

CITY OF BETHEL

City Council Meeting Agenda, March 28, 2023 – 6:30 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Rose Henderson, Vice-Mayor Henry Batchelor, Mark Springer, Eric Whitney, Beth Hessler, Sophie Swope, Patrick Snow

Zoom Meeting Link: <https://us06web.zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

Zoom Meeting Conference Line Numbers: 833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

4.1.



Written Public Comments can be submitted by opening your phone camera and hovering over this URL code. The link to the submission form will appear. You may also go to www.cityofbethel.org.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

6. APPROVAL OF MEETING MINUTES

6.1. *3-14-2023 Regular City Council Meeting

7. REPORTS OF STANDING COMMITTEES

7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

8.1. Broadband And Digital Equity Presentation By Rasmuson Foundation Representatives And State Of Alaska Broadband Office (Mayor Henderson)

9. UNFINISHED BUSINESS

9.1. Public Hearing Of Ordinance 23-04: Amending And Adopting Fees And Charges For The City Of Bethel (City Manager Williams)

10. NEW BUSINESS

10.1. *Introduction Of Ordinance 23-05: Amending Bethel Municipal Code 2.60 Committees, Commissions, And Ad Hoc Committees To Provide For Compensation (Council Member Hessler)

10.2. *Introduction Of Ordinance 22-23(i): Amending The City Of Bethel Fiscal Year 2023 Operating Budget (City Manager Williams)

Posted March 22, 2023 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-545-4120

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

11. REPORTS

- 11.1. Mayor's Report
- 11.2. City Manager's Report
- 11.3. Clerk's Report

12. COUNCIL MEMBER COMMENTS

13. EXECUTIVE SESSION

- 13.1. In Accordance with AS 44.62.310 (c) 2: Subjects that Tend to Prejudice the Reputation and Character of Any Person, Provided the Person May Request a Public Discussion- Annual Evaluation, City Manager (City Manager Williams)

14. ADJOURNMENT

Posted March 22, 2023 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-545-4120

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on March 14, 2023 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.

Mayor Henderson called the meeting to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Mark Springer (telephonically) City Council Member Sophie Swope City Council Member Beth Hessler City Council Member Eric Whitney City Council Member Patrick Snow Vice-Mayor Henry Batchelor Mayor Rose Henderson
Members Absent:
Also in attendance were the following:
City Manager Peter Williams, City Clerk Lori Strickler, City Attorney Libby Bakalar

4. PEOPLE TO BE HEARD – Five minutes per person

Grace Haas - Asked the council members if they would be willing to volunteer for the Cama-i Dance Festival.

Item 4.1. - Written Public Comments

No written comments were submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda.

Moved by: Sophie Swope

Seconded by: Henry Batchelor

In favor: Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope

Opposed: None

Results: Motion Carries

Motion to suspend the rules to go back to People to be Heard.

Moved by:	Eric Whitney
Seconded by:	Mark Springer
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *2-28-2023 Regular City Council Meeting

Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Item 7.1. - Committee/Commission Agendas And Draft Meeting Minutes
Port Commission, Council Member Hessler- The next meeting will be held on March 20.

Planning Commission, Council Member Swope- A meeting was held last week. The Commission has one alternate seat open. The Commission met with the City's contractor DOWL on the comprehensive plan.

Community Action Grant Committee, Vice-Mayor Batchelor- A meeting was not held due to a lack of a quorum.

Community Parks and Recreation Committee, Council Member Whitney- Discussed the possibility of an addition to the fitness center as a gym.

Finance Committee, Council Member Henderson- A meeting has not been held since the last city council meeting.

Public Works Committee, Council Member Springer- A meeting has not been held due to lack of membership.

Public Safety and Transportation Commission, Council Member Snow- Commission discussed duties and obligations. Reviewed a draft amendment on animal licensing.

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 23-03: Adopting The City Of Bethel Capital Improvement Budget For Fiscal Year 2024 Beginning July 1, 2023, Ending June 30, 2024 (City Manager Williams)

Mayor Henderson opened the public hearing.

No one present to be heard.

Mayor Henderson closed the public hearing.

Main Motion: Adopt Ordinance 23-03.

Moved by:	Eric Whitney
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Motion to amend the proposed ordinance to insert an allocation for Fire to 388,524; Simon to \$300,000 and moving the allocation of the Bethel Heights and City Sub water treatment plants from the enterprise fund to ARPA.

Moved by:	Beth Hessler
Seconded by:	Henry Batchelor
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 23-04: Ordinance #23-04 An Ordinance By The Bethel City Council Amending And Adopting Fees And Charges For The City Of Bethel (City Manager Williams)

Passed on the consent agenda.

Item 10.2. - Amend Something Previously Adopted- Ordinance 22-33- To Add Section G .Employees Affected By This Transition Policy May Combine Annual Leave, Sick Leave, And Personal Time Off To Account For The Required 80 Hours Of PTO Mandatory Usage Within The Fiscal Year, July 1, 2022, Through June 30, 2023 As Required In BMC 3.60.010 E. (City Manager Williams)

Main Motion: Amend Something Previously Adopted- Ordinance 22-33- To Add Section G .Employees Affected By This Transition Policy May Combine Annual Leave,

Sick Leave, And Personal Time Off To Account For The Required 80 Hours Of PTO Mandatory Usage Within The Fiscal Year, July 1, 2022, Through June 30, 2023 As Required In BMC 3.60.010 E.

Moved by:	Eric Whitney
Seconded by:	Henry Batchelor
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 10.3. - *Resolution 23-05: Requesting That The United States Department Of Transportation, Essential Air Service Program, Complete A Service Needs Assessment To Determine If The Yukon Kuskokwim Delta Region Has Adequate Passenger Flight Services To Meet The Needs Of Travelers To And From The Region (Council Member Swope)

Passed on the consent agenda.

Item 10.4. - Negotiate And Execute Updated City Attorney Employee Agreement Between The City Of Bethel And City Attorney Bakalar (Mayor Henderson)
Main Motion: Approve the Changes to the updated City Attorney Employee Agreement.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Motion to table until after the Executive Session.

Moved by:	Mark Springer
Seconded by:	Patrick Snow
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 10.5. - *IM 23-05: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget For February 2023 – Utilities Maintenance And February 2023 Water & Wastewater Activity Report (City Manager Williams)

Passed on the consent agenda.

11. REPORTS

Item 11.1. - Mayor's Report

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Henderson- Encouraged the public to apply for one of the City's recommending bodies.

Vice-Mayor Batchelor- We need people to sit on our committees and commissions.

Council Member Springer- Would like to see people apply for appointment and exercise their rights. There are some areas in town that have some ice that will cause some issues during the thaw. Noticed the housing development by the Winter House has begun. Thanked Michelle DeWitt, Bethel Community Service Foundation, and the Bethel Winterhouse for developing the project. Thanked Dr. Nick Joes and the staff at Providence Hospital for recent medical treatment he received.

Council Member Whitney- Submitted a question about double taxation concerning garbage.

Council Member Hessler- Thanked Grace Haas for encouraging people to volunteer for the Cama-i Festival.

Council Member Swope- We have about 40 minutes left of sunlight and we are almost done with our meeting.

Council Member Snow- Reiterated the appreciation for the public participation that has already been made.

13. EXECUTIVE SESSION

Item 13.1. - In Accordance With AS 44.62.310.C(2)- Subjects That Tend To Prejudice The Reputation And Character Of Any Person, Provided The Person May Request A Public Discussion- City Attorney Annual Evaluation (Mayor Henderson)
Libby Bakalar requested the evaluation be held in open session.

Motion to take a 6 minute break.

Moved by:	Eric Whitney
Seconded by:	Henry Batchelor
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Motion to pull from the table item 10.4.

Moved by:	Mark Springer
Seconded by:	Patrick Snow
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Sophie Swope
Seconded by:	Mark Springer
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Meeting ended at 8:44 p.m.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

City of Bethel, Alaska

Planning Commission

March 9, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on March 9, 2023. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:30 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, Alex Wasierski, Shadi Rabi, Haley Hanson, and Council Rep. Sophie Swope
Excused Absence: Stosh Hoffman
Unexcused absence: Jessica Schroeder and Greg Morgan
Also Present: Pauline Boratko, Recorder

III. PEOPLE TO BE HEARD: no one wished to be heard

IV. APPROVAL OF THE AGENDA:

MOVED:	Lorin Bradbury	Motion to approve the agenda.
SECONDED:	Sophie Swope	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Sophie Swope	Motion to approve regular meeting minutes for December 8, 2022
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

MOVED:	Haley Hanson	Motion to approve there was no regular meeting held on January 12, 2023 and February 9, 2023 due to the lack of public notice.
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS:

A. Election of the 2023 Chair and Co-Chair of the Planning Commission:

MOVED:	Lorin Bradbury	Motion to nominate Kathy Hanson as chair of the 2023 Planning Commission
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

MOVED:	Alex Wasierski	Motion to nominate Lorin Bradbury as co- chair of the 2023 Planning Commission
SECONDED:	Haley Hanson	

VOTE ON MOTION	Unanimous
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VII. UNFINISHED BUSINESS:

A. LKSD Ayaprun School Traffic Analysis Report Review

VIII. NEW BUSINESS:

A. Declaring a seat vacant per BMC 2.30.030 F:

MOVED:	Alex Wasierski	Motion to declare a seat vacant per BMC 2.60.030 (f)
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

B. Bethel 2045 Comprehensive Plan Land Use and Zoning Review:

C. Annual Review of Commission Power and Duties:

IX. PLANNER'S REPORT:

X. COMMISSIONER'S COMMENTS:

K.Hanson-Thank you for your vote of confidence.

L. Bradbury-no comment

A. Wasierski-no comment

S. Swope-no comment

H. Hanson-Happy to be a regular member now.

S. Rabi-no comment

X. ADJOURNMENT:

MOVED:	Haley Hanson	Motion to adjourn the meeting.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 7:45 pm

APPROVED THIS ____ DAY OF ____, 2023

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder



City of Bethel

Committees and Commissions

Recommendation to City Council

Committees and Commissions that wish to make a recommendation to City Council should turn this form in to the City Clerk or to the City Council representative on the committee or commission.

Committee/Commission: Community Parks and Recreation Committee	Chairman: Brian Lefferts
Date Submitted: 03/14/2023	Council Rep: Eric Whitney
Issue: When the YK Fitness Center business plan was developed the plan included in-kind contributions from the city for utilities to offset operational costs and reliance on the dedicated fund. Since completion, the Facility's utility costs have been expensed out of the designated fund balance causing an unexpected reliance on the YK Fitness Center's fund balance.	
Recommendation: Annually allocate funding to the YK Fitness Center Dedicated Fund an amount equal to all water and sewer utility expenses.	

Passed unanimously by the Community Parks and Recreation Committee on March 13, 2023.

Received by: _____
Date: _____



CITY OF BETHEL

COMMUNITY ACTION GRANT COMMITTEE

THURSDAY, MARCH 16, 2023, 7:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

Zoom Meeting Link: <https://us06web.zoom.us/j/84118770658?pwd=d1JacER1aUxsU2c4aWdJTWZ5WlgrQT09>

Meeting ID: 841 1877 0658

Passcode: 729308

Zoom Meeting Phone Numbers:

888 475 4499 US TOLL-FREE 833 548 0276 US TOLL-FREE

833 548 0282 US TOLL-FREE 877 853 5257 US TOLL-FREE

MEMBERS

Louse Russell, Chair
Leif Albertson, Vice-Chair
Miranda Robb

Lucinda Alexie
Nikki Pollock
Henry Batchelor, Council Rep.

STAFF

John Sargent, Ex Officio Member
CAG@cityofbethel.net
907-543-1386

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to cag@cityofbethel.net by 4:00 p.m. the day of the meeting

IV. APPROVAL OF MEETING MINUTES

- A. 3/18/2023 Community Action Grant Meeting Minutes
B. 11/23/2022 Community Action Grant Meeting Minutes

V. APPROVAL OF AGENDA

VI. UNFINISHED BUSINESS

- A. Review amount of CAG funding available.
B. Review, discuss, and score applications and responses received (may include questions to applicants in attendance).
C. Review/revise CAG Program applications, forms, & processes.
D. Update on previous award recipients, projects funded, final reports, CAG award agreements, and other follow-up issues.

VII. NEW BUSINESS

VIII. EX OFFICIO REPORT

- A. Ex Officio Report for March 8, 2023

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted March 10, 2023 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff



CITY OF BETHEL

FINANCE COMMITTEE

MONDAY, MARCH 27, 2023, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING LINK: [HTTPS://ZOOM.US/J/99674371849?pwd=NWTUNURHC1EVOE15DUVONFJ3NKP.UT09](https://zoom.us/j/99674371849?pwd=NWTUNURHC1EVOE15DUVONFJ3NKP.UT09)

ZOOM MEETING ID: 996 74371849 ZOOM PASSCODE: 507255

877 853 5257 US TOLL-FREE

888 475 4499 US TOLL-FREE

833 548 0276 US TOLL-FREE

833 548 0282 US TOLL-FREE

MEMBERS

John Hamilton , Chair

Robert Rey, Vice Chair

Farah Sears

Rose Henderson, Council Rep.

Carol Ann Willard

Vacancies (4)

STAFF

Xavier Mason, Ex Officio Member

Alexandra Batchelor, Ex Officio Member

abatchelor@cityofbethel.net

907-543-1381

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to finance@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

- A. 03/27/2023

V. APPROVAL OF MEETING MINUTES

- A. 02/27/2023

VI. UNFINISHED BUSINESS

- A. Continued discussion on adding Late Filing Fee to B.M.C. 04.14.150 (Xavier Mason)
- B. Continued discussion of adding late filing fees to B.M.C 05.04.050

VII. NEW BUSINESS

- A. Finance Department Functions (Rose Henderson)
- B. Comprehensive Plan Review (City Clerk)

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Updated Posted 03/23/2023 at City Hall, AC Co., Swanson's, and the Post Office.

Alexandra Batchelor, Ex-Officio Staff

Introduced by: City Manager Williams
Introduction Date: March 14, 2023
Public Hearing: March 28, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #23-04

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING AND ADOPTING FEES AND CHARGES FOR THE CITY OF BETHEL

BE IT ORDAINED that the City Council of Bethel, Alaska,

Section 1. Classification. This ordinance is not permanent in nature and shall not be placed in the Bethel Municipal Code.

Section 2 Amendments. The City of Bethel Fees and Charges is amended, new language is underlines and old language is stricken.

General Services	
Non-Sufficient Funds Fee	\$30
Check Replacement Fee	\$25
Notary Service, per document	\$3
Bethel Lapel Pin	\$2
Passport Execution Fee (in accordance with U.S. Department of State)	\$35
Photocopies of Documents	\$0.25
Public Records	
<i>Searches, if over five (5) hours (per hour) If the search or production of records for one requester in a calendar month exceeds five person-hours, the requester shall pay the personnel costs required during the month to complete the search and copying tasks. The personnel costs may not exceed the actual salary and benefit costs for the personnel time required to perform the search and copying tasks. The requester shall pay the fee before the records are disclosed, and the city may require payment in advance of the search.</i>	
Electronic Records	Free
Paper Record	\$5.00 (First five pages) \$0.25 (Each additional pg.)
CD of Audio/Video/Documents	\$10
Sales Taxes and Business Licenses	
Bethel Business License	\$100
Special Events Permit Application (Alcohol)	\$50
Cemetery Services	
Burial Permit	\$50
Burial Lot Reservation	\$150

Introduced by: City Manager Williams
 Introduction Date: March 14, 2023
 Public Hearing: March 28, 2023
 Action:
 Vote:

Appeals	
Appeal to City Representative (not hearing officer)	\$50
Appeal to Hearing Officer (unless otherwise provided for in code)	\$200
Appeal to City Body	\$200
Code Enforcement	
Vehicle Removal	\$200
Impound Fee	\$25 (first day) \$20 (each additional day)
Police Department	
General	
Fingerprints (per card)	\$25
Civil Processing	\$45
Vehicles and Traffic	
Towing or Initial Impoundment (4-Wheeler/ATV/Snowmachine)	\$100
Storage of 4-Wheeler/ATV/Snowmachine	\$10 (per day)
Records	
Collision Report	\$10
Call for Service	\$5
Officer Report	\$10
CD	\$20
Animal Control	
Animal License (AVID Chip)	\$10
Animal Adoption (animal license included)	\$25
Euthanization of Animal	\$30
Animal Impound	\$25 (first day) \$20 (each additional)
Rabies Vaccination	FREE
Quarantine 10 days	\$150
Protective Custody	
If Paid Within 30 Days	\$150
If Paid After 30 Days	\$175
Fire Department	
Basic Life Support Ambulance Services	\$450
Advanced Life Support Ambulance Services	\$600
Fire Incident Report	\$25
Ambulance Run Report	\$25

Introduced by: City Manager Williams
 Introduction Date: March 14, 2023
 Public Hearing: March 28, 2023
 Action:
 Vote:

Planning	
General	
Variance	\$200
Vacation	\$300
Conditional Use Permit	\$200
Re-plat, Short Subdivision , Abbreviated Plat, Supplement Plat, Waiver, or Floodplain Land Use (<i>Additional Recording Fee May Apply</i>)	\$100
Preliminary Subdivision Plat	\$300
Additional Plot(s)	\$20
Final Subdivision Plat (<i>Additional Recording Fee May Apply</i>)	\$300
Platting Waiver	\$100
Site Plans and Violations	
Site Plan, Infill/Moving of Single-Family Residence	\$25
Site Plan, if submitted after work has begun but not complete.	\$300
*Contractor/owner responsible for penalty if infill/moving of residents without approved permit.	\$500
Site Plan, Residential Single Family New Construction	\$25
Site Plan, if submitted after work has begun but not complete.	\$300
*Owner responsible for penalty if infill/moving of residents without approved permit.	\$500
Site Plan Residential Duplex	\$100
*Owner responsible for penalty if developed without approved permit.	\$500
Site Plan Residential Triplex	\$200
Site Plan, if submitted after work has begun but not complete.	\$300
*Owner Responsible for fine if developments of a new residential triplex without Site Plan Application	\$1,000
Site Plan Infill Commercial	\$100
Site Plan, if submitted after work has begun but not complete.	\$300
*Developers Responsible for fine if Infill is done without Site Plan Application	\$1,000
Site Plan, Demolition of Building Either Residential or Commercial	\$100
*Owner responsible for penalty if demolished without approved permit.	\$1,000
Site Plan Commercial Major (New Development or Existing Site Improvements) A. Site Plan Application Commercial: The application fee for a Commercial, Industrial or Other Non-Residential Development shall be \$600.00 for the first \$100,000.00 of the total construction costs, plus an additional fee one half of one percent for the portion over \$100,000.00 of the total construction costs. Typical construction costs shall include all costs associated with the development for	\$1,000

Introduced by: City Manager Williams
Introduction Date: March 14, 2023
Public Hearing: March 28, 2023
Action:
Vote:

which the application is being submitted, including, but not limited to site improvement for which the application is being submitted, including, but not limited to, site improvement and building improvement costs including new or additional buildings, but shall include interior furnishings, atypical features, decorative materials or other similar features. For fees calculated based the percentage of construction costs, such costs shall be supported by the sworn statement of a licensed architect, licensed engineer or other qualified individual if an architect or engineer has not been retained for the project as the expected construction costs for projects over \$1,000,000.00. Institutional (Hospital, Educational and Governmental) will be assessed a flat fee of \$600.00 for the total cost of the construction. B. For a Proposed Linear Development, the application fee shall be \$150.00 per acre of all land included in the right of way of the proposed linear development project plus \$150.00 per acre located outside of the right of way that will be disturbed as part of a linear development project. A Linear development means land uses such as roads, trails, sewerage and management of pipes, gas and water pipelines, electric, telephone and other transmission or distribution lines, which have the basic function of connecting two points, the rights-of-way therefore, and any accessory structures or uses directly associated therewith. Linear development shall not include residential, commercial, office or industrial buildings, improvements within a development such as utility lines or pipes, or internal circulation roads; 1. For a resource extraction permit application or permit renewal application, the application fee shall be \$1,500.00 plus \$30.00 per acre to be mined within each permit period (Yearly) 2. 2) For a change of use with no additional development or home occupations, the application fee shall be \$200.00; and The application fee for mixed residential and non-residential development shall be the sum of the residential and non-residential development fees as calculated according to the relevant fee schedules in (A) above.	
Major Subdivisions	
Adverting	\$ 500
Re-Adverting	\$500
Revision Following Advertising	\$500
Preliminary Plat Application	\$1,500
Change to Future Land Use Map	\$800

Introduced by: City Manager Williams
 Introduction Date: March 14, 2023
 Public Hearing: March 28, 2023
 Action:
 Vote:

Variance	\$750
Subdivision Agreement	\$1,500
Maps	
Xerographic Type Single Sheet Map Copy	\$5 per sheet
Computer Generated Retracement of Single Lot or Tract with Legal Description	\$25
Computer Generated Single Sheet Map or Plat	\$50
<i>Each Additional Sheet</i>	\$25
Land Status Map	\$30
Letter of Interpretation or Amended Letter of Interpretation:	
A. Application for any other Letter of Interpretation or Amended Letter of Interpretation.	\$200
B. Application fee for the review and processing of a request for a letter stating information that is available in a municipal land use ordinance or stating other information readily available to the public from a source other than the Bethel Planning Commission.	\$200
C. Application fee for an Amended Certificate of Filing. <i>If a request for an Amended Certificate of Filing is submitted more than five years following the issuance of the original Certificate of Filing, the fee shall be calculated as if a new application had been submitted.</i>	\$200 or 10% of orig. permit fee, whichever is >. Max \$3,000
D. The fee for the review of any study or survey prior to the submission of a development application, including, but not limited to, any threatened or endangered species protocol, threatened or endangered species protocol results or a cultural resource survey, shall be one-third of the estimated application fee calculated in accordance with (a) through (b) above. Any fee submitted in accordance with this provision shall be deducted from the application fee due at the time of submission of the application for the proposed development for which the study or survey was prepared or conducted	
Tall Towers	
Advertising	\$500
Re-Advertising	\$500
Revision Following Advertising	\$500
Conditional Use Permit	\$750
Public Hearing	\$1,000
Change to Future Land Use Map	\$800
Special Use Permit	\$750
Variance	\$750

Introduced by: City Manager Williams
Introduction Date: March 14, 2023
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Vote:

Port and Harbor	
<i>Other fees are in accordance with the most recently adopted Tarrif Rates.</i>	
Small Boat Harbor Seasonal Moorage Per Foot LOA	\$12
Small Boat Harbor Use Permit	\$30
Small Boat Harbor Use Permit (for Vessel Moored more than four days in the small boat harbor)	\$60
Public Works	
Utility Permit Application Fee Annual Permit	\$130
Utility Permit Application Fee Temporary or Emergency use	\$50
<u>Utility Customer</u> Vehicle Disposal.	Free
Commercial vehicle disposal, <u>per vehicle if battery and liquid are removed.</u>	<u>\$200</u>
Commercial Vehicle disposal, per vehicle without fluids/and or battery removed	<u>\$300</u>
Refrigerators and Freezer	\$40

SECTION 3. Effective Date. This ordinance shall become effective upon passage by the Bethel City Council.

ENACTED THIS 28 DAY OF MARCH 2023, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Rose Henderson, Mayor

Lori Strickler, City Clerk

Introduced by: Council Member Hessler
Date: March 28, 2023
Public Hearing: April 11, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE #23-05

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE 2.60 COMMITTEES, COMMISSIONS, AND AD HOC COMMITTEES TO PROVIDE FOR COMPENSATION

WHEREAS, committee and commission volunteerism is a big personal time commitment and therefore should be recognized and appreciated;

WHEREAS, the City of Bethel is frequently unable to hold necessary public committee and commission meetings due to lack of a quorum of the members present at the meetings;

WHEREAS, the current vacancies for standing committees and commissions include:

Committee/Commission	Total Appointed Members*	Member Vacancy	Alternate Seat Vacancy
Community Action Grant Committee	8	1	2
Community Parks and Recreation Committee	8		1
Ethics Board	6		1
Port Commission	8	2	2
Finance Committee	8	2	2
Planning Commission	8		1
Public Safety and Transportation Commission	8		2
Public Works Committee	8	4	2
Total	62	9	13

** Does not include council representative in total.*

WHEREAS, to help encourage residents to volunteer and attend meetings, the City wishes to provide nominal compensation to individuals whom the City Council appoints to committees, commissions, and ad hoc committees;

WHEREAS, seated council members appointed to committees by the mayor do not qualify for compensation;

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that

Section 1. Classification. This ordinance is permanent in nature and shall be placed in the Bethel Municipal Code.

Introduced by: Council Member Hessler
Date: March 28, 2023
Public Hearing: April 11, 2023
Action:
Vote:

Section 2. Amendment. The Bethel Municipal Code 2.60 Committees, Commissions, and Ad Hoc Committees is amended, old language is stricken, and new language is underlined.

Chapter 2.60

COMMITTEES, COMMISSIONS, AND AD HOC COMMITTEES

Sections:

Article I. General Provisions

- 2.60.010 Definitions.
- 2.60.020 Creation of committees, commissions, and ad hoc committees.
- 2.60.030 Appointment, term, vacancy, and removal of members.
- 2.60.040 Composition of committees, commissions, and ad hoc committees.
- 2.60.050 Quorum and voting.
- 2.60.060 Notice of public meetings.
- 2.60.070 Meeting agendas, packets, and minutes.

Article I. General Provisions

2.60.010 Definitions.

A. "Ad hoc committee" means a temporary advisory committee appointed by the city council for a specific term to accomplish a specific task or project.

B. "Alternate member" means a member appointed by the city council to an advisory committee, commission, or ad hoc committee. An alternate member has the same rights as a voting member but may vote only when one (1) of the seven (7) voting members is absent or has a conflict of interest on the matter under consideration.

C. "Appointed member" means an adult member of a committee, commission, or ad hoc committee appointed by the city council.

€ D. "Body" refers to the collective members of each individual advisory committee, commission, or ad hoc committee.

Introduced by: Council Member Hessler
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Vote:

~~D-E.~~ "Commission" means a standing advisory committee that is required by state law or to which the council has delegated final decision-making and quasi-judicial authority.

~~E-F.~~ "Committee" means an advisory committee appointed by the council to advise and make recommendations to the council regarding topics as specified in the committee's duties.

~~F-G.~~ "Ex officio member" means a member that is appointed by the city manager to support the function of an advisory committee, commission, or ad hoc committee. Ex officio members are nonvoting members.

~~G-H.~~ "Voting member" means a member that is appointed by the council to a committee, commission, or ad hoc committee.

~~H-I.~~ "Quorum" means the minimum number of members of a committee, commission, or ad hoc committee that must be present at any meeting to conduct business.

~~I-J.~~ "Youth member" means a member under the age of eighteen (18) but at least fourteen (14) who is appointed to a committee, commission, or ad hoc committee by the council. Youth members are nonvoting members.

2.60.020 Creation of committees, commissions, and ad hoc committees.

The council may create citizen committees, commissions, or ad hoc committees to aid the council in the conduct of public affairs. All committees, commissions, and ad hoc committees shall be governed by this chapter, except that if a provision of this chapter conflicts with an applicable state statute, the statute shall prevail.

A. Committees and commissions shall be created by ordinance as amendments to this chapter. In addition to the powers and duties established for each committee or commission, the council may from time to time assign such other duties or projects as the council deems appropriate.

B. Ad hoc committees shall be created by resolution of the council. The resolution shall set forth the number of members, the term of the committee, the task or project to be

Introduced by: Council Member Hessler
Date: March 28, 2023
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accomplished, the timeline for completion of the task or the project, and other such direction as the council deems appropriate.

2.60.030 Appointment, term, vacancy, compensation and removal of members.

A. *Applications.* Volunteers interested in filling a vacancy on a committee, commission, or ad hoc committee shall submit an application for appointment to the city clerk's office, on a form provided by the city clerk's office.

B. *Eligibility.* The city clerk's office shall screen applicants and confirm their eligibility. A member must be a resident of Bethel for six (6) months prior to appointment and shall not be delinquent on payment of any undisputed city sales tax or utility bill to the city. The city clerk's office shall review and identify any potential conflicts of interest that may affect the appointment of the individual.

A city employee shall not be appointed as a voting member or alternate member to a committee, commission, or ad hoc committee which conducts any business that concerns or relates to the department where the employee works.

C. *Appointment.* The city council, following sponsorship by the mayor, is the appointing authority for committees, commissions, and ad hoc committee voting members, alternate members, and youth members. Members shall be appointed without discrimination based on race, national origin, color, age, religious creed, sex, political affiliation, marital status, physical disability, or other statuses protected by law. ~~Members shall not receive compensation for their services.~~

D. *Official Oaths.* All applicants under this chapter shall take an oath of office within forty-five (45) days following council's appointment and prior to participating in any meeting of the appointed body. If an applicant does not take their oath of office within forty-five (45) days following appointment, the city clerk's office shall provide notice to the applicant, city council, and the relevant committee that the appointment is invalid and the vacancy stands.

Introduced by: Council Member Hessler
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E. *Term.* The term of office for positions on committees and commissions shall be three (3) years and expire on December thirty-first (31st); provided, a member whose term has expired but seeks reappointment may continue to hold office for a period not longer than thirty (30) days following term expiration. The term of an ad hoc committee shall be established in the resolution creating the committee.

If a position on a committee, commission or ad hoc committee becomes vacant before the expiration of the term, the city clerk shall review the vacancy and recommend that the council's appointment to fill the vacancy be given a term that is staggered from the other members of the body. When a new committee or commission is created, the terms shall be staggered.

The term of the council representative is one (1) year.

The term of the youth member is one (1) year.

F. *Compensation.* Each appointed member shall receive twenty-five dollars (\$25.00) per regular and special meeting attended in person or by teleconference, unless the member provides written notice of the wish to decline compensation. To qualify for compensation, the member shall be in attendance for roll call and adjournment, and a quorum of the body must have been met. Compensation under this section shall not exceed six-hundred dollars (\$600) per appointed member.

F.G. *Vacancy.* Except as otherwise provided in this chapter, council-appointed members of committees, commissions, and ad hoc committees shall serve at the pleasure of the council. Vacancies on committees, commissions, and ad hoc committees:

1. Shall be declared by the committee, commission, or ad hoc committee when a member:
 - a. Is absent from the city for more than ninety (90) days without first being excused by the body;

Introduced by: Council Member Hessler
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Vote:

b. Fails to attend three (3) regularly scheduled meetings within any calendar year without being excused by the body;

c. Fails to attend three (3) special meetings within any calendar year without being excused by the body;

d. Is delinquent on payment of any undisputed sales tax, utility bill or other financial obligation and fails to cure said delinquency within thirty (30) days after receipt of written notice of the delinquency from the finance department.

~~d~~ e. Submits a written resignation that is accepted by the body;

e-f. Dies;

f-g. Ceases to be a resident of the city;

~~g~~-h. Is convicted of a felony or an offense involving a violation of the oath of office for the body; or

~~h~~-i. Becomes disqualified from holding the seat under other provisions of this code.

2. May be declared by the committee, commission, or ad hoc committee when a member:

a. Fails to attend at least sixty-five (65) percent of regular meetings held within any calendar year, whether excused or unexcused;

b. Fails to attend at least sixty-five (65) percent of special meetings held within any calendar year, whether excused or unexcused.

3. May be declared by the city council for any reason.

4. The member whose seat is being considered for declaration of vacancy shall be provided an opportunity to address the body or the council at the public meeting at which the vacancy is being considered.

5. Public notices of vacancies will be provided by the city clerk.

Introduced by: Council Member Hessler
Date: March 28, 2023
Public Hearing: April 11, 2023
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2.60.040 Composition of committees, commissions, and ad hoc committees.

A. All committees and commissions shall consist of seven (7) council-appointed adult voting members. One (1) member shall be a member of the city council and act as the council representative to provide a direct line of communication between the advisory board and the city council. Each council member shall be appointed to only one (1) committee, commission, and/or ad hoc committee.

B. In addition to the seven (7) adult voting members, the council may appoint up to two (2) alternative members and one (1) youth member to any advisory committee or commission.

C. An ad hoc committee may have fewer but not more members than the number provided under subsections [A](#) and [B](#) of this section, and in no event less than five (5) members.

D. Each committee or commission shall annually elect a chair and a vice chair from its membership. An ad hoc committee shall elect a chair and vice chair at the first (1st) meeting of the body. The vice chair shall act in the absence of the chair or in the event the chair is unable to act.

E. The city manager is responsible for the effective management of committee, commission, and ad hoc committee operations and shall provide the staff required to assist the body in discharging its duties. The city manager shall appoint at least one (1) ex officio member to provide staff support to each committee, commission, and ad hoc committee. Ex officio members report to and take direction from the city manager and not from the body to which they are appointed.

The duties of the ex officio member include but are not limited to: preparation and posting of agendas, packet materials, meeting minutes, and other relevant documents in accordance with Alaska Statutes ([44.62.310](#) through [44.62.319](#)), Bethel Municipal Code, and city policy. The ex officio member appointed to the body shall also provide subject matter expertise to the body.

Introduced by: Council Member Hessler
Date: March 28, 2023
Public Hearing: April 11, 2023
Action:
Vote:

An ex officio member is a nonvoting member of the body, but may add items to the agenda and participate in discussion.

2.60.050 Quorum and voting.

- A. Four (4) members shall constitute a quorum for the transaction of business for committees and commissions and four (4) affirmative votes shall be necessary to carry any question, unless the body is acting in a quasi-judicial capacity.
- B. A majority of the total voting membership of any ad hoc committee shall constitute a quorum for the transaction of business and shall be necessary to carry any question.
- C. Members are required to vote on all questions presented to the body unless there is a conflict of interest ruled on by the chair or majority of the body, when applicable.
- D. An alternate member will be activated as a voting member whenever there is an absence or conflict of interest of another member. When two (2) alternate members are present and only one (1) alternate member is needed to fill the seat of a voting member, the alternate with seniority on the body shall act as the voting member.

2.60.060 Notice of public meetings.

- A. Regular meetings shall be scheduled once a month unless otherwise authorized by council. A regular meeting may be postponed or rescheduled to another date upon a vote of the majority of the members at a previous regular or special meeting.
- B. Special meetings are called to transact business held outside the regular meeting schedule. Special meetings may be called at any date and time by the chair, or by three (3) voting members.
- C. Meetings shall be held at City Hall, 300 Chief Eddie Hoffman Highway, whenever reasonably possible, and shall comply with BMC [2.04.070](#), in providing teleconference and written participation to all public meetings.

Introduced by: Council Member Hessler
Date: March 28, 2023
Public Hearing: April 11, 2023
Action:
Vote:

Agendas constitute the meeting notice and shall contain, at a minimum, the date, place and time of the meeting, the name of the body, the names of the members of the body, people to be heard, and any item to be discussed by the body.

D. Public notice of meetings shall be prepared and posted in at least four (4) conspicuous public places within the city, including at the location of the meeting. Notice of a regular meeting shall be posted no later than five (5) days before the meeting. Notice of a special meeting shall be posted no later than three (3) days before the meeting, except the planning commission special meeting agenda shall be posted no later than five (5) days before the meeting.

E. The meetings of all bodies shall be open to the public in accordance with the Alaska Open Meetings Act, and shall permit teleconference and written participation in accordance with BMC [2.04.080](#).

F. Each committee, commission, and ad hoc committee shall follow Robert's Rules of Order Newly Revised; however, the rules of debate may be relaxed by the body to promote discussion.

G. Committee, commission, and ad hoc committee reports and recommendations shall be decided by a quorum of the body at a public meeting.

H. Any committee, commission and ad hoc committee may appoint seated members of its body to a subcommittee. The number of members appointed to a subcommittee shall be three (3) or fewer, to avoid creating a quorum of the body. The subcommittee can make such investigation or exercise such authority as may be delegated to it by the advisory board. A subcommittee reports to the body from which it was appointed, and not to the council. No action of the subcommittee is official until approved by a majority vote of the advisory body.

Introduced by: Council Member Hessler
Date: March 28, 2023
Public Hearing: April 11, 2023
Action:
Vote:

2.60.070 Meeting agendas, packets, and minutes.

A. The ex officio member assigned to the body and appointed members may add items to the agenda not later than 5:00 p.m. one (1) day in advance of the meeting's public notice deadline.

B. The ex officio member shall prepare and post the agenda and distribute the packet material containing all relevant reports, communications and documents for the meeting in accordance with the public meeting notice requirements and deadlines in BMC [2.60.060](#).

C. Official meeting minutes shall contain, at a minimum: the date, place and time of the meeting, the names of those members present and absent, the name of the presiding officer, and the names and items presented under people to be heard. Minutes shall also contain any official action or vote taken by the body. The ex officio member shall file the minutes with the city clerk's office for permanent retention within 30 days following approval by the body.

SECTION 3. Effective Date. This ordinance shall become effective July 1, 2023, following the passage by the Bethel City Council.

ENACTED THIS 11th DAY OF APRIL 2023, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Rose Henderson, Mayor

Lori Strickler, City Clerk

Introduced by: Peter A. Williams, City Manager
Introduction Date: March 28, 2023
Public Hearing Date: April 11, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 22-23 (i)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2023 OPERATING BUDGET

THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

SECTION 1. Classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2023.

WHEREAS, with the former Planning Director retiring, the City has utilized DOWL's services to fulfill many of the tasks and responsibilities of that position until the City has a new Planning Director;

WHEREAS, the Administration is asking for \$20,000 to continue covering the costs for DOWL's services;

Planning Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-54-6320	Other Professional Fees	40,000	20,000	60,000
100-10100	General Fund (Cash in Combined Fund)	7,666,384	(20,000) <i>Total Decrease</i>	7,646,384

WHEREAS, a maintenance issue arose at the Yukon-Kuskokwim Regional Health & Aquatic Safety Training Center

WHEREAS, the Administration requests an additional \$20,000 to cover the maintenance issue expenses;

Yukon-Kuskokwim Regional Health & Aquatic Safety Training Center				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
400-50-6335	Other Purchased Services	10,000	20,000	30,000

Introduced by: Peter A. Williams, City Manager
Introduction Date: March 28, 2023
Public Hearing Date: April 11, 2023
Action:
Vote:

400-10100	YKRHASTC (Cash in Combined Fund)	(2,655,737)	(20,000) <i>Total Decrease</i>	(2,675,737)
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SECTION 3. Effective Date. This Ordinance shall become effective upon the passage by the Bethel City Council.

ENACTED THIS TH DAY OF APRIL 2023 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk



CITY OF BETHEL
P.O. Box 388
Bethel, Alaska 99559
Ph. (907) 543-4150
Fax (907) 543-3817

MEMORANDUM

DATE: March 8– March 21
TO: City Council
FROM: Peter Williams, City Manager
RE: Managers' Report

CM Daily Log,

March 8 – 1) The lease with the Lions Club is twenty-one years old and has expired. Admin. reviewed the lease with representatives from the Lions Club to discuss the lease. 2) Worked with the HR Manager and City Attorney and reviewed a contract from H.R. Services for hiring personnel. 3) the CAG Committee did not have a quorum. 4) Continue to provide information for renewing the City's liability insurance.

March 9 - 1) Working with our insurance broker, Combs Insurance, on the City's application for liability insurance with APEI for FY-24. 2) Met with H.R., reviewed a citizen's claims for damages, and sent a letter of Support to ONC for a grant concerning their recycling program. 3) Reviewed request for information from Dept Heads to provide DOWL information regarding the Bethel Comp Plan. 4) Reviewed the Patc Lease. 5) Worked with the HR Manager and CC to work out a contract for recruiting Dept Heads.

March 10 – 1) Respond to questions about the Comp Plan. 2) Reviewed and signed check requests and checks. Approved P-card expenditures. 3) Admin. met to discuss the Collective Bargaining Agreement with the APEA. 4) met with Combs Insurance and PW Director to review the City's inventory regarding buildings.

March 13 - 1) E-mails concerning insurance, PILT, sent comments concerning the comp plan to DOWL. .2) Sent the lease for the Lions Club to the City Attorney. This lease is twenty years old. 3) Meet with ONC representatives to discuss the grant for recycling plastics, cans, and e-waste. Their application has to be

submitted by April 4. We discussed what the City could offer by participating in this program.

March 14 -1) Gathered info for insurance policies. 2) Respond to W&S Claims. 3) Telephonically attended the bid opening for the Aves Project. 4) Responded to an invitation to discuss a grant opportunity to promote outdoor Fitness Courts. 4)

March 15 – 1) Reviewed the CIP-approved equipment and projects with Dept. Heads. Discussed what documentation was needed by the Finance Dept. to purchase what was approved. 2) Sent Task Order #58_ Wetlands and Hydrology study, and TO#59 – the Police Tower, to the city engineers.

March 16 – 1) Sent Vehicle policy to Dept Hads. 2)Comp Plan - Commented about the Dornut Rd 3) Review a sales tax issue regarding AVEC mistakenly charging sales tax. 4) Review proposed ordinance to compensate committee members.. 5) Requested that junk vehicles be received at the landfill Monday - Sat.

March 17 – 1)The purchase orders (P.O.) for the D-8 bulldozer and two graders were sent to Community Leasing Partners, a First National Bank of Kansas division. Purchase orders requested from the fiance Dept for the water and vacuum trucks will be sent to Kenworth Trucking. 2) Delta Backhaul for the City to support an effort asking the State for funding to remove the abandoned vessels in Brown Slough. 3) Received FY-224 draft budget.

March 20 – 1) Signed Temp Const. Easement, MOU, and Task Orders with DOWL Inc. 2) The Public Works building is insured for approximately thirteen million dollars. The cost to replace this P.W. building is approximately thirty million dollars. I think we should insure at the cost of replacing the building. There will be an increase of twenty-three thousand dollars for insuring the building at replacement costs. I don't believe that either the General or W&S fund, combined, would be able to fund a new building if we were to lose the P.W. building due to a catastrophic event. Without this building, the Public Works dept. would be a challenge to provide the services that they are responsible for. 3) The CED Comm. Aid and Accountability has received the City's application for our Payment In Lieu of Taxes (PILT).

March – 21 1) Received confirmation from Sen. Murkowski's office that the City's appropriations request has been received. 2) Checked out the damage to the main water line along Ridgecrest Rd towards the KKSD. Check on the accident in Front of the Lomack Building. That knocked down a thermister pile. Both accidents were reported to the Police Dept. 3) Received Quitdeed claim for Tract A-2, Block 9, Pinky's subdivision. Delivered the original (hard copy) to ONC

Peter Williams
Bethel City Manager

City of Bethel, Alaska

City Clerk's Office

Council Meetings

March 28, 2023, Regular Meeting

April 6, 2023, Special Budget Meeting

April 11, 2023, Regular Meeting

April 12, 2023, Special Budget Meeting

April 18, 2023, Special Budget Meeting

- Reached out to the Alaska Marijuana Control Office to inquire about the quarterly reporting requirements for local governments and requested the finance department provide a revenue report of the biennial licensing fees from AMCO.
- Worked with DOWL to provide public noticing of the April 4, 2023, Community Meeting to review the proposed Bethel 2045 Comprehensive Plan.
- Bethel 2045 Comprehensive Plan-Continued to work with contractor to correct/discuss the points/suggested provided by the City Clerk's Office.
- Reviewed the Draft Utility Rate Study.
- Worked with IT to troubleshoot the connectivity issues for chambers and the hosting of our public meetings with poor connectivity.
- Hands on Zoom Committee meeting set up training to Finance staff/support ex officio member.
- Prepared an Ordinance requested by Council Member Hessler to provide \$25 stipends to committee/commission members. Researched committee/commission member compensation at varying levels. Researched IRS 1099 requirements. Researched indemnification protection for committee/commissions members receiving stipends. Researched public records requirements on utility account delinquencies.
- Prepared a recommendation for the Community Parks and Recreation Committee.
- Worked with the landfill staff to update the junk vehicle forms and processes.
- Watched the Alaska Municipal League Health Trust Introductory Video. Reviewed our Brokerage Service Agreement and the Employee Benefits (insurance) agreement, which will expire May 2025.
- Forwarded the signed Essential Air Service Request, Resolution.
- Published the port commission agenda and packet on behalf of the Port Department after noticing it wasn't on the website.
- Met with HR and Acting Finance Director to go over the wage compression within the organization based off current wages for executive level team members. Suggested the next steps would be for HR and City Manager to determine correction to current wages for some and hold wages for others to reduce compression and to bring some employees closer to market average pay.
- Processed two burial permits.
- Processed 8 passport applications.
- Continue working through an acting pay policy to create consistency in the way acting pay is provided to staff in correspondence with BMC 3.16.030.
- Coordinated with Departments on amendments to the Fee and Rate Ordinance.
- Worked with Departments on initiating a fee for water tank inspections. Determined a code amendment would be the best course of action as opposed to inclusion in the fee and rate schedule.

- Participated in an interview for the Public Works Admin. Assistant.
- Researched site plan permits-Council Member Hessler has for a year been wanting to amend the code to reflect a new site plan permit process. This is not an area the clerk's office is fully experienced in to we hoped to work closely with Planning to develop the code amendment. Without a planning director, we are going to progress through a draft ordinance and provide to the contractor, and the commission for review. We have to understand the needs and requirements before we get to that point.
- Reviewed the proposed FY24 Operating Budget and provided City Manager and Acting Finance Director comments/corrections list.
- Reviewed the City's 2023 Group Health Plan Pre Renewal Evaluation provided by Wilson Albers and listened in on a meeting summarizing the updates.
- Started working on a recommendation on behalf of the Community Parks and Recreation to provide a recommendation to the council and administration to begin reducing reliance on third party contractors for the operation of the YK Fitness Center with the goal to have the City perform operations and reduce overhead costs.

Community Parks and Recreation Committee	full	1
Planning Commission	full	full
Port Commission	2	2
Public Safety and Transportation Commission	full	2
Community Action Grant Technical Review Board	1	2
Public Works Committee	4	2
Finance Committee	2	2
Ethics Board	full	1

CITY OF BETHEL
CITY MANAGER ANNUAL EVALUATION —MARCH 28, 2023

City Manager: Peter Williams

<i>Rating: 5 = Excellent; 1 = Needs improvement</i>

<i>Enforcement of Laws and Implementation of Policy Directives</i>	5	4	3	2	1
Manage the City's administrative affairs according to state statutes and Bethel Municipal Code					
<i>Comments:</i>					
Analysis and development of policies and procedures					
<i>Comments:</i>					
Implement and monitor policies enacted by City Council					
<i>Comments:</i>					
Supervision of City administration and departments					
<i>Comments:</i>					
Problem solving and conflict resolution					
<i>Comments:</i>					
Management and valuation of cultural diversity					

CITY OF BETHEL
CITY MANAGER ANNUAL EVALUATION —MARCH 28, 2023

<i>Comments:</i>					
Creativity, innovation and ability to change to meet needs					
<i>Comments:</i>					
Long range planning					
<i>Comments:</i>					
Development and management of real and personal property of the City					
<i>Comments:</i>					
<i>SUBTOTAL OF CATEGORY:</i>					

<i>Appointing Authority</i>	5	4	3	2	1
Serve as Personnel Officer (Director) of the City					
<i>Comments:</i>					
Manage Labor Relations/Employee Relations					
<i>Comments:</i>					

CITY OF BETHEL
CITY MANAGER ANNUAL EVALUATION —MARCH 28, 2023

Monitor employee benefit program:					
<i>Comments:</i>					
Analyze human resources and technical needs and implement solutions					
<i>Comments:</i>					
<i>SUBTOTAL OF CATEGORY:</i>					

<i>Preparation, Submission and execution of annual budget and capital improvements</i>	5	4	3	2	1
Development and submission of recommended annual budget					
<i>Comments:</i>					
Development and submission of recommended capital improvement program budget					
<i>Comments:</i>					
Budget management, control and analysis					
<i>Comments:</i>					
<i>SUBTOTAL OF CATEGORY:</i>					

CITY OF BETHEL
CITY MANAGER ANNUAL EVALUATION —MARCH 28, 2023

<i>Performance of other duties assigned by law or City Council</i>	5	4	3	2	1
Timeliness, quality and clarity of communications with city council					
<i>Comments:</i>					
Timeliness, quality and clarity of communications with the public and media					
<i>Comments:</i>					
Ethics, values, judgment and perceptiveness					
<i>Comments:</i>					
Communicates projects and project status with Council					
<i>Comments:</i>					
<i>SUBTOTAL OF CATEGORY:</i>					

<i>Ethics and Communication</i>	5	4	3	2	1
Defends principle and conviction in the face of partisan influence and pressure					
<i>Comments:</i>					
Maintains high standards of ethics, honesty and integrity in all matters					
<i>Comments:</i>					

CITY OF BETHEL
CITY MANAGER ANNUAL EVALUATION —MARCH 28, 2023

Effectively communicates with staff, Council and the public					
<i>Comments:</i>					
Writes clearly and concisely					
<i>Comments:</i>					
Expresses ideas and opinions in a forthright, logical manner					
<i>Comments:</i>					
Remains poised and calm in difficult situations					
<i>Comments:</i>					
Represents the City to the public in a positive light					
<i>Comments:</i>					
<i>SUBTOTAL OF CATEGORY:</i>					

CITY OF BETHEL
CITY MANAGER ANNUAL EVALUATION —MARCH 28, 2023

Total Score: _____

Excellent:	130	
Very Good:	104	
Good:	78	
Satisfactory:	52	
Needs Improvement:	26	

Additional City Council comments/recommendations:

City Manager Comments:

Reviewer's Signature

Date

City Manager's Signature

Date