



Alice Ruby, **Mayor**

Council Members

- Chris Napoli (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.	AUGUST 2, 2018
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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - a. Regular Council Meeting, June 21, 2018 page 3
 - b. Special Council Meeting, July 16, 2018 page 7
4. **APPROVAL OF CONSENT AGENDA**
APPROVAL OF AGENDA
5. **STAFF REPORTS**
 - a. City Manager and Staff Reports page 9
 - b. Standing Committee Reportspage 33
6. **PUBLIC HEARINGS**
7. **CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**
 - a. Daniel Cheyette, Bristol Alliance Fuels page 35
8. **ORDINANCES AND RESOLUTIONS**
 - a. Resolution 2018-12. A Resolution of the Dillingham City Council Authorizing the City Manager to Award an Engineering Contract for the Design Phase of the Wastewater System Upgrades and Landfill Groundwater Monitoring Wells page 47
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 – (*one letter of interest*) page 71
 - b. Progress Report

- 1) Dave Carlson House Property
- 2) Territorial School

10. NEW BUSINESS

- a. Action Memorandum 2018-06, Award Contract for the FY19 Aggregate Bid ... page 73
- b. Action Memorandum 2018-07, Approve Contract with the State of Alaska Department of Corrections for the Regional and Community Jail FY19 page 85
- c. Review Protest of Willow Tree Liquor License page 105
- d. Discussion Relating to Additional and/or New Revenue Stream for CIP Projects

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

12. COUNCIL COMMENTS

13. MAYOR'S COMMENTS

14. ADJOURNMENT

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, June 21, 2018, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m.

2. ROLL CALL

Mayor Ruby was present.

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

Andy Anderson	Chris Maines	Aksel Buholm
Paul Liedberg	Curt Armstrong – attended by phone	

Staff in attendance:

Lori Goodell

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, June 7, 2018

MOTION: Andy Anderson moved and Chris Maines seconded the motion to approve the minutes of June 7, 2018.

VOTE: The motion passed unanimously by roll call vote.

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

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

VOTE: The motion passed unanimously by roll call vote.

APPROVAL OF AGENDA

MOTION: Paul Liedberg moved to approve the agenda and Chris Maines seconded the motion.

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

5. STAFF REPORTS

There was no staff report.

6. PUBLIC HEARINGS

There was no public hearing.

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

Gina Carpenter, Dillingham Public Health Nurse:

Spoke in favor of the EOP, and was favorable regarding the inclusion of the POD information. A few minor changes to the POD will be needed; i.e. point of distribution will be updated to point of dispensing,

add POD as an acronym to the definitions, the size will be reduced by removing parts that are not relevant.

Chris Napoli:

Informed council he has submitted a letter of interest for council seat A. He brings municipal experience and is familiar with parliamentary procedures.

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

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to adopt Resolution 2018-10.

Minor typos and inconsistencies were discovered, nothing substantive was found. These errors will be corrected before the final plan is published. Council members can submit all errors found to the city clerk to update the plan. The EOP will be made available on the city website when finalized.

VOTE: The motion to adopt Resolution 2018-10 passed by unanimously by roll call vote.

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

The Territorial School Committee will be polled for a meeting in July. There were no appointments or other updates.

10. NEW BUSINESS

- a. Accept Resignation and Declare Seat A Vacant

MOTION: Chris Maines moved and Aksel Buholm seconded to motion to accept the resignation and declare seat A vacant.

The appointment to seat A is limited until the next regular election.

VOTE: The motion passed unanimously by roll call vote.

- b. Appointment to Council Seat A – Interim Appointment

The Mayor informed council three letters of interest were received. Chris Napoli was recommended due to his past experience allowing for a seamless transition.

MOTION: Andy Anderson moved and Paul Liedberg seconded the motion to concur with the Mayors recommendation to appoint Chris Napoli to Seat A – Interim Appointment.

Discussion:

This is a good opportunity to allow other folks to benefit from service to the community. The Mayor did not know what the intentions are regarding a long term commitment from the candidates. Debate and fresh perspective are always welcome.

VOTE: The motion to amend passed unanimously by roll call vote.

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

There was no citizen discussion.

12. COUNCIL COMMENTS

There were no council comments.

13. MAYOR'S COMMENTS

There were no mayor comments.

Chris Napoli took the oath of office.

14. EXECUTIVE SESSION

a. Attorney Update on Annexation

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to enter into executive session to discuss Attorney Update on Annexation. [7:22 p.m.]

Discussion: Executive session to include the city clerk, new council member Chris Napoli; city manager, and city attorney by phone. Curt Armstrong was excused from the meeting.

VOTE: The motion passed unanimously by roll call vote.

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to exit executive session. [8:04 p.m.]

VOTE: The motion passed unanimously by roll call vote.

14. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:05 p.m.

Mayor Alice Ruby
[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

1. CALL TO ORDER

A special meeting of the Dillingham City Council was held on Monday, July 16, 2018, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 12:15 p.m.

2. ROLL CALL

Mayor Ruby was present.

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

Andy Anderson Chris Maines Aksel Buholm Paul Liedberg
Chris Napoli

Curt Armstrong was excused

Staff in attendance:

Lori Goodell Tod Larson Anita Fuller
Charles Cacciola, City Attorney – via teleconference

3. APPROVAL OF AGENDA

MOTION: Chris Maines moved to approve the agenda and Paul Liedberg seconded the motion.

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

4. SPECIAL BUSINESS

- a. Adopt Resolution 2018-11, A Resolution of the Dillingham City Council Approving Engineering Design Funds for CIP Projects

MOTION: Andy Anderson moved and Chris Napoli seconded the motion to adopt Resolution 2018-11.

Discussion: This action is the next step needed in for CIP projects. Timeliness of design is critical to construction completion. Granting agencies look for completed design documents. Funds for monitoring wells will be sought as projects move forward.

VOTE: The motion to adopt Resolution 2018-11 passed by unanimously by voice vote.

- b. Executive Session – Legal Matters

- 1) Annexation Petition Appeal
- 2) Backford vs. City of Dillingham

MOTION: Chris Maines moved and Aksel Buholm seconded the motion to enter into executive session to discuss Legal Matters regarding the annexation petition appeal, and Backford vs. City of Dillingham. [12:22 p.m.]

Discussion: City Manager, City Clerk and Charles Cacciola, City Attorney were invited to stay.

VOTE: The motion passed unanimously by voice vote.

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to exit executive session.
[12:33 p.m.]

VOTE: The motion passed unanimously by voice vote.

MOTION: Chris Maines moved and Chris Napoli seconded the motion to accept the City Attorney recommendation of an offer in the matter of Backford vs. City of Dillingham

VOTE: The motion passed unanimously by voice vote.

Mayor Ruby noted City Council will not appeal Case No. 3Di-17-13 DI court annexation decision dated June 11, 2018.

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

There were no comments

6. COUNCIL COMMENTS

Chris Napoli:

- Stated he appreciates the updates received regarding city business.

7. MAYOR'S COMMENTS

Mayor Ruby:

- Informed council that she has been notified by a citizen DMC 4.15.030, Real Property Exemptions has an expiration clause that is coming due December 31, 2018. The ordinance was originally vetted by Code Committee. Recommended and council concurred this be added to code committee to do list.
- Public Safety Commissioner was in Dillingham.

8. ADJOURNMENT

Mayor Ruby adjourned the meeting at 12:37 p.m.

Mayor Alice Ruby
[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: July 25, 2018
To: Mayor and City Council
From: Tod Larson
Subject: August 2018 City Manager Report

Personnel – Welcome to our new employees and thank you to those that have served the City faithfully and are moving on to other positions/careers.

New Employees:	Ben Glosser – Dock Equipment Operator Maria Elias – Receivables Tech Chloe Nanalook – Accounting Technician I Eunice Alexie – Dispatcher Ashlyn Luckhurst – Temp Hire Finance
Resignations:	Matthew Johnson – Dock Equipment Operator
Transfers:	Ivan Sam – Buildings and Grounds Darrell Tilden – Water & Wastewater Andrea Naylor – Dispatcher
Promotions:	Anita Fuller – Finance Director Cameron Malstrom – Assistant Finance Director
Position Vacancies:	Police Officer Senior Center Cook Fleet Mechanic Water & Wastewater

Harbor Food Court Idea – I was approached by two separate business owners about the potential to develop a food court of sorts with a pavilion for seating near the harbor to offer boat crews a dining option. The location under consideration is City land and they are interested in leasing that location. This is just informational at this point and the idea will be developed and eventually presented to the Council.

COD Gravel Roads Management Plan Update – My plan for the roads in town is to build a database to capture each gravel road in town and assign a priority for repair based on Industry Standards. We will be coordinating with other agencies in Dillingham so that we don't duplicate efforts and build a coalition to focus on our road network. The plan will take some time to develop, especially since the CIP and the outfall projects have taken priority and time. My goal is to complete the plan prior to the FY 20 budget cycle so that the plan may be included in the budget process for financial allocation. I was directed by the Council at the June meeting to have a plan at the August Council meeting for roads. We have been overcome by a significant workload getting the CIP projects off the ground before we miss the construction window next year. (One of the CIP projects is to pave Seward and D Streets in conjunction with the State's downtown streets project for next year.)

Outfall Pipe Update – During a recent inspection of the outfall pipe, the Public Works Department noticed some of the pipe has been exposed due to erosion. We took a tour of the location and took pictures of the area. There is 250' of unprotected pipe and 100' of that total is exposed. We are working on this now as an emergency situation since the pipe is exposed and ice from the winter freeze could cause serious damage and possibly break it. There is \$100,000 in the budget for rip-rap which I am using towards this emergency repair. Along with that, our Planner is in contact with the Denali Commission and may possibly receive some funding to assist. Additionally, she has contacted the State to seek funding for an emergency infrastructure issue. We are also working with Bristol Engineering, and I will be coming to the Council to request authorization as soon as I can get an estimate.



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.

“A” Street Update – The City has a platted street that has not been developed and is now necessary to provide access to residents in that area. I hired a surveyor to mark the corners of the street and Public Works will be tearing down brush, laying fabric and placing gravel in an approximately 8 foot wide trail that will be capable of light vehicles such as 4 wheelers. In the June meeting the Council directed that I work on a roads plan with the potential of the budget surplus being ‘seed’ money. Since the comprehensive road plan will take some time to develop I may come to the Council in a future meeting to request some of the surplus to replace Public Works funding that was used on the construction of “A” Street. (See map following City Manager’s report for the location of “A” Street.)

Landfill Inspection – We will be receiving a landfill inspection in the next few weeks when the ADEC inspector arrives. The Public Works Director, Planner, Water/Wastewater Operators, Bristol Engineering and I had a conference call to discuss all the elements of this inspection and developed a strategy for moving forward. Our Planner built an inspection manual based on advice from Bristol Engineering. The inspection book also answers questions and concerns regarding the NOV. We addressed all the NOV issues on the conference call and built the binder in an attempt to satisfy ADEC so the City of Dillingham can be removed from the violation.

Capital Improvement Projects – The Planner has information on specifics of each project in her monthly report. We have been moving all those projects along as expeditiously as possible given the short timeline for action. There has been a significant amount of work completed so far this summer.

Upcoming Events.

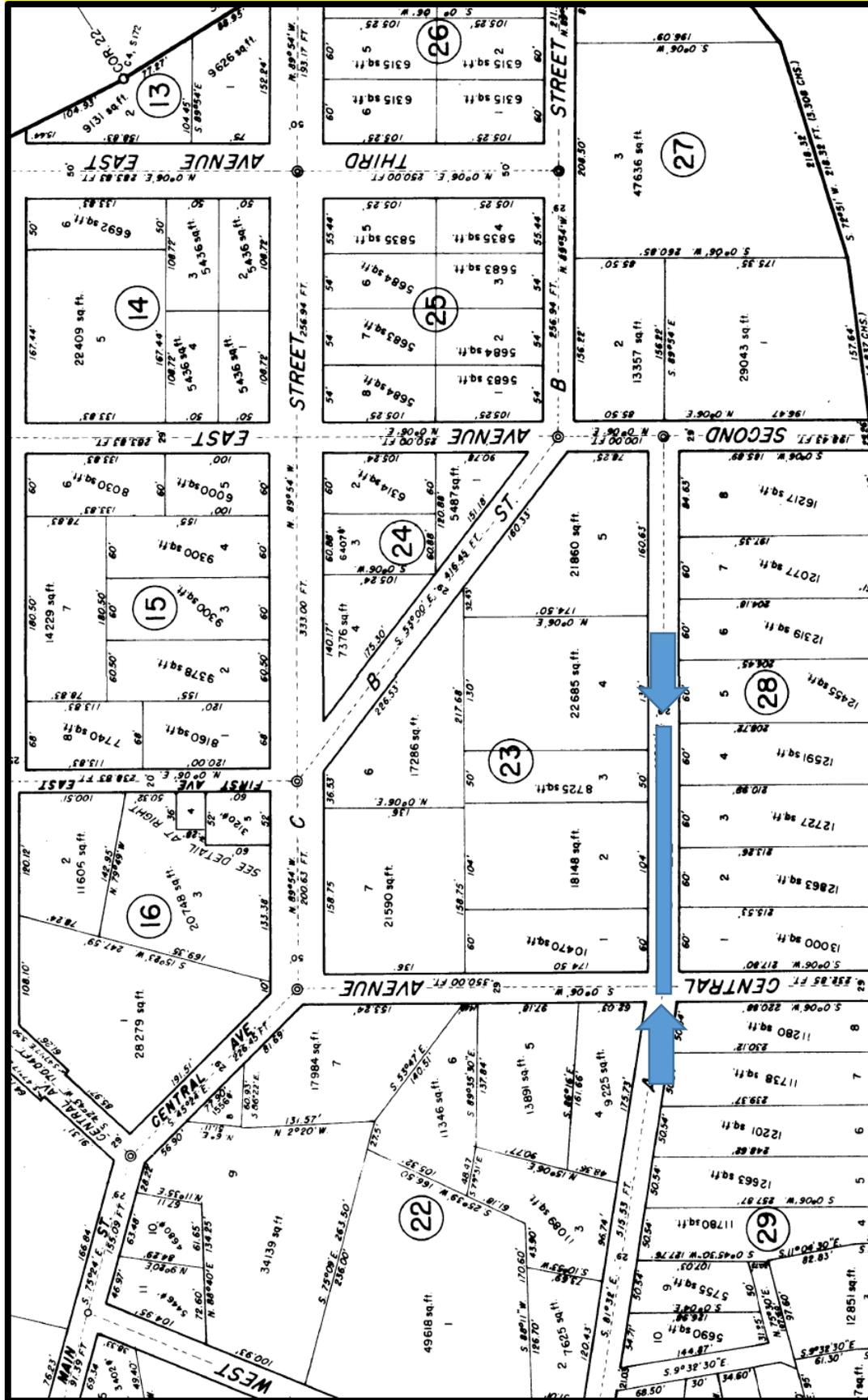
- Senior Advisory Commission – August 8th @ 1:00 p.m.
- Code Review Committee – August 9th @ 5:30 p.m.
- Finance and Budget Committee – August 13th @ 5:30 p.m.
- Planning Commission – August 29th @ 5:30 p.m.
- Library Advisory Board - TBD

Requested Decisions.

- None.

Respectfully Submitted,
Tod Larson

Approximate Location of the "A" Street Project



City of Dillingham

House District 37 / Senate District S

~ 6/28/18 ~

30th Alaska State Legislature ~ 2nd Interim

JUNE 2018 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ Adam Berg – Rep. Edgmon’s long time legislative aide loses his battle with cancer ~

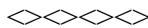


I thought it appropriate to highlight Adam in the banner headline of this report as he has served Dillingham and a host of other communities for Speaker Edgmon and previous legislators. I got to know Adam back in the 90’s when I was a fellow staffer. He was extremely personable, had a quick wit, and the kind of guy that would give you the shirt off his back. Dillingham was fortunate to have such an individual watching out for them in the legislative process.

Under the Governor’s Corner below, I reported that the Permanent Fund (PF) was restructured in SB 26. The final version establishes a maximum Percent of Market Value (POMV) draws from the Earnings Reserve Account (ERA) of the PF. The draw will be 5.25% for three years and then reduces to 5% as of July 1, 2021. It also states that the legislature may not appropriate in excess of the annual percent draw from the ERA. This action also guarantees a Permanent Fund Dividend (PFD) to continue because the aforementioned draws are structured. This years’ PFD remains at \$1,600 per individual.

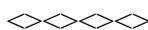
The passage of this bill also triggered an extra \$30 million of one-time K-12 funding for school districts in fiscal year 2020 that was included in HB 286 (Operating budget). Also approved was \$27 million for public safety priorities, as well as \$7 million for other public safety concerns. This should mean more frequent trooper travel to rural communities, a statewide drug prosecutor, and dedicated investigators to support survivors of domestic violence and sexual assault.

Under the Capital budget (SB 142), there was an increase to the Community Assistance program of \$4 million. The total distribution in this program for FY19 (beginning July 1st) is \$34 million. As it stands now, \$30 million for Community Assistance is slated for FY20. This budget also included an extra \$20 million for K-12 in the upcoming FY19. It also added numerous other funding to include an additional \$4 million for Village Safe Water and Wastewater Infrastructure projects and added \$3.5 million first year of the \$9.5 million needed for the Enhanced E-911 project.



BALLOT INITIATIVES

According to the Alaska Division of Elections website, there are no ballot measures for the August 21, 2018 Primary Election. Currently, Ballot Measure No. 1 (Initiative Petition 17FSH2), “An act providing for the protection of wild salmon and fish and wildlife habitat,” is scheduled to be on the Nov. 6, 2018 General Election. As I reported last month, the petition is still in litigation and pending a court decision. For additional information about this topic and current status, visit their initiative petition list website at: <http://www.elections.alaska.gov/Core/initiativepetitionlist.php#17FSH2>



GOVERNOR'S CORNER

<http://gov.alaska.gov>

Handy phone numbers for Governor's offices: Anchorage: 907-269-7450 and Juneau: 907-465-3500

The governor signed a flurry of bills this past month including SB 26 – known as the Permanent Fund Protection Act. He also signed the Operating budget, Mental Health budget, and the Capital budgets respectively on the same day. Because of this action, Standard & Poor's Global Ratings upgraded Alaska's general obligation debt outlook from negative to stable.

Governor Walker also reported that the state will receive just over \$56 million in disaster relief for economic assistance for entities affected by the 2016 Gulf of Alaska pink salmon fishery failure. The National Oceanic and Atmospheric Administration (NOAA) will provide notification regarding how to apply for funds through a non-competitive awards process. The money can cover a wide range of entities such as commercial fisheries, industries like processors and support facilities, as well communities affected by the disaster.



WEBSITES OF INTEREST

2018 **Legislators contact information** <http://akleg.gov/docs/pdf/Legislator-Contact-List-2018.pdf>

2018 2nd **Session Staff contact list** http://akleg.gov/docs/pdf/session_phone_list.pdf

2018 2nd **Session Interim Staff contact list** <http://akleg.gov/docs/pdf/InterimPhoneList.pdf>

Legislative Publications List <http://akleg.gov/publications.php>

Legislative Finance Division <http://www.legfin.akleg.gov>

View specifics for the Capital and Operating Budgets.

Alaska Tax Division – Spring 2018 Revenue Sources Book

<http://www.tax.alaska.gov/programs/documentviewer/viewer.aspx?1423r>

Congressional Delegation websites (Current phone numbers will be listed on these sites)

<http://murkowski.senate.gov/public> www.sullivan.senate.gov <http://donyoung.house.gov>



~ End Report ~

Have a great 4th of July! – Enjoy your family and friends! Be kind to one another.

~ Cliff

City of Dillingham

House District 37 / Senate District S

~ 7/27/18 ~

30th Alaska State Legislature ~ 2nd Interim

JULY 2018 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ The Alaska primary elections are set for August 21st ~



No ballot measures will be offered during Primary. Ballot Measure No. 1 (Providing for the protection of wild salmon and fish and wildlife habitat) is scheduled to appear on the November 6th – 2018 General Election ballot. As I've indicated before, litigation is still pending before the court. They could render a decision any time leading up to the November ballot.

Even though no committees are currently active, an "interim committee" can be established to study issues, prepare reports, etc., between legislative sessions. I'll keep you posted as to any meetings that are announced and the subject area it entails. The Legislative Council meets from time to time, as they are the governing body when the legislature is not in session. During one such meeting on July 25th, the meeting was teleconferenced, but listen only. They discussed subcommittee work and had an executive session regarding legal service director interviews.



GOVERNOR'S CORNER

<http://gov.alaska.gov>

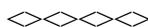
Handy phone numbers for Governor's offices: Anchorage: 907-269-7450 and Juneau: 907-465-3500.

On July 2nd, Governor Walker and Lt. Governor Mallott submitted comments to the U.S. Army Corps of Engineers requesting they suspend the Environmental Impact Statement (EIS) process for the mine in the Bristol Bay region as proposed by the Pebble Limited Partnership.

During this past month, the governor also signed **HB 214**, known as "Bree's Law." This new law creates standardized training for every school in Alaska to teach students how to recognize, prevent, and leave abusive or violent relationships. It also designates February as a month of awareness for dating and domestic violence.

Smoke-free Alaska is now law after the governor signed **SB 63**. The bill finally passed the legislature after years and years of work by various groups and legislators. This will ensure smoke-free workplaces and public places for all Alaskans, no matter where they live across the state.

Finally, Gov. Walker also signed **HB 44** into effect. This bill marks the most significant ethics reform for the Alaska Legislature in the last decade. Since this law is significantly similar to the ballot initiative on good governance, the initiative will not go to the voters this fall.



WEBSITES OF INTEREST

2018 2nd Interim Staff contact list <http://akleg.gov/docs/pdf/InterimPhoneList.pdf>

2018 Legislators contact information <http://akleg.gov/docs/pdf/Legislator-Contact-List-2018.pdf>

Legislative Publications List <http://akleg.gov/publications.php>

Legislative Finance Division <http://www.legfin.akleg.gov>

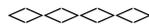
View specifics for the Capital and Operating Budgets.

Alaska Tax Division – Spring 2018 Revenue Sources Book

<http://www.tax.alaska.gov/programs/documentviewer/viewer.aspx?1423r>

Congressional Delegation websites (Current phone numbers will be listed on these sites)

<http://murkowski.senate.gov/public> www.sullivan.senate.gov <http://donyoung.house.gov>



~ End Report ~

Be kind... Take care of your family and friends!

~ Cliff

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: July 23, 2018
To: Tod Larson, City Manager
From: Lori Goodell, City Clerk
Subject: Monthly Staff Report

Regular City Election is scheduled for Tuesday, October 2, 2018, for the purpose of electing council and school board seats.

- Candidate filing begins August 7 and ends September 4.
- Filing period for write-in candidates begins September 5 and ends October 1.
- Absentee Voting in Person will begin September 17.

The following seats are up for election:

<u>Seat</u>	<u>Currently Held By</u>	<u>Term</u>
Council		
Seat A	Chris Napoli	one year term that will expire October 2019
Seat E	Andy Anderson	three year term that will expire October 2021
Seat F	Paul Liedberg	three year term that will expire October 2021
Mayor	Alice Ruby	three year term that will expire October 2021
School Board		
Seat B	Kim Williams	two year term that will expire October 2020
Seat D	Corey Evans	three year term that will expire October 2021
Seat E	Bernina Venua	three year term that will expire October 2021

STANDING ITEM(S):

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

The State has notified us that Alaska 49 LLC (Willow Tree Inn) liquor license is now expired and they are no longer able to sell alcohol. Willow Tree Inn notified the State of Alaska they are closed effective February 1st. Willow Tree Inn did make a payment on their city accounts. Finance is compiling a memo to reflect the status of their accounts. I will need to notify the state if council chooses to remove the protest on this license.

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

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

CERTIFICATE OF ACHIEVEMENT

THIS ACKNOWLEDGES THAT

Lori Goodell

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Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: July 23, 2018
To: Tod Larson, City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Staff Report May 29 – July 23 2018

The City of Dillingham Finance Department would like to welcome Maria Elias to our team. Maria comes to the department with experience with Accounts Receivable. This experience is helping to add to the departments efficiency. Cheryl Bartlett has returned to our office again to assist with grant reporting, review of foreclosure list, reconciliation of investment accounts and review a customer sales tax reporting in question. A previous BBEDC Summer Intern, Ashlyn Luckhurst, has also joined the team to help us on outstanding projects for the month of July.

All of the Tobacco licensing forms were finalized and Tobacco licenses were sent out. Real and Personal Property Tax invoices and statements were sent out in the month of July. The State Annual Report for property tax was submitted to the State.

Notification was made from Elgee Rehafeld Alaska's CPA Firm to audit the MMG28307 grant. Finance was also notified by Altmon, Rogers & Company to begin collecting test work for the annual audit. Notice has also been given by Alaska Department of Education & Early Development to provide information on the closeout of the school bond.

We continue the process of cleaning up the office files. Part of this cleanup was to review the sales tax exemption cards and the resale exemption cards and resend cards to several of the businesses.

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
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MEMORANDUM

Date: 7/23/18
To: Tod Larson, City Manager
From: Braden Tinker, Fire Coordinator
Subject: Monthly Staff Report

EMS Calls - 28

- Abdominal Pain-2
- Altered Mental-1
- Back Pain-1
- Breathing Problem-3
- Chest Pain-1
- Choking-1
- Fall Victim-5
- Medical Transports-3
- Other-5
- Seizure-2
- Sick-1
- Traumatic Injury-3
- Unconscious-1

Fire Calls - 6, 22.7 hours

- Man on KDLG Tower
- Truck Roll Over
- Van Fire in Harbor
- Steam bath fire
- Vehicle fire Wood River
- False Alarm KNK HSP

On-Going Projects

- Pump Testing(Fall Time)
- Station Clean-up
- Retention & Recruitment
- Fall AFG Grant(Communications Upgrade)

City of Dillingham Page 1 of 1
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Mayor
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MEMORANDUM

Date: July 24, 2018
To: Tod Larson, City Manager
From: Sonja Marx, Librarian
Subject: Monthly Staff Report for May, June & July

This report represents three very busy months at the library. The librarian was on vacation May 29th when the staff report was due for the council packet and unable to calculate the numbers for the stats that month. Then there was not a council meeting for June...so we have some nice numbers to show through July for another exciting summer at the library. We have had many visitors, fishermen and cannery workers using the library, along with all the children coming for the special Summer Reading Program events. The Sam Fox Museum visits have also increased as many have enjoyed the exhibits, including board members from the Rasmuson Foundation.

The Summer Reading Program has rocked! The theme this year is "Libraries Rock". Angelica Marx is leading the 3-6 year old group and Joan Reynolds works with the 7-11 year olds each Wednesday from 10:30 am to 12 noon starting June 20th to August 9th. Joan is also leading the teen group ages 12 and up each Thursday from 5 to 6:30 pm. A bonus to the program this summer was the Togiak National Wild Refuge bringing in three artists from the Lower 48 to work with the youth in theater and in art.

Nicole Ito was hired as the Seasonal Library Assistant for the summer & Lotus Becker, the youth intern working as the Library Aide/Clerk. So thankful for these two BBEDC positions during the busy summer season. Couldn't have done it without them!

Library Stat report for April 30th – July 21st, 2018:

Patron Visits: 7,065 Computer Use: 1,876 Wireless Use: 1,922
Story Hour: 54 Other Visits (including Students): 377 Museum Use: 365
Movies Shown: 8 AWE Station Use: 114 Volunteer hours logged: 15.75

The Library was closed Wednesday, July 4th for Independence Day

LAB meeting to be scheduled in August before school starts

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: August 2, 2018
To: Tod Larson, City Manager
From: Cynthia Rogers, Planning Director
Subject: Monthly Staff Report – July 2018

Planning Commission

The Commission last met on March 28th. The next meeting is tentatively scheduled for August 29th.

Permitting

- Land Use Permits – One new application was received; four more are pending payment.
- Encroachment Permits – No new applications were received.
- Burial Permits – One burial permit was issued this month.

Capital Projects

An FY19 CIP Priorities progress report for July was submitted for the July 16 City Council Meeting. Resolution 2018-11 approved funds for the engineering and design phase of several projects. RFP development and identification of funding is ongoing.

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements - Elite Mechanical and JJC Enterprises (subcontractor). The meters, manholes, conduit and related equipment were all installed and tested earlier this year. The Honeywell controller which collects and records the flow data is expected to be installed by the end of August. The project total is \$1,144,523.54 and is nearing completion.

ITB 2017-12 Dillingham Water Systems Improvements – This project was for improvements of the Dillingham domestic water system by connecting our new wells to the water treatment plant and updating the electronic systems that regulate water production. CRW Engineering, produced a corrective action plan for the contractor to implement. Inspections will be ongoing. The project total is \$765,934 and was expected to be completed in March 2018.

ITB 2017-13 Landfill Cell 3, Phase 1 – This phased project expanded the Landfill Cell 3, allowing expansion as funds permit. A substantial completion inspection was performed by Bristol Engineering on July 13. JJC Enterprises, LLC was provided a punch list of items needed prior to final acceptance. The project total is \$214,205 and began on March 19, 2018.

Requests for Proposal

- RFP 2018-01 for FY19 Aggregate is recommended for award to JJC Enterprises, LLC.
- RFP 2018-02 for FY19 Heavy Equipment, did not result in any bids, despite delaying the bid close date to July 19. Recommending direct negotiation with vendors as needs emerge.
- RFP 2018-03 for DPS Clean Agent Fire Suppression System, will close on July 26 at 4:00 PM.
- RFP 2018-04 for FY19 Petroleum and Propane Fuels, will close on August 9 at 4:00 PM.

City of Dillingham

Page 1 of 1

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
Tod Larson



Dillingham City Council
Chris Napoli
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: July 24, 2018
To: City Manager Tod Larson
From: Chief Dan Pasquariello
Subject: Public Safety August 2018 council report

Reporting period 6-01-18 to 7-23-18

Police:

- ❖ 585 Calls for service
- ❖ 37 Persons arrested
- ❖ 63 Title 47/Protective custody
- ❖ 22 Citations issued
- ❖ 83 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	20
Violation release/probation conditions	15
Criminal mischiefs	9
Vehicle accidents	7
Suicide threats	5
Sex offense	4
DUI	4
Traffic offenses	4
Thefts	3
Trespass	3
Harassment	3
Indecent exposure	2
Death investigations	2
Minor consuming	1

One of our long-time officers broke his hand while on duty and has been on light duty most of the summer. This officer was training one of our recently hired officers, but now that task has been taken over by the Chief.

Our other recently hired police officer is currently at the Police academy at UAF Fairbanks.

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.

Despite being short two officers (*injury/academy*) the rest of the patrol divisions has been working extremely hard to keep up with the increased summer-time demand for police service.

We still have one vacant officer position. Two persons currently attending the UAF police academy have applied and we will hopefully be able to fill our last position by the academy's end.

Corrections:

- ❖ 53 Total Inmates
- ❖ 63 Title 47/Protective custody

Dispatch:

- ❖ 724 Calls for service
- ❖ 81% Dispatched to Dillingham Police
- ❖ 8% Dispatched to Alaska State Troopers
- ❖ 8% Dispatched to EMS/Fire
- ❖ 3% Dispatched to Animal Control

The community camera down-sizing project has been completed. This smaller system (*police station/boat harbor*) will now be less expensive for the City to maintain.

We have one vacancy in the dispatch division.

Animal Control:

- ❖ 6 Animals impounded (*dogs*)
- ❖ 3 animals returned to owners
- ❖ 1 dog surrendered to shelter
- ❖ 1 dog adopted from shelter
- ❖ 1 compassionate euthanasia
- ❖ 26 Rabies/parvo shots given
- ❖ 1 porcupine captured in an apartment stairwell

DMV:

- ❖ 237 Registrations/Titles
- ❖ 131 Boat registrations
- ❖ 235 Driver's License/IDs
- ❖ 7 CDLs
- ❖ 16 Road tests
- ❖ 85 Written tests

As always, the DMV was extremely busy during the summer season.

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: 7-23-2018
To: Tod Larson, City Manager
From: Jean Barrett Public Works and Port Director
Subject: Monthly Staff Report

So much to report on during the 2 month hiatus we have had during the summer months, where do I start...

Dock

- No numbers yet, BUT as of last Friday, July 20th we had surpassed last year's total number of containers over the dock and there are maybe another week of reds and then Pinks and silvers.
- We have had a few small issues with the equipment at the dock, most of which is a quick fix, we did however blow a turbo on the 1050 Hyster and that took 5 days to get it delivered from Indiana; we are back up and running at the time of this report.
- It has become very apparent that we need to think seriously about working on a deal to trade in the Hyster 800 for an upgrade to another 1050, the industry standard for fish leaving our dock is 40 foot freezer containers, last year's incident of the 800 tipping up on its nose is all too fresh in my mind. Another 1050 would be a nice upgrade to our fleet along with another top handler for container movement.
- Unfortunately we have lost one of our employees at the dock, as of the 3rd of August Mathew Johnson will be moving on, this hits especially hard since he is our only crane operator. We are working on setting up training for another operator and covering bases for the rest of this season, we will be ok!

Harbor

- Things at the harbor never seemed to slow down this season, until now and we still have 100 or more boats on hand, we usually have several days that there is no one in the harbor other than a few each tide and then back out, this season our lowest boat count was 14. We have sold well over 350 seasonal stickers and many, many transient passes. With the large number of East side fishermen over here due to the run numbers we had a busy summer, I feel confident that we caught almost all that spent time in the harbor.

- The equipment at the harbor has held up well this season, we had a small glitch with the ice machine but nothing that has shut us down or slowed up our delivery and sales. We did have a problem with the crane and its controls, we had to wait a little longer than expected for the parts to come back, this was also only a small issue.
- We had new stairs built on the ice machine, what an amazing difference this has made, I have been wanting this done for several years but didn't have the time, the Buildings and Grounds crew did a great job getting this done.
- The crew and I have been working on restoring and moving the Fisherman's memorial, some may not think this is an important thing for us to be doing during work hours but I think that it is, we need to preserve what we have and this is just a small part of it, the memorial is 20 years old or so and needed a face lift. Look for it in its new home up on the campground / picnic area in the next week or so.

Public Works

- There have been few snags this summer at public works, things are going along nicely for the most part,
- We have had a changeover in the Water / Waste Water department over the past week, Darrel Tilden has returned to the department and I hope to have him take the reins of this portion of public works and make it his to run, he is more than capable. As of Monday, July 23, moved Brooks Stevenson into the vacant Water / Waste Water operator I position, He has been working in the harbor department and done a great job, I look forward to working with Brooks in this new position
- The water wells areas were cleaned up; that was part of the Water improvement project done over the later fall / early winter. Premier along with Bennett Enterprise of Dillingham did a great job cleaning up the areas around them up to standards after the mess they were left in last winter.
- We have had some issues at the landfill with our equipment. This is due to older equipment and lack of maintenance over the past several years. I hope to get ALL of the City equipment on a rotating schedule so we can keep ahead of the repairs, this will be something I work on in the fall!
- The decision to move the fish waste container to across from the main office at the landfill has worked out as I had expected, we have had no waste dumped out on the ground to attract the bears and no abuse of the container has taken place.
- Building and grounds replaced the broken window at City hall earlier this month. It looks so much better when someone first enters the building. The interior stairwell painting that was started several years ago will also be completed. This is part of the plan to keep what we have nice and presentable.

This is the summer in a small nutshell, overall things are going well... just a few small speedbumps along the way

Jean
Public Works / Port Director

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date:

To: Tod Larson, City Manager

From: Ida Noonkesser, Director

Subject: Monthly Staff Report

During the month of May and June, the Senior Center served 1152 congregate meals to 111 individuals, 961 home delivered meals to 60 individuals, gave 777 assisted rides to 48 individuals and 657 unassisted rides to 59 individuals.

We had seven new renters in the months of May and June.

Elaine Phillips held an art painting class in the month of May and June. It was free for the elder's that lived in the Senior Apartments. It turned out the elders enjoyed painting.

Ester Ilutsik came to the Senior Center and had a Cultural Wellness with the elders. Everyone sat down in a circle and shared their culture and told stories.

I got my First Aide/CPR train with HOPE Cottage May.

Our next Advisory Board meeting will be August 8, 2018.

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, May 21, 2018, in the City Council Chambers, Dillingham, AK. Paul Liedberg called the meeting to order at 5:43 p.m.

2. ROLL CALL

Committee Members present:

Andy Anderson	Tod Larson	Mayor Ruby
Anita Fuller	Paul Liedberg	Curt Armstrong

3. APPROVAL OF MINUTES

- a. Minutes of March 19, 2018

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to approve the minutes of March 19, 2018.

VOTE: The motion passed unanimously.

4. APPROVAL OF AGENDA

MOTION: Andy Anderson moved and Alice Ruby seconded the motion to approve the agenda.

VOTE: The motion passed unanimously.

5. STAFF REPORTS

The schedule for bringing quarterly financial statements to review was discussed. It was noted that the sales tax reports always have a 30 day lag due to vendor reporting timelines. The goal is to provide council with the most up-to-date financial picture as possible allowing for normal financial operations. Prior year data will be gathered using the same reporting timeframe, to achieve a true year-to-year comparison. The finance department will look into end of fiscal year sales tax reporting methods.

Follow up:

A request for information regarding personal/real property tax revenue; when does the city receive and how is it recorded? Is it possible to have numbers before the annual audit comes out?

6. UNFINISHED BUSINESS

There was no unfinished business.

7. NEW BUSINESS

- a. Review Financial Report 3/31/2018

Discussion:

- Big discrepancies to prior year, unusual changes anything that might look odd are defined;
- Expense differences are important to explain;
- Timely reports are essential;
- Address overall condition of the budget;

State Jail funding is lower, timing of payment not arrived yet. Admin overhead is more than last year. The variation in the water revenue will be explored. Senior Center contribution schedule to be investigated. State reimbursements are behind compared to last year. Streets are over budget, other line items will be assessed for available funds to transfer. Dock and water are both over budget well. These variances will be investigated and addressed in the next council packet. AML/JIA has been contacted regarding the dock damage and are hopeful for a reimbursement. Senior van grant has been closed out.

b. June 7, 2018 Workshop Preparation

Complete budget including department narrative information to be provided. Comparisons to last year could be included. Investments to infrastructure projects to be addressed; i.e. wells, and aeration. Report on major budget highlights, personnel, equipment etc. in an executive summary. A cover memo with bullets would suffice for the workshop. City Manager will do the workshop presentation, to include the cover letter, colored summary, dept. narratives, and the budget.

8. PUBLIC/COMMITTEE COMMENT(S)

The committee work done on marijuana tax was left with 6% city sales tax application only. There are several retail location applications in process, and one cultivation application in the works. Feedback received so far is positive for taxing more than the 6%. Increase in sales tax might require a ballot initiative.

9. ADJOURNMENT

The meeting adjourned at 7:11 p.m.



Paul Liedberg, Chair

ATTEST:



Lori Goodell, City Clerk

Approved: 6/18/18

July 24, 2018

City of Dillingham,

I am emailing on behalf of BBNC subsidiary Bristol Alliance Fuels (BAF) which owns the tank farm adjacent to Scandinavian Slough and across from the small boat harbor. The City of Dillingham owns a small sliver of property along the west bank of Scandinavian Slough directly adjacent to the tank farm (See attached as-built). This parcel was quitclaimed to the City in 1999 by the US Corps of Engineers (see attached quitclaim deed – tract 101). The parcel when originally quitclaimed was 2.52 acres. It is present day much smaller as the vast majority of the parcel has eroded into the creek (see attached aerial imagery). At present, we estimate that the City parcel is significantly less than an acre.

BAF is beginning a process of developing its uplands to further utilize it as a boat haul-out and storage yard and as erosion control to protect the integrity of the tank farm. We believe this will provide a significant benefit to the community in addition to an economic benefit to our shareholders.

It would be helpful to our efforts if we could eliminate the title uncertainty caused by the mostly non-existent tract 101. BBNC would like to begin a discussion with the City about the possibility of BAF acquiring this tract through a quitclaim deed from the City.

We would appreciate an opportunity to discuss this with the City.

Regards,



Daniel L. Cheyette
Vice President, Lands and Natural Resources
Bristol Bay Native Corporation
111 W 16th Avenue, Suite 400
Anchorage, AK 99501
Phone: 907.278.3602
Direct: 907.265.7855
Fax: 907.276.3924
www.bbnc.net



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QUITCLAIM DEED

DILLINGHAM SMALL BOAT BASIN
DILLINGHAM, ALASKA

THIS DEED, made this 14th day of June, 1999, by and between the UNITED STATES OF AMERICA, acting by and through the Secretary of the Army, whose address is U.S. Army Engineer District, Alaska, ATTN: Real Estate Division, P.O. Box 898, Anchorage, Alaska 99506-0898; under authority of the Act of Congress approved July 3, 1958, (Public Law 85-500, Section 101, Rivers and Harbors Act of 1958); hereinafter called the Grantor, and the CITY OF DILLINGHAM, ALASKA, whose address is P.O. Box 889, Dillingham, Alaska 99576-0889, hereinafter called the Grantee.

WITNESSETH THAT:

WHEREAS, pursuant to Resolution adopted November 2, 1959, by the Dillingham Public Utility District No. 1 (now the City of Dillingham), the United States of America acquired a fee simple estate in certain lands required for initial construction of the Dillingham Harbor Improvement Project by Quitclaim Deed dated April 15, 1960, recorded in Volume XI, pages 157 and 158; and Quitclaim Deed dated May 3, 1960, recorded in Volume XI, pages 163 and 164; records of the Bristol Bay Recording District; and

WHEREAS, it is in the best interest of both parties hereto that the Grantor convey and transfer its right, title and interest in and to the hereinafter described lands to the Grantee in order that the Grantee may have all necessary interest in the lands for its use and operation of the harbor improvement works;

NOW, THEREFORE, in consideration of the mutual benefit derived therefrom and of the benefits which shall accrue to the public, the Grantor does hereby remise, release and forever quitclaim unto the said Grantee, its successors and assigns, all its right, title and interest in and to the following described real property situated in the City of Dillingham, Third Judicial District, State of Alaska, to wit:

Tract No. 100

All of U.S. Survey No. 2874, located within Township 13 South, Range 55 West, Seward Meridian, Bristol Bay Recording District, Third Judicial District, State of Alaska.

Containing 23.47 acres, more or less.

Tract No. 101

A parcel of land located within U.S. Survey No. 2877, Township 13 South,

Range 55 West, Seward Meridian, Bristol Bay Recording District, Third Judicial District, State of Alaska, said parcel being more particularly described as follows:

Commencing at M.C. No. 4 of U.S. Survey No. 2877;
thence North 86°43' East 77.22 feet along meander course No. 13 of said Survey;
thence North 49°44' East 16.00 feet, more or less, along meander course No. 12 of said Survey to a point on the mean high water line of Scandinavian Slough, being the True Point of Beginning for this description;
thence North 7°15' West 98.00 feet;
thence North 22°38' East 239.00 feet;
thence North 7°15' West 540.00 feet;
thence North 23°50' West 760.00 feet, more or less, to a point which bears North 20°08' West 62.00 feet and South 82°36' West 25.00 feet from the southerly terminus of meander course No. 4 of said Survey;
thence North 82°36' East 25.00 feet, more or less, to a point on the mean high water line of Scandinavian Slough;
thence tracing such mean high water line southerly 1,746.00 feet, more or less, to the True Point of Beginning.

Containing 2.52 acres, more or less.

SUBJECT TO valid existing rights, reservations, easements and use restrictions of record or as now located over and across the above described lands.

FURTHER SUBJECT TO License No. DACW85-3-99-19 granted to the State of Alaska, Department of Military and Veterans Affairs, to use and occupy certain land and improvements located on Tract No. 100, containing 30,800 square feet, for a 5-year term ending March 31, 2004.

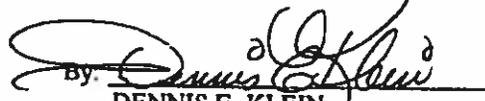
THIS conveyance is not subject to Title 10, United States Code, Section 2662, as amended.

TO HAVE AND TO HOLD the said premises, unto the City of Dillingham, Alaska, its successors and assigns, forever, with all appurtenances thereunto belonging.

IN WITNESS WHEREOF, I have hereunto set my hand at the direction of the Secretary of the Army, this 14th day of June, 1999.

Return to:
City of Dillingham
PO Box 889
Dillingham, AK 99576

FOR THE SECRETARY OF THE ARMY:

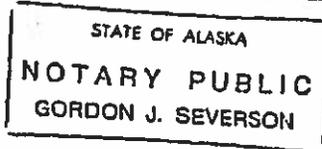
By: 
DENNIS E. KLEIN
Chief, Real Estate Division
U.S. Army Engineer District, Alaska

ACKNOWLEDGEMENTS

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

ON THIS 14th day of June, 1999, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared Dennis E. Klein, known to me to be the identical person who executed the foregoing instrument, and he acknowledged to me that he executed the same with full authority so to do, for the uses and purposes therein mentioned.

WITNESS my hand and official seal.



Gordon J. Severson
Notary Public in and for the State of Alaska
My Commission Expires June 3, 2001

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

ON THIS 21 day of June, 1999, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared CHRIS HELMICK City Manager, acting for and on behalf of the City of Dillingham, who did depose and say:

THE FOREGOING instrument is also executed and accepted by the City of Dillingham and its seal hereunto affixed.

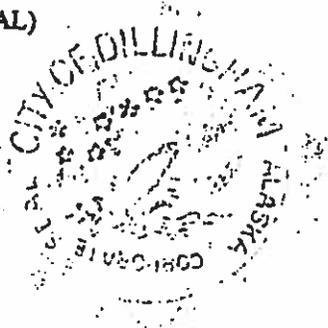
ATTEST:

CITY OF DILLINGHAM, ALASKA

Dorothy B. Brownell
City Clerk

By: Chris Helmick
City Manager

(SEAL)



Dorothy B. Brownell
Notary Public in and for the State of Alaska
My Commission Expires: 1-31-2002



DEPARTMENT OF THE ARMY
OFFICE OF THE ALASKA DISTRICT ENGINEER
PACIFIC OCEAN DIVISION

REAL ESTATE
DILLINGHAM SMALL BOAT BASIN
TRACTS 100 & 101

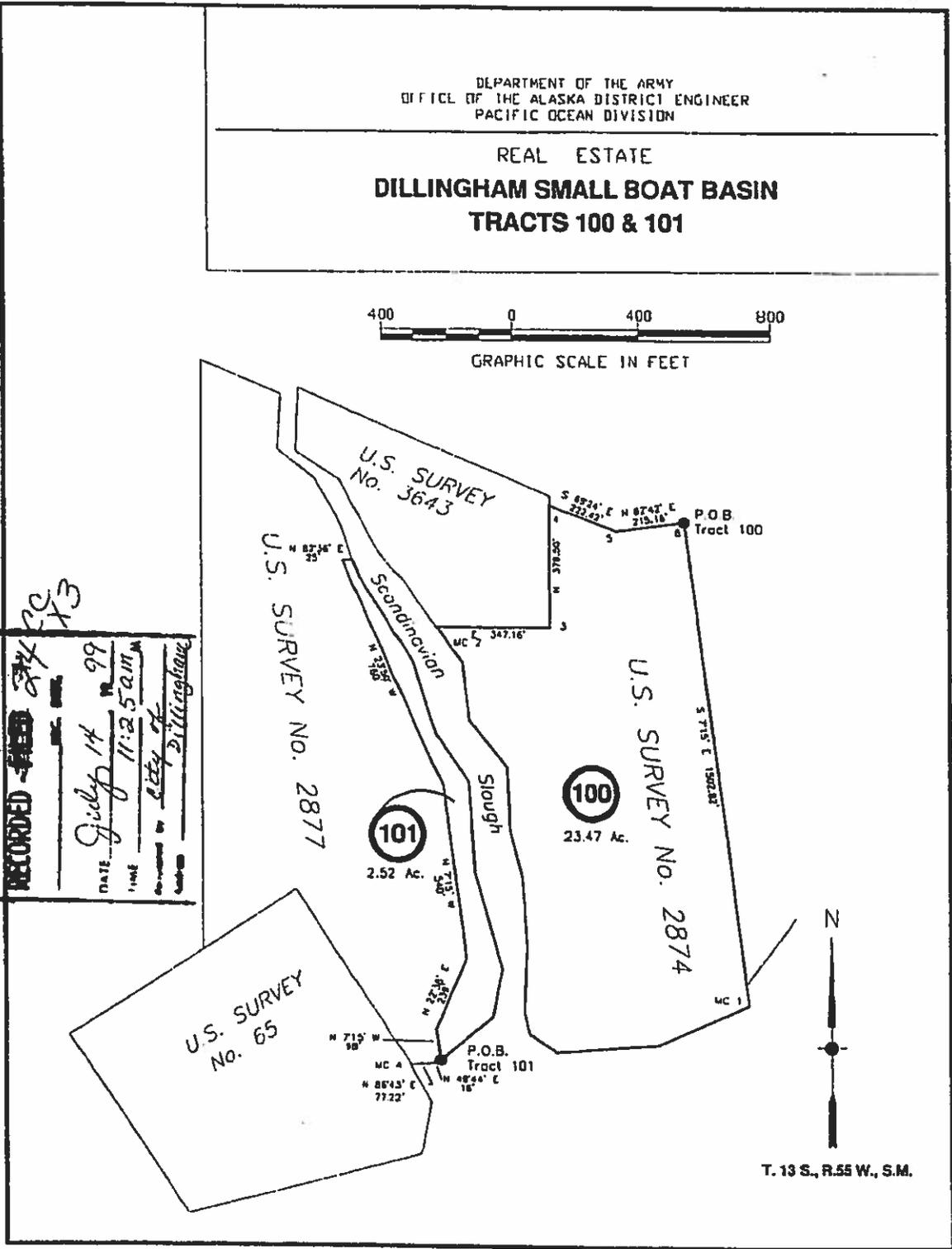


GRAPHIC SCALE IN FEET

67
179

RECORDED 274
INDEXED 274
INDEXED 274

DATE July 14 1999
BY 11:25 AM
BY City of Dillingham



Dillingham Municipal Code

5.30.010 City rights and powers.

- A. The city may sell, exchange, grant, dedicate, donate or otherwise dispose of city real property by any lawful means, as long as it follows the requirements of this title.
- B. The city may dispose of real property when the city council finds that it is no longer needed for municipal purposes or the conveyance will promote a public purpose. The disposal ordinance which approves the disposal will include a statement of finding.
- C. All disposals will be conducted in a fair and impartial manner. The city will have and may exercise all rights and powers in the disposal of real property as if the city were a private person.
- D. Any document which is required to carry out the land decisions of the city council will be signed by the mayor, and attested by the city clerk or notarized. Whenever possible, the form of conveyance will be reviewed by the city attorney.
- E. The city manager will furnish the city council with a summary which describes land title, the current city land inventory, and any anticipated problems which may occur in disposing the property. (Ord. 94-16 (part), 1995.)

5.30.020 Procedures.

- A. All disposals will be by ordinance. The ordinance will include:
1. Finding. A finding that the property is no longer needed for municipal purposes. If the property is being disposed at less than the appraised value, the reasons will be included in the finding.
 2. Statement of Facts. A statement of facts which supports the finding.
 3. Property Description. A legal description of the property.
 4. Purpose or Type of Disposal. A description of the type of disposal (for example public, or economic development).
 5. Method of Disposal. A description of the method of disposal (for example, auction, lottery, negotiated sale or donation).
 6. Property Value. A description of the appraised property value and how it is determined (for example, appraisal or a letter of opinion).
 7. Public Notice. A description of the time, place and specific steps which will be followed to conduct the disposal.
- B. The city council will describe the appraised value of property in the ordinance for the disposal. The value of the property will be appraised value as determined by an appraisal or a letter of opinion prepared by a qualified appraiser or assessor. The appraisal will have been made within one hundred eighty days prior to council action. (Ord. 94-16 (part), 1995.)

5.30.030 Public notice.

A. At least thirty days is required between the time a disposal ordinance is introduced and the time that it is finally adopted by the city council. Once an ordinance is introduced, it will be posted at those places outlined in municipal code for thirty days and may serve as the only public notice of disposal. (Ord. 94-16 (part), 1995.)

5.30.040 Method of disposal.

The city may dispose of municipal land using one of the following methods:

A. Sealed bid auction, with the property being sold to the qualified bidder who submits the highest sealed bid by the date and time specified in the notice and according to instructions to bidders. The minimum bid shall be the appraised value of the property as described in Section 5.30.020B, unless otherwise provided for in this title;

B. Public outcry auction, with the property being sold at a public auction to the qualified bidder who makes the highest bid. The minimum bid shall be the appraised market value of the property as determined in Section 5.30.020B, unless otherwise provided for in this title;

C. Negotiated sale or exchange. City land may be sold or exchanged by negotiation to a selected buyer or grantee if the city council determines that the sale or exchange is needed to protect or promote the public interest and the buyer or grantee has been selected without unfair discrimination among similarly situated persons;

D. Grant or donation. The city council may grant or dedicate real property to a municipality, state or federal entity, nonprofit corporation or association, or a Native village council, without a public sale and for consideration agreed upon between the city and the grantee if the city council finds that the grant or dedication is beneficial to the public. (Ord. 94-16 (part), 1995.)

5.30.080 Types of disposals.

The disposals described in this section can be authorized by the city council for less than the appraised value of the real property and may be exempted by the city council from the disposal methods described in Section 5.30.040 A through C. The ordinance which authorizes the disposal must comply with all other sections of this title.

A. Disposal for Public Purposes. The city council may dispose of real property to a municipality, state or federal entity, nonprofit corporation or association, or a Native village council, when the disposal is for a public purpose. This type of disposal is required to follow these requirements:

1. A finding that the disposal to the entity promotes a public purpose and a statement of facts supporting the finding;
2. A condition that the title may revert to the municipality in the event that the property is no longer used for the public purpose justifying the disposal; and
3. A waiver from the Native village council from any immunity from suit for the purpose of enforcing the reversion provision, if the disposal is to a Native village council.

B. Disposal for Economic Development. The city council may dispose of real property or an interest in real property to any person or entity to promote local trade or industry. The following requirements must be included in the non-code ordinance:

1. A finding that the property or interest in property being disposed of will be used to further local trade or industry; and
2. A condition that title will revert to the municipality in the event that the property is no longer used for the local trade or industry justifying the disposal.

C. Disposal to Settle Claims of Equitable Interest. The city may convey property to a person or entity who has a valid claim of equitable interest in the property or in a substantial improvement located upon the property.

D. Miscellaneous Disposals. The city council may settle disputed claims or litigation by authorizing disposal of real property or an interest in real property. (Ord. 94-16 (part), 1995.)

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2018-12

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO AWARD AN ENGINEERING CONTRACT FOR THE DESIGN PHASE OF THE WASTEWATER SYSTEM UPGRADES AND LANDFILL GROUNDWATER MONITORING WELLS

WHEREAS, the Dillingham City Council approved the 2018-2023 capital improvement plan and adopted the FY19 legislative priority list in Resolution 2017-46; and

WHEREAS, the Dillingham City Council approved the City Manager moving forward to identify funding and issue RFP's per the FY2019 Legislative Priorities List in Resolution 2018-08; and

WHEREAS, the Dillingham City Council approved funds for the completion of engineering and design work for CIP projects in Resolution 2018-11; and

WHEREAS, the FY19 Capital Improvement Project Priorities & Funding Options Report provided to the Dillingham City Council on June 7, 2018, provides that Priority #1 – Wastewater System Upgrades, Aeration, and Priority #3 – Landfill Groundwater Monitoring Wells, pose the risk of regulatory action including fines; and

WHEREAS, CIP Priority #1 and Priority #3 require an accelerated design, permitting, bid, and build project timeline set for completion in 2019; and

WHEREAS, Dillingham Municipal Code (DMC) 4.30.130, Exemptions, Section B, allows exemptions to the purchasing restrictions if the City Council determines that the public interest would be best served by waiving the procedures, and that such determination must be made in the form of a resolution adopted prior to the proposed action; and

WHEREAS, The City of Dillingham has an active contract with Bristol Engineering Service Company LLC (Bristol) for engineering, design, and permitting services; and

WHEREAS, Bristol offers the City of Dillingham significant historical, technical and permitting knowledge and expertise (of the City of Dillingham's wastewater and landfill systems) required to respond to the City's accelerated timeline for engineering and design services;

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council, authorizes the City Manager to contract with Bristol Engineering Service Company LLC, and issue a Notice to Proceed on the design phase of CIP Priority #1 – Wastewater System Upgrades, Aeration, and Priority #3 – Landfill Groundwater Monitoring Wells.

BE IT FURTHER RESOLVED that:

1. The Dillingham City Council waives the purchasing restrictions as stated above; and

- 2. The City Council authorizes the City Manager to issue a Notice to Proceed for Engineering, Design, Permitting, Project Management, and Bidding Services as proposed in the attached Bristol documents.

PASSED and ADOPTED by the Dillingham City Council on August 2, 2018.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

City of Dillingham Information Memorandum

Agenda of: August 2, 2018

Attachment to:

Ordinance No. _____ / Resolution No. 2018-12

Subject:

Award Engineering Contract for the Design Phase of the Wastewater System Upgrades and Landfill Groundwater Monitoring Wells

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The City Council has approved the 2018-2023 CIP and directed the City Manager to move forward on capital improvement projects. Emphasis is priority on projects that will address health and safety and compliance issues with DEC. The wastewater and landfill projects are time sensitive as well as having a high risk assessment.

Bristol Engineering Service Company LLC has historical knowledge of Dillingham projects and the expertise to complete the design documents timely so the construction phase can start as funding is secured.

Attachment to:
Ordinance No. _____ / Resolution No. 2018-12 _____

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: August 2, 2018

CIP Projects #1 Water System Upgrade and #3 Landfill Ground Water projects engineering portion.

ORIGINATOR: Cynthia Rogers

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$97,500 Budget Approved		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT		Project	
2100 7060 30 61 0000 0	\$67,500	CIP #1 & #3	
2200 7060 30 81 0000 0	\$30,000		
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 7/27/2018	

EXPENDITURES

OPERATING	FY19			
Contract Services	\$ 97,500.00			
TOTAL OPERATING	\$ 97,500.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General & Special Rev. Funds				
State/Federal Funds				
Capital Project	97,500.00			
Other				
TOTAL FUNDING	\$ 97,500	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

ANALYSIS: (Attach a separate page if necessary)

See Resolution 2018-12

PREPARED BY: Anita Fuller AF July 27, 2018

DEPARTMENT: Finance

APPROVED BY: [Signature]

July 20, 2018

Tod Larson
City Manager
PO Box 889
Dillingham, AK 99576

Subject: Dillingham Lagoon Upgrades

Dear Mr. Larson;

This letter is the Bristol Engineering Service Company LLC (Bristol) proposal for engineering services for the design and permitting associated with upgrading treatment processes at the existing Dillingham Wastewater Treatment Plant and Lagoon. The new treatment processes include and upgraded aeration system and a winter holding cell for wastewater holding tank pumpings.

1.0 BACKGROUND INFORMATION

The Dillingham lagoon was originally constructed in 1989. The lagoon was designed as an unlined, two cell, partially mixed, aerated lagoon. Although both cells were designed to be aerated, the lagoon has always operated with aeration in only the first cell. The lagoon system also includes a septage treatment system (with storage tanks, coagulant addition, and geo-tube disposal) which operates in the summer months.

Since original lagoon construction, the City has completed several maintenance activities. However, one of the maintenance activities appears to have resulted in damage to the aeration system. This has had a serious impact on the ability of the lagoon to meet permit requirements. Upgrades and repairs of the lagoon aeration system are needed to maintain treatment objectives and ensure that the discharge meets safe water quality standards and permit requirements.

This proposal includes the following considerations:

- The construction and installation process must not disrupt the operations of the existing system.
- The new system must operate effectively in cold climates, without icing issues.
- The new system must allow ongoing, easy maintenance, without disrupting the operations of the system.
- The upgrades must utilize as much of the existing system, including blowers, as possible.
- The new system should be cost effective to maintain and operate.

Based on these criteria, a removable, submersible aeration system and a floating aeration system will be considered.

In addition to replacing the aeration system of the lagoon, a winter solution for wastewater pumping is also needed to allow the operators to manage the winter loadings from occasional pumping of household wastewater holding tanks. Winter holding tank pumping is estimated at approximately 1 pumping a week for 40 weeks (40,000 gallons). A winter storage cell would allow the operators to meter the holding tank wastewater into the lagoon during summer operations. Pre-treatment would also be possible. As noted above, septic tank septage is typically pumped in the summer months and has a separate treatment system currently installed at the lagoon.

2.0 SCOPE

The project scope will provide construction drawings for the needed aeration and winter wastewater holding cell upgrades to the Dillingham Lagoon system.

2.1 TASK 1: GENERAL PROJECT MANAGEMENT SERVICES

This task includes general project management and coordination meetings with the City.

2.2 TASK 2: RECOMMEND TREATMENT ALTERNATIVE

This task will confirm the status of existing mechanical components (motors and blowers) that will be crucial for the aeration system design. An EDC Mechanical Engineer (Kevin Hansen), will accompany Bristol on an initial site visit to inspect existing mechanical equipment to ensure that the potential treatment alternatives are compatible with the existing equipment.

Following the initial inspection a coordination meeting will be held with the Alaska Department of Environmental Conservation (DEC) wastewater representatives to discuss regulatory approval and permitting ramifications of the potential treatment alternatives.

A memo to the City will be provided outlining the recommended treatment alternative and the basis for selection. An optional onsite meeting to discuss the recommended alternative with City representatives is also included.

2.3 TASK 3: DESIGN

The design phase will commence after receiving comments from the City on the recommended treatment alternative. This task consists of design development and regulatory approval for construction of the recommended alternative and consists of the following phases:

- 65% Submittal
 - Response to Comments
- 95% Submittal including Specifications
 - Submittal to DEC requesting Construction Approval
 - Response to Comments
- Final Construction Submittal

3.0 ASSUMPTIONS

The following assumptions were made in developing the scope for this project:

- The existing motors and blowers (installed in 2017) will be suitable for continued use.
- The existing electrical control systems will be suitable for continued use.
- The valving for the air manifold is not operable and will need to be replaced.
- The condition of subsurface air piping outside the Blower Building is unknown and is assumed to need replacement. It is assumed that the piping and the main valving will need to be replaced.
- Existing aeration system will be abandoned in place and can be removed with the next lagoon cleaning.
- The pumps utilized in the septage treatment system will also be available for use to transfer wastewater from the winter wastewater storage cell.
- The City has not completed an engineering study of a future replacement lagoon system. However, opportunities to reuse components in a future lagoon replacement will be considered.
- The area (approximately 30 feet by 30 feet) designated for the winter holding cell has subsurface conditions that are similar in nature to the adjacent lagoon area. The winter holding cell will be placed as close to the septage tube treatment system as feasible.
- The winter holding cell is over 100 feet from surface water, based on recent coastline estimates.

4.0 SCHEDULE

The following is the proposed schedule for this project.

TASK	DATE
Notice to Proceed	August 3, 2018
Memo to the City: Recommended Treatment Alternative	September 7, 2018
65% Draft Submittal	October 19, 2018
95% Draft Submittal and DEC Submittal	November 16, 2018
Final Construction Drawings	December 28, 2018

5.0 DELIVERABLES

The following deliverables will be provided:

- Memo: Recommended Treatment Alternative
- 65% Submittal Drawings, pdf via email
- 95% Submittal Drawings, pdf via email,
 - 95% Specifications, pdf via email
 - DEC submittal requesting Construction Approval, 1 bound copy to DEC, pdf via email
- Final 100 % Construction Drawings, 4 bound copies, pdf via email
 - Final 100% Specifications, 4 bound copies, pdf via email

6.0 FEE

We propose to furnish the above-described services on a time and expense, not to exceed (T&E) basis. At this time we recommend budgeting **\$89,891** for this effort. We will keep you apprised when we come to 80 percent expenditure of this amount so that we can further discuss our scope of work and any necessary revisions to the budget. Bristol has provided an itemized fee as part of this proposal included as Attachment A.

Any work completed as part of this project, beyond the scope of services outlined in this proposal, will be invoiced on a time and expense basis using rates listed in our current Schedule of Charges, see Attachment B.

If you have any questions please feel free to contact me.

Very Respectfully Yours,



Vanessa Wike, P.E.
Senior Civil Engineer

cc. Isaac Pearson, P.E. BESC PM, John Brees, P.E. BESC GM

Attachments:

- Attachment A – Fee Proposal
- Attachment B – Schedule of Charges