



Alice Ruby, **Mayor**

Council Members

- Holly Johnson (Seat A) • Chris Maines (Seat B) • Misty Savo (Seat C)
- Curt Armstrong (Seat D) • Tracy Hightower (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

SPECIAL MEETING	5:30 P.M.	JULY 13, 2015
------------------------	------------------	----------------------

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, June 18, 2015page 3

4. APPROVAL OF AGENDA

5. PUBLIC HEARINGS

- a. Adopt Ordinance No. 2015-12, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code 5.30 to Accommodate Sale of Tax Foreclosed and Similar Propertypage 13

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

8. SPECIAL BUSINESS

- a. Adopt Ordinance No. 2015-11, An Ordinance of the Dillingham City Council Retaining Certain Tax Foreclosed Property for Public Usepage 9
- b. Adopt Ordinance No. 2015-12, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code 5.30 to Accommodate Sale of Tax Foreclosed and Similar Propertypage 13
- c. Resolution No. 2015-39, A Resolution of the Dillingham City Council Approving a RFP for an Engineering Design for a New Landfill Cell (*City Clerk Note: The Council will be asked to postpone indefinitely effectively killing the motion.*)
- d. Resolution No. 2015-40, A Resolution of the Dillingham City Council Waiving the Competitive Bid Process and Approving a Contract with Bristol Engineering Services Corporation (BESC) for a Landfill New Cell Expansion and a Groundwater Hydrology Studypage 21

- e. Resolution No. 2015-41, A Resolution of the Dillingham City Council Approving a Temporary Position for the Purpose of Inventorying and Evaluating Items from the Dave Carlson Property House and Tool Shed page 27
- f. Resolution No. 2015-42, A Resolution of the Dillingham City Council Supporting Charlene Lopez’s BBEDC Arctic Tern Grant Application for the NBC Basketball Camppage 33
- g. Resolution No. 2015-43, A Resolution of the Dillingham City Council Approving a 1% Increase to the FY2016 Wage Scalepage 35
- h. Action Memorandum No. 2015-12, Award RFP 2015-10 Landfill Cell Closure to Knik Construction Co.page 39
- i. Action Memorandum No. 2015-13, Contract with Steve Cropsey, Aurora SMC Inc., for Assistance with Sale of Foreclosed Property (*City Clerk Note: This will be a handout at the July 13 Special Meeting*)
- j. Action Memorandum No. 2015-14, Approve the City Manager’s Appointment of Navin Bissram to the Position of Finance Director page 41

9. CITIZEN’S DISCUSSION (Open to the Public)

10. COUNCIL COMMENTS

11. MAYOR’S COMMENTS

12. EXECUTIVE SESSION

- a. Legal Matter – City of Dillingham vs. Jim Bingman

13. ADJOURNMENT

City Clerk Note:

DMC 2.09.020 Special meetings.

B. Advance oral or written notice of at least twenty-four hours preceding a special meeting shall be given each council member. The notice shall specify the time, place and subject matter of the meeting. No business shall be transacted at the meeting that is not mentioned in the notice. Notice shall be served personally on each member of the council or left at the member’s usual place of business or residence by the city clerk or the clerk’s designee.

I. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, June 18, 2015, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:04 p.m. The meeting was preceded by a workshop at 6:00 p.m. for a continuation of the review of the FY 2016 proposed budget.

II. ROLL CALL

Mayor Alice Ruby was present.

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

Holly Johnson	Paul Liedberg	Chris Maines
Tracy Hightower	Misty Savo	

Council Members absent and excused:

Curt Armstrong

Staff in attendance:

Rose Loera	Janice Williams	Dan Pasquariello
------------	-----------------	------------------

Guest: Attorney Brooks Chandler – attended via teleconference

3. APPROVAL OF MINUTES

a. Regular Council Meeting, June 4, 2015

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the minutes of June 4, 2015.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to approve the agenda as presented.

5. STAFF REPORTS

a. City Manager and Staff Reports

City Manager Loera reported on the following:

- April Financial Statements – corrected the percentages showing in the expense and revenue table for March; 82% should be 89%, and 71% should be 79%;

- Finance Statement format: would entertain suggestions on the presentation of information starting with the new fiscal year;
- Incinerator: any problems with the new plant were external, but not the incinerator itself;
- Landfill building: continuing to deal with some of the critical issues, for which the City's Attorney and engineering firm were involved in discussions; currently withholding \$210,000 from the contractor;
- Fish bin is in place: installed a camera to monitor illegal dumping of fish waste on the ground;
- Service dog: several city staff had had communication with the owner, and apparently offended him with innocent questions about having the dog in a City facility.

Discussion:

- Asked that a comprehensive report be presented in August on the progress with the landfill building construction issues and the status of engineering work that the City was waiting for.
 - b. Standing Committee Reports

There were no committee meetings to report on.

6. PUBLIC HEARINGS

Mayor Ruby opened the public ordinance on ordinances 2015-09, 2015-10, and 2015-11. There being no public comment, the public hearing closed.

- a. Adopt Ordinance No. 2015-09, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY2016 City of Dillingham Budget
- b. Adopt Ordinance No. 2015-10, An Ordinance of the Dillingham City Council Amending Chapter 15.04 of the Dillingham Municipal Code to Allow for a Review of Permit Applications by a Registered Professional Engineer at the Cost of the Applicant, and to Establish Criteria for Issuing Floodplain Development Permits for Functionally Dependent Uses and Modify Variance Standards
- c. Adopt Ordinance No. 2015-11, An Ordinance of the Dillingham City Council Retaining Certain Tax Foreclosed Property for Public Use

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

There was no citizen's discussion.

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2015-09, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY2016 City of Dillingham Budget

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to adopt Ordinance No. 2015-09.

VOTE: The motion to adopt Ordinance No. 2015-09 passed unanimously by voice vote.

- b. Adopt Ordinance No. 2015-10, An Ordinance of the Dillingham City Council Amending Chapter 15.04 of the Dillingham Municipal Code to Allow for a Review of Permit Applications by a Registered Professional Engineer at the Cost of the Applicant, and to Establish Criteria for Issuing Floodplain Development Permits for Functionally Dependent Uses and Modify Variance Standards

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to adopt Ordinance No. 2015-10.

VOTE: The motion to adopt Ordinance No. 2015-10 passed unanimously by voice vote.

- c. Adopt Ordinance No. 2015-11, An Ordinance of the Dillingham City Council Retaining Certain Tax Foreclosed Property for Public Use

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to close the public notice period and postpone adoption of Ordinance No. 2015-11 to a future date to be determined.

Manager Loera reported adoption of the ordinance could not take place until 30 days from the date the first public notice was placed.

VOTE: The motion to close the public hearing and postpone Ordinance No. 2015-11 to a future date to be determined passed unanimously by voice vote.

- d. Introduce Ordinance No. 2015-12, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code 5.30 to Accommodate Sale of Tax Foreclosed and Similar Property

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to introduce Ordinance No. 2015-12 and postpone the public hearing to a future date to be determined.

VOTE: The motion to introduce Ordinance No. 2015-12 and postpone the public hearing date to a future date to be determined passed unanimously by voice vote.

- e. Resolution No. 2015-39, A Resolution of the Dillingham City Council Approving a RFP for an Engineering Design for a New Landfill Cell (*City Clerk Note: This will be a handout at the meeting.*)

Manager Loera asked to postpone any action since the information had only recently been received. She noted BESC provided the design study on the last landfill cell, and did not believe a hydrological study was necessary. She had previously discussed putting the design out for bid, but would be recommending the Council waive the procurement process.

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to postpone adoption of Resolution No. 2015-39 to a future date yet to be determined.

VOTE: The motion to postpone Resolution No. 2015-39 to a future date to be determined passed unanimously by voice vote.

9. UNFINISHED BUSINESS

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

There was nothing to report.

- b. Annexation Update

Manager Loera reported the City had received a letter from the Local Boundary Commission stating the annexation petition passed its technical review. City staff was in the process of posting notices and the petition as outlined by LBC. The City of Manokotak was preparing its own petition to annex the Igushik section.

- c. Interim Task Force Borough Feasibility Study Update

There was nothing to report.

10. NEW BUSINESS

- a. Schedule a Special Meeting
 - 1) Adopt Ordinance No. 2015-11, Retaining Certain Tax Foreclosed Property for Public Use
 - 2) Adopt Ordinance No. 2015-12, Amending DMC 5.30 to Accommodate Sale of Tax Foreclosed and Similar Property

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to schedule a special meeting for Monday, July 13, at 5:30 p.m.

VOTE: The motion passed unanimously by voice vote.

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

There was no citizen's discussion.

12. COUNCIL COMMENTS

There were no Council comments.

13. MAYOR’S COMMENTS

Mayor Ruby:

- Attended a regional meeting of the EPA Region 10 Tribal Operations Committee that was held in Dillingham; and
- Attended a meeting on the Manokotak proposed road, and of the \$126,000 needed for the feasibility study had raised about \$80,000; planned another meeting for the fall.

14. EXECUTIVE SESSION

- a. Legal Matter – City of Dillingham vs. Jim Bingman

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to enter into executive session to discuss Legal Matter – City of Dillingham vs. Jim Bingman [7:48 p.m.].

VOTE: The motion to enter into executive session passed unanimously by voice vote.

Mayor Ruby invited Rose Loera and Janice Williams into the executive session attended by Attorney Brooks Chandler.

MOTION: Chris Maines moved and Holly Johnson seconded the motion to come out of executive session [8:28 p.m.].

VOTE: The motion to come out of executive session passed unanimously by voice vote.

15. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:28 p.m.

Mayor Alice Ruby

ATTEST: [SEAL]

Janice Williams, City Clerk
Approval Date: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-11

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL RETAINING CERTAIN TAX FORECLOSED PROPERTY FOR PUBLIC USE

WHEREAS, in 2006-2011 Real Property Tax Foreclosure, 3DI-13-00107 CI, the court issued its Judgment and Decree of Foreclosure or Real Property Tax Liens, foreclosing on fourteen parcels of real property and those properties have not been redeemed; and

WHEREAS, the redemption period expires upon the later of June 7, 2015 or thirty days from June 11, 2015, first publication of the notice of expiration of the redemption period, which is July 11, 2015; and

WHEREAS, the City of Dillingham may retain tax foreclosed property for a public purpose or sell the property; and

WHEREAS, USS 3643 BP1 L2 is a parcel of land adjacent to the City’s harbor; and

WHEREAS, USS 3643 BP1 L2 is necessary for expansion of the harbor and to support harbor operations;

NOW, THEREFORE, BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a non-code ordinance.

Section 2. Property Retained for a Public Purpose. The following real property is necessary for a public purpose and will be retained by the City:

Former Owner	Legal Description	Address or Common Description
James Bingman Sr.	USS 3643 BP1 L2	1001 Kananak Rd., harbor lot

Section 3. Effective Date. This ordinance shall be effective upon expiration of the statutory and code redemption applicable to properties subject to the court’s Judgment and Decree in 3DI-13-00107 CI.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

_____.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: July 13, 2015

Attachment to:

Ordinance No. 2015-11 / Resolution No. _____

Subject:

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL RETAINING CERTAIN TAX FORECLOSED PROPERTY FOR PUBLIC USE

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- An advertisement for a Public Hearing on Ordinance No. 2015-11 was placed in the June 11 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing.

Summary Statement:

This ordinance was introduced at the June 4, 2015 Regular Council meeting, and scheduled for a public hearing on June 18. The first public Notice of the Redemption Period was placed in the newspaper June 11, with three ads to follow in consecutive order, June 18, June 25, and July 2. To allow for thirty days from the first notice, adoption could take place no sooner than July 12. A motion was made at the June 18 Regular Council meeting to schedule a public hearing for a Special Council meeting to be held July 13, and to close the public hearing notice period.

Attachment to: 2015-11 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-12

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 5.30 TO ACCOMMODATE SALE OF TAX FORECLOSED AND SIMILAR PROPERTY

WHEREAS, DMC 5.30 Disposal of Real Property sets forth requirements for disposal of City-owned real property; and

WHEREAS, Alaska Statute 29.45.460 and DMC 4.15.330 authorize the City to sell tax foreclosed property by an ordinance authorizing such sale and upon notice of the public hearing for said ordinance being sent to the former owner within five days of the publishing of the notice of public hearing; and

WHEREAS, real property obtained through tax foreclosures and other similar means is a special circumstance of property ownership; and

WHEREAS, the judicial foreclosure provides extensive public notice of the City's interest in the property and the debt to the City secured by the lien; and

WHEREAS, property obtained through foreclosures is often sold to satisfy the judgment; and

WHEREAS, foreclosed property may have current occupants other than the former record owner; and

WHEREAS, sale of the property directly to current occupants enables those occupants to maintain their occupancy and eliminates the need to pursue costly evictions and similar litigation; and

WHEREAS, efficient sale of foreclosed and similar property serves the interests of the City and the former property owner by reducing costs and more quickly satisfying the debt;

NOW, THEREFORE, BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of Chapter 5.30, Disposal of Real Property. Chapter 5.30, Disposal of Real Property is hereby amended by adding a new Section 5.30.110, to read as follows:

5.30.110 Disposal of Foreclosed Property.

A. Property obtained by clerk's deed, foreclosure, or judicial order or decree is exempt from Sections 5.30.020 and 5.30.030 and subject to disposal according to the provisions of this section if disposal occurs within five years of the city obtaining the property or within ten years if the property is repurchased by the former record owner.

B. Other than repurchase by the former record owner, disposal under this section shall be by non-code ordinance conforming to the requirements of this section and other applicable code, statutory, or judicial requirements.

C. All ordinances required by this section must state:

1. The legal description of the property;
2. The address or a general description of the property sufficient to provide the public with notice of its location;
3. The name of the last known record owner of the property;
4. The means or action by which the City obtained the property; and
5. Whether the former owner shall be entitled to apply for remittal of any portion of sale proceeds.

D. An ordinance authorizing sale by auction must additionally state the method or methods of auction authorized. The ordinance may, but is not required to, state a minimum sale price.

E. An ordinance authorizing disposal of a type authorized by DMC 5.30.080(A) must additionally comply with the relevant requirements of that section. A disposal of this type is also considered property retained by the city for a public purpose.

F. Sale to the former record owner is authorized without ordinance if the former owner's statutory or code right to repurchase the property has not expired.

G. The city may sell property containing a residential building to a person, other than the former record owner or a person sharing a dwelling unit with the former record owner, who has a valid claim of a substantial equitable interest in the property or in a substantial improvement located upon the property for an amount equal to the tax assessed value of the property, or, if the property is sold by auction, and if the person otherwise is in full conformity with the invitation for bids, the recognized equitable interest holder shall be considered as high bidder if the interest holder's bid is no more than twenty percent less than the highest bid received from a bidder not having an equitable interest recognized by the city manager in accordance with this section.

1. The determination of a valid claim of a substantial equitable interest in the property or in a substantial improvement located upon the property shall be made by the city manager upon proof provided by the claimant and solely at the city manager's discretion.

2. A claimant who seeks a bidder preference under this subsection must present the claim and supporting evidence to the city manager no later than five business days after an ordinance authorizing disposal of the property is set for public hearing.

3. Under this subsection, occupancy of the property, or a portion thereof, as a primary residence for two years or more prior to the date the foreclosure action was filed may be considered a substantial equitable interest by the city manager.

4. In this subsection, "residential" means a building or area of buildings used primarily as dwelling units and "dwelling unit" means a room or group of rooms intended for use as living quarters for one family, including washing, sleeping, cooking and eating facilities.

Section 3. Effective Date. This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

_____.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: July 13, 2015

Attachment to:

Ordinance No. 2015-12 / Resolution No. _____

Subject:

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 5.30 TO ACCOMMODATE SALE OF TAX FORECLOSED AND SIMILAR PROPERTY

City Manager: Recommend Approval

Signature: Rose Hoera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- An advertisement for a Public Hearing on Ordinance No. 2015-12 was placed in the July 2, 2015 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for July 13, 2015.

Summary Statement:

This ordinance was introduced June 18, 2015 and scheduled for a public hearing on July 13, 2015. This ordinance includes provisions that allow the City to sell foreclosed property to current occupants or those with bona fide interests in the property.

Attachment to: 2015-12 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

HELP WANTED

BPS Production Manager

Full-time permanent Production Manager at Bering Pacific Seafoods located in False Pass, Alaska. This position oversees the day to day production operations of the seafood processing plant office under the direct supervision of the Plant Manager. Please visit www.apocda.com or call 907-306-7656 for more information.

ELECTRIC UTILITY GENERAL MANAGER IN NAKNEK, ALASKA

Naknek Electric Association, Inc. is recruiting candidates for the position of General Manager. NEA serves the communities of Naknek, South Naknek, and King Salmon in the Bristol Bay Borough of Alaska. The position is responsible to a 7-member Board of Directors for the utility's overall success and direction. The position offers a competitive salary and benefit package.

Application materials consisting of the position description and qualifications, board policy, application, and consent to background checks, may be obtained from Tina Torrey via e-mail at tina@khe.com. Completed application documents must be received no later than 5 p.m., July 31, 2015. Interviews with potential candidates will be scheduled for August 2015.



Trident Seafoods, America's #1 seafood company, is looking for Badders Techs and Leads to join our team. Great benefits, competitive pay, free room & board. Call (206)789-8585 or apply online at www.tridentseafoods.com.

FOR SALE

1965 Rawson Bristol Bay Boat with flying bridge 454 Crusader Motor located in Naknek 907-571-7124 \$35,000 OBO. Lease with option to buy.

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES NOTICE OF REQUEST TO USE STATE LANDS R/W ID No. R647.001

NOTICE is given that the State of Alaska, Department of Transportation and Public Facilities (DOT&PF) proposes to dispose of fee interest in the Old Clarks Point Airport property (Lot 2 Tract D of US Survey 4992) consisting of approximately 74 acres Clarks Point, AK, Bristol Bay Recording District.

The request is on file at 4111 Aviation Avenue, Anchorage, AK and is available for public inspection from 8:00 a.m. to 4:30 p.m., Monday through Friday, through July 30th 2015. The mailing address for comments is, State of Alaska, Department of Transportation and Public Facilities, Right of Way Branch, Attention: Property Management, Fred Thoenner, P.O. Box 196900, Anchorage, Alaska 99519-6900.

You look silly with your head turned sideways. But now that I have your attention, we need your help!

Send us photos from your community! photos@reportalaska.com



NOTICE OF A PUBLIC HEARING Public Hearing on Ordinance Nos. 2015-12

The City Of Dillingham will hold a Public Hearing on Monday, July 13, 2015, at 5:30 P.M. in the City Council Chambers for the purpose of taking comment from the public on the following ordinance:

- Ordinance No. 2015-12, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code 5.30 to Accommodate Sale of Tax Foreclosed and Similar Property

If you have any questions, please contact the City Clerk's office at 842-5212 or email cityclerk@dillinghamak.us.

PUBLIC NOTICE

This is a Notice of the Expiration of the Period of Redemption for fourteen properties from the 2006-2011 Real Property Tax Foreclosure.

Take Notice that on or after the July 11, 2015, the City of Dillingham will apply to the Superior Court, Third Judicial District, State of Alaska for a Tax Deed for all unredeemed property ordered sold by Superior Court, Third Judicial District, State of Alaska, in the Judgment and Decree of Foreclosure of Real Property Tax Liens dated June 7, 2014, in Superior Court Case No. 3DI-13-00107 CI. In the Matter of 2006 through 2011 Delinquent Real Property Taxes Owed to the City of Dillingham, Alaska. Notice will be given by four (4) weekly publications of this Notice and list of unredeemed properties in the Bristol BayTimes weekly newspaper on June 11, June 18, June 25, and July 2. In addition to publication, notice will be sent by certified mail to the record owner of the unredeemed property against which a judgment of foreclosure has been taken. Notice will also be sent by certified mail to the holders of mortgages or other liens of record for property where the assessed value of the property is more than ten thousand (\$10,000).

The right of redemption shall expire 30 days after the first date of publication of this Notice, which is June 11. Until the expiration of the period of redemption, the property listed in the Judgment and Decree of Foreclosure may be redeemed by payment in full of taxes, penalties, and interest due, and owing on the parcel(s) sought to be redeemed, together with payment of the proportionate share of costs of publication and foreclosure.

This list of unredeemed property is available for inspection at the City Clerk's Office at Dillingham City Hall, 141 Main Street, Dillingham, Alaska. Payment in full of the total amount shown plus interest and proportionate share of the costs of publication and foreclosure must be paid to redeem any property. All property ordered sold, unless redeemed, shall be deeded to the City of Dillingham on the expiration of the period of redemption, and every right or interest of any person in the property will be forfeited forever to the City of Dillingham.

ADVERTISER NOTICE - Alaska Media LLC and its agents do not endorse, promote or encourage the purchase or sale of any product or service advertised in this newspaper. Advertisements are the sole responsibility of the advertiser. Alaska Media LLC and its agents hereby disclaims all liability for any damage suffered as the result of any advertisement in this newspaper. Alaska Media LLC and its agents have the sole authority to edit and locate any classified advertisement as deemed appropriate. Alaska Media LLC and its agents reserves the right to refuse any advertising.

Get your copy when you pick up your mail!
Subscribe Today!

You just proved that advertisements work!
Alaska Media, LLC. & The BBT/DHF **More than just word of mouth**
907-770-0820 • ads@reportalaska.com

The Bristol Bay Times & The Dutch Harbor Fisherman

Business Directory

Effective advertising at an affordable price. Contact a representative today!

Dillingham Chiropractic Center

I'm back!

Dallas Nelson D.C. Chiropractor

Serving Bristol Bay Since 1985

842-2730 (c) 529-5903
drdallas@comcast.net

115 Main St. Dillingham, AK
Across from the Bristol Inn

Tundra Toyo and Heating Nome, AK

Authorized TOYOSTOVE Dealer

State-Wide Shipping Available!
Call Toll Free 1-855-600-0488

We've got it all! Water heaters, wood stoves, camp stoves, and parts!

907-434-1577 • tundratoyo@gci.net

Beaver Creek Bed & Breakfast

907-842-7335
866-252-7335

Sue & Gordon Isaacs
www.DillinghamAlaska.com

This could be your ad for a great price!

907.770.0820
ads@reportalaska.com

Get your copy when you pick up your mail!

Subscribe Today!

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2015-40

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE COMPETITIVE BID PROCESS AND APPROVING A CONTRACT WITH BRISTOL ENGINEERING SERVICES CORPORATION (BESC) FOR LANDFILL NEW CELL EXPANSION AND GROUNDWATER HYDROLOGY STUDY

WHEREAS, Resolution 2015-39 titled "A Resolution of the Dillingham City Council Approving a RFP for an Engineering Design for a New Landfill Cell" was on the June 18, 2015 agenda and was postponed; and

WHEREAS, at the July 13, 2015, Special Council meeting, the Council was asked to postpone Resolution No. 2015-39 indefinitely; and

WHEREAS, BESC had provided engineering services in 2007 for landfill expansion and a hydrology study that was required at that time; and

WHEREAS, both BESC and Michael Foster & Associates were asked to submit a bid for the cost of a landfill cell expansion and a hydrology study; and

WHEREAS, only BESC responded with a bid of \$89,855 for the Landfill New Cell Expansion and \$63,982 for the Groundwater Hydrology Study both required by State of Alaska Department of Environmental Conservation (DEC); and

WHEREAS, BESC has been involved with the Dillingham Landfill since 2007 and the cost for both projects could be reduced because the surveying could be done together instead of separate; and

WHEREAS, BESC has been in contact with DEC about the past hydrology study and will be providing them information, and if DEC finds that satisfies their concern, the cost could be further reduced; and

WHEREAS, Dillingham Municipal Code (DMC) 4.30.120, allows waiving of purchase restrictions if the City Council finds that it is not in the public interest to follow the procurement procedures as established for the contracting of professional services, the City Council may, following approval of a resolution stating such, proceed to negotiate with a selected supplier or suppliers for subject services; and

WHEREAS, the waiver is based on the criteria outlined in DMC 4.30.130, Exemptions, A. 6, to professional services retained on a continuing as opposed to a project basis, i.e., accounting, appraisal, legal and civil engineering services; and

WHEREAS, this work was not budgeted in 2016, therefore, funds will need to be transferred from the General Fund into a special projects account;

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council authorizes the City Manager to waive the competitive bid process and award a contract to BESC for designing a new landfill cell and a landfill hydrology study that is required by DEC in an amount not to exceed \$154,000 for both projects.

PASSED and ADOPTED by the Dillingham City Council on July 13, 2015.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: July 13, 2015

Attachment to:

Ordinance No. _____ / Resolution No. 2015-40

Subject:

A Resolution of the Dillingham City Council Waiving the Competitive Bid Process and Approving a Contract with Bristol Engineering Services Corporation (BESC) for Landfill New Cell Expansion and Groundwater Hydrology Study

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

DEC requires anytime that the City adds a new Landfill Cell it must be designed by an engineering firm. BESC designed a new cell in 2007 that only covered one cell and with that cell now full the City needs to create additional cells. This cell expansion proposes to allow for a number of cells to be created not just one so that we can continue to build cells without having to get an engineering design every time.

DEC is also requiring the City to conduct a groundwater hydrology study, because one of the City's monitoring wells had traces of petroleum. BESC conducted a study in 2007 as well and may be able to provide information to DEC that they already have in their files. We are hoping that the information they receive from BESC may forego a full study and, therefore, reduce the cost to the City.

We asked BESC and Michael Foster & Associates to submit a bid on this work, but only BESC responded with a bid. BESC having worked on the Landfill issues feels that it can reduce the cost of the two proposals if awarded together by saving on surveying costs.

Funds for the project will need to come from the General Fund.

Attachment to:
Ordinance No. _____ / Resolution No. 2015-40

Summary Statement continued:

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

City of Dillingham
Fiscal Note

Agenda Date: July 13, 2015

Request: _____

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
AMOUNT REQUESTED: <p style="text-align: center;">\$154,000</p>	FUNDING SOURCE
FROM ACCOUNT General Fund #7140 <p style="text-align: right;">\$ 154,000.00</p>	Project Landfill New Cell Expansion and Groundwater Hydrology Study
TO ACCOUNT:	VERIFIED BY: Rose Loera Date: 7/6/2015

EXPENDITURES

OPERATING	FY 16	FY 17		
Personnel				
Fringe Benefits				
Computer Support				
Equipment				
Land/Buildings				
Contractual	\$154,000			
TOTAL OPERATING	\$ 154,000.00	\$ -	\$ -	\$ -

CAPITAL				
---------	--	--	--	--

REVENUE				
---------	--	--	--	--

FUNDING

General Fund	\$154,000			
State/Federal Funds				
Other				
TOTAL FUNDING	\$ 154,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Attached Information Memorandum 2015-40

PREPARED BY: Rose Loera

July 6, 2015

DEPARTMENT: Finance Department

APPROVED BY: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2015-41

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING HIRING OF AN INDIVIDUAL TO INVENTORY ITEMS FROM THE CARLSON PROPERTIES TO BE PAID FROM THE MARY CARLSON ESTATE PERMANENT FUND

WHEREAS, the Carlson House Advisory Committee met on May 28, 2015, and it was decided to clean out the Carlson house as well as the Carlson tool shed; and

WHEREAS, the Committee thought it would be worthwhile to have someone inventory all the items that were being stored in the two buildings; and

WHEREAS, a place has been made at the Territorial School to arrange these items until it can be decided what to do with them; and

WHEREAS, the Committee recommended that the City hire someone to do the inventory with the funds coming from the Mary Carlson Estate Permanent Fund (Fund); and

WHEREAS, the amount needed from the Fund will not exceed \$2,000;

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council authorizes the City Manager to hire someone to inventory items stored in the Carlson house and tool shed in an amount not to exceed \$2,000.

PASSED and ADOPTED by the Dillingham City Council on July 13, 2015.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: July 13, 2015

Attachment to:

Ordinance No. _____ / Resolution No. 2015-41

Subject:

Inventory of Carlson property items from House and Tool Shed

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The Carlson House Advisory Committee met on May 28, 2015 and recommended that the City advertise for a temporary position to inventory all the items stored in the Carlson house and tool shed. The person selected will document items from the two locations as well as assist the committee in recommending what should be done with the items.

Funds are available from the Mary Carlson Estate Permanent Fund for a not-to-exceed amount of \$2,000.

Attachment to:
Ordinance No. _____ / Resolution No. 2015-41

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: July 13, 2015

Request: _____

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: <p align="center">\$2,000</p>		FUNDING SOURCE	
FROM ACCOUNT M. Carlson Est. Penn. Fund 6100 45 45 \$ 2,000.00		Project <p align="center">Inventory of Carlson Items</p>	
TO ACCOUNT:	VERIFIED BY: <u>Rose Loera</u>	Date: <u>7/6/2015</u>	

EXPENDITURES

OPERATING	FY 16			
Personnel				
Fringe Benefits				
Computer Support				
Equipment				
Land/Buildings				
Contractual	\$2,000			
TOTAL OPERATING	\$ 2,000.00	\$ -	\$ -	\$ -

CAPITAL				
---------	--	--	--	--

REVENUE				
---------	--	--	--	--

FUNDING

General Fund				
State/Federal Funds				
Other - Carlson Account	2,000.00			
TOTAL FUNDING	\$2,000	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

Resolution 2015-41

PREPARED BY: Rose Loera

July 6, 2015

DEPARTMENT: Finance Department

APPROVED BY: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2015-42

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING CHARLENE LOPEZ'S BBEDC ARCTIC TERN GRANT APPLICATION FOR THE NBC BASKETBALL CAMP

WHEREAS, the Bristol Bay Economic Development Corporation (BBEDC) provides Arctic Tern Program Grant funding; and

WHEREAS, Charlene Lopez is applying for the grant to support the NBC Basketball Camp that is scheduled for July 27 – July 31; and

WHEREAS, Charlene Lopez has elected to apply for \$6,000 to pay for the registration fee for approximately 60 campers; and

WHEREAS, the application affirms that the project meets one or more of the economic criteria for the Arctic Tern Program Grant including:

1. The project will lead to economic growth that is sustainable by and within the community or region.
2. The project will contribute to the reduction of poverty.
3. The project will contribute to employment and/or long term income generating opportunities for the residents and that the number of short term and long term jobs that can be created or retained can be demonstrated.
4. The project will provide economic and social benefits for residents.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council supports the submittal of a grant application by Charlene Lopes for the 2015 Bristol Bay Economic Development Corporation Arctic Tern Grant Program to support the NBC Basketball Camp that she is helping to organize.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on July 13, 2015.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2015-43

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING A 1% INCREASE TO THE FY 2016 WAGE SCHEDULE

WHEREAS, the City of Dillingham’s Personnel Regulations note that it is the policy of the City to pay salaries and wages generally equivalent to pay levels for comparable work and responsibilities as compared to other City governments in the State of Alaska; and

WHEREAS, the City’s Personnel Regulations further note that adjustments should be made during the budget development process to maintain internal parity within the City and to adjust for general cost of living changes; and

WHEREAS, at the beginning of each fiscal year the City Council shall decide upon a cost of living adjustment and determine if an adjustment is in the public interest; and

WHEREAS, the City budgeted for a 1% wage increase for city employees in the FY16 Budget that was adopted at a City Council meeting held on June 18, 2015, Ordinance No. 2015-09;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Dillingham City Council approved the recommendation made by the Finance and Budget Committee and authorized a 1% increase for city employees; and
2. The Dillingham City Wage schedule will be adjusted by the 1% increase effective July 1, 2015.

PASSED and ADOPTED by the Dillingham City Council on July 13, 2015.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: July 13, 2015

Attachment to:

Ordinance No. _____ / Resolution No. 2015-43

Subject:

Approving a 1% increase to the FY 2016 Wage Schedule

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

Resolution 2013-23 approved a collective bargaining agreement (CBA) between the City and Public Safety Employee Association. The ratified CBA authorized a 2% wage increase on July 1, 2013; a 1% wage increase on July 1, 2014; and a 1% wage increase on July 1, 2015.

Resolution 2013-32 approved a collective bargaining agreement between the City and Public Employees Local 71. The ratified CBA authorized a 2% wage increase on July 1, 2013; a 1% wage increase on July 1, 2014; and a 1% wage increase on July 1, 2015.

Resolution 2014-28 adjusts the City's wage schedule for all positions on the schedule by 1% increase.

Resolution 2015-43 adjusts the City's wage schedule for all positions on the schedule by 1% increase.

The City's FY 2016 Operating and Capital Budget was introduced June 4, 2015, and brought back for a public hearing and adoption on June 18, 2015.

Attachment to:
Ordinance No. _____ / Resolution No. 2015-43

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

City of Dillingham Action Memorandum

Agenda of: July 13, 2015

Action Memorandum No. 2015-12

Subject:

Award RFP 2015-10 Landfill Cell Closure contract to Knik Construction Co.

City Manager: Recommend Approval

Signature: *Janice Williams for Rose Lora*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The landfill cell that the City has been operating since 2007 is now full and needs to be closed. The cell is across from the metal pile.

The RFP requested about 6,100 cubic yards of dirt over the cell. DEC requires the City to cover the cell with two feet of dirt and the surrounding slopes to 3 to 1 and the entire cell seeded.

The RFP has been advertised since June 18th with the deadline being July 9 at 2 pm. The City had two bidders and the lowest responsible bidder was Knik Construction for \$122,300.00.

Action Memorandum No. 2015-12

Summary Statement continued:

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

2015-14

Action Memorandum No. _____

Subject:

Approve the City Manager's appointment of Navin Bissram to the position of Finance Director

City Manager: Recommend Approval

Signature: *Janice Williams for Rose Soera*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Employment application/resume
- Contingent Offer of Employment Letter (handout at the July 13 meeting)

Summary Statement:

In February 2015, the City contracted with Pearson Consulting to help recruit for the position of Finance Director, that was to be vacated April 30, 2015. The Finance Director Selection Committee reviewed the applications that were forwarded to them, and lacking any viable candidates recommended to the Council to contract with Carmen Jackson to be a temporary Finance Director, a position she assumed in May 2015.

On July 9, 2015, the Committee conducted an interview with a candidate who was brought to Dillingham for an interview. The City Manager and Pearson Consulting have conducted reference checks of Navin Bissmar. The Committee determined unanimously that the candidate appeared qualified and competent for the position.

The City Manager has offered Navin Bissmar an appointment to the position of Finance Director contingent upon:

- a.) Completion of a successful background and credit check.
- b.) Approval of the appointment by the City Council (DMC 2.30.020 A)

It is preferred to evaluate and compare at least two or three qualified candidates for senior positions, but that comparison is not available because no other qualified candidates have applied.

Action Memorandum No. 2015-14

Summary Statement continued:

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	City Clerk	