopt Action Memorandum 2022-01; Authorize additional funds for a Vehicle Purchase for Administration Department, City Hall Use

**CITIZEN'S DISCUSSION** (Open to the Public)**COUNCIL COMMENTS****MAYOR'S COMMENTS****EXECUTIVE SESSION**

- [14.](#) Personnel Matter
15. Legal Matter

**ADJOURNMENT**

- [16.](#) Informational Items



## CITY COUNCIL REGULAR MEETING

Thursday, December 16, 2021 at 7:00 PM

### MINUTES

#### CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, December 16, 2021, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:01 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	

#### APPROVAL OF MINUTES

- Minutes of November 4, 2021, Regular Council Meeting
- Minutes of November 12, 2021, Special Council Meeting

MOTION: Chris Napoli moved and Aksel Buholm seconded the motion to approve the November 4, 2021, regular council minutes, and the November 12, 2021, special council meeting minutes, in block.

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

#### APPROVAL OF CONSENT AGENDA

- Adopt Resolution 2021-32; A Resolution of the Dillingham City Council to Offer Thanks and Commendation to Chris Hladick for His Service as the Interim City Manager

MOTION: Aksel Buholm moved and Kaleb Westfall 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

#### APPROVAL OF AGENDA

MOTION to approve the agenda 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

#### STAFF REPORTS

- Department Reports
  - Noted City Clerk CMC designation.
  - PERS forfeiture match defined.

- Recognized Officer Gardiner's achievements at the Public Safety Academy in Sitka.

#### 5. Committee Reports

##### Code Review Committee

- Local citizens, fish and wildlife professionals, and law enforcement officials participated in the trapping in city limits discussion. USFW to hold workshop during Beaver Roundup.
- Continue to work on the to-do list.
- Definitions for casual / isolated sales being explored. This will facilitate enforcement.

##### Finance & Budget Committee

- The following topics were discussed at the last meeting: ARPA funding, exploring revenue possibilities, and budgeting schedule for FY23.

##### Planning Commission

- Comprehensive plan reviewed; understand where we were, where we are, and future needs.
- Hazard Mitigation Plan, partnering with State of Alaska, Curyung, and the LeMay Group.
- Reviewed BBNA playground donation, recommend council approves Resolution 2021-37.

## PUBLIC HEARINGS

There was no public hearing.

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

6. Ron Johnson - Title 7: Spoke regarding the need for better enforcement of loose dogs.

Liz Clark: Spoke in favor of Resolution 2021-37, accepting BBNA playground donation. Noted gratitude for having an official process in place.

## ORDINANCES AND RESOLUTIONS

7. Introduce **Ordinance 2021-09**; An Ordinance of the Dillingham City Council Delaying the Effective Date of Ordinance 2020-02

MOTION: to introduce Ordinance 2021-09 made by Kaleb Westfall. Seconded by Curt Armstrong.

- Need to just go ahead and do it.
- Intent, to help environment.
- Consider adding a per bag tax.
- This topic can be reassigned to the Code Review Committee for further consideration.

Motion carries:

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

VOTING No: Council Member Buholm

8. Introduce **Ordinance 2021-10**; An Ordinance of the Dillingham City Council Amending Subsection A of Section 2.09.080

MOTION: to introduce Ordinance 2021-10 made by Chris Napoli, seconded by Aksel Buholm.

- Code Review Committee recommends adoption of this ordinance.
- Clarification of intent/purpose of comment period.

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

9. Adopt **Resolution 2021-31**; A Resolution of the Dillingham City Council Accepting the Resignation of Bill Rodawalt and Offer Thanks and Commendation for His Service on the Dillingham City Council

MOTION: to adopt Resolution 2021-31 made by Aksel Buholm, seconded by Perry Abrams.

- A vacancy is declared when the council accepts a resignation.
- Notice for letters of interest will be posted.
- All letters received will be in the next council meeting packet.

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

10. Adopt **Resolution 2021-33**; A Resolution of the Dillingham City Council Adopting a Policy for Public Comment at City Council Meetings

MOTION: to adopt Resolution 2021-33 made by Kaleb Westfall, seconded by Chris Napoli.

- Incorporation of technology indicated the need for a formal policy.
- An open and user friendly policy is preferred.

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

11. Adopt **Resolution 2021-34**; A Resolution Of The Dillingham City Council Adopting An Alternative Allocation Method For The FY22 Shared Fisheries Business Tax Program And Certifying That This Allocation Method Fairly Represents The Distribution Of Significant Effects Of Fisheries Business Activity In FMA 5: Bristol Bay Area

MOTION: to adopt Resolution 2021-34 made by Chris Napoli, seconded by Kaleb Westfall.

- Formula used was derived many years ago and was accomplished as a negotiation process in the region.
- Finance to provide allocation amounts at the next meeting.

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

12. Adopt **Resolution 2021-35**; A Resolution Of The Dillingham City Council Authorizing An Application For The ARPA Local Government Lost Revenue Relief Program (LGLRRP)

MOTION: to adopt Resolution 2021-35 made by Aksel Buholm, seconded by Kaleb Westfall.

- 4 million in lost revenue has been identified for this application.
- There has been no indication of award amounts.

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

13. Adopt **Resolution 2021-36**; A Resolution Of The Dillingham City Council Expressing Intent To Reconstruct The Shop Building At The City Landfill

MOTION: to adopt Resolution 2021-36 made by Kaleb Westfall, seconded by Perry Abrams.

- Insurance will pay at 125% if intent is to rebuild the structure.
- Project must be started within 24 months of incident.
- Additional 25% must be paid back if construction timeline is not met.

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

14. Adopt **Resolution 2021-37**; A Resolution Of The Dillingham City Council Supporting The BBNA Donation Of Playground Equipment

MOTION: to adopt Resolution 2021-37 made by Kaleb Westfall, seconded by Chris Napoli.

- Planning Commission recommends adoption of this resolution.
- Interagency cooperative effort noted.

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

## UNFINISHED BUSINESS

15. City Manager Recruitment

Three additional applications have been received. This item will be on the next council meeting agenda.

### Committee Appointments:

Council Committees

School Facility Committee, one seat

Senior Advisory Commission, four seats

Friends of the Landfill, one seat

Port Advisory Committee, three seats

16. Letters of Interest

Mayor Ruby made the following council committee recommendations:

Board of Equalization: Alice Ruby, Chris Napoli, Kaleb Westfall, and Perry Abrams, with Curt Armstrong as the alternate.

Port Advisory Committee: Kaleb Westfall

MOTION: to concur with recommendations as defined by Mayor Ruby 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

Mayor Ruby made the following committee recommendation:

Port Advisory Committee: Reappoint Robert Heyano

MOTION: to concur with Mayor Ruby's recommendation 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

### Progress Report

Carlson House Property

Territorial School

There was no progress report.

## NEW BUSINESS

17. Approve **Action Memorandum 2021-14**; Authorize administrative leave for Christmas and New Year's Holiday

MOTION: to adopt Action Memorandum 2021-14 made by Aksel Buholm, seconded by Kaleb Westfall.

- This is a way for Council to recognize hard work done by city employees.

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

18. Approve **Action Memorandum 2021-15**; Authorize the City Manager to sign a contract with Professional Growth Systems for Strategic Planning

MOTION: to adopt Action Memorandum 2021-15 made by Kaleb Westfall, seconded by Chris Napoli.

- Outcome from the City Assessment.
- Set up training after the New Year.
- Session will be with leadership and staff and will include milestones.

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

19. Hazard Mitigation Plan Update

- Hazard Mitigation Plan is on the city website. Comments will be taken until it is adopted.
- Current plan expired December 15<sup>th</sup>.
- Adoption of plan elevates Dillingham for consideration on SOA grants.
- FEMA indicates they may extend the deadline.
- The plan identifies natural hazards and mitigation actions.
- City and Tribal Council working together on this living document.

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

There were no comments.

#### **COUNCIL COMMENTS**

##### Kaleb Westfall:

- Stated enthusiasm for being able to meet and get things done.
- Remarked a workshop may be in order regarding revenue streams / how to move forward, COVID restrictions, rising cost.
- Mentioned a definition for emergency is needed.
- Noted businesses should be encouraged.

##### Chris Napoli:

- Noted the passing of Jackson McCormick, and Donald Bo Darden and requested resolutions to recognize their contributions to the city.
- Asked for a report from Public Safety to outline a strategy to alleviate the loose dog problem on Squaw Creek Road. It was noted a plan is in place.
- Commented the city priorities outlined in January with Mr. Brelsford can be retooled/refreshed for Mr. Lynch. Schedule a workshop in January for this topic.

##### Perry Abrams:

- Noted the importance of listening to and answering citizen's comments.
- Requested council be giving updates on the landfill shop as they become available.



- Mentioned the upcoming strategic planning session with Bill Dann.

Aksel Buholm:

- Noted discussion regarding how public comments, and recognizing comments have been heard.
- Inquired regarding the possibility of selling inactive city properties to infuse cash, and add properties to the tax roll.
- Stated having two meetings a month (one could be a workshop) is a good idea.
- Commented the need to go to Juneau and/or D.C. and talk to legislators.
- Noted masks are going away from the ANC school district in January. The E.O. system in place allows the City Manager to assess the current situation and react quickly. Stated a need to relax the mask mandate.
- Requested the plastic bag ban be sent to Finance & Budget Committee to add a sales to tax.

**MAYOR’S COMMENTS**

- Stated the original purpose of the plastic bag ban was to get rid of plastic bags. Council can consider sending the issue back to the Code Review Committee.
- Commented a lobbyist is needed to be effective, to keep issues in from of legislators. Currently the City has no lobbyist and nothing on the books to lobby.
- Noted Koolie Heyano has received the AARP Andrus Award for community service.
- Expressed thanks to all the hero’s that worked so hard during the recent power outages and extreme weather conditions, to restore power and make sure all were taken care of.
- Library book donation received by Bob and Caro Cherry were mentioned, noting Bob wrote the grant that established KDLG.
- Wished all Merry Christmas and Happy New Year’s
- Reminded all to be safe with increased travel and group gatherings.
- A moment of silence was observed to recognize all those lost, particularly elders; Jackson McCormick, Bo Darden, and Ingrid Andrews, who were great people that invested in the community.

**ADJOURNMENT**

Mayor Ruby adjourned the meeting at 9:12 p.m.

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

[SEAL]

ATTEST:

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

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



**CITY OF DILLINGHAM, ALASKA**

**RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO RECOGNIZE THE CONTRIBUTIONS AND HONOR THE SERVICE OF DONALD “BO” DARDEN BY THE DILLINGHAM CITY COUNCIL**

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WHEREAS, Donald “Bo” Darden has served on the City School Board for six years, being elected to the Dillingham City School Board in October 1987; and

WHEREAS, the responsibilities of a School Board member requires the dedication of a great deal of personal time with no remuneration, and

WHEREAS, Donald “Bo’ Darden has proudly served our country through his military service in the United States Army; and

WHEREAS, he will be fondly remembered by family and friends as a hardworking, caring, generous and skilled pilot; and

WHEREAS, Donald “Bo” Darden was a commercial pilot was a small business owner of an air cargo business for many years in Dillingham; and

WHEREAS, he has a passion for flying, traveling to the many villages surrounding Dillingham, and enjoyed helping people whenever and wherever he could; and

WHEREAS, Donald “Bo” Darden was a devoted husband, father and grandfather and a longtime member of the Dillingham Community Baptist Church.

NOW, THEREFORE, BE IT RESOLVED that it is with sincere thanks that the Mayor and City Council offer their sincere gratitude and recognize the contributions of Donald “Bo” Darden serving on the Dillingham City School Board and being a long-standing member of our community for over 50 years.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on January 6, 2022.

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

ATTEST:

[SEAL]

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

**CITY OF DILLINGHAM, ALASKA**

**RESOLUTION NO. 2022-03**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO RECOGNIZE THE CONTRIBUTIONS AND HONOR THE SERVICE OF FRED JACKSON McCORMICK BY THE DILLINGHAM CITY COUNCIL**

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WHEREAS, Fred Jackson McCormick has served on the City Council for three years, being elected to the Dillingham City Council in October 1997; and

WHEREAS, Fred Jackson McCormick has served on the Dillingham Volunteer Fire Department as a local volunteer; and

WHEREAS, the responsibilities of a Council member requires the dedication of a great deal of personal time with no remuneration; and

WHEREAS, Fred Jackson McCormick has proudly served our country through his military service in the United States Air Force; and

WHEREAS, his sense of humor, kindness, and graciousness has enriched those fortunate enough to know and work with him; and

WHEREAS, Fred Jackson McCormick for many years in Dillingham was a small business owner of a construction business, a fisherman and in 1995 built an FM radio station.

NOW, THEREFORE, BE IT RESOLVED that it is with sincere thanks that the Mayor and the City Council offer their sincere gratitude and recognize the contributions of Fred Jackson McCormick for his serving on the Dillingham City Council and being a long-standing member of our community for over 50 years.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on January 6, 2022.

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

ATTEST:

[SEAL]

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

# Department Reports



## MEMORANDUM

**DATE:** December 28, 2021  
**TO:** Dillingham Mayor & City Council  
**FROM:** Mark Lynch, Interim City Manager  
**SUBJECT:** Manager's Report

- **COVID meetings.** Attend weekly COVID meetings to discuss issues in the community.
- **Facebook COVID info.** Worked with area health organizations and Kelsa to get bi-weekly COVID data reports out to residents via Facebook.
- **Fire Department Building repairs.** Our insurance company authorized demo work at the downtown fire department building. Additionally, I authorized some insulation and minor repairs (\$3975) to the building that will pay back in lower heating costs fairly quickly.
- **Personnel.** I have worked with Kelsa to broaden the search for vacant department head positions. We are currently preparing to interview for the PW Director. I am in discussion with Cynthia Rogers to possibly contract with the City until a new Planner can be found. Several of the non-department head positions have been filled recently, but we have also experienced several resignations, so vacant positions in general remain higher than they should be. Kelsa has done a good job advertising and onboarding new employees.
- **Motorola Radios.** Koolie has been out of town, but he has been talking to them about coming to work on the system, and possibly try different antennas. I'm not sure of the status on this, but they promised to do it, so I will follow up when Koolie gets back. Motorola also agreed to send a full set of replacement batteries.
- **Landfill Fire.** I have met with Jean about possible ways to replace the building at a cost that could be closer to the amount allowed by insurance. Another option is to seek grant funding and use the insurance payment as a match.
- **IT.** The new IT Company has worked to begin servicing the City. So far everything seems to be going well.

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- **Delinquent Tax / Utility issues.** I have spent a fairly large amount of time becoming familiar with some of the City's outstanding delinquent tax and utility issues. I have begun work on obtaining settlements where possible.
  - **BBEDC Grant award.** The City was awarded a grant from BBEDC for 100 hours of grant writing assistance.
  - **Curyung Snow Emergency funding.** I am working with Jean and Anita to provide Curyung information concerning the City's costs during the snow emergency. There is a possibility that Curyung may reimburse the City for some of the expenses incurred.
  - **Lobbyist RFP.** I have started working on an RFP for a Lobbyist, in case the Council decides to look for one.
  - **Administration Vehicle.** I have worked on pricing and availability of vehicles. Availability is very limited, and prices are higher than was budgeted. See memorandums in your packet.



**MEMORANDUM**

**DATE:** 12/21/2021  
**TO:** Mark Lynch, Interim City Manager  
**FROM:** Kelsa Brandenburg, Executive Assistant/HR  
**SUBJECT:** December Department Staff Report

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**STAFF REPORT**

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**New Employees:**

Ryan Johnson – Accounting Technician I, Cashier  
Braiden Sifsof – Buildings and Grounds Assistant  
Danny Tipsword – Fleet Mechanic

**Resignations / Terminations / Layoffs:**

Mike Barnett – Public Works Admin/Landfill Attendant  
John VanDeventer – Fleet Mechanic  
Ken Ramsey – Fleet Mechanic

**Transfers:**

**Position Vacancies:**

City Manager  
Public Works Director  
Director of Planning and Grant Management  
Corrections Officer  
Police Officer  
Executive Assistant/HR  
Buildings & Grounds Foreman  
Fleet Mechanic



## MEMORANDUM

**DATE:** December 27, 2021  
**TO:** Mark Lynch, Interim City Manager  
**FROM:** Lori Goodell, City Clerk  
**SUBJECT:** Staff Report

### STAFF REPORT

#### **Foreclosure:**

The City has two active foreclosure actions filed with the State of Alaska courts; 3DI-18-157CI and 3DI-19-00122CI. The mandatory period of redemption required by law has been met on each filing. The City Attorney recommends it is time to complete the process. The Finance Department is reviewing the foreclosure list from both actions to confirm which properties have been redeemed and which accounts are still unpaid. Letters will be going out to those still on the list to notify them the redemption period is expired and the City will be applying to the Court for a tax deed on all unredeemed property.

#### **Training:**

I have registered for the Northwest Clerks Institute, Professional Development IV training. This is scheduled for the week of June 13, 2022. This training is linked to attaining the MMC designation. I will be applying for a scholarship through Alaska Association of Municipal Clerks to help defray the cost. If I am not awarded this scholarship I will look into other funding sources.

#### **Records:**

In November I met with the State of Alaska Records Information Management team. I am currently discussing with them a time for them to come to Dillingham to do a records assessment. This will be a vital part of refocusing on records management.

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

**Liquor & Marijuana License Renewals/Transfers/New Licenses.** Dillingham Liquor Store has submitted a renewal application with the State of Alaska. This item will be on the January agenda for the Code Review Committee and coming to Council for review in February.

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

- School Facility Committee, one seat.
- Senior Advisory Commission, four seats.
- Friends of the Landfill, one seat.
- Port Advisory Committee, three seats.
- Planning Commission, three seats.



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**Upcoming Meetings:**

January 13, Code Review Committee

January 17, Finance & Budget Committee

February 3, Regular Council Meeting

Clerk's Note:

**Main Motions** bring business before the council, and have the following characteristics:

\*Are clear and unambiguous, ('so moved', 'I'll move', and 'moved' are NOT motions).

\*Phrased in the grammatical positive

\*Must comply with the rules of procedure

\*Should be written unless very short

\*Are in order when no other motions are pending

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## MEMORANDUM

**DATE:** December 29, 2021  
**TO:** City Manager  
**FROM:** Anita Fuller, Finance Director  
**SUBJECT:** Finance Department Staff Report

### STAFF REPORT

Statistics: December as of 12/29/2021

Payroll run: 3

Cash Receipts: \$827,296.20

All Payments: \$1,529,652.55 (includes \$257,690.44 for 3 payroll)

CARES Funding Received and Spent: \$3,404,480.51

Important deadlines:

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

January 1: last day to file business license renewals without \$75 fine

January 7: Failure to pay real and personal property tax letters will be sent

February 1: Last day to file personal property tax assessment returns without \$50 late fee

March 1: Last day for file personal property tax assessment returns. Notices not received will be fined a force file fee.

#### Audit

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

#### Staffing changes

- Account Tech I – Cashier: Ryan Johnson filled the position 12/15/2021

#### Grant Reporting

Quarterly grant reports work completed:

- Jail contract reporting completed

#### IT Support

- Assisted with onboarding of LMJ Consulting

#### SOA Water Assistance Program

- Investigating enrollment in the SOA Water Assistance Program to become a vendor to receive water and sewer assistance to those awarded the assistance. This assistance will help with current charges as well as past amounts to bring accounts current.

## Budget

- FY22 Budget Amendment #2 to Finance & Budget 01/2022
- FY22 Budget Amendment #2 Ordinance introduced to council 02/03/2022
- FY22 Budget Amendment #2 Ordinance proposed adoption 03/03/2022
  
- FY23 Budget Department review 01/2022 and 02/2022
- FY23 Budget to Finance and Budget 02/2022
- FY23 Budget Ordinance introduced to council 04/04/2022
- FY23 Budget Ordinance proposed adoption 05/05/2022

## Revenue and Expense for November 2021 – Information provided for percentages +(-)15%

### General Fund Revenues

- Transient Lodging is above expected at 60%
- Tobacco Excise tax is slightly below desired amount at 26%.
- Real property tax is recognized at 100%; however 89% has been collected. On average as last year.
- Personal property tax is recognized at 100%; however 87% has been collected.
- Property tax penalty and interest is at 105%; which exceeds entire year budget expectation.
- Shared Fisheries tax received COVID Funds increase will be reflected in budget revision.
- Community Sharing has been received and is above expected amount by 12%
- PILT has come in above expected by 3%
- Jail contract revenue is delayed pending quarterly report review.
- Ambulance fees remain below expected average at 5%.
- Lease & Rental Income matches the rate of income at FY20.
- PERS Forfeiture funds have not been utilized, funding is reduced from FY21. This will require a budget amendment.

### Special Revenues & Other Funds Revenue

- Dock revenue for the season has been entered. Rate is expected; however, will investigate for meeting why less than last year for meeting.
- Harbor revenue is normal as most revenue is at the end of the fiscal year.
- Senior Center grant revenue is delayed.
- Debt Services – Bond investment entry seen on last report was determined to be for FY21. Budget revision may be needed pending a possible reimbursement from the state that was unexpected.
- Mary Carlson Estate investment income is in recovery and has a negative balance.

### Transfers

- Ambulance Reserve - Transfer is based on 10% of ambulance fees received.
- Equipment replacement – No purchase has been made at this time.
- Capital projects – Expenditures projected for later in fiscal year.
- Debt Services – Transfers are as expected.
- Port to Harbor – Transfer need is higher than expected and may require future budget amendment.

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### General Fund Expenditures

- Council - No lobbyist has reduced expenditures.
- Legal – Legal support has been reduced for first quarter.
- Non-Departmental – Audit invoice was submitted in December.
- Foreclosure – Foreclosure actions have been put on hold.
- IT – Expenditures will increase in December with transition of contract to LMJ Consulting
- Fire Department – Open staff position in first quarter has reduced expenditures.
- Fire Department checking – No expenditures at this time.
- EOC – No employees as budgeted; anticipate budget amendment.
- Public Works Administration – No PW Admin for a part of the year and PW Director shared with Port has reduced expenditures.
- B&G – Staff openings has delayed projects and decreased wages and benefits.

### Special Revenues & Other Funds Expenditures

- Sewer – Outfall Pipe replacement fully expended – budget amendment #2 needed for \$72,300.
- Port-Dock – Normal cycle for dock due to closure for winter.
- Asset Forfeiture funds – Purchased additional bedding supplies
- SRF payments have not been made at this time.

	<u>Budget - FY21</u>	<u>10/31/21</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/20</u> <u>YTD</u>	<u>INC/(DEC)</u>	Uncollected	% Adj
<b>General Fund Revenues</b>							
General Sales Tax	\$ 2,500,000	\$ 940,697	40%	\$ 823,874	\$ 116,824	(3,892.39)	37%
General Sales Tax - Remote	500,000	59,502		14,879			
Alcohol Sales Tax	260,000	86,389	33%	51,326	35,063		33%
Alcohol Sales Tax - Remote	-	89		-	89		
Transient Lodging Sales Tax	85,000	38,781	46%	23,117	15,664	-	46%
Gaming Sales Tax	65,000	10,271	16%	16,314	(6,043)		16%
Tobacco Excise Tax	370,000	91,587	25%	79,654	11,933		25%
Penalty & Interest - Sales Tax	20,000	9,443	47%	4,890	4,554		47%
<b>Total Sales Tax</b>	<b>3,800,000</b>	<b>1,236,759</b>	<b>33%</b>	<b>1,014,053</b>	<b>178,083</b>		<b>32%</b>
Real Property Tax	2,084,565	2,081,706	100%	2,137,412	(55,707)	(797,737.88)	62%
Personal Property Tax	479,356	477,933	100%	508,845	(30,912)	(113,886.24)	76%
Penalty & Interest - Property Tax	65,000	31,252	48%	26,703	4,549		48%
<b>Total Property Taxes</b>	<b>2,628,921</b>	<b>2,590,891</b>	<b>99%</b>	<b>2,672,960</b>	<b>(82,070)</b>		<b>64%</b>
Telephone Gross Receipts State Tax	65,000	-	0%	65,065	(65,065)		0%
Raw Fish Tax	475,000	-	0%	-	-		0%
Shared Fisheries	9,000	-	0%	-	-		0%
Community Sharing	75,700	84,575	112%	75,000	9,575		0%
Payment in Lieu of Taxes (PILT)	460,000	473,299	103%	484,326	(11,027)		103%
State Jail Contract	535,367	138,842	26%	-	138,842		26%
Ambulance Fees	55,000	2,599	5%	13,972	(11,373)		5%
Lease & Rental Income	35,000	5,780	17%	5,740	40		17%
Admin Overhead	220,625	90,591	41%	54,558	36,032		41%
PERS on Behalf	231,326	64,466	28%	78,747	(14,281)		28%
PERS Forfeiture Fund	67,033	2,617	4%	32,126	(29,510)		4%
Other Revenues	202,200	38,599	19%	54,154	(15,555)		19%
<b>Total</b>	<b>2,431,251</b>	<b>901,368</b>	<b>37%</b>	<b>863,688</b>	<b>37,680</b>		<b>37%</b>
<b>Total</b>	<b>\$ 8,860,172</b>	<b>\$ 4,729,017</b>	<b>53%</b>	<b>\$ 4,550,701</b>	<b>\$ 133,693</b>		<b>43%</b>
<b>Special Revenue &amp; Other Funds Revenue</b>							
Water	233,224	79,357	34%	76,942	2,416	(25,949.27)	23%
Sewer	464,124	181,039	39%	160,251	20,789	(35,031.52)	31%
Landfill	295,429	123,612	42%	155,104	(31,491)	(5,911.00)	40%
Port - Dock	735,042	349,160	48%	378,574	(29,414)	(100,690.00)	34%
Port - Harbor	170,580	35,435	21%	36,398	(963)	-	21%
Asset Forfeiture Fund	2,000	(8)		3	(11)		0%
E-911 Service	65,000	22,643	35%	15,778	6,866		35%
Senior Center (Non-Grant)	54,746	9,922	18%	10,008	(85)		18%
Senior Center (Grant)	131,000	(10,736)	-8%	23,809	(34,545)		-8%
Library (Grants)	100,379	36,552	36%	32,097	4,455		36%
Debt Service	30,000	-	0%	53,742	(53,742)		
Mary Carlson Estate	4,000	(816)	-20%	2,660	(3,476)		-20%

	<u>Budget - FY21</u>	<u>10/31/21</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/20</u> <u>YTD</u>	<u>INC/(DEC)</u>	
<b>Total</b>	\$ 2,285,524	\$ 826,161	36%	\$ 945,364	\$ (119,203)	29%
<b>Transfers</b>						
<i>From General Fund to Other Funds</i>						
Water	19,731	944	5%	-	944	
Landfill	481,367	94,893	20%	-	94,893	
Senior Center	167,689	44,325	26%	28,186	16,139	
Ambulance Reserve	49,500	260	1%	-	260	
Equipment Replacement	-	-		-	-	
Capital Projects	140,981	1,304	1%	220,864	(219,559)	
Debt Service SRF Loans	47,400	-	0%	-	-	
Debt Service School Bond	1,066,250	-	0%	-	-	
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	69,760	98%	55,368	14,392	
Port - Harbor - Ice Machine	-	-	0%	-	-	
Port - Harbor - Bathhouse	14,000	6,682	48%	4,940	1,742	
<i>From Department to Department</i>						
Transfer from E911	55,468	17,833	32%	-	17,833	
<b>Total</b>	\$ 2,366,078	\$ 316,432	13%	\$ 393,608	\$ (77,176)	
<b>Total Revenues &amp; Transfers</b>	<b>\$ 13,511,774</b>	<b>\$ 5,871,609</b>	<b>43%</b>	<b>\$ 5,889,673</b>	<b>\$ (62,687)</b>	

	<u>Budget - FY21</u>	<u>10/31/21</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/20</u> <u>YTD</u>	<u>INC/(DEC)</u>
<b>EXPENDITURES:</b>					
<b>General Fund Expenditures</b>					
City Council	\$ 45,330	\$ 5,516	12%	\$ 13,144	\$ (7,628)
City Clerk	175,228	41,646	24%	30,749	10,897
Administration	497,280	116,590	23%	50,766	65,824
Finance	758,498	257,421	34%	161,535	95,887
Legal	60,000	9,768	16%	5,052	4,716
Insurance	262,000	85,050	32%	88,437	(3,387)
Non-Departmental	118,800	13,834	12%	27,956	(14,122)
Planning	274,666	60,523	22%	52,382	8,140
Foreclosures	6,000	0	0%	356	(356)
IT	260,969	49,804	19%	30,411	19,393
Meeting Hall above Fire Station	800	290	36%	232	57
Public Safety Administration	202,644	59,337	29%	22,219	37,119
Dispatch	554,688	178,334	32%	69,412	108,921
Patrol	1,044,686	294,762	28%	97,953	196,809
Corrections	715,440	192,938	27%	155,330	37,608
DMV	55,797	17,907	32%	15,337	2,570
Animal Control Officer	113,140	35,377	31%	32,151	3,226
Fire	370,877	40,701	11%	50,033	(9,331)
Fire Department Checking	15,000	0	0%	105	(105)
EOC	52,107	2,937	6%	0	2,937
Public Works Administration	399,294	42,273	11%	60,054	(17,782)
Building and Grounds	312,217	57,761	19%	60,630	(2,869)
Shop	579,165	137,293	24%	129,243	8,050
Street	476,673	134,942	28%	219,807	(84,865)
Library	155,802	43,941	28%	39,001	4,939
City School	1,300,000	650,000	50%	650,000	-
Transfers to Other Funds	2,225,668	221,797	10%	333,299	(111,503)
<b>Total</b>	<b>\$ 11,032,769</b>	<b>\$ 2,750,741</b>	<b>25%</b>	<b>\$ 2,395,594</b>	<b>\$ 355,147</b>



	<u>Budget - FY21</u>	<u>10/31/21</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/20</u> <u>YTD</u>	<u>INC/(DEC)</u>
<b><u>Special Revenue Funds Expenditures</u></b>					
Water	252,955	80,351	32%	67,008	13,343
Sewer	291,200	167,177	57%	59,956	107,221
Landfill	776,796	219,408	28%	156,526	62,882
Port - Dock	735,042	388,734	53%	379,594	9,141
Port - Harbor	255,522	111,897	44%	103,405	8,492
Asset Forfeiture Fund	5,000	6,598	132%	-	6,598
E-911 Service	55,468	17,833	32%	-	17,833
Senior Center (Non-Grant)	213,981	52,265	24%	50,365	1,899
Senior Center (Grant)	139,454	47,258	34%	55,565	(8,307)
Library (Grants)	100,379	29,706	30%	31,011	(1,306)
Mary Carlson Estate	2,146	752	35%	736	16
Ambulance Reserve Fund	20,000	7,240	36%	79,328	(72,088)
Debt Service SRF Loans	47,400	-	0%	-	-
Debt Service School Bond	1,066,250	-	0%	-	-
Debt Service Firehall Bond	46,000	13,000	28%	13,500	(500)
Debt Service Streets Bond	236,750	68,375	29%	70,750	(2,375)
Equipment Replacement	35,000	11,733	34%	-	11,733
<b>Total</b>	<b>\$ 4,279,343</b>	<b>\$ 1,222,328</b>	<b>29%</b>	<b>\$ 1,067,745</b>	<b>\$ 154,582</b>
	<b>\$ 15,312,112</b>	<b>\$ 3,973,068</b>	<b>26%</b>	<b>\$ 3,463,339</b>	<b>\$ 509,729</b>
<b>Net Increase (Decrease) to Fund Balances</b>	<b>\$ (1,800,338)</b>	<b>\$ 1,898,541</b>		<b>\$ 2,426,333</b>	<b>\$ (572,415)</b>

	<u>Budget - FY21</u>	<u>10/31/21</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/20</u> <u>YTD</u>	<u>INC/(DEC)</u>
<b>Grant &amp; Bond Revenues</b>					
ANTHC-Lagoon	155,777	227	0%	6,679	(6,452)
State Public Safety	-	-		-	-
COVID - CARES	472,784	472,784	100%	1,143,250	(670,467)
COVID - ARPA	284,842	284,843	100%	-	284,843
State MMG 28308-Water Imp	-	-		-	-
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	-	550		(11,821)	12,371
SRF Loan - Wastewater	130,000	-	0%	-	-
SRF Loan - Landfill	59,621	5,320	9%	(29,631)	34,951
State CARES Public Safety	-	-		12,986	(12,986)
State SART	-	-		800	(800)
Southern Region EMS	-	360		360	-
Curyung-Ice Machine	2,000	-	0%	-	-
Alaskan Leaders Fisheries PS Camera Repair	-	-		2,000	(2,000)
BBEDC Intern Program	133,193	22,747	17%	2,806	19,941
BBEDC Training Reimb	-	-		-	-
BBEDC Pass Thru	-	6,000		-	-
Denali Commission-Sewer Relocate	-	-		-	-
Bond Investment Income	-	129		1,176	(1,047)
Streets	-	-		-	-
FireHall	-	-		-	-
<b>Total</b>	<b>\$ 1,996,342</b>	<b>\$ 792,960</b>		<b>\$ 1,127,706</b>	<b>\$ (341,645)</b>

<b>Grant &amp; Bond Expenditures</b>					
ANTHC-Lagoon	155,777	-	0%	6,452	(6,452)
State Public Safety	-	1,856		-	1,856
CARES	472,784	-		1,000,480	(1,000,480)
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%	800	7,564
State CARES Public Safety	-	-		12,986	(12,986)
State SART	-	-		1,600	(1,600)
Southern Region EMS	-	-		-	-
Curyung-Ice Machine	2,000	2,568	128%	2,459	110
Alaskan Leaders Fisheries PS Camera Repair	-	-		-	-
BBEDC Intern Program	133,193	22,747	17%	8,222	14,525
Streets	-	-		2,667,305	(2,667,305)

	<u>Budget - FY21</u>	<u>10/31/21</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/20</u> <u>YTD</u>	<u>INC/(DEC)</u>
FireHall	-	72,291		211,310	(139,019)
<b>Total</b>	<b>\$ 1,711,500</b>	<b>\$ 107,827</b>		<b>\$ 4,636,916</b>	<b>\$ (4,529,089)</b>
	<b>\$ 284,842</b>	<b>\$ 685,133</b>		<b>\$ (3,509,211)</b>	<b>\$ (4,870,734)</b>

	<u>Budget - FY21</u>	<u>10/31/21</u> <u>YTD</u>	<u>Percent</u>	<u>10/31/20</u> <u>YTD</u>	<u>INC/(DEC)</u>
<b><u>Capital Project Funds Revenues</u></b>					
Investment Income	-	-		-	-
Insurance Proceeds	350,000	-		-	-
<b>Total</b>	<b>\$ 350,000</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b><u>Capital Project Funds Expenditures</u></b>					
Public Safety Building	7,000	-	0%	-	-
Streets	-	-		-	-
Water Improvements	-	-	0%	373,987	(373,987)
WasteWater Improvements	-	-		-	-
Sewer Lagoon Relocation	109,664	-		-	-
Other Lift Station	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	350,000	5,562		-	-
Landfill Groundwater Well	24,317	-		-	-
Bingman-Harbor cleanup	167,480	-		-	-
<b>Total</b>	<b>\$ 658,461</b>	<b>\$ 5,562</b>	<b>1%</b>	<b>\$ 373,987</b>	<b>\$ (373,987)</b>
	<b>\$ (308,461)</b>	<b>\$ (5,562)</b>	<b>2%</b>	<b>\$ (373,987)</b>	<b>\$ 373,987</b>

	<b>Budget</b>	<b>Actual</b>
General Fund Revenue	\$ 8,860,172	\$ 4,729,017
Special Fund Revenue	\$ 2,285,524	\$ 826,161
Transfers In	\$ 2,366,078	\$ 316,432
Grant and Bond Revenue	\$ 1,996,342	\$ 792,960
CIP Revenue	\$ 350,000	\$ -
	<b>\$ 15,858,116</b>	<b>\$ 6,664,569</b>
General Fund Expenditures	\$ 11,032,769	\$ 2,750,741
Special Fund Expenditures	\$ 4,279,343	\$ 1,222,328
Grant and Bond Expenditures	\$ 1,711,500	\$ 107,827
CIP Expenditures	\$ 658,461	\$ 5,562
	<b>\$ 17,682,073</b>	<b>\$ 4,086,458</b>
<b>Net Increase (Decrease) to Fund Bal</b>	<b>\$ (1,823,957)</b>	<b>\$ 2,578,112</b>

	<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>Fund Bal</u> <u>6/30/2021</u> <u>Unaudited</u> Section . Item 4.
General Fund	5,555,980	(341,731)	4,746,850	2,750,741	1,996,109	7,210,359
Streets Project	3,078,649	(2,977,878)	129	-	129	100,900
Planning Capital Project	264,537	1,579	1,304	5,562	(4,258)	261,858
Debt Service	-	-	81,375	81,375	-	-
Special Revenue Fund						
Water & Sewer	552,780	196,197	261,341	247,529	13,812	762,789
Landfill	(14,281)	13,231	218,505	219,408	(903)	(1,953)
Port - Dock	1,218,057	55,296	349,160	388,734	(39,574)	1,233,779
Port - Harbor	13,256	(1,062)	111,877	111,897	(20)	12,174
E-911 Service	268,809	17,848	22,643	17,833	4,810	291,467
Asset Forfeitures Fund	27,733	29	(8)	6,598	(6,606)	21,156
Reward Fund	400	-	-	-	-	400
Senior Center	11,099	(12,833)	43,511	99,522	(56,011)	(57,745)
Library (Grants)	(804)	4,987	36,552	29,706	6,846	11,029
Public Safety	-	210	360	1,856	(1,496)	(1,286)
Local Support	1,170	1,595	22,747	22,747	-	2,765
Covid Support	-	-	472,784	-	472,784	472,784
Capital Project Fund						
Ambulance Reserve Capital Project	544,853	(244,480)	260	7,240	(6,980)	293,393
Equipment Replacement Capital Project	68,327	(3,354)	-	11,733	(11,733)	53,240
School Project	(1,626)	-	-	-	-	(1,626)
Firehall Project	787,325	(666,785)	-	72,291	(72,291)	48,248
Dock and Harbor Capital Project	-	-	-	2,568	(2,568)	(2,568)
Public Safety Capital Project	-	-	-	-	-	-
Wastewater System Improvements	-	-	227	-	227	227
Water Improvement	-	-	-	-	-	-
SOA Loans Capital Projects	-	9	5,870	8,364	(2,494)	(2,485)
Denali Commission Project	-	-	-	-	-	-
Landfill Committed Funds	172,044	-	-	-	-	172,044
Permanent Fund						
Mary Carlson Estate	367,955	524	(816)	752	(1,569)	366,911
Undesignated - VEEP						
Total	<b>12,916,263</b>	<b>(3,956,617)</b>	<b>6,374,670</b>	<b>4,086,458</b>	<b>2,288,213</b>	<b>11,247,859</b>



## MEMORANDUM

**DATE:** December 28, 2021  
**TO:** Mark Lynch, Interim City Manager  
**FROM:** Sonja Marx, Librarian  
**SUBJECT:** Department Report

### STAFF REPORT

The Dillingham Public Library has had many closures this month due to the weather and the holidays. Throughout the community, the power was out the week of December 6<sup>th</sup>. Many couldn't make it to work or school. The library, along with other city facilities, was closed Monday, December 6<sup>th</sup> and Thursday, December 9<sup>th</sup> to the public. I was also stranded in Anchorage for a week after going in for doctor appointments and not able to get back home because flights were cancelled due to the weather.

As can be seen from the stats below, the numbers were low for the library this month. Due to the weather and closures, many patrons were unable to come in to check out materials or use the computers. However, we did have Story Time on three Fridays. A big "Thank You" to Suzie Nunn who volunteers one Friday a month for Story Time. It would be great if we could return to our pre-Covid days when we had many more volunteers for this important event at our library. Our library staff has been covering the other Fridays of the month to read books, sing, and provide crafts for the children.

I have taken off two weeks during the end of December and the beginning of January for the wedding of my daughter on December 31<sup>st</sup> here in Dillingham. One Library Aide was gone on vacation during the Christmas break, but the other two employees have steadily been here working over the holidays.

Our library staff would like to thank the Mayor and the City Council for their generous gift to us this year again in the form of paid Administrative Leave for Thursday, December 23<sup>rd</sup> and Thursday, December 30<sup>th</sup>. We appreciate that you appreciate us and value us as city employees. Thanks again!

#### Library Stat report November 29<sup>th</sup> - December 26<sup>th</sup>, 2021:

**Patron Visits: 151 Computer Use: 42 Wireless Use: 153 Story Hour: 15**  
**Other Visits (including Classes): 0 Museum Use: 0 Movies Shown: 0**  
**AWE Station Use: 0 Volunteer Hours Logged: 1**

**Next Library Advisory Board meeting is scheduled for January 18, 2022 at 5:30 pm.**

**Library was closed Thursday - Saturday, December 23 - 25, 2021 for Christmas.**  
**Library will be closed Thursday - Saturday, December 30, 2021 - January 1, 2022 for New Year's.**



**MEMORANDUM**

**DATE:** 12-27-21  
**TO:** City Manager  
**FROM:** Jean Barrett / Port, Public Works  
**SUBJECT:** Department Report

**STAFF REPORT**

Old man winter has taken a hiatus and allowed us a taste of spring... don't get used to it winter comes back soon. The Public works crew has been very slim this month with the two short weeks for the holidays and people on vacation, none the less we have managed to stay productive.

**Shop**

We are once again starting over in the shop, the revolving door that is public works has struck, we were lucky to find a mechanic in Dillingham that has an idea how the shop is run was available.

The list is long as far as maintenance is concerned and with winter being the busiest time of the year for us we only manage to fight the fires in front of us and a lot of maintenance is put aside. The best case scenario is to find another qualified mechanic to help.

**Streets**

With the unusual amount of snow we have recently had the streets crew has been very busy clearing and pushing back the piles. We will start moving snow from the many piles in the downtown area in early January. This will hopefully get us ahead of the game this spring. We have one loader and one dump truck at this time so we will do what we can with what we got.

**Buildings and Grounds**

The warmer weather is nice to see as it gives us a chance to catch up on the unusual amount of boiler issues we have been having.

- We have one boiler to replace in the Quonset hut at the shop, I believe that this boiler is original to the building. We found a new boiler here in Dillingham and plan on doing the swap this week before the cold hits again.
- The boilers that had been replaced 6-8 years ago all seem to be having a similar electrical issue, we have Mark Herman on speed dial and he has kept us running.



**Landfill**

Life at the landfill is good this time of year

- No Bears.
- Trash is covered with snow.
- No blue flies.

The water for the incinerator is still inoperable. Time is what we need to get it up and running and that is tough to come by at times. We will continue to work to get it running, NO promises other than to continue on.

**Water Waste Water**

Everything in this department is good. It doesn't smell of roses but it's going well none the less.

- We tested out some of the storm drains with this warm, rainy weather and they all worked as they should, except one by the downtown fire hall which only needed to have some ice removed and some calcium chloride poured into it to clear the problem up.

**Port**

I have been able to make time to do some much needed Port issues, important this time of the year so we can implement any changes in the upcoming season. A copy of the Port Tariff will be available for the council for reference. Some of the glowing changes are concerning the outbound shipments of fish, we are behind in charges compared to the Bristol Bay Borough, I will give an example below

We ship all of our fish out of Dillingham in a 40 foot container same as the Borough

- In Dillingham a 40 ft. container with 5% increase would cost \$ 425.85
- In The Bristol Bay Borough the same container costs per their tariff \$ 592.45
- A difference of \$ 166.60

I know the Finance and Budget committee asked me to bring the price up to what it is at the Borough. I feel that a close to \$200 increase in one year would be excessive, instead I propose a 2 – 5% increase every year would get u in the same range but over time.

A complete list of Terminal Tariff changes can be viewed at the following link:

[https://www.dillinghamak.us/sites/default/files/fileattachments/city\\_council/meeting/11211/2022\\_proposed\\_changes\\_to\\_port\\_of\\_dillingham\\_terminal\\_tariff\\_no.\\_revised\\_4.2017.pdf](https://www.dillinghamak.us/sites/default/files/fileattachments/city_council/meeting/11211/2022_proposed_changes_to_port_of_dillingham_terminal_tariff_no._revised_4.2017.pdf)

# Committee Reports



## CODE REVIEW COMMITTEE MEETING

Tuesday, November 09, 2021 at 5:30 PM

### MINUTES

#### CALL TO ORDER

The Code Review Committee met on Tuesday, November 9, 2021, in the City Council Chambers, Dillingham, AK. Council Member Chris Napoli chaired the meeting and called the meeting to order at 5:03 p.m.

#### ROLL CALL

Committee Members present:

Mayor Alice Ruby	Chris Napoli	Kaleb Westfall
Lori Goodell	Aksel Buholm	

#### APPROVAL OF MINUTES

1. Minutes of September 16, 2021

**MOTION:** Alice Ruby moved and Lori Goodell seconded the motion to approve the minutes of September 16, 2021.

**VOTE:** The motion passed unanimously by roll call vote.

#### APPROVAL OF AGENDA

**MOTION:** Aksel Buholm moved and Alice Ruby seconded the motion to approve the amended agenda.

**VOTE:** The motion passed unanimously by roll call vote.

#### UNFINISHED BUSINESS

2. Trapping in City Limits

- Proceeding with caution is advisable.
- State has existing regulations. The city has established leash laws.
- Noted concern for children and pets in areas where they congregate in the city. Other activities may conflict with trapping in city limits; i.e., snowshoeing and hiking.
- How best to address needs of all; safety, recreational, children, pets, trappers.
- Proposed city regulation to consider:
  - Establish no trapping zone around trails and easements.
  - Abolish trapping inside city limits.
- Identified issues if no trapping in city:
  - 4H class on trapping done in city limits.
  - Need for problematic animal control.
  - Enforcement. Who and how. Traps have no identifying marks.
- Education and signage are important
- Keep on the next agenda. Invite more stakeholders for information gathering.

3. Public Comment Policy

- Noted that public comment is important.
- Additional method of attending council meeting resulted in increased public participation. A policy is desired for clarity and consistency.
- Ordinance to update DMC 2.09.080, citizens' discussion to be citizens' comments.
- DMC 2.09.100 "shall" to remain, as code allows for variation if warranted.
- Committee are a good forum for public to interact in a less formal environment.

MOTION: Alice Ruby moved and Aksel Buholm seconded the motion to adopt the public comment policy by resolution and make the revision to code.

VOTE: The motion passed unanimously by roll call vote.

4. To-do List

- Sales tax exemption for lease and casual and isolated sales will be addressed by the Finance Director at the next meeting.
- Prohibit trapping is in process and will be on the next agenda.
- Public comment policy, completed.
- List of potential partners, draft to be compiled by Alice and Chris.
- Work on ordinance to update DMC 3.70 to start. A draft ordinance will come to Code Review Committee when completed.

**NEW BUSINESS**

There was no new business.

**PUBLIC COMMENT/COMMITTEE COMMENTS**

Tod Fritze: requested clarification regarding small business located in Dillingham and payment of taxes for online sales.

**ADJOURNMENT**


The meeting adjourned at 6:50 p.m.




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Chris Napoli, Chair

ATTEST:




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Lori Goodell, City Clerk

Approval Date: Dec. 14, 2021



## FINANCE AND BUDGET COMMITTEE

Monday, November 15, 2021 at 5:30 PM

### MINUTES

#### CALL TO ORDER

The Finance and Budget Committee met on Monday, November 15, 2021, 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	Lori Goodell	Curt Armstrong
Perry Abrams	Anita Fuller	

#### APPROVAL OF MINUTES

1. Minutes of September 27, 2021

MOTION: Alice Ruby moved and Anita Fuller seconded the motion to approve the minutes of September 27, 2021.

VOTING: the motion to approve the minutes passed by unanimous consent.

#### APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Anita Fuller seconded the motion to approve the agenda.

VOTING: the motion to approve the minutes passed by voice vote.

#### STAFF REPORTS

- Audit has begun and is expected to be completed by the end of the year.
  - Account Tech III position to be finalized and advertised.
  - Will be attending the AGFOA conference later this week.
  - Budget discussions to begin with Departments for FY22 budget amendment 2, and FY23 budget.
  - Consider strategic planning sessions regarding correlation to budget timing.
  - Wage and benefits will be assessed for the budget cycle.
2. October Revenue & Expense Report
    - Report now reflects changes to the fund balance.
    - Transfers are determined after reviewing revenue and expenses for each area.
    - Audit is on schedule.
    - One position is open in the Finance Department; Account Tech 1, Cashier.
  3. Cash Flow Training
    - Annual budget for year is split out per month.
    - Seasonal revenue / expenditures applied in line with timing, not divided by 12 months.
    - Projected cash balance reviewed.

- This will continue to be defined and refined on an ongoing basis.
- Can be additional tool for consideration in decision making.
- Fund balance training recommended.
- Purpose is to help project for long term planning.

**COMMITTEE BUSINESS**

4. ARPA Funding Update

- Covered in the staff report.
- Another COVID related grant opportunity has been identified and will be investigated.

5. Compile Outline of Revenue Options

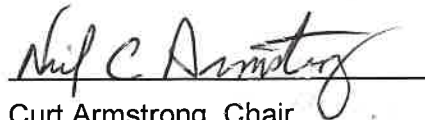
- Detailed list of current revenues reviewed.
- In house capture and cleanup of current revenue streams for consistent application recommended.
- Review SCOTUS Wayfair decision to see if additional items are now taxable. Report from city attorney to revisit potential new revenues.
- Focus: 1. Marijuana, bed, alcohol, and tobacco tax (overview to be provided of all these taxes); 2. DMC exemptions; 3. Fish tax.
- Review tax types and how they work, i.e. excise and sales.

**PUBLIC/COMMITTEE COMMENT(S)**

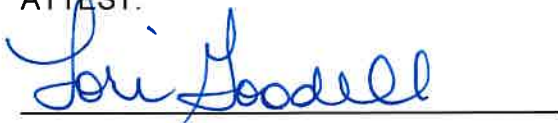
- Staffing study is critical component of budget and needs to be addressed for the FY23 budget.
- Curt thanked for taking the responsibility of committee chair.

**ADJOURNMENT**

The meeting adjourned at 7:00 p.m.

  
 Curt Armstrong, Chair

ATTEST:

  
 \_\_\_\_\_

Lori Goodell, City Clerk

Approved: Dec. 20, 2021

NON CODE ORDINANCE

Introduced: December 16, 2021  
Public Hearing: January 6, 2022  
Adopted: January 6, 2022

**CITY OF DILLINGHAM, ALASKA**

**ORDINANCE NO. 2021-09**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL DELAYING THE EFFECTIVE DATE OF ORDINANCE 2020-02**

---

WHEREAS; the Dillingham City Council adopted Ordinance 2020-02 banning single use plastic bags; and

WHEREAS; the effective date of Ordinance 2020-02 was previously delayed until December 31, 2021 by Ordinance 2020-23; and

WHEREAS; further delay of the effective date is needed to give adequate public notice, allow vendors to deplete current stock, and allow time to receive alternative solutions; and

WHEREAS; the Code Review Committee met on November 9, 2021 to consider the unique circumstances COVID-19 and the plastic bag ban and determined it is in the best interest of the public to delay the effective date of Ordinance 2020-02 until April 30, 2022.

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Classification.** This is a non-code ordinance.

**Section 2. Amendment of 2020-02.** This ordinance amends the effective date of Ordinance 2020-02 to April 30, 2022.

**Section 3. Effective Date.** This ordinance shall be effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on January 6, 2022.

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

ATTEST:

[SEAL]

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

CODE ORDINANCE

Introduced: December 16, 2021  
Public Hearing: January 6, 2022  
Adopted: January 6, 2022

**CITY OF DILLINGHAM, ALASKA**

**ORDINANCE NO. 2021-10**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING SUBSECTION A OF SECTION 2.09.080**

---

WHEREAS; public comment is for citizens to provide information and inform the City Council about their opinions, not a time for discussion; and

WHERE; the municipal code should reflect the intended purpose of Citizens’ Comment periods during the Council Meetings; now

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Classification.** This is a code ordinance.

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

2.09.080 Order of business

A. The order of business for the regular meetings of the city council shall be as follows:

1. Call to order;
2. Roll call;
3. Approval of minutes;
4. Approval of consent calendar and regular agenda;
5. Staff reports;
  - a. Strategic plan report,
  - b. City manager and staff reports,
  - c. Standing committee reports;
6. Public hearings;
7. Citizens’ **comments** ~~discussion~~ (prior notice or agenda items);
8. Ordinances and resolutions;
9. Unfinished business;



10. New business;
11. Citizens comments discussion (open to public);
12. Council discussion;
13. Mayor's discussion;
14. Adjournment.

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

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on January 6, 2022.

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

[SEAL]

ATTEST:

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

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2022-01

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE PORT OF DILLINGHAM TERMINAL TARIFF**

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WHEREAS, the rates, rules, and regulations for the Port of Dillingham Terminal Tariff need to updated; and

WHEREAS, the harbor fees were last amended and adopted April 13, 2017, (Resolution No. 2017-10); and

WHEREAS, the City Council has determined that reviewing the rates and fees is necessary to help provide adequate funding for the operation, maintenance, and future replacement of its facilities;

WHEREAS, the Dillingham Municipal Code 4.25.010 states terminal tariff changes may be made from time-to-time by council resolution.

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. The Council approves the amended harbor fee schedule as reflected in the attached table identified as Exhibit A.
2. The amended harbor fees become effective upon passage, with proper noticing to the public, including the City’s website, Facebook page, advertisement in the Bristol Bay Times, and posting in three public places.

PASSED and ADOPTED by the Dillingham City Council on January 6, 2022.

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

ATTEST:

[SEAL]

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

**Exhibit A.** (Proposed items are shown as red. Deleted items are shown as ~~strike through~~.)

**Item 30, Berth Priority.**

- 1<sup>st</sup> Priority: Common Carriers (see *Note below*)
- 2<sup>nd</sup> Priority: **Seafood Shipment and Delivery**
- 3<sup>rd</sup> Priority: ~~Others~~ **Carriers and Vessels**

**Item 50, Definitions.**

*Company Gear* – Defined as, but not limited to, gear, supplies, autos, gen-sets, spill response containers, equipment, fuel tanks, chassis, bunkhouses, etc. owned by a Common Carrier that is directly related to cargo handling. Company gear will be charged the ~~Common Carrier Empty container~~ **Equipment** rates listed in Item 260, on the gross weight of each item, **including the weight of the equipment that the company gear is in or on.** Carriers may request from the Port Director or designee, a waiver of charges for company gear in special circumstances prior to the arrival of cargo. ~~Company vessels are not considered company gear.~~

~~Company gear that arrives on or in an LCL container/platform, will be exempt from the company gear rates and be charged at normal LCL rates.~~

Note 5. Overstow cargo removal shall be the responsibility of the consignee, ~~unless the cargo was to be transported to its final destination by the original common carrier or its agent, then it is the common carrier’s responsibility.~~

**Item 70, Dockage or Moorage:**

The fees shall be assessed on the **vessel’s gross registered tonnage** as follows unless otherwise specified: ~~All rates have been increased by 20% as they were not adjusted in 2014~~

Following fees apply to the Harbor:      **5% increase now with a 2% yearly increase**

**Item 80, Ramp**

The ramp fees are for launch and haul out of vessels unless otherwise specified in this tariff: **5% increase now with a 2% yearly increase**

**Item 90, Effective Date**

~~After revisions have been authorized by the City Council meeting on January 6<sup>th</sup>~~

**Item 110 – Labor, Charges For:**

~~Stevedore \$75.00~~

**Item 210 – Terminal Storage: Increase 20%**

**Item 215 – Demurrage:**

After expiration of free time, as described in Item 50, and after consignee’s representative has been notified, wharf demurrage will be charged at the rate of ~~\$25.00~~ **\$30.00** per day per 400 square feet regardless of whether or not stored item takes up the entire lot(s).

**Item 232 – Water Service:**

Fresh water will be furnished vessels at the discretion of the Port Director or his designee and at the following rates: ~~Increase-20%~~

**Item 260, LCL Cargo**

The minimum charge for wharfage shall be ~~\$10.00~~ **\$12.00**; the minimum charge for handling shall be ~~\$15.00~~ **\$18.00** per container, per consignee ~~unless the consignee does not have a single representative or expeditor, but instead, has multiple “representatives” that only pick up the freight that is marked for them, as in the case of fish processors not based in Dillingham.~~  
**Increase of 20%**

**Item 270, Containerized Cargo**

DESCRIPTION	Wharfage	Handling	
All containers (except fish seafood) which exceed minimums	<del>\$0.42/CWT</del> 0.44	<del>\$0.42/CWT</del> \$ 0.44	
20' containers (including post flats) with fork pockets (up to 14,000 lbs) Minimum	<del>\$120.00</del>	\$126.00	
20-24' flats or bundles with 5" dunnage (up to 18,600 lbs) Minimum	<del>\$160.00</del>	\$168.00	
40' containers with fork pockets (up to 20,000 lbs) Minimum	<del>\$192.00</del>	\$201.60	
40' flats, containers w/o fork pockets including refrigerated units and bundles w/o dunnage (up to 26,500) Minimum	<del>\$185.00</del> \$222.00	\$233.10	
<b>Fish Seafood Containers</b>			
20' containers (Flat Rate) -effective Feb. 1, 2015	\$180.00		
-effective Jan. 1, 2016	\$216.00		
-effective Jan. 1, 2017	\$259.00	\$272.95	
40' containers (Flat Rate) -effective Feb. 1, 2015	\$276.00		
-effective Jan. 1, 2016	\$331.00		
-effective Jan. 1, 2017	\$397.00	\$416.85	

+5% this year, which would be similar to the increases in 2014 thru 2017 (seafood)  
+2% each year

Revised to include the following container sizes

a.	20' containers:	Minimum \$120
b.	24' containers:	Minimum \$140
c.	20' post or walled platform:	Minimum \$160
d.	20' platforms, or bundles with 5" dunnage:	Minimum \$160
e.	24' platforms, or bundles with 5" dunnage::	Minimum \$180
f.	40' containers:	Minimum \$200
g.	40' platforms, or bundles with 5" dunnage::	Minimum \$222
h.	40' post or walled platform:	Minimum \$222
i.	Any equipment over 40':	Minimum \$250

**Item 290, Fuel Transfer Charge**

General fuel ~~0.036~~ 0.0432

Nushagak Cooperative ~~0.025~~ 0.030

**Item 30, Miscellaneous**

5. Surcharge for non-seafood 40' freezer containers that need to be connected to shore power or generator power. \$75.00 to \$100.00 depending on length of time hooked up

Complete Terminal Tariff with proposed changes available at the following link:

[https://www.dillinghamak.us/sites/default/files/fileattachments/city\\_council/meeting/11211/2022\\_proposed\\_changes\\_to\\_port\\_of\\_dillingham\\_terminal\\_tariff\\_no.1-revised\\_4.2017.pdf](https://www.dillinghamak.us/sites/default/files/fileattachments/city_council/meeting/11211/2022_proposed_changes_to_port_of_dillingham_terminal_tariff_no.1-revised_4.2017.pdf)



Lori Goodell <cityclerk@dillinghamak.us>

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## Fwd: Planning commission seat D

1 message

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**Alice Ruby** <alice.ruby@dillinghamak.us>

Wed, Dec 8, 2021 at 3:47 PM

To: Bert Luckhurst <bertluckhurst@yahoo.com>, Lori Goodell <lori.goodell@dillinghamak.us>

Thank you Bert. I will forward your email of interest to Lori to hold for action during an upcoming council meeting.

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

From: **Bert Luckhurst** <bertluckhurst@yahoo.com>

Date: Wed, Dec 8, 2021 at 2:48 PM

Subject: Planning commission seat D

To: <alice.ruby@dillinghamak.us>

Mayor Ruby,

I am writing to express my interest in retaining my current seat on the planning commission seat D as it is set to expire this month. I have enjoyed my short time on the commission and look forward to working more to help the city. Please let me know if you need any more from me. Thank you for the opportunity to serve the City of Dillingham.

Bert Luckhurst

Sent from my iPhone

--

**Alice Ruby, Mayor  
City of Dillingham**

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## planning commission

2 messages

---

**Lori Goodell** <cityclerk@dillinghamak.us> Wed, Dec 8, 2021 at 12:48 PM  
To: Lori Goodell <cityclerk@dillinghamak.us>  
Bcc: Kaleb Westfall <kaleb@dillinghamak.us>, Elizabeth Clark <elizabeth.blackburn.clark@gmail.com>

Hello,

Your current term on the planning commission will expire this month. If you are interested in continuing to serve on this committee. Please submit a letter of interest to the Mayor ( [mayor@dillinghamak.us](mailto:mayor@dillinghamak.us) ) or me ( [cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us) )

--

*Lori Goodell, CMC*  
City Clerk

**City of Dillingham**  
City Clerk  
PO Box 889  
141 Main Street  
Dillingham, AK 99576  
T 907-842-5212  
F 907-842-2060  
[cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us)  
[www.dillinghamak.us](http://www.dillinghamak.us)

 City of Dillingham, Alaska - Dillingham, AK

This message and any attachments are intended only for the addressee(s) and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received this message in error, please notify us immediately so that we may correct our internal records. Please then permanently delete the original message and any attachments and destroy any copies. Thank you.

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**Elizabeth Clark** <elizabeth.blackburn.clark@gmail.com> Wed, Dec 8, 2021 at 3:01 PM  
To: Lori Goodell <cityclerk@dillinghamak.us>

Hi Lori,

Thank you for notifying me about my upcoming term expiration. I am still very interested in continuing to serve on the Planning Commission. Does this email suffice as a letter of interest? If not, I will get one to you tomorrow morning.

Thank you,

Liz Clark

Sent from my iPhone

On Dec 8, 2021, at 12:48 PM, Lori Goodell <[cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us)> wrote:



Lori Goodell <cityclerk@dillinghamak.us>

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## City Council

1 message

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**Elizabeth Clark** <elizabeth.blackburn.clark@gmail.com>

Tue, Dec 7, 2021 at 2:53 PM

To: Alice Ruby <alice.ruby@dillinghamak.us>

Cc: Lori Goodell <cityclerk@dillinghamak.us>

Good Afternoon Madame Mayor,

I hope you are well. My name is Elizabeth Clark, and I am writing to you to express interest in the vacant City Council seat B. According to DMC 2.06.020, I am a qualified individual who is eligible to fill the seat. Below are some reasons why I think I would make an excellent addition to the council:

- I have been a resident of Dillingham since 2014. I am very familiar with the culture, the town, and the local government. I worked at Dillingham City School District from 2014-2019 in various capacities, and was responsible for the Special Education budget and contracts throughout most of this time.
- I have also served on the city's Planning Commission for the past 3 years, so I am very familiar with parliamentary procedure, public notice requirements, and many of the city codes and ordinances.
- Finally, I am passionate about being an active member of the community. If selected to represent the city, I would work with my fellow councilmen to ensure we are moving in a direction that is aligned with the city's vision and mission.

I appreciate your time and consideration. Should you have any questions or concerns, please feel free to reach out to me.

Thank you,

Elizabeth (Liz) Clark  
907-782-6849

December 8 2021

Dear Mayor Ruby and Members of the Council,

I am sending this as a letter of interest to serve on the city council and seek appointment to fill Councilmember Rodawalt's seat B that he recently vacated. I believe I have shown that I am capable by my past work and that I am interested by running and campaigning in the last election. Thank you for your consideration.

Sincerely,

Gregg Marxmiller







Lori Goodell <cityclerk@dillinghamak.us>

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## Seat City Council Dillingham

1 message

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**Michael Bennett** <michaelben422@gmail.com>  
To: cityclerk@dillinghamak.us

Mon, Dec 20, 2021 at 11:03 PM

My Name is Michael Bennett,  
I would like to be considered; to be appointed for, "Seat B" on the Dillingham City Council. I am a lifelong resident of Dillingham, and would like this opportunity to serve our community.

-Michael Bennett  
(907) 843-1732

**City of Dillingham Action Memorandum**      Agenda of: January 6, 2021  
**Action Memorandum No.** 2022-01

**Subject:**

Authorize additional funds for a Vehicle Purchase for Administration Department, City Hall Use

---

City Manager: Recommend Approval

Signature: 

**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

---

**Summary Statement:**

The Admin. Department is in need of a reliable vehicle for use at City Hall. FY22 Budget allocated \$35,000 to make this purchase. The current status of the auto industry has been negatively impacted by the COVID pandemic. Prices have substantially increased, and availability of cars has decreased.

The City participates in a state contract purchase program. This program allows smaller communities increased buying power, offering government discounts through various dealerships. After contacting the dealerships participating in this program it has been discovered only a few vehicles are available. Further inquiries indicate that other dealerships not participating in the program, as well as the used car market do not offer any vehicles that would serve the needs of the city.

To facilitate the purchase an increase to the budget for the administration vehicle from \$35,000 to \$45,000 is requested.

Action Memorandum No. 2022-01

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on January 6, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

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

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

Memorandum  
From: Mark Lynch, Interim City Manager  
To: City Council  
RE: Admin Vehicle

Council,

I have spent a fair amount of time over the past few weeks chasing down information for an administration vehicle. Everything is changing daily, including prices. I feel the City should act soon to lock down a price, before there are none available. Here is a summary of what I have found.

### **State Purchasing Program**

Ford and Chevy participate in a state purchasing program that is also available to municipalities. They are the only two companies that offer municipal pricing at this time. The vehicle I am recommending below is being purchased under this program, with a savings of \$9600 off list price.

### **Departmental Need**

It will serve as Interim Manager vehicle, temporary Manager vehicle when the position is filled on a permanent basis, used to transport dignitaries and visitors, used for auditors, assessor and other necessary administration contractors.

### **Ford**

The only Ford vehicles currently available for order (none in stock) are F-150s and Explorers. The Explorers are 4 cylinder turbocharged engines. I spoke to Jean and he says they would prefer not to have a turbocharged vehicle to maintain.

Any Ford vehicle would need to be ordered and would not arrive in Anchorage until at least June, and possibly later, according to the sales person I spoke with. My concern is that this could stretch until September and miss the entire barge season. Additionally, the City has experienced some warrantee issues with Ford recently. The cost of either is approximately \$37,000.

### **Chevrolet**

Chevrolet has some vehicles arriving over the next month or so. The cost estimate for a pickup is around \$39,000. There is an option for a Blazer. It is somewhat small for the department's needs, but the Blazer is a 4 cylinder turbocharged engine, which PW prefers not to have in our fleet. I feel that for a \$2000 price difference the City will get a much better service from a 1500 pickup, and it will be much more versatile, and Jean agreed with this.

**Dodge, Toyota, etc.**

These brands do not have a government purchase agreement in Alaska, and the prices are significantly higher.

**Used Vehicles**

Currently used vehicles are selling for near new prices due to the limited availability of new vehicles. We are receiving state contract pricing on new vehicles, which for pickups is \$9600 less than retail. A two or three years old used vehicle is currently selling for a cost close to what we can buy a new one for.

**Image**

As mentioned previously, the administration vehicle will be used in the future to pick up contractors and dignitaries (possibly state or federal representatives and/or senators) at the airport, as well as possibly giving tours to these same people. I feel that the vehicle used for this should be something that provides a good first impression of the community.

**Shipping**

I am estimating no more than \$5000 for shipping. The last vehicle we had shipped from Anchorage was \$3909, about a year ago. But prices continue to rise.

**Summary**

It is my opinion that the City would be best served by purchasing a Chevy Silverado 1500 4x4 4 door pickup. We can be sure it will be delivered on one of the first barges this spring. With Ford we cannot even be sure that it will make it this summer at all. Chevy is not the least expensive, but the price difference is only about \$2000. I am including an action memorandum asking for the budget to be increased from \$35,000 to \$45,000. I will find the lowest priced vehicle that will fit our needs.

City of Dillingham  
Fiscal Note

Agenda Date: January 6, 2021

Purchase of vehicle for City of Dillingham Administration

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	Purchase of Admin Vehicle	
7120 7620 30 32 1113 0                      Equipment Replacement			
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 12/29/2021	

EXPENDITURES

OPERATING	FY22	FY23	FY23	FY24
Equip Replacement	\$ 45,000.00			
	-			
	-			
<b>TOTAL OPERATING</b>	<b>\$ 45,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

REVENUE	-			
---------	---	--	--	--

FUNDING

General & Special Rev. Funds	\$ 45,000.00	\$ -		
State/Federal Funds				
Capital Project				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 45,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) See Action Memorandum 2022-01  
 FY22 original budget was for \$35,000; budget amendment is requested for an additional \$10,000  
 line item.

PREPARED BY: Anita Fuller December 29, 2021

DEPARTMENT: Finance

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

P.O. BOX 190694  
ANCHORAGE, AK 99519  
[WWW.TIMPEARSON.NET](http://WWW.TIMPEARSON.NET)

PHONE: (907) 952-3498  
FAX: (907) 562-1568  
[TIMPEARSONAK@GMAIL.COM](mailto:TIMPEARSONAK@GMAIL.COM)

## MEMO

DATE: December 28, 2021

TO: **Mayor Alice Ruby and Council members: Chris Napoli, Aksel Buholm, Curt Armstrong, Kaleb Westfall, Perry Abrams**  
City of Dillingham  
[mayor@dillinghamak.us](mailto:mayor@dillinghamak.us)

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

RE: **City Manager Search – update as of December 28, 2021**

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### 1. update:

I look forward to visiting with the Council on January 6, 2022 and reviewing the applicant pool. I am looking throughout Alaska as well as nationally for people who have Alaska experience or transferable skills.

### 2. key metrics as of 12/28/21 @ 8:00 PM

**Finalists: 0**

**Current Applications: 17**

**Municipal manager experience: 7**

- Bean, Jr., William
- Daniels, Robert
- Fawcett, Arthur
- Foley, Lee
- Hathcock, Phillip
- Marsh, Patrick

**Municipal senior staff experience: 2**

- Perry, Cathy
- Dyal, Paul

**Municipal staff experience: 2**

- Darling, Lucas
- Navarre II, Joseph

**For-profit experience: 4**

- Burgess, Michael
- Harrison, Ryan
- Missick, Theada
- Williams, Kimberly

**Non-profit experience: 2**

- Dull, Jr., Blinn
- Rowe, Shayna

Applications are sent separately.

**DISCUSSION:**

**re: current applications as of 11/28/21 – 17**

I notified them that that an Interim City Manager has been hired.  
I let them know that the search is underway and that their resumes are being kept on hand.

**other notes:**

We are advertising a starting salary of \$130,000+ DOE & excellent benefits including: PERS, 100% healthcare, deferred compensation.

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

- City of Craig
- City of Kake



City of Dillingham

City Manager Applicant List 2021

--current applications received as of December 28, 2021  
version 1.0

Last Name	First Name MI	City	State	Zip	Last/Relevant Position	Last/Relevant Employer	Municipal Manager (# municipalities)	Resume	150 word Statement	comments		
<b>Applicants -- Municipal Manager experience</b>												
municipal manager:												
1	Bean, Jr.	William		Kake	AK	99830	City Administrator	City of Kake	1	x	119	AK: City of Kake
2	Daniels	Robert	J.	Juniper	FL	33458	City Manager	City of Madeira Beach	2	x	109	City of Madeira Beach, FL; Town of Melbourne Beach, FL
3	Fawcett	Arthur		Metlakatla	AK	99926	GM, Mayor, Police Cmsr	Metlakatla Indian Community	1	no	0	AK: Metlakatla Indian Community
4	Foley	Lee	M.	Philippines			City Manager (former)	City of Bethel, AK	1	x	136	AK: Bethel
5	Hathcock	Phillip		Barton	KS	67526	County Administrator	Barton County, KS	1	x	132	Barton County, KS
6	Kotter	Lisa		Pleasant Valley	IA	52767	City Administrator	City of Eldridge, IA	5	x	141	City of Eldridge, IA; City of Moline, IL; City of Geneseo, IL; City of Clintonville, WI
7	Marsh	Patrick		Rochester	MN	55901	City Manager (former)	City of Fitchburg, WI	3	x	211	City of Fitchburg Fitchburg, WI; City of Monona, WI; Village of Coal Valley, IL

<b>Applicants -- Municipal Senior Department Head experience</b>												
municipal experience:												
8	Dyal	Paul		Lake City	FL	32024	Executive Director of Utilities	City of Lake City	0	x	0	City of Lake City, FL
9	Perry	Cathy		Forsyth	GA	31029	Director, Budget Services	GA Dept. of Corrections	0	x	0	Budget management for the \$1.2 billion GA Dept. of Corrections

<b>Applicants -- Municipal Staff experience</b>												
municipal experience:												
10	Darling	Lukas	B.	Canton	OR	44703	Regional Planner	Stark County Regional Planning C	0	x	124	planning commission, property enforcement
11	Navarre II	Joseph	A	San Marcos	TX	78666	Purchasing Specialist Senior	City of San Marcos	0	x	63	procurement

<b>Applicants -- For Profit experience</b>												
experience:												
12	Burgess	Michael	R.	Bandon	OR	97411	Advisor For Businesses	Southwestern Community College	0	x	0	contracting, project management, business advising
13	Harrison	Ryan		Anchorage	AK		Sales Manager/VP Mortgage	Guaranteed Rate	0	x	0	lending
14	Missick	Theada		Dillingham	AK	99576	Buyer II	Health First	0	x	189	retail management
15	Williams	Kimberly		Dillingham	AK	99576	Business Manager	Bidzy Ta Hot' Anna (mail service)	0	x	149	Bristol Bay Housing Authority; AK Sea Otter & Steller Sea Lion Commission; Nunamta Aulukestai; UAF Bristol Bay Campus

<b>Applicants -- Nonprofit experience (transferable skills)</b>												
experience:												
16	Dull, Jr.	Blinn	H	Dillingham	AK	99576	CHS Services Manager	BBAHC	0	x	0	community health, probation, commercial fishing
17	Rowe	Shayna	A	Adamsville	TN	38310	Founder & Executive Directo	Animals Called to Service	0	x	0	Animal rescue / PTS & Emotional Support service dogs

file: DLG\_City\_of\_Dillingham\_City\_Manager\_applicants\_SUMMARY\_2021\_December\_28\_report.xlsx

**Appendix 1. City of Dillingham -- City Manager Candidates – with Municipal Manager Experience (alpha by last name)  
as of December 28, 2021**

Section . Item 14.

*"The best predictor of future behavior [in the workplace] is past behavior plus learning agility."*

--Robert Eichinger, Lifetime Achievement in Workplace Learning and Performance Award winner from the Association for Talent Development (ATD)

	Applicant 1	Applicant 2	Applicant 3	Applicant 4
	William Bean, Jr. former City Administrator Kake AK	Robert J. Daniels City Manager City of Madiera Beach, FL	Arthur Fawcett former GM., Mayor, Police Cmsr Metlakatla Indian Community, AK	Lee Foley former City Manager City of Bethel, AK
Professional Experience: (tenure) most recent first	career total: 28 yr municipal manager: 9 yr 2 mo  City of Kake, AK -- 9 yr 2 mo (570 pop.)	career total: 43 yr municipal manager: 5 yr 0 mo  City of Madeira Beach, FL -- 2 yr 5 mo (4,269 pop.)  City of Melbourne Beach, FL -- 2 yr 5 mo (3,247 pop.)	career total: 21 yr municipal manager: 2 yr 0 mo  Metlakatla Indian Community, AK -- 2 yr 0 mo (1,654 pop.)	career total: 40 yr municipal manager: 5 yr 10 mo  City of Bethel, AK -- 5 yr 10 mo (6,472 pop.)
Maximum 150 word statement describing your most significant accomplishment in city management / management: (statement submitted by candidate)	As City Administrator for the City of Kake, my office provides Citywide leadership, management, oversight, evaluation, strategic planning, budget coordination, grant planning, and financial planning. My office ensures that services are delivered in an efficient and effective manner. Day-to-day support of City Services and Development Services is the primary function of my office. In nine years under my administration, my office was busy bringing \$15 million in new infrastructure grant projects to the community and updating the 1984 Kake comprehensive Policy Plan. Bringing these projects to Kake highlighted areas in the Plan to meet goals of maintaining financial stability and supporting our economic development efforts, cultural activities and sustainability. (119 words)	During my tenure at Madeira Beach Florida, my most important significant accomplishment was the development of staff and the employees. I reassured them of their importance to the organization and recognized their great work. Instituted mentorship with staff to enlighten new thought processes and a succession management plan realizing that our most important asset is our team members. I also obtained 3.1 million in state funding and 1.5 million of federal funding for rehabilitation of our beach groins, stormwater systems, and roadway improvements. Through code compliance software we improved reporting problems, compliance issues, and neighborhood needs along with a smart phone app for easier reporting purposes and information sharing. (109 words)	(0 words)	As Bethel city manager I initiated steps and processes that dramatically improved the financial picture of the city. Debts had languished for years were paid off and the city's credit rating was elevated to 5-Star status. The history of failed or qualified Financial audits was reversed, culminating in successive unqualified audit that led to the city's designation as a low-risk audit entity. Annual unbalanced budgets immediately became consistently balanced budgets with modest surpluses. Supervisory and Leadership skills learned and honed in the Navy led to the successful command of a naval warship. I used these same abilities as a city manager to build a cohesive team of nine departments acting in unison to accomplish the goals of the Bethel city council. As the Bethel City Manager I oversaw and managed myriad projects successfully, none more so than the \$24 million construction of the Bethel health and Aquatic Center. Thank you. (150 words)
Notes:				

**Appendix 1. City of Dillingham -- City Manager Candidates – with Municipal Manager Experience (alpha by last name)  
as of December 28, 2021**

Section . Item 14.

*"The best predictor of future behavior [in the workplace] is past behavior plus learning agility."*

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	Applicant 5	Applicant 6	Applicant 7	
	Phillip Hathcock County Administrator Barton County, KS	Lisa Kotter former City Manager City of Eldridge, IA	Patrick Marsh former City Manager City of Fitchburg, WI	
Professional Experience: (tenure) most recent first	career total: 28 yr municipal manager: 5 yr 7 mo  Barton County, KS -- 5 yr 7 mo (25,493 pop.)	career total: 28 yr municipal manager: 25 yr 5 mo City of Eldridge, IA -- 1 yr 7 mo (6,968 pop.) City of Moline, WI -- 0 yr 6 mo (41,920 pop.) City of Geneseo, IL -- 4 yr 2 mo (6,495 pop.) City of Clintonville, WI -- 17 yr 1 mo (4,516 pop.) City of Cornell, WI -- 2 yr 2 mo (1,419 pop.)	career total: 34 yr municipal manager: 17 yr 7 mo  City of Fitchburg, WI -- 5 yr 4 mo (32,096 pop.) City of Monona, WI -- 7 yr 10 mo (8,122 pop.) Village of Coal Valley, IL -- 4 yr 5 mo (3,714 pop.)	
Maximum 150 word statement describing your most significant accomplishment in city management / management: (statement submitted by candidate)	In March of 2020 when COVID-19 was declared a pandemic, and the Health Director of Barton County resigned without notice. These events allowed me to work closely with the Health Department and the Commission to develop emergency policies, adapt policies to best suit the needs of the citizens, and to enact one of the most proactive and successful vaccination programs in the state. I believe acting in the County Administrator capacity during the pandemic was one of my greatest accomplishments, listening to the concerns of the public and working to find the best course of action during a very arduous time. This experience not only allowed me to grow as a leader but as a person as well, I had the pleasure of working many hours along side great nurses and volunteers. (132 words)	I co-chaired a Clintonville, Wisconsin community group with the School Superintendent and Park and Recreation Chair that successfully worked with the community for three years to pass a \$24M referendum. The project included a new high school, recreation facility and auditorium. The focus from the City's perspective was economic development and having the ability to attract workers to the community to work and live. No referendum over \$1M had ever passed and this one had a 75% yes vote because we engaged the community and were sure we were asking for approval of what the people wanted not what a small group of leaders wanted. This also gave me an opportunity to also train with the annual leadership classes in our County about successful community engagement. It was something that the entire community is still very proud of 17 years later. (141)	thank you for the opportunity to tell you about my most significant accomplishments in municipal management. I will start with building a successful staff. I have in both of my most recent positions took the time to evaluate the department heads of the community over an eighteen-month period, prior to making the decisions which of them was on-board to improve the community moving forward. I have successfully replaced six department heads and replaced them with team members that have rejuvenated other staff as well as committee members, commissioners and elected officials. I believe having a quality team in place is the only way to succeed. Another significant accomplishment that has occurred over the past five years is that of successful growth. I have led the City of Fitchburg, Wi. to be one of the fastest growing communities in the state. We have done so with smart growth, not growth at all cost. we have built housing for all income categories, created employment opportunities for all, ranging from \$15/hours to \$150,000/year plus jobs by focusing on the technical industry, specifically biotech. Coordination with the University of Wisconsin, Madison (located less than five miles away) has assisted in attracting start-ups, new innovative businesses and expansion of existing business in the community. (209 words)	
Notes:				

# Informational items



3601 C Street, 1420 | Anchorage, AK 99503  
1-866-227-7447 | Fax: 907-341-2270  
aarp.org/ak | alaska@aarp.org | twitter: @aarpalaska  
facebook.com/aarpak

December 07, 2021

Dear Norman Heyano,

We are delighted to inform you that you have been chosen to receive the 2021 AARP Alaska Andrus Award for Community Service. This is AARP's most prestigious volunteer award to recognize individuals, over age 50, who share their experience, talent, and skills to make a difference in the lives of those who live in their community. You were nominated by Alice Ruby, who shared the following information:

Being the Volunteer Fire Chief in Dillingham, Alaska, Norman "Koolie" Heyano shows us that people over 50 can still have a significant impact on the community around them. Although Norman is in his seventies and retired, he gladly volunteers as the only ambulance driver and first responder servicer in Dillingham.

The COVID pandemic drew a lot of attention to first responders and medical providers. They are all courageous and inspiring. During the past year, Norman was one of only a hand full of volunteer individuals (sometimes only 3 people) that continued to respond with the ambulance group in our community. His dedication and commitment are beyond compare. Norman dedicates his time, his health and his life to the service of others.

During the height of the pandemic, Norman's positive attitude helped keep the other volunteers inspired. Without him, I believe that they would have lost their enthusiasm and commitment. Norman's selfless volunteering has led him to provide life-saving care and transportation to those in need.

Due to the continuation of the pandemic, we will not be able to present this award in person. We are hosting a virtual concert with Libby Roderick on December 16 at 7 p.m. on Facebook and would like to announce that you have won this award during the concert. Katie Severin, our communications director will connect with you to talk about options for the award presentation.

Please accept our warmest congratulations and our thanks on behalf of AARP Alaska.

Sincerely,

Madeline Holdorf  
State President

Teresa Holt  
State Director

December 7, 2021

City of Dillingham  
P.O. Box 889  
141 Main St  
Dillingham, AK 99576

Division of Subsistence  
Alaska Department of Fish and Game  
333 Raspberry Road  
Anchorage, AK 99518

To the Division of Subsistence, Alaska Department of Fish and Game:

The City of Dillingham would like to acknowledge support for and our participation in the planned comprehensive subsistence harvest surveys scheduled to occur in Dillingham in March and April 2022 to be conducted by staff from the Division of Subsistence, Alaska Department of Fish and Game and staff from the Department of Natural Resources, Bristol Bay Native Association. We acknowledge that funding for this project was provided By the National Science Foundation through the Pursuing Opportunities for Long-Term Arctic Resilience for Infrastructure and Society (POLARIS) project.

We have been informed that the subsistence data collected for study year 2021 will address our subsistence way of life in all its complexity including the harvest, use, and sharing of wild resources, food security, economics, and health impact assessment questions. Researchers have conveyed to us the anonymous nature of the data collection and reporting, and that participation in the survey by any member is completely voluntary.

We have planned for Dillingham residents to participate in the survey. We will be assisting the project staff with identifying residences inhabited year-round, to capture an accurate assessment of subsistence activities, migration trends, and food security in our community.

Finally, we are aware project staff will present the findings of the study for community feedback and to verify the inclusion of any community concerns for the final report. The Division of Subsistence will send a complete final report for our records and short summary reports for all community households involved in the study at the end of the project.

Sincerely,



Mark Lynch  
Interim City Manager  
Dillingham, Alaska



December 13, 2021

Mr. Trung Vo  
Telecom Operations Manager  
P.O. Box 350  
Dillingham, AK 99576

Dear Mr. Vo:

The City of Dillingham is electing to participate in the Section 106 review of the Nushagak Fiber Project to take place in the Dillingham Census Area. The City does not have the resources or knowledge on staff to identify any specific historical sites that are located in the subject project area, and outside of the municipal boundary, however we wish to stay fully engaged with this process.

Our residents critically depend upon subsistence activities that have historically occurred throughout the Dillingham Census area, including fishing, hunting and gathering. As well, much of the area that is identified as the project corridor is historically important for migration, feeding, calving and other activities for caribou, moose and other animals that are hunted and trapped by our residents. We support and appreciate your indication that you intend to minimize the area to be impacted as the project proceeds.

The City of Dillingham appreciates the opportunity to stay engaged and informed through the Nushagak Fiber Project. Please contact me at (907) 842-5148 or (907) 843-2131 if any additional information is needed regarding the Section 106 review.

Sincerely,

Mark Lynch  
Interim City Manager

cc: Stephen Braund, Stephen R. Braund & Associates  
Alice Ruby, Mayor  
Cynthia Rogers, Director, Planning & Grants Management

141 Main Street • P.O. Box 889 • Dillingham, Alaska 99576  
City Hall & Finance Dept (907) 842-5211 • Fire Dept 842-2288 • Library/Museum 842-5610  
Police Dept 842-5354 • Harbor Office 842-1069 • Public Works 842-4598 • Senior Center 842-1231  
[www.ci.dillingham.ak.us](http://www.ci.dillingham.ak.us)