



## CITY COUNCIL REGULAR MEETING

Thursday, May 04, 2023 at 7:00 PM

### MINUTES

*In compliance with the Americans with Disabilities Act, individuals needing special accommodations / during this meeting should notify the City of Dillingham at 907-842-5212 at least three working days before the meeting.*

#### ROLL CALL

A regular meeting of the Dillingham City Council was held on Thursday, May 4, 2023, at the Dillingham City Council Chambers and via video conferencing, in Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m.

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF MINUTES

1. Minutes of April 6, 2023, Regular Council Meeting
2. Minutes of April 17, 2023; Special Council Meeting

MOTION: Kim Johnson moved, and Perry Abrams seconded the motion to approve the April 6, 2023 and April 17, 2023 council meeting minutes in block.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm

#### APPROVAL OF CONSENT AGENDA

There was no consent agenda.

#### APPROVAL OF AGENDA

MOTION: To approve the agenda made by Kim Johnson, seconded by Perry Abrams.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm

#### STAFF REPORTS

3. Manager and Staff Reports
  - Buildings and Grounds Foreman has been hired and has begun on facility repairs.
  - A Harbor Master has been hired and is accessing the needs of the harbor for season preparation.
  - Received a fully executed jail contract.
  - Working with Finance Director to review positions and wages for FY24 budget.
  - Requested clarification on Scott Pak training for Fire Department
  - New internal infectious control policy is under review with city attorney, due to recent incident with exposure to ensure employee safety.

- Currently applying for a no match required grant with the Department of Natural Resources with grant writing assistance from BBEDC and Agnew Beck, that will fund a fire break around the metal pile at the landfill.
- Clarified once RFP is distributed for Sewer Lagoon Aeration project after CRW evaluation, Council Action will be required.
- Specified dock Hysters' repairs are partly routine maintenance and repairs required from last year, Pape will provide a detailed list when on-site.
  - Clarified currently we have 1 operational Hyster and 1 out of commission awaiting repairs Hyster.
- Spoke in support of Friends of the Library book sale.
- Confirmed no update on MOU from BBHA regarding 'Grandma's House'.

#### 4. Standing Committee Reports

##### *Code Review Committee:*

- Held a meeting on April 13, 2023
  - Discussed liquor license renewal for Windmill Grille, provided incomplete application for Code Review meeting, complete application in City Council packet.

##### *Finance and Budget Committee:*

- Held a couple workshops to work on the budget revision.
- Next focus is finalizing FY24 budget to present to Council by early to mid-June.
- Have been making progress on the fish tax ordinance.
  - Conducted a meeting with Peter Pan to gain insight and opinions from a processor's point of view. Gained great insight and continuing to work on tax.
- Clarified that Mary Carlson Estate expenditures are minimal with just insurance, no utilities at property.
  - Including an expenditure for insurance for items on display in the museum from the Estate.

## PUBLIC HEARINGS

There was no public hearings.

## CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

#### 5. Mark Lisac, Written Comment

*Citizens in attendance:* Mark Lisac, Jennifer Evridge

- Spoke in support of the creation of a fish tax to increase City revenue.
- Stressed the time this matter has been in discussion.
- Spoke in opposition of Resolution 2023-17 with minimal information in quote and for not pursuing local contracts when available.
- Encouraged keeping revenue within the community if possible.

## ORDINANCES AND RESOLUTIONS

#### 6. Introduce Ordinance 2023-03(A); An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No.1 And Appropriating Funds for the FY2023 City of Dillingham Budget

MOTION: To adopt Ordinance 2023-03(A); made by Kaleb Westfall, seconded by Kim Johnson.

- Noted budget has been updated as recently as May 3, 2023
- Noted main difference is produced by the addition to the Dock.

- Demonstrated which fund balances will be impacted by changes.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

7. Adopt Resolution 2023-08; A Resolution of the Dillingham City Council Authorizing Foreclosure Proceedings on Delinquent Property Taxes for the Years 2018-2022

MOTION: To adopt Ordinance 2023-08; made by Kaleb Westfall seconded by Perry Abrams.

- Stated progress is outlined in DMC.
- Last finalized foreclosure completed in November 2022.
- Clarified foreclosure proceeding should occur every year, it is done due to lack of payments.
- City gives numerous chances for owners to submit payment to remove their property off the foreclosure list.
- Noted once legal process is completed a title search is conducted.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

8. Adopt Resolution 2023-15; A Resolution of the Dillingham City Council Requesting the State of Alaska Legislature Increase the Base Student Allocation and Annually Adjust for Inflation

MOTION: To adopt Ordinance 2023-15; made by Kim Johnson seconded by Michael Bennett.

- Noted the importance of supporting the schools and our legislators.
- Expressed thanks to Greta and Lori for their work on this issue and worked with Representative Edgmon's Office.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

9. Adopt Resolution 2023-17; A Resolution of The Dillingham City Council to Waive the Competitive Bid Process to Authorize the City Manager to Contract Pape Material Handling to Repair the City Dock's Hyster 1050 and Hyster 800 Forklifts.

MOTION: To adopt Resolution 2023-17 made by Kaleb Westfall, seconded by Michael Bennett.

- Expressed the time sensitive nature of the repairs with fishing season and barge schedule approaching.
- Advised postponement to special meeting to allow time to obtain multiple quotes.
- Noted if local option is available, that is the amendable option for community support and should be considered.

MOTION: To postpone Resolution 2023-17 with direction for the manager to solicit bids made by Kim Johnson, seconded by Aksel Buholm.

- Spoke in opposition of RFP process due to specialized nature of the repairs and the time sensitive nature.
- Noted conducting direct solicitations in place of RFP process to obtain quotes from multiple companies.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

## UNFINISHED BUSINESS

## Citizen Committee Appointments

**NEW BUSINESS**

## 10. Liquor License Renewal, 2652 Windmill Grille

MOTION: Michael Bennett moved to waive the right to protest Liquor License Renewal, 2652 Windmill Grille, seconded by Kim Johnson.

- Expressed once completed application was received from State of Alaska, Code Review Committee had no objections.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

## 11. Adopt Action Memorandum 2023-07; Authorize the City Manager to Purchase a Tow Behind Spreader

MOTION: To adopt Action Memorandum 2023-07 made by Perry Abrams, seconded by Kaleb Westfall.

- Noted research mechanic presented as a single source item which is reason that the RFP process was negated.
- Noted increase to efficiency on road maintenance with purchase.
- Expressed concern on model and specifications of sander.
- Noted other models of sanders would be more efficient for City use.
- Spoke in opposition to this model of tow-behind-spreader.

MOTION: to postpone Action Memorandum 2023-07 with direction to Manager to conduct more research made by Perry Abrams, seconded by Aksel Buholm.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

## 12. Adopt Action Memorandum 2023-08; Authorize the Purchase of Two GMC Yukon's for the Department of Public Safety

MOTION: to adopt Action Memorandum 2023-08 Action Memorandum 2023-08 made by Michael Bennett, seconded by Aksel Buholm.

- Current city vehicles placed in constant rotation due to condition.
- Assistant Finance Director Sorenson located these two vehicles through service contracts, since vehicles were originally slotted for Homer PD.
- Clarified the vehicles would be altered to meet Police requirement.
- Discussed pros and cons of leasing versus buying.
- Requested the creation of a maintenance schedule and adherence to such.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

## 13. Adopt Action Memorandum 2023-09; Approve Salary for Patrol Officer

MOTION: to adopt Action Memorandum 2023-09 made by Kim Johnson, seconded by Perry Abrams.

- Personnel regulations specify that the City Manager can only authorize hiring of Step 4, above that requires Council approval.
- Candidate demonstrates highly desirable experience and skills.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

14. Adopt Action Memorandum 2023-10; Approve Contract with the State of Alaska Department of Corrections for the Regional and Community Jail for FY23

MOTION: to adopt Action Memorandum 2023-10 made by Michael Bennett, seconded by Perry Abrams.

- Memorialize the contract with the State of Alaska.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

15. Adopt Action Memorandum 2023-11; Approve Contract Addendum with Carmen Jackson for Special Projects

MOTION: to adopt Action Memorandum 2023-11 made by Kim Johnson, seconded by Kaleb Westfall.

- Noted will assist the finance department with day-to-day operations and clean up.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

16. Adopt Action Memorandum 2023-12; Authorize CRW Engineering for project completion of Aerated Lagoon Facility Improvements Project

MOTION: to adopt Action Memorandum 2023-12 made by Kaleb Westfall, seconded by Michael Bennett.

- Expressed how project has been active for some time and the end time frame for funding is coming up soon.
- CRW conducted the original project work in 2018, they have updated the quote, with project management included.
- Advised next step would be to begin RFP process.

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Armstrong, Council Member Buholm.

#### **CITIZEN'S DISCUSSION** (Open to the Public)

*No comments were made.*

#### **COUNCIL COMMENTS**

##### Kaleb Westfall:

- Noted reminder to revisit funding to the DCSD.
- Expressed excitement for Hyster's to be repaired and get them ready for the season.
- Noted support towards new hires and optimism for better serving the community.
- Spoke in favor of moving away from leasing vehicles and moving forward with buying instead.

##### Michael Bennett:

- Expressed desire to see contracts going through the RFP process in place of waving the requirements.

##### Aksel Buholm:

- Advised Mark Lisac to come to the next Finance and Budget Committee Meetings to see the progress on the Fish Tax. Thanked him for his letter to the council.
- Noted appreciation to all City employees, especially the ones who often don't get publicly seen. When staff are thanked, it refers to all staff.

#### MAYOR'S COMMENTS

- Conveyed communication with the processor's is continuing.
  - Had an excellent meeting with Peter Pan and had great insight.
  - Stated a reminder that while the process is slow there is still progress on the fish tax.
- Reminded the Council of the Planning Commission Workshop on May 15, 2023, for the first meeting regarding the Comprehensive Plan with Agnew Beck.
- Noted a housing meeting on May 15<sup>th</sup> with various representatives from different organizations to discuss housing strategy.
- A Moment of silence was observed for those lost since the last meeting.

#### EXECUTIVE SESSION

##### 17. Personnel Matter - City Manager

MOTION: Michael Bennett moved, and Kaleb Westfall seconded the motion to move into executive session to discuss a personnel matter of City Manager. [8:07 p.m.]

VOTING Yea: Council Member Johnson, Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Buholm, Council Member Armstrong

Council Member Johnson requested to be excused for a family matter.

MOTION: Michael Bennett moved, and Perry Abrams seconded the motion to exit executive session. [8:46 p.m.]

VOTING Yea: Council Member Abrams, Council Member Westfall, Council Member Bennett, Council Member Buholm, Council Member Armstrong

#### ADJOURNMENT

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

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Mayor Alice Ruby

[SEAL]

ATTEST:

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Greta Hayden-Pless, Acting City Clerk

Approval Date: \_\_\_\_\_

