



MEMORANDUM

DATE: December 27, 2021
TO: Mark Lynch, Interim City Manager
FROM: Lori Goodell, City Clerk
SUBJECT: Staff Report

STAFF REPORT

Foreclosure:

The City has two active foreclosure actions filed with the State of Alaska courts; 3DI-18-157CI and 3DI-19-00122CI. The mandatory period of redemption required by law has been met on each filing. The City Attorney recommends it is time to complete the process. The Finance Department is reviewing the foreclosure list from both actions to confirm which properties have been redeemed and which accounts are still unpaid. Letters will be going out to those still on the list to notify them the redemption period is expired and the City will be applying to the Court for a tax deed on all unredeemed property.

Training:

I have registered for the Northwest Clerks Institute, Professional Development IV training. This is scheduled for the week of June 13, 2022. This training is linked to attaining the MMC designation. I will be applying for a scholarship through Alaska Association of Municipal Clerks to help defray the cost. If I am not awarded this scholarship I will look into other funding sources.

Records:

In November I met with the State of Alaska Records Information Management team. I am currently discussing with them a time for them to come to Dillingham to do a records assessment. This will be a vital part of refocusing on records management.

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. Dillingham Liquor Store has submitted a renewal application with the State of Alaska. This item will be on the January agenda for the Code Review Committee and coming to Council for review in February.

Commission/Board Seats Vacant.

- School Facility Committee, one seat.
- Senior Advisory Commission, four seats.
- Friends of the Landfill, one seat.
- Port Advisory Committee, three seats.
- Planning Commission, three seats.

Upcoming Meetings:

January 13, Code Review Committee

January 17, Finance & Budget Committee

February 3, Regular Council Meeting

Clerk's Note:

Main Motions bring business before the council, and have the following characteristics:

*Are clear and unambiguous, ('so moved', 'I'll move', and 'moved' are NOT motions).

*Phrased in the grammatical positive

*Must comply with the rules of procedure

*Should be written unless very short

*Are in order when no other motions are pending
