



Alice Ruby, **Mayor**

**Council Members**

- Chris Napoli (Seat A) • Bill Rodawalt (Seat B) • Kaleb Westfall (Seat C)
- Curt Armstrong (Seat D) • Andy Anderson (Seat E) • Gregg Marxmiller (Seat F)

**DILLINGHAM CITY COUNCIL**

***Participate by dialing 888-392-4560; meeting code 57103  
Please MUTE your phone upon entering the call***

<b>JOINT WORKSHOP School Board / City Council</b>	<b>6:00 P.M.</b>	<b>AUGUST 6, 2020</b>
<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>AUGUST 6, 2020</b>

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
  - a. Regular Council Meeting, June 9, 2020 .....page 3
  - b. Special Council Meeting, June 16, 2020 .....page 7
4. **APPROVAL OF CONSENT AGENDA**  
**APPROVAL OF AGENDA**
5. **STAFF REPORTS**
  - a. City Manager and Staff Reports .....page 9
  - b. Standing Committee Reports
6. **PUBLIC HEARINGS**
  - a. Ordinance No. 2020-19; An Emergency Ordinance of the Dillingham City Council Continuing the Essential Travel District and Requiring Travelers to Submit a Travel Form
7. **CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**
  - a. Gorden Isaacs
8. **ORDINANCES AND RESOLUTIONS**
  - a. Introduce Ordinance No. 2020-18; An Ordinance of the Dillingham City Council Temporarily Extending Absentee Eligibility to All Qualified Voters Voting in the October 6, 2020 City of Dillingham Municipal Election .....page 57
  - b. Adopt Ordinance No. 2020-19; An Emergency Ordinance of the Dillingham City Council Continuing the Essential Travel District and Requiring Travelers to Submit a Travel Form .....page 59
  - c. Adopt Resolution No. 2020-17; A Resolution of the Dillingham City Council Approving a Grant Disbursement Program Utilizing Funds From the CARES Act .....page 65

**9. UNFINISHED BUSINESS**

a. Citizen Committee Appointments

- 1) Library Advisory Board – 1 seat open
- 2) School Facility Committee – 1 seat open
- 3) Port Advisory Committee – 1 seat open
- 4) Friends of the Landfill – 1 seat open .....page 73

b. Progress Report

- 1) Dave Carlson House Property
- 2) Territorial School

**10. NEW BUSINESS**

- a. Approve Action Memorandum 2020-04; RFP 2020-02, Furnish Aggregate FY21 ..page 75

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

**12. COUNCIL COMMENTS**

**13. MAYOR'S COMMENTS**

**14. ADJOURNMENT**

**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on Tuesday, June 9, 2020, via conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m. The council meeting was preceded by a workshop on the CARES Act Recovery Fund Grant Program.

**2. ROLL CALL**

Mayor Ruby was present.

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

Andy Anderson	Curt Armstrong	Gregg Marxmiller
Chris Napoli	Kaleb Westfall	Bill Rodawalt

Staff in attendance:

Tod Larson	Lori Goodell
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**3. APPROVAL OF MINUTES**

- a. Regular Council Meeting, June 4, 2020

MOTION: Gregg Marxmiller moved and Chris Napoli seconded the motion to approve the minutes of June 4, 2020.

VOTE: The motion passed unanimously by roll call vote.

**4. APPROVAL OF CONSENT AGENDA**

There was no consent agenda.

**APPROVAL OF AGENDA**

MOTION: Andy Anderson moved and Chris Napoli seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by roll call vote.

**5. STAFF REPORTS**

There has been a transition of personnel at the Emergency Operation Center (EOC). This has slightly delayed the processing of travel permit applications. There have been approximately 1900 permits submitted to date. The EOC will be looking to hire additional people to assist with the permit process.

**6. PUBLIC HEARINGS**

- a. Ordinance No. 2020-12; An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY2021 City of Dillingham Budget
- b. Ordinance No. 2020-13; An Ordinance of the Dillingham City Council Amending the Budget by Adopting the Budget Amendment No. 2 and Appropriating Funds for the FY2020 City of Dillingham Budget

No public comments were received.

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

There were no comments made.

**8. ORDINANCES AND RESOLUTIONS**

- a. Adopt **Ordinance No. 2020-12**; An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY2021 City of Dillingham Budget

MOTION: Gregg Marxmiller moved and Andy Anderson seconded the motion to adopt Ordinance 2020-12.

VOTE: The motion passed unanimously by roll call vote.

- b. Adopt **Ordinance No. 2020-13**; An Ordinance of the Dillingham City Council Amending the Budget by Adopting the Budget Amendment No. 2 and Appropriating Funds for the FY2020 City of Dillingham Budget

MOTION: Andy Anderson moved and Chris Napoli seconded the motion to adopt Ordinance 2020-13.

VOTE: The motion passed unanimously by roll call vote.

- c. Adopt **Ordinance No. 2020-15**; An Emergency Ordinance of the Dillingham City Council Amending the Expiration Date of Emergency Ordinance 2020-07

MOTION: Chris Napoli moved and Kaleb Westfall seconded the motion to Adopt Ordinance 2020-15.

- This Ordinance extends Emergency Ordinance 2020-07 until August. The Council can revisit this before it expires if needed.
- Section 12 includes language that refer to rules associated with the Fisheries Use District that was not adopted.

MOTION: Kaleb Westfall moved and Gregg Marxmiller seconded the motion to strike Section 12 from Ordinance 2020-07.

VOTE: The motion failed, four opposed, two in favor.

Andy – N      Chris – N      Curt – Y      Kaleb – N      Gregg – N      Bill – Y

MOTION: Kaleb Westfall moved and Curt Armstrong seconded the motion to remove the verbiage “Fishing Vendor Rules” from Ordinance 2020-07.

Councilmember Rodawalt was disconnected from the meeting.

VOTE: The motion failed, three opposed, two in favor.

Andy – Y      Chris – N      Curt – Y      Kaleb – Y      Gregg – N

Councilmember Rodawalt was reconnected to the meeting.

VOTE: The motion to adopt Ordinance 2020-15 passed, five in favor, one opposed.

Andy – Y      Chris – Y      Curt – Y      Kaleb – N      Gregg – Y      Bill – Y

- d. Adopt **Resolution No. 2020-16**; A Resolution of the Dillingham City Council Establishing the Rate of Levy of Tax, the Date Taxes are Due, and the Delinquent Dates for Calendar Year 2020, and Accepting the Certification of the Tax Roll

MOTION: Andy Anderson moved and Kaleb Westfall seconded the motion to Adopt Resolution 2020-16.

VOTE: The motion passed unanimously by roll call vote.

**9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Friends of the Landfill
  - 2) Library Advisory Board
  - 3) School Facility Committee

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. CARES Act Recovery Fund Grant Program

There was no discussion. Council took no action.

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

There were no citizen comments.

**12. COUNCIL COMMENTS**

Gregg Marxmiller:

- Thanked staff for work done during challenging times.
- Noted that COVID-19 test results are taking up to 7 days to get results.

MOTION: Gregg Marxmiller moved and Curt Armstrong seconded the motion to bring back Emergency Ordinance 2020-14.

VOTE: The motion passed, four in favor, two in opposed.  
Andy – N      Chris – N      Curt – Y      Kaleb – Y      Gregg – Y      Bill – Y

MOTION: Gregg Marxmiller moved and Curt Armstrong seconded the motion to amend the end of the last sentence in Section 7B to “and receive a negative result prior to returning to Dillingham, or complete a 14 day quarantine.”

VOTE: The motion to amend Ordinance 2020-14 passed, four in favor, two in opposed.  
Andy – N      Chris – N      Curt – Y      Kaleb – Y      Gregg – Y      Bill – Y

VOTE: The motion to adopt Ordinance 2020-14 as amended failed, four opposed, two in favor. Per DMC 2.15.020 Emergency ordinance. The affirmative vote of all members present, or the affirmative vote of three-fourths of the total membership, whichever is less, is required for adoption.

Andy – N      Chris – N      Curt – Y      Kaleb – Y      Gregg – Y      Bill – Y

Andy Anderson:

- Welcomed Chelsey Decker, and wished all a bountiful season, and beautiful summer.

Curt Armstrong:

- Hopes all have a safe summer.

Kaleb Westfall:

- Verified the wording in the motion that amended Ordinance 2020-14.
- Inquired regarding travel permit staffing needs and work load.
- Confirmed the availability and usage of the new temporary boat yard created for local use.

**13. MAYOR'S COMMENTS**

Alice Ruby:

- Commented a special meeting may need to be scheduled in July when a quorum is possible.
- Stated if there is no objection the weekly updates will go to every other week, unless something significant happens. With the next update on June 22.
- Wished safe travels to fishermen and residents.

**14. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 7:54 p.m.

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

[SEAL]

ATTEST:

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

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

DRAFT

**1. CALL TO ORDER**

A special meeting of the Dillingham City Council was held on Tuesday, June 16, 2020, via conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:32 p.m.

**2. ROLL CALL**

Mayor Ruby was present.

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

Andy Anderson	Gregg Marxmiller	Kaleb Westfall
Chris Napoli	Curt Armstrong	Bill Rodawalt

Staff in attendance:

Tod Larson	Lori Goodell
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**3. APPROVAL OF AGENDA**

MOTION: Kaleb Westfall moved and Gregg Marxmiller seconded the motion to approve the agenda.

VOTE: The motion to approve the agenda passed unanimously by roll call vote.

**4. CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)**

There was no citizen’s discussion.

**5. SPECIAL BUSINESS**

- a. Adopt **Emergency Ordinance No. 2020-16**; An Emergency Ordinance of the Dillingham City Council Amending Emergency Ordinance 2020-14 to Allow Persons Required to Quarantine to Leave Dillingham Prior to Completion of the Required Quarantine if they Have Completed a COVID-19 Test in Dillingham

MOTION: Gregg Marxmiller moved and Kaleb Westfall seconded the motion to adopt Emergency Ordinance 2020-16.

- City Attorney recommends amending wording to ‘or complete a **the** 14 day quarantine.’
- This does not require a 2<sup>nd</sup> quarantine period.
- This is the same amendment discussed at the June 9<sup>th</sup> council meeting. However, after a legal review it was determined the process was improper.

MOTION: Gregg Marxmiller moved and Bill Rodawalt seconded the motion to amend Section 5B to ‘and receive a negative result prior to returning to Dillingham, or complete the 14 day quarantine.

VOTE: The motion to amend Emergency Ordinance 2020-16 passed: 5 in favor, one abstain:  
Andy – Y      Chris – A      Curt – Y      Kaleb – Y      Gregg – Y      Bill – Y

VOTE: The motion to adopt Emergency Ordinance 2020-16 passed: 5 in favor, 1 opposed:  
Andy – Y      Chris – N      Curt – Y      Kaleb – Y      Gregg – Y      Bill – Y

- b. Adopt **Resolution No. 2020-18**; A Resolution of the Dillingham City Council Waiving the Regular Purchase Process and Utilize DMC 4.30.130 Exemptions to Purchase a New Ambulance

MOTION: Kaleb Westfall moved and Gregg Marxmiller seconded the motion to adopt Resolution 2020-18.

- There is a small window of time left to get this on the last barge of the season.
- The ambulance will mirror the existing one, increasing efficiencies with similar apparatus is a good step forward.

VOTE: The motion to adopt Resolution 2020-18 passed unanimously by roll call vote:

**6. COUNCIL COMMENTS**

Gregg Marxmiller:

- Appreciates all the work being done.

Kaleb Westfall:

- Thanks to council and staff for making sure the process is right.

Andy Anderson:

- Wished all a good summer.

**7. MAYOR'S COMMENTS**

Alice Ruby:

- Appreciates the patience of everyone as we work through this process.
- Training on parliamentary procedure and the municipal code will be scheduled in the fall.
- Wished all good health and safety.

**8. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 6:03 p.m.

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

[SEAL]

ATTEST:

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

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

# *City of Dillingham*

## House District 37 / Senate District S

~ 6/26/2020 ~

### *31<sup>st</sup> Alaska State Legislature ~ 2<sup>nd</sup> Interim*

## **JUNE 2020 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

*~ Primary Elections loom as Absentee Balloting goes online ~*



Lt. Governor Kevin Meyer has just announced that the state has finally implemented an online registration system for voters to apply for by-mail absentee ballots through a system that works with the DMV to verify a voter's identity. To use the new system, voters must have a valid Alaska driver's license or a state ID card.

Previously, the state required people to print out the application, sign it and return it via mail, fax or email. That system is still in place and will be the only option for people who do not have an Alaska driver's license or a state ID.

While the previous system required voters to go through the application process for each election, the new online system also allows people to apply to receive by-mail absentee ballots for both the general and primary elections this year.

The state also announced plans to send out applications for by-mail absentee ballots to voters 65 and older. Under the state's plan, the Alaska Division of Elections will send absentee ballot applications to all registered voters who are at least 65 years old. Those applications, if filled out and returned to the state, would allow those voters to cast a ballot by mail.

The state says it's an effort to allow vulnerable Alaskans to vote without exposing them to crowded polling places where they may be at risk of contracting COVID-19. Rep. Matt Claman of Anchorage gave an example to balance out this argument stating that rural Alaskans in general are vulnerable, referring to the state's history of tuberculosis and the 1918 Spanish Influenza epidemic.

Several legislators from both sides of the aisle applauded this idea, but raised concerns that only sending applications to this class of people, may discriminate against rural Alaskans and people of color. Statistically, 77% of Alaskans who are age 65 and over are white.

The applications must be received by the state 10 days prior to the Aug. 18 primary election and the Nov. 3 general election. That's Aug. 8 for the primary and Oct. 24 for the general.



## **PRIMARY ELECTIONS**

The August 18<sup>th</sup> Alaska primary elections are set. Across the state, 127 candidates have registered to run in the primary election's 51 statehouse races, according to a preliminary count published by the Division of Elections on Monday night. Rep. Bryce Edgmon is running unopposed. Sen. Lyman Hoffman is not up for reelection this year.

Another 30 people have signed up to run as petition candidates in the general election, but must submit sufficient signatures to make the ballot. The winners of the Aug. 18 primary will earn a spot on the Nov. 3 general election ballot. Write-in candidates and petition candidates can run in the general election without participating in the primary, but most successful candidates appear in the primary. Candidates have until June 29 to withdraw. For a complete list of candidates as of today, go to the following site.

<https://docs.google.com/spreadsheets/d/19HGc9ur2pwxK4ZwXDoRPdBOuLUh1n4Mp-NLIN4SAbM/edit#gid=0>

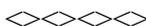


## **GOVERNOR'S CORNER**

<http://gov.alaska.gov>

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

All of Governor Dunleavy's press releases surrounding the COVID-19 Pandemic can be accessed from his webpage and are coalesced in the website listed below.



## **WEBSITES OF INTEREST**

**! COVID-19 / Corona Virus – Information !**

<https://covid19.alaska.gov>

In Alaska, a COVID-19 Help Line has also been set up at **211** or dial: 1-800-478-2221

**\* U. S. Individual Tax Returns – filing with the IRS extended to July 15, 2020.**

- <https://www.irs.gov/coronavirus>

**\* U.S. REAL ID Compliant license – deadline extended to October 1, 2021.**

- <http://doa.alaska.gov/dmv/>

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

**2020 Legislators Contact List** <http://akleg.gov/docs/pdf/whoswho.pdf>

**Representative Bryce Edgmon: 907-465-4451 // Senator Lyman Hoffman: 907-465-4453**

**2020 Alaska Legislature Publications List** <http://akleg.gov/publications.php>

**2020 2<sup>nd</sup> Session Staff Contact List** [http://akleg.gov/docs/pdf/session\\_phone\\_list.pdf](http://akleg.gov/docs/pdf/session_phone_list.pdf)

**Congressional Delegation websites** (Current DC 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>

Anchorage Phone Numbers as follows:

Murkowski: 907-271-3735

Sullivan: 907-271-5915

Young: 907-271-5978



~ End Report ~

*Warmest and best wishes. Stay safe, strong and enjoy the 4<sup>th</sup> of July with your family and friends! ~ Cliff*

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 30, 2020  
**To:** Tod Larson, City Manager  
**From:** Lori Goodell, City Clerk  
**Subject:** Monthly Staff Report

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### **Elections:**

The 2020 election season consists of three separate elections.

- The primary election August 18.
- The local municipal election October 6.
- The general election November 3.

The Dillingham precinct is located in the Council Chambers at City Hall. An election requires at a minimum three election judges to oversee Election Day activities. The State of Alaska Division of Elections administers the primary and general elections.

**PRIMARY:** The State has been advertising for election judges to manage the August 18<sup>th</sup> primary election. To date they have been unsuccessful in securing an election board for the Dillingham precinct. This means there will be no local in person voting on that date. However, absentee voting is available. There are several options accessible and can be reviewed on the state website at <https://www.elections.alaska.gov/Core/AKVoteEarly.php>

**LOCAL:** I have been working with the Emergency Operations Center (EOC) and the Precinct Chair to determine the best way to hold the local election while protecting the election judges as well as the registered voters. New voting booths are on order. These booths do not have curtains and will be much easier to sanitize between voters. I am working on acquiring extra employees to help keep the area disinfected. The EOC has acquired PPE's and cleaning supplies, as well as floor decals to aid in maintaining physical distance between incoming voters. The chambers will be set up to facilitate a one way flow of traffic. I will be advertising that voters do not bring children with them this year. Only those voting will be allowed through the process. I have proposed a temporary ordinance that would allow absentee voting be available to all qualified registered voters.

**GENERAL:** It is too early to speculate what the State will be doing. The need for election judges remains high. If the State is unable to secure the minimum number of judges the local precinct would not be open. Absentee voting will be available.

In person absentee voting is available but will require an appointment.

Questions – call the City Clerk at 842-5212 or the state elections line at 877-375-6508.

**COVID:**

State of Alaska:

<https://covid19.alaska.gov/health-mandates/>

Health Mandate 018: Intrastate Travel. Updated June 5, 2020, Effective until rescinded

Health Mandate 017: Protective Measures for Independent Commercial Fishing Vessels.

Updated May 27, 2020, Effective until rescinded

Appendix 01: Protective Plan for Commercial Fishing Vessels

Appendix 02: Acknowledgment Form

Appendix 03: Independent Commercial Fishing Harvesters

Health Mandate 015: Services by Health Care Providers. Updated June 17, 2020, Effective until rescinded

Appendix 01: Guidance for Massage Therapists

Appendix 02: Guidance for Chiropractors

Appendix 03: Guidance for Dentists

Health Mandate 014: Non-Congregate Sheltering Order. Updated April 23, 2020, Effective until rescinded

Health Mandate 010: International and Interstate Travel. Updated July 14, 2020, Effective until rescinded

Appendix 01: Protective Measures for Seafood Processing Workers

Essential Services and Critical Workforce Infrastructure

Traveler Declaration Form

City of Dillingham:

<https://www.dillinghamak.us/index.asp?SEC={39720B2B-FF9E-4FF6-B7B0-AB8D2C70DD16}>

Emergency Ordinance 2020-07: Establish land use district, and require travel permit. Effective until August 8, 2020

Emergency Ordinance 2020-14: Quarantine, Testing and Protective Measures. Effective until October 2, 2020.

**Committees:**

Code Review Committee a regular August meeting will be scheduled to review a new marijuana retail store license application.

Finance & Budget Committee met July 28 to review the CARES Act Grant Program.

**STANDING ITEM(S):**

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

License 25324, Alaska Grown Cannabis, New application, Retail Marijuana Store. Scheduled for the Code Review Committee on August 13. This should be to council at the September council meeting.

**Commission/Board Seats Vacant.**

- One open seat, Library Advisory Board.
- One open seat, School Facility Committee.
- One open seat, Port Advisory Committee
- One open seat, Friends of the Landfill
- Two seats expired in April, Senior Advisory Board.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 29 July 2020  
**To:** Tod Larson, City Manager  
**From:**  Richard Thompson, EOC Manager  
**Subject:** Monthly Report

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July 2020 has seen a steady shift in workload as the peak of the fishing season passed. The days of 12-15 phone calls per hour (almost exclusively travel permit related) seven days a week have moderated to 15-20 phone calls (again almost exclusively travel permit related) per shift during the standard work week and 0-5 calls per shift on the weekend beginning mid-month.

Sixty-nine original travel permit documents were processed out of this office in July. The majority of these were in response to travel date/personnel changes in the movement of seafood industry personnel and changes in medical/dental appointments. An additional forty-four existing documents were repaired and returned to the applicant. Email addressing errors and documents apparently unprocessed were the most common issues.

This decline in travel permit related workload has provided opportunities to begin new projects and re-emphasize continuing ones:

**PPE Sustainment:** The goal of sustainment is to provide a stored base of PPE and related supplies for the long term (winter). With the exception of three orders (two scheduled for the last barge and one made yesterday in response to sudden availability at good price) all current PPE orders have been received and stocked. Mark made a significant contribution to this effort by identifying products and sources and getting everything ordered and in the pipeline to Dillingham in between the recovery of product availability from the first Covid-19 wave and the rapid decline in availability caused by the most recent surge. Initial distribution of PPE excerpt attached.

**Secure PPE Storage:** With the above orders received my humble garage is full. After identifying potential locations for secure climate controlled storage a location has been decided upon. Public Works should be credited for moving quickly to adapt the location to the long term storage of PPE and related materials. See garage photo attached.

Re-opening: On-going conversations have been had with city hall personnel regarding re-opening of city facilities and needs for PPE/supplies. Thus far issues regarding elections, cleaning, and hygiene have resulted in orders for election social distancing floor based signage and limited determination placement of hand sanitizer stations, as well as orders for chemicals (janitorial and daily cleaning), alcohol and clorox (general disinfecting), and applicators (spray and pour bottles, alcohol wipes, etc.). These orders have largely been received (chemical are a barge order item). Emphasis currently on is determining where at each city building hand sanitizer stations should be placed, what type of station works best for the location works (alcohol or gel delivery and fixed vs portable) and creating a single work order for Public Works. This is a long term project.

Faith Community Outreach: Thus far two pastoral members of Dillingham's faith community have been contacted for conversations regarding their organizations concerns regarding, and their potential response to, the COVID-19 crisis as it affects Dillingham. This will be an area of focus during August.

Public Outreach: It could be a long winter after a long summer COVID-19 wise. Our community's love of all things social and the basic need for human interaction (particularly in the depth of winter) presents challenges to maintaining Dillingham's relative insulation thus far from the ravages of this disease. EOC began looking for effective visual materials for potential occasional mass mailings and flyer handouts to combat complacency that do not fall into the category of fear mongering, but attempts with strengthen the message that we are all in this together. Fortunately for my graphically challenged self Kelsa Brandenburg took up this search earlier and has secured a range of appropriate items. This will also be an area of focus in August (and through the winter).

Shipped Out

Control No.	Item	Quantity	Unit	Unit	Customer
M16	Thermometer, non-contact	20	ea		City Hall
M11	Clorox .5 gallon bottle	8	each		DPD
M14	Hand sanitizer gel	3	qt		DPD
M15	Sanitizer stand portable	1	ea		DPD
M16	Thermometer WIC-168	2	ea		DPD
M16	Thermometer iHealth	2	ea		DPD
M5	Hand sprayer – 3 gal	1	each		DPD
M6	Hand sanitizer Qt. (ethanol)	8	each		DPD
M9	Plastic bottle	6	each		DPD
P1	Gloves, Dermassist, Large	10	box	100 each	DPD
P1	Gloves, nitrile, XL Challenger	3	box	100 each	DPD
P1	Gloves, nitrile, L Challenger	2	box	100 ea	DPD
P2	Face shields	20	each		DPD
P2	Face shields	20	each		DPD
P3	KN95 mask	12	box	20 each	DPD
P3	Mask dust	3	box	30 ea	DPD
P5	Coverall AY175 XL	10	each		DPD
P5	Coverall, AY180, XXL	5	each		DPD
P5	Coverall	5	each		DPD
P6	Boots 3 mil disposable	25	pair		DPD
P7	Safety glasses – tinted	6	ea		DPD
P7	Safety glasses – clear	10	ea		DPD
M11	Clorox .5 gallon	8	each		DVFD
M18	Batteries AAA	1	pkg	32 ea	DVFD
M5	Hand sprayer – 3 gal	1	each		DVFD
M6	Hand Sanitizer Qt. (ethanol)	14	each		DVFD
M9	Plastic bottle	4	each		DVFD
P1	Gloves, nitrile, XL Challenger	3	box	100 each	DVFD
P1	Gloves, Dermassist, Large	10	boxes	100 ea	DVFD
P1	Gloves, nitrile, L Challenger	2	boxes	100 ea	DVFD
P1	Masks, ear loop			300 ea	DVFD
P2	Face shields	20	each		DVFD
P2	Face Shields	20	each		DVFD
P3	KN95 mask	10	box	20 each	DVFD
P4	SEOC	4	box	30 each	DVFD
P5	Coverall AY180 XXL	10	each		DVFD
P5	Coverall AY170 L	3	each		DVFD
P5	Coverall, AY175, XL	10	ea		DVFD
P6	Shoe cover – non-skid	50	pair		DVFD
P6	Boots 3 mil disposable	1	pkg	25 pair	DVFD
P7	Safety goggles	12	ea		DVFD
P7	Safety glasses clear BK110	24	ea		DVFD
P8	Gown	3	case	90 ea	DVFD
M16	Thermometer, non-contact	1	ea		EOC2
M16	Thermometer WIC-168	1	ea		EOC
P1	Gloves, nitrile, L Curad	1	box	200 each	EOC

Shipped Out

P1	Gloves, nitrile, L Challenger	1	box	100	each	EOC
P1	Gloves, nitrile, M Curad	1	box	200	ea	EOC
P3	Ear loop mask 3 ply	4	box	50	each	EOC
P3	KN95 mask	2	box	50	ea	EOC
M11	Clorox .5 gallon botthe	8	each			Harbor
M14	Hand sanitizer gel	3	qt			Harbor
M15	Sanitizer stand portable	1	ea			Harbor
M16	Thermometer WIC-168	2	ea			Harbor
M16	Thermometer iHealth	2	ea			Harbor
M5	Hand sprayer – 3 gal	1	ea			Harbor
M6	Hand sanitizer Qt. (ethanol)	8	each			Harbor
M9	Plastic Bottle	4	each			Harbor
P1	Gloves, nitrile, XL Challenger	1	box	100	each	Harbor
P1	Gloves, Dermassist, Large	10	box	100	ea	Harbor
P1	Gloves, nitrile, L Challenger	1	box	100	ea	Harbor
P1	Gloves, nitrile, M Curad	1	box	200	ea	Harbor
P2	Face shields	10	each			Harbor
P2	Face shields	5	ea			Harbor
P3	KN95 mask	5	box	20	each	Harbor
P5	Coverall AY175 XL	5	each			Harbor
P5	Coverall AY180 XXL	5	each			Harbor
P6	Boots 6 mil disposable	20	ea			Harbor
P7	Safety glasses – tinted	6	ea			Harbor
P7	Safety glasses – clear	4	ea			Harbor
M11	Clorox .5 gallon bottle	4	each			Public Works
M5	Hand sprayer – 3 gal	1	each			Public Works
M6	Hand sanitizer Qt. (ethanol)	8	each			Public works
M9	Plastic bottle	2	ea			Public works
P1	Gloves, Dermassist, Large	10	box	100	each	Public Works
P1	Gloves, nitrile, L Challenger	3	boxes	100	ea	Public Works
P2	Face shields	10	each			Public Works
P3	Ear loop mask 3 ply	5	box	50	each	Public Works
P3	KN95 mask	2	box			Public works
P5	Coverall XL	1	box	6	ea	Public Works
P5	Coverall 2XL	1	box			Public works
P5	Coverall XL	2	box	6	ea	Public Works
P6	Disposable boot 6 mil	4	pkg	5	pair	Public Works
P7	Safety glasses clear BK110	12	ea			Public Works



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**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 31, 2020  
**To:** Tod Larson, City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Staff Report (06/01/2020 to 07/31/2020)

---

### Statistics June:

Payrolls run: 2

- Cash Receipts: \$2,373,430.89 (includes \$1,703,296.01 CARES)
- All payments amount: \$1,366,992.49 (includes \$205,712.58 for 2 payrolls)

Business Licenses; new/renewals 5, for a total of 325 this fiscal year

### Statistics July:

Payrolls run: 2

- Cash Receipts: \$1,321,957.05
- All checks amount: \$2,439,208.51 (includes \$338,030.02 for 3 payrolls)

Business Licenses; new/renewals 5, for a total of 5 this fiscal year

Due to the global Pandemic and the related strain to the citizens of Dillingham, for the months of April through August finance charges are suspended for late filing of sales tax, utilities and property taxes interest. The finance office is closed to foot traffic. Staff are available to take payments by phone, mail and the drop off box at the front door. To support social distancing, the department has implemented a combination of working from home and distancing within the office area.

The Finance department filled the cashier position on June 2, 2020. Circumstances for the employee have caused the position to become open again by July 20, 2020. Advertisement has begun for the opening.

Staff worked with our assessor's office to initiate the implementation of the MARS software. In the process concerns were raised about some of the assessment values and caused a need for further investigation. All accounts with questionable values were removed from the tax roll. A supplemental tax roll was created; assessments were mailed out for customer review. Once due process is allowed a revised certified tax roll

will be presented to the City Council for adoption by the September council meeting. It is anticipated that the MARS software will be installed and operational by mid-August.

Chelsey Decker was hired on 06/01/2020 to assist with the CARES funding program implementation, reporting and recording. Chelsey is very excited to assist the City in utilizing the funds and has started from day one learning all she can to make this a successful process for the city and for the residents of Dillingham. The CARES proposal included in the August 6 council packet is the result of research done and assistance provided by Kenai who has implemented their CARES program. Grant progress reports have been submitted for both May and June in the respective following months.

Payroll was able to implement the new salary schedule effective July 1, 2020.

Personal and Real Property tax invoices were mailed on July 1, 2020.

In July we submitted eight grant quarterly/annual reports. There are three more reports that are in progress.

In preparation for the end of the break in finance charges for late payments meetings have been conducted to coordinate the collections efforts. We have updated foreclosure lists and denied city service list. Notices are/will be going out to businesses that are conducting business without a license as well as notices to businesses who have not filed their sales tax reports for the 2020 calendar year per DMC 4.16.060 and DMC 4.20.210. Water shut off letters to those customers with utility balances over 60 days past due are also going out August 1, 2020.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 7/28/2020  
**To:** Tod Larson, City Manager  
**From:** Braden Tinker (Fire Coordinator)  
**Subject:** Monthly Staff Report

---

### **EMS Calls: 11**

<b>Group</b>	<b>Count</b>	<b>Pct</b>
Abdominal Pain	3	7.3
Assault	1	2.4
Breathing Problems	6	14.6
Chest Pain	5	12.2
Choking	1	2.4
Convulsions / Seizure	1	2.4
Diabetic Problem	1	2.4
Fall Victim	2	4.9
Heart Problems	3	7.3
<u>Hemorrhage/Laceration</u>	1	2.4
<b>Not Entered</b>	1	2.4
Pain	5	12.2
Psychiatric Problems	1	2.4
Sick Person	3	7.3
Stab/Gunshot Wound	1	2.4
Traumatic Injury	1	2.4
Unconscious / Fainting	2	4.9
Unknown Problems	3	7.3
<b>Total:</b>	<b>41</b>	

**Fire Calls: 2- Both cancelled while responding, false alarms, accidental alarms**

**On-Going Projects:**

- EMS during and after COVID-19 ,
- Seeking funding for the radio system purchase

**Completed Tasks:**

- Ambulance-1 replacement, completed, currently being built in Chehalis, WA.
- Zoll X series monitors ordered
- Stryker power cot and load system for the new ambulance ordered
- Stryker power cot for Ambulance – 3 ordered
- FireComm intercom system for the new ambulance ordered and shipped to Braun Northwest for installation in new ambulance.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 28, 2020  
**To:** Tod Larson, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Staff Report

---

This has been a very different summer for all of us at the Dillingham Public Library. Under normal circumstances, we would be busy helping thousands of patrons (young & old, from near & far) in checking out resources; using the computers, internet, and WiFi; attending the annual Summer Reading Program; etc. As we continue to be closed to the public; however, the staff are diligently working on many projects that have been neglected over the years. These include thoroughly checking shelves, fixing mislabeled books and audio visuals, rearranging shelves and work spaces, etc. The enormous task of transferring the DVDs/Blu-rays from the bulky cases to the slender pouches has provided much more room on the shelves along with a better retrieval system for the staff and patrons. There will be a new look to our library for patrons once we open.

It is still unknown to us regarding the new school year and how our school librarian will assist the students and staff. The Battle of the Books for 2020-2021 have arrived and are processed, ready for checking out to students. Other materials have been ordered and processed for the fall...just waiting to be checked out and read/viewed by patrons.

There have been no Library Advisory Board meetings, nor Friends of the Library Board meetings since the COVID-19 outbreak started. All staff meetings for the Department Heads have been every Tuesday at 3 pm, either by teleconference calls or via Zoom.

Our Librarian Assistant, Tona Hanson, remains in Anchorage caring for her elderly mother. It is unclear when she will be back to work at the library. In the meantime, we have advertised and hired for the vacant Library Aide/Clerk position. Jenice Cox was hired during the middle of June and is doing a great job as she learns her library duties under totally different circumstances this summer. BBEDC has also provided our two BBEDC employees for the summer. We were pleased to rehire Nicole Ito as the Seasonal Librarian Assistant during the first part of June. Ellie Hink joined us early in July as the youth intern for the Library Aide/Clerk position, which she held last summer. Everyone jumped into the work right away, completing many tasks already.

I am scheduled to be out of the state with my family August 6<sup>th</sup> - 30<sup>th</sup>.

**Library Stat report May 26<sup>th</sup> - July 27<sup>th</sup>, 2020:**

**The only stats to report for this month are for the WiFi usage since we continue to be closed to the public during this time. Please find attached the different reports showing the usage for June and July. The WiFi was literally used EVERY DAY, EVERY HOUR, for two months! And a NEW USER was connecting every day!**



**Jenice Cox and Nicole Ito organizing the Junior Fiction Series**



**Ellie Hink and Nicole Ito putting out new books to read**



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# Session Count Report

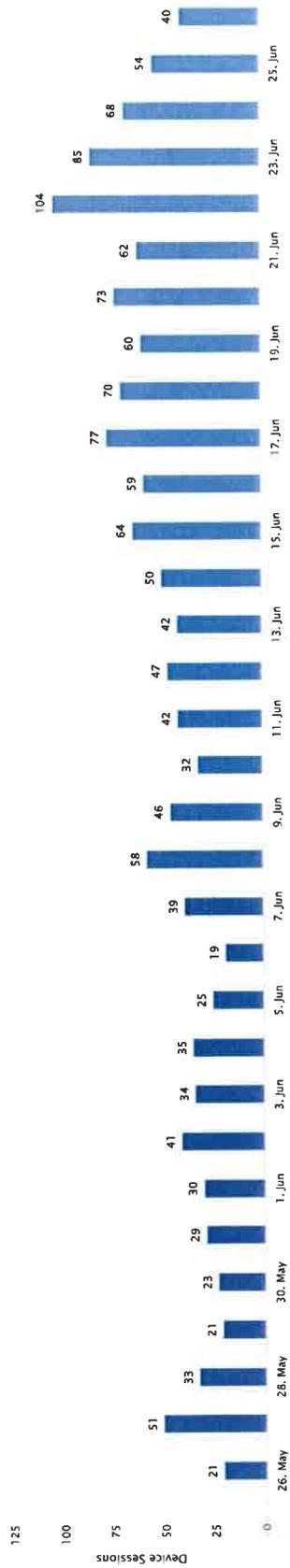
June

05/26/2020 - 06/26/2020

Total Session Count  
1534

Total Session Time  
2562 hours, 25 minutes

Average Session Time  
1 hour, 40 minutes



July

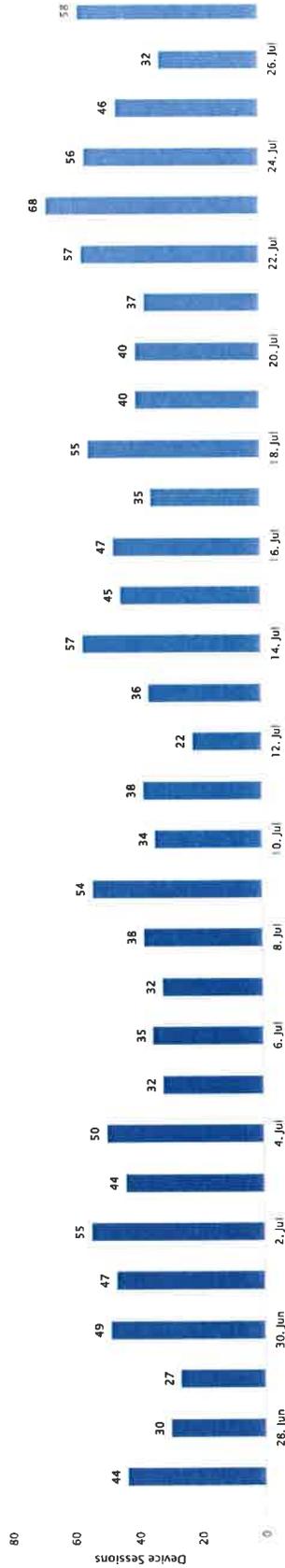
# Session Count Report

06/27/2020 - 07/27/2020

Total Session Count  
1340

Total Session Time  
2408 hours, 29 minutes

Average Session Time  
1 hour, 47 minutes



Dashboard (dashboard.php)

WIFI Usage

Monthly Reports (rpt\_enhanced\_report\_view)

Setup

Help (https://whofi.zendesk.com)

My Account (account.php)

Sign Out (logout.php)

0

0

# Average Usage

05/26/2020 - 06/26/2020

# June

Busiest Hour

14

Monday at 4 PM

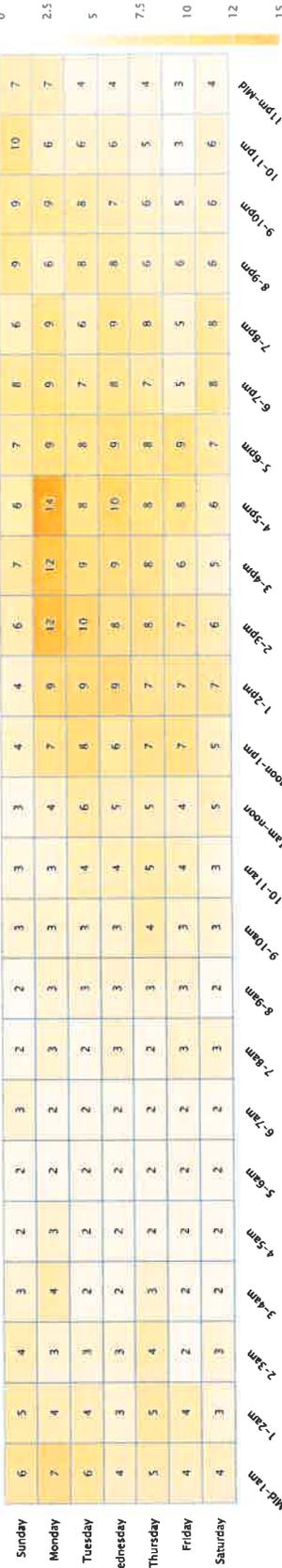
Least Busy

2

Saturdays at 3 AM

Hourly Average

5



Time Block	Total	Hourly Average	Total Devices
Sundays	121	5	180
Mondays	150	6	370
Tuesdays	130	5	290
Wednesdays	129	5	200
Thursdays	124	5	200
Fridays	106	4	260
Saturdays	108	5	270
<b>Total</b>	<b>869</b>	<b>5</b>	<b>177</b>

# Average Usage

06/27/2020 - 07/27/2020

July

Busiest Hour

12

Tuesdays at 4 PM

Least Busy

2

Saturdays at 3 AM

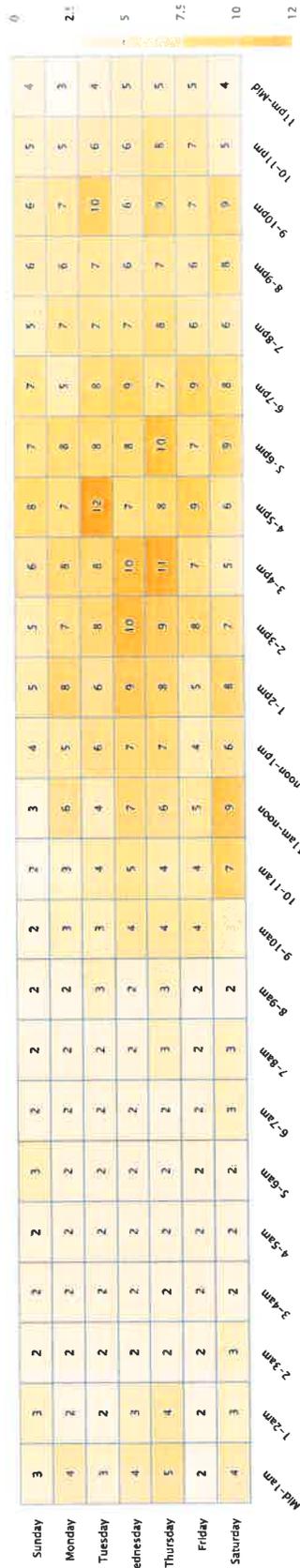
Hourly Average

5

Sign Out (logout.php)

0

0



Time Block	Total	Hourly Average	Total Devices
Sundays	96	4	380
Mondays	108	5	280
Tuesdays	121	5	240
Wednesdays	127	5	350
Thursdays	136	5	330
Fridays	111	5	460
Saturdays	124	5	370
<b>Total</b>	<b>823</b>	<b>5</b>	<b>241</b>

# New vs Return WiFi

05/26/2020 - 06/26/2020

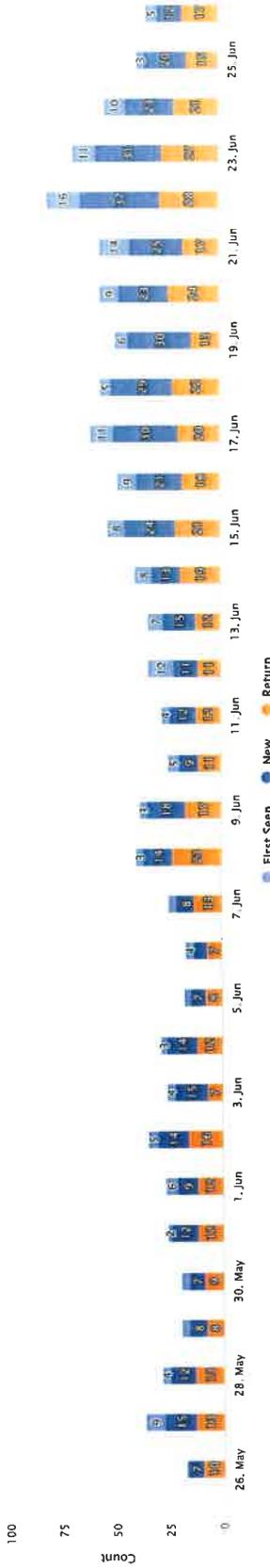
June

Total First Seen 202

Total New 531

Total Return 488

Total 1221



Day	First Seen	New	Return	Total
2020-05-26	1 (0)	7 (0)	10 (0)	18
2020-05-27	9 (0)	15 (0)	13 (0)	37
2020-05-28	4 (0)	12 (0)	13 (0)	29
2020-05-29	4 (0)	8 (0)	8 (0)	20
2020-05-30	4 (0)	7 (0)	9 (0)	20
2020-05-31	2 (0)	12 (0)	12 (0)	26
2020-06-01	6 (0)	9 (0)	12 (0)	27
2020-06-02	5 (0)	14 (0)	16 (0)	35
2020-06-03	4 (0)	15 (0)	7 (0)	26
2020-06-04	3 (0)	14 (0)	12 (0)	29
2020-06-05	3 (0)	7 (0)	8 (0)	18
2020-06-06	4 (0)	6 (0)	7 (0)	17
2020-06-07	4 (0)	8 (0)	13 (0)	25
2020-06-08	3 (0)	14 (0)	23 (0)	40
2020-06-09	3 (0)	16 (0)	17 (0)	36



WHOFI

(dashboard.php)

Dashboard

(dashboard.php)

WiFi Usage

Monthly Reports

(rpt\_enhanced\_report\_view.

Setup

Help

(https://whofi.zendesk.com)

My Account

(account.php)

Sign Out (logout.php)

()

()

First Seen

New

Return

Total

Day	First Seen	New	Return	Total
2020-06-10	5 (0)	9 (0)	11 (0)	25
2020-06-11	4 (0)	12 (0)	12 (0)	28
2020-06-12	12 (0)	11 (0)	11 (0)	34
2020-06-13	7 (0)	15 (0)	12 (0)	34
2020-06-14	6 (0)	13 (0)	19 (0)	40
2020-06-15	8 (0)	24 (0)	21 (0)	53
2020-06-16	9 (0)	21 (0)	18 (0)	48
2020-06-17	11 (0)	30 (0)	20 (0)	61
2020-06-18	5 (0)	29 (0)	22 (0)	56
2020-06-19	6 (0)	30 (0)	13 (0)	49
2020-06-20	9 (0)	23 (0)	24 (0)	56
2020-06-21	14 (0)	25 (0)	17 (0)	56
2020-06-22	16 (0)	37 (0)	28 (0)	81
2020-06-23	11 (0)	31 (0)	27 (0)	69
2020-06-24	10 (0)	23 (0)	21 (0)	54
2020-06-25	3 (0)	20 (0)	15 (0)	38
2020-06-26	5 (0)	12 (0)	17 (0)	34
<b>Total</b>	<b>202</b>	<b>531</b>	<b>488</b>	<b>1221</b>

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Dashboard (dashboard.php)

Monthly Reports (rpt\_enhanced\_report\_view)

WiFi Usage

Setup

Help (https://whofi.zendesk.com)

My Account (account.php)

Sign Out (logout.php)

0

0

# New vs Return WiFi

06/27/2020 - 07/27/2020

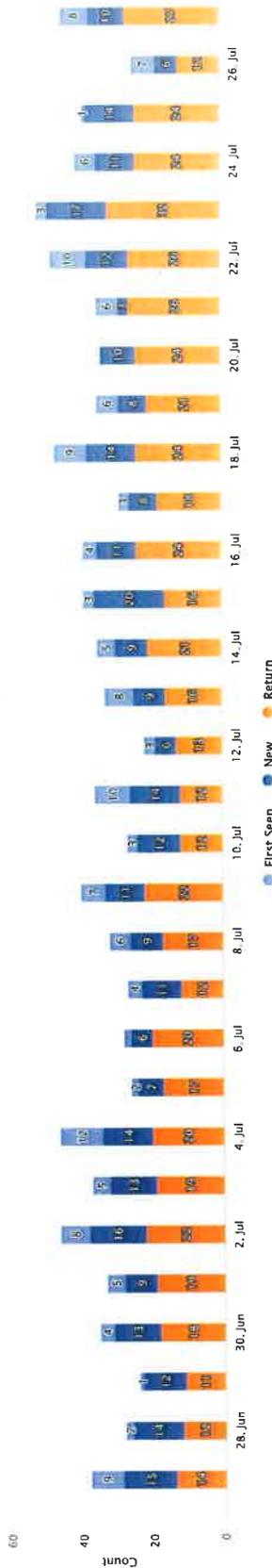
Total First Seen 162

Total New 344

Total Return 595

Total 1101

July





(dashboard.php)

Dashboard (dashboard.php)

WiFi Usage

Monthly Reports (rpt\_enhanced\_report\_view)

Setup

Help (https://whof.zendesk.com)

My Account (account.php)

Sign Out (logout.php)

()

()

Day

2020-07-12  
2020-07-13  
2020-07-14  
2020-07-15  
2020-07-16  
2020-07-17  
2020-07-18  
2020-07-19  
2020-07-20  
2020-07-21  
2020-07-22  
2020-07-23  
2020-07-24  
2020-07-25  
2020-07-26  
2020-07-27  
Total

First Seen

3 (0)  
8 (0)  
5 (0)  
3 (0)  
4 (0)  
3 (0)  
9 (0)  
6 (0)  
0 (0)  
6 (0)  
10 (0)  
3 (0)  
6 (0)  
1 (0)  
7 (0)  
8 (0)  
162

New

6 (0)  
8 (0)  
9 (0)  
20 (0)  
11 (0)  
8 (0)  
14 (0)  
8 (0)  
10 (0)  
3 (0)  
12 (0)  
17 (0)  
11 (0)  
14 (0)  
6 (0)  
10 (0)  
344

Return

13 (0)  
16 (0)  
21 (0)  
16 (0)  
24 (0)  
18 (0)  
24 (0)  
21 (0)  
24 (0)  
26 (0)  
26 (0)  
32 (0)  
24 (0)  
24 (0)  
12 (0)  
27 (0)  
595

Total

22  
33  
35  
39  
39  
29  
47  
35  
34  
35  
48  
52  
41  
39  
25  
45  
1101

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**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 31, 2020  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Director, Planning & Grants Management  
**Subject:** Monthly Staff Report

---

### Planning Commission

The next Planning Commission meeting is TBD, pending the suspension of the current emergency declaration. No essential business is currently being delayed.

### Permitting

- **Land Use Permit** – One permit was issued this month.
- **Burial Permit** – One permit was issued this month.

### Capital Projects

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

### DOT&PF Dillingham Downtown Streets Rehabilitation

**Project No.:** Z571800000/0001335

The demolition of the Dillingham Hotel began on July 6. Due to the impacts of COVID-19 on the schedule and budget, DOT expects to issue a suspension of work until 2021, in the next few days.

### City Water Improvements Project

We have reached substantial completion and expect to close this project out by the end of August. The Kenny Wren Road crossing (C1.1) was removed from the project scope, due to the higher than expected amount of trench backfill. C1.1 will be picked up in a later phase.

### City Street Rehabilitation Project

Work began on July 13 and we are expecting project completion by the end of September. Excavation and concrete removal has been completed along Seward Street, with next steps including new sidewalk, curb and gutter, slab in front of the high school, and completion through asphalt. Excavation and installation of the road section is currently underway on D Street.

### ITBs/RFPs

- **ITB 2020-01, Lake Road Fire Hall Addition**, closed on 7/9 and received no bids. Direct solicitation is occurring and results will be evaluated on 8/7.
- **RFP 2020-02, Furnish Aggregate for FY21**, closed on 7/9 and received two bids. Approval to contract will be sought at the next Council meeting.
- **RFP 2020-03, Exterior LED Lighting Upgrades**, will close on 8/20.



---

## FY19 Capital Improvement Project Priorities Progress Update July 2020

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

Major debris removal has been completed at the Bingman site. To address the clean-up of hazardous substances at the site, a Phase II Environmental Site Assessment will be sought. A Brownfields Assessment Grant application submitted in December 2019 in support of funding for the next phase of the project, was not successful. I debriefed on the proposal with EPA Region 10 personnel and expect to reapply this fall. Other funding avenues are being explored. The City anticipates full completion of all project phases within 5 years, to include assessment, clean-up, planning, development, and/or reuse of the site. This project is pending additional funding.

Construction: \$300,000 (estimate)

- Funding established by Council as the insurance settlement from fire.

Project Timeline:

- TBD – Pending Funding Identification

### **\*Special Project – Wells Fargo/VEEP Outdoor Lighting** **\$50,000 (estimate)**

The City was awarded a \$50,000 grant under the Wells Fargo Outdoor Lighting Retrofit/Village Energy Efficiency Program. The City pledged another \$15,000 in-kind to support the project, which will consist primarily of personnel related costs. The grant provides funding for the replacement/retrofit of exterior lighting to LED technology. We have been assigned an AEA project manager and have started our project scoping. The grant will enable us to replace 8 street lights and 47 other exterior lights. With a month of electrical expenses for the City averaging over \$20,000, we believe this award will provide significant cost savings with conversion to LED technology. LED Lighting Fixtures have been ordered and are expected to arrive next week. The RFP for the fixture installation is due on August 20.

Project Timeline:

- October-December 2019 – Project Scoping
- July-August 2020 – Project Solicitation & Award
- September-October 2020 – Project Start/Completion
- November 2020 – Project Close-Out

**\*Special Project – Waterfront Strategic Plan**

**\$49,000 (estimate)**

The Final version of the plan has been posted to the website, closing out this project.

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

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

As part of completion of the ADEC SRF Loan Application, NEPA, SHPO, and Financial Capacity Assessment components have been submitted. CRW has been contracted for construction support of the project. Due to a portion of the project footprint occurring in wetlands, a nationwide USACE permit was submitted through CRW, by sub-consultant Solstice Alaska Consulting. A determination is expected by the end of August.

**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 for \$650,000 submitted on 1/29/2020.
- 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
- September RFP Release, RFP scoring, evaluation, and recommendation for contract
- TBD, Construction begins; Project close out

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

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

Proceeding with completion of air sealing. Scheduling for system certification visit expected in the next couple of weeks.

**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
- August, 2019 Air Sealing of Server Room
- TBD, GNW Fire Services air sealing and system certification; project close out

**#3 – Landfill Groundwater Monitoring Wells**

**\$420,099 (estimate)**

An NTP has been issued to the contractor on January 8, 2020 to begin work, with the improved ground conditions, and substantial completion was achieved on February 26, 2020. The contractor has received punch list items and must complete them prior to final acceptance of work.

This final phase has been delayed, due to the COVID-19 travel and quarantine restrictions. The City is seeking an extension to the work completion date set by DEC of April 1, 2020.

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 Application submitted March 12, 2019 for \$331,575.
- ADEC SRF Loan Re-Application submitted October 10, 2019 for \$366,897.03 (to reflect cost overrun).
- ADEC SRF Loan agreement in the amount of \$367,000 was signed on December 18, 2019, with a subsidy amount of \$137,610, and repayment amount of \$229,390 (1.5%, 20 year term).
- 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: \$234,969 (estimate)

- Bristol Engineering has been contracted for these services at \$199,565.
  - o Administration, \$298.
  - o Construction Oversight, Sampling and Reporting, \$199,267.
- Cost Overruns due to project delay and longer spring construction duration:
  - o Bristol Engineering (expected overage), \$35,404.

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
- January 2020, Construction NTP issued
- February 26, 2020, Substantial Completion
- August 31, 2020, Project close out

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

CRW has been contracted for construction support of the project. The project start date was May 18 and we have reached substantial completion, with project close out expected by the end of August. An EMC engineer has been on-site since May 18, providing daily reports, inspection and materials testing information, and photos documenting progress. Due to a higher than expected need for trench backfill, the Kenny Wren Road crossing (C1.1) has been removed from the project scope and will be picked up in a later project phase.

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): \$1,987,249 (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, was approved on 8/27/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- Expected URSA billing (DOT Project Footprint) is estimated at \$364,515. This number may change based on project actuals.
- Apparent Low Bidder (Downtown Core): JJC Enterprises, \$1,622,734.

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)
- August, RFP Release; RFP scoring, evaluation, and recommendation for contract
- September, Contract awarded; Construction begins May 18
- August 2020, Phase I Project close out (tentative)

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

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

LCG Lantech's has been contracted on a NTE \$18,295.42 agreement for additional project scoping (heating system and flooring changes), including updated design drawings, specifications, and engineers cost estimate. Updated design and specifications have been completed. The RFP was due on July 9 and the City received no bids. A direct solicitation is underway and the results will be evaluated on August 7.

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:

- June, RFP Release
- July-August, RFP scoring, evaluation, and recommendation for contract, contract awarded

- September-October, Construction begins
- January-February 2021, Project close out

## **#6 – Harbor Float Replacement**

**\$5.2M (estimate)**

The City is currently considering an RFP for replacement of the float arms, which will most likely be a custom manufactured product. More information will be forthcoming as this option develops further.

### 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)**

PND and EMC have been contracted for construction support of the project. Regular project meetings are taking place. The project started on July 13 and is expected to close out by the end of September.

### 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.
- Apparent Low Bidder: JJC Enterprises, \$2,494,737

### Project Timeline:

- 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
- May 2020, Construction NTP issued
- August 2020, Substantial completion
- September 2020, Project close out

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 7-30-2020  
**To:** City Manager Tod Larson  
**From:** Chief Daniel Pasquariello  
**Subject:** **Public Safety report August 2020**  
*Reporting period 5/27/20 to 7/28/20*

---

# DILLINGHAM POLICE



## ENFORCEMENT

### PATROL

Since the adoptions of the Emergency Ordinances the patrol division has issued the following citations:

- 1 mask violation citation (EO 2020-14)
- 15 quarantine violation citations (EO 2020-14)
- 45 travel permit violation citations (EO 2020-07)

A total of **15** persons (*1/3 of travel permit violations*) have requested a court trial to contest their citations. As of this report one trial for a travel permit violation has occurred, with the defendant found guilty and fined \$1000. One trial for a mask violation has occurred, with the defendant found guilty and fined \$100.

The majority of persons cited for violating quarantine were local residents. This was probably due to the fact that citizens reporting violations are more familiar with the movement of their neighbors than outside fisherman. Everybody seems to be voluntarily complying with the mask requirement.

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City of Dillingham Page 1 of 4  
*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 COVID enforcement effort by the patrol division was largely accomplished with each of our five officers giving up one day off per week, and working an 8 hour overtime schedule. During this “COVID cop” schedule the officer would monitor activity in the boat harbor, investigate complaints of quarantine violations, and meet the daily Alaska Airlines jet to check passengers for travel permits. The officers were assisted at the airport, and the boat harbor by State provided Health/Safety Monitors from Denali Universal Services. On-duty officers also performed COVID enforcement as their workload permitted.

The estimated City cost for the patrol officer overtime wage/benefits for the past two months is **\$24,610**.

In August we are planning on stopping the extra “COVID cop” shift for the officers. We have to be concerned about the physical/mental health of our employees. Officers are planning on moose hunting and other activities they have been unable to participate in due to losing parts of their weekends through extra duty shifts. Our officers worked hard to keep our community safe during the commercial fishing season. These officers are:

Bill Yates  
Craig Maines  
Taner Lowery  
Suzi Newman  
Trevor Farnsworth

The patrol division also handled lots of police calls this summer, including several guns calls.

## **DISPATCH**

At the beginning of June the EOC stopped issuing travel permits and the responsibility fell by default to the police department. This happened right when the travel peak for the commercial fishing season began. The confusion arising from having to develop a system for permit processing from scratch, and the transfer delay caused the chief and dispatchers extreme stress and it took us over a week to finally get the system under some semblance of control.

Our main job, police work, interfered with the labor intensive clerical permit task. The summer is a very busy time for dispatch and our regular duties caused us to frequently get behind on the approval and issuance of travel permits. We developed the **TPT**, or Travel Permit Team.

The TPT consists of:

Chelsea Wassily  
John Marx  
Connor Oney  
Alex Casteel  
Aquila Kapotak  
Chelsea Decker (*city hall*)  
Chloe Nanalook (*city hall*)

To accomplish the administrative task of travel permits each member of the TPT was scheduled an extra four hour shift per week. The estimated City cost for the dispatcher overtime wage/benefits for the past two months is **\$13,096**. This number does not include the overtime cost for the city hall members of the TPT.

Since essentially 99.9% percent of applicants qualified for a travel permit the TPT basically ended up just mechanically approving travel permits as quickly as we could so that we (*meaning DPD, EOC, City hall, City Manager, Council members, Mayor*) didn't get inundated with emails and phone calls complaining about: Where's my travel permit? Why was my permit denied? ..... That's the reality.

Over **3500** travel permits were issued. A large number of those permits contained multiple travelers.

### **DMV**

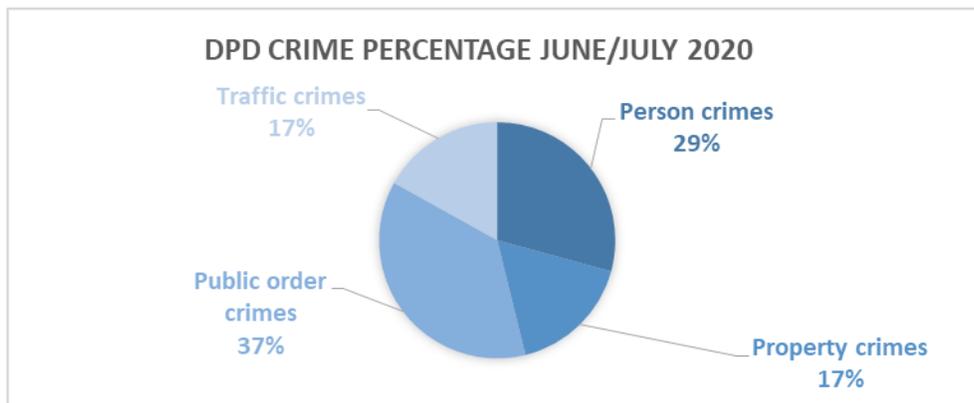
A plexiglass barrier was built to separate the DMV agent and customers. To avoid congestion and maintain social distancing in our lobby DMV service is by appointment only. Customers are happy and appreciative of scheduled appoints because they no longer have to stand for hours in the police station lobby waiting their turn. We will continue to have schedule appointments. Beginning in August we will once again be scheduling road tests. DMV Agent Gary Pullon will wear appropriate PPE and sanitize the customer's vehicle prior to the road test.

### **ANIMAL CONTROL**

This summer the animal shelter building was commandeered by the Capstone Clinic and was the virus testing site. ACO Dan Boyd moved his office into the police station. Impounded animals were held in the outside kennels at the boat harbor. Capstone is vacating the building in early August and were are working on a plan to sanitize the building before the ACO moves back in.

## **CORRECTIONS**

Activity in the jail has picked up during the summer. Early in the pandemic inmate/T-47 counts were low due to a number of factors. DPD officers began issuing citations instead of arresting persons for minor offenses. AST was arraigning persons in the villages rather than immediately bring them to the Dillingham jail. Plus, people were actually hunkering down and call volume dropped. Now, with the influx of people and cash into the community our call volume has increased. This has resulted in more arrests and protective custodies. Our COs wear appropriate PPE when dealing with persons in the jail.



Dillingham Police Activity 2020	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec	Division
Total Calls Dispatched	244	319	229	216	244	333	370						Dispatch
Dispatched to DPD	185	229	174	166	195	276	298						
Dispatched to Animal Control	15	26	14	24	22	17	14						
Dispatched to Fire/EMS	15	19	23	17	12	27	30						
Dispatched to AST	29	44	18	9	15	13	28						
Calls handled by DPD patrol	185	229	174	166	195	276	298						Patrol
Arrests by DPD (felony)	2	2	4	1	1	2	5						
Arrests by DPD (misdemeanor)	14	7	10	6	6	11	12						
T-47s by DPD	8	6	22	4	14	20	25						
Citations issued by DPD	26	6	9	17	17	66	39						
Incident reports by DPD	25	18	26	21	15	34	30						
Inmates held at jail	32	41	26	13	19	27	35						Corrections
Title 47s held at jail	8	6	22	4	14	20	25						
Animal impounds	7	8	6	5	8	6	7						Animal Control
Animals surrendered to shelter	*	*	*	*	*	*	1						
Animals returned to owners	6	7	6	5	6	5	6						
Animals adopted out	*	*	*	*	*	*	*						
Animals sent to other rescue groups	*	*	10	1	8	1	1						
Rabies/parvo shots	5	54	14	14	14	20	21						
Euthanasias	2	2	1	2	*	*	2						
Citations issued	*	2	*	*	1	4	2						
Driver's license/IDs issued	170	142	76	*	40	88	74						DMV
Titles/registrations	44	43	26	*	41	103	75						
Boat registrations	*	1	2	*	20	57	21						
CDLs	2	2	4	*	2	2	4						
Road tests	4	2	1	*	*	*	*						
Written tests	9	18	10	*	14	23	19						

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**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 7-28-2020  
**To:** Tod Larson, City Manager  
**From:** Jean Barrett, Port Director  
**Subject:** Monthly Staff Report

---

With the 2020 fishing Season winding down, we have successfully made it through relatively unscathed and safe from the COVID-19 virus.

The Harbor was a real juggling match, at times we did well and others we struggled. The Dock has also been a challenge. We have had several breakdowns and with travel restrictions in place we have had a hard time maintaining equipment.

### **DOCK**

The dock has been as busy as ever this year. The 2 man crew has done an exceptional job at keeping up with the demand of all our customers.

Due to the COVID-19 virus and travel restrictions regular maintenance on some equipment had to be postponed:

- Both Hyster Forklifts need to have some TLC, oil changes and filter replacements.
  - The Hyster 800 needs transmission work as of 7-27-2020 it is out of service. Attempts to have the local heavy equipment mechanic work on it have not panned out as they are spread very thin. This is an issue that the Hyster dealership needs to deal with.
  - The new top handler lost several bolts and a pin for the locking mechanism, I was able to repair the pin issue temporarily and replace the missing bolts while adding Loctite to the threads, which was missed initially. New pins are on the way from the manufacturer.
  - I am exploring the option of getting a new 1050 Hyster. The 800 is still solid but the way the industry is going there is a need for another machine that handles containers with a top handler. I would ultimately use the Hyster 800 as a down payment as we did with the Hyster 700 several years ago. I hope to have something written up soon to present to the City Manager.

- We are still moving a lot of fish, the count on the dock today was up to 160 containers. 160 x 50,000 lbs. of fish per container = 8 million lbs. on the dock. We have already sent out a small handful prior to the big push over the last few weeks so the overall total is more than that.

## **HARBOR**

This summer in the harbor was a real juggling act. Sometimes we juggled like a champ and other time hit ourselves in the head. The fishing season has come and gone like a blur. We all worked a lot of hours, trying to keep the office manned 18+ hours a day isn't easy.

- We started out with a good plan knowing there would be some decisions made on the run due to unique individual circumstances. When it comes right down to it fishermen are needy. I have never heard "I Need" so much in my life and I never thought I would wish to have the old normal back, where we had to keep track of 400 boats in the harbor and they could come and go as they pleased.... Hope the 2021 season is "normal"
- We did get some projects done between all of the juggling and chaos.
  - The Bath house got a face lift with new paint and new signage on the way.
  - The "old" North Ramp has been partially demoed and cleaned up, I hope to utilize this as a haul out for vessels needing to do maintenance.
- The dock crane and ice machine have held up well thru the summer, we'll go knock on wood to keep karma at bay.

## **COVID-19 from my point of view**

I have to give Kudos to all the people who put countless hours into the preparation of the mandates, rules and guidelines for our battle against the COVID-19 epidemic. **We did it right Dillingham.** BUT, we need to stay diligent throughout the rest of the summer. Just because the fishing season is over doesn't mean we can all hug and hang out... masks, social distancing and hand washing is the key.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 28, 2020  
**To:** Tod Larson, City Manager  
**From:** Luke Moody, Public Works Director  
**Subject:** Monthly Staff Report

---

Mr. Larson,

The Department of Public Works has been very busy during the month of July. Much of Public Works projects are weather dependent. Due to fair weather we have been able to be very productive during the month of July. This has been a great time for training and team building as well.

The Department of Public Works has filled every open position. We have focused on a 'teamwork' approach this summer to completing projects. In doing so, we have been more productive and have also used this as a team building exercise.

Cross training has been emphasized and already proven to be effective. The absence of one person should no longer effect the service provided to the public. This has increased the confidence in our workforce.

A new break area has been established in which we have morning tail gate meetings. This gives our Department an opportunity to have everyone at the table, to discuss work being done that day, risk assessments and minimizing the risk, questions and answers, and to make everyone a part of the team regardless of job title.

In general, the Department of Public Works is in a great position for completing work in a timely manner, being safe, serving the public, a positive work climate, as well as setting ourselves up for success with upcoming projects. Key personnel have implemented trackers for inventory, accountability, and performance monitoring specific to their line of work. This groundwork will be exported in August to our software system that is near the implementation phase.

The Department of Public works has received really good support from the other Departments, including, but not limited to, Finance, Planning, Human Resources, and Public Safety.

## **Safety**

All employees within the Public Works Department receive a safety class at the beginning of their work week. Safety classes are conducted by various personnel on a rotating schedule. Special instructions and implementations have taken place as a COVID – 19 Response. Public Works continues to adapt to changes and guidance as it becomes available.

- July 6, 2020: Ground Guides
- July 13, 2020: PPE
- July 20, 2020: The New Guy
- July 27, 2020: Hand Safety

## **Building and Grounds**

- Buildings and Grounds removed gutters at the Senior Center that have failed, preventing further damage to the structure.
- Cutting grass at city buildings and properties.
- Complete assessment of boilers and part ordering to prepare for the cold season.
- Building and Grounds is working with Planning on Lighting Project (VEEP). This project has been awarded and should be starting soon.
- Road edges have been cleared throughout Nerka and Squaw Creek.
- Area next to Downtown Fire station has been cleared for better line of sight and as a precautionary measure.
- Ice Rink brush has been cleared.
- Bike Path along Lil Larry going to HUD properties has been completely cleared.
- Siemens system is back on line. Buildings and Grounds are now able to control Police Department HVAC.
- Working with contractor to repair Senior Center's front door, Public Works does have hinges for replacement.
- Providing pick-up and delivery for EOC shipments and distribution of PPE.
- OSHA checklist inspections have been completed and corrective actions listed for cold weather updates.
- Buildings and Grounds will serve on the Safety Committee, under the direction of the Finance Director.
- Working on a solution for handling years of contaminated waste oil stockpile.

## **City Garage**

- Both mechanic positions have been filled.
- Scheduled interval services continue to take place on all city fleet vehicles.
- Working on snow removal equipment so that we are ready for winter.
- Assisting Streets with equipment availability and transport of heavy equipment to job sites.
- Inventory of fluids.
- Reorganization on a daily basis.
- Researching professional development options.

## **Landfill**

- Repairs to berm around active cell has taken place in preparation for Public Works to cap the cell.
- All heavy equipment is fully operational.
- The fish waste disposal was done differently this year. Public Works collaborated alongside FOL and it was a huge success.
- The Tribe is not able to help with electronics disposal this year. We have a stockpile which we will be trying to find a solution for.
- The incinerator is fully operational and utilized. This operation is directly overseen by the Director to monitor fuel efficiency.
- All employees have received a cash handling course.
- Landfill permit is compliant and we have been approved by DEC for transition into the new cell.
- All new wells have been installed. The old wells have been decommissioned
- Coordinating with Bristol for quarterly samples in early August.
- Working with FOL in many aspects of the Landfill.
- The Office has been relocated and a new exit lane installed. This will provide 100% accountability of people entering/exiting facility.
- Training on using the Fee Schedule has taken place, In the absence of scales this will provide clarification to the workers and customers.
- The Dillingham Hotel that was demolished in town was received at the Landfill.
- A new effort has been established to properly divert sorted waste to the incinerator rather than the cell.
- We are still trying to find a way to move a large dumpster of garbage from the center of the Transfer Station that filled with snow and rain.
- Geo Tube was appropriately relocated to Landfill.
- The can crusher is being relocated to the landfill. This will allow the incinerator operator to do this task in the 15 minute intervals on the incinerator and to assist with the volume of cans that need crushed.
- Recycling Center is being erected next to Downtown Fire Station.
- Landfill is setting up a fish net bin in order to keep them out of the cell, which often results in the damage of track equipment.
- Once the cell is capped in August, Public Works and FOL will start clean up in that area.

## **Water/Waste Water**

- All water supply testing has resulted as within range.
- Working with Planning for GIS accuracy, we have received our iPad and Tremble unit.
- Personnel have been involved in water projects and street improvement projects.
- Continue to respond to requests from JJC in conducting locates and actuating valves. We have been responding to the daily requests in a prompt fashion. We attended a meeting with the State Engineer, JJC, and the City Planner. We pointed to the drainage system as a major issue and a priority item for the downtown rehabilitation project.

- Responded to an emergency during the Seward St. part of the Downtown Roads Rehabilitation Project. The emergency consisted of a broken valve that had been tampered with prior to our arrival and a busted sewer main outside right next to the high school. After the lines were repaired we isolated Seward Street and followed the AWWA protocol for cleaning the line from possible contamination. A boil water notice was issued. We collected water samples from five locations that connected to the Seward Water Main, submitted them to BBAHC for a Bac-T test and received confirmation that the water was clean and no contamination was detected.
- Responded to an emergency alarm at the HUD Lift Station over Independence Day Weekend. We had to mobilize and pump the lift station multiple times to maintain service to the Snag Point Subdivision. We were able to lift the damaged pump and repair it. Subsequent to that event we have decided to remove and replace the inoperable pump. The HUD Lift Station is now operating with two working pumps for the first time in over a year.
- We conducted a full scale cleaning on all 7 lift stations. This involved clearing baskets, spraying out the silos, using bactivate to dissolve solids, sanitizing the interior of the building, improving the dehumidification of the buildings, and removal of trash from inside and outside of the buildings.
- Conducted our weekly D.O. testing at the Lagoon.
- Conducted our monthly meter reads for the accounting department.
- Met with Icicle Seafood's and discussed water services from the water treatment plant. The workers from Icicle Seafood's will be using our hydrant outside the water treatment plant for water. A meter was placed on the hydrant and they will be billed accordingly.
- Assisted by operating the water truck for dust control at the Harbor and Whiskey Road.
- Began removing scrap metal, asbestos pipes, old valves, and damaged materials from the water treatment plant. We are hoping to clear the area and extend the gravel pad for additional storage space for vehicles and our own equipment.
- Started flushing the water mains via the city hydrants. We have been unable to do them all because of the road projects.
- Water and Waste Water Lead has completed requirements and certifications which has resulted in a promotion to Water and Waste Water Operator II.
- Began clearing and cleaning sewer mains with the Jetter.
- Cleared out the storm drains along Seward Street and D Street.

• <b><u>Water Treatment Monthly Averages:</u></b>	
• Average Daily Water Production-	125,600 Gallons
• Average Daily Water Transferred-	124,400 Gallons
• Average CL2 mg/l	.11
• <b><u>Wastewater Monthly Averages:</u></b>	
• Average Daily Influent-	92,562 Gallons
• Average Daily Effluent-	110,623 Gallons
• Average PH Level for Effluent-	6.68
• Average Temperature for Effluent-	15.4 Degrees Celsius
• Dissolved Oxygen for Effluent-	13.27

## Streets

- Two culverts have been replaced on N. Emperor Way.
- Grader training has been taken place.
- Worked with Building and Grounds on brush clearing.
- Foreman has been involved in road projects.
- Training has been provided for expectations on road maintenance to include: proper crowning of a road, cutting potholes rather than filling, establishing a road shoulder and ditch, practices to prevent roads from becoming wider than intended, proper brush clearing for good drainage and driver line of sight, and emphasizing the thought of where the water will go.
- Cross training in various pieces of equipment to minimize down time.
- Sweeping of roads and bike paths.
- Training on operator level maintenance and proper PMCS.
- Award has been made on annual aggregates order.
- Placing culvert orders and other orders for minor tools needed in road construction.
- Training on using a laser level, understanding grade, reading grade stakes, acceptable fall measurements for water movement.
- Training on working with heavy equipment around the public and foot traffic.

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**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** July 21, 2020  
**To:** Tod Larson, City Manager  
**From:** Ida Noonkesser, Director  
**Subject:** Monthly Staff Report

---

During the month of June, the Senior Center served 578 home delivered meals to 40 individuals, gave 428 assisted rides to 29 individuals.

We have had a large increase in home delivered meals with the current situation this summer and have been serving more than thirty a day by delivery, with another ten or more pickups. Everyone is enjoying Tim's cooking.

We have not had any in-person activities at the Center beyond normal staff activities.

Our next Advisory meeting will be sometime in August, once everyone comes back from fishing. I will discuss with the advisory committee any suggestions for possibly opening up the center to more public use in a way that is safe for our elders.

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CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2020-18**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL TEMPORARILY EXTENDING ABSENTEE ELIGIBILITY TO ALL QUALIFIED VOTERS VOTING IN THE OCTOBER 6, 2020 CITY OF DILLINGHAM MUNICIPAL ELECTION**

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WHEREAS, unforeseen circumstances and public emergencies may disrupt the normal administration of an election and changes are necessary to protect the voter franchise, security and privacy of the ballots, and integrity of the election; and

WHEREAS, the current spread of the Coronavirus (COVID-19) and public health advisors on how to protect oneself and the public health have prompted the city clerk to develop additional absentee voting eligibility to address effects of COVID-19 on voters and election workers, and

WHEREAS, DMC 3.50.010 allows qualified voters to vote an absentee ballot if unavoidably absent from the voting precinct on election day or if unable to be present at the polls because of physical disability, and

WHEREAS, temporarily expanding absentee voting eligibility to all qualified voters allows additional opportunity for qualified voters to vote while preserving the health and safety of Dillingham residents, and

WHEREAS, in an emergency the Dillingham City Council authorizes the city clerk to take action to preserve the integrity of the election, while at the same time allowing people to vote who might otherwise not take the opportunity;

NOW, BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

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

**Section 2. Temporary Expansion of Absentee Voting Eligibility.** The uncodified law of the City of Dillingham is amended by added a new section to read:

**Temporary Expansion of Absentee Voting Eligibility**

Any qualified voter may vote an absentee ballot for the precinct in which he resides and is registered if the voter applies for, and is otherwise qualified to receive, an absentee ballot in accordance with DMC 3.50.050 – 3.50.070.

**Section 3. Effective Date.** This ordinance is effective upon adoption and will remain effective until the results of the October 6, 2020 municipal election are certified in accordance with 3.70.040.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on September 3, 2020.

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

[SEAL]

ATTEST:

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

CITY OF DILLINGHAM, ALASKA

**EMERGENCY ORDINANCE NO. 2020-19**

**AN EMERGENCY ORDINANCE OF THE DILLINGHAM CITY COUNCIL CONTINUING THE ESSENTIAL TRAVEL DISTRICT AND REQUIRING TRAVELERS TO SUBMIT A TRAVEL FORM**

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Legislative findings.** The legislative findings contained in Emergency Ordinance 2020-14 Sections numbered 1-52 are adopted by reference as if fully set forth herein. The City Council additionally makes the following findings:

53. Transmission of COVID-19 remains a public health emergency affecting the City of Dillingham.

54. With greater understanding of COVID-19 and the impact and burdens of restrictive mandates, requiring Essential Travel Permits is not presently believed to represent the best balance between economic activity and personal liberty, on the one hand, and inhibiting transmission of COVID-19 on the other.

55. Emergency Ordinance 2020-15, which extended the effective date of the emergency ordinances creating the Essential Travel District and Travel Permit requirement, is set to expire on August 8, 2020.

56. Rather than extend the Travel Permit requirement, the City Council has determined that, under the current conditions and circumstances, the public interest is best served by requiring persons to submit information regarding their travel, information which can be used to inhibit the spread of COVID-19.

**Section 2. Finding of Emergency.** The City Council hereby finds the facts set forth in Section 1 constitute an emergency.

**Section 3. Authority.** This ordinance is enacted pursuant to the general police powers of the City of Dillingham, and the City's authority to regulate use of public facilities such as streets and highways and the Dillingham Small Boat Harbor.

**Section 4. Classification.** This is an emergency non-code ordinance.

**Section 5. Continuation of Essential Travel District.** The Essential Travel District, created by Emergency Ordinance 2020-06(A), amended by Emergency Ordinance 2020-7 and extended by Emergency Ordinance 2020-15, consists of the entire City of Dillingham including Kakanak Beach, and shall remain in effect for as long as this ordinance remains in effect.

**Section 6. Travel Form Required.**

- A. Except as provided in this section, no person may enter the Essential Travel District to travel to the City of Dillingham without completing and submitting to the city a Travel Form prior to or upon arrival.
- B. Persons, including personnel of certificated air carriers, may enter the Essential Travel District to travel to the City of Dillingham without completing and submitting a Travel Form if:
  - 1. The person enters the Essential Travel District at the Dillingham Airport and for the duration of the person’s stay in the Essential Travel District remains inside airport terminal buildings or on the airport runway;
  - 2. The person has a charter flight reservation that departs from a location other than the Dillingham Airport, the charter is scheduled to depart within three hours after the person’s arrival into Dillingham, the person proceeds directly from the point of entry to the place from where the charter departs, and the person departs Dillingham on the charter; or
  - 3. The person enters the Essential Travel District to travel to the City of Dillingham from the Dillingham Census Area.

**Section 7. Contents and Use of Travel Form.**

- A. The Travel Form shall contain:
  - 1. information sufficient for the city to verify that the person understands applicable quarantine and hygiene requirements;
  - 2. information sufficient for the city to verify the person’s quarantine plan, if required;
  - 3. information sufficient for the city to locate and contact the person during the duration of any quarantine period; and
  - 4. other information the city manager deems reasonably necessary to inhibit transmission of COVID-19.
- B. Travel Forms, and the information contained therein, shall be used by the city only to enforce this ordinance, other COVID-19 related emergency ordinances and mandates, and to inhibit the transmission of COVID-19, such as through contract tracing. The city may provide Travel Forms, or disclose the information therein, to public health and public safety officials. Complete Travel Forms shall otherwise be considered confidential information, as defined by DMC 2.01.010 and, on that basis, shall not be subject to inspection under DMC 2.01.050.

**Section 8. Definitions.** For the purposes of this ordinance, the words and terms defined herein shall be defined and interpreted as follows:

“Upon arrival” means that period of time after arrival but before departing from the airport terminal, if arriving through the Dillingham Airport, or before departing Small Boat Harbor premises, if arriving through the Small Boat Harbor. For arrival into the city other than through the through the Dillingham Airport or Small Boat Harbor, “upon arrival” shall mean promptly following arrival, a period that shall not exceed three hours.

**Section 9. Enforcement.** Violations of this Emergency Ordinance shall be a Minor Offense. In accordance with AS 29.25.070(a), citations for violation of this ordinance may be disposed of as

provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of a \$300 fine, 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. This fine may not be judicially reduced.

**Section 10. Code Provisions Superseded.** This ordinance supersedes any inconsistent ordinances, rules or regulations of the City of Dillingham including, but not limited to, Section 18.20.040 procedures for changing land use districts.

**Section 11. Effective Date.** This ordinance is effective upon expiration of Emergency Ordinance 2020-15 and remain in effect through October 7, 2020, unless adjusted by action of the City Council.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on August \_\_\_\_\_, 2020.

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

ATTEST:

[SEAL]

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

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# WELCOME TO DILLINGHAM!

## DILLINGHAM TRAVEL FORM

Submit form via email at: [travelpermit@dillinghamak.us](mailto:travelpermit@dillinghamak.us) or fax to: (907) 842-2060  
Questions: (907) 842-2321

**FORM MUST BE PRESENTED UPON ARRIVAL TO CITY PERSONNEL**

**FINAL DESTINATION:   DILLINGHAM   REGIONAL VILLAGE**  
(Other restrictions may apply – please check local requirement of all your destinations)

FULL NAME (PLEASE PRINT) \_\_\_\_\_  
MINOR (YES) OR (NO) IF YES, PRINT NAME OF GUARDIAN: \_\_\_\_\_ AGE: \_\_\_\_\_  
HOME ADDRESS (STREET, NOT POB): \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
EMAIL: \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
ADDRESS OF QUARANTINE: \_\_\_\_\_

<b><u>TRAVELING FROM – PLEASE CHOOSE ONE:</u></b>		
IN-STATE TRAVEL	OUT OF STATE TRAVEL	INTERNATIONAL TRAVEL

<b><u>QUARANTINE – PLEASE CHOOSE ONE:</u></b>	
2 COVID TESTS 10-DAYS APART (ONE LOCAL) DESCRIBE QUARANTINE	14-DAY QUARANTINE

**Per Emergency Ordinance 2020-20, Dillingham has a mandatory quarantine in place. Follow your quarantine plan** until you obtained two negative COVID-19 test administered no less than 10 days apart, one done in Dillingham no less than 72 hours after arrival, or have completed a 14-day quarantine without testing. Any working quarantine requires that you are able to do so in an isolation environment.

By signing this form: I swear or affirm, under penalty of perjury, that: the above information I provided on this document is true and correct. I am familiar with the City of Dillingham's COVID-19 mitigation requirements, specifically those set forth in EO 2020-14. I will comply with the requirements of the City of Dillingham, the requirements of my employer's protective plan (if applicable), this Travel Activity Form, and my stated plan of quarantine.

If filled out on-line, a printed signature will be treated in all respects as having the same force and effect as original signatures.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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If unable to submit electronically please place in the drop box at city hall



Travel Activity Form Receipt, keep this portion for your records

Signature \_\_\_\_\_ Arrival Date: \_\_\_\_\_

## WHAT IS QUARANTINE – WHY IS IT IMPORTANT?

A quarantine is meant to decrease the number of interactions newly arrived travelers have with community members who have been in Dillingham and not traveled. You may travel between work and your place of residence. Please do not visit the grocery store, bank, post office, bars, restaurants, and other areas community members congregate until your quarantine period has ended. Please have friends / family / co-workers / business deliver necessary supplies while quarantining from community members.

### PROTECTIVE MEASURES OBSERVED TO DECREASE THE SPREAD OF COVID-19:

- **Wear a face mask** when in public spaces.
- **Wash your hands often** with soap and water for at least 20 seconds, especially after coughing, blowing your nose, or sneezing.
- If soap and water are not available use **hand sanitizer with at least 60% alcohol**.
- **Don't touch your eyes, nose or mouth**.
- **Avoid close contact with people in the community**. Put 6 feet of distance between yourself and people who don't live in your household.
- **Clean and disinfect frequently touched surfaces**, such as doorknobs, handles, faucets, toilets, phones, light switches and countertops, at least daily.
- **Monitor for symptoms** such as fever, cough, or shortness of breath. Alert a healthcare provider via phone if infection is suspected.

Thank you for traveling to our community. The City of Dillingham's goal is to keep the community safe from the spread of COVID-19 while allowing travel for essential services, critical personal needs & infrastructure work, subsistence, and visits until the COVID-19 threat subsides.



**Failure to provide a completed travel activity form could result in a fine**

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2020-17

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING A GRANT DISBURSEMENT PROGRAM UTILIZING FUNDS FROM THE CORONAVIRUS AID RELIEF, AND ECONOMIC SECURITY (CARES) ACT**

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WHEREAS, on April 9, 2020 President Donald Trump approved a Disaster Declaration for the State of Alaska; and

WHEREAS, on June 4, 2020 City Council adopted Resolution 2020-15 accepting Coronavirus relief funds, in the amount of \$3,404,480, passed through the State of Alaska for expenditures in response to the COVID-19 public health emergency ; and

WHEREAS, the City has developed a grant disbursement program (Attachment Coronavirus Relief Fund Recommendation) for municipality, businesses, non-profit organizations, education, and individuals utilizing funds from the CARES Act to best support meaningful and long-term recovery of the local economy where help is needed due to impacts associated with the COVID-19 public health emergency; and

WHEREAS, the grant disbursement program meets the purpose of the CARES Act to provide emergency assistance and health care response to individuals, families, and businesses affected by the 2020 coronavirus pandemic and were incurred during the period that begins on March 30, 2020, and ends on December 30, 2020; and

WHEREAS, the grant disbursement program follows guidance for local governments issued by the federal government that requires expenditures provide economic support to those suffering from employment or business disruptions due to COVID-19 related business closures, and

WHEREAS, it is in the best interests of the City of Dillingham to authorize a grant disbursement program to ensure relief funds are granted to entities and individuals in need of critical funding.

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council approves the Grant Disbursement Program utilizing funds from the CARES Act as attached or modified in similar form.

PASSED and ADOPTED by the Dillingham City Council on August 6, 2020.

ATTEST:

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

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

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# CORONAVIRUS RELIEF FUND

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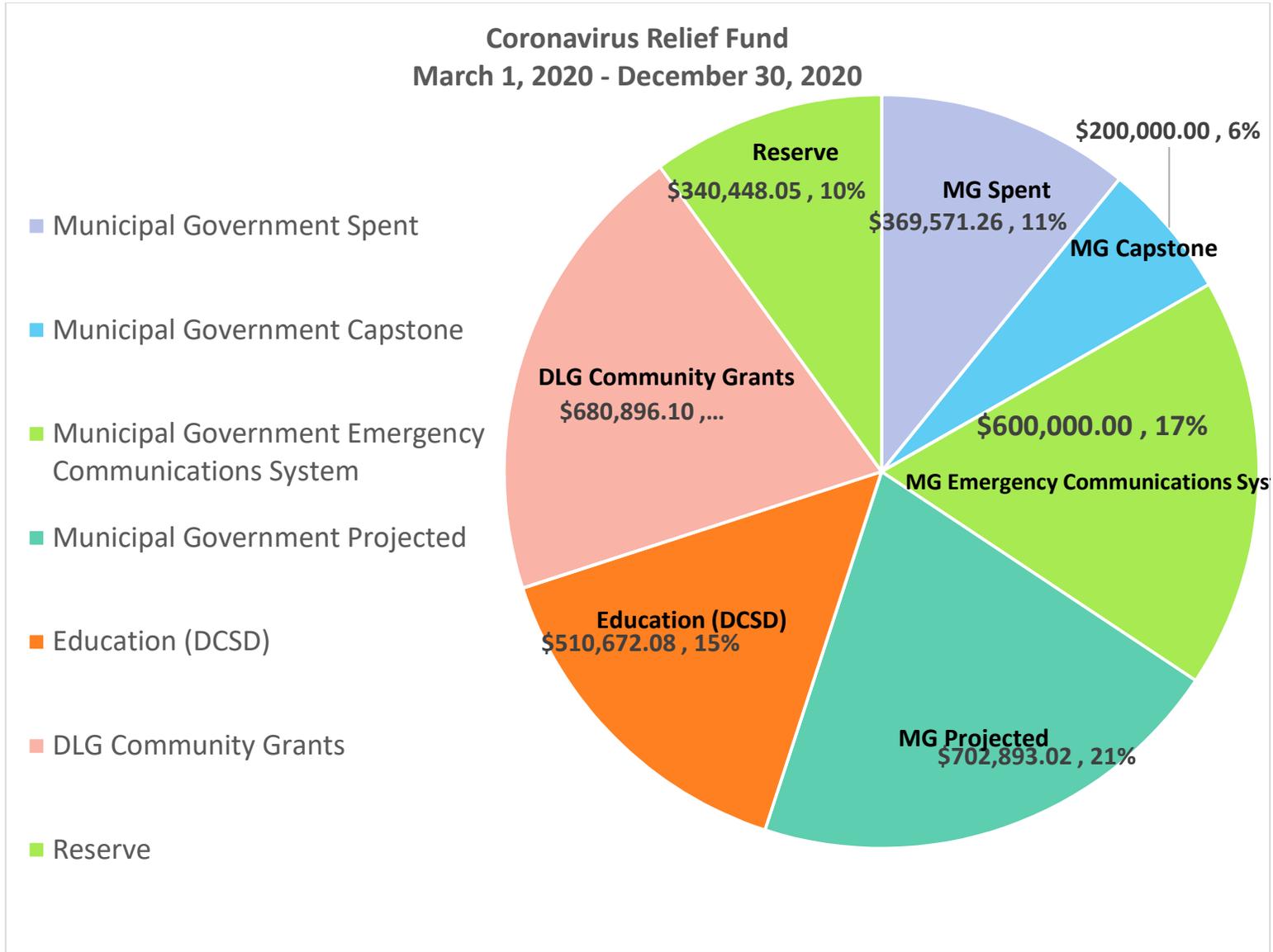
## RECOMMENDATION

*City of Dillingham*

# Coronavirus Relief Fund

City of Dillingham Recommendation

## Coronavirus Relief Fund Chart



CARES Categories	CARES Amount	Percentage
Municipal Government Spent	\$369,571.26	10.86%
Municipal Government Capstone	\$200,000.00	5.87%
Municipal Government Emergency Communications System	\$600,000.00	17.62%
Municipal Government Projected	\$702,893.02	20.65%
Education (DCSD)	\$510,672.08	15.00%
DLG Community Grants	\$680,896.10	20.00%
Reserve	\$340,448.05	10.00%
<b>Award Amount</b>	<b>\$3,404,480.51</b>	

## Coronavirus Relief Fund

### City of Dillingham Recommendation

## Narrative

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The \$3,404,480.51 the COD council accepted on June 4, 2020 will be paid in three installments. The City of Dillingham received \$1,703,296.01 on June 11, 2020. The second installment is received after 80% (\$1,362,636.81) of the first payment has been spent. This applies to the third payment as well. These funds are from the Federal Government passed through and reported to the State of Alaska for expenditures in response to, and to aid in the economic recovery from the COVID19 public health emergency.

The recommendations below are based on the need for each category to properly respond to the COVID-19 public health emergency. Keep in mind the fund is solely to address the need derived from the COVID-19 public health emergency.

**Municipal Government (MG)** - This recommendation includes reallocation of City payroll expenses. These expenses include City purchases to ensure the health and safety of City employees and residents due to the pandemic. All expenditures will follow City code requirements. This allocation will be used for the City of Dillingham projects or expenses intended to mitigate the impacts of COVID-19. Expenditures from this department will follow City code requirements.

- **MG Spent** – Progress Reports 1 & 2 submission and July expenditure report.
- **MG Capstone** – COVID -19 test contract for public testing.
- **MG Emergency Communications** – New communication system for public safety.
- **MG Projected** – Forecast expenditure through Dec. 30, 2020

**Education (Dillingham City School District)** - This recommended allocation is to be used at the direction of the superintendent and DCSD board and must adhere to the Coronavirus Relief Fund Guidance. The projected amount is based on 15% of \$3,404, 480.51.

**Dillingham Community Grants** – This recommendation is to be utilized for community grants and will be available to individual, business and non-profit organizations and must follow the Coronavirus Relief Fund Guidance.

**Reserve** – This recommendation is to set aside a reserve for unforeseen expenses that may occur as COVID-19 public health emergency develops in the Dillingham census area

## Current and Projected City CARES funding as of 07/25/2020

<b>CARES Funding Installment #1</b>	3,404,480.51 1,703,296.01	<b>Unspent CARES in total</b> <b>Unspent Installment 1</b>	2,397,478.25 696,293.75	
	<b>Progress Report 1</b>	<b>Progress Report 2</b>	<b>Unreported Pd Exp</b>	<b>Obligated expenses</b>
<b>Wages &amp; Bene</b>	155,807.34	95,700.83	15,106.26	516,416.57
<b>All Other</b>	37,068.60	30,421.21	35,467.06	121,014.39
	<b>192,875.94</b>	<b>126,122.04</b>	<b>50,573.32</b>	<b>637,430.96</b>
				<b>783,031.00</b>
				<b>223,971.26</b>
				<b>1,007,002.26</b>

Progress Reports: Expenses have been reported to the State of Alaska

Unreported Pd Exp: Expenses that are paid for, not reported to State of Alaska

Obligated Expenses: Expenses are encumbered and have not arrived to the City to be invoiced

**Arcticom/Bering Straits Native Corp**

144 E Potter Dr. Unit C  
 Anchorage, AK, 99518  
 9072760023  
 www.arcticom.com

**Bill To****Norman Heyano**

Dillingham Public Safety  
 P.O. Box 889  
 Dillingham, Alaska 99576  
 907-843-1186

**Ship To****Norman Heyano**

P.O. Box 889  
 Dillingham, Alaska 99576

**QUOTE**

4282947000001088257  
 May 16, 2020 09:18 PM

<b>Stage</b>	Draft
<b>Valid Till</b>	Jun 18, 2020
<b>Sales Person</b>	Joey Acosta
<b>Amount</b>	\$ 558,199.00

Quote is valid for 30 days, shipping costs may vary depending on delivery requirement. If you have any questions please give us a call. To place an order please issue a PO to [sales@arcticom.com](mailto:sales@arcticom.com) so we can process your order.

Product Name	Part Number	List Price	Qty	Amount
APX8000 VHF Motorola Portable Radio <i>Options: Q241, Q806,H35,H869,Q629, QA05573,H499, H842</i>	H91TGD9PW5_N	\$ 6,725.00	32	\$ 215,200.00
APX Batteries <i>Spare Batteries</i>	PMNN4487	\$ 172.00	32	\$ 5,504.00
PMMN4060B Speaker Mic PS IP55	PMMN4060B	\$ 180.00	32	\$ 5,760.00
RMN5137A Headset <i>Over the Head Headset.</i>	RMN5137A	\$ 440.00	5	\$ 2,200.00
NNTN8863A Single Unit Charger	NNTN8863A	\$ 170.00	32	\$ 5,440.00
NNTN8844A IMpress Multi Unit Charger <i>Impress 2 (6) slot with Display Charger.</i>	NNTN8844A	\$ 1,250.00	1	\$ 1,250.00
APX6500 VHF Mobile Radio <i>Options: Dual Head Configuration, G806,G48,G442,G67,6444,G66,W20,G831, GA00092,G628, W969, G843,HKN6184C,HKN6159, GAS00318, 3dB Antenna Kit</i>	M25KSS9PW1_N	\$ 6,162.00	3	\$ 18,486.00
APX6500 VHF Mobie Radio <i>Options: Single Head Unit, G806, G48, G442,6444, G66, W20 G831, W969, G843, GA00318, 3db Antenna Kit.</i>	M25KSS9PW1_N	\$ 5,279.00	10	\$ 52,790.00
GTR8000 VHF Repeater <i>100 Watts Output, Options: Conventional Operation, Conventional Mixed Mode,Pre-selector, Duplexer ,DC Battery Back-up and DC Cable.</i>	GTR8000	\$ 32,455.00	5	\$ 162,275.00
5 DB VHF Station Master Omni Antenna	220-3BN	\$ 2,550.00	6	\$ 15,300.00
7/8 Heliac Cable with Connectors and Polyphaser Kit <i>1000 Ft. Option: N Male Connectors, Polyphaser Kit, Grounding Kit.</i>	Andrew	\$ 4,500.00	1	\$ 4,500.00
Labor for Installation and Testing Onsite <i>Install (2) Repeaters in the Water Tank, (1) Repeater in Lake Road (1) Hospital , (1) APX Base Station , (3) Remotes and (12) APX Mobile Radios.</i>	Labor Onsite	\$ 51,492.00	1	\$ 51,492.00
KVL5000 Kit <i>Cable for APX Mobile and Portable</i>	Page 71 of 79 KVL5000	\$ 6,400.00	1	\$ 6,400.00

<b>Product Name</b>	<b>Part Number</b>	<b>List Price</b>	<b>Qty</b>	<b>Amount</b>
PMKN4012B <i>Programming Cable for APX Portable Radios.</i>	Programming Cable	\$ 75.00	1	\$ 75.00
HKN6184C <i>Programming Cable for APX Mobile Radios.</i>	Programming Cable	\$ 52.00	1	\$ 52.00
HKVN4289 CPS Software	Programming Software	\$ 300.00	1	\$ 300.00
MCD000 and Gateway <i>(3) Remotes and (1) Gateway unit with power supply and patch cords.</i>	MCD5000	\$ 2,400.00	4	\$ 9,600.00
XPR5550 Mobile Base <i>(1) LP-14 Power Supply, Adapter Cable. and Magnetic indoor antenna.</i>	AAM28JQN9WA1AN	\$ 1,575.00	1	\$ 1,575.00

**Sub Total**

**\$ 558,199.00**

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**Grand Total**

**\$ 558,199.00**

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This quotation includes warranty through Arcticom and the manufacturer. Standard shipping is 2-3 weeks. Expedited shipping is additional. All sales are final as the manufacturer products cannot be returned to OEM so please ensure you order the correct items.

**Customer Acceptance Signature**

Norman Heyano

Thank you for your interest in Arcticom as your source for advanced electronic and communications solutions and services. Please visit [www.arcticom.com](http://www.arcticom.com).

July 30, 2020

Re: Vacancy on the Friends of the Landfill Committee

Dear Committee Members:

My name is Heather Allen and I would like to put my name as a community member interested in serving on the Friends of the Landfill committee. As a business owner and resident, I am concerned with the process of disposing of local refuse. My business, Bristol Bay Bud Company, has employed a successful recycling protocol that has prevented approximately 500 pounds of packaging from entering the city's landfill. I believe this practice assists in relieving an already stressed and tenuous system. I care about the footprint that my household and my business has on the Dillingham community. I have been involved with the FOLF committee and several of it's members for the past couple of years. I would love to continue my support and work with the committee in an official position. Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink that reads "Heather Allen". The signature is written in a cursive style with a large initial 'H'.

Heather Allen  
907-843-2518  
heather@bristolbaybudcompany.com

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**City of Dillingham Action Memorandum**      Agenda of: August 6, 2020  
**Action Memorandum No.** 2020-04

**Subject:**  
Award a Contract for the FY21 Aggregate Bid

---

City Manager: Recommend Approval

Signature: \_\_\_\_\_

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**Fiscal Note:**  Yes  No      **Funds Available:**  Yes  No

**Other Attachments:**

- Notice of Intent to Award
- Bidding Summary

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**Summary Statement:**

This action memorandum authorizes administration to sign a contract with the listed bidders for the delivery of washed sand, drain rock, pit-run gravel, and rip-rap. Each listed contractor was the lowest responsible bidder for the material listed. JJC Enterprises, Inc. was the lowest bidder for Washed Sand; Pit-Run Gravel (Streets); and Pit-Run Gravel (Landfill). Bristol Construction Svcs, LLC was the lowest bidder for Drain Rock and Rip-Rap Class II.

The bid was due on July 9, 2020 at 4:00 PM and bids were opened immediately following. Notices were posted in three public places, advertised on the City website and advertised in the ADN on June 2 and again on June 9, 2020.

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

Action Memorandum No. 2020-04

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on \_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

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

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

**RFP 2020-02 - Furnish Aggregate for FY21  
BID SCORING SHEET**

**Proposal Deadline: 07/9/20, 4:00 PM**

<b>Date &amp; Time Proposal Received</b>		<b>6/25/2020 15:30</b>	<b>7/9/2020 15:09</b>
<b>BIDDERS</b>			
		Bristol Constr. Services, LLC	JJC Enterprises, Inc.
<b>ITEMS</b>	<b>BID AMOUNT</b>		
Washed Sand, 600 cubic yards	\$/cy subtotal	\$ -	\$ 43.00
		\$ -	\$ 25,800.00
Drain Rock, 400 cubic yards	\$/cy subtotal	\$ 124.00	\$ 124.50
		\$ 49,600.00	\$ -
Pit-Run Gravel, 750 cubic yards (Streets)	\$/cy subtotal	\$ 25.00	\$ 11.40
		\$ -	\$ 8,550.00
Rip-Rap Class II, 50 tons	\$/cy subtotal	\$ 125.00	\$ 200.00
		\$ 6,250.00	
Pit-Run Gravel, 3,000 cubic yards (Landfill)	\$/cy subtotal	\$ 20.00	\$ 9.40
		\$ -	\$ 28,200.00
<b>Total Winning Bid Amount</b>		<b>\$ 55,850.00</b>	<b>\$ 62,550.00</b>

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

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

**APPARENT LOW BIDDER IS HIGHLIGHTED IN ORANGE**

## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** July 10, 2020  
**RFP NUMBER AND TITLE:** RFP 2020-02 Furnish Aggregate for FY21  
**RFP DEADLINE:** July 9, 2020 at 4:00 PM  
**BIDDERS OF RECORD INCLUDE:**

-Bristol Construction Svcs, LLC                      -JJC Enterprises, Inc.

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

**JJC Enterprises, Inc. – Washed Sand; Pit-Run Gravel (Streets); Pit-Run Gravel (Landfill)**

**Bristol Construction Svcs, LLC – Drain Rock; Rip-Rap Class II**

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, within 5 days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4.30.100 E. The next regularly scheduled City Council meeting will be held on August 6, 2020.

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

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in RFP 2020-02, to the City of Dillingham prior to C.O.B on August 3, 2020.

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

Sincerely,



Tod Larson  
City Manager  
(907) 842-5148

From: **KIMBERLY WILLIAMS** <[williams@nushtel.net](mailto:williams@nushtel.net)>  
Date: Fri, Jul 31, 2020 at 1:39 PM  
Subject: Travel Permit - Emergency Ordinance  
To: <[alice.ruby@dillinghamak.us](mailto:alice.ruby@dillinghamak.us)>, <[manager@dillinghamak.us](mailto:manager@dillinghamak.us)>

Mayor Ruby,

I would like to extend appreciation to the Council and City Government for the emergency ordinance that governed entrance into the City of Dillingham because of COVID-19.

I think I applied 4 times for a travel permit. In all times, I received the permit. I know during one application, I didn't get a response in a timely manner and worked with City Manager, Tod Larson. This was at the height of the season and when the travel permit moved over to the Police Department. I really want to thank our City Manager, Tod Larson for his leadership.

I have been tested for COVID at the Boat Harbor, in Albuquerque and at BBAHC. I believe in testing to stop community spread of this virus. It allows for those who leave the community to come back in and test. I don't believe people who test for COVID are finding a loop hole to get out of quarantine. I think as we learn more about this virus and when is the best time for testing that we follow that protocol. If it's 72 hours later from the first negative test or 7 days later, that decision should be based on the scientific evidence we have at the time.

I believe as the City moves forward, we need to continue to monitor the entrance into our community. Yes, it creates hardship for other communities within Bristol Bay for their citizens to access services in our community. I also see that some of these communities have COVID cases with their residents. Now is not the time to relax the travel permit.

Until such time as a vaccine is available, I ask our elected officials to adopt an ordinance that requires a travel permit that governs entrance into our community. Under our elected official's leadership we have no community transmission of COVID-19 and we want to keep it that way.

Kimberly Williams