

**Mayor**  
Alice Ruby

**Manager**  
Robert Mawson



**Dillingham City Council**  
Kimberly Johnson  
Michael Bennett  
Aksel Buholm  
Curt Armstrong  
Kaleb Westfall  
Perry Abrams

## MEMORANDUM

**Date:** 1/29/2023  
**To:** Robert Mawson, City Manager  
**From:** Patty Buholm, Planning Department  
**Subject:** Monthly Report

---

### **Acknowledgements and Recognitions:**

Thanks to all City employees and partnered agencies and contractors that have worked with the Planning Department in January to achieve the below positive report. Special thanks to Paul Liedberg, Chair for Friends of the Landfill, for his assistance during the recent visit of the Green Star Program.

### **Department Accomplishment and Opportunities:**

- Patty continues to complete the required employee on-line classes provided by the HR/Administrative Department
- Megan Green returned to temporary duty for a week to assist with the continued efforts in Records Retention and Management. This project is not completed, however she made great progress in this paperwork project. She will be available to assist in the future with the continued efforts of this project. The electronic files are still being sorted as time allows by the Planning Department.
- Continue to assist individuals with property addresses and Planning needs as appropriate.

### **Projects – Progress and Public Impacts:**

- Joy Britt and Doug Huntman from the Green Star Program were able to complete a site-visit to the Dillingham Landfill. They both presented at the Planning Commission Meeting on 1/14/23 with a presentation of the Green Star Program and a brief recap of the assessment completed that day. A report with their findings and potential ideas to extend the Landfill life through recycling efforts will be provided upon submission to the Planning Department.
- Was able to meet with Maria Lewis, Architectural Historian from the State of Alaska Historic Preservation Office. The City of Dillingham is part of the Certified Local Government (CLG) Program for Historic Preservation. The City of Dillingham is eligible to apply for up to \$500,000 dollars with a 60/40 match if the project is listed on the CLG. Dillingham became a CLG participant in 1990 with heavy involvement until 1994, when the activity halted and has been rolling as a participant with

minimal involvement. The City of Dillingham will continue to be participant until late fall of 2023. To continue with this participation in the CGL, the City of Dillingham and will need to complete the annual report. A possible updated building inventory list to the historical preservation, further assessment is being completed by the Planning Department. This is written into code 2.70, Historic Preservation Commission, which appears not to be an active Commission.

- Update on the Alaska Community Housing Assessment (ACHA) in partnership with Alaska Native Tribal Health Consortium (ANTHC). Maicel Fuhriman, with ANTHC will be in Dillingham to help with the verification process of housing, water and wastewater from Saturday February 11, 2023 until Wednesday February 15, 2023. During this process I will be assisting and verifying address, addressing needs and housing structures for the City of Dillingham. The two (2) local tribal offices located in Dillingham, Curyung Tribal Council and Ekuk Village Council, are in full support of this project and both have agreed to be Project Supporters in the effort to identify accurate housing availability within Dillingham. An updated flyer will be posted with this information. This project is approximately 90% complete for the on-line section of City Services (water, sewer, potential well or sewer issues, and determining if additional Planning Department verification is needed). This will be a fantastic opportunity for the Planning Department to ensure proper address are assigned, ask if additional addresses are needed, identify driveways that may need to be named, and ask if additional changes to the property have occurred.
- Parcels of land are continuing to be identified with proper ownership with great teamwork by the Planning Department and the Finance Department.
- Findings on the ACHA were given to the Finance Department, Taxes and Collection, the City of Dillingham Assessors, and the GIS software developers in hopes to close any gaps and open communication on how to resolve issues upon completing the door-to-door verification process.
- The GIS City Map update has been postponed until more information on property owners can be identified.
- Follow up from Raven Electric on the overhead power lines and meter boxes to complete the Downtown Streets Project. A purchase requisition has been submitted for \$13,145.00 which includes all service parts, labor, travel, and housing to be able to complete the switch over and elimination of the overhead power and the poles in the City Dock area.
- Raven will be submitting a separate estimate for the installation of the back up generator as well as the conversion from Delta to Y power. Raven Electric has been excellent with communication with the Planning Department and Nushagak Cooperative in the complete project understanding.
- It is time to update the Comprehensive Plan. I recommend engaging a knowledgeable professional company for this project. The current Comprehensive Plan was adopted in 2010 and does not include projects that have been completed or since been identified.
- The Multi-Jurisdictional Hazard Mitigation Plan has not yet accepted by FEMA as they are waiting for the acceptance by Curyung Tribe. They are set to review the Plan in their February Tribal meeting which has not been set at this time. Patty has accepted an invitation to the Tribal meeting for some time in the 3<sup>rd</sup> week of February to speak about the City's Involvement in this process.

- Outreach was made to the State of Alaska DOT as it was noted that Yako Road belonged to them. Awaiting response from DOT in Dillingham as this was forwarded to the Anchorage Office for response.

**Upcoming Calendar Items:**

- Planning Commission Officers Elections, February Meeting (Currently not scheduled-pending additional information for presentation)
- ANTHC Intern to Dillingham to assist with the ACHA 2/11/23 – 2/15/23
- Patty to Anchorage to attend the FEMA Region 10, National Flood Insurance Program Training 2/26/23 – 3/3/23
- Bristol Engineering to put out the Nerka Road Improvement RFP, unknown date (wanted by end of January) waiting for City of Dillingham approval to proceed

**Public Feedback:**

- Positive feedback for the Public Works Road Crew in keeping the side streets clear of snow. The gratitude was passed along to the Public Works Department.
- Additional positive feedback was given to the Planning Department for both Public Works and Nushagak Cooperative for their assistance with digging graves. This gratitude was passed along to the appropriate crews for their community and volunteer services during challenging times for community members.

**Permits/Registrations Issued:**

Land Use Permits: two pending

Special Event Permits: three pending

Burial Permits Issued: four issued (one from November)

Burial Registry Issued: one issued

**List of Attachments:**

- Nerka Road Update Memo, needs letter of support from the City of Dillingham
- Submitted Community Sanitation Prioritization for Dillingham for ANTHC's Department of Environmental Health & Engineering Program.
- Dillingham Municipal Code 2.70, entirety
- State Historic Preservation Office letter
- Certificates of completion for Patty's training