

Mayor
Alice Ruby

Acting City Manager
Kimberly Johnson



Dillingham City Council
Bertram Luckhurst
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Vacant

MEMORANDUM

Date: August 31, 2023
To: Honorable Mayor and City Council
From: Kimberly Johnson, Acting City Manager
Subject: City Report

I want to thank the city staff who work hard for the citizens of Dillingham. What I have noticed, our community doesn't always recognize their hard work, but they will notice when we fall short. Rest assured, the staff at the city show up, are dedicated and give 100% every day.

Projects and Funding:

Dillingham Port Improvements: For Council consideration, in the evaluation of both contractors able to work on Hyster forklifts, rather than take up the reconsideration of both bids and rebidding the work, the cost of the materials to fix the Hyster will not change if either SMI or Pape conduct the work on both forklifts.

SMI charges \$250 per hour to work on any equipment.
Pape charges \$230.00 per hour.

We are at the end of the season for the dock and AML has agreed to keep one of their forklifts on hand for Dean to use for the end of the season work. I really want to express my appreciation to AML for their donation.

I am asking for the approval to send both Hyster's to Seattle for work over the winter at Pape's yard. The priority would be the Hyster 1050 which is what we need to move the vans at the Port. It is Dean's opinion that we trade in the Hyster 800 and consider in the FY'25 budget to purchase another Hyster 1050 that would better assist the Port. The Hyster 800 would be used as a trade-in to offset the cost of an additional Hyster. A future meeting for the Council would be to take up the disposal of the Hyster 800, but we have time to plan and consider the best plan of action.

Snag Point Erosion Mitigation Project: In your council packet is a very preliminary draft of a Cooperative Project Agreement with ANTHC, Division of Environmental Health and Engineering on the \$5 million of the Snag Point Erosion Mitigation Project. I would like Council approval to have the Mayor sign on behalf of the City. This agreement is very

similar to a Sanitation Facilities Improvement Project No. AN 15-N3E that was signed between all parties and the Curyung Tribe.

Sewer Lagoon Aeration: By the Council meeting, we should be under contract with Udelhoven for the Lagoon.

Landfill: We moved the temporary metal pile to the metal pile. Under 3 separate purchase orders:

1. we have the 50-foot barrier around the metal pile for a fire break.
2. we consolidated the permanent metal pile.
3. this consolidation made room for the moving of the temporary metal pile.

This is complete and we just need to start covering the metal pile with inert material to close out the notice of violation from DEC. These items along with the purchase of much needed 4-wheeler will get the landfill into a better place. All these costs will be in a FY 24 budget revision. We are working diligently to move toward the opening of the incinerator.

We've seen in the appropriation language from Senator Murkowski's office that the city will receive the 4.7 million for the landfill, we have no notice of award.

Jail: What I thought was an FY 24 jail contract in the August report was only a contract to take us to the end of FY 23. I have emailed the State of Alaska Department of Corrections for the FY 24 contract but with the jail closure, we need to hire personnel and fix the issues in the jail area to make it safe for future employees.

Staffing:

On staff is City Clerk, Daniel Decker, Sr. who fits right in and went to work on the clerk duties. We will hold a valid October election.

On staff is Cade Woods who was hired as the Public Works Foreman.

Budget:

As items come up that are not a part of the existing budget, for example the purchase orders at the Landfill, we will disclose those items to the Council and compile them into a budget revision that we would bring to the Finance Committee and then to the Council in January and then prior to yearend. This then would eliminate budget revisions every month.

City Property:

In the packet are the items listed for the Mayor's Sale.

Territorial Building is closed. The Structural Engineer's report came back. On the action items for the agenda is the Approval of the Council for the demolition of the Territorial Building. In the budget revision is a request for \$60,000 to cover the demolition and moving the materials from site to the landfill.

Foreclosure:

We collected along with the redemption fee for the prior 2018 foreclosure list. The foreclosure list for property after 2018 is ready for a public listing. I am attempting to

reach out to those on the list to either get them into a promissory note or other means where the city can collect.

Departments:

- Administration – still advertising for the Executive Assistant/HR.
- Finance
 - Finance is fully staffed. That is a huge accomplishment for the city. They can now focus on audit and grant reporting.
 - On the agenda is the Mayor's Sale items. If we do not have pictures in your packet they will be taken prior to the sale. We are working to refine the list and will have this prior to the Council meeting.
 - FY 24 budget revision items will make its way through the Finance and Budget Committee. We are disclosing items that are not a part of the budget and keeping them for major budget revision in January and then prior to yearend.
 - Salary Schedule -
- Fire Department
 - The fire department has responded to 4 fires this past week. I spent some time with Fire Chief Heyano on a walk through both the Downtown Fire Hall and the Lake Road Station. The goal from our Fire Chief is that we need a new station for downtown and the preferable site is at the Boat Harbor next to the Animal Shelter. This takes money and I am in preliminary conversations with Representative Edgmon to ask him to look at the Downtown station and show him the need for replacement.
- Library
 - The library is fully staffed, and our Librarian is back from her time off.
- Planning
 - The Planner is back from her vacation. She does have plans for a Planning Commission Meeting on August 13th. We are trying to dedicate work sessions prior to the Council meetings to review the items the Council has requested. Tonight, you looked at City-owned properties. Next month, we want to dedicate the work session to Dillingham owned streets, the maintenance and snow removal plan. These work sessions may require more than the hour dedicated to a work session, but this starts the conversations.
- Port
 - We received the State of Alaska signed grant agreement, for the Harbor Replacements. We received a letter from PIDP Grants for PID2023000472, requesting a letter of commitment for the non-Federal match that was sent back on August 7th. We are awaiting to hear from PIDP Grants on an award.
- Public Safety
 - I finally received a summary from Mr. Russell on the Public Safety Assessment. While I appreciate the review, it was not what I thought the report was going to reflect along with what Acting Police Chief Maines anticipated. From my days on the City Council, I thought the assessment was to look at the number of officers and the needs of personnel. The report is entirely different. I have asked Mr. Russell to look at his schedule to meet with the Council and Public Safety in the later part of September or first couple weeks of October to meet with the Council and Public Safety in person.

- I know on the white board in the City Manager's office is the need for an Evidence Room Audit. We need to move in that direction and in the budget, revision is to add \$30,000 for an evidence room audit. Additionally, we are adding into the training budget \$10,000 for training of the public safety retention of records. In all research that I have completed for Public Safety and the Evidence Room is the need for a dedicated officer to just handle the evidence room and the records under the State of Alaska Standards Rules of Evidence. Given the staffing shortage of our Public Safety Department and the turnover, this will be addressed. I have discussed with Acting Chief Maines the need to put in place an Acting Sargent. The city has a part-time staff who is dedicated and trained on the records retention under Finance and the Clerk. She would be ideal to send to training along with a Public Safety Officer for the handling and destruction of records for Public Safety.
- As I notified you from an earlier email, the Jail has closed due to the lack of personnel. I have attempted to conduct exit audits with those that have resigned. What I gathered is that our correction employees are concerned with their safety.
- As part of the Equipment Replacement is the purchase of an Animal Control Truck.
- Public Works
 - Road – As part of the snow removal plan, we went through all the city roads. The crew replaced culverts on Squaw Creek. We are putting together plan to clear the right of ways of brush
 - Water and Sewer – Fixed the leak by the Territorial Building. According to JJC and several emails, the downtown sewer issue is going to get fixed, and it will be paid for by the State of Alaska, since this was an issue identified not long after the completion of the downtown streets project. Our water operator is working with finance on water disconnects.
- Senior Center
 - The van got fixed at the Senior Center. We are now working on grant reporting and training for Diana Merlino, Acting Senior Center Director.

Attached to this report is the CRW Structural Engineer's report, dated August 28, 2023. Attached to this report is the upcoming Alaska Infrastructure Development Symposium that I will attend along with other city staff members. Finally, attached to this report is the State of Alaska 2023 Oil and Gas Lease Sales that includes the Alaska Peninsula.



Structural Evaluation Report

Date: August 28, 2023
To: City of Dillingham Attn: Kim Johnson, Acting City Manager
From: Jesse Gobeli, PE, SE
Location: Dillingham
Project: City of Dillingham Building structural review
Project No: CRW# 60123.09
Subject: Structural Evaluation Report – various buildings
Date of site visit: August 16, 2023

Downtown Fire Station

I reviewed the Downtown Fire station. The building is a wood framed, 2-story building. A building assessment was completed by Bettisworth North Architects in 2010 and was available for review. The building is in poor condition, and I understand that it is not decided at this time if the building should be repaired or demolished.

Primary issues:

- 1) Exterior stucco. The stucco is in poor condition everywhere. New rainscreen and siding should be installed to protect the building from weather.
- 2) Building settlement. There appears to be a substantial amount of settlement ongoing, particularly in the concrete slab on grade where large cracks are evident.



Figure 1: Downtown Fire Station, apparatus doors

Recommendation:

I am not sure at this time what is causing the slab heave and settlement and if it is ongoing. Geotechnical investigation would be required, likely borings or test pits in the vicinity of the building. If existing geotechnical reports are available from projects in the vicinity, that might also be a useful source of information for understanding the problem.

August 28, 2023

Fire Station, Landfill Building, Operations Center

I understand that the apparatus bay door has settled and that another 4 to 6 inches in height is required to get the trucks in the door. This is a problem because the Fire Department can no longer get the trucks into the building to fill the water tanks.

One short term solution for the door height issue might be to chip out and remove the slab at the vicinity of the door, and replace with a new slab and asphalt sloped and lowered enough to get the truck inside.

Landfill Incinerator Building

I reviewed the Incinerator building at the landfill, which had recently been damaged by fire.

In my opinion, the building is salvageable. Significant damage occurred to the wall Z-girts along 2 walls. The main steel frames are okay. The roof purlins are slightly warped but should be acceptable. Replacing the purlin bracing will strengthen the roof system.

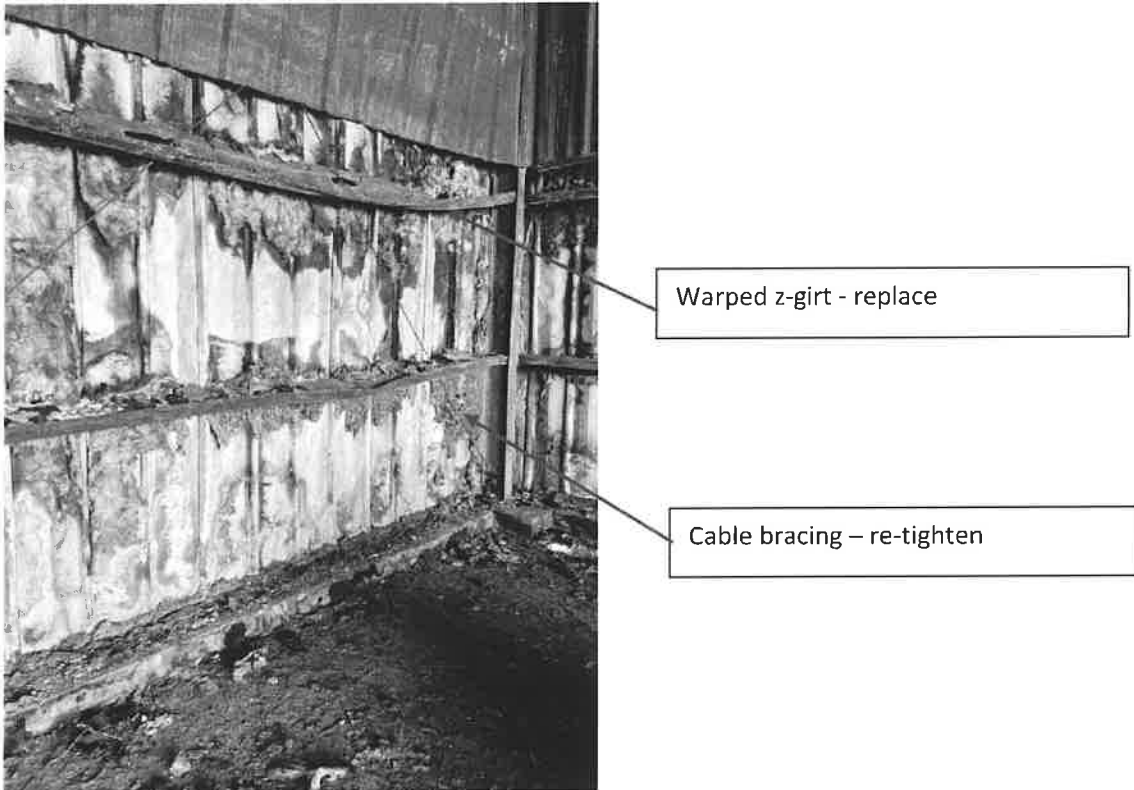


Figure 2: Incinerator building, damaged Z-girts

Recommendations:

- 1) Girts that were deformed by the fire should be replaced. The girt size should be verified - the replacements should be a minimum of 8", with 2 ½" flange, and 16 gauge material.
- 2) Cable bracing at walls should be re-tightened to snug tight
- 3) Roof purlin bracing that is missing or damaged should be reinstalled. Existing roof purlins to remain in place.
- 4) Cable bracing in roof structure should be re-tightened to snug tight



Purlin bracing – reinstall throughout
(Purlins to remain in place)

Cable bracing – re-tighten

Figure 3: Roof purlins. Bracing indicated

August 28, 2023
Fire Station, Landfill Building, Operations Center

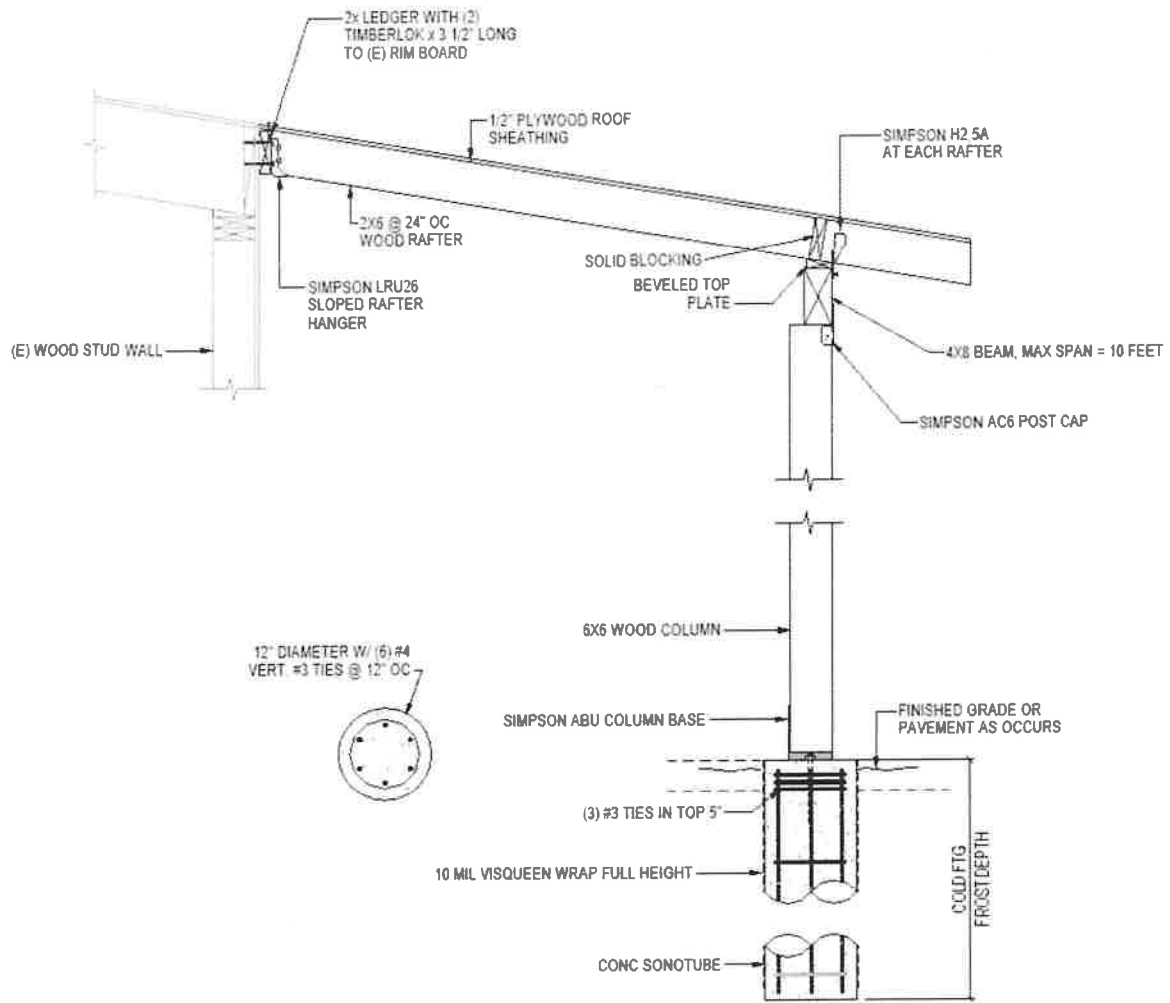
Operations Center

During the visit, we discussed a canopy that was needed for the emergency generator. We discussed extending the existing canopy shown in the photo below:



Figure 4: Canopy - to be extended

A detail for the canopy extension is shown below:



Alaska Infrastructure Development Symposium

Provisional Agenda

Updated 8.29.2023 At: Hotel Captain Cook

Day One: Monday 25, September

Monday, September 25 – **Infrastructure Progress and Potential**

9am **Welcome and Introductions** Ballroom

- Nils Andreassen, Alaska Municipal League (confirmed)
- Nicole Borrromeo, Alaska Federation of Natives (confirmed)
- Shareen Crosby, Office of Infrastructure, State of Alaska (confirmed)

9:30am **State of Alaska – Planning and Implementation Progress** Ballroom

- Katherine Keith, Alaska DOT&PF (confirmed)
- Curtis Thayer, Alaska Energy Authority – Grid Resilience (confirmed)
- Bryan Butcher, Alaska Housing Finance Corporation – Building Codes (invited)

10:30am Break & Networking

11am **State of Alaska – Planning and Implementation Progress** Ballroom

- Bryan Fisher, Alaska DHS&EM – State and Local Cybersecurity (invited)
- Randy Bates, Alaska DEC – State Revolving Fund (confirmed)

Noon Lunch and Plenary

Project Bundling – Panel Discussion

- Katherine Keith, Alaska DOT&PF & Shareen Crosby, Office of the Governor (confirmed)

1:30pm **Partner Projects – Planning and Implementation Progress**

- Dustin Madden and Francine Moreno, ANTHC (invited)
- Nicole Borrromeo, AFN (invited)
- Jasmine Boyle, RurAL CAP (confirmed)
- Michelle Rizk, University of Alaska (invited)
- Nils Andreassen, Alaska Municipal League (confirmed)

3pm Break & Networking

3:30pm **Broadband Project Showcase**

- Project Pre-Development – Grantwriting – Resolution
- TBD – Easter Island

10am Break & Networking

10:30am Concurrent Sessions 2

- Grid Resilience Planning – Club Room 1
 - Bryan Carey, PE, Alaska Energy Authority (coconfirmed)
- Climate Action Plans (continued) – AML and DEC – Club Room 2
- State Revolving Fund – AML and DEC – Whitby
- Benefit Cost Analysis 101 – Grantwriting – Resolution
- TBD – Easter Island

Noon Continue your conversations – box lunches available

1:30pm Concurrent Sessions 3

- Affordable Connectivity Program – Whitby
 - Jacquie Braden, RurAL CAP (invited)
- Addressing Disadvantage and Equity in Grant Applications – Resolution
- Statewide Transportation Equity Planning – DOT&PF – Club Room 1
- Building Code Review – AHFC Easter Island
- Energysshed in Northwest and Southeast Alaska – Club Room 2
 - Rob Roys, Launch Alaska (invited)

3pm Break & Networking

3:30pm Concurrent Sessions 4

- Energy Project Intake Hub Club Room 1
- Leveraging Drone Technology (ARROW) – Easter Island
 - Ryan Marlow, UAS Program Coordinator, DOT&PF (tentative)
- Building Partnerships for Effective Grant Proposals – Resolution
- ADD: Regional Infrastructure Plans – Club Room 2
- Data Management and Review – ISER – Whitby