

CITY OF BETHEL

City Council Meeting Agenda, April 25, 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. *4-6-2023 Special City Council Meeting

6.2. *4-11-2023 Regular City Council Meeting

6.3. *4-12-2023 Special City Council Meeting

7. REPORTS OF STANDING COMMITTEES

7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

9.1. Public Hearing Of Ordinance 22-22(j): Amending The City Of Bethel Fiscal Year 2023 Operating Budget (Mayor Henderson)

10. NEW BUSINESS

10.1. *Introduction Of Ordinance 23-07: Amending Bethel Municipal Code Chapter 4.16.350, Audits, To Clarify The Process For Sales Tax Audits (Finance Committee)

10.2. *Resolution 23-06: Directing The City To Join As Amicus In Federal Litigation Supporting The Availability Of Mifepristone In The City Of Bethel And The Yukon-Kuskokwim Delta Region

Posted April 19, 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

(Council Member Springer)

- 10.3. AM 23-07: Authorize And Direct City Administration To Issue Two Checks In The Amount Of \$3,820 And \$6,028 To Year 5, Quarter 1 Community Action Grant Awardees Based On The Recommendation Of The Community Action Grant Committee (City Manager Williams)
- 10.4. *AM 23-08: Authorizing Administration To Enter Into A Contract With The City Of Bethel And The Friends Of Canine To Take Care Of Animals At The City Of Bethels Dog Pound (City Manager Williams)
- 10.5. *IM 23-07: Waiver Of Formal Bidding Procedures, Per BMC 4.20.150, For Public Works Department To Purchase An Upgrade To The Filtration System In Each Water Treatment Plant (City Manager Williams)

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)(1): Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity And AS 44.62.6310 (C)(4): Matters Involving Consideration Of Government Records That By Law Are Not Subject To Public Disclosure- Potential Litigation- Duane Wright V. City Of Bethel (Mayor Henderson)

14. ADJOURNMENT

Posted April 19, 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 Special Meeting of the Bethel City Council was held on April 6, 2023 at 6:00 p.m., in the Council Chambers, Bethel, Alaska.

Vice-Mayor Batchelor called the meeting to order at 6:00 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 City Council Member Eric Whitney City Council Member Beth Hessler Vice-Mayor Henry Batchelor City Council Member Patrick Snow City Council Member Sophie Swope
Members Absent:
Mayor Rose Henderson
Also in attendance were the following:
City Manager Peter Williams, City Clerk Lori Strickler, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

No one present to be heard.

5. APPROVAL OF AGENDA

Main Motion: Approve the Agenda.

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

6. NEW BUSINESS

Item 6.1. - Fiscal Year 2024 Operating Budget Review/Amendment

Move into Committee of the Whole.

Moved by: | Mark Springer

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

Vice-Mayor Batchelor Declared a Conflict of Interest as his spouse is employed in the Finance Department and refrained from taking part in discussion about Finance Department Personnel.

Move out of Committee of the whole.

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

7. ADJOURNMENT

Main Motion: Adjournment.

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

Meeting ended at 8:07 p.m.

Henry Batchelor, Vice-Mayor

ATTEST:

Lori Strickler, City Clerk

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on April 11, 2023 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.

Mayor Henderson called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Sophie Swope City Council Member Patrick Snow City Council Member Beth Hessler City Council Member Eric Whitney City Council Member Mark Springer 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 (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

Aadika Singh, Resident of Anchorage- Encouraged the council to pass a resolution to protect our residents' reproduction rights and reproductive health care in regards to the drug mifepristone.

Item 4.1. - Written Public Comments

No Written Comments Submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approval of the Consent and Regular Agenda.

Moved by:	Patrick Snow
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

Council Member Snow, Remove from the Consent Agenda Item 10.1, Introduction of

Ordinance 23-06.

Council Member Hessler, Remove from the Consent Agenda Item 10.6, IM 23-06.

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *3-28-2023 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- A meeting has not been held since the last city council meeting. Next meeting will be Monday, April 17.

Planning Commission, Council Member Swope- A meeting has not been held since the last city council meeting. Next meeting will be Thursday, April 13.

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- A meeting was held and discussed the same items as last month.

Finance Committee, Council Member Henderson- A meeting has not been held since the last city council meeting. Next meeting will be Monday, April 24.

Public Works Committee, Council Member Springer- A meeting has not been held since the last city council meeting. Next meeting will be Wednesday, April 19.

Public Safety and Transportation Commission, Council Member Snow- The Commission considered and approved a code amendment related to the licensing and impoundment of animals.

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 22-22(i): Amending The City Of Bethel

Fiscal Year 2023 Operating Budget (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 22-22 (i).

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 amend to strike 22-23 and insert 22-22 in the document title.

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

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 23-06: Amending BMC 2.50.190 Initiating Council Waiver Approval Of A Former Council Member To Be Employed By The City Within 12 Months Of Their End Of Office (Mayor Henderson)

Council Member Springer declared a conflict of interest on the ordinance as the passage may provide him with the ability to apply for City employment.

Mayor Henderson found there to be a conflict of interest.

Council Member Springer stepped down from the council desk and did not participate in discussion or voting.

Main Motion: Introduce Ordinance 23-06.

Moved by:	Eric Whitney
Seconded by:	Sophie Swope
In favor:	Rose Henderson, Eric Whitney, Sophie Swope
Opposed:	Beth Hessler, Henry Batchelor, Patrick Snow
Results:	Motion Fails

Item 10.2. - *Introduction Of Ordinance 22-23(j): Amending The City Of Bethel Fiscal Year 2023 Operating Budget (Mayor Henderson)

Passed on the consent agenda.

Item 10.3. - *AM 23-04: Appointment Of Committee And Commission Members For A Term Of Three Years (Mayor Henderson)

Passed on the consent agenda.

Item 10.4. - AM 23-05: Authorizing The Sole Source Procurement In Accordance With BMC 4.20.250, Purchase Of EK35 Emulsifier To Bind Road Material From Polar Supply, The Only Authorized Distributor In Alaska (City Manager Williams)

Main Motion: Approve AM 23-05.

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. - AM 23-06: Authorizing The City Clerk's Office To Initiate And Organize The Recruitment Process For The City Manager Position (Mayor Henderson)

Main Motion: Approve AM 23-06.

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

Item 10.6. - *IM 23-06: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget For March 2023-Utilities Maintenance – Water & Wastewater Activity Report (City Manager Williams)

Council discussed this item.

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- Thanked Council Member Whitney for the work on the Ice Classic tripod. Suggested the weather is going to clear up. Congratulated Former Bethel Police Officer Gwen Drake on her recent promotion to Sargent with the Anchorage Police Department.

Vice-Mayor Batchelor- No comment.

Council Member Springer- Congratulated Police Officer Jesse Poole for passing the FBI Academy and praised Chief Hicks for also being an Alumni of that program. Concerned with the RUBA program's funding of water and sewer projects in the State.

Council Member Whitney- No comment.

Council Member Hessler- Thanked the City Manager for his diligence on RUBA. Excited about the new road project for dust control discussed in the meeting.

Council Member Swope- Hoped Mayor Henderson is correct on the weather clearing up.

Council Member Snow- Thanked Robert Lekander for volunteering for the Public Works Committee.

13. EXECUTIVE SESSION

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Mark Springer
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

Meeting ended at 8:24 p.m.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

1. CALL TO ORDER

A Special Meeting of the Bethel City Council was held on April 12, 2023 at 6:00 p.m., in the Council Chambers, Bethel, Alaska.

Mayor Henderson called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Patrick Snow City Council Member Sophie Swope City Council Member Eric Whitney City Council Member Beth Hessler Vice-Mayor Henry Batchelor Mayor Rose Henderson City Council Member Mark Springer (arrived after roll call 6:31p.m.)
Members Absent:
Also in attendance were the following:
City Manager Peter Williams, City Clerk Lori Strickler, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

No one present to be heard.

5. APPROVAL OF AGENDA

Motion to approve the agenda.

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

6. NEW BUSINESS

Item 6.1. - Fiscal Year 2024 Operating Budget Review/Amendment

Move into committee of the whole.

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

Council Member Springer arrived at 6:31 p.m.

Move out of Committee of the Whole.

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

Motion to amend to:

Information Technology Services

Amending 100-55-6700 to strike \$661,400 and insert \$705,010.

Amend 100-55-6711 to strike \$86,300 and insert 0.

Amending 100-55-6200 to strike \$3,500 to insert \$35,000.

Fire Department

Amend 100-60-6150 to strike \$13,400 and insert \$16,400.

100-60-6153 to strike \$35,400 and insert \$40,000.

Police Department

Police Department Amend 100-61-6711 insert \$32,046.

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

7. ADJOURNMENT

Motion to adjourn.

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

Council adjourned at 7:18 p.m.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

City of Bethel Community Action Grant Meeting Minutes

April 12, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 7:13 pm.

II. ROLL CALL

BOARD MEMBERS PRESENT:

Louise Russell, Chair

Leif Albertson, Vice Chair

Henry Batchelor, Council Rep.

Lucinda Alexie

BOARD MEMBERS ABSENT:

Miranda Robb

Nikki Pollock

ALSO IN ATTENDANCE:

John Sargent, Recorder & Ex Officio

III. PEOPLE TO BE HEARD

Jaela Milford – Briefly summarized Winter House application and the fact that they are closing out their season at the end of April 2023. She wants CAG award funding to pay her monitors and for utilities.

Theresa Quiner – Spoke about the Bethel Friends of Library application that is seeking funding for a Jesuit Volunteer (JV) to work at the library. She requested an extension of \$6,044 from the last grant to be used as part of the funding she needs by September 2023 for JV.

IV. APPROVAL OF AGENDA

MOVED:	H. Batchelor	Approval of Agenda.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	4-0 Motion Passes	

V. APPROVAL OF MINUTES

MOVED:	H. Batchelor	Approve March 29, 2023 Meeting Minutes.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	4-0 Motion Passes	

City of Bethel Community Action Grant Meeting Minutes

April 12, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

VI. UNFINISHED BUSINESS

A. Review amount of CAG funding available (memo).

L. Russell called on John to summarize the amount of CAG funding available. John referred to the memorandum included in the packet and said that \$8,848.78 was available for distribution.

MOVED:	L. Alexie	Move into Committee as a Whole.
SECONDED:	H. Batchelor	
VOTE ON MAIN MOTION	4-0 Motion Passes	

B. Review and score applications and responses received (may include questions to applicants in attendance).

Jaela Milford discussed the Winter House application and answered some questions from the committee.

Each application and response to questions asked formally in writing were reviewed and then all applications were scored.

	BRHS Wrestling (3 scales)	Winter House (salaries + utilities)	Library JV
Committee Member #1	142	128	135
Committee Member #2	162	156	155
Committee Member #3	162	123	126
Committee Member #4	158	160	160
Total	624	567	576
Average	156	142	144
Requested	\$3,819.94	\$12,395	\$20,000
Recommended	\$3,820	\$6,028	\$6,044

City of Bethel Community Action Grant Meeting Minutes

April 12, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

C. Review/revise applications, forms, & processes.

The committee discussed possible changes to CAG exclusions, like adding "salaries," but ultimately, no action was taken. The score sheet is a tool that can be used to reduce the likelihood of an application being recommended for funding.

Chair L. Russell took the committee out of the whole at 8:33 pm.

MOVED:	H. Batchelor	Direct Recorder to prepare Action Memorandum for City Council with funding recommendations of CAG committee and state in the AM that the Bethel Friends of the Library will turn back in their unspent funds from the last CAG award (\$6,044) and be reallocated that same amount for the current funding cycle.
SECONDED:	L. Alexie	

MOVED:	H. Batchelor	
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	5-0 Motion Passes	

D. Update on previous award recipients, projects funded, final reports, and other follow-up issues.

Chair L. Russell acknowledged J. Sargent to see if there was anything new on this topic. J. Sargent indicated a "No." The report is the same as the one in the previous meeting packet.

VII. NEW BUSINESS

A. Annual Election of Chair and Vice-Chair

After a few nominations and discussion, it was decided by unanimous consent that Louise Russell will remain as Chair for another year and Lucinda Alexie will serve as Vice-Chair.

City of Bethel Community Action Grant Meeting Minutes

April 12, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

VIII. EX OFFICIO REPORT

J. Sargent verbally summarized his Ex Officio report.

J. Sargent summarized his report by saying that CAG awards are supposed to be unique events for projects, not a regular contribution to an organization's operating expenses.

IX. BOARD MEMBER COMMENTS

L. Alexie: I like the meeting. It is a good learning experience.

H. Batchelor: I could talk all night. It was a good meeting.

L. Albertson: Thank you for coming to the meeting and for the thoughtful discussion. I appreciate all who participated tonight.

L. Russell: We need to recruit more members to our committee. All of us should talk with people we know and ask them to join.

X. ADJOURNMENT

MOVED:	L. Alexie	Adjourn the meeting.
SECONDED:	H. Batchelor	
VOTE ON MAIN MOTION	4-0 All in favor	

Meeting Adjourned at 8:55 pm.

APPROVED THIS _____ day of _____ 2023.

Respectfully Submitted:

Louise Russell, Chair

ATTEST: _____
John Sargent, Recorder



CITY OF BETHEL

COMMUNITY ACTION GRANT COMMITTEE

WEDNESDAY, APRIL 5, 2023, 7:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN ZOOM MEETING-

[HTTPS://US06WEB.ZOOM.US/J/8693953739?PWD=WVhKY29LAHFVSWJDREDID2JRWVQZZ09](https://us06web.zoom.us/j/8693953739?pwd=WVhKY29LAHFVSWJDREDID2JRWVQZZ09)

MEETING ID: 869 395 3739

PASSCODE: 885027

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

Henry Batchelor, Council Rep.

Miranda Robb

3 Vacant Seats

Leif Albertson, Vice-Chair

Lucinda Alexie

Nikki Pollock

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 AGENDA

V. APPROVE MINUTES

- A. March 29, 2023 CAG Committee Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Review amount of CAG funding available (memo).
- 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

- A. Annual Election of Chair and Vice-Chair

VIII. EX OFFICIO REPORT

- A. Ex Officio Report for April 5, 2023 CAG Committee Meeting

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<DATE>> at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, APRIL 13, 2023, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL ALASKA

Join Zoom Meeting: <https://zoom.us/join>

Meeting ID: 863 4603 4837 Passcode: 221221

Phone Toll Free: 888 475 4499 833 548 0276
833 548 0282 877 853 5257

MEMBERS

Kathy Hanson, Chair Lorin Bradbury, Vice Chair
Alex Wasierski Stosh Hoffman
Haley Hanson Greg Morgan, Alternate 1
Shadi Rabi Vacant Seat, Alternate 2
Sophie Swope, Council Rep

STAFF

Pauline Boratko, Ex Officio Member
planning@cityofbethel.net
907-543-5301

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. March 9, 2023 Regular Meeting Minutes

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. Public Hearing- Purpose: To obtain a Conditional Use Permit for a church to be located in the residential zone and a variance to reduce the buffer on the east side of the property from 8 feet to 5 feet. Location: Noel Polty Blvd. in the Kasayuli Subdivision; Plat 96-23 Block 13 Lot 6
Applicant/Property Owner: Stephen D. Holmes

VIII. EX OFFICIO REPORT

- A. Ex-officio Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted 04/07/2023 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel, Alaska

Planning Commission

April 13, 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 April 13, 2023. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:35 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, Greg Morgan and Council Rep. Sophie Swope

Excused absence: Stosh Hoffman

Also Present: Pauline Boratko, Recorder

III. PEOPLE TO BE HEARD: Jeff Sanders-voiced his concern of the zoning in the Comprehensive Plan for City Sub.

IV. APPROVAL OF THE AGENDA:

MOVED:	Haley Hanson	Motion to approve the agenda.
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Lorin Bradbury	Motion to approve regular meeting minutes for March 9, 2023
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS:

UNFINISHED BUSINESS: Purpose: To obtain a Conditional Use Permit for a church to be located in the residential zone and a variance to reduce the buffer on the east side of the property from 8 feet to 5 feet. Location: Noel Polty Blvd in the Kasayuli Subdivision; Plat 96-23 Block 13 Lot 6 Applicant/Property Owner: Stephen D. Holmes:

Chair of the Commission Kathy Hanson opened the public hearing.

The Chair asked members of the Commission to disclose any conflicts of interest or Ex Parte Communications they may have had on the action before them.

Testimony by Interested Parties:

LaQuita Chmielowski, Planner gave her report.

Commissioners asked questions of the Planner

Owner and applicant Stephan D. Holmes gave his presentation.

People to be heard: Mark Springer spoke in support of the CUP and Variance.

Planner LaQuita Chmielowski did not have any closing comments.

Planning commission deliberated.

<i>MOVED:</i>	<i>Lorin Bradbury</i>	<i>Motion to approve the Conditional Use Permit for a church to be located in residential zone and Kasayuli Subdivision and a Variance to reduce the buffer on the east side from 8 feet to 5 feet with conditions (Resolution 23-01)</i>
<i>SECONDED:</i>	<i>Haley Hanson</i>	
<i>VOTE ON MOTION</i>	<i>3-yes; 2-no; motion passes</i>	

Before the vote took place, the internet connection was lost, which caused two of our members unavailable to vote yet we did still maintained a quorum.

Chair of the Commission Kathy Hanson, closed the public hearing

VII. NEW BUSINESS:

VIII. PLANNER'S REPORT:

IX. COMMISSIONER'S COMMENTS:

K.Hanson- Glad you found a spot
L. Bradbury-no comment
A. Wasierski-no comment
S. Swope-no comment
H. Hanson-no comment
S. Rabi-no comment
G. Morgan-no comment

X. ADJOURNMENT:

MOVED:	Lorin Bradbury	Motion to adjourn the meeting.
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 7:29 pm

APPROVED THIS ____ DAY OF _____, 2023

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder



CITY OF BETHEL
PORT COMMISSION
MONDAY, APRIL 17, 2023, 7:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

EMAILED PUBLIC COMMENTS WILL BE ACCEPTED. SEE BELOW

JOIN ZOOM MEETING: <https://us06web.zoom.us/j/9509539812?pwd=b1JvRytsZmhja25uODV4WW5KL2R6Zz09>

MEETING ID: 851 1379 4718 PASSCODE: 239023

DIAL BY LOCATION

253 215 8782 US (TACOMA)
346 248 7799 US (HOUSTON)
669 900 9128 US (SAN JOSE)

301 715 8592 US (DC)
312 626 6799 US (CHICAGO)
646 558 8656 US (NEW YORK)

83 833 548 0276 US TOLL-FREE
833 548 0282 US TOLL-FREE

877 853 5257 US TOLL-FREE
888 475 4499 US TOLL-FREE

MEMBERS

Alan Murphy, **Chair** Rich Pope, **Vice-Chair**
Stacey Reardon Beth Hessler, **Council Rep.**
Mike Meeks

STAFF

Port Director: Ed Flores, Ex Officio Member
Recorder: Wendy Wade
Email: port@cityofbethel.net
Phone: 907-543-2310
Website: www.cityofbethel.org

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. 01/16/2023 & 03/20/2023

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. FY24 Budget Propose
B. Bethel Comprehensive Plan Update, Port Action Items (for review)

VIII. EX OFFICIO REPORT

- A. Managers Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted Tuesday, April 11, 2023 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

[illegible]

Received by: _____
Date: _____

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

March 29, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

CALL TO ORDER

MEETING CALLED TO ORDER AT 7:13 pm.

I. ROLL CALL

BOARD MEMBERS PRESENT: Louise Russell, Chair Henry Batchelor	Leif Albertson Lucinda Alexie
BOARD MEMBERS ABSENT: Nikki Pollock	Miranda Robb
ALSO IN ATTENDANCE: John Sargent, Recorder & Ex Officio	

III. PEOPLE TO BE HEARD

No one spoke during People to Be Heard.

IV. APPROVAL OF AGENDA

MOVED:	L. Albertson	Approval of Agenda.
SECONDED:	H. Batchelor	
VOTE ON MAIN MOTION	4-0 Motion Passes	

V. APPROVAL OF MINUTES

MOVED:	H. Batchelor	Approve November 23, 2022 Meeting Minutes.
SECONDED:	L. Albertson	
VOTE ON MAIN MOTION	4-0 Motion Passes	

VI. UNFINISHED BUSINESS

Chair L. Russell moved group into committee as a whole.

A. Review amount of CAG funding available.

J. Sargent reviewed the memorandum about funding available for CAG awards and stated that \$9,848.78 is available to distribute this round.

B. Review and score applications and responses received (may include questions to applicants in attendance).

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

March 29, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

Applications were reviewed based on the applicants present in the room.

Marty Smith spoke about his application first. He wants funding to purchase three scales for his wrestling program.

Jaela Milford spoke about her Winter House application. She wants money to pay her staff members and some extra for utilities. She owes the CAG Committee on exit report for her program that just ended.

The committee reviewed each application and came up with questions for some of the applicants. The questions were noted by the Recorder so that they could be written up and sent to the applicants.

C. Review/revise CAG Program applications, forms, & processes.

The committee members discussed what to do about late applications. Should the applications be accepted or denied in the future? This topic will likely be material for motions once out of committee as a whole.

The committee members discussed the importance of exit reports. Several committee members mentioned their preference for allowing the applicant to submit the exit report before the second committee meeting to qualify the application for scoring.

D. Update on previous award recipients, projects funded, final reports, CAG award agreements, and other follow-up issues.

Chair L Russell acknowledged J. Sargent who produced the status report that was in the packet. J. Sargent said that he updated the report with the three new exit reports submitted this round.

L. Russell brought the committee out of the whole at 8:48 pm.

MOVED:	H. Batchelor	Direct Recorder to prepare and email applicants the questions the committee voiced during the project review.
SECONDED:	L. Albertson	
VOTE ON MAIN MOTION	4-0 All in favor	

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

March 29, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

MOVED:	H. Batchelor	Require exit reports by the 2 nd CAG Committee meeting that are reasonably compliant with all items on the exit report.
SECONDED:	L. Albertson	
VOTE ON MAIN MOTION	4-0 All in favor	
Amendment #1	L. Alexie	Add the word, "overdue" in front of "exit reports" in Main Motion.
	H. Batchelor	

VII. NEW BUSINESS

A. Annual Election of Chair and Vice Chair

MOVED:	L. Albertson	Postpone this agenda item to the next CAG Committee meeting in order to allow the committee members in absentia to participate in the nominations.
SECONDED:	L. Alexie	
VOTE ON MAIN MOTION	4-0 All in favor	

VII. EX OFFICIO REPORT

A. Ex Officio Report for March 29, 2023 CAG Committee Meeting.

J. Sargent summarized his Ex Officio report by saying that it contained the amount of \$9,848.78 that is available for distribution this quarter.

The committee decided to hold the second CAG Committee meeting next week on April 5, 2023 at 7 pm.

VIII. BOARD MEMBER COMMENTS

L. Albertson: Thanks everyone for meeting. I'm sorry I was not available to make quorum during the last two meetings Thank you to Louise Russell for serving as Chair for the last year. She had done a great job.

H. Batchelor: No comment.

L. Alexie: It is good that we had a quorum.

J. Sargent: We had some technology problems and were able to overcome them. Thanks for helping to solve the problems.

L. Russell: No comment.

City of Bethel Community Action Grant Technical Review Board Meeting Minutes

March 29, 2023

Regular Meeting 7 p.m.

Bethel, Alaska

IX. ADJOURNMENT

MOVED:	H. Batchelor	Adjourn the meeting.
SECONDED:	L. Albertson	
VOTE ON MAIN MOTION	4-0 All in favor	

Meeting Adjourned at 9:01 pm.

APPROVED THIS 5th day of April 2023.

Respectfully Submitted:

Louise Russell, Chair

ATTEST: _____
John Sargent, Recorder

City of Bethel, Alaska

Community Parks and Recreation Committee Minutes

April 10, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Community Parks and Recreation Committee Meeting was held on April 10, 2023, via Zoom. Brian Lefferts called the meeting to order at 6:00 pm.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present for Roll Call: Also Present: Jessica Pew, Brian Lefferts, Kathy Hanson, Brian Jackson, Eric Whitney, Sean Glasheen
EX: Beverly Hoffman, Michelle Dewitt

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA:

Moved By:	Kathy Hanson	Motion to approve Agenda.
SECONDED BY:	Brian Jackson	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Kathy Hanson	Motion to approve Meeting Minutes
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. UNFINISHED BUSINESS:

A. YKHC/KUC Boardwalk Development

Moved By:	Kathy Hanson	Motion to approve Recommend to the Bethel City Council that the City not accept a Community Transportation Program grant in the amount of \$4,920,000 to design and construct the City Sub-YK Trail, if offered. Instead, the City should consider developing a path with its own resources.
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

B. Phase II of The YK Fitness Center

- A. Feasibility study
- B. Ideas to improve operation for the YK fitness center
- C. Potential revenue streams/budget information for the YK fitness center
- D. Recommendation To Allocate Funding to The YK Fitness Center's Dedicated Fund an Amount Equal To Utility Expenses For Fiscal Year
- C. Request for Proposal Released-YK Fitness Center Operations and Recreational Services
- D. Pinky's Park Use Of Space Consideration To Help Support Current Activities and Growth (Lefferts)
- E. Review And Prioritize Trail Routs for Trail Development (Lefferts)
- F. YK Fitness Center Operational Budget Change from Enterprise Fund to General Fund (Lefferts)
- G. YK Fitness Center Review Of Fiscal Year 2022 Operational Budget's Expenditures, Revenues, Transfers (Lefferts)
- H. Bethel 2045 Comprehensive Plan Draft Review-Community Parks and Recreation Specific Chapter 1, Chapter 4, Chapter 7

VII. NEW BUSINESS:

- A. Recommending the City Council Reduce Reliance on Contract Support to Operate the YK Fitness Center (Lefferts)
- B. Update From HealthFit On The Pay What You Can Program Role Out (Lefferts)
- C. Update On Employee Membership Program (Lefferts)
- D. Healthy & Equitable Communities Grant- City's Grant Award \$190,000 (City Manager Williams)
- E. Legislative Grant Award in the Amount of \$500,000 for the Design of YK Fitness Center Phase II (Lefferts)

VIII. EX OFFICIO MEMBER REPORT:

- A. Department Reports February 2023

IX. COMMITTEE MEMBER COMMENTS:

Brian Lefferts: no comment
Kathy Hanson: no comment
Beverly Hoffman: not here
Jessica Pew: no comment
Brian Jackson: no comment
Eric Whitney: it be great for biking
Michelle DeWitt: not here

X. ADJOURNMENT:

MOVED BY:	Kathy Hanson	Motion to adjourn.
SECONDED BY:	Brian Jackson	
VOTE ON MOTION	Motion carried by unanimous vote.	

With no further business, the meeting adjourned at 7:30 PM.

APPROVED THIS _____ DAY OF _____, 2023.

Brian Lefferts
Committee Chair

Frank Bayer
Recorder of Minutes



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: Public Safety & Transportation Commission	Chairman: Theresa Quiner
Date Submitted: 04/18/2023	Council Rep: Patrick Snow
Issue: Amend the City's Fees and Rates to Animal Control.	
Recommendation: To accept,	
The Public Safety and Transportation Commission recommends to the council that they consider changing the	
the initial impound fee from \$25 (first day) to \$50, and the additional days to change from \$20 to \$25.	

Other: Passed unanimously by the PSTC Commission on 04/05/2023

Received by: _____
Date: _____

Introduced by: Mayor Henderson
Introduction Date: April 11, 2023
Public Hearing Date: April 25, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 22-22 (j)

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, City Manager Williams will be retiring June 30, 2023, the City wishes to hire a professional executive search firm to assist the council maneuver the complicated job market and help ensure the Council's hiring process is efficient;

City Clerk's Office				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-52-6335	Other Purchased Services	\$16,000	\$30,000	\$46,000
100-10100	General Fund (Cash in Combined Fund)	\$2,030,616	(30,000) <i>Total Decrease</i>	\$2,000,616

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

Introduced by: Finance Committee
Date: April 25, 2023
Public Hearing: May 9, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE #23-07

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE CHAPTER 4.16.350, AUDITS, TO CLARIFY THE PROCESS FOR SALES TAX AUDITS

WHEREAS, sales tax constitutes a large portion of the city's revenue, and the collection of sales tax is a critical source of funding for city services;

WHEREAS, sellers who collect sales tax hold such tax in trust for the city, and are responsible for timely remitting it to the city;

WHEREAS, Bethel Municipal Code 4.16.350 allows the Finance Department to audit sellers to ensure they are timely remitting the appropriate amount of sales tax to the city;

WHEREAS, the Finance Department is increasingly using its audit authority and wishes to clarify sales tax audits so that the public better understands the process;

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.

Section 2. Amendment. The Bethel Municipal Code 4.16.350, Audits, is amended as follows. The old language is stricken, and new language is underlined.

4.16.350 Audits.

A. Any seller who has established a sales tax account with the city, who is required to collect and remit sales tax, or who is required to submit a sales tax return is subject to a discretionary sales tax audit at any time. The purpose of such an audit is to examine the business records of the seller in order to determine whether appropriate amounts of sales tax revenue have been collected by the seller and remitted to the city.

Introduced by: Finance Committee
Date: April 25, 2023
Public Hearing: May 9, 2023
Action:
Vote:

B. The city is not bound to accept a sales tax return as correct. The finance director may make an independent investigation of all retail sales or transactions conducted within the city.

C. The records that a seller is required to maintain under this chapter shall be subject to inspection and copying by authorized employees or agents of the city for the purpose of auditing any return filed under this chapter, or to determine the seller's liability for sales tax where no return has been filed.

D. In addition to the information required on returns, the city may request, and the seller must furnish, any reasonable information deemed necessary for a correct computation of the tax.

E. The city may adjust a return for a seller if, after investigation or audit, the city determines that the figures included in the original return are incorrect, and that additional sales taxes are due; and the city adjusts the return within three (3) years of the original due date for the return.

F. For the purpose of ascertaining the correctness of a return or the amount of taxes owed when a return has not been filed, the finance director may conduct investigations, hearings and audits and to that end may examine any relevant books, papers, statements, memoranda, records, accounts or other writings of any seller at any reasonable hour on the premises of the seller and may require the attendance of any officer or employee of the seller. Upon written demand Within 30 days of receipt of the notice of audit by the finance director, the seller shall present for examination, ~~in the office of~~ to the finance director, such books, papers, statements, memoranda, records, accounts and other written material as may be set out in the demand unless the finance director and the person upon whom the demand is made agree to presentation of such materials at a different place. Following a written request from a seller, the finance director may extend the deadline for items requested in the notice of audit.

Unless extended by the finance director, if within thirty (30) days of receiving a written request for information, the seller fails or refuses to furnish the requested information, the finance director shall may impose the penalties for violation in accordance with BMC

Introduced by: Finance Committee
Date: April 25, 2023
Public Hearing: May 9, 2023
Action:
Vote:

~~4.16.430 H.~~ 04.16.430, in addition to those penalties set forth in subsection J of this section. If the seller ~~can prove~~ proves to the satisfaction of the finance director that the failure to respond was due to reasonable causes and not due to rather than willful neglect, the finance director may waive the penalties prescribed in BMC 4.16.430 H 4.16.430 and/or subsection (J) of this section.

G. The city manager may issue subpoenas to compel attendance or to require production of relevant books, papers, records or memoranda. If any person refuses to obey any such subpoena, the city manager may refer the matter to the city attorney for an application to the superior court for an order requiring the person to comply therewith.

H. Any seller or person engaged in business who is unable or unwilling to submit their records within the city shall be required to pay the city for all necessary expenses incurred for the examination and inspection of their records maintained outside the city.

I. After the completion of a sales tax audit, the results of the audit will be sent to the business owner's address of record.

J. In the event the finance director, upon completion of an audit, discovers more than five hundred dollars (\$500) in additional sales taxes due from a seller resulting from a seller's failure to accurately report sales and taxes due thereupon, the seller shall bear responsibility for the full cost of the audit. The audit fee assessment will be in addition to interest and penalties applicable to amounts deemed to be delinquent by the finance director at the time of the conclusion of the audit.

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

ENACTED THIS ___ DAY OF _____ 2023, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Rose Henderson, Mayor

Introduced by: Finance Committee
Date: April 25, 2023
Public Hearing: May 9, 2023
Action:
Vote:

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

Resolution 23-06

A RESOLUTION BY THE BETHEL CITY COUNCIL DIRECTING THE CITY TO JOIN AS AMICUS IN FEDERAL LITIGATION SUPPORTING THE AVAILABILITY OF MIFEPRISTOSONE IN THE CITY OF BETHEL AND THE YUKON-KUSKOKWIM DELTA REGION

- WHEREAS,** the Yukon Kuskokwim Health Corporation (YKHC) provides comprehensive healthcare to the approximately 25,000 residents of Bethel and the Yukon-Kuskokwim Delta Region;
- WHEREAS,** healthcare providers at YKHC in Bethel frequently administer a progesterone-blocking drug called mifepristone for miscarriage management. This drug allows patients to experience less discomfort and get home faster after miscarriage;
- WHEREAS,** without access to mifepristone, those who travel from the YK Delta Region to Bethel for miscarriage management and chose medication management would have to wait for their pregnancies to "pass" before returning home, which could take days, or have misoprostol-only management, which increases bleeding and pain;
- WHEREAS,** other drugs that can be used for miscarriage management are not as effective (meaning more drugs might need to be administered, and with more discomfort);
- WHEREAS,** mifepristone is also used to treat unwanted pregnancies. It is a safe and effective drug that more than 5 million people have used to safely terminate their pregnancies;
- WHEREAS,** restrictions on mifepristone will overburden health systems, and pregnant people who are unable to access it will have worse outcomes;
- WHEREAS,** those who lose access to mifepristone may have to undergo more expensive and invasive procedural abortion that requires more days off work for the procedure and recovery, potentially hundreds of miles from home;
- WHEREAS,** in April 2023, a federal district court judge in the Northern District of Texas declared that the Food and Drug Administration's approval of mifepristone in 2000 was invalid, in essence saying that the drug should be pulled from the market nationwide;

Introduced by: Council Member Springer
Date: April 25, 2023
Action:
Vote:

WHEREAS, a three-judge panel for the United States Court of Appeals for the Fifth Circuit partly overruled the district court, stating that the F.D.A.'s approval of mifepristone could stand, but allowed the plaintiffs to challenge various steps the F.D.A. took beginning in 2016 that lifted restrictions and made it easier for more people to access mifepristone;

WHEREAS, the mifepristone litigation has sown chaos and confusion around country, and it has the potential to disrupt access to this critical drug for reproductive health nationwide;

WHEREAS, the issue of access to mifepristone is likely to be heard by the United States Supreme Court;

WHEREAS, interested stakeholders may file amicus, or "friend of the court" briefs in both state and federal court, in which the stakeholder takes a position in the litigation without being a party or requiring standing or monetary investment in the litigation;

WHEREAS, although the City of Bethel does not have health powers, the City has an interest in protecting the region's access to essential healthcare; and

WHEREAS, Local governments from across the country have signed on as amici in this litigation, at no financial cost to the governments, in order to highlight the responsibility of local governments in protecting the health and safety of their residents, including access to essential healthcare such as reproductive healthcare.

NOW, THEREFORE BE IT RESOLVED that the Bethel City Council determines that the City should join as amicus in federal litigation to protect access to mifepristone.

ENACTED THIS 25th DAY OF APRIL, BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

City of Bethel Action Memorandum

Action memorandum No.	23-07		
Date action introduced:	April 25, 2023	Introduced by:	Peter A. Williams, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Authorize and direct City Administration to issue two checks in the amount of \$3,820 and \$6,028 to Year 5, Quarter 1 Community Action Grant awardees based on the recommendation of the Community Action Grant Committee.

Attachment(s): None.

Amount of fiscal impact:	Source	Account information:
\$9,948	Funds in FY 2023 Budget plus \$6,044 voluntarily relinquished by Bethel Friends of the Library.	100-72-6430

Summary Statement

The City of Bethel established the Community Action Grant Program (CAG) to allow community and individuals to request financial support for programs or events that contribute to the health, welfare, and overall quality of life for residents of Bethel, especially its most vulnerable populations. Funding for the program comes from 20% of the Alcohol Tax collected by the City.

The Community Action Grant Committee is a volunteer group of citizens who meet quarterly to review CAG applications, score them, and provide funding recommendations to City Council. Bethel City Council must approve the recommendations before checks are issued. Each recipient of CAG funds signs a grant agreement with the City and is responsible for spending the funds appropriately and producing an exit report at the end of the performance period.

Four community action grant applications were reviewed and scored on April 12, 2023. The Committee recommends that City Council fund three projects with the \$9,848.78 available for CAG awards. The scores and amounts recommended for funding appear on the following page. The fourth project was not recommended for funding because the committee felt that funding an organization's executive director salary was not an appropriate use of CAG funds.

This funding recommendation is predicated on the Bethel Friends of the Library voluntarily relinquishing \$6,044 of a previous unspent CAG award. The current recommendation will allow the Bethel Friends of the Library to keep the \$6,044 and use it in September 2023 to cover part of the cost of hiring and housing the Jesuit Volunteer to work in the library.

The Bethel Regional High School Wrestling Program applied for funding to purchase three scales for wrestlers to use at different locations. The Winter House requested funds to pay staff monitors who work at night and to pay utilities. The Bethel Friends of the Library requested funds to cover the cost of hiring a Jesuit Volunteer to work in the library for one year.

	Bethel Regional High School Wrestling Pgm. (3 Scales)	Winter House (Salaries & utilities)	Bethel Friends of the Library (JV position)
Committee Member #1	142	128	135
Committee Member #2	162	156	155
Committee Member #3	162	123	126
Committee Member #4	158	160	160
Total	624	567	576
Average	156	142	144

Requested Amount	\$3,819.94	\$12,395	\$20,000
Funding Recommendation	\$3,820	\$6,028	\$6,044

City of Bethel Action Memorandum

Action memorandum No.	AM 23-08		
Date action introduced:	April 25, 2023	Introduced by:	Peter Williams, City Manager
Date action is taken:		Approved	
Confirmed by:			

Action Title: Authorizing Administration to enter into a contract with the City of Bethel and the Friends of Canine to take care of animals at the City of Bethels dog pound

Route to:	Department/Individual:	Initials:	Remarks:

Attachment(s):

Amount of fiscal impact:		Account information:
\$85,000 per yr.	Community Services.	100-72-6171

Summary Statement:

The Friends of Canine has agreed to take the animals taken to the Dog Pound. They will take care of the animals and provide proper care. They will be responsible for cleaning the pound and giving food and water once every twelve hours. The Friends of Canine will operate by Bethel Municipal Code (BMC) Chapter 6.04. The contract is for two years. Friends of Canines will provide promote the humane care and treatment of the animals.

CITY OF BETHEL ALASKA
CONTRACT NO. _____
ANIMAL SHELTER SERVICES

THIS CONTRACT is made and executed by and between the City of Bethel, 300 State Highway, P.O. Box 1388, Bethel, AK 99559 ("the City" or "City of Bethel"), and the Bethel Friends of Canines, PO Box 3167, Bethel, AK 99559 ("the Contractor").

ARTICLE I

For and in consideration of the terms, covenants, conditions, and provisions contained herein, it is mutually agreed between the parties as follows:

1. Agreement to Perform. The Contractor agrees to perform, complete, provide, and furnish in a timely manner all work, services, labor, and materials required to accomplish the work described in Article II of this contract at the times, and in the manner, and for the consideration hereinafter set forth.

2. Term of Contract. This Contract will be effective from July 1, 2022, and continue in force until June 30, 2024, except that, in addition to the termination provisions in Section 6 (Insurance), it may be terminated by either party upon thirty (30) days written notification to the other. This Contract may also be amended at any time during the term by written agreement of the parties.

3. Independent Contractor. The parties expressly agree that the Contractor shall be and is an independent contractor and is not an employee or agent of the City for any purpose, and the employees of the Contractor are not entitled to any of the benefits the City provides for the City's employees, including but not limited to, health insurance, life insurance, disability insurance, sick or annual leave, or workers' compensation. The City is interested only in the results to be achieved, and the contract and control of the work will lie solely with the Contractor. It is understood that the City agrees to use the Contractor exclusively for management and operation of the animal shelter.

4. Contractor Authority. The Contractor is hereby authorized to receive domestic animals coming into its custody (i.e., impounded, quarantined, owner-surrendered), to safely place such animals that come into the animal shelter, and to manage and enforce the animal regulations for all impounded animals pursuant to all ordinances now in effect, or which may later be enacted. The Contractor shall accept all animals that can be safely maintained and cared for within the shelter facility provided by the City. If an animal cannot be safely maintained, the Contractor will immediately notify the Chief of Police, or their designee by calling the 24-hour police dispatch line at (907) 543-3781.

5. Contractor Qualified and Responsible for Personnel. (a) The Contractor represents it has, or will secure at its own expense, all personnel required to perform this Contract in a timely and proper manner. Such personnel shall not be employees or have any contractual relationship with the City, and the City shall have no responsibility or liability whatsoever to any such persons, or for the acts or omissions of any such persons.

(b) All of the services required under this Contract shall be performed by the Contractor or under its supervision.

(c) None of the work or services covered by this Contract shall be subcontracted without prior written approval of the City.

6. Insurance/Indemnification. (a) Public Liability Insurance. The Contractor shall maintain Public Liability Insurance with a minimum of \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage.

(b) Additional Insured. The following shall be listed as Additional Insureds: "The City of Bethel, including all elected and appointed officials, all employees and City volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers. This coverage shall be primary to the City of Bethel and not contributing with any other insurance or similar protection available to the City of Bethel, whether other available coverage be primary, contributing, or excess."

(c) Indemnification. To the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold harmless the City of Bethel, its elected and appointed officials, employees, and volunteers against any and all liabilities, claims, demands, lawsuits, or losses, including costs and attorney fees incurred in defense thereof, arising out of or in any way connected or associated with this contract.

(d) Notice of Cancellation Required. Fourteen (14) days Notice of Cancellation or Change, Non-Renewal, Reduction and/or Materials Change shall be sent to: Police Chief, POB 809, 157 Salmonberry Rd, Bethel AK 99559 and emailed to "police@cityofbethel.net".

(e) Evidence of Coverage Required. Contractor shall provide to the City of Bethel at the time that the Contract is presented to the City for execution, certificates of insurance and/or policies acceptable to the City of Bethel as listed below:

One (1) copy of Certificate of Public Liability Insurance Workers' Compensation Insurance

One (1) copy of Certificate of Public Liability Insurance

(f) Continuation of Coverage. If the above coverage expires during the term of this Contract, Contractor shall deliver renewal certificates and/or policies to the City of Bethel at least fourteen (14) days prior to the expiration date. Contractor shall not commence performance under this Contract until it has obtained the coverage required under the terms of this Contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of Alaska. All coverage shall be with carriers acceptable to the City of Bethel. If Contractor fails to comply with the insurance requirements of this Contract, the City of Bethel may terminate the Contract on fourteen (14) days written notice. Contractor covenants to maintain all insurance policies required in this Contract for the period of time in which a person may commence a civil action as prescribed by the applicable statute of limitations. The coverage required by this Contract shall cover all claims arising in connection with Contractor's use under this Contract, whether or not asserted during the term of this Contract and even though judicial proceedings may not be commenced until after this Contract expires.

(g) Workers' Compensation Insurance. The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this Contract, Workers' Compensation Insurance as required by AS 23.30.045 or any other applicable statutes or regulations. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this Contract.

7. Assignment or Delegation. The Contractor may not assign its rights or delegate its duties under this Contract, or any part of it, except with the prior written consent of the City.

8. Governing Law. This Contract shall be governed by the laws of the State of Alaska and any suit or legal action hereon shall be brought only in the courts of said State, in the Fourth Judicial District at Bethel, Alaska.

9. Miscellaneous. (a) Relationship of Parties. Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties. It being understood and agreed that neither method of computation of payment or any other provision contained herein, nor any act of the parties, shall be deemed to create any relationship between the parties other than the relationship of the City and an independent contractor.

(b) Nonwaiver. The failure of the City to insist in any one or more instances upon the strict performance by the Contractor of any provision or covenant in this Contract may not be considered as a waiver or relinquishment for the future, but the provision or covenant will continue in full force. The

waiver by the City of any provision or covenant in this Contract cannot be enforced or relied upon unless the waiver is in writing signed on behalf of the City by the City Manager or the City Manager's designee.

(c) Improvements. The Contractor shall make no alterations or additions to the Animal Shelter, or any City property associated with it, without first obtaining the written consent of the City Manager and, unless otherwise provided in such written consent, any improvements or additions constructed by the Contractor shall become the City's property upon their substantial completion.

(d) Liens. The Contractor shall keep the Animal Shelter free of all liens, pay all costs for labor and materials arising out of any construction or improvements by the Contractor on the Animal Shelter, and hold the City harmless from liability for any such liens, including costs and attorney fees.

(e) Severability. If any provision or covenant of this Contract is declared to be invalid by a court of competent jurisdiction, the remaining covenants and provisions will continue in full force and effect.

(f) Corporate Authority. If the Contractor is a corporation, the Contractor shall deliver to the City at the time of execution of this Contract a copy of a resolution of its board of directors authorizing the execution of this Contract and naming the officers that are authorized to execute this agreement on behalf of the corporation.

(g) Entire Agreement. This Contract sets forth all the terms, conditions, and agreements of the parties and supersedes any previous understandings or agreements regarding the Animal Shelter whether oral or written. No modification or amendment of this Contract is effective unless in writing and signed by both the parties.

(h) Notice. Any notice required by this Contract must be hand delivered or sent by first class mail to the appropriate party at the address set forth on the last page of this Contract or to any other address, which the parties subsequently designate in writing.

ARTICLE II

In furtherance of these obligations, the Contractor shall perform, supply, and provide all the work, services, and materials as follows:

1. Management and Operation of Animal Shelter. (a) The Contractor shall furnish animal shelter services and humane treatment of animals at the Contractor's expense.

(b) The Contractor shall maintain proper housing for all animals, which come into its custody.

(c) The animal shelter shall be open a minimum of four hours per day, five days a week, including one weekend day, for the convenience of the public and to transact business in connection with the duties under this Contract and to receive animals or for the redemption of impounded animals. The shelter may be closed to the public two days a week and on national, state, and local holidays.

(d) The Contractor shall consult directly with the City in developing programs and policies regarding operation of the animal shelter, implementing new program components, and recommending ordinance revisions.

2. Care of Impounded Animals. (a) Proper care includes, but is not limited to, adequate and sanitary food and water, regular cleaning of kennels and cages, and humane handling.

(b) The animal food used by the Contractor shall be of a satisfactory quality. Food and water shall be provided animals in adequate amounts and frequencies with water being supplied each animal at least once every twelve hours.

(c) The Contractor shall clean, disinfect, and otherwise maintain the cages and pens where animals are kept frequently enough to assure animal health and prevent the spread of disease. Cleaning and disinfecting shall be no less than once per day.

3. Redemption, Adoption, and Disposition of Animals. (a) The Contractor shall, in accordance with Bethel Municipal Code (BMC) Chapter 6.04 release animals impounded by the City to their owners upon presentation of a receipt from the Bethel Police Department showing that all impound charges or other fees owed to the City have been paid in full.

(b) The Contractor shall promote and administer the adoption of unclaimed animals to responsible owners. The Contractor shall develop and have on file a program for adoption. The Contractor shall adhere to the City's policy of, wherever feasible, spaying or neutering and vaccinating all animals prior to adoption.

(c) Animals which are not reclaimed by owners within four (4) days after compliance with the provisions of BMC 6.04.070.C or any other applicable provisions of law governing notification to the owner or custodian and are deemed suitable for adoption will become available for adoption to responsible persons.

(d) Animals not suitable for adoption will be humanely euthanized by the City in accordance with Animal Control policies and procedures.

4. Education on Animal Care and Treatment. The Contractor shall promote the proper and humane care and treatment of animals and to stimulate public support for such treatment and for the enforcement of City ordinances relating to animal control. The Contractor shall conduct tours of the animal shelter upon reasonable request. The Contractor shall educate the community through classroom visits, radio interviews, newspaper articles, and public service announcements.

5. Training. The Contractor shall designate an employee as shelter manager and this employee is required to annually attend and complete a course in professional services relating to management and operation of an animal shelter or animal behavior. The Contractor shall provide the Bethel Police Department with an outline of the course of instruction.

6. Enforcement of Animal Control Ordinances. (a) The Contractor shall, through qualified agents, observe and assist in the enforcement of all animal control ordinances relating to impounded animals.

(b) The Contractor shall cooperate with the City by following procedures required by Chapter 6.04 of the Bethel Municipal Code concerning persons or animals bitten by an animal in the City of Bethel.

7. Collection of Fees and Keeping of Records. (a) The Contractor shall follow established City procedures regarding collection of dog license fees and impound fines, as applicable. Fees for animal licensing and impoundment are established by the Bethel City Council and retained by the City. The Contractor has no authority to waive or reduce these fees. Other fees for services (e.g., adoption) will be established by the Contractor and retained by the contractor. Donations made to the animal shelter by members of the public will also be retained by the Contractor. The Contractor shall permit the City, at all reasonable times, to inspect and audit any records and shall make such reports of monies received and operational statistics as shall be required. The records are considered public records under BMC Chapter 2.40 and shall be open to City inspection during regular office hours.

(b) The Contractor shall daily maintain, at the animal shelter, records of all animals impounded. Records shall include dates of intake, notation of history, behavior, health status, and any veterinary procedures of each animal while retained; detailed information on redemptions and adoptions (e.g., dates, fees, owner data, spay/neuter deadline, etc.); date and reason euthanized; licenses issued; correspondence with State and federal agencies; and complaints made by the public with response indicated.

(c) The Contractor shall submit a monthly activity report to the Bethel Police Department by the twentieth (20th) day of the following month detailing the category of animals impounded at the shelter, disposition of animals, licenses issued, number of hours shelter was open to the public, fees collected by category, and veterinary services by category.

(d) The Contractor shall, by July 31 of each year, submit to the City a program report of the previous fiscal year's activities.

8. Liaison. The Contractor shall report to the Bethel Police Chief, or designee, who shall act a liaison between the Contractor and the City, for all matters relating to the Contractor's performance of its obligations pursuant to this Contract.

9. Sick and Injured Animals (a) Contractor will treat sick and injured animals that come into its care to the best of its recognized limited ability.

(b) The decision to medically treat or transport a sick or injured animal subject to quarantine or impoundment, and to what extent or none at all, is the responsibility of the City, in consultation with Contractor

(c) Contractor is not authorized to engage veterinarian services, or transportation for that purpose, for sick or injured animals subject to quarantine or impoundment.

(d) Animals that are subject to quarantine or impoundment, that become injured or die while in custody of the contractor, will not be moved beyond what is necessary to safeguard the animal. Contractor will notify the police department to document the incident and to remove the remains as necessary.

10. Euthanasia. (a) Euthanasia of animals subject to quarantine or impoundment is the responsibility of the City, in accordance with applicable Animal Control policy and procedures.

(b) Animal remains will be disposed of by the City.

ARTICLE III

In accordance with the terms and conditions of this Contract, the parties hereto further agree as follows:

1. Assistance to Contractor's Agents. The Community Service Officer will provide assistance to the Contractor's agents upon the agent's request. Upon receiving a request for assistance, the CSO will evaluate the priority of the agent's request and respond in accordance with the terms of this contract, the policies and procedures of the City of Bethel and the Bethel Police Department, as time and other duties permit.

2. Amount of Contract, Method and Computation of Payment. (a) The City shall pay the Contractor \$85,000 for FY2023 and \$85,000 for FY2024.

(b) The City shall pay the Contractor, twice a year in equal installments, in advance.

(c) The Contractor shall be required to provide and pay for all consumable supplies and equipment, including but not limited to food, cat litter, body bags, leashes, cleaning materials, paper, and medicines.

(d) The City shall pay for utilities, sewer, water, and building maintenance.

(e) The City shall provide the facility, license forms, dog license tags, and one telephone line.

The undersigned signatories to this Contract, by signing below, explicitly represent that they are fully authorized to bind the parties to all terms of this Contract.

CITY OF BETHEL

BETHEL FRIENDS OF CANINES

By: Peter Williams

By: _____

Title: City Manager

Title: _____

Dated: _____

Dated: _____

City of Bethel Information Memorandum

Information Memo No.	23-07	
Date introduced:	April 25, 2023	Introduced by: Peter A. Williams, City Manager
Amended actions:		
Confirmed by:		

Title: Waiver of Formal Bidding Procedures, per BMC 4.20.150, for Public Works Department to purchase an upgrade to the filtration system in each water treatment plant.

Attachment(s): (1) Waiver of Formal Bidding Procedures to Purchase Water Treatment Plant Filters from West Coast Water Filters, Inc., (2) Letter from West Coast Filters, Inc. to City of Bethel, (3) Quote > Filters and equipment at City Subdivision Water Treatment Plant, and (4) Quote > Filters and equipment at Bethel Heights Water Treatment Plant.

Department/Individual:	Initials:	Remarks:
Administration / Peter Williams	<i>PW</i>	Recommend approval.
Public Works Dept. / Bill Arnold	<i>WA</i>	Recommend approval.
Amount of fiscal impact		Account information:
	No fiscal impact at this time.	
	FY 2023 City Budget	
\$319,750	FY 2024 City Capital Budget – Bethel Heights	660-70-6892
\$319,750	FY 2004 City Capital Budget – City Sub.	660-70-6892

Summary Statement

The City Manager chose to waive formal bidding procedures and purchase a major upgrade to the City's filtration system—for each water treatment plant, from West Coast Filters, Inc. The quoted prices attached do not include the cost of installation. The City will seek three quotes from contractors before selecting the lowest quote for installation. This purchase is funded by two allocations in the FY 2024 Capital Budget in the amount of \$500,000 each.

Bethel Municipal Code 4.20.150 says that the City Manager may waive, in writing, formal bidding procedures if doing so is in the best interest of the city. Please see written statement attached for the reasons behind the decision to purchase a upgrade from West Coast Filters, Inc. This IM and attached waiver and supporting documents constitute the written report to the Bethel City Council describing the City Manager's decision to forego the use of formal bidding procedures authorized by BMC 4.20.150.

Waiver of Formal Bidding Procedures
To Purchase Water Treatment Plant Filters
From West Coast Water Filters, Inc.
By: Peter A. Williams, City Manager

As City Manager, I choose to waive the City of Bethel's formal bidding procedures in order to purchase water treatment plant filters, equipment, parts, and media from West Coast Filters, Inc. and get them on the barge to Bethel from Seattle as quickly as possible.

Under Bethel Municipal Code 4.20.150, the city manager may waive, in writing, formal bidding procedures "when there is not sufficient time to comply with the waived requirements, or the best interests of the city will be served by such action."

The City's current filter system is causing a lot of problems with water production, and of course water is a basic need of City residents and visitors. The plants are only running at 65% capacity. City plant personnel must backwash 12,000 gallons of water through the filters once every other day, a rate that is three times the city's normal backwash schedule, to meet water quality standards.

Over a period of months in fall 2022, the Public Works Director and DOWL engineer firm consulted with Richard Dugan, Director of Technical Operations at Universal Filter Group, Inc. for solutions. Universal Filter Group, Inc. is the company that designed, constructed, and oversaw installation of each filter system in use at the City's water treatment plants. After a thorough investigation, Richard determined that the 23-year-old filtration system, which was state-of-the-art in 1988, is performing poorly and must be replaced.

Richard and his team designed a new water treatment plant filtration system in 2004 and have made regular upgrades to it. Universal designed the filter system with stainless steel underdrains and a concrete support structure. Universal sourced specific high-quality media from various sources that performs well with their system and locked in prices. Universal created special packaging to safely transport the concrete support structure and other equipment by barge to rural destinations, like Bethel. Universal is confident that it can make the AML barge Seattle deadline of April 24, 2023, if the City acts fast to approve this waiver. Time is of the essence also because Universal personnel have reserved time to fly to Bethel and oversee the installation of the filter systems in each water treatment plant.

Water Filter Installation

West Coast Filters, Inc. agreed to provide data, including AutoCAD drawings and installation instructions to DOWL, to assist them in preparing a Request for Quotes to preferred contractors for the installation of this equipment. A technician from West Coast Filters, Inc. will be on-site to oversee the installation, but another company will actually do the installation. Once installed, the City must obtain approval to operate with the new equipment from the Alaska Department of Environmental Conservation.

The cost of the filters from West Coast Filters, Inc. is \$319,750 for each plant or \$639,500 total. See attachments for more information.

I hereby authorize the Public Works Director to initiate this purchase and follow the procurement all the way through from purchase order to installation and operation.


Peter A. Williams, City Manager


Date



West Coast Filters Inc.

Manufacture of Municipal & Industrial Water Filtration Equipment

101 - 1918 E. Wellington Rd. Nanaimo BC V9S 5X6

Ph: 250.740.0430 Fax: 250.740.0480

www.universalfiltergroup.com

Quotation

Quote #: AK 04-06-2023 BETH-1
 Date: April 06 - 2023
 Project Name: Filter Retrofit
 Requested by: Corbin
 Phone: (907) 543-5024
 Client P.O. City Subdivision WTP

SOLD TO:

City of Bethel
 235 Akiak Drive
 Bethel, AK 99559

Att: Corbin Ford

SHIP TO:

City of Bethel via
 Alaska Marine Lines
 Loading Dock - Bethel Alaska

Tag: City Subdivision WTP Upgrades 2023

QUOTED BY			CUSTOMER FILE		F.O.B. POINT	DELIVERY TERMS	SHIP VIA	SHIP DATE
Richard D.			BETHEL - AK		Loading Dock Bethel Alaska	Paid to Bethel, AK	Alaska Marine Lines	90 Days ARO
Items	Qty	Unit	Code	Product Description			Unit Cost	Total Cost
1	245	Cu. Ft.	Filter Gravel	Five Grades of Quartz Filter Gravel			24, 600 Lb.	39, 750.00
2	212	Cu. Ft.	Anthracite	.80- 1.0mm			11, 024, Lb.	48, 400.00
3	515	Cu. Ft.	Greensand Plus	.35mm (1030 Bags of 45 Pounds Each)			46, 350 Lb.	132, 400.00
				Above noted volumes include 10% extra for gravel, Anthracite and Greensand Plus Total Estimated Weight of Filter Media & Pallets			83, 574 Lb.	
4	3		Crates	SS Components & SS Laterals				3, 300.00
5	33		Pallets	Shrink Wrap				7, 200.00
6	33		UFG SHIP	Contents Clearly Labelled				
7	3		SS Header	304 SS Header Flanged One end / SS Cap on Other End			3, 000 Lb.	26, 700.00
				1.5" 3000# SS Half Couplings Welded on 8.0" Centers				
8	144		SS Laterals	304 SS Laterals with 1.5" SS Inner pipe with .25" Orifices on 3.0" centers @180 Degrees			7, 200 Lb.	49, 200.00
9	63		Isolation Kit	Flange Isolation Kit for Header (Ss to Carbon Steel)			300 Lb.	3, 800.00
10	1		UFG TECH	AutoCAD Drawings in PDF Format				7, 400.00
11	1		UFG SUPP	Installation Instructions				1, 600.00
							94, 074 lb.	

Subtotal	\$ 319,750.00
GST	N/A
PST	N/A
Discount	N/A
Others	N/A
TOTAL	\$ 319,750.00

USD

SPECIAL NOTES / COMMENTS

This quotation is valid for thirty days only. We reserve the right to update this quote beyond thirty days.

A lead time of 90 to 120 days is required prior to delivery date to Seattle, WA.

Special payment terms as per attached memo

This quotation covers all internal components for three (3) 9' filters!

For questions about this quote,

Contact: Richard Dugan

Toll Free#: 1.800.375.7744

E-mail: richard@universalfiltergroup.com



West Coast Filters Inc.

Manufacture of Municipal & Industrial Water Filtration Equipment

101 - 1918 E. Wellington Rd. Nanaimo BC V9S 5X6

Ph: 250.740.0430 Fax: 250.740.0480

www.universalfiltergroup.com

Quotation

Quote #: **AK 04-06-2023 BETH-2**
 Date: April 06 - 2023
 Project Name: Filter Retrofit
 Requested by: Corbin
 Phone: **(907) 543-5024**
 Client P.O. **Bethel Heights WTP**

SOLD TO:

City of Bethel
 235 Akiak Drive
 Bethel, AK 99559

Att: Corbin Ford

SHIP TO:

City of Bethel via
 Alaska Marine Lines
 Loading Dock - Bethel Alaska

Tag: **Bethel Heights WTP Upgrades 2023**

QUOTED BY			CUSTOMER FILE		F.O.B. POINT	DELIVERY TERMS	SHIP VIA	SHIP DATE
Richard D.			BETHEL - AK		Loading Dock Bethel Alaska	Paid to Bethel, AK	Alaska Marine Lines	90 Days ARO
Items	Qty	Unit	Code	Product Description			Unit Cost	Total Cost
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				Above noted volumes include 10% extra for gravel, Anthracite and Greensand Plus Total Estimated Weight of Filter Media & Pallets			83, 574 Lb.	
4	3		Crates	SS Components & SS Laterals				3, 300.00
5	33		Pallets	Shrink Wrap				7, 200.00
6	33		UFG SHIP	Contents Clearly Labelled				
7	3		SS Header	304 SS Header Flanged One end / SS Cap on Other End			3, 000 Lb.	26, 700.00
				1.5" 3000# SS Half Couplings Welded on 8.0" Centers				
8	144		SS Laterals	304 SS Laterals with 1.5" SS Inner pipe with .25"			7, 200 Lb.	49, 200.00
				Orifices on 3.0" centers @180 Degrees				
9	63		Isolation Kit	Flange Isolation Kit for Header (SS to Carbon Steel)			300 Lb.	3, 800.00
10	1		UFG TECH	AutoCAD Drawings in PDF Format				7, 400.00
11	1		UFG SUPP	Installation Instructions				1, 600.00
							94, 074 Lb.	

Subtotal	\$ 319, 750.00
GST	N/A
PST	N/A
Discount	N/A
Others	N/A
TOTAL	\$ 319, 750.00

USD

SPECIAL NOTES / COMMENTS

This quotation is valid for thirty days only. We reserve the right to update this quote beyond thirty days.

A lead time of 90 to 120 days is required prior to delivery date to Seattle, WA.

Special payment terms as per attached memo

This quotation covers all internal components for three (3) 9' filters!

For questions about this quote,

Contact: Richard Dugan

Toll Free#: 1.800.375.7744

E-mail: richard@universalfiltergroup.com

West Coast Filters Inc.

"Excellence in Water Filtration Technology"

Web: www.universalfiltergroup.com

E-mail: info@universalfiltergroup.com



1918 E. Wellington Road, Nanaimo BC V9S 5X6

Phone: 250.740.0430 Fax: 250.740.0480

Toll Free: 1.800.375.7744

Proposal & Scope of Supply

For the Supply of Water Filtration Equipment & Services

Customer:	City of Bethel 300 State Highway Bethel, Alaska USA 99559
Project:	Bethel Heights WTP Upgrades
Consultant:	Chase Nelson DOWL 5015 – Business Park BLVD No. 4000 Anchorage, AK USA 99503
Agent:	N. A.
Tender Closing Date:	April 06, 2023
Design Parameters:	Upgrades to the existing 108" diameter filters in the Bethel Heights WTP facility in Bethel, AK 100 PSI-Design / Operating Pressure

Scope of supply:

The intended scope of supply is for West Coast Filters Inc. (WCF) to supply water filtration equipment, engineering data, drawings installation instructions and inspection services to retrofit the three (3) existing 108" diameter filters in the WTP facility at the Bethel Heights WTP in Bethel, AK.

The existing filters which have been in service for approximately twenty-five years have an under-drain system which consists of an epoxy-lined, carbon-steel header with wedge wire screens on 12" centers. There is no stainless-steel inner pipe for air distribution in this configuration.

We will design, manufacture, and evaluate all components of the system prior to delivery to the site. Our proposal **MAY** include the services of an on-site technician to assist in the re-assembly of components and supervise the connections to our terminal points, and to provide for equipment testing and operator training. We include the supervision and direction only of electrical connections to our panels and terminal points (if applicable). The cost of the local electrician's labor and supplies must be borne by the contractor.

The system shall operate as follows:

The new under-drain systems will utilize a 304 SS header with a cap on one end and a 150# flange at the other end. The SS header shall be supplied with 1.5" extra-heavy couplings which are welded into the stainless schedule 40 header on 8.5" centers @ 180 degrees. The lateral assemblies will be threaded into the SS header once the header is set in place and securely bolted to the existing flanged connection in the filter vessel. The SS laterals will be clearly stamped with a 'T' to indicate the top of the laterals which must face upwards when the lateral is threaded into place.

The laterals will utilize 2.375" OD wedge-wire screen with .010" slot openings. The lateral assemblies will have 1.5" nominal SS inner pipes with .250" laser cut orifices on 3.0" centers @180 degrees. The SS inner pipes will be welded inside of the SS wedge-wire lateral screens for optimum air and water distribution in the air scour and backwash cycles.

The new Ss under-drain system will fit into the existing filter vessels with the laterals fitting uniformly into the required radius as indicated on the WCF drawings. There shall be a minimum clearance of 1.5" between the vessel wall and the tip of each lateral.

The filter under-drain header shall be manufactured from Type 304, Schedule 40 stainless steel. The lateral distributors will be as manufactured by UFG/Felco Profile No. 60; Type 304 polished stainless steel and will have integral air scour capability. The SS wedge wire under-drains shall be fitted with a SS inner tube with drilled / lasered orifices for efficient air / water distribution.

The filter manifold piping assemblies will be factory fitted and evaluated and shall be partially dismantled, tagged, and shipped loose for re-assembly on site. Terminal points shall be tagged and clearly indicated. If supplied by WCF, Butterfly valves, electric actuators, air release valves, pressure differential sensors, pressure gauges, flow meters, sample valves, etc. shall be shipped loose for re-installation at site.

The preferred BW rate for the 108" diameter filters with Greensand Plus filter media is 750 – 900 USGPM depending on water temperature. The duration of the BW cycle should run between 12 - 15 minutes.

The preferred air scour rate for the 108" diameter filters with Greensand Plus filter media is 150 - 175 CFM @ 6.5 PSI. The duration of the air scour cycle is nominally between 3 – 5 minutes.

Items Included by WCF in This Proposal:

Equipment:

- Three (3) sets of 304SS under-drains to suit the existing 108" diameter filters.
- Three (3) 3" Freeboard Drain Screens .020" Slot Opening One End Flanged
- SS flanged connection to mate with the 150# flange in the filters
- Flange Isolation kits (To connect dis-similar metals)
- Twenty-four (24) SS laterals c/w SS inner pipe
- Twenty (20) SS U-bolts c/w lock washers, flat washers, and double hex nuts
- Two (2) SS Angle support brackets to support the SS laterals.
- Four (4) Support legs with feet c/w .5" drilled openings for concrete inserts.
- Two (2) New 12" x 16" x .25" man way gaskets (Food Grade Neoprene)
- Gravel support to a depth of 14" as follows:

1 ½" x ¾"	= 6"	¾" x ½"	= 2"
½" x ¼"	= 2"	¼" x 1/8"	= 2"
1/8" x 1/16"	= 2		
- Greensand Plus Media 30"
- Anthracite .8 – 1.0mm 12"

Services:

- Computer Generated 3D AutoCAD Drawings in PDF Format
- Material data sheets for all equipment
- Detailed Instruction (Step-by-Step)
- Freight to Loading Dock in Bethel, AK (Approximately 180,000 Pounds)
- Insurance for Goods In Transit
- On-site supervision / training / start-up for first filter upgrade
- Operating (Maintenance Manuals (IOM) – Three Sets Hardbound plus one electronic set

Lot net pricing for the Three (3) filters at the Bethel Heights WTP \$ 319,750.00 (USD)

Note:

Delivery:

To ensure delivery all materials to AML (Alaska Marine Lines) at the POS (Port of Seattle) for Voyage W3008 which has a cut off date of July 24, 2023, we require a firm order by May 1, 2023

Warranty: WCF will provide a 24-month warranty on the SS under-drains system components.

The following services must be supplied by the owner or designated contractor on site:

- Offloading of all components at the Loading Dock in Bethel, AK
- Transportation to the WTP site(s) in Bethel, AK
- Removal of material from the existing filters
- Installation of all equipment
 - Supervision and Inspection will be performed by WCF.
- Installation of any supplied equipment which has been dismantled for shipping.
- Installation of any ancillary equipment not supplied by WCF.

All technical information contained in this document is strictly confidential in nature and must not be disclosed to a third party or reproduced in any manner without the prior written consent of WCF.

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E-mail: info@universalfiltergroup.com



101 – 1918 E. Wellington Road, Nanaimo BC V9S 5X6

Phone: 250.740.0430 Fax: 250.740.0480

Toll Free: 1.800.375.7744

April 06, 2023

City of Bethel
P.O. Box 1388 / 300 - State Highway
Bethel, AK
USA 99559

Att: Bill Corbin / William Arnold

Re: City of Bethel - City Subdivision WTP / Water Filtration Equipment

I refer to our recent discussions regarding the proposed upgrades to the Bethel Heights WTP and the City Subdivision WTP in Bethel.

We are pleased to know that you will be upgrading these facilities in 2023. We are excited to be part of the team to complete the upgrades, which will ensure that the City of Bethel will be able to provide high quality water to the residents well into the future.

We have updated our proposal to reflect each of the two WTP sites as separate quotations. This is necessary to ensure that the individual components will be easy to identify for each set of filters on the site. We have recently been in discussion with Chase Nelson at DOWL, who provides engineering services for the City of Bethel. Our firm will provide data, including AutoCAD drawings and installation instructions to DOWL to assist them in preparing an RFQ to preferred contractors for the installation of this equipment.

I am attaching a copy of the following documents to this letter for your review :

- Updated Quotation City Subdivision WTP Upgrades April 06, 2023
- Updated Quotation Bethel Heights WTP Upgrades April 06, 2023
- WCF Proposal / Scope of Supply detailing all material and services supplied by WCF.

Due to the magnitude of costs involved with this project and the requirement that WCF deliver all material to the City of Bethel loading dock, freight prepaid, we need to establish the terms of payment for this project. Our proposed terms of payment are as follows.

- Deposit of 25% at time of order
 - (Due within 15 days)
- Technical Service Billing of 25% (Invoiced upon approval of AutoCAD Drawings & Material Data Spec Sheets)
 - Due within 30 days
- Proof of Delivery of all Material to AML 35% (Alaska Marine Lines) in Seattle, WA.
 - Due within 30 Days
- Commissioning / Start-Up Service – 15%
 - Due within 30 days

I trust that this will meet with your approval and that a Purchase Order will be issued soon so that we may proceed with final drawings and begin material procurement. Please feel free to call on me at your convenience. You may always be assured of our finest professional service.

Sincerely,

Richard Dugan
Technical Service Manager

MEMORANDUM

DATE: April 4, 2023

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report for April 11, 2023 Bethel City Council Meeting



Grant Applications Submitted

Community Transportation Program

I completed and submitted one CTP grant request in the amount of \$11,000,000 to the DOT&PF to fund the Donut Hole Road Project. The Donut Hole Road would go from Chief Eddie Hoffman Highway near the Ciullkulek Subdivision to Ptarmigan Street to the west of Lulu Heron Congregate Home. The 1.1 mile road would intersect with the Akiachak Extension that would connect to Akiachak and serve Yuut Elitnaurviat and the YK Fitness Center. DOT&PF is responsible for determining a realistic cost estimate.

Transportation Alternatives Program

I prepare and submitted two Transportation Alternatives Program project grant applications: (1) City Sub-YK Trail (\$450,000) and (2) Pinky's Park Boardwalk Replacement project (\$874,426). The City and DOT&PF had a favorable teleconference after these two TAP projects and the CTP were submitted. DOT&PF to determine their cost estimate and reconnect with the City.

Grant Applications to Prepare

Healthy and Equitable Communities Grant – Round 2

The City of Bethel must complete and submit a grant application in the amount of \$190,854 by April 23, 2023 to request funds for Recreational Opportunities in Bethel that help the community recover from the COVID-19 pandemic. The City's Parks and Recreation Committee was consulted for ideas at their April 10, 2023 meeting. The City ordered one piece of playground equipment with its first Round 1 HEC grant that will be installed at Pinky's Park this summer.

Community Bridge Investment Program

The City is waiting for the Alaska Department of Transportation and Public Facilities to announce the community bridge investment program funding opportunity. The City hopes to apply for funding for the box culvert to be placed under Ptarmigan Street where Ptarmigan Creek will flow under it and the City will solve its beaver problem that is threatening road stability.

Energy Efficiency and Conservation Block Grant Program

The City of Bethel has a chance to secure \$75,220 in formula grant funding from Energy Efficiency Conservation Block Grant Program. City Administration is considering the purchase of solar panels for city buildings.

Grant Administration

Homeland Security Grant FFY 2021

Police Department to get Grant Manager detailed documentation on taser instructor trainings attended. Police Department to schedule investigator interrogation trainings.

Homeland Security Grant FFY 2022

Police Department ordered 9 portable radios. Once the radios are received and tested, the grant will be closed.

JAG 2023 Drug Dog Grant

Police Chief Hicks is about to order a dog and send an officer volunteer to training with the dog.

Purchasing Agent Duties

RFPs

I prepared and issued a Request for Bids to purchase crushed gravel. This will be another five-year contract (July 1, 2023 to June 30, 2028).

I prepared and circulated among city administrators, the Request for Bids to purchase water treatment chemicals, pool chemicals, and road implements. This RFB should be out by April 7, 2023.

Other bid documents on which I am working: bulk fuel, track carrier purchase, and chemical feed pumps for both water treatment plants.

Current Grants and Loans

Active grants/loans:	19
Grant amount in play:	\$24,990,246
Loan amount in play:	<u>\$8,423,786</u>
	33,414,032

#	Grant	Amount	Expiration
1	CSP - DHSS FY 2023	\$323,081	6/30/2023
	Police Department needs to spend grant money on cleaning supplies and winter and protective clothing. Expenses are tracking with grant amount available.		

2	USDA Loan - Avenues	8,250,000	None
	After receiving a low bid of \$42 million as a result of the City's first bid round, the City had DOWL revise the design and bid documents to reduce the project by 40%. The number of households to be connected to piped water and sewer service went from 140 to 88. The City recruited bids for 30 days. One bidder responded with a bid of \$35 million. The price is too high relative the funding available to the City. This project is on hold until further notice. To do: Prepare report for USDA summarizing progress and expenditures.		
3	USDA Grant - Avenues	5,021,000	None
	The USDA grant cannot be spent until the loan funds are exhausted. The City will likely receive additional grant funding in USDA's next grant/loan offer.		
4	21SHSP-GY21 - Radios and Training	71,000	9/30/2023
	The Police Department needs to find a good course that meets the needs of investigator interrogation training and let me know so that I can complete the Procurement Method Report for approval by the Division of Homeland Security. The Police Department needs to provide me with taser instructor training documents so that I can seek reimbursement.		
5	22SHSP-GY22 - Police Radios	39,900	9/30/2024
	Police Department ordered 9 portable radios. The City will close the grant once the radios are received in good condition.		
6	Section 5311: Rural Area Formula (CARES Act)	731,328	9/30/2023
	The City Transit Manager is about to file his last Billing Summary to use up this entire grant, as directed by the Alaska Department of Transportation & Public Facilities.		
7	COPS – School Violence Prevention Program-LKSD	500,000	3/15/2023
	The Lower Kuskokwim School District was unable to procure a contractor to install the grant-funded safety equipment for an amount less than \$625,000. The grant is now expired after three years. I will do the Final Report and close the grant for good.		
8	COPS Hiring Program - School Resource Officer (SRO)	125,000	6/30/2023
	The City assigned a new SRO to work in Bethel schools. To do: Get info. from Finance Dept. Complete reports for reimbursement. Ask grantor for grant performance period extension. Bill LKSD for SRO salary not covered by grant.		

9	Yukon-Kuskokwim Health Corporation Diabetes Prevention & Control Program	\$4,738	None
	To do: Complete Final Report and close grant.		
10	FY 23 Alaska Public Entity Insurance Safety Grant	\$5,000	6/30/2022
	City applied for and was awarded a new safety grant to purchase one drone to be used in search and rescue operations and some Port of Bethel functions. The Police Department ordered a drone.		
11	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,361,604	12/31/2024
	To do: Spend funds according to grant guidance. Complete first financial and progress report due by April 30, 2023.		
12	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	6/30/2026
	No money has been spent on the project thus far. Reports are filed on time.		
13	Justice Assistance Grant (JAG)	\$14,108	9/30/2023
	City signed grant agreement. This JAG award will fund most of the costs associated with the purchase and training with a drug dog.		
14	Healthy & Equitable Funding	\$37,703	5/31/2023
	The City ordered playground equipment for installation in Pinky's Park. The playground equipment should be in Bethel on the first AML barge of the season (late May 2023).		
15	Camp Initiative Grant	\$15,000	TBD
	Prepared and submitted a FY 2024 Camp Initiative Grant application for the same amount of money and use as last year.		
16	VSW Capital Improvement Project Grant	\$14,000,000	TBD
	VSW waiting on City's response to two items on the City's FY 2020 Audit Corrective Action Plan for which auditor BDO indicated would likely be "unresolved" in its FY 2021 Audit. One item is a policy on how Finance Dept. handles journal entries.		
17	State Revolving Fund Loan – Drinking Water	\$86,893	6/29/2027
	All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		
18	State Revolving Fund Loan – Clean Water	\$86,893	6/29/2027
	All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		



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

DATE: April 5 – April 18
TO: City Council
FROM: Peter Williams, City Manager
RE: Managers' Report

CM Daily Log,

April 5 – 1) Met with DOWL, FCS (a sub-contractor for DOWL) to discuss the Utility Rate Study. We are nearing the end of this Study. We will share it with the P.W. and Fiance Committes before the Study is shared with Council Members and the public. We don't think it will show that Utility cannot lower our fees. 2) H.R. can now facilitate background checks for new hires. 3) Met with Carnegie Mellon Univ researchers concerning our piped and hauled water system. They are gathering information on common problems that homeowners and W&S Utilities have. They will publish a report about those problems could be resolved. 4) The DOT estimates that the trail between KCC and YHKC will cost four million nine hundred and twenty thousand dollars.

April 6 – 1) Met with the USDA and FNBA to discuss the Aves. Project. We are still trying to find a way to fund this project. 2) Met with Brillant Media. 3) The Bethel Comp Plan will be presented to the Finance and P.W.Committee in May. 4) Reviewed sole source documentation for the emulsifier, EK35, that S&R will use for the roads. 2) Attended City Council FY-24 budget hearings.

April 7 – 1) Discussed the FY-24 Budgewt with the Finance Director. 2) Met with the USDA concerning the Aves Project. We might be able to construct the main line for 118 homes. We then would have to secure funding to connect the homes to the main line.

April 10 – 1) Working with Comm. Leasing to complete the documentation for leasing/purchasing Cat D_8 and the two road graders. 2) Updated the equipment schedule with our Alaska Public Entity Insurance (APEI) insurance carrier.

April 11- Met with the Dep. Finance director and City Attorney to discuss a sales tax issue. 2) The Alaska Public Employees Union (APEA) stated that they will try to start negotiations up again in early May. Two different types of possible wage increases in the budget could change the bottom line of each budget. One is called the merit wage of two-half percent and has stayed the same for as long as I can remember. The other one is the general wage increase which is negotiated. We added two-half percent to the budget for this increase. The amount of this increase will change and will require a budget modification when the union negotiations are completed 3) Worked on the contract with Community Leasing to purchase the D-8 and the graders. # Attended the eCity Council meeting. 4) Bethel Contractors, was the winning bidder for the Aves Project,

April 12 -1) Admin discussed the funding of the Aves—Project with the USDA and First Nat Bank of Alaska. 2) Admin met with FNB to discuss the USDA interim loan the city has for the Aves Project. It looks like this project will not be able to be funded, and we will have to pay the loan off. We have stopped invoicing any work for the Aves. Project and have started to reconcile the invoices. 3) Notified that Wolverine will begin work on April 17 at the Y.K. Fitness Ctr. The fans needed to balance the air are eight months to one year out. The State has increased the Davis Bacon rate for wages. All of the project management fees have been used. We will have to modify the budget 4) Attended the Special Budget meeting concerning the FY-24 budget.

April 13 – 1) Reviewed an application for the Finance Directors position. We will make arrangements to interview the candidate. 2) City Administration met to discuss the scoring and various issues with the RUBA score. 3) Discussed the CAG funding with the Dep. Finance Director. 2) Discussed waving the procurement code for upgrading the water filters in the two water plants. 4) Committee members facilitating the CAG need to understand there is a budget, and if they exceed that amount and if funds are available, a budget mod needs to be created to access those funds. 5) H.R.H.R., Police, and Fire Depts discussed an MOU for employees whom we sent to training that states they have to stay [employed with the city for a certain amount of time or pay the City back for the training. 6) Safety Committee met in my office.

April 14 – 1) Reviewed the documents to purchase the water filters. 2) The Dep. Finance director and I met to discuss the Mayor's concerns about adding two more positions to the Finance Dept. 3) Notified City Council members of the increase in personnel cost in the FY-24 budget. 4) Met with Alaska Airlines and personnel from the City to discuss essential air services. We will meet again on April 20.

April 17 – 1) Reviewed the letter that the City Attorney is working on concerning the RUBA scoring. 2) DOWL reported that Kodiak had the same problem concerning a bid for a W&S project. The estimate was \$7M, and the bid was \$17M. 3) Reviewed waiver to bypass the procurement code for the filters in the two water

plants. 3) Received a complaint about a vehicle blocking the road in the trailer court.

April 18 – 1) The Police Chief asked permission to use Dillion Park on May 15. It is Peace Officer Memorial Day, and he intends to have a ceremony. 2) Had a vehicle removed from Our Rd. in a trailer court. The vehicle was violating BMC 9.36.010. 3) reviewed the PW Works budgets with the PW and Finance directors.

Peter Williams
Bethel City Manager

City of Bethel, Alaska

City Clerk's Office

Council Meetings

April 18, Special City Council Meeting

April 20, Special City Council Meeting

April 25, Regular City Council Meeting

April 27, Special City Council Meeting

City Manager Recruitment Tasks

Reached out to seven interim city managers to gauge interest and availability for interim hire.

Four submitted resumes/quotes for consideration.

Posted the city manager vacancy on:

- Posted to the Alaska Municipal League
- Requested access to Association of Washington Cities Website
- Posted to League of Oregon Cities
- Posted to International County Managers Association
- Requested Posting to California Consortium Affiliate of ICMA
- Requested Posting to Women Leading Government Affiliate of ICMA
- Requested Posting to National Association of County Administrators
- Posted to Strategic Governmental Resources 04/17/2023 Which includes job blast notification to subscribers.
- Posted to Michigan Municipal League
- Reached out online to recruitmilitary.com to try to post the job on their site.
- Posted to veteranjoblistings.com
- Posted to HotJobs.vet
- Posted to GovtJobs.com
- Posted to the Foraker Group

Through a few of these general postings the job advertisement is also pushed to Indeed and GlassDoor and other common job search sites.

Provided Notice of Request for Quote to Executive Search Firms:

- ALERA Connect HR
- Strategic Government Resources
- People AK
- GovHR
- Cowen Partners Executive Search
- Keller Executive Search

Received and reviewed applications from four candidates as of 4/19/2023.

Responded to one other inquiry (no application yet).

Created a city manager candidate packet, interim city manager packet, interview question document, goal setting document for the Council recruitment process.

- Provided documents and details to assist the grant manager in a grant application for community park improvements. Provided details to facilities maintenance on the park equipment construction at Pinky's scheduled for June. Facilities maintenance will be taking over the project.
- Reviewed the RUBA requirements and the City's RUBA Reporting and provided feedback to Administration and Legal.
- Reviewed the updated Union Agreement Article amendments.
- Working on a records management training which is scheduled for May 5th.
- Worked with art teacher to organize details of the painting of the Big Dipper Field sign.
- Processed 2 passports.
- Arranged travel for Council Member Springer and Mayor Henderson to attend the Alaska Municipal League Summer Conference.
- Added the approved signed meeting minutes for 2023 to the Community Parks and Recreation Committee Civic Portal.
- Assisted Human Resources Manager with the posting of public works department vacancies.
- Starting to prepare for the October Election. Sent a voting machine to the vendor to perform maintenance.

Committee and Commission Vacancies

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	3	2
Finance Committee	2	2
Ethics Board	full	1