



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

WORKSHOP ON WATER/WASTEWATER PROJECTS STATUS AND FUNDING	6:00 P.M.	SEPTEMBER 1, 2016
WORKSHOP FOR QUARTERLY REVIEW OF FINANCIAL STATEMENTS	6:30 P.M.	SEPTEMBER 1, 2016
REGULAR MEETING	7:00 P.M.	SEPTEMBER 1, 2016

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - a. Regular Council Meeting, August 18, 2016page 5
4. **APPROVAL OF CONSENT AGENDA**
APPROVAL OF AGENDA
5. **STAFF REPORTS**
 - a. City Manager and Staff Reports.....page 13
 - b. Standing Committee Reportspage 33
6. **PUBLIC HEARINGS**
 - a. Adopt Ordinance No. 2016-11, An Ordinance of the Dillingham City Council Amending DMC Section 4.15.235 B, Costs of Foreclosurepage 41
7. **CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)**
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 Foreclosurepage 41
 - 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 Councilpage 45

- 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 Councilpage 51
- 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 (*This item was not prepared in time for distribution and will be distributed under separate cover.*)
- 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 \$10,000,000 to Refund Certain Outstanding General Obligation Bonds of the City, Fixing Certain Details of Such Bonds and Authorizing Their Sale (*This item was not prepared in time for distribution and will be distributed under separate cover.*)
- 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 Librarypage 57
- 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 Servicespage 61
- h. Adopt Resolution No. 2016-54, A Resolution of the Dillingham City Council Extending the Lake Road Fire Station (*This item was not prepared in time for distribution and will be distributed under separate cover.*)

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
 - 1) Planning Commission, 2 Seats Open
 - 2) Senior Advisory Commission, 1 Seat Open
- b. Annexation Update
- c. Interim Task Force Borough Feasibility Study Update
- d. Protest Liquor License Transfer of Location for Kvichak Properties - Update

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, 2017page 67
- 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 (*This item was not prepared in time for distribution and will be distributed under separate cover.*)

11. CITIZEN’S DISCUSSION (Open to the Public)

12. COUNCIL COMMENTS

13. MAYOR’S COMMENTS

14. EXECUTIVE SESSION

- a. Legal Matter

- 1) Dillingham & Manokotak Annexation Petitions

15. ADJOURNMENT

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, August 18, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:08 p.m. The meeting was preceded by a tour of the new crane at the dock at 6:45 p.m.

2. ROLL CALL

Mayor Alice Ruby was present.

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

Misty Savo Chris Maines Curt Armstrong Andy Anderson
Paul Liedberg - attended via teleconference

Council Members absent and excused: Holly Johnson

Staff in attendance:

Rose Loera Navin Bissram Janice Williams Ken Morton
Pedro Gonzalez – Sergeant-at-Arms

Guest(s): Attorney Brooks Chandler – attended via teleconference
 Attorney Patrick Munson – attended via teleconference
 Barb Sheinberg – attended via teleconference
 Lamar Cotten – attended via teleconference

3. APPROVAL OF MINUTES

a. Regular Council Meeting, June 16, 2016

MOTION: Chris Maines moved Andy Anderson and seconded the motion to approve the minutes of June 16, 2016.

VOTE: The motion passed unanimously by roll call vote.

4. APPROVAL OF CONSENT AGENDA

a. Adopt Resolution No. 2016-40, A Resolution of the Dillingham City Council Expressing Thanks and a Commendation to Herman “Nup” Shade

MOTION: Chris Maines moved and Curt Armstrong seconded the motion to approve the consent agenda.

VOTE: The motion passed unanimously by roll call vote.

APPROVAL OF AGENDA

MOTION: Chris Maines moved and Andy Anderson and seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by roll call vote.

5. STAFF REPORTS

a. City Manager Report

City Manager Loera reported on the following items in addition to her staff report:

- Vacancies: Police officer and accounting technician;
- Grant received from BBEDC to provide training on the incinerator;
- Knutsen lawsuit: depositions are being taken;
- Manitowoc crane: lowered the bid to \$25,000, and looking to have this to award on the September agenda;
- Sewerage lagoon: fecal coliform counts are still above what the regulations allow; hopefully installing the blowers, and aerating second lagoon will lower the count; lagoon is permitted for 275K gallons/day of influent and effluent discharge, however actual is around 190K, and as a result if it is less than 250K gals., flow meters wouldn't be required; septage receiving stations have just been completed, and can start receiving raw sewage;
- Two municipal matching grants expire in spring of 2017, but DEC has extended them for another year;
- ANTHC matching grant: they require the lagoon be in compliance before any match can be used to repair the lift stations; if ANTHC could do the work on the lagoon, it would serve as a match, or may need to come up with 30% match on lift stations, \$500,000;
- AkDEC 2010 water loan still on the books: 1.75% interest rate, for \$250,000, scope was the actual work that was completed on the water treatment; looking to see if the scope could be changed and then serve as a match on the water grant;
- Chlorinate the effluent discharge to reduce fecal coliform counts: adds additional maintenance and operation costs, but will remain an option if aerating the lagoon doesn't do the job; should the City be required to install flow meters on the effluent side, could construct it to allow for chlorine testing;
- Fish grinder: did not go out for design, because with construction costs reevaluated from \$250K to \$500K, Curyung Tribe did not approve funding construction.

Mayor Ruby asked if there was any objection to adding two items to the Code Committee's Task List: a review of: 1) the exemption on businesses from collecting sales tax if sales are less than \$10K, and 2) tax exempt entities. There was no objection.

- Well near high school: looking to replace the existing over-sized pump, and seeking DEC's approval to use grant funds.

Mayor Ruby recommended a ½ hour workshop before the September Council meeting to review water and wastewater projects should staff bring forward any resolutions regarding same.

- Damage to the dock: looking to include repairing the newest damage to a current RFP advertised to fix repairs on the dock and add dolphins.

b. Standing Committee Reports

Chris Maines, Code Review Committee: reviewed a liquor license transfer of location; would dedicate next meeting to reviewing the liquor license review process; evaluated use of marijuana on vehicles, and aircraft considered inoperable; reviewed adding PFD eligibility requirements for senior citizen exemption, and add a process for reviewing them on a three year cycle.

Mayor Ruby, Finance & Budget Committee: reviewed the unaudited June financials; 2016 sales tax revenues are down, but fuel and grocery/hardware sales actually increased, will continue to analyze reason for decrease over 2015; researching Alaska Airlines credit cards to use the mileage; brought up the FY17 budget unexpected hit of a \$200K reduction in school debt reimbursement; and will start reviewing the FY17 budget in November.

6. PUBLIC HEARINGS

There were no public hearings.

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

- a. Sergeant Luis Nieves, Alaska State Troopers

This was moved to the September agenda.

- b. Mike Halko, Community Trail System

Mike Halko reported efforts were in the works to establish a community trail system within city limits. This was for information only at this time.

8. ORDINANCES AND RESOLUTIONS

- a. Introduce 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 Andy Anderson seconded the motion to introduce Ordinance No. 2016-11.

VOTE: The motion to introduce Ordinance No. 2016-11 passed unanimously by roll call vote.

- b. Adopt Resolution No. 2016-41, A Resolution of the Dillingham City Council Supporting Charlene Lopez's BBEDC Arctic Tern Grant Application for the NBC Basketball Camp

MOTION: Misty Savo moved and Paul Liedberg seconded the motion to adopt Resolution No. 2016-41.

VOTE: The motion to adopt Resolution No. 2016-41 passed unanimously by roll call vote.

- c. Adopt Resolution No. 2016-42, A Resolution of the Dillingham City Council Supporting the City's Application for a Bristol Bay Economic Development Corporation Infrastructure Grant Fund

MOTION: Chris Maines moved and Andy Anderson seconded the motion to adopt Resolution No. 2016-42.

VOTE: The motion to adopt Resolution No. 2016-42 passed unanimously by roll call vote.

- d. Adopt Resolution No. 2016-43, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Competitive Bid Process and Purchase Rip Rap from Amanka Lake Construction LLC and Cruz Construction Inc.

MOTION: Chris Maines moved and Curt Armstrong seconded the motion to adopt Resolution No. 2016-43.

VOTE: The motion to adopt Resolution No. 2016-43 passed unanimously by roll call vote.

- e. Adopt Resolution No. 2016-44, A Resolution of the Dillingham City Council Formally Adopting the 2016 Hazard Mitigation Plan

MOTION: Andy Anderson moved and Misty Savo seconded the motion to adopt Resolution No. 2016-44.

VOTE: The motion to adopt Resolution No. 2016-44 passed unanimously by roll call vote.

- f. Adopt Resolution No. 2016-45, A Resolution of the Dillingham City Council Authorizing the City Manager to Enter into an Equipment Lease with Wells Fargo Bank for a 2016 Linkbelt 248 HSL 200 Ton Crane

MOTION: Chris Maines moved and Andy Anderson seconded to motion to adopt Resolution No. 2016-45, the laydown version.

VOTE: The motion to adopt Resolution No. 2016-45 passed unanimously by roll call vote.

- g. Adopt Resolution No. 2016-46, A Resolution of the Dillingham City Council Authorizing the Advertisement of an RFP for Phase I of the Lagoon Projects to Reroute the HUD Force Main

MOTION: Chris Maines moved and Curt Armstrong seconded the motion to adopt Resolution No. 2016-46.

VOTE: The motion to adopt Resolution No. 2016-46 passed unanimously by roll call vote.

- h. Adopt Resolution No. 2016-47, A Resolution of the Dillingham City Council Authorizing the City Manager to Advertise an Invitation to Bid for the All-Tide Dock Fender Repair

MOTION: Chris Maines moved and Andy Anderson seconded the motion to adopt Resolution No. 2016-47.

VOTE: The motion to adopt Resolution No. 2016-47 passed unanimously by roll call vote.

- i. Adopt Resolution No. 2016-48, 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, Serves on the City Council

MOTION: Misty Savo moved and Curt Armstrong seconded the motion to postpone adoption of Resolution No. 2016-48.

Discussion ensued:

- Research if Andy Anderson, grandfather of Chrissie Messer, should also be included.

VOTE: The motion to postpone adoption of Resolution No. 2016-48 passed unanimously by roll call vote.

9. UNFINISHED BUSINESS

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

There were no letters of interest on file.

- b. Annexation Update

Mayor Ruby reported the LBC had extended the comment period on LBC's preliminary report to September 19. This item will be discussed in executive session.

- c. Interim Task Force Borough Feasibility Study Update

Mayor Ruby reported the task force was scheduled to meet September 25, and would keep the Council posted.

10. NEW BUSINESS

- a. Liquor License Renewals
 - 1) Kvichak Pacific, LLC dba Olsen's Liquor Store

Chris Maines reported the Code Review Committee had met with the manager and owner of Olsen's Liquor Store, clarified the location of the proposed site, and were recommending no action on the request for a license transfer of location.

Mayor Ruby reminded the Council they had 60 days [from June 24, 2016] to protest the license or take no action at all. She noted relocating the license is taken up with the ABC Board, but believed approving the site could be dealt with under the land use permit. She noted that she had shared with the guests that not objecting to the liquor license did not guarantee approval of the land use permit.

Manager Loera had also contacted some of the neighbors and none had seen any advertising or signage proposing the license transfer.

Discussion ensued:

- Commented had contacted four residents in the proposed site, none were aware of the request for transfer, nor were they in favor of the request;
- Asked if the time period could be extended to get out the word, answered Alcohol Board does not allow extensions past the 60 days;
- Commented from the land description, which did not include street addressing, did not know where the proposed site was located; and
- Commented a workshop would be in order to review the Council's responsibilities when it comes to reviewing liquor licenses.

MOTION: Misty Savo and Curt Armstrong seconded the motion to direct staff to write a letter to ABC Board and applicant to protest the license based on inadequate public noticing and no way for the public to identify the location based on lacking street addresses.

VOTE: The motion passed unanimously by roll call vote.

b. Territorial School Committee Appointment

MOTION: Misty Savo moved and Curt Armstrong seconded the motion to concur with Mayor Ruby's recommendation to appoint Andy Anderson, Chris Maines, Ken Morton, Manager Loera, and Russell Nelson to the committee.

VOTE: The motion passed unanimously by roll call vote.

c. Schedule a Hearing of the BOE

1) Two Late Filed Appeals

2) Amended Assessment Returns

MOTION: Chris Maines moved and Andy Anderson seconded the motion to approve scheduling the Board of Equalization meeting for August 31, 2016, at 5:30 p.m.

Committee members include Mayor Ruby, Chris Maines, Holly Johnson, and Andy Anderson, with Misty Savo as an alternate.

VOTE: The motion passed unanimously by roll call vote.

11. CITIZEN’S DISCUSSION (Open to the Public)

There was no citizen’s discussion.

12. COUNCIL COMMENTS

Misty Savo:

- Commented the MOU Committee had not met since she was appointed, and was looking forward to reaching out to the Tribe.

There were no other Council comments.

13. MAYOR’S COMMENTS

Mayor Ruby:

- Noted the Council would get an update from the Police Dept. at their next regular meeting;
- Commented the Finance Committee met with Lt. Governor, brought up filling the DA’s funded position, and voiced concerns 45% of cases had been dismissed;
- Commented she and Manager Loera had meet with Peter Pan Seafoods for a courtesy visit and would also be meeting with Icicle Seafoods; they wished our landfill rates were lower; appreciated their donation of fish to the schools;
- Noted the Finance Committee would begin a review of the FY17 budget in November, and looking to get public involvement;
- Commented the Manager’s evaluation was due July 24, and would work to get it done in the next several months; requested council to bring forward an evaluation form that they supported; and
- Asked for a moment of silence to recognize all of those lost since the last meeting, noting she was sorry to hear Julie Baltar had passed away.

14. EXECUTIVE SESSION

a. Legal Matter

- 1) Dillingham & Manokotak Annexation Petitions
- 2) Bingman Foreclosure Sale

MOTION: Chris Maines moved and Andy Anderson seconded the motion to enter into executive session [8:37 p.m.].

VOTE: The motion passed unanimously by roll call vote.

MOTION: Misty Savo moved and Andy Anderson seconded the motion to exit the executive session [9:50 p.m.].

VOTE: The motion passed unanimously by roll call vote.

15. ADJOURNMENT

Mayor Ruby adjourned the meeting at 9:50 p.m.

Mayor Alice Ruby

ATTEST:

[SEAL]

Janice Williams, City Clerk

Approval Date: _____

DRAFT

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

August 23, 2016

To: City Council Members Dillingham, AK

August update of construction activities.

Lagoon We have changed design direction in light of non compliance issues that have recently been discovered by Ken Morton. Our fecal coliform is way beyond permit limits. We are striving to correct this by changing focus to the aeration system. We are also trying to lower the classification of our lagoon. This is an additional task before CRW. Changing classification will reduce operational costs, save design cost, and reduce construction cost, by not having to install inlet and outlet flow meters. These meters require very expensive manholes with power supplied to them, especially the outfall flow meter manhole.

The new blower failed in the lagoon plant. I am investigating possible reasons. It might be a mute point though, for we are changing aeration design to a top mount system that can be hung off our baffles. The aeration system will be a fine bubble system. The air supply tube would float basically, tying it off to baffle cables, and smaller lines would suspend into lagoon dispersing fine air bubbles into both cells. It is hopeful the fine bubbles will clean the waste water to permit levels. If it doesn't we will be forced to chlorinate. Changing aeration might require different blowers and plant piping. The volume of air and pressure required very well could change.

We have the force main design on hold for now till we can figure out new design costs.

Septage PW has installed the two 9,000 gallon storage tanks. I believe we are filling the tanks now, or are very close to filling. We will test run the new system when the tanks are full.

Main Dock Lift Station LS6 has not progressed much. The owner of Elite Mechanical had a major fire in his business shop, which occupied all his time and a lot of resources. Al Knittel is working at the plant on the electrical portion. Elite is falling behind schedule. I am doing my best to get them back on track. We will extend their contract for two items, well one for sure, for we know the cost. It is the pump control system, and the other is grouting the base of the wet to secure the pumps.

Remaining Six Lift Stations We finally decided on the control system, so we might be delayed in starting this project due to time required to order and have control systems built for our lift stations. Most of the material submittals have been approved. We are waiting on construction schedule, bypass pumping plan and schedule of values. These can all be completed now that we know control system.

Landfill No new activity; however, PW does plan to advertise wood cutting after hunting season for phase one area.

City Water Supply Gorden Issacs tested the high school water well and it appears to be a viable water source for the City. This well will provide the additional water required to operate the City. The problem with the well was the pump was oversized for well production rate. We need to install a smaller pump and the well will operate correctly. However, we do need another water well, just in case something happens to either of two operational water wells. The high school well will not operate the City by itself.

Senior Center No additional work has been done or is planned at this time.

Library Dagen confirmed last years price quote for materials was still good. We plan to order the materials and put the installation out to bid.

Lake Road Fire Station Dagen found the as built drawings, and I will start working on an RFP for design of an addition on the back side of the building southeast side, to house more emergency vehicles.

Town Fire Station the overhead coiling door is being designed. When design is complete we will put the project out to bid. The new ambulance does not fit into the building because of the overhead door, so are going to install an exterior coiling door mounted to the front of the build.

City Hall Front Door Replacement Dagen got the door replaced and has very little touch up work to complete.

Rip Rap PW completed the rip rap for 2016.

River Survey Ryan Sorensen is performing the erosion survey for us along the river adjacent to the lagoon. We intend to compare historical data to current, plus his contract is to obtain data for the next three years. The river appears to be flowing more on the west bank these days and the erosion is noticeable.

Respectfully,

Gary L. Gordon
City Project Manager

City of Dillingham

House District 37 / Senate District S

~ 8/24/16 ~

29th Alaska State Legislature ~ 2nd Interim

AUGUST 2016 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ Several Incumbents lose their Primary races ~

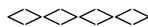


The state primary elections were conducted just over a week ago with some surprise results. House District 40 is still up in the air as the incumbent is being beat by just three votes. An automatic recount will be conducted to verify the results. The incumbent from House District 38 was soundly defeated. If these results hold, then those individuals will be the new legislators, as they have no one running against them in the General Election. Although Bryce Edgmon had no one running against him in the primary, the Republican running in the race was only behind him by a total of twenty votes. This of course is not a precursor of what might happen in the general as that race will take on a life of its own as you typically have more people come out to vote, especially when there is a presidential race to boot.

Three incumbent Republicans lost their House seats when the dust settled. A couple more House seats will have new members as some of those folks decided to run for a Senate seat. At least three new people will be elected to the Senate as three of those members decided to not run again. Another House member will not be coming back as he lost his bid for a Senate seat. Via the grapevine, there are up to three more House races that could flip to the Democrats or to a third party candidate. If that happens, a Democratic majority is likely for the House of the 30th Alaska State Legislature. The people have spoken and might not be done expressing their extreme dissatisfaction with the current legislature.

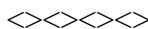
To review any primary race, go to the following website: <http://www.elections.alaska.gov/results/16PRIM/> It is updated periodically as absentee votes trickle in.

General Election information can be found at: http://www.elections.alaska.gov/ei_general.php November 8th will be upon us before we know it.



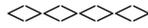
LEGISLATIVE PROCESS/TIMELINES

By now, you may already have a resolution before you from the Dillingham Planning Commission recommending an updated 6-year CIP. Sometime in September at the latest, you should designate your number one local state funding priority for fiscal year 2018. In September as well, you should consider a resolution for your 5-year CIP. A final draft of your letter to the governor expressing the need for your number one project should be vetted by members of the Council with input from myself by Oct. 15th.



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.



IMPORTANT DATES / DEADLINES

Governor's Deadlines once a bill has been transmitted:

Fifteen days, Sundays excluded, to act on a bill if the Legislature is in session.

If the Legislature has adjourned, the Governor has twenty days, excluding Sundays.



COMMITTEE HEARINGS / FLOOR SESSIONS

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]

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 2nd Interim list of legislators and staff

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>

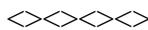
This link provides you with options to view specifics for the Capital and Operating Budgets.

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://donyoung.house.gov>



~ End Report ~

Have a fun and safe Labor Day weekend! Enjoy 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: August 23, 2016
To: Rose Loera, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Staff Report

Public Hearing on Ordinances up for Adoption. One ordinance is up for adoption September 1:

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

Notice of Foreclosure Costs – Update. With passage of Ordinance No. 2016-11, Amending Foreclosure Costs, real property owners can expect to receive a billing stuffer explaining the new policy to impose a flat fee of \$150 for the first stage of the foreclosure process. The first stage requires advertising properties subject to foreclosure for four consecutive advertisements in the local newspaper, and filing documents with the court. The flat fee replaces the practice of prorating the foreclosure costs to the delinquent properties after the invoices arrived, which has been a very difficult process to manage in a timely manner.

Hopefully, the stuffer will encourage delinquent taxpayers to make good on their taxes including entering into a promissory note if need be, and avoid unnecessary additional costs.

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. Absentee voting starts September 19.

As of August 23, the following have filed for candidacy and their names will go on the ballot:

Council/Mayor Seats

Seat A	Dwayne Johnson	3-year term
Seat B	Chris Maines	3-year term

School Board Seats

Seat A No Candidate

3-year term

currently held by Tonya O'Connor

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 and place it on the September 1 agenda, but there has been no follow up.

Commission/Board Seats Vacant.

Planning Commission

There are two seats open. There are no letters of interest on file.

Senior Advisory Commission

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

I will be away from the office September 9 through September 20.

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: August, 24, 2016
To: Rose Loera, City Manager
From: Braden Tinker, Fire Coordinator
Subject: Department Head Report

Summarization of EMS Responses – 15 Calls; 30.2 Total Man Hours

- 1 Sick Person
- 1 COPD
- 4 ETOH abuse
- 2 Other
- 3 Chest Pain
- 1 Traumatic Injury
- 2 Medevac Transports
- 1 Chest Pain

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

- 0 Fire Calls

PROJECTS COMPLETED

- Cascade system test was completed and sent off to Trace Analytics;
- Apparatus check-offs are complete;
- Final payment for SREMSC grant was received last week. \$2500.00, 50/50 match;
- Down Town Station door expansion will be going out for bid soon.

ON-GOING PROJECTS

- Fire Hydrant Testing;
- EMS Run Reports in-progress. Up to date as of today;
- Ambulance 1 replacement (spec`s, quotes and equipment for a new ambulance);
- Turnout Gear quotes;
- New fire hose numbering system for inventory purposes;
- Lake Road Station expansion;
- New tires for Engine 4;
- Fire/ Ems training with the integration of Action Training System;
- Ambulance and apparatus driver training.

Mayor
Alice Ruby

Manager
Rose Loera



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

MONTHLY REPORT – PLANNING DEPARTMENT AUGUST 2016

To: Rose Loera, City Manager

From: Courtenay Carty, Planning Director

Planning Commission

The Planning Commission did not hold a meeting in August due to lack of quorum. It is with condolences that we report the loss of our Planning Commission Chair, Julie Baltar. The next Planning Commission meeting is tentatively scheduled for Wednesday, September 14.

Plans

The 2016 Hazard Mitigation Plan was finalized on August 4th and submitted to the City Council for adoption. The Council met on August 18th and adopted Resolution 2016-44 which formally adopted the 2016 HMP. Staff then submitted the HMP and Resolution 2016-44 to Scott Simmons at AECOM and Scott Nelson at the Alaska Division of Homeland Security.

Permits

Staff received and processed four Land Use Permit applications during the month of August. One permit was to rebuild a residential cabin downtown; the other three are for new septic systems through the ANTHC/Curyung Tribal program for homes on the Lake Road. There is still one permit outstanding from July, to construct a new liquor store on Raspberry Circle on the Lake Road.

Also outstanding from July are two Long-Term Encroachment Permit applications that will go before the Planning Commission in September, which should then go to the City Council in October. Nushagak Cooperatives is the applicant for both permits which are for utility services – One is to bring power to the SeaShare and Nushagak Packing freezer vans located in the Boat Harbor 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.

RFPs

2016-10 – Harbor Lease Lots – Two leases were signed in August; Nushagak Packing Company is a cold storage facility for commercial salmon catcher-processors and one for Tide Table Coffee which is a drive-thru coffee and snack stand.

2016-11 – For Sale: Manitowoc Crane – We did not receive any bids at our initial deadline in July, therefore we reduced the minimum bid to \$25,000. Bids will open on August 24 at Noon.

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

2016-14 – Petroleum Fuels for FY 17 – Bidding will close on August 25 at 3:00 PM

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
Alice Ruby

Manager
Rose Loera



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MEMORANDUM

Date: August 22, 2016
To: Rose Loera / City manager
From: Jean Barrett / Port Director
Subject: August monthly report

Dock

- All tide dock repair bids were to be opened on August 24, but we have delayed this due to an additional incident that took place on Tuesday, August 16. The new bid due date will be October 19, with a bid opening date October 24. This will allow the engineers to assess the damage and come up with a game plan for repair. We hope to bundle the work along with the work already planned.
- As mentioned above, the City's all tide dock was once again struck by a poorly controlled barge. The barge, a 300+ foot barge that was once again being moved by Dunlap Towing (the same company that ran into the dock in 2014). The tug moved the barge away from the dock a bit as it started departing Dillingham with a load of 40' fish containers. It then attempted to make a quick turn when it struck the most downriver bumper piling on our dock causing the other end veer towards and into the Peter Pan dock. In an attempt to not hit the Peter Pan dock the tug was in hard reverse and swung into the downriver or South West corner of our dock causing a yet undetermined amount of damage. AMLJIA and PND engineers will assess the damages Thursday, August 25.
- Prior to the August 18 Council meeting, we were able to show off the crane a little bit. We crawled it up to the north end of the dock yard and for a public viewing for anyone who wished to come by and see it and also for the City council. We were happy to answer any questions, and show our appreciation to the Council for their nod of approval for the purchase of the crane.
- We have had very little interest in the Manitowoc crane. We have dropped the price again and advertised a bit more places in hopes to sell it for something instead of just giving it away!

Harbor

- Things at the harbor are fairly slow, allowing me to work on some of the lingering projects such as assisting our new tenants, Nushagak Packing and Tide table coffee to get settled.
- Clean up on the harbor annex property is still ongoing and I hope to get the DHS Wrestling team to come down and help clean up some of the yard as I did last fall and this spring.
- I have a few building projects in the works. I plan to build steps on both ends of the ice machine for safer access, and replace the door on the topside that took a beating in a windstorm earlier this summer.
- I am also working on building an office for myself within the garage area of the Harbor office. This is something that can be done during the winter when the weather outside is frightful...
- I have a refurbished monitor heater that will go in the main office before cold weather hits so as to offset the high electric bill due to the electric baseboard that is now present.
- I have arrangements made to attend the annual harbor convention, this year in UnAlaska. I am really looking forward to seeing their harbor and especially their float system as I am working on a plan to replace our floats with some similar to theirs!
- City Manager Loera and I met with Tiel Smith and James Baumgartner of Bristol Alliance Fuels to talk about the erosion of the east side of their property that is the west side of the harbor. We came to an agreement that something needed to happen in order to stop the continued sloughing of the bank. All parties involved will continue to visit this issue as time goes on. We hope to work on a bulkhead / breakwater project together. We also talked about the dredge spoils. Bristol Alliance hopes in the near future to start depositing the silt on their property instead of back out into the river so as to create some new usable space. I pointed them in the direction of the Corp of Engineers and also to the guys at Alaska Marine Excavation who do our dredging. This too will be an ongoing discussion.

That is all

Jean

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
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Misty Savo
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: August 23, 2016
To: Rose Loera, City Manager
From: Ken Morton, Public Works Director
Subject: Monthly Staff Report

Street:

- Completed haul of rip rap to stockpile at Snag Point for placement along sheet pile as tides / personnel availability allow.
- Finished placing rip rap to protect sewer line and atop sewer outfall.
- Emptied collection glass bins at bars / harbor.
- Constructed a French drain and reset the septage receiving tanks at Lagoon.
- Supported Water / Sewer operations with daily rounds; lift station pumping, trouble-shooting, cleaning activities; High School well pump removal, well cleaning, well testing.
- Graded roads (we have been challenged to meet community expectation due to frequent precipitation and diverted resources to help Water / Sewer and special projects).
- Patched potholes at downtown potholes.

Shop:

- Preventative maintenance activities on both graders, the Case loader, International end dump, F450 sander, Hyster 800 (both Hysters greased), Case 580 backhoe (with tire replacement) B&G's F350 & flatbed, several DPD vehicles.
- Senior Center's red-tagged bus returned to service after floor reinforcement. It has been back in the shop a few times since with small / ongoing problems. Will re-evaluate status if its maintenance becomes too burdensome.
- Supported other work units: placing rip rap to protect sewer line, septage receiving station French drain, well pump removal, welding a cap on a monitoring well at the landfill, escorting oversized loads, etc.
- Constructed tools to help with landfill incinerator operations

Buildings & Grounds:

- Public Safety Bldg: Monthly generator test; facility rounds, DDC monitoring / adjustments; air handler inspection / repair; boiler sensor replaced; pressure relief valve diverter pipe installed; door repaired; lighting repaired.
- Water / Sewer support: WTP building / boiler checks; monthly backup generator test; assist with school well pump removal and well testing.
- Senior Center: regular building rounds; power outage resets / propane lockouts; boiler burner sensor failed & replaced; lighting repairs / replacements.
- Dock Warehouse: large door opening system failed, parts ordered.
- Harbor: Filtering collected waste oil from glycol and other contaminants.
- Landfill: Burner #1 trouble shooting; participating with incinerator training.
- Lighting: About half of fluorescent lighting pulled at City Hall; Light meter procured to help inform on existing light levels at other City facilities.

Water / Sewer:

- Fully staffed: Jeffery Dirx as of 8/19 and Donnie Mincher since 5/16. OJT now, formal (intro to water systems, intro to sewer systems) training this winter sponsored by Alaska Rural Water Association.
- Electrical problems with two pump stations required help from a contract electrician. Pumper truck used at four lift stations over this last month.
- High School Well evaluation performed due to low flows and presence of sand:
 - Existing 100 gpm pump pulled considerable “mud” and scaling from well casing present.
 - Well inspected with rented fiber optic camera system with no obvious deficiencies identified - other than needing to clean.
 - Gordon Isaacs mobilized in drill rig; flushed / blew the well to clean it; performed a 24 hour pump test (50-60 gpm sustained) after depressing the water column +/- 3' with about 30' of water remaining above the pump – and with minimal sand.
 - Discussions with Engineers & DEC on the path forward, potentially:
 - Installation of a new 60-85 gpm pump instead of the former 100 gpm unit that suffered from excessive fines accumulation. This volume, in addition to the current Court House Well, will provide sufficient capacity (without redundancy) for City needs.
 - Prospecting for a new production well location along the old airstrip to provide redundant capacity in the event the Court House Well fails.
- Annual Consumer Confidence Report
 - Provided certification of distribution to DEC (posted at several community locations, website posting, direct mailings).
 - Fielded several calls from concerned citizens misinterpreting the report's discussion of the susceptibility of the aquifer to contaminants (rated as high by a 2004 Source Water Assessment) with actual contamination.
 - Our water tests fine – but when the community is directly above its aquifer From the 2004 report:
“Identified potential and current sources of contaminants for the public drinking water source include: aircraft maintenance shops,

gasoline stations, motor/vehicle repair shops, domestic wastewater collections systems, large capacity septic systems, injection wells, seafood processing, aboveground fuel drums and tanks, underground fuel tanks, wastewater holding tanks, ADEC recognized contaminated sites and leaking underground storage tank (LUS) sites, water supply wells, boat yards and marinas, a floatplane dock/refueling area, electric power generation, medical / veterinary facilities, Laundromats, meat processing, cemeteries, an airport, motor vehicle/general storage yards / facilities, and firehouse. . . .“

- ADEC Wastewater Lagoon Discharge Permit
 - Became aware of need to perform weekly lagoon inspections. Form developed to guide & document inspections. Goal of initiating inspection effort in September (now that the second water / sewer operator position filled).
 - Became aware that we have not been reporting our monthly lagoon discharge reports appropriately to ADEC.
 - Review of test results indicates we have been out of permit compliance for 24 of the last 27 months on fecal coliform bacteria.
 - Engaged with ADEC
 - Will supply missing test result data / DMR's
 - Will provide ADEC a schedule for outstanding COBC issues:
 - Replacement of dated blowers
 - Second effort to replace blower #3 failed 8/20/16 due to oil foaming up after two days operation – after being replaced with oil containing an anti-foaming agent (perhaps a poor seal?).
 - Installation of lagoon influent & effluent flow measurement systems (required for Class B lagoons which have design flows between 250k and 1M gpd and ours was rated at 273k gpd by the 2008 lagoon design effort).
 - Goal is to have consultant “reverse engineer” to identify what our lagoon capacity is based on our flow/TSS/BOD/Fecal coliform loading and permit requirements. If a defensible design discharge of < 250k gpd is identified, recommend approaching ADEC about reclassifying the Lagoon to a Class C facility – which would allow “estimated” instead of “measured” lagoon flow rates and also substantially reduce our testing requirements.
 - Failing this approach, to design / construct flow measurement systems for the lagoon influent & effluent.
 - Aeration system improvements to reduce fecal coliform in effluent – and not be obligated to chlorinate effluent.

Landfill:

- Incinerator operation shifted back to two shifts (7 am to 11 pm) due to loss of temporary staff. Much gratitude to BBEDC for funding two temp positions and Choggiung for shipping out electronic refuse.
- Directed staff to start logging basis of collected fees on receipts / tickets. Information useful for several reasons – including providing a means for evaluating current / potential landfill use rates.
- Learned ADEC’s annual inspection is scheduled for the week of August 29.
- Incinerator manufacturer PennRam provided training on August 19 to nine PW staff from all work units (thanks again to BBEDC) on incinerator maintenance & operation – and monitored / fine-tuned incinerator operation through mid 8/21.
 - Combustion process optimized by adjusting air / fuel mix. Valves tie-wrapped to maintain this adjustment.
 - Most air vents / ports cleared. Temp sensors replaced. Will order replacement ceramic fire block for burner #1 to improve operation.
 - Prior to adjustments, processed about 150 lbs / bin
 - Post adjustments, processed about 300 lbs / bin
 - Manufacturer’s design parameter: 425 lbs / bin
 - PennRam advised:
 - our refuse is wet and has relatively low thermal value to aid combustion
 - Many systems they sell also burn waste oil – and that this would help out DLG operations. Discussed with ADEC and they indicate:
 - A heat recovery system (electrical generation, use of waste-heat, etc.) would be required to fit within state regulations. (Am discussing the waste heat concept with PennRam.)
 - They would review the federal regulations to identify the implications of using waste heat without a recovery process.
 - Adding cardboard would provide little thermal value.
 - Adding wood from crushed pallets to the waste stream would help. (noted that it would necessitate additional labor per bin.)
 - There is considerable value in sorting the refuse (which they advise is generally a two-person operation if done at the incinerator) to remove metal/glass and to help “fluff” prior to incinerating.
- **Following the training – the incinerator / cell operation plan for next month:**
 - Recognizing that we have not generally able to keep up with the waste stream by a wide margin (took a shift to process a single compactor truck load prior to adjustment) – and that Dillingham Refuse’s compacted waste is wet, unsorted, frequently has metal that impairs incinerator operation, etc. Have directed Landfill staff to route Dillingham Refuse’s waste to the active cell and to route all other appropriate municipal waste to the incinerator operation (including car / light truck tire treads every other bin).
 - Will evaluate operation throughout over this next month.
- New cell expansion efforts
 - No construction activity this past month.
 - Need to finish access road to uncleared third of new cell before opening to tree harvesting for firewood.

Administrative:

- Public Works fully staffed:
 - Vacant position in Water / Wastewater unit filled by Jeff Dirx 8/19/16.
 - Vacant fleet mechanic position filled by Carl Nunn 8/22/16. McCumber resignation affective 8/26.
- Bids for RFP 2016-14 Furnish Petroleum Fuels FY17 due 8/25/16.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: August 23, 2016
To: Rose Loera
From: Ida Noonkesser
Subject: Staff Report

During the month of July, the Senior Center served 324 congregate meals to 44 individuals, and 147 home delivered meals to 8 individuals. We did not provide transportation services this past month, since our driver was on leave.

Other than our usual renters, we had four renter for the month of July. 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.

There is a seat open for the Advisory Board Seat A Chair. If anyone is interested, please ask them to submit a letter to the Mayor Alice Ruby.

The Senior Center hasn't been very busy so far this August with fall outdoor activities still happening, but we are looking for volunteers to come and do activities with the elders this fall and winter. We do have yarn, beading materials, and exercise equipment for the elders to use. We have had some individuals agree to volunteer, but we are still working on setting up dates and letting our elders know what is available.

Our next Advisory Board meeting is September 7.

1. CALL TO ORDER

The Code Review Committee scheduled for 5:15 p.m., met on Thursday, May 5, 2016, in the Council Chambers, Dillingham, AK. Chair Chris Maines called the meeting to order at 5:20 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 May 5, 2016

MOTION: Alice Ruby moved and Rose Loera seconded the motion to approve the minutes of May 5, 2016.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

5. UNFINISHED BUSINESS

- a. Code Committee's To Do List

This is for information only.

- b. Liquor License Renewals

Janice Williams reported the Alcohol Board had responded to the city's request "How does the Board evaluate a protest of a license based on a number of late payments". They answered it would be sent to a committee, and since that email in June there has been no response.

- 1) Request for License Transfer – Olsen's Liquor Store

Discussion ensued:

- Commented describing the property other than using street names made it difficult to identify the proposed location;
- Commented although there is no zoning, would like the residents in the neighborhood to weigh in, and any concerns could be addressed when the land use permit was processed; and
- Noted this was only approval of the license and not the land use permit.

Manager Loera noted she had contacted some of the residents in the area, and none had seen a notice either at the post office or the proposed area, but although they weren't asked no one raised any objection.

Michael Keenan, owner of Kvichak Pacific LLC, shared a copy of the building design, had posted a notice on the property and the Post Office for the required period of time and had received no opposition, the building would be accessed from the Lake Road, not Raspberry Circle, would leave a barrier of trees between the apartment building and the proposed site, and was going to clear cut the property. He noted he anticipated starting the project in the fall.

MOTION: Misty Savo moved and Mayor Ruby seconded the motion to recommend the Council take no action.

VOTE: The motion passed unanimously by voice vote.

2) Proposed Ordinance for Liquor License Reviews

Follow up:

- Will dedicate the next meeting to reviewing the liquor license review ordinances that had been brought forward in the packet.

Mayor Ruby suggested to Kim Parker to join the Code Committee on September 8.

3) Review Proposed Ord. to Allow Use of Marijuana on Boats, Vehicles, Aircraft that are Inoperable

Janice Williams reported the ordinance being presented covered two subjects: 1) include fees for marijuana offense for use in public that was erroneously missing from the original ordinance, 2) and a boat sitting in dry dock. The Marijuana Advisory Committee had recommended identifying stationary boats (sitting in the harbor) as private property and allow use of marijuana onboard.

She noted the attorney was advising the city set one fee for each marijuana offense, no matter the number of offenses, similar to other offenses on the fee schedule. A police officer that gives a citation may not know if this is a first, second, or third offense.

Misty Savo noted the Marijuana Advisory Committee was more interested in language that read marijuana use could be allowed when the vessel was not intending to be operated whether it was in dry dock or sitting in high water in the harbor.

Discussion ensued:

- Commented alcohol is not allowed on the dock, but it is allowed on boats sitting in the harbor, considered like private property, since it would be difficult to enforce otherwise.

Follow up:

- Ask Port Advisory Committee to review allowing marijuana use onboard a boat sitting in the harbor, same as alcohol.
- This item will come back to the Code Committee for further review.
- Setting one fee to each offense, no matter the number of offenses committed, will remain back on the agenda [suggest a separate ordinance].

6. NEW BUSINESS

- a. Review Six-Year Allowance for Making Corrections

Janice Williams reported creating an ordinance that would encompass the different scenarios for warranting a correction was in the Attorney’s hands.

- b. Propose Changes in Senior/Disabled Vet Exemption

- 1) Add PFD Residency Requirements
- 2) Add Finance Director will review 1/3 of Applications Annually

Follow up:

- Bring back an ordinance that would include the additional PFD eligibility requirements, and finance director will review 1/3 of the applications annually on a rotating basis.

8. ADJOURNMENT

The meeting adjourned at 6:11 p.m.

Chris Maines, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____