



CITY COUNCIL REGULAR MEETING AT 7:00 PM WITH A WORKSHOP AT 5:30 PM

Thursday, October 02, 2025 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 at 7:00 PM

With a Workshop on the Terminal Tariff at 5:30 PM

CITY HALL COUNCIL CHAMBERS / 7:00 p.m.

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

Zoom call-in instructions used for all public meetings:

Zoom call-in: 1-719-359-4580
Meeting ID: 920 - 483 - 0473
Passcode: 99576

Phone access is more stable than video access. If the Zoom meeting freezes or drops, video access will be limited.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes from

September 4, 2025 Regular Council Meeting

August 14th, 2025 Special Meeting

APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

STAFF REPORTS

2. Strategic Plan Report

3. City Manager and Staff Reports

4. Standing Committee Reports (informational)

Planning Commission Minutes: 08/20/2025

Port Advisory Committee Minutes: 08/05/2025

Finance and Budget Committee Minutes:

August 18, 2025

December 5, 2024

August 26, 2024

May 30, 2024

May 28, 2024

May 23, 2024

May 10, 2024

March 4, 2024

October 23, 2023

May 29, 2023

Citizen Committee Appointments

5. Open seats waiting for letters of interest and appointments:

Senior Advisory Commission (6 expired seats, April expirations)

Library Advisory Board - letters from Amy Ruby & Janet Dieckgrafe

Friends of the Landfill (2 open seats)

Port Advisory Committee- letter from Dan Dunaway

PUBLIC HEARINGS

CITIZEN'S COMMENTS (Prior Notice or Agenda Items)

ORDINANCES AND RESOLUTIONS

6. Introduction/ First Reading: Ordinance No. 2025-02: An Ordinance of the Dillingham City Council Authorizing the Disposal of City Property Near Harbor Road to the United States for the Small Boat Harbor Maintenance Dredging Project.

Set the date and time for the public hearing

7. Resolution No. 2025-39, Approve Stipend for Election Workers

8. Resolution No. 2025-41, Amend Terminal Tariff

9. Resolution No. 2025-42 Amend Bank Signature Card Forms

10. Resolution No. 2025-43, Appoint a City Clerk

EXECUTIVE SESSION: To select a City Clerk

DMC 2.09.050 Executive sessions:

A. The following subjects may be discussed in an executive session, from which the public is excluded:

Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;

UNFINISHED BUSINESS

- [11.](#) Contract for Hladick
- [12.](#) City Manager Search- RFP

NEW BUSINESS

- [13.](#) AML Conference December 8-12 (travel Dec 7 & 13)
 - Early Bird Registration ends in October
 - Room Registration ends November 2

CITIZEN'S DISCUSSION (Open to the Public)

COUNCIL COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

File Attachments for Item:

1. Minutes from

September 4, 2025 Regular Council Meeting

August 14th, 2025 Special Meeting



CITY COUNCIL REGULAR MEETING WITH A WORKSHOP ON 3+1 AT 6:15 PM

Thursday, September 04, 2025 at 7:00 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

CITY COUNCIL REGULAR MEETING

CITY HALL COUNCIL CHAMBERS / 7:00 p.m.

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

Workshop on 3+1 to be held in the Council Chambers on September 4th starting at 6:15 PM

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CALL TO ORDER The meeting was called to order at 7:05 PM by Mayor Alice Ruby.

ROLL CALL

Council Members Present: Michael Bennett, Steven Carriere, Curt Armstrong, Kaleb Westfall, Kevin McCambly, Bertram Luckhurst

Council Members Absent: None

Mayor: Alice Ruby

PLEDGE OF ALLEGIANCE was conducted.

APPROVAL OF MINUTES

Motion: Kaleb Westfall moved to amend the June 12, 2025 Special Meeting minutes to reflect that absent members should not have votes recorded. Seconded by Michael Bennett.

Vote: Yes – Kevin McCambly, Kaleb Westfall, Michael Bennett. No – Steve Carriere, Bertram Luckhurst, Curt Armstrong. Mayor Ruby broke the tie voting No.

Result: Motion failed.

A correction was made to page 34 for the spelling of Hladick (these minutes for 08.14.2025 were not on the agenda). The listed minutes were approved, without corrections:

1. Minutes from 05.01.2025 City Council Regular Meeting

Minutes from 05.28.2025 BOE Meeting/ Hearing

Minutes from 05.29.2025 BOE Meeting/ Hearing

Minutes from 06.05.2025 BOE Meeting/ Hearing

Minutes from 06.05.2025 City Council Regular Meeting

Minutes from 06.12.2025 City Council Special Meeting

Minutes from 06.19.2025 City Council Regular Meeting

Minutes from 07.31.2025 City Council Special Meeting

Minutes from 08.7.2025 City Council Regular Meeting

APPROVAL OF CONSENT AGENDA (none)

APPROVAL OF AGENDA

Motion: Steve Carriere moved to approve the agenda. Seconded by Bertram Luckhurst.

Amendment: Kaleb Westfall moved to remove Resolutions 2025-26, 2025-29, 2025-33, 2025-30. Vote: 4 Yes (Bert, Michael, Steve, Curt), 2 No (Kevin McCambly and Kaleb opposed).

Result: Motion carried.

STAFF REPORTS

2. Strategic Plan Report
3. City Manager and Staff Reports

Airport Waterline Extension (RFP 2025-02)

- Issue discovered with bidder qualifications; legal consulted to protect the City from protest/litigation.
- Discovered an additional qualified bidder via City Manager email records; RFP schedule adjusted to include them.
- Material spec questioned: 12" ductile iron (DIP) vs HDPE. Staff cited engineering basis (PFAS protection, joint integrity, 75–100-year service life, freeze–thaw resistance, fire-flow capacity, compatibility with existing system). Council asked for clarity on ability to alter the design and for engineering rationale comparing DIP vs HDPE without pausing procurement unless directed.

NTS Grant Reclassification

- City was reclassified remote → rural, reducing funding by ~\$30,000.
- Contact made with Rep. Bryce Edgmon; State engagement underway to address impacts to Dillingham and similarly affected entities.

Harbor Lights Project

- Resolution not ready for this meeting due to timing/partner workload; options to come to Council in October.

City Manager Recruitment

- Draft RFP provided to Council for input; discussion to continue later on agenda and/or in a workshop.

Roads/Right-of-Way & Maintenance Responsibility

- Planner seeking direction to inventory roads, clarify ownership/authority/easements, and route work through Planning Commission then Code Committee.
- Consensus to maintain status quo service during the study; emphasize public safety and liability avoidance (e.g., operating on lands without easement).
- Council interest in ensuring school bus routes are within secured ROWs.

ISO Fire Rating

- Re-evaluation nearing completion; request for a brief public presentation (workshop before a meeting) so residents understand implications.

Grants Process & Council Role

- Discussion on when Council approval is needed (some grants carry financial/legal obligations beyond award).
- Staff to review DMC provisions and peer policies; prepare guidance on routing, appropriation, and acceptance.

Legal Services Usage & Budget

- Request for a summary of attorney time by topic/requester using existing invoices to limit added legal cost.
- Broader discussion of legal cost overruns and drivers.

Port Organization & Harbor Deficit

- Suggestion to recombine Port Director & Harbormaster roles to reduce costs; consider via org chart and budget process (or by unfunding a position).

Heavy Equipment Training

- Up to four spots secured for City staff in November training.

4. Standing Committee Reports

The following minutes were presented to the council:

Finance and Budget Minutes from 05/17/2025 & 03/12/2025

Planning Commissions Minutes from 05/22/2025, 04/16/2025 & 01/08/2025

Port Advisory Committee Minutes from 02/21/2025

Library Advisory Committee Minutes from 03/18/2025

Budget & Finance Committee

- Investment Policy: Committee has worked on formal policies for multiple cycles (originating back when Andy Anderson chaired); encouraged passage tonight.
- Upcoming Work: Added projects to revisit tax issues and review property tax structure.
- Timing: Committee intends workshops over the next couple of months, before the next fishing season.
- Related agenda item noted: Assessor contract up tonight.

Planning Commission

- Three sets of minutes included in the packet (no additional discussion reported here).

Port Advisory Committee

- Next meeting scheduling: Danny will call each committee member individually to identify dates (email coordination hasn't worked well).
- Scheduling approach: General preference to set a standing block (e.g., second Wednesday, quarterly) and post far in advance to accommodate busy calendars.
- Staff reporting: Concern raised that the Port Director's report has been unchanged for ~1 year; request for a more comprehensive report going forward. City Manager affirmed he will address this.

Library Advisory Committee

- Report included in the packet; no appointments recommended at this meeting.

Citizen Committee Appointments (none)

PUBLIC HEARINGS (none)

CITIZEN'S COMMENTS (Prior Notice or Agenda Items) (none)

ORDINANCES AND RESOLUTIONS

5. Resolution No. 2025-26: Personnel Policy Update, Juneteenth Holiday

Motion by Steve Carriere, seconded by Curt Armstrong. Vote: Yes – Luckhurst,

Carriere, Armstrong; No – Bennett, Westfall, McCambly. Mayor Ruby broke the tie voting Yes. Motion carried.

- **Discussion:**

- Resolution recognized Juneteenth as an official City holiday, consistent with State of Alaska and federal recognition.
- Kaleb Westfall expressed concern over the financial impact of adding a paid holiday. Kevin McCambly raised concerns about service reductions, especially at the landfill.
- Staff explained the new union agreement would help address service gaps.

Vote: Yes – Carriere, Armstrong, Luckhurst; No – Bennett, Westfall, McCambly; Mayor Ruby voted Yes to break the tie. Motion carried.

- **Reconsideration:** Later in the meeting, Curt Armstrong moved to reconsider, seconded by Bennett. Carried 4–2 (Michael, Kaleb, Curt and Kevin in favor with Steve and Bert opposed,).
- **Amendment:** Kevin McCambly moved to add Elizabeth Peratrovich Day, seconded by Bennett.

Vote on amendment: Yes – Carriere, Bennett, Luckhurst, McCambly, Armstrong; No – Westfall. Motion carried 5–1.

6. **Resolution No. 2025-29:** Authorizes the Administration to negotiate a lease with GCI

Motion by Steve Carriere, seconded by Bertram Luckhurst.

Discussion: Kevin and Michael wanted it put out to bid.

Discussion:

- Resolution authorized administration to negotiate a fair-market lease with GCI for the mobile building.
- Lease had expired and was operating month-to-month.
- Council discussed target rates (\$2.75–\$4.95 per sq. ft.) and whether the lease should go to bid.

Vote: Yes – Luckhurst, Carriere, Armstrong; No – Bennett, Westfall, McCambly. Mayor Ruby broke the tie voting Yes. Motion carried.

7. **Resolution No. 2025-28** Discontinue "Mayor's Sale" and replace with "Public Purchase"

Motion by Steve Carriere, seconded by Bertram Luckhurst.

Discussion:

- Resolution shifted surplus property sales to Public Purchase, an online auction platform with buyer-paid fees.
- Council discussed logistics, scheduling quarterly sales, and coordination among departments.

Vote: Unanimous Yes. Motion carried.

8. Resolution No. 2025-33 Support Arctic Tern Application

Motion by Steve Carriere, seconded by Michael Bennett.

Discussion:

- Resolution supported Curyung Tribal Council's application for Arctic Tern grant funding, which helps youth attend the First Alaskans Institute Elders and Youth Conference.
- Council noted the longstanding partnership with ECOC and Portage Creek.

Vote: Unanimous Yes. Motion carried.

9. Resolution No. 2025-35 Grader Procurement Waiver

Motion by Steve Carriere, seconded by Curt Armstrong.

Discussion:

- Resolution allowed the City to use Sourcewell, a cooperative purchasing entity, to save costs on grader procurement.
- Staff explained list price was \$866,000 but Sourcewell reduced it to \$490,000.
- Kaleb Westfall raised concerns about funding capacity.

Vote: Yes – Luckhurst, Carriere, Armstrong; No – Bennett, McCambly, Westfall.
Mayor Ruby broke the tie voting Yes. Motion carried.

10. Resolution No. 2025-32 Enter into a capital lease to finance the purchase of a new Caterpillar Model 160M Grader

Motion by Steve Carriere, seconded by Curt Armstrong.

Discussion:

- Authorized lease-to-own purchase of Caterpillar Model 160M grader at \$110,000/year for five years, 5.49% interest, total \$554,000.
- Lease allowed return without penalty if obligations could not be met.
- Michael Bennett expressed concern about maintenance schedules; staff described ongoing improvements to equipment maintenance programs.

Vote: Yes – Luckhurst, Carriere, Armstrong; No – Bennett, McCambly, Westfall. Mayor Ruby broke the tie voting Yes. Motion carried.

11. **Resolution No. 2025-34** Senior Center Staffing Adjustment

Motion by Steve Carriere, seconded by Kaleb Westfall.

Sonja Marx, Librarian & Acting Senior Center Director, was called to the podium. Explained that the librarian position was part-time without benefits for 15 years, which kept the library budget lean, and only returned to full-time with benefits in FY25. Clarified that the Library Advisory Board, not the Friends of the Library, oversees library matters. Expressed concern that combining the librarian and senior center director roles creates a workload equivalent to two full-time jobs, though she has found the senior center work fulfilling while serving in both roles temporarily.

Discussion:

- Adjusted positions at the Senior Center and changed librarian/community services director from hourly to salaried.
- **Public Comment:** Sonja Marx (librarian & acting senior center director) noted combining the roles effectively creates two full-time jobs and questioned sustainability, though she found senior center work fulfilling.
- Michael Bennett moved to table the resolution to allow more discussion with staff; motion failed 3–3, with Mayor Ruby voting No to break the tie.

Vote: Yes – Luckhurst, Carriere, Armstrong; No – Bennett, McCambly, Westfall. Mayor Ruby broke the tie voting Yes. Motion carried.

12. **Resolution No. 2025-36** Adopt Investment Policy

Motion by Steve Carriere, seconded by Curt Armstrong.

Discussion:

- Established an official investment framework for the City, authorizing the treasurer and city manager to coordinate investments.

- Discussed using multiple firms (AMLIP, Piper Sandler, TBI, Wells Fargo) with guidance from 3+1 on cash flow strategy.

Vote: Unanimous Yes. Motion carried.

13. Resolution No. 2025-37 Assessor Contract

Motion by Steve Carriere, seconded by Curt Armstrong.

Discussion:

- Extended contract with Appraisal Company of Alaska for 2026 tax year to provide property tax assessment services for \$8,000.
- Council discussed stability, cost-effectiveness, and risks of switching contractors.

Vote: Yes – Carriere, Armstrong, Luckhurst; No – Bennett, McCambly, Westfall. Mayor Ruby broke the tie voting Yes. Motion carried.

14. Resolution No. 2025-40 for Union Local 71 Contract

Motion by Steve Carriere, seconded by Curt Armstrong. Procedural Motion: Carriere called the question, seconded by Armstrong. Debate ended.

Discussion:

- Approved contract providing 0% wage increase in 2025, 1% in 2026, and 2% in 2027.
- Agreement added scheduling flexibility for landfill and holiday coverage.
- Kaleb Westfall raised concern about council not seeing the full CBA; Steve Carriere explained restrictions under the Taft-Hartley Act.

Vote: Yes – Carriere, Luckhurst, Armstrong; No – Bennett, McCambly, Westfall. Mayor Ruby broke the tie voting Yes. Motion carried.

UNFINISHED BUSINESS

15. Acting City Manager Mentorship with Hladick discussed, follow up required.
16. RFP for Manager Selection discussed; council to continue refining process.

NEW BUSINESS

17. Date for a workshop on Property Tax Assessments and Exemptions to be scheduled.

18. Date for Public Outreach Committee Meeting to be scheduled

CITIZEN'S DISCUSSION (Open to the Public)(none)

COUNCIL COMMENTS

Councilmember Kaleb Westfall requested a special meeting within the next 2–3 weeks to review the Cosgrove report and related issues. He asked that the meeting cover: communication processes, which officials were contacted or not contacted, costs incurred, and the overall chain of events. Staff were directed to poll councilmembers for availability before September 25. Councilmembers also raised concerns regarding the City's financial position, noting the apparent decline in reserves from approximately \$10 million to a significantly lower balance.

A request was made for a comprehensive financial report detailing revenues, expenditures, reserve use, and overall financial status of the City. The Council agreed that a future meeting should include a full financial state-of-the-city presentation, in addition to what is typically provided to the Budget and Finance Committee.

MAYOR'S COMMENTS

The Mayor reported that Acting City Manager Jack voluntarily provided a background check through the Alaska State Troopers. The report contained only minor historical infractions; it will be made available for councilmembers to review in the Mayor's office, but not placed in the public packet due to its personnel nature. The Mayor requested a moment of silence in memory of long-time resident Barbara Lopez

ADJOURNMENT at 11:47 PM by the Mayor

ATTEST:

Abigail Flynn, Acting City Clerk

[SEAL]

Date of Approval



CITY COUNCIL SPECIAL MEETING

Thursday, August 14, 2025 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

CITY COUNCIL SPECIAL MEETING

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

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

And via zoom

CALL TO ORDER

Mayor Alice Ruby called the special meeting to order at 5:30 p.m.

ROLL CALL

- **Present:** Bertram Luckhurst, Michael Bennett, Steven Carriere, Curt Armstrong, Mayor Alice Ruby
- **Absent:** Kevin McCambly (excused – traveling), Kaleb Westfall
- **Quorum** established (4 present).

PLEDGE OF ALLEGIANCE

- The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

- **Motion:** Approve agenda with open discussion for Items 2 and 3.
 - Moved by Michael Bennett, seconded by Steven Carriere.
 - **Vote:** Passed unanimously by voice vote

CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

- **Mayor's Call:** Mayor invited online participants to comment; none spoke.
- **Dan Boyd** – Asked if a financial status report would be presented.
 - Mayor Ruby responded no report would be provided at this special meeting; Finance & Budget Committee meeting scheduled for next week.

SPECIAL BUSINESS

1) Report on Internet connection for Zoom access

- **Staff Report** – Deputy City Manager Jack outlined actions taken:

- Contacted Nushagak Cooperative (ISP) for speed and interaction tests.
- Worked with IT Specialist Kyle Johnson to adjust internal connection methods.
- Configured **dual-ISP system**: Starlink (primary) with Nushagak Cooperative (secondary failover).
- Factors affecting performance: building materials, Wi-Fi strength, wiring/equipment age (CAT5 cabling in use), Zoom platform settings.
- Acknowledgments: William Cheney, Michael Timmerman, Kyle Johnson, and Abigail Flynn for assistance.
- **Q&A**: Councilmember Carriere asked about cabling; Kyle Johnson confirmed CAT5 is in place, with further stress testing planned.
- **Next Steps**: Staff will continue monitoring and keep Zoom access open for council and committee meetings.

2) Process to Move Forward in City Manager Selection

- Council discussed recruitment options and interim support, including:
 - **Executive recruitment firm**: to actively source candidates.
 - **Mentor/consultant**: Engage a professional with municipal management experience (names mentioned: **Chris Hladick**, **Bill Dann**) to support the Acting City Manager.
 - **Materials requested**: Jack's resume, references, and background check to be provided at next regular meeting.
 - **Recruitment process**: Council preferred reviewing proposals from headhunter firms and potential mentors at the next meeting.
 - **Budget**: Possible use of funds not allocated to former City Manager's salary.
 - **RFP vs. direct proposals**: Some members suggested formal RFPs; others preferred direct proposals for efficiency.
- Council agreed staff will prepare proposals for headhunter services and mentor support for the **September regular meeting**.

3) Resolution No. 2025-32: Appoint Acting City Manager

Motion: Adopt Resolution No. 2025-32 appointing Jack as Acting City Manager.

- Moved by Steven Carriere, seconded by Bertram Luckhurst.
- **Disclosure**: Councilmember Curt Armstrong disclosed familial relationship (Jack is his nephew). Mayor determined no financial conflict of interest; participation allowed.
- **Vote**: Motion passed unanimously by voice vote.

COUNCIL COMMENTS

- Councilmembers thanked Jack for stepping into the Acting City Manager role, acknowledged the weight of responsibility, and expressed support moving forward.

MAYOR'S COMMENTS

- Mayor Ruby thanked staff, specifically **Abigail Flynn**, for meeting setup.
- Encouraged council and public to track upcoming committee meetings, noting the importance of restarting delayed committees.

- Announced she may be absent from some upcoming meetings but urged council to proceed as scheduled.

ADJOURNMENT

- Mayor Alice Ruby adjourned the meeting at 6:06 p.m.

ATTEST:

City Clerk

Date Approved

[SEAL]

File Attachments for Item:

3. City Manager and Staff Reports

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 3.

Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date:09/25/2025

To: Dillingham City Council

From: Jack Savo Jr., Acting City Manager

Subject: City Manager Monthly Report September 2025

Upcoming Events:

TBD _____ Special Meeting on the Cosgrove Report
TBD _____ Public Outreach Committee Meeting
October 2, 5:30-7:00pm, Workshop on Terminal Tariff Update
October 2, 7:00pm Regular Council Meeting
October 7, Election Day
October 8, 5:30pm Planning Commission Meeting
Canvassing Committee Meeting (Time and Date TBD)
October 16, 5:30pm Workshop with City Assessors (assessments/property tax)
October 16, 7:00pm Special Council Meeting
October 20, 5:30pm Finance and Budget Committee
November 6, 7:00pm Regular Council Meeting (workshop prior TBD)
November 12, 5:30pm Planning Commission Meeting
November 13, 5:30pm Code Review Committee
November 17, 5:30pm Finance and Budget Committee

RFP 2025-02 Airport Waterline Extension Update:

Updated RFP Schedule

-August 29,2025	Bid Opening
-September 02,2025	Shortlist Notification
-September 05,2025	Interviews
-September 10,2025	Scoring/Selection (am) Intent to Award/Fee Proposal (pm)
-September 17,2025	Fee Negotiations Meeting 1 (contract discussion)
-September 19,2025	Fee Negotiations Meeting 2 (signed agreement)
-October 16,2025	Council Approval (change from October 2)
-October 17,2025	Notice to Proceed (change from October 3)

Senior Center – Library:

- 303 served August 18-September 14, 2025, this included both in person dining and home delivered meals
- Out of 19 service days available during this time home meal delivery occurred everyday
- Volunteers helped the last week of August. Local food vendors provided 2 days of congregate meals in the dining room along with 5 days of home delivery.
- Special thanks to Bailey's of Bristol Bay and Aem Robinson for their dedication to the community of Dillingham
- Moose donations received during this time
- FY 26 Budget implementations go into effect September 29, 2025. This will reduce the hours open for the Senior Center. Hours are now 8:00am – 2:00pm. Senior Shuttle services will be available 10:00am – 2:00pm except when van driver is delivering home meals.
- Library had 626 patrons during this time period
- 451 items checked out in the month of August with 251 items checked out September 1-19.
- 70 Museum visitors during this time
- Library hours reduced to 25 hours a week starting September 29
- Library Advisory Board set new hours as follows
 - Closed Sunday and Monday
 - Open Tuesday – Thursday 12:00pm – 4:00pm
 - Open Friday 10:00am – 6:00pm (story time at 10:30)
 - Open Saturday 10:00am – 3:00pm

Volunteer program being developed and worked through with a goal of increasing hours of Senior Center and Library, both services that are very important to our community.

Public Safety:

- PSEA Public Safety Employees Association:
 - Negotiations are underway
 - Management goal is to obtain what is in the best interest of the City of Dillingham.
- Public Outreach has been a focus during this time with Chief O'Malley and Officers attending public events
- Animal Control Officer is in process of completing online training required for euthanasia licensure. Upon completion he will attend the practical training in Anchorage. This is a much-needed service to the citizens of Dillingham.

Harbor Light Project:

- This is in progress, additional time needed to get material quotes and equipment costs estimates as accurately as possible. We will have a recommendation when this is completed.

School Facility Committee:

- Meeting held September 4, 2025 at 3:00pm
- Present at the meeting where the following
 - Andrew Berkowski (DCSD Facility Director)
 - Chris Aguirre (Interim Superintendent)
 - Alice Ruby (Mayor)
 - Jack Savo Jr (Acting City Manager)
 - Steve Carriere (City Council)
 - Phill Baumgartner (Public Works Director)
 - Heather Savo (School Board President)
 - Kevin McCambly (School Board, City Council)
 - Travis Roenfan (community member, plant manager Silver Bay)
- Items discussed DCSD building and grounds maintenance priorities, cooperation between the City of Dillingham and the School District, Legislative priorities, funding sources.
- Public Works Director and DCSD Facility Director to do a walkthrough of Buildings and Grounds to determine and maintenance priority list.
- City of Dillingham will work with DCSD to help accomplish tasks where possible, we want to help provide the safest and most reliable services to our students.

City Manager Search:

- RFP Developed and draft presented at September 4 Regular City council meeting.
- RFP Discussion will occur during Unfinished Business section of October 2 agenda.

Department Accomplishments:

- All Departments have been busy with various tasks to help accomplish the City's mission, motivation is high, and communication lines are open.
- We have been working towards a more cooperative environment in our City
- Individual Department reports follow this, please read through and see the last months accomplishments.

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr



Dillingham City Council
Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: 09/24/2025

To: Jack Savo, Acting City Manager

From: Anita Foran, Finance Director

Subject: Council Report 10/02/2025

Acknowledgements and Recognitions:

August Statistics: As of date of report.

Cash Receipts: \$1,769,031.43

All Payments: \$1,297,409.95 (includes \$303,270.05 for 2 payrolls).

Council Considerations/Recommendations:

None at this time.

Department Accomplishment and Opportunities:

Questica:

Final stages of implementation. Waiting on AccuFund and for final implementation.

Audit Update:

FY25 Audit – Testwork scheduled for the week of October 13, 2025. Testwork samples have been received and are starting to be pulled and reviewed. Final week scheduled for the week of December 1, 2025.

Department staffing:

Account Technician II – Receivables position is advertised.

Property Tax:

Continued progress is being made to address outstanding concerns. An agreement has been made with Alaska Work is being done now that will assist with the CY2026 tax roll.

Collections:

City of Dillingham

Ongoing.

Grants:

Fourth quarter reports were finalized in July and August. Some reporting was completed in September, due to some adjustments in project narratives.

Budget:

FY26 Budget amendment 1 is in progress. Requesting an additional meeting so an ordinance can be introduced at the October 16, 2025 council meeting.

FY27-FY28 creation will begin after the first FY26 budget amendment.

Internal Controls:

- Review of the document is ongoing.
- Payables review is first to be reviewed in full detail.

Other News:

- Working with other departments to determine all contracts that need to go out for the bidding process.
- GCI lease has been presented to GCI. Waiting for a response. Hoping for an introduction to the October 16, 2025 council meeting.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- November 1, 2025, Real Property and Personal Property tax payments are due. If the first half is paid by November 1, 2025, then the second half payment can be made on December 1, 2025. If at least the first half payment is not made by November 1, 2025, then a penalty is applied to the remaining balance of all taxes due.

Revenue and Expense Report – July 2025:

- Target percentage for July activity is 8%. Explanations provided in this report are for those items above 28%. These are unaudited items and will have adjustments as the audit work is completed.
- Fund balance is an increase of \$3,363,179. This increase is due to property tax invoices going out on 07/01/2025. Payments of property tax are 7-9% at this time.
- All other reporting at this time is as expected based on revenue receiving history.

Special Revenues & Other Funds Revenue

- All revenues are on target at an average of 8%.

Transfers

- All general fund transfers are as expected at this time.

- Overall revenue at 29% due to revenue from property taxes.

General Fund Expenditures

- General fund expenditures are at 7% average as expected.

Special Revenues & Other Funds Expenditures

- Average expenditures are at 6% as expected.

Grant and Bond Revenues/Expenditures

- Curyung grant funding for the ice machine has become available again and can be revised in an upcoming budget amendment. Grant was in place over 3 years ago.

Capital Project Revenues/Expenditures

- Curyung grant funding for the ice machine has become available again and can be revised in an upcoming budget amendment. Grant was in place over 3 years ago.

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2025

Data Collected on:
9/18/2025

Section . Item 3.

	<u>07/31/25</u>			<u>07/31/24</u>				
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>		Uncollected	% Adj
<u>General Fund Revenues</u>								
General Sales Tax	\$ 3,400,000	\$ 344,034	10%	\$ 374,040	\$ (30,006)		(514.25)	10%
General Sales Tax - Remote	450,000	0	0%	45,206				
Alcohol Sales Tax	280,000	24,981	9%	27,701	(2,720)			9%
Transient Lodging Sales Tax	125,000	18,573	15%	10,956	7,617	-		15%
Gaming Sales Tax	15,000	-	0%	3,199	(3,199)			0%
Tobacco Excise Tax	280,000	23,423	8%	22,195	1,228			8%
Marijuana Excise Tax	90,000	10,865	12%	5,272	-			12%
Business License	17,000	150	1%	250	-			1%
Penalty & Interest - Sales Tax	17,000	2,412	14%	766	1,646	-		14%
Total Sales Tax	4,674,000	424,438	9%	489,587	(25,435)			9%
Real Property Tax	2,600,000	2,751,545	106%	2,574,193	177,352	(2,569,996.73)		7%
Personal Property Tax	700,000	762,662	109%	1,154,008	(391,346)	(700,316.88)		9%
Penalty & Interest - Property Tax	130,000	36,405	28%	37,627	(1,222)			28%
Total Property Taxes	3,430,000	3,550,612	104%	3,765,828	(215,216)			8%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-			0%
Shared Fisheries	150,000	-	0%	600,639	(600,639)			0%
Raw Fish Tax	20,000	-	0%	16,450	(16,450)			0%
Community Sharing	75,396	-	0%	106,324	(106,324)			0%
Payment in Lieu of Taxes (PILT)	540,000	-	0%	-	-			0%
State Jail Contract	670,000	182,806	27%	-	182,806			27%
Motor Vehicle Tax	25,000	4,761	19%	-	4,761			19%
Ambulance Fees	60,000	2,000	3%	882	1,118			3%
Lease & Rental Income	35,000	930	3%	920	10			3%
Admin Overhead	202,405	7,991	4%	9,251	(1,260)			4%
PERS on Behalf	285,399	21,430	8%	13,522	7,908			8%
PERS Forfeiture Fund	25,000	-	0%	26,796	(26,796)			0%
Other Revenues	306,400	30,173	10%	52,366	(22,194)	-		10%
Total	2,464,600	250,091	10%	827,150	(577,059)			10%
Total	\$ 10,568,600	\$ 4,225,141	40%	\$ 5,082,565	\$ (817,710)			9%
<u>Special Revenue & Other Funds Revenue</u>								
Water	232,800	21,027	9%	22,636	(1,609)	(3,428.32)		8%
Sewer	463,300	36,434	8%	34,103	2,330	(4,628.24)		7%
Landfill	331,100	54,228	16%	80,542	(26,314)	(2,470.00)		16%
Port - Dock	746,600	79,276	11%	108,572	(29,296)	(7,848.08)		10%
Port - Harbor	158,780	22,988	14%	63,713	(40,725)	-		14%
Asset Forfeiture Fund	500	26	5%	34	(8)			0%
E-911 Service	67,000	5,495	8%	5,693	(198)			8%
Public Safety Reward	-	-	0%	-	-			

		<u>07/31/25</u>		<u>07/31/24</u>		
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	39,200	2,826	7%	883	1,944	7%
Senior Center (Grant)	76,000	561	1%	(4,993)	5,553	1%
Library (Grants)	38,578	-	0%	(4,852)	4,852	0%
Debt Service - Bond Investments	70,000	8,076	12%	9,562	(1,486)	12%
Debt Service - SOA Revenue	745,000	-	0%	-	-	0%
Debt Services - Streets Refund	-	-		-	-	
Mary Carlson Estate	21,000	1,561	7%	1,844	(284)	7%
Ambulance Rental	-	-	0%	1,200	(1,200)	
Total	\$ 2,989,858	\$ 232,497	8%	\$ 318,938	\$ (86,441)	7%
Transfers						
<i>From General Fund to Other Funds</i>						
Water	-	-		-	-	
Landfill	544,400	-	0%	75,607	(75,607)	
Senior Center	186,361	26,805	14%	15,607	11,198	
Ambulance Reserve	50,000	1,600	3%	794	807	
Equipment Replacement	-	3,305	0%	-	3,305	
Capital Projects (Fund 7140)	-	-	0%	-	-	
Landfill Closure (Fund 7150)	25,000	2,083	8%	-	2,083	
Debt Service SRF Loans	51,011	-	0%	-	-	
Debt Service Streets Bond	166,000	-	0%	-	-	
Debt Service Firehall Bond	47,000	-	0%	-	-	
Debt Service School Bond	319,750	-	0%	-	-	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	314,630	16,589	5%	-	16,589	
Port - Harbor - Ice Machine	3,200	-	0%	-	-	
Port - Harbor - Bathhouse	11,720	2,111	18%	2	2,109	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	67,000	4,106	6%	4,395	-	
Transfer from Carlson Estate to Library	4,000	337	8%	337	-	
Transfer from Wastewater to Water	-	-	0%	-	-	
Total	\$ 1,790,072	\$ 56,936	3%	\$ 96,741	\$ (39,516)	
Total Revenues & Transfers	\$ 15,348,530	\$ 4,514,573	29%	\$ 5,498,244	\$ (943,668)	

		<u>07/31/25</u>		<u>07/31/24</u>	
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 121,550	\$ 14,944	12%	\$ 3,337	\$ 11,607
City Clerk	308,100	13,514	4%	15,633	(2,119)
Administration	651,050	29,646	5%	24,141	5,505
Finance	1,547,940	64,839	4%	73,745	(8,906)
Legal	100,000	2,051	2%	0	2,051
Insurance	375,000	0	0%	32,857	(32,857)
Planning	336,000	15,513	5%	13,397	2,116
Foreclosures	20,000	0	0%	1,590	(1,590)
IT	372,500	16,415	4%	49,441	(33,027)
Public Safety Administration	448,850	17,232	4%	13,415	3,817
Dispatch	842,850	41,063	5%	43,958	(2,896)
Patrol	1,566,000	76,174	5%	55,360	20,815
Corrections	780,945	47,391	6%	57,538	(10,146)
DMV	92,150	4,085	4%	4,402	(318)
Animal Control Officer	73,600	6,440	9%	6,800	(360)
K-9 Unit	2,000	0	0%	0	-
Fire	561,800	35,440	6%	55,213	(19,774)
Fire Department Donation	10,000	0	0%	0	-
Public Works Administration	504,400	26,973	5%	22,541	4,432
Building and Grounds	986,800	48,461	5%	23,020	25,441
Shop	606,600	33,981	6%	30,614	3,367
Street	698,400	4,615	1%	10,484	(5,869)
Library	184,195	10,852	6%	15,326	(4,474)
Grandma's House	90,900	776	1%	1,329	
City School	1,702,000	425,087	25%	0	425,087
Transfers to Other Funds	1,364,522	31,710	2%	92,007	(60,297)
Total	\$ 14,348,152	\$ 967,202	7%	\$ 646,148	\$ 321,608

	<u>Budget - FY26</u>	<u>07/31/25</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	509,800	21,388	4%	14,349	7,039
Sewer	518,500	12,239	2%	8,815	3,424
Landfill	886,800	25,245	3%	124,256	(99,011)
Port - Dock	1,104,596	42,744	4%	57,403	(14,659)
Port - Harbor	488,330	38,979	8%	34,371	4,608
Asset Forfeiture Fund	25,000	-	0%	-	-
E-911 Service	67,000	-	0%	77,447	(77,447)
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	225,561	27,926	12%	22,816	5,110
Senior Center (Grant)	76,000	13	0%	3,449	(3,436)
Library (Grants)	38,578	4,022	10%	309	3,713
Mary Carlson Estate	6,255	239	4%	559	(320)
Ambulance Reserve Fund	15,000	-	0%	-	-
Debt Service SRF Loans	51,011	-	0%	-	-
Debt Service School Bond	1,064,750	-	0%	-	-
Debt Service Firehall Bond	47,000	-	0%	-	-
Debt Service Streets Bond	236,000	-	0%	-	-
Equipment Replacement	-	3,305	0%	-	3,305
Total	\$ 5,360,181	\$ 176,100	3%	\$ 343,774	\$ (167,674)
	\$ 19,708,333	\$ 1,143,302	6%	\$ 989,922	\$ 153,934
Net Increase (Decrease) to Fund Balances	\$ (4,359,803)	\$ 3,371,271		\$ 4,508,322	\$ (1,097,602)

	<u>Budget - FY26</u>	<u>07/31/25</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		93,719	(93,719)
SRF Loan - Landfill	200,000	-		-	-
AHSO	-	-		-	-
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		2,095	(2,095)
Curyung-Ice Machine	-	-		-	-
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	-	0%	(1,273)	1,273
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	\$ 3,482,787	\$ -	0%	\$ 1,846,736	\$ (1,846,736)
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	-	-		845,838	(845,838)
SRF Loan - Lagoon Aeration	-	-		275,804	(275,804)
SRF Loan - Landfill	200,000	-		-	-
AHSO	-	-		-	-
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		41	(41)
Curyung-Ice Machine	-	2,585	0%	-	2,585
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	5,507	8%	6,147	(640)
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	\$ 3,482,787	\$ 8,092	0%	\$ 1,127,830	\$ (1,119,738)
	\$ -	\$ (8,092)		\$ 718,906	\$ (2,966,473)

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2025

Data Collected on:
9/18/2025

Section . Item 3.

		<u>07/31/25</u>		<u>07/31/24</u>	
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Harbor Mayor Sale Revenue	-	-		-	-
Total	\$ -	\$ -		\$ -	\$ -
Capital Project Funds Expenditures					
Public Safety Building	-	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements					-
Snagpoint Erosion	-	-		-	-
Sewer Lagoon Aeration	-	-		-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill Closure (7150)	-	-	0	-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Harbor cleanup	-	-		-	-
Total	\$ -	\$ -	0%	\$ -	\$ -
	\$ -	\$ -		\$ -	\$ -

	Budget	Actual
General Fund Revenue	\$ 10,568,600	\$ 4,225,141
Special Fund Revenue	\$ 2,989,858	\$ 232,497
Transfers In	\$ 1,790,072	\$ 56,936
Grant and Bond Revenue	\$ 3,482,787	\$ -
CIP Revenue	\$ -	\$ -
	\$ 18,831,317	\$ 4,514,573
General Fund Expenditures	\$ 14,348,152	\$ 967,202
Special Fund Expenditures	\$ 5,360,181	\$ 176,100
Grant and Bond Expenditures	\$ 3,482,787	\$ 8,092
CIP Expenditures	\$ -	\$ -
	\$ 23,191,120	\$ 1,151,394
Net Increase (Decrease) to Fund Bal	\$ (4,359,803)	\$ 3,363,179

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 3.

Curt Armstrong
Michael Bennett
Kevin McCambly
Bertram Luckhurst
Kaleb Westfall
Steve Carriere

MEMORANDUM

Date: September 19, 2025
To: Jack Savo Jr., Acting City Manager
From: Chief Tracy O'Malley
Subject: September 2025 Monthly Report – Police Department

Patrol:

Officer Jered Holladay began working with the department.

Officers attended several community events.

- Chief O'Malley and Sgt. Nickels attended the BOAT training at SAFE for a Q&A session on 8/26/25.
- Chief O'Malley and Sgt. Nickels attended the open house at the high school on 8/26/25.
- Sgt. Mehlhoff and Officer Tanner attended an event at BBNA on 9/4/25.
- Sgt. Nickels and Officer Stanford attended the "Mug Up" coffee and breakfast event at the high school on 9/17/25.

K-9 Jey received Fentanyl certification.

Corrections:

Nineteen people were held in the correctional facility during this last month.

Dispatch:

78 calls were received by Dispatch:

53- Welfare checks
9- Animal calls
3-Agency Assist
4-Assault
9-General Disturbance

DMV:

03 – Commercial D/L

23 – Driver License

13 – Identification Cards

01 – HC Permits (No Fee)

06 – Miscellaneous Fees

20 – Vehicle Registration

17 – Title / Lien

00 – Boat Registration

01 – Road Test

Customer Assist:

00 – License Services

15 – AK Written Test

Animal Control:

ACO Jamal Romie is in the process of completing the online training required for euthanasia licensure. After that is completed, he will attend the practical training in Anchorage.

Upcoming Calendar Items:

- Trail Breaker Veterinarian Services will be in Dillingham in November.

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Co

Section . Item 3.

Michael Bennett
Curt Armstrong
Kaleb Westfall
Kevin McCambly
Bertram Luckhurst
Steven Carriere

MEMORANDUM

Date: 9/19/2025
To: Jack Savo Jr., Acting City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: September 2025

Upcoming Events:

- Pull S Docks at Harbor
 - Notify public of project and request removal of any vessels from the dock
 - Coordinate with public works for assistance
 - Mobilize all equipment, tools and personnel for the job
 - Execute plan for seasonal removal of docks
- 9/24: Conduct Port Advisory Committee Meeting, agenda items include:
 - New Terminal Tariff Review, recommendation to council
 - Report on potable water quality at the Harbor
 - Update to the repair of the harbor lights
 - Follow-up to questions and concerns regarding Dock Coast Guard Inspection Report
 - Follow-up to inquiries about citation enforcement by port personnel
 - Discussion about possible security cameras in the Port
 - Determine next two Port Committee meeting dates and times (potentially February 2026 and May 2026)
- Winterize and shut down ice machine
- Shut down Harbor for Winter season
 - Store all docks and floats
 - Have any abandoned vehicles impounded
 - Have any remaining vessels removed from harbor
 - Organize and tidy up around shop and yard
 - Have Public Works pump out waste oil receptacles
 - Have all Dillingham Waste dumpsters removed for winter
 - Pull Harbor skiff, winterize and store
 - Install heat sleeve for incoming domestic water line
 - Pull bulkhead ladders
 - Disconnect and neatly store float-arm crossing ropes

- Work with Tech department to ensure proper storage/protection technology and equipment at Harbor office
- Close out Harbor cash box with finance
- Collect and turn in any keys from employees
- Ensure all power is turned off to pedestal crane
- Winterize and store Grove crane
- Put away any seasonal signage
- Ensure all windows, doors and gates are locked and temperature is turned down
- Meeting with AML to discuss working relationship with them
 - Impacts of Terminal Tariff changes
 - Potential rental agreements
 - Office Space
 - Equipment
- PND site visit for no-ground disturbing surveys and assessments for PIDP Harbor Improvements Grant
- Monthly meeting with MARAD concerning PIDP updates and developments

Existing Projects:

- Work with PND Engineering to acquire all necessary permits for PIDP Grant
 - Recurring monthly meetings to track progress
 - PND provided updated project plans for project (attached document)
 - Nearly finished with section 106 permitting
 - PND site visit scheduled for September 23-26 to perform non-ground disturbing surveys and assessments
- Work with Nushagak Coop. to restore harbor lights and extend primary power
 - Provided necessary documentation to Nushagak to proceed
 - Awaiting cost estimates and completion of staking from Nushagak
- Work with PW Director and Planning Director to improve security and efficiency at Dock facilities
 - Exploring options for alternate trucking route
 - Determining where property boundaries lie for future installation of fences and gates
 - Exploring options for facility entry system
 - Considering possibility of installing security cameras
- Working with PW Director and CRW to restore Dock lighting
 - Awaiting engineering of potential options for repair
 - Exploring options for temporary lighting solutions
- Exploring options for Harbor breakwater
 - Consulting CRW for potential cost-effective options for a breakwater to better protect the harbor basin from erosion, wear and tear of the docks, potential damage to vessels using the harbor and impact of storm surges
- Present new Terminal Tariff
 - Receive a recommendation from Port Committee to present to City Council
 - Present resolution to City Council to adopt changes in new Tariff
 - Receive approval and notice to proceed with revised rules and regulations and fees
 - Give proper notice to the public of the approved changes

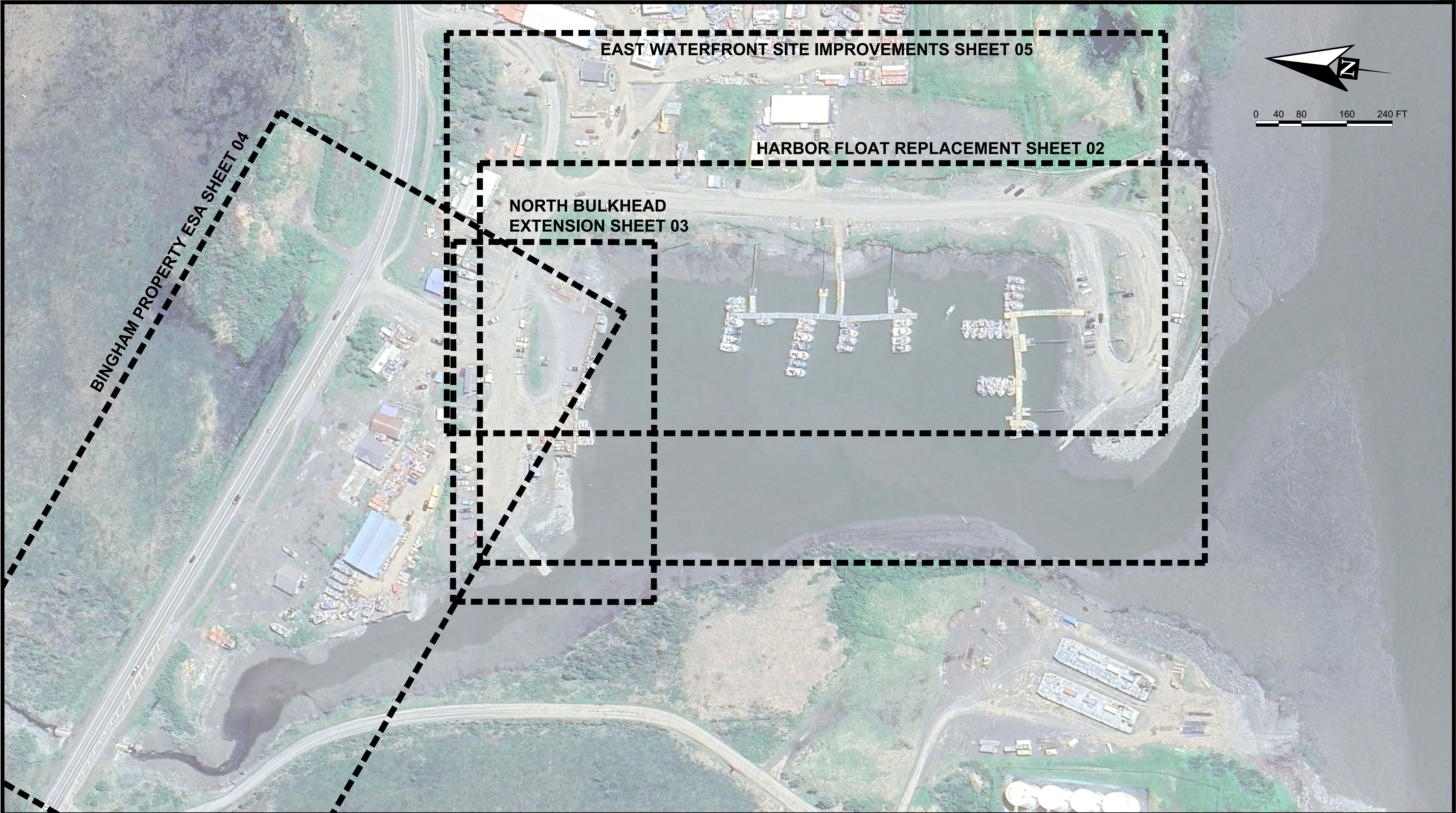
- Start enforcing new and revised rules, regulations and fees
- Working on potential personnel restructuring
- Airport Waterline Extension RFP
 - Working with other department heads to negotiate and complete an agreement with REESPEC for project

Completed Projects:

- Work with IAMPE to develop benchmarking comparisons of our port to other ports around Alaska
- Attended Alaska Clean Harbors Advisory Committee meeting
 - Updates and testimonials from other harbors experiencing similar issues
 - Presentation of potential funding opportunities and programs to research
 - Presentation of resources available to Alaskan Harbors
- Pulled all east side docks
- Inspections and work done on port cranes

Public Feedback:

- Improved safety at Port
- Restore Harbor lights
- Repair/Replace docks



CONCEPT
8/25/25



PND Engineers, Inc. (PND) is not responsible for safety programs, methods or procedures of operation, or the construction of the design shown on these drawings. Where specifications are general or not called out, the specifications shall conform to standards of industry. Drawings are for use on this project only and are not intended for reuse without written approval from PND. Drawings are also not to be used in any manner that would constitute a detriment directly or indirectly to PND.

REV	DATE	DESCRIPTION

DATE: _____

1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250



PROJECT:

PORT OF DILLINGHAM IMPROVEMENTS

TITLE:

EXISTING OVERALL PLAN

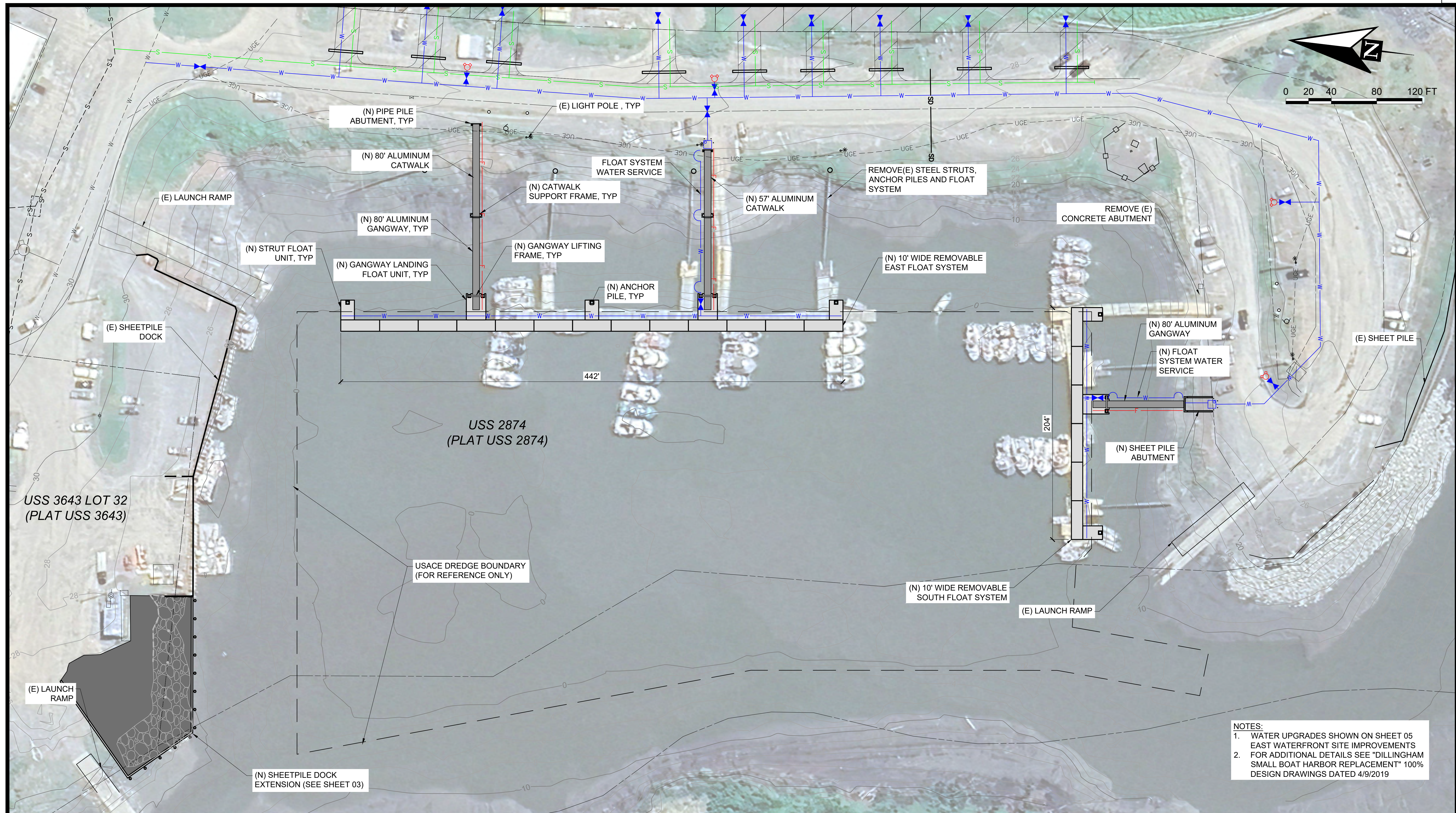
DESIGNED BY: CC

DATE: 8/25/25

SHEET NO: 1 OF 5

CHECKED BY: DST

PROJECT NO: 251085

**NOTES:**

1. WATER UPGRADES SHOWN ON SHEET 05 EAST WATERFRONT SITE IMPROVEMENTS
2. FOR ADDITIONAL DETAILS SEE "DILLINGHAM SMALL BOAT HARBOR REPLACEMENT" 100% DESIGN DRAWINGS DATED 4/9/2019

CONCEPT
8/25/25

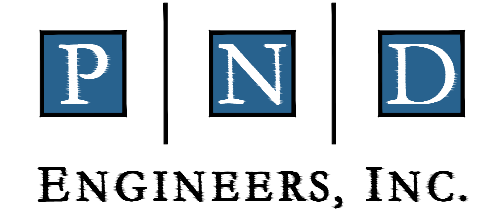


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REV	DATE	DESCRIPTION

DATE: _____

1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250



PROJECT:

**PORT OF DILLINGHAM
IMPROVEMENTS**

TITLE:

HARBOR FLOAT REPLACEMENT

DESIGNED BY: CC
CHECKED BY: DST

DATE: 8/25/25
PROJECT NO: 251085

SHEET NO:

02 OF **5**



CONCEPT
8/25/25



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REV	DATE	DESCRIPTION

DATE: _____

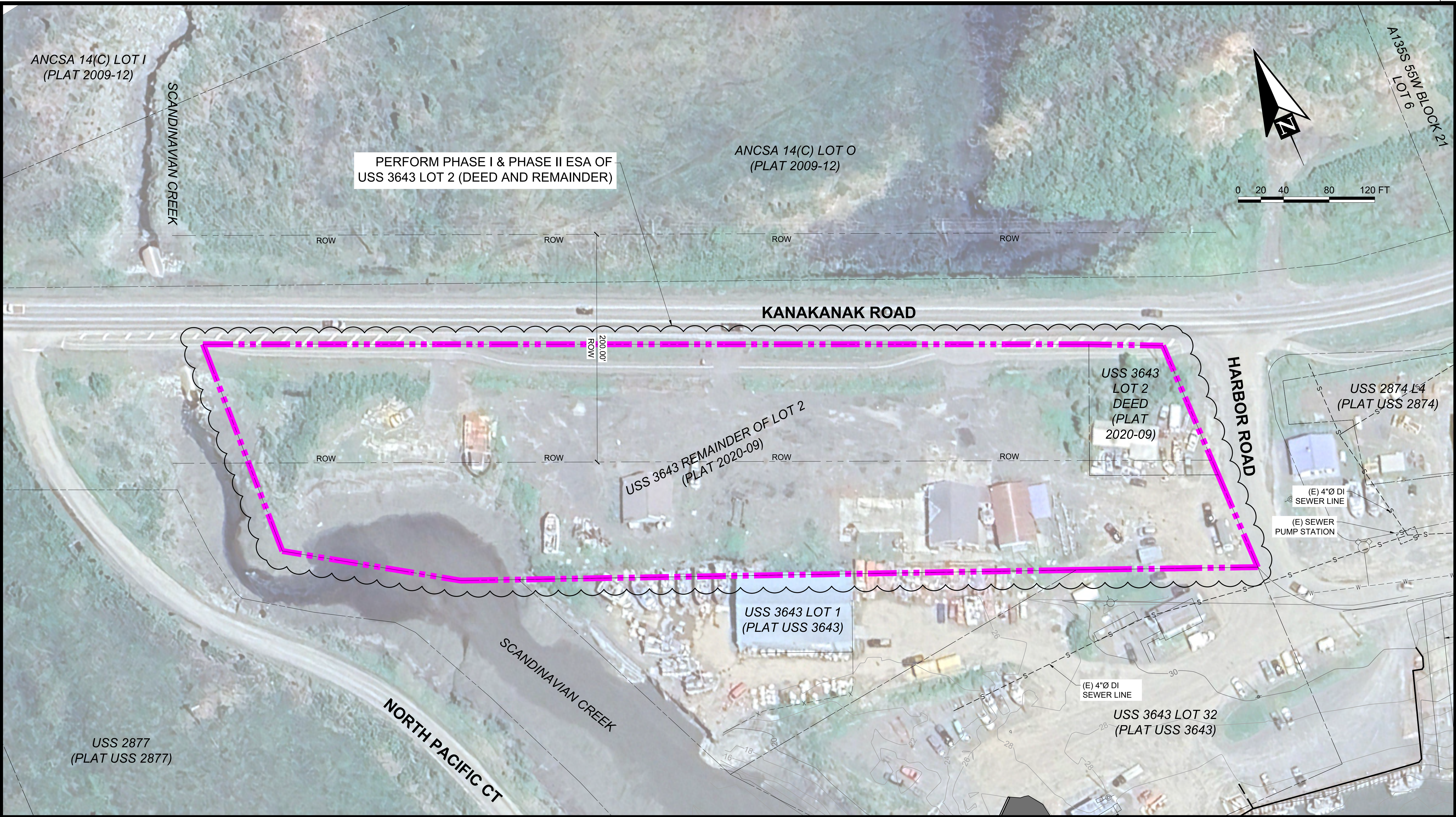
1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250



PROJECT:
PORT OF DILLINGHAM IMPROVEMENTS

TITLE:
NORTH BULKHEAD EXTENSION

DESIGNED BY:	CC	DATE:	8/25/25	SHEET NO:	03 OF 5
CHECKED BY:	DST	PROJECT NO:	251085		



CONCEPT
8/25/25

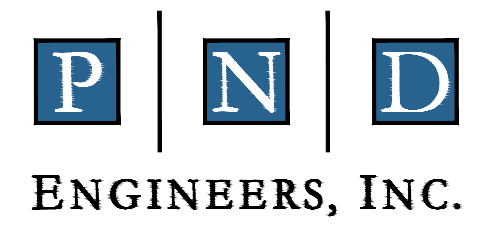


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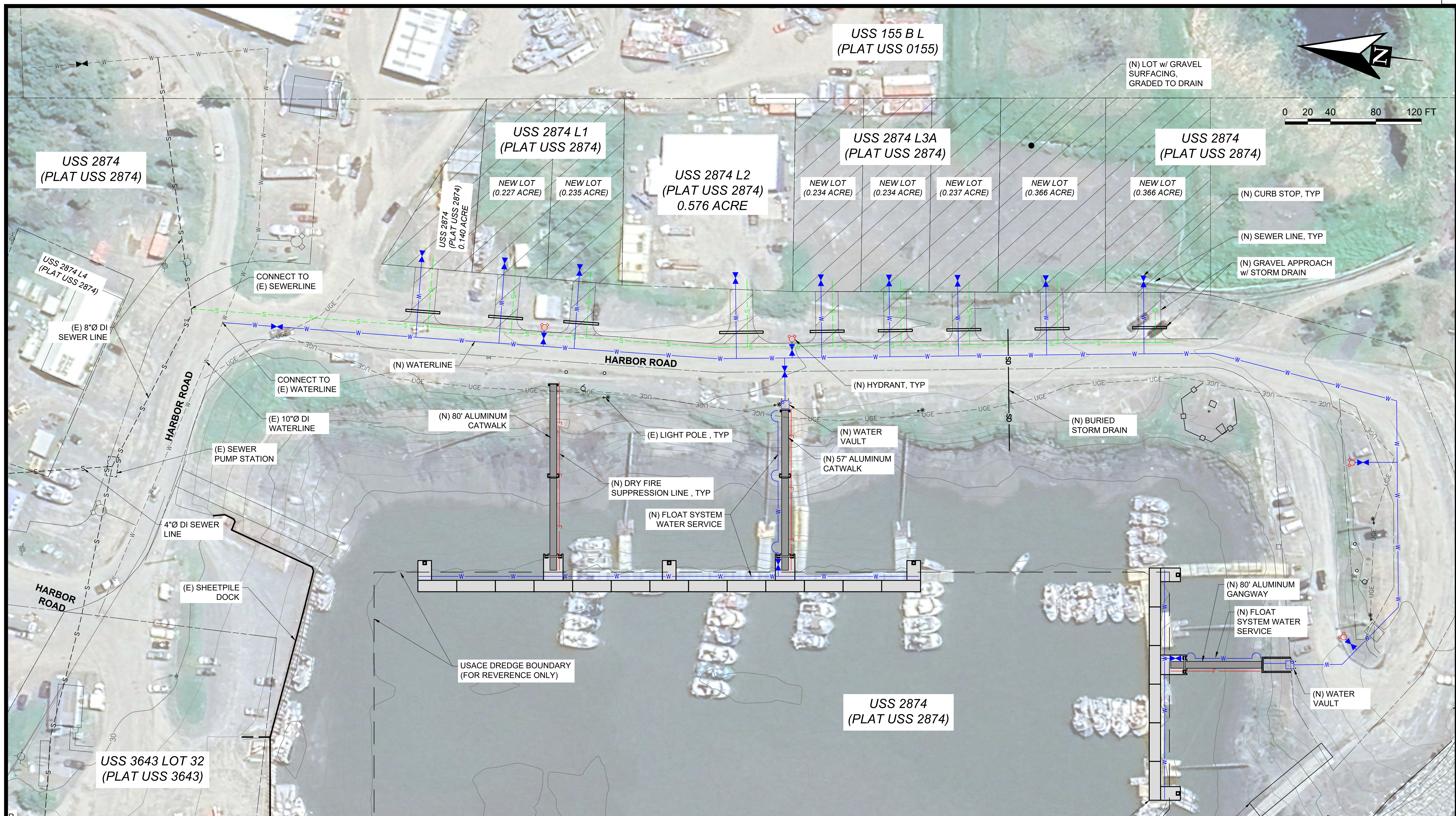
REV	DATE	DESCRIPTION

DATE: _____

1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK LIC# AECC250



PROJECT: PORT OF DILLINGHAM IMPROVEMENTS			
TITLE: BINGMAN PROPERTY ESA			
DESIGNED BY: CC	DATE: 8/25/25	SHEET NO: 04 OF 5	
CHECKED BY: DST	PROJECT NO: 251085		



CONCEPT
8/25/25

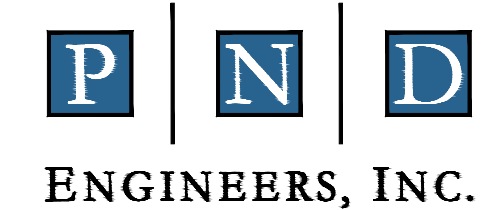


PND Engineers, Inc. (PND) is not responsible for safety programs, methods or procedures of operation, or the construction of the design shown on these drawings. Where specifications are general or not called out, the specifications shall conform to standards of industry. Drawings are for use on this project only and are not intended for reuse without written approval from PND. Drawings are also not to be used in any manner that would constitute a detriment directly or indirectly to PND.

REV	DATE	DESCRIPTION

DATE: _____

1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250



PROJECT: PORT OF DILLINGHAM IMPROVEMENTS	
TITLE: EAST WATERFRONT SITE IMPROVEMENTS	
DESIGNED BY: CC	DATE: 8/25/25
CHECKED BY: DST	PROJECT NO: 251085
SHEET NO: 05 OF 5	

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.



Dillingham City Council

Section . Item 3.

Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., Acting City Manager
Date: September 22, 2025
Re: October Report

PLANNING COMMISSION: The Planning Commission held its meeting on September 10, 2025. We had two agenda items to consider. The Dillingham Streets and Roads issue was discussed at length. I provided the Planning Commission with six options for consideration to resolve the current issue. This will be a standing agenda item for the next few months, and we are on target to give a recommendation to the City Council by the December target date I outlined in previous discussions. The second item was hiring Agnew & Beck to finish the 2025 Comprehensive Plan. The previous contract expired. The City Council previously approved a resolution for \$65,000 dollars in 2023. Before the contract expired only \$13,780 was spent. Agnew & Beck agreed to extend the contract for \$46,250, this keeps the project under budget from the approved amount of \$60,000 for FY 2026. Additionally, it's \$5,970 less than the original project contract in FY 2024. The Planning Commission voted for a resolution in concept which will be included in the City Council packet for October.

PLANNING DEPARTMENT:

EPA Landfill Appropriation:

The final paperwork has been submitted to the EPA. Public Works Director Phil Baumgartner and I were assured that we should be receiving a grant agreement for the City of Dillingham's 4.72-million-dollar project by the first week of October. The project start date has shifted multiple times on account of federal financial freezes and federal staff turnover. We are expecting further progress before the October City Council meeting, and we will report any changes to Acting City Manager Jack Savo Jr. so he can update the Council.

AHFC Rural Professional Home Grant:

I attended the training for this funding opportunity. Of the 72 original applicants, the City of Dillingham was part of the 31 communities that attended the training and the only community represented in our region, giving us a 1/3 chance to get awarded. The total award ceiling is \$700,000 and only 10 communities will be selected for this year's program. The primary focus is housing teachers, public health workers, and public safety workers. I am requesting that the Council allows me to apply for this opportunity as I feel we have a great chance at getting this funding and its an annual program that we can apply for next year. The funding deadline is October 17, 2025. They are looking for shovel ready projects with funds available in Spring of 2026. I thank you for your consideration.

Harbor Lights and Harbor South End:

We have been in communication with Nushagak Electric on behalf of the City of Dillingham. Nushagak has been staking the proposed project area, and we are looking to have two resolutions brought before the Council by the October Council meeting. One resolution to fix the current lighting issue, and the second would fix the current issue, but also extend power to the end of the South Ramp to correspond with the Harbor Improvement Project and for future expansion of services to the Harbor. I request your consideration to extend the power line, as it would be cheaper to do it all at once.

Alaska Mapping Co:

I will be resuming our contract with Alaska Mapping Co. This company has helped maintain and update our GIS for years and knows our community. They have not maintained our map and layers for a few years, as their contract has expired. I have a list of changes and updates that will be implemented once we finalize a service agreement. I will keep the Acting City Manager and Council up to date once the changes take effect.

Parking Lot Standards in Dillingham:

The City currently has no standards requiring businesses to maintain parking lots in safe condition. This creates public safety risks from potholes and deteriorating surfaces, potential liability issues for the City, and negatively impacts community appearance. An ordinance establishing clear maintenance standards, providing reasonable enforcement procedures with adequate notice periods, and giving the City legal authority to address unsafe parking lot conditions should be considered. The Code Committee or Planning Commission should evaluate the technical standards, enforcement mechanisms, penalty structure, and coordination with existing municipal codes before recommending action to the full Council

Amending Chapter 5.30 Disposal of Municipal Property:

Amending Chapter 5.30 of the Dillingham Municipal Code deserves immediate consideration as a critical tool for addressing our community's housing shortage. With land acquisition representing the primary barrier to residential development in Dillingham where few new subdivisions exist and extensive native allotments and ANCSA lands limit available parcels, the city must maximize the housing potential of municipal property. This ordinance provides essential flexibility to dispose of city-owned land at below-market rates specifically for housing projects, while incorporating accountability measures to ensure development actually occurs. Given our constrained land availability and growing housing needs, adopting these provisions could unlock significant residential development opportunities that would otherwise remain economically unfeasible.

Upcoming Meeting:

Active Transportation Roundtable: 9/23/25

Mayor
Alice Ruby
Bertram Luckhurst

Caleb Westfall
Steven Carriere
Curt Armstrong



Michael Bennett

MEMORANDUM

Date: September 22, 2025

To: [OBJ] Jack Savo, City Manager

From: [OBJ] Scott Runzo, Fire Department Coordinator

Subject: [OBJ] Fire/EMS Report

Acknowledgements and Recognitions

- For all the returning volunteers coming back this year to serve the citizens of Dillingham

Fire Board Members

- **Fire Chief:** Koolie Heyano
- **Assistant Fire Chief:** Kevin Hardin
- **Fire At-Large:** John Taylor
- **Medical Squad Director:** Clint Reigh
- **Assistant Medical Director:** Brandi Olson
- **Medical At-Large:** Malcolm Wright

Department Accomplishments & Upcoming Activities

- This week, we have our first Volunteer fire and rescue meeting.
- Volunteer EMS teams have been chosen. Less volunteers are running than in previous years, but the teams are solid.
- Scott will be attending the State Fire Conference this year for training

- EMS is finalizing a comprehensive Memorandum of Understanding (MOU) with BBAHC, which includes inventory control, updated Standard Operating Procedures (SOPs), and revised policies and procedures.
- The first draft of the above MOU is ready to go to our lawyer
- New hospital, supply, and pharmacy restock protocols have been developed and will be implemented in October 2025.
- The Fire Department is implementing a federally updated fire management system. Training will be provided for personnel responsible for entering fire statistics.

Projects – Progress, Public Engagement & Preparations

- The ISO update is ready to be put together and all the information has been gathered. A detailed report will be provided next week for the council'
- EMS Prevention is developing a prevention calendar for the upcoming year.
- EMS will be conducting a rate comparison study to evaluate and revise the ambulance fee structure.
- A new ambulance is in the spec process in preparation for replacing the A-2 at the downtown station.
- This fall, we will collaborate with local schools to introduce new prevention programs for elementary and middle school students.
- EMS and Fire are partnering with community members to host a **Wilderness Survival Program** in October. We already have **20 participants registered**.
-

Public Feedback

- Summer EMT and the service they provide was exceptional and the public noticed this great level of service.
-

Mayor
Alice Ruby

Acting City Manager
Jack Savo, Jr.



Dillingham City Co

Section . Item 3.

Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: September 19, 2025
To: Jack Savo, Jr., Acting City Manager
From: Phil Baumgartner, Public Works Director
Subject: Monthly report

The crew at Public Works has been engaged and proactive on planning for winter, collecting and organizing operational, planning and tracking information and checking off tasks identified on our building deficiencies worklist. Progress has been made on the Airport Waterline Extension RFP. We've collaborated with the Housing Authority on clearing brush along the Tower Road's bike path and keeping debris cleared. With the Heavy Equipment Operators returning from fishing, road maintenance has been expanded. We've been able to be more attentive to road grading and maintenance. One particularly poor condition road was Sutherland Drive. Loads of gravel were hauled and spread to build up and improve the road. In preparation for winter, Public Works' yard and shop have seen additional improvements in layout and organization. In performing those tasks items were consolidated for a mayor sale.

A School Facility Committee meeting was held. Efforts toward identifying existing and preventative maintenance needs of both school buildings to establish a plan and schedule are underway between the District's maintenance department and our Public Works Director.

Work on a maintenance schedule for all City of Dillingham assets has seen progress. Training has been ongoing with our Asset Management (preventative maintenance) software from which a structured, documented and functional catalog of the City's infrastructure will be created. Enabling us to populate and track maintenance status and schedules. Fleet & equipment condition and PM history are under review.

Our new Heavy Equipment Mechanic Foreman has been conducting both reactive and preventative maintenance. He's learning what Public Works has for a tracking system, conducting and documenting preventative maintenance on our fleet of vehicles and equipment as identified.

The Incinerator manufacturer is onsite and conducting repairs. Work toward refining mitigating measures for the landfill continues. Vegetation removal proved unsafe due to proximity of bears to City personnel regardless of deterrent measures taken. A community member gave ideas on vegetation control for future operations to shrink the need for mowing and weed whacking. We are looking into whether there may be a correlation between open access to gun range and bear tolerance of human activity and firearm noise.

Accomplishments:

There has been a lot of activity at the landfill lately. B&G gave a strong push to repair structural, electrical, heating and access doors of the Incinerator building. Work on the roofing, chimneys and flashing are expected to be completed early next week. We're evaluating fuel tank inventory, installation and needs for the landfill as there are multiple tanks onsite increasing potential environmental risks.

Verification of having a current Air Quality permit and researching what notice and/or reporting is necessary to resume incinerator operations is being researched. Additionally, we are looking into what steps and/or permits may be needed to provide human waste disposal services. Which our unit is certified to do.

We've made substantial progress on and work continues on refrigerant vacating and relocating appliances. The repairs to the exterior of the EMS building are nearly done. Siding has been replaced, windows have been resealed and replaced, the door has been adjusted and we're looking at the heating and fuel system. Our Water/Wastewater Operator has been conducting routine system inspections and cleaning of facilities. Periodic water and wastewater testing & reporting continues as we maintain, and where identified, work toward regulatory compliance. Repairs to the pump systems and controls of the HUD lift station have increased the safety of operations. While conducting routing cleaning of our sewage receiving lines the Jetter has been lodged for unknown reasons. Work continues to remove our tool, identify the cause and act as needed.

In conducting routing preventative maintenance in preparation for winter deficiencies in the water treatment plant's heating system were identified. Replacement parts have been ordered and are scheduled for installation next week. The Friends of the Library procured a mural for the library's exterior. We are working with them on mounting a mural on the library exterior.

The manufacturer of the heating system installed at the Public Safety building had a technician in town conducting work for other entities. Building and Grounds were able to have them look at our system. A quote for repairs is expected shortly. The City Council approved the Local 71 Union Collective Bargaining Agreement and the purchase of a grader. The Union agreement will be effective October 1st. Locating, recording and documentation of the water/wastewater system infrastructure is being conducted.

Upcoming Activities/Events:

Heavy Equipment Operator Training – 4 PW employees, Snag Point Erosion RFP, year to date and future operational & development budget review, RFP process, forms and storage system development. Meetings with the Dillingham School District on facilities maintenance

Respectfully,

Phil Baumgartner

Phil Baumgartner
Public Works Director

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.



Dillingham City Co

Section . Item 3.

Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: September 24, 2025 for the period beginning August 22, 2025
To: Jack Savo Jr., Acting City Manager
From: Abigail Flynn, Acting City Clerk
Subject: Monthly Report for September

Recognition: Thank you to all who donated moose to the Senior Center. Thank you to all who have agreed to help at the upcoming election. Dillingham is a better place because of the generosity and volunteerism of our community.

City Clerk Department Accomplishment and Opportunities Since the Last Report:

- *Researched needs for code updates- partial list on pages 5 of clerk report.*
- *Getting ready to issue certificates of redemption once the foreclosure is recorded.*
- *Public Notices made, published and posted for Election ads 2 and 3.*
- *4 records requests completed.*
- *Communicated with Lobbyists. They would like the council's direction.*
- *Continued to provide oversite to the library and senior center, with help from the Acting Manager. It has not been possible to hand over this task.*
- *The Records Specialist burned 23 Boxes of obsolete records and is staging the next round of boxes for signatures to start the sign off process for destruction.*
- *Caught up on old committee minutes for Planning and Finance and Budget.*
- *Participated in the RFP 2025-02 selection process.*
- *Election tasks to date completed.*

Upcoming Meetings in the Council Chambers & Important Dates: October-November

- TBD _____ Special Meeting on the Cosgrove Report with workshop before.
- TBD _____ Public Outreach Committee meeting
- October 2, 5:30-6:40, Workshop on Terminal Tariff Update (confirmation)
- October 8, November 12: **Planning Commission, 5:30 PM**
- September 29, October 20, November 17: **Finance and Budget, 5:30 PM**
- November 13: **Code Review Committee, 5:30 PM**
- October 9 (Time and date to be confirmed later) **Canvassing Committee**
- **October 16, 5:30 PM Workshop with City Assessors** on assessments/ property tax
- October 16, 7:00 PM, **Special Council Meeting** to Certify the Election
- November 6, 7:00 PM, **Regular Council Meeting** (likely with a workshop before)
- **Observed City Holidays: October 13, November 11th, November 27-28**

Important Election Dates

- September 3 to 1 PM on October 6: **Filing period for Write-in candidates** for seats **A & B on the City Council** and **Seat A, E & B for the School Board**.
- September 22- October 22: **Absentee Voting** in Person and by Personal Representative, Absentee Voting by mail begins September 27.
- October 7, 8 AM-8 PM: **Municipal Election** (also absentee voting by Personal Representative)



PUBLIC NOTICE

REGULAR CITY ELECTION – OCTOBER 7, 2025

Date and Time: Tuesday, October 7, 2025, Polls open at 8 a.m. and close at 8 p.m.
Precinct Location: City Hall, Council Chambers, 141 Main Street, Dillingham

For the upcoming Election, seats are elected at-large. The following filed for office:

Council Seat A	Triston Chaney, Bert Luckhurst
Council Seat B	Jean Barrett, Michael Bennett
School Board Seat A	Cassie MacDonald
School Board Seat B	Heather Savo
School Board Seat E	Chrissie Greene

Candidate Filing period:

Candidate: Declaration of candidacy period August 12 – September 2, 2025.

Write-in Candidate must file a letter of intent. Forms can be filled out in the Clerk's Office from 8 a.m., Sept. 3 through 1 p.m., October 6, 2025. *Write-ins will not be listed on the ballot.*

Candidate Qualifications

- Be a registered qualified voter of the City of Dillingham;
- Be a resident of the City for one year immediately prior to the election;
- Must have a declaration of candidacy or a letter of intent on file with the City Clerk's office.

If you are not registered to vote the registration deadline for this election is Sept. 7, 2025. However, you can register to vote at City Hall, 8 a.m. – 5 p.m., M-F, year-round, or visit <https://www.elections.alaska.gov/>

A person may vote in city elections only if the person:

- Is a United States citizen who is qualified to vote in state elections;
- Has been a resident of the City for thirty calendar days immediately preceding the election;
- Is registered to vote in state elections at a residence address within the City at least thirty calendar days before the City election; and
- Is not disqualified under Article V of the State Constitution which provides that no person may vote who has been convicted of a felony, unless they've been unconditionally discharged.

An interpreter will be available for those who need Yupik bilingual assistance. Handicap access is available on the side of the building facing AC Dockside.

Absentee Voting:

In Person: You can vote an absentee ballot at City Hall Sept. 22 – October 6, 8 a.m. to 5 p.m., M-F.

By Personal Representative: A voter with a language barrier or physically disabled, may apply for an absentee ballot by personal representative, Sept. 22 – October 7.

By Mail: Off to school or on vacation, apply for an absentee ballot no later than Sept. 27, 2025.

Contact the City Clerk's office at (907) 842-5212 or cityclerk@dillinghamak.us. For more information on the election, go to www.dillinghamak.us.

(Publication date in the paper: October 2, 2025)

3.10.075 Procedure for filling vacancies.

When an elected official or officials have vacated one or more seats before the expiration of the full term, a replacement shall be elected at the next regular election for the balance of the term. (Ord. 11-07 § 1, 2011: Ord. 91-02 § 2, 1991.)

3.10.080 Public notice of election.

A. The city clerk, subject to any directions of the council, shall give at least twenty days' notice of an election by posting notice thereof in at least three public places in the city, and by publishing the notice at least twice in a newspaper of general circulation within the city, providing there is such a newspaper, with one publication to be within seven days preceding the election.

B. Election notices shall contain the following:

1. The date of the election.
2. The time of opening and closing of the polling places.
3. The location of precinct polling places and a description of the voting precincts by boundaries.
4. The qualifications of voters and the manner, time, method and place of registration.
5. The manner of nominating candidates if candidates are to be elected.
6. The type of election, i.e., regular or special.
7. The offices to be filled or propositions to be submitted to the electors.
8. A statement as to bilingual voting assistance and handicapped access to the polls.
9. Provisions for absentee voting. (Ord. 86-9 § 1, 1986.)

After the vacancy of the two school board seats was reported by the acting school superintendent, following the special school board meeting held on September 8th, Election Ad two was printed in the Bristol Bay Times on September 11th. Election Ad 3 is set up to print on October 2nd. Both ads also were printed and posted in at least three places locally and on the City Website. The Code requirement to provide at least twenty days' notice of an election and including items 1-9 has been met. The affidavit of publication and the ad as it appeared in the Bristol Bay Times on September 11th 2025 is included on the next page. All offices to be filled are listed in the advertisement sent to the paper and posted locally.

The Bristol Bay Times & The Dutch Harbor Fisherman

AFFIDAVIT OF PUBLICATION

On Behalf of:
CITY OF DILLINGHAM
PO BOX 889
DILLINGHAM, AK 99576
UNITED STATES

STATE OF ALASKA THIRD JUDICIAL DISTRICT:

United States of America, State of Alaska, Third District before me, the undersigned, a notary public this day personally appeared Lisi Misa, who, being first duly sworn, according to the law, says that he/she is an authorized representative of the Bristol Bay Times & Dutch Harbor Fisherman at 300 W. 31st Avenue, in said Third District and State of Alaska and that advertisement, of which the annexed is a true copy, which has published in said publication on the dates listed below.

Legals & Public Notices

as published in Bristol Bay Times Print in the issue(s) of:

9/11/2025

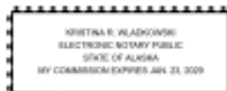
Lisi Misa 2025-09-12
Affiant

Kristina R. Wladkowski
Notary State of Alaska

2029-01-23

My commission expires

Ad No: 51891
Customer No: 100446



COPY OF ADVERTISEMENT

PUBLIC NOTICE REGULAR CITY ELECTION – OCTOBER 7, 2025

Date and Time: Tuesday, October 7, 2025, Polls open at 8 a.m. and close at 8 p.m.
Precinct Location: City Hall, Council Chambers, 141 Main Street, Dillingham

For the upcoming Election, seats are elected at-large. The seats open are:
Council Seat A, three year term School Board Seat A, three year term
Council Seat B, three year term School Board Seat E, two year
School Board Seat B, one year term

Candidate Filing period:

Candidate: Declaration of candidacy period August 12 – September 2, 2025.

Write-in Candidate: must file a letter of intent. Forms can be filled out in the Clerk's Office from 8 a.m., Sept. 3 through 1 p.m., October 6, 2025. *Write-ins will not be listed on the ballot.*

Candidate Qualifications

- Be a registered qualified voter of the City of Dillingham;
- Be a resident of the City for one year immediately prior to the election;
- Must have a declaration of candidacy or a letter of intent on file with the City Clerk's office.

If you are not registered to vote the registration deadline for this election is Sept. 7, 2025. You can register to vote with the clerk or visit <https://voterregistration.alaska.gov/>

A person may vote in city elections only if the person:

- A. Is a United States citizen who is qualified to vote in state elections;
- B. Has been a resident of the City for thirty calendar days immediately preceding the election;
- C. Is registered to vote in state elections at a residence address within the City at least thirty calendar days before the City election; and
- D. Is not disqualified under Article V of the State Constitution which provides that no person may vote who has been convicted of a felony, unless they've been unconditionally discharged.

Handicap access is available on the side of the building facing AC Dockside. An interpreter is sought for those who need Yupik bilingual assistance.

Absentee Voting:

In Person: You can vote an absentee ballot at City Hall Sept. 22 – October 6, 8 a.m. to 5 p.m., M-F.

By Personal Representative: A voter with a language barrier or physically disabled, may apply for an absentee ballot by personal representative, Sept. 22 – October 7.

By Mail: Off to school or on vacation, apply for an absentee ballot no later than Sept. 27, 2025.

Contact the City Clerk's office at 907-842-5212 or cityclerk@dillinghamak.us. For more information on the election, go to www.dillinghamak.us.

Requests for code updates for the Code Committee:

Requesting assignment to the Code Committee

DMC 3.10.050 (A &B) (code pertaining to election workers) please replace the word “Salaries” with the word “Stipends” and add translators to the list of election workers.

3.10.050 Expenses.

A. The city shall pay all necessary election expenses, including those of securing places for polls and providing ballot boxes, ballots, voting booths, screens, supplies necessary for providing absentee voting and other supplies, and any wages due judges and clerks.

B. Salaries for the election judges and clerks shall be set by the council.

DMC 4.15.125 D. Settled appeals at the Board of Equalization Meeting: (add bold language and strike the text with lines through it.)

D. Prior to the hearing, the appellant taxpayer may present relevant information directly to the assessor, who may revise the original assessment if the information indicates that the original assessment was unequal, excessive, improper or under valued. If the assessor and the appellant taxpayer tentatively agree upon a revised assessment value prior to the hearing, the assessor will prepare a summary memorandum to the board of equalization describing the original assessment, the taxpayer's proposed valuation, and the revised assessment. ~~stating the reasons for the revised assessment, the amount thereof, and requesting approval of the new value. The board shall consider the memo at the organizational meeting described in subsection E of this section. If the board of equalization does not approve the value, the assessor shall schedule the appeal for a hearing and the city clerk shall properly notify the appellant.~~

DMC Chapter 4.30 “Contract and Purchase Procedures” Add a section for Cooperative Purchasing Agreements, as was mentioned in Resolution 2025-35 to use a competitive Purchasing Agreement.

4.30.135 Cooperative Purchasing Agreements

A. The City may purchase supplies, services, and equipment through cooperative purchasing programs or intergovernmental cooperative agreements, including but not limited to Sourcewell, Public Purchase, State of Alaska, and AMNI provided that:

1. The cooperative program utilized has conducted a competitive solicitation process substantially similar to that required by this code;

2. The purchase is determined by the City Manager to be in the best interest of the City;

B. Purchases made under this section are exempt or meet the competitive bidding and proposal requirements of DMC 4.30.

SAMPLE BALLOT

INSTRUCTIONS TO VOTER: To vote for the issue/candidate of your choice, **fill in the oval next to the issue/candidate you want to vote for.** Place your ballot inside the secrecy sleeve and then take your ballot to the ballot box.

If you make a mistake while voting, return the ballot to the election official for a new one.
A vote which has been erased or changed will not be counted.



**CITY OF DILLINGHAM
OFFICIAL BALLOT
MUNICIPAL ELECTION
OCTOBER 7, 2025**

Instructions:

To vote, completely fill in the oval next to your choice like this: ●

Use a blue or black ink pen to mark your ballot. **NO RED INK.** If you make a mistake, ask for a new ballot.

To vote for a person whose name is not printed on the ballot, fill in the oval and print the person's name on the blank line provided for a write-in candidate.

<p align="center"><u>CITY COUNCIL</u> SEAT A (3-year term) <u>Vote for not more than one (1)</u></p> <p><input type="radio"/> Triston Chaney</p> <p><input type="radio"/> Bert Luckhurst</p> <p><input type="radio"/> Write-in</p>	<p align="center"><u>SCHOOL BOARD</u> SEAT A (3-year term) <u>Vote for not more than one (1)</u></p> <p><input type="radio"/> Cassie MacDonald</p> <p><input type="radio"/> Write-in</p>
<p align="center"><u>CITY COUNCIL</u> SEAT B (3-year term) <u>Vote for not more than one (1)</u></p> <p><input type="radio"/> Jean Barrett</p> <p><input type="radio"/> Michael Bennett</p> <p><input type="radio"/> Write-in</p>	<p align="center"><u>SCHOOL BOARD</u> SEAT B (1-year term) <u>Vote for not more than one (1)</u></p> <p><input type="radio"/> Heather Savo</p> <p><input type="radio"/> Write-in</p>
	<p align="center"><u>SCHOOL BOARD</u> SEAT E (2-year term) <u>Vote for not more than one (1)</u></p> <p><input type="radio"/> Chrissie Greene</p> <p><input type="radio"/> Write-in</p>

Senior Center

Accomplishments and Opportunities for August 18th - September 14th, 2025

Accomplishments

- *Days opened when meals were served: 16, with 303 meals served during that time.*
- *Days the van ran: 19, with 173 people given rides and 303 home-delivered meals.*
- *There's been an increase in the Senior Center Room Rentals for birthday parties, baby showers, community potlucks, funeral potlucks, and other events.*
- *Volunteers helped during the last week of August when both the Kitchen Manager and the Community Services Coordinator were gone. Local food vendors provided 2 days of congregate meals in the dining room along with 5 days of home deliveries.*

Staffing Update

- During the September 4th City Council meeting, Resolution No. 2025-34 was passed and adopted, changing the staffing hours. Starting September 29th, the Kitchen Manager will work 6-hour days, and the Senior Center Van Driver will work 4-hour days; both changing from full-time to part-time positions. Also, the Librarian/Community Services Coordinator position will change from hourly to salaried. Each position also changed in salary levels.
- Due to these changes, the Senior Center hours will also be shortened. It will be open from 8 am to 2 pm Monday through Friday, starting September 29, 2025. The Shuttle Services will be available from 10 am to 2 pm except when the van/driver is making home deliveries or taking the donations for lunch at the senior center.
- With this cut in staffing, volunteers are needed to keep the senior center open longer to provide the necessary services our elders and those in need have been receiving in our community.

News

- *Twice a month a volunteer work group from the Bristol Bay Counseling Center at BBAHC comes to help at the senior center by cleaning, washing dishes, emptying trash, etc.*

Grant Reporting

- *Working on the various grants that help fund the senior center.*

Needs:

- *The senior center continues to need subsistence food donations. Some moose was recently donated.*
- *Members are needed to fill the Senior Advisory Board seats for meetings to be set.*

Library

Accomplishments and Opportunities for August 18th – September 14th, 2025

<i>Library Stats for August 18 – September 14, 2025</i>	
626 Patron count	60 Desktop computer usage
229 WiFi session count (offline for 15 days so usage was not recorded accurately)	70 Museum visitors
7 AWE station usage	1 Volunteer hours
	20 Storytime attendees
451 items checked out in August and 251 from September 1-19, 2025	
Library was closed on Monday, September 1 st for the Labor Day holiday.	

Staffing Changes

- The Dillingham Public Library hours will change from 39 to 25 hours a week starting September 29th. The LAB set the new hours as follows:
 - Closed Sunday and Monday
 - Open Tuesday, Wednesday, and Thursday from 12 noon to 4 pm
 - Open Friday from 10 am to 6 pm with Story Time at 10:30 am
 - Open Saturday from 10 am to 3 pm

Grant Reporting

- The E-rate funding process has begun for FY 27.
- Beginning the final year of the five-year LINKED grant on October 1st.
- Applied for the FY26 OWL award for the 10% internet costs not covered by e-rate.

Library Advisory Board News

- Two LAB seats are expiring at the end of September. Letters of interest are needed from them to be re-instated as members. One open seat still needs to be filled.

FOL updates:

- The FOL often post interesting things on their Facebook page about libraries, reading, etc., and they are always looking for new members to join their group. Membership forms are available at the front desk area.

Needs:

- Volunteers are needed in every area; Storytime readers, learning how to check out materials to patrons, shelving items, etc. Application forms are available at the desk.

Sincerely,

Sonja Marx

Acting Librarian/ Community Services Coordinator

File Attachments for Item:

4. Standing Committee Reports (informational)

Planning Commission Minutes: 08/20/2025

Port Advisory Committee Minutes: 08/05/2025

Finance and Budget Committee Minutes:

August 18, 2025

December 5, 2024

August 26, 2024

May 30, 2024

May 28, 2024

May 23, 2024

May 10, 2024

March 4, 2024

October 23, 2023

May 29, 2023



PLANNING COMMISSION

Wednesday, August 20, 2025 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

PLANNING COMMISSION 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 0480; passcode: 99576 dial 1(719) 359-4580

CALL TO ORDER

Chair Cade Woods called the meeting to order at 5:30 p.m.

ROLL CALL

Present: Susan Isaacs; Kaleb Westfall; Cade Woods; Gregg Maxmiller; Jennifer DeWinne; Michael Bennett (arrived after roll call at 5:32 PM); Misa Webber via Zoom.

APPROVAL OF MINUTES

May 22, 2025 Minutes — Motion to approve by Gregg; seconded by Kaleb; approved without objection.

APPROVAL OF AGENDA Motion by Gregg, Seconded by Misa, Vote Unanimous.

Amendment — Add "Comprehensive Plan Update (Agnew Beck)" under Unfinished Business.

COMMUNICATIONS

Planner's report

Planner's Report — Received. Highlights: landfill/EPA appropriation phases; brownfields inventory (site nominations requested); AHFC housing programs and grant shortlist; incinerator repairs and equipment; water line extension RFP and process; erosion mitigation concepts. No formal action.

Unfinished Business

Comprehensive Plan Update (Agnew Beck) — Cost estimate (~\$46,520) and schedule discussed; Commission supported moving forward and directed staff to transmit to Council for approval and schedule public outreach (e.g., town hall/lunch-and-learn) by late October. No formal action.

New Business

City of Dillingham Streets & Roads — Discussed standards, maintenance responsibilities, and communication with residents; consensus to prepare a concise monthly Planning Commission letter for the City Council packet (target: Sept 4). No formal action.


Commissioner comments

General comments on improving information flow and coordinating with Code Review Committee; no formal action.

Meeting adjourned at 7:43 p.m.

ATTEST:

Abigail Flynn, Acting City Clerk



Date Approved



AUGUST 2025 PORT OF DILLINGHAM ADVISORY COMMITTEE MEETING (AMENDMENT 2)

Tuesday, August 05, 2025 at 6:00 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.

1. Call to Order & Roll Call

- **Present:** Kevin McCambly, Dan Dunaway, Reed Tennyson, Robert Heyano
- **Absent/Excused:** Steven Carriere, Robin Samuelsen
- **Arrived Late:** Cole Schlagel (6:16 PM)

2. Approval of Minutes

- **Minutes Considered:** February 21, 2025 meeting
- **Action:** No amendments offered; per protocol, minutes considered approved without motion or vote.

3. Approval of Agenda

- **Motion:** Kevin McCambly moved to approve agenda with addition of Harbor Lights update.
- **Second:** Dan Dunaway
- **Vote:** All in favor, none opposed.
- **Action:** Agenda approved as amended

4. New Business

New Terminal Tariff Review

- **Presenter:** Port Director Danny Miller

- **Guest:** David Arnold, International Association of Maritime and Port Executives (via Zoom)
- **Key Points:**
 - Tariff expanded; legal language added for City protection.
 - Handling charges removed (AML provides handling services).
 - Dockage rates increased; new terminal use fees added.
 - City dock fees proposed to increase 5% (except fuel transfer).
 - Harbor dockage, ramp use, and seasonal charges proposed to increase 3%.
 - Separate fees introduced for Wood River and Kanakanak Beach launches.
- **Discussion Highlights:**
 - David Arnold outlined his 16 years of port industry experience.
 - Rate comparison with Bristol Bay Borough requested.
 - Enforcement of sticker requirements discussed; citation authority currently limited to police officers.
 - Legality of charging at Kanakanak Beach clarified (City property).
 - Parking congestion during fishing season identified as issue; potential fees discussed.
 - Suggestion made to consider gradual annual increases (e.g., 1%).

2025 Season Summary

- **Key Points**

Dock:

- Freight numbers down slightly from 2024
- Fuel numbers up from 2024
- Coast Guard Inspection found four deficiencies: Fire extinguishers (been addressed, trash pile, improper lighting in yard (being addressed with engineer), and security of facility (working on internally, hopefully repaired by Spring 2026)
- Emergency alarm and light need to be reinstalled properly

Harbor:

- Harbor Sticker sales down slightly from 2024

- Parking issues have decreased but still present
- Waste oil collection is still problematic
- Clarified what services are included with the price of a Harbor sticker.

- **Discussion Highlights**

- Proposal was made to fence in and lock up dumpsters with security cameras to monitor use.
- Point was made that we need more accountability for improper disposal of refuse and waste oil/antifreeze.

PIDP Grant Project Updates

- **Key Points**

- Received Approval from MARAD, State and City Council to sole source PND Engineers for engineering, permitting, and project management services.
- Currently in permitting process which takes 6-18 months
- Once permitting is complete We can sign a Grant Agreement with MARAD and start on construction.
- Hopeful to begin construction in Fall of 2026

Harbor Crane/Ice Machine Updates

- **Key Points**

- Pedestal Crane is fully operational and inspected.
- Recommendations have been made to put crane on a platform to protect from storm surges.
- Ice machine operational but cold storage does not work.
- Ice delivery system is inefficient but works for current volume.
- Will produce PSA's for next season.

Hyster Forklift Update

- **Key Points**

- Planning to sell smaller forklift as is
- Planning to repair and rent out larger forklift to AML next season
- Last payment for Link-Belt Crane this fiscal year

5. Public Comments

- Will Chaney spoke on behalf of Nushagak Cooperative to give context to Harbor lights repair.

- Michael Bennett expressed his interest in exploring options for providing shore power at the City Dock. He also expressed concern about the use of galvanized fittings on water pipes at City Dock. Potholes at City Dock need addressed.

6. Committee Comments

- Committee Members Tennyson and Dunaway raised concern about water quality at the Harbor.
- Committee Member Dunaway raised concerns about the containment wall and launch ramp at Wood River. Mentioned potential funding sources to help with repairs/replacement.
- Committee Member McCambly emphasized concern about security at City Dock.

7. Mayor's Comments

- None recorded.

8. Adjournment

- Meeting was Adjourned at 8:35pm

9. Next Meeting

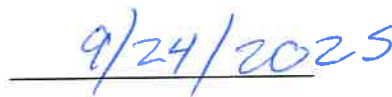
- No specific date determined however proposed end of September.

ATTEST:

DATE APPROVED:



Abigail Flynn, Acting City Clerk



[SEAL]



FINANCE AND BUDGET COMMITTEE

Monday, August 18, 2025 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 FINANCE & BUDGET 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 ID: 920 483 0473

passcode: 999576

dial (719) 359-4580

Dial in Zoom is more stable than video. If Zoom freezes or crashes, video access will be limited.

CALL TO ORDER

Meeting called to order at 5:32 PM.

ROLL CALL

- Members Present: Kurt Armstrong, Michael Bennett, Caleb Westfall, Anita Foran, and Jack Savo
- Members Absent: Mayor (excused, out of town) Michael arrived at 5:35, after roll call
- Quorum established.

APPROVAL OF MINUTES

1. Motion: Approve minutes of March 12, 2025, and May 17, 2025, as a block.
- Moved by Anita, seconded by Steve.
 - Vote: No objections. Motion passed unanimously.

APPROVAL OF AGENDA

- Motion: Approve agenda as presented.
- Moved by Steve, seconded by Anita.
- Vote: No objections. Motion passed unanimously.

STAFF REPORTS

2. Finance and Budget Staff Report

Finance & Budget Staff Report – Anita

- Harbor Fund Deficit: FY25 harbor fund ended with ~\$80,000 deficit. Options discussed: to cover with general fund or transfer from Port Fund balance (~\$662,000 available). Anita recommended using Port Fund to maintain general fund stability.

- Fund Balance Overview: Reviewed historical fund balances from 2016–2025. General fund increased with grants (e.g., LGLR) but saw declines due to deferred maintenance and capital projects.

- Questica Budget Software: Implementation nearly complete; staff rollout planned by end of August, then expanded for Council and eventually public access.

- FY25 Audit: Scheduled for October 13 (initial test) and December 1 (final). Preparing for in-depth review following FY24 findings.

- Staffing: Two part-time finance positions left vacant to save costs. Staff undergoing training.

- Property Taxes: Active outreach to clarify assessments. Discussion raised on:

- Public concerns over property tax increases (13% equity hike perception).

- Potential for workshops with appraisers to improve transparency.

- Exploration of tax base expansion (native allotments sunset, annexation of waterways).

- Internal Controls: ACH transfers could improve oversight; updated process will require Council review/sign-off. Retroactive FY25 ACH records will be compiled for Council.

- Contracts: Appraiser and auditor contracts will go out for competitive bid (typically three-year cycles).

- Leases: Reviewing all City lease/rental properties

3. Financial Reports

- April–June 2025 revenue/expense reports presented (unaudited).

- Final fund balance impacts are less than budgeted, however still subject to audit reconciliation.

- Transfers: No transfers required between water and wastewater funds.

- Equipment shipping costs noted as higher than anticipated due to timing and shipping delays in the equipment fund.

4. Balance Sheet presented

5. City of Dillingham Cash Vest Report introduced

OLD BUSINESS

6. Fish Tax- nothing new to report

- Fish Tax: Committee discussed code authority to levy raw fish tax within city limits. Revenues earmarked for port. Potentially small revenue source but would reduce need for transfers to Harbor.

NEW BUSINESS

7. Investment Draft Policy Investment Draft Policy: Deferred for future discussion.

8. Senior Center Budget Revision

Senior Center Budget Revision: Added to agenda; to be addressed once Questica is fully implemented.

- Revenue Expansion Items (Added in Discussion):
- Exploration of taxing improvements on native allotments (sunset clause).
- Annexation of waterways as potential significant revenue stream.
- Workshop to be scheduled with staff, assessor, and public participation for analysis of revenue options.

PUBLIC/COMMITTEE COMMENT(S)

- Members emphasized need for transparency with public regarding property taxes and new revenue options.
- Suggested public workshops and proactive communication to frame potential revenue changes positively.
- Next Finance & Budget meeting scheduled for September 15, 2025 (tentatively rescheduled to September 16 or 20).

ADJOURNMENT

- Meeting adjourned at approximately 8:02 PM.

ATTEST:
Abigail Flynn; Acting City Clerk

[SEAL]


Date Approved:



FINANCE AND BUDGET COMMITTEE

Wednesday, January 29, 2025 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

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

1. Call to Order

- The meeting was called to order at 5:30 PM by Curt Armstrong, Chair.

2. Roll Call

- **Present:**
 - Alice Ruby (Mayor)
 - Curt Armstrong (Chair)
 - Kaleb Westfall
 - Steve Carriere
 - Michael Bennett (via Zoom)
 - Anita Fuller (Finance Director, via Zoom)
 - Dan Decker (Acting City Manager),
- Also present:
Acting City Clerk Abigail Flynn

Quorum Established

3. Approval of Minutes

- No minutes were available for approval at this meeting.

4. Approval of Agenda

- The agenda was approved as presented.

5. Staff Reports

- **Revenues and Expenditures Report as of November 30, 2024:** An overview was provided by Finance Director Anita Fuller.

Finance and Budget Committee,

January 29, 2025

- *Mayor Ruby* inquired about lower-than-expected DMV fees.
- *Councilman Westfall* asked for clarification on PILT assessment methods and dock revenue allocation.

Finance & Budget Staff Report: Additional financial details were discussed.

- *Action Items for Next Meeting:*
 - Anita Fuller to present detailed information on PILT assessment methods.
 - Provide a breakdown of penalties and interest, distinguishing between residential and commercial categories.
 - Staff to circulate an email to determine available dates for upcoming budget meetings.
 - Preparation of December 2024, January 2025, and February 2025 reports for the next meeting.

6. Old Business

- **Fish Tax:** No new updates were provided.

7. New Business

- **Setting Dates for FY25 Budget Revision Discussions:** No formal motions were made.
 - Staff will email committee members to ascertain availability, aiming to complete the budget process by April's end.
 - Efforts will be made to avoid scheduling conflicts with events such as AML, SWAMSI, and the Infrastructure Symposium.

8. Public/Committee Comments

- **Public Comment:**
 - *Cate Woods* inquired about the landfill fire project's expenditures and current status.
 - *Anita Fuller* reported completion in August 2023, funded by a \$100,000 grant, which included establishing a fire break around the metal and burn pits.
- **Committee Comment:**
 - A brief discussion occurred regarding snow conditions, with Anita Fuller humorously mentioning she would bring snow upon her return.

9. Adjournment

- The meeting adjourned at approximately 6:32 PM.

ATTEST:


Abigail Flynn, Acting City Clerk

[SEAL]



Date Approved:



RESCHEDULED - FINANCE AND BUDGET COMMITTEE

Thursday, December 05, 2024 at 5:30 PM

MINUTES

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

MEETING INFORMATION

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

Originally Scheduled Meeting Postponed from 12/03/2024 at 5:30 P.M

Rescheduled for December 5th, 2024 at 5:30 P.M.

CALL TO ORDER

The meeting was called to order at 5:30 PM by Councilman Curt Armstrong, Chair.

ROLL CALL

Attendees:

- **Chair:** Councilman Curt Armstrong
- **Members Present:** Council Members Kaleb Westfall, Alice Ruby (Mayor), Michael Bennett, Acting City Manager Dan Decker; Finance Director Anita Fuller;
- **Also present:** Acting City Clerk Abigail Flynn

Action Items:

1. Approval of Minutes:

- **Motion:** Approve the minutes of the September 23, 2024 meeting, with the correction on page three under New Business, subsection four, changing "promoted" to "indicated."
- **Outcome:** Motion carried unanimously.

2. Approval of Agenda:

- **Motion:** Approve the agenda as presented.
- **Second:** Mayor Alice Ruby.
- **Outcome:** Motion carried unanimously.

3. Staff Reports:

- **Financial Reports:** Finance Director Anita Fuller presented financial reports for August, September, and October 2024, including fund balance updates, sales tax collection efforts, property tax collection status, and PILT and shared fishery tax updates.
- **Follow-up Actions:**
 - Provide historical comparison of fishery tax numbers.

Dillingham AK

Rescheduled - Finance and Budget Committee

December 05, 2024

- Assess the impact of AML managing the dock.
- Evaluate investment options with Three Plus One.

4. Old Business:

- **Fish Tax Discussion:**

- Discussed exploring sales versus excise tax options for fish tax implementation.
- **Action:** Staff to obtain clarification on the differences between sales and excise tax options.

5. New Business:

- **Budget Timeline:**

- Scheduled next meeting for January 21, 2025 (changed from January 20 due to Martin Luther King Day).
- Set subsequent meeting for February 17, 2025.
- Plan additional meetings in February for budget revisions and discussions.

Adjournment:

- **Time:** 7:49 PM

ATTEST:



Abigail Flynn, Acting City Clerk

Approval Date:

9/22/2025

[SEAL]



FINANCE AND BUDGET COMMITTEE

Monday, August 26, 2024 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

AMENDED FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

CALL TO ORDER

Date: Monday, August 26, 2024

Time: 5:30 PM

Location: City Hall Council Chambers, 141 Main Street, Dillingham, AK 99576

Attendees:

- Present: Chairman Curt Armstrong, Councilman Kaleb Westfall, Councilman Michael Bennett (via phone), Finance Director Anita Fuller,
- Also in attendance: Public Works Director Phil, Acting Clerk Abigail Flynn
- Absent: City Manager, Mayor

Action Items:

1. Approval of Meeting Minutes:
 - Motion: Approve the meeting minutes from December 27, 2023, and February 5, 2024, with clerical corrections.
 - Outcome: Motion carried unanimously.
2. Approval of Agenda:
 - Motion: Approve the agenda as presented.
 - Outcome: Motion carried unanimously.
3. Staff Reports:
 - Finance Report: Anita Fuller presented detailed revenue and expense reports, including updates on fund balances, tax revenues, grants, and budget revisions.
 - Discussion: Addressed updates on audits, accounting software implementation, and property tax collections.
4. Public Works Equipment Purchase:

Dillingham AK

Finance and Budget Committee

August 26, 2024

- Discussion: Considered the purchase of a Bobcat skid steer loader from Craig Taylor through the Sourcewell procurement process.
 - Action: Pending council approval, proceed with the purchase.
5. Fish Tax Code Revisions:
- Discussion: Discussed potential revisions to the fish tax code.
 - Action: Further review and recommendations to be addressed in future meetings.
6. Incinerator Project and Budget Revision:
- Discussion: Discussed the incinerator project and necessary budget revisions.
 - Action: Detailed plans and budget adjustments to be presented in upcoming meetings.

Adjournment:

- Time: 7:48 PM
- Motion: Chairman Armstrong adjourned the meeting.
- Outcome: Meeting adjourned.

ATTEST


Abigail Flynn, Acting City Clerk
Approval Date:

[SEAL]



FINANCE AND BUDGET COMMITTEE

Thursday, May 30, 2024 at 5:30 PM

MINUTES

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MEETING INFORMATION

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

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

<https://us02web.zoom.us/j/82103398167?pwd=CDAU6nfeXES0QSJnHltDtebynY4c.1;>

821 0339 8167 passcode: 158300

or dial (346) 248-7799; or (669) 900-6833

CALL TO ORDER

Attendees:

- **Present:** Councilman Curt Armstrong, Mayor Alice Ruby, Councilman Kaleb Westfall, Finance Director Anita Fuller, Acting City Manager Dan Decker
- Also present: City Clerk in Training Abigail Flynn
- **Absent:** Councilmember Michael Bennett

Agenda Adjustments:

- No formal agenda adjustments made.

NEW BUSINESS

FY25 Budget Proposal

1. **Budget Review Workshop:**
 - a. **Action:** Schedule a workshop before June 6 to review updated budget figures and introduce the budget ordinance.
 - b. **Assigned to:** Acting City Manager Decker
2. **Public Works Equipment List:**
 - a. **Action:** Obtain a comprehensive list of equipment and a prioritized replacement schedule for budget consideration.
 - b. **Assigned to:** Public Works Director (via Acting City Manager Decker)
3. **Loan Forgiveness for Water and Sewer Projects:**
 - a. **Action:** Investigate the possibility of loan forgiveness for water and sewer projects.
 - b. **Assigned to:** Acting City Manager Decker
4. **Lobbyist for Harbor Development Project:**

Finance and Budget Committee

May 30, 2024

- a. **Action:** Explore the potential for hiring a project-specific lobbyist to advocate for the harbor development project and secure funding.
- b. **Assigned to:** Acting City Manager Decker
- 5. **Board of Equalization Handbook:**
 - a. **Action:** Provide the Board of Equalization handbook to committee members for review.
 - b. **Assigned to:** City Clerk's Office
- 6. **Budget Analysis for Transparency:**
 - a. **Action:** Analyze the budget to differentiate between operating expenses and capital investments, ensuring transparency in the use of fund balances.
 - b. **Assigned to:** Finance Director Anita Fuller
- 7. **Online Payment System Implementation:**
 - a. **Action:** Develop a plan for implementing online payment systems and website improvements to enhance revenue collection and customer service.
 - b. **Assigned to:** Finance Director Anita Fuller
- 8. **Evidence Room Audit in Public Safety:**
 - a. **Action:** Evaluate the need for an evidence room audit in the Public Safety department and allocate funds accordingly.
 - b. **Assigned to:** Public Safety Department
- 9. **Pet Cremation Service Fee:**
 - a. **Action:** Investigate the feasibility of implementing a fee or suggested donation for pet cremation services provided by the Animal Control department.
 - b. **Assigned to:** Animal Control Department

Adjournment:

- **Time:** 9:45 PM
- **Motion:** Chairman Armstrong adjourned the meeting.

ATTEST:


 Abigail Flynn, Acting City Clerk

[SEAL]


 Approval Date:



FINANCE AND BUDGET COMMITTEE

Tuesday, May 28, 2024 at 5:30 PM

MINUTES

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MEETING INFORMATION

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

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

<https://us02web.zoom.us/j/88363243431?pwd=CVK98vPjWMiaaQbxtKNWMFnbUtVU5E.1;>

883 6324 3431

passcode: 044884

or dial (346) 248-7799; or (669) 900-6833

Call to Order:

- Chairman Armstrong called the meeting to order at 5:30 PM.

Roll Call:

- **Present:** Chairman Armstrong, Mayor Ruby, Councilman Westfall, Councilman Bennett, Anita Fuller (Finance Director).
- **Absent:** Not specified.

Approval of Minutes:

- No minutes from previous meetings were available for approval.

Approval of Agenda:

- No formal motion was made to approve the agenda.

Staff Reports:

- **Planning Department Budget:** Presented by Chris Maines, Planning Director.
- **Harbor Budget (including ice machine and bathhouse):** Presented by Danny Miller, Harbor Master.
- **Library Budget:** Presented by Sonja Marx, Librarian.

Key Follow-Up Actions:

1. **Planning Department:**

Finance and Budget Committee

May 28, 2024

- a. Investigate details of the coastal erosion survey.
- 2. Harbor Department:**
 - a. Revise tariff language.
- 3. Library:**
 - a. Review and potentially implement a volunteer program.

Citizen's Discussion:

- No formal citizen comments were recorded during the meeting.

Committee Comments:

- Mayor Ruby and Councilman Westfall discussed revenue items, particularly concerning tobacco tax and administrative overhead calculations for enterprise funds.

Adjournment:

- The meeting adjourned at approximately 8:01 PM.

Next Meeting:

- Scheduled for Thursday, May 30, 2024, at 5:30 PM.

ATTEST:
Abigail Flynn, Acting City Clerk
Approval Date:



FINANCE AND BUDGET COMMITTEE

Thursday, May 23, 2024 at 5:30 PM

MINUTES

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MEETING INFORMATION

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

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

<https://us02web.zoom.us/j/82608278649?pwd=NXIzZ2V0Ymg5dGhqEp1Q0d5dE55dz09;>

826 0827 8649 passcode: 809087

or dial (346) 248-7799; or (669) 900-6833

Call to Order:

- Chairman Armstrong called the meeting to order at 5:30 PM.

Roll Call:

- **Present:** Chairman Armstrong, Mayor Ruby, Councilman Westfall, Anita Fuller (Finance Director).
- **Absent:** Not specified.

Approval of Minutes:

- No minutes to approve.

Approval of Agenda:

- No formal motion to approve the agenda as it was a workshop meeting.

Staff Reports:

1. Public Safety Budget:

- a. Anita Fuller presented budget information for public safety departments, including administration, dispatch, patrol, and corrections.
- b. Key follow-up actions:
 - i. Anita to investigate Chief O'Malley's travel arrangements and contract.
 - ii. Anita to explore airline rewards/mileage programs for city travel.
 - iii. Anita to maintain \$700,000 in the corrections budget for state negotiations.
 - iv. Anita to schedule a meeting with the State of Alaska regarding the corrections budget.

2. DMV Revenue and Expenses:

Finance and Budget Committee

May 23, 2024

- a. Anita presented budget details on DMV revenue and vehicle tax allocation.
- b. Key follow-up action:
 - i. Anita to investigate how DMV revenue and vehicle tax are recorded.

Follow-up Actions:

1. Anita to confirm Chief O'Malley's travel arrangements and address questions regarding her contract.
2. Anita to explore potential airline rewards programs for city travel.
3. Anita to maintain a \$700,000 allocation in the corrections budget for state negotiations.
4. Anita to schedule a meeting with the State of Alaska regarding the corrections budget.
5. Anita to ensure all materials are prepared by Monday 5:00 PM for review before the next meeting.
6. Anita to investigate how DMV revenue and vehicle tax are recorded.

Citizen's Discussion:

- Key speakers included:
 - **Anita Fuller:** Presented detailed budget information on corrections expenses, DMV operations, and revenue.
 - **Mayor Ruby:** Raised concerns about vehicle tax allocation and expressed concerns about sustainable spending.
 - **Councilman Westfall:** Discussed spending proportions between criminal justice and education.

Committee Comments:

- **Mayor Ruby:** Expressed concerns about sustainable spending and the potential for service cuts.
- **Councilman Westfall:** Suggested balancing spending between criminal justice and education.
- **Chairman Armstrong:** Managed meeting flow and contributed to discussions on historical budget negotiations.

Mayor's Comments:

- Mayor Ruby emphasized the importance of future planning to avoid financial crises. She raised concerns about:
 - Vehicle tax allocation in DMV revenue.
 - Using fund balance for operating costs versus capital investments.
 - Sustainable spending to avoid repeating past service cuts, such as library closures and defunding other services.

Adjournment:

- The adjournment time was not specified in the transcript.

Next Meeting:


- The next meeting is scheduled for Tuesday, May 28, 2024, at 5:30 PM to complete the review of the remaining budget items before preparing the council packet.

Finance and Budget Committee

May 23, 2024

ATTEST:


Abigail Flynn, Acting City Clerk


Approval Date:

[SEAL]



FINANCE AND BUDGET COMMITTEE

Friday, May 10, 2024 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

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

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

<https://us02web.zoom.us/j/86143595982?pwd=U3FaUE4rVi9STVN1M2VGcVBsTWZzUT09;>

Meeting ID: 861 4359 5982 passcode: 815783

or dial (346) 248-7799; or (669) 900-6833

CALL TO ORDER

Call to Order:

- Acting City Manager Decker called the meeting to order at 5:30 PM.

Roll Call:

- **Present:** Acting City Manager Decker, Anita Fuller (Finance Director), Councilman Michael Bennett, Councilman Kaleb Westfall, Mayor Alice Ruby, Councilman Kevin McCambly
- Other Staff: (Public Works Staff), Bill (Public Works Staff), Phil (Public Works Director).
- **Absent:** Curt Armstrong

Approval of Minutes:

- No minutes to approve.

Approval of Agenda:

- Motion to approve the agenda was made and seconded, but the specific members who made the motion were not identified. Public Works Director Phil requested to include historical budgets from the past three years for informational purposes.

Staff Reports:

- **Public Works Budget:**
Anita presented detailed budget information for the Public Works department, covering administration, buildings and grounds, shop, streets, water, wastewater, and landfill divisions.
 - **Questions/Discussions:**

- Mayor Ruby and Councilman Westfall asked about salary increases and PERS changes due to new Senate legislation.
- Staff needs to update several narratives and make corrections to administrative overhead calculations.

Follow-up Actions:

1. Staff to update narratives and correct administrative overhead calculations for the Public Works budget.
2. Anita to address salary increases and PERS changes based on new Senate legislation.
3. Public Works Director Phil to provide additional budget information on fleet management and equipment replacement practices in the next meeting.

Citizen's Discussion:

- none

Committee Comments:

- Mayor Ruby thanked Phil for attending and Anita for scheduling the meeting around the holiday weekend.
- Mayor Ruby expressed concerns about fleet management and vehicle replacement practices, as well as landfill operations and budget increases.

Mayor's Comments:

- Mayor Ruby emphasized the importance of maintaining the landfill and its incinerator, raised concerns about budget increases in various departments, and reflected on historical challenges with landfill site selection.

Adjournment:

- The meeting was adjourned, but the specific time of adjournment was not recorded in the transcript.

Next Meeting:

- The next meeting is scheduled for May 20, 2024, to continue budget discussions and address remaining items.

ATTEST:


Abigail Flynn, Acting City Clerk

[SEAL]



Approval Date:



FINANCE AND BUDGET COMMITTEE

Monday, March 04, 2024 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

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

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

<https://us02web.zoom.us/j/87947641307?pwd=dWlIK01aNi9nMGdzekE1R3BybThuQT09;>

Meeting ID:879 4764 1307 passcode: 093299

or dial (346) 248-7799; or (669) 900-6833

CALL TO ORDER

Call to Order:

- Chairman Armstrong called the meeting to order at 5:30 PM.

Roll Call:

- **Present:** Chairman Armstrong, Anita Fuller (Finance Director), Councilmember Kaleb, Councilmember Kevin (planned to attend via Zoom)
- **Absent:** Councilmember Alice (sent a text about a last-minute issue),

Approval of Minutes:

- No minutes were considered for approval.

Approval of Agenda:

- No formal motion to approve the agenda was recorded.

Staff Reports:

- **Finance Department Budget Review:**
Anita Fuller, Finance Director, provided a detailed review of the FY2024 budget, explaining her work with department heads, monthly report reviews, and budget adjustments. The report

Finance and Budget Committee, March

04, 2024

focused on staffing, overtime, vehicle purchases, harbor operations, and various departmental budgets.

○ **Follow-up Actions:**

- Anita to continue working with department heads to address staffing and overtime concerns.
- Staff to provide more detailed information about specific department budgets, including harbor operations and vehicle purchases, for the next meeting.

Citizen's Discussion: none

Committee Comments:

- Councilmember Kevin discussed the non-operational security cameras at the harbor and the need for improvements to the surveillance systems.

Mayor's Comments:

- The Mayor was absent from the meeting and did not provide comments.

Adjournment:

- The meeting was adjourned, but the exact time of adjournment was not specified.

Next Meeting:

- The next meeting is scheduled for March 14, 2024, but no specific time was mentioned.

ATTEST:



Abigail Flynn, Acting City Clerk



Approval Date:

[SEAL]



FINANCE AND BUDGET COMMITTEE

Monday, September 25, 2023 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

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

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

<https://us02web.zoom.us/j/86018469915?pwd=WWZqclBQd1Z2RVFXRmdmdG9aRFZBZz09>

Meeting ID: 860 1846 9915; passcode: 740157

or dial (346) 248-7799; or (669) 900-6833

CALL TO ORDER

Meeting called to order at 5:30 PM by Chair.

ROLL CALL

Attendance:

- Present: Alice & Kim (via teleconference), Anita (in person), Curt (in person)
- Absent: Axel (school event)

APPROVAL OF MINUTES

1. Previous Meeting Minutes Not Available
 - No minutes presented; a misunderstanding on responsibility for preparation delayed them.
 - Previous meeting minutes will be on the next agenda.

APPROVAL OF AGENDA

- Motion made by Kim, Seconded by Alice
 - Motion passed without objection.
 - Additional items clarified under staff reports: forklift discussion, salary comparison.

STAFF REPORTS

- **Revenue & Expense Report (July 2023):**
 - General Fund revenues at 41% due to property tax billing.
 - PILT funding received above budget (\$522,000 vs. \$460,000).
 - Dock revenues delayed due to late invoicing.
 - Overall expenditures at 7%; City Schools at 25% (quarterly payment).
 - Special revenues, grants, and bonds within expected ranges.
- **Audit Updates:**
 - FY22 audit in progress; auditors scheduled for Nov 27, 2023.
 - FY23 audit preparation underway; auditors scheduled Jan 8, 2024.
- **Staffing:**
 - Executive Assistant transition: Serena Tilden moved to HR.
 - Recruitment ongoing for open positions.
 - Basil Tilden attending AML Tax Conference focusing on sales tax.
 - Finance Director to attend RUBA training in October.
- **Property Taxes:**
 - 2023 taxes due Nov 1 (first half payment required).
 - September statements contained date errors; corrected versions to be mailed.
 - Assessment process clarified—values updated on a three-year cycle, lagging market trends.
- **Personal Property Tax:**
 - Efforts made to capture taxable vessels; unpaid vessels to be placed on denied service list.
 - Code loophole identified: threshold of \$10,000 allows underreporting.
 - Recommendation to require all personal property returns, with council setting thresholds during mill rate adoption.
 - Committee members expressed concerns about enforceability and cost-effectiveness; further review referred to Code Committee.
- **Collections:**
 - Water collections stalled due to staff turnover; letters being prepared.
- **Grants:**
 - Quarterly reporting due in October; significant grant workload expected.
- **Budget Planning:**
 - Working on revisions for December/January adoption.
 - **Wages:** Discussion on citywide wage competitiveness. Proposal to raise all positions one pay level (12%), estimated FY24 cost ~\$369,000.
 - Some members noted prior increases (8.2% compromise in FY23).
 - Concerns raised about long-term sustainability versus recruitment/retention needs.
 - Staff provided comparative wage data showing City salaries below local and regional employers.
 - Discussion ongoing; no action taken.
- **Dock & Equipment:**
 - Heister 800 forklift trade-in value: ~\$55,000. Shipping cost estimated at \$25,000.
 - Alternatives discussed:
 - Continue city-operated model.
 - Explore “Bethel model” (barge companies provide equipment; city leases space).
 - Explore dock lease models (similar to Unalaska).
 - Consensus: more information needed; continue evaluation.
- **Nerka Road Project:**

- Tribe unable to fund full paving due to \$654,000 shortfall from unforeseen excavation costs.
- Treasury ruled that ARPA funds can now be applied to roads; project may be completed in 2024.
- Discussion: potential state funding opportunities; members expressed road priority concerns (e.g., ***** Creek Road).

2. Finance and Budget memo 2023 Staff Report
3. July 2023 Revenue and Expense Report

COMMITTEE BUSINESS

4. Fish Tax

Fish Tax: Placeholder item; no new updates.

PUBLIC/COMMITTEE COMMENT(S)

Concern raised regarding library/museum storage: materials from Territorial School being stored at the museum, impacting displays.

- City Manager to review and address; suggested Friends of the Library hold book sale for stored materials.
- Emphasis on protecting museum's cultural and financial assets.

ADJOURNMENT

- Meeting adjourned at approximately 7:12 PM.

ADJOURNMENT

Meeting adjourned at approximately 8:02 PM.

ATTEST:


Abigail Flynn, Acting City Clerk

[SEAL]


Date Approved:



FINANCE AND BUDGET COMMITTEE

Thursday, August 31, 2023 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

CALL TO ORDER

- Meeting called to order at 5:30 PM by Chair.
- Attendance: Members present included Anita, Alice, Curt and Kim.
- Quorum confirmed

ROLL CALL

APPROVAL OF MINUTES

Minutes of May 31, 2023, Finance & Budget Committee

- Minutes from April and May meetings were not complete and not available for approval
 - Action: Minutes to be carried forward to the next meeting.

APPROVAL OF AGENDA

- Agenda approved by consensus.
- Items included: Staff Reports, Revenue & Expense Report (June 2023), Audit updates, Property Tax and Collections, Grants, Budget revisions, Landfill compliance, Fish Tax

STAFF REPORTS

1. Audit Updates

- FY22 Audit: Auditors scheduled to arrive **Nov 27, 2023**. Audit will be late.
- FY23 Audit: Scheduled for **Jan 2024** with intent to complete within deadline.
- Staff preparing both audits concurrently to avoid findings

2. Staffing

- Finance Department now fully staffed.
 - Ryan Johnson transitioned to Accounts Payable (part-time).
 - Shereena Kilden hired for Accounts Receivable.
 - New staff (Pearl) hired in August.
- Consultant Cameron scheduled to assist for 5 weeks in September, focusing on backlog and training

3. Property Taxes & Collections

- 2023 Real & Personal Property Taxes invoiced July 1.
 - First half due Nov 1; second half due Dec 1.
- Progress on collections: ~\$100,000 collected in recent months.
- Foreclosure actions initiated on delinquent accounts.
- Water shutoff notices to be sent **Oct 2** to accounts >60 days delinquent

4. Grants

- Grant reporting backlog to be addressed in September with consultant assistance.
- Quarterly reporting scheduled for October

5. Budget & Revenue/Expense Report (June 2023)

- FY23 budget revisions adopted June 15 reflected in June report.
- General Fund Revenues at ~99%.
 - Gaming tax low (late reporting by business).
 - Telephone/electric co-op tax payments higher than expected.
 - Investment earnings exceeded projections (133%).
- Harbor revenue lower than anticipated (74%).
- Landfill revenue increasing, in-kind tracking initiated.
- Senior Center grant flagged as weak area needing focus.
- Expenditures: some departments under-spent due to vacancies (e.g., Public Works).
- Overall fund balance positive despite adopted negative revisions

6. Landfill Compliance

- Three purchase orders issued for compliance and fire safety:
 1. Consolidate and compact metal pile.
 2. \$100,000 DNR grant for firebreaks around metal, burn pile, and ash cells.
 3. Removal of temporary “junk pile” containing mixed waste.
- Work completed; compliance progress reported.
- DCC inspection initially expected Sept 7, rescheduled to October

June 2023 Revenue & Expense Report

NEW BUSINESS

FY23 Budget Revision

Fish Tax

- Placeholder item; no progress since staff have not had time to review.
- Past issues with lack of accurate processor numbers for 2022 noted.
- One processor indicated willingness to provide data

PUBLIC/COMMITTEE COMMENT(S)

- No additional public comments recorded.

ADJOURNMENT

- Meeting adjourned at approximately 6:50 PM

ATTEST:

Abigail Flynn, Acting City Clerk

[SEAL]


Date Approved:



FINANCE AND BUDGET COMMITTEE

Monday, May 29, 2023 at 5:30 PM

MINUTES

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

MEETING INFORMATION

CALL TO ORDER

Chair Curt Armstrong called the meeting to order at 5:40 p.m.

ROLL CALL

Members Present (Quorum established):

Curt Armstrong
Alice Ruby

Perry Abrams
Anita Fuller

Excused: Aksel Buholm

Staff Present: Lori Goodell

APPROVAL OF MINUTES

Motion: Perry Abrams moved to approve the minutes of April 17, 2023; seconded by Alice Ruby.

Vote: Motion passed by unanimous consent.

APPROVAL OF AGENDA

Motion: Anita Fuller moved to approve the agenda; seconded by Alice Ruby.

Vote: Motion passed by unanimous consent.

STAFF REPORTS

Finance & Budget Update presented by Finance Director Anita Fuller:

- Staffing: Assistant Finance Director (Purchasing & Disbursement) began on site effective 5/19. Training underway for Anthony Reynolds on wage deductions. One finance position remains open.
- Grant Reporting: FY23 NTS reporting in progress; FY24 NTS application in progress. ARPA grant reporting completed but login transfer issues remain unresolved. Linked grant and jail contract quarterly reports submitted.
- Audit: FY22 audit rescheduled for November 27, 2023; FY23 audit scheduled for January 2024.
- Insurance: API insurance renewal completed April 21; general insurance proposal expected by end of May.

- Software: Property tax software in development; Questica budget software kickoff scheduled June 14. Property tax invoices scheduled for July 1 distribution.
- Additional Notes: Council report FAQs provided for reference.

NEW BUSINESS

Seafood Processor Excise Tax Update

- Staff and committee members met with Peter Pan representatives to address concerns with the proposed excise tax.
- Key discussion points included mirroring Bristol Bay sales tax while maintaining excise tax flexibility, annual filing, avoiding double taxation of fish, draft exemptions or credits, and reducing the proposed rate.
- Committee discussion emphasized comparing Borough's tax ordinance, avoiding loopholes, and considering impacts on dock revenues.
- Noted Peter Pan's purchase of the vessel Gordon Jensen, which may shift processing away from local facilities.

2. FY24 Budget

- Finance Director presented Revision #3 of the FY24 budget packet, including narratives and spreadsheets.
- Highlights:
 - General Fund revenues: \$10,326,939
 - Appropriations: \$23,637,516
 - Projected negative fund balance impact: -\$4,648,000 (General Fund, Wastewater, and Dock funds affected)
- Adjustments: compliance officer duties assigned to Deputy City Manager, dispatch wage updates, landfill equipment additions, harbor support transfers, and harbor float replacement project funding.
- Senior Center budget balanced with \$290,429 city transfer.
- Equipment Replacement Fund: \$600,000 allocation includes three new patrol vehicles and a fire command truck; discussion on long-term replacement schedule.
- Capital Improvement section incomplete due to technical delays; further work required before ordinance finalization.
- Committee discussed vehicle sizes, harbor fee adjustments, replacement planning, and wage scale increases (10% vs. 5%) with recruitment/retention considerations.
- Next Steps: Draft ordinance to be circulated by May 30; additional committee meeting scheduled May 31 at 4:30 p.m.; Council workshops to be held prior to June 1 and June 15 meetings.

PUBLIC/COMMITTEE COMMENT(S)

General discussion on budget process and upcoming workshops.

ADJOURNMENT

Chair Armstrong adjourned the meeting at 7:19 p.m.

Dillingham AK

Finance and Budget Committee

May 29, 2023

ATTEST



Abigail Flynn, Acting City Clerk

9/22/2025

Date of Approval

[SEAL]



FINANCE AND BUDGET COMMITTEE

Monday, October 23, 2023 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

FINANCE & BUDGET COMMITTEE MEETING CITY HALL COUNCIL CHAMBERS

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

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

<https://us02web.zoom.us/j/83223633340?pwd=czBpd2czN2JjOU45NUhiazNzQW9EQT09>

Meeting ID:827 8420 7489 passcode:076982

or dial (346) 248-7799; or (669) 900-6833

CALL TO ORDER

Chair Curt Armstrong called the meeting to order at 5:30 p.m.

ROLL CALL

Members Present (Quorum established):

- Curt Armstrong
- Alice Ruby
- Anita Fuller
- Kimberly Johnson

Excused:

- Aksel Buholm

APPROVAL OF MINUTES

Previous meeting minutes were not available. No action taken.

APPROVAL OF AGENDA

Motion: Kimberly Johnson moved to approve the agenda; seconded by Anita Fuller.

Vote: Motion passed by unanimous consent.

STAFF REPORTS

Finance and Budget Memo

- FY22 & FY23 Audit: Updates provided.
 - Staffing: Updates on hires and training; Account Tech II attended AML tax training; Finance Director attended RUBA training.
- AML sales tax guidance: AML is updating guidance to clarify that if a federally recognized

tribe sells a product to generate revenue, sales tax would be assessed. Noted this aligns with Dillingham Municipal Code and is not opposed by the City.

- Grants: NTS and NSIP FY23 grant reporting completed and approved by the granting agency.
- Insurance: Broker notified that Heritage Select is ending; City will evaluate other insurance plans.
- Contracts: LMJ contract renewed for another year.

August 2023 Revenue and Expense Report

- August 2023 Revenue and Expense Report: Overview of report layout and sections. At this point in the fiscal year, 16% of the budget is expected; revenues are exceeding expenditures.

UNFINISHED BUSINESS

Fish Tax

- ADF&G season summary received. Dock Supervisor reported 444 containers of fish moved over the dock.
- Conversation with Peter Pan remains planned; additional figures from Travis are needed. Discussion with OBI not yet complete.

NEW BUSINESS

No new business.

PUBLIC/COMMITTEE COMMENT(S)

None.

ADJOURNMENT

Hearing no further business, the meeting was adjourned.

(Clerk's note: There is no recording for this meeting.)

ATTEST



Abigail Flynn, Acting City Clerk



Date of Approval

[SEAL]

File Attachments for Item:

5. Open seats waiting for letters of interest and appointments:

Senior Advisory Commission (6 expired seats, April expirations)Library Advisory Board - letters
from Amy Ruby & Janet DieckgrafeFriends of the Landfill (2 open seats)

Port Advisory Committee- letter from Dan Dunaway



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 open seats:

- ✓ Senior Advisory Commission (6 expired seats, April expirations)
- ✓ Library Advisory Board (1 seat vacant)
- ✓ Friends of the Landfill (2 open seats)

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.

DD

Dan & Marjorie Dunaway<dlgdunaway@gmail.com>

To: ○ Alice Ruby; ☺ DLG City Clerk

😊 ↩️ ↶️ ↷️ 🔗 📅 ...

Wed 9/24/2025 12:55 PM

I was notified that my term on the Port Advisory Committee has expired or will soon.

I am willing to serve another term on the Committee if it is the pleasure of those who seat members.

Thank you

Dan Dunaway
Dillingham,

907-843-3030

September 24, 2025

To: Mayor Alice Ruby , City of Dillingham

From: Amy Ruby

Re: Library Advisory Board

Madam Mayor,

I have been a member of the Library Advisory Board for many years.
My term is up and I would like to renew my seat on this board.

Finding ways to provide literacy opportunities for all Dillingham citizens is something I have a strong interest in. Thank you for considering my request.

Sincerely,
Amy Ruby

24Sep2025

Mayor Alice Ruby,

I am writing to ask you to extend my position as a member of the Dillingham Library Advisory Board. I am passionate about America's public library system, and especially its presence in small, rural communities. Libraries allow individuals and communities access and connection to each other and the world around us. And I firmly believe in the continued importance and existence of libraries, no matter how rapid the change in ways of accessing information and connecting occurs today. The Library Advisory Board is integral to helping our community navigate these changes and look toward the future, and I would like to continue to be a part of it.

I have served on the LAB for the last two years and am proud of our collaboration and accomplishments with Library staff, the Friends of the Library, and the Dillingham community. No doubt we have many changes and challenges ahead, but I feel the LAB members offer energy, ideas, and creativity to solve any upcoming issues.

Public libraries are not only places to get and consume information, but they're also places of discovery, connection and meaning. Please consider my request to remain on the Library Advisory Board.

Thank you,



Janet L. Dieckgrafe

Dillingham, AK



Re: Library Advisory Seat Expiring this month

From lee ann andrew <landrew0313@gmail.com>

Date Sat 9/27/2025 6:21 PM

To DLG City Clerk <cityclerk@dillinghamak.us>

To whom it may concern,
I would like to renew my seat on the library board for the next term.
Thank you
Lee Ann Andrew

On Thu, Sep 18, 2025 at 10:33 AM DLG City Clerk <cityclerk@dillinghamak.us> wrote:

Hi Lee Ann,

I wanted to let you know that your seat on the Library Advisory Board expires this month. If you would like to turn in a letter of interest to extend your term you may do so. Communications with the Mayor can be sent to me and I will pass them on.

Sincerely,

Abigail Flynn

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

This message and any attachments are intended only for the addressee(s) and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received this message in error, please notify us immediately so that we may correct our internal records. Please then permanently delete the original message and any attachments and destroy any copies.
Thank you.

File Attachments for Item:

6. Introduction/ First Reading: Ordinance No. 2025-02: An Ordinance of the Dillingham City Council Authorizing the Disposal of City Property Near Harbor Road to the United States for the Small Boat Harbor Maintenance Dredging Project.

Set the date and time for the public hearing

NON-CODE ORDINANCE

Introduced: October 2, 2025
 Public Hearing: _____, 2025
 Adopted: _____, 2025

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2025-02

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE DISPOSAL OF CITY PROPERTY NEAR HARBOR ROAD TO THE UNITED STATES FOR THE SMALL BOAT HARBOR MAINTENANCE DREDGING PROJECT.

WHEREAS, DMC 5.30.100 requires the disposal of an interest in City land by easement or right-of-way to follow the requirements of DMC 5.30; and

WHEREAS, the United States government, acting through the U.S. Army Corps of Engineers, has requested a temporary construction and access easement (also known as a right of entry for construction agreement) to enter City property near Harbor Road for the 2026-2028 Maintenance Dredging Project, Dillingham Small Boat Harbor; and

WHEREAS, the City property near Harbor Road related to 2026-2028 Maintenance Dredging Project is legally described as follows (DMC 5.30.020(A)(3)):

- (1) A portion of USS 2874, located within Section 20 and 21, Township 13 South, Range 55 West, Seward Meridian, Bristol Bay Recording District, State of Alaska; and
- (2) A portion of ADL 1774, Public Use Easement, located within Section 21, Township 13 South, Range 55 West, Seward Meridian, Bristol Bay Recording District, State of Alaska; and

WHEREAS, dredging of the small boat harbor promotes the public purpose by providing ship to shore access and vessel moorage, which are critical to the City's economy (DMC 5.30.010(B) & (A)(4); DMC 5.30.080(A)); and

WHEREAS, the United States' use of City property is only anticipated to occur from May 1 to June 30 in 2026, 2027, and 2028; and

WHEREAS, upon balancing the City's use of the City property near Harbor Road and the benefits from the 2026-2028 Maintenance Dredging Project, the City property is temporarily not needed for municipal purposes (DMC 5.30.020(A)(1)); and

WHEREAS, given the benefits of the dredging project without cost to the City and the grantee is another government, the temporary disposal is at no cost to another public entity through a grant (DMC 5.30.020(A)(1) & (4) & (5); DMC 5.30.040(D)); and

WHEREAS, the City's property value has not been specifically appraised for this disposal because this disposal is for a temporary construction and access easement to a public entity

at no cost and because an appraisal would cause the City to unnecessarily incur costs without any benefit (DMC 5.30.020(A)(6) & (B)); and

WHEREAS, this ordinance authorizes the disposal for the 2026-2028 maintenance dredging project and any future temporary construction and access easements to the United States for maintenance dredging purposes because routine maintenance dredging is in the public's interest; and

WHEREAS, upon adopting this ordinance, the City Manager may finalize any negotiations with the United States, and the Mayor and necessary staff may sign any disposal instruments (DMC 5.30.010(D) & DMC 5.30.020(A)(7)); and

WHEREAS, the City Council finds this disposal complies with City code and adoption of the ordinance is in the public's interest for a public purpose to the federal government for a temporary duration.

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

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

Section 2. Appraisal Exemption. This disposal is exempt from the appraisal requirements of DMC 5.30.020(A)(6) and DMC 5.30.020(B).

Section 3. Authority to Dispose. The City is authorized to dispose of a portion of USS 2874 and a portion of ADL 1774 near Harbor Road to the United States at no cost in the form of a temporary construction and access easement (also known as a right of entry construction agreement) for maintenance dredging of the Dillingham Small Boat Harbor. This grant of authority is for the 2026-2028 project and any subsequent maintenance dredging projects involving the same City property with the United States.

Section 4. Effective Date. This ordinance is effective upon adoption.

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

Alice Ruby, Mayor

ATTEST:

[SEAL]

Abigail Flynn, Acting City Clerk



DEPARTMENT OF THE ARMY
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS
P.O. BOX 6898
JBER, AK 99506-0898

July 25, 2025

Real Estate Division

Daniel E. Decker Sr.
City Manager
City of Dillingham
P.O. Box 889 141 Main St.
Dillingham, Alaska 99576

Mr. Decker:

This letter concerns the real estate requirements for the 2026 – 2028 Dillingham Harbor Maintenance Dredging Project.

Dillingham Harbor was authorized by Congress in the Rivers and Harbors Act of 1958. As the local sponsor, the Dillingham Public Utility District No. 1 agreed to provide without cost to the United States all necessary lands, easements, and rights-of-way necessary for construction and maintenance of the project. On April 15, 1960 land was deeded from Pacific American Fisheries, Inc. to the United States of America and dedicated for the Dillingham Harbor project. Construction of the harbor was completed in September 1961. The City of Dillingham assumed the responsibilities and functions as the local sponsor in 1967. On June 14, 1999 dedicated land was deeded to the City of Dillingham for the harbor and maintenance.

Operations and maintenance of the harbor continues to be a combined effort by the U.S. Army Corps of Engineers (USACE) Alaska District and the City of Dillingham. The USACE Alaska District is in the early stages of preparing the next three-year contract for dredging the entrance channel and boat basin for 2026 through 2028. Maintenance dredging activities would likely occur over several weeks each year starting when the harbor and Nushagak River are ice free, typically in May. Work generally includes surveying, dredging with a cutterhead pipeline dredge, conveying the dredged material through a temporary pipeline, and discharging the dredged material in the designated open water site. Work would be conducted in a manner that keeps the harbor accessible to boat and vehicular traffic to the maximum extent practicable; however, some temporary restrictions around construction equipment and material staging areas may be necessary for public safety.

A temporary easement area will be required only during the maintenance dredging phases as described in the enclosed Right-of-Entry for Construction and Exhibits. Previous information revealed the lands were city-owned; however, if additional interests are required, they will need to be acquired in compliance with the appraisal, negotiation,

and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 42 USC 4601 et seq. Once the City of Dillingham has obtained all the real estate interests needed, please furnish the Right-of-Entry for Construction authorizing the Government the right to enter the property for operations and maintenance of the project.

Your prompt assistance in providing the appropriate certification and authorizations for the lands to accommodate the project would be greatly appreciated. Feel free to return the signed authorization to the email address provided below.

Thank you for your cooperation towards this endeavor, and should you have any questions or concerns, please contact Realty Specialist Todd Romine at (907) 753-5530 or via email at todd.c.romine@usace.army.mil.

Sincerely,


Matthew J. Des Forge
Chief, Real Estate Division

cc:
Daniel Miller, Port Director
Sherina Tilden, Executive Assistant/HR
Michael Tencza, USACE Project Manager

DEPARTMENT OF THE ARMY
RIGHT-OF-ENTRY FOR CONSTRUCTION

(2026-2028 Maintenance Dredging
Project, Dillingham Small Boat Harbor)

(U.S. Survey 2874 and ADL 1774)

The undersigned, hereinafter called the "Owner," in consideration of the total compensation to be paid by the UNITED STATES OF AMERICA, hereinafter called the "Government," for all land or easement rights hereinafter described, to be determined by subsequent agreement between the Owner and the Government, or by judicial proceedings, hereby grants to the Government, a right-of-entry upon the following terms and conditions:

1. The Owner hereby grants to the Government an irrevocable right to enter upon the lands hereinafter described at any time within a period of Forty-Two (42) months from the date of this instrument, in order to erect buildings or any other type of improvements and to perform construction work of any nature.

2. This right-of-entry includes the right of ingress and egress on other lands of the Owner not described below, provided that such ingress and egress is necessary and not otherwise conveniently available to the Government.

3. All tools, equipment, buildings, improvements, and other property taken upon or placed upon the land by the Government shall remain the property of the Government and may be removed by the Government at any time within a reasonable period after the expiration of this right-of-entry.

4. The Government shall have the right to patrol and police the lands hereinafter described during the period of this right-of-entry.

5. In the event that the Government does not acquire title or other necessary interest in said land prior to the expiration of this permit or right-of-entry, or other renewal thereof, the parties agree that, if any action of the Government's employees or agents in the exercise of this right-of-entry results in damage to the real property, the Government will, at its option, either repair such damage or make an appropriate settlement with the Owner. In no event shall such repair or settlement exceed the fair market value of the fee interest of the real property at the time immediately preceding such damage. The Government's liability under this clause may not exceed appropriations available for such payment and nothing contained in this agreement may be considered as implying that Congress will at a later date appropriate funds sufficient to meet deficiencies. The provisions of this clause are without prejudice to any rights the Owner may have to make a claim under applicable laws for any other damages than provided herein. If the Government does acquire such title or other necessary interest, damages would be limited to the decrease in the fair market value of the owner's remainder caused by such damage.

The land affected by this right-of-entry is located in the City of Dillingham, State of Alaska, and is described as follows:

A portion of U.S. Survey 2874 and a portion of ADL 1774, located within Sections 20 and 21, Township 13 South, Range 55 West, Seward Meridian, depicted on USACE Drawing "Exhibit B", attached hereto and made part of this Right-of-Entry for Construction.

<i>City of Dillingham</i>	United States Government
<hr/> Daniel Decker City Manager, City of Dillingham (NOTE: Corporate/Government Representative need to provide evidence of authority to bind the entity.)	<hr/> MATTHEW J. DES FORGE Real Estate Contracting Officer
Contact information: PO Box 889 141 Main St. Dillingham, AK 99576 (907) 842-5148 manager@dillinghamak.us	Real Estate Division phone number: 907-753-2866 Division Email: CEPOA-RE@usace.army.mil
Date Signed _____	Date Signed & Executed: _____

~~~~~

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_, of  
(Name) (Title)

\_\_\_\_\_ that \_\_\_\_\_  
(Corporation/Organization) (Signatory's name)

who signed the foregoing instrument, the Right-of-Entry for Construction, on behalf of

\_\_\_\_\_ was then the \_\_\_\_\_ of  
(Corporation/Organization) (Signatory's title)

\_\_\_\_\_.  
(Corporation/Organization)

further certify that said \_\_\_\_\_ was acting within the scope of  
(Signatory's title)

powers delegated to them by the Board of Directors of

\_\_\_\_\_ in executing said instrument.  
(Corporation/Organization)

---

Date

---

Print Name \_\_\_\_\_

## **EXHIBIT A**

### **Dillingham Small Boat Harbor Maintenance Dredging**

**Estate:** The minimum interest in real estate required to support construction, operation, and maintenance of the 2026-2028 Maintenance Dredging Project, Dillingham Harbor, as set forth in the plans and specifications held in the U.S. Army Corps of Engineers, Alaska District Office, Anchorage, Alaska, are as follows:

A portion of U.S. Survey 2874 – Pipeline Corridor, Dredging, and Surveying

A portion of ADL 1774 – Pipeline Corridor, Dredging, Surveying, and Dredged Material Placement

A temporary easement and right-of-way in, on, overland across the land described as a **portion of USS 2874 and a portion of ADL 1774** on the attached marked “Exhibit B”; for a period not to exceed three years, as follows:

- May 1, 2026, thru June 30, 2026
- May 1, 2027, thru June 30, 2027
- May 1, 2028, thru June 30, 2028

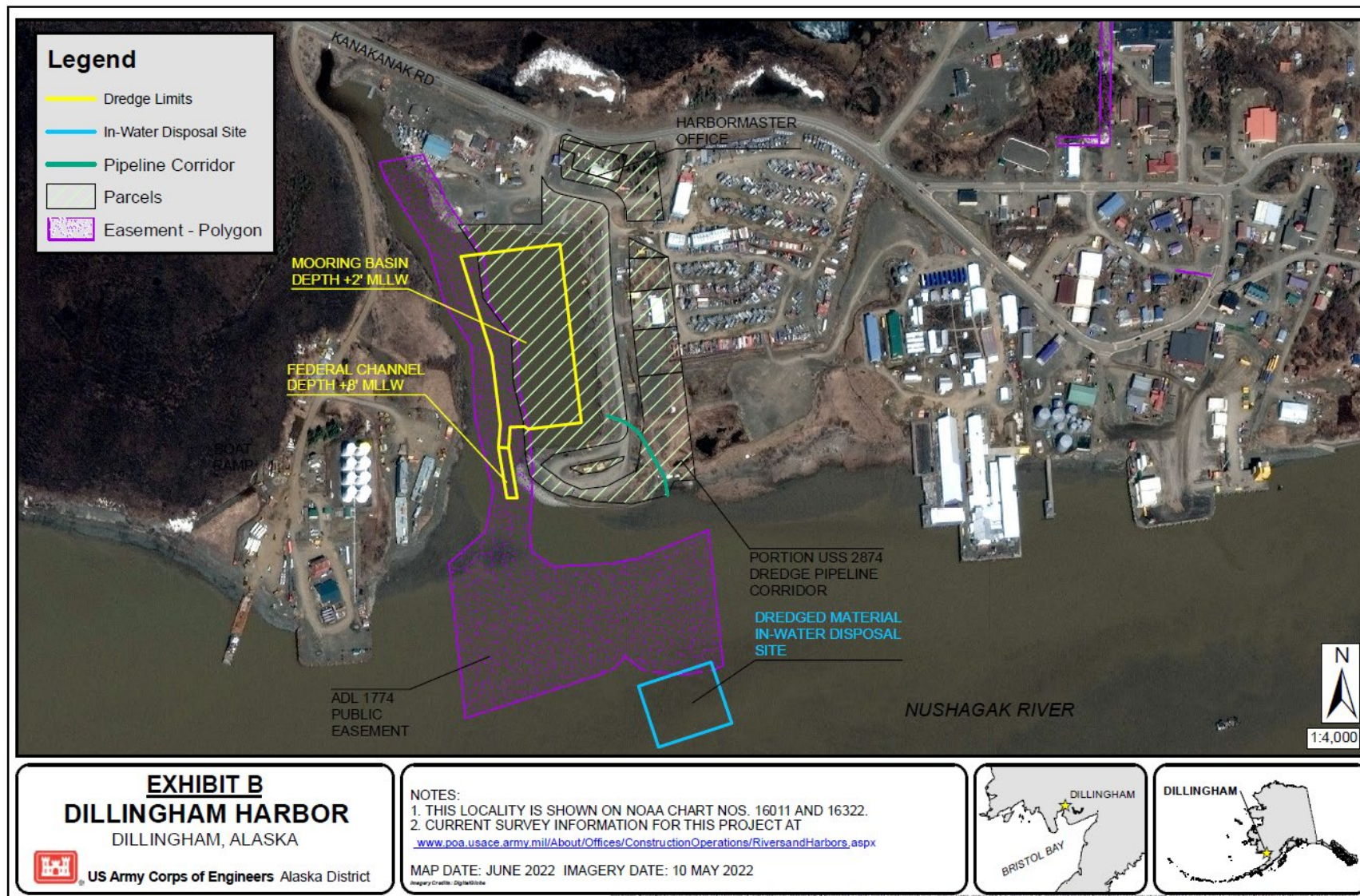
The land granted to the City of Dillingham, for use by the United States, its representatives, agents, and contractors as a work area, including the right to deposit fill, spoil and waste material thereon, move, store and remove equipment and supplies, and erect and remove temporary structures on the land and to perform any other work necessary and incident to the construction of the 2026 – 2028 Maintenance Dredging Project, Dillingham Harbor, Alaska, together with the right to trim, cut, fell and remove there from all trees, underbrush, obstructions, and any other vegetation, structures, or obstacles within the limits of the right-of-way; reserving, however, to the landowners, their heirs and assigns, all such rights and privileges as may be used without interfering with or abridging the rights and easement hereby acquired; subject, however, to existing easement for public roads and highways, public utilities, railroads and pipelines.

#### **Legal Description:**

A portion of USS 2874, located within Section 20 and 21, Township 13 South, Range 55 West, Seward Meridian, Bristol Bay Recording District, State of Alaska.

A portion of ADL 1774, Public Use Easement, located within Section 21, Township 13 South, Range 55 West, Seward Meridian, Bristol Bay Recording District, State of Alaska.

## EXHIBIT B





ATTORNEY'S CERTIFICATE OF AUTHORITY

I, \_\_\_\_\_, *City Attorney* for the *City of Dillingham* certify that *City of Dillingham* has the authority to grant the Right-of-Entry for Construction; that said Entry is in sufficient form to grant the authorization therein stated.

WITNESS my signature as *City Attorney* for the *City of Dillingham* this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**File Attachments for Item:**

7. Resolution No. 2025-39, Approve Stipend for Election Workers

**CITY OF DILLINGHAM, ALASKA****RESOLUTION NO. 2025-39****A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SETTING THE STIPEND FOR  
ELECTION WORKERS FOR THE REGULAR MUNICIPAL ELECTION**

---

WHEREAS, Dillingham Municipal Code (DMC) 3.10.050(B) provides that salaries for election judges and clerks are set by the City Council; and

WHEREAS, DMC Chapter 3.30 establishes the appointment and composition of election officials; and

WHEREAS, DMC 3.60.010(B) permits worker rotations so long as at least two judges are present at the polling place at all times; and

WHEREAS, providing translator services is necessary to promote voter access and effective election administration; and

WHEREAS, a flat stipend simplifies administration, supports scheduling flexibility, and aids recruitment; and

WHEREAS, a stipend of \$210 for the election workers is consistent with past practice;

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

Section 1. Stipend Established. Each election judge, election clerk, and translator serving in a City of Dillingham municipal election shall receive a flat stipend of two hundred ten dollars (\$210.00) for the election-day duty period.

Section 2. Applicability. This stipend applies to officials appointed by the City Clerk for the regular municipal election on the first Tuesday in October and for any special municipal election.

Section 3. Nature of Payment. The stipend is a per-person, per-day payment intended to cover the duty period, including breaks and rotations permitted by DMC 3.60.010(B). No additional hourly pay or overtime shall accrue for that period under this resolution.

Section 4. Administration. After election day, the City Clerk is authorized to submit payment requests, and the Finance Department is authorized to issue payments from the Clerk's elections budget.

Section 5. Effective Date. This resolution is effective immediately upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 2, 2025.

ATTEST:

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

[SEAL]

\_\_\_\_\_  
Abigail Flynn, Acting City Clerk

**Mayor**  
Alice Ruby

**Acting Manager**  
Jack Savo Jr.



**Dillingham City Co**

Section . Item 7.

Bertram Luckhurst  
Michael Bennett  
Steven Carriere  
Curt Armstrong  
Kaleb Westfall  
Kevin McCambly

## MEMORANDUM TO COUNCIL

**To:** Mayor and City Council Members  
**From:** Abigail Flynn, City Clerk's Department  
**Through:** Jack Savo Jr, Acting City Manager  
**Date:** October 2, 2025  
**Re:** Resolution 2025-39

**SUMMARY:** Requesting that the City Council set the stipend rate for election workers for the annual regular municipal election held on the first Tuesday of October every year and also for any Special Municipal Elections for the City of Dillingham.

**PREVIOUS COUNCIL ACTION:** There has been no recent resolution where the council has decided renumeration for election workers. Dillingham Municipal Code (DMC) 3.10.050(B) provides that salaries for election judges and clerks shall be set by the City Council.

**BACKGROUND:** The financial records going back for the past five years show election workers were paid a \$210 stipend but a resolution to set the amount has not been found.

**DISCUSSION:** Our City Code says that the salaries of election judges and clerks are set by the council. At the time that the code was written, the requirement for a translator may not have existed but it is a requirement now and has been for some time. I propose that the translator or translators are paid the same as other election workers and that all election clerks, judges, translators and the Chair are fairly compensated for their time. Election day is a very long day, and it is already hard to recruit people for this event. Fairly paying civic-minded community members to do this work will help in recruitment efforts.

**ALTERNATIVES:** The council has the opportunity to set the stipend rate at what it has been paid for the past several years (\$210 per person for election day and any extra time spent in training or in counting ballots and attending the canvassing committee meeting) or choose an alternative renumeration that is more generous and includes a per diem for meals or a set amount for completing pre-election training.

**FINANCIAL IMPLICATIONS:** As an example, The financial impact. \$210 times three Judges and Three Clerks and one translator comes to \$1,470. More election workers than 7 would be useful so that they can trade out and work shorter shifts so this cost estimate is just an example. To date, there is still \$3,803 in the election budget that is unspent. There will be additional costs to feed the election workers incurred on election day. This financial commitment will remain a yearly commitment until a future resolution passed by the council changes the stipend.

**LEGAL:** No legal questions or concerns are anticipated.

**STAFF RECOMMENDATION:** Staff recommends adoption of Resolution 2 0 2 5 -39 or



an amendment to the resolution offering more generous remuneration.

**PROPOSED MOTION:**

I move to adopt **Resolution No. 2025-39**, *Requesting that the City Council set the stipend rate for election workers.*

Or if there is a motion to amend and adopt:

I move to adopt **Resolution No. 2025-39**, *Requesting that the City Council set the stipend rate for election workers*, as amended [insert specific amendment]

**ATTACHMENTS:** None

**File Attachments for Item:**

8. Resolution No. 2025-41, Amend Terminal Tariff

## CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2025-41****A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE PORT OF DILLINGHAM TERMINAL TARIFF**

WHEREAS, the rates, rules, and regulations for the Port of Dillingham Terminal Tariff need to be revised and updated; and

WHEREAS, the terminal tariff was last amended and adopted on January 6, 2022, (Resolution No. 2022-01); and

WHEREAS, the Port of Dillingham is no longer an owner operated port, but is a landlord port; and

WHEREAS, the City Council has determined that reviewing the rates and fees is necessary to help provide adequate funding for the operation, maintenance, and future replacement of its facilities; and

WHEREAS, the Dillingham Municipal Code 4.25.010 states terminal tariff changes may be made from time-to-time by council resolution.

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:  
The Council approves the amendments to the Port of Dillingham Terminal Tariff as reflected in the revised document.

PASSED and ADOPTED by the Dillingham City Council on \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Abigail Flynn, Acting City Clerk

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

[SEAL]

Mayor  
Alice Ruby

Acting Manager  
Jack Savo Jr.



Dillingham City Council

Section . Item 8.

Bertram Luckhurst  
Michael Bennett  
Steven Carriere  
Curt Armstrong  
Kaleb Westfall  
Kevin McCambly

## MEMORANDUM TO COUNCIL

---

**To:** Mayor Ruby and City Council Members  
**From:** Daniel Miller, Port Director  
**Through:** Jack Savo Jr., Acting City Manager  
**Date:** September 2, 2025  
**Re:** Resolution 2025-41 to Amend Port of Dillingham Terminal Tariff

---

### **SUMMARY:**

The Port of Dillingham Terminal Tariff needs an overhaul and revisions to better fit our current operations. I have been working with David Arnold from the International Association of Maritime and Port Executives (IAMPE) since December 2024 to do just that. The Port of Dillingham Advisory Committee has unanimously agreed to recommend to City Council the adoption of Resolution 2025-41 to amend the Port of Dillingham Terminal Tariff. The proposed changes will increase revenue with updates to current revenues as well as the introduction of a whole new revenue stream. In addition, these updates will provide better and more extensive legal protection for the City, a cleaner look as well as remove unneeded or outdated practices.

### **PREVIOUS COUNCIL ACTION:**

The Terminal Tariff was originally adopted by the council in 1986 (Ordinance no. 86-10). In accordance with the original ordinance, changes have been made to the Terminal from time to time, the most recently being 2022 (Resolution no. 2022-01). Changes that have been made in the past include but are not limited to rate increases, introduction of new rules and regulations, and implementation of new charges.

### **BACKGROUND:**

To my knowledge, the Terminal Tariff has never had a professional third-party overhaul to identify outdated rules, regulations or practices. Also, it is not known when the last time, if ever, a professional third-party has conducted benchmarking rate studies to determine how our Terminal Tariff compares to others. The Dock has transitioned from being an owner-operated Port to being more of a Landlord Port. This means that we no longer provide handling services, and those services are provided by a third party using our terminal facility.

### **DISCUSSION:**

It is important to recognize that every year, the Port relies on drawing from its enterprise fund. We should be looking to steer away from that as much as possible and I believe that, if approved, the proposed changes will start us on the path to being able to build reserves

instead of drawing from them.

The proposed changes to the terminal tariff will include a three (3) percent increase to existing charges at the Small Boat Harbor and a five (5) percent increase to most charges at the City Dock. Changes also include the implementation of exclusive and separate fee schedules for use of the Wood River Launch and Kanakanak Beach Access focused on fairness to individuals that use these locations and do not use the Small Boat Harbor. It also makes changes to the structure and rates of terminal storage.

At the Dock the current structure of the Terminal Tariff assumes that the City is providing cargo handling services and conducting all operations. The reality is that we manage and maintain the property and the operations are conducted by a private entity. Because of this, we no longer receive any revenue from handling charges which, historically, made up approximately one third of revenue at the dock. Revenue that the City is no longer earning. With all this information considered, these updates propose a new revenue stream for the dock: Terminal Use fee.

The intended purpose of the terminal use fee is to earn the revenue necessary for the regular maintenance and eventual replacement or upgrading of our facilities. The charge will be assessed based on size of all incoming freight discharged to the terminal to account for wear and tear and any potential damage inflicted on our facilities.

### **ALTERNATIVES:**

The City of Dillingham must have an approved Terminal Tariff entering the new year. This is necessary to ensure that all impacted parties are given proper notice prior to the 2026 barge and fishing seasons. If a decision is not made before January, approval of this resolution will not be applicable until the 2027 season. With that said, the only alternatives to approving and implementing these changes are either reverting to the existing Terminal Tariff and making no changes or amending Resolution 2025-41 to approve some of the changes and not others. Regardless, a decision should be made no later than the January 2026 Regular Council meeting.

### **FINANCIAL IMPLICATIONS:**

There are no costs expected from the approval of these changes. All costs associated with the creation of the document have already been expended. It is estimated that the adoption of these changes would increase revenue at the Dock by \$90,000 in the first full fiscal year (FY27). These estimates include revenue increases in wharfage, dockage and equipment rentals as well as the implementation of the new Terminal Use fees. At the Harbor, revenue increases are estimated to be \$40,000 in FY27.

### **LEGAL:**

The Terminal Tariff changes have already been fully vetted by the City's legal team and any questions or concerns of theirs have been addressed. The City Attorneys take no issue with the Terminal Tariff as is presented to you now.

Staff Recommendation

### **STAFF RECOMMENDATION:**



Given the information that has been presented concerning this resolution, the recommendation to the Council is to move to adopt Resolution 2025-41 in its entirety.

**PROPOSED MOTION:**

I move to adopt Resolution 2025-41 to amend the Port of Dillingham Terminal Tariff

**CITY MANAGER COMMENTS:**

**ATTACHMENTS:**

Attachment #1: Port of Dillingham Terminal Tariff (Draft)

City of Dillingham  
Fiscal Note

Agenda Date: October 2, 2025

Terminal Tariff

ORIGINATOR: Finance Director

|                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FISCAL ACTION (TO BE COMPLETED BY FINANCE)</b><br>AMOUNT REQUESTED:<br><br>FROM ACCOUNT<br>2300 4??? 70 70 0000 0                      Dock Revenue increase<br>2400 4??? 70 71 0000 0                      Harbor Revenue Increase | <b>FISCAL IMPACT</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br><b>FUNDING SOURCE</b><br><p style="text-align: center;"><b>City of Dillingham</b></p> Project<br><p style="text-align: center;">Manager Consulting</p> |
| <b>TO ACCOUNT:</b> <b>VERIFIED BY:</b> Anita Foran <b>Date:</b> 9/25/2025                                                                                                                                                              |                                                                                                                                                                                                                                                    |

**EXPENDITURES**

| OPERATING              | FY26        | FY27        | FY28        | FY29        |
|------------------------|-------------|-------------|-------------|-------------|
| 1000 7060 10 13 0000 0 | \$ -        |             |             |             |
|                        |             |             |             |             |
|                        |             |             |             |             |
| <b>TOTAL OPERATING</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

|         |      |  |  |  |
|---------|------|--|--|--|
| CAPITAL | \$ - |  |  |  |
|---------|------|--|--|--|

|         |   |  |  |  |
|---------|---|--|--|--|
| REVENUE | - |  |  |  |
|---------|---|--|--|--|

**FUNDING**

|                      |                     |                      |             |             |
|----------------------|---------------------|----------------------|-------------|-------------|
| Dock Revenue         | \$ 19,140.00        | \$ 95,700.00         |             |             |
| Harbor Revenue       | 4,025.00            | 5,750.00             |             |             |
|                      |                     |                      |             |             |
|                      |                     |                      |             |             |
| <b>TOTAL FUNDING</b> | <b>\$ 23,165.00</b> | <b>\$ 101,450.00</b> | <b>\$ -</b> | <b>\$ -</b> |

**POSITIONS**

|           |  |  |  |  |
|-----------|--|--|--|--|
| Full-Time |  |  |  |  |
| Part-Time |  |  |  |  |

Analysis: (Attach a separate page if necessary)

Resolution 2025-41

FY26 Dock Revenue Budget is \$746,600; Harbor Revenue is \$150,500

FY27 is a reflection of a full years increase

FY28 will be evaluated in FY27

PREPARED BY: Anita Foran

September 25, 2025

DEPARTMENT: Finance

APPROVED BY: \_\_\_\_\_



**TERMINAL TARIFF NO. 1**  
**(Commonly, and herein, referred to as “Tariff”) of the**  
**Port of Dillingham**

**Note: All previous Tariffs, Rules, Regulations and Rates written, printed or oral,**

**Heretofore adopted, are hereby rescinded.**

**PUBLISHGIN RATES, RULES, AND REGULATIONS**  
**FOR**  
**MARINE TERMINAL SERVICES**

**APPLYING AT THE**  
**Port of Dillingham**

**Located At**

**Latitude 59.04° N, Longitude 158.48°W**

**REVISED 2 OCTOBER 2025**  
**EFFECTIVE 1 JANUARY 2026**

## REVISIONS

| Document          | Revised Date | Legislation            |
|-------------------|--------------|------------------------|
| Original Document | 1 July 1998  | DMC 4.25.010           |
| Revision 1:       | 12/2015      | Resolution No. 2015-02 |
| Revision 2:       | 5/2015       | Resolution No. 2015-30 |
| Revision 3:       | 4/2017       | Resolution No. 2017-10 |
| Revision 4:       | 1/2022       | Resolution No. 2022-01 |
| Revision 5:       |              |                        |
| Revision 6:       |              |                        |
| Revision 7:       |              |                        |
| Revision 8:       |              |                        |
| Revision 9:       |              |                        |
| Revision 10:      |              |                        |
| Revision 11:      |              |                        |
| Revision 12:      |              |                        |
| Revision 13:      |              |                        |
| Revision 14:      |              |                        |
| Revision 15:      |              |                        |

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## TARIFF NO. 1

## SECTION I. GENERAL INFORMATION

### A. INTRODUCTION

1. **AUTHORITY** – This Tariff and any amendments are established pursuant to Dillingham Municipal Code Chapter 4.25.
2. **CONFLICTS WITH CITY CODE** – In the event that any provisions of this tariff conflict with Dillingham Municipal Code, those provisions in Dillingham Municipal Code shall prevail.
3. **GEOGRAPHICAL SCOPE** – The rules, regulations, conditions, rates and/or charges set forth in this Tariff include all facilities, roads, docks, wharves, or properties owned, operated, or managed by the Port of Dillingham (hereafter, “the Port”) in Dillingham, Alaska.
4. **APPLICABILITY** – The rules, regulations, conditions, rates and/or charges set forth in this Tariff apply to all vessels, agents, owners, masters, operators, truckers, contractors, suppliers, all other users and including natural persons, corporations, partnerships, organizations, associations, sovereigns, governments, nations, states, municipalities, their agents, and instruments.
5. **IMPLIED CONTRACT** – Entry upon or into the Port, docking at the terminal or fleeting at the Port or inclusive waterways by any person or vessel constitutes an agreement by such person or vessel to comply with the City of Dillingham’s Tariff and all applicable Rules and Regulations.
6. **RESPONSIBILITY** – Any person or persons acting on behalf of entities using the terminal or facilities, or agents thereof, are jointly and severally responsible for all payment of charges as set forth in this Tariff.
7. **RISK** – Persons entering the Port do so at their own risk.
8. **COMPLAINTS** – Shipper’s requests and complaints should be promptly and fairly considered by the City of Dillingham provided that they are submitted in writing to the Port Director at the address indicated in the Tariff.
9. **CHANGES** – The City of Dillingham reserves the right to alter, change, amend, or modify any of the provisions contained herein, upon reasonable notice to vessels and tenants using the Port and its facilities. The date and reference to such changes should be noted on the Revision page of this document.
10. **RULE OF LAW** – The laws of the United States of America and the State of Alaska apply to the provisions of this Tariff.

## TARIFF NO. 1

## 11. CONTACTS –

| <b>General Inquiries</b>                                      | <b>Harbor Inquiries</b>                                | <b>Freight Inquiries</b>                                |
|---------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------|
| Port Director<br>907-842-1069<br>portdirector@dillinghamak.us | Harbormaster<br>907-842-1069<br>harbor@dillinghamak.us | Dock Supervisor<br>907-842-5516<br>dock@dillinghamak.us |

**Mailing Address**

Port of Dillingham  
P.O. Box 889  
Dillingham, AK 99576

## 12. HOURS OF OPERATION –

- a. SUMMER/WINTER HOURS –
  - i. “Summer” is 15 April – 31 October,
  - ii. “Winter” is 1 November – 14 April.
- b. HARBOR OFFICE
  - i. 1 May – 30 September: Daily 8 AM – 5 PM
  - ii. 1 October – 30 April: Closed
- c. DOCK OFFICE
  - i. SUMMER: Monday through Friday, 9 AM – 12 PM, 1 PM - 6 PM
  - ii. WINTER: Closed.

13. HOLIDAYS – All holidays observed by the City of Dillingham will be considered holidays for the purpose of this tariff.

**B. RIGHTS AND COMPLIANCE**

1. **RIGHT TO ESTABLISH SUPPLEMENTAL CONTRACTS** – The City of Dillingham reserves the right to execute supplemental or separate contracts outside of this Tariff. Such contracts should be consistent with the provisions of this Tariff. However, where provisions of a supplemental agreement differ with those contained in this Tariff, the terms and conditions of the contract supersede this Tariff.
2. **RIGHT TO ESTABLISH SUPPLEMENTAL RULES**– The City of Dillingham, through the Port Director, reserves the right to establish and enforce separate rules to protect health, safety, and welfare. Such rules will apply to all Port users and with the same authority and in the same manner as the Tariff.
3. **RIGHT OF FINAL DECISION** – In the event of a dispute regarding any of the terms and conditions as stated in this Tariff, supplemental Rules and Regulations, or supplemental contracts, the decision of the Port Director is final. Any final decision of the Port Director may be appealed informally to the City Manager.

## TARIFF NO. 1

4. **ADDITIONAL COMPLIANCE** – Users of Port facilities are subject to federal, state, municipal regulations, and all applicable law, as well as supplemental Terminal Rules and Regulations as established by the City of Dillingham or its Port Director.
5. **SECURITY** – Users are advised that designated portions of the properties and facilities of the Port may be subject to the federal security regulations under 33 C.F.R. Part 105.
6. **ALTERATION OF BANKS, PROPERTIES OR WATERWAYS** – No properties or waterways in the Port shall be altered in any fashion without express permission of the Port Director or the City of Dillingham.

## SECTION II. ABBREVIATIONS, SYMBOLS AND DEFINITIONS

### A. ABBREVIATIONS

|            |                            |     |                             |
|------------|----------------------------|-----|-----------------------------|
| AM         | Before noon, local time    | LOA | Length Overall              |
| AK         | Alaska                     | NOS | Not otherwise specified     |
| CWT        | Centum Weight (100 lbs.)   | PM  | After noon, local time      |
| Etc.       | Et cetera; and so forth    | Sq. | Square                      |
| FEU        | Forty-foot equivalent unit | TEU | Twenty-foot equivalent unit |
| Flat/Flats | Flat Rack Container        | USD | U.S. Dollars                |
| FT         | Foot/Feet                  |     |                             |

### B. DEFINITIONS

Unless provided otherwise in this tariff, applicable definitions set forth in 46 C.F.R. § 525.1(c) control.

1. **BARGE** – Any non-self-propelled vessel.
2. **BERTH** – The area of water alongside a pier where a vessel is docked.
3. **BULKHEAD (City)** – The bulkhead and loading area adjacent to the Harbor Office within the Dillingham Small Boat Harbor located in USS 66 and USS 172.
4. **CARGO** – Commodities, merchandise, materials, and/or equipment to be loaded on or discharged from a vessel, truck, or container.
5. **CARGO OWNER** – The party or corporation - including shippers, agents, or their designees - that owns or is otherwise responsible for cargo handled at the terminal.

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6. CITY DOCK – All docks, floats, slips, wharves, ramps, piers, bulkheads, dolphins, and sea walls located in Block 30, Lots 3, 4, 5, 6, 7, and 8 of Dillingham Townsite, USS 273A and 273B. The City Dock includes the beach and associated ramp adjacent to Lot B.
7. COMMON CARRIER – Vessel operators providing regular waterborne cargo service to the Port that publish a schedule of vessel calls including calls on the Port.
8. COMPANY GEAR – Defined as, but not limited to, gear, supplies, autos, gen-sets, spill response containers, equipment, fuel tanks, chassis, bunkhouses, etc. owned by a Common Carrier that is directly related to cargo handling.
9. CONSIGNEE – The person(s), company(ies), named on the Bill of Lading, cargo bill, or delivery receipt that the cargo is consigned to be delivered to.
10. DELINQUENT LIST – A record of vessels, their owners or agents, or other users of the Port, who failed to pay charges within the credit period allowed in this Tariff, or who have not furnished proper cargo statements (manifests) as requested.
11. DEMURRAGE – A charge assessed against cargo which remains on the pier or port property after expiration of the Free Time allowed for which storage has not been arranged.
12. DOCK – All docks, floats, slips, wharves, ramps, piers, bulkheads, dolphins, and sea walls owned or operated by the City of Dillingham.
13. DOCKAGE – Charges assessed against the vessel for the service of providing space alongside of a wharf, pier, within a slip or adjacent seawall structure for the docking or berthing of watercraft, or the mooring thereof, or another watercraft so berthed.
14. DUNNAGE – Pieces of wood, matting, synthetic material, or similar material used to secure cargo aboard a vessel or used for handling and storing cargo ashore.
15. FREE TIME – The time period during which cargo may occupy space assigned to it on the terminal without being subject to demurrage or storage charges, including cargo allowed to remain on the terminal or property free of charge immediately prior to the loading of the vessel, or immediately subsequent to its discharge from a vessel until such time the cargo is removed from the terminal or associated facilities.
16. FREIGHT – Cargo, or other materials delivered to a vessel as supplies for that vessel.
17. HANDLING – The movement and management of cargo within the Terminal.
18. HAZARDOUS CARGO – Any liquid or solid material as defined under 49 C.F.R. Parts 171-179, or as designated by the U.S. Environmental Protection Agency and/or the Alaska Department of Environmental Conservation as hazardous waste, including waste oils, solvents and other substances requiring special protections, handling, and disposal.
19. KANAKANAK BEACH - The beach access area and associated facilities located at Kanakanak Beach (USS 66), including parking areas and access roads under Port management.

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20. LAYBERTHING – A vessel moored at the pier in an inactive status and not engaged in operations, cargo handling or active use. Special provisions may apply.
21. LONGSHOREMAN – Any person engaged in the handling of cargo.
22. MANIFEST – Any formal list of cargo loaded onto or discharged from, or persons arriving on or embarking on, a vessel, including crew.
23. METRIC TON – 2,204.6 pounds U.S.
24. MUNICIPAL TERMINAL – The City Dock, the Staging Area, and their associated facilities, such as access roads and adjacent storage area necessary to conduct normal day to day dock operations.
25. OVERALL – The greatest distance between two points either above or below the water.
26. OVER-LENGTH CARGO – Cargo loaded onto flats, platforms, post flats, and/or bundles that, in the opinion of the Port Director, exceeds the acceptable length of the flats, platforms, post flats, and/or bundles onto which it is loaded.
27. OVERSIDE CARGO HANDLING – Shipments handled over the rail or deck edge of a vessel (overside) of a vessel or vessels alongside dock where freight or cargo is transferred directly between vessels berthed at wharf, but not using facilities of wharf in its transfer, or freight received by vessel or discharged into the water, to barges, boats, or other vessels, while vessel is berthed at wharf.
28. OVERSTOW - Any cargo discharged to the Port that is not destined for the Port, with the exception of Working Stows.
29. PER DIEM – A period of one day, equivalent to 24 hours.
30. PERISHABLE CARGO – Agricultural or seafood products required to be stored and transported in temperature-controlled environments.
31. PERSON – Vessels, agents, owners, masters, and operators, including but not limited to, natural persons, artificial persons, corporations, partnerships, organizations, and associations, and to sovereigns, governments, nations, states, municipalities, and agents and/or their instruments thereof.
32. PIER – The fixed structure along the water's edge to which a vessel may be tied up and moored.
33. POINT (OR PLACE) OF REST – An area on the terminal facility where cargo ordinarily would be deposited when received, subject to noninterference with terminal operations; or the actual point at which the cargo is placed following discharge or receipt, as applicable.
34. PORT – All lands designated in the Port owned, controlled, and/or operated by the Port Department of the City of Dillingham, including the City Dock, submerged lands, tidelands, upland sections, the small boat harbor, Kanakanak Beach and road access, Wood River Launch, and the dock facilities and property.

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35. **PORT DIRECTOR** – The Port Director of the City of Dillingham, or their designee, who is the local representative responsible for the management of the designated marine terminal facility and Port properties.
36. **POST FLAT** – A fixed post flat rack container.
37. **REEFER** – Refrigerated cargo or the temperature-controlled unit it is contained within.
38. **SEAFOOD** – Any species of fish, shellfish, or other aquatic animal harvested from any body of water, and any byproducts of such animals, including roe, fish meal, and all other byproducts.
39. **SHIP’S GEAR** – Equipment such as strong-backs, lines, hatch covers, walking boards, etc., placed on the wharf during load/discharge operations.
40. **STEVEDORE** – Any management company or entity engaged in the management of the handling of cargo and/or passengers, on behalf of the vessel operator, at marine facilities.
41. **SUMMER** – 15 April to 31 October
42. **TENANT** – Any party that leases property for exclusive or non-exclusive use at a marine facility.
43. **TERMINAL** – Terminal shall include all land, docks, piers, slips, wharves, ramps, bulkheads, dolphins, sea walls, buildings, warehouses, structures, ramps, roadways, cargo-handling equipment, property, and other infrastructure associated with the marine facilities under the management and control of the City of Dillingham within the Port.
44. **TERMINAL OPERATOR** – The City of Dillingham or an entity approved by the City of Dillingham and/or its Port Director to handle cargo operations at the terminal, including holders of a valid Terminal Operator Permit.
45. **TERMINAL OPERATOR PERMIT** – A permit issued by the Port Director to a qualified entity for operating at the Marine Terminal in the Port.
46. **TERMINAL STORAGE** – A charge assessed against cargo which remains on the pier or port property after expiration of the Free Time allowed for which storage has been arranged in advance of the expiration of Free Time.
47. **TON** – 2,000 pounds U.S.
48. **TOP STOWING** – Any cargo, received by the Port, which is lashed to the top of a container van, full, flat or lift which requires additional lashing to secure.
49. **USER** – Any party undertaking operations on Port property, including transportation providers, terminal operators, stevedores, longshoremen, cargo owners, or other entities responsible for operations on Port property.
50. **VEHICLE** – Any car, truck, or other mobile unit, either self-propelled or not self-propelled by nature of design or inoperative, including cars, trucks, wheeled equipment, cranes, construction



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and heavy equipment and mobile weapons.

- 51. **VESSEL** – Any floating craft, self-propelled or non-self-propelled, including commercial vessels and boats; fishing boats; recreational boats; barges, skiffs, or similar craft; as well as public vessels and craft.
- 52. **VESSEL OPERATOR** – The operator, agent, owner, or their designee, of a vessel.
- 53. **WHARF** – The cargo handling area located on the terminal adjacent to the waterway.
- 54. **WHARFAGE** – The charge assessed against freight passing or conveyed over, onto or under wharves or between vessels or overside vessels when berthed at wharf or moored in slip adjacent to wharf; it is the charge for use of wharf and does not include charge for any other service.
- 55. **WINTER** – 1 November to 14 April
- 56. **WOOD RIVER BOAT RAMP** - The boat launching facility and associated parking area located at Wood River, including adjacent parking areas and access roads under Port management.
- 57. **WORKING STOW** – Any cargo not destined for the Port that must be removed from a vessel and placed on the dock temporarily, before being back loaded to the same vessel from which it was removed, after discharging and/or loading operations are concluded. Responsibility for back loading of working stow is that of the carrier.

## SECTION III. GENERAL RULES AND REGULATIONS

### A. GENERAL

- 1. **PUBLIC THOROUGHFARES** – The Port and its associated properties are not public thoroughfares except as indicated by posted signage or other conspicuous indicators.
- 2. **ACCESS TO PORT FACILITIES** – The Port Director shall, at all times, have the right to refuse access to any property, dock, or terminal facility by any person or vessel or to remove, or cause to remove, any vessel, person, or cargo at any time from any property, dock, or terminal facility. This right shall be reserved at all times to the Port Director without responsibility for demurrage, loss, or damage when:
  - a. Previous arrangements for use, space, receiving, or unloading have not been made with the Port Director;
  - b. The vessel is unsafe or hazardous and may pose a risk to life or property;
  - c. The value of the vessel, in the opinion of the Port Director, is less than the probable service charges and other charges related to its use of the dock or terminal facilities;
  - d. During periods of congestion, or in cases of emergency, when, in the judgment of the Port Director, the circumstances then prevailing or likely to occur will prevent the dock

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or terminal facilities, or any portion of them, from providing customary services to the public; or

- e. Persons have violated federal, state, municipal, or port regulations.

- 3. **DAMAGE TO FACILITIES** – Vessel operators and all other users are held liable for any damage to facilities resulting from their use. Vessel operators and users will be held responsible for damage done to the dock when landing, laying alongside or when leaving the dock. The Port Director reserves the right to repair, contract, or cause to be repaired, any and all damage to docks, wharves, buildings, utilities, and equipment caused by vessels, their owners and/or agents, operators, or other parties and hold them responsible for payment. Any repair charges will be billed to users at cost plus 25% for administrative cost. All repairs must be reviewed and approved by the Port Director.

In the event any damage is done to terminal property, the person or persons responsible for said damage, or in any way involved, must give a full report to the Port Director giving date and hour said damage occurred, names and addresses or description of the witnesses or other persons, vessels, vehicles or instrumentalities involved, as well as any other pertinent facts and information which may be available. The person, persons, or entity causing the damage will be held responsible for reimbursing the terminal for the cost of repairing said damage, including the cost of any emergency actions required to be taken by the Port Director, the terminal, the U.S. Coast Guard, and/or other emergency services to limit the scope of such damage.

## B. HANDLING OF MATERIALS INCLUDING FREIGHT AND CARGO

- 1. **RIGHT TO REFUSE CARGO** – The Port Director has the right to refuse to accept, receive or unload, or permit a vessel to load or discharge:
  - a. Cargo for which previous arrangements for space, receiving, unloading or handling has not been made with the Port Director by the cargo owner;
  - b. Cargo not suitably packed for reasonably safe transportation;
  - c. Cargo with a cargo owner that is responsible for outstanding charges that have not been paid;
  - d. Hazardous cargo not prepared for shipment in accordance with the applicable Department of Transportation regulations (including, but not limited to, 49 C.F.R. Parts 171-179);
  - e. Cargo, the value of which may, in the opinion of the Port Director, be less than the probable service charges and other charges related to it;
  - f. Cargo, during a period of congestion, or in cases of emergency, when, in the judgment of the Port Director, the circumstances then prevailing or likely to occur will prevent the docks or terminal facilities, or any portion of them, from providing customary service to the public;

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- g. Cargo not properly labeled;
  - h. Cargo beyond the acceptable, stated weight;
  - i. Cargo not properly packaged or contained;
  - j. Hazardous cargo that is mislabeled and/or was not previously granted permission to be accommodated; and/or
  - k. Cargo of a nature that may create a safety concern for the Port or when the terminal is not properly equipped to handle such cargo.
2. **RIGHT TO REMOVE, TRANSFER, OR WAREHOUSE CARGO** – The Port Director may move or remove cargo from the terminal to safeguard life and property, for the convenience of the City of Dillingham, or if freight remaining on wharf or wharf premises remains after expiration of free time. Freight shut out at time of clearance of vessel may be piled or re-piled to make space, transferred to other locations or receptacles within the wharf premises, or removed to public or private warehouses with all expense and risk of loss or damage for account of the owner, shipper, consignee, vessel operator, or carrier as responsibility may appear.
3. **ACCESS TO CARGO RECORDS** – The vessel operator will be required to allow the Port Director to have access to the manifest of cargo, loading list, or other transportation documents at the earliest time that such documents are available and no later than 48 hours prior to the time that cargo and/or passengers are to be loaded to or discharged from a vessel. Such documents must be provided for the purpose of supervising the proper use of the terminal and obtaining the data necessary to permit the correct determination of charges. Any such information is confidential and may not be disclosed to any person other than City of Dillingham staff carrying out official duties.
4. **STORAGE LOCATION** – The Port Director reserves the right at their option to require the cargo owner to store in a public warehouse, or to move to another location on the terminal at the entire risk and expense of the cargo owner, all cargo which is not removed at the expiration of the prescribed Free Time. The City shall have a lien on such cargo for all charges due.
5. **ABANDONED CARGO OR EQUIPMENT** – If cargo (such as damaged or unsaleable cargo) or equipment is abandoned and left upon the terminal, the cargo owner is responsible for removal of such cargo at its own expense and for reimbursement to the City of Dillingham if any wharfage, demurrage, or other charges that have accumulated. The Port Director may, at their discretion, require a delay in departure of the vessel until such cargo or equipment has been removed, and all accrued charges have been paid in full. Cargo or equipment abandoned on the terminal may be disposed of in a manner determined by the Port Director including disposal or sale of the cargo or equipment. Freight of a perishable nature with any accrued terminal charges that are unpaid

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within 30 days may be disposed of in a manner determined by the Port Director including disposal or sale of the freight.

6. **HAZARDOUS CARGO** – Notice shall be given to the Port Director of any vessel, truck, vehicle, or any other conveyance carrying cargo which is hazardous, extremely flammable, corrosive, explosive, or otherwise possesses a significant risk of harm to property or persons at least seventy-two (72) hours prior to landing or use of docks. Such notice shall include Material Safety Data Sheets (MSDS) for all hazardous cargo. All hazardous cargo must be properly labeled in accordance with Federal HAZMAT and International HAZCOM requirements. Failure to have proper labeling will result in cargo being refused entry into the terminal.
7. **EXPLOSIVES AND DANGEROUS OR OBNOXIOUS CARGOES** – No gunpowder, explosives or other dangerous or obnoxious cargoes listed in USDOT Hazard Classification System Classes 1 through 9 inclusive shall be discharged or loaded upon the terminal except by written permission of the Port Director. Firearms, civilian or military, and military equipment shall be considered as dangerous cargo under this item.
8. **OWNERS RISK** – All of the following shall be at the owner's risk except for those damages caused by the City's own negligence:
  - a. Glass, liquids and fragile articles will be accepted only at owner's risk for breakage, leakage or chafing;
  - b. Freight on open ground is at owner's risk for loss or damage;
  - c. Freight subject to freezing will be accepted only at owner's risk;
  - d. All timber, logs, and watercraft moored in the Port are at owner's risk for loss or damage. This includes vessels, if and when permitted by the Port Director or his authorized agent, moored alongside of vessels; and
  - e. Property of any kind including vehicles not owned by the City but on City property is at owner's risk for loss or damage.
9. **OVERWEIGHT CARGO** – Users are held liable for all claims, losses, costs, or expenses by reason of property damage, personal injury or death which may occur, directly or indirectly as the result of overweight or improperly stowed cargo, without regard as to whether such omissions be intentional or accidental.

### C. RIGHTS OF THE PORT

1. **RIGHT TO BOARD VESSEL AND INSPECT** – The Port Director may enter upon and inspect any vessel at the terminal to determine the kind and quantity of cargo aboard or to identify safety or security concerns. No person or persons may hinder or refuse entrance upon such vessel for the stated purposes above. If a person refuses to allow the Port Director to board the vessel for inspection purposes, then the vessel must immediately leave the Port.

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2. **MANIFESTS REQUIRED OF VESSELS** – Vessel operators, shippers, operators, or their agents are required to furnish the Port Director with complete copies of vessel manifests showing names of consignees or consignors and the weights or measurements of all freight loaded or discharged at the docks or terminal facilities. Such manifests must be certified as correct by an authorized official of the company and must also designate the basis of weight or measurement on which ocean freight was assessed. In lieu of manifests, freight bills containing all information as required above may be accepted.
3. **FACILITIES CLOSURE** – The City of Dillingham reserves the right to close facilities, refuse service, and/or cease operations of the Port at all times and without notice.

**D. ENVIRONMENTAL**

1. **COMPLIANCE** – All users, cargo owners, vessel operators, and persons entering the Port must comply with all environmental regulations of the federal government, State of Alaska, the Alaska Department of Environmental Conservation, and the City of Dillingham.
2. **RUBBISH** – No rubbish or materials of any kind may be dumped overboard from vessels or onto wharves. Rubbish, refuse, or other materials placed temporarily on the terminal must, upon demand, be removed from the terminal by the person or persons placing it there. The Port Director reserves the right to remove, or cause to be removed, rubbish at the expense of the party responsible. Rubbish may be removed from the terminal by contractors hired by the Port Director.
3. **DISCHARGE OF LIQUIDS** – Vessels may not discharge fluids overboard including black water, graywater, or other liquids while at the terminal. That prohibition does not include cooling water from engines or treated wastewater from systems compliant with the federal and state sewage treatment equipment regulations.
4. **STACK EMISSIONS** – Vessels may not produce visible or noxious stack emissions at any time while alongside the terminal.
5. **DUNNAGE** –
  - a. All dunnage entering the terminal utilized for import or export to or from international locations must be certified infestation-free and marked accordingly with an ISPM 15 Mark or equivalent.
  - b. If dunnage material, packaging material, wires, bands, or refuse of any kind have accumulated on the terminal during cargo storage, loading or unloading, the vessel operator will be held responsible for the prompt removal of such material immediately at the completion of loading, unloading, or handling operations, and such removal is to be at vessel operator's expense. If such requirement is not promptly complied with, the Port

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Director may immediately remove, or cause to be removed, such material, and the expense incurred will be charged to the vessel operator or shipper.

6. HAZARDOUS MATERIAL STORAGE AND WASTE –

- a. No dangerous or hazardous waste materials may be stored on the terminal by any persons without permission of the Port Director.
- b. All such materials, liquid or solid, must be promptly removed from the premises at the completion of loading, unloading, or maintenance operations at the expense of the persons responsible for such materials.
- c. All persons at the Port must comply with all relevant provisions of federal, state, and municipal laws and regulations in the storage, handling, and disposal of hazardous waste materials.
- d. Compliance must be in such a manner to avoid environmental harm and to create no liability for the City of Dillingham.

E. VESSEL MOORNG

1. BERTHED – Vessels berthing at the terminal must:

- a. Be properly managed at all times, including regular checking of lines to adapt to changing tidal conditions;
- b. Have available sufficient personnel and equipment to move the vessel at all times; and
- c. Meet international and federal security regulations and other rules including properly licensed and documented personnel.

2. APPROACH AND DEPARTURE FROM BERTHS – Vessels approaching or departing berths when passing over submerged lands, outside of the immediate terminal berths, do so at their own risk and may not hold the City of Dillingham responsible for any vessel damage or casualty during such transit.

3. REQUEST FOR BERTHING – All vessels desiring a berth at the Municipal Terminal must, as far in advance of the date of docking as possible, make request for berthing to the Port Director in a manner acceptable to the Port Director. All requests must be approved by the Port Director before any vessel will be scheduled for docking and/or before loading or discharge of any cargo.

4. ASSIGNED BERTH – All vessels receiving berth assignments from the Port Director must dock or fleet at their respective assigned location at the pier and in fleeting areas, at the time and for the period stated in their application, and are solely responsible for making prior arrangements for docking assistance and related services, and for notifying the Port Director of such arrangements. Vessels berthing at the terminal must provide confirmation of berthing to the Port Director at



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least 4 hours in advance of arrival. Prior to each docking, all vessels or its owners or agents must confirm with the Port Director the ETA of the vessel, the nature and quantity of the cargo to be handled, and the start time for crew to begin the discharge and/or loading operations. The Port Director will provide final confirmation and necessary docking instructions, unless, in the opinion of the Port Director, docking must be rescheduled or canceled.

Vessels requesting to dock for vessel repairs must be approved by the Port Director prior to docking.

5. **BERTH PRIORITY** – All vessels desiring a berth at the Port will be afforded space, so far as is practical and subject to the final discretion of the Port Director, according to the following order of priority:
- 1st Priority: Common Carriers
  - 2nd Priority: Vessels bearing Seafood
  - 3rd Priority: All other vessels

All berthing priority or order of priority is subject to the final discretion of the Port Director.

6. **NON-INTERFERENCE** – All vessels are responsible for ensuring that personnel providing docking assistance or loading, unloading, or handling services do not interfere in any way with the rights of other terminal users or tenants to free access or use of their pertinent leased or designated areas of the terminal, and that such personnel exit the terminal upon completion of the relevant services.
7. **OPERATIONAL SPACE** – No personnel providing docking assistance or loading, unloading, or handling services is allowed to enter into or infringe upon any space upon the pier other than that required for docking and cargo/passenger loading and unloading, and designated by the Port Director for such purposes. All vessel docking, loading and unloading, embarking and disembarking, and conducting departure operations must be conducted by the vessel in a manner that will not interfere with the operation of other users, including the movement of trucks, personnel, equipment, to or from any other part of the terminal.
8. **SCHEDULING OF VESSELS** – The Port Director reserves the right to establish vessel berthing schedules and the use of all terminal facilities for the convenience of the City of Dillingham. Request for berthing must be made as far in advance of vessel arrival as possible. If there are any vessel traffic or berthing conflicts, the Port Director has final authority over berthing assignments.
9. **RIGHT OF PORT TO MOVE VESSELS** – The following apply:
- Whenever necessary for the proper and safe operation of the Port, the Port Director may order a vessel or its associated barges to depart the terminal or to move to such other place as they direct at the expense of the vessel operator.

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- b. The Port Director reserves the right to have a vessel moved or removed at the expense of the vessel operator when the order to comply is not acted upon.
  - c. If any damage occurs to the pier or other property as a result of such a move, or should any equipment and/or labor be rendered idle by such a move, all expenses will be charged to the vessel operator.
  - d. The Port Director may order a vessel to move, to such a place as directed, at the vessel operator's expense when, in the opinion of the Port Director:
    - 1. It is necessary for the proper operation of the facility;
    - 2. There is an emergency;
    - 3. Terminal congestion may be ameliorated by such a move;
    - 4. A vessel contains hazardous cargo or cargo that is labile to damage other vessels, cargo, or port facilities; or
    - 5. The vessel's berthing is in conflict with another vessel who had previous arrangements.
10. **IMPROPER DOCKING** – Vessels that, in the opinion of the Port Director, are improperly docked will be assessed a fee of \$200 per instance of improper docking.
11. **RAFTING** – The Port Director reserves the right to authorize any vessel to tie up to the outside of a vessel docked at the Port ("rafting"). All such vessels are subject to all rates, rules, and regulations as though they were docked at the Port.

## F. LIABILITY AND INSURANCE

- 1. **LIABILITY** – Users of the Port including but not limited to, vessels owners and crew members, their agents or instruments, shippers or consignees, and shore personnel shall defend, indemnify and hold harmless the City of Dillingham, its officers, employees, and agents against any and all claims, demands, losses, damages, or expenses arising from any breach or default in performance of any obligation to such parties to be performed under the terms of this Tariff or arising from any act or omission of said parties and for all costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claims, action or proceeding brought against the City of Dillingham except for those caused by the City's own negligence.
- 2. **RESPONSIBILITY FOR SAFETY, SECURITY** – Vessel operators are solely responsible for the safety and security of cargo, personnel, crew, and passengers loaded or unloaded, embarked or disembarked at the terminal.

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- a. Vessel operators must make proper provision, in consultation with the Port Director e, for safety and security.
  - b. Tenants leasing warehouse storage space or other facilities at the Port are solely responsible for the condition, safety, and security of stored goods and personnel providing services within their respective leased space.
  - c. Users agree to cooperate with the Port Director and enforce all applicable rules and regulations of the Port as contained in this Tariff, or supplemental rules, regulations, or agreements, with respect to its agents, employees, contractors, guests, and invitees.
3. **INSURANCE FOR SERVICES** – The rates contained herein do not include insurance of any kind. The interested party should procure insurance, including, but not limited to, fire, theft, casualty and liability or any other such insurance as deemed appropriate by the Port Director. The City of Dillingham is under no obligation to provide insurance of any type for any vessel, cargo, or liability arising out of use of the terminal.
4. **INSURANCE** – The Port Director reserves the right to request specific insurance and may request certificates for users to confirm they have required levels to cover operations. The Port Director must furnish the user the requirements for insurance and minimum levels required. The City of Dillingham can specify additional insurance for operations or users or may require to be named co-insured on policies. Requirements for users as applicable may include but are not limited to:
  - a. Workers' Compensation, including Social Security, Unemployment, and Longshore and Harbor Workers endorsements, required under all applicable Federal and State statutes and municipal ordinances for all the user's employees performing its work, in amounts established by the state of federal law, and Employer's Liability Insurance in the amount of not less than \$1 Million (\$1,000,000.00);
  - b. Comprehensive General Liability Insurance (including coverage for automobile liability, broad form contractual liability, and property in the insured's care, custody, and control) against all claims for bodily injury, death, or property damage occurring on, in, or about any vessels being loaded or discharged by a party, or the Port, and the adjoining areas, with limits as to bodily injury or death and property damage of not less than \$2 Million (\$2,000,000.00) for each occurrence;
  - c. Stevedore and Terminal Operators Liability;
  - d. Property Damage Insurance;

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- e. Commercial Automobile Liability;
  - f. Excess Public Liability and Property Damage Liability;
  - g. Protection, Indemnity and Hull Insurance with Wreck Removal rider;
  - h. Marine Pollution Insurance;
  - i. Cargo insurance;
  - j. Warehousing Legal Liability; and
  - k. Other such insurance coverage as deemed appropriate by the Port Director.
5. **FORCE MAJEURE** – In the case of occurrence of unusual circumstances, without any fault of the City of Dillingham, including without limitation, damage or destruction to premises, including vessels or cargo, by fire, flood, civil disturbance, earthquake, tidal wave, wind, explosion, public enemies, war, Acts of God, marine casualty, Government action, labor actions, or similar circumstance, the City of Dillingham is not liable for any impacts on users, vessels, persons, or cargo.

**G. MISCELLANEOUS**

- 1. **VERIFIED GROSS MASS REQUIREMENTS** – The City of Dillingham does not currently provide scale and weighing services for container, truck, or cargo weight information. All users must comply with verified gross mass requirements as applicable.
- 2. **CAPABILITIES** – The Port Director reserves the right to prohibit the handling of cargo that exceeds the maximum allowable weights on the terminal or any portion thereof, or is, in the determination of the Port Director, outside of the safe operating parameters of the terminal.
- 3. **PIER LOADING PERMIT** – The Port Director reserves the right to require a pier loading permit for the handling of any cargo requiring crane equipment contracted from outside of the terminal or handling of cargo which, in the sole opinion of the Port Director, is unusual or presents potential difficulty to or strain on port facilities beyond those of typical Port operations. Such permit will only be granted upon presentation of a detailed engineering survey provided by the party handling the crane and cargo and at the cost of the party requesting a permit.
- 4. **MOVEMENT OF CARGO AND PERSONNEL** – Temporary storage, loading, and unloading of cargo at the terminal must be accomplished within the Free Time specified in this Tariff unless written arrangements for additional time are made with the Port Director. In addition:

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- a. Embarking and disembarking of personnel must be accomplished within the time specified in prior written arrangements made with the Port Director. Vessel operators are responsible for the safety and security of personnel crossing the pier, with pedestrian routes to be clearly designated and marked at the expense of vessels.
  - b. Vessel operators and/or cargo owners are solely responsible for making any necessary arrangements for required inspections of cargo by the U.S. Customs, and for bonded storage or other clearances when required. The Port Director must be informed of arrangements made for U.S. Customs inspection and/or bonded storage and of any requirements for cargo, personnel and equipment movements at the terminal for such purpose.
  - c. The Port Director may bar passengers or visitors from the terminal for the purposes of safety or security as deemed necessary by the Port Director.
5. **AVAILABILITY OF CARGO FOR DELIVERY** – The vessel operator is responsible for making inward or outward bound cargo on the terminal available for delivery to consignees or the vessel. The vessel operator must notify the Port Director of such arrangements for delivery of cargo to consignees, including the estimated number of trucks and the relative timing of cargo pickup/delivery by truck.
6. **VEHICLE PARKING** – No person is allowed to park automobiles on the Port without express permission from the Port Director. When such permission is granted, parking is entirely at the risk of the owner and/or operator, and the City of Dillingham is not liable for any loss or damage resulting from such parking. The Port Director may designate those areas on the terminal or other port property where parking is permitted, and may issue, or cause to be issued, parking permits for vehicles. Any vehicles not properly parked in designated areas, may be towed by the City of Dillingham at the owner's expense.
7. **VEHICLE SAFETY** – All persons operating a vehicle on Port property must wear seatbelts. Vehicle speed may not exceed 15 miles per hour on Port property. Vehicles may not be left idling when unattended.
8. **SMOKING** – There is no smoking allowed in the Municipal Terminal nor in any of the buildings in the Port. Persons violating this rule may be barred, at the discretion of the Port Director from further use of the Port or any portion thereof, and may be subject to prosecution under applicable federal, state, and municipal laws.
9. **ALCOHOL/CONTROLLED SUBSTANCES PROHIBITED** – Open containers and/or consumption of alcohol or controlled substances is not permitted on any part of the Port. Persons under the influence of alcohol or controlled substances are not be allowed on any portion of the Port. Persons found in violation of these rules will be asked to leave the Port immediately; may

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be prosecuted under federal, state, and local regulations; and may be denied future access to and/or use of the Port and facilities.

10. **HOT WORK** – It is unlawful for any person to weld, perform hot work, use any open fire, or to cause or permit any welding or the use of any open fire at the terminal unless:
- a. Notice is given to the Port Director of the type of work to be done, when the work is to occur, and any relevant safety considerations for the City of Dillingham, its staff, and/or its users; AND
  - b. The User must comply with all prevailing Terminal Rules and Regulations, Municipal ordinances, state and federal law, and all other applicable law.
11. **EQUIPMENT** – Cranes and other equipment to be used for vessel loading, unloading, or cargo handling on the terminal, or for the movement of cargo stored within terminal facilities, must be operated by authorized personnel only, must be properly load-rated for such use, and must be operated in a manner to prevent damage to property or harm to personnel. Vessel operators are responsible for making arrangements for the availability of such equipment as required for cargo loading and unloading and for notification of the Port Director of such arrangements.
12. **REQUIRED STORAGE CLEARANCES** – When storing cargo on the terminal, the following clearances must be maintained:
- a. At least two (2) feet of clear and open space must be maintained free of rubbish, dunnage, or other obstructions between cargo, freight, merchandise, bulkheads, partitions, doors, windows, bollards, cleats, or other material piles and fire lanes.
  - b. At least four (4) feet of clearance and open operating space on all sides of fire hydrants, fire alarm boxes, standpipes, fire hoses, sprinkler valves, fire doors, deck hatches, or first aid appliances.
  - c. When other safety equipment or deck hatches are located in a space surrounded by cargo, freight, merchandise, or other materials, there must be maintained a straight, free, and open space at least three (3) feet in width running therefrom to the center aisle. This space must be kept clear of rubbish, dunnage, and other obstruction.
  - d. A main aisle of at least twenty (20) feet in width must be maintained on Port property to allow fire trucks or other emergency vehicles to have access throughout all Port property.
  - e. Free and unobstructed operation of all automatic operating fire gates.
  - f. Free, unobstructed, and direct access to all buildings and fire hydrants by the Fire Department.



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- g. No cargo may be placed or stacked on any portion of the facility including warehouses, not approved by the Port Director, nor will persons be allowed pedestrian access to any restricted areas of the terminal unless properly isolated under the Terminal's Facility Security Plan (FSP).
13. **LIMITING WEIGHTS** – Cargo must be stored or stacked so as not to exceed-property weight limits as posted. In general, cargo should be stacked or piled on the pier or terminal so as to produce a uniform loading.
14. **COMPLIANCE FOR STORAGE** – Storage undertaken in any part of the premises must be done in such a manner as to prevent damage to the terminal, and to comply with the regulations of the United States Coast Guard, United States Environmental Protection Agency, State of Alaska and all cognizant regulatory agencies.
15. **OPERATING AREA AS AUTHORIZED** – All users must confine their operations to the area designated by the Port Director or by the terms of relevant leases. Users involved in work for a vessel or tenant may not enter or encroach upon areas designated by the Port Director for use by other users.
16. **HANDLING OF LOOSE MATERIAL** – Any vessels, operators, or users handling loose, granular material must control all dust generated by such handling so that Port property and other tenants are not impacted. Users must meet all prevailing safety requirements and must mitigate all potential fire, explosive, or health hazards arising from the handling of loose material.
17. **FREIGHT CHARGE ARRANGEMENTS** – The City of Dillingham is not responsible for collecting any charges on behalf of third parties related to movement of freight (for example, “collect freight charges,” “C.O.D.” or “sight draft shipments”).

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## SECTION IV. RATES, CHARGES, TERMS AND CONDITIONS

### A. PAYMENT OF CHARGES

1. **APPLICABILITY** – All users of the terminal are subject to the following fees, terms, and conditions as published in this Tariff.
2. **PAYMENT DUE** – All payments are normally due and payable upon presentation of an invoice.
3. **CREDIT** – Any user doing business under this Tariff may apply for credit. Failure to pay credit accounts within thirty (30) days may result in cancellation of credit privileges and the re-establishment of cash terms.
4. **DELINQUENCY** – If payment is not received within the specified period, the responsible party will be placed on a delinquent list. Such party will be denied further use of the terminal until all outstanding charges have been paid.
5. **FINANCE CHARGE** – Invoices not paid when due are subject to a finance charge in accordance with applicable municipal practice.
6. **PAYMENT APPLICATION** – The City of Dillingham may apply any payment received against the oldest outstanding invoices.
7. **RESPONSIBILITY FOR PAYMENT** – The vessel operator, shipper, operator, agent, or consignee agrees to guarantee and pay all terminal charges which are assessed against the vessel or cargo in accordance with the terms and conditions specified in this Tariff. Agents or representatives are held fully responsible for all charges on behalf of who they represent if they arrange for facilities, equipment or other chargeable services according to the terms outlined in this Tariff.
8. **PREPAYMENT OF CHARGES** – The City of Dillingham may require a pre-paid deposit of sufficient funds to cover all charges that may be incurred by use of Port facilities.
9. **COLLECTIONS** – Accounts referred to an attorney or an agency for collection are subject to a surcharge and additional court and collection costs.
10. **WITHHOLDING OF CARGO** – The City of Dillingham reserves the right to withhold delivery of any cargo until all accrued terminal charges have been paid in full.
11. **RIGHTS AGAINST VESSEL FOR NON-PAYMENT** – The City of Dillingham reserves the right to detain a vessel; establish a maritime lien upon the vessel, its cargo, and freights; or arrest

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a vessel for all unpaid charges due the City pursuant to DMC Chapter 2.42.

12. **DENIAL OF USE** – The City of Dillingham reserves the right to deny anyone the use of any facility until all past due accounts are paid.
13. **DISPOSITION OF CARGO** – The City of Dillingham may refuse delivery or loading of cargo or passengers until all past charges have been paid.
14. **ALTERNATIVE ARRANGEMENTS** – The vessel operator or cargo owner may request alternative arrangements for use of the terminal and any attendant charges or payment terms prior to the arrival of a vessel or handling of cargo to the satisfaction of the City of Dillingham. The City of Dillingham is under no obligation to grant any requested alternative arrangements and may do so at its sole discretion.
15. **CURRENCY** – All amounts are in United States Dollars (USD).

## B. RATES, CHARGES, AND FEES

1. **RIGHT TO ADJUST RATES** – The City of Dillingham at its discretion, reserves the right to adjust rates on a an annual or as-needed basis, providing sufficient notice is given to all tenants, vessel operators, cargo owners, and users.
2. **DOCKAGE – CITY DOCK**
  - a. Applicability – The Dockage rates below will be assessed against the vessel, its owners, agents, or operators on the basis of the Gross Registered Tonnage (GRT) of the vessel for the period the vessel remains docked, moored, or fleeted at the Dillingham City Dock. The GRT as listed on the vessel's Certificate of Registry (COR), or as determined by the Port Director will be used in determining the GRT for the vessel. Dockage will be assessed against the vessel, its owners, agents, or operators at the rates shown below apply to a twenty-four-hour period or fraction thereof, including Saturdays, Sundays, and holidays.
  - b. Continuous Dockage - Vessels conducting load/discharge operations that do not complete during a single tide, and elect to cast off from the dock and return on a subsequent tide to complete operations will be assessed dockage as though the vessel had remained continuously docked at the Port.

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- c. Dockage Charges - City Dock Dockage Charges are as follows:

| From  | To    | Per Day           |
|-------|-------|-------------------|
| 0     | 40    | \$79.20 flat rate |
| 41    | 99    | \$2.06 per ton    |
| 100   | 299   | \$1.59 per ton    |
| 300   | 1,000 | \$1.04 per ton    |
| 1,001 | 2,000 | \$0.74 per ton    |
| 2,001 | 5,000 | \$0.56 per ton    |
| 5,001 | OVER  | \$0.40 per ton    |

### 3. DOCKAGE – ALL OTHER FACILITIES (FORMERLY, “MOORAGE”)

- a. Applicability – The Dockage rates below will be assessed against the vessel, its owners, agents, or operators on the basis of the Length Overall (LOA) of the vessel for the period the vessel remains docked, moored, or fleeted at any Port facility other than the City Dock. The LOA as listed on the vessel’s Certificate of Registry (COR), or as measured and accepted by the Port Director, will be used in determining the LOA for the vessel. Dockage will be assessed against the vessel, its owners, agents, or operators at the rates shown below apply to a twenty-four-hour period or fraction thereof, including Saturdays, Sundays, and holidays.
- b. LOA Restricted – Dockage at any Port facilities other than the City Dock is restricted to vessels of 70 feet in length and less. Any vessels over 70’ in length desiring to dock at the Port must use the City Dock.
- c. Rates – Dockage for vessels under 28’ LOA is available only with a Harbor Permit. Dockage for vessels 28’-70’ LOA is assessed on a daily basis. Dockage rates for vessels docking at facilities other than the City Dock are as follows:

| Type of Dockage                                        | LOA of Vessel    | Rate                      |
|--------------------------------------------------------|------------------|---------------------------|
| Annual Rates (valid until 31 December)                 | Under 28’        | Must obtain Harbor Permit |
| Daily Rates (valid for 24 hours from time of purchase) | 28’ to 32’       | \$85.00 flat fee          |
|                                                        | 33’ to 70’       | \$113.00 flat fee         |
|                                                        | Vessels over 70’ | Must use City Dock        |



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## 4. WHARFAGE

- a. Applicability – The following charges will be assessed against all cargo and freight, discharged from or loaded to vessels, lighters, barges, or other watercraft.
- b. Definitions – All wharfage charges will be tabulated based on the definitions given in this Tariff, and subject to the determination of the Port Director. The Port Director has final authority over how cargo is defined and the rates at which wharfage charges are assessed.
- c. Common Carrier Empty Equipment – Any empty containers, platforms, or similar equipment that is owned by a Common Carrier, will be assessed wharfage at \$0.21 per CWT.
- d. Company Gear – Company Gear, excluding Company Gear that is loaded into containers with any other freight, will be assessed wharfage \$0.21 per CWT. Company Gear that is loaded into containers, flats, post flats, or other equipment with other freight will be assessed wharfage at the applicable wharfage rates below.
- e. Seafood Containers - Containers loaded with seafood are subject to a flat rate wharfage charge.
  1. 20' Seafood containers - \$149.00 each
  2. 40' Seafood containers - \$227.00 each
- f. Non-Seafood, Loaded Containers – Any containers not loaded with seafood will be subject to the rates indicated below.

| Description                               | Charge per CWT | Minimum Wharfage Charge Per Container |
|-------------------------------------------|----------------|---------------------------------------|
| 20' Containers                            | \$0.48         | \$69.00                               |
| 24' Containers                            | \$0.48         | \$74.00                               |
| 20' Post or Walled Platform               | \$0.48         | \$84.00                               |
| 20' Platforms, or Bundles with 5" dunnage | \$0.48         | \$92.00                               |
| 24' Platforms, or Bundles with 5" dunnage | \$0.48         | \$95.00                               |
| 40' Containers                            | \$0.48         | \$111.00                              |
| 40' Platforms, or Bundles with 5" dunnage | \$0.48         | \$117.00                              |
| 40' Post or Walled Platform               | \$0.48         | \$117.00                              |
| Any Equipment Over 40'                    | \$0.48         | \$132.00                              |

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- g. Non-Containerized Cargo – All cargo not meeting the foregoing definitions will be assessed wharfage per the rates set out below:

| No. | Commodity                                               | Unit | Charge   | Note |
|-----|---------------------------------------------------------|------|----------|------|
| 1   | Commercial Fishing Vessels up to 32'                    | Each | \$252.00 | 1    |
| 2   | Freight Not Otherwise Specified (N.O.S.)                | CWT  | \$0.53   |      |
| 3   | Gravel, bulk                                            | Ton  | \$1.89   |      |
| 4   | Non-Rolling Mobile Homes and Modular Buildings          | CWT  | \$3.05   |      |
| 5   | Rolling Mobile Homes and Modular Buildings              | CWT  | \$2.52   |      |
| 6   | Vehicles, Chassis, Trucks, and Trailers over 6,000 lbs  | CWT  | \$0.79   | 2    |
| 7   | Vehicles, Chassis, Trucks, and Trailers under 6,000 lbs | Each | \$40.00  |      |

- h. Commodity Notes – These notes apply to the commodity wharfage rates in the table above

1. Includes Herring Skiffs up to 36' and set net skiffs.
2. Does not include house trailers.

- i. Wharfage Rate Modifications –

1. Vessel gear – Strongbacks, lines, hatch covers, barge covers, and other such vessel's gear placed on the wharf during loading/unloading operations are exempt from wharfage charges.
2. Overside – Wharfage will be assessed at 50% for any cargo transferred directly from a vessel at the terminal to another vessel, where such cargo does not ultimately pass over the dock.
3. Working Stow – Freight that is discharged from a vessel to the terminal, then loaded back onto the vessel during the same vessel call is assessed wharfage at 50%.
4. Stores & Bunkers – Ship's stores and bunkers (fuel) intended for the vessel's own use is exempted from wharfage charges.
5. Potable Water – Potable water provided by the City of Dillingham is exempt from wharfage charges.

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6. Out of Gauge, Over Length, Top Stow, and Unbundled Cargo – Any cargo that is, as determined by the Port Director, out-of-gauge, over length, or top stowed will be assessed a \$30.00 per unit fee.
7. Other facilities – Any freight loaded or discharged at Port facilities other than the City Dock will be assessed wharfage at \$0.53 per CWT.

## 5. TERMINAL USE

- a. Applicability – The following charges will be assessed against all inbound freight moved between equipment used to discharge it from a vessel (“Ship’s tackle” / “Terminal’s tackle”) and its point of rest at the terminal. Terminal Use charges will not be assessed on outbound freight.
- b. Definitions – All Terminal Use charges will be tabulated based on the definitions given in this Tariff, and subject to the determination of the Port Director. The Port Director has final authority over how cargo is defined and the rates at which handling charges are assessed.
- c. Terminal Use Charges – All inbound freight will be assessed at the rates indicated below:

| Description                             | Charge   | Unit |
|-----------------------------------------|----------|------|
| 20’ Containers or Equipment             | \$70.00  | Each |
| 24’ Containers or Equipment             | \$80.00  | Each |
| 40’ Containers or Equipment             | \$120.00 | Each |
| Containers or Equipment longer than 40’ | \$130.00 | Each |
| All Other Cargo                         | \$0.30   | CWT  |

1. Working Stow – Freight that is discharged from a vessel to the terminal, then loaded back onto the vessel during the same vessel call will be assessed terminal use charges at 50%.
2. Empty Company Gear – Company gear not laden with other freight, including empty container company gear, is exempted from Terminal Use charges.

## 6. TERMINAL STORAGE/DEMURRAGE

- a. Applicability – Any cargo that remains at the terminal following the expiration of free time is subject to demurrage charges.

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b. Free Time – Applies as follows:

1. For inbound cargo, cargo that has been discharged from a vessel, free time begins at the time that the cargo owner or their agent is notified of the availability of the cargo to be retrieved from the Terminal. Such cargo will receive 72 hours of free time.
2. Outbound cargo, cargo which is to be loaded onto a vessel, that is to be loaded on a Common Carrier vessel receives free time until the next Common Carrier vessel call at the Port. All other outbound cargo receives 72 hours free time.
3. Overstow cargo will receive 30 days free time.

c. Lay-Down Areas –

1. No cargo is to be stored in the Port without the express permission of the Port Director.
2. The Port Director may, at the request of a cargo owner, assign designated lay-down area within the Port for cargo to be stored.
3. Cargo and freight in the Port not placed in a designated lay-down area must be immediately removed or relocated upon order of the Port Director.
4. A cargo owner who refuses to move such cargo or freight on demand will be assessed storage/demurrage at five times the applicable rate. In addition, the Port Director may, at their discretion, move, remove, or cause to be removed such cargo or freight at the expense of the cargo owner.

d. Terminal Storage Rates –

1. Applicability - Terminal storage applies to any cargo or freight stored on the terminal - including the dock, pier, or wharf – whose storage has been arranged with the Port Director in advance of the expiration of its free time.
2. Summer Storage Charges –Summer storage charges are assessed by calendar month.
  1. *For example – cargo is present on the terminal and its free time expires on the 15<sup>th</sup> day of the month. This cargo will be subject to the monthly charge. Should the cargo continue to be present on the 1<sup>st</sup> day of the following month, it will be assessed the monthly charge again.*



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3. Summer Rates for Containers, Flats, and Post Flats - Containers, flat racks (“flats”), and post flats will be assessed storage per the charges below:

| Type of Equipment                                            | Charge per Month |
|--------------------------------------------------------------|------------------|
| 20' Containers                                               | \$120.00         |
| 20' Flats or Post Flats with 1' or Less of Overhang          | \$130.00         |
| 20' Flats or Post Flats with >1' and <10' of Overhang        | \$150.00         |
| 20' Flats or Post Flats with $\geq 10'$ and <20' of Overhang | \$200.00         |
| 40' Containers                                               | \$240.00         |
| 40' Flats or Post Flats with 1' or Less of Overhang          | \$260.00         |
| 40' Flats or Post Flats with >1' and <10' of Overhang        | \$280.00         |
| 40' Flats or Post Flats with $\geq 10'$ and <20' of Overhang | \$330.00         |
| Flats or Post Flats with $\geq 20'$ of Overhang              | See Note 1 below |

1. Any flats or post flats with over 20' of overhang will be charged the applicable equipment rate for  $\geq 10'$  and <20' of overhang plus \$50 for each 10' of overhang beyond 10' of overhang. *For example, an overhang of  $\geq 20'$  and <30' on a 20' post flat would be \$250/month, an overhang of  $\geq 30'$  and <40' on a 20' post flat would be \$300/month, and so on.*
4. Summer Storage Rates for All Other Cargo - All other cargo or freight subject to storage will be assessed storage fees on 100-square-foot “lots.” Storage charges will be tabulated based on the number of lots that cargo or freight occupies, regardless of whether such cargo or freight occupies entire lots. Terminal storage during Summer will be assessed \$60.00 per month per 100-square-foot lot after the expiration of free time.
5. Winter Storage Charges – Winter storage charges are assessed a flat, seasonal fee for the entire season.
6. Winter Rates for Containers, Flats, and Post Flats – Containers, flats, and/or post flats subject to storage charges present on the terminal during winter will be assessed a flat, seasonal fee per the table below:

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| Type of Equipment                                            | Seasonal Charge  |
|--------------------------------------------------------------|------------------|
| 20' Containers                                               | \$360.00         |
| 20' Flats or Post Flats with 1' or Less of Overhang          | \$390.00         |
| 20' Flats or Post Flats with >1' and <10' of Overhang        | \$450.00         |
| 20' Flats or Post Flats with $\geq 10'$ and <20' of Overhang | \$600.00         |
| 40' Containers                                               | \$720.00         |
| 40' Flats or Post Flats with 1' or Less of Overhang          | \$780.00         |
| 40' Flats or Post Flats with >1' and <10' of Overhang        | \$840.00         |
| 40' Flats or Post Flats with $\geq 10'$ and <20' of Overhang | \$990.00         |
| Flats or Post Flats with $\geq 20'$ of Overhang              | See Note 1 below |

1. Any flats or post flats with over 20' of overhang will be charged the applicable equipment rate for  $\geq 10'$  and <20' of overhang plus \$150 for each 10' of overhang beyond 10' of overhang. *For example, an overhang of  $\geq 20'$  and <30' on a 20' post flat would be \$750/month, an overhang of  $\geq 30'$  and <40' on a 20' post flat would be \$900/month, and so on.*

7. Winter Storage Rates for All Other Cargo - All other cargo subject to storage charges present on the terminal during winter will be assessed a flat, seasonal fee of \$180.00 per 100-square-foot lot occupied, regardless of whether or not the stored items take up the entire lot/lots.

e. Demurrage Rates –

1. Applicability - Demurrage will be charged for any item subject to storage charges for which storage has not been arranged in advance of the expiration of Free Time.
2. Notification – The Port Director will make three (3) attempts to contact the cargo owner or their agent on three (3) separate days. If the cargo owner or their agent does not make contact with the Port Director to arrange for storage, demurrage will begin to be assessed at the expiration of Free Time. After the third attempt to make contact with the cargo owner or representative, the Port Director will give written notice to the cargo owner that after thirty (30) days from the date of notice, the cargo will be considered abandoned and the City of Dillingham will take ownership of unless all fees are paid in full and the cargo is either removed from the Terminal or storage is arranged for the cargo.

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3. Demurrage Rate - After expiration of free time, and after consignee's representative has been notified, wharf demurrage will be charged at the rate of \$30.00 per day per 400-square-foot lot, regardless of whether or not stored item takes up the entire lot(s).

7. **LABOR RATES** – The City of Dillingham may provide labor for equipment operations, clerking, stevedoring, or other port operations at its convenience. Labor is billed in hourly increments at the rates below:

| <u>Type of Labor</u> | <u>Hourly Rate</u> |
|----------------------|--------------------|
| Equipment Operator   | \$90.00            |
| Port Attendant       | \$90.00            |
| Stevedore            | \$90.00            |
| Crane Operator       | \$180.00           |

8. **HARBOR USE FEES**

- a. Applicability – Use of Port facilities other than the City Dock, including the Small Boat Harbor, City bulkheads, slips, floats, mooring areas, and other Port facilities are subject to permit fees. All facilities other than the City Dock are restricted to vessels with a length overall (LOA) of 70' or less.
- b. Harbor Permits – Harbor Users may obtain Harbor Permits for vessels that they own and/or operate. Such permits are good until the end of the calendar year in which they are issued and expire on 31 December. Fees for such permits are based on the length overall (LOA) of the vessel for which the permit is being issued, per the table below:

| <b>LOA of Vessel</b> | <b>Rate</b>          |
|----------------------|----------------------|
| 20' and under        | \$91.00 flat fee     |
| 21' to 23'           | \$126.00 flat fee    |
| 24' to 27'           | \$142.00 flat fee    |
| 28' to 32'           | \$363.00 flat fee    |
| 33' to 70'           | \$12.00 per foot LOA |

1. Violations – Any violations of City rules, regulations or ordinances, including this tariff, violations of applicable state and/or federal law may result in removal of a Harbor Permit and denial of future permits. The Port Director may move or remove vessels associated with any such violations.
2. Permit Display – Annual Harbor Permits must be prominently displayed on the vessel for which the permit was issued, as directed by the Port Director.

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3. Non-Transferable – Annual Harbor Permits are non-transferable.

4. Non-Refundable - Annual Harbor Permits are non-refundable.

c. Ramp Usage –

1. Vessels 28' or greater – Harbor users with vessels of 28' or greater in length overall (LOA) without a Harbor Permit may launch or haul out such vessels by remitting a Ramp Use Fee of \$110 per diem. Ramp use fees do not confer any privileges of dockage, use of any other Port facilities, or any other Port services.

2. Vessels under 28' – Harbor users with vessels under 28' in length overall (LOA) must obtain a Harbor Permit to launch or haul out vessels.

9. WOOD RIVER BOAT RAMP

a. Applicability – Use of the Wood River Boat Ramp and parking lot for launching and/or hauling out vessels, as well as parking a trailer (whether attached to a vehicle or not), is subject to remittance of a fee.

b. Harbor Permit Exemption – Holders of a Harbor Permit may use the Wood River Boat Ramp without remittance of an additional fee.

c. Fees – Users of the Wood River Boat Ramp may remit a fee for use of the Boat Ramp for the calendar year or may remit a daily use fee. Fees are as follows:

1. Annual - \$80.00 per calendar year (expires December 31)

2. Daily - \$10.00 per diem

10. KANAKANK BEACH

a. Applicability – Use of the Kanakanak Beach facility for launching and/or hauling out vessels, as well as parking a trailer (whether attached to a vehicle or not), is subject to remittance of a fee.

b. Harbor Permit Exemption – Holders of a Harbor Permit may use Kanakanak Beach to launch vessels without remittance of an additional fee.

c. Fees – Users of Kanakanak Beach may remit a fee for use of the facility to launch vessels for the calendar year or may remit a daily use fee. Fees are as follows:

1. Annual - \$40.00 per calendar year (expires December 31)

2. Daily - \$5.00 per diem



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## 11. POTABLE WATER

- a. Potable water is available at the City Dock for a fee. Requests for potable water must be approved by the Port Director.
- b. Water will be charged at the following rates:
  - 0 to 1,000 gallons - \$66.00 flat charge
  - over 1,000 gallons - \$5.50 per 100 gallons or any part thereof

## 12. FUEL TRANSFER CHARGE

- a. Applicability – Any fuel transferred from vessel to tanker, tanker to vessel, vessel to pipeline, and/or pipeline to vessel at the Port is subject to a fuel transfer charge.
- b. Electric Cooperative – Fuel subject to the fuel transfer charge that is bound for the Electric Cooperative for use by the Electric Cooperative will be assessed a fuel transfer charge of 3.00 cents (\$0.0300) per gallon.
- c. All Other Fuel Transfers – All other fuel transfers will be subject to a fuel transfer charge of 4.32 cents per gallon (\$0.0432)

## 13. VESSEL LIFT

- a. Commercial fishing vessels not exceeding 32 feet in length, or commercial herring skiffs not exceeding 36 feet in length, may receive boat lift service including launching to the water or lifting to or from a trailer to a flat on a time and materials basis, with a minimum one (1) hour labor charge. All applicable labor, equipment rental, and other charges apply. Such vessels are exempt from applicable wharfage and terminal use fees.
- b. Any other vessel receiving vessel lift services will be assessed all applicable charges per this tariff.
- c. Boat cradles must be removed by the cargo owner immediately after loading or discharge operations are completed. Any boat cradles not so removed will be subject to storage without free time.

## 14. ICE

- a. Ice is available for purchase at the following rates:
  - 1. Small cooler/bucket - \$5.00 flat fee
  - 2. Large personal cooler - \$10.00 flat fee
  - 3. BBEDC ½ Tote ~ 48.5"x28.5"x33" - \$55.00 flat fee
  - 4. BBEDC Tote ~ 48.5"x41.5"x30" - \$110.00 flat fee

## 15. MISCELLANEOUS CHARGES

- a. Garbage Disposal – Use of the City Dock dumpster is subject to a fee approved by the Dillingham City Council.

## TARIFF NO. 1

- b. Campground Fees – Use of Port campgrounds is subject to a fee of \$10.00 per day or \$50.00 per week.

## 16. SPECIAL CHARGES AND CHANGES IN CHARGES

- a. Charges – The City may make special charges, which may be recommended by the Port Director, concerning the use of piers or open spaces in the vicinity of the terminal, buildings on the terminal or the use of the terminal by commercial, State, or Federal vessels, or by contractors working on Federal or State contracts and for use of tracks, sheds, the pier or other structures.
- b. Right to Refuse – Except where otherwise required by law, the Port Director has the authority to refuse to provide or to arrange for the provision of special services.
- c. Special Services – Any services rendered by the Port Director or the City of Dillingham not otherwise noted in this Tariff will be billed to the person requesting such services at the Port's actual cost (including labor, equipment usage, mileage, and other costs). Any services arranged by the Port Director or the City of Dillingham, but provided by a third party, will be charged to the person requesting such service an administrative fee of \$100 in addition to any other applicable fees.

**END OF TARIFF**

**File Attachments for Item:**

9. Resolution No. 2025-42 Amend Bank Signature Card Forms

## CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2025-42****A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD AND INVESTMENT ACCOUNTS SIGNATURE AUTHORITY FORMS DUE TO A CHANGE IN CITY ADMINISTRATION**

WHEREAS, due to termination of City Manager, Daniel Decker, via Resolution 2025-30 on August 7<sup>th</sup>, 2025; and

WHEREAS, Jack Savo Jr was appointed as the Dillingham Acting City Manager via Resolution 2025-32 at a Special City Council Meeting held August 14; and

WHEREAS, the signature cards for all City banking and investment accounts to reflect the change in personnel from Daniel Decker Sr. to Jack Savo Jr.; and

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following changes shall be made to remove Daniel Decker Sr.'s signatory authority and Jack Savo Jr. is now authorized to give instructions on behalf of the City of Dillingham on the funds that are now and shall be deposited in the above-mentioned investment institutions.

- Remove signature authority from: Daniel E. Decker Sr., Acting City Manager
- Add signature authority for Jack Savo Jr., Acting City Manager

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 2, 2025.

ATTEST:

\_\_\_\_\_  
Abigail Flynn, Acting City Clerk

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

[SEAL]



**File Attachments for Item:**

10. Resolution No. 2025-43, Appoint a City Clerk

EXECUTIVE SESSION: To select a City Clerk

DMC 2.09.050 Executive sessions:A. The following subjects may be discussed in an executive session, from which the public is excluded:Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;

## CITY OF DILLINGHAM, ALASKA

## RESOLUTION NO. 2025-43

## A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPOINTING

\_\_\_\_\_  
AS CITY CLERK FOR THE CITY OF DILLINGHAM

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**WHEREAS**, Dillingham Municipal Code Section 2.27.010 provides that "There shall be a city clerk who shall be appointed by the city council"; and

**WHEREAS**, Dillingham Municipal Code Section 2.03.050 establishes that "The city manager, city attorney and city clerk are officials and are appointed by the city council"; and

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

**WHEREAS**, the City Clerk serves essential functions for the municipality including, but not limited to, those duties specified in Dillingham Municipal Code Sections 2.27.020 and 3.30.010, and as required by Alaska Statutes Title 29.26 and Title 15 for the administration of municipal elections; and

**WHEREAS**, the City Clerk shall serve for the primary benefit of the council under the day-to-day supervision of the city manager as provided in Dillingham Municipal Code Section 2.27.010; and

**WHEREAS**, \_\_\_\_\_ is qualified and willing to serve as City Clerk 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.** \_\_\_\_\_ is hereby appointed to serve as City Clerk for the City of Dillingham, effective October 2, 2025, to serve at the pleasure of the City Council as the appointing authority.

**Section 2.** The City Clerk shall perform all duties as specified in Dillingham Municipal Code Chapter 2.27, Chapter 3.30, and other applicable provisions of the Dillingham Municipal Code, as well as duties required under Alaska Statutes Title 29.26 and Title 15, and other duties, as may be prescribed by the city manager pursuant to Dillingham Municipal Code Section 2.27.020(P).

**Section 3.** The City Clerk shall have all powers set forth in Dillingham Municipal Code Section 2.27.020, including but not limited to the power to administer oaths required by law, serve as custodian of the city seal and official records, and act as registrar of the city with responsibility for calling and supervising all city elections unless otherwise provided by law.

**Section 4.** This resolution shall take effect immediately upon passage.

PASSED and ADOPTED by the Dillingham City Council on October 2<sup>nd</sup>, 2025.

SEAL:

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Alice Ruby, Mayor

ATTEST:

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**File Attachments for Item:**

11. Contract for Hladick



August 18, 2025

To: Mayor Alice Ruby  
From: Chris Hladick, Chris Hladick Consulting LLC  
RE: Scope of Work for possible contract

Dear Alice:

The scope of work for my contract should be defined. I have prepared this initial draft, and you are welcome to review and expand upon the scope as needed.

As I understand it the city council is desirous of having me on stand-by to assist Jack Savo in his new role as interim city manager for Dillingham. I have already had a brief discussion with Mr. Savo to get a handle on what has been requested. I would be happy to come to Dillingham to meet with Mr. Savo for several days to get clarity and to sit down with the city council in a workshop to ensure everyone is on the same page.

I foresee an initial visit and then maybe a follow up visit in a month or so. I can assist via phone call when needed and I can attend council meetings via zoom from Anchorage. Please let me know the number of visits to Dillingham you would like me to schedule within the next six months.

Are you also requesting that I attend Juneau and Washington DC trips? If so, I can assist in the preparation of documents and materials for lobbying purposes for those trips. And I can help train Jack on the process.

I will work directly with Jack and be available to the City Council for research or consultation as needed. The city may want me to attend conferences in Anchorage or elsewhere when city representatives can't get away. I think it will be useful to have a conversation about whom you want me to work for/with. I can be available to you Madame Mayor when you have questions on council process and strategy.

I recommend that I come to Dillingham soon to participate in a workshop with the Council and Jack to discuss city priorities and work with Jack on developing plans to accomplish those priorities so that the council has something to evaluate Jack against in six months. In essence the council asked you to do x and y and either you got it done in the allotted time or you did not. I would suggest another trip to Dillingham during evaluation time to help the council with the evaluation process. Council can decide the timeline for evaluation. The development of these priorities would include working with the department heads.

I can be available to department heads to help with problem solving or personal development. I would need to work this out with Jack on how best to accomplish this. There are also HR issues and legal issues that arise from time to time that I can assist with, this is critical. I have been

instrumental in evaluating and negotiating settlements with the various lawsuits whereas a green city manager would not know where to begin.

Additionally, I can help with capital projects. My fingerprints are on many projects the city has in the works. I began the harbor project process in the late 1990s. I obtained the funding for Snag Point Erosion. I can help Jack understand the Federal process with the Corps, the Fish and Wildlife Service and the EPA as well as the State of Alaska.

I would like to get the scope of work somewhat nailed down realizing that city management always includes the phrase and other duties as assigned.

I am proposing to the contract to be at \$150 per hour with cap if council wishes. I can better put a dollar figure on an expected amount of time after talking through a scope of work. I expect the city council to evaluate how my contract is working at any time. I expect the city to cover my travel costs to Dillingham, and, if needed, to Juneau and Washington DC, as well as any conference fees for required attendance. I would draft reports on all meetings attended.

My goal is to assist Jack and the council in keeping the city moving forward. It is my hope that my 35 years' experience in city management will be helpful.

Let me know your thoughts about the scope of work. When we have agreement, I can develop what I think a reasonable fee would be for six months work.

Thanks

Chris Hladick  
Chris Hladick Consulting.



**File Attachments for Item:**

12. City Manager Search- RFP

To: City Council

From: Alice Ruby, Mayor

Date: 9/25/25

Re: Search Firm RFP

Attached, please find the final version of the Request for Proposals that will be published/circulated to solicit proposals from search firms to assist the Council to recruit and evaluate candidates for the City Manager position.

Unless there are any changes made during the October meeting, we plan to publish/circulate this RFP beginning immediately after the Council meeting.

The intention is to bring all the proposals that may be received back to the Council to evaluate. The Council can select the firm that will assist with recruitment/selection of candidates for our City Manager position.

Thanks.

/ar



Mayor

Alice Ruby

Acting City Manager

Jack Savo Jr.



Dillingham City

Section . Item 12.

Bertram Luckhurst

Michael Bennett

Steven Carriere

Curt Armstrong

Kaleb Westfall

Kevin McCambly

## Request for Proposals for Recruiting Executive Search Services - RFP 2025-03

**Issue Date:** \_\_\_\_\_

**Deadline Date:** \_\_\_\_\_

The City of Dillingham, Alaska, is soliciting proposals to select a qualified firm or individual to provide recruiting and executive search services (hereafter "Consultant") for the City of Dillingham (hereafter "City") to assist in identifying and hiring a qualified candidate for the position of City Manager. The selected firm or individual will enter into a term contract for a period of 6 months with an option for an additional extension based upon a satisfactory review by the Mayor and City Council of services provided. The contract will also include a termination clause by either party with a 15-day notice. This RFP can also be found on the City's website at [www.dillinghamak.us](http://www.dillinghamak.us) under the "Bids and RFPs" tab.

### Inquiries and proposals should be directed to:

Mayor

City of Dillingham

PO Box 889

Dillingham, AK 99576

(907) 842-5148

[assistant@dillinghamak.us](mailto:assistant@dillinghamak.us)

An electronic copy of the proposal shall be emailed to the office of the Mayor no later than

\_\_\_\_\_ at the email address noted above.

### About Dillingham, Alaska:

The City of Dillingham is a First-Class City and has a Council/Manager form of government. The City is located approximately 350 miles southwest of Anchorage, set against a backdrop of Wood River Mountains. The City is home to about 2,300 residents and covers an area of about 36 square miles. The community is largely Yupik Eskimo and the hub of the surrounding Bristol Bay region, as well as being the gateway to Wood Tikchik State Park, the largest State Park in the nation. Many people look to, and rely on, Dillingham for freight, transportation, health, and visitor services.

The City requires the services of a professional recruiting and executive search firm to assist in identifying and hiring a qualified candidate for the position of City Manager. The Consultant will provide professional advice to the Mayor and City Council regarding recruitment strategies, candidate evaluation, and hiring processes.

### **Scope of Work:**

The Consultant will work directly with the Mayor and City Council to identify, recruit, and evaluate candidates for the City Manager position.

In this regard, the Consultant shall:

- A. Receive guidelines for recruitment efforts from the City Council through the Mayor and work within such guidelines to identify, evaluate, and recommend candidates for City Manager. Modifications to these guidelines may be made from time to time by the City.
- B. Communicate with the City Council through the Mayor for the purpose of acquiring necessary available information, job descriptions, qualifications, and other relevant materials to support the recruitment process.
- C. Develop and execute a recruitment strategy, including advertising, outreach, and networking to attract qualified candidates.
- D. Conduct initial screening and evaluation of candidates, including interviews, reference checks, and background checks as required.
- E. Provide recommendations and reports to the Mayor and City Council regarding the most qualified candidates for each position.

### **The Consultant shall provide regular updates and professional advice to the City Council through the Mayor regarding the recruitment process. In this regard, the Consultant shall:**

- A. Maintain regular contact with the City Council through the Mayor on the status of recruitment efforts and provide updates on candidate pools, interviews, and evaluations.
- B. Provide written monthly reports to the Mayor, and such reports shall include, but shall not be limited to, progress made on recruitment efforts, candidate evaluations, and any anticipated problem areas of which the Consultant becomes aware.
- C. Travel to Dillingham to meet with the Mayor and City Council for an initial consultation and thereafter as required by the firm selected or the City Council.
- D. Exercise best professional judgment in all matters relating to work for the City of Dillingham and immediately report any position or action taken which involves an area of uncertainty or controversy to the Mayor.

### **Required Proposal Content:**

Proposals must include:

- Transmittal Letter
- Proposed Process and Experience in recruiting and executive search services
- Proposed Rates and Fee Structure
- Minimum of three (3) professional references
- Ability to provide applicable insurance coverage

### **Submittal Requirements and Information:**

To be considered, all proposals must be delivered to the email address below, on or before the date

Email proposals must be sent to: [assistant@dillinghamak.us](mailto:assistant@dillinghamak.us)

Title of the email must be: **RFP-2025-03 PROPOSAL FOR EXECUTIVE SEARCH SERVICES**

Deadline: All proposals must be received no later than \_\_\_\_\_.

**Delivery instructions –emailed electronic copy to:**

Email proposals must be sent to: [assistant@dillinghamak.us](mailto:assistant@dillinghamak.us)

Title of the email must be: RFP-2025-03 PROPOSAL FOR EXECUTIVE SEARCH SERVICES

Mayor  
City of Dillingham  
PO Box 889  
Dillingham, AK 99576  
(907) 842-5148  
[assistant@dillinghamak.us](mailto:assistant@dillinghamak.us)

Email proposals will be recorded as received based on the date and time stamp on the email when it is received by the City.

No exceptions will be made concerning the deadline.

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

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

The City retains the right to cancel the RFP process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

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

All proposals and other material submitted become City property and will not be returned.

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

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

This RFP does not obligate the City or the selected proposer until a contract is signed and approved by all parties.

Evaluation and Selection Criteria:

| EVALUATION CRITERIA               | RELATIVE WEIGHT |
|-----------------------------------|-----------------|
| -Transmittal Letter               | 10%             |
| -References                       | 10%             |
| -Proposed Rates and Fee Structure | 20%             |
| -Qualifications and Experience    | 40%             |
| -Overall Quality of Proposal      | 20%             |

The evaluation committee appointed by the Mayor will review the submittals.

A person(s) designated by the Mayor will conduct reference checks.

Based on the committee evaluation, the City may select a short list of up to three individuals or firms for more in-depth evaluation or interviews.

The evaluation committee will recommend one finalist to the City Council for final contract award.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based on a contract form provided by the City, to the individual or firm which, in the City Council’s sole judgment, is best suited to perform the services required.

**File Attachments for Item:**

13. AML Conference December 8-12 (travel Dec 7 & 13)

Early Bird Registration ends in October

Room Registration ends November 2



**Budget and cost estimate for Council Travel to AML December 8-12, 2025 per person:**

Here is the 2026 Council Travel and Training Budget:

|                                                                                                                                                                                                                                                           |              |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|
| <b>Travel</b>                                                                                                                                                                                                                                             | <b>17150</b> | <b>\$14,000</b> |
| <ul style="list-style-type: none"> <li>• Juneau Lobbying Trip (2)</li> <li>• Alaska Municipal Lague (open)</li> <li>• Southwest Alaska Municipal Conference (3 sitting on the board)</li> <li>• Scholarships will be applied for when possible</li> </ul> |              |                 |
| <b>Training</b>                                                                                                                                                                                                                                           | <b>17155</b> | <b>\$5,000</b>  |
| <ul style="list-style-type: none"> <li>• Southwest Alaska Municipal Conference (2).</li> <li>• Alaska Municipal League (2).</li> <li>• Scholarships will be applied for and will likely defray travel costs.</li> </ul>                                   |              |                 |
|                                                                                                                                                                                                                                                           | -            | -- -            |

The cost of AML for one new council member to attend is \$3,378.85 of which \$640.00 is coded to education and the rest coded to travel. It will cost more if the stay is extended or the booking is not made by the end of October.

The cost of AML for a council member who is not a new council member is \$3,153.85 of which \$445.00 is coded to education and the rest coded to travel. It will cost more if the stay is extended or the booking is not made by the end of October.

If scholarships are to be applied for, the person traveling must be the one to apply.



## Stronger at 75: Planning to Attend AML's 75th Annual Conference

From Alaska Municipal League <membersupport@akml.org>

Date Mon 9/22/2025 1:15 PM

To DLG City Clerk <cityclerk@dillinghamak.us>



### 75th Anniversary Diamond Jubilee 2025 Annual Local Government Conference DECEMBER 8-12, 2025

At 75 years, AML continues to stand as a champion of municipal advancement, supporting 165 cities and boroughs across the state. Our annual Local Government Conference—this year marking our Diamond Jubilee—is not only a gathering of municipal leaders but a celebration of progress, partnership, and purpose.



## Getting Ready for the 2025 Annual Conference

### October:

- **Business Meeting** - 2026 Resolutions are due October 24th. View the [2026 Resolution Guidelines and current Resolutions](#).

- **Awards of Excellence Nominations** - Highlight your supportive municipal staff and elected officials, mentors, life-long public servants, and municipalities for the prestigious AML individual and municipal **Awards of Excellence**.
- **Municipal Resolutions** - Work with your local government to pass an **official resolution that recognizes the role of local governments**, highlights of your municipality over the past 75 years, and how AML has supported you on those efforts.
- **Conference of Young Alaskans** - Submit **participant recommendations** by October 18th for an emerging leader from across the state to come together with other young Alaskans for a week of learning, deliberation, and leadership.
- **Register - Early Bird Registration** prices for the Conference continue through October. You should also plan to attend and get tickets for the Legacy of Local Reception and Diamond Gala.

### November:

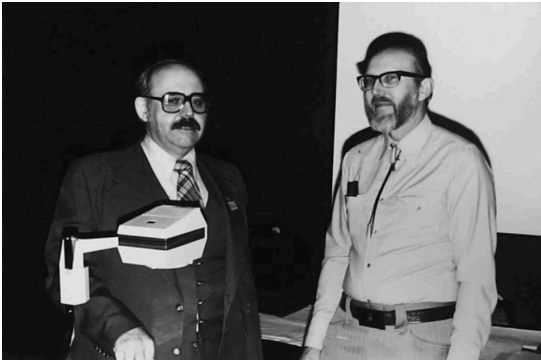
- **Book travel and accommodation** - Group Discount Rates at the Marriott Anchorage Downtown end on November 2nd, and the Hotel Captain Cook ends on November 10th. Alaska Airlines 7% discount does not expire, though seating could be limited. **Learn more and book your travel today!**
- **Conference Registration - Early Bird Registration** ends November 14th
- **Awards of Excellence - Award nominations** are due by November 7th
- **Silent Auction** - Begin to collect items to contribute to the Silent Auction which will take place at the Diamond Gala on Thursday evening. The silent auction will support ACoM, COYA, and AML Conference Scholarships. Contact **Sarah** with questions about the auction.
- **Highlighting Municipal History** - Show us where your municipality was 75 years ago, and how its changed over time. **Submit pictures and other historical images** from your municipality to be highlighted at the conference.

### December:

- **Board of Directors applications - Board Candidate applications** must be submitted to AML by December 4th, or at the Conference by December 10th.
- **Legislative Committee Applications - Legislative Committee applications** must be submitted to AML by December 5th or at the Conference by December 10th.
- **Silent Auction Contributions** - Gather your contributions and make sure you pack them for the auction. Contact **Sarah** with any questions.
- **Tickets and Tables** - Consider purchasing any last minute **Reception and Gala tickets or tables** to bring your whole team to interact with partners, and fellow local government officials, leaders, and those implementing positive innovation across the state.

## Agenda Coming Soon!

Please continue to check the **website** and email updates in the coming weeks and months to receive the latest information on sessions, speakers, and activities planned for the 2025 AML Local Government Conference!



### Travel and Lodging

AML has a room block at the **Marriott Anchorage Downtown** and the **Hotel Captain Cook**. Please note that if you choose to stay at the Hotel Captain Cook, AML will not be providing a shuttle this year.

**Alaska Airlines** has offered a 7% discount on all regular fares to Anchorage.

To use the ECMO371 Discount Code, visit Alaska Airlines website and input the code when searching for flights.



### Conference Sponsorship Opportunities

The Annual Conference would not be possible without the support of our generous sponsors. **Sponsoring the conference** highlights an organization as an influential

supporter Alaska's local governments. Sponsorship can offset the costs of attendance for our members, allowing participants from large and small communities alike to convene together.

Section . Item 13.

We would like to sincerely thank our 2025 Conference Sponsors.

## Denali



## Elias



## Foraker



## North Star



Become a Sponsor

[View as Webpage](#)



AML | One Sealaska Plaza Suite 302 | Juneau, AK 99801 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



**File Attachments for Item:**

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**Fw: Summer 2025 Newsletter & 2024 Annual Report**

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**From** Alice Ruby <mayor@dillinghamak.us>

**Date** Tue 9/9/2025 4:03 PM

**To** Abigail Flynn <abigail.flynn@dillinghamak.us>

Hi Abigail: Can we include this in the information section of the next regular council packet please.

Alice

---

**From:** Bristol Bay Heritage Land Trust <nmwlandtrust@14270191.mailchimpapp.com>

**Sent:** Tuesday, September 9, 2025 3:59 PM

**To:** Alice Ruby <mayor@dillinghamak.us>

**Subject:** Summer 2025 Newsletter & 2024 Annual Report



## Land Trust Receives Grant from Cornell University to Assess Bird Populations on Lake Iliamna



The Bristol Bay Heritage Land Trust was formed primarily around a mission to protect wild salmon habitat, but its service area also includes critical habitat for many species of birds, particularly migratory waterfowl and shorebirds that layover in the Bristol Bay region. The Land Trust was recently awarded a grant of \$10,000 from the Cornell Lab of Ornithology to determine which bird species may be using the 57,500 acres it is obligated to monitor and protect on Lake Iliamna. Cornell's grant program is specifically designed to encourage land trusts nationwide to consider bird habitat conservation when developing conservation deals and later monitoring protected lands.

The primary task funded by the grant will be the deployment of Autonomous Recording Units (ARU's) at locations within the areas in the Northeastern section of Lake Iliamna already conserved by the Land Trust, and in the Kaskanak Flats area at the outlet of the lake. The Land Trust has partnered with the Indigenous Guardians program of the Igiugig Village Council to deploy and later retrieve the ARUs. Bird experts at Audubon Alaska will listen to the sound data and determine which bird sounds have been recorded. Audubon Alaska will also determine the feasibility of installing a Motus station or tower to identify bird species that may be migrating through the Lake Iliamna region. The Motus system uses radio telemetry to detect tagged birds. The program is led by Birds Canada. There are Motus stations on almost every continent. There are three stations in Alaska, none in Bristol Bay.

## Kulik Lodge in Katmai National Park Hosts 2025 Fly Fishing & Guide Academy



The 16th annual Bristol Bay Fly Fishing & Guide Academy was held for the second time at Kulik Lodge in the Katmai National Park. The first time was in 2015 when the lodge was owned and managed by the Petersen family. Kulik Lodge was one of four lodges established in Bristol Bay by Ray Petersen in 1951. It was the first commercial sport fishing lodge in the state and Ray Petersen is acknowledged as the founder of that industry in Alaska. Shortly after the last Academy was held at Kulik Lodge Bristol Bay Native Corporation purchased the operation from the family.

The Academy was launched in 2008 by the Land Trust at Ekwok Lodge on the Nushagak River. Its purpose is to teach the importance of fish habitat conservation to the young people of Bristol Bay through the lens of fly fishing. A secondary goal is to provide participants with some of the basic skills needed to find employment in the Bristol Bay sport fishing business started by Ray Petersen, an opportunity historically not made available to them. The Academy is free to all participants and open to residents of Bristol Bay and to non-residents who are shareholders or descendants of Bristol Bay Native Corporation shareholders. Ten aspiring young guides graduated this year. Support for the 16th Academy came from Bristol Bay Native Corporation, Trout Unlimited, Orvis, Inc., the National Oceanic and Atmospheric Administration, Bristol Bay Economic Development Corporation, Alaska Fly Fisher's Association, Yellow Dog Community & Conservation Foundation, Sherman Yeargan, Mossy's Fly Shop, Bear Trail Lodge, Alaska Department of Fish &

Game, and the U.S. Fish & Wildlife Service through the Southwest Alaska Salmon Habitat Partnership.

The location of the 2026 Academy will be announced later this year. Applications will be available from Trout Unlimited, Bristol Bay Native Corporation and through the Academy website at <https://bristolbayriveracademy.org/> in February of 2026.

## 2025 Other Items of Note

- **\$210,000 Grant from the Murdock Charitable Trust.** In April the Murdock Charitable Trust awarded the Land Trust \$210,000 distributed over the next three years to support a new staff position to help the organization respond to its increased property stewardship responsibility. With the acquisition of a 44,000 - acre conservation easement on Lake Iliamna in 2022 the Land Trust became one of the largest land trusts in the nation in terms of acreage under protection while remaining one of the smallest in terms of staff – 1.25 full time equivalent. Funding will be available on January 1 and will be used to hire a person to serve as the chief operations officer among other duties. Additional support to supplement the Murdock grant was provided by the William H. Donner Foundation and The Conservation Fund.
- **Financial Status Year-End 2024.** During 2024 the Land Trust received \$29,781 in general donations; \$32,500 was donated for the Bristol Bay Fly Fishing & Guide Academy. Income from government grants and foundations for various projects came to \$101,210 of which \$78,400 came from the U.S. Fish & Wildlife Service through the SW Alaska Salmon Habitat Partnership. Sales of books and other items came to \$374. Total Income for the year was approximately \$184,345. Total expenses for the year, including the Bristol Bay Fly Fishing & Guide Academy and various grant and special projects came to approximately \$208,848. Receivables at year-end from grants were approximately \$5,000.

## 2024 Year-End Account Balances



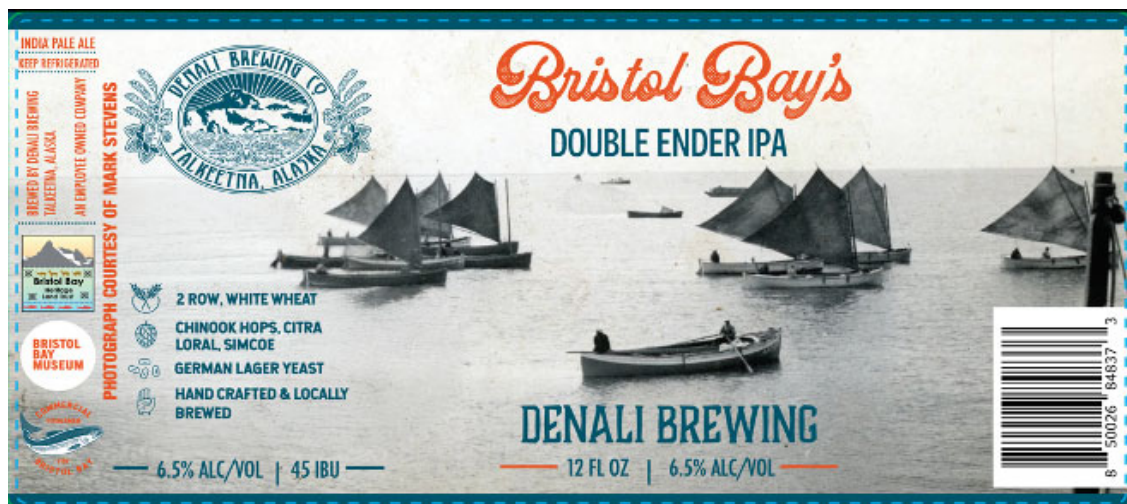
|                                          |           |
|------------------------------------------|-----------|
| General Operations Checking:             | \$26,014  |
| General Operations Savings:              | \$184,516 |
| General Operations Savings CD:           | \$139,864 |
| Bristol Bay Fly Fishing & Guide Academy: | \$34,322  |
| Special Projects Fund:                   | \$57,110  |
| Special Projects Fund CD:                | \$134,889 |

Grants Holding Account: \$46,254

Bobby Andrew Stewardship Fund (Market Value at 12/31): \$393,742

Lake Iliamna Stewardship Fund (Market Value at 12/31): \$360,505

## Bristol Bay Beer



Bristol Bay's Double Ender IPA brewed by Denali Brewing is available again in 2025 with a new historic label designed by LaRece Egli with the Bristol Bay Historical Society in Naknek. The label is a photograph believed to be taken during WW2 when Bristol Bay cannery operations were forcibly combined by the Federal Government in the name of war efficiency. The beer is distributed by Odom Corp and will be available at outlets in Bristol Bay and featured in several Bristol Bay Fishing Lodges, and at this year's three-day SalmonFest Celebration in Ninilchik. Funds from the sale of the beer and donations that result from its promotion will be used by the Bristol Bay Historical Society to promote Bristol Bay's salmon and to help preserve and sail the historic Libby 76 Bristol Bay commercial fishing sailboat now in its collection.

---

## Silver Anniversary in 2025



*L to R: Tom Tilden, Dan Dunaway, Sue Flensburg, Ward Jones, Luki Akelkok, Bud Hodson and Hermen Nelson sign Land Trust incorporation papers in 2000.*

The Bristol Bay Heritage Land Trust will celebrate 25 years in 2025. Our Mission was then and still is to facilitate “enduring protection for the lands and waters of Bristol Bay.”

### **25 years of conservation and community service by the numbers:**

- **58,812** - acres under direct Land Trust protection;
- **33,228** - additional acres conserved with Land Trust assistance;
- **1,360** - stream miles surveyed for salmon and added to the Alaska Anadromous Waters Catalog;
- **430** - steam miles of pending water flow reservations for fish under Alaska Law;
- **194** - graduates from the Bristol Bay Fly Fishing & Guide Academy;
- **24** - remains of individual Alaska Natives repatriated from the Smithsonian Museum of Natural History to the Village of Igiugig with Land Trust assistance;
- **1** - historic Bristol Bay double ender commercial fishing sailboat restored and sailing in Bristol Bay.

## WE NEED YOUR SUPPORT

## Contribute Online

### Donate to Bristol Bay Land Trust

## Contribute By Check

Please make checks payable to: Bristol Bay Heritage Land Trust and mail to Bristol Bay Heritage Land Trust, P.O. Box 1388, Dillingham, AK 99576.

For more information about the Land Trust visit: [www.bristolbaylandtrust.org](http://www.bristolbaylandtrust.org)



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Learn how to help in our efforts to conserve the world's best salmon-based fishery and culture in Bristol Bay, Alaska.

**Our mailing address is:**

Bristol Bay Heritage Land Trust  
P.O. Box 1388  
Dillingham, AK 99576

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# Public Notice of Upcoming Meetings

| Committee                                                                                     | Date of Fall meetings                                                               | Place     | Time     |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------|----------|
| <b>Port Advisory</b> (Spring and Fall)                                                        |                                                                                     | City Hall | 6:00 PM  |
| <b>Regular Council Meetings</b>                                                               | 10/02/2025,<br>11/06/2025,<br>12/04/2025                                            | City Hall | 7:00 PM  |
| <b>Planning Commission</b> (every second Wednesday)                                           | 10/08/2025,<br>11/12/2025,<br>12/10/2025- @AML                                      | City Hall | 5:30 PM  |
| <b>Code Review Committee</b> (Every Second Thursday except in October and July)               | (no October meeting due to election)<br>11/13/2025,<br><del>12/11/2025</del> - @AML | City Hall | 5:30 PM  |
| <b>Finance and Budget</b> (every 3rd Monday)                                                  | 09/29/2025,<br>10/20/2025,<br>11/17/2025,<br>12/15/2025                             | City Hall | 5:30 PM  |
| <b>School Facility</b> (3rd Wednesday in September, January and March, 2nd Wednesday in June) |                                                                                     | City Hall | 3:00 PM  |
| Potential <b>Workshop</b> : with Lobbyist                                                     | TBD                                                                                 | City Hall |          |
| <b>MOU</b> - Quarterly                                                                        | TBD                                                                                 | City Hall | 10:00 AM |
| <b>Canvassing Committee</b>                                                                   | 10/9/2025                                                                           | City Hall | ?        |
| <b>Special Council Meeting</b>                                                                | 10/16/2025                                                                          | City Hall | 5:30 PM  |
| <b>Library Advisory Board</b>                                                                 |                                                                                     | Library   | 5:30 PM  |
| <b>Friends of the Landfill</b> , Every last Thursday of the month                             | 10/30/2025,<br>11/27/2025,<br>12/25/2025                                            | City Hall | 10:00 AM |
| Public Outreach Committee                                                                     | TBD                                                                                 |           |          |
| <b>Workshop on Tax Assesments/ Exemptions</b>                                                 | October 16,                                                                         | City Hall | 5:30 PM  |
| <b>Workshop on ISO</b>                                                                        | TBD                                                                                 | City Hall |          |

**Election Day:** October 7, 8 AM to 8 PM  
**Holidays:** October 13, November 11th, November 27-28

\* 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.