



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

REGULAR MEETING	7:00 P.M.	JUNE 21, 2018
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1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **APPROVAL OF MINUTES**
 - a. Regular Council Meeting, June 7, 2018 page 3
 4. **APPROVAL OF CONSENT AGENDA**
 - a. Adopt Resolution No. 2018-09, A Resolution of the Dillingham City Council to Offer Thanks and Commendation to Tracy Hightower For His Service on the Dillingham City Council page 9
- APPROVAL OF AGENDA**
5. **STAFF REPORTS**
 6. **PUBLIC HEARINGS**
 7. **CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**
 8. **ORDINANCES AND RESOLUTIONS**
 - a. Adopt Resolution No. 2018-10, A Resolution of the Dillingham City Council Formally Adopting the 2018 City of Dillingham Emergency Operations Plan page 11
 9. **UNFINISHED BUSINESS**
 - a. Citizen Committee Appointments
 - 1) Senior Advisory Commission, 1 Seat Open
 - 2) Library Advisory Board, 1 Seat Open
 - 3) Planning Commission, 1 Seat Open
 - b. Progress Report
 - 1) Dave Carlson House Property
 - 2) Territorial School

- 10. **NEW BUSINESS**
 - a. Accept Resignation and Declare Seat A Vacant page 15
 - b. Appointment to Council Seat A – Interim Appointment page 18
- 11. **CITIZEN’S DISCUSSION (Open to the Public)**
- 12. **COUNCIL COMMENTS**
- 13. **MAYOR’S COMMENTS**
- 14. **EXECUTIVE SESSION**
 - a. Attorney Update on Annexation
- 15. **ADJOURNMENT**

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, June 7, 2018, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:22 p.m. This was preceded by two Workshops, CIP priorities and funding, and the FY19 Budget.

2. ROLL CALL

Mayor Ruby was present.

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

Tracy Hightower	Curt Armstrong	Andy Anderson
Paul Liedberg	Aksel Buholm	

Council members excused: Chris Maines

Staff in attendance:

Tod Larson	Lori Goodell	Anita Fuller
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3. APPROVAL OF MINUTES

- a. Regular Council Meeting, May 10, 2018
- b. BOE Meeting, May 17, 2018

MOTION: Aksel Buholm moved and Andy Anderson seconded the motion to approve the minutes of May 10, 2018, and BOE Meeting minutes of May 17, 2018.

Minor typographical errors were corrected.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

There was no consent agenda

APPROVAL OF AGENDA

MOTION: Paul Liedberg moved to approve the agenda and Tracy Hightower seconded the motion.

VOTE: The motion to approve the agenda passed unanimously by voice vote.

5. STAFF REPORTS

- a. City Manager and Staff Reports

City Manager reported on the following items:

- There have been many transitions outgoing/incoming including new hires, seasonal, and interns;
- City Clerk, Lori Goodell, will be acting city manager June 8 – June 24;
- School Facility Committee meeting was held May 30th.

Discussion:

- No application for summer EMT's have been received. Next year recruitment will start earlier, include a broader search area, and have the possibility of housing arrangements;

- The condition of roads continue to be addressed. The age of the roads and extremely wet season have contributed to road failures. Public Works continues to repair as conditions, staffing, and equipment allow;
- Options for assistance with local contractors can be explored;
- Retention factors include pay/benefits/good working team/training. Opportunities for training could include Union classes (if offered), and BBEDC.

b. Standing Committee Reports

Code Review Committee:
Nothing to report

Paul Liedberg, Finance and Budget Committee:

- FY19 Budget was finalized;

Discussion:

- There are several pending marijuana applications with the state. Council has authorized the Finance and Budget Committee to review taxation options and submit a written recommendation. Work done by the Marijuana Advisory Committee will also be reviewed. Previously Dillingham had opted to be a wet community with reliance on state mandates.

Alice Ruby, School Facility Committee:

- Capital Improvements were discussed. Air filter system was determined to be the highest need. The committee is scheduled to meet again in August.

6. PUBLIC HEARINGS

- a. Ordinance No. 2018-04, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2019 City of Dillingham Budget (*Introduced May10, 2018*)

There were no comments.

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

There was no citizen discussion.

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2018-04, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2019 City of Dillingham Budget (*Introduced May 10, 2018*)

MOTION: Andy Anderson moved and Paul Liedberg seconded the motion to adopt Ordinance 2018-04.

MOTION: Paul Liedberg moved and Aksel Buholm seconded the motion to add \$10,000 in non-departmental appropriations for the purpose of conducting sales tax audits.

VOTE: The motion to amend the budget passed by majority voice vote four in favor, with Tracy Hightower opposed.

No further discussion.

VOTE: The motion to adopt Ordinance 2018-04 as amended passed by majority voice vote four in favor, with Tracy Hightower opposed.

- b. Adopt Resolution No. 2018-07, A Resolution of the Dillingham City Council Establishing the Rate of Levy of Tax, the Date Taxes are Due, and the Delinquent Date for Calendar Year 2018, and Accepting the Certification of the Tax Roll

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to adopt Resolution 2018-07.

VOTE: The motion passed unanimously by voice vote.

- c. Adopt Resolution No. 2018-08, A Resolution of the Dillingham City Council Authorizing the City Manager to Identify Funding and Issue RFP's per the FY2019 Legislative Priority List.

MOTION: Tracy Hightower moved and Paul Liedberg seconded the motion to adopt Resolution 2018-08.

Discussion: This resolution advises the City Manager which projects council places high priority on, as well as provides authority to pursue various avenues of funding. The complex RFP's will be compiled with assistance from Bristol Engineering. The list includes the Fire Hall extension, funding sources will be sought for this project.

MOTION: Andy Anderson moved and Paul Liedberg seconded the motion to amend the amount for the Landfill Groundwater Monitoring Wells to \$300,000, and Water System Improvements - Downtown Streets Support to \$600,000.

VOTE: The motion to amend Resolution 2018-08 passed unanimously by voice vote.

No further discussion.

VOTE: The motion to adopt Resolution 2018-08 as amended passed unanimously by voice vote.

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments

- 1) Senior Advisory Commission, 2 Seats Open

One letters of interest was received from Flossie Andersen for Seat B. Mayor Ruby recommended that Ms. Andersen be appointed to the Senior Advisory Commission.

MOTION: Paul Liedberg moved and Tracy Hightower seconded the motion to concur with the Mayors recommendation.

VOTE: The motion passed unanimously by voice vote.

- 2) Library Advisory Board, 1 Seat Open

There were no letters of interest.

- b. Progress Report

- 1) Dave Carlson House Property

- 2) Territorial School

There are no updates at this time.

10. NEW BUSINESS

- a. Adopt Action Memorandum 2018-05, Approve the City Manager's appointment of Anita Fuller to the position of Finance Director

MOTION: Tracy Hightower moved and Andy Anderson seconded the motion to Adopt Action Memorandum 2018-05.

MOTION: Tracy Hightower moved and Paul Liedberg seconded to motion to amend Action Memorandum to include the appointment of Anita Fuller to the position of Finance Director and City Treasurer

VOTE: The motion to amend passed unanimously by voice vote.

There was no further discussion.

VOTE: The motion to adopt as amended passed unanimously by voice vote.

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

There was no citizen discussion.

12. COUNCIL COMMENTS

Aksel Buholm:

- Direction was given to City Manager to assess costs associated with road repairs. Streets to be addressed have with major needs, to include but not limited to, Seward St, D Street, and Nerka;
- Request a report on a salvage RFP for clean up at the Bingman property;
- Update on Public Works Director (manager explained the city is continuing to move forward as a job share between Port Director as day-to-day management, and Planning Director having admin oversight);
- A joint School Board/City Council meeting will be scheduled as soon as possible;
- City Manager instructed to enjoy his time off.

Paul Liedberg:

- Finance and Budget meets in June and can take up the Marijuana issue to bring a report to council in August. Records from past committee will be reviewed;
- Tod request to have fun on his time off;
- Community members, Mayor, and City Manager were thanked for their efforts regarding the Memorial Day Service.

Tracy Hightower

- Submitted a verbal resignation to be effective immediately. He will be moving away from politics and more toward activism.

Discussion: City Clerk was directed to include Municipal Code section regarding filling council member vacancies in the next council packet.

13. MAYOR'S COMMENTS

Mayor Ruby:

- Thanked the organizers of the Memorial Day Service, and City Manager for stepping in and being the face of the city, Public Works and Public Safety for a doing a good job;
- On June 25 the Rasmussen Board will be in town, the City of Aleknagik will unveil their new Senior Van at the Dillingham Senior Center. Rasmussen funded upgrades at the senior center;
- Cynthia and Anita were welcomed;

- A moment of silence was observed for Wassily Kapotak and all those lost since the last meeting.

14. EXECUTIVE SESSION

- a. Personnel Matter

- b. Attorney Update on Pending Litigation

MOTION: Paul Liedberg moved and Aksel Buholm seconded the motion to enter into executive session to discuss Personnel Matter and Attorney Update on Pending Litigation. [8:17 p.m.]

Discussion: Executive session to include city manager and city clerk.

VOTE: The motion passed unanimously by voice vote.

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to exit executive session. [8:44 p.m.]

VOTE: The motion passed unanimously by voice vote.

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to concur with City Manager recommendation for finance director wage.

VOTE: The motion passed unanimously by voice vote.

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to concur with the Attorney recommendation regarding the DOT & PF condemnation suit.

VOTE: The motion passed unanimously by voice vote.

14. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:46 p.m.

Mayor Alice Ruby
[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2018-09

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO OFFER THANKS AND
COMMENDATION TO TRACY HIGHTOWER FOR HIS SERVICE ON THE
DILLINGHAM CITY COUNCIL**

WHEREAS, Tracy Hightower was elected to the Dillingham City Council October 2016, 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, Tracy Hightower took his role as a Council member very serious; and

WHEREAS, Tracy Hightower has offered valuable insight during times of transition and growth within the City of Dillingham including several changes in the City Manager position; and

WHEREAS, Tracy Hightower, 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 Mayor, City Council, and City staff offers their gratitude and a commendation for Tracy Hightower's selfless time, participation, and leadership while serving on the Dillingham City Council.

PASSED and ADOPTED by the Dillingham City Council on June 21, 2018.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2018-10

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL FORMALLY ADOPTING THE 2018 CITY OF DILLINGHAM EMERGENCY OPERATIONS PLAN

WHEREAS, the Emergency Operations Plan is designed to comply with all applicable state and city laws and regulations and provides the policies and procedures to be followed in dealing with natural or human caused events or; and

WHEREAS, the Dillingham City Council is vitally interested in effectively administering to the needs of the public in the event of a serious emergency; and

WHEREAS, the Emergency Operations Plan dated June 2018, provides a plan of action and a means of coordinating all City resources in the event of a serious emergency; and

WHEREAS, it may be necessary to seek assistance of agencies outside the City organization and the Emergency Operations Plan provides such information or resources; and

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council adopts the Dillingham Emergency Operations Plan dated June 2018.

PASSED and ADOPTED by the Dillingham City Council on June 21, 2018.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

City of Dillingham Information Memorandum

Agenda of: _____

Attachment to:

Ordinance No. _____ / Resolution No. _____

Subject:

City Manager: Recommend Approval

Signature: *Lori Hoodell*

Fiscal Note: Yes No **Funds Available:** Yes No

Other Attachments:

Summary Statement:

2.03.070 Vacancies. SHARE

An elected municipal office, except for that of mayor or school board member, is vacated under the following conditions and upon the declaration of vacancy by the council. The council shall within forty-five days appoint a qualified person. If less than thirty days remain in a term, a vacancy may not be filled unless the vacancy reduces the body to less than a quorum, in which case the remaining member shall appoint a number of qualified persons to constitute a quorum within seven days. The council shall declare an elective office vacant when the person elected:

- A. Fails to qualify or take office within thirty days after his or her election or appointment;
- B. Is physically absent from the municipality for a consecutive ninety-day period, unless excused by the council;
- C. Resigns and the resignation is accepted;
- D. Is physically or mentally unable to perform the duties of his or her office as determined by two-thirds vote of the council;
- E. Is removed from office in accordance with Section 2.06.030 herein;
- F. Misses three consecutive regular meetings unless excused; or
- G. No longer physically resides in the municipality and two-thirds of the council members vote the seat vacant. (Ord. 77-5 § 2 (part), 1977; Ord. 84-8, 1984; Ord. 86-8 § 1, 1986.)

2.06.020 Qualifications. SHARE

The council members shall be qualified voters of the city, and shall have been residents of the city or of territory annexed to the city, or shall have had a combination of residence in the city and in the annexed territory for a period of not less than one year preceding the date of filing declaration of candidacy for election to the council. A council member who ceases to be eligible to be a city voter immediately forfeits that office. The council is the judge of the election and qualification of its members. (Ord. 77-6 § 2 (part), 1977; Ord. 84-8, 1984; Ord. 86-8 § 1, 1986.)

2.06.060 Vacancies. SHARE

If a vacancy occurs in the council, the council, by vote of a majority of its remaining members, shall within forty-five days designate a person to fill the vacancy until the next regular election and until a successor is elected and has qualified. The term of office at the next regular election shall be for the unexpired term only. (Ord. 79-10 § 2, 1979; Ord. 84-8, 1984; Ord. 86-8 § 1, 1986.)



PUBLIC NOTICE

Interested in Filling a Vacant Seat on the City Council?

If you are interested in filling a vacancy on the Dillingham City Council, Seat A, please submit a letter of interest to:

Mayor Alice Ruby
c/o City Clerk's Office
City of Dillingham
PO Box 889
Dillingham, AK 99576
or email cityclerk@dillinghamak.us

The deadline for notifying Mayor Ruby of your interest is Wednesday, June 20, 2018 by 5:00 p.m. The designated person will fill the vacancy until the October 2018 Municipal Election. To be a qualified candidate, you must have been a resident of Dillingham not less than one year preceding the day selected by the Council and meet the voter qualifications.

From the City Clerk's Office, 842-5212, cityclerk@dillinghamak.us.

To; The mayor of Dillingham or To whom it may concern.

This is Helena Wells and I am interestd in serving on the board.

Please require a vitae or any other any other information in service.

Thank you.

Helena Wells
907-521-7510
helenawells50@yahoo.com



THE STATE
of **ALASKA**

GOVERNOR BILL WALKER

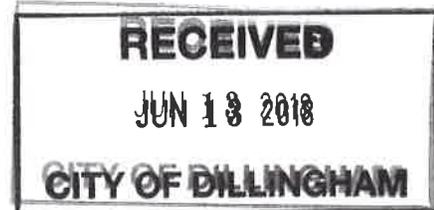
Department of Transportation and Public Facilities

PO Box 196900
Anchorage, Alaska 99519-6900
Main: 907.269.0542
Toll Free: 800.770.5263
TDD: 907.269.0473
dot.alaska.gov

In Reply Refer To:
Dillingham Airport Master Plan
TBD / CFAPT00353
Finding of No Historic Properties Affected

June 11, 2018

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



Dear Ms. Ruby:

The Alaska Department of Transportation and Public Facilities (DOT&PF), in cooperation with the Alaska Division of the Federal Aviation Administration (FAA), is proposing to update the existing Dillingham Airport Master Plan and Practicability Study by conducting geotechnical investigation at the Dillingham Airport. This project is located within Sections 17, 18, 19, and 20, T 13 S, R 55 W, Seward Meridian on USGS Quadrangle map Dillingham A-7, Latitude 59° 02' 40.83"N, Longitude 158 ° 30' 19.84"W. See enclosed Figure 1 for a location and vicinity map and Figure 2 for the Area of Potential Effect (APE), as described below.

The DOT&PF on behalf of FAA finds that no historic properties would be affected by the proposed project pursuant to 36 CFR 800.4(d)(1), implementing regulations of Section 106 of the National Historic Preservation Act. This submission provides documentation in support of this finding, as required at 36 CFR 800.11(d).

Project Description

The project consists of a geotechnical investigation to help determine the practicability of shifting the runway, adding a parallel taxiway, and relocating Wood River Road outside of the Object Free Area. This information will be used both to update the 2005 draft Master Plan and the 2012 Runway Safety Area Practicability Study as well as developing an Airport Layout Plan. The proposed project would drill twenty-four holes within the property limits of the Dillingham airport to better understand subsurface soil composition and water table limits (Figure 2). Twenty of these holes would be drilled through or adjacent to the existing runway. The remaining four

would be drilled through and alongside Wood River Road. The two drill locations alongside Wood River Road would require travel off the road surface but would not require vegetation or ground clearing activities. PVC pipe may be installed in the bore holes to measure groundwater levels.

Area of Potential Effect

The proposed direct APE is contained within the existing boundary of the airport. It consists of those locations on the existing runway, areas adjacent to the runway, and locations on and adjacent to Wood River Road that would be used for access in addition to drilling activities. DOT&PF did not implement an indirect APE as the proposed project would not alter existing conditions nor introduce any visual, acoustic, or other atmospheric effects.

Identification Efforts

A review of the Alaska Heritage Resources Survey (AHRs) mapper on May 30, 2018, and a cultural resources survey report describing the results of field work conducted in 2010 and 2011 by Cultural Resource Consultants LLC for the Dillingham Airport Improvements project indicated there are four sites located within the proposed APE (Table 1). All four have been previously determined not eligible for the National Register of Historic Places.

Table 1. Survey Results from the AHRs Database

AHRs #	Site Name	Determination of Eligibility (DOE)
DIL-00208	20 Drum Site	Previously Determined Not Eligible
DIL-00209	School Chair Site	Previously Determined Not Eligible
DIL-00247	Dillingham Airport Runway	Previously Determined Not Eligible
DIL-00248	Dillingham Airport Road	Previously Determined Not Eligible

Finding of Effect

Due to the absence of historic properties within the APE, DOT&PF finds that the proposed project would have no effect on historic properties.

Consulting Parties

DOT&PF initiated consultation with the following parties: SHPO, City of Dillingham, Curyung Tribal Council, Bristol Bay Native Association, and the Bristol Bay Native Corporation. Of these, SHPO replied on April 13, 2018, with an email stating there were no objections to the proposed APE or level of effort conducted for identification.

If you have questions or comments related to this proposed project, please contact me at the address above, by telephone at (907) 269-0535, or by e-mail at michael.wanzenried@alaska.gov.

Your timely response will greatly assist us in incorporating your concerns into project development. For that purpose, we respectfully request that you respond within thirty days of your receipt of this correspondence.

Sincerely,



Michael Wanzenried
Cultural Resources Specialist

Enclosures:

Figure 1 – Location and Vicinity Map

Figure 2 - APE

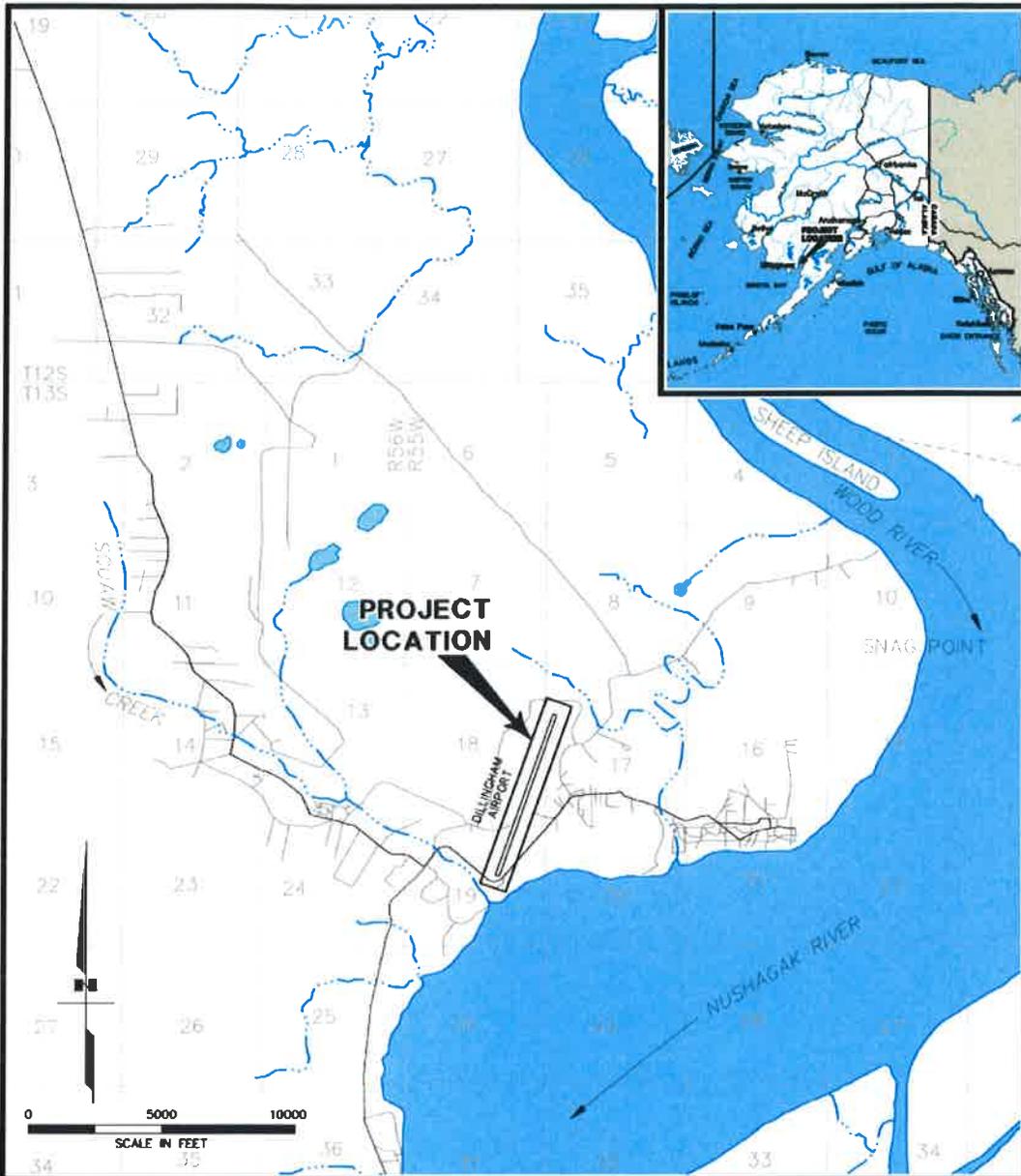
Electronic cc w/ enclosures:

Brian Elliott, DOT&PF Central Region, Regional Environmental Manager

Keith Gordon, FAA Environmental Protection Specialist

Kathy Price, DOT&PF Statewide Cultural Resources Manager

Jessica Wuttke-Campoamor, CM, DOT&PF Program Development, Anchorage Field Office,
Project Manager



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<p>Vicinity Map</p> <hr/> <p>Sections 17, 18 & 19, T 13 S, R 55 W & Section 13, T 13 S, R 56 W, Seward Meridian</p>		<p>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p>Dillingham Airport Master Plan Update</p> <p>Dillingham, Alaska</p> <p>DATE: NOVEMBER 2011 FIGURE 1</p>
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