



Alice Ruby, **Mayor**

**Council Members**

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

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

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

<b>SPECIAL MEETING</b>	<b>12:15 P.M.</b>	<b>NOVEMBER 7, 2017</b>
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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**
- 5. SPECIAL BUSINESS**
  - Adopt Resolution No. 2017-46; A Resolution of the Dillingham Council Approving the 2018-2023 Capital Improvement Plan and the FY2019 Legislative Priorities List ..... page 3
  - Adopt Resolution No. 2017-47; A Resolution of the Dillingham Council Appointing an Alternate Community Representative to the BBEDC Board of Directors .. page 5
  - Action Memorandum No. 2017-17, Authorize the City Manager to enter into a contract with JJC Enterprises for Construction of the Landfill Cell 3 Expansion, Phase 1A ..... page 7
  - Standing Committee Appointments.....page 17
- 6. CITIZEN'S DISCUSSION (Open to the Public)**
- 7. COUNCIL COMMENTS**
- 8. MAYOR'S COMMENTS**
- 9. ADJOURNMENT**



CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2017-46**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE AMMENDMENT OF THE 2018-2023 CAPITAL IMPROVEMENT PLAN AND THE FY2019 LEGISLATIVE PRIORITIES LIST**

WHEREAS, Dillingham Municipal Code 2.68.160 requires that the Dillingham Planning Commission prepare and recommend to the City Council an annual update of a six year capital improvements plan; and

WHEREAS, the Planning Commission adopted Resolution No. 2017-06 on October 25, 2017 recommending the 2017 update of the Six Year Capital Improvement Plan 2018-2023; and

WHEREAS, the City Council adopted Resolution No. 2016-55 on October 6, 2016 approving the 2017-2022 CIP and the FY2018 legislative priorities; and

WHEREAS, it is the intent of the Dillingham City Council to provide the Governor, the State Legislature, State agencies, the Alaska Congressional Delegation, and other potential funding sources with adequate information regarding the City’s capital project funding needs;

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham 2018-2023 Capital Improvement Plan is hereby amended and adopted as the current official six year capital improvement plan for the City of Dillingham.

BE IT FURTHER RESOLVED that:

1. The following capital improvement projects and project funding needs are identified as priorities for the FY2019 State Legislative Request:

1	Wastewater System Upgrades - Aeration	\$1,200,000
2	Public Safety Server Room Fire Protection	\$35,000
3	Landfill Groundwater Monitoring Wells	\$230,000
4	Water System Improvements – Downtown Streets Support	\$ 240,000
5	Lake Road Fire Hall Renovation	\$560,000
6	Harbor Float Replacement	\$3,500,000
7	D Street & Seward Street Rehabilitation Project	\$1,000,000
8	Emergency Response Boat	\$ 100,000
9	Sewer Lagoon Bank Stabilization Study	\$50,000
10	Harbor Revetments & Breakwater/Emergency Bank Stabilization (Potential 35:65 Match for USACOE Construction Ready Project)	\$ 7,525,000
11	Alternate Emergency Operations Center Phase II	\$445,000
12	Public Safety Building Replacement	\$21,000,000
13	Fish Waste Management Study	\$25,000

- 2. Projects for the FY2019 Federal Legislative Request will be selected from this list; and
- 3. The City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City's FY2019 capital project priorities and take appropriate steps to provide necessary background information.

PASSED and ADOPTED by the Dillingham City Council on November 7, 2017.

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2017-47**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPOINTING AN ALTERNATE COMMUNITY REPRESENTATIVE TO THE BBEDC BOARD OF DIRECTORS**

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WHEREAS, the City of Dillingham is the duly authorized city government for the community of Dillingham, Alaska; and

WHEREAS, the U.S. Secretary of Commerce has established the Community Development Quota (CDQ) program for eligible Western Alaska communities, including seventeen (17) Bristol Bay communities; and

WHEREAS, the seventeen (17) eligible communities from the Bristol Bay area have organized Bristol Bay Economic Development Corporation (BBEDC) to participate in the CDQ Program; and

WHEREAS, the community of Dillingham, Alaska is one of the seventeen (17) communities in Bristol Bay eligible to participate in the CDQ program. Under BBEDC bylaws the village tribal council shall appoint the primary community representative and the city government shall appoint the designated alternate to the BBEDC Board of Directors;

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham, Alaska has appointed Curt Armstrong as the alternate community representative to the BBEDC Board of Directors for the term of the Council Seat which expires October 2018.

PASSED and ADOPTED by the Dillingham City Council on November 7, 2017.

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
Lori Goodell, City Clerk



**City of Dillingham Action Memorandum**

Agenda of: November 2, 2017

Action Memorandum No. 2017-17

**Subject:**

Authorize the City Manager to enter into a contract with JJC Enterprises for construction of the Landfill Cell 3 Expansion, Phase 1A.

City Manager: Recommend Approval

Signature: Rose Doera

**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

- ITB 2017-13 Landfill Cell 3 Expansion, Phase 1A Cover Sheet
- ITB 2017-13 Bid Sheet Summary
- ITB 2017-13 Notice of Intent to Award

**Summary Statement:**

The City of Dillingham, Alaska, solicited bids to construct the 2017 Landfill Cell 3 Expansion, Phase 1A which would construct the floor and berm of Cell 3 of the Dillingham Landfill.

The invitation to bid was issued on September 29, 2017. Two addenda were issued to update the project specifications as well as include the cell floor construction which was not included as part of the original bid package.

Bids closed on October 31, 2017 at 2:00 PM.

One bid was received, from JJC Enterprises for \$214,205.00 which was in-line with the engineer's estimate as well as under the estimated cost that the City budgeted for. The engineer's estimate came in just over \$195,000 but did not include cell floor construction; we budgeted \$290,000 for this project.

The Engineer of Record is Bristol Engineering.

Project construction was budgeted in the Public Works Landfill budget for FY18. Costs will be coded to 2200 7060 30 81 0000 0

Action Memorandum No. 2017-17

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on \_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	Planning Director	
X	City Clerk	



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**INVITATION TO BID  
ITB 2017-13 LANDFILL CELL 3 EXPANSION, PHASE 1A**

The City of Dillingham is soliciting sealed bids for a contract possessing the skills and ability required to construct the 2017 Landfill Cell 3 Phase 1A Expansion as outlined in the attached bid package and drawings.

Prospective bidders and interested parties are encouraged to register as a plan holder by contacting the City Planning Director via email at [planner@dillinghamak.us](mailto:planner@dillinghamak.us)

Inquiries should be directed to Public Works Director at [publicworks@dillinghamak.us](mailto:publicworks@dillinghamak.us)

A contract to award will be confirmed at the November 2, 2017 Regular Council Meeting.

**SPECIFICATIONS**

**Submittal Requirements and Information**

To be considered, one original and three copies of the bid must be delivered to the address below, on or before the deadline of no later than 2:00 p.m. on October 31, 2017.

Bids must include original signatures by an individual able to legally represent the firm.

Late bids will not be opened or evaluated.

Please mark the envelope to identify the project:  
**2017 LANDFILL CELL 3 EXPANSION, PHASE 1A**

Delivery instructions – mail or hand deliver in a sealed envelope to:

City Planner's Office  
City of Dillingham  
PO Box 889  
Dillingham, AK 99576

**Electronic and faxed bids will not be accepted.**

**A pre-bid meeting will be held on October 11, 2017 at 10:00 a.m. in the upstairs of City Hall.**









## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** November 1, 2017

**RFP NUMBER AND TITLE:** ITB 2017-13 Landfill Cell 3 Expansion, Phase 1A

**RFP DEADLINE:** October 31, 2017 at 2:00 PM

**BIDDERS OF RECORD INCLUDE:**

-JJC Enterprises

Based on the criteria established in the Invitation to Bid (ITB 2017-10), the City of Dillingham hereby provides notice of its intent to award the contract to:

**JJC Enterprises  
PO Box 1234  
Dillingham, Alaska 99576**

Any bidder who believes the contract has been improperly awarded may file a protest with the Acting City Clerk, Lori Goodell, within five (5) days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4.30.100 E.

The entire Dillingham Municipal Code can be found on the City's website.

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in ITB 2017-13, to the City of Dillingham prior to C.O.B on November 6, 2017.

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365.

Sincerely,

Rose Loera  
City Manager  
(907) 842-5148  
[manager@dillinghamak.us](mailto:manager@dillinghamak.us)



City of Dillingham  
Fiscal Note

Agenda Date: November 2, 2017

Contract w/ JJC Enterprises for construction of Landfill Cell 3 Expansion, Phase 1A.

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: <span style="float: right;">\$214,205</span>		FUNDING SOURCE <b>Special Revenue Fund</b>	
FROM ACCOUNT  2200 7060 30 81 0000 0 <span style="float: right;">\$214,205</span>		Project  Landfill Cell 3 Expansion, Phase 1A	
TO ACCOUNT:	VERIFIED BY: <u>Navin Bissram</u>	Date:	<u>11/1/2017</u>

EXPENDITURES

OPERATING	FY18			
<b>TOTAL OPERATING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL	\$ 214,205			
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REVENUE				
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FUNDING

General & Special Rev. Funds	\$214,205			
State/Federal Funds				
Capital Project				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 214,205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2017-17

PREPARED BY: Navin Bissram

November 1, 2017

DEPARTMENT: Finance

APPROVED BY: Rose Loera



**Committees/Committee Appointments**

	Appointments 11/2015	Appointments 11/2016	Appointments 11/17	Committee make-up and/or Comments
<b>Council Member/Staff Committees</b>				
Code Committee	Chris-Chair, Misty, Holly, Alice, Janice, Rose	Chris - Chair, Tracy, Misty, Alice, Janice, Rose	Chris-Chair, Tracy, Aksel, Alice, Lori, Tod	Mayor, at least 1 Council Member, City Clerk, City Manager
Public Outreach Committee	Council as a whole	Council as a sholw	Council as a whole	Mayor, at least 1 Council Member, City Manager
Finance Committee	Paul-Chair, Andy, Curt, Alice, Navin, Rose	Paul-Chair, Andy, Alice, Misty, Navin, Rose	Paul-Chair, Andy, Alice, Curt, Navin, Tod	Mayor, at least 1 Council Member, City Manager, Finance Officer
Selection Committee for Marijuana Advisory Committee	Alice-Chair, Rose, Misty, Curt		none needed at this time	Sunsetted - Mayor, Manager & 2 Council Members
<b>Public Committees Advisory to the Council where Council member is appointed</b>				
Port Committee (Mayor Chairs) - appointed by City Council as needed	Alice-Chair, Holly		Alice-Chair, Andy	Mayor, 1 Council Member, other citizens
Senior Advisory Committee Liaison - appointed by City Council as needed	Holly		none needed at this time	other citizens
Parks and Rec Committee - appointed by City Council as needed	none at this time		none needed at this time	Committee sunsetted
Cemetary Committee - appointed by City Council as needed	none at this time		none needed at this time	Committee sunsetted
Marijuana Advisory Committee - appointed by City Council as needed			none needed at this time	1 Council member & 6 citizens (council member is chair)
Territorial School Advisory Committee - appointed by City Council as needed		Andy-Chair, Chris Maines, PW Director, Manager, Russell Nelson, David Nicholson	Andy-Chair, Chris Maines, PW Director, Manager, Russell Nelson, David Nicholson	
<b>Public Committees upon which the City/Council/Mayor sit/participate</b>				
Alternative School Advisory Committee	none at this time		none needed at this time	
Curyung Community Wellness Committee	none at this time		none needed at this time	
Delta Project/CANDU/other SAFE - city rep appointed by City Council as needed	Rose Loera		Manager (Tod)	1 City rep, other agency reps, other citizens
Marrulut Eniit Assisted Living (Grandma's House) - City rep appointed by City Council as needed	Chris Napoli		Chris Napoli	all consortium agency reps (1 City of Dlg), other citizens
Nushagak/Mulchatna Watershed Council - City rep appointed by City Council as needed	Paul Liedberg		Paul Liedberg	1 City rep, other organization reps, other community reps
Carlson House Committee -appointed by City Council as needed	Holly Johnson, Keggie Tubbs, Raebelle Whitcomb		as needed	1 City Council, other individuals that are arts, cultural education and/or preservation or historical education and/or preservation
Community/Cultural Center Committee (joint with Curyung)	Alice, Rose		none needed at this time	Inactive
Harvey Samuelsen Community/Cultural Center (joint with Curyung)	Alice, Rose		none needed at this time	Inactive - involved agencies (BBNA, City, Curyung, BBHA, etc.)
<b>Cooperative Agency Committees upon which City/Council/Mayor sit</b>				
Facility Committee (School District & City) - appointed by City Council as needed	Alice-Chair, Andy and Alternate Chris Maines		Alice-Chair, Andy and Alternate Aksel Buholm	City Manager, Public Works Director plus School Board President, School Board member, Superintendent, School Facilities Manager
MOU Committee (Curyung & City) - city reps appointed by City Council as needed	Alice, Misty Savo		Alice, Andy Anderson	Mayor, Council Member, City Manager, Tribal Chief, Tribal Administrator
School Strategic Plan	none		none needed at this time	If school extends invite
BBNA Economic Development Committee - appointed by BBNA as needed	Alice		Alice, Courtenay-Alternate	Standing invitation from BBNA, community/organizational reps
Housing Working Group (cooperative with Curyung)	Same as MOU		Same as MOU	Manager, Finance Mgr, Mayor, Council Member, BBHA Manager, BBHA staff, Curyung Tribal Chief, Curyung Administrator
<b>Temporary/New Proposed by the Mayor</b>				
Public Safety Facility Working Group	TBD later		none needed at this time	When needed

Animal Control	none at this time		none needed at this time	
<b>Others</b>				
Wood Tikchik State Park Advisory Council - citizen appointed by Governor as needed	as needed			Council nominate 3 - appointed by Gov
Board of Equalization – council appointments are made prior to meeting of BOE	Alice-Chair, Chris, Paul, Andy		as needed	3 Council Members, Mayor
SWAMC Rep – that organization recognizes the Mayor unless other is appointed	Alice		Alice	dictated by SWAMC
AML rep - that organization recognizes the Mayor unless other is substituted	Alice		Alice	dictated by AML
SWAMC committees – council/citizen appointed by SWAMC Board as needed (sometimes nominated by Council)	none at this time		none needed at this time	dictated by SWAMC
Planning Commission - citizens appointed by City Council as needed	as needed		as needed	dictated by code
Library Board - citizens appointed by City Council as needed	as needed		as needed	dictated by code
BBEDC (Alternate Seat) - appointed by Council as needed	Curt Armstrong		Curt Armstrong	dictated by BBEDC
Pebble Fund Board - citizen nominated by Council as needed	Billy Maines		Billy Maines	nominated by City Council
Senior Advisory Committee - citizens appointed by City Council as needed	none at this time		none needed at this time	dictated by code
Dillingham Chamber of Commerce (City Liaison appointed by Council when invited by Chamber)	none at this time		none needed at this time	dictated by DCC
Historic Commission - appointed by City Council as needed	none at this time		none needed at this time	

October 8, 2017

Dear Mayor Ruby,

I would like to express my interest in the vacancy for the library advisory board. I believe the library is a wonderful asset to our community and would like to be involved in maintaining its value and ensuring its utilization by Dillingham residents and visitors.

If selected, I can offer my knowledge of the community and my experience with a wide variety of literature to the board.

Thank you for considering me for the vacancy.

Lee Ann Andrew