

1. CALL TO ORDER

The Code Review Committee met on Wednesday, September 7, 2016, in the Council Chambers, Dillingham, AK. Chair Chris Maines called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Chris Maines	Mayor Alice Ruby	Misty Savo	Rose Loera
Janice Williams			

Holly Johnson was absent and excused.

3. APPROVAL OF MINUTES

- a. Minutes of August 18, 2016

MOTION: Mayor Ruby moved and Misty Savo seconded the motion to approve the minutes of August 18, 2016.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Misty Savo moved and Mayor Ruby seconded the motion to approve the minutes of August 18, 2016.

VOTE: The motion passed unanimously by voice vote.

5. UNFINISHED BUSINESS

- a. Liquor License Renewals
 - 1) Proposed Ordinance for Liquor Licenses

The committee reviewed two proposed ordinances, selected the wording they favored from each, and came up with one ordinance.

The new ordinance will include a review by the Planning Office. The Planning Office will be responsible for informing the surrounding neighbors of any liquor license applications that will go before the Council.

Follow-up:

- An amended liquor license application review form and a proposed ordinance will be presented at the next Code meeting for final review.

6. NEW BUSINESS

There was no new business.

7. PUBLIC COMMENT/COMMITTEE COMMENTS

There were no public or committee comments.

8. ADJOURNMENT

The meeting adjourned at 6:28 p.m.

Chris Maines, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

DRAFT

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, September 19, 2016, in the City Council Chambers, Dillingham, AK. Paul Liedberg, Chair, called the meeting to order at 5:32 p.m.

2. ROLL CALL

Committee Members present:

Paul Liedberg Mayor Alice Ruby Curt Armstrong Navin Bissram

Andy Anderson was absent.

3. APPROVAL OF MINUTES

- a. Minutes of August 15, 2016

MOTION: Rose Loera moved and Mayor Ruby seconded the motion to approve the minutes of August 15, 2016.

VOTE: The motion passed by unanimous consent.

4. APPROVAL OF AGENDA

MOTION: Mayor Ruby moved and Rose Loera seconded the motion to approve the agenda.

VOTE: The motion passed by unanimous consent.

5. STAFF REPORTS

Rose Loera provided a copy of the Alaska Taxable Report comparing tax data with other communities.

Mayor Ruby noted Dillingham's per capita tax showed that the community does work to take care of itself.

Navin Bissram noted he would be securing the signature of the Mayor on an agreement form that would be reviewed by the City's Attorney, and submitted to the bonding agents for the school bond refinancing.

6. UNFINISHED BUSINESS

- a. Update - Sales Tax Exemption
 - 1) Mailer included in License Renewals

Navin noted there were a number of businesses that had failed to include an exemption log when claiming exemptions on their sales tax returns.

A mailing reminder would be included with the business license renewals due to go in the mail the middle of November. The notice would state failure to provide this information could result in being invoiced to collect the tax on the exempt sales.

2) Sales Tax Exemption List

Rose Loera reviewed an edited list of current sales tax exemptions. The entities would be contacted by letter clarifying their exempt or non-exempt status.

Navin clarified the sales tax exemption list is separate from the sales tax exemptions listed in code that lists transactions. He noted the confusion lay if an entity provided a particular transaction that was exempt it was thought that would make the entity exempt.

Follow-up:

- Recommend asking Council to add a review of all code sales tax exemptions to the Code Review Committee;
- Questioned since air taxi fares are exempt, but not the air taxi provider, should the City issue them a sales tax exemption certificate;
- Questioned, if for example, there is no sales tax in New Stuyahok, should the City collect a sales tax on items purchased in Dillingham for resale in their community, similar to 1% sales tax collected on fuel purchased in Dillingham and delivered to Aleknagik where they assess a 5% sales tax for that purchase.

3) Non Profit Organizations

Manager Loera clarified it is the service provided, ex. religious, education, etc. not their 501C status for federal tax purposes, that determines if the entity is non-taxable. It is not clear in the code that this also applies to local property and sales tax.

Follow-up:

- Recommended could have a special meeting for this item only.
 - b. Update - Credit Card Processing (DHARMA, Wells Fargo, etc.)

Navin noted DHARMA had good reviews but can't beat Wells Fargo's rates. He noted he had poor experience receiving return calls from PACE. The City had budgeted \$0 in transaction fees, because it had analyzed PACE would pass the cost on to the customer. He noted lacking a different plan, the City would have to budget in the high \$50,000 for transaction fees, which would be a mid-year budget amendment.

Follow-up:

- Research if Wells Fargo would be able to pass some or all of the transaction cost on to the customer through a separate fee;

- Research the benefits of asking for debit cards over credit cards which supposedly levy a higher fee.
- c. Ongoing Evaluation of Declining Sales Tax Revenues
 - 1) Report on No. of State Issued Business Licenses Compared to City Issued Business Licenses

Follow-up:

- Compare the list of 200+ businesses filed with the State against Dillingham business licenses.
- d. Policy for Accounts Written Off
 - 1) Proposed Resolution No. 2016-XX Establish a Time Period for Retaining an Account that has been Written Off Due to Bad Debt

Manager Loera reported the proposed resolution would establish a process for retaining bad debt once it has been approved for a write off by the Council.

Follow-up:

- Present an amended resolution to the next F&B meeting.
- 2) Copy of Current Denied Services List

Follow-up:

- Present a current list to the next F&B meeting.

7. NEW BUSINESS

- a. Proposed List of Foreclosures Y2010-2015

Navin reported there were a number of individuals who had defaulted on their promissory note and had been included on the list for prior years. He noted a process was now in place to monitor the accounts were kept current.

Manager Loera noted for HUD homes that were coming on the property tax rolls, the owners were given instruction on the appeal process.

Follow-up:

- Noted some edits may be in order, and would look to have a foreclosure list to the Council at their November meeting.

8. PUBLIC/COMMITTEE COMMENT(S)

Diane Wetter commented on the day of a committee meeting the website no longer displays that meeting.

Mayor Ruby:

- Noted when she and Rose met with Icicle Seafoods reps. they were very complimentary of the City, discussed working with the City on the boat launch; and
- Commented the State's Finance Director, David Teal, would be in Dillingham September 27 to present on the State's budget at a public forum.

9. ADJOURNMENT

The meeting adjourned at 6:51 p.m.

Paul Liedberg, Chair

ATTEST:

Janice Williams, City Clerk

Approved: _____

DRAFT

1. CALL TO ORDER

The regular meeting of the Port of Dillingham Advisory Committee was held on Thursday, September 22, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 6:02 p.m.

2. ROLL CALL

Members present:

Mayor Alice Ruby	Dan Dunaway	Russell Rolf	Robin Samuelsen
Robert Heyano	Jim Baumgartner		

Holly Johnson was absent.

Staff in attendance: Jean Barrett

3. APPROVAL OF AGENDA

MOTION: Dan Dunaway moved and Russell Rolf seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES

A. Minutes of October 10, 2014

MOTION: Dan Dunaway moved and Robert Heyano seconded the motion to approve the minutes of October 10, 2014.

The minutes were amended to correct page 3, item recreational skiffs are exempt from property tax not sales tax.

VOTE: The motion passed unanimously by voice vote.

5. STAFF REPORT

a. Jean Barrett, Port Director

Jean Barrett reported on the following items not included in his report:

- Slippage on the old crane that had been noticed at the end of last season, had occurred a previous time; staff worked on getting it repaired this past spring.

Mayor Ruby commented from presentations from staff there had been regular maintenance, but current staff was not skilled for the level of expertise required on this specialized piece of equipment.

- Commented although the funding did not come through for the fish grinder this year, still felt it was a worthy project and would continue to support it.

Discussion:

- Noted Peter Pan was not interested in receiving fish waste from subsistence users, quantities are small but problems are big; Icicle Seafoods was also not interested, but willing to explore it;
- Noted fish waste was not incinerated due to the high moisture content, but buried;
- Noted some communities have a container located on a barge from where the waste is deposited in the waters, but these are all deep water ports;
- Commented the fish grinder can be problematic, requires regular monitoring.

Jean Barrett reported repairs on the recent dock damage would be added to the previous dock damages that were caused by a barge service.

6. UNFINISHED BUSINESS

a. Alcohol Use in Dry Dock

Jean Barrett reported he does not strictly enforce the Open Container-Alcohol regulations, but has turned people away from the dock and told them not to return until they sobered up. He reported the DPD considered the cabin on a vessel same as someone's home, and as long there wasn't a disturbance they did not interfere with alcohol or substance use.

Discussion:

- Noted both processors adopted a no alcohol policy on the premises or off duty use during the busy time, a period of 4-6 weeks; the result was an improved season;
- Commented personnel make more of an effort to inform harbor users that unruly behavior under the influence could result in repercussions;
- Suggested more signage in and around the harbor;
- Concerned about after hour activity and harbor not staffed, worried about someone starting a fire and spreading to other boats;
- Asked if someone could be scheduled to work the office 24 hours during the busy fishing season; answered not with present budget, but has asked DPD to make a drive through whenever they can.

Follow-up:

- Staff will provide a copy of the flyer that is distributed when a boat is registered for the season;
- Staff to amend the tariff language to add to the title Open Container – Alcohol the wording Controlled Substances;
- Staff will contact the processors to seek their support for added language the processors will be notified if one of their fishers has caused a disturbance;
- Will advise his staff to be more diligent about talking with boat captains regarding their responsibility for those on their boats.

1) Research City's Legal Authority to Search a Boat or Prevent Use

Jean Barrett reported the DPD treat vessels as a home. If someone is of legal age and they are drinking, they are at someone's home as long as they are inside the cabin, and will not be bothered unless there is a disturbance.

2) Research Bristol Bay for Their Process Dealing W/ Alcohol Use

BB Borough vessels tie off at the dock. Troopers or city police will investigate and if someone is causing a disturbance they will remove the person, or deny someone access to the dock even if the boat is tied up to the dock.

7. NEW BUSINESS

a. Crane Replacement

Jean reported that the crane purchased last year had really come in handy at the dock, especially pulling the float arms. The City is expecting to receive several bids for the Manitowoc crane.

b. Fish Grinder

Jean Barrett commented he appreciated the suggestions for locations for the fish grinder brought up earlier on the agenda.

c. Marijuana Use on Boats in Dry Dock

Jean Barrett noted as discussed earlier, the cabin is considered same as a home, however, the deck is looked at as a public area, since they are an access route.

Follow-up:

- Add a definition for dry dock, suggested out of the water and not going to float with the tide;
- Will look at additional signage, and suggested adding language if you see a problem call the harbor master or DPD.

8. PUBLIC COMMENT/COMMITTEE COMMENTS

Dan Dunaway:

- Commented he was looking forward to a spring meeting with sufficient advertising encouraging public input.

Robert Heyano:

- Commented adding to the next agenda the status of the floats.

Robin Samuelsen:

- Commented would like some information on the erosion problem on the west side of the harbor for the next meeting.

Russell Rolf:

- Asked if there were any plans to dredge in the mouth of the harbor.

Jean Barrett answered dredging the mouth was not included in the contract, but could ask what it would cost, and was concerned that any dredging not compromise the spit.

9. NEXT MEETING DATE

Jean Barrett noted the committee would be polled in February to set a March meeting date.

10. ADJOURNMENT

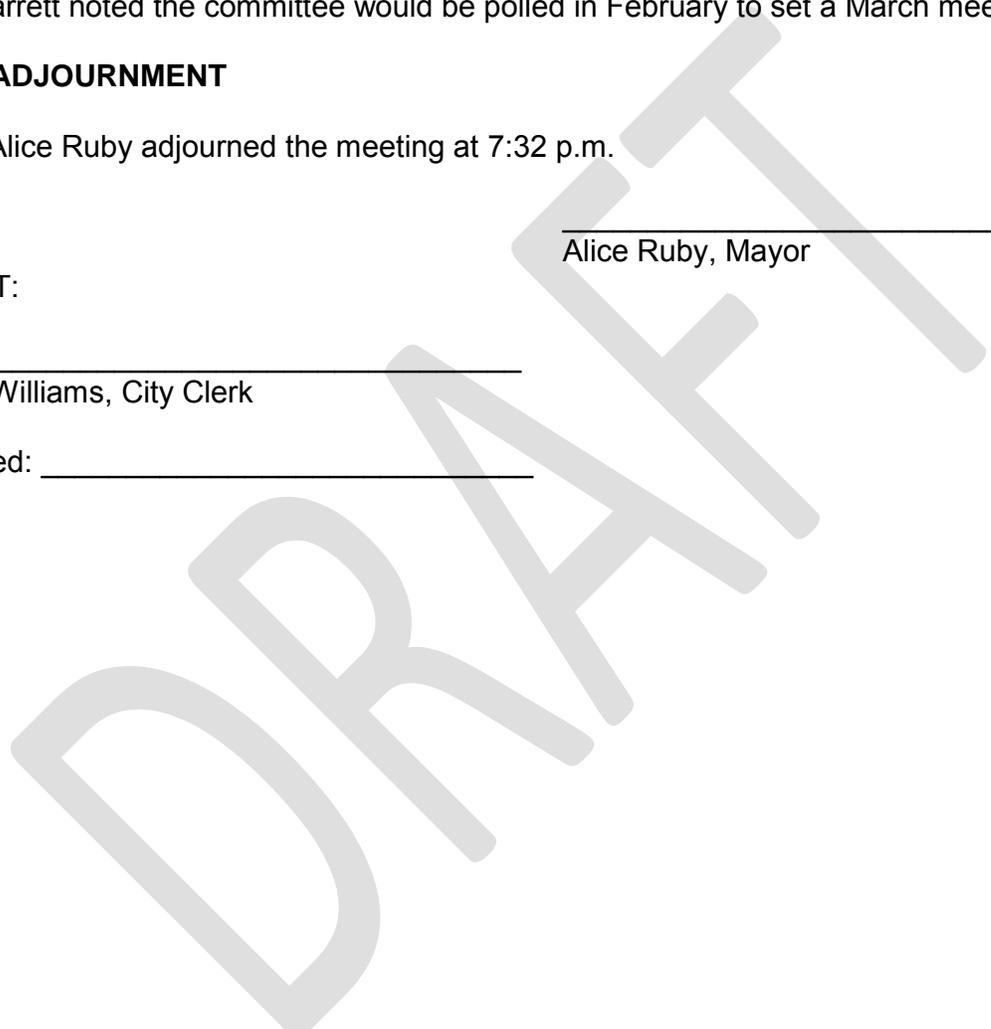
Mayor Alice Ruby adjourned the meeting at 7:32 p.m.

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

Approved: _____



CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-55

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE 2017-2022 CAPITAL IMPROVEMENT PLAN AND ADOPTING THE FY2018 LEGISLATIVE PRIORITIES LIST

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

WHEREAS, the Planning Commission adopted Resolution No. 2016-05 recommending the 2016 update of the Six Year Capital Improvement Plan 2017-2022; and

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

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham 2017-2022 Capital Improvement Plan is hereby amended and adopted as the current official six year capital improvement plan for the City of Dillingham;

BE IT FURTHER RESOLVED that:

1. The following capital improvement projects and project funding needs are identified as priorities for the FY2018 State Legislative Request:

1	Wastewater System Upgrades - Aeration	\$1,200,000
2	Wastewater System Upgrades - Chlorination	\$ 900,000
3	Public Safety Building Replacement	\$21,000,000
4	Harbor Float Replacement	\$2,500,000
5	Downtown Streets Project - Paving D Street & Seward Street	\$1,000,000
6	Public Safety Emergency Response Boat	\$ 110,000
7	Landfill Cell Expansion, Phase 1	\$ 1,100,000
8	Water System Improvements – Downtown Streets Support	\$ 240,000
9	Water System Improvements – Install Connecting Loops	\$ 2,500,000
10	Harbor Revetments & Breakwater/Emergency Bank Stabilization (Potential 35:65 Match for USACOE Construction Ready Project)	\$ 7,525,000
11	Alternate Emergency Operations Center Phase II	\$445,000
12	Nerka Roads Project	\$ 4,230,000
13	Landfill Heat Recovery System & Waste-Oil Burner	\$ 200,000

2. Projects for the FY2018 Federal Legislative Request will be selected from this list; and

3. The City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City's FY2017 capital project priorities and take appropriate steps to provide necessary background information.

PASSED and ADOPTED by the Dillingham City Council on October 6, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: October 6, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-55

Subject:

A resolution approving the 2017-2022 Capital Improvement Plan and Adopting the FY2018 Legislative Priorities List

City Manager: Recommend Approval

Signature: Rose Dora

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- PC Resolution No. 2016-55

Summary Statement:

This resolution is to approve the City's Legislative Priorities for Fiscal Year 2018 as well as the 2016 Update of the City's Six Year Capital Improvement Plan as per DMC 2.68.160.

Attachment to:
Ordinance No. _____ / Resolution No. 2016-55

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	Planning Director	
X	City Clerk	

RESOLUTION 2016-05
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Recommending the 2016 update of the
Six Year Capital Improvement Plan 2017-2022

WHEREAS, the City of Dillingham Municipal Code 2.38.160 (A)(5) requires that the Planning Commission conduct an annual update of the City's Six Year Capital Improvement Plan; and

WHEREAS, the Planning Commission is updating the plan as the Municipal code requires; and

WHEREAS, the six year plan was the result of an extensive public process in the fall of 2012; and,

WHEREAS, City staff and the Planning Department ranked all projects; and

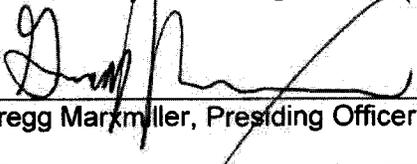
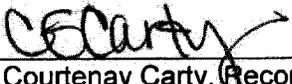
WHEREAS, the Planning Commission held a Public Hearing 09/14/16; and

WHEREAS, this Six Year Plan will provide the basis for the FY18 legislative requests as well as future updates of the City's capital needs; and

WHEREAS, the Planning Commission has reviewed the proposed Six Year Capital Improvement Plan for 2017-2022;

THEREFORE, the Dillingham Planning Commission recommends the attached Six Year Capital Improvement Plan for 2017-2022 to the Dillingham City Council for approval.

ADOPTED by the Dillingham Planning Commission September 14, 2016.

 Gregg Marxmiller, Presiding Officer	 Courtenay Carty, Recorder
--	---

CITY OF DILLINGHAM, ALASKA

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

WHEREAS, according to Dillingham Municipal Code 12.08.010 an encroachment is considered as any object above ground or below belonging to a private owner other than the municipality which has been or caused to be constructed or located within streets, public rights of way or other property dedicated to a public use; and

WHEREAS, Nushagak Cooperative wishes to install 480 volt electric service at the Boat Harbor to provide power to the Harbor Lease Lots at Southeast portion of U.S. Survey 3643, Lot 2 as well as the adjacent northeast corner of U.S. Survey 3643, Lot 32; and

WHEREAS, there are no objections to the installation as proposed; and

WHEREAS, it is in the public interest to allow this installation; and

WHEREAS, DMC 12.08 requires City Council and Planning Commission approval for any object belonging to a private owner other than the municipality that is placed in streets, public rights-of-way or other property dedicated to a public use, for longer than one year; and

WHEREAS, City of Dillingham staff issued a Short-Term Encroachment Permit to Nushagak Cooperatives on July 14, 2016 to approve power installation at this site; and

WHEREAS, per Resolution 2016-03 the Dillingham Planning Commission recommends approval of this long term encroachment;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves the long term encroachment at the Small Boat Harbor with the following conditions:

1. That one form of location information be provided after the installation, whether an as-built or GPS coordinates;
2. That the road be returned to its original condition and compaction;
3. That prior to working in the street, at least 48 hours' notice be given to the City of Dillingham administration.

PASSED AND ADOPTED by the Dillingham City Council October 6, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: October 6, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-56

Subject:

A resolution of the Dillingham City Council approving a long term encroachment permit for Nushagak Cooperative to install electric service at the Dillingham Small Boat Harbor

City Manager: Recommend Approval

Signature: Rose Roera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- PC Resolution No. 2016-03

Summary Statement:

Approved by the Dillingham Planning Commission at their September 14, 2016 meeting.

The encroachment permit is necessary to comply with Dillingham Municipal code:

12.08.010 Definitions. "Encroachments" shall be considered as any object above ground or below belonging to a private owner other than the municipality which has been or caused to be constructed or located within streets, public rights-of-way or other property dedicated to a public use. (Ord. 93-13 § 1 (part), 1993.)

12.08.020 (C) Approval of Long Term Permit. The city manager shall refer any encroachment permit application for a period exceeding one year to the city planning commission. The manager shall submit his recommendations regarding the application to the planning commission. The planning commission shall review the application, and forward a recommendation to the city council. The city council shall act upon the encroachment permit application only upon receipt and consideration of the recommendation of the planning commission. (Ord. 93-13 § 1 (part), 1993.)

Attachment to:
Ordinance No. _____ / Resolution No. 2016-56

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	Planning Director	
X	Public Works Director	
X	City Clerk	

RESOLUTION 2016-03
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

**Supporting a long term encroachment permit for Nushagak Cooperatives to
install 480 volt electric service at the Boat Harbor.**

WHEREAS, Nushagak Cooperative wishes to install 480 volt electric service at the Boat Harbor to provide power to the SeaShare freezer van and Nushagak Packing Company; and

WHEREAS, there is no objection to the installation as proposed; and

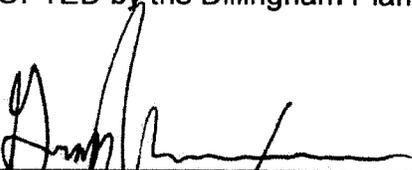
WHEREAS, City of Dillingham staff issued a Short-Term Encroachment Permit to Nushagak Cooperatives on July 14, 2016 to approve power installation at this site; and

WHEREAS, the Dillingham Planning Commission is required to make a recommendation to the city council for long term encroachments and for excavation and construction in city rights-of-way and city property per DMC 12.08.020 (C) and DMC 12.08.070;

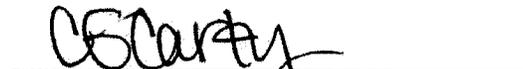
THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the City Council approve Long Term Encroachment permit 2016-07 to install power at the Boat Harbor, with the following conditions:

- That prior to construction, at least 24 hours' notice be given to the City's Public Works Director.

ADOPTED by the Dillingham Planning Commission on this 14th day of September, 2016.



Gregg Maxwell, Presiding Officer



Courtenay Carty, Recorder

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-57

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING A LONG TERM ENCROACHMENT PERMIT FOR NUSHAGAK COOPERATIVES EXTEND THE UTILITY EASEMENT ALONG THE WASKEY ROAD CORRIDOR

WHEREAS, according to Dillingham Municipal Code 12.08.010 an encroachment is considered as any object above ground or below belonging to a private owner other than the municipality which has been or caused to be constructed or located within streets, public rights of way or other property dedicated to a public use; and

WHEREAS, Nushagak Cooperative wishes to extend the utility easement along the Waskey Road corridor; and

WHEREAS, there are no objections to the installation as proposed given that the new pole line is placed 10' off of and parallel to the outer edge of the right-of-way or utility easement, whichever is furthest from Waskey Road centerline. In no case shall a pole or other fixed object (such as a guy anchor) be installed within 30' of the edge of Waskey Road without specific authorization; and

WHEREAS, at intersecting easements and rights-of-ways, Nushagak Cooperatives must place poles and other fixed objects at locations to accommodate future utility extensions in the outer 10' of the intersecting corridors; and

WHEREAS, the City does not represent that it has sole discretion for authorizing placement of utilities in the Waskey Road corridor. If additional permissions are required, it is the applicant's obligation to secure them; and

WHEREAS, it is in the public interest to allow this installation; and

WHEREAS, DMC 12.08 requires City Council and Planning Commission approval for any object belonging to a private owner other than the municipality that is placed in streets, public rights-of-way or other property dedicated to a public use, for longer than one year; and

WHEREAS, City of Dillingham staff issued a Short-Term Encroachment Permit to Nushagak Cooperatives on July 29, 2016, to begin construction on this project; and

WHEREAS, per Resolution 2016-04 the Dillingham Planning Commission recommends approval of this long term encroachment;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves the long term encroachment to extend the utility easement along the Waskey Road corridor with the following conditions:

1. That one form of location information be provided after the installation, whether an as-built or GPS coordinates;
2. That Nushagak Cooperatives restore the public land or public right of way to not less than its original condition and compaction after completing the utility installations;
3. That prior to working in the street, at least 48 hours' notice be given to the City of Dillingham Department of Public Works, Public Safety and Administration.

PASSED AND ADOPTED by the Dillingham City Council October 6, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: October 6, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-57

Subject:

A resolution of the Dillingham City Council approving a long term encroachment permit for Nushagak Cooperative to extend the utility easement along the Waskey Road corridor.

City Manager: Recommend Approval

Signature: Rose Laerer

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- PC Resolution No. 2016-04

Summary Statement:

Approved by the Dillingham Planning Commission at their September 14, 2016 meeting.

The encroachment permit is necessary to comply with Dillingham Municipal code:

12.08.010 Definitions. "Encroachments" shall be considered as any object above ground or below belonging to a private owner other than the municipality which has been or caused to be constructed or located within streets, public rights-of-way or other property dedicated to a public use. (Ord. 93-13 § 1 (part), 1993.)

12.08.020 (C) Approval of Long Term Permit. The city manager shall refer any encroachment permit application for a period exceeding one year to the city planning commission. The manager shall submit his recommendations regarding the application to the planning commission. The planning commission shall review the application, and forward a recommendation to the city council. The city council shall act upon the encroachment permit application only upon receipt and consideration of the recommendation of the planning commission. (Ord. 93-13 § 1 (part), 1993.)

Attachment to:
Ordinance No. _____ / Resolution No. 2016-57

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	Planning Director	
X	Public Works Director	
X	City Clerk	

RESOLUTION 2016-04
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Supporting a long term encroachment permit for Nushagak Cooperatives to extend the utility easement along the Waskey Road corridor.

WHEREAS, Nushagak Cooperative wishes to extend the utility easement along the Waskey Road corridor; and

WHEREAS, there is no objection to the installation as proposed; and

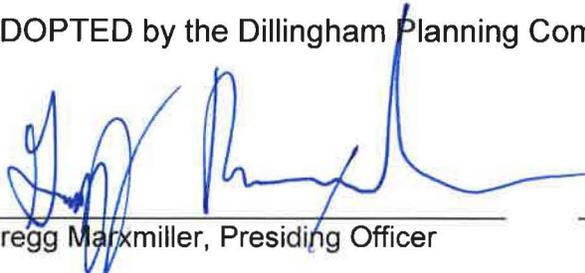
WHEREAS, City of Dillingham staff issued a Short-Term Encroachment Permit to Nushagak Cooperatives on July 29, 2016 to begin construction on this project; and

WHEREAS, the Dillingham Planning Commission is required to make a recommendation to the city council for long term encroachments and for excavation and construction in city rights-of-way and city property per DMC 12.08.020 (C) and DMC 12.08.070;

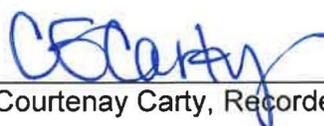
THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the City Council approve Long Term Encroachment permit 2016-08 to extend the utility easement along the Waskey Road corridor, with the following conditions:

- The new pole line is placed 10' off of and parallel to the outer edge of the right-of-way or utility easement, whichever is furthest from Waskey Road centerline. In no case shall a pole or other fixed object (such as a guy anchor) be installed within 30' of the edge of Waskey Road without specific authorization.
- At intersecting easements and rights-of-ways, place poles and other fixed objects at locations to accommodate future utility extensions in the outer 10' of the intersecting corridors.
- The City does not represent that it has sole discretion for authorizing placement of utilities in the Waskey Road corridor. If additional permissions are required, it is the applicant's obligation to secure them.
- Contact Ken Morton, Public Works Director at least 24 hours prior to construction.

ADOPTED by the Dillingham Planning Commission on this 14th day of September, 2016.



Gregg Marxmiller, Presiding Officer



Courtenay Carty, Recorder

CITY OF DILLINGHAM, ALASKA

RESOLUTION 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

WHEREAS, the City continues to work to bring the Sewage Lagoon into compliance; and

WHEREAS, the City has addressed the majority of the compliance issues, but still need to work on bringing the fecal coliform levels at or below DEC requirement; and

WHEREAS, aerating the Lagoon cells is critical in keeping the Lagoon functioning as designed; and

WHEREAS, the aeration system in one of the Lagoon cells is damaged and needs to be replaced; and

WHEREAS, the City has had a Municipal Matching Grant for upgrades to the Wastewater system and may not have enough funds remaining to replace the entire aeration system; and

WHEREAS, having the replacement of the aeration system as the City's number one priority will help staff identify funds needed for the work; and

WHEREAS, the City has worked diligently with the State Department of Environmental Conservation to improve both the facility and its operations to meet its permit requirements and bring into compliance; and

WHEREAS, the State requires municipalities to identify a project as the community's number one priority for fiscal year 2017 in order to qualify for a State Grants;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council designates Wastewater System Upgrades - Aeration as the number one local state funding priority for fiscal year 2017.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 6, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: October 6, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-58

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL DESIGNATING WASTEWATER SYSTEM UPGRADES - AERATION AS THE NUMBER ONE LOCAL STATE FUNDING PRIORITY FOR FISCAL YEAR 2017

City Manager: Recommend Approval

Signature: Roe Boera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The City continues to work on their Wastewater System. The aeration system in one of the cells was damaged when the sludge was removed in 2013. Aerating the lagoon is a critical function in keeping the system in compliance with DEC requirements. Currently tests are showing that our fecal coliform numbers are higher than what DEC would like.

We are also changing out the blowers in the Plant and will be determining the size and type of blower based on the type of aeration system. We may need to install a system that aerates from the top rather than the bottom as it is currently being done.

The City currently has a Municipal Matching Grant that is being used to address the required upgrades to the system as defined in the 2013 Facility Plan developed by CH2M Hill. The estimated cost of replacing the aeration system is about \$1,093,000. We may not have enough funds from our current MMG to do this work and will need to apply for grants.

Redoing the aeration system is listed under Phase III of our Facility plan.

Attachment to:
Ordinance No. _____ / Resolution No. 2016-58

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	Public Works Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-59

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR AN INVITATION TO BID (ITB) FOR THE PURCHASE OF A FULLY EQUIPPED AMBULANCE

WHEREAS, the City needs to replace a 1994 Chevy Ambulance with 49,007 miles which has been having issues; and

WHEREAS, the City has received \$50,000 grant from the Southern Regional Emergency Medical Services (SREMS) to go toward this purchase; and

WHEREAS, the City's Ambulance Replacement Fund has a balance of approximately \$614,000, which will be used for this purchase; and

WHEREAS, the bid documents and vehicle specifications are being developed by SREMS who will assist the City with advertising the ITB as outlined in the City's code; and

WHEREAS, the Dillingham Fire Department volunteers will be involved in the bid selection; and

WHEREAS, the contract for purchase will be provided to the City Council for approval;

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council authorizes the City Manager to advertise an invitation to bid for the purchase of a fully equipped ambulance to replace a 1994 Chevy.

PASSED and ADOPTED by the Dillingham City Council on October 6, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: October 6, 2016

Attachment to:

Ordinance No. _____

/ Resolution No. 2016-59

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ADVERTISE FOR AN INVITATION TO BID (ITB) FOR THE PURCHASE OF A FULLY EQUIPPED AMBULANCE

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The Fire Department needs to replace the 1994 Chevy Ambulance that has 49,000 miles and starting to have problems with it. They received \$50,000 from SREMS that will go towards the purchase of a new vehicle which we estimate to be about \$250,000 fully equipped.

SREMS will be putting the ITB together for the City and will provide direction as to where we should advertise for the vehicle. We will be advertising and selecting the bidder that best meets the specifications and price and will recommend to the Council approval of the contract when selected by the Fire Department volunteers and staff.

The council passed Resolution 2013-21 in April 25, 2013 but it was not acted on because the Fire Hall door issue needed to be addressed. A roll up door will be installed at the Fire Hall in order to accommodate a new ambulance backing into the building without having to take the pressure out of the tires.

Attachment to:
Ordinance No. _____ / Resolution No. 2016-59 _____

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	Fire Department Coordinator	
X	City Clerk	

Kimberly Williams
PO Box 653
Dillingham, AK 99576
(907) 842-2521

September 2, 2016

Alice Ruby, Mayor
City of Dillingham
PO Box 889
Dillingham, AK 99576

Re: Planning Commission Vacancy

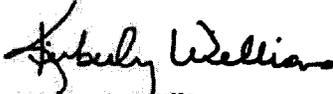
Dear Mayor Ruby,

Please accept this letter as interest in serving on the City of Dillingham Planning Commission. I was born and raised in Dillingham. I graduated from Dillingham High School and I returned back to Dillingham to raise my children.

I served on the Planning Commission a long time ago.

Please let me know if you need any additional information.

Sincerely,


Kimberly Williams

Action Memorandum No. 2016-18

Subject:

Authorize the City Manager to execute a contract for Janitorial Services to Advanced Building Cleaners.

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The purpose of the this Action Memorandum is to authorize the City Manager to execute a Purchase Order / Contract for Advanced Building Cleaners to provide janitorial services for the period covering November 1, 2016 through October 31, 2017 for \$39,700. There is an option to renew the contract for a period of up to three (3) years.

RFP 2016-15 was advertised for the required period soliciting proposals from qualified vendors to provide janitorial services to the City of Dillingham.

Advanced Building Cleaners was the only bidder of record.

Action Memorandum No. 2016-18

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on October 6, 2016.

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Planning Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: October 6, 2016

Contract for Janitorial Services - Advanced Building Cleaners

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE) AMOUNT REQUESTED: \$39,700	FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO FUNDING SOURCE <p style="text-align: center;">General Fund</p>								
FROM ACCOUNT <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1000 7780 30 31</td> <td style="width: 5%;">\$</td> <td style="width: 15%;"></td> <td style="width: 20%; text-align: right;">34,900.00</td> </tr> <tr> <td>2400 7780 70 73</td> <td>\$</td> <td></td> <td style="text-align: right;">4,800.00</td> </tr> </table>	1000 7780 30 31	\$		34,900.00	2400 7780 70 73	\$		4,800.00	Project <p style="text-align: center;">Janitorial Service 11/1/16-10/31/17</p>
1000 7780 30 31	\$		34,900.00						
2400 7780 70 73	\$		4,800.00						
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date: 9/28/2016							

EXPENDITURES

OPERATING	FY17	FY18		
Contract/Professional	\$ 25,900.00	\$ 13,800.00		
TOTAL OPERATING	\$ 25,900.00	\$ 13,800.00	\$ -	\$ -

CAPITAL				
---------	--	--	--	--

REVENUE				
---------	--	--	--	--

FUNDING

General & Special Rev. Funds	\$25,900	\$ 13,800.00		
State/Federal Funds				
Other				
TOTAL FUNDING	\$ 25,900.00	\$ 13,800.00	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum

PREPARED BY: Rose Loera

September 28, 2016

DEPARTMENT: Administration

APPROVED BY: _____

Action Memorandum No. 2016-19

Subject:

Authorize the City Manager to execute a purchase agreement with JJC Enterprises for the sale of the 1967 Manitowoc Crane

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No Funds Available: Yes No

Other Attachments:
RFP 2016-11 Bid Sheet

Summary Statement:

The purpose of the this Action Memorandum is to authorize the City Manager to execute a Purchase Agreement / Contract for JJC Enterprises to purchase the 1967 Manitowoc Crane for \$28,000

RFP 2016-11 was advertised for the required period soliciting sealed bids for the sale of the Manitowoc Crane.

JJC Enterprises was the high bidder, with Robert McDermott to follow with a bid of \$26,101. The third bid was disqualified as it did not meet the minimum bid of \$25,000.

Action Memorandum No. 2016-19

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on October 6, 2016.

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Planning Director	
X	Port Director	
X	City Clerk	

PROJECT __RFP2016-11_- For Sale: 1967 Manitowoc Crane_____
PROPOSAL SCORING SHEET

Deadline for proposals is: 09/28/2016		12:00 PM	19-Sep-16	27-Sep-16	28-Sep-16		
Date & Time Proposal Received			10:00 AM	3:25 PM	11:52 AM		
VENDOR NAME	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Weighting	Point Value	Enter Points 1-5	Enter Points 1-5	Enter Points 1-5	Enter Points 1-5	Enter Points 1-5
List Evaluation Criteria	Col. A	Possible Points 1 - 5 (5 being highest score)	Hamilton Construction	Robert McDermot	JIC Enterprises		
	0		\$20,000	\$26,101	\$28,000	0	0
	0		Did not meet minimum bid			0	0
	0					0	0
	0			0	0	0	0
	0			0	0	0	0
	0			0	0	0	0
	0		0	0	0	0	0
	0		0	0	0	0	0
	0		0	0	0	0	0
Total Weighted			\$26,101	\$28,000	0	0	

MUST PROVIDE PROOF OF LICENSING AND INSURANCE PRIOR TO NOTICE OF AWARD.
 Dillingham Business License
 State of Alaska Business License
 Certificate of Insurance and Worker's Comp
 Proof of Commercial Insurance
 Vehicle Liability Insurance

APPARENT HIGH BIDDERS HIGHLIGHTED IN ORANGE.

ADM107