

CITY OF BETHEL

City Council Meeting Agenda, January 6, 2025 – 6:15 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 Teresa Keller, Mark Springer, Mikayla Miller, Alicia Miner, Pamela Conrad, WG Anaruk



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. Written public comment must be submitted 24 hours before the meeting.*



5. APPROVAL OF AGENDA

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- 7.1. Presentation Of City Clerk Internal Candidate And Consideration of Employment

8. EXECUTIVE SESSION

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

9. ADJOURNMENT

Posted December 27, 2024 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

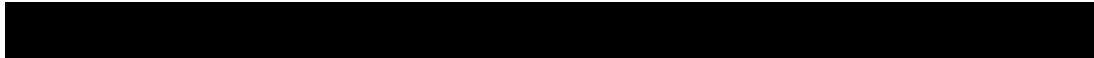
City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

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



Kevin Morgan



Profile

Currently, I am the Acting City Clerk of the City of Bethel Alaska. I have been working in the Clerk Profession for seven years for the City of Bethel.

Experience

DEPUTY CITY CLERK, CITY OF BETHEL ALASKA – 2020-PRESENT

- Implemented the citywide records and information management program.
- Assisted in budget preparation and financial transactions for the department in accordance with established purchasing policies.
- Provided webpage design and content management for webpages and social media pages maintained by the department.
- Attended City Council meetings as directed by the clerk.
- Prepared, compiled, disseminated, and published meeting packets and material; drafted legislation and amendments.
- Prepared public notices and ensure accurate publication in accordance with state and municipal law, policies, and procedures.
- Ensured the accurate codification of ordinances online and in print.
- Assisted in quasi-judicial boards and appeals.
- Assisted in all phases of administering municipal elections.
- Coordinated and responded to public records requests in compliance with procedures.
- Coordinated burial permits and records.
- Served as notary public.
- Served as a passport acceptance agent.
- Served as a State of Alaska Registrar.

ASSISTANT TO THE CITY CLERK, CITY OF BETHEL ALASKA – 2017-2020

- Archive City Council and committee/commission records.
- Proof read documents.
- Prepare and post agendas for the City Council.
- Write Action Memorandums for appointment of commission/committee members
- Respond to public questions and requests.
- Create documents with word, adobe, excel, and agenda management software.
- Assist with the administration of the City's Web page. Update Bethel Municipal Code.

PROGRAM OFFICER, BETHEL COMMUNITY SERVICES

FOUNDATION, BETHEL, ALASKA 2014-2015

- Office work, represented the Foundation at meetings, and helped complete various projects as a Program Officer.

Education

- Graduate, Bethel Regional High School
- Associate of Arts, University of Alaska Fairbanks
- Professional Guitar Certificate, Berklee College of Music Online

Skills

Proficient in all Microsoft office applications and zoom platforms.

Trained in website and agenda/packet software administration.

Special Qualifications

Notary Public for the State of Alaska

Passport Acceptance Agent for the U.S. Department of State

Certified Municipal Clerk by the International Institute of Municipal Clerks

City of Bethel Employment Application

Position Applying For: City Clerk

How did you find out about the vacancy? Internal email

Contact Information

First Name Kevin

Middle Name or NMI if none George

Last Name Morgan

Mailing Address [REDACTED]

City [REDACTED]

State [REDACTED]

Zip [REDACTED]

Primary Phone [REDACTED]

Email Address [REDACTED]

General Eligibility Questions

The purpose of the following questions is to obtain information about you that determines your eligibility for the position to which you are applying based on federal, state and local requirements. You must answer all questions which are marked with an *.

Are you currently a City of Bethel resident?	Yes
Do you have a legal right to accept employment in the United States?	Yes
Have you previously been employed by the City of Bethel?	Yes
What position and when?	Deputy City Clerk, Currently held
Do you have any relatives (either by blood or marriage) or domestic partners who are current employees of the City of Bethel?	No
What languages are you proficient in?	English

Position Specifics	
Have you seen the job description for the position for which you are applying?	Yes
Do you meet the minimum qualifications for the position, including any required licenses or certifications?	Yes
Are you able to perform the duties of the position with or without reasonable accommodation?	Yes
What days are you available to work?	- Monday - Friday - Other
Define Other	as needed
Are you willing to accept shift work, if required?	No
Are you willing to work on-call when off-shift or on weekends, if required?	No
Are you willing to work overtime, if required?	Yes
Are you willing to travel if your position requires it?	Yes
If offered a position, when would you be able to start?	12/18/2024

Education	
Did you graduate from High School or earn High School Equivalency?	Yes
Did you attend Postsecondary College, Vocational or Other Accredited Program?	Yes

Postsecondary College, Vocational or Other Accredited Program

- i. School Name
- Berklee College of Music Online
- School Location
- 855 Boylston St. Boston, MA 02116
- Major/Course of Study
- Guitar/music
- Did you complete the program?
- Yes
- Degree/Diploma Earned
- Professional Guitar Certificate

ii. **School Name**
University of Alaska Fairbanks

School Location
Bethel, Alaska (campus location) 99559

Major/Course of Study
Associate of Arts

Did you complete the program?
Yes

Degree/Diploma Earned
Associate of Arts

Driver's License Information

If the position involves driving, do you have a valid driver's license?

Yes

State/Class AK

License Number

Expiration

Certificates & Licenses

Enter Certificates & Licenses

i. **Type**
Certified Municipal Clerk

Date Issued (Month/Year)
12/16/2024

Expiration Date (Month/Year)
-

License Number
-

Issuing Agency
International Institute of Municipal Clerks

ii. **Type**
Passport Acceptance Agent Training for Existing Agents

Date Issued (Month/Year)

November 22, 2023

Expiration Date (Month/Year)

March 2025

License Number

-

Issuing Agency

U.S, Department of State

iii. Type

Notary Public

Date Issued (Month/Year)

9/9/2024

Expiration Date (Month/Year)

9/9/2028

License Number

240909002

Issuing Agency

State of Alaska

Work History

Do you have previous work history?

Yes

Employment**i. Date From:**

07/01/2020

Date To:

12/17/2024

Employer

City of Bethel Alaska

Position Title

Deputy City Clerk

Address

P.O. Box 1388

City

Bethel

State

AK

Company Website

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

Phone Number

9075432047

Supervisor's Name

Lori Strickler

Supervisor's Title

City Clerk

Hours Worked per Week

Salary 40 hours a week, full-time

Monthly Salary

7049.92

Duties

Implement the citywide records and information management program (RIM) in compliance

a. Executive Support:

i. Interact regularly with elected and appointed officials, staff, representatives from other governmental entities, and the public with a well-developed sense of tact, courtesy, and discretion.

ii. Respond to inquiries and concerns from a varied customers

iii. Create compose, edit, produce and/or distribute varied correspondence, reports, advertisements, mailings, and other material; obtain, organize, and plan suitable presentation of content; review work for format consistency, grammatical construction and typographical accuracy.

iv. Conduct research and assist with special projects.

v. Assist in budget preparation and financial transactions for the department in accordance with established purchasing policies.

vi. Provide webpage design and content management for webpages and social media pages maintained by the department.

vii. Provide outreach through social media platforms to help ensure public engagement in local government.

b. Legislative Function and Appeals:

i. Attend city council meetings as directed by the clerk.

ii. May attend committee or commission meetings as directed by the city clerk.

iii. Prepare, compile, disseminate, and publish meeting packets and material; draft legislation and amendments.

iv. Prepare public notices and ensure accurate publication in accordance with state and municipal law, policies, and procedures.

v. Ensure the accurate codification of ordinances online and in print.

vi. Track terms of office for elected and appointed officials; perform duties related to the application and appointment process.

vii. Assist quasi-judicial boards in the appeal process; ensure processes comply with state and municipal law.

viii. Assist appellant and appellee with procedural inquires.

ix. Serve as secretary to the hearing officer; prepare and distribute the record of

appeal; prepare and distribute orders issued by the hearing officer.

c. Other:

i. Assist in all phases of administering municipal elections including, but not limited to: act as a voter registrar, prepare and publish notices, prepare calendars and schedules, accept candidate filings, provide election official training, setup database to track early voters, data entry.

ii. Coordinate and responds to public records requests in compliance with state and municipal law, policies, and procedures.

iii. Coordinate burials through the sale of burial permits; and update records.

iv. Serve as notary public (internal documents only).

v. Serve as a passport acceptance agent.

vi. Serve as a State of Alaska Registrar

vii. Perform other duties as assigned.

Reason For Leaving

current job

ii. Date From:

01/16/2017

Date To:

7/1/2020

Employer

City of Bethel Alaska

Position Title

Assistant to the City Clerk

Address

P.O. Box 1388

City

Bethel

State

AK

Company Website

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

Phone Number

9075432047

Supervisor's Name

Lori Strickler

Supervisor's Title

City Clerk

Hours Worked per Week

18

Monthly Salary

1443

Duties

Archive City Council and committee/commission records. Process city council documents and upload them online.
Communicate with committee/commission recorders.
Proof read documents.
Act as the Recorder for City Council Meetings in the Clerk's absence and Various other tasks as directed by the Clerk.
The preparing, compiling, disseminating, and publishing of: meeting packets and material; draft minutes; and amending/processing/ archiving/ passed legislation.
Prepare and post agendas for the City Council. Write Action Memorandums for appointment of commission/committee members
Serve as a: Voter Registrar; Election Official; and Absentee Voting Official.
Respond to public questions and requests.
Issue burial permits and facilitate burial arrangement between the city and the public.
Create documents with word, adobe, excel, and agenda management software.
Use the multi-line telephone system, copy machine, printer, scanner, and audio recording equipment to complete officer tasks.
Assist with the administration of the City's Web page.
Update Bethel Municipal Code.

Reason For Leaving

Applied for Deputy Position

iii. Date From:

01/01/2014

Date To:

2014-2015

Employer

Bethel Community Services Foundation

Position Title

Program Officer

Address

P.O. Box 2188

City

Bethel

State

AK

Company Website

bcsfoundation.org

Phone Number

(907) 545-6052

Supervisor's Name

Michelle DeWitt

Supervisor's Title

Executive Director

Hours Worked per Week

ad hoc

Monthly Salary

20.00 per hour

Duties

Office work, represented the Foundation at meetings, and helped complete various projects as a Program Officer.

Reason For Leaving

quit

Skills, Qualifications, and Experience

List any skills and experience you have which you feel would be helpful for this position. For example, typing, computer software, etc.

I am well versed in all Microsoft office software, zoom meetings. I have given and attended trainings on how to use the website and the agenda/packet management software.

References

Please list 3 professional references who can speak to your work. Please include: Name, title, phone number, email, and mailing address.

i. **Name**

Lori Strickler

Title

City Manager

Phone Number

907-545-4120

Email

lstrickler@cityofbethel.net

Mailing Address

P.O. Box 1388, Bethel, Alaska 99559

ii. **Name**

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment or dismissal from City service if discovered after employment, and under some circumstances may result in prosecution for a crime.

- I certify that all statements contained herein are true and complete whether made by me or others at my request.
- I understand that if hired, I must prove that I am legally authorized to work in the United States.
- I authorize the City of Bethel to check employment references and verify education information provided on this employment application and as disclosed in any interview process.
- I understand I may be required to provide a driving record if the position for which I am applying requires driving.
- I understand that I may be asked to submit to a pre-employment drug test and/or criminal history check as a condition of employment.
- I release the City of Bethel and all providers of information from any liability as a result of furnishing and receiving any information to the City of Bethel's hiring process.
- I understand that nothing contained in this employment application or the granting of an interview is intended to create an employment contract between the City of Bethel and myself or to provide any other benefit.
- I agree that if I am offered employment with the City of Bethel, it will be an at-will employment, unless different terms are agreed to in writing, in advance, by the City Manager.
- I understand that as an at-will employee, employment is subject to termination at any time without cause and without notice.

Applicant Signature



Signature Date

12/17/2024

The City of Bethel complies with Title I of the Americans with Disabilities Act (ADA) and does not discriminate against qualified individuals with disabilities who require accommodation(s) to perform their duties.

Kevin Morgan
[REDACTED]
Bethel , Alaska 99559
[REDACTED]
[REDACTED]

To: City of Bethel, Human Resources Department

Concerning: City Clerk Job Opening

I am applying for the City Clerk position at the City of Bethel. Currently, I am the Deputy City Clerk for the City of Bethel. I have been the Deputy City Clerk for 4.5 years. During the last six months, I have been appointed as Acting City Clerk. Before being hired as the Deputy City Clerk, I was the Assistant for City Clerk for the City of Bethel for 3.5 years.

I was raised in Bethel and graduated from Bethel Regional High School. I am familiar with the culture and challenges of living in rural Alaska. I believe that I bring a unique set of skills and experiences to the job.

In the past, I have taught a guitar class as an adjunct faculty member at the Kuskokwim Campus.

I also have office experience with Bethel Community Services Foundation where I performed office tasks, represented the Foundation at meetings, and helped complete various projects as a Program Officer.

I obtained my Associate of Arts degree from the UAF Kuskokwim Campus which included an Academic Writing class.

I am also a local musician and obtained a Professional Guitar Certification from Berklee College of Music Online.

In my current position, I can and do perform all the duties listed the job description for the City Clerk. In addition, I am a notary for the State of Alaska and a Passport Acceptance Agent for the U.S. Department of State.

Recently, I have obtained the Certified Municipal Clerk Certification from the International Institute of Municipal Clerks.

Currently, I have an excellent attendance record with my job with the City and have earned positive performance evaluations. I am able and willing to work the hours when and where they are needed. Thank you for your consideration.

Sincerely,

Kevin Morgan

Kevin Morgan