

CITY OF BETHEL

City Council Meeting Agenda, October 24, 2023 – 6:30 PM

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

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

Council Members: Mayor Mark Springer, Vice-Mayor Sophie Swope, Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller

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. *10-10-2023 Regular City Council Meeting

6.2. *10-11-2023 Special City Council Meeting

6.3. *10-16-2023 Special City Council Meeting

7. REPORTS OF STANDING COMMITTEES

7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

8.1. Appreciation For Outgoing City Council Members (Mayor Springer)

9. UNFINISHED BUSINESS

9.1. 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 (Mayor Springer)

9.2. Resolution 23-16: Placing A Hold On Issuance The Of Community Action Grant Distributions Until The Second Quarter 2024 (Interim City Manager Lanning)

Posted October 18, 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

- 9.3. Public Hearing Of Ordinance 23-03(e): Amending The City Of Bethel Fiscal Year 2024 Capital Budget (Interim City Manager Lanning)

10. NEW BUSINESS

- 10.1. *Introduction Of Ordinance 23-11(c): Amending The City Of Bethel Fiscal Year 2024 Operating Budget (Council Member Henderson)
- 10.2. *Introduction Of Ordinance 23-18: Amending Bethel Municipal Code 2.60.030 Committees, Commissions, And Ad Hoc Committees, Appointment, Term, Vacancy, And Removal Of Members, Prohibiting Members From Being Absent From The City For More Than 90 Days Within A Calendar Year Without First Being Excused (Council Member Henderson)
- 10.3. *AM 23-29: Appointment Of Committee And Commission Members For A Term Of Three Years (Council Member Henderson)
- 10.4. *AM 23-30: Authorize The City Clerk And City Attorney, On Behalf Of The City Council, To Negotiate And Execute An Agreement For Contract Interim City Manager Services Between The City Council And Alan Lanning Beginning November 1 (Council Member Hessler)
- 10.5. *IM 23-16: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget For September 2023 – Utilities Maintenance – Water & Wastewater Activity Report (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 October 18, 2023 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

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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 October 10, 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 Mayor Rose Henderson City Council Member Eric Whitney (telephonically) City Council Member Beth Hessler Vice-Mayor Henry Batchelor City Council Member Patrick Snow City Council Member Sophie Swope
Members Absent:
Also in attendance were the following:
Interim City Manager Lanning, Deputy City Clerk Kevin Morgan, City Clerk Lori Strickler (telephonically) , City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

Eva Malvich, Bethel Resident, Board member of the Bethel Winter House- Spoke in opposition to Resolution 23-16.

Theresa Quiner, Bethel Resident, Kuskokwim Consortium Library Director- Spoke in favor of AM 23-27.

Item 4.1. - Written Public Comments

No written comments were submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approval of the Consent and Regular Agenda.

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

Opposed: | None
Results: | Motion Carries

Council Member Springer- Remove New Business Item 10.1, Ordinance 23-11(b) from the consent agenda.

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *9-26-2023 Regular City Council Meeting

Passed on the Consent Agenda.

7. REPORTS OF STANDING COMMITTEES

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

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

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- No one available to provide a report.

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- Postponed a discussion item on recruitment and retention.

8. SPECIAL ORDER OF BUSINESS

Item 8.1. - Review Canvass Board Certificate Of Election, October 3, 2023- Not Available Until After The Canvass Board October 5, 2023 (Mayor Henderson)

Council reviewed this item.

Item 8.2. - Resolution 23-17: Certifying The Results Of The October 3, 2023 Regular City Election- Not Available Until After The Canvass Board October 5, 2023 (Mayor Henderson)

Main Motion: Adopt Resolution 23-17.

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

Item 8.3. - Oath Administered To Newly Elected Council Members (Mayor Henderson)

Council Member Batchelor and Council Member Whitney stepped down from their seats.

Mark Springer, Beth Hessler, Teresa Keller, and Mikayla Miller took their oaths of office and took their seats on the Council.

9. UNFINISHED BUSINESS

Item 9.1. - 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)

Mayor Henderson opened the Public Hearing.

No one present to be heard.

Mayor Henderson closed the Public Hearing.

Motion to Adopt Ordinance 23-13 was made on the June 27th, 2023 Regular City Council Meeting.

Moved by:	Mark Springer
Seconded by:	Patrick Snow

The motion to amend was made on the September 26, 2023 Regular City Council Meeting.

Amend under Section 2. Terms of Disposal, Method of Disposal, to strike "Gift deed transfer under fee simple ownership without reverter" and "Insert BMC 4.08.030 (B): Disposal to entity providing necessary public service, with conditional reverter"

Moved by: | Sophie Swope
Seconded by: | Henry Batchelor

Motion to postpone.

Moved by: | Mark Springer
Seconded by: | Patrick Snow
In favor: | Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope,
Mikayla Miller, Teresa Keller
Opposed: | None
Results: | Motion Carries

Item 9.2. - Public Hearing 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)

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

Main Motion: Adopt Ordinance 23-17.

Moved by: | Patrick Snow
Seconded by: | Mark Springer
In favor: | Mark Springer, Rose Henderson, Teresa Keller, Beth Hessler, Mikayla Miller,
Patrick Snow, Sophie Swope
Opposed: | None
Results: | Motion Carries

Motion to suspend the rules to hear from Police Chief Hicks.

Moved by: | Patrick Snow
Seconded by: | Mark Springer
In favor: | Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope,
Teresa Keller, Mikayla Miller
Opposed: | None
Results: | Motion Carries

Item 9.3. - Resolution 23-16: Placing A Hold On Issuance The Of Community Action Grant Distributions Until The Second Quarter 2024 (Interim City Manager Lanning)

The Motion to Adopt Resolution 23-16 was made at the September 26, 2023 Regular City Council Meeting

Moved by: | Patrick Snow
Seconded by: | Eric Whitney

Motion to Postpone.

Moved by: | Mark Springer

Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 23-11(b): Amending The City Of Bethel Fiscal Year 2024 Operating Budget (Interim City Manager Lanning)

Main Motion: Introduce Ordinance 23-11(b).

Moved by:	Mark Springer
Seconded by:	Beth Hessler

Amendment 1. Strike serial number 23-11 (b) and insert serial Number 23-03 (e).

Amendment 2. Strike Operating and insert Capital in the title of the ordinance.

Amendment 3. Strike line 100-70-9596 and insert 100-70-6890.

Amendment 4. Strike \$37,355 under approved appropriation, proposed amendment, and proposed total appropriations and insert: \$7,313 carried over under approved appropriation, \$60,000 under proposed amendment, and \$67,313 under proposed total appropriations.

Amendment 5. Strike Other Processional Services and insert Lagoon Study and strike \$56,101 under approved appropriations and insert 0.

Moved by:	Mark Springer
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Teresa Keller, Beth Hessler, Mikayla Miller, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 10.2. - *AM 23-27: Authorize The City Manager To Negotiate And Execute Two Agreements With The University Of Alaska Fairbanks (UAF) And To Authorize The Contributions From The FY2024 Budget (Interim City Manager Lanning)

Passed on the Consent Agenda.

Item 10.3. - AM 23-28: Direct Administration To Explore Options For Acquiring Bentley's Bed And Breakfast (Interim City Manager Lanning)

Main Motion: Approve AM 23-28.

Moved by:	Patrick Snow
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope,

	Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Item 10.4. - City Administrative Review Of Alaskabuds, LLC Retail Marijuana Store License Renewal #18735 ,Located At 660 Third Ave, Suite B Bethel Alaska 99559 (Interim City Manager Lanning)

Council reviewed this item.

11. REPORTS

Item 11.1. - Mayor's Report

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Henderson- Condolences to the family of Robert Beans. Spoke about the hazards of cars and 4-wheelers who do not have any lights on at night. Wishes that reflective tape for pedestrians was more accessible. Spoke about the tragedy of the recent boating accidents. Be careful on the river.

Council Member Springer- Congratulated the newly elected city Council Members. Made note that there are now five women on city council. Thanked ONC Tribal Council for hosting the joint meeting a few weeks ago. Check your headlights and taillights; it is getting dark outside. Remembered Robert Beans from Mountain Village and spoke about his accomplishments to our area.

Council Member Hessler- Hoped the finances for the CAG program could be more accountable. Thanked Council Member Whitney and Batchelor for their service to the city.

Council Member Swope- Encouraged people to be more visible and reflective in the dark.

Council Member Snow-Thanked Alan Lanning for his time with the City. Welcomed the new council members. Stay safe in the dark.

Council Member Keller- No comment.

Council Member Miller- No comment.

13. EXECUTIVE SESSION

Item 13.2. - In Accordance With AS 44.62.310(C)(3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Interim City Manager Personnel Matters (Interim City Manager Lanning)

Main Motion: To move into execute session for both items and address Item 13.2 first. in Accordance With AS 44.62.310(C)(3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Interim City Manager Personnel Matters. Those attending this item are the City Council, Interim City Manager, City Attorney, City Clerk.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Teresa Keller, Mikayla Miller, Beth Hessler, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Council Entered Executive Session at 8:23 p.m.

Moved out of Executive Session at 8:39 p.m.

Motion to permit the Interim City Manager to complete his contract remotely.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Teresa Keller, Beth Hessler, Mikayla Miller, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 13.1. - In Accordance With AS 44.62.310(C)(3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Union Negotiations (Interim City Manager Lanning)

Main Motion: In Accordance With AS 44.62.310(C)(3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Union Negotiations. Those attending this item are the City Council, Interim City Manager, City Attorney, and City Clerk.

Moved by: Mark Springer
Seconded by: Sophie Swope
In favor: Mark Springer, Rose Henderson, Beth Hessler, Teresa Keller, Mikayla Miller,
Patrick Snow, Sophie Swope
Opposed: None
Results: Motion Carries

Council Entered Executive Session at 8:41 p.m.
Moved out of Executive Session at 9:05 p.m.

Motion to direct the city manager to make the Union Agreement offer as presented.

Moved by: Mark Springer
Seconded by: Sophie Swope
In favor: Mark Springer, Rose Henderson, Beth Hessler, Teresa Keller, Mikayla Miller,
Patrick Snow, Sophie Swope
Opposed: None
Results: Motion Carries

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by: Mark Springer
Seconded by: Sophie Swope
In favor: Mark Springer, Rose Henderson, Teresa Keller, Mikayla Miller, Beth Hessler, Patrick
Snow, Sophie Swope
Opposed: None
Results: Motion Carries

Meeting ended at 9:05 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 October 11, 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 Teresa Keller City Council Member Mikayla Miller City Council Member Patrick Snow City Council Member Beth Hessler City Council Member Sophie Swope (<i>arrived after roll call 6:02 p.m.</i>) City Council Member Mark Springer (<i>arrived after roll call 6:08 p.m.</i>) 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

No one present to be heard.

Item 4.1. - Written Public Comments

No written comments were submitted.

5. APPROVAL OF AGENDA

Motion to approve the agenda.

Moved by:	Patrick Snow
Seconded by:	Beth Hessler
In favor:	Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

6. UNFINISHED BUSINESS

7. NEW BUSINESS

Item 7.1. - City Manager Candidate Interview- Benjamin M. Balivet
Council Member Swope arrived at 6:02 p.m.
Council Member Springer arrived at 6:08 p.m.

Council interviewed the candidate.

Item 7.2. - City Manager Candidate Interview- Jonathan A. Kirksey

Council interviewed the candidate.

Item 7.3. - City Manager Candidate Interview- Tayva Taylor
Council interviewed the candidate.

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)

Motion to 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.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Motion to invite Jon Kirksey for an onsite interview.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller
Opposed:	None
Results:	Motion Carries

9. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Patrick Snow, Sophie Swope, Teresa Keller, Mikayla Miller

Opposed: | None
Results: | Motion Carries

Meeting ended at 9:52 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 October 16, 2023 at 6:00 p.m., in the Council Chambers, Bethel, Alaska.
Mayor Henderson called the meeting to order at 6:00p.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 Beth Hessler City Council Member Sophie Swope City Council Member Mikayla Miller City Council Member Patrick Snow (<i>arrived after rollcall 6:10 p.m.</i>) Mayor Rose Henderson
Members Absent:
City Council Member Teresa Keller
Also in attendance were the following:
Interim City Manager Lanning (telephonically), City Clerk Lori Strickler, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

No one present to be heard.

Item 4.1. - Written Public Comments

No Written Comments Submitted.

5. APPROVAL OF AGENDA

Approval of the Agenda

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Sophie Swope, Mikayla Miller
Opposed:	None
Results:	Motion Carries

6. UNFINISHED BUSINESS

7. NEW BUSINESS

Item 7.1. –

- a) Election Of The Mayor
- b) Election Of The Vice-Mayor
- c) Appointment Of Committee/Commission Council Representatives
 - 1. Council Committees And Commissions
 - a. Planning Commission
 - b. Finance Committee
 - c. Public Safety And Transportation Commission
 - d. Port Commission
 - e. Public Works Committee
 - f. Community Parks And Recreation Committee
 - g. Community Action Grant Committee
 - 2. Yuut Elitnaurviat

7.1.a Election Of the Vice-Mayor

Motion to open nominations.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Sophie Swope, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Sophie Swope nominated Mark Springer for Mayor.
Beth Hessler nominated Teresa Keller for Mayor.

Round One Voting for Mayor

Mark Springer received 4 votes.
Teresa Keller received 1 vote.
Mark Springer is Elected as Mayor

7.1.b Election Of the Vice-Mayor

Mark Springer nominated Sophie Swope for Vice-Mayor.

Round One Voting for Vice-Mayor

Sophie Swope received 5 votes
Sophie Swope is Elected as Vice-Mayor

The Mayor made the following appointments:

Planning Commission- Council Member Hessler
Finance Committee- Council Member Snow
Public Safety and Transportation Commission- Council Member Miller
Public Works Committee- Mayor Springer
Port Commission- Council Member Henderson

Community Parks and Recreation Committee- Vice-Mayor Swope
Community Action Grant Committee- Council Member Keller
Yuut Elitnaurviat Representative- Mayor Springer

8. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Beth Hessler, Sophie Swope, Mikayla Miller
Opposed:	None
Results:	Motion Carries

Meeting ended at 6:20 p.m.

Rose Henderson,
Mayor Protemp

ATTEST:

Lori Strickler, City Clerk

City of Bethel, Alaska

Planning Commission

October 12, 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 October 12, 2023. The Chair of the commission, Kathy Hanson called the meeting to order at 6:30 PM.

II. ROLL CALL:

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

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF THE AGENDA:

MOVED:	Haley Hanson	Motion to approve the agenda.
SECONDED:	Sophie Swope	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Haley Hanson	Motion to approve August 10, 2023 meeting minutes.
SECONDED:	Sophie Swope	
VOTE ON MOTION	Unanimous	

MOVED:	Haley Hanson	Motion to approve August 10, 2023 meeting minutes with correction the motion names to: moved by Haley Hanson seconded by Greg Morgan.
SECONDED:	Sophie Swope	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS

VII. UNFINISHED BUSINESS:

VIII. NEW BUSINESS:

IX. PLANNER'S REPORT:

X. COMMISSIONER'S COMMENTS:

K.Hanson- Pleased to see more site plan permits.
S. Swope- no comment.
A. Wasierski- no comment.
H. Hanson- no comment.
S. Rabi- no comment.
S. Hoffman- no comment.

X. ADJOURNMENT:

MOVED:	Haley Hanson	Motion to adjourn the meeting.
SECONDED:	Sophie Swope	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 6:40 pm

APPROVED THIS ____ DAY OF _____, 2023

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

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
October 10, 2023
October 24, 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;

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
October 10, 2023
October 24, 2023
Action:
Vote:

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

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.

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
October 10, 2023
October 24, 2023
Action:
Vote:

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

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

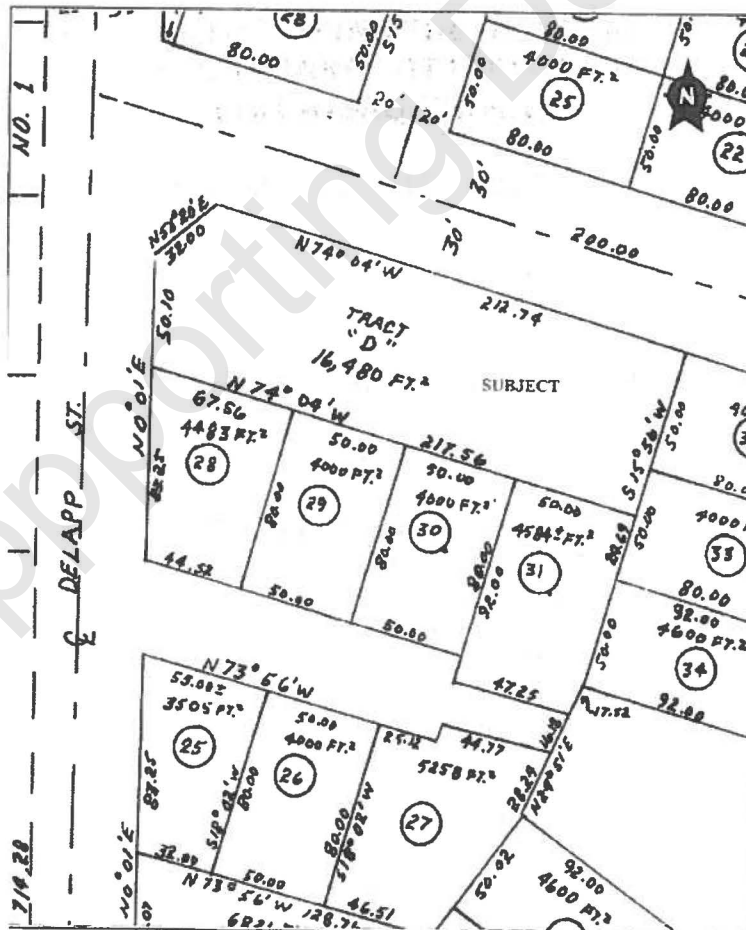
AN ORDINANCE AUTHORIZING THE DISPOSAL VIA LEASE OF TRACT D, BLOCK 2, TURNKEY III HOUSING DEVELOPMENT (161 ATSAQ STREET)

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: Interim City Manager Lanning
Date: September 26, 2023
October 10, 2023
October 24, 2023
Action:
Vote:

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;

Introduced by: Interim City Manager Lanning
Date: September 26, 2023
October 10, 2023
October 24, 2023
Action:
Vote:

- Directs Administration to open the application period in May of 2024 for the 2024 Second quarter;
- 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 ____ DAY OF _____ 2023 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Rose Henderson, Mayor

Lori Strickler, City Clerk

October 3, 2023

TO: City Council Members, Interim City Manager Lanning and City Clerk Strickler

FROM: Brent Hartzell, Interim Finance Director

RE: Alcohol tax collections and Community Action Grant expenditures, July 2020 through June 2023

On October 3, 2017, Bethel voters approved a ballot proposition in which 20 percent of revenues collected from the sales of alcohol each fiscal year be placed in a separate interest-bearing account, with proceeds used to fund the Community Action Grant Program. Alcohol tax revenue is deposited necessarily in the city's General Fund, and all appropriations and expenditures for the program are derived from the General Fund balance. Additionally, section 2.60.150 of the Bethel Municipal Code requires the Community Action Grant Committee to "monitor the community action grant fund balance and associated transfers from the alcohol tax revenue."

Per the city's Caselle accounting database, listed below are the comparative amounts between the revenue allocation and the actual expenditures for grants from the city's General Fund.

FY 2021

20% of alcohol tax revenue	\$88,370
CAG expenditures	\$140,108

FY 2022

20% of alcohol tax revenue	\$72,308
CAG expenditures	\$46,422

FY 2023

20% of alcohol tax revenue	\$71,351
CAG expenditures	\$143,384

AGGREGATE

20% of alcohol tax revenue	\$232,039
CAG expenditures	\$329,914
Accumulated deficit to General Fund:	\$97,875

Please contact me with questions regarding these calculations at bhartzell@cityofbethel.net.
Thank you.

Introduced by: Alan Lanning, Interim City Manager
Introduction Date: October 10, 2023
Public Hearing Date: October 24, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance ~~23-11(b)~~ 23-03(e)

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 of Bethel entered into an agreement with the city vendor to Johnson Controls Fire Protection LP to review the condition of cities fire suppression devices and recommend improvements.

WHEREAS, the proposed \$37,355 increase to the annual budgetary expense listed in A-1, is associated with an amendment is for payment of based on the review of cities out-of-date fire suppression controls throughout several city locations.

A-1 Public Works – Capital Improvement Fire Suppression				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-70-9596 <u>100-70-6890</u>	Fire Suppression & Inspection	\$37,355 <u>\$7,313 (carried over)</u>	\$37,355 <u>\$60,000</u>	\$37,355 <u>\$67,313</u>
100-10100	Cash in Combined Funds	\$8,017,520	(\$37,355)	\$7,980,165

WHEREAS the City of Bethel entered into an agreement with the city vendor to Dowl to recommend improvements to Lagoon sewer project.

WHEREAS the proposed \$56,101 increase to the annual budgetary expense listed in A-2, is associated with an amendment is for payment of based on the

City of Bethel, Alaska
03(e)

Ordinance ~~23-11(b)~~ 23-

Introduced by: Alan Lanning, Interim City Manager
Introduction Date: October 10, 2023
Public Hearing Date: October 24, 2023
Action:
Vote:

surveys conducted upon reviewing the cities lagoon and recommending improvements on the project.

A-2 Public Works - Dowl				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-87-6320	Other Professional Services <u>Lagoon study</u>	\$56,101 \$0	\$56,101	\$56,101
510-10100	Cash in Combined Fund	\$4,073,572	(\$56,101)	\$4,017,471

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

ENACTED THIS 24th DAY OF OCTOBER 2023 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Mayor Henderson
Introduction Date: October 24, 2023
Public Hearing Date: November 14, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 23-11(c)

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 Community Action Grant fund has a deficit of \$97,875;

WHEREAS, the Council estimated the revenues from the Alcohol Tax would result in a revenue gain of \$86,000 for FY24 Community Action Grant program, so the Council approved \$86,000 budget appropriation for the Community Action Grant;

WHEREAS, with the \$97,875 deficit in the fund, the city cannot distribute from the Community Action Grant line item, the amount remaining in the FY 24 operating budget for the Community Action Grant should be zero and the money estimated for the fund's allocation should go to the cash in combined funds;

WHEREAS, the Community Action Grant 2024 Second Quarter payments didn't get paid to recipients timely, \$12,540 was deducted from the FY24 budget bringing the line item allocation to \$73,460;

WHEREAS, Southwest Alaska Arts Group, applied during the FY24 Third Quarter, their application requests \$31,700 for the Camai Dance Festival but the application didn't get reviewed because the Community Action Grant Committee doesn't have an ex officio member appointed which resulted in a lack of oversight in the program;

WHEREAS, the Council wishes to fund the request for Southwest Alaska Art Group from the General Fund Revenues;

Introduced by: Mayor Henderson
Introduction Date: October 24, 2023
Public Hearing Date: November 14, 2023
Action:
Vote:

C-1 Community Services				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-72-6430	Community Action Grant	86,000	(73,460)	0
100-10100	Cash in Combined Funds	\$8,559,952	\$73,460	\$8,633,412
100-72-6507	Donations (Southwest Alaska Art Group)	\$0	\$31,700	\$31,700
100-10100	Cash in Combined Funds	\$8,633,412	(\$31,700)	\$8,601,712

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

ENACTED THIS 14th DAY OF NOVEMBER 2023 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

Introduced by: Mayor Rose Henderson
Introduction Date: October 24, 2023
Public Hearing Date: November 14, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE #23-18

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE 2.60.030 COMMITTEES, COMMISSIONS, AND AD HOC COMMITTEES, APPOINTMENT, TERM, VACANCY, AND REMOVAL OF MEMBERS, PROHIBITING MEMBERS FROM BEING ABSENT FROM THE CITY FOR MORE THAN 90 DAYS WITHIN A CALENDAR YEAR WITHOUT FIRST BEING EXCUSED

WHEREAS, the Bethel City Council relies on volunteers to the Council's advisory bodies (committees, commissions, and ad hoc committees) to make recommendations on many important municipal issues;

WHEREAS, the Bethel Municipal Code (BMC) requires committee and commission members to be residents of Bethel;

WHEREAS, residency is defined in Alaska Statute [15.05.020](#), and Bethel Municipal Code [7.20.20](#), Rules for determining residency of a voter;

WHEREAS, both laws specify that if an individual leaves the community but intends to return, the voter may maintain residency in the community for voting purposes;

WHEREAS, voter records are the most reliable standard for the City Clerk's Office to confirm residency eligibility for committee/commission applications;

WHEREAS, committee/commission volunteers are sometimes absent from the City for long periods of time, and while those volunteers may maintain voter rights in Bethel, their principal place of residency, or where they spend most of their time, is not the City;

WHEREAS, the Council finds it necessary to ensure that the individuals offering it guidance on important City issues are spending most of their time in the City that they have been appointed to serve;

Introduced by: Mayor Rose Henderson
Introduction Date: October 24, 2023
Public Hearing Date: November 14, 2023
Action:
Vote:

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA,

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

Section 2. Amendment. Bethel Municipal Code 2.60.010, Committees, Commissions, and Ad Hoc Committees, Appointment, term, vacancy, and removal of members, is amended, old language is stricken, and new language is underlined.

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

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

B. *Eligibility.* The city clerk's office shall screen applicants and confirm their eligibility. A member must be a resident of Bethel for six (6) months prior to appointment. The city clerk's office shall review and identify any potential conflicts of interest that may affect the appointment of the individual.

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

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

D. *Official Oaths.* All applicants under this chapter shall take an oath of office within forty-five (45) days following council's appointment and prior to participating in any meeting of the appointed body. If an applicant does not take their oath of office within

Introduced by: Mayor Rose Henderson
Introduction Date: October 24, 2023
Public Hearing Date: November 14, 2023
Action:
Vote:

forty-five (45) days following appointment, the city clerk's office shall provide notice to the applicant, city council, and the relevant committee that the appointment is invalid and the vacancy stands.

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

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

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

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

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

1. Shall be declared by the committee, commission, or ad hoc committee when a member:
 - a. Is absent from the city for more than ninety (90) days within a calendar year without first being excused by the body;
 - b. Fails to attend three (3) regularly scheduled meetings within any calendar year without being excused by the body;
 - c. Fails to attend three (3) special meetings within any calendar year without being excused by the body;
 - d. Submits a written resignation that is accepted by the body;
 - e. Dies;

Introduced by: Mayor Rose Henderson
Introduction Date: October 24, 2023
Public Hearing Date: November 14, 2023
Action:
Vote:

- f. Ceases to be a resident of the city;
 - g. Is convicted of a felony or an offense involving a violation of the oath of office for the body; or
 - h. Becomes disqualified from holding the seat under other provisions of this code.
- 2. May be declared by the committee, commission, or ad hoc committee when a member:
 - a. Fails to attend at least sixty-five (65) percent of regular meetings held within any calendar year, whether excused or unexcused;
 - b. Fails to attend at least sixty-five (65) percent of special meetings held within any calendar year, whether excused or unexcused.
 - 3. May be declared by the city council for any reason.
 - 4. The member whose seat is being considered for declaration of vacancy shall be provided an opportunity to address the body or the council at the public meeting at which the vacancy is being considered.
 - 5. Public notices of vacancies will be provided by the city clerk.

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

BE IT ENACTED BY THE BETHEL CITY COUNCIL OF THE CITY OF BETHEL, ALASKA THIS ___ DAY OF NOVEMBER 2023, BY A VOTE OF _ IN FAVOR AND 0 OPPOSED.

ATTEST:

Rose Henderson, Mayor

Lori Strickler, City Clerk

City of Bethel Action Memorandum

Action memorandum No.	23-29		
Date action introduced:	October 24, 2023	Introduced by:	Mayor Henderson
Date action taken:		Approved	Denied
Confirmed by:			

Appointment of Committee and Commission Members for a term of three years.

Attachment(s): None

Amount of fiscal impact:		Account information:
x	No fiscal impact	

Public Safety and Transportation Commission

Joy Anderson applied for appointment: term expiration is December 31, 2025.

City of Bethel Action Memorandum

Action memorandum No.	23-30		
Date action introduced:	10-24-2023	Introduced by:	Council Member Beth Hessler
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Authorize the City Clerk and City Attorney, on behalf of the City Council, to negotiate and execute an agreement for contract Interim City Manager services between the City Council and Alan Lanning beginning November 1.

Attachment(s): (1) Draft contract

Amount of fiscal impact	Source of Funding	Account information
	No fiscal impact at this time.	
\$ Unknown	FY 2024 Budget	100-51-6320 Other Professional Fees Current fund balance: \$27,199

Summary Statement

Interim City Manager Alan Lanning provided a proposal to the City Council offering contract services at an hourly rate of \$70 for remote working hours and \$100 for Bethel working hours, on an as needed basis.

EMPLOYMENT AGREEMENT FOR CONTRACTED INTERIM CITY MANAGER

This Agreement is made this _____ day of _____ 2023, by and between the City of Bethel, a municipal corporation (hereafter the “City”) and Alan Lanning, an individual (hereinafter “Contractor”) (hereafter collectively, the “Parties.”)

1. Scope of Work/On-Site and Remote Work.

- Contractor will offer Interim City Manager Services primarily in a remote capacity.
- Such services shall include but not be limited to:
 - Monitoring emails/texts/phone calls/documents and responding promptly and appropriately.
 - Assisting staff with daily operations and administrative oversight.
 - Responding to Council queries and providing ongoing information and support.
 - Keeping Council informed on City operations and administrative actions.
 - Attending Council meetings and other meetings remotely as needed.
 - Promptly signing all appropriate documents.
 - All other duties as provided for a City Manager under Alaska Statute and Bethel Municipal Code.

2. Schedule/Work Availability:

- It is understood and agreed that the City’s needs under this Agreement will be the first professional priority of Contractor.
- Contractor will work primarily remotely.
- Contractor may, however, travel to Bethel at the request of Council.
- Contractor will work with the IT Department to establish a City-approved cell phone number and email address for job-related communications.

3. Compensation:

- Contractor will work on an hourly, as needed basis, only working and billing for actual hours worked.
- In no event shall Contractor bill the City for more than 40 hours per week without prior written authorization of the City.
- Contractor’s remote rate is \$70 per hour.
- Contractor’s onsite rate is \$100 per hour.
- Contractor will invoice the City on a bi-monthly basis for all time worked and, upon approval of the invoice. City shall deposit the invoiced funds into Contractor’s bank account on the next regular pay period.
- Contractor’s invoices shall be detailed and broken down into 15-minute billing increments, and each entry shall state the tasks performed and the length of time they took to be performed.

- Contractor is both in fact and law an independent contractor and not an agent or employee of the City of Bethel, and not entitled to any benefit offered to City employees under state, federal, or local law.

4. Travel Arrangements and Expenses for Onsite Visits:

- Onsite visits and their length shall be at Council's explicit request.
- Onsite work shall be performed for a minimum of 8 hours per day, in order to ensure productive use of Contractor's onsite time in Bethel.
- City shall reimburse Contractor for one round-trip coach airline ticket between Hayden, Colorado and Bethel, Alaska.
- Contractor will not be paid an hourly rate for travel time.
- City shall reimburse Contractor for onsite lodging.
- City shall provide Contractor with a vehicle during onsite stays.
- City shall reimburse Contractor for meals and incidentals while in travel status and while onsite, in substantially the same manner directed under Resolution #20-03.

5. Term of Agreement/Non-Assignment

- This Agreement will become effective on the date indicated above, once signed by both parties.
- The term of this Agreement shall be six months from the later of the two dates signed below.
- Either party may terminate this Agreement at any time and for any reason upon two weeks' written notice to the other party.
- Contractor shall not delegate his duties under this agreement or assign any portion of this Agreement without the express written consent of the City.

 CONTRACTOR
 Alan Lanning
 Date:

 CITY MAYOR
 Mark Springer
 Date:

City of Bethel Information Memorandum

Information Memo No.	IM 23-16		
Date introduced:	10/24/2023	Introduced by:	Alan Lanning, City Manager
Amended actions:			
Confirmed by:			

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

Attachment(s): (1) September 2023 – Utilities Maintenance – Water & Wastewater Activity Report, and (2) City of Bethel Water & Sewer Services Expenditures Compared to Budget for September 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 September 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 - 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)	Disodium 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	5,221,393	1,271,000	2,064,028	743,000	700	16,830	220	115	50	1,326	6,730,251	955,500	7,510,506	138,900	621,000	1,100	10,120	62	50	0	
October	116,710	0	55,095	16,000	0	360	0	2	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	15,415,811	3,881,000	6,451,718	2,623,000	2,000	49,770	683	347	50	4,602	19,151,887	2,910,400	20,809,519	226,100	1,943,000	2,500	30,100	375	150	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
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
510-80-6000 SALARIES	9,744.85	9,744.85	113,801.00	104,056.15	8.6
510-80-6010 OVERTIME	201.17	201.17	3,000.00	2,798.83	6.7
510-80-6022 HOLIDAY PAY	382.36	382.36	.00	(382.36)	.0
510-80-6023 LEAVE CASHOUT	.00	.00	5,551.00	5,551.00	.0
510-80-6031 PAYABLE MEDICARE FICA	149.75	149.75	1,694.00	1,544.25	8.8
510-80-6032 UNEMPLOYMENT	.00	.00	2,079.00	2,079.00	.0
510-80-6033 WORKERS' COMPENSATION	45.96	45.96	3,017.00	2,971.04	1.5
510-80-6034 PERS	2,167.13	2,167.13	25,696.00	23,528.87	8.4
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
510-80-6335 OUTSOURCED SERVICES	8,351.75	8,351.75	.00	(8,351.75)	.0
510-80-6400 INSURANCE	360.18	360.18	1,200.00	839.82	30.0
510-80-6506 POSTAGE	.00	.00	15,000.00	15,000.00	.0
510-80-6531 BANK CHARGES	14,375.06	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	6,679.77	6,679.77	44,325.00	37,645.23	15.1
510-80-6711 ADMIN OVERHEAD-IT SVCS	4,016.91	4,016.91	19,000.00	14,983.09	21.1
TOTAL UTILITY BILLING	46,450.03	46,450.03	354,336.00	307,885.97	13.1
TOTAL FUND EXPENDITURES	46,450.03	46,450.03	354,336.00	307,885.97	13.1
NET REVENUE OVER EXPENDITURES	(46,450.03)	(46,450.03)	(354,336.00)	(307,885.97)	(13.1)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED WATER</u>					
510-81-6000 SALARIES	117,694.33	117,694.33	734,059.00	616,364.67	16.0
510-81-6010 OVERTIME	61,940.05	61,940.05	150,000.00	88,059.95	41.3
510-81-6022 HOLIDAY PAY	3,954.56	3,954.56	4,000.00	45.44	98.9
510-81-6023 LEAVE CASHOUT	1,920.55	1,920.55	22,734.00	20,813.45	8.5
510-81-6030 SOCIAL SECURITY EXPENSE	8,432.34	8,432.34	19,344.00	10,911.66	43.6
510-81-6031 PAYABLE MEDICARE FICA	2,592.91	2,592.91	12,819.00	10,226.09	20.2
510-81-6032 UNEMPLOYMENT	.00	.00	15,736.00	15,736.00	.0
510-81-6033 WORKERS' COMPENSATION	3,146.82	3,146.82	22,838.00	19,691.18	13.8
510-81-6034 PERS	10,015.25	10,015.25	125,853.00	115,837.75	8.0
510-81-6040 EMPLOYEE GROUP BENEFITS	8,264.69	8,264.69	161,468.00	153,203.31	5.1
510-81-6041 UTILITY BENEFIT	1,258.34	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	2,883.40	2,883.40	15,000.00	12,116.60	19.2
510-81-6103 WEARING APPAREL	5,369.44	5,369.44	15,000.00	9,630.56	35.8
510-81-6150 GASOLINE/DIESEL/OIL	21,040.34	21,040.34	110,000.00	88,959.66	19.1
510-81-6153 HEATING FUEL	3,228.38	3,228.38	167,300.00	164,071.62	1.9
510-81-6155 WATER/SEWER/GARBAGE	578.42	578.42	7,200.00	6,621.58	8.0
510-81-6160 ELECTRICITY	1,757.42	1,757.42	14,900.00	13,142.58	11.8
510-81-6170 TELEPHONE	5.01	5.01	50.00	44.99	10.0
510-81-6171 STAFF CELLULAR PHONES	298.26	298.26	6,500.00	6,201.74	4.6
510-81-6200 MINOR EQUIPMENT	50.94	50.94	5,000.00	4,949.06	1.0
510-81-6230 VEHICLE MAINT/REPAIR	30,805.94	30,805.94	299,700.00	268,894.06	10.3
510-81-6231 VEHICLE PARTS & TOOLS	19,401.21	19,401.21	50,000.00	30,598.79	38.8
510-81-6232 TIRES & WHEELS	.00	.00	20,000.00	20,000.00	.0
510-81-6240 PROPERTY MAINT	5,618.07	5,618.07	55,640.00	50,021.93	10.1
510-81-6332 LAB TESTS	.00	.00	3,000.00	3,000.00	.0
510-81-6335 OTHER PURCHASED SERVICES	1,992.00	1,992.00	3,000.00	1,008.00	66.4
510-81-6400 INSURANCE	36,617.40	36,617.40	122,000.00	85,382.60	30.0
510-81-6539 MISCELLANEOUS EXPENSES	7,548.33	7,548.33	20,000.00	12,451.67	37.7
510-81-6600 BAD DEBT EXPENSE	.00	.00	12,100.00	12,100.00	.0
510-81-6710 ADMIN OVERHEAD-GF	38,995.19	38,995.19	258,760.00	219,764.81	15.1
510-81-6711 ADMIN OVERHEAD-IT SVCS	3,826.64	3,826.64	18,100.00	14,273.36	21.1
510-81-6890 CAP EXP	.00	.00	320,000.00	320,000.00	.0
510-81-9696 RADIO BASE STATION UPGRADE	136.39	136.39	.00	(136.39)	.0
TOTAL HAULED WATER	399,372.62	399,372.62	2,866,057.00	2,466,684.38	13.9
TOTAL FUND EXPENDITURES	399,372.62	399,372.62	2,866,057.00	2,466,684.38	13.9
NET REVENUE OVER EXPENDITURES	(399,372.62)	(399,372.62)	(2,866,057.00)	(2,466,684.38)	(13.9)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED WATER</u>					
510-82-6000 SALARIES	16,848.40	16,848.40	137,577.00	120,728.60	12.3
510-82-6010 OVERTIME	7,379.59	7,379.59	34,000.00	26,620.41	21.7
510-82-6022 HOLIDAY PAY	477.86	477.86	800.00	322.14	59.7
510-82-6023 LEAVE CASHOUT	1,212.38	1,212.38	6,727.00	5,514.62	18.0
510-82-6030 SOCIAL SECURITY EXPENSE	391.84	391.84	1,015.00	623.16	38.6
510-82-6031 PAYABLE MEDICARE FICA	372.71	372.71	2,488.00	2,115.29	15.0
510-82-6032 UNEMPLOYMENT	.00	.00	3,054.00	3,054.00	.0
510-82-6033 WORKERS' COMPENSATION	558.78	558.78	4,432.00	3,873.22	12.6
510-82-6034 PERS	4,065.55	4,065.55	37,747.00	33,681.45	10.8
510-82-6040 EMPLOYEE GROUP BENEFITS	13,760.75	13,760.75	69,927.00	56,166.25	19.7
510-82-6041 UTILITY BENEFIT	1,672.05	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	1,990.29	1,990.29	5,000.00	3,009.71	39.8
510-82-6103 WEARING APPAREL	.00	.00	5,000.00	5,000.00	.0
510-82-6108 PLUMBING SUPPLIES	1,490.38	1,490.38	15,000.00	13,509.62	9.9
510-82-6150 GASOLINE/DIESEL/OIL	3,164.56	3,164.56	15,000.00	11,835.44	21.1
510-82-6153 HEATING FUEL	.00	.00	48,400.00	48,400.00	.0
510-82-6155 WATER/SEWER/GARBAGE	455.42	455.42	2,200.00	1,744.58	20.7
510-82-6160 ELECTRICITY-UTIL MT SHOP	797.97	797.97	8,200.00	7,402.03	9.7
510-82-6170 TELEPHONE	10.02	10.02	50.00	39.98	20.0
510-82-6171 STAFF CELLULAR PHONES	642.33	642.33	2,200.00	1,557.67	29.2
510-82-6230 VEHICLE MAINT/REPAIR	298.09	298.09	2,900.00	2,601.91	10.3
510-82-6231 VEHICLE PARTS & TOOLS	192.63	192.63	1,500.00	1,307.37	12.8
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	3,448.99	3,448.99	1,500.00	(1,948.99)	229.9
510-82-6400 INSURANCE	2,431.17	2,431.17	8,100.00	5,668.83	30.0
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	9,323.78	9,323.78	61,870.00	52,546.22	15.1
510-82-6711 ADMIN OVERHEAD-IT SVCS	4,186.04	4,186.04	19,800.00	15,613.96	21.1
510-82-9691 PIPED WATER CAPITAL USDA MATCH	23,786.00	23,786.00	.00	(23,786.00)	.0
TOTAL PIPED WATER	98,957.58	98,957.58	542,857.00	443,899.42	18.2
TOTAL FUND EXPENDITURES	98,957.58	98,957.58	542,857.00	443,899.42	18.2
NET REVENUE OVER EXPENDITURES	(98,957.58)	(98,957.58)	(542,857.00)	(443,899.42)	(18.2)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BETHEL HTS WTR TREATMENT</u>					
510-83-6000 SALARIES	31,143.64	31,143.64	132,854.00	101,710.36	23.4
510-83-6010 OVERTIME	11,406.37	11,406.37	37,000.00	25,593.63	30.8
510-83-6022 HOLIDAY PAY	1,084.81	1,084.81	2,500.00	1,415.19	43.4
510-83-6023 LEAVE CASHOUT	.00	.00	6,489.00	6,489.00	.0
510-83-6030 SOCIAL SECURITY EXPENSE	195.91	195.91	.00	(195.91)	.0
510-83-6031 PAYABLE MEDICARE FICA	591.66	591.66	2,463.00	1,871.34	24.0
510-83-6032 UNEMPLOYMENT	.00	.00	3,023.00	3,023.00	.0
510-83-6033 WORKERS' COMPENSATION	581.37	581.37	4,388.00	3,806.63	13.3
510-83-6034 PERS	8,914.81	8,914.81	37,368.00	28,453.19	23.9
510-83-6040 EMPLOYEE GROUP BENEFITS	4,979.83	4,979.83	69,927.00	64,947.17	7.1
510-83-6041 UTILITY BENEFIT	1,866.58	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	112.48	112.48	1,500.00	1,387.52	7.5
510-83-6108 PLUMBING SUPPLIES	.00	.00	5,000.00	5,000.00	.0
510-83-6140 CHEMICALS	50,444.85	50,444.85	40,000.00	(10,444.85)	126.1
510-83-6150 GASOLINE/DIESEL/OIL	114.22	114.22	2,000.00	1,885.78	5.7
510-83-6153 HEATING FUEL (PUMPHOUSE)	21,371.07	21,371.07	207,800.00	186,428.93	10.3
510-83-6160 ELECTRICITY (PUMPHOUSE)	18,902.70	18,902.70	104,000.00	85,097.30	18.2
510-83-6200 MINOR EQUIPMENT	.00	.00	45,000.00	45,000.00	.0
510-83-6230 VEHICLE MAINT/REPAIR	303.23	303.23	2,950.00	2,646.77	10.3
510-83-6332 LAB TESTS	2,754.65	2,754.65	4,000.00	1,245.35	68.9
510-83-6335 OTHER PURCHASED SERVICES	4,959.24	4,959.24	25,000.00	20,040.76	19.8
510-83-6400 INSURANCE	7,983.78	7,983.78	26,600.00	18,616.22	30.0
510-83-6710 ADMIN OVERHEAD-GF	9,271.02	9,271.02	61,520.00	52,248.98	15.1
510-83-6711 ADMIN OVERHEAD-IT SVCS	3,974.62	3,974.62	18,800.00	14,825.38	21.1
TOTAL BETHEL HTS WTR TREATMENT	180,956.84	180,956.84	861,722.00	680,765.16	21.0
TOTAL FUND EXPENDITURES	180,956.84	180,956.84	861,722.00	680,765.16	21.0
NET REVENUE OVER EXPENDITURES	(180,956.84)	(180,956.84)	(861,722.00)	(680,765.16)	(21.0)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CITY SUB WTR TREATMENT</u>					
510-84-6000 SALARIES	28,594.19	28,594.19	146,102.00	117,507.81	19.6
510-84-6010 OVERTIME	31,865.86	31,865.86	37,000.00	5,134.14	86.1
510-84-6022 HOLIDAY PAY	894.18	894.18	1,000.00	105.82	89.4
510-84-6023 LEAVE CASHOUT	.00	.00	7,107.00	7,107.00	.0
510-84-6030 SOCIAL SECURITY EXPENSE	195.91	195.91	.00	(195.91)	.0
510-84-6031 PAYABLE MEDICARE FICA	903.63	903.63	2,655.00	1,751.37	34.0
510-84-6032 UNEMPLOYMENT	.00	.00	3,259.00	3,259.00	.0
510-84-6033 WORKERS' COMPENSATION	627.42	627.42	4,730.00	4,102.58	13.3
510-84-6034 PERS	12,813.03	12,813.03	40,282.00	27,468.97	31.8
510-84-6040 EMPLOYEE GROUP BENEFITS	7,018.56	7,018.56	69,927.00	62,908.44	10.0
510-84-6041 UTILITY BENEFIT	896.39	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	8.96	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	99,009.03	99,009.03	75,000.00	(24,009.03)	132.0
510-84-6150 GASOLINE/DIESEL/OIL	104.21	104.21	1,500.00	1,395.79	7.0
510-84-6153 HEATING FUEL(CS WTF)	18,752.14	18,752.14	179,600.00	160,847.86	10.4
510-84-6160 ELECTRICITY (CS WTF)	14,316.85	14,316.85	77,200.00	62,883.15	18.6
510-84-6170 TELEPHONE	5.01	5.01	50.00	44.99	10.0
510-84-6200 MINOR EQUIPMENT	57.79	57.79	25,000.00	24,942.21	.2
510-84-6230 VEHICLE MAINT (ISF)	411.16	411.16	4,000.00	3,588.84	10.3
510-84-6332 LAB TESTS	4,649.19	4,649.19	15,000.00	10,350.81	31.0
510-84-6335 OTHER PURCHASED SERVICES	4,784.46	4,784.46	25,000.00	20,215.54	19.1
510-84-6400 INSURANCE	4,952.34	4,952.34	16,500.00	11,547.66	30.0
510-84-6502 ADVERTISING	.00	.00	500.00	500.00	.0
510-84-6710 ADMIN OVERHEAD-GF	9,753.31	9,753.31	64,720.00	54,966.69	15.1
510-84-6711 ADMIN OVERHEAD-IT SVCS	4,376.31	4,376.31	20,700.00	16,323.69	21.1
510-84-6890 CAPITAL EXPENDITURES	7,393.60	7,393.60	.00	(7,393.60)	.0
TOTAL CITY SUB WTR TREATMENT	252,383.53	252,383.53	848,372.00	595,988.47	29.8
TOTAL FUND EXPENDITURES	252,383.53	252,383.53	848,372.00	595,988.47	29.8
NET REVENUE OVER EXPENDITURES	(252,383.53)	(252,383.53)	(848,372.00)	(595,988.47)	(29.8)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED SEWER</u>					
510-85-6000 SALARIES	137,112.94	137,112.94	613,691.00	476,578.06	22.3
510-85-6010 OVERTIME	57,624.95	57,624.95	125,000.00	67,375.05	46.1
510-85-6022 HOLIDAY PAY	4,917.17	4,917.17	7,000.00	2,082.83	70.3
510-85-6023 LEAVE CASHOUT	1,920.55	1,920.55	4,310.00	2,389.45	44.6
510-85-6030 SOCIAL SECURITY EXPENSE	7,431.53	7,431.53	1,486.00	(5,945.53)	500.1
510-85-6031 PAYABLE MEDICARE FICA	2,873.63	2,873.63	10,711.00	7,837.37	26.8
510-85-6032 UNEMPLOYMENT	.00	.00	13,149.00	13,149.00	.0
510-85-6033 WORKERS' COMPENSATION	4,943.94	4,943.94	19,083.00	14,139.06	25.9
510-85-6034 PERS	17,099.99	17,099.99	115,576.00	98,476.01	14.8
510-85-6040 EMPLOYEE GROUP BENEFITS	21,941.30	21,941.30	27,971.00	6,029.70	78.4
510-85-6041 UTILITY BENEFIT	516.49	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	1,178.24	1,178.24	15,000.00	13,821.76	7.9
510-85-6103 WEARING APPAREL	4,362.28	4,362.28	15,000.00	10,637.72	29.1
510-85-6150 GASOLINE/DIESEL/OIL	24,420.89	24,420.89	96,000.00	71,579.11	25.4
510-85-6153 HEATING FUEL	2,141.09	2,141.09	134,700.00	132,558.91	1.6
510-85-6155 WATER/SEWER/GARBAGE	578.42	578.42	7,200.00	6,621.58	8.0
510-85-6160 ELECTRICITY	1,757.42	1,757.42	14,900.00	13,142.58	11.8
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	30,322.83	30,322.83	295,000.00	264,677.17	10.3
510-85-6231 VEHICLE PARTS & TOOLS	45,344.68	45,344.68	50,000.00	4,655.32	90.7
510-85-6232 TIRES & WHEELS	.00	.00	20,000.00	20,000.00	.0
510-85-6240 PROPERTY MAINT	5,618.07	5,618.07	55,640.00	50,021.93	10.1
510-85-6335 OTHER PURCHASED SERVICES	.00	.00	3,000.00	3,000.00	.0
510-85-6400 INSURANCE	33,350.09	33,350.09	86,600.00	53,249.91	38.5
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	28,334.04	28,334.04	188,016.00	159,681.96	15.1
510-85-6711 ADMIN OVERHEAD-IT SVCS	3,826.64	3,826.64	18,100.00	14,273.36	21.1
510-85-6890 CAPITAL EXPENDITURES	.00	.00	620,000.00	620,000.00	.0
510-85-9696 RADIO BASE STATION UPGRADE	136.39	136.39	.00	(136.39)	.0
TOTAL HAULED SEWER	437,753.57	437,753.57	2,675,149.00	2,237,395.43	16.4
TOTAL FUND EXPENDITURES	437,753.57	437,753.57	2,675,149.00	2,237,395.43	16.4
NET REVENUE OVER EXPENDITURES	(437,753.57)	(437,753.57)	(2,675,149.00)	(2,237,395.43)	(16.4)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED SEWER</u>					
510-86-6000 SALARIES	15,317.44	15,317.44	138,124.00	122,806.56	11.1
510-86-6010 OVERTIME	7,379.59	7,379.59	34,375.00	26,995.41	21.5
510-86-6022 HOLIDAY PAY	477.86	477.86	800.00	322.14	59.7
510-86-6023 LEAVE CASHOUT	1,212.38	1,212.38	5,956.00	4,743.62	20.4
510-86-6030 SOCIAL SECURITY EXPENSE	391.84	391.84	990.00	598.16	39.6
510-86-6031 PAYABLE MEDICARE FICA	353.81	353.81	2,501.00	2,147.19	14.2
510-86-6032 UNEMPLOYMENT	.00	.00	3,070.00	3,070.00	.0
510-86-6033 WORKERS' COMPENSATION	559.08	559.08	4,456.00	3,896.92	12.6
510-86-6034 PERS	3,728.71	3,728.71	37,950.00	34,221.29	9.8
510-86-6040 EMPLOYEE GROUP BENEFITS	5,072.28	5,072.28	69,927.00	64,854.72	7.3
510-86-6041 UTILITY BENEFITS	1,654.34	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	355.92	355.92	3,000.00	2,644.08	11.9
510-86-6103 WEARING APPAREL	708.73	708.73	4,000.00	3,291.27	17.7
510-86-6108 PLUMBING SUPPLIES	.00	.00	7,500.00	7,500.00	.0
510-86-6150 GASOLINE/DIESEL/OIL	523.48	523.48	15,000.00	14,476.52	3.5
510-86-6153 HEATING FUEL	306.04	306.04	60,000.00	59,693.96	.5
510-86-6155 WATER/SEWER/GARBAGE	455.42	455.42	2,200.00	1,744.58	20.7
510-86-6160 ELECTRICITY-LIFTST & BLDG	7,206.48	7,206.48	94,900.00	87,693.52	7.6
510-86-6200 MINOR EQUIPMENT	319.28	319.28	150,000.00	149,680.72	.2
510-86-6230 VEHICLE MAINT/REPAIR	370.04	370.04	3,600.00	3,229.96	10.3
510-86-6231 VEHICLE PARTS & TOOLS	2,508.91	2,508.91	1,500.00	(1,008.91)	167.3
510-86-6232 TIRES & WHEELS	.00	.00	500.00	500.00	.0
510-86-6335 OTHER PURCHASED SERVICES	9,151.86	9,151.86	20,000.00	10,848.14	45.8
510-86-6400 INSURANCE	2,401.14	2,401.14	8,000.00	5,598.86	30.0
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	9,335.29	9,335.29	61,946.00	52,610.71	15.1
510-86-6711 ADMIN OVERHEAD-IT SVCS	4,186.04	4,186.04	19,800.00	15,613.96	21.1
510-86-9699 PIPED SEWER CAP EXP SL ASSETS	70,014.57	70,014.57	.00	(70,014.57)	.0
TOTAL PIPED SEWER	143,990.53	143,990.53	803,135.00	659,144.47	17.9
TOTAL FUND EXPENDITURES	143,990.53	143,990.53	803,135.00	659,144.47	17.9
NET REVENUE OVER EXPENDITURES	(143,990.53)	(143,990.53)	(803,135.00)	(659,144.47)	(17.9)

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER LAGOON</u>					
510-87-6000 SALARIES	6,531.86	6,531.86	61,991.00	55,459.14	10.5
510-87-6010 OVERTIME	1,876.62	1,876.62	.00	(1,876.62)	.0
510-87-6022 HOLIDAY PAY	188.42	188.42	300.00	111.58	62.8
510-87-6023 LEAVE CASHOUT	269.42	269.42	3,057.00	2,787.58	8.8
510-87-6030 SOCIAL SECURITY EXPENSE	130.57	130.57	.00	(130.57)	.0
510-87-6031 PAYABLE MEDICARE FICA	126.94	126.94	899.00	772.06	14.1
510-87-6032 UNEMPLOYMENT	.00	.00	1,103.00	1,103.00	.0
510-87-6033 WORKERS' COMPENSATION	103.68	103.68	1,601.00	1,497.32	6.5
510-87-6034 PERS	1,434.71	1,434.71	57,046.00	55,611.29	2.5
510-87-6040 EMPLOYEE GROUP BENEFITS	1,836.68	1,836.68	20,342.00	18,505.32	9.0
510-87-6041 UTILITY BENEFIT	625.19	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	279.46	279.46	1,000.00	720.54	28.0
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	848.69	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	38.79	38.79	160.00	121.21	24.2
510-87-6332 LAB TESTS (SAMPLES)	3,960.99	3,960.99	15,000.00	11,039.01	26.4
510-87-6335 OTHER PURCHASED SERVICES	.00	.00	500.00	500.00	.0
510-87-6400 INSURANCE	150.06	150.06	500.00	349.94	30.0
510-87-6503 DUES & SUBSCRIPTIONS	.00	.00	8,000.00	8,000.00	.0
510-87-6710 ADMIN OVERHEAD-GF	4,506.71	4,506.71	29,905.00	25,398.29	15.1
TOTAL SEWER LAGOON	22,908.79	22,908.79	253,152.00	230,243.21	9.1
TOTAL FUND EXPENDITURES	22,908.79	22,908.79	253,152.00	230,243.21	9.1
NET REVENUE OVER EXPENDITURES	(22,908.79)	(22,908.79)	(253,152.00)	(230,243.21)	(9.1)



AGENDA ITEM

City Council Meeting Date: 10/24/2023

CITY COUNCIL COMMUNICATION FORM

FROM: Alan Lanning, Interim City Manager

DATE: 10/24/2023

ITEM: Council Report

Worked on the following issues 10/04-10/22.

Attended Council meeting 10/10/23.

Attended Special Council meeting 10/11/23.

Met with Dowl Engineering and discussed a number of projects, including an increased presence in Planning.

Extended contract with GovHR for the services of Mr. Hartzell until February, 2024.

Extended employment offer to Laura Cloward for HR services in a hybrid arrangement of on-site/remote work. Code Amendment submitted.

Submitted proposal for City Manager services to Council, dependent upon Council actions after interviews of City Manager candidates.

Responded to several inquiries from Council members.

Responded to numerous citizen issues.

Assisted in facilitating clean up of 9140 Ptarmigan.

Continuing focus on recruiting efforts.

Continue working with Interim Finance Director to prioritize work product and understand appropriate paths forward.

Continue working with Carmen Jackson regarding finance issues.

Continue work on several property abatement letters, including the 410 Owl St. property.

Met with Brilliant media in our ongoing informational efforts.

Continue reading various documents and files.

City of Bethel, Alaska

City Clerk's Office

Council Meetings

October 24, 2023, Regular City Council Meeting

November 14, 2023, Regular City Council Meeting

City Clerk's Office

- Prepared and sent out online form for council's travel/training opportunities through AML.
- Organized the former COVID room next to the City Manager's Office and set up an alternative meeting location for staff/contractors/committees & commissions.
- Drafted an ordinance amending to the Committee and Commission Vacancy requirements to help ensure volunteers on our recommending bodies maintain primary residency in Bethel.
- Attended a website demonstration on Granicus, website solution. The City Clerk's Office received notice that our prior website host was bought out.
- Drafted interview questions for the City Council's October 11th city manager interviews.
- Updated the City's website with new city council members.
- Update the Civic Clerk system to include newly elected officials.
- Provided a welcome email and training materials to newly elected officials.
- Cleaned/Organized City Manager's Office.
- Election Closeout-Mailed rejected ballot notices to the non-qualified voters. Mailed questioned ballot stubs and the precinct registers to the Division of Elections to update voter history and information. Prepared election materials for short term and long-term retention. Reorganized election supplies.
- Reviewed a draft ordinance from legal and personnel rules.
- Prepared a draft speech for Mayor Henderson to read at the Engine 5 wet down event.
- Began reviewing and making some changes to a number of ordinances from the finance department, finance committee, and contractors. Suggested a full look at title 4 be initiated. Requested the contractors to outline what sections of the code they recommend being amendment and to detail the importance of the change from high to low.
- Reviewed the Interim City Manager draft service agreement. Researched employment vs. contractor standards for terms of employment. Provides suggested amendments to Legal on the draft agreement.
- Began drafting changes to Title 3, to include a subsection/policy on remote personnel.
- Worked with Legal and Finance on exemptions of sales tax, provided a summary of points to the team.
- Reviewed the Assisted Billing proposal/ Agreement from Alaska Rural Utilities Collaborative.
- Researched transient lodging business taxes.
- Researched website solution vendors to see if any provide HR/Payroll online management solutions.
- Processed one burial permit.
- Processed two passport applications.

Administration

Updated the Division of Homeland Security Grant Administration Signatory authority forms for 2023, 2022, 2021 SHSP Grants. Bo Foley, IT Director, and I are listed as the Signatory Officials, Brent Hartzell, Contract Interim Finance Director is listed as the Chief Financial Officer, Kristi McConnachie, Contract Interim Grant Manager is listed as the Program Manager.

Prepared budget modification for Community Action Grant and Community Services Donations.

Prepared AM for Interim City Manager Contract Services.

Organized travel and housing for city manager candidate.

Human Resource Support

Continue to accept, log, and distribute applications for city employment.

Summary for October

Position	Applications Received
Account Specialist 1 Utility Billing	3
Accounting Specialist 1 Sales Tax	1
Accounting Specialist 1 Payroll/Accounts Payable	1
Community Service Patrol Officer	
Deputy Finance Director <i>(Waiting on updated job description from administration before advertising outside of the city)</i>	
Evidence Custodian/Records Clerk	
Finance Director	
Firefighter/EMT	
Fire Lieutenant	
Hauled Utility Driver	1
Human Resources	5
Landfill Technician	
Mechanic	
Planner	1
Police Officer	
Public Safety Dispatcher	
Temporary Landfill Tech	
Temporary Utility maintenance Worker	
Utility Maintenance Worker	
Water Plant Operator	

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