

CITY OF BETHEL

City Council Meeting Agenda, March 11, 2025 – 6:30 PM

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

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

Council Members: Mayor Rose Henderson, Vice-Mayor Teresa Keller, Mark Springer, Mikayla Miller, Alicia Miner, Pamela Conrad, John Lloyd



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 CONSENT AGENDA AND REGULAR AGENDA

6. APPROVAL OF MEETING MINUTES

- 6.1. *2-25-2025 Regular City Council Meeting

7. REPORTS OF STANDING COMMITTEES

- 7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

- 8.1. Legislative Update From Representative Nellie Unangiq Jimmie (Council Member Springer)

9. UNFINISHED BUSINESS

- 9.1. Public Hearing Of Ordinance 25-03: Confirming The Acquisition Of Municipal Land Through Lease Termination With The Northwest District Of The Full Gospel World Mission And Authorizing Municipal Land Disposal Through Lease To The Eastern Presbyterian Church, In Accordance With Bethel Municipal Code 4.08.030, Disposal To Entity Providing Necessary Public Service (City Manager Strickler)

10. NEW BUSINESS

Posted March 5, 2025 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, City Clerk

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

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

10.1. *Introduction Of Ordinance 25-06: Amending Title 5.08.080 Alcoholic Beverages, Hours And Days Of Operation (Mayor Henderson)

10.2. AM 25-10: Confirming The City Manager's Hiring Of A Finance Director (City Manager Strickler)

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 March 5, 2025 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, City Clerk

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

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on February 25, 2025 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 Vice-Mayor Teresa Keller City Council Member Mikayla Miller City Council Member Alicia Miner City Council Member Pamela Conrad City Council Member John Lloyd
Members Absent:
Also in attendance were the following:
City Manager Lori Strickler, City Clerk Kevin Morgan, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

Ruth Richardson- Thanked Council Member Springer for recognizing her as a former Bethel Mayor at the last meeting.

Item 4.1. - Written Public Comments

No Written Comments Submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approve the Consent and Regular Agenda.

Moved by:	Teresa Keller
Seconded by:	John Lloyd
In favor:	Mark Springer, Rose Henderson, Teresa Keller, Mikayla Miller, Alicia Miner, Pamela Conrad, John Lloyd
Opposed:	None
Results:	Motion Carries

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *2-11-2025 Regular City Council Meeting
Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Port Commission, Council Member Miner- No meeting since last meeting.

Planning Commission, Mayor Henderson- Discussed property non-compliance and passed a Conditional Use Permit for a playground next to a triplex on the Avenues.

Community Action Grant Committee, Council Member Conrad- No meeting since last meeting, due to lack of funds.

Community Parks and Recreation Committee, Council Member Miller- No meeting since last meeting.

Finance Committee, Council Member Lloyd- No meeting due to lack of quorum.

Public Works Committee, Council Member Springer- Nothing to report.

Public Safety and Transportation Commission, Vice-Mayor Keller- Next meeting will be March 5th.

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

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 25-03: Confirming The Acquisition Of Municipal Land Through Lease Termination With The Northwest District Of The Full Gospel World Mission And Authorizing Municipal Land Disposal Through Lease To The Eastern Presbyterian Church, In Accordance With Bethel Municipal Code 4.08.030, Disposal To Entity Providing Necessary Public Service (City Manager Strickler)

Mayor Henderson opened the Public Hearing.

No one present to be heard.

Mayor Henderson closed the Public Hearing.

Main Motion: Adopt Ordinance 25-03.

Moved by: Teresa Keller
Seconded by: Alicia Miner

Motion to Postpone this Item to the next regular meeting, March 11, 2025

Moved by: Mikayla Miller
Seconded by: Teresa Keller
In favor: Mark Springer, Rose Henderson, Teresa Keller, Mikayla Miller, Alicia Miner, Pamela Conrad, John Lloyd
Opposed: None
Results: Motion Carries

Item 9.2. - Public Hearing Of Ordinance 25-04: Confirming The Disposal Of Municipal Land Through Land Lease To The Bethel Lions Foundation, Inc., In Accordance With Bethel Municipal Code 4.08.030, Disposal To Entity Providing Necessary Public Service (City Manager Strickler)

Mayor Henderson opened the Public Hearing.
Ruth Richardson- Inquired as to what services they provide.
Mayor Henderson closed the Public Hearing.

Main Motion: Adopt Ordinance 25-04.

Moved by: Teresa Keller
Seconded by: Mikayla Miller
In favor: Mark Springer, Rose Henderson, Teresa Keller, Mikayla Miller, Alicia Miner, Pamela Conrad, John Lloyd
Opposed: None
Results: Motion Carries

10. NEW BUSINESS

Item 10.1. - AM 25-08: Declaring Council Member Lloyd's Seats Vacant On The Community Action Grant Committee, The Ethics Board, And The Public Works Committee In Accordance With Bethel Municipal Code 2.60.030 (Mayor Henderson)

Main Motion: Approve AM 25-08.

Moved by: Mark Springer
Seconded by: John Lloyd
In favor: Mark Springer, Rose Henderson, Teresa Keller, Mikayla Miller, Alicia Miner, Pamela Conrad, John Lloyd
Opposed: None
Results: Motion Carries

Item 10.2. - *AM 25-09: Authorize City Manager To Negotiate And Execute A Contract For Bethel Port Wall Repairs (City Manager Strickler)

Passed on the consent agenda.

Item 10.3. - *IM 25-02: Documentation That The Bethel City Council Received And Reviewed The Full Financial Budget Report And Water & Wastewater Activity Report For The Month Of January 2025 (City Manager Strickler)

Passed on the consent agenda.

11. REPORTS

Item 11.1. - Mayor's Report

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Henderson- Found the trip to Juneau for the Alaska Municipal League (AML) Winter Conference to be very beneficial. Went ice fishing for the first time down river. Impressed by all the work Mark Leary and his crew have done on the ice road. Thanked all of the drivers for paying attention to children who cross the road in the morning to go to school during the dark winter.

Vice-Mayor Keller- No comment

Council Member Miner- No comment

Council Member Conrad- No comment

Council Member Miller- There will be tryouts for the Bethel Actors Guild production of Midsummer Night's Dream on Saturday at the Cultural Center.

Council Member Springer- AML was a good opportunity to hear from leadership. Heard from Tyson Gallagher from the Governor's Office and Congressperson Nick Begich. Had meetings with Senator Hoffman and Representative Jimmie. Had an opportunity to attend committee meetings and testified to the Joint House and Senate Education Committee. Attended the Finance Public Safety Sub Committee and got to hear from two VPSO's from Hooper Bay; James Hoelscher and Buford Kopanuk. Welcomed the

Kusilvak Census representatives who are meeting with Emergency Management at the Cultural Center. Congratulations to Eric Whitney, who made the podium in an International Kite Skiing event. Congratulations to Mike Williams jr. for winning the Bogus 150.

Council Member Lloyd- no comment

13. EXECUTIVE SESSION

Item 13.1. - In Accordance With AS 44.62.310.C(2)- Subjects That Tend To Prejudice The Reputation And Character Of Any Person, Provided The Person May Request A Public Discussion- City Attorney Annual Evaluation (Mayor Henderson)

City Attorney Bakalar requested a public discussion.

Motion to increase the salary by 3% for the City Attorney due to a positive evaluation.

Moved by:	Mark Springer
Seconded by:	Mikayla Miller
In favor:	Mark Springer, Rose Henderson, Teresa Keller, Mikayla Miller, Alicia Miner, Pamela Conrad, John Lloyd
Opposed:	None
Results:	Motion Carries

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Mark Springer
Seconded by:	Mikayla Miller
In favor:	Mark Springer, Rose Henderson, Teresa Keller, Mikayla Miller, Alicia Miner, Pamela Conrad, John Lloyd
Opposed:	None
Results:	Motion Carries

Meeting ended at 7:25 p.m.

Rose Henderson, Mayor

ATTEST:

Kevin Morgan,
City Clerk

City of Bethel, Alaska

Finance Committee Minutes

February 24, 2025

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on February 24, 2025 at 5:35 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Finance Committee members were present: John Lloyd, John Hamilton, Victoria Sosa

Also in attendance are Kayla Saddler, Recorder (Ex Officio) and Cynthia Sharp (Ex Officio)

Unexcused Absences: Carolann Willard

Excused Absences:

Meeting was not held due to lack of quorum.

John Hamilton, Chair

ATTEST:

Kayla Saddler, Recorder

City of Bethel, Alaska

Planning Commission

February 13, 2025

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 February 13, 2025. The Vice Chair of the Commission, Lorin Bradbury called the meeting to order at 6:32 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Lorin Bradbury, Alex Wasierski, Shadi Rabi, Haley Hanson, Sundi Scott, and Council Rep. Rose Henderson

Excused absence: Kathy Hanson and Jody Brand

Also Present: Pauline Boratko, Recorder, and Lee Foley, City Planner

III. PEOPLE TO BE HEARD: no one wished to be heard

IV. APPROVAL OF THE AGENDA:

MOVED:	Haley Hanson	Motion to approve the agenda
SECONDED:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Haley Hanson	Motion to approve regular meeting minutes from January 2025
SECONDED:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

VI. UNFINISHED BUSINESS:

- A. PUBLIC HEARING: On December 12, 2024 the City of Bethel Planning Office received a Conditional Use Permit Application from the City of Bethel with intent to construct a park in the Public Lands and Institution zone. Legal Description: U.S. Survey 3230 AB Block 7 Lots 2&3 Property Owner: City of Bethel Purpose: To construct a park in the Public Lands and Institution Zone.

The Vice Chair Commission, Lorin Bradbury opened the public hearing.

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

Testimony by Interested Parties:

Lee Foley, City Planner gave his report.

Commissioners asked questions of the Planner

People to be heard: no one wished to be heard

Planner Lee Foley did not have any closing comments.

Planning commission deliberated.

<i>MOVED:</i>	<i>Haley Hanson</i>	<i>Motion to approve Resolution 2025-01 approving the conditional use permit to designated city owned lots 2&3 on 5th avenue, US Survey 3230, Block 7 in the public lands and institutions zone with the condition that the lapse of approval set out in BMC 18.60.070 be extended to 15 years.</i>
<i>SECONDED:</i>	<i>Alex Wasierski</i>	
<i>VOTE ON MOTION</i>	<i>6-yes; 0-no; motion passes</i>	

The Vice-Chair of the Commission Lorin Bradbury closed the public hearing

VIII: EX OFFICIO REPORT: Lee gave his report

VII. COMMISSIONER'S COMMENTS:

- A. Wasierski- no comment
- L. Bradbury- no comment
- S. Rabi- no comment
- S. Scott- no comment
- H. Hanson- no comment
- R. Henderson- no comment

X. ADJOURNMENT:

MOVED:	Shadi Rabi	Motion to adjourn the meeting.
SECONDED:	Rose Henderson	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 7:25 pm

APPROVED THIS ____ DAY OF _____, 2025

Lorin Bradbury, Vice-Chair

ATTEST: Pauline Boratko, Recorder



CITY OF BETHEL

COMMUNITY PARKS AND RECREATION COMMITTEE

MONDAY, MARCH 10, 2025, 6:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN MEETING AT ZOOM.US:

[HTTPS://US06WEB.ZOOM.US/J/3350154000?PWD=HYFLQJB5BBF9IUAXHBN9SOZQAFWPLS.1&OMN=81314125060](https://us06web.zoom.us/j/3350154000?pwd=HYFLQJB5BBF9IUAXHBN9SOZQAFWPLS.1&OMN=81314125060)

MEETING ID: 335 015 4000

PASSCODE: 140569

US TOLL-FREE PHONE NUMBERS: 888 475 4499; 833 548 0276; 833 548 0282; 877 853 5257

MEMBERS

Brian Lefferts, Chair
Mikayla Miller Council Rep.
Michelle DeWitt
Zeff Prina
Alternate 2-Lisa Yancy

Beverly Hoffman, Vice-Chair
Jessica Pew
Sean Glasheen,
Alternate 1- Jody Brand

STAFF

Ex-Officos: Shane Iverson, Kayla Saddler
Email: ksaddler@cityofbethel.net Phone: 907-543-1386

I. CALL TO ORDER

II. ROLL CALL

- A. Ex Officio Member's Attendance Log

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. February 10, 2025 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Community Center Construction Project *Updates!*
- B. Review of 2045 Comprehensive Plan/Identify Community Outreach Opportunities And Committee Goals (Pew/Lefferts)
- C. Tribal Technical Assistance Request
- D. Status for Deep Cleaning the YK Fitness Center shower & pool area (Hoffman)
- E. Transition Plan - Contract Managed Facility to Parks and Rec Managed by the City (Hoffman)

VII. NEW BUSINESS

- A. Determination of quorum for the April 14th Meeting

VIII. EX OFFICIO REPORT

- A. Manager's Reports February 2025

IX. MEMBER COMMENTS

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

Ex-Officio Staff

X. ADJOURNMENT

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

Ex-Officio Staff

Introduced by: City Manager Strickler
Introduction Date: February 11, 2025
Public Hearing Date: February 25, 2025
March 11, 2025
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #25-03

AN ORDINANCE CONFIRMING THE ACQUISITION OF MUNICIPAL LAND THROUGH LEASE TERMINATION WITH THE NORTHWEST DISTRICT OF THE FULL GOSPEL WORLD MISSION AND AUTHORIZING MUNICIPAL LAND DISPOSAL THROUGH LEASE TO THE EASTERN PRESBYTERIAN CHURCH, IN ACCORDANCE WITH BETHEL MUNICIPAL CODE 4.08.030, DISPOSAL TO ENTITY PROVIDING NECESSARY PUBLIC SERVICE

WHEREAS, on November 6, 2006, the City of Bethel leased to the Northwest District of the Full Gospel World Mission, also known as the Bethel Korean Church, certain City-owned property legally described as Tract B, Turnkey III Housing Development, Plat Number 87-6, located in the Bethel Recording District, Fourth Judicial District, State of Alaska, and also known as 142 Atsaq Street in Bethel, Alaska, and Zoned Residential;



WHEREAS, the City leased this property—which consists of the land only and not any buildings thereon—to the Bethel Korean Church for a 30-year term with a termination clause stipulating that, if the Bethel Korean Church failed to continue to operate a church on the property, the City may immediately terminate the lease;

Introduced by: City Manager Strickler
Introduction Date: February 11, 2025
Public Hearing Date: February 25, 2025
March 11, 2025
Action:
Vote:

WHEREAS, in January of 2025, the City learned that the Bethel Korean Church had dissolved as an entity and was no longer operating a church on the leased premises, and that the Eastern Presbyterian Church wished to operate a church on the same property;

WHEREAS, on January 9, 2025, consistent with the lease agreement, the City notified the Bethel Korean Church that the lease was terminated;

WHEREAS, the City now wishes to re-acquire and lease the same property to the Eastern Presbyterian Church under terms substantially similar to the previous lease with the Bethel Korean Church;

WHEREAS, the City the Premises will be used only for the purposes directly related to the operation of religious facilities to include:

1. Religious Services-Conducting regular worship services, ceremonies, and religious observances.
2. Community Outreach Programs-Hosting food drives, clothing distribution, or other charitable activities.
3. Educational Activities-Offering Sunday school, Bible studies, or religious education classes.
4. Meetings and Events-Holding church-related meetings, conferences, or workshops.
5. Social and Recreational Activities-Organizing fellowship gatherings, youth group activities, or community events.
6. Counseling and Support Services-Providing spiritual counseling, grief support, or addiction recovery programs.
7. Administrative Functions-Using the premises for office work, record-keeping, and administrative purposes related to the church's mission not to include residential use.

WHEREAS, the land is designated residential, the lease holder will be required to obtain a conditional use permit from the Planning Commission in order to operate the church;

WHEREAS, the lease rate for the land will be as follows:

Lease Dates	Monthly Lease Amount	Annual Lease Amount
January 1, 2025-June 30, 2027	\$100	\$1,200
July 1, 2027-June 30, 2030	\$125	\$1,500

Introduced by: City Manager Strickler
Introduction Date: February 11, 2025
Public Hearing Date: February 25, 2025
March 11, 2025
Action:
Vote:

July 1, 2030 – June 30, 2034	\$175	\$2,100
------------------------------	-------	---------

WHEREAS, the building and improvements on the property are owned by Bethel Korean Church, The Eastern Presbyterian Church shall maintain authorization for use of the building throughout the term of the lease;

NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, the property described under Section 2, is re-acquired by the City of Bethel and may be disposed of by land lease to the Eastern Presbyterian Church.

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

SECTION 2. Legal Description. the property legally described as the following tract of land: Tract B, Turnkey III Housing Development, Plat Number 87-6, located in the Bethel Recording District, Fourth Judicial District, State of Alaska, and also known as 142 Atsaq Street in Bethel, Alaska;

SECTION 3. Authority. Authority Pursuant to Bethel Municipal Code 4.08.020 (Acquisition) and BMC 4.08.030 (Disposal to Entity Providing Necessary Public Service).

SECTION 4. Acquisition and Transfer. The property described in Section 2 of this Ordinance is hereby re-acquired by the City; the City may lease the Property to the Eastern Presbyterian Church on terms substantially similar to those governing the prior lease with the Bethel Korean Church. Such lease must include a condition that interest in the property shall revert to the City in the event that the lease premises is no longer being used to operate a church.

SECTION 5. Effective date. This ordinance shall become effective immediately upon passage by the City Council.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA THIS _____ DAY OF _____ 2025 BY A VOTE OF _____ IN FAVOR AND _____ OPPOSED.

Rose Henderson, Mayor

ATTEST:

City of Bethel, Alaska

Ordinance 25-03
Page 3 of 4

Introduced by: City Manager Strickler
Introduction Date: February 11, 2025
Public Hearing Date: February 25, 2025
March 11, 2025
Action:
Vote:

Kevin Morgan, City Clerk

CITY OF BETHEL

NOTICE OF INTENT TO LEASE CITY OWNED REAL PROPERTY (BMC 4.08.030—4.08.050)



Property 1 -Location, Legal Description, Method of Disposal & Value:

36 Bluff Drive, Bethel Alaska, Land Lease Lot 2, Block 4, of City Center Subdivision, USS 870 Sec. 8, 17, T8N, R71W, S.M. The property is zoned General Use. The intended disposal will be by lease agreement for (unless amended by the local governing body):

Lease Dates	Monthly Lease Amount	Annual Lease Amount
January 1, 2025-June 30, 2027	\$100	\$1,200
July 1, 2027-June 30, 2030	\$125	\$1,500
July 1, 2030 – June 30, 2034	\$175	\$2,100

The Lease, if approved the lease will be to the Bethel Lion's Club.

Property 2 -Location, Legal Description, Method of Disposal & Value:

Tract B, Turnkey III Housing Development, Plat Number 87-6 located in the Bethel Recording District, Fourth Judicial District, State of Alaska, and also known as 142 Atsaq Street in Bethel, Alaska. Land Lease. The property is zoned Residential.

Lease Dates	Monthly Lease Amount	Annual Lease Amount
January 1, 2025-June 30, 2027	\$100	\$1,200
July 1, 2027-June 30, 2030	\$125	\$1,500
July 1, 2030 – June 30, 2034	\$175	\$2,100

If approved, the lease will be with the Northwest District of the Full Gospel World Mission.

The City may dispose of property under Bethel Municipal Code 4.08.030 (b) to a state entity providing a necessary public service, without competitive bidding.

Date, Time, Place and Manner of Proposed Disposal

The Council will consider the adoption of Ordinances authorizing these disposals on July 11, 2023, at 6:30 p.m. in the Bethel City Council Chambers, located at 300 Chief Eddie Hoffman Highway in Bethel, Alaska. A public hearing will be provided for public comment on the adoption of each of the land disposal authorizations.

Introduced by: Mayor Henderson
Introduction Date: March 11, 2025
Public Hearing: March 25, 2025
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 25-06

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING TITLE 5.08.080 ALCOHOLIC BEVERAGES, HOURS AND DAYS OF OPERATION

WHEREAS, In the 2019 Regular City of Bethel Election, the voters chose to adopt Local Option Alaska Statute 4.11.491(a)(2)(A), to prohibit the sale of alcoholic beverages except through a restaurant or eating place licensee;

WHEREAS, the current hours of operations allow for the sale, service, and consumption of alcoholic beverages until 1:00 a.m. during the weekdays, 2:00 a.m. during the weekends and holidays, and 3:00 a.m. during New Year's Day;

WHEREAS, these hours of operation far exceed the time when most people consume meals;

WHEREAS, Alaska Statute 4.16.010(d) provides: "A municipality may provide for additional hours of closure under AS 04.21.010.";

WHEREAS, AS 04.21.010 allows for a municipality to adopt ordinances governing the consumption of alcoholic beverages within the municipality; and

WHEREAS, the hours of operation for the consumption of alcoholic beverages should better reflect the use of a restaurant licensee in the community.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA:

SECTION 1. Classification. This is a codified Ordinance and shall become part of the Bethel Municipal Code.

Section 2. Amendment: Section 5.08.080 of the Bethel Municipal Code, Alcoholic Beverages, Hours and Days of Operation, is hereby amended, new language is underlined and old language is stricken.

5.08.080 Hours and days of operation.

A. A person may not sell, offer for sale, give, furnish, deliver, or consume an alcoholic beverage on premises licensed under AS 04.11.080 between the hours of 10:00 p.m. and 11:00 a.m.

Introduced by: Mayor Henderson
Introduction Date: March 11, 2025
Public Hearing: March 25, 2025
Action:
Vote:

~~Premises licensed under AS 04.11.080 for the service and consumption of alcoholic beverages shall be closed for the sale, service and consumption of alcoholic beverages between the hours of 1:00 a.m. and 11:00 a.m. Monday through Friday, and between the hours of 2:00 a.m. and 11:00 a.m. on Saturday or Sunday or on a legal holiday recognized by the state under AS 44.12.010 with the exception of New Year's Day during which the establishment shall close by 3:00 a.m.~~

B. All other retail premises licensed under AS 04.11.080 may only be open for the sale of alcoholic beverages between the hours of 1:00 P.M. and 9:00 P.M.

C. A person may not sell, offer for sale, give, furnish, deliver or consume an alcoholic beverage on premises licensed under AS 04.11 during the posted hours of closure set forth in this section.

D. A licensee, an agent, or employee may not permit a person to consume alcoholic beverages on the licensed premises ~~between the hours of closure set forth in this section.~~ during the posted hours of closure.

E. As authorized by AS 04.16.070(b), the sale of alcoholic beverages on state and/or city election days is not prohibited.

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

ENACTED THIS ____ DAY OF ____ 2025 BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Kevin Morgan, City Clerk

City of Bethel Action Memorandum

Action memorandum No.	25-10		
Date action introduced:	March 11, 2025	Introduced by:	Lori Strickler, City Manager
Date action taken:	March 11, 2025	Approved	Denied
Confirmed by:			

Action Title: Confirming the City Manager's hiring of a Finance Director.

Attachment(s): Resume

Summary Statement

The City Administration is seeking Council's confirmation of the hiring of Jim Chevigny as the City Finance Director in accordance with Alaska Statute AS 29.20.360 Appointment of officials:

"Unless otherwise provided by ordinance, the municipal clerk, attorney, treasurer, and police chief are appointed by the chief administrator. Unless otherwise provided by ordinance, an official described in this section serves at the pleasure of the appointing authority and, if appointed by the chief administrator, must be confirmed by the governing body."

Mr. Chevigny has been conditionally offered the position, pending the completion of pre-employment requirements.

The Finance Director position is a critical leadership role within the City, responsible for overseeing the City's financial planning, budgeting, and fiscal policy development. Following a thorough recruitment process after 2.5 years of the initial vacancy, Mr. Chevigny was selected by the review board based on their qualifications, experience, history with the community, and ability to lead the City's financial operations.

To strengthen the Finance Department's efficiency, the City Manager has adjusted the Finance Director's job description by removing direct supervisory responsibilities over finance staff, retaining these duties under the long-time Deputy Finance Director. This adjustment will allow the new Finance Director to focus on strategic financial planning and high-level fiscal management while ensuring operational continuity within the department.

JAMES E. CHEVIGNY

Skilled Management Candidate

Visionary, relationship-oriented leader with proven ability to "see the big picture" oversee complex operational and personnel responsibilities, aligning resources to achieve optimal performance. Exceptional communicator able to forge key relationships, deliver clear presentations, and negotiate significant contracts.

Successful ability to learn key skills: Upper level management positions held by industry: Finance, Accounting, Governmental, Hospitality, Oil and Gas, Leasing, Franchising and Retail.

AREAS OF EXPERTISE:

—**Executive Leadership:** Skilled at managing P&L, leading teams, establishing clear goals and priorities, and working with superiors to carry out organization's goals.

—**Financial Management:** Former CFO and "Big 6" accountant with an expert understanding of balance sheets, financial drivers, budgeting processes, and cash flow management strategies

—**Negotiations & Strategic Partnerships:** Highly successful in building strategic referral networks, negotiating alliances, and finding innovative ways to partner with complementary service providers; additional strengths negotiating and managing key vendor/supplier relationships

EMPLOYMENT HISTORY & HIGHLIGHTS:

SOUTH FORK II, INC. - **President**

Bethel, AK & Seattle, WA: 2017-Present

Serves as president of a hydro-electric project in North Bend, WA. Responsibilities include negotiating long-term take-out financing, negotiating power purchase agreements, working with the plant operators to confirm and modify as needed maintenance/ca-ex projects, communicating with the company's NYSE-listed partner, and representing shareholders to maximize ROI.

THE CITY of BETHEL, ALASKA – **Finance Director**

Bethel, AK: 01/2016 – 07/2017

Following is a sampling of accomplishments:

- Full-charge position. Re-organized the accounting department, cross-training staff to enable them to assist others or fill in during their absence. The result was a team of competent, well-trained accounting staff and led to no staff turnover, which had always been a chronic problem. .
- Established a system of investing the city's funds that provided earnings, safety and access, none of which had been implemented prior. The city was put in a more solid financial position as a result.
- Replaced the commercial insurance broker and negotiated a new set of coverages that were more finely tuned to the city's needs, improving coverage at a lower cost.
- Reorganized the employee medical plan, changing it from a self-funded plan to one competitively bid to a number of independent insurance providers. The selected plan (Blue Cross) increased coverage while decreasing the cost to the city.
- Negotiated the final cost for a new fleet of heavy trucks to improve the city utility's reliability. This allowed the city to affordably retire its' fleet of heavy trucks and replace them with best in class Kenworth trucks. Final cost was approximately \$30,000 less than initially budgeted.
- Negotiated the city's first long-term lease for its' newly acquired fire department ladder truck of approximately \$800,000.
- Constructed and submitted the city's annual budget that was balanced and on time for the years 2016 and 2017. Each line item was reviewed and negotiated with each department director, which was the first time each had been personally involved with the details of their budget. The most important outcome was each director knew for the first time how their budget was created and had input for each item, allowing them to adopt and then own their budget for the first time.
- Was an integral member of the 3-person team who successfully negotiated a new three-year union contract covering most of the city's employees.

THE HOME DEPOT | **Assistant Store Manager, Merchandising**

Fairbanks, AK: 01/2015 – 08/2015

Took on short-term assignment providing right-hand support to the Store Manager of this \$35MM retail location. Supervised four departments—Lumber, Tools, Plumbing and ProDesk—managing a team of four department supervisors and ensuring all daily operations and merchandising met with corporate standards.

- Provided training, mentoring and leadership to an inexperienced front-line management group, advising them on how to raise the bar on customer service and achieve their assigned goals/targets; additionally, increased employee morale, performance, and retention throughout the entire store.

EXPERIENCE & ACHIEVEMENTS (CONT'D):

NTF, LLC (Taco Del Mar) | **Development Leader**

Seattle, WA & Anchorage, AK, 2009 – 2015

Negotiated an exclusive arrangement to develop the Alaska market for this popular restaurant franchise, overseeing the build-out and operational startup of multiple stores. Provided leadership in all aspects of start-up operations including design, construction, planning, marketing, financial and legal.

- Successfully grew the chain's footprint to 6 stores in the Anchorage and Fairbanks markets.
- Optimized store marketing/service policies, generating per-store sales among the highest in chain.
- Heralded by Taco Del Mar headquarters as a "role model" in terms of the store build-out process.
- Coordinated complex logistics and supply chain solutions to accommodate stores' Alaskan locations.

CORNERSTONE EQUIPMENT FINANCE | **President & Partner**

Seattle, WA: 1988 – 2008

Founded and grew this highly successful commercial equipment lending company, focused on providing financing to qualified small-to-mid-size (SMB) businesses seeking capital to expand. Sourced and closed transaction valued up to \$2MM and managed a team of 7 direct reports. Managed multiple client relationships, handling all engagements with the utmost professionalism, integrity, and attention to detail in order to generate a steady stream of repeat and referral business.

- Grew company from start-up stage to a substantial enterprise generating \$8MM in annual revenue and ROA in excess of 15%. Made key strategic planning decisions along with fellow partnership group, carefully planning the company's growth strategy to avoid funding and resource challenges.
- Targeted numerous high-potential industries including the medical, construction, technology, municipal, automotive industries, and tribal sectors—overcoming fierce competition.
- Negotiated a \$5MM line of credit with Bank of America allowing the company to operate its own portfolio and place the business with other leasing companies—as certain transactions required.
- Analyzed, planned, and executed all aspects of a profitable, large-scale \$2MM transaction involving over 100 pieces of equipment purchased for a Whidbey Island Naval Air Station Federal 8(a) contractor which supplied services to military bases worldwide.

NORTHSTORE CORPORATION | **President & CFO**

1985 – 1988

Initially hired as CFO for this retail management corporation, holders of the 7-Eleven License for the State of Alaska. Promoted to full President role after 6 months based on successfully managing the company's finances, being a team leader and supporting the desired growth strategy.

- Authored the business plan for growing the organization's statewide presence, expanding the chain from 2 to 34 stores and making 7-Eleven the dominant force in the Alaskan convenience store industry.
- Received 2nd place honors, out of dozens of worldwide licensees, for success in hitting all goals related to store appearance, financial performance, and other corporate performance and brand standards; gained recognition as one of the world's premiere 7-Eleven licensees.
- Recruited, managed, and mentored a high-performing team of both headquarters and store management personnel, increasing the employee pool from about 50 at start to over 350, at peak.
- Effectively managed numerous change initiatives, including leading a complete reorganization of the company's accounting group to modernize all internal financial systems/controls and bring them in line with industry best practices. Trained all staff on the new policies and procedures.

ADDITIONAL EXPERIENCE (FURTHER DETAILS UPON REQUEST):

BAKER NORTH SLOPE | **Vice President & CFO**

Anchorage, AK

Led finance and accounting functions for this start-up wireline service company operating on Alaska's North Slope, providing services to oil wells. Served as the chief administrative contact to Sohio's North Slope management and played instrumental role in the company's successful sale to Baker International.

PRICE WATERHOUSE & COMPANY | **Senior Accountant**

Anchorage, AK

Gained an outstanding foundation of accounting, leadership, and strategic financial experience with one of the world's leading multinational public accounting firms. Conducted audits for businesses in banking, construction, general business, Alaska Native Corporations, municipalities and other government clients.

EDUCATION & CERTIFICATIONS:

B.S. Degrees in Accounting & Finance | The University of Washington

Member Government Finance Officers Association (GFOA)

Certified Leasing Professional (CLP) designation

Extensive continuing education completed in accounting, finance and leasing practices

City of Bethel, Alaska

City Manager's Office

February 25, 2025- March 4, 2025

Personnel

Finance Director

An offer of employment was made to a Finance Director candidate pending confirmation by the City Council, and successful completion of a full background check, including financial.

Deputy Public Safety Director

An offer of employment was made to a Deputy Public Safety Director candidate pending successful completion of a background check. The candidate will be in town the week of the 10th for an onsite visit. We will have a community meeting to introduce the Candidate on the 11th.

Request for Proposals

- Bethel Port: Installation of Floating Docks in the Small Boat Harbor (Capital Project)-seven proposals were received for this RFP. Following the review and scoring by the review committee, we anticipate having a contract in front of the City Council on March 25th.
- Bethel Port Wall Repairs (Insurance Coverage/Capital Project)-two bids were received for this RFB. Contract presented to the City council on March 11th.
- Finance Sales Tax Audit (General Fund)- No submissions were received. I will be working with the finance team to get quotes from contractors for the service.
- Bulk Fuel Services (General Fund)-Three proposals were received for this. The review team is scoring the proposals

Community Partners

As a City representative for the Yuut Elitaurviat Board, the City Manager attended a 2/24/2025 meeting to discuss a plan for hiring a new director.

On 2/24/2025 the City Manager met with the University of Alaska Kuskokwim Campus, Interim Director, Haley Hanson, and Library Director, Teresa Quiner to discuss operational costs for the Cultural Center. The University is looking to partnerships to help fill the gaps and wanted to identify the City's capacity for support.

On 2/25/2025 the City Manager attended the Steering Committee for the Sobering Center. The group focused on policies and procedures between the agencies related to the the transport of individuals.

On 2/27/2025 the City Manager met with the Coast Guard about their coordinated work in the Region.

On 2/27/2025 the City Manager met with FEMA and Homeland Security to learn more about the regional and city hazard mitigation planning process that is underway.

On 2/28/2025 the City Manager met with the Department of Energy on their technical assistant program with us and ONC to perform an energy assessment of the Community Center with the goal of obtaining recovered heat to the building and identifying energy improvements to the facility. We received confirmation on March 4, that we qualify for the technical assistance through the DEO's program because of the partnership we have with ONC.

On 2/28/2025 the City Manager met with Sarah Ramey, Source Water Protection Specialist with the Rural Water Association (RWA). RWA will be performing Source Water Protection Plan for the City in the coming months which improve the City's ability to obtain points for water/sewer grants. There is not charge to the City for this project.

On 3/5/2025 attended a meeting with Alaska Regional Response Team Meeting.

General Operations

Nuisance Abatement - The Administration is nearly complete with the first phase of the nuisance abatement corrective actions. Our next phase for property abatements will focus on buildings that have been impacted by fire and the properties that we do not have clear record for ownership. We will again be providing public notices to try to get more junk vehicles removed from private properties.

Solid Waste Services Audit - Staff performed an audit of our solid waste services and identified over 100 accounts that MAY not be complaint with our solid waste requirements. The utility team is working through the list as time allows to confirm the status of the account. We will be working on an action plan once the need is determined.

Website Updates- Administration was able to perform the updates to the general fee and rate schedule online. We also noticed that the 2025 water/sewer fees are not listed on the site. We are working on cleaning up the documents for inclusion.

Transit System Changes-After an evaluation of transit ridership at each of the transit stops, we identified a number of stops that didn't have high participation rates. We update the transit routes to exclude low use locations, and have added a few additional spots in City Subdivision, which wasn't served by the prior route. We are also going to begin a route out to Kasauli and Larson Subdivisions.

Blue Sky Subdivision – Administration provided notice to the developers of Blue Sky that the development does not include two development requirements listed in the agreement, the recreational space, and the easement pads for dumpsters.

Lease Agreements-

Administration was able to course correct the lease to the Bethel Korean Church with help from Legal, and Vice-Mayor Keller.

We will need to begin a bid document to lease the port dock space to allow public bidding on the city's warehouse at the port.

Lions Club has not yet responded to the notice of the new Lease, which we set to start January 1, 2025.

The City received notice that the University of Alaska is no longer providing 4H service which would require us to terminate the lease for the old teen center. Administration reached out to the University on February 26, and has not yet heard back.

Capital Projects

Project Name	Grant Amount	City Amount	Status
Professional Housing Development	\$3,000,000	\$ 450,000 FY25 Capital	In Progress
Grant Agency	Year Initiated	Grant Deadline	
Alaska Housing Finance Corporation	2024	2026	
Project Summary			
Construction of two tri-plex units on Fifth Avenue to be owned and operated by the City to rent to “Professionals” in accordance with the grant. The City will be releasing a request for property for the management of the properties in the coming months.			
 			

Project Name	Grant Amount	City Amount	Status
Safe Streets Plan	\$52,800	\$ 13,200	In Progress
Grant Agency	Year Initiated	Grant Deadline	
Federal Highway Administration	1-1-2025	12-30-2025	
Project Summary			
Development of a pedestrian and street safety plan. We are still waiting for the grant award documents to come our way-it is a federal grant so may be delayed because federal operations.			

Project Name	Grant Amount	City Amount	Status
Cybersecurity Plan	\$75,000	0	In progress
Grant Agency	Year Initiated		
State and Local Cybersecurity Grant Program	2024		
Project Summary			
Creation of a cybersecurity plan of the City's IT network, equipment, software, and physical layout. We are still waiting for the grant award documents to come our way-it is a federal grant so may be delayed because			

federal operations.

Project Name	Grant Amount	City Amount	Status
YK Fitness Community Center	\$500,000 \$9,000,000 FY24 \$500,000 FY23	Pledge \$6,000,000	In Progress
Granting Agency	Year Initiated	Grant Deadline	
- Designated Legislative Grant - Office of Management & Budget - State of AK, Denali Commission	2024	\$9M 12/31/2026	
Project Summary			
Community informational meeting scheduled for Monday, March 10 ,2025 from 5:15-6:00p. The City team met with the construction team (Architects Alaska, DOWL, UIC, City), and evaluated the cost of the facility which at 65% is at \$12,789,179. The tariffs increases are significantly impacting the costs of steel. Through a value engineering meeting with the team, we have identified additional cost saving which will reduce the estimate even further. We have submitted funding request to the State of Alaska, and Federal Direct Appropriations. We are considering some smaller grant opportunities as well. We would like to thank AVCP, BNC, LKSD, TWC, YKHC, and Yuut Elitnaurviat for their letters of support for this project.			

Capital Project	Grant Amount	City Amount	Status
Animal Control Center	0	\$800,000 FY23 Capital \$400,000 FY24 Capital \$300,000 FY24 Capital (g) \$1,000,000 FY25 Capital (a) \$250,000 Rasmuson Grant	In Progress
Project Summary			
This project is scheduled for construction in the summer of 2026.			

Capital Expense	Grant Amount	City Amount	Status
Vehicle Purchases 2024 For Expedition X 2	0	\$154,068 FY25 Capital	In Progress
Project Summary			
Purchase of two vehicles. They have been purchased and are expected to arrive summer of 2025.			

Capital Project	Grant Amount	City Amount	Status
Bethel Cemetery	0	\$100,000 FY24 Capital	In Progress
Project Summary			
Groundwork, gravel, fencing, and hydroseeding for the Bethel Memorial Cemetery.			

Capital Project	Grant Amount	City Amount	Status
Akakeek, Ptarmigan, Delapp Heavy Use Road Improvement Project.	\$7,271,462 (As of 2020) JOHN	\$1,095,004 FY23 or before Capital Required City Match	In Progress
Granting Agency	Year Initiated	Grant Deadline	
Statewide Transportation Improvement Plan	2020	NA	
Project Summary			

The project calls for an engineer to design improvements to contiguous sections of Akakeek Street, Ptarmigan Street from Owl Road to Delapp Drive, and Delapp Drive and construct those hard-surface improvements. Pre-construction work and design to include a geotechnology study, surveys, easement/right-of-way mapping, and environmental clearances. Construction of a gravel road will likely include removal of several feet of existing road material, application of geotextile fabric, polystyrene insulation, and non-frost susceptible fill. No recent movement on this project.

Capital Project	Grant Amount	City Amount	Status
Bus Barn Improvements	0	\$110,416 2023 or before Capital	Near Completed

Project Summary

The Streets and Roads Division is relocating from the Public Works Shop on Ridgecrest to State Highway. This relocation will provide more room for the other divisions at Public Works and the Streets and Roads equipment. The improvements consisted of updating the foundation of the building/pad upgrades to the old building. The last part of the project is the add electrical to the fencing and gate which is expected to be completed the first week of March.

Capital Project	Grant Amount	Budget Year	Status
Ptarmigan Culverts	0	\$2,000,000 FY25 Capital	In Progress

Project Summary

The City seeks to replace the culverts (at two locations) on Ptarmigan Street. To help ensure construction timelines are met, the City initiated the purchase of two culverts through a bid process which will close on the 17th of March.

Project Name	Grant Amount	City Amount	Funding Year	Status
Dust Control	\$1,200,000	\$ 0	2024	In Progress
Grant Agency	Year Initiated	Grant Deadline		
State of Alaska Legislative Appropriation	2024	6/30/2029		

Project Summary

The State Legislature appropriated 1.2 million to the City for dust control measures. The City submitted a budget to the State for the following:

- EK35 Road Implement \$300,000 – Purchased
- EK35 application equipment \$25,000 -Purchased
- Gravel \$300,000-Partially spent.
- Hydro seeder & shipping \$150,000 – quotes received looking to purchase and have arrive in spring.
- Hydroseed materials and shipping \$75,000 – waiting on Hydro seeder purchase
- Riprap \$200,000 – Partially spent.
- Calcium Chloride \$100,000 – Partially spent.
- Geotextiles \$50,000 – Will be working on.

Project Name	Grant Amount	City Amount	Status
Rehabilitation of Parks	0	\$100,000 FY23 or Prior Capital	In Progress

Project Summary

The Council supported the funding plat to purchase Playground Mulch \$50,000 and boardwalk repairs \$50,000. The Facility Maint. Team has received quotes and is working on finalizing the purchase for the barge season.

Project Name	Grant Amount	City Amount	Status
Boardwalk Lighting Project	0	\$343,339.21 FY 24/25 Capital	In Progress

Project Summary			
This is for the installation of 50 lights which are being installed this month. The City has 20 additional lights for instillation which will be the second phase of t project.			

Project Name	Grant Amount	City Amount	Status
QFC Lift Station	0	\$190,000 FY25	In Progress
Grant Agency	Year Initiated	Grant Deadline	
	2024	NA	

Project Summary			
The City needs to update the old pumps and install SCADA monitoring at the lift station.			

Project Name	Grant Amount	City Amount	Status
Bethel Heights Martina Oscar Water/Sewer Phase 1	\$13,860,000	0	In Progress
Grant Agency	Year Initiated	Grant Deadline	
Village Safe Water	2		

Project Summary			
This project is a three-phase project to provide piped water to the Martina Oscar subdivision, get better water pressure to the School District and other users in the Bethel Heights subdivision. 1) Circulation improvements to Bethel Heights water plant: DONE! 2) Piped distribution system to Martina Oscar subdivisions: Next phase in planning process. 3) Repairs throughout existing Bethel Heights pipe network			

Project Name	Grant Amount	City Amount	Status
Floats		\$1,000,000 FY23 Capital	In Progress
Project Summary			
Request for proposals for the purchase of the floats is in progress.			

Project Name	Grant Amount	City Amount	Status
Port Wall Emergency Repair Assessment		\$89,335 FY25 Capital \$300,000 FY 25 Capital (c)	In Progress

Project Summary			
July of 2023 DOWL prepared a Structural Condition Assessment on the Port seawall. The east wall is in serious condition due to failing tiebacks and wall creep seaward due to lack of lateral restraint at the top of the wall. The east wing wall has a local failure near the dock closed cell which is allowing loss of backfill. Signs of similar local failures were observed and correspond to where the wall is leaning furthest seaward. In response to this failure the Port has moved equipment 20' off the east wall. August 2024 DOWL performed another assessment at the time of their review of the barge impact site (alternative project), and determined work in the fall of 2024 was necessary. DOWL is drafting a design solution for the east wall, and the barge impact location. Council approved budget amendment of \$300,000 for the port east wall work. The administration is looking for grant funding for full repair which is expected to cost much more. DOWL is working on a quote for design. The bids were received, and contract initiated with H Construction LLC to perform the work the spring of 2025.			

Parks & Recreation Report – February 2025

By: P&R Director, Shane Iverson

New Hire Tasks

- Completed onboarding and system setup.
- Reviewed and familiarized with:
 - PC and Microsoft Office products
 - Employee Handbook
 - Ex-Officio duties
 - Comprehensive Plan
 - City-wide Capital Projects, including boardwalk rehabilitation & lighting

Gym Expansion

- Reviewed **35% and 65%** design plans for the Community Center expansion.
- Participated in **ICE and committee discussions** on project development.
- Gathered **informal community feedback** on gym design.

YKFC Transition

- Completed **orientation** and met with staff leadership.
- Underwent training in:
 - Front desk operations
 - Pool training
- Reviewed the **YKFC 2023-2026 Agreement** to ensure alignment with operational goals.
- Developed **Transition Plan documents** for review:
 - Transition Comprehensive Plan
 - Transition Summary Plan
 - Transition Timeline

END REPORT

MEMORANDUM

DATE: March 3, 2025
TO: Lori Strickler, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager's Report for March 11, 2025 Bethel City Council Meeting

Grant Applications Submitted

State Revolving Loan Fund Questionnaires

The City of Bethel is actively trying to tap State Revolving Loan forgiveness funds. The City must complete a project questionnaire online and submit it for consideration. Each questionnaire and submitting entity is evaluated and assigned a loan amount and sometimes, a forgiveness amount. The loan amount forgiven is analogous to a grant. The City learned that the trimester ending February 28, 2025 is when most of the funds are allocated, so the City prepared and submitted the following four projects:

1. Sewer Haul Truck - \$315,009
2. Water Haul Truck - \$361,957
3. QFC#2 Lift Station - \$975,000
4. Water Distribution Center design - \$1,904,574

Once the projects are scored, the SRF team publishes the list of applicants, projects, and loan/forgiveness amounts. Each entity then has up to two years to complete and submit a formal application for the funds.

State Capital Projects

I prepared and submitted three grant requests to the State of Alaska to request funding for the City's three capital priorities: 1) Expansion of Bethel Community Center; 2) Planning, Permitting, and Design of Port of Bethel East Wall; and 3) Planning, Permitting, and Design of New Public Works Building. I also entered the information for each project into CAPSIS, the State legislator's project database. Every legislator can access all projects in CAPSIS.

Grant Applications in Preparation

EPA Grant for Removal of Derelict Vessels

On February 26, 2025, City administrators met with EPA staff members in a Teams call. The staff laid out the application process and grant responsibilities. The City must apply for a grant from the Environmental Protection Agency in order to secure the \$5.018 million appropriation from Senator Murkowski's Office to remove derelict vessels from Steamboat Slough.

Village Safe Water CIP Planning Grant

I am preparing the City's CIP Planning Grant application to request \$40,000 to pay DOWL to produce a technical memorandum that describes the construction of a water & sewer utility garage with pull-through doors. Water haul trucks would be parked in one garage and sewer haul trucks would be parked in a separate garage. Offices and workshops would support the piped and hauled utility staff members.

Grant Administration

Current Grants

See list on following pages.

City of Bethel Current Grants

#	Grant	Amount	Expiration
1	Coronavirus Capital Project Fund	\$ 9,000,000	12/31/2026
	Design and construction of Bethel Multiuse Community Center (gym, computer facilities). This fund has yet to be tapped for design/construction costs.		
2	Denali Commission Grant	\$ 500,000	9/30/2026
	Design and construction of Bethel Multiuse Community Center (gym, computer facilities). This fund has yet to be tapped for design/construction costs.		
3	CSP - DHSS FY 2025	\$ 323,081	6/30/2025
	Grant spending is on track with 43% of the budget expended by mid-year. In October, the CSPs picked up 155 individuals. In November, they picked up 72 individuals, and in December, they picked up 35 individuals. Non-residents outnumbered residents 152 to 110 over the quarter.		
4	23SHSP-GY23 – Virtual Simulator & Fencing	\$ 268,000	9/30/2025
	The City must complete the Environmental, Historical and Preservation documents necessary for		
5	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$ 3,361,604	12/31/2024
	The performance period closed December 31, 2024. The City expects to claim the remaining balance of \$1,242,895 on the Final Report, which is due in April 2025.		
6	Designated Legislative Grant > YK Fitness Center Gym/Track Design	\$ 500,000	6/30/2026
	DOWL, LLC and Architects Alaska completed the 65% design of the new Community Center to be attached to the YK Fitness Center. The team expects to have the 95% design done by late March or April 2025.		
7	Designated Legislative Grant > Public Safety Communication Tower	\$ 500,000	6/30/2028
	STG, Inc. completed the installation of the Public Safety Communications Tower.		
8	Designated Legislative Grant> Dust Control	\$ 1,200,000	6/30/2029
	City will make purchases that include hydroseeder equipment, calcium chloride, and gravel.		
9	State and Local Cybersecurity Grant Program (SLCGP)	\$ 75,000	9/30/2026
	The City of Bethel plans to hire a consultant to conduct a cybersecurity review of the City's IT network, equipment, software, and physical layout. The City plans to use recommendations in the plan as grant requests next year.		
10	Healthy & Equitable Communities Funding	\$ 242,057	12/31/2024
	Final progress report and final financial report submitted in January 2025 for December 31, 2024 closing date. The City spent 100% of grant funds.		
11	VSW Capital Improvement Project Grant	\$ 13,860,000	
	Sturgeon Electric nearly completed the water treatment plant improvements. DOWL is now working on the design to run water pipes from the Bethel Heights Water Treatment Plant to the Martina Oscar Subdivision.		

12	Last Frontier Housing Initiative	\$ 5,000,000	12/31/2026
Alaska Housing Finance Corporation is the grantor. City hired Urban KNKT to construct and operate three rental units to serve low-income residents. The City hired Kuqo Construction to construct three professional housing two-bedroom units.			
13	State Homeland Security Program Grant - SFY 25	\$ 9,000	9/30/2026
This grant will cover the cost of paying a trainer to come to Bethel to teach ICS-300, an Incident Command System course for first responders and municipal administrators who may play a role in a major emergency situation.			
14	Safe Streets 4 All Grant	\$ 52,800	TBD
The City is waiting on grantor to obtain federal agency approval and then produce a grant agreement. Infrastructure, equipment, road signs, and other hardware recommended in the safety plan become eligible for funding in the next Safe Streets 4 All grant opportunity.			
15	Justice Assistance Grant (JAG)	\$ 11,116	9/30/2025
Security cameras and access control system installation at Police Station. The City is applying for Homeland Security grant funds to match this grant for the full purchase of cameras and card reader equipment.			
16	Energy Efficiency and Conservation Block Grant (EEBG)	\$ 75,220	9/30/2026
Solar panel installation on YK Fitness Center. Project likely to begin once UIC begins construction of Bethel Community Center (gymnasium).			
17	Rasmuson Foundation Grant	\$ 250,000	1/31/2026
This grant will cover part of the cost of constructing a new animal shelter in Bethel.			
18	Community Transit Operating Grant	\$ 184,131	6/30/2025
Transit Manager Evon Fox manages the daily operation of the transit system, handles all purchases, and completes monthly billing summaries and quarterly reports.			
19	Community Transit Capital Grant	\$ 853,563	6/30/2026
This grant covers the capital cost of a new boiler in the transit center and the purchase of two new buses.			

Total \$ 36,265,572



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907- 543- 2047

TO: City Manager
FROM: Human Resources
SUBJECT: Monthly Manager Report

DATE: March 1, 2025

The following identifies significant projects that were in addition to general personnel action-based activities (hiring, terminations, benefits review, employee support, etc):

Position Update

Department	Budgeted FY25	Apps Received Feb 25	Vacancies As of 2/28/25	<u>Change Since Last Report</u>		
				Pending	Hired	Separated
Administration	4		0			
City Clerk	2		1		1	
Finance	9	6	3			1
Planning	2		0			
Attorney	1		0			
Public Safety						
<i>Admin</i>	4	8	2			
<i>Fire</i>	10	2	1			
<i>Police Officers</i>	18	4	3			2
<i>Non-Sworn Patrol</i>	5		0			
<i>Dispatch</i>	6		0			
Public Works						
<i>Admin</i>	2		0			
<i>Streets/Roads</i>	6	1	1			
<i>Prop Maintenance</i>	5		0			1
<i>Refuse/Landfill</i>	3		0			
<i>Hauled Services</i>	19	7 (incl temps)	13*		1	
<i>Util Maint/Water</i>	9	1	1		2	1
<i>Vehicles & Equip</i>	7	1	3			
Transit	2.5		0			
Port and Harbor	3		1			
Parks and Rec	1		0		1	
Total	118.5	30	37.5	* Supported with 7 temps		

Recruitment and Hiring

Applications remain consistent from month to month, with the new web site increasing visibility through Indeed.

NeoGOV Transition

The transition is considered complete at this point, as the City is entering into year 2 of the service agreement with NeoGov.

Personnel Records

HR is using onsite administrative support to gather personnel records required by the City Attorney and making every effort to consolidate the records available. A long-term goal is to digitize all records to facilitate better access.

Online Timekeeping

HR has ensured that all employees have email addresses, which is necessary for their logins for online timekeeping. Finance will be determining a rollout date and process to get the system implemented.

Workplace Safety, Injuries and OSHA Notifications

One injury was reported during the month of February. OSHA annual reporting as well as Bureau of Labor Statistics reporting for 2024 is complete.

Ongoing and Future Projects

- Updating classification and compensation data.
- Job Description review and updates.
- Presentation and acknowledgment of City Drug and Alcohol Policies.
- Annual vehicle policy acknowledgment and drivers' license checks.
- Updating the Employee Handbook, last adopted by City Council in 2015.



City of Bethel

February 28, 2025

FROM: Planning Director

TO: Lori Strickler, City Manager

SUBJ: Planning Director's February 2025 Report

February 2025 Events

- **Planning Commission**

1. Conducted Public Hearing on City's Conditional Use Permit (CUP) application for City-owned lots 2 & 3 on Fifth Avenue to be secured for the construction of a park in a Public Lands and Institutions Zone. The CUP was approved unanimously with the condition that the Lapse of Approval timeline expressed in BMC 18.60.070 be extended to fifteen (15) years to ensure that the lots to be used for a park are secured until actual development commences. The Resolution was signed by Lorin Bradbury, the Commission's Vice Chair.
2. Commissioner (Mayor) Henderson stated for the record that all endeavors of this type are budget-driven, and that construction would probably not begin until at least the spring/summer of 2026.
3. Parks & Recreation Director Shane Iverson attended the hearing. Subsequently, he informed all concerned that Yuut had some playground equipment that they would donate to the project if the City would pick it up and provide storage.
4. With respect to public nuisances, the Commission recommended that the City continue to move forward in its efforts to address the public nuisance/junk vehicles situation rather than waiting for springtime to arrive. They further directed that monthly public nuisance updates including the matrix be in their packets and on the agenda.

- **YK Fitness Center Gym Expansion**

1. Based on Team Meeting Discussions held in January 2025, DOWL has submitted their latest plan for proposed parking. 50 new parking spaces plus 3 additional ADA spaces are being put forward for consideration. This proposal meets the intent and purposes of BMC 18.48.160 C with respect to parking. The 65% design drawing with proposed additional parking is attached.

- **Site Plan Permits:** None submitted in February.

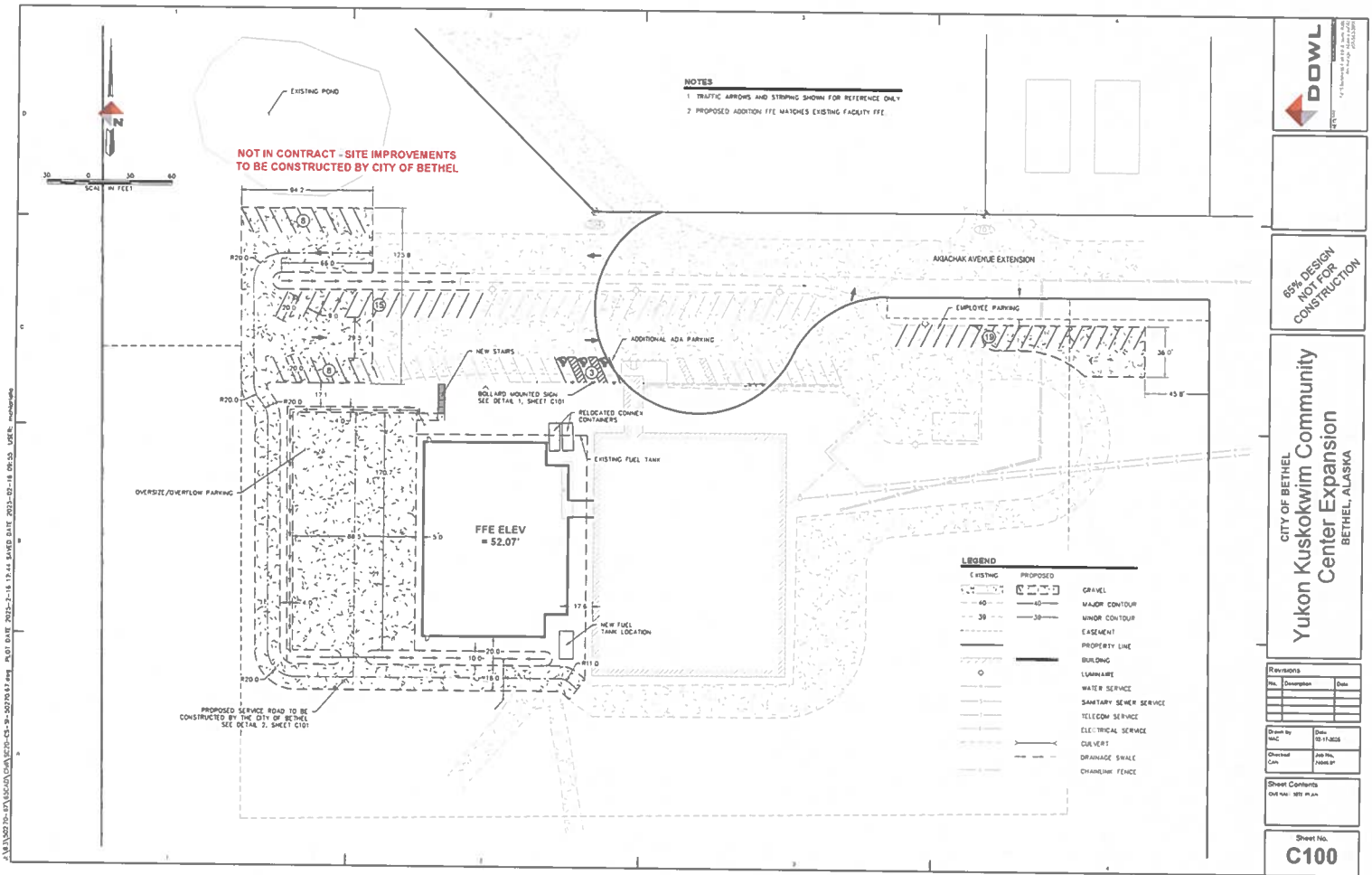
- **Abandoned vehicles:** No new vehicles identified.

- **Vacancies:** Fully staffed.

- **Other Events:** Assisted the Port Director in evaluating and scoring bids that were submitted for the Port RFP to replace existing floats in the Small Boat Harbor.
- **Large Projects:**
 1. **Ptarmigan Street Encroachments** – Owners of properties encroaching on the City's right-of-way were asked to complete an agreement indicating they will clear their encroachments by June 30, 2025. Of the ten (10) encroachment landowners, three (3) have corrected their respective issues and one (1) has returned the signed agreement.
 2. **City of Bethel Professional Housing Project** – Siding and insulation have been started while vapor barrier (helps prevent water vapor from reaching building walls, ceilings, attics, crawl spaces or roofs), foamboard (a versatile insulation material used in walls, roofs, attics, and basements to help improve energy efficiency and comfort), furring (strips of wood or metal attached to joists, studs, or walls to form a level surface for attaching wallboard) and interior framing are mainly complete. Attached external photos taken 2/24/25 pm.
 3. **AC Store Construction** – Wooden barriers preventing customers from walking on the ramp fronting the proposed vestibule entrance have been removed but that entrance is still secured. Customer access remains as before.

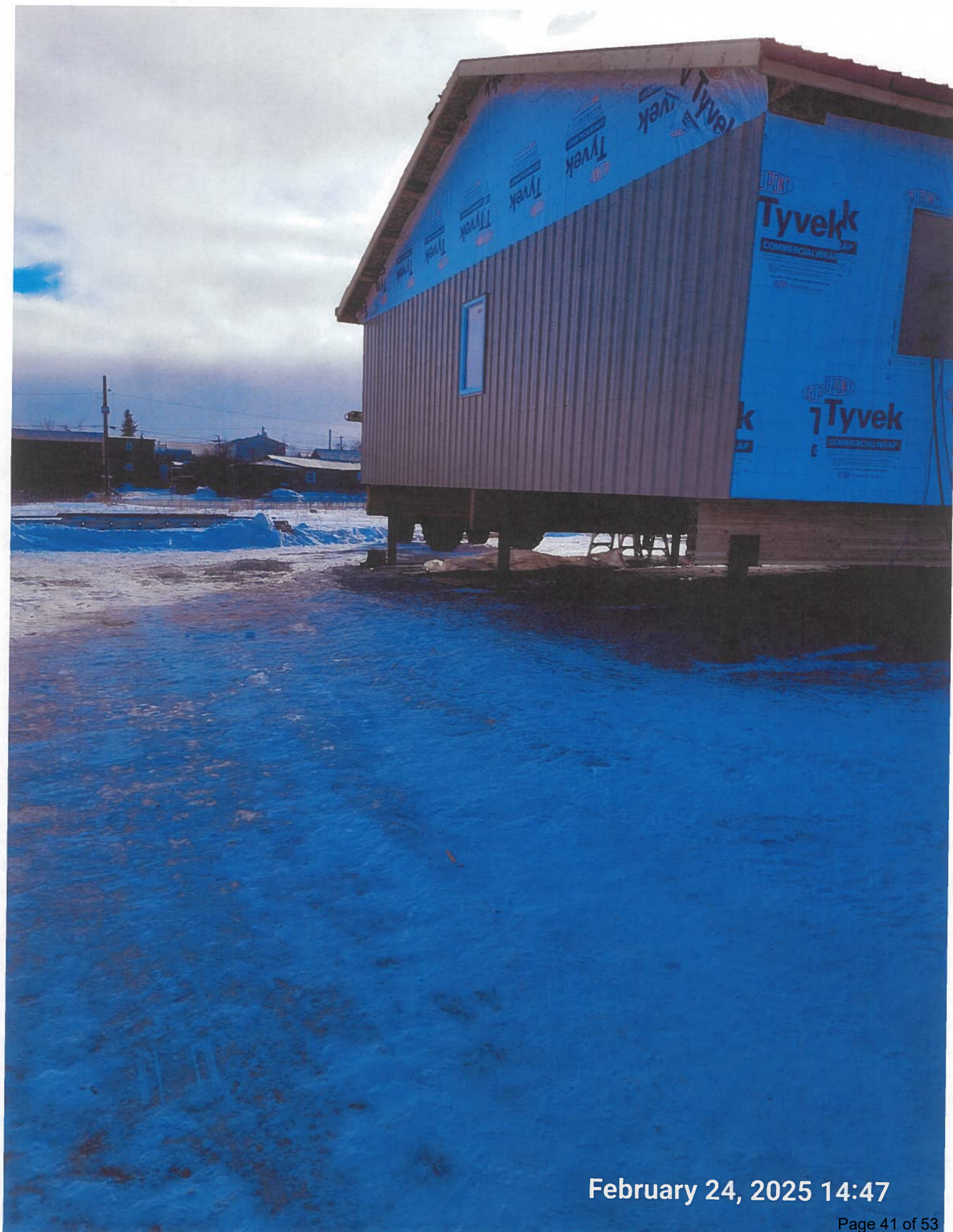


Lee M. Foley





February 24, 2025 14:47



February 24, 2025 14:47





February 24, 2025 14:48

PORT OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Voice: 907-543-2310
Fax: 907-543-2311



To: Lori Strickler, City Manager
From: Edward Flores, Port Director
Subject: February 2025 Managers Report

- **Small Boat Harbor**

February was another slow month for the Small Boat Harbor. We are granting space for the Napaimute crew to part a couple of pieces of equipment to maintain the ice road. Our project in the harbor to lower the approaches was slated for each week of February (if time is available), but due to other obligations on behalf of the streets and roads crew, and due to weather, we had to push back the start. But in the last few days of the month, we were able to get some progress with the approaches. The first approach on the West bank was cut, and the approach was lowered to level. I beam was welded back on and the dog ears for attaching the cross bars were welded back on. The first attempt I think was a success. From my understanding, there were little to no obstacles. We will be moving to cut the approaches on the North side here in the month of March. The approaches on the South side appear to be close if not at level.

- **City Dock/Beach 1/Petro Port**

The Dock is starting to come back to life with representatives from the different marine companies. We still have a crew working on one of the vessels. Our operator was able to get the Port grader and took time with the streets and roads crew foreman to learn how to use the wing on the grader. And he has started using it for the City dock snow, as well as the snow in the harbor.

- **Port Office**

The port office is running well. We have no issues with connectivity or heat. Building Maintenance continues to do their morning checks on the building with no problems. We are spreading ice melt around the front entrance of the office.

- **Admin**

Our monthly storage is prepared and will leave the Port office this first week of March. The Port Commission did not meet in February, Our next scheduled meeting will be at 7 p.m. on March 17th, 2024. At City Council Chambers.

- **Misc.**

We had a couple of RFP/RFBs close this last month. One was for the repair work on the face of the dock to include the repair to the East side of the face where the dock cells meet the sheet pile wall. As well as one to replace the floats in the Small Boat Harbor. The United States Coast Guard stopped by the office. It was an introduction meeting, they had never

been to the port of Bethel before, so they decided to stop in to say hi. Our operator has been working on and has received his ICS-100 & ICS-200 certifications from FEMA. The Port has been helping out with the mail since the last half of November and will continue to do so for the rest of the month of March.

CITY OF BETHEL
OFFICE OF
JAMES C. HARRIS
CHIEF OF PUBLIC SAFETY
harrisjc@cityofbethel.net

January 2025 Monthly Report
Police Department

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	3	0
Community Service Officer	2	2	0
Evidence and Record Custodian	1	1	0
Administrative Assistant/Taxi Inspector	1	0	1
Public Safety Dispatcher (one E911 funded)	5	5	0
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant funded/reimbursed SRO)	20	14	6

Operations:

Operations Tempo				
	February 2025	January 2025	February 2024	2025 Total
Calls Total	910	1195	1910	2105
Reports Total	109	125	82	234
Intoxicated Pedestrian Calls	157	203	143	360
Driving Under Influence Calls	14	12	8	26
Domestic Violence Reports	12	18	37	30
Disturbance Calls	58	84	79	152
Subject Removal Calls	70	94	56	164
Animal Calls	22	33	32	55
Animal Bite Reports	1	2	1	3
Sexual Assault Reports	4	4	8	8
Death Investigation Reports	0	0	2	0

Dispatch: (907) 543-3781 FAX: (907) 543-5086

CITY OF BETHEL
OFFICE OF
JAMES C. HARRIS
CHIEF OF PUBLIC SAFETY
harrisjc@cityofbethel.net

PERSONNEL:

Officer Jamasa Hill, Certified officer from Louisiana began work, worked one day and decided not to return officer Michelle Griesheimer worked one, two week rotation and decided not to return. Officers Steven Aycock and Patrick Wilkinson both from Georgia have accepted positions and will be starting on March 10, 2025. Jeffrey Kirkham has been chosen as the Deputy Director of Public Safety. He will be in Bethel the week of March 10th to meet with the department, and the city council, final offer pending.

Background on Jonathon Devries From Georgia and Phillip Paul From Bethel are in final stages and should be turned in to me by 03/01/2025. If both pass background, both will be hired and will be starting as officers March 24. I have sent the background for Alexis Tracy from Anchorage, waiting on results.

Bethel Fire Department February Report

February Calls

Total calls: 112

Fire Calls: 12

EMS Calls: 100

Most fire calls were lockouts both car and house and false alarms made up most fire calls.

No Notable Fire Calls

Notable EMS Call

On 2-6-2025 at 8:42 p.m. medics responded to the pre-maternal home for a person in labor. As crew was pulling into the ambulance bay at the hospital the crew delivered the baby in the back of the ambulance. Crew then turned over the baby to the doctors.

Sobering Center calls: 6 total

Most other calls were alcohol related.

Staffing

Dispatch: (907) 543-3781 FAX: (907) 543-5086

**CITY OF BETHEL
OFFICE OF
JAMES C. HARRIS
CHIEF OF PUBLIC SAFETY
harrisjc@cityofbethel.net**

Career Staffing. 10 out of 12 positions firefighter with two possibly getting hiring letters soon. The captain is on regular schedule. All other staff are on the Kelly Shift.

Volunteering staffing. 27 volunteers

The EMT class got approved by the state and will start March 3 with interview and physical fitness test the first week. Then classes start on March 10 and go every Monday, Tuesday, Friday nights from 1800-2200 and some Saturdays.



William Arnold, Public Works Director
 1155 Ridgecrest Drive
 PO Box 649 Bethel, AK 99559
 P: (907) 543-3110
 F: (907) 543-2046
 warnold@cityofbethel.net

MEMORANDUM

DATE: 02.28.2025

TO: City Manager

FROM: Bill Arnold, Public Works Director

SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Chemical Storage Building is about 90% complete, Work at the Bethel Heights Water Treatment Plant is about 95% complete.

Hauled Utilities: This month has had a few incidents; the biggest one was the destruction of the garage door. We finished the Month with all the water and sewer routes completed. When Feb 2025 ended, we had one water and one truck down for maintenance. There is a second water truck water for the mechanic shop.

Property Maintenance:

Pool Building	
	1/30 Work on floor heating actuator in concessions
	2/11 Repair leak on hose for water sprayer concessions sink. Check door to dryer
	2/13 Check faults with wind turbine
	2/13 Hang poster board on wall
	2/18 Replace fuses in pump 13
	2/20 Repaired copper pipe leaking glycol in boiler room
Chemical Storage Building	
	2/28 Meeting at Chemical Storage building for fire alarm training
Public Works Building	
	1/31 Shovel and plow snow at city buildings
	2/3 Work on southside overhead door
	2/3 Assist utility maint with lift stations
	2/4 Assist utility maint with lift stations

	2/4 Remove snow from walkways
	2/5 Setup HPL at 312 Ptarmigan to thaw water line.
	2/5 Work on damaged southside overhead door
	2/6 Work on damaged southside overhead door
	2/6 Pickup HPL from 312 Ptarmigan
	2/6 Setup HPL 233 Akakeek to thaw water line.
	2/7 Setup HPL for K300
	2/10 Setup HPL 1005 Mallard to thaw water line.
	2/10 Replace lights in Hauled Utilities bay that are out.
	2/12 Clean Steamer
	2/18 Repair lock on exterior door to Hauled utilities and admin office.
	2/18 Shovel snow on walkways
	2/19 Assited streets and roads with feeling in Kusko road do to sewer leak
	2/24 Boiler 1 in lockout cleaned eye
	2/24 Filter waste oil
	2/24 Finish rebuilding southside waste oil burner smoke stack
	2/27 Filter waste oil
	2/27 Inspect power cord for plasma cutter and advise streets and roads on how to repair
City Hall	
	2/3 Check IT truck for weasel
	2/12 Provide City Hall and Fitness Center keys for Shane
	2/19 Repaired doo to DMV
Fire Department	
	2/3 work on toilet flush valve.
	2/3 Work on lock core on the chiefs door.
	2/12 Work on door lock to office
	2/22 Pickup Paint Supplies
Police Department	
	2/3 Work on in floor heating shop
	2/28 Reset waterpump
Utilities Maintenance	
	2/3 Assist pumping down lift stations
	2/4 Assist pumping down lift stations
	2/5 Assist pumping down lift stations
Bethel Heights Water Plant	
	1/30 Take new space heater to thaw out back wash valve
	1/30 Work on lock core on side entrance door
	2/28 Replace pressure gauge on boiler

City Sub Water Treatment Plant	
	2/13 Help move chemicals
	2/22 Clean Boiler B boiler fan vibrating needs dust buildup removed.
Courthouse Building	
	2/12 Work on boiler exhaust
	2/14 Adjust temperature DA office
	2/24 Work on toilet in DA offices. Replaced leaking hose
	2/26 Inspect floors in public restrooms for damage
Streets and Roads Building	
	2/6 Call Delta western to fill fuel tanks. Bleed oil fire furnaces to restart.
Dog Pound	
	2/21 Lower guillotine door between kennels that was stuck in up position
LandFill	
	2/3 Shovel snow to allow access to recycle building fuel tank.
All City Buildings	
	01/30/2024 Building checks and rounds
	01/31/2024 Building checks and rounds
	02/01/2024 Building checks and rounds
	02/02/2024 Building checks and rounds
	02/03/2024 Building checks and rounds
	02/04/2024 Building checks and rounds
	02/05/2024 Building checks and rounds
	02/06/2024 Building checks and rounds
	02/07/2024 Building checks and rounds
	02/08/2024 Building checks and rounds
	02/09/2024 Building checks and rounds
	02/10/2024 Building checks and rounds
	02/11/2024 Building checks and rounds
	02/12/2024 Building checks and rounds
	02/13/2024 Building checks and rounds
	02/14/2024 Building checks and rounds
	02/15/2024 Building checks and rounds
	02/16/2024 Building checks and rounds
	02/17/2024 Building checks and rounds
	02/18/2024 Building checks and rounds
	02/19/2024 Building checks and rounds
	02/20/2024 Building checks and rounds
	02/21/2024 Building checks and rounds
	02/22/2024 Building checks and rounds

	02/23/2024 Building checks and rounds
	02/24/2024 Building checks and rounds
	02/25/2024 Building checks and rounds
	02/26/2024 Building checks and rounds
	02/27/2024 Building checks and rounds
	02/28/2024 Building checks and rounds

Road Maintenance: Business as usual maintain, monitor and fill in other departments as needed.

Vehicles and Equipment: As usual servicing, fixing repairing all city vehicles and equipment as needed. In the process of hiring a new mechanic.

Transit System:

Another busy month with riders as usual. Riders consisted of 661 Elders, 27 Youth, 83 Adults, 110 Disabled, and 1,134 Pass riders. 77 Day and 19 Month passes were purchased. Total fares came out to \$1,076.00. TS 1 logged 2,565 miles and 289.09 gallons of fuel.

Landfill & Hauled Refuse: I would like to thank Jake and his crew for filling in driving the trash truck. I was able to finish the audit of the dumpsters and will be sitting down with Lori and others to address the problem that I found. As of Monday the 24th the dumpster truck had brought 52 loads of trash to the landfill, the landfill received 7 miscellaneous loads of trash from other city trucks, 93 loads of trash brought to the landfill from private citizens, the landfill received 1078 Cubic yards of trash from commercial accounts, the landfill also received 8 refrigerators to have the freon removed before their disposal in the landfill, and there was one truck brought to the landfill for disposal.

Staffing Issues/Concerns/Training:

City of Bethel, Alaska

City Clerk's Office

Meetings

March 4, 2025 Board of Ethics EC 24-01
March 11, 2025 Regular City Council Meeting
March 25, 2025 Regular City Council Meeting

City Clerk's Office

- Board of Ethics Complaint EC 24-01. In November, the Clerk's Office received an Ethics Complaint against a Municipal Officer. The matter was referred to the Office of Administrative Hearing (OAH) to determine probable cause. Between November and January, the Clerk's Office and City Attorney worked with OAH to execute various orders on their behalf to screen the complaint. In January, OAH determined that there was probable cause and ordered a hearing. Since the Board of Ethics did not have enough members to achieve a quorum, following the code, the case documentation and information was considered solely by a hearing examiner. They determined that the Municipal Officer did violate the code of ethics. The written ruling is still pending.
- Facilitated a Unit4 meeting with Alaska Division of Homeland Security and Emergency Management in Chambers.
- Reviewed Board of Ethics Code and procedures and updated templates.
- Researched Alcohol regulations

Task	Period Total	Year to Date Total
Passport Appointments	15	36
Burial Permits/Reservations	-	2
Notary Services	1	18
Meeting Minutes Drafted	1	7
Resolutions Drafted	-	-
Ordinances Drafted	1	2
AM/IM Drafted	-	5

Committee/Commission Vacancies	Regular	Alternate
Community Parks and Recreation Committee	full	full
Planning Commission	full	1
Port Commission	1	2
Public Safety and Transportation Commission	1	2
Community Action Grant Technical Review Board	2	2
Public Works Committee	4	2
Finance Committee	3	2
Ethics Board	4	1