



Alice Ruby, **Mayor**

**Council Members**

- Holly Johnson (Seat A) • Chris Maines (Seat B) • Misty Savo (Seat C)
- Curt Armstrong (Seat D) • Andy Anderson (Seat E) • Paul Liedberg (Seat F)

**DILLINGHAM CITY COUNCIL**

**David B. Carlson Council Chambers**

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

<b>WORKSHOP - LANDFILL</b>	<b>6:30 P.M.</b>	<b>OCTOBER 6, 2016</b>
<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>OCTOBER 6, 2016</b>

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
  - a. Regular Council Meeting, September 1, 2016 ..... page 5
  - b. BOE Hearing, September 28, 2016 .....page 13
- 4. APPROVAL OF CONSENT AGENDA**
- APPROVAL OF AGENDA**
- 5. STAFF REPORTS**
  - a. City Manager and Staff Reports.....page 15
  - b. Standing Committee Reports .....page 43
- 6. PUBLIC HEARINGS**
- 7. CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)**
  - a. Attorney Dan Coffey – Kvichak Pacific LLC Liquor License Application for Transfer of License to New Location
- 8. ORDINANCES AND RESOLUTIONS**
  - a. Adopt Resolution No. 2016-55, A Resolution of the Dillingham City Council Approving the 2017-2022 Capital Improvement Plan and Adopting the FY18 Legislative Priorities List .....page 57
  - b. Adopt Resolution No. 2016-56, A Resolution of the Dillingham City Council Approving a Long Term Encroachment Permit for Nushagak Cooperatives to Install Electric Service at the Dillingham Small Boat Harbor.....page 63

- c. Adopt Resolution No. 2016-57, A Resolution of the Dillingham City Council Approving a Long Term Encroachment Permit for Nushagak Cooperatives to Extend the Utility Easement Along the Waskey Road Corridor .....page 69
- d. Adopt Resolution No. 2016-58, A Resolution of the Dillingham City Council Designating Wastewater System Upgrades - Aeration as the Number one Local State Funding Priority for Fiscal Year 2017 .....page 75
- e. Adopt Resolution NO. 2016-59, A Resolution of the Dillingham City Council Authorizing the City Manager to Advertise for an Invitation to Bid for the Purchase of a Fully Equipped Ambulance .....page 79

**9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Planning Commission, 2 Seats Open .....page 83
  - 2) Senior Advisory Commission, 1 Seat Open
- b. Annexation Update
- c. Interim Task Force Borough Feasibility Study Update

**10. NEW BUSINESS**

- a. Action Memorandum No. 2016-18, Authorize the City Manager to Execute a Contract for Janitorial Services to Advanced Building Cleaners.....page 85
- b. Action Memorandum No. 2016-19, Authorize the City Manager to Execute a Purchase Agreement with JJC Enterprises for the Sale of the 1967 Manitowoc Crane .....page 89
- c. Reschedule December 1, 2016 Council Meeting to December 8, 2016
- d. Reschedule October 13 Code Review Committee Meeting to October 20
- e. Special Meeting Scheduled for October 13, 2016 (DMC 3.70.040) *(Clerk Note: DMC 2.09.020 Special Meetings. No business shall be transacted at the meeting that is not mentioned in the notice.)*
  - 1) Certify the October 4, 2016 Municipal Election
  - 2) Approve Action Memorandum No. 2016-20, Award Contract for Downtown Fire Hall Coiling Door
  - 3) Approve Action Memorandum No. 2016-21, Award Contract for Dillingham Library Vinyl Siding
  - 4) Executive Session – Personnel Matter
    - i. Manager’s Contract

- 11. CITIZEN'S DISCUSSION (Open to the Public)**
- 12. COUNCIL COMMENTS**
- 13. MAYOR'S COMMENTS**
- 14. EXECUTIVE SESSION**
  - a. Legal Matter
    - 1) Bingman Foreclosure Sale
    - 2) Dillingham & Manokotak Annexation Petitions
    - 3) Update from Public Safety Department
- 15. ADJOURNMENT**



**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on Thursday, September 1, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m. The meeting was preceded by a workshop at 6 p.m. on water/wastewater projects strategy and funding, and another workshop at 6:30 p.m. to review the June financial statements.

**2. ROLL CALL**

Mayor Alice Ruby was present.

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

Holly Johnson	Chris Maines	Misty Savo	Curt Armstrong
Andy Anderson	Paul Liedberg		

Staff in attendance:

Rose Loera	Navin Bissram	Janice Williams	Ken Morton
Dan Pasquariello	Courtenay Carty		

Guest(s): Attorney Brooks Chandler – attended via teleconference

**3. APPROVAL OF MINUTES**

- a. Regular Council Meeting, August 18, 2016

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the minutes of August 18, 2016.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF CONSENT AGENDA**

There was no consent agenda.

**APPROVAL OF AGENDA**

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

VOTE: The motion passed unanimously by voice vote.

**APPROVAL OF AGENDA**

**5. STAFF REPORTS**

- a. City Manager and Staff Reports

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City Manager reported on the following items not included in her report:

- Recommended a workshop on the landfill prior to the October Council meeting;
- Crane bid: no responses;
- Jim Bingman's appeal was denied by the Supreme Court.

b. Standing Committee Reports

There were no standing committee meetings since the last Council meeting.

## 6. PUBLIC HEARINGS

Mayor Ruby opened the hearing on Ordinance No. 2016-11. There being no comments the hearing closed.

- a. Adopt Ordinance No. 2016-11, An Ordinance of the Dillingham City Council Amending DMC Section 4.15.235 B, Costs of Foreclosure

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

- a. Sergeant Luis Nieves, Alaska State Troopers

Sergeant Nieves reported he would be focusing his attention on the prevailing problem of heroin use. He wanted people to know they can contact the Troopers and feel comfortable they will remain anonymous. He was working with the Dillingham Public Safety Dept. and had identified some sources of distribution that they would be going after. He commented the Hospital's Child Advocacy program was one of the best in the State. Although the WAANT officer would still be in Anchorage, he felt support would be available if needed.

## 8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2016-11, An Ordinance of the Dillingham City Council Amending DMC Section 4.15.235 B, Costs of Foreclosure

MOTION: Chris Maines moved and Holly Johnson seconded the motion to adopt Ordinance No. 2016-11.

VOTE: The motion to adopt Ordinance No. 2016-11 passed unanimously by voice vote.

- b. Adopt Resolution No. 2016-48 (AM), A Resolution of the Dillingham City Council Waiving Section 3.95 of the City's Personnel Regulations in Order to Allow Chrissie Messer to continue her employment as an Executive Assistant with the City of Dillingham Administrative Department While Her Brother, Christopher Maines, and Grandfather, Andy Anderson, Serve on The City Council

MOTION: Holly Johnson moved and Misty Savo seconded the motion to adopt Resolution No. 2016-48 (AM).

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Mayor Ruby noted Chris Maines and Andy Anderson did not have a financial investment, and, therefore, no conflict of interest.

VOTE: The motion to adopt Resolution No. 2016-48 (AM) passed unanimously by voice vote.

- c. Adopt Resolution No. 2016-49, A Resolution of the Dillingham City Council Waiving Section 3.95 of the City's Personnel Regulations in order to Allow Craig Maines to Continue his Employment as a Police Officer with the City of Dillingham's Public Safety Department While his Brother, Chris Maines, and Grandfather, Andy Anderson, Serve on the City Council

MOTION: Misty Savo moved and Holly Johnson seconded the motion to adopt Resolution No. 2016-49.

Mayor Ruby noted Chris Maines and Andy Anderson did not have a financial investment, and, therefore, no conflict of interest.

VOTE: The motion to adopt Resolution No. 2016-49 passed unanimously by voice vote.

- d. Adopt Resolution No. 2016-50, A Resolution of the Dillingham City Council Authorizing the Use of General Funds to Match a Municipal Matching Grant for the Repair of the Lift Stations

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to adopt Resolution No. 2016-50.

Manager Loera reported she would continue to look for other funding sources, and would update at the October or November meeting. She noted the City could use the balance in the water and sewer funds as a match.

VOTE: The motion to adopt Resolution No. 2016-50 passed unanimously by voice vote.

- e. Adopt Resolution No. 2016-51, A Resolution of the Dillingham City Council Authorizing the City of Dillingham to Issue General Obligation Refunding Bonds in the Principal Amount of Not to Exceed \$11,000,000 to Refund Certain Outstanding General Obligation Bonds of the City, Fixing Certain Details of Such Bonds and Authorizing Their Sale

Manager Loera reported this resolution would provide management with the authority to move forward to work with the bonding agents.

MOTION: Chris Maines moved and Holly Johnson seconded the motion to adopt Resolution No. 2016-51.

VOTE: The motion to adopt Resolution No. 2016-51 passed unanimously by voice vote.

- f. Adopt Resolution No. 2016-52, A Resolution of the Dillingham City Council Authorizing the Expenditures from the Carlson Estate Fund to Install New Siding on the Library

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to adopt Resolution No. 2016-52.

Manager Loera reported the City had applied for grant funds through the Rasmusson Foundation to replace the siding at the Library, and for work on the Senior Center. Since she did not know if the work could be done by the end of the year, they postponed review to November, and also noted funding was considerably less than prior years. Manager Loera reported \$4,000 had been transferred from the Carlson House Fund in each of the current and past year to help pay for utilities.

Discussion ensued:

- Concerned using the funds since the City hadn't come up with a solid solution on the Carlson House; and
- Concerned the City not get too far from the scope of the funding uses.

VOTE: The motion to adopt Resolution No. 2016-52 passed with Paul Liedberg, Andy Anderson, Misty Savo, and Chris Maines in favor, and Curt Armstrong and Holly Johnson opposed.

- g. Adopt Resolution No. 2016-53, A Resolution of the Dillingham City Council Waiving the Competitive Bid Process and Extending a Contract with Tekmate LLC, an Alaskan Communications Corporation, to Provide Ongoing Information Technology Management and Support Services

MOTION: Misty Savo moved and Holly Johnson seconded the motion to adopt Resolution No. 2016-53.

VOTE: The motion to adopt Resolution No. 2016-53 passed unanimously by voice vote.

- h. Adopt Resolution No. 2016-54, A Resolution of the Dillingham City Council Extending the Lake Road Fire Station

MOTION: Chris Maines moved and Andy Anderson seconded the motion to adopt Resolution No. 2016-54.

Manager Loera noted the Station was overcrowded, storing some equipment outside. Plan was to move one of the engines from property leased from the State at \$500/month to the Station.

Discussion ensued:

- Concerned the impact on the cash reserves given the state of the budget; and
- Noted could use more information, how much equipment being housed, could some be eliminated; concerned expanding facilities especially with the cutbacks that are going to need to be made; and

- Suggested a workshop with a presentation from the fire department.

Mayor Ruby noted the resolution was only to approve an RFP to get a more concrete number for the cost of construction, but not for the Council to move ahead with construction.

VOTE: The motion to adopt Resolution No. 2016-54 passed unanimously by voice vote.

**9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Planning Commission, 2 Seats Open
  - 2) Senior Advisory Commission, 1 Seat Open

Mayor Ruby reported there were no appointments to present.

- b. Annexation Update

Mayor Ruby reported the comment period had been extended to September 19, 2016, which would move the Local Boundary Commission hearing to later in the year.

- c. Interim Task Force Borough Feasibility Study Update

Mayor Ruby noted she had shared the agenda with the Council for a scheduled meeting.

- d. Protest Liquor License Transfer of Location for Kvichak Properties - Update

Mayor Ruby noted Attorney Brooks Chandler was attending via teleconference in case the Council had any questions.

Mayor Ruby reported Kvichak's attorney had asked to be placed on the next agenda with the hope the Council would withdraw their protest, which was based on lack of public notice especially to the neighbors. The City's attorney had advised the Council was not required to hold hearings or public meetings, it was now up to the Alcohol Board who would meet for a hearing in late October.

Attorney Chandler commented the applicant's attorney would want to show that they did meet the state regulations for providing public notice.

This item could be placed on the next agenda under Citizen's Discussion, which would provide an opportunity for the applicant's attorney to speak and the public to weigh in as well and held to a time limit. There was no opposition.

**10. NEW BUSINESS**

- a. Action Memorandum 2016-16, Authorize the City Manager to Contract with Bristol Alliance Fuels for the Purchase of Fuel and Gasoline at a Fixed Price Per Gallon for the Period Covering October 2, 2016 through October 1, 2017

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to adopt Action Memorandum No. 2016-16.

VOTE: The motion to adopt Action Memorandum No. 2016-16 passed unanimously by voice vote.

- b. Action Memorandum 2016-17, Authorize the City Manager to Award Task Order No. 1 to Elite Mechanical for Additional Work on the Dock Lift Station

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to adopt Action Memorandum No. 2016-17.

VOTE: The motion to adopt Action Memorandum No. 2016-17 passed unanimously by voice vote.

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

There was no citizen's discussion.

**12. COUNCIL COMMENTS**

Paul Liedberg:

- Thanked staff for the information they had presented at the two workshops, and for all the good work they provide.

Misty Savo:

- Noted with school back in session appreciated that the parking lot was better lit, but dust is a problem; and
- Commented would like to see the crosswalks marked and educating the community, noting the signage is confusing where pedestrians have the right of way but no painted crosswalks.

Mayor Ruby suggested the Manager and Public Works Director could look into it further.

**13. MAYOR'S COMMENTS**

Mayor Ruby:

- Noted Rep. Edgmon will bring in David Teal, Executive Director of the Legislative Finance Division, on September 27, for a public forum;
- Noted City had budgeted for Juneau travel, but not the AML conference scheduled for November, but would look for grant funding if several were interested in attending;
- Recommended rescheduling the December 1 Council meeting, because LBC is looking to schedule hearings that week; and will bring back optional dates;

- Noted when the Lieutenant Governor was in town met and discussed filling the DA position which had been budgeted, and increasing the State’s contribution to the school bond payment recently cut back;
- Noted she would be circulating an evaluation form for the manager’s evaluation;
- Reminded there would be a workshop on the landfill in October, a finance workshop in November, and a workshop on water and sewer in December; and
- Asked for a moment of silence to remember those lost since the last Council meeting.

**14. EXECUTIVE SESSION**

a. Legal Matter

1) Dillingham & Manokotak Annexation Petitions

MOTION: Misty Savo moved and Paul Liedberg seconded the motion to enter into executive session to discuss legal matter Dillingham & Manokotak Annexation Petitions. [8:32 p.m.].

VOTE: The motion passed unanimously by voice vote.

Holly Johnson and Chris Maines excused themselves.

The Council was joined by Manager Loera and Janice Williams, and attended by Atty. Chandler via teleconference.

MOTION: Paul Liedberg moved and Misty Savo seconded the motion to exit the executive session [8:50 p.m.].

VOTE: The motion passed unanimously by voice vote.

**15. ADJOURNMENT**

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

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

ATTEST: [SEAL]

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

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





MOTION: Misty Savo moved and Chris Maines seconded the motion to accept Northern Water's late filed appeal based on they were unable to comply with the filing date.

Discussion ensued over the entity's claims the aircraft was not in Dillingham, the fact the 2015 invoice was reversed.

James Canary reported the FAA registry list had a history of being outdated, and recommended staff follow up on the appellant's claim the aircraft was registered in Livingston Mt., and if they are being taxed who was the taxing entity.

VOTE: The motion to accept the late filed appeal passed by unanimous consent.

Janice Williams noted since the BOE had accepted the late filed appeal a hearing would be scheduled at a future date yet to be decided.

**7. CITIZEN DISCUSSION (Prior Notice or Agenda Items)**

There was no citizen's discussion.

**8. MAYOR/COUNCIL COMMENTS**

There were no comments.

**9. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 6:03 p.m.

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

ATTEST: [SEAL]

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

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

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Misty Savo  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** September 30, 2016  
**To:** Mayor and City Council  
**From:** Rose Loera, City Manager  
**Subject:** September Monthly Report

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**Vacancies – Police Officer (2)**

**Annexation –** Staff is working with its attorneys and consultants in planning for the LBC hearing scheduled for November 29. I will be going to Manokotak to attend their hearing and anticipating a Council member will accompany me as well.

**Grants –** We submitted a revised grant to the Rasmussen Foundation for repairs to the Senior Center, in the requested amount of \$114,500. This grant will be reviewed during their board meeting in November.

At the September 13, 2016, Curyung Tribal Council meeting, the Tribe agreed to revise their resolution to the BBEDC Community Block Grant (CBG), from designing a fish grinder in the amount of \$50,000, to be the match for a new water well instead. We will be developing an RFP for the work soon.

At a special meeting with the Curyung Tribal Council on September 22, they agreed to allow the City to apply for \$100,000 from the 2016 CBG. This will be a match to repair the lift stations.

**Bids and Proposals –** We went out for a bid for a third time for the purpose of selling the Manitowoc Crane. This time we had three bids. A request to award will be presented at the October 6 meeting.

We are currently advertising for the All Tide Dock repair, Fire Hall Door and Library Siding.

**Sales Tax Exemptions –** We have been reviewing the City's Sales Tax Exemption list and also the City code on exemptions. We are working with our attorneys for some revisions. There is some cleaning up we need to do on our exemptions and would recommend we send to Code for review. We are of the impression that there are a number of businesses that are exempt, but shouldn't be providing the exemption on their regular purchases.

**Library Siding –** Dagen received quotes for the library siding, landed here, is coming in at \$14,150. That is about \$6,000 less than the quote he got when we first started inquiring this spring. We'll be purchasing the siding for the job and are currently advertising an RFP for the

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*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

installation. We had a pre-bid conference and had six companies show up with one of the six from Dillingham.

Out of the Office – October 10 – 14, 2016

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*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.*

## GORDON & ASSOCIATES, Inc

P.O. Box 708

Dillingham, Alaska 99576

Box 876130 Wasilla, AK 99687

phone 907-842-3485 fax 907-842-3482

907-373-6654 fax 907-373-6679

September 27, 2016

To: City Council Members Dillingham, AK

September update of construction activities.

**Lagoon.** It appears Ken's efforts have paid off. CRW has completed the calculations, showing our lagoon meets the requirements to be changed to a Class C System. Currently it is a more stringent Class B System. We have not received the entire report, but we have talked to the engineer. The goal now is to get ADEC to approve a classification change. Once changed our design plan will be modified to meet the new classification requirements.

The blower status has not changed. We are still operating on three original blowers. Changing aeration system will most likely require different blowers.

**Septage.** The Water Solve person is here, so is Isaac with Bristol Engineering to start the new system.

**Main Dock Lift Station.** LS6 is ready for substantial completion inspection on September 29<sup>th</sup>. Isaac with Bristol will still be here to perform inspection as will the electrical design engineer.

**Remaining Six Lift Stations.** The project is progressing; all materials are here now less the pump control panel we recently ordered. Those will take another two months to arrive here in Dillingham. The contractor has misplaced his 4" ductile iron pipe, but has ordered more, which will arrive on October 6<sup>th</sup>.

**Landfill.** No construction activity.

**City Water Supply.** We are out to bid now on an exploratory six inch well. The plan is to drill a less expensive well, making sure we have water, prior to drilling an eight inch production well. It is very possible we can get enough water from the six inch well to operate the City safely. Our high school well is only a six inch well.

**Senior Center.** I showed the contractors that showed up for Library and Coiling door project the Senior Center and explained scope of pending work.

**Library.** Dagen ran a very good prebid meeting. We had six contractors show up. Materials are being ordered.

**Lake Road Fire Station.** I showed the contractors that showed up for mandatory prebid the site and explained scope of work, telling them to pull the plans off City website and have a look. We have several architectural firms interested in this project.

**Town Fire Station.** Dagen explained what needed to be done to attending contractors and is ordering the parts.

**River Survey.** We have not rec'd survey from Ryan yet.

Respectfully,

Gary L. Gordon  
City Project Manager

# *City of Dillingham*

## House District 37 / Senate District S

~ 9/26/16 ~

*29<sup>th</sup> Alaska State Legislature ~ 2<sup>nd</sup> Interim*

### SEPTEMBER 2016 – LEGISLATIVE REPORT

*Cliff Stone / City Lobbyist*

*~ 2016 Alaska Permanent Fund Amount: \$1,022 ~*

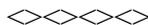


This year's Permanent Fund dividend amount was announced this past week in the amount of **\$1,022** for each qualified Alaskan. The first dividends will be paid on October 6<sup>th</sup> as a direct deposit into individual bank accounts. Paper checks will enter the U.S. mail system on the same day.

Alaskans wondering about their application status may visit [pfd.alaska.gov](http://pfd.alaska.gov) and click on the "myPFD" button. To log in, applicants will need an Alaska driver's license, Alaska ID, or *myAlaska* credentials. This is a quick and easy way to review current and prior year application information.

In late June, Governor Walker announced his fiscal year 2017 budget vetoes and his intention to veto half the money appropriated to dividends as a move to preserve the state's savings. During his video address, the Governor noted the significance of this year's dividend amount, and the need to pass a sustainable fiscal plan to preserve the Permanent Fund Dividend program for generations to come.

Governor Walker's 2016 PFD Video- <https://vimeo.com/183840902>



### **NOVEMBER GENERAL ELECTION & BALLOT MEASURES**

Polls open on November 8<sup>th</sup> from 7:00 a.m. to 8:00 p.m. for the General Election. For information, go to the following website. [http://www.elections.alaska.gov/ei\\_general.php](http://www.elections.alaska.gov/ei_general.php)

The deadline to register or update any voter registration for the General Election is October 9<sup>th</sup>. You can register or update your registration online at <https://voterregistration.alaska.gov>

Other important dates concerning this election are as follows:

Early and In-Person Absentee, Special Needs and By-Electronic Transmission Voting Begins Oct. 24<sup>th</sup>.

Absentee By-Mail Application Deadline is October 29<sup>th</sup>.

Absentee by Electronic Transmission Application Deadline is November 7<sup>th</sup> 5:00 p.m. Alaska Time.

In addition to voting for elected officials and the retention of a myriad of judges, there will be two ballot measures for your consideration.

*Ballot Measure No. 1* is an initiative. It reads as follows:

This act would instruct the Division of Elections to register a qualified Alaskan to vote when applying for the permanent fund dividend (PFD). If a person registers to vote for the first time through a PFD application, the Division of Elections would compare the person's information to state records to ensure that the person is an eligible voter.

The Division of Elections would let the citizen know if he or she has been added to the state registration list, or if the person's current voting address does not match the one provided on the PFD form. In that case, the person could change their voter registration address. The notice also would allow an applicant to request removal from the registration list. Thus, using the data from the PFD form, the Division of Elections would register a qualified Alaskan to vote unless he or she opts out. The notice would also allow a person to register with a political party. Voter information is already confidential under existing state law.

*Ballot Measure No. 2* is a proposed constitutional amendment. It reads as follows:

This amendment to Article IX, section 8 of the Alaska Constitution would expand the State's authority to incur debt by letting the State issue general obligation bonds backed by the state for postsecondary student loans.



## **GOVERNOR'S CORNER** <http://gov.alaska.gov>

*The governor's office will continue to post press releases and other items of interest at the website above.*

Of interest to your municipality, the governor has placed a moratorium on Administrative Order (AO) 279. In February, he issued this AO, authorizing the transfer of certain administrative functions from the Commercial Fisheries Entry Commission (CFEC) to the Department of Fish and Game. The objectives of the Order were to streamline administrative and research functions of the agencies, identify cost-saving measures, and provide appropriate support to the commercial fishing industry in the state without negatively impacting the fishing industry.

To allow for a more robust stakeholder engagement process, and help determine the best course of action needed to find a path forward for the fishing industry, individual Alaskans, and the affected state agencies, the administration will pursue input from Alaska's commercial fishing industry after the conclusion of the fishing season this fall.



## **COMMITTEE HEARINGS**

Go to the BASIS – <http://www.legis.state.ak.us> 'Click' on the appropriate section – Right side of page

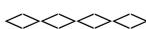
**Live on the Web** [ [www.360north.org](http://www.360north.org) ]

Most committee hearings can be seen and heard on Gavel Alaska/360 North.

### **Streaming Video**

Meetings streamed outside of Juneau are archived to the Legislature's Vimeo site:

<https://vimeo.com/akltv> or <http://alaskalegislature.tv>



## WEBSITES OF INTEREST

2016 2<sup>nd</sup> Interim list of legislators and staff

[http://akleg.gov/docs/pdf/session\\_phone\\_list.pdf](http://akleg.gov/docs/pdf/session_phone_list.pdf)

2016 House / Senate – Standing and Special Committees <http://akleg.gov/docs/pdf/commlist.pdf>

Legislative Finance website: <http://www.legfin.akleg.gov>

This link provides you with options to view specifics for the Capital and Operating Budgets.

Governor’s Office of Management & Budget (OMB) website - <https://www.omb.alaska.gov>

Pick the *Quick Link* on the right column for your inquiry.

Congressional Delegation websites –

<http://murkowski.senate.gov/public>   [www.sullivan.senate.gov](http://www.sullivan.senate.gov)   <http://donyoung.house.gov>



~ End Report ~

*Take care of your family and friends! ~ Cliff*



**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Misty Savo  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** September 27, 2016  
**To:** Rose Loera, City Manager  
**From:** Janice Williams, City Clerk  
**Subject:** Monthly Staff Report

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**Regular City Election** is Tuesday, October 4, 2016. Candidate filing began August 9, and ends September 6. Write-in candidate period starts Sept. 7 and ends Oct. 3. Write-ins will not go on the ballot, nor can the election judges provide the names on Election Day.

Election Judges selected. Per our code I have appointed six judges to cover the election. Keggie Tubbs has been designated precinct chair. The other judges are Pearl Strub, Dana Clark, Sherry Christensen, and Marilyn Rosene working the full day, and Curt Armstrong to cover parts of the day. Ina Noonkesser will serve as translator, which for this election can be done as on-call. The judges were selected because of their history serving at state, federal and local elections, and a fine job doing so. None of the judges are first degree relations to any of candidates listed on the ballot. First degree relation is defined as a mother, father, sister, brother, child, mother-in-law, father-in-law, sister/brother-in-law, niece or nephew.

### **Code Review Committee To Do List**

- Will request the Council add a review of all code sales tax exemptions to the Code Review Committee's To Do List.

### **Alaska Municipal League 66<sup>th</sup> Annual Local Government Conference and Newly Elected Officials Training - November 14-18, 2016**

Registration forms must be returned by October 14 to receive the early registration rates. After October 14 a \$50 fee will be added per person. We can reserve a registration for a vacant position at the early registration fee, by using the position title.

**STANDING ITEM(S):**

**Liquor & Marijuana License Renewals/Transfers/New Licenses.**

Request for transfer of location. Kvichak Pacific LLC, dba Olsen's Liquor Store dated June 24, 2016.

At the August 18, 2016 Council meeting, the Council voted to protest the license transfer due to inadequate public notice. Since then we were contacted to see if the Council would reconsider their protest. This request has been placed under Citizen's Discussion (Prior Notice) on the October 6, 2016, Council agenda.

**Commission/Board Seats Vacant.**

Planning Commission

There are two seats open.

There is one letter of interest on file – Kim Williams.

Senior Advisory Commission

There is one seat open. There are no letters of interest on file.

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**Voting**

- Four affirmative votes are required for the passage of an ordinance, resolution, or motion.
- The mayor is not a council member and may vote only in the case of a tie.
- The mayor pro tempore shall exercise all the powers of the chair during temporary absences or disabilities of the mayor and may also vote.

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Misty Savo  
Curt Armstrong  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** September, 29, 2016  
**To:** Rose Loera, City Manager  
**From:** Braden Tinker, Fire Coordinator  
**Subject:** Department Head Report

---

### Summarization of EMS Responses – 23 Calls; 26.2 Total Man Hours

- 2 Assault
- 4 Breathing Problems
- 2 Chest Pain
- 1 Lacerations
- 1 Psychiatric
- 2 Seizure
- 3 Traumatic Injury
- 7 Sick Person

### Summarization of Fire Responses –0 Call; 0 Total Man Hour

+

- 0 Fire Calls

### PROJECTS COMPLETED

- EMS Reports are in progress.
- Apparatus check-offs are complete,
- Code Blue Grant for a new ambulance was partially funded, \$55,000.00
- Perspective contractors for the Down Town Station door expansion came by to look at the station on the 22<sup>nd</sup> of September.

### ON-GOING PROJECTS

- January EMT-1 Class
- Ambulance 1 replacement, (Bid Spec`s).
- Turnout Gear quotes.
- New fire hose numbering system for inventory purposes.
- Lake Road Station expansion out for RFP.
- New tires for Engine 4 will be on the last barge.
- Fire/ Ems training with the integration of Action Training System/ In Progress
- Ambulance and apparatus driver training.
- October 4<sup>th</sup> First Grade Class Field trip to the Downtown Station.

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City of Dillingham

Page 1 of 1

*Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing Economy. We will partner with others to achieve economic development and other common goals that Assure a high quality of living, and excellence in education.*

---



**Mayor**  
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Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** September 26, 2016  
**To:** Rose Loera, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** August & September Monthly Report

---

In August, I had the joy of seeing my son Christopher get married in Spokane. Since I was on vacation when the staff report was due for the council packet, I could not calculate the library statistics; therefore, this report will include both months.

The Library Advisory Board scheduled for September had to be cancelled twice due to my being in Anchorage for two major surgeries this month. The next meeting will be in October. Two seats on the LAB will expire 9/30/16 (Seat B and Seat D). Hopefully, both individuals will ask to remain on the Board for another term. Also, the school representative (Seat F) will change for this year. The Friends of the Library have also been meeting throughout the summer and early this fall as they forge ahead.

Unfortunately, we will be losing our Librarian Assistant, Abigail Flynn. Her baby is due December 1<sup>st</sup>, so she will be off starting in October. We are so happy for her; however, it will be very hard to replace her. Abigail has so much knowledge regarding internet technology, computers, reports, and ordering/processing materials (collections development). She has also been very instrumental in starting wonderful programs and ideas for our patrons such as Friday night movies, etc. She will be greatly missed!

This is also the time of year the final reports are due for the grants we receive for the library. The PLA grant final report has been extended to November 4<sup>th</sup> due to State Library staffing changes and the way the statistics are now electronically submitted. The IMLS report is also due soon.

### **Library Stat report for July 25<sup>th</sup> – September 24<sup>th</sup>, 2016:**

**Patron Visits: 6,994    Computer Use: 1,544    Wireless Use: 1,812**  
**Story Hour: 63    Other Visits (including students): 373    Museum Use: 148**  
**Movies Shown: 12    AWE Station Use: 121    Volunteer hours logged: 16.5**

### **Library Advisory Board meeting to be rescheduled for October**

---

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**Manager**  
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Paul Liedberg

## MONTHLY REPORT – PLANNING DEPARTMENT SEPTEMBER 2016

**To:** Rose Loera, City Manager  
**From:** Courtenay Carty, Planning Director

---

### **Planning Commission**

The Planning Commission held their regular meeting on September 14<sup>th</sup>. Four resolutions were passed, one on the Capital Improvement Plan, two Long Term Encroachment recommendations and one authorizing the Martin Johnson Subdivision. The next Planning Commission meeting is tentatively scheduled for Wednesday, October 12.

### **Plans**

The 2016 Hazard Mitigation Plan was approved by the Alaska Department of Homeland Security and forwarded to FEMA for review. FEMA approved the plan on September 23.

### **Permits**

One Land Use Permit application was processed during the month of September. The permit is for a new residential home with garage, well and septic at 1719 Caroline Drive.

There is still one permit outstanding from July, to construct a new liquor store on Raspberry Circle on the Lake Road. The Planning Director met with the applicant and their representatives to clarify information in the application. The applicant submitted an updated site plan which has been sent to Nushagak Cooperatives for review to incorporate any new utilities that may have been added since the lot was platted 32 years ago. We expect to make a decision on this application in October.

The two Long-Term Encroachment Permit applications that are before the City Council for authorization on October 6 are for Nushagak Cooperatives utility services – One is to bring power to the Boat Harbor Lease Lots and the other is to extend the utility corridor along Waskey Road, looping it to the Aleknagik Lake Road. In both circumstances Short-Term Encroachment Permits were issued to initiate construction of these projects that benefit both the City and members of the public. The Planning Commission reviewed these applications and recommends the City Council authorize both Long Term Encroachments.

### **RFPs**

2016-11 – For Sale: Manitowoc Crane – Bids closed on September 28 at 12:00 PM. JJC Enterprises was the apparent high bidder in the amount of \$28,000. A Notice of Intent to Award was issued on September 28. Action Memorandum 2016-19 goes before the City Council on October 6 to authorize the City Manager to enter into a purchase agreement with JJC Enterprises for the Manitowoc Crane.

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Vision: To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

## **RFPs continued**

2016-13 – Fender Repairs for All-Tide Dock – Three addenda were issued for this RFP, the first two updated information and the third expanded the scope of the project to include new damages that occurred this summer. Bidding will close on October 19 at 1:00 PM

2016-15 – Janitorial Services – Bidding closed on September 26 at 3:00 PM and a Notice of Intent to Award a contract to Advanced Building Cleaners was issued on September 27. The City Council will review Action Memorandum 2016-18 on October 6 to issue a contract to Advanced Building Cleaners for a period of one year, with the option to extend the contract for up to three (3) years. The cost of this contract is \$39,700 which is more than \$12,000 less than last year.

2016-16 – Downtown Fire Hall Coiling Door - The City is accepting bids for a contractor to install a coiling door at the Downtown Fire Hall. Bids close on October 6 at 3:00 PM. The City Council will review Action Memorandum 2016-20 at their Special Council Meeting on October 13 to authorize a contract for installation of the coiling door.

2016-17 – Dillingham Public Library Vinyl Siding Installation – The City is accepting bids for a contractor to install approximately 4600 square feet of vinyl siding at the Dillingham Public Library. Bids close on October 6 at 3:00 PM. The City Council will review Action Memorandum 2016-21 at their Special Council Meeting on October 13 to authorize a contract for installation of the vinyl siding.

2016-18 – Lake Road Fire Hall Addition – The City is accepting proposals for an engineer to design an approximately 1600 square feet addition to the Lake Road Fire Hall. Bids close on October 17 at 3:00 PM.

RESOLUTION 2016-02

A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

**Approving the preliminary plat application for Martin Johnson Subdivision, the property located within the remainder of U.S. Survey 3180, within Section 19, Township 13 South, Range 55 West, Seward Meridian, Dillingham, Alaska**

WHEREAS, the subdivision of real property within the City of Dillingham must be approved by the designated platting authority as required in AS 29.40.080; and

WHEREAS, the Dillingham Planning Commission is the designated platting authority to administer preliminary plat approval as established in DMC 17.03.020; and

WHEREAS, the four applicants and owners of the property located within the remainder of U.S. Survey 3180, within Section 19, Township 13 South, Range 55 West, Seward Meridian, have submitted an application to subdivide their property into four lots; and

WHEREAS, there was a public hearing held on this preliminary plat on May 11, 2016; and

WHEREAS, the Planning Commission determined that the preliminary plat conformed with the requirements of Dillingham Municipal Code, Title 17; and

WHEREAS, the Planning Commission further determined that the subdivision application met the criteria to be an abbreviated plat, requiring administrative final plat approval by the Planning Director; and

WHEREAS, none of the newly-created lots may be transferred until a preliminary plat has been prepared and received final approval; and

WHEREAS, the preliminary approval of a subdivision is effective for one year, provided the planning director may grant one-year extensions for filing the final plat, not to exceed three years after approval of the preliminary plat.

THEREFORE, the City of Dillingham Planning Commission approves the preliminary plat of the Martin Johnson Subdivision.

APPROVED and ADOPTED by a duly constituted quorum of the Dillingham Planning Commission on this 11<sup>th</sup> day of May, 2016.

	
Gregg Marxmiller, Presiding Officer	Courtenay Carty, Recorder



**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Committee Members**  
Robin Sameulsen  
Dan Dunaway  
Robert Heyano  
James Baumgartner  
Russ Rolf  
Holly Johnson

## MEMORANDUM

**Date:** September 2016

**Subject:** Staff Report

Much has happened at the Port in the many months since we have had a Port of Dillingham Advisory Committee meeting. I do not feel the need to go back and rehash everything that I can remember, but would rather just focus on the here and now.

### Dock

➤ The City Dock staff is plus one with the addition of a full time yard worker, Bill Rector. This leaves all the office work to be handled by Dean Heyano and the dock as a whole to be overseen by Eric Suttles. We have attempted to find someone who would be able to take over the office duties for several years now without much luck, so we decided to make Dean the full time office person. He could still work all barges and help in the yard as needed. It appears it is working well.

### ➤ **Manitowoc Crane**

Last fall we noticed some slippage of the boom when the brakes were set and while booming down once we had a bit of a run-a-way. This spring a certified crane technician gave it a once over. The crane was looking pretty good with some minor adjustments needed and some lack of grease issues, but for the most part in very good shape for a machine that was 49 years old. However, when the gear case was opened, the main worm drive gear was found to have multiple cracks in it. This gear is the one that operates the boom and all of the cable.

The following were the steps taken after finding this issue.

- We had the mechanic look at the gear and give us an estimate on repair. The estimate came out to just under \$200,000 dollars.
- The City Council suggested we look for a replacement instead of settling on repair, and also to see if we could find other companies who would give us an estimate for repair.
- We received no responses from other companies to repair the Manitowoc. We did receive two replacement options: 1) a 1982 Manitowoc 4000, the same make and Model we had but 17 years newer for \$520,000; and 2) a 2016 Link belt 248, a slightly larger crane than we have for \$1.5 million dollars.
- The Council approved the purchase of the Link Belt.

#### Discussed:

- Why we would need a new crane after we purchased the Grove crane last winter? The grove is a great crane, but not a replacement to the Manitowoc.
- How would the dock be affected if we did not purchase a crane right away? We analyzed that having a capable crane on the dock such as the Manitowoc or the Link belt could run business away and potentially be the difference of several hundred thousand dollars in revenue for the City.

#### Thoughts:

- 17 years ago we purchased our current crane, it was 32 years old at that time.
- We have had two major breakdowns that I know of, one when the main gear snapped on the turning mechanism and the current issue we have right now.
- Do we want to have the same time frame with a crane we purchase or do we want to have a 30 + year crane? I voted for the latter.
- We are now with very little response advertising the crane for sale "as is , where is" we hope to get some money back out of the old one.

#### Harbor

Things went well at the harbor. We sold a lot of ice to the Halibut fleet. The dredging was done and the floats were installed. We were ready for the season to start.

- The City started planning and design for a fish grinder to be placed at the harbor. However, the initial construction cost of \$250,000 was escalated to \$500,000. We were not able to get the construction money, so have not gone out for design.

The fish grinder would replace the fish container now located at the landfill, this would be a much cleaner alternative and would be open for all to dispose of their fish waste with little or no mess.

- I have been working on a float replacement project for the harbor. I met with a company called Windward Project Solutions LLC who has given me direction on procuring money from the state ADOT Harbor Grant Program. I will need to look for matching money, but hope to have a total float replacement in the next few years. An interesting fact I found is that the State could not find a bill of sale between the State and the City of Dillingham (COD). The fact that the State turned the harbor over to the COD allows us to apply for two tiers of grants from the State. Tier one, a one time allowance, allows us to apply for a grant of up to five million dollars, and tier two are for smaller projects and we can receive this grant multiple times.

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Andy Anderson  
Curt Armstrong  
Holly Johnson  
Paul Liedberg  
Chris Maines  
Misty Savo

## MEMORANDUM

**Date:** September 27, 2016  
**To:** City Manager Rose Loera  
**From:** Chief Dan Pasquariello  
**Subject:** **Public Safety October 2016 report**

---

*Reporting dates 8-27-16 to 9-26-13*

### Police:

- ❖ 418 Calls for service
- ❖ 26 Persons arrested
- ❖ 27 Title 47/Protective custody
- ❖ 13 Citations issued
- ❖ 46 Incident report

*Approximately 1 out of 10 calls for police service require an incident report to be completed by officers. A breakdown of our incident reports is as follows:*

Assault	10
Theft	8
Trespass	7
DUI	5
Vehicle accidents	4
Minor Consuming	4
Violation release conditions	3
Criminal mischief	2
Suicide attempts	2
Sexual assault	1
Drug offense	1

We closed the Ella Olsen homicide case. Suspect Brian Clark was indicted and arrested in Anchorage.

We are have two current police officer vacancies.

### Corrections:

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

---

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Dispatch:

- ❖ 475 Calls for service
- ❖ 88% Dispatched to Dillingham Police
- ❖ 3% Dispatched to Alaska State Troopers
- ❖ 5% Dispatched to EMS/Fire
- ❖ 4% Dispatched to Animal Control
- ❖ 129 911 calls received

Animal Control:

- ❖ 8 animals impounded
- ❖ 1 dog adopted out
- ❖ 5 dogs returned to owners
- ❖ 2 compassionate euthanasia
- ❖ 1 dogs sent to Anchorage
- ❖ 15 rabies/parvo shots given
- ❖ 6 citations issued
- ❖ 1 dog bite case

DMV:

- ❖ 78 Registrations/Titles
- ❖ 6 Boat registrations
- ❖ 58 Driver's License/IDs
- ❖ 3 CDLs
- ❖ 3 Road tests

---

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**Manager**  
Rose Loera



**Dillingham City Council**  
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Misty Savo  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** September 27, 2016  
**To:** Rose Loera, City Manager  
**From:** Ken Morton, Public Works Director  
**Subject:** Landfill Work Session in advance of October Council Meeting

---

### INCINERATOR OPERATION

- Fuel consumption:
  - o Vitus and Bristol Alliance billing records indicate about 45,000 gallons of fuel used between July 1, 2015 and June 30, 2016 (actual fuel usage greater as crew shifted fuel from the Landfill's equipment tank as needed to keep the incinerator operational).
  - o At 200 gallons per day & \$2.10/gal:
    - ≈ \$420 / day fuel cost
    - ≈ \$100k per year
  - o Efficiency factors: moisture level, waste thermal value, hours of operation, sorting.
  - o Use of Waste Oil?
    - City Shop accepts / uses waste oil for heating.
    - To use with incinerator would cost about \$200k to setup
      - Adding a waste oil burner to the incinerator, tank, etc.
      - Stack replacement to gather waste heat
      - Making use of waste heat (drying refuse, heating floor)
- Waste Stream:
  - o Waste delivery stream has glass, aluminum and other metals (food cans, propane cylinders, etc.) that jam conveyor system and (when melted) block air injection.
  - o Three of six ash tests for heavy metals identified nothing of concern. With three additional clean results, the required ash testing frequency drops to once per year.

- ADEC Minor Air Quality Permit for incinerator operation:
  - 18 AAC 50.502 requirement for >1,000 lbs/hour rated capacity.
    - Manufacturer's rating: 1,700 lbs / hour
    - Current operation (post Penn Ram tuneup): ≈ 1,200 lbs/hour
    - Operation prior to Penn Ram tuneup: ≈ 600 lbs/hour
    - **Possibility of Owner Requested Limit to operate < 1,000 lbs/hour**
      - ADEC looking further into the possibility.
      - ADEC review / processing of an ORL would cost \$2-3k.
      - Have requested an example ORL request from ADEC to identify the level of resources needed for preparation.
      - Tracking / reporting obligation.
  - Permit Costs
    - Two firms provided estimates for developing the permit application:
      - \$10k
      - \$8.5k to \$13k.
    - ADEC permit processing / review: \$7k

#### CELL – ACTIVE & EXPANSION

- Active Cell:
  - Built walls up in June (dirt topped with pit run). Anticipate having room through the winter. Can go higher.
  - Recommend retaining active cell for ash disposal after new cell operational.
  - Estimating 20' x 50' x 6" or about 20 cy of cover/day
    - ≈ \$225 daily cover material cost.
    - ≈ \$55k/year cover material cost (if covered 250 days / year).
- Expansion Cell:
  - Finish access road to uncleared area.
  - Open for clearing / fire wood access.
  - Grub & push overburden to form perimeter walls – top with dirt.
  - Soil permeability test prior to operation.

#### INERT CELL AKA METAL PILE

- Curyung Bailing Operation Discussion

#### FISH BIN

- For next season, consideration of placement within an electric fence enclosure, than surrounding with a plastic snow fence and limiting hours of operation from 7 am to 10 pm. Would be good to keep the bears out of the bin.

## RATE STRUCTURE

- Fee Structure:
  - Basis of computation on receipts since 9/1/16.
  - Not consistently applied.
  - Current structure has many options – compare to rate schedules: Bethel, Nome, and Anchorage.
  - Ideas for modification to existing structure:
    - Reduce granularity,
    - Establish incentive for sorting waste
      - Unsorted – charge more
      - Sorted – charge less
        - non-burnable (perhaps pull out aluminum), burnable
        - obtain a larger aluminum can bailer?

## GROUND WATER MONITORING

- BEES: June 2016 Sampling - report distributed 9/22/16.
  - Ground water moves in a north-easterly direction
  - Three additional data sets needed for analysis.
  - Questions on the original well installations



**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
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Chris Maines  
Misty Savo  
Curt Armstrong  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** September 26, 2016  
**To:** Rose Loera  
**From:** Ida Noonkesser  
**Subject:** Staff Report

---

During the month of August, the Senior Center served 601 congregate meals to 68 individuals, 463 home delivered meals to 22 individuals, gave 428 assisted rides to 23 individuals and 299 unassisted rides to 33 individuals.

Other than our usual renters, we had one new renter in the month of August. Our usual renters, the Pinochle player's group continues to use the dining room every Friday and every third Saturday, the Quilters rent the Senior Center.

Advisory Board Seat A is still available. If anyone knows a person who is interested, ask them to please submit a letter to Mayor Alice Ruby, in care of City Clerk Janice Williams.

The Senior Center is still looking for people who will volunteer their time to do activities with the elders. If you know anyone who may be interested, please ask them to contact Ida at the Senior Center.

The exercise room is available for the elders. For non-seniors there is a \$1.00 charge. We also have yarn if anyone is willing to volunteer and show the elders how to knit or crochet.

Our next Advisory Board meeting is October 12th.



**1. CALL TO ORDER**

A regular meeting of the Board of Equalization was held on Wednesday, August 31, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Paul Liedberg, Mayor Pro Tempore, called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

Paul Liedberg, Mayor Pro Tempore, was present.

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

Holly Johnson  
Chris Maines  
Andy Anderson

Staff in attendance:

Janice Williams, City Clerk

Guest:

James Canary, Alaska Assessment Services – attended via teleconference

**3. APPROVE THE AGENDA**

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

**VOTE:** The motion passed unanimously by voice vote.

**4. ASSESSOR'S COMMENTS**

a. James Canary, City's Assessor

James Canary did not have anything to report at this time.

b. Ron Brown, State Assessor

There was no additional reporting from Ron Brown.

**5. LATE FILED APPEALS FOR CONSIDERATION**

Paul Liedberg explained the role of the committee was to determine that the property owner was unable to comply and file a timely appeal.

a. Personal Property

1) Knik Construction

James Canary reported Knik did not appeal their personal property tax value until the tax bill came then they filed an appeal. They would have received proper notice.

MOTION: Holly Johnson moved and Andy Anderson seconded the motion to approve Knik Construction's late filed appeal based on they were unable to comply with the filing date.

James Canary again confirmed the appellant had a thirty day period to appeal and did not appeal by the end date.

VOTE: The motion failed with Andy Anderson, Holly Johnson, and Chris Maines voting in opposition that the appellant was unable to comply.

Janice Williams noted the personal property assessment returns are not sent out by certified mailing, and if a property owner received an invoice, they would have received an assessment statement, since the invoice was based on the value stated on the assessment statement. She noted this would not go back to the Council if the appellant wanted to contest the BOE's decision, but they could appeal to the Superior Court.

2) Joann Livermont

MOTION: Andy Anderson moved and Holly Johnson seconded the motion to approve Joann Livermont's late filed appeal based on she was unable to comply with the filing date.

James Canary noted it did not appear the appellant was paying taxes to Anchorage based on her letter, in which case the City could not double tax her.

Janice Williams noted reporting aircraft was an annual filing, and the City referred to the FAA's registration list to send out personal property returns.

VOTE: The motion failed with Andy Anderson, Holly Johnson, and Chris Maines voting in opposition that the appellant was unable to comply.

**6. CITIZEN DISCUSSION (Prior Notice or Agenda Items)**

There was no citizen's discussion.

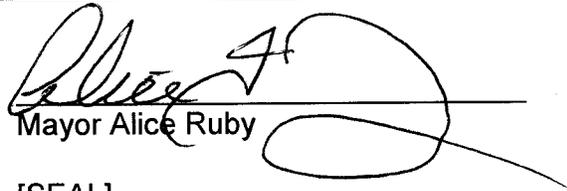
**7. MAYOR/COUNCIL COMMENTS**

Jim Canary noted he was in the processing of inputting all of the city's property records into a new database.

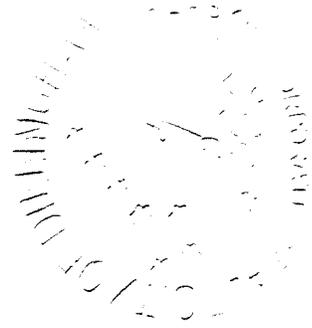
There were no other comments.

**8. ADJOURNMENT**

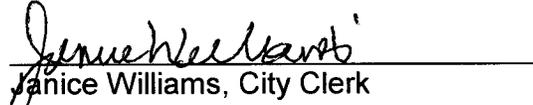
Paul Liedberg adjourned the meeting at 5:50 p.m.

  
Mayor Alice Ruby

[SEAL]



ATTEST:

  
Janice Williams, City Clerk

Approval Date: 9/28/16

