

**Mayor**  
Alice Ruby

**City Manager**  
Jack Savo Jr.



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

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## MEMORANDUM TO COUNCIL

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**To:** Mayor and City Council Members  
**From:** Abigail Flynn, City Clerk's Department  
**Through:** Jack Savo Jr, City Manager  
**Date:** May 13, 2026  
**Re:** Resolution No. 2026-16 Declaring City Council Seat B Vacant and Soliciting Letters of Interest.

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**SUMMARY:** Staff is requesting Council approval of Resolution No. 2026-16 declaring City Council Seat B vacant and authorizing solicitation of letters of interest from qualified residents interested in appointment to the vacant seat.

City Council Member Jean Barrett, who held Seat B, passed away on May 10, 2026. Pursuant to Dillingham Municipal Code Sections 2.03.070 and 2.06.060, the Council must formally declare the vacancy and appoint a qualified person within forty-five (45) days.

The proposed resolution directs staff to advertise the vacancy and establish a deadline of June 4, 2026 at 5:00 p.m. for submission of letters of interest.

Council action is needed to declare the vacancy and initiate the appointment process.

### PREVIOUS COUNCIL ACTION:

- The City Council has previously declared council vacancies and solicited letters of interest for appointment to vacant council seats.
- Previous vacancy appointments have been completed pursuant to DMC 2.03.070 and DMC 2.06.060.

**BACKGROUND:** Dillingham Municipal Code Section 2.03.070 provides that an elected municipal office is vacated upon declaration of vacancy by the Council under qualifying circumstances. DMC 2.06.060 further requires the Council to appoint a qualified person to fill the vacancy within forty-five (45) days.

Because DMC 2.03.070 does not expressly identify death of a sitting council member as a vacancy condition, the Council must make a finding under subsection D that the council member is physically unable to perform the duties of office. Subsection D requires a two-thirds vote of the Council. With five remaining council members, four affirmative votes are required to declare the vacancy.

If the Council declares the vacancy on May 21, 2026, the appointment must occur no later than July 5, 2026. There are two regular council meetings scheduled within that period: June 4 and June 18, 2026.

Staff proposes the following timeline:

- May 21, 2026 — Council declares vacancy
- May 22, 2026 — Public notice posted locally and on the website and social media
- May 28, 2026 — Public notice published in the Bristol Bay Times
- June 4, 2026 at 5:00 p.m. — Letters of interest due
- June 4, 2026 — Letters of interest provided to Council as laydown materials
- June 18, 2026 — Council consideration of appointment, if not completed June 4

**DISCUSSION:** The attached public notice provides instructions for submission of letters of interest to the Mayor, care of the City Clerk's Office.

Interested persons must meet the qualifications established in Dillingham Municipal Code Section 2.06.020, including:

- being a registered voter in Dillingham; and
- having resided in Dillingham for at least one year.

The individual appointed by the Council will serve until the October 2026 Regular Municipal Election and until a successor is elected and qualified.

The vacancy notice will be:

- published in the Bristol Bay Times;
- posted locally;
- posted on the City website and Social Media; and

**For procedural clarity, the Council should first make the finding required under DMC 2.03.070(D) before considering Resolution No. 2026-16.**

**Suggested motion language:**

"I move that pursuant to DMC 2.03.070(D), the Dillingham City Council determine that Council Member Jean Barrett is physically unable to perform the duties of office and declare Seat B vacant effective May 21, 2026."

**Following approval of that motion, the Council may make a motion to consider Resolution No. 2026-16.**

Letters of interest received by the June 4, 2026 deadline will be provided to the Council as laydown materials at the June 4, 2026 regular meeting.

The Council may appoint a qualified applicant by motion at the June 4, 2026 regular meeting if it chooses to do so. Alternatively, staff may prepare a resolution for the June 18, 2026 regular meeting appointing an applicant to fill the vacant seat.

If the Council elects to appoint by resolution on June 18, the proposed resolution will be prepared in advance with a blank space for the appointee's name. Following Council discussion and vote selecting an applicant, the selected applicant's name would be inserted into the resolution prior to final signature and attestation.

**ALTERNATIVES:**

1. Approve Resolution No. 2026-16 and direct staff to solicit letters of interest.
2. Amend the proposed resolution or application timeline.
3. Decline to approve the resolution.

**FINANCIAL IMPLICATIONS:** Advertising and public notice costs are minimal and can be absorbed within the existing administrative budget.

**LEGAL:** The proposed resolution is consistent with Dillingham Municipal Code Sections 2.03.070 and 2.06.060 governing council vacancies and appointments.

**STAFF RECOMMENDATION:** Staff recommends approval of Resolution No. 2026-16 declaring City Council Seat B vacant and authorizing solicitation of letters of interest.

**PROPOSED MOTION:**

“I move to adopt Resolution No. 2026-16 declaring City Council Seat B vacant and soliciting letters of interest for appointment to the vacant seat.”

**ATTACHEMENTS:** Draft Public Notice

DMC 2.03.070 Vacancies.

An elected municipal office, except for that of mayor or school board member, is vacated under the following conditions and upon the declaration of vacancy by the council. The council shall within forty-five days appoint a qualified person. If less than thirty days remain in a term, a vacancy may not be filled unless the vacancy reduces the body to less than a quorum, in which case the remaining member shall appoint a number of qualified persons to constitute a quorum within seven days. The council shall declare an elective office vacant when the person elected:

- A. Fails to qualify or take office within thirty days after his or her election or appointment;
- B. Is physically absent from the municipality for a consecutive ninety-day period, unless excused by the council;
- C. Resigns and the resignation is accepted;
- D. Is physically or mentally unable to perform the duties of his or her office as determined by two-thirds vote of the council;
- E. Is removed from office in accordance with Section [2.06.030](#) herein;
- F. Misses three consecutive regular meetings unless excused; or
- G. No longer physically resides in the municipality and two-thirds of the council members vote the seat vacant.

DMC 2.06.060 Vacancies

If a vacancy occurs in the council, the council, by vote of a majority of its remaining members, shall within forty-five days designate a person to fill the vacancy until the next regular election and until a successor is elected and has qualified. The term of office at the next regular election shall be for the unexpired term only.