



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>WORKSHOP – COVID Plan and CARES Act Grant Program</b>	<b>6:00 P.M.</b>	<b>SEPTEMBER 3, 2020</b>
<b>REGULAR MEETING</b>	<b>7:30 P.M.</b>	<b>SEPTEMBER 3, 2020</b>

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
  - a. Special Council Meeting, July 31, 2020 .....page 3
  - b. Special Council Meeting, August 3, 2020 .....page 7
  - c. Regular Council Meeting, August 6, 2020 .....page 11
  - d. Special Council Meeting, August 14, 2020 .....page 15
4. **APPROVAL OF CONSENT AGENDA**  
**APPROVAL OF AGENDA**
5. **STAFF REPORTS**
  - a. City Manager and Staff Reports .....page 17
  - b. Standing Committee Reports .....page 59
6. **PUBLIC HEARINGS**
  - a. 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
7. **CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**
8. **ORDINANCES AND RESOLUTIONS**
  - a. Adopt 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 61
9. **UNFINISHED BUSINESS**
  - a. Citizen Committee Appointments
    - 1) Library Advisory Board – 1 seat

- 2) School Facility Committee – 1 seat
- 3) Port Advisory Committee – 1 seat
- 4) Senior Advisory Commission – 2 seats

b. Progress Report

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

**10. NEW BUSINESS**

a. CARES Act Grant Program

*(Information to be distributed after the 8/31/2020 Finance & Budget Committee Workshop)*

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

**12. COUNCIL COMMENTS**

**13. MAYOR'S COMMENTS**

**14. ADJOURNMENT**

**1. CALL TO ORDER**

A special meeting of the Dillingham City Council was held on Friday, July 31, 2020, via conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 12:15 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	Bill Rodawalt	

Curt Armstrong – excused

Staff in attendance:

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

MOTION: Chris Napoli moved and Bill Rodawalt 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)**

Susan Isaacs: Verified the ordinance on the agenda was regarding the protective measures in place. Stated she would prefer the city review the measures on a monthly basis vs. 60 days.

Cameron Poindexter, Pres. & CEO of Choggiung Limited: Informed council of financial losses experienced during the pandemic. Noted the health and safety of all is paramount. Requested consideration for changes to some mandates that would allow patrons to dine in-house. Expressed concern for the impact of lost wages and business sustainability.

Dan Dunaway: Commented he is interested in a summary of numbers regarding the travel permit system. Stated information needs to be easier to find on the website.

Alannah Hurley: Noted she appreciates the work done to keep everyone safe. Commented on the need to adjust requirements as more information is gathered and changes happen. Requested to close loop holes regarding the various quarantine methods currently available.

Jeannie Timmerman: Stated she prefers council revisit local emergency ordinance monthly to consider all new information. Noted permits need to allow people to come home.

Mark Lisac: Commented steps taken to protect citizens might be seen by some as extreme but they have paid off. Noted simplified language could be beneficial. Stated the travel form is not onerous, but a one page document, that is educational, showing local requirements.

Gayla Hoeseth: Stated Elders in surrounding communities experience difficulty getting to Dillingham for services. Requested considering extending ‘Dillingham Census Area’ to ‘Bristol Bay Region’. Noted specific rules for activities allowed on quarantine would be helpful. Commented there should not be a need to request reason for coming to Dillingham.

Malcolm Wright: Spoke in favor of the effectiveness the emergency ordinances had during the fishing season. Noted the importance of maintaining measures, then allow time to fine tune. Stated community discipline is important.

## 5. SPECIAL BUSINESS

- a. Adopt **Ordinance No. 2020-17**; An Emergency Ordinance of the Dillingham City Council Extending the Effective Date of Emergency Ordinance 2020-14

MOTION: Bill Rodawalt moved and Chris Napoli seconded the motion to adopt Emergency Ordinance 2020-17.

- This will keep protective measures in place with no lapse of time.
- A long term COVID-19 plan will be formulated.

MOTION: Chris Napoli called the question. Objection noted.

- Council has reviewed the same information a number of times.
- Continuity and stability are important.

VOTE: The motion to adopt Emergency Ordinance 2020-17 failed: 4 in favor, 1 opposed:  
Andy – Y      Chris – Y      Bill – Y      Gregg – Y      Kaleb – N

*Clerk Note: DMC 2.15.020 Emergency ordinances. 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.*

- b. Report on Restructure of Travel Permit

- The current travel permit system has an intensively high administrative burden.
- The goal is to collect data, and distribute local requirements for incoming travelers.
- Proposed travel form system will be similar in format, collect/distribute information without the preapproval process. This removed the administrative portion.
- Proposal for Travel Plan rather than Travel Permit will be in the August 6, 2020 council packet.

## 6. COUNCIL COMMENTS

Bill Rodawalt:

- Thanked staff for hard work during pandemic.
- Commented there is a need for a plan to keep all safe.
- Noted there are record numbers of cases in Anchorage and plenty of travel between DLG and ANC.
- A lapse will put the community at an unacceptable risk.

Gregg Marxmiller:

- Stated concern about not having any protection in place.
- Looks to the August 6<sup>th</sup> meeting to adopt new protective measures.

Andy Anderson:

- Expressed disappointment the ordinance failed.
- Noting the increased cases in the interior.
- Stated this is not the time to become lax.

Kaleb Westfall:

- Conveyed disappointment, noting better discussion was needed.
- Priority should not be to hurry up, rather to move forward safely.

Chris Napoli:

- Commented elected officials have responsibility to protect the community; and all have an equal voice.

**7. MAYOR'S COMMENTS**

Alice Ruby:

- Voiced disappointment the ordinance failed. Noting a lapse will create confusion.
- Noted an updated process for a travel form will be on the August 6<sup>th</sup> agenda.
- Commented an outline for a plan will be happening.
- Thanked the city for being engaged and trying to protect the citizens.

**8. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 1:08 p.m.

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

[SEAL]

ATTEST:

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

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

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**1. CALL TO ORDER**

A special meeting of the Dillingham City Council was held on Friday, August 3, 2020, via conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:30 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	Bill Rodawalt	Curt Armstrong

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)**

Gorden Isaacs: Spoke regarding disappointment in the July 31<sup>st</sup> meeting, and urged that discussion be encouraged and decisions not be rushed .

Shireen Glosser: Thanked councilmember for taking the necessary time to fully explore the issues around the proposed ordinance on the agenda. Spoke regarding the letter she sent to council for consideration. Noted negative consequences of requirements imposed on citizens by the emergency ordinances.

Perry Abrams: Expressed public safety concerns surrounding travel restrictions with the travel permit system.

Robin Samuelson: Relayed a historical perspective regarding the region and pandemic situations. Commended the City and expressed the critical need for protection to be in place.

Dan Dunaway: Commented regarding an email he sent to council with ideas that may be useful. Noted the need to incorporate recent data, to renew emergency ordinances with fresh justification.

Dr. Bendixon: Spoke regarding medical recommendation for hygiene and the effectiveness of quarantine. Noted testing and the travel permit were helpful in stopping spread of the virus. Encouraged continued vigilance, the need for maintaining CDC recommendations, and partnering with regional counterparts.

Diane Folsom: Voiced the need to stay vigilant, citing the effectiveness of the protective measures ordinance.

Robert Heyano: Extended support for keeping protective measures in place. Noted communities that have relaxed measures are experiencing an increase in positive cases.

Jack Savo Jr.: Stated the need for all to quarantine, stating an essential worker is just as likely to be exposed to the virus. Noted the need to address the upcoming hunting season.

Dan Boyd: Spoke to the science of protective measures and the need to not let our guard down. Commented the testing operations is in need of a facility at the airport.

Amy Ruby: Recognized the strong local leadership. Noted allowing individual choice is not working, as proven by the increased positive cases nationwide. Commented the start of school will have big congregations and the need for leaders to consider that what happens in the community will have consequences to school children so making safety decisions is essential.

Josh Bulloch: Noted the need to adjust the testing requirement if rapid testing is no longer available. Stated the 14 day quarantine might suffice if rapid testing is not readily available.

Norm Van Vector: Stated the need to continue the policies in place. Noted the rising numbers of positive cases in the country. Stated the worst could still be in front of us.

Rachel Muir: Spoke in support of the protective measures in place. Noting she recently traveled to Dillingham and the process was easy to follow, and important for protection of public health.

Theodore Olson: Noted the importance of protecting the community, citing the 1918 pandemic. Stated we need to be cautious not paranoid.

Gayla Hoeseth: Spoke regarding the need to expand the area defined in the requirements from the Dillingham Census Area to the Bristol Bay Region, allows Elders better access to medical care. Also requested subsistence activities and car rides be allowed while in quarantine. Spoke regarding the CDC no fly list and requested efforts be made to add COVID-19 to that list.

Theresa Capo: Noted the need for increased access to travel from the villages. Stated there has been an increase in abusive behavior because of the effects of safety measures including travel restrictions. Commented not everyone has internet and other means of entertainment while in quarantine which creates tension.

Dagen Nelson: Indicated Dillingham is a good, clean, safe place to live. Asserted the need for continued vigilance as the virus continues to spread nationwide.

Alannah Hurley: Noted the importance of not letting this ordinance lapse. Reiterated the quarantine and testing work to curb the virus spread. Commented on the need to strengthen testing requirements. Questioned the essential worker being able to work while on quarantine and the potential negative impact that could have.

Tom Tilden: Commented emergency ordinances help keep us safe. Noted the need to keep protection in place.

Mike LaRussa: Appreciates all that has been done to keep Dillingham safe. Commented communities that have relaxed safeguards are experiencing increased positive COVID cases.

## 5. SPECIAL BUSINESS

- a. Adopt **Ordinance No. 2020-20**; An Emergency Ordinance of the Dillingham City Council Mandating Quarantine, Protective Measures, Testing, Insolation, and Restricting the Use of City Facilities and Property for Health and Safety of all Users and To Facilitate Opening Up of the Local Economy

MOTION: Kaleb Westfall moved and Bill Rodawalt seconded the motion to adopt Emergency Ordinance 2020-20.

- Protective measures work. Increased cases show what results from relaxation of measures.
- Sec. 5 Mandatory Quarantine could use some updating.
- There is a need to keep measures in place, and then work on a more comprehensive plan going forward.
- Prefer to discuss the ordinance in a workshop setting. A workshop will allow citizen and council comments to be considered to refine the sections that need to be updated.  
City Attorney to participate and verify that all language is legal.
- Council can revisit / revise the emergency ordinance at any time.

MOTION: Bill Rodawalt moved to call the question Chris Napoli seconded the motion.

VOTE: The motion to call the question carries: 5 in favor, 1 opposed:  
Andy – Y      Chris – Y      Bill – Y      Gregg – Y      Kaleb – N      Curt – Y

Clerk Note: The motion call the question is not debatable and requires a 2/3 vote.

VOTE: The motion to adopt Emergency Ordinance 2020-20 passed unanimously by roll call vote.

Clerk Note: DMC 2.15.020 Emergency ordinances. 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.

Council Member Armstrong was excused from the remainder of the meeting.

b. City Manager COVID-19 Update

- Mr. Larson reviewed the submitted report.
- Alternate testing sites, and rapid test information were discussed.

## 6. COUNCIL COMMENTS

Bill Rodawalt:

- Thanked staff for incredible job they are doing, and all who spoke to council.
- Noted citizen and council comments are taken into consideration.
- Commented the need to be unified until a vaccine is available.

Gregg Marxmiller:

- Stated the economy is an important factor but the primary focus is the safety of people.
- Thanked staff, and all those that made comments.
- Expressed appreciation for those who adhere to the emergency ordinances.

Kaleb Westfall:

- Noted the importance of doing the work of the people.
- Spoke regarding the miscommunication experienced during the July 31<sup>st</sup> meeting and misunderstanding that led to his vote.
- Stated he is not opposed to the emergency ordinance.
- Commented the need to move forward with purpose, in a clear manner, and with a straight forward plan.
- Expressed concern for the impact on the schools, and business affected by the pandemic.

## 7. MAYOR'S COMMENTS

Alice Ruby:

- Noted the diligence and commitment of the council.
- Spoke regarding preparing a COVID plan to assess risk and associated mitigation for differing levels of threat.

- Stated appreciation for public participation and the willingness of council to listen and consider comments.

**8. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 7:47 p.m.

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

[SEAL]

ATTEST:

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

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

DRAFT

**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on Thursday, August 6, 2020, via video and conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:08 p.m. The council meeting was preceded by a joint workshop with the Dillingham City School District School Board.

**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 9, 2020
- b. Special Council Meeting, June 16, 2020

MOTION: Andy Anderson moved and Bill Rodawalt seconded the motion to approve the minutes of June 9, 2020 and June 16, 2020 in block.

VOTE: The motion passed unanimously by roll call vote.

**4. APPROVAL OF CONSENT AGENDA**

There was no consent agenda.

**APPROVAL OF AGENDA**

MOTION: Kaleb Westfall moved and Bill Rodawalt seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by roll call vote.

**5. STAFF REPORTS**

- a. City Manager and Staff Reports

In addition to the written report the City Manager reported on the following:

- Tim Pearson has been retained to assist with development of a COVID Plan. Invited him to attend this meeting to assist in presenting a concept for the Plan and to hear Council suggestions/comments.
- Concept memo – COVID-19 Strategic Plan
  - Long term plan to assess risk, and mitigation with thresholds.
  - Flexibility, simplicity, brevity and transparency.
  - Taskforce subcommittee to be integral to planning.
  - Workshops to be held; important to include all stakeholders.
  - Plan to consider SOA mandates, and regional needs.
  - Goal to be completed by October council meeting.
- State Mandate 10, Interstate and International Travel, has been updated.
- New ambulance will be on the last barge.

- Met with Engineers to determine solution with the accumulating water on D Street. Squaw Creek Road received limited maintenance, a culvert is needed.
- Recycling center to aid with trash sorting initiative and incinerator breakdown.

b. Standing Committee Reports

Finance & Budget Committee: Met July 28, 2020. Items reviewed, June 2020 Financial Statement, CARES Act Grant Program.

**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

Gayla Hoseth: Expressed approval that there is no reason requested on the new travel form. Requested additional information allowing activities while in quarantine.

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

Jeannie Timmerman: Reported deteriorating condition of the Carlson House and property. Neighbors have reported disturbances including break-ins. Requested the property receive more attention.

**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

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

This allows all registered voters access to absentee by mail voting for the October 6<sup>th</sup> local election.

VOTE: The motion passed unanimously by roll call vote.

- 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

MOTION: Kaleb Westfall moved and Bill Rodawalt seconded the motion to adopt Ordinance 2020-19.

- Main changes from the travel permit; no preapproval needed, reduction in fine from \$1,000 to \$300.
- The goal is not to unnecessarily limit travel, rather to gather the information that could be useful.
- In response to questions, explained the city worked with the hospital early on to establish a process to assist with those coming to Dillingham for necessary medical reasons.

MOTION: Kaleb Westfall moved to amend Section 6.B.2. to remove the verbiage the charter is scheduled to depart within three hours after the person's arrival into Dillingham from.

There was no 2<sup>nd</sup>, the motion fails.

VOTE: The motion to adopt Ordinance 2020-19 passed unanimously by roll call vote.

*Clerk Note: DMC 2.15.020 Emergency ordinances. 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.*

- c. Adopt Resolution No. 2020-17; A Resolution of the Dillingham City Council Approving a Grant Disbursement Program Utilizing Funds From the CARES Act

MOTION: Chris Napoli moved and Curt Armstrong seconded the motion to Adopt Resolution 2020-17.

- The distribution/allocation chart was reviewed.
- Finance & Budget Committee has been appointed as the CARES Act Grant Program committee.

- Final program to be approved by Council.

VOTE: The motion passed unanimously by roll call vote.

## 9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
- b. Library Advisory Board – 1 seat open
- c. School Facility Committee – 1 seat open
- d. Port Advisory Committee – 1 seat open
- e. Friends of the Landfill – 1 seat open

Mayor Ruby recommended to appoint Heather Allen to the Friends of the Landfill Committee.

MOTION: Chris Napoli moved and Kaleb Westfall seconded the motion concur with the Mayors recommendation.

Chris Napoli notified the council he will be submitted his resignation from the Friends of the Landfill Committee.

VOTE: The motion passed unanimously by roll call vote.

- b. Progress Report
  - 1) Dave Carlson House Property
  - 2) Territorial School

There were no progress reports.

## 10. NEW BUSINESS

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

MOTION: Bill Rodawalt moved and Chris Napoli seconded the motion to approve Action Memorandum 2020-04.

This is the annual aggregate contract.

VOTE: The motion passed unanimously by roll call vote.

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

Jason Johnson, DCSD Superintendent: Thanked Council for their help to support the safety of students.

## 12. COUNCIL COMMENTS

Bill Rodawalt:

- Thanked staff for their hard work.
- Noted appreciation for citizen comments.

Gregg Marxmiller:

- Stated appreciation for city staff, and the quality of department reports.
- Commented on the work needed to process 3500 travel permits.

Andy Anderson:

- Thanked all staff for extra work done during the summer months.
- Expressed the need to stay vigilant.

Curt Armstrong:

- Thanked staff.
- Noted Public Works staffing needs are being filled.

- Requested updated information on the status of COVID testing facility.

Kaleb Westfall:

- Thanked staff, noting appreciation for CARES Act Grant, and Project information.
- Noted the good work done by Public Works.
- Expressed the need to assess community needs associated with the CARES Act Grant program.

Chris Napoli:

- Suggested the Manager reach out to Nushagak Cooperative regarding any opportunity to cooperatively accomplish the water project in conjunction with work being done by the Coop.
- Thanked all staff noting the extra work done associated with the travel permit system.

**13. MAYOR'S COMMENTS**

Alice Ruby:

- Remarked on the hard work done by all staff through the summer.
- Stated appreciation for Council's willingness to go forward with the COVID Plan.
- Commented Alaska is last for responses to the 2020 Census. Census Committee Co-Chair(s) will give a report at the Managers report on Monday.
- Noted appreciation for KDLG's service for public notice, and to DCSD presentation.
- A moment of silence was observed for all who have contributed to the community and have been lost.

**14. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 9:18 p.m.

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

[SEAL]

ATTEST:

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

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

**1. CALL TO ORDER**

A special meeting of the Dillingham City Council was held on Friday, August 14 2020, via conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:30 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	Bill Rodawalt	Curt Armstrong

Staff in attendance:

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

MOTION: Kaleb Westfall moved and Bill Rodawalt 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 were no comments.

**5. SPECIAL BUSINESS**

- a. Adopt **Action Memorandum No. 2020-05**; Award a Contract for Lake Road Fire Hall Addition Project

MOTION: Andy Anderson moved and Gregg Marxmiller seconded the motion to adopt Action Memorandum No. 2020-05.

- The Lake Road Fire Hall Addition was approved by voters.
- RFP process did not receive any bids. Engineer group then requested for direct solicitations. 2 bids were received.
- If approved the materials can make the last barge, otherwise the project will be scheduled for next construction season.
- Project bid is approximately \$118K more that bond amount received, will need to determine budget.

VOTE: The motion to adopt Action Memorandum No. 2020-05 passed unanimously by roll call vote.

**6. COUNCIL COMMENTS**

There were no comments.

**7. MAYOR’S COMMENTS**

Alice Ruby:

- Reminded Council of the Manager COVID-19 update on Monday at 5:30 p.m.

**8. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 6:19 p.m.

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

ATTEST:

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

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

DRAFT

# Trip Report

1. **Course/Class/Conference Name:** Alaska Municipal League Summer Legislative Session.
2. **Date(s) attended/location:** August 10-13, 2020/Zoom Conference
3. **Participant(s):** Tod Larson, City Manager
4. **Main topic(s):**
  - Local Transportation Planning.
  - COVID-19 and CARES Act Implementation.
  - Senator Lisa Murkowski.
  - Legislative Priorities.
  - Senator Dan Sullivan.
  - Congressman Don Young.
  - State Budget Deep Dive.
  - Policy Statements.
  - Defense Communities.
5. **Detailed discussion of training/event:**
  - Local Transportation Planning.
    - i. AKDOT&PF explained the two Metropolitan Planning Organizations (MPO) (Anchorage and Fairbanks) in Alaska and how they receive funding and how they plan. Mat-Su may become an MPO after the 2020 Census. Federal Directive for areas of 50,000 or greater.
    - ii. Detailed discussion on a very successful street project in Fairbanks – nationally recognized. (Cushman Street)
    - iii. Discussed the State Transportation Improvement Plan and the planning process.
    - iv. AKDOT&PF talked about rural projects. The STIP is where they suggested we get involved with. Possible inclusion of projects like Alaska Street.
  - COVID-19 and CARES Act Implementation.
    - i. Brief welcome by Governor Dunleavy.
      1. Mentioned that he tried hard to stay in touch with Mayors.
      2. Stated that the ability to travel makes it easy to spread a disease.
      3. Talked about the death rate being lower than expected.
      4. Pointed out that Alaska tests more per capita than any other State.
      5. Talked about the Navajo Nation example of containing the virus.
      6. The State is building up testing and PPE supplies.
      7. Told us that the HEALS Act has a provision to extend the expenditure of the CARES funds to the fall of 2021.
      8. Thanked everyone for their efforts during the pandemic.
    - ii. Mayor Beth Welden – Juneau.
      1. 100% of Police/Fire/EMS CARES reimbursable.
      2. Discussed their grant program – Business, Non-Profits, Pre-school age kids child care, workforce training program, reserve. Following pending Federal Legislation.

3. People had to declare if they received support from another CARES program on their application.
  4. Requested businesses to provide invoices/proof – eligible expenses.
  5. Required businesses to get a business license.
- iii. Sam Thompson - BDO.
1. Refer to 2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS for Federal Financial Assistance Uniform Guidance.
  2. Over \$750,000 in any Fiscal Year is a Major Federal Program for auditing purposes.
  3. CARES Act Subrecipients – If the City grants money to non-profits, businesses, schools, etc.....the City still has an obligation to make sure those funds are spent IAW CARES Act guidance.
  4. Funds must be used by 12/30, but payment may occur in January/February/March. He stated we have 90 days to pay the bills, however, we need to obligate the money prior to the end of the calendar year.
- iv. Rob Palmer – Alaska Municipal Attorney Association.
1. There meetings have grown to between 25-50. I know Brooks participates on these calls.
  2. Bulk of their current issues revolve around: school opening issues, local control, masks, and travel.
  3. He spoke of the national attention on police now, however, it doesn't seem to have the same impact in Alaska.
- Senator Murkowski.
    - i. The talk about COVID all the time in D.C. just as we do here.
    - ii. She's still hoping that an agreement can be made on the next stimulus.
    - iii. She spoke of the four executive orders from the President to get something going.
      1. Payroll tax deferment.
      2. Urges people to find a way not to evict tenants.
      3. Allocated \$44B of Stafford Act disaster funds to assist with unemployment payments.
      4. Authorized the Secretary of Education to provide student loan deferments as necessary.
    - iv. Spoke briefly about: The Health and Recovery Omnibus Emergency Solutions (HEROES) Act, \$3.4T House Bill; and The Health, Economic Assistance, Liability Protection, and Schools (HEALS) Act, \$1T Senate Bill.
    - v. Congress is finding out from employers that as the legislators want to restart the economy, employees are more inclined to stay home and collect unemployment. Lots of discussion about the amount of unemployment assistance in the two bills.
    - vi. USDA/Forest Service should have a final plan out this fall on the 'Roadless Rule'.
    - vii. She spoke about the Great American Outdoor Act. The following excerpt is from the NPS website: "The Trump Administration worked with Congress to secure the passage of this landmark conservation legislation, which will use revenues

from energy development to provide up to \$1.9 billion a year for five years to provide needed maintenance for critical facilities and infrastructure in our national parks, forests, wildlife refuges, recreation areas, and American Indian schools. It will also use royalties from offshore oil and natural gas to permanently fund the Land and Water Conservation Fund to the tune of \$900 million a year to invest in conservation and recreation opportunities across the country.” Signed into law on 8/4/2020.

- Legislative Priorities.
  - i. AML has three lobbyists including Nils, Dianne Blumer, and Heather Brakes.
  - ii. Much of their energy this year is focused on the budget. AML is fighting against cost shifting to municipalities. They are also attempting to fund the State’s commitments to municipalities – primarily school bond debt reimbursement and community assistance funding.
  - iii. PERS percentage is always a discussion topic to assist the State in balancing their budget. It’s still at 22% for now.
  - iv. They think that the legislature may grab PCE this year.
  - v. The same solutions are being considered to fund the State Government – using reserves, broad based tax, reduction of PFD, etc. PFD will be a big debate again this year.
  - vi. They shared the current breakdown of the legislature:
    1. House – 23 Republicans, 15 Democrats, 2 Independents.
    2. Senate – 13 Republicans, 7 Democrats.
  - vii. No real change in the Rep/Dem mix expected this year.
  - viii. Historical efficacy of our legislature.
    1. Alaska introduced the fifth lowest number of bills in the nation.
    2. Alaska passed 27% of their bills.
    3. 2019-20.
      - a. 569 bills introduced.
      - b. 11% passed.
      - c. 361 did not make the vote or make it out of committee.
      - d. AML followed 155 bills.
      - e. AML testified on 36 different committee meetings.
      - f. Bill sponsors are fairly evenly represented by both parties.
  - ix. There is still discussion of school district consolidation.
  - x. Oil Tax Initiative ballot measure. They didn’t have a good feel for which way this would go.
  - xi. Hot issue for many States including Alaska is to look in to legal immunity protections for government/private business for following State Health Mandates.
- Senator Sullivan.
  - i. All three Congressional reps said many of the same things – COVID, budget, economy, election, etc.
  - ii. He did say that he wants to hear from individual Alaskans. Says he uses that to form his decisions.
  - iii. Testing for COVID can always improve, but he was happy that Alaska has been in the top three per capita in the country.

- iv. He also spoke briefly about the USPS situation.
- v. He spent quite a bit of time talking about national defense and the Arctic. Alaska is strategic in many ways for our national defense, but even more so now that the Arctic is opening up Alaska will continue to see military construction. Each service is producing Arctic strategy documents. USAF and F35s in Eielson AFB, US Navy looking for a deep-water port, USCG looking at options for forward stationing and the discussion about ice breakers.
- vi. He was very happy about the long overdue decision on allotments and Vietnam Native Veterans. “The Alaska Native Veterans Program of 2019”.
- Representative Young.
  - i. He spoke briefly and opened up for questions fairly quickly.
  - ii. I asked him about Dillingham’s harbor to keep us in his mind. I told him we have the harbor plan completed now. He said ‘send me a copy’. I’m going to send our delegation a package with our harbor plans and also our coastal erosion plan (Wastewater Treatment Relocation Study).
  - iii. He also mentioned Nome as a deep-water Arctic port.
  - iv. Rep. Young said Alaska is in trouble with the 2020 Census – which we definitely agree with him.
- State Budget Deep Dive. Neil Steininger, Director, Office of Management and Budget.
  - i. Very good briefing slides – I’ll get digital copies out.
  - ii. Reminded us that the Governor must submit his budget by 12/15/2020. Most people I spoke with along with AML expect the Governor to submit a flat budget and punt it to the legislature.
  - iii. OMB is expecting a \$2.3B to \$2.5B deficit for FY21.
  - iv. The State budget is based on \$37/bbl. (17% of budget)
  - v. 73% comes from POMV.
  - vi. Both the CBR and SBR are projected to be depleted in FY22.
  - vii. Alaska has received \$5B in federal relief so far.
  - viii. Education and Health and Social Services are approximately 55% of the State’s expenditures.
  - ix. Current base allocation is \$5,930/student. He didn’t mention any changes coming to this, but that’s really a political decision.
  - x. Total State Debt is \$7.5B and annual debt service is \$551.3M.
  - xi. His office forecasts revenue 2X a year. Looking at a potential loss of \$500M due to COVID.
  - xii. PFD funding? PERS unfunded liability? Bond rating? All concerning questions.
  - xiii. Jim Williams of Fairbanks/North Star Borough built a State budget exercise for all the participants to complete the night before. Oversimplified of course, but the people that participated came up with:
    - 1. Most increased taxation in the model.
    - 2. Not much support for drawing from the POMV.
    - 3. Mixed responses on school funding.
- Policy Statements and Defense Communities – I was unable to attend these two sessions as priority City business pulled me away.

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

- Budget uncertainties will have an impact. I don't think there is any guarantee from the State about budget items. Bottom line is no matter what, the State budget decisions will have an impact and it likely won't be a positive impact.
- COVID will continue to be a drain on resources, the economy, and our people.
- The loss of PCE would have a negative impact on everyone in Dillingham.

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

- We need to watch this session of the legislature closely. Seems I've said that same thing for the past three years, but it's pretty important again to stay connected.
- Watch for a new 'Fixing America's Surface Transportation (FAST) Act' from Congress and see how it may work for us. The old act was for FY16-20.
- Watch for the HEALS/HEROES debate and once a decision is made, pass on information to the Mayor, City Council and Citizens.
- I will build a packet with information on our harbor and lagoon relocation and submit to our congressional delegation.
- We should have a discussion about Dillingham and the potential for national defense assets coming here. I don't know if we would fit in anywhere, but I recommend we at least discuss the topic.
- I need to research the Roadless Rule and the Great American Outdoors Act and determine the potential for Dillingham.

Signed:

*Tod Larson*

Date: August 23, 2020

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PO Box 190694  
ANCHORAGE, AK 99519 USA  
[WWW.TIMPEARSON.NET](http://WWW.TIMPEARSON.NET)

PHONE: +1 (907) 952-3498 c  
ZOOM: [HTTPS://ZOOM.US/j/3858998629](https://zoom.us/j/3858998629)  
[TIMPEARSONAK@GMAIL.COM](mailto:TIMPEARSONAK@GMAIL.COM)

## COUNCIL UPDATE

DATE: August 28, 2020

TO: Alice Ruby, Mayor -- City Council -- Tod Larson, City Manager  
City of Dillingham -- (907) 842-5148 Administration – [manager@dillingham.us](mailto:manager@dillingham.us)

FROM: Tim Pearson -- Pearson Consulting -- [timpearsonak@gmail.com](mailto:timpearsonak@gmail.com) (907) 952-3498 c  
Andrew Van Chau -- Quo Vadis Strategies

RE: **Charting a Path Forward -- COVID-19 – Strategic Planning - UPDATE - 8/28**

---

accomplished as of 8/27/20:

### 1.0 City of Dillingham Response Principles:

- **Stopping the regional spread of COVID-19** to mitigate the impact of the disease and the suffering it causes.
- The City of Dillingham is working to develop and implement a **“fit for purpose” approach to managing our COVID response**, which is **focused on keeping our residents safe and well** as we conduct business and engage in daily routines.
- Our approach is **based on collaboration** and **mutual respect** for each other, **with everyone contributing by doing their part** as they have since the pandemic began earlier this year.

### 2.0 Engage COVID-19 Subcommittee Taskforce members and Stakeholders

### 3.0 Draft Dashboard Matrix

### 4.0 Draft Stakeholders Survey

### 5.0 Preparations for Council Work Session: Sept. 3, 2020 -- 6:00 pm to 7:00 pm

### **DISCUSSION:**

Ensure linkages to COVID-10 Plan:

- Dillingham City School District Plan
- BBAHC COVID-19 Surge Plan
- City of Dillingham Emergency Operations Plan (EOP; 2018) and Hazard Mitigation Plan (HMP; 2016)
- State of Alaska COVID-19 guidance and resources
- U.S. CDC resources

### **Key Elements / Products / Outputs:**

- 1.0 Update **Community Crisis Management Plan**
- 1.1 **Dashboard** (matrix) -- fit-for-purpose visual metrics
- 1.2 **Triggers** – what are key thresholds
- 1.3 **Communications strategies** fostering regular two-way communications among stakeholders
- 2.0 Define shift to **Long-term COVID Plan and applicable policy**
- 3.0 Capture and analyze **Recommendations**

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***City of Dillingham***  
**House District 37 / Senate District S**

~ 8/28/2020 ~

***31<sup>st</sup> Alaska State Legislature ~ 2<sup>nd</sup> Interim***  
**AUGUST 2020 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

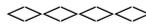
***~ Attorney General Clarkson Resigns ~***



Alaska Attorney General (AG) Kevin Clarkson resigned this week following the publication of an Anchorage Daily News and ProPublica investigation. This action all stemmed from the AG sending hundreds of “uncomfortable” texts to a female state employee.

Clarkson had been quietly placed on some kind of administrative leave and was supposed to return to work on September 1<sup>st</sup>. During the time in question, he had actually delegated his authority for the month long leave which is highly unusual for a person of his status within state government. In the end, he submitted a letter of resignation to the governor citing that he had made errors in judgment.

Since this is a senior position within Alaska, the governor will undoubtedly be anxious to fill this billet as soon as possible. There was no mention of which assistant AG is temporarily in that post as acting.



**STATE PRIMARY RESULTS**

Four incumbent Republican senators and five incumbent House Republicans were trailing when the Alaska Division of Elections stopped counting election night. Since then, only the current Senate President – Cathy Giessel has lost her race for another term. Two of the other senators recovered after the absentee ballots were counted. As of this writing, another incumbent senator – John Coghill of Fairbanks was still trailing by a few votes on Friday – August 28<sup>th</sup>. The final count is supposed to wrap up today, but if the race is close enough, recounts can be automatic to ensure the ballots were counted properly.

All five incumbent House members who were losing Election Day are still behind after the majority of the absentee ballots have been tallied. At this point, none of them can recover to overcome their primary opponents. Those Republican representatives who won’t be back in Juneau are: Sharon Jackson, Gabrielle LeDoux, Chuck Kopp, and Jennifer Johnson. Another member – Mark Neuman of Big Lake won’t be coming back either. I mention him separately as he is the senior member of the House and had been a fixture in the Capitol City since 2005.

All incumbent Democrats were on track to win in the primary. For this year’s primary election, the Alaska Division of Elections has reported more than 70,000 early votes and requests for absentee ballots. This is a record for all elections, not just the low-turnout primaries that trim the lists of candidates before November. Before Election Day, state figures showed proportionally more independent and Democratic voters requesting absentee ballots than Republicans. The Division of Elections is scheduled to certify the results Aug. 30.

## ALASKA CARES GRANTS

Effective on Monday, August 31, 2020, businesses that received any amount of Paycheck Protection Program (PPP) or Economic Injury Disaster Loan (EIDL) funds will become eligible to apply for AK CARES grants, as will businesses that are secondary sources of income. These businesses can apply through the online application portal ([www.akcaresonline.org](http://www.akcaresonline.org)).

This change to the Alaska CARES program was made possible by the Revised Program Legislative (RPL) submitted to the Legislative Budget and Audit Committee by the governor and the subsequent approval by the committee. The new rules remove the \$5,000 limit on previous federal pandemic aid, and make the program available to the thousands of Alaskans who operate seasonal and part-time businesses.

DCCED encourages businesses that will become eligible on August 31<sup>st</sup> to begin preparing their applications right away. To prepare, businesses should review the AK CARES checklist, examples of eligible expenses, instructional video, frequently asked questions, and the preview of the online application, all of which can be found on the [AK CARES Grant FAQs and Checklist](#) webpage.

Once an AK CARES grant application has been submitted, the business may receive follow up phone calls and/or emails from the grant processor. Two of the main processing issues to date have been the lack of complete applications and lack of responsiveness from applicants; thus, DCCED encourages applicants to submit prompt responses to follow up questions and requests for information, which are necessary to finalize these grants. Applicants should also check their voicemails and email inboxes daily, including junk folders, to ensure they receive potential follow up questions timely.

Small businesses based, licensed, and located in Alaska with an Employer Identification Number (EIN) – including C-corps, S-corps, Partnerships, LLCs, Nonprofits (501(c)3 501(c)6, and 501(c)19 organizations) and sole proprietorships – impacted by COVID-19 can apply if they meet the eligibility criteria. Grant amounts will range between \$5,000 - \$100,000 based on expenses.



## 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.

Since my last report, a member of the Legislature died as the result of a plane wreck. Representative Gary Knopp of Kenai was killed on July 31<sup>st</sup> along with six others in a mid-air collision that involved two fixed winged aircraft near Soldotna, Alaska. The governor ordered the U.S. flag and the Alaska flag to be flown at half-staff in honor of Rep. Knopp. As in the past, names will be forthcoming from the district for the governor's consideration in naming a replacement.



## 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. 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>

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

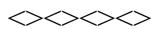
<http://murkowski.senate.gov/public> [www.sullivan.senate.gov](http://www.sullivan.senate.gov) <http://donyoung.house.gov>

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 and strong! ~ Cliff*

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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:** August 24, 2020  
**To:** Tod Larson, City Manager  
**From:** Lori Goodell, City Clerk  
**Subject:** Monthly Staff Report

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### **ELECTIONS:**

**PRIMARY:** The State was able to obtain a Precinct Chair and the necessary election judges to hold an in person election. The primary election was held August 18, 2020, and the day proceeded without a hitch. The Election Judges were all new to the process and did an amazing job.

**MUNICIPAL – October 6, 2020:** The Emergency Operations Center (EOC) has provided PPE's and cleaning supplies, as well as floor decals to aid in maintaining physical distance between incoming voters. The chambers will continue to be set up for 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. The proposed temporary ordinance that would allow absentee voting be available to all qualified registered voters is on the agenda for adoption. The candidate filing period ends on September 1<sup>st</sup>. There are four seats on the ballot, two for city council and two for school board. To date I have received one declaration of candidacy. The write-in candidate period begins September 2 and ends at 1:00 p.m. October 5. All candidate filing shall be executed under oath before and on a form provided by the city clerk.

**GENERAL – November 3, 2020:** It is too early to speculate what the State will be able to do. The election judges from the Primary have indicated they will be available for the general election. Absentee voting will also be available.

In person absentee voting will be available but will require an appointment.  
Questions – call the City Clerk at 842-5212 or the state elections line at 877-375-6508.

### **PARLIAMENTARY PROCEDURE:**

I signed up for a college class on Robert's Rules of Order. In the course of study I have come across a process that can assist with making motions, RONR 10<sup>th</sup> edition:

“A long or complicated motion should be prepared in advance of the meeting, if possible, and should be put into writing before it is offered. The mover then passes it to the chair as soon as he has offered it.”

The motion could also be submitted to the chair prior to the meeting. This process helps to alleviate confusion, supports more precise motions, and encourages smoother meetings. I have attached a form used by another community in Alaska as an example.

**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 August 6, 2020, Effective until rescinded

Appendix 01: Protective Measures for Seafood Processing Workers  
Essential Services and Critical Workforce Infrastructure

City of Dillingham:

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

Emergency Ordinance 2020-19: Continuing the essential travel district, and require travel form submittal. Effective until October 7, 2020

Emergency Ordinance 2020-20: Quarantine, Testing and Protective Measures. Effective until October 2, 2020.

**COMMITTEES:**

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

Finance & Budget Committee held a workshop August 14 on 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. The State sent out an updated Local Government Notice dated August 10. This notice reset the 60 day protest period. The Code Review Committee will meet in September to review the Review Form and then to the October council meeting.

Dillingham Municipal Code should be updated to reflect the process. Right now DMC 8.18 only refers to a review of liquor licenses as there were no marijuana establishments in Dillingham when this part of code was established. In the past Council has indicated this process should be followed for marijuana licenses as well. I have attached DMC 8.18 and 8.30 for your review.

**Commission/Board Seats Vacant.**

- One open seat, Library Advisory Board.
- One open seat, School Facility Committee
- One open seat, Port Advisory Committee
- Two seats expired in April, Senior Advisory Commission

No letters of interest have been received.

# PROPOSED AMENDMENT FORM

Meeting Date: \_\_\_\_\_

Ordinance# \_\_\_\_\_  Agenda

\_\_\_\_\_  
Councilmember/Commissioner

Resolution# \_\_\_\_\_  Minutes

Proposed Amendment (please print)

Action Memorandum# \_\_\_\_\_

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FOR CLERK'S OFFICE USE ONLY:

Seconded by: \_\_\_\_\_ Carried/Failed \_\_\_\_\_

White: Original File Yellow: Dep. Clerk/Minutes

**Chapter 8.18**  
**REVIEW OF LIQUOR LICENSES**

Sections:

[8.18.010 Definitions.](#)

[8.18.020 Review of liquor license applications.](#)

[8.18.030 Consideration by council.](#)

**8.18.010 Definitions.**

When used in this chapter, the following words and phrases shall have the meanings set forth in this section:

“Board” means the Alaska Alcoholic Beverage Control Board.

“License location” means the lot or parcel, and structure, where a licensed premises would be located pursuant to a liquor license application that is subject to review under this chapter.

“Licensed premises” is defined as provided in AS 04.21.080.

“Liquor license” means any of the licenses or permits described in AS 04.11.080. (Ord. 17-02 § 2 (part), 2017.)

**8.18.020 Review of liquor license applications.**

A. Upon receiving notice from the Board of an application for the issuance, renewal, transfer of location or transfer to another person of a liquor license for a license location in the city, including without limitation an application to transfer a license to a license location in the city under AS 04.11.400(m), the city shall refer the application for review to the planning office, finance office and police department within three working days. Comments will be documented on the city’s liquor license application review form.

1. Planning office to assure whether any structure, or use of land or a structure, including parking requirements, at the license location conforms to Title 18;
2. Finance office to determine whether the business operated under the license is, or persons named on the application are, delinquent in the payment of any of the following:
  - a. Sales tax or penalty and interest on sales tax arising from the operation of the business conducted under the license;
  - b. Property taxes; penalties or interest on real or personal property applied to the business operated under the license;

- c. Charges for a utility service provided for the benefit of the business conducted under the license;
  - d. Both state and city business license are current; and
3. Police department to determine whether, in the opinion of the chief of police, there has been an excessive number of convictions or arrests for unlawful activity at the license location, police reports of unlawful activity at the license location, or police dispatches to the license location.
- B. New and transfer licenses will be scheduled for a public hearing before the city council. The planning office will be responsible for overseeing that the public is notified as follows:
1. The applicant shall post a public notice sign on the subject property describing the owner, applicant, request, and date of the public hearing. The sign shall be at least twenty-four inches in width by thirty-six inches in height, with lettering at least one inch in height. The sign shall be visible from the highest traveled public right-of-way adjacent to the property.
  2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the subject property boundary; and
  3. At least two weeks prior to the date of the scheduled public hearing, the city planner shall publish notice of the time and place of the hearing in the manner required by Section 2.08.020.
- C. The liquor license application review form will be reviewed by the code review committee meeting for a recommendation to the city council. (Ord. 17-02 § 2 (part), 2017.)

**8.18.030 Consideration by council.\***

If the council decides to protest the issuance, renewal or transfer of a license it shall state the basis of the protest and must be sent to the Board with a copy of the application review form. The protest must be received by the Board within sixty days of the city having received notice of the application. (Ord. 17-02 § 2 (part), 2017.)

- \* Code reviser's note: Ord. 17-02 adds these provisions as Section 8.18.040. The section has been editorially renumbered at the request of the city.

**Chapter 8.30  
MARIJUANA REGULATION**

Sections:

[8.30.010 Definitions.](#)

[8.30.020 Local regulatory authority.](#)

[8.30.030 Violations and remedies.](#)

[8.30.040 Marijuana use in public places prohibited.](#)

[8.30.050 Marijuana use in or on motor vehicles prohibited.](#)

[8.30.060 Marijuana possession and use under the age of twenty-one prohibited.](#)

[8.30.080 Retail marijuana store operating hours.](#)

**8.30.010 Definitions.**

“Marijuana” means all parts of the plant of the genus cannabis whether grown or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds, or its resin, including marijuana concentrate.

“Public place” means a place to which the public or a substantial group of persons has access and includes highways, transportation facilities, schools, places of amusement or business, parks, playgrounds, prisons, and hallways, lobbies and other portions of apartment houses and hotels not constituting rooms or apartments designed for actual residence. “Public place” also includes any property or premises owned or controlled by the city. (Ord. 15-04 § 2 (part), 2015.)

**8.30.020 Local regulatory authority.**

The city council is designated as the “local regulatory authority” as that term is used in AS Chapter 17.38 and any implementing legislation or rule-making. (Ord. 15-04 § 2 (part), 2015.)

**8.30.030 Violations and remedies.**

- A. It is unlawful for any person who operates any restaurant, eatery, bar, hotel or other lodging, or retail establishment to permit marijuana use in violation of this chapter.
- B. It is unlawful for any person to consume or use marijuana in violation of this chapter.
- C. Any person aggrieved by a violation of this chapter or the city may bring a civil action against a person who violates this chapter and may recover a civil penalty not to exceed three hundred dollars per violation. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy. (Ord. 15-04 § 2 (part), 2015.)

**8.30.040 Marijuana use in public places prohibited.**

Use or consumption of marijuana in a public place is prohibited. This section is not intended to restrict a property owner from further restricting use of marijuana. (Ord. 15-04 § 2 (part), 2015.)

**8.30.050 Marijuana use in or on motor vehicles prohibited.**

Marijuana use in or on motor vehicles, on the deck or in the wheelhouse of a watercraft, or in an aircraft is prohibited. (Ord. 15-04 § 2 (part), 2015.)

**8.30.060 Marijuana possession and use under the age of twenty-one prohibited.**

Possession and consumption of marijuana by persons less than twenty-one years of age are prohibited. (Ord. 15-04 § 2 (part), 2015.)

**8.30.080 Retail marijuana store operating hours.**

Retail marijuana stores shall be closed, Sunday through Saturday, between the hours of midnight and eight a.m. the following day. (Ord. 16-08 § 2, 2016.)

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** 26 August 2020  
**To:** Tod Larson, City Manager  
**From:** Richard Thompson, EOC manager  
**Subject:** Monthly Report

---

August has been a month of shifting gears. With the completion of the networking project allowing Travel Notification forms (formerly Travel Permits) to be filed in a reserved folder on the City's network the police department is now able to review them online as needed. As these documents now never have to be produced as paper documents, or copied to CD and passed to the PD for re-entry in a separate database, this greatly reduces the workload required to utilize them in checking arrival date and quarantine compliance. The overhaul of the old Travel Permit system has resulted in dramatically decreased workload across the board including significantly fewer phone calls to this office with questions that do arise handled in less time. Additionally, should it become necessary to return to the authorization based Travel Permit system at some future point the workload there would also be greatly reduced from what was previously experienced.

The new EOC PPE storage area physical changes have been completed and equipment and supplies are being moved in. Credit goes to Public Works for timely adaptation of the main storage room to our needs. EOC expects to have the full move completed by the end of August.

All materials necessary to equip City offices with wall mounted hand sanitizer stations have arrived. City Hall personnel have given assistance in determining how many stations are required for each location and where they will be located. Contacts with department heads are being made to arrange PPE supply delivery and access for Public Works personnel to mount the sanitizer stations.

Materials needed to expand support of elections activities have arrived and will be distributed by the end of August.

Relocation of the Dillingham Airport testing site to suitable indoors housing at the airport is currently this department's top priority.

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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:** August 28, 2020  
**To:** Tod Larson, City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Staff Report (08/01/2020 to 08/27/2020)

---

### Statistics August:

Payrolls run: 2

- Cash Receipts: \$1,162,730.58
  - All payments amount: \$2,071,470.60 (includes \$854,382.76 for 2 payrolls)
- Business Licenses; new/renewals 3, for a total of 328 this calendar year  
CARES Funding: expensed to date \$1,060,900.45

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 is happy to have Rena Greenley return as the cashier on August 31, 2020. This will be very important to the department as we change our focus to work on the FY20 Audit. Auditors are scheduled to arrive on October 26, 2020.

Implementation of the MARS software has been delayed as the department waits for our technical support to install the FileMaker software to host the MARS software.

Chelsey Decker has been drafting grant proposals that can be provided to the community for individuals, businesses and non-profits. Finance and Budget committee meetings have been conducted to give direction to the possible program that the City Council has approved funding for with the CARES funding.

Water shut off letters to those customers with utility balances over 60 days past due were mailed out August 1, 2020. Account shut off could happen as early as September 1, 2020 for unpaid accounts.

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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:** 8/25/2020  
**To:** Tod Larson, City Manager  
**From:** Braden Tinker (Fire Coordinator)  
**Subject:** Monthly Staff Report

---

### **EMS Calls: 42**

<b>Group</b>	<b>Count</b>	<b>Pct</b>
Abdominal Pain	2	4.8
Allergies	1	2.4
Assault	2	4.8
Back Pain	1	2.4
Breathing Problems	7	16.7
Chest Pain	1	2.4
Choking	1	2.4
Convulsions / Seizure	2	4.8
Diabetic Problem	1	2.4
Fall Victim	1	2.4
Heart Problems	2	4.8
Hemorrhage/Laceration	1	2.4
Ingestion/Poisoning	1	2.4
<b>Not Entered</b>	1	2.4
Pain	1	2.4
Pregnancy / Childbirth	3	7.1
Psychiatric Problems	1	2.4
Sick Person	2	4.8
Stroke/CVA	2	4.8
Traumatic Injury	2	4.8
Unconscious / Fainting	2	4.8
Unknown Problems	5	11.9
<b>Total:</b>	<b>42</b>	

**Fire Calls: 3**

- CO Alarm, residence evacuated, ventilation provided.
- CO Alarm activation, ventilation provided.
- Smoke from a BBQ smoker entered building and set off fire alarm.

**On-Going Projects:**

- EMS during and after COVID-19.
- Training for EMS and Fire policies and procedures during the pandemic.
- Radio Project.
- Lake Road Station expansion.

**Completed Tasks:**

- Ambulance-1 replacement, completed, currently being built in Chehalis, WA.
- Zoll X series monitors received, currently being prepped to be put in service.
- Stryker power cot and load system for the new ambulance and A-3 have arrived, A-3 has a power cot in it now.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
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Gregg Marxmiller

## MEMORANDUM

**Date:** August 25, 2020  
**To:** Tod Larson, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Staff Report

---

I have been in Colorado this month with my elderly mother who turned 89 years old in August. Upon our return to Dillingham on the 30th of August, my daughter Angelica and I will begin our 14-day quarantine process before she begins her senior year at DCSD. I may also have to report for jury duty in Anchorage starting September 14th for two weeks; we will see if I am selected.

Our school librarian, Georgette Baumgartner, is ready to begin work at the library when called upon. The harbormaster has offered to help build a partition out of plexiglass and wood for the library front desk as he did for the harbor office this summer. This will help in protecting the staff and patrons as we prepare to open again when school begins. We will also put in place all the guidelines the school district is requiring for safety as students & staff return for school this year.

Upon my return to the library, I will attend an OWL Zoom training provided by the State. This training allows the library to create an OWL Zoom account for videoconferences for meetings with our Library Advisory Board, Friends of the Library Board, as well as engage in other on-line opportunities for our community.

The Assistant Librarian, Tona Hanson, has applied and been approved for FMLA. The two BBEDC employees continued to work at the library in August along with our two Library Aide/Clerks in my absence. They all did a great job working on projects throughout the summer and preparing the library for our reopening.

### **Library Stat report July 28th - August 25th, 2020:**

**The WiFi usage for this month will be reported in the September monthly report since I am not currently at the library to download these statistics. The WiFi continues to be available to the public even with the library building being closed to the public.**

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**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** August 27, 2020  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Director, Planning & Grants Management  
**Subject:** Monthly Staff Report

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### 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** – Two permits were 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 has issued a suspension of work until 2021.

### City Water Improvements Project

We held the project close out meeting last week. The engineer expects to issue the final change order for the project this week and is awaiting the as-builts from the contractor. Pending these items, the final pay request is expected to be received and this portion of project will be closed out. The remainder of the water improvements work under the DOT project footprint will not be completed until spring of 2021 and is covered by an URSA with the State of Alaska.

### City Street Rehabilitation Project

Work began on July 13 and we are expecting project completion by the end of September. The final excavation push is happening up Central Avenue. Storm drain improvements are nearly complete. The concrete work is ongoing. Asphalt is expected across the project during September 11-14, beginning with Seward Street. We are hoping mother nature will cooperate with our plans.

### ITBs/RFPs

- **ITB 2020-01, Lake Road Fire Hall Addition**, contract is pending.
- **RFP 2020-03, Exterior LED Lighting Upgrades**, closed on 8/26. We are currently in negotiations with the single responsive bidder. If unsuccessful, a direct solicitation will follow.
- **RFP 2020-04, Furnish Petroleum & Propane Fuels FY21**, closes on 9/17.
- **RFP 2020-05, Emergency Communications System**, is expected to be released by 8/31.



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**FY19 Capital Improvement Project Priorities  
Progress Update August 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. The next round of EPA Brownfields Assessment Grant applications are due October 28. 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. 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 received. The RFP for the fixture installation closed on 8/26 and we are currently in negotiation with the single responsive bidder. Should negotiations be unsuccessful, we will move to direct solicitation.

*Project Timeline:*

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

## **#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 required and just received this month. RFP development is underway.

### 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 ASAP.

### 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 City is seeking an extension to the work completion date set by DEC of April 1, 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.

### 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
- September, 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. With the exception of the water improvements under the DOT project footprint, the remainder of Phase I is expected to close out in 1-2 weeks.

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 2019, Contract awarded; Construction begins May 18
- September 2020, Phase I Project close out (excludes URSA work under DOT footprint)

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

**\$773,200 (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 resulted in approval to contract with Wolverine Supply, Inc. in the amount of \$744,000. The contract is pending.

Design:

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

Construction: \$744,000.00 (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 2020, 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. This project is pending funding identification.

### 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**

**\$3.19M (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: \$2.81M (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; contracted for \$2,194,737
- Total value of CO to date, \$620,979

### Additional Project Costs: \$222,528 (estimate)

- Construction support and inspection/materials testing, \$222,528

### 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

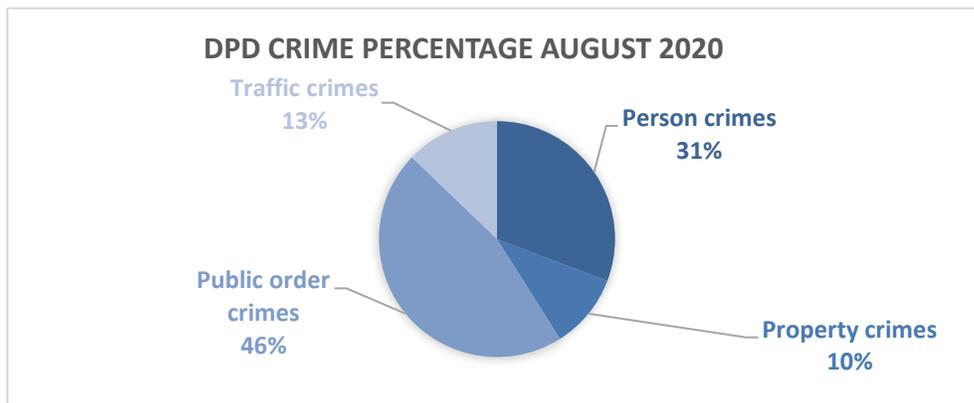


**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 8-25-2020  
**To:** City Manager Tod Larson  
**From:** Chief Daniel Pasquariello  
**Subject:** Public Safety report SEPTEMBER 2020  
*Reporting period 7/29/20 to 8/25/20*

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### PATROL

The patrol division is still making its presence known at the airport, meeting the arriving jet. The State provided Health and Safety monitors from Denali Universal Services have left. ACO Boyd has stepped up and is helping the on-duty police officer and Chief at the airport.

We have had over a dozen minor offense trials for travel permit and quarantine violations before the Dillingham court. We have won nearly all of them. Only two have been dismissed, one because it was mistakenly written, and one at the discretion of the City Attorney.

We continue to be at a 75% staffing level in the patrol division, a position we have been in since March. We currently have an officer on intermittent FMLA leave, and other officers are finally able to take leave since the beginning of the pandemic, working

around the FMLA officer's leave. This results in us having only one patrol officer on-duty at a time.

The Chief, City Manager, and Admin Assistant have been meeting to address police officer recruiting. We rarely receive applications from lateral (certified police) applicants, or applicants that have put themselves through academy training. We rarely get any applicants at all. When we do they usually back out.

This is because we are in competition with numerous Alaska police departments for these applicants. Almost all of these departments pay more money than we do, are in a more urban setting, offer a two week on/two week off schedule, and offer a sign-up bonus.

We have decided that to compete we will have to hire applicants at a higher than starting wage, settling on step 4 which is the highest we can offer without council approval. We have also decided to offer applicants a large sign-up bonus/moving allowance. The higher wage/bonus will work itself out as we will not have to pay for academy training, and 16 weeks of salary while the recruit is at training. We are advertising on numerous Alaska websites, as well as a popular national police website. Hopefully, our increased recruiting effort will result in a fully-staffed patrol division.

## **DISPATCH**

For a while we have had staffing stability in Dispatch. Then one of our dispatchers of 18 months resigned to move out of state. We re-hired Levi Dull. Levi worked as a dispatcher for many years, but left a couple of years ago while his spouse continued her education out of state. He had recently returned to Dillingham and we are fortunate to have him back.

## **DMV**

After a hiatus of four months due to the COVID pandemic the DMV is once again performing road tests. A much larger number of persons than usual took their road tests this month. DMV agent Pullon is currently on leave hunting moose.

## **ANIMAL CONTROL**

ACO Boyd is once again back working out of the animal shelter after the Capstone virus testing personnel vacated the building.

ACO Boyd is an excellent job of assisting our police officers at the airport, checking arriving passengers for travel notification forms as required by emergency ordinance.

## CORRECTIONS

The jail activity has been increasing. We went from a low of 13 persons booked in at the beginning of the pandemic to 49 persons booked in the month. We went over our 8 bed capacity many times during the month.

We no longer provide pre-trial electronic monitoring (*ankle monitoring*) at our jail. This task is responsibility of the Alaska DOC Pretrial Enforcement Division. We elected to perform this task for the State for the past couple of years but it became a time-consuming burden on our corrections officers. Frequent turnover in jail staff also created a training burden on the jail supervisor. So, we have gotten out of the EM business. We are a Community jail and our responsibility is to monitor persons that are housed in our jail.

We had inmate complaining that they had symptoms of COVID-19. The person was taken to Kanakanak hospital where they had quick test. They were negative for the virus.



*Chief Dan Pasquariello and DPD emotional support K-9 officer Vincent "Vinny" Vincenzo outside of the Alaska Airlines terminal preparing to check arriving passengers for travel notification forms.*

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	300					Dispatch
Dispatched to DPD	185	229	174	166	195	276	298	240					
Dispatched to Animal Control	15	26	14	24	22	17	14	6					
Dispatched to Fire/EMS	15	19	23	17	12	27	30	18					
Dispatched to AST	29	44	18	9	15	13	28	36					
Calls handled by DPD patrol	185	229	174	166	195	276	298	240					Patrol
Arrests by DPD (felony)	2	2	4	1	1	2	5	8					
Arrests by DPD (misdemeanor)	14	7	10	6	6	11	12	9					
T-47s by DPD	8	6	22	4	14	20	25	14					
Citations issued by DPD	26	6	9	17	17	66	39	15					
Incident reports by DPD	25	18	26	21	15	34	30	39					
Inmates held at jail	32	41	26	13	19	27	35	49					Corrections
Title 47s held at jail	8	6	22	4	14	20	25	14					
Animal impounds	7	8	6	5	8	6	7	4					Animal Control
Animals surrendered to shelter	*	*	*	*	*	*	1	3					
Animals returned to owners	6	7	6	5	6	5	6	3					
Animals adopted out	*	*	*	*	*	*	*	2					
Animals sent to other rescue groups	*	*	10	1	8	1	1	1					
Rabies/parvo shots	5	54	14	14	14	20	21	19					
Euthanasias	2	2	1	2	*	*	2	1					
Citations issued	*	2	*	*	1	4	2	*					
Driver's license/IDs issued	170	142	76	*	40	88	74	79					DMV
Titles/registrations	44	43	26	*	41	103	75	78					
Boat registrations	*	1	2	*	20	57	21	14					
CDLs	2	2	4	*	2	2	4	1					
Road tests	4	2	1	*	*	*	*	12					
Written tests	9	18	10	*	14	23	19	22					

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
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Gregg Marxmiller

## MEMORANDUM

**Date:** 8-24-2020  
**To:** Tod Larson, City Manager  
**From:** Jean Barrett, Port Director  
**Subject:** Monthly Staff Report, August 2020

---

Well that was a whirlwind of a summer, we all made it through. Kuddos to all of those who worked so hard at planning and organization, Dillingham did it right! Now we need to stay vigilant and stick to our protocol and mandates.

Work has slowed down but still have a lot of summer wrap up and preparation for winter, both at the dock and harbor.

### Dock

- With the way the fisheries was this year, we had one large push of outbound fish and several small ones. There was never a huge amount of fish on the dock awaiting transport. The largest number counted was 140, 40 foot freezer containers which was somewhere in the neighborhood of 6 million pounds.
- We are still coordinating the repair on the 800 Hyster. I am close to finalizing the deal to get a mechanic up here. Everything should be good to go in the next two weeks. Also, while the mechanic is here he will do maintenance checks and oil changes and filters on the Hysters and do an assessment of the 800 for a possible trade in for a new 1050 Hyster.
- The work done at the dock on the drainage system turned out nice. It looks good but groundwater has continued to seep up from an underwater spring. I hope this is not the beginning of an issue that has to be fixed at a later date.
- The dock surface has taken a beating this summer, with the digging up of the drainage system and the water associated with it, to some torrential downpours when we were doing some heavy work. We will need to scrape all the old stuff away and resurface it next summer.

### Harbor

- Things at the harbor still keep plugging along. There are still people fishing for silvers and all the moose hunters and weekend warriors. I like this time of year when it's just locals, especially this year.

- I have some work to do on the bulkhead. I need to find a mobile welder to do some patchwork to repair some cracks in the top rail, and straighten out some ladders. Then they will be put away for the season.
- We have removed the eastside floats and are waiting on larger tides next month to pull the float arms and remove the last of the floats and extensions. The south ramps, floats and docks will be removed at that time as well.
- I am still working to generate an RFP for float arm replacement. This summer was far too crazy to get much done on it.
- I have temporarily staged the east floats onshore on the south end of the harbor. I have had a few phone calls about them in one day. People love the view and with very little green space near the waterfront, I can understand this. They will not winter there in case anyone has concerns or gets questioned.
- The ice machine worked well this year. However, there are still has a few issues but it does make ice. The freezer unit was the issue was this summer. The machine didn't cool at all. The only refrigeration man was very busy this summer. Hopefully we can make an appointment first thing in the spring so we will be good to go for next year's halibut season.
- The bathhouse has a short list of maintenance items to be done before close up:
  - Two shower valves need replacing, they are leaking from normal wear and tear.
  - I have 4 new faucets for the restrooms, these are timed faucets and they wear out over time, normal maintenance.
  - Two flush valves need replacing. They work but have started leaking over the summer. I cannot tighten them down enough to stop them so it is time to change them out.
  - The outside faucet has never worked correctly. With the germ factor involved with a public faucet I have removed the guts and eventually the whole fixture will be gone.

That is all I have from the Port at this time. Next month I will know more on the Hyster Forklifts on the dock, including a quote for a new 1050 using the Hyster 800 as a trade in. A total amount of freight and fish coming and going.

Stay safe and keep a wise distance and wash your hands

*Jean*

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** August 25, 2020  
**To:** Tod Larson, City Manager  
**From:** Ida Noonkesser, Director  
**Subject:** Monthly Staff Report

---

During the month of July, the Senior Center served 739 home delivered meals to 35 individuals, gave 482 assisted rides to 27 individuals.

We have been doing a deep cleaning of the Senior Center, and throwing away things that has been collecting over the years.

On my last teleconference with the State, I asked the other Senior Center directors around Alaska, if they have opened for the public. None have reopened yet because of the risk to elders. The number of lunches we are home-delivering has gone up like most other Senior Centers. Other directors weren't sure if they were going to open to the public until the Covid-19 numbers go down quite a bit around the state.

We sure do miss the elders here, and their company, but we don't want them to be at risk. Most of them are staying home and they do appreciate their lunches.

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**1. CALL TO ORDER**

The Finance and Budget Committee met on Monday, May 18, 2020, via conference call, in Dillingham, AK. Andy Anderson called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

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

Andy Anderson	Tod Larson	Kaleb Westfall
Alice Ruby	Anita Fuller	Curt Armstrong

**3. APPROVAL OF MINUTES**

- a. Minutes of March 2, 2020
- b. Minutes of April 27, 2020

MOTION: Alice Ruby moved and Anita Fuller seconded the motion to approve the minutes of March 2, 2020 and April 27, 2020 in block.

VOTE: The motion passed unanimously by roll call vote.

**4. APPROVAL OF AGENDA**

MOTION: Alice Ruby moved and Curt Armstrong seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by roll call vote.

**5. STAFF REPORTS**

There was no staff report.

**6. UNFINISHED BUSINESS**

There was no unfinished business.

**7. NEW BUSINESS**

- a. FY20 Budget Revisions
  - The FY20 budget revision 2 was reviewed.

MOTION: Alice Ruby moved and Curt Armstrong seconded the motion to recommend that council adopt Ordinance 2020-13, FY20 Budget Revision 2.

VOTE: The motion passed unanimously by roll call vote.

- b. FY21 Budget
  - Budget was setup with a conservative approach.
  - Ambulance fees and ambulance fund will be reviewed for consistent application of fees to fund.
  - EOC budget to be expanded for COVID-19 expenditures.
  - CARES funding to be addressed: i.e., maximize use of funding, distribution, granting, management, and reserve for 2<sup>nd</sup> wave.
  - Use as a sound placeholder, suspend expenditures on large equipment purchases and review after the fishing season.

MOTION: Curt Armstrong moved and Alice Ruby seconded the motion to recommend that council adopt Ordinance 2020-12, FY21 Budget.

VOTE: The motion passed unanimously by roll call vote.

c. CARES Act Distribution

This item was covered in the budget discussion.

8. PUBLIC/COMMITTEE COMMENT(S)

Kaleb Westfall: Inquired regarding deadline for CARES expenditures.

Alice Ruby: Stated interest in follow up on CARES funding and other funding sources the government has put out.

9. ADJOURNMENT

The meeting adjourned at 7:23 p.m.



Andy Anderson, Chair

ATTEST:



Lori Goodell, City Clerk

Approved:

July 28, 2020

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



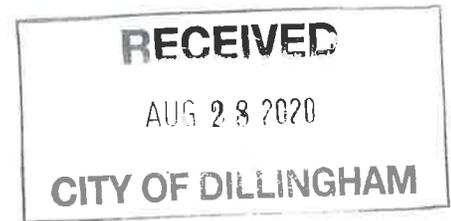
# **CITY COUNCIL PACKET**

## **Informational Items**



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic Atmospheric Administration  
National Marine Fisheries Service  
P.O. Box 21668  
Juneau, Alaska 99802-1668

August 18, 2020



Dear Alaska Native Representative:

With this letter, the National Marine Fisheries Service (NMFS) is notifying you that a preliminary draft Environmental Impact Statement (EIS) on setting Bering Sea and Aleutian Islands (BSAI) halibut prohibited species catch (PSC) limits based on Pacific halibut abundance levels will be presented to the North Pacific Fishery Management Council (Council) for initial review at their October 2020 meeting. The Council's schedule and agenda for the October meeting may be found at: <https://www.npfmc.org/upcoming-council-meetings/>. This meeting will be held online, and connection instructions will be posted on the electronic agenda. The preliminary draft EIS will be available through the agenda in early September for consideration. Additional related documents, including the alternatives analyzed, may be found at: <https://www.npfmc.org/octabm/>.

We invite you to participate in the process and contribute toward the final decisions. NMFS and the Council will be seeking public input on this preliminary draft EIS, including comments on the alternatives analyzed and preliminary results. Methods to provide such input may also be found through the meeting agenda.

The Council has been managing Pacific halibut bycatch by a range of measures since the inception of the BSAI Fishery Management Plan in 1982 and is currently examining abundance-based approaches to set halibut PSC limits in the BSAI. Existing halibut PSC limits are a fixed amount of halibut mortality in metric tons. When halibut abundance declines, halibut PSC becomes a larger proportion of total halibut removals and can result in lower catch limits for directed halibut fisheries. Both the Council and the International Pacific Halibut Commission (IPHC) have expressed concern about impacts on directed halibut fisheries under the status quo and identified abundance-based management of halibut PSC limits as a potential management approach to address these concerns.

The objective of modifying PSC limits at this time is to index PSC limits to halibut abundance which may achieve different goals of 1) providing flexibility to the groundfish fisheries in times of high halibut abundance, 2) protecting spawning biomass of halibut especially at low levels, and 3) stabilizing inter-annual variability in PSC limits. All of these goals may provide additional harvest opportunities in the commercial halibut fishery.

The Council has been in the process of reviewing multiple discussion papers and revising a suite of alternatives for this action since 2016. The Council has previously set other PSC limits (crab and herring) based upon abundance of the stock in the BSAI. However, this action was complicated by consideration over a broad range of sources of information with which to index the BSAI portion of the coastwide halibut stock. The Council has selected two abundance indices to track Pacific halibut abundance and guide setting PSC limits in the BSAI groundfish fisheries. These are from the NMFS Alaska Fishery Science Center Eastern



Bering Sea shelf bottom trawl survey and from the IPHC setline survey covering IPHC Areas 4ABCDE. Both indices represent the best available scientific information.

This preliminary draft EIS will provide a review of the analysis of current issues with halibut bycatch and potential ways to move the decision-making process forward. NMFS and the Council intend for a subsequent draft EIS, to be published for public review and comment, as the primary analytical document to support methods to determine abundance-based halibut PSC limits in the BSAI Amendment 80 sector. The alternatives analyzed in this preliminary draft EIS include three overarching alternatives under consideration by the Council. These have been developed through multiple discussion papers and Council considerations, and consultation with stakeholders. These alternatives range from status quo, with a fixed halibut PSC limit of 1,745 mt for the Amendment 80 sector, to abundance-based halibut PSC limits informed by one or more indices and adjusted by varying combinations of ceiling, floors, and slopes of change.

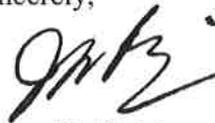
The purpose of the final EIS is to inform decision makers and the public of the impacts of halibut abundance management to the halibut resource, the fishing industry, coastal communities, and other parts of the human environment. Alternatives developed during the EIS public process will be designed to minimize to the extent practicable detrimental impacts to the halibut resource, the fishing industry, and coastal communities. For further information on this EIS, please contact Diana Stram at [diana.stram@noaa.gov](mailto:diana.stram@noaa.gov) or Joseph Krieger at [joseph.krieger@noaa.gov](mailto:joseph.krieger@noaa.gov) or (907) 586-7228.

NMFS has special obligations to consult and coordinate with tribal governments and Alaska Native Claims Settlement Act (ANCSA) corporations on a government-to-government basis pursuant to Executive Order 13175 and the Executive Memorandum of April 29, 1994, on "Government-to-Government Relations with Native American Tribal Governments." As a result of your tribal or ANCSA corporation status, you have the opportunity to comment to NMFS at any time; however, comments submitted during the Council process in developing and analyzing the alternatives would be helpful in developing the EIS. I encourage you to submit written comments according to the instructions on the meeting agenda for this topic.

Additionally, you have the opportunity to consult with and provide comments to NMFS via remote video chat or by telephone. To request a meeting with NMFS, please contact Joseph Krieger at the above phone number or email address.

I look forward to working with you through the completion of this project.

Sincerely,



James W. Balsiger, Ph.D.  
Administrator, Alaska Region