CITY OF
DILLINGHAM
ALASKA

CODE REVIEW COMMITTEE SPECIAL MEETING

Tuesday, August 25, 2026

MINUTES

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

MEETING INFORMATION

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

CALL TO ORDER

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

ROLL CALL

Present:

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

Absent:

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

A quorum was present.

APPROVAL OF MINUTES

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

APPROVAL OF AGENDA

Motion: Ruby moved to approve the agenda.

Second: Flynn

Vote:

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

UNFINISHED BUSINESS

2. Tribal Exemption

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

Second: Westfall

Issues Discussed:

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

Vote (Roll Call):

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

Direction / Follow-Up:

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

NEW BUSINESS

3. Green Degree License Renewal

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

Second: Ruby

Issues Discussed:

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

Vote:

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

Direction / Follow-Up:

- Forward the renewal recommendation to the Council.

4. Ordinance to Codify Deputy Manager

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

Second: Ruby

Issues Discussed:

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

Vote (Roll Call):

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

Direction / Follow-Up:

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

5. Ordinance to Codify Deputy Clerk

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

Second: Ruby

Issues Discussed:

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

Vote (Roll Call):

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

Direction / Follow-Up:

- Forward the ordinance to the Council for introduction.

6. Ordinance to Finish Modernization of Election Code

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

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

Issues Discussed:

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

Vote:

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

Direction / Follow-Up:

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

7. Reviser of Ordinances

Issues Discussed:

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

Action:

- Discussion only; no motion or vote was taken.

Direction / Follow-Up:

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

8. Set the Date for the Next Regular Code Meeting

Issues Discussed:

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

Action:

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

PUBLIC COMMENT/COMMITTEE COMMENTS

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

ADJOURNMENT

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

ATTEST

Abigail Flynn, City Clerk

10/28/2026

Approval Date

(SEAL)