

CITY OF BETHEL

City Council Meeting Agenda, July 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. *7-11-2023 Regular 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 23-03(b): Amending The City Of Bethel Fiscal Year 2024 Capital Improvement Plan And Operating Budget (City Manager Williams)

10. NEW BUSINESS

10.1. *Introduction Of Ordinance 23-03(c): Fiscal Year 2024 Capital Improvement Program Amendment (Interim City Manager Lanning)

10.2. AM 23-17: Authorize And Direct City Administration To Issue Checks Totaling \$12,540 To Year 6, Quarter 2 Community Action Grant (CAG) Awardees Based On The Recommendation Of The Community Action Grant Committee (Interim City Manager Lanning)

11. REPORTS

Posted July 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

11.1. Mayor's Report

11.2. City Manager's Report

11.3. Clerk's Report

12. COUNCIL MEMBER COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

Posted July 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 Regular Meeting of the Bethel City Council was held on July 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 Patrick Snow City Council Member Sophie Swope 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:
Interim City Manager Alan Lanning, City Clerk Lori Strickler, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

No one present to be heard.

Item 4.1. - Written Public Comments

No written comments submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda.

Moved by:	Beth Hessler
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

Remove from the Consent Agenda- Item 10.2 AM 23-15- Council Member Snow

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *6-5-2023 Special City Council Meeting

Passed on the consent agenda.

Item 6.2. - *6-27-2023 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- Discussed increasing the Small Boat Harbor Permit Fee.

Planning Commission, Council Member Swope- Next meeting will be held on the 13th.

Community Action Grant Committee, Vice-Mayor Batchelor- A meeting has not been held since the last city council meeting. Recommendations will be available for the next city council meeting.

Community Parks and Recreation Committee, Council Member Whitney- Discussed the delay of the installation of new playground equipment.

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

Public Works Committee, Council Member Springer- Held a meeting to discuss the utility rate study.

Public Safety and Transportation Commission, Council Member Snow- A quorum of the body was not established.

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 23-03 (a): Amending The Fiscal Year 2024 Capital Improvement 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 23-03(a).

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

Item 9.2. - Public Hearing Of Ordinance 23-14: Disposal Of Municipal Land Through Land Lease To The Yukon Kuskokwim Health Corporation For Less Than Fair Market Value 324-325 Chief Eddie Hoffman Highway (City Manger Williams)

Mayor Henderson opened the Public Hearing.
No one present to be heard.
Mayor Henderson closed the Public Hearing.

Main Motion: Adopt Ordinance 23-14.

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

Item 9.3. - Public Hearing Of Ordinance 23-15: Disposal of Municipal Land and Building Through Lease To The University Of Alaska Fairbanks, Cooperative Extension, For Less Than Fair Market Value, 519 Mission Drive (City Manager Williams)

Mayor Henderson opened the Public Hearing.
No one present to be heard.
Mayor Henderson closed the Public Hearing.

Main Motion: Adopt Ordinance 23-15.

Moved by:	Henry Batchelor
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

Item 9.4. - Public Hearing Of Ordinance 23-16: Amending The Bethel Transit System Fee And Rate Schedule (Vice-Mayor Batchelor)

*Mayor Henderson opened the Public Hearing.
No one present to be heard.
Mayor Henderson closed the Public Hearing.*

Main Motion: Adopt Ordinance 23-16.

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

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 23-03(b): Amending The City Of Bethel Fiscal Year 2024 Capital Improvement Plan And Operating Budget (City Manager Williams)

Passed on the consent agenda.

Item 10.2. - *AM 23-15 Approve Arctic Foundations, Inc. As The Sole Source Provider Of Passively And Actively Cooled Thermosyphon Systems For Ground Cooling And Permafrost Maintenance (City Manager Williams)

Main Motion: Approve AM 23-15.

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 10.3. - *AM 23-16: Direct Administration To Negotiate And Execute A One-Year Contract With The One Company For The Purchase Of Culverts, Sleeves, And Flares For The Streets And Roads Division. (City Manager Williams)

Passed on the consent agenda.

Item 10.4. - *IM 23-11: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget For June 2023 – Utilities Maintenance – Water & Wastewater Activity Report (City Manager Williams)

Passed on the consent agenda.

11. REPORTS

Item 11.1. - Mayor's Report

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Henderson- Welcomed new Interim City Manager Alan Lanning. Expressed happiness to see the police department in the 4th of July parade. Encouraged the community to get involved in City Council. Excited with all the fishing that has been happening. If anyone wants to be a volunteer fire fighter, contact Chief Solsbee.

Vice-Mayor Batchelor- Encouraged people to run for city council, and to serve on the committees and commissions. Be safe on the river.

Council Member Springer- Your best dust control tool is your rearview mirror. If you are making dust, slow down.

Council Member Whitney- No comment.

Council Member Hessler- Thanked and praised the fire department for their hard work and collaboration during the fires a few weeks ago. Thanked the water truck drivers, the police department and police chief for their efforts during the fire. Thanked everyone that was involved.

Council Member Swope- Reiterated the importance of slowing down on the freshly graded roads. Stated the salmonberries are going to be ready in about a week and a half. Encouraged people to volunteer for municipal government. Thanked Alan Lanning for working as interim city manager.

Council Member Snow- Thanked all of the first responders for their efforts. Encouraged people to step up and consider running for city council.

13. EXECUTIVE SESSION

14. ADJOURNMENT

Main Motion: Adjournment.

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

Meeting ended at 7:39 p.m.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, JULY 13, 2023, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL ALASKA

Join Zoom Meeting: <https://us06web.zoom.us/j/86346034837?pwd=K1pRlhIblg0VDBpdGt5b3lRQlcxQT09>

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
Sophie Swope, Council Rep.
Alex Wasierski Stosh Hoffman
Haley Hanson Greg Morgan, Alternate 1
Shadi Rabi Vacant Seat, Alternate 2

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. June 8, 2023 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Code Enforcement Officer position- update

VII. NEW BUSINESS

- A. Ordinance review of disposal of property of 161 Atsaq, Block 2 Tract D, Turnkey III to AVCP

VIII. EX OFFICIO REPORT

- A. 2023 Site Plan Permit Log
- B. 2023 Planning Commission Attendance Log
- C. July 2023 Managers Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

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

Name, Ex-Officio Staff



CITY OF BETHEL
PUBLIC WORKS COMMITTEE
WEDNESDAY, JULY 19, 2023, 5:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN ZOOM MEETING: <https://us06web.zoom.us/j/82789796061?pwd=EFpYA3hBCU1VZKPQME1FD1P2UXC0DZ09>

MEETING ID: 827 8979 6061

PASSCODE: 044846

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

Ryan Butte Juan Delgado
Robert Lekander Mark Springer, Council Rep.

STAFF

Ex-Officio Members: Bill Arnold, Public Works Director
Anna Larson, Administrative Assistant
pwadmin@cityofbethel.net
907-543-3110 / 907-545-2928

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. July 20, 2022 Meeting Minutes
B. August 17, 2022 Meeting Minutes
C. September 21, 2022 Regular Meeting Minutes
D. October 19, 2022 Meeting Minutes
E. November 16, 2022 Meeting Minutes
F. December 21, 2022 Meeting Minutes
G. January 18, 2023 Meeting Minutes
H. May 17, 2023 Meeting Minutes
I. June 21, 2023 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Amending BMC 08.12.020 and 08.12.030, Related to Plastic Bags And Disposable Food Service Ware
B. Follow Up On Recommendation For Code Enforcer Position
C. Evaluation Of Committees 2022 Goals, Tasks And Priorities
D. Bethel Comprehensive Plan Update-Committee Review And Input
E. Creating A Street Sweeping Policy/Municipal Code Requiring Owners Of Paved Roads To Have And

Posted July 13, 2023 at City Hall, AC Co., Swanson's, and the Post Office.

Anna Larson, Ex-Officio Staff

Follow A Street Sweeping Policy (Butte)

- F. Review of Committee Duties and Responsibilities and Determination of Committee Topics of Interest for 2023
- G. Utility Rate Study

VII. NEW BUSINESS

- A. Election of Chair
- B. Election of Vice-Chair
- C. Declaring A Seat Vacant Due To Resignation - Alyssa Leary

VIII. EX OFFICIO REPORT

- A. Manager's Reports July 2023
- B. Public Works Committee 2023 Attendance Log

IX. MEMBER COMMENTS

X. ADJOURNMENT

City of Bethel, Alaska

Community Parks and Recreation Committee Minutes

June 12, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Community Parks and Recreation Committee Meeting was held on June 12, 2023, City Council Chambers and via Zoom. Brian Lefferts called the meeting to order at 6:11 pm.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present for Roll Call: Jessica Pew, Brian Lefferts, Sean Glasheen, Michelle DeWitt via Zoom. Also present: Anna Larson, Recorder, Stacey Rearden
EX: Kathy Hanson – emailed 6/10/2023, Brian Jackson – emailed 6/12/2023, Beverly Hoffman, Eric Whitney
– Out of town.

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA:

MOVED BY:	Jessica Pew	Motion to approve Agenda.
SECONDED BY:	Sean Glasheen	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Jessica Pew	Motion to approve May 8, 2023 Meeting Minutes
SECONDED BY:	Sean Glasheen	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. UNFINISHED BUSINESS:

- A. Request for Proposal Released-YK Fitness Center Operations and Recreational Services
- B. YK Fitness Center Operational Budget Change from Enterprise Fund to General Fund (Lefferts)
- C. YK Fitness Center Review Of Fiscal Year 2022 Operational Budget's Expenditures, Revenues, Transfers (Lefferts)
 - City of Bethel FY24 Draft D – Pages of Interest

MOVED BY:	Sean Glasheen	Motion to include Stacey Reardon in Meeting
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

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

VII. NEW BUSINESS:

- A. Kilbuck Site for Park Land
- B. 2023 Harbor Park Sign Design Contest

MOVED BY:	Jessica Pew	Motion to propose Community Parks & Recreation Committee narrow down design selection. The selected designs will be proposed for the kids to vote on.
SECONDED BY:	Sean Glasheen	
VOTE ON MOTION	Motion carried by unanimous vote.	

- C. 4th of July (Lefferts)

D. Larson Subdivision (Kathy Hanson)

VIII. EX OFFICIO MEMBER REPORT:

- A. Department Head Reports April 2023
- B. Manager's Report May 2023
- C. YK Health Fitness Report April 2023
- D. Community Parks and Recreation Committee Attendance Log

IX. COMMITTEE MEMBER COMMENTS:

Sean Glasheen: Fly-over nice touch for 4th
Brian Lefferts: No comments
Kathy Hanson: Not Here
Beverly Hoffman: Not Here
Jessica Pew: Thank-you to Anna for help on 4th of July
Brian Jackson: Not Here
Eric Whitney: Not Here
Michelle DeWitt: Unresolved on progress of Fitness Center and funding of the Fitness Center, this needs to get resolved.

X. ADJOURNMENT:

MOVED BY:	Jessica Pew	Motion to adjourn.
SECONDED BY:	Sean Glasheen	
VOTE ON MOTION	Motion carried by unanimous vote.	

With no further business, the meeting adjourned at 7:24 PM.

APPROVED THIS _____ DAY OF _____, 2023.

Brian Lefferts

Brian Lefferts
Committee Chair



Anna Larson
Recorder of Minutes

City of Bethel, Alaska

Community Parks and Recreation Committee Minutes

July 10, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Community Parks and Recreation Committee Meeting was held on July 10, 2023, City Council Chambers and via Zoom. Brian Lefferts called the meeting to order at 6:01 pm.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present for Roll Call:

Brian Lefferts: Here

Brian Jackson: Here

Beverly Hoffman: Here

Kathy Hanson: Here

Eric Whitney: Here

Jessica Pew: Here

Sean Glasheen: will try with Zoom – (did not login)

Michelle DeWitt: Came in at 6:11 pm

Also Present: Anna Larson, recorder, Jason Spann – Ex-Officio, Stacey Rearden via Zoom

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA:

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

MOVED BY:	Jessica Pew	Motion to add Michelle DeWitt on next agenda
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Jessica Pew	Motion to approve June 12, 2023 Meeting Minutes
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. UNFINISHED BUSINESS:

- A. Request for Proposal Released-YK Fitness Center Operations and Recreational Services. Lefferts will email more information for next meeting regarding this issue.
- B. YK Fitness Center Operational Budget Change from Enterprise Fund to General Fund (Lefferts)
- C. YK Fitness Center Review Of Fiscal Year 2022 Operational Budget's Expenditures, Revenues, Transfers (Lefferts)

MOVED BY:	Beverly Hoffman	Motion to have DOWL provide line by line expense report for YK Fitness Center
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	
MOVED BY:	Beverly Hoffman	Motion to request fuel invoices for FY23 – up to May 31 st for YK Fitness Center
SECONDED BY:	Jessica Pew	
VOTE ON MOTION	Motion carried by unanimous vote.	

- D. Recommending the City Council Reduce Reliance on Contract Support to Operate the YK Fitness Center (Lefferts)
- E. Update From HealthFit On the Pay What You Can Program Role Out (Lefferts)
- F. Healthy & Equitable Communities Grant – City’s Grant Award \$190,000 (City Manager Williams)
- G. Legislative Grant Award in the Amount of \$500,000 for the Design of YK Fitness Center Phase II (Lefferts)
- H. Kilbuck Site for Park Land. Item H. will be changed to Kilbuck Site for Park Land and Blue Sky Subdivision.
- I. 2023 Harbor Park Sign Design Contest – Narrowed Down Design Selection

VII. NEW BUSINESS:

- A. Larson Subdivision (Kathy Hanson) – Handson: Remove this, it will be combined with H. Kilbuck site for park land.

VIII. EX OFFICIO MEMBER REPORT:

- A. Department Head Reports
- B. Community Parks and Recreation Committee Attendance Log

IX. COMMITTEE MEMBER COMMENTS:

Sean Glasheen: - did not join via zoom
 Brian Lefferts: Question about judging parade/floats
 Kathy Hanson: No comment
 Beverly Hoffman: Thank you everyone
 Jessica Pew: Thank you Anna and Pauline
 Brian Jackson: No comment
 Eric Whitney: Thanks to city- did pretty decent job controlling traffic on 4th, food choices limited.
 Michelle DeWitt: Thanks to Anna and Pauline for the 4th

X. ADJOURNMENT:

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

With no further business, the meeting adjourned at 7:20 PM.

APPROVED THIS _____ DAY OF _____, 2023.

 Brian Lefferts
 Committee Chair

 Anna Larson
 Recorder of Minutes

City of Bethel, Alaska

Planning Commission

July 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 July 13, 2023. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:31 PM.

II. ROLL CALL:

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

III. PEOPLE TO BE HEARD: Nicole Kaganak-voiced her concerns about a site permit for fill and if there is any follow up made by the city after a project is complete.

MOVED:	Kathy Hanson	Motion to bend the rule to converse with people to be heard speaker, Nicole Kaganak.
SECONDED:	Sophie Swope	
VOTE ON MOTION	Unanimous	

IV. APPROVAL OF THE AGENDA:

MOVED:	Sophie Swope	Motion to approve the agenda.
SECONDED:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Sophie Swope	Motion to approve regular meeting minutes for June 8, 2023
SECONDED:	Greg Morgan	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

VIII. Discussion on a code enforcement officer update-no new updates this month

IX. NEW BUSINESS:

- A. Ordinance review of disposal of property of 161 Atsaq, Block 2, Tract D, Turnkey III to AVCP: Commissioners requested more information from the City administration on the property's zoning.

X. PLANNER'S REPORT:

XI. COMMISSIONER'S COMMENTS:

- K.Hanson- no comment
- A. Wasierski-no comment

S. Swope- no comment
S. Hoffman-no comment.

X. ADJOURNMENT:

MOVED:	Sophie Swope	Motion to adjourn the meeting.
SECONDED:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 7:01 pm

APPROVED THIS ____ DAY OF _____, 2023

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

Introduced by: City Manager Peter A. Williams
Introduction Date: July 11, 2023
Public Hearing Date: July 25, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 23-03(b)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2024 CAPITAL IMPROVEMENT PLAN AND 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 Fiscal Year 2024 Capital Improvement Plan and Fiscal Year 2024 Operating Budget.

WHEREAS, the Grant Manager applied for State Homeland Security Program funding in the amount of \$192,000 to cover the costs associated with purchasing and installing a security fence around the property containing the new V&E Shop (former city bus barn);

WHEREAS, the Alaska Division of Homeland Security and Emergency Management screened the four projects received from the City of Bethel and submitted the City's number one priority project, the fencing for V&E Shop, to the federal Department of Homeland Security for funding;

WHEREAS, State Homeland Security Program grant parameters prohibit the use of a grant award to supplant funds already budgeted;

WHEREAS, therefore, by removing the "Fencing for V&E Shop" line item from the city's Capital Improvement Plan, the city will be in a position to accept the SHSP grant, if awarded;

FY 2024 Capital Improvement Plan General Fund – Streets and Roads Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-66-6890	Fencing for V&E Shop	\$192,000	\$192,000	\$0
100-10100	General Fund (Cash in Combined Fund)	\$8,745,021	\$192,000 Total Increase	\$8,937,021

Introduced by: City Manager Peter A. Williams
Introduction Date: July 11, 2023
Public Hearing Date: July 25, 2023
Action:
Vote:

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

ENACTED THIS 25TH DAY OF JULY 2023 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Interim City Manager Lanning
Introduction Date: July 25, 2023
Public Hearing Date: August 8, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 23-03(c)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2024 CAPITAL IMPROVEMENT PLAN

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 Fiscal Year 2024 Capital Improvement Plan and Fiscal Year 2024 Operating Budget.

WHEREAS, the Bethel City Council passed Resolution #23-01 on January 10, 2023 that identified City of Bethel priorities for the SFY 2024 Alaska Capital Budget;

WHEREAS, the second priority of five was the public safety communication tower at an expected cost of \$500,000, which later increased to \$1,200,000 soon after the resolution was produced;

WHEREAS, the city prepared and submitted a capital grant request for \$500,000 to the State of Alaska for the purchase and installation of the public safety communications tower—and this request was met in June 2023 with a FY 2024 Designated Legislative Grant to the city;

WHEREAS, the City of Bethel's FY 2024 Capital Improvement Plan contains \$1,200,000 for the purchase and installation of a public safety communications tower;

WHEREAS, typical grant parameters prohibit the use of a grant award that supplants funds already budgeted;

WHEREAS, therefore, by removing \$500,000 from the city's FY 24 Capital Improvement Plan before signing the grant agreement, the city will be in a position to accept the State grant in the amount of \$500,000 and not be guilty of supplantation;

Introduced by: Interim City Manager Lanning
Introduction Date: July 25, 2023
Public Hearing Date: August 8, 2023
Action:
Vote:

C-1 FY 2024 Capital Improvement Plan General Fund – Police Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-61-6890	Public Safety Communications Tower	\$1,200,000	(\$500,000)	\$700,000
100-10100	General Fund (Cash in Combined Fund)	\$8,745,021	\$500,000 Total Increase	\$9,245,021

WHEREAS, the City of Bethel is obligated under a United State Department of Agriculture – Rural Development loan to appropriate \$365,650 into a sewer short-lived asset fund annually;

WHEREAS, the city’s FY 2023 Capital Improvement Plan, Water & Sewer Utility Enterprise Fund, Approved Capital Expenditures, contains \$182,825 in a hauled sewer fund and \$182,825 in a piped sewer fund;

WHEREAS, this budget amendment is meant to add short-lived asset fund appropriations to the city’s FY 2024 Capital Improvement Plan because the appropriations were inadvertently left out of the Plan;

C-2 FY 2024 Capital Improvement Plan General Fund – Hauled Sewer Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-85-9699	Hauled Sewer – Short Lived Assets	\$0	\$182,825	\$182,825
100-10100	General Fund (Cash in Combined Fund)	\$9,245,021	(\$182,825) Total Decrease	\$9,062,196

C-3 FY 2024 Capital Improvement Plan General Fund – Piped Sewer Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-86-9699	Piped Sewer – Short Lived Assets	\$0	\$182,825	\$182,825
100-10100	General Fund (Cash in Combined Fund)	\$9,062,196	(\$182,825) Total Decrease	\$8,879,371

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

Introduced by: Interim City Manager Lanning
Introduction Date: July 25, 2023
Public Hearing Date: August 8, 2023
Action:
Vote:

**ENACTED THIS 8TH DAY OF AUGUST 2023 BY A VOTE OF _ IN FAVOR AND _
OPPOSED.**

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action: Passed
Vote: 7-0

CITY OF BETHEL

Resolution # 23-01

CITY OF BETHEL PRIORITIES FOR THE SFY 2024 STATE OF ALASKA CAPITAL BUDGET

- WHEREAS,** the City of Bethel is proactively pursuing funds from Federal and State agencies, as well as private funding sources;
- WHEREAS,** the City partners with other entities, such as the local tribe, Orutsararmiut Native Council, to work collaboratively to meet resident and visitor needs;
- WHEREAS,** Bethel City government relies on various taxes and interest, charges for services, and licenses/permit fees to pay for major maintenance needs;
- WHEREAS,** City of Bethel water and sewer systems have been in the black for eight years due to the annual 3% rate increase required by ordinance, water and sewer subscription rate fee collections, and short-lived asset funds set aside for repairs;
- WHEREAS,** as a hub community for 30,000 people living in the Yukon-Kuskokwim Delta region, the City of Bethel often supports projects and expenditures that benefit tens of thousands of Alaskans who do not reside in Bethel City limits;
- WHEREAS,** the Bethel City Council is a seven-member body elected by resident voters of Bethel to act in the best interest of the community and intends to exhibit transparency, oversight, and accountability for all funds awarded through this request;
- WHEREAS,** the priorities established herein are rank-ordered and vital to the well-being of the community and municipality of Bethel;
- WHEREAS,** a summary of the City of Bethel's priorities and requested funding amounts are listed in the following table:

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action: Passed
Vote: 7-0

City of Bethel Priorities	Request
1. New Public Works Building	\$38,000,000
2. Public Safety Communication Tower	\$500,000
3. Yukon Kuskokwim Fitness Center Gym and Track	\$10,500,000
4. Water Main Extension and Water Distribution Center	\$15,548,000
5. Dust Control Road Stabilization Measures	\$2,450,000
TOTAL	\$66,998,000

#1	New Public Works Building	\$38,000,000
-----------	----------------------------------	---------------------

WHEREAS, the City of Bethel relies on its 29,000 square foot Public Works Building to house 12 water and sewer haul trucks, provide a full-service mechanic shop for the repair of gasoline and diesel vehicles (heavy equipment), storage and mechanic space for the Streets and Roads Division, a Property Maintenance Shop and storage area, and administrative offices;

WHEREAS, the Public Works Building was constructed in 1982 on creosote-soaked wood pilings and has exceeded its 30-year life expectancy;

WHEREAS, the 29,000 square foot building was constructed for a community of Bethel that contained 3,595 people living in 1,000 households on 15 miles of road;

WHEREAS, today, the City serves 6,362 people living in 1,920 households on 36 miles of roads--almost double the conditions found in 1983;

WHEREAS, BBFM Engineers, Inc. performed a structural and condition assessment on the Public Works Building in July 2019 and determined that some of the beam-to-girder connectors under the building have failed and "can no longer be relied upon to safely support vehicle loads;"

WHEREAS, after the glulam beams and girders supporting the floor were tested for rot and decay, BBFM engineers Troy Feller and Greg Latreille, concluded that 120 metal hangers, 12 glulam beams, and 5 girders should be repaired, replaced, or reinforced in the next 1-2 years;

WHEREAS, the cost of the fixes recommended in the BBFM report could be as high as \$7 million and not fix everything long-term;

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action: Passed
Vote: 7-0

WHEREAS, the City has poured a vast amount of funding into the building over the last ten years, including a \$1.5 million floor repair, a \$1 million boiler purchase and installation, and \$1.2 million in summer 2021 to purchase and install a new backup generator and performed the immediate fixes recommended in the BBFM report;

WHEREAS, City municipal engineer Chase Nelson recommends in a memorandum dated October 4, 2019, that the City go forward with its plans to spend \$1.5 million to replace the failed connectors, glulam beams, and girders, but points out that "the City eventually will need to replace the full facility, and needs to consider this as a long-term priority;"

WHEREAS, the City needs a new 52,000 square foot Public Works Building to effectively and efficiently deliver hauled water and sewer services to a growing population, maintain its water and sewer piped infrastructure that serves 420 properties, maintain and repair 18 miles of gravel road, maintain its 28 City-owned buildings, and repair/maintain its fleet of heavy equipment, SUVs, and pickup trucks;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$38,000,000 in its FY 2024 Capital Budget to fund a new Public Works Building for the City of Bethel;

#2	Public Safety Communication Tower	\$500,000
-----------	--	------------------

WHEREAS, the City of Bethel rents tower space from the KYUK radio station for its public safety radio communication antennas attached to the KYUK Radio Station tower and houses its base station equipment inside a GCI communication shack at the base of the tower;

WHEREAS, the City pays \$1,700 a month to KYUK Radio Station for tower space and over \$400 a month to GCI to provide power and store its base station equipment in a heated shack;

WHEREAS, the City of Bethel believes that constructing a new communication tower on city police station property is the preferred option in order to be able to control, protect, and fully utilize the tower strictly for public safety communications;

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action: Passed
Vote: 7-0

WHEREAS, in 2017, the City paid DOWL engineer firm to determine the best location for a communication tower on Bethel Police Station property and to design it;

WHEREAS, DOWL has since completed the design for a 90-foot-tall lattice tower supported by three pilings, as they recommended, and this design is ready for construction;

WHEREAS, the expected cost of constructing a new communication tower on police station property is estimated to be \$500,000;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$500,000 in its FY 2024 Capital Budget to fund a new Public Works Building for the City of Bethel;

#3	Yukon Kuskokwim Fitness Center Gym and Track	\$10,500,000
-----------	---	---------------------

WHEREAS, the City of Bethel Multi-Use Recreation Facility Plan completed in 2005 identified a pool and full size gymnasium as the first and second most popular functions desired in a planned recreation facility;

WHEREAS, the City obtained Alaska State legislative capital funding in FY 2012 and constructed the Yukon Kuskokwim Fitness Center, a multipurpose recreational and training facility with a six-lane swimming pool, kiddie pool and slide, fitness center, exercise room, locker rooms, and concession area;

WHEREAS, the citizens of Bethel voted to increase sales taxes by one-half percent to generate approximately \$500,000 and recommended that the City use the money to operate and maintain the facility, which it has done since inception;

WHEREAS, the YK Fitness Center was constructed with boilers, air handling system, and other features conducive to the addition of a gymnasium;

WHEREAS, the gymnasiums in the high school and Gladys Jung Elementary school are used almost exclusively for student activities, leaving no gym time for adults, children, and families in the community;

WHEREAS, the City of Bethel paid DOWL to develop the YK Fitness Center Expansion Feasibility Study, which they completed in July 2022;

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action: Passed
Vote: 7-0

WHEREAS, the feasibility study describes a competition size gymnasium with a running track on the second floor, sauna, two weight/game rooms, utility rooms, offices, and bathrooms at a cost of \$17.5 million;

WHEREAS, in light of the recent inflationary environment, DOWL engineer firm raised the estimated cost of the facility in 2025 dollars to \$20.5 million;

WHEREAS, in summer 2022, the City assisted the State of Alaska, Office of Management and Budget, to prepare a federal coronavirus infrastructure grant application that requested \$10 million for design and construction of the gymnasium expansion;

WHEREAS, the people of Bethel desperately need a gymnasium the whole community can use to play indoor sports like basketball, volleyball, soccer, field hockey, and ultimate frisbee and use the running track and rock climbing walls for fitness, recreation, and family fun time;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$10,500,000 in its FY 2024 Capital Budget to fund a new gymnasium with a running track for the community of Bethel;

#4	Water Main Extension and Water Distribution Center	\$15,548,000
-----------	---	---------------------

WHEREAS, the City of Bethel truck drivers use six water haul trucks and six sewer haul trucks to carry water and evacuate sewage for 1,600 residential, commercial, and organizational facilities in Bethel six days a week;

WHEREAS, the City must fill its water haul trucks at one of two fill stations: Bethel Heights Water Treatment Plant or City Subdivision Water Treatment Plant;

WHEREAS, the City's two water treatment plants are located within a mile of each other, which makes the service less expensive to nearby subdivisions (City Subdivision, Hoffman Subdivision, Bethel Heights, and The Avenues), but exorbitant to serve far away subdivisions like Kasayuli, Larsen, Tundra Ridge, Ouivaq, and Ptarmigan Street;

WHEREAS, the cost to deliver water in Bethel is very high at \$29/1,000 gallons/mile;

WHEREAS, the high cost for water delivery is due to the limited amount of water that trucks can carry, the number of miles the trucks need to traverse to make deliveries and return to the water plant to refill, the time it takes for filling

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action: Passed
Vote: 7-0

one truck at a time at City Subdivision Water Plant, the cost of diesel fuel for each vehicle, and the cost of wear and tear on each vehicle;

WHEREAS, on November 21, 2022, DOWL engineer firm completed a 90% preliminary engineering report (PER) to provide a community-wide piped water and wastewater system that would pipe the 1,600 households;

Whereas, "Transitioning customers from haul to pipe services will enhance water and sanitation availability and reduce customer service fees and City maintenance costs" (90% complete PER, Page 1);

WHEREAS, Phase 1 described in the PER is the development of a water distribution center (tank) along Chief Eddie Hoffman Highway near the State Public Health building to create storage, pressure, and heat necessary to provide piped water to the Ciulkulek Subdivision in Phase 2, and to serve as a water truck fill center to reduce round-trip delivery distance to the western subdivisions;

WHEREAS, the site to be developed will include a 500,000 gallon water tank and a 2,000 square foot building containing pumps, filling equipment, and a boiler system;

WHEREAS, this project includes a 4,350 linear foot extension of the water main from the city's institutional corridor water line that is fed by the City Subdivision Water Treatment Plant;

WHEREAS, this project is a crucial primary step to provide residents of Bethel clean, unlimited water at a reduced monthly rate and at the same time, saving the city money in hauled water delivery and system maintenance costs;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$15,548,000 in its FY 2024 Capital Budget to fund the Water Main Extension and Water Distribution Center project;

#5	Dust Control Road Stabilization Measures	\$2,450,000
-----------	---	--------------------

WHEREAS, the community of Bethel is plagued by airborne dust from its gravel roads, which cause harm to individuals through inhalation, ingestion, and contact with eyes, ears, and skin;

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action: Passed
Vote: 7-0

WHEREAS, purchasing and applying several inches of D1 sharp-edged gravel to roads in Bethel helps compact dust and provide a conducive surface for motor vehicles;

WHEREAS, applications of calcium chloride and water to gravel roadways have proven to be effective dust control measures for Bethel, Alaska;

WHEREAS, the City wishes to purchase one new water spray truck to apply water to the dusty streets throughout the summer;

WHEREAS, the City must purchase and apply gravel and other emulsifiers in bulk quantities on its subdivision roads, which are currently underserved because the City has had to focus on its thoroughfares;

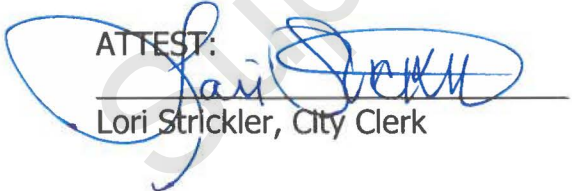
WHEREAS, the City has the heavy equipment, trained personnel, and operating costs in its budget to apply gravel, calcium chloride and other emulsifiers, and water to the City's roads, as needed;

WHEREAS, this project requires the purchase of \$2,000,000 of gravel, a \$190,000 water spray truck, \$150,000 to purchase several emulsifiers as part of a demonstration project, and \$100,000 worth of calcium chloride;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$2,450,000 in its FY 2024 Capital Budget to fund the Dust Control Measures project;

ENACTED THIS 10th DAY OF JANUARY 2023 BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED.

ATTEST:


Lori Strickler, City Clerk




Rose Henderson, Mayor



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS
Anchorage Office

550 West Seventh Avenue, Suite 1650
Anchorage, Alaska 99501
Main: 907.269.7906
Fax: 907.269.4539

VIA Email

June 28, 2023

Peter Williams, City Manager
City of Bethel
PO Box 1388
Bethel, Alaska 99559

RE: FY 24 Designated Legislative Grant

Dear Mr. Williams:

I am pleased to notify you the City of Bethel has been appropriated a FY 2024 Designated Legislative Grant per 37.05.315 Grants to Municipalities for the purpose of **Public Safety Communication Tower**. The amount of state funding appropriated for this grant is **\$500,000.00**.

In order to receive grant funds, a grant agreement must be executed. Please provide the following information within 30 days:

- A scope of work for this project which includes a detailed project description, proposed timeline and budget narrative.
- Completed Signatory Authority Form (enclosed).
- Site Control Documents such as a Lease, Deed, Right-of-Way, or Easement.

Upon receipt of the requested information, I will prepare and send the grant agreement for signature.

I have included a copy of the latest Designated Legislative Handbook, which is also available online at: <https://www.commerce.alaska.gov/web/dcra/GrantsSection/DLGrants.aspx>. The handbook should answer any questions you have regarding management and use of grant funds.

Congratulations on this award. I look forward to working with you to ensure the success of this project. If you have any additional questions, contact me at (907)269-7906 or lindsay.reese@alaska.gov.

Sincerely,

Lindsay Reese

Lindsay Reese
Grants Administrator 2

Enclosures: Signatory Authority Form;
Designated Legislative Grantee Handbook

GENERAL FUND CAPITAL EXPENDITURES SUPPLEMENTAL DOCUMENTATION (100-61)

100-61-6890 Police Department - Public Safety Communications Tower - \$1,200,000

		Summary of Motion
Moved By:		Motion to approve Capital Expenditure, Public Safety Communications Tower for \$1,200,000
Seconded By:		Designated Fund Balance (Account 100-10-100) Before Purchase:
		\$6,632,054
		Designated Fund Balance (Account 100-10-100) After Purchase:
		\$5,432,054
Vote on Motion:		

*This image is for illustrative purposes only

City of Bethel Action Memorandum

Action memorandum No.	23-17		
Date action introduced:	July 25, 2023	Introduced by:	Alan Lanning Interim City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Authorize and direct City Administration to issue checks totaling \$12,540 to Year 6, Quarter 2 Community Action Grant (CAG) awardees based on the recommendation of the Community Action Grant Committee.

Attachment(s): None.

Amount of fiscal impact:	Source	Account information:
\$12,540	Funds in FY 2024 Budget [\$86,000]	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.

Three community action grant applications were received during the May 2023 open period and reviewed. All three applicants were present during the first of two CAG Committee meetings to discuss their projects and answer questions from committee members.

The Committee recommends that City Council fund all three projects, but for an amount less than the amount requested:

1. ONC > \$6,190
2. Healing Through Music & Dance > \$3,500
3. YK Fitness Center > \$2,850

The committee must be judicious with the amount of funding it has available for awards.

Table of CAG Committee Scores and Award Allocations

	ONC	Healing Through Music & Dance	YK Fitness Center
Committee Member #1	110	136	126
Committee Member #2	127	119	123
Committee Member #3	121	96	109
Committee Member #4	162	150	157
Committee Member #5	118	124	124
Committee Member #6	155	153	148
Total	793	778	787
Average	132	130	131

Requested Amount	\$33,000	\$6,700	\$3,350
Funding Recommendation	\$6,190	\$3,500	\$2,850



AGENDA ITEM #

City Council Meeting Date: 7/25/2023

CITY COUNCIL COMMUNICATION FORM

FROM: Alan Lanning, Interim City Manager

DATE: 7/25/2023

ITEM: Council Report

NEXT STEP: No Action Required

☐ ORDINANCE
☐ MOTION
☒ INFORMATION
☐ RESOLUTION

I. REQUEST OR ISSUE:

Over the course of the past week, I have worked on the following issues.

- I have attended numerous meetings with staff, Council members, and others, in an attempt to gain understanding of issues, concerns and progress.
- Attended 7/11/23 Council meeting and responded to audit concerns from Council and questions regarding the application EK-35 to a test section of road.
- Responded to several citizen calls/concerns.
- 7/19/23 KYUK radio spot.
- Evaluated current recruiting efforts, reviewed candidate qualifications and provided input. Spoke with current recruiting firm. Evaluating new recruiting strategies.
- Met with Council on 7/18 and expressed thoughts regarding recruiting efforts to include: hybrid work, on/off work, potential contract services, housing and marketing improvements.

- Participated in review of applications and participated in two interviews.
- Toured a large part of the community.
- Visited various businesses.
- Spoke with auditing firm.
- Working with accounting firm.

II. RECOMMENDED ACTION / NEXT STEP:

None.

III. FISCAL IMPACTS:

None.

IV. BACKGROUND INFORMATION:

This is the required City Manager's written report.

V. LEGAL ISSUES:

None.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None.

VII. SUMMARY AND ALTERNATIVES:

Additional questions/direction is always welcome.

Schedule, Events and Programs

Visit ykfitness.org for the most up to date schedules and information.

June Pool Hours were expanded to have the pool open for recreational swimming starting at 9am on weekdays.

The LKSD Migrant Education Program rented the pool on weekdays through June to offer swim lessons to Migrant Education Program participants.

Healthy activities club registration for our last several weeks is almost full, with waiting lists for our afternoon sessions for our last 3 weeks. We continue to seek funding to help cover scholarship costs and are grateful to have been awarded a grant from the Community Action Grant Committee to support healthy snacks.



Summer Pool Memberships are on sale through the first week of July and are good use of the swimming pool from Memorial Day – Labor Day for just \$89 for Adults and \$59 for Youth and Elders.

Starting July 1st, we have lowered the age requirement for individuals to supervise children. Previously the age to supervise children was 18. We have lowered that age to 16 to hopefully allow more youth who may be home with babysitters to utilize the pool.

Starting in July we have implemented an Equitable Access Program to provide discounted access to the YK Fitness Center for community members who may not be able to afford the full cost of facility access.

The Fitness Center is closed on July 4th and staff will be hosting games and activities at Big Dipper Field.



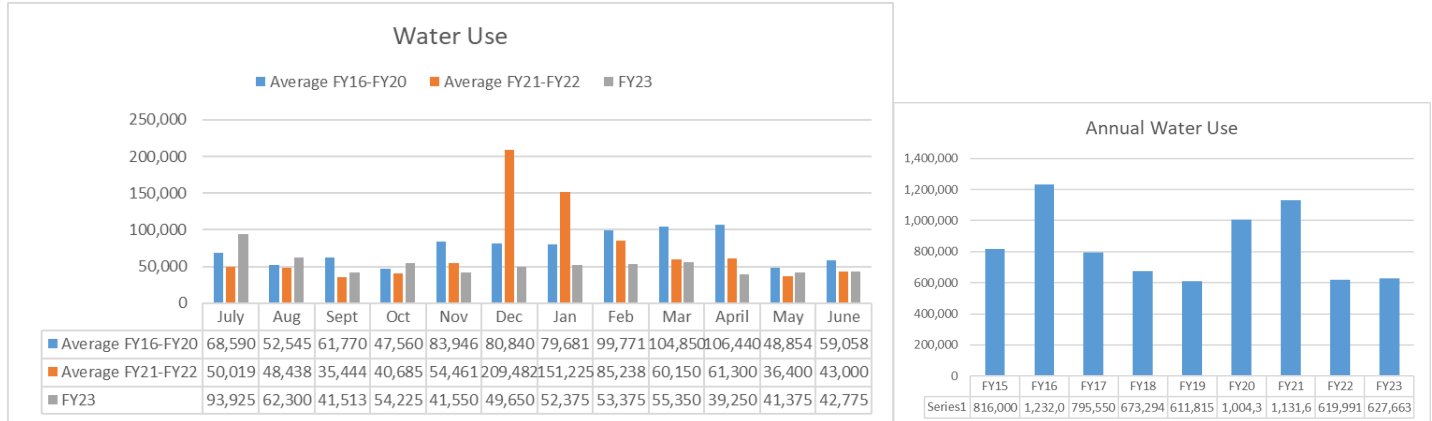
We will be offering a 2 week Swim Club starting July 24th. Swim club is focused on helping youth interested in swim team or Lifeguard training to build swim skills nad knowledge.

Two Lifeguard Training Classes are being offered in August.



Water Use

Water use for June was equal with COVID averages for June and lower than pre-COVID averages. FY23 usage was slightly over FY22 usage, but lower than the previous 2 years.

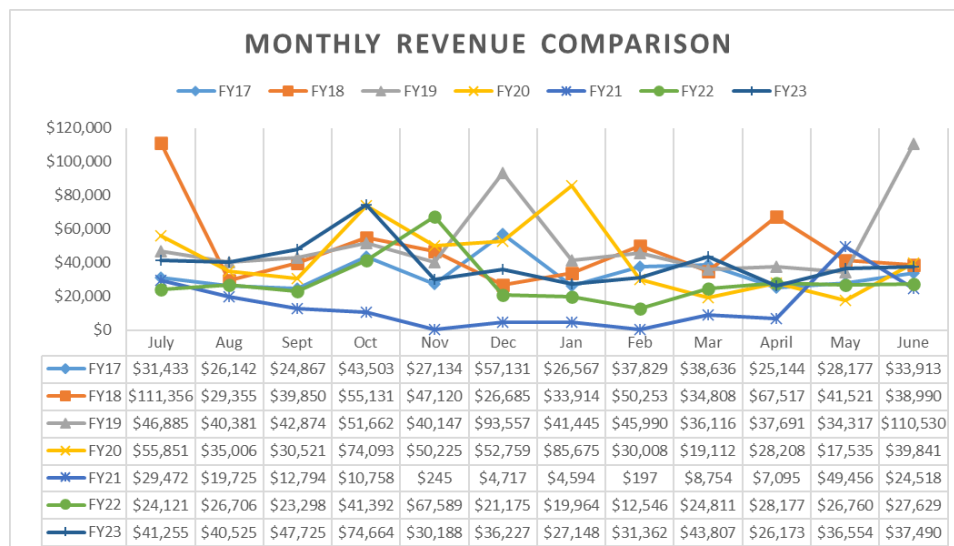


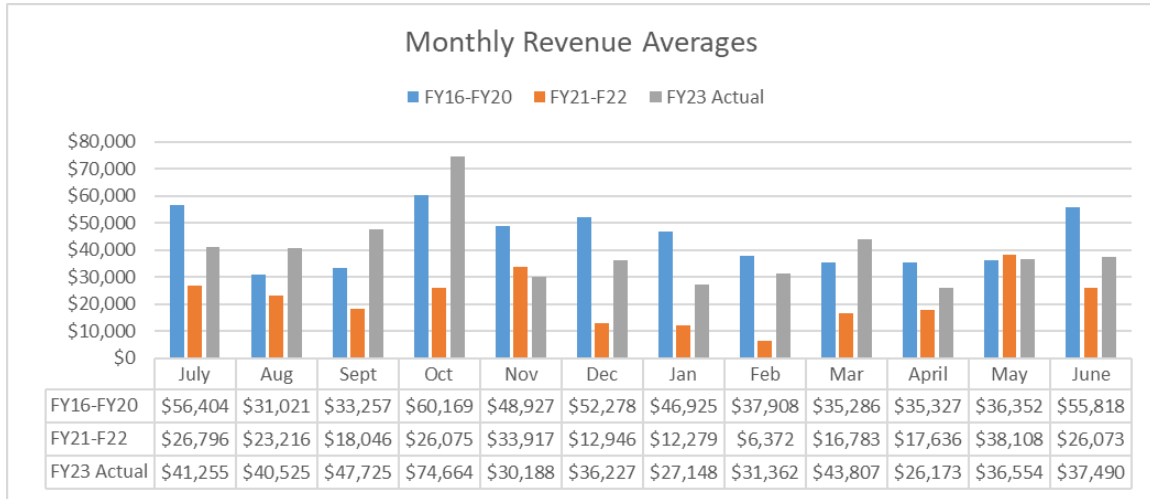
*Note: Facility opened in November of 2014 (FY15). Starting during maintenance closure in Dec 2019/Jan 2020 hot water has been used to keep pipes from freezing resulting in higher-than-normal usage. Water was turned off in late March 2020 once outside temps were consistently above freezing temperatures. Problems again arose in Dec 2020 and water was used to assure there were no freeze ups of facility piping through early March 2021.

Revenue

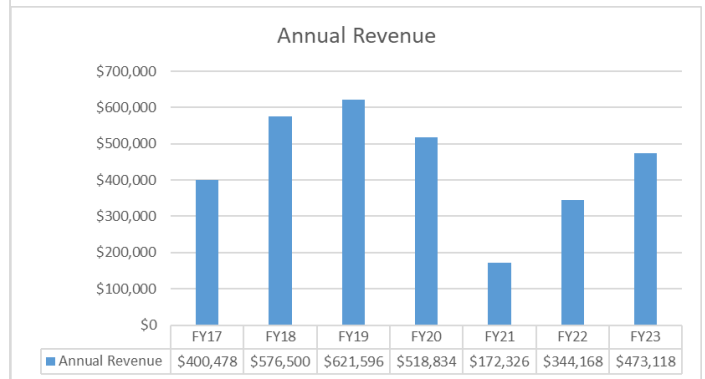
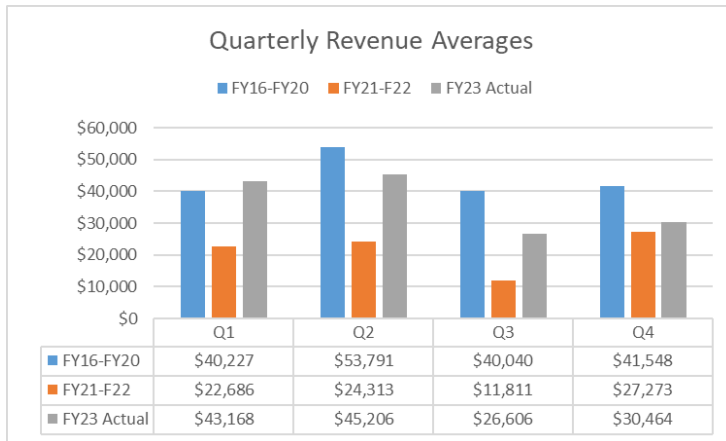
Code	Facility Revenue	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total	FY22 Budgeted	%attained
43-9421	Memberships	\$14,264	\$21,259	\$26,170	\$42,680	\$4,724	\$9,756	\$5,815	\$5,756	\$21,329	\$5,688	\$8,755	\$12,995	\$179,191	\$260,000	69%
43-4360	Pro Shop	\$4,621	\$3,086	\$4,670	\$4,352	\$1,918	\$2,868	\$2,794	\$2,430	\$3,950	\$2,096	\$4,337	\$4,129	\$41,251	\$40,000	103%
43-4361	Concessions	\$5,143	\$4,659	\$4,836	\$6,465	\$3,570	\$4,335	\$5,124	\$4,744	\$5,406	\$3,085	\$5,355	\$5,981	\$58,702	\$60,000	98%
43-4369	Entry Fees	\$9,545	\$8,567	\$6,618	\$12,154	\$9,610	\$13,502	\$8,216	\$11,130	\$10,658	\$13,408	\$8,973	\$8,171	\$120,550	\$100,000	121%
43-4440	Facility Rental	\$595	\$770	\$960	\$8,665	\$605	\$966	\$683	\$3,577	\$1,456	\$1,499	\$903	\$925	\$21,600	\$25,500	85%
43-4364	Program Fees	\$4,051	\$2,184	\$4,472	\$348	\$9,761	\$4,038	\$4,517	\$3,725	\$667	\$397	\$7,216	\$5,290	\$46,666	\$50,000	93%
Misc (Grants, Donations, Etc.)		\$3,037					\$763			\$341		\$1,016		\$5,157	\$5,000	103%
Facility Revenue Total		\$41,255	\$40,525	\$47,725	\$74,664	\$30,188	\$36,227	\$27,148	\$31,362	\$43,807	\$26,173	\$36,554	\$37,490	\$473,118	\$540,500	88%

June Revenues were slightly higher than May and surpassed Covid year revenues but did not quite reach the pre-covid June average. This is primarily due to the large outlier amount from a large payment received in June of FY19. Adjusting for that outlier, FY23 June revenues are comparable to average June revenues and hopefully show a return to pre-covid normal revenue levels.



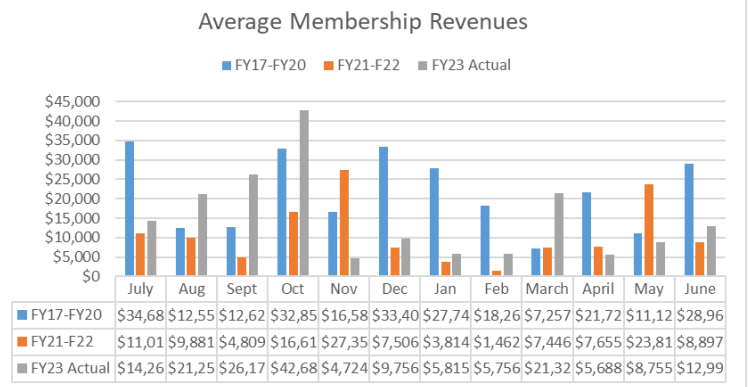
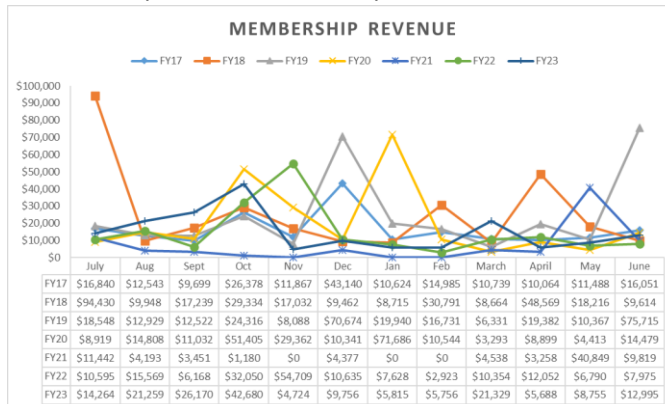


Annual revenue comparisons show a clear rise in revenues FY21-FY23. We are hopeful that this trend will continue as the community returns to regular facility usage.

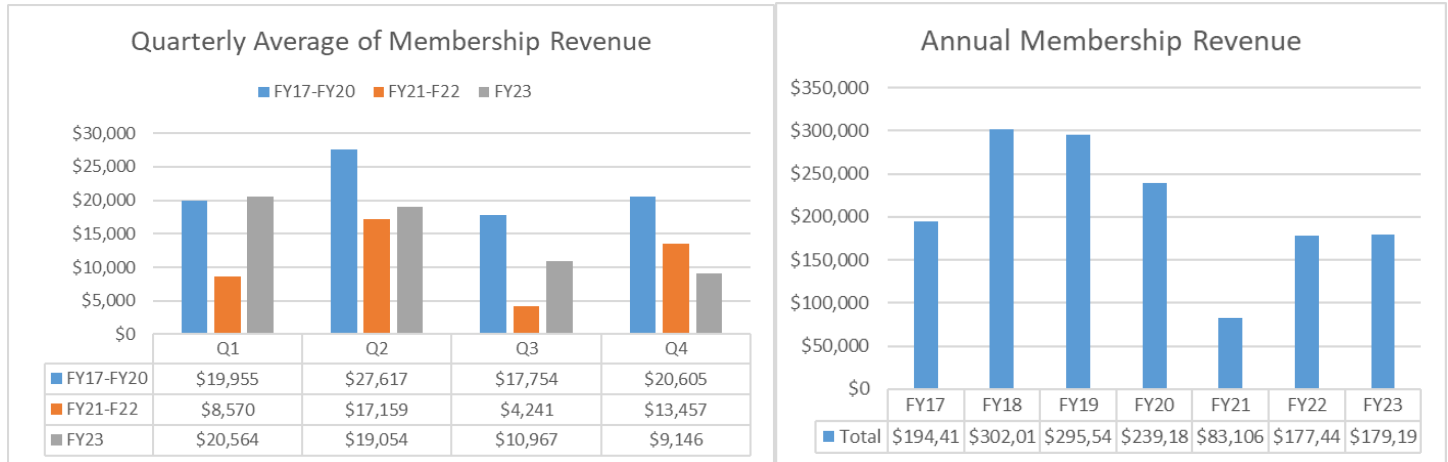


Revenue Comparisons by line Item:

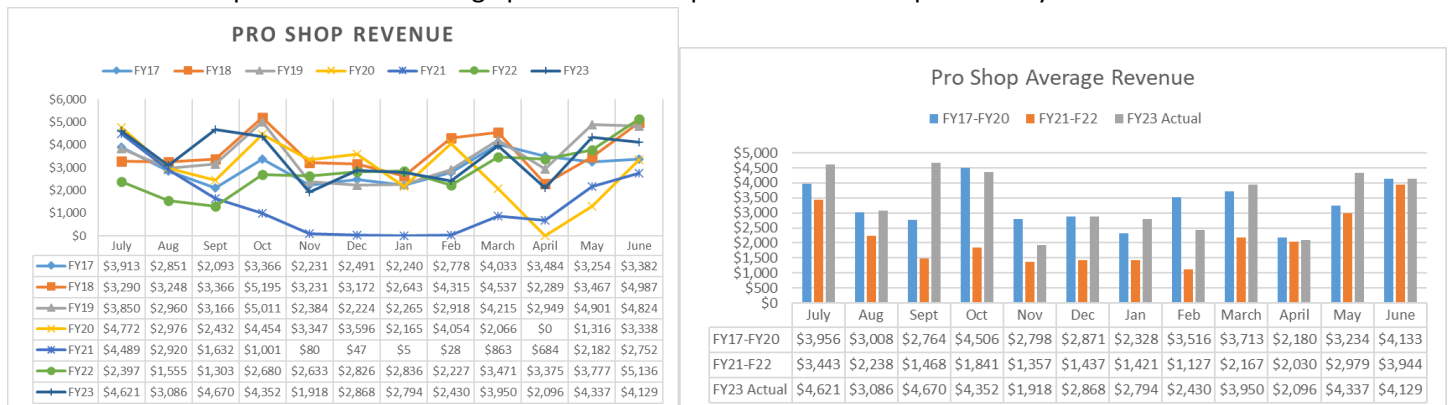
Membership revenue for June passed Covid levels but did not quite reach pre-covid averages.



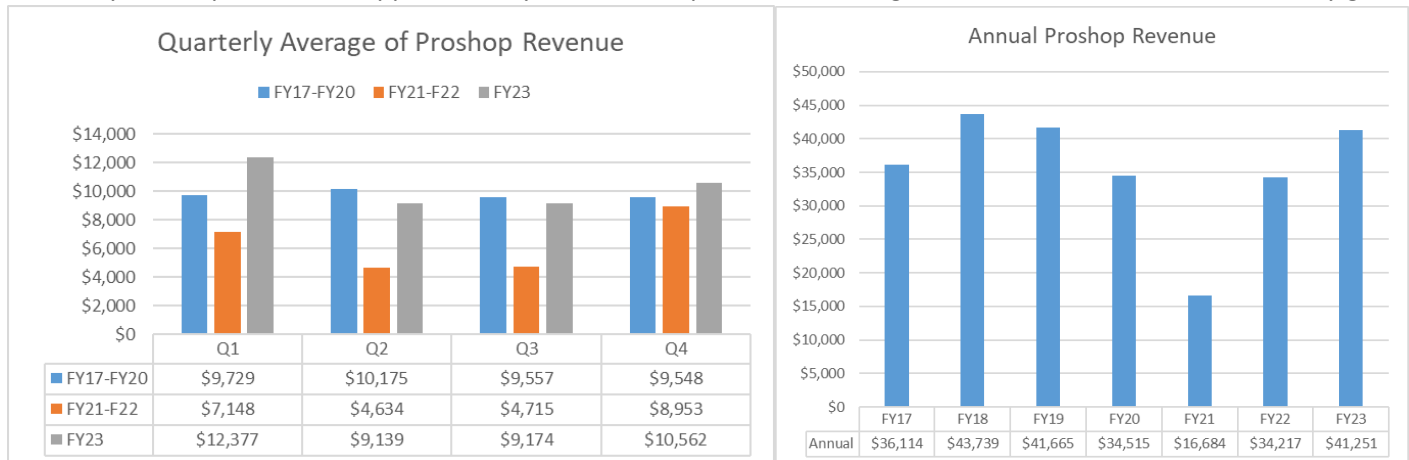
Although June membership revenues showed growth over June revenues of the past 2 years, the Q4 average was lower than previous years due to the low revenues from April and May caused by the April shutdown.



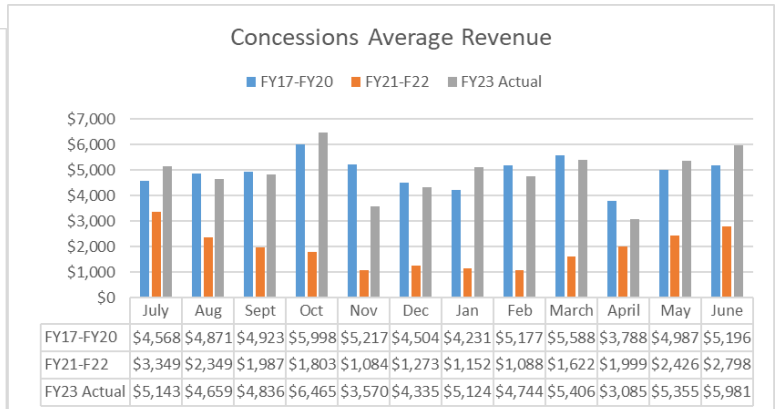
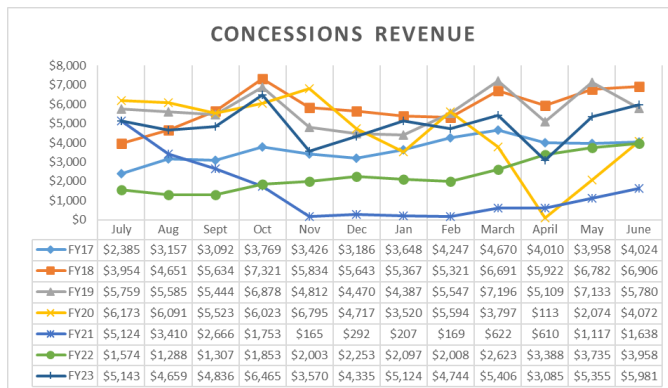
June ProShop revenue is comparable to previous years. We have continued to see purchases of swim suits, goggles, and towels and June expenses will show large purchases to replenish our Proshop inventory.



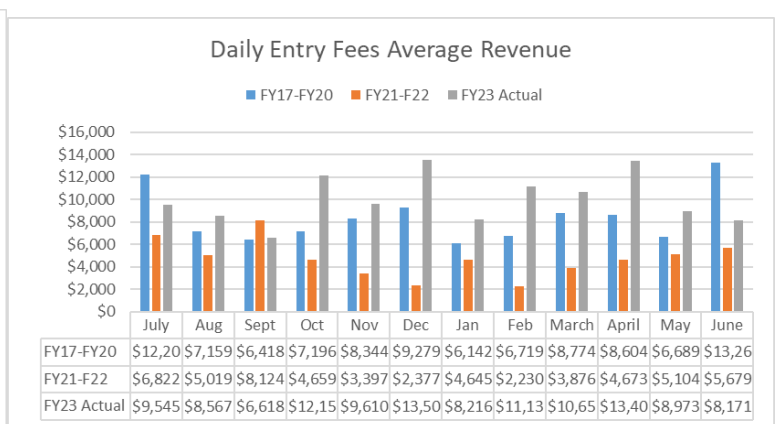
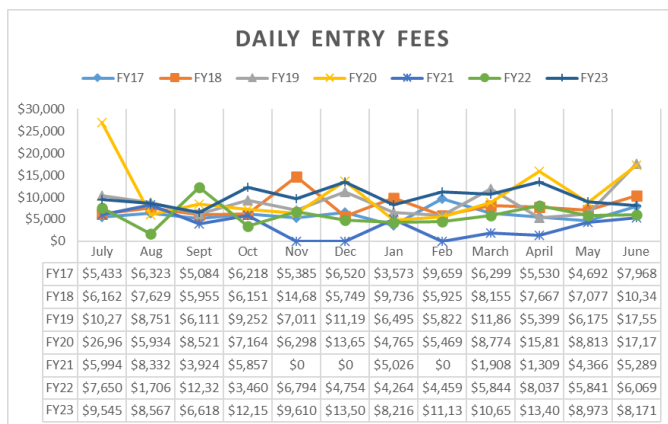
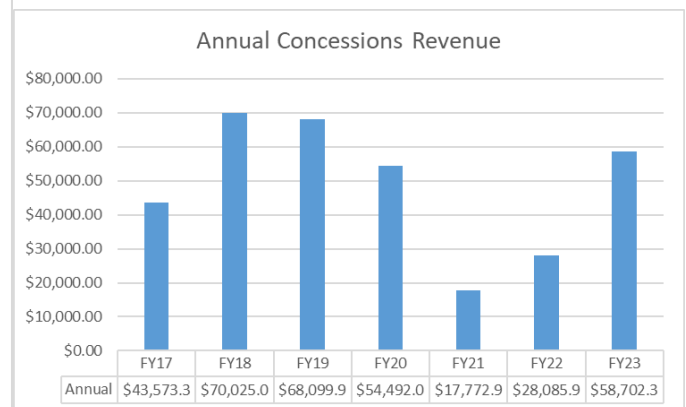
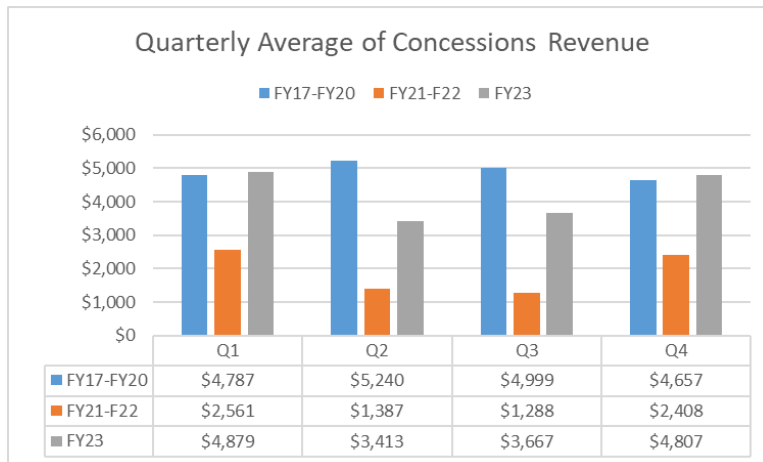
Quarterly Proshop revenue is approximately \$1,000 over pre-COVID averages and annual revenues show steady growth.



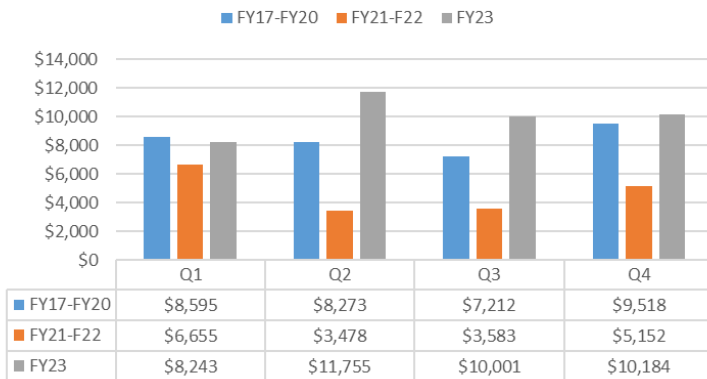
With the resumption of regular availability and delivery of concessions items, our Concessions revenues have returned to pre-COVID averages.



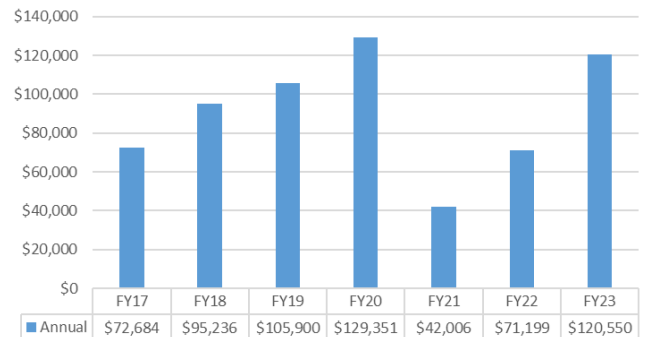
Quarter 4 averages show a return to pre-covid revenue and annual revenues show FY23 surpassing FY20 totals by approximately \$4,000.



Quarterly Average of Daily Entry Revenue

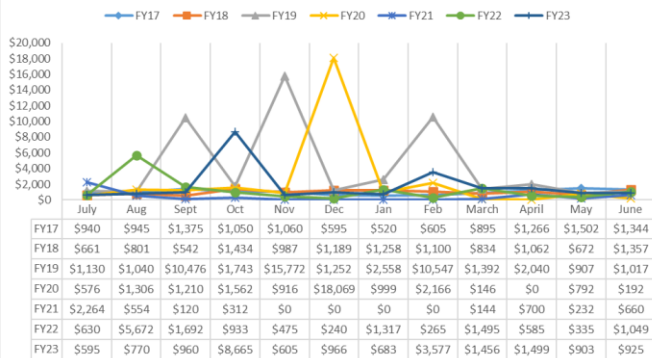


Annual Entry Fees

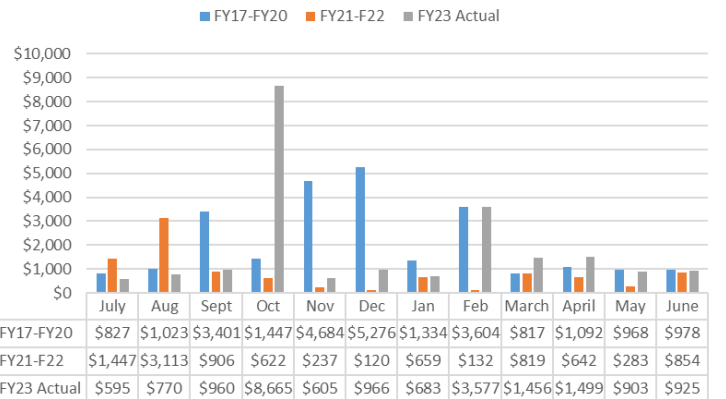


June Rental Revenues were consistant with previous years.

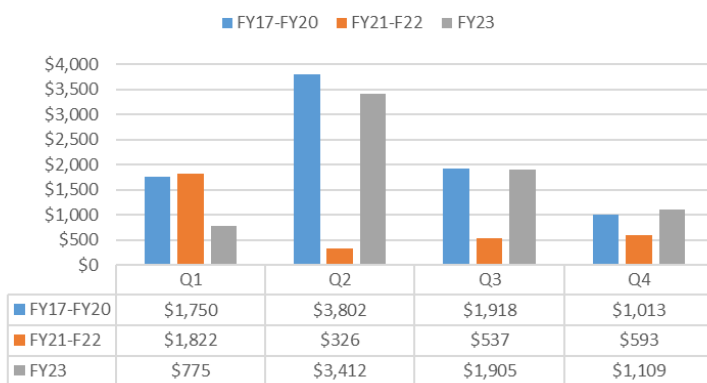
FACILITY RENTALS



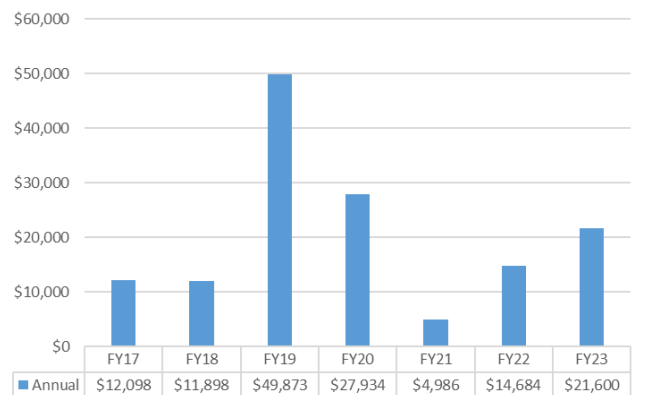
Rental Fees Average Revenue



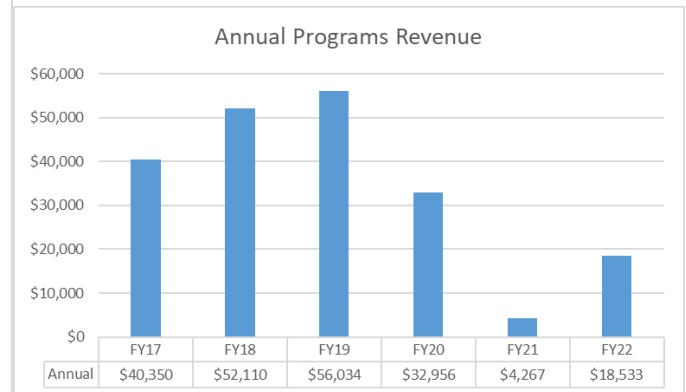
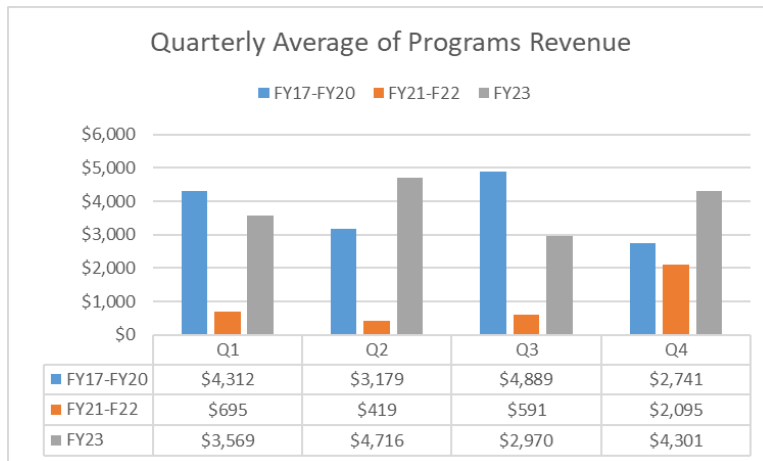
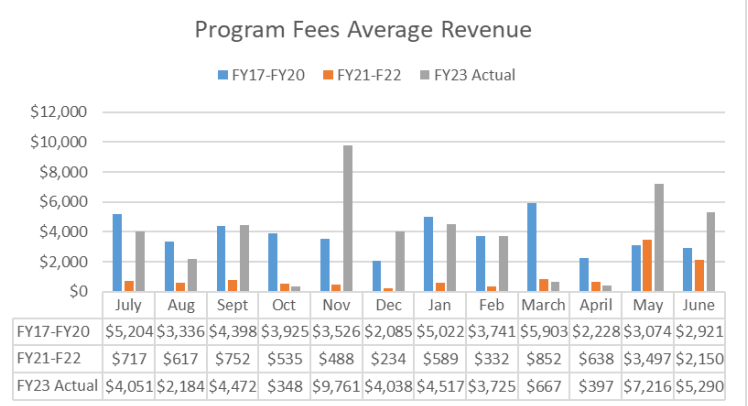
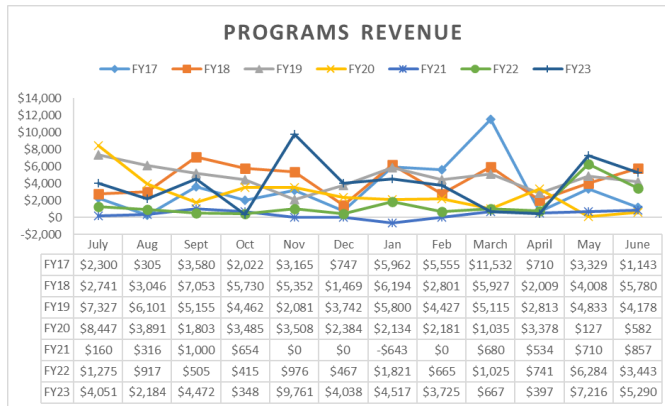
Quarterly Average of Rental Revenue



Annual Facility Rental Revenue



Program revenues are up with gains in revenues for fitness classes and Healthy Activities Club. Aquatic program revenues remain low due to lack of instructors.



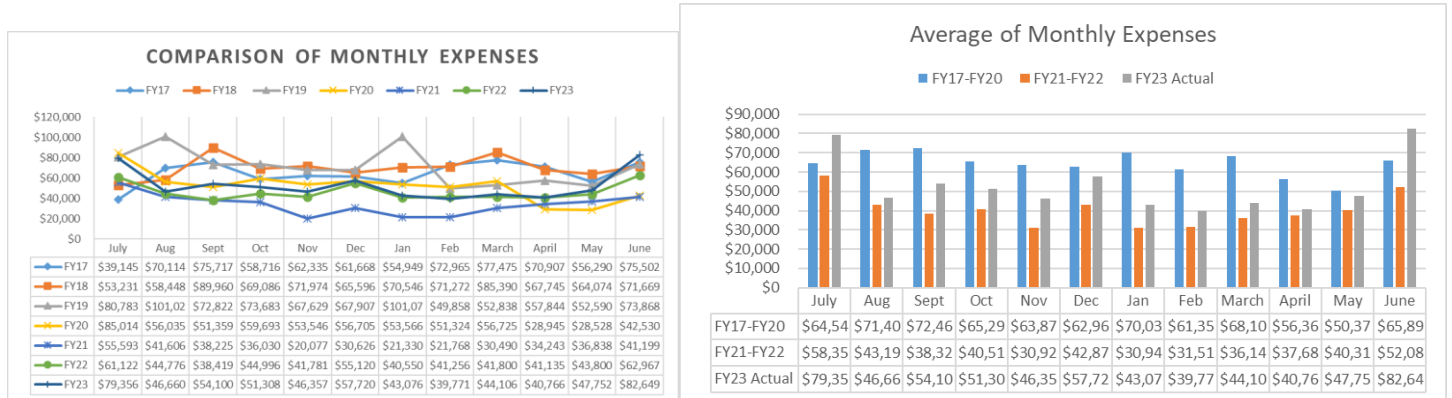
Expenses

As we return to normal facility operations we are actively working to continue to minimize facility expenses while providing necessary safety and resources. As in other industries we are seeing the costs of items increase particularly items such as the pool chemicals, food items purchased for Concessions, and items purchased for the ProShop resulting in higher than average expenses for June.

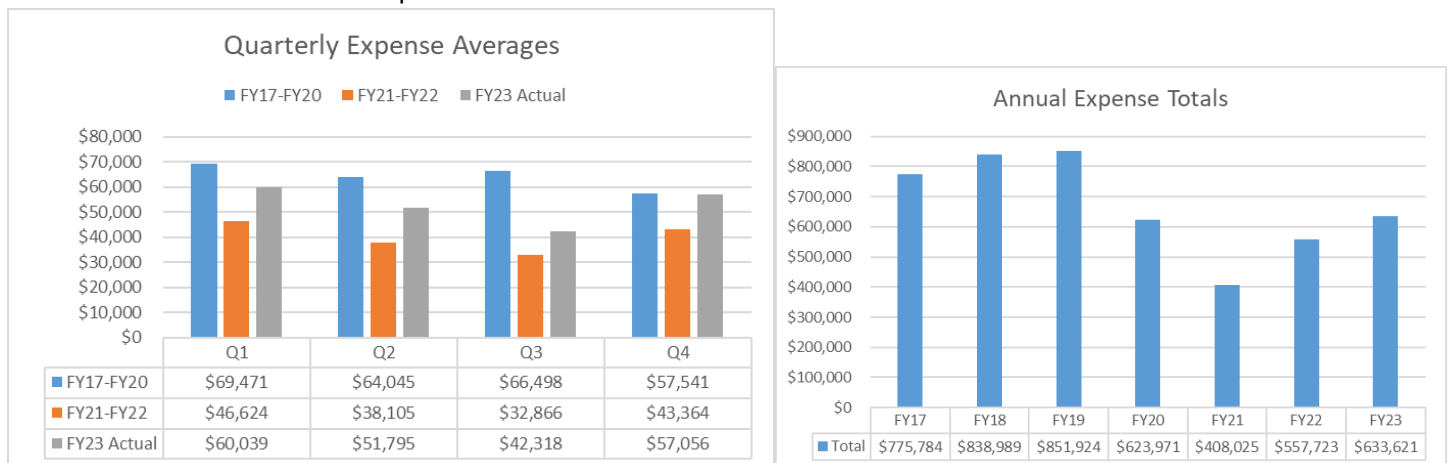
	Expenses	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total	Budgeted	% used
	Wages & Benefits	\$59,884	\$37,230	\$33,474	\$35,068	\$33,349	\$49,890	\$34,825	\$33,827	\$33,990	\$32,733	\$26,401	\$56,358	\$467,029	\$652,550	71.57%
545	Travel/Training	\$0	\$0	\$750	\$0	\$0	\$0	\$0	\$175	\$0	\$0	\$123	\$0	\$1,048	\$1,000	104.80%
561	Supplies	\$12,261	\$3,858	\$9,994	\$3,612	\$8,144	\$3,073	\$3,192	\$1,608	\$5,020	\$5,205	\$14,855	\$17,426	\$88,249	\$76,000	116.12%
580, 661, 663, 799	Building Maintenance	\$166	\$168	\$317	\$344	\$1,506	\$706	\$302	\$61	\$114	\$124	\$731	\$2,108	\$6,646	\$22,600	29.41%
668	Software Licenses	\$488	\$422	\$500	\$1,182	\$408	\$404	\$287	\$362	\$566	\$319	\$385	\$426	\$5,748	\$6,500	88.43%
669	General Expenses	\$5,678	\$4,287	\$9,065	\$11,102	\$2,868	\$3,570	\$4,300	\$3,739	\$4,245	\$2,386	\$4,546	\$6,332	\$62,118	\$30,850	201.35%
790	Allowance for Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100	0.00%
799	Unforeseen	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	0.00%
	Non Budgeted/Grant Funded	\$879	\$695	\$0	\$0	\$82	\$77	\$170	\$0	\$171	\$0	\$711		\$2,784		
	TOTAL	\$79,356	\$46,660	\$54,100	\$51,308	\$46,357	\$57,720	\$43,076	\$39,771	\$44,106	\$40,766	\$47,752	\$82,649	\$633,621	\$793,100	79.89%

* Due to our 2 week pay period structure there are 2 months out of each year in which 3 pay periods fall, skewing wages totals upwards for those months.

**Expense totals do not include purchases for the building that have been made by City of Bethel Property Maintenance or other direct city expenses.



While expenses for June were higher than average, our total for the quarter was comparable to pre-covid expenses while our total for FY23 was comparable with FY20 levels.

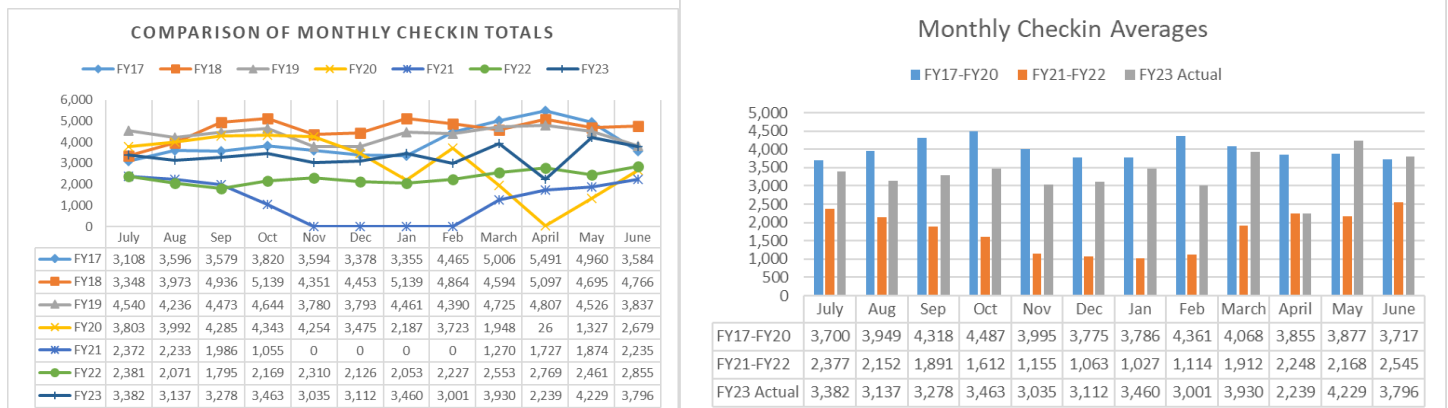


Facility Utilization

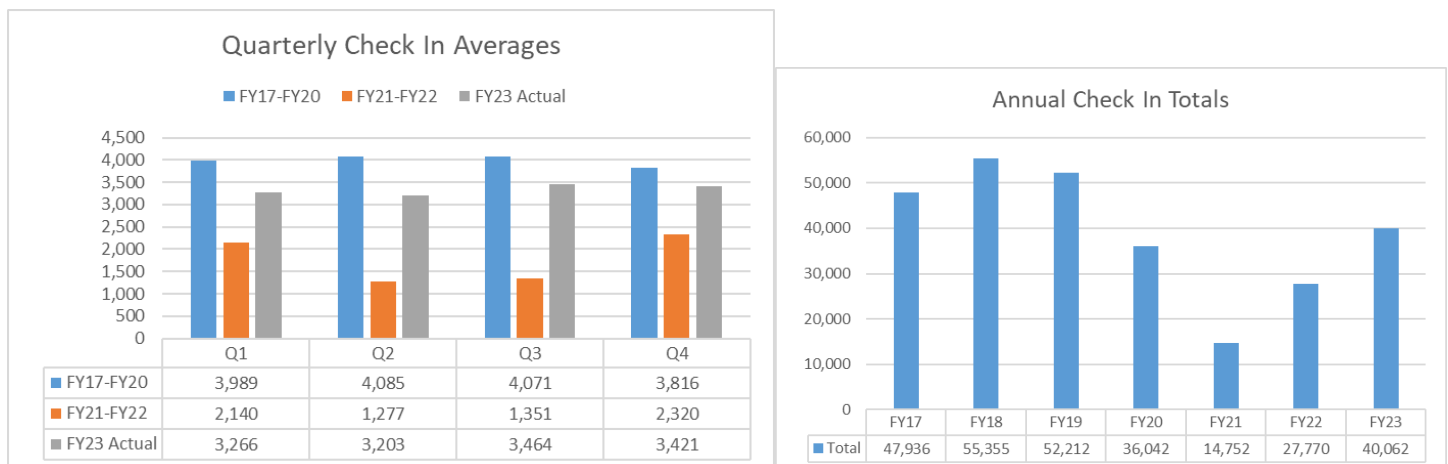
Facility Check-In: Facility Check-In numbers represent the total number of patrons who visited the facility and are based on a compilation of the number of members who checked-in, the number of daily passes sold and the number of participants in programs, activities, rentals, and special events. These numbers represent facility visits, not individuals as most individuals visit the facility multiple times over the course of the month.

Facility Check-In	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total
Member Checkins	1,262	1,332	1,195	1623	1466	1643	1636	1472	1,889	1,098	1,829	1,765	18,210
Daily Admissions	1,563	1,437	1,652	1523	1444	1353	1634	1290	1,867	976	1,975	1,453	18,167
Rentals	0	207	237	172	10	8	0	8	32	72	200	129	1,075
Fitness Programming	103	49	88	57	115	77	84	145	99	66	162	52	1,097
Aquatics Programming	55	4	62	88	0	31	63	86	3	27	63	18	500
Youth Programs	399	108	44	0	0	0	43	0	40			379	1,013
Monthly Totals	3,382	3,137	3,278	3,463	3,035	3,112	3,460	3,001	3,930	2,239	4,229	3,796	40,062

Facility utilization for June was comparable with pre-COVID averages.



Although check-in totals for May and June surpassed pre-covid totals, the average for the quarter was approximately 10% lower than pre-covid averages due to the April closure. Annual totals show a clear upwards trend over the past 3 years.



City of Bethel, Alaska

City Clerk's Office

Council Meetings

July 18, 2023 Special City Council Meeting

July 25, 2023, Regular City Council Meeting

City Manager Recruitment

Application period closes on August 4. GovHR has 12 candidates interested in the position.

General

- Attended the Alaska Association of Village Council Presidents YK Comprehensive Economic Development Strategy Meeting on Tuesday. Provided information to ICM Lanning for his future participation.
- Researched property which has a reverter clause listed in the Council Ordinance for disposal; however, has not yet reversed. This is a tangled web of documents and will take some time, and will need support from Planning and Legal to sort out.
- Organized the shipping for the second set of playground equipment for Harbor View Park.
- Continued to work with ONC to identify a date for the next meeting. Sent an email on 7/13 with the following dates of availability: September 27, 28, 29 October 2, 5, 6, 11, 13. We should hear back from them soon.
- Worked with the State of Alaska Division of Vital Statistics and identified and drafted a process for our remote community residents to obtain the required burial transit permit from the State in the rare cases of an "at home death" with no hospitalization or transport to the morgue.
- Worked with Planning and Legal and the review of two site plan permit issues.
- Updated the City's Master Lease Spreadsheet to include the two most recent lease changes.
- Requested quotes on the purchase of council chambers desks/furniture.
- Set up the studio apartment which will be used for contractors.
- Working with IT on Wells Fargo administrative approvals. The City Clerk will be an authorizer of users for the Wells Fargo Bank, until the Finance Department becomes more stable with in-house leadership. Went through a similar process for the same authorizations with Chase J.P. Morgan.
- Reviewed the counter proposal from the Union, met with Administration and Legal to go over impacts. Calculated cost impacts for various amounts of annual increases.
- Organized the utilities for the rental for the interim city manager.
- Processed two burial permits.
- Initiated our annual reminder to families that have payment due on burial permits and reservations.
- Researched property acquisition for 157 Salmonberry. Quit Claim Deed was found.
- Prepared social media posts to help promote the city council candidate filing period.
- Reviewing Election and Petition Policy and Procedures. Modified instructions to petition sponsors to clarify the City Clerk's Office's ability to assist with referendum code locations but emphasized, the office cannot assist with document text development. Provided the update to legal for review.
- Worked with the Port to get a boat moved from the Harbor Park property.

- Sat through a webinar covering grant opportunities under Build America Bureau.
- Prepared and sent election notices to KYUK and Delta Discovery. Prepared and scheduled six social media posts to help draw attention to the declaration of candidacy filing period.
- Finalized the declaration of candidacy packets and Alaska Public Offices Commission documents instructions.
- Researched [Alaska Rural Utility Collaborative](#), a statewide program that partners with communities to manage, operate and maintain water/sewer systems. The program may be an option for the City to consider to assist us in managing our utility billing process.
- Researched Zoom for Governments, and transcription option for our public meetings.
- Set up rooms for the Alaska Municipal League Annual Conference and requested travel/training intent from continuing city council members.
- Wanted to thank the Public Works team.
 - Assisted the City Clerk's Office in hauling a large number of confidential records out of city hall for disposal at the City's Landfill.
 - Mounted the "Big Dipper Field" sign at the park.
 - Organizing the Ridgecrest Cemetery cleanout of the overgrowth.
- Provided the Public Works Admin. and the Fire Department Admin. the Social Media Policy and instructions on getting Facebook profiles connected/approved for the City's Facebook page. Often, departments request the City Clerk post on their behalf. All departments should have someone with access to the City's page.
- Reviewed the final draft of the City's 2024 Operating Budget.
- Reviewed the AVCP property transfer concerns from the Planning Commission, provided guidance to the chair and the recorder on legal nonconforming uses. Requested the attorney draft a memo to the commission addressing the Commission's concerns and suggested the item be placed back on the Commission's agenda at the next month.



Committee/Commission Vacancies

	Regular	Alternate
Community Parks and Recreation Committee	full	1
Planning Commission	full	1
Port Commission	2	2
Public Safety and Transportation Commission	full	2
Community Action Grant Technical Review Board	full	1
Public Works Committee	3	2
Finance Committee	2	2
Ethics Board	full	1