



CITY COUNCIL REGULAR MEETING WITH A WORKSHOP ON 3+1 AT 6:15 PM

Thursday, September 04, 2025 at 7:00 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

AGENDA

CITY COUNCIL REGULAR MEETING

CITY HALL COUNCIL CHAMBERS / 7:00 p.m.
141 Main Street, Dillingham, AK 99576 (907) 842-5212

Workshop on 3+1 to be held in the Council Chambers on September 4th starting at 6:15 PM

Zoom call-in instructions used for all public meetings:

Zoom call-in: 1-719-359-4580, Meeting ID: 920 - 483 - 0473, Passcode: 99576

Phone access is more stable than video access. If the Zoom meeting freezes or drops, video access will be limited.

CALL TO ORDER The meeting was called to order at 7:05 PM by Mayor Alice Ruby.

ROLL CALL

Council Members Present: Michael Bennett, Steven Carriere, Curt Armstrong, Kaleb Westfall, Kevin McCambly, Bertram Luckhurst

Council Members Absent: None

Mayor: Alice Ruby

PLEDGE OF ALLEGIANCE was conducted.

APPROVAL OF MINUTES

Motion: Kaleb Westfall moved to amend the June 12, 2025 Special Meeting minutes to reflect that absent members should not have votes recorded. Seconded by Michael Bennett.

Vote: Yes – Kevin McCambly, Kaleb Westfall, Michael Bennett. No – Steve Carriere, Bertram Luckhurst, Curt Armstrong. Mayor Ruby broke the tie voting No.

Result: Motion failed.

A correction was made to page 34 for the spelling of Hladick (these minutes for 08.14.2025 were not on the agenda). The listed minutes were approved, without corrections:

1. Minutes from 05.01.2025 City Council Regular Meeting

Minutes from 05.28.2025 BOE Meeting/ Hearing

Minutes from 05.29.2025 BOE Meeting/ Hearing

Minutes from 06.05.2025 BOE Meeting/ Hearing

Minutes from 06.05.2025 City Council Regular Meeting

Minutes from 06.12.2025 City Council Special Meeting

Minutes from 06.19.2025 City Council Regular Meeting

Minutes from 07.31.2025 City Council Special Meeting

Minutes from 08.7.2025 City Council Regular Meeting

APPROVAL OF CONSENT AGENDA (none)

APPROVAL OF AGENDA

Motion: Steve Carriere moved to approve the agenda. Seconded by Bertram Luckhurst.

Amendment: Kaleb Westfall moved to remove Resolutions 2025-26, 2025-29, 2025-33, 2025-30. Vote: 4 Yes (Bert, Michael, Steve, Curt), 2 No (Kevin McCambly and Kaleb opposed).

Result: Motion carried.

STAFF REPORTS

2. Strategic Plan Report
3. City Manager and Staff Reports

Airport Waterline Extension (RFP 2025-02)

- Issue discovered with bidder qualifications; legal consulted to protect the City from protest/litigation.
- Discovered an additional qualified bidder via City Manager email records; RFP schedule adjusted to include them.
- Material spec questioned: 12" ductile iron (DIP) vs HDPE. Staff cited engineering basis (PFAS protection, joint integrity, 75–100-year service life, freeze–thaw resistance, fire-flow capacity, compatibility with existing system). Council asked for clarity on ability to alter the design and for engineering rationale comparing DIP vs HDPE without pausing procurement unless directed.

NTS Grant Reclassification

- City was reclassified remote → rural, reducing funding by ~\$30,000.
- Contact made with Rep. Bryce Edgmon; State engagement underway to address impacts to Dillingham and similarly affected entities.

Harbor Lights Project

- Resolution not ready for this meeting due to timing/partner workload; options to come to Council in October.

City Manager Recruitment

- Draft RFP provided to Council for input; discussion to continue later on agenda and/or in a workshop.

Roads/Right-of-Way & Maintenance Responsibility

- Planner seeking direction to inventory roads, clarify ownership/authority/easements, and route work through Planning Commission then Code Committee.
- Consensus to maintain status quo service during the study; emphasize public safety and liability avoidance (e.g., operating on lands without easement).
- Council interest in ensuring school bus routes are within secured ROWs.

ISO Fire Rating

- Re-evaluation nearing completion; request for a brief public presentation (workshop before a meeting) so residents understand implications.

Grants Process & Council Role

- Discussion on when Council approval is needed (some grants carry financial/legal obligations beyond award).
- Staff to review DMC provisions and peer policies; prepare guidance on routing, appropriation, and acceptance.

Legal Services Usage & Budget

- Request for a summary of attorney time by topic/requester using existing invoices to limit added legal cost.
- Broader discussion of legal cost overruns and drivers.

Port Organization & Harbor Deficit

- Suggestion to recombine Port Director & Harbormaster roles to reduce costs; consider via org chart and budget process (or by unfunding a position).

Heavy Equipment Training

- Up to four spots secured for City staff in November training.

4. Standing Committee Reports

The following minutes were presented to the council:

Finance and Budget Minutes from 05/17/2025 & 03/12/2025

Planning Commissions Minutes from 05/22/2025, 04/16/2025 & 01/08/2025

Port Advisory Committee Minutes from 02/21/2025

Library Advisory Committee Minutes from 03/18/2025

Budget & Finance Committee

- Investment Policy: Committee has worked on formal policies for multiple cycles (originating back when Andy Anderson chaired); encouraged passage tonight.
- Upcoming Work: Added projects to revisit tax issues and review property tax structure.
- Timing: Committee intends workshops over the next couple of months, before the next fishing season.
- Related agenda item noted: Assessor contract up tonight.

Planning Commission

- Three sets of minutes included in the packet (no additional discussion reported here).

Port Advisory Committee

- Next meeting scheduling: Danny will call each committee member individually to identify dates (email coordination hasn't worked well).
- Scheduling approach: General preference to set a standing block (e.g., second Wednesday, quarterly) and post far in advance to accommodate busy calendars.
- Staff reporting: Concern raised that the Port Director's report has been unchanged for ~1 year; request for a more comprehensive report going forward. City Manager affirmed he will address this.

Library Advisory Committee

- Report included in the packet; no appointments recommended at this meeting.

Citizen Committee Appointments (none)

PUBLIC HEARINGS (none)

CITIZEN'S COMMENTS (Prior Notice or Agenda Items) (none)

ORDINANCES AND RESOLUTIONS

5. **Resolution No. 2025-26:** Personnel Policy Update, Juneteenth Holiday

Motion by Steve Carriere, seconded by Curt Armstrong. Vote: Yes – Luckhurst,

Carriere, Armstrong; No – Bennett, Westfall, McCambly. Mayor Ruby broke the tie voting Yes. Motion carried.

- **Discussion:**

- Resolution recognized Juneteenth as an official City holiday, consistent with State of Alaska and federal recognition.
- Kaleb Westfall expressed concern over the financial impact of adding a paid holiday. Kevin McCambly raised concerns about service reductions, especially at the landfill.
- Staff explained the new union agreement would help address service gaps.

Vote: Yes – Carriere, Armstrong, Luckhurst; No – Bennett, Westfall, McCambly; Mayor Ruby voted Yes to break the tie. Motion carried.

- **Reconsideration:** Later in the meeting, Curt Armstrong moved to reconsider, seconded by Bennett. Carried 4–2 (Michael, Kaleb, Curt and Kevin in favor with Steve and Bert opposed,).
- **Amendment:** Kevin McCambly moved to add Elizabeth Peratrovich Day, seconded by Bennett.

Vote on amendment: Yes – Carriere, Bennett, Luckhurst, McCambly, Armstrong; No – Westfall. Motion carried 5–1.

6. **Resolution No. 2025-29:** Authorizes the Administration to negotiate a lease with GCI

Motion by Steve Carriere, seconded by Bertram Luckhurst.

Discussion: Kevin and Michael wanted it put out to bid.

Discussion:

- Resolution authorized administration to negotiate a fair-market lease with GCI for the mobile building.
- Lease had expired and was operating month-to-month.
- Council discussed target rates (\$2.75–\$4.95 per sq. ft.) and whether the lease should go to bid.

Vote: Yes – Luckhurst, Carriere, Armstrong; No – Bennett, Westfall, McCambly. Mayor Ruby broke the tie voting Yes. Motion carried.

7. **Resolution No. 2025-28** Discontinue "Mayor's Sale" and replace with "Public Purchase"

Motion by Steve Carriere, seconded by Bertram Luckhurst.

Discussion:

- Resolution shifted surplus property sales to Public Purchase, an online auction platform with buyer-paid fees.
- Council discussed logistics, scheduling quarterly sales, and coordination among departments.

Vote: Unanimous Yes. Motion carried.

8. Resolution No. 2025-33 Support Arctic Tern Application

Motion by Steve Carriere, seconded by Michael Bennett.

Discussion:

- Resolution supported Curyung Tribal Council's application for Arctic Tern grant funding, which helps youth attend the First Alaskans Institute Elders and Youth Conference.
- Council noted the longstanding partnership with ECOC and Portage Creek.

Vote: Unanimous Yes. Motion carried.

9. Resolution No. 2025-35 Grader Procurement Waiver

Motion by Steve Carriere, seconded by Curt Armstrong.

Discussion:

- Resolution allowed the City to use Sourcewell, a cooperative purchasing entity, to save costs on grader procurement.
- Staff explained list price was \$866,000 but Sourcewell reduced it to \$490,000.
- Kaleb Westfall raised concerns about funding capacity.

Vote: Yes – Luckhurst, Carriere, Armstrong; No – Bennett, McCambly, Westfall.
Mayor Ruby broke the tie voting Yes. Motion carried.

10. Resolution No. 2025-32 Enter into a capital lease to finance the purchase of a new Caterpillar Model 160M Grader

Motion by Steve Carriere, seconded by Curt Armstrong.

Discussion:

- Authorized lease-to-own purchase of Caterpillar Model 160M grader at \$110,000/year for five years, 5.49% interest, total \$554,000.
- Lease allowed return without penalty if obligations could not be met.
- Michael Bennett expressed concern about maintenance schedules; staff described ongoing improvements to equipment maintenance programs.

Vote: Yes – Luckhurst, Carriere, Armstrong; No – Bennett, McCambly, Westfall. Mayor Ruby broke the tie voting Yes. Motion carried.

11. **Resolution No. 2025-34** Senior Center Staffing Adjustment

Motion by Steve Carriere, seconded by Kaleb Westfall.

Sonja Marx, Librarian & Acting Senior Center Director, was called to the podium. Explained that the librarian position was part-time without benefits for 15 years, which kept the library budget lean, and only returned to full-time with benefits in FY25. Clarified that the Library Advisory Board, not the Friends of the Library, oversees library matters. Expressed concern that combining the librarian and senior center director roles creates a workload equivalent to two full-time jobs, though she has found the senior center work fulfilling while serving in both roles temporarily.

Discussion:

- Adjusted positions at the Senior Center and changed librarian/community services director from hourly to salaried.
- **Public Comment:** Sonja Marx (librarian & acting senior center director) noted combining the roles effectively creates two full-time jobs and questioned sustainability, though she found senior center work fulfilling.
- Michael Bennett moved to table the resolution to allow more discussion with staff; motion failed 3–3, with Mayor Ruby voting No to break the tie.

Vote: Yes – Luckhurst, Carriere, Armstrong; No – Bennett, McCambly, Westfall. Mayor Ruby broke the tie voting Yes. Motion carried.

12. **Resolution No. 2025-36** Adopt Investment Policy

Motion by Steve Carriere, seconded by Curt Armstrong.

Discussion:

- Established an official investment framework for the City, authorizing the treasurer and city manager to coordinate investments.

- Discussed using multiple firms (AMLIP, Piper Sandler, TBI, Wells Fargo) with guidance from 3+1 on cash flow strategy.

Vote: Unanimous Yes. Motion carried.

13. Resolution No. 2025-37 Assessor Contract

Motion by Steve Carriere, seconded by Curt Armstrong.

Discussion:

- Extended contract with Appraisal Company of Alaska for 2026 tax year to provide property tax assessment services for \$8,000.
- Council discussed stability, cost-effectiveness, and risks of switching contractors.

Vote: Yes – Carriere, Armstrong, Luckhurst; No – Bennett, McCambly, Westfall. Mayor Ruby broke the tie voting Yes. Motion carried.

14. Resolution No. 2025-40 for Union Local 71 Contract

Motion by Steve Carriere, seconded by Curt Armstrong. Procedural Motion: Carriere called the question, seconded by Armstrong. Debate ended.

Discussion:

- Approved contract providing 0% wage increase in 2025, 1% in 2026, and 2% in 2027.
- Agreement added scheduling flexibility for landfill and holiday coverage.
- Kaleb Westfall raised concern about council not seeing the full CBA; Steve Carriere explained restrictions under the Taft-Hartley Act.

Vote: Yes – Carriere, Luckhurst, Armstrong; No – Bennett, McCambly, Westfall. Mayor Ruby broke the tie voting Yes. Motion carried.

UNFINISHED BUSINESS

15. Acting City Manager Mentorship with Hladick discussed, follow up required.
16. RFP for Manager Selection discussed; council to continue refining process.

NEW BUSINESS

17. Date for a workshop on Property Tax Assessments and Exemptions to be scheduled.

18. Date for Public Outreach Committee Meeting to be scheduled

CITIZEN'S DISCUSSION (Open to the Public)(none)

COUNCIL COMMENTS

Councilmember Kaleb Westfall requested a special meeting within the next 2–3 weeks to review the Cosgrove report and related issues. He asked that the meeting cover: communication processes, which officials were contacted or not contacted, costs incurred, and the overall chain of events. Staff were directed to poll councilmembers for availability before September 25. Councilmembers also raised concerns regarding the City's financial position, noting the apparent decline in reserves from approximately \$10 million to a significantly lower balance.

A request was made for a comprehensive financial report detailing revenues, expenditures, reserve use, and overall financial status of the City. The Council agreed that a future meeting should include a full financial state-of-the-city presentation, in addition to what is typically provided to the Budget and Finance Committee.

MAYOR'S COMMENTS

The Mayor reported that Acting City Manager Jack voluntarily provided a background check through the Alaska State Troopers. The report contained only minor historical infractions; it will be made available for councilmembers to review in the Mayor's office, but not placed in the public packet due to its personnel nature. The Mayor requested a moment of silence in memory of long-time resident Barbara Lopez

ADJOURNMENT at 11:47 PM by the Mayor

ATTEST:

Abigail Flynn, Acting City Clerk

[SEAL]

Date of Approval