CITY OF
DILLINGHAM
ALASKA

CODE REVIEW COMMITTEE SPECIAL MEETING

Monday, August 03, 2026 at 5:30 PM

MINUTES

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

MEETING INFORMATION

CODE REVIEW COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
141 Main Street, Dillingham, AK 99576 (907) 842-5212
This meeting will also be available at the following online location: Zoom
Meeting ID: 920 483 0473; passcode: 99576

CALL TO ORDER

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

ROLL CALL

Present:

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

Absent:

- Kaleb Westfall.

A quorum was present.

APPROVAL OF MINUTES

- No minutes were presented for approval

APPROVAL OF AGENDA

Motion: Alice Ruby moved to approve the agenda.

Second: Chaney

Vote (Roll Call):

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

UNFINISHED BUSINESS

NEW BUSINESS

1. Beverage Dispensary License Renewal for #1242 Willow Tree

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

Second: Chaney

Issues Discussed:

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

Vote (Roll Call):

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

2. Ordinance for Election Modernization: Chapter 3.50 Absentee Voting

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

Second: Chaney

Issues Discussed:

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

Vote (Roll Call):

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

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

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

Second: Chaney

Issues Discussed:

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

Vote (Roll Call):

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

Direction / Follow-Up:

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

PUBLIC COMMENT/COMMITTEE COMMENTS

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

ADJOURNMENT

- Meeting adjourned at 6:12

ATTEST

Abigail Flynn, City Clerk

10/28/2026

Approval Date

(SEAL)