



Alice Ruby, **Mayor**

**Council Members**

- Brenda Akelkok (Seat A) • Chris Maines (Seat B) • Bob Himschoot (Seat C)
- Keggie Tubbs (Seat D) • Tracy Hightower (Seat E) • Paul Liedberg (Seat F)

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**DILLINGHAM CITY COUNCIL  
MEETING AGENDA – AUGUST 1, 2013  
David B. Carlson Council Chambers**

Dillingham City Hall, 141 Main Street, Dillingham, AK 99576 (907) 842-5212

<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>AUGUST 1, 2013</b>
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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- A. Council Meeting - June 27, 2013

**IV. APPROVAL OF CONSENT AGENDA**

**APPROVAL OF AGENDA**

**V. STAFF REPORTS**

- A. City Manager Report
- B. Standing Committee Reports

**VI. PUBLIC HEARINGS**

- A. Adopt Ordinance No. 2013-15, An Ordinance of the Dillingham Municipal Code to Amend DMC Section 8.10.060 Where Smoking Not Regulated, to Remove Section 8.10.060 A.6 Bars
- B. Adopt Ordinance No. 2013-16, An Ordinance of the Dillingham City Council Authorizing the Disposition and Sale of Unredeemed Foreclosed Property

**VII. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**

**VIII. ORDINANCES AND RESOLUTIONS**

- A. Adopt Ordinance No. 2013-15, An Ordinance of the Dillingham Municipal Code to Amend DMC Section 8.10.060 Where Smoking Not Regulated, to Remove Section 8.10.060 A.6 Bars
- B. Adopt Ordinance No. 2013-16, An Ordinance of the Dillingham City Council Authorizing the Disposition and Sale of Unredeemed Foreclosed Property

- C. Resolution No. 2013-40, A Resolution of the Dillingham City Council Waiving the Purchasing Restrictions to Purchase a Bobcat, Trailer, and Accessories for the Landfill
- D. Resolution No. 2013-41, A Resolution of the Dillingham City Council Adopting Participation in the AMLJIA Loss Control Incentive Program for the City of Dillingham
- E. Resolution No. 2103-42, A Resolution of the Dillingham City Council Designating Wastewater Treatment Plant Upgrades as the Number One Local State Funding Priority for Fiscal Year 2015
- F. Resolution No. 2013-43, A Resolution of the Dillingham City Council Approving the 2014-2019 Capital Improvement Plan and Adopting the FY 2015 Legislative Priorities List
- G. Resolution No. 2013-44, A Resolution of the Dillingham City Council Approving Using the BBEDC CBG for the Repair Costs on the Existing Cameras at the Boat Harbor, Freight for Two Vehicles, and Planning Funds for the Public Safety Building, and a Forklift from NAPA
- H. Resolution No. 2013-45, A Resolution of the Dillingham City Council Authorizing the City Manager to Enter into a Lease Agreement with Ford Motor Credit for Two Public Safety Vehicles
- I. Resolution No. 2013-46, A Resolution of the Dillingham City Council Approving the Application for a Homeland Security Grant to Purchase a Boat and Motor for the Port and to Upgrade the Security Camera Radios at the Dock and Harbor
- J. Resolution No. 2013-47, A Resolution of the Dillingham City Council Authorizing the City Manager to Purchase Capital Equipment for Public Works and Enter into a Lease Agreement for the Truck

## **IX. UNFINISHED BUSINESS**

- A. Citizen Committee Appointments
  - 1. Cemetery Committee, 4 Seats
  - 2. Planning Commission, 2 Seats
- B. Council Appointments
  - 1. Code Review Committee, 1 Seat

## **X. NEW BUSINESS**

- A. Action Memorandum No. 2013-24, Award a Contract to CH2M Hill to Develop a Comprehensive "Request for Proposal (RFP)" Document Which Would Seek Proposals from Firms Engaged in the Manufacture and Installation of Municipal Solid Waste Disposal Systems

**XI. CITIZEN'S DISCUSSION (Open to the Public)**

**XII. COUNCIL COMMENTS**

**XIII. MAYOR'S COMMENTS**

**XIV. EXECUTIVE SESSION**

A. Personnel Matter

1. Manager's Contract

**XV. ADJOURNMENT**

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**I. CALL TO ORDER**

The Regular Meeting of the Dillingham City Council was held on Thursday, June 27, 2013, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 6:00 p.m.

**II. ROLL CALL**

Mayor Alice Ruby was present.

Council Members present and establishing a quorum (a quorum being four):

Chris Maines, Seat B  
Bob Himschoot, Seat C  
Keggie Tubbs, Seat D  
Tracy Hightower, Seat E  
Paul Liedberg, Seat F

Brenda Akelkok, Seat A – absent and excused

Staff in attendance:

Rose Loera, City Manager  
Carol Shade, Finance Director  
Dan Pasquariello, Chief of Police/Sergeant-at-Arms  
Janice Williams, City Clerk

**III. APPROVAL OF MINUTES**

- A. Board of Equalization Meeting - June 6, 2013
- B. Council Meeting - June 13, 2013

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to approve the BOE minutes of June 6.

VOTE: The motion to approve the minutes passed unanimously.

MOTION: Keggie Tubbs moved and Paul Liedberg seconded the motion to approve the Council minutes of June 13.

*(Clerk Note: On page 7, correct the Vote to read adopted 2013-23 and 2013-32.)*

VOTE: The motion to approve the minutes passed unanimously.

**IV. APPROVAL OF CONSENT AGENDA**

- A. Resolution No. 2013-34, A Resolution of the Dillingham City Council Amending the Bank Signature Cards for the City's Two Safety Deposit Boxes Due to a Change in Personnel

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MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to approve Resolution No. 2013-34.

VOTE: The motion passed unanimously.

**APPROVAL OF AGENDA**

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to approve the agenda revised June 26, 2013.

VOTE: The motion passed unanimously.

**V. STAFF REPORTS**

A. City Manager Report

City Manager Loera reported on the following:

- City Lobbyist, Cliff Stone, will be in Dillingham to familiarize himself with the City's capital structure and plans; have scheduled a luncheon to meet with him for July 23, from noon to two;
- Mayor's Sale – sold 3 vehicles, and made about \$3,000 in total sales of all items;
- AkDEC Landfill inspector was on site; need to start looking at a whole new solid waste management plan because of batch oxidation system being planned, and would have no problem after RFP for engineer has been awarded and engineer on board; DEC would extend the City's permitting date if needed;
- Local 71 was on site to sign up employees and review various forms;
- Personnel - advertising for a landfill supervisor, a corrections officer had transferred to police officer position, need to fill one more police officer position; and
- Fish Bin – would be looking at improvements, since the chutes can accommodate a 5-gallon pail, but nothing much bigger.

B. Standing Committee Reports

There were no standing committee reports.

**VI. PUBLIC HEARINGS**

Mayor Ruby advised the public that copies of the ordinances were on the table.

- A. Adopt Ordinance No. 2013-09 (SUB-1), An Ordinance of the Dillingham City Council Authorizing Disposal of Municipal Property to Delta Western by Lease
- B. Adopt Ordinance No. 2013-12, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2014 City of Dillingham Budget
- C. Adopt Ordinance No. 2013-13, An Ordinance of the Dillingham City Council Amending Section DMC 4.15.030, Exemptions, to Provide a Cap on Personal Property Tax for Boats and Vessels if the Assessed Valuation is More Than \$300,000

- D. Adopt Ordinance No. 2013-14 (SUB-1), An Ordinance of the Dillingham City Council Repealing and Reenacting Chapter 11.20 of the Dillingham Municipal Code Pertaining to the Use of Off-Road Vehicles Within the Boundaries of the City of Dillingham

There being no comments the public hearing closed.

#### VII. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

Ron Bowes spoke in support of making bars smoke free. He shared his experience as a prior council member working to get the ban on smoking in public places, that it was a long battle, eventually went to a ballot vote, and it passed. The ordinance did not include bars, same as Anchorage at the time. Anchorage has since then gone smoke free in bars. He then referenced a personal experience watching a mother of seven children fight a courageous battle against cancer, using up all their financial resources. He noted second hand smoke was a major contributing factor to cancer, heart disease, and stroke, and the second leading killer in America.

- A. Adam Kane, Ban Smoking in Bars

Adam Kane thanked the Council for having this item on the agenda, and asked for full Council support. He noted he was helping to acquire the necessary voter signatures to put the petition on the ballot if the ordinance failed to get adopted in August.

#### VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt Ordinance No. 2013-09 (SUB-1), An Ordinance of the Dillingham City Council Authorizing Disposal of Municipal Property to Delta Western by Lease

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to adopt Ordinance No. 2013-09 (SUB-1).

Discussion:

- acknowledged it would be appropriate to change "harbor" to "port" in the ordinance.

VOTE: The motion to adopt Ordinance No. 2013-09 (SUB-1) with the correction passed unanimously.

- B. Adopt Ordinance No. 2013-12, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2014 City of Dillingham Budget

MOTION: Bob Himschoot moved and Keggie Tubbs seconded the motion to adopt Ordinance No. 2013-12.

Manager Loera reported the salary schedule was now revised with the passage of the union contract, and the budget already reflected the salary change.

VOTE: The motion to adopt Ordinance No. 2013-12 passed unanimously.

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- C. Adopt Ordinance No. 2013-13, An Ordinance of the Dillingham City Council Amending Section DMC 4.15.030, Exemptions, to Provide a Cap on Personal Property Tax for Boats and Vessels if the Assessed Valuation is More Than \$300,000

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to adopt Ordinance No. 2013-13.

Discussion:

- asked if the expiration date to review in five years might conflict with the company's interest in making a major investment, answered this was consistent with an ordinance passed in the Bristol Bay Borough, and would hope to review at least a year before the expiration date.

VOTE: The motion to adopt Ordinance No. 2013-13 passed unanimously.

- D. Adopt Ordinance No. 2013-14 (SUB-1), An Ordinance of the Dillingham City Council Repealing and Reenacting Chapter 11.20 of the Dillingham Municipal Code Pertaining to the Use of Off-Road Vehicles Within the Boundaries of the City of Dillingham

MOTION: Bob Himschoot moved and Chris Maines seconded the motion to adopt Ordinance No. 2013-14 (SUB-1).

Discussion:

- noted on page 4 the reference to the second offense should be corrected to read as seventy-five dollars; and
- asked if 48 hours was enough time for the city manager to act on a hearing in the case of an impoundment, manager answered would pay attention to that time frame.

Paul Liedberg noted the reason for having a reference to the state law regarding ATV usage as well as the city law was to have it all in one place in the ordinance.

- noted the summary statement spelled out the reason for the ATV issue dragging on, but asked for clarification on the 6<sup>th</sup> Whereas, staff answered it should read, "but was not intended to repeal sections in 11.20";
- commented way back when the current ATV code was adopted, the committee that worked on it thought the new code would supplement it, but instead replaced it with a very simple law, and this ordinance would make it more comprehensive; and
- noted the map of the business district was in the old ordinance and would be included in the new ordinance.

VOTE: The motion to adopt Ordinance No. 2013-14 (SUB-1) passed unanimously.

- E. Introduce Ordinance No. 2013-15, An Ordinance of the Dillingham Municipal Code to Amend DMC Section 8.10.060 Where Smoking Not Regulated, to Remove Section 8.10.060 A.6 Bars

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MOTION: Keggie Tubbs moved and Paul Liedberg seconded the motion to introduce Ordinance No. 2013-15.

Discussion:

- noted was on the Council when the original ordinance was adopted, and was surprised smoking was still allowed in some establishments;
- spoke in favor of the businesses self-regulating; and
- commented that it was hoped the citizens appreciated the Council following the public process, allowing the public to participate, noting the frustration from some that the Council hadn't moved quicker on the ordinance.

VOTE: The motion to introduce Ordinance No. 2013-15 with a public hearing set for August 1 passed unanimously.

- F. Introduce Ordinance No. 2013-16, An Ordinance of the Dillingham City Council Authorizing the Disposition and Sale of Unredeemed Foreclosed Property

MOTION: Paul Liedberg moved and Keggie Tubbs seconded the motion to introduce Ordinance No. 2013-16.

VOTE: The motion to introduce Ordinance No. 2013-16 passed unanimously.

- G. Resolution No. 2013-28, A Resolution of the Dillingham City Council Adopting the Waste Water Treatment Plant Facility Plan

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to adopt Resolution No. 2013-28.

Manager Loera reported the final draft was on the table if the Council was interested in seeing a copy. She noted the difference between the final draft and the workshop conducted earlier was the removal of the outflow project at Snag Point which had been completed in the prior year.

VOTE: The motion to adopt Resolution No. 2013-28 passed unanimously.

- H. Resolution No. 2013-35, A Resolution of the Dillingham City Council Accepting a Grant Under the Terms of the BBEDC Community Block Grant Program

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to adopt Resolution No. 2013-35.

Mayor Ruby reported the resolution was basically a formality to submit an application to BBEDC.

Keggie Tubbs and Mayor Ruby disclosed that they worked for BBEDC, but would not financially gain from passage of the resolution.

Discussion:

- suggested changing the wording in the first Whereas from "will provide" to "provides".

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VOTE: The motion to adopt Resolution No. 2013-35 with the suggested change passed unanimously.

- I. Resolution No. 2013-36, A Resolution of the Dillingham City Council Accepting a Long Term Encroachment of Three Phase Power to Harbor Lease Lot 3

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to adopt Resolution No. 2013-36.

VOTE: The motion to adopt Resolution No. 2013-36 passed unanimously.

- J. Resolution No. 2013-37, A Resolution of the Dillingham City Council Approving Planning Commission Resolution No. 2013-12 Vacating Easements

MOTION: Keggie Tubbs moved and Paul Liedberg seconded the motion to adopt Resolution No. 2013-37.

VOTE: The motion to adopt Resolution No. 2013-37 passed unanimously.

- K. Resolution No. 2013-38, A Resolution of the Dillingham City Council Approving the Planning Commission Resolution No. 2013-14 Downtown Streets Walking Plan

MOTION: Paul Liedberg moved and Chris Maines seconded the motion to adopt Resolution No. 2013-38.

Manager Loera reported she had attend a meeting of the Planning Commission along with reps from DOT and Public Works. The group worked out the concerns which included no medians, and 8' walkways.

Paul Liedberg reported the Planning Commission had been working on this issue for the last five years with the goal of making the downtown area more walker and driver friendly.

Discussion:

- spoke in favor of energy efficiency and making the landscaping more natural and low cost; concerned about the long term O&M costs, noting the City's resources were limited.

VOTE: The motion to adopt Resolution No. 2013-38 passed unanimously.

- L. Resolution No. 2013-39, A Resolution of the Dillingham City Council Waiving Section 3.95 of the City's Personnel Regulations in Order to Allow Chelsea Wassily (Maines) to Continue her Employment as a Dispatcher with the City of Dillingham Department of Public Safety While Her Husband, Christopher Maines, Serves on the Council

Chris Maines declared there was a conflict of interest, that he would have a financial stake considering it was his wife. Mayor Ruby concurred that it would involve his household income and asked that he abstain from the discussion and the vote.

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MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to adopt Resolution No. 2013-39.

VOTE: The motion to adopt Resolution No. 2013-39 passed unanimously with Chris Maines abstaining from the vote.

- M. Resolution No. 2013-40, A Resolution of the Dillingham City Council Waiving the Purchasing Restrictions to Purchase a Bobcat, Trailer, and Accessories for the Landfill

MOTION: Keggie Tubbs moved and Paul Liedberg seconded the motion to adopt Resolution No. 2013-40.

Manager Loera reported that earlier in the week AkDEC had informed the City that it had until June 30 to spend the remaining landfill grant in the amount of \$124,280 for improvements at the landfill, but not for operational costs. They were now informed the City would not lose the funding, but impressed that it be used, the grant having been issued in 1999. She had originally anticipated the money would go toward an assessment of the gasifier.

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to postpone to the August 1 meeting.

VOTE: The motion to postpone Resolution No. 2013-40 to the August 1 meeting passed unanimously.

## IX. UNFINISHED BUSINESS

- A. Citizen Committee Appointments
  - 1. Cemetery Committee, 4 Seats

There was nothing to report.

- 2. Carlson House Committee, 3 Seats

Mayor Ruby reported that Keggie Tubbs had been appointed during the Council committee appointments earlier, and was recommending also appointing Rae Belle Whitcomb and Phil Carpenter.

MOTION: Bob Himschoot moved and Chris Maines seconded the motion to concur with the Mayor's recommendation.

VOTE: The motion to concur passed unanimously.

## X. NEW BUSINESS

- A. Action Memorandum No. 2013-15, Authorize City Manager to Contract with the Alaska Department of Public Safety for Special Services

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MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to approve Action Memorandum No. 2013-15.

Manager Loera reported this was the standard contract with Ak Dept. of Public Safety for the City to provide dispatch and APSIN services for the State Troopers.

VOTE: The motion to approve Action Memorandum No. 2013-15 passed unanimously.

- B. Action Memorandum No. 2013-16, Authorize the City Manager to Extend the Managed Services Agreement with Tekmate on a Month-by-Month Basis

MOTION: Paul Liedberg moved and Bob Himschoot seconded the motion to approve Action Memorandum No. 2013-16.

Manager Loera reported the request was to extend the contracts for both IT providers on a month-to-month basis as identified in AM 2013-16 and 2013-17, while the City went out to bid for one IT provider. She was hoping to bring a recommendation to the August meeting to be effective in September. Manager Loera to provide additional information at the August meeting.

VOTE: The motion to approve Action Memorandum No. 2013-16 passed unanimously.

- C. Action Memorandum No. 2013-17, Authorize the City Manager to Extend the Information Technology Contract with Nushagak Technical Services (NTS) on a Month-by-Month Basis

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to approve Action Memorandum No. 2013-17.

VOTE: The motion to approve Action Memorandum No. 2013-17 passed unanimously.

- D. Action Memorandum No. 2013-18, Authorize the City Manager to Enter into an Agreement with the Alaska Court System (ACS) to Execute Electronically on Defendants' Permanent Fund Dividend to Satisfy Unpaid Municipal Minor Offenses and Criminal Judgments Issued by the Dillingham Public Safety

MOTION: Chris Maines moved and Bob Himschoot seconded the motion to approve Action Memorandum No. 2013-18.

Manager Loera reported that approving this action memorandum would give the City the authority to enter into an agreement with the Alaska State Court to garnish PFDs for minor offenses, and would list the City as a higher priority.

VOTE: The motion to approve Action Memorandum No. 2013-18 passed unanimously.

- E. Action Memorandum No. 2013-19, Authorize the City Manager to Contract with the Alaska Department of Corrections, Division of Probation and Parole

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MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to approve Action Memorandum No. 2013-19.

Manager Loera reported the new jail contract for FY14 was for \$641,300, the City budgeted for \$618K, and the City would need to include the difference in its mid-year budget. She noted Chief Pasquariello had done a good job providing information on the jail operation.

VOTE: The motion to approve Action Memorandum No. 2013-19 passed unanimously.

- F. Action Memorandum No. 2013-20, Authorize the City Manager to Execute a Memorandum of Understanding Between the City of Dillingham and Curyung Tribal Council for the Bristol Bay Economic Development Corporation's (BBEDC) Community Block Grant Funds

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to approve Action Memorandum No. 2013-20.

Manager Loera reported that the Curyung Tribe had allowed the City to apply for 50% of the CDBG funds.

Keggie Tubbs disclosed that he worked for BBEDC, but would not financially gain from passage of the action memorandum.

Discussion:

- commented this was a good example of cooperation and working together for the betterment of the community.

VOTE: The motion to approve Action Memorandum No. 2013-20 passed unanimously.

- G. Action Memorandum No. 2013-21, Authorize the City Manager to Execute Task Order No. 1 with TekMate LLC to Assist the City in Implementation of Gmail to Replace Existing Email Solution

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to approve Action Memorandum No. 2013-21.

Manager Loera reported this task order would approve of Tekmate assisting the City to migrate to gmail service. She noted this would be implemented city-wide and would include City Council/Mayor emails addresses. Instructions/training would be available to all.

VOTE: The motion to approve Action Memorandum No. 2013-21 passed unanimously.

- H. Action Memorandum No. 2013-22, Authorize the City Manager to Enter into a Lease Agreement for the Rental of the Potato House

MOTION: Paul Liedberg moved and Bob Himschoot seconded the motion to approve Action Memorandum No. 2013-22.

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Manager Loera reported that the City had received an offer to buy the Potato House, but in the meantime was asking that the Council provide authority to the manager to lease the property, \$800/month plus utilities.

Discussion:

- asked if disposal by sale could be taken up on a direct offer, answered the City would have to determine if it didn't need the property, and determine the value;
- asked if the action memorandum was coming to the Council because the rent was increased or if it needed to come to the Council whenever there was a change in the renter, answered the manager was authorized to choose the lessee for the harbor lots, but the lease came back to the council for approval; would apply the same way; and
- asked if it was necessary to create an ordinance to dispose of the property by lease, answered the original legwork had been done several years ago, and the City was just amending the rent amount.

Bob Himschoot declared he might have a conflict of interest as a GCI employee, but Mayor Ruby felt his interest in the company was so small that it would not create a financial gain for him.

VOTE: The motion to approve Action Memorandum No. 2013-22 passed unanimously.

- I. Action Memorandum No. 2013-23, Adopt Electronic Communications System Policy

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to approve Action Memorandum No. 2013-23.

Manager Loera reported the City's Attorney had drafted similar policies for other municipalities and helped to inform what could and couldn't be done on the employees' computers. The policy had been vetted through the IT Committee. All employees would be required to sign the acknowledgement form and a copy placed in their personnel files.

Mayor Ruby commented something similar might be necessary for the Council based on their earlier training with the City's Attorney even though they would just be accessing city email.

VOTE: The motion to approve Action Memorandum No. 2013-23 passed unanimously.

**XI. CITIZEN'S DISCUSSION (Open to the Public)**

There was no citizen's discussion.

**XII. COUNCIL COMMENTS**

Chris Maines: no comment

Bob Himschoot:

- commented he had been approached by a citizen regarding the regulations for slow moving vehicles and would direct them to Chief Pasquariello; and

- 
- asked about the fireworks sold at the harbor whether there was an agreement with the owner.

Mayor Ruby noted the City Manager had the authority to waive the code and allow the sales, but there were concerns about the fireworks being so close to the harbor. City Manager to research past practices and efforts to look for another area away from the harbor for safety reasons.

*(Christopher Maines was excused for a quick break and returned prior to going into executive session.)*

Keggie Tubbs:

- wished everyone a successful fishing season.

Paul Liedberg:

- thanked staff for all their work and to have a good July in the absence of any Council meetings.

### **XIII. MAYOR'S COMMENTS**

Mayor Ruby:

- reported there would be no meetings until the end of July, a meeting with the city lobbyist July 23;
- noted Attorney Chandler might attend the August 1 meeting, suggesting this would be a good opportunity to meet and have a summary of projects he was working on and the associated cost; and
- wished everyone a safe and successful fishing season.

### **XIV. EXECUTIVE SESSION**

#### **A. Personnel Matter**

##### **1. City Manager's Contract**

**MOTION:** Keggie Tubbs moved and Bob Himschoot seconded the motion to enter into executive session to discuss Personnel Matter, City Manager's Contract [7:23 p.m.].

**GENERAL CONSENT:** The motion to enter into executive session passed without objection.

**MOTION:** Chris Maines moved and Bob Himschoot seconded the motion to come out of executive session [7:30 p.m.].

**GENERAL CONSENT:** The motion to come out of executive session passed without objection.

### **XV. ADJOURNMENT**

Mayor Ruby adjourned the meeting around 7:31 p.m.

\_\_\_\_\_  
Mayor Alice Ruby

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

Approval Date: \_\_\_\_\_

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Brenda Akelkok  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** July 25, 2013  
**To:** Mayor and City Council  
**From:** Rose Loera, City Manager  
**Subject:** July Monthly Report

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**Projects** – Steve has been very busy with projects this summer. The following projects are either underway, will be underway or have been completed at the City since our last report:

- DHS Science Wing Re-roofing – completed in June with funds left over from School bond work performed by Day Night Construction.
- Library Re-roofing – to start in August with funds from a \$250,000 grant work to be completed by Paug-vik.
- Sludge Removal from the Sewage Lagoon – completed mid-July, funds from a legislative grant and work performed by Merrell Brothers.
- Installation of Baffles in the Sewage Lagoon – this project is slated to start after the sludge project was completed so will be starting soon. This project is also funded from a legislative grant. The work will be performed by Concor Construction.
- Animal Shelter – the State has completed the renovation of the armory and has done a really good job. We will be hiring a carpenter to complete the project which will include building a bathroom, office inside and getting the sewer and water hooked up. The project will be funded from BBEDC funds and from the FY 14 budget for lease payments.
- Carpenter – we will be hiring a temporary carpenter with BBEDC funds to do some work on some of our buildings. This person will work on moving the server room in the finance area; repair the steps, ramp, railing and porch of the library; carpentry work needed at the Animal Shelter and replace the main door at City Hall.

**Fire Department** – we have one qualified applicant that has applied for the Fire Department Coordinator position. We hope to make an offer of a site visit after we do the telephone interview. The Fire Department will be getting a new ambulance and fire truck but neither will be ready for the last barge. The ambulance will be paid for from the Ambulance Replacement fund and the fire truck from the FEMA grant. The Self

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*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

Contained Breathing Apparatus (SCBA) equipment that was funded by the State for all fire departments will be working its way to our department soon.

**Lobbyist** – our lobbyist, Cliff Stone, came to town on July 22 & 23<sup>rd</sup>. Staff was very accommodating and gave him tours of all our buildings and sites. This gave him a better understanding of the City's needs and why they are prioritized as they are in the Capital Improvement Plan. We had a luncheon for council members and staff which provided an opportunity to discuss our projects and timelines for getting ready for the capital budgets. Representative Bryce Edgmon and family joined us as well.

**Denied Services List** – Attached to this report is the measurement rule for our collection efforts. As of the end of June we have collected 46% of our accounts receivables. From May to June the collections only increased by 3% which is less than prior months. This was to be expected as we are now working on the harder to collect accounts. Our collection staffer works these accounts closely and provides updates on a weekly basis.

**Vacancies** – Police Officer, Fire Department Coordinator, Landfill Operator & Public Works Director. We are also advertising for a carpenter to do some work for us at the new Animal Shelter, Library and City Hall utilizing the BBEDC funds. Bob Bocatch has been promoted to Landfill Supervisor. He will also continue to perform his Public Works assistant duties.

**IT RFP** – we received 2 bids for the IT request for proposal that we advertised. We had hoped to make a recommendation at this meeting but the responses weren't as clear as we had hoped. We will be asking both entities for additional information and make a recommendation in September.

**Scrap Metal Removal** – we continue to discuss with SW Alaska Equipment the removal of the scrap metal at the landfill. BBEDC has funded two positions to help with the project. In our discussions with representatives from SW Alaska Equipment, he states they will provide the supervision in the removal of the metal, provide the baling equipment, storage vans and barges to take the metal out of the landfill. The metal will be stored at Bristol Alliance until the fall and then barged to Seattle. The City will be responsible for bringing the baler and vans to the landfill and provide an area for them to work. We will also provide heavy equipment needed to move the metal into the vans and to be baled. We have sent them a sample contract and have not gotten it back yet.

**Utility Rate Study** – Phase II of the utility rate study is nearly complete and will be presented to the Finance & Budget meeting on July 29<sup>th</sup>. Phase II provides different options on rate increases for both water and sewer usage in order to make both areas sustainable.

I will be out of the office from 8/19 – 23<sup>rd</sup>.

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*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Brenda Akelkok  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** July 23, 2013  
**To:** Rose Loera, City Manager  
**From:** Janice Williams, City Clerk  
**Subject:** Monthly Report

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### Public Hearing on Two Ordinances Scheduled

The following two ordinances are scheduled for a public hearing at the August 1 Regular Council Meeting. An advertisement was scheduled to be placed in the July 25 edition of the Bristol Bay Times.

- Adopt Ordinance No. 2013-15, An Ordinance of the Dillingham Municipal Code to Amend DMC Section 8.10.060 Where Smoking Not Regulated, to Remove Section 8.10.060 A.6 Bars

At the July 27, 2013 Regular Council Meeting, the Council voted to introduce Ordinance No. 2013-15 and schedule for a public hearing August 1.

- Adopt Ordinance No. 2013-16, An Ordinance of the Dillingham City Council Authorizing the Disposition and Sale of Unredeemed Foreclosed Property

At the July 27, 2013 Regular Council Meeting, the Council voted to introduce Ordinance No. 2013-16. This property is located in Nina Nicholson Subdivision.

City Regular Election is scheduled for Tuesday, October 1, 2013. City candidate filing will begin August 13, 2<sup>nd</sup> Tuesday in August, and end September 3, 2012, 1<sup>st</sup> Tuesday in September. The City will implement a new election process for write-in candidates. Votes for a write-in candidate will not be counted unless the candidate has filed a letter of intent with the city clerk's office. This must be done not earlier than the first business day following the last day of the filing period for declarations of candidacy for the election (September 4), and not later than one p.m., the day before the election (September 30).

Several ads will be placed in the Bristol Bay Times to explain the new process in addition to advertising the election itself. I will be training Jen to help cover absentee voting and registering candidates.

The following seats are up for election:

<u>Seat</u>	<u>(Currently Held By)</u>	<u>Term</u>
<b>Council/Mayor</b>		
Seat A	Brenda Akelkok	3-year term, expiring in 2016
Seat B	Chris Maines	3-year term, expiring in 2016

## **School Board**

Seat A	Izetta Chambers	3-year term, expiring in 2016
Seat C	Misty Savo	1-year remaining in the term; expires in 2014*

\*Misty is filling a seat that was vacated. She would fill the seat until the next regular election, which is October 2013.

### **Request from Apayo Moore to Change Code to Remove “Bars” from Section of Code Where Smoking is Not Regulated**

A request for a ballot initiative was filed at City Hall May 10 signed by ten voters who will sponsor the petition. I concluded that the petition was in a proper format, that it was a proper subject for a voter initiative, and that it was a legally valid proposal to put before the public. The sponsors will need to acquire signatures equal to 25% of the votes cast at the last regular city election held October 4, 2012. Signatures must be secured within 90 days after the date the petition is issued (September 5). In the meantime, the ballot initiative was brought before the City Council and is up for a public hearing and adoption August 1. Should the ordinance not be adopted, we will continue with the voter initiative process.

### **Standing Item(s)**

#### **Commission/Board Seats Vacant**

- Planning Commission – 2 seats vacant

The City began advertising in July to fill two open seats on the Planning Commission vacated by Terry Hoefflerle and Izetta Chambers.

- Cemetery Committee – 4 seats vacant

The City began advertising in October of last year to fill 6 vacant seats. Two seats have been appointed.

### **City Website**

Craig Maines was sworn in July 22 as the City's new police officer. His photo and a brief statement were advertised on the city's homepage.

### **Follow up to Board of Equalization Meeting of June 6, 2013**

The City appraiser, Arne Erickson, reported based on the sales ratio, as part of the report the firm is required to file with the state assessor, improvement values were raised 10%, increasing it from 77.7% to 87%.

Below is an excerpt from an email from the State's Assessor dated January 10, 2008 addressing State law as it regards the assessor shall assess property at its full and true value as of January 1 of the assessment year. This has been interpreted by the courts to mean the assessor will assess property at 100% of market value.

“Based upon the fact that assessors deal with “mass appraisal” it is virtually impossible for an assessor's office to value every single property at exactly 100% of market value. Appraisal approaches used by the assessor are identical to the approaches used by a fee appraiser; however, due to the scope of work, the assessor must apply valuation models, not to a single property, but to hundreds, sometimes thousands, of properties. This plus the fact that the assessor, typically, does not get an interior inspection of most properties will cause many of the property values to “miss” the 100% mark. But with modern technology

and computer modeling, the values are acceptable overall, and adjustments can be made on an individual basis to account for specific property variances.

The level of assessment is set by statute to be market value. Therefore the goal of the assessor for the level of assessment is at 100% of market value. If your property is assessed at \$90,000 and the actual market value is \$100,000, the level of assessment (the ratio) is 90%, meaning that the assessor is assessing property at 90% of market value.

An appraiser cannot be expected to get the best possible answers (values) if he/she does not have accurate and adequate sales data. It would be much better if the appraiser had 30-50 sales, then the indications would have been more reliable, but you must work with what you have and it is no secret that sales in rural areas are not plentiful. As a point of comparison, the ratios for smaller cities around the state range from 74% to 100% with the average being about 87%. While this number does not exactly meet the statutory 100%, one has to realize that you are dealing with a very small sample size and the reliability of that sample might be somewhat suspect. My office typically gives wide latitude to these calculations due to the small size of the samples.” (Steve Van Sant, State Assessor, 1.10.2008)

A city-wide appraisal of all taxable real properties will be conducted this fall.

#### **HELPFUL TIP(S).**

**Introduce an Ordinance.** At the Council meeting when an ordinance is being recommended for introduction the process should go as follows:

“I move to introduce Ordinance No. XX and schedule for a public hearing on \_\_\_\_\_ (usually the next council meeting).

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
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Paul Liedberg

**MEMORANDUM**

**Date:** July 25, 2013  
**To:** Rose Loera  
City Manager  
**From:** Carol Shade  
Finance Director  
**Subject:** June 30, 2013 Financial Report

As of the end of June 2013, we should have received 100% of the budgeted revenues and not have spent more than 100% of the budgeted expenditures. The total revenues at June 30, 2013 were 86% and total expenditures were 83%. In comparison, total revenues for FY12 at June 30, 2012 were 99% and expenditures were 126%. Following is a schedule showing the comparison of revenues and expenditures by category:

<u>Category</u>	<u>FY13 Budget</u>	<u>FY13 Actual</u>	<u>FY13 %</u>	<u>FY12 Budget</u>	<u>FY12 Actual</u>	<u>FY12 %</u>
<b>Revenues</b>						
General Fund	\$8,255,183	\$8,272,512	100%	\$7,843,334	\$8,195,580	104%
Special Revenues	2,725,332	2,611,884	96%	2,273,693	1,913,078	84%
Capital Projects	5,625,640	3,325,720	59%	3,318,644	3,193,696	96%
<b>Total Revenues</b>	<b>\$16,606,155</b>	<b>\$14,210,116</b>	<b>86%</b>	<b>\$13,305,354</b>	<b>\$13,435,671</b>	<b>99%</b>
<b>Expenditures</b>						
General Fund	\$8,099,772	\$7,785,718	96%	\$8,110,785	\$8,796,496	108%
Special Revenues	2,521,876	2,185,566	87%	2,238,288	3,024,869	135%
Capital Projects	5,617,133	3,526,154	63%	2,383,644	4,282,055	180%
<b>Total Expenses</b>	<b>\$16,177,488</b>	<b>\$11,337,131</b>	<b>70%</b>	<b>\$12,732,717</b>	<b>\$16,103,420</b>	<b>126%</b>

The efforts to increase the City's rate of collections continue. Since we started the concerted effort and assigned a staff person to work strictly on collections we have collected 46% of the past due real and personal property taxes that were delinquent as of January 31, 2013. Our Collections Specialist has worked with taxpayers and there have been over 40 promissory notes signed, with only four defaulting, and four were paid in full. This is the strongest collections effort that the City has pursued in a long time. A lot of the success is due to the enforcement of the Delinquent Services list at the harbor and dock and a lot of the success is due to the fact that we have a dedicated staff person writing letters and making phone calls.

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Now that the seasonal harbor and barge season is drawing near to an end, we are starting to prepare small claims filings for delinquent accounts so that we can collect against permanent fund dividends.

The attached financial statements reflect a very preliminary status of the City's financial state as of June 30, 2013. The majority of the year-end entries have been made to record activity that occurs between the General Fund and the Special Revenue Funds. In addition, I have recorded the grant receivables for Grant reports filed to date. Revenues from the Nushagak Fishing that have been received for the period ending June 30 and received through July 24 have been recorded. We are in the process of getting ready for the annual audit. The audit will occur the last week of October.

Following are the Financials for the period ending June 30, 2013.

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
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Paul Liedberg

## MEMORANDUM

**Date:** July 23, 2013  
**To:** Rose Loera, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** June/July Monthly Report

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The summer has flown by at the Library with many patrons enjoying the facility. All day long, the computers and the wireless internet are being used by cannery workers, fishermen/women, visitors, and of course our faithful year-round patrons. During the month of June, four of our patron computers "died". They were purchased in 2006 with a grant, so we will need to look for grant money to replace them.

Nicole Ito was hired as our Temporary Librarian Assistant for the summer. Flora Huffman started in June as our Library Aide/Clerk. David Nukwak was rehired for six weeks this summer before he leaves for college. We continue to advertise the Library Aide/Clerk position to be filled the week before school starts. The Alaska OWL Project extended the funding for the Internet Technology Aide through the end of August.

The Friends of the Library had a very successful book sale in June. The weather was beautiful for the event. I was on vacation for two weeks in June. The Library was closed for the Fourth of July. The roof project will begin the middle of August.

Our 2013 Summer Reading Program finished today with a great party for the kids. Our theme this year – "Dig into Reading" – was received with much enthusiasm. Kate Berkoski & Dianna Swaim did an awesome job team teaching the younger kids with a focus on dinosaurs. Simon & Abigail Flynn worked with the Teens on Wednesday nights. The theme was "Beneath the Surface". They even did some "panning for gold".

### **Library Stat report for May 27<sup>th</sup> - July 20<sup>th</sup>, 2013:**

**Patron Visits: 8,377 Computer Use: 4,628 Story Hour: 79**

**Other Visits: 294 Museum Use: 49 Videoconferencing: 1**

**Approximately 26.5 volunteer hours logged**

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**Dillingham City Council**  
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Paul Liedberg

## MEMORANDUM

**Date:** July 23, 2013  
**To:** Rose Loera, City Manager  
**From:** Jody Seitz, Director of Planning and Grants  
**Subject:** July Monthly Report

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CIP: The Planning Commission's recommended update of the 6 year Capital Improvements Plan is presented at the August 1 City Council meeting, along with the proposed list of legislative priorities.

Burial Permits/Records: A BBNA employee who administers a program that assists families with burials wishes to improve the burial process in the community by coordinating with the City and having one form to serve both the City and BBNA. The form would lay out a number of considerations for families before burying a loved one, including impacts to land if the burial is to occur on private land.

ADOT Airport Extension Project: Concerns were raised about snow buildup below the airport at the south end of the runway due to the runway extension and about lost access for snowmachiners due to the extension of the north end of the runway.

GIS: Working on the link to connect the GIS with the tax parcel dataset in Accufund. This should allow real time updates of property ownership, subdivisions and water and sewer links.

Grants and Projects: Working with City manager and others on a strategy for funding the top three priorities, including: three Municipal Matching grants, an ACWF loan application for the landfill, and AEA energy project grant and others.

Ordinances: The ADOT is requesting that the City pass an ordinance for platting roads. It appears that there are two options: non code ordinance and code ordinance. The purpose is to plat the downtown streets so that the right of way is properly platted. They tell me that Title 17 Subdivisions doesn't really work for road platting. I'll be introducing

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this to the Planning Commission at the August 20<sup>th</sup> meeting and hopefully bringing it to the City Council for referral to the Code Committee and then passage this fall.

Plats: Planning Commission approved UAF Applied Science Center Subdivision Final Plat, thus completing the vacation of the alley and the plat for the new lots; and Crystal Subdivision Preliminary Plat was approved by the planning Commission in July. Still need to do an Approach Road Review for the Crystal Subdivision.

Road Projects: Providing as-builts to ADOT, Public Works about the streets.

Subdivision Access Committee: The Planning committee is going to tackle this subject in parts and through holding workshops as well as regular meetings. The first workshop is Saturday August 3.

Port Land Exchange: The planning Commission will take up the preliminary plat August 20<sup>th</sup> at its regular meeting. The Commission will also take up the Vacation of Second Avenue West. The area in question is to be traded to N&N.

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Alice Ruby

**Manager**  
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**MEMORANDUM**

**Date:** July 23, 2013  
**To:** Rose Loera / City Manager  
**From:** Jean Barrett / Port Director  
**Subject:** June / July Monthly Report

---

The 2013 salmon season has come and gone and if you weren't ready or if you blinked you might have missed it. The salmon showed up early this year leaving the fishermen of the Nushagak district scrambling to get their boats and gear ready and get put in the water. The summer has been busy for the employees of the Port. At the dock, the employees have had little time to breathe between barges, and at the harbor we seemed to always have a pretty good handful of boats tied up.

**Harbor**

As I stated above, the harbor was a busy place this summer. There were an unusual amount of boats with minor breakdowns and we helped tow several boats in from just outside of the harbor in to the docks, and a couple we helped put on trailers to be hauled out for repairs.

The Harbor staff responded to two vessels taking on water, one was a local landing craft that was tied to the bulkhead for repairs taking on water in the early hours of June 3<sup>rd</sup>. With help from the crew of Portable Hydraulic Dredging and the Harbors pumps we were able to keep the vessel from flooding completely. The other incident was also on the bulkhead when a small fishing tender for Peter Pan Seafoods was attempting to move off of the bulkhead with a south wind blowing, he backed his vessel into the old north launch ramp damaging his rudder keel causing it to break off and stick into the harbor mud and ripping a 8" x 12" hole into his generator compartment. The vessel was able to make a quick U turn and get back to the bulkhead and tie back up. With quick response from harbor staff and PAF marine services we were able to avoid another catastrophe and the boat was pulled out of the water and repaired.

Other than that we were business as usual, selling stickers, assisting fishermen with moving their gear and ice with the crane and day to day chores. This summer marked Virginia Bobbitt's 5<sup>th</sup> summer working at the harbor office. All of her years have been subsidized thru BBEDC's employment programs. We have one Youth intern this year, Darren Napoli whose position is also funded thru BBEDC. Todd Fritze also came back for his 4<sup>th</sup> season. Todd is the only other city employee at the harbor besides myself.

### **Ice machine**

The ice machine has been working fine and has not skipped a beat since we started it up. Our sales seem to be right at the same as we have had in the past years, maybe a little better. We have had to do very little maintenance this year. I have hopes to have an entrance platform built to access it this summer.

### **Bathhouse**

The bathhouse has been well used this summer. There are a few maintenance issues that need to be addressed at the end of the season, but nothing out of the ordinary.

### **Dock**

Things at the dock are as always busy this time of the year. They started off pretty good with a good shot of frozen herring from the Icicle plant. The salmon season seemed to be off to a good start and then dropped off. The numbers are not all in yet as far as the amount of freezer and canned salmon shipped but it does not look to be as many as anticipated. We have a couple of projects to do at the dock this summer/fall. One is leveling out the floor of the dock warehouse, adding a good layer of gravel to the all tide dock and installation of the automatic gates to mention a few. Eric, Dean and LaPreal continue to do a stand up job at the dock and take very little direct supervision.

### **Cameras**

There have been a couple of meetings about the cameras and whether they are worth the time and cost to keep them. There are reasons both for keeping them or not. My thought is that they are a service that now that we have them people expect them to be there and if we were to let them go we would hear about it. Chief Pasquerillo is looking into a grant to upgrade them and I have received a quote from a local electrician to separate the power to the cameras and harbor lights so they will have power year round.

### **Commercial Drivers licenses**

I have not done any CDL testing since early June. There are 56 individuals with CDL's in the Dillingham area that need to have their off systems restriction taken off of their licenses. I am setting aside times in the afternoon on Tuesdays, Wednesdays and Fridays to do testing. I hope to be filling these slots soon and get them all taken care of before the snow flies. I am also hoping to set up the Motorcycle testing area in the ice rink and take care of the handful of riders needing to be tested.

That's all from the Port Department!

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



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Paul Liedberg

## MEMORANDUM

**Date:** July 23,2013  
**To:** City Manager Rose Loera  
**From:** Chief Dan Pasquariello  
**Subject:** **June 2013 Council Report** (reporting period 5/23/13 to 6/22/13)  
**July 2013 Council Report** (reporting period 6/23/13 to 7/22/13)

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### Police:

#### JUNE 2013

- ❖ 496 Calls for service
- ❖ 48 Incident reports
- ❖ 27 Persons arrested
- ❖ 36 Title 47/Protective custody
- ❖ 53 Citations issued

#### JULY 2013

- ❖ 499 Calls for service
- ❖ 54 Incident reports
- ❖ 21 Persons arrested
- ❖ 35 Title 47/Protective custody
- ❖ 52 Citations issued

The patrol division now has all but one position filled. Having a higher staffing level has allowed us to provide better service, and increased officer safety during the busy summertime season.

Our newest officer was promoted from the Corrections division where he has worked for several years. He has just started his FTO training. He will attend the police academy in the spring time.

Our second newest officer hired, in the late spring, has police experience in rural Alaska, and is also a certified K9 officer. The officer has been assigned canine Lutri. For the past few months Lutri has been the department's mascot living at the public safety building. In late August Lutri and the K9 officer, as a team, will be attending Alaska qualification training put on by the Alaska State Troopers. Once qualified, Lutri will once again earn his keep as a drug detection canine.

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Our officer hired through the BBEDC program this winter (*the former corrections sergeant*) will be attending the police academy at UAF from mid-August until November.

In June one of our senior officers was sent to a Field Training Officer (FTO) course to make him a certified FTO.

In June the Chief attended a training taught by the US Dept. of Justice in Enhancing Tribal and State Partnerships. The Chief met with the Curyung Tribal Council to brainstorm ways in which the Police and the Tribe can work together for the benefit of the community. To date progress has been initial discussion on how to develop a Youth Court here in Dillingham.

The Alaska Court System is in the process of cleaning up municipal ordinances throughout the State to insure that they meet statutory requirements. The Chief, along with the City Manager, City Clerk, and the City Attorney are working with the State Court system to revamp the City's ordinances and fine schedules to comply with Court requirements. Once reworked we hope to send the revamped ordinances through the Code Committee for ultimate City Council approval.

In mid-June four members of that patrol division attended a 3 day course taught by the US Fish and Wildlife Service to become certified motorboat operators. This training was needed as the City is now responsible for emergency response in the annexed portions of the local rivers. On several occasions this fishing season police had to respond to disturbances in the bay. We were fortunate that Alaska Wildlife Troopers transported us to the scene in their response boat, as the weather conditions were not ideal.

The Chief is wishing to apply for a Homeland Security grant to obtain funding to purchase a patrol vessel. We are looking at purchasing a 26 foot aluminum skiff, with a minimal cabin area, a large horsepower engine, and other related safety items. This vessel will allow the City to safely respond to emergency situations in the bay. This is a non-matching funds grant. The grant application is due 8/07/13. We are asking for City Council support to approve the resolution to apply for this grant.

### **Corrections:**

#### **JUNE 2013**

- ❖ 51 Total Inmates
- ❖ 35 Title 47/Protective custody

#### **JULY 2013**

- ❖ 33 Total Inmates
- ❖ 36 Title 47/Protective custody

Because of the department's efforts to promote from within by turning long-term corrections officers into patrol officers the Corrections division has been in training mode for the past few months. The division is now fully staffed.

The Corrections Sergeant has trained two new hires from the community who are currently on their own and doing fine. The final corrections officer position was filled with a transfer from another City of Dillingham department.

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In June the Corrections Sergeant was sent to a Field Training Officer (FTO) course to make him a certified FTO.

The division's Community Jail Contract was substantially increased from past years, so the City no longer has to subsidize jail operations from the general fund.

### **Dispatch:**

#### **JUNE 2013**

- ❖ 653 Calls for service
- ❖ 76% Dispatched to Dillingham Police
- ❖ 13% Dispatched to Alaska State Troopers
- ❖ 7% Dispatched to EMS/Dillingham Fire
- ❖ 4% Dispatched to Dillingham Animal Control
- ❖ 4 records requests completed

#### **JULY 2013**

- ❖ 617 Calls for service
- ❖ 81% Dispatched to Dillingham Police
- ❖ 12% Dispatched to Alaska State Troopers
- ❖ 4% Dispatched to EMS/Dillingham Fire
- ❖ 3% Dispatched to Dillingham Animal Control
- ❖ 5 records requests completed

As expected, the Dispatch division has been extremely busy this summer.

The department received \$200,000 from the State Legislature for upgrading the alternate Emergency Operations Center at the Lake Road Fire hall. We are in the planning stages of the project with the help of the department's IT personnel. We plan on purchasing a system similar to the one we currently have at the Public Safety building.

The cameras at the Boat Harbor and Port have been inoperable this summer. The problem is that the radios that transmit the video signal are over 7 years-old, under-maintained, and have worn out due to continual exposure to the elements. The Chief is wishing to apply for a Homeland Security grant (*who funding the original project*) to obtain funding to rehabilitate the camera system by for the replacement of the transmitting radios, as well as upgrading the frequency they utilize. They currently use a public radio frequency which is subject to radio interference. We are hoping to upgrade to a public safety specific frequency. This is a non-matching funds grant. The grant application is due 8/07/13. We are asking for City Council support to approve the resolution to apply for this grant.

### **Animal Control:**

#### **JUNE 2013**

- ❖ 9 Dogs/cats impounded
- ❖ 3 Shelter dogs/cats adopted out
- ❖ 13 Rabies/Parvo shot given

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- ❖ 8 dogs/cats euthanized
- ❖ 0 citations issued
- ❖ 10 dog tags sold

### **JULY 2013**

- ❖ 6 Dogs/cats impounded
- ❖ 2 Shelter dogs/cats adopted out
- ❖ 1 Rabies/Parvo shot given
- ❖ 2 dogs/cats euthanized
- ❖ 5 citations issued
- ❖ 0 dog tags sold

Relocating the animal shelter to the National Guard Armory building in the Boat Harbor is moving along swiftly, thanks to the City Manager and Special Projects Manager. The interior of the building has been walled off. The fenced in yard has been graveled and graded. A sewer line has been dug to the building. All we are waiting for is interior finishing carpentry of the building. We hope to be moved into the building by the end of the summer.

The local radio station will air a story about the shelter move. We will use this opportunity to ask for community volunteers to help with the care and maintenance of the shelter animals.

The ACO worked out a program with Everts Air Cargo where citizens can ship their pets to Anchorage for veterinarian for \$50 round-trip. This program has been well received and so far approximately 10 people have used the program.

### **DMV:**

#### **JUNE 2013**

276 Registrations/titles  
 180 Driver's licenses  
 12 Commercial driver's licenses  
 5 Road tests

#### **JULY 2013**

115 Registrations/titles  
 107 Driver's licenses  
 5 Commercial driver's licenses  
 3 Road tests

As expected, the summertime activity at the DMV greatly increased. The activity increases every summer due to the influx of people for the commercial fishing industry.

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**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
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Paul Liedberg

## MEMORANDUM

**Date: July 22, 2013**

**To: Rose Loera**

**From: Stephanie McCumber, Fire Department Office Assistant**

**Subject: June/July 2013 Department Head Report**

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### **Summarization of EMS Responses between June & July**

- Total of 46 Ambulance Transports
  - 3 Chest Pains
  - 9 Medical Transports
  - 5 Fall Victims
  - 2 Assaults
  - 6 Traumatic Injuries
  - 4 Breathing Problems
  - 6 Unconscious/Fainting's
  - 3 Traffic/Transport Accidents
  - 2 Pains
  - 2 Abdominal Pains
  - 1 Drowning
  - 1 Altered Mental Status
  - 1 Pregnancy/Child Birth
  - 1 Death

### **Summarization of Fire Responses between June & July**

- Total of 7 Fire Responses
  - 1 Landfill Fire
  - 1 Tundra Fire
  - 1 Boat Fire
  - 2 False Alarms
  - 2 Stand-downs

### **PROJECTS COMPLETED**

- The June combination meeting was held for training on gas monitors and debriefings on previous fire calls.
- The Fire meeting was held for training on drafting and water supply.

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- The Rescue meeting was canceled and no meetings were held for the month of July due to the fishing season.

#### **ON-GOING PROJECTS**

- The Fire Office Assistant is beginning to schedule testing for all fire hoses.
- The Fire Office Assistant is working with ACES to set up a time for equipment on our ambulances to be tested this fall.

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*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Brenda Akelkok  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** July, 2013  
**To:** Rose Loera, City Manager  
**From:** Bob Bocatch, PW Assistant  
**Subject:** Public Works July Report

---

**Streets** - Herman Shade has returned from vacation. Projects that they will be working on are Seward St. for water and wastewater installation, Animal Shelter sewer installation "complete" and the excavation to identify trouble with the water main near Snag Point portion of Main Street.

**Water-Waste water** - no issues at this point. We have sent staff for continued education for operator certification. The sewer outfall had severe damage due to erosion and was repaired using grant funds

**Buildings & Grounds (B & G)** – no Issues in B & G they are just keeping pace with summer projects.

**Shop** - catching up through backlogs of vehicle work from years past at record rate. They are now moving to preventive work servicing and proper scheduling. Annual ordering is currently being compiled and orders sent to replenish supplies and such.

**Landfill** – The burn ban that the City instituted had the landfill bins overflowing with the number of companies hauling large amounts of waste. The 2 fish processing companies were delivering more waste than they have had in the past with Icicle Seafoods being a new delivery. It was hard to catch up with limited space to store waste and full truck loads delivered daily including the fish processors and Dlg. Refuse. We are caught up as of now and will be looking at scheduling the large vendor's deliveries so they are not delivering all on the same days.

---

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

**I. CALL TO ORDER**

The Code Review Committee met on Thursday, June 13, 2013, in the Council Chambers, Dillingham, AK. Chair Paul Liedberg called the meeting to order at 5:43 p.m.

**II. ROLL CALL**

Committee Members present:

Paul Liedberg, Council Member, Chair  
Mayor Alice Ruby  
Rose Loera, City Manager  
Chris Maines, Council Member  
Brenda Akelkok, Council Member (*arrived at 6:27 p.m.*)  
Janice Williams, City Clerk

Guest(s):

Dan Pasquariello, Chief of Police

**III. APPROVAL OF MINUTES**

A. Meeting of May 30, 2013

MOTION: Mayor Ruby moved and Chris Maines seconded the motion to approve the minutes of May 30.

GENERAL CONSENT: The motion passed without objection.

**IV. APPROVAL OF AGENDA**

The agenda was amended to add item Remove Smoking in Bars Where Smoking Not Regulated under New Business for an informal discussion.

MOTION: Manager Loera moved and Chris Maines seconded the motion to approve the agenda as amended.

GENERAL CONSENT: The motion passed without objection.

**V. UNFINISHED BUSINESS**

A. Review Library Code Suggested Changes – *Ord. No. 2013-XX*

City Clerk Williams asked to postpone this item until the August meeting when both Sonja Marx and Brian Laurent would be in town. Both were absent for the meeting.

B. Title XI. Vehicles & Traffic and Snowmobiles

---

City Clerk Williams referred the committee to the edited ordinance contributed by Attorney Chandler. She noted the Attorney had fine tuned the staff edits which broke out references to city and state roads.

Chief Pasquariello reported the existing ATV code required staying out of the downtown area, but nothing else. Outside of the downtown area people could technically drive on the side of road leaving town, but couldn't, according to state law, drive on any city roads because there are no shoulders, unless they drove on someone's land. Also no one has to wear a helmet. He noted if the police were to aggressively enforce the code, everybody who drove on city roads would have to get a ticket. He commented that this was not in line with the committee conversations that supported driving on the extreme right hand side of the city roads.

City Clerk noted the code used to reference city roads, but for whatever reason, when the code was enacted in 2005, a lot of the language was removed. A rewrite of the ordinance had been made in 2006 and 2007 to put the language back into the code.

Chief Pasquariello suggested addressing the snow machine ordinance in the future to standardize the penalties that had been corrected in the ATV ordinance.

Committee members approved passing out the substitute ordinance as a lay down at the Council meeting.

C. Review Placing a Cap of \$300K on Personal Property Tax for Commercial Watercraft – Ordinance No. 2013-13

City Clerk Williams informed the committee that Finance Director Carol Shade had analyzed the property values of vessels for the last four years and had found none to be higher than \$300K. This information had been added to the information memorandum that was included with the ordinance in the Council packet.

The committee recommended the ordinance to the Council.

D. Review Substitute Language for Ordinance No. 2013-07 and Review Ordinance No. 2013-08

City Clerk Williams reported that the last sentence in the paragraph was removed and indented under the paragraph on sales tax exemption for all arts and crafts. She noted the new paragraph basically repeated the same information in the sales tax exemption, but added a phrase that the exemption applied to total yearly sales of all good sold by a business. The Attorney advised this change did provide extra clarification, but the original language had the same intent.

City Clerk Williams reported staff had yet to put together an analysis of the estimated income that would be lost if the licensing fee was waived for businesses making less than \$10,000.

Committee members discussed again the City not having the resources to track down everyone that wasn't applying for a business license. The consensus of the group was to recommend the ordinance to the Council as is.

E. Point of Sale for Assessing City Sales Tax

City Clerk Williams reported the Code Committee at an earlier meeting had recommended bringing the topic to a workshop of the entire Council.

The committee discussed bringing this item back to the August 8 meeting and strategizing the issues at that time.

**VI. NEW BUSINESS**

A. Remove Smoking in Bars Where Smoking Not Regulated

City Clerk reported that she had submitted a letter to Apayo Moore informing her that the petition was appropriate for a ballot initiative, and that she had 90 days to garner the required voter signatures. The attorney had concurred that although the council was taking this up, the petition process would continue along.

City Clerk commented that the ordinance could have been further clarified if bars were listed under 8.10.030 Where Smoking is Prohibited. Mayor Ruby commented the way the code was written now any business owner could make their business smoke free.

*(Brenda Akelkok arrived at 6:27 p.m.)*

City Clerk Williams noted that the remaining items were postponed to future agendas.

- A.B. Review Inconsistencies Between Dillingham Municipal Code and the Port of Dillingham Terminal Tariff No. 400 ***(postpone to August)***
- B.C. Review Threshold for Filing Monthly Sales Tax Reports Monthly or Quarterly ***(postpone to August)***
- C.D. Review Public Safety Fines ***(postpone to August)***
- D.E. Review Bed Tax ***(postpone to September)***
- E.F. Review Title 6, Business Licensing, Chapter 6.04, Transient Vendors ***(postpone to September)***

**VII. PUBLIC COMMENT/COMMITTEE COMMENTS**

There were no public or committee comments.

**VIII. ADJOURNMENT**

The meeting adjourned at 6:27 p.m.

\_\_\_\_\_  
Paul Liedberg, Chair

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

Approval Date: \_\_\_\_\_

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2013-15

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DMC SECTION 8.10.060 WHERE SMOKING NOT REGULATED, TO REMOVE SECTION 8.10.060 A.6 BARS**

---

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Classification.** This is a code ordinance.

**Section 2. Amend Section 8.10.060** Section 8.10.060, Where Smoking Not Regulated, is amended to remove A.6 Bars, and renumber old section A.7 to be A.6 as follows with new text displayed in underlined font and deleted text displayed in strike out font.

**8.10.060 Where smoking not regulated.**

A. Notwithstanding any other provision of this chapter to the contrary, the following areas shall not be subject to the smoking restrictions of this chapter.

- 1. Private residences including residences used as places of employment, except during hours used as a childcare, adult day care, or health care facility;
- 2. Places of employment with two or less employees. For the purpose of this exception, the two or less employee limit includes on-site business owner(s), with the exception that in all uses cited in Section 8.10.030 smoking shall not be permitted;
- 3. Seventy-five percent of hotel, motel, and B&B guest rooms;
- 4. Retail tobacco stores;
- 5. Restaurants, hotel and motel conference or meeting rooms and public and private assembly rooms while these places are being used for private functions;
- ~~6. Bars;~~
- 6.7. Bingo halls and pull tab establishments.

B. Notwithstanding any other provision of this section, any owner, operator, manager or other person who controls any establishment described in this section may declare that entire establishment as a nonsmoking establishment. (Ord. 03-04 § 1 (part), 2003.)

**Section 3. Effective Date.** This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on \_\_\_\_\_.

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

**Subject:** An Ordinance of the Dillingham Municipal Code to Amend DMC Section 8.10.060 Where Smoking Not Regulated, to Remove Section 8.10.060 A.6 Bars

Agenda of: **August 1, 2013**

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	City Clerk / Janice Williams	<i>JW</i>	

**Fiscal Note:** Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):**

- Notice of a Public Hearing was advertised in the July 25, 2013 edition of Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing.

**Summary Statement.**

At the June 13 council meeting, the council revisited a previous action on June 6 that failed to garner enough votes to send a proposed petition to code committee for review. The council questioned if they could reconsider their previous action. The answer was they could renew the motion. At the June 13 meeting, a motion was made and passed to have staff provide an edited copy of the ordinance so that bars are removed from Section 8.10.060 where businesses are not regulated and introduce at the next meeting.

The staff asked the City's Attorney if staff could amend the petitioner's ordinance to further clarify the intent of the ordinance was to not allow smoking in bars and add item A.16, bars, under 8.10.030 Prohibition of Smoking in Public Places.

**Attorney advisement:**

*Eliminating .060(A)(6) from the list of places that are not regulated still technically fulfills the petitioner's goal because then "bars" would be another "public place" in which smoking is prohibited pursuant to the blanket prohibition in .030(A). If the petitioner wants it more clear than that, she would need to start over with a petition that specifically adds "bars" to the .030(A) list.*

*The standards for determining what changes are allowed are different because they are two different processes for enacting an ordinance. Under the petition process, the City can never change the language of the initiative that is to be submitted to voters because during each phase the petitioner is responsible for drafting their own language. As 29.26.120 is pretty clear on this point, requiring the Clerk to prepare the petition by*

*including “the complete ordinance or resolution sought to be initiated or referred as submitted by the sponsors”. This precludes the City from making any changes to the language of the ordinance as submitted on the application, which is actually helpful to you because you do not want to be responsible for correcting or re-drafting petitions during the process.*

*But if the Council chooses to take it up, its constraint is different because it is not required to pass the ordinance “as submitted by the sponsors” but rather a “substantially similar” one. So it can make changes to the language, create definitions, things like that that will improve the ordinance but not change it substantively.*

*The Code Committee could make that change as part of its parallel review (while the petitioner is or should be collecting signatures to keep the ballot prop process moving forward), because that would not constitute a substantive change to the ordinance proposed by the petitioner, and in fact would be a better written ordinance if it was included as (A)(16). So the Code Committee can do it, but the petitioner cannot.*

## TRAVELERS

From Page 1

online at [toptotop.org](http://toptotop.org).

The world's climate has changed many times in the planet's long history, ice ages have come and gone, glaciers have advanced and then melted over, and that's how nature is, Schworer said. Of greater concern is the impact upon humans, not whether the environment can handle change. The environment always adjusts, with complete indifference to humanity. The question now, he said, is whether people can adjust to the increased pace of climate change.

"What's unusual at this time is the rate of change," Schworer said.

"The TOPtoTOP Global Climate Expedition is the first expedition over the seven seas to the seven summits that will be achieved by human and nature's power only. Their mission is to inspire children for a better future. Along the way, they share examples of nature's beauty and innovations for a green planet, in classrooms all over the world.

"They decided to embark on this voyage when they saw the impact climate change was having on the Alps. They hope to raise awareness about the dangers of climate

change, encourage climate protection and show that one can enjoy nature through sport but at the same time give something back to nature," according to their literature.

"To date, ToptoTop has sailed over 40,000 nautical miles, cycled over 18,000 kilometers and climbed more than 400,000 meters in altitude. They have visited over 50,000 school students and cleaned up over 25,000 tons of waste working with local initiatives."

An image of a Swiss Army Knife decorates a sail of the 45-foot vessel Pachamama, advertising for their corporate sponsor, Victorinox. The company was impressed by a story of their product severing a new baby's umbilical cord during an at-sea birth, he said.

One misadventure at sea happened when the boat struck a floating shipping container in between Antarctica and South America, seriously damaging the vessel and reducing seaworthiness. He recalled "two terrible weeks to make it back to mainland South America." That unfortunate collision left them grounded in Patagonia for two years, he said.

*Jim Paulin can be reached at [jpaulin@reportalaska.com](mailto:jpaulin@reportalaska.com)*



### NOTICE OF A PUBLIC HEARING

#### Public Hearing on Ordinance Nos. 2013-15 and 2013-16

The City Of Dillingham will hold a **Public Hearing** on Thursday, August 1, 2013, at 7:00 P.M. in the City Council Chambers for the purpose of taking comment from the public on the following ordinances:

Ordinance No. 2013-15, An Ordinance of the Dillingham City Council to Amend DMC Section 8.10.060 Where Smoking Not Regulated, to Remove Section 8.10.060 A.6 Bars

Ordinance No. 2013-16, An Ordinance of the Dillingham City Council Authorizing the Disposition and Sale of Unredeemed Foreclosed Property

If you have any questions, please forward them to the City Clerk's office at 842-5212 or email [cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us).



CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2013-16**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE DISPOSITION AND SALE OF UNREDEEMED FORECLOSED PROPERTY**

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1.** Authority. This ordinance is adopted pursuant to authority granted by DMC 4.15.330 and Alaska Statute 29.45.460.

**Section 2.** Classification. This is a non-Code ordinance.

**Section 3.** Description of Foreclosed Properties and Name of Last Record Owner.

NINA NICHOLSON BLOCK 2 LOT 4, located in the City of Dillingham, Bristol Bay recording District, State of Alaska, whose last record owner is named as David Bill.

**Section 4.** Disposition of the Foreclosed Properties. The above-described property was the subject of an *in rem* foreclosure action brought in the Superior Court of the State of Alaska by the City of Dillingham for the repayment of delinquent real property taxes, case number 3DI-08-00053 CI. The City of Dillingham followed the procedures set forth in DMC 4.15 and AS 29.45 for the collection of real property taxes owed. The property owner(s) of record or other interested party(s) did not redeem the above-described property. On August 18, 2010, the Clerk of Court deeded the property to the City of Dillingham. This conveyance gives the City clear title, except for prior recorded tax liens of the United States and the State, under AS 29.45.450. On May 14, 2013 David Bill executed a Quit Claim Deed relinquishing all rights, title and interest in the property to the City of Dillingham. The City Council hereby finds that the above-described property is not required for any public purpose.

**Section 5.** Sale of the Foreclosed Properties. Having found that no public need for holding the above-described property exists, the City Council hereby finds that they may be sold.

**Section 6.** Effective Date. This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

**Subject:** An Ordinance of the Dillingham City Council authorizing the disposition and sale of unredeemed foreclosed property

Agenda of: August 1, 2013

Council Action: This ordinance was introduced at the June 27 Council Meeting and is scheduled for a public hearing on August 1.

Manager: Recommend approval.

City Manager:

Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Project Manager / Steve Cropsey	SC	
X	Planner / Jody Seitz	JS	
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):**

- Quitclaim Deed
- Notice of a Public Hearing was advertised in the July 25, 2013 edition of Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing.

**Summary Statement.**

5.30.030 Public notice. At least thirty days is required between the time a disposal ordinance is introduced and the time that it is finally adopted by the city council. Once an ordinance is introduced, it will be posted at those places outlined in municipal code for thirty days and may serve as the only public notice of disposal. (Ord. 94-16 (part), 1995.)

## TRAVELERS

From Page 1

online at [toptotop.org](http://toptotop.org).

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*Jim Paulin can be reached at [jpaulin@reportalaska.com](mailto:jpaulin@reportalaska.com)*



### NOTICE OF A PUBLIC HEARING

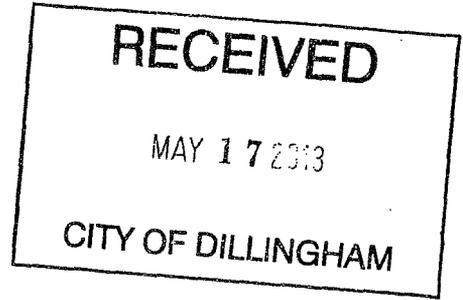
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If you have any questions, please forward them to the City Clerk's office at 842-5212 or email [cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us).



RECORD IN BRISTOL BAY RECORDING DISTRICT

QUITCLAIM DEED

The Grantor, David Bill, of P.O. Box 37052, Toksook Bay AK 99637, for valuable consideration, conveys and quitclaims his interest, if any, to the City of Dillingham, of P.O. Box 889, Dillingham AK 99576, in that certain real property described as:

NINA NICHOLSON BLOCK 2 LOT 4, located in the City of Dillingham, Bristol Bay Recording District, State of Alaska.

DATED this 14 day of May, 2013.

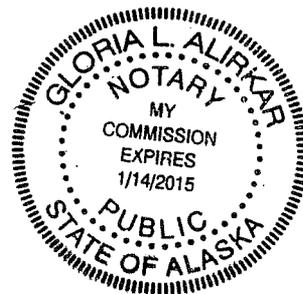
GRANTOR: DAVID BILL

STATE OF ALASKA )  
 )ss.  
THIRD JUDICIAL DISTRICT )

The foregoing instrument was acknowledged before me this 14 day of May, 2013, by David Bill.

NOTARY PUBLIC FOR ALASKA  
My Commission Expires: 1/14/2015

After Recording Return To:  
BOYD, CHANDLER & FALCONER, LLP  
911 W. 8<sup>th</sup> Ave., Suite 302  
Anchorage, AK 99501





CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2013-40

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE PURCHASE RESTRICTIONS TO PURCHASE BOBCAT, TRAILER AND ACCESSORIES FOR THE LANDFILL**

---

WHEREAS, the City of Dillingham received a grant from the Department of Environmental Conservation (DEC) in 1999; and

WHEREAS, the grant has been extended numerous times over the years but is now terminating on June 30, 2013 according to DEC; and

WHEREAS, there remains \$124,280 in the grant and DEC is encouraging us to spend it before the grant has to be closed; and

WHEREAS, the remaining funds cannot be used for anything that is a daily operation function and must be used for improvements only; and

WHEREAS, the grant has a 30% match which the City will apply for through BBEDC; and

WHEREAS, the City is receiving quotes, from NC Machinery and Construction Machinery for a Bobcat and accessories; and

WHEREAS, the total cost FOB Dillingham for a Bobcat, trailer and accessories should not exceed \$161,000 which includes the balance of the grant and a 30% match; and

WHEREAS, Dillingham Municipal Code (DMC) 4.30.130, Exemptions, Section B., allows exemptions to the purchasing restrictions if the City Council determines that the public interest would be best served by waiving the procedures, and that such determination must be made in the form of a resolution adopted prior to the proposed action; and

WHEREAS, the purchase of Bobcat at this time will add to the landfill equipment needs and utilize most of the remaining funds in the DEC grant.

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the City Manager to waive the advertising requirements and proceed with the purchase of a Bobcat, trailer and accessories.

PASSED and ADOPTED by the Dillingham City Council on \_\_\_\_\_.

SEAL:

---

Alice Ruby, Mayor

ATTEST:

---

Janice Williams, City Clerk

City of Dillingham Information Memorandum No. 2013-40

**Subject:** A resolution of the Dillingham City Council waiving the purchasing restrictions to purchase a bobcat, trailer, and accessories for the landfill

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Agenda of: August 1, 2013

Council Action:
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Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	City Clerk / Janice Williams	<i>JW</i>	

**Fiscal Note:** Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No X

**Other Attachment(s):** None

**Summary Statement.**

At the June 27 Council Meeting, Manager Loera reported that earlier in the week AkDEC had informed the City that it had until June 30 to spend the remaining landfill grant in the amount of \$124,280 for improvements at the landfill, but not for operational costs. They were later informed the City would not lose the funding, but impressed that it be used, the grant having been issued in 1999. She had originally anticipated the money would go toward an assessment of the gasifier. The City Council voted unanimously to postpone the resolution to the August 1 meeting to provide management additional time for further research.

Management is recommending the resolution be postponed indefinitely, which effectively kills the motion. The funds will be used toward a contract with CH2M Hill to develop a comprehensive request for proposal document which will seek proposals from firms engaged in the manufacture and installation of municipal solid waste disposal systems.



CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2013-41

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ADOPTING PARTICIPATION IN THE AMLJIA LOSS CONTROL INCENTIVE PROGRAM FOR THE CITY OF DILLINGHAM**

---

WHEREAS, the City of Dillingham is a member of the Alaska Municipal League Joint Insurance Association (AMLJIA); and

WHEREAS, the AMLJIA provides comprehensive risk management assistance and provides workers' compensation, liability and property coverage for the City of Dillingham; and

WHEREAS, the AMLJIA developed the Loss Control Incentive Program to help reduce member losses individually and pool wide; and

WHEREAS, the AMLJIA will provide all written program material necessary, and offer assistance to participants; and

WHEREAS, pool members that participate in the Loss Control Incentive Program and complete the required activities, will have the opportunity to earn a discount on their contribution; and

WHEREAS, it is the City of Dillingham's policy to provide a safe environment for its students, employees, citizens, and the visiting public; and

WHEREAS, the Loss Control Incentive Program will enhance such an environment;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council elects to participate in the AMLJIA Loss Control Incentive Program for the FY 2013-2014, and FY 2014-2015.

PASSED and ADOPTED by the Dillingham City Council on August 1, 2013.

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk



CITY OF DILLINGHAM, ALASKA

RESOLUTION 2013-42

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL DESIGNATING WASTEWATER TREATMENT PLANT UPGRADES AS THE NUMBER ONE LOCAL STATE FUNDING PRIORITY FOR FISCAL YEAR 2015**

---

WHEREAS, the City of Dillingham requests grant funding for the Wastewater Treatment Plant Improvements for Phase II from the Alaska Department of Environmental Conservation (ADEC); and

WHEREAS, water and sewer system improvements were identified as a health and safety priority in the 2003 Dillingham Water and Sewer Master Plan; and

WHEREAS, the Alaska Department of Environmental Conservation has documented exceedences of state and federal permitted levels of biological oxygen demand, total suspended solids, and fecal coliform over the last decade; and

WHEREAS, a June 2013 Facility Plan by CH2MHILL identified numerous deficiencies in the facility which are to be corrected in phases designed to be financially feasible and reasonable for achieving compliance with state and federal regulations; and

WHEREAS, the City's number one request to state legislators in 2012 and 2013 has been the Wastewater Treatment Plant upgrades; and

WHEREAS, the City received a FY13 Designated Legislative Grant of \$2.28 million to fund Phase I of the Wastewater Treatment Plant Upgrades including desludging the lagoon, installing baffles, designing a septage receiving station and a new lift station; and

WHEREAS, the city is completing phase I in 2013 and wishes to pursue Phase II in a timely manner, in the summer of 2014; and

WHEREAS, the ADEC requests that the City of Dillingham identify this project as the community's number one local state funding priority for fiscal year 2015; and

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council designates the Wastewater Treatment Plant Phase II Improvements as the number one local state funding priority for fiscal year 2015.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on August 1, 2013.

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

City of Dillingham Information Memorandum R2013-42

Subject: A resolution of the Dillingham City Council supporting the application for a municipal matching grant and declaring Wastewater Treatment Plant Upgrades as the Number One State Funding Priority for FY2015

---

Agenda of: August 1, 2013

City Council Action:
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Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Public Works / Herman Shade		
X	Planning Director / Jody Seitz	<i>JS</i>	
X	Finance Director / Carol Shade	<i>CS</i>	
X	City Clerk / Janice Williams	<i>JW</i>	

Fiscal Note: Yes \_\_\_\_\_ No \_\_\_\_\_ Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

Other Attachment(s): None

**Summary Statement.**

The attached resolution supports wastewater treatment plant upgrades as the City's number one state funding priority for 2013.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2013-43

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE 2014-2019 CAPITAL IMPROVEMENT PLAN AND ADOPTING THE FY2015 LEGISLATIVE PRIORITIES LIST**

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WHEREAS, Dillingham Municipal Code 2.68.160 requires that the Dillingham Planning Commission prepare and recommend to the City Council an annual update of a six year capital improvements plan; and

WHEREAS, staff and the public prepared proposals from March 22 to April 12, 2013; and

WHEREAS, the Project Review Committee met March 29 and held a public workshop April 23 to evaluate and ranked CIP projects; and

WHEREAS, Public Hearings were held before the Planning Commission June 18; and before the City Council August 1; and

WHEREAS, it is the intent of the Dillingham City Council to provide the Governor, the State Legislature, State agencies, the Alaska Congressional Delegation, and other potential funding sources with adequate information regarding the City's capital project funding needs,

NOW, THEREFORE, BE IT RESOLVED that the "City of Dillingham 2014-2019 Capital Improvement Plan" is hereby adopted as the current official six year capital improvement plan for the City of Dillingham.

BE IT FURTHER RESOLVED that:

1. The following capital improvement projects and project funding needs are identified as priorities for the FY15 State Legislative Request:

1	Wastewater Treatment Plant Upgrades	\$3,090,000
2	Landfill Regulatory Compliance Improvements for 2014 Permit	\$2,210,000
3	City Obligations for ADOT&PF Downtown Streets Project (Storm sewer replacement)	\$1,600,000
4	Fire Hall and Public Safety Building Replacement	\$10,450,000
5	Wastewater Collection System Upgrades	\$284,000
6	Harbor Revetments and Breakwater/Emergency Bank Stabilization Match Request for USACOE Project	\$7,525,000
7	Downtown Sewer Expansion (Old Airport Sewer Line)	\$1,069,000
8	Water/Sewer Master Plan Phases 1.3 and 1.4 (New Water Source) Match for ADEC Municipal Matching Grants	\$1,800,000
9	City Facilities Energy Upgrades and ADA Compliance	\$200,000
10	Senior Center Renovation Phase One: Site Upgrades	\$310,000
11	950 H Cat Loader and Lowboy trailer	\$365,000
12	Nerka Road Rehabilitation	\$1,321,000

2. Projects for the FY15 Federal Legislative Request will be selected from this list;  
and
3. The City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City's FY2015 capital project priorities and take appropriate steps to provide necessary background information.

PASSED and ADOPTED by the Dillingham City Council on August 1, 2013.

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

City of Dillingham Information Memorandum No. R2013-43

Subject: A resolution of the Dillingham City Council adopting the six year capital improvements program and the FY15 Legislative Request

Agenda of: August 1, 2013

City Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera, City Manager

Route To:	Department / Individual	Initials	Remarks
X	Planning Director / Jody Seitz	<i>JS</i>	
X	Finance Director / Carol Shade	<i>CS</i>	
X	Public Works / Herman Shade		
X	City Clerk / Janice Williams	<i>JW</i>	

Fiscal Note: Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):**

- PCR 2013-13 Recommending the 2014-2019 Six Year Capital Improvement Program and FY15 Legislative Priorities List

**Summary Statement.**

The attached six year capital improvement plan is the City of Dillingham's statement of priorities for the next six years at this point in time. The Planning Commission provides this annual update of the six year plan. The legislative priorities list is the City's request to the state. Federal project requests are drawn from this list as well.



**RESOLUTION 2013-13**  
**A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION**

Recommending the annual update of the Six Year Capital Improvement Program  
2014-2019 to the Dillingham City Council

WHEREAS, the Dillingham Municipal Code 2.68.160 (A)(5) requires that the Planning Commission conduct an annual update of the City's six year capital improvement projects plan; and

WHEREAS, the Planning Commission is updating the plan as the Municipal Code requires, during the spring budget process; and

WHEREAS, the six year plan was the result of an extensive public process in the fall of 2012 and the 2013 update also followed a public process with three weeks' publicized solicitation for community nominations; advertisements in the Bristol Bay Times and on the City website; and posters at several downtown locations; and,

WHEREAS, at a publicly advertised meeting April 23, 2013, the Project Review Committee met to hear project nominations, evaluate and score the projects; and

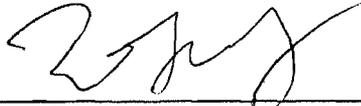
WHEREAS, all projects were scored with regard to 14 standard criteria; and

WHEREAS, this Six Year Plan will provide the basis for the FY15 legislative requests as well as future updates of the City's capital needs; and

WHEREAS, the Planning Commission has carefully reviewed the proposed Six Year Capital Improvement Plan for 2014-2019; and

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the attached Six Year Capital Improvements Plan for 2014-2019 to the City of Dillingham City council for approval.

APPROVED AND ADOPTED THIS 18th DAY OF June 2013.



\_\_\_\_\_  
Bill Rodawalt, Presiding Officer



\_\_\_\_\_  
Jody Seitz, Recorder

## City of Dillingham 2014-2019 Capital Improvement Plan

PROJECT	Existing Funding	Funding Need	typical match cost	Comment	Priority	2014	2015	2016	2017	2018	2019	Category Funding Need
<b>A. EQUIPMENT REPLACEMENT</b>												500,000
Snowblower	\$138,229	\$0		FY14 purchase	1	X						
Truck Tires	\$24,000	\$0		FY14 purchase	1	X						
Lease F350 Flatbed Truck	\$7,000	\$0		Lease in FY14	1	X						
Lease 2 Patrol Vehicles	\$14,000	\$0		Lease in FY14	1	X						
950 H Cat Loader	\$0	\$325,000			2			X				
580 Super Extendahoe Backhoe	\$0	\$95,000			2				X			
B7G 3500 Sierra Flatbed Replacement	\$0	\$40,000			3					X		
Low Boy Trailer - Used	\$0	\$40,000			3						X	
<b>B. EROSION/PORT/HARBOR</b>												30,974,000
USACOE Harbor Revetments and Breakwater/Emergency Bank Stabilization*	\$0	\$21,500,000	\$7,525,000	potential 35% match	1	X	X	X	X	X	X	
East and South Interior Harbor Bulkheads	\$0	\$8,184,000	\$4,092,000	BESC \$6,000,000 per 1100 ft Bulkhead	2			X	X	X	X	
Harbor Float Replacement	\$0	\$90,000		ROM DH design 7,500, floats 82,500	1		X		X		X	
Snag Point Bulkhead and Harbor Protection	\$100,000	\$1,200,000		\$153,900 SWAK bid to install walers;	1		X	X	X	X	X	
<b>C. FACILITIES</b>												14,556,673
Animal Shelter Services- Remodel National Guard Facility	\$20,000	\$0		2013 construction	1							
Cemeteries	\$0	\$125,000		ROM estimate by staff	2			X	X	X		
Hockey Rink Roof Planning and Design	\$20,000	\$0		Need Design	1		X					
Library Roof Repair	\$250,900	\$0		2013 construction	1							
City Facilities Energy Updates and ADA Compliance (Library and City Hall)	\$55,000	\$145,000		2010 ROM Bettisworth North + 10% Design	1		X					
Fire Hall and Public Safety Building	\$20,000	\$10,450,000	\$5,250,000	2010 estimate \$10.4 million (combined), 17.5-19.8 million (separate)	1	X	X	X	X			

## City of Dillingham 2014-2019 Capital Improvement Plan

PROJECT		Existing Funding	Funding Need	typical match cost	Comment	Priority	2014	2015	2016	2017	2018	2019	Category Funding Need
	Public Works Compound Storage Building and Fence	\$0	\$487,000		Need better ROM estimate	2			X		X		
	Phased Senior Center Upgrades	\$0	\$1,829,673	\$548,902	2007 Bezek, Durst, Seizer estimate adjusted by 39% for inflation	1		X	X	X	X	X	
	Territorial School Renovation	\$0	\$1,520,000	\$	2013 Engineer Estimate	2			X	X	X	X	
* Additional options such as purchasing or leasing are being explored.													
<b>D. LANDFILL</b>													1,600,000
	Landfill Upgrades and Batch Oxidation System	\$1,900,000	\$1,600,000		ACWLF,ADEC MMG	1	X	X					
<b>E. ROADS</b>													3,675,000
	Nerka Road Rehabilitation	\$1,000,000	\$3,000,000	\$0	2011 Beesc estimate	2			X	X	X	X	
	Storm Sewer Upgrades for ADOT DT Streets project	\$50,000	\$0		assessment and estimate	1	X	X					
	ADOT Downtown Street Project Safety Linkages		\$675,000		with ADOT DTS project	1	X	X					
<b>F. WATER/SEWER</b>													17,309,718
	Downtown Sewer Expansion (Old Airport Sewer Line)		\$804,000		BESC 2003 WSMP	2			X				
	Harbor Water and Sewer Line		\$1,062,600		2012 Staff ROM	3					X		
	Relocate City Sewer Force Main	\$1,800,000	-\$1,800,000		2013 completion	1							
	Snag Point Force Main Relocation	\$127,347	\$0		2013 completion	1	X						
	Wastewater Collection System Upgrades	\$100,000	\$1,500,000		2012 Staff ROM & BESC report	1	X	X	X	X	X	X	
	Wastewater Treatment Plant Upgrades	\$2,280,000	\$7,914,000		2013 facility plan	1	X	X	X				
	Water and Sewer Master Plan Phases 1.3 and 1.4 (New Water Source)	\$5,538,983	\$7,829,118	\$1,834,661	2003 WSMP	1		X	X	X	X	X	
<b>GRAND TOTAL</b>		<b>\$13,262,230</b>	<b>\$68,615,391</b>										
<b>G. PROPOSED FACILITIES (more than 6 years out)</b>													18,368,752

**City of Dillingham 2014-2019 Capital Improvement Plan**

PROJECT		Existing Funding	Funding Need	typical match cost	Comment	Priority	2014	2015	2016	2017	2018	2019	Category Funding Need
	Fish Processing Plant		\$7,924,000										
	Harvey Samuelsen Community Cultural Center		\$10,444,752		Project Budget 5/15/09								
	Kanakanak Beach Parking Lot with CTC	city land											
<b>H. PROPOSED SERVICES</b>													
1	Coordinated Transportation plan												
	* USACOE Emergency Bank Stabilization Project at Harbor Entrance to protect dredge spoils facility and interior harbor												
Table includes City of Dillingham projects and those funded primarily by another entity but which require City matching funds. Does not include projects funded by other entities.													

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2013-44**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING USING THE BBEDC CBG FOR THE REPAIR COSTS ON THE EXISTING CAMERAS AT THE BOAT HARBOR, FREIGHT FOR TWO VEHICLES, PLANNING FUNDS FOR THE PUBLIC SAFETY BUILDING, AND A LIFT FROM NAPA**

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WHEREAS, the Bristol Bay Economic Development Corporation (BBEDC) will provide Community Block Grant (CBG) funding in order to provide BBEDC communities with the opportunity to fund projects that promote sustainable community and regional economic development; and

WHEREAS, the City of Dillingham is a duly organized governing entity, eligible to participate in the Bristol Bay Economic Development Corporation (BBEDC) Community Block Grant (CBG) Program; and

WHEREAS, the City of Dillingham has elected to receive \$250,000, from the FY 2013 CBG fund, for the purpose of improving the Storm Drain Utility system, Wastewater Treatment Plant improvement, carpentry services for library repairs, Animal Shelter renovation and City Hall front entrance, Landfill Batch Oxidation System and identifying another water source for the City by Resolution 2013-35; and

WHEREAS, staff has identified three more projects for the FY 2013 CDBG funds that include the repair to the cameras located at the Dock and Harbor (if the Homeland Security Grant is not funded for the upgrade), air freight costs for 2 Patrol vehicles, planning funds for the Public Safety building, and purchase a lift from NAPA; and

WHEREAS, the City of Dillingham affirms that the projects will provide economic and social benefits for residents, which is one of the criteria for a CBG; and

WHEREAS, the description of and budget for the projects to be accomplished will be provided to BBEDC as they are developed for each of the projects; and

WHEREAS, the City of Dillingham acknowledges receipt of and agreement to conform to the BBEDC policies for the CBG program;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves and authorizes the submittal of the attached grant packet for participation in the BBEDC CBG program.

PASSED and ADOPTED by the Dillingham City Council on August 1, 2013.

SEAL:

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Alice Ruby, Mayor

ATTEST:

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City Clerk

**Subject:** A resolution of the Dillingham city Council approving using the BBEDC CBG for the repair costs on the existing cameras at the boat harbor, freight for two vehicles, planning funds for the public safety building, and a lift from NAPA

Agenda of: August 1, 2013

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	<i>CS</i>	
X	City Clerk / Janice Williams	<i>JW</i>	
X	Police Chief / Dan Pasquariello	<i>DP</i>	
X	Port Director/ Jean Barrett	<i>JB</i>	

**Fiscal Note:** Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):**

**Summary Statement.**

The Curyung Tribal Council has entered into a Memorandum of Understanding with the City of Dillingham that provides their support of the City to apply for the BBEDC Community Block Grants from 2013 – 2017.

The City of Dillingham will be applying for the FY 13 grant for a number of projects that includes the following projects approved at the June 27, 2013 meeting:

- Storm Drain Utility system assessment;
- Wastewater Treatment Plant improvements;
- Carpenter for Library repairs, Animal Shelter renovation and City Hall front entrance;
- Landfill Batch Oxidation System; and
- Identifying another water source for the City.

Staff has identified three other projects that were not listed in June 27th:

- Repair and upgrade the Cameras at the Dock, City Hall and Harbor;
- Air freight in two Patrol vehicles;
- Planning funds for the Public Safety and Fire Department building; and
- Purchase a lift from NAPA

These projects are essential for the following reasons:

- Cameras – there are about 5 cameras that are installed at the City Hall, Harbor and Dock that are no longer operational. The City Manager Port Director, Chief of Police and Fire Chief discussed the value of these cameras and feel that it is a benefit to our community to keep them operational. We would like to bring in the company that originally installed them for repair. We are also applying for a Homeland Security Grant to upgrade all the cameras to the latest technology and will use these funds if awarded. If not awarded, the City would apply for BBEDC funds for repairs only. We are finding that people do look at these cameras and we have had inquiries as to when they would be repaired.
- Patrol Vehicles – the vehicles need to be ordered and then equipped with lights, sirens etc. before shipping and the work will not be completed until after the September deadline for shipping. There are a number of patrol vehicles that we continue to pour maintenance funds into, and getting new vehicles here will save us the maintenance funds.
- Planning Funds for Public Safety Building – we are currently advertising for a planner to make recommendations on a Public Safety and Fire Department building. We have budgeted \$20,000 in FY 14, but uncertain if this will be enough to cover the entire project and would like to use some BBEDC funding if needed.
- Lift – NAPA has one for sale for \$5,500. The City rented it recently for the animal shelter at a cost of \$2,100. The City would buy the lift instead of renting it.

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2013-45**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH FORD MOTOR CREDIT FOR THE PUBLIC SAFETY VEHICLE**

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WHEREAS, the Public Safety is in need of two patrol vehicles to replace two inoperable vehicles; and

WHEREAS, the inoperable vehicles were sold during the 2013 Mayor's sale; and

WHEREAS, three quotes were received from three Ford dealerships; and

WHEREAS, Kendall Ford of Wasilla was the lowest responsive bidder; and

WHEREAS, the total cost of the two Public Safety vehicles is \$72,406.20; and

WHEREAS, in the FY 2014 Patrol budget we had approved \$14,000 for the annual lease payment for a five year lease; and

WHEREAS, the lease amount for 2 vehicles and equipment came out to \$14,481 with the Ford Motor Company Municipal lease program with monthly payment of \$1,206.77;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves the purchase of two new Ford Police Interceptors and Public Safety package;

BE IT FURTHER RESOLVED that the Dillingham City Council authorizes the City Manger to enter into a Municipal Lease Agreement with Ford Motor Credit for an estimated \$72,406.20 at 5.45% fixed interest, for a term of five (5) years, with an annual payment of \$14,481.24 and a purchase option of \$1.00 at the end of the lease.

PASSED and ADOPTED by the Dillingham City Council on August 1, 2013.

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

**Subject:** A resolution of the Dillingham City Council authorizing the City Manager to enter into a lease agreement with Ford Motor Credit for two public safety vehicles

Agenda of: August 1, 2013

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	
X	Police Chief / Dan Pasquariello	DP	

**Fiscal Note:** Yes  No  Funds Available: Yes  No

**Other Attachment(s):** None

**Summary Statement.**

Management is recommending that we move forward in purchasing 2 new patrol vehicles through a lease arrangement with Ford Motor Credit. The City currently has 2 vehicle leases with Ford Motor Credit which will be paid off in 2 years.

The cost for the vehicles and equipment installed is \$72,406 which does not include freight to Dillingham. We are asking to use the BBEDC CBG funds for freight as it was not budgeted. To air freight the vehicles it will be about \$6,000. The vehicles will not meet the barge deadline of early September. Air freighting them is approximately \$2,000 more than the barge.

Getting the vehicles here this fall should reduce our repair and maintenance costs over the winter from the other older vehicles that are being used.

We do have the yearly lease budgeted at \$14,000 in FY 14 which is a difference of about \$500 from the actual.

City of Dillingham  
Fiscal Note

Agenda Date: August 1, 2013

Request:
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ORIGINATOR: Carol Shade

<b>FISCAL ACTION (TO BE COMPLETED BY FINANCE)</b>	<b>FISCAL IMPACT</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
AMOUNT REQUESTED: <p style="text-align: right;">\$        72,406.20</p>	FUNDING SOURCE <p style="text-align: center;"><b>Public Safety Dept</b></p>
FROM ACCOUNT 1000 7630 20 22 0000 0                      \$ 72,406.20	Project <p style="text-align: center;"><b>Public Safety Vehicle</b></p>
TO ACCOUNT:	VERIFIED BY: Carol Shade      Date: 8/25/2011

**EXPENDITURES**

OPERATING	FY14	FY15	FY16	FY17&FY18
Personnel				
Fringe Benefits				
Capital Equipment				
Vehicle Lease	14,481.24	14,481.24	14,481.24	28,962.48
Land/Buildings				
Miscellaneous				
<b>TOTAL OPERATING</b>	<b>\$ 14,481.24</b>	<b>\$ 14,481.24</b>	<b>\$ 14,481.24</b>	<b>\$ 28,962.48</b>

CAPITAL				
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REVENUE				
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**FUNDING**

General Fund	14,481.24	14,481.24	14,481.24	28,962.48
State/Federal Funds				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 14,481.24</b>	<b>\$ 14,481.24</b>	<b>\$ 14,481.24</b>	<b>\$ 28,962.48</b>

**POSITIONS**

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Attached Resolution 2013-45

PREPARED BY: Carol Shade

July 26, 2013

DEPARTMENT: Finance Department

July 26, 2013



CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2013-46**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE APPLICATION FOR A HOMELAND SECURITY GRANT TO PURCHASE A BOAT AND MOTOR FOR THE PORT AND TO UPGRADE THE SECURITY CAMERA RADIOS AT THE DOCK AND HARBOR**

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WHEREAS, Federal FY 2013 Homeland Security Grant Program (HSGP) State Homeland Security Program (SHSP) is now accepting applications from law enforcement agencies for prevention-oriented planning, training, exercise and equipment activities; and

WHEREAS, one of the core capabilities of the FFY 2013 HSGP is to “Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident”; and

WHEREAS, the City of Dillingham’s Public Safety department is sharing responsibility for responding to emergencies in the newly annexed waters; and

WHEREAS, the Public Safety department does not have an adequate boat for responding to emergencies; and

WHEREAS, a 26’ Pacific board with a 5’ cabin, a Honda 225 motor, an EZ loader trailer and accessories will cost about \$95,000 landed in Dillingham; and

WHEREAS, the City of Dillingham also has about 14 security camera radios that were purchased through a HSGP grant in the past; and

WHEREAS, nearly half of the cameras are not operational at this time and are in need of repair and/or replacement; and

WHEREAS, staff is recommending that the security radio cameras have become a tool that residents and nonresidents use to monitor the dock and harbor and recommends that we continue to keep them operational; and

WHEREAS, staff was told that since an HSGP grant was used to purchase the cameras there is a strong likelihood they would fund repair or replacement; and

WHEREAS, staff is recommending upgrading the cameras at an approximate cost of \$98,000 which would include a complete upgrade of the cameras with a new Public Safety operating system at 4.9 GHz frequency with the work done by TECPRO, the company that installed the original cameras; and

WHEREAS, the HSGP grant deadline is August 7, 2013 and Alaska has a minimum allocation of \$3,459,367 with no match requirements;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves the application for a homeland security grant to purchase a 26' Pacific boat with trailer and accessories as well as upgrading the cameras that are located at the harbor, dock and City Hall for a total grant amount of approximately \$193,000.

PASSED and ADOPTED by the Dillingham City Council on August 1, 2013.

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Subject:** A Resolution of the Dillingham City Council approving the application for a Homeland Security Grant to purchase a boat and motor for the Port and to upgrade the security camera radios at the dock and harbor

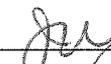
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Agenda of: August 1, 2013

Council Action:
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Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade		
X	City Clerk / Janice Williams		
X	Police Chief / Dan Pasquariello		

**Fiscal Note:** Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):** None

**Summary Statement.**

The City has an opportunity to apply for the FY 2013 Homeland Security Grant Program, which has an application deadline of August 7, 2013. The grant dedicates about 25% of the funds allocated to Alaska for law enforcement prevention-oriented planning, training, exercise and equipment activities.

The City has a need for a boat to respond to emergency calls in the newly annexed waters as well as an upgrade to the security camera radios that are at the Dock and Harbor. In discussions with the granting agency, since the cameras were initially purchased with these grant funds there is a strong likelihood that they would fund the upgrade. They have funded boats in other areas of the State as well so our application will be asking for both projects.

There are no match requirements for the grant.



CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2013-47**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO PURCHASE CAPITAL EQUIPMENT FOR PUBLIC WORKS AND ENTER INTO A LEASE AGREEMENT FOR THE TRUCK**

WHEREAS, in the FY 2014 budget the City Council approved the capital equipment purchases of a trackless snow blower, F350 flatbed truck and 2 full sets of loader tires; and

WHEREAS, all three items are necessary for safe and efficient winter plowing and clearing needs around the City; and

WHEREAS, the equipment needs to be purchased now and shipping arranged in order for them to be put on the last barge; and

WHEREAS, the City did solicit three quotes for all the items and the following was the most reasonable:

- trackless snow blower - \$134,610 from Yukon Equipment, Inc
- F350 flatbed truck - \$45,030 from Kendall Ford of Wasilla
- 8 loader tires - \$21,147; and

WHEREAS, the trackless snow blower and loader tires will be funded directly from the General Fund capital equipment line item; and

WHEREAS, the F350 Truck was budgeted in FY 14 as a lease payment of approximately \$7,040 within the Public Works operating budget; and

WHEREAS, the truck will be leased from Ford Credit Municipal Finance Department, over 5 years at an annual payment of \$9,006 with an interest rate of 6.45%;

NOW THEREFORE, BE IT RESOLVED that Dillingham City Council approves the purchase of the Trackless Snowblower, F350 Flatbed Truck and 8 loader tires for a total expenditure of \$200,787;

BE IT FURTHER RESOLVED that the Dillingham City Council authorizes the City Manager to enter into a Municipal Lease Agreement with Ford Motor Credit for an estimated amount of \$37,478 at 6.45% fixed interest, for a term of five (5) years, with an annual payment of \$9,006 and a purchase option of \$1.00 at the end of the lease.

PASSED and ADOPTED by the Dillingham City Council on August 1, 2013.

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

**Subject:** A resolution of the Dillingham City Council authorizing the City Manager to purchase capital equipment for the public works and enter into a lease agreement for the truck

Agenda of: August 1, 2013

Council Action:

Manager: Recommend approval

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	
X	PW Foreman / Herman Shade		

Fiscal Note: Yes X No \_\_\_\_\_ Funds Available: Yes X No \_\_\_\_\_

Other Attachment(s): None

**Summary Statement.**

Management is recommending moving forward to purchase a trackless snow blower, F350 flatbed truck and 8 loader tires for the Public Works department.

The total cost of all this equipment is approximately \$200,787 which includes freight for all but the F350 truck. The freight for shipping the truck here will be requested from the BBEDC CBG funds.

It is necessary to get the vehicles here this fall to help with the snow plowing and clearing this winter and will make the work more efficient and safer for residents and City employees.

We do have the yearly lease budgeted for the truck at \$7,040 in FY 14 which is a difference of about \$2,000 from the actual. We have approximately \$157,000 in the Equipment Replacement fund to cover the cost of the direct purchases.

City of Dillingham  
Fiscal Note

Agenda Date: August 1, 2013

Request:

ORIGINATOR: Carol Shade

<b>FISCAL ACTION (TO BE COMPLETED BY FINANCE)</b>	<b>FISCAL IMPACT</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
AMOUNT REQUESTED: <p style="text-align: right;">\$     <b>200,787.00</b></p>	<b>FUNDING SOURCE</b> <p style="text-align: center;"><b>Public Works Department</b></p>
FROM ACCOUNT 7120 7620 30 33 0000 0                    \$ 155,757.00 1000 7630 30 33 0000 0                    \$ 45,030.00	Project  <p style="text-align: center;"><b>Public Works Equipment &amp; Vehicle</b></p>
TO ACCOUNT:	VERIFIED BY: <u>Carol Shade</u> Date: <u>7/26/2013</u>

**EXPENDITURES**

OPERATING	FY14	FY15	FY16	FY17&FY18
Personnel				
Fringe Benefits				
Capital Equipment				
Vehicle Lease	9,006.00	9,006.00	9,006.00	18,012.00
Land/Buildings				
Miscellaneous				
<b>TOTAL OPERATING</b>	<b>\$ 9,006.00</b>	<b>\$ 9,006.00</b>	<b>\$ 9,006.00</b>	<b>\$ 18,012.00</b>

Equipment Replacement Fund	155,757.00			
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REVENUE				
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**FUNDING**

General Fund	9,006.00	9,006.00	9,006.00	18,012.00
State/Federal Funds				
Equipment Replacement Fund	155,757.00			
<b>TOTAL FUNDING</b>	<b>\$ 164,763.00</b>	<b>\$ 9,006.00</b>	<b>\$ 9,006.00</b>	<b>\$ 18,012.00</b>

**POSITIONS**

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Attached Resolution 2013-47

PREPARED BY: Carol Shade

July 26, 2013

DEPARTMENT: Finance Department

July 26, 2013

**Subject:** Authorize the Mayor or City Manager to Execute a Contract with CH2M Hill to develop a comprehensive "Request for Proposal (RFP)" document which would seek proposal from firms engaged in the manufacture and installation of municipal solid waste disposal systems

Agenda of: August 1, 2013

Council Action:
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Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Project Manager / Steve Cropsey	SC	
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	

**Fiscal Note:** Yes  No  Funds Available: Yes  No

**Other Attachment(s):** None

**Summary Statement.**

The purpose of this Action Memorandum is to authorize the Mayor or City Manager to execute a contract with CH2M Hill to develop a comprehensive RFP document which would seek proposals from firms engaged in the manufacture and installation of municipal solid waste disposal systems. The scope of work will include recommendations for site selection, building and foundation, permitting requirements and to develop a comprehensive Request for Proposal in the manufacturing and installation of a municipal solid waste (MSW) disposal system.

The RFP was publically advertised for the required period of time for soliciting proposals from qualified contractors to provide the recommendation for the disposal of MSW. Four responsible and qualified firms responded and submitted proposals, all of which were determined to be responsive.

A committee of five individuals independently evaluated and assigned scores to each scoring criteria. CH2M Hill achieved the collective highest score and was, therefore, the unanimous selection of the committee.

A Notice of Intent to Award was sent on July 26, 2013. Any proposer not receiving the contract can appeal the award to CH2M Hill provided the proposer notifies the City Clerk within 10 days of the date of the Notice of Intent to Award. If the City Clerk has not

received an appeal notice by August 6, 2013 the City can by City Ordinance and State Statute enter into a contract for this project.

The contract amount is not to exceed \$250,000. Funding for this contract will come from a number of sources – 1) Municipal Matching Grant (MMG) # 23803 in the amount of \$124,280, originally funded in 1999, 2) the Legislative Appropriation funded in 2013 of \$1.9 million, or 3) a Municipal Matching Loan. The City will use the MMG first as that grant has a deadline of 12/31/13, and the other funding sources when needed. The City is working closely with DEC to get on their “intended use plan” so that it can apply for construction funds. Using some of DEC funds to pay for the comprehensive assessment provides the City with an additional point for future funding.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on August 1, 2013.

SEAL:

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Alice Ruby, Mayor

ATTEST:

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Janice Williams, City Clerk

