



## MEMORANDUM

**DATE:** 11-29-21  
**TO:** Marky Lynch, Interim City Manager  
**FROM:** Jean Barrett Port / Public Works  
**SUBJECT:** Department Report

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### STAFF REPORT

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Winter is here with a vengeance! We managed to get through the coldest Thanksgiving in my 50+ years in Dillingham. We had three freeze ups during this cold stretch with some damage, but it is all fixable. The Dock is finally closed for the winter, we will see them again in a short five months. The Public works department is plugging along and has done a good job of keeping things going despite the frigid temps.

**PORT** Not much to report here since the dock closed for the Winter. All our billing has been turned in to the finance department, and we'll continue to bill throughout the winter for the items left on the premises.

- I am working on some changes to the tariff, especially where the barge lines are concerned. In the past, the process has been to run the changes through the Port Committee for any comments, next Finance and Budget, and then the City Council for final approval. Hopefully we will be able to get any changes to the Council for January's meeting. I will notify the barge lines that we will be making changes and to bear with us.
- I am still in contact with Pape' material Handling to be in Dillingham in April to give our two Hyster Forklifts a pre-season once over. I am sure they will also make another trip to perform any work that needs to be done in addition to the list we already have. Still hoping to turn the 800 in as a down payment on a new 1050, this will make us more efficient when dealing with the 40-foot containers.
- One of the buildings that didn't survive the recent cold snap was the old Harbor office that is currently leased to Northline Seafood's. All our buildings are checked daily, and on Sunday November 28, this building was warm and intact. On Monday, November 29, the building was frozen due to lack of fuel. Northline has been notified and advised of the issue. I called Bristol Fuels on behalf of Northline and requested the fuel tank filled, the bill to be sent to Northline. I have two employees working on patching up the breaks and leaks at the time of this report. I hope that it is warm and dry by the end of day on Tuesday, Nov 30.

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**PUBLIC WORKS** Things just keep going at the PW Department. We are keeping things running and warm.

**SHOP**

- The Case 580 backhoe has a major leak on the engine; the parts are on order for the fix.
- We believe the overhead crane has a fuse issue. The crane goes forward and back when operated just not up or down; parts are on order for this.

**STREETS**

- This department is in snow plowing order now that we have the snow gate on the 160H Grader.
- We are still learning the new routes needed to clear the streets with the new configuration of Main Street next to the City Hall, and the turn onto Kanakanak Road by the Fire Hall. Luckily, we don't have the snow we had last year. Next summer, we'll know where we need to fix to make our job easier.

**BUILDINGS AND GROUNDS**

- We have had a few interviews for the Building and Grounds positions; no luck hiring a qualified person. Thankfully, Ben Glosser was done at the Dock for the season and has stepped in as the Interim B&G Foreman.
- We have had some small issues with heating systems. Mark Hermmman with Warehouse Mountain Mechanical come to our rescue to troubleshoot our issues.
- B&G is busy fixing leaks right now at the Harbor and the Sr Center.

**LANDFILL**

- The good news is the resurrected Cat 960 is still in running order, the bad news is we haven't finished the water system for the incinerator; it is still a work in progress and as time allows we will get it going.
- We have all the parts needed to start removing freon from the freezers and refrigerators. Unfortunately, we don't have a place to get them inside to warm up so that we can do it. I am contemplating hauling them to the quansit hut, where it's warm, to be worked on.
- I have the dimensions of the landfill shop and have started a search for a replacement building to hopefully go up next summer.

**ADMINISTRATION**

- We have hired a new Admin Assistant/Landfill Attendant, Michael Barnett. Michael has worked for the City in a couple different capacities in the past. I feel Mike will fit into the position very well and look forward to seeing him make the position his own.

In closing, I tested positive for Covid-19 the beginning of November and was done quarantining on November 19. I would like to thank the crew here at the shop for keeping thing running smoothly in my absence.

Jean