



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

REGULAR MEETING	7:00 P.M.	NOVEMBER 5, 2015
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1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, October 1, 2015page 5
- b. Special Council Meeting, October 15, 2015page 11

4. APPROVAL OF CONSENT AGENDA

- a. Adopt Resolution No. 2015-60, A Resolution of the Dillingham City Council Amending the Investment Account Signature Authority Forms for City Investment Accounts Due to a Change in Personnel and Council Members..... page 17
- b. Adopt Resolution No. 2015-61, A Resolution of the Dillingham City Council Amending the Bank Signature Cards for Wells Fargo Checking Account Due to a Change in Council Memberspage 19

APPROVAL OF AGENDA

5. STAFF REPORTS

- a. City Manager and Staff Reports.....page 21
- b. Standing Committee Reportspage 43

6. PUBLIC HEARINGS

- a. Adopt Ordinance No. 2015-18, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15.030, Exemptions, to Establish Procedures and Deadlines for Filing the Senior Citizen/Disabled Veteran Exemption.....page 49
- b. Adopt Ordinance No. 2015-19, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15 to Add Additional Penalties for Failing to File a Personal/Business Property Tax Return, Adding New Section

4.15.052 to Clarify Tax Assessments of Aircraft, Adding New Section 4.15.091 Regarding Audits of Personal/Business Property, Combining Sections 4.15.180 and 4.15.100 to Clarify Penalties for Violations, and Amend Section 1.20.040 to Add a Fine for Filing a False Tax Statementpage 55

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

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2015-18, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15.030, Exemptions, to Establish Procedures and Deadlines for Filing the Senior Citizen/Disabled Veteran Exemption..... page 49
- b. Adopt Ordinance No. 2015-19, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15 to Add Additional Penalties for Failing to File a Personal/Business Property Tax Return, Adding New Section 4.15.052 to Clarify Tax Assessments of Aircraft, Adding New Section 4.15.091 Regarding Audits of Personal/Business Property, Combining Sections 4.15.180 and 4.15.100 to Clarify Penalties for Violations, and Amend Section 1.20.040 to Add a Fine for Filing a False Tax Statement page 55
- c. Introduce Ordinance No. 2015-20, An Ordinance of the Dillingham City Council Authorizing an Increase in the Motor Vehicle Registration Tax Collected by the State Under AS 28.10.431 (*Clerk Note: This document was not ready for the packet, but will be delivered under separate cover*) page 61

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
 - 1) Planning Commission, 1 Seat Open
 - 2) Library Advisory Board, 2 Seats Open
- b. Council Appointments
- c. DLG Petition to Annex Nushagak Commercial Fishing Waters Update
- d. Interim Task Force Borough Feasibility Study Update
 - 1) Approve Action Memorandum No. 2015-21, Provide a Match to the Bristol Bay Native Association ANA Grant for Conducting a Borough Feasibility Studypage 63

10. NEW BUSINESS

- a. Approve Action Memorandum No. 2015-22, Donation for Sending Community Members to the Board of Fish (BOF) Meeting in Anchorage..... page 67
- b. Approve Action Memorandum No. 2015-23, Increase Staffing in the Finance Department by a Half Full-Time Equivalent page 71

- c. Schedule a Strategic Planning Session for December 12, 2015
- d. Schedule a Meeting of the Board of Equalization for Nov. 12, 2015 at 5:30 PM

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

12. COUNCIL COMMENTS

13. MAYOR'S COMMENTS

14. EXECUTIVE SESSION

a. Legal Matter

- 1) City of Dillingham vs. Jim Bingman Sr.
- 2) Jim Bingman Jr. vs. City of Dillingham

15. ADJOURNMENT

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, October 1, 2015, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:00 p.m.

2. ROLL CALL

Mayor Alice Ruby was present.

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

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

Staff in attendance:

Rose Loera	Dan Pasquariello	Janice Williams
Navin Bissram		

3. APPROVAL OF MINUTES

- a. Regular Council Meeting of September 10, 2015

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the minutes of September 10, 2015.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

- a. Adopt Resolution No. 2015-56, A Resolution of the Dillingham City Council Amending the Bank Signature Cards for City Safety Deposit Boxes Due to a Change in Personnel

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

VOTE: The motion passed unanimously by voice vote.

APPROVAL OF AGENDA

MOTION: Tracy Hightower moved and Holly Johnson seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. STAFF REPORTS

- a. City Manager and Staff Reports

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

- In the process of signing a fuel contract with Bristol Alliance Fuels;
- Landfill Incinerator: Recommending extending a seasonal position to full-time to be able to burn at least 16 hours a day and keep up with the trash;
- Lagoon outfall: Will have a resolution for the next Council meeting requesting a special expenditure to purchase more rip rap to prevent further erosion;
- Could look at sorting more items to cut down on the items burned.

MOTION: Chris Maines and Holly Johnson seconded the motion to send to Code Committee to add recommending adding personnel records are confidential to Title 2.

VOTE: The motion passed unanimously by voice vote.

- Senior Center Van: Looking to retire, getting more expensive to repair; will be recommending to take it off line and start looking for grant funds;
- Attended a conference with over 5,000 other city officials;
- Lift Stations: will be looking to separate the wet from the dry in each station in addition to replacing pumps, electronic components; and
- Looking to schedule a Strategic Planning session for late November early December.

b. Standing Committee Reports

Finance and Budget Committee: Paul Liedberg referred to their September 22 meeting minutes included in the packet. He noted the committee was looking to review business license fees pending more information.

Code Review Committee: Chris Maines had nothing to add to their September 19 meeting minutes included in the packet.

School Facility Committee: Mayor Ruby reported no meeting was held due to lack of quorum.

6. PUBLIC HEARINGS

Mayor Ruby opened the public hearing for comments on Ordinance No. 2015-14.

- a. Adopt Ordinance No. 2015-14, An Ordinance of the Dillingham City Council Authorizing City Owned Property be Authorized for Sale

There being no comments the public hearing closed.

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

There was no citizen's discussion.

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2015-14, An Ordinance of the Dillingham City Council Authorizing City Owned Property be Authorized for Sale

MOTION: Holly Johnson moved and Chris Maines seconded the motion to adopt Ordinance No. 2015-14.

VOTE: The motion to adopt Ordinance No. 2015-14 passed unanimously by voice vote.

- b. Introduce Ordinance No. 2015-15, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.68, Planning Commission, Section 2.68.130, Duties and Functions, and Section 11.08.010, Speed Limits, to Act on Requests for Changes in Speed Limits

MOTION: Holly Johnson moved and Chris Maines seconded the motion to introduce Ordinance No. 2015-15.

VOTE: The motion to introduce Ordinance No. 2015-15 passed unanimously by voice vote.

- c. Introduce Ordinance No. 2015-16, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Section 4.30.080 to Make a Minor Correction to Change Responsive Bidder to Responsible Bidder, and Amend Section 4.30.100 E. to Add Notice of Intent to Award to the Competitive Sealed Bid Process

MOTION: Holly Johnson moved and Chris Maines seconded the motion to introduce Ordinance No. 2015-16.

VOTE: The motion to introduce Ordinance No. 2015-16 passed unanimously by voice vote.

- d. Introduce Ordinance No. 2015-17, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.27, City Clerk, to Add Records Manager Under Power-Duties Consistent with Essential Job Duties

MOTION: Holly Johnson moved and Chris Maines seconded the motion to introduce Ordinance No. 2015-17.

VOTE: The motion to introduce Ordinance No. 2015-17 passed unanimously by voice vote.

- e. Adopt Resolution No. 2015-51 (AM), A Resolution of the Dillingham City Council Creating a Marijuana Advisory Committee

MOTION: Tracy Hightower moved and Chris Maines seconded the motion to adopt Resolution No. 2015-51 (AM).

Mayor Ruby noted there would be several memorandums from the City's attorney on marijuana regulations in the next packet.

VOTE: The motion to adopt Resolution No. 2015-51 (AM) passed unanimously by voice vote.

- f. Adopt Resolution No. 2015-57, A Resolution of the Dillingham City Council Approving the Ambulance Fund and Establishing Criteria for its Use

MOTION: Holly Johnson moved and Chris Maines seconded the motion to adopt Resolution No. 2015-57.

Discussion ensued regarding the resolution would make it possible to use excess funds to support operations should it be necessary.

VOTE: The motion to adopt Resolution No. 2015-57 passed unanimously by voice vote.

- g. Adopt Resolution No. 2015-58, A Resolution of the Dillingham City Council Approving a Long Term Encroachment for the Installation of Buried Utilities at Lot 7A, Block 2, Spruce Street

MOTION: Chris Maines moved and Holly Johnson seconded the motion to adopt Resolution No. 2015-58.

VOTE: The motion to adopt Resolution No. 2015-58 passed unanimously by voice vote.

9. UNFINISHED BUSINESS

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

MOTION: Holly Johnson moved and Chris Maines seconded the motion to concur with the Mayor's recommendation to appoint Sandra Long to represent the Bristol Bay Campus.

VOTE: The motion passed unanimously by voice vote.

- b. DLG Petition to Annex Nushagak Commercial Fishing Waters Update

Mayor Ruby reported on the Local Boundary Commission's recent action to put the City of Dillingham's annexation petition on hold while they consider the Manokotak petition, and at such time would take the two concurrently. LBC is thinking the delay would not affect the petition getting to the legislature in 2017.

- c. Interim Task Force Borough Feasibility Study Update

There still has been no answer on the grant application that was submitted for funding.

10. NEW BUSINESS

- a. Special Meeting Scheduled for October 15, 2015 (DMC 3.70.040) *(Clerk Note: DMC 2.09.020 Special Meetings. No business shall be transacted at the meeting that is not mentioned in the notice.)*
- 1) Certify the October 6, 2015 Election
 - 2) Public Hearing/Adopt Ordinance No. 2015-15, Add Request to Change Speed Limits
 - 3) Public Hearing/Adopt Ordinance No. 2015-16, Add Notice of Intent to Award
 - 4) Public Hearing/Adopt Ordinance No. 2015-17, Add Records Manager Under Clerk Duties
 - 5) Approve Action Memorandum No. 2015-20, Award Contract for Engineering Lift Stations
 - 6) Introduce Ordinance No. 2015-18, Add Subsection on Senior Exemption
 - 7) Introduce Ordinance No. 2015-19, Amend Force Filing
 - 8) Swearing in Ceremony of Newly Elected Council Members

Mayor Ruby asked to include new item 9) Resolution for the Materials for the Outfall Line.

MOTION: Holly Johnson moved and Chris Maines seconded the motion to approve the agenda for a Special Meeting scheduled for October 15, 2015.

VOTE: The motion to approve the agenda for a Special Meeting scheduled for October 15, 2015 passed unanimously by voice vote.

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

There was no citizen's discussion.

12. COUNCIL COMMENTS

Chris Maines: Expressed good luck to everyone running.

Curt Armstrong: None

Tracy Hightower:

- Stated he was looking forward to the candidate debate.

Paul Liedberg: None

Misty Savo:

- Expressed she was glad the school was putting on the debate.

Holly Johnson: None

13. MAYOR’S COMMENTS

Mayor Ruby:

- Reminded Council of the AML conference in November; had budgeted for several to attend;
- Noted she was looking forward to the debate;
- Reported the school had invited council and mayor to attend their strategic session next week, an evening event;
- Reported the police chief was scheduled to provide an investigations report update on a quarterly basis; and
- Asked for a moment of silence to recognize those lost since the last meeting.

14. EXECUTIVE SESSION

There was no executive session.

15. ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:52 p.m.

Mayor Alice Ruby

ATTEST:

[SEAL]

Janice Williams, City Clerk

Approval Date: _____

1. CALL TO ORDER

A Special Meeting of the Dillingham City Council was held on Thursday, October 15, 2015, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:00 p.m.

2. ROLL CALL

Mayor Alice Ruby was present.

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

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

Staff in attendance:

Rose Loera	Janice Williams
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Guest(s): Andy Anderson

3. APPROVAL OF MINUTES

There were no minutes to approve.

4. APPROVAL OF AGENDA

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

VOTE: The motion passed unanimously by voice vote.

5. CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)

There was no citizen’s discussion.

6. SPECIAL BUSINESS

a. Certify the Election of October 6, 2015

1) Resolution No. 2015-59, A Resolution of the Dillingham City Council Accepting the Certification of the Canvassing Committee Results and Certifying the October 6, 2015 Regular City Election

MOTION: Holly Johnson moved and Chris Maines seconded the motion to adopt Resolution No. 2015-59

VOTE: The motion to adopt Resolution No. 2015-59 passed unanimously by voice vote.

b. Public Hearing

Mayor Ruby opened the public hearing on Ordinances 2015-15, 2015-16, and 2015-17.

- 1) Adopt Ordinance No. 2015-15, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.68, Planning Commission, Section 2.68.130, Duties and Functions, and Section 11.08.010, Speed Limits, to Act on Requests for Changes in Speed Limits
- 2) Adopt Ordinance No. 2015-16, An Ordinance of the Dillingham City Council Amending Section 4.30.080 to Make a Minor Correction to Change Responsive Bidder to Responsible Bidder, and Amend Section 4.30.100 E. to Add Notice of Intent to Award to the Competitive Sealed Bid Process
- 3) Adopt Ordinance No. 2015-17, An Ordinance of the Dillingham City Council Amending Chapter 2.27, City Clerk, of the Dillingham Municipal Code to Add Records Manager Under Power-Duties Consistent with Essential Job Duties

There being no public comments, Mayor Ruby closed the public hearing.

c. Ordinances and Resolutions

- 1) Adopt Ordinance No. 2015-15, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.68, Planning Commission, Section 2.68.130, Duties and Functions, and Section 11.08.010, Speed Limits, to Act on Requests for Changes in Speed Limits

MOTION: Holly Johnson moved and Chris Maines seconded the motion to adopt Ordinance No. 2015-15.

VOTE: The motion to adopt Ordinance No. 2015-15 passed unanimously by voice vote.

- 2) Adopt Ordinance No. 2015-16, An Ordinance of the Dillingham City Council Amending Section 4.30.080 to Make a Minor Correction to Change Responsive Bidder to Responsible Bidder, and Amend Section 4.30.100 E. to Add Notice of Intent to Award to the Competitive Sealed Bid Process

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to adopt Ordinance No. 2015-16.

VOTE: The motion to adopt Ordinance No. 2015-16 passed unanimously by voice vote.

- 3) Adopt Ordinance No. 2015-17, An Ordinance of the Dillingham City Council Amending Chapter 2.27, City Clerk, of the Dillingham Municipal Code to Add Records Manager Under Power-Duties Consistent with Essential Duties

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to adopt Ordinance No. 2015-17.

VOTE: The motion to adopt Ordinance No. 2015-17 passed unanimously by voice vote.

- 4) Introduce Ordinance No. 2015-18, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15.030, Exemptions, to Establish Procedures and Deadlines for Filing the Senior Citizen/Disabled Veteran Exemption

MOTION: Holly Johnson moved and Chris Maines seconded the motion to introduce Ordinance No. 2015-18.

VOTE: The motion to introduce Ordinance No. 2015-18 passed unanimously by voice vote.

- 5) Introduce Ordinance No. 2015-19, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15 to Add Additional Penalties for Failing to File a Personal/Business Property Tax Return, Adding New Section 4.15.052 to Clarify Tax Assessments of Aircraft, Adding New Section 4.15.091 Regarding Audits of Personal/Business Property, Combining Sections 4.15.180 and 4.15.100 to Clarify Penalties for Violations, and Amend Section 1.20.040 to Add a Fine for Filing a False Tax Statement

MOTION: Holly Johnson moved and Chris Maines seconded the motion to introduce Ordinance No. 2015-19.

VOTE: The motion to introduce Ordinance No. 2015-19 passed unanimously by voice vote.

- d. Approve Action Memorandum No. 2015-20, Award RFP 2015-13 Engineering Services for Lift Station Replacement to CRW Engineering Group LLC

MOTION: Holly Johnson moved and Chris Maines seconded the motion to approve Action Memorandum No. 2015-20.

Manager Loera noted the cost was about \$53,000.

VOTE: The motion to approve Action Memorandum No. 2015-20 passed unanimously by voice vote.

- e. Swearing in Ceremony of Newly Elected Council Members

Tracy Hightower stepped down from his seat and Janice Williams proceeded to swear in the incoming members, Alice Ruby as Mayor, and the three Council members, Curt Armstrong, Paul Liedberg, and Andy Anderson.

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

There was no citizen's discussion.

8. COUNCIL COMMENTS

Curt Armstrong:

- Thanked Tracy [Hightower] for his service on the Council.

Chris Maines:

- Congratulated those who were elected; and
- Thanked Tracy for his service noting it had been a pleasure to work with him.

Paul Liedberg:

- Thanked Tracy for his service to the community; and
- Applauded the City for progress made on the sewer lagoon projects over the last several years.

Misty Savo:

- Thanked Tracy for his service on the Council; and
- Noted her appreciation for those who ran for election and choosing to volunteer to serve their community.

Holly Johnson:

- Congratulated all those who ran for office and welcomed Andy [Anderson]: and
- Thanked Tracy for his service on the Council.

Andy Anderson:

- Thanked Tracy for his service; and
- Noted his appreciation for the work the Council does and looked forward to serving the next three years.

9. MAYOR'S COMMENTS

Mayor Ruby:

- Thanked Tracy Hightower for his dedication and representing the City at various events;
- Noted her appreciation for everyone who ran for office;
- Thanked the election judges for all the time they devote to the elections and thanked staff for supporting the judges;
- Noted an advertisement had been posted for letters of interest for an appointment to the Marijuana Advisory Committee;
- Noted committee appointments would be on the next agenda and asked Council for their interest;
- Asked, if there was no objection, would bring a resolution in November to approve a \$6,000 donation for attendance at the Board of Fish meeting; [there was no objection];
- Stated an application was made with BBEDC to send all Council members to AML in November; will plan for it at the next meeting;
- Informed the post office had installed a new section to pick up large purchases; making the public aware they were experiencing some vandalism of keys from the boxes; and
- Asked for a prayer for the Briggs family;
- Foreclosure workshop October 22nd will need to be rescheduled, suggested the week following or a workshop before the Nov. 5 meeting; recommended Nov. 5 at 5:30 PM;

- Suggested a tour of the Carlson House that had been emptied of most of its inventory and would poll the Council for a date.

10. ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:30 p.m.

Mayor Alice Ruby

[SEAL]

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

DRAFT

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2015-60

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE INVESTMENT ACCOUNT SIGNATURE AUTHORITY FORMS FOR CITY INVESTMENT ACCOUNTS DUE TO A CHANGE IN PERSONNEL AND COUNCIL MEMBERS

WHEREAS, Navin Bissram was hired as the City’s Finance Director and began his employment with the City of Dillingham on August 17, 2015; and

WHEREAS, Andy Anderson was elected to the City Council at a Regular City Election held October 6, 2015; and

WHEREAS, the signature authority forms for the City’s investment accounts at Wells Fargo Investment Services, Piper Jaffray, Alaska Municipal League Investment Pool, and Time Value Investments will need to be reflect the changes in personnel;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to give instructions on behalf of the City of Dillingham on the funds that are now and shall be deposited in the above mentioned investment institutions..

Rose Loera	City Manager
Alice Ruby	Mayor
HollyNoel Johnson	Council Member
Chris Maines	Council Member
Misty Savo	Council Member
Neil C. Armstrong	Council Member
Andy Anderson	Council Member
Paul Liedberg	Council Member
Navin Bissram	Finance Director

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 5, 2015.

Alice Ruby, Mayor

ATTEST: [SEAL]

Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2015-61

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD FOR WELLS FARGO CHECKING ACCOUNT DUE TO A CHANGE IN COUNCIL MEMBERS

WHEREAS, the Regular City Election was held October 6, 2015, and Andy Anderson was elected to the City Council; and

WHEREAS, the signature cards for the City’s checking accounts at Wells Fargo Bank will need to be reflect the change in Council Members;

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

Rose Loera	City Manager
Alice Ruby	Mayor
Tracy G. Hightower	Council Member
Paul Liedberg	Council Member
Chris Maines	Council Member
HollyNoel Johnson	Council Member
Misty Savo	Council Member
Neil C. Armstrong	Council Member

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 5, 2015.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: October 29, 2015
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: October Report

Vacancies – Director of Planning & Corrections Officer

Contracts/Agreements Signed – signed contract with CRW for the Lift Station Equipment Replacement.

Extending the contract with System's Design that has been doing the ambulance billing for the Fire Department since 2009. The contract has never been formally extended. Staff feels they are great to work with.

Signing a contract with Southwest Alaska Surveying for survey work on the Bingman property as well as the Landfill. The contract is less than \$10,000. We did get three bids for the landfill and Southwest came out the lowest bidder for \$1,200.

Grants – received the WAANT grant for \$35,000 to fund a police officer for 9 months.

Submitted the preliminary application to the State of Alaska for a \$2.1 million dollar Municipal Matching Grant for water system improvements. This grant will allow us to drill three additional wells and fix dead end loops in our water system. If there is any remaining money, we will upsize water lines at the harbor and within the City. We need a 30% match for these funds and have contacted ANTHC as a possibility when their funding cycle starts in January.

Also – submitted a Letter of Interest to the Alaska Mental Health Trust Authority for a \$75,000 grant to fix some of the deficiencies at the Senior Center.

Landfill – we are now burning at the landfill 16 hours a day. We have not been able to catch up with our garbage but are burning enough to not have to bury. We are waiting for the lift that will help staff in positioning the bin that we use to load the garbage into the burner. Currently it takes two people to manually position the bin into place. We are burning about 100 – 140 gallons of fuel a day. We have used over 50% of the fuel that we budgeted for the landfill and will have to do a mid-year budget adjustment. The majority of the fuel was used the first part of the fiscal year when we were trying to find the most efficient operation.

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. * We will take a leadership role and partner with others to achieve economic development and other common goals. * We will develop a high quality City workforce to serve the community. * We will promote excellence in education.*

In the cell expansion at the landfill we will allow residents of Dillingham to clear cut the trees where the new cells will be located. We will have a surveyor mark the designated areas and then will advertise for clear cutting.

Fish Grinder – Staff and I have been talking about a fish grinder for the community. We are thinking that we could locate it at the harbor where the product could be shot into the bay. Our Project Manager will be developing the plan and the cost so that we could identify grant funding to purchase it. We would like to have it in operation before next summer's season.

Senior Center Van – we are no longer using the Sr. Center Van because the floor is rotting and too spongy to walk on. In the past two years we have spent over \$14,000 on repairs. We are working out an agreement with MEAL to use their handicap van if we need to. The City mechanics went through the MEAL van to get it ready to be used by the Center.

Request for Proposals (RFPs) – Will be putting out a RFP to contract with a Planner.

Union Negotiations – We are contracting again with William Mede to represent us when negotiating with the unions on the contracts that expire on June 30, 2016. The Finance Director and I met with Bill and discussed several changes being recommended to the Personnel Policies. We will be contacting them to start scheduling the meetings. We will work with Bill for both the Local 71 and PSEA contracts.

Hazard Mitigation Plan (HMP) – the State has been working with our Fire Coordinator to update our HMP. We will meet with the planning team and hope to have a recommendation to the Council in December for the update.

Bingman Properties – on October 16 four parties joined us for an inspection of the properties that are being auctioned off.

Lagoon Outfall Line – we are not going to be doing the work on the lagoon outfall line this fall as planned because the cooler weather makes the area slippery for equipment.

Fiscal Note – attached to this report is the fiscal note that was not included with the Action Memorandum 2015-20 awarding the engineering contract to CRW for the Lift Station Equipment.

Downtown Streets Project – spoke with DOT and the Downtown Streets Project will probably be constructed in 2017. They are complete with the design and now working on the Right of Ways to be acquired and certified.

Project Manager Report follows

Strategic Planning – December 12, 2016.

Out of the Office – October 30 – November 6

Attachment: Fiscal Note AM 2015-20

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. * We will take a leadership role and partner with others to achieve economic development and other common goals. * We will develop a high quality City workforce to serve the community. * We will promote excellence in education.*

City of Dillingham
Fiscal Note

Agenda Date: October 15, 2015

Award RFP 2015-13 Engineering Services for Lift Station Replacement to CRW Engineering Group, LLC

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$52,410		FUNDING SOURCE Municipal Matching & ANTHC Grants	
FROM ACCOUNT		Project	
4423 7040 30 62 4415 0	\$36,687	Lift Station Equipment Replacement	
3009 7040 30 62 4415 0	\$15,723		
TO ACCOUNT:	VERIFIED BY: <u>Navin Bissram</u>	Date:	<u>10/16/2015</u>

EXPENDITURES

OPERATING	FY16			
Personnel				
Fringe Benefits				
Gravel				
Road Maintenance Products				
Land/Buildings				
Engineering Services	\$52,410			
TOTAL OPERATING	\$ 52,410.00	\$ -	\$ -	\$ -

CAPITAL				
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REVENUE				
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FUNDING

General & Special Rev. Funds				
State/Federal Funds				
Other	52,410.00			
TOTAL FUNDING	\$ 52,410.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2015-20

PREPARED BY: Rose Loera

October 16, 2015

DEPARTMENT: Administration

APPROVED BY: Navin Bissram

16-Oct-15

GORDON & ASSOCIATES, Inc

P.O. Box 708

Dillingham, Alaska 99576

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October 27, 2015

To: City Council Members Dillingham, AK

October update of construction activities.

I contacted Alaska DEC regarding our plan to lower the lagoon to start the valve replacement work. ADEC informed us that lowering the lagoon was not an option without modifying our discharge permit. In order to change our discharge permit, we must have the work engineered and receive approval to construct from ADEC. The work we can perform at lagoon at this time is in the operations building, changing the lagoon blowers, which is in progress. A new blower that we are very sure will work is on order. If the blower fits and operates, we will continue replacement of the other three this winter. The other work to pursue in the blower building is protecting our new air pumps and motors with overload and high heat shut down controls. Also the air intake needs to be modified for the use of air filters, filtering the air before entering our new pumps.

Learning that lowering the lagoon is not an option, we had to change our construction plan for the balance of our grant money. An extension and new plan approval is in the works with the funding agencies. It is our plan to rebuild more lift stations. Currently, LS6 the main lift station at the City Dock is under construction. Working on lift stations is actually a better use of the grant money at this time, for our lagoon is passing all tests required by our permits, and has passes even during our high flow season. However, our lift stations, three especially, are in need of major repair. We put out an RFP for design of all six remaining lift stations and CRW Engineering was the City's best proposer. The RFP was for the design of new equipment, trying to standardize as much as possible, and our crews would install as needed or time allowed. With the current change in work scope, we have asked CRW to prepare a proposal to perform full design work and bid documents. It is our hope to get the grant funds obligated prior to extension deadline. We feel this is the best way to proceed. I have attached the CH2M Hill report stating required work to our system. We have been working on budgets with CRW. Once we are fairly confident funds will allow, we plan to issue an RFP for the design of the required work at the lagoon. This includes piping the HUD line to the inlet of the lagoon, possibly the start of a headworks (filtering sewage prior to entering lagoon), ADEC mandated flow meter, outfall line repair, aeration lines on bottom of lagoon repair, and the buried adjustment and flow control valves. Funds for doing the work will need to be sought, but we will know how to proceed, have a construction sequence, budget, and approval to construct for the governing authorities.

Public Works completed Snag Point sea wall reinforcement. We will see what damage the winter storms bring in the Spring.

The septage system work is on hold till next year. We had no response to our invitation to bid the concrete work for the drainage system back into the lagoon. Next year, we will try and get the concrete, water line and electric supply work performed early, so the system can be put into service. Bristol got DEC approval to dump the geotubes at the landfill in the new operations plan.

The Landfill Building work has been completed per our negotiations with G&S. There is still an electrical inspection to perform verifying the work was completed and acceptable, and the on going issue of certified payroll reports.

Bristol continues the design work on the new landfill open dump cells. We reviewed the 35% drawing, making comments. We should see 65% shortly. John O'Connor was low bidder for staking the clearing limits. Once complete, the City will notify the public of wood cutting times.

ADEC has not gotten back with us yet on the requested hydrology study. Bristol asked to wave the request and provided data to substantiate that it is not needed for our landfill.

Dagen has ordered the replacement doors for the City Hall building. Rose applied for a grant for the required work on the senior center.

Respectfully,

Gary L. Gordon
City Project Manager

Executive Summary

The City of Dillingham (City) is the largest community in Bristol Bay, an area renowned as a wild salmon fishery. The City's wastewater treatment plant (WWTP), a sewage treatment lagoon, has been in operation since the late 1980s. The City has begun to exceed permit limits for its discharge to fresh water. The last sewerage facilities plan completed for Dillingham was in 1988, shortly after the construction of their sewage lagoon. Not only should a wastewater facility plan be regularly updated, it is an appropriate course of action for determining what improvements should be made to the system.

The City is actively working to improve their wastewater treatment system and discharge. Some upgrades are already being implemented at the time of publication of this document. Others will need to be phased in as funding allows. A summary of improvements is included as Table ES-1, based on the assumption that funding can be obtained at regular intervals. Two scenarios are shown in Table ES-1, based on the timing and placement of the permanent septage receiving station. An evaluation of the most appropriate location for the septage receiving station will occur during the design of the City Dock lift station in 2013.

TABLE ES-1
City of Dillingham WWTP Estimated Project Costs

Year Completed	Item Description	Estimated Total Project Cost Scenario 1	Estimated Total Project Cost Scenario 2
2013	Dredge Lagoon	\$1,287,360	\$1,287,360
	Install Baffles	\$177,000	\$177,000
	Temporarily Relocate Septage Receiving	Included in baffle contract	Included in baffle contract
	Design Costs for Phase II Projects	\$215,000	\$180,000
2013 Subtotal		\$1,679,360	\$1,644,360
2014	Chlorination System	\$813,000	\$813,000
	Lift Station Replacement	\$1,737,000	\$1,737,000
	Permanent Septage Receiving Station	\$403,000	\$0
	Design Costs for Phase III Projects	\$209,000	\$244,000
2014 Subtotal		\$3,162,000	\$2,794,000
2015	Permanent Septage Receiving Station	\$0	\$403,000
	Upgrade Aeration System	\$1,093,000	\$1,093,000
	New Headworks	\$1,316,000	\$1,316,000
2015 Subtotal		\$2,409,000	\$2,812,000
Total Project Cost		\$7,251,000	\$7,251,000

Scenario 1: Septage receiving is designed in 2013 and built in Phase II

Scenario 2: Septage receiving is designed in Phase II and built in Phase III

Because there is no flow meter to measure the WWTP influent flow, the analyses performed for this facility plan have been made with only estimated flow data. One of the first, permanent improvements to the system should be a flow meter or flume to measure actual flow through the plant. The improvements listed here should be revisited after a

year of actual data has been collected. WWTP performance monitoring should also be undertaken during this time period to give a more accurate indication of plant loadings and treatment capability in response to the upgrades already being implemented in this calendar year.

Wastewater strengths and quantities relative to the population suggest that significant infiltration and inflow (I/I) is present in Dillingham. An I/I investigation is recommended as a part of the next Water and Sewer Master Plan update. The flow meter will be essential in pinpointing system responses to rain events, a probable contributor to I/I.

Limited growth has been forecasted for the City of Dillingham. This document assumes a conservative growth rate of 0.5percent. Approximately 2/3 of the City population is on septic systems. An in-depth review of the anticipated hook-up rate of those using septic to the City sewer system is not included in this plan. However, because of the estimated I/I into the system, it is recommended that not more than 215 additional homes hook up to the sewer system before I/I is addressed.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: October 27, 2015
To: Rose Loera, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Staff Report

Two ordinances are up for a public hearing and adoption November 5 and a third ordinance is being introduced with a public hearing set for December 3.

- Adopt Ordinance No. 2015-18, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15.030, Exemptions, to Establish Procedures and Deadlines for Filing the Senior Citizen/Disabled Veteran Exemption
- Adopt Ordinance No. 2015-19, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15 to Add Additional Penalties for Failing to File a Personal/Business Property Tax Return, Adding New Section 4.15.052 to Clarify Tax Assessments of Aircraft, Adding New Section 4.15.091 Regarding Audits of Personal/Business Property, Combining Sections 4.15.180 and 4.15.100 to Clarify Penalties for Violations, and Amend Section 1.20.040 to Add a Fine for Filing a False Tax Statement
- Introduce Ordinance No. 2015-20, An Ordinance of the Dillingham City Council Authorizing an Increase in the Motor Vehicle Registration Tax Collected by the State Under AS 28.10.431

Citizen Comment from the October Election

A citizen commented that the voting booth did not have good enough lighting to read the ballot. Several of the election judges and myself repositioned the booths to make the most use of the inside available lighting and the natural lighting and still ensure that the voters had plenty of room to exit and enter the booths. We agreed the best place to have the booths was up against the walls, but look into the possibility of adding a bank of additional lights on the wall near the windows.

STANDING ITEM(S):

Liquor License Renewals/Transfers/New Licenses.

Indicate any licenses due to expire. No activity pending at this time.

Commission/Board Seats Vacant.

Planning Commission

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

Library Advisory Board

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

TIPSTER(S).

Motion to Introduce an Ordinance

The motion to introduce an ordinance should state a date specific for a public hearing as well. The date of the public hearing is usually included in the “history” of the ordinance located on the first page in the upper right hand corner.

Example: I move to introduce Ordinance No. XXX and schedule for a public hearing on _____.

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 president (Mayor) pro tempore shall exercise all the powers of the chair during temporary absences or disabilities of the mayor may also vote.

Conflict of Interest

DMC 2.03.010 Conflict of interest—Generally.

Every council member, or member of a board or commission of the city shall declare any substantial direct financial interest which he has in an official action of the body and shall ask to be excused from voting on the issue. Other municipal officials or employees may not participate in an official action of the city in which the official or employee has a substantial financial interest.

DMC 2.03.020 Conflict of interest—Voting.

A member intending to abstain from voting shall state the reason for abstaining before the roll call. The presiding member of the council or other municipal body shall determine whether the affected member’s participation or vote on the issue would constitute a conflict of interest. The decision of the presiding officer may be overridden by the majority vote of the governing body. If a question is raised under this section at any meeting, then the question shall be determined before the main question is voted upon. The affected member or members may not vote on the determination of conflict of interest.

Finance Staff Report will be distributed the week of November 2, 2015.

Mayor
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Manager
Rose Loera



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Paul Liedberg

MEMORANDUM

Date: October 27, 2015
To: Rose Loera, City Manager
From: Stephanie Naylor, Fire Coordinator
Subject: October 2015 Department Head Report

Summarization of EMS Responses – 9 Calls; 36.5 Total Man Hours

- 4 Medevac Transports
- 1 Overdose
- 1 Traumatic Injury
- 1 Sick Person
- 1 Unconscious

Summarization of Fire Responses – 2 Calls; 8 Total Man Hour

- 2 False Alarms

PROJECTS COMPLETED

- Combo training was held for Fire Department Elections. The seats are as follows: Rescue Squad Director – John Green, Assistant Rescue Squad Director – Scharell Anderson, Fire Member at Large: John Dunson, and EMS Member at Large: Bobbi Green.
- Fire training was held for entry and chimney fires.
- Rescue Squad covered pediatric life support.
- Hydrant testing was complete. We were able to correctly test 5 hydrants this year.
- New Fire Equipment was ordered through the Volunteer Fire Assistance Grant, this should be arriving soon.
- All Ambulance reports are up to date.

ON-GOING PROJECTS

- The fire Coordinator is working with Dillingham City Schools on getting Know Boxes for the outside of their buildings. A Knox Box is a metal box that is placed on the outside of a building to house master keys for that building. They're mainly used with businesses or schools. A few Fire Department personnel have master keys to access those boxes in the case of an emergency. This prevents unnecessary damage when making entry into the building.
- Soon we will be pump testing our apparatus. We are still waiting on one more applicant to start hose testing.
- The Fire Coordinator has been working on finishing the updated Hazard Mitigation Plan (HMP) with AECOM. The plan is completed and a meeting will be set up soon to review it with City Departments as well as some key contributors such as the Hospital, DOT, and Curyung Tribe.

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MEMORANDUM

Date: October 27, 2015
To: Rose Loera, City Manager
From: Sonja Marx, Librarian
Subject: October Monthly Report

We have really appreciated our new school librarian, Maureen Eldridge, this fall. She hit the ground running when she was hired and has done an excellent job working with the staff, school, and students. Unfortunately, her family will be moving out of town in December, so we are currently looking for a replacement for her for the remaining school year. We wish the best for her and her family; she will be missed.

It has come to our attention that the OWL funding portion for our internet will most likely be gone for FY17. Therefore, we have been working on how to cover the substantial difference. We will still be covered 80% through e-rate, however, we will need to come up with the balance if we plan to provide internet (wireless, included) for the patrons.

The Friends of the Library had a movie event October 16th at the Willow Tree. They will have another one here at the library Friday, October 30th for Halloween. Come see "Frankenweenie" from 4:45 - 6:30 pm. It's free to all. The Dillingham Public Library started hosting a free movie each Friday evening. They have been well received.

A group of 29 Kindergarteners & chaperones visited the library & museum this month.

Library Stat report for September 21st – October 24th, 2015:

Patron Visits: 3,103 Computer Use: 766 Wireless Use: 471
Story Hour: 47 Other Visits (including students): 528 Museum Use: 32
Movies Shown: 5 AWE Station Use: 17 Volunteer hours logged: 3

Next Library Advisory Board meeting, to be announced

**Library will be closed Wednesday, November 11th for Veterans Day
and
Thursday, November 26th and Friday, November 27th for Thanksgiving**

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* We will take a leadership role and partner with others to achieve economic development and other common goals. * We will develop a high quality City workforce to serve the community. * We will promote excellence in education.*

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MEMORANDUM

Date: October 27, 2015
To: Rose Loera / City Manager
From: Jean Barrett / Port Director
Subject: October monthly report

- October is always a month of catching up and closure, with the summer months in the rear view mirror and the impending winter still seemingly a ways out in front of us. I have been able to close up things at the harbor and the dock is on a slow wind down from a busy, productive summer. I have some exciting news from the annual Association of Harbormasters and Port Administrators (AAHPA) conference, and also about some winter projects that I will be working on this “off” season.
- I attended the AAHPA conference in Anchorage earlier this month from the 12th thru the 16th. On the 12th the board of directors, which I currently sit on and was re-elected to at this year’s conference had a strategic planning session in order to work on giving our association some more defined and clear direction. This was a great experience and we all left the meeting feeling it was worth starting the conference a day early.
- Every year at the Alaska Association of Harbormasters and Port Administrators convention each port has the option to nominate an employee of the year from their harbors and ports. In the years past, I have not taken advantage of this so I decided that I would make an effort to make sure this year I would make a nomination... now the question was, who? I decided to celebrate both Eric Suttles and Dean Heyano as co-employees of the year for the City of Dillingham as recognized by the AAHPA. The reason behind having co recipients of the award is that I could not decide between the two of them who was more deserving. I would like to publicly thank Eric and Dean for their many years of service (a combined 39) and for their fine work ethic and customer service on behalf of the City of Dillingham. This was the first co winner in AAHPA’s 36 year history.

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- I have started the process of looking into the purchase of a new crane for the City dock. Our current crane is a 1968 Manitowok 4000. It is still in good working order but has started to have a few issues and all things being relevant it is long in the tooth. We believe we can get a good price for this crane on the open market after we are able to purchase and receive the chosen new crane as this vintage is desired as onboard cranes for barge lines. Eric Suttles, our main crane operator, has given me a wish list of cranes he feels will suit our needs.
- In other news, I have been working with Stanley security solutions who supply us with all of our cores, keys and locks that we use around the city and I am almost ready to order the parts needed to rekey all of the City's buildings. This has been a long process as we have done all of the correspondence and planning of this project over the phone with the exception of one quick meeting last spring in Anchorage. This changeover will do several things: 1) it will allow those who need access to multiple buildings to have a minimal number of keys, and 2) it will upgrade the doorknobs at the City Hall to be keyed with the Best cores instead of what it is now. Look for this project to wrap up before Christmas.
- The clean-up effort at the newly acquired property adjacent to the harbor is still ongoing, with the help of the Dillingham High School wrestling team we are planning on hitting it hard again this Saturday October 31st.
- I am in the process of getting recertified to administer CDL road tests. Due to the low numbers of tests, I am required to attend a yearly training in Anchorage to keep my certification up to date. If I ever reach the ten test mark I will not have to recertify.
- While in Anchorage I was able to meet with Dempsey Thieman of PND engineers about a game plan to repair the all tide dock where it was damaged by a barge that was docking. PND will be coming to Dillingham next week to give the dock a thorough inspection from the waterside and the topside. I am keeping my fingers crossed that the warm weather holds out until we can get out in the skiff to do the waterside inspection. I have also been in close contact with AMLJIA about this damage and have utilized them to help guide us in which direction to go.

That is all I have from the Port Department.

[Port of Dillingham Advisory Committee Meeting.](#)

There is no Port Committee meeting set up as of yet, but hope to have something in place for December.

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