



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>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>OCTOBER 1, 2020</b>
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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
  - a. Regular Council Meeting, September 3, 2020 ..... page 3
  - b. Special Council Meeting, September 8, 2020 ..... page 7
4. **APPROVAL OF CONSENT AGENDA**  
**APPROVAL OF AGENDA**
5. **STAFF REPORTS**
  - a. City Manager and Staff Reports ..... page 9
  - b. Standing Committee Reports ..... page 37
6. **PUBLIC HEARINGS**
  - a. Ordinance 2020-21; An Emergency Ordinance of the Dillingham City Council Mandating Continued Quarantine, Protective Measures, Testing, Isolation, Restricting the Use of City Facilities and Property for Health and Safety of All Persons in Dillingham and Continuing the Travel Notification Form Requirement
7. **CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)**
  - a. Dennis Varner
8. **ORDINANCES AND RESOLUTIONS**
  - a. Adopt Ordinance No. 2020-21; An Ordinance of the Dillingham City Council Mandating Continued Quarantine, Protective Measures, Testing, Isolation, Restricting the Use of City Facilities and Property for Health and Safety of All Persons in Dillingham and Continuing the Travel Notification Form Requirement ..... page 41
9. **UNFINISHED BUSINESS**
  - a. CARES Act Grant Funds
  - b. Citizen Committee Appointments
    - 1) Library Advisory Board – 1 seat
    - 2) School Facility Committee – 1 seat

- 3) Port Advisory Committee – 1 seat ..... page 49
- 4) Senior Advisory Commission – 2 seats

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

**10. NEW BUSINESS**

- a. Adopt Action Memorandum 2020-08; Authorize the City Manager to Award a Contract for RFP 2020-04, Furnish Petroleum & Propane Fuels FY21, with the option to extend the contract through FY22, at the City’s sole discretion. .... Page 51
- b. 16915 Bristol Bay Bud Company, LLC, Retail Marijuana Store License Renewal ..page 57
- c. 25324 Alaskan Grown Cannabis, Retail Marijuana Store License New Application page 65
- d. COVID Plan .....page 73

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

**12. COUNCIL COMMENTS**

**13. MAYOR’S COMMENTS**

**14. ADJOURNMENT**

**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on Thursday, September 3, 2020, via video and conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:33 p.m. The council meeting was preceded by a workshop on the COVID Plan, and the CARES Act Grant Program.

**2. ROLL CALL**

Mayor Ruby was present.

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

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

Staff in attendance:

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

- a. Special Council Meeting, July 31, 2020
- b. Special Council Meeting, August 3, 2020
- c. Regular Council Meeting, August 6, 2020
- d. Special Council Meeting, August 14, 2020

MOTION: Andy Anderson moved and Bill Rodawalt seconded the motion to approve the minutes of July 31, August 3, August 6, and August 14, 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 Andy Anderson seconded the motion to approve the amended 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:

- Bear activity is high, 4 bears were shot in city limits. State Troopers are investigating.
- A tabletop rehearsal meeting is scheduled to discuss COVID thresholds and response.
- A quote from Universal Services will be submitted and then reviewed.
- It will be determined if work on the ice machine can be completed in the fall.
- A form to assist with efficient motion making will be tried. DMC 8.18 license review to update to include marijuana licenses was assigned to the Code Review Committee.
- Public Safety is observing protective measures and uses PPE's.

- Lake Road Fire Hall contract has been received for signature.

b. Standing Committee Reports

*Finance & Budget Committee*: Held three workshops in August to work on the CARES Act Grant Program. The program is on the agenda for Council approval.

**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

There were no public comments.

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

There were no citizen comments.

**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

MOTION: Gregg Marxmiller moved and Bill Rodawalt seconded the motion to adopt Ordinance 2020-18.

VOTE: The motion passed unanimously by roll call vote.

- b. Adopt **Resolution No. 2020-19**; A Resolution of the Dillingham City Council Waiving the Purchase Requirements for Purchasing an Emergency Communication System

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to adopt Resolution 2020-19.

- This action is necessary to utilize the CARES Act funding.
- A matrix will be used scoring submissions.

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

**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

There were no letters of interest

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

There were no progress reports.

**10. NEW BUSINESS**

- a. CARES Act Grant Program

MOTION: Chris Napoli moved and Gregg Marxmiller seconded the motion to approve the CARES Act Grant Program as presented in the workshop.

- The program will note that all applicants will be assessed fairly.
- The application will be updated to show spaces for family member names.
- Anita and Chelsey were thanked for their dedication and hard work on the program.

VOTE: The motion passed unanimously by roll call vote.

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

There were no comments.

## 12. COUNCIL COMMENTS

### Andy Anderson:

- Noted the important projects going on.
- Thanked Tod and staff for their hard work.
- Appreciated the resolution for communication upgrades.

### Curt Armstrong:

- Thanked Todd and staff for work done on the CARES relief fund.
- Expressed disappointment in the turnover at public works.

### Bill Rodawalt:

- Stated the city staff is amazing.

### Kaleb Westfall:

- Thanked staff, committee, and the public for getting work done.
- Commented he is happy the communication system is taken care of.

### Chris Napoli:

- Noted the work done on CARES Act Grant Program. Thanked the Finance and Budget Committee, Anita, and Chelsey for their work. Stated it is a good baseline, but there may be a need for flexibility as the program goes forward.
- Commented the communication system is needed infrastructure and a good use of funds.
- Recognized the city staff and the excellent work they do.

### Gregg Marxmiller:

- Relayed citizen comments which noted the work done by the Friends of the Landfill, and the high standard of work being done by Luke Moody and the public works crew.
- Stated he is impressed with the new sidewalks.
- Voiced appreciated for the work done on the CARES Act Grant Program.

## 13. MAYOR'S COMMENTS

### Alice Ruby:

- Urged council to invite people to volunteer for the Dillingham Volunteer Fire Department. Noting the need for responders.
- Commented it is time to begin work on the city manager evaluation. Noting a new form will be sent out next week to start the process.
- Stated action is needed on an item. Requested a special meeting, there was no objection. A meeting will be scheduled for Tuesday, September 8, 2020.
- Expressed the need for feedback on the COVID Plan.
- Noted appreciation for community engagement. Stating it is a great group.
- A moment of silence was observed to recognize individuals lost since the last time council met. And to recognize the community and their efforts.

**14. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 8:21 p.m.

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

[SEAL]

ATTEST:

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

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

DRAFT

**1. CALL TO ORDER**

A special meeting of the Dillingham City Council was held on Tuesday, September 8, 2020, via conference call, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:32 p.m.

**2. ROLL CALL**

Mayor Ruby was present.

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

Andy Anderson	Gregg Marxmiller	Kaleb Westfall
Chris Napoli	Bill Rodawalt	

Curt Armstrong - Absent

Staff in attendance:

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

MOTION: Andy Anderson moved and Kaleb Westfall 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. 2020-07**; Award a Contract for Exterior LED Lighting

MOTION: Andy Anderson moved and Kaleb Westfall seconded the motion to adopt Action Memorandum No. 2020-07.

VOTE: The motion to adopt Action Memorandum No. 2020-07 passed unanimously by roll call vote.

b. City Manager COVID-19 Update

City Manager Larson reviewed his written report.

Information on the Community Grant Distribution Program will be added to the list of topics.

Council was encouraged to let the community know the program is now available.

**6. COUNCIL COMMENTS**

Bill Rodawalt:

- Commented he is getting prepared for the upcoming school year

Gregg Marxmiller:

- Noted appreciation for efforts to contact City of Aleknagik officials.

Kaleb Westfall:

- Remarked the new lighting will save energy and money.
- Suggested having a one year plan moving forward.
- Recommended looking into hiring a grant administrator.

**7. MAYOR'S COMMENTS**

Alice Ruby:

- Thanked Tod for reaching out to Aleknagik
- Invited Council to spread the word that volunteers are needed.

**8. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 5:55 p.m.

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

[SEAL]

ATTEST:

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

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

DRAFT

# *City of Dillingham*

## House District 37 / Senate District S

~ 9/25/2020 ~

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

### SEPTEMBER 2020 – LEGISLATIVE REPORT

*Cliff Stone / City Lobbyist*

*~ Voting, Ballot Measures, Recall, and Court Decisions in the News ~*



A lawsuit over the new design of Alaska’s election ballots is only the latest legal challenge to how elections are conducted in the state. After the Alaska Supreme Court’s decision recently, two lawsuits remain in the courts and could affect the running of this year’s elections.

A lawsuit that would require the state to send absentee ballot application forms to all voters has been appealed to the federal Ninth Circuit Court of Appeals. A federal judge in Alaska has already ruled in favor of the state’s plan to send those forms only to voters 65 and older. Any Alaskan can request an absentee ballot online, and several third-party groups have sent application forms to voters already.

Another suit is questioning a state law that requires two signatures on every absentee ballot. The suit in essence says that during a pandemic, it doesn’t make sense to require voters to find a second person to sign the ballot. A state judge will hear arguments in that case on September 28<sup>th</sup>.

Other cases have been resolved in the following manner. The backers of **Ballot Measure #1** (*I’ve listed the ballot measure below as now written on the Div. of Elections website*), which would increase taxes on select North Slope oil fields, challenged a description of their measure written by the office of Lt. Gov. Meyer. A Superior Court judge said Meyer put “his finger on the scales” of the election with the description, and the Alaska Supreme Court agreed, ordering the state to rewrite the description.

The Division of Elections initially rejected **Ballot Measure #2** (*I’ve listed the ballot measure below as now written on the Div. of Elections website*), but that decision was overridden by the courts, which said it follows both state law and the Alaska Constitution.

The division also rejected the recall petition against Gov. Dunleavy, a decision reversed by the courts. That issue is not on the ballot this year because supporters have failed to gain enough signatures to force a vote.

The Alaska Supreme Court declined to order the state of Alaska to reprint 800,000 new-design election ballots challenged by U.S. House candidate Alyse Galvin. Galvin, who is registered as a nonpartisan, won the Democratic nomination for U.S. House. After her primary victory, the state printed general-election ballots that identified Galvin only as “Democratic nominee.” That’s a change from 2018, when Galvin was listed both as the Democratic nominee and had a letter by her name that signified her independent status. A 2018 Alaska Supreme Court decision allows independents to participate in party-run primaries if the party allows it, and Galvin is one of five independents who have won the Democratic nomination this year.

The new design choice affects all five, plus independents who reached the ballot by gathering signatures. Libertarian Scott Kohlhaas, who was not formally part of Galvin’s lawsuit, will be listed as “Petition nominee” in his race for the Alaska House of Representatives. Independent state House candidate Stephen Trimble will also be listed as a “Petition nominee.” Both men issued statements objecting to their new designation, but did not formally join Galvin’s lawsuit.



**BALLOT #1**  
**2020 GENERAL ELECTION**

**PER 8/26 SUP. CT. ORDER - Ballot Summary 19OGTX**

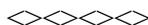
An Act changing the oil and gas production tax for certain fields, units, and nonunitized reservoirs on the North Slope

This act would change the oil and gas production tax for areas of the North Slope where a company produced more than 40,000 barrels of oil per day in the prior year and more than 400 million barrels total. The new areas would be divided up based on “fields, units, and nonunitized reservoirs” that meet the production threshold. The act does not define these terms. For any areas that meet the production threshold, the tax would be the greater of one of two new taxes.

1. (1) One tax would be a tax on the gross value at the point of production of the oil at a rate of 10% when oil is less than \$50 per-barrel. This tax would increase to a maximum of 15% when oil is \$70 per-barrel or higher. No deductions could take the tax below the 10% to 15% floor.
2. (2) The other tax, termed an “additional tax,” would be based on a calculation of a production tax value for the oil that would allow lease expenditure and transportation cost deductions. This tax on production tax value would be calculated based on the difference between the production tax value of the oil and \$50. The difference between the two would be multiplied by the volume of oil, and then that amount would be multiplied by 15%. The existing per-taxable-barrel credit would not apply. The act uses the term “additional tax” but it does not specify what the new tax is in addition to.

The tax would be calculated for each field, unit, or nonunitized reservoir on a monthly basis. Taxes are currently calculated on an annual basis, with monthly estimated payments. Since these new taxes would only apply to certain areas, a taxpayer would still have to submit annual taxes for the areas where the new taxes do not apply.

The act would also make all filings and supporting information relating to the calculation and payment of the new taxes “a matter of public record.” The act does not specify the process for disclosure of the public records. Should this initiative become law?



**BALLOT #2**  
**2020 GENERAL ELECTION**

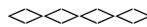
**19AKBE BALLOT SUMMARY**

An Act Replacing the Political Party Primary with an Open Primary System and Ranked-Choice General Election, and Requiring Additional Campaign Finance Disclosures

This act would get rid of the party primary system, and political parties would no longer select their candidates to appear on the general election ballot. Instead, this act would create an open nonpartisan primary where all candidates would appear on one ballot. Candidates could choose to have a political party preference listed next to their name or be listed as “undeclared” or “nonpartisan.” The four candidates with the most votes in the primary election would have their names placed on the general election ballot.

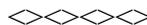
This act would establish ranked-choice voting for the general election. Voters would have the option to “rank” candidates in order of choice. Voters would rank their first choice candidate as “1”, second choice candidate as “2”, and so on. Voters “1” choice would be counted first. If no candidate received a majority after counting the first-ranked votes, then the candidate with the least amount of “1” votes would be removed from counting. Those ballots that ranked the removed candidate as "1" would then be counted for the voters' “2” ranked candidate. This process would repeat until one candidate received a majority of the remaining votes. If voters still want to choose only one candidate, they can.

This act would also require additional disclosures for contributions to independent expenditure groups and relating to the sources of contributions. It would also require a disclaimer on paid election communications by independent expenditure groups funded by a majority of out of state money. Should this initiative become law?



## **UNEMPLOYMENT BENEFITS**

Millions of dollars more in funding will be allocated to Alaska from the FEMA Lost Wages Assistance program. This program funded by FEMA in response to the COVID-19 pandemic will be distributed to eligible individuals once programming is completed. Payments will be made to regularly covered unemployment insurance recipients and the self-employed. Individuals will receive the additional \$300 payment for each week filed if they were eligible to receive at least \$100 or more of weekly state UI benefits and are unemployed or partially unemployed due to COVID-19 disruption.



## **GOVERNOR'S CORNER**

<http://gov.alaska.gov>

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

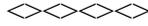
All of Governor Dunleavy’s press releases surrounding the COVID-19 Pandemic can be accessed from his webpage and are coalesced in the website listed below. Here is a sample of what is available:

### ***COVID-19 Planning for Families with Children***

*You’re feeling sick, it’s the middle of a pandemic, your two-year-old is jumping on you, and your six-year-old needs help with online school work. You’re scrambling to figure out where to get tested for COVID, how to keep your kids safe and fed, and how to manage it all if it gets any worse. Many parents have found themselves in difficult situations like this. While these are inevitably stressful times, having a plan can help reduce some of the burden of that stress.*

*September is Preparedness Month, and parents and caregivers are having to prepare in so many new ways during this pandemic. The [“Circle of Support” resource](#) helps walk families through creating a plan for their children if the parents or caregivers get sick with COVID-19.*

*Created by State and non-profit partners, this helps you identify your Circle of Support (a group of people that you can call on to provide child care), what to include in your plan, when to activate your plan, and how to find help outside your circle from organizations, if needed. It includes step-by-step guidance on symptoms, testing, and isolation, as well as guidance on what to put into a “go-bag” for your children and considerations of how to choose people for your Circle of Support.*



## **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)

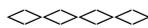
<http://murkowski.senate.gov/public> [www.sullivan.senate.gov](http://www.sullivan.senate.gov) <http://donyoung.house.gov>

Anchorage Phone Numbers as follows:

Murkowski: 907-271-3735

Sullivan: 907-271-5915

Young: 907-271-5978



~ End Report ~

*September 11<sup>th</sup> has come and gone. Let us never forget and pray for those families who lost loved ones. Stay safe and strong! ~ Cliff*

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

**MEMORANDUM**

**Date:** September 25, 2020  
**To:** Tod Larson, City Manager  
**From:** Lori Goodell, City Clerk  
**Subject:** Monthly Staff Report

**Regular City Election** is scheduled for Tuesday, October 6, 2020. Ballots have been received and the election judges are in place. Absentee voting has been going on since September 21. New booths are received and ready to go. To address safety measures for COVID, a plexiglass barrier is set up, personal protective equipment and cleaning supplies are on hand.

The following seats are up for election:

<u>Seat</u>	<u>Candidate(s) On Ballot</u>
<b>Council</b>	
Seat C three year term that expires October 2023	Aksel Buholm, & Kaleb Westfall
Seat D three year term that expires October 2023	Curt Armstrong

**School Board**

Seat B three year term that expires October 2023	Kaleb Westfall & Karl R. Clark
Seat C three year term that expires October 2023	Jenny Bennis

As always there is a place to write in a candidate for each open seat. To be counted as a write in a letter of intent must be filed with my office by noon on October 5. I have received NO letters of intent for write-ins.

General Election is scheduled for November 3<sup>rd</sup>. I have not heard from the State regarding election judges so cannot report on the status of having the precinct open on Election Day. Absentee in person voting is scheduled to begin October 19. I anticipate receiving supplies from the State to make this happen.

**Committees:**

Code Review Committee met in September to review two marijuana licenses. They also directed me to begin work on Title 8.18 to include language that will add marijuana information to our internal review process.

**ORDINANCES:** There are one emergency ordinance up for adoption on the 10/1 agenda. Ordinance 2020-21, An Emergency Ordinance of the Dillingham City Council Mandating Continued Quarantine, Protective Measures, Testing, Isolation, Restricting the Use of City Facilities and Property for Health and Safety of All Persons in Dillingham and Continuing the Travel Notification Form Requirement

The current emergency ordinances, 2020-20 and 202-19, are set to expire on October 2<sup>nd</sup> and October 7<sup>th</sup>. The COVID Plan in development will not be completed before the expiration of those two documents. This ordinance cleans up the language that is currently in place and if approved and will stand until such time as the plan is adopted.

**STANDING ITEM(S):**

**Liquor & Marijuana License Renewals/Transfers/New Licenses.** (Indicate any licenses due to expire.) One application for marijuana license renewal has been received and the internal process of review has begun. This will go to the Code Review Committee in October and then to Council in November.

**Commission/Board Seats Vacant.**

- Library Advisory Board, one seat. There are no letters of interest.
- School Facility Committee, one seat. There are no letters of interest.
- Port Advisory Committee, one seat. One letter of interest.
- Senior Advisory Commission, two seats. There are no letters of interest.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** September 25, 2020  
**To:** Tod Larson, City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Staff Report (09/01/2020 to 09/25/2020)

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### Statistics August:

Payrolls run: 2

- Cash Receipts: \$968,582.61
  - All payments amount: \$2,202,639.34 (includes \$188,855.61 for 2 payrolls)
- Business Licenses; new/renewals 8, for a total of 336 this calendar year  
CARES Funding: expensed to date \$1,246,298.22

Due to the global Pandemic and the related strain to the citizens of Dillingham, for the months of April through August finance charges were suspended for late filing of sales tax, utilities and property taxes interest. Penalties began on 09/18/2020. The finance office is closed to foot traffic. Staff were 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 has experienced some position vacancies due to quarantine and illness. Position coverage was sufficient to maintain working with customers and meet daily demands. FY20 Audit preparations have begun. Due to quarantine rules the auditors are scheduled to do a remote audit the week of 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. Installation is expected to be completed by 09/28/2020.

Chelsey Decker has received a total of 115 CARES Community Grant applications. 19 applications are finalized and paid out. Of the \$680,896 community grant budget there has been \$63,700 spent and \$58,100 in payments pending. The majority of the first applications were businesses. Now the office is mainly receiving individual grant applications.

A transfer from bond investments to the general checking account was made to cover the streets project expenditures in the amount of \$2,000,000.

The Safety Committee meeting was held with Clark Cripps, Vice President in Commercial Insurance & Employee Benefits of HUB International in attendance to help guide the formation of the new committee. This will support staff in a safer environment and will assist the City in a reduction of premiums for upcoming fiscal years. Topics of discussion were employee training, building inspections and safety equipment needs.

Public Works has helped with remodeling the entrance to the Finance Department to assist with COVID safety measures and the eventual opening of City Hall. We appreciate all that they have done.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** 9/22/2020  
**To:** Tod Larson, City Manager  
**From:** Braden Tinker (Fire Coordinator)  
**Subject:** Monthly Staff Report

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### **EMS Calls: 24**

- Assault 1
- Back Pain 1
- Breathing Problems 3
- Cardiac Arrest 3
- Chest Pain 2
- Convulsions/Seizure 3
- Fall Victim 1
- Heart Problems 1
- Hemorrhage/Laceration 1
- Ingestion/Poisoning 1
- Pregnancy / Childbirth 1
- Respiratory Arrest 1
- Stroke/CVA 2
- Traumatic Injury 1
- Unconscious / Fainting 1
- Unknown Problems 1

### **Fire Calls: 1**

House fire at Sutherland Dr. Fully involved, structure saved.

### **On-Going Projects:**

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

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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:** September 24, 2020  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Director, Planning & Grants Management  
**Subject:** Monthly Staff Report

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### Planning Commission

I expect the next Planning Commission meeting will be set for November, TBD.

### Permitting

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

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

Project close out is still pending, but we're getting closer. The engineer expects to issue the final change order for the project as soon as he has all information needed, including the as-builts. 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 expect project completion by September 30. Paving was completed on September 22 and the contractor is completing the punch list. We were extremely lucky to have a phenomenal project team that made possible the best streets product for the community. We pulled it off on schedule and under budget, despite the challenges faced this year. Big thanks to JJC Enterprises, Inc.; PND Engineers, Inc.; and EMC Engineering, LLC!

### ITBs/RFPs

- **RFP 2020-04, Furnish Petroleum & Propane Fuels FY21**, closed on 9/17. Issued NOI and awaiting contracting approval.
- **RFP 2020-05, Emergency Communications System**, direct solicitation, deadline extended to October 15.



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**FY19 Capital Improvement Project Priorities  
Progress Update September 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 and a contract signed with Wolverine Supply, Inc. Anticipated project start is early October.

Project Timeline:

- October-December 2019 – Project Scoping
- July-August 2020 – Project Solicitation & Award
- 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. A nationwide USACE permit has been received and the environmental review process by ADEC is now complete. 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
- TBD, 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 still pending.

### **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)**

Substantial completion was achieved on February 26, 2020. The contractor has received punch list items and must complete them prior to final acceptance of work. We may withhold the retainage if the work is not completed soon, so the project can be closed out. The City and Bristol met with DEC recently on the 2-year quarterly sampling requirement and criteria that must be met for returning to semi-annual sampling events at the end of this period.

### **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
- October, 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 early October (pending items due from contractor). 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
- October 2020, Phase I Project close out (excludes URSA work under DOT footprint)

**#5 – Lake Road Fire Hall Addition **\$773,200 (estimate)****

LCG Lantech has been contracted for construction support and Dagen Nelson will be rejoining us for inspection as the Special Projects Coordinator. Wolverine Supply, Inc. is now under contract and expects to begin breaking ground in early October.

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
- 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**

**\$3.23M (estimate)**

PND and EMC have been contracted for inspection and construction support for the project. The project started on July 13 and is expected to close out by the end of September. All paving work was completed as of September 22. The contractor has been working on the punch list and we expect signage and stop bars to be installed in the next 1-2 weeks. We had a phenomenal project team and it shows! Despite COVID, we were able to complete the project on time and under budget. I thank the team for the excellent results and high quality road product that we all get to enjoy! This is a big win for our community.

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

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

### Construction: \$2.86M (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, \$666,113

### 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
- September 2020, Substantial completion
- September-October 2020, Project close out

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson

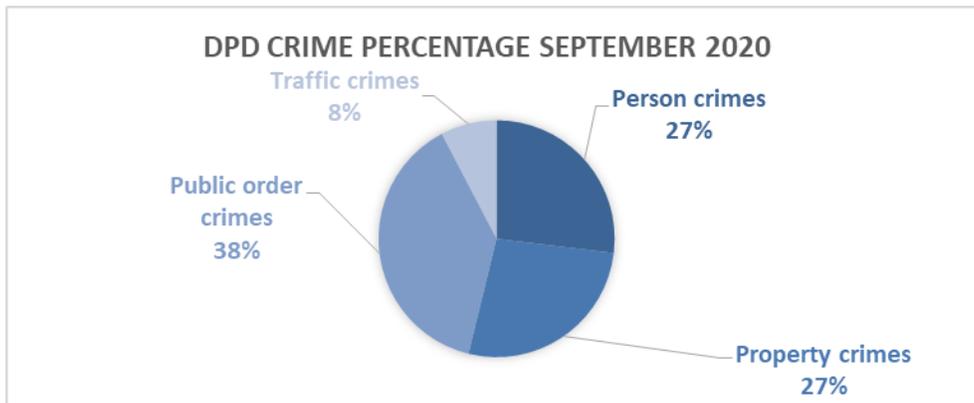


**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Kaleb Westfall  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 9-22-2020  
**To:** City Manager Tod Larson  
**From:** Chief Daniel Pasquariello  
**Subject:** **Public Safety report October 2020**  
*Reporting period 8/26/20 to 9/22/20*

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## IMPORTANT



## ENFORCEMENT INFORMATION

### PATROL

The patrol division has been meeting arriving jets at the airport. Most every day we arrive in force with the ACO, on-duty officer, the Chief, and K9 Vinny. We park a patrol car in front of the doors, to see and be seen. We meet disembarking passengers inside the building to check if they have travel forms, and to make sure they are complying with facemask requirements. If the person does not have a travel form we give them

one to fill out, and forward the forms to the City Clerk so their names can be added to the list.

We have taken this action, instead of issuing citations, due to the large number of persons (3-10 per flight) that do not have forms. We figure that having a travel form to keep track of arriving passengers is the goal of EO 2020-19, and not writing citations. During the commercial fishing season, fisherman had State mandates to meet, there was information from the fishing industry provided to them and out of the thousands of travelers arriving, rarely did we encounter anyone without a travel permit (they were issued citations if they didn't). Now a lot of travelers tell us (truthfully or not) that they were unaware of the City's travel form requirement. We figure that rather than write dozens of citations, we will have them fill out a form to document their arrival. This way the travelers leave the terminal with a smile on their face, and not a scowl with ill feelings towards Dillingham's emergency ordinances.

A travel form will not stop the spread of COVID in Dillingham. Quarantining will. An average of 25 travelers get off the jet a day. Times 7 days that is 175 travelers. Times 14 days that is 350 persons. That means that hundreds of persons a day need to be monitored to make sure they are not breaking quarantine. But, some travelers don't need to quarantine for 14 days; census area persons, Aleknagik persons, essential workers, 3 day negative testers. So, monitoring the hundreds of persons in quarantine on any given day is a daunting and confusing task. Streamlining, or eliminating, the quarantine exemptions will make monitoring easier, and avoid confusion among citizens.

The only sure way of enforcing quarantine is if the travelers police themselves. The City of Dillingham, local tribal governments, and other concerned agencies need to work together to educate Dillingham and the Dillingham census area, to get citizens to recognize that quarantine requirements were made in the best interest of the communities. And, that the quarantine requirements apply to them, not just to others. "We're all in this together!"

The person that caused local pandemic panic by violating quarantine, which resulted in dozens of persons going to the hospital for COVID testing one weekend this month, was issued a citation for violating EO 2020-20.



*Sgt Bill Yates and ACO Dan Boyd checking arriving passengers for travel forms at the Alaska Airlines terminal.*

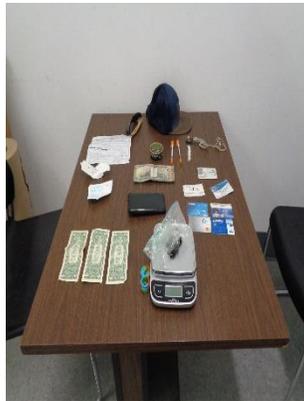
We continue to be at a 75% staffing level in the patrol division, with 2 vacancies. Since summer ended officers have been taking turns, taking leave. An officer is always gone, so we have essentially been operating at 62% staffing level. This results is us having only one patrol officer on-duty at a time.

On last month's report it was mentioned that the Chief, the City Manager, and the Admin assistant were developing a plan to try and attract lateral officer hires. He have implemented that plan and are advertising locally, Statewide, and even nationwide. So far we have attracted one applicant.

Despite being short-staffed our officers have been working hard and successfully.

Officer Lowery had a felony assault trial this month which resulted in the conviction of the defendant.

Officer Newman arrested man who possessed almost an ounce of heroin on his person.



*Heroin, paraphernalia, cash (the \$100s are toward the back) seized.*

Officer Maines and Officer Lowery solved the Bristol Bay Bud company burglary. They got the two teenage suspects to confess, and they recovered much of the stolen property. The City of Dillingham's Facebook page posted security camera photos and local citizens called police with tips concerning the identity of the suspects.



*Seized clothing, and recovered stolen property from the Bristol Bay Bud burglary.*

A man was arrested for sexually assaulting a woman. Other cases worked were 6 assaults, 5 Violation of Release Conditions, 2 drug cases, a DUI, 2 deaths, and 246 calls for service were answered.

## **DISPATCH**

Dispatch is fully staffed, trained up, and running smoothly. No longer having to review and send out approved travel permits has removed a large workload from our staff. We have much happier dispatchers.

## **ANIMAL CONTROL**

ACO Boyd is the workhouse of the department when it comes to checking travelers at the airport. He monitors flight time arrivals and greets the majority of disembarking passengers. He also continues to do a great job as the animal control officer.

## **CORRECTIONS**

We currently have one corrections officer in at home quarantine by Public Health because they were a close contact of one of the recent positive COVID individuals in Dillingham.

We have an inmate in our jail in isolation because they were a close contact of a different recent positive COVID individual in Dillingham. Once we were notified we had to transport the individual to Kananak hospital for a rapid test. We then had to sanitize the cell/dayroom area he was in and rearrange the inmates. The person was placed in a cell area by himself, we sealed up the door between the cell areas. We have been providing all inmates with masks and all are wearing them. The police officer and corrections officer wore full PPE while cleaning the cells and transporting the inmate. The inmate tested negative. We are monitoring him for symptoms and having minimal contact, per Public Health, for 14 days.



*Corrections officer Matriona Jenkins and police officer Suzi Newman suited up in PPE.*

Also, this month we had an inmate in our jail with another contagious public health concern, syphilis.

**DMV**

DMV is running smoothly. Helping customers by appointment is enjoyed by staff and customers alike. No more long waits and crowds in the lobby. Agent Pullon takes walk-ins if a person fail to show for their appointment, or the scheduled appointment is brief. Now that the summer rush is over we are discontinuing our extended hours and going back to having the DMV open the contracted 4 hours a day. This will free up Agent Pullon to spend more time on needed administrative duties for the department.

***FYI.....***



*There are actual homeless camps in Dillingham. We responded to this camp numerous times this summer due to bears threatening the residents, and disturbances. Our community has 10 chronically homeless persons, plus several situational homeless persons. They live in tents, abandoned cars, boats, and buildings during this pandemic.*

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	307				Dispatch
Dispatched to DPD	185	229	174	166	195	276	298	240	246				
Dispatched to Animal Control	15	26	14	24	22	17	14	6	30				
Dispatched to Fire/EMS	15	19	23	17	12	27	30	18	18				
Dispatched to AST	29	44	18	9	15	13	28	36	13				
Calls handled by DPD patrol	185	229	174	166	195	276	298	240	246				Patrol
Arrests by DPD (felony)	2	2	4	1	1	2	5	8	4				
Arrests by DPD (misdemeanor)	14	7	10	6	6	11	12	9	6				
T-47s by DPD	8	6	22	4	14	20	25	14	16				
Citations issued by DPD	26	6	9	17	17	66	39	15	4				
Incident reports by DPD	25	18	26	21	15	34	30	39	28				
Inmates held at jail	32	41	26	13	19	27	35	49	30				Corrections
Title 47s held at jail	8	6	22	4	14	20	25	14	16				
Animal impounds	7	8	6	5	8	6	7	4	1				Animal Control
Animals surrendered to shelter	*	*	*	*	*	*	1	3	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	4				
Rabies/parvo shots	5	54	14	14	14	20	21	19	14				
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	64				DMV
Titles/registrations	44	43	26	*	41	103	75	78	42				
Boat registrations	*	1	2	*	20	57	21	14	3				
CDLs	2	2	4	*	2	2	4	1	*				
Road tests	4	2	1	*	*	*	*	12	9				
Written tests	9	18	10	*	14	23	19	22	10				

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** September 26, 2020  
**To:** Tod Larson, City Manager  
**From:** Luke Moody, Public Works Director (DPW)  
**Subject:** Monthly Staff Report - September

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Mr. Larson,

### Safety

All employees within the Public Works Department receive a safety class at the beginning of their work week. A further emphasis on safety has been that everyone has the authority to stop movement or operations if they see a concern. On special projects, a tailgate meeting is done outlining our project plans, identifying risk, and identifying methods to reduce identified risk. The following are the weekly topics discussed:

- August 31, 2020: Proper PPE
- September 7, 2020: Working around the Public/Situational Awareness
- September 14, 2020: Hand Protection
- September 21, 2020: Covid-19 protective measures

### Employee of the Month

Danny Wassily

Danny continues to support the vision for an efficient landfill operation. He has shown professionalism in undesired situations. Not only does he do anything asked of him, he also does so with an attitude of optimism. His previous experience in landfill operations, general knowledge of compliancy, and his consistency have had a direct contribution to improvements of the landfill. Danny continues to demonstrate a good work ethic and is very much appreciated within the department.

## **Administrative**

- Position filled
- Training has included requisitions, purchase orders, payables, messaging, budget, landfill compliancy and reconciliation forms
- Attendance tracking
- Shipping advantages
- Processing work orders
- New hire orientation
- Timesheets
- Repaired printer/scanner
- Product research to allow others to continue working
- Safety class records
- Utilization of RDP
- Attending various meetings with DH for situational awareness
- Accessing old files
- Extensive training on DEC requirements for water, waste water, and the landfill

## **Building and Grounds**

- Relocated the can crusher to the landfill
- Transfer cans to the landfill from the Senior Center, as needed
- Preventive maintenance on boilers throughout city
- Storage of VEEP lights
- Repair of heat exchanger at Downtown Fire Station and order replacement heat exchanger
- Order of conduit and 6/3 wiring for can crusher
- Coordination with another entity on upcoming community clean-up day
- Paint and small remodel of entrance to Finance Department
- Monitoring Siemens system for climate control
- Providing pick-up and delivery for EOC shipments and distribution of PPE
- OSHA checklist inspections have been completed and corrective actions are now taking place
- Monthly Safety Committee meetings and weekly Safety Committee task
- Completing work orders as they are received
- Creating MSDS for all departments
- Received Graco paint sprayer and making plans for painting projects next year, to include Territorial School, Senior Center, fire hydrants, and dumpsters
- Sealed, replaced door, and installed dehumidifier for EOC storage
- Installed new library drop box, curb side
- Rerouted floor drain in Council Chambers to prevent moisture or flooding
- Installed new sump pump at City Hall
- Sealed cracks on bike path in preparation for winter
- Finishing improvements next to Downtown Fire station

## **Landfill**

- The Ash Cell has been put to grade and covered with 6" of intermediate cover. Cell will be to design before cold season, including proper grade to shed water. Most likely, the completion of cell cover and hydro seed will take place after next thaw to be most effective. CRW has assisted in Core Sample and Topographical surveys, as required by DEC.
- All heavy equipment is fully operational
- The fish waste cell has been closed for the season
- Public Works is working with another entity to burn excess fish nets in the incinerator since an experimental burn proved effectiveness and reduced fuel consumption
- The incinerator is fully operational and utilized, this operation is directly overseen by the Director to monitor fuel efficiency
- Landfill permit is compliant and we have successfully completed the transfer into the new cell
- Ground water monitoring continues as scheduled and compliant
- Friday, September 25 FOL meeting was extremely beneficial to the community with guest speakers from Nome discussing regional recycling program
- The training and consistency of the charges at the landfill, based off of the fee schedule, has proven to increase sorting resulting in less metal in the incinerator
- Yearly aggregates was received and stock piled for cell cover work and a new plan is in place for 2021 that should result in 50% savings by utilizing material in projected Cell 4 in addition to purchased aggregate
- Transfer station received a makeover, expanding the gravel pad to the perimeter fence, maximizing space and providing clear line of sight from the office to the transfer station
- We are still considering all options for a location to implement a 25' x 25' recycling center downtown
- FOL and all Public Works employees met on two occasions and completed a massive cleanup of trash that had been displaced over the last couple of years
- The metal yard was temporarily closed due to construction and disposing of household garbage, which is a violation of DEC
- Intend on further conversations on fee schedule, while prices appear to be relevant there is an issue with pricing unconventional loads of garbage that are not listed, also see a need for increased prices on unsorted garbage ONLY to further the efficiency of the incinerator and to support diversion of waste to the cell
- Continuing efforts to set a higher standard of appearance, efficiency, and expectations

## **Water/Waste Water**

- All water supply testing has resulted as within range.
- Clean up at the Lagoon has been taking place all summer
- The road around the lagoon received a 4" lift

- Drainage at the Lagoon has been re established
- Personnel have been involved in water projects and street improvement projects
- Submitted our Discharge Monitoring Report to DEC on time
- Conducted our Bi-Weekly Bac-T Testing for submittal to BBAHC
- Conducted our weekly D.O. Testing at the Lagoon
- Conducted our monthly meter reads for the accounting department
- Relocated container van to water treatment plant for further organization
- Assisted in other areas of Public Works
- Check all seven lift stations and log pump hours/monitor faults
- Inspect lift station for any potential blockage requiring removal
- Inspect lagoon/Fill out daily lagoon log
- Maintain lagoon blowers/log hours of operation/rotate blowers
- Log daily Influent and Effluent numbers for permit
- Log daily PH levels for permit
- Log Daily water production and transferal numbers
- Monitor CL2 Tank levels
- Mix and Transfer CL2 to the LMI Pump Tanks
- Log Well pump hours

**Water Treatment Monthly Averages:**

Average Daily Water Production- 106,225 Gallons

Average Daily Water Transferred-92,165 Gallons

Average CL2 mg/l .10

**Wastewater Monthly Averages:**

Average Daily Influent- 88,632 Gallons

Average Daily Effluent- 89,254 Gallons

Average PH Level for Effluent- 6.7

Average Temperature for Effluent- 10.2 Degrees Celsius

Dissolved Oxygen for Effluent- 11.08

**Streets**

- Installed 6"-12" lift throughout Nerka, awaiting capping material
- Continual Grader training
- Doing final cosmetic work beside Downtown Fire Station
- Training has been provided for expectations on road maintenance to include: proper crowning of a road, cutting potholes rather than filling, establishing a road shoulder and ditch, practices to prevent roads from becoming wider than intended, proper brush clearing for good drainage and driver line of sight, and emphasizing the thought of where the water will go
- Sweeping of roads and bike paths after rain
- Training on operator level maintenance and proper PMCS
- Received all order aggregates except sand
- Further training on using a laser level, understanding grade, reading grade stakes, acceptable fall measurements for water movement

- Exercising further caution after lunch with change in school schedule
- Coordinating with bus driver coordinator to plan for changes in routes and increase in number of buses operating, priority snow removal
- Foreman has invented a system to filter pit run gravel, to be used as road capping, at 75% cost savings
- Rewriting snow removal route priority list
- Ordered cold patch for repairs on Alaska street
- Repaired broken guard rail on outbound Lil Larry Rd
- Every inch of the bike path has been cleaned
- Building intersections where material has been depleted because of turning
- Continual clearing of brush at intersections and road signs

### **City Garage**

- Inventory and inspection of snow chains
- Replacing engine on police car, near completion
- Completing work orders as received
- Removal of police radio for new patrol car
- Redistribution of tools for mechanics
- Repair of spools on grader
- Replacement of alternator on loader and grader
- The shop received a complete make over to maximize floor space and create space for staging snow removal equipment
- Continually servicing equipment at predetermined intervals, to include fluids change, technical inspection (TI), and cleaning before return to customer
- Completed inventory on fuel, oil, and hydraulic filters
- Sorting through years of new tires that were in the back barn and getting them installed on intended equipment
- Installing block heaters on vehicles not equipped as they are rotated through for service
- Ordered new tires for police cars

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**1. CALL TO ORDER**

The Code Review Committee met on Thursday, March 5, 2020, in the City Council Chambers, Dillingham, AK. Council Member Chris Napoli chaired the meeting and called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

Committee Members present:

Chris Napoli                      Lori Goodell                      Gregg Marxmiller                      Bill Rodawalt

Committee Members excused:

Mayor Alice Ruby                      Tod Larson

**3. APPROVAL OF MINUTES**

- a. Minutes of February 13, 2020

**MOTION:** Bill Rodawalt moved and Gregg Marxmiller seconded the motion to approve the minutes of February 13, 2020.

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

**4. APPROVAL OF AGENDA**

It was recommended by the Chair that New Business be moved before Unfinished Business to accommodate presentations.

**MOTION:** Gregg Marxmiller moved and Bill Rodawalt seconded the motion to approve the agenda as amended.

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

**5. NEW BUSINESS**

- a. DMC 15.04 Floodplain Regulations

Cynthia Rogers, Planning Director, spoke regarding NFIP requirements and the proposed FEMA regulation updates in code. Changes are needed to bring code into compliance with FEMA. Not being in compliance could result in FEMA not extending coverage in a disaster. It was noted the changes still allow for variances in the land use process.

**MOTION:** Bill Rodawalt moved and Gregg Marxmiller seconded the motion to recommend the proposed Ordinance to Council.

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

- b. Review Procurement Policy

Anita Fuller, Finance Director, spoke regarding the need to adjust the procurement policy. The current policy is out of date and not conducive to efficient business practices. It was recommended to increase minimum purchasing amounts, and to extend credit card beyond travel to also include purchases.

MOTION: Bill Rodawalt moved and Gregg Marxmiller seconded the motion to increase the minimum purchase amounts in code as recommended by the Finance Director and update credit card policy to include purchases.

- Updated language for credit card policy and history of current usage to be included with proposed changes.

Question called; no objections.

VOTE: The motion passed unanimously by voice vote.

## 6. UNFINISHED BUSINESS

### a. Draft Ordinance Plastic Bag Ban

- Notice to vendors and outreach for implementation will be essential.
- Messaging, “bag trees”, and a reusable bag program could be utilized during transition.
- 8.04.120 A. will include the word ‘new’. The effective date will be December 31, 2020.

MOTION: Gregg Marxmiller moved and Bill Rodawalt seconded the motion to recommend this Ordinance to Council as amended.

Question called; no objections.

VOTE: The motion passed unanimously by voice vote.

### b. Remote Online Sales Tax Sample Ordinance

- As a new tax this is a work in progress and will continue to be refined.
- Identification and notification to vendors will be an on-going process.
- The AML Commission will only address remote sales tax.

MOTION: Gregg Marxmiller moved and Bill Rodawalt seconded the motion to recommend that Council adopt the remote seller’s sales tax code per the AML agreement.

VOTE: The motion passed unanimously by voice vote.

## 7. PUBLIC COMMENT/COMMITTEE COMMENTS

Bill Rodawalt: commented it was requested City Hall open their restrooms.

Gregg Marxmiller: stated he appreciates Department of Public Works and city staff for their hard work. The difficulties involved with limited staff, and aging equipment, coupled with heavy snowfall were noted. It was commented the public should get to know city personnel.

Chris Napoli: noted he is glad we moved things forward.

**8. ADJOURNMENT**

The meeting adjourned at 6:39 p.m.



Chris Napoli, Chair

ATTEST:

  
Lori Goodell, City Clerk

Approval Date: 9/17/2020

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CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2020-21**

**AN EMERGENCY ORDINANCE OF THE DILLINGHAM CITY COUNCIL MANDATING CONTINUED QUARANTINE, PROTECTIVE MEASURES, TESTING, ISOLATION, RESTRICTING THE USE OF CITY FACILITIES AND PROPERTY FOR HEALTH AND SAFETY OF ALL PERSONS IN DILLINGHAM AND CONTINUING THE TRAVEL NOTIFICATION FORM REQUIREMENT**

---

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Legislative findings.**

The legislative findings contained in Emergency Ordinance 2020-20 Section 1 numbered 1-52 are adopted by reference as if fully set forth herein. In addition Council makes the following legislative findings:

53. Positive COVID-19 cases continue to rise in the State of Alaska and nationwide.

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

55. It is the goal of the City to promote the local economy as pandemic indicators allow.

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

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

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

**Section 5. Mandatory Quarantine.** This ordinance imposes a mandatory fourteen day self-quarantine on individuals arriving in Dillingham by air travel or by boat. Persons entering quarantine upon arrival in Dillingham will proceed directly to their quarantine site and must self-quarantine at their own expense.

A. Quarantine Location: That location identified to the City in writing, by the person quarantining, that is safe, offers sanitary facilities, and can provide necessary space for quarantine purposes.

B. Social Distancing will be maintained within quarantine locations to the maximum extent possible, including but not limited to the use of face masks, as recommended by the CDC.

C. While in quarantine no person shall leave their quarantine location for any reason other than:

1. To receive non-elective medical care.
2. Persons engaged in the conduct of Essential Services / Critical Infrastructure as outlined in the State of Alaska Essential Service and Critical Workforce Infrastructure Order amended May 5, 2020 may proceed to their worksite. You are required to self-quarantine during non-work hours throughout the quarantine period. And must conduct work in a manner to avoid potential spread of the virus to others in the workforce and the surrounding community.
3. To be tested for COVID-19.
4. To engage in subsistence activities provided the same can be accomplished in a manner that avoids the potential spread of the virus to others in the community.
5. To travel in your personal vehicle or vessel, individually or with members of your household, so long as you go directly from the quarantine location to the vehicle or vessel and directly back to the quarantine location without contacting others.
6. To leave Dillingham.

D. Persons who leave the quarantine location pursuant to subsection C shall follow all protective measures in Section 6.

E. Entry to Quarantine Location is limited to the following:

1. Persons in quarantine.
2. Persons providing required goods or services for critical personal needs, and critical infrastructure needs.
3. Persons providing medical care to a person in that location.
4. All persons residing at the quarantine site, if the quarantine location is their usual place of residence while in Dillingham. Those persons shall be subject to the same quarantine requirements with the quarantine period beginning from the date of arrival of the person quarantining at that residence.

F. Quarantine requirements established by this ordinance shall survive any subsequent changes to or suspensions of State of Alaska Health Mandates 10, 17 or 18.

**Section 6. Protective Measures.** Protection identified by the CDC, and AK DHSS as instrumental in slowing / stopping the spread of COVID-19 to be implemented:

A. Cloth Face Coverings. All individuals must wear masks or cloth coverings over their noses and mouths when they are indoors in public settings or communal spaces outside the home where physical distancing is not possible and in all places of business. This order is subject to the following conditions and exceptions:

1. Face coverings should not be placed on children under age 2, or young children who are unable to wear one without assistance.
2. Face coverings should not be worn by anyone who has trouble breathing, is unconscious, incapacitated, or is otherwise unable to remove the mask without assistance.
3. A person may decline to wear a face covering because of a valid medical condition or disability.

4. Brief removal of face covering, such as necessary to eat, drink, or scratch an itch does not constitute a violation of this order.
  5. A business owner or operator of a building open to the public may refuse admission or service to any individual who fails to wear face coverings as required by this ordinance.
  6. A cloth face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts or towels.
- B. Social Distance. Maintaining a minimum physical distance of 6 feet as recommended by CDC and Alaska DHSS shall be observed when in public or in a shared work area to the maximum extent possible.
1. The City of Dillingham may issue additional rules and regulations governing use of city facilities to implement social distancing.
  2. All persons utilizing the City of Dillingham Port facilities shall comply with all Dock, Harbor, and commercial fishing vendor rules.
- C. Cleanliness Standards.
1. All businesses in Dillingham shall develop and implement a plan incorporating CDC standards for applicable hygiene, cleaning and disinfecting procedures as circumstances necessitate; including but not limited to:
    - a. Clean AND disinfect frequently touched surfaces regularly. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
    - b. All Critical Infrastructure businesses must provide the City of Dillingham a copy of the Community/Workforce Protective Plan (CWPP) required by and submitted to the State of Alaska and any amendments thereafter.

**Section 7. Travel Notification Form.** The Essential Travel District, created by Emergency Ordinance 2020-06(A), and amended by 2020-07 and 2020-19, consists of the entire City of Dillingham including Kakanak Beach, and shall remain in effect for as long as this ordinance remains in effect.

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

point of entry to the place from where the charter departs, and the person departs Dillingham on the charter; or

3. The person enters the Essential Travel District to travel to the City of Dillingham from the Dillingham Census Area.

C. The Travel Notification Form shall contain:

1. information sufficient for the city to verify that the person understands applicable quarantine and hygiene requirements;
2. information sufficient for the city to verify the person's quarantine plan, if required;
3. information sufficient for the city to locate and contact the person during the duration of any quarantine period; and
4. other information the city manager deems reasonably necessary to inhibit transmission of COVID-19.

D. Travel Notification Forms as available on the City of Dillingham website, and the information contained therein, shall be used by the city only to enforce this ordinance, other COVID-19 related emergency ordinances and mandates, and to inhibit the transmission of COVID-19, such as through contact tracing. The city may provide Travel Notification Forms, or disclose the information therein, to public health and public safety officials. Complete Travel Notification Forms shall otherwise be considered confidential information, as defined by DMC 2.01.010 and, on that basis, shall not be subject to inspection under DMC 2.01.050.

**Section 8. Testing.** Testing shall be obtained in the following circumstances:

- A. People with symptoms of COVID-19, even if symptoms are mild.
- B. People who have had close contact (as defined by the CDC and AK DHSS) with someone confirmed with COVID-19.
- C. People who have been asked or referred to get testing by healthcare providers.
- D. Quarantine will be observed until test results are received. If the test result is positive mandatory isolation will be adhered to.

**Section 9. Mandatory Isolation.**

- A. Any person who tests positive for COVID-19 shall immediately self-isolate and monitor for signs of sickness. Persons shall isolate at one the following:
  1. in a home with a specific 'sick room', or
  2. in a designated isolation site managed by their employer, or
  3. at a designated isolation site managed and supervised by the City of Dillingham or an authorized representative of the City of Dillingham if available.
  4. a separate bathroom facility shall be used for isolation when possible. If not available strict cleanliness procedures must be maintained.

5. if a location outside the boundaries of the City is used for isolation, the person must obtain a negative COVID-19 test within 72 hours of arrival in Dillingham.
- B. In Adherence to CDC procedures, the period of isolation shall be a minimum of;
1. twenty-four hours after the person has had resolution of a fever, without use of fever-reducing medications, and has improvement in respiratory symptoms (cough, shortness of breath); and
  2. ten days since developing symptoms of COVID-19. Persons with severe symptoms should seek medical care, and
  3. a negative COVID-19 test.

## **Section 10. Restricted Use of City Facilities for Health and Safety of All Users.**

- A. No person may use any city facilities, including, but not limited to, all city port facilities governed by DMC 2.42, unless the person:
1. Does not present with any symptoms of COVID-19; and
  2. Has completed any required quarantine and/or testing mandated by City of Dillingham Emergency Ordinances, or
  3. Is using city facilities to leave Dillingham to complete their required quarantine outside the City.
- B. It is unlawful for a person to aid, abet, incite, compel, or coerce the doing of an act forbidden under subsection A. of this section or to attempt to do so; such act shall be deemed a violation of subsection A.
- C. An organization shall be deemed to have violated this section if the violation was committed by or with the knowledge of any person with a fiduciary relationship to the organization, or other members of the organization, or where such relationship would exist if there were other members of the organization and specifically includes any officer, director of a corporation, member or manager of an LLC, partner in a partnership, and any person holding 10% or more of the equity or control of the organization.

## **Section 11. Penalties and Remedies.**

- A. Violations of Section 5, 6, 7, 8, and 9 of this Emergency Ordinance shall be a minor offense. In accordance with AS 29.25.070(a), citations for violation of this ordinance may be disposed of as provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of a three-hundred dollar (\$300) fine, for all subsequent offenses plus the state surcharge required by AS 12.55.039 and 29.25.074. Fines must be paid to the court. The Alaska Court System's Rule of Minor Offense Procedures applies. This fine may not be judicially reduced. Each day of violation shall be considered a separate offense.
- B. Violation of Section 10 of this Ordinance constitutes criminal trespass upon city property, in violation of Dillingham Municipal Code section 9.50.010 and may be charged as such provided:
- a. that notice against trespass under this section is personally communicated to a person so charged by a city official, including any city police officer; or

- b. that notice that violation of A. of this section constitutes criminal trespass upon city property is given by posting in a reasonably conspicuous manner under the circumstances; or
  - c. for vessel owners or captains, that notice that violation of A. of this section constitutes criminal trespass upon city property is given through any method of communication or transmission customarily use by mariners and of which mariners have a duty to remain informed, such as published notices to mariners.
1. In addition to any remedy or penalty, violation of this section, provided that notice described in Section 10, subsection B. has been given, shall be chargeable as a criminal violation of municipal code and punishable upon conviction by:
  - a. up to 10 days in jail and a \$1,000 fine for each separate offense, if the offender is a natural person, or
  - b. up to a \$10,000 fine for each separate offense and forfeiture of any instrument or property used in the commission of the offense if the offender is an organization.
2. In addition to any remedy or penalty, except those set forth in Section 10. Subsection B., which shall not be cumulative, violation of this section, provided that notice described in subsection B.1 has been given, may be remedied following an administrative hearing by:
  - a. A civil fine of not more than \$1,000 for each offense, if the violator is a natural person, or \$10,000 if the violator is an organization;
  - b. Forfeiture of any instrument or property used in the commission of the offense; and
  - c. If the violator is an organization, forfeiture of any profits or benefits the violator obtained in connection with or proximately related to the violation, including, but not limited to, any fish caught or obtained in connection with or proximately related to the violation.
3. A natural person found to have violated this section shall be placed on the denied services list established by DMC 4.40.010 and shall remain on such list for 365 days for violation of this section.
4. An organization found to have violated this section, and any vessel belonging to the organization at the time of the violation, shall be placed on the denied services list established by DMC 4.40.010 and shall remain on such list for five years for violation of this section.

**Section 12. Code Provisions Superseded.** This Emergency Ordinance supersedes Emergency Ordinances 2020-19, and 2020-20 and any inconsistent ordinances, rules, or regulations of the City of Dillingham including but not limited to, Section 18.20.040 procedures for changing land use districts.

**Section 13. Effective Date.** This ordinance shall go into effect at 11:59 p.m. on October 1, 2020 and remain in effect through November 30, 2020, unless adjusted by action of the City Council.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 1, 2020.

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

ATTEST:

[SEAL]

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

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**Re: Port Advisory Committee**

1 message

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**Alice Ruby** <alice.ruby@dillinghamak.us>  
To: Kaleb Westfall <kaleb.westfall@dillinghamak.us>  
Cc: Lori Goodell <lori.goodell@dillinghamak.us>

Thu, Sep 3, 2020 at 4:35 PM

Hi Kaleb:

Thanks for your interest. I'm including Lori on this email so that we can include your letter of interest in the October packet. I'll probably discuss it with you before then.

On Thu, Sep 3, 2020 at 3:04 PM Kaleb Westfall <kaleb.westfall@dillinghamak.us> wrote:

Hi Mayro Ruby,

I am emailing you to be considered to be appointed to the Port Advisory Committee. I look forward to working for all user groups to make the best decisions that will affect the port and harbor, currently, and to sculpt the future infrastructure to best serve Dillingham.

Best regards,  
Kaleb Westfall

--

**Alice Ruby, Mayor**  
**City of Dillingham**

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City of Dillingham Action Memorandum      Agenda of: October 1, 2020

Action Memorandum No. 2020-08

**Subject:**

Authorize the City Manager to Award a Contract for RFP 2020-04, Furnish Petroleum & Propane Fuels FY21, with the option to extend the contract through FY22, at the City's sole discretion.

---

City Manager: Recommend Approval

Signature: 

---

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

-RFP 2020-04 Bid Summary Memo

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**Summary Statement:**

This action memorandum authorizes administration to sign a contract with Bristol Alliance Fuels for No. 1 and No. 2 Diesel, Unleaded Gasoline, and Propane (delivered and at the pump). The City did not receive any other responsive bids.

The bid due date was September 17, at 4:00 PM and bids were opened immediately following. Notices were posted in three public places, as required. Additionally, the RFP was advertised on the City website and in the ADN on August 25 and again on September 1.

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

Action Memorandum No. 2020-08

Summary Statement continued:

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

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

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

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	Planning Director	
X	City Clerk	

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** September 18, 2020  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** RFP 2020-04, Petroleum & Propane Fuel FY21, Bid Summary

---

The City of Dillingham solicited sealed bids for furnishing and delivering petroleum and propane fuel to various City facilities for the contractual period of November 8, 2020 through June 30, 2021, with the option to extend the contract from July 1, 2021 through June 30, 2022. With at least 30 days written notice to the lowest bidder(s), the City may at its sole discretion, exercise the option to extend the contract for a one year period, from July 1, 2021 to June 30, 2022 at the existing bid rates. Written notice shall not be required if the option to extend the contract beyond June 30, 2021 is not exercised.

The rationale behind structuring the RFP in this way was: 1) To set prices in advance for FY22 for budgeting purposes; 2) Align the contract to coincide with the FY; 3) Potentially get lower prices by offering a longer contract to the successful bidder; 4) Provide maximum flexibility to the City in the event commodity prices fluctuate significantly in 2021.

The RFP was advertised in the ADN on August 25 and again on September 1, with a bid deadline of Thursday, September 17. Two bids were received by the deadline as follows:

1. Vitus Energy, LLC
  - The bid was not considered responsive, because the bid prices stated would only apply to the "base period" of November 8, 2020 through June 30, 2021 and would not be honored for the extension period of July 1, 2021 through June 30, 2022, as required.
2. Bristol Alliance Fuels
  - This was the only responsive bid, and the only bid for propane (delivered and at the pump).

As the only responsive bidder, Bristol Alliance Fuels should be awarded this contract. The City should deliver notice to BAF no later than May 31, 2021 if it wishes to exercise the one-year extension (July 1, 2021 to June 30, 2022) at existing bid prices.

The following is a comparison of the lowest bids received for petroleum and propane fuels from FY19-FY21, for reference:

Petroleum & Propane Fuel Bid Comparison FY19-FY21					
		FY19		FY20	FY21
Date & Time Proposal Rcvd.		7/30/18, 10:00 am	7/29/18, 10:35 am	10/17/19, 3:42 pm	9/17/20, 10:33 am
VENDORS					
		Bristol Alliance Fuels	Delta Western	Vitus Energy LLC	Bristol Alliance Fuels
ITEMS	BID AMOUNT				
No. 1 Diesel, gallons	75,000	\$ 3.19	-	\$ 3.48	\$ 3.25
	subtotal	\$ 239,250.00	-	\$ 261,000.00	\$ 243,750.00
No. 2 Diesel, gallons	30,000	\$ 3.59	-	\$ 3.48	\$ 3.25
	subtotal	\$ 107,700.00	-	\$ 104,400.00	\$ 97,500.00
Unleaded Gasoline, gallons	20,000	\$ -	3.60	\$ 4.16	\$ 4.00
	subtotal	\$ -	\$ 72,000.00	\$ 83,200.00	\$ 80,000.00
Propane Delivered, gallons	375	\$ 4.89	-	\$ -	\$ 6.60
	subtotal	\$ 1,833.75	-	\$ -	\$ 2,475.00
Propane at Pump, gallons	150	\$ 4.89	-	\$ -	\$ 6.60
	subtotal	\$ 733.50	-	\$ -	\$ 990.00
Total Bid Amount		\$ 349,517.25	\$ 72,000.00	\$ 448,600.00	\$ 424,715.00
<b>Yearly Total Bid Amount</b>		<b>\$</b>	<b>421,517.25</b>	<b>\$ 448,600.00</b>	<b>\$ 424,715.00</b>

## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** September 18, 2020  
**RFP NUMBER AND TITLE:** RFP 2020-04 Petroleum & Propane Fuel FY21  
**RFP DEADLINE:** September 17, 2020, 4:00 PM  
**BIDDERS OF RECORD INCLUDE:**

- Bristol Alliance Fuels
- Vitus Energy, LLC

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

### **Bristol Alliance Fuels**

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, within 5 days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4.30.100 E. The next regularly scheduled City Council meeting will be held on October 1, 2020.

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

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in RFP 2020-04, to the City of Dillingham prior to C.O.B on October 2, 2020.

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

Sincerely,



Tod Larson  
City Manager  
(907) 842-5148

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August 28, 2020

Dillingham

Attn: City Clerk

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

<b>License Number:</b>	16915
<b>License Type:</b>	Retail Marijuana Store
<b>Licensee:</b>	Bristol Bay Bud Company, LLC
<b>Doing Business As:</b>	BRISTOL BAY BUD COMPANY
<b>Physical Address:</b>	233 Airport Road Dillingham, AK 99576
<b>Designated Licensee:</b>	Heather Allen
<b>Phone Number:</b>	907-357-2518
<b>Email Address:</b>	heather@bristolbaybudcompany.com

License Renewal Application       Endorsement Renewal Application

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Glen Klinkhart". The signature is written in a cursive style with a large initial "G" and a long horizontal stroke extending to the right.

Glen Klinkhart, Interim Director  
907-269-0350

# Alcohol & Marijuana Control Office

**License Number:** 16915

**License Status:** Active-Operating

**License Type:** Retail Marijuana Store

**Doing Business As:** BRISTOL BAY BUD COMPANY

**Business License Number:** 1066517

**Designated Licensee:** Heather Allen

**Email Address:** heather@bristolbaybudcompany.com

**Local Government:** Dillingham

**Local Government 2:**

**Community Council:**

**Latitude, Longitude:** 59.040488, -158.524143

**Physical Address:** 233 Airport Road  
Dillingham, AK 99576  
UNITED STATES

Licensee #1	Entity Official #1
-------------	--------------------

**Type:** Entity  
**Alaska Entity Number:** 10077501  
**Alaska Entity Name:** Bristol Bay Bud Company, LLC  
**Phone Number:** 907-843-2518  
**Email Address:** heather@bristolbaybudcompany.com  
**Mailing Address:** PO BOX 1437  
Dillingham, AK 99576  
UNITED STATES

**Type:** Entity  
**Alaska Entity Number:** 10077205  
**Alaska Entity Name:** HRGS Enterprises, LLC  
**Phone Number:** 907-843-2518  
**Email Address:** hrgsenterprises.ak@gmail.com  
**Mailing Address:** PO BOX 1437  
DILLINGHAM, AK 99576  
UNITED STATES

Entity Official #2	Entity Official #3
--------------------	--------------------

**Type:** Individual  
**Name:** Heather Allen  
**SSN:** [REDACTED]  
**Date of Birth:** [REDACTED]  
**Phone Number:** 907-357-2518  
**Email Address:** heather@bristolbaybudcompany.com  
**Mailing Address:** PO BOX 825  
DILLINGHAM, AK 99576  
UNITED STATES

**Type:** Individual  
**Name:** Gorden Isaacs  
**SSN:** [REDACTED]  
**Date of Birth:** [REDACTED]  
**Phone Number:** 907-843-0474  
**Email Address:** gorden.isaacs@gmail.com  
**Mailing Address:** PO Box 563  
Dillingham, AK 99576  
UNITED STATES

Entity Official #4	Entity Official #5
--------------------	--------------------

**Type:** Individual  
**Name:** Susan Isaacs  
**SSN:** [REDACTED]  
**Date of Birth:** [REDACTED]  
**Phone Number:** 907-843-0473  
**Email Address:** susan@bristolbaybudcompany.com  
**Mailing Address:** PO Box 563  
Dillingham, AK 99576  
UNITED STATES

**Type:** Individual  
**Name:** Richard Allen  
**SSN:** [REDACTED]  
**Date of Birth:** [REDACTED]  
**Phone Number:** 907-357-2518  
**Email Address:** richard@bristolbaybudcompany.com  
**Mailing Address:** PO BOX 825  
DILLINGHAM, AK 99576  
UNITED STATES

**Note:** No affiliates entered for this license.



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received  
Aug. 28, 2020

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
XX			
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
Bristol Bay Bud Company	Retail Marijuana Store	Bristol Bay Bud Company, LLC	233 Airport Road

This review covers the period August 2019 to August 2020

Route to **FINANCE** 8/31/2020 **Respond by:** 9/11/2020 Info. Available as of \_\_\_\_\_

ACTIVITY	STATUS
<b>Sales Tax</b>  <b>Reports Filed and Payments Submitted</b>	Bal. Due <u>\$ 0.00</u> Date/Amt. of Last Payment <u>08/05/2020</u>  No. late payments <u>0</u> <b>Comment:</b> Reports filed under HRGS Enterprises, LLC dba Bristol Bay Bud Company
<b>Real Property Tax</b>  <b>Owns the property?</b>  YES <input type="radio"/> <b>NO</b> <input checked="" type="radio"/>	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b>
<b>Personal Property Tax</b>  <b>(Inventory, Supplies, Office Equipment)</b>	Bal. Due <u>\$ 0.00</u> Date/Amt. of Last Payment <u>07/30/2020</u>  No. late payments <u>0</u> <b>Comment:</b>
<b>Utility Bill</b>  <b>Responsible for utilities?</b>  YES <input type="radio"/> <b>NO</b> <input checked="" type="radio"/>	Bal. Due _____ Date/Amt. of Last Payment _____  No. late payments _____ <b>Comment:</b> Location is outside of the City run utilities. Owner is responsible for well and septic.
<b>Most Current DLG Business License</b>	<u>2020</u> <u>01/03/2020</u> License Year Date Applied <b>Comment:</b> Filed under HRGS Enterprises, LLC (dba Bristol Bay Bud)
<b>Most Current AK State Bus. License</b>	<u>2019-2020</u> <u>12/31/2018</u> License Year Date Applied <b>Comment:</b>



**LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM**

Received  Aug. 28, 2020
-------------------------------

License Renewal	License Transfer	New License	Other
<b>XX</b>			
Doing Business As	License Type	Licensee	Physical Address
<b>Bristol Bay Bud Company</b>	<b>Retail Marijuana Store</b>	<b>Bristol Bay Bud Company, LLC</b>	<b>233 Airport Road</b>

This review covers the period August 2019 to August 2020

Route to **Public Safety** 8/31/2020 **Respond by:** 9/11/2020 Info. Available as of \_\_\_\_\_

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

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

Serving / selling to minors (under 21 years of age).

Person intoxicated or under the influence on licenses premises.

Serving alcoholic beverages after hours.

Pattern of disturbances or fights on the licenses premises.

Open sale of prohibited drugs on the licenses premises.

Additional comments:



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received  
Aug. 28, 2020

License Renewal	License Transfer	New License	Other
XX			
Doing Business As	License Type	Licensee	Physical Address
Bristol Bay Bud Company	Retail Marijuana Store	Bristol Bay Bud Company, LLC	233 Airport Road

Reviewed by: Code Review Committee

September 17, 2020

Date

Recommendation:

The City of Dillingham waives the right to protest this application.

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

OTHER:

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

OTHER Comment:

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August 10, 2020

**Dillingham**

Attn: Janice Williams

Via Email: [cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us)

<b>License Number:</b>	25324
<b>License Type:</b>	Retail Marijuana Store
<b>Licensee:</b>	Rural Retail Management, LLC
<b>Doing Business As:</b>	Alaskan Grown Cannabis
<b>Physical Address:</b>	213 West A Street Dillingham, AK 99576
<b>Designated Licensee:</b>	Kalla Peacock
<b>Phone Number:</b>	907-350-7893
<b>Email Address:</b>	alaskangrownproducts@gmail.com

**New Application**       **New Onsite Consumption Endorsement Application (Retail Only)**

AMCO has received a complete application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.025(d)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

3 AAC 306.010, 3 AAC 306.080, and 3 AAC 306.250 provide that the board will deny an application for a new license if the board finds that the license is prohibited under AS 17.38 as a result of an ordinance or election conducted under AS 17.38 and 3 AAC 306.200, or when a local government protests an application on the grounds that the proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the marijuana establishment, unless the local government has approved a variance from the local ordinance.

This application will be in front of the Marijuana Control Board at our August 19-20, 2020 meeting.

Sincerely,

Glen Klinkhart, Interim Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

# Alcohol & Marijuana Control Office

**License Number:** 25324

**License Status:** New

**License Type:** Retail Marijuana Store

**Doing Business As:** Alaskan Grown Cannabis

**Business License Number:** 2104183

**Designated Licensee:** Kalla Peacock

**Email Address:** alaskangrownproducts@gmail.com

**Local Government:** Dillingham

**Local Government 2:**

**Community Council:**

**Latitude, Longitude:** 59.021850, -158.275260

**Physical Address:** 213 West A Street  
Dillingham, AK 99576  
UNITED STATES

### Licensee #1

**Type:** Entity

**Alaska Entity Number:** 10118126

**Alaska Entity Name:** Rural Retail Management, LLC

**Phone Number:** 907-350-7893

**Email Address:** alaskamjretail@gmail.com

**Mailing Address:** 500 W. International Airport Rd,  
Suite F  
Anchorage, AK 99518  
UNITED STATES

### Entity Official #1

**Type:** Individual

**Name:** Kalla Peacock

**SSN:** [REDACTED]

**Date of Birth:** [REDACTED]

**Phone Number:** 907-350-7893

**Email Address:** alaskangrownproducts@gmail.com

**Mailing Address:** 500 W. International Airport Rd,  
Suite F  
Anchorage, AK 99518  
UNITED STATES

### Entity Official #2

**Type:** Individual

**Name:** Jason Evans

**SSN:** [REDACTED]

**Date of Birth:** [REDACTED]

**Phone Number:** 907-538-2522

**Email Address:** alaskamjretail@gmail.com

**Mailing Address:** 500 W. International Airport Rd,  
Suite F  
Anchorage, AK 99518  
UNITED STATES

**Note:** No affiliates entered for this license.



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received  
July 15, 2020

License Renewal	License Transfer	New License	Other
		Yes	
Doing Business As	License Type	Licensee	Physical Address
Alaskan Grown Cannabis	Retail Marijuana Store	Rural Retail Management LLC	213 West A Street

This review covers the period January 01/2020 to August 10, 2020.

Route to FINANCE 07/16/2020 Respond by: 08/10/2020 Info. Available as of 08/10/2020  
 Date Date Date

ACTIVITY	STATUS
<b>Sales Tax</b>  <b>Reports Filed and Payments Submitted</b>	Bal. Due <u>\$0.00</u> Date/Amt. of Last Payment _____ No. late payments _____ <b>Comment:</b> No payments/reports to date
<b>Real Property Tax</b>  Owns the property? YES <input type="radio"/> NO <input checked="" type="radio"/>	Bal. Due <u>\$2,043.60</u> Date/Amt. of Last Payment <u>05/12/2020</u> No. late payments <u>1</u> <b>Comment:</b> Owned by Dennis and Melissa Varner
<b>Personal Property Tax</b>  (Inventory, Supplies, Office Equipment)	Bal. Due <u>\$0.00</u> Date/Amt. of Last Payment _____ No. late payments _____ <b>Comment:</b> No personal property tax filed
<b>Utility Bill</b>  Responsible for utilities? YES <input type="radio"/> NO <input type="radio"/>	Bal. Due _____ Date/Amt. of Last Payment _____ No. late payments _____ <b>Comment:</b>
<b>Most Current DLG Business License</b>	License Year _____ Date Applied _____ <b>Comment:</b> No business license has been applied for
<b>Most Current AK State Bus. License</b>	License Year _____ Date Applied _____ <b>Comment:</b> There is no state license information for Alaskan Grown Cannabis, Rural Retail Management, LLC





LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received
Aug. 10, 2020

License Renewal	License Transfer	New License	Other
		Yes	
Doing Business As	License Type	Licensee	Physical Address
Alaskan Grown Cannabis	Retail Marijuana Store	Rural Retail Management LLC	231 West A Street

A review of land use is required for a license transfer or new license.

Route to PLANNING 8/10/20 **Respond by:** 9/11/20 Info. Available as of 9/3/20  
 Date Date Date

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

Chapter 18.16  
 LAND USE PERMITS

Title 18 requires that unless a land use activity is a by-right land use activity, no party shall construct, construct an addition to, substantially improve, or change the principal use of, a structure. In this case, the applicant is requesting to change the principal use of this structure from a garage to a commercial marijuana retail store. This requires a land use permit be sought and approved by the City of Dillingham in order to conform to Title 18. Further, a driveway or interior access lane that accesses a parcel across a public right-of-way is by definition considered an encroachment in the right-of-way and requires a land use permit. A land use permit has not been submitted as required by this land owner.

Chapter 18.20  
 LAND USE DISTRICTS

This parcel is located in the General Use District of the City.

Chapter 18.36  
 OFF-STREET PARKING REQUIREMENTS

The proposed establishment contains approximately 480 square feet of retail space. Although a marijuana retail establishment is not specifically covered in the parking requirements section, for the use most similar to a marijuana retail store, I am applying the minimum of one space per 300 square feet of retail space, but not less than two spaces total. Each space shall be 9 feet wide by 18 feet in length. In addition, parking for loading/off-loading requires a space 10 feet wide by 40 feet in length, with a minimum height clearance of 14 feet. The loading requirement of 40 feet in length does not appear to be possible within the parcel as required, without encroachment into the right-of-way. Similarly, the loading requirement of 10 feet in width does not appear to be possible within the parcel due to the placement of the building on the lot. These requirements would need to be staked out by the property owner for verification by the City.

In addition, all off-street parking spaces and loading facilities, including interior access lanes, shall be paved or surfaced with at least two inches of compacted gravel and graded and drained. This would need to be addressed by the property owner and verified by the City to be in compliance with this section of code.

Also noted, was that on the applicant's diagram 4, the premises/right of possession does not include the required parking spaces as provided above. The City would like to see that rectified to ensure that the



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received
Aug. 10, 2020

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
		Yes	
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
<b>Alaskan Grown Cannabis</b>	<b>Retail Marijuana Store</b>	<b>Rural Retail Management LLC</b>	<b>231 West A Street</b>

required off-street parking requirement for this commercial marijuana retail establishment is reflected as part of the lease/deed and included as part of the licensed premises.

Chapter 18.40  
YARD REQUIREMENTS

In the GU, general use district, geometric standards are:

- A. Required yard for all buildings.
  - 1. Front yard shall not be less than fifteen feet.
  - 2. Side yard shall not be less than five feet.
  - 3. Rear yard shall not be less than five feet.

Based on the Premises Diagram, it appears that the retail entrance will be located in a side yard.

A required yard shall remain open and unobstructed, except as follows:

- B. Open stairways and balconies, decks, arctic entries, chimneys and other structures greater than two and one-half feet in height, may project a distance of not more than two feet into the required yard.

The Premises Diagram does not provide enough information to make a determination on whether it would comply with this section of code. The property owner would need to provide more information upon which to determine conformance with this code requirement.

In summary, the structure, or use of land or a structure, including parking requirements at the proposed license location DOES NOT currently conform to Title 18 requirements.

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

No public notice requirements were noted in Chapter 8.30 MARIJUANA REGULATION, for new retail marijuana store applications.



LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Received  
July 15, 2020

<b>License Renewal</b>	<b>License Transfer</b>	<b>New License</b>	<b>Other</b>
		Yes	
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
<b>Alaskan Grown Cannabis</b>	<b>Retail Marijuana Store</b>	<b>Rural Retail Management LLC</b>	<b>231 West A Street</b>

Reviewed by: *Code Review Committee*

*September 17, 2020*

Date

Recommendation:

The City of Dillingham protests this application

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

This applicant has not submitted a land use permit application nor complied with Title 18 requirements. It is recommended to protest this application until these conditions are met.

OTHER:

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

OTHER Comment:



### POST-APPROVAL INSTRUCTIONS FOR MARIJUANA RETAIL STORES

The following steps are to be taken after your application for a marijuana retail store license has been approved by the board. You may not operate your business until the following requirements have been met.

1. When all other approvals (Local Government, Fire Marshal, DEC, etc.) have been met, you will be contacted by this office to notify you that your license status has been changed to "active-pending inspection" in our database. This doesn't mean you can open your doors or start operating your business. The status change is a necessary step so that you may be credentialed into METRC.
2. You, the licensee, must have your marijuana handler permit. All licensees, affiliates, agents, and employees (see 3 AAC 306.700(a)) must have their handler permit at the time of inspection.
3. You, the licensee, must take a METRC training class and pass the test.  
<https://www.metrc.com/alaska>
4. Once you have passed the METRC test, place a request to the METRC Support Team to be credentialed into METRC.
5. Set up your facility in METRC and order labels. The labels should take 4-5 days to arrive.
6. When you have access to METRC, contact AMCO investigators at [AMCO.enforcement@alaska.gov](mailto:AMCO.enforcement@alaska.gov) to schedule your initial "empty shelf" inspection. Don't schedule an initial inspection unless you are within two weeks from being 100% ready to operate your business. Review the pre-inspection checklist and be sure that you will have completed all items by the time of your inspection. Do not bring any marijuana into the facility before your initial inspection. AMCO staff will place your account in METRC on an administrative hold until the inspection. Depending on your location, it may be two weeks before an inspection can be performed due to state travel restrictions.
7. On the day of your inspection, the investigator will bring your license. If your facility matches what you've submitted to the board and all requirements are in place, you will receive your license, the administrative hold will be removed from METRC, and an "effective date" will be added in our database.
8. After the hold in METRC is removed, you may begin ordering and transporting marijuana and marijuana products from licensed cultivation and product manufacturing facilities. AMCO investigators will visit again to take a look at your store with marijuana and marijuana products in place.
9. Congratulations, you are now operating a marijuana retail store license in the State of Alaska!

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: September 26, 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: **COVID-19 Mitigation Plan -- Submission and Sequence of steps for adoption**

Attached is the COVID-19 Mitigation Plan for your review.

We propose the following sequence of steps for adoption of the Plan over the next few weeks.

date	event	focus	rationale
<b>Step 1:</b> Tuesday Sept. 29	Council Workshop on the COVID-19 Plan	for information for discussion	an opportunity for conversation and dialogue
<b>Step 2:</b> Thursday Oct. 1	Regular Council Meeting	for decision: 1. adoption of EO 2020-21  2. first hearing on COVID- 19	to ensure that there is no lapse in COVID- 19 coverage by the City  First hearing on the COVID-19 Plan
<b>Step 3:</b> Thursday Oct. 15	Special Council Meeting	for decision: 1. introduction of COVID- 19 Plan Ordinance	Second hearing on COVID-19 Plan Introduce COVID Plan Ordinance
<b>Step 4:</b> Thursday Nov. 5	Regular Council Meeting	for decision: 1. hearing and adoption of COVID-19 Plan Ordinance	Public hearing and adoption of COVID Plan Ordinance

As someone once said, [but apparently not, as thought, Winston Churchill](#):

*“However beautiful the strategy, you should occasionally look at the results.”*

We look forward to discussing the COVID-19 Plan with you at the Work Session on Tuesday, Sept. 29, 2020 @ 6:00 PM.

Thank you.

# City of Dillingham

## COVID-19 Mitigation Plan



**Clear, consistent, timely, and truthful communication is the lifeblood of a community in a pandemic.**

**Keep people safe . . . Sustain livelihoods . . . Learn always . . .**

and everyone crosses the finish line together:

the **young people** who are our future,

the **adults** who love and provide for them, and

our **elders** who are living storehouses of wisdom, culture, and meaning

*Report prepared by Pearson Consulting  
September 2020*

## EXECUTIVE SUMMARY

### Project Summary

Following the [City of Dillingham](#)'s initial response phase to the COVID-19 pandemic, City officials initiated a project to update its community COVID-19 plan based on a "fit for purpose" approach that aligns with key City stakeholders such as the School District and Hospital.

Based on feedback provided by City of Dillingham officials, City Council members and other community leaders, this project was undertaken with the following guiding principles:

- Mitigating the regional spread of COVID-19 to reduce the disease's impact and the suffering it causes
- Monitoring, updating and implementing a "fit for purpose" approach to managing the City's COVID response,
  - focused on the safety and wellness of residents and visitors as they engage in daily routines; and
  - ensuring that local economic activity remains sustainable
- An approach based on collaboration and mutual respect by all stakeholders (i.e. residents and visitors) doing their part to mitigate transmission risks as they have since the pandemic began.

### Methodology

The City of Dillingham retained Pearson Consulting to assist with COVID-19 mitigation planning:

- being aware of the links and relationships between communities across the Bristol Bay region;
- knowing that friends, family and others often travel to and through Dillingham;
- understanding benefits of communities across the Bristol Bay region working together; and,
- recognizing the importance of engaging neighboring communities, tribal entities, and others for even greater alignment.

Coordination in response to the pandemic could go on for some time until a COVID-19 vaccine is developed and distributed. This is a marathon and not a sprint . . . as is clear from ongoing interviews with the Dillingham community, Dillingham Census Area, and Bristol Bay region.

The outreach conducted to date reinforced the usefulness of the draft mitigation plan (i.e. the matrix), as well as the importance that it be flexible and adaptable as required by the pandemic's fluid dynamics.

### Recommendations: **EOC – Engagement & Education -- Enforcement**

1. Leverage the [Emergency Operations Center \(EOC\)](#) with regular check-ins as required by the developing situation
  - a. Rely on the current [Operations Manager](#) to prepare EOC agendas, as well as provide [coordination](#) and [communication](#)
  - b. Confirm key EOC roles and accountabilities (note: Manager and Mayor are in Policy section per 2018 EOC plan) and clarify joint coordination with partners (i.e. issuance of integrated news releases)

***which is the linchpin to:***

2. Increase community [Engagement & Education](#) within the Dillingham Census Area and Bristol Bay Region
  - a. Reinforce critical messages in ongoing manner via PSAs and other communications platforms
  - b. Confirm that the "door is open" to input and feedback from key stakeholders across the region
  - c. Develop a dashboard with meaningful metrics

***which is reinforced by:***

3. Promoting [social enforcement](#) from peers (example: "You Matter. I Care. We Mask.") and, as necessary, [official enforcement](#) as calibrated by the EOC ( with everyone continuing to do their part since everyone is at risk and also a risk carrier)

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## **1.0 Recommendation: EOC – Engagement & Education -- Enforcement**

1. Leverage the [Emergency Operations Center \(EOC\)](#) with regular check-ins as required by the developing situation
  - a. Rely on the current [Operations Manager](#) to prepare EOC agendas, as well as provide [coordination](#) and [communication](#)
  - b. Confirm key EOC roles and accountabilities (note: Manager and Mayor are in Policy section per 2018 EOC plan) and clarify joint coordination with partners (i.e. issuance of integrated news releases)

---

**who:** the Incident Commander with the Policy Section (i.e. City Manager and Mayor) decide who, with what expertise, is needed in the EOC.

\_\_see organization chart in [EOP 2018, page 10](#) . . . which is flexible with key players including:

**health:** a solid line (formal, preferred) or dotted line (informal)

- a. BBAHC -- medical expertise regarding shifting from phase to phase
- b. State of Alaska -- Public Health -- contact tracing
- c. Capstone -- testing

**what:** the EOC is operational governance structure for handling

- a. breaking events in the situation
- b. operations and execution
- c. recommendations for changes in ordinances and needs for resources
- d. status updates to the public
- e. reports to: City Manager and Mayor . . . who handle policy and report to the City Council

**when:** meets as frequently as they decide is needed

**where:** on a communications platform that works for everyone (teleconference / Zoom)

**why:** the EOC is the tried, tested, and proven structure for handling incidents (see [NIMS](#))

**how:** focused, coordinated, timely, truthful conversations led by an Incident Commander

**TIP:** read about: [High Reliability Organizations \(HRO\)](#): [Karl Weick](#) and [Kathleen Sutcliffe \(Alaska\)\\*](#), [Managing the Unexpected, 2007](#) -- firefighting crews, emergency operating rooms, aircraft carrier flight deck crews, nuclear power plants, incident command [ [\\*John Hopkins Medicine](#), fmr Dir. HSS, Aleutian Pribilof Islands Association]

- a. Track small failures -- they tip you off to future large failures
- b. Resist oversimplification -- become even more mindful . . . think of the interconnections
- c. Remain sensitive to operations -- this is where the rubber hits the road
- d. Build capabilities for resilience -- learn always
- e. Take advantage of shifting locations of expertise

• Too much advance planning can actually get in the way -- people assume their [mental model](#) of the situation is shared by everyone else and they interpret events to fit their expectations . . . but are unconsciously incompetent (see: [Dunning-Kruger effect](#); [ladder of inference](#); [learning organization](#))

• The person making decisions about how to solve a problem should be the person who knows the most about it – not the person who is highest on the organizational chart

• Stay in the conversation for one minute longer than may feel comfortable . . . and . . .

. . . consistently ask two **open-ended** (“**what**”) questions at the end of conversations:  
(at first feels odd, but the learning will go exponential)

**1. value:** “**what** was of **greatest value** to you in this conversation . . . in just a word or a phrase?”

**2. continuous improvement:** “**what** could I do that would make the next conversation **even more valuable** to you?”

**which is the linchpin to:**

2. Increase community [Engagement & Education](#) within the Dillingham Census Area and Bristol Bay Region
  - a. Reinforce critical messages in ongoing manner via PSAs and other communications platforms
  - b. Confirm that the “door is open” to input and feedback from key stakeholders across the region
  - c. Develop a dashboard with meaningful metrics

---

**Who:** EOC, Public Information Officers (PIO), Council, stakeholders (citizens, visitors, etc.)

**What:** Joint and consistent reinforcement of timely and critical messages (possibly via a Joint Information Center - JIC); continuous engagement with the community and region

**When:** ongoing through to exit from the pandemic

**Where:** multiple communication platforms and conversations

**Why:** there is a significant difference between **wanting** to survive and **deciding** to survive

**How:** multiple communication channels (Facebook, mail, radio) with emphasis on 1:1 relationships just like the COVID-19 virus is spread . . . word of mouth remains the single most powerful means of persuasive communication

**TIPS:**

Yupik survival tips that carry lessons . . . from Sam Gosuk, Yupik elder, Togiak:  
[the world around you contains what you need](#) (permission to share)

- “If caught in a blizzard with no snowdrift to crawl into for shelter and warmth, sit down on a skin on the ice with your back to the wind and it will blow a warm snowdrift around you . . . uncomfortable, but you will survive”  
*(that which threatens you can be turned to an advantage)*
- “If caught outdoors overnight with nothing for warmth, stuff grass down your pant legs for insulation.”  
*(insulate yourself and your community with stories . . . stories warm like air trapped in the spaces close to you)*

“The Elders at the last of the generation would come together and deliberate for months, asking themselves what wisdom they had learned in their generation and how it could be reflected in a story.”

--Ilarion (Larry) Mercurieff in [Stop Talking: Indigenous Ways of Teaching and Learning and Difficult Dialogues in Higher Education](#), 2013 with Libby Roderick.

Peter deLisser’s Communication Principles, author of [Be Your Own Executive Coach](#), 1999:

- I accept 100% responsibility for my listening and speaking, no matter what the other person is doing.
- [We need to bridge the 650 wpm listening gap . . . between "fantasy" -- what we think about, and "reality" -- what person actually said . . .](#) we can listen at 750-950 wpm but people speak at 150 to 250 wpm
- When we become skilled listeners, we discover how much we miss in life -- relationships, information, self-esteem.

further reading:

[FROM WORDS TO ACTION: Towards a community-centred approach to preparedness and response in health emergencies, 2019](#), 67 pages

by the International Federation of Red Cross and Red Crescent Societies and the [Global Preparedness Monitoring Board \(GPMB\)](#) (see: [Participatory Action Research](#))

### **which is reinforced by:**

3. Promoting [social enforcement](#) from peers (example: "You Matter. I Care. We Mask.") and, as necessary, [official enforcement](#) as calibrated by the EOC ( with everyone continuing to do their part since everyone is at risk and also a risk carrier)

**Who:** citizens; EOC, City of Dillingham and partners

**What:** consistent reinforcement of timely and critical messages

**When:** ongoing and at key moments

**Where:** multiple communication platforms

**Why:** people don't care how much you know until they know how much you care

**How:** messaging both verbal and non-verbally . . . example: just keeping 6 feet apart is a nonverbal message

#### **TIPS:**

Pass on history: "Grandfather buried people during the 1919 Flu Epidemic." (he did)

Encourage behavior change: "You can lead a horse to water, but you can't make it drink . . . however, you CAN make it thirsty."

Genuinely connect . . . video:

[Chris Voss - 3 Tips on Negotiations -- FBI hostage negotiator -- mirroring](#)

at 2:40 min -- 6:50 min total

--repeat the last 1-3 words (or selected 1-3 words) of person in order to better connect and to understand their position

Read and listen to: (it's that valuable . . . practical tips and stories of how to put positive energy into groups)

[The Culture Code: The Secrets of Highly Successful Groups](#), Daniel Coyle, 2018

-- 7 hrs // 4 hrs if you [listen to it at 1.75 speed](#) . . . we are capable of listening 4-5x faster than people usually speak

Three key skills:

[skill 1—Build Safety](#) — explores how signals of connection generate bonds of belonging and identity

[skill 2—Share Vulnerability](#) — explains how habits of mutual risk drive trusting cooperation

[skill 3—Establish Purpose](#) — tells how narratives create shared goals and values

Consider sending letters to the 1,200 to 1,500 commercial fishermen who come to Dillingham in advance of the 2021 fishing season. Let them know what to expect and to prepare for. Many consider Dillingham a second home. They're as much a part of the community as the salmon.

Remember the Yup'ik word: "Nutaanatam" -- (newt-don-a-tum) which means:

["totally cool!!!, awesome!!!, wonderful!!!"](#) . . . because there is always sun above the clouds.

(permission to share from Annie Fritze, Yupik elder from New Stuyahok)

## 5. DURATION:

question: *How much longer do you personally think that the COVID-19 situation will last, starting from today (mid-Sept. 2020) until there is a vaccine and things are relatively back to normal or a new normal?* 3, 6, 9, 12, 18, 24 months or longer

responses:

Mean (average):	13.7 months
Mode (most frequent number):	12.0 months
<b>Median (middle number, 50% above and 50% below):</b>	<b>12.0 months</b>
Maximum (highest number):	30.0 months
Minimum (lowest number):	4.5 months
Standard Deviation: (variation from mean)	6.1 months

n = 27

article:

### [When will the COVID-19 pandemic end?](#)

McKinsey & Company  
September 21, 2020

**epidemiological end point:** most likely time for the United States to achieve herd immunity is the third or fourth quarter of 2021 ( most optimistic: 2Q 2021 . . . at worst, long-tail possibility into 2023 and beyond )

**normalcy end point:** first or second quarter of 2021

### **The epidemiological end point**

Based on our reading of the current state of the variables and their likely progress in the coming months, we estimate that **the most likely time for the United States to achieve herd immunity is the third or fourth quarter of 2021**. As we wrote in July 2020, one or more vaccines may receive US Food and Drug Administration Emergency Use Authorization before the end of 2020 (or early in 2021) and the granting of a Biologics License Application (also known as approval) during the first quarter of 2021.

Vaccine distribution to a sufficient portion of a population to induce herd immunity could take place in as few as six months. That will call for rapid availability of hundreds of millions of doses, functioning vaccine supply chains, and peoples' willingness to be vaccinated during the first half of 2021. We believe that those are all reasonable expectations, based on public statements from vaccine manufacturers and the results of surveys on consumer sentiment about vaccines.

Herd immunity could be reached as soon as the second quarter of 2021 if vaccines are highly effective and launched smoothly or if significant cross-immunity is discovered in a population. On the other hand, the epidemiological end of the pandemic might not be reached until 2022 or later if the early vaccine candidates have efficacy or safety issues—or if their distribution and adoption are slow. At worst, we see **a long-tail possibility that the United States could be still battling COVID-19 into 2023 and beyond** if a constellation of factors (such as low efficacy of vaccines and a short duration of natural immunity) align against us.

### **The transition to normal**

The **second end point** of the pandemic may be reached earlier than the first. We estimate that the mostly likely time for this to occur is the **first or second quarter of 2021** in the United States and other advanced economies. The key factor is diminished mortality. Society has grown used to tracking the number of COVID-19 infections (the case count). But case counts matter primarily because people are dying from the disease and because those who survive it may suffer long-term health consequences after infection. The latter is an area of scientific uncertainty, but there is concern that some recovered patients will face long-term effects.

6. TIMELINE -- Regular Council Meetings (first Thursday) -- for the next 18 months

mo	Regular Council Meetings 2020 - 2022	COVID-19 Plan EOC operates through Transition phase out of pandemic	events of note
1	October 1 4Q	--Oct. 1 -- Council looks at Plan --Oct 15 -- Ordinance introduced	--Sept. 29 -- Council Workshop on Plan
2	November 5 4Q	--Nov. 5 -- Public Hearing and adoption	
3	December 3 4Q	60 day mark	--winter holidays
4	January 7, 2021 1Q		--winter holidays
5	February 4 1Q	60 day mark	--Beaver Round-Up 2021 community mid-winter carnival
6	March 4 1Q		
7	April 1 2Q	60 day mark	
8	May 6 2Q		--fishing season --school out
9	June 3 2Q	60 day mark	--fishing season
10	July 1 3Q		--fishing season
11	August 5 3Q	60 day mark	--fishing season --school starts
12	September 2 3Q		--hunting season --school starts
13	October 7 4Q	60 day mark	
14	November 4 4Q		
15	December 2 4Q	60 day mark	--winter holidays
16	January 6, 2022 1Q		--winter holidays
17	February 3 1Q	60 day mark	--Beaver Round-Up 2022 community mid-winter carnival
18	March 3 1Q		

## 7. RESILIENCE: mental strength under conditions of extreme duress

### Balance optimism with realism.

And take one day at a time . . . [James Stockdale](#), eight years as highest ranking POW . . . [Stockdale Paradox: A Message for Uncertain Times](#), Mar 31, 2020 via [Jim Collins video: 6:41 min](#)

### Creativity is key . . . [E. Paul Torrance](#) on survival training and POWs.

[Shaughnessy, Michael \(1998\). An Interview with E.Paul Torrance: About Creativity.](#) Educational Psychology Review. 10. 441-452. "The truly creative is always that which cannot be taught. Yet creativity cannot come from the untaught. Creative solutions to air-crew survival situations required imaginatively gifted recombination of old elements (information about how the American Indians had lived off the land, how the early explorers survived in the Arctic, how many survived shipwreck, how airmen in World War I and II had escaped and evaded, etc.) into a new configuration--what is required now. [The elements of a creative solution can be taught, but the creativity itself must be self-discovered and self-disciplined.](#)"

[Genter, Robert \(2015\). Understanding The POW Experience: Stress Research And The Implementation of the 1955 U.S. Armed Forces Code Of Conduct.](#) Journal of the History of the Behavioral Sciences, Vol. 51(2), 141–16

In putting together survival courses for the U.S. Military, "Torrance outlined those attitudes that impacted survival chances, a list that borrowed heavily from the list of defense mechanisms crafted by ego psychologists. [Productive attitudes](#) included "[flexibility](#)" and "[appropriate release of aggression](#)," while negative attitudes included "panic-like behavior" and "loss of will" (Torrance, 1956a, p. 1). Torrance focused on instilling in trainees the proper state of "readiness" for survival, which included training in basic survival skills, [practical application of such skills](#), and [maintenance of larger goals](#) to moderate anxieties (Torrance, 1954a, p. 61). Through such training, trainees would develop a basic "[will-to-survive](#)," which Torrance defined, using the lens of ego psychology, as "[continued adaptive behavior and the successful control of internal tensions](#)" (Torrance, 1955b, p. 16)."

[E. Paul Torrance designed the Future Problem Solving Program that UAF/Bristol Bay Campus professor George Guthridge wrote about in The Kids From Nowhere, 2006](#) . . . the 10 kids from Gambell, Alaska who took top honors in the Future Program Solving Program competition in 1984 . . . the leading creativity and academic competition in the U.S.

### Understand the paradox of hope.

[Frankel, Viktor \(1946\). In Man's Search for Meaning, via Hope: a paradox by Robert Kishaba:](#)

"Psychiatrist and Holocaust survivor Viktor Frankl spent time as a prisoner at various concentration camps during WWII. He writes that between Christmas 1944 and New Year's 1945 the camp's sick ward experienced a death rate "beyond all previous experience," not due to a food shortage or worse living conditions, but because, "the majority of the prisoners had lived in the naïve hope that they would be home again by Christmas." When this hope was unmet, prisoners found no reason to continue holding on, nothing to look forward to. When a mind lets go, so does its body."

### Watch out for the third quarter . . . a quantifiable drop in morale and mood after the midway point. (seen at high Arctic weather stations and the Antarctic where the midpoint is actually known) in

[Geiger, John \(2010\). The Third Man Factor: Surviving the Impossible.](#) p. 24. **And in extreme duress: [Ernest Shackleton](#) in [South](#):** "When I look back at those days I have no doubt that Providence guided us, not only across those snowfields, but across the storm-white sea that separated Elephant Island from our landing-place on South Georgia. I know that during that long and racking march of thirty-six hours over the unnamed mountains and glaciers of South Georgia it seemed to me often that we were four, not three. I said nothing to my companions on the point, but afterwards Worsley said to me, "Boss, I had a curious feeling on the march that there was another person with us." Crean confessed to the same idea. One feels "the dearth of human words, the roughness of mortal speech" in trying to describe things intangible, but a record of our journeys would be incomplete without a reference to a subject very near to our hearts."

### Place a premium on every action . . . it reveals actual inward character.

[Gilkey, Langton \(1966\). Shantung Compound: the story of men and women under pressure.](#)

"A marginal existence neither improves men nor makes them wicked; it places a premium on every action, and in doing so reveals the actual inward character that every man has always possessed." "This book is about the life of a civilian internment camp in North China during the war against Japan . . . Because internment-camp life seems to reveal more clearly than does ordinary experience the anatomy of man's common social and moral problems and the bases of human communal existence, this book finally has been written." —Langdon Gilkey

Richard Subber, reviewer: "[This is the most provocative book I've read in my adult life.](#)"

note: [Eric Liddell](#), the Scottish runner in [Chariots of Fire](#), was a missionary teacher also held the [camp](#). He focused on the psychological and physical survival of the children, teenagers, and elderly by organizing games and teaching science and Bible classes. He succumbed to a brain tumor five months before liberation with the words, "It's complete surrender."

## 8. RESOURCES

*"The longer you look back, the farther you can look forward."*  
— Winston S. Churchill

### [Bristol Bay Remembers: The Great Flu of 1919](#)

by Tim Troll. Anchorage, Alaska: Bristol Bay Native Corporation and the Bristol Bay Land Trust, 2019  
133 pages \$20.00

The book commemorates Bristol Bay's influenza outbreak and serves as a remembrance of those who died, those who responded, and the children who survived to give birth to today's Bristol Bay.

--estimates are that 40% of the adult population of Bristol Bay perished . . . no one will ever know . . . entire communities died . . . communities at the time were 15 to 150 in population  
--some say only 400+ survived as orphans  
--the impact in Bristol Bay was larger per capita than on the Seward Peninsula of Alaska to the north  
--world-wide the [1918-1920 Spanish Flu Pandemic](#) had a greater impact than the Black Death in the Middle Ages which occurred over 100 years . . . the Spanish Flu occurred over only a few years and killed 50 to 100 million globally  
--the effect of intergenerational trauma on the Bristol Bay orphans and their descendants is a genuine consequence . . . example: some orphans who lost their parents and their village, and later siblings in the orphanage, prohibited their families from speaking Yupik for two generations.

#### websites:

##### **CDC: Centers for Disease Control & Prevention:**

[Coronavirus Disease 2019 \(COVID-19\) -- daily](#)  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html?>

##### **CDC: Centers for Disease Control & Prevention:**

[Travel Notices](#)  
<https://wwwnc.cdc.gov/travel/notices>

##### **WHO (World Health Organization):**

[Situation Reports -- daily](#)  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>

##### **State of Alaska:**

[COVID-19: Situation overview](#)  
[The Latest COVID-19 Data in Alaska](#)  
**Updated at Noon Daily (AKDT)**  
<http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/default.aspx>

[Alaska Coronavirus Response Hub -- cases dashboard](#)  
<https://coronavirus-response-alaska-dhss.hub.arcgis.com/>

[Alaska DHSS COVID-19 Updates](#)  
<https://public.govdelivery.com/accounts/AKDHSS/signup/16046>

#### also useful:

[COVID-19 Dashboard](#)  
An interactive web-based dashboard to track COVID-19 in real time from Johns Hopkins University Applied Physics Lab  
<https://coronavirus.jhu.edu/map.html>

[Rt COVID-19 -- by State \(U.S.\) -- how fast the virus is growing.](#)  
These are up-to-date values for Rt, a key measure of how fast the virus is growing. It's the average number of people who become infected by an infectious person. If Rt is above 1.0, the virus will spread quickly. When Rt is below 1.0, the virus will stop spreading.  
<https://rt.live/>

## 9. RELEVANT QUOTES:

When an elder dies, a storehouse of wisdom, culture, and meaning disappears.

in Ilarion (Larry) Mercurieff, Libby Roderick, [Stop Talking: Indigenous Ways of Teaching and Learning and Difficult Dialogues in Higher Education](#), 2013

A successful response “is never going to be one thing done perfectly. It’ll be a lot of different things done well enough.”

-- Natalie E. Dean, PhD, @nataliexdean, Assistant Professor of Biostatistics at, @UF specializing in emerging infectious diseases and vaccine study design. @HarvardBiostats, PhD. University of Florida

"The ability to deal with a crisis situation is largely dependent on the structures that have been developed before chaos arrives. The event can in some ways be considered as an **abrupt and brutal audit**: at a moment's notice everything that was left unprepared becomes a complex problem and every weakness comes rushing to the forefront."

--Pat Lagadec in [Managing the Unexpected: Resilient Performance in an Age of Uncertainty](#) by Karl E. Weick, Kathleen M. Sutcliffe, 2007

"All truth passes through three stages:

First, it is ridiculed.

Second, it is violently opposed.

Third, it is accepted as self-evident."

--19th century German philosopher Arthur Schopenhauer

"A team is only as strong as its checklist."

--Atul Gawande, [The Checklist Manifesto](#), 2008

Where are you going? (Quo vadis?)

Question everything. (Quaere quaestio)

"There are two kinds of Arctic problems, the imaginary and the real. Of the two, the imaginary are the most real."

--Vilhjalmur Stefansson, Canadian Arctic explorer and author (1879-1962), in *The Arctic in Fact and Fable*

"The single biggest problem in communication is the illusion that it has taken place."

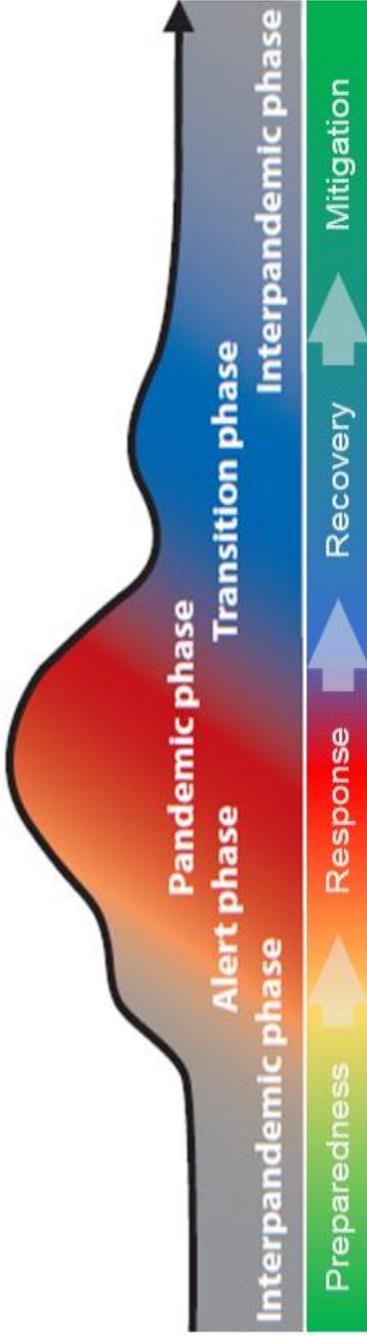
--William H. Whyte

From [Tim Pearson](#):

*Dedicated to [Sam Ailak](#) (1911 - 1983) of McKinley Creek on Grantley Harbor, Teller, Alaska who was an eight-year-old orphan of the 1918 Flu Epidemic and my first mentor the winter of 1973-1974. He was fluent in Iñupiaq, English, and Norwegian (from the orphanage). He taught how to set herring nets under the sea ice. In so doing he first introduced me to the true art of listening at the age of 14. He spoke hardly any words other than, "Want to go set herring nets?"*

*And "Quyanaq" (thank you in Iñupiaq) to all the other elders, including: Grandma Eyuk, Grandma Kugzruk, Gussie Topkok, David and Annie Kakaruk, Maggie Foster, Sarah Kakaruk, Norbert Kakaruk, Willie Kugzruk, Johanna Ablowaluk, Spike and Queenie Milligrok, and Vincent Okleasik. Life truly takes a village.*

**APPENDIX 1.0 COVID-19 PLAN MATRIX – 7 pages, following**



Preparing and responding to a pandemic requires coordinated action by all stakeholders in a community. Origins of pandemics like the COVID-19 virus do not respect distinctions of race, sex, age, profession or cultural backgrounds, and are not constrained by geographic boundaries. Due to the potential for broad impacts from a pandemic, a solid response strategy extends beyond health and medical boundaries, to include the sustainment of critical infrastructure, private-sector activities, the movement of goods and services, as well as a number of economic and security considerations.

The City of Dillingham diligently maintains a state of readiness for emergencies through its [Emergency Operations Plan](#) and [Hazard Mitigation Plan](#). The City also operates an Emergency Operations Center (EOC) to effectively manage and coordinate its emergency response. In collaboration with regional, state and federal partners, critical information is regularly updated via the following online resources:

- **City of Dillingham** – [News & Announcements](#), [COVID-19](#) and [FAQ](#) (Frequently Asked Questions) pages
- **Bristol Bay Area Health Corporation (BBAHC)** - <https://www.bbahc.org/>
- **Dillingham City School District** - <https://www.dlgsd.org/covid-19-information.html>
- **State of Alaska** - <https://covid19.alaska.gov/>
- **U.S. Centers of Disease Control (CDC)** - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

In the initial response phase to the pandemic, the City of Dillingham enacted several resolutions and ordinances that included:

- [Declaring a Public Health Disaster](#) (2020-11; March 19, 2020)
- Implemented [Travel Restrictions](#) (2020-06(A); April 2, 2020)
- Adopted [Travel Quarantine Requirements](#) (2020-07; April 30, 2020) then [amended to extend](#) (2020-15; June 9, 2020)
- Adopted [Protective Measures](#) (2020-08), [Quarantine & Isolation Measures](#) (2020-09) and [City Facility Use Standards](#) (2020-10(A); May 8, 2020)
- Enacted [Testing, Isolation & Other Measures](#) (2020-14; June 4, 2020) that were [amended](#) (2020-16; June 16, 2020)
- Implementing the [CARES ACT Grant Program](#) (2020-17; August 6, 2020)
- Adopted the City's [Travel Notification Form](#) (2020-19; August 6, 2020)
- Updated the City's [Protective, Isolation & Other Measures](#) (2020-20; August 3, 2020)

Building on insights from the adoption and implementation of the above resolutions and ordinances, City of Dillingham officials are considering the following guiding principles for its COVID-19 mitigation plan going forward:

- Mitigating the regional spread of COVID-19 to reduce the disease's impact and the suffering it causes
- Monitoring, updating and implementing a "fit for purpose" approach to managing the City's COVID response
  - focused on the safety and wellness of residents and visitors as they engage in daily routines; and
  - ensuring that local economic activity remains sustainable
- Approach based on collaboration and mutual respect by all stakeholders (i.e. residents and visitors) doing their part to mitigate transmission risks as they have since the pandemic began.

	Low Risk	Pandemic Stage		Medium Risk	High Risk
<b>Phases</b> (Resource: <a href="#">CDC Pandemic Phases</a> )	Interpandemic	Pandemic Stage		Alert / Transition	Pandemic
<b>Rate of Transmission</b>	No community transmission	Some community transmission based on multiple positive test results		Widespread community transmission; Frequent outbreaks	
<b>Transmission Control</b> (Resource: <a href="#">DHSS Contact Tracing</a> )	Full ability to isolate cases and quarantine contacts	Some ability to isolate cases and quarantine contacts		Limited ability to isolate cases and quarantine contacts	
<b>Regional Healthcare System Readiness</b>	No healthcare worker infection; Full capacity to handle cases locally	Some healthcare workers infected; Some capacity to handle cases locally; Ability to transfer more severe cases to in-state facilities		Several healthcare workers infected; Limited capacity to handle cases locally; Limits on transferring more severe cases to in-state facilities	
<b>Mitigation Measures</b>					
<b>Personal Hygiene</b>	Wash hands often for at least 20 seconds; If soap and water are unavailable use alcohol-based hand sanitizer; Avoid touching eyes, nose, and mouth with unwashed hands	Avoid close contact with people who are sick; Stay home if sick or feel unwell; Clean and disinfect frequently touched objects and surfaces using household cleaning spray or wipe		Stay home if sick or feel unwell; Cover coughs and sneezes; Consult doctor via phone before checking in @ office or Emergency Room	
<b>Social Distancing &amp; Gatherings</b>	Indoor/outdoor gatherings with >100 attendees with official City consultation (permit if required)	Indoor gatherings of <20 with safety measures; Outdoor gatherings of <30 attendees with safety measures		No gatherings of >20 people; Virtual events recommended	
<b>Mobility</b>	Able to venture from home while taking safety precautions	Limited travel outside home for essential activities (i.e. groceries)		Stay@home; Essential services only	
<b>Testing</b>	Currently free testing is available to the community through a regional partnership at the following testing facilities: 1. Non-urgent, asymptomatic screening are provided at the Capstone Clinic located at the Dillingham Airport from noon to 6:00 p.m. seven days a week. 2. BBAC prioritized testing at Kananak Hospital and village clinics for symptomatic/urgent situations; patients must call ahead to speak with a nurse				
<b>Self-Isolation &amp; Quarantines</b>	Review Guidelines, Enforcement & Remedies below for details.				

	Low Risk	Economic & Other Activities	Medium Risk	High Risk
<b>City Property &amp; Facilities Use</b>	<b>Economic &amp; Other Activities</b>			
<b>Social &amp; Recreational Activities</b>	Available for public use	Use restrictions enforced	Facility closures in effect	
<b>Food Service/Restaurants</b> ( <a href="#">State of Alaska Advisory</a> )	Face Covering or mask recommended; Practice basic personal hygiene	Expanded activities with safety precautions (i.e. hiking, fishing)	Local activities with safety precautions (i.e. socially distant walking)	
<b>Faith-based Organizations</b> ( <a href="#">State of Alaska Advisory</a> )	Regular cleaning and disinfecting per health code	Partial dine-in service; % occupancy	Pick-up/Delivery service only	
<b>Conducting Business: Reopen Alaska Responsibly Plan</b>	Adhere to personal hygiene recommendations; socially distance	Members of different households need to socially distance; % occupancy	Outdoor or virtual services recommended (see <a href="#">CDC guidance</a> )	
<b>Airport: Residents &amp; Visitors</b>	<p>Review latest updates to the Reopen Alaska Responsibly Plan on <a href="#">State's website</a></p> <p>During periods when the City of Dillingham has a Public Health Disaster Emergency declared in response to pandemic transmission risks (in addition to <a href="#">State of Alaska mandates</a>), a fourteen-day self-quarantine is imposed on individuals arriving in Dillingham from places outside the Dillingham Census Area. Persons mandated to quarantine upon arrival in Dillingham will proceed directly to their quarantine location.</p> <p>A. The following will be considered to have already completed a mandatory quarantine:</p> <ol style="list-style-type: none"> <li>Persons that have completed a quarantine immediately prior to arrival in Dillingham and received a negative COVID-19 test within 72 hours of arrival in Dillingham. (Time spent in quarantine on a vessel or at an employer designated and supervised quarantine site immediately prior to arrival in Dillingham after initially entering Alaska shall be credited towards completion of the required quarantine.)</li> <li>Persons that have chosen to and obtained two negative COVID-19 tests administered no less than ten days apart. One COVID-19 test must be done in Dillingham no less than 72 hours after arrival.</li> <li>Persons identified by the State of Alaska in the Essential Services and Critical Workforce Infrastructure Order dated April 10, 2020 whose travel to Dillingham originated from elsewhere in Alaska. State of Alaska Mandate 18 and Mandate 17 will be observed.</li> </ol> <p>Travelers to the City of Dillingham are also required to complete and submit a Notification of Travel Form prior to travel; details about this requirement and copies of the form can be accessed <a href="#">online here</a>.</p>			
<b>Commercial Fishing</b>	State of Alaska <a href="#">Protective Measures for Commercial Fishing</a>			
<b>Harbor: Residents &amp; Visitors</b>	See <a href="#">2020 Season Harbor Notice</a>			
<b>Educational/School District</b>	See <a href="#">Dillingham City School District website</a> , including <a href="#">2020-2021 Operations Overview</a>			
<b>Mental Health</b>	Support to deal with stress and behavioral health concerns are available from the <a href="#">State of Alaska</a> as well as <a href="#">BBAHC</a>			

## **City of Dillingham Public Health Disaster Emergency Declaration Guidelines, Enforcement & Remedies**

The guidelines and standards detailed below reflect recommendations by the U.S. CDC and State of Alaska DHSS to slow/stop the transmission of the COVID-19 virus. When the City of Dillingham declared and extended a Public Health Disaster Emergency in response to the pandemic, the City adopted Emergency Ordinances and Resolutions that incorporated these recommendations as part of its guidelines, enforcement activities and remedies.

### **Protective Measures**

#### **A. Cloth Face Coverings**

All customers, employees and visitors of businesses and organizations that are open must wear face masks covering their nose and mouth to provide additional protection from spread of COVID-19 when entering and when inside those premises. Face masks shall also be worn in public settings where other social distancing measures are difficult to maintain.

1. Face coverings should not be placed on children under age 2, anyone who has trouble breathing, is unconscious, incapacitated, or is otherwise unable to remove the mask without assistance.
2. A business owner or operator of a building open to the public may refuse admission or service to any individual who fails to wear face coverings as required by this ordinance.
3. A cloth face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts or towels.

#### **B. Social Distancing**

The U.S. CDC and Alaska DHSS recommend the practice of social distancing which involves maintaining keeping space between yourself and others to reduce the chance of contact and transmission with those who may knowingly or unknowingly carry an illness. To help stop the spread of coronavirus, health officials recommend to the extent possible maintaining a distance of at least 6 feet between individuals when in public or in a work area.

1. The City of Dillingham may issue additional rules and regulations governing use of city facilities to implement social distancing. All persons utilizing the City of Dillingham Harbor dock shall comply with all dock, harbor, and commercial fishing vendor rules (See [2020 Season Harbor Notice](#)).
2. The owners or operators of all commercial fishing vessels in Dillingham shall comply with applicable social distancing requirements set forth in [State of Alaska Health Mandate 17](#).

#### **C. Cleanliness Standards**

The current COVID-19 pandemic demonstrated how quickly a virus can spread through a community, state, nation and internationally. Concerns over its transmission underlines the importance of cleaning standards during and after a pandemic.

1. Personal Hygiene
  - a. Wash hands often with soap and water for at least 20 seconds, especially after coughing, nose blowing or sneezing, and avoid touching one's eyes, nose or mouth.
  - b. If soap and water are not available, CDC recommendation is to use hand sanitizer with at least 60% alcohol.
  - c. Clean and disinfect frequently touched surfaces such as doorknobs, faucets, toilets, phones, light switches and countertops at least daily.
  - d. Monitor for symptoms such as fever, cough, or shortness of breath. Alert a healthcare provider via phone if infection is suspected.
2. Commercial Considerations
  - e. All businesses in Dillingham shall comply with applicable hygiene, cleaning and disinfecting requirements and protocols set forth in [State of Alaska Health Mandates](#).
  - f. The owners or operators of all commercial fishing vessels in Dillingham shall comply with applicable hygiene, cleaning and disinfecting requirements and protocols set forth in [State Health Mandate 17](#).

## Testing

Currently free testing is available to the community in the Dillingham area through a regional partnership at the following testing facilities:

1. Non-urgent, asymptomatic screening are provided at the Capstone Clinic located at the Dillingham Airport from noon to 6:00 p.m. seven days a week.
2. BBAHC prioritized testing at Kakanak Hospital and village clinics for symptomatic/urgent situations; patients must call ahead to speak with a nurse

If quarantine is being completed while in Dillingham, a COVID-19 test must be taken in Dillingham on the thirteenth day of quarantine. Persons shall continue in quarantine for an additional day after this test is administered unless the test is positive in which case the person shall immediately self-isolate and comply with the isolation requirements of Section 8.

1. Seafood Processors who have an approved plan filed with the State of Alaska may fulfill testing requirements as outlined in [State Health Mandate 10](#), Appendix 01.
2. Persons required to quarantine who are leaving Dillingham prior to completion of a 14-day quarantine shall complete a COVID-19 test in Dillingham and must receive a negative result prior to departure returning to Dillingham or complete a 14 day quarantine.

## Mandatory Self-Isolation/Quarantine

When exposed to an illness like COVID-19, there is an incubation period of up to 14 days before symptoms appear and a person starts to feel sick. Staying away from public places lowers the chance of spreading the virus to others particularly when an infected individual isn't experiencing symptoms. Mandatory self-isolation means staying in a place of isolation such as a home and limiting contact with others. A person that is self-isolating must not go to work, school, grocery shopping, any public spaces or take part in outdoor visits. People in quarantine should separate themselves from others, monitor their health, and follow directions from their state or local health department.

- A. Any person who tests positive for COVID-19 shall immediately self-isolate and monitor for signs of sickness. Persons shall isolate at one the following:
  1. in a home with a specific 'sick room', or
  2. in a designated isolation site managed by their employer, or
  3. at a designated isolation site managed and supervised by the City of Dillingham or an authorized representative of the City of Dillingham if available.
  4. a separate bathroom facility shall be used for isolation when possible. If not available strict cleanliness procedures must be maintained.
  5. if a location outside the boundaries of the City is used for isolation, the person must obtain a negative COVID-19 test within 72 hours of arrival in Dillingham.
- B. Adherence to CDC procedures; period of isolation shall be a minimum of:
  1. seventy-two hours after the person has had resolution of a fever, without use of fever-reducing medications, and has improvement in respiratory symptoms (cough, shortness of breath); and,
  2. ten days after the date of the person's first positive COVID-19 diagnostic test without developing symptoms of COVID-19.

A quarantine location is any location identified to the City in writing by the person quarantining or by their employer that is safe, offers sanitary facilities, and can provide necessary space for quarantine purposes. Any person required to quarantine shall not leave their quarantine location during their quarantine period for any reason other than to:

1. Receive non-elective medical care.
2. Go to their worksite if their work is identified on the State of Alaska Essential Service and Critical Workforce Infrastructure Order dated April 10, 2020.
3. Use designated portable toilets and shower facilities.
4. Be tested for COVID-19.
5. Leave Dillingham.

Entry to Quarantine Location is limited to the following:

1. Persons in quarantine.
2. Persons providing required goods or services for critical personal needs, and critical infrastructure needs.
3. Persons providing medical care to a person in that location.
4. All persons residing at the quarantine site if the quarantine location is their usual place of residence while in Dillingham. Those persons shall be subject to the same quarantine requirements with the quarantine period beginning from the date of arrival of the person quarantining at that residence.

Social Distancing will be maintained within quarantine locations to the maximum extent possible, including but not limited to the use of face masks, as recommended by the CDC.

**Penalties & Remedies**

When the City of Dillingham is under a Public Health Disaster Emergency declaration the following penalties and remedies will be applied and enforced by the Dillingham Police Department:

- A. Violations of the City's Emergency Ordinance shall be a minor offense.  
In accordance with AS 29.25.070(a), citations for violation of the Emergency Ordinance may be disposed of as provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of a one hundred dollar (\$100) fine for a first offense, a five-hundred dollar (\$500) fine for a second offense, and a one-thousand dollar (\$1,000) fine for all subsequent offenses plus the state surcharge required by AS 12.55.039 and 29.25.074. Fines must be paid to the court. The Alaska Court System's Rule of Minor Offense Procedures applies. This fine may not be judicially reduced. Each day of violation shall be considered a separate offense.

When the City of Dillingham is under a Public Health Disaster Emergency declaration, the use of City property and facilities are restricted as follows:

- A. No person may use any city facilities, including but not limited to, all city port facilities governed by DMC 2.42, unless the person:
  1. Does not present any symptoms of COVID-19; and
  2. Has completed required quarantine and/or testing mandated by City of Dillingham Emergency Ordinances, or
  3. Is using City facilities to leave Dillingham to complete their required quarantine outside the City.
- B. It is unlawful for a person to aid, abet, incite, compel, or coerce the doing of an act forbidden under subsection A of this section or to attempt to do so; such act shall be deemed a violation of subsection A.

- C. An organization shall be deemed to have violated this section if the violation was committed by or with the knowledge of any person with a fiduciary relationship to the organization, or other members of the organization, or where such relationship would exist if there were other members of the organization and specifically includes any officer, director of a corporation, member or manager of an LLC, partner in a partnership, and any person holding 10% or more of the equity or control of the organization.
  
- D. Violation of the City's property and facilities restrictions constitutes criminal trespass upon city property, in violation of Dillingham Municipal Code section 9.50.010 and may be charged as such provided:
  - a. that notice against trespass under this section is personally communicated to a person so charged by a city official, including any city police officer; or
  - b. that notice that violation of A. of this section constitutes criminal trespass upon city property is given by posting in a reasonably conspicuous manner under the circumstances; or
  - c. for vessel owners or captains, that notice that violation of A. of this section constitutes criminal trespass upon city property is given through any method of communication or transmission customarily use by mariners and of which mariners have a duty to remain informed, such as published notices to mariners.
  
- 1. In addition to any remedy or penalty, violation of this section, provided that notice described in the section above has been given, shall be chargeable as a criminal violation of municipal code and punishable upon conviction by:
  - a. up to 10 days in jail and a \$1,000 fine, if the offender is a natural person; or,
  - b. up to a \$10,000 fine and forfeiture of any instrument or property used in the commission of the offense if the offender is an organization.
  
- 2. In addition to any remedy or penalty, except those set forth Subsection D. (above), which shall not be cumulative, violation of this section, provided that notice described in subsection B.1 has been given, may be remedied following an administrative hearing by:
  - a. A civil fine of not more than \$1,000, if the violator is a natural person, or \$10,000 if the violator is an organization;
  - b. Forfeiture of any instrument or property used in the commission of the offense; and,
  - c. If the violator is an organization, forfeiture of any profits or benefits the violator obtained in connection with or proximately related to the violation, including, but not limited to, any fish caught or obtained in connection with or proximately related to the violation.
  
- 3. A natural person found to have violated this section shall be placed on the denied services list established by DMC 4.40.010 and shall remain on such list for 365 days for violation of this section.
  
- 4. An organization found to have violated this section, and any vessel belonging to the organization at the time of the violation, shall be placed on the denied services list established by DMC 4.40.010 and shall remain on such list for five years for violation of this section.



# **CITY COUNCIL PACKET**

## **Informational Items**

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September 10, 2020

<Business Name>

Camai:

I wanted to take a moment to personally let you know how much the City of Dillingham appreciates the additional measures your company implemented during the 2020 commercial salmon fishing season in Bristol Bay. The cooperative and collaborative approach the Fishing Industry took to address the extra needs created by the pandemic was innovative and effective. The swift response to positive cases, and low overall regional case count, are a testament to those efforts. The consideration of our community and your willingness to work with local stakeholders including medical providers, the fleet, and the City of Dillingham are a significant part of why the season was so successful.

We know the COVID-19 pandemic is not over. We anticipate the need to continue the extra health measures for the 2021 season. The lessons learned from the 2020 season will be valuable to assure we will be prepared to address the continued heightened needs essential for another successful season moving forward.

The City of Dillingham extends our thanks to your management team and to the staff that are located in our community for all their hard work.

Sincerely,

A handwritten signature in black ink that reads "Alice A. Ruby". The signature is written in a cursive style with a large, looping "R" at the end.

Alice Ruby  
Mayor

Name	Address	city, zip
Icicle Seafoods	4019 21st Ave W	Seattle, WA 98199
OBI Seafoods LLC	1100 W. Ewing Street	Seattle, WA 98119
Peter Pan Seafoods	3015 112th Ave NE, Suite 100	Bellevue, WA, 98004
Trident Seafoods	5303 Shilshole Ave NW	Seattle, WA, 98107
Northline Seafoods	4690 Sawmill Creek Rd	Sitka, AK, 99835

September 21, 2020

City of Dillingham  
PO Box 889  
Dillingham, Alaska 99576

Re: Introduction to APEI

Dear City Council members,

The City of Dillingham has procured insurance coverage for the current fiscal year through Alaska Public Entity Insurance (APEI). I wanted to take a moment to describe how APEI is different from a typical insurance company, the kinds of services we provide, and what it means to be an APEI member.

APEI is not a commercial insurance company, but rather a joint insurance arrangement, or “pool” of Alaskan school districts and municipalities who have agreed to work together to assume the risk of losses and purchase excess insurance coverage as a group. Most public entities that participate in a joint insurance arrangement have been a member of that pool for a number of years, and share in the benefits and losses of the pool as a group. Pools differ from commercial insurance in that a primary focus of the pool is on loss control; that is, we work actively with our members to help them find ways to reduce the number of incidents that can lead to expensive insurance claims. We do this by providing our members with a wide variety of services, such as:

- On site and online training for staff, management, and governing bodies;
- Safety inspections of member facilities;
- Email and telephone consultation services on safety and Human Resources related topics;
- Safety grants of \$1,000 - \$5,000 (depending on the size of your organization) to assist in the purchase of safety equipment or training;
- Reimbursement of some legal expenses for consultations regarding employee terminations and reports of potential child sexual abuse; and
- A Loss Control Manual provided to all APEI members and containing information and resources for risk management in your organization.

More information about APEI’s organization and services can be found in our Member Handbook, which has been provided to each APEI member. You can obtain a copy from your City Manager or another staff person, or we’d be happy to email an electronic copy.

An important aspect of your insurance coverage that we want you to be aware of pertains to your Employment Practices Liability (EPL) coverage, which protects the City if it were to be sued by an employee or former employee claiming wrongful termination.

As a condition of EPL coverage, APEI members are required to consult with an attorney prior to terminating an employee. While governing bodies typically do not oversee these decisions for the majority of the organization’s staff, they are usually responsible for the hiring (and firing) of the

individual responsible for overseeing the day-to-day operations of the organization, such as the city manager. We want to ensure that, if you end this employment relationship, you are aware that this EPL coverage condition applies. APEI is available to assist governing bodies in identifying appropriate legal counsel and we also offer a legal fee reimbursement for up to one hour of legal consultation per termination.

APEI provides premium credits to members who complete loss control activities and submit documentation of those activities to APEI. One form of credit which is particularly important to municipal governing boards is the credit applied to the liability policy for municipal governing board training.

Municipalities and similar organizations can earn a credit equal to 2% of their liability premium if each member of the city council, assembly, etc attends APEI's Governing Board training. This is a 30-45 minute training session, offered via the web, that provides governing body members with information about loss control and their role in risk management. This training is scheduled to be given on four occasions over this fall (individuals only need to participate in one session), or APEI can organize a member-specific training session upon request for your governing board to attend as a group.

If you would like to learn more about our loss control services or sign up for the governing board training, visit the Loss Control or Events page at the APEI website at <https://akpei.com/>, or give us a call. We are happy to answer questions and always welcome feedback about our services and suggestions on how we can help our members. Your broker, Samantha Stringer, is also a good source of information about APEI and your risk management needs.

Sincerely,

A handwritten signature in blue ink that reads "Barbara Thurston". The signature is written in a cursive, flowing style.

Barbara, Thurston  
Executive Director, APEI