CITY COUNCIL REGULAR MEETING

Thursday, November 05, 2026 at 7:00 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

CITY COUNCIL REGULAR MEETING
CITY HALL COUNCIL CHAMBERS / 7:00 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 MINUTES

1. October 22, 2026

October 1, 2026

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

Strategic Plan Report
City Manager and Staff Reports
Standing Committee Reports

Code

Finance and Budget

Citizen Committee Appointments

2. Port: Two Open Seats

Council Committee Appointments

3. Council Appointments

PUBLIC HEARINGS

4. Public Hearing to Adopt O 2026-13 (AM)

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.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

5. Adopt O 2026-13 (AM) Deputy 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 POSITIONG OF DEPUTY CITY CLERK AND REVISE THE PROCEDURES FOR APPOINTMENT OF AND ACTING CITY CLERK.

6. Adopt Ordinance 2026-16: Committee Code Update

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

7. Resolution 2026-38: Award Aggregate Contract

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING A CONTRACT TO FURNISH AGGREGATE FOR FY27

8. R 2026-12 GCI Lease Contract (amended)

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH GCI COMMUNICATION CORP. FOR CITY-OWNED PROPERTY LOCATED AT 412 W. 2ND AVENUE

9. Resolution 2026-39: Ratify Deputy Manager

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL RATIFYING THE CITY MANAGER'S APPOINTMENT OF CHRISTOPHER MAINES AS DEPUTY CITY MANAGER.

10. Resolution 2026-40: Commendations for Election Workers

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL COMMENDING THE ELECTION WORKERS WHO SERVED DURING THE OCTOBER 6, 2026, MUNICIPAL ELECTION

11. Resolution 2026-41: Admin Time for Employees for Dec 24 and Dec 31

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING ADMINISTRATIVE TIME OFF TO CITY EMPLOYES FOR DECEMBER 24TH AND DECEMBER 31ST, 2026 AS A GIFT IN RECOGNITION OF THEIR HARD WORK AND DEDICATION THROUGHOUT THE PAST YEAR.

UNFINISHED BUSINESS

NEW BUSINESS

12. Quvaq, LLC: Bayside Diner and Bristol Inn Beverage Dispensary Tourism License

13. Set Date for Board of Adjustment Hearing for Rick Tennyson

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

INFORMATIONAL ITEMS

File Attachments for Item:

1. October 22, 2026

October 1, 2026

CITY OF DILLINGHAM ALASKA

CITY COUNCIL SPECIAL MEETING
Thursday, October 22, 2026 at 5:30 PM

MINUTES

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

Draft

CALL TO ORDER

• Mayor Alice Ruby called the special meeting to order at 5:32 p.m.

ROLL CALL

Present in Person

- Tracy Hightower
- Steven Carriere
- Curt Armstrong
- Kevin McCambly
- Alice Ruby, Mayor

Present via Zoom

- Kaleb Westfall

Absent at Roll Call

- Triston Chaney (arrived later)

Quorum Established

Staff present included City Manager Jack Savo Jr. and City Clerk Abigail Flynn.

• Triston Chaney joined via Zoom during approval of the agenda, before voting began.

PLEDGE OF ALLEGIANCE

• The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Topics discussed:

• Timing of ordinance business at a special meeting.

• An open agenda to accommodate the fire-chief commendation and oath of office.

Motion: Approve the agenda.

- Moved by Steven Carriere; seconded by Tracy Hightower.
- The main motion, as amended to make an open agenda, carried unanimously.

Motion: Amend approval of the agenda to allow items to be taken out of order.

- Moved by Kevin McCambly; seconded by Kaleb Westfall.
- Amendment carried 5–1. Yes: Chaney, Hightower, Armstrong, Westfall, and McCambly. No: Carriere.

CITIZEN'S DISCUSSION - PRIOR NOTICE OR AGENDA ITEMS

Topics discussed:

- Bristol Bay Fuels' protest of the proposed fuel-contract award and comparability of fuel products.
- Bid timing relative to barge deliveries, revised pricing, and a request for reconsideration or rebidding.
- Lewis Byrne, representing Bristol Bay Fuels, presented the company's protest of the proposed fuel-contract award. He raised concerns about fuel specifications, bid timing, and pricing, and requested reconsideration or rebidding.

SPECIAL BUSINESS

1. Public Hearing for Ordinance 2026-16 - Committee Code Update

Topics discussed:

- Planning Commission meeting schedules, 72-hour special-meeting notice, and public participation.
- Property-owner notice and land-use concerns involving adjacent property; written testimony for the record.
- Mayor Ruby opened the public hearing at 5:43 p.m. and closed it at 5:52 p.m.
- Samantha Holmberg testified concerning Planning Commission meeting notices, property-owner participation, and land-use issues involving adjacent property. Her written testimony was submitted for the meeting record.

2. Ordinance 2026-16 - Committee Code Update

Topics discussed:

- Planning Commission involvement in reviewing changes to its meeting requirements.
- School Facility Committee meeting frequency, authority to call special meetings, and minutes and reporting duties.
- Committee concurrence, staff workload, and delaying action for further review.

Motion: Adopt Ordinance 2026-16.

- Moved by Steven Carriere; seconded by Curt Armstrong.
- The adoption motion was not voted on; consideration was tabled.

Motion: Table Ordinance 2026-16.

- Moved by Kaleb Westfall; seconded by Kevin McCambly.
- Motion carried unanimously.

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- Council requested Planning Commission review of the proposed meeting changes and further consideration of School Facility Committee provisions concerning special meetings and reporting responsibilities.
- Carriere raised a point of order during discussion concerning McCambly's remarks about committee concurrence.

Under the open agenda, items 10 and 11 were taken up next.

10. Resolution 2026-37 - Commendation for Retired Fire Chief Norman Heyano

Topics discussed:

- Norman "Koolie" Heyano's volunteer service, leadership, and retirement as Fire Chief.
- Mentoring firefighters, emergency response, and appreciation for his family's support.

Motion: Adopt Resolution 2026-37.

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously.
- The resolution commending Norman "Koolie" Heyano upon his retirement as Volunteer Fire Chief was read aloud, recognizing 55 years of volunteer service and 25 years as Fire Chief.

11. Oath of Office for New Fire Chief Jonathan Jeremy Larson

Topics discussed:

- Jonathan Jeremy Larson's acceptance of the Volunteer Fire Chief position and the Mayor's confidence in his leadership.
- City Clerk Abigail Flynn administered the oath of office to Jonathan Jeremy Larson as Volunteer Fire Chief.

3. Ordinance 2026-13 - Deputy and Acting City Clerk

Topics discussed:

- Council ratification of the deputy clerk appointment within 60 days and approval if the Council does not act.
- Consistency with deputy city manager language, acting clerk appointments, and notice of temporary designations.
- Prior Council direction, Code Review Committee involvement, and the correction identifying the Deputy City Clerk.

Motion: Introduce Ordinance 2026-13.

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried 4–2. Yes: Chaney, Hightower, Carriere, and Armstrong. No: Westfall and McCambly.
- Public hearing set for November 5, 2026.
- Staff identified a correction to specify "Deputy City Clerk" in the final sentence of proposed subsection 2.27.025(B).

4. Ordinance 2026-17 - Foreclosed Property Disposal near 2002 Kanakanak Road

Topics discussed:

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- Negotiated sale to an adjacent owner compared with competitive disposal or retaining the property.
- The parcel's size, access use, and suitability for development.
- Foreclosed-property disposal procedures, legal review, public notice, and timing of adoption.

Motion: Introduce Ordinance 2026-17.

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried 4–2. Yes: Chaney, Hightower, Carriere, and Armstrong. No: Westfall and McCambly.
- Public hearing set for the December regular Council meeting.
- Staff was directed to bring back the original property report and address the proposed disposal method, authority for a negotiated sale to an adjacent owner, and applicable notice and timing requirements.

5. Ordinance 2026-18 - Foreclosed Property Disposal near 307 Airport Road and Downtown

Topics discussed:

- Scheduling the public hearing in December to allow time to confirm applicable disposal requirements.

Motion: Introduce Ordinance 2026-18.

- Moved by Steven Carriere; seconded by Kevin McCambly.
- Motion carried unanimously.
- Public hearing set for the December regular Council meeting.

6. Ordinance 2026-19 - Retain Foreclosed Property for a Public Purpose

Topics discussed:

- Possible road widening, public access, drainage, and utility infrastructure.
- Future development needs, housing potential, and possible later disposal of remaining land.

Motion: Introduce Ordinance 2026-19.

- Moved by Steven Carriere; seconded by Curt Armstrong.
- Motion carried unanimously.
- Public hearing set for the December regular Council meeting.
- Staff was asked to address whether remaining land could be suitable for future housing or disposal.

7. Resolution 2026-34 - Accept and Certify Election Results

Topics discussed:

- Certification of the October 6 election and appreciation for candidates and election workers.
- Student participation in the election booth.

Motion: Adopt Resolution 2026-34.

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Motion carried unanimously.

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• The Council accepted the certification of the Canvassing Committee and certified the October 6, 2026 Regular City Election.

8. Resolution 2026-35 - Award Fuel Contract

Topics discussed:

• Bristol Bay Fuels' protest and whether the bids offered comparable fuel products.

• No. 1 and No. 2 diesel, energy value, seasonal use, and cold-weather performance.

• Original and revised pricing, potential savings, and evaluation of the lowest-cost options.

• Approving, modifying, or rejecting the proposed award; rebidding and the current contract's expiration.

Motion: Adopt Resolution 2026-35.

• Moved by Steven Carriere; seconded by Curt Armstrong.

• Motion failed 2–4. Yes: Armstrong and Westfall. No: Chaney, Hightower, Carriere, and McCambly.

• The stated direction upon failure of the resolution was for staff to restart the bidding process and return with an evaluated recommendation.

9. Resolution 2026-36 - Health Insurance Renewal

Topics discussed:

• Premera's 3.05 percent renewal increase compared with broader insurance increases.

• Staffing levels, bidding eligibility, and maintaining employee benefits.

• Correction of the City Manager's title in the resolution.

Motion: Adopt Resolution 2026-36.

• Moved by Steven Carriere; seconded by Tracy Hightower.

• Motion carried unanimously.

• The Council authorized renewal with Premera Blue Cross. Staff reported a 3.05 percent increase. The reference to "Acting City Manager" was identified for correction to "City Manager."

13. Alaska Municipal League Conference Attendance

Topics discussed:

• Priority for new-member training and availability of interested Council members.

• Registration, airfare, lodging, meal per diem, and transportation costs within the travel budget.

• City project talking points, advocacy, advance staff information, and sharing conference materials and recordings.

• By consensus, Tracy Hightower was given first priority to attend the December 7–11 AML conference as a new Council member, subject to availability.

• Steven Carriere, Kevin McCambly, and Kaleb Westfall were to work with the City Clerk to reduce costs and accommodate attendance within the existing Council travel budget. Westfall requested registration only. Carriere would forgo meal per diem and a rental vehicle; McCambly offered to arrange accommodations and transportation.

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• The City Manager committed to provide Council members with project information and legislative talking points before the conference, allowing time for questions and staff responses.

• The Mayor requested that attendees bring back conference materials for distribution to the Council.

COUNCIL COMMENTS

• No additional comments were offered.

MAYOR'S COMMENTS

Topics discussed:

• Appreciation for election workers, including students.

• Early-voting participation and personal encouragement to increase voter turnout.

• Mayor Ruby thanked the City Clerk and election workers, including the student workers, and encouraged Council members to promote voter participation in the upcoming election.

12. Oaths of Office for Newly Re-elected Council Members

• City Clerk Abigail Flynn administered the oaths of office to Steven Carriere, Curt Armstrong, and Tracy Hightower before adjournment.

ADJOURNMENT

• Mayor Ruby declared the meeting adjourned at 7:10 p.m.

ATTEST:

_____ _____

Abigail Flynn, City Clerk Date of Approval

[SEAL]

Draft

CITY COUNCIL REGULAR MEETING

Thursday, October 01, 2026 at 7:30 PM

MINUTES

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 (amendment 2)

CITY COUNCIL REGULAR MEETING

CITY HALL COUNCIL CHAMBERS / 7:30 p.m. (Note- this is a half hour later than usual)

(The Public Forum planned for 6 pm is Canceled)

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

This meeting was also available at the following online location: Zoom

Meeting ID: 920 483 0473; passcode: 99576

CALL TO ORDER at 7:30

- Mayor Alice Ruby called the regular meeting to order at 7:30 p.m.

ROLL CALL

Present:

- Curt Armstrong,
- Tracy Hightower,
- Steven Carriere,
- Kevin McCambly,
- Triston Chaney,
- Mayor Alice Ruby.

Kaleb Westfall joined after roll call and participated before the GCI lease vote.

Quorum Established

Staff present included City Manager Jack Savo Jr. and City Clerk Abigail Flynn.

PLEDGE OF ALLEGIANCE

• The Pledge of Allegiance was recited.

APPROVAL OF MINUTES

1. 09/03/2026 Regular Council Meeting Minutes

   03/23/2026 Joint Council and School Board Meeting Minutes

The September 3, 2026 Regular Council Meeting minutes were approved without correction. The March 23, 2026 Joint Council and School Board Meeting minutes were approved with a correction to reflect McCambly's attendance for the School Board as well as the Council.

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

Approval of the amended agenda and correction of the Election Board chair designation to Jasmine Kritz.

Motion: Approve the agenda as amended.

- Moved by Steven Carriere; seconded by Triston Chaney.
- Motion carried unanimously.

STAFF REPORTS

2. Strategic Plan Report

3. City Manager and Staff Reports

- Sewage-lagoon repair plan, materials, contractors, and completion before freeze-up.
- Harbor dredging funding advocacy and assurances from Alaska's U.S. senators' offices.
- Snag Point erosion project extension through April 2028 and the pending FEMA grant agreement.
- EPA landfill improvements, incinerator repairs, equipment delivery, staff training, and community participation in waste sorting.
- Water-line extension design; fuel, aggregate, and information-technology procurement.
- Curyung Tribal Council and IMLS support for library training; tribal partnerships and Senior Center programs.
- Council mailboxes, Public Works staffing, fire and EMS activity, harbor use, and Alaska Marine Lines' office needs.
- Harbor-light meter-base construction and coordination needed to finish the project.
- GCI's expired property lease, appraisal, negotiated lease terms, competitive solicitation options, and the placement of action items on agendas.

Motion: Direct staff to proceed with Option A and return with an amended Resolution 2026-12 and the previously negotiated GCI lease for the November 5 meeting.

• Moved by Steven Carriere; seconded by Tracy Hightower.

• Motion carried 4–2. Yes: Carriere, Chaney, Hightower, and Armstrong. No: Westfall and McCambly.

• This direction was to bring the lease proposal back for Council consideration; it did not approve the lease.

4. Standing Committee Reports

• No standing committee reports were offered.

Citizen Committee Appointments

5. Election Board/ Canvasing Committee:

- Election Board leadership and youth participation contingent on adoption of Ordinance 2026-15.

• Additional qualified student applications through October 5 and a maximum of two students per shift.

Motion: Approve the listed Election Board and youth appointments, with youth appointments contingent on adoption of Ordinance 2026-15.

• Moved by Steven Carriere; seconded by Kaleb Westfall.

• Motion carried unanimously.

• Appointed Jasmine Kritz as Chair and Janet Dieckgrafe as Vice-Chair.

• Youth appointments: Emily Bannon, Chelsie Kropoff, Maya McDowell, Tiffany Wassillie, Myra Davis, and Kahlen Savo; and other qualified students applying by October 5, not to exceed two per shift.

PUBLIC HEARINGS

6. - Ordinance No. 2026-12: AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

   • Ordinance 2026-12, Deputy City Manager and Acting City Manager: No public testimony was offered.

   - Ordinance No. 2026-14: AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE SECTION 4.15.030 BY ADDING SUBSECTION (J) ESTABLISHING A TRIBALLY OWNED PROPERTY TAX EXEMPTION.

   • Ordinance 2026-14, Tribally Owned Property Tax Exemption: No public testimony was offered.

   - Ordinance No. 2026-15 (Amended): AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTERS 3.10 THROUGH 3.70 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS.

   - Youth at the Booth, civic education, recruitment of future election workers, and voter participation.
   - Modernization of election procedures, recount provisions, and concerns about the election-worker oath.
   - Pat Walsh, Marilyn Rosene, Gregg Marxmiller, and Jasmine Kritz testified. Dan Dunaway's written testimony supporting student election workers was read into the record. Marxmiller supported modernization and requested updating the oath to match the State's language.

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

7. (Adopt) Ordinance No. 2026-12: AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.21 OF THE DILLINGHAM MUNICIPAL CODE BY ADOPTING CHAPTER 2.21.075 TO ESTABLISH THE POSITION OF DEPUTY CITY MANAGER AND REVISE THE PROCEDURES FOR APPOINTMENT OF AN ACTING CITY MANAGER.

   Topics discussed:

- Temporary designation of an acting manager when both the City Manager and Deputy City Manager are unavailable.
- Council ratification, brief temporary absences, the one-year limit, and Council authority to extend an acting appointment.
- Clerical correction of “preform” to “perform.”

Motion: Adopt Ordinance 2026-12.

- Moved by Steven Carriere; seconded by Tracy Hightower.
- Motion carried unanimously.

8. (Adopt) Ordinance No. 2026-14: AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE SECTION 4.15.030 BY ADDING SUBSECTION (J) ESTABLISHING A TRIBALLY OWNED PROPERTY TAX EXEMPTION.

Motion: Adopt Ordinance 2026-14.

- Moved by Steven Carriere; seconded by Triston Chaney.
- Motion carried unanimously.

9. (Adopt) Ordinance No. 2026-15: (Amended): AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING EXHIBIT A, AMENDING CHAPTERS 3.10 THROUGH 3.70 OF THE DILLINGHAM MUNICIPAL CODE TO MODERNIZE MUNICIPAL ELECTION PROCEDURES, REMOVE OBSOLETE REQUIREMENTS, UPDATE TERMINOLOGY, IMPROVE ACCESSIBILITY, AUTHORIZE ADMINISTRATIVE ELECTION FORMS, AND MAKE RELATED NONSUBSTANTIVE REVISIONS. Motion by Steve, 2nd Kevin, unanimous vote in favor,

Topics discussed:

- Changes reviewed by the Code Review Committee and the election-worker oath, including reference to the State oath in the packet.

Motion: Adopt Ordinance 2026-15, as amended.

- Moved by Steven Carriere; seconded by Kevin McCambly.
- Motion carried unanimously.

10. (Introduce and set public hearing date for 10/15 or 10/22) Ordinance 2026-16: Committee Code Modernization

    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

Topics discussed:

- Repealing codified Historic Preservation, Parks and Recreation, and Senior Advisory commissions and establishing advisory committees by resolution.

• Staff capacity, volunteer participation, event coordination, and flexibility in committee structure.

• Historic-preservation duties, Planning Commission and School Facility Committee meeting requirements, and Title 29 requirements.

• Code Review Committee consideration of proposed committee resolutions and scheduling the public hearing.

Motion: Introduce Ordinance 2026-16 and set the public hearing for October 22, 2026.

• Moved by Steven Carriere; seconded by Triston Chaney.

• Motion carried unanimously.

UNFINISHED BUSINESS

NEW BUSINESS

11. License Renewals and Changes to Control Board:

• Alaska Grown Cannabis license renewal; Willow Tree license protest held in abeyance; proposed control-board changes concerning THC potency and notices of defense.

Motion: Waive the City's right to protest the Alaska Grown Cannabis license renewal.

• Moved by Steven Carriere; seconded by Tracy Hightower.

• Motion carried unanimously.

• The Council received an update on the Willow Tree abeyance and the February 21, 2027 deadline discussed for lifting the protest. No action was taken on that update or the proposed control-board changes.

12. Thanks and Commendation to All Involved in Aluminum Can Recycling:

Topics discussed:

• Volunteer work collecting, compacting, palletizing, and shipping aluminum cans; donated hauling, shipping assistance, and sale arrangements.

• The Mayor recognized Carole McMurray, Sue Flensburg, Friends of the Landfill, Kris Straub, and Alaska Marine Lines. No formal action was taken.

CITIZEN'S DISCUSSION (Open to the Public)

Topics discussed:

- Samantha Holmberg: water service and curb-stop concerns at 211 East Main Street; property value, rental impacts, land-use decisions, records, and a request for Board of Equalization review.
- Jasmine Kritz: appreciation for the meeting and plans for voter-information outreach as a village voting ambassador.
- Gregg Marxmiller: Planning Commission involvement in proposed meeting changes, public notice, and timely establishment of a Parks and Recreation committee.
- Evelyn Trefon: House District 37 candidacy, a community meet-and-greet, and a food drive benefiting SAFE.
- Caelin Palmer: Planning Commission review of meeting changes, support for election modernization, and youth election-worker participation and pay.
- The Mayor stated that she would follow up on concerns about Planning Commission meeting requirements.

Executive Session

13. Executive Session: Discussion of Ongoing Litigation: BBNA Water Damage Claim, 3DI-25-00029CI

Topics discussed:

- Pending litigation involving the BBNA water-damage claim, as identified on the agenda.

Motion: Enter executive session following a short recess.

- Moved by Steven. Seconded by Triston Chaney. Motion carried by voice vote.
- A seven-minute recess was initially proposed; the Mayor then announced a four-minute break. Entered Executive session at 9:04 pm.

Motion: Return to open session.

- Moved by Steven Carriere; seconded by Kaleb Westfall.
- Motion carried unanimously.
- The Council returned to open session at 10:19 p.m. No action on the litigation was recorded following executive session.

COUNCIL COMMENTS

Topics discussed:

- Appreciation for the SAFE food drive, school staff, and volunteers helping with school meals and library services.
- The Mayor clarified that Amy Ruby volunteered at the school library and that her own volunteer work was at the City library.

MAYOR'S COMMENTS

- Recognition of Rebecca Duke and volunteers for the fish-history event and moving historical materials to the museum.
- The museum, library, campus, fisheries summit, and the possibility of recurring local-history events.
- Follow-up on Holmberg's utility concerns, responsibility for private water lines, the reported hole near the curb-stop turn key, public communication, and advice from legal counsel.
- Recognition of community members who had died since the prior meeting.
- No additional report was directed regarding the Holmberg matter. Staff discussed continuing to follow legal counsel's advice and address information requests, and providing winter water-line information to residents.
- The Council observed a moment of silence.

ADJOURNMENT

• Mayor Ruby declared the meeting adjourned at 10:34 p.m.

ATTEST:

_____ _____

Abigail Flynn, City Clerk Date of Approval

[SEAL]

File Attachments for Item:

Strategic Plan ReportCity Manager and Staff ReportsStanding Committee Reports

Code

Finance and Budget

Mayor
Alice Ruby

City Manager
Jack Savo Jr.

CITY OF
DILLINGHAM
ALASKA

Dillingham City Council
Tristan Chaney
Tracey Hightower
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date:10/29/2026

To: **Dillingham City Council**

From: Jack Savo Jr., City Manager

Subject: City Manager Monthly Report October 2026

City of Dillingham

"*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."*

Ordinance for Council consideration

***Adopt;* Ordinance 2026-13 (AM)**
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 POSITIONG OF DEPUTY CITY CLERK AND REVISE THE PROCEDURES FOR APPOINTMENT OF AND ACTING CITY CLERK.

Adopt; Ordinance 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

Resolutions for Council consideration

Resolution 2026-38
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING A CONTRACT TO FURNISH AGGREGATE FOR FY27

Resolution 2026-12 (A)
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH GCI COMMUNICATION CORP. FOR CITY-OWNED PROPERTY LOCATED AT 412 W. 2ND AVENUE

Resolution 2026-39
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL RATIFYING THE CITY MANAGER'S APPOINTMENT OF CHRISTOPHER MAINES AS DEPUTY CITY MANAGER.

Resolution 2026-40
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL COMMENDING THE ELECTION WORKERS WHO SERVED DURING THE OCTOBER 6, 2026, MUNICIPAL ELECTION

Resolution 2026-41
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING ADMINISTRATIVE TIME OFF TO CITY EMPLOYES FOR DECEMBER 24TH AND DECEMBER 31ST, 2026 AS A GIFT IN RECOGNITION OF THEIR HARD WORK AND DEDICATION THROUGHOUT THE PAST YEAR.

Lagoon main incoming drain has failed; we have an approved "temporary repair installed and will be working towards a repair that will get us through the winter season. Onsite evaluation has been made by engineering firm CRW as well as ARWA. We will come up with a repair prior to freeze up. This is still in progress with CRW and ARWA and remains the number one priority of PW's and City Administration.

> ***UPDATE; repair parts are scheduled to arrive this week, staff has been working diligently with CRW and have developed a step-by-step solid work plan. In the event we cannot get a local contractor to complete the repair, the City of Dillingham will be ready to execute and complete the repair. ARWA will be present during the repair as additional support for our team.***

211 E. Main St. property owners have filed an official complaint with the City Manager office pertaining to the waterline at their property. Subsequently property owners have also filed an extensive records request that goes back 16 years. We are putting together a response to this request as well as a cost analysis, currently we are estimating over 139 labor hours to complete, which spans across 5 departments. Once a detailed cost estimate is ready, we will reach out to the property owner with the total cost of the request. Initial labor cost estimate of the first request was over $10,000.

> ***Update; we continue to receive multiple requests and demands from the property owner. We have followed DMC and applicable law in our responses. Considering the numerous threats of legal action and implied liability to the City, I have consulted with our legal team. We have drafted a letter that we believe will bring this situation to a resolution that is beneficial to all parties.***

Dillingham Small Boat Harbor dredging funding; We have reassurance that the funding for the Dillingham Small Boat Harbor dredging will be put back into the FY27 budget once it gets to the legislative process. We have mailed out letters to Senator Murkowski and Senator Sulivan pertaining to this issue, letters provided as attachments. We will continue to keep close track of this and report any updates as they are received. Senator Murkowski's office has assured us the funding will be put back into the budget once it reaches their level. Senator Sullivans office has reassured us that this will be added back in to the budget.

FEMA Snag Point Erosion, notification received from FEMA on June 23, 2026, that our request for a full 24-month extension was approved. We are waiting to receive final authorization from FEMA to proceed. At this stage, the City of Dillingham has met all tasks and requirements in a timely fashion. The project is now awaiting federal authorization to proceed to the advertisement phase. Staff will return to the Council with next steps once FEMA's green light is received.

> ***Update; The project is now enrolled in the updated DHS/FEMA system and the City is still waiting for Federal authorization to advertise for engineering and design services. We are waiting for a grant agreement from FEMA to bring to the council for approval, once that is completed, we will be one step closer to project execution.***

EPA Landfill Improvement Project is advancing and is on schedule. Repair materials for the incinerator have shipped and delivery is scheduled for September barge. Once materials arrive, technicians from Penram alongside a Public Works employee will complete the repairs necessary to get the incinerator up and running. Public education is going to be a key foundation in the successful operation of the incinerator once online. We are working on an outreach plan that will help the community understand the importance of sorting trash to help with efficient and sustainable operation of the incinerator.

> ***Update; Repair parts for the incinerator arrived in Dillingham. Penram could not make it this fall prior to freeze up. We contacted Penram and tentatively scheduled them for the first week in April. We remain completely compliant with the terms of the EPA appropriation, and this will not put us behind in the project timeline.***

SOA PFAS Airport Waterline Extension is nearing 35% design delivery scheduled for September 4, 2026. Once the 35% design is reached we will review documents and provide a detailed next step update for the City Council.

> ***Update; Scope discussions with RESPEC for the 65%, 95%, and 100% design phases have begun. The resulting scope and cost will be formalized and brought to the Council for action once those discussions are concluded. The construction cost picture is coming into focus, and the multi-source funding strategy — SRF, State of Alaska, EPA, and potentially ANTHC — reflects the complexity of delivering water infrastructure at this scale in rural Alaska. Discussions have begun with the Fire Department to help determine logical hydrant placement along the route. Salmon Roe Subdivision has been included in the project scope by the State of Alaska as the well has been found to also be contaminated.***

RFB (2) for fuel has been sent out, timeline follows.

-10/27/2026 - first advertisement
-11/03/2026 - second advertisement
-11/17/2026 - 2pm council chambers and zoom - Open bid
-11/17/2026 - 2:30 pm score bid and write letters of intent to award
-12/03/2026 - Council meeting

GCI Lease at 412 West 2nd Ave. With authorization from Resolution 2025-29 we brought Resolution 2026-12 GCI lease to the Special Council meeting on April 16. Resolution to authorize lease failed 3-1. With guidance from the City Council from the October meeting, we are once again bringing this back for consideration. There are 2 options we have prepared for the council's consideration.

> -Option A, Approve Resolution 2026-12 (AM) Authorizing the Mayor to execute the included contract with GCI for the City owned property located at 412 W. 2nd Avenue. We would receive retroactive lease payments totaling ~ $15,500 back to January 01, 2026. 2027 lease payments would total ~ $30,900.
>
> -Option B, do not approve Resolution 2026-12 (AM) and direct Management to put out an RFB for the property using Appraisal obtained January 2026.
> "Additional cost minimal, staff time and advertisement cost. However, we will not be getting retro lease cost back to January 01, 2026 totaling ~$15,500.

City Clerk:

-Thanks to the following election workers; Jasmine Kritz, Janet Dieckgrafe, Marilyn Rosene, Carole McMurray, Wanda Wahl, Jon Dyasuk, Nate Carlow and our student participants Myra Davis, Maya McDowell, Chelsie Kropoff, and Kahlen Savo.

-Council Seats C, E, and F please bring your DMC binders to the council chambers so they can be updated.

- Special thanks to the Senior Center for feeding lunch to the election workers on October 6th. Five of the election workers were qualifying seniors and two were guests.

-Committee Open Positions:

-Library Advisory Committee, 2
-Port Committee: Two Seats up for Renewal in November
-School Facility Committee – one seat up for renewal in November, annual appointment
-Senior Advisory committee: all of them
-Planning Commission will have two seats up for renewal in December
-Friends of the Landfill: 1 (The latest appointment by the Council declined.)
-Parks and Recreation: There will likely be five voting seats

-General updates provided in the Clerks report for BOE and School Facility Committee

-See page 4 of the Clerks report for the scheduled meetings we have November through December.

Senior Center:

Community acknowledgements:

-Thank you to Dan Boyd for his continued dedication to our elders and the Senior Center.

-Thank you to SeaShare and Copper River Seafoods for their generous donation of 120 pounds of Cod

-Thank you to Mission Lodge for sharing fresh and dry goods with us at the end of their season.

-Thank you to Samuel Peterson and Elder White continue to generously volunteer their time at the Senior Center.

- A big thank-you to Jared Miller, Fallon Gleason, and the Bristol Bay Area Health Corporation's Injury Prevention Program for bringing BINGOcize back to the Senior Center!

-**Senior Center September 16, 2026 – October 15, 2026**

-The Senior Center was fully staffed and remained open for all available operating days during this reporting period.

-Open 21 days

-Closed 1 day Holiday

-Total meals served 563; 225 congregate and 338 home delivered. This equals an average of 25 meals per day.

-Days the van ran 21, with 283 rides provided and 338 meals delivered. This equals an average of 13 rides per day. This helps seniors with shopping trips, appointments, and rides to take care of multiple other tasks.

-Hydroponic garden is currently producing enough lettuce that lettuce is no longer having to be purchased, cutting cost of the weekly salad bar in half.

Library:

-**Library September 16, 2026 – October 15, 2026**

-The library would like to thank Malcolm Wright, Liam Wright, Alice Ruby, Walter Reynolds, Porter Roenfanz, Cooper Roenfanz, and Travis Roenfanz for helping return museum artifacts to the Sam Fox Museum.

-Special thank-you to Bob King for donating two beautiful watercolor paintings to the Sam Fox Museum.

-The library would also like to recognize Malcolm Wright, Amy Ruby, Bob King, and Tim Troll for their contributions to the Sustainability Summit open house.

-Curyung Tribal Council has graciously agreed to continue its partnership with the Dillingham Public Library on the Institute of Museum and Library Services (IMLS) grant

-560 Patron count

-17 desktop computer usages

-365 Wi-Fi sessions

-427 total items checked during this reporting period.

-The library was open every scheduled day during this reporting period.

HR report:

Total Employees: 47
- -39 full time
- -4 part-time
- -1 Seasonal
- -3 on call

Positions Open:

-Police Officer - Lateral Rotational
-Police Officer – Residential
-Heavy Equipment Mechanic
-Buildings and Grounds Assistant
-Animal Control Specialist (2 part time)
-Water/Wastewater Operator II
-Records Specialist
-Heavy Equipment Operator
-Corrections Officer
-Assistant Librarian
-Dispatcher
-Landfill Operator

-Continue development of PSA's for community outreach

-Monitoring employee performance review program to help ensure timeliness of employee reviews.

Public Safety:

-Officers have continued to be present at the school each day during the morning. Officers will be participating in the Trunk or Treat event on 10/25/26. Chief O'Malley will be doing a presentation on Halloween safety at the elementary school on 10/29/26.

-25 inmates held in the jail this reporting period.

-A total of 153 calls were taken in by dispatch September 10 – October 10, 2026
*breakdown of call types are in Public Safety report following in the packet.

Fire Department:

"Fire and EMS continue to focus on prevention, training, and recruitment to maintain service levels and community safety as we move into the summer season."

-Total Fire Calls to date in 2026 = 24

-Total EMS calls to date in 2026 = 205
-Fire prevention week was a great success. Fire and EMS taught 174 students about fire safety and prevention.

-EMS and Fire office staff participated as fire safety and medical support for the Haunted house fundraiser for the school.

-Fire /EMS Board Members

-Fire Chief: JJ Larson
-Assistant Fire Chief: Kevin Hardin
-Medical Squad Director: JJ Larson
-Member at Large: Kim Larson

-Fire and EMS has done a great job keeping our community safe please see a complete list of the accomplishments and the numerous cases of community involvement in the complete Fire Department Coordinator report.

Planning:

Snag Point Erosion;

The project is now enrolled in the updated DHS/FEMA system and the City is still waiting for Federal authorization to advertise for engineering and design services. We are waiting on a grant agreement from FEMA to bring to the council for approval, once that is completed, we will be one step closer to project execution.

Airport Waterline Extension;

Scope discussions with RESPEC for the 65%, 95%, and 100% design phases have begun. The resulting scope and cost will be formalized and brought to the Council for action once those discussions are concluded. The construction cost picture is coming into focus, and the multi-source funding strategy — SRF, State of Alaska, EPA, and potentially ANTHC — reflects the complexity of delivering water infrastructure at this scale in rural Alaska. Discussions have begun with the Fire Department to help determine logical hydrant placement along the route. Salmon Roe Subdivision has been included in the project scope by the State of Alaska as the well has been found to also be contaminated.

EPA Landfill Improvement

Repair parts for the incinerator arrived in Dillingham. Penram could not make it this fall prior to freeze up. We contacted Penram and tentatively scheduled them for the first week in April. We remain completely compliant with the terms of the EPA appropriation, and this will not put us behind in the project timeline.

Please see Planning Director's complete report with a detailed description of the exceptional work being done.

Public Works:

-Current open positions in PW.
- -Heavy Equipment Operator
- -B&G Assistant
- -Heavy Equipment Mechanic
- -Water/Wastewater operator II
- -Landfill Operator

-RFB for Aggregate solicited and a Resolution is in this packet for consideration. We did not receive a bid for sand in the solicitation, PW's will reach out to local vendors to solicit quotes on this product.

-All Harbor and Docks offices are scheduled for seasonal shutdowns and winterizations

-EMS Building Harbor location scheduled for seasonal shut down 11/1/2026

-Landfill Fees reviewed to allow correct fee amounts to be applied under current approved price schedule, Council approved fee schedule July 01, 2017. Staff training on correct landfill fees in progress. It will take some time for the Community to adjust to the implementation of correct landfill fees.

-PSA released to the community to help everyone understand the approved 2017 Landfill fee schedule as well as prohibited items. The prohibited items adherence by the community will help our employees to be able to work in a safer environment.

Finance:

September Statistics: as of date of report.
Cash Receipts: $1,399,247.33
All Payments: $545,415.75 (includes $241,739.47 for 2 payrolls and 2 supplements)

Department assisted with Fuel RFB, Aggregate RFB, and IT RFP

City of Dillingham received a score of 90 on the Cash Vest Report for the first three quarters. This shows the fiduciary responsibility of the management of city funds.

Setup of Positive Pay has been completed with Wells Fargo to increase security of checks issued by the city.

-See complete report in packet

Harbor/Port:

-Work with PND Engineering to acquire all necessary permits for PIDP Grant
- -Section 106 permit complete
- -404b permit complete
- -Title VI/ADA Compliance complete
- -Current estimated project closeout: Spring 2028

-upland work scheduled to start spring 2027 with potential float work fall 2027.

-Still in progress; Harbor lights project is still set to be completed summer 2026, this will increase the safety of the area for all. We are waiting on an estimate for the construction of a meter base, once we have this completed, we will then contact Nushagak to proceed. We have not found and electrician to construct a meter base.

-Harbor winter preparations complete.

-270 fishing vessel harbor stickers sold for 2026 season (most since 2019)

-155 skiff stickers sold for the 2026 season.

-232 40ft seafood containers exported for the season, totaling 12,196,627 pounds ~ 6,100 tons

-AML lease of small office building is up November 2026 with no renewal option; Port Director will start discussions now with AML. AML declined to proceed with lease of 307 W. Main Street, Port Warehouse in May 2026. We have no update on this currently. Port Director will maintain contact with AML on this.

-In an effort to control erosion in the creek next to the main road we have eliminated/limited vessel access past the Lumi bulkhead. This area is a point of concern at this time and will be monitored closely.

Individual Department reports follow this, please read through and see the last month's accomplishments.

Mayor
Alice Ruby

City Manager
Jack Savo Jr.

CITY OF
DILLINGHAM
ALASKA

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

MEMORANDUM

Date: October 22 for the period beginning September 17
To: Jack Savo Jr., City Manager
From: Abigail Flynn, City Clerk
Subject: Monthly Report for November 2026

City Clerk Department Accomplishment and Opportunities Since the Last Report:
Big tasks completed

- Thanks to all election workers- request in next budget amendment more money for election budget- want to feed workers and pay them better next year- estimated hours spent by these volunteers to make our election a success: **98.77 hours**
- Jasmine Kritz
- Janet Dieckgrafe
- Marilyn Rosene
- Carole McMurray
- Wanda Wahl
- Jon Dyasuk
- Nate Carlow
- Students:
- Myra Davis
- Maya McDowell
- Chelsie Kropoff
- Kahlen Savo

- **Codification**
  - A new Code supplement is in process. The binders named Seat C, Seat E and Seat F have still not been updated. Please bring them back to the council chambers.

- **Foreclosure Update:**
  - The 2020-2024 Foreclosure process should conclude in October and two properties may be deeded to the City. Would the council like to auction all foreclosed properties recommended for disposal at the same time? This would mean waiting until proper notice can be provided for all properties to be disposed of and then auctioning them all at the same time, rather than on two different dates. This has the potential to save us staff time and legal costs.
  - These are the properties still on the list as of 09/18/2026:

Acct #	Account Name	Legal Description
103549	Chocknok, Charlie	Gauthier II B L7
101180	Kroener, Debra	USS 3184 B P3 L*

- **Events:**
  - Wood Tikchik State Park Management Council will be having a fall meeting on October 30th
  - December Alaska Municipal Clerk's Conference next month Dec 5-10.

- Council Travel for AML- the rooms have been booked and the registrations paid for two council members to attend. Airfare and per diem not yet ordered at the time of this report.
- Beaver Round Up- Alice has asked for the City staff to communicate with Alanna about how the City will help this year. We have some money budgeted for special events. Would the council like to release part of it now so Beaver round up can plan in advance? We usually split it between Harbor Day/Blessing of the Fleet, Beaver Round up purchases by the City and funeral flowers.

- **Departments:**
  I would like to take this opportunity to tell the Library and Senior Center staff that it has been an honor being their Department Head since I became the Clerk. You have worked very hard to make our community better for seniors and library patrons. Once a Deputy Manager is appointed, I will be passing on my responsibility to the Library and Senior Center to the appointed person.

  Special thanks to the Senior Center for feeding lunch to the election workers on October 6th. Five of the election workers were qualifying seniors and two were guests.

- **Public Records Requests:** 4 requests were received in this time period and all of them were provided within the required time period without the need for an extension. The request for the previous time period was provided, after an extension of two more days as some information was not provided to me by the department it was requested from until the first ten days was up.

- **Elections:**
  - Election November 3, 7 am to 8 pm in the Council Chambers.
  - Absentee and Voting by Personal Representative Voting is happening now.
  - Resolution 2025-39 sets the stipend for election workers at a flat $210.
    - This ends up causing some difficulty for those who work short relief shifts for those working the long shifts as all get paid the same. Before next Election, I would like to recommend that we adopt a new resolution to set the pay for elections workers the same as is set by the State of Alaska in 6 AAC 25.035 (a, b, h, m and n). This will allow fair pay for hours worked and, as the state adjusts the rate, ours will automatically adjust too. If the council would like to pay youth at the booth at the n rate, they can dictate that by resolution or set it to minimum wage for Alaska for the year of the election or state that youth at the booth will be volunteers for City Elections or paid at the adult rate (a).
  - The budget for elections will need a budget amendment.
    - $7,500 was budgeted for elections this year, however, the ADA election equipment that was ordered very early and should have arrived in the mail during FY26 was misdirected in the mail on the way here, twice, and arrived two days into FY2027 so that that purchase now counts in 27 rather than 26 when it was budgeted.

- I am the chair of the State Elections for our area so I have been very busy recruiting and organizing volunteers and helping voters and training poll workers.

- **Committee Open Positions:**
    - Library Advisory Committee, 2
    - Port Committee: Two Seats up for Renewal in November
    - School Facility Committee – one seat up for renewal in November, annual appointment
    - Senior Advisory committee: all of them
    - Planning Commission will have two seats up for renewal in December
    - Friends of the Landfill: 1 (The latest appointment by the Council declined.)
    - Parks and Recreation: There will likely be five voting seats and two student positions.
- **General Updates:**
    - **BOE update**- October 13th was a hearing of the BOE. At that time, two of the three appellants from the last meeting were confirmed by the assessor as settled and one of them never filled out the requested appeal form so that one was denied. Other letters requesting permission to late file were considered. Those with aircraft that had never been in Dillingham were corrected as clerical errors and the Assessor encouraged all aircraft owners to update their accounts with the FFA to remove destroyed aircraft and register aircraft kept elsewhere in the place where it is kept. The other letters were denied the opportunity to late file by the BOE for not being good reasons for being late.
    - I have interviewed someone for the **records position** and that person knows this will be a short term appointment that will last until the Deputy Clerk is hired. That person will be allowed to apply for other city open positions if they choose to, including the deputy clerk position, if approved by the council.
    - **School Facility Committee:**
        - The committee met on October 14. All members attended except the appointed citizen representative; that position is currently vacant.
        - Members received an HVAC update and confirmed that both parties had signed the memorandum of agreement (MOA).
        - The committee discussed possible future cooperation on solid-waste disposal.
        - The School Capital Improvement Plan (CIP) was presented. Alice requested that school CIP priorities be included on the City's list of projects for which funding will be sought.
        - Members discussed the winter snow-removal plan, school-door security concerns and proposed solutions, and taxes on the rental building used for teacher housing. Jack will follow up with a written decision, possibly as an amendment to the MOA.
        - The committee discussed the fence around KDLG and how the City might help the school secure the area, possibly in the spring.
        - Members reviewed committee code language. (Written reports are unnecessary because all other committee reports are given verbally at Council meetings so this part of the Facility code could be struck).
        - The City requested outreach to parents to recruit a volunteer for the vacant citizen position.

- The next meeting will likely be held in January, in time for lobbying efforts.

- I serve on two committees for the AAMC as participation helps me get my required experience points for certification as a municipal clerk. I have been busy meeting my requirements of these boards also. I also was reappointed by the governor to another term on the Wood Tikchik State Park Advisory Board and attend these meetings.

Requests for the Council:.

- Please adopt an ordinance to update Committees or amend it and adopt it. Staff would be in favor of an amendment to remove the requirement for written reports for Facilities since all other committees provide only verbal reports and use the approved minutes as the record to the council.
- Please make a decision on the license renewal for Bayside Dinner.
- Please introduce the Ordinance to allow me to hire a deputy clerk so I can get some help, especially when I am away at AML and other trainings.

Weekly Meetings and Events List for Fall-Winter

Week of October 26 to November 1
- Mon. 10/26: Finance & Budget Committee, City Hall, 5:30 PM
- Tue. 10/27: Code Review Committee, City Hall, 5:30 PM
- Thu. 10/29: Friends of the Landfill, City Hall, 10:00 AM
- Fri. 10/30: Wood Tikchik State Park Advisory Board, City Hall, 10:00 AM

Week of November 2 to November 8
- Mon. 11/2: Election Setup, City Hall, All Day.
- Tue. 11/3: General Election Day, City Hall, 7:00 AM to 8:00 PM
- Thu. 11/5: Regular Council Meeting, City Hall, 7:00 PM

Week of November 9 to November 15
- Wed. 11/11: Veterans Day / City Holiday
- Planning Commission: November meeting needs to be rescheduled

Week of November 16 to November 22
- Mon. 11/16: Finance & Budget Committee, City Hall, 5:30 PM

Week of November 23 to November 29
- Thu. 11/26 and Fri. 11/27: Thanksgiving / City Holidays
- Friends of the Landfill: Regular last-Thursday date falls on Thanksgiving.

Week of November 30 to December 6
- Thu. 12/3: Regular Council Meeting, City Hall, 7:00 PM
- Sun. 12/6: AML Travel Begins

Week of December 7 to December 13
- 12/7 through 12/12: AML / Council Travel
- Wed. 12/9: Planning Commission, City Hall, 5:30 PM

Week of December 21 to December 27
- Mon. 12/21: Finance & Budget Committee, City Hall, 5:30 PM
- Fri. 12/25: Christmas / City Holiday

Senior Center Accomplishments and Opportunities for
September 16, 2026 to October 15, 2026

Days Open		21
Days Closed		1
Holiday	1	
Meals Served		563
Congregate Meals	225	
Home Delivery Meals	338	
Rides Provided		283
Rentals for Events		5

Acknowledgements

- **A big thank-you to Dan Boyd for his continued dedication to our elders and the Senior Center.** Dan was willing to work right up until his departure on Friday, ensuring that home meal deliveries continued without interruption. His flexibility and commitment helped us maintain services as we prepared for his absence. We also want to recognize Dan for encouraging elders to participate in the October 6 local election. Through his efforts, the Senior Van was able to transport elders to the polls and help ensure they had an opportunity to cast their votes. We appreciate Dan's enthusiasm for civic participation and the care he shows our elders.
- **The Senior Center would like to thank SeaShare and Copper River Seafoods for their generous donation of 120 pounds of cod chunks.** Our elders enjoy a good piece of salmon, but having white fish available adds some welcome variety to our meals. This donation will allow us to offer additional nutritious seafood options while helping stretch our food budget. We greatly appreciate SeaShare for thinking of our community and Copper River Seafoods for helping make this donation possible.
- **A special thank-you to Mission Lodge for sharing fresh and dry goods with the Senior Center at the end of their season.** Our elders have enjoyed several delicious treats with their coffee and tea while visiting and working on puzzles. The donation also included valuable pantry staples that will help keep our kitchen stocked and allow us to continue preparing meals with donated food for another month. We appreciate Mission Lodge thinking of the Senior Center and putting these items to good use in our community rather than letting them go to waste over the winter.
- **Samuel Peterson and Elder White continue to generously volunteer their time at the Senior Center.** They have been diligent about vacuuming, mopping, and helping with the many odd jobs that keep our facility clean and welcoming. Their willingness

to pitch in allows staff to focus more of their attention on providing services to our elders. Volunteers are an important part of our team, and we are grateful for their continued commitment. Many hands make light work, and these gentlemen certainly help lighten the load!

- **A big thank-you to Jared Miller, Fallon Gleason, and the Bristol Bay Area Health Corporation's Injury Prevention Program for bringing BINGOcize back to the Senior Center!** The elders have been eager to get moving again, and the team has done a wonderful job making these hour-long sessions both entertaining and educational. We appreciate the energy, enthusiasm, and encouragement they bring to each visit.

Staffing and Operations

- **The Senior Center was fully staffed and remained open for all available operating days during this reporting period.** Having consistent staffing has allowed us to maintain meal services, transportation, and daily activities without the interruptions we experienced earlier in the year. With Dan taking leave beginning after Friday, October 9, Rebecca and Nelda have coordinated to ensure home meal deliveries continue during the week of October 12. Unfortunately, Senior Van rides will not be available that week because we do not have a driver. Attempts to secure volunteer coverage were unsuccessful, but staff made an effort to provide elders with advance notice when distributing the monthly menu and shuttle schedule. We appreciate everyone's patience and understanding while we work to maintain essential services during this temporary staffing gap.
- **The Senior Center experienced a temporary interruption in transportation services during the week of October 12 due to the absence of our Van Driver, Dan Boyd.** Afternoon shuttle services were suspended; however, home meal deliveries continued thanks to Nelda and Rebecca adjusting their schedules to cover the additional responsibilities. With such a small staff, the absence of even one team member can add several hours of work to the Community Center Coordinator's already full schedule. Fortunately, we have a dedicated team that understands the importance of maintaining services for our elders and is willing to adjust daily routines and share responsibilities when needed. During a time when budgets are tight and resources are limited, this flexibility and willingness to work together are especially valuable. I greatly appreciate our staff's commitment to one another and to the elders we serve. It takes a tremendous amount of teamwork behind the scenes to keep the Senior Center operating smoothly, and our staff continue to rise to that challenge.

Accomplishments and Community Activities

- **BINGOcize returned to the Senior Center this month!** This popular program combines Bingo with physical activity, giving elders an opportunity to exercise, socialize, and learn ways to improve their strength, balance, and mobility while having fun. Sessions are led by BBAHC's Injury Prevention Program and take place every Tuesday and Thursday from 11:00 AM to 12:00 PM through December 17. The elders have been enthusiastic about participating, and we encourage community members to stop in, join the fun, and learn a few new exercises along the way.
- **The Senior Center provided transportation to the polls for the October 6 local election and is preparing to offer this service again for the November election.** Helping elders participate in elections is an important part of supporting their independence and ensuring their voices are heard. Elders interested in early or absentee voting are encouraged to contact the Senior Center to discuss transportation arrangements. We also plan to provide scheduled rides to City Hall on Election Day during the Senior Van driver's regular working hours. Voting gives our elders an opportunity to help shape decisions that affect their community and the future of Alaska, and we are happy to help make that opportunity more accessible.

Grant Reporting

- **The Senior Center received welcome news regarding the Nutrition Services Incentive Program (NSIP) reimbursement rate.** The reimbursement increased from $0.28 to $1.18 per eligible meal, a significant improvement that will help offset the rising cost of providing nutritious meals to our elders. While this funding does not cover the full cost of preparing and serving a meal, the increased reimbursement will help stretch our food budget and support the continued operation of our meal program. Every little bit helps, and this increase is especially appreciated as we work to make the most of our available resources.

Needs

- **The Senior Center is looking for elders interested in helping with future fundraising activities.** We are exploring the possibility of hosting a Makers Market or participating in a community bazaar to raise funds for supplies and other items the Senior Center needs but cannot accommodate within its current budget. We would love to hear from elders willing to prepare and donate homemade food, handcrafted items, or other creations that could be sold at these events. This would be a wonderful opportunity for our elders to share their talents, contribute to the Senior Center, and help support the programs and services they enjoy. Anyone

interested in participating or learning more is encouraged to contact Rebecca Duke at 907-843-2873.

Library Accomplishments and Opportunities for September 16, 2026 to October 15, 2026

Patron Visits – Total 560

Tue	Wed	Thu	Fri	Sat	
10 AM – 6 PM	10 AM – 6 PM	10 AM – 6 PM	10 AM – 5 PM	10 AM – 2 PM	Total
94	120	175	109	62	560

Computer and WiFi

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
WhoFi*	32	59	97	85	51	21	20	365
Desktop Usage	-	5	3	5	3	1	-	17
AWE Station	-	-	-	-	-	-	-	-

Items Checked out – Total 427

Item	Tue	Wed	Thu	Fri	Sat	Total
Adult Biographies				1		1
Battle of the Books			2			2
DVD	67	48	65	38	72	240
E-Reader					1	1
Graphic Novel	1	2		1	5	9
Holiday			1			1
LINKED		1			1	2
New Books	3		2	3	7	15
Physical Games		1				1
Standard Item	18	19	24	10	34	105
Total	89	71	94	53	120	427

Acknowledgements

- **The library would like to thank Malcolm Wright, Liam Wright, Alice Ruby, Walter Reynolds, Porter Roenfanz, Cooper Roenfanz, and Travis Roenfanz for helping return museum artifacts to the Sam Fox Museum.** These items had been stored at Peter Pan Seafood and needed to be relocated in preparation for the Sustainability Summit. We also extend our appreciation to the cannery for generously providing storage and helping preserve artifacts that represent our community's long history in the fishing industry. It is wonderful to have these pieces back at the museum, where visitors can enjoy them and learn more about the people and traditions that helped shape Bristol Bay.

- **A special thank-you to Bob King for donating two beautiful watercolor paintings to the Sam Fox Museum.** The first, *Deliveries to the Muskrat*, was painted by Marie Luckhurst in 1987 and depicts a fishing vessel delivering its catch to a tender. The second, painted by Henry Yuen in 1989, portrays fishing vessels and skiffs delivering to a scow. Both pieces beautifully capture scenes that are familiar to generations of Bristol Bay fishermen and their families. These paintings are wonderful additions to the museum's collection and help preserve the everyday moments that are such an important part of our community's history.
- **The library would also like to recognize Malcolm Wright, Amy Ruby, Bob King, and Tim Troll for their contributions to the Sustainability Summit open house.** Malcolm and Amy helped the Librarian install a historical fishing timeline developed by Bob King. Visitors were encouraged to add their own experiences and memories using sticky notes, creating an interactive opportunity to connect personal stories with important events in the fishery's history. Tim Troll also stopped by to share his knowledge of several displays and help with the finishing touches. We appreciate everyone's willingness to share their time, knowledge, and enthusiasm for preserving our local history.

Staffing and Operations

- **Library staff are working together to establish consistent expectations for daily operations and develop a comprehensive desk manual.** As staff become more familiar with their responsibilities, we are documenting procedures and creating standard operating guidelines for common library tasks. The goal is to develop a practical reference guide that current employees can use when questions arise and new employees can follow during training. This will help ensure consistency in library services, reduce confusion, and make future staff transitions easier.
- **The library has transitioned to its winter operating schedule.** By staggering employee start and end times, we are now able to open at 10:00 AM Tuesday through Saturday while offering extended evening hours on the days patrons are most likely to visit after work. The library is open until 6:00 PM Tuesday through Thursday, 5:00 PM Friday, and 2:00 PM Saturday. These hours were developed using patron usage data, which did not support remaining open later on Fridays or Saturdays. Staff continue to monitor library traffic and gather patron feedback. So far, the new schedule appears to be working well, and we plan to maintain these hours throughout the winter as long as staffing allows.

Grants and Funding

- **Curyung Tribal Council has graciously agreed to continue its partnership with the Dillingham Public Library on the Institute of Museum and Library Services (IMLS) grant.** This partnership helps support library operations by funding a portion of the Librarian's wages. We greatly appreciate Curyung's continued willingness to partner with the library and its commitment to supporting access to library services for our community.
- **The library has begun the competitive bidding process for internet service under the federal E-Rate program.** Following guidance from Tanner Faye, Program Coordinator with the Alaska Department of Education and Early Development, the library has issued a request for bids using a process designed to assist libraries with obtaining internet service proposals. Although the library is eligible to defer this requirement for one additional year, Tanner recommended beginning the process now while that option remains available. This gives staff an opportunity to become familiar with the requirements and address any challenges before competitive bidding becomes mandatory. If the library is unable to obtain the necessary bids, the remaining deferral option may still be available. We appreciate Tanner's guidance as we work to maintain affordable and reliable internet access for our patrons.

Library Advisory Board (LAB) News

- **The Library Advisory Board is discussing plans to hold its next meeting in early December.** A date has not yet been confirmed, but public notice will be posted once the meeting is scheduled. The LAB continues to seek new members, and community members interested in serving are encouraged to attend a meeting to learn more about the Board's role. Meetings are open to the public and held at the library. We welcome anyone interested in helping shape the future of our library and its services.

Friends of the Library Update

- **The Friends of the Library recently purchased the remaining books in the *Dungeon Crawler Carl* series, and the entire series is now available for patrons to check out.** We appreciate FOL's continued support in helping expand our collection and making popular titles available to our readers.
- **Excitement is beginning to build for the upcoming FOL Book Trivia Night!** Although an event date has not yet been announced, patrons have been checking out books and talking about the competition. Anyone interested in participating who does not already have a team is encouraged to contact the library. We would be happy to connect individuals with others looking to form a team. We look forward to

hearing from FOL when a date is finalized and hope to see plenty of friendly competition when the event takes place!

Accomplishments and Community Activities

- **Library staff continue to make progress on the DVD inventory and organization project.** With the inventory of materials on the library floor completed, staff have turned their attention to the approximately 7,000 DVDs and related items maintained behind the circulation desk and in storage. This has proven to be a substantial undertaking, as DVD bin assignments were historically tracked on paper rather than in the library database. Staff are digitizing these records, identifying missing movies, checking for duplicates, and reconciling DVD sleeves with the discs stored behind the counter. Approximately 2,000 items are currently in storage in various stages of processing, including duplicates and materials that may replace missing items. The project has also revealed inconsistencies in call numbers that prevent the library's database from inventorying these materials accurately. Staff are developing standardized procedures for assigning call numbers and bin locations, with plans to organize movies and television series by genre. Once completed, these improvements will make it easier for patrons to browse the collection and for staff to locate and reshelve materials. This project will continue over the next several months.
- **The Snag Point Book Club met at the library during this reporting period.** Although attendance was small, with two participants, the gathering was a positive start to what we hope will become a regular community activity. Lisa Keys is organizing the book club, which meets on the third Tuesday of each month at 6:30 PM. The current selection is *The Women* by Kristin Hannah, a novel about a young Army nurse serving during the Vietnam War. Upcoming selections include *Funny Story* by Emily Henry, *The Midnight Library* by Matt Haig, and *The Book Thief* by Markus Zusak, with a movie viewing planned after the final selection. Young adults and adults are welcome to participate, and readers are encouraged to attend even if they have not finished the selected book. The goal is to create a welcoming space where community members can connect through reading and conversation.
- **The library and Sam Fox Museum hosted an open house on September 28 to help kick off the Sustainability Summit, welcoming a little over 100 visitors throughout the event.** The open house provided an opportunity for community members and visitors to explore recent improvements to both facilities and learn more about the history of the Bristol Bay fishery. One of the highlights was an interactive historical timeline developed by Bob King, which invited visitors to add their own experiences and memories alongside significant events in the fishing industry. Participants could share when they first became involved in the fishery or

where they were during important moments in its history. It was a fun and meaningful way to encourage conversation, celebrate our community's connection to the fishery, and recognize the importance of preserving these stories for future generations.

Challenges and Ongoing Needs

- **The Library Advisory Board (LAB) continues to seek new members.** We encourage community members who are interested in supporting the library's future to consider serving on the Board. The LAB plays an important role in providing input, discussing library policies, and helping guide the development of services that meet our community's needs.
- **The library is seeking community members interested in helping organize and host small, grassroots events.** We are especially interested in low- or no-cost activities that bring people together to share skills, hobbies, knowledge, and creative ideas. Whether it's teaching something new, hosting a discussion, or simply bringing people together around a shared interest, we welcome individuals who enjoy thinking outside the box. Our goal is to make the library a welcoming gathering place where community members can contribute their talents and help create activities that reflect the interests of Dillingham.
- **The library's public computer stations have been temporarily unavailable since October 13 due to issues with Deep Freeze, the software used to protect and reset patron computers.** The Librarian worked with LMJ to update the computers and troubleshoot the problem, but the remaining issue appears to involve Deep Freeze itself. Without local IT support, coordinating remote assistance and preparing the computers for troubleshooting took several days. Unfortunately, reaching technical support for Deep Freeze has also proven difficult. We would like to thank Chris Rambo for his patience and assistance in updating the computers and helping work toward a solution. Restoring public computer access remains a priority, as these stations provide an important service to community members who rely on the library for computer and internet access.
- **The library is seeking community feedback regarding our Friday Storytime program.** Storytime is currently offered every Friday at 10:30 AM, but attendance has been consistently low. We are exploring opportunities to partner with the Infant Learning Program to help reach more families with young children and increase awareness of this free library activity. We would also like to hear directly from parents and caregivers about whether the current day and time work for their families and what changes might encourage greater participation. While we would love to see Storytime continue, we must also consider whether the program is meeting a community need. If attendance does not improve, we may need to temporarily suspend Storytime until there is greater interest. Our hope is to work with families to develop a program that is both accessible and enjoyable for our youngest patrons.

Mayor
Alice Ruby

City Manager

Jack Savo Jr.

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Dillingham City Council

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

MEMORANDUM

Date: 10/22/26

To: Jack Savo Jr., City Manager

From: Tracy O'Malley, Chief of Police

Subject: Monthly Report: October 2026

Patrol:

Officers have continued to be present at the school each day during the morning. Officers will be participating in the Trunk or Treat event on 10/25/26. Chief O'Malley will be doing a presentation on Halloween safety at the elementary school on 10/29/26.

Corrections:

Twenty-five inmates were held in the correctional facility during this month. The Department of Corrections Commissioner visited our facility on 9/24/26.

Dispatch:

We had a total of 153 calls between September 10, 2026 and October 10, 2026**.**

Burn Permits: 4
Agency Assist: 5
Suspicious Vehicle: 4
Vehicle Accidents: 0
Welfare Checks: 25
EMS: 29
Theft: 5
Civil Standby: 0
Motorist Assist: 0
Premises Check: 5
Disturbances: 46
Traffic Stops: 4
Assault (DV and Non DV): 11
Trespass: 5

Fire: 3
Animal Call: 3
Warrant Arrest: 0
Paper Service: 2
ATV Complaints: 1
Robbery: 0
REDDI: 0
Death Investigation: 5

DMV:

07 – Commercial D/L

60 – Driver License

24 – Identification Cards

05 – HC Permits (No Fee)

05– Miscellaneous Fees

40 – Vehicle Registration

41 – Title / Lien

11 – Boat Registration

07 – Road Test

01 – License Services

13 – AK Written Test

Animal Control:

The City is currently accepting applications for two part-time animal control officers.

Mayor
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City Manager
Jack Savo Jr.

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MEMORANDUM

Date: October 21, 2026
To: Jack Savo Jr., City Manager
From: Scott Runzo Fire Department Coordinator
Subject: Monthly Report for October 2026

Fire and EMS activity remained steady this month, with 2 fire callouts and 18 EMS calls. The department focused on prevention, volunteer support, equipment readiness, training preparation, and planning for future operational needs following recent leadership changes.

Monthly Activity Summary: **Fire Callouts: 2** **EMS Calls: 18**

Fire/EMS Board Members

- **Fire Chief:** Koolie Heyano (retired)
- **Assistant Fire Chief:** Kevin Hardin
- **Medical Squad Director:** JJ Larson
- **Member at-large**: Kim Larson
-

Department Accomplishments:

- Fire prevention week was a great success. Fire and EMS taught 174 students about fire safety and prevention.
- EMS has set up volunteer EMS teams that are now on shift every evening.
- The New Fire Hall project has completed its first phase of engineering. Next week core drilling will start on the new hall site.
- Fire partner with the University and host 8 students from around the Bristol Bay region for an introduction to the fire service.
- The volunteers voted in favor of JJ Larson to become the new Fire Chief. JJ will now be appointed by the City Manager and approved by the mayor.
- Fire was able to dispose over 200 gallons of AFFF foam (the bad stuff). We connected with a state sponsored company.
- A significant repair was completed on the gurney systems on all three

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.

of our ambulances. This helps prevent injury to volunteers and the public while using.

- Ems and prevention have partnered with the local L and M store to provide home fire safety products. Ace has discounted the products for the community.
- EMS and Fire office staff participated as fire safety and medical support for the Haunted house fundraiser for the school.

Projects – Progress, Public Engagement & Preparations:

- We have had several calls relating to CO2 detection and will be putting out a PSA as households start turning on the heat.
- EMS is working to host an ETT medical training for first responders in November.
- The EMS department will host CPR classes this fall.
- EMS and prevention have partnered with the local L and M store to provide home fire safety products. Ace has discounted the products for the community.
- Fire and EMS are partnering with BBNA to distribute and install combination smoke and carbon monoxide detectors. We are still waiting on BBNA to provide detectors.
- EMS is collaborating with the Greensboro fire department for community outreach presentations. This is an ongoing effort.
- New command truck repair has been completed waiting for warranty work to be approved from the dealership.

Public Feedback:

"Fire and EMS continue to focus on prevention, training, recruitment, and equipment readiness to maintain service levels and support community safety."

PLANNING DEPARTMENT UPDATE

City of Dillingham

Prepared by:	Christopher Maines, Planning Director
Date:	October 21, 2026
Submitted to:	Jack Savo Jr., City Manager | Mayor Alice Ruby | City Council

Project Management Responsibilities

The Planning Department has assumed direct project management and reporting responsibilities for several of the City's major capital infrastructure initiatives. These include the Airport Waterline Extension, Snag Point Erosion Control Project, EPA Landfill Improvement Project, and ongoing support of the Wastewater Lagoon Emergency Repair. These assignments reflect a broader effort to consolidate grant management, engineering oversight, and interagency coordination within the department.

In addition, the Planning Department continues to provide coordination support to Port Director Daniel Miller on the MARAD Port Development and Design Grant, and to Fire Department Coordinator Scott Runzo on the Downtown Fire Hall Replacement project. The department is also leading the Water and Wastewater Rate Study and providing active support across the City's Capital Improvement Plan implementation strategy.

The Planning Department's expanded project management portfolio reflects the City's commitment to structured, professional oversight of its capital investment program. Each project under department management has clear reporting lines, coordinated funding strategies, and active interagency relationships.

Airport Waterline Extension Project

Scope discussions have begun with RESPEC for the 65%, 95%, and 100% design phases of the Airport Waterline Extension. These conversations are focused on establishing the full design development pathway through construction-ready documents, and represent a significant step forward in the project's progression.

The Salmon Row Subdivision has been included in the project scope, ensuring that this area benefits from the waterline extension and aligns with the City's broader infrastructure planning goals. The Planning Department is also coordinating a meeting with the Volunteer Fire Department to gather input on hydrant placement along the waterline corridor, which will directly inform the Hydrant System Upgrade component of the CIP.

Initiating scope discussions for the 65%/95%/100% design phases marks a major milestone for the Airport Waterline Extension. Incorporating the Salmon Row Subdivision and coordinating hydrant placement with the Volunteer Fire Department ensures the project delivers maximum community benefit and supports a consolidated infrastructure investment approach.

Snag Point Erosion Control Project

The Snag Point Erosion Control Project is showing positive forward movement. After completing all required compliance steps and documentation, the project is now enrolled in the updated DHS/FEMA system. The City is awaiting federal authorization to advertise for engineering and design services, which will be the next critical step in advancing this long-anticipated project.

The Planning Department continues to monitor the federal approval timeline closely and will move promptly to solicit engineering and design proposals once the go-ahead is received. Bi-weekly coordination meetings remain in place to stay current on any changes to the federal process or funding conditions.

Entry into the updated DHS/FEMA system is a meaningful milestone that reflects the City's persistent effort to navigate a complex federal grant environment. Federal authorization to advertise for engineering and design services will unlock the next phase and set the project on a path toward construction.

Downtown Fire Hall Replacement

Geotechnical investigation work is now underway for the Downtown Fire Hall Replacement project. PND Engineering, acting on behalf of Aetta Architects, was on site in Dillingham beginning October 18th and conducted a full site visit. The team is currently coordinating with a drilling company to complete field locates and establish drill points for the geotechnical investigation portion of the project.

This work will provide the subsurface data necessary to inform the structural and foundation design for the new facility. The Planning Department continues to coordinate with Fire Department Coordinator Scott Runzo and the project team to ensure the geotechnical phase proceeds on schedule and that results are integrated into the design development process.

The initiation of on-site geotechnical investigation represents a tangible and important step forward for the Downtown Fire Hall Replacement. Subsurface data gathered through this process will directly shape the structural design of the facility and support a sound, site-specific engineering approach.

EPA Landfill Improvement Project

The incinerator parts for the EPA Landfill Improvement Project have arrived in Dillingham. The Planning Department is currently working to schedule the repair with Penram International. Based on Penram's current availability, the earliest window for the repair is December; however, the department is recommending consideration of a deferral to Spring to allow for better weather conditions and contractor scheduling flexibility.

Importantly, the City remains fully compliant with the terms of the EPA appropriation. No compliance issues have arisen, and the project continues to meet all reporting and programmatic requirements. Staff will continue to coordinate with Penram and provide a recommendation on repair timing for the City Manager's consideration.

The arrival of incinerator parts is a positive development that keeps the project moving forward. The City's continued compliance with EPA appropriation terms reflects strong project management discipline, and a thoughtful approach to repair scheduling will ensure the work is completed safely and effectively.

Wastewater Lagoon Emergency Repair

The parts for the Wastewater Lagoon Emergency Repair have been ordered. However, the department is encountering difficulty securing a contractor to perform the installation. Both local vendors who have been contacted are currently overtaxed with existing work and are not in a position to take on the project at this time. The earliest available window for contractor-performed repair is the beginning of November.

In response to contractor availability challenges, the Planning Department is working with Dagen Nelson to develop a contingency plan for City staff to perform the repair if no contractor becomes available in time. This approach would allow the City to address the emergency repair without being dependent on external contractor schedules, and ensures the work can proceed regardless of contractor availability.

Proactive contingency planning with Dagen Nelson and City staff ensures that the Wastewater Lagoon Emergency Repair can move forward even in the face of contractor availability challenges. This approach reflects the department's commitment to protecting critical infrastructure and maintaining operational continuity.

MARAD Port Development & Design Grant

The Planning Department continues to provide coordination support to Port Director Daniel Miller on the MARAD Port Development and Design Grant. Phase 1 and Phase 2 Environmental Site Assessments have been completed, and the project continues to advance through the design and grant compliance process. The department remains engaged on grant reporting requirements and will continue to support the Port Director as the project progresses toward the next design milestone.

Completion of both ESA phases represents meaningful due diligence on the harbor infrastructure investment and positions the project well for continued design development and federal reporting compliance.

Water & Wastewater Rate Study

Phase 1 of the Water and Wastewater Rate Study has been completed. The Planning Department utilized a phased approach to ensure that billing calculations are being performed correctly before advancing to rate structure recommendations, which has provided an important quality control foundation for the study.

The department is planning working meetings with City Manager Jack Savo Jr. and Finance Director Anita to review Phase 1 findings and discuss minor adjustments before proceeding. If there is interest from the Council, staff is prepared to present the study findings as a workshop session to allow for a more thorough discussion of the rate structure options and their fiscal implications.

Completion of Phase 1 of the Rate Study is a significant milestone that lays the analytical groundwork for sound rate recommendations. A phased, consultative approach — with input from the City Manager and Finance Director — ensures the final rate structure is both technically defensible and fiscally aligned with the City's long-term goals for self-sustaining utility funds.

ANCSA Section 14(c) Land Conveyance

The Planning Department continues to monitor developments related to ANCSA Section 14(c) land conveyance obligations affecting properties within the City. Staff remains engaged with relevant parties and will provide updates to the Council as the status of any affected parcels or pending conveyances becomes clearer. No new developments to report this month.

Continued awareness of Section 14(c) conveyance timelines and obligations is important for the City's land use planning and infrastructure investment decisions. Staff will keep the Council informed as any relevant changes occur.

Parks and Recreation Commission

The Planning Department continues to support the reestablishment of the Parks and Recreation Commission. A joint meeting was held with ANTHC, BBAHC, and CDC representatives, including Conor Downey and Mayor Alice Ruby, to align on community recreational priorities and the Commission's proposed role. A resolution for code changes necessary to formally establish the Commission has been developed, and the advisory board is being assembled with five member seats plus a student advisor position to be filled by a representative from the Dillingham City School District.

Establishing a formal Parks and Recreation Commission will provide the City with the governance structure needed to better coordinate recreational programming, manage public spaces, and engage community partners. The involvement of ANTHC, BBAHC, and DCSD reflects strong community investment in this effort.

AHFC Housing Development — Emperor/Waskey Subdivision

The Planning Department has been engaged with the Alaska Housing Finance Corporation regarding housing development opportunities in Dillingham, with a focus on the Emperor/Waskey Subdivision.

Following prior discussions with AHFC CEO Bryan Butcher, the department is continuing to explore how AHFC programs and financing mechanisms can be aligned with the City's housing development objectives and CIP priorities for the subdivision.

The Planning Department will continue to advance these conversations and will provide the Council with a fuller briefing as discussions with AHFC mature and a clearer development framework emerges.

Engagement with AHFC on the Emperor/Waskey Subdivision represents an important opportunity to leverage state housing financing in support of the City's infrastructure investment priorities. A collaborative approach with AHFC will be key to developing a viable and community-supported housing development strategy.

Respectfully submitted,



Christopher Maines
Planning Director, City of Dillingham
October 21, 2026

Mayor
Alice Ruby

City Manager
Jack Savo Jr.

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MEMORANDUM

Date: 10/21/2026
To: Jack Savo, Jr., City Manager
From: Kyle Gregory, Public Works Director
Subject: Staff report October, 2026

New Foreman: Appointed in-house hiring Richard Murphy.
P/W employee training completed mandatory City of

Water/Wastewater Treatment

- W/WW 2 treatment positions are currently advertised.
- Staff is currently training online toward certification.
- B&G team has been assisting in our city water needs.
- Recent visits from ARWA has been assisting with operations. And chlorine pump type for replacement
- Priority for W/W/Water treatment are still lagoon #1 drain system failure.
- New piping valves and adapters are on the way
- CRW Engineers no repair plan received to date this will be only a temporary repair to get through winter freeze up.
- Reviewing Well pump issues, reviewing lift station pumps and control concerns.
- Reviewing DEC permit violations findings for corrections and compliance actions.
- Requests for curb stop replacements /repairs at city locations are under review.
- SBS, OBI building. Nothing new
- Inspection of Harbor seasonal water line failure under review scheduling and repairs next season.
- Last fire hydrant have been winterizing
- Reviewing court case BBNA with Attorney

Landfill

- CRW engineering firm and evaluation results have not been completed or updated as of date no change.
- Reviewed DEC deficiency on water testing wells.
- DEC annual review and landfill inspection completed have not received updates and or reports.
- Landfill attendant Bill Wiley will retire 10/24/2026
- training reviews on all safety policy

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.

- Safety concerns under review concerning hazardous materials, 1 staff injury under review. AKosh investigation completed and report on the way
- Landfill Fees reviewed to allow correct fee amounts to be applied under current approved price schedule staff training on correct landfill fee amounts and items banded
- New PSA has been out and staff trained
- Pen Ram update for incinerator all parts for last repairs have been received to Dillingham, no scheduled repairs date as of date. Likely spring

City Shop

- Staffing.
- Advertising heavy equipment mechanic.
- Fleet mechanic working with foreman on undated and PM
- Ongoing Vehicles and equipment are under review and will be scheduled through our brightly system will include PM program.
- New Cat 160 wheeled Grader has been in operation
- Scheduled major repair for Grader 160M2 end of October.

Public Safety Building

- Resent testing this system is up for scheduled reset and maintenance BAS System Has been in use LMJ and Siemens have been tested and was functional, still needs to be turned over to B&G Team.
- Under review Fire inspections and deficiency quotes have not been received to date.

City Hall

- Boiler repairs completed

Streets Department

- RFP for gravel and winter sand due soon
- Staffing 1 heavy equipment operator advertised.
- Resent hire 1 heavy equipment operator.
- Road maintenance reviewed grading pot holes road repair as needed.
- Ditch work and Calverts repair/replacements and upgrades.at emperor road underway
- Under review for scheduling Public safety concerns on north Emperor approvals for old damaged guard rail removals will allow proper road banking and crown repairs for safe driving.
- On going reviews of brush obstructions and other Safety concerns.
- No updates on Possible additional road work through special funding and our local Tribes for road improvements.

B&G

- B&G team has been handling WWW treatment duties as well as the normal B&G duties.
- All rounds and basic building maintenance have been completed.
- Most projects on hold, do to the multiple departmental needs where B&G team has filled in all departments as needed.

- Moved all city Finance director property to storage at Grammas ,No new progress on Grammas house other than rounds
- Boiler inspections completed, permits renewed.
- All Harbor and Docks offices are scheduled for seasonal shutdowns and winterizations
- EMS Building Harbor location scheduled for seasonal shut down 11/1/2026

Kyle Gregory
Public Works Director 10/21/2026

Mayor
Alice Ruby

Manager
Jack Savo Jr

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Dillingham City Council
Triston Chaney
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MEMORANDUM

Date: 11/5/2026

To: Jack Savo, City Manager

From: Anita Foran, Finance Director

Subject: Finance Council Report 11/5/2026

Acknowledgements and Recognitions:

September Statistics: As of date of report.

Cash Receipts: $1,399,247.33

All Payments: $545,415.75 (includes $241,739.47 for 2 payrolls & 2 supplement payrolls).

Council Considerations/Recommendations:

None at this time.

Department Accomplishment and Opportunities:

Setup of Positive Pay has been completed with Wells Fargo to increase security of checks issued by the city.

Audit Update:

FY25 Audit –Audit work is in final review. Documentation has been provided to audit firm. Additional questions were asked when the FY226 audit was being conducted.

FY26 Audit – Testwork was evaluated during the week of October 12-16th. Final work is scheduled for December 7-11, 2026.

Department staffing:

No changes at this time.

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Property Tax:

BOE met and addressed with additional appeals that were submitted late. Payments are due 11/01/2026. If the first half is paid on 11/01/2026 the second half can be paid on 12/01/2026.

Personal property tax updates are being reviewed in preparation for the 2027 property taxes.

Assessment return notices will be mailed out by 11/15/2026. Returns are due by 02/01/2027

Collections:

2018-2022 Foreclosure (3DI-24-00061CI) one-year redemption period has closed. The 4 remaining properties have been foreclosed. Awaiting council direction to determine further actions.

2020-2024 Foreclosure (3DI-25-00062CI) one-year redemption period has closed. The 2 remaining properties have been foreclosed. Awaiting council direction to determine further actions.

2025 Foreclosure list finalized. Due to timing will follow legal advice and will combine with the 2026 Foreclosure list.

Denied City Service list has been posted and was beneficial in getting some property taxes paid in full.

Write off lists is in review.

Utility collections process is ongoing. Utility connections are being reviewed by public works to ensure shut offs can happen.

Grants:

Grant Updates

- NTS FY 26 report completed.
- Ongoing reviews completed to prepare for quarterly October grant reports and preparation for 2026 audit.

Budget:

FY27 budget amendment scheduled for mid-year review.

FY28-FY29 reviews will be conducted with FY27 mid-year review.

Cash Vest Report:

- Report is attached
- City of Dillingham has a score of 90 which has been achieved for 3 quarters. Reflected on page 3-6 of the report. This shows the fiduciary responsibility of the management of city funds.

- Next task is to finalize the setup of the sweep account which will increase the returns possible and reduce the strategic liquidity levels.
- I conferred with Mike from 3+1 about how ACH raises the fiduciary score. He said a significant amount of the City's disbursements would need to be via ACH to increase the score and currently the City predominantly pays for goods and services via checks. Although we have already converted many check payments to ACH payments, it is currently not enough to raise the score. Additionally not all vendors accept ACH payments.
- A review of investments will also be started as several investments have matured and reinvesting is needed.
- Finally, a review of our merchant services has been started to increase the return rate from the merchant services to the city checking account, which will further increase the returns from the sweep account.

Other News:

- Health Insurance renewal notices were submitted as part of the extra council meeting held on 10/22/2026.

Upcoming Calendar Items:

- Start of the new fiscal year began 07/01/2026.
- 15th of each month utility payments due; on the last day of month utility bills are sent.

Revenue and Expense Report – July 2026:

- Target percentage for July activity is 8%. Explanations provided in this report are for those items above 20%. These are unaudited items and will have adjustments as the audit work is completed.
- Fund balance is an increase of $3,043,342. This is mainly due to property taxes recorded at full value on 07/01/2026.
- Payments of property tax have been made but the aging report was not available at the time of the report. Personal property tax adjustments due to BOE changes has reduced personal property to 97%.
- Property tax penalties and interest are at 40% to reflect the personal property tax late fees and force file fees for the 2027 taxes.
- SOA PILT (Payment in Lieu of Taxes) has been received at 104% at $560,678.
- Other revenue funds are at 40% due to revenue received for the settlement of $104,405.13 for damage at Grandma's house. This prepayment will pay for repairs needed from the water damage.

- Total Revenue is 42% due to the identified increases.

Special Revenues & Other Funds Revenue

- Special revenues are recorded at 9%.

Transfers

- Transfers are recorded at 1%.

General Fund Expenditures

- K-9 Unit is at 50% for training expenses.
- General fund expenditures are at 6%.

Special Revenues & Other Funds Expenditures

- Total expenditures are at 4%.

Grant and Bond Revenues/Expenditures

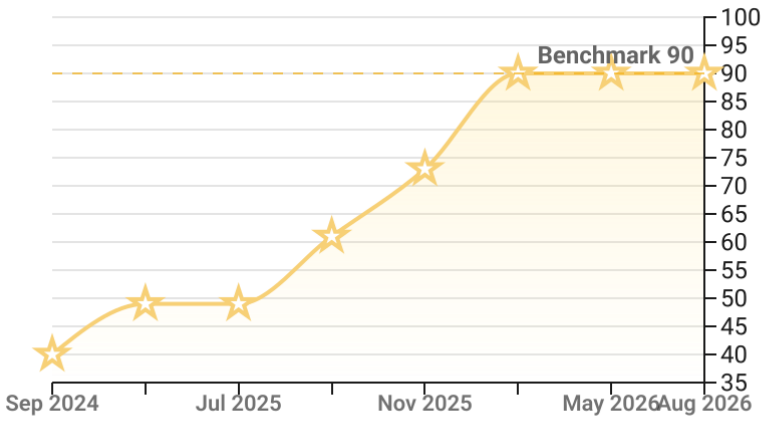
- Grant revenue is received at 3%.
- Grant expenditures are spent at 9%.

Capital Project Revenues/Expenditures

- No activity.

Scorecard

cashVest® Score History





cashVest® Score

Period Interest	**$34,443**
Last 12 Months	**$202,228**
Total Cumulative Interest	**$690,627**

The City's cashVest score remained steady at 90 for the period.

Strategic Liquidity Levels were updated this period, lowering the total to $175,000 and increasing the Cushion by $1.05MM. Following this update, the City's investments fill 75.45% of Liquidity Levels 1-5, indicating a capacity for an incremental $712,000 in long-term fixed-income purchases.

The City has six maturities approaching in the next two months, with five of these occurring within a six-day stretch at the end of September. Anticipating these maturities will allow for the prompt repositioning of proceeds so that a consistent level of fixed-income investment can be maintained.

Operationally, the City benefits from a streamlined account structure, having all operational activity concentrated in its Wells Fargo General Fund account (x3096). Over the past 12 months, the balance within this account has not fallen below $321,000, suggesting a portion of these dollars are not regularly called upon for obligations. The City may consider evaluating the true amount needed for working capital within this account, either manually or by pursuing a sweep structure, repositioning the excess balance into a high-yield account.

The cashVest score is comprised of the five components below. Recommendations to help increase the score for each element are provided in the accompanying commentary. As each component score increases, the City will ensure that all balances are secure, provide value, and maintain data-supported liquidity levels at all times.

Score Drivers

Funds Providing Value — ★★★★★ **5 of 5** **0 Unchanged from prior period**

All dollars on deposit provide value to the City, either through direct interest earnings or by generating credit to offset banking fees.

During the period, 84% of balances earned interest directly, while the remaining 16% generated earnings credit.

Liquidity Proficiency — ★★★★☆ **4 of 5** **0 Unchanged from prior period**

Stress-testing of City balances supports an update to its Strategic Liquidity, decreasing the total from $6.375MM to $6.2MM:

	Legacy	Updated	Difference
Total Strategic Liquidity	$6,375,000	$6,200,000	($175,000)
Cushion	$2,250,000	$3,300,000	$1,050,000
Levels 1-5	$4,125,000	$2,900,000	($1,225,000)

This update adjusts the Cushion to represent a more significant portion of the total Strategic Liquidity, placing a higher emphasis on the opportunistic positioning of these funds between high-yield liquid accounts and fixed-income investments. A full breakdown of changes to Levels is provided in the Long-term Liquidity section.

The City's period-average balance is broken out by liquidity profile below:

Liquidity Profile	Average Balance	% of Total
Fixed Income	$2.19MM	32.6%
High Yield	$3.43MM	51.1%
Low Yield	$1.09MM	16.3%

As of 8/31, the City's fixed-income portfolio consists of 10 CDs, with maturities extending out to October 2028. Holdings represent 75.4% of updated Liquidity Levels 1-5, indicating a capacity for an incremental $712,000 in longer-term fixed-income investment. The Long-term Liquidity section breaks down the alignment of current holdings to updated individual Levels to support decisions regarding additional fixed-income purchases.

The City has six CDs with maturities approaching in the coming two months. These maturities have a total face value of $1.32MM, representing 60.5% of the total portfolio. In addition to evaluating opportunities for incremental investment, anticipating these maturities will allow for prompt repositioning of proceeds so that alignment with data-supported Liquidity Levels can continue.

Additionally, the City maintains a layered high-yield liquidity structure, with $1.39MM held in dedicated liquid accounts at AMLIP and Wells Fargo, and an additional $2.04MM available through money-market positions within its brokerage relationships with Piper Sandler and Concourse. This provides multiple sources of high-yield liquidity while allowing uninvested brokerage cash to continue generating market-aligned value.

Warnick Rate — ★★★★★ **5 of 5** **0 Unchanged from prior period**

On an unadjusted cash basis, the City's yield on interest-bearing balances was 2.43%. For three high-yield accounts, money-market dividends are received in the month following when they are earned, causing the period's cash yield to include earnings from the prior month while excluding earnings attributable to August. To better align earnings with the period in which they were generated, the out-of-period interest was replaced with estimated August earnings based on observed June and July rates. This timing adjustment results in an effective yield of 2.15%. After further incorporating accrued interest on fixed-income investments, the City's overall accrued yield was 3.63%.

By comparison, the 30-day Treasury rate averaged 3.74% for the period, meaning that the City captured 97.1% of the relevant market benchmark for the quarter.

The period return is broken out by liquidity profile below:

Liquidity Profile	Return
Fixed Income	3.80%
High Yield	3.52%

Low Yield	0.0%

The City's fixed-income portfolio materially contributes to overall earnings, accruing $20,958 in interest during the period. Individual yields range from 3.50% to 5.05%. Anticipating upcoming maturities will allow for prompt repositioning of proceeds so that a consistent portion of City funds can preserve value through fixed returns over an extended duration.

High-yield liquid balances continue to provide market-aligned returns while retaining liquidity flexibility. Adjusted period returns for liquid balances at each institution are provided below:

Account	Return
AMLIP	3.53%
Piper Sandler	3.56%
Wells Fargo	3.54%
Concourse	3.35%

For AMLIP, Wells Fargo, and Concourse, August interest was not available for calculation due to delayed interest payments on money market balances. Period returns for these accounts are estimated based on the interest payments and average balances for the first two months of the period.

Cash Flow — ★★★★☆ **4 of 5** **0 Unchanged from prior period**

The City operates with a lean account structure, with all operating activity concentrated in a single account at Wells Fargo: General Fund (x3096). Working capital balances are supported by high-yield liquid holdings at AMLIP, Concourse, and Piper Sandler.

The City's analysis arrangement with Wells Fargo continues to present an opportunity for improvement. Under the current agreement, eligible balances generate earnings credit at a rate of 0.60%, significantly lagging prevailing short-term market rates for the period and current ECRs observed across three+one Alaska clients. Given this, the City may pursue conversations with Wells Fargo to see if a more competitive ECR can be negotiated. In the meantime, minimizing excess cash within this operational account in favor of the City's higher-yielding structures remains the best practice.

Using 60%-80% of the federal funds target range as a market-based benchmark, the competitive ECR range for the period is approximately 2.10%-3.00%. Wells Fargo's current 0.60% ECR represents just 28.6% of the lower end of this range and also trails observed peer pricing, with another three+one Alaska municipality client receiving a 2.50% ECR from Wells Fargo during the same period. While relationship size, service mix, and negotiated terms may differ, this peer arrangement demonstrates that materially higher ECR pricing is available within Wells Fargo's Alaska public-sector relationships.

Based on a review of analysis statements, the City processed 391 ACH disbursements and issued 191 checks, resulting in a ratio of 2 ACH disbursements for every check. This ratio strengthens on a dollar basis; during the quarter, $1.02MM was paid by check, while $3.36MM was distributed by ACH, meaning $3.30 was paid electronically for every $1 sent by check.

There is room to further transition the existing payment blend toward electronic disbursements. During the period, the City cut several large checks, including two for over $100,000. In addition to checks adding processing fees and increasing fraud risks, large paper disbursements can distort balance visibility through the varying time between payment and settlement. Continuing to transition vendors and suppliers to electronic payment methods, prioritizing larger payments first, will help streamline the City's cash management processes while reducing ancillary banking costs.

Investment Policy — ★★★★★ **5 of 5** **0 Unchanged from prior period**

Following the adoption of a new investment policy last September, the City now has a document that clearly outlines the tools and constraints necessary to make investment decisions based on information provided herein while continuing to prudently safeguard City resources.

Best practice supports regular reviews of the investment policy on an annual basis to ensure all interested parties understand the

policy and to make any necessary changes. With the most recent update occurring nearly a year ago, the City may consider setting up a time to review this policy in the near future if it has not already done so.

Liquidity Intelligence: Insights for Continued Optimization

- Use stress tests and short-term forecasts to maintain a robust fixed-income portfolio and lock in rates to protect against potential rate declines. The City can invest $2.9MM without affecting balances needed for daily operations and its entire Strategic Liquidity of $6.2MM during high-cash periods. Short-term forecasting projects working capital to draw on as much as $600,000 of Cushion funds over the next 6 months. This supports the City's capacity to align investments with Levels 1 - 5.
- Data in the daily variance analysis suggest that the City can maintain a balance in low-yielding accounts between $300,000 and $600,000. The City's low-yielding account with Wells Fargo does not earn interest but is used to offset banking fees at a low ECR of 0.60%. Transition funds not needed for daily operations to a high-yielding option or fixed income to maximize value.
- Consider implementing an electronic payment policy to further reduce the City's issuance of checks. Although ACH disbursements are excellent, the County still issued 191 checks during the period.

City of Dillingham
Unaudited Revenues and Expenditures As of **July 31, 2026**

Data Collected on:
10/20/2026

	Budget - FY26	07/31/26 YTD	Percent	07/31/25 YTD	INC/(DEC)	Uncollected	% Adj
General Fund Revenues							
General Sales Tax	$ 2,900,000	$ 218,468	8%	$ -	$ 218,468	(232.13)	8%
General Sales Tax - Remote	750,000	72,962	10%	0	72,962		10%
Alcohol Sales Tax	270,000	28,665	11%	24,981	3,684		11%
Transient Lodging Sales Tax	145,000	9,907	7%	-	9,907	-	7%
Gaming Sales Tax	24,000	2,028	8%	-	2,028		8%
Tobacco Excise Tax	250,000	17,206	7%	-	17,206		7%
Marijuana Excise Tax	90,000	9,331	10%	-	9,331		10%
Business License	17,000	200	1%	150	50		1%
Dlg Fish Tax	700,000	-	0%	-			
Penalty & Interest - Sales Tax	17,000	-	0%	308	(308)	(865.81)	-5%
Total Sales Tax	5,163,000	358,766	7%	25,440	333,326		7%
Real Property Tax	2,647,060	2,655,772	100%	2,751,540	(95,768)	(2,655,772.00)	0%
Personal Property Tax	783,180	759,954	97%	762,731	(2,778)	(759,954.00)	0%
Penalty & Interest - Property Tax	130,000	52,527	40%	36,410	16,117		40%
Total Property Taxes	3,560,240	3,468,252	97%	3,550,681	(82,429)		1%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%
Shared Fisheries	150,000	-	0%	-	-		0%
Raw Fish Tax	20,000	-	0%	-	-		0%
Community Sharing	75,000	-	0%	-	-		0%
Payment in Lieu of Taxes (PILT)	540,000	560,678	104%	-	560,678		104%
State Jail Contract	584,700	146,191	25%	-	146,191		25%
Motor Vehicle Tax	25,000	-	0%	-	-		0%
Ambulance Fees	60,000	3,027	5%	2,000	1,027		5%
Lease & Rental Income	35,000	940	3%	930	10		3%
Admin Overhead	323,310	12,041	4%	7,991	4,050		4%
PERS on Behalf	321,000	22,409	7%	21,430	979		7%
PERS Forfeiture Fund	40,000	-	0%	5,181	(5,181)		0%
Other Revenues	295,800	138,255	47%	30,173	108,083	(125.28)	47%
Total	2,539,810	883,541	35%	67,704	815,837		35%
Total	**$ 11,263,050**	**$ 4,710,559**	**42%**	**$ 3,643,824**	**$ 1,066,735**		11%
Special Revenue & Other Funds Revenue							
Water	234,100	19,773	8%	21,149	(1,376)	(1,491.25)	8%
Sewer	444,700	33,845	8%	36,541	(2,696)	(2,013.19)	7%
Landfill	320,600	51,994	16%	54,448	(2,454)	(15,935.00)	11%
Port - Dock	759,400	134,402	18%	79,572	54,831	(133,139.83)	0%
Port - Harbor	145,000	20,080	14%	23,340	(3,260)	-	14%
Asset Forfeiture Fund	150	21	14%	26	(5)		0%
E-911 Service	67,000	1,191	2%	5,495	(4,304)		2%

City of Dillingham
Unaudited Revenues and Expenditures As of **July 31, 2026**

Data Collected on:
10/20/2026

	Budget - FY26	07/31/26 YTD	Percent	07/31/25 YTD	INC/(DEC)	
Public Safety Reward	-	-	0%	-	-	
Senior Center (Non-Grant)	54,100	1,135	2%	3,023	(1,888)	2%
Senior Center (Grant)	59,093	-	0%	-	-	0%
Library (Grants)	44,638	1,791	4%	-	1,791	4%
Debt Service - Bond Investments	70,000	-	0%	8,076	(8,076)	0%
Debt Service - SOA Revenue	746,300	-	0%	(58,778)	58,778	0%
Debt Services - Streets Refund	-	-		-	-	
Mary Carlson Estate	21,000	692	3%	1,561	(868)	3%
Ambulance Rental	-	-	0%	-	-	
Total	**$ 2,966,081**	**$ 264,924**	**9%**	**$ 174,452**	**$ 90,472**	4%
Transfers						
From General Fund to Other Funds						
Water	225,150	-	0%	-	-	
Landfill	485,700	-	0%	-	-	
Senior Center	301,417	13,804	5%	26,805	(13,000)	
Ambulance Reserve	53,000	2,422	5%	1,600	822	
Equipment Replacement	120,000	-	0%	3,305	(3,305)	
Capital Projects (Fund 7140)	220,000	-	0%	-	-	
Debt Service SRF Loans	72,085	-	0%	-	-	
Debt Service Streets Bond	165,000	-	0%	-	-	
Debt Service Firehall Bond	45,750	-	0%	-	-	
Debt Service School Bond	320,200	-	0%	-	-	
From Dock Fund to Harbor Funds					-	
Port - Harbor	231,040	-	0%	16,589	(16,589)	
Port - Harbor - Ice Machine	-	-	0%	-	-	
Port - Harbor - Bathhouse	13,450	-	0%	2,111	(2,111)	
From Department to Department					-	
Transfer from Landfill to Landfill Closure	25,000	2,083	8%	2,083	-	
Transfer from E911 to Dispatch	67,000	1,191	2%	(4,106)	-	
Transfer from Carlson Estate to Library	4,000	333	8%	337	-	
Transfer from Wastewater to Water	-	-	0%	-	-	
Total	**$ 2,348,792**	**$ 19,833**	**1%**	**$ 48,724**	**$ (34,184)**	
Total Revenues & Transfers	**$ 16,577,923**	**$ 4,995,316**	**30%**	**$ 3,867,000**	**$ 1,123,023**	

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2026

Data Collected on:
10/20/2026

	Budget - FY26	07/31/26 YTD	Percent	07/31/25 YTD	INC/(DEC)
EXPENDITURES:					
General Fund Expenditures					
City Council	$ 35,600	$ 4,591	13%	$ 14,944	$ (10,352)
City Clerk	312,600	13,012	4%	13,514	(502)
Administration	593,430	18,190	3%	29,646	(11,456)
Finance	1,423,960	77,879	5%	65,213	12,666
Legal	125,000	9,396	8%	2,051	7,344
Insurance	375,000	5,000	1%	28,037	(23,037)
Planning	301,250	9,913	3%	15,657	(5,743)
Foreclosures	33,000	184	1%	0	184
IT	366,500	19,618	5%	20,802	(1,184)
Public Safety Administration	423,800	26,482	6%	19,088	7,393
Dispatch	708,600	34,779	5%	41,063	(6,284)
Patrol	1,399,600	63,986	5%	76,387	(12,400)
Corrections	774,100	38,820	5%	48,919	(10,100)
DMV	92,750	3,805	4%	4,085	(280)
Animal Control Officer	127,400	80	0%	6,440	(6,360)
K-9 Unit	2,000	1,000	50%	0	1,000
Fire	520,300	16,094	3%	35,472	(19,379)
Fire Department Donation	10,000	0	0%	0	-
Public Works Administration	475,100	20,801	4%	26,973	(6,172)
Building and Grounds	860,100	21,319	2%	53,984	(32,665)
Shop	514,100	9,588	2%	31,809	(22,221)
Street	465,600	1,120	0%	6,049	(4,929)
Library	199,225	4,209	2%	10,852	(6,643)
Grandma's House	99,400	777	1%	776	
City School	1,702,000	425,000	25%	425,087	(87)
Transfers to Other Funds	1,966,952	11,116	1%	31,710	(20,594)
Total	**$ 13,907,367**	**$ 836,758**	**6%**	**$ 1,008,558**	**$ (171,801)**

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2026

Data Collected on:
10/20/2026

	Budget - FY26	07/31/26 YTD	Percent	07/31/25 YTD	INC/(DEC)
Special Revenue Funds Expenditures					
Water	459,250	40,034	9%	22,578	17,456
Sewer	444,700	37,693	8%	12,842	24,851
Landfill	806,300	22,708	3%	26,409	(3,702)
Port - Dock	747,750	23,728	3%	45,489	(21,761)
Port - Harbor	389,490	33,108	9%	42,304	(9,196)
Asset Forfeiture Fund	15,000	-	0%	-	-
E-911 Service	67,000	1,191	2%	-	1,191
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	355,516	14,940	4%	31,688	(16,748)
Senior Center (Grant)	59,094	-	0%	13	(13)
Library (Grants)	44,638	3,988	9%	4,022	(35)
Mary Carlson Estate	6,310	333	5%	-	333
Ambulance Reserve Fund	25,000	2,825	11%	-	2,825
Debt Service SRF Loans	72,085	-	0%	-	-
Debt Service School Bond	1,066,500	-	0%	-	-
Debt Service Firehall Bond	45,750	-	0%	-	-
Debt Service Streets Bond	235,000	-	0%	-	-
Equipment Replacement	120,000	-	0%	3,305	(3,305)
Total	**$ 4,959,383**	**$ 180,547**	**4%**	**$ 188,651**	**$ (8,103)**
	$ 18,866,750	**$ 1,017,305**	**5%**	**$ 1,197,209**	**$ (179,905)**
Net Increase (Decrease) to Fund Balances	**$ (2,288,827)**	**$ 3,978,011**		**$ 2,669,791**	**$ 1,302,928**

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2026

Data Collected on:
10/20/2026

	Budget - FY26	07/31/26 YTD	Percent	07/31/25 YTD	INC/(DEC)
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Landfill Grant	3,010,000	-	0%	-	-
COVID - CARES & ARPA & LGLR	-	-		-	-
SRF Loan - Lagoon Aeration	-	-		-	-
PFAS Improvement	-	-		-	-
State Jail Medical	-	11,819	0%	-	11,819
Legislative Grant Harbor	4,560,000	395,955	9%	-	395,955
Legislative Grant Firehall	600,000	-	0%	-	-
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		-	-
Curyung-Ice Machine	6,000	-	0%	-	-
Snagpoint Funding	2,200,000	-	0%	-	-
MARAD - Harbor Float	5,000,000	-	0%	-	-
BBEDC Intern Program	98,400	-	0%	-	-
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	**$ 15,474,400**	**$ 407,774**	**3%**	**$ -**	**$ 407,774**
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		-	-
EPA Landfill Grant	3,010,000	813,697	27%	-	813,697
COVID - CARES & ARPA & LGLR	-	-		-	-
SRF Loan - Lagoon Aeration	-	-		-	-
PFAS Improvement	-	-		-	-
State Jail Medical	-	2,740		-	2,740
Legislative Grant Harbor	4,560,000	508,648	11%	-	508,648
Legislative Grant Firehall	600,000	-	0%	-	-
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		-	-
Curyung-Ice Machine	6,000	-	0%	-	-
Snagpoint Erosion	2,200,000	-	0%	-	-
MARAD - Harbor Float	5,000,000	-	0%	-	-
BBEDC Intern Program	98,400	17,358	18%	5,507	11,850
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	**$ 15,474,400**	**$ 1,342,443**	**9%**	**$ 5,507**	**$ 1,336,935**
	$ -	**$ (934,669)**		**$ (5,507)**	**$ 1,744,709**

City of Dillingham **Data Collected on:**
Unaudited Revenues and Expenditures As of **July 31, 2026** **10/20/2026**

	Budget - FY26	07/31/26 YTD	Percent	07/31/25 YTD	INC/(DEC)
Capital Project Funds Revenues					
Harbor Mayor Sale Revenue	-	-		-	-
Total	**$ -**	**$ -**		**$ -**	**$ -**
Capital Project Funds Expenditures					
Public Safety Building	-	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements					-
Snagpoint Erosion	220,000	-	0%	-	-
Sewer Lagoon Aeration	-	-		-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill Closure (7150)	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Harbor cleanup	-	-		-	-
Total	**$ 220,000**	**$ -**	**0%**	**$ -**	**$ -**
	$ (220,000)	**$ -**		**$ -**	**$ -**

	Budget	Actual
General Fund Revenue	$ 11,263,050	$ 4,710,559
Special Fund Revenue	$ 2,966,081	$ 264,924
Transfers In	$ 2,348,792	$ 19,833
Grant and Bond Revenue	$ 15,474,400	$ 407,774
CIP Revenue	$ -	$ -
	$ 32,052,323	**$ 5,403,089.70**
General Fund Expenditures	$ 13,907,367	$ 836,758
Special Fund Expenditures	$ 4,959,383	$ 180,547
Grant and Bond Expenditures	$ 15,474,400	$ 1,342,443
CIP Expenditures	$ 220,000	$ -
	$ 34,561,150	**$ 2,359,748.07**
Net Increase (Decrease) to Fund Bal	**$ (2,508,827)**	**$ 3,043,342**

Mayor
Alice Ruby

City Manager
Jack Savo Jr.

CITY OF
DILLINGHAM
ALASKA

Dillingham City Council

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

MEMORANDUM

Date: 10/22/26

To: Jack Savo Jr., City Manager

From: Daniel Miller, Port Director

Subject: Monthly Report: October 2026

Upcoming Events:

- 11/12: Monthly meeting with MARAD and PND
- November: Port Advisory Committee Meeting (Date TBD)

Projects - Updates

- Work with PND Engineering to acquire all necessary permits for PIDP Grant
  - Section 106 permit complete
  - 404b permit complete
  - Title VI/ADA Compliance complete
  - Current estimated project closeout: Spring 2028
- Harbor Safety Cameras
- Dock Safety and Security Upgrades
- Repair broken waterline at Harbor
- Work with Nushagak Coop., Public Works and a licensed electrician to restore harbor lights and extend primary power
- Develop plan for more efficient/effective enforcement

Completed Projects:

- Harbor Winter Prep:
  - Pick up trash around Harbor/landfill run
  - Pull Kids Don't Float lifejackets at harbor and Wood River Launch
  - Note need for ordering new hoses
  - Pull navigation buoys
  - Verify number of pins for dock system, note need to have more fabricated
  - Store/winterize Harbor skiff and Bobcat
  - Winterize bath house
  - Remove last dumpster
- 10/8: Monthly meeting with MARAD/PND

    - NEPA permitting application submitted, awaiting MARAD approval
    - Expecting draft grant agreement in November
- 10/19-10/22 Annual Alaska Association of Harbormasters and Port Administrators (AAHPA) Conference:
    - Coast Guard Arctic Strategy
        - Collaboration with industry experts in Alaska
        - Increase capacity and capability
        - Increase air and watercraft inventory
    - Arctic Security Studies
        - Advancing arctic literacy
        - Offers free online courses in a variety of subjects
        - Cyber and AI threats
        - Fisheries security
        - Critical minerals
        - Emergency arctic transportation routes
        - Use of security as leverage in grant applications
    - Marine Exchange of Alaska
        - Tsunami watch
        - Communications relay for ports and Coast Guard
        - On board weather sensors and cameras
    - USCG Cyber Security in Maritime Environment
        - NIST Cybersecurity System
        - Offers free mock "hunts" for cyber security threats
        - "Cybersecurity is only effective if implemented and maintained properly"
        - New legislation (CFR 101.6)
    - Coast Guard in-water surveys
    - ADEC water quality
        - Mostly monitor southeast and southcentral, interested in expanding to western communities
        - Reminder about State Revolving Fund (SRF)
    - Several entities in Alaska offer condition assessments
    - MARAD Priorities and Projects
        - Maritime Action Plans (MAP)
        - Ship building
        - Workforce development
        - Strengthen industrial base
        - National and economic security
        - Maritime Prosperity Zones (could be beneficial to us)
        - Streamline permitting process for Alaskan applicants
        - Denali Commission a valuable resource
        - Offer pre-application scoping and review and technical assistance following unsuccessful grant applications'
        - Expanding to Anchorage, Alaska will have its own dedicated regional director
    - Denali Commission
        - Focus on critical infrastructure and workforce training
        - $17,800,000 in funding for transportation

        - Over $250,000,000 in total funding
        - Could help with erosion, flooding mitigation and prevention
        - Funding for buying equipment
    - Alaska Municipal League: What they do and offer
        - Legislative advocacy (federal and state)
        - Assessing local government needs
        - Rate studies for salaries and benefits
        - Can provide capacity for financial operations
        - Short-term investment options
        - Planning
        - GIS
        - Grants: writing, compliance and reporting
        - Local government capacity
    - ADEC
        - Spill response resources and contacts
    - Alaska Clean Harbors
    - Part and Marine Infrastructure Tour of Valdez
    - Alyeska Pipeline Marine Terminal Tour

Future Projects:

- Harbor breakwater
- Develop a plan for improved Kanakanak Beach Access maintenance
- Wood River Boat Launch containment wall
- Sheet pile entire Harbor
- Harbor parking passes
- Dock waterline and delivery upgrades

Public Feedback:

- Repair Harbor waterline
- Repair cold storage for ice machine
- Restore harbor lights
- Replace docks

CITY OF
DILLINGHAM
ALASKA

CODE REVIEW COMMITTEE SPECIAL MEETING

Tuesday, August 25, 2026

MINUTES

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

CODE REVIEW COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
141 Main Street, Dillingham, AK 99576 (907) 842-5212

CALL TO ORDER

- Chair Steve Carriere called the meeting to order at 5:30 p.m.

ROLL CALL

Present:

- Alice Ruby, Mayor
- Kaleb Westfall, Council Member
- Steve Carriere, Council Member (Chair)
- Jack Savo Jr., City Manager
- Abigail Flynn, City Clerk

Absent:

- Kevin McCambly, Council Member
- Triston Chaney, Council Member

A quorum was present.

APPROVAL OF MINUTES

- No minutes were presented for approval at this special meeting.

APPROVAL OF AGENDA

Motion: Ruby moved to approve the agenda.

Second: Flynn

Vote:

- No objection.
- **Result:** Motion carried without objection.

UNFINISHED BUSINESS

2. Tribal Exemption

Motion: Ruby moved to present the tribal property tax exemption ordinance to the Council.

Second: Westfall

Issues Discussed:

- Proposed property tax exemption for fee simple property owned by federally recognized tribes within city limits and used for community benefit.
- Distinction between federally recognized tribes and Alaska Native corporations; treatment of ANCSA lands and improvements.
- Commercial portions would remain subject to property tax; the proposal would not exempt commercial operations from sales tax.
- Legal review, municipal revenue needs, and notification of affected tribal governments.

Vote (Roll Call):

- Ruby, Westfall, Carriere, Savo, and Flynn voted yes.
- **Result:** Motion carried unanimously, 5-0.

Direction / Follow-Up:

- Forward the ordinance to the Council for introduction.
- Notify the Ekwok and Curyung tribal leadership and obtain contact information for Portage Creek to provide notice.

NEW BUSINESS

3. Green Degree License Renewal

Motion: Westfall moved to recommend that the Council waive its right to protest the Green Degree license renewal.

Second: Ruby

Issues Discussed:

- Finance, police, and planning reports identified no reason to object to the renewal.

Vote:

- No objection.
- **Result:** Motion carried without objection.

Direction / Follow-Up:

- Forward the renewal recommendation to the Council.

4. Ordinance to Codify Deputy Manager

Motion: Westfall moved to introduce the ordinance to codify the Deputy City Manager position. The committee agreed to recommend introduction with revisions developed with legal counsel concerning Council approval of the Deputy City Manager appointment.

Second: Ruby

Issues Discussed:

- Establishing DMC 2.21.075 and revising DMC 2.21.080 to define duties, authority, and succession during the City Manager's absence.
- Council approval or ratification of the Deputy City Manager appointment and the City Manager's hiring authority.
- Preserving the ability to designate another employee during temporary absences without requiring Council approval each time.
- Avoiding conflicts between DMC 2.21.075(B) and DMC 2.21.080(B).

Vote (Roll Call):

- Ruby, Westfall, Carriere, Savo, and Flynn voted yes.
- **Result:** Motion carried unanimously, 5-0.

Direction / Follow-Up:

- Consult legal counsel on language providing Council approval of the deputy appointment while preserving temporary succession authority.
- Prepare the revised language for Council introduction.

5. Ordinance to Codify Deputy Clerk

Motion: Westfall moved to introduce the ordinance to codify the Deputy Clerk position.

Second: Ruby

Issues Discussed:

- Whether the Deputy Clerk appointment should require Council approval.
- Distinction between acting on behalf of the City Clerk during a temporary absence and Council appointment of an Acting City Clerk.
- Authority to sign documents, maintain records, provide notices, and perform clerk duties during an absence.

Vote (Roll Call):

- Ruby, Carriere, Savo, and Flynn voted yes; Westfall voted no.
- **Result:** Motion carried, 4-1.

Direction / Follow-Up:

- Forward the ordinance to the Council for introduction.

6. Ordinance to Finish Modernization of Election Code

Motion: Ruby moved to recommend introduction of the ordinance to modernize the election code.

Second: Westfall, with a request for a Council workshop before the municipal election.

Issues Discussed:

- Comprehensive election code updates prepared with DCRA assistance.
- Providing a Council workshop to explain the changes before the October municipal election; September 3 was discussed, but a workshop date was not finalized.
- Allowing additional time after Election Day for absentee ballots to arrive before canvassing and adjusting the Council certification meeting accordingly.

Vote:

- No objection.
- **Result:** Motion carried without objection.

Direction / Follow-Up:

- Forward the ordinance to the Council for introduction and arrange a workshop before the municipal election.

7. Reviser of Ordinances

Issues Discussed:

- Legal counsel's recommendation to authorize nonsubstantive corrections to grammar, spelling, punctuation, pronouns, numbering, and code references without changing the meaning of the law.
- Consistency with state law and safeguards against changing legislative intent.
- Reporting edits to the Council for review and completing corrections as workload permits.

Action:

- Discussion only; no motion or vote was taken.

Direction / Follow-Up:

- Develop proposed ordinance language for a future Code Review Committee meeting as priorities permit, including a requirement to report revisions to the Council.

8. Set the Date for the Next Regular Code Meeting

Issues Discussed:

- Regular meeting frequency, scheduling around elections and canvassing, and allowing time for staff preparation.
- No fixed regular meeting frequency or date was identified; quarterly and every-other-month schedules were discussed.

Action:

- By consensus, the next regular Code Review Committee meeting was set for Tuesday, October 27, 2026 at 5:30 p.m.

PUBLIC COMMENT/COMMITTEE COMMENTS

- No separate public or committee comments were recorded following the scheduling discussion.

ADJOURNMENT

- Chair Carriere adjourned the meeting at 6:52 p.m.

ATTEST

Abigail Flynn, City Clerk

10/28/2026

Approval Date

(SEAL)

CITY OF
DILLINGHAM
ALASKA

CODE REVIEW COMMITTEE SPECIAL MEETING

Monday, August 03, 2026 at 5:30 PM

MINUTES

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

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: Zoom
Meeting ID: 920 483 0473; passcode: 99576

CALL TO ORDER

- Steve called the meeting to order at 5:31 pm

ROLL CALL

Present:

- Steve Carriere
- Alice Ruby
- Triston Chaney
- Kevin McCambly (via Zoom)
- Jack Savo Jr.
- Abigail Flynn

Absent:

- Kaleb Westfall.

A quorum was present.

APPROVAL OF MINUTES

- No minutes were presented for approval

APPROVAL OF AGENDA

Motion: Alice Ruby moved to approve the agenda.

Second: Chaney

Vote (Roll Call):

- **Result:** Motion carried unanimously, 6-0.

UNFINISHED BUSINESS

NEW BUSINESS

1. Beverage Dispensary License Renewal for #1242 Willow Tree

Motion: Alice Ruby moved to recommend that the Council protest renewal of Beverage Dispensary License #1242 and request that the Alcoholic Beverage Control Board place the renewal in abeyance for a period not to exceed 180 days. The City would withdraw its protest if the licensee files all missing sales tax reports and pays, or enters into an approved payment agreement for, all delinquent city taxes and utility charges.

Second: Chaney

Issues Discussed:

- The committee reviewed the renewal, delinquent city accounts, the public safety report, and options for a conditional protest.
- Five checks had been received but had not yet been deposited; missing sales tax reports prevented confirmation of the total amount owed.
- Kevin McCambly disclosed prior paid employment at the Willow Tree as a karaoke DJ from approximately February through June and stated that he was not currently employed there. The Chair stated for the record that McCambly would not benefit financially from the decision. McCambly participated in the vote.
- The proposed condition requiring proof of good standing with the State of Alaska was removed before the motion was made.

Vote (Roll Call):

- **Result:** Motion carried unanimously, 6-0.

2. Ordinance for Election Modernization: Chapter 3.50 Absentee Voting

Motion: Alice Ruby moved to recommend adoption of the amendment to the Council.

Second: Chaney

Issues Discussed:

- The committee reviewed proposed amendments removing the physician's statement requirement for voting by personal representative and updating absentee voting procedures.
- Discussion included ballot delivery and return, replacement ballots, voter assistance, and restrictions on who may serve as a personal representative.
- The draft had been reviewed with DCRA and legal counsel.

Vote (Roll Call):

- **Result:** Motion carried unanimously, 6-0.

3. Discussion: Codification of the Deputy Manager position and Deputy Clerk position

Motion: Alice Ruby moved to ask staff to bring draft language to the August 13 meeting.

Second: Chaney

Issues Discussed:

- The committee discussed codifying the deputy positions using concise language addressing succession, hiring and reporting authority, responsibilities during absences, and time limits before Council appointment of an acting official.
- No specific time limit was adopted.

Vote (Roll Call):

- Carriere, Ruby, Chaney, Savo, and Flynn voted yes; McCambly voted no.
- **Result:** Motion carried, 5-1.

Direction / Follow-Up:

- The City Manager and City Clerk will prepare draft language for codifying the Deputy Manager and Deputy Clerk positions for the August 13 meeting.

PUBLIC COMMENT/COMMITTEE COMMENTS

- No public comment was offered.
- Kevin McCambly explained that his no vote on Item 3 was based on its placement on the agenda as a discussion item and stated that he looked forward to reviewing the proposed language.
- The committee discussed reducing meeting frequency or adjusting the schedule to allow additional time for staff preparation and committee work. No schedule change was adopted.

ADJOURNMENT

- Meeting adjourned at 6:12

ATTEST

Abigail Flynn, City Clerk

10/28/2026

Approval Date

(SEAL)

File Attachments for Item:

2. Port: Two Open Seats

Reed Tennyson
22 W A Street
Dillingham, Alaska

October 12, 2026

Subject: Interest in Serving Another Term on the Dillingham Port Committee

Dear Mayor Alice Ruby,

I am writing to express my interest in serving another term on the Dillingham Port Committee. I look forward to serving and contributing to the continued development, maintenance, and success of Dillingham's port facilities.

Thank you for your consideration. I look forward to the opportunity to continue serving the City of Dillingham in this capacity.

Sincerely,

Reed Tennyson

Cole Schlagel

Port Committee Letter

10/27/26

To whom it may concern:

This letter is to express my commitment and desire to serve another two-year term on the Port Committee board. With the harbor project coming up soon, I would like to continue to contribute my knowledge and support to help see this project through to the end. I look forward to serving another two years if selected again for this seat.

Thank you,

Cole Schlagel

Cole Schlagel

cole.schlagel@gmail.com

907-843-1925

File Attachments for Item:

3. Council Appointments

Committees/Committee Appointments

	11/6/25	11/5/2026	Committee make-up and/or Comments
Council Member/Staff Committees			
Code Committee	Steve Carriere, Chair, Alice Ruby, Kaleb Westfall, Kevin McCambly, Triston Chaney, Jack Savo, Abigail Flynn	Steve Carriere, Chair, Alice Ruby, Kaleb Westfall, Kevin McCambly, Triston Chaney, Jack Savo, Abigail Flynn	Mayor, Council Members, City Clerk, City Manager
Public Outreach Committee	Mayor & All Council Members	Mayor & All Council Members	Mayor, Council Members, City Manager
Finance & Budget Committee	Curt Armstrong, Chair, Alice Ruby, Kaleb Westfall, Steve Carriere, Jean Barrett, Jack Savo, Anita Fuller	Curt Armstrong, Chair, Alice Ruby, Kaleb Westfall, Steve Carriere, Tracy Hightower, Jack Savo, Anita Fuller	Mayor, Council Members, City Manager, Finance Officer
Public Committees Advisory to the Council where Council member is appointed			
Port Committee (Mayor Chairs) - appointed by City Council as needed	Alice Ruby, Chair, Kevin McCambly, Dan Dunaway, Robert Heyano, Robin Samuelsen, Reed Tennyson, Cole Schlagel	No change. Alice Ruby, Chair, Kevin McCambly,	Mayor, 1 Council Member, 5 citizens (Dan Dunaway, Robert Heyano, Robin Samuelsen, Reed Tennyson, Cole Schlagel)
Public Committees upon which the City/Council/Mayor sit/participate			
Cooperative Agency Committees upon which City/Council/Mayor sit			
Facility Committee (School District & City) - appointed by City Council as needed	No change - Alice Ruby, Travis Roenfranz, Steve Carriere	No change - Alice Ruby, Steve Carriere	Mayor, 1 Council member, City Manager, Public Works Director, School Board President,1 School Board member, Superintendent, School Facilities Manager, 1 citizen
MOU Committee (Curyung & City) - city reps appointed by City Council as needed	No change - Alice Ruby, Curt Armstrong	No change - Alice Ruby, Curt Armstrong	Mayor, Council Member, City Manager, Tribal Chief, Tribal Chief, Tribal Administrator
Others			
Board of Equalization – council appointments are made prior to meeting of BOE	Alice, Curt, Steve, Jean. Alternates: Kaleb, Kevin, Triston,	Alice, Curt, Steve, Tracy. Alternates: Kaleb, Kevin, Triston,	3 Council Members, Mayor

2.18.070 Succession.
Should the office of **mayor** become vacant or should the **mayor** be absent or unable to perform the duties of the office of **mayor**, the order of interim succession shall be determined as follows:
A. The council member with the longest total period of tenure in office shall assume the office of **mayor pro** tempore.
B. Should more than one councilmember have the same total period of tenure in office, that

Curt Armstrong, Mayor Pro Tempore	
Council Members	First Elected (consecutively)
Armstrong	12/14
Westfall	10/21
Carriere	10/23
McCambly	10/23
Chaney	10/25
Hightower	10/25

File Attachments for Item:

5. Adopt O 2026-13 (AM) Deputy 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 POSITIONG OF DEPUTY CITY CLERK AND REVISE THE PROCEDURES FOR APPOINTMENT OF AND ACTING CITY CLERK.

CODE ORDINANCE

Introduced: October 22, 2026
Public Hearing: November 5, 2026
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

File Attachments for Item:

6. Adopt Ordinance 2026-16: Committee Code Update

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, 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

File Attachments for Item:

7. Resolution 2026-38: Award Aggregate Contract

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING A CONTRACT TO FURNISH AGGREGATE FOR FY27

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-38 (AM)

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING A CONTRACT TO FURNISH AGGREGATE FOR FY27

WHEREAS, the City of Dillingham has a need for pit run gravel, sand and dirty gravel 1 for City projects and the city shop and landfill; and,

WHEREAS, the City advertised a request for sealed bids for the delivery of pit run gravel, safety winter road sand and dirty gravel 1;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council awards the bids for Pit Run Gravel, and Dirty Gravel 1 for the City of Dillingham to the lowest bidder or solo bidder as follows for Fiscal Year 2027.

Product	Low Bidder	Price per Cubic Yard
Pit Run Gravel, 4150 cy (to landfill)	Snag Point Trucking	$22.00
Pit Run Gravel, 350 cy (to shop)	Snag Point Trucking	$24.00
Safety Winter Road Sand, 210 cy	No bidders	
Dirty Gravel 1 1400 cy (to shop)	Snag Point Trucking	$24.00

PASSED and ADOPTED by the Dillingham City Council on November 5, 2026.

SEAL:

_____
Alice Ruby, Mayor

ATTEST:

_____
Abigail Flynn, City Clerk

CONTRACT FOR AGGREGATE

This Agreement is entered into this 6th day of November , by and between Snag Point Trucking & Snow Removal (herein referred to as "**Contractor**") and the **City of Dillingham** (herein referred to as "**City**"). For good and valuable consideration, the receipt whereof is hereby acknowledged, Contractor and City agree as follows:

WHEREAS, City is in need of gravel for the City streets and other projects;

WHEREAS, Contractor through education and experience, possesses the requisite license and skills to perform such duties;

WHEREAS, City is therefore desirous of engaging the services of Contractor as an independent, using independent professional judgment to accomplish assigned tasks;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Employment of Contractor**

Contractor shall furnish gravel at the pit and / or deliver gravel to a specific City location according to the following specifications and conditions pursuant to this Agreement as listed in Appendix A "Scope of Work," incorporated herein by reference.

2. **Term of Agreement**

This agreement will extend through June 30, 2027.

3. **Fee**

City shall pay Contractor $133,300 at the bid amount of $22.00 per cubic yard for Pit-Run Gravel delivered to the landfill and $24.00 per cubic yard for Pit-Run Gravel delivered to the City Shop and Dirty Gravel 1 delivered to the City Shop. Contract ends June 30, 2027.

4. **Payments**

City agrees to make payments to Contractor as services are performed and costs are incurred, provided Contractor submits a copy of a proper invoice for each payment, in such form and accompanied by such evidence in support thereof as may be reasonably required by City.

Billing invoices can be submitted once a week. Invoices shall be accompanied by an activity report detailing work and accomplishments.

All invoices are otherwise due and payable within fifteen (15) days of receipt by the City.

5. Independent Contractor Status

In performing under this Agreement, Contractor acts as an independent and shall have responsibility for and control over the details and means for performing the services required hereunder.

6. **Indemnification**

To the maximum extent permitted by law, Contractor shall defend, indemnify and save harmless City or any agent, employee, or other representative thereof, from and against losses, damages, liabilities, expenses, claims, and demands of whatever nature, including for death, personal injury, property damage or economic loss, to the extent arising out of any negligent act or negligent omission or willful misconduct of Consultant, its agents or employees while performing under the terms of this Agreement.

7. **Assignment**

Contractor shall not assign this Agreement or any of the monies due or to become due hereunder without the prior written consent of City.

8. **Subcontracting**

Contractor may not subcontract its performance under this Agreement without prior written consent of City. Any subcontractor must agree to be bound by the terms of this Agreement applicable to the services to be performed by the subcontractor.

9. **Designation of Representatives**

The parties agree, for the purposes of this Agreement, that City shall be represented by and may act only through the City Manager or such other person as they may designate in writing or is identified in Appendix A. Contractor shall be represented by and may act only through _____.

10. **Termination**

Either party may terminate this Agreement, with or without cause, after first giving thirty (30) days written notice.

11. **Insurance**

Contractor shall, at all times, at its own expense, keep in force the following described insurance for protection against the claims of employees or other persons, insuring both the Contractor and the City against liability that may accrue against them or either of them in connection with the performance of Contractor under this agreement:

(a) Insurance in at least the required statutory amounts covering claims under workers' compensation, disability benefits and other similar employee benefit acts; and

(b) Commercial general liability (CGI) insurance covering bodily injury, death, and property damage with a combined single limit of not less than one-million-dollars per claim ($1,000,000)

(c) Additional Insured. City shall be included as an insured under the CGL using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage. This insurance shall apply as primary insurance with respect to any other insurance of the City. The status of City as an insured in compliance with this paragraph shall not restrict coverage under such CGL with respect to the escape or release of pollutants at or from a site owned or occupied by City.

(d) Insurance Certificate. All insurance shall be placed with an insurance carrier or carriers satisfactory to the City, and shall not be subject to cancellation or any material change except after thirty (30) days written notice to the City and shall provide that no failure of Contractor to comply with any condition or provision of this Agreement or other conduct of Contractor or those for whose conduct it is responsible, shall void or otherwise affect the protection under the policy afforded to the City. A Certificate of Insurance reflecting full compliance with these requirements shall, at all times during the term of this Agreement, be kept on deposit at the general offices of the City. Failure of the Contractor to comply with these insurance requirements may cause the City to declare the Contractor in default and may cancel the contract.

13. **Claims Recovery**

Claims by City resulting from Contractors failure to comply with the terms of and specifications of this Agreement and/or default hereunder may be recovered by City by withholding the amount of such claims from compensation otherwise due Contractor for work performed or to be performed. City shall notify Contractor of any such failure, default or damage there from as soon as practicable after discovery of such event by written notice. Nothing provided herein shall be deemed as constituting an exclusive remedy on behalf of City, nor a waiver of any other rights hereunder at law or in equity.

14. **Compliance with Applicable Laws**

Consultant shall, in the performance of this Agreement, comply with all applicable federal, state and local laws, ordinances, orders, rules and regulations applicable to its performance hereunder, including, without limitation, all such legal provisions pertaining to social security, income tax withholding, medical aid, industrial insurance, worker's compensation, and other employee benefit laws. Consultant also agrees to comply with all contract provisions pertaining to grant or other funding assistance which City may choose to utilize to perform work under this Agreement. Services performed under this Agreement shall be in accordance with sound, generally accepted consulting practices and shall comply with all applicable codes and standards.

15. **Records and Audit**

Contractor agrees to maintain sufficient and accurate records and books of account, including detailed time records, showing all direct labor hours expended and all reimbursable costs incurred for at least three years after receipt of final payment and closure of all pending matters related to this Agreement. Said books shall be subject to inspection and audit by City.

16. **Notices**

Any official notice that either party hereto desires to give the other shall be delivered through the United States mail by certified mail, return receipt requested, with postage thereon fully prepaid and addressed as follows:

To City of Dillingham:	To Contractor:

Jack Savo, Jr City Manager PO Box 889 Dillingham, AK 99576	Dan Wiard Snag Point Trucking and Snow Removal PO Box 35 Dillingham, AK 99576

17. **Venue and Applicable Law**

The venue of any legal action between the parties arising as a result of this Agreement shall exclusively be laid in the Third Judicial District of the Superior Court of the State of Alaska, at Dillingham, Alaska, and this Agreement shall be interpreted in accordance with the laws of the State of Alaska.

18. **Attorney's Fees**

In the event either party institutes any suit or action to enforce its rights hereunder, the prevailing party shall be entitled to recover from the other party its reasonable attorney's fees and costs in such suit or action and on any appeal therefrom.

19. **Waiver**

No failure on the party of either City or Contractor to enforce any covenant or provision herein contained, nor any waiver of any right hereunder unless in writing and signed by the parties sought to be bound, shall discharge or invalidate such covenants or provisions or affect the right of the City or Contractor to enforce the same or any other provision in the event of any subsequent breach or default.

19. **Binding Effect**

The terms, conditions and covenants contained in this Agreement shall apply to, inure to the benefit of, and bind the parties and their respective successors.

20. **Entire Agreement**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior negotiations and understandings are superseded and replaced by this Agreement and shall be of no further force and effect. No modification of this Agreement shall be of any force or effect unless reduced to writing, signed by both parties and expressly made a part of this Agreement.

APPENDIX A

SCOPE OF SERVICES

Contractor agrees to comply with all conditions of this contract and to maintain the certifications required in the Invitation to Bid.

1. Materials: materials shall be gravel graded as Pit-Run and Dirty Gravel 1.

Pit Run	**6" minus** **0 – 6 – 200**

2. Sampling: The contractor shall submit a relative sample of the material to be supplied. The City reserves the right to have samples tested to confirm to specs prior to and during delivery. The contractor will bear all cost related to the testing. Materials failing to conform to the specifications will not be used and will cause the City to declare the contractor in default and cancel the contract.

3. Quantity: The total quantity of Pit-Run will be approximately four thousand five hundred (4,500) cubic yards. The total quantity of Dirty Gravel 1 will be approximately one thousand four hundred (1,400) cubic yards.

4. Method of Measurement: Materials shall be measured by volume, in the truck, at the point of delivery.

5. Time line: Materials must be delivered as weather permits and dumped to site no later than June 01, 2027. Contractor shall notify the Public Works Director forty-eight (48) hours prior to the initial delivery. Failure on the part of the Contractor to furnish materials within the allotted time may cause the City to declare the Contractor in default and may cancel the contract.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective date indicated below.

CITY OF DILLINGHAM

Dated:_____ By:_____
Jack Savo, Jr, City Manager
City of Dillingham

CONTRACTOR
Dated:_____ BY:_____
Representative

City of Dillingham
Fiscal Note

Agenda Date: November 5, 2026

Aggregate for FY27 - Contract with Snag Point Trucking for Pit Run (Landfill), Pit Run (City Shop) and Dirty Gravel

ORIGINATOR: Anita Foran

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☑ YES ☐ NO
AMOUNT REQUESTED:	$133,300 Budget Approved	FUNDING SOURCE **City of Dillingham**
FROM ACCOUNT 1000 7395 30 33 0000 0 2200 7395 30 81 0000 0	 $42,000 $91,300	Project **Furnish Aggregate per RFP 2026-04**
TO ACCOUNT:	VERIFIED BY: Anita Foran	Date: 10/27/2026

EXPENDITURES

OPERATING	FY27			
Pit Run Landfill 4,150 cy	$ 91,300.00			
Pit Run Shop 350 cy	8,400.00			
Dirty Gravel 1	$33,600.00			
TOTAL OPERATING	**$ 133,300.00**	$ -	$ -	$ -

CAPITAL	$ -			

REVENUE	-			

FUNDING

General & Special Rev. Funds	$133,300			
State/Federal Funds				
Capital Project				
Other				
TOTAL FUNDING	**$ 133,300**	$ -	$ -	$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) See Resolution 2026-38
Budget approved for Landfill Gravel $120,000
Budget approved for Streets Gravel $50,000

PREPARED BY: Anita Fuller October 27, 2026

DEPARTMENT: Finance

APPROVED BY: 10/27/26

I Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.

CITY OF DILLINGHAM ALASKA

Dillingham City Co
Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO MANAGER

To: Jack Savo Jr, City Manager
From: Anita Foran, Finance Director
Through:
Date: October 29, 2026
Re: Furnish Aggregate for FY27

SUMMARY: The City of Dillingham went out to bid for Aggregate FY27 with RFB 2026-04 Furnish Aggregate.

The bid was to furnish Pit Run Gravel (delivered to landfill) of 4,150 cubic yards, Pit Run Gravel (delivered to city shop) of 350 cubic yards, Safety Winter Road Sand (delivered to city shop) and Dirty Gravel 1 (delivered to city shop) of 1,400 cubic yards.

Only one bid was received from Snag Point Trucking and Snow Removal. The bid was received in time and was opened at the scheduled bid opening. The committee felt the bid was responsive and bid on all materials except the Safety Winter Road Sand.

Bid was for the total amount of $133,300.00:
Pit Run Gravel (delivered to landfill) of 4,150 cubic yards at $22.00 per cubic yard for $91,300.00
Pit Run Gravel (delivered to city shop) of 350 cubic yards at $24.00 per cubic yard for $8,400.00
Dirty Gravel 1 (delivered to city shop) of 1,400 cubic yards at $24.00 per cubic yard for $33,600.00

BACKGROUND: The past experience working with Snag Point Trucking has been responsive.

DISCUSSION: The FY2027 budget was set for $120,000 for the landfill and $50,000 for streets gravel.

FINANCIAL IMPLICATIONS: There is no change needed for the budget.

STAFF RECOMMENDATION: Award the contract to Snag Point Trucking for the amounts that were bid. It will be necessary for staff to seek Safety Winter Road Sand from other vendors.

CITY OF DILLINGHAM ALASKA

NOTICE OF INTENT TO AWARD

ISSUE DATE: October 23th 2026
RFP NUMBER AND TITLE: RFP 2026-06 Furnish Aggregate for FY27
RFP DEADLINE: October 22, 2026, 4:00 P.M.

BIDDERS OF RECORD INCLUDE:

-Snag Point Trucking and Snow Removal

Based on there being a single bidder for this contract, the City of Dillingham hereby provides notice of its intent to award the contract to Snag Point Trucking and Snow Removal:

Pit-Run Gravel	**4,150 cubic yards**	**Landfill**
Pit-Run Gravel	**350 cubic yards**	**City Shop**
Dirty Gravel 1	**1,400 cubic yards**	**City Shop**

The entire Dillingham Municipal Code can be found on the City's website.

Before issuing a Notice to Award, the successful bidder must provide the licensing and insurance documents outlined in RPF 2026-04 to the City of Dillingham before the council meeting on November 5th.

The successful bidder is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365.

Sincerely,

Jack Savo Jr.
City Manager
manager@dillinghamak.us

File Attachments for Item:

8. R 2026-12 GCI Lease Contract (amended)

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH GCI COMMUNICATION CORP. FOR CITY-OWNED PROPERTY LOCATED AT 412 W. 2ND AVENUE

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-12 (AM)

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH GCI COMMUNICATION CORP. FOR CITY-OWNED PROPERTY LOCATED AT 412 W. 2ND AVENUE

WHEREAS, the City of Dillingham owns real property located at Lot 3, Block 17, Plat 2023-04, Bristol Bay Recording District, commonly known as 412 W. 2nd Avenue, Dillingham, Alaska; and

WHEREAS, the property includes a commercial retail/office building of approximately 936 square feet; and

WHEREAS, the City of Dillingham previously leased the property to GCI Communication Corp. for telecommunications retail and office use; and

WHEREAS, the prior lease expired on December 31, 2024, and the City Council authorized administration to negotiate a new lease agreement through Resolution No. 2025-29; and

WHEREAS, the City has obtained a market lease rate analysis indicating a fair market rental rate for the property consistent with current conditions; and

WHEREAS, a proposed lease agreement between the City of Dillingham and GCI Communication Corp. has been prepared and is attached to this resolution; and

WHEREAS, the lease establishes updated rental terms and conditions consistent with market value and City policy;

WHEREAS, upon expiration of this contract, the City shall solicit bids for the lease of the property in accordance with Dillingham Municipal Code Chapter 5.30.

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council:

Section 1. Authorization.
The Mayor is hereby authorized to execute the lease agreement between the City of Dillingham and GCI Communication Corp. for the property located at 412 W. 2nd Avenue, in substantially the form attached to this resolution.

Section 2. Effective Date.
This resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 5, 2026

_____
Alice Ruby, Mayor

ATTEST: [SEAL]

_____
Abigail Flynn, City Clerk

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") made this _____ day of_____, 2026, by and between, the City of Dillingham, whose address is PO Box 889, Dillingham, Alaska, 99576 ("Lessor"), and GCI COMMUNICATION CORP., whose address is 2550 Denali Street, Suite 1000, Anchorage, AK 99503 ("Lessee").

WITNESSETH:

WHEREAS, Lessor is the owner of certain property located in Dillingham, Alaska, which includes the land more fully described below and the building thereon, which together are hereinafter referred to as the "Premises"; and

WHEREAS, Lessor desires to lease the Premises to Lessee for use as a retail store and office providing wireless communications services and for the sale of retail and commercial products related thereto; and

WHEREAS, Lessee desires to lease the Premises from Lessor for operating a retail store and office providing wireless communications services and the sale of retail and commercial products related thereto.

NOW THEREFORE, in consideration of the Premises, the covenants made herein, and the acts to be performed by the parties hereto, the parties have agreed and by this lease do agree as follows:

I. RECITALS

The recitals hereinabove set forth are incorporated herein by reference for all purposes.

II. LEASED PROPERTY

Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described property:

> A parcel of land located within U.S. Survey 2732A, Section 20, Township 13 South, Range 55 West, Seward Meridian, State of Alaska; said property more particularly described as Lot 3, Block 17, Plat 2023-04, Bristol Bay Recording District, Third Judicial District, State of Alaska,

which has the following address: 412 2nd Avenue West, Dillingham, Alaska 99576.

Containing 5,403 square feet, more or less, with all appurtenances including the building containing approximately 936 rentable square feet.

III. LEASE TERM

The first term of this Lease shall be for five (5) months beginning on August 1, 2025, and ending on December 31, 2025. The parties agree this lease shall be backdated and effective back to August 1, 2025. The second term shall be for one (1) year beginning on January 1, 2026, and ending on December 31, 2026.

IV. OPTION TO RENEW

Lessor agrees that Lessee has the option to extend this Lease for four (4) additional terms for a period of one (1) year per term at the end of the second Lease term on the same conditions as provided herein. The maximum lease duration is five years and five months. The Lessee shall automatically be renewed at the end of each term unless Lessee notifies Lessor at least 60 days in writing prior to the expiration of the then-current term that Lessee does not intend to renew the Lease.

V. RENTAL PAYMENTS

For the first lease term (last five months of 2025) the monthly rental payment shall be Nine Hundred Thirty Dollars ($930). For the second lease term (2026), the monthly rental payment shall be $2,480. If the option to renew is exercised, the rental payment shall increase to $2,575 per month. Monthly rent must be paid in advance of the first calendar day of each month without demand. Rent shall be prorated for any partial month.

VI. SECURITY DEPOSIT

No security deposit is required.

VII. USE OF PREMISES/QUIET ENJOYMENT

The Premises shall be used by Lessee for the purpose of conducting and operating a retail store and office providing wireless communications services and for the sale of retail and commercial products related thereto. Lessee shall not use or permit the Premises or any part thereof to be used for any other purpose or in violation of any municipal, state, or federal law.

No use will be made upon the Premises, or acts done which will Increase the existing rate of insurance upon the property or cause cancellation of the insurance policies covering the Premises.

VIII. TAXES AND ASSESSMENTS

(a) Lessor shall pay all taxes and assessments upon the Premises and upon the buildings and improvements thereon, which are assessed during the Lease Term or any extension thereof.

(b) Lessee shall pay all taxes on its trade or other fixtures on the Premises, any license and excise fees or occupation taxes concerning any business conducted on the Premises, any sales tax which may become payable as a result of this Lease, and timely remit all sales taxes owed to the City of Dillingham. Failure to timely remit sales taxes owed to the City shall constitute a violation of this Lease.

IX. UTILITIES AND SERVICES

(a) Lessor shall at its expense furnish structural, building, and mechanical systems maintenance to the Premises.

(b) Lessee shall at its expense furnish all utilities, including but not limited to heat and cooling, electricity, water, sewer, trash, snow removal, janitorial, interior maintenance, and light bulbs.

(c) Lessor shall not be liable for any loss or damage caused by or resulting from any violation, interruption, or failure of such utility or services due to any cause whatsoever.

X. INDEMNIFICATION OF LESSOR

Lessee shall indemnify Lessor against all liabilities, expenses, and losses incurred by Lessor as a result of:

(a) failure by Lessee to perform any covenant required to be performed by Lessee hereunder.
(b) any accident, injury, or damage which may occur In or about the Premises caused by the condition, maintenance obligations, or operation of the Premises, or from any act or omission of Lessee or Lessee's agents;
(c) Lessee’s failure to comply with any requirement of any governmental authority; and
(d) any mechanic's liens or security agreement filed against the Premises, any equipment therein, or any materials used in the construction or alteration of any building or improvements thereon to the extent such lien or security agreement is

caused by Lessee's construction, alteration, or use of the Premises pursuant to this Lease.

XI. INSURANCE

(a) Lessee, during the Lease Term, shall carry, at its sole expense, plate glass, public liability, general liability, and property damage insurance covering the Premises insuring Lessor and Lessee with minimum liability limits of $1,000,000.

(b) All insurance policies required to be maintained by Lessee under subsection (a) above shall name Lessor (or Lessor's designee) and Lessee as the insured, as their respective interests appear. All such policies shall contain an agreement by the insurer(s) that such policies shall not be cancelled without at least ten (10) days' prior written notice to Lessor. Certificates or copies of all insurance policies shall be furnished to Lessor promptly after the issuance thereof.

(c) Lessor shall not be liable to Lessee, its sub-lessee, or their respective agents, employees, licensees, and invitees for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with a broad form extended coverage.

(d) Lessee may self-insure against the risks undertaken herein. .

XII. CASUALTY

In case of damage by fire or other casualty to the building in which the Premises are located, without the fault of Lessee, if the damage is so extensive as to amount practically to the total destruction of the Premises or of such building, this Lease shall terminate, and the rent shall be apportioned to the time of the damage. In all other cases where the Premises are damaged by fire or other casualty without the fault of Lessee, Lessor may repair the damage or terminate this Lease at Lessor's sole option, if the damage has rendered the Premises untenable, in whole or in part, there shall be an apportionment of the rent until the damage has been repaired.

XIII. DEFAULT BY LESSEE AND REMEDIES

(a) The following events shall be deemed to be events of default by Lessee under this Lease:

(1) Lessee fails to pay any installments of rent, sales tax, or other obligation hereunder involving the payment of money and such failure shall continue for a period of ten (10) days after the due date.

(2) Lessee fails to comply with any material term, provision, or covenant of this lease, other than as described in subsection (a) above, and shall not cure such failure within fifteen (15) days after written notice thereof to Lessee or, if

such failure is not reasonably capable of being cured within such fifteen (15) day period, if Lessee has failed to diligently pursue the cure .

(3) Lessee or any guarantor of Lessee's obligations under this Lease becomes insolvent, or makes a transfer in fraud of creditors, or makes an assignment of this Lease for the benefit of creditors.

(4) Lessee or any guarantor of Lessee's obligations under this Lease files a petition under any section or chapter of the National Bankruptcy Act, as amended, or under any similar law or statute of the United States or any state thereof, or Lessee or any guarantor of Lessee's obligations under this Lease shall be adjudged bankrupt or insolvent in proceedings filed against Lessee or any guarantor of Lessee's obligations under this Lease.

(5) A receiver or Trustee is appointed for the Premises or for all or substantially all of the assets of Lessee or of any guarantor of Lessee's obligations under this Lease.

(6) Lessee deserts or vacates, or commences to desert or vacate, the Premises or any substantial portion of the Premises, or removes or attempts to remove without the prior written consent of Lessor all or a substantial portion of Lessee's goods, wares, equipment, fixtures, furniture, or other personal property.

(7) Lessee does or permits to be done anything which creates a lien upon the Premises.

(b) Upon the occurrence of any such events of default, Lessor shall have the option to pursue one or both of the following remedies:

(1) Without any notice or demand whatsoever, Lessor may take any action permissible at law to ensure performance by Lessee of Lessee's covenants and obligations under this Lease. In this regard, it is agreed that if Lessee deserts of vacates the Premises, Lessor may enter upon and take possession of such premises in order to protect them from deterioration and continue to demand from Lessee the monthly rentals and other charges provided in this Lease, subject to Lessor’s obligation to attempt to mitigate its damages by making commercially reasonable efforts to re-let the Premises at fair market value. Lessee hereby acknowledges that Lessor shall be re-letting as Lessee's agent, and Lessee hereby agrees to pay to Lessor on demand any deficiency that may arise between the monthly rentals and other charges provided in this Lease and that actually collected by Lessor, provided that Lessor has made commercially reasonable efforts to re-let the Premises at fair market value as provided herein. It is further agreed that in the event of any default described in this Section XIII, Lessor has the right to enter upon the Premises by force if necessary without being liable for prosecution or any claim for damages therefore, and do whatever Lessee ls obligated to do under the terms of this lease; and Lessee agrees to reimburse Lessor on demand for any reasonable expenses which Lessor may incur in thus effecting compliance with Lessee's obligations under this lease, and

Lessee further agrees that Lessor shall not be liable for any damages resulting to Lessee from such action, provided such demanded were directly related to and necessary for Lessor to protect its interest under this Lease.

(2) Lessor may terminate this Lease by written notice to Lessee, in which event Lessee shall immediately surrender the Premises to Lessor, and if Lessee fails to do so, Lessor may, without prejudice to any other remedy which Lessor may have for possession or arrearages in rent, enter upon and take possession of the Premises and expel or remove Lessee and any other person who may be occupying said premises or any part thereof, by force if necessary, without being liable for prosecution or any claim for damages therefore. Lessee hereby waives any statutory requirement of prior written notice for filing eviction or damage suits for nonpayment of rent. In addition, Lessee agrees to pay Lessor on demand the amount of all loss and damage which Lessor may suffer by reason of any termination conducted pursuant to this subsection (2), including actual reasonable attorney's fees.

It Is further agreed that Lessee shall compensate Lessor for all expenses incurred by Lessor in effecting such repossession (including among other expenses, reasonable actual attorney's fees and any increase in insurance premiums caused by the vacancy of the Premises), provided that Lessor has actively attempted to mitigate its damages and re-let the Premises as provided herein, all expenses incurred by Lessor in re-letting (including among other expenses, repairs, remodeling, replacements, advertisements, and brokerage fees), all concessions granted to a new tenant upon re-letting (including among other concessions, renewal options) and all losses incurred by Lessor as a direct or indirect result of Lessee's default.

XIV. LESSOR MAY CURE DEFAULTS

In the event of any breach hereunder by Lessee, Lessor may, on reasonable notice to Lessee, cure such breach at the expense of Lessee. If Lessor, at any time, by reason of such breach, is compelled to pay or elects to pay any sums or money, or is compelled to incur any expenses, including reasonable attorney's fees, in instituting, prosecuting, and/or defending any action or proceeding to enforce Lessor's rights hereunder, or otherwise, the sum or sums paid by Lessor, with all interest, costs, and damages, shall be deemed to be additional rent hereunder and shall be due from Lessee to Lessor on the first day of the month following the incurring of such respective expenses.

XV. DEFAULT BY LESSOR

Lessor shall not be in default unless Lessor falls to perform its obligations under this Lease within thirty (30) days after written notice by Lessee, or if such failure is not reasonably capable of being cured within such thirty (30) day period, Lessor shall not be in default unless Lessor has failed to diligently pursue the cure to the extent possible.

XVI. SUBORDINATION

Lessee accepts that this Lease is subject and subordinate to any mortgage, deed of trust or other lien presently existing upon the Premises and to any renewals and extensions thereof.

XVII. LIENS AND ENCUMBRANCES

Lessee shall keep the Premises free and clear from any liens and encumbrances arising or growing out of the use and occupancy of the Premises by Lessee.

XVIII. ADDITIONS, ALTERATIONS, OR IMPROVEMENTS TO PREMISES

Lessee shall not make any structural alterations, additions, or improvements in or to the Premises without first obtaining the express written consent of Lessor, which shall not be unreasonably withheld. Any such alterations, additions or improvements approved by Lessor shall be made at Lessee's expense, and Lessor may require, as a condition of approval, that Lessee agrees to return the Premises to its original condition before expiration of the term of this Lease. In addition, Lessor may require, as a condition for such approval, that Lessee deposit with Lessor sufficient security to protect Lessor from any and all liens for materials or labor supplied to the Premises and require Lessee to furnish proof prior to the commencement of any work on the Premises that the persons employed in connection with the work have Workmen's Compensation Insurance and liability insurance sufficient, in Lessor's sole and absolute discretion, to protect Lessor from any liability in connection with the making of such alterations, additions or improvements. Notice is hereby given that Lessor will not be responsible for payment for any labor or materials furnished to the Premises at Lessee's request, and no mechanic's or materialman's liens for such labor or materials shall attach to Lessor's interest in the Premises.

XIX. MAINTENANCE OF PREMISES

Lessor shall, at his expense, maintain and keep in good repair the foundations, exterior walls, roof, electrical systems, HVAC and plumbing systems, parking lots, and other structural portions of the Premises. Lessee shall, at its expense, maintain the interior of the premises at all times in good condition and repair, and shall commit no waste of any kind in, on or about the Premises, nor create or suffer a nuisance to exist on the Premises. At the expiration of the term

of this Lease, Lessee shall surrender the Premises to Lessor in good condition, normal wear and tear excepted. Lessee shall pay for any and all damage to the Premises, the building located on the Premises and its appurtenances, and the personal property of Lessor. If abnormal wear and tear, abuse or waste of the Premises is found during the term of this Lease, Lessee shall, upon demand by Lessor, immediately eliminate such abnormal wear and tear, abuse or waste and restore the Premises to its condition at the beginning of the Lease, normal wear and tear excepted. Lessee shall be responsible for repair and replacement of doors and windows located on the Premises for any cause except for causes attributable to Lessor. At the end of the leased period, Lessee shall leave the rental space clean, including the repair of any abnormal wear and tear damage to the interior walls.

XX. LESSEE'S OWNERSHIP OF TRADE FIXTURES, MACHINERY AND EQUIPMENT

It is expressly understood and agreed that any and all trade fixtures, machinery and equipment of whatsoever nature at any time constructed, placed or maintained upon any part of the Premises shall be and remain the property of Lessee or its tenants and may be removed or replaced at any time during the Lease Term, provided Lessee or its tenants repair any and all damage to the building or Improvements resulting from such removal or replacement.

XXI. LESSEE'S RIGHT TO REMOVE IMPROVEMENTS AND LESSOR'S OWNERSHIP THEREOF

Neither Lessee nor its tenants shall have the right to remove any buildings or improvements constructed or placed upon the Premises without the prior written consent of Lessor, and, at the expiration of the Lease Term, all buildings and improvements on the Premises shall become the property of Lessor without the payment of any compensation to Lessee or its tenants. Lessee shall have the right to remove any and all of Its personal property and fixtures, including furniture not permanently attached to the Premises.

XXII. ASSIGNMENT & SUBLEASE

Neither Lessee nor Lessee's legal representatives or successors in interest shall assign or mortgage this Lease, or sublet the whole or any part of the Premises, or permit the Premises or any part thereof to be used by others without the express written consent of Lessor. Any consent by Lessor to any act of assignment or subletting shall be held to apply only to the specific transaction thereby authorized and shall not relieve or release Lessee from Its obligations or duties to Lessor under this Lease; that is, the assignor Lessee continues to be liable hereunder. Such consent shall not be construed as a waiver of the duty of Lessee, or its legal representatives, or the assigns of Lessee, to obtain from Lessor consent to any other or subsequent assignment or subletting, or as modifying or limiting the rights of Lessor under the foregoing covenant by Lessee not to assign or sublease without such consent. Any violation of any provision of the Lease, whether by act or omission, by any assignee, subtenant or

undertenant, or occupant shall be deemed a violation of such provision by Lessee, it being the intention and meaning of the parties hereto that Lessee shall assume and be liable to Lessor for any and all acts and omissions of any and all assignees, subtenants, undertenants, and occupants. If this Lease is assigned, Lessor may and is hereby empowered to collect rent from the assignee. If the premises or any part thereof be under-let or occupied by any person other than Lessee, Lessor, in the event of Lessee's default, may and is hereby empowered to collect rent from the undertenant or occupant. In either of such events, Lessor may apply the net amount received by it to the rent herein reserved, and no such collection shall be deemed a waiver of the covenant herein against assignment and under-letting, or the acceptance of the assignee, undertenant, or occupant as tenant, or a release of Lessee from the further performance of the covenants herein contained on the part of Lessee. Notwithstanding the foregoing, Lessee may assign its interests, rights, and obligations under this Lease upon notice, and without Lessors consent, to a parent, wholly owned subsidiary, corporate affiliate entity, or successor in interest.

XXIII. SIGNS

(a) Lessee shall be entitled at its sole cost and expense to place commercially appropriate signage on the exterior walls of the premises, subject to Lessor's written approval. Approval will not be unreasonably withheld.

(b) During the three (3) months prior to the expiration of the Lease Term, Lessor may place upon the Leased Land reasonably sized notices "To Rent" or "For Sale", which notices Lessee shall permit to remain without molestation.

XXIV. NOTICE OF NON-RESPONSIBILITY

Notice is hereby given that Lessor shall not be liable for any labor or materials furnished or to be furnished to Lessee on credit and no lien of any nature or type shall be attached to or affect the reversion or other estate of the Lessor in and to the premises herein let. At least twenty (20) days before commencing any work that is or may be the subject of a lien for work or materials furnished to the Premises, Lessee shall notify Lessor in writing thereof, to allow Lessor, if Lessor desires, to post and record notices of non-responsibility or to take other steps the Lessor deems appropriate to protect Lessor's Interests. The provisions of this section do not eliminate the requirement for written consent(s) of Lessor.

XXV. TIMELINESS REQUIRED

Time is of the essence in all actions required to be performed under this Lease.

XXVI. "AS IS, WHERE IS"

Lessee leases the Premises "as is" and "where is" and assumes the responsibility for and risks of all defects and conditions, including but not limited to environmental hazards occurring after the commencement date of the Lease. The intent of the parties is that Lessee has had already and shall continue to have a thorough opportunity to inspect and study the Premises before signing this Lease, but that once the Lease is signed, Lessor shall have no further responsibility or liability to Lessee or any third party for any claims of any kind that may arise as to the Premises.

XXVII. COSTS UPON DEFAULT

In the event either party shall be in default in the performance of any of its obligations under this Lease, and an action is brought for the enforcement thereof, the defaulting party shall pay to the other all the expenses incurred therefore, including full, actual, reasonable attorney's fees. Any sums due from the Lessee under this lease shall accrue interest at 10.5% per annum from the date they are due until paid in full.

XXVIII. NO WARRANTIES PROVIDED BY LESSOR

Neither Lessor, nor any of its officers, employees, agents, attorneys, or representatives have previously nor does under this agreement make any representations or warranties, and none of the people or entities described above shall in any way be liable for or with respect to:

(1) the condition of the real property or the suitability of the real property for Lessee's intended use, or for any use whatsoever.

XXIX. NOTICES

All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mall to the following respective addresses:

LESSOR:
City of Dillingham
PO Box 889
Dillingham, AK 99576

With a courtesy copy to:
Munson, Cacciola & Severin, LLP
1029 West 3rd Ave., Suite 402
Anchorage, AK 99501

LESSEE:
GCI Communication Corp,
2550 Denali Street, Suite 1000
Anchorage, AK 99503
Attn: Corporate Properties

GCI Communication Corp.
2550 Denali Street, Suite 1000

Anchorage, AK 99503 Attn: Corporate Counsel

or to such other respective addresses as either Lessor or Lessee may hereafter from time to time designate in writing. Notices sent by mail shall be deemed to have been given when properly mailed.

XXX. COMPLIANCE WITH LAWS

Lessee shall comply with all applicable laws, ordinances, and regulations of duly constituted public authorities then in force in any manner affecting the Premises, whether or not any such laws, ordinances, or regulations which may be hereafter enacted involve a change of policy on the part of the governmental body enacting same. Lessee further agrees it will not permit any unlawful occupation, business, or trade to be conducted on said premises, or any use to be made thereof, contrary to any law, ordinance, or regulation.

XXXI. WAIVER

Neither the acceptance of rent nor any other act or omission of Lessor at any time or times after the happening of any event which would enable Lessor to cancel this Lease or declare Lessee's interest hereunder forfeited, shall operate as a waiver of any past or future violation, breach or failure to keep or perform any covenant, agreement, term or condition hereof or to deprive Lessor of right to cancel or terminate this Lease at any time that cause for cancellation or termination may exist, or be construed so as to at any future lime estop Lessor from promptly exercising any other option, right or remedy that it may have under any term or provision of this Lease.

XXXII. HOLDING OVER

In the event Lessee remains in possession of the Premises after expiration of this Lease and all renewal terms without a written Lease, Lessee shall be deemed to be occupying the Premises as a tenant from month-to-month, subject to all the conditions, provisions and obligations of this Lease insofar as they may be applicable to such month-to-month tenancy.

XXXIII. BENEFIT

Subject to the restrictions stated In Article XXII hereof, all the terms, conditions, covenants and agreement in this Lease shall extend to and be binding upon the Lessor, Lessee and their respective successors and assigns and upon any person, firm or corporation coming into ownership or possession of any interest in the Premises by operation of law or otherwise, and shall be construed as covenants running with the land.

XXXIV. DEFINITIONS

The words "Lessor", “Lessors", and "Lessee", "Lessees" as used in this Lease shall include both the singular and plural, the masculine, the feminine and the neuter whenever appropriate and shall include any individual or person acting in a fiduciary capacity as an executor, administrator, and trustee or in any other representative capacity. The titles of paragraphs herein are for identification only and are not to be considered to a part of this Lease nor to be restrictive in any manner of the provisions of any of the paragraphs of this Lease.

XXXV. SEVERABILITY

If any provision of this Lease shall be found to be invalid, the remainder hereof shall nevertheless be carried into effect.

XXXVI. APPLICABLE LAW

This Lease is made under and shall be construed in accordance with the laws of the State of Alaska. Any legal proceedings arising out of this Lease shall be heard by the Court for the State of Alaska in the Third Judicial District at Anchorage.

Signed by Lessor on the _____ day of _____ 2026,

Lessor: City of Dillingham

By: _____

Alice Ruby, Mayor

THIS IS TO CERTIFY that on this ____ day of _____, 2026, before me, the undersigned Notary Public in and for the State of Alaska, personally appeared **Alice Ruby**, who is known to me to be the Mayor of the City of Dillingham, and the person who executed the instrument on behalf of said organization, and affirmed that he or she was authorized to do so.

IN WITNESS HEREOF. I have hereunto set my hand and seal the day and year first hereinabove written.

_____

NOTARY PUBLIC, State of Alaska

My Commission Expires:

Signed by Lessee on the _____ day of _____ 2026,

Lessee: GCI COMMUNICATION CORP.,

By: _____

Name & Title: _____

THIS IS TO CERTIFY that on this ____ day of _____, 2026, before me, the undersigned Notary Public in and for the State of Alaska, personally appeared _____, who is known to me to be the _____ of the Lessee, and the person who executed the instrument on behalf of said organization, and affirmed that he or she was authorized to do so.

IN WITNESS HEREOF. I have hereunto set my hand and seal the day and year first hereinabove written.

_____

NOTARY PUBLIC, State of Alaska

My Commission Expires:

City of Dillingham
Fiscal Note

Agenda Date: November 5, 2026

GCI Communication Copr Lease of 412 W. 2nd Avenue

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☑ YES ☐ NO
AMOUNT REQUESTED: $0		FUNDING SOURCE **City of Dillingham**
FROM ACCOUNT		Project
TO ACCOUNT:	VERIFIED BY: Anita Foran	Date: 10/30/2025

EXPENDITURES

OPERATING	FY26	FY27	FY28	FY29
General Fund				
TOTAL OPERATING	$ -	$ -	$ -	$ -

CAPITAL	$ -			

REVENUE	19,530.00	30,330.00	30,900.00	30,900.00

FUNDING

SRF Forgivable Loan	$ -	$ -		
TOTAL FUNDING	$ -	$ -	$ -	$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary) See Resolution 2026-12 (AM)
Increases revenue by $9,250 for FY26 but received in FY27 due to delay in effective date of agreement.

PREPARED BY: Anita Foran October 27, 2026
DEPARTMENT: Finance
APPROVED BY: 10/27/25

"GCI Building"
412 West 2nd Ave. - Dillingham, Alaska 99576



January 12, 2026

City of Dillingham
Jack Savo – City Manager & Abagail Flynn – City Clerk
P.O. Box 889 Dillingham, Alaska 99576

Re: Fair Market Rental Analysis of:
"GCI Building" – Potato House - 412 W. 2nd Ave – 936 SF Retail Building, (Block 17, Lot 3, Plat 2023-4, Bristol Bay R.D.) - approx. 5,403 SF site Dillingham, Alaska 99576

Mr. Savo & Ms. Flynn,

At your request, we have prepared an analysis to summarize the **current fair market lease rates** of the property referenced above, known locally as the "GCI Building – Potato House" in downtown Dillingham, Alaska. We have considered and analyzed **market rental lease data** for similar above-average quality and condition **mixed-use office** facilities in more remote / rural areas in western Alaska – concentrating our analysis on Dillingham. We have considered all competing properties in more rural / remote villages within the Bristol Bay area and similar size / style / type lease space statewide. The data gathered and analyzed represents numerous comparable rentals of similar size, similar use facilities, all having similar floorplans / layouts / uses and challenges of access

considered with remote / rural locations providing good indicators of market lease rates in rural / remote Alaska. We have come up with the most probable market rental rate for the subject property, which establishes the most probable market rental rate. The subject consists of commercial mixed-use office / retail space, and we have analyzed and considered many mixed-use office spaces in collecting data and coming to a conclusion on the market value of the subject space.

Our analysis and conclusions will be presented in the following report, with a brief discussion of the subject property characteristics, photographs, sketches and diagrams. We inspected the subject property **November 25, 2025,** with additional data from our client, the City of Dillingham, all data deemed and assumed accurate.

The Dillingham GCI Building is located on West 2nd Ave in the central part of town, less than a block north of Main Street. The building consists of a generally rectangular-shaped **single-story mixed-use commercial building** totaling approx. **936 SF (24' x 37'),** located on a small, **5,403 SF generally rectangular shaped lot** for the neighborhood. The building was constructed purpose-built as a mixed-use show-room / office, with an open room / reception, office area, ½ bathroom and support areas. The subject appears to be above average to good quality and condition for a commercial building in Dillingham, Alaska. We will briefly discuss the site and improvements and then discuss / analyze the market lease / rental rates for the subject based on the most similar market rentals.

Intended Use / Intended Users

The intended user of the report is the City of Dillingham, and any additional intended users identified by the client. The intended use is to establish a fair market rental rate for the retail / office property at 412 W. 2nd Ave. No other intended users or uses are allowed. The client is the owner / current lessor - City of Dillingham, therefore, they are familiar with the building and overall facility attributes. We will summarize the improvement and site descriptions, concentrating our analysis on the market rental rate analysis as requested. **We assume the site is environmentally clean**, and that there are no contamination issues on site, and that there are no long-term leases encumbering the subject – building is leased short term to GCI.

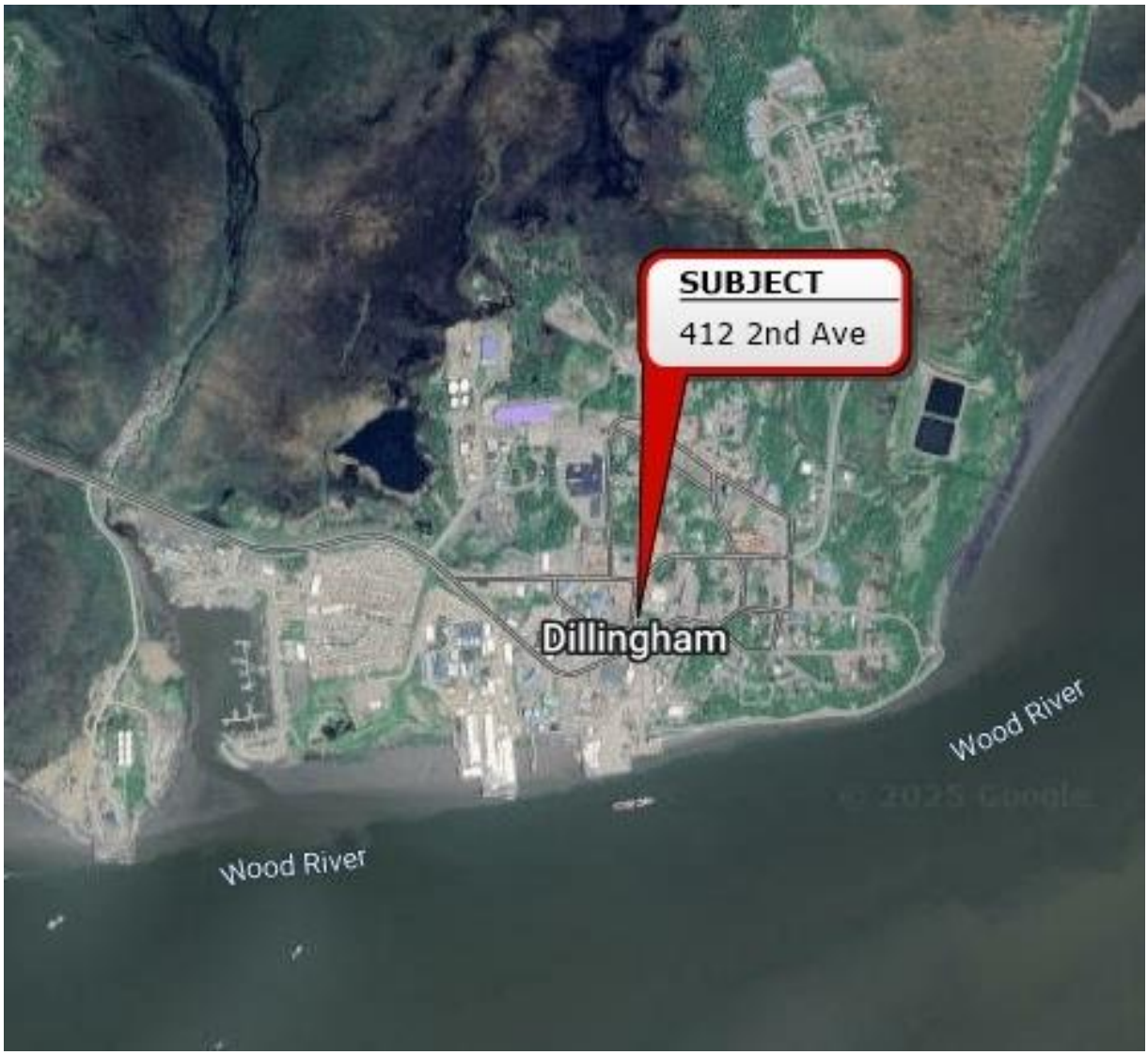
Community Characteristics

Dillingham, Alaska, is a remote coastal city in the Bristol Bay region, serving as the economic and administrative hub for the surrounding census area. As of 2025, its population stands at approximately 2,121, reflecting a continued decline of about 1.12% annually and a 5.31% drop since the 2020 census figure of 2,240. The demographics feature a median age of 31.3 years, with a diverse racial makeup dominated by Native American residents. The local economy revolves heavily around commercial salmon fishing, which yields millions of fish annually from Bristol Bay's prolific waters,

supplemented by seafood processing, sport fishing, eco-tourism in nearby Wood-Tikchik State Park, and government employment tied to wildlife refuges. Median household income hovers around $100,000, with per capita income at $65,640 and a poverty rate of 9.86%, underscoring a resilient but volatile resource-based livelihood.

Current trends indicate persistent challenges for Dillingham's workforce and population dynamics, mirroring broader Alaska patterns of rural outmigration and an aging demographic shift. The labor force totals about 1,052 individuals, boasting a high employment rate of 95.1% and a low unemployment rate of 4.9%, though seasonal fluctuations in fishing dominate job availability, prompting diversification efforts into tourism and processing. Educational attainment supports this, with 49% holding high school diplomas and 16% possessing bachelor's degrees, yet statewide workforce shortages—exacerbated by a shrinking working-age population through 2050—pose recruitment hurdles, leading to higher wages and reliance on retirees for skilled roles. Population projections suggest stabilization around 2,153 by mid-decade if growth edges up to 0.4%.

Downtown Dillingham Map

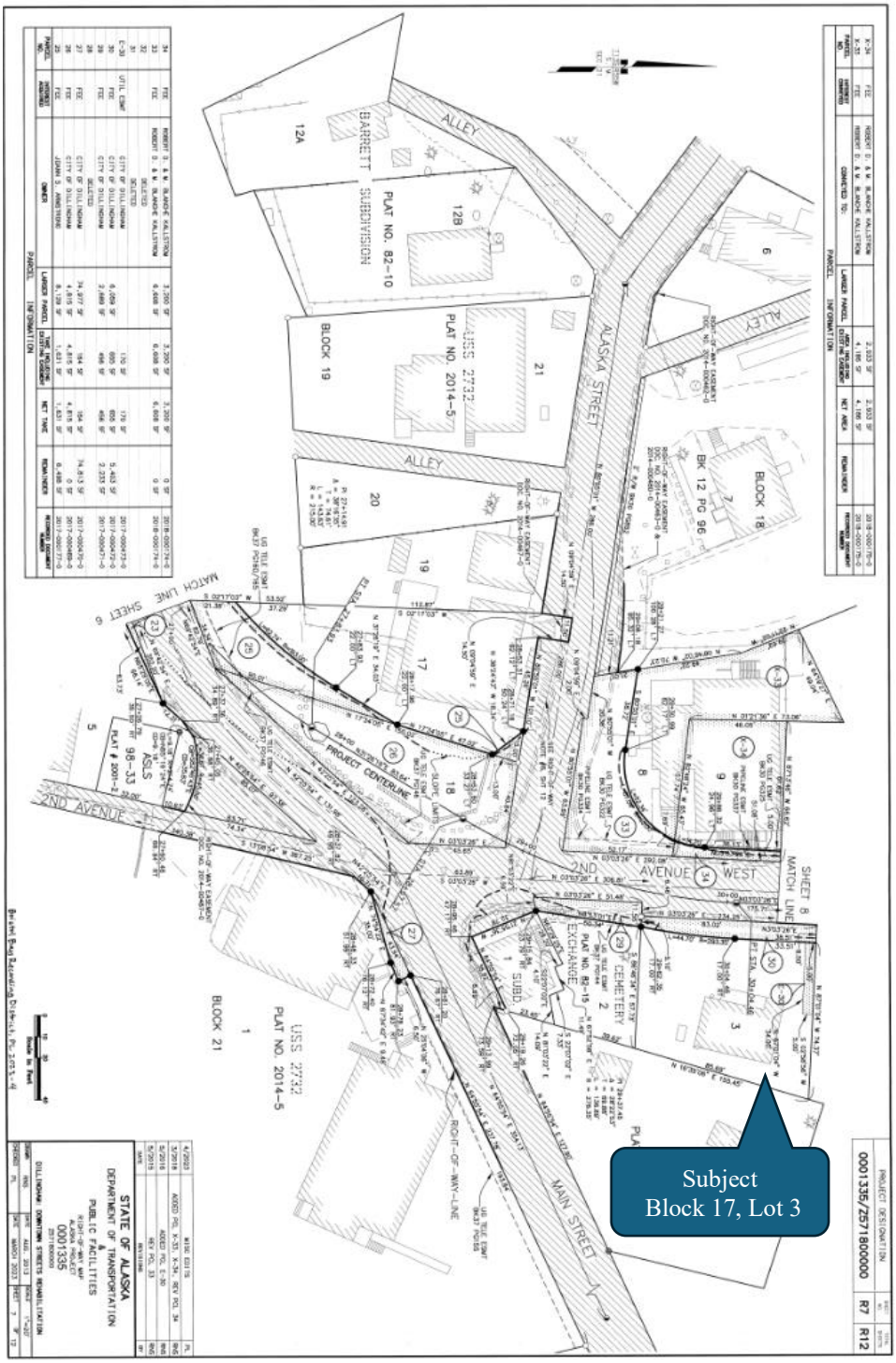


Aerial Downtown Dillingham

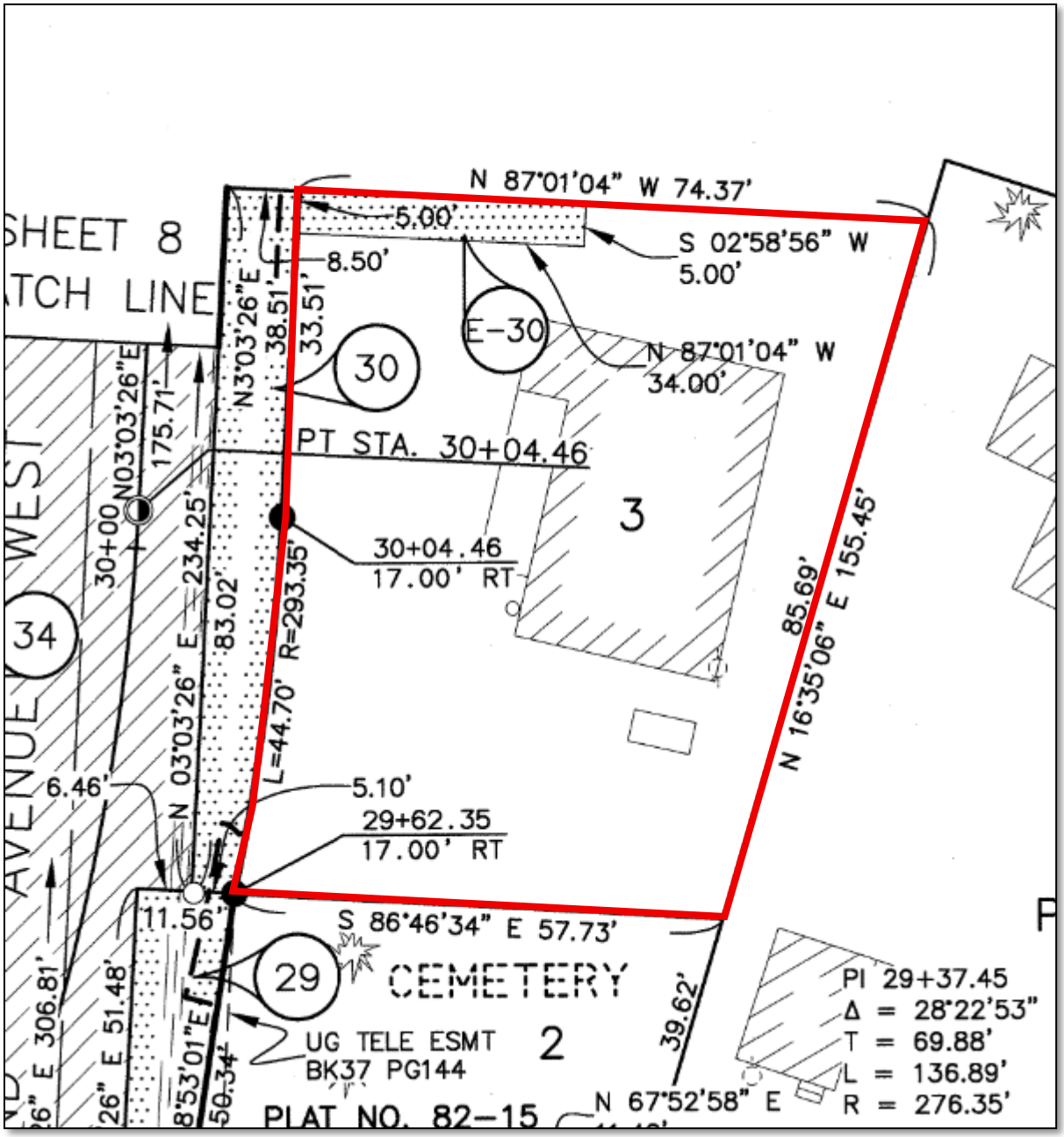
** Highlighted Area is Approximate ONLY**



Plat 2023-4 Bristol Bay Recording District – Legal / Plat Map



Plat 2023- 4 Close up



SUBJECT PHOTOGRAPHS

Photographs taken by Reed Whitmore November 25, 2025



Looking East from W. 2nd Ave



Looking East/ SE



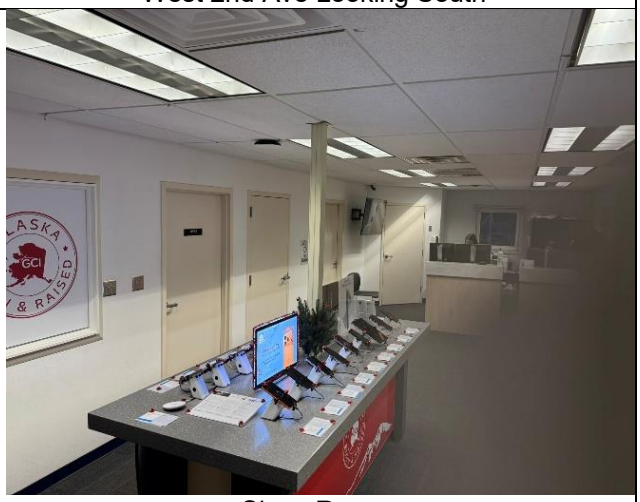
South Side



West 2nd Ave Looking South



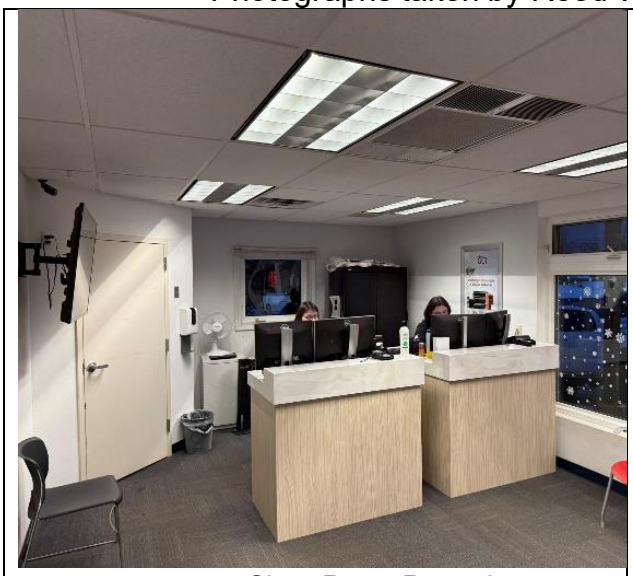
W. 2nd Ave Looking North



Show Room

SUBJECT PHOTOGRAPHS

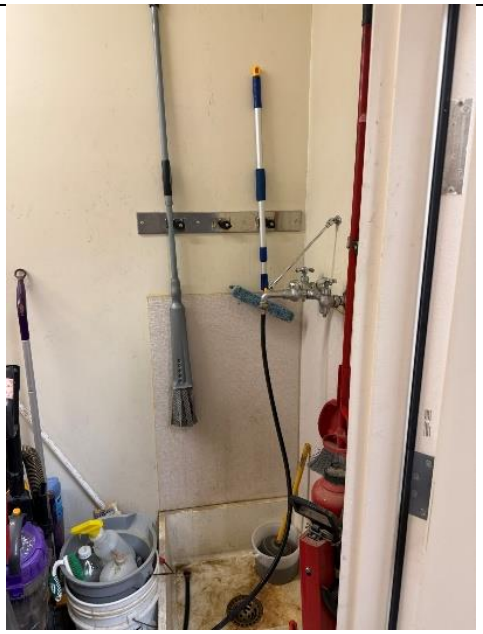
Photographs taken by Reed Whitmore November 25, 2025



Show Room Reception



Forced Air heating



Janitor Closet



Mechanical Room

SUBJECT PHOTOGRAPHS

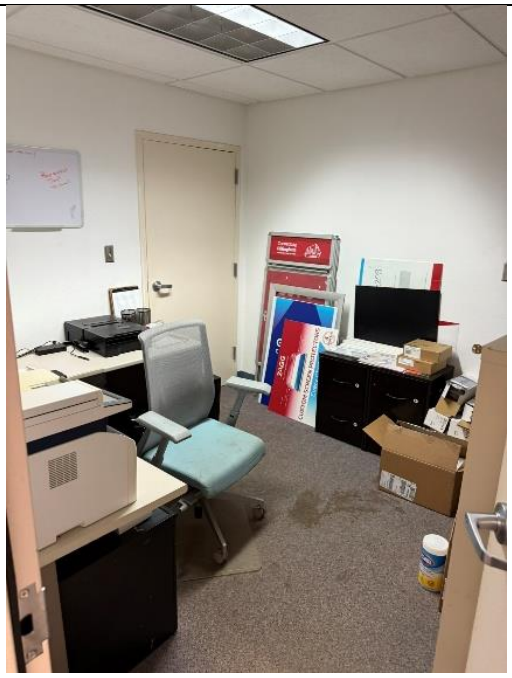
Photographs taken by Reed Whitmore November 25, 2025



1/2 Bathroom



Break Room



Back Office



Storage Room

412 West 2nd Avenue, Dillingham – GCI Building / Potato House

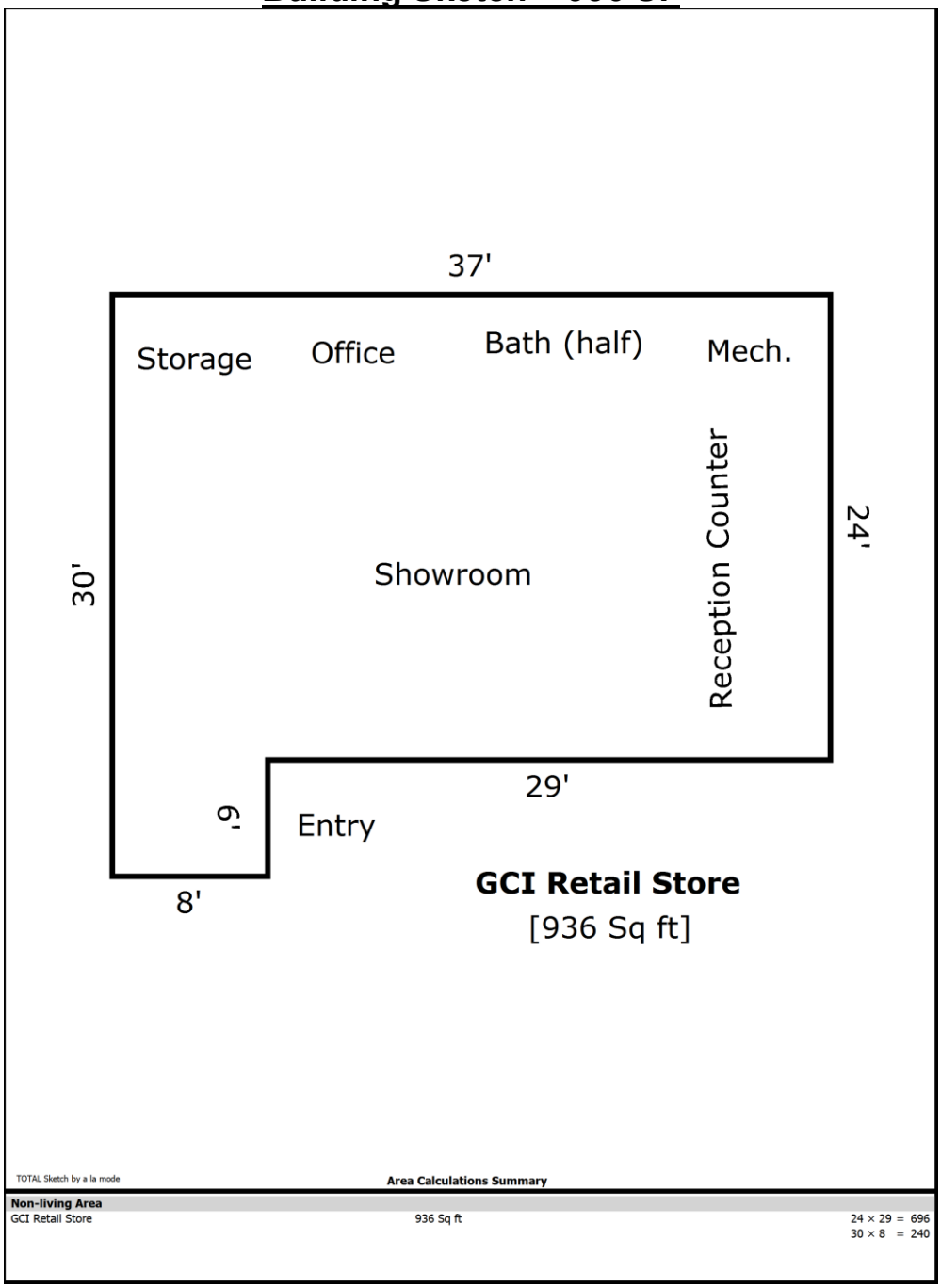
Site Characteristics
This mixed-use commercial Retail / Office Building is located on a 5,403 SF size site, a typical, smaller lot for the central, downtown Dillingham market. The site is located next the City Maintenance Shop and City Hall, near Main Street in downtown Dillingham, with other commercial and residential buildings, including the U.S. Post Office, in the immediate area. Good overall access attributes, with direct access off West 2nd Ave, that connect Main St. and "D" Street, the two main arterials in the area – considered a good location for a small retail store or office. The site is large enough to support the building, with 5-8 on-site parking spots in the front / side of the building – overall, above-average curb appeal. The site slopes west to 2nd Ave and to the south. The site has city water and sewer, with public electricity, with fuel oil (500 Gallon tank one the south side of the improvement) used for heating – all typical utilities for the local Dillingham market. Overall, the site appears to be adequate size and utility for the purpose and provides good proximity and access from the downtown district, schools, airport, businesses, and houses in the community, with good access and visibility – see photos.

Improvement Description & Characteristics
The subject consists of a **5,403 SF** / **0.12 Ac. site improved with an existing 936 SF office building, built in 2000.** The building appears to be in above average to good condition and is located in the town center area, with good access off W. 2nd Ave. The building is a 24' x 37' stick frame, rectangular-shaped retail /office building with vinyl siding and windows, metal exterior doors, metal roof, all on concrete slab. The is a 6' x 23' covered porch leading to a 6' x 8' extended entry. The building has exterior lighting under the covered the porch and on the west and south exterior walls to illuminate the parking areas. According to the Plat, the building is located on the NE portion of the lot, which provides the west and southern parking areas.

The building has a large showroom area with display and sales counters, with metal doors separating the back rooms (a storage room, office, ½ bathroom and mechanical) that run along the north / back portion of the building. There are painted sheetrock walls, and fluorescent lights in the drop ceiling with commercial carpet squares covering the floors. The exception is the mechanical room which has a higher sheetrock ceiling, industrial light fixtures, all on the open concrete slab. The building has fuel oil fired forced air heating. The subject is an above average to good quality and condition commercial retail / office for the community of Dillingham, with an above average location and overall high functional utility for the smaller building.

In the following section, we will analyze comparable market rates for similar style and type properties in the local market, to derive a "Market Value" rental rate for the subject property identified in this analysis.

Building Sketch – 936 SF



Current Rent Analysis and Discussion

The subject is currently leased short term (month to month) to GCI – most recent contract amount of $0.62/SF, with the tenant paying all variable costs (utilities, taxes and insurance) – NNN lease (triple net lease). This lease is well below market, and not given any weight in this analysis, with City of Dillingham representatives indicating the proposed lease rate will be closer to $1.75/SF, with escalators up to $2.75/SF (NNN) – much closer to actual market rates for the area and style / type / condition in the market.

Market Rental Analysis and Discussion

At your request, we are providing a **market rental analysis** of the subject property 412 W 2nd Ave, owned by the City of Dillingham, leased to GCI. The intended use is to determine a **fair market rental rate** for the purpose of establishing a current market value lease rate for the subject property. This report is intended to meet all City of Dillingham Facility Lease requirements. We have summarized our findings, data, and conclusions, with the primary focus being to provide a **most probable fair market rental rate** for the type of space in the Dillingham, Alaska market – based on a NNN lease, with the tenant paying all utilities (taxes, insurance, electric, fuel, water, sewer, etc.) We have completed a number of appraisals in rural cities/villages of similar mixed-use retail / office properties, and we have researched our appraisal files, MLS data, and had discussions with the City of Dillingham – client / owner and realtors owning / managing similar properties in the similar marketing areas, including rental / lease data from current leases and compared values for similar office / retail buildings in more rural / remote areas, all providing good market rental lease data for analysis.

We will discuss our findings and conclusions below, with supporting documentation located in the appraisers' file. The data below summarizes our rental analysis and conclusion based on the data discovered in analyzing western Alaska rural / remote leases of similar type mixed use office / retail space, considered adequate to provide a reliable market rental range for the subject building. Locally we have discovered four office spaces near the subject in Dillingham, including office space, and mixed-use hangar / office building in the Naknek / King Salmon area with similar potential utility of use, providing good data for analysis. The comparable properties analyzed reflect a range of quality, condition, and location similar remote warehouse / office space, providing good data for analysis. We will summarize the data analyzed, discuss respective attributes / comparability, and conclude the most reasonable and supportable price per SF rental rate for the subject space.

"Market Rent" is defined in The Dictionary of Real Estate Appraisal as "The rental income that a property would most probably command in the open market; indicated by the current rents paid and asked for comparable space as of the date of the appraisal." **All of the leases analyzed have been adjusted to reflect a similar triple net leases (NNN)**,

where the tenant pays all variable expenses (taxes, insurance, heat, electric, telephone, water & sewer) and possessory taxes while owner/ landlord is responsible for major building expenses. This is a typical arrangement in the market for similar single tenant buildings. We have appraised and have good rental data on similar rural properties – therefore our estimates are reliable. All leases analyzed were adjusted to triple net leases, similar to the subject.

Dillingham Mixed-Use Warehouse / Office Space - Analysis of Lease Data

Market rent for the Subject is governed by the existing and asking rental rates of the Subject, as well as those of similar utility properties in the Subject's area and similar marketing areas. We were not provided with a current lease, but a City of Dillingham representative indicated that the tenant has been paying $0.62/SF/Mo., or about $580/Mo., with the tenant responsible for all other major expenses. This historical rate is well below market and was not given any weight in the analysis.

Dillingham Mixed Use Office Space - Conclusion of Market Rent

We have analyzed a total of 16 current mixed-use office / retail leases of similar style / type / various size / quality / condition / utility of use mixed-use space in Dillingham and competing rural communities in western - northwestern Alaska, ranging in size from 135 SF to 4,000 SF – bracketing the subject's size. In an effort to analyze and consider the most similar, most applicable comparable rentals. These leases have allowed us to estimate a rental range and the most probable market value rental rate for the subject's retail / office space – totaling approx. **936 SF.**

All of the rental rates analyzed have been adjusted to reflect triple net leases, with the tenant paying all variable expenses, taxes and insurance. **We have adjusted all leases to reflect similar triple net leases** based on actual & historical costs from actual variable costs experienced by similar mixed-use office space in competing markets – providing good data for support of leases similar to the subject. The data discovered indicate that the **overall adjusted range** of similar retail / office space in the market is $2.45/SF/ mo. to $4.30/SF/ mo., with an overall adjusted average of $2.57/SF/ mo. The most similar, best office / retail comparable is located in downtown Dillingham at 333 W. Main Street – less than a block from the subject – with rental rates ranging from $2.43/SF to $3.30/SF.

The five Dillingham office rentals representing the middle of the range and given significant weight in the analysis provide good overall support. The subject is bracketed by the comparables' attributes, with a concluded market rental rate near the mid-range of the indicators. The subject is a smaller (936 SF) stand-alone office space property with good location, access and visibility that is above-average to good in quality workmanship & condition creates upward rental rate pressure.

Final Reconciliation & Conclusion of Market Rent – 412 W. 2nd Ave.

Considering the good location, access, visibility and above-average quality and condition of the building, with more weight given to the Dillingham comparables, the subject falls near the mid-range of the market rental rates of similar type properties.

In conclusion, the most applicable rental rate range concluded for 412 W 2nd Ave – 936 SF Office/ Retail Building, considering the buildings characteristics is **$2.50/SF/ mo. to $2.75/SF /mo.,** with **the most probable rental** rate near the mid-range **at $2.65/SF**, (NNN Lease) with the tenant paying all taxes, insurance and utilities (variable costs).

Range:	$2.50 / SF/ month	x 936 SF	= $2,340 / month	**RD $2,340/ month**
	$2.75 / SF/ month	x 936 SF	= $2,574 / month	**RD $2,575/ month**

Most Probable Market Rental Rate:

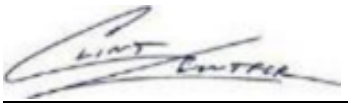
$2.65 / SF/ month x 936 SF = $2,480 / month ($2.65/ SF)

$29,760 – Annually

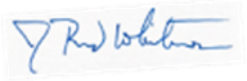
Appraiser Certification

We certify that, to the best of our knowledge and belief:

1. We have no present or prospective interest in the property that is the subject of this report. We have no personal interest or bias with respect to the parties involved with this assignment. We have no bias with respect to the property that is the subject of this report.
2. Our engagement in completing this assignment is not contingent upon the development or reporting of a predetermined result. Our compensation for completion of this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
3. The reported analysis, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased, professional analysis, opinions, and conclusions.
4. J. Reed Whitmore completed a full site inspection of property that is the subject of this report on November 25, 2025. Additional discussions with the owner / manager provided detailed further supporting information and photographs that allowed us to accurately ascertain the quality, condition, and extent of the improvements on site, with an effective date of the appraisal report / inspection being November 25, 2025.
5. The statements of fact contained in this report are true and correct.
6. Unless otherwise stated, this report is presented in a summary style appraisal type format. This report sets forth all of the limiting conditions (imposed by the terms of the assignment or by the author) affecting the analysis, opinions, and conclusions contained in this report. Only the intended users may rely on the findings within this appraisal report.
7. This Report conforms with and is subject to the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.
8. Our analysis, opinions and conclusions were developed, and this report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice.
9. The appraisers have the appropriate knowledge and experience required to complete the assignment competently.
10. The use of this Report is subject to the requirements of the Appraisal Institute relating to review by its authorized representatives.
11. No assistance other than the undersigned, or those whose services are specifically acknowledged herein, prepared the analysis, conclusions, and opinions concerning the real estate that are set forth in this Appraisal Report.
12. Clint H. A. Lentfer is currently certified by the State of Alaska as General Real Estate Appraiser (Certificate No. AA-506). J. Reed Whitmore is currently certified by the State of Alaska as General Real Estate Appraiser (Certificate No. 214040).
13. The Appraisal Institute conducts a program of continuing education, and members who meet the minimum standards of this program are awarded periodic education certification. As of the date of this Report, Clint H.A. Lentfer and Reed Whitmore have completed the requirements under the continuing education program of the Appraisal Institute.



Clint H. A. Lentfer, MBA, SRA, APRG506



J. Reed Whitmore, # 214040

QUALIFICATIONS OF APPRAISER

CLINT H.A. LENTFER, MBA, SRA

EDUCATION:

University of Wyoming
University of Alaska Anchorage

- BA Business Management (1995)
- MBA Business Administration (2000)
- SRA Designation – Appraisal Institute (2019)

EXPERIENCE:

1997 to 2010: Certified Genera Real Estate Appraiser / Consultant, Appraisal Company of Alaska

2010 to Present: Partner / Owner, Alaska Appraisal & Consulting Group, LLC

QUALIFICATIONS:

29 years' experience in real estate appraisal work for local and national mortgage lending institutions. Residential properties include single-family residences, multi-family income properties, remote properties including Lodges, cabins, vacant land - statewide. Commercial properties including remote fishing, hunting and adventure lodges, apartment buildings, warehouses, large and small retail and office complexes, and commercially zoned vacant land. Qualified expert witness in State of Alaska Supreme Court. Board of Directors & Treasurer Alaska Chapter Appraisal Institute. Appointed Board Member of Certified Real Estate Appraisers - State of Alaska. Commercial Contract tax assessment work for Various State of Alaska Municipalities.

ACCREDITATIONS, COURSES AND LICENSES:

- State of Alaska - Certified General Real Estate Appraiser Certificate, AA-506
- FHA/HUD Approved Appraiser
- Course 311 - Residential Modeling Concepts
- Course 101 - Fundamentals of Real Property Appraisal
- Course 151 - Standards of Practice and Professional Ethics
- Course 112 - Income Approach to Valuation II
- Appraisal Institute Course – Highest & Best Use and Market Analysis
- Appraisal Institute Course – Advanced Sales Comparison
- Appraisal Institute Course – Narrative Report Writing & Valuation Analysis
- Appraisal Institute Course – Advanced Applications
- Appraisal Institute Course – Advanced Income Capitalization
- Appraisal Institute Course – Advanced Residential Applications, Case Studies & Report Writing
- The Technical Inspection of Real Estate, The Beckman Company
- Land Valuation Assignments, Adjustment & Procedures
- Effective Banker – Appraiser Communication
- Subdivision Valuation – Seminar
- Appraisal of Local Retail Properties – Seminar
- Appraisal Institute – SRA Designation 2019
- State of Alaska – Board Approved Supervisory Appraiser

QUALIFICATIONS OF APPRAISER

J. Reed Whitmore M.A.T, M.Ed

Alaska Appraisal & Consulting Group www.akacg.com

Education

Bachelor of Science	Trinity College, Chemistry	1987
Master of Arts- Teaching	University of Alaska -Anchorage	1994
Master of Educational Leadership	University of Alaska -Anchorage	2001

Experience

Certified General Real Estate Appraiser	January 2024
Alaska Appraisal & Consulting Group	2021 - Present
Secondary School Principal & Teacher	
Anchorage School District	1994- 2021

Qualifications

Five years of experience in real estate appraisal focused on commercial and rural /remote properties in Central, Southcentral and Western Alaska. Residential properties include urban, suburban, rural, and remote homes, recreational cabins, and remote vacant land. Commercial properties include warehouses, aircraft hangars, remote fishing lodges, motels, small office buildings, hunting and fishing lodges, commercial vacant land.

Accreditations, Courses and Licenses

- State of Alaska - Certified General Real Estate Appraiser Certificate, #214040

- General Appraiser Market Analysis Highest and Best Use
- General Appraiser Income Approach/Part 1 & Part 2
- Expert Witness for Commercial Appraiser
- Supervisory Appraiser/Trainee Appraiser Course
- 2020-2021 15-Hour Equivalent USPAP
- General Appraiser Market Analysis Highest and Best Use
- General Appraiser Sales Comparison Approach
- General Appraiser Site Valuation and Cost Approach
- General Appraiser General Writing & Case Studies
- Commercial Appraisal Review
- Statistics, Modeling $ Finance
- 2020-2021 7-hour National USPAP Update
- Fair Housing, Bias, and Discrimination
- Valuation of Residential Green Buildings
- Appraiser Law in the Real World
- Basic Appraisal Procedures
- Basic Appraisal Principles
- Business Practices and Ethics
- Business Ethic of Appraisers
- 2022-2023 7 hours USPAP



License #: APRG506
Effective: 5/15/2025
Expires: 06/30/2027

State of Alaska

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing

Board of Certified Real Estate Appraisers

Licensee: **CLINT HERMAN LENTFER**

License Type: **Certified General Real Estate Appraiser**

Status: **Active**

Note: Board approved supervisor as of 9/15/2021.

Commissioner: Julie Sande



License #: 214040
Effective: 5/25/2025
Expires: 06/30/2027

State of Alaska

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing

Board of Certified Real Estate Appraisers

Licensee: **JAY REED WHITMORE**

License Type: **Certified General Real Estate Appraiser**

Status: **Active**

Commissioner: Julie Sande

File Attachments for Item:

9. Resolution 2026-39: Ratify Deputy Manager

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL RATIFYING THE CITY MANAGER'S APPOINTMENT OF CHRISTOPHER MAINES AS DEPUTY CITY MANAGER.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-39

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL RATIFYING THE CITY MANAGER'S APPOINTMENT OF CHRISTOPHER MAINES AS DEPUTY CITY MANAGER.

WHEREAS, Dillingham Municipal Code Section 2.21.075 (A) provides that "The position of Deputy City Manager is established to assist the City Manager in the administration of the affairs of the City and to ensure continuity of executive leadership during the City Managers temporary absence or inability to perform the duties of the position"; and

WHEREAS, Dillingham Municipal Code Section 2.21.075 (B) establishes that "The city manager shall appoint the Deputy City Manager; which is subject to ratification by the Council; and

WHEREAS, Dillingham Municipal Code Section 2.21.075 (B) further establishes that The Deputy City Manager serves at the pleasure of the City Manager; and

WHEREAS, the position of Deputy City Manager for the City of Dillingham requires filling, and it is necessary to appoint a qualified individual to serve in this capacity; and

WHEREAS, the Deputy City Manager serves essential functions for the municipality including, but not limited to, those duties specified in Dillingham Municipal Code Sections 2.21.075 and 2.21.080; and

WHEREAS, Christopher Maines is qualified and willing to serve as Deputy City Manager for the City of Dillingham; and

WHEREAS, this appointment is made in compliance with Dillingham Municipal Code Section 2.03.060, which prohibits discrimination based on race, color, sex, creed, national origin, sexual orientation, or political opinions or affiliations, subject to AS 14.14.140;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

Section 1. Christopher Maines is hereby appointed to serve as Deputy City Manager for the City of Dillingham, effective November 5, 2026, to serve at the pleasure of the City Manager.

Section 2. The Deputy Manager shall perform all duties as specified in Dillingham Municipal Code Chapter 2.21.075, Chapter 2.21.080, and other applicable provisions of the Dillingham Municipal Code.

Section 3. This resolution shall take effect immediately upon adoption.

PASSED and ADOPTED by the Dillingham City Council on November 5, 2026.

SEAL:

_____
Alice Ruby, Mayor

ATTEST:

_____
Abigail Flynn, City Clerk

File Attachments for Item:

10. Resolution 2026-40: Commendations for Election Workers

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL COMMENDING THE ELECTION WORKERS WHO SERVED DURING THE OCTOBER 6, 2026, MUNICIPAL ELECTION

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-40

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL COMMENDING THE ELECTION WORKERS WHO SERVED DURING THE OCTOBER 6, 2026, MUNICIPAL ELECTION

WHEREAS, municipal elections depend on community members who give their time and care to help their neighbors exercise their right to vote; and

WHEREAS, Jasmine Kritz, Janet Dieckgrafe, Marilyn Rosene, Carole McMurray, Wanda Wahl, Jon Dyasuk, and Nate Carlow served as election workers and provided essential support for the October 6, 2026, municipal election; and

WHEREAS, students Myra Davis, Maya McDowell, Chelsie Kropoff, and Kahlen Savo served alongside the adult workers in Dillingham's first year of municipal election Youth at the Booth participation; and

WHEREAS, these eleven workers together contributed nearly 100 hours of volunteer service to help make the municipal election successful; and

WHEREAS, the adult workers shared their experience and guidance, while the students brought energy, willingness to learn, and a commitment to serving their community; and

WHEREAS, participation in Youth at the Booth gave students practical experience in election administration and demonstrated the important role that young people can play in local government; and

WHEREAS, the dedication, cooperation, and public service of all eleven workers deserve the recognition and appreciation of the City of Dillingham.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council commends and sincerely thanks the following election workers for their service during the October 6, 2026, municipal election:

Jasmine Kritz
Janet Dieckgrafe
Marilyn Rosene
Carole McMurray
Wanda Wahl
Jon Dyasuk
Nate Carlow

Youth at the Booth Students:
Myra Davis
Maya McDowell
Chelsie Kropoff
Kahlen Savo

BE IT FURTHER RESOLVED that the Council recognizes the students' participation as an important beginning for Youth at the Booth in Dillingham and expresses its appreciation to the adult workers who helped welcome and guide this next generation of election workers.

PASSED and ADOPTED by the Dillingham City Council on November 5, 2026.

_____
Alice Ruby, Mayor

ATTEST: SEAL:

_____
Abigail Flynn, City Clerk

Mayor
Alice Ruby

City Manager
Jack Savo Jr.

CITY OF DILLINGHAM ALASKA

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

MEMORANDUM

Date: October 22
To: Jack Savo Jr., City Manager
From: Abigail Flynn, City Clerk
Subject: October 6 Election Worker Recruitment Report,

SUMMARY: Recruitment for the October 6, 2026, municipal election began in May. Of the 25 people asked to help, 11 served on Election Day. Adult staffing was just sufficient to conduct the election. For future elections, I recommend recruiting additional adults for short relief shifts, continuing Youth at the Booth participation, expanding practical training, and budgeting for worker meals.

VOTER TURNOUT: Voter turnout for the October 6, 2026, municipal election was 144, representing approximately 9.2 percent of the 1,559 registered voters listed in the October precinct register for the City of Dillingham. This compares with 282 voters in 2025 and 279 in 2024, a decrease of approximately 49 percent from last year. Historical turnout has varied considerably, with comparable lows of 141 in 2009 and 159 in 2016, and a high of 498 in 2021.

ELECTION DAY STAFFING: The 11 workers included four Youth at the Booth students, six adult election board workers, and one translator. Three students worked shifts of approximately four hours each. The fourth worked five hours, took a break, and returned for another two hours. The chairperson worked all day except for a 1.5-hour break. Three other adult workers served all day, and two worked shorter shifts of approximately two and four hours. The translator was present for part of the day and remained available by telephone when away from the polling place.

VOLUNTEER HOURS: Workers contributed just under 100 volunteer hours in 2026, including student hours. In 2025, nine adults served on site, with two additional translators on call and no Youth at the Booth participants. Workers logged more than 100 volunteer hours that year.

TRAINING: The day before the election, adult workers participated in a two-hour session to set up the polling place and practice election duties during a mock election for high school civics classes. For future training, I would like to prepare scenario cards for students to draw and act out, giving workers more practice responding to different voting situations.

WORKER MEALS: The Senior Center delivered lunch for five workers at the $4 senior meal rate and two guest meals at $15 each, totaling $50. I purchased ten

supper items from the hospital cafeteria for workers on duty after 5 p.m. for $46. The combined meal cost was $96.10 and helped support workers during a long day.

RECOMMENDATIONS: Continue recruiting Youth at the Booth students, up to two per shift, and additional adults for short shifts so workers serving all day can take breaks. Continue the mock election with scenario cards and provide meals for election workers. I also recommend increasing the elections budget to cover worker meals for state primary and general elections, when workers serve long hours and may be unable to leave the polling place.

File Attachments for Item:

11. Resolution 2026-41: Admin Time for Employees for Dec 24 and Dec 31

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING ADMINISTRATIVE TIME OFF TO CITY EMPLOYES FOR DECEMBER 24TH AND DECEMBER 31ST, 2026 AS A GIFT IN RECOGNITION OF THEIR HARD WORK AND DEDICATION THROUGHOUT THE PAST YEAR.

Meeting Date: November 5, 2026

CITY OF DILLINGHAM, ALASKA

RESOLUTION 2026-41

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AWARDING ADMINISTRATIVE TIME OFF TO CITY EMPLOYEES FOR DECEMBER 24TH AND DECEMBER 31ST, 2026, AS A GIFT IN RECOGNITION OF THEIR HARD WORK AND DEDICATION THROUGHOUT THE PAST YEAR.

WHEREAS, the City of Dillingham recognizes the dedication and hard work of its employees, who contribute significantly to the efficient operation of city services and the well-being of the community; and

WHEREAS, the Dillingham City Council values the efforts and commitment demonstrated by City employees throughout 2026, as they have provided essential services to the community, worked diligently on various projects, and contributed to the City's continued success; and

WHEREAS, it is important for the City Council to show appreciation for the hard work of its employees, while also supporting their work-life balance and well-being; and

WHEREAS, December 24th and December 31st, 2026, fall on weekdays and are traditionally observed as holidays by many businesses and organizations; and

WHEREAS, the Dillingham City Council desires to award Administrative Time Off to all City employees for these two dates as a gesture of gratitude for their ongoing efforts and dedication to the City.

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

1. **Award of Administrative Time Off**: The Dillingham City Council hereby awards Administrative Time Off to all City employees for December 24th and December 31st, 2026, as a gift in recognition of their hard work and contributions throughout the past year.
2. **Purpose**: The time off is intended as a gesture of appreciation for the employees' continued service to the City and to allow them the opportunity to spend quality time with family and friends during the holiday season.
3. **Implementation**: The Acting City Manager or their designee is hereby authorized to ensure the proper scheduling and administration of this time off, ensuring that city operations remain adequately staffed during essential service hours.
4. **Gratitude**: The City Council extends its sincere gratitude to all employees for their ongoing commitment to excellence in serving the Dillingham community.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 5, 2026.

_____
Alice Ruby, Mayor

ATTEST: [SEAL]

_____
Abigail Flynn, City Clerk

File Attachments for Item:

12. Quvaq, LLC: Bayside Diner and Bristol Inn Beverage Dispensary Tourism License

City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Rec 9/29/2026

License Renewal	License Transfer	New License	Other
☑	☐	☐	☐
Doing Business As	**License Type**	**Licensee**	**Physical Address**
Bayside Diner and Bristol Inn	Beverage Dispensary Tourism	Quvaq LLC	104 Main Street

This review covers the period FY2026 to FY2027.

Route to FINANCE 9/29/2026 (Date) **Respond by:** 10/15/2026 (Date) Info. Available as of current (Date)

ACTIVITY	STATUS
Sales Tax **Reports Filed and Payments Submitted**	Bal. Due 0.00 Date/Amt. of Last Payment 10/09/2026 No. late payments 0 **Comment:**
Real Property Tax **Owns the property?** **YES** ☐ **NO** ☑	Bal. Due 0.00 Date/Amt. of Last Payment N/A No. late payments _____ **Comment:**
Personal Property Tax **(Inventory, Supplies, Office Equipment)**	Bal. Due 0.00 Date/Amt. of Last Payment 10/31/2025 No. late payments 0 **Comment:**
Utility Bill **Responsible for utilities?** **YES** ☐ **NO** ☑	Bal. Due 0.00 Date/Amt. of Last Payment N/A No. late payments _____ **Comment:**
Most Current DLG Business License	2026 (License Year) 12/3/2025 (Date Applied) **Comment:**
Most Current AK State Bus. License	2027 (License Year) 12/19/2025 (Date Applied) **Comment:**

City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Rec 9/22/26

License Renewal	License Transfer	New License	Other
☑	☐	☐	☐
Doing Business As	**License Type**	**Licensee**	**Physical Address**
Bayside Diner and Bristol Inn	Beverage Dispensary Tourism	Quvaq, LLC	104 Main St. DLG

This review covers the period September 2024 to September 2026.

Route to Public Safety 9/22/24 (Date) **Respond by:** 9/29/26 (Date) Info. Available as of current date (Date)

Have there been any adverse reports filed in the past two years? YES ☐ NO ☑

If yes, explain in detail and include dates. Use a separate sheet of paper if necessary. :

- ☐ Serving to minors (under 21 years of age).
- ☐ Intoxicated person on licenses premises.
- ☐ Serving alcoholic beverages after hours.
- ☐ Pattern of disturbances or fights on the licenses premises.
- ☐ Open sale of prohibited drugs on the licenses premises.

Additional comments:

City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Rec 9/21/2026

License Renewal	License Transfer	New License	Other
☑	☐	☐	☐
Doing Business As	**License Type**	**Licensee**	**Physical Address**
Bayside Diner and Bristol Inn	Beverage Dispensary Tourism	Quvaq LLC	104 Main Street

This review covers the period January 2025 to September 2026.

Route to PLANNING 9/21/2026 (Date) **Respond by:** 09/30/2026 (Date) Info. Available as of Current Date (Date)

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

Yes, the structure conforms to Title 18 of the City of Dillingham municipal code.

2) License Transfer and New Licenses require a public hearing DMC 8.18.020, B. Provide a detail of the Public Notice Requirements.

B. New and transfer licenses will be scheduled for a public hearing before the city council. The planning office will be responsible for overseeing that the public is notified as follows:

1. The applicant shall post a public notice sign on the subject property describing the owner, applicant, request, and date of the public hearing. The sign shall be at least twenty-four inches in width by thirty-six inches in height, with lettering at least one inch in height. The sign shall be visible from the highest traveled public right-of-way adjacent to the property.

2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the subject property boundary; and

3. At least two weeks prior to the date of the scheduled public hearing, the city planner shall publish notice of the time and place of the hearing in the manner required by Section 2.08.020.

City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Rec 09.21.2026

License Renewal	License Transfer	New License	Other
☑	☐	☐	☐
Doing Business As	**License Type**	**Licensee**	**Physical Address**
Bayside Diner and Bristol Inn	Beverage Dispensary Tourism	Quvaq, LLC	104 Main St, DLG

Reviewed by: Code Review Committee

Date 10/28/2026

Recommendation: Waive Right to Protest

No Action ☑

Waive the right to protest and send to November 5th council meeting.

Deny ☐

Explain the reason(s) for a denial of the application:

OTHER:

During the two year period that the license is in effect, state statute allows the local governing body to protest the continued operation of a license during the second year of the biennial license period. This may be done by sending both the Alcohol Marijuana and Control Board and the licensee a protest and the reason for the protest by January 31 of the second year of the license.

OTHER Comment:

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 21, 2026

From: Alcohol.licensing@alaska.gov; amco.localgovernmentonly@alaska.gov;

Licensee: Quvaq, LLC
DBA: Bayside Diner and Bristol Inn
Via Email: cameron@choggiung.com

Local Government: City of Dillingham
Via Email: cityclerk@dillinghamak.us

Re: Beverage Dispensary Tourism License #16072 Combined Renewal Notice for 2026-2027 Renewal Cycle

License Number:	#16072
License Type:	Beverage Dispensary Tourism
Licensee:	Quvaq, LLC
Doing Business As:	Bayside Diner and Bristol Inn
Physical Address:	104 Main St, Dillingham, AK, 99576
Endorsement Type:	Restaurant Endorsement #16079
Designated Licensee:	Cameron Poindexter
Phone Number:	907-842-5218
Email Address:	cameron@choggiung.com

☒ **License Renewal Application** ☒ **Endorsement Renewal Application**

Dear Licensee:

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council, if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **November 17th, 2026,** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body.
If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,
Anna White, Licensing Examiner II
For
Kevin Richard, Director

File Attachments for Item:

INFORMATIONAL ITEMS

CITY OF DILLINGHAM, ALASKA
OFFICE OF THE PLANNING DIRECTOR

TO: Dillingham City Council
FROM: Christopher Maines, Planning Director
DATE: August 26, 2026
RE: Staff Recommendation — Disposition of Tax-Foreclosed Properties

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PURPOSE

This memorandum provides the Planning Director's recommendations to the City Council regarding disposition of four properties conveyed to the City of Dillingham through tax foreclosure proceedings. The Superior Court for the State of Alaska, Third Judicial District, issued a Judgment and Decree of Foreclosure of Real Property Tax Liens on December 17, 2024 (Case No. 3DI-24-00061 CI). The one-year redemption period expired without redemption, and the Clerk's Tax Deed was issued on May 5, 2026, conveying all four properties to the City free and clear.

Having reviewed the recorded plat documents, applicable zoning, Comprehensive Plan Land Use Map designations, and site characteristics for each parcel, the Planning Director now provides the following recommendations for Council consideration pursuant to Dillingham Municipal Code Chapter 5.30.

LEGAL AUTHORITY

DMC Section 5.30.020 requires the City Council to find, prior to disposal, that a property is no longer needed for municipal purposes. Alternatively, the Council may find that retention serves a public purpose. For standard competitive disposals, DMC 5.30.040 governs the process. DMC 5.30.080 authorizes the City Council to dispose of property for less than appraised value and exempt disposals from the methods described in 5.30.040(A) through (C), provided the authorizing ordinance complies with all other sections of the title. Subsections of 5.30.080 relevant to these properties include: 5.30.080(B), Disposal for Economic Development; and 5.30.080(D), Miscellaneous Disposals to settle disputed claims or litigation. Final disposition of any property requires action by ordinance.

PROPERTY-SPECIFIC RECOMMENDATIONS

Property 1: Tract L, Braswell Subdivision, Plat 79-2

Size	Approximately 0.2 acres — irregular, wedge-shaped remnant parcel
Zoning / Land Use Designation	Residential; nonconforming lot under current DMC dimensional standards
Access	Internal subdivision road network; adjacent to other Braswell Subdivision tracts
Recommendation	DISPOSE — DMC 5.30.080(D) Miscellaneous Disposal

Rationale: Tract L is a small, irregular remnant parcel that cannot function as an independent buildable lot under current code dimensional requirements. The parcel has no viable standalone development potential and would represent an ongoing maintenance liability to the City without corresponding public benefit. Retention cannot be justified under DMC 5.30.020 on a public purpose basis. The most appropriate disposition is a negotiated sale to one or more adjacent property owners for lot consolidation,

which eliminates a nonconforming parcel from the City's inventory, reduces administrative burden, and returns the property to the tax rolls.

Disposal Method: Disposal pursuant to DMC 5.30.080(D) — Miscellaneous Disposals. The City Council may authorize disposal of this parcel by ordinance, which may be for less than appraised value and exempt from the competitive methods of DMC 5.30.040(A) through (C). Staff should identify adjacent owners, obtain a market value estimate, and bring a proposed sale ordinance to Council.

Property 2: Lot 1, Block 1, Mission Subdivision, Plat 81-8

Size	Approximately 1.0 acre; part of a 63.51-acre subdivision
Zoning / Land Use Designation	Residential — consistent with Comprehensive Plan Land Use Map designation
Access	Internal subdivision road; 30-foot building setback from dedicated rights-of-way per plat conditions
Recommendation	DISPOSE — Competitive Disposal, DMC 5.30.040

Rationale: Lot 1, Block 1 is a one-acre residential lot with road access and development potential consistent with its Comprehensive Plan designation. The City has no identified municipal use for this parcel. Given Dillingham's documented housing shortage, returning this lot to private ownership for residential development serves the public interest. Competitive disposal under DMC 5.30.040 maximizes transparency and return to the City while making the lot available to any qualified buyer. The lot is sufficiently sized to stand alone and does not require consolidation with adjacent parcels to be developable.

Disposal Method: Competitive disposal pursuant to DMC 5.30.040. Staff should obtain an appraisal, establish a minimum bid, and advertise in accordance with applicable notice requirements.

Property 3: Lot 2, Block 29, USS 2732

Size	Approximately 10,497 square feet (±0.24 acres)
Zoning / Land Use Designation	Urban core — located within the First Avenue / West Main Street corridor near the Nushagak River waterfront
Access	Street-fronting urban lot consistent with surrounding development pattern
Recommendation	DISPOSE — Competitive Disposal, DMC 5.30.040

Rationale: Lot 2, Block 29 is an urban lot in the downtown core of Dillingham. The City has no identified municipal use for this parcel. Its location within the established urban fabric, street frontage, and proximity to the waterfront corridor make it a viable standalone development site. Competitive disposal under DMC 5.30.040 is the appropriate mechanism, ensuring transparent pricing and broad market access. The lot is large enough to function independently and does not require lot consolidation to be marketable.

Disposal Method: Competitive disposal pursuant to DMC 5.30.040. Staff should obtain an appraisal, establish a minimum bid, and advertise in accordance with applicable notice requirements.

Property 4: Lot 3, Block 6, Nerka VII Subdivision, Plat 84-21

Size	1.80 acres; 25-foot utility easement noted on plat
Zoning / Land Use Designation	Residential/Mixed Use — consistent with Comprehensive Plan Land Use Map designation
Access	Widgeon Lane right-of-way; dedicated road access per subdivision plat

Recommendation	RETAIN — Public Purpose (Future Road and Utility Infrastructure)

Rationale: Lot 3, Block 6 occupies a strategic position within the Nerka VII Subdivision adjacent to dedicated open space tracts (Tract A at 15.19 acres and Tract B at 2.32 acres). The City anticipates future road improvement and paving activity serving this subdivision, and the parcel provides a logical staging, maintenance, or infrastructure corridor location. Additionally, the subdivision will require expanded water and wastewater utility service as residential development matures. Retaining this parcel preserves the City's capacity to site utility infrastructure, pump stations, or related public works facilities without the need to acquire private land at future cost. The existing 25-foot utility easement noted on the plat further supports this public infrastructure rationale. The Council should make a finding that retention of this property serves a public purpose consistent with DMC 5.30.020.

Disposal Method: RETAIN. No disposal action recommended at this time. Staff recommends the Council adopt a formal finding of public purpose in the disposition ordinance and direct the Planning Director to incorporate the parcel into long-range capital infrastructure planning for the Nerka VII service area.

SUMMARY OF RECOMMENDATIONS

Property	Action	Authority / Method
Tract L, Braswell Subdivision	Dispose	DMC 5.30.080(D) — Miscellaneous Disposal
Lot 1, Block 1, Mission Subdivision	Dispose	DMC 5.30.040 — Competitive Disposal
Lot 2, Block 29, USS 2732	Dispose	DMC 5.30.040 — Competitive Disposal
Lot 3, Block 6, Nerka VII	Retain	DMC 5.30.020 — Public Purpose Finding

REQUESTED COUNCIL ACTION

The Planning Director respectfully requests that the City Council review these recommendations and direct the City Attorney to prepare disposition ordinances consistent with the above findings. For the three parcels recommended for disposal, staff will obtain appraisals and return to Council with proposed minimum bid amounts and sale terms prior to advertising. For Lot 3, Block 6, Nerka VII, staff requests Council adoption of a formal public purpose retention finding.

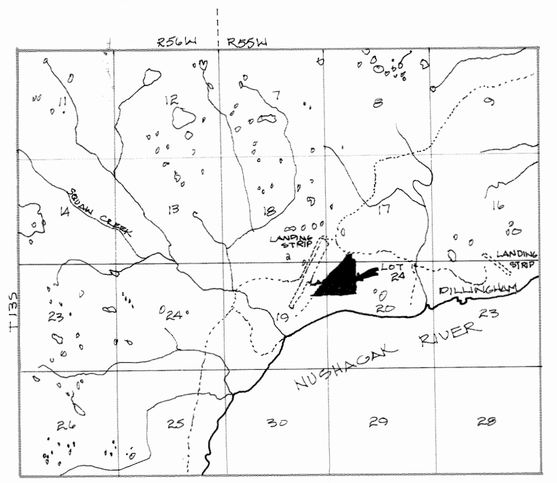
Respectfully submitted,



Christopher Maines

Planning Director | City Project Manager

City of Dillingham, Alaska



VICINITY MAP
1" = 1 mile

CERTIFICATE OF OWNERSHIP & DEDICATION

We hereby certify that we are the owners of the property shown and described hereon. We hereby request approval of this plat, showing such easements for public utilities, roadways and alleys dedicated by us for public use.

December 26 ,1978 Orville Braswell
ORVILLE BRASWELL
DILLINGHAM, ALASKA

,19

NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn before me this 26 day of December ,19 78

Mary Dagmeier
Notary for Alaska

7-7-80
My Commission expires

PLAT APPROVAL

Plat approved by the City Planning Commission this 5th day of December ,19 78

Planning Commission Chairman

Mayor

LAND SURVEYOR'S CERTIFICATE

I, the undersigned registered land surveyor, hereby certify that a land survey has been completed by me or under my direct supervision and that corners and monuments have been located and established and that dimensions shown hereon are true and correct.

10 Nov ,19 78

Eugene F. Fisher
Land Surveyor
EUGENE F. FISHER, L.S.

STATE OF ALASKA
49TH
EUGENE F. FISHER
No. 3526-S
REGISTERED LAND SURVEYOR

79-2
~~RECORDED~~ - FILED 3.00
Bristol Bay REC. DIST.
DATE Jan. 9 19 79
TIME 10:21 A.M.
Requested by Alaska Title Guaranty
Address

CIVIL ENGINEERS OF ALASKA
BOX 888 WASILLA, ALASKA 99687

PLAT OF

BRASWELL SUBDIVISION

A RESUBDIVISION OF LOT 24
U.S. SURVEY NO. 3643
DILLINGHAM, ALASKA.

DESIGNED BY:	DRAWN BY:	DATE:
E.F.F.	JPE	11-6-78

SCALE: 1" = 100'

SHEET 1 OF 1

CITY OF DILLINGHAM

P.O. BOX 191 DILLINGHAM, ALASKA 99576

TELEPHONE (907) 842-5211 or 842-5212

November 14, 1978

TO WHOM IT MAY CONCERN:

All taxes levied against USS 3643 Lot 24 for the year 1978 have been paid in full. According to our records this property will be known as Braswell Subdivision. One lot of this property is currently part of Fairview Subdivision.

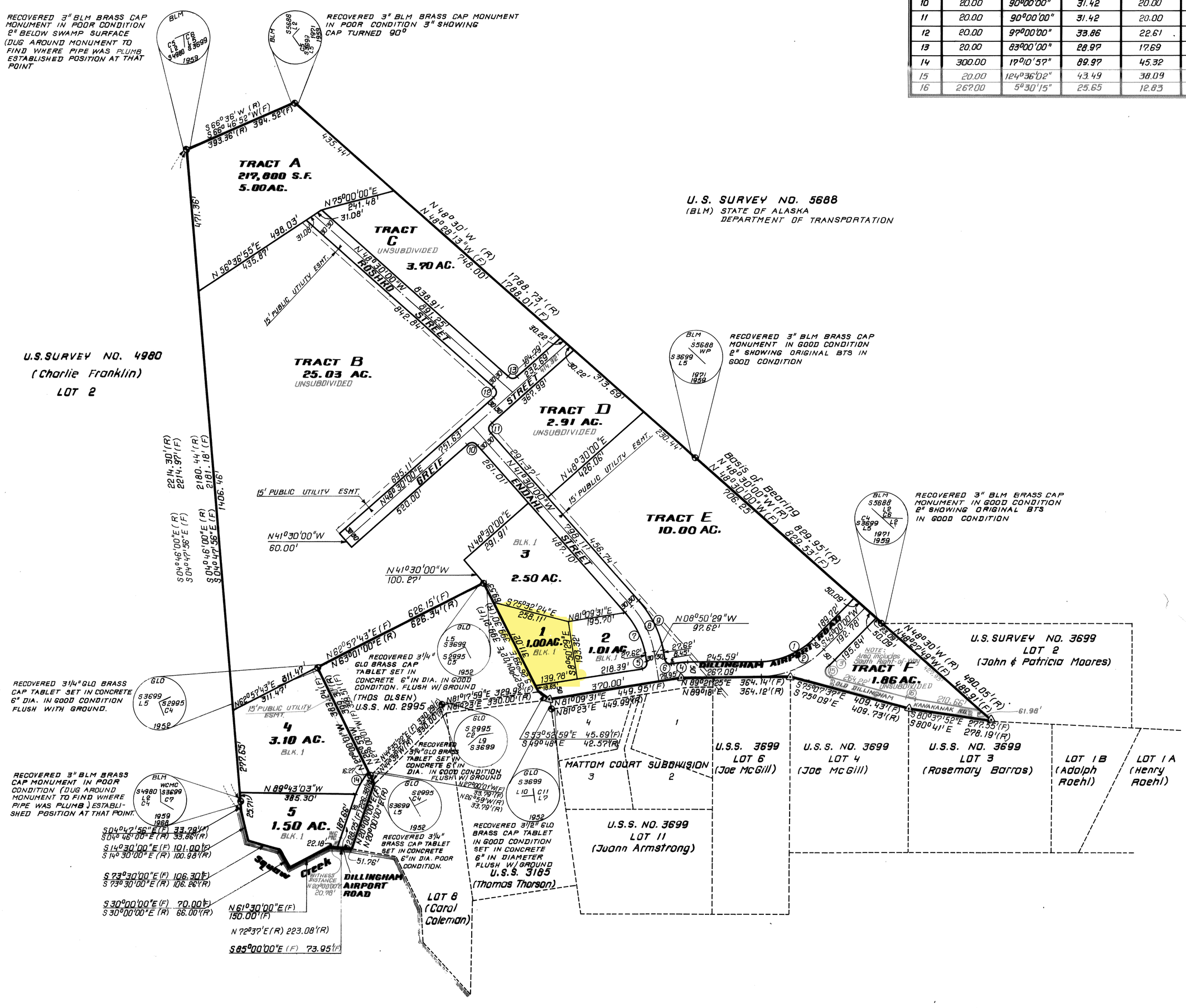
Lois R. Hermansen

Lois R. Hermansen
City Clerk

SEAL:

79-2

RECORDED - FILED 3.00
Bristol Bay REC. DIST.
DATE Jan. 9 1978
TIME 10:21 A.M.
Requested by Alaska Title Guaranty



CURVE DATA CHART

CURVE NO.	RADIUS	DELTA	LENGTH	TANGENT	CHORD	BEARING	CURVE NO.
1	250.00	44°21'25"	193.54	101.91	188.75	N67°10'42"E	1
2	300.00	44°21'25"	232.25	122.30	226.50	N67°10'42"E	2
3	350.00	4°28'26"	27.33	13.67	27.32	N47°14'13"E	3
4	350.00	8°11'54"	50.08	25.08	50.04	N85°15'28"E	4
5	20.00	90°00'00"	31.42	20.00	28.28	N36°09'31"E	5
6	20.00	90°00'00"	31.42	20.00	28.28	N53°50'29"W	6
7	270.00	32°39'31"	153.90	79.10	151.83	N25°10'15"W	7
8	300.00	32°39'31"	171.00	87.89	168.69	N25°10'15"W	8
9	330.00	32°39'31"	188.10	96.68	185.56	N25°10'15"W	9
10	20.00	90°00'00"	31.42	20.00	28.28	N86°30'00"W	10
11	20.00	90°00'00"	31.42	20.00	28.28	N03°30'00"E	11
12	20.00	97°00'00"	33.86	22.61	29.96	NORTH	12
13	20.00	83°00'00"	28.97	17.69	26.50	EAST	13
14	300.00	19°01'57"	89.97	45.32	89.63	N28°35'28"E	14
15	20.00	124°36'02"	43.49	38.09	35.42	S12°49'36"E	15
16	267.00	5°30'15"	25.65	12.83	25.64	S77°52'44"E	16

LEGEND

- ● RECOVERED BLM & GLO BRASS CAP MONUMENTS
- △ RECOVERED BRIDGE SPIKE IN ℄ ROAD
- (2) CURVE NUMBER, SEE CURVE DATA CHART
- (R) RECORD
- (F) FOUND
- ⊤ 5/8"x 30" REBAR WITH 1½" ALUMINUM SURVKAP SET THIS SURVEY AT ALL CORNERS, UNLESS OTHERWISE NOTED.

TYPICAL 1½" ALUMINUM SURVKAP



GENERAL NOTES

1. Record information taken from Plat of U.S. Survey No. 3699 dated February 11, 1963.
2. Basis of Bearing is the line between Corner 4 and the Witness Post on line between corner 4 and Corner 5 of U.S. Survey No. 3699 (N 48°30'W)
3. There shall be a 20-Foot Building Setback requirement from all dedicated rights-of-way.
4. Wastewater disposal systems shall comply with existing laws at the time of construction.

CERTIFICATE OF OWNERSHIP & DEDICATION

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, and that I (we) hereby adopt this plan of subdivision and dedicate all streets, alleys, walks, parks, utility easements, and other open spaces to public use.

William M. Brownell
CHOGGIUNG LIMITED
P.O. BOX 249
DILLINGHAM, ALASKA 99576

NOTARY'S ACKNOWLEDGEMENT

State of Alaska
Third Judicial District
On this 17th day of July, 1981, before me, the undersigned, a notary public for the state of Alaska, personally appeared William M. Brownell
to me known to be the person(s) described in and who executed the foregoing certificate of ownership and dedication, and acknowledged to me that he (they) executed the same as his (their) free and voluntary act.
Witness my hand and official seal the day, month, and year hereinabove written.

MY COMMISSION EXPIRES JAN. 28, 1985
My commission Expires

Notary Public for Alaska

PLAT APPROVAL

This plat having been approved by the City of Dillingham Planning Commission as recorded in the official minutes of the meeting of February 3, 1981, is hereby acknowledged and accepted as the official plat, subject to any and all conditions and requirements of ordinances and law appertaining thereto.

City of Dillingham
By: William T. O'Brien

SURVEYOR'S CERTIFICATE

I, the undersigned registered land surveyor, hereby certify that this survey has been completed by me or under my direct supervision and that the corners and monuments have been located and established and that dimensions shown hereon are true and correct.

July 17, 1981
Date

Stanley E. Sears R.L.S. 2087-S

CERTIFICATE OF ACCEPTANCE

The City of Dillingham hereby accepts for public uses and for public purposes the real property dedicated on this plat including, but not limited to, the real property, rights-of-way and easements for public utilities, streets, alleys, thoroughfares, trails, parks and other public areas shown hereon.

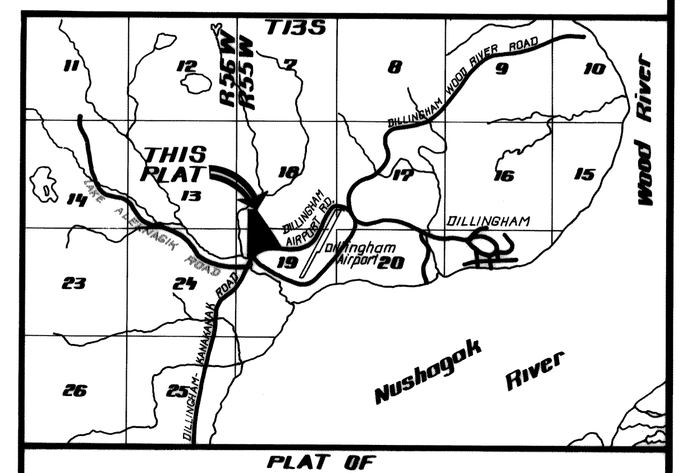
Dated at Dillingham, Alaska this 21st day of July, 1981

ATTEST: Virginia M. Braswell
City Clerk (Ordinance 78-14 SI, 1978: Ordinance 75-1 SS, 1975)

Mayor

VICINITY MAP

SCALE 1" = 1 MILE — DILLINGHAM (A-7) QUADRANGLE



81-8
RECORDED - FILED 10:-
Bristol Bay REC. DIST.
DATE July 30, 1981
TIME 9:30 A.M.
Requested by City of Dillingham
Address Box 121
Dillingham, Ak. 99576

PLAT OF

MISSION SUBDIVISION

A SUBDIVISION OF
LOT 5, U.S. SURVEY NO. 3699
CONTAINING 63.51 ACRES MORE OR LESS

STAN SEARS AND ASSOCIATES
REGISTERED LAND SURVEYORS
POST OFFICE BOX 283
EAGLE RIVER, ALASKA 99577

GRID	SCALE	DATE	FB
DILLINGHAM	1"= 200'	12/01/80	74,70,64,55
DRAWN	CHECKED	FILE	W.O.
I.E.G.	S.E.S.	C-1	78-82

CITY OF DILLINGHAM

P.O. BOX 191 DILLINGHAM, ALASKA 99576

TELEPHONE (907) 842-5211 or 842-5212

July 22, 1981

TO WHOM IT MAY CONCERN:

There are no taxes owing on the Mission Subdivision.

Sincerely,

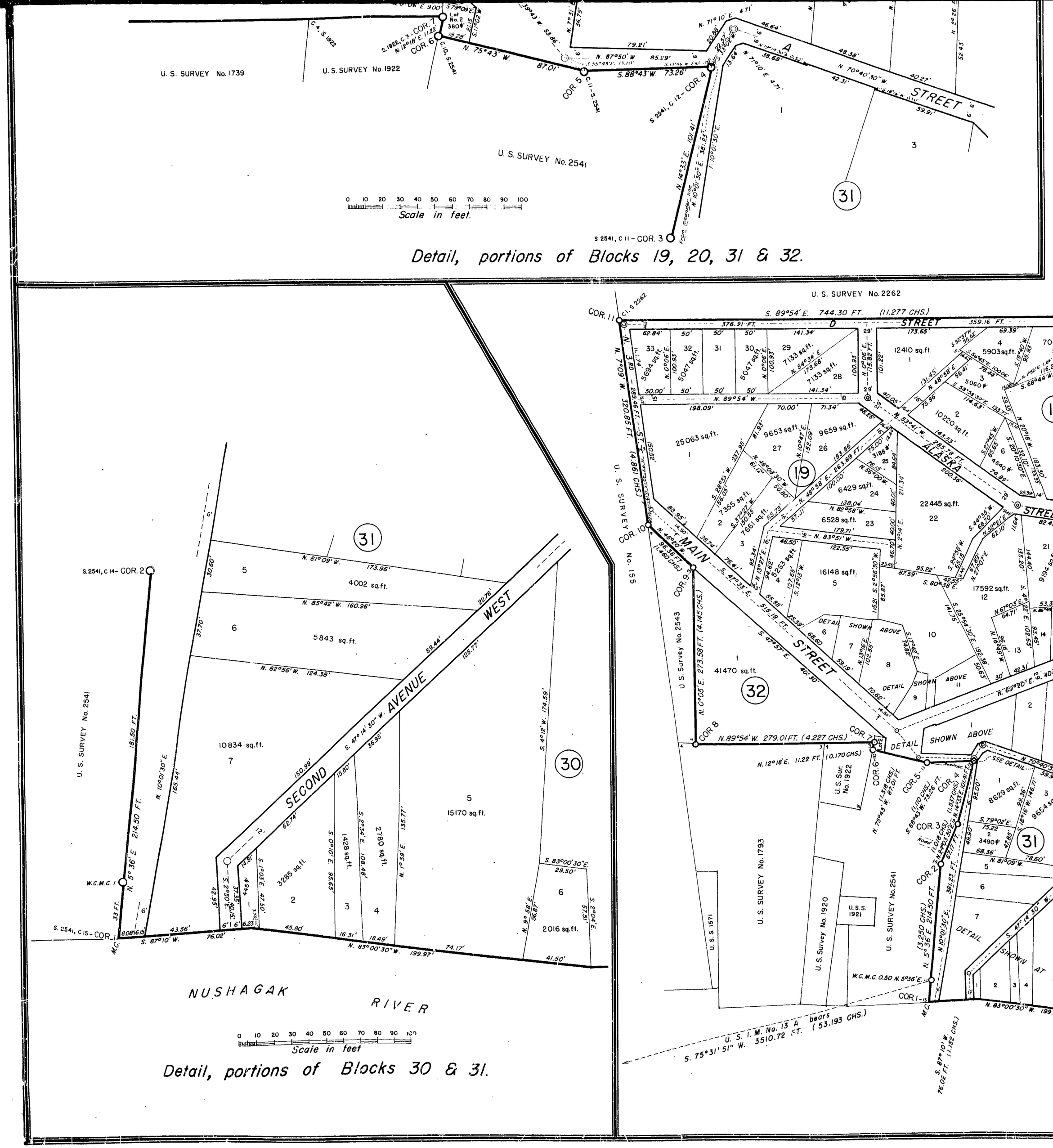
Vivian M. Braswell

Vivian M. Braswell
City Clerk

CITY OF DILLINGHAM ALASKA CORPORATE SEAL

81-8

~~RECORDED~~ - FILED 10.-
Bristol Bay REC. DIST.
DATE July 30, 1981
TIME 9:30 A.M
Requested by City of Dillingham
Address



Detail, portions of Blocks 19, 20, 31 & 32.

Detail, portions of Blocks 30 & 31.

RECOVERED 3¼" BLM BRASS CAP MONUMENT ON 2½" O.D. GALV IRON PIPE 3" ABOVE GROUND FAIR CONDITION

RECOVERED 3¼" BLM ALUM. CAP MONUMENT ON ¾" ALUMINUM ROD 6" ABOVE GROUND GOOD CONDITION

UNSUBDIVIDED (CHOGGIUNG LTD)

S 45°00'00"E 2640.00 (BLM REC)
S 46°24'51"E 2640.10 (M)

RECOVERED 3¼" BLM BRASS CAP MONUMENT ON 2½" O.D. GALV. IRON PIPE FLUSH WITH GROUND GOOD CONDITION

RECOVERED 3¼" BLM ALUM CAP MONUMENT ON ¾" ALUMINUM ROD 6" ABOVE GROUND GOOD CONDITION

424.26 | 22215.84 | 314.96

(UNSUBDIVIDED) U.S.S. # 7143 LOT 1 (ELAINE LEMON)

TRACT C
OPEN SPACE
16.05 Ac.

S 24°15'00"E 180.25
S 17°15'00"E 150.00
300.00
150.00
S 5°30'00"W 310.00
S 68°15'00"E 241.02
450.00
75.00
90.00
S 25°00'00"E 260.00
170.00
N 35°00'00"W 190.00
360.00
170.00
N 44°15'00"W 282.37
525.00
242.63

3 1.59 Ac.
2 1.01 Ac. (10)
1 1.32 Ac.
4 1.56 Ac.
3 1.69 Ac.
2 1.48 Ac. (9)
1 1.41 Ac.
4 1.47 Ac.
3 2.29 Ac.
2 2.91 Ac. (8)
1 2.59 Ac.

434.59 | 373.23 | 305.05 | 330.00 | 433.02 | 422.47 | 378.18 | 346.39 | 366.65 | 446.69 | 449.00 | 449.11

N 43°00'00"E | N 43°00'00"E | N 70°00'00"E | N 39°00'00"E (NP) | N 49°30'00"E (NP) | N 51°15'00"E (NP) | N 54°45'00"E (NP) | N 60°00'00"E (NP) | N 64°00'00"E (NP) | N 46°30'00"E (NP) | N 46°30'00"E

10'x30' GUY EASEMENT 319.31

176.08 | 130.38 | 161.62 | 300.00 | 10'x30' GUY EASEMENT | 10'x30' GUY EASEMENT

N 44°15'00"W 1086.62

EMPEROR

30.01 | 30 | 30 | 30

CITY OF DILLINGHAM

P.O. BOX 191 DILLINGHAM, ALASKA 99576
TELEPHONE (907) 842-5211 or 842-5212

September 14, 1984

TO WHOM IT MAY CONCERN:

There are no taxes owing on the Nerka VII Subdivision.

CORPORATE SEAL CITY OF DILLINGHAM ALASKA

Sincerely,

Vivian M Braswell

Vivian M. Braswell
City Clerk

84-21

RECORDED - FILED 10
BRISTOL BAY REC. DIST.
DATE SEPTEMBER 19, 1984
TIME 9:37 A M
Requested by City of Dillingham
Address Box 19
Dillingham, Alaska
99576

GIFT ACKNOWLEDGEMENT RECEIPT

CITY OF DILLINGHAM ALASKA

SENIOR CENTER

P.O. Box 889
Dillingham, AK 99576
907-842-1231
EIN 92-0030674

Quyana to everyone helping support the Senior Center and our elders. Whether you donated food, volunteered your time, or contributed financially, your kindness means more than words can express. Our community has always been strongest when we help one another. Ikayurtarluten Yuullgutevnun. ❤

Date of Gift: 9/28/2026

Giver Name: SeaShare - Anna Schactler

Giver Address: 600 Ericksen Ave NE, Suite 300
Bainbridge Island, WA 98110

Description of Gift:

120 lbs of cod pieces delivered by Copper River Seafoods

Store Receipt Attached: ☒ Yes ☐ No

No goods or services were provided in exchange for this contribution.

Received By: Rebecca Duke

Title: Community Center Coordinator

Signature

anna@seashare.org
206-653-4520

Please retain this receipt and any attached purchase receipts for your tax records.

Non-Cash Gifts: If gifted items do not have a receipt the City of Dillingham will acknowledge the items gifted but will not a[illegible]ar value. The donor may assign value based on the original purchase price or their own fair-market value for taxes.

Alaska AIR CARGO

DELIVERY SLIP

Station : DLG

AWB	HAWB	Origin	Std Pcs/Wt	SCC	Shipment Des	Consignee	Clearing Agent	Customs Ref.Numb	ULD	Dlv.Pc	Dlv.Wt.	DN Details
27-42751402		ANC	4/140 *	PES,PER,FRO	4PCS-F FISH	SEA- SHARE DILLINGHAM SENIOR CENTER				4	140.00	DN15517(4/140L)

120 LBS & 600 PIECES
FROM SEASHARE
PROVIDED BY COPPER RIVER SEAFOODS

RECEIVED 9/28/2026

bove consignment(s) received in full and apparent good order and condition except as noted in the remarks section

Delivered By : 1078068 _____ (Signature)

Delivered To : DAN BOYD _____ (Signature)

Delivered Date/Ti : 29-Sep-2026 09:39:00

Vehicle Number :

Remarks :

Contact Address :

Page 173

GIFT ACKNOWLEDGEMENT RECEIPT

CITY OF DILLINGHAM ALASKA

SENIOR CENTER

P.O. Box 889
Dillingham, AK 99576
907-842-1231
EIN 92-0030674

Quyana to everyone helping support the Senior Center and our elders. Whether you donated food, volunteered your time, or contributed financially, your kindness means more than words can express. Our community has always been strongest when we help one another. Ikayurtarluten Yuullgutevnun. ❤

Date of Gift: 9/29/2026

Giver Name: BB Mission Lodge

Giver Address: 165 Aleknagik Road, Aleknagik, AK 99555

Description of Gift: See attached invoice #7

Store Receipt Attached: ☒ Yes ☐ No

No goods or services were provided in exchange for this contribution.

Received By: Rebecca Duke

Title: Community Service Coordinater

Signature

Please retain this receipt and any attached purchase receipts for your tax records.

Non-Cash Gifts: If gifted items do not have a receipt the City of Dillingham will acknowledge the items gifted but will not a[illegible]ar value. The donor may assign value based on the original purchase price or their own fair-market value for taxes.

BB Mission Lodge

INVOICE

165 Aleknagik Road
Aleknagik, AK 99555
Phone: 907-842-2250

INVOICE #7

DATE: 9/28/2026

TO:
Dillingham Senior Center Donation

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1 cs	Sourdough bread	67.69	67.69
½ cs	Multigrain bread	26.42	26.42
3	Plain bagel	3.09	9.27
3	Hotdog buns	3.25	9.75
3	Hamburger buns	5.68	17.04
1 cs	Baby Baked potaotes	42.28	42.28
1 cs	Frozen peas (30#)	60.04	60.04
½ cs	Hoagie bread	21.55	21.55
1 bg	Peeled garlic	25.58	25.58
2 cs	Heavy cream	12.21	24.42
2 cs	Eggs	27.48	54.96
1 cs +	Yoplait yogurt	12.23	12.23
1	Sour Cream	11.62	11.62
3	Cream cheese	12.87	12.87
1	Marscapone	20.57	20.57
4	½ & ½	3.36	13.44
2	7 up zero	9.53	19.06
2	Ginger ale	9.32	18.64
3	Apple juice	22.83	68.49
1	Gatorade	20.19	20.19
2	V8	39.60	79.20
2	OJ cans	24.49	48.98
1	OJ bottle	34.37	34.37
1	Cranberry juice	25.80	25.80
3	White grapefruit juice	26.22	78.66
2	Pink grapefruit juice	23.24	46.48

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Pepsi	17.78	17.78
1	Coke zero	8.54	8.54
1	Coke	22.99	22.99
		SUBTOTAL	918.91
		TOTAL DUE	918.91

Make all checks payable to BB Mission Lodge.
If you have any questions concerning this invoice, contact: Trish at 907-842-2250 or psveirs@gmail.com.

THANK YOU FOR YOUR BUSINESS!

RECEIVED 9/29/2026

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 (5 seats)
- ✓Friends of the Landfill (one seat)
- ✓ Planning Commission (3 seats, December)
- ✓ Library Advisory Board (2 seats)
- ✓Parks and Recreation (5 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 27, 2026

Public Notice of Upcoming Meetings

Committee	Dates of meetings	Place	Time
Regular Council Meetings (every first Thursday of the month)	11/04/2026, 12/03/2026 (AML is 12/06/2026-12/12/2026)	City Hall	7:00 PM
Special Council Meeting	10/22/2026	City Hall	5:30 PM
Planning Commission (every second Wednesday)	Move November's due to holiday, 12/09/2026	City Hall	5:30 PM
Code Review Committee (as called for by Chair,as needed)	Regular Code Meeting will be December 2	City Hall	5:30 PM
Finance and Budget (every 3rd Monday)	11/16/2026, 12/21/2026	City Hall	5:30 PM
Port Advisory (Spring and Fall)	November or December, TBD	City Hall	6:00 PM
School Facility (3rd Wednesday in September, January and March, 2nd Wednesday in June)	January	City Hall	5:30 PM
MOU - Quarterly, last week in month, July, October, January,	January	City Hall	
Library Advisory Board		Library	5:30 PM
Friends of the Landfill, Every last Thursday of the month		City Hall	10:00 AM
Public Outreach	TBD	City Hall	5:30 PM TBD
Wood Tikchik State Park Advisory Board	10/30/2026	City Hall	10:00 AM
Elections	Set up, Nov 2, General Election Day 11/03/2026 7 am to 8 pm	City Hall	all day
		library	4:30 PM

Holidays: Nov 11 & 26-27, Dec 25 **AML Dec 6-12**

date of printing is: 10/29/2026

* Dates and times subject to change based on the availability of the committee members. Please call 907-842 5212 to confirm meeting details closer to the dates or see the City Webpage.