



Alice Ruby, **Mayor**

Council Members

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

**DILLINGHAM CITY COUNCIL
MEETING AGENDA – JUNE 5, 2014
David B. Carlson Council Chambers**

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

WORKSHOP TO REVIEW PROPOSED BUDGET & EQUIPMENT PURCHASE	FY15 FY14	6:00 P.M.	JUNE 5, 2014
REGULAR MEETING		7:00 P.M.	JUNE 5, 2014

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Board of Equalization Organizational Meeting – April 24, 2014
- B. Regular Council Meeting – May 1, 2014
- C. Special Council Meeting – May 6, 2014
- D. Board of Equalization Meeting – May 14, 2014
- E. Special Council Meeting – May 15, 2014

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. 2014-09, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Lyle and Silke Smith
- B. Adopt Ordinance No. 2014-10, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Ben McDowell dba Motive Power Marine by Lease

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

VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt Ordinance No. 2014-09, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Lyle and Silke Smith
- B. Adopt Ordinance No. 2014-10, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Ben McDowell dba Motive Power Marine by Lease
- C. Introduce Ordinance No. 2014-11, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 2 and Appropriating Funds for the FY 2014 City of Dillingham Budget for an Equipment Purchase
- D. Introduce Ordinance No. 2014-12, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2015 City of Dillingham Budget
- E. Adopt Resolution No. 2014-26, A Resolution of the Dillingham City Council Establishing the Rate of Levy of Tax, the Date Taxes are Due, and the Delinquent Date for Calendar Year 2014, and Accepting the Certification of the Tax Roll
- F. Adopt Resolution No. 2014-27, A Resolution of the Dillingham City Council Authorizing the Mayor's Garage Sale to Dispose of Surplus Equipment
- G. Adopt Resolution No. 2014-28, A Resolution of the Dillingham City Council Approving a 1% Increase to the 2015 Wage Schedule
- H. Adopt Resolution No. 2014-29, A Resolution of the Dillingham City Council Requesting Immediate State Action to Improve and Maintain Squaw Creek Road in Order to Make it Passable for Vehicular Traffic
- I. Adopt Resolution No. 2014-30, A Resolution of the Dillingham City Council Authorizing Foreclosure Proceedings on Delinquent Properties for the Years 2008-2013, and Repealing Resolution No. 2014-14
- J. Adopt Resolution No. 2014-31, A Resolution of the Dillingham City Council Amending the Fee Schedule for the Dillingham Municipal Landfill
- K. Adopt Resolution No. 2014-32, A Resolution of the Dillingham City Council Approving Amending the BBEDC CBG Grant #1030.2013.03 to Add Equipment and Radios for Public Works
- L. Adopt Resolution No. 2013-33, A Resolution of the Dillingham City Council Approving Task Order No. 16 with Bristol Engineering Services Corp.
- M. Adopt Resolution No. 2013-34, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute Contracts in July 2014

- N. Adopt Resolution No. 2013-35, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute Contract for Expanding the Active Landfill Cell Berm to _____

IX. UNFINISHED BUSINESS

A. Citizen Committee Appointments

1. Cemetery Committee, 4 Seats Open
2. Planning Commission, 2 Seats Open
3. Parks and Recreation Committee, 3 Seats Open
4. Library Advisory Board, 1 Seat Open (U of A Representative Appointed)

B. Annexation Reconsideration

X. NEW BUSINESS

- A. Action Memorandum No. 2014-06, Authorize the City Manager to Award the Aggregate Contract to Bennett Enterprises
- B. Action Memorandum No. 2014-07, Authorize Purchase of Fuel Tank from Pennram Distributors
- C. Action Memorandum No. 2014-08, Authorize Purchase of 600 Cubic Yards of Gravel from Aleknagik Enterprises

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

XII. COUNCIL COMMENTS

XIII. MAYOR'S COMMENTS

XIV. EXECUTIVE SESSION

- A. Legal Matter – Annexation Reconsideration

XV. ADJOURNMENT

I. CALL TO ORDER

An organizational meeting of the Board of Equalization was held on Thursday, April 24, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:31 p.m.

II. ROLL CALL

Mayor Alice Ruby was present.

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

Holly Johnson
Chris Maines
Keggie Tubbs

Staff in attendance:

Manager Rose Loera
Carol Shade, Finance Director
Janice Williams, City Clerk

Guest:

Marty McGee, Alaska Assessment Assistance

III. APPROVE THE AGENDA

MOTION: Keggie Tubbs moved and Chris Maines seconded motion to approve the agenda as presented.

GENERAL CONSENT: The motion passed without any objection.

IV. ASSESSOR'S COMMENTS

Marty McGee spoke on the following:

- residential values increased by 2% on land values, a reflection of the whole economy, noting almost all residential properties are occupied, few vacant homes, very few homes under construction, population was basically stable;
- commercial values – almost no market data to use as a rule of thumb, did not make any changes to property values unless there was a change made to a description of a property;
- checked in with the bank, foreclosures were down, properties were selling for their appraised value;
- commercial fishing permits – prices have increased for salmon significantly, that it affects people's desire to build and fix up their homes;
- noted it was not the BOE's role to present evidence;
- difference between City and State's full and true value determination, State adds back in optional exemptions;

- evaluating more than sale prices to determine market value, also looking at cost of inflation, local economy; with few sales transactions, it was easy to have a lag in the City's full and true value; for 2013 was 80%, lagging behind the goal of high 90s; provided an example of comparing the cost of building values increasing 30-40% and market values only increasing by 3-4%, because that was what the few sales indicated; certain areas of town are undervalued; seeing a lot of older homes not being well-maintained, a foundation for a number of the appeals he saw;
- state has a non-disclosure policy so what someone paid for a home was not available;
- How to avoid City's full and true value falling behind? the City was on the path to correct that; record-keeping was part of the problem; doing the valuations by hand was very cumbersome and labor intensive; looking at moving to an electronic system; continued implementation of the GIS system was very helpful; actual cost of the property records haven't been recalculated every three years; example: in one block every plywood home could start at \$40 square foot, adjusted based on better or worse than normal and condition; this made for a strong and equitable assessment.

V. APPEALS FOR CONSIDERATION

A. Personal Property - Refer to Attached List

1. Settled Appeals

City Clerk Williams commented although it was not necessary to take formal action on the appeals that have been settled and withdrawn, the Board could still move to accept them as it has done in the past.

MOTION: Keggie Tubbs moved and Chris Maines seconded motion to accept the personal property appeals Case Nos. P-14-01, 03, and 09, settled with the assessor.

GENERAL CONSENT: The motion passed without any objection.

2. Outstanding Appeals

Assessor commented by the hearing date, if the appeal was not withdrawn it would come before the BOE. He noted if the BOE did not accept his recommendation at the hearing, the reasoning had to be based on the appellant met the burden of proof that the value was unequal, excessive or improper, and then state the reason.

Assessor noted no action need be taken, and the BOE would be asked to set a date later in the agenda for a hearing on outstanding appeals.

3. Late-Filed Appeals

There were no late filed appeals.

B. Real Property – Refer to the Attached List

1. Settled Appeals

There were no settled appeals.

- 2. Outstanding Appeals
- 3. Late-Filed Appeals

There were no late filed appeals.

C. Schedule Hearing for Outstanding Appeals

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to schedule May 14, at 5:30 PM, for a hearing to consider outstanding appeals for both personal and real property as presented in the work sheets provided.

GENERAL CONSENT: The motion passed with no objection.

Mayor Ruby noted the present BOE members would sit at the next hearing.

VI. CITIZEN DISCUSSION (Prior Notice or Agenda Items)

There was no citizen's discussion.

VII. MAYOR/COUNCIL COMMENTS

Keggie Tubbs:

- asked if the Assessor could provide a list of the optional exemptions for the next meeting, including how the vehicle and non-commercial boat values were calculated.

Chris Maines:

- asked if a time limit was set for the appellant and assessor to present their case.

Mayor Ruby suggested it could start at five minutes and adjust depending on the type of case.

VIII. ADJOURNMENT

Mayor Ruby adjourned the meeting at 6:30 p.m.

ATTEST:

Mayor Alice Ruby
[SEAL]

Janice Williams, City Clerk

Approval Date: _____

I. CALL TO ORDER

The Regular Meeting of the Dillingham City Council was held on Thursday, May 1, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:03 p.m. A workshop preceded the meeting at 6:30 p.m. for a review of the March financial statements.

II. ROLL CALL

Mayor Alice Ruby was present.

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

Holly Johnson, Seat A
Chris Maines, Seat B
Bob Himschoot, Seat C – attended via teleconference
Keggie Tubbs, Seat D
Tracy Hightower, Seat E
Paul Liedberg, Seat F

Staff in attendance:

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

III. APPROVAL OF MINUTES

A. Regular Council Meeting – April 3, 2014

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to approve the minutes of April 3, 2014.

VOTE: The motion to approve the minutes of April 3, 2014 passed unanimously.

IV. APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to approve the agenda.

VOTE: The motion to approve the agenda passed unanimously.

V. STAFF REPORTS

A. City Manager Report

City Manager Loera reported on the following:

Vacancies – advertising for a buildings and grounds (B&G) supervisor and assistant; B&G supervisor moved out to the landfill;

Landfill – City sent its first payment for the incinerator which is due to arrive on the September barge; compactor due to arrive by end of May, worked with CH2M Hill on renewal of landfill permit;

ADEC – continue to work on notice of violations at the lagoon; testing procedures now in place;

Insurance Claim for the Dock – insurance will cover all the damage costs of \$342K, less the \$25K deductible;

Erosion at the Kanakanak Cemetery – concerned erosion within about four feet from the road; road not owned by the City;

State's intended Use Plan for both Alaska Clean Water Fund and Drinking Water Fund – City is eligible to apply for loans for both water and landfill projects; for water it would be a match for municipal matching grant, would subsidize up to 75% of \$1M with 1% interest; landfill eligible up to \$2M;

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to have Code Committee review existing code and recommend whether to make the additions outlined in the City Attorney's memo (re: Property Tax Exemption for Senior Citizens and Disabled Vets).

VOTE: The motion passed unanimously.

Out of the Office - week of May 5, available by phone and email, and Carol Shade to be left in charge; and

ADEC Quality Assurance Plan – will be sending a revised facility plan, contracted with CH2M Hill for Phase 2 and 3 of the lagoon projects.

B. Standing Committee Reports

Paul Liedberg, Chair for Code Review Committee, reported the main focus of the meeting was to discuss the draft ordinance on private access that included the amendments brought forward at the April 3 Council meeting. The amendments were not voted on by the committee.

Bob Himschoot, Chair of the Finance and Budget Committee reported the committee had recommended the two resolutions in the packet: award audit services, and set school funding level; reviewed proposed landfill rates; discussed potential for the City to purchase some heavy equipment from a local contractor; and reviewed FY15 budget.

VI. PUBLIC HEARINGS

Mayor Ruby opened the public hearing, noting Ordinance Nos. 2014-06, 2014-07, and 2014-08 were up for adoption.

A. Adopt Ordinance No. 2014-06, An Ordinance of the Dillingham City Council Amending Chapter 18.16 of the Dillingham Municipal Code to Provide a System of

Permits and Reviews to Respond to a Variety of Land Use Activities and Creating New Title 19, Material Site Regulation

- B. Adopt Ordinance No. 2014-07, An Ordinance of the Dillingham City Council Authorizing the Sale of Tax Foreclosed Property to the Former Record
- C. Adopt Ordinance No. 2014-08, An Ordinance of the Dillingham City Council Amending Title 17 of the Dillingham Municipal Code to Allow for Private Access to Certain Subdivisions and Establish Minimum Standards for Private Access to Subdivisions and to Amend Definitions and Make Other Amendments to Platting Requirements

Russell Nelson:

- spoke in favor of Ordinance No. 2014-08 (SUB-2), that it was a good compromise, and although felt it was pretty restrictive could live with it; and
- noted the ordinance would help with development of native allotments in the City.

Misty Savo:

- spoke in favor of Ordinance No. 2014-08 (SUB-2), appreciated all the efforts the Planning Commission and Subdivision Access Committee spent on it; ordinance wasn't perfect, but could accept it.

Robin Samuelson:

- spoke on Ordinance No. 2014-08 (SUB-2) on behalf of himself, Connie Timmerman, and his daughter, thanked the Subdivision Access Committee for working with the City on it, and urged the Council to pass it.

There being no other public comments, the public hearing closed.

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

Steve Shade, resident on Squaw Creek Road:

- commented he has been using his personal plow truck to grade road and snow since the State abandoned it;
- noted the residents at the end of Squaw Creek Road needed legal access to their properties so people could develop their lands and improve their homes; fifty years and still no legal access; and
- commented he was paying taxes but getting no services.

Dan Boyd, resident on Squaw Creek Road:

- commented he was interested on the history of the road, how the State acquired maintenance of it, and was it legal for them to abandon it.

Mayor Ruby reported she did not have an answer for him at this time, but had written down his comments.

VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt Ordinance No. 2014-06, An Ordinance of the Dillingham City Council Amending Chapter 18.16 of the Dillingham Municipal Code to Provide a System of Permits and Reviews to Respond to a Variety of Land Use Activities and Creating New Title 19, Material Site Regulation

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to adopt Ordinance No. 2014-06.

MOTION: Keggie Tubbs moved and seconded the motion to amend Ordinance No. 2014-06 by substituting Ordinance No. 2014-06 (SUB-1).

VOTE: The motion to amend Ordinance No. 2014-06 by substituting Ordinance No. 2014-06 (SUB-1) passed unanimously.

VOTE: The motion to adopt the amended Ordinance No. 2014-06 (SUB-1) passed unanimously.

- B. Adopt Ordinance No. 2014-07, An Ordinance of the Dillingham City Council Authorizing the Sale of Tax Foreclosed Property to the Former Record

MOTION: Chris Maines moved and Keggie Tubbs seconded the motion to adopt Ordinance No. 2014-07.

VOTE: The motion to adopt Ordinance No. 2014-07 passed unanimously.

- C. Adopt Ordinance No. 2014-08, An Ordinance of the Dillingham City Council Amending Title 17 of the Dillingham Municipal Code to Allow for Private Access to Certain Subdivisions and Establish Minimum Standards for Private Access to Subdivisions and to Amend Definitions and Make Other Amendments to Platting Requirements

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion to adopt Ordinance No. 2014-08.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to amend Ordinance No. 2014-08 by substituting Ordinance No. 2014-08 (SUB-2).

Mayor Ruby clarified this was strictly her proposed substitute based on the result of discussion at the April 10 Code Review Committee with additional input from the guests in the audience.

Discussion:

- commented the City's Attorney suggested that the Council determine if the amendments were substantive and allowed for adequate public notice; and
- noted the Attorney clarified there was no limit to the number of amendments that could be made, but avoid straying from the original intent of the ordinance.

MOTION: Paul Liedberg moved to amend section 17.19.050.F. to replace 12 feet with 16 feet as recommended by the Code Committee and Planning Commission in the original ordinance that was introduced.

The motion failed for lack of a second.

MOTION: Chris Maines called for the question. *(Clerk Note: Effectively stops all debate.)*

The motion failed for lack of a second.

Paul Liedberg asked to go on record that he continued to support a 16 foot road standard. He gave the example if there were ten lots with 12-13 homes on the lots, there was a potential for well over 100 trips a day; the road should be wide enough to accommodate that much traffic, including fire and EMS vehicles. He noted he could not support a 12 foot road, whether it was a private or public road. If the road was to receive the City's stamp of approval, the City still had some responsibility to those residing on the road to provide a road corridor that provided for safety for pedestrians and be an adequate size for traffic.

Discussion:

- reported substitute 2 would allow for at least a 50 foot easement with a 12 foot improved driving surface accessing up to six lots; a 14 foot improved driving surface accessing up to 10 lots; and a 20 foot finished surface accessing more than 10 lots;
- noted the private access roads would not be maintained by the City, but by the homeowner; and
- thanked those who had worked together to come up with a compromise.

VOTE: The motion to amend Ordinance No. 2014-08 by substituting Ordinance No. 2014-08 (SUB-2) passed with Tracy Hightower, Holly Johnson, Bob Himschoot, Keggie Tubbs, and Chris Maines voting in favor and Paul Liedberg opposed.

VOTE: The motion to adopt Ordinance No. 2014-08 (SUB-2) passed with Tracy Hightower, Bob Himschoot, Chris Maines Holly Johnson, and Keggie Tubbs in favor and Paul Liedberg opposed.

D. *[PLACEHOLDER]* Ordinance No. 2014-09, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Lyle and Silke Smith *(Clerk Note: This ordinance was introduced April 3, 2014, and is up for a public hearing and adoption June 5, 2014, to allow for a 30-day posting period.)*

E. Introduce Ordinance No. 2014-10, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Ben McDowell dba Motive Power Marine by Lease

MOTION: Chris Maines moved and Holly Johnson seconded the motion to introduce Ordinance No. 2014-10.

Manager Loera reported Ben McDowell was the only person to submit a RFP to lease Lot 4 at the harbor. He was currently leasing Lot 3. The ordinance, if approved, would allow him to expand his operation to Lot 4, 30,000 square feet to be used for boat storage. His current lease

for Lot 3 required that he build a permanent structure within a period of time. He had recently asked for an extension to the end of the year to build a 60' X 100' structure.

VOTE: The motion to introduce Ordinance No. 20141-10 passed unanimously.

- F. Adopt Resolution No. 2014-23, A Resolution of the Dillingham City Council Establishing the Level of Funding for the Dillingham City School District for the Fiscal Year Ending June 30, 2015

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to approve Ordinance No. 2014-23.

VOTE: The motion to approve Resolution No. 2014-23 passed unanimously.

- G. Adopt Resolution No. 2014-24, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute a Contract with Altman, Rogers & Co. to Provide Audit Services for FY2014, FY2015, and FY2016

Manager Loera reported both auditing firms were experienced, but Altman Rogers presented the lower bid. She reported in the sentence starting with "Now, therefore, be it resolved" to strike the word telephonically from "and a presentation to the Council, telephonically,".

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion to approve Ordinance No. 2014-24.

VOTE: The motion to approve Resolution No. 2014-24 passed unanimously.

IX. UNFINISHED BUSINESS

A. Citizen Committee Appointments – No Letters of Interest on File

1. Cemetery Committee, 4 Seats Open
2. Planning Commission, 2 Seats Open
3. Parks and Recreation Committee, 3 Seats Open
4. Library Advisory Board, 1 Seat Open

There were no letters of interest on file.

B. Landfill Update

Manager Loera referred to the informational flyer to all box holders regarding new changes at the landfill starting June 1, and encouraging citizens to recycle. She reported the Finance and Budget committee was in the process of reviewing some proposed landfill rates. She asked to recommend assigning Code with a task to amend code to add a penalty for improper dumping.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to assign the Code Committee to review a proposed revision to Section 8.04 regarding improper dumping of refuse.

VOTE: The motion passed unanimously.
C. Order on Appeal – Annexation

Manager Loera commented there was nothing new to report at this time.

D. Reschedule Strategic Planning Session to October or November

Mayor Ruby commented the strategic planning session would be moved to after the October election.

X. NEW BUSINESS

A. Liquor License Renewal – Willow Tree Inn

Mayor Ruby commented the City's role was to either protest the license or do nothing. The State would judge whether the objection was adequate. If objecting, the City would have to provide a reason why.

Manager Loera commented the State had notified the City that the license had expired, had contacted the owners to close pending their hearing date. The City asked the Police to follow up to be sure the business was not serving liquor.

Discussion ensued:

- asked to clarify if the liquor license owner must also be resident of Dillingham;
- noted the Willow Tree was open during Beaver Round-Up, concerned the firm was operating without a liquor license after their license expired December 31 (*discovered later the State allows for a two-month grace period*); shouldn't the State have notified the City earlier than March 10;
- commented the State was the regulatory agent, and would expect the State would take the appropriate action if liquor license had expired;
- commented in favor of protesting the renewal of the license if in fact the business had been operating without a license for two to three months;
- objected to the business operating without a license for some time, but not to the issuance of the license, and felt strongly penalties and such should be applied; and
- commented issues with unpaid sales tax or conducting illegal activity, such as serving to minors, would be more in line with protesting the renewal of the license, although serving without a license was serious.

MOTION: Paul Liedberg moved and Bob Himschoot seconded the motion to not protest the renewal, but direct City Manager to bring to the State's attention the City's concern the business had operated without a license for several months, and to confirm adequate penalties had been rendered.

Discussion:

- voiced concern there was not enough information to make an informed decision.

MOTION: Keggie Tubbs moved and Bob Himschoot postponed action on liquor license renewal for a Special Council Meeting the following week and to provide the Manager with a list of questions for the State.

VOTE: The motion to postpone the liquor license for a Special Council meeting passed unanimously.

B. Squaw Creek Road Update

Manager Loera commented this item would be reviewed in the executive session.

C. Action Memorandum No. 2014-05, Authorize the City Manager to Award the Purchase of a Compactor – 1996 Caterpillar Model 816F

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion to approve Action Memorandum No. 2014-05.

VOTE: The motion to approve Action Memorandum No. 2014-05 passed unanimously.

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

Russell Nelson thanked the Council for working through the lengthy process [private access ordinance] and his family appreciated it as well.

Rae Belle Whitcomb:

- commented in the past if a local business was late on its renewal, it was not issued a new license if their State license was not active;
- commented over half of her business was selling the vegetable starts she grew herself, and there was a sales tax exemption for home grown vegetables but not starts; opined the starts would fall under arts and crafts, which was exempt from sales tax; asked the Council to review her situation which was similar to several other growers; and
- reported since the State stopped maintaining the Squaw Creek Road earlier in the year, the school buses no longer came down the road, children were having to walk it; a resident in that area was using his own equipment to keep it maintained; understood there were easement and native allotment issues, but other substandard roads were being maintained by the City; as a contributor to the tax base should have some road services.

Jerry Ball:

- encouraged the City to do something to see [Squaw Creek] the road was maintained; owned an apartment building for which the City was collecting property tax and sales tax on the rentals; road was deplorable and a hazard to those who traveled on it.

Dan Boyd:

- commented a fuel provider was hesitant to deliver fuel until they had checked out the condition of the road; concerned other businesses would consider the road hazard enough not to deliver services.

Kevin Johnson:

- commented the airport sewer extension was on the City's project list for a number of years, there have been multiple sewer failures in that area; he was looking to see if there were Tribal funds available to tie SAFE into the City's system.

XII. COUNCIL COMMENTS

Keggie Tubbs:

- commented the Squaw Creek Road problem was a complicated issue, and several years ago the Tribe made it a priority, but could not get all the land owners to agree on an access route; and
- commented he would not vote to accept a road that was substandard.

Chris Maines:

- commented several residents were hoping the shooting range could be opened for more hours; and suggested possibly providing a separate access.

Paul Liedberg:

- thanked staff for all the good work.

Tracy Hightower: no comment

Holly Johnson:

- commented she was glad to see the ordinance on material sites was squared away.

Bob Himschoot:

- commented he was so appreciative of the EMS volunteers from Dillingham and Aleknagik who responded to his daughter's house fire.

XIII. MAYOR'S COMMENTS

Mayor Ruby:

- asked if there was any objection to sending a review of the code regarding vegetable starters to the Code Committee; none stated;
- commented the Squaw Creek Road issue was very complicated, and suggested it might be in order for a community leader to organize the homeowners and invite the City to participate;
- would be absent for the first meeting in June; and
- asked everyone to join in a moment to silence to recognize those individuals lost.

XIV. EXECUTIVE SESSION

A. Legal Matter

- 1. Update from the Public Safety Department
- 2. Squaw Creek Road – Review Legal Opinion

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion to enter into executive session to discuss Legal Matters, Update from the Public Safety Department and Squaw Creek Road – Review Legal Opinion [9:08 p.m.].

(The meeting recessed for a short break.)

VOTE: The motion to enter into executive session passed unanimously.

Mayor Ruby invited Manager Loera, Chief Pasquariello and City Clerk Williams into the executive session.

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to come out of executive session [10:22 p.m.].

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

XV. ADJOURNMENT

Mayor Ruby adjourned the meeting at 10:22 p.m.

Mayor Alice Ruby

ATTEST: [SEAL]

Janice Williams, City Clerk

Approval Date: _____

I. CALL TO ORDER

The Special Meeting of the Dillingham City Council was held on Tuesday, May 1, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 12:18 p.m.

II. ROLL CALL

Mayor Alice Ruby was present.

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

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

Staff in attendance:

- Carol Shade, Acting City Manager/Finance Director
- Dan Pasquariello, Chief of Police/Sergeant at Arms
- Jody Seitz, Planning Director
- Janice Williams, City Clerk

III. APPROVAL OF AGENDA

MOTION: Chris Maines moved and Holly Johnson seconded the motion to add citizen's discussion before Special Business.

VOTE: The motion passed unanimously.

IV. CITIZEN'S DISCUSSION

Kim Parker, co-owner of Willow Tree Inn and Bar, reported their liquor license renewal was received at the State Alcohol Board past the two month extended deadline (Feb. 28). The envelope had an incorrect postmark stamp, but the envelope had a Feb. 28 notary signature stamp. The State had notified the business to cease operation until they received a temporary license and went before the Board for a renewal. Even though they received a temporary license the business remained closed to finish some projects in the bar. At the hearing, the ABC renewed their license April 29. She explained at no time did the business operate illegally, that they took the matter very seriously, and had she known the license was going to be protested at the May 1 Council meeting, would have made an appearance. She was concerned with comments from some Council members that the bar had operated illegally, but had not gathered the facts beforehand. *(Previous concern was that the Willow Tree Inn and Bar had operated from January 1 without a license.)*

V. SPECIAL BUSINESS

A. Committee of the Whole

1. Liquor License Renewal – Willow Tree Inn

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to go into the Committee of a Whole.

GENERAL CONSENT: The motion passed without objection.

Discussion ensued:

- stated the City had not received enough facts at their Council meeting, the reason for the special meeting, and it would have been in order to contact the Board beforehand;
- confirmed the city had received a call from the State's ABC Board that the liquor license had expired as stated at the Council meeting, but was not aware that anyone had called the police about the Willow Tree prior to that;
- clarified the Council relied on staff to bring forward information on liquor licenses and expiration dates, but did not do their own research.

MOTION: Bob Himschoot moved and Holly Johnson seconded the motion to come out of the Committee of the Whole.

GENERAL CONSENT: The motion passed without objection.

VI. CITIZEN'S DISCUSSION (Open to the Public)

There was no further citizen's discussion.

VII. COUNCIL COMMENTS

MOTION: Bob Himschoot moved and Holly Johnson seconded the motion that the Council did not have any objections to the renewal of the Willow Tree liquor license.

VOTE: The motion passed unanimously.

Bob Himschoot:

- thanked Kim [Parker] and apologized for any detrimental effects that may have occurred.

Holly Johnson:

- thanked the owners and City staff for the time they put in and gathering the information for the meeting in short order.

Tracy Hightower:

- apologized for bringing up all the concerns and attributed it to misinformation.

Paul Liedberg: no comments.

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to refer a policy dealing on alcohol licenses to the Code Committee.

GENERAL CONSENT: The motion passed without objection.

Keggie Tubbs:

- supported tightening up procedures to prevent a misunderstanding from happening again.

VIII. MAYOR'S COMMENTS

Mayor Ruby:

- spoke in favor of routinely bringing up liquor licenses for renewal, even if it was just a report that would include taxes owed or police reports.

VIII. ADJOURNMENT

Mayor Ruby adjourned the meeting at 12:43 p.m.

Mayor Alice Ruby

ATTEST:

[SEAL]

Janice Williams, City Clerk

Approval Date: _____

I. CALL TO ORDER

A meeting of the Board of Equalization was held on Wednesday, May 14, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:31 p.m.

II. ROLL CALL

Mayor Alice Ruby was present.

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

Holly Johnson
Chris Maines
Keggie Tubbs

Staff in attendance:

Janice Williams, City Clerk

Guests:

Marty McGee, Alaska Assessment Assistance
Janet Armstrong-Schlagel and Tom Schlagel

III. APPROVE THE AGENDA

MOTION: Chris Maines moved and Holly Johnson seconded motion to approve the agenda as presented.

GENERAL CONSENT: The motion passed without any objection.

IV. ASSESSOR'S COMMENTS

The assessor did not have any comments at this time.

V. APPEALS FOR CONSIDERATION

A. Personal Property - Refer to Attached List

1. Settled Appeals

Clerk's Note: Assessor McGee provided a review of the assessor's exhibits containing the appeal forms and assessor's report. The assessor had reached a written agreement of valuation with the appellants on Case Nos. P-2014-02, P-2014-04, P-2014-05, P-2014-06, P-2014-07, P-2014-08, P-2014-10, A, B, C & D, and P-2014-11.

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion to concur with the assessor's determination on the settled appeals.

GENERAL CONSENT: The motion passed without objection.

2. Outstanding Appeals

There were no outstanding appeals.

3. Late-Filed Appeals

There were no late filed appeals.

B. Real Property – Refer to the Attached List

1. Settled Appeals

Clerk's Note: Assessor McGee provided a review of the assessor's exhibits containing the appeal forms and assessor's report. The assessor had reached a written agreement of valuation with the appellants on Case Nos. R-2014-01, R-2014-08, R-2014-09, R-2014-10 A, and R-2014-10 B.

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion to concur with the assessor's determination on the settled appeals.

GENERAL CONSENT: The motion passed without objection.

2. Outstanding Appeals

Mayor Ruby provided a review of the hearing process, noting the appellant would speak first, limited to three minutes; the assessor would then speak to the appeal; BOE would be allowed to ask questions during both presentations; BOE would then debate and take action on the appeal; the burden of proof would lie on the appellant to explain why the value should be adjusted based on it being unequal, excessive, improper, or undervalued.

Hearing on Case No. RP-14-02; Appellant: Janet Armstrong-Schlagel and Tom Schlagel; Property Location: Ahklun View Estate B2 L5.

Appellant presentation; the Appellants' exhibit was included in the board meeting packet. Tom Schlagel stated with costs going up in value, small turnover and demand, a two percent increase was subjective in his opinion, and his land value should be less than the assessed value.

The appellant responded to questions from the Board.

Assessor McGee provided the assessor's presentation. His appeal response was included in the board meeting packet. He explained last year the land value was appealed and was adjusted from \$33,000 to \$14,900 to take into consideration drainage and soil conditions. Land values were uniformly increased by 2% for all properties in 2014, which was supported by economic indicators, including 2% CPI increase, cost to build had increased by more than 4%, and property values didn't stay stagnant when the rest of the economy moved.

The assessor responded to questions from the Board. The hearing was closed and the Board deliberated on the matter.

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion for the Board to grant the appeal and ask for a no vote [on appellant's request to adjust the property value from \$15,200 to \$12,000] for the reasons provided by the assessor, that the burden of proof by the appellant was not met, that the value was unequal, improper, excessive or undervalued.

Board Members provided the following findings of fact:

1. Statement of appellant requesting a decrease in property value was not justified.
2. The land value was fair and an increase of 2% was uniformly applied to all lots.

VOTE: The motion to uphold the assessor's determination passed unanimously.

Hearing on Case No. RP-14-03; Appellant: Janet Armstrong-Schlagel and Tom Schlagel;
Property Location: Bernie L2.

Appellant presentation; the Appellant's exhibit was included in the board meeting packet. Tom Schlagel agreed costs had increased, but as a commercial piece of property it had brought his bottom line done. Tom felt the land value increase of 2% was hypothetical, since the assessor had not provided any hard appraisals on like-kind properties, which was what the increase was based on.

Assessor McGee provided the assessor's presentation. His appeal response was included in the board meeting packet. He explained the 2% increase was uniformly applied to all lots, based on the economic indicators he noted earlier. As an income producing property, he noted the best way to estimate the apartment's value was by an income approach, but the owners had not produced documentation of rents and expenses. After speaking to other apartment owners, he was convinced apartment rents were not high enough to warrant new construction, even though most apartments were occupied. He did not increase the value of the improvements.

The assessor responded to questions from the Board. The hearing was closed and the Board deliberated on the matter.

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion for the Board to grant the appeal and ask for a no vote [on appellant's request to adjust the appeal from \$38,100 to \$30,000] for the reasons provided by the assessor, that the burden of proof by the appellant was not met, that the value was unequal, improper, excessive or undervalued.

Board Members provided the following findings of fact:

1. Statement of appellant requesting a decrease in property value was not justified.
2. The land value was fair and an increase of 2% was uniformly applied to all lots.

VOTE: The motion to uphold the assessor's determination passed unanimously.

Hearing on Case No. RP-14-04; Appellant: Janet Armstrong-Schlagel and Tom Schlagel;
Property Location: Bernie L1.

Appellant presentation; the Appellant's exhibit was included in the board meeting packet. Tom Schlagel explained the lot was adjacent to Bernie L2 where the apartment was built, and had a well on it to serve the apartment building. The land was such that it was not buildable, well was in the middle of the property which sloped to a swamp and was mainly covered with alders, and was of the opinion the land value was excessive.

The appellant responded to questions from the Board.

Assessor McGee provided the assessor's presentation. His appeal response was included in the board meeting packet. He explained there was a possibility the lot could be built on, and other units added, so it contributed value, but questioned how much it was encumbered by the fact there was a well site used to support the other lot. He noted there was a gravel pad that was used for parking. He explained there was no legal limitation on the use of the lot, it could be sold by itself, but another well would have to be built to serve the other lot, or an agreement made.

The appellant and assessor responded to questions from the Board.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion for the Board to grant the appeal and ask for a no vote [on appellant's appeal to adjust the appeal from \$31,400 to \$25,000] for the reasons provided by the assessor, that the burden of proof by the appellant was not met, that the value was unequal, improper, excessive or undervalued.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to withdraw the previous motion.

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion for the Board to grant the appeal and ask for a yes vote to adjust the land value from \$31,400 to \$26,700, because appellant had provided the burden of proof that the value was excessive because of testimony provided by appellant.

Board Members provided the following findings of fact:

1. Appellant made a good case that the value was too high compared to other comparable properties, limited uses of the lot, constrained by being tied to the adjourning lot.
2. The adjustment was calculated by comparing the size and assessed value of both lots; apartment lot was 2.4 acres and well lot was 1.7 acres.

VOTE: The motion passed unanimously to adjust the value to \$26,700.

Hearing on Case No. RP-14-05; Appellant: Janet Armstrong-Schlagel and Tom Schlagel;
Property Location: Ahklun View Estates N L1.

Appellant presentation; the Appellant's exhibit was included in the board meeting packet. Tom Schlagel explained the lot housed an apartment complex, Raspberry Flats, and needed a fair amount of gravel to raise the parking lot above the road, which had sunk away. He commented the land value was excessive, with prices going up and the dollar worth less.

Assessor McGee provided the assessor's presentation. His appeal response was included in the board meeting packet. He explained the property had been appealed last year, did not find any deficiency when he looked at the property, and the 2% increase was on the land value which was consistent across all lots.

The hearing closed and the Board deliberated on the matter.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion for the Board to grant the appeal and ask for a no vote [on appellant's request to adjust the appeal from \$22,400 to \$20,000] for the reasons provided by the assessor, that the burden of proof by the appellant was not met, that the value was unequal, improper, excessive or undervalued.

Board Members provided the following findings of fact:

1. Statement of appellant requesting a decrease in property value was not justified.
2. The land value was fair and an increase of 2% was uniformly applied to all lots.

VOTE: The motion to uphold the assessor's determination passed unanimously.

Hearing on Case No. RP-14-06; Appellant: Janet Armstrong-Schlagel and Tom Schlagel;
Property Location: Ahklun View Estates Lot TR A.

Appellant presentation; the Appellant's exhibit was included in the board meeting packet. Tom Schlagel explained the lot was excessively overvalued even over last year, was all swamp, had a gravel runway that was sinking, and had no legal access.

The appellant responded to questions from the Board.

Assessor McGee provided the assessor's presentation. His appeal response was included in the board meeting packet. He explained the property was mostly muskeg, difficult to walk on, and did not know the condition of the soil under the gravel runway. He commented since he was able to get to the lot, assumed it had legal access, and since the appellant owned the adjacent lot he had a way of curing the access problem. He noted he had not made any adjustment in the value, except to recognize the 2% increase in land values across all lots.

The assessor responded to questions from the Board. The hearing closed and the Board deliberated on the matter.

MOTION: Holly Johnson moved and Chris Maines seconded the motion for the Board to grant the appeal and ask for a yes vote to adjust the land value from \$31,200

to \$20,000, because appellant had provided the burden of proof that the value was excessive because of testimony provided by appellant.

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion to amend the land value to reflect an adjusted value of \$22,000.

Board members provided the following findings of fact:

1. Statement of appellant requesting a decrease was justified due to the type of terrain mainly wetland and lack of access.
2. The adjustment was calculated by adding a 1% increase in value over a twenty year period on the purchase price presented by the appellant in their appeal.

VOTE: The motion to approve the amendment passed unanimously.

VOTE: The motion to grant the appeal and adjust the value to \$22,000 passed unanimously.

Hearing on Case No. RP-14-07; Appellant: Janet Armstrong-Schlagel and Tom Schlagel; Property Location: Sampson Estates L9.

Appellant presentation; the Appellant's exhibit was included in the board meeting packet. Tom Schlagel commented the value was excessive, that the land had devalued over the last twenty years. He commented with no new building going on, it was not worth what it was being valued.

Assessor McGee provided the assessor's presentation. His appeal response was included in the board meeting packet. The land value was increased by 2% which was consistent across all lots, based on his comments made earlier.

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion for the Board to grant the appeal and ask for a no vote [on appellant's request to adjust the appeal from \$26,900 to \$20,000] for the reasons provided by the assessor, that the burden of proof by the appellant was not met, that the value was unequal, improper, excessive or undervalued.

Board Members provided the following findings of fact:

1. Statement of appellant requesting a decrease in property value was not justified.
2. The land value was fair and an increase of 2% was uniformly applied to all lots.

VOTE: The motion to uphold the assessor's determination passed unanimously.

Hearing on Case No. RP-14-12; Appellant: Elizabeth Pirillo; Property Location: Fireweed L1.

The appellant was not present.

Assessor McGee provided the assessor's presentation. His appeal response was included in the board meeting packet. He explained the appellant had raised the issue that the house was not completed. He had made an adjustment to complete the house and then discounted it based on the cost to complete. The land value was increased by 2% which

was consistent across all lots, based on his comments made earlier. He did not get a response from the appellant to withdraw the appeal.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion for the Board to grant the appeal and ask for a yes vote to adjust the assessment to the assessor's recommended value on improvements [from \$275,600 to \$144,400] for the reasons he provided in his testimony.

VOTE: The motion to accept the assessor's adjusted value passed unanimously.

3. Late-Filed Appeals

There were no late filed appeals.

VI. CITIZEN DISCUSSION (Prior Notice or Agenda Items)

There was no citizen's discussion.

VII. MAYOR/COUNCIL COMMENTS

A. Are two meetings, an organizational meeting and a hearing date, warranted?

Keggie Tubbs:

- commented he really liked the process the way it was conducted this year;
- complimented the Assessor on a job well done, that it had been an educational process;
- commented he recognized the process was new, but would hope to be better prepared next time; and
- concerned with the appellant's comments he felt he had to defend himself, but understood they had to follow a process.

Alice Ruby:

- commented she liked having two meetings although the appellants missed the assessor's beginning comments at the organizational meeting;
- voiced concern about prior years of undervaluation and questioned if the State's process of calculating full and true value determination was accurate.

Assessor McGee explained the State's process and was comfortable it was being done correctly.

Assessor:

- commented the hearing was a quasi-judicial proceeding, the Board was creating a record, because every decision being made could be appealed to the court; if there was a procedural error it could be handed back;
- commented if the appellant felt their value was not fair, they needed to produce something material, whether it was a sale, an appraisal, a contractor's estimate;
- explained next year he would have a procedure in place to deal with adjusting for well lots or wetlands and it was proper for the BOE to remand an appeal back to the assessor to recalculate; and

-
- commented the City would be challenged with adjusting property values next year, and it would be his intent to prepare a notice to educate the public on the reason for the adjustments and work with the BOE to prepare for the hearings.

VIII. ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:48 p.m.

ATTEST:

Mayor Alice Ruby
[SEAL]

Janice Williams, City Clerk

Approval Date: _____

I. CALL TO ORDER

The Special Meeting of the Dillingham City Council was held on Thursday, May 15, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 12:20 p.m.

II. ROLL CALL

Mayor Alice Ruby was present.

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

Holly Johnson, Seat A

Chris Maines, Seat B

Bob Himschoot, Seat C – attended via teleconference

Keggie Tubbs, Seat D

Paul Liedberg, Seat F

Tracy Hightower, Seat E - absent

Staff in attendance:

Rose Loera, City Manager

Janice Williams, City Clerk

The City's Attorney, Brooks Chandler, attended the executive session via teleconference.

III. APPROVAL OF AGENDA

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to approve the agenda.

GENERAL CONSENT: The motion passed without objection.

IV. SPECIAL BUSINESS

A. Executive Session

1. Legal Matter – Annexation Reconsideration

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to enter into executive session to discuss Legal Matter – Annexation Reconsideration [12:22 p.m.].

VOTE: The motion to enter into executive session passed unanimously.

Mayor Ruby invited Manager Loera, Attorney Brooks Chandler and City Clerk Williams into the executive session.

MOTION: Chris Maines moved and Holly Johnson seconded the motion to come out of executive session [1:00 p.m.].

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

V. CITIZEN'S DISCUSSION (Open to the Public)

There was no citizen's discussion.

VI. COUNCIL COMMENTS

There was no Council comments.

VII. MAYOR'S COMMENTS

There was no Mayor's comments.

VIII. ADJOURNMENT

Mayor Ruby adjourned the meeting at 1:00 p.m.

Mayor Alice Ruby

ATTEST:

[SEAL]

Janice Williams, City Clerk

Approval Date: _____

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
Chris Maines
Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: May 30, 2014
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: May Monthly Report

Vacancies – four positions being advertised are heavy equipment operator, buildings and grounds foreman, dispatcher and summer library assistant. We have hired a temporary buildings and grounds foreman until we can find someone that is qualified for the job.

Landfill – We have had to purchase 600 yards of gravel to cover the garbage being compacted at the landfill. We received estimates from three contractors and awarded to the lowest bidder – Aleknagik Enterprises.

The City stopped burning as of May 10 due to the dry conditions and was able to commence after the burn ban was lifted May 27. We were able to keep up with the burying, but needed more cover. The weight restriction on the road delayed the receipt of the gravel cover we needed. We have an RFP out to build up the berm around the current cell to increase its capacity.

Oil Spill – CDR Shawn E. Decker with the Coast Guard stopped by the office and shared the photos of the vessel that had the oil spill and the clean-up at Kanakanak beach (copies attached). He stated the barge could not have hit a rock because of the parallel gouges in the hull and the way the hole was made. He thinks it must be something with teeth like a loader bucket. They have not been able to see it and have circulated a warning to mariners. The approximate location of 59°01.84N, 158° which is about 8 miles north of Dillingham, indicated in the attached photo.

Compliance Order by Consent (COBC) – we received the COBC from DEC on May 28, 2014. It has not been signed at this time. I'm waiting to discuss with our Attorney how we should proceed. The corrective actions includes the violations that were listed in our Notice of Violation – 1) Sampling Compliance in mixing zone – took one sampling this spring; 2) Quality Assurance Project Plan (QAPP) completed and sent to them; 3) Dissolved Oxygen Calibration Log; 4) pH meter Calibration Log; 5) Design and

*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.*
City of Dillingham

Page 1 of 3

Installation of a Flow Meter; 6) Replacement of Blower Motors – planned for this summer; 7) Modify Baffles – planned for this summer; 8) Fence Repair – complete; and 9) Effluent Limits. The log requirements is part of our QAPP plan. The deadlines for most of the items are either 30 days from the effective date of the COBC or September 30, 2014, so this will be a priority for us.

Projects – We have a number of projects that we will be advertising for this summer to address some of the issues raised in the COBC and Landfill. We may need to have a special meeting in July to award the contracts in order to meet deadlines. The projects included:

1. Lagoon Aeration – We hope to have this project advertised by the first of June. This project will entail changing the pumps, valves and piping in order to get the lagoon aerating. We will be purchasing the pumps and testing if that will address the issue as a test which was suggested by DEC. The pump will run about \$3 – 5,000 each and we will need two. Funds for project from Landfill grant.
2. Build a cell at the Landfill. We estimate the cost to be about \$150,000 if we can use the material at the landfill. This will require an RFP. Funds to come from Landfill grant.
3. Septage Receiving Station – we are working on developing a septage receiving station at the Lagoon. Most of the work will be done by us. The project will entail purchasing two 8,500 gallon tanks, hiring experts to install and hook up and containers to put the geotubes. We plan to put the system in at the lagoon with any drainage going directly into the lagoon. DEC is very interested in us moving forward with this project and hopes to be able to recommend it to other communities that have similar issues. Since this work is very specialized we may not do an RFP for the work. We estimate the project to be about \$150,000 for the equipment, supplies and installation. Funds for project from Landfill grant.
4. Mitigation – this project is fixing up Emperor Way and Lupine with material from Knik Construction as agreed upon by the City and State for wetlands removed from the airport project. We are hoping to be able to do this project on our own to minimize cost. We estimate the project to be about \$50,000 which is in the FY 15 budget.
5. Civil Engineer Services – we will be advertising an RFP for a civil engineer firm that can assist us with planning projects, compiling RFP's and contracting. A lot of our projects are very technical and we need someone to review and assist us with developing them. We have been using Bristol Environmental and CH2M Hill the past few years and it's time for us to go out for bid for the services.

Territorial School – we received the attached memo from Supt. Bill McLeod with the DCSD indicating that they are vacating the territorial school and turning the entire building over to us effective June 30. They have been planning this since the spring and have reported on it to the School Facilities Committee. After they received the architect's opinion that it needed more work than originally thought to get it to the point of being habitable, they decided they didn't need it anymore. They were using it for storage up to this point and have purchased container vans to store items.

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City of Dillingham

Page 2 of 3

Staffing – we are allowing staff to work flexible work schedules this summer. There will be someone in the office at all times and staff is available by cell phone. Both our City Clerk and Planner have received training funds from BBEDC this month. The City Clerk is attending Clerk training toward her certification and the Planner some flood plain management training.

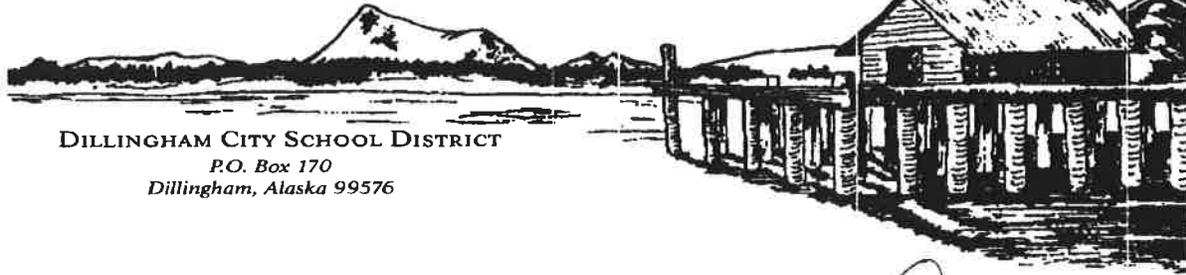
Attachment: Memorandum from Supt. McLeod
Photos related to damaged vessel and site

*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.*

City of Dillingham

Page 3 of 3

MAY 28 2014



DILLINGHAM CITY SCHOOL DISTRICT
P.O. Box 170
Dillingham, Alaska 99576

Date: May 28, 2014
To: Rose Leora, City Manager
City of Dillingham
From: William McLeod, Superintendent
DCSD
Subject: Termination of MOA dated February 8, 2013

A handwritten signature in black ink, which appears to read "William McLeod". The signature is written in a cursive, flowing style.

Per page 2; Wherefore, The Parties Now Hereby Agree As Follows; item 6, I am providing the City of Dillingham written notice of the termination of our agreement as of June 30, 2014. As discussed in two of our meetings this year, DCSD sees no viable fiscal solution to the address the needs of the building for school district use. As such, we will remove all DCSD items from the building, turn over all keys to the building to the City, terminate all utilities currently being paid for by DCSD on or before July 30, and release all use of the building to the City. The district is thankful for all of the collaboration and effort on behalf of the City to work with us on the project. Unfortunately, what we have discovered from our contracted professionals hired to assess the costs of rehabbing the building is that we do not have any fiscal means to address the expansive repairs and renovations called out in the documents provided to date. Please coordinate all egress from the building by DCSD with Russell Nelson.

CC: Bernina Venua, DCSD School Board Chairperson
Chris Napoli, DCSD School Board Representative on the Joint Facility Committee
Lucienne Smith, Business Manager DCSD
Danny Frazier, Assistant Superintendent

Superintendent
Ph: 842-5223

Central Office
Ph: 842-1046

Business Office
Ph: 842-3318

High/Middle
Ph: 842-5221

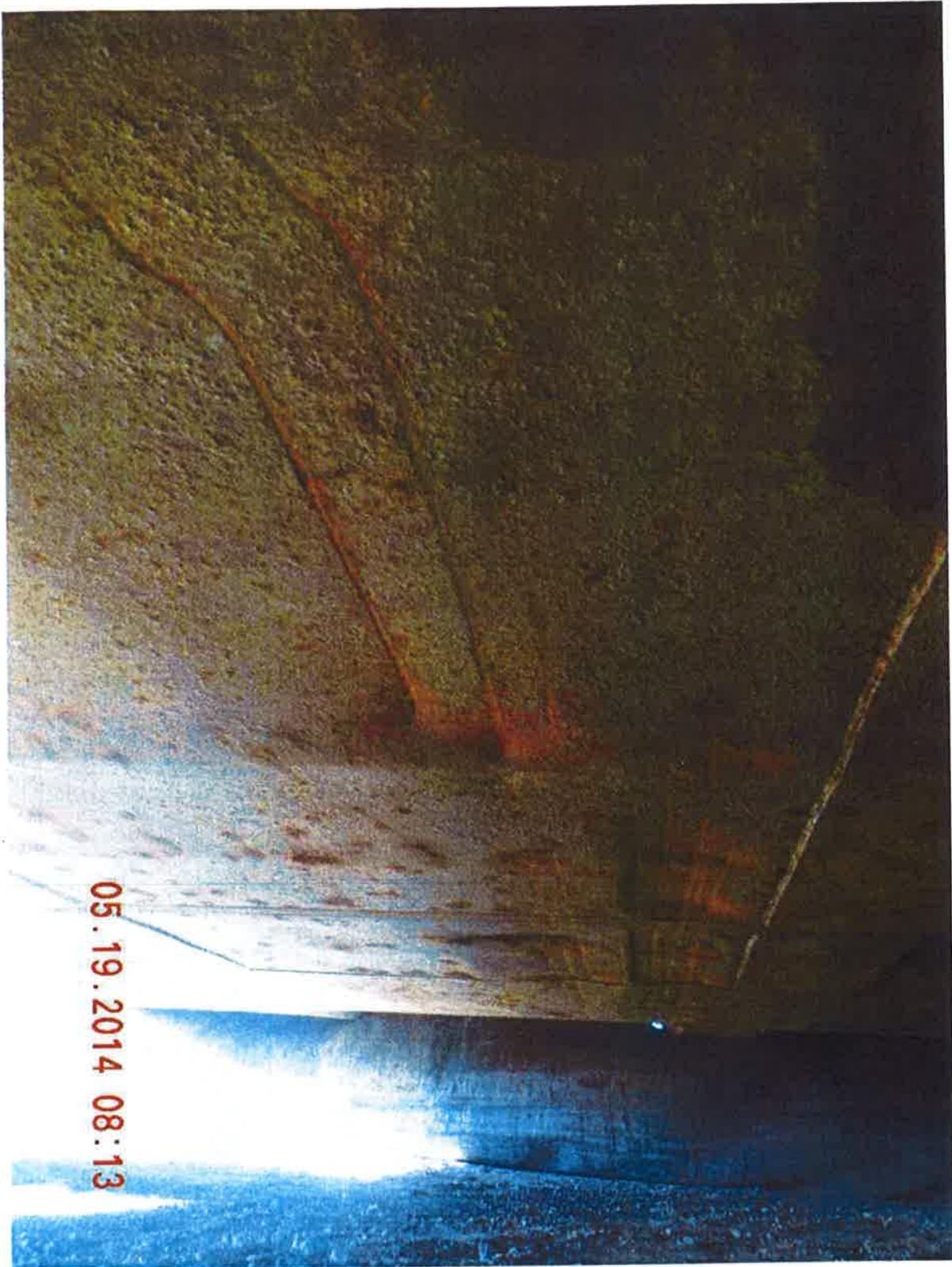
Elementary
Ph: 842-5642

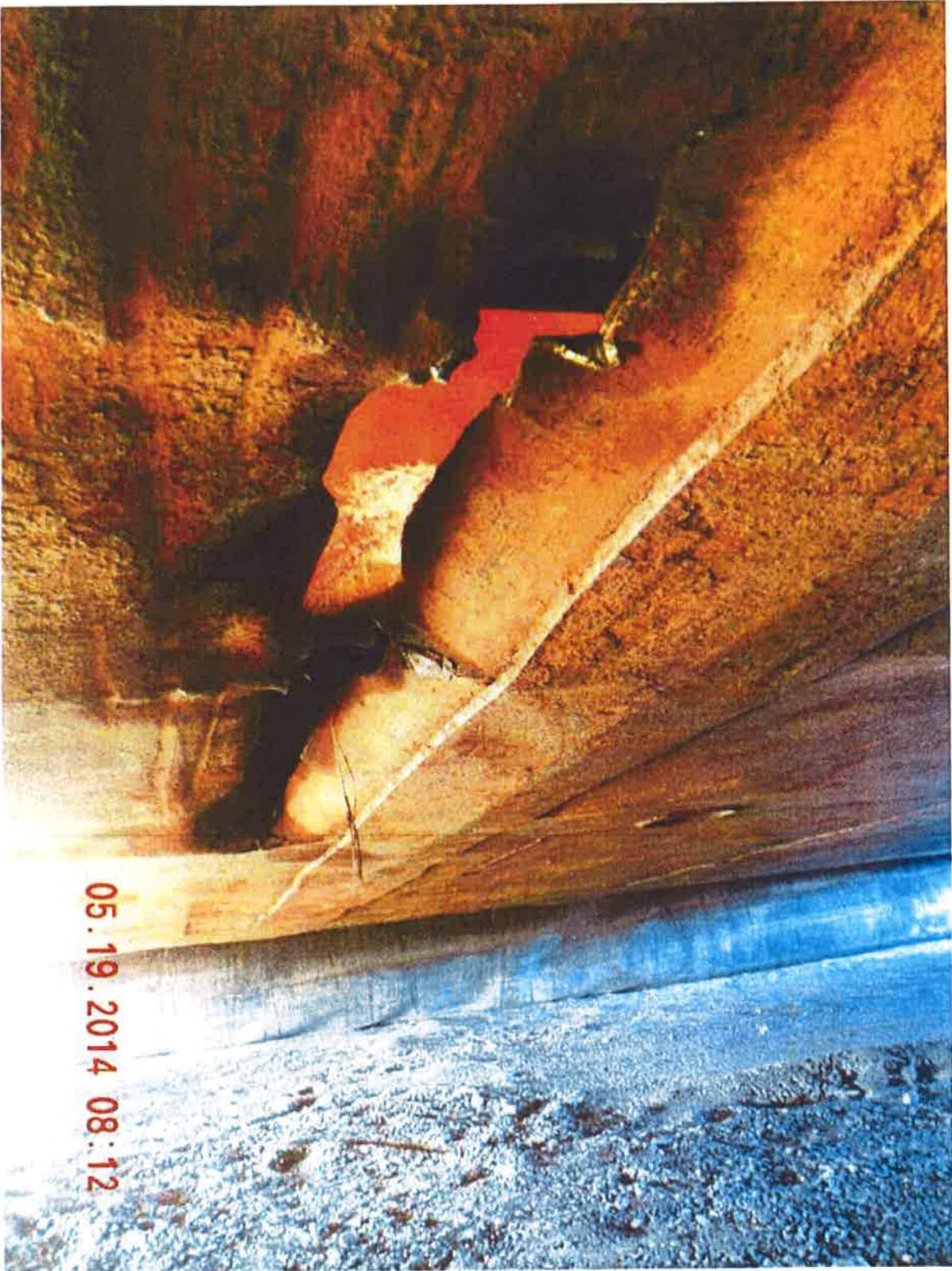
Alternative School
Ph: 842-5023

NOTICE OF POSSIBLE SUBMERGED OBJECT.

NUSHAGAK RIVER-OBSTRUCTION TO NAVIGATION THE COAST GUARD HAS RECEIVED A REPORT OF A POSSIBLE SUBMERGED OBJECT IN THE VICINITY OF POSITION 59-00.57N 158-08.59W. ALL VESSELS ARE REQUESTED TO TRANSIT THE AREA WITH CAUTION AND REPORT ALL SIGHTINGS TO THE COAST GUARD AT 907-428-4100. PLEASE REPORT ANY SIGNS OF POLLUTION NOTIFY THE **NRC 1-800-424-8802**











Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
Chris Maines
Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: May 27, 2014
To: Rose Loera, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Report

Public Hearing on Ordinance No. 2014-09, 2014-10

The following ordinances are scheduled for a public hearing at the June 5, 2014 Regular Council Meeting. An advertisement was placed in the May 29 edition of the Bristol Bay Times as required by law, five days in advance of the meeting.

- Ordinance No. 2014-09, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Lyle and Silke Smith
- Ordinance No. 2014-10, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Ben McDowell dba Motive Power Marine by Lease

The following ordinance will be introduced June 5, and a motion made to bring back to a public hearing June 19.

- Ordinance No. 2014-11, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 2, and Appropriating Funds for the FY 2014 City of Dillingham Budget
- Ordinance No. 2014-12, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2015 City of Dillingham Budget

Code Review Committee Agenda postponed to August

According to code, standing committee meetings are not scheduled for July. The next Code meeting is scheduled for August. A majority of the agenda items are code-related and will require being introduced at one Council meeting and scheduled for a public hearing at a date certain. Chair Liedberg agreed with our recommendation to postpone the June 12 meeting, since there would not be enough time to review proposed ordinance(s) and get Attorney approval in time to introduce at the June 19 Council meeting. The following items are on the Code Committee's to do list:

- Minimum Acreage
- Request to Exempt Sales Tax on Fuel Deliveries Made Outside Dillingham Limits
- Request to Add "Starters" (Fruit and Vegetable) to an Existing Exemption for Fruits and Vegetables Homegrown
- Create a SOP for Alcohol License Renewals

- Amend DMC Section 1.20.040, Minor Offense Fine Schedule, to Add a Fine for Improper Dumping of Waste and Amend DMC Chapter 8.04, Refuse Collection, to Add Wording Regarding Improper Dumping of Waste
- Amend DMC Chapter 4.15 to Add Property Tax Exemption for Senior Citizens and Disabled Veterans and Add Language for Same Sex Couples
- Conflict Between Chapter 11 Business District and Chapter 18 Central Business District

Standing Item(s):

Records Retention - Work in progress. I will be working with staff in the month of July to work on a SOP and inventory existing records.

Commission/Board Seats Vacant

The City is advertising on the City's website, and has posted an ad in three local places. Previous to this month, the City has been placing advertisements in the newspaper as well. The new filing date for submitting letters of interest was extended to May 29.

- Cemetery Committee – 4 seats vacant. No letters of interest on file.

The City began advertising in October 2012 to fill 6 vacant seats and continues to advertise in the Bay Times, City's website, and local postings. Two letters of interest are on file, but the seats will be appointed when there is a full board according to the minutes of December 6, 2012.

- Library Advisory Board – 1 seat open, plus the seat for a U of A, Bristol Bay Campus representative). **A letter of recommendation is in the packet to fill the U of A seat.**
- Parks and Recreation Committee – 3 seats open. No letters of interest on file. The three seats expired in January.
- Planning Commission – 2 seats open (Seat A and Seat C)

Acting City Clerk

Bernadette Packa will serve as Acting City Clerk during my absence to attend a training seminar and take vacation time off, June 2-June13, and June 23-July 3.

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
Chris Maines
Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: May 29, 2014
To: Rose Loera
City Manager
From: Carol Shade
Finance Director
Subject: April 30, 2014 Financial Report

As of the end of April 2014, we should have received 83% of the budgeted revenues and not have spent more than 83% of the budgeted expenditures. The total revenues for the General Fund at April 30, 2014 were 85% and total expenditures were 74%. The total revenues for the Special Revenue funds were 75% and expenditures were 74% Capital Project Revenues were 56% and expenditures were 102%. In comparison, General Fund revenues for FY13 at April 30, 2013 were 78% and expenditures were 74%. Special Revenue Fund revenues were at 78% and expenditures 74% and Capital Projects revenues were at 203% and expenditures were at 218%. Following is a schedule showing the comparison of revenues and expenditures by category:

<u>Category</u>	<u>FY14 Budget</u>	<u>FY14 Actual</u>	<u>FY14 %</u>	<u>FY13 Budget</u>	<u>FY13 Actual</u>	<u>FY13 %</u>
Revenues						
General Fund	\$8,247,416	\$7,106,700	86%	\$8,204,314	\$6,811,354	83%
Special Revenues	2,674,552	2,171,831	81%	2,967,446	1,918,501	65%
GF & SRF Revenues	\$10,921,968	\$9,278,530	85%	\$11,171,760	\$8,729,855	78%
Expenditures						
General Fund	\$8,191,004	\$6,180,814	75%	\$8,304,017	\$6,460,302	78%
Special Revenues	2,666,658	1,936,434	72%	2,663,347	1,678,867	63%
GF & SRF Expenses	\$10,857,662	\$8,117,248	75%	\$10,967,364	\$8,139,169	74%
Capital Projects Revenues	4,135,414	2,308,385	56%	1,326,640	2,687,643	203%
Capital Projects Expenses	4,184,616	4,253,364	102%	1,325,840	2,885,370	218%

*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.*
City of Dillingham

Below shows what remains of the \$738,419.70 of property tax receivables for taxes that were assessed for the 2012 and prior tax years as of April 30, 2014.

<u>Real</u>	<u>Personal</u>	<u>Combined</u>	<u>Total Decrease</u>	<u>% Collected</u>
\$ 163,725.94	\$95,791.02	\$259,516.96	\$478,902.74	64.86%

2013 property taxes received through April 30, 2014:

<u>Invoiced to include Personal & Real Property</u>	<u>Real Property Balance to be Collected</u>	<u>Personal Property Balance to be Collected</u>	<u>Total Collected</u>	<u>% Collected</u>
\$2,181,347.60	\$93,911.62	\$25,943.07	\$2,061,492.91	95%

The Collections specialist sent out 8 letters to delinquent sales tax filers and completed 5 additional promissory notes and mailed 35 promissory note reminders during the last month. As of May 23, 2014 there are 99 people on the Denied Service List.

The Receivables technician sent out 243 utility bills for the April billing and 126 miscellaneous Accounts Receivable bills. The cross training between this position and the payroll position is going very well.

The Payroll/IT technician continued to train the Receivables staff how to process payroll, attended 4 committee meetings such as IT, Collections, Internal Control and Safety. She finalized a move of four computers to and from the Library. In addition she has taken over the daily cash balancing.

During the month of April the Payables Technician entered 268 invoices and processed 130 checks totaling \$861,245. In addition she processed 41 purchase orders. The Payables Technician has also been looking into our Merchant Services account to see how we might be able to lower the high cost of our credit card processing fees. In addition she is researching options for offering citizens online payment options. I hope that in the next few months we will be able to come forward with an idea on the cost of offering this service with a recommendation.

With that being said attached statements reflect the City's financial status as of April 30, 2014.

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City of Dillingham
Revenues and Expenditures As of April 30, 2014
Unaudited Figures

REVENUES:	<u>April 30, 2014</u>				<u>April 30, 2013</u>	
	<u>Budget - FY13</u>	<u>MTD</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
<u>General Fund Revenues</u>						
General Sales Tax	\$ 2,700,000	235,072	1,902,133	70.4%	\$ 1,937,075	\$ (34,942)
Alcohol Sales Tax	265,000	18,631	209,904	79.2%	253,041	(43,137)
Transient Lodging Sales Tax	80,000	3,653	58,910	73.6%	65,021	(6,110)
Gaming Sales Tax	65,000	5,738	46,682	71.8%	67,189	(20,507)
Total Sales Tax	<u>3,110,000</u>	<u>263,094</u>	<u>2,217,630</u>	<u>71.3%</u>	<u>2,322,326</u>	<u>(104,696)</u>
Real Property Tax	1,500,000	-	1,578,248	105.2%	1,534,556	43,691
Personal Property Tax	500,000	-	524,511	104.9%	521,464	3,048
Total Property Taxes	<u>2,000,000</u>	<u>-</u>	<u>2,102,759</u>	<u>105.1%</u>	<u>2,056,020</u>	<u>46,739</u>
Telephone Gross Receipts State Tax	75,000	-	-	0.0%	-	-
Raw Fish Tax	276,513	-	276,513	100.0%	358,072	(81,560)
Nushagak Fish Tax (Proportion transfer in)	400,920	-	310,000	77.3%	163,768	146,232
Shared Fisheries	33,000	28,769	28,769	87.2%	32,207	(3,437)
Revenue Sharing	210,704	-	210,963	100.1%	300,237	(89,274)
Payment in Lieu of Taxes (PILT)	422,987	-	422,987	100.0%	429,642	(6,655)
State Jail Contract	641,300	160,325	641,300	100.0%	480,417	160,883
Admin Overhead	348,137	-	290,540	83.5%	264,476	26,063
PERS on Behalf	232,178	27,785	301,760	130.0%	106,958	194,802
Other Revenues	496,677	18,309	303,479	61.1%	297,231	6,248
Total	<u>3,137,416</u>	<u>235,188</u>	<u>2,786,311</u>	<u>88.8%</u>	<u>2,433,008</u>	<u>353,303</u>
Total General Fund Revenues	<u>8,247,416</u>	<u>498,282</u>	<u>7,106,700</u>	<u>86.2%</u>	<u>6,811,354</u>	<u>295,346</u>
<u>Special Revenue Funds Revenues</u>						
Nushagak Fish Tax	460,139	-	386,964	84.1%	386,346	618
Water	219,642	12,367	170,114	77.5%	169,384	729
Sewer	265,381	23,217	213,745	80.5%	225,383	(11,637)
Landfill	364,042	8,400	315,148	86.6%	224,121	91,027
Dock	645,594	-	273,497	42.4%	393,547	(120,051)
Dock Insurance Payment	-	-	293,423	-	-	293,423
Boat Harbor	250,552	8,369	131,272	52.4%	71,179	60,093
E-911 Service	70,000	6,102	63,271	90.4%	57,713	5,558
Senior Center (Grant)	138,100	-	103,361	74.8%	91,541	11,820
Senior Center (Non-Grant)	261,102	3,900	221,036	84.7%	299,287	(78,250)
Total Special Revenue Funds Revenues	<u>2,674,552</u>	<u>62,354</u>	<u>2,171,831</u>	<u>81.2%</u>	<u>1,918,501</u>	<u>253,330</u>
Fisheries Infrastructure	-	-	17,739	-	26,004	(8,265)
Borough Study Fund	-	-	10,644	-	15,603	(4,959)
Asset Forfeiture Fund	-	-	-	-	-	-
City Shoreline Erosion Control	-	-	100,374	-	280,435	(180,061)
Water System Improvement	-	-	-	-	-	-
WasteWater Treatment Plant	2,000,000	-	1,349,454	67.5%	41,533	1,307,920
Force Main	-	-	93,692	-	1,396,781	(1,303,089)
Library Grants	60,773	6,045	19,925	32.8%	46,344	(26,419)
Library Roof	243,000	-	141,069	-	2,022	139,048
E911 Critical System Upgrades	-	407	407	-	-	-
FEMA Fire Truck	-	-	697	-	-	-
Jail Corrections Grant (Equipment)	-	-	20,000	-	-	-
SHSP Camera Upgrades	-	-	407	-	-	-
Public Safety Planning	-	-	20,000	-	-	-
BVP Grant	-	-	755	-	-	755
BBEDC (Various Projects)	-	-	76,884	-	-	-
Ambulance Reserve Capital Project Fund Revenue	67,294	-	-	-	-	-
Equipment Replacement Capital Project Fund	586,757	-	100,000	-	-	100,000
School Bond Project	-	(26)	602	-	(1,992)	2,594
Mary Carlson Estate Permanent Fund Revenue	1,500	-	3,866	-	(282)	4,148
Debt Service Fund Revenue	1,176,090	-	296,265	-	822,025	(525,760)
Landfill Oxidation	-	-	-	-	-	-
Landfill Phase 3	-	-	55,607	-	-	55,607
JAG Grant (Old Grant)	-	-	-	-	59,171	(59,171)
Total	<u>4,135,414</u>	<u>6,426</u>	<u>2,308,385</u>	<u>100%</u>	<u>2,687,643</u>	<u>(497,653)</u>
Total Revenues	<u>\$ 15,057,382</u>	<u>\$ 567,062</u>	<u>\$ 11,586,916</u>	<u>77.0%</u>	<u>\$ 11,417,498</u>	<u>\$ 51,023</u>

City of Dillingham
Revenues and Expenditures As of April 30, 2014
Preliminary Figures

	<u>April 30, 2014</u>				<u>April 30, 2013</u>	
EXPENDITURES:	Budget - FY13	MTD	YTD	Percent	Actual	INC/(DEC)
General Fund Expenditures						
City Council	\$ 72,576	\$ 3,198	\$ 48,889	67.4%	\$ 57,431	\$ (8,542)
City Clerk	144,760	9,419	106,856	73.8%	106,941	(85)
Administration	300,646	21,717	242,993	80.8%	247,733	(4,740)
Finance	621,998	45,560	502,860	80.8%	506,543	(3,682)
Legal	90,000	3,537	48,603	54.0%	140,340	(91,737)
Insurance	106,016	-	100,837	95.1%	92,501	8,336
Non-Departmental	200,901	6,691	174,218	86.7%	245,202	(70,984)
Planning	180,696	8,997	130,828	72.4%	100,913	29,914
Public Safety Administration	180,993	15,977	151,538	83.7%	123,685	27,853
Dispatch	459,683	32,108	353,783	77.0%	386,907	(33,124)
Patrol	848,754	61,593	621,620	73.2%	426,097	195,524
Investigations/WAANT	-	-	-	-	59,398	(59,398)
Corrections	675,535	48,603	548,171	81.1%	461,416	86,755
DMV	107,523	10,851	100,130	93.1%	69,606	30,525
Animal Control Officer	132,416	7,743	87,817	66.3%	110,184	(22,367)
K-9	-	-	-	-	82,781	(82,781)
PS IT	32,000	996	18,204	56.9%	13,892	4,312
Fire	267,701	18,811	172,321	64.4%	182,540	(10,219)
Public Works Administration	178,909	18,625	131,073	73.3%	162,595	(31,522)
Building and Grounds	322,415	18,334	267,429	82.9%	301,630	(34,201)
Shop	171,990	15,428	146,598	85.2%	162,018	(15,420)
Street	669,517	27,954	475,110	71.0%	508,201	(33,091)
Foreclosures	20,226	1,266	19,225	95.1%	11,288	7,937
Library	133,242	8,289	101,959	76.5%	125,738	(23,779)
Meeting Hall above Fire Station	3,680	342	3,101	84.3%	2,865	236
City School	1,300,000	-	975,000	75.0%	1,300,000	(325,000)
Transfers to Other Funds	968,827	-	651,651	67.3%	471,858	179,793
Total General Fund Expenditures	8,191,004	386,040	6,180,814	75.5%	6,460,302	(279,487)
<u>Special Revenue Funds Expenditures</u>						
Nushagak Fish Tax	460,139	-	356,140	77.4%	218,006	138,135
Water	219,642	14,541	172,875	78.7%	149,834	23,041
Sewer	262,976	12,929	199,856	76.0%	238,675	(38,819)
Landfill	364,042	17,505	321,590	88.3%	302,727	18,863
Dock	640,105	27,536	495,667	77.4%	374,542	121,124
Dock (ATD Damages)	-	-	271,339	-	-	271,339
Boat Harbor	250,552	6,879	129,887	51.8%	142,766	(12,879)
E-911 Service	70,000	-	-	0.0%	65,801	(65,801)
Senior Center (Grant)	138,100	8,021	113,683	82.3%	191,847	(78,164)
Senior Center (Non-Grant)	261,102	19,476	231,539	88.7%	212,675	18,863
Total Special Revenue Fund Expenditures	2,666,658	106,887	1,936,434	72.6%	1,678,867	257,567
Asset Forfeiture Fund	7,700	-	515	-	-	515
Fisheries Infrastructure Fund	-	-	-	-	-	-
Borough Study	-	-	-	-	-	-
City Shoreline Erosion Control	-	326	126,922	-	53,917	73,005
Water System Improvement	-	-	18,426	-	4,613	13,812
WasteWater Treatment Plant	2,000,000	9,953	1,635,944	81.8%	173,183	1,462,761
Force Main	-	-	17,714	-	1,419,047	(1,401,333)
Library Grants	59,773	4,476	24,669	41.3%	47,918	(23,249)
Library Roof	243,000	4,048	158,300	65.1%	4,807	153,493
E911 Critical System Upgrades	-	-	407	-	-	-
FEMA Fire Truck	-	-	697	-	-	-
Jail Corrections Grant (Equipment)	-	-	-	-	-	-
SHSP Camera Upgrades	-	-	407	-	-	-
Public Safety Planning	20,000	-	2,558	12.8%	-	755
BVP Grant	-	-	755	-	-	755
Pollock Grant	-	-	645	-	1,323	-
BBEDC (Various Projects)	250,000	9,391	205,695	82.3%	-	360
Ambulance Reserve Capital Project Fund	242,000	-	360	0.1%	-	360
Equipment Replacement Capital Project Fund	186,757	286,018	441,775	236.6%	-	441,775
School Bond Project	-	-	36,117	-	525	35,592
Mary Carlson Estate Permanent Fund	6,996	1,207	4,508	64.4%	5,447	(938)
Debt Service Fund	1,176,090	-	1,176,090	100.0%	1,174,590	1,500
Landfill Oxidation	-	250,466	317,757	-	-	-
Landfill Phase 3	-	-	83,621	-	-	-
Total Capital Project Funds Expenditures	4,184,616	565,885	4,253,364	101.6%	2,885,370	757,533
Total All Expenditures	\$ 15,042,278	\$ 1,058,812	\$ 12,370,613	82.2%	\$ 11,024,539	\$ 735,613
Revenues Over (Under) Expenditures	\$ 15,104	\$ (491,750)	\$ (783,697)		\$ 392,960	\$ (684,590)

City of Dillingham
Revenues and Expenditures As of April 30, 2014
Preliminary Figures

	<u>Fund Bal.</u> <u>6/30/2013</u>	<u>FY'14</u> <u>Revenues</u>	<u>FY'14</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>Fund Bal</u>	<u>Fund Bal.</u> <u>4/30/2013</u> <u>Unaudited</u>
General Fund	\$ 4,080,936	\$ 7,106,700	\$ 6,180,814	\$ 925,885	\$ 5,006,821
Nushagak Fish Tax	364,084	386,964	356,140	30,823	394,907
Fisheries Infrastructure Fund	46,422	17,739	-	17,739	64,161
Borough Study	24,853	10,644	-	10,644	35,497
Water	20,150	170,114	172,875	(2,761)	17,389
Sewer	-	213,745	199,856	13,889	13,889
Landfill	2,450	315,148	321,590	(6,442)	(3,992)
Dock	1,104,941	566,920	767,006	(200,086)	904,855
Boat Harbor	-	131,272	129,887	1,386	1,386
E-911 Service	7,751	63,271	0	63,271	71,022
Senior Center	-	324,398	345,222	(20,824)	(20,824)
Asset Forfeitures Fund	9,035	-	515	(515)	8,520
City Shoreline Erosion Control	(155,469)	100,374	126,922	(26,548)	(182,017)
Water System Improvement	(66,166)	-	18,426	(18,426)	(84,592)
WasteWater Treatment Plant	-	1,349,454	1,635,944	(286,490)	(286,490)
Force Main	-	93,692	17,714	75,977	75,977
Library Grants (Books, Erate, etc.)	-	19,925	24,669	(4,745)	(4,745)
Library Roof	-	141,069	158,300	(17,231)	(17,231)
E911 Critical System Upgrade	-	407	407	-	-
FEMA Fire Truck	-	697	697	-	-
Jail Corrections Grant (Equipment)	-	20,000	-	20,000	20,000
SHSP Camera Upgrades	-	407	407	-	-
Public Safety Planning	20,000	20,000	2,558	17,443	37,443
BVP Grant	-	755	755	-	-
BBEDC (Various Projects)	-	76,884	205,695	(128,811)	(128,811)
Ambulance Reserve Capital Project Fund	564,593	-	360	(360)	564,233
Equipment Replacement Capital Project Fund	57,036	100,000	441,775	(341,775)	(284,739)
School Bond Project Capital Project Fund	112,096	602	36,117	(35,515)	76,581
Mary Carlson Estate Permanent Fund	397,385	3,866	4,508	(642)	396,743
Debt Service	-	296,265	1,176,090	(879,825)	(879,825)
Landfill Oxidation	-	-	317,757	(317,757)	(317,757)
Landfill Capital Project Fund	172,044	55,607	83,621	(28,013)	144,031
Total	\$ 6,762,141	\$ 11,586,916	\$ 12,726,624	\$(1,139,708)	\$ 5,622,432

Mayor
Alice Ruby

Manager
Rose Loera



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Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: May 27, 2014
To: Rose Loera, City Manager
From: Stephanie McCumber, Fire Coordinator
Subject: May 2014 Department Head Report

Summarization of EMS Responses in May – 20 Runs; 82.5 Total Man Hours

- Total of Ambulance Transports
 - 1 Abdominal Pain
 - 1 Seizure/Convulsions
 - 2 Medical Transports
 - 4 Chest Pain
 - 1 Anaphylactic Reaction
 - 2 Traumatic Injury
 - 1 Overdose
 - 1 Breathing Problem
 - 3 Other

Summarization of Fire Responses in May – 2 Call; 156 Total Man Hours

- 1 House Fire
- 1 House Fire Call-back

PROJECTS COMPLETED

- Combo Meeting was held for Engineering.
- The Department reviewed Engineering and wild land firefighting procedures.
- At the Rescue Squad Meeting, the Department trained on Obstetrics.
- We have completed vehicle check-offs and created specialized forms for apparatus.
- We received 5 new SCBA bottles and have started receiving pediatric supplies from a mini-grant.
- Ambulance billing is up to date.

ON-GOING PROJECTS

- We are working on reorganizing Lake Road and Downtown Station to better suit the needs of the Fire Department.
- We are continuing to gather information to improve our community's emergency responses through SCERP planning and siren testing.

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MEMORANDUM

Date: May 27, 2014
To: Rose Loera, City Manager
From: Sonja Marx, Librarian
Subject: May Monthly Report

The Dillingham Friends of the Library had their monthly meeting May 3rd. They will be having a Book Sale, Saturday, June 14th from 10 am to 2 pm at the Dillingham Public Library (outside, weather permitting). Currently, we are having a book drive, accepting gently used books and audio visual materials that can be dropped off at the library.

The theme for the Summer Reading Program for 2014 is Fizz, Boom, Read! It proves to be another exciting time for the children this summer. This 8 week program is set for June and July. Teen and Adult programs are available; dates & times are not yet set. We are still looking for those to help with this vital program for the summer.

Ages 7 - 11 will meet at the library every Thursday from 10:30-11:30am.
(June 12, 19, 26 and July 3, 10, 17, 24, 31)

Ages 3 - 6 will meet at the library every Monday from 10:30-11:30 am.
(June 9, 16, 23, 30 and July 7, 14, 21, 28)

Applications for the two BBEDC positions were due Friday, May 23rd at 5 pm. The applicants will be reviewed this week with interviews set to hire soon. Both positions start June 2nd. We are thankful to BBEDC for providing these two twelve-week positions (the Library Aide Youth Internship and the Seasonal Librarian Assistant) for the City of Dillingham this summer.

Library Stat report for April 21st – May 24th, 2014:

Patron Visits: 4,498 Computer Use: 2,658 Story Hour: 74
Other Visits: 481 Museum Use: 35 Videoconferencing: 0
Approximately 13 volunteer hours logged

Library was closed Monday, May 26th for Memorial Day
Librarian out of town May 27th – June 7th

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Page 1 of 1

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MEMORANDUM

Date: May 22, 2014
To: Rose Loera, City Manager
From: Jody Seitz, Director of Planning and Grants
Subject: May Report

CIP: Will bring the draft update of the 2015-2020 CIP to the Planning Commission June 18. Anticipate having the resolution to the August 7th City Council meeting for both the CIP and legislative priorities.

Evergreen Cemetery: I was informed by an ADOT employee recently that the FAA is issuing new regulations about the cemetery which restrict the grave markers to flat ones that sit on the ground, and is no longer going to allow gatherings of people there. This is the first I have heard of this....and it was in an email dated May 6 which I just found (5/22) deep in my email. Suggest the City query the FAA to provide something in writing, and see if there's any opportunity to modify these restrictions. See attached.

Floodplain Management: Worked with an engineer designing the Delta Western containment facility to review their plan set per DMC Title 15. Enterprise Engineering will certify that their design meets the Dillingham Municipal floodplain requirements. Once the City receives that certification, the permit can be issued.

ADEC Loans: submitted comments regarding ADEC's new Intended Use plan. In the worst case scenario, the City anticipates potentially applying for 3 loans to meet additional funding needs and provide matching funds for two municipal matching grants. ADEC is on the fence about allowing the City to apply for more loans due to a poor financial evaluation by an independent contractor. We updated their information on our water and sewer rate study as well as the landfill rates. Hopefully this will convince them that the City is still a solid investment.

Planning Commission: Per PCR2014-10 the Planning Commission recommends approval of a long term encroachment permit for utility installation to Tract D of Mission Subdivision for the courthouse Choggiung Limited is going to construct there.

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Port Land Exchange: Have requested from the surveyor the descriptions of the parcels for creation of a Port Land Exchange Agreement, which Patrick Munson will draw up for all parties should sign. I'm hoping to bring that to the Council meeting of June 19.

State Land Grant: Worked on finalizing the ordinances and descriptions for the easements needed to complete the ASLS 2005-51, the land grant for a community center. These should come before the Council June 19.

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City of Dillingham

Page 2 of 3

Jody Seitz

Subject: FW: Evergreen Cemetery

Importance: High

From: Reese, Jill (DOT) [mailto:jill.reese@alaska.gov]

Sent: Tuesday, May 06, 2014 1:40 PM

To: Jody Seitz (planner@dillinghamak.us)

Cc: Junge, Wolfgang E (DOT); Beaton, Barbara J (DOT); Campbell, Robert A (DOT); Heyano, Norman J (DOT)

Subject: Evergreen Cemetery

Hello Jody:

I received additional clarification regarding the use of the cemetery. FAA apparently has stronger requirements regarding obstacles in the safety areas for airports than your easement would indicate. Underground is fine, however, any objects above ground surface are a problem, even small items like grave markers. You can install markers flush to the ground only.

There is also a restriction against public gatherings in these areas. So, any services should be held off site and any burials coordinated with the airport manager around flights.

As you know, we are working to move the runway away from the cemetery in the years to come, so we may be able to accommodate the city better in the future.

Thanks,

Jill Reese

Media Liaison

Special Assistant to the Regional Director

State of Alaska Central Region

Department of Transportation & Public Facilities

907.269.0772

PO Box 196900, Anchorage, AK 99519-6900

4111 Aviation Drive, Anchorage, AK

"Keep Alaska Moving through service and infrastructure."

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City of Dillingham

Page 3 of 3

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
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Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: May 27, 2014
To: Rose Loera
From: Jean Barrett
Subject: May Monthly Report

The month of May is always a time of new beginnings in Dillingham as we prepare for the influx of the "Summer People." The day after Memorial Day is always the day it seems the flood gates open and there are people everywhere!

This May is no different. There are many people buzzing around the harbor and boat yard working on their boats and projects before the fishing season starts. The construction companies are also in motion, wanting their materials off of the dock a.s.a.p. after the road restrictions have been lifted. And to think, June is going to make this look tame.

DOCK

The dock started out the month with some maintenance issues. During a routine daily inspection on Wednesday, May 7, several flat spots were found on the main lifting cable of the Manitowok Crane. We think the flat spots were caused by the cable slipping a bit on the first wrap, which gave the following wraps a place to sit without full support of the cable below it. We contacted our crane inspector and he suggested that we get the cable replaced and to limit the amount of weight we lift until we change it. Now this wouldn't have been a problem, but the company that dredges our harbor was due into Dillingham on May 12. Their dredge was sitting on the dock and the dredge is pretty close to a max pick.

I got quotes from two companies for the cable: one in Anchorage and one in Seattle. We purchased 1000 feet of 1 1/8" cable for \$6.30 per foot from Alaska Rubber in Anchorage; add freight cost to this and the price was right at \$10,000. A very expensive fix for a cable that was only 2 years old.

Our New Port Assistant started working at the dock in the office earlier this month. This position's main duties are to run the dock office and track freight and payment information in a more efficient, effective manner.

The dock numbers have started off strong and show every indication that it will be a very good year. So far we have a lot of freight and construction equipment coming in and a good showing of Herring being shipped out.

HARBOR

As I noted previously, the dredge crew is here and have been in the water since May 13. They were only delayed by one day due to the replacing of the crane lift cable. At the time of this report they are a little more than ½ way done with the annual dredging of the harbor. They hope to have the post dredge survey done on the 1st of June... 10 or so days earlier than normal. Time and the survey will tell if they have lived up to the dredgers of the past.

The South end floats and ramps are in the water as of May 14. We were a week behind the normal time we usually put them in as we were painting a rubber coating onto the bottoms of the floats and also changed the method of hooking the floats up to the arm. Instead of moving the floats and arms into the water together we fabricated a pinning system so we can have the float in the water and swing the arm into place. I am happy to say the system worked perfectly. I hope to have the complete East side ramps in the water by the end of this coming weekend.

The Icehouse is up and running. Our water thawed out early this year and as a result I was able to get the machine fired up and making ice ahead of schedule. We have several fishermen who are going out for halibut and have already sold several totes of ice.

The Bath house is open and for the most part everything is working as it should. We are exploring the possibility of raising the price for the use of the showers; I have polled the members of the AAHPA (other harbors) for their going rate for a shower. I will adjust accordingly when the info comes back.

I have hired a new harbor assistant and she is on the job as of the 17th. Sure is nice to have an extra set of hands to help get things rolling for the summer. I will be working with BBEDC to interview for a summer youth intern and a summer employment position this week--both of these positions will start in early June.

As most know, there was a diesel fuel spill on the Nushagak River above Dillingham. The L/C Devon struck an unidentified object in the water near Lewis Point and lost an estimated 5,000 gallons of fuel. Port personnel assisted Bristol Alliance Fuels and the Coast Guard to deploy containment boom around the stern of the Devon when they were preparing to pull the vessel onshore at Scandinavian beach. The deployment went off without a hitch and was a good exercise for all involved.

Most of the beaches in the Nushagak Bay area escaped any soiling from the oil with the exception of a small stain on the beach at Kanakanak. A small area of oil and sheening was spotted the afternoon of the May 16. The Coast guard was notified and onsite personnel conducted an inspection with me. We found a stain and sheen approximately 100 yards long and 20-25 feet wide. Mother Nature did most of the work cleaning this up over the next few days as the temperatures were in the high 60's and low 70's with a slight wind. I have checked the beach every day since and have not noticed anything out of the ordinary.

That is all for the Month of May from the Port Department.

JEAN

Mayor
Alice Ruby

Manager
Rose Loera



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Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: May 27, 2014
To: City Manager Rose Loera
From: Chief Dan Pasquariello
Subject: **June 2014 Council Report** (reporting period 4/27/14 to 5/27/14)

Police:

- ❖ 398 Calls for service
- ❖ 49 Incident reports
- ❖ 16 Persons arrested
- ❖ 24 Title 47/Protective custody
- ❖ 66 Citations issued

Our officer returned from the Fairbanks Academy. Additionally we hired an officer who was putting himself through the same academy, so the patrol division is now fully-staffed.

We have been working the NHTSA "Click it or Ticket" mobilization, funded by the Alaska Highway Safety Office. Our goal is to get motorists to voluntarily comply with seatbelt laws.

Corrections:

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

The corrections division is now fully staffed. Our newest corrections officer will be completing her FTO in mid-June.

We have installed two new televisions in the jail dayrooms to replace the old 1990s style TVs. The new televisions were purchased with State funds.

Our electronic fingerprint machine is finally set up and networked in the jail booking area. This State funded project has been delayed due to connectivity issues between the vendor equipment and the State. The vendor will be getting the equipment on-line and training the COs in early June.

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Page 1 of 2

Dispatch:

- ❖ 479 Calls for service
- ❖ 81% Dispatched to Dillingham Police
- ❖ 12% Dispatched to Alaska State Troopers
- ❖ 3% Dispatched to EMS/Fire
- ❖ 4% Dispatched to Animal Control
- ❖ 100 911 calls received

The Community Camera Project was completed this month. New upgraded wireless radios, computers, and a server were installed. The camera system is once again working as designed. This project was primarily funded with a State Homeland Security grant.

The Lake Rd Fire hall Alternate EOC project is scheduled to begin installation on June 3rd.

We are currently advertising for a vacant Dispatcher position.

Animal Control:

- ❖ 6 Dogs/cats impounded
- ❖ 6 Dogs/cats returned to owners
- ❖ 5 Surrendered Animals
- ❖ 1 Animal/Adoption
- ❖ 5 Rabies/Parvo shot given
- ❖ 4 Dogs/cats euthanized
- ❖ 2 Citations issued

The Animal Shelter and the High School teamed up to build a roof on one of the outside kennels. This roof will keep dogs out of the weather when placed outside.

DMV:

- ❖ 115 Registrations/Titles
- ❖ 128 Driver's License/IDs
- ❖ 8 Road tests

Our Admin assistant has been working full-time in the DMV since April. We have had repeated State computer and camera problems causing us to be closed about 15% of our scheduled time. The State provided us with used replacement equipment to get us operational.

Our regular full-time DMV agent is scheduled to return to work in July.

WAANT:

The Alaska State Troopers have filled the vacant WAANT position and the new investigator will start this summer.

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Page 2 of 2

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MEMORANDUM

Date: May 27, 2014
To: Rose Loera
From: Ida Noonkesser
Subject: Staff Report

During the month of April, the Senior Center served 583 congregate meals to 64 individuals, 169 home delivered meals to 8 individuals, gave 487 assisted rides to 29 individuals and 279 unassisted rides to 33 individuals. Aleknagik transportation services provided 540 rides during the month of April.

We had five renters for the month of April, and the Pinochle player's group continues to rent the dining room every Friday. Every third Saturday the Quilters rent the Senior Center.

Anna Mae Bartholomew (Aging and Disabilities Resource Center) was busy this past month. Anna Mae had egg coloring day for the elders and Bingo the same day. She also had men's day. They were making ice fishing poles. First graders visited us from the Dillingham Elementary School and had show and tell. We also had kindergarten visitors who came and colored. We held a Senior fair, and seventy-seven elders participated.

Yoga class is still going good. We have been getting at least five to six elders participating. Yoga classes won't start again till this fall.

Senior Center is still collecting anything for the rummage sale with the exception of clothes.

Next Advisory Board is August 6th.

I. CALL TO ORDER

The Finance and Budget Committee met on Monday, April 28, 2014, at the City Council Chambers, Dillingham, AK. Bob Himschoot, Chair, called the meeting to order at 5:35 p.m.

II. ROLL CALL

Committee Members present:

Bob Himschoot, Council Member, Chair
Alice Ruby, Mayor
Keggie Tubbs, Council Member
Tracy Hightower, Council Member
Rose Loera, City Manager
Carol Shade, Finance Director

III. APPROVAL OF MINUTES

A. Minutes of April 2, 2014

MOTION: Mayor Ruby moved and Keggie Tubbs seconded the motion to approve the minutes of April 2, 2014.

GENERAL CONSENT: The motion passed without objection.

IV. APPROVAL OF AGENDA

MOTION: Manager Loera moved and Mayor Ruby seconded the motion to approve the agenda as presented.

GENERAL CONSENT: The motion passed without objection.

V. STAFF REPORTS

Manager Loera reported a local contractor was making a first offer to the City to purchase his heavy equipment: lowboy, compactor, excavator, trench boxes, truck, totaling \$464,000. The City had \$183K from a legislative grant which included purchase of a lowboy. City Manager was asked to provide a written report to include potential equipment rental savings, and an evaluation on the condition of the equipment for the next meeting.

A. Quarterly Review of Financials – March 2014

Finance Director Shade reviewed the March financial statements:

- separated out general and special revenue funds from the capital projects, since the capital projects skew the monthly averages;
- total revenues for 3rd quarter (9 months) were at 81% and expenditures were at 70%;
- general sales tax was at 62%, which reflected eight months of revenue, a one month lag, because sales tax are due by the end of the following month;

- vigorously pursuing collections; will provide an analysis of bad debt write-offs for the next meeting;
- credit card processing costs have increased; will investigate other credit card merchant providers, and have a recommendation by July 1;
- \$15K of the \$65K audit expense was charged to various grants depending on admin time on the grant to provide documentation for the audit;
- DMV costs were up because of the cost to train staff due to the DMV Agent's extended absence;
- landfill costs for an intern would be offset by receipt of BBEDC funding and booked on the April financials; and
- landfill cell closure costs were to be reevaluated.

VI. UNFINISHED BUSINESS

A. Fiscal Policy Development

1. Review Internal Controls – Update

Finance Director Shade reported staff was continuing to work through the documents.

B. Rate Review

1. Equipment Rates

a. State and Federal Single Audit Findings for FY13 Audit

City had adopted an equipment rate that included a State rate and an overtime rate for operator and equipment. If a piece of equipment was used for ten hours a day, the City charged a straight rate for eight hours and overtime rate after eight hours for the operator and the equipment. The auditors included it as a finding in the audit and the State internal auditors were contacted. State had since provided some suggested rates (letter in the packet), which would be reviewed by staff and a recommendation brought back. State was not asking for reimbursement on past grants. A recommendation was made to include a copy of the State's letter with the audit.

2. Landfill Rates

In lieu of cubic yards as a measurement, staff developed rates based on fractions of a load. A proposal to increase each rate class by \$5.00 was brought forward.

Discussion:

- clarify what would qualify as a covered load, would storing garbage in bags qualify as covered, do appliances need to be covered;
- recommended adding a fine to the code for improper disposal of waste at the landfill and adding it to the Code Committee's task list;
- clarify if the intent of the uncovered charge was a fine on top of the fee for the load or the fee for a load uncovered;

- verify if the uncovered charges were left out in error from the category of classes listed under commercial rates;
- questioned if Curyung Tribe's Environmental program might have funds to purchase a container for storing asbestos at the landfill;
- noted landfill staff could ticket someone for driving up with an uncovered load;
- recommended public education on the new rates before they were adopted;
- commented to remove the dollar amounts under the column Charges on the landfill flyer; and
- clarify if the City charges for brush (clean fill, no roots attached).

Follow-up. Staff to bring back additional information requested to the next meeting.

VII. NEW BUSINESS

A. Annexation Appeal Update

Manager Loera reported Village of Ekuk had filed an objection to the City of Dillingham's Motion for Reconsideration. It was the City's intent to contact the processors after the Judge's ruling on May 8.

B. Resolution No. 2014-23 – School Contribution

MOTION: Mayor Ruby moved and Manager Loera recommended Resolution No. 2014-23 to the Council.

GENERAL CONSENT: The motion passed without objection.

C. Resolution No. 2014-24 – Award Audit Services Contract

Manager Loera reported the firms basically scored similarly on the evaluation criteria, the main difference was in their proposed cost. Altman Rogers had glowing references from their clients, and BDO LLC included their peer review as their reference.

Discussion:

- suggested removing the word telephonically from the paragraph regarding presentation to the Council, to not make it mandatory to present telephonically.

MOTION: Mayor Ruby moved and Carol Shade seconded the motion to recommend Altman Rogers LLC for auditing services to the Council.

VOTE: The motion passed with Carol Shade, Tracy Hightower, Mayor Ruby, Manager Loera, and Bob Himschoot voting in favor and Keggie Tubbs opposed.

D. FY15 Budget Discussion Continues from Committee Meetings

MOTION: Manager Loera moved and Tracy Hightower seconded the motion to move into committee to review the budget.

GENERAL CONSENT: The motion passed without objection.

The Committee entered into a work session¹ at 7:20 p.m. to continue a review of the FY 15 Budget worksheets.

¹ Work sessions are informal discussion sessions held for purposes of exchanging and gathering information. No action may be taken, formal rules of order are relaxed, and minutes are not kept.

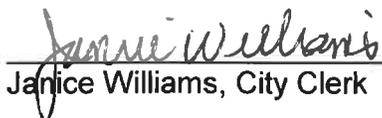
VIII. PUBLIC/COMMITTEE COMMENT(S)

IX. ADJOURNMENT

The regular part of the meeting adjourned at 7:20 p.m.


Bob Himschoot, Chair

ATTEST:


Janice Williams, City Clerk

Approval Date: May 27, 2014

I. CALL TO ORDER

The School Facility Committee met on May 7, 2014, at the Dillingham Council Chambers, Dillingham, AK. Mayor Ruby called the meeting to order at 12:39 p.m.

II. ROLL CALL

Committee Members present:

Mayor Alice Ruby
Supt. William McLeod
Rose Loera, City Manager
Chris Napoli, School Board Member
Russell Nelson, Director of Facilities (School)
Bob Himschoot, Council Member – *attended via teleconference*
Bernina Venua, School Board President

Committee Members absent and excused:

Francisco (Pancho) Garcia, Public Works Director (City)
Rose Loera, City Manager
Robin Samuelson, Citizen Member

III. APPROVAL OF AGENDA

MOTION: Chris Napoli moved and Russell Nelson seconded the motion to approve the agenda.

GENERAL CONSENT: The motion passed without objection.

IV. APPROVAL OF MINUTES

A. Minutes of February 5, 2014

MOTION: Supt. McLeod moved and Chris Napoli seconded the motion to approve the minutes of February 5, 2014.

GENERAL CONSENT: The motion passed without objection.

V. UNFINISHED BUSINESS

A. FY 14/15 CIP Projects

1. Rank the Projects List

Supt. McLeod reported on the following:

- reviewed projects completed including: the purchase of a secondary performing stage and stairways est. at \$50K; renovated the home ec room and added commercial equipment previously stored away; the room would be more full-

functioning, and would serve as a hospitality room, culinary arts class, student food service certification through the college; installed fence behind the school an old request from ADF&G; ordered wall hoists for wrestling mats; installed new bleachers; purchased elementary and secondary surveillance security camera system using the SAFE Schools State funding;

- remaining projects had yet to be ranked;
- subcontracted with an electrician to ensure whatever was upgraded in the home ec room was up to code;
- working with an Anchorage mechanical firm on a multi-phase project using the \$50K from the City that was allocated toward maintenance;
- suggestion made to package some CIP projects to get higher on the State's priority list for funding; suggested subcontracting with a firm like SERRC (South East Regional Resource Center) to get a pre-analysis, familiar with the assessment process and how the City would rank; elementary school entrance drainage problem was going to be an expensive fix, and could combine with the paving project.

(Bob Himschoot signed off at 1:04 p.m.)

Mayor Ruby noted BBEDC recently hosted a series of workshops with the Division of Economic Development on energy efficiency grants. These grants could apply to public facilities with an emphasis on energy efficiency from a safety standpoint.

Follow-up: Mayor Ruby to inform Manager Loera that Russell Nelson, Pancho Garcia, and Gary Gordon would be reranking the projects list, items greater than \$50K identified by Supt. McLeod, which will be forwarded to the City and attempt to incorporate in the City's CIP list; not enough time to bring it back to the Committee for review.

B. Discuss Future of the Territorial School

Follow-up: Supt. McLeod reported his goal in the next 30 days:

1. send notice to the City to terminate MOU;
2. transfer utilities to the City; and
3. moving their stuff out by June 30; purchased new connexes for storage.

Follow-up: This item will remain on the agenda for the time-being.

C. Update Affordable Teacher Housing

Supt. McLeod reported:

- had met with Lance Nunn and discussed if they would consider dedicating 4, 6, or 8 apartments for school personnel when Choggiing built its new apartment complex that was being proposed; hopefully, would be built within walking distance of the school; also talked about future use of the courthouse once it was vacated;
- had discussions with others about the possibility of building a modular facility to accommodate day-time use of MAP Alternative School and space for MYSPACE for tutoring and relaxing that now takes place between 3-5 at SAFE.

Mayor Ruby noted she was very interested in pursuing conversations regarding adding the courthouse to the school campus; offices, housing.

D. Annual Inspection (most recent March 15, 2013)

Russell Nelson reported Gary Gordon had commented that he would be able to easily update the projected cost reported on the previous inspection list.

VI. NEW BUSINESS

There was no new business.

VII. PUBLIC COMMENT/COMMITTEE COMMENTS

Bernina Venua:

- emphasized the need for affordable teacher housing.

Supt. McLeod:

- suggested he could set up a meeting with Peter Pan Seafoods for the possibility of renting some of their living quarters for teacher housing.

Russell Nelson:

- thanked the City for hiring Gary Gordon, that he was very knowledgeable.

Mayor Ruby noted the next meeting was scheduled for June.

VIII. ADJOURNMENT

Mayor Ruby adjourned the meeting at 1:46 p.m.

Alice Ruby, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

