



Alice Ruby, **Mayor**

**Council Members**

- Chris Napoli (Seat A) • Chris Maines (Seat B) • Aksel Buholm (Seat C)
- Curt Armstrong (Seat D) • Andy Anderson (Seat E) • Gregg Marxmiller (Seat F)

**DILLINGHAM CITY COUNCIL  
David B. Carlson Council Chambers**

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

<b>WORKSHOP – Dedicate Tax Funds</b>	<b>6:30 P.M.</b>	<b>AUGUST 1, 2019</b>
<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>AUGUST 1, 2019</b>

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
  - a. Regular Council Meeting, June 20, 2019 ..... page 3
- 4. APPROVAL OF CONSENT AGENDA**

**APPROVAL OF AGENDA**
- 5. STAFF REPORTS**
  - a. City Manager and Staff Reports ..... page 7
  - b. Standing Committee Reports ..... page 41
- 6. PUBLIC HEARINGS**
  - a. Ordinance No. 2019-04; An Ordinance of the Dillingham City Council Amending Title 1 and Title 7, Animals, to Clarify Applicable Penalties for Certain Offenses and the Procedure for Payment of Fines, and to Make Corrections to the Minor Offense Fine Schedule and Certain Municipal Code Practices
  - b. Willow Tree Inn Liquor License Transfer
- 7. CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)**
- 8. ORDINANCES AND RESOLUTIONS**
  - a. Adopt Ordinance No. 2019-04; An Ordinance of the Dillingham City Council Amending Title 1 and Title 7, Animals, to Clarify Applicable Penalties for Certain Offenses and the Procedure for Payment of Fines, and to Make Corrections to the Minor Offense Fine Schedule and Certain Municipal Code Practices ..... page 43
  - b. Adopt Resolution No. 2019-19; A Resolution of the Dillingham City Council Authorizing Foreclosure Proceedings on Delinquent Property Taxes For Tax Years 2014-2018 ..... page 55
  - c. Adopt Resolution No. 2019-21; A Resolution of the Dillingham City Council Approving a Long Term Encroachment (LTE) Permit for Icicle Seafoods for Utility Work at their Wood River Processing Facility ..... page 61

- d. Adopt Resolution No. 2019-22, A Resolution of the Dillingham City Council Expressing Thanks to the Samaritan’s Purse Volunteers ..... page 71
- e. Adopt Resolution No. 2019-23; A Resolution of the Dillingham City Council Authorizing the City Manager to Approve a Collective Bargaining Agreement Between the City of Dillingham and Public Employees Local 71 ..... page 73

**9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Senior Advisory Commission – 1 seat open
- b. Progress Report
  - 1) Dave Carlson House Property
  - 2) Territorial School

**10. NEW BUSINESS**

- a. Willow Tree Inn Liquor License Transfer ..... page 75
- b. J&R Green Farm Limited Marijuana Cultivation Facility License Renewal ..... page 81
- c. Set Date For September Regular City Council Meeting

**11. CITIZEN’S DISCUSSION (Open to the Public)**

**12. COUNCIL COMMENTS**

**13. MAYOR’S COMMENTS**

**14. EXECUTIVE SESSION**

- a. Legal Matter: Union Negotiations

**15. ADJOURNMENT**

**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on Thursday, June 20, 2019, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:02 p.m.

**2. ROLL CALL**

Mayor Ruby was present.

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

Andy Anderson                      Chris Maines                      Aksel Buholm                      Chris Napoli  
Curt Armstrong – arrived at 7:09 p.m.

Gregg Marxmiller was excused.

Staff in attendance:

Lori Goodell                                      Anita Fuller                                      Cynthia Rogers                                      Tod Larson, via phone

**3. APPROVAL OF MINUTES**

a. Regular Council Meeting, June 6, 2019

MOTION: Chris Maines moved and Andy Anderson seconded the motion to adopt the minutes of June 6, 2019.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF CONSENT AGENDA**

There was no consent agenda.

**APPROVAL OF AGENDA**

MOTION: Chris Maines moved and Chris Napoli seconded the motion to approve the amended agenda.

VOTE: The motion as passed unanimously by voice vote.

**5. STAFF REPORTS**

a. City Manager reported on the following:

- Informed of the interdepartmental water rescue drill held on June 19<sup>th</sup>.
- Stated the DMV internet will be converted to DSL to make the connection reliable.
- Relayed a legislated update from the Lobbyist.
- Noted the CIP projects and status of each including the RPF timelines.
- Commented two candidates have been interviewed for Public Works Director.

b. Standing Committee Reports

There were no Standing Committee reports.

**6. PUBLIC HEARINGS**

a. Ordinance 2019-02; An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY2019 City of Dillingham Budget

- b. Ordinance No. 2019-03(S); An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2020 City of Dillingham Budget

There were no public hearing comments.

**7. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**

Scott White: noted he has a food truck ready for business during the fishing season.

Trung Ho: stated moving the DMV internet to DSL should help solve the connection issues.

**8. ORDINANCES AND RESOLUTIONS**

- a. Adopt Ordinance 2019-02; An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY2019 City of Dillingham Budget

MOTION: Chris Maines moved and Andy Anderson seconded the motion to adopt Ordinance 2019-02.

VOTE: The motion passed by unanimous voice vote.

- b. Adopt Ordinance No. 2019-03(S); An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY2020 City of Dillingham Budget

MOTION: Chris Maines moved and Chris Napoli seconded the motion to adopt Ordinance 2019-03(S).

Staff was thanked for their hard work to prepare the budget.

VOTE: The motion passed by unanimous voice vote.

- c. Introduce Ordinance No. 2019-04; An Ordinance of the Dillingham City Council Amending Title 1 and Title 7, Animals, to Clarify Applicable Penalties for Certain Offenses and the Procedure for Payment of Fines, and to make Corrections to the Minor Offense Schedule

MOTION: Chris Maines moved and Aksel Buholm seconded the motion to introduce Ordinance 2019-04.

QUESTION called with no objections.

VOTE: The motion passed by unanimous voice vote.

- d. Adopt Resolution 2019-16; A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Purchasing Requirements to Award a Contract to the McDowell Group for a Waterfront Strategic Plan

MOTION: Chris Napoli moved and Chris Maines seconded the motion to adopt Resolution 2019-16.

- Development at the harbor has been requested.
- The City was contacted by a granting agency regarding a funding opportunity.
- A waterfront strategic plan will be the basis for the grant opportunity.
- The McDowell Group has demonstrated knowledge in like Alaska communities, and can meet the tight grant timeline. A finalized plan will be completed by September 1<sup>st</sup>.
- Multiple public work sessions will be held.

VOTE: The motion passed by unanimous voice vote.

- e. Adopt Resolution 2019-17; A Resolution of the Dillingham City Council Authorizing the City to Apply for a Loan from the Alaska Clean Water Fund

MOTION: Chris Maines moved and Chris Napoli seconded the motion to adopt Resolution 2019-17.

- This resolution was requested by the State to update the loan application and show the increase funding amount needed for the mobilization delay due to early thaw.

VOTE: The motion passed by unanimous voice vote.

- f. Adopt Resolution 2019-18(A); A Resolution of the Dillingham City Council Approving a Long Term Encroachment (LTE) Permit for Nushagak Electric to Extend the Fiber Optic Network to Residents on Waskey Road

MOTION: Andy Anderson moved and Chris Napoli seconded the motion to adopt Resolution 2019-18(A).

VOTE: The motion passed by unanimous voice call vote.

**9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Senior Advisory Commission – 1 seats open

There were no letters of interest.

- b. Progress Report
  - 1) Dave Carlson House Property

- 2) Territorial School

There were no progress reports.

**10. NEW BUSINESS**

- a. Adopt Action Memorandum 2019-07; Approve Temporary Use of City Land ..... page 61

MOTION: Chris Maines moved and Andy Anderson seconded the motion to approve Action Memorandum 2019-07.

- Noted this allows use of city land while a waterfront strategic plan is being developed.

VOTE: The motion passed by unanimous voice vote.

- b. Adopt Action Memorandum 2019-08; Approve Contract Extension No. 3 with Consulting Alaska for Lobbying Services

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to approve Action Memorandum 2019-08.

VOTE: The motion passed by unanimous voice vote.

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

**12. COUNCIL COMMENTS**

Aksel Buholm:

- Inquired about dedicating funds from the tobacco excise tax for CIP work.
- Encouraged all to be safe.

A workshop will be scheduled prior to the August council meeting to discuss this item.

Chris Napoli:

- Noted a meeting regarding the assisted living facility will take place at city hall 6/21 at 1:30 p.m.

Council member Andy Anderson stated he will attend the meeting.

**13. MAYOR’S COMMENTS**

Alice Ruby:

- Noted Bristol Bay Bud Company is having a soft opening tonight and will be open to the general public by Saturday.
- Wished all a good summer.

**14. EXECUTIVE SESSION**

a. Personnel Matter

MOTION: Chris Maines moved and Aksel Buholm seconded the motion to enter into executive session to discuss a Personnel Matter. [7:37 p.m.]

VOTE: The motion passed unanimously by voice vote.

MOTION: Chris Maines moved and Chris Napoli seconded the motion to exit executive session. [7:59 p.m.]

VOTE: The motion passed unanimously by voice vote.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to approve the package for the Public Works director as recommended by the City Manager.

VOTE: The motion passed unanimously by voice vote.

**15. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 8:00 p.m.

\_\_\_\_\_  
Mayor Alice Ruby  
[SEAL]

ATTEST:

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

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

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 26, 2019  
**To:** Mayor and City Council  
**From:** Tod Larson  
**Subject:** August 2019 City Manager Report

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**Personnel.** Welcome to our new employees and thank you to those that have served the City faithfully and are moving on to other positions/careers.

New Employees:	Luke Moody – Public Works Director (start date, TBD) Hugh Backford – Senior Center Cook Temp/Part Time Doran Wehmeyer – Accountant II Receivables Robert Nielsen (rehire) – Laborer Dillon Chaney – Laborer Christopher Tucker – Laborer Christopher Taylor – Laborer Mark Loera – Laborer Shelby Carty - Accountant II, Receivables Christopher Christofferson – Seasonal EMT
Promotions:	N/A
Resignations:	Darryl Woods – Corrections Officer Elizabeth Plummer – Senior Center Cook
Transfers:	Doran Wehmeyer – Acct II to Corrections Officer
Vacancies:	Heavy Equipment Operator Dispatcher Police Officer
Seasonal:	Seasonal Dock Assistant/Heavy Equipment Operator

**Gratitude.** I did want to thank the Mayor, City Council, and my staff for their support and kindness during a pretty trying spring for me. I cannot tell you how much I appreciate each one of you.

**Wage Study/Staffing Analysis.** I had some time to research this subject and developed some raw data. We will be able to use this for discussion during the fall FY20 budget work.

**State Budget Process.** As most everyone is aware our Governor and State Legislature are working through an extremely challenging, and sometimes emotional FY20 budget process. As of the writing of these notes, there are still many budgetary issues under consideration that impact our City. Our Lobbyist is working to keep us informed regarding issues that impact us.

**Union Negotiations.** We have concluded negotiations with Local 71 with the exception of the approval from the council. Most of the discussion revolved around the Janus decision from last summer and the impact to unions and employees. Patrick Munson was invaluable in finalizing this negotiation, specifically assisting me in coming to a resolution with Local 71 surrounding the Janus decision and the contract language.

We have negotiations scheduled with Public Safety Employee Association (PSEA) August 28-30.

**AML Summer Legislative Conference.** I will attend the AML Summer Legislative Conference this year from August 13-15. It's a critical year to be engaged with AML and the Legislature with our concerns with the State budget. The Alaska Municipal Managers Association (AMMA) meets on Tuesday August 13<sup>th</sup> and the AML conference is Wednesday August 14<sup>th</sup> – Thursday August 15<sup>th</sup>.

**Lagoon Study.** A group of engineers were in town to conduct their first site visit and begin conducting our lagoon study. We were fortunate to have funding for this study provided by the Denali Commission. The end product will be a thorough analysis of our lagoon and determine an engineered recommendation to protect or move our lagoon in relation to the erosion occurring in the river bank.

**Grandma's House.** The board for Grandma's House had to make the unfortunate decision to close down due to long standing financial issues. As part of the closing process, the Mayor and I will attend a meeting with other community organizations to discuss the road ahead for the building and land the week of August 19<sup>th</sup>, time and location TBD.

**Harbor Plan.** The McDowell Group was here on July 17<sup>th</sup> to conduct their initial site visit. They meet with a number of City and Community organizations and individuals in order to gather information on what the citizens want and need with our harbor. They will be completing the plan toward the end of summer so we can move forward with our funding search. The harbor plan is part of a larger update of the City of Dillingham's Strategic Plan.

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*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

**Senator Sullivan Visit.** Senator Sullivan will be in town on August 9<sup>th</sup> and will be at BBNA for a visit.

**Requested Decisions.**

- Decision on Local 71 Collective Bargaining Agreement.

Respectfully Submitted,  
Tod Larson

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# *City of Dillingham*

## House District 37 / Senate District S

~ 6/24/19 ~

### *31<sup>st</sup> Alaska State Legislature ~ 1<sup>st</sup> Special Session\Interim*

## **JUNE 2019 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

*~ Governor calls Legislature into a Second Special Session for July 8th ~*



After 30 days in the first special session, no agreement could be reached on the future of the Permanent Fund Dividend (PFD) program and the amount PFD's should be this year and looking forward.

As a result, the governor has called for a second special session to begin on July 8, 2019 in Wasilla. I did alert the city manager in a June 16<sup>th</sup> email of this action along with a very brief synopsis of what happened to the FY20 Capital Budget. Although it passed, the Constitutional Budget Reserve (CBR)  $\frac{3}{4}$  vote failed, thus preventing any funding going forward. This will still need to be fixed.

Before I give you a recap of the session, here are the specifics for the next special session. ~~The Legislature is scheduled to meet at the Wasilla Middle School.~~ The only topic so far is the PFD. The governor has demanded a full dividend according to the existing statute be approved by the Legislature to be paid this year. As I mentioned above, the fix for the Capital budget could be added to the "call."

**\*Late Breaking News\*** As I was typing, I learned that the leadership of both the House and Senate have now declared the 2<sup>nd</sup> special session will convene in Juneau on July 8<sup>th</sup>, with the majority of the committee hearings to be held in Anchorage. Apparently the floor sessions will occur in Juneau. This action will certainly help more Alaskan's see the session, as Gavel Alaska would not have broadcast from Wasilla.

Unfortunately the Legislature has fallen one vote shy (only 39, when 40 required) to declare their own agenda. However, they have encouraged the governor to add the Capital budget and long-term issues relating to the future of the Permanent Fund to his "call."

The final action taken during the first special session was the passage of the FY20 Operating budget – the smallest in about 15 years when you factor in inflation and population. This accomplishment prevents a state government shutdown that loomed large on July 1, 2019. The governor has 20-days to act on this bill once it is transmitted to him. He has threatened to use his veto pen on various spending items. I'll keep you posted.

The members also authorized the single biggest deposit into the corpus of the Permanent Fund in state history. More than \$10 billion was transferred from the Earnings Reserve Account (ERA). This leaves about \$9 billion in the ERA for dividends and funding for government.

They also established an 8-member bicameral Permanent Fund Working Group to try and find a long-term fiscal solution for the Fund and a durable plan for the use of the earnings from the Fund.

The stalemate continues on the status of K-12 education for FY20. It appears the matter is headed to the courts, as the governor appears willing to withhold distribution of funding starting in July 2019. If that happens, I suspect an attempt to go to court to enjoin such an action while the legal debate works its way through the system up to the Alaska Supreme Court. Otherwise, paychecks would not be there on July 15<sup>th</sup>, throwing the entire education system for Alaska up in the air.

The governor had also demanded that the Legislature withhold the \$20 million grants funded last year for K-12 schools. His administration finally acquiesced and distributed the one-time funding to districts earlier this month. The Legislature had also appropriated another \$30 million one-time grant to Alaska's K-12 schools for FY20. This is still wrapped around the administration's unwillingness to release funding already appropriated for our schools.

In addition, the Legislature in the first special session basically repealed and replaced criminal statutes that had been enacted a few years ago in then Senate Bill 91.



### **GOVERNOR'S CORNER**

<http://gov.alaska.gov>

***Handy phone numbers for Governor's offices: Anchorage: 907-269-7450 and Juneau: 907-465-3500***

The governor reappointed Paul Liedberg of Dillingham to the Wood-Tikchik State Management Council, with his new term expiring on June 30, 2022. Congratulations Paul!!



### **WEBSITES OF INTEREST**

**Online Public Notices for Alaska** <https://aws.state.ak.us/OnlinePublicNotices/default.aspx>

**2019 Legislators contact information** <http://akleg.gov/docs/pdf/whoswho.pdf>

**2019 1<sup>st</sup> Session Staff contact list** [http://akleg.gov/docs/pdf/session\\_phone\\_list.pdf](http://akleg.gov/docs/pdf/session_phone_list.pdf)

**2019 1<sup>st</sup> House / Senate Committee list** <http://akleg.gov/docs/pdf/commlist.pdf>

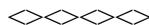
**Legislative Publications List** <http://akleg.gov/publications.php>

**Legislative Finance Division** <http://www.legfin.akleg.gov>

View specifics for the Capital and Operating Budgets.

**Congressional Delegation websites** (Current phone numbers will be listed on these sites)

<http://murkowski.senate.gov/public> [www.sullivan.senate.gov](http://www.sullivan.senate.gov) <http://donyoung.house.gov>



~ End Report ~

*The 4<sup>th</sup> of July – a time to celebrate our freedom. Enjoy your family and friends!*  
~ Cliff

# *City of Dillingham*

## House District 37 / Senate District S

~ 7/23/19 ~

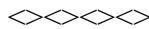
[Day – 16]

*31<sup>st</sup> Alaska State Legislature ~ 2<sup>nd</sup> Special Session\Interim*

### **JULY 2019 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

*~ FY20 Capital Budget deal is close. New operating budget and PFD is still an unknown. ~*



On July 17<sup>th</sup>, the governor finally amended the call for the second special session to add consideration of the capital budget and amending the location from Wasilla to Juneau.

The new introduced Capital Budget – SB 2002 did pass the Senate on July 20 by a vote of 18-1. The critical CBR vote came in at 19-0. (A  $\frac{3}{4}$  vote is necessary of both bodies to have the necessary funding to enable this bill.) So the CBR section passed in the Senate. This new version restores all Capital vetoed items and provides millions of funding for the match needed that includes federal highway and aviation dollars. This bill also provides the “reverse sweep” necessary to restore funding for the PCE program and the UA performance scholarships.

On the House side, the bill passed out 27-6 on July 21<sup>st</sup>, but the CBR vote failed 25-8. The House needs 30 votes for the CBR. The next day – July 22<sup>nd</sup> brought us a little closer when the House voted 29-7 to pass it out, but again the CBR vote failed by the same margin.

It’s been reported that Rep. George Rauscher of Sutton is going to be in Juneau soon as he had previously been excused from a call due to medical reasons. It’s not known if he will support the CBR vote.

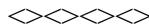
The House Finance Committee has moved a new version of the FY20 Operating budget that includes the PFD out of committee yesterday (7/22). If it passes the House, it then goes on to the Senate for their approval. Here’s a very brief summary of this appropriations bill.

- It restores most of the money vetoed by the governor with some notable exceptions.
- **It does NOT restore the 50% for school debt reimbursement and \$17 million for REAA capital vetoed by the governor.**
- It restores all but \$20 million for the University.
- **It restores \$30 million to replenish the community assistance fund in FY 21 and beyond.**
- It restores the state debt payment for special port and harbor projects approved in the mid 2000’s.
- **It restores forward funding of K-12 education for FY 21 and all special DEED programs such as Head Start, Pre-K, OWL, etc.**
- It restores funding for senior benefits, public assistance, Medicaid such as adult dental, public broadcasting and VSPOs.
- It does NOT provide new money to offset problems with the AMHS winter schedule, but work continues on this item.

- It restores money to AFDG for fish survey work and related travel.
- It provides funding for the 2020 PF dividend to fund a dividend of as much as \$1,605 (if the reverse sweep happens), or \$1,336 per person (if the sweep remains in effect).

Please remember the governor gets another chance to veto some or all of these items. There are not any indicators to suggest the bill as crafted is supported by the governor. The 30<sup>th</sup> and last day of this second special session for your reference is August 6<sup>th</sup>.

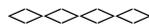
As you know, the legislature failed to override the governor’s previous onerous vetoes particularly since they were split into two locations – Wasilla and Juneau. Only time will tell as to the necessity of another veto override attempt. Since the Alaska Municipal League and the other media outlets have provided a detail list of the vetoed items, I’m not going to reiterate what you already know. Hopefully this report provides you with a snapshot of what has happened since then and gives you vital information of what is coming down the road. Keep your fingers crossed. I will provide you with an update as this session winds down before my next report in August.



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~ End Report ~

*I trust everyone is having happy and productive summer. Enjoy your family and friends!*

~ Cliff

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 25, 2019  
**To:** Tod Larson, City Manager  
**From:** Lori Goodell, City Clerk  
**Subject:** Monthly Staff Report

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**Regular City Election** is scheduled for Tuesday, October 1, 2019, for the purpose of electing council and school board seats. Candidate filing begins August 13 and ends September 3.

The following seats are up for election:

<u>Seat</u>	<u>(Currently Held By)</u>	<u>Term</u>
<b>Council/Mayor</b>		
Seat A	Chris Napoli	3-year term ending in October 2022
Seat B	Chris Maines	3-year term ending in October 2022
<b>School Board</b>		
Seat A	Emily Hulett	3-year term ending in October 2022

### **Training:**

I attended Professional Development I training in Tacoma the week of June 2. This is the first week of a three week program towards the CMC designation. Topics covered customer service, legal issues, effective minute writing, ethics, role of the clerk, and parliamentary procedure, and more. I have put together a quick guide to parliamentary procedure, and included a motions chart for council members to add to their binder for packet information.

As part of the PDI training an end of training project is required. I chose to address all the material covered by working on an SOP for the clerk's office. This project should be a great tool not only for me as I work on it, but for all who hold this seat in future years. This will be a "living" document and will continue to be updated as processes are refined. However, it will be a valuable tool to have standard practices for the office defined and in one place.

I attended an online training regarding social media records. This training was offered by Archive Social, approved by IIMC, and counts towards the CMC designation.

### **Public Hearing:**

There are two public hearings scheduled for the August 1<sup>st</sup> meeting. Ordinance 2019-04 which updates a few inconsistencies in Title 7, Animals. The State of Alaska requested

these changes to allow the update to the UMOT fine schedule. An advertisement was placed in the July 25<sup>th</sup> edition of the Bristol Bay Times, at five days in advance of the meeting as required by law.

Municipal Code 8.18 specifies that transfer of a liquor license must go through a public notice process. This is administered by the planning department. The required signage, and letters to adjacent property owners has been completed. A public hearing before council is also required.

**Committees:**

Finance and Budget Committee did not meet in July.

Code Review Committee met on July 25 to review a liquor license transfer application and a marijuana cultivation license renewal.

Friends of the Landfill had a meeting scheduled on July 12. I have not received any minutes from this committee.

**STANDING ITEM(S):**

**Liquor & Marijuana License Renewals/Transfers/New Licenses.**

Willow Tree Inn – liquor license transfer of ownership.

J&R Green Farm – limited marijuana cultivation license renewal.

**Commission/Board Seats Vacant.**

- One open seat on the Senior Advisory Commission. No letter of interest received.



## City of Dillingham Trip Report

**1. Course/Class/Conference Name:**

Professional Development I

**2. Date(s) attended/location:**

June 2-7, 2019  
Tacoma, Washington

**3. Participant(s):**

Municipal Clerks throughout the region

**4. Main topic(s):**

Customer Service  
Legal Issues  
Ethics  
Effective Writing  
The Role of the Clerk  
Records Management  
Jurassic Parliament

**5. Detailed discussion of training/event:**

The training began with team building exercises and opportunity to get to know other participants. The agenda for the week was explained.

Each day had one or two major topics that are essential to the role of the clerk. Subject matter was presented with ample discussion allowing for questions and answers. Instructors were engaging and often presented the material with a new look, i.e., Customer Service "Experience". I found this unique perspective helpful, not only to reevaluate how things happen in the office, but also to ascertain if a new approach is warranted.

The training included daily logs as well as daily evaluations for the presenter and material covered. An additional requirement for certification is a submittal of a Knowledge Transfer Action Plan (KTAP).

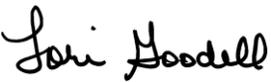
**6. How it could/will impact the City of Dillingham:**

This position requires obtaining a CMC status and this training is a first step toward the education portion of that requirement.

Knowledge and networking will always be a cornerstone of the clerk's role. This training provides both and allows the clerk to as effective and efficient as possible.

**7. Recommendations for the City of Dillingham:**

A proactive approach to training is important to keep up to date on the vast amount of information, changing technology, and statute/code compliance associated with the clerk's profession. With ever reducing funding it will be critical to maintain the travel/training portion of the clerk's budget.

Signed: 

Date: 6/15/2019

# Certificate of Completion

This is to certify that

*Leri Goodell*

City of Dillingham

Has successfully completed

*Northwest Clerks Institute, Professional Development I*

Conducted by

Washington State University, June 2 – 7, 2019



(40 CMC Hours)

*Joann Tilton*

6/8/19

Date

Joann Tilton, Northwest Clerks Institute Director

**INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS  
AND ARCHIVESOCIAL**

**Certificate of Completion**

is hereby awarded to

**LORI GOODELL**

for The Clerk's Guide to Social Media Records

Worth 0.5 CMC Education or 0.5 MMC Advanced Education point

June 20, 2019



**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 07/25/2019  
**To:** Tod Larson, City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Staff Report (06/01/19 to 07/25/19)

---

### Statistics June:

Payrolls run: 2  
Cash Receipts; \$958,732.38  
All checks amount: \$311,882.71 (includes \$186,873.83 payroll)

### Statistics July:

Payrolls run: 2  
Cash Receipts; \$596,990.15  
All checks amount: \$1,150,115.09 (includes \$194,572.63 payroll)

City of Dillingham Assessor James Canary and Finance Director provided detail to the State Assessor for the annual state report on property tax.

FY20 Insurance application with APEI was completed in June and a new policy has been signed. APEI offers many program opportunities such as training through Target Solutions, reductions of premium by conducting safety meetings, and premium reductions for conducting building inspections. I will spend time exploring these benefits to see how the City can utilize what is available.

The 2018 Foreclosure list was created and notices mailed out on 07/25/2019 giving 30 days for delinquent taxes to be paid before collections efforts are continued. There are 57 properties that are one the foreclosure list for an amount of \$117,772.84. There are 12 properties that are not on the list that are on promissory note agreements.

FY 2018 Audit work is still in progress. Last portion is correcting balance to previous fiscal years to create a clean trial balance.

Finance department staffing has filled the Accounting Technician II, Receivables position by hiring Shelby Carty on 07/16/2019.

Carmen Jackson, LLC employee Cheryl Bartlett worked in the office from 07/14/2019 through 07/24/2019 to assist with grant reporting and other tasks that have not been completed due to staff shortages and training of new staff. Cheryl is scheduled to return in August to assist with FY19 audit preparations.

FY19 Audit has been scheduled for October 28, 2019 through November 08, 2019.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
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Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 07/24/19  
**To:** Tod Larson, City Manager  
**From:** Braden Tinker (Fire Coordinator)  
**Subject:** Monthly Staff Report

---

### EMS Calls- 47

- Head Injury-3
- Broken Bone-4
- Medical Transport-13
- Assault-1
- Breathing Problem-2
- Chest Pain- 4
- Alcohol-2
- Fall Victim-3
- GI – 1
- Panic Attack-1
- Seizure-2
- Sick-2
- Refusal-4
- Pain-2
- Bleeding-1
- Treated and Released- 1

### Fire Calls-5 12 man hours

- Kanakanak Hospital
- Harbor, CONNEX @ Bingmans
- Gauthier Way steam bath fire
- Harbor North Bulkhead for a stove fire in a boat
- C-130 inbound with an engine fire Response to PADL with T-5, E-1 and A-3

### Projects Completed

Seasonal EMT hires, Theresa Williams (Dillingham) EMT-1 and Charles Christoffersen Paramedic, Working as an EMT-1 from Nikiski.

Southern Region EMS Council: Awarded the Mini Grant (\$369.57) will be used for response bags for responders.

### On-Going Projects

- Pump Testing
- Communication (portable VHF's) troubleshooting. We have a communications problem now (dead spots) throughout Dillingham. We are trying to figure this out now.(still looking for a solution)

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
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Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 23, 2019  
**To:** Tod Larson, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Staff Report for June & July

---

The highlight for us at the Dillingham Public Library each year is always the Summer Reading Program. We had thirty enrolled in the 7 to 11 year old age group this year and twenty-six registered for the 3 to 6 year olds. Many have attended each and every week during the program which has been exciting to chart their reading progress. The theme this year, "A Universe of Stories" has been in step with the 50 year celebration of the Apollo 11 Moon Landing. With fun crafts, exciting stories in space, and delicious snacks, it has been a great experience for all. Each week every attendee receives a free book and earns a prize when they turn in their reading logs.

In July, the Togiak Wildlife Refuge sponsored a guest artist, Penny Creasy from Colorado who shared with the children the skills of cartooning and animal painting with pastels. She also taught a few teens some drawing techniques one evening. Twice, we had groups of 25 from the Culture Camp visit the museum to explore and go on a scavenger hunt and use the library section to watch an educational video.

The library was a busy place again with so many visitors, fishermen and cannery workers using the computers and WiFi, checking out materials and touring the museum.

### **Library Stat report May 28<sup>th</sup> – July 20<sup>th</sup>, 2019:**

**Patron Visits: 4,606 Computer Use: 88 \* Wireless Use: 1,631 Story Hour: 27  
Other Visits (including Summer Reading Program): 348 Museum Use: 260  
Movies Shown: 1 AWE Station Use: 64 Volunteer Hours Logged: 8**

### **Library Advisory Board meeting to be rescheduled**

\*Our software to document our patron computer usage has finally been fixed and we were able to begin tracking that data again. Patrons have been using the computers all summer, so our numbers should be high (over 2,000 for sure).

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**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
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Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 24, 2019  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** Monthly Staff Report

---

### Planning Commission

The next meeting is scheduled for July 31 at 5:30 pm. The Commission will be considering a Long-Term Encroachment Permit and there will be a Public Hearing for a Plat Alteration.

### Permitting

- Land Use Permits – One application has been processed; five applications are pending.
- Special Land Use Permits – One application has been processed.
- Long-Term Encroachment Permit – One application has been processed; one application is pending.
- Burial Permit – One permit has been issued.

### Capital Projects

Please see the attached FY19 Capital Improvement Project Priorities Progress Update.

### Dillingham Downtown Streets Rehabilitation

#### **STP-0001 (335)/57180**

The Planning Department has been in regular contact with Aaron Hughes, P.E., Project Manager for the Dillingham Downtown Streets project. We received the following update on this project:

#### Expected Timeline

- End of July – Advertising begins (See: AKDOT&PF Tentative Advertising Schedule); Construction Project Mgr. begins process of hiring for construction management.
- August – Contract signed.
- October – NTP issued; Contractor begins mobilization; potential demolition of Dillingham Hotel and use of site for constructions staging.

The City expects to release the RFP for our water improvements project in late July/early August, based on the above expected timeline.

### Requests for Proposal

- The annual GIS contract and a two-year contract for lobbying services have processed.
- ITB 2019-05, Dillingham Streets Rehabilitation – Deadline: 1:00 PM, August 15, 2019.
- RFP 2019-06, Furnish Aggregate for FY20 – Deadline: 4:00 PM, August 22, 2019.

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City of Dillingham

Page 1 of 1

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---

**FY19 Capital Improvement Project Priorities  
Progress Update July 2019**

**\*Special Project – Bingman Clean-Up **\$300,000 (estimate)****

The Bingman project is now well underway. The City has contracted Dagen Nelson as Special Projects Coordinator and has hired several laborers assigned to the project. We have completed Phase I and are in the process of completing Phase II. Due to the poor condition of the buildings on-site, we have determined they should be demolished. This will be included in the RFP.

Phase I: Establish a secure site by erecting stakes and construction fencing. Block off major entrances to ensure a safe work area. Obtain any needed permissions or permits from the state.

Phase II: Evaluate the contents of all structures on the site and stage an area for salvage material for sale. Set aside any objects of historical significance. Compile a list of such materials so that Council approval may be sought for a sale. Determine disposition of large items, such as boats.

Concurrent to Phase I and II: Environmental Site Assessment Phase I, Survey, and Structural Analysis Proposals will be sought. RFP will be posted for the project.

Phase III: ESA Evaluation and survey completed. Pre-bid conference held. Selection committee evaluates bids and makes recommendation for selection. Final disposition of large items.

Phase IV: Sign contract and issue NTP, manage project and administer contract through close-out.

Construction: \$300,000 (estimate)

- City to develop RFP.
- Funding established by Council as the insurance settlement from fire.

Project Timeline:

- May 15, Hire Special Projects Coordinator
- May 30, Advertise/Hire Laborer Positions
- June 15, Clean-Up Begins
- July 15, Secure Site
- July 30, Evaluate Contents of Structure; Survey Initiated; ESA Complete
- August 15, Survey Complete; Surplus Sale
- August 29, RFP Released
- September 26, NOI Issued
- October, Contract Signed, NTP Issued
- December, Project close out

## **#1 – Wastewater System Upgrades, Aeration**

**\$739,891 (estimate)**

### Design: \$89,891 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- ANTHC funding has been used for the design expenses.

### Construction: \$650,000 (estimate)

- City to develop RFP.
- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #3.
- ADEC SRF Loan Application in progress for \$650,000.
- SFY20 Q2 Project Priority List indicates a potential subsidy of \$335,000.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

### Project Timeline:

- January 22, 65% Design
- March 22, 95% Design & ADEC review & permission to construct
- April 10, DEC approval to construct received
- May 3, 100% Design
- August, RFP Release
- September, RFP scoring, evaluation, and recommendation for contract
- October, Construction begins
- December, Project close out

## **#2 – Public Safety Server Room Fire Protection**

**\$67,000 (estimate)**

Need additional air sealing of server room door before proceeding with blower door test (in-house). Results will determine scheduling for system certification.

### Construction: \$67,000 (estimate)

- RFP awarded to Wolverine Supply, Inc.
- E-911 Grant funding will be used for this project.

### Project Timeline:

- December, 2018 Installation of Clean Agent System
- April, 2019 Air Sealing of Server Room
- August, GNW Fire Services air sealing and system certification; project close out

## **#3 – Landfill Groundwater Monitoring Wells**

**\$349,373 (estimate)**

### Design: \$23,202 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- City funding will be used for the design costs.
- Cost overrun of \$5,404.00 due to project delay (originally \$17,798)

### Construction: \$161,928 (estimate)

- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Non-Point Source Project Priority, Q3 prioritized #2.
- ADEC SRF Loan Re-Application in progress for \$366,897.03 (to reflect cost overrun).
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- RFP was developed by Bristol Engineering.
- Denali Drilling was only bidder for the project.

- Cost overrun of \$29,918.03 due to project delay (originally \$132,010).

Additional Project Costs: \$218,542 (estimate)

- Bristol Engineering has been contracted for these services at \$199,565.
  - o Administration, \$298.00
  - o Construction Oversight, Sampling and Reporting, \$199,267.00
- Cost Overruns due to project delay:
  - o Bristol Engineering (additional sampling for spring), \$18,977.00

Project Timeline:

- October, 2018, Project Manual/Permit Set
- November, 2018, ADEC review and approval to construct
- January, RFP Release
- February, RFP scoring, evaluation, and recommendation for contract
- March, Contract awarded
- April, On-site evaluation determined construction should be delayed until fall
- November 2019-February 2020, Construction begins
- April 1, 2020, Project close out

**#4 – Water System Improvements, Downtown Streets Support \$3.68M (estimate)**

Awaiting DOT&PF advertising of Dillingham Downtown Streets Rehabilitation project before releasing RFP. Determining status of Kananak Road project section due to DOT&PF requirements and limitations.

Design: \$224,715 (estimate)

- CRW Engineering Group LLC has been contracted to complete the design for this project. Additionally, CRW is expected to handle ROW, easement, ADEC permitting, temporary construction permits, and construction administration for the City.
- City funding will be used for 30% of the design costs; MMG 28308 will be used for 70% of the design costs.

Construction, Phase I (DOT Project Footprint & Downtown Core): \$1,661,293 (estimate)

- CRW to develop RFP.
- ADEC SRF Loan Questionnaire submitted November 30, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #17.
- MMG 28308 will provide 70% up to approximately \$1.4M total cost, with 30% matching.
- ADEC SRF Loan Application for \$600,000 submitted 4/10/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

Construction, Phase II: TBD

Construction, Phase III: TBD

Project Timeline:

- January 9, 75% Design (All Phases)
- February 11, 100% Design for Phase I (DOT Footprint)
- February 27, 100% Design (All Phases)
- TBD, ADEC review and approval to construct
- July, RFP Release
- August, RFP scoring, evaluation, and recommendation for contract
- September, Contract awarded; Construction begins
- May 2020, Phase I Project close out

## **#5 – Lake Road Fire Hall Renovation**

**\$589,200 (estimate)**

Awaiting LCG Lantech's response to additional project scoping (heating system and flooring changes). Based on response, will determine timeline to proceed, and any additional permit requirements.

### Design:

- LCG Lantech Inc. and RSA Engineering, Inc. have provided 100% design and specifications for this project.

### Construction: \$560,000.00 (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by Bristol Engineering.

### Additional Project Costs: \$29,200 (estimate)

- LCG Lantech, Inc. will be contracted for these services.
- City personnel may handle some tasks, others will be assigned to LCG Lantech via Task Orders, on an as needed basis.
- Permitting, Bid Assistance, and Construction Administration, \$12,000, T&M, NTE fee.
- Project Inspection, Contract Administration, \$17,200, T&M, NTE fee.

### Project Timeline:

- March-June, Fire Marshall Plan Review Bureau Review
- TBD, RFP Release
- TBD, RFP scoring, evaluation, and recommendation for contract
- TBD, Permitting finalized; Contract awarded
- TBD, Construction begins
- TBD, Project close out

## **#6 – Harbor Float Replacement**

**\$5.2M (estimate)**

### Design:

- PND Engineers, Inc. has provided 75% design for this project.

### Construction: \$5.2M (estimate)

- The City is currently exploring funding options through federal appropriations.
- Funding alternatives are AKDOT&PF Harbor Facility Grant Program and USDA Public Works and Economic Development Facilities Program (Grants).
- City to develop RFP.

### Project Timeline:

- TBD pending funding

## **#7 – D Street & Seward Street Rehabilitation Project**

**\$3.11M (estimate)**

### Design: \$154,329 (estimate)

- PND Engineering, Inc. has been contracted to complete the design for this project.

### Construction: \$2.96M (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.

- RFP to be developed by PND.

Project Timeline:

- February 22, 65% design
- April 30, 95% design, specifications and cost estimate
- June, RFP Release, bid deadline August 15
- August, RFP scoring, evaluation, and recommendation for contract
- September, Permitting finalized; Contract awarded
- April 2020, Construction NTP issued
- August 2020, Project close out

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Greg Marxmiller

## MEMORANDUM

**Date:** 7-24-19  
**To:** City Manager Tod Larson  
**From:** Chief Dan Pasquariello  
**Subject:** Public Safety AUGUST 2019 council report

---

### JUNE 2019

#### Dispatch:

- ❖ 501 Calls for service dispatched
- ❖ 82% Dispatched to Dillingham Police
- ❖ 5% Dispatched to Animal Control
- ❖ 9% Dispatched to Fire/EMS
- ❖ 4% Dispatched to Alaska State Troopers

#### Corrections:

- ❖ 55 Total Inmates held at jail
- ❖ 50 Title 47 Protective custodies

#### Patrol:

- ❖ 411 Calls for service
- ❖ 39 Persons arrested by DPD
- ❖ 50 Title 47/Protective custody by DPD
- ❖ 62 Incident reports by DPD

*Approximately 1 out of 10 calls for police service require an incident report to be completed by officers. A partial breakdown of our incident reports is as follows:*

Assault/Disorderly Conduct	21
Thefts/Robbery	9
Violation release/probation conditions	7
Traffic offenses	4
Vehicle thefts	4
Trespass	4
DUI	3

---

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Criminal Mischief	1
Sex offenses	1
Death Investigation	1
Burglary	1
Vehicle accidents	1
Fire	1

**Animal Control:**

- ❖ 4 Dogs impounded
- ❖ 4 Dogs returned to owners
- ❖ 1 Dead animal removal
- ❖ 6 Puppies sent to animal rescue group in Juneau
- ❖ 26 Rabies/parvo shots given
- ❖ 11 Bear calls

**DMV:**

- ❖ 126 Registrations/Titles
- ❖ 85 Boat registrations
- ❖ 114 Driver's License/IDs
- ❖ 0 CDLs
- ❖ 6 Road tests
- ❖ 23 Written tests

**JULY 2019**

**Dispatch:**

- ❖ 453 Calls for service dispatched
- ❖ 80% Dispatched to Dillingham Police
- ❖ 5% Dispatched to Animal Control
- ❖ 9% Dispatched to Fire/EMS
- ❖ 6% Dispatched to Alaska State Troopers

**Corrections:**

- ❖ 41 Total Inmates held at jail
- ❖ 25 Title 47 Protective custodies

**Patrol:**

- ❖ 362 Calls for service
- ❖ 23 Persons arrested by DPD
- ❖ 25 Title 47/Protective custody by DPD
- ❖ 59 Incident reports by DPD

*Approximately 1 out of 10 calls for police service require an incident report to be completed by officers. A partial breakdown of our incident reports is as follows:*

---

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Assault/Disorderly Conduct	15
Thefts	9
Criminal Mischief	6
DUI	4
Vehicle thefts	4
Vehicle accidents	4
Contributing/Furnishing minors/MCA	4
Violation release/probation conditions	3
Sex offenses	3
Traffic offenses	2
Suicide threats	2
Trespass	2
Burglary	1
Death Investigation	1

**Animal Control:**

- ❖ 2 Dogs impounded
- ❖ 2 Dogs returned to owners
- ❖ 1 dog taken into protective custody
- ❖ 1 Puppy at shelter up for adoption
- ❖ 1 Dead dog removal
- ❖ 8 Rabies/parvo shots given

**DMV:**

- ❖ 108 Registrations/Titles
- ❖ 50 Boat registrations
- ❖ 110 Driver's License/IDs
- ❖ 7 CDLs
- ❖ 9 Road tests
- ❖ 21 Written tests

We still have a vacant dispatcher position. We have a vacant police officer position.

To prepare for water emergencies in the boat harbor we held a drill prior to the fishing season. Police, Fire/EMS, and harbor staff practiced rescuing persons from the water (volunteers in survival suits). It was a great emergency preparedness drill as different City departments were able to see our respective rescue equipment and capabilities. It was also great fun!

Due to extreme internet connectivity issues causing disruption to DMV service in the beginning of the summer we switched from a cable modem, to DSL modem. This was an involved process involving IT personnel from the City, the State, and Nushagak Cooperatives. Once the switch was made connectivity issues vanished.

---

*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

The State Commissioner of Public Safety toured our jail. A contract for DPD to perform telephonic arraignments was discussed.

Representatives from the federal TSA, and State DOT met with DPD to explain that we would not be allowed to respond to calls at the airport unless we met and complied with TSA regulations and training. The lack of a state/city memorandum of understanding concerning state/city law enforcement responsibilities was discussed.

Canopies were placed over the outside dog kennels at the animal shelter.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
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Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 23, 2019  
**To:** Tod Larson, City Manager  
**From:** Jean Barrett Public Works / Port Director  
**Subject:** Monthly Staff Report

---

As fast as it started, only two short months ago, the fishing season on the Nushagak has come to an abrupt end. The "project season" for public works is getting short with a couple more digs to do before freeze up, we are on schedule in my mind.

### **Dock**

With the processing season almost done the dock has on hand or have already shipped out around 300+ freezer containers containing fish from the local processors. A little quick math 300(approx.) containers x 55,000 lbs. (weight of fish per container) = 16,500,000 lbs. of fish out of Dillingham, this is an approximate number of course. I will have more accurate number in August.

### **Harbor**

Once again we have been able to hold everything together in the harbor for another year. Our 40+ year old infrastructure help up to the load of several hundred boats again. One of my focus projects this winter is to try to find money to build a new float system. We had many emergency calls to the harbor involving the fishing fleet. Although the EMT's were able to do their jobs, it could have turned out a lot worse because access on and off of the ramps have a large step or a plank walk to access them.

### **Public works**

#### **Landfill**

- Landfill has been busy as it always is during the summer months and the crew has been working hard at keeping ahead of the game.
- The landfill had an inspection earlier in July, we are waiting for the results and I will update in my August report.

### **Streets**

- Without much rain this summer the city streets have held up pretty well, we have spread a lot of calcium chloride to help control the dust the weather report is for some rain this weekend and will certainly help.
- We have had a couple of digs to work on waterline problems and have two more scheduled next month.
- Streets personel have done a lot of work helping at the landfill this summer getting the place organized.

### **Building and grounds**

- The crew has been busy grooming and keeping the green areas clean and trimmed all summer.
- We have done some renovation at the Sr. Center apartment and hope to have it finished in a couple of weeks. New paint, flooring and some trim and door work are among the work done.

### **Water / Waste Water**

- The crew has participated in the digs and waterline fixes and are learning more every time they work something different.
- The crew has cleaned all of the overgrowth out of the lagoons, cut the grass and shrubs from around the hydrants for easier access.

### **Shop**

- The shop is clean and organized. A lot of work has been done on the police vehicles this summer.
- We are starting to prepare for the winter, organizing chains and getting the grader plows together and prepped.

### **Admin**

- Hope has done a very good job keeping everything organized, ordering all of our parts and pieces on top of her duties at the landfill as the supervisor.

That is all from the Public Works and Port Departments

Jean

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
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Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 22, 2019  
**To:** Tod Larson, City Manager  
**From:** Ida Noonkesser, Director  
**Subject:** Monthly Staff Report

---

During the month of June, the Senior Center served 233 congregate meals to 38 individuals, 214 home delivered meals to 20 individuals, gave 173 assisted rides to 12 individuals and 197 unassisted rides to 25 individuals.

We had three new renters in the month of June. With summer coming, things were a little busier than usual.

For the month of June, I was short-staffed and had to take over cooking duties. We hired a temporary cook to fill in while I took annual leave for two weeks to spend some time with my grandmother. Hugh Backford was available to take the cooks position. I heard so many good things about his cooking, and welcoming elders to the Center. Kaston who is working as my BBEDC intern this summer, has also been a great help for the Center. He is always willing to come to work on time and is very helpful.

There wasn't much going on in the month of June, since everyone was busy with fish.

Last Advisory Board meeting was May 8<sup>th</sup>.

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**1. CALL TO ORDER**

The Code Review Committee met on Thursday, January 31, 2019, in the City Council Chambers, Dillingham, AK. Council Member Chris Maines chaired the meeting and called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

Committee Members present:

Mayor Alice Ruby	Chris Maines	Gregg Marxmiller
Lori Goodell	Tod Larson	Chris Napoli

**3. APPROVAL OF MINUTES**

- a. Minutes of November 8, 2018

**MOTION:** Chris Napoli moved and Alice Ruby seconded the motion to approve the minutes of November 8, 2018.

**VOTE:** The motion passed unanimously by voice vote.

**4. APPROVAL OF AGENDA**

**MOTION:** Chris Napoli moved and Gregg Marxmiller seconded the motion to approve the agenda.

**VOTE:** The motion passed unanimously by voice vote.

**5. UNFINISHED BUSINESS**

- a. Code Committee's To Do List

Updates to the list;

- The Code Committee To Do List – Finance Director has recommended to remove 4.20.020 1(a) stating this part of code does not need to be changed.

**MOTION:** Alice Ruby moved and Chris Napoli seconded the motion to follow staff recommendation to drop item 1 and notify council of this action.

**VOTE:** The motion passed unanimously by voice vote.

**6. NEW BUSINESS**

- a. Windmill Grille Liquor License Renewal

**MOTION:** Chris Napoli moved and Alice Ruby seconded the motion to recommend council approve the liquor license renewal for Windmill Grille.

**MOTION:** Alice Ruby moved and Gregg Marxmiller seconded to amend the motion to include there is no objection as long as the owner obtains a current business license and meets the State requirement for a TAP license.

VOTE: The motion to amend passed unanimously by voice vote.

VOTE: The amended motion passed unanimously by voice vote.

Staff was directed to send a letter to the State.

- b. Sea Inn Liquor License Renewal

MOTION: Alice Ruby moved and Gregg Marxmiller seconded the motion to recommend that council approve the Sea Inn liquor license renewal.

It was noted that the Sea Inn is current on all city requirements.

VOTE: The motion passed unanimously by voice vote.

- c. J & R Green Farm Marijuana Cultivation Facility License Application
- d. Bristol Bay Bud Retail Marijuana Store License Application

The marijuana license application information was included as informational, as no input was requested from the State AMCO.

- It was recommended that a review of the marijuana licenses will be done in the same manner as the liquor licenses have been handled.
- Taxation on marijuana sales is current set at 6% sales tax. Finance and Budget Committee reviewed taxation on marijuana and determined to reevaluate after a year.
- The state pre inspection check list is fairly comprehensive.

**7. PUBLIC COMMENT/COMMITTEE COMMENTS**

Ray Kase, J & R Green Farm: Is facility will have an inspection in February. When a license is approved he will be able to export product anywhere in Alaska.

Chris Napoli: verified that the licenses would not be held up.

**8. ADJOURNMENT**

The meeting adjourned at 5:43 p.m.



Chris Maines, Chair

ATTEST:



Lori Goodell, City Clerk

Approval Date: July 25, 2019

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2019-04**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING TITLE 1 AND TITLE 7, ANIMALS, TO CLARIFY APPLICABLE PENALTIES FOR CERTAIN OFFENSES AND THE PROCEDURE FOR PAYMENT OF FINES; AND TO MAKE CORRECTIONS TO THE MINOR OFFENSE FINE SCHEDULE AND CERTAIN MUNICIPAL CODE PRACTICES**

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WHEREAS, the City of Dillingham (City), repealed and replaced Title 7, Animals, by Ordinance 2018-07 adopted January 10, 2019, in its entirety; and

WHEREAS, the State of Alaska notified the City that some language was not compatible with the state UMOT, and

WHEREAS, Code Publishing recommended a few minor changes to wording of Ordinance 2018-07 for clarity;

NOW BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

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

**Section 2. Amendment of Title 1 and Title 7.** Title 1 and Title 7 of the Dillingham Municipal Code are hereby amended as follows with new language underlined and **emboldened** and deleted language shown as ~~strike through~~:

**Title 7  
ANIMALS**

**Chapters:**

- 7.10 Administration of Animal Control**
- 7.30 Impound, Protective Custody, and Quarantine**
- 7.40 Care and Control of Animals**

**Chapter 7.10  
Administration of Animal Control**

Sections:

- 7.10.050 Fees.
- 7.10.060 Penalties.**

**7.10.050 Fees.**

Registration	
Valid for the expiration of the rabies vaccination. Fees reflect per year and are available for advanced purchase up to three years.	
a. Unsterilized animal	\$10.00
b. Sterilized animal*	\$5.00
c. Duplicate	\$1.00

Adoption Plus registration fee above	\$35.00
Impound per day, commencing 24 hours after the time of impoundment	\$25.00
Pick-up	
a. Unregistered animal*	\$50.00
b. Registered animal	\$35.00
Plus impound fee per day	
Kennel permit new, extended, or re-issued (three-year period)	\$25.00
Surrender of animal	\$25.00
Euthanize	\$50.00

**7.10.060 Penalties**

**Offenses in this Title are violations and are punishable by the fines established in the minor offense table schedule in 1.20.040. If a fine for an offense is not established in the fine schedule, the defendant must appear in court and, if convicted, may be punished by a fine up to \$300.**

**Chapter 7.30**  
**Impound, Protective Custody, and Quarantine**

Sections:

- 7.30.040 Release of animal to keeper.
- 7.30.060 Euthanasia.
- 7.30.070 Rabies control.
- 7.30.090 Interference in official duties.

**7.30.040 Release of animal to keeper.**

A. Except as otherwise provided in this section, an animal may be released from quarantine, protective custody, or impound to its keeper if the animal is determined to be free of rabies or other contagious disease and upon payment of all fees specified in DMC 7.10.060~~060~~**050** as well as the actual costs of any veterinary care provided to the animal.

B. An animal may not be released to the animal's keeper if:

1. the animal is not registered as required by this title,
2. the animal was taken into protective custody and the keeper fails to provide the animal control officer adequate assurance that the animal will receive humane care if released,
3. the keeper has been found to have committed an act of cruelty to an animal or an animal cruelty investigation is ongoing,
4. the animal has been adopted, or
5. Any provision of this title restricts or prohibits such release.

C. If the animal has been classified as aggressive under DMC 7.40.050, prior to releasing the animal the animal control officer may inspect the premises where the animal is kept to ensure that, to the officer's reasonable satisfaction, that the requirements of DMC 7.40.070 will be satisfied.

D. The animal control officer has discretion to not release an animal to its keeper if the animal has been impounded 3 or more times in the previous 60 days. Such an animal shall be considered abandoned.

E. Appeal of the animal controls officer's decision to not release an animal must be made in writing and received by the city manager's office within five business days of the date the request for the animal's release was denied. The appeal shall be governed by DMC 7.40.080.

**7.30.060 Euthanasia.**

A. The following animals may be euthanized at any time:

1. an animal exhibiting symptoms of a major infectious or contagious disease, as determined by a licensed veterinarian if available, that is a danger to the health and safety of the public or other animals within the city;
2. an animal that in the judgment of the animal control officer or agent is injured or suffering to the extent that it should be euthanized for humane reasons. When reasonably possible, the opinion of a licensed veterinarian will be obtained prior to euthanasia under this subsection;
3. an abandoned animal that is not adoption eligible or have been unable to be adopted;

4. an animal deemed by the animal control officer in conjunction with the Police Chief to be dangerous and a safety risk to the animal control officer or the public.

B. Euthanasia, of an animal in the custody of the City, may be accomplished in the following manner:

1. By a licensed veterinarian, or a technician trained and certified under the Permit For Use of Drugs To Euthanize Domestic Animals as specified in AS 08.02.050.

2. An animal may be shot by a law enforcement officer, a veterinarian, or an agent or designee of the Animal Control Officer, if it is restrained in a humane way, **and** it is performed by a highly skilled and trained person using a weapon that will produce instantaneous death by a single shot.

C. The animal control officer shall maintain a list of animals euthanized including a description of the animal and the condition for euthanasia, available for review by the general public.

D. A reasonable effort shall be made to contact the keeper of a non-stray animal prior to euthanasia unless, in the sole opinion of the animal control officer or other responsible official, the animal is suffering unduly.

#### **7.30.070 Rabies control.**

A. The city animal control officer, under the direction of the city manager, shall cooperate with other agencies in establishing a rabies control program for the city.

B. All persons shall report to an animal control officer or agent any suspected or positively diagnosed occurrence of rabies as soon as such occurrence becomes known to the person.

C. No person may kill any suspected or confirmed rabid animal or an animal subject to quarantine except to defend a human **being**, or domestic animal, ~~being~~ from death or bodily injury, unless otherwise provided in this title.

D. Any at large animal suspected of being rabid and evading attempts to be caught may be shot by an animal control officer or agent and the head sent to the appropriate laboratory for examination of rabies disease.

E. Only an animal control officer or agent may remove the carcass of any suspected or confirmed rabid animal from the location where the animal was killed or found.

F. The carcass of an animal suspected of being rabid shall upon demand be surrendered to an animal control officer or agent or to the Department of Health and Social Services.

G. Any animal that bites a person or animal shall be quarantined for no less than ten days, and if such bite was without provocation, the keeper shall pay all costs of quarantine.

H. Animals that have been exposed to an animal that has bitten a person may be quarantined at the animal control officer's discretion.

I. If the animal control officer or agent reasonably suspects an animal to have rabies, that animal shall be quarantined immediately and/or euthanized.

J. An unvaccinated animal that has been bitten by an animal diagnosed as rabid shall be euthanized immediately.

K. If a bitten animal has a current rabies vaccination, the animal shall be re-vaccinated immediately and quarantined and, except as otherwise provided in this section, its keeper shall comply with the standard requirements for animal rabies vaccination in 7 AAC 27.020(c).

L. Any animal classified as aggressive under DMC 7.40.050 and reasonably suspected of being rabid may be euthanized before completion of quarantine and, if practical, the keeper will be notified.

M. When there has been a positive diagnosis of rabies within the city, the city manager or the city manager's designee may declare an area-wide quarantine for such period of time as determined necessary and there shall be no animals transported, taken, or removed from the city without the prior written consent of the city manager. Except as otherwise provided in this section, every keeper shall quarantine his or her animal.

**7.30.090 Interference in official duties.**

It is unlawful for any person to:

A. Open a vehicle being used to transport animals to the animal control center, open the doors of the animal control center, or open or tamper with the doors of a live trap with the intent of allowing impounded animals to escape; or

B. intentionally, recklessly, or ~~with criminal negligence~~ **negligently**.

1. interfere with the animal control officer or agent in performance of a duty under this title, or

2. tamper with any equipment used in the performance of any duty under this title.

## Chapter 7.40 Care and Control of Animals

Sections:

- 7.40.040 Animals creating disturbance or nuisance.
- 7.40.060 Aggressive animal classifications and exceptions.
- 7.40.080 Appeal of animal control officer determinations.

### **7.40.040 Animals creating disturbance or nuisance.**

A. It is unlawful for the keeper of an animal to allow it to disturb the public health, safety, or peace by allowing the animal to make chronic animal noise.

~~1. The animal control officer or agent may, upon receiving a complaint alleging chronic animal noise, investigate and, if necessary, issue a warning notice to the animal keeper. The notice shall contain:~~

- ~~a. The definition of chronic animal noise,~~
- ~~b. The nature and times of complaint,~~
- ~~c. Penalties for the violation,~~
- ~~d. A description of the means and methods suggested to and/or agreed upon with the keeper for curtailing the problem, and~~
- ~~e. Time permitted to comply with the notice.~~

~~2. If the violation continues after the time permitted by the notice to comply, a citation may be issued in accordance with subsection A.3. of this section.~~

~~3. Citations for chronic animal noise shall only be issued upon one of the following:~~

- ~~a. A complaint sworn by two or more persons living at different addresses, one of whom must be the original complainant, in the immediate neighborhood of the animal making the chronic noise and after completion of an investigation by animal control officer or agent indicates that a citation is appropriate; or~~
- ~~b. A complaint sworn by one person living in the immediate neighborhood of the chronic noise where additional date and time specific evidence is provided and after completion of an investigation by animal control officer or agent indicates that a citation is appropriate.~~

**1. The animal control officer or agent, upon receiving a complaint alleging chronic animal noise, investigate and, if necessary, issue a warning notice to the animal keeper.**

**2. If the violation continues, a citation may be issued in as established in Section 1.020.040.**

B. It is unlawful for the keeper of an animal to allow the animal to defecate without appropriate and immediate removal, to dig upon, injure or destroy public property, a public thoroughfare, or private property without the permission of the property owner.

C. It is unlawful for the keeper of an animal to allow the animal to upset, disturb, or place garbage on public or private property.

### **7.40.060 Aggressive animal classifications and exceptions.**

A. *Classifications.* Subject to subsection B below, an animal may be classified as aggressive based on the highest level behavior exhibited, with such levels described as follows:

1. Level one behavior is established if an unrestrained animal is found to growl, snap at, jump upon, or otherwise menace, injure, or frighten persons or other animals, ~~provided~~ chase, run after, or jump at vehicles or persons using the public thoroughfares, or otherwise threaten or endanger the safety of any person or domestic animal.
2. Level two behavior is established if an animal bites or causes physical injury to any domestic animal, or if an unrestrained animal kills any unrestrained domestic animal.
3. Level three behavior is established if any of the following occur, regardless of whether the animal is restrained:
  - a. An animal inflicts an aggressive bite or causes physical injury to any human;
  - b. An animal kills a domestic animal that is restrained; or
  - c. An animal for the second time injures or kills a domestic animal.
4. Level four behavior is established if any of the following occur:
  - a. An animal, regardless of whether it is restrained, causes serious physical injury or the death of any human;
  - b. An animal is used as a weapon in the commission of a crime; or
  - c. An animal previously classified as a level three, or as a potentially dangerous or vicious animal under a prior enactment of this Code, behaves as described in subsection A.3. after the keeper receives notice of the prior level three classification.

B. *Exceptions to classifications.* Notwithstanding subsection A above, the animal control officer shall have discretionary to refrain from classifying an animal as specified in subsection A if the animal control officer determines that:

1. At the time of injury or damage, the victim was committing trespass with criminal intent on premises occupied by the keeper of the animal, the victim was teasing, tormenting, abusing, or assaulting the animal, its offspring, the keeper, or the victim was committing or attempting to commit a crime;
2. The animal was protecting or defending itself, its offspring, or a human within the immediate vicinity of the animal from an attack or assault while under control or confined;
3. The animal is trained to attack persons independently or upon oral command while under the restraint and supervision of an authorized government or law enforcement unit and the act is directly associated with the proper execution of the animal's duties;
4. The animal, with a current rabies vaccination, causes injury to the keeper, keeper's family, trainer or person caring for the animal, unless:
  - a. A complaint is received from the injured party;
  - b. The victim is a minor who is not involved in training or competing with the animal; or
  - c. The animal is unredeemable.
5. The decision not to classify reasonably serves and promotes justice, fairness, and the purposes and intent of this title, the protection of public health, safety and welfare, and the humane care and treatment of animals.

C. In addition to any other action or remedy authorized by this title or any other law, it is unlawful for the keeper of an animal to allow the animal to behave in a manner ~~described~~ **defined** in DMC 7.40.060 (A) ~~and such keeper shall be guilty of a minor offense, punishable per act of the animal as shown in~~ **The fines for behavior** described in subsection (A) **are established in** Section 1.20.040.

#### **7.40.080 Appeal of Animal Control Officer Determinations.**

- A. The issues to be considered at the hearing on an appeal of a decision made under DMC 7.30.040 shall be limited to whether the preponderance of the evidence supports the animal control officer's decision to not release the animal for a reason stated in DMC 7.30.040.B.
- B. The issues to be considered at the appeal hearing of an aggressive animal determination under DMC 7.40.050 shall be limited to whether the preponderance of the evidence shows that the animal acted in a manner described in DMC 7.40.060.A and if any factor described in DMC 7.40.060.B should result in a lower categorization of the animal.
- C. The issues to be considered at the appeal hearing of a denied kennel permit shall be limited to whether the preponderance of the evidence shows that the kennel constitutes or would constitute a public nuisance or threat to public safety, that humane care of each animal is not or would not be provided, or if the applicant or permittee is responsible for violation of this title.
- D. The city manager shall issue a written decision to be delivered within 5 business days of the appeal hearing.
- E. Appeal of the written decision of the city manager shall be to the Superior Court for the Third Judicial District in Dillingham and shall be brought within 30 days of the manager's decision. Hearing before the superior court is an administrative appeal heard solely on the record established before the city manager and the city shall be entitled to recover its costs and reasonable attorney's **fees** if it is the prevailing party. No enforcement action authorized by this chapter shall be stayed during the time to appeal or the pendency of the appeal unless ordered by the court.
- F. An animal's keeper may prevent an animal's adoption or euthanasia under ~~7.30.050~~ **060** A.3 by:
1. Petitioning the Superior Court for the Third Judicial District in Dillingham for the animal's immediate return, subject, if appropriate, to court-imposed conditions; or
  2. Posting a bond or security with the city of Dillingham in an amount determined by the city manager to be sufficient to provide for the animal's care for a minimum of thirty days from the date the animal was removed.
  3. If the animal control officer still has custody of the animal when the bond or security posted expires and the court has not ordered an alternative disposition, the animal becomes the city's personal property. If the court has not allowed the city to adopt out the animal and the city continues to care for the animal, the keeper of the animal shall post a bond or otherwise pay in advance for the city's continuing costs of care for the animal until a final decision is made by the trial court.
- G. During any appeal process, it is unlawful to breed, sell, exchange or abandon an animal classified as level four or allow it to reside in any household containing animals.

**Section 3. Amendment to Section 1.20.040.** That Dillingham Municipal Code 1.20.040 – Minor Offense Fine Schedule is hereby amended as follows with new language underlined and **emboldened** and deleted language shown as ~~strikethrough~~:

**1.20.040 Minor offense fine schedule.**

In accordance with AS 29.25.070(a), citations for the following offenses may be disposed of as provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of the fine amounts listed in this section, plus the state surcharge required by AS 12.55.039 and 29.25.074. **Fines must be paid to the court.** The Alaska Court System's Rule of Minor Offense Procedures applies to all offenses listed in this section. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine schedule amount listed below for that

offense. Citations charging these offenses must meet the requirements of the Minor Offense Rules. The fines set forth below may not be judicially reduced.

<b>Code Section</b>	<b>Offense</b>	<b>Penalty/Fine</b>
7.20.010.A	Failure to register domestic animal	75
7.20.010.E	Failure to display registration tag	75
7.20.010.F	Failure to produce kennel registration	75
7.20.010.G	Failure to transfer registration	75
7.20.010.H	Use of another animal's tags	300
7.20.020.A	Failure to obtain kennel permit	75
7.20.040	Unlawful transfer of animal	75
7.20.050	Prohibited wolf hybrid	300
7.30.080.B	Unlawful release of quarantined animal	300
7.30.080.D	Unlawful removal of quarantined animal from city	300
7.30.090.A	Unlawful release of animal from animal control facility or vehicle	300
7.30.090.B	Unlawful interference in official duties	300
7.40.020.A	Animal cruelty	300
7.40.030.A	Failure to restrain animal on city property	75
7.40.030.B	Failure to restrain animal in public	75
7.40.030.C	Unlawfully releasing an animal from restraint	75
7.40.040.(A)(2)	Unlawful chronic animal noise	75
7.40.040.B	Animal disturbing property	75
7.40.040.C	Animal disturbing garbage	75
7.40.060.C.1	Level 1 aggressive animal act	75
7.40.060.C.2	Level 2 aggressive animal act	125
7.40.060.C.3	Level 3 aggressive animal act	300
7.40.060.C.4	Level 4 aggressive animal act	500
7.40.070.E	Classified animal restriction violation	500

**Section 4. Effective Date.** This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on August 1, 2019.

SEAL:

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

ATTEST:

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

**City of Dillingham Information Memorandum**

Agenda of: August 1, 2019

Attachment to:

Ordinance No. 2019-04 / Resolution No. \_\_\_\_\_

**Subject:**

Title 1 and Title 7 updated language for clarification and inclusion on the State of Alaska minor offense table

City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

**Summary Statement:**

Title 1 was updated and Title 7 was repealed and re-enacted with Ordinance 2018-07 adopted January 10, 2019.

The State of Alaska court system notified the city that some wording needed clarification before the UMOT could be revised to reflect some of the changes.

Code Publishing recommended some minor changes to Ordinance 2018-07 when codification was done.

Ordinance 2019-04 addresses both the State and Code Publishing recommendations. It was introduced at the June 20, 2019 regular council meeting. Notice for the public hearing appeared in the Bristol Bay Times July 25, 2019 edition, posted locally at city hall, the post office, and the public library, as well as emailed to all city departments, council members and posted to the city website.

Attachment to: 2019-04 / Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_

**Summary Statement continued:**

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-19

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING FORECLOSURE PROCEEDINGS ON DELINQUENT PROPERTY TAXES FOR YEARS 2014-2018**

---

WHEREAS, AS 29.45.320-330 allows the City of Dillingham to collect unpaid real property taxes through in rem foreclosure proceedings against all real property for which the property tax has not been paid in full; and

WHEREAS, the City’s Finance Department has prepared a foreclosure list identifying properties for which the tax has not been paid in accordance with AS 29.45.330;

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

- 1. The City Attorney is hereby authorized to file a foreclosure action against all property identified in the foreclosure list.
- 2. The City Clerk is hereby directed to certify and publish the foreclosure list and provide notice of the commencement of the foreclosure action in accordance with AS 29.45.330 and DMC Chapter 4.15.

PASSED and ADOPTED by the Dillingham City Council on August 1, 2019.

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

ATTEST: [SEAL]

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

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**City of Dillingham Information Memorandum**

Agenda of: August 1, 2019

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2019-19

**Subject:**

Authorize foreclosure proceedings on delinquent property taxes for years 2014-2018

City Manager: Recommend Approval

Signature: *Tod Lawson*

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- Foreclosure List

**Summary Statement:**

Annually the City Council shall direct that the City present a petition for judgment and a certified copy of the foreclosure list for the previous year's delinquent taxes in the Superior Court for judgment. Moving through the foreclosure steps can be a very lengthy process. During that time, property owners are encouraged to work with the City to make payment arrangements through a repayment plan if they are financially unable to pay off the debt in a lump sum. The repayment plan allows the owner to pay off their account over a reasonable period of time.

City staff will follow the Standard Operating Procedure for Foreclosure Process. Owners will be notified by mail following approval of this resolution that the city will begin proceedings in the next several months and are encouraged to pay their tax account in full and avoid unnecessary additional costs attributed to the foreclosure process.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2019-19

**Summary Statement continued:**

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

2014-2018 City of Dillingham Foreclosure List  
Last Update 07/24/2019

Acct #	Account Name	Legal Description	Address	City	State	Zip	2014	2015	2016	2017	2018	Penalty	Interest	Grand Total
101122	Adkison, Shairren	Sampson B L14E	Unknown								1,251.90	125.19	38.03	1,415.12
101132	Angasan, Val & Cecelia	USS 4972 B L8	13145 Cape Circle	Anchorage	AK	99515				2,035.58	3,032.90	475.68	304.82	5,848.98
103328	Bell Brothers, Inc	ATS 1131	4041 International Airport Rd, Suite 2	Anchorage	AK	99502					738.40	73.84	22.44	834.68
101473	BBHA- Alfred Brothers	Eku Dillingham L2	PO Box 983	Dillingham	AK	99576					513.63	51.36	15.60	580.59
101481	BBHA- Annie Golla	Waskey Road L4	PO Box 1004	Dillingham	AK	99576					412.58	41.26	12.52	466.36
102173	BBHA- Frank Woods III	Sampson Estates II B L19	PO Box 713	Dillingham	AK	99576					420.03	42.00	12.75	474.78
101476	BBHA- Hannah Hiratsuka	Sunny Acres B L3	PO Box 593	Dillingham	AK	99576					386.66	38.67	11.73	437.06
101482	BBHA- Kikono Savo	Eku Dillingham L4	PO Box 373	Dillingham	AK	99576					491.40	49.14	14.93	555.47
101477	BBHA- Melody Hiratsuka	Eku Dillingham L3	PO Box 1274	Dillingham	AK	99576					491.40	49.14	14.93	555.47
101474	BBHA- Nina Sam	Waskey Road L1	PO Box 1276	Dillingham	AK	99576					390.78	39.08	11.85	441.71
101479	BBHA- Rose Nicholson/Tennyson	Eku Dillingham L1	PO Box 1151	Dillingham	AK	99576					513.63	51.36	15.60	580.59
102134	BBHA- Vacant Lot	Cedar Addition I L7	PO Box 50	Dillingham	AK	99576					89.76	8.98	2.50	101.24
100842	Bristol Bay Housing Authority	David McClure L1	PO Box 50	Dillingham	AK	99576					195.00	19.50	5.92	220.42
100842	Bristol Bay Housing Authority	David McClure L2	PO Box 50	Dillingham	AK	99576					260.00	26.00	7.90	293.90
100842	Bristol Bay Housing Authority	David McClure L3	PO Box 50	Dillingham	AK	99576					260.00	26.00	7.90	293.90
100842	Bristol Bay Housing Authority	David McClure L4	PO Box 50	Dillingham	AK	99576					195.00	19.50	5.92	220.42
100842	Bristol Bay Housing Authority	Cedar Addition I L8	PO Box 50	Dillingham	AK	99576					1,908.40	190.84	57.97	2,157.21
101238	Covenant Concepts Ministry	Ahklun View Estates B1 L1	PO Box 732	Dillingham	AK	99576					2,725.00	272.50	82.78	3,080.28
101203	Dyasuk, Andrew	Nerka VII B7 L1	PO Box 12	Togtak	AK	99678					290.55	29.06	8.82	328.43
101226	Estate of Charlie Franklin	Mission B1 L1	PO Box 997	Dillingham	AK	99576					1,376.70	137.67	41.82	1,556.19
101496	Estate of Lucy Roehl	Snag Point B1 L9	PO Box 124	Dillingham	AK	99576					1,296.10	129.61	39.37	1,465.08
101500	Estate of Sassa Backford	Snag Point B2 L3	PO Box 226	Dillingham	AK	99576					1,426.10	142.61	43.32	1,612.03
102481	Fortune, Douglas	Snag Point B2 L17	PO Box 1267	Dillingham	AK	99576					1,508.00	150.80	45.81	1,704.61
103275	Garcia, Joel & Jeffery	Kallenberg's Knob B L1	PO Box 531	Dillingham	AK	99576					455.00	45.50	13.83	514.33
100530	Grant Aviation	USS 5688 B500A L 7B	6520 Kulis Drive	Anchorage	AK	99502					8,873.80	887.38	269.56	10,030.74
100530	Grant Aviation	Wren B L1	6520 Kulis Drive	Anchorage	AK	99502					4,937.40	493.74	149.98	5,581.12
101248	Hiratsuka, Louise	Shannon L8	PO Box 638	Dillingham	AK	99576					1,653.60	165.36	50.23	1,869.19
101248	Hiratsuka, Louise	Shannon B L9	PO Box 638	Dillingham	AK	99576					106.60	10.66	3.24	120.50
101257	Ishnook, Anuska	Sockeye B L2	PO Box 655	Dillingham	AK	99576					1,527.50	-	46.40	1,573.90
102425	Johnson, Gall	Snag Point B2 L14	PO Box 1161	Dillingham	AK	99576					439.54	43.95	13.35	496.84
101180	Kroener, Debra	USS 3184 B P3 L*	7840 Cranberry St.	Anchorage	AK	99502				4,433.00	4,433.00	886.60	551.08	10,303.68
101281	Kropoff, Bonnie	Napaq Addition #3 B1 L5	PO Box 661	Dillingham	AK	99576					2,951.14	292.40	91.82	3,335.36
101294	Libby, John & Cynthia	USS 2732 B2 L5	PO Box 1050	Dillingham	AK	99576					114.40	11.44	3.47	129.31
101294	Libby, John & Cynthia	USS 2732 B2 L6	PO Box 1050	Dillingham	AK	99576					230.10	23.01	6.99	260.10
101294	Libby, John & Cynthia	USS 2732 B7 L1	PO Box 1050	Dillingham	AK	99576					65.00	6.50	1.98	73.48



CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2019-21**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING A LONG TERM ENCROACHMENT (LTE) PERMIT FOR ICICLE SEAFOODS FOR UTILITY WORK AT THEIR WOOD RIVER PROCESSING FACILITY**

---

WHEREAS, according to Dillingham Municipal Code 12.08.010 an encroachment is considered as any object above ground or below belonging to a private owner other than the municipality which has been or caused to be constructed or located within streets, public rights of way or other property dedicated to a public use; and

WHEREAS, Icicle Seafoods facility on Yako Road is located in a flood zone; and

WHEREAS, Icicle Seafoods anticipates development at the site; and

WHEREAS, it is in the best interest to relocate utilities out of the floodplain; and

WHEREAS, DMC 12.08 requires City Council and Planning Commission approval for any object belonging to a private owner other than the municipality that is placed in streets, public rights-of-way or other property dedicated to a public use, for longer than one year; and

WHEREAS, on July 31, 2019, the Dillingham Planning Commission approved the LTE permit application and recommends City Council authorize the long term encroachment;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves the long term encroachment for Icicle Seafoods at Yako Road:

- That any underground electric infrastructure be buried at least 42" throughout the right of way;
- That the property owners notify the City of Dillingham Administration, Public Works Department, and the Public Safety Department 48 hours in advance of any work on public lands or in the public rights of way;
- That the property owners restore the public land or public right of way to this former condition or better after completing the utility installations; and
- That Nushagak Cooperative and other approved contractors working on the project provide updated documentation in the form of as-built, documenting the actual location of the utilities within one month following construction.

PASSED AND ADOPTED by a duly constituted quorum of the Dillingham City Council August 1, 2019.

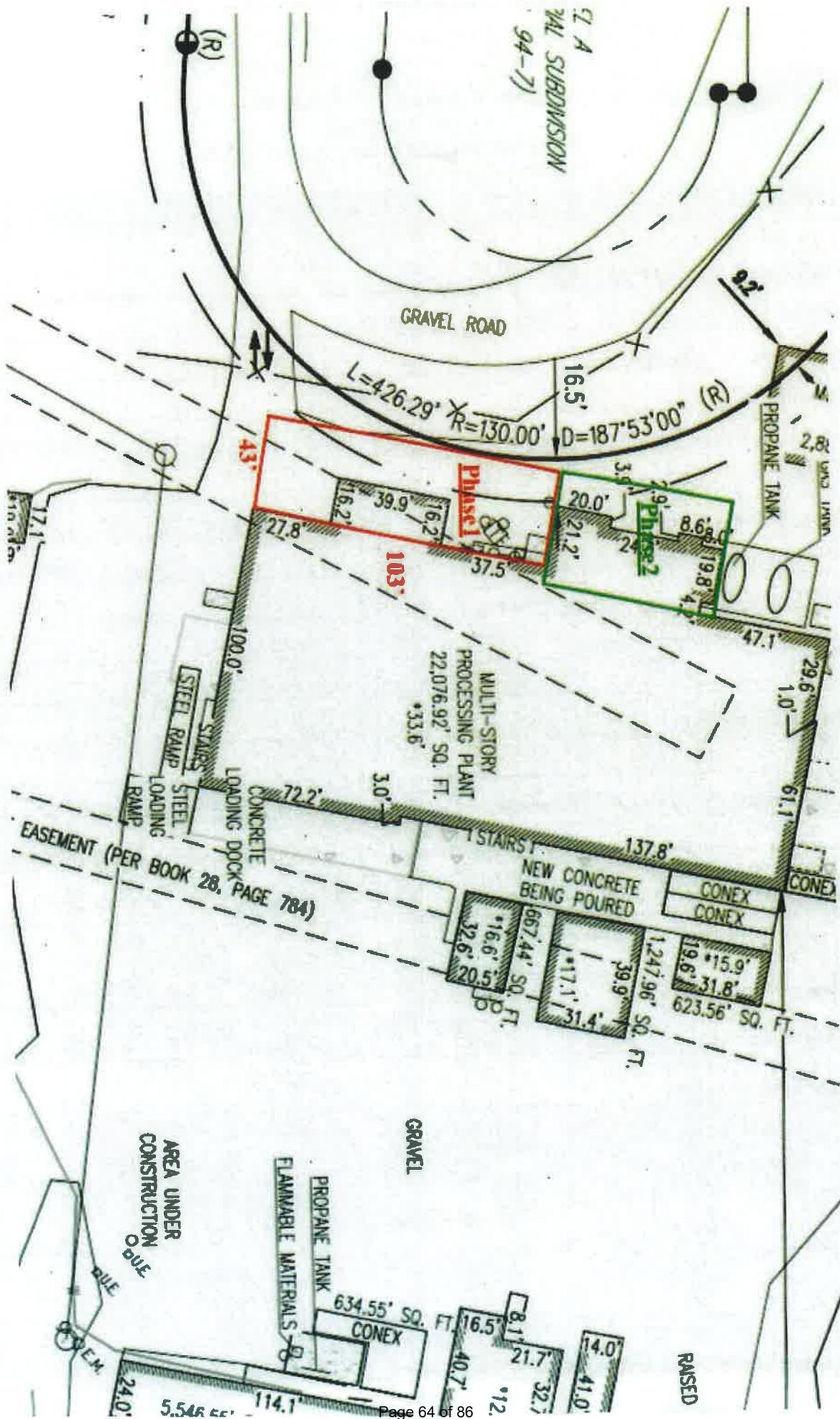
\_\_\_\_\_  
Alice Ruby, Mayor

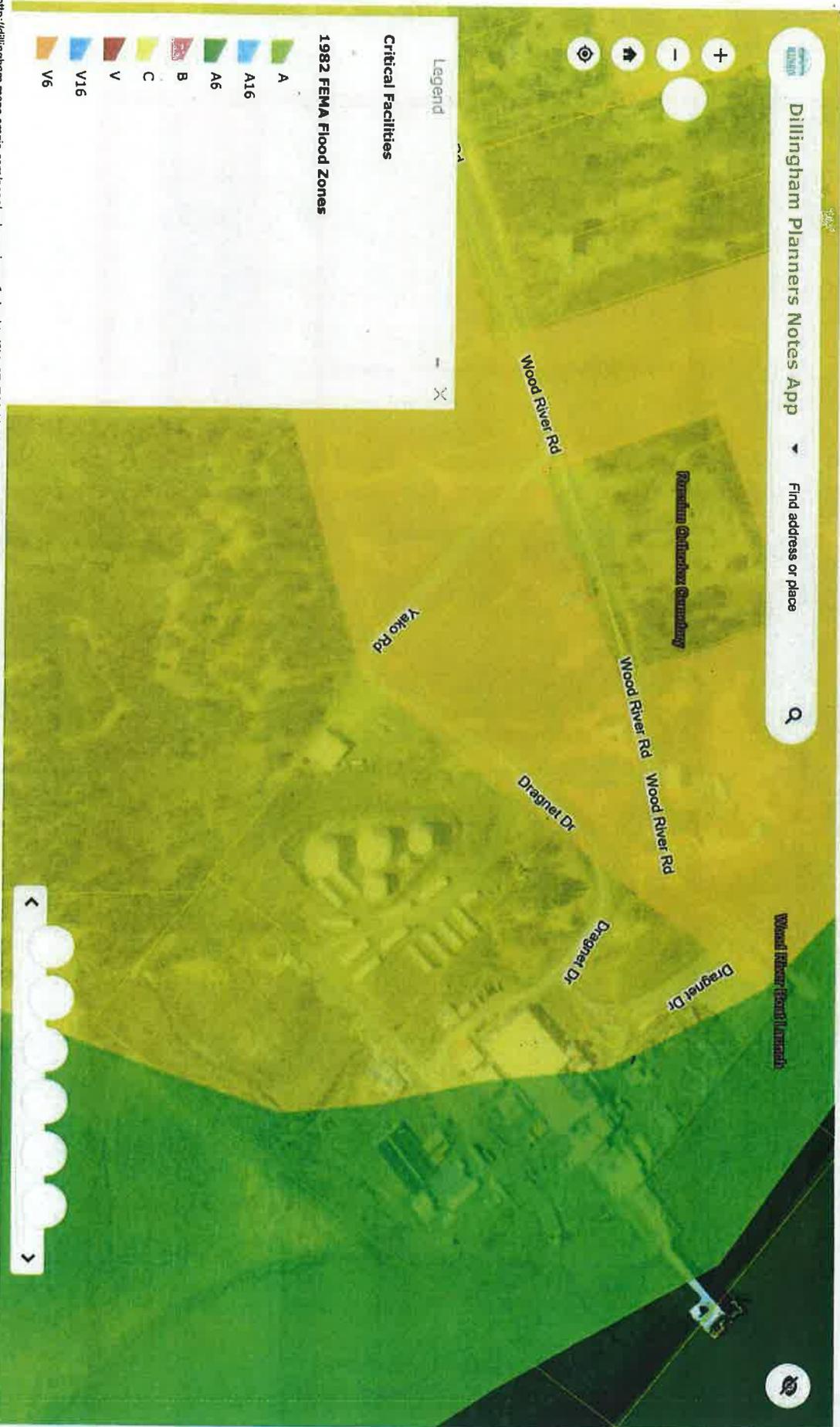
ATTEST:

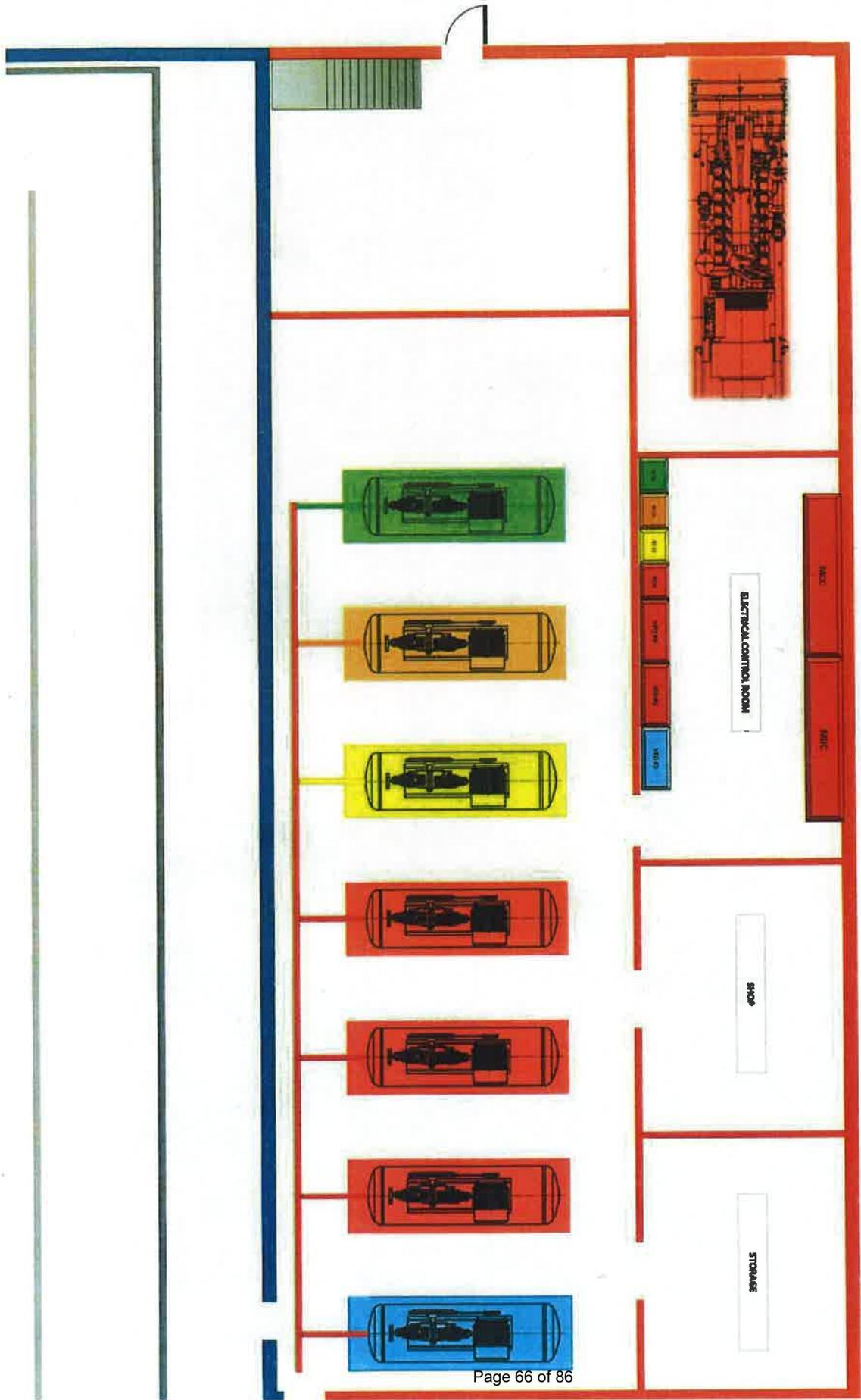
[SEAL]

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













City of Dillingham Information Memorandum      Agenda of: August 1, 2019  
 Attachment to:  
 Ordinance No. \_\_\_\_\_ / Resolution No. 2019-21

**Subject:**

Approve a Long Term Encroachment (LTE) Permit for Icicle Seafoods for Utility Work

City Manager: Recommend Approval

Signature: *Tod Lane*

Route to	Department Head	Signature	Date
	Finance Director		
X	Planning Director	See LTE application	
X	Public Works	See LTE application	
X	City Clerk		

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- LTE Application
- Engineer Survey
- Encroachment area
- GIS Map

**Summary Statement:**

Icicle Seafoods consulted the City last summer regarding potential development at the Wood River facility, part of which lies in a floodplain.

The City Planning Department advised Icicle of flood plain hazard permit requirements and process and encouraged relocating development to areas outside of the floodplain, where possible.

The actual course of Dragnet Drive is different from the platted path of the ROW, therefore no adverse impacts are expected as part of the LTE application before the Council.

Planning Commission review and approval completed July 31, 2019.



Ordinance No. \_\_\_\_\_ / Resolution No. 2019-21

Summary Statement continued:



CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2019-22**

**RESOLUTION OF THE DILLINGHAM CITY COUNCIL EXPRESSING THANKS TO THE SAMARITAN’S PURSE VOLUNTEERS**

---

WHEREAS, Samaritan’s Purse has worked in Alaska since 2006, helping through relief, feeding, and rebuilding programs; and

WHEREAS, Samaritan’s Purse volunteers are currently in Dillingham building a new facility for the Moravian Church; and

WHEREAS, the group experienced unexpected downtime and the volunteers inquired regarding other projects they might be able to assist with; and

WHEREAS, several areas were cleaned up as well as small repair and construction projects were undertaken; and

WHEREAS, many citizens of Dillingham have noticed the cleanup efforts and commented the work is appreciated; and

WHEREAS, the Council wishes to recognize Samaritan’s Purse volunteers for their contribution to the community;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council offers their sincere appreciation to the Samaritan’s Purse volunteers for sharing their time, and commitment to support the community with improvements to the city.

PASSED and ADOPTED by the Dillingham City Council on August 1, 2019.

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

ATTEST:

[SEAL]

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

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**CITY OF DILLINGHAM, ALASKA**

**RESOLUTION NO. 2019-23**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO APPROVE A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF DILLINGHAM AND PUBLIC EMPLOYEES LOCAL 71**

---

WHEREAS, the Public Employees Local 71 (“Local 71”) represents the City of Dillingham’s (“City”) Public Works and Port Department employees (“Employees”); and

WHEREAS, the City has had an agreement with Local 71 from July 1, 2016 – June 30, 2019; and

WHEREAS, the City and Local 71 have reached a tentative three (3) year collective bargaining agreement (“CBA”); and

WHEREAS, the CBA shall take effect July 1, 2019, and will remain in full force and effect through June 30, 2022; and

WHEREAS, the Members will soon vote on the tentative CBA; and

WHEREAS, the CBA is subject to ratification by the Employees and approval by the Dillingham City Council; and

WHEREAS, the ratified CBA authorizes a 1% wage increase on July 1, 2019; a 1% wage increase on July 1, 2020; and a 2% wage increase on July 1, 2021;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council has authorized the City Manager to approve the CBA between the City and Local 71, only if the members have ratified the CBA, which will commence on July 1, 2019 and end on June 30, 2022.

PASSED and ADOPTED by the Dillingham City Council on August 1, 2019.

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

ATTEST:

[SEAL]

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

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Received  
6/19/2019

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

This review covers the period FY2019 to \_\_\_\_\_.

Route to FINANCE 6/20/2019 **Respond by:** 6/27/2019 Info. Available as of current  
Date Date Date

ACTIVITY	STATUS
<b>Sales Tax</b>  <b>Reports Filed and Payments Submitted</b>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>none filed</u>  No. late payments _____ <b>Comment:</b>
<b>Real Property Tax</b>  <b>Owns the property?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>N/A</u>  No. late payments _____ <b>Comment:</b>
<b>Personal Property Tax</b>  (Inventory, Supplies, Office Equipment)	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>N/A</u>  No. late payments _____ <b>Comment:</b>
<b>Utility Bill</b>  <b>Responsible for utilities?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	Bal. Due <u>0.00</u> Date/Amt. of Last Payment <u>N/A</u>  No. late payments _____ <b>Comment:</b>
<b>Most Current DLG Business License</b>	<u>2019</u> <u>4/29/19</u> License Year Date Applied <b>Comment:</b>
<b>Most Current AK State Bus. License</b>	<u>2019-2020</u> <u>04/27/2019</u> <u>#2086387 &amp; endorsement 2086387-1</u> License Year Date Applied <b>Comment:</b>



Received  
6/19/2019

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

This review covers the period June 2018 to June 2019.

Route to Public Safety 6/20/2019 **Respond by:** 6/27/2019 Info. Available as of 6/25/2019  
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:

Bar has not been open for business.



Received
6/19/2019

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

This review covers the period \_\_\_\_\_ to \_\_\_\_\_.

Route to PLANNING 6/27/2019 **Respond by:** \_\_\_\_\_ **Info. Available as of** \_\_\_\_\_  
Date Date Date

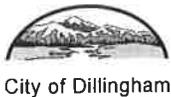
1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

Yes, the structure conforms to Title 18 of the City of Dillingham municipal code.

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

B. New and transfer licenses will be scheduled for a public hearing before the city council. The planning office will be responsible for overseeing that the public is notified as follows:

1. The applicant shall post a public notice sign on the subject property describing the owner, applicant, request, and date of the public hearing. The sign shall be at least twenty-four inches in width by thirty-six inches in height, with lettering at least one inch in height. The sign shall be visible from the highest traveled public right-of-way adjacent to the property.
2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the subject property boundary; and
3. At least two weeks prior to the date of the scheduled public hearing, the city planner shall publish notice of the time and place of the hearing in the manner required by Section 2.08.020.



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received  
6/19/2019

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
Willow Tree	Beverage Dispensary	DMV4 Properties LLC	513 Wood River Road

Reviewed by: Code Review Committee 7/25/2019  
Date

Recommendation:

- No Action  All city requirements have been met.
- 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:



June 19, 2019

City of Dillingham  
Attn: Janice Williams  
Via Email: [cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us)

<b>License Type:</b>	Beverage Dispensary	<b>License Number:</b>	1242
<b>Licensee:</b>	DMV4 Properties, LLC		
<b>Doing Business As:</b>	Willow Tree		
<b>Premises Address</b>	513 Wood River Road		

- New Application
  Transfer of Ownership Application  
 Transfer of Location Application
  Transfer of Controlling Interest Application

We have received a completed 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 protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant’s proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Erika McConnell, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

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Received

6/28/2019

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
J&R Green Farm	Limited Marijuana Cultivation	Ray N Kase	3944 Bea Ave.

This review covers the period FY 2019 to \_\_\_\_\_.

Route to FINANCE 6/28/2019 Respond by: 7/5/2019 Info. Available as of \_\_\_\_\_  
Date Date Date

ACTIVITY	STATUS
<b>Sales Tax</b>  <b>Reports Filed and Payments Submitted</b>	Bal. Due \$0.00 Date/Amt. of Last Payment \$0.00 No. late payments 0 <b>Comment:</b>
<b>Real Property Tax</b>  <b>Owns the property?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Bal. Due _____ Date/Amt. of Last Payment _____ No. late payments _____ <b>Comment:</b>
<b>Personal Property Tax</b>  (Inventory, Supplies, Office Equipment)	Bal. Due \$0.00 Date/Amt. of Last Payment N/A No. late payments N/A <b>Comment:</b>
<b>Utility Bill</b>  <b>Responsible for utilities?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Bal. Due _____ Date/Amt. of Last Payment _____ No. late payments _____ <b>Comment:</b>
<b>Most Current DLG Business License</b>	2019 License Year 1/02/19 Date Applied Business start date of 02/2019 <b>Comment:</b>
<b>Most Current AK State Bus. License</b>	1034223 License Year 05/03/2018 Date Applied Expires on 12/31/2019 <b>Comment:</b>



Received  
6/28/2019

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
J&R Green Farm	Limited Marijuana Cultivation	Ray N Kase	3944 Bea Ave.

This review covers the period FY 2019 to \_\_\_\_\_.

Route to Public Safety 6/28/2019 **Respond by:** 7/5/2019 Info. Available as of 7/16/2019  
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:



Received

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

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.

Not required for renewal

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



Received  
\_\_\_\_\_

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
J&R Green Farm	Limited Marijuana Cultivation Facility	Ray N. Kase	3944 Bea Ave

Reviewed by: Code Review Committee 7/25/2019  
Date

Recommendation:

No Action

All city requirements have been met.

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:



June 28, 2019

Dillingham

Attn: City Clerk

Via Email: [cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us); [CCacciola@bcfaklaw.com](mailto:CCacciola@bcfaklaw.com); [lasmussen@bcfaklaw.com](mailto:lasmussen@bcfaklaw.com)

<b>License Number:</b>	17948
<b>License Type:</b>	Limited Marijuana Cultivation Facility
<b>Licensee:</b>	RAY N KASE
<b>Doing Business As:</b>	J & R GREEN FARM
<b>Physical Address:</b>	3944 Bea av. Dillingham, AK 99576
<b>Designated Licensee:</b>	RAY N KASE JR
<b>Phone Number:</b>	907-843-1487
<b>Email Address:</b>	weldingpipesteel@hotmail.com

License Renewal Application

Endorsement Renewal Application

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to me the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

Sincerely,

*Erika McConnell*

Erika McConnell  
Director