



Alice Ruby, Mayor

City Council Members

- Elizabeth Peach • Scott King • Bob Himschoot
- Keggie Tubbs • Chris Napoli • Tim Sands

**DILLINGHAM CITY COUNCIL
MEETING AGENDA**

David B. Carlson Council Chambers

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

RESCHEDULED REGULAR MEETING	7:00 P.M.	SEPTEMBER 8, 2011
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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Regular Meeting, August 4, 2011
- B. Special Meeting, August 29, 2011

IV. APPROVAL OF CONSENT AGENDA

- A. Resolution No. 2011-75, A Resolution of the Dillingham City Council Amending the Bank Signature Cards for City Bank Accounts Due to a Change in Personnel
- B. Resolution No. 2011-76, A Resolution of the Dillingham City Council Amending the Bank Signature Card for the City Safety Deposit Box due to a Change in Personnel
- C. Proclamation to Join the National Moment of Remembrance of the 10th Anniversary of September 11th

APPROVAL OF AGENDA

V. STAFF REPORTS

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

VI. PUBLIC HEARINGS

- A. Adopt Ordinance No. 2011-07, An Ordinance of the Dillingham City Council Amending Section 3.10.075 of the Dillingham Municipal Code Related to the Election of Candidates to Fill a Vacancy on the City Council (*Clerk Note: this item was originally scheduled for a public hearing on Sept. 1, which was rescheduled to Sept. 8*)

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

- A. Diane Folsom – Animal Shelter Facility

VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt Ordinance No. 2011-07, An Ordinance of the Dillingham City Council Amending Section 3.10.075 of the Dillingham Municipal Code Related to the Election of Candidates to Fill a Vacancy on the City Council (*Clerk Note: this item was originally scheduled for a public hearing on Sept. 1, which was rescheduled to Sept. 8*)
- B. Introduce Ordinance No. 2011-08, An Ordinance of the Dillingham City Council Amending DMC Section 4.15.080, Personal Property Returns
- C. Resolution No. 2011-77, A Resolution of the Dillingham City Council Supporting the Nutrition, Transportation, and Support Services Grant for the Continuation of the Dillingham Senior Center Services

IX. UNFINISHED BUSINESS

- A. Annexation

X. NEW BUSINESS

- 1. Committee Appointments
 - a. Senior Advisory Commission
- 2. Code Review Committee Assignments
 - a. Liquor Sales - Super Bowl Sunday
 - b. Liquor Sales - New Year's Eve Falls on a Saturday or Sunday
 - c. Write-in Ballots, Legislative Changes

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

XII. COUNCIL COMMENTS

XIII. MAYOR'S COMMENTS

XIV. EXECUTIVE SESSION

- A. Legal Matter
 - 1. Annexation

XV. ADJOURNMENT

I. CALL TO ORDER

The Regular Meeting of the Dillingham City Council was held on Thursday, August 4, 2011, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:01 p.m.

II. ROLL CALL

Mayor Alice Ruby present.

Council Members present and establishing a quorum:

Elizabeth Pearch, Seat A
Scott King, Seat B
Bob Himschoot, Seat C
Keggie Tubbs, Seat D
Chris Napoli, Seat E
Tim Sands, Seat F

Staff in attendance:

Carol Shade, Finance Director/Interim City Manager
Doug Dombroski, Chief of Police
Janice Williams, City Clerk

Guests:

Bill Mead, Turner & Meade (*via teleconference*)

III. APPROVAL OF MINUTES

- A. Regular Meeting, June 16, 2011
- B. Special Meeting, June 21, 2011
- C. Special Meeting, July 14, 2011

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve all three sets of minutes.

VOTE: The motion to approve all three sets of minutes passed unanimously.

IV. APPROVAL OF CONSENT AGENDA

- A. Proclamation – Health Center Week, August 7-13, 2011

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve the consent agenda.

VOTE: The motion passed unanimously.

APPROVAL OF AGENDA

There were no recommended changes.

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve the agenda.

VOTE: The motion passed unanimously.

V. STAFF REPORTS**A. City Manager Report**

Interim City Manager/Finance Director Carol Shade reported:

- U Pop Em Fireworks – was planning to extend their permit for selling fireworks near the harbor after July 6 to include the week of December 24 through December 31, since they'd already purchased fireworks, and then the City would reevaluate their position to allow fireworks sales in proximity to flammable buildings and other hazardous materials;
- Right-of-Way Encroachment – 20-day noticing period of unauthorized encroachment given to Fred Knutsen to remove the fishing vessel, period was up, and would be contacting a boat mover to have it moved from property and boat would be impounded;
- Dan Forster – first day of work is August 30;
- Millrock fish survey – Tim Troll had secured all but \$500 in contributions toward \$35,000 needed for the survey; and
- Taxi Cab Permitting – spoke in favor of having Council review the requirements for operating a taxi cab service which currently only required a business license, and no stipulations on insurance.

Discussion:

- voiced approval for staff putting the City's vision statement back on the bottom of the report;
- asked for additional information on the harbor grant for the new floats as reported on by City Planner;
- asked for additional information on the Kananak Road maintenance as reported on by the City Planner;
- asked for a status report on wood cutting at the landfill;
- noted the executive summary provided by PND as reported on by Project Manager led to believe there might be some issues on the erosion wall and was curious if the Council would be getting a more detailed report on its condition;
- suggested from past experience the fishing vessel that was proposed to be moved be documented with pictures and a statement of its condition;
- spoke in favor of an analysis of the costs associated with the potential leasing of lots at the harbor as reported on by the City Planner; and
- asked for a report on the court house sewer line in the September or October packet;
- spoke in favor of incorporating some of the items, including leasing harbor lots, into a strategic planning exercise when City Manager comes on board.

B. Standing Committee Reports

There were no standing committee reports.

VI. PUBLIC HEARINGS

There were no public hearings.

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

There was no citizen's discussion.

VIII. ORDINANCES AND RESOLUTIONS

- Introduce Ordinance No. 2011-07, An Ordinance of the Dillingham City Council Amending Section 3.10.075 of the Dillingham Municipal Code Related to the Election of Candidates to Fill a Vacancy on the City Council

MOTION: Tim Sands moved and Chris Napoli seconded the motion to introduce Ordinance No. 2011-07.

City Clerk reported that this ordinance was basically to clean up a section of code to be consistent with another section.

VOTE: The motion to introduce Ordinance No. 2011-07 passed unanimously.

- A. Resolution No. 2011-63, A Resolution of the Dillingham City Council Awarding a Contract for the Supply of Sand and Gravel for FY 2012

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve Resolution No. 2011-63.

Interim Manager/Finance Director Carol Shade reported the contract was awarded to Bennett Enterprises as the low bidder.

Discussion:

- asked if staff had done their due diligence and ensured contractor was not owing the City, commented would follow up.

VOTE: The motion to adopt Resolution No. 2011-63 passed unanimously.

- B. Resolution No. 2011-64, A Resolution of the Dillingham City Council Approving a Long Term Encroachment Permit for Nushagak Cooperative to Install an Alternate 3-Phase Power Line Within and Across Kananak Road to Serve Peter Pan Seafoods

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve Resolution No. 2011-64.

Council Member Chris Napoli declared he was on the Nushagak Cooperative Board of Directors, but had no financial interest in the project. Mayor Ruby affirmed there was no conflict of interest.

Discussion:

- commented if the project required removing more pavement that the repair work ties in while the paving equipment was in town.

VOTE: The motion to adopt Resolution No. 2011-64 passed unanimously.

- C. Resolution No. 2011-65, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute a Certain Long Term Land Lease with Alascom, Inc., D/B/A AT&T Alaska, for City Owned Property Located on Tower Road

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve Resolution No. 2011-65.

Project Manager Cropsey reported on the agreement noting it replaced an existing lease on two City parcels of land.

Discussion:

- thanked Mr. Cropsey for looking out for the best interest of the City; and
- voiced appreciation that the new lease would bring in additional revenues to the City.

VOTE: The motion to adopt Resolution No. 2011-65 passed unanimously.

- D. Resolution No. 2011-66, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute a Quit Claim Deed on a Certain City Owned Property Located at 334 Kokwok Circle AKA Snagpoint Subdivision Block 2 Lot 18

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve Resolution No. 2011-66.

Mayor Ruby declared that Council Member Chris Napoli disclosed that he had a conflict of interest since he had a personal interest in the property and would refrain from discussion and vote.

VOTE: The motion to adopt Resolution No. 2011-66 passed with Bob Himschoot, Scott King, Elizabeth Pearch, Keggie Tubbs, and Tim Sands voting in favor, and Chris Napoli abstaining from voting.

- E. Resolution No. 2011-67, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute a Contract with Grubstake Auction Co. to Provide Auctioneering Services for the Disposal of the City Apartment Building and Land and Personal Property

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve Resolution No. 2011-67.

Project Manager Steve Cropsey reported that the selected company, Grubstake Auction Co., had a tremendous reputation in the State, and the experience to do this type of an auction. Proceeds from the personal and real property would have to be separated. The auction would start in the morning of September 17 or 24 at a time to be announced. A brochure would be mailed out and posted on the internet. Bidding would also be conducted through a live internet setup. He guesstimated the minimum bid for the real property to be four to five hundred thousand.

Discussion:

- asked if the City would be able to recoup the administrative costs involved in preparing for the sale, Cropsey verified City could recoup all of the taxes due, penalties, interest, and all costs of sale.

VOTE: The motion to adopt Resolution No. 2011-67 passed unanimously.

- F. Resolution No. 2011-68, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute a Contract Between the City of Dillingham and King's Carpentry for the Installation of a Walk In Freezer and Construction of a Protective Shelter at the Police Department

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve Resolution No. 2011-68.

Mayor Ruby declared Council Member Scott King as the owner of King's Carpentry had a potential conflict of interest and he would be refraining from debating the issue and voting.

Interim Manager/Finance Director Carol Shade reported the walk-in freezer that was being stored at the dock had been purchased for the Corrections Facility to be able to purchase and house large quantities of food. Due to a backlog of work in Public Works, it had been decided to outsource the installation of the freezer.

Discussion:

- asked if the installation was included in the FY 2012 budget, Ms. Shade noted the project cost would require a budget revision, but the offset would come from understaffed Public Safety and Public Works Department positions and a fund transfer could be made.

VOTE: The motion to adopt Resolution No. 2011-68 passed with Chris Napoli, Bob Himschoot, Tim Sands, Elizabeth Pearch and Keggie Tubbs in favor and Scott King abstaining from voting.

- G. Resolution No. 2011-69, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute a Contract with Nushagak Technical Services to Provide the City of Dillingham Department of Public Safety with Technical Support

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve Resolution No. 2011-69.

Interim Manager/Finance Director Carol Shade reported the City had requested a proposal for IT services for the Public Safety Dept. which was separate from the City's IT services, had received two bids of which Nushagak Technical Services, a solely-owned local company, was the low bidder, and Chief Dombroski was supportive of the owner who was familiar with the equipment.

Discussion:

- voiced concerned that a sole owner may not always be available; and
- asked if there be a requirement for a confidentiality agreement or background check since the vendor would be dealing with sensitive information, staff confirmed the vendor would be interfacing with State's record management system, and would be required beforehand to get a clearance by the State.

VOTE: The motion to adopt Resolution No. 2011-69 carried with Tim Sands, Keggie Tubbs, Bob Himschoot, Scott King, and Chris Napoli in favor and Elizabeth Pearch in opposition.

- H. Resolution No. 2011-70, A Resolution of the Dillingham City Council Approving Freight Increase for Grader

MOTION: Tim Sands moved and Keggie Tubbs seconded the motion to approve Resolution No. 2011-70.

Interim Manager/Finance Director Carol Shade reported the resolution was for the purpose of bringing the total cost of leasing a new grader in line with the lease agreement as required by the City's Attorney. The original resolution approving the lease of a new grader adopted in August 2010 had estimated the freight costs.

VOTE: The motion to adopt Resolution No. 2011-70 passed unanimously.

IX. UNFINISHED BUSINESS

A. Annexation – Informational Meetings Update

Mayor Ruby reported the seven communities identified by the Local Boundary Commission had been notified by mail (May) that the City was interested in meeting. The City had received a written response from the Ekuk Council in June noting the communities would be interested in meeting as a group when fishing was over. The City recently sent out another letter reporting with fishing almost over, the City was hoping to schedule a meeting, and was looking to target some dates.

B. Encroachment on City R-O-W (right-of-way)

Mayor Ruby asked staff to report on cleaning up the City's right-of-way located on the Knutsen property downtown and the status of the same R-O-W that was to have been transferred to the property by the City if the owner completed the plat, a process that had started some time ago, since it wasn't completed it was still the City's R-O-W. The owners had recently been given an opportunity to finalize the plat and complete the transfer of the R-O-W by a designated date.

X. NEW BUSINESS

There was no new business.

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

Project Manager Steve Cropsey reported on a roof problem above the high school band room that was causing water to leak into the band room. He noted the City had prepared a drawing of the roof that needed to be repaired, created the specs, approached Rain Proof Roofing to get a price to complete the work and was able to create a change order to the existing contract with F&W Construction to replace that roof. The School Board had approved of Supt. McLeod spending \$127,070 from the school's capital improvement budget to pay for it.

There was no other citizen's discussion.

XII. COUNCIL COMMENTS

Tim Sands:

- asked if there was a way the City could share the State's brush cutter reported on in PW Director's staff report as a need;
- asked if equipment needs at the dock could be purchased through the dock fund, Mayor Ruby noted it was possible through the equipment replacement process; and
- thanked staff for keeping the City running and improving.

Bob Himschoot: no comment

Chris Napoli:

- confirmed was in favor of discussing the lease lots at the harbor in a strategic planning session; and
- asked if the Planning Commission's Resolution 2011-09 court house septic system was going to be discussed at the Sept. meeting, Mayor Ruby recommended having the new manager report on it to the Council.

Keggie Tubbs:

- asked for a report on who's responsibility it was to enforce the existing code as it related to the Court's septic system; and
- noted he was anticipating a report on Parks and Rec.

Elizabeth Pearch: no comment

Scott King: no comment

XIII. MAYOR'S COMMENTS

Mayor Ruby:

- reported Dan Forster was in favor of delaying the first meeting with a working group on Parks and Recreation so he could be part of the process;

- noted she would not be available for the September 1 Council meeting, but the Council could move forward with a meeting;
- reported Don Moore would be in Dillingham to assist Dan Forster transition into his new job and would also be in Anchorage the following week to meet with several of the City's key contacts, including attorney and engineering firms;
- shared that there were eight or nine applicants for the retiring magistrate's position, and it was a compliment to the community that the applicants would choose to relocate to Dillingham;
- urged the Council to promote the four vacant seats coming up in the next election, was pleased with the existing Council as a good working group and hoped the incumbents would choose to run again and keep the momentum going; and
- recognized those who had been lost since the last Council meeting.

XIV. EXECUTIVE SESSION

- A. Legal Matter
 - 1. Union
 - 2. Annexation

MOTION: Tim Sands moved and Elizabeth Pearch seconded the motion to go into executive session under DMC, 2.09.050, regarding legal matters [8:08 p.m.].

GENERAL CONSENT: The motion passed with no objection

Mayor Ruby invited Chief Dombroski to attend the executive session.

(The meeting recessed at 8:08 p.m. and reconvened at 8:14 p.m.)

MOTION: Keggie Tubbs moved and Tim Sands seconded the motion to come out of executive session [9:12 p.m.].

GENERAL CONSENT: The motion passed with no objection.

XV. ADJOURNMENT

Mayor Alice Ruby adjourned the meeting at 9:12 p.m.

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

I. CALL TO ORDER

The Special Meeting of the Dillingham City Council was held on Monday, August 29, 2011, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7: p.m.

II. ROLL CALL

Mayor Alice Ruby present.

Council Members present and establishing a quorum:

- Scott King, Seat B
- Keggie Tubbs, Seat D
- Chris Napoli, Seat E
- Tim Sands, Seat F

Council Members absent:

- Elizabeth Pearch, Seat A, excused
- Bob Himschoot, Seat C, excused

Staff in attendance:

- Carol Shade, Interim City Manager/Finance Director
- Steve Cropsey, Project Manager
- Doug Dombroski, Chief of Police
- Jody Seitz, Director of City Planning and Grant Programs
- Janice Williams, City Clerk
- Dan Forster, City Manager (1st day is August 30)

III. APPROVAL OF AGENDA

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve the agenda as presented.

VOTE: The motion passed unanimously.

IV. SPECIAL BUSINESS

- A. Adopt Resolution No. 2011-71, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Advertising Requirements to Award the Purchase of a New Ford F150 Truck from Cal Worthington Ford for the Animal Control Vehicle

MOTION: Tim Sands moved and Chris Napoli seconded the motion to adopt Resolution No. 2011-71.

Interim City Manager Carol Shade reported the Council had appropriated \$100,000 to the Equipment Replacement Fund in the FY 2012 budget, of that amount \$8,000 was for a lease payment for an animal control vehicle. She understood since it was a government price

quote it was not necessary to procure three bids. The waiver was necessary to be in compliance with code when exemptions are made.

MOTION TO AMEND: Tim Sands moved and Chris Napoli seconded the motion to amend Resolution No. 2011-71, to add the animal control vehicle in the first whereas and delete "one of its fleet equipment".

(Clerk Note: Whereas, the City is looking to replace the animal control vehicle [one of its fleet equipment] and the cost is over \$20,000 (underline designates added language, [brackets designates deleted language].)

Tim Sands, Chair of the Finance and Budget Committee, reported the resolution as amended was recommended by the committee.

VOTE: The motion to amend passed unanimously.

Discussion:

- inquired if waiving the advertising was in the public's best interest, *answered* staff had not sought additional quotes since the purchase had been made with government pricing, and also understood mistakenly that once the capital equipment budget items were approved in the budget staff could move forward, and was trying to make the barge.

VOTE: The motion to adopt Resolution No. 2011-71 as amended passed unanimously.

- B. Adopt Resolution No. 2011-72, A Resolution of the Dillingham City Council Authorizing the City Manager to Enter into a Lease Agreement with Ford Motor Credit for the Animal Control Vehicle

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve Resolution No. 2011-72.

Interim City Manager Carol Shade noted as discussed earlier the resolution was after the fact, the vehicle having been purchased.

Discussion:

- inquired if the City had compared interest rates with other financial institutions, *answered* only Ford Motor Credit was contacted.

VOTE: The motion to adopt Resolution No. 2011-72 passed unanimously.

- C. Adopt Resolution No. 2011-73, A Resolution of the Dillingham City Council Authorizing the City Manager to Enter into a Lease Agreement with Ford Motor Credit for the Fire Department Truck

MOTION: Tim Sands moved and Chris Napoli seconded the motion to approve Resolution No. 2011-73.

Tim Sands directed Council to an amended resolution as recommended by the Finance and Budget Committee. The resolution recognized that the \$18,000 appropriated in the FY 2011 budget and not spent was rolled into the FY 2012 budget, and, therefore, the vehicle could be financed in 2012 without a lease.

Discussion: None

VOTE: The motion to adopt Resolution No. 2011-73 passed unanimously.

- D. Adopt Resolution No. 2011-74, A Resolution of the Dillingham City Council Authorizing the City Manager to Enter into a Lease Agreement with Ford Motor Credit for the Public Safety Vehicle

Interim City Manager Carol Shade reported staff was looking to make the last barge, had procured three price quotes, and the vehicle was being held pending Council approval.

Tim Sands reported the Finance and Budget Committee recommended the resolution. The existing animal control vehicle would be removed from the fleet, the police chief's vehicle would replace an existing older police vehicle that would be removed from the fleet, and the fire dept. pickup truck would replace a fire dept. jeep that was wrecked last year and removed from the fleet.

VOTE: The motion to adopt Resolution No. 2011-74 passed unanimously.

- E. Discussion of the Animal Shelter Property (Action may be taken by the Council following the discussion)

Project Manager Steve Cropsey reviewed his report on the existing animal shelter facility that was being leased by the City for \$1,500 a month on a bi-monthly basis, and with the lease expiring June 30, 2012, had been researching other options:

- negotiate a sale price with the owner who was interested in selling and bring the results back to the Council;
- prepare a RFP for a design and build to build an animal shelter at the landfill;
- prepare a RFP for leased space that already exists in Dillingham; and
- use the building being leased at the harbor by the National Guard, rumored it may be available due to budget cuts.

Discussion:

- acknowledged if the City went out for a RFP the owner of the leased facility could participate;
- asked if the apartment in the facility was being rented, *answered* one of the officers had entered into a lease agreement, and was also compensated for the same amount per month to relieve the animal control officer when he was off;
- asked if there had been any issues with the facility, *answered* was not aware of any complaints from the public;
- spoke in favor of purchasing an existing property;

- spoke against purchasing privates properties that would be removed from the tax rolls and not interested in increasing the City's footprint;
- commented if the RFP was advertised would there be enough time to build, and suggested exploring the cost to extend the lease; and
- spoke in favor of moving the animal control operations to the harbor building, because the City already owned the building; and
- spoke against moving the animal control operations to the harbor, would prefer to keep it to harbor-related activities.

The Council directed Steve Cropsey to prepare a RFP to purchase an existing property and also for a design that would be built to City specifications and could also possibly be built on City-owned property. He acknowledged the RFP would be prepared for Council review by the October meeting.

F. Discussion of Options to Repair City Force Main (Action may be taken by the Council following the discussion)

Project Manager Cropsey provided an updated report on progress being made to repair the City Force Main. Initially the City had contracted with BEES to provide a solution. The construction-ready design which would reroute the main through the existing roadway was ready to go out for bid to the cost of \$4 Million. One of the possible funding sources, USDA, required a third party engineering alternative for the project, for which the City entered into a contract with PND Engineers to provide that analysis. PND's report recognized there were two problems: 1) the exposed force main along the beach, and 2) the exposed bulkhead due to the exposure of the force main. They recommended underground horizontal directional drilling and drill in the sewer line from the holding ponds to the pier, cost of \$1.45M. To protect the bulkhead they suggested reinforcing it using an anchor back system with a new whaler on the sheet pile for the cost of \$486,500. He discussed various financing options, which included borrowing \$1.45M from AkDEC which could only be used for the force main and use \$500,000 from the State legislative appropriation that was included in the 2012 state budget for \$1.8M. This would leave \$1.3M to begin to place armor rock to protect the bulkhead. Another finance option would be to use all of the State's appropriation for both tasks. He was asking the Council to direct staff to either go out for a RFP to design the solution brought forward by PND or go forward with the project as designed by BEES.

Discussion:

- asked if the legislative appropriation for the force main could be redirected to shoring up the bulkhead, *answered* had been told informally did not think it would be a problem;
- voiced concern that BEES did not come up with the directional drilling method;
- suggested could suspend the BEES proposal while City went out for RFP, for the same amount of money the City would solve two problems; and
- concerned the longer the project dragged out the more options the Council might be presented with, the City had already paid out fees to both engineering firms.

Project Manager Cropsey reported the City would be better able to respond to an emergency break this winter, because a pumper truck was in place and staff had experience with it, and PW staff had scratched under the force main and it had settled down; noting neither engineering approach could be done before winter.

Carol Shade reported the City had applied for a loan application with AkDEC for \$4M. AKDEC was willing to loan \$2.2M, and stipulated that an amount of money be set aside for future payments into a designated fund. The City was not able to go out to bid until they were assured of the Governor approving a \$1.8M legislative appropriation in the State's FY 2012 budget. This amount would go to offset the remainder needed for the force main project. That approval didn't come until July 1. By then the window of time for putting the project out to bid, approve a contract, and construct the project had narrowed substantially and the project would have increased significantly, with the contractor having to expedite materials on the barge and the work would be done after freeze up.

Project Manager Cropsey informed the Council USDA would only consider the loan if there was no other funding available, and they would lend money at 4.75% interest, 3X AkDEC's interest rate.

The Council directed staff to move forward with a RFP for design services for the PND option.

G. Discussion of Sale Strategy for City Apartment Building Sale/Disposition (Action may be taken by the Council following the discussion)

Project Manager Cropsey reported when he started the process he had informed the City to ensure a better price that they might want to do some seller financing, and most likely a conventional lender would not loan money since the apartment building was not fully constructed. The opening minimum bid would be \$450,000 which would cover the City's expenses on the project. A sales strategy worked on with Grubstake Auction Co included:

- a requirement for 33% down on the high bid, but would allow the maximum down payment to be \$200,000;
- if paying in cash, buyer would get a 10% discount on the amount above 33%, the required down payment.

Discussion:

- asked if it was typical to make concessions on foreclosed property or was it just a clean sale, *answered* typically someone would conduct the sale, announce the opening bid, it would be all cash, but he was concerned that there weren't many buyers who would have \$450,000 in cash;

Project Manager Cropsey:

- seller financier would be offered 8% interest, payments amortized over twenty years, due in ten years with a minimum payment of \$4,000 per month, the City carrying the note;
- based on the City's past experience for housing needs, the City could opt to retain one or two units for up to nine one-year options, assessed every year during the budget cycle;
- the bidders would have to post a \$25,000 cashier's check, which was considered a reasonable deposit for a serious bidder; unsuccessful bidders would have their checks returned via mail or available for pick up at City Hall;
- the building will be opened during the week before the sale by appointment, and anytime during Friday, the day before the auction, without an appointment.

Discussion:

- asked to ensure the successful bidder had to be current on taxes and other fees due the City, *answered* a statement noting same would be included in the conditions of the bid;
- stated would prefer to see the building auctioned off and not put the City in the position of administering a loan, and anticipated the proceeds from the sale would go to balance the FY 2012 budget.

Project Manager Cropsey if the buyer was looking to finance a portion of the sale, the conditions would be to set up an escrow with First National Bank Alaska who would handle the payments and disburse the funds, the cost of the service would be on the buyer. He further noted if the City was selling on terms and wanted to turn the paper into cash they would take roughly a 30% discount off the face of the note and a firm (used McKinley Mortgage Co. LLC) would pay that in cash to buy the note, that there was a market for that kind of paper.

Discussion:

- concerned that cash only would discourage buyers, didn't want the City to be a landlord; and
- commented that the City would only recover its cost, and anything over \$450,000 would go back to the former owner;
- commented the sale of personal property was anticipated to bring in an additional \$100K.

Project Manager Cropsey reported the \$450,000 included paying off the IRS lien of \$62,020, which it was felt would generate a better price, because the buyer wouldn't have to deal with the IRS.

Discussion:

- asked what would happen if the auction was unsuccessful, *answered* the Council would have some options including leasing it out, negotiating a sale if it didn't sell, but would have to check the State regs, or could reauction with a cry-out bid or sealed bid.

MOTION: Tim Sands moved and Chris Napoli seconded the motion to agree with the sales strategy as presented.

VOTE: The motion failed with Tim Sands and Chris Napoli voting in favor and Keggie Tubbs and Scott King in opposition.

MOTION: Keggie Tubbs moved and Scott King seconded the motion to approve a sales strategy that was a cash sale only and include the option for a \$25,000 preregistration cashier's check.

Project Manager Cropsey suggested if the Council approved a sales strategy with the conditions being cash sale only, to let the buyer deal with the IRS. The City was not required to pay off the IRS. He noted the attorney's comment the reasons taxes are ahead of IRS lien is because the constitution allows local agencies to tax and nothing can come before local agencies ability to tax.

Discussion:

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- asked if the building sold for more than the minimum bid could there be a stipulation that the excess go to the IRS first, Mr. Cropsey noted he was not sure, but would look into it, but if the answer was yes he could make that part of the disclosure to the buyer.

VOTE: The motion passed unanimously.

H. Report on Picnic Park Bank Stabilization

Project Manager Cropsey reported that the City had grant funds in hand to protect the beach erosion in front of Picnic Park at the harbor, and had asked PND, because of their harbor experience, to prepare the front end documents based on the plans prepared by the U.S. Army Corp. He noted no Council action was necessary.

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

Larry Nunn reported he had contacted his attorney over an incident that occurred over the weekend where his son, in custody at the hospital with a court order to ship him to API, was physically removed by the Dillingham Police Department. He questioned that the City had no right to remove his son when the hospital had jurisdiction. He was still waiting for the police report and was also upset that the incident had been overheard being discussed in public by one of the officers.

Dick Kurtz questioned why a police officer would search his property late at night with a small flashlight, putting himself at risk at falling over objects laying around the yard, tap on his window instead of knocking on the door, and leave the lights off in his patrol car. He understood the officer was looking for someone. The incident took place around 11 p.m., Saturday night. He questioned why this had to be done in the nighttime and not during the daylight hours.

VI. COUNCIL COMMENTS

Keggie Tubbs:

- commented he hoped someone would be getting back to the two citizens who had spoken under citizen's discussion; and
- asked if it would be possible to have staff bring back a debt service list that would include the recent lease agreements.

Chris Napoli: no comment

Scott King: no comment

Tim Sands:

- commented that the Code Review Committee would be asking the Council to include several items to their To Do list, including Super Bowl Sunday, and liquor sales on Saturday and Sunday when New Year's Eve falls on either of those days, and recent legislative changes regarding write-in ballots;
- thanked staff for all their hard work and keeping the City running.

VIII. MAYOR'S COMMENTS

Mayor Ruby:

- asked to have the Code Committee requests included in the City Clerk's report in the next Council packet;
- commented that the Council's role was to ask the City Manager and the Chief of Police to look into the situation, and if there was a policy change required, it would come back to the Council;
- noted Dan Forster's first day would be the next day;
- thanked Carol Shade for stepping in as the Interim City Manager;
- commented she would be out of town from September 1-8, and Keggie Tubbs would be the Mayor Pro Temp, and would be back in time for the regular meeting on the 8th;
- thanked Jayne Bennett for all her hard work organizing a meeting for Senator Begich that was then canceled; and
- asked for a moment of silence for those individuals lost since the last meeting.

IX. ADJOURNMENT

Mayor Alice Ruby adjourned the meeting at 8:50 p.m.

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2011-75

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARDS FOR CITY BANK ACCOUNTS DUE TO A CHANGE IN PERSONNEL

WHEREAS, changes in personnel have occurred; and

WHEREAS, the signature cards for the City's checking accounts at Wells Fargo Bank do not reflect the current Mayor, City Council and City Manager;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to sign checks on behalf of the City of Dillingham on the funds that are now and shall be deposited in Wells Fargo Bank.

Dan Forster	City Manager
Alice Ruby	Mayor
Elizabeth Pearch	Council Member
Scott King	Council Member
Robert Himschoot	Council Member
Keggie Tubbs	Council Member
Chris Napoli	Council Member
Tim Sands	Council Member

PASSED and ADOPTED by the Dillingham City Council on _____, 2011.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2011-76

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARDS FOR THE CITY SAFETY DEPOSIT BOX DUE TO A CHANGE IN PERSONNEL

WHEREAS, changes in personnel have occurred; and

WHEREAS, the signature cards for the City's safety deposit box with Wells Fargo Bank needs to be revised;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to have access on behalf of the City of Dillingham to the City's safety deposit box with Wells Fargo Bank.

Dan Forster	City Manager
Carol Shade	Finance Director
Janice Williams	City Clerk

PASSED and ADOPTED by the Dillingham City Council on _____.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

United States Senate

WASHINGTON, DC 20510

August 31, 2011

Dear Mayors, City Managers, and City Council Members:

This year we mark the 10th anniversary of the terrorist attacks of September 11, 2001, a day that changed America forever. To commemorate this occasion and pay tribute to those we lost, the United States Senate, in an overwhelming demonstration of unity, unanimously passed a resolution establishing a national Moment of Remembrance at 1:00 p.m. Eastern Daylight Time on September 11, 2011. I write to request that you join us in making this Moment of Remembrance a symbol of solidarity throughout your city and across the country.

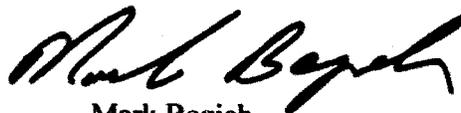
During the Moment of Remembrance, every person across the country is called upon to *stop and remember* those we lost in the September 11th attacks. The Moment of Remembrance will take place for one full minute at 1:00 p.m. Eastern Time (9:00 a.m. AKST) on September 11, 2011, and cities and towns, firehouses, churches and other institutions across the country are called upon to sound sirens and ring bells during that minute. These sirens and bells will be a signal for each person to stop and remember the people we lost and demonstrate the perseverance the American people have shown since that fateful day. Alaskans can honor their fellow citizens by participating in this event.

I hope you will participate by:

- Passing a resolution or issuing a proclamation recognizing the Moment of Remembrance;
- Working with and contacting firehouses, police, churches, and other institutions in your municipality to sound sirens and ring bells for one minute at 9:00 a.m.;
- Hosting an event to commemorate the 10th anniversary of the September 11th attacks that includes the Moment of Remembrance; and
- Notifying your constituents of the forthcoming Moment of Remembrance by noting it on your website and through local papers, social media and other outreach mechanisms.

I've attached a sample proclamation for you to use as a guideline. Please feel free to use any part of it for your own resolution. You can get more information on the Moment of Remembrance website at: www.lautenberg.senate.gov/stopandremember. You can also contact my office at (202) 224-1899 for additional information. Thank you for your consideration.

Sincerely,



Mark Begich
United States Senator

City of Dillingham



Executive Proclamation

Joining the National Moment of Remembrance of the 10th anniversary of September 11 September 11, 2011 1:00 pm EDT (9:00 am AKST)

Whereas, the City of Dillingham expresses their support of the United State's Senate regarding coming together as a Nation and ceasing all work or other activity for a moment of remembrance beginning at 1:00 pm EDT on September 11, 2011, in honor of the 10th anniversary of the terrorist attacks committed against the United States on September 11, 2001;

Whereas, nearly 3,000 innocent civilians were killed in the heinous attacks of September 11, 2001; and

Whereas, tens of thousands of individuals narrowly escaped the attacks at the Pentagon and World Trade Center, and, as witnesses to this tragedy, are forever changed; and

Whereas, countless fire departments, police departments, first responders, governmental officials, workers, emergency medical personnel, and volunteers responded immediately and heroically to those horrific events; and

Whereas, ten years later, the people of the United States and people around the world continue to mourn the tremendous loss of innocent life on that fateful day;

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham:

- 1) recognizes September 11, 2001, as a day of solemn commemoration of the events of September 11, 2001, and a day to come together as a Nation; and
- 2) offers its deepest and most sincere condolences to the families, friends, and loved ones of the innocent victims of the September 11, 2001, terrorist attacks; and

BE IT FURTHER RESOLVED that on the 10th anniversary of this tragic day in U.S. history the governing body of City of Dillingham calls upon all of the people and institutions of the United States to observe a moment of remembrance on September 11, 2011 to last for 1 minute beginning at 1:00 pm EDT, to the maximum extent practicable ceasing all work or other activity; and marking the moment in an appropriate manner, including by ringing bells, blowing whistles, or sounding sirens.

Mayor Alice Ruby

who has also authorized the seal of the City of Dillingham,
Alaska to be affixed to this proclamation

Dated this date September 8, 2011



Jayne Bennett
Human Resources
City of Dillingham
City Hall, Dillingham, AK

Date: 09/01/11
To: Dan Forster, City Manager
From: Jayne Bennett, Executive Assistant /HRA
Subject: Employee Update

Department

Resignations

Administration Don Moore, Interim City Manager
Fire Dept. Hope Jackson, Fire Dept. Office Assistant
Public Works Anthony Wells, Building & Grounds Assistant
Public Safety Mike Barnett, Patrol Officer
Sheryl Bird, Patrol Officer
Tracy Hightower, Dispatcher

New Hires

Administration Dan Forster, City Manager
Fire Dept. Bob Bocatch, Fire Dept. Office Assistant
Landfill Mark Solano, Landfill Operator
Port Lapreal Bauer, Dock Office Assistant (seasonal)
Public Safety Stephanie Miller, Admin Assistant/Dispatch
John Casselman, Patrol Officer III
Ramon Golden, Patrol Officer III
Port Lapreal Bauer, Dock Office Assistant (seasonal)
Public Works CJ Roque, Building & Grounds Foreman
David Foster, Building & Grounds Assistant



MEMORANDUM

Date: September 2, 2011
To: Dan Forster, City Manager
From: Janice Williams, City Clerk
Subj: Staff Report

Regular City Election, October 4, 2011

As of today the following individuals have filed a declaration of candidacy:

Candidate Filing ends September 6, 2011 at 5 PM

Council	Currently Seated	Filed to Date	Date	Term
Seat B	Scott King			2 year
Seat C	Bob Himschoot	Bob Himschoot	8/26/2011	3 year
Seat D	Keggie Tubbs	Keggie Tubbs	8/10/2011	3 year
Seat E	Chris Napoli	Andrew Clavette	8/10/2011	1 year
		Tracy Hightower	8/23/2011	

School	Currently Seated	Filed to Date	Date	Term
Seat B	Deon Lopez			3 year
Seat C	Kyle Belleque	Kyle Belleque	8/29/2011	3 year
Seat E	Bernina Venua	Tim Sands	9/2/2011	1 year

Election Judges

Pearl Strub has graciously agreed to be the Precinct Chair for this election a position she has held in the past. Election judges are Dana Clark, Steve Foy, and I am waiting on confirmation from Sherry Christensen and Curt Armstrong.

Code Review Committee

The minutes from the August 11 meeting are in the Council packet. The committee is asking the Council to approve the addition of the following items to their To Do list: permanent change to allow liquor sales on Super Bowl Sunday, keep bars open later when New Year's Eve falls on a Saturday and allowing bars to be open when New Year's Eve falls on a Sunday, and amending the code to reflect recent legislative changes regarding write-in ballots.

Ordinance No. 2011-07 amending the code to bring two sections of code relating to filing for seats consistent with each other.

This ordinance was advertised in the Bristol Bay Times August 15 edition for a public hearing on September 1. Due to rescheduling the regular council meeting, the ordinance is up for a public hearing on September 8. Notices advertising the change will be posted in three public places, posted on the City's website, and a notice sent out to various addresses.

Ordinance No. 2011-08, amend code for Personal Property Returns

This ordinance is being recommended by the Code Review Committee for Council approval. Two sections of the code that applied to personal property returns, changing the due date when the forms were due, adopted February 2010, and changing the manner in which business inventory was assessed from average monthly to year end method, adopted April 2010, but another section of the code that contained the same two issues had been inadvertently missed. The ordinance would bring the section in line with the previous code changes.

The Delta Discovery Newspaper. Lacking the Bristol Bay Times newspaper after August 15, the City has been advertising in The Delta Discovery Newspaper, an independent newspaper published in Bethel and shipped to other outlying communities including Dillingham. A total of 175 copies are delivered each week distributed between N&N and AC Co. The City used the newspaper to advertise the notice of proceeding to foreclose on properties due to unpaid real property taxes, as required in our code for four consecutive weeks in a paper of general circulation. That's the best we have right now, and I have to say it really is a good newspaper.

Commission/Board Seats Vacant

The City has been advertising for some time now to fill two seats, one on the Senior Advisory Commission and the other on the Planning Commission. There are two letters of interest, one for each seat, that will be included in the Council packet. The Department Head that oversees their respective commission has recommended approval.

Download Council Packet from Website

The council packet is now available from the City's website. It's not perfected yet. My goal is to have the pages numbered at some point. The packet will be uploaded within several days of the meeting; for regular meetings it should be available on Monday for sure.

MEMORANDUM

TO: Dan Forster, City Manager

FROM: Carol Shade, Finance Director

DATE: September 2, 2011

SUBJECT: Monthly Report

The Finance Department had a relatively busy month. As you can see by the Assistant Finance Director report the staff has been busy processing property tax payments, harbor and dock invoicing and payments.

We processed all the dock invoices in the month of July this year, compared to last year when about half the invoices were processed in July and half in August. This is a tribute to the oversight of the Assistant Finance Director. Anita has kept the Finance Department running smoothly while I was trying to perform two jobs at the same time. Acting as the Interim City Manager and Finance Director was a pretty loaded schedule for me. I am extremely happy with the staff that helped to facilitate that added workload.

We will continue to be extra busy this month, as I will be completing the work on the chart of accounts for the new accounting software. Anita and staff are working on getting the customer/property tax information together for the consultants. We are a little behind in the implementation date we had originally wanted. We were shooting for October 1st to implement the new software, but with the added workload for me and the fact that the audit is the second week of October, we felt that delaying the implementation to the 1st of November was a better time.

Finalizing audit preparation work in the coming weeks is another high priority for our department. We are reviewing the revenues and expenses and making sure accounts are in balance.

Just a heads up on staff activities for the coming month: Anita will be out of the office for part of next week. Shari will be out for about 10 days starting the 7th of September. In addition, Ted will be out the week of the 6th. And finally I will be attending the Fall 2011 Preparedness Conference the first week of October.

With that being said, attached are the Assistant Finance Director's report and the Summary Statements of the Revenues, Expenditures and Fund Balances as of August, 2011. Keep in mind that as we are still preparing for the audit, there are adjustments to be made to the FY2011 balances that will affect these statements.

City of Dillingham
Revenues and Expenditures As of August 31, 2011
Preliminary Figures

REVENUES:	Budget - FY11	Aug-11	Year to Date Actual - 8/31/11	Percent	Previous Year	
					8/31/2010 Actual	INC/(DEC) Last Year
General Fund Revenues						
General Sales Tax	2,525,000	362,336	576,723	22.8%	225,172	351,551
Alcohol Sales Tax	250,000	33,829	38,690	15.5%	38,282	408
Transient Lodging Sales Tax	80,000	5,226	15,372	19.2%	10,188	5,184
Gaming Sales Tax	80,000	-	3,198	4.0%	(2,017)	5,215
Total Sales Tax	2,935,000	401,391	633,983	21.6%	271,625	362,358
Real Property Tax	1,455,000	(5,994)	1,477,371	101.5%	1,461,024	16,347
Personal Property Tax	476,715	(271)	507,079	106.4%	431,719	75,360
Total Property Taxes	1,931,715	(6,266)	1,984,450	102.7%	1,892,743	91,707
Electric & Telephone	80,000	76,127	76,127	95.2%	75,300	827
Raw Fish Tax	290,000	-	-	0.0%	-	-
Shared Fisheries	40,000	-	-	0.0%	-	-
Revenue Sharing (Municipal Energy Assist in '08)	280,288	-	233	0.1%	209,543	(209,310)
Payment in Lieu of Taxes (PILT)	407,000	-	-	0.0%	407,511	(407,511)
ARRA Bulk Fuel Grant	-	-	-	-	-	-
Foreclosures	338,000	-	70	-	-	-
State Jail Contract	460,725	-	-	0.0%	107,241	(107,241)
Other Revenues	888,443	41,525	74,843	8.4%	72,925	1,918
Total	2,784,456	117,652	151,273	5.4%	872,520	(721,317)
Total General Fund Revenues	7,651,171	512,777	2,769,706	36.2%	3,036,888	(267,251)
Special Revenue Funds Revenues						
Water	203,412	12,380	2,318	1.1%	29,166	(26,847)
Sewer	254,221	18,155	37,480	14.7%	38,487	(1,007)
Landfill	344,493	10,944	32,732	9.5%	20,425	12,307
Dock	639,466	7,676	135,125	21.1%	1,085	134,040
Boat Harbor	211,544	5,807	23,300	11.0%	41,577	(18,277)
E-911 Service	20,650	2,585	7,375	35.7%	2,702	4,672
Senior Center	461,420	1,302	35,480	7.7%	4,541	30,940
Total Special Revenue Funds Revenues	2,135,206	58,850	273,810	12.8%	137,983	135,827
Debt Service Fund Revenue	1,177,840	8,243	8,243	0.7%	8,241	2
Asset Forfeiture Fund	-	-	-	-	-	-
Dock and Harbor Capital Project Fund Revenue	-	-	2,783	-	46,629	(43,847)
Road and Streets Capital Project Fund Revenue	1,000,000	147,400	147,400	14.7%	-	147,400
Water and Sewer Capital Project Fund Revenue	-	38,308	38,308	-	808,383	(770,075)
School Bond Project	953,384	-	-	-	-	-
Dillingham School District Additional Request	50,000	-	-	-	-	-
Homeland Security Misc Grant Revenue	-	-	-	-	-	-
Sr Center - CDBG Grant Capital Project Fund	-	-	-	-	-	-
Equipment Replacement Capital Project Fund	100,000	-	-	0.0%	-	-
Ambulance Reserve Capital Project Fund Revenue	45,000	-	-	-	-	-
Mary Carlson Estate Permanent Fund Revenue	7,420	-	-	0.0%	-	-
Landfill Capital Improvement Fund	-	-	-	-	-	-
Total	3,333,644	193,950	196,733		863,253	(666,520)
Total Revenues	13,120,021	765,577	3,240,249		4,038,123	(797,944)

City of Dillingham
Revenues and Expenditures As of August 31, 2011
Preliminary Figures

EXPENDITURES:	Budget - FY11	Aug-11	Year to Date Actual - 8/31/11	Percent	Previous Year	
					8/31/2010 Actual	INC/(DEC) Last Year
General Fund Expenditures						
City Council	96,600	12,652	21,699	22.5%	38,521	(16,821)
Administration	305,901	34,204	56,447	18.5%	41,865	14,582
City Clerk	113,139	8,596	18,646	16.5%	1,534	17,112
Finance	572,124	48,003	108,725	19.0%	75,876	32,849
Legal	40,000	5,817	5,817	14.5%	-	5,817
Insurance	86,899	1,566	88,427	101.8%	100,996	(12,569)
City School	1,350,000	325,000	325,000	24.1%	-	325,000
Non-Departmental	207,625	14,346	25,181	12.1%	28,860	(3,679)
Contributions	4,000	-	-	0.0%	-	-
Planning	129,287	7,710	17,799	13.8%	16,747	1,052
Dispatch	451,553	34,174	76,924	17.0%	48,073	28,850
Patrol	986,290	96,965	210,393	21.3%	98,345	112,049
Corrections	542,107	39,587	102,717	18.9%	64,895	37,822
DMV	90,590	6,556	14,880	16.4%	9,980	4,899
Fire	290,146	17,083	34,648	11.9%	15,030	19,618
Animal Control Officer	116,306	9,450	21,186	18.2%	16,437	4,748
Building and Grounds	298,358	24,187	42,170	14.1%	27,969	14,201
Shop	301,689	17,355	15,696	5.2%	31,657	(15,961)
Street	513,425	27,934	59,178	11.5%	98,517	(39,339)
Public Works Administration	133,943	10,716	24,811	18.5%	15,278	9,533
City Apartment Building	19,850	8,086	8,071	40.7%	-	8,071
Library	150,852	15,043	29,985	19.9%	18,612	11,373
Bingo Hall/Potato House	9,905	997	1,135	11.5%	-	1,135
Transfers to Other Funds	978,075	-	-	0.0%	-	-
Total General Fund Expenditures	7,786,664	766,028	1,309,535	16.8%	749,193	560,341
Special Revenue Funds Expenditures						
Water	200,328	11,557	21,665	10.8%	21,373	292
Sewer	257,305	21,359	38,281	14.9%	21,842	16,438
Landfill	344,493	26,452	63,123	18.3%	46,159	16,964
Dock	369,429	30,550	113,617	30.8%	106,155	7,462
Boat Harbor	211,544	24,098	50,984	24.1%	43,342	7,642
E-911 Service	45,000	-	-	-	-	-
Senior Center	461,420	77,314	104,965	22.7%	53,127	51,838
Homeland Security	-	-	-	-	-	-
Total Special Revenue Fund Expenditures	1,889,519	191,329	392,635	20.8%	291,998	100,637
Debt Service Fund Expenditures	1,177,840	-	-	0.0%	-	-
Asset Forfeitures Fund	-	176	350	-	-	350
Dock and Harbor Capital Project Fund Expenditures	-	3,021	3,021	-	397,590	(394,569)
Road and Streets Capital Project Fund Expenditures	1,000,000	26,743	26,743	-	-	-
Water and Sewer Capital Project Fund Expenditures	-	280,156	280,156	-	1,386,592	(1,106,436)
School Bond Project Fund Expenditures	953,384	6,173	6,173	-	1,116,398	(1,110,225)
Equipment Replacement Capital Proj Fund Expen	100,000	8,186	8,186	8.2%	69,000	(60,814)
Ambulance Reserve Capital Project Fund Expen	45,000	-	-	-	-	-
Mary Carlson Estate Permanent Fund Expenditures	7,420	861	1,566	21.1%	1,013	553
Landfill Capital Project Fund Expenditures	-	2,695	2,695	-	473	2,223
Total	3,283,644	328,012	328,891	10.0%	2,971,067	(2,668,918)
Total Expenditures	12,961,827	1,285,369	2,031,061	15.7%	4,012,258	(2,007,940)
Revenues Over (Under) Expenditures	158,194	(519,791)	1,209,188		25,866	1,209,995

City of Dillingham
Revenues and Expenditures As of August 31, 2011
Preliminary Figures

	Fund Bal.	FY'11	FY'11	Add or (-)	Fund Bal.
	6/30/2010	Revenues	Expenditures	Fund Bal	8/31/2011
01 General Fund	3,810,977	2,769,706	1,309,535	1,460,172	5,271,149
06 Water and Sewer	158,712	39,798	59,946	(20,148)	138,564
07 Landfill		32,732	63,123	(30,391)	(30,391)
08 Dock	1,297,379	135,125	113,617	21,509	1,318,888
09 Boat Harbor	-	23,300	50,984	(27,685)	(27,685)
10 E-911 Service	92,155	7,375	-	7,375	99,530
11 Asset Forfeitures Fund	56,680	-	350	(350)	56,330
12 Senior Center	(329)	35,480	104,965	(69,485)	(69,814)
15 Debt Service	-	8,243	-	8,243	8,243
21 Dock and Harbor Capital Project Fund	(23,305)	2,783	3,021	(239)	(23,544)
22 Road and Streets Capital Project Fund	-	147,400	26,743	120,657	120,657
23 Water and Sewer Capital Project Fund	91,742	38,308	280,156	(241,848)	(150,106)
24 School Bond Project Capital Project Fund	4,310,212	-	6,173	(6,173)	4,304,039
27 Homeland Security	(8,573)	-	-	-	(8,573)
30 Equipment Replacement Capital Project Fund	219,414	-	8,186	(8,186)	211,228
32 Ambulance Reserve Capital Project Fund	399,487	-	-	-	399,487
34 Mary Carlson Estate Permanent Fund	408,690	-	1,566	(1,566)	407,124
50 Landfill Capital Project Fund	165,944	-	2,695	(2,695)	163,249
Total	10,979,185	3,240,249	2,031,061	1,209,188	12,188,373

MEMORANDUM

TO: Carol Shade, Finance Director
FROM: Anita Fuller, Assistant Finance Director
DATE: August 31, 2011
SUBJECT: Monthly Report - August

The Finance department has continued to make adjustments to understanding our current software. Improvements have been made on how to handle unapplied cash and how to allow for changes on how penalties and interest are assessed on property tax invoices.

Jean Barrett shared one of his summer employees with our department for 1 ½ weeks. Chanel Chuckwuk worked for our department with filing and general tasks. Her help was greatly appreciated. Our department thanks BBEDC for their program for summer interns and making this opportunity available for the intern as well as the City.

Our office has been able to see a decrease in the number of utility delinquent accounts.

Status report on property tax received is as follows:

On July 2011, property tax bills sent:

Real property	860 invoices	\$1,521,324.29
Personal property	300 invoices	\$212,296.10
Business property	79 invoices	\$307,963.00
Totals	1,239 invoices	\$2,041,583.39

As of 08/29/2011, taxes received are:

Real property	198 invoices	\$273,650.50
Personal property	124 invoices	\$81,623.08
Business property	37 invoices	\$128,702.50
Totals	359 invoices	\$483,976.08

Sales tax files are currently being reviewed to verify any inconsistency with business license requests and proper filing of sales tax from individuals and/or companies.



To: Mr. Dan Forster, City Manager
From: Ethan Richards, Fire Coordinator
Subject: Department Head Report
Date: August 31, 2011

The Dillingham Volunteer Fire Department and Rescue Squad held an Executive Committee Meeting on 8/2/2011. We held a combination meeting on 8/3/2011 and combined Fire/Rescue Training was held on 8/10/2011. The Volunteers participated in ongoing driver training that involved both ambulances and fire trucks. An obstacle course was at the school parking lot in addition to city street driving experience. Another joint Fire/Rescue Training was held on 8/17/2011 at the Lake Road Station. Training consisted of SCBA instruction, familiarization, use and care of breathing equipment. This included cylinder change and refilling. All equipment was returned to the apparatus ready for service.

The Rescue Squad responded to 28 ambulance calls during the month of April 2011. They consisted of 6 trauma calls, 5 alcohol, 2 stroke, 1 respiratory, 3 cardiac, 1 hypothermia, 1 drug overdose, 1 drowning, 2 seizure 2 medivac 1 DOA and 6 other medical.

Rescue 1 has been repaired and back in service. Parts have been received for Ambulance and repairs are being effected There were no other major equipment issues and all other apparatus are in service and ready to respond.

There was one new membership application presented to the Executive Committee for consideration.

Respectfully,

Ethan Richards,
Fire Department Coordinator



To: City Manager Dan Forster
From: Jody Seitz, Planning Director
Re: Monthly Report for August
Date: September 1, 2011

Welcome Dan! So happy to have you on board. I don't want to say anything that would scare you away, but it has been a busy month. Fortunately there are not a lot of Huge Onion type problems in this report—only the usual crop.

CAPITAL IMPROVEMENT PLAN: I'm compiling the projects received from staff and the public for the annual CIP list. Our reviews begin next week on Tuesday. A timeline is available on request.

COMPREHENSIVE PLAN: Commissioners have agreed to hold separate meetings to pull together groups to develop work plans on each section of the Comp Plan. I am planning on printing copies of the plan and keeping it on the web for global access.

COMMUNICATIONS FROM THE PUBLIC: There is

- 1) Concern about no connecting paths between the pedestrian path and the Tower Road. I have mentioned this to our Special Projects Manager.
- 2) Request to fix the light on First Avenue West.

DENALI COMMISSION TRANSPORTATION COMMITTEE: visit cancelled til fall.

ENFORCEMENT ISSUES: Knutsen property final plat arrived from the surveyor. However, the taxes have not been paid. Presumably we may not proceed to finalize this plat until the taxes are paid. Technically therefore, the vacation of the alleyway has not been completed.

EROSION PROJECTS:

1. Mr. Cropsey and PND will put out the bid for the Picnic Park Stabilization Project this week.
2. The BBAHC and Indian Health Service are following up on the Kakanak beach erosion problem below the hospital sewage lagoon.

FLOODPLAIN MANAGEMENT: Peter Pan has constructed their new processing building without the proper permit from the State Building Plan Review office, which is still awaiting their plans.

We have gotten documentation of some pile logs and a stamped engineer's report.

The State Floodplain Coordinator has asked Dillingham to change its ordinance from permitting docks and processing plants to allow for development in the V zone of the floodplain without requiring a "variance."

I'm planning to send out letters to companies and individuals with property in the floodplain about the regulations, in hopes of getting some of the worst non-compliant properties moving toward compliance with our code.

GIS: Parcel ID book has been created and parcel IDs have been joined to the parcel database and to the City's most recent tax database. More work remains to put allotment landowners and their addresses into the address database so that we can issue cards to all property owners in Dillingham. We also need to put the parcel IDs onto all the property cards. Tedie Angasan and myself are planning on doing that a little every day once the Finance Department has installed the new Accufund software.

The request was granted for \$15,000 to to map the City's "Orange Book" which is all the local and special information regarding our utilities – such as where certain water boxes are located and peculiarities to the water and sewer system.

GRANTS/FUNDING REQUESTS IN PROGRESS:

- City needs to complete paperwork with ADEC for the loan if we are going to accept it.
- The Capital budget provided \$1.8 million legislative appropriation for the Snag Point sewer Line. Need to complete application to accept the state grant.
- USDA grant for Snag Point Force Main – City is no longer pursuing this. It is not needed for the Force Main and is unable to address the Snag Point bulkhead erosion.
- Suggest a Rasmuson Tier II grant for Library or Senior Center to match with USDA Facilities grant.
- Harbor Grant – City did not apply.
- Transit Grant for local municipalities – request permission to apply for this for planning and feasibility studies in cooperation with Curyung Tribe, which would also apply for Tribal Transit dollars. Funding is available for planning, operations, and capital expenses.
- USDA grant for library– City may apply for a facilities grant for the library to match Rasmuson
-

KANAKANAK ROAD SQUAW CREEK TO HOSPITAL: 2012-2015 STIP is open for comment. This road is scheduled for rehabilitation in 2012. Planning to work with ADOT Project Engineer and public to assure better pedestrian connections along the length of Kanakanak Road.

Also planning to get further clarification about what constitutes maintenance for purposes of our agreements with ADOT. By ADOT's measure, it's more than snowplowing and brushing, it's also filling cracks and repairing pavement. ADOT Project Engineers have told me ADOT is willing to help us maintain our pathways by loaning us equipment following their projects.

KANAKANAK ROAD FROM MAIN STREET TO FIRE HALL: Project is not on the STIP, but it is my understanding the reconstruction of this part of the road will happen along with the Squaw Creek to Hospital section in either 2012 or 2013. The funding would come from the Bridge Preservation and Pavement fund.

ADOT really pulled out the stops to get the harbor – downtown section of Kanakanak road and the Airport Wye paved this summer. This harbor section of the road as was

done as the test patch for the Wood River Road and the Airport Wye I understand to be a combination of maintenance dollars and actually included some funding from Troy LaRue's department budget at ADOT.

NEIGHBORHOOD INITIATIVE: The Planning Department awarded \$2500 to the Dillingham garden club to do gardening around town. The volunteers who maintain the cemeteries around town also received a \$2500 neighborhood initiative.

NERKA ROADS: The Curyung Tribe has this project at the top of their IRR roads list and has contracted with Bristol Engineering Services Corp. for planning and design. The current estimate for the project is \$3 million dollars approximately.

PLATS: Planning Department received the corrected final plat from surveyor Fred Walatka for the Knutsen alleyway vacation. The plat cannot be finalized because the owners are behind in paying their taxes on the property.

SAFE ROUTES TO SCHOOL: Need to hold planning meeting for this year's events and education activities with school officials.

SEPTIC AND SEWER ISSUES: Contacted Choggiung September 1, 2011, to update this report with information about whether Choggiung had installed a septic tank to handle the Courthouse sewage. Choggiung's Land Manager Rick Tennyson says Choggiung installed a DEC certified tank this summer which was designed by Bristol Environmental. He does not know when it was installed. He explained that Choggiung was unable to deal with the problem for the last two years due to combinations of bad weather and availability of contractors.

SNAG POINT SEWER LINE: Met with Project Manager Steve Cropsey, PND's Dempsey Thieman, PW Director Hank Boggs, and Finance Director Carol Shade on August 9. Decided the best alternative was the horizontal directional drilling and to also try to work on the bulkhead with whatever funding could be used for that, possibly the legislative appropriation. In consultation with USDA, Staff decided against pursuing the USDA grant because the city currently has enough funding for the HDD alternative to relocate the force main and that is all that that grant would pay for.

TOWER ROAD: Curyung Tribal Administrator Dorothy Larson requested I locate the new benches purchased as part of the project. I consulted with Steve Cropsey about this and we agreed that 1/3 and 2/3 of the way along the path would work well. Project Engineer Travis Woods has assured us that the benches will be located on pads alongside the pathway. Walked the road's final inspection. It may be that weather played a big part in the number of cracks that had to be sealed. There is concern about maintaining the newly paved and reconstructed pathway this winter because it is only 6 feet wide. Note that it is the same width as before construction, but it is much higher.

The Nunn Family has submitted a request to rename the Tower Road as "Lil Larry Road" after the worker who was killed during construction of the road. They would also like to put up a mural on the sound barrier and a plaque at a rest area that is being designed

and built with volunteer labor and materials for the head of the road across from the Senior Center. The naming request will come up at the Planning Commission meeting of September 20th. The Commission has to decide on the naming. The question of the art installation will also be addressed through the encroachment process – which first comes to the Planning Commission and goes for final approval to the City Council.

TRANSIT: BBNA's Economic Development Coordinator Patty Heyano and myself have met several times recently to discuss a current tribal Transit funding opportunity for planning and feasibility studies. The purpose would be to get Tribal and Municipal planning dollars to update the Coordinated Transit Plan for Dillingham, which was produced in 2002. The plan was never implemented.

One incentive for this is the high cost of energy, which has leapt another dollar higher since last year. Another incentive is that the State is threatening to withdraw funding from individual programs that provide transit unless they operate within a coordinated transit plan that involves partnering with other entities.

Finally – Thanks to the Council for persisting and finding someone with the knowledge and dedication (and sense of humor) to guide us through the next few years. And a great big welcome and well wishes to Dan, Barbara and their family. I hope you enjoy your time in Dillingham. Be sure to get a boat!

Date: August 30, 2011
To: Dan Forster / City Manager
From: Jean Barrett, Port Director
Subject: August Staff Report

Despite the lack of boats and fishermen in the harbor and barges traffic at the dock it has been steady and we have been able to accomplish some important projects and whittle down our "to-do" lists.

At the time of this report there are less than 30 fishing boats in the harbor, the season was pretty well wrapped up by the 20th of August and the remaining boats are either procrastinating and hanging on to the season or have gone upriver hunting or are going in the near future.

The following are some of the projects we have been doing to keep busy,

At the City Dock we have been cleaning up the ware house and organizing some of the long term supplies the City has stored in there, we have added the first portion of the shelving we have planned and like the look of it and will be adding more in the future. The shelving adds nice tidy storage space to the warehouse and allows us to keep the warehouse organized. Dating back to July I have been working with then City manager Don Moore and Dock Supervisor Eric Suttles on trying to line up a new, larger forklift for the dock. I have been in contact with Pape' material handling, the company we have traditionally worked with when we purchased the Forklifts for the dock operation. We have talked about the options we have for purchase, from trading in the 700 that we have to outright selling it ourselves, I recommend that we take the offer that Pape' gave when we get the ok to go ahead with this purchase.

I would like to take this opportunity to try to sell this idea while I have the chance, I know we are not following the replacement schedule for vehicles when we talked about getting a new forklift for the dock but we are at a point that we need bigger machinery, we currently have two forklift that we use on a very regular basis , a Hyster 800 and a Hyster 700, we also have a Hyster 620 that we use from time to time and the reason we keep that forklift is that it is able to be trucked on the road system. The 800 is the newest of our forklifts and even though it can lift 80,000 lbs it is being tested each time a barge comes to the dock. The 700 is older and still in very good shape but only has a capacity of 70,000 lbs. We are wanting to purchase a brand new Hyster 1050 which has a capacity of 105,000. This is important because the size of the freight crossing over the dock has become bigger than the 700 can handle at times.

Let me give an example of a situation that has happened in the past... say we have a 40' freezer van full of fish the maximum weight on this would be 75,000 lbs and all 40' freezers need to be handled with a piece of equipment called a "top handler" which weighs 10,000 lbs this already puts us over the capacity of the bigger 800 Hyster. This is just an example and I will step off my soapbox for the time being but I hope this sheds some light on the subject of why we are looking to upgrade our equipment.

At the Harbor we have been busy cutting brush and trimming grass, picking up trash and readying the area for winter.

We have cleaned up and organized the Ice machine and are awaiting the freezer tech to come and check out the machine after the summer usage and put the unit to bed for the winter, I find that paying someone with refrigeration experience to check it over and put the old girl to bed the correct way helps eliminate any costly repairs when restarting the unit the following spring.

Another project that has been on the back burner and in need of doing was the replacement of the deck entering the harbor office. The deck was at the point of rotting off of its framework and had become a safety issue. We have replaced all the deck boards and hand railing, the new deck really adds to the appearance of the office.

Other than that we have worked tides swinging nets and other freight , our moorage and freight numbers are very good this summer as compared to years past's, with the addition last year of the new bulkhead we are busier and have made sure we are following the tariff where docking and freight over the dock are concerned.

We have made an announcement on KDLG to boat owners that we will be pulling the floats from the harbor over the next few weeks and will need all vessels moved.

That's all from the Port department at this time

Happy trails

Jean

Monthly Report

Dillingham Dept. of Public Safety

For the month of August 2011

Patrol

- ❖ 583 calls for service
- ❖ 78 Incident reports generated
- ❖ 10 Assaults
- ❖ 17 Theft offenses
- ❖ 05 Violation of release conditions/probation
- ❖ 07 Criminal mischief offenses
- ❖ 04 Driving under the influence
- ❖ 01 Minor consuming
- ❖ 04 Disorderly conduct
- ❖ 23 persons arrested
- ❖ 40 Title 47/Protective custody
- ❖ 06 Citations issued

Corrections

- ❖ 93 Total Inmates for 07/26/2011-08/27/2011
- ❖ 40 Total Title 47/Protective custody
- ❖ 80 Male inmates
- ❖ 13 Female inmates
- ❖ 37 Male Protective custody
- ❖ 03 Female Protective custody
- ❖ 03 Inmates from Adult Probation
- ❖ 18 Inmates from Courthouse
- ❖ 29 Inmates from A.S.T.
- ❖ 43 Inmates from Dillingham Police
- ❖ 00 Use of force reports

WAANT/Investigations Unit

- ❖ 10 Alcohol interdictions
- ❖ 05 Drug investigations
- ❖ 15 Investigative assistance to Dillingham Police
- ❖ 01 Postal seizures

Communications

- ❖ 729 Total calls for service 07/26/11-08/27/11
- ❖ 80% dispatched to Dillingham Police
- ❖ 5% dispatched to Communication Dept.
- ❖ 6% dispatched to Alaska State Troopers
- ❖ 4% dispatched to EMS/Dillingham Fire
- ❖ 5% dispatched to Dillingham Animal Control
- ❖ 09 Record requests complete

Animal Control

- ❖ 48 Total calls handled for 07/26/11-08/27/11
- ❖ 06 Dog impound
- ❖ 01 Cat impound
- ❖ 05 Warning citation issued
- ❖ 02 Dogs adopted from Animal Shelter
- ❖ 01 Owner released dogs (given for adoption)
- ❖ 08 Compassionate euthanasia
- ❖ 00 Dog bite case
- ❖ 03 Rabies shots given
- ❖ 02 Parvo/Distemper shots given
- ❖ 07 Bear calls

DMV

- ❖ 143 Registrations/Titles
- ❖ 133 Driver's license/ID's
- ❖ 04 Commercial driver's licenses
- ❖ 08 Road tests



Memorandum

Date: August 30, 2011
To: Dan Forster, City Manager
From: Hank Boggs, Public Works Director
Subject: August Staff Report

Shop and Fleet Department: We will be without a mechanic for the next couple of weeks as he is taking his vacation. On September 19th our new heavy equipment mechanic will be starting and our lead mechanic will be back to work. Our lead mechanic has been working overtime trying to get caught up on the priority jobs. We are still advertising for an auto mechanic and are hoping to fill that position soon. Our part time mechanic is finishing a rush job and then he will be out for the rest of hunting season.

We usually have a mechanic in the shop at all times. But because of not having the two positions filled we will have to get by as we can.

Water Wastewater Department: Our crew is performing seasonal maintenance on our sewers and lift stations in preparation for winter. We have experienced some mechanical failures with the lift stations. Our lift stations are badly in need of repair and upgrades.

I have been working with H&S Environmental along with Alaska Rural Water Association on a plan to bring our wastewater lagoon into compliance with Alaska DEC standards. This would include a proper septic disposal area at the lagoon.

Our Water-Wastewater Operator II is receiving his Level 1 certifications from Alaska State DEC in; Wastewater Treatment, Wastewater Collection, Water Treatment, and Water Distribution. We are still working on getting our Water-Wastewater Operator 1 his certifications. He will be taking his test in late October.

Solid Waste Landfill Department: As with all the Public Works crews, our landfill crew is taking pride in their work and making the landfill look good and run great.

We have finished our fire suppression system and it works better than we expected.

I have been talking to Fred Hodge about recycling our metal pile and vehicles at the landfill. He should be visiting us this fall to see if it will be profitable to haul off our scrap iron. It is a gamble for him to try this venture and it all hinges on scrap iron prices.

I will be having our crew do the best that they can to strengthen the existing burn box at the landfill. We put this out for bid earlier this summer and the lowest bidder has not been able to fulfill his commitment. Alaska DEC Inspectors are requesting that we go to an incinerator or bailing our solid waste. Because of that we have not been able to replace the existing burn box. It had a life expectancy of three years and it has been in use, I believe, for 6 years.

Building and Grounds Department: Our crew is tuning up our boilers and getting them ready for the winter season. They have been doing a good job of keeping up on building maintenance mowing grass and cutting brush.

We have recertified our Buildings and Grounds Assistant in Asbestos Abatement. I am hoping to send both of our Buildings and Grounds crew to a boiler class this fall. At one time they were both licensed boiler technicians and need to be recertified.

Our Buildings and Grounds crew pitch in and help our other departments when emergencies arise as do all our crews.

Streets Department: Our Streets crew has been busy with their usual responsibilities. They will be mixing the salt and sand for the streets and multiuse paths and ready for the winter season, as are the other departments.

As of this summer we have new responsibilities of maintaining 3 more miles of multiuse paths. Some of these newer paths are narrower than we have had to maintain in the past. It is to the City's credit that we now have the opportunity to utilize all these new paths but it is time that we upgrade our equipment to meet this new responsibility.

I have been looking into the equipment that other municipalities use to maintain their sidewalks and multiuse paths. I have found that several are using an articulating trackless vehicle. This vehicle has the attachments to remove snow,

sweep, sand, and cut the brush that is overgrowing our paths and roadways. I am convinced that this is the vehicle that the City needs to be able to maintain these beautiful multiuse paths.

Our crew has finished the roadway from the Tai Inn to Center Street. We have installed several culverts over the summer. They have replaced damaged culvert ends on Cesena Drive.

We were hoping to get Quality Asphalt to patch our downtown streets. They were unable to because they ran out of asphalt. We need to plan to repair these streets in the near future.

Dillingham Senior Center

To: Dan Forster, City Manager
From: Ida Noonkesser, Senior Center Director
Date: August 29, 2011
Re: Staff Report

The Senior Center is still under construction. Steve Cropsey tells us that the Senior Center will be open by October 10, 2011. Crowley employees were still putting drywall and plywood on the entire walls and floors when I visited the facility last week.

We are anxious to get back into the Senior Center and get back to providing our full program.

Seniors have been coming in a lot to come have coffee in the morning at our temporary place at the Potato House. It is good to see them back enjoying each other's company.

July was a very busy month for everyone. Putting up fish, commercial fishing and other family activities had everyone busy.

Things were pretty quiet during July for paperwork assistance. I only helped one person with paperwork in July.

Senior Center

Meals:

In July, the Senior Center served about 157 congregate meals, 28 meals to staff, guests, and volunteers. We took 134 home delivered meals. We also provided 136 unassisted rides, 267 assisted rides, and 4 people utilized the computer lab.

Senior Advisory Commission

Our next meeting is scheduled for September 7, 2011 at 1 p.m. at the Potato House.

Bingo Hall

Bingo Hall Rental:

For the month of July we had only three renters for the Bingo Hall.

I. CALL TO ORDER

The Code Review Committee met on Thursday, August 11, 2011, in the City of Dillingham Council Chambers, Dillingham, AK. Tim Sands, Chair, called the meeting to order around 5:30 p.m.

II. ROLL CALL

Committee Members present:

Tim Sands, Chair/Council Member
Alice Ruby, Mayor
Carol Shade, Finance Director/Interim City Manager
Janice Williams, City Clerk

Committee Members absent:

Scott King

III. APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Carol Shade seconded the motion to approve the agenda as presented.

Discussion:

- reported that serving liquor on Super Bowl Sunday had been mentioned to bring back to the Council in the fall as a suggested permanent change to the code and would be added under New Business; and
- asked to include Attorney's memo on write-In votes under New Business.

GENERAL CONSENT: There was no objection to amend the agenda to include Super Bowl Sunday and Write-In Votes under New Business.

IV. APPROVAL OF MINUTES

A. Minutes of June 8, 2011

MOTION: Alice Ruby moved and Carol Shade seconded the motion to approve the minutes of June 8, 2011.

VOTE: The motion passed unanimously.

V. UNFINISHED BUSINESS

A. Title IV. Revenue and Finance

1. **Manager Authority to Settle Unpaid Accounts**
City Clerk Williams reported this item was awaiting for the new manager to come on board.

2. **Chapter 4.15 Real and Personal Property Tax**
- a. 4.15.120 C.2 and F, Membership and procedures of BOE
 - b. 4.15.120 D.1-10 – Conduct of Hearings
 - c. 4.15.360 B. Refund of Taxes

City Clerk Williams reported that she was still awaiting for the Attorney to come back with his review of the material.

B. Title VII. Animal Control

1. *Referred to Animal Control Focus Group – assignment is to compare DMC with State Statutes and bring back recommendations to the Code Review Committee*

City Clerk Williams reported that this item was to be presented to the Animal Focus Group.

C. Title XI. Vehicles & Traffic

1. **Title XI**
- a. 11.20 and 11.21 Vehicles & Traffic
 - b. 11.21 Snowmobiles

City Clerk Williams reported that this had earlier been discussed that it be presented after annexation, that the ordinance did need some cleanup.

D. Annexation – Sales Tax Ordinance

Chair Tim Sands reported that the code committee would be looking to review ordinances affected by the annexation including a sales tax ordinance, a fire arms ordinance, reviewing ordinance on fireworks, and collection of severance or raw fish tax ordinance.

Discussion/Follow Up:

- more guidance needed from the Council including sharing fish taxes and the proposed Regional Fisheries Investment Fund;

- clarify if City was legally locked into the fish tax proposed rate of 2.5% as filed in the annexation petition;
- review code to locate other sections that might be affected by the annexed area;
- clarify voter qualifications for residency requirements to vote on the ballot measures;
- address current sales tax ordinance, such as exemptions on sales in the bay, and revising the proposed fish tax; and
- address ballot language and clarify if there would be more than one ballot to vote on annexation and implementing a fish tax or would the ballot measures be merged onto one ballot.

VI. NEW BUSINESS

A. Personnel Regulations

City Clerk Williams reported this item was awaiting the new manager's review.

B. Draft Ordinance No. 2011-XX, An Ordinance of the Dillingham City Council Amending DMC Section 4.15.080, Personal Property Returns

City Clerk Williams reported an ordinance was adopted February 11, 2010 amending DMC Section 4.15.180, Penalties and Interest, changing the due date personal property returns were required to be filed to the first business day in February. On April 15, 2010, the Council adopted changes to Section 4.15.060, Business Inventories, changing the assessment from average monthly value to year end method. Section 4.15.080 should have been changed to reflect the change in the due date for filing personal property returns and change the basis for assessing business inventory, in order to be consistent with Sections 4.15.180 and 4.15.060. This ordinance would bring the section in line with the previous two code changes.

MOTION: Alice Ruby moved and Carol Shade seconded the motion to recommend the ordinance to the Council.

It was recommended that the ordinance be introduced on the September agenda.

VOTE: The motion passed unanimously.

C. Super Bowl Sunday

Chair Tim Sands reported the committee would propose adding Super Bowl Sunday as a permanent change and the legislative change on Write-In Votes be added to the committee's to do list.

(Clerk Note: Ordinance No. O2010-12, adopted January 6, 2011, temporarily amended code to allow licensed bars and restaurants to serve alcohol on Super Bowl Sunday

from 1:00 PM to 7:00 PM. Per the Information Memorandum that was attached to the ordinance, the Council would consider whether to approve a permanent change to the code later in the year.)

Mayor Ruby asked if a request received in the past to keep the bars open later when New Year's Eve falls on a Saturday or allowing the bars to be open when New Year's Eve falls on a Sunday should be brought up also. The committee agreed to add it to their list for approval by the Council.

D. Write-In Votes

VII. PUBLIC COMMENT/COMMITTEE COMMENTS

Carol Shade:

- asked if a permit for fireworks sales at the harbor should be addressed as a permanent change in code in lieu of the manager addressing it annually as an exception.

Discussion:

- suggested seeing how far it could get with a vague code;
- suggested defining fireworks, because another local vendor was supposedly selling seal bombs; and
- suggested including the item in the manager's report as an open item.

Alice Ruby:

- reported Senator Begich would be in town for the August 25 GCI meeting on the Terra project and asked if City would be interested in hosting a luncheon that would include the FCC Commissioner.

Janice Williams: no comment

Tim Sands: no comment

VIII. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Tim Sands, Chair

ATTEST:

Janice Williams, City Clerk

I. CALL TO ORDER

The Finance and Budget Committee met on Monday, August 29, 2011 at the City Council Chambers, Dillingham, AK. Tim Sands, Chair, called the regular meeting to order at 5:30 p.m.

II. ROLL CALL

Committee Members present:

- Tim Sands, Council Member, Chair
- Alice Ruby, Mayor
- Carol Shade, Finance Director/Interim City Manager

Staff present:

- Jody Seitz, Director of City Planning
- Doug Dombroski, Chief of Police

III. APPROVAL OF MINUTES

- A. Minutes of May 31, 2011

MOTION: Mayor Ruby moved and Carol Shade seconded the motion to approve the minutes of May 31, 2011.

VOTE: The motion passed unanimously.

IV. APPROVAL OF AGENDA

MOTION: Carol Shade moved and Mayor Ruby seconded the motion to approve the agenda with the addition of the memorandum on the forklift submitted by the Port Director.

GENERAL CONSENT: The motion passed with no objection.

V. STAFF REPORTS

Carol Shade reported that the finance department had already collected about ¼ of the property taxes.

VI. UNFINISHED BUSINESS

- A. Tax Incentives

Tim Sands reported that tax incentives was a longstanding item. He noted the object was to give some incentive to businesses and private citizens to invest in the community thru new construction projects and/or major upgrades.

Discussion:

- concerned there would be two parallel efforts with the annexation tax exemptions also being discussed;
- suggested in the process of filing for a tax reduction it would also aid in filing for the necessary permits; and
- suggested having staff research other models and report back in the next couple of months.

Staff asked that future discussion include a definition of major upgrades.

VII. NEW BUSINESS

- A. Review for Recommendation to the Council Resolution No. 2011-71, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Advertising Requirements to Award the Purchase of a New Ford F150 Truck from Cal Worthington Ford for the Animal Control Vehicle

MOTION: Alice Ruby moved and Carol Shade seconded the motion to recommend Resolution No. 2011-71.

Carol Shade discussed that the Council had appropriated \$100,000 to the Equipment Replacement Fund in the FY 2012 budget accompanied with a list of three vehicles to replace. Staff mistakenly understood that this was sufficient Council approval and moved forward with purchasing the animal control vehicle, and since they had used government pricing (GPC Fleet Price Quote) did not go out for other price quotes. A lease agreement had been executed with Ford Motor Credit. Staff did seek three price quotes for the remaining two vehicles, the fire department truck and the police chief's vehicle, but the purchases were pending Council approval. The resolution would waive the advertising requirements for the animal control vehicle.

Chief Dombroski reported that originally staff had looked at the State bid process in which the State had already sought price quotes from various vendors.

Discussion:

- reported the vehicles being replaced would have to be removed from the fleet equipment and not expand the fleet per the equipment replacement policy, staff responded the animal control and fire dept. vehicles would be removed and the existing police chief's vehicle would replace another well worn police vehicle that would be removed from the fleet, for a total of three;
- asked for an amendment to Resolution No. 2011-73, purchase of fire department truck also included in the FY 2011 budget but never purchased, to clarify the financing to note the payment would be made from the FY 2012 budget with \$18,000 rolled in from the prior year's FY 2011 approved equipment replacement fund budget for the fire department truck; and
- asked for an amendment to Resolution No. 2011-71, to add the animal control vehicle in the first Whereas, the city is looking to replace the animal control vehicle [one of its fleet equipment] and the cost is over \$20,000 (underline designates added language, brackets designate deleted language).

MOTION: Mayor Ruby moved and Carol Shade seconded the motion to recommend to the Council Resolution No. 2011-71, 2011-72, 2011-73 and 2011-74 with the amendments.

GENERAL CONSENT: The motion passed with no objection.

- B. Review for Recommendation to the Council Resolution No. 2011-72, A Resolution of the Dillingham City Council Authorizing the City Manager to Enter into a Lease Agreement with Ford Motor Credit for the Animal Control Vehicle
- C. Review for Recommendation to the Council Resolution No. 2011-73, A Resolution of the Dillingham City Council Authorizing the City Manager to Enter into a Lease Agreement with Ford Motor Credit for the Fire Department Truck
- D. Review for Recommendation to the Council Resolution No. 2011-74, A Resolution of the Dillingham City Council Authorizing the City Manager to Enter into a Lease Agreement with Ford Motor Credit for the Public Safety Vehicle
- E. Other – Forklift Memorandum from Port Director

Carol Shade reported from the Port Director's memo which noted the 700 Forklift was too small to handle some of the bigger items, a new 1050 would be better suited for the larger loads, and suggested paying for it from the dock fund which was over \$1M. Port Director had contacted a vendor who was proposing a \$100,000 trade-in making the new purchase for the 1050 \$480,000. The 700 was listed on the equipment replacement schedule for \$250,000 original cost, and was twelve years old. He was looking to put the 700 on the last outbound barge.

Discussion:

- asked staff to prepare a resolution to be brought back to the next finance meeting and ensure that the procurement policy had been followed to be sure other bids had been sought, and provide information on where it ranked on the equipment replacement list as a priority item, and an analysis of recent dock activity and the need for the larger forklift.

VIII. PUBLIC/COMMITTEE COMMENT(S)

There were no public comments.

Carol Shade:

- commented on the next agenda she would report on the consultant's research on health insurance coverages.

Mayor Ruby: no comment

Tim Sands:

- thanked Carol for all her hard work and doing double-duty.

IX. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

ATTEST:

Tim Sands, Chair

Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2011-07

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DMC SECTION 3.10.075 OF THE DILLINGHAM MUNICIPAL CODE RELATED TO THE ELECTION OF CANDIDATES TO FILL A VACANCY ON THE CITY COUNCIL

WHEREAS, Section 3.10.075 of the Dillingham Municipal Code as adopted in 1991 requires vacancies on the city council filled by election to be determined as if all candidates for all city council seats were running at large rather than for designated seats; and

WHEREAS, Section 3.40.015 of the Dillingham Municipal Code was amended in 1996 to change the manner in which city council candidates are elected to a designated seat system; and

WHEREAS, Section 3.10.075 should have been changed to reflect the designated seat election system adopted in 1996 in order to be consistent with Section 3.40.015;

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM:

Section 1. Amendment of Section 3.10.075. Section 3.10.075 of the Dillingham Municipal Code is hereby amended to read as follows: (deletions are in [brackets])

3.10.075 Procedure for filling vacancies.

When an elected official or officials have vacated one or more seats before the expiration of the full term, a replacement shall be elected at the next regular election for the balance of the term. [The candidate or candidates receiving the most votes shall be declared the winner of the full term seat or seats, and the next highest shall complete the balance of the term for any seat with two years remaining, and the next highest shall complete the balance of the term for any seat with one year remaining.]

Section 2. Classification. This is a code ordinance.

Section 3. Effective Date. This ordinance shall be made effective upon passage.

ENACTED by the Dillingham City Council on _____.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

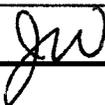
Subject: An ordinance of the Dillingham City Council amending DMC Chapter 3.10.075 of the Dillingham Municipal Code related to the election of candidates to fill a vacancy on the City Council

Agenda of: September 8, 2011

Council Action: The Council moved to introduce the ordinance at their August 4, 2011 Regular Council Meeting.

Manager: Recommend approval.

City Manager: 
Dan Forster

Route To:	Department / Individual	Initials	Remarks
	Finance		
X	City Clerk / Janice Williams		

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s):

- Public Hearing was advertised in the August 15 edition of BayTimes (*required to be advertised in a local newspaper five days in advance of the public hearing*)

Summary Statement.

The following two sections of code relate to filing for seats and filling seats. There is a conflict between the two sections.

Adopted 1996, DMC 3.40.015 reads that candidates shall file for election for seats designated alphabetically commencing with the seats vacated in October 1997.

Adopted 1991, DMC 3.10.075 reads that when an elected official(s) has vacated one or more seats before the expiration of the full term, a replacement shall be elected at the next regular meeting. The candidate (s) receiving the most votes shall be declared the winner of the full term seat or seats, and the next highest shall complete the balance of the term for any seat with two years remaining, etc.

We sought Attorney advice.

From Attorney Brooks Chandler. DMC 3.10.075 should have been changed at the same time the designated seat ordinance was adopted. In such situations the usual rule is that the most recent ordinance must be followed.

There is still time to change DMC 3.10.075 before the election. The enclosed ordinance accomplishes this. The ordinance was introduced August 4, 2011 and scheduled for a public hearing September 1. The September 1 meeting was rescheduled to September 8. Advertising was circulated noting the same. In the meantime, persons interested in running for election October 4 were instructed in October to file for a designated seat as required by DMC 3.40.015.



NOTICE OF PUBLIC HEARING

The City of Dillingham will hold a public hearing on Thursday, September 8, 2011, at 7:00 p.m. in the City Council Chambers for the purpose of taking comment from the public on Ordinance No. 2011-07, An Ordinance of the Dillingham City Council Amending Section 3.10.075 of the Dillingham Municipal Code Related to the Election of Candidates to Fill a Vacancy on the City Council.

This proposed change will reflect the designated seat election system adopted in 1996 in order to be consistent with Section 3.40.015.

September 1, 2011

James L. Folsom Sr.
Diane E. Folsom
P.O. Box 444
Dillingham, Alaska 99576
folsom@nushtel.net

City of Dillingham
City Council
P.O. Box 889
Dillingham, Alaska 99576

Dear City Council:

I am writing to officially protest the purchasing of the building that the current city dog shelter is housed in. This building is formerly known as RAM Automotive and is owned by Steve Bucholtz.

Jim and I purchase our property on Blackberry Circle in the summer of 1984. We have been residence of this property for 27 years. We were the first residence of this neighborhood. When we purchased this property we were not in city limits. A few years after we moved here we were annexed into city limits. There are only 3 houses in this neighborhood. We are quiet people that keep to ourselves for the most part. We have only had 3 neighbors in this time.

Slowly Jim and I purchased the two adjoining properties. And in 1991 we started our first business Southwest Salvage and then in 2000 we opened our second business Teddy's Convenience Store. Both of these businesses generate income for the City of Dillingham by way of sales tax collection. We pay to the city annually 70,000 in sales tax revenue and at least 5000 in property taxes.

A dog shelter should not be in a residential neighborhood. I do understand that the property is commercial. I am not protesting it being a commercial business. I am protesting that the business be purchased by the City of Dillingham to be used as the City of Dillingham's Animal Shelter. Prior to the City moving into the property I went to the city manager and spoke with him about my concerns. I told him that I didn't want the shelter there. He told me that the animals would only be kept outside during the day and inside at night. I wouldn't hear a thing is what I was told. I was also told that the animal shelter being there was temporary and that they would only be there until September. I was told that the city needed this time to get in the building materials on the spring barge to build the new shelter that would be located out at the land fill.

So the shelter moved in and at first it was as we were told. The dogs were put in the outside kennels during the day as long as the weather was good and put inside at night. Yes nice and quiet. Then the snow melted and the dogs were moved outside. The dogs are kept outside 24/7 right now and

throughout this summer. The only shelter that they have is a dog house. No tarps over the outdoor kennel no dry spot for them when it rains. So what is the purpose of needing a building if you are keeping the dogs outdoors? There have been a couple of incidences that I have discussed with Dan Boyde. He was rude to me both times I spoke with him.

Here is what happened the first time I spoke with him. One day I pulled onto the road going to my house (Blackberry Circle) and I see a dead dog lying on the concrete in front of the shelter. The dog had a catch pole around its neck and was obviously dead. I was horrified. I went home and told my husband what I had seen and he said he heard a dog screaming. I later went and told Dan that I was horrified to see a dead dog laying there. He acted like I was stupid and that I didn't know what I had seen. He denied that the dog was dead. He said "Nope the dog wasn't dead". He said "Did you actually go up and touch the dog to see if it was dead?" I know a dead dog when I see it. I also know how traumatizing it would have been for a child to have witnessed that. Teddy's has a lot of children that come there every day. And I told him that. I told him if he had to put a dog down then he should be doing that in private, inside the building not for the whole world or neighborhood to see. Later that day I spoke to Dave Ewald (the in house resident) and he told me that yes the dog was dead. That it was horrifying and the dog suffered. Dave told me the story of how the dog was put down and it was bad.

I have tried to be a good neighbor by not complaining to anyone other than Dan Boyd the dog catcher. Since it was a temporary shelter, I figured I could live with it for 6 months.

Then the dogs started getting louder and louder. They were waking me and my husband up at night. The barking was so loud that my own dogs inside my house were barking at the kennel dogs. This went on for a couple of weeks before I spoke with Dan about it. I approached Dan and told him that the dogs were being loud and asked if he could put them indoors at night, where he had told me that they would be kept at night. He says "It's because of the bears right?" I tell him I don't know but that it didn't matter. The dogs are loud. I told him "You told me that the dogs would be kept indoors at night and I am asking that you put them inside cause they are barking." He told me "I don't see a problem with it. I don't see a problem with them being outside at night." I told him "you don't live here and you don't have to hear them." He told me "he would have to think about it and ask the in-house resident and the Chief of Police." Dan was rude and I turned around and walked away. Later that day he called my house and told my daughter to tell me that I didn't have to worry about the dogs that were loud anymore because he had killed them. Making me feel like I was the cause of putting the dogs down. That was just rude of him. He didn't need to tell me this. The dogs continue to be housed outdoors daily, even through the rain.

I would like to see an ordinance be enacted that prohibits the city animal shelter from being in any residential neighborhood.

The animal shelter should be at the city landfill like Scott King said at your last special council meeting. An animal shelter does not need an in-house resident. The current in-house resident works nights. Another location and wouldn't cost 300,000 is the property that was formerly Dave Gladdens apartments. The city should keep the building. Renovate the building to house the animal shelter and

rent the rest to the city employees. You wouldn't have to spend all that money (that you will never recoup). And if you feel it necessary for an in-house resident, well all of the employees could watch the place. Another place for this could be up at the city shop. The city owns the land already, it has water and sewer and someone is around there all the time. And yet another location could be the boat harbor. My dad, Jim Carty is a retired City of Dillingham, Public Works employee. He told me that the dogs used to be housed in kennels at the harbor masters location. He further told me when cleaning the kennels it was set up to hose the feces and urine directly into the city sewer. Pat Durbin was the harbor master and the dog catcher at that time.

I am asking that you please consider the people who actually live in this neighborhood. Would you want this shelter in your neighborhood? Would you like it in Nerka? How about Schroeder subdivision, what about Hud or Neqleq or what about right next door to your own house? I really think NOT. Please hear what I am saying and do not purchase this property. Our property values would drop. Who wants to buy and live next to an animal shelter.

Should you have any questions concerning this matter please do not hesitate to contact either Jim or I at 842-3401(hm), 842-1281(Southwest Salvage) or 842-2881(Teddy's). Thank you for taking the time to listen to my concerns.

Sincerely

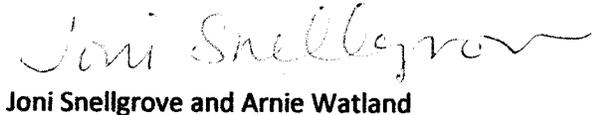


James and Diane Folsom

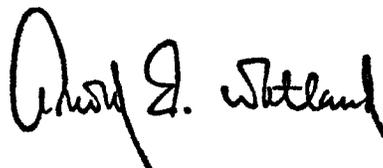
Residence of 5135 Blackberry Circle

This letter is supported by the other residence of the neighborhood

Jim and Myrtie Carty



Joni Snellgrove and Arnie Watland



CC

Bob Himschoot

Scott King

Elizabeth Pearch

Keggie Tubbs

Chris Napoli

Tim Sands

Alice Ruby

August 30, 2011

Dear Mayor Ruby:

I understand there is an open seat on the Senior Advisory Commission. I would be very interested in filling that position and have done so in past years.

I appreciate you considering me for that position.

Sincerely,

A handwritten signature in black ink, appearing to read "Basil Backford", with a circular flourish at the end.

Basil Backford
PO Box 388
Dillingham, AK 99576
842-2457

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2011-07

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DMC SECTION 3.10.075 OF THE DILLINGHAM MUNICIPAL CODE RELATED TO THE ELECTION OF CANDIDATES TO FILL A VACANCY ON THE CITY COUNCIL

WHEREAS, Section 3.10.075 of the Dillingham Municipal Code as adopted in 1991 requires vacancies on the city council filled by election to be determined as if all candidates for all city council seats were running at large rather than for designated seats; and

WHEREAS, Section 3.40.015 of the Dillingham Municipal Code was amended in 1996 to change the manner in which city council candidates are elected to a designated seat system; and

WHEREAS, Section 3.10.075 should have been changed to reflect the designated seat election system adopted in 1996 in order to be consistent with Section 3.40.015;

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM:

Section 1. Amendment of Section 3.10.075. Section 3.10.075 of the Dillingham Municipal Code is hereby amended to read as follows: (deletions are in [brackets])

3.10.075 Procedure for filling vacancies.

When an elected official or officials have vacated one or more seats before the expiration of the full term, a replacement shall be elected at the next regular election for the balance of the term. [The candidate or candidates receiving the most votes shall be declared the winner of the full term seat or seats, and the next highest shall complete the balance of the term for any seat with two years remaining, and the next highest shall complete the balance of the term for any seat with one year remaining.]

Section 2. Classification. This is a code ordinance.

Section 3. Effective Date. This ordinance shall be made effective upon passage.

ENACTED by the Dillingham City Council on _____.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

Subject: An ordinance of the Dillingham City Council amending DMC Chapter 3.10.075 of the Dillingham Municipal Code related to the election of candidates to fill a vacancy on the City Council

Agenda of: September 8, 2011

Council Action: The Council moved to introduce the ordinance at their August 4, 2011 Regular Council Meeting.

Manager: Recommend approval.

City Manager: 
Dan Forster

Route To:	Department / Individual	Initials	Remarks
	Finance		
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s):

- Public Hearing was advertised in the August 15 edition of BayTimes (required to be advertised in a local newspaper five days in advance of the public hearing)

Summary Statement.

The following two sections of code relate to filing for seats and filling seats. There is a conflict between the two sections.

Adopted 1996, DMC 3.40.015 reads that candidates shall file for election for seats designated alphabetically commencing with the seats vacated in October 1997.

Adopted 1991, DMC 3.10.075 reads that when an elected official(s) has vacated one or more seats before the expiration of the full term, a replacement shall be elected at the next regular meeting. The candidate (s) receiving the most votes shall be declared the winner of the full term seat or seats, and the next highest shall complete the balance of the term for any seat with two years remaining, etc.

We sought Attorney advice.

From Attorney Brooks Chandler. DMC 3.10.075 should have been changed at the same time the designated seat ordinance was adopted. In such situations the usual rule is that the most recent ordinance must be followed.

There is still time to change DMC 3.10.075 before the election. The enclosed ordinance accomplishes this. The ordinance was introduced August 4, 2011 and scheduled for a public hearing September 1. The September 1 meeting was rescheduled to September 8. Advertising was circulated noting the same. In the meantime, persons interested in running for election October 4 were instructed in October to file for a designated seat as required by DMC 3.40.015.



NOTICE OF PUBLIC HEARING

The City of Dillingham will hold a public hearing on Thursday, September 8, 2011, at 7:00 p.m. in the City Council Chambers for the purpose of taking comment from the public on Ordinance No. 2011-07, An Ordinance of the Dillingham City Council Amending Section 3.10.075 of the Dillingham Municipal Code Related to the Election of Candidates to Fill a Vacancy on the City Council.

This proposed change will reflect the designated seat election system adopted in 1996 in order to be consistent with Section 3.40.015.

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2011-08

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DMC SECTION 4.15.080, PERSONAL PROPERTY RETURNS

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

WHEREAS, the Dillingham City Council on February 11, 2010 adopted changes to DMC Section 4.15.180, Penalties and Interest, changing the due date personal property returns are required to be filed to the first business day in February; and

WHEREAS, the Dillingham City Council on April 15, 2010 adopted changes to Section 4.15.060, Business Inventories, changing the assessment from average monthly value to year end method;

WHEREAS, Section 4.15.080 should have been changed to reflect the change in the due date for filing personal property returns and change the basis for assessing business inventory, in order to be consistent with Sections 4.15.180 and 4.15.060;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Amendment of Section 4.15.080 Personal Property Returns. (deleted language in [brackets], new language is underlined)

4.15.080 Personal Property Returns

A. [By January 31st of each year] Every person with personal property whose total combined value is greater than ten thousand dollars shall submit [to the assessor] to the City a personal property return postmarked on or before the first business day in February, of any property owned by him/her or in which he/she has an interest, and of the property held or controlled by him/her in a representative capacity, in the manner prescribed in the chapter, which return shall be based on property values existing as of January 1st of the year in which the return is made, or, in the case of business inventories, values shall be computed on the [average monthly value] year end method.

Section 2. Classification. This is a code ordinance.

Section 3. Effective Date. This ordinance shall be made effective upon passage.

ENACTED by the Dillingham City Council on _____.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

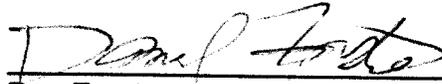
Subject: An ordinance of the Dillingham City Council amending DMC Section 4.15.080 Personal Property Returns

Agenda of: September 8, 2011

Council Action:

Manager: Recommend approval.

City Manager:


Dan Forster

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

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s):

- None

Summary Statement.

This ordinance recommended by the Finance and Budget Committee at their August 11, 2010 meeting would bring section DMC 4.15.080 in line with previous code changes that dealt with the same information.

The Dillingham City Council on February 11, 2010 adopted changes to DMC Section 4.15.180, Penalties and Interest, changing the due date personal property returns were required to be filed to the first business day in February. On April 15, 2010, the Council adopted changes to Section 4.15.060, Business Inventories, changing the assessment from average monthly value to year end method. Section 4.15.080 should have been changed to reflect the change in the due date for filing personal property returns and change the basis for assessing business inventory, in order to be consistent with Sections 4.15.180 and 4.15.060.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2011-77

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING THE NUTRITION, TRANSPORTATION, AND SUPPORT SERVICES GRANT, FOR THE CONTINUATION OF THE DILLINGHAM SENIOR CENTER SERVICES

WHEREAS, the City of Dillingham wishes to receive grant funds under the Department of Health and Social Services, Title III Nutrition, Transportation and Support Services Program in State fiscal year (FY) 2012; and

WHEREAS, continuation of services will enable the elderly to remain within their homes and their community; and

WHEREAS, staffing of the Senior Center will enable continuous services to the elderly; and

WHEREAS, the City of Dillingham agrees to the terms and conditions set forth in the grant application including the 10% match requirement of \$13,367;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council supports the Nutrition, Transportation, and Support Services Grant and that the City Manager is authorized to accept the Nutrition, Transportation, and Support Services grant award, and carry out the terms on behalf of the City.

PASSED AND ADOPTED by the Dillingham City Council on _____, 2011.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

City of Dillingham Information Memorandum No. R2011-77

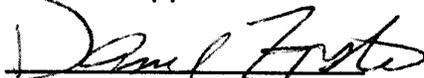
Subject: A Resolution of the Dillingham City Council supporting the Nutrition, Transportation, and Support Services Grant for the continuation of the Dillingham Senior Center Services

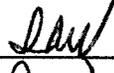
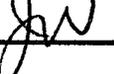
Agenda of: September 8, 2011

City Council Action:

Manager: Recommend approval.

City Manager:


Dan Forster

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade		
X	Senior Center / Ida Noonkesser		
X	City Clerk / Janice Williams		

Fiscal Note: Yes ___ No X Funds Available: Yes X No ___

Other Attachment(s): None

Summary Statement.

The Senior Center applied for an NTS grant for FY2012. This is federal by-pass money to the State of Alaska. The State's share for Dillingham is \$133,672 and is based on population in each community receiving grant funds. The municipality is required to pay a 10% match, based on the State's share. The City's match is \$13,367.

The grant does not require a resolution. This is for (City) internal purposes only.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2011-78

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY
MANAGER TO APPLY FOR AN ASSISTANCE TO FIREFIGHTERS GRANT IN THE
AMOUNT OF \$400,000**

WHEREAS, the Dillingham Volunteer Fire Department (DVFD) has asked permission to apply to the Assistance to Firefighters Grant Program for fire fighting equipment; and

WHEREAS, the department has identified a need for an Attack Pumper/Tanker; and

WHEREAS, the City is eligible to apply for funding; and

WHEREAS, the City last applied for an Attack Pumper/Tanker in 2007 and received it in Dillingham in October 2008; and

WHEREAS, the grant amount is \$400,000 for the Pumper and training on the vehicle;

WHEREAS, the grant, if awarded, would require a five per cent match from the successful applicant for a total of \$20,000 in local matching funds;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the City Manager is authorized to make application for the grant from the Assistance to Firefighters Grant Program in the amount of \$400,000.

PASSED and ADOPTED by the Dillingham City Council on _____ 2011.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

City of Dillingham
Fiscal Note

Agenda Date: September 8, 2011

Request:

ORIGINATOR: Carol Shade

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: <p style="text-align: right;">\$ 20,000.00</p>		FUNDING SOURCE DVFD Grant and Capital Equipment Fund	
FROM ACCOUNT 30-14-800.810 Major Equipment \$ 20,000.00 01-30-800.810 Major Equi		Project Fire Department Attack Pumper/Tanker	
TO ACCOUNT:	VERIFIED BY: Carol Shade	Date:	9/8/2011

EXPENDITURES

OPERATING	FY12	FY13	FY14	FY15/FY16
Personnel				
Fringe Benefits				
Capital Equipment	\$20,000.00			
Major Equipment				
Land/Buildings				
Miscellaneous				
TOTAL OPERATING	\$ 20,000.00	\$ -	\$ -	\$ -

CAPITAL	20,000.00			
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REVENUE				
---------	--	--	--	--

FUNDING

General Fund				
State/Federal Funds				
Other				
TOTAL FUNDING	\$ 20,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: Carol Shade

September 8, 2011

DEPARTMENT: Finance Department

September 8, 2011

APPROVED BY: _____

August 30, 2011

Dear Mayor Ruby:

I understand there is an open seat on the Senior Advisory Commission. I would be very interested in filling that position and have done so in past years.

I appreciate you considering me for that position.

Sincerely,



Basil Backford
PO Box 388
Dillingham, AK 99576
842-2457

rec'd 9/1/11

50 Tay St.
Woodville
New Zealand
8-22-11



Dillingham Police

Dear Sirs,

My wife & I have just returned home from 2½ months in Dillingham & I want to tell you how much I appreciate your friendliness while we were there.

Here in Woodville we have a friendly policeman, Constable John Hunter. He is the only policeman I know who will return a smile & a wave - until I met you! Your ready smiles & waves made me feel so much at home. I am sure that there were times when your errand was distinctly unpleasant but you didn't let that make you glum. You gave me a friendly smile & wave as you hurried by. God bless you & your wonderful country.

Wilton Wainwright

