



CODE REVIEW COMMITTEE MEETING

Tuesday, October 27, 2026 at 5:30 PM

AGENDA

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

MEETING INFORMATION

CODE REVIEW COMMITTEE MEETING

CITY HALL COUNCIL CHAMBERS

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

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

Meeting ID: 920 483 0473; passcode: 99576

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Meeting ID: 920 483 0473; passcode: 99576

Or dial: 1(719)359-4580 or 1(253)205-0468

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) 05/14/2026
- 08/03/2026
- 08/25/2026

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [2.](#) Beverage Dispensary License for Bayside Diner and Bristol Inn, Quvaq LLC
- [3.](#) Shall the code determining timing for late appeals be shortened?
- [4.](#) Resolution Draft for Senior Advisory
- [5.](#) Draft Resolution for Parks and Rec
- [6.](#) Additional Changes needed to 2.90 for Parks and Rec, Senior Advisory, others?
- [7.](#) Set Date for Next Regular Meeting

PUBLIC COMMENT/COMMITTEE COMMENTS

ADJOURNMENT



CODE REVIEW COMMITTEE SPECIAL MEETING

Monday, August 03, 2026 at 5:30 PM

MINUTES

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

MEETING INFORMATION

CODE REVIEW COMMITTEE MEETING

CITY HALL COUNCIL CHAMBERS

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

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

Meeting ID: 920 483 0473; passcode: 99576

CALL TO ORDER

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

ROLL CALL

Present:

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

Absent:

- Kaleb Westfall.

A quorum was present.

APPROVAL OF MINUTES

- No minutes were presented for approval

APPROVAL OF AGENDA

Motion: Alice Ruby moved to approve the agenda.

Second: Chaney

Vote (Roll Call):

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

UNFINISHED BUSINESS**NEW BUSINESS**

1. Beverage Dispensary License Renewal for #1242 Willow Tree

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

Second: Chaney

Issues Discussed:

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

Vote (Roll Call):

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

2. Ordinance for Election Modernization: Chapter 3.50 Absentee Voting

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

Second: Chaney

Issues Discussed:

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

Vote (Roll Call):

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

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

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

Second: Chaney

Issues Discussed:

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

Vote (Roll Call):

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

Direction / Follow-Up:

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

PUBLIC COMMENT/COMMITTEE COMMENTS

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

ADJOURNMENT

- Meeting adjourned at 6:12

ATTEST

Abigail Flynn, City Clerk

(SEAL)

Approval Date



CODE REVIEW COMMITTEE SPECIAL MEETING

Tuesday, August 25, 2026

MINUTES

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

MEETING INFORMATION

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

CALL TO ORDER

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

ROLL CALL

Present:

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

Absent:

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

A quorum was present.

APPROVAL OF MINUTES

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

APPROVAL OF AGENDA

Motion: Ruby moved to approve the agenda.

Second: Flynn

Vote:

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

UNFINISHED BUSINESS

2. Tribal Exemption

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

Second: Westfall

Issues Discussed:

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

Vote (Roll Call):

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

Direction / Follow-Up:

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

NEW BUSINESS

3. Green Degree License Renewal

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

Second: Ruby

Issues Discussed:

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

Vote:

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

Direction / Follow-Up:

- Forward the renewal recommendation to the Council.

4. Ordinance to Codify Deputy Manager

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

Second: Ruby

Issues Discussed:

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

Vote (Roll Call):

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

Direction / Follow-Up:

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

5. Ordinance to Codify Deputy Clerk

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

Second: Ruby

Issues Discussed:

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

Vote (Roll Call):

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

Direction / Follow-Up:

- Forward the ordinance to the Council for introduction.

6. Ordinance to Finish Modernization of Election Code

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

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

Issues Discussed:

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

Vote:

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

Direction / Follow-Up:

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

7. Reviser of Ordinances

Issues Discussed:

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

Action:

- Discussion only; no motion or vote was taken.

Direction / Follow-Up:

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

8. Set the Date for the Next Regular Code Meeting

Issues Discussed:

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

Action:

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

PUBLIC COMMENT/COMMITTEE COMMENTS

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

ADJOURNMENT

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

ATTEST

Abigail Flynn, City Clerk

(SEAL)

Approval Date



CODE REVIEW COMMITTEE MEETING

Thursday, May 14, 2026 at 5:30 PM

MINUTES

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

MEETING INFORMATION

CODE REVIEW COMMITTEE MEETING

CITY HALL COUNCIL CHAMBERS

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

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CALL TO ORDER

Meeting called to order at **5:30 PM**.

ROLL CALL

Present at roll call:

- Alice Ruby
- Kaleb Westfall
- Steve Carriere
- Jack Savo Jr.
- Abigail Flynn
- Kevin McCambly (Zoom)

Triston Chaney was absent at roll call and joined after at 5:32 PM.

Quorum Established

APPROVAL OF MINUTES

1. Minutes: 04/13/2026 Code Meeting

Motion: Alice Ruby moved to approve the April 13, 2026 Code Review Committee minutes with a correction on page 6 changing the names of the tribes listed in public comment.

Second: Abigail Flynn.

Vote: No objections.

Result: Minutes approved as corrected.

APPROVAL OF AGENDA

Motion: Alice Ruby moved to approve the agenda.

Second: Abigail Flynn.

Vote: Unanimous.

Result: Agenda approved.

UNFINISHED BUSINESS

2. Tribal Fee Simple Exemptions (discussion)

Topics Discussed

- Discussion regarding commercial improvements on tribal fee-simple land and whether they should remain taxable.
- Review of concerns raised by Choggiung and Ekwok tribal representatives at the previous meeting.
- Recommendation from the City Manager to retain the proposed language as drafted.
- Discussion regarding taxation of commercial improvements located on tribal fee-simple land.
- Desire to allow additional time before advancing the ordinance due to the fishing season and budget development activities.

Direction Given

- Bring the Tribal Fee Simple Exemptions ordinance to the August City Council meeting for introduction.
- No objections were raised.

3. O 2026-02 discussion and proposed resolution for public notice policy

- Staff directed to revise Ordinance 2026-02 incorporating wording changes suggested by Council Members McCambly and Westfall.
- Discussion included changing "must" and "shall" language, publication requirements, and legal review of revised wording.
- Submit revised language for legal review.
- Reintroduce the ordinance at the June City Council meeting.

4. Housing: Identify objectives (discussion)

Topics Discussed

Topics Discussed

- Planning Director Chris Maines proposal to amend portions of DMC 5.30 rather than rewrite the entire chapter.
- Housing objectives and future code amendments.
- Need to address housing shortages without creating long-term City obligations.
- Future Planning Commission involvement.

Direction Given

- Planning Commission to continue development of targeted amendments.
- Item to return for future discussion.

5. Street Maintenance Ordinance (discussion)

Topics Discussed

- Need for a formal street inventory.
- Determining which roads are City-maintained.
- Road maintenance standards and liability concerns.
- Use of inventories for future grant eligibility.
- Coordination between Planning and Public Works.
- Historical road inventories and record retention.

Direction Given

- Planning Commission to review the proposal and provide feedback.
- Continue development of a road inventory framework.
- Return for future discussion.

NEW BUSINESS

6. Propose Ordinance to make updates to 4.21 and 4.22

Topics Discussed

- SNAP terminology updates.
- Fish tax refund eligibility.
- Whether refunds can be verified when fish are delivered to multiple processors.
- Relationship between fish taxes, property taxes, and residency requirements.
- Potential impacts of future fish tax changes.

Direction Given

- Staff to research whether fish tax payments can be practically verified when fish are delivered through processors.
- Gather additional information and bring the item back in August.
- No action taken.

7. Next Meeting Date

- Tentatively schedule the next Code Review Committee meeting for **August 13, 2026**.

PUBLIC COMMENT/COMMITTEE COMMENTS

- Request for consistency in meeting minutes regarding the recording of late arrivals.
- Discussion regarding attendance notation and uniform treatment of attendance records across City meetings.

ADJOURNMENT at around 6:50 PM

ATTEST

Abigail Flynn, City Clerk

Approval Date

(SEAL)



Document reference ID : 7403

Renewal Application Summary

Application ID:	7403
License No:	16072
License Type applied for Renewal:	Beverage Dispensary Tourism License (BDTL)
Licensee Name:	Quvaq Llc
License Expiration Date:	12/31/2025
Doing Business As:	Bayside Diner and Bristol Inn
Premises Address:	104 Main St, Dillingham, AK, 99576
Application Status:	In Review
Application Submitted On:	01/31/2026 10:29 AM AKST

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	██████████
Alaska Entity number (CBPL):	25118D
Alaska Entity Formed Date:	09/30/1981
Home State:	AK

Entity Contact Information

Entity Address:

PO Box 330, Dillingham, AK, 99576

Local Government and Community Council Details

City/Municipality:

Dillingham

Borough:

Unorganized Borough

Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

The license was regularly operated continuously throughout the first calendar year for this renewal period.

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

The license was regularly operated continuously throughout the second calendar year for this renewal period.

Please select the seasonality:

Year-round

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years?:

No

Have any notices of violation or citations been issued for this license during the preceding two years?:

Endorsements

License #	License Type	Trade Name	License Status	City
16079	Restaurant Endorsement (RE)	Bayside Diner and Bristol Inn	Active	Dillingham

Tourism Statement

Explain how issuance of a alcoholic beverage license at your establishment has/will encourage tourism.

The Bristol Inn is the only hotel accommodation facility located in the City of Dillingham. Located in downtown Dillingham and situated within walking distance to many local tourist attractions and amenities. The Bristol Inn serves the traveling public and visitors to Dillingham as well as those who use Dillingham as a hub to explore and recreate in the Bristol Bay area. The issuance of a liquor license will allow the Bristol Inn and Bayside Diner to expand the services it offers to the traveling public and will enhance its ability to cater to the traveling public and further encourage local tourism trade.

Explain how the facility was/will be constructed or improved as required by AS 04.11.400(d)(1)

The Bristol Inn facility has 29 existing guest rooms. The issuance of a liquor license to the Bristol Inn and Bayside Diner will encourage continued development and improvements to the premises to further serve the traveling public and support the local tourism trade in Dillingham.

Does the licensee or applicant for this liquor license also operate the tourism facility in which this license is located? Yes

Do you offer room rentals to the traveling public? Yes

How many rooms are available? 29

How many of the available rooms (if any) have kitchen facilities (defined as: a separate sink for food preparation along with refrigeration and cooking appliance devices, including a microwave)? 6

Do you stock or plan to stock alcoholic beverages in guest rooms?

No

Section . Item 2.

Is your facility located within an airport terminal?

No

If your establishment includes a dining facility, please describe that facility. If it does not please write "none".

The Bristol Inn includes a full-service dining facility known as the Bayside Diner, as depicted on the Ab-02 premises diagram and as further described in the AB-03

If additional amenities are available to your guests through your establishment (eg: guided tours or trips, rental equipment for guests, other activities that attract tourists), please describe them. If they are not offered, please write "none".

Conference room facility, shuttle to/from airport and to/from various other lodge operator and fly out lodge locations.

Attestations

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.

I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.

I hereby certify that I am the person herein named and subscribing to this application Section . Item 2. I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature

This application was digitally signed by : Cameron Poindexter on 01/31/2026 10:30 AM AKST

Payment Info

Payment Type : CC

Payment Id: 06755479-739a-48a6-ace1-c4e4db6169f5

Receipt Number: 101271632

Payment Date: 01/31/2026 10:32 AM AKST



State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	QUVAQ, LLC
Previous Legal Name	QUVAQ, INC.

Entity Type: Limited Liability Company

Entity #: 25118D

Status: Good Standing

AK Formed Date: 10/1/1981

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2027

Entity Mailing Address: PO BOX 330, DILLINGHAM, AK 99576

Entity Physical Address: 104 MAIN STREET, DILLINGHAM, AK 99576

Registered Agent

Agent Name: Joshua D. Hodes

Registered Physical Address: 701 W 8TH AVE STE 1200, ANCHORAGE, AK 99501

Registered Mailing Address: 701 W 8TH AVE STE 1200, ANCHORAGE, AK 99501

Officials

☐ Show Former

AK Entity #	Name	Titles	Owned
52875D	CHOGGIUNG INVESTMENT COMPANY, LLC	Member	100.00

Filed Documents

Section . Item 2.

Date Filed	Type	Filing	Certificate
10/01/1981	Creation Filing		
11/24/1986	Biennial Report		
1/16/1989	Biennial Report		
11/21/1990	Biennial Report		
12/21/1992	Biennial Report	Click to View	
12/21/1994	Biennial Report		
12/24/1996	Biennial Report	Click to View	
12/30/1998	Biennial Report	Click to View	
1/05/2001	Biennial Report	Click to View	
1/23/2003	Biennial Report	Click to View	
8/23/2004	Change of Officials	Click to View	
11/05/2004	Agent Change	Click to View	
5/19/2005	Change of Officials	Click to View	
6/24/2005	Biennial Report	Click to View	
4/11/2006	Change of Officials	Click to View	
1/04/2007	Biennial Report	Click to View	
2/15/2007	Conversion	Click to View	Click to View
2/15/2007	Change of Officials	Click to View	
3/24/2008	Change of Officials	Click to View	
11/11/2010	Biennial Report	Click to View	
11/17/2011	Biennial Report	Click to View	
12/27/2012	Biennial Report	Click to View	
12/30/2014	Biennial Report	Click to View	
3/27/2015	Agent Change	Click to View	
12/12/2016	Biennial Report	Click to View	
3/07/2018	Change of Officials	Click to View	
10/26/2018	Agent Change	Click to View	
12/21/2018	Biennial Report	Click to View	
12/09/2020	Biennial Report	Click to View	
10/27/2022	Biennial Report	Click to View	
1/23/2025	Biennial Report	Click to View	

Alaska Business License # **941097**

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that the owner

QUVAQ, LLC

is licensed by the department to do business as

BAYSIDE DINER

P.O. BOX 330, DILLINGHAM, AK 99576-0330

for the period

December 19, 2025 to December 31, 2027
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner

Alaska Business License # **45806**

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that the owner

QUVAQ, LLC

is licensed by the department to do business as

BRISTOL INN

PO BOX 330, DILLINGHAM, AK 99576

for the period

December 19, 2025 to December 31, 2027
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

September 21, 2026

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

Licensee: **Quvaq, LLC**

DBA: Bayside Diner and Bristol Inn

Via Email: cameron@choggiung.com

Local Government: City of Dillingham

Via Email: cityclerk@dillinghamak.us

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

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

☒ License Renewal Application

☒ Endorsement Renewal Application

Dear Licensee:

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

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

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

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

Dear Local Government:

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

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

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

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



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Rece Section . Item 2.

9/29/2026

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

This review covers the period FY2026 to FY2027.Route to FINANCE 9/29/2026 **Respond by:** 10/15/2026 Info. Available as of current
Date Date Date

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



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Rece Section . Item 2.

9/22/26

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

This review covers the period September 2024 to September 2026.Route to Public Safety 9/22/24 **Respond by:** 9/29/26 Info. Available as of current date
Date Date DateHave there been any adverse reports filed in the past two years? YES ☐ NO ☒

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

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

Additional comments:



9/21/2026

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

This review covers the period January 2025 to September 2026.

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

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

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

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

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

1. The applicant shall post a public notice sign on the subject property describing the owner, applicant, request, and date of the public hearing. The sign shall be at least twenty-four inches in width by thirty-six inches in height, with lettering at least one inch in height. The sign shall be visible from the highest traveled public right-of-way adjacent to the property.
2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the subject property boundary; and
3. At least two weeks prior to the date of the scheduled public hearing, the city planner shall publish notice of the time and place of the hearing in the manner required by Section 2.08.020.



City of Dillingham

LIQUOR/MARIJUANA LICENSE APPLICATION REVIEW FORM

Rece Section . Item 2.

09.21.2026

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

Reviewed by: **Code Review Committee**

Date

Recommendation:

No Action ☐

Deny ☐

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

OTHER:

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

OTHER Comment:

Chapter 8.16

APPEAL – REMEDIES AVAILABLE TO PROPERTY TAXPAYERS SEEKING RELIEF FROM TAXES ASSESSED OR PAID¹

Sections:

- 8.16.010** **Appeal.**
- 8.16.020** **Claims based on a manifest clerical error made by the Borough.**
- 8.16.030** **Claims based on taxpayer error.**
- 8.16.040** **Claims based on the tax exempt status of property.**
- 8.16.050** **Claims based on an incorrect determination of the Board of Equalization.**
- 8.16.060** **Claims based on taxes paid under protest.**

8.16.010 **Appeal.**

A. Right to Appeal.

1. *Valuation.* A person whose name appears on the assessment roll or the agent or assigns of that person may appeal to the Board of Equalization for relief from an alleged error in valuation not adjusted by the Assessor to the appellant's satisfaction.

a. *Appeal Deadline.* Unless there is a determination that the taxpayer was *unable to comply*, the appellant contesting a *property* valuation not adjusted to the appellant's satisfaction shall, no later than 30 days after the date of mailing notice of assessment, submit to the Assessor a written appeal specifying grounds in the form that the Board of Equalization may require.

b. *Unable to Comply Determination.* A person who missed the 30-day valuation appeal deadline may request a deadline extension from the Board of Equalization by demonstrating *inability to comply* with the deadline. The extension request affidavit and the written valuation appeal must be filed with the Assessor no later than 30 days from the date of the close of the applicable appeal period of that tax year.

- i. If the extension request is granted for a valuation appeal, the valuation appeal will be set for hearing and the appellant and the *property owner* will be given notice of the hearing.
 - ii. If the extension request is denied, the *Clerk's* office shall notify the appellant and the *property owner* of the board's decision.
2. *Farm Use*. An applicant for a farm use assessment who believes that the valuation or classification assigned to the land that is the subject of the application is erroneous may appeal to the Board of Equalization.
 - a. *Appeal Deadline*. Unless there is a determination that the taxpayer was *unable to comply*, the applicant contesting a farm use valuation and/or classification shall, no later than 30 days after the date of mailing notice of the assessment and/or classification, submit to the Assessor a written appeal specifying grounds in the form that the Board of Equalization may require.
 - b. *Unable to Comply Determination*. A person who missed the 30-day farm use valuation appeal deadline may request a deadline extension from the Board of Equalization by demonstrating *inability to comply* with the deadline. The extension request affidavit and the written valuation appeal must be filed with the Assessor no later than 30 days from the date of the close of the applicable appeal period of that tax year.
 - i. If the extension request is granted for a farm use valuation appeal, the valuation appeal will be set for hearing and the appellant and the *property owner* will be given notice of the hearing.
 - ii. If the extension request is denied, the *Clerk's* office shall notify the appellant and the *property owner* of the board's decision.
3. *Exemption Applications Decided by the Assessor*. An applicant aggrieved by any determination of the Assessor regarding their *property* tax exemption application may appeal to the Board of Equalization for tax year 2024 or later.
 - a. *Appeal Deadline*. An applicant contesting a determination of the Assessor regarding their exemption application shall, no later than 30 days after the date of mailing of the Assessor's decision, submit to the *Borough Clerk* a written appeal specifying grounds in the form that the *Borough Clerk* may require.

b. *Unable to Comply Determination.* A person who missed the exemption application deadline may request a deadline extension from the Assessor by demonstrating *inability to comply* with the deadline. The extension request affidavit and the exemption application must be filed with the Assessor prior to March 15th of the year for which the exemption is sought.

i. If the extension request is granted for the exemption application deadline, the Assessor shall accept the application as if timely filed.

ii. If the extension request is denied for the exemption application deadline, the applicant may appeal the decision to the Board of Equalization by filing a notice of appeal with the *Clerk* within 10 working days of the date of the Assessor's decision. If the Board of Equalization grants the extension request, the Assessor shall accept the exemption application as if timely filed.

B. *Unable to Comply Determinations.* For purposes of this chapter, "*unable to comply*" or "*inability to comply*" means that the failure to timely appeal was based upon a serious medical or other similar serious condition or event beyond the taxpayer's control. A failure to pick up or read mail, or to make arrangements for an appropriate and responsible *person* to pick up or read mail, or a failure to timely provide a current address to the Office of the *Borough* Assessor, will not be deemed to result in an *inability to comply* and the appeal will not be accepted for that tax year.

1. All assertions of *inability to comply* must be filed by an affidavit and supporting documentation, if any, setting forth the reasons why the applicant or appellant was unable to file by the deadline.

2. The Assessor shall supply to the appropriate decision maker all relevant information and documents *including* the affidavit and supporting documents submitted by the applicant or appellant and any documents specifically requested by the decision maker. The decision maker shall consider the extension request only on the submitted documents and shall not consider evidence regarding *property* valuation or exemption.

3. The authority provided in this chapter to grant extensions may not be exercised so as to permit acceptance of an application or appeal other than for the current year.

C. *Notice of Hearing.* The Assessor for a valuation or farm use appeal or the *Clerk* for an exemption appeal shall notify an appellant and the *property owner* by mail of the time and place of hearing. The notices shall be mailed not later than 10 calendar days before the date of the hearing. Exemption appeals shall follow the procedures provided in FNSBC [4.28.060](#) (procedures for exemption determination appeals).

D. *Summary of Assessment Data.* The Assessor shall prepare for use by the Board of Equalization a summary of assessment data relating to each valuation assessment that is appealed. Upon request of the appellant, the Assessor shall provide the appellant with the assessment data that will be presented to the Board of Equalization relating to each valuation assessment that is appealed.

E. *Appeals by City.* A *city* in the *Borough* may appeal an assessment to the *Borough* Board of Equalization in the same manner as a taxpayer. Within five days after receipt of the appeal, the Assessor shall notify the *person* whose *property* assessment is being appealed by the *city*. (Ord. 2023-63 § 6, 2023; Ord. 2023-46 § 3, 2023; Ord. 2015-66 § 3, 2015. 2004 Code § 3.24.001.)

8.16.020 Claims based on a manifest clerical error made by the Borough.

A. The *Assembly* may correct manifest clerical errors in an assessment notice, tax statement or other *Borough* tax record at any time. A manifest clerical error is a typographical, computational, or other similar error readily apparent from the assessment notice, tax statement or other *Borough* tax record and made by a *Borough* employee in the performance of their typing, record keeping, filing or other similar duties.

B. If the *Borough* discovers a manifest clerical error, then the *Mayor* shall take reasonable steps to notify the taxpayer of the taxpayer's right to file a claim. To obtain relief from a manifest clerical error made by the *Borough*, whether discovered by the *Borough* or the taxpayer, the taxpayer must file a claim with the *Borough* Assessor, briefly describing the manifest clerical error and stating the relief sought. The *Borough* Assessor shall investigate the claim and if the *Borough* Assessor determines that there is a manifest clerical error, then the *Borough* Assessor shall correct the manifest clerical error. If the *Borough* Assessor determines that there is not a manifest clerical error, then the *Borough* Assessor shall present the claim and the report of the

investigation to the *Mayor* who will forward the claim and report to the *Assembly* for action. (Ord. 2019-09 § 2, 2019; Ord. 86-094 § 4, 1986; Ord. 86-024 § 5, 1986. 2004 Code § 3.28.010.)

8.16.030 Claims based on taxpayer error.

If, in payment of taxes legally imposed, a remittance by a taxpayer through taxpayer error or otherwise exceeds the amount due, and the *Mayor*, on audit of the account in question, is satisfied that this is the case, then the *Mayor* shall take reasonable steps to notify the taxpayer of the taxpayer's right to file a claim and shall refund the excessive remittance with interest at eight percent from the date of payment, after the taxpayer has filed a claim for refund with the *Mayor*. However, a claim for refund filed later than one year after the due date of the tax is forever barred. Taxpayer error is a typographical, computational, or other similar error but does not *include* an intentional overpayment by a taxpayer or the taxpayer's agent. (Ord. 2020-37 § 2, 2020; Ord. 86-024 § 5, 1986. 2004 Code § 3.28.020.)

8.16.040 Claims based on the tax exempt status of property.

A taxpayer who claims that *property* is not taxable under law may appeal a determination of the Assessor that *property* is taxable directly to the superior court as provided by rules of court applicable to appeals from the decisions of administrative agencies, or the taxpayer may first appeal to the Board of Equalization as provided by law. (Ord. 2015-38 § 2, 2015; Ord. 2015-28 § 3, 2015; Ord. 86-024 § 5, 1986. 2004 Code § 3.28.030.)

8.16.050 Claims based on an incorrect determination of the Board of Equalization.

An appellant or the Assessor may appeal a determination of the Board of Equalization to the superior court not later than 30 days from the date that the order appealed from is mailed or delivered to the appellant, and as provided by rules of court applicable to appeals from the decisions of administrative agencies or an appellant taxpayer may pay the taxes under protest as provided by law, or an appellant-taxpayer may do both. Appeals to the superior court are

heard on the record established at the hearing before the Board of Equalization. (Ord. 87-004 § 12, 1987; Ord. 86-024 § 5, 1986. 2004 Code § 3.28.040.)

8.16.060 Claims based on taxes paid under protest.

A. If a taxpayer pays taxes under protest, the taxpayer may bring suit against the *Borough* for recovery of the taxes. If judgment for recovery is given against the *Borough* or, if in the absence of suit, it becomes obvious to the *Assembly* that judgment for recovery of the taxes would be obtained if legal proceedings were brought, the *Borough* shall refund the amount of the taxes that would be awarded if judgment were ordered by the court to the taxpayer with interest at eight percent from the date of payment plus litigation costs as provided by law.

B. A taxpayer pays taxes under protest only if the taxpayer has:

1. Requested the Assessor make a correction of the taxpayer's assessment notice as provided by law; and
2. Timely filed any appeal or suit as provided by law; and
3. Timely paid the full amount of the taxes as shown on the applicable tax statement, and not more than 30 days after payment, filed with the *Mayor* a written protest of the disputed portion on a form containing the name and address of the taxpayer, a concise statement of the reasons the taxpayer asserts as grounds for a refund, and such other information as the taxpayer shall deem necessary.

C. When the taxpayer pays the taxes due in two installments, the right to refund under this section is preserved if a written protest is filed after the first installment payment and indicates that the protest is a continuing protest. No protest accompanying a tax payment will be deemed to *include* protest of taxes due in other tax years. Any tax paid without a written protest in accordance with this section is considered voluntarily paid and nonrefundable.

D. The *Mayor* will notify the *Assembly* and the *Borough* Attorney of payments made under protest in accordance with this section. If no appeal or suit is pending, and in the opinion of the *Borough* Attorney a judgment for recovery would be obtained if any action is brought, the *Borough* Attorney will forward a recommendation to the *Assembly* for action to issue a refund of taxes. (Ord. 2020-37 § 3, 2020.)

1 For statutory provisions outlining the procedure for appeal to the Board of Equalization, see AS [29.45](#); for provisions establishing the Board of Equalization, see AS [29.45](#); for provisions relating to the board hearings, see AS [29.45](#).

The Fairbanks North Star Borough Code is current through Ordinance 2026-25, passed September 24, 2026.

Disclaimer: The Borough Clerk's Office has the official version of the Fairbanks North Star Borough Code. Users should contact the Borough Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[Borough Website: www.fnsb.gov](http://www.fnsb.gov)

[Hosted by ICC Code Solutions.](#)

§ 4.15.125. Appeals to board of equalization.

- A. A person whose name appears on the assessment roll or his agent or assigns may appeal to the board of equalization for relief from an alleged error in valuation.
- B. No appeal may be taken unless the applicant files with the city clerk written notice of appeal specifying grounds for such appeal within thirty days from the date the assessment notice was mailed.
- C. The city clerk shall acknowledge the written appeal by sending the appellant a notice indicating the time and location of the board's organizational meeting, and shall refer all appeals to the assessor, including transmitting to the assessor any documents submitted by the appellant.
- 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 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.
- E. As soon as practicable after the deadline for filing appeals expires, the board shall convene an organizational meeting to determine the number of outstanding appeals and schedule hearings. No more appeals shall be accepted except as provided in subsection G of this section.
- F. Hearings for all outstanding appeals shall be held prior to May 15th of the tax year for which the assessment is appealed, unless the board determines at its organizational meeting that additional time is necessary to conduct all the hearings. All hearings and assessments must be complete before the council considers the resolution required by Section 4.15.020(B).
- G. A property owner who seeks to appeal the assessor's valuation after the thirty-day filing period has closed may request a finding that the property owner was unable to comply with the requirement to timely file an appeal by filing a written request with the city clerk within fourteen days after the inability to comply ceased or within fourteen days after the taxpayer should have become aware of the reason for filing the appeal, whichever is earlier. The written request must include information sufficient to determine whether the request has been submitted within the time stated in this section.
 - 1. Each letter shall be considered in a scheduled hearing by not less than three members of the board of equalization, although the entire board may convene if available and convenient. The city clerk shall provide notice to the public and the property owner no less than five days prior to the hearing. The panel shall only consider reasons the appellant was unable to comply within the thirty-day period and shall not consider evidence regarding property valuation. The panel's determination shall be based on the letter and supporting

§ 4.15.125

§ 4.15.125

documents. A taxpayer may not make an oral presentation at this hearing.

2. The panel shall interpret the term "unable to comply" to mean that a property owner has demonstrated compelling reasons or circumstances that were beyond the property owner's control and which would prevent a reasonable person under the circumstances from filing a timely appeal.
 3. If the request is denied, the city clerk shall notify the property owner of the panel's decision. If the request is granted, the property owner shall have thirty days from the date the city clerk so notifies the property owner to file an appeal and submit all evidence required by Sections 4.15.130(G) and (J). A hearing shall be scheduled to occur within thirty days from the deadline identified in the previous sentence, and a decision rendered at the conclusion of the hearing or as soon as practicable thereafter.
 4. A request for a finding of inability to comply is limited to an appeal of the notice of assessment for the current assessment year.
- (Ord. 14-05 § 4, 2014; Ord. 13-02 § 4 (part), 2013; Ord. 25-04, 1/8/2026)

DRAFT – Senior Advisory Commission to Senior Advisory Board

Oct 9, 2026 · @Rebecca Duke

Memo to Abigail Flynn, City Clerk

Schedule (from Abigail, Oct 13): the City's ordinance ending the Senior Advisory Commission goes to public hearing next Thursday. The Code Committee reviews the resolution on October 27, and it goes to Council on November 5 if the ordinance is adopted. The draft ordinance below is for reference only; the City's own version is the one moving forward.

To match the Library Advisory Board, this takes two council actions: an ordinance that shrinks Chapter 2.84 to a short "Senior Center" chapter, and a resolution that creates the Senior Advisory Board under Chapter 2.90.

The Library Advisory Board is not spelled out in code. [DMC 2.80.040](#) says only that the board is "created by a resolution," and [DMC 2.80.050](#) makes the librarian the liaison to the City Manager. Membership, terms and duties live in the council resolution, and the general rules for advisory boards (appointment, attendance, removal, quorum, voting, minutes) come from [Chapter 2.90](#). The current [Chapter 2.84](#) instead hard-codes all of those details for the Senior Advisory Commission, so any change to seats or meeting days needs a new ordinance.

The City made this same switch for the library: Ordinance 2013-18 trimmed Chapter 2.80 and Resolution 2013-71 set the board's rules. Resolution 2015-12 then replaced 2013-71 and moved rule approval from the Council to the City Manager, and Resolution 2023-18 cut the board from seven seats to five after the University and School District left the consortium agreement in 2022. The draft resolution below follows 2015-12 as amended by 2023-18.

What changes in practice: seats drop from 7 to 5 (to mirror the Library board; adjustable), meetings go from monthly to at least quarterly, quorum becomes a simple majority under 2.90.050, members must be registered Alaska voters living in the greater Dillingham area under 2.90.020, and BBNA, BBAHC and HUD stay involved as non-voting invitees. All five seats start vacant, with staggered first terms so no more than two expire in any year. The board can be resized or re-tasked later by resolution instead of ordinance.

The decisions only you or the City Manager can make are listed at the end of this draft. The City Attorney should review before introduction (DMC 2.12.030).

Current commission vs. Library Advisory Board model

Most of the current commission's rules either move into the resolution or are replaced by Chapter 2.90's general rules.

Topic	Senior Advisory Commission today (Ch. 2.84)	Library Advisory Board today (Res. 2015-12 as amended by 2023-18)	Proposed Senior Advisory Board

Topic	Senior Advisory Commission today (Ch. 2.84)	Library Advisory Board today (Res. 2015-12 as amended by 2023-18)	Proposed Senior Advisory Board
Created by	Ordinance 99-05, 13 code sections	Ord. 2013-18 (one code line, 2.80.040) + council resolution	One code line + council resolution
Staff liaison	Commission appoints its own clerk	Librarian (2.80.050)	Senior Center Director
Voting seats	7	5 (cut from 7 in 2023)	5
Agency seats	BBNA, BBAHC, HUD as non-voting ex officio	None since 2023 (UAF and school seats removed)	BBNA, BBAHC, HUD invited as non-voting members
Appointment	Manager recommends, Mayor appoints, Council confirms	Board members nominate, Council confirms	Board recommends yearly, Mayor nominates, Council confirms
Qualifications	Interest or knowledge of elder issues	Greater Dillingham resident, registered AK voter	Same as Library
Chair	Commission elects	Board recommends and nominates, Council confirms	Board selects each November, Mayor nominates, Council confirms; 1-year term
Term	3 years, staggered	3 years, expire in September, max 3 seats per year	3 years, expire in September, max 2 seats per year
Meetings	Monthly, 1st Wed, 1 p.m., none June–July	Not set in resolution; quarterly in practice	At least quarterly, incl. November organizational meeting
Quorum	4 members, min. 3 yes votes	Majority of seats (2.90.050)	Majority of seats (3 of 5)
Removal / vacancy	6 grounds incl. felony conviction	5 grounds (2.90.040)	Same as Library
Rules and fees	Commission sets annual membership fee (none currently charged)	Board helps prepare rules; City Manager approves and reports to Council	Same as Library; membership fee duty dropped

Topic	Senior Advisory Commission today (Ch. 2.84)	Library Advisory Board today (Res. 2015-12 as amended by 2023-18)	Proposed Senior Advisory Board
Funds	May accept gifts; deposits to general fund	May not obligate City; advises Manager on funds	Same as Library
Duration	Permanent (in code)	Until Council says otherwise	Same as Library

Library details are from Ordinance 2012-12, Resolutions 2013-71, 2015-12 and 2023-18, DMC Chapter 2.80, and the [City's board page](#).

Draft Ordinance

CODE ORDINANCE · Introduced: _____, 2026 · Scheduled for Public Hearing: _____, 2026 · Adopted: _____, 2026

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-__

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING AND REENACTING CHAPTER 2.84, SENIOR ADVISORY COMMISSION, AS CHAPTER 2.84, SENIOR CENTER, AND PROVIDING FOR A SENIOR ADVISORY BOARD TO BE CREATED BY RESOLUTION

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

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Code of Ordinances of the City of Dillingham.

Section 2. Purpose. The Senior Advisory Commission was established by Ordinance 99-05 with its membership, terms, meetings and procedures set in code. The council finds that the senior advisory body should operate in the same manner as the Library Advisory Board: established by council resolution and governed by Chapter 2.90, Advisory Boards and Committees, so that its structure can be adjusted by resolution as community needs change.

Section 3. Repeal. Chapter 2.84, Senior Advisory Commission, of the Code of Ordinances of the City of Dillingham, Alaska, consisting of Sections 2.84.010 through 2.84.130, is hereby repealed in its entirety.

Section 4. Reenactment. The Code of Ordinances of the City of Dillingham, Alaska, is hereby amended by addition of the following chapter:

Chapter 2.84 SENIOR CENTER

2.84.010 Established. There shall be a senior center in and for the city of Dillingham to be known as the Dillingham senior center.

2.84.020 Purpose. The Dillingham senior center shall provide programs and services that help meet the needs of elders in the Dillingham area, and may apply for and receive grants and donations for such purpose.

2.84.030 Management. The city council shall have the overall authority and responsibility for the senior center.

2.84.040 Senior advisory board. There shall be a senior advisory board created by a resolution.

2.84.050 Senior center director. There is established the position of senior center director, who shall be appointed by and serve under the supervision of the city manager. The senior center director attends the meetings of the senior advisory board and serves as a liaison between the board and the city manager. The senior center director shall be responsible for the efficient and economical conduct of the senior center.

2.84.060 Funds. All funds received by the senior center as fees, charges, gifts or otherwise shall be deposited in the general fund of the city as receipts of the activities of the senior center.

Section 5. Transition. The Senior Advisory Commission, which has no members currently seated, is dissolved upon the effective date of this ordinance.

Section 6. Effective Date. This ordinance becomes effective upon adoption by the Dillingham City Council.

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

_____ Alice Ruby, Mayor

ATTEST: [SEAL]

_____ Abigail Flynn, City Clerk

Draft Resolution

Meeting Date: November 5, 2026

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-__

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING A SENIOR ADVISORY BOARD

WHEREAS, the Senior Advisory Commission was established in 1999 through Ordinance No. 99-05 in Dillingham Municipal Code Chapter 2.84, Senior Advisory Commission; and

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

WHEREAS, the Library Board was replaced with a Library Advisory Board structured after Chapter 2.90 by Ordinance No. 2013-18, with its rules and responsibilities now set by Resolution No. 2015-12 as amended by Resolution No. 2023-18; and

WHEREAS, at the _____, 2026 Council Meeting the Council adopted Ordinance No. 2026-__ which replaced the Senior Advisory Commission with a Senior Advisory Board structured after Chapter 2.90; and

WHEREAS, all seats on the Senior Advisory Commission are currently vacant, and initial terms on the new Board must be staggered so that no more than two seats expire in any one year;

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

1. The Board shall be made up of five members recommended by the Board, nominated by the Mayor, and confirmed by the Council.
2. A member shall be a resident of the greater Dillingham area and be a registered voter with the State of Alaska.
3. Members of the Board shall serve for three years with seats staggered that expire in September or until their successors are appointed and qualified; provided that the terms of no more than two members shall expire in any one calendar year.
4. Each year at its last regular meeting before September 30, the Board shall vote on its recommendations for any expiring or vacant seats and forward them to the Mayor for nomination and appointment by the Council.
5. Board officer positions are held for one year. At its first regular meeting in November of each year, after new members have been appointed, all officer positions are vacated and the Board shall nominate and select members to fill them. A member may be nominated for and accept the same position again. The Board's choice for presiding officer shall be forwarded to the Mayor for nomination and confirmation by the City Council.
6. The Board shall hold regular meetings at least quarterly, including the November organizational meeting. Special meetings may be called by the presiding officer.
7. Members are expected to attend all regular meetings. Under DMC 2.90.040, a seat shall be declared vacant when a member misses three or more consecutive regular meetings unless excused by the Board. The presiding officer, with help from the Senior Center Director, shall keep attendance records and notify the City Clerk of any vacancy.
8. The Board shall be advisory to the City Manager and Senior Center Director or Community Services Director, and shall assist in preparing rules for the operation of the senior center, including, but not limited to, programs and activities, general promotion and community outreach, the hours of operation, and use of the facility, for approval by the City Manager to be reported to the City Council.
9. The Board may not obligate the City of Dillingham, but may serve as advisory to the City Manager on application for, receipt of and/or management of any funds for or by the City of Dillingham for the Senior Center.
10. The Presiding Officer shall ensure that written minutes of every meeting are kept and provide copies of the minutes to the City Clerk. All meetings shall be conducted in accordance with Robert's Rules of Order and DMC Chapter 2.90.050, Procedures.

11. The Senior Advisory Board shall remain in existence unless otherwise notified by the City Council.
12. Bristol Bay Native Association, Bristol Bay Area Health Corporation, and the U.S. Department of Housing and Urban Development shall be invited to designate representatives to participate in Board meetings as non-voting members. Non-voting members do not count toward a quorum.

BE IT FURTHER RESOLVED that the City Manager will approve the rules for the operation of the senior center, including, but not limited to, programs and activities, general promotion and community outreach, the hours of operation, and use of the facility, and report those items to the Council; and

BE IT FURTHER RESOLVED that, to stagger terms, the initial appointments to the Board shall expire as follows: Seats A and B on September 30, 2029; Seats C and D on September 30, 2028; and Seat E on September 30, 2027. Thereafter, each seat shall be filled for a three-year term.

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

_____ Alice Ruby, Mayor

[SEAL]

ATTEST:

_____ Abigail Flynn, City Clerk

DRAFT – Parks and Recreation Commission to Parks and Recreation Advisory Board

TO: Dillingham Code Committee
FROM: Christopher Maines, Planning Director
DATE: October 21, 2026, 2026

Schedule: to be set. The ordinance goes first (introduction, then public hearing), and the resolution goes to Council at the meeting after the ordinance is adopted. Dates below are left blank until the calendar is set.

This takes two council actions: an ordinance that takes the Parks and Recreation Commission out of code, and a resolution that creates a Parks and Recreation Advisory Board under Chapter 2.90. This is the same structure the City uses for the Library Advisory Board: the code says only that the board is created by resolution, and membership, terms and duties live in the resolution, with the general rules (appointment, attendance, removal, quorum, voting, minutes) coming from Chapter 2.90.

No new chapter is needed. [Chapter 2.74](#) establishes the Parks and Recreation Department, makes the director its head reporting to the City Manager, and lists the director's duties. So the ordinance repeals [Chapter 2.76](#) outright and adds two short sections to Chapter 2.74: one saying the board is created by resolution (as [DMC 2.80.040](#) does for the library), and one carrying over the old funds rule. It also updates the director's duty in 2.74.030(M) to staff the new board instead of the commission.

The student seats need a code change, not just a resolution. [Chapter 2.90](#) requires every member to be a registered Alaska voter (2.90.020), counts all members toward a quorum, and requires every member to vote unless excused (2.90.050). A student under 18 can't meet the first requirement, and non-voting members don't fit the other two. A resolution can't override code, so the ordinance adds 2.74.050(B): student members don't have to be registered voters, don't vote, and don't count toward a quorum. The rest of Chapter 2.90 still applies to them: Mayor nominates and Council confirms, and the attendance, removal and vacancy rules are the same.

What changes in practice: voting seats drop from 7 to 5. The two student seats stay, but are drawn from the Dillingham City School District and are expressly non-voting. Meetings go from monthly (fourth Wednesday, 7:30 p.m.) to no fewer than four a year. Quorum becomes 3 of the 5 voting members. The Mayor and City Manager are no longer ex officio members, and the commission's own clerk is replaced by the director as staff liaison. All five voting seats start vacant, with staggered first terms so no more than two expire in any year. Later changes to seats, duties or meetings can be made by resolution instead of ordinance.

Open decisions are listed at the end of this draft. The City Attorney should review before introduction (DMC 2.12.030), especially the student-member provisions.

Current commission vs. proposed advisory board

Most of the current commission's rules either move into the resolution or are replaced by Chapter 2.90's general rules.

Topic	Parks and Recreation Commission today (Ch. 2.76)	Proposed Parks and Recreation Advisory Board
Created by	Ordinance 89-07, 18 code sections	One code line (new 2.74.050) + council resolution
Staff liaison	Commission appoints its own clerk; director staffs the commission (2.74.030(M))	Parks and Recreation Director, or an employee the City Manager designates while that position is vacant
Voting seats	7	5
Student seats	2 non-voting: one high school, one middle school	2 non-voting, enrolled in the Dillingham City School District; not counted toward quorum
Other non-voting members	Mayor and City Manager, ex officio	None
Appointment	Mayor appoints, Council confirms	Letter of interest to Clerk; Clerk or Mayor consults chair; Mayor nominates; Council confirms; vacancies filled any time. For student seats the Clerk also asks the School District for recommendations
Qualifications	None stated	Voting seats: greater Dillingham resident, registered AK voter (2.90.020). Student seats: enrolled in the School District, grades 7–12; parent or guardian consent if under 18
Chair	Commission elects chair and vice-chair for 1 year	Board selects after appointments (normally November), Mayor nominates, Council confirms; 1-year term; voting members only
Term	3 years, staggered; high school member 1 year with one optional second term; middle school term not stated	Voting seats: 3 years, expire in September, max 2 seats per year. Student seats: 1 year, expire September 30, may be reappointed while enrolled
Meetings	Monthly, 4th Wednesday, 7:30	No fewer than four a year, incl.

Topic	Parks and Recreation Commission today (Ch. 2.76)	Proposed Parks and Recreation Advisory Board
	p.m., old Territorial School	November organizational meeting; scheduled outside school hours when practical
Quorum	4 persons, min. 3 yes votes	3 of 5 voting members; students not counted
Removal / vacancy	6 grounds incl. felony conviction	5 grounds (2.90.040); a student seat also opens when the student leaves the School District (a graduate may finish the term)
Procedures	Order of business and resolution format set in code (2.76.140–.150)	Robert's Rules and 2.90.050
Rules	Advisory; recommends to Council	Board helps prepare rules; City Manager approves and reports to Council
Funds	May accept gifts and grants; deposits to general fund	May not obligate City; advises Manager on funds; funds rule moves to new 2.74.060
Duration	Permanent (in code)	Until Council says otherwise

Current commission details are from DMC Chapters 2.74 and 2.76 (Ordinances 89-07 and 90-06).

Draft Ordinance

CODE ORDINANCE · Introduced: _____, 2026 · Scheduled for Public Hearing: _____, 2026 ·
Adopted: _____, 2026

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-__

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL REPEALING CHAPTER 2.76, PARKS AND RECREATION COMMISSION, AMENDING CHAPTER 2.74, PARKS AND RECREATION DEPARTMENT, AND PROVIDING FOR A PARKS AND RECREATION ADVISORY BOARD TO BE CREATED BY RESOLUTION

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

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Code of Ordinances of the City of Dillingham.

Section 2. Purpose. The Parks and Recreation Commission was established by Ordinance 89-07 with its membership, terms, meetings and procedures set in code. The council finds that the parks and recreation advisory body should operate in the same manner as the Library Advisory Board: established by council resolution and governed by Chapter 2.90, Advisory Boards and Committees, so that its structure can be adjusted by resolution as community needs change. The council further finds that students of the Dillingham City School District should continue to have a voice in parks and recreation matters as non-voting members of the advisory board.

Section 3. Repeal. Chapter 2.76, Parks and Recreation Commission, of the Code of Ordinances of the City of Dillingham, Alaska, consisting of Sections 2.76.010 through 2.76.190, is hereby repealed in its entirety.

Section 4. Amendment of Section 2.74.030. Subsection M of Section 2.74.030, Parks and recreation director—Duties, of the Code of Ordinances of the City of Dillingham, Alaska, is hereby amended to read as follows (new text is **bold and underlined**; deleted text is in [CAPS AND BRACKETS]):

M. Serve as staff to the parks and recreation [COMMISSION] **advisory board**, providing reports, research, training, and other needed information;

Section 5. Addition of Sections 2.74.050 and 2.74.060. Chapter 2.74, Parks and Recreation Department, of the Code of Ordinances of the City of Dillingham, Alaska, is hereby amended by addition of the following sections:

2.74.050 Parks and recreation advisory board.

A. There shall be a parks and recreation advisory board created by a resolution. The parks and recreation director attends the meetings of the board and serves as a liaison between the board and the city manager. While the position of parks and recreation director is vacant, the city manager may designate another city employee to serve as liaison.

B. The resolution creating the board may provide for up to two non-voting student members enrolled in the Dillingham City School District. Notwithstanding Sections 2.90.020 and 2.90.050, student members need not be registered voters, shall not vote, and shall not be counted in determining the number of members of the board or a quorum. In all other respects, Chapter 2.90 applies to student members.

2.74.060 Funds. All funds received by the parks and recreation department as fees, charges, gifts or otherwise shall be deposited in the general fund of the city as receipts of the activities of the department, unless the terms of a grant or an appropriation of the city council provide otherwise.

Section 6. Transition. The Parks and Recreation Commission is dissolved upon the effective date of this ordinance, and the term of any member then serving ends on that date.

Section 7. Effective Date. This ordinance becomes effective upon adoption by the Dillingham City Council.

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

_____ Alice Ruby, Mayor

ATTEST: [SEAL]

_____ Abigail Flynn, City Clerk

Draft Resolution

Meeting Date: _____, 2026

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2026-__

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING A PARKS AND RECREATION ADVISORY BOARD

WHEREAS, the Parks and Recreation Commission was established in 1989 through Ordinance No. 89-07 in Dillingham Municipal Code Chapter 2.76, Parks and Recreation Commission; and

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

WHEREAS, the Library Board was replaced with a Library Advisory Board structured after Chapter 2.90 by Ordinance No. 2013-18, with its rules and responsibilities now set by Resolution No. 2015-12 as amended by Resolution No. 2023-18; and

WHEREAS, at the _____, 2026 Council Meeting the Council adopted Ordinance No. 2026-__ which repealed the Parks and Recreation Commission and provided for a Parks and Recreation Advisory Board structured after Chapter 2.90, including up to two non-voting student members under DMC 2.74.050; and

WHEREAS, the City is working to restore its parks and recreation program, and the Council wishes to have the advice of residents and of Dillingham City School District students in that effort; and

WHEREAS, initial terms on the new Board must be staggered so that no more than two voting seats expire in any one year;

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

1. The Board shall be made up of five voting members (Seats A through E) and two non-voting student members (Student Seats 1 and 2), all nominated by the Mayor and confirmed by the Council.
2. A voting member shall be a resident of the greater Dillingham area and be a registered voter with the State of Alaska.
3. Voting members of the Board shall serve for three years with seats staggered that expire in September or until their successors are appointed and qualified; provided that the terms of no more than two voting members shall expire in any one calendar year.

4. **Student members.** A student member shall be enrolled in grades 7 through 12 in the Dillingham City School District at the time of appointment. Before the Mayor nominates a student member, the City Clerk shall ask the School District for recommendations. A student under 18 years of age shall file the written consent of a parent or guardian with the City Clerk before taking office. Student members serve one-year terms expiring September 30 and may be reappointed while enrolled. A student seat becomes vacant when the student is no longer enrolled in the School District, except that a student who graduates may complete the term.
5. **Role of student members.** Student members may take part in all discussion, ask the presiding officer to place items on the agenda, and present reports and recommendations to the Board. Student members may not make or second motions, vote, or serve as an officer, and under DMC 2.74.050(B) are not counted toward a quorum.
6. **Filling seats.** Persons interested in serving on the Board shall submit a letter of interest to the City Clerk. Before the Mayor makes a nomination, the City Clerk or the Mayor shall consult with the presiding officer, if one is serving. The City Clerk shall advertise seats expiring each September 30 in advance of that date. Vacancies may be filled at any time during the year in the same manner, and a person appointed to fill a vacancy serves the remainder of the unexpired term. No vote of the Board is required for a nomination.
7. **Officers.** Board officer positions are held for one year and are filled from the voting members. At its first regular meeting after the Council has appointed members to that year's expiring or vacant seats, normally in November, all officer positions are vacated and the full Board, including newly appointed members, shall nominate and select voting members to fill them. A member may be nominated for and accept the same position again. Current officers continue to serve until their successors are selected. The Board's choice for presiding officer shall be forwarded to the Mayor for nomination and confirmation by the City Council.
8. The Board shall hold no fewer than four regular meetings each year, including the annual organizational meeting under item 7. When practical, regular meetings shall be scheduled outside school hours so that student members can attend. Special meetings may be called by the presiding officer.
9. Members, including student members, are expected to attend all regular meetings. Under DMC 2.90.040, a seat shall be declared vacant when a member misses three or more consecutive regular meetings unless excused by the Board. The presiding officer, with help from the Parks and Recreation Director, shall keep attendance records and notify the City Clerk of any vacancy.
10. The Board shall be advisory to the City Manager and Parks and Recreation Director, and shall assist in preparing rules for the operation of the City's parks and recreation facilities and programs, including, but not limited to, programs and activities, general promotion and community outreach, the hours of operation, and use of the facilities, for approval by the City Manager to be reported to the City Council.
11. The Board shall also:
 - a. advise on a long-range parks and recreation master plan and on capital improvement priorities for parks and recreation facilities;
 - b. advise the City Manager, with the Parks and Recreation Director, in preparing the annual parks and recreation budget;
 - c. encourage coordination with the Dillingham City School District and other agencies and organizations to avoid duplication of facilities and programs; and

- d. consider recommendations and requests from any source, and bring the views of residents and young people on parks and recreation needs to the City.
- 12. The Board may not obligate the City of Dillingham, but may serve as advisory to the City Manager on application for, receipt of and/or management of any funds for or by the City of Dillingham for parks and recreation.
- 13. The Presiding Officer shall ensure that written minutes of every meeting are kept and provide copies of the minutes to the City Clerk. All meetings shall be conducted in accordance with Robert's Rules of Order and DMC Chapter 2.90.050, Procedures.
- 14. The Parks and Recreation Advisory Board shall remain in existence unless otherwise notified by the City Council.

BE IT FURTHER RESOLVED that the City Manager will approve the rules for the operation of the City's parks and recreation facilities and programs, including, but not limited to, programs and activities, general promotion and community outreach, the hours of operation, and use of the facilities, and report those items to the Council; and

BE IT FURTHER RESOLVED that, to stagger terms, the initial appointments to the Board shall expire as follows: Seats A and B on September 30, 2029; Seats C and D on September 30, 2028; Seat E on September 30, 2027; and Student Seats 1 and 2 on September 30, 2027. Thereafter, each voting seat shall be filled for a three-year term and each student seat for a one-year term.

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

_____, Alice Ruby, Mayor

ATTEST: [SEAL]

_____, Abigail Flynn, City Clerk

Drafting notes: Items 2, 3, 6, 7, 9, 10 and 12–14 and the first further-resolved clause follow Library Advisory Board Resolution 2015-12 as amended by 2023-18, adapted for parks and recreation; officers are limited to voting members. Items 4 and 5 are new. They rely on 2.74.050(B) and replace the student provisions in former 2.76.020 and .040. Grades 7–12 keep the old code's mix of middle and high school students without requiring one of each, so both seats can be filled from whichever school has interested students. Item 5 lists what students can do and spells out that they cannot make motions, because Robert's Rules leaves non-voting members' right to make motions to each body's own rules. Item 8 sets a minimum of four meetings a year as requested; the old commission met monthly. Item 11 condenses the old commission's ten duties (former 2.76.190 A–J) into four; the rest are covered by item 10 or by the director's duties in 2.74.030. The old commission could accept gifts and grants itself (former 2.76.180(D)); under item 12 the Board advises and the department applies through the director (2.74.030(J)). With the stagger above, one voting seat expires in 2027 and two each in 2028 and 2029, and the pattern repeats every three years. If adoption slips into 2027, move each date out a year.

After adoption, update the Supervisor's Manual table (Support Staff to Board or Commission): change "Parks and Recreation Commission" to "Parks and Recreation Advisory Board" and list the new resolution beside DMC Chapter 2.74.

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-16

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

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

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

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

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

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

Section 1. Classification. This is a code ordinance.

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

2.68.080 Meetings.

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

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

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

~~**2.70.010 Membership.**~~

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

~~**2.70.020 Appointment.**~~

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

~~2.70.030 Term.~~

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

~~2.70.040 Officers.~~

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

~~2.70.050 Vacancies.~~

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

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

~~2.70.060 Quorum.~~

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

~~2.70.070 Meetings.~~

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

~~2.70.080 Duties.~~

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

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

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

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

~~C. Provide Advice and Information:~~

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

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

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

Chapter 2.76 PARKS AND RECREATION COMMISSION

§ 2.76.010 Purpose.

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.020 Established—Membership.

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.030 Appointment.

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.040 Term of office.

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.050 Officer—Appointment.

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.060 Officers—Duties.

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

~~B.~~

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

~~C.~~

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.070 Removal—Vacancy.

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

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

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

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.080 Meetings.

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

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

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

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

~~(Ord. 90-06 § 2, 1990)~~

§ 2.76.090 Quorum.

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

~~(Ord. 89-07 § 1 (part), 1989)~~

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

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

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.120 Public meetings—Minutes.~~

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

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.130 Rules of proceedings.~~

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

~~(Ord. 89-07 § 1 (part), 1989)~~

~~§ 2.76.140 Order of business.~~

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

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

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

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

~~§ 2.76.150 Formal acts by resolution.~~

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

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

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

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.160 Funds.

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.170 Compensation.

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.180 Powers.

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

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

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

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

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

~~(Ord. 89-07 § 1 (part), 1989)~~

§ 2.76.190 Duties and responsibilities.

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

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

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

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

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

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

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

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

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

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

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

(Ord. 89-07 § 1 (part), 1989)

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

Chapter 2.84 SENIOR ADVISORY COMMISSION COMMITTEE

§ 2.84.010 Purpose.

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

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.020 Powers.

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

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

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

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

(Ord. 99-05 § 1 (part), 1999)

§ 2.84.030 Duties.

The duties of the commission shall be as follows:

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

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

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

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

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

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

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.040 Membership.

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

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.050 Appointment.

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

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.060 Term.

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

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.070 Officers.

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

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.080 Quorum.

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

~~(Ord. 99-05 § 1 (part), 1999)~~

§ 2.84.090 Removal—Vacancy.

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

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

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

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

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

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.100 Meetings.~~

- ~~A. All regular meetings of the commission shall be held on the first Wednesday of each month, except June and July, beginning at one p.m.~~
- ~~B. The usual place of the commission meetings shall be at the senior center, provided, however, that in the event of any condition which renders the meeting place unfit to conduct any regular meeting of the commission, the meeting may be moved.~~
- ~~C. All regular meetings of the commission shall be conducted in accordance with the public meeting laws of Alaska; however, this does not automatically ensure participation by nonmembers of the commission.~~
- ~~D. Special meetings may be called by the presiding officer.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.110 Rules of proceedings.~~

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

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.120 Formal acts by resolution.~~

- ~~A. All formal acts of the commission shall be by resolution bearing the following:~~
 - ~~1. The heading: "City of Dillingham Senior Advisory Commission";~~
 - ~~2. Space for the serial number to be assigned: "Resolution No. _____";~~
 - ~~3. A short and concise title descriptive of its subject and purposes;~~
 - ~~4. Short premises and "Whereas" clauses descriptive of the reasons for the resolution, if necessary;~~
 - ~~5. The resolving clause, "Be It Resolved: "; "Date"; and designated lines for the signatures of the commission presiding officer and the commission clerk.~~
- ~~B. All resolutions adopted by the commission, whether at the instance of and presented by third parties, or on the motion of and instance of the commission, shall conform to that set forth above and shall be on white eight and one half by eleven inch paper, with one and one half inch left margin suitable for permanent filing.~~

~~(Ord. 99-05 § 1 (part), 1999)~~

~~§ 2.84.130 Funds.~~

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

~~(Ord. 99-05 § 1 (part), 1999)~~

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

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

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

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

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

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

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

SEAL:

Alice Ruby, Mayor

ATTEST:

Abigail I. Flynn, City Clerk

§ 2.90.010. Authority.

- A. The city council may establish advisory boards or committees of the council by resolution as the council may from time to time deem necessary. The resolution authorizing creation of an advisory board or committee shall specify its name purpose or charge, number of seats and such other matter as the council deems appropriate. The resolution may also specify a date certain for when the board or committee may expire. If the authorizing resolution does not specify, the board or committee shall expire in accordance with Section 2.90.060.
- B. Except as otherwise provided, this chapter shall not apply to appointed commissions or other bodies established by separate ordinance.
(Ord. 10-08 § 2 (part), 2010)

§ 2.90.020. Appointments.

- A. A member of an advisory board or committee created under this chapter or a member of any appointed commission or committee established by other ordinance shall be nominated by the mayor and confirmed by the council. A member shall be a resident of the greater Dillingham area and be a registered voter with the state of Alaska. Members shall serve without compensation.
- B. Unless provided elsewhere in the code, the presiding officer shall be nominated by the mayor and confirmed by the city council.
(Ord. 10-08 § 2 (part), 2010)

§ 2.90.030. Attendance.

Members of advisory boards or committees established under this chapter shall be charged with the duty to attend all regularly scheduled meetings of the board or committee on which they sit.
(Ord. 10-08 § 2 (part), 2010)

§ 2.90.040. Removal—Vacancy.

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

- A. A vacancy shall be declared when a member:
1. Fails to qualify and take office within thirty days after confirmation by the council; or
 2. Departs from the city with the intent to remain away for a period of ninety or more days; or
 3. Submits a written resignation that is accepted by the mayor; or

§ 2.90.040

§ 2.90.060

4. Is physically or mentally unable to attend committee meetings for a period of more than ninety days; or
5. Misses three or more consecutive regular meetings, unless excused by the committee.

B. The chairperson of the committee shall be responsible for attendance records.
(Ord. 10-08 § 2 (part), 2010)

§ 2.90.050. Procedures.

- A. Quorum. A majority of all members of a board or committee established under this chapter shall constitute a quorum, but a smaller number may recess from day to day. Every member shall vote on every question unless excused from voting by the presiding officer.
- B. If a member fails or refuses to vote, that member's vote shall be recorded as an affirmative vote on the question. In the case of a tie vote, the question or motion shall be declared defeated.
- C. The presiding officer shall ensure that written minutes of every meeting are kept and provide copies of the minutes to the city clerk. All meetings shall be conducted in accordance with Robert's Rules of Order.
- D. All regular meetings of the committee shall be held in a public place and conducted in accordance with public meetings laws of Alaska. However, this does not automatically ensure participation by nonmembers of the committee.

(Ord. 10-08 § 2 (part), 2010)

§ 2.90.060. Expiration.

- A. Unless the council in its authorizing resolution provides otherwise, an advisory board or committee of the council established under this chapter shall expire as a matter of law six months from the effective date of its authorizing resolution without further action by the council.
- B. All advisory boards or committees of the council in existence as of the effective date of the ordinance repealing and reenacting this chapter are authorized to continue in their present state.

(Ord. 10-08 § 2 (part), 2010)

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2026-____

AN ORDINANCE AMENDING DMC CHAPTER 2.90 REGARDING STUDENT AND NONVOTING MEMBERS, COMMITTEE PROCEDURES AND EXPIRATION, AND CITY MANAGER AUTHORITY, AND DISSOLVING SPECIFIED INACTIVE ADVISORY BODIES

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM, ALASKA.

Section 1. DMC 2.90.010 is amended by adding subsection C to read:

C. In the absence of an advisory board or committee, the city manager shall make policy decisions within the manager's authority. Matters requiring council approval shall be referred to the council.

Section 2. DMC 2.90.020 is amended by adding subsection C to read:

C. The council may designate student seats and nonvoting seats on advisory boards or committees established under this chapter by resolution. Students appointed to designated student seats are not required to be registered voters. Student seats may be voting or nonvoting, as specified in the resolution.

Section 3. DMC 2.90.050(A) and (B) are amended to read:

A. Quorum. A majority of all voting members of a board or committee established under this chapter shall constitute a quorum, but a smaller number may recess from day to day. Nonvoting members shall not be counted in determining a quorum. Every voting member shall vote on every question unless excused from voting by the presiding officer. Nonvoting members may participate in discussion but shall not vote.

B. If a voting member fails or refuses to vote, that member's vote shall be recorded as an affirmative vote on the question. In the case of a tie vote, the question or motion shall be declared defeated.

Section 4. DMC 2.90.060 is repealed and reenacted to read:

2.90.060 Expiration.

A. Advisory boards or committees established under this chapter shall expire without further council action:

1. Six months after the effective date of its authorizing resolution unless appointments have been made and at least one meeting has been held within that period; or
2. After twelve consecutive months during which no meetings have been held.

B. Advisory boards and committees lawfully in existence on the effective date of this ordinance shall continue subject to this section, except those dissolved by this ordinance.

Section 5. Inactive advisory bodies.

The following bodies, to the extent they remain in existence as City-created advisory bodies, are dissolved: Cemetery Committee; Carlson House Committee; Historic Preservation Committee; IT Committee; Territorial School Advisory Committee; Curyung Wellness Committee; Delta Project Committee; and Nushagak Mulchatna Watershed Council. This section does not dissolve independent organizations.

Section 6. Codification. Sections 1 through 4 shall be codified.

Section 7. Effective date. This ordinance takes effect upon adoption.

PASSED AND ADOPTED by the Dillingham City Council this ____ day of _____, 2026.

Advisory Boards and Committees

1. Advisory Boards and Committees (General)

- **Created by:** Ordinance No. 2010-08, adding Chapter 2.90 to the Dillingham Municipal Code [\[1\]](#).

2. Senior Advisory Commission

- **Created:** June 24, 2010, by the same ordinance [\[1\]](#).
- **Expiration:** Ongoing (no specific end date mentioned). Inactive for years

3. Finance & Budget Committee

- **Created:** June 24, 2010, by the same ordinance [\[1\]](#).
- **Expiration:** Ongoing (no specific end date mentioned). Active Standing Committee

4. Code Review Committee

- **Created:** June 24, 2010, by the same ordinance [\[1\]](#).
- **Expiration:** Ongoing (no specific end date mentioned). Active Standing Committee

5. Library Advisory Board

- **Created:** June 24, 2010, by the same ordinance [\[1\]](#).
- **Expiration:** Ongoing (no specific end date mentioned). Active

6. Cemetery Committee

- **Created:** January 10, 2013 [\[2\]](#).
- **Expiration:** Ongoing (no specific end date mentioned). Not active

7. Port Advisory Committee

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Active

8. Friends of the Landfill

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Active

9. Marijuana Advisory Committee

- **Created:** 2015 (exact date not specified).
- **Expiration:** Sunsetted? (no longer active) Not active

10. IT Committee

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Not active

11. Territorial School Advisory Committee

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Not active- building no longer exists

12. Public Outreach Committee

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Standing committee, inactive, has not met for years

13. School Facility Committee

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Active

14. MOU Committee

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Active

15. Planning Commission

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Active

16. Curyung Wellness Committee

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Not Active

17. Delta Project Committee

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Ongoing (no specific end date mentioned). Not Active

18. Nushagak Mulchatna Watershed Council

- **Created:** Ongoing (specific creation date not mentioned).
- **Expiration:** Inactive/Dissolved [\[4\]](#).

Council Actions to Sunset or End Groups

- **Marijuana Advisory Committee:** Officially sunsetted (no longer active) [\[3\]](#).
- **Cemetery Committee:** No specific end date mentioned, but it was noted that it has 4 seats [\[2\]](#). Not Active

1. Carlson House Committee

- **Created:** September 9, 2015
- **Expiration:** Inactive (no specific end date mentioned) [\[1\]\[2\]](#) not active
- 2. **Marijuana Advisory Committee**
 - **Created:** 2015 (exact date not specified)
 - **Expiration:** Sunsetted (no longer active) [\[3\]\[4\]](#) not active
- 3. **IT Committee**
 - **Created:** Ongoing (specific creation date not mentioned)
 - **Expiration:** Ongoing (no specific end date mentioned) [\[5\]\[3\]](#) not active
- 4. **Territorial School Advisory Committee**
 - **Created:** Ongoing (specific creation date not mentioned)
 - **Expiration:** Ongoing (no specific end date mentioned) [\[5\]\[3\]](#) not active
- 5. **Senior Advisory Commission**
 - **Created:** June 24, 2010
 - **Expiration:** Ongoing (no specific end date mentioned) [\[3\]\[6\]](#) not active
- 6. **Finance & Budget Committee**
 - **Created:** June 24, 2010
 - **Expiration:** Ongoing (no specific end date mentioned) [\[3\]\[6\]](#) active
- 7. **Code Review Committee**
 - **Created:** June 24, 2010
 - **Expiration:** Ongoing (no specific end date mentioned) [\[3\]\[6\]](#) active
- 8. **Library Advisory Board**
 - **Created:** November 7, 2013
 - **Expiration:** Ongoing (no specific end date mentioned) [\[5\]\[6\]](#) active

Sam K. Fox Museum Board

- **Created:** The Sam K. Fox Museum Advisory Committee was appointed on December 2, 2004, during a regular council meeting. The Mayor appointed members including Sue Mulkeit, Deb Burt, Esther Ilutsik, Ted Kreig, Arlene Adkison, and Jo Ann Armstrong, with Tim Troll as an ex-officio member [\[1\]](#). Needs an update- no record of meetings being held in years
- **Expiration:** There is no specific end date mentioned for the committee, indicating it may be ongoing unless otherwise stated in future council actions.

Public Notice of Upcoming Meetings

Committee	Dates of meetings	Place	Time
Regular Council Meetings (every first Thursday of the month)	11/04/2026, 12/03/2026 (AML is 12/06/2026-12/12/2026)	City Hall	7:00 PM
Special Council Meeting	10/22/2026	City Hall	5:30 PM
Planning Commission (every second Wednesday)	move November's due to holiday, 12/09/2026	City Hall	5:30 PM
Code Review Committee (as called for by Chair, as needed)	Regular Code Meeting will be October 27th	City Hall	5:30 PM
Finance and Budget (every 3rd Monday)	10/26/2026, 11/16/2026, 12/21/2026	City Hall	5:30 PM
Port Advisory (Spring and Fall)	November or December, TBD	City Hall	6:00 PM
School Facility (3rd Wednesday in September, January and March, 2nd Wednesday in June)	January	City Hall	5:30 PM
MOU - Quarterly, last week in month, July, October, January,	January	City Hall	
Library Advisory Board		Library	5:30 PM
Friends of the Landfill , Every last Thursday of the month		City Hall	10:00 AM
Public Outreach	TBD	City Hall	5:30 PM TBD
Wood Tikchik State Park Advisory Board	10/30/2026	City Hall	10:00 AM
Elections	Set up, Nov 2, General Election Day 11/03/2026 7 am to 8 pm	City Hall	all day

library 4:30 PM

Holidays: Oct 12, Nov 11 & 26-27, Dec 25

AML Dec 6-12

date of printing is: 10/22/2026

* Dates and times subject to change based on the availability of the committee members. Please call 907-842 5212 to confirm meeting details closer to the dates or see the City Webpage.