

I. CALL TO ORDER

The regular meeting of the Dillingham City Council was held on Thursday, March 19, 2009 at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:14 p.m.

II. ROLL CALL

Mayor Alice Ruby present

Council Members present:

Keggie Tubbs
Bob Himschoot
Steve Hunt
Sue Mulkeit
Tim Sands

Council Members excused:

Carol Shade

Staff/Project Manager(s) in attendance:

Janice Shilanski, City Manager
Fred Parnell, Public Works Director
Richard Thompson, Chief of Police
Staci Fieser, Finance Director
Steve Cropsey, Special Project Manager
Karen McCambly, City Clerk

III. APPROVAL OF MINUTES

A. Minutes of Preceding Meetings

1. Regular Meeting, February 5, 2009
2. Special Meeting, March 11, 2009

MOTION: Tim Sands moved and Sue Mulkeit seconded the motion to approve the minutes of February 5, 2009 and March 11, 2009.

Discussion: None.

VOTE: The motion passed unanimously.

IV. APPROVAL OF CONSENT CALENDAR

Clerk note: consent calendar items occur regularly and by approving the consent calendar the items are adopted.

APPROVAL OF AGENDA

Mayor Ruby informed Council that agenda items VIII. D. Adopt Resolution 2009-11 and Item XII. Executive Session will be removed from the agenda

MOTION: Tim Sands moved and Steve Hunt seconded the motion to approve the agenda as amended.

Discussion: None.

VOTE: The motion passed unanimously.

V. STAFF REPORTS

A. City Manager Report

City Manager Shilanski:

- noted that the National Guard was interested in presenting their school Drug Education program at the April 16 council meeting;
- reported that the City has filed an insurance claim for the loss of siding on the City Hall building due to a heavy wind storm;
- stated the prior siding lasted 15-20 years and so the City may use similar siding;
- noted the City Manager and Council priorities spreadsheet in packet;
- reviewed the following listed under the City Manager priorities:
 1. reported that the Fire Marshal stated that the Red School House could be used for business purposes; and
 2. commented on the comprehensive water front study and stated that the City was collecting assessments on the Pelican, Juneau, and Gustavus projects.
- noted the following listed under the City Council priorities:
 1. reported that Senate Bill 65 to fund correctional facilities improvements required matching funds of \$1.5 million and is an uncodified law;
 2. noted that the funding expires June 2009 and that the City would not have access to the money after that date;
 3. stated that Representative Bryce Edgmon was contacted and asked if the monies could be salvaged and while he would try, he did not think it was possible;
 4. stated that Jerry Reinwand felt that the City could still work through Department of Corrections if it was decided to continue pursuing;
 5. noted that on the CIP list the Fire Department and Public Safety buildings were listed as priorities; and
 6. commented that they would be receiving an engineering assessment and that a report has been included by Randy Romenesko in the packet.

Tim Sands:

- asked about Barb Sheinberg's annexation research;

- requested that the Planning Commission include setting septic standards when working on the code changes;
- stated that the University should be the front person in getting the tribe on board with the solar panel project and bring plan to City for review;
- noted disappointment in how far the University got without communicating with the Tribe and other neighbors who are affected; and
- asked whether or not the ice machine would be moved from the harbor.

Bob Himschoot:

- asked if the City was funded by the stimulus money for erosion and whether or not the Wood River Road was part of the stimulus plan;
- requested a history report of foreclosures and whether or not there were any that have gone through the whole process;
- asked what the liabilities of owning foreclosed property would be and noted concern about obligation; and
- asked where the lien sits in priorities and whether or not the properties will be worth the amount of the existing lien.

Keggie Tubbs:

- requested that correction be made to page two of the Planning Report as he is not a Tribal Chief;
- stated that in regard to the solar panel issue he testified as citizen however disclosed that he was a Council Member;
- asked about the minimum acreage of the single family dwelling requirements; and
- asked if the Council will be provided information on the enforcement of driveways standards.

B. Standing Committee Report

Public Outreach Committee:

- stated that working toward sharing information on the school bond, researching webpage and newsletter; and
- talked about setting up a meeting on energy issues with major agencies.

Code Committee:

- reported that committee is currently working on resolutions to change wording in regard to taxation of properties; and
- commented that minutes not yet approved in the packet will be by the next meeting.

Finance and Budget Committee:

- noted discussions on audit presentation, budget revision and draft budget meeting schedule to be adopted at meeting on April 1;
- stated that departments have been given their worksheets and will need to review proposal before April 3rd;
- reported that first draft should be completed at March 21 meeting;
- stated that the committee would like to adopt the FY 2010 budget by June 4th;

- noted important dates and stated that at the April 2nd meeting the committee will make a recommendation to the Council on school appropriation funding;
- commented that the April 30th BOE will met and that the appeals will factor in into what our certified tax roll base will be and that after the committee will decide what the mill rate is set at;
- stated that May 1st is the deadline for the school's budget submittal;
- reported that June 15th is the date that the mill rate has to be established and that the budget has to be adopted by June 30th;
- commented that tentative meeting schedule for April and May has been set;
- reported that the committee will meet April 1as for next finance date with a number of items to be discussed including the wage, salary and staffing study;
- noted that the committee is hoping for a presentation from the consultant to include a status update as there are factors that will play into budgeting; and
- reported that the research done on the benefit package will also be discussed.

VI. PUBLIC HEARINGS

There was no public hearing.

VII. CITIZEN DISCUSSION (Prior Notice or Agenda Items)

There was no citizen's discussion.

VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt Resolution 2009-08, A Resolution of the Dillingham City Council Accepting the Year End Audit for the Fiscal Year Ending June 30, 2008.

MOTION: Tim Sands moved and Sue Mulkeit seconded the motion to adopt Resolution 2009-08.

The City Manager reported that a workshop was held to review the audit and that this is a routine resolution.

Discussion:

- Council commended staff for an excellent audit for the second year in a row.

VOTE: The motion passed unanimously.

- B. Adopt Resolution 2009-09, Awarding a Contract for a GIS Needs Assessment.

MOTION: Tim Sands moved and Sue Mulkeit seconded the motion to adopt Resolution 2009-09.

Mayor Ruby clarified that the revised version included information to engage the services of Blue Skies Solutions in the amount of \$16,970.

Discussion: None.

VOTE: The motion passed unanimously.

- C. Adopt Resolution 2009-10, Authorizing the City Manager to Apply for and Accept a State of Alaska Division of Forestry Grant in the Amount of \$6,500 for Volunteer Fire Assistance.

MOTION: Bob Himschoot moved and Steve Hunt seconded the motion to adopt Resolution 2009-10.

The City Manager reported that the department applied for a grant and it is looking for Council's acceptance.

Discussion: None.

VOTE: The motion passed unanimously.

- D. Adopt Resolution 2009-12, Authorizing the City Manager to Enter into a Contract with Bennett Enterprises for Construction of the South Boat Ramp and Other Improvements at the Small Boat Harbor.

MOTION: Tim Sands moved and Sue Mulkeit seconded the motion to adopt Resolution 2009-12.

The City Manager stated that Project Manager Randy Romenesko put together a memorandum to support the resolution. The City Manager provided a synopsis stating that in 2008 the City went out to bid on four projects receiving funding for one and stated that this reflects that changes previously reviewed.

VOTE: The motion passed unanimously.

- E. Adopt Resolution 2009-13, Accepting Grant Funds from Bristol Bay Regional Seafood Development Association in the Amount of \$23,000 to Offset Costs Associated with the Installation of a New Crane in the Dillingham Boat Harbor.

MOTION: Tim Sands moved and Bob Himschoot seconded the motion to adopt Resolution 2009-13.

Discussion:

- noted that project grant gave \$23,000 in funding and that the City would research other grants needed for matching funds;
- asked that the project budget breakdown and operational plan to be developed by staff be included in the next report; and
- noted that if installation grants do not cover the total price that the Council would have to determine where funds would come from in the budgeting process.

VOTE: The motion passed unanimously.

- F. Ordinance 2009-01, Amending the Budget and Appropriating Funds for the FY2009 City of Dillingham Budget.

MOTION: Tim Sands moved and Sue Mulkeit seconded the motion to adopt Ordinance 2009-01.

Discussion:

- thanked Staci for her report; and
- stated that the Finance Committee supported the amendment.

VOTE: The motion passed unanimously.

- G. Ordinance 2009-02, Amending Dillingham Municipal Code 2.12.150 C, Resolutions - Reading, Hearing, Adoption and Posting, Further Defining the Posting Period.

MOTION: Tim Sands moved and Bob Himschoot seconded the motion to adopt Ordinance 2009-02.

The City Manager stated that the ordinance came up in Code Committee with a simple change in code by inserting business to make the ordinance more practical

Discussion: None.

VOTE: The motion passed unanimously.

- H. Ordinance 2009-03, Amending Dillingham Municipal Code 4.15.070, Assessment Roll and Notice - Assessor to Prepare and Mail, To Define the Timeline for Mailing Assessment Valuation Notices.

MOTION: Tim Sands moved and Steve Hunt seconded the motion to adopt Ordinance 2009-03.

The City Manager stated that this was brought up in Code Committee to solidify the process of sending out tax assessments setting the date of March 15th stating that they will be sent out the following business day should March 15th fall on a weekend or holiday.

Discussion: None.

VOTE: The motion passed unanimously.

IX. UNFINISHED BUSINESS

- A. School Project Update

Project Manager Steve Cropsey:

- commented on excerpts of the 140 project manual for the High School project;
- reported on status of the project, bidding procedure and timeline;
- commented on the three phases of the project time line in relation to school schedule;
- stated that he is working with school staff to determine what needs to happen without disrupting educational program;
- stated that the school is aware of alternates and that there should be no surprises;
- noted that it is a monumental task for school district to prepare for project;
- stated that base bid alternates will come before the council;
- reported that he went over budget with Staci and that the numbers were accurate;
- spoke in favor of the online availability of the projects plans and that a link would be put on the City's website where anyone can access the invitation to bid; and
- stated that there will be a demo of the new control system at the next council meeting.

B. Appoint Committee Members

1. Board of Equalization

MOTION: Tim Sands moved and Bob Himschoot seconded the motion to appoint Mayor Ruby, and Council Members Carol Shade, Steve Hunt and Tim Sands to the Board of Equalization.

VOTE: The motion passed unanimously.

2. Port of Dillingham Advisory

MOTION: Tim Sands moved and Steve Hunt seconded the motion to appoint Dan Dunaway and Bob Himschoot as the Port of Advisory.

Discussion:

- stated that Dan Dunaway meets recreational/subsistence requirements; and
- noted that Bob Himschoot would serve as the Council representative.

VOTE: The motion passed unanimously.

3. Library Advisory Board

MOTION: Steve Hunt moved and Tim Sands seconded the motion to appoint Stacy Bai to the Library Advisory Board.

Discussion: None.

VOTE: The motion passed unanimously.

X. NEW BUSINESS

A. Transition Plan / Interim Finance Director

The City Manager stated that she wanted to maintain continuity after losing Staci as the Finance Director. Recommended that until the City could find a replacement, a former colleague Ruth Steele, who has served as a past General Manager of Cordova Telephone will fill in. It was noted that an analysis was conducted with Staci on the overlap cost of two weeks. She reported the budget would decrease by \$605.

Ms. Steele resume included sitting on the Alaska Exchange Carrier Association which sets tariffs for long distance with the State of Alaska, that Ms. Steele worked in finance and budgeting before she became general manager, then retired and worked for Copper Valley Telephone as their accounting supervisor.

Recommendations are based upon the last two times the position was vacant as it took a long time to fill.

MOTION: Tim Sands moved and Steve Hunt seconded the motion to authorize the manager to approve the interim employment agreement with Ruth Steel as requested

Discussion: None.

VOTE: The motion passed unanimously.

XI. CITIZEN DISCUSSION (Open to Public)

There was no Citizen's Discussion.

XII. COUNCIL DISCUSSION

Tim Sands:

- thanked staff and finance department;
- welcomed Karen;
- said goodbye to Staci;
- stated that he is attending meeting with Anglo-American Chairman Sir Mark Moody-Stuart;
- asked to be excused from April 16th and possibly May. 7th for work related purposes;
- stated that he would try to call in; and
- commented that while he was not here for Beaver Round Up he would like to say thank you to all who made it possible.

Keggie Tubbs:

- stated that April 30ⁿ is the deadline for exemption of half sales tax on heating fuel;
- requested that a notice to fuel companies be sent before expires;
- reported that he is receiving calls at home about the recent rise in non violent crimes that are happening;
- commented that while he is sure that the Police are doing all they can that people are getting overly concerned with stolen heating fuel, stolen and vandalized motor vehicles and that this needs the attention of the City;
- asked how the waterfront study relates to harbor plan or if it can it be one of same;
- requested for more information on waterfront study, harbor plans to be included in the next packet; and

- commented that the solar panel issue with the Tribe and University brings up land management use issues that need attention.

MOTION: Keggie Tubbs moved and Tim Sands seconded the motion that nothing at all happen on that land until an area plan be undertaken.

Discussion:

- stated that if acquiring or selling land that it would take Council approval;
- stated that if area plan were developed it would need to be approved by council as they are the only ones that can set policy;
- recommended that the motion be withdrawn and restated to direct staff to develop a plan following a specific timeline;
- noted that there are demands on the land and so it needs to be timely;
- commented that planning does need to be done as these issues are complicated;
- stated that this motion has nothing to do with favoring or not favoring the use of solar panels but with land use and the management of land use; and
- stated that the intent is to direct an area plan for parcel and that there is no intent to put a freeze on the land.

VOTE: The motion failed with Sue Mulkeit and Keggie Tubbs in favor of the motion and Tim Sands, Bob Himschoot, and Steve Hunt opposed.

Sue Mulkeit:

- thanked the Finance Department; and
- noted that on March 20th there would be a health fair.

Bob Himschoot:

- reported his attendance at the AMCC gathering and stated that he had been invited to Homer to present/discuss affect of ocean acidification;
- noted that he included compacted information of issues affecting Alaska specifically in the Council report; and
- recommended a sample resolution be brought before the City Council.

MOTION: Bob Himschoot moved and Sue Mulkeit seconded the motion that this resolution is brought to the Planning Commission and Public Outreach for recommendation to the Council.

Discussion: None.

VOTE: The motion passed unanimously.

Bob Himschoot:

- stated the he received a call from a citizen who was charged six percent tax by an out of state business to levy for the city;
- stated that he didn't know whether this practice was legal or not;
- congratulated Staci and the Finance Department for what was presented; and
- thanked Steve Cropsey for the school update.

Steve Hunt:

- thanked Staci for her work and great audit two years in a row; and
- thanked Steve Cropsey for his presentation.

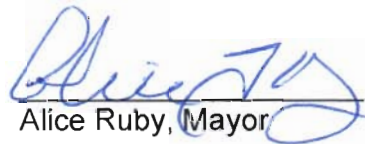
XIII. MAYOR DISCUSSION

Mayor Ruby:

- asked for a moment of silence for those who have passed;
- welcomed Karen McCambly;
- thanked Staci Fieser for her great work;
- commented that she was in touch with Barb Sheinberg and that a draft memo would be included as a discussion item on a future April Agenda;
- asked that the consent agenda for the April 2, 2009 include a proclamation for Medical Laboratory Professionals Week;
- noted that Pebble Mine Representatives would be in on the 28th, it was not known if the Council was invited but that unless it were an open meeting that they could not attend; and
- thanked everyone for Beaver Round Up and glad to see locals involved in the firework show.

XV. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:48 p.m.



Alice Ruby, Mayor

ATTEST:



Karen McCambly, City Clerk