

**Mayor**  
Alice Ruby

**City Manager**  
Robert Mawson



**Dillingham City Council**  
vacant  
Michael Bennett  
Aksel Buholm  
Curt Armstrong  
Kaleb Westfall  
Vacant

## MEMORANDUM

**Date:** July 27, 2023  
**To:** Honorable Mayor and City Council  
**From:** Kimberly Johnson, Acting City Manager  
**Subject:** City Report

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It's been a very busy 17 days since I started as the Acting City Manager.

### **Projects and Funding:**

*Dillingham Port Improvements:* Both forklifts are down. We need to do some maintenance on the dock this fall or early spring with some D1 materials. We did have an AML barge hit one of the pilings this summer. We are waiting on the grant award for the Harbor.

*Snag Point Erosion Mitigation Project:* We identified an archaeological team to complete the next phase, however, we need approval to access Choggiung Limited property and 2 native allotments. Site control is an issue before we can continue to move forward with this project.

*Sewer Lagoon Aeration:* Bid award is in the packet, Resolution 2023-25 for Council Adoption.

*Landfill:* The large burn pile is gone. The road to the cell is open. The crew is actively working on the temporary metal pile to move that out of the way. The DNR award was completed, and we need to start the firebreak around the metal pile. The plan is to hire locals to remove the trees and small brush.

*Jail:* The FY24 contract was signed.

*Processor Excise Tax:* I have had no time to work on this since I started officially on July 10<sup>th</sup>.

### **Staffing:**

In your packet is Resolution 2023-26 to hire Karl Clark as City Clerk. We hired temporary laborers in Buildings and Grounds to move items out of the Territorial Building and at the Landfill.

**Budget:**

In the next monthly meeting, we will need to complete a budget revision for FY 24. Finance worked with Departments to get the items in the budget ordered and on the last barge.

**Equipment Assessment and Needs:**

- RFP – Finance is seeking quotes from local private companies to assess the fleet of vehicles and equipment.

**City Property:**

Departments are identifying items for the Mayor sale with action to take place in the regular September meeting for Council approval.

Territorial Building is closed. We moved all items from the building. Finance is putting together a quote for a structural engineer to come in and assess the foundation.

**Foreclosure:**

The 2018 foreclosed properties were paid in full and a certificate of redemption was filed with the Court. I need to spend time on the adopted foreclosed properties over the next month.

**Departments:**

- Administration
- City Clerk
  - If approved tonight, Karl's first day is August 7<sup>th</sup>. Lori left an election folder that will assist with the upcoming elections.
- Finance
  - The finance department did an excellent job with the payroll that hit FY 23 and FY 24 fiscal years. That was no small feat. We have an offer letter out to hire Earl Robinson for the AFD Revenue Cycle Manager.
- Fire Department
  - We have had 3 fires this summer. With no water source at the Landfill, I had the fire department dispatch 3 fire engines for the Burn pile on July 15<sup>th</sup>. In discussion with the Fire Chief, we have a water pump truck moved to the Landfill to be on hand for use until winter freeze up.
- Library
  - The Friends of Library assisted with moving all of the books from the Territorial Building over to the Library.
- Planning
  - Draft snow plan removal is in your packet. It is not complete but thanks to Patty and Patrick we spent 1.5 days outlining how snow removal is complete by Public Works and where we pile snow.
  - Land use permits. JJC the contractor on the Nerka Road project did not use the two lots identified by the City. The Curyung Tribe and Bristol Engineering did not inform the private land owners that they needed to complete the City's land use permit. The Planning Department continues to process the land use permits.
- Port

- With the 5 million from the State of Alaska for Harbor improvements, specifically the floats, I placed the Harbor Master in full-time status. The City submitted the authorized signature authority, scope of work, schedule and budget to the State to move us to a grant award.
- As mentioned in an email the forklift at the Port tipped over and the City has no operable forklifts at the Dock.
- Public Safety
  - I have an email to the Contractor, Greg Russell for an update on the assessment. I hope to provide more information in the September. From former Acting City Manager Goodell's report, the Evidence Room audit is an identified high priority.
- Public Works
  - Road – As part of the snow removal plan, we went through all of the city identified roads. Public Works tried to keep up with the grading this summer with all of the rain. As soon as they would grade the rain started and the potholes revealed themselves once again.
  - Landfill – I hired Pete Kapotak as the Landfill Supervisor, Ralph Evalt III as an operator and Kade Samuelsen as a temporary laborer. Working with Bill at the Landfill, things are moving.
  - Water and Sewer – We have an active water shut off valve that is leaking in front of the Territorial Building. We have a purchase order out to JJC for fix. We are waiting on JJC who is focused on the Nerka Road project. Alaska Drain assessed the sewer issue on Main Street in front of Wren Coffee. Their initial assessment is that the line feeding in the main line is broken under the street. We don't have anything from the State of Alaska as part of the Downtown Streets project.
- Senior Center
  - The vans at the Senior Center are once again not working. I have assigned the Manager's truck to the Senior Center so that they can continue to deliver meals. Diana Merlino was assigned Acting Senior Center Director. I am in the process of putting together an interview committee.

**Note:**

Open Meetings Act:

Article 06. OPEN MEETINGS OF GOVERNMENTAL BODIES

Sec. 44.62.312. State policy regarding meetings.

(a) It is the policy of the state that

- (1) the governmental units mentioned in AS 44.62.310 (a) exist to aid in the conduct of the people's business;
- (2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;
- (3) the people of this state do not yield their sovereignty to the agencies that serve them;
- (4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;
- (5) the people's right to remain informed shall be protected so that they may retain control over the instruments they have created;
- (6) the use of teleconferencing under this chapter is for the convenience of the

parties, the public, and the governmental units conducting the meetings.