



## MEMORANDUM

**DATE:** May 26, 2022  
**TO:** Robert Mawson, City Manager  
**FROM:** Patty Buholm, Planning Director  
**SUBJECT:** May Monthly Report

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### STAFF REPORT

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#### **Planning Commission**

The last Planning Commission meeting was held on April 20. The Planning Commission elected to have Kaleb Westfall as the Chair and Elizabeth Clark as the Deputy Chair, their term will extend until January 2023. In January 2023, the Chair and Deputy Chair will be voted again by Planning Commission Members. The Planning Commission has 1 vacant seat, Seat F (term ends December 2022). The updated flyer has been posted in public places as well as on social media. The Planning Commission would like to welcome Jennifer Evridge as a Commissioner. Jennifer will be filling Seat B, with term ending in December 2023. The next Planning Commission meeting is scheduled for Wednesday June 8, 2022.

#### **Permitting**

##### **Land Use Permits:**

I have processed five (5) Land Use Permits, all previously submitted have been processed.

At this time we are still waiting for Nushagak Electric to connect the electric to the power boxes for the status of the meter bases that are stubbed out at the Harbor "food court" area.

##### **Harbor Lot Leases:**

The commercial appraisal for the Harbor property is not completed at this time, however I have been reassured by Clint Lentfer, owner of Alaska Appraisal and Consulting Group that this is still a work in progress.

**Encroachment Permits:** Receive and processed two (2) Short Term Encroachment Permits

**Burial Registry:** The burial registry has been turned over to the City Clerk to manage.

**Cemeteries:** No new information at this time. The process of finding a City Cemetery is still in process as well as adding information to the City website are being gathered to be added to the City Planning website. A sign at Kanakanak beach is still being reviewed for graves that have sluffed from the old burial site at Kanakanak beach.

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### **Preliminary Plat Application:**

One Variance application was received and denied due to the need to go through the replat process. A site visit as well as a property walk around was completed prior to the decision being made.

### **Requests for Proposal (RFP/ITB)**

The Aerated Lagoon Facility Improvements Project (RFP 2022- 02) closed on 4/28/2022, with no bids submitted. An evaluation of the job and RFP have been reevaluated and are awaiting direction from ANTHC if a portion of the job be completed, or if supplies to complete the project can be purchased prior to the close of grant funding on 8/23/22.

### **Meetings/Trainings**

Attended weekly Department Head Meetings.

5/03/22 – Attended Strategic Planning training with Bill Dan.

5/03/22 – Attended the CEDS Discussion.

WEEK of 5/09/22 – Assisted Arne Erickson with Appraisal Company of Alaska with the property visits and owner clarification while he was in Dillingham completing the Appeals process for land/property appeals.

5/12/22 – Attended the Board of Equalization meeting.

5/11/22 – Met with Polaris Group for how CoVid-19 affected the local Fishing industry for both commercial and subsistence fishers.

5/13/22 – Met with JJC for project review and what to expect for completing the job end of July.

5/13/22 – Met with Tav Amu, professor with the Alaska Sea Grant Program, to discuss his recently completed 2022 Statewide Clean Boating Survey and Outreach Report. The last step for his report to be complete was to have the signage that was paid for out of his grant to be displayed in the and around the Harbor about sewage disposal from boats, and how to contact the Harbor Master (the signage with contact information and proper sewer, trash, and waste fuel products was the basis of his report). Tav will donate the signs to the City of Dillingham through the Planning Commission. This step will also be completed in appreciation of the Harbor Masters pledge to participate in the Clean Harbor and to Tav's diligent and lengthy report.

5/16/22 – Attended the Nerka Roads Open house at Curyung Tribal Council building with Bristol Engineering staff presenting the project.

5/18/22 – Attended the first scheduled meeting for the downtown streets project with JJC and State of Alaska. These will continue each Wednesday until the job is completed.

5/20/22 – I attended a training with Martins and Arne from Appraisal Company of Alaska to learn how to change names in MARS, attach files from DNR, attach pictures, and how to properly enter data into the MARS software. Due to the Supplemental Tax roll, the training was cut short as no information can be added until an additional calendar year is created for the MARS program. Additional trainings will be required.

5/23/22 – Met with Gary Greenburg from Alaska Map Company to talk about the Arc GIS mapping program and discussed the needs for the contract. A contact was agreed up and approved for services and much needed updates to the mapping system.

5/24/22 – Attended the EPA sponsored Recycling Education and Outreach session via zoom.

5/24/22 – Met with Mark B of BBNC Land Management to discuss the 14 c Properties that have been given to the City of Dillingham. Mark reports that a lot of documentation has been misplaced or lost over time and the land transfers to the City of Dillingham are now in question. These properties include 21 property deeds, and 22 easements.

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5/24/22 – Met with State of Alaska Department of Environmental Conservation, Division of Water to discuss their upcoming study along the beaches of Dillingham, Bacteria Testing. This study will last over the summers of 2022 and 2023 with several water samples taken from three sites (Snag Point by the Seawall, Scandinavian Beach and Kanakanak Beach) over the course of the summers.

5/25/22 – Attended the All Staff Meeting/Training.

5/25/22 – I was able to meet with three (3) long term residents of Dillingham in attempts to locate possible graves on City Property had occurred years previously. Gravesites that are not in a public cemetery are required to be identified and recorded on the property deed as required by State of Alaska law.

5/24/22 -5/25/22 – A site visit was completed to follow up with a citizen complaint of City property located on their land. This is a work in progress to identify property and move if appropriate.

5/26/22 – I was able to participate at the Job Fair sponsored by the Alaska Department of Labor and Workforce Development, Charlene Lopez. I used this opportunity to not only advertise for open employment positions at the City, but also to round up any potential volunteers for the open seat on the Planning Commission.

#### **Projects:**

Aerated Lagoon Project has not gone back out for bid at this time as waiting for direction with ANTHC if parts can be purchased without the project going through as the deadline to expend one of the two grants funding this will close on 8/23/22.

#### **General Communications:**

- Gary Greenburg with Alaska Map Company is working with the LMJ Consulting (IT Company) to dedicate an additional drive to our network to be able to install the most current mapping systems. The ARC gis software will be updated once the drive is installed. Gary will also update all the maps that he has on Dillingham in his server, this process has not been completed since 2018, and Gary has been keeping our mapping system updated with any information he had received since then without a contract just to keep the system operational. A big thanks to Gary for his volunteer work during that period of time.
- The State of Alaska has found AECOM Technical Services to work with both the Curyung Tribal Council and myself to update the Hazard Mitigation Plan. The first meeting is scheduled on Tuesday May 31, 2022. This joint venture is required to by FEMA to develop a Multi-Jurisdictional Plan.