

Mayor
Alice Ruby

Interim City Manager
Gregg B. Brelsford



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: May 7, 2021
To: Mayor and City Council
From: Gregg B. Brelsford, Interim City Manager
Subject: Interim Manager Monthly Report for May 13, 2021 City Council Meeting

This is my last meeting with this esteemed group of elected City officials. My farewell remarks are at the end of this report.

1. **Audit**

On April 23, 2021, the Finance Director completed the City's transmission of information to the auditor and it is now in the auditor's hands. The auditor currently estimates that they will provide a draft audit report to the Council at its June 3, 2021 meeting – this includes providing the draft by May 28 for inclusion in the Council packet. Her current schedule for a final audit presentation to the Council is June 17, 2021.

2. **Renewal of City Insurance with APEI for FY22**

Also on April 23, 2012, the Finance Director completed and submitted the application to APEI to renew the City's municipal insurance policy. This accomplished a discount in the premium for timely submission. The application comprises about 70 pages of detailed material – this is a significant accomplishment.

3. **AML Conference of Young Alaskans Aug 1-4, 2021**

Alaska Municipal League will host this year's Conference with a municipal focus, addressing critical issues facing local governments. Participants will help by contributing their perspectives, drafting and deliberating upon questions facing local governments:

1. How could local control be enhanced within the unorganized borough?
2. What is an appropriate transition from general law to home rule local governments?

3. How should a tax base be evaluated to make sure that revenues are in place to provide services?
4. What role do local governments have in ensuring quality of life and sustainability of communities?
5. What should the relationship be between the State and its political subdivisions?

The application deadline was May 10, 2021. The City promoted this event to the Superintendent of the Dillingham City School District and on the City's website and Facebook page and the Dillingham Trading Facebook page.

https://www.akml.org/conferences-events/coya/?fbclid=IwAR3GEI3HMoVC2fDSWy4dk_1SwS4aUXmAj073N66RX1U8ws4JfIsNnqwgUvE

4. Dillingham Police Department Modified Staffing Schedule

The Police Chief and the Interim Manager will start recruiting experienced lateral-hire patrol officers. This is the first time the department will especially emphasize this focus. To be competitive with other rural Alaska police departments, and bring in more highly-experienced officers, the department will begin transitioning to a patrol officer staffing schedule based on two-weeks-on and two-weeks-off. This is necessary because of the undeniable practical realities of weakening rural Alaska police operations. Thank you to the Chief of Police and the Finance Director for working closely with the Mayor, this Council, and me to get this ball rolling.

The Dillingham Police Department currently has about 50% of its patrol officer positions open – 3 out of 7. This weakness has persisted for some time now. The Department has been recruiting since October 2020 and to date has had only two applicants – one was hired and is going to the Academy soon and the other left after four months. There were no other applicants since October. Many other rural Alaska police departments face the same shortages and have similarly modified their staffing schedules: Sitka, Sand Point, Galena, Kotzebue and Nome to name a few. I give great credit to the Chief for looking over-the-horizon and seeing what's coming – a likely permanently diminished patrol function that cannot cover the community 24x7 – and providing the leadership to effectively address this problem before it gets any worse and to start to turn-it-around.

5. City Lease of State Land at the Airport

This is to supplement my report on this subject at the March 4 and April, 2021 Council meeting. The state leasing officer for this case, Brandon Tucker, recently said that the lease cannot be renewed for less than 5 years – I have not pursued a renewal. On March 25 the State sent a letter, received in our office on April 13, cancelling the lease as of April 12. It gave the City 60 days, until May 25, 2021 to remove its vehicles and equipment. Any City property on the site after that would be considered abandoned. I am working extensively

with Norman and Cynthia to get the vehicle and equipment moved by the May 25 deadline. The City will likely have to abandon the building because it is not easily “movable.”

On April 14, the day after we received the March 25 notice of cancellation, I spoke with Mr. Tucker. We agreed the state would be flexible with the May 25 deadline. I wrote to him on April 27 to give a heads up that Mr. Hladick would become Interim Manager on May 15 and said that Mr. Hladick may need some time to get his arms around this situation and may write him seeking the flexibility he and I discussed. On April 28, Mr. Tucker wrote to tell us the procedure for requesting any needed flexibility.

6. Encouragement for Covid Vaccination

The Mayor and Kelsa are developing a plan to encourage people to get vaxed and/or tested. The general idea is to offer prizes and other rewards to people for getting fully vaccinated, including asking DLG businesses to give discounts or donate prizes. There is also the idea of a raffle.

7. American Rescue Plan of 2021 (ARP)

This is the Covid-19 stimulus bill signed by the President on March 11, 2021. This bill includes funding for municipalities. According to an AML spreadsheet of ARP funding for Alaskan municipalities, Dillingham may get a total of about \$1,102,705, and this would be provided in two tranches. These figures are provisional and estimated. We also do not yet what strings will be attached to it. The City Lobbyist and Finance Director will be tracking this.

8. Public Works Department

- a. Jean Barrett was appointed to be the Interim Public Works Director as of April 14, 2021.
- b. Recruitment. The City is now recruiting for a new Director.
- c. Equipment Maintenance and Repair. In my April 1, 2021 report to the Council, I said that I had discovered, among other things, a significant, long-term lapse in maintaining the PW Department’s equipment. Further, that this will require a sustained and focused effort, and currently unknown amount of funding, to correct it. The April 1 report began to identify the nature and scope of the maintenance issues with the PW equipment. This report updates that information. **Three pieces of vital Caterpillar heavy equipment were found to be inoperable and out of commission. Now, two are operable and the third should become operable when the needed parts arrive. This will bring them all back into commission. The past-due maintenance on others has also been accomplished.**

The PW fleet of about 46 pieces of equipment and trucks, as of March 2021. This is equipment vital to the City's infrastructure, including road maintenance, snow removal, water and wastewater treatment, port operations, landfill operations, facilities maintenance and upkeep. Only limited financial information has been developed but it is likely numerous pieces will need to be replaced and others will need significant investment to restore them to operating condition. Additionally, further investment will need to be made in supplies, tools and manpower to maintain the equipment as needed.

As promised in the April 1 report, I retained NC Machinery to do an on-site assessment of the Caterpillar equipment noted in that report. Their staff, Donald Yon, was on-site between April 21-27, 2021. I met with Donald three times. His preliminary report is attached as Exhibit 1, and NC's formal report and cost of repair/replace estimate is attached as Exhibit 2.

Big Ticket Item:

Repairs, replacement and materials are needed to get the Public Works Caterpillar 160H grader fully operable. It is barely operable and is likely to fail in the "near future," without serious repair and maintenance. The *repair* cost estimate ranges from \$67,610 if only minimal intervention is need to \$140,000 if more is needed. If the higher cost appears necessary, the City may wish to consider buying a *replacement* piece of equipment which could cost \$350,000.00 plus freight. See Exhibit 3 for details.

9. Landfill Fire Recovery Project

We have established a Landfill Fire Recovery Project. The objective of the Project is to recover from the loss caused by the fire by replacing the damaged building, vehicles, and equipment and returning this part of the Landfill to its original level of functioning and operation as much, and as soon, as possible. We seek to get to this point before winter returns.

There are four components to the Project: (i) removal of the fire-debris including the damaged building, vehicles and equipment, (ii) replacement of the damaged building, vehicles and equipment, (iii) securing a full and fair payment of all of the insurance funds due to the City to help with items (i) and (ii), including the related consultant costs, such as Julie, engineers, and others, as needed, and (iv) ensure a full and proper accounting for the use of these insurance funds on the Project and management, by all of you, of the project budget.

There are four team members: Jean is the Project Director, Cynthia is the Project Manager, Anita is the Project Finance Manager, and Julie Cisco, a license insurance adjuster with decades of Alaska experience, and decades of commercial fishing in the

Bay, the insurance claims Manager. This a complicated project. It requires extensive teamwork and coordination. Each of these team members is a highly skilled leader and professional. They are especially qualified to accomplish this important Project and bring it home “on-budget” and “on-time.”

10. Fleet Letters to Thousands of Cannery Workers and Fisherman re City Covid-safety Rules

Richard Thompson, the EOC Manager, has circulated a fleet letter to the canneries and fishing organizations involved in the 2021 Dillingham commercial fishing season. The letter explains the City’s current Covid-safety rules and provides the Internet location to see more details at the City’s Covid-19 web page. They send the letter to their employees and fishermen. We very roughly estimate that thousands of people will see this information this season.

11. Waste Management v City of Dillingham Law Suit

This litigation continues to proceed through the legal steps toward trial. Anita and I talked with the City’s attorney on this matter, Charles Cacciola on April 29, 2021 to review a position sent from Waste Management. We concluded that, currently, the parties are still some distance apart on resolving this short of trial.

12. Representing the City in regional, statewide and other zoom meetings

I’ve continued to represent and advocate for the City at a number of extra-cities zoom meetings with processors, health providers, the state EOC and health officials, regarding Covid-19 planning. This has kept Dillingham visible at the top levels of the State EOC, Unified Command, and senior State health decisionmakers. Among other things, this include the State EOC Incident Commander and city managers from around the state all comparing notes on Covid-issues and plans in our communities. This also included the BBNA Regional Covid Update zoom calls. The Mayor moderated the April 27 meeting. Recently, this included a Bristol Bay-region BBRSDA zoom call with about 60 people on April 6.

13. Interim City Manager Gregg Brelsford Farewell and Transition to Interim Manager Chris Hladick

May 14, 2021 is my last day as Interim City Manager. Chris Hladick, a former Dillingham City Manager, takes over as Interim on May 15. The Mayor, Chris and I have coordinated closely to ensure a smooth and successful transition. I have a prepared list of bullet points of current and prospective issues for him to address during his tenure.

It has been a special privilege and high honor to serve with Mayor Ruby, this Council and the good citizens of Dillingham. I served from January 19 – May 14, 2021. The City is very fortunate to have your leadership, as was I. Thank you for this opportunity. A brief

summary of what was accomplished during this time follows here. A table of this information is attached as Exhibit 4. A copy of a May 5, 2021, KDLG article about my farewell statement to the community is attached as Exhibit 5 - <https://www.kdlg.org/post/interim-city-manager-gregg-breelsford-reflects-his-time-dillingham>

a. Two Paradigm Changes

First, EO 2.1 created a new architecture for current Covid-safety rules based on full vaccination status, or recovery from prior Covid-infection: no travel quarantine, no pre-arrival negative test in prior 3-days. EO 2.1 balanced the City's history of carefully protecting citizens from Covid and starting to incrementally move toward a return to pre-Covid normalcy. A policy analysis discussing the extensive medial and other research underlying EO 2.1 accompanied it.

Second, the City started the planning, budgeting, and transition to a two-week-on / two-weeks-off for police patrol officers. As noted at paragraph 4 above, the City currently about 50% understaffed and without this change it this weakness will likely become worse. A number of other rural Alaska police departments have adopted this model in order to overcome the same staffing weaknesses we are facing. Numerous spreadsheets accompanied this new staffing model that demonstrate the extensive research underlying it.

b. Prevented Legal Liability to the City

Two potentially legally harmful personnel cases were resolved without legal liability to the City.

c. Maintained Strong City-Tribe Relations

A tribal concern about city property taxes was resolved. A concern by BBAHC regarding EO 1.1's travel quarantine was satisfactorily addressed by accommodating their request to amend the MOA between the two organizations.

d. Overcame Delays in Completing Critical City Financial Documents

Two long-term delays in critical City financial documents were resolved.

i. Audit. The city's work on the audit was finished on April 22 after an approximately 6-month delay from the normal schedule of November or December. See paragraph 1 above.

ii. FY21 budget revision. The FY 21 budget revision was approved by the Council on April 1, 2021, approximately 3 months after the normal schedule of January.

d. Lowered the Temperature of Tensions in Some Areas of the City's Operations

The temperature of some tension was lowered in the following areas: (i) a City-Tribal property tax issue, noted above, and (ii) the City's Covid-19 Task Force. I understand that past Task Force meetings were somewhat "noisy" and "contentious," I started my tenure with a request to the members that was honored during my time as Interim, "disagreements are OK, let's be courteous and respectful in speaking with each other."

e. Resolved Long-time Public Works' Director's Absence

I understand that the former Public Works Director was absent from Dillingham since October 2020, and during another prior period as well. This was resolved in early March 2021, an Interim Public Works Director hired (Jean Barrett) and recruitment for a permanent Director started.

f. Renewed Maintenance and Repair of Public Works Department's Caterpillar Equipment

I learned in March 2021 that maintenance on the Public Works Department's Caterpillar equipment had fallen behind such that three pieces had been inoperable for a substantial time, and others were significantly behind schedule. NC Machinery was retained to do an onsite inspection in April. Two of these pieces are now operable and the third will be when the required part comes in (it is an "old" part and hard to find now). We also make significant progress on catching up on long-delayed maintenance. *See* paragraph 8 above.

f. Landfill Fire Recovery Project Initiated and Insurance Claims Pressing Forward

There was extensive damage to one building and some vehicle and equipment. Thankfully, no one was hurt. The City has notified the insurance company of the fire and started processing a claim, however I learned that the claim was not being "pushed" along. This situation has been addressed and the City is now actively pressing the insurance company to process the claim and help us get the recovery started. More detail on this is provided above.

g. Aleknagik 911 Services

A non-trivial amount of the City's emergency resources was being used to support Aleknagik because the City was handling their 911 calls. It was determined that the City's resources should be limited to serving the City's taxpayers and people within its boundaries. In agreement with Aleknagik, the City reduced its 911 service area

to City boundaries, freeing Aleknagik to work directly with the Alaska State Troopers on its 911 services.

h. Waste Management Law Suit Against the City

I made numerous efforts to meet with Waste Management in Dillingham to discuss this matter – they never acknowledged this outreach and never provided us with all of the invoice and other documentation we requested in order to understand their claims. To increase the protection of the City in this litigation, I authorized the City attorney to file an Offer of Judgement with the court.

i. Fuel Spill at Harbor

I worked with Bristol Bay Fuel to resolve the cleanup of their fuel spill at the harbor in a way this satisfactory to the City and them, and preserves the City’s legal rights for later if it becomes necessary.

j. Covid-19

The city supported the PHN by providing the Council Chambers for her many Covid-vaccine clinics.

The City also obtained funding from the State of Alaska to provide “health equity” clinics for testing and vaccines – out-reach service for people who have fallen through the cracks because they were not yet been able to get tested or vaccinated. (working hours, no transportation, etc.).

I made Covid-19 status reports to the Council every-other Monday at 5:00pm during my tenure.

k. Social Media Use Expanded

I made numerous social media posts on the City and Dillingham Trading Facebook pages and the City’s webpage to promote City-messaging and increase the City’s visibility and virtual presence in Dillingham. This included modeling City Covid-leadership by posting pictures and messages of the Interim City Manager getting Covid-19 tests and vaccine shots and encouraging others to do the same.

l. Fire Hall – Lake Road

I worked extensively with the Fire Chief, and the Planner, to synchronize the finalization of the Lake Road fire hall and a transition of vehicle and equipment from the Airport building on leased airport land.

m. Leadership Development

I conducted numerous discussions with Department Heads, collectively in Department Head meetings, and individually, about leadership, fiduciary duty, leadership development, and leadership values.

n. Sexual Harassment Training for All City Staff

Unfortunately, sexual harassment is not infrequent in today's world – despite all the publicity about the harm it causes and the penalties for doing it. Indeed, we dealt with one case during my tenure (the details are confidential). All city staff received this training. This sends the right message to city staff, that this is wrong and will be sternly addressed. It also secured a discount on our insurance premiums, and positions the City as strongly as possible for defending a claim later if necessary.

Thank you. It has been an honor and privilege to serve with you in the greatest city in Alaska!



City of Dillingham, Alaska
Published by Gregg Brelsford · May 5 at 1:52 PM

Interim Manager Gregg Brelsford's farewell statement to the wonderful elected officials, city staff, and people of Dillingham. It has been an honor and privilege to live and serve in the greatest city in Alaska. Thank you. Take Care. God Bless.

KDLG.ORG
Interim City Manager Gregg Brelsford reflects on his time in Dillingham

EXHIBIT 1

Interim City Manager's report to May 13, 2021 City Council Meeting

City of Dillingham Public Works Department Caterpillar equipment status as of March 15, 2021, compiled by Julie Cisco (black), and updated by Donald Yun, NC Machinery, April 27, 2021 (red)

#192 2014 Caterpillar 816F Compactor Inoperable, water in fuel system, possibly from fuel caps being left off. Fuel system needs to be purged. Needs service and repairs. **Now operable – it can be used but still needs significant further maintenance.**

Drained the tank and filled with clean diesel, ran machine and it has a fuel leak coming from #1 bonnet on fuel pump it's also has an engine miss.

#104 2012 Caterpillar 160M Grader Inoperable; multiple steering faults, hydraulic and coolant leaks. Needs diagnostics, service and repairs. **Now operable, rated as an 8 on a scale of 10 being the best.**

Changed #3 injector and updated software, Steering faults (steering misalignment) is the operator needs to align the joystick with the front wheels at star up. Both fitting for brakes on the left tandem need repaired, oil leak around the fuel pump and circle needs adjusting. The parts did not show up so put engine back together with old parts and we'll have to comeback unless John can get the state to enter the trim file for the injector.

#120 1998 Caterpillar 960F Loader Inoperable; possible fuel injector problems. Needs diagnostics, service and repairs. **Still inoperable as of April 29, 2021 because the ordered parts were bumped by Alaska Airlines Gold Service for 5 consecutive days and never arrived before the NC representative returned to Anchorage. Should become operable when the parts arrive.**

Replaced the fuel transfer pump and priming pump and got machine running, but the governor has been gotten into and now run at or near full throttle all the time. Governor well need to be rebuilt a or replaced with new one. The engine sounded pretty good while running. Speaking with the mechanic it sounds like the tilt cylinder needs resealed for it leaks off. Did not want to run machine with the governor messed up.

#188 2006 Caterpillar Excavator 345CL Operable, needs service and possibly repairs.

Did not have the oil to change hydraulic oil and filter, but did look over machine and it looks pretty good.

#119 1999 Caterpillar D5M Dozer Operable, needs service and possibly repairs.

Performed 500-hour service

#106 1998 Caterpillar 160H Grader Operable; needs service and possibly repairs. Has 12,000 hours.

Repaired electrical system strobe light, tail lights and backup alarm and backup light. Had to replace the rocker switch in cab for lights. Transmission gear 2,5 did not work troubleshot problem and replaced the solenoids for second and fifth gear. Ordered all 8 solenoids cause after speaking with the mechanic the oil in the transmission was milking white and full of water (which will cause the solenoids to stick) and we'll have to replace the other pretty soon as needed. Clutch #4 is close to being worn out, life can be extended if the operators stay out of 6 and 7 forward gear and 2 reverse gear. To repair transmission well need to be removed and rebuilt. The blade and circle need tightening up also (a matter of removing shims and adding shims).



CITY OF DILLINGHAM
PO BOX 889
DILLINGHAM 99576-0889

CUSTOMER NO.	CONTACT	PHONE NO.	FAX NO.	Work Order No.
9993029				
QUOTE NO.	P.O. NO.	DATE	Email	
172187		2021-05-03		
MAKE	MODEL	SERIAL NO.	UNIT NO.	
AA				
NOTES				

SEGMENT: 01 PERFORM REPAIR EQUIPMENT ()
 NOTES:
 160H- REMOVE AND INSTALL TRANSMISSION.
 REBUILD TRANSMISSION IN ANCHORAGE
 REBEARING AND REASEAL TRANSMISSION. REPLACE
 SOLENOIDS, VALVES, FRICTION DISCS, ELECTRICAL
 PARTS, INSTALL UPGRADED PISTONS TO INCREASE WEAR
 LIFE. BENCH TEST INCLUDED.
 MISC PARTS FOR \$5000 IS FOR WORN HOSES, LINES
 GASKETS ETC FOUND WHEN REMOVING TRANSMISSION.
 FREIGHT NOT INCLUDEDFLUIDS/OILS NOT INCLUDED**

Parts

Part Number	Description	Qty	Unit Price	Ext Price
TRANSMISSIONS	TRANSMISSIONS	1	34,000.00	34,000.00
/160				
MISC PARTS	MISC HOSES, LINES, GASKETS ETC	1	5,000.00	5,000.00
Total Parts:				39,000.00

Labor

Description	Qty	Ext Price
REMOVE AND INSTALL TRANS/ ADJUST CIRCLE AND BLADE	40	7,700.00
REMOVE AND INSTALL TRANS/ ADJUST CIRCLE AND BLADE	22	5,610.00
Total Labor:		13,310.00

Misc

Description	Qty	Ext Price
MISC SUPPLIES, CONSUMABLES	1	1,000.00
Total Misc:		1,000.00

Segment 01 Total: 53,310.00

SEGMENT: 02 PERFORM MAINTENANCE ON REPAIR EQUIPMENT ()

NOTES:
160M2- INSTALL NEW INJECTOR.
ADJUST CIRCLE AND BLADE
REPAIR OILS LEAKS, ESTIMATED.
REPLACE WATER PUMP

Parts

Part Number	Description	Qty	Unit Price	Ext Price
269-5304	SEAL	1	2.43	2.43
269-5305	SEAL	1	1.32	1.32
147-0182	SEAL-O-RING	1	2.57	2.57
557-9567	PUMP GP-WATE	1	532.91	532.91
Total Parts:				539.23

Labor

Description	Qty	Ext Price
PERFORM REPAIRS	16	3,080.00
PERFORM REPAIRS	8	2,040.00
Total Labor:		5,120.00

Misc

Description	Qty	Ext Price
MISC SUPPLIES, CONSUMABLES	1	375.00
Total Misc:		375.00

Segment 02 Total: 6,034.23

SEGMENT: 03 TROUBLESHOOT ENGINE ()

NOTES:
816F- TROUBLESHOOT MISFIRE.
PARTS ARE ESTIMATED, MORE PARTS MAY BE REQUIRED TO
COMPLETE REPAIRS

Parts

Part Number	Description	Qty	Unit Price	Ext Price
PARTS	ESTIMATED PARTS	1	1,500.00	1,500.00
Total Parts:				1,500.00

Labor

Description	Qty	Ext Price
TROUBLESHOOT/ REPAIR	16	3,080.00
TROUBLESHOOT/ REPAIR	8	2,040.00
Total Labor:		5,120.00

Misc

Description	Qty	Ext Price
MISC SUPPLIES, CONSUMABLES	1	400.00
Total Misc:		400.00

Segment 03 Total: 7,020.00

SEGMENT: 04 PERFORM REPAIR EQUIPMENT ()

NOTES:
960F-
REMOVE AND INSTALL GOVERNOR, HAVE GOVERNOR REBUILT
IN ANCHORAGE.
REMOVE AND INSTALL TILT CYLINDER.
REBUILD CYLINDER IN ANCHORAGE.
REPAIR MISC LEAKS

Parts

Part Number	Description	Qty	Unit Price	Ext Price
TILT CYLINDER	RESEAL TILT CYLINDER IN ANCHORAGE, PARTS AND LABOR	1	1,753.00	1,753.00
MISC PARTS	ESTIMATED PARTS TO REPAIR LEAKS	1	1,000.00	1,000.00
10R-0994	GOVERNOR GP	1	1,520.85	1,520.85
10R-0994	CORE	1	1,115.31	1,115.31
Total Parts:				5,389.16

Labor

Description	Qty	Ext Price
REMOVE AND INSTALL GOVERNOR / TILT CYLINDER, REPAIR MISC LEAKS	16	3,080.00
REMOVE AND INSTALL GOVERNOR / TILT CYLINDER, REPAIR MISC LEAKS	4	1,020.00
Total Labor:		4,100.00

Segment 04 Total: 9,489.16

SEGMENT: 05 TRAVEL TO/FROM WORK SCHEDULING ()

NOTES:
TRAVEL TO/FROM DILLINGHAM, FOR TWO TRIPS.
CUSTOMER TO PROVIDE LODGING UNLESS OTHERWISE SPECIFIED

Labor

Description	Qty	Ext Price
TRAVEL TIME	16	2,480.00
Total Labor:		2,480.00

Misc

Description	Qty	Ext Price
EXCESS BAGGAGE FEES	2	1,000.00
MEALS WHILE ON SITE FOR BOTH TRIPS	1	1,000.00
CAR RENTAL	2	1,200.00
AIRFARE FOR TWO ROUND TRIP TICKETS	1	1,200.00
Total Misc:		4,400.00

Segment 05 Total: 6,880.00

Total Segments: 82,733.39

SUB TOTAL (BEFORE TAXES) 82,733.39

TOTAL ESTIMATE 82,733.39

- This estimate will expire 30 days from the estimate date.
- Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime.
- Terms: Net 10th Prox.
- Sales Taxes where applicable are not included with the above prices.

Mayor
Alice Ruby

Interim City Manager
Gregg B. Brelsford



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

EXHIBIT 3

Date: May 7, 2021

To: Mayor and City Council

From: Gregg B. Brelsford, Interim City Manager

Subject: **Repairs, replacement and materials needed to get the Public Works Caterpillar 160H grader fully operable** – preliminary cost estimate: \$67,610 but could be more
Based on NC Machinery proposal #172187, dated May 3, 2021, Segment 01 (this is included in the larger proposal provided at Exhibit XX of the Interim Manager's Report to the May 13, 2021 City Council meeting)

Repairs, replacement and materials are needed to get the Public Works Caterpillar 160H grader fully operable.

Justification

This is a vital piece of the Public Works fleet, being used year-round for road maintenance and snow removal / management.

The grader is currently semi-operable; it does not shift into all gears. To continue using it as is would be unproductive and possibly lead to further damage. The blade was also identified as needing adjustment to perform correctly. The body of the grader is good and has years of useful life left if fully maintained.

Estimated Cost

The NC Machinery tech who was on site in April did diagnostics and provided an estimate of repairs as follows:

Remove and replace transmission	\$34,000.00
Hoses, seals, solenoids, electrical parts	\$ 5,000.00
Labor remove and replace transmission and adjust blade	\$ 13,310.00
Supplies and consumables	\$ 1,000.00
Travel expenses, excess baggage	\$ 2,200.00
Freight, fluids and oils (estimated)	<u>\$ 10,000.00</u>
Subtotal	\$ 67,610.00

The NC Machinery tech did not have the equipment to run full diagnostics on the grader engine. There is a possibility it will need repairs, up to and including a major overhaul, depending on the findings after the transmission is repaired and the grader can be run. If that is the case, the **repair** figure could double to **\$140,000.00**. If that is the case, the City should look at a **replacement** piece of equipment which could cost **\$350,000.00 plus freight**.

Mayor
Alice Ruby

Interim City Manager
Gregg B. Brelsford



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

EXHIBIT 4

Date: May 7, 2021

To: Mayor and City Council

From: Gregg B. Brelsford, Interim City Manager

Subject: Interim City Manager’s Report to May 13, 2021 City Council meeting
Summary of Interim Manager Major Accomplishments / Activities:
January 19 - May 14, 2021

This is a general, not a detailed, summary of what was accomplished during my 4-month tenure – does not include routine day-to-day tasks and activities. All were accomplished through thorough careful due diligence. This is also not a statement about any “unfinished business” on the table when I started the position. A city’s business is always in flux and never “finished.” A new city manager always begins with tackling “unfinished business” as well as addressing newly arising circumstances.

Task	Status on January 19, 2021	Status on May 14, 2021
Covid Emergency Orders	EO 1.1 in place	EO 2.1 crafted and issued ¹
	City-Health Professionals meetings	Revived these City meetings w/ BBAHC and PHN
Police Department Patrol Officer Staffing	Unsustainable staffing model - Significant number of patrol officer positions chronically vacant and dominated by entry-level personnel	Transitioning to two-weeks-on / two-weeks-off staffing model like many other rural Alaska cites – sustainable, and attracts more experienced personnel
Protected City from Potential Legal Liability Personnel	Two cases	Resolved ADA exposure without liability to City
City-Tribal Relations Strengthened		City accommodated BBAHC amendment request regarding village-staff travel

¹ The new Covid-safety paradigm is based on the new degree of extensive vaccinations in Dillingham and new CDC guidelines for vaccinated people. As of April 30, 2021, about 60% of the people in Dillingham aged 16 and older are fully vaccinated, according to the Dillingham Public Health Nurse. EO 2.1 furthers two important objectives (i) provide reasonable incentives for more community-members and travelers to get vaccinated, because we all benefit from higher levels of vaccination, and (ii) continue to protect our community by maintaining critical Covid-safety measures. It provides a fair and reasonable balance of continuing key past Covid-safety measures and moving forward toward returning to our pre-Covid normal lives.

			City resolved tribal property tax issue
	Sexual Harassment and Discrimination Training		First staff training on this topic – secured insurance premium discount
			Reduced potential City legal liability by proactively training staff and strengthen legal-defense posture
	FY20 Audit	Behind schedule	City responsibility finished
	FY21 Budget Adjustment	Behind schedule	Finished
	FY22 Budget	Behind schedule	Back on track
	Covid-19 Task Force	Contentious – broadly diverse points of view	Courteous, respectful, calm exchanges for viewpoints and provision of health information
	Covid-related: Winter to Summer 2021		60% DLG eligible people fully vaxed ²
			Opened Council Chambers to PHN testing and vaccine clinics
			Public Service Announcements crafted, recorded by community leaders and broadcast regularly on KDLG-March to June – 2/day, 3x/week
	Represent DLG on multiple, continuing statewide and other Covid-19 zoom meetings		Keep DLG visible and advocate for DLG on zoom: State EOC and Unified Command; Bristol Bay regional; BBRSDA; AML Local Govt ECHO; BBNA [weekly and as generated]
	Covid-related: Summer 2021		
	City-delivered tests and vaccine shots		State funding secured – targeted start is mid-May
	Fleet Letters – to processors and fisherman organizations reaching thousands of individuals		Done

² April 30, 2021, state PHN presentation to City’s Covid-19 Task Force. The City did not deliver vaccinations but supported the vaccinations in many other valuable ways, some of which are described in this document.

	Public Works Department		
	Former Director	Physically absent approximately 8 of last 12 months	No longer employed by the City
	Interim Director		Appointed – Jean Barrett
	New Director		Recruitment underway
	Heavy Equipment - Caterpillar	Inoperable (3 major pieces – graders/loaders) and chronic absence of maintenance	3 major pieces operable, catch-up on maintenance started, maintenance schedule established; obtained cost-estimates for future repair / replacement / maintenance
	Landfill Fire Recovery Project	Nothing organized – limited, isolated efforts, insurance claims languishing	Project structure and team organized to <i>remove</i> debris and damaged building, vehicles and equipment, <i>replace</i> same, <i>prosecute</i> insurance claims and <i>secure</i> compensation, and ensure proper accounting of funds and expenditures: on-budget and on-time
	Fuel Spill at Harbor		Recovery underway; City’s potential legal claims documented and preserved
	Waste Management v DLG law suit	Filed on January 18, 2021	Waste Management not pushing this litigation – City filed Offer of Judgement to strengthen City’s position in resolving
	Aleknagik 911 Services	Handled by DLG police	Handled by Aleknagik and Alaska State Troopers
	Fire Hall – Lake Road		Progress toward finishing construction, coil door
			Developed plan to relinquish state-land lease and building and move vehicles and equipment to here
	FY22 Insurance (APEI)		Application timely filed - secured insurance premium discount
	Social Media		Increased City messaging and presence on local social media (Facebook, City webpage)

	Leadership		Modeled City and Manager Covid-safety leadership – post pictures of Manager tests and vaccine shots
			Coached department heads on leadership-development responsibility and resources
			Encouraged them to join their respective Alaska and national professional associations
	Police Department Equipment and Vehicle Repair	Repairs behind schedule	Installed industrial-strength lock on jail isolation room – 5 months after first requested; progress on 2 disabled vehicles (new engine; repairs to engine computer)

Interim City Manager Gregg Brelsford reflects on his time in Dillingham

By [ISABELLE ROSS](#) · MAY 5, 2021

[Share](#)[Tweet](#)[Email](#)

Brelsford tackled a number of tasks during his time as Dillingham manager, among them, implementing the city's COVID-19 regulations.



Gregg Brelsford. Tuesday, May 4, 2021.
CREDIT IZZY ROSS/KDLG

Listen

Listening...

11:14

KDLG's Izzy Ross speaks with interim City Manager Gregg Brelsford about his time in Dillingham.

Dillingham Interim City Manager Gregg Brelsford will leave his position next week.

Brelsford served as the Bristol Bay Borough's manager for two years. He worked closely with Dillingham's former city manager, Tod Larson, ahead of last year's fishing season.

“It was very intense, it was very confusing, very fragmented, very fluid, very unpredictable,” he said. “So Tod and I formed a bond being the two city managers in the bay going through that together, and trying to manage the COVID risk in the first year when everything was new.”

Brelsford stepped up in January, a month after Larson left. He tackled a number of tasks during his time as Dillingham manager, including implementation of the city’s COVID-19 regulations. He said his experience in the borough gave him an understanding of what was at stake when making those decisions for small communities that see a large influx of people during the summer.

“Both communities have a large surge. And so during the COVID era that’s especially scary,” he said. “It’s especially challenging to try and be protective for the community as a whole in terms of COVID, and yet continue life as much as possible, particularly business activity.”

Faced with the COVID-19 vaccine rollout and the changing environment this spring, he solicited a wide range of public opinions as he crafted Dillingham’s new emergency declaration. He also published a contentious emergency order that removed the travel quarantine, but only for vaccinated people and those who had recovered from a previous COVID-19 infection.

“I tried to craft a balance between the historical model of COVID safety regulation, as well as trying to move it forward incrementally in the direction toward more of a return to pre-COVID normal life,” he said.

The city is still on the search for a permanent city manager. Brelsford decided to leave his position when it became clear the city wouldn’t find one before his six-month contract ended. Looking ahead, he said he wants to spend more time with his family.

“One of the things that COVID did, for I think everybody in the country, is that it made us realize that we’re mortal, and that we should be thinking about what are we going to do with the time that we have in our life,” he said. “I want to make sure I spend it with my kids. So that’s a hard stop.”

Among his summer plans, Brelsford will go scuba diving and skydiving with his son.



Brelsford has completed around 625 jumps. He plans to skydive with his son this summer.

Brelsford’s last day is May 14. Chris Hladick, the former Alaska Region 10 administrator for the Environmental Protection Agency, will then take over as Dillingham’s interim city manager.