



CITY COUNCIL SPECIAL MEETING

Thursday, October 22, 2026 at 5:30 PM

AGENDA

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

MEETING INFORMATION

Agenda (amended)

CITY COUNCIL SPECIAL MEETING

CITY HALL COUNCIL CHAMBERS / 5:30 p.m.

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

This meeting will also be available at the following online location: Zoom: Meeting ID: 920 483 0473; passcode: 99576 Or dial: 1(719)359-4580 or 1(253)205-0468

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

SPECIAL BUSINESS

1. PUBLIC HEARING FOR O 2026-16

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE

2. Adopt O 2026-16: Ordinance for Committee Code Update

3. Introduce O 2026-13: (AM) Deputy and Acting City Clerk

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.27 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.27.025 TO ESTABLISH THE POSITION OF DEPUTY CITY CLERK AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY CLERK.

4. Introduce O 2026-17: Foreclosed Property Disposal, set public hearing for next council meeting

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE SALE OF A FORECLOSED PROPERTY NEAR 2002 KANAKANAK RD.

5. Introduce O 2026-18: Foreclosed Property Disposal, set public hearing for next meeting
AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE SALE OF FORECLOSED PROPERTIES LOCATED NEAR 307 AIRPORT RD AND DOWNTOWN.
6. Introduce O 2026-19: Retain Foreclosed Property for a Public Purpose, Set public hearing date for the next council meeting
AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL RETAINING A FORECLOSED PROPERTY LOCATED NEAR 1409 N. EMPEROR WAY FOR A PUBLIC PURPOSE.
7. Resolution 2026-34: Accept and Certify the results of the October 6, 2026 Regular City Election
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE CERTIFICATION OF THE CANVASSING COMMITTEE RESULTS AND CERTIFYING THE OCTOBER 6, 2026 REGULAR CITY ELECTION
8. Resolution 2026-35: Award Fuel Contract
A RESOLUTION OF THE COUNCIL OF THE CITY OF DILLINGHAM, ALASKA, AWARDING CONTRACTS FOR THE DELIVERY OF FUEL
9. Resolution 2026-36: Insurance Renewal
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO CONTRACT WITH PREMERA BLUE CROSS TO PROVIDE HEALTH INSURANCE FOR THE CITY OF DILLINGHAM EMPLOYEES
10. Resolution 2026-37: Commendation for Retired Fire Chief Norman Heyano
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL COMMENDING NORMAN "KOOLIE" HEYANO UPON HIS RETIREMENT AS VOLUNTEER FIRE CHIEF
11. Oath of Office for New Fire Chief: Jonathan Jeremy Larson
12. Oaths of office for newly re-elected council members
13. Decide who goes to AML so the flights can be booked

COUNCIL COMMENTS**MAYOR'S COMMENTS****ADJOURNMENT**

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-16

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE

WHEREAS, DMC 2.90.010 authorizes the City Council to establish advisory boards or committees by resolution and requires an authorizing resolution to state the body's name, purpose or charge, number of seats, and other appropriate matters; and

WHEREAS, placing advisory committee structure in resolutions allows the Council to adjust membership, duties, and meeting schedules as community needs and available participation change, while retaining Council oversight; and

WHEREAS, the Historic Preservation Commission, Parks and Recreation Commission, and Senior Advisory Commission are advisory bodies whose purposes may be continued through resolutions adopted under Chapter 2.90; and

WHEREAS, the Council also finds that the meeting requirements for the Planning Commission and School Facility Committee should allow schedules that reflect workload and operational needs.

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of DMC 2.68.080. DMC 2.68.080, Meetings, is amended to read as follows:

2.68.080 Meetings.

~~Regular meetings shall be held once each month. Special meetings may be called by the presiding officer or at the request of three members.~~ **The Commission shall meet as needed, but not less than four times per calendar year. The Chair or the Planning Director may call a special meeting at any time upon a minimum 72 hour notice.**

Section 3. Repeal of Chapter 2.70. DMC Chapter 2.70, Historic Preservation Commission, including Sections 2.70.010 through 2.70.080, is repealed in its entirety as shown below. The Council may establish a Historic Preservation Advisory Committee by resolution under DMC Chapter 2.90 if it chooses to do so. This committee may also be discontinued or the duties of the committee assigned to another advisory board or committee by resolution.

~~**Chapter 2.70 HISTORIC PRESERVATION COMMISSION**~~

~~**2.70.010 Membership.**~~

~~The historic preservation commission shall consist of seven members having a demonstrated interest, competence or knowledge in historic preservation. To the extent available, three commission members shall be professionals, as defined by the National Park Service regulations, from the disciplines of history, architecture or architectural history and archaeology.~~

~~**2.70.020 Appointment.**~~

~~Members shall be appointed by the mayor and confirmed by the council. Appointments to fill vacancies shall be for the unexpired term only.~~

~~2.70.030 Term.~~

~~Members shall be appointed for a term of three years, except, of those first appointed, three shall be appointed for three years, two for two years, and two for one year.~~

~~2.70.040 Officers.~~

~~The commission shall designate a member as its presiding officer to conduct the business of the commission, a deputy presiding officer to serve in the absence of the presiding officer, and a clerk. The clerk shall prepare, or cause to be prepared, the journal of the commission's proceedings.~~

~~2.70.050 Vacancies.~~

~~A vacancy shall be declared, and filled as provided in Section 2.70.020 when a member:~~

- ~~1. Submits his or her resignation and the resignation is accepted by the mayor; or~~
- ~~2. Misses two or more consecutive meetings unless excused by the commission; or~~
- ~~3. Is physically or mentally unable to attend commission meetings for a period of more than one hundred eighty days; or~~
- ~~4. Is convicted of a felony.~~

~~2.70.060 Quorum.~~

~~Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he or she is not disqualified under the conflict of interest provisions of Section 2.03.020, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum.~~

~~2.70.070 Meetings.~~

~~The commission shall meet at least twice each year and conduct business in accordance with the open public meeting laws of Alaska. This includes public notification of meeting place, time and agenda items. Written minutes of each commission meeting will be prepared and made available for public inspection and filed with the city clerk.~~

~~2.70.080 Duties.~~

~~The duties of the historic preservation commission shall be as follows:~~

~~A. Survey and Inventory Community Historic Resources.~~

- ~~1. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need-to-know basis to protect the site location from possible vandalism. The survey will be updated at least every ten years.~~
- ~~2. The commission shall prepare an historic preservation plan for the surveyed resources.~~
- ~~3. The commission shall prepare an ordinance measure to implement the preservation plan if necessary.~~

~~B. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the historic preservation commission considers a National Register nomination which is not represented on the commission, the commission will seek expertise in this area before rendering its decision.~~

~~C. Provide Advice and Information:~~

- ~~1. The commission shall act in an advisory role to other officials and departments of local government regarding the identification and protection of local historic and archaeological resources.~~
- ~~2. The commission shall work toward the continuing education of citizens regarding historic preservation and the community's history.~~

~~D. Enforcement of State Historic Preservation Laws. The commission shall support the enforcement of the Alaska Historic Preservation Act.~~

Section 4. Repeal of Chapter 2.76. DMC Chapter 2.76, Parks and Recreation Commission, including Sections 2.76.010 through 2.76.190, is repealed in its entirety. The Council may establish a Parks and Recreation Advisory Committee by resolution under DMC Chapter 2.90.

Chapter 2.76 PARKS AND RECREATION COMMISSION

§ 2.76.010 Purpose.

~~The purpose of the commission is to develop and conduct all aspects of the city parks and recreation program, and to advise the city council as to the city's proper role and participation in the development and conduct of recreation programs.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.020 Established—Membership.

~~There is hereby established a citizen's advisory board to be known as the "parks and recreation commission" which shall have the power and the authority to periodically examine the operation of the parks and recreation department. The commission shall consist of seven adult voting citizens of the city and two non-voting student members, one high school member and one middle school member. Members shall serve without compensation. The mayor and city manager shall be ex-officio members but may not vote.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.030 Appointment.

~~Members shall be appointed by the mayor and confirmed by the council (AS 29.20.320). Appointments to fill vacancies shall be for the unexpired term only.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.040 Term of office.

~~Commissioners serve at the pleasure of the city council. Members of the parks and recreation commission shall be appointed for a term of three years except, those first appointed. Members of the first commission appointed shall determine their respective terms of office by lot so that three shall be appointed for a term of three years, two for two years, and two for one year. The term of office for the high school member is one year with the option of a second term at the recommendation of the commission and reappointment by the mayor and council.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.050 Officer—Appointment.

~~Immediately after appointment, the members of the parks and recreation commission shall meet and organize by electing one of their members as chairperson and another as vice chairperson to serve for a term of one year and until the successor of each takes office. The commission shall also appoint a clerk who shall prepare the journal of the commission's proceedings.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.060 Officers—Duties.

~~A. Chairperson. The chairperson shall preside at all meetings of the commission. He/she shall appoint all committees and shall perform the duties necessary or incidental to its office.~~

~~B.~~

~~Vice chairperson. The vice chairperson is chairperson in the absence of the chairperson or in case of the inability of the chairperson to act.~~

~~C.~~

~~Clerk. The clerk shall keep minutes of each meeting and shall record the official action taken. On all official actions on which a vote is taken, the clerk shall take the vote by roll call, in alphabetical order, with the chairperson voting last. The clerk shall certify each official document and resolution of the commission. The clerk shall maintain records of operation and shall perform such other duties as the commission assigns. The clerk need not be a member of the commission.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.070 Removal—Vacancy.

~~A member of the commission may be removed by a majority vote of the council or by the mayor with the approval of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.~~

~~A. A vacancy shall be declared when a member:~~

- ~~1. Fails to qualify and take his/her office within thirty days after his/her confirmation by the council;~~
- ~~2. Departs from the city with the intent to remain away for a period of ninety or more days or is physically absent from the area he/she was appointed to represent for a period of ninety or more days;~~
- ~~3. Submits his/her resignation and the resignation is accepted by the mayor;~~
- ~~4. Is physically or mentally unable to attend commission meetings for a period of more than ninety days;~~
- ~~5. Misses three or more consecutive regular meetings, unless excused by the commission; and~~
- ~~6. Is convicted of a felony or of an offense involving a violation of his/her oath of office.~~

~~B. The clerk of the parks and recreation commission shall keep attendance records and notify the mayor when vacancies occur.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.080 Meetings.

~~A. All regular meetings of the parks and recreation commission shall be held on the fourth Wednesday of each month, beginning at seven thirty p.m.~~

~~B. The usual place of the parks and recreation commission meetings shall be at the offices of the city at the old Territorial School Building, provided, however, that in the event of any condition which renders the meeting place unfit to conduct any regular meeting of the commission, the meeting may be moved.~~

~~C. All regular meetings of the commission shall be public, and the public shall have reasonable opportunity to be heard.~~

~~D. Special meetings may be called by the presiding officer or at the request of three members, including nonvoting members.~~

~~(Ord. 90-06 § 2, 1990)~~

§ 2.76.090 Quorum.

~~Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he/she is not disqualified under the provisions of Section 2.76.110, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.110 Conflict of interest—Voting.~~

~~The commission shall follow the provisions of Section 2.03.020 regarding conflict of interest voting.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.120 Public meetings—Minutes.~~

~~The commission shall keep a record of all business, resolutions, transactions, findings, determinations, minutes and other matters coming before it. Such record shall be filed with the city clerk and retained as public records.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.130 Rules of proceedings.~~

~~Meetings shall be conducted under Robert's Rules of Order, and such modified or amended rules as may be adopted by the commission.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.140 Order of business.~~

~~A. The order of business at regular meeting shall be:~~

- ~~1. Call to order;~~
- ~~2. Roll call;~~
- ~~3. Recognition of guests;~~
- ~~4. Review/approval of minutes;~~
- ~~5. Approval of agenda;~~
- ~~6. Director's report;~~
- ~~7. Citizen's discussion;~~
- ~~8. Decision items;~~
- ~~9. Commission member announcements;~~
- ~~10. Review next meeting agenda/assign tasks;~~
- ~~11. Adjournment.~~

~~B. The order of business at special meetings shall be prescribed by the presiding officer.~~

~~(Ord. 89-07 § 1 (part), 1989; Ord. 90-06 § 3, 1990)~~

~~§ 2.76.150 Formal acts by resolution.~~

~~A. All formal acts of the commission shall be by resolution bearing the following:~~

- ~~1. The heading, "City of Dillingham Parks and Recreation Commission";~~
- ~~2. Space for the serial number to be assigned, "Resolution No. _____";~~
- ~~3. A short and concise title descriptive of its subject and purposes;~~
- ~~4. Short premises and whereas clauses descriptive of the reasons for the resolution, if necessary;~~

~~5. The resolving clause, "Be It Resolved:"; and "(Date)" and designated lines for the signatures of the commission presiding officer and the commission clerk.~~

~~B. All resolutions adopted by the commission, whether at the instance of and presented by third parties, or on the motion of and instance of the commission, shall conform to that set forth above and shall be on white eight and one half by eleven inch paper with one and one half inch left margin suitable for permanent filing.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.160 Funds.

~~All funds of the commission received as fees and charges or otherwise shall be deposited in the general fund of the city as receipts of the activities of the commission.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.170 Compensation.

~~Compensation and expenses of the parks and recreation commission and its staff are paid as directed by the city council.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.180 Powers.

~~A. The commission is advisory in character and may not be delegated administrative authority or responsibility beyond that which the city council may authorize.~~

~~B. The commission may assist and cooperate with any existing agency or group which has as its object the development or improvement of parks and recreational activities and programs.~~

~~C. The commission may plan for the orderly growth and development of parks and recreational facilities and make recommendations to the city council.~~

~~D. The commission may accept gifts and grants from any source to assist it in the performance of its function. These gifts and grants operate to augment any appropriation made for the support of the commission.~~

~~E. The commission shall have the responsibility of keeping generally aware of the park and recreation needs of the city. The commission shall not have direct power to effect policy determination, but shall be able to make recommendations to the city council. Said recommendations may evolve into policy decisions of the city council affecting matters relating to parks and recreation. The commission is not empowered to distribute their findings to any individual or group other than the parks and recreation director, city manager, and city council.~~

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.190 Duties and responsibilities.

~~The parks and recreation commission shall have the following duties and responsibilities:~~

~~A. To act in an advisory capacity to the parks and recreation director, city manager and city council in all matters pertaining to recreation activities and parks;~~

~~B. To encourage a sound program of park and playground acquisition, development, and maintenance;~~

~~C. To foster the close coordination of school and playground development to avoid the duplication of facilities;~~

~~D. To interpret community park and recreation programs to public officials and to the general citizenship in order to promote understanding and financial support from public and private sources;~~

~~E. To recommend to the council the establishment of general policies with respect to a park and recreation department;~~

~~F. To consider recommendations and requests originating from any source;~~

~~G. To assist the council in the acquisition, development, beautification, and maintenance of park and recreation facilities in the city as part of a sound Master Park and Recreational Plan in keeping with the community needs and future growth;~~

~~H. To aid the council in coordinating the parks and recreation services with the programs of other government agencies and voluntary organizations;~~

~~I. To advise, with the assistance of the city manager, in the preparation of the annual budget and a long-range parks and recreation capital improvement program for submission to the council;~~

~~J. To advise the council on the problems of the development of recreation areas, facilities, programs, and improved recreation services.~~

(Ord. 89-07 § 1 (part), 1989)

Section 5. Repeal of Chapter 2.84. DMC Chapter 2.84, Senior Advisory Commission, including Sections 2.84.010 through 2.84.130, is repealed in its entirety. The Council may establish a Senior Advisory Committee by resolution under DMC Chapter 2.90.

Chapter 2.84 SENIOR ADVISORY COMMISSION COMMITTEE

§ 2.84.010 Purpose.

~~There is established the Dillingham senior advisory commission. The purpose of the commission is to advise the mayor, city council, city manager and senior center director as to the city's role and participation in the development and conduct of programs intended to help meet needs of the elderly in the area, enhancing and enriching their golden years. To the extent practical, advice and reports shall be in written form and shall represent the consensus of the advisory board.~~

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.020 Powers.

~~A. The commission is advisory in character and may not be delegated administrative authority or responsibility beyond that which the city council may authorize.~~

~~B. The commission may assist and cooperate with any existing agency or group which has as its objective the development or improvement of activities and programs for the elderly.~~

~~C. The commission may accept gifts and grants from any source to assist in the performance of its function. The gifts and grants augment any appropriation made for the support of the commission.~~

~~D. The commission shall have the responsibility of keeping generally aware of the needs of the elderly in the area. The commission shall not have direct power to effect policy determination, but shall be able to make recommendations to the city council. The recommendations may evolve into policy decisions of the city council, affecting matters relating to the elderly.~~

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.030 Duties.

The duties of the commission shall be as follows:

~~A. Advise the director of the senior center on matters dealing with the programs operated at the senior center;~~

~~B. Forward copies of written minutes of meetings to the city manager who, in turn, forwards the minutes to the city council;~~

~~C. Advise the mayor and city council regarding elderly issues and matters directly affecting the senior center;~~

~~D. Set the annual membership fee;~~

~~E. Recognize volunteers at the annual membership dinner and dance;~~

~~F. Ensure that the mayor and city council's purpose and vision statement are met through the activities and services of the senior center.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.040 Membership.

~~The commission shall consist of seven members having a demonstrated interest, competence or knowledge regarding problems of the elderly. BBNA, BBAHC, and HUD will be ex officio members but their vote will not count.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.050 Appointment.

~~The city manager will recommend prospective members to the mayor. Members shall be appointed by the mayor and confirmed by the council. Appointments to fill vacancies shall be for the unexpired term only.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.060 Term.

~~Members shall be appointed for a term of three years, except, of those first appointed, three shall be appointed for an initial term of three years, two for an initial term of two years, and two for an initial term of one year. Members shall serve without compensation. The mayor, city manager, and any person who has completed six years as a member of the commission shall be ex officio members, but may not vote.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.070 Officers.

~~The commission shall designate one of their members as chairperson and another as vice chairperson to serve for a term of one year and until the successor of each takes office. The commission shall also appoint a clerk or staff member who shall keep records of the commission's proceedings.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.080 Quorum.

~~Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he or she is not disqualified under the conflict of interest provisions of Section 2.04.030, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum. The chairperson may reschedule any meeting within one week of the regularly scheduled meeting if a quorum is not present.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.090 Removal—Vacancy.

~~A member of the commission may be removed by a majority vote of the council, or by the mayor with the approval of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.~~

~~A. A vacancy shall be declared when a member:~~

- ~~1. Fails to qualify and take office within thirty days after confirmation by the council; or~~
- ~~2. Departs from the city with the intent to remain away for a period of ninety or more days; or~~

- ~~3. Submits a written resignation that is accepted by the mayor; or~~
- ~~4. Is physically or mentally unable to attend commission meetings for a period of more than ninety days; or~~
- ~~5. Misses three or more consecutive regular meetings, unless excused by the commission; or~~
- ~~6. Is convicted of a felony.~~

~~B. The clerk of the commission shall keep attendance records and notify the mayor of each vacancy as soon as it occurs.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.100 Meetings.~~

~~A. All regular meetings of the commission shall be held on the first Wednesday of each month, except June and July, beginning at one p.m.~~

~~B. The usual place of the commission meetings shall be at the senior center, provided, however, that in the event of any condition which renders the meeting place unfit to conduct any regular meeting of the commission, the meeting may be moved.~~

~~C. All regular meetings of the commission shall be conducted in accordance with the public meeting laws of Alaska; however, this does not automatically ensure participation by nonmembers of the commission.~~

~~D. Special meetings may be called by the presiding officer.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.110 Rules of proceedings.~~

~~Meetings shall be conducted under Robert's Rules of Order, and such modified or amended rules as may be adopted by the commission.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.120 Formal acts by resolution.~~

~~A. All formal acts of the commission shall be by resolution bearing the following:~~

- ~~1. The heading: "City of Dillingham Senior Advisory Commission";~~
- ~~2. Space for the serial number to be assigned: "Resolution No. _____";~~
- ~~3. A short and concise title descriptive of its subject and purposes;~~
- ~~4. Short premises and "Whereas" clauses descriptive of the reasons for the resolution, if necessary;~~
- ~~5. The resolving clause, "Be It Resolved: "; "Date"; and designated lines for the signatures of the commission presiding officer and the commission clerk.~~

~~B. All resolutions adopted by the commission, whether at the instance of and presented by third parties, or on the motion of and instance of the commission, shall conform to that set forth above and shall be on white eight and one half by eleven inch paper, with one and one half inch left margin suitable for permanent filing.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.130 Funds.~~

~~All funds of the commission received as fees and charges or otherwise shall be deposited in the general fund of the city as receipts of the activities of the commission.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

Section 6. Amendment of DMC 2.72.070(C). DMC 2.72.070(C) is amended to read as follows:

~~C. The city clerk shall generate written minutes and shall assist in drafting reports from the committee to the school board and to the city council.~~

For a School Facility Committee meeting hosted at a City facility, the City Clerk shall prepare the written minutes. For a School Facility Committee meeting hosted at a school district facility, school board staff designated by the Superintendent shall prepare the written minutes. The staff member responsible for preparing the minutes shall also assist in drafting reports from the committee to the School Board and City Council. For a meeting hosted at a school district facility, the school district shall provide the City Clerk with a copy of the agenda packet and written minutes in advance of the meeting and any meeting recording promptly after the meeting.

Section 7. Amendment of DMC 2.72.070(D)(1). DMC 2.72.070(D)(1) is amended to read as follows:

1. Meet at least twice each fiscal year~~on a quarterly basis~~, and discuss: (a) any need for increases or decreases in school facility-related services; and (b) the funding necessary for school facility maintenance and repair;

Section 8. Effective Date. This ordinance is effective upon adoption.

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

SEAL:

Alice Ruby, Mayor

ATTEST:

Abigail I. Flynn, City Clerk

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Section . Item 2.
Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: City Council
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr., City Manager
Date: October 16, 2026
Re: Ordinance 2026-16 Committee Code Modernization and Adoption Schedule

SUMMARY:

At the Mayor's request, staff is presenting this limited ordinance directly to the City Council rather than first sending it to the Code Review Committee. The ordinance makes minor updates to committee meeting requirements and removes three inactive committees from the municipal code. Companion resolutions will then recreate the needed advisory committees under DMC Chapter 2.90.

PROPOSED CHANGES:

- **Planning Commission:** adjust the required meeting frequency to provide practical scheduling flexibility.
- **School Facility Committee:** adjust the required meeting frequency and clarify that school board staff designated by the superintendent will prepare minutes when a meeting is hosted at the school. (The reason for this is that recordings of meetings held at the school have not been provided in formats that the Clerk can download and view to confirm accuracy of minutes when she writes them. Giving the responsibility to the school board support staff makes sense when the meeting is at the school. There would be no objection from staff to strike the written report requirement from code. All the other committees do verbal committee updates at council meetings instead of requiring the clerk to write the reports for them. The minutes serve as the update to the council and are already included in packets.)
- **Codified committees:** repeal the Historic Preservation Commission, Parks and Recreation Commission, and Senior Advisory Commission chapters. No current appointees will be displaced as there are none.
- **Replacement resolutions:** recreate the needed advisory committees by resolution under DMC 2.90.010, consistent with the committee framework already adopted. This will make future administrative updates easier without amending the municipal code each time.

PROPOSED TIMELINE:

October 1, 2026	Introduce the ordinance.
October 22, 2026	Hold the public hearing and consider adoption Ordinance 2026-15. (Date dependent on O 2026-15 AM Passing on October 1st)

At the next meeting after the ordinance is adopted, staff will present the companion committee resolutions for Council consideration and adoption. This schedule allows the ordinance to receive the minimum time between Council meetings required before the public hearing while keeping the new committee structure in place before the Council's customary November committee appointments.

STAFF RECOMMENDATION:

Introduce the ordinance on October 1, 2026, and schedule the public hearing and adoption, October 22 as described above.

PROPOSED MOTION: "I move to adopt Ordinance No. 2026-16, AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE "



CITY OF DILLINGHAM

AFFIDAVIT OF POSTING / PUBLICATION / BROADCASTING

Affidavit attesting to the posting of the following public notice(s): (attached)

☐ Meeting Agenda – City Council	☐ Notice of Invitation to Submit Sealed Bid
☒ Notice of Public Hearing - City Council	☐ Notice of Request for Proposal
☐ Notice of Public Hearing (Planning)	☐ Notice of Water Shut Off/Boil Water Notice
☐ Notice of Voter Registration	☐ Notice of Road closure
☐ Notice of Elected Offices to be Filled	☐ Notice of Foreclosure
☒ Notice of Election - Just facebook	☒ Other Notice of open seats
	☒ upcoming meetings

I, (Insert name) Abigail Flynn, being duly sworn, deposes and says that:

1. I am the (insert title) City Clerk with the City of Dillingham
 2. That the attached notice (s) was posted or set up for publishing or broadcasting on (date)

10/06/2026

3. Locations of posting/ publication / broadcasting:

Check Location	
☒	Dillingham City Hall
☒	Dillingham Post Office
☒	Dillingham Public Library
☒	City Website, https://www.dillinghamak.us/
☒	City of Dillingham Facebook Page
☒	Radio: KDLG or KAKN <u>10/02/2026</u>
	Other: Newspaper (circle one) BBT or Anchorage Daily News or <u>Don't have one</u>
	Other:

Signature: 

NOTICE OF PUBLIC HEARING

Public Hearing on Ordinance No. 2026-16

The City of Dillingham will hold a **Public Hearing** on Thursday, October 22, 2026, 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. 2026-16: AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.70, HISTORIC PRESERVATION COMMISSION; CHAPTER 2.76, PARKS AND RECREATION COMMISSION; AND CHAPTER 2.84, SENIOR ADVISORY COMMISSION; PROVIDING FOR ADVISORY COMMITTEES TO BE ESTABLISHED BY RESOLUTION UNDER CHAPTER 2.90; AND AMENDING MEETING REQUIREMENTS FOR THE PLANNING COMMISSION AND SCHOOL FACILITY COMMITTEE.

If you have any questions, please contact the City Clerk's office at (907) 842-5212 or email cityclerk@dillinghamak.us.

CODE ORDINANCE

Introduced: _____
 Public Hearing: _____
 Adopted: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-13 (Amended)

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.27 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.27.025 TO ESTABLISH THE POSITION OF DEPUTY CITY CLERK AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY CLERK.

WHEREAS, the City Council finds that continuity in the administration of the Office of the City Clerk is essential to the efficient administration of municipal government; and

WHEREAS, establishing the position of Deputy City Clerk will provide continuity in the administration of municipal government during the temporary absence or inability of the City Clerk to perform the duties of the office; and

WHEREAS, the Council finds that routine, temporary absences of the City Clerk should be administered through delegation by the City Clerk, while prolonged absences, suspension, disability, or a vacancy in the office warrant oversight by the City Council through the appointment of an Acting City Clerk; and

WHEREAS, the Council desires to clarify the duties and authority of the Deputy City Clerk, the City Clerk, and the City Council with respect to temporary and prolonged absences from the office of the City Clerk.

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

Section 1. Classification. This is a code ordinance.

Section 2. Addition of DMC § 2.27.025, Deputy City Clerk.

Dillingham Municipal Code Section 2.27.025 is added to read as follows: **[new language underlined and emboldened]**:

§ 2.27.025 Deputy City Clerk.

- A. The position of Deputy City Clerk is established to assist the City Clerk in the administration of the affairs of the City and to ensure continuity in the administration of the Office of the City Clerk during the City Clerk's temporary absence or inability to preform the duties of the position.**
- B. The City Manager shall appoint the Deputy City Clerk, which is subject to ratification by the Council within 60 days. If the Council fails to ratify or to reject the appointment**

within 60 days, then the Deputy City Clerk's appointment is deemed approved. The Deputy City Clerk shall serve at the pleasure of the City Manager.

- C. The Deputy City Clerk shall perform such duties and exercise such authority as assigned by the City Clerk.
- D. This section shall be administered and applied in a manner consistent with applicable federal law, State of Alaska law, and the City's personnel policies. To the extent of any conflict, applicable law shall control.

Section 3. Repeal and Reenactment of § 2.27.030, Acting Clerk.

Dillingham Municipal Code Section 2.27.030 is hereby repealed and reenacted to read as follows: [new language underlined and emboldened] and ~~deleted text displayed in strike out font~~:

§ 2.27.030 Acting City Clerk.

~~The City Manager shall appoint an Acting Clerk to serve during the temporary absence or disability of the City Clerk. The Acting Clerk has all the powers, duties, and obligations of the City Clerk.~~

- A. During any temporary absence of the City Clerk, the Deputy City Clerk acts on behalf of the City Clerk and shall be empowered to exercise all powers and duties of the City Clerk, including executing documents requiring the signature of the City Clerk. The Deputy City Clerk shall continue to act on behalf of the City Clerk until the City Clerk returns or the Council appoints an Acting City Clerk pursuant to subsection C, if applicable.
- B. If the Deputy City Clerk is unavailable to act on behalf of the City Clerk during a temporary absence of the City Clerk, the City Manager may designate another qualified employee to act on behalf of the City Clerk. The designation of an Acting City Clerk is not subject to Council ratification pertaining to 2.27.030 (B).
- C. If the City Clerk is unable to perform the duties of the office, for example, due to an extended absence, suspension, vacancy, or other circumstance the Council may appoint an Acting City Clerk. The Acting City Clerk shall serve until the City Clerk resumes the duties of the office or a permanent City Clerk is appointed. The appointment of an Acting City Clerk does not affect the employment status or rights of the City Clerk unless expressly stated in a resolution adopted by the Council.
- D. The Council shall replace the Acting City Clerk with a permanent City Clerk within a reasonable time.
- E. This section shall be administered and applied in a manner consistent with applicable federal law, State of Alaska law, and the City's personnel policies. To the extent of any conflict, applicable law shall control.

Section 4. Editorial Authority.

In codifying this ordinance, the City Clerk is authorized to make non-substantive editorial revisions necessary to implement the amendments adopted by this ordinance, including corrections to grammar, punctuation, capitalization, numbering, cross-references, formatting, terminology, and internal references, provided such revisions do not alter the substantive meaning or legal effect of any provision.

Section 5. Codification

The amendments adopted by this ordinance shall be codified in Chapter 2.27 of the Dillingham Municipal Code. The City Clerk is authorized to assign section numbers, revise internal references, and make other non-substantive editorial revisions necessary to incorporate the amendments into the Code, provided such revisions do not alter the substantive meaning of any provision.

Section 6. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance shall not be affected.

Section 7. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

NON-CODE ORDINANCE

Introduced: _____, 2026

Public Hearing: _____, 2026

Adopted: _____, 2026

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-17**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE SALE OF A FORECLOSED PROPERTY NEAR 2002 KANAKANAK RD.**

WHEREAS, the City of Dillingham (City) foreclosed on and received title to the following property in 3DI-24-00061CI via a Court Clerk's Deed dated May 5, 2026:

1. *2002 Kanakanak Rd (2-200-110), last assessed at \$9,100, Church of Christ was the last known owner of:*

Tract L, Braswell Subdivision, Plat 79-2, Bristol Bay Recording District, Third Judicial District, Alaska. Reference # 1983-000163-0 (SWD); 2024-000385-0 (Tax lien).

WHEREAS, this property is a small irregular remnant parcel that cannot function as an independent buildable lot under current code requirements and should be sold to the adjacent property owner (Geraldine Cross at 2013 Martin St) for a lot consolidation; and

WHEREAS, this property is legally vacant, but is used for access to 2013 Martin St and may have a residential building encroachment from 2013 Martin St; and

WHEREAS, the foreclosure process is governed by state law (i.e., AS 29.45 Article 2) and the disposal of foreclosed property is also governed by DMC 5.30.110; and

WHEREAS, within five days of first publishing this ordinance, the City Clerk shall send a copy of the Council agenda containing presentation of this ordinance and this ordinance to the last known record owner of each property as the name appears on the assessment rolls (AS 29.45.460(c)); and

WHEREAS, AS 29.45.480 describes how the proceeds of a foreclosure sale must be distributed, which allows the last known owner to file a claim for proceeds that exceed the taxes, penalties, interests, and costs of the municipality; and

WHEREAS, as of 05/05/2026, the taxes, penalties, interest, and costs owed to the municipality were \$2,720.10; and

WHEREAS, the City Council finds the disposals comply with City code and adoption of the ordinance is in the public's interest.

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

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

Section 2. No Public Purpose to Retain. The City Council finds that there is no public purpose to retain the property at issue in this ordinance. AS 29.45.460.

Section 3. Authority to Dispose. The City Council authorizes the City Manager to sell the property at issue in this ordinance.

Section 4. Methods and Conditions of sale.

- A. General conditions of sale.** The property is sold as is and without warranty. The City Manager may determine a reasonable time for closing. Full payment is due at closing. Buyer is responsible for paying any and all closing costs and recording fees.
- B. Negotiated sale special conditions.** The City Council finds the abutting and adjacent property owner is best suited to acquire this lot, which would also cure any access and encroachment claims. The City Manager is authorized to dispose of the property by negotiated sale to the owner of the adjacent property, 2013 Martin St, for the minimum price of \$9,100, which is the assessed value of the property. The sale of the property is conditioned on the owner completing a lot consolidation. The City Manager may negotiate an extended closing duration up to two years with a right of entry for the buyer to complete the lot consolidation; convey the property with a reversionary clause and a restraint on alienation conditioned on completion of the lot consolidation within two years; lease for \$760 per year for up to two years with the right of purchase at \$9100 upon lot consolidation; or similar mechanisms to ensure the lot is consolidated within a reasonable time. The buyer is liable for any waste or damage to the property until title is conveyed and the lot consolidation is complete.
- C. Alternative disposal or retention.** If the owner of 2013 Martin St is not interested or willing to purchase the property under the terms of this ordinance, then the City Manager should notify the City Council within a reasonable time to determine if the property should be retained or disposed.

Section 5. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2025.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

NON-CODE ORDINANCE

Introduced: _____, 2026

Public Hearing: _____, 2026

Adopted: _____, 2026

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-18**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE SALE OF FORECLOSED PROPERTIES LOCATED NEAR 307 AIRPORT RD AND DOWNTOWN.**

WHEREAS, the City of Dillingham (City) foreclosed on and received title to the following properties in 3DI-24-00061CI via a Court Clerk's Deed dated May 5, 2026:

1. *307 Airport Rd (2-191-080), last assessed at \$172,300, Estate of Charlie Franklin was the last known owner of:*
Lot 1, Block 1, Mission Subdivision, Plat 81-8, Bristol Bay Recording District, Third Judicial District, Alaska. Reference #1982-000228-0 (QCD); 2024-000385-0 (Tax lien).
2. *Near West A St and the Nushagak River (2-212-610), last assessed at \$22,000, Estate of Julia Reed was the last known owner of:*
Lot 2, Block 29, USS 2732, Bristol Bay Recording District, Third Judicial District, Alaska. Reference #2007-000251-0 (QCD); 2024-000385-0 (Tax lien).

WHEREAS, the foreclosure process is governed by state law (i.e., AS 29.45 Article 2) and the disposal of foreclosed property is also governed by DMC 5.30.110; and

WHEREAS, within five days of first publishing this ordinance, the City Clerk shall send a copy of the Council agenda containing presentation of this ordinance and this ordinance to the last known record owner of each property as the name appears on the assessment rolls (AS 29.45.460(c)); and

WHEREAS, AS 29.45.480 describes how the proceeds of a foreclosure sale must be distributed, which allows the last known owner to file a claim for proceeds that exceed the taxes, penalties, interests, and costs of the municipality; and

WHEREAS, the City Council finds the disposals comply with City code and adoption of the ordinance is in the public's interest.

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

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

Section 2. No Public Purpose to Retain. The City Council finds that there is no public purpose to retain any of the properties at issue in this ordinance. AS 29.45.460.

Section 3. Authority to Dispose. The City Council authorizes the City Manager to sell the two properties at issue in this ordinance.

Section 4. Methods and Conditions of Sale.

A. **Sealed bid auction.** The City Manager shall first attempt to sell the properties by sealed competitive bid. The City Manager shall advertise the properties for sale for at least 15 days in three public places, one of which must be a City website, and open bids—in public—at a fixed date and time at City Hall. The properties shall be awarded to the highest bidder unless the highest bidder fails to execute a purchase and sales agreement within seven days, and then the award shall be to the next highest bidder. The minimum bid is as follows:

- 307 Airport Rd (Lot 1, Block 1, Mission Subdivision, Plat 81-8) is **\$172,300.**
- Near West A St and the Nushagak River (Lot 2, Block 29, USS 2732) is **\$22,000.**

B. **Negotiated sale.** In the event the sealed competitive bid process does not dispose of the properties, the City Manager is authorized to dispose of the property by negotiated sale on a first come basis for at least the minimum bid in the previous subsection.

C. **General conditions of sale.** The properties are sold as is and without warranty. The City Manager may determine a reasonable time for closing. Full payment is due at closing. The City does not have information to complete a disclosure statement and will require it to be waived pursuant to AS 34.70.110, if a disclosure is required. Buyer is responsible for paying any and all closing costs and recording fees.

Section 5. Effective Date. This ordinance is effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on _____, 2025.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

NON-CODE ORDINANCE

Introduced: _____, 2026

Public Hearing: _____, 2026

Adopted: _____, 2026

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-19**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL RETAINING A FORECLOSED PROPERTY LOCATED NEAR 1409 N. EMPEROR WAY FOR A PUBLIC PURPOSE.**

WHEREAS, the City of Dillingham (City) foreclosed on and received title to the following properties in 3DI-24-00061CI via a Court Clerk's Deed dated May 5, 2026:

1. *1409 N. Emperor Way (1-132-100), last assessed at \$89,000, Andrew Straley was the last known owner of:*
 Lot 3, Block 6, Nerka VII, Plat 84-21, Bristol Bay Recording District,
 Third Judicial District, Alaska. Reference Document # 2004-000343-0
 (SWD) & 2004-000406-0 (Deed of Trust); 2024-000385-0 (Tax lien).

WHEREAS, the foreclosure process is governed by state law (i.e., AS 29.45 Article 2) and the disposal of foreclosed property is also governed by DMC 5.30.110; and

WHEREAS, within five days of first publishing this ordinance, the City Clerk shall send a copy of the Council agenda containing presentation of this ordinance and this ordinance to the last known record owner of each property as the name appears on the assessment rolls (AS 29.45.460(c)); and

WHEREAS, AS 29.45.460 authorizes the City Council to retain foreclosed property for a public purpose if done by ordinance; and

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

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

Section 2. Public Purpose Determination. The City Council finds and concludes the property located at Lot 3, Block 6, Nerka VII, according to Plat 84-21 is needed for a municipal public purpose. The City needs the property for future road improvements and paving activities because the parcel provides a logical staging, maintenance, and infrastructure corridor. Additionally, the subdivision will require expanded water and wastewater utility services as residential development occurs. By retaining this property, the City will have capacity to site utility infrastructure, pump stations, and related public works facilities without the need to acquire other private land. The existing 25-foot utility easement noted on the plat further supports this public infrastructure public purpose.

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

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council
on _____, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

CITY OF DILLINGHAM, ALASKA**RESOLUTION NO. 2026-34**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE
CERTIFICATION OF THE CANVASSING COMMITTEE RESULTS AND CERTIFYING
THE OCTOBER 6, 2026, REGULAR CITY ELECTION**

WHEREAS, the Election Officials tallied the votes cast at the polls on October 6, 2026, The Canvassing Committee, met on October 14, 2026, and tallied the votes of Absentee and Questioned ballots cast by voters; and

WHEREAS, the tallies recorded by the Canvassing Committee are as follows:

City Council Seat B; a two year term ending October 2028.

Name	Poll Votes	Questioned/Absentee	Total
Tracy Hightower	119	7	126

City Council Seat C; a three year term ending October 2029.

Name	Poll Votes	Questioned/Absentee	Total
Steven Carriere	114	7	121

City Council Seat D; a three year term ending October 2029.

Name	Poll Votes	Questioned/Absentee	Total
Curt Armstrong	127	7	134

School Board Seat B; a three year term ending October 2029.

Name	Poll Votes	Questioned/Absentee	Total
Heather Savo	112	7	119

School Board Seat C; a three year term ending October 2029.

Name	Poll Votes	Questioned/Absentee	Total
Nick Schollmeier	119	7	126

A write-in vote is counted only if the write-in named has met the qualifications to run and has filed a letter of intent with the City Clerk's office prior to the election. There were no letters of intent received for write-ins.

Two questioned ballots were rejected by the canvassing committee due to one voter not being registered to vote in Dillingham and one voter not being registered to vote for the required minimum of 30 days before the election.

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the October 6, 2026, Regular City Election was held valid to the best of our knowledge; and

BE IT FURTHER RESOLVED the results are certified as follows:

Regular City Election – October 6, 2026

<u>Ballots Cast</u> on Election Day	<u>137</u>	<u>Ballots Counted</u> on Election Day	<u>137</u>
Absentee in Person Ballots Received	<u>5</u>	Absentee in Person Ballots Counted	<u>5</u>
Absentee by Mail Ballots Received	<u>0</u>	Absentee by Mail Ballots Counted	<u>0</u>
Absentee by Personal Rep Ballots R.	<u>0</u>	Absentee by Personal Rep Ballots Counted	<u>0</u>
Questioned Ballots Received	<u>4</u>	Questioned Ballots Counted	<u>2</u>
Number of Spoiled or Mismatched	<u>1</u>	Mismatched Ballot Counted	<u>0</u>
Total Ballots Issued	<u>147</u>	Total Ballots Counted	<u>144</u>

1. That Tracy Hightower was elected to City Council Seat B, a two-year term ending October 2028, having received the greatest number of votes cast for this seat.
2. That Seven Carriere was elected to City Council Seat C, a three-year term ending October 2029 having received the greatest number of votes cast for this seat.
3. That Curt Armstrong was elected to City Council Seat C, a three-year term ending October 2029 having received the greatest number of votes cast for this seat.
4. That Heather Savo was elected to School Board Seat B, a one-year term ending October 2029, having received the greatest number of votes cast for this seat.
5. That Nick Schollmeier was elected to School Board Seat C, a two-year term ending October 2029, having received the greatest number of votes cast for this seat.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 22, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

CERTIFICATE OF CANVASSING COMMITTEE RESULTS

Section . Item 7.

**CITY OF DILLINGHAM
OFFICIAL TALLY REPORT
October 14, 2026**

Regular City Election – October 6, 2026

Ballots Cast on Election Day	137	Ballots Counted on Election Day	137
Absentee in Person Ballots Received	5	Absentee in Person Ballots Counted	5
Absentee by Mail Ballots Received	0	Absentee by Mail Ballots Counted	0
Absentee by Personal Rep Ballots Rcvd	0	Absentee by Personal Rep Ballots Counted	0
Questioned Ballots Received	4	Questioned Ballots Counted	2
Number of Spoiled or Mismarked	1	Mismarked Ballot Counted	0
Total Ballots Issued	147	Total Ballots Counted	144

City Council Seat B; a two year term ending October 2028.

Name	Poll Votes	Questioned/Absentee	Total
Tracy Hightower	119 ✓	7	126

City Council Seat C; a three year term ending October 2029.

Name	Poll Votes	Questioned/Absentee	Total
Steven Carriere	114 ✓	7	121

City Council Seat D; a three year term ending October 2029.

Name	Poll Votes	Questioned/Absentee	Total
Curt Armstrong	127 ✓	7	134

School Board Seat B; a three year term ending October 2029.

Name	Poll Votes	Questioned/Absentee	Total
Heather Savo	112 ✓	7	119

CERTIFICATE OF CANVASSING COMMITTEE RESULTS

Section . Item 7.

**CITY OF DILLINGHAM
OFFICIAL TALLY REPORT
October 14, 2026**

School Board Seat C; a three year term ending October 2029.

Name	Poll Votes	Questioned/Absentee	Total
Nick Schollmeier	119 ✓	7	126

There were no letters of intent received for write in declarations of candidacy for this election.

MP Rosene 10/14/26
Election Official Date

Ellandallahl 10/14/2026
Election Official Date

Carol McMurray 10/14/26
Election Official Date

Carol McMurray 10/14/26
Election Official Date

Attest:

Abigail Flynn
Abigail Flynn, City Clerk

CITY OF DILLINGHAM, ALASKA
RESOLUTION NO. 2026-35

**A RESOLUTION OF THE COUNCIL OF THE CITY OF DILLINGHAM, ALASKA,
AWARDING CONTRACTS FOR THE DELIVERY OF FUEL.**

WHEREAS, fuel is needed for city properties, and

WHEREAS, the city advertised for the delivery of fuel according to the procurement process set forth in the Dillingham Municipal code, and

WHEREAS, two sealed quotations for bids were received: now,

THEREFORE, BE IT RESOLVED by the Dillingham City Council to award contracts to:

1. Vitus Terminals LLC, who will deliver No. 1 Diesel and Unleaded Gasoline at the quoted fixed price per gallon to the City's facilities based on the lowest bid provided.
2. Bristol Bay Fuels, who will deliver Propane as they are the only bidder able to provide it.

PASSED and ADOPTED by the Dillingham City Council on October 22, 2026.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City

Section . Item 8.

Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Abigail Flynn, City Clerk
Through: Jack Savo Jr., City Manager
Date: October 19, 2026
Re: Award of Fuel Contract and Protest of Award

SUMMARY: Council should adopt the fuel contract award resolution as presented or amend it by motion and vote. Council should dictate its written findings for publication and retention with the bid and award documents.

BACKGROUND: The Manager's October 9, 2026 Notice of Intent to Award recommends Vitus as the lowest responsive bidder for petroleum fuels, excluding propane. Bristol Bay Fuels protested on October 16. Award consideration is scheduled for October 22. The original bids are in the packet. These are Dillingham's only two fuel companies.

DISCUSSION: Council will hear testimony from Bristol Bay Fuels, the unsuccessful bidder, at the Council meeting before considering the award resolution. Under DMC 4.30.100(E)(5), Council must determine whether to affirm, reject, or modify the Manager's evaluation and recommendation in the public's best interest. Council must make supporting written findings based on, but not limited to, the "lowest responsible bidder" definition in DMC 4.30.030.

COUNCIL DECISION: After reviewing the packet and hearing testimony from the unsuccessful bidder, Council should take one of the following actions:

1. Award the contract as presented: Affirm the Manager's recommendation in the October 9 Notice of Intent to Award, adopt written findings addressing the protest, and adopt the award resolution as presented, authorizing the Manager to enter into the contract with Vitus.
2. Amend the award resolution: A Council member may move to amend the resolution, stating the exact changes. Council votes on the amendment, then on the resolution as amended if the amendment passes. Include or incorporate Council's written findings in the resolution. Changes must comply with the bid documents and procurement code.

WRITTEN FINDINGS: For either action, Council should dictate the exact wording of the written findings supporting its determination (see following pages for samples) and approve that wording by motion and vote. The findings should address the protest, explain why the decision serves the public interest, and apply the lowest responsible bidder criteria to the bid record. Direct that the approved findings be published and placed in the City's records with the bid and award documents.

TIMING: The notice states five calendar days; the City Clerk has clarified that the period is five business days. Excluding weekends and the October 12 City holiday, the deadline was October 19; a protest received October 16 was timely.

Findings: Option 1

Affirm the Award to Vitus

RFB 2026-03 Furnish Petroleum Fuels FY27

Council dictation worksheet • October 22, 2026

Sample language for Council to complete and approve. Record the exact wording dictated by Council in the spaces below. Findings must be supported by the bids and testimony.

After reviewing the original bids, the Manager's October 9 recommendation, Bristol Bay Fuels' protest, and testimony at the Council meeting, Council makes the following findings:

- 1. Vitus submitted the lowest responsive bid because:**
- 2. Vitus meets the lowest responsible bidder criteria in DMC 4.30.030 because:**
- 3. Bristol Bay Fuels' statements about fuel availability and October 14 pricing do not change the award determination because:**

Council determination

Based on these findings, Council determines that affirming the Manager's recommendation and awarding the contract to Vitus is in the public's best interest. Council denies the protest and directs that the approved findings be published and retained with the bid and award documents.

Findings: Option 2

RFB 2026-03 Furnish Petroleum Fuels FY27

Council dictation worksheet • October 22, 2026

(Sample language for Council to complete and approve. Record the exact wording dictated by Council in the spaces below. Findings must be supported by the bids and testimony.)

After reviewing the original bids, the Manager's October 9 recommendation, Bristol Bay Fuels' protest, and testimony at the Council meeting, Council makes the following findings:

1. Council modifies the Manager's evaluation as follows, for these factual reasons:

2. Regarding compliance with fuel specifications, Council finds:

3. Regarding the submitted pricing terms and October 14 figures, Council finds:

4. The selected bidder meets DMC 4.30.030 because:

Council determination:

Council determines that modifying the recommendation and awarding the contract to _____, under the resolution as amended, is in the public's best interest. The protest is [granted / granted in part] to the extent stated in these findings. Council directs that the approved findings be published and retained with the bid and award documents.



October 16, 2026

Abigail Flynn
City Clerk
City of Dillingham
P.O. Box 889
Dillingham, AK 99576

RE: Notice of Protest – RFB 2026-03, Furnish Petroleum Fuels FY27

Dear Ms. Flynn,

Bristol Alliance Fuels, LLC dba Bristol Bay Fuels (“Bristol Bay Fuels”) hereby formally protests the City of Dillingham’s October 9, 2026 decision regarding RFB 2026-03, Furnish Petroleum Fuels FY27. Please accept this letter as our timely notice of protest under the bid documents and the City’s procurement code.

Bristol Bay Fuels hereby authorizes the City of Dillingham to release our sealed bid for RFB 2026-03, including our pricing, to the public. We waive any confidentiality that may otherwise apply to our bid.

The basis for our protest is as follows. First, Bristol Bay Fuels can supply all of the products required under RFB 2026-03 and will not substitute #1 Diesel for #2 Diesel. Second, our bid pricing is based on a discount from the rack price, and the applicable rack prices were not determined until October 14, 2026. With our bid discount applied to those rack prices, Bristol Bay Fuels’ pricing for this solicitation is \$6.899 per gallon for #1 and #2 Diesel and \$6.99 per gallon for unleaded gasoline. We ask that the City evaluate our bid on the basis of this pricing.

In light of the above, Bristol Bay Fuels respectfully requests that the City conduct a full review of the bid submitted by Bristol Bay Fuels and refrain from awarding the contract until this protest has been resolved. We also request the opportunity to be heard on this matter before the City Council or appropriate protest authority.

Should any questions arise, I can be contacted at 907-744-5072 (cell).

Regards,

Joseph Lo Sciuto
Chief Executive Officer
Bristol Alliance Fuels, LLC dba Bristol Bay Fuels



NOTICE OF INTENT TO AWARD

ISSUE DATE: October 9, 2026
RFP NUMBER AND TITLE: RFB 2026-03: Furnish Petroleum Fuels
RFP DEADLINE: October 9, 2026, 1:00 P.M.

BIDDERS OF RECORD INCLUDE:

- Vitus Terminals, LLC
- Bristol Alliance Fuels

Based on the scoring criteria established in Request for Proposal (RFB) 2026-03 and the evaluation conducted on October 9, 2026, the City of Dillingham hereby provides notice of its intent to award the contract to Furnish Petroleum Fuels to:

Vitus Terminal Fuels

who submitted the lowest responsive bid for petroleum fuels (not including propane).

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Abigail Flynn, within five (5) calendar days from the date of this notice in accordance with Dillingham Municipal Code Section 4.30.100(E).

The contract award will be considered by the City Council at its special meeting scheduled for October 22, 2026.

The successful bidder is instructed not to begin work until the contract has been fully executed by both parties and a Notice to Proceed has been issued, in accordance with AS 36.30.365.

Sincerely,



Jack Savo Jr
City Manager
907-843-2505
manager@dillinghamak.us

Company Period to Cover	Bristol Bay Fuels (Bristol Alliance Fuels) FY27			
	No - Tariffs could cause an increase to the rates	Only providing a discounted fix rate		
Fixed Price Description	Est Qty in Gallons	Bid Price	Qty by Bid Price	
No. 1 Diesel	43,000.00	7.599	326,757.00	
No. 2 Diesel	18,000.00	7.599	136,782.00	
Unleaded Gasoline	12,000.00	6.999	83,988.00	
Propane Delivered	215.00		-	
Propane at Pump	85.00		-	
Vendor Total			547,527.00	

Company Period to Cover	Vitus FY27			
	Yes for the first year			
Fixed Price Description	Est Qty in Gallons	Bid Price	Qty by Bid Price	
No. 1 Diesel	43,000.00	7.35	316,050.00	
No. 2 Diesel	18,000.00	7.35	132,300.00	
Unleaded Gasoline	12,000.00	7.04	84,480.00	
Propane Delivered	215.00	0	-	
Propane at Pump	85.00	0	-	
Vendor Total			532,830.00	

Vendor	Total	
Vitus Terminals, LLC	532,830.00	fixed
Bristol Bay Fuels	547,527.00	example only
Variance	(14,697.00)	

Company Period to Cover	Bristol Bay Fuels (Bristol Alliance Fuels) FY27			
	No - Tariffs could cause an increase to the rates	Only providing a discounted fix rate		
Fixed Price Description	Est Qty in Gallons	Bid Price	Qty by Bid Price	
No. 1 Diesel	43,000.00		-	
No. 2 Diesel	18,000.00		-	
Unleaded Gasoline	12,000.00		-	
Propane Delivered	215.00	8.456	1,818.04	
Propane at Pump	85.00	8.456	718.76	
Vendor Total			2,536.80	

	10,707.00
Use of No. 1	4,482.00
	(492.00)

Selected

RF B# 2026-03
Furnish Petroleum Fuels FY 27

10/9/2024
11:30 am
AF

Finance - Procurement Manager
City of Dillingham
141 Main St., Po Box 889
Dillingham, AK 99576

#2

Attachment A. Company Information**City of Dillingham
PETROLEUM FUEL BID – FY_27_____**

Contractor's Name Mike Poston Title Director of Sales
Authorized Agent

d.b.a. Company Name Vitus Terminals LLC

City Business License Number# 5995

Alaska State Business License Number# 2185066

Signature Mike Poston Date 10/08/2026
Authorized Agent Above

Mailing Address 5300 A Street, Anchorage, AK 99518

Phone Contact 907-538-2198

Attachment B. Petroleum Fuel Bid

Furnish Petroleum Fuels – Period Covering November 1, 2026 – June 30, 2027
and if a contract extension has been exercised as described in this bid proposal, extended for the next consecutive year, at the existing bid rates.

The furnishing and delivery of petroleum products shall be in accordance with the Invitation to Bid and Specifications for the term of the contract. The price per gallon shall include the entire supplier costs associated with providing petroleum fuels, storage, and delivery. **Bids may be provided for either No.1 & 2 Heating/Diesel and/or Unleaded Gasoline and/or Propane fuel types. Contract may be awarded to the lowest bid for diesel, gasoline or propane.**

Description	Estimated Annual Quantity	Fixed Price November 1, 2026 – June 30, 2027
No. 1 Diesel	43,000 gallons	\$7.35____per gallon \$316,050.00____Total
No 2 Diesel	18,000 gallons	\$7.35____per gallon (Vitus offers No1 Diesel) \$132,300.00____Total
Unleaded Gasoline	12,000 gallons	\$7.04____per gallon \$84,480.00____Total
Propane Delivered	215 gallons	\$____per gallon \$ _no bid____Total
Propane at Pump	85 gallons	\$____per gallon \$ _no bid____Total
Total Bid		\$532,830.00____ all prices are before tax

Company Vitus Terminal LLC_____

Date 10/08/26_____

Signature Mike Poston_____

Title Director of Sales_____

If City elects to extend contract for an additional year prices adjust to April 2027 Month
Average OPIS plus \$3.30 per gallon for the extension period.

Attachment C. Locations and Fuel Delivery Information

TANK SITES

#1 City Hall	#2 Police Station	#3 Fire Station Downtown
#4 Fire Station Lake Road	#5 Vitavik Apts, Unit C and G	#6 Senior Center
#7 Library	#8 Dock Small Office	#9 Dock Large Office
#10 Harbor Office/Animal Shelter	#11 Harbor Bath House	#12 Dock Equipment Tank
#13 WWTP Lagoons	#14 Water Treatment Bldg	#15 Generator WTP
#16 Public Works Equip	#17 Public Works Shop	#18 Public Works Quonset
#19 Landfill Incinerator	#20 Landfill Office	# 21 Landfill Equipment.
#22 Comm. Svc Incinerator	# 23 Public Safety Vehicle Fuel	#24 Old Harbor Office

Location: #1 CITY HALL Address: 141 Main Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BI WEEKLY	Location: #2 POLICE STATION Address: 404 D Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BI WEEKLY
Location: #3 FIRE STATION DOWNTOWN Address: 511 D Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BI WEEKLY	Location: #4 FIRE STATION LAKE ROAD Address: 1335 Aleknagik Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BI WEEKLY
Location: #5 Vitavik Apt. C & G Address: 1726 Waskey Road Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BI WEEKLY	Location: #6 Senior Center Address: 515 1st Avenue Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #7 Library Address: 304 D Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY	Location: #8 Dock Small Office Address: 151 1st Avenue Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #9 Dock Large Office Address: 34 A Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY	Location: #10 Harbor Office/Animal Shelter Address: 240 Harbor Master Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY
Location: #11 Harbor Bath House Address: 240 Harbor Road Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY	Location: #12 Dock Equipment Tank Address: 151 1st Street Fuel Type #1 Heating Oil (Diesel) Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY (MAY – OCT)

Attachment C. Locations (CONTINUED)

Location: #13 Waste Water Treatment Lagoons Address: 826 Tower Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY	Location: #14 Water Treatment Plant Address: 524 Central Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY
Location: #15 Water Treatment Plant Generator Address: 524 Central Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY (AS NEEDED)	Location: #16 Public Works Equipment Address: 808 2 nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY
Location: #17 Public Works Shop Address: 810 2 nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: WEEKLY (AS NEEDED)	Location: #18 Public Works Quonset Bldg Address: 808 2 nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: WEEKLY
Location: # 19 Landfill Incinerator Address: Landfill Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY	Location: #20 Landfill Transfer Bldg Address: Landfill Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 300 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #21 Landfill Equipment Tank Address: Landfill Road Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY	Location: #22 Comm. Svc. Incinerator Address: Landfill Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 300 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #23 Public Safety Fuel Depot Address: 404 D Street Fuel Type Unleaded Gasoline Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY	Location: #24 Old Harbor Office Address: 240 Harbor Master Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY (TEMP UNTIL LEASED)
Propane Filled at the Pump as Needed	Other buildings and locations as the need arises following written notification from the City.



NOTICE OF INTENT TO AWARD

ISSUE DATE: October 9, 2026
RFP NUMBER AND TITLE: RFB 2026-03: Furnish Petroleum Fuels
RFP DEADLINE: October 9, 2026, 1:00 P.M.

BIDDERS OF RECORD INCLUDE:

- Vitus Terminals, LLC
- Bristol Alliance Fuels

Based on the scoring criteria established in Request for Proposal (RFB) 2026-03 and the evaluation conducted on October 9, 2026, the City of Dillingham hereby provides notice of its intent to award the contract to Furnish Petroleum Fuels to:

Bristol Bay Fuels

who submitted the lowest responsive bid for Propane.

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Abigail Flynn, within five (5) calendar days from the date of this notice in accordance with Dillingham Municipal Code Section 4.30.100(E).

The contract award will be considered by the City Council at its special meeting scheduled for October 22, 2026.

The successful bidder is instructed not to begin work until the contract has been fully executed by both parties and a Notice to Proceed has been issued, in accordance with AS 36.30.365.

Sincerely,

Jack Savo Jr
 City Manager
 907-843-2505
manager@dillinghamak.us

BRISTOL BAY FUELS
PO BOX 1529
DILLINGHAM, ALASKA 99578

RECEIVED

SEP 23 2026

City of Dillingham

R

9/23/2026

10:54 AM

INVITATION TO BID: RFB 2026-03
FURNISH PETROLEUM FUELS FY27



September 22, 2026

TO: Finance – Procurement Manager
City of Dillingham
141 Main Street, PO Box 889
Dillingham, AK 99576
907-842-1823

Email: publicworks@dillinghamak.us

RE: Invitation to Bid, RFB 2026-03 Furnish Petroleum Fuels FY27

Dear Procurement Manager:

Bristol Bay Fuels (Bristol Alliance Fuels LLC) is pleased to offer the enclosed proposal for your consideration.

BBF uses a weighted average pricing system that will minimize the spikes in cost. We will keep you fully informed of any changes as the year progresses.

Please see the attached Bid Package. If you have questions or need additional information, please contact me.

Sincerely,

Lewis Byrne
Director of Operations

Proposal Enclosed



REQUESTS FOR BIDS

RFB# 2026-03 Furnish Petroleum Fuels FY27

The City of Dillingham is soliciting competitive sealed bids for furnishing and delivering petroleum fuels to various City facilities for the period November 01, 2026 through June 30, 2027, with the option to extend the contract for one year.

Inquiries should be directed to:

Kyle Gregory, Public Works Director
City of Dillingham
PO Box 889
Dillingham, AK 99576
907-842-4598
Email: publicworks@dillinghamak.us

SPECIFICATIONS

Submittal Requirements and Information

To be considered, please submit a completed copy of the following documents which are part of this bid proposal packet:

- Attachment A, Company Information
- Attachment B, Petroleum Fuel bid
- Attachment C, Locations and Fuel Delivery Information

Proposals should be submitted at PublicPurchase.com or delivered to the address below on or before the deadline no later than 1:00 p.m. on October 9, 2026. Any envelopes need to be marked to identify the project: **RFB# 2026-03 Furnish Petroleum Fuels FY27**

Packages should indicate the company's name, contact person, email and phone number.

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

Finance – Procurement Manager
City of Dillingham
141 Main Street; PO Box 889
Dillingham, AK 99576

Bid opening will occur in the Council Chamber of City Hall at 2:00 pm on October 9th. This meeting will also be available at the following online location: Zoom
Meeting ID: 920 483 0473; passcode: 99576 or dial: 1(719)359-4580 or 1(253)205-0468

Faxed proposals will not be accepted.**Notice of Intent to Award**

The City shall notify all bidders of its intent to award. A contract to award will be confirmed at a city council meeting following the bid deadline

Scope of Work

Contract will be awarded to the Contractor with the lowest fuel price for either diesel or gasoline. The contract can be written for all the City's fuel needs or a portion of the proposal.

1. Contractor agrees to deliver all the City's fuel:

<u>Description</u>	<u>Estimated Gallons</u>
No. 1 Heating/Diesel	43,000
No. 2 Heating/Diesel	18,000
Unleaded Gasoline	12,000
Propane Delivered	215
Propane at Pump	85

Refer to Attachment C for the list of facilities receiving petroleum fuels.

2. Petroleum and propane fuel will be delivered to the list of City of Dillingham facilities under one of the following two conditions:
 - "Keep Full" – the contractor shall be responsible for monitoring, at least every two weeks (unless otherwise noted), the fuel levels in the storage tank to ensure a constant supply.
 - Upon an oral or written request from approved City personnel, the petroleum contractor shall furnish and deliver the requested fuel within four hours (4) of said request.
3. Bids may be provided for either No.1 & 2 Heating/Diesel and/or Unleaded Gasoline and/or propane fuel types. Contract may be awarded to the lowest bid for diesel or gasoline.
4. All fuel tickets must be signed by City Personnel.

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the Request for Proposal/Bid if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP/ITB require the City's prior written approval.

The bidder agrees to allow the City at least 30 days from the bid date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

The City may, at its sole discretion, exercise the option to extend the contract for a one-year period for the next consecutive year; July 1 – June 30, at the existing bid rates. Written notice shall be provided, at least 30 days prior to expiration, if the option to extend the contract is not exercised.

Gasoline will be dispensed from the bidder's pump. Authorized City personnel will "self-serve" into City vehicles and equipment requiring gasoline.

Contractor shall in performance of a contract, comply with all applicable federal, state and local laws, ordinance, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code (DMC) 4.16 Business License and DMC 4.20 Sales Tax as well as state and federal licensing.

All products will be sold with the lowest applicable federal, state, and local taxes. i.e. heating, power generation and equipment use fuel will not be billed with "road" tax applied.

Volumes provided are estimates and may vary by 20%. Locations may vary from time to time. The City shall provide notice to the contractor of location changes as they occur.

Attachment A. Company Information**City of Dillingham
PETROLEUM FUEL BID – FY_27_____**

Contractor's Name Lewis Byrne Title Director of Operations
Authorized Agent

d.b.a. Company Name Bristol Bay Fuels

City Business License Number# 5956

Alaska State Business License Number# 1025294

Signature  Date 9-23-26
Authorized Agent Above

Mailing Address P.O. Box 1529 Dillingham, Alaska 99576

Phone Contact 907-252-7625

Attachment B. Petroleum Fuel Bid

Furnish Petroleum Fuels – Period Covering November 1, 2026 – June 30, 2027

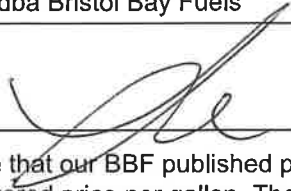
and if a contract extension has been exercised as described in this bid proposal, extended for the next consecutive year, at the existing bid rates.

The furnishing and delivery of petroleum products shall be in accordance with the Invitation to Bid and Specifications for the term of the contract. The price per gallon shall include the entire supplier costs associated with providing petroleum fuels, storage, and delivery. **Bids may be provided for either No.1 & 2 Heating/Diesel and/or Unleaded Gasoline and/or Propane fuel types. Contract may be awarded to the lowest bid for diesel, gasoline or propane.**

Description	Estimated Annual Quantity	Discount Fixed Price-November 1, 2026 – June 30, 2027
No. 1 Diesel	43,000 gallons	Discount \$ <u>-0.350</u> per gallon \$ <u>-15,050</u> Total Discount @ 43,000 gallons
No 2 Diesel	18,000 gallons	Discount \$ <u>-0.350</u> per gallon \$ <u>-6,300</u> Total Discount @ 18,000 gallons
Unleaded Gasoline	12,000 gallons	Discount \$ <u>-1.050</u> per gallon \$ <u>-12,600</u> Total Discount @ 12,000 gallons
Propane Delivered	215 gallons	Discount \$ <u>0.00</u> per gallon \$ <u>*See Example</u> Total
Propane at Pump	85 gallons	Discount \$ <u>0.00</u> per gallon \$ <u>*See Example</u> Total
Total Bid		\$ <u>*See Example</u>

Company Bristol Alliance Fuels, LLC
dba Bristol Bay Fuels

Date 9-23-26

Signature 

Title Director of Operations

* Please note that our BBF published prices are not fixed, and are subject to change, which could change the BBF delivered price per gallon. The Fixed Discount offered will not change throughout the contract. An example of BBF's current published prices with totals are on the final page.

Attachment C. Locations and Fuel Delivery Information

TANK SITES

#1 City Hall	#2 Police Station	#3 Fire Station Downtown
#4 Fire Station Lake Road	#5 Vitavik Apts, Unit C and G	#6 Senior Center
#7 Library	#8 Dock Small Office	#9 Dock Large Office
#10 Harbor Office/Animal Shelter	#11 Harbor Bath House	#12 Dock Equipment Tank
#13 WWTP Lagoons	#14 Water Treatment Bldg	#15 Generator WTP
#16 Public Works Equip	#17 Public Works Shop	#18 Public Works Quonset
#19 Landfill Incinerator	#20 Landfill Office	# 21 Landfill Equipment.
#22 Comm. Svc Incinerator	# 23 Public Safety Vehicle Fuel	#24 Old Harbor Office

Location: #1 CITY HALL Address: 141 Main Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BI WEEKLY	Location: #2 POLICE STATION Address: 404 D Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BI WEEKLY
Location: #3 FIRE STATION DOWNTOWN Address: 511 D Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BI WEEKLY	Location: #4 FIRE STATION LAKE ROAD Address: 1335 Aleknagik Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BI WEEKLY
Location: #5 Vitavik Apt. C & G Address: 1726 Waskey Road Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BI WEEKLY	Location: #6 Senior Center Address: 515 1 st Avenue Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #7 Library Address: 304 D Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY	Location: #8 Dock Small Office Address: 151 1 st Avenue Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #9 Dock Large Office Address: 34 A Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY	Location: #10 Harbor Office/Animal Shelter Address: 240 Harbor Master Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY
Location: #11 Harbor Bath House Address: 240 Harbor Road Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY	Location: #12 Dock Equipment Tank Address: 151 1 st Street Fuel Type #1 Heating Oil (Diesel) Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY (MAY – OCT)

Attachment C. Locations (CONTINUED)

Location: #13 Waste Water Treatment Lagoons Address: 826 Tower Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY	Location: #14 Water Treatment Plant Address: 524 Central Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY
Location: #15 Water Treatment Plant Generator Address: 524 Central Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY (AS NEEDED)	Location: #16 Public Works Equipment Address: 808 2 nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY
Location: #17 Public Works Shop Address: 810 2 nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: WEEKLY (AS NEEDED)	Location: #18 Public Works Quonset Bldg Address: 808 2 nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: WEEKLY
Location: # 19 Landfill Incinerator Address: Landfill Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY	Location: #20 Landfill Transfer Bldg Address: Landfill Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 300 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #21 Landfill Equipment Tank Address: Landfill Road Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY	Location: #22 Comm. Svc. Incinerator Address: Landfill Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 300 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #23 Public Safety Fuel Depot Address: 404 D Street Fuel Type Unleaded Gasoline Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY	Location: #24 Old Harbor Office Address: 240 Harbor Master Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY (TEMP UNTIL LEASED)
Propane Filled at the Pump as Needed	Other buildings and locations as the need arises following written notification from the City.



P.O. BOX 1529, DILLINGHAM, ALASKA 99576

PHONE: 907-842-1234

FAX: 907-842-5955

Bristol Bay Fuel will provide a fixed discount from BBF Published (pre-tax) Prices, although BBF's Published Prices are subject to change.

An example of our current listed prices are listed below along with an example total bid package amount.

Example Bid Package (Pre-tax Prices as of June 1, 2026)

Fuel Type	Gallons	Example BBF Published Prices (Subject to Change)	Fixed Discount	Example City of Dillingham Prices (Subject to Change)	Example Total Bid (Subject to Change)	Total Discount @ Estimated Annual Quantity
#1 Diesel	43,000	\$7.949	(\$0.350)	\$7.599	\$326,757.00	\$ (15,050.00)
#2 Diesel	18,000	\$7.949	(\$0.350)	\$7.599	\$136,782.00	\$ (6,300.00)
RUL	12,000	\$8.049	(\$1.050)	\$6.999	\$83,988.00	\$ (12,600.00)
Propane delivered	215	\$8.456	\$ -	\$8.456	\$1,818.04	\$ -
Propane at pump	85	\$8.456	\$ -	\$8.456	\$718.76	\$ -
					\$550,063.80	\$ (33,950.00)

The total discount amount is calculated with the estimated annual quantity listed as listed on the RFP.

In the matter of City of Dillingham, Alaska
2026 notice of publication for RFB

AFFIDAVIT OF CITY CLERK ABIGAIL FLYNN

STATE OF ALASKA)

) ss:

THIRD JUDICIAL DISTRICT)

Abigail Flynn, being first duly sworn, deposes and states as follows:

1. I am the Clerk of the City of Dillingham. This affidavit is based upon personal knowledge derived from experience and from my review of official records of the City of Dillingham.
2. Dillingham Municipal Code (DMC) 4.30.100(A) calls for sealed bids or proposals to be solicited by publication in a newspaper or newspapers reasonably calculated to reach prospective bidders. It calls for two publications, separated by at least one week and no more than two weeks, and at least two weeks between the last publication and the bid opening unless the City Manager finds an emergency exists.
3. DMC 1.16.010, via Ordinance 2026-02 (Adopted Aug. 6, 2026), defines a newspaper of general circulation with six elements:
 - a. Is published in newspaper format; and
 - b. Is distributed in print at least twice a week for at least 50 weeks each year within the Dillingham census area, excluding a period when publication is interrupted by a labor dispute or by a natural disaster or other casualty that the publisher cannot control; and
 - c. Has a total paid circulation or paid distribution of at least 500 copies or 10% of the total population of the Dillingham census area, whichever is less; and
 - d. Holds a second-class mailing permit from the United States Postal Service; and
 - e. Is not published primarily to distribute advertising; and
 - f. Is not intended primarily for a particular professional or occupational group.
4. The Bristol Bay Times was the most recent newspaper of general circulation, but it is no longer.
5. I am not aware of the Bristol Bay Times being distributed for purchase locally in the Dillingham Area in print newspaper format. I have tried to buy a copy at the traditional locations, and I have not been able to find the Bristol Bay Times.

6. The Bristol Bay Times is not distributed in print twice a week in the Dillingham census area. It is only distributed once a week and the only version I have been able to find is the e-edition on the website.
7. I have tried to get the paid circulation and distribution numbers from the Bristol Bay Time, but they have not made that information available to me.
8. I do not know if the Bristol Bay Times holds a second-class mailing permit.
9. DMC 1.16.010, via Ordinance 2026-02 (Adopted Aug. 6, 2026), defines Public Notice and Published or Publication as follows:
 - a. "Public Notice." Means notice provided in accordance with the publication requirements of this Code. In addition to required publication or posting requirements, the City shall provide supplemental notice by posting on the City's official website, and/or official City social media accounts, electronic mailing lists, local radio or by other methods reasonably calculated to inform the public. The failure to provide supplemental notice does not invalidate an otherwise properly noticed action.
 - b. "Published" or "Publication" Means appearing at least once in a newspaper of general circulation. If there is no newspaper of general circulation, publication means posting the notice in at least three public places within the City for a minimum of five days. This definition is intended to be consistent with AS 29. 71.800, as amended.
10. See Attached Affidavit of Posting/ Public Broadcasting to see the dates and locations of posting for this RFB.

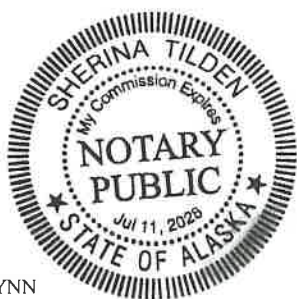
FURTHER YOUR AFFIANT SAYETH NAUGHT.



Abigail Flynn

City Clerk, City of Dillingham

SUBSCRIBED AND SWORN TO me before this 18th day of June 2026.




Notary Public in and for Alaska

My Commission Expires: Jul 11, 2028



CITY OF DILLINGHAM

AFFIDAVIT OF POSTING / PUBLICATION / BROADCASTING

Affidavit attesting to the posting of the following public notice(s): (attached)

- | | |
|---|---|
| 1. ☒ Meeting Agenda – City Council
2. ☒ Notice of Public Hearing - City Council
3. ☐ Notice of Public Hearing (Planning)
4. ☐ Notice of Voter Registration
5. ☐ Notice of Elected Offices to be Filled
6. ☐ Notice of Election
7. ☒ Notice of Invitation to Submit Sealed Bid | 8. ☐ Notice of Request for Proposal
9. ☐ Notice of Water Shut Off/Boil Water Notice
10. ☐ Notice of Road closure
11. ☐ Notice of Foreclosure
12. ☐ Notice of Personal / Business Property & Real Property Tax
13. ☐ Notice of BOE Hearing, meeting
14. ☐ Other _____ |
|---|---|

I, (Insert name) Abigail Flynn, being duly sworn, deposes and says that:

1. I am the (insert title) City Clerk with the City of Dillingham

2. That the attached notice (s) was posted or set up for publishing or broadcasting on (date)

9/25/2026 second posting

3. Locations of posting/ publication / broadcasting:

Check Location	
☒	Dillingham City Hall
☐	Dillingham Post Office <u>Intend to post on 9/25/2026</u>
☒	Dillingham Public Library <u>Shania posted at 2:34 pm</u>
☒	City Website, https://www.dillinghamak.us/
☒	City of Dillingham Facebook Page
☒	Radio: KDLG or KAKN <u>@kakn.org Both</u>
☐	Other: Newspaper (circle one) BBT or Anchorage Daily News or _____
☐	Other: _____

Signature: [Signature]



CITY OF DILLINGHAM

AFFIDAVIT OF POSTING / PUBLICATION / BROADCASTING

Affidavit attesting to the posting of the following public notice(s): (attached)

____ Meeting Agenda – City Council ____ Notice of Public Hearing - City Council ____ Notice of Public Hearing (Planning) ____ Notice of Voter Registration ____ Notice of Elected Offices to be Filled ____ Notice of Election	☒ Notice of Invitation to Submit Sealed Bid ____ Notice of Request for Proposal ____ Notice of Water Shut Off/Boil Water Notice ____ Notice of Road closure ____ Notice of Foreclosure ____ Other _____
--	---

I, (Insert name) Abigail Flynn, being duly sworn, deposes and says that:

1. I am the (insert title) clerk with the City of Dillingham
2. That the attached notice (s) was posted or set up for publishing or broadcasting on (date)

Sept 18 2026

3. Locations of posting/ publication / broadcasting:

Check Location	
☒ Posted	Dillingham City Hall <u>Sept 18 by Tony</u>
☒ Posted	Dillingham Post Office <u>Sept 18 by Tony</u>
☒ Posted	Dillingham Public Library <u>Sept 19 by Shania</u>
☒	City Website, https://www.dillinghamak.us/ <u>Sept 18 by Abigail</u>
☒	City of Dillingham Facebook Page <u>Sept 18 by Abigail</u>
☒	Radio: KDLG or KAKN <u>request made Sept 18 by Abigail</u>
	Other: Newspaper (circle one) BBT or Anchorage Daily News or _____
	Other: _____

Signature: 

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-36**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO CONTRACT WITH PREMIERA BLUE CROSS TO PROVIDE HEALTH INSURANCE FOR THE CITY OF DILLINGHAM EMPLOYEES**

WHEREAS, it is the City's intent and preference to provide health insurance to its employees and dependents; and

WHEREAS, based on current employee enrollment and market conditions, the City wishes to accept Premiera's No Bid with Early Bird Advantage renewal offer; and

WHEREAS, Premiera Blue Cross Blue Shield has offered renewal of the Preferred Choice Plus plan for the 2027 calendar year with a 3.05% increase in medical premiums and a 3% increase in dental premiums, with no increase in UNUM life insurance premiums; and

WHEREAS, due to a High Deductible Health Plan, the City will continue a Health Reimbursement Arrangement that reimburses the employee up to \$2,000 per individual and \$4,000 per family of their deductible; and

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council, Dillingham, Alaska that Jack Savo Jr., Acting City Manager, and is hereby designated as the Authorized Agent of the Employer and is hereby authorized to sign an agreement with Premiera Blue Cross Blue Shield for health insurance coverage for the 2027 calendar year under the No Bid with Early Bird Advantage renewal offer.

PASSED and ADOPTED by the Dillingham City Council on October 22, 2026.

Alice Ruby, Mayor

ATTEST:

SEAL:

Abigail Flynn, City Clerk

CITY OF DILLINGHAM, ALASKA
RESOLUTION NO. 2026-37

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL COMMENDING NORMAN
“KOOLIE” HEYANO UPON HIS RETIREMENT AS VOLUNTEER FIRE CHIEF**

WHEREAS, Norman “Koolie” Heyano joined the Dillingham Volunteer Fire Department in 1971 and has devoted 55 years of volunteer service to protecting the lives, property, and well-being of our community; and

WHEREAS, Koolie became Assistant Chief in 1982, earned his Emergency Trauma Technician certification in 1984, and was elected Fire Chief in 2001, serving for 25 years in that leadership role; and

WHEREAS, Koolie has responded to more than 500 fire calls and made more than 160 ambulance runs during the COVID-19 pandemic, giving freely of his time and skills when his neighbors needed help; and

WHEREAS, Koolie has mentored and encouraged generations of firefighters and first responders, supporting their accomplishments and helping make the firehouse a second home and a family of volunteers; and

WHEREAS, the department established the “Koolie Award” in his honor to recognize willingness to serve, longevity of service, community mindedness, integrity, tenacity, and humility, qualities that reflect his example; and

WHEREAS, Koolie’s wife, Bernice, and his family have supported his many years of volunteer service and share in the community’s gratitude; and

WHEREAS, Koolie’s retirement as Volunteer Fire Chief provides an opportunity to honor his leadership, compassion, and lasting contributions to Dillingham;

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

1. The City Council commends Norman “Koolie” Heyano upon his retirement as Volunteer Fire Chief and expresses its heartfelt appreciation for his 55 years of volunteer service and 25 years of leadership as Fire Chief.
2. The City Council recognizes the lasting example Koolie has set for those who follow in his footsteps, extends its gratitude to Bernice and his family, and offers its warmest wishes for his retirement.

PASSED AND ADOPTED by the Dillingham City Council on October 22, 2026

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, City Clerk

OATH OF OFFICE

United States of America)
State of Alaska)
Third Judicial District)

I, Jonathan Jeremy Larson, do solemnly affirm that I will support the Constitution of the United States of America and the laws of the State of Alaska and laws and ordinances of the City of Dillingham, and that I will honestly, faithfully and impartially perform the duties as the Volunteer Fire Chief for the City of Dillingham.

Signed:

_____	_____
Jonathan Jeremy Larson	Date

SUBSCRIBED AND SWORN before me this 22 day of October, 2026.

_____	_____
Abigail Flynn, City Clerk	Date

OATH OF CITY COUNCIL MEMBER

United States of America)
State of Alaska) ss.
Third Judicial District)

I, Tracy Hightower, do solemnly affirm that I will support the Constitution of the United States of America and the laws of the State of Alaska and laws and ordinances of the City of Dillingham, and that I will honestly, faithfully and impartially perform the duties as a Member of the City Council.

Signed:

Tracy Hightower

SWORN before me this 22th day of October 2026.

Signed:

Abigail Flynn, City Clerk

Oath of Office/Council Member Oath

OATH OF CITY COUNCIL MEMBER

United States of America)
State of Alaska) ss.
Third Judicial District)

I, Steven Carriere, do solemnly affirm that I will support the Constitution of the United States of America and the laws of the State of Alaska and laws and ordinances of the City of Dillingham, and that I will honestly, faithfully and impartially perform the duties as a Member of the City Council.

Signed:

Steven Carriere

SWORN before me this 22th day of October 2026.

Signed:

Abigail Flynn, City Clerk

Oath of Office/Council Member Oath

OATH OF CITY COUNCIL MEMBER

United States of America)
State of Alaska) ss.
Third Judicial District)

I, Curt Armstrong, do solemnly affirm that I will support the Constitution of the United States of America and the laws of the State of Alaska and laws and ordinances of the City of Dillingham, and that I will honestly, faithfully and impartially perform the duties as a Member of the City Council.

Signed:

Curt Armstrong

SWORN before me this 22th day of October 2026.

Signed:

Abigail Flynn, City Clerk

Oath of Office/Council Member Oath

Mayor
Alice Ruby

City Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 13.

Triston Chaney
Tracy Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Abigail Flynn, City Clerk's Department
Through: Jack Savo Jr, City Manager
Date: September 22, 2026, 2026
Re: Council Decisions on Travel to AML

SUMMARY: Please come to the October 15, 2026 or the October 22, 2026, Council meeting prepared to decide which two Council members will attend the Alaska Municipal League (AML) conference in December. The budget provides for two Council members to attend. Please also consider whether to use reimbursed taxi or rideshare trips between the Anchorage airport and conference hotel in place of a City-funded rental vehicle, where practical. Seats on Alaska Airlines fill up fast so it is very important the Clerk be able to book the tickets as soon as possible.

BACKGROUND: When travel authorizations were prepared in August, the estimated cost was \$3,653.70 per Council member, or \$7,307.40 for two. These are estimates and may increase as the travel date approaches. Last year, the rental vehicle for one Council member attending AML cost \$858.62 and the additional cost to park that vehicle downtown was an additional \$150. Taxi or rideshare costs tend to be around \$60 total and include both to and from the airport. There is a potential to save the taxpayers almost \$2,000 on this trip alone.

DISCUSSION: Staff members already seek ways to reduce City travel costs when they travel. Depending on the trip, they use taxis or rideshares, arrange rides with friends or family, or pay personally for a rental vehicle for their own use to be used only after training sessions are finished each day. Staying near the conference and arranging only the needed transportation to and from the airport can also make it easier to attend the full daily program. The council hotel is already booked for the Marriott as it is walking distance to the AML conference location. Some residents raised concerns on social media last year about public spending on AML travel. Considering ground transportation costs publicly gives the Council an opportunity to respond to those concerns while deciding what arrangements are practical for its members.

COUNCIL DECISION: At the October 15 or 22 meeting, please select the members who will attend and decide whether their ground transportation should generally be reimbursed taxi or rideshare trips between the Anchorage airport and hotel, subject to the City's travel rules and receipts, or another approved arrangement. The Council may consider a rental vehicle if circumstances warrant it or may consider one rental vehicle to be shared between the members attending.

COUNCIL FY27 BUDGET FOR TRAVEL

Travel	7150	\$14,000
• Juneau Lobbying Trip (1) • Alaska Municipal League (2) • Southwest Alaska Municipal Conference (1 sitting on the board) • Scholarships will be applied for when possible		
Training	7155	\$3,000
• Southwest Alaska Municipal Conference (1). • Alaska Municipal League (2). • Scholarships will be applied for and will likely <u>defray</u> travel costs.		

We expect to pay for one trip to SWAMC for the person on the SWAMC board and send two Council Members to AML in December.

A Lobbying trip for one person will depend on what is needed and when and will be more expensive than trips to Anchorage.



PUBLIC NOTICE

Are you interested in serving on a committee?

The City has several opportunities to become involved.

The City of Dillingham is looking for Dillingham residents who are interested in serving on a City Committee.

The following committees have seats open now or seats opening this year:

- ✓ School Facility Committee (one seat, renews annually in November)
- ✓ Port Advisory Committee (2 Seats expiring in November 2026)
- ✓ Senior Advisory Commission (6 expired seats, April expirations)
- ✓ Friends of the Landfill (one seat)
- ✓ Planning Commission (2 seats expiring 12/2026)
- ✓ Library Advisory Board (1 seat vacant, September 30th renewal)
- ✓ Parks and Recreation (multiple seats, coming soon)

Please submit your letter of interest to:

Mayor Alice Ruby

c/o City Clerk's Office

City of Dillingham

PO Box 889, Dillingham, AK 99576

or email City Clerk at cityclerk@dillinghamak.us.

Contact the City Clerk's Office at 907-842-5212 for more information.

Posted October 6, 2026