



## **CODE REVIEW COMMITTEE MEETING**

Thursday, November 16, 2023 at 5:30 AM

### **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: <https://us02web.zoom.us/j/82543025790?pwd=aVRSRmlhOQ1BPafJYTDBiUUUVyVXI1Zz09>

Meeting ID: 825 4302 5790 ; passcode: 218272

Or dial (346) 248-7799; or (669) 900-6833

#### **CALL TO ORDER**

1. Meeting called to order at 5:30 PM.

#### **ROLL CALL**

2. Present: Kim Johnson, Alice Ruby, Kaleb Westfall, Dan Decker, Michael Bennett  
Staff:, Finance Director (Anita via phone)  
Noted that the committee did not have one council member in attendance.

#### **APPROVAL OF MINUTES**

3. Code Review Committee Minutes 05/11/2023  
Motion to approve minutes of May 11, 2023.  
Amendment: Correction of chairperson name for attestation/signature.  
Motion passed unanimously.

#### **APPROVAL OF AGENDA**

4. Motion to approve agenda.  
Motion passed unanimously.

#### **UNFINISHED BUSINESS**

5. none

## NEW BUSINESS

6. ORDINANCE NO. 2023-06  
AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER  
11.24 ABANDONED VEHICLES

Ordinance 2023-06 – Abandoned Vehicles (Amending DMC 11.24)

Purpose: Establish enforcement for removal of abandoned vehicles and obstructions from public easements to aid snow removal and road safety.

Discussion:

- Mirrors Alaska Statute but provides local enforcement tools.
- Abandoned vehicles and junk impede Public Works during heavy snow.
- Enforcement: Law enforcement issues fines (48-hour notice standard per SOP). Public Works authorized to move obstructions but not levy fines.
- Clarifications: Prefer use of licensed towing companies. Education campaign (social media, 30-day notice period) recommended. SOP to guide exceptions.
- Concerns: Liability if Public Works moves vehicles; need for consistency; ensure attorney review.

Motion: Recommend approval to Council with amendments and comments:

- Replace 'move/remove' with 'authorize removal.'
- Use towing companies whenever possible.
- Forward committee comments and attorney review with ordinance.

Motion passed unanimously.

7. ORDINANCE NO. 2023-07  
AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER  
4.30, CONTRACT AND PURCHASE PROCEDURES TO ADJUST THE PURCHASE  
PARAMETERS

Ordinance 2023-07 – Contract and Purchase Procedures (Amending DMC 4.30)

Purpose: Adjust purchase thresholds to reflect inflation and rising costs.

Changes Proposed:

- Small purchase limit from \$2,000 → \$4,999.
- Competitive purchase \$5,000–\$49,999 (previously \$8,000–\$29,999).
- Major contract threshold \$50,000 (previously \$30,000).

Discussion:

- Rising costs delaying projects; bid process takes ~30 days.
- Other municipalities have similar updates.

- Finance review: FY23 had 7 transactions between \$30k–\$50k; FY22 had none.
- Concern about loss of Council visibility; suggested periodic rebids for services.
- Purchases must still be budgeted and appropriated by Council.

Motion: Recommend forwarding Ordinance 2023-07 to Council for consideration.

Motion passed unanimously.

8. 4.15.080 Personal property returns review – (no update)

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

#### **ADJOURNMENT**

Meeting adjourned at approximately 7:20 PM.

ATTEST:



Abigail Flynn, City Clerk

[SEAL]



Date of Approval