



MEMORANDUM

DATE: March 30, 2022
TO: Robert Mawson, City Manager
FROM: Patty Buholm
SUBJECT: March Monthly Report

STAFF REPORT

Planning Commission

The last Planning Commission meeting was held on March 16, 2022. During this meeting the Eagle Point Subdivision was approved by the Planning Commission. Also approved was placement of the donated playground equipment, option B of the proposed placement of the equipment. Public comment was held on both items and no objection or concern was placed on either of the above items. The Resolutions for both items listed will be in the April 13, 2022 Planning Commission meeting to complete the Planning Commission process this far.

The next Planning Commission meeting is scheduled for April 13, 2022 at 5:30pm.

Currently we have 2 open seats on the Planning Commission Seat B and Seat F. The City of Dillingham would like to thank both Jessica Denslinger and Jason Lamson for their time and contributions to the Dillingham Planning Commission.

Permitting

- Land Use Permits: Currently we have 2 Land Use Permits that have been received and are being processed. This internal process is currently under review to streamline the process to become more efficient.
- Land Leases: Land Leases for the Harbor are under review. The review is also to streamline this process. Food Court area is also under review that had been started by previous City Manager Tod Larson with hopes to revive and update this process.
- Burial Permits: No burial permits have been issued, however the in-house process is being established.

Requests for Proposal (RFP/ITB)

- The Grant Writing RFP was set to close on March 18, 2022, however due to the weather, limited planes, and mail coming into Dillingham was extended by one week. Close date was then delayed to March 24, 2022 with a total of 2 proposals received. The City Manager will review the proposals and submit a recommendation (RFP-2022-01).
- The Aerated Lagoon Facility Improvements Project is currently open and scheduled to close on April 14, 2022 (ITB-2022-01).
- Furnish Petroleum Fuels FY23 is currently open and scheduled to close on April 15, 2022 at 3:00pm (RFP-2022-02).

Meetings

- On March 22, 2022 while in Anchorage on personal travel, I was able to meet with Pete Bellessa and Mike Leguineche from CRW Engineering Group for introductions. Discussions included CRW past work for the City of Dillingham as well as the current Aerated Lagoon Facility Improvement RFP they have compiled and is currently open and active as an RFP.
- I was unable to schedule or meet with Bristol Engineering, but did intend too as they have a long history with the City of Dillingham. Bristol Engineering has completed many projects for the City. In my next travels through Anchorage I will certainly make the time to meet with Isaac Pearson and the team at Bristol Engineering Services.

Projects:

- In communication with Isaac Pearson from Bristol Engineers, he stated that the Nerka Subdivision upgrades project with Curyung Tribal Council has been a continuous project. He has been working closely with the Tribal Council to get the project out to bid. Isaac will update the City Manager (Robert Mawson), Acting Public Works Director (Jean Barrett), City Clerk (Lori Goodell), and myself on March 30, 2022 of the status of the project.

Training:

- In the February I had attended a 3 day Funding workshop hosted by BBNA and BBEDC on February 15, 16, and 17. The workshop consisted heavily on Community Planning, Grant Writing, and creating contacts within our region.
- On March 22 - 24, I was able to attend the 2022 Virtual Alaska Planning Conference and obtain CME's towards the Planning Certificate.

General Communications:

- I am in the process of updating the City of Dillingham land ownership list.
- I have been communicating with Alaska Map Company, Gary Greenburg, to understand the ArcGIS mapping system that is located on the City Website. This software is currently at the tail end of its life and will need to be replaced. Gary Greenburg is scheduling one-on-one training with me to be able to update the map myself, however am currently not at that level of sufficiency to complete those tasks.
- I will be working with our appraisal company to be able to identify property ownership, which will then be updated into our mapping software so it can be easily accessible by anyone using the map system on the City website. This is a large project and will more than likely take up to a year or longer to complete accurately while continuing to do daily responsibilities of this office.
- Alan Backford at the BBNA Land Management Office has been extremely helpful in providing on-line resources and has assisted in teaching me how to properly use them, so thank you Alan and BBNA Land Management.
- Also a thanks to Dagen Nelson, and John O'Conner at Southwest Alaska Surveying for taking the time to answer questions about particular plats, previous code history, and their historical observations of how subdivisions have changed over time with partnering agencies. Due to their valuable input and continuous availability for consultation of subdivisions within the City process, this process will be evaluated to streamline the process.