



MEMORANDUM

DATE: April 28, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm, Planning Director
SUBJECT: April Monthly Report

STAFF REPORT

Planning Commission

The Planning Commission meeting scheduled for March 9, was postponed until March 16, 2022. During the March 16 meeting the Eagle Point Subdivision, and Placement of the donated playground equipment resolutions were read, approved, and have been forwarded for City Council for approval. Public comment was held on both items and no objection or concern was placed on either of the above items.

By Dillingham Municipal Code 2.68.040, the Planning Commission designates a Chairperson and Deputy Chair. This was completed during the March 16, 2022 meeting. The Planning Commission voted to have Kaleb Westfall continue as the Chair and Elizabeth Clark continue as the Deputy Chair.

The Planning Commission has 2 vacant seats, Seat B (term ends December 2023) and Seat F (term ends December 2022). A recruitment flyer has been posted in public areas, posted to the City of Dillingham website and shared widely on social media. Outreach to the Dillingham High School Student Government has occurred asking the student body to consider entering a letter of interest for the seats.

The next Planning Commission meeting is scheduled for May 11, 2022.

Permitting

Land Use Permits: 2 Land Use Permits are being processed. One is a building permit, the other is tied to the harbor land use permit. I am working on developing an internal process for the harbor land use permit. Communication with both permit applicants is ongoing. This internal process is being reviewed to streamline for efficiencies. Currently waiting for Nushagak Electric for the status of the meter bases that are stubbed out at the proposed "food court" area.

Harbor Lot Leases: Land Leases for the Harbor are still under review. I have been working with Robert Mawson on these. The process is complicated and is taking longer than first anticipated. A Commercial Appraiser was in Dillingham for property appraisals, and he was willing to look at City Harbor lots. I was able to meet with and show them the Lots located in the harbor. The property should be appraised to determine the land value every 3 years, I am waiting for a report.

Encroachment Permits: Received 2 Short term Encroachment Permits which will be processed and suggested for approval to Robert Mawson, City Manager. Working to identify and catalog previous permits.

Burial Permits & Burial Registry: After reviewing the process in place, the Burial Permit Form has been revised to a Burial Registry. The Burial Registry Form will undergo changes for clarity. This change was determined as the City of Dillingham does not currently have an active Cemetery. A Burial Permit is used to record plots, and should only be issued for an active Cemetery, which you will need to have permission to bury prior to as some plots have been reserved and/or paid for

Cemetery Update:

The City of Dillingham has a Cemetery located on West 1st Ave. in downtown Dillingham. However the following items have been identified:

- It is inactive Cemetery as it is at capacity,
- It is in need of repair of the Entryway Gazebo,
- The grounds should be cleaned up of debris and overgrowth,
- Tracking/plotting of all gravesites should then be recorded on the land deed as per State of Alaska requirements for Cemeteries and burials on private property.

The list below shows the current identified active Private Cemetery's within the City limits:

- Holy Rosary Catholic Church, located next to the airport
- St. Seraphim of Sarov Orthodox Church, 2 locations
 - 1st Cemetery is located directly behind the Church on Woodriver Road
 - 2nd Cemetery located at the end of Woodriver Road

Other burial sites located within the city are on private property. Permission would need to be acquired from the property owner prior to burial of a loved one on these sites. The ownership of the "Olsonville Cemetery" is in question. I am actively working to find the property owner.

I am researching to see if a City Cemetery is appropriate.

Items to be considered:

- Partnering with local Tribal Organizations and other local business/non-profits,
- Determine the best location while considering: future development, erosion, State of Alaska requirements, and adjacent property owner location.

On April 26, 2022 I met with representatives from BBAHC (Chief Nurse Officer, Maintenance/Security Supervisor, ER & Inpatient Nursing Leads, Medical Records, and the Chief Nurse Administrative Assistant) that directly assist when a death occurs. BBAHC staff are all willing add the City of Dillingham Burial Registry Form with the other paperwork given to family members when a loved one will be buried in Dillingham city limits. I am looking into possible signage for the City to post that would convey the need to notify the Department of Public Safety if any human remains are found along Kakanak Beach. The original burial grounds from Kakanak Village are eroding away and each year bones are found on the beach. This signage would inform all people what to do with remains they find along this stretch of beach. BBAHC has a process in place and works directly with local Tribes for the preservation and proper re-burial of the bones on site in a secured Tribal Cemetery set aside for reburial of previous graves. This is not an open Cemetery.

I will be adding web links to the city website providing information to assist people with the end of life and burial process when they lose a loved one. This tool may benefit citizens during a stressful time.

Requests for Proposal (RFP/ITB)

The Aerated Lagoon Facility Improvements Project (ITB2022-01) Closed on 4/28/2022, with no bids submitted. An evaluation of the ITB will be completed and further communication will occur with CRW Engineers to see if the ITB needs to be changed in anyway then will be put back out to bid.

Furnish Petroleum Fuels FY23 (RFP 2022-02) closed on April 15, 2022 at 3:00pm (RFP-2022-02), with 2 bids received. This item is in the May council packet for approval.

Meetings

4/28/22 – Planning Commission Special Meeting –Cancelled, unnecessarily scheduled-

4/26/22 – Met with BBAHC staff for Burial Registry

4/21/22 – Met with Staff from Nushagak Cooperative, JJC Construction, Southwest Region School District, and Dillingham City School in attempt to participate in burying and deadheading water/wastewater lines while they install the Waste Heat Project from Nushagak Electric Power Plant. Due to the late participation of the City, we are unable to piggy back on this project. In communication with Water/Wastewater Supervisor, Chris Maines, he stated that this may have been partially completed, I will continue to research this possibility with Chris.

4/20/22 – Attended the All Staff Training.

4/20/22 – Toured the “Old Harbor Office” with Robert Mawson, City Manager to better understand how to lease this building.

4/15/22 – Met briefly with the State of Alaska Records Management Staff that completed a site visit to assist with records that are in the Planning Department. They both gave great suggestions for records retention as well as ideas to assist with the amount of paperwork that is currently located in the Planning Department. A smaller insufficiently used closet has been rearranged and cleaned with intensions of records retention while maintaining easy access by the Planning Department in the Main Building.

4/11/22 – Met with Robert Mawson, City Manager; Norman Coolie Heyano, Fire Chief; and Scott Runso, Fire Administrator at the Downtown Fire Hall to tour the building post the water damage from this past winter and to assess the damage and attempt to find an alternate office location while the downtown fire hall is restored to a safe workable environment.

4/8/22 – Met with Robert Mawson, City Manager to review and go over the Planning Department budget.

4/5/22 – Met with Chris Hladick to review the Planning Departments section of the 2021 Annual Assessment that was created while he was the Acting City Manager.

4/4/22 – Met with Chris Maines, Water/Wastewater Supervisor to review any projects that were already in motion prior to my start and to provide him with the most current updates on the Aerated Lagoon Project information.

3/30/22 – Attended the CEDS Steering Committee Meeting.

3/30/22 – Virtually Met with Isaac Person, Civil Engineer for Bristol Engineers; Jean Barrett, Acting Public Works Director; Robert Mawson, City Manager; Lori Goodell, City Clerk about the Nerka Roads Project and to give an update about the Tribal funded Nerka Road Improvements Project.

Projects:

Bristol Engineers is hosting an Open House on May 16th from 5pm-8pm at the Curyung Tribal Building to discuss the Nerka Subdivision Road Construction and this is Open to the Public.

Training:

I have completed training with the Appraisal company for the MARS program. I currently have limited access to the software with safety parameters to prevent accidental errors.

General Communications:

- I am in the process of compiling a complete list of land owned by the City of Dillingham. This is a cooperative project, and involves Anita in the Finance Department and the Tax Assessor. During this process we have discovered properties that have been entered incorrectly into our ARCGIS Mapping System, which we are working to correct. This process is time consuming as it does take 3 different software programs to confirm ownership.
- The ARCGIS software is at the end of its life and will need to be replaced. I will be working with Gary Greenburg to determine the best software application for the City as well as scheduling training.
- I am working with the Finance Department and the appraisal company in updating the City of Dillingham's property ownership information in MARS.
- I am in the process to apply for BBEDC Internship positions. This will assist with the detailed needs of the Planning Department: cataloging permanent documents, scanning and uploading historical documents, creating a library of resources (war room) of our in-house manuals to eliminate duplicate copies, and set up an easily accessible space to be able to quickly find the correct resource.
- A Planning Commission Resource book has been created, and distributed to each member of the Planning Commission.
- Most of the plants from the upper landing at City Hall have been relocated to the Senior Center. This space can now be utilized as a resource area for the general public to sit and complete forms or meet with department personnel.
- The Hazard Mitigation Plan update is still in process. This is a joint venture with the State of Alaska and the Curyung Tribal Council.
- A note of thanks to Lori Goodell, City Clerk for the endless amounts of help that she has given me since I started. Lori has also assisted with aligning the Planning Department to what is presented from the City Clerk's Office. She is always willing to help and teach coworkers, which has made for a great working environment. Thank you Lori.