

**Mayor**  
Alice Ruby

**Manager**  
Mark Lynch



**Dillingham City Council**  
Chris Napoli  
Michael Bennett  
Aksel Buholm  
Curt Armstrong  
Kaleb Westfall  
Perry Abrams

## MEMORANDUM

**Date:** January 28, 2022  
**To:** Dillingham Mayor & City Council  
**From:** Mark Lynch, Interim City Manager  
**Subject:** Manager's Report

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- **COVID.** I attend weekly COVID meetings to discuss issues in the community. The City has had 2 employees test positive this month. One of them is back to work at this time.
  - **Fire Department Building repairs.** Waiting for insurance company information so we can proceed to develop a scope of work and issue an RFP for repairs.
  - **Personnel.** I have made an offer to a candidate for the PW Director position. We are working on detail to bring him and his wife to Dillingham for a couple of days so they can decide if they want to accept the position. I have also made an offer to a new Planner, and that offer has been accepted. Her first day will be February 14<sup>th</sup>. Kelsa continues to work on filling many other open positions as well.
  - **Motorola Radios.** Koolie reported that the necessary spare batteries were provided by Motorola, and they also sent software that he needed for the radios. They are still in discussions concerning a date that Motorola will send technicians to troubleshoot the remaining connectivity issues. The City has withheld approximately 10% of the contract to ensure that the remaining problems are corrected before final payment is made.
  - **Landfill Fire.** Jean has been researching building options for replacing this building
  - **IT.** The new IT Company is in place and things are going well. The City has experienced internet outages that have seriously affected our ability to work.
  - **Delinquent Tax / Utility issues.** I have continued to spend a fairly large amount of time working on some of the City's outstanding delinquent tax and utility issues. I have begun work on obtaining settlements where possible.

- **BBEDC Grant award.** I have worked with Agnew-Beck on several grant possibilities. The first is another lost revenue replacement grant, and they are working with Anita now to get it filed.
- **Lobbyist RFP.** Three RFP responses were received and presented to Council at the January 25 special; meeting. Council directed me to accept the proposal by Chris Hladick with some language changes to the final agreement. I have contacted Mr. Hladick and will he was agreeable. However, the internet has been down so I have been unable to receive his changes nor have I been able to get the contract to the City Attorney for review. I will work with him and the City Attorney to get the final agreement signed and in place.
- **Administration Vehicle.** The vehicle is ordered and should be delivered on an early barge.
- **New Marijuana Tax & Seafood Processor Tax.** I presented some ideas and suggestions at the Finance & Budget Committee meeting and was directed to prepare draft ordinances for their February meeting. If they approve those may come before Council at the April meeting.
- **Beaver Round-up.** Mayor Ruby and I were on a conference call with Charlene Lopez concerning Beaver Round-up. COVID community spread avoidance was discussed and some events will be outside, some inside, and some will be virtual. In all cases appropriate safety measures will be strongly recommended for all attendees.
- **Playground improvements.** I have been invited to weekly meetings of a committee concerning the updates to the playground. We plan to have public comment periods during the next three or so Planning Committee meetings. Due to my schedule I have asked Kelsa to attend these via Zoom. I have informed the group that this topic will be on the next few Planning Commission meeting agendas for additional public comment.
- **Seabelt Planning Group.** I have attended two meetings of this group, which is hosted by Alaska Municipal League. The goal is to discuss issues that affect communities on the sea. The big topic this month concerned the federal infrastructure money and how it would flow into cities and boroughs in Alaska. However, no one in the group really knew yet.
- **Council Member Orientation.** I attended the orientation for Council member Michael Bennett, along with Mayor Ruby and Lori.