



Alice Ruby, **Mayor**

**Council Members**

- Tracy Hightower (Seat A) • Chris Maines (Seat B) • Aksel Buholm (Seat C)
- Curt Armstrong (Seat D) • Andy Anderson (Seat E) • Paul Liedberg (Seat F)

**DILLINGHAM CITY COUNCIL**  
**David B. Carlson Council Chambers**

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

<b>WORKSHOP-REVIEW SALES TAX EXEMPTION ORDINANCE</b>	<b>6:30 P.M.</b>	<b>NOVEMBER 2, 2017</b>
<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>NOVEMBER 2, 2017</b>

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

- a. Regular Council Meeting, October 5, 2017 .....page 3

**4. APPROVAL OF CONSENT AGENDA**

- a. Adopt Resolution No. 2017-45, A Resolution of the Dillingham Council to Offer Thanks and Commendation to Misty Savo for her Service on the Dillingham City Council..... page 11

**APPROVAL OF AGENDA**

**5. STAFF REPORTS**

- a. City Manager and Staff Reports .....page 13
- b. Standing Committee Reports.....page 37

**6. PUBLIC HEARINGS**

- a. Ordinance No. 2017-08, An Ordinance of the Dillingham City Council Amending Chapters 4.20.050 Exemptions, and Chapter 4.16 Business License to Remove Exemption for Not Requiring a Business License if Sales are Less than Ten Thousand Dollars in a Calendar Year and Provide a Definition for Home Business .....page

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

**8. ORDINANCES AND RESOLUTIONS**

- a. Adopt Ordinance No. 2017-08, An Ordinance of the Dillingham City Council Amending Chapters 4.20.050 Exemptions, and Chapter 4.16 Business License to

Remove Exemption for Not Requiring a Business License if Sales are Less than Ten Thousand Dollars in a Calendar Year and Provide a Definition for Home Business .....page 43

- b. Introduce Ordinance No. 2017-09, An Ordinance of the Dillingham City Council Amending Chapter 2.12.050 to Modify Posting Time of Adopted Ordinances ..... page 47
- c. Adopt Resolution No. 2017-46; A Resolution of the Dillingham Council Approving the 2018-2023 Capital Improvement Plan and the FY2019 Legislative Priorities List ..... page 49
- d. Adopt Resolution No. 2017-47; A Resolution of the Dillingham Council Appointing an Alternate Community Representative to the BBEDC Board of Directors ... page 53

**9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Planning Commission, 1 Seat Open
  - 2) Library Advisory Board, 1 Seat Open
- b. Progress Report
  - 1) Dave Carlson House Property
  - 2) Territorial School

**10. NEW BUSINESS**

- a. Action Memorandum No. 2017-17, Award a Contract to \_\_\_\_\_ for Construction of Phase 1A at Landfill Cell 3 ..... page
- b. Standing Committee Appointments.....page 57

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

**12. COUNCIL COMMENTS**

**13. MAYOR’S COMMENTS**

**14. EXECUTIVE SESSION**

- a. Legal Matter – Update from Public Safety Department
- b. Legal Matter – Annexation

**15. ADJOURNMENT**



Alice Ruby, **Mayor**

**Council Members**

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

**DILLINGHAM CITY COUNCIL**

**David B. Carlson Council Chambers**

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

<b>WORKSHOP–REVIEW FY2017 FINANCIAL STATEMENTS</b>	<b>6:00 P.M.</b>	<b>OCTOBER 5, 2017</b>
<b>WORKSHOP-REVIEW SALES TAX EXEMPTION ORDINANCE</b>	<b>6:30 P.M.</b>	<b>OCTOBER 5, 2017</b>
<b>REGULAR MEETING</b>	<b>7:30 P.M.</b>	<b>OCTOBER 5, 2017</b>

**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on 05, October, 2017 at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:30 p.m. The meeting was preceded by a workshop to review the FY17 financial statements at 6:00 p.m. and a second workshop to review the sales tax exemption ordinance at 6:30 p.m.

**2. ROLL CALL**

Mayor Ruby was present.

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

Tracy Hightower	Curt Armstrong	Andy Anderson	Misty Savo
Chris Maines	Paul Liedberg (by phone)		

Staff in attendance:

Rose Loera	Courtenay Carty	Dan Pasquariello	Lori Goodell
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**3. APPROVAL OF MINUTES**

- Regular Council Meeting, September 7, 2017
- Special Council Meeting, September 20, 2017

**MOTION:** Chris Maines moved and Tracy Hightower seconded the motion to approve the minutes of September 7, and September 20.

**Discussion:**

- One change on page five to correct spelling of Curyung.

**VOTE:** The motion passed unanimously by roll call vote.

#### **4. APPROVAL OF CONSENT AGENDA**

There were no consent agenda items.

#### **APPROVAL OF AGENDA**

The agenda was amended by adding two resolutions:

1). Resolution No. 2017-41; A Resolution of the Dillingham Council Supporting Resolution No. 2017-01 from the Alaska Association of Harbormasters and Port Administrators in Support of Full Funding (\$9,820,141) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2019 State Capitol Budget;

2). Resolution 2017-42; A Resolution of the Dillingham Council Supporting Resolution No. 2017-02 from the Alaska Association of Harbormasters and Port Administrators in Support of Senate Bill 92: an Act Relating to Abandoned and Derelict Vessels.

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to approve the agenda as amended.

VOTE: The motion passed unanimously by roll call vote.

#### **5. STAFF REPORTS**

##### **a. City Manager and Staff Reports**

City Manager reported on the following items:

- Recommended waiting for new manager to review the organizational structure;
- The sewer lagoon DEC violation notice has been approved for an extension;
- Work continues on certification for Water/Waste Water Operators;
- The City has two Municipal Matching Grants both expiring May 1, 2018, the sewer projects will expend the resources by the grant deadline. The water grant will still have funds unspent and there is no match at this time for those projects. If DEC will allow an extension of the water grant deadline and if the City can find matching funds there are still water projects existing i.e.; valves and risers, dead end loops that the City is exploring;
- Corps of Engineers (COE) request for schedule of work is to keep apprised of work accomplished and how it addresses erosion. No expectation from the COE. Installation of rip-rap has cut down on erosion;
- DEC landfill inspection was positive;
- Foreclosure process to be on code committee list to review.

##### **b. Standing Committee Reports**

There were no Standing Committee reports.

#### **6. PUBLIC HEARINGS**

- a. Adopt Ordinance No. 2017-07, An Ordinance of the Dillingham City Council Amending Chapter 4.20 to Add an Exemption from Taxation on Real Property

There being no comments the public hearing closed.

- b. Adopt Ordinance No. 2017-08, An Ordinance of the Dillingham City Council Amending Chapters 4.20.050 Exemptions, and Chapter 4.16 Business License to Remove Exemption for Not Requiring a Business License if Sales are Less than Ten Thousand Dollars in a Calendar Year and Provide a Definition for Home Business

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. 2017-07, An Ordinance of the Dillingham City Council Amending Chapter 4.20 to Add an Exemption from Taxation on Real Property

MOTION: Chris Maines moved and Andy Anderson seconded the motion to adopt Ordinance 2017-07

VOTE: The motion to adopt Ordinance No. 2017-07 passed unanimously by roll call vote.

- b. Adopt Ordinance No. 2017-08, An Ordinance of the Dillingham City Council Amending Chapters 4.20.050 Exemptions, and Chapter 4.16 Business License to Remove Exemption for Not Requiring a Business License if Sales are Less than Ten Thousand Dollars in a Calendar Year and Provide a Definition for Home Business

Ordinance 2017-08 is scheduled for an additional public hearing prior to the November 2, 2017 Regular City Council meeting. No further action taken at this time.

- c. Adopt Resolution No 2017-39, A Resolution of the Dillingham City Council Opposing the US EPA's Withdrawal of the Clean Water Act Section 404c Proposed Determination to Protect Bristol Bay

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to adopt Resolution No. 2017-39.

VOTE: The motion to adopt Resolution No. 2017-39 passed unanimously by roll call vote.

A copy of Resolution 2017-39 will be presented at the upcoming EPA hearing.

- d. Adopt Resolution No. 2017-40, A Resolution of the Dillingham Council Authorizing the City Manager to Use General Funds to Match a Municipal Matching Grant for Improvements to the City Water System

MOTION: Andy Anderson moved and Chris Maines seconded the motion to adopt Resolution No. 2017-40.

This work will connect the new well to the water treatment facility as well as install new control and sensors; replace cement, and grouting, allow increased testing, and decommission the well located by the hockey rink. This work is funded in part by a BBEDC grant, and matching funds from the City's general fund. The date of completion is scheduled for May of 2018.

VOTE: The motion to adopt Resolution No. 2017-40 passed unanimously by roll call vote.

- e. Adopt Resolution No. 2017-41; A Resolution of the Dillingham Council Supporting Resolution No. 2017-01 from the Alaska Association of Harbormasters and Port Administrators in Support of Full Funding (\$9,820,141) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2019 State Capitol Budget

MOTION: Tracy Hightower moved and Chris Maines seconded the motion to adopt Resolution No. 2017-41.

This support is the same as Council passed last year.

VOTE: The motion to adopt Resolution No. 2017-41 passed unanimously by roll call vote.

- f. Adopt Resolution No. 2017-42; A Resolution of the Dillingham Council Supporting Resolution No. 2017-02 from the Alaska Association of Harbormasters and Port Administrators in Support of Senate Bill 92: an Act Relating to Abandoned and Derelict Vessels

MOTION: Andy Anderson moved and Chris Maines seconded the motion to adopt Resolution No. 2017-42.

VOTE: The motion to adopt Resolution No. 2017-42 passed unanimously by roll call vote.

## **9. UNFINISHED BUSINESS**

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

MOTION: Andy Anderson moved and Tracy Hightower seconded the motion to concur with the Mayors recommendation to appoint Kenny Wilson to the Planning Commission

VOTE: The motion passed unanimously by roll call vote.

- b. Progress Report
  - 1) Dave Carlson House Property
  - 2) Territorial School

No reports were made.

## 10. NEW BUSINESS

- a. Action Memorandum No. 2017-16, Authorize the City Manager to Enter Into a Contract with Premier Electric to construct the 2017-12 Water Systems Improvement Project and Execute Task Order #1 to CRW for Construction Management Services for continued project engineering

MOTION: Chris Maines moved and Curt Armstrong seconded the motion to approve Action Memorandum No. 2017-16.

Water system improvement Project received two responses, Far West, and Premier Electric. Bid was awarded to lowest bidder. Task Order #1 to be awarded to CRW who did the design. There is an \$186,000 match that will be used for this work.

VOTE: The motion to approve Action Memorandum No. 2017-16 passed unanimously by roll call vote.

- b. Special Meeting Scheduled for October 12, 2017, at 5:30 pm (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 3, 2017 Election
  - 2) Award Task Order #2 to CRW Engineering Group for Design Services for Water System Improvements Project: Connecting Loops and System Infrastructure Replacement

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

There was no citizen's discussion.

## 12. COUNCIL COMMENTS

Chris Maines:

- Thanked Dillingham voters for showing up, and voiced concern about low voter turnout; and
- Encouraged citizens to run for office.

Curt Armstrong;

- Thanked Misty Savo for her service to the organization, noting she is the one who encouraged him to run for council.

Tracy Hightower;

- Thanked Rose Loera for filling the city manager vacancy for the next month; and
- Stated that a citizen inquired about the status of road improvement on Squaw Creek Road. Rose informed that the city is still waiting on easement matter to be resolved.

Paul Liedberg;

- Thanked those who ran for office; and
- Thanked Misty for her service, stating he enjoyed working with her.

Misty Savo;

- Congratulated Aksel Buholm for his election to City Council, stating he will be a great asset to the community; and
- Noted new School Board member Emily Hulett will show strong leadership; and
- Thanked new staff; Lori Goodell and Rose Loera, for coming on.

### **13. MAYOR'S COMMENTS**

Mayor Ruby:

- Manokotak is scheduling an organizational meeting with Clarks Point. She will keep Council updated with the preferences so City can take a position on what routes are the best alternative; and
- Thanked Public Works for the work they did on the Lil Larry Memorial; and
- Thanked Misty for her service to the School Board and City Council. Noting she has taken lots of heat; she is a good listener and not afraid to speak up.

### **14. EXECUTIVE SESSION**

- a. Personnel Matter
  - 1) City Clerk

**MOTION:** Chris Maines moved and Tracy Hightower seconded the motion to enter into executive session to discuss Personnel Matter, City Clerk appointment. [8:09 p.m.]

**VOTE:** The motion passed unanimously by roll call vote.

**MOTION:** Chris Maines moved and Andy Anderson seconded the motion to exit executive session. [8:38 p.m.]

**VOTE:** The motion passed unanimously by roll call vote.

**MOTION:** Tracy Hightower moved and Andy Anderson seconded the motion to appoint Lori A. Goodell as City Clerk.

**VOTE:** The motion passed unanimously by roll call vote.

**15. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 8:39 p.m.

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Mayor Alice Ruby  
[SEAL]

ATTEST:

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Lori Goodell, Acting City Clerk

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

DRAFT

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2017-45**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO OFFER THANKS AND COMMENDATION TO MISTY SAVO FOR HER SERVICE ON THE DILLINGHAM CITY COUNCIL**

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WHEREAS, Misty Savo was elected to the Dillingham City Council October 2014, serving a three-year term;

WHEREAS, Council members make legislative decisions dealing with topics such as the allocation of funding to provide for public services, community development projects, or issues of land use and budget matters; and

WHEREAS, Misty Savo took her role as a Council member very seriously, contributing from her wide base of knowledge and experience; and

WHEREAS, Misty Savo has offered valuable insight during times of transition and growth within the City of Dillingham including several changes in the City Manager position, as well as many water/waste water and other infrastructure projects; and

WHEREAS, Misty Savo, participated in many other Council committee meetings, as well as serving on the Code Committee;

WHEREAS, the responsibilities of a Council member can often take them away from other priorities and places a great demand on their time; and

NOW, THEREFORE, BE IT RESOLVED that it is with sincere thanks that the City Council, and staff offers their gratitude and a commendation for Misty Savo's selfless time, participation, and leadership while serving on the Dillingham City Council.

PASSED and ADOPTED by the Dillingham City Council on November 2, 2017.

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Alice Ruby, Mayor

ATTEST:

[SEAL]

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Lori Goodell, City Clerk

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Tracy Hightower  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** October 27, 2017  
**To:** Mayor and City Council  
**From:** Rose Loera, City Manager  
**Subject:** October Monthly Report

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**Vacancies** – Fleet Mechanic, Police Officer, Fire Dept. Assistant & Accounting Tech I

**Contracts/Agreements Signed** – none

**Grants** – Went over with staff the grants that will be ending on 5/1/18 for our sewer and water projects.

**Request for Proposals (RFPs)** –

**Squaw Creek Road** – Public Works will start brushing the road within the area that we have the approved right-of-ways. They should put in the 2019 budget improvements to the road especially in the one critical area. They will provide snow removal and sanding this the winter.

**Corrective Deed** – our attorney informed us that the deed for the Bingman property had an error that was identified by Choggiung Limited. It had the incorrect Lot # identified so a corrective deed was signed by all parties and will be recorded.

**On-going Construction Projects** –

1. Library Building Improvement – minor work remaining that Dagen will complete. State grant exhausted.
2. Sr. Center repairs – Rasmuson funded. Contractor was Wolverine Supply with a sixty day contract starting 8/4/17 and deadline 10/4/17. Contractor will be requesting an extension since they are waiting on doors and windows from manufacturers that takes about 8 weeks. Dagen is monitoring this project.
3. Dock Lift Station Replacement – DEC funded with 30% match from City and other sources. Final inspection scheduled for 10/27/17. Deadline for completion was 2/28/17. DEC grant deadline 5/1/18.

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City of Dillingham

4. Lift Station Improvements – DEC and General Fund funded. About 90% complete with a final payment pending due to a number of items not complete, spare parts not provided nor documentation per contract. Staff and CRW are monitoring and won't finalize until all is complete. July 31, 2017 was the deadline for completion. Grant ends 5/1/18.
5. Sewage Lagoon and Dock Lift Station Wet Well – DEC & ANTHC funded, project underway and staff, including Dagen, monitoring with CRW. This has a deadline of 12/15/17. DEC grant funding ends 5/1/18.
6. Connection of new Well and Improvements to existing Wells – DEC & General Fund funded. Premier Electric contract just awarded. Deadline for completion is 6/20/18. DEC grant ends 5/1/18.

#### **Up-Coming Projects –**

1. Design of Lake Road Fire Station – the design of the Lake Road Fire Station came in with an estimated cost of \$560,000. The department is interested in pursuing the construction in phases. There is approximately \$470,000 in the Ambulance Replacement fund at this time.
2. Lagoon Aeration Repair – estimated cost of this project is about \$1.2M. This project was approved for advertising an RFP in September. We are waiting to address this issue after the work at the Lagoon is complete to determine if that addresses the Effluent Limitations that we have been exceeding and have an NOV for. If there is any ANTHC funds left after the Lagoon project listed above then funds from here could be used. If not enough funds we should contact ANTHC for additional money for the project.
3. Connect Water Line Loops – this project will get rid of 3 dead ends in our water line and provide a continuous flow of water. At a minimum the one by the Fire Hall should be done in conjunction with the Down Town Streets Project so the road doesn't have to be torn up.
4. Replace old Water Valve and Risers – we are still waiting for DEC to determine if we could purchase the supplies needed from the grant that expires on 5/1/18. These valves and risers need to be replaced while they are tearing up the downtown streets as we don't want old infrastructure under a new road. If DEC approves we'll have to match the cost 30%.
5. Paving of Down Town Streets – the State will be paving the downtown street loop in either 2018 or 2019. The City will need to make a decision as to what they will do from the post office to the Senior Center, Seward Street and Main Street. These streets are in really bad shape and connect directly to the downtown street project. According to Public Works there are three asphalt plants in town now and we will never get a better price in the future.

In closing be assured that the City is running smoothly and staff continues to do an awesome job in keeping it so. I'll be available to the new manager if needed. Thank you for the opportunity to work for you again.

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

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Tracy Hightower  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** October 23, 2017  
**To:** Rose Loera, City Manager  
**From:** Lori Goodell, City Clerk  
**Subject:** Monthly Staff Report

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**Executive Assistant** position has been filled and Leaca Young started today. She is very capable and will do a wonderful job. As you know I have been doing my best to fill in this position as well as city clerk since I arrived mid-September. I am looking forward to being able to focus on the City Clerk position and give 100% in one area.

**Code Committee Task List.** Code Committee met regarding updating the timeline for posting an Ordinance after it is adopted from three days to within three business days. This changes allows for a reasonable time for posting when a meeting happens late in the week. I have drafted an ordinance and will be forwarding it to the city attorney.

### **School Board Appointment**

The question was raised at the School Board meeting regarding the validity of one person who had submitted a letter of interest. The issue at hand concerned where the candidate lived. The Dillingham Municipal Code 3.40.010 was used to verify the qualifications required to serve in an elected position in Dillingham.

### **Foreclosure Process**

The foreclosure process is currently being considered by the code committee. The process needs to be standardized so it will be clear what needs to happen and the timeframe to follow. This is important as the legal time frame for collections only allows for collection of debts within the last six years.

### **Records Retention Schedule**

Records management is always on ongoing process. I will be working with the new Executive Assistant in the upcoming months to determine the current state surrounding this area. In the meantime records will continue to be inventoried, stored, purged and destroyed according to the existing policy as time allows.

**STANDING ITEM(S):**

**Liquor & Marijuana License Renewals/Transfers/New Licenses.** (Indicate any licenses due to expire.)

Kvichak Pacific LLC d/b/a Olsen's Liquor Store placed an ad in the Bristol Bay Times making application for a transfer of location of a package store liquor license to 8 Alley Way in Dillingham. The City Planner confirmed this is not a genuine address in the City address system. Rather, this is the informal address being used by the Sea Inn Bar. The City has not received any application request to date.

**Commission/Board Seats Vacant.** Advertised on the City's website and Facebook page.

- Planning Commission has one seat open. There are no letters of interest on file.
- Library Advisory Board has one seat open. One letter of interest has been submitted.

City of Dillingham  
Revenues and Expenditures As of August 31, 2017  
Unaudited Figures

	August 31, 2017				August 31, 2016	
	Budget - FY18	MTD	YTD	Percent	YTD	INC/(DEC)
<b>REVENUES:</b>						
<b>General Fund Revenues</b>						
General Sales Tax	\$ 2,700,000	\$ 178,106	\$ 433,667	16%	\$ 552,507	\$ (118,840)
Alcohol Sales Tax	300,000	52,291	58,627	20%	59,093	(466)
Transient Lodging Sales Tax	85,000	5,377	17,162	20%	19,419	(2,257)
Gaming Sales Tax	70,000	6,613	9,740	14%	17,580	(7,841)
Total Sales Tax	3,155,000	242,387	519,196		648,600	(129,404)
Real Property Tax	1,900,000	(1,847)	1,924,706	101%	1,702,044	222,662
Personal Property Tax	620,000	(7,714)	607,013	98%	572,790	34,223
Total Property Taxes	2,520,000	(9,561)	2,531,719	100%	2,274,834	256,885
Telephone Gross Receipts State Tax	70,000	-	-	0%	65,540	(65,540)
Raw Fish Tax	300,000	-	-	0%	-	-
Shared Fisheries	32,325	-	-	0%	-	-
Revenue Sharing	106,192	-	107,553	101%	132,833	(25,280)
Payment in Lieu of Taxes (PILT)	445,000	450,803	450,803	101%	446,018	4,785
State Jail Contract	527,000	-	-	0%	-	-
Admin Overhead	444,307	-	-	0%	(134)	134
PERS on Behalf	109,226	8,655	18,113	17%	20,833	(2,720)
Other Revenues	385,707	24,532	68,072	18%	58,338	9,734
Total	2,419,757	483,990	644,542	27%	723,428	(78,886)
<b>Total General Fund Revenues</b>	<b>\$ 8,094,757</b>	<b>\$ 716,816</b>	<b>\$ 3,695,457</b>	<b>46%</b>	<b>\$ 3,646,862</b>	<b>\$ 48,595</b>
<b>Special Revenue Funds Revenues &amp; Transfers</b>	<b>2,983,138</b>	<b>312,637</b>	<b>344,457</b>	<b>10%</b>	<b>344,457</b>	<b>-</b>
<b>Total Special Revenue Funds Revenues &amp; Transfers</b>	<b>\$ 11,077,895</b>	<b>\$ 4,088,094</b>	<b>\$ 4,088,094</b>	<b>36%</b>	<b>\$ 3,991,319</b>	<b>\$ 1,096,775</b>
<b>Special Revenue Funds Revenues &amp; Transfers</b>						
Water	192,694	25,511	45,951	24%	34,362	11,589
Sewer	347,000	40,502	73,675	21%	57,360	16,315
Landfill	1,047,233	26,741	45,647	4%	34,497	11,150
Dock	734,926	26,090	27,090	4%	99,305	(72,215)
Dock Insurance Payment	-	-	-	-	-	-
Boat Harbor	236,252	11,915	44,811	19%	58,719	(13,908)
Asset Forfeiture Fund	-	-	-	-	-	-
E-911 Service	87,000	6,283	12,405	14%	12,537	(132)
Library Grants	57,636	12,775	24,751	43%	6,953	17,798
Senior Center (Grant)	126,459	30,614	30,614	24%	30,614	-
Senior Center (Non-Grant)	153,938	5,129	7,693	5%	10,110	(2,417)
<b>Total Special Revenue Funds Revenues &amp; Transfers</b>	<b>\$ 2,983,138</b>	<b>\$ 185,560</b>	<b>\$ 312,637</b>	<b>10%</b>	<b>\$ 344,457</b>	<b>\$ (31,820)</b>
<b>Fisheries Infrastructure</b>						
Borough Study Fund	-	-	-	-	-	-
Mary Carlson Estate Permanent Fund Revenue	3,500	-	265	8%	194	71
Ambulance Reserve Capital Project Fund Revenue	60,500	-	-	#DIV/0!	-	-
Equipment Replacement Capital Project Fund	-	-	-	-	-	-
School Bond Project	-	-	54	#DIV/0!	-	54
Public Safety Planning	-	-	-	-	-	-
Debt Service Fund Revenue	1,146,150	-	-	0%	8,255	(8,255)
Landfill Closure Fund	-	-	-	-	-	-
<b>Total Capital Project Revenues &amp; Transfers</b>	<b>\$ 1,210,150</b>	<b>\$ -</b>	<b>\$ 319</b>	<b>0%</b>	<b>\$ 8,449</b>	<b>\$ (8,130)</b>
<b>Total Revenues &amp; Transfers</b>	<b>\$ 12,288,045</b>	<b>\$ 902,376</b>	<b>\$ 4,008,413</b>	<b>33%</b>	<b>\$ 3,999,768</b>	<b>\$ 8,645</b>

City of Dillingham  
Revenues and Expenditures As of August 31, 2017  
Unaudited Figures

	August 31, 2017			August 31, 2016	
	Budget - FY18	MTD	YTD	Actual	INC/(DEC)
<b>EXPENDITURES:</b>					
General Fund Expenditures					
City Council	\$ 43,000	\$ 4,463	\$ 7,184	\$ 4,328	\$ 2,856
City Clerk	132,268	10,211	22,211	25,333	(3,122)
Administration	272,383	19,811	48,691	52,029	(3,338)
Finance	602,838	41,023	99,708	100,631	(923)
Legal	90,000	3,913	3,913	14,835	(10,922)
Insurance	125,000	-	-	8,292	(8,292)
Non-Departmental	167,971	28,353	38,175	36,931	1,244
Planning	145,555	6,120	18,216	17,762	454
Foreclosures	4,000	1,076	1,076	2,994	(1,918)
Meeting Hall above Fire Station	3,100	101	293	352	(59)
Public Safety Administration	153,690	11,335	22,104	25,631	(3,527)
Dispatch	473,070	39,161	88,816	95,406	(6,590)
Patrol	794,440	41,689	94,074	137,427	(43,353)
Corrections	628,995	42,894	96,173	111,698	(15,525)
DMV	42,614	3,228	6,890	8,085	(1,195)
Animal Control Officer	93,650	7,048	14,900	17,287	(2,387)
PS IT	-	-	-	1,979	(1,979)
Fire	240,223	14,881	31,525	38,079	(6,554)
Public Works Administration	168,665	12,018	30,463	31,102	(639)
Building and Grounds	313,926	19,793	51,559	48,892	2,667
Shop	316,902	19,157	35,732	47,963	(12,231)
Street	372,754	62,129	92,184	88,489	3,695
Library	100,700	6,192	15,706	24,107	(8,401)
City School	1,300,000	-	15,706	325,000	-
Transfers to Other Funds	1,547,510	-	-	-	-
<b>Total General Fund Expenditures</b>	<b>\$ 8,133,254</b>	<b>\$ 394,598</b>	<b>\$ 1,144,594</b>	<b>\$ 1,264,632</b>	<b>\$ (120,038)</b>
<b>Special Revenue Funds Expenditures</b>					
Nushagak Fish Tax	-	-	-	-	-
Water	224,775	13,101	24,124	31,242	(7,118)
Sewer	295,731	19,485	42,321	32,379	9,942
Landfill	1,047,233	96,537	142,490	157,682	(15,192)
Dock	675,459	31,551	84,506	127,040	(42,534)
Dock (ATD Damages)	-	-	-	-	-
Boat Harbor	232,252	14,771	35,889	40,500	(4,611)
Asset Forfeiture Fund	-	-	-	-	-
E-911 Service	47,307	-	-	-	-
Library Grants	57,636	6,776	13,264	8,388	4,876
Senior Center (Grant)	126,459	24,787	25,646	20,888	4,758
Senior Center (Non-Grant)	153,938	7,281	13,900	17,690	(3,790)
<b>Total Special Revenue Fund Expenditures</b>	<b>\$ 2,860,790</b>	<b>\$ 214,290</b>	<b>\$ 382,142</b>	<b>\$ 435,809</b>	<b>\$ (53,667)</b>
	<b>10,994,044</b>	<b>608,887</b>	<b>1,526,736</b>	<b>1,700,441</b>	
Fisheries Infrastructure Fund	-	-	-	-	-
Borough Study	-	-	-	-	-
Mary Carlson Estate Permanent Fund	5,800	55	55	359	(304)
Ambulance Reserve Capital Project Fund	10,000	-	51,949	-	51,949
Equipment Replacement Capital Project Fund	135,000	-	-	5,662	(5,662)
School Bond Project	-	-	-	-	-

Public Safety Planning	-	-	-	-	-	-
Debt Service Fund	1,146,150	14,500	\$	14,500	-	14,500
Landfill Closure Fund	-	-	-	-	-	-
					#DIV/0!	1%
<b>Total Capital Project Funds Expenditures</b>	<b>\$ 1,296,950</b>	<b>\$ 14,555</b>	<b>\$ 66,505</b>	<b>\$ 6,021</b>	<b>\$ 60,484</b>	
<b>Total All Expenditures</b>	<b>\$ 12,290,994</b>	<b>\$ 623,443</b>	<b>\$ 1,593,241</b>	<b>\$ 1,706,462</b>	<b>\$ (113,221)</b>	
<b>Revenues Over (Under) Expenditures</b>	<b>\$ (2,949)</b>	<b>\$ 278,934</b>	<b>\$ 2,415,172</b>	<b>\$ 2,293,306</b>	<b>\$ 121,866</b>	

City of Dillingham  
 Revenues and Expenditures As of August 31, 2017  
 Preliminary Figures - Unaudited

	Fund Bal. 6/30/2017 UnAudited	FY'18 Revenues	FY'18 Expenditures	Add or (-) Fund Bal	Fund Bal. 8/31/2017 Unaudited
General Fund	\$ 3,610,462	\$ 3,695,457	\$ 1,144,594	\$ 2,550,863	\$ 6,161,325
Nushagak Fish Tax	301,838	-	-	-	301,838
Fisheries Infrastructure Fund	67,480	-	-	-	67,480
Borough Study	37,442	-	-	-	37,442
Water & Sewer	(194,241)	119,626	66,445	53,181	(141,060)
Landfill	(188,733)	45,647	142,490	(96,843)	(285,376)
Dock	701,964	27,090	84,506	(57,415)	644,549
Boat Harbor	78,429	44,811	35,889	8,922	87,351
Asset Forfeitures Fund	11,026	-	-	-	11,026
E-911 Service	249,903	12,405	0	12,405	262,308
Library Grants (Books, Erate, etc.)	6,213	24,751	13,264	11,487	17,700
Senior Center	(38,710)	38,307	39,547	(1,240)	(39,950)
Mary Carlson Estate Permanent Fund	344,550	265	55	210	344,760
Ambulance Reserve Capital Project Fund	664,934	-	51,949	(51,949)	612,985
Equipment Replacement Capital Project Fund	88,890	-	-	-	88,890
School Bond Project Capital Project Fund	315	54	-	54	369
Public Safety Planning	28,885	-	-	-	28,885
Debt Service	-	-	14,500	(14,500)	(14,500)
Landfill Closure Fund	172,044	-	-	-	172,044
Other	2,693	-	-	-	2,693
<b>Total</b>	<b>\$ 5,945,383</b>	<b>\$ 4,008,413</b>	<b>\$ 1,593,241</b>	<b>\$ 2,415,172</b>	<b>\$ 8,360,556</b>

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Tracy Hightower  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** October 24, 2017  
**To:** Rose Loera, City Manager  
**From:** Braden Tinker, Fire Coordinator  
**Subject:** Department Head Report

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### Summarization of EMS Responses – 29 Calls; 40.2 Total Man Hours

- 1 Abdominal
- 1 Back Pain
- 7 Breathing Problem
- 2 Chest Pain
- 1 Diabetic
- 1 Fall Victim
- 1 Poisoning / Ingestion
- 1 Medical Transport
- 1 Other
- 2 Pain
- 1 Psychiatric
- 1 Seizure
- 1 Sick Person
- 2 Traumatic Injury
- 3 Unconscious
- 1 Unknown

### Summarization of Fire Responses – 1 Call; .5 Total Man Hour

\*Call stood down during response of apparatus.

### PROJECTS COMPLETED

- Ambulance Grant, Check being sent out.
- Hydrant was completed with the exception of two hydrants that need repair (Wells Fargo) (Library) hydrants.
- FEMA AFG Grant was not awarded, no explanation given. Will reapply this year.

### ON-GOING PROJECTS

- Pump Testing
- Hose Testing
- EMT 2 Class Preparation, 05JAN17 class starts.
- Will be attending the EMS Symposium on 07NOV17 thru 15NOV17.

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

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## MEMORANDUM

**Date:** October 24, 2017  
**To:** Rose Loera, Interim City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** October Monthly Report

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All appears to be running well at the Library. We have had a good start for the new school year with students using the Library daily. We are trying to get all Middle and High school students enrolled in the Alaska Digital Library so they can access materials online for their reading and listening needs. The School Librarian is doing a great job getting them set up in the system. Patrons continue to use the computers and internet at the Library daily as well as checking out items. The staff has been processing materials weekly so new books and audio visuals are on the shelves regularly.

The Friends of the Library Board met Saturday morning, September 30<sup>th</sup> at the Library. They are seeking a new board member. Many thanks to Cindy Fyfe who has served on the FOL Board for many years. They will be holding officer elections at their next meeting in November. Many goals are set in place for the coming year.

The Library Advisory Board also has a seat to fill. Much was accomplished at our last meeting. There was discussion about establishing an amnesty month in November to help get lost items returned and overdue accounts taken care of. We want our patrons to know we are thankful for them and want them to continue using the Library.

### **Library Stat report for September 25<sup>th</sup> – October 21<sup>st</sup>, 2017:**

**Patron Visits: 2,042    Computer Use: 730    Wireless Use: 346**  
**Story Hour: 2    Other Visits (including Students): 148    Museum Use: 6**  
**Movies Shown: 4    AWE Station Use: 38    Volunteer hours logged: 0**

**The Library will be closed Friday, November 10<sup>th</sup> for Veterans Day  
and Thursday & Friday November 23<sup>rd</sup> & 24<sup>th</sup> for Thanksgiving**

**Next LAB meeting Tuesday, December 5<sup>th</sup> at 5:30 pm at the Library**

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Rose Loera



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**MONTHLY REPORT - PLANNING DEPARTMENT**  
**October 2017**

**Date:** October 25, 2017  
**To:** Rose Loera, City Manager  
**From:** Courtenay Carty, Planning Director

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**Planning Commission**

The Planning Commission meeting scheduled for September 20, 2017 failed to meet quorum. The next meeting is scheduled for October 25, 2017.

At the October 2, 2017 City Council meeting, the Council appointed Kenny Wilson to the Planning Commission. Kenny will serve in Seat G, welcome Kenny! We currently have one remaining vacancy for Seat B.

**Permitting**

- Land Use Permits – Three LUPs were issued since the last formal staff report.
  - LUP 2017-12 was issued to John and Sonja Marx for a garage/shed.
  - LUPs 2017-13 and 2017-14 were issued to ANTHC for a new well and septic system at RaeBelle Whitcomb's and a new well at Marian Small's.
  - LUP 2017-15 was received and has yet to be issued. This application is for a new duplex to be built at Lot 1 of Kallenberg Knob by property owner Jeff Garcia.
- Encroachment Permits – The City Council adopted Resolution 2017-35 which authorized the Long Term Encroachment for Nushagak to provide utility installation at BBHA's five new home developments in Dillingham.
- Burial Permits – The City issued one burial permit since the time of last reporting.

**Capital Projects**

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements – Elite Mechanical and JJC Enterprises (subcontractor) are constructing the improvements needed at the Dock Lift Station and Dillingham Sewer Lagoon. Major project outcomes include rerouting the force main from HUD into the lagoon as well as installation of a new effluent manhole and flowmeter. These improvements are addressing infrastructure deficiencies which led to our Notice of Violation at the Dillingham lagoon.

The project total is \$1,102,250 and the contract is through December 15, 2017.

ITB 2017-12 Dillingham Water Systems Improvements – This project is for necessary improvements to upgrade the Dillingham domestic water system by connecting our new wells to the water treatment plant and updating the electronic systems that regulate water production. Bids closed on September 27, 2017 at 2:00 PM with two bidders or record. Action Memorandum 2017-16 authorized the City Manager to enter into a contract with Premier Electric for the construction work and CRW Engineering for construction management assistance. This project total is \$761,995 and construction will begin soon.

ITB 2017-13 Landfill Cell 3, Phase 1 – This project will expand Landfill Cell 3 in a phased approach which will allow the City to begin expanding the cell in order to meet landfill needs at a cost that is manageable at this time. Future expansions will be phased in when funds are available. Bristol Engineering is our engineer of record for this project. The Phase 1A expansion bids opened on September 29, 2017 and close on October 31 at 2:00 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.

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Paul Liedberg

## MEMORANDUM

**Date:** 10-25-17  
**To:** Rose Loera / City Manager  
**From:** Jean Barrett / Port Director  
**Subject:** October Monthly report

October was unseasonably warm so it didn't feel like the end of Port operations for 2017, then the snow hit and we were slowed for a few days until it melted, we are now more than ready for shutdown. There is a saying, "the tide waits for no man" I found myself waiting on tides all of October. We need 20+ feet of tide to pull the float arms out of the water due to erosion, we simply cannot reach far enough out without it. Maybe that problem will be taken care of in the near future keep reading for more information.

### **Dock**

Good things have happened at the end of the season, we have had some challenges this year but came through it knowing we can do our job even with hardships

- In July we had our Hyster 800 tip up on its nose leaving us one "man" down for the final 3 months of the season. The good news is that we have the forklift back up and running after having mechanics from Pape' Machinery here to work on it, I am awaiting a bill from them and should have it to our Insurance company by the first of next week.
- Totals are in for fish shipped out of Dillingham this year. We shipped 19,708,688 pounds of frozen salmon for a total of \$156,021.00 in revenue for the City, t 'was a good summer.
- Now to address a situation that has been an on again / off again issue at the dock. Over the past 5-6 years that I have been the director we have, at times, had an issue with getting our freight invoices to the finance department on time. I will not point fingers and will not make excuses. It has been a problem. I have had discussions with my now dock supervisor and we have tried to brainstorm and resolve this issue, we have thought about the following as a fix but all of these will take some doing.

- We find a way to agree with the two major freight lines that come in to Dillingham on a flat rate for ALL freight coming and going, probably excluding fish. This would shave one of the steps off of the work that is done in order to get the billing out to the customer.
- Shaving one step would help as the information sent to the dock is used for billing the carrier for each bit of freight shipped. If we could come up with a rate this info could go straight to the finance department and they could take care of billing for the incoming weight.
- This is not without its issue either, apparently sometime in the past it was tried without much luck as the City and the carriers could not agree on a price.
- The Dock would still have to record the extras such as docking time, crane time etc.
- After the season is done I will meet with the finance department and my dock supervisor to try and find a solution to bring to the Finance and Budget committee later on in the winter.

### **Harbor**

As mentioned in my opening we have been awaiting adequate water in the harbor to remove the final pieces of the docks, we are almost all there and we will be buttoned up for the winter.

- Earlier in the year the City decided to go ahead and move forward on design for a new dock system in the harbor, this would alleviate several things and help others,
  - The need to use the crane to swing arms twice a year,
  - Update 30+ year old docks that are continually in need of repair,
  - It would also show that we have a shovel ready project in case federal water infrastructure monies were to become available,
  - Stabilize the float system when in the water.
- We have gone through the process and are now in the design phase. PND Engineering won the bid and we have met with them twice to discuss wants and needs for the floats. I have had a first look at the plans and I believe the concept will give us some of the nicest floats/docks in the state.

I have not yet made arrangements for a Port of Dillingham advisory committee meeting but I believe we will meet sometime early 2018

That's all from my perspective

Jean

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



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Paul Liedberg

## MEMORANDUM

**Date:** October 24, 2017  
**To:** City Manager Rose Loera  
**From:** Chief Dan Pasquariello  
**Subject:** **Public Safety November 2017 report**

---

*Reporting period 9-25-17 to 10-24-17*

### Police:

- ❖ 381 Calls for service
- ❖ 15 Persons arrested
- ❖ 15 Title 47/Protective custody
- ❖ 24 Citations issued
- ❖ 29 Incident reports

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

Assault/Disorderly Conduct	9
Violation release/probation conditions	6
Trespass	3
Traffic offenses	3
Criminal Mischief	1
Drug offense	1
Thefts	1
Sex offenses	1
Vehicle accidents	1
Burglary	1
Minor Consuming	1

We recently had a case adjudicated in the court system where a man, in early 2016, was selling heroin in the Nerka subdivision. A plea agreement was reached where the defendant will serve 6 years in jail. The \$18,900 in cash he had in his possession was forfeited. This money was placed in our Asset Forfeiture fund for use on drug investigations and the payment of rewards. In May we had placed \$8,600 in the Asset Forfeiture fund from a different case. We have placed posters around town advertising that we will pay informants that help us with drug investigations.

This month we were contacted by the new school district superintendent who invited the police to a school in-service in early November. During the in-service the Chief will do a presentation on active shooter response, as well as how to deal with bomb threats and other threats of violence at the school. The fire department will be doing a presentation on fire suppression. Lockdown and evacuation procedures at the school will also be discussed.

Along with this, we are working on having members of the AST SERT team come to Dillingham and teach Rescue Task Force training to the police, fire, and local AST. This training involves EMTs following police into a building during an active shooter incident to provide aid to injured persons while police deal with the threat. This training is tentatively scheduled for after the new year.

Lutri, our former K-9 officer we had sold to Ketchikan AST has died. He was retired from AST and then died of a blot clot.

We are still advertising to try and fill our two vacant positions.

### **Corrections:**

- ❖ 26 Total Inmates
- ❖ 15 Title 47/Protective custody

One of our corrections officers is currently on FMLA leave until November.

The Commissioner of the State Department of Corrections came to Dillingham to meet with the Bristol Bay Prisoner Re-entry task force at BBNA. He discussed funding a half-way house in Dillingham for prisoners to transition back into the community after serving their prison time. We also discussed the new SB 91 DOC pre-trial supervision requirements, as mentioned in last month's council report.

### **Dispatch:**

- ❖ 381 Calls for service
- ❖ 88% Dispatched to Dillingham Police
- ❖ 5% Dispatched to Alaska State Troopers
- ❖ 5% Dispatched to EMS/Fire
- ❖ 2% Dispatched to Animal Control
- ❖ 91 911 calls received

We were audited this month by the State regarding our APSIN (*Alaska Public Safety Information Network*) computer use and our UCR (*Uniform Crime Reporting*) reports. The audit went fine.

We are arranging to have the vendor TecPro come to Dillingham in November and begin repairing the inoperative portions of our community camera system. Numerous cameras in the port and harbor have been down for a while, and we had no budgeted general funds to pay the costs of repair. Money was obtained through a BBEDC grant, and unspent funds from a sun-setting 911 grant.

### **Animal Control:**

The ACO has been on vacation during this reporting period. The patrol division has been handling animal calls.

### **DMV:**

- ❖ 84 Registrations/Titles
- ❖ 94 Driver's License/IDs
- ❖ 3 CDLs
- ❖ 11 Road tests
- ❖ 26 Written tests

**Mayor**  
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**Manager**  
Rose Loera



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## MEMORANDUM

**Date:** October 27, 2017  
**To:** Rose Loera/ City manager  
**From:** Jean Barrett / Public works Director  
**Subject:** October Monthly report

One thing I know for sure after being in this position for a couple of months is that there is NEVER a lack of things to do. The summer projects are moving along with only a few minor hiccups.

### City Shop

- The engine swap on the ambulance is on a short hold as we are waiting for some parts, this should be done and ready for service in early November.
- We have been working on our sanders so we will have all three up and running the next time they are needed.
- The cleanup of the whole shop buildings and grounds is a continuing project, it is coming along nicely thanks to the hard work of the whole Public Works crew.
- We are currently down one mechanic in the shop, the public works foreman will be splitting his time between the shop and other duties for the time being, and we are currently advertising for a fleet mechanic to fill the spot.

### Water / Sewer

- The sewer lagoon project is moving along very well, the manhole has been installed and sealed. I am pleased with the work the sub-contractor is doing with one exception, the ground at the top of the hill was exceptionally wet and the pipe continued to float to the surface which caused an approximately 130' long hump. CRW will inspect this and give us a direction to go. The most logical one would be to come back a little later in the year, excavate the area and hope the ground water has drained away allowing it to be reburied at the specified depth.

- The dock lift station (LS6) is getting its final inspection on October 27<sup>th</sup>, Bristol Environmental Services Corp. is going to be in town for this.
- The lift station rehabilitation project is also slowly winding down, Myself, Pancho Garcia and Dagen Nelson inspected all of the lift stations last week and came up with a comprehensive list of deficiencies the contractor needs to fix prior to close out. I was not impressed with the amount of little things that were being left unfinished or ignored completely, some of them are listed below
  - Light fixtures in some of the control cabinets are not working properly
  - Identification tags for each individual pump were supplied and were to be put on the corresponding shut off so we knew which pump was where, these were not even on site
  - Some of the electrical seal offs between the controls and the pump room were not done. This was a huge safety concern as the gasses coming out of the waste can be very explosive

These are only a few of the little things that frustrate us about the contractor.

## **Streets**

- We were once again caught without a sander last week, as it was not a priority with the mechanics. Our goal for the future is to be pro-active so our equipment will be in working order when needed.
- We have started to trim trees in the areas we grade, mostly in the neighborhoods. We are trying to cut things back so as to keep from damaging windows, lights and mirrors. We have part of Nerka loop done and will continue on from there
- Squaw creek road is status quo for the time being. Public Works will run a blade down it this week in anticipation of freezing weather, and then as needed this winter for snow plowing. We have been brainstorming and trying to get a handle on a scope of work and materials needed to bring this road up to standards
  - We need 1'277cy of 6" minus gravel to cover 2'300ft X 30ftX 6"at a cost of \$38,310.00 delivered to squaw creek.
  - will need 1'278cy of E-1 to cap the road at a cost of \$63,900 delivered to Squaw creek
  - Additional cost for water truck if we use it for 3 days @ \$1850/day = \$5,550
  - The grand total would be \$107,760

The road would have to be built up in order to get the water to drain away from the road and to the culvert. We would need to use E-1 to cap the road since we will be grading it and this is the material needed

## Landfill

- Things are running fine at the landfill. We have opened a tree cutting area to the public on the site designated for cell 4, this is in anticipation of needing to take a layer of material off to use on the cell 3 expansion. The excavation may or may not happen; time on this will tell.
- We continue to evacuate Freon from the many appliances that are at the transfer station, we have one person that does this for us, and no one from the city that is certified. I looked into classes on this and at the time the company had a class going and were not anticipating another one until spring.

## Buildings and grounds

- The B&G crew continues to winterize buildings and prep boiler systems for the impending winter. I hope to work with them on creating a small inventory of parts in order to not only keep costs down but decrease the amount of time chasing parts, this will be a winter project.
- We will start advertising for a permanent assistant in this department as November draws to a close The current assistant is a temporary hire.

That, as they say is it in a nutshell

Jeano