

**Mayor**  
Alice Ruby

**Acting Manager**  
Jack Savo Jr.



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

## MEMORANDUM

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

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

### **City Clerk Department Accomplishment and Opportunities Since the Last Report:**

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

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

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

## Important Election Dates

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



## PUBLIC NOTICE

### REGULAR CITY ELECTION – OCTOBER 7, 2025

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

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

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

#### Candidate Filing period:

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

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

#### Candidate Qualifications

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

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

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

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

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

#### Absentee Voting:

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

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

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

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

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

## **This is what our City Code says about filling vacancies and about public notices for elections:**

### **3.10.075 Procedure for filling vacancies.**

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

### **3.10.080 Public notice of election.**

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

B. Election notices shall contain the following:

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

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

# The Bristol Bay Times & The Dutch Harbor Fisherman

## AFFIDAVIT OF PUBLICATION

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

STATE OF ALASKA THIRD JUDICIAL DISTRICT:

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

### Legals & Public Notices

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

9/11/2025

Lisi Misa 2025-09-12  
Affiant

Kristina R. Wladkowski  
Notary State of Alaska

2029-01-23

My commission expires

Ad No: 51891  
Customer No: 100446



## COPY OF ADVERTISEMENT

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Council Seat A, three year term School Board Seat A, three year term  
Council Seat B, three year term School Board Seat E, two year  
School Board Seat B, one year term

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# Requests for code updates for the Code Committee:

## Requesting assignment to the Code Committee

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

### **3.10.050 Expenses.**

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

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

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

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

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

### 4.30.135 Cooperative Purchasing Agreements

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

1. The cooperative program utilized has conducted a competitive solicitation process substantially similar to that required by this code;
2. The purchase is determined by the City Manager to be in the best interest of the City;

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