



CITY COUNCIL REGULAR MEETING

Thursday, February 10, 2022 at 7:00 PM

AGENDA

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

MEETING INFORMATION

CITY COUNCIL REGULAR MEETING

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

Limited Seating Available - Masks Required
141 Main Street, Dillingham, AK 99576 (907) 842-5212

This meeting will also be available at the following online location:
<https://us02web.zoom.us/j/86952494760?pwd=UFISd0o4bXhpSnVTL2JkTG9WTzVHQT09>
Meeting ID: 869 5249 4760; participant #, passcode: 110089
Or dial (346) 248-7799, or (669) 900-6833

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Minutes of January 6, 2022, Regular Council Meeting
2. Minutes of January 25, 2022, Special Council Meeting

APPROVAL OF CONSENT AGENDA

3. Adopt Resolution 2022-04; A Resolution Of The Dillingham City Council Amending The Bank Signature Card And Investment Accounts Signature Authority Forms Due To A Change In Council Members

APPROVAL OF AGENDA

STAFF REPORTS

4. Department Reports
5. Committee Reports

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

- 6. Adopt Resolution 2022-05; A Resolution Of The Dillingham City Council Waiving Section 3.95 Of The City's Personnel Regulations To Authorize Hiring Patty Buholm As The Planning Director With The City Of Dillingham While Her Husband, Aksel Buholm, Serves On The City Council

UNFINISHED BUSINESS

Committee Appointments

- Code Review Committee
- Finance & Budget Committee

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

- 7. Letters of Interest: School Facility Committee, Planning Commission

NEW BUSINESS

- 8. Dillingham Liquor Store License Renewal Application
- 9. Strategic Planning Update

CITIZEN'S COMMENTS (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT



CITY COUNCIL REGULAR MEETING

Thursday, January 06, 2022 at 7:00 PM

MINUTES

CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, January 6, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:13 p.m. The meeting was preceded by a workshop on proposed changes to the Terminal Tariff.

ROLL CALL

Mayor Ruby was present.

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

Aksel Buholm	Perry Abrams	Chris Napoli
Curt Armstrong	Kaleb Westfall	

APPROVAL OF MINUTES

- Minutes of December 16, 2021, Regular Council Meeting

MOTION: Aksel Buholm moved and Perry Abrams seconded the motion to approve the December 16, 2021, regular council minutes.

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

APPROVAL OF CONSENT AGENDA

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

MOTION: Aksel Buholm moved and Perry Abrams seconded the motion to approve the consent agenda.

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

APPROVAL OF AGENDA

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

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

STAFF REPORTS

- Department Reports

- Wren property tax matter has been settled.
- Noted appreciation for the water assistance program.

5. Committee Reports

Code Review Committee

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

Finance & Budget Committee

- The following topics were discussed at the last meeting: Terminal Tariff revisions, working with marijuana stakeholders and taxation, and budgeting schedule for FY23.
- Revenue and fee structure workshop with council was recommended.

MOU Committee

- A MOU Committee meeting will be scheduled.

PUBLIC HEARINGS

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

There were no comments.

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

Ron Johnson: Thanked public safety for increased service, and helping keep his dogs safe.

Liz Clark: Spoke regarding Council Seat B. Noted she would be honored to serve the community.

ORDINANCES AND RESOLUTIONS

8. Adopt **Ordinance 2021-09**; An Ordinance of the Dillingham City Council Delaying the Effective Date of Ordinance 2020-02
 MOTION: to adopt Ordinance 2021-09 made by Aksel Buholm, seconded by Perry Abrams.
 - A letter to business license holders will go out as notice of this action.
 VOTING Yea: Council Member Napoli, Council Member Armstrong, Council Member Abrams, Council Member Westfall, Council Member Buholm
9. Adopt **Ordinance 2021-10**; An Ordinance of the Dillingham City Council Amending Subsection A of Section 2.09.080
 MOTION: to adopt Ordinance 2021-10 made by Chris Napoli, seconded by Curt Armstrong.
 VOTING Yea: Council Member Buholm, Council Member Napoli, Council Member Armstrong, Council Member Abrams, Council Member Westfall
10. Adopt **Resolution 2022-01**; A Resolution of the Dillingham City Council Amending the Port of Dillingham Terminal Tariff
 MOTION: to adopt Resolution 2022-01 made by Aksel Buholm, seconded by Perry Abrams.

MOTION: to amend Resolution 2022-01 to increase all fees by 9% except items proposed over 9% will remain as is. A 4% annual increase every year thereafter made by Aksel Buholm, seconded by Perry Abrams.

- Updated Terminal Tariff will be posted.

Amendment:

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

Main motion as amended:

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

UNFINISHED BUSINESS

Citizen Committee Appointments

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

11. Letters of Interest - Planning Commission

Mayor Ruby recommended Bert Luckhurst and Liz Clark be reappointed to the Planning Commission.

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

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

NEW BUSINESS

12. Appoint Council Seat B

- Five letters of interest were received.
- All candidates are qualified and would do a good job.
- DMC 2.06.060; the council, by vote of a majority of its remaining members designate a person to fill the vacancy.

Mayor Ruby recommended Gregg Marxmiller be appointed to City Council Seat B.

MOTION: to concur with Mayor Ruby's recommendation made by Chris Napoli seconded by Curt Armstrong.

Motion fails:

VOTING Yea: Council Member Napoli, Council Member Armstrong

VOTING No: Council Member Buholm, Council Member Abrams, Council Member Westfall

MOTION: to appoint Michael Bennett to council Seat B made by Aksel Buholm, seconded by Perry Abrams.

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

13. Adopt **Action Memorandum 2022-01**; Authorize additional funds for a Vehicle Purchase for Administration Department, City Hall Use

MOTION: to adopt Action Memorandum 2022-01 made by Aksel Buholm, seconded by Curt Armstrong.

- This is a budget item, needing approval of increased funds.
- Due to the current supply / demand vehicle prices have significantly increased.
- State purchase program will be used to help keep costs as low as possible.

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

CITIZEN'S DISCUSSION (Open to the Public)

There were no comments.

COUNCIL COMMENTS

Aksel Buholm:

- Thanked Public Safety for responding to the Squaw Creek dog situation.
- Thanked those who submitted letters of interest for Council Seat B.
- Thanked Chris Napoli for working on Resolution 2022-02, and 2022-03.

Perry Abrams:

- Noted appreciation for Bo Darden, and Jackson McCormick resolutions.
- Thanked all candidates that applied for Council Seat B.
- Congratulated Michael Bennett.

Chris Napoli:

- Stated appreciation to Chief Pasquariello for resolving the Squaw Creek Road issue.
- Recommend having council workshop; 1. Set legislative priorities; 2. Set City Manager Priorities.

Kaleb Westfall:

- Thanked Council Seat B candidates for taking time and expressing interest.
- Mentioned appreciating for Jean explaining how the tariff works.
- Noted a need for Council to determine what is needed regarding infrastructure projects.

MAYOR'S COMMENTS

- A workshop will be scheduled at 6:00 p.m. prior to the February council meeting.
- Noted a Lobbyist RFP is being developed.
- Thanked all candidates that submitted a letter of interest for Council Seat B.
- A moment of silence was observed to recognize all those lost since the last meeting.

EXECUTIVE SESSION

14. Personnel Matter

15. Legal Matter

MOTION: Aksel Buholm moved and Perry Abrams seconded the motion to enter into executive session to discuss a personnel matter and a legal matter. [8:19 p.m.]

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

MOTION: Chris Napoli moved and Perry Abrams seconded the motion to exit executive session. [9:20 p.m.]

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

MOTION: to move forward with City Manager contact amendment, with an effective date of Nov. 12, 2021 made by Aksel Buholm, seconded by Perry Abrams.

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

ADJOURNMENT

Mayor Ruby adjourned the meeting at 9:21 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____



CITY COUNCIL SPECIAL MEETING

Tuesday, January 25, 2022 at 5:30 PM

MINUTES

CALL TO ORDER

A special meeting of the Dillingham City Council was held on Tuesday, January 25, 2022, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:31 p.m.

ROLL CALL

Mayor Ruby was present.

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

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

APPROVAL OF AGENDA

MOTION to approve the agenda made by Kaleb Westfall, Seconded by Chris Napoli.

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

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

There were no comments.

COUNCIL COMMENTS

- Michael Bennett was welcomed as a council member.
- Noted AML has a conference event February 16 – 18.

MAYOR'S COMMENTS

- Welcomed Michael Bennett. Noted he had orientation and took the Oath of Office on January 24th.
- Thanked staff for keeping things together.

SPECIAL BUSINESS

1. Manager Report
 - RFP for grant writing services will be updated to correct a contractual issue and will go back out.
 - The City currently has a grant through BBEDC for grant writing assistance. Grants being worked on; Lost Revenue Replacement Grant, and Harbor Floats.
 - Distribution of Federal infrastructure monies allocated by Congress are still undefined.
 - Noted travel is being discouraged, most trainings are going back to virtual platforms.
2. EXECUTIVE SESSION - Legal; Contracts

MOTION: Kaleb Westfall moved and Perry Abrams seconded the motion to enter into executive session to discuss legal contracts. [5:47 p.m.]

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

MOTION: Aksel Buholm moved and Kaleb Westfall seconded the motion to exit executive session. [7:16 p.m.]

Council Member Napoli excused.

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

MOTION: Kaleb Westfall moved and Aksel Buholm seconded the motion to accept the contract to hire Chris Hladick for lobbyist services and include state federal level services.

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

MOTION: Kaleb Westfall moved and Aksel Buholm seconded the motion to approve the current City Manager contract for Robert Mawson.

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

ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:18 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2022-04

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

WHEREAS, due to a vacancy on city council, Michael Bennett was appointed to the Dillingham City Council at a Regular City Meeting held January 6, 2022; and

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

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

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

- | | |
|-------------------|------------------|
| Alice Ruby | Mayor |
| Chris Napoli | Council Member |
| Michael Bennett | Council Member |
| Aksel Buholm | Council Member |
| Neil C. Armstrong | Council Member |
| Kaleb Westfall | Council Member |
| Perry Abrams | Council Member |
| Anita Fuller | Finance Director |

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on February 3, 2022.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Department Reports

Mayor
Alice Ruby

Manager
Mark Lynch



Dillingham City Co

Section . Item 4.

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

MEMORANDUM

Date: January 28, 2022
To: Dillingham Mayor & City Council
From: Mark Lynch, Interim City Manager
Subject: Manager's Report

- **COVID.** I attend weekly COVID meetings to discuss issues in the community. The City has had 2 employees test positive this month. One of them is back to work at this time.
- **Fire Department Building repairs.** Waiting for insurance company information so we can proceed to develop a scope of work and issue an RFP for repairs.
- **Personnel.** I have a made an offer to a candidate for the PW Director position. We are working on detail to bring him and his wife to Dillingham for a couple of days so they can decide if they want to accept the position. I have also made an offer to a new Planner, and that offer has been accepted. Her first day will be February 14th. Kelsa continues to work on filling many other open positions as well.
- **Motorola Radios.** Koolie reported that the necessary spare batteries were provided by Motorola, and they also sent software that he needed for the radios. They are still in discussions concerning a date that Motorola will send technicians to troubleshoot the remaining connectivity issues. The City has withheld approximately 10% of the contract to ensure that the remaining problems are corrected before final payment is made.
- **Landfill Fire.** Jean has been researching building options for replacing this building
- **IT.** The new IT Company is in place and things are going well. The City has experienced internet outages that have seriously affected our ability to work.
- **Delinquent Tax / Utility issues.** I have continued to spend a fairly large amount of time working on some of the City's outstanding delinquent tax and utility issues. I have begun work on obtaining settlements where possible.

- **BBEDC Grant award.** I have worked with Agnew-Beck on several possibilities. The first is another lost revenue replacement grant, and they are working with Anita now to get it filed.
- **Lobbyist RFP.** Three RFP responses were received and presented to Council at the January 25 special; meeting. Council directed me to accept the proposal by Chris Hladick with some language changes to the final agreement. I have contacted Mr. Hladick and will he was agreeable. However, the internet has been down so I have been unable to receive his changes nor have I been able to get the contract to the City Attorney for review. I will work with him and the City Attorney to get the final agreement signed and in place.
- **Administration Vehicle.** The vehicle is ordered and should be delivered on an early barge.
- **New Marijuana Tax & Seafood Processor Tax.** I presented some ideas and suggestions at the Finance & Budget Committee meeting and was directed to prepare draft ordinances for their February meeting. If they approve those may come before Council at the April meeting.
- **Beaver Round-up.** Mayor Ruby and I were on a conference call with Charlene Lopez concerning Beaver Round-up. COVID community spread avoidance was discussed and some events will be outside, some inside, and some will be virtual. In all cases appropriate safety measures will be strongly recommended for all attendees.
- **Playground improvements.** I have been invited to weekly meetings of a committee concerning the updates to the playground. We plan to have public comment periods during the next three or so Planning Committee meetings. Due to my schedule I have asked Kelsa to attend these via Zoom. I have informed the group that this topic will be on the next few Planning Commission meeting agendas for additional public comment.
- **Seabelt Planning Group.** I have attended two meetings of this group, which is hosted by Alaska Municipal League. The goal is to discuss issues that affect communities on the sea. The big topic this month concerned the federal infrastructure money and how it would flow into cities and boroughs in Alaska. However, no one in the group really knew yet.
- **Council Member Orientation.** I attended the orientation for Council member Michael Bennett, along with Mayor Ruby and Lori.



MEMORANDUM

DATE: 01/25/2022
TO: Mark Lynch, Interim City Manager
FROM: Kelsa Brandenburg, Executive Assistant/HR
SUBJECT: Department Staff Report, January

STAFF REPORT

New Employees:

Cody Gardiner – Public Works Admin/Landfill Attendant

Resignations / Terminations / Layoffs:

Braiden Sifsof – Buildings and Grounds Assistant
Arlen Heyano – Senior Center Driver
Alex Casteel – Dispatcher
Patricia Rice – Accounting Tech III, Taxes/Collections

Transfers:

Position Vacancies:

City Manager
Public Works Director
Director of Planning and Grant Management
Corrections Officer
Police Officer
Dispatcher II
Executive Assistant/HR
Buildings & Grounds Foreman
Buildings & Grounds Assistant
Accounting Tech III – Taxes/Collections
Fleet Mechanic



MEMORANDUM

DATE: January 24, 2022
TO: Mark Lynch, Interim City Manager
FROM: Lori Goodell, City Clerk
SUBJECT: Staff Report

STAFF REPORT

Foreclosure:

The Finance Department confirmed lists of properties still outstanding for both foreclosure actions. Certificates of redemption have been submitted for all properties that have been redeemed. Letters will be going out to those still on the list to notify them the redemption period is expired and the City will be applying to the Court for a tax deed on all unredeemed property.

Travel:

I will be traveling to Seattle, leaving Dillingham February 8 and returning on the 23rd. I will be available by phone and will be checking email on a regular basis.

Elections:

The State of Alaska notified the City that the Division of Elections will no longer loan precinct scanners and other vote tabulation equipment to local governments. I am working with Dominion Voting to acquire a tabulation system that will work with our existing equipment.

Records:

The State of Alaska Records Information Management team will be coming to Dillingham the week of April 18. They will be doing a records audit and will submit a report with their findings. They will also be doing records training while they are here.

STANDING ITEM(S):

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

Commission/Board Seats Vacant.

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

Upcoming Meetings:

February 10, Code Review Committee
February 21, Finance & Budget Committee
February TBD, Planning Commission Meeting
March 3, Regular Council Meeting

Clerk's Note:

State of Alaska's Open Meetings Act, AS 44.62.310-.312:

*A government's primary purpose is to "aid in the conduct of the people's business."

*Government units should act and deliberate openly.

*Members of the public have the right to be informed in the actions the government takes so that they are empowered to "control the instruments they have created."



MEMORANDUM

DATE: January 27, 2022
TO: City Manager
FROM: Anita Fuller, Finance Director
SUBJECT: Finance Department Staff Report

STAFF REPORT

Statistics: January as of 1/27/2022

Payroll run: 2

Cash Receipts: \$1,124,162.13

All Payments: \$472,366.67 (includes \$167,320.44 for payroll)

2022 Business License Renewals received: 277

Important deadlines:

15th of each month utility payments due; last day of month utility bills created and sent

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

January 31: W-2 and 1099 reporting to be completed

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

February 3: Failure to pay real and personal property tax letters scheduled to be sent

March 1: Last day for file personal property tax assessment returns. Notices not received will be fined a force file fee of up to \$400.

Audit

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

Staffing changes

- Account Tech III – Taxes/Collections position became open 01/07/2022
- Illness within the department caused further staff shortages
- 01/07/2022 emergency re-hire – Cameron Malstrom to handle temporary remote work

Grant Reporting

Quarterly grant reports work completed:

- Curyung Ice Machine grant completed

Consultant support

- Crystal Miner with Carmen Jackson, LLC provide support week of 01/24/2022 to 01/28/2022.

Budget

- FY22 Budget Amendment #2 to Finance & Budget 02/2022
- FY22 Budget Amendment #2 Ordinance introduced to council 03/03/2022
- FY22 Budget Amendment #2 Ordinance proposed adoption 04/07/2022

- FY23 Budget Department review 01/2022 and 02/2022
- FY23 Budget to Finance and Budget 02/2022
- FY23 Budget Ordinance introduced to council 04/04/2022
- FY23 Budget Ordinance proposed adoption 05/05/2022



MEMORANDUM

DATE: 01/22/22
TO: Interim City Manager
FROM: Scott Runzo FDC
SUBJECT: January Monthly Report

STAFF REPORT

EMS calls:

- 19 Related medical emergencies

Fire calls:

- 6 Responded to alarms going off

Fire EMS activity:

- EMS and Fire training
 - Practiced running a code
 - EMS charting and computer input
- Cataloged all Scott bottles for testing and compliance
- Generator used to power fire station during multiple days without power
- Downtown fire station flooded and offices moved to Lake rd station
- Process of resurrecting the Fire Department supply cabinet at hospital started
- ETT training class started with 6 in attendance
- Two BLS CPR classes with 12 in attendance completed



MEMORANDUM

DATE: January 25, 2022
TO: Mark Lynch, Interim City Manager
FROM: Sonja Marx, Librarian
SUBJECT: Department Report

STAFF REPORT

January marks the beginning of another new year here at the Dillingham Public Library. With school now in session and people back to work after the holidays, we are seeing more patrons come into the library. This time also begins the process of applying for library grants, e-rate for internet services, and budgeting for the next fiscal year. We are on track as we are now half way through our FY22 year.

The Dillingham Library Advisory Board met via zoom on Tuesday, January 18, 2022 to review and update the Donation Policy. This project will remain on the agenda for the next meeting. At that time, we hope to have filled the current empty seat. We want to thank Shelly Lutes for being on the LAB since last spring. We have appreciated her support for the library. Seat A is now open. Those interested may submit a letter to Mayor Alice Ruby requesting to serve on the LAB.

The Librarian will be on vacation the first three weeks of February. Unfortunately, there are not any "Love Your Library Month" events planned in February for this year as we normally had in the past. The Dillingham Friends of the Library board and its members have not been able to meet for over a year. This Covid pandemic has certainly affected our library. As one can see below in the Library Stats, we only had 177 patrons visit the library last month. We use to have that many visit in a single day to check out materials and use the computers, internet, and WiFi. Hopefully the numbers will increase as we enter the warmer spring and summer season.

Library Stats report December 27th, 2021 - January 23rd, 2022:

Patron Visits: 177 Computer Use: 29 Wireless Use: 167 Story Hour: 9
Other Visits (including Classes): 0 Museum Use: 1 Movies Shown: 0
AWE Station Use: 4 Volunteer Hours Logged: 0

Next Library Advisory Board meeting is scheduled for March 22, 2022 at 5:30 pm.

Library will be closed Monday, February 21, 2022 for President's Day.



MEMORANDUM

DATE: 1-22-22
TO: Interim-City Manager Mark Lynch
FROM: Chief Daniel Pasquariello
SUBJECT: Public Safety Department Report **February 2022**

STAFF REPORT

- We had a cell phone call from an armed, delusional man walking on the tundra, heading towards the Lake Rd. DMV agent Gary Pullon went upstairs to the dispatch center to assist the sole dispatcher. Agent Pullon spoke with the man on the phone for approximately one hour, built a rapport with the man, calmed him, and got him to drop his rifle. Agent Pullon's fantastic job communicating with the man allowed responding police officers and state troopers to take the man into custody without incident.
- This reporting period we have received 7 protective service reports from the Office of Children's Services (OCS). These reports involve incidents of physical or sexual abuse of children. This is an extremely large number of the reports for DPD to receive in such a short period of time. The cases are under investigation.
- Three of our rotational police officers are headed to the Public Safety Academy in Sitka to attend a three week Re-Certification academy. This academy is required so that our out-of-state certified officers (*Judd Hack, Tanner Nickels, Katie Lutz*) can be Alaska State certified.
- We have been unable to use our garage for over a month because one of the springs is broken. We are waiting for new spring to be order and installed. Without a working garage door we cannot pull our cars in the drop off prisoners and must use an outside door. We also are not able to pull our patrol cars into the garage to thaw them out, or clean them.



MEMORANDUM

DATE: 1-24-22
TO: City Manager
FROM: Jean Barrett / Public Works / Port
SUBJECT: Department Report

STAFF REPORT

With the inclement weather we have been very busy in all aspects of public works, we continue to have an enormous amount of breakdowns, some from normal wear and tear and some from the age of the equipment.

➤ Streets

- Keeping up with snow plowing has kept us busy this month.
- Snow removal has filled in the times between storms, we have once again started to dump off of the dock as we have for as long as I can remember. The idea of a snow dump onshore has been tabled for now due to several reasons: 1) for the last few years the snow was dumped down by the sewer lagoon, near the already eroding bluff. I believe the extra weight and moisture did nothing but cause more problems; 2) We need the equipment and the area to spread it once it is dumped; and 3) we need to have this somewhere convenient and close to town where the roundtrip is minutes and not half an hour.

➤ Shop

- As mentioned we have had a lot of breakdowns this month and overall in general this winter. Our one mechanic is doing an amazing job, and everyone at the shop helps out when needed. But we need to find another mechanically inclined person.
 - Our oldest grader, the Cat 160 H has a front end issue. Parts are on order, but it is red tagged until we repair it. This is one of the oldest pieces of equipment we have that we use on a regular basis and it is becoming increasingly difficult to maintain it as the age comes into play. I am looking into the possibility of using this machine as a trade in on a newer model.
 - The Case 580 backhoe is awaiting parts.
- We have ordered a crimping tool. The cost for hydraulic hoses will be cheaper in the long run and more convenient as we won't be at the mercy of the local supplier. This was one of the big ticket items we had built into the budget.

➤ **Buildings and grounds**

- Fingers crossed that the coldest of the winter has passed us by and our boilers all stay operational. We have had some real head scratching breakdowns this year and with the lack of a seasoned maintenance person on staff we have had to hire out almost all of the repair work.
- I have been working on a list of maintenance projects for the summer. If we don't have B&G personnel in place we will do our best to keep things running again next year.
- We have a new boiler in the Quonset hut. It is running smooth and working well. We had to replace the old one as it had started to leak due to a crack in the casing, it was beyond fixable and probably original to the building.

➤ **Water / Waste Water (WWW)**

- All is good in the WWW department. We finally have a surplus of replacement parts. We ordered them in August and with all of the shipping delays from offshore suppliers we received the last of the order just last week.
- We have had one freeze up we are working on. Some of the parts we were waiting on were to fix an issue we had with our City shutoff into a local restaurant. We were lucky enough to have found a thaw wire down the waterline and are at the time of this report attempting to thaw the line.

➤ **Landfill**

- We are doing what we can at the landfill. We are continuing to take trash, and compacting it with the D5 cat and the snow makes a good winter cover.
- The D5 cat is the only working piece of equipment out there right now. We are waiting on parts for the 960 Loader and the wheeled compactor.
- Still unable to make any headway on getting the incinerator up and running. Grading, snow removal, and furnace repair all take precedence over this. Lack of equipment also plays a part in this. Spring and summer are coming soon so the incinerator and water system are a priority so we can start to burn all the household trash once again.
- I am waiting on 3 call backs for estimates on a new shop building. Nothing more to report on that right now.

➤ **Port**

Not much to report here except the revised Port of Dillingham Tariff.

We raised almost everything in the tariff at the last council meeting. The City Clerk and I put our heads together and ironed out some small issues and made sure the numbers all added up and when we got it all done we published it on the City website. I have notified the barge lines of the changes so they can work with their customers. April is just around the corner and we will be busy again. At both the dock and harbor.

That is all from where I sit.

Jean



DATE: January 24, 2022
TO: City Manager
FROM: Ida R. Noonkesser, Director
SUBJECT: Senior Center Department Report

STAFF REPORT

During the month of November and December, the Senior Center served 779 home delivered meals to 60 individuals.

It has been pretty quiet at the Center. We are still continuing to serve lunches to the Elders by pickup and delivery each day. Our ride service is still suspended at this time.

Our Public Works crew was great during the holidays checking up on the Senior Center to make sure everything was ok. With all of our bad weather this past month, it has been nice to know the building was well cared for.

We are going to return to our monthly deep cleaning routines as we did before the pandemic. This will be important as we begin in-person activities again. We are still waiting on some repairs to our exit doors before we begin to open back up for in-person visits and meals.

Committee Reports



CODE REVIEW COMMITTEE MEETING

Tuesday, December 14, 2021 at 5:30 PM

MINUTES

CALL TO ORDER

The Code Review Committee met on Tuesday, December 14, 2021, in the Dillingham City Council Chambers, and via video conferencing, in Dillingham, AK. Council Member Chris Napoli chaired the meeting and called the meeting to order at 5:30 p.m.

ROLL CALL

Committee Members present:

Mayor Alice Ruby	Chris Napoli	Kaleb Westfall
Lori Goodell	Aksel Buholm	Mark Lynch

APPROVAL OF MINUTES

- Minutes of November 9, 2021

MOTION: Aksel Buholm moved and Kaleb Westfall seconded the motion to approve the minutes of November 9, 2021.

VOTE: The motion passed by unanimously consent.

APPROVAL OF AGENDA

There were no objections to the agenda.

COMMITTEE BUSINESS

- Trapping in City Limits

The following spoke regarding trapping in Dillingham:

Andy Anderman, Chris Brockman, Kenton Moos, Dan Dunaway, Todd Fritze, Dan Pasquariello, Dan Boyd

- Entities represented; USFW, ADFG, local trappers, Dillingham Public Safety.
- Be aware of unintended consequences. Trapping in city limits is advisable to control problem animals and issues; i.e. flooding of roads, over population, and rabies.
- 4-H trapping program is done inside city limits. Important to reach skills to next generation, and maintain area for those that cannot get away from the city.
- Traps can be strategically placed, boxes used for smaller traps, and use of sets that pose little risk, to minimize potential conflict.
- Education is important for trappers, pet owners, and community members. Emphasize ethical trapping. Safety for pets and children recognized.
- City has trespassing laws in municipal code.
- State of Alaska requires proposals to be submitted if proposed solution will involve the state. SOA does not like to make small restrictions.
- Recommendation is to keep restrictions very specific around problem areas if regulations are enacted.

- Don't judge, restrict, or regulate many for actions of one (trappers and/or pet owners). Communication will most often resolve issue.
- Public Safety recalls 5 incidents involving dogs caught in traps; having 40 years of experience. One incident ended in a fatality. No incidents involving children.

Public education program to be explored. Alaska Trappers Association has educational information that can be utilized. ADFG can hold a 'trapping clinic' and setup educational outreach. Dillingham Sportsman Association will run educational information on their webpage.

3. Sales Tax Exemption (Lease), Casual and Isolated Sales

- Code is written that rental or lease is not eligible for the tax cap. Some would like this to change. Finance & Budget Committee will be reviewing all exemptions. Recommend removing this from the to-do list.
- Casual and Isolated Sales needs definition clarified to enable enforcement.
- Education, videos and classes will be explored to promote business license applications, and sales tax collection.

4. List of Potential Partners

- No update given. This will be moved to the next meeting agenda.

5. Review To-Do List

- DMC 3.70 progress was reviewed.

PUBLIC COMMENT/COMMITTEE COMMENTS

- All were wished a Merry Christmas.

ADJOURNMENT

The meeting adjourned at 7:59 p.m.

Chris Napoli, Chair

ATTEST:

Lori Goodell, City Clerk

Approval Date: Jan. 11, 2022



FINANCE AND BUDGET COMMITTEE

Monday, December 20, 2021 at 5:30 PM

MINUTES

CALL TO ORDER

The Finance and Budget Committee met on Monday, December 20, 2021, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Curt Armstrong called the meeting to order at 5:35 p.m.

ROLL CALL

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

Alice Ruby	Mark Lynch	Curt Armstrong
Perry Abrams	Anita Fuller	

APPROVAL OF MINUTES

1. Minutes of November 15, 2021, Finance & Budget Committee Meeting

MOTION: Anita Fuller moved and Alice Ruby seconded the motion to approve the minutes of November 15, 2021.

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

APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Perry Abrams seconded the motion to approve the agenda.

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

STAFF REPORTS

2. Staff Report

- FY21 audit in progress. Expected to be completed mid-January.
- Finance is fully staffed as of December 15th.
- Cash flow to be a tool for budget process.
- Attorney recommends resuming foreclosure actions filed with the AK Courts.
- BBEDC program grant opportunity for additional lost revenue will be explored.
- 2 proposals received on the Grant Writer RFP.

Revenue & Expense Report

- Items +/- 15% reviewed,
- Shared fisheries tax and Community Sharing funds have been received and are higher than originally budgeted.
- Request has been submitted to the SOA for bond debt reimbursement.
- A report will be developed to show the landfill shop replacement items.
- Fund balance shows City finances are stable. Need to determine amount for reserve fund.
- Budget reflects positions filled at 100% and was balanced using the fund balance.
- Strategic Planning with Bill Dann can help focus long term budgeting.

COMMITTEE BUSINESS

3. ARPA Funding Update

- Grant reporting is being submitted, deadline is the end of the year.
- Lost Revenue grant has not been awarded yet.

4. Port Tariff

- Last incremental increase to fees done in 2017.
- Verbiage updates, clarifications, and fee increases reviewed.
- Recommend bringing this to council, and structure increases over three years.

MOTION: Mark Lynch moved and Alice Ruby seconded the motion to move this forward to council as presented and allow for future recommendations.

- The tariff can be revisited after the season to restructure items needed for the next season.
- Report shows a 2% increase each year.
- An updated report will accompany the resolution in the council packet.

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

5. Explore Revenue Options

Marijuana

DMC Exemptions

Fish Tax

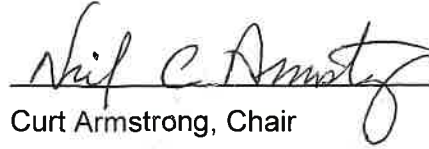
- Fish tax examples from Bristol Bay Borough Code provided.
- Tax rate from around the state looked over.
- Attorney memo regarding different types of tax rates given. Excise tax is often easier to implement and manageable by council.
- Items subject to an excise tax can continue to have sales tax collected.
- Cautioned to limit the number of marijuana facilities in Dillingham.
- Noted the black market for marijuana is still active. Concern expressed that higher taxes will increase black market activity. Enforcement was encouraged.
- 1% increase on some tax revenues was recommended.
- Requested information (code) from other communities and include business owners in the conversation.
- Recommend raising the tax cap. Currently there is no reporting on exemptions, this is a problem, move towards all report and then list what exemptions apply.

PUBLIC/COMMITTEE COMMENT(S)

- Concern for the financial state of the city expressed. Infrastructure, short term, and long term focus needs to be addressed.
- Assessments will increase taxes, some not in favor of increasing the mil rate. Place undue burden on working class.
- Easy of excise tax appreciated. However, it will increase burden of reporting.

ADJOURNMENT

The meeting adjourned at 8:11 p.m.


Curt Armstrong, Chair

ATTEST:



Lori Goodell, City Clerk

Approved: Jan. 17, 2022

CITY OF DILLINGHAM, ALASKA**RESOLUTION 2022-05****A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING SECTION 3.95 OF THE CITY'S PERSONNEL REGULATIONS TO AUTHORIZE HIRING PATTY BUHOLM AS THE PLANNING DIRECTOR WITH THE CITY OF DILLINGHAM WHILE HER HUSBAND, AKSEL BUHOLM, SERVES ON THE CITY COUNCIL**

WHEREAS, Section 3.95 of the City's Personnel Regulations prohibits applicants from being appointed as a city employee when a family member serves as a member of the City Council; and

WHEREAS, Section 3.95 also allows the City Manager to recommend a waiver of the nepotism restriction if the appointment is in the best interest of the City and, as long as the employee is not directly supervised by the Council or Mayor; and

WHEREAS, the Planning Director is not directly supervised by the Council or Mayor; and

WHEREAS, Patty Buholm understands the unusual needs of a rural Alaska community, has a knowledge of land use, as well as a large network of state and local contacts, and

WHEREAS, City Manager Mark Lynch recommends the Council approve a waiver of the nepotism restriction as the appointment of Patty Buholm is in the best interest of the City.

NOW THEREFORE BE IT RESOLVED BY THE DILLINGHAM CITY COUNCIL:

1. Finds it is in the best interest of the City for Patty Buholm be appointed as the Planning Director for the City of Dillingham.
2. Section 3.95, Nepotism, of the Personnel Regulations, is waived to allow Patty Buholm be employed by the City while Aksel Buholm serves on the City Council.

PASSED AND ADOPTED by a duly constituted quorum of the Dillingham City Council on February 3, 2022.

SEAL:

Alice Ruby, Mayor

ATTEST:

Lori Goodell, City Clerk



Lori Goodell <cityclerk@dillinghamak.us>

School Facility Committee

1 message

Erin Ohlson <erinohlson@gmail.com>
To: cityclerk@dillinghamak.us

Thu, Jan 20, 2022 at 6:18 PM

Hello there,

I saw you have an opening on the School Facility Committee. I could commit to helping from now until the end of next school year (spring 2023) if you'd like.

I've been a Dillingham resident since October, 2020; I have one child who attends DES and one who attends DMHS; I'm the manager for Alaska Airlines here; I have a Master's in Public Administration; and I've been the director of a private child care/ preschool.

No worries if you already have someone.

Thanks for what you do!

Erin Ohlson

Lori Goodell

From: Kaleb westfall <kaleb@dillinghamak.us> on behalf of Kaleb westfall
Sent: Tuesday, January 25, 2022 5:36 PM
To: Lori Goodell
Subject: Letter in interest for The Planning Commission

Hi Lori, I am writing to you to show my interest in remaining on the planning commission for another term. Please let me know if I need to submit any additional information.

Best regards,
Kaleb Westfall



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

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

December 21, 2021

City of Dillingham Via Email: cityclerk@dillinghamak.us

Re: Notice of 2022/2023 Liquor License Renewal Application

Table with 3 columns: License Type, Licensee, Doing Business As, and License Number. License Type: Package Store, License Number: 1405, Licensee: Brannon Rentals LLC, Doing Business As: Dillingham Liquor Store

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

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

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

Sincerely,

Handwritten signature of Glen Klinkhart

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received

12/21/2021

License Renewal	License Transfer	New License	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Dillingham Liquor Store	Package Store	Brannon Rentals LLC	312 Main Street East

This review covers the period FY 2021 to Present

Route to FINANCE 12/21/2021 **Respond by:** 1/4/2022 Info. Available as of _____
 Date Date Date

ACTIVITY	STATUS
Sales Tax Reports Filed and Payments Submitted	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>11/18/21 - \$17,700</u> No. late payments <u>0</u> Comment:
Real Property Tax Owns the property? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>07/13/21-\$3,923.40</u> No. late payments <u>0</u> Comment:
Personal Property Tax (Inventory, Supplies, Office Equipment)	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>07/13/21-\$10,122.08</u> No. late payments <u>0</u> Comment:
Utility Bill Responsible for utilities? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>12/21/21 - \$351.96</u> No. late payments <u>1</u> Comment:
Most Current DLG Business License	<u>2022</u> <u>12/20/2021</u> Application is in process. License Year Date Applied Comment:
Most Current AK State Bus. License	<u>11/21-12/23</u> <u>12/21/2010</u> License Year Date Applied Comment:



12/21/2021

License Renewal	License Transfer	New License	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Dillingham Liquor Store	Package Store	Brannon Rentals LLC	312 Main Street East

This review covers the period FY 2021 to Present.

Route to Public Safety 12/21/2021 Respond by: 1/4/2022 Info. Available as of 12/21/21
Date Date Date

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

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

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

Additional comments:



License Renewal	License Transfer	New License	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address

This review covers the period _____ to _____.

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

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

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



Rece	Section . Item 8.
20/21/2021	

License Renewal	License Transfer	New License	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Dillingham Liquor Store	Package Store	Brannon Rentals LLC	312 Main Street East

Reviewed by: Code Review Committee January 11, 2021
Date

Recommendation:

- No Action The Code Review Committee recommends the City waive their right to protest
- Deny

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

OTHER:

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

OTHER Comment: