



CITY COUNCIL REGULAR MEETING

Thursday, February 09, 2023 at 7:00 PM

AGENDA

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

POSTPONED FROM FEBRUARY 2, 2023

MEETING INFORMATION

CITY COUNCIL REGULAR MEETING

CITY HALL COUNCIL CHAMBERS / 7:00 p.m.

141 Main Street, Dillingham, AK 99576 (907) 842-5212

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

<https://us02web.zoom.us/j/82352789558?pwd=aTFZUjBwZGtHVUJmOZkKwJNiYXZnQT09>

Meeting ID: 823 5278 9558; passcode: 004890

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

AMENDED AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Minutes of December 8, 2022, Regular Council Meeting
2. Minutes of January 12, 2023. Regular Council Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

3. City Manager and Staff Reports
4. Standing Committee Reports

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

5. Teresa Duncan, Business License Late Fee DMC 4.16.060 and 1.20.010, and Trapping in city limits

ORDINANCES AND RESOLUTIONS

- 6. Resolution 2023-04; A Resolution Of The Dillingham City Council Approving An FY2024 Capital Improvement Plan And The FY2024 Legislative Priorities List
- 7. Resolution 2023-05; A Resolution of the Dillingham City Council Supporting the Nerka Roadways Improvement Project

UNFINISHED BUSINESS

Citizen Committee Appointments

- Library Advisory Board (1)
- Senior Advisory Commission (5)
- Port Advisory Committee (2)

NEW BUSINESS

- 8. City of Dillingham / BBHA Memorandum of Understanding

CITIZEN’S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR’S COMMENTS

EXECUTIVE SESSION

- 9. Legal Matter: Dillingham Waste Management litigation status
Personnel Matter: City Manager Review

ADJOURNMENT

Minutes



CITY COUNCIL REGULAR MEETING POSTPONED FROM 12.01.22

Thursday, December 08, 2022 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, December 8, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00p.m. The meeting was preceded by a workshop on the FY21 audit.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett	Kim Johnson	Curt Armstrong
Perry Abrams	Kaleb Westfall	

Council members excused:

Aksel Buholm

APPROVAL OF MINUTES

1. Minutes of November 3, 2022; Regular Council Meeting

MOTION: Kaleb Westfall moved, and Perry Abrams seconded the motion to approve the November 3, 2022 council meeting minutes.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION to approve the agenda, with amendment to remove the executive session made by Kim Johnson, seconded by Kaleb Westfall.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

STAFF REPORTS

2. City Manager and Staff Reports

There was no verbal report.

3. Standing Committee Reports

Code Review Committee met November 10, 2022. There were no additional items to report.

PUBLIC HEARINGS

There was no public hearing.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

There were no comments.

ORDINANCES AND RESOLUTIONS

4. Adopt **Resolution 2022-25**; A Resolution of the Dillingham City Council Approving Changes to the Personnel Regulations

MOTION: to adopt Resolution 2022-25 made by Kaleb Westfall, seconded by Perry Abrams.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

5. Adopt **Resolution 2022-30**; A Resolution of the Dillingham City Council Accepting the Year End Audit for the Fiscal Year Ending June 30, 2021

MOTION: to adopt Resolution 2022-30 made by Kaleb Westfall, seconded by Kim Johnson.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong

UNFINISHED BUSINESS*Citizen Committee Appointments*

Library Advisory Board, 2 seats open

Planning Commission, 1 seat open

Senior Advisory Commission, 5 seats open

Port Advisory Committee, 3 seats open

Friends of the Landfill, 1 seat open

6. Letter of Interest:
Port Advisory Committee

Mayor Ruby informed the Council letters of interest were received too late for the December packet and will be in the January packet.

NEW BUSINESS

There was no new business

CITIZEN'S DISCUSSION (Open to the Public)

There were no comments.

COUNCIL COMMENTS

Kaleb Westfall: Commended the Finance Department for their diligence on the audit. Noted the importance of having the numbers correct.

MAYOR'S COMMENTS

- Commented Chris Hladick will be giving BBNC Leadership a report on the Dillingham proposed harbor project.
- Noted City Manager Mawson plans to return on Saturday, December 10.
- Wished all a good Christmas and New Year.

ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:08 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____



CITY COUNCIL REGULAR MEETING

Thursday, January 12, 2023 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, January 12, 2023, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00p.m.

ROLL CALL

Mayor Ruby was present.

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

Michael Bennett	Kim Johnson	Curt Armstrong
Perry Abrams	Kaleb Westfall	Aksel Buholm

APPROVAL OF MINUTES

1. Minutes of December 8, 2022; Regular Council Meeting

Several amendments to the minutes were requested. Approval of minutes will be on the next regular council meeting agenda.

APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION to approve the agenda, made by Kaleb Westfall, seconded by Perry Abrams.

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

STAFF REPORTS

2. City Manager and Staff Reports

- Currently working from home, estimated return to the office in the next couple of weeks.
- Squaw Creek Road is a private road. Easements have been acquired over time to allow for maintenance purposes. The road remains a private drive currently.
- The top handler purchase is part of an insurance claim from damage experienced last season. The top handler was damaged beyond repair. Other repairs were made to the forklift, and containers that were damaged in the incident.

PUBLIC HEARINGS

There was no public hearing.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

3. Ronald & Elizabeth Johnson, Animal Control Issue - Written Comment
 - Clarified the incident in the written comment was one year ago, not a couple months ago.
 - Noted incidents with dogs have been an ongoing issue for over four years.
 - Request a plan of action to address loose dogs.

Council Member Johnson informed the Council she is Ronald Johnson's sister.

ORDINANCES AND RESOLUTIONS

4. Adopt **Resolution 2023-01**; A Resolution of the Dillingham City Council Adopting an Alternative Allocation Method for the FY23 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 2023-01 made by Kaleb Westfall, seconded by Perry Abrams.

- Noted this is a state program with negotiated levels, the city has participated in the program for many years.

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

5. Adopt **Resolution 2023-02**; A Resolution of the Dillingham City Council Adopting the 2022 Multi-Jurisdictional Hazard Mitigation Plan (MJHMP)

MOTION: to adopt Resolution 2023-02 made by Kaleb Westfall, seconded by Kim Johnson.

- Previously the City and Tribe had independent plans.
- Joint MJHMP opens additional funding opportunities.
- Council Member Johnson disclosed she serves on the Curyung Tribal Council.

MOTION: to amend, insert after develop and add Memorandum of Agreement made by Kim Johnson, seconded by Kaleb Westfall.

VOTING amendment: Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm

VOTING main motion: Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm

6. Adopt **Resolution 2023-03**; A Resolution Of The Dillingham City Council Waiving Section 3.95 Of The City's Personnel Regulations To Authorize Hiring Jacy Olsen As A Corrections Officer While His Sister-In-Law Is The Corrections Sergeant

MOTION: to adopt Resolution 2023-03 made by Kaleb Westfall, seconded by Perry Abrams.

- Noted the jail is open with three full time Corrections Officers.

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

UNFINISHED BUSINESS

Citizen Committee Appointments

Library Advisory Board, 1 seat open
 Planning Commission, 2 seats open

Senior Advisory Commission, 5 seats open
 Port Advisory Committee, 3 seats open
 Friends of the Landfill, 2 seats open

7. Letter of Interest:

Friends of the Landfill (2)
 Port Advisory Committee (1)
 Planning Commission (2)

Mayor Ruby made the following committee recommendations:

- Tav Ammu to the Port Advisory Committee
- Jared Miller and Tav Ammu to the Friends of the Landfill
- Michael Bennett and Gregg Marxmiller to the Planning Commission

MOTION: Aksel Buholm moved, and Kaleb Westfall seconded the motion to concur with the Mayor's recommendations.

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

NEW BUSINESS

8. Adopt **Action Memorandum 2023-01**; Authorize the City Manager to Purchase a Top Handler

MOTION: to adopt Action Memorandum 2023-01 made by Kaleb Westfall, seconded by Perry Abrams.

- Top handler is necessary for next barge season.
- FOB is to Seattle. Shipping to Dillingham still needs to be arranged. Council will be notified of additional shipping charges at that time.

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

9. Adopt **Action Memorandum 2023-02**; Set Effective Date for Personnel Changes Adopted in Resolution 2022-25

MOTION: to adopt Action Memorandum 2023-02 made by Kaleb Westfall, seconded by Kim Johnson.

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

10. Adopt **Action Memorandum 2023-03**, Approve Contract Extension with Chris Hladick Consulting LLC for Lobbying Services

MOTION: to adopt Action Memorandum 2023-03 made by Kaleb Westfall, seconded by Perry Abrams.

- Extends services to June 30, 2023.
- Changes to contract going forward may consider going to hourly rate, and changes to federal and state percentages.

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

CITIZEN'S DISCUSSION (Open to the Public)

There were no comments.

COUNCIL COMMENTSMichael Bennett:

- requested update on status of fish tax. (it was noted this is being addressed in the Finance & Budget Committee)

Aksel Buholm:

- Thanked staff and Robert noting appreciation for all work they do.
- Commented he hopes Robert gets well.

Perry Abrams:

MOTION to direct the City Manager to look into the Ronnie and Liz Johnson dog issue as well as the city-wide dog issue to uphold code, made by Perry Abrams, seconded by Aksel Buholm.

- Council Member Johnson disclosed she is related to Ronnie and Liz Johnson. There is no direct financial interest regarding this issue.
- Noted appreciation for citizens comments.
- Stated an education campaign to emphasize leash laws might be in order.
- Commented the ACO has been observed approaching citizens regarding dog control.

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

Kaleb Westfall:

- Thanked staff for all the work they do.

MAYOR'S COMMENTS

- Noted it is time for the City Managers evaluation. The form will be sent to council members.
- A Moment of silence was observed for those lost since the last meeting.

EXECUTIVE SESSION

11. Acquisition of Real Property

MOTION: Kaleb Westfall moved, and Michael Bennett seconded the motion to move into executive session regarding acquisition of real property. *Matters the immediate knowledge of which could have an adverse effect upon the finances of the City* [8:09 p.m.]

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

Council Member Johnson requested to be excused for a family matter.

MOTION: Kaleb Westfall moved, and Perry Abrams seconded the motion to exit executive session. [9:08 p.m.]

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

ADJOURNMENT

Mayor Ruby adjourned the meeting at 9:09 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

City Manager and Staff Reports

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 3.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 01/26/2023

To: Robert Mawson, City Manager

From: Kelsa Brandenburg, Administrative Services Manager

Subject: January Monthly Report

Acknowledgements and Recognitions:

- I would like to give acknowledge every City employee. We have a hard working dedicated group of employees.
- I would like to recognize Cheyenne Roehl, our Buildings and Grounds Assistant. Cheyenne has been a great addition to the Public Works Department and, of late, has been a snow shoveling rockstar.

Strategic Plan Update:

- We had our first in-person Grant Writing Committee meeting. We discussed what Finance needs from any department applying for a grant, and decided that the Administration Department will be the main point of contact when departments apply for grants; including applications for BBEDC's season employment and internship opportunities. This was the beginning of our monthly meetings. We've created a SharePoint to assist with tracking and collecting information.
- I'll be auditing the Infrastructure Bootcamp, Brownsville portion.

Department Accomplishment and Opportunities:

- Online training is progressing well. We hosted several sessions (Defensive Driving Basics, Business Basics, Effective Communication, and Sexual Harassment in the Workplace) of our online training classes in-person at City Hall with decent attendance.
- HR Orientation Packet has been updated.

Projects – Progress and Public Impacts:

- Working on updating our Personnel Regulations and adding the approved changes that went into effect 1/1/23.
- Working with our legal team on updating our Drug and Alcohol Policy, they've submitted a draft.

Upcoming Calendar Items:

- All-employee meeting on February 22. BBAHC will be giving their "Why we Hurt" presentation. Working with Acting Chief on scheduling the presentation to be given to his department.
- All-employee meeting on March 29. BBACH will be giving their follow up presentation that covers trauma response.
- We've signed up for BBEDC & BBRCTE's Spring Career Fair March 22.

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 3.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: January 30, 2023
To: Robert Mawson, City Manager
From: Lori Goodell, City Clerk
Subject: Monthly Report

Acknowledgements and Recognitions:

- Appreciation to Kelsa Brandenburg for her diligence in providing training opportunities to all city employees.
- Kudos to Billy Noonkesser and the public works crew for their commitment to getting the job done. The PW crew often starts their day long before most are out of bed. Doing all they can to make the roads as safe as possible. This can be a daunting task with weather conditions that continue for days on end.

Department Accomplishment and Opportunities:

- Working with Kelsa and City Attorney on an update to the drug free workplace policy.
- Notified the City application for the NTS grant was approved.

Projects – Progress and Public Impacts:

- Checked with Public Works for updates on snow removal, and sewer repair efforts.
- Visited the landfill several times. Clean up efforts are ongoing; the current cell condition has been improved.
- Received notice from the State for one liquor license renewal. This is in addition to the two retail marijuana store renewal notices. All three renewals will be on the Feb. 9, 2023, Code Review Committee agenda for review. The recommendation made at that meeting will be added to the March council meeting agenda. As the local governing body, the City has 60 days to protest the applications.

Upcoming Calendar Items:

- 02.09.2023 Code Review Committee Meeting
- 02.20.2023 Finance & Budget Committee Meeting
- 03.02.2023 Regular City Council Meeting

Public Feedback:

- Snow removal, icy road conditions and snow berms continue to be the most current feedback.
- Card received from Johanna Bouker noting the resolution council adopted for David Booker's service to the community.

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 3.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: January 27, 2023
To: Robert Mawson, City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report – January

Acknowledgements and Recognitions:

Statistics: As of date of report.

Cash Receipts: \$346,328.93

All Payments: \$881,679.07 (includes \$198,548.79 for 2 payrolls)

Department Accomplishment and Opportunities:

Accomplishments

- 165 - 2023 Business License applications completed.
- W-2 and 1099 reporting completed.
- Senior Center NTS grant award received.

Staffing changes

- Account Tech I – Cashier: Position is open until filled.
- Account Tech II – Receivables: Out on extended leave.
- Account Tech III – Taxes/Collection: Has returned 01/09/2023 from leave.
- Account Tech II on call – On-call status and working 4 hours per week.
- Account Tech IV part time – In Dillingham working full time from 01/09/23-02/24/23 to assist with low staffing.
- Assistant Finance Director – Position became open 12/14/2022. Position was restructured and advertised as AFD, Purchasing and Disbursements and AFD, Revenue Cycle Manager.
- Account Tech II – New position for payroll and payables support. Temporary placement until AFD, Purchasing and Disbursements position is filled.

Grant Reporting

- Completed Curyung Ice Machine quarterly report
- Completed BBEDC training reimbursement for Fire Department

Safety Committee

- Meeting on hold until further notice.

Projects – Progress and Public Impacts:

Audit

- FY22 Audit next visit moved to May 15, 2023, for final work.

Projects

- Development of software to manage personal property tax assessments.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent
- 02/01/23 Personal Property tax assessment forms due in office to avoid late fees.
- 03/15/23 Property Tax Assessment Notices to be mailed out.

Public Feedback:

- Office has received calls on who is required to get a business license. Dillingham Municipal Code 4.16.010 - In order to operate a business within the city, it is necessary to obtain a Dillingham business license.
- Clarification has also been requested on what is subject to sales tax. Dillingham Municipal Code 4.20.010 - The city shall levy and collect a tax on sales, rents, and services provided within the city.
- Some business licenses are still delayed. Public is encouraged to contact Finance if this delay is creating a hardship.

List of Attachments: Revenue and Expense Report December 2022.

Revenue and Expense review December 2022 –

Information provided for percentages below 30% or above 70%. Revenues are high and expenditures are low. Contributing factors include open staffing positions and a delay in projects that were budgeted.

General Fund Revenues

- All taxes are reported 1 month behind. FY22 taxes are still included and will be adjusted with audit preparations. 62% continues to be above expected.
- Real and personal property tax are recognized at 100%. Real property has been collected at 85%. Personal property has been collected at 86%. Property tax 2nd half payments were entered in January due to delay of mail.
- Shared Fisheries is above expected.
- Community Sharing funds delayed.
- PILT has come in above expected at 105%. Audit review will determine if funds belong to FY22.
- Jail contract not signed, and funding not approved.
- Leases are as expected. Received annually at end of fiscal year.
- PERS forfeiture funds have been used, will be less than budgeted.

Special Revenues & Other Funds Revenue

- Dock revenue is at 107%, FY22 revenue is still included and will be reduced with audit preparations.
- Harbor revenue is at 20%. This is \$6,617 reduced from last year. Asset Forfeiture revenue is determined by closed cases with public safety.
- Senior Center NTS grant application was submitted and pending state review.
- Debt services is exceeded due to the state providing support from unfunded prior years. Audit adjustments have not been made at this time.
- Mary Carlson Estate investments have increased and back in the positive.

Transfers

- Landfill transfer is lower, reduced expenditures and low staffing.
- Senior Center transfer has increased due to funding support change.
- Ambulance Reserve transfer is low due to expenditures down.
- Debt Service transfers as expected based on when payments are due.
- Dock to Harbor transfer is higher than expected but will reduce at end of year when revenue is fully realized.
- Mary Carlson transfer not completed at this time.

General Fund Expenditures

- Correction expenditures are down due to staffing shortage which contributed to jail closure.
- Public Work expenditures down due to staffing shortages and projects delayed.
- Transfers down pending debt services reconciliation as part of audit preparations.

Special Revenues & Other Funds Expenditures

- Dock expenditures are at 80%. Equipment maintenance and damages due to accident have been paid. Insurance proceeds are still in review. Annual leased equipment payment made
- Harbor expenditures are high due Harbor Master position not being shared with dock and filled with hourly employee.
- Senior Center budget is higher due to grant funding pending.
- Mary Carlson Estate transfer not completed.
- Debt services are based on biannual payments and will report high and low depending on schedule.
- Equipment replacement expenses are skid steer, Admin truck, sander and plow assembly. Dock top loader has been approved by council 01/12/2023.

Grant and Bond Revenues/Expenditures

- ANTHC – Grant is fully expended and is in the process of being closed out.
- COVID - Funds received, lake road E911 duplicate system nearing completion, additional projects pending.

Capital Project Revenues/Expenditures

Insurance Proceeds– Funds received for landfill shop building and downtown fire hall will be kept in reserve until projects begin

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

Data Collected on:
 1/13/2023

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	12/31/22			12/31/21			Uncollected	% Adj
	Budget - FY23	YTD	Percent	YTD	INC/(DEC)			
General Fund Revenues								
General Sales Tax	\$ 3,000,000	\$ 1,943,871	65%	\$ 1,454,416	\$ 489,455	(4,465.78)	65%	
General Sales Tax - Remote	400,000	192,555	48%	89,334				
Alcohol Sales Tax	260,000	162,693	63%	109,270	53,423		63%	
Alcohol Sales Tax - Remote	-	80		89	(9)			
Transient Lodging Sales Tax	120,000	76,012	63%	63,801	12,212	-	63%	
Gaming Sales Tax	65,000	27,435	42%	23,842	3,593		42%	
Tobacco Excise Tax	350,000	168,529	48%	159,419	9,111		48%	
Marijuana Excise Tax	75,000	63,775	85%	-	-			
Penalty & Interest - Sales Tax	20,000	6,186	31%	9,973	(3,787)	(734.50)	27%	
Total Sales Tax	4,290,000	2,641,136	62%	1,910,142	563,997		61%	
Real Property Tax	2,410,000	2,376,551	99%	2,079,795	296,755	(334,396.75)	85%	
Personal Property Tax	450,000	452,655	101%	477,738	(25,082)	(67,154.72)	86%	
Penalty & Interest - Property Tax	70,000	75,852	108%	70,269	5,583		108%	
Total Property Taxes	2,930,000	2,905,058	99%	2,627,802	277,256		85%	
Telephone Gross Receipts State Tax	65,000	-	0%	-	-		0%	
Shared Fisheries	600,000	696,572	116%	772,264	(75,692)		116%	
Raw Fish Tax	20,000	-	0%	-	-		0%	
Community Sharing	73,072	-	0%	84,575	(84,575)		0%	
Payment in Lieu of Taxes (PILT)	460,000	480,895	105%	473,299	7,596		105%	
State Jail Contract	645,000	-	0%	143,842	(143,842)		0%	
Ambulance Fees	50,000	30,571	61%	3,168	27,403		61%	
Lease & Rental Income	35,000	5,410	15%	-	5,410		15%	
Admin Overhead	130,300	77,365	59%	110,158	(32,794)		59%	
PERS on Behalf	67,126	43,367	65%	98,564	(55,197)		65%	
PERS Forfeiture Fund	20,000	704	4%	12,316	(11,612)		4%	
Other Revenues	145,400	94,911	65%	74,611	20,301	(2,685.52)	63%	
Total	2,310,898	1,429,795	62%	1,772,797	(343,002)		62%	
Total	\$ 9,530,898	\$ 6,975,989	73%	\$ 6,310,741	\$ 498,252		69%	
Special Revenue & Other Funds Revenue								
Water	232,087	121,972	53%	100,959	21,013	(29,553.90)	40%	
Sewer	457,000	225,819	49%	219,885	5,934	(39,897.76)	41%	
Landfill	256,459	175,533	68%	159,128	16,405	(3,959.00)	67%	
Port - Dock	721,915	771,059	107%	484,333	286,726	(37,422.39)	102%	
Port - Harbor	184,295	36,496	20%	43,113	(6,617)	(7,672.00)	16%	
Asset Forfeiture Fund	2,000	75	4%	2	74		0%	
E-911 Service	65,000	33,486	52%	33,617	(130)		52%	
Senior Center (Non-Grant)	40,597	17,523	43%	26,846	(9,322)		43%	

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

Data Collected on:
 1/13/2023

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	<u>Budget - FY23</u>	<u>12/31/22</u> YTD	<u>Percent</u>	<u>12/31/21</u> YTD	<u>INC/(DEC)</u>	
Senior Center (Grant)	131,000	-	0%	32,846	(32,846)	0%
Library (Grants)	123,302	62,449	51%	52,525	9,924	51%
Debt Service	305,000	3,546,676	1163%	-	3,546,676	
Mary Carlson Estate	1,000	128	13%	1,601	(1,473)	13%
Total	\$ 2,519,655	\$ 4,991,217	198%	\$ 1,154,855	\$ 3,836,363	193%
Transfers				18,081		
<i>From General Fund to Other Funds</i>						
Landfill	340,323	45,952	14%	134,675	(88,723)	
Senior Center	184,242	163,159	89%	48,405	114,754	
Ambulance Reserve	45,000	3,057	7%	260	2,797	
Equipment Replacement	600,000	159,076		-	159,076	
Capital Projects	-	-		1,304	(1,304)	
Debt Service SRF Loans	47,400	42,107	89%	-	42,107	
Debt Service School Bond	765,500	-	0%	928,375	(928,375)	
Debt Service Firehall Bond	45,000	12,500	28%	13,000	(500)	
Debt Service Streets Bond	226,750	65,875	29%	68,375	(2,500)	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	54,858	135,983	248%	78,476	57,507	
Port - Harbor - Ice Machine	-	273	0%	-	273	
Port - Harbor - Bathhouse	13,308	10,021	75%	8,932	1,089	
<i>From Department to Department</i>						
Transfer from E911	52,084	23,639	45%	21,753	-	
Transfer from Mary Carlson Estate	4,000	-	0%	-	-	
Total	\$ 2,378,465	\$ 661,642	28%	\$ 1,303,555	\$ (643,799)	
Total Revenues & Transfers	\$ 14,429,018	\$ 12,628,849	88%	\$ 8,769,151	\$ 3,690,815	

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

Data Collected on:
 1/13/2023

Section . Item 3.

EXPENDITURES:	<u>Budget - FY23</u>	<u>12/31/22</u>	<u>Percent</u>	<u>12/31/21</u>	<u>INC/(DEC)</u>
		<u>YTD</u>		<u>YTD</u>	
General Fund Expenditures					
City Council	\$ 85,350	\$ 45,563	53%	\$ 6,588	\$ 38,975
City Clerk	158,775	69,804	44%	60,913	8,891
Administration	505,373	228,055	45%	175,999	52,056
Finance	884,069	420,949	48%	355,244	65,705
Legal	60,000	33,098	55%	16,805	16,292
Insurance	313,400	134,580	43%	127,575	7,005
Non-Departmental	0	0		41,859	(41,859)
Planning	213,884	80,592	38%	88,885	(8,293)
Foreclosures	6,000	3,740	62%	0	3,740
IT	282,688	140,899	50%	78,991	61,908
Meeting Hall above Fire Station	0	0		319	(319)
Public Safety Administration	194,510	102,356	53%	95,032	7,324
Dispatch	520,844	236,396	45%	249,884	(13,488)
Patrol	1,010,368	404,318	40%	441,349	(37,031)
Corrections	750,223	193,468	26%	284,635	(91,167)
DMV	60,373	29,103	48%	25,277	3,826
Animal Control Officer	119,767	58,667	49%	51,056	7,611
Fire	344,013	201,597	59%	80,112	121,485
Fire Department Donation	0	193		0	193
EOC	0	0		14,956	(14,956)
Public Works Administration	348,747	59,052	17%	57,511	1,541
Building and Grounds	401,788	102,336	25%	118,593	(16,257)
Shop	505,287	218,050	43%	271,022	(52,972)
Street	484,679	91,467	19%	243,614	(152,147)
Library	169,187	83,212	49%	68,601	14,612
City School	1,300,000	650,000	50%	975,000	(325,000)
Transfers to Other Funds	2,254,215	491,726	22%	1,193,090	(701,364)
Total	\$ 10,973,540	\$ 4,079,220	37%	\$ 5,122,909	\$ (1,043,689)

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

Data Collected on:
 1/13/2023

Section . Item 3.

	<u>Budget - FY23</u>	<u>12/31/22</u> YTD	<u>Percent</u>	<u>12/31/21</u> YTD	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	243,834	92,842	38%	116,198	(23,356)
Sewer	310,834	99,662	32%	192,911	(93,249)
Landfill	596,782	221,485	37%	328,306	(106,820)
Port - Dock	721,915	579,849	80%	437,045	142,803
Port - Harbor	256,953	182,773	71%	135,513	47,260
Asset Forfeiture Fund	2,000	-	0%	5,880	(5,880)
E-911 Service	52,084	23,639	45%	21,753	1,886
Senior Center (Non-Grant)	219,839	179,447	82%	85,674	93,774
Senior Center (Grant)	136,000	212	0%	66,363	(66,150)
Library (Grants)	123,302	58,471	47%	41,559	16,912
Mary Carlson Estate	6,201	1,009	16%	1,049	(40)
Ambulance Reserve Fund	50,478	1,600	3%	7,400	(5,800)
Debt Service SRF Loans	47,400	42,107	89%	-	42,107
Debt Service School Bond	1,065,500	947,875	89%	928,375	19,500
Debt Service Firehall Bond	45,000	12,500	28%	13,000	(500)
Debt Service Streets Bond	231,750	65,875	28%	68,375	(2,500)
Equipment Replacement	600,000	159,076	27%	13,943	145,133
Total	\$ 4,709,872	\$ 2,668,422	57%	\$ 2,463,342	\$ 205,080
	\$ 15,683,412	\$ 6,747,642	43%	\$ 7,586,251	\$ (838,609)
Net Increase (Decrease) to Fund Balances	\$ (1,254,394)	\$ 5,881,207		\$ 1,182,900	\$ 4,529,425

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

Data Collected on:
 1/13/2023

Section . Item 3.

	<u>Budget - FY23</u>	<u>12/31/22</u> YTD	<u>Percent</u>	<u>12/31/21</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	146,778	143,708	98%	227	143,481
State Public Safety	-	-		1,646	(1,646)
COVID - CARES & ARPA & LGLR	2,786,321	3,086,298	111%	1,004,559	2,081,739
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-		-	-
SRF Loan - Wastewater	60,000	-	0%		
SRF Loan - Landfill	-	-		5,320	(5,320)
Southern Region EMS	-	360		360	-
Curyung-Ice Machine	2,000	597	30%	1,435	(838)
BBEDC Intern Program	56,682	26,120	46%	22,747	3,373
BBEDC Training Reimb	-	-		-	-
BBEDC Pass Thru	-	-		6,000	-
Bond Investment Income	-	16,700		256	16,444
Total	\$ 3,879,906	\$ 3,273,782	84%	\$ 1,515,333	\$ 1,764,449
Grant & Bond Expenditures					
ANTHC-Lagoon	146,778	146,538	100%	-	146,538
State Public Safety	-	-		1,856	(1,856)
COVID - CARES & ARPA	2,786,321	-	0%	472,780	(472,780)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	114,125	-	0%	-	-
SRF Loan - Water	44,000	-		-	-
SRF Loan - Wastewater	60,000	-	0%	-	-
SRF Loan - Landfill	-	-		15,323	(15,323)
Southern Region EMS	-	360		-	360
Curyung-Ice Machine	2,000	1,011	51%	1,965	(954)
BBEDC Intern Program	56,682	26,134	46%	22,747	3,387
BBEDC Training Reimb	-	8,739		-	8,739
BBEDC Pass Thru	-	-		6,000	(6,000)
Total	\$ 3,879,906	\$ 265,624	7%	\$ 605,286	\$ (339,661)
	\$ -	\$ 3,008,158		\$ 910,047	\$ 1,424,788

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

Data Collected on:
 1/13/2023

Section . Item 3.

	<u>Budget - FY23</u>	<u>12/31/22</u> YTD	<u>Percent</u>	<u>12/31/21</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds - Firehall	-	57,015		-	-
Insurance Proceeds - Landfill Shop Fire	-	214,490		-	214,490
Total	\$ -	\$ 271,505		\$ -	\$ 214,490

	<u>Budget - FY23</u>	<u>12/31/22</u> YTD	<u>Percent</u>	<u>12/31/21</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Expenditures					
Major Building Maintenance	400,000	-		-	-
Water Improvements	-	-	0%	-	-
WasteWater Improvements	-	-		-	-
Sewer Lagoon Relocation	-	-		-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	-	-		5,201	-
Landfill Groundwater Well	-	-		9,663	(9,663)
Bingman-Harbor cleanup	-	-		-	-
Total	\$ 400,000	\$ -	0%	\$ 14,864	\$ (9,663)
	\$ (400,000)	\$ 271,505		\$ (14,864)	\$ 224,153

	<u>Budget</u>	<u>Actual</u>
General Fund Revenue	\$ 9,530,898	\$ 6,975,989
Special Fund Revenue	\$ 2,519,655	\$ 4,991,217
Transfers In	\$ 2,378,465	\$ 661,642
Grant and Bond Revenue	\$ 3,879,906	\$ 3,273,782
CIP Revenue	\$ -	\$ 271,505
	\$ 18,308,924	\$ 16,174,136
General Fund Expenditures	\$ 10,973,540	\$ 4,079,220
Special Fund Expenditures	\$ 4,709,872	\$ 2,668,422
Grant and Bond Expenditures	\$ 3,879,906	\$ 265,624
CIP Expenditures	\$ 400,000	\$ -
	\$ 19,963,318	\$ 7,013,266
Net Increase (Decrease) to Fund Bal	\$ (1,654,394)	\$ 9,160,870



MEMORANDUM

DATE: 01/25/2023

TO: Robert J Mawson

FROM: Scott Runzo FDC

SUBJECT: December/January monthly Report

STAFF REPORT

- **Rescue and fire calls**
- **39 EMS calls**
- **6 Fire calls**

Fire/EMS activity:

- EMT class has ended, 12 people have graduated and will be testing for certification.
- All Scott pks bottles have been tested and new ones have arrived.
- City has had all their Fire Extinguishers certified and replaced
- EMS/prevention is hosting a EMS skills fair. Has participated in prevention programs at the school.
- EMS has Coordinated CPR class with Nushagak and will be scheduling with the City for CPR
- Bi-monthly training meetings are back on the schedule.
- Beginning the process of recruiting for summer EMTs. It looks like we might be able to fill these positions with local individuals.
- EMS/prevention officer has been working with other agencies to begin working together to reach more citizens with prevention efforts.
- The new Standing Orders have been approved by our Medical Director and approved by the state.
- We are in the process of bringing out of town Fire Fighter to train out team of volunteers
- The fire department is bringing CRR to the City (community risk reduction). This will be city-wide and all entities in the city too.
- The fire department is in the pre-planning stages of producing a long-term plan for a new fire station. Decisions need to be made by the city manager and planning for direction.
- The fire department is working on new protocols for responding to Alekengik and other areas outside the city limits.

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 3.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: January 24, 2023
To: Robert Mawson, City Manager
From: Sonja Marx, Librarian
Subject: Monthly Report

Acknowledgements and Recognitions:

A big "Thank You" to the library staff for covering the library during opening hours as both Jenice and I took our vacations in January.

Department Accomplishment and Opportunities:

Staff continue to take their APEI training (six courses) as time permits.

Librarian is completing USAC Form 470 for certification to request bids for internet services for the library for FY 24 (July 1, 2023 – June 30, 2024). This is for e-rate funding.

The city and the school district are working on the budget narratives for the Year 2 grant funding for the LINKED grant. Sarah Bailey continues to bring free books to the library for families to pick up. She also came and provided story time for us on January 6th.

Projects – Progress and Public Impacts:

FOL members put together lists of books for different ages (from public interest, best seller lists, and personal interest) for the librarian to purchase using the LINKED grant funds from the school and also from the city's budget for books.

January Engagement: Share a Shelfie Event. Patrons, FOL, and Library staff are encouraged to share their favorite library book by filling out a Shelfie card which includes the book title, why they love it, and who they feel should read it. These books are then displayed for patrons to see at the library. Participants can fill out a Shelfie until Feb 10th and be entered in a drawing to win a FOL one-year individual membership or a FOL Tote Bag. Also, if they take a selfie with their Shelfie for the FOL to post on their FB page, one winner will receive a new book of their choice purchased by the FOL and mailed to them.

Winners will be announced at the February 11th FOL “Love Your Lib event. To this date, 8 selfies are displayed at the library, so chances of winning are great!

Upcoming Calendar Items:

FOL meeting January 24th at 4:15 pm at the library to plan for “Love Your Library Month” and the February 11th event.

Public Feedback:

Two successful game nights, January 6th and 20th from 6-8 pm. Total of 20 attending!

FOL reported a successful December event with over 30 patrons attending. Christmas books and movies were on display for checking out along with a special holiday story time from volunteers and delicious cookie decorating and eating fun for all.

List of Attachments:

This report consists of only 3 weeks of stats, so the numbers are lower than normal.

Library Stats report January 2nd – 22nd, 2023:

**Patron Visits: 302 Computer Use: 35 Wireless Use: 239
Story Hour: 16 Museum Use: 9 Game Night: 20
AWE Station Use: 4 Volunteer Hours Logged: 13**

Next Library Advisory Board meeting is still to be scheduled.

The Library will be closed Monday, February 20th, 2023 for President’s Day.



Friends of the Library Discussion Meeting
(no quorum)

January 24, 2024

Present: Devin Lisac, Holly Renee, Nicole Ito, Shannon Clouse, Jenice Cox, Janet Dieckgrafe

Discussion:

About December and January "Share Your Shelfie" event.

February

Love Your Library Month Ideas:

- Highlight romance books and series (book One Day)
- Check out a book and get a piece of chocolate
- Do a public poll- what is your favorite romance book?
- We could pull all the best romance books we have in the collection and have a poll: *What is the best romance book in Dillingham (voted on by Dillingham Readers)*

Drawing on February 11th for the Friends to buy patrons a book of your choice.

Mayor
Alice Ruby

Manager
Robert Mawson



Dillingham City Co

Section . Item 3.

Kimberly Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: 1/29/2023
To: Robert Mawson, City Manager
From: Patty Buholm, Planning Department
Subject: Monthly Report

Acknowledgements and Recognitions:

Thanks to all City employees and partnered agencies and contractors that have worked with the Planning Department in January to achieve the below positive report. Special thanks to Paul Liedberg, Chair for Friends of the Landfill, for his assistance during the recent visit of the Green Star Program.

Department Accomplishment and Opportunities:

- Patty continues to complete the required employee on-line classes provided by the HR/Administrative Department
- Megan Green returned to temporary duty for a week to assist with the continued efforts in Records Retention and Management. This project is not completed, however she made great progress in this paperwork project. She will be available to assist in the future with the continued efforts of this project. The electronic files are still being sorted as time allows by the Planning Department.
- Continue to assist individuals with property addresses and Planning needs as appropriate.

Projects – Progress and Public Impacts:

- Joy Britt and Doug Huntman from the Green Star Program were able to complete a site-visit to the Dillingham Landfill. They both presented at the Planning Commission Meeting on 1/14/23 with a presentation of the Green Star Program and a brief recap of the assessment completed that day. A report with their findings and potential ideas to extend the Landfill life through recycling efforts will be provided upon submission to the Planning Department.
- Was able to meet with Maria Lewis, Architectural Historian from the State of Alaska Historic Preservation Office. The City of Dillingham is part of the Certified Local Government (CLG) Program for Historic Preservation. The City of Dillingham is eligible to apply for up to \$500,000 dollars with a 60/40 match if the project is listed on the CLG. Dillingham became a CLG participant in 1990 with heavy involvement until 1994, when the activity halted and has been rolling as a participant with

minimal involvement. The City of Dillingham will continue to be participant until fall of 2023. To continue with this participation in the CGL, the City of Dillingham and will need to complete the annual report. A possible updated building inventory list to the historical preservation, further assessment is being completed by the Planning Department. This is written into code 2.70, Historic Preservation Commission, which appears not to be an active Commission.

- Update on the Alaska Community Housing Assessment (ACHA) in partnership with Alaska Native Tribal Health Consortium (ANTHC). Maicel Fuhriman, with ANTHC will be in Dillingham to help with the verification process of housing, water and wastewater from Saturday February 11, 2023 until Wednesday February 15, 2023. During this process I will be assisting and verifying address, addressing needs and housing structures for the City of Dillingham. The two (2) local tribal offices located in Dillingham, Curyung Tribal Council and Ekuk Village Council, are in full support of this project and both have agreed to be Project Supporters in the effort to identify accurate housing availability within Dillingham. An updated flyer will be posted with this information. This project is approximately 90% complete for the on-line section of City Services (water, sewer, potential well or sewer issues, and determining if additional Planning Department verification is needed). This will be a fantastic opportunity for the Planning Department to ensure proper address are assigned, ask if additional addresses are needed, identify driveways that may need to be named, and ask if additional changes to the property have occurred.
- Parcels of land are continuing to be identified with proper ownership with great teamwork by the Planning Department and the Finance Department.
- Findings on the ACHA were given to the Finance Department, Taxes and Collection, the City of Dillingham Assessors, and the GIS software developers in hopes to close any gaps and open communication on how to resolve issues upon completing the door-to-door verification process.
- The GIS City Map update has been postponed until more information on property owners can be identified.
- Follow up from Raven Electric on the overhead power lines and meter boxes to complete the Downtown Streets Project. A purchase requisition has been submitted for \$13,145.00 which includes all service parts, labor, travel, and housing to be able to complete the switch over and elimination of the overhead power and the poles in the City Dock area.
- Raven will be submitting a separate estimate for the installation of the back up generator as well as the conversion from Delta to Y power. Raven Electric has been excellent with communication with the Planning Department and Nushagak Cooperative in the complete project understanding.
- It is time to update the Comprehensive Plan. I recommend engaging a knowledgeable professional company for this project. The current Comprehensive Plan was adopted in 2010 and does not include projects that have been completed or since been identified.
- The Multi-Jurisdictional Hazard Mitigation Plan has not yet accepted by FEMA as they are waiting for the acceptance by Curyung Tribe. They are set to review the Plan in their February Tribal meeting which has not been set at this time. Patty has accepted an invitation to the Tribal meeting for some time in the 3rd week of February to speak about the City's Involvement in this process.

- Outreach was made to the State of Alaska DOT as it was noted that Yako belonged to them. Awaiting response from DOT in Dillingham as this was forwarded to the Anchorage Office for response.

Upcoming Calendar Items:

- Planning Commission Officers Elections, February Meeting (Currently not scheduled-pending additional information for presentation)
- ANTHC Intern to Dillingham to assist with the ACHA 2/11/23 – 2/15/23
- Patty to Anchorage to attend the FEMA Region 10, National Flood Insurance Program Training 2/26/23 – 3/3/23
- Bristol Engineering to put out the Nerka Road Improvement RFP, unknown date (wanted by end of January) waiting for City of Dillingham approval to proceed

Public Feedback:

- Positive feedback for the Public Works Road Crew in keeping the side streets clear of snow. The gratitude was passed along to the Public Works Department.
- Additional positive feedback was given to the Planning Department for both Public Works and Nushagak Cooperative for their assistance with digging graves. This gratitude was passed along to the appropriate crews for their community and volunteer services during challenging times for community members.

Permits/Registrations Issued:

Land Use Permits: two pending

Special Event Permits: three pending

Burial Permits Issued: four issued (one from November)

Burial Registry Issued: one issued

List of Attachments:

- Nerka Road Update Memo, needs letter of support from the City of Dillingham
- Submitted Community Sanitation Prioritization for Dillingham for ANTHC’s Department of Environmental Health & Engineering Program.
- Dillingham Municipal Code 2.70, entirety
- State Historic Preservation Office letter
- Certificates of completion for Patty’s training

Community Sanitation Prioritization for Dillingham, Alaska

Funded/active water and sanitation projects

- Community's prioritization will be incorporated into DEHE portfolio & taken into account for resource planning

Priority	Project Name
1	Sewage Lagoon Erosion (funded through congressional directed spending)
Notes: PM note: No current funded or active water and sewer projects in SDS, although the above project is funded outside of this system.	

Deficiencies that are listed on IHS Sanitation Deficiency System (SDS) and identified water, sewer, and solid waste deficiencies that should be on SDS

- PM briefly explain process/timeline for getting projects to Tier 1 and funding in place
- Community's prioritization will be incorporated into SDS and taken into account for resource planning

Community Priority	Project Name	Tier
1	Dillingham Water and Sewer Comprehensive Project (to include a planning document to address all community water, sewer, and solid waste deficiencies) AK15425-5001	
5	Dillingham Gauthier Way Lift Station AK15425-2001	
2	PFAS contamination of residential water wells	
4	Landfill, comprehensive deficiencies	
3	Sewage Lagoon upgrades	

Please identify other water, sewer, and solid waste deficiencies the community would like to see added to list for purposes of prioritization. Add additional sheets, as needed.

If appropriate to add these items to the IHS Sanitation Deficiency System, they should be added:

- Waterfront Wastewater System Upgrade (Design) - Complete design for the extension and rehabilitation of the existing wastewater collection system in the Dillingham waterfront area. (City of Dillingham submitted questionnaire for eligibility under **Clean Water** State Revolving Fund and a questionnaire for the **Drinking Water** State Revolving Fund)
- Water System Improvements Phase II - Upgrade and rehabilitate the water distribution system including replacement of asbestos cement pipe with ductile iron pipe, elimination of dead ends, installation of additional hydrants, and rehabilitation or replacement of main valve boxes. (Dillingham submitted questionnaire for eligibility under **Drinking Water** State Revolving Fund)
- Water System Improvements Phase III - Upgrade and rehabilitate the water distribution system including replacement of asbestos cement pipe with ductile iron pipe, elimination of dead ends, installation of additional hydrants, and rehabilitation or replacement of main valve boxes. (Dillingham submitted questionnaire for eligibility under **Drinking Water** State Revolving Fund)

Other funded/active/upcoming projects

- *Community reported – e.g., runway, school, clinic, housing subdivision, etc. (no priority ranking required)*

Managing entity	Project name
Curyung Tribal Council/Bristol Engineering	Nerka Subdivision Roadway Improvements

<p>Meeting/conversation type (sanitation planning document; joint council meeting; City council meeting; etc.): <i>Please note that joint council meeting is preferred and tribal concurrence is important for communities in which the utility is operated by the City.</i></p>	
<p>Date: 10/26/2022</p>	<p>Date updated: 1/29/2023</p>
<p>Attendees (titles): Patricia Buholm, Director of Planning and Grants Management Greta Hayden-Pless, Administrative Services Assistant</p>	
<p>Changes since last update/concerns/other notes:</p>	

Chapter 2.70

HISTORIC PRESERVATION COMMISSION

Sections:

- 2.70.010 Membership.
- 2.70.020 Appointment.
- 2.70.030 Term.
- 2.70.040 Officers.
- 2.70.050 Vacancies.
- 2.70.060 Quorum.
- 2.70.070 Meetings.
- 2.70.080 Duties.

2.70.010 Membership.

The historic preservation commission shall consist of seven members having a demonstrated interest, competence or knowledge in historic preservation. To the extent available, three commission members shall be professionals, as defined by the National Park Service regulations, from the disciplines of history, architecture or architectural history and archaeology. (Ord. 92-03 § 1 (part), 1992.)

2.70.020 Appointment.

Members shall be appointed by the mayor and confirmed by the council. Appointments to fill vacancies shall be for the unexpired term only. (Ord. 92-03 § 1 (part), 1992.)

2.70.030 Term.

Members shall be appointed for a term of three years, except, of those first appointed, three shall be appointed for three years, two for two years, and two for one year. (Ord. 92-03 § 1 (part), 1992.)

2.70.040 Officers.

The commission shall designate a member as its presiding officer to conduct the business of the commission, a deputy presiding officer to serve in the absence of the presiding officer, and a clerk. The clerk shall prepare, or cause to be prepared, the journal of the commission's proceedings. (Ord. 92-03 § 1 (part), 1992.)

2.70.050 Vacancies.

A vacancy shall be declared, and filled as provided in Section 2.70.020 when a member:

1. Submits his or her resignation and the resignation is accepted by the mayor; or
2. Misses two or more consecutive meetings unless excused by the commission; or
3. Is physically or mentally unable to attend commission meetings for a period of more than one hundred eighty days; or
4. Is convicted of a felony. (Ord. 92-03 § 1 (part), 1992.)

2.70.060 Quorum.

Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he or she is not disqualified under the conflict of interest provisions of Section 2.03.020, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum. (Ord. 92-03 § 1 (part), 1992.)

2.70.070 Meetings.

The commission shall meet at least twice each year and conduct business in accordance with the open public meeting laws of Alaska. This includes public notification of meeting place, time and agenda items. Written minutes

of each commission meeting will be prepared and made available for public inspection and filed with the city clerk. (Ord. 92-03 § 1 (part), 1992.)

2.70.080 Duties.

The duties of the historic preservation commission shall be as follows:

A. Survey and Inventory Community Historic Resources.

1. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need-to-know basis to protect the site location from possible vandalism. The survey will be updated at least every ten years.
2. The commission shall prepare an historic preservation plan for the surveyed resources.
3. The commission shall prepare an ordinance measure to implement the preservation plan if necessary.

B. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the historic preservation commission considers a National Register nomination which is not represented on the commission, the commission will seek expertise in this area before rendering its decision.

C. Provide Advice and Information.

1. The commission shall act in an advisory role to other officials and departments of local government regarding the identification and protection of local historic and archaeological resources.
2. The commission shall work toward the continuing education of citizens regarding historic preservation and the community's history.

D. Enforcement of State Historic Preservation Laws. The commission shall support the enforcement of the Alaska Historic Preservation Act. (Ord. 92-03 § 1 (part), 1992.)



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources

Section . Item 3.

DIVISION OF PARKS AND OUTDOOR RECREATION
Office of History & Archaeology

550 West 7th Avenue, Suite 1310
Anchorage, AK 99501-3561
907-269-8700
<http://dnr.alaska.gov/parks/oha>

January 25, 2023

File No.: 3350-1 Dillingham

Patty Buholm
Planning Director
City of Dillingham
PO Box 889
Dillingham, AK 99576

Re: City of Dillingham CLG Review 2023

Dear Ms. Buholm:

Maria Lewis enjoyed meeting with you and Kelsa Brandenburg virtually on January 14, 2023, to review and discuss Certified Local Government (CLG) activities over the past five years. It was an excellent opportunity to discuss current historic preservation issues specific to the City of Dillingham while discussing potential CLG opportunities. Enclosed you will find a copy of the CLG Performance Standards Checklist that was completed during the meeting.

The following four goals were discussed and outlined for the program over the course of the next two years.

- Discuss the CLG program with the City Manager to determine next steps and follow-up with SHPO.
- Obtain copies of the 1990s surveys and CLG certification paperwork from SHPO.
- Work to educate city staff on the Certified Local Government program and share the benefits of the program.
- Learn more about the CLG grant programs and look into getting a CLG or development grant during the next round to work on the Carlson House.

It is wonderful to know that the City of Dillingham has a Planning Director who is interested in more actively working with the program. We are hopeful that, under your guidance, a Planning Commission can be reestablished to meet the City's obligations under the State CLG Guidelines and their ordinance. Our office is always available to assist you in your efforts.

Thank you for all the hard work and dedication you bring to ensure that Dillingham's history is shared with others and preserved for the future.

Sincerely,

A handwritten signature in blue ink that reads "Judith E. Bittner".

Judith E. Bittner
State Historic Preservation Officer

JEB:mal
enclosure

CERTIFICATE OF COMPLETION

AWARDED TO

PATTY BUHOLM

OF CITY OF DILLINGHAM - APEI
IN RECOGNITION OF YOUR SUCCESSFUL COMPLETION OF
DEFENSIVE DRIVING BASICS
1 HOUR OF TRAINING
CERTIFICATE ISSUED JAN 25, 2023



Anne Margaret Perry, BSN, RN, CEN,
CLNC, NRP, CP-C, DICO-C
Director of Training





MEMORANDUM

DATE: 01/25/23
TO: City Manager
FROM: 12/20/22 to 01/25/23
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

Patrol Department:

Currently has 8 officers which includes:

-2 resident officers Myself (Sgt. Craig Maines), and Officer Aquila Kapotak.

-6 rotating officers which include Officer Judson Hack, Officer Adam Krahn, Officer Douglas Johnson, Officer Matthew Williamson, Officer Douglas Jones and Officer Jake Sleik.

Officer Judson Hack is returning to light duty on 01/27/23.

Officer Jake Sleik will be starting on 01/31/23

Officer Adam Krahn and Officer Douglas Johnson will be going to the recertification academy from 01/31/23 to 02/17/23.

Officer Aquila Kapotak will be going to the Fairbanks UAF CTC Police Academy from 03/06/23 to 06/10/23.

At the current man power for the Patrol Dept., there is only 4 to 5 officers available in Dillingham at a given time. These are not ideal working conditions for officer safety.

Between 12/20/22 to 01/25/23 the Police Department have received 195 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

-16 individuals placed in T-47 custody

-10 individuals arrested for criminal investigations.

Ideally the Patrol Dept. needs to grow in force. An ideal number for patrol would be 14 officers which would include 1 Chief, 1 Lieutenant, 2 Sergeants, 4 Resident Officers and 6 rotational officers. A 14 man department would allow better 24_7 coverage for the City of Dillingham as well as better Officer Safety. This would also allow us to hopefully have more officers in Dillingham. Police Departments across the nation all suffer from open positions. Stats have shown police departments always have about 25% of their positions open. 25% of the positions are always having officers coming and going. For smaller departments this means less officers will be available. Dillingham has been an 8 man police

force for over 30 years. Since I've worked for the police department I've seen 2 to 3 positions always open on average. The 25% rule. If we had a higher man power more positons we would hopefully have more available officers.

Corrections Dept.:

Currently has 4 Corrections Officers which includes the Corrections Supervisor.

-The Jail has been open and running smoothly for the last month.

-1 Corrections Officer will be on leave for the next few weeks due to a new born child.

This leaves the Jail with 3 Corrections Officers for a month, Officer Hack will be helping the Jail during his light duty work.

Dispatch Dept.:

Currently has 4 Dispatchers, which includes the Supervisor.

-The newest dispatcher Breonia Dennis is still in training for another 2 weeks.

-Chelsea Wassily with DOT, continues part-time to provide a day off in the busy schedule for the short staffed Dispatchers

- The new 911 system is still having minor issues which are getting worked out and fixed as they come.

Animal Control:

-Animal Control continues to be a one man department to handle all the animal calls in Dillingham.

-Animal Control has handled 18 calls for animal related issues. (2 citations issued, 3 dogs impounded, 1 dog returned to owner, 2 dogs abandoned, 2 abandoned dogs sent to ANC rescue group, 5 puppies sent to rescue group, 1 compassionate euthanasia's, 13 rabies shots given, and 2 parvo shots given.)

DMV:

-The DMV has been running smoothly.

-Gary has been helping the Finance department for the last month on Tuesdays and Thursdays.

-As of now DMV is open Monday, Wednesday and Fridays.

The Police Department is hoping to see more applicants over the next couple of weeks to try and fill the remaining empty positions in corrections, dispatch and patrol.

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

Dillingham Police Department Growth Plan:

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

PATROL DEPARTMENT

RESIDENT POSITIONS:

Chief of Police:

Oversee all Public Safety
(Patrol, Correction, Dispatch, Animal Control, DMV, & Admin)
Attend Meetings
Fulltime Resident Officer
Starting Salary: 200,000 – 250,000 (DOE)

Lieutenant

Starting Pay: 45.50 – 49.50 (DOE)
Resident Position
Lead Investigator
Training/Instructor/FTO
Oversea Patrol Division
Attend Meetings
Make Patrol Schedules

Sergeant:

Starting Pay: 42.50 – 44.50 (DOE)	
<u>Resident Sergeant #1:</u>	<u>Resident Sergeant #2:</u>
Supervisor Day Shift/Night Shift	Supervisor Day Shift/Night Shift
Review Cases	Review Cases
Lead Investigator	Lead Investigator
Training/Instructor/FTO	Training/Instructor/FTO
Attend Meetings	Attend Meetings

Police Officer:

Starting Pay: 38.50 – 40.50 hr (DOE)	
<u>Resident Patrol Officer #1:</u>	<u>Resident Patrol Officer #2:</u>
School Resource Officer	WAANT Officer
DARE Officer	Shift Coverage: Day/ Mid/ Night
Shift Coverage: Day/ Mid	Training/Instructor/FTO
Training/Instructor/FTO	
<u>Resident Patrol Officer #3:</u>	<u>Resident Patrol Officer #4:</u>
Airport Officer Duties	Airport Officer Duties
Harbor Officer Duties	Harbor Officer Duties

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

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

ROTATIONAL POSITION:

2 Weeks On/ 2 Weeks Off
168 work hours

Starting Pay: 33.50 – 35.50 hr (DOE)

Rotation Patrol Officer #1:

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

Rotation Patrol Officer #2:

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

Rotation Patrol Officer #3

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

Rotation Patrol Officer #4

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

Rotation Patrol Officer #5

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

Rotation Patrol Officer #6

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

ANIMAL CONTROL DEPARTMENT

Animal Cont. Supervisor

Starting Pay: 32.50 – 34.50 (DOE)
Supervise Animal Cont. Officers
Make ACO schedules
Training/Instructor/FTO
Review/Handle Animal Calls

Animal Cont. Officer #1

Starting Pay: 28.50 – 30.50 (DOE)
Handle Animal Calls
Issue Citations

Animal Cont. Officer #2

Starting Pay: 28.50 – 30.50 (DOE)
Handle Animal Calls
Issue Citations

DISPATCH DEPARTMENT

Dispatch Supervisor

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

Dispatch Officer #1
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #2
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #3
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #4
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #5
Starting Pay: 28.50 – 30.50 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

CORRECTIONS DEPARTMENT

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

Corrections Officer #1
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #2
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #3
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #4
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #5
Starting Pay: 28.50 – 30.50 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

OTHER POSITIONS

Admin Assistant/Grant Writer:

Find and Write Grants for Police Funding
Supply Ordering and Filing
Cross trained in Corrections and Dispatch
40 hour weeks
Starting pay: 28.50 hr

DMV/Admin Assistant

Handle DMV
Supply Ordering and Filing
40 hour weeks
Starting pay: 28.50 hr

POSSIBLE SOURCES OF FUNDING:

APSC (Alaska Police Standards Council) offers Funding

Alaska TSA/DOT

Dillingham City School District

Curyung Tribal

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

AST WAANT grant funding

Other.....

EOR

Sgt. Craig Maines

Standing Committee Reports



FINANCE AND BUDGET COMMITTEE

Monday, October 17, 2022 at 5:30 PM

MINUTES

CALL TO ORDER

The Finance and Budget Committee met on Monday, October 17, 2022, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Curt Armstrong called the meeting to order at 5:33 p.m.

ROLL CALL

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

Alice Ruby	Robert Mawson	Perry Abrams
Anita Fuller	Curt Armstrong	Aksel Buholm

APPROVAL OF MINUTES

1. Minutes of September 19, 2022, Finance & Budget Committee Meeting

MOTION: Aksel Buholm moved, and Perry Abrams seconded the motion to approve the minutes of September 19, 2022.

VOTING: the motion passed by unanimous roll call vote.

APPROVAL OF AGENDA

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

VOTING: the motion passed by unanimous roll call vote.

STAFF REPORTS

2. September Financial Report

- FY21 Audit is waiting for final review.
- FY22 Audit, auditors will be in town the week of 10.25.2022 to begin work on the audit.
- Staffing: cashier position is vacant.
- Foreclosure: 2018 foreclosure action is in the final stages. Title search has been completed, final notice of foreclosure action sent to owner of record. 2019 foreclosure action has four properties remaining. Title searches pending. 2022 foreclosure list contains 31 properties.
- Notice for past due utilities have been sent, 13 accounts have been scheduled for shut off. Curb stop repairs are in progress.
- September revenue and expense report reviewed. Budget is at expected levels.
- Corrections, jail is still closed due to staffing issues. No state contract due to closure of jail. State has not been able to assist with rotational staff to date. Contract issues are being discussed with the State.
- Road condition, maintenance, and potential repair reviewed. Local contractors have been contacted regarding assistance with road maintenance.

COMMITTEE BUSINESS

3. Fish Tax

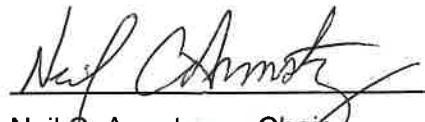
- Excise tax vs. sales tax explored.
- Bristol Bay Borough fish tax and forms, and public interaction provided for review. Reach out to Sand Point for information regarding what they have in place.
- Proposed per pound amount on excise tax needs to be investigated further to determine the best way to apply consistent and fair amount taking into account fish vary in type and amount per pound year to year.
- Sales tax applied to value of a sale could be considered, this would be subject to voter approval and cannot be adjusted by council.
- Conversation with processors could be considered to discuss possible taxation and/or explore other options.
- Attorney states existing language in code for voter approved fish tax could be updated to make it viable.
- Committee options: contact processors to determine suitable level of taxation, investigate Sand Point method to see if might be viable for Dillingham to consider.

PUBLIC/COMMITTEE COMMENT(S)

- AML is recommending communities with a sales tax cap consider ending this practice. The Supreme Court Wayfair decision provides more uniform taxation which was the intent of a cap. Administering a program with a tax cap for remote sales is complex and problematic.

ADJOURNMENT

The meeting adjourned at 7:15 p.m.


Neil C. Armstrong, Chair

ATTEST:



Lori Goodell, City Clerk

Approved: January 16, 2023

Ordinances and Resolutions



Council Meeting – Regular
Meeting Date: February 9, 2023
Submitted By: Administration

Information

TITLE

Resolution 2023-04; A Resolution Of The Dillingham City Council Approving A FY2024 Capital Improvement Plan And The FY2024 Legislative Priorities

RECOMMENDED ACTION

I move to Adopt Resolution 2023-04

SUMMARY OF ISSUE

The CIP priorities list is updated annually, and is used for the State of Alaska CAPSIS program as well as other funding/granting opportunities. Generally the CIP list is reviewed by the Planning Commission and coordinated with the Comprehensive Plan and City Council goals. However, due to COVID and staffing issues it has not been possible to do a comprehensive review the last few years. Therefore, the City recommends the following projects for the FY24 CIP priorities list.

Water system improvements phase III – The City of Dillingham Water System Master Plan / Preliminary Engineering Report (September 30, 2015) evaluated the existing water system and provided a prioritized list of improvements. The Master Plan recommended installation of new water mains to eliminate dead ends, and replacement of existing asbestos cement (AC) pipe with modern ductile iron (DI) pipe. A total of 5,770 feet of new water mains were recommended to eliminate dead ends, and 2,965 feet of new water mains to replace existing AC pipe water mains.

Harbor float replacement – Replace float system within the Dillingham Small Boat Harbor.

Harbor revetment & breakwater/emergency bank stabilization – The Dillingham Small Boat Harbor and Port are in need of updates to include additional breakwater, revetments and bank stabilization.

Public Safety Building replacement – This request is for funding for design and engineering of a new downtown Public Safety Building to house the Fire department, Police, Dispatch/E-911, DMV, and Jail facilities.

Downtown Firehall replacement – Existing structure was built in the 1950's and remodeled in 1987. This has served the community for over 60 years. The facility is a crucial piece of infrastructure. Currently the firehall is showing signs of its age, i.e. boiler HVAC needs, needs new roof, stucco is failing, 2nd floor has reduced capacity due to structure limitations.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-04

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING A FY2024 CAPITAL IMPROVEMENT PLAN AND THE FY2024 LEGISLATIVE PRIORITIES LIST

WHEREAS, Dillingham Municipal Code 2.21.040(D) authorizes the City Manager to prepare a Capital Improvement program to be submitted to the Dillingham City Council; and

WHEREAS, the City Manager has met with the City Lobbyist in preparing the recommended Capital Improvement list; and

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

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham 2024 Capital Improvement Plan is hereby adopted as the current official Capital Improvement plan for the City of Dillingham for FY2024; and

BE IT FURTHER RESOLVED that:

1. The following capital improvement projects and project funding needs are identified as priorities for the FY2024 State Legislative Request:

1	Harbor Float Replacement	\$6,088,085
2	Harbor Revetments & Breakwater/Emergency Bank Stabilization	\$8,733,244
3	Downtown Firehall Replacement	\$5,000,000
4	Public Safety Building Replacement Design & Engineering	\$500,000
5	Water System Improvements Phase III	\$5,002,000

2. Projects for the FY2024 Federal Legislative Request will be selected from this list; and

3. The City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City's FY2024 capital project priorities and take appropriate steps to provide necessary background information.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on February 9, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2023-05

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING THE NERKA ROADWAYS IMPROVEMENT PROJECT

WHEREAS, Curyung Tribal and the City of Dillingham has been working with Bristol Engineering Services Company LLC to design improvements to the roads in the Nerka Subdivision; and

WHEREAS, Curyung Tribal has identified the Nerka Roads as their top priority for their BIA Indian Reservation Road funds and has secured funding; and

WHEREAS, the City of Dillingham will maintain ownership and maintenance of this road once the project is completed; and

WHEREAS, City Council Resolution 2016-02, and City Manager letter of support dated January 8, 2020 recognized support for this project; and

WHEREAS, the City approves construction activities within its right of way associated with the Nerka Roadways Improvement Project; and

WHEREAS, the City approves the installation of nine new street lights within the Nerka subdivision to promote safety of the residents; and

WHEREAS, city lots identified as 13S 56W Block 13 Lot 7 and 13S 56W Block 1 Lot SW will be used to support the project and developed as temporary equipment and materials staging, and the temporary and permanent placement of excavation materials from the construction activities.

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council supports the Nerka Roadways Improvement Project as submitted by Bristol Engineering Services Company LLC.

PASSED and ADOPTED by the Dillingham City Council on February 9, 2023.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

MEMORANDUM

DATE: February 3, 2023
TO: City of Dillingham
FROM: Isaac Pearson, PE
RE: Nerka Subdivision Roadway Improvements – Public Notice for Construction -
Revision 2

The purpose of this memorandum is to provide an update on the Nerka Subdivision Roadway Improvements Project (Project) and provide information for the Dillingham City Council to approve advancing the construction of the Project, and other matters.

Bristol Engineering Services Company, LLC (Bristol), under contract with the Curyung Tribe (Tribe), has developed construction documents for the Project. The Project is funded under the BIA / FHWA Tribal Transportation Program, in which the Tribe participates.

The Project will upgrade all existing public roadways within the Nerka Subdivision, please see Figure 1. The proposed project will address drainage issues, utility conflicts, pedestrian / vehicular safety, and upgrade the road to an asphalt pavement surface. A new pedestrian pathway will be provided along Nerka Drive and Nerka Loop. Please note that the Teal Lane Extension is not included in this request.

The project is ready and forecasted for construction in the 2023 season. Unfortunately, the Tribe does not have the funding to construct the entire project at this time. However, the Tribal Council has authorized a phased construction approach using the funds available. With the available funding we are confident that Nerka Drive can be completed in its entirety (Phase I) and the remainder of the project will be constructed as part of additive bid items or separate contracts as funding allows (Phase II).

Prior to authorization of a construction contract, approval from the City of Dillingham is required for the following items:

1. Approval for construction within City right of way;
2. Approval for installation of streetlights; and
3. Approval for the temporary use of City property.

Approval for construction within City right of way.

We are requesting approval to construct the project in the City right of way using a phased approach as outlined.

Phase I: Upgrade Nerka Drive from Aleknagik Lake Road to Nerka Loop Road and perform required telecommunication upgrades throughout the entire project area to support the Nerka Drive upgrades and future Phase II work. All work will be done in accordance with the Nerka Subdivision Roadway

Improvements plans and specifications, developed by Bristol Engineering Services Company, LLC. Plans are available from the engineer upon request. Contact information is provided at the end of the memorandum.

Phase II: Upgrade remaining roads within the Project scope as funding becomes available. We anticipate the order of upgrades to be as follows for the Phase II work.

1. Nerka Loop
2. Widgeon Lane
3. Mallard Lane
4. Kingfisher Lane
5. Sandhill Lane
6. Teal Lane

This order is a recommendation only. The order can be adjusted based on the City's preference.

Approval for installation of streetlights.

We request approval to install 9 new LED lights in the subdivision, as shown on Figure 1. The new lights will add a fiscal burden to the City's yearly operating budget for light tariffs under an agreement with Nushagak Electric & Telephone Cooperative, Inc. (Nushagak). Nushagak's current tariff does not provide a rate for LED lights. Nushagak indicated they will need to update the tariff to provide this rate. For planning purposes we'd suggest an estimate of \$20/light/month. Estimated annual cost for 9 new LED lights is \$2,160.

Approval for the use of City property.

We request approval for the temporary use of two City properties to support the construction effort. The construction contractor would have temporary access to the lot(s) as part of the road construction project for the following.

1. Temporary staging yard for equipment and materials to support the road project.
2. Waste area for unusable excavation materials removed from the road prism, soil and grubbing materials only, no trash or contaminated materials.

Upon completion of the project the contractor will be required to stabilize the disturbed area by establishing a grass. At the City's direction the lot could be closed off by removing access roads or mounding soil at the entrance. Alternatively, the lot can remain accessible. We will work with City staff to address and implement details of the land use, if approved.

The lots in question are shown as Figure 2 and 3. Please note that City staff indicated that 13S 56W Block 1 Lot SW (Figure 3) is a City property and not BBNC / Choggiung Limited as noted in the GIS record.

Figure 2 - 13S 56W Block 13 Lot 7

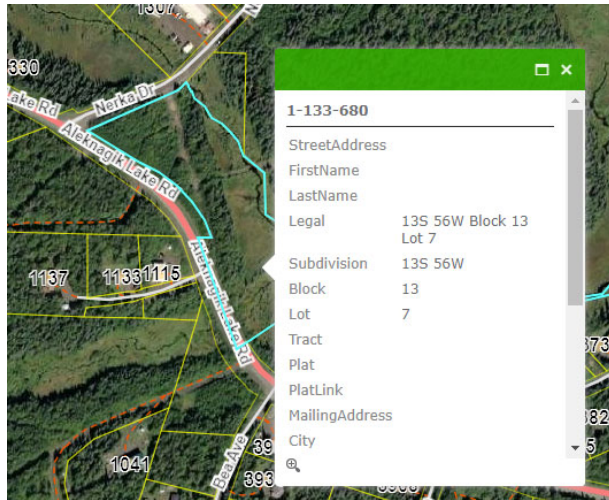
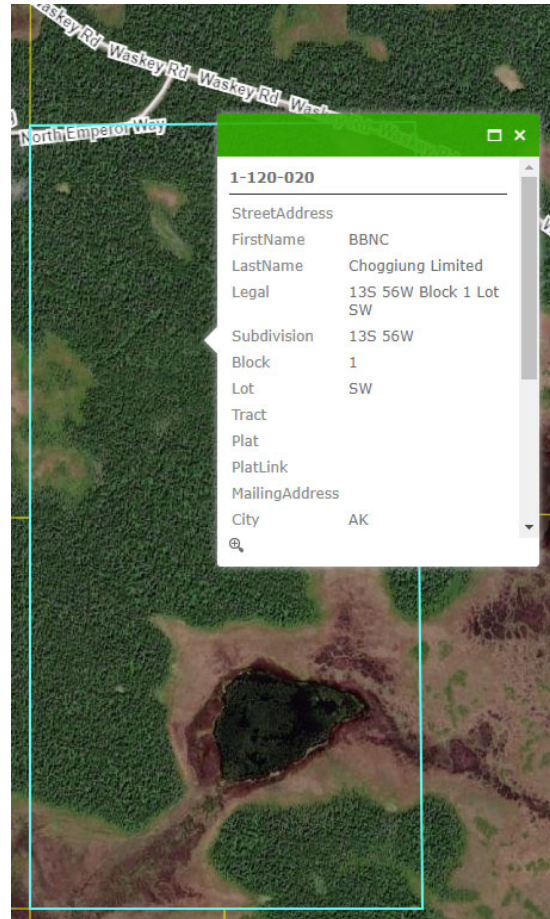


Figure 3 - 13S 56W Block 1 Lot SW



If the City or the public have any questions regarding the project, please contact Isaac.

Isaac Pearson, P.E.
Senior Civil Engineer
Bristol Engineering Services Company LLC
111 W. 16th Avenue, Third Floor
Anchorage, AK 99501-5109
Phone : (907) 743-9313
Mobile : (907) 351-1545
FAX : (907) 563-6713
ipearson@bristol-companies.com
<http://www.bristol-companies.com/>

Attachment(s):

- Figure 1 (1-page)

Cc: File

[End]



LEGEND:

PHASE 1
 PHASE 2
 NEW STREETLIGHT

NOTES:

1. MAP SOURCE: GOOGLE EARTH 2023
2. CREEK SOUTH OF NERKA SUBDIVISION WAS RENAMED TO AMAU CREEK IN 2022.

NERKA SUBDIVISION ROADWAY IMPROVEMENTS
 DILLINGHAM, ALASKA

PUBLIC NOTICE

Section . Item 7.	
DATE	01/27/23
DWN	01/27/23
SCALE	SHOWN
APPRVD.	IPP
DATUM:	NONE
PROJECTION:	NONE
PROJECT No.	211056

Bristol
 ENGINEERING
 SERVICES COMPANY, LLC

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council Section . Item 7.
Chris Napon
Bill Rodawalt
Vacant
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: January 8, 2020
To: Issac Pearson, P.E., Bristol Engineering Services Company, LLC
From: Tod Larson, City Manager
Subject: 100% Nerka Plan Review

Mr. Pearson,

The City of Dillingham has reviewed the 100% design plan for the Nerka Subdivision and is not submitting any additional comments at this time. However, we do wish to be closely involved as this project moves forward to construction.

The City has conducted outreach with the community in the past in order to receive community feedback on this project. In the City of Dillingham Resolution 2016-02, the Dillingham City Council resolved "that Dillingham City Council concurs with the Dillingham Planning Commission's recommendation to allow BESC to complete the design for the improvements of Nerka Road to include the Teal Lane extension."

Thank you for your efforts on the Nerka Road project for our City. This project will add value to an area in town that certainly can use road improvements. You can contact me at (907) 842-5148 or at manager@dillinghamak.us.

Respectfully,

Tod Larson
City Manager

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-02

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE COMPLETION OF THE NERKA ROAD DESIGN TO INCLUDE THE EXTENSION OF TEAL LANE TO EMPEROR WAY

WHEREAS, Curyung Tribal and the City of Dillingham has been working with Bristol Engineering Services Corporation (BESC) to design improvements to the roads in the Nerka Subdivision; and

WHEREAS, Curyung Tribal has identified the Nerka Roads as their top priority for their BIA Indian Reservation Road funds of which they have approximately \$1.5 million set aside for the project; and

WHEREAS, BESC is now at 95% design of the project which includes the extension of Teal Lane to Emperor Way; and

WHEREAS, the City of Dillingham will maintain ownership and maintenance of this road once improved and Curyung Tribal wants the City's concurrence on the design by BESC to include Teal Lane; and

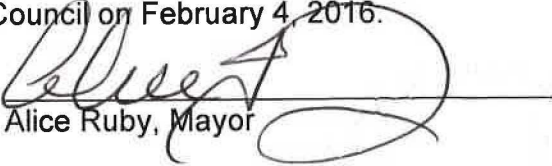
WHEREAS, at the public presentation of the 95% design by BESC there was a number of people that voiced opposition to the extension of Teal Lane to Emperor Way and the plan forward was to bring the discussion to the Planning Commission to make a recommendation to the City Council; and

WHEREAS, at the December 16, 2015 Planning Commission meeting the Commissioners were presented with the 95% design by BESC and heard the opposition for the extension; and

WHEREAS, after some discussion the Planning commission recommended to the City Council that they have no objection to the 95% design to include Teal Lane extension, but they did not provide any opinion for moving on to construction at this time;

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council concurs with the Dillingham Planning Commission's recommendation to allow BESC to complete the design for the improvements of Nerka Road to include the Teal Lane extension.

PASSED and ADOPTED by the Dillingham City Council on February 4, 2016.


Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

[SEAL]

City of Dillingham Information Memorandum

Agenda of: February 4, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-02

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE COMPLETION OF THE NERKA ROAD DESIGN TO INCLUDE THE EXTENSION OF TEAL LANE TO EMPEROR WAY

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Bristol Environmental Services Corporation (BESC) information on 95% design and notes from November 9, 2015 public meeting held in Dillingham

Summary Statement:

BESC was contracted by Curyung Tribal to provide engineering services to design improvements to the Nerka Roads, a project that has been underway for the past few years. The City has been involved in the various phases of the design and changes recommended by City staff have been incorporated into the 95% design. A portion of the design is an extension of Teal Lane to Emperor Way which has a designated right-of-way in place.

When BESC first presented the design to the public, there was opposition to the Teal Lane extension, and they were encouraged to look at alternative routes that could be used to exit Nerka Subdivision. One in particular was through Kingfisher Lane which they were not able to get concurrence from the native allotment owner. Therefore, Teal Lane continued to be in the design plans.

Since there was opposition voiced, Curyung Tribal wanted the City's concurrence with the extension before the design work could be completed. On December 16, 2015, the Planning Commission met and discussed the project and made the recommendation to the Council that they had no objection to the 95% design with Teal Lane included.

Curyung Tribal has about \$1.5 million set aside from BIA Indian Reservation Road funds for this project. The entire project is about \$7.5 M with the extension and the paving. There has been discussion of phasing in the project, but nothing is planned at this time.

Attachment to:
Ordinance No. _____ / Resolution No. 2016-02 _____

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

New Business

MEMORANDUM OF UNDERSTANDING
Between
Bristol Bay Housing Authority and the City of Dillingham

This Memorandum of Understanding (MOU) is made and entered into by and between BRISTOL BAY HOUSING AUTHORITY (BBHA) and the City of Dillingham (City).

I. Background

This MOU allows the City to assist financially in the utility and maintenance costs necessary to protect the integrity of the facility, and allows BBHA to provide limited upkeep, while Marrulut Eniit Assisted Living (MEAL) makes plans to sell or find other used for the facility. The City's assistance will be provided only in the short term and is strictly limited to the types of assistance identified herein.

II. Term. This MOU shall remain in effect for a period of six (6) months from the date of approval by the parties.

III. Description of City's Assistance

- a. The City agrees to cover necessary and reasonable utility costs for the facility to include:
 - 1. Heating Fuel, including delivery.
 - 2. Electricity.
 - 3. Water & Wastewater.
- b. The City agrees to cover necessary and reasonable maintenance costs for the facility boiler(s) and associated distribution systems.

IV. Responsibilities of BBHA

Unless MEAL makes other arrangements:

- a. BBHA will manage overall security, maintenance and oversight of the facility, accessory structures, and grounds;
- b. BBHA will be the named party for receipt of utility bills,
- c. BBHA will manage facility maintenance, including performance, scheduling, and coordination.
- d. BBHA will copy the City with utility and maintenance invoices received, in accordance with Section III of this MOU.
- e. To receive reimbursement from the City, BBHA will provide a cost estimate and request prior authorization from the City for any maintenance expense.

V. Responsibilities of the City

- a. The City will pay valid invoices within 15 days of receipt. Any City objections to invoices or expenses must be submitted within 10 days of the City's receipt of invoice. If BBHA has not paid the provider of utilities or services directly, the City will make payment directly to the provider. Otherwise, the City will reimburse BBHA. The City shall provide proof of payment to BBHA, in a timely manner.
- b. The City retains the right, in its sole discretion, to object to the amount of any payment that is unreasonable or appears not to have been necessarily incurred, and to require additional documentation or justification. In the event of valid objection, MEAL and/or BBHA will be responsible for the expense, until satisfactory justification is provided to City.
- c. The City's obligations under this MOU are contingent on the availability of lawful appropriations.

VI. Hold Harmless

To the fullest extent permitted by law, BBHA shall indemnify, defend and hold harmless the City and its agents and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney's fees, arising out of or resulting from the use of the facility. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person. In any and all claims against BBHA or their agents or employees by any employee of BBHA, or any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, the indemnification of the City shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for BBHA or any subcontractor under workers' compensation acts, disability benefits acts or other employee benefits acts. This Hold Harmless applies only while the City plays no actual role in the facility's management or ownership, is not a purchaser of the facility, is not physically present at the facility, and has not taken any action to retake or assume ownership of the real property.

VII. Entire Agreement

This MOU constitutes the entire agreement between the parties with regard to reimbursement and the other specific topics covered. This MOU does not alter the relationship of the parties and shall not be construed in any way to create a joint venture or partnership or any other such agreement between the parties. The parties may amend this MOU only by written agreement signed by all parties, by their authorized representatives. This MOU may be executed in counterparts and may be executed by way of facsimile or electronic signature, each of which when so executed shall constitute an original and all of which together shall constitute one and the same instrument.

VIII. Termination. This MOU may be terminated by either party without cause with 30-days' prior written notice. Costs reasonably incurred in accordance with this MOU during the notice period will remain subject to and compensable under this MOU. Termination for a parties' material breach of this MOU will be effective immediately, or on such date as the terminating parties' written notice specifies.

Bristol Bay Housing Authority

City of Dillingham

Title

Title

Date

Date

Informational items

1-20-23

Dear Alice,

I am so happy that you & the City Council made a resolution & had a framed copy of it hand delivered to our house by Patty

Buholm at 5:30pm

a couple of nights ago. We live in a wonderful town where our citizens feel like caring & loving family. I was lucky to have had David for 60 years!

Much love,
Johanna