



## CODE REVIEW COMMITTEE MEETING - AMENDED

Thursday, November 13, 2025 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 -Amended Marijuana License Renewals  
CITY HALL COUNCIL CHAMBERS  
141 Main Street, Dillingham, AK 99576 (907) 842-5212

#### **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 5:30 PM.

### ROLL CALL

Committee Members Present:

Steve Carriere (Chair)

Alice Ruby (Mayor)

Kaleb Westfall (was here for roll call but left during approval of the agenda)

Jack Savo (Acting Manager)

Triston Chaney (via Zoom;)

Abigail Flynn (clerk)

Kevin McCambly (joined briefly after roll call and then left again, after asking to be excused for a school board meeting.)

Quorum established.

### APPROVAL OF MINUTES

1. Minutes from Past Code Review Meetings

02.28.2024

11.16.2023

The recording is missing for 09.28.2023 so if this scheduled meeting took place, there is no record.

Note: All other Code Committee minutes from past meetings back to 2021 can be found on the city website at <https://www.dillinghamak.us/meetings>

Motion: Alice Ruby moved to approve. Kaleb Seconded.

After discussion, the motion on the floor became approving the 2/28/24 and 11/16/23 minutes. Minutes approved without corrections.

#### APPROVAL OF AGENDA

A motion to amend the agenda to add "Election of Officers" failed for lack of a second.

(During the discussion of whether to amend the agenda to add "Election of Officers," a committee member made an Objection to Consideration of a Question, a procedural motion permitted under Robert's Rules of Order. The objection, if sustained by a 2/3 vote, would prevent the assembly from considering the proposed amendment.

The clerk advised the chair that this type of objection requires the body to vote on whether to sustain the objection. A roll-call vote was taken, and the objection did not receive sufficient support. Therefore, the objection failed, and the proposed amendment to the agenda failed for lack of a second.)

Action:

Motion to approve the agenda as presented.

Motion: Alice Ruby

Second: Jack Savo

Roll call vote:

Yes –Savo, Carriere, Chaney, Ruby.  
No- Westfall

Motion Carried. Agenda approved.

McCambly did not vote due to late arrival. Westfall left the meeting at this point.

#### OLD BUSINESS

#### NEW BUSINESS

2. Make Recommendations to the Council on Marijuana License Renewals for:

Businesses:

Alaskan Grown Cannabis

Green Degree

Motion to recommend no protest for both renewals.: Alice Ruby, Second: Abigail Flynn

Action:

Roll call vote: All present voted yes.

Motion carried unanimously.

### 3. To Do List

**Action Item:**

Requested by Finance and Budget: O 2025-XX DMC 4.15.125 Settled Appeals v1

Action:

Motion to recommend adoption of amendments to Ordinance 2025-XX regarding BOE settled appeals made by Alice, Seconded by Abigail

Roll call vote: Unanimous approval by those present.

Motion carried

**Discussion Items:**

1. Code of Conduct / Personnel Regulations for Elected & Appointed Officials

Staff will research options and return with examples and recommendations.

No action taken.

2. Items Requested by Other Committees

Committee agreed to leave space on future agendas for urgent items.

No action taken.

3. Spreadsheet of Unfinished Topics from Old Minutes

Staff reported several historic code items needing review.

No action taken.

4. Tax Exemptions – Tribal Fee Simple Property

Staff directed to research and provide multiple options. Letters pausing billing were sent to tribal entities.

No action taken.

#### 5. Items From 2022 To-Do List

Election Code updates and Sales Tax Code review remain active items.

No additional action.

4. Choose alternate meeting dates for December due to AML travel 12/11/2025 and Possibly for January due to need to reschedule Regular Council Meeting to the Second Thursday in January due to New Year's day.

Dates not available, Dec 6-15

December:

Tentative dates: Dec 16, 17, or 18 (staff to confirm). (Clerks note: Final date chosen was December 17<sup>th</sup>)

January: Tentative date: Jan 15.

#### **PUBLIC COMMENT/COMMITTEE COMMENTS**

No public comments. Members thanked staff and Chair Steve Carriere.

#### **ADJOURNMENT**

Meeting adjourned at 6:38 PM.

Attest



Abigail Flynn, City Clerk

12/17/2025

Approval Date