

CITY OF BETHEL

City Council Meeting Agenda, September 26, 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. *9-12-2023 Regular City Council Meeting

6.2. *9-13-2023 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 23-03(d): Amending The City Of Bethel Fiscal Year 2024 Capital Improvement Plan (Interim City Manager Lanning)

9.2. Public Hearing Of Ordinance 23-11(a): Amending The City Of Bethel Fiscal Year 2024 Operating Budget (Interim City Manager Lanning)

9.3. Public Hearing Of Ordinance 23-13: Authorizing The Disposal Of Property Through Transfer Pursuant To BMC 4.08.030(B), Disposal To Entity Providing A Necessary Public Service (Council Member Springer)

Posted September 20, 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 907-543-1384

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

10. NEW BUSINESS

- 10.1. *Introduction Of Ordinance 23-17: Amending Bethel Municipal Code By Creating A New Section 9.15.010, Prohibiting Abuse Of The 911 System (Public Safety And Transportation Commission)
- 10.2. *Resolution 23-16: Placing A Hold On Issuance The Of Community Action Grant Distributions Until The Second Quarter 2024 (Interim City Manager Lanning)
- 10.3. City Administrative Review Of Good Vibes Bethel Retail Marijuana Store License Renewal #30563 Located At 323 Chief Eddie Hoffman Hwy, Bethel Alaska 99559 (Interim City Manager Lanning)
- 10.4. City Administrative Review Of Kusko Kush Retail Marijuana Store License Renewal #21227 Located At 781 3rd Avenue, Bethel Alaska 99559 (Interim City Manager Lanning)
- 10.5. *IM 23-14: Presentation of the City's Water & Sewer Services Expenditures Compared to Budget for August 2023 – Utilities Maintenance – Water & Wastewater Activity Report (Interim City Manager Lanning)
- 10.6. *IM 23-15: Chemical Building Foundation Work Waiver (Interim City Manager Lanning)

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

14. ADJOURNMENT

Posted September 20, 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 907-543-1384

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 September 12, 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 Mark Springer (telephonically) City Council Member Patrick Snow (telephonically) City Council Member Eric Whitney City Council Member Beth Hessler City Council Member Sophie Swope Vice-Mayor Henry Batchelor Mayor Rose Henderson
Members Absent:
Also in attendance were the following:
Interim City Manager Lanning, City Clerk Lori Strickler, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

Teresa Quiner- Spoke in favor of the adoption of Ordinance 23-03(d).

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: Sophie Swope

Seconded by: Henry Batchelor

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

Opposed: None

Results: Motion Carries

Remove from the Consent Agenda, AM 23-23, Mayor Henderson.

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *8-22-2023 Regular City Council Meeting

Passed on the consent agenda.

Item 6.2. - *8-29-2023 Special City Council Meeting

Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Port Commission, Council Member Hessler- A meeting has not been held since the last city council meeting.

Planning Commission, Council Member Swope- A meeting has not been held since the last city council meeting.

Community Action Grant Committee, Vice-Mayor Batchelor- A meeting has not been held since the last city council meeting.

Community Parks and Recreation Committee, Council Member Whitney- Seeking capital funding to repair the roof of the YK FitnessCenter.

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

Public Works Committee, Council Member Springer- A meeting has not been held since the last city council meeting.

Public Safety and Transportation Commission, Council Member Snow- Provided support to the Police Department's budget amendment to support additional services provided by the Bethel Friends of Canines.

Item 7.1. - Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 23-03(d): Amending The City Of Bethel Fiscal Year 2024 Capital Improvement Plan (Interim City Manager Lanning)

Passed on the consent agenda.

Item 10.2. - *Introduction Of Ordinance 23-11(a): Amending The City Of Bethel Fiscal Year 2024 Operating Budget (Interim City Manager Lanning)

Passed on the consent agenda.

Item 10.3. - *AM 23-23 Pressure Filter Rehabilitation, Bethel Heights WTP And City Subdivision WTP Purchase Agreement (Interim City Manager Lanning)

Motion to adopt AM 23-23.

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

Motion to amend the Action Title to strike "Pressure Filter rehabilitation, Bethel Heights WTP and City Subdivision WTP" and to insert "Authorize the city manager to negotiate and execute a contract for pressure filter rehabilitation."

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

Item 10.4. - *AM 23-24: Authorize The City Manager To Negotiate And Execute The Contract With Health Fitness For The Operations And Maintenance Of The YK Fitness Center (Interim City Manager Lanning)

Passed on the consent agenda.

Item 10.5. - *AM 23-25: Authorizing The City Manager To Negotiate And Execute An Amendment To The Bethel Friends Of Canines Contract For Additional Enforcement Services In The Community Related To Animal Control And Care (Interim City Manager Lanning)

Passed on the consent agenda.

Item 10.6. - *AM 23-26: Direct Administration To Negotiate And Execute A Contract To Purchase Bulk Fuel Services With The Company That Submitted A Proposal With The Highest Score (Interim City Manager Lanning)
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- Be safe of the river.

Vice-Mayor Batchelor- Enjoy the weather while we have it..

Council Member Springer- Enjoy the fall. Has been hearing positive feedback from the public regarding the Police Department's presence on the street.

Council Member Whitney- Wished everyone a good evening.

Council Member Hessler- Thanked Teresa Quiner for speaking to the council and working with Bethel Friends of Canines.

Council Member Swope- Reminded the public to share food they gather with the Elders.

Council Member Snow- No comment.

13. EXECUTIVE SESSION

14. ADJOURNMENT

Main Motion: Adjournment.

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

Meeting ended at 6:54 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 September 13, 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 Beth Hessler City Council Member Eric Whitney Vice-Mayor Henry Batchelor Mayor Rose Henderson City Council Member Mark Springer (<i>arrived after rollcall 6:05 p.m.</i>)
Members Absent:
Also in attendance were the following:
Interim City Manager Lanning, City Clerk Lori Strickler, Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

No one present.

5. APPROVAL OF AGENDA

Main Motion: Approve the agenda.

Moved by: Sophie Swope

Seconded by: Patrick Snow

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

Opposed: None

Results: Motion Carries

6. UNFINISHED BUSINESS

7. NEW BUSINESS

Item 7.1. - City Manager Candidate Interview- Benjamin M. Balivet

Council Member Springer arrived at 6:05 p.m.

Council Interviewed Benjamin M. Balivet.

Item 7.2. - City Manager Candidate Interview- Robert N. Joseph

Robert N. Joseph withdrew his application and was not interviewed.

Item 7.3. - City Manager Candidate Interview- Jonathan A. Kirksey

Council Interviewed Jonathan A. Kirksey.

8. EXECUTIVE SESSION

Item 8.1. - In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment Agreement Development (Note, All City Manager Candidates May be Discussed During the Executive Session) (Mayor Henderson)

Main Motion: Move into Executive session- In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment Agreement Development. Those attending this item will be the City Council, Interim City Manager Alan Lanning, City Clerk Lori Strickler, and City Attorney Libby Bakalar.

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

Council Moved into Executive Session at 8:32 p.m

Council Moved out of Executive Session at 9:33 p.m.

Motion to invite the two candidates back to a second interview.

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

9. ADJOURNMENT

Main Motion: Adjournment.

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

Meeting ended at 9:34 p.m.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

City of Bethel, Alaska

Public Safety & Transportation Commission

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on September 6, 2023, in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:44 pm.

II. ROLL CALL

Present: Theresa Quiner, Farah Sears, Patrick Snow, Musa Saliu.

Excused Absence: Melanie Fredericks.

Absent: DeShan Foret, Megan Newport.

Ex-Officio Present: Daron Solsebee, Lenoard “Pete” Hicks, Damon Oscar.

III. PEOPLE TO BE HEARD

No one to be heard.

IV. APPROVAL OF AGENDA

MOVED:	Farah Sears	Motion to scratch unfinished business item A. Implement of Ordinance Pertaining to Misuse of Emergency Services (Johnathan Smith BPD)
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

MOVED:	Musa Saliu	Motion to Approve the Agenda.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

V. APPROVAL OF MINUTES

VI. UNFINISHED BUSINESS

B. Discussion for BPD Recruitment, retention, hiring longevity bonuses, housing and travel (Chief Hicks)

MOVED:	Patrick Snow	Motion to task ex-officio members to draft a letter of support for better retention before the next meeting.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

VII. NEW BUSINESS

A. : Ordinance on Misuse of 911 (Chief Hicks)

MOVED:	Musa Saliu	Motion to vote in favor of ordinance.
SECONDED:	Patrick Snow	
VOTE ON MAIN MOTION	All in favor.	

E. : Bethel Friends of Canines contract amendment (Theresa Quiner)

MOVED:	Musa Saliu	Motion to approve 30,000 budget increase for the dog rescue for additional support.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

G. : Declaring seats vacant according to BMC 2.60.030(F) 1.b and d (Theresa Quiner)

MOVED:	Musa Saliu	Motion to declare Megan Newport and DeShan Foret seats vacant according to BMC 2.60.030 (F) 1.b and d (Theresa Quiner)
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

VIII. EX OFFICIO REPORT

Police Chief Hicks – See Report in Commission Packet.

Fire Chief Solsebee – See Report in Commission Packet.

IX. MEMBER COMMENTS

Patrick Snow- Thank you for making it to the meeting. Thank you to the Police and Fire Chief. I appreciate all that you guys do. I am sorry that things are not working out as they ought. Hang in there, I am hoping things will get better, and we will have more participation.

Theresa Quiner- Echoing Council Rep. Snows comments. I hope we can support you to increase the pay and offer your employees better benefits. I also really hope that I can get the new Police Dog into the library for a story time, kids will love it.

Farah Sears- Differ.

Musa Saliu- I do not have anything to add.

X. ADJOURNMENT

MOVED:	Musa Saliu	Motion to adjourn the meeting.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

Meeting adjourned at 7:53 pm.

APPROVED THIS _____ DAY OF _____, 2023.

Damon Oscar, Recorder

Theresa Quiner, Chair



CITY OF BETHEL
PUBLIC WORKS COMMITTEE
WEDNESDAY, SEPTEMBER 20, 2023, 5:30 PM

-CANCELLED DUE TO LACK OF MEMBERSHIP-

MEMBERS

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

STAFF

Ex-Officio Members: Bill Arnold, Public Works Director Salina
Tom, Administrative Assistant
pwadmin@cityofbethel.net
907-543-3110

This month's Public Works Committee Meeting is cancelled due to lack of members.

If you are interested in becoming a member please apply at:

www.cityofbethel.org

or use your camera to open to this link:



or contact the Clerk's Office for more
information at:

cityclerk@cityofbethel.net or

907-543-1384

To be eligible for appointment to any Board, Commission, Committee or Task Force (Council's Appointed Officials) a person shall be a qualified elector (registered voter) of the incorporated area of the City of Bethel and a resident for at least six months.

City of Bethel, Alaska

Community Parks and Recreation Committee Minutes

September 11, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Community Parks and Recreation Committee Meeting was held on September 11, 2023, City Council Chambers and via Zoom. Brian Lefferts called the meeting to order at 6:07 pm.

II. ROLL CALL:

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

Brian Lefferts:

Beverly Hoffman:

Eric Whitney:

Jessica Pew:

Sean Glasheen:

Also Present: Jason Spann – Ex-Officio

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA:

Moved By:	Jessica Pew	Motion to approve agenda
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Jessica Pew	Motion to approve August 14, 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. 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)
 - FY 22 and FY 23 DOWL Expense Report for YK Fitness Center
 - FY 22 and FY 23 Heating Fuel Expenses for YK Fitness Center
- 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 and Blue Sky Subdivision.
- I. 2023 Harbor Park Sign Design Contest – Narrowed Down Design Selection

VII. NEW BUSINESS:

- A. YK Fitness Center Maintenance Issue

MOVED BY:	Jessica Pew	Motion to approve Recommend bringing it up to the council to have the roofing fixed & get an estimate of how much it would cost.
SECONDED BY:	Eric Whitney	
VOTE ON MOTION	Motion carried by unanimous vote.	

VIII. EX OFFICIO MEMBER REPORT:

IX. COMMITTEE MEMBER COMMENTS:

Sean Glasheen: Thanks Beverly for bringing up the YK fitness roofing issue.

Brian Lefferts:

Kathy Hanson:

Beverly Hoffman: Would like to get the ball rolling for the roof & will make phone calls.

Jessica Pew:

Brian Jackson:

Eric Whitney:

Michelle DeWitt:

X. ADJOURNMENT:

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

With no further business, the meeting adjourned at 7:15 PM.

APPROVED THIS _____ DAY OF _____, 2023.

Brian Lefferts
Committee Chair

Recorder of Minutes

MOVED BY:		Motion to
SECONDED BY:		
VOTE ON MOTION	Motion carried by unanimous vote.	

MOVED BY:		Motion to
SECONDED BY:		
VOTE ON MOTION	Motion carried by unanimous vote.	

MOVED BY:		Motion to
SECONDED BY:		
VOTE ON MOTION	Motion carried by unanimous vote.	

City of Bethel, Alaska

Planning Commission

September 14, 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 September 14, 2023. The Vice Chair of the commission, Lorin Bradbury called the meeting to order at 6:30 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, Haley Hanson, Greg Morgan and Shadi Rabi.

Excused absence: Sophie Swope and Stosh Hoffman Unexcused absence: Alex Wasierski

Also Present: Pauline Boratko, Recorder, LaQuita Chmielowski, DOWL, and Mark Springer, Council Member.

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF THE AGENDA:

MOVED:	Haley Hanson	Motion to approve the agenda.
SECONDED:	Greg Morgan	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

VI. SPECIAL ORDER OF BUSINESS

VII. UNFINISHED BUSINESS:

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

MOVED:	Kathy Hanson	Motion to recommend the City Council dispose of the approximately 16,480 square feet of land at 161 Atsaq Street, Block 2, Tract D, Plat 84-17, Turnkey III Housing Development, as shown in Book 17, pages 13-16 as recorded April 11, 1969, to AVCP, Inc. for purposes of continuing the Head Start program. In the event AVCP, Inc. no longer uses said property to provide a necessary public service justifying the original disposal, said property will revert to the City of Bethel pursuant to BMC 4.08.030(B).
SECONDED:	Haley Hanson	
VOTE ON MOTION	5- yes, 0-no: motion passes	

VIII. NEW BUSINESS:

IX. PLANNER'S REPORT:

X. COMMISSIONER'S COMMENTS:

K.Hanson- Thank you Pauline for the site plan permit list.

S. Rabi- Why is the city land not an asset?

G. Morgan- The value of the property is \$65,000.

H. Hanson- no comment.
L. Bradbury- no comment.

X. ADJOURNMENT:

MOVED:	Sophie Swope	Motion to adjourn the meeting.
SECONDED:	Greg Morgan	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 6:51 pm

APPROVED THIS ____ DAY OF _____, 2023

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder



CITY OF BETHEL
FINANCE COMMITTEE
MONDAY, SEPTEMBER 25, 2023, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA
ZOOM MEETING LINK
HTTPS://US06WEB.ZOOM.US/j/87274519480?PWD=WUTESNPDYVC3NKVYUHZNDJKOVLAQT09
MEETING ID: 872 7451 9480
PASSCODE: 060155

MEMBERS	STAFF
John Hamilton, Chair Robert Rey, Vice Chair Farah Sears Carol Ann Willard Rose Henderson, Council Rep. Vacancies (4)	Brent Hartzell, Ex Officio Member Alexandra Batchelor, Ex Officio Member abatchelor@cityofbethel.net 907-543-1381

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON
 - A. Please submit written public comments to abatchelor@cityofbethel.net by 4:00 p.m. the day of the meeting.
- IV. APPROVAL OF AGENDA
 - A. 09/25/2023
- V. APPROVAL OF MEETING MINUTES
 - A. 08/28/2023
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
 - A. Discuss B.M.C. 4.20.430 (Brent Hartzell)
- VIII. EX OFFICIO REPORT
- IX. MEMBER COMMENTS
- X. ADJOURNMENT

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

Name, Ex-Officio Staff

Introduced by: Interim City Manager Lanning
Introduction Date: September 12, 2023
Public Hearing Date: September 26, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 23-03 (d)

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 City was granted \$2,931,965 through the American Rescue Plan Act (ARPA), the Capital expenditures have been approved to fund a Chemical Building in the amount of \$1,500,000 and the Rehabilitation of Filters for the City Subdivision, and Bethel Heights Water Treatment Plant for \$500,000 each, totaling of \$2.5 Million allocated and \$431,965 remaining undesignated in the grant appropriations;

Whereas, the quote for the Rehabilitation Filters requires an increase of \$100,000 for the capital project, the funds will be transferred from the Cash in Combined Funds designated holding account for the ARPA funds;

D-1 American Rescue Plan Act (ARPA)				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
660-70-6892	Capital Expenditures-ARPA	\$1,000,000	\$100,000	\$1,100,000
	Bethel Heights Water Treatment Plant			
	City Subdivision Water Treatment Plant			
660-10-100	American Rescue Plan Act Grant	431,965	(\$100,000)	\$331,965

Introduced by: Interim City Manager Lanning
Introduction Date: September 12, 2023
Public Hearing Date: September 26, 2023
Action:
Vote:

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

ENACTED THIS 26TH DAY OF SEPTEMBER 2023 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Alan Lanning, Interim City Manager
Introduction Date: September 12, 2023
Public Hearing Date: September 26, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 23-11 (a)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2024 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 2024.

WHEREAS, the City is responsible for complying with the State of Alaska Public Records Act (AS 10.25.100-40.25.295) which states generally, a person may request a public agency's public records, and the agency must disclose the requested record unless they are protected from disclosure;

WHEREAS, the city's social media posts and the public's comments and messages (amended and deleted) on the City's social media accounts fall under this public record disclosure requirement;

WHEREAS, after an audit and reevaluation of the current archival services, it was determined the current provider does not meet the performance standards required by the City Clerk's Office, the requested additional funds will be used to amplify the City's archival ability, maximizing our search and retrieval processes to help ensure the City is able to effectively respond to public records requests;

A-1 City Clerk				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-52-6335	Other Purchased Svs.	\$23,800	\$5,500	\$29,300
100-10100	Cash in Combined Funds	\$8,352,397	(\$5,500)	\$8,346,897

Introduced by: Alan Lanning, Interim City Manager
Introduction Date: September 12, 2023
Public Hearing Date: September 26, 2023
Action:
Vote:

WHEREAS, the City of Bethel entered into an agreement with community partner, Bethel Friends of Canines, in April of 2023, which stipulates, the City's payment of \$85,000 annually through June 30, 2024, in exchange, Bethel Friends of Canines agreed to: manage and operate the animal shelter; provide care and impoundment of animals; provide redemption, adoption, and disposition services; promote education on care and treatment of animals; enforce animal control ordinances; collect fees and keep associated animal control records;

WHEREAS, IM 23-09, presented to the Council during the FY24 budget amendment special meetings, outlined two possible amendments to the City's agreement for additional services that could be performed by Bethel Friends of Canines for additional fees, although discussed, an amendment to the city's operating budget was never presented for consideration;

WHEREAS, the proposed \$30,000 increase to the annual budgetary expense listed in A-2, is associated with an amendment to the agreement (presented through AM 23-xx) increasing the City's fees for the partnership to \$115,000 and include the following additional services:

- Agents of the Contractor are hereby deputized by the Bethel Police Department as volunteer animal control officers to write citations.
- All dogs released from the shelter will be verified for rabies vaccination or vaccinated by Contractor before release.
- Between the hours of 8:00 a.m. to 7:00 p.m. on Monday through Friday and 12:00 p.m. to 7:00 p.m. on Saturday and Sunday, Contractor will respond to calls to pick up owner surrenders and stray dogs.
- Contractor will respond to and aid the Bethel Police Department in picking up animals related to arrests or other enforcement actions conducted by law enforcement.

A-2 Community Services				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-72-6171	Bethel Friends of Canines	\$85,000	\$30,000	\$115,000
100-10100	Cash in Combined Funds	\$8,346,897	(\$30,000)	\$8,316,897

Introduced by: Alan Lanning, Interim City Manager
Introduction Date: September 12, 2023
Public Hearing Date: September 26, 2023
Action:
Vote:

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

ENACTED THIS 26th DAY OF SEPTEMBER 2023 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

**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.

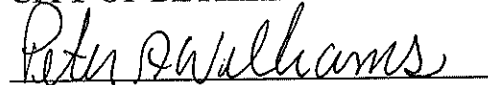
(c) The Contractor shall be required to provide and pay for all consumable supplies and equipment, including but not limited to food, cat litter, body bags, leashes, cleaning materials, paper, and medicines.

(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

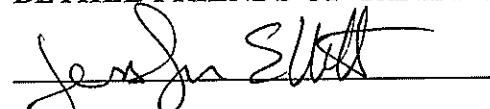


By: Peter Williams

Title: City Manager

Dated: 4/26/2023

BETHEL FRIENDS OF CANINES



By: Jesslyn Elliott

Title: Executive Director

Dated: 4/26/23

MODIFICATION TO APRIL 26, 2023 CONTRACT FOR ANIMAL SHELTER SERVICES

This Agreement Modification is made this _____ day of _____ by and between the City of Bethel, a municipal corporation (hereinafter the "City") and Bethel Friends of Canines (hereinafter "Contractor") (hereafter collectively, the "Parties.")

WHEREAS, on April 26, 2023, the Parties entered into a Contract for Animal Shelter Services (hereafter "Contract") regarding the management and operation of an animal shelter.

WHEREAS, Article I(9)(g) of the Agreement allows the Agreement to be modified by mutual consent, reflected in a writing signed by both parties.

WHEREAS, the Parties wish to modify select sections of the Agreement.

NOW THEREFORE, the following modifications shall be made to the Agreement, effective upon the date shown above. New language is underlined and old language is stricken.

ARTICLE II

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

(c) Qualified agents of the Contractor are hereby deputized by the Bethel Police Department as volunteer animal control officers to write citations.

(d) All dogs released from the shelter will be verified for rabies vaccination or vaccinated by Contractor before release.

(e) Between the hours of 8:00 a.m. to 7:00 p.m. on Monday through Friday and 12:00 p.m. to 7:00 p.m. on Saturday and Sunday, Contractor will respond to calls to pick up owner surrenders and stray dogs contained by resident.

(f) Contractor will respond to and aid the Bethel Police Department in picking up animals related to arrests or other enforcement actions conducted by law enforcement.

ARTICLE III

2. Amount of Contract, Method and Computation of Payment

(a) The City shall pay the Contractor \$85,000 for FY2023 and ~~\$85,000~~ \$115,000 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 represent that they are fully authorized to bind the parties to this modification. No other provision of the Agreement is modified.

CITY OF BETHEL

BETHEL FRIENDS OF CANINES

Alan Lanning
Interim City Manager

Jesslynn Elliot
Executive Director
Bethel Friends of Canines

City of Bethel Information Memorandum

Information Memo No.	23-09		
Date introduced:	May 16, 2023	Introduced by:	Peter A. Williams, City Manager
Amended actions:			
Confirmed by:	K M		

Title: Request for an increase in budgeted funding for Bethel Friends of K9's for FY24.

Attachment(s): None

Department/Individual:	Initials:	Remarks:
Administration / Peter Williams	PW	Recommend approval.
Chief of Police / Leonard Hicks	WA	Recommend approval.
Amount of fiscal impact	Account information:	
\$30,000	FY 2024	100-72-6171
\$85,000	FY 2024	100-72-6171

Summary Statement

During FY23 the COB budgeted \$85,000 to support Bethel Friends of K9's (BFK9) operation of the city's dog pound. For FY24 \$85,000 was originally sought after to continue this mutually beneficial relationship. BFK9 has offered to accept additional responsibilities in assisting the Bethel Police Department with its animal control efforts. As part of this BFK9 is requesting an additional \$30,000, bringing their total financial support from the COB to \$115,000 for FY24.

The additional funds would be used as follows:

The city increases the contract amount by \$30,000 (to cover payroll taxes), and BFK9 is deputized as volunteer animal control officers to write citations. All dogs released from the pound will be verified for rabies vaccination or vaccinated by BFK9 before release. Between the hours of 8-7 M-F and Noon-7 Saturday/ Sunday, BFK9 will respond to calls to pick up owner surrenders and stray dogs that people have held on to. BFK9 will also respond to and aid the police department in picking up animals related to arrested or other enforcement actions conducted by BPD.

Introduced by: Council Member Springer
Introduction Date: June 13, 2023
Public Hearing Date: June 27, 2023
Refer to Planning Commission: June 27, 2023
Public Hearing Date: September 26, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #23-13

AN ORDINANCE BY THE BETHEL CITY COUNCIL AUTHORIZING THE DISPOSAL OF PROPERTY THROUGH TRANSFER PURSUANT TO BMC 4.08.030(B), DISPOSAL TO ENTITY PROVIDING A NECESSARY PUBLIC SERVICE

WHEREAS, the City of Bethel owns a parcel of land approximately 16,480 square feet situated at 161 Atsaq Street, Block 2, Tract D, Turnkey III Housing Development, Bethel Recording District, Fourth Judicial District, Bethel, Alaska, as shown in Book 17, pages 13-16 as Recorded April 11, 1969;



WHEREAS, pursuant to Ordinance #19-10, on June 1, 2019, the City of Bethel entered into a commercial lease with the Association of Village Council Presidents (AVCP), which expires on May 31, 2034;

WHEREAS, the City now wishes to dispose of the property through transfer, in accordance with Bethel Municipal Code (BMC) 4.08.030(B), Disposal to Entity Providing a Necessary Public Service, under fee simple ownership as outlined in this Ordinance;

WHEREAS, AVCP has occupied the land continuously since at least 1985;

Introduced by: Council Member Springer
Introduction Date: June 13, 2023
Public Hearing Date: June 27, 2023
Refer to Planning Commission: June 27, 2023
Public Hearing Date: September 26, 2023
Action:
Vote:

WHEREAS, AVCP uses the land to operate a Head Start program;

WHEREAS, the City now wishes to transfer the above-described land to AVCP under fee simple ownership without compensation to the City;

WHEREAS, the City Council recognizes the necessary public service that AVCP's Head Start program provides;

WHEREAS, BMC 4.08.030(B) allows the City Council to dispose of land to an entity providing a necessary public service without seeking bids and for less than fair market value;

NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, the City Council authorizes the disposal of property, as described under Section 2 of this Ordinance.

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

SECTION 2. Terms of Disposal

Legal Description. The property that is the subject of the disposal is described as: a 16,480 square foot parcel of land situated at 161 Atsaq Street, Block 2, Tract D, Turnkey III Housing Development, Bethel Recording District, Fourth Judicial District, Bethel, Alaska, as shown in Book 17, pages 13-16 as Recorded April 11, 1969. The land is currently zoned Residential.

Description of the City's Interest Being Disposed of: Property only.

Method of Disposal: Gift deed transfer under fee simple ownership without reverter.

Value of the City's Interest: The appraised value of the property as of October 8, 2018, is \$65,000.

SECTION 3. Effective date. This ordinance shall become effective immediately upon enactment by the City Council.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA THIS 26th DAY OF SEPTEMBER 2023 BY A VOTE OF _____ IN FAVOR AND _____ OPPOSED.

City of Bethel, Alaska

Ordinance #23-13
2 of 3

Introduced by: Council Member Springer
Introduction Date: June 13, 2023
Public Hearing Date: June 27, 2023
Refer to Planning Commission: June 27, 2023
Public Hearing Date: September 26, 2023
Action:
Vote:

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

SUGGESTED AMENDMENTS TO ORDINANCE 23-13

PROPOSED BY COUNCIL MEMBER SWOPE

Explanation for Amendment

The Association of Village Council Presidents (AVCP) has been continuously operating a preschool on city-owned land since 1985. BMC 4.08.030(B) allows the City Council to dispose of land to an entity providing a necessary public service without seeking bids and for less than fair market value. However, that section also requires that the land revert to the City if the land being disposed of ceases to be used for a public purpose.

It appears that the Council initially wished to gift this land to AVCP in fee simple without the possibility of reverter. However, the Planning Commission recommended that the ordinance should include the conditional reverter requirement of BMC 4.08.030(B).

Suggested Amendment *presented with highlights*:

Amend Section 2, Terms of Disposal, to clarify that the method of disposal will require a conditional reverter consistent with the requirements of BMC 4.08.030(B).

The amendment would read as follows:

SECTION 2. Terms of Disposal

Legal Description. The property that is the subject of the disposal is described as: a 16,480 square foot parcel of land situated at 161 Atsaq Street, Block 2, Tract D, Turnkey III Housing Development, Bethel Recording District, Fourth Judicial District, Bethel, Alaska, as shown in Book 17, pages 13-16 as Recorded April 11, 1969. The land is currently zoned Residential.

Description of the City's Interest Being Disposed of: Property only.

Method of Disposal: BMC 4.08.030(B): Disposal to entity providing necessary public service, with conditional reverter. ~~gift deed transfer under fee simple ownership without reverter.~~

Value of the City's Interest: The appraised value of the property as of October 8, 2018, is \$65,000.

Introduced by: City Manager Williams
Introduction Date: May 14, 2019
Public Hearing: May 28, 2019
Action: Passed
Vote: 6-0

CITY OF BETHEL, ALASKA

Ordinance #19-10

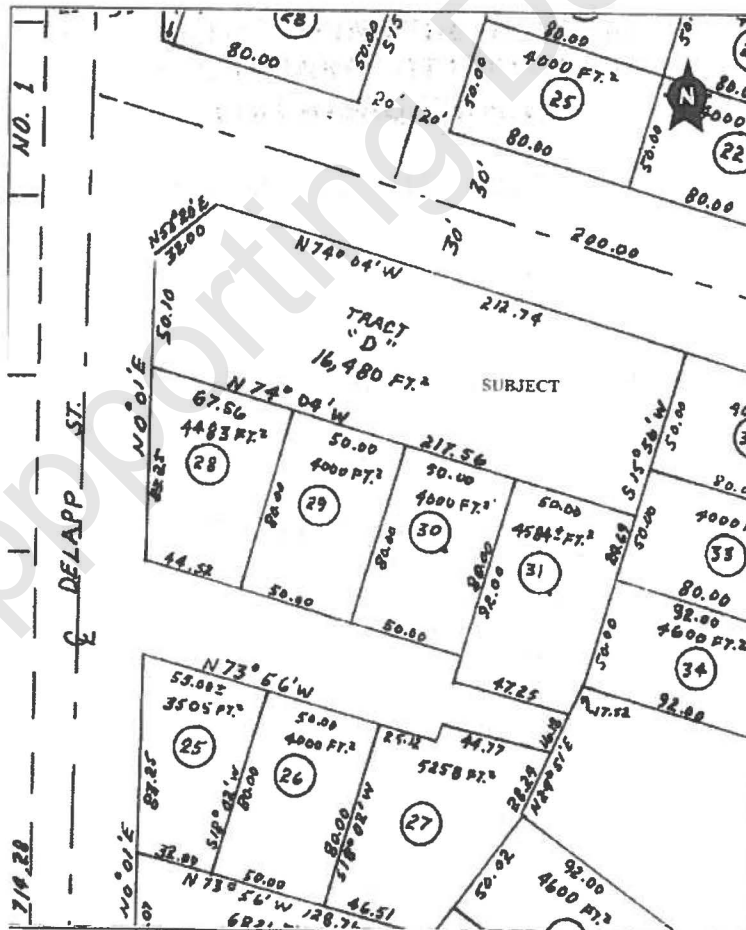
AN ORDINANCE AUTHORIZING THE DISPOSAL VIA LEASE OF TRACT D, BLOCK 2, TURNKEY III HOUSING DEVELOPMENT (161 ATSAQ STREET)

PURSUANT TO BMC 4.08.030(B)

WHEREAS the City of Bethel owns a parcel of land situated 161 Atsaq Street;

WHEREAS the legal description for the land is Tract D, Block 2, Turnkey III Subdivision, Plat 87-6, Bethel Recording District, Fourth Judicial District, State of Alaska;

WHEREAS the property is pictorially depicted as:



WHEREAS the land has been occupied by the Association of Village Council Presidents (AVCP) since at least 1985;

WHEREAS AVCP's occupancy of the land was under a lease which expired in 2005;

WHEREAS AVCP utilizes the land for placement of and operation of a Head Start program;

WHEREAS the now expired lease required AVCP to pay the sum of One Hundred (\$100) Dollars per month in rent;

WHEREAS despite being a twenty (20) year lease, no rent increase was ever imposed;

WHEREAS while updating all leases recently, AVCP's current month-to-month arrangement was also reviewed;

WHEREAS the land was appraised for fair market value in October of 2018;

WHEREAS the appraisal determined that the fair market rent for the land which is currently occupied by AVCP Head Start should be at least \$434 per month;

WHEREAS the proposed lease with AVCP increases the rent but not to fair market value;

WHEREAS for long term lease amounts to remain in line with inflation, they need to increase along with the Consumer Price Index (CPI) as measured for the Anchorage area;

WHEREAS for the last twenty (20) years, the average CPI increase has equaled about 2.2133% per year;

WHEREAS while there are increases built into the lease with AVCP, those increases will not keep up with the CPI;

WHEREAS the proposed Lease will remain below fair market value due to the nonprofit nature of the services performed by AVCP's Head Start program;

WHEREAS the Bethel Municipal Code, Section 4.08.030(B) allows the City Council to dispose of land to an entity providing a necessary public service without seeking bids and for less than the current appraised value;

NOW, BE IT ORDAINED, the City Council authorizes the disposal of the above property via lease of land to an Entity Providing a Necessary Public Service.

Introduced by: City Manager Williams
Introduction Date: May 14, 2019
Public Hearing: May 28, 2019
Action: Passed
Vote: 6-0

SECTION 1. Classification. This ordinance is of a general nature and shall not become a part of the Bethel Municipal Code.

SECTION 2. Authorization. Pursuant to Bethel Municipal Code 04.08.030(B) Disposal to Entity Providing a Necessary Public Service.

SECTION 3. Effective Date. This Ordinance shall become effective immediately upon passage.

ENACTED THIS 28 DAY OF MAY 2019, BY A VOTE OF 6 IN FAVOR AND 0 OPPOSED.


Thor Williams, Vice-Mayor

ATTEST:


Lori Strickler, City Clerk

Introduced by: Public Safety and
Transportation Commission
Introduction Date: September 26, 2023
Public Hearing: October 10, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #23-17

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE BY CREATING A NEW SECTION 9.15.010, PROHIBITING ABUSE OF THE 911 SYSTEM

WHEREAS, the 911 telephone system is a critical component in the emergency response system;

WHEREAS, abuses of this system waste 911 dispatchers' valuable time and potentially delay the response of emergency personnel to true emergencies; and

WHEREAS, this past session, the Alaska Legislature enacted SB 38, making interference with emergency communications systems a class B misdemeanor;

NOW, THEREFORE BE IT ENACTED by the City Council of Bethel, Alaska:

Section 1. Classification. This ordinance is permanent in nature and shall become part of the Bethel Municipal Code.

Section 2. Amendment. Bethel Municipal Code Section 9.15.010, is created as follows, new language is underlined and old language is stricken. The subsections within the chapter will be renumbered accordingly following adoption.

9.15.010 Abuse of 911 System.

(A) Any person who, after being warned that their use of the 911 system is improper, uses the 911 telephone system for any reason other than because of an emergency is guilty of an infraction.

(B) For purposes of this section, "emergency" means any condition in which a reasonable person would believe emergency services will result in the saving of a life, a reduction in the destruction of property, quicker apprehension of a criminal, assistance with a potentially life-threatening medical problem, a fire, a need for rescue, an imminent potential crime, or a similar situation in which immediate action is required. "Emergency" also includes calls to 911 the purpose of which is to prevent an emergency response from being initiated when no such response is needed.

Introduced by: Public Safety and
Transportation Commission
Introduction Date: September 26, 2023
Public Hearing: October 10, 2023
Action:
Vote:

 (C) A person convicted under subsection (A) of this section is subject to a fine of
\$250.

SECTION 4. Effective Date. This ordinance shall become effective upon adoption by
the Bethel City Council.

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

ATTEST:

Rose Henderson, Mayor

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

Resolution #23-16

A RESOLUTION BY THE BETHEL CITY COUNCIL PLACING A HOLD ON ISSUANCE THE OF COMMUNITY ACTION GRANT DISTRIBUTIONS UNTIL THE SECOND QUARTER 2024

WHEREAS, Bethel Municipal Code 2.60.140 establishes the Community Action Grant Committee, the duties of the community include but are not limited to providing recommendations to the City Council on the funding opportunities to individuals and organizations that request financial support through the community action grant program and to hold two meetings each fiscal quarter;

WHEREAS, the Bethel City Council allocated \$86,000 in the Fiscal Year 2024 Operating Budget to the Community Action Grant applicants requesting financial support for civic programs or events that contribute to the health, welfare and overall lives of the residents of Bethel, especially its most vulnerable populations;

WHEREAS, in an effort to maximize focus on necessary municipal functions with the City's limited staff, the City Council finds it necessary to hold the Community Action Grant funding distribution until the second quarter of 2024 and to cancel the scheduled meeting of the community action grant committee for the next three quarters;

WHEREAS, any applications received for 2023 quarters three and four and/or 2024 quarter one, will be denied, the applicants will be encouraged to reapply in the second quarter of 2024;

WHEREAS, Administration shall provide notice of the 2024 second quarter funding opportunities with an application period of May 1, through May 30, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Bethel City Council:

- Places a hold on the distribution of funds for the Community Action Grant Program until the Second Quarter of 2024;
- Directs Administration to deny Community Action Grant applications submitted between August 1, 2023, and March 2024;
- Directs Administration to open the application period in May of 2024 for the 2024 Second quarter;

Introduced by: Interim City Manager Lanning
Date: September 26, 2023
Action:
Vote:

- Waives the meeting requirements for the Community Action Grant Committee until June 2024 to coincide with the review of the 2024 Second Quarter Community Action Grant application review.

**ENACTED THIS 26TH DAY OF SEPTEMBER 2024 BY A VOTE OF _ IN FAVOR
AND _ OPPOSED.**

ATTEST:

Rose Henderson, Mayor

Lori Strickler, City Clerk



To: Bethel City Council

From: Alan D. Lanning, Interim City Manager

September 11, 2023

RE: Marijuana Retail License Renewal

I have reviewed Police, Fire, Planning and Finance Department documents regarding the renewal of the retail marijuana license for Good Vibes Bethel #30563, located 323 Chief Eddie Hoffman Highway, Bethel AK 99559.

I find no concerns in the reports and do no object to the re-issuance of this license.

Sincerely,

Alan D. Lanning

Interim City Manager



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Good Vibes [REDACTED] LLC	License Number:	30563
License Type:	Retail		
Doing Business As:	Good Vibes Bethel		
Premises Address:	323 Chief Eddie Hoffman Hwy		
City:	Bethel	State:	AK
		ZIP:	99559

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Alex Wasierski
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

aw

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

aw

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

aw

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

aw

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

aw

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

aw

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

aw

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

aw

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

aw

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

aw

If multiple licenses are held, list all license numbers below:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

aw

Alex Wasierski

Printed name of licensee


Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Good Vibes LLC	License Number:	30563		
License Type:	Retail				
Doing Business As:	Good Vibes Bethel				
Premises Address:	323 Chief Eddie Hoffman HWY				
City:	Bethel	State:	AK	ZIP:	99559

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Brian Glasheen
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).



Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

bpg

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

bpg

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

bpg

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

bpg

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

bpg

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

bpg

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

bpg

If multiple licenses are held, list all license numbers below:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

bpg

Brian Glasheen

Printed name of licensee

Brian P Glasheen

Signature of licensee

Digitally signed by Brian P
Glasheen
Date: 2023.05.26 23:04:25 -08'00'

License Number: 30563

License Status: Active-Operating

License Type: Retail Marijuana Store

Doing Business As: Good Vibes Bethel

Business License Number: 2136975

Designated Licensee: Brian Glasheen JR

Email Address: asbpg2@gmail.com

Local Government: Bethel

Local Government 2: Bethel

Community Council:

Latitude, Longitude: 60.790000, -161.771000

Physical Address: 323 Chief Eddie Hoffman Hwy
Bethel, AK 99559
UNITED STATES

Licensee #1	Entity Official #1
Type: Entity	Type: Individual
Alaska Entity Number: 10163025	Name: Alexander Wasierski
Alaska Entity Name: Good Vibes LLC	
Phone Number: 907-545-1144	
Email Address: asbpg2@gmail.com	Phone Number: 907-545-3499
Mailing Address: 1853 Buccaneer Pl Anchorage, AK 99501 UNITED STATES	Email Address: awasierski@gmail.com
	Mailing Address: PO BOX 573 Bethel, AK 99559 UNITED STATES

Entity Official #2
Type: Individual
Name: Brian Glasheen JR
Phone Number: 907-545-1144
Email Address: asbpg2@gmail.com
Mailing Address: 1853 Buccaneer Pl Anchorage, AK 99501 UNITED STATES

Note: No affiliates entered for this license.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

August 28, 2023

Licensee: **Good Vibes LLC**
DBA: Good Vibes Bethel
VIA email: asbpg2@gmail.com
Local Government: Bethel

Via Email: lstrickler@cityofbethel.net ; cityclerk@cityofbethel.net

Re: Retail Marijuana Store #30563 Combined Renewal Notice

License Number:	#30563
License Type:	Retail Marijuana Store
Licensee:	Good Vibes LLC
Doing Business As:	Good Vibes Bethel
Physical Address:	323 Chief Eddie Hoffman Hwy Bethel, AK 99559
Designated Licensee:	Brian Glasheen JR
Phone Number:	907-545-1144
Email Address:	asbpg2@gmail.com

☒ **License Renewal Application**

☐ **Endorsement Renewal Application**

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2022/2023 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Joan M. Wilson, Director
907-269-0350



To: Bethel City Council

From: Alan D. Lanning, Interim City Manager

September 12, 2023

RE: Marijuana Retail License Renewal

I have reviewed Police, Fire, Planning and Finance Department documents regarding the renewal of the retail marijuana license for Kusko Kush #21227, located at 781 3rd Ave., Bethel AK 99559.

I find no concerns in the reports and do not object to the re-issuance of this license.

Sincerely,

Alan D. Lanning

Interim City Manager



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Essenkay, LLC	License Number:	21227		
License Type:	Retail Marijuana Store				
Doing Business As:	Kusko Kush				
Premises Address:	781 3rd Avenue				
City:	Bethel	State:	Alaska	ZIP:	99559

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Naim Sabani
Title:	Member

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

DS MS

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

DS MS

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

DS MS

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--

**Form MJ-20: 2023-2024 Renewal Application Certifications****Section 5 – Certifications****Read each line below, and then sign your initials in the box to the right of each statement:**

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.



I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.



I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.



I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.



I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.



I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.



Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.



If multiple licenses are held, list all license numbers below:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



Naim Sabani

Printed name of licensee

DocuSigned by:

Naim Sabani

2B7532BD54D8427...

Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Essenkay, LLC	License Number:	21227		
License Type:	Retail Marijuana Store				
Doing Business As:	Kusko Kush				
Premises Address:	781 3rd Avenue				
City:	Bethel	State:	Alaska	ZIP:	99559

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Jared Karr
Title:	Member

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

DS JK

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

DS JK

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

DS JK

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--



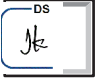
Form MJ-20: 2023-2024 Renewal Application Certifications

Section 5 – Certifications

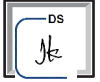
Read each line below, and then sign your initials in the box to the right of each statement:

Initials

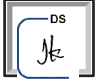
I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.



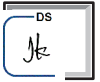
I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.



I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.



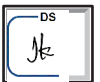
I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.



I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.



I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.



Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.



If multiple licenses are held, list all license numbers below:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



Jared Karr

Printed name of licensee

DocuSigned by:

Jared Karr

C1610C1A3DBF4D9...

Signature of licensee



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

August 22, 2023

Licensee: **Essenkay, LLC**

DBA: Kusko Kush

VIA email: kuskokush@gmail.com

Local Government: Bethel

Via Email: lstrickler@cityofbethel.net ; cityclerk@cityofbethel.net

Re: Retail Marijuana Store #21227 Combined Renewal Notice

License Number:	#21227
License Type:	Retail Marijuana Store
Licensee:	Essenkay, LLC
Doing Business As:	Kusko Kush
Physical Address:	781 3rd Avenue Bethel, AK 99559
Designated Licensee:	Jared Karr
Phone Number:	907-545-4977
Email Address:	kuskokush@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2022/2023 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Joan M. Wilson, Director
907-269-0350

License Number: 21227

License Status: Active-Operating

License Type: Retail Marijuana Store

Doing Business As: Kusko Kush

Business License Number: 2084675

Designated Licensee: Jared Karr

Email Address: kuskokush@gmail.com

Local Government: Bethel

Local Government 2:

Community Council:

Latitude, Longitude: 60.795355, -161.761337

Physical Address: 781 3rd Avenue
Bethel, AK 99559
UNITED STATES

Licensee #1	Entity Official #1
Type: Entity	Type: Individual
Alaska Entity Number: 10096634	Name: Jared Karr
Alaska Entity Name: Essenkay, LLC	
Phone Number: 907-545-4977	
Email Address: kuskokush@gmail.com	Phone Number: 907-545-4977
Mailing Address: PO BOX 2343 BETHEL, AK 99559 UNITED STATES	Email Address: kuskokush@gmail.com
	Mailing Address: PO Box 2511 Bethel, AK 99559 UNITED STATES

Entity Official #2
Type: Individual
Name: Naim Sabani
Phone Number: 907-545-4977
Email Address: kuskokush@gmail.com
Mailing Address: PO Box 2343 Bethel, AK 99559 UNITED STATES

Note: No affiliates entered for this license.

City of Bethel Information Memorandum

Information Memo No.	IM 23-24		
Date introduced:	September 26, 2023	Introduced by:	Alan Lanning, City Manager
Amended actions:			
Confirmed by:			

Title: Presentation of the City's Water & Sewer Services Expenditures Compared to Budget for August 2023 – Utilities Maintenance – Water & Wastewater Activity Report.

Attachment(s): (1) August 2023 – Utilities Maintenance – Water & Wastewater Activity Report, and (2) City of Bethel Water & Sewer Services Expenditures Compared to Budget for August 2023.

Department/Individual:		Initials:	Remarks:
Administration, Alan Lanning		AA	
Public Works, William Arnold		WA	
Amount of fiscal impact:			Account information:
None	No fiscal impact currently.		
	Funds in City Budget.		
	Funds not in City Budget.		

Summary Statement

The attached financial report contains data for the month of August 2023. The information contained therein, and the contents of the Water & Wastewater Activity Report are distributed to Bethel City Council members for their review. This information Memorandum documents the dissemination of this report to Bethel City Council members, as required by the Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs, in their administration of the Best Practices protocol.

The process of preparing and submitting a monthly financial report and a water and wastewater activity report to the City Council helps the City earn points on the Water and Sewer Utility Best Practices Operation and Maintenance Reports. The city must have a score of 60 or greater out of 100 points in order to be approved for funding from the Environmental Protection Agency (EPA) and the Alaska Department of Environmental Conservation (DEC). In other capital grants administered by DEC's Village Safe Water Program, the city's Best Practices score is an application scoring criterion.

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

WATER & SEWER SERVICES

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>						
510-80-6000	SALARIES	4,471.51	4,471.51	113,801.00	109,329.49	3.9
510-80-6010	OVERTIME	.90	.90	3,000.00	2,999.10	.0
510-80-6023	LEAVE CASHOUT	.00	.00	5,551.00	5,551.00	.0
510-80-6031	PAYABLE MEDICARE FICA	64.84	64.84	1,694.00	1,629.16	3.8
510-80-6032	UNEMPLOYMENT	.00	.00	2,079.00	2,079.00	.0
510-80-6033	WORKERS' COMPENSATION	15.32	30.64	3,017.00	2,986.36	1.0
510-80-6034	PERS	983.93	983.93	25,696.00	24,712.07	3.8
510-80-6040	EMPLOYEE GROUP BENEFITS	.00	.00	57,213.00	57,213.00	.0
510-80-6041	UTILITY BENEFIT	(24.86)	(24.86)	10,260.00	10,284.86	(.2)
510-80-6060	TRAVEL/TRAINING	.00	.00	4,500.00	4,500.00	.0
510-80-6100	SUPPLIES	.00	.00	3,500.00	3,500.00	.0
510-80-6200	MINOR EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
510-80-6400	INSURANCE	120.06	240.12	1,200.00	959.88	20.0
510-80-6506	POSTAGE	.00	.00	15,000.00	15,000.00	.0
510-80-6531	BANK CHARGES	4,421.69	14,375.06	40,000.00	25,624.94	35.9
510-80-6539	MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
510-80-6710	ADMIN OVERHEAD-GF	.00	2,816.92	44,325.00	41,508.08	6.4
510-80-6711	ADMIN OVERHEAD-IT SVCS	.00	1,641.71	19,000.00	17,358.29	8.6
TOTAL UTILITY BILLING		10,053.39	24,600.77	354,336.00	329,735.23	6.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED WATER</u>					
510-81-6000 SALARIES	39,637.28	77,846.43	734,059.00	656,212.57	10.6
510-81-6010 OVERTIME	19,366.87	39,034.76	150,000.00	110,965.24	26.0
510-81-6022 HOLIDAY PAY	.00	2,165.59	4,000.00	1,834.41	54.1
510-81-6023 LEAVE CASHOUT	.00	1,920.55	22,734.00	20,813.45	8.5
510-81-6030 SOCIAL SECURITY EXPENSE	2,627.92	5,411.43	19,344.00	13,932.57	28.0
510-81-6031 PAYABLE MEDICARE FICA	821.52	1,690.87	12,819.00	11,128.13	13.2
510-81-6032 UNEMPLOYMENT	.00	.00	15,736.00	15,736.00	.0
510-81-6033 WORKERS' COMPENSATION	1,048.94	2,097.88	22,838.00	20,740.12	9.2
510-81-6034 PERS	3,480.22	6,711.08	125,853.00	119,141.92	5.3
510-81-6040 EMPLOYEE GROUP BENEFITS	2,024.47	5,495.27	161,468.00	155,972.73	3.4
510-81-6041 UTILITY BENEFIT	319.48	1,258.34	28,956.00	27,697.66	4.4
510-81-6060 TRAVEL/TRAINING	.00	.00	45,000.00	45,000.00	.0
510-81-6100 SUPPLIES	.00	.00	15,000.00	15,000.00	.0
510-81-6103 WEARING APPAREL	.00	.00	15,000.00	15,000.00	.0
510-81-6150 GASOLINE/DIESEL/OIL	10,954.31	19,332.36	110,000.00	90,667.64	17.6
510-81-6153 HEATING FUEL	.00	.00	167,300.00	167,300.00	.0
510-81-6155 WATER/SEWER/GARBAGE	.00	.00	7,200.00	7,200.00	.0
510-81-6160 ELECTRICITY	.00	.00	14,900.00	14,900.00	.0
510-81-6170 TELEPHONE	.00	3.34	50.00	46.66	6.7
510-81-6171 STAFF CELLULAR PHONES	99.42	198.84	6,500.00	6,301.16	3.1
510-81-6200 MINOR EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
510-81-6230 VEHICLE MAINT/REPAIR	.00	14,253.51	299,700.00	285,446.49	4.8
510-81-6231 VEHICLE PARTS & TOOLS	7,187.72	12,359.65	50,000.00	37,640.35	24.7
510-81-6232 TIRES & WHEELS	.00	.00	20,000.00	20,000.00	.0
510-81-6240 PROPERTY MAINT	.00	2,624.98	55,640.00	53,015.02	4.7
510-81-6332 LAB TESTS	.00	.00	3,000.00	3,000.00	.0
510-81-6335 OTHER PURCHASED SERVICES	.00	996.63	3,000.00	2,003.37	33.2
510-81-6400 INSURANCE	12,205.80	24,411.60	122,000.00	97,588.40	20.0
510-81-6539 MISCELLANEOUS EXPENSES	697.25	697.25	20,000.00	19,302.75	3.5
510-81-6600 BAD DEBT EXPENSE	.00	.00	12,100.00	12,100.00	.0
510-81-6710 ADMIN OVERHEAD-GF	.00	16,444.62	258,760.00	242,315.38	6.4
510-81-6711 ADMIN OVERHEAD-IT SVCS	.00	1,563.95	18,100.00	16,536.05	8.6
510-81-6890 CAP EXP	.00	.00	320,000.00	320,000.00	.0
510-81-9696 RADIO BASE STATION UPGRADE	.00	136.39	.00	(136.39)	.0
TOTAL HAULED WATER	100,471.20	236,655.32	2,866,057.00	2,629,401.68	8.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
PIPED WATER					
510-82-6000 SALARIES	5,505.67	10,939.48	137,577.00	126,637.52	8.0
510-82-6010 OVERTIME	2,553.58	5,104.78	34,000.00	28,895.22	15.0
510-82-6022 HOLIDAY PAY	77.76	259.50	800.00	540.50	32.4
510-82-6023 LEAVE CASHOUT	.00	858.32	6,727.00	5,868.68	12.8
510-82-6030 SOCIAL SECURITY EXPENSE	118.52	228.51	1,015.00	786.49	22.5
510-82-6031 PAYABLE MEDICARE FICA	117.04	246.28	2,488.00	2,241.72	9.9
510-82-6032 UNEMPLOYMENT	.00	.00	3,054.00	3,054.00	.0
510-82-6033 WORKERS' COMPENSATION	186.26	372.52	4,432.00	4,059.48	8.4
510-82-6034 PERS	1,379.90	2,786.34	37,747.00	34,960.66	7.4
510-82-6040 EMPLOYEE GROUP BENEFITS	4,753.56	9,507.13	69,927.00	60,419.87	13.6
510-82-6041 UTILITY BENEFIT	531.64	1,672.05	12,540.00	10,867.95	13.3
510-82-6060 TRAVEL/TRAINING	.00	.00	8,000.00	8,000.00	.0
510-82-6100 SUPPLIES	.00	.00	5,000.00	5,000.00	.0
510-82-6103 WEARING APPAREL	.00	.00	5,000.00	5,000.00	.0
510-82-6108 PLUMBING SUPPLIES	.00	1,490.38	15,000.00	13,509.62	9.9
510-82-6150 GASOLINE/DIESEL/OIL	115.48	1,917.06	15,000.00	13,082.94	12.8
510-82-6153 HEATING FUEL	.00	.00	48,400.00	48,400.00	.0
510-82-6155 WATER/SEWER/GARBAGE	216.22	455.42	2,200.00	1,744.58	20.7
510-82-6160 ELECTRICITY-UTIL MT SHOP	.00	.00	8,200.00	8,200.00	.0
510-82-6170 TELEPHONE	.00	6.68	50.00	43.32	13.4
510-82-6171 STAFF CELLULAR PHONES	214.11	428.22	2,200.00	1,771.78	19.5
510-82-6230 VEHICLE MAINT/REPAIR	.00	137.92	2,900.00	2,762.08	4.8
510-82-6231 VEHICLE PARTS & TOOLS	.00	.00	1,500.00	1,500.00	.0
510-82-6232 TIRES & WHEELS	.00	.00	500.00	500.00	.0
510-82-6332 LAB TESTS	.00	.00	500.00	500.00	.0
510-82-6335 OTHER PURCHASED SERVICES	.00	.00	1,500.00	1,500.00	.0
510-82-6400 INSURANCE	810.39	1,620.78	8,100.00	6,479.22	20.0
510-82-6401 INSURANCE-DED EXP & OTHER	.00	.00	530.00	530.00	.0
510-82-6600 BAD DEBT EXPENSE	.00	.00	26,300.00	26,300.00	.0
510-82-6710 ADMIN OVERHEAD-GF	.00	3,931.92	61,870.00	57,938.08	6.4
510-82-6711 ADMIN OVERHEAD-IT SVCS	.00	1,710.84	19,800.00	18,089.16	8.6
TOTAL PIPED WATER	16,580.13	43,674.13	542,857.00	499,182.87	8.1

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BETHEL HTS WTR TREATMENT</u>					
510-83-6000 SALARIES	10,299.36	20,388.14	132,854.00	112,465.86	15.4
510-83-6010 OVERTIME	3,102.16	5,906.11	37,000.00	31,093.89	16.0
510-83-6022 HOLIDAY PAY	129.37	576.48	2,500.00	1,923.52	23.1
510-83-6023 LEAVE CASHOUT	.00	.00	6,489.00	6,489.00	.0
510-83-6030 SOCIAL SECURITY EXPENSE	59.26	114.25	.00	(114.25)	.0
510-83-6031 PAYABLE MEDICARE FICA	207.94	410.09	2,463.00	2,052.91	16.7
510-83-6032 UNEMPLOYMENT	.00	.00	3,023.00	3,023.00	.0
510-83-6033 WORKERS' COMPENSATION	193.79	387.58	4,388.00	4,000.42	8.8
510-83-6034 PERS	2,771.68	5,511.32	37,368.00	31,856.68	14.8
510-83-6040 EMPLOYEE GROUP BENEFITS	2,419.75	3,840.63	69,927.00	66,086.37	5.5
510-83-6041 UTILITY BENEFIT	830.72	1,866.58	12,540.00	10,673.42	14.9
510-83-6060 TRAVEL/TRAINING	.00	.00	5,000.00	5,000.00	.0
510-83-6100 SUPPLIES	.00	.00	4,000.00	4,000.00	.0
510-83-6103 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
510-83-6108 PLUMBING SUPPLIES	.00	.00	5,000.00	5,000.00	.0
510-83-6140 CHEMICALS	.00	.00	40,000.00	40,000.00	.0
510-83-6150 GASOLINE/DIESEL/OIL	.00	114.22	2,000.00	1,885.78	5.7
510-83-6153 HEATING FUEL (PUMPHOUSE)	.00	12,204.12	207,800.00	195,595.88	5.9
510-83-6160 ELECTRICITY (PUMPHOUSE)	.00	.00	104,000.00	104,000.00	.0
510-83-6200 MINOR EQUIPMENT	.00	.00	45,000.00	45,000.00	.0
510-83-6230 VEHICLE MAINT/REPAIR	.00	140.30	2,950.00	2,809.70	4.8
510-83-6332 LAB TESTS	150.00	2,754.65	4,000.00	1,245.35	68.9
510-83-6335 OTHER PURCHASED SERVICES	.00	172.00	25,000.00	24,828.00	.7
510-83-6400 INSURANCE	2,661.26	5,322.52	26,600.00	21,277.48	20.0
510-83-6710 ADMIN OVERHEAD-GF	.00	3,909.67	61,520.00	57,610.33	6.4
510-83-6711 ADMIN OVERHEAD-IT SVCS	.00	1,624.43	18,800.00	17,175.57	8.6
TOTAL BETHEL HTS WTR TREATMENT	22,825.29	65,243.09	861,722.00	796,478.91	7.6

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CITY SUB WTR TREATMENT</u>					
510-84-6000 SALARIES	9,305.79	18,616.62	146,102.00	127,485.38	12.7
510-84-6010 OVERTIME	11,118.15	20,746.99	37,000.00	16,253.01	56.1
510-84-6022 HOLIDAY PAY	.00	416.48	1,000.00	583.52	41.7
510-84-6023 LEAVE CASHOUT	.00	.00	7,107.00	7,107.00	.0
510-84-6030 SOCIAL SECURITY EXPENSE	59.26	114.25	.00	(114.25)	.0
510-84-6031 PAYABLE MEDICARE FICA	301.75	584.99	2,655.00	2,070.01	22.0
510-84-6032 UNEMPLOYMENT	.00	.00	3,259.00	3,259.00	.0
510-84-6033 WORKERS' COMPENSATION	209.14	418.28	4,730.00	4,311.72	8.8
510-84-6034 PERS	4,288.14	8,351.35	40,282.00	31,930.65	20.7
510-84-6040 EMPLOYEE GROUP BENEFITS	3,125.00	5,251.13	69,927.00	64,675.87	7.5
510-84-6041 UTILITY BENEFIT	338.36	896.39	12,540.00	11,643.61	7.2
510-84-6060 TRAVEL/TRAINING	.00	.00	10,000.00	10,000.00	.0
510-84-6100 SUPPLIES	.00	8.96	3,000.00	2,991.04	.3
510-84-6103 WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
510-84-6108 PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
510-84-6140 CHEMICALS	.00	.00	75,000.00	75,000.00	.0
510-84-6150 GASOLINE/DIESEL/OIL	.00	.00	1,500.00	1,500.00	.0
510-84-6153 HEATING FUEL(CS WTF)	.00	5,401.30	179,600.00	174,198.70	3.0
510-84-6160 ELECTRICITY (CS WTF)	.00	.00	77,200.00	77,200.00	.0
510-84-6170 TELEPHONE	.00	3.34	50.00	46.66	6.7
510-84-6200 MINOR EQUIPMENT	.00	.00	25,000.00	25,000.00	.0
510-84-6230 VEHICLE MAINT (ISF)	.00	190.24	4,000.00	3,809.76	4.8
510-84-6332 LAB TESTS	847.68	3,986.17	15,000.00	11,013.83	26.6
510-84-6335 OTHER PURCHASED SERVICES	.00	86.00	25,000.00	24,914.00	.3
510-84-6400 INSURANCE	1,650.78	3,301.56	16,500.00	13,198.44	20.0
510-84-6502 ADVERTISING	.00	.00	500.00	500.00	.0
510-84-6710 ADMIN OVERHEAD-GF	.00	4,113.06	64,720.00	60,606.94	6.4
510-84-6711 ADMIN OVERHEAD-IT SVCS	.00	1,788.60	20,700.00	18,911.40	8.6
510-84-6890 CAPITAL EXPENDITURES	.00	4,918.36	.00	(4,918.36)	.0
TOTAL CITY SUB WTR TREATMENT	31,244.05	79,194.07	848,372.00	769,177.93	9.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED SEWER</u>					
510-85-6000 SALARIES	47,018.85	94,859.15	613,691.00	518,831.85	15.5
510-85-6010 OVERTIME	18,582.08	39,427.18	125,000.00	85,572.82	31.5
510-85-6022 HOLIDAY PAY	.00	2,669.06	7,000.00	4,330.94	38.1
510-85-6023 LEAVE CASHOUT	.00	1,920.55	4,310.00	2,389.45	44.6
510-85-6030 SOCIAL SECURITY EXPENSE	2,461.21	5,244.63	1,486.00	(3,758.63)	352.9
510-85-6031 PAYABLE MEDICARE FICA	933.10	1,982.37	10,711.00	8,728.63	18.5
510-85-6032 UNEMPLOYMENT	.00	.00	13,149.00	13,149.00	.0
510-85-6033 WORKERS' COMPENSATION	1,647.98	3,295.96	19,083.00	15,787.04	17.3
510-85-6034 PERS	5,522.76	11,242.19	115,576.00	104,333.81	9.7
510-85-6040 EMPLOYEE GROUP BENEFITS	7,515.15	14,797.39	27,971.00	13,173.61	52.9
510-85-6041 UTILITY BENEFIT	204.95	516.49	5,016.00	4,499.51	10.3
510-85-6060 TRAVEL/TRAINING	.00	.00	45,000.00	45,000.00	.0
510-85-6100 SUPPLIES	.00	340.40	15,000.00	14,659.60	2.3
510-85-6103 WEARING APPAREL	.00	.00	15,000.00	15,000.00	.0
510-85-6150 GASOLINE/DIESEL/OIL	11,567.09	19,896.74	96,000.00	76,103.26	20.7
510-85-6153 HEATING FUEL	.00	.00	134,700.00	134,700.00	.0
510-85-6155 WATER/SEWER/GARBAGE	.00	.00	7,200.00	7,200.00	.0
510-85-6160 ELECTRICITY	.00	.00	14,900.00	14,900.00	.0
510-85-6171 STAFF CELLULAR PHONES	.00	.00	5,500.00	5,500.00	.0
510-85-6200 MINOR EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
510-85-6230 VEHICLE MAINT/REPAIR	.00	14,029.98	295,000.00	280,970.02	4.8
510-85-6231 VEHICLE PARTS & TOOLS	9,075.39	28,779.61	50,000.00	21,220.39	57.6
510-85-6232 TIRES & WHEELS	.00	.00	20,000.00	20,000.00	.0
510-85-6240 PROPERTY MAINT	.00	2,624.98	55,640.00	53,015.02	4.7
510-85-6335 OTHER PURCHASED SERVICES	.00	.00	3,000.00	3,000.00	.0
510-85-6400 INSURANCE	8,664.12	24,685.97	86,600.00	61,914.03	28.5
510-85-6539 MISCELLANEOUS EXPENSES	.00	.00	2,000.00	2,000.00	.0
510-85-6600 BAD DEBT EXPENSE	.00	.00	55,500.00	55,500.00	.0
510-85-6710 ADMIN OVERHEAD-GF	.00	11,948.72	188,016.00	176,067.28	6.4
510-85-6711 ADMIN OVERHEAD-IT SVCS	.00	1,563.95	18,100.00	16,536.05	8.6
510-85-6890 CAPITAL EXPENDITURES	.00	.00	620,000.00	620,000.00	.0
510-85-9696 RADIO BASE STATION UPGRADE	.00	136.39	.00	(136.39)	.0
 TOTAL HAULED SEWER	 113,192.68	 279,961.71	 2,675,149.00	 2,395,187.29	 10.5

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED SEWER</u>					
510-86-6000 SALARIES	4,995.35	9,918.84	138,124.00	128,205.16	7.2
510-86-6010 OVERTIME	2,553.58	5,104.78	34,375.00	29,270.22	14.9
510-86-6022 HOLIDAY PAY	77.76	259.50	800.00	540.50	32.4
510-86-6023 LEAVE CASHOUT	.00	858.32	5,956.00	5,097.68	14.4
510-86-6030 SOCIAL SECURITY EXPENSE	118.52	228.51	990.00	761.49	23.1
510-86-6031 PAYABLE MEDICARE FICA	110.74	233.68	2,501.00	2,267.32	9.3
510-86-6032 UNEMPLOYMENT	.00	.00	3,070.00	3,070.00	.0
510-86-6033 WORKERS' COMPENSATION	186.36	372.72	4,456.00	4,083.28	8.4
510-86-6034 PERS	1,267.62	2,561.78	37,950.00	35,388.22	6.8
510-86-6040 EMPLOYEE GROUP BENEFITS	1,850.07	3,700.15	69,927.00	66,226.85	5.3
510-86-6041 UTILITY BENEFITS	522.56	1,654.34	12,540.00	10,885.66	13.2
510-86-6060 TRAVEL/TRAINING	.00	.00	5,000.00	5,000.00	.0
510-86-6100 SUPPLIES	.00	.00	3,000.00	3,000.00	.0
510-86-6103 WEARING APPAREL	.00	.00	4,000.00	4,000.00	.0
510-86-6108 PLUMBING SUPPLIES	.00	.00	7,500.00	7,500.00	.0
510-86-6150 GASOLINE/DIESEL/OIL	.00	125.58	15,000.00	14,874.42	.8
510-86-6153 HEATING FUEL	.00	.00	60,000.00	60,000.00	.0
510-86-6155 WATER/SEWER/GARBAGE	216.21	455.42	2,200.00	1,744.58	20.7
510-86-6160 ELECTRICITY-LIFTST & BLDG	.00	.00	94,900.00	94,900.00	.0
510-86-6200 MINOR EQUIPMENT	.00	.00	150,000.00	150,000.00	.0
510-86-6230 VEHICLE MAINT/REPAIR	.00	171.21	3,600.00	3,428.79	4.8
510-86-6231 VEHICLE PARTS & TOOLS	78.70	78.70	1,500.00	1,421.30	5.3
510-86-6232 TIRES & WHEELS	.00	.00	500.00	500.00	.0
510-86-6335 OTHER PURCHASED SERVICES	147.68	772.60	20,000.00	19,227.40	3.9
510-86-6400 INSURANCE	800.38	1,600.76	8,000.00	6,399.24	20.0
510-86-6410 LEASED PROPERTY-LIFT STATIONS	.00	.00	17,000.00	17,000.00	.0
510-86-6600 BAD DEBT EXPENSE	.00	.00	18,500.00	18,500.00	.0
510-86-6710 ADMIN OVERHEAD-GF	.00	3,936.78	61,946.00	58,009.22	6.4
510-86-6711 ADMIN OVERHEAD-IT SVCS	.00	1,710.84	19,800.00	18,089.16	8.6
510-86-9699 PIPED SEWER CAP EXP SL ASSETS	.00	70,014.57	.00	(70,014.57)	.0
TOTAL PIPED SEWER	12,925.53	103,759.08	803,135.00	699,375.92	12.9

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER LAGOON</u>					
510-87-6000 SALARIES	1,808.96	4,019.85	61,991.00	57,971.15	6.5
510-87-6010 OVERTIME	642.84	1,348.61	.00	(1,348.61)	.0
510-87-6022 HOLIDAY PAY	17.28	89.94	300.00	210.06	30.0
510-87-6023 LEAVE CASHOUT	.00	190.74	3,057.00	2,866.26	6.2
510-87-6030 SOCIAL SECURITY EXPENSE	39.49	76.14	.00	(76.14)	.0
510-87-6031 PAYABLE MEDICARE FICA	35.05	80.19	899.00	818.81	8.9
510-87-6032 UNEMPLOYMENT	.00	.00	1,103.00	1,103.00	.0
510-87-6033 WORKERS' COMPENSATION	34.56	69.12	1,601.00	1,531.88	4.3
510-87-6034 PERS	406.45	933.99	57,046.00	56,112.01	1.6
510-87-6040 EMPLOYEE GROUP BENEFITS	712.53	1,425.04	20,342.00	18,916.96	7.0
510-87-6041 UTILITY BENEFIT	305.67	625.19	3,648.00	3,022.81	17.1
510-87-6060 TRAVEL/TRAINING	.00	.00	3,000.00	3,000.00	.0
510-87-6100 SUPPLIES	.00	57.98	1,000.00	942.02	5.8
510-87-6103 WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
510-87-6108 PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
510-87-6150 GASOLINE/DIESEL/OIL	.00	848.69	38,000.00	37,151.31	2.2
510-87-6200 MINOR EQUIPMENT	.00	.00	1,100.00	1,100.00	.0
510-87-6231 VEHICLE PARTS & TOOLS	.00	.00	160.00	160.00	.0
510-87-6332 LAB TESTS (SAMPLES)	2,319.20	3,420.72	15,000.00	11,579.28	22.8
510-87-6335 OTHER PURCHASED SERVICES	.00	.00	500.00	500.00	.0
510-87-6400 INSURANCE	50.02	100.04	500.00	399.96	20.0
510-87-6503 DUES & SUBSCRIPTIONS	.00	.00	8,000.00	8,000.00	.0
510-87-6710 ADMIN OVERHEAD-GF	.00	1,900.52	29,905.00	28,004.48	6.4
TOTAL SEWER LAGOON	6,372.05	15,186.76	253,152.00	237,965.24	6.0
TOTAL FUND EXPENDITURES	313,664.32	848,274.93	9,204,780.00	8,356,505.07	9.2
NET REVENUE OVER EXPENDITURES	(313,664.32)	(848,274.93)	(9,204,780.00)	(8,356,505.07)	(9.2)



City of Bethel - Public Works Department

Utilities Activity Report

FY24 - July 2023 thru June 2024

Public Works Director - William Arnold

City Sub Water Treatment Plant

Bethel Heights Water Treatment Plant

	Water				Chemical Usage					Fuel	Water					Chemical Usage					Fuel
	Plant Production (Gallons)	Hauled Water (Gallons)	Piped Water (Gallons)	Backwash Usage (Gallons)	Calcium Hypochlorite (lbs)	Polymer (mL)	Potassium Permanganate (lbs)	Sodium Phosphate (lbs)	Sodium Fluoride (lbs)	Fuel Delivered (gal)	Plant Production (Gallons)	Hauled Water (Gallons)	Piped Water (Gallons)	School Water (Gallons)	Backwash Usage (Gallons)	Calcium Hypochlorite (lbs)	Polymer (mL)	Potassium Permanganate (lbs)	Sodium Fluoride (lbs)	Fuel Delivered (gal)	
July	4,887,470	1,175,000	2,138,145	888,000	600	15,840	190	105	0	1,526	5,734,985	909,900	6,064,841	13,200	642,000	700	8,640	168	100	0	
August	5,190,238	1,435,000	2,194,450	976,000	700	16,740	273	126	0	1,750	6,686,651	1,045,000	7,234,172	74,000	680,000	700	11,340	145	0	0	
September	1,976,857	534,000	918,705	352,000	300	6,930	80	48	0	707	0	0	0	0	0	0	0	0	0	0	
October	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
November	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
December	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
January	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
March	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
April	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
June	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Date Totals	12,054,565	3,144,000	5,251,300	2,216,000	1,600	39,510	543	278	0	3,983	12,421,636	1,954,900	13,299,013	87,200	1,322,000	1,400	19,980	313	100	0	

Bethel Heights WTP	Monthly water logs to ADEC.
City Sub WTP	Safety Meeting. Monthly water logs to ADEC. Total Coliform samples collected and sent for analysis. Minor plant repairs ongoing. 3rd Quarter Water samples collected and sent for analysis. Preparing for upcoming Lead and Copper sampling scheduled for this fall.
Sewer Lagoon	
Piped Sewer	11 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, and float systems Monthly meter reading and service connections were completed. Clean up and organization of shops and vehicles. 11 residential lift station repairs. Tundra Center lift station still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate. Mixing up main lift station by hand with soap to prevent matt build up Leveling activities on low-flow and plugged sewer lines
Piped Water	The few flushing activities that have required longer than 16 hours of work have been handled by rotating men on rest. Utility Maintenance has 2 vacant staff workers still short staffed Got parts order to fix water leak in ASHA
Other	

Prepared by - Water/Wastewater Utilities Foreman

City of Bethel Information Memorandum

Information Memo No.	IM 23-15	
Date introduced:	9-26-2023	Introduced by: Alan Lanning
Amended actions:		
Confirmed by:		

Title: Chemical Building Foundation Work

Attachment(s): Waiver of Formal Bidding Processes

Department/Individual:	Initials:	Remarks:
Public Works/William Arnold		Timing

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
\$1,500,000	Funds in City Budget.	660-70-6892
	Funds not in City Budget.	

Summary Statement

The City received one bid for this project, but the bid was after the authorized bid deadline date rendering the bid unresponsive. In order to complete the necessary foundation work, the City, partnering with DOWL engineering will seek the services of three qualified contractors and work toward completing the foundation work.



CITY OF BETHEL

P.O. Box 1388 • Bethel, Alaska 99559

907-543-1386

Fax: 907-543-1388

Waiver of Formal Bidding Processes Chemical Storage Building, Phase 1, Foundation September 1, 2023

In response to the current situation involving the Chemical Storage Building, Phase 1, Foundation project in the City of Bethel, I, Alan Lanning, serving as the Interim City Manager, am issuing a written waiver in accordance with Section 4.20 of the Municipal City Code.

The project, initially sent out as a Request for Bid (RFB), encountered specific challenges. Firstly, only one response was received, but it arrived after the stipulated deadline, rendering it unresponsive. Furthermore, the single received bid exceeded the allocated budget for the project.

Considering these circumstances and the pressing deadline stipulated by the City, which mandates the commencement of the foundation phase by November 1, 2023, I am formally waiving the standard formal bidding procedures.

To expedite progress and ensure compliance with the City's deadline, I hereby authorize William Arnold, Director of Public Works, and DOWL Engineering to undertake the task of creating and disseminating project information to a minimum of two potential companies. They are instructed to solicit proposals for the Chemical Storage Building, Phase 1, Foundation project.

This waiver is being granted in the best interests of the City of Bethel to ensure the project moves forward as efficiently as possible while adhering to necessary protocols and regulations.



Alan Lanning, Interim City Manager



AGENDA ITEM #

City Council Meeting Date: 9/26/2023

CITY COUNCIL COMMUNICATION FORM

FROM: Alan Lanning, Interim City Manager

DATE: 9/26/2023

ITEM: Council Report

Worked on the following issues 9/6-9/19.

Finalized the Collective Bargaining agreement in online meetings over 2 separate days. After some final editing, that agreement should be coming to Council in the near future.

Responded to several inquiries from Council members.

Responded to several citizen issues.

Responded to issue with USPS and package handling and pick-up.

Attended 9/12 Council meeting.

Attended 9/13 Special Council meeting.

Continuing focus on recruiting efforts, increasing our advertising foot print and participated in several candidate interviews. Accepted resignation of HR Director on 9/13/2023.

Contracted with consultant to work on HR beginning 9/18, with some initial onsite work and attempting to set up a remote process until we can recruit a new HR.

Met with GovHR additionally, specifically focusing on possible interim/mentor roles.

Continue working with Interim Finance Director to prioritize work product and understand his ideas moving forward over the next several months.

Continue working with Carmen Jackson regarding finance issues.

Planner candidate withdrew their resume, taking us back to square one. Reviewed all previous candidate resumes.

Continue work on several property abatement letters.

Met with Brilliant media in our ongoing informational efforts.

Continue reading various documents and files.



SCARECROW HUNT

**CREATE AND DISPLAY A SCARECROW THEN
HIT THE STREETS TO SEE HOW MANY
SCARECROWS YOU CAN FIND**

-  By **Wednesday October 25** send the location of the scarecrow by text to 907-545-4120 or Facebook Message to the City of Bethel, Alaska,
-  By **Friday October 27** visit the registration desk in the Dental Department on the second floor of the Yukon-Kuskokwim Delta Regional Hospital, between 8 a.m. to 5 p.m., Monday through Friday. Share the address of your scarecrow and receive goodies to share with your trick-or-treaters.
-  **October 28 - 31** go hunting! Scarecrow location maps available:
 - City of Bethel Facebook Page
 - City of Bethel website www.cityofbethel.org
 - Outside City Hall, 300 Chief Eddie Hoffman HWY



City of Bethel, Alaska

City Clerk's Office

Council Meetings

September 26, 2023, Regular City Council Meeting

October 10, 2023, Regular City Council Meeting

October 16, 2023, Special City Council Meeting

October 24, 2023, Regular City Council Meeting

Human Resources Support

Posted job advertisements.

Strategic Government Resources:

- Planning Director
- Human Resources Director
- Finance Director
- Grant Manager

GovHR:

- Planning Director
- Human Resources Director
- Finance Director
- Grant Manager

American Planners Association:

- Planning Director

Society for Human Resources Management

- Human Resources Director

Alaska Municipal League (submitted request on 9/14)

- Planning Director
- Human Resources Director

Drafted a job description for Deputy Finance Director for the review of Administration. When working through the job posting, noticed we didn't have an updated (2021) version in the file set. Reviewed other communities' duties for the position and provided Interim City Manager and Interim Finance Director draft options.

Assisted the Interim Human Resources Director with organizing personnel files and updating the City's job application. We also went through the job postings on the City's website and updated the contact information for each of the posted positions.

Worked with Interim HR to update the online job application and landing page for municipal positions.

General

Processed six passport applications.

Processed one burial permit and three reservation.

Worked with KYUK to organize the city council candidate forum for September 18.

Worked with YKHC on a newly formed partnership for the City's Annual Scarecrow Hunt. YKHC Dental will be providing healthy goodies to families that participate in the creation of a scarecrow for the hunt.

Worked with the Public Safety and Transportation Commission Ex Officio member to finalize an ordinance for council's consideration.

Outlined some options for the administration's consideration for the Community Action Grant program. Suggested presenting an action to the council to hold the program until staffing for finance and ex officio member support improves. Drafted a Resolution to pause the Community Action Grant Program and provided notice to the Community Action Grant Committee members.

Participated in an Archive Social administrator training to better understand the City's website and social media record capture opportunities.

Reached out to Alaska Rural Utility Collaborative (ARUC) to set up a meeting between their utility billing department and the City to see if there is an opportunity for the city to save some money in the utility billing process. Will attend a meeting with ARUC and the Finance Team on Monday, September 25.

Assisted with organizing the travel for the Interim City Manager, and Interim HR Director.

Worked with contractor and Public Works Facility Maintenance to organize the site preparation for the two park installations.

Hosted Early Voting for the October Election.

Finalized the draft amendments to the Chapter 4.20 Purchasing Code. Finance Committee will be considering a portion of those amendments at their next regular meeting.

Assisted Planning Commission Chair with Rules of Procedures and attendance requirements. Assisted the Public Safety and Transportation Chair with agenda topic development.

Got the Public Works Admin set up on the City's social media page and provided guidance for committee ex officio duties.

Prepared a spreadsheet of year to date actuals for the water and sewer enterprise fund expenses and revenues for three years to help better understand the utility rate study suggestions presented by contractor.

Summary of Marijuana License Renewals:

Doing Business As	License Type	Name of Applicant
Kusko Kush License 21227	Retail Marijuana Store	Essenkay, LLC, Jared Karr
Mailing Address P.O. Box 2343 Bethel, AK 99559	Location of Premises 781 3 rd Avenue, Bethel	Business Telephone Number 907-545-4977

Date Notice Received by City Clerk's Office	08/22/2023
Date City Manager Sends Application Notice to Directors	08/22/2023
Deadline for Department Head Reports (14 days from Notice from City Manager)	09/05/2023
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)	09/11/2023
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)	09/26/2023
Deadline for Protest (60 days from the date of notice to the City Clerk's Office)	10/21/2023

Doing Business As	License Type	Name of Applicant
Good Vibes Bethel #30563	Retail Marijuana Store #30563	Brian Glasheen JR
Mailing Address 1853 Buccaneer Pl Anchorage, AK 995 01 UNITED STATES	Location of Premises 323 Chief Eddie Hoffman Hwy Bethel, AK 99559	Business Telephone Number 907-545-1144
Date Notice Received by City Clerk's Office	08/28/2023	
Date City Manager Sends Application Notice to Directors	08/28/2023	
Deadline for Department Head Reports (14 days from Notice from City Manager)	09/11/2023	
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)	09/17/2023	
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)	09/26/2023	
Deadline for Protest (60 days from the date of notice to the City Clerk's Office)	10/27/2023	

Doing Business As	License Type	Name of Applicant
ALASKABUDS, LLC	Retail Marijuana Store #18735	Nick Miller
Mailing Address PO Box 241521 Anchorage, AK 9 9524 UNITED STATES	Location of Premises 660 Third Ave, Suite B Bethel, AK 99559	Business Telephone Number 907-244-2125
Date Notice Received by City Clerk's Office	9/5/2023	
Date City Manager Sends Application Notice to Directors	9/6/2023	
Deadline for Department Head Reports (14 days from Notice from City Manager)	9/20/2023	
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)	8/25/2023	
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)	10/10/2023	
Deadline for Protest (60 days from the date of notice to the City Clerk's Office)	11/4/2023	

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	2	2
Community Action Grant Technical Review Board	full	1
Public Works Committee	3	2
Finance Committee	2	2
Ethics Board	full	1