



## **CODE REVIEW COMMITTEE MEETING**

Thursday, May 11, 2023 at 5:30 PM

### **AGENDA**

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

#### **MEETING INFORMATION**

CODE REVIEW COMMITTEE MEETING

CITY HALL COUNCIL CHAMBERS

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

This meeting will also be available at the following online location:

<https://us02web.zoom.us/j/86775972389?pwd=RVpxSVdSbCtyTDd0ZnJvYXdqTjNtUT09> Meeting ID: 867 7597 2389; passcode: 763356 Or dial (346) 248-7799; or (669) 900-6833

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

- [1.](#) Minutes of Thursday, April 13, 2023; Code Review Committee Meeting

**APPROVAL OF AGENDA**

**UNFINISHED BUSINESS**

- [2.](#) Resolution No. 2023-XX; Library Advisory Board.

**NEW BUSINESS**

**PUBLIC COMMENT/COMMITTEE COMMENTS**

**ADJOURNMENT**



## CODE REVIEW COMMITTEE MEETING

Thursday, April 13, 2023 at 5:30 PM

### MINUTES

#### CALL TO ORDER

The Code Review Committee met on Thursday, April 13, 2023, in the Dillingham City Council Chambers, and via video conferencing, in Dillingham, AK. Council Member Kim Johnson chaired the meeting and called the meeting to order at 5:31 p.m.

#### ROLL CALL

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

Mayor Alice Ruby  
Lori Goodell

Kim Johnson  
Greta Hayden-Pless

Michael Bennett

Committee Members excused:

Kaleb Westfall

#### APPROVAL OF MINUTES

1. Minutes of Thursday, February 23, 2023; Code Review Committee Meeting

MOTION: Michael Bennet moved, and Alice Ruby seconded the motion to approve the February 23, 2023 minutes.

VOTING Yea: Alice Ruby, Kim Johnson, Lori Goodell, Michael Bennett, Greta Hayden-Pless

#### APPROVAL OF AGENDA

MOTION: Alice Ruby moved, and Michael Bennet seconded the motion to approve agenda.

VOTING Yea: Alice Ruby, Kim Johnson, Lori Goodell, Michael Bennett, Greta Hayden- Pless

#### UNFINISHED BUSINESS

2. Library Advisory Board

- Mayor Alice Ruby concurs with the Library Advisory Board recommendation.
  - Additional would recommend the following changes as well to the Board:
    - Remove the Mayor elected chair, the committee has always appointed their own chair.
    - Removing the committee seats designated to Bristol Bay Campus and the School District.
    - Endorse the board's recommendation.
  - Create a resolution to reflect changes needed to LAB membership. Notify the LAB regarding update to LAB and present at the next Code Review Meeting..

#### NEW BUSINESS

3. Liquor License Renewal; 2652 Windmill Grille

MOTION: Michael Bennett moved to recommend to protest the Liquor License Renewal of 2652 Windmill Grille based on lack of AB29 and an incomplete AB17, and Alice Ruby seconded the motion.

- Requested missing forms (AB29 and AB17) be obtained from the State of Alaska.
- Sales tax paid to the City on 12/02/2021 indicate business was operated during 2021.

VOTING: Yea: Alice Ruby, Kim Johnson, Lori Goodell, Michael Bennett, Greta Hayden- Pless

4. Establish Dumpster Ordinance

MOTION: Michael Bennett moved to postpone to December 31, 2023, with a sunset clause, and Alice Ruby seconded the motion.

- Conveyed understanding of citizen’s complaint to be aimed at requiring a mandate of dumpster screens.
- Discussed how City of Dillingham currently doesn’t have the manpower to enforce such a mandate.
- Noted the possibility of creating an incentive to business owners to screen their dumpsters.
  - Asked staff and public to consider incentive suggestions over the next 6 months to offer to the Committee.

VOTING: Yea: Alice Ruby, Kim Johnson, Lori Goodell, Michael Bennett, Greta Hayden- Pless

**PUBLIC COMMENT/COMMITTEE COMMENTS**

Mayor Alice Ruby:

- Expressed thanks to Greta Hayden-Pless for her work as Acting City Clerk and appreciation to Lori Goodell for her teachings.
- Michael Bennett, Lori Goodell, and Kim Johnson concurred with Mayor Ruby’s sentiment.

**ADJOURNMENT**

The meeting adjourned at 5:46 p.m.

\_\_\_\_\_  
Kimberly Johnson, Chair

ATTEST:

\_\_\_\_\_  
Greta Hayden-Pless, Acting City Clerk

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

## CITY OF DILLINGHAM, ALASKA

## RESOLUTION NO. 2023-xx

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL REVISING MEMBERSHIP SEATS AND THE PROCESS FOR NOMINATION OF THE LIBRARY ADVISORY BOARD.**

---

WHEREAS, the Library Board was established in 2000 through an ordinance in Dillingham Municipal Code Chapter 2.080, Public Library; and

WHEREAS, the City has been working to standardize the format of the various boards and committees, following the adoption of DMC Chapter 2.90, Advisory Boards and Commissions, enacted June 24, 2010, that established future advisory boards and committees of the council would be authorized by resolution; and

WHEREAS, at the November 7, 2013 Council Meeting the Council adopted Ordinance No. 2013-18 which replaced the Library Board with a Library Advisory Board (LAB) structured after Chapter 2.90 and adopted Resolution 2013-71 which moved the LAB rules and responsibilities to a resolution;

WHEREAS, at the February 5, 2015 Council Meeting the Council adopted Resolution 2015-12 which repealed 2013-71 in its entirety. which updated the structure and responsibilities of the LAB;

WHEREAS, with the creation of a consortium library agreement in 2006 with the University of Alaska Fairbanks Bristol Bay Campus and Dillingham City School District, with each organization having a designated seat, the LAB became a seven-seat board;

WHEREAS, the LAB has recommended altering the number of board seats from seven to five with the removal of seats F and G, after moving school appointed Sarah Bailey to the vacant seat E;

WHEREAS, this recommendation is due to the University of Alaska Fairbanks Bristol Bay Campus and Dillingham City School District withdrawing from the consortium library agreement in 2022.

NOW, THEREFORE BE IT RESOLVED that the Council wishes to amend the Library Advisory Board's structure and responsibilities. These changes are outlined below with [new language **underlined and emboldened** and deleted text displayed in ~~strike-out font~~]:

;

1. The Board shall be made up of **five** members nominated by the **board members** and confirmed by the Council. ~~At least two of the members will represent the University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School.~~
3. The presiding officer shall be recommended by the Library Advisory Board, nominated by **the board members**, and confirmed by the City Council.

- 4. Members of the Board, ~~with the exception of the two representatives,~~ shall serve for three years with seats staggered that expire in September or until their successors are appointed and qualified; provided that the terms of no more than three members shall expire in any one calendar year.—~~The University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School representatives will be appointed annually in September.~~

NOW, THEREFORE, BE IT RESOLVED that the Library Advisory Board be amended to five seats, with the removal of seats F and G and Sarah Bailey transitioning to seat E. While following the procedural changes as outlined above.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on June ,1 2023.

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

[SEAL]

ATTEST:

\_\_\_\_\_  
Greta Hayden-Pless, Acting City Clerk

**2.80.040 Library advisory board.**

There shall be a library advisory board created by a resolution. (Ord. 13-18 § 2 (part), 2013.)

**From:** [Sonja Marx](#)  
**To:** [Admin Manager](#); [Lori Goodell](#)  
**Cc:** [Assistant](#); [Robert Mawson](#); [lee ann andrew](#)  
**Subject:** Important info from our LAB meeting to pass on and ask about  
**Date:** Thursday, February 16, 2023 1:29:37 PM

---

- They would like to make the LAB a 5-seat board instead of 7-seats since we no longer have a consortium library agreement with the DCSD and the Campus. UAF BB campus pulled out, so they no longer have a rep for seat G. The DCSD is supporting the library through the LINKED grant. The superintendent appointed Sarah Bailey to be the school rep. The LAB would like to move Sarah Bailey to the vacant seat E and do away with seats F & G. They understand that changing the LAB from seven to five seats needs to go before the City Council to be approved. For the next city council meeting in March? Little too late for tonight's meeting?
- They were working on the volunteer forms/agreement for the library. Instead of reinventing the wheel, they want to know what the city already has in place (paperwork) for volunteers to fill out before volunteering, Kelsa? What forms do they fill out? Are background checks required? Who pays for those? Liability & Insurance coverage needed, Anita? When volunteers fill out the necessary paperwork, who do they turn it in to, Library or City? Who does the screening, checking references, and approves of them volunteering? The city, librarian, LAB?
- The library is extending the hours we are open to:

Monday and Friday open 10 am to 6 pm (10:30 am for story time on Friday and 6-8 pm every other Friday for game night)

Tuesday, Wednesday, and Thursday open 12 noon to 4 pm

Saturday open 10 am to 3 pm

This new schedule can be posted on the city's website and Facebook page. We will also let the FOL know to post it, and we will make signs for the library.

Thanks,  
Sonja

## CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2015-12****A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE PROCESS FOR APPROVING THE OPERATIONAL PROCEDURES AND RULES RECOMMENDED BY THE LIBRARY ADVISORY BOARD AND REPEALING RESOLUTION NO. 2013-71**

WHEREAS, the Library Board had offered some changes to Dillingham Municipal Code Chapter 2.080, Public Library; and

WHEREAS, the City Council recommended vetting those suggested changes through the Code Review Committee; and

WHEREAS, the City has been working to standardize the format of the various boards and committees, following the adoption of DMC Chapter 2.90, Advisory Boards and Commissions, enacted June 24, 2010, that established future advisory boards and committees of the council would be authorized by resolution; and

WHEREAS, at the November 7, 2013 Council Meeting the Council adopted Ordinance No. 2013-18 which replaced the Library Board with a Library Advisory Board structured after Chapter 2.90;

WHEREAS, the existing members of the Library Board would be seated on the newly formed Library Advisory Board through the remainder of their terms;

WHEREAS, at their November 7, 2013 the Dillingham City Council adopted Resolution No. 2013-71 establishing a Library Advisory Board;

NOW, THEREFORE BE IT RESOLVED that the Council wishes to retain the Library Advisory Board's structure and responsibilities as follows and outlined in Resolution No. 2013-71, but designate the City Manager, instead of the City Council, as approving library rules and to report those actions to the City Council:

1. The Board shall be made up of seven members nominated by the Mayor and confirmed by the Council. At least two of the members will represent the University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School.
2. A member shall be a resident of the greater Dillingham area and be a registered voter with the State of Alaska.
3. The presiding officer shall be recommended by the Library Advisory Board, nominated by the Mayor and confirmed by the City Council.
4. Members of the Board, with the exception of the two representatives, shall serve for three years with seats staggered that expire in September or until their successors are appointed and qualified; provided that the terms of no more than three members shall expire in any one calendar year. The University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School representatives will be appointed annually in September.




5. The Board shall be advisory to the City Manager and Librarian, and shall assist in preparing rules for the operation of the library, including, but not limited to, general promotion and community outreach, the hours of operation, length of time books or other items may be borrowed and fines, for approval by the City Manager to be reported to the City Council.
6. The Board may not obligate the City of Dillingham, but may serve as advisory to the City Manager on application for, receipt of and/or management of any funds for or by the City of Dillingham for the Public Library.
7. The Presiding Officer shall ensure that written minutes of every meeting are kept and provide copies of the minutes to the City Clerk. All meetings shall be conducted in accordance with Robert's Rules of Order and DMC Chapter 2.90.050, Procedures.
8. The Library Advisory Board shall remain in existence unless otherwise notified by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Manager will approve the rules for the operation of the library, including, but not limited to, general promotion and community outreach, the hours of operation, length of time books or other items may be borrowed and fines, and report those items to the Council

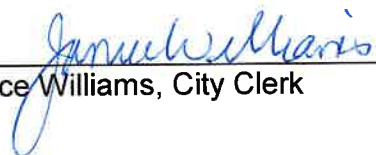
BE, IT FURTHER RESOLVED, that Resolution No. 2013-71 is repealed in its entirety.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on 2/5/15

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

ATTEST:

[SEAL]

  
\_\_\_\_\_  
Janice Williams, City Clerk

## CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2013-71****A RESOLUTION OF THE DILLINGHAM CITY COUNCIL CREATING A CITY OF DILLINGHAM LIBRARY ADVISORY BOARD**

WHEREAS, the Library Board had offered some changes to Dillingham Municipal Code Chapter 2.080, Public Library; and

WHEREAS, the City Council recommended vetting those suggested changes through the Code Review Committee; and

WHEREAS, the City has been working to standardize the format of the various boards and committees, following the adoption of DMC Chapter 2.90, Advisory Boards and Commissions, enacted June 24, 2010, that established future advisory boards and committees of the council would be authorized by resolution; and

WHEREAS, at the October 10, 2013, Regular Council Meeting, Ordinance No. 2013-18 was introduced as approved by the City Council, and scheduled for a public hearing and adoption at the November 7, 2013 Council meeting;

WHEREAS, Ordinance No. 2013-18 would replace the Library Board with a Library Advisory Board structured after Chapter 2.90;

WHEREAS, the existing members of the Library Board would be seated on the newly formed Library Advisory Board through the remainder of their terms;

NOW, THEREFORE, BE IT RESOLVED, that the Dillingham City Council establishes a Library Advisory Board with the following structure and responsibilities:

1. The Board shall be made up of seven members nominated by the Mayor and confirmed by the Council. At least two of the members will represent the University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School.
2. A member shall be a resident of the greater Dillingham area and be a registered voter with the State of Alaska.
3. The presiding officer shall be recommended by the Library Advisory Board, nominated by the Mayor and confirmed by the City Council.
4. Members of the Board, with the exception of the two representatives, shall serve for three years with seats staggered that expire in September or until their successors are appointed and qualified; provided that the terms of no more than three members shall expire in any one calendar year. The University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School representatives will be appointed annually in September.
5. The Board shall be advisory to the City Manager and Librarian recommending operational policies for the library program, and submitting same to the City Council for approval.

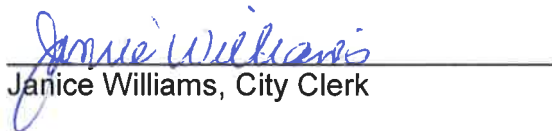
- 6. The Board shall prepare rules for the operation of the library, including, but not limited to, general promotion and community outreach, the hours of operation, length of time books or other items may be borrowed and fines. All rules must be approved by the City Council.
- 7. The Board may not obligate the City of Dillingham, but may serve as advisory to the City Manager on application for, receipt of and/or management of any funds for or by the City of Dillingham for the Public Library.
- 8. The Presiding Officer shall ensure that written minutes of every meeting are kept and provide copies of the minutes to the City Clerk. All meetings shall be conducted in accordance with Robert's Rules of Order and DMC Chapter 2.90.050, Procedures.
- 9. The Library Advisory Board shall remain in existence unless otherwise notified by the City Council.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on Nov. 7, 2013.

SEAL:

  
 Alice Ruby, Mayor

ATTEST:

  
 Janice Williams, City Clerk

City of Dillingham Information Memorandum No. R2013-71

**Subject:** An Ordinance of the Dillingham Municipal Code amending Chapter 2.80 to create a Library Advisory Board by resolution and remove reference to Library Board in the Dillingham Municipal Code

Agenda of: **November 7, 2013**

Council Action:

Manager: Recommend approval.

City Manager:

*Rose Loera*  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Library / Sonja Marx	<i>SM</i>	
X	City Clerk / Janice Williams	<i>JW</i>	

Fiscal Note: Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

Other Attachment(s): None

**Summary Statement.**

The Library Board had recommended some changes to the library code, which were then added to the Code Committee's to do list. As a result of examining the recommendations, the Code Review Committee discussed the differences between the Library Board and the Friends of the Library, and advised recreating the Library Board as an advisory board to bring it more in line with the committee process.

The Library Advisory Board follows the parameters adopted in Ordinance No. 2010-08, June 2010, establishing future advisory boards and commissions.

The Code Review Committee is recommending to the Council that this resolution be adopted.

**Fwd: LAB Seats Resolution**

Sonja Marx

Fri 5/5/2023 3:08 PM

To: Assistant &lt;assistant@dillinghamak.us&gt;

Get [Outlook for Android](#)**From:** lee ann andrew <landrew0313@gmail.com>**Sent:** Friday, May 5, 2023 1:20:22 PM**To:** Sonja Marx <librarian@dillinghamak.us>**Subject:** Re: LAB Seats Resolution

It looks good. I like your suggestion for dillingham city school district

Do you have copies of the referenced material

DMC chapter 2.90.050

Resolution 2013-71

Resolution 2015-12

On Thu, May 4, 2023 at 2:58 PM Sonja Marx <[librarian@dillinghamak.us](mailto:librarian@dillinghamak.us)> wrote:

Get [Outlook for Android](#)**From:** DLG City Clerk <[cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us)>**Sent:** Thursday, May 4, 2023 10:54:58 AM**To:** Sonja Marx <[librarian@dillinghamak.us](mailto:librarian@dillinghamak.us)>**Subject:** LAB Seats Resolution

Hi Sonja,

I have attached a draft resolution I am working on to present to the Code Review Committee May 11th to update the Library Advisory Board seats. Would you please look it over and let me know your thoughts? It would be an amendment to the current resolution for the LAB.

Thank you,

*Greta Hayden-Pless*

Acting City Clerk

## DLG City Clerk

---

**From:** Sonja Marx  
**Sent:** Monday, May 8, 2023 12:33 PM  
**To:** DLG City Clerk  
**Cc:** lee ann andrew  
**Subject:** Re: LAB Seats Resolution

Looks good to me....thank you!

Sonja

Get [Outlook for Android](#)

---

**From:** DLG City Clerk <cityclerk@dillinghamak.us>  
**Sent:** Monday, May 8, 2023 11:36:03 AM  
**To:** Sonja Marx <librarian@dillinghamak.us>  
**Cc:** lee ann andrew <landrew0313@gmail.com>  
**Subject:** RE: LAB Seats Resolution

Hi Sonja,

I have revised the resolution a bit, instead of amending we would just make a new resolution with the changes. I have included the revised one, if you could take a look and give me your thoughts.

Thank you,

P.S. I have also attached the documents that Lee Ann Andrew requested.

*Greta Hayden-Pless*

Acting City Clerk  
Administrative Services Assistant  
City of Dillingham  
PO Box 889  
Dillingham, AK 99576  
(907) 842-5212

---

**From:** Sonja Marx <librarian@dillinghamak.us>  
**Sent:** Thursday, May 4, 2023 2:54 PM  
**To:** DLG City Clerk <cityclerk@dillinghamak.us>  
**Subject:** Re: LAB Seats Resolution

Thanks, Greta.

I think we should say the full title Dillingham City School District instead of just Dillingham School since that was their title in the original consortium library agreement. There could be other Dillingham schools like Southwest Region Schools in Dillingham and the Seventh Day School in Dillingham.

I find it interesting that we have had a LAB since 2000 or earlier, I believe. When I started in 2009 we had a makes it sound like it was just established in 2013. The consortium library agreement started in 2006, putting in place the 7 members. I believe before that, it was a 5 member board.

I'm going to forward this to our LAB president and see what she thinks, also. Thanks for all your work on this.

Sonja

Get [Outlook for Android](#)

---

**From:** DLG City Clerk <[cityclerk@dillinghamak.us](mailto:cityclerk@dillinghamak.us)>  
**Sent:** Thursday, May 4, 2023 10:54:58 AM  
**To:** Sonja Marx <[librarian@dillinghamak.us](mailto:librarian@dillinghamak.us)>  
**Subject:** LAB Seats Resolution

Hi Sonja,

I have attached a draft resolution I am working on to present to the Code Review Committee May 11th to update the Library Advisory Board seats. Would you please look it over and let me know your thoughts? It would be an amendment to the current resolution for the LAB.

Thank you,

*Greta Hayden-Pless*

Acting City Clerk  
Administrative Services Assistant  
City of Dillingham  
PO Box 889  
Dillingham, AK 99576  
(907) 842-5212