

CITY OF BETHEL

City Council Meeting Agenda, Wednesday, November 12, 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, Alicia Miner, Pamela Conrad, Kelsi Kime, Greg Schiedler

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. *10-28-2025 Regular City Council Meeting Minutes

7. REPORTS OF STANDING COMMITTEES

- 7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

- 9.1. Public Hearing Of Ordinance 25-08(d): An Ordinance By The Bethel City Council Amending The Adoption Annual Operating Budget For Fiscal Year 2026, July 1, 2025-June 30, 2026 (City Manager Strickler)

10. NEW BUSINESS

- 10.1. *Introduction Of Ordinance 25-19: Amending Bethel Municipal Code Chapter 4.16, Sales Taxes, To Define Bundled Transactions And Provide For The Remittance And Collection Of Sales Tax On Bundled Transactions (City Manager Strickler)
- 10.2. AM 25-36: Confirming Jeff Kirkham as Director of Public Safety (City Manager Strickler)

Posted November 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

- 10.3. *AM 25-37: Direct Administration To Prepare And Submit An FY 2027 Public Transportation Grant Application To Fund The Bethel Transit System With A Grant Request Of \$284,109 And A Pledge Of \$98,527 In Local Cash Match From The City's Planned FY 2027 Budget To Cover Operating Costs (City Manager Strickler)
- 10.4. City Administrative Review Of Essenkay LLC, doing business as Kusko Kush, Retail Marijuana Store License Renewal #21227, Located At 781 3rd Avenue Bethel, Alaska (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

- 13.1. In Accordance With AS 44.62.310.(C)(1) Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity; And (3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Litigation: MAEL and KERR V. CITY OF BETHEL 4BE-24-00458 CI (Mayor Henderson)

14. ADJOURNMENT

Posted November 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 October 28, 2025 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.
Mayor Henderson called the meeting to order at 6:30p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Mark Springer (telephonically) City Council Member Kelsi Kime City Council Member Greg Schiedler Mayor Rose Henderson City Council Member Pamela Conrad City Council Member Alicia Miner (telephonically)
Members Absent:
Vice-Mayor Teresa Keller
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

Ana Hoffman- Bethel, Alaska- Appreciates the City of Bethel, and City Manager Strickler's responsiveness to help those affected by the Typhoon; such as making water and sewer services available, distributing food boxes, providing access to the fitness center, and gathering information to help those in need.

Item 4.1. - Written Public Comments

No Written Comments were submitted.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approval of the Regular and Consent Agenda.

Moved by:	Pamela Conrad
Seconded by:	Greg Schiedler
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner
Opposed:	None
Results:	Motion Carries

Remove Item 10.1 Introduction Of Ordinance 25-08(d) from the Consent Agenda - Mayor Henderson.

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *10-14-2025 Regular City Council Meeting Minutes
Passed on the consent agenda.

Item 6.2. - *10-20-2025 Special City Council Meeting Minutes
Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

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

Port Commission, Council Member Conrad- No meeting since appointed to the commission.

Planning Commission, Mayor Henderson- No meeting since last meeting.

Community Action Grant Committee, Council Member Miner- No meeting since appointed to the commission.

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

Public Works Committee, Council Member Kime- Discussed chip sealant, paving roads, and reports of pipes heaving on the ground.

Public Safety and Transportation Commission, Council Member Springer- No meeting since appointed to the commission. Next meeting on November 5th.

8. SPECIAL ORDER OF BUSINESS

Item 8.1. - Appreciation For Outgoing City Council Members (Mayor Henderson)

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Ordinance 25-17: Adopting Code Provisions Related To Encroachments Into Municipal Streets And Rights-Of-Way (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 25-17.

Moved by:	Pamela Conrad
Seconded by:	Kelsi Kime
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner
Opposed:	None
Results:	Motion Carries

Item 9.2. - Public Hearing Of Ordinance 25-08(c): An Ordinance By The Bethel City Council Amending The Adopted Annual Operating Budget For Fiscal Year 2026, July 1, 2025-June 30, 2026 (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 25-08(c).

Moved by:	Greg Schiedler
Seconded by:	Pamela Conrad
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner
Opposed:	None
Results:	Motion Carries

10. NEW BUSINESS

Item 10.1. - *Introduction Of Ordinance 25-08(d): An Ordinance By The Bethel City Council Amending The Adoption Annual Operating Budget For Fiscal Year 2026, July 1, 2025-June 30, 2026 (City Manager Strickler)

Main Motion: Introduce Ordinance 25-08(d)

Moved by:	Pamela Conrad
Seconded by:	Alicia Miner
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner
Opposed:	None
Results:	Motion Carries

Item 10.2. - *Resolution 25-13: City Of Bethel Support For City Sub-YK Trail Project And Associated Grant Funding (City Manager Strickler)

Passed on the consent agenda.

Item 10.3. - AM 25-35: Approving Administrative Leave To Allow The City Clerk To Attend The Alaska Association Of Municipal Clerks Conference (Mayor Henderson)

Main Motion: Approve AM 25-25.

Moved by:	Kelsi Kime
Seconded by:	Greg Schiedler
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner
Opposed:	None
Results:	Motion Carries

Item 10.4. - *IM 25-10: Documentation That The Bethel City Council Received And Reviewed The Full Financial Budget Report And Water & Wastewater Activity Report For The Month Of September 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- Be careful driving on the state highway; it is slick and rough from the snow. Thanked City Manager Strickler for all the work that has been done by the City to help the evacuees. Halloween is this weekend; be mindful of all the kids that will be walking around.

Council Member Miner- Thanked City Manager Strickler and all the different agencies that are helping everyone. Mentioned upcoming Halloween events: Trunk or Treat, the Fire Department Haunted House, and the High School Halloween Carnival.

Council Member Conrad- Thanked the community members and the people from outside the region and state who are helping. Seeing people sharing limited resources is inspiring.

Council Member Springer- Congratulations to Mayor Henderson for being elected mayor for another year. Recognized and appreciates the City's response to the typhoon and City Manager Strickler's handling of the disaster. Wanted to let the evacuees in Bethel know that there are a lot of jobs available in Bethel. Thanked former Council Member Mikayla Miller for sharing words of wisdom. Thanked Ana Hoffman for her 12 years of service as co-chair to the Alaska Federation of Natives. Stay off the river; it is still thickening up.

Council Member Kime- Echoed all the thanks to those who are helping manage the disaster. Reminded people to wear reflective gear when walking along the road in the mornings and evenings.

Council Member Schiedler- Thanked the National Guard for retrieving electronics from the Kipnuk schools for the students. Mentioned that the Anchorage School District is looking into opening a school to be used by the LKSD Students. Recognized the City Administration, the Police and the Fire Department's support of our residents during this time.

13. EXECUTIVE SESSION

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Alicia Miner
Seconded by:	Kelsi Kime
In favor:	Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad, Alicia Miner
Opposed:	None
Results:	Motion Carries

Meeting ended at 7:57 p.m.

Rose Henderson, Mayor

ATTEST:

Kevin Morgan,
City Clerk

City of Bethel, Alaska

Community Action Grant Committee Minutes

September 25, 2025

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Community Action Grant Committee was held on September 25th, 2025 at 6:33 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Community Action Grant Committee members were present: Louise Russel, Lucinda Alexie, Jody Brand, Julie McWilliams, Pamela Conrad

Also in attendance are Kayla Saddler, Recorder (Ex Officio).

Unexcused Absences: Victoria Sosa

Excused Absences:

III. PEOPLE TO BE HEARD: FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

MOVED BY	Julie	Motion to approve
SECOND BY	Jody	
VOTE ON MOTION	All in favor	4-0

V. UNFINISHED BUSINESS

- A. Review Amount of Community Action Grant Funding Available for the Fiscal Year July 1, 2025 – June 30, 2026
- B. Review, Disguss and Score Applications and Responses Received (may include questions from applicants in attendance).

MOVED BY	Jody	Motion to approve
SECOND BY	Julie	
VOTE ON MOTION	All in favor	4-0

VI. NEW BUSINESS

- A. Declaration of Vacancy

MOVED BY	Lucinda	Motion to approve
SECOND BY	Julie	
VOTE ON MOTION	All in favor	4-0

VII. EX OFFICIO REPORT

VIII. MEMBER COMMENTS

Jody Brand: It was interesting to do this process so thank you

Lucinda Alexie: no comments

Julie: Thank you for guiding us in the process it was helpful

Louise Russell: grateful everybody showed up so we had a quorum

IX. ADJORNMENT

MOVED BY	Lucinda	Motion to approve
SECOND BY	Jody	
VOTE ON MOTION	All in Favor	4-0

The chair called the meeting to an end at 7:17 pm.

Louise Russel, Chair

ATTEST:

Kayla Saddler, Recorder

City of Bethel, Alaska

Finance Committee Minutes

October 27th, 2025

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on October 27, 2025 at 5:30 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Finance Committee members were present: John Hamilton, Richard Curtis-Smith, Carol Ann Willard & Greg Schiedler arrived after calling of meeting at 5:33 PM due to door being locked

Also in attendance: Nathaniel Ayuluk (Ex officio)

Unexcused Absences:

Excused Absences: Grace Haas, Victoria Sosa, Jim Chevigney

No Meeting was held due to lack of quorum.

ATTEST:

Nathaniel Ayuluk, Recorder

John Hamilton, Chair



CITY OF BETHEL

COMMUNITY PARKS AND RECREATION COMMITTEE

MONDAY, NOVEMBER 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.
Sean Glasheen
Jody Brand
Alternate 2-
Beverly Hoffman, Vice-Chair
Jessica Pew
Zeff Prina
Alternate 1-

STAFF

Ex-Officio: 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. September 8, 2025 Meeting Minutes
B. October 13, 2025 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Community Center Construction Project *Updates* (Lefferts)
B. Update on Larson Sub Park Progress (Pew)
C. Dog Park (Pew)
D. YFK Transition of Management (Iverson)
E. Update on Proposed Amendments to Ordinance 8.12 Bags and Polystyrene Container (Hoffman)

VII. NEW BUSINESS

- A. Determination of Quorum for the December 8th Meeting
B. Consideration of Bimonthly Meeting (Lefferts)
C. Discussion of Fitness Center Energy Audit (Glasheen)

VIII. EX OFFICIO REPORT

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

Ex-Officio Staff

A. Manager's Reports October 2025

IX. MEMBER COMMENTS

X. ADJOURNMENT

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

Ex-Officio Staff

City of Bethel, Alaska

Community Action Grant Committee Minutes

August 19th, 2025

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Community Action Grant Committee was held on August 19th, 2025 at 6:01 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Community Action Grant Committee members were present: Louise Russel, Lucinda Alexie, Jody Brand, Julie McWilliams, Pamela Conrad

Also in attendance are Kayla Saddler, Recorder (Ex Officio).

Unexcused Absences:

Excused Absences: Victoria Sosa

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF AGENDA

MOVED BY	Jody Brand	Motion to approve
SECOND BY	Lucinda Alexie	
VOTE ON MOTION	All in favor	4-0

V. APPROVAL OF MEETING MINUTES

A. 11-25-2025 CAG Meeting Minutes

MOVED BY	Lucinda Alexie	Motion to approve
SECOND BY	Julie McWilliams	
VOTE ON MOTION	All in favor	4-0

VI. UNFINISHED BUSINESS

A. Review of the 2025-2026 Committee Calander

MOVED BY	Lucinda Alexie	Motion to approve
SECOND BY	Jody Brand	
VOTE ON MOTION	All in favor	4-0

VII. NEW BUSINESS

A. Review Amount of Community Action Grant Funding Available for the Fiscal Year July 1, 2025 – June 30, 2026

B. Review, Disguss and Score Applications and Responses Received (may include questions from applicants in attendance).

MOVED BY	Jody Brand	Motion to approve
SECOND BY	Lucinda Alexie	
VOTE ON MOTION	All in favor	4-0

VIII. EX OFFICIO REPORT

A. Manager's Reports July 2025

MOVED BY	Pamela Conrad	Motion to approve
SECOND BY	Jody Brand	
VOTE ON MOTION	All in favor	4-0

IX. MEMBER COMMENTS

Jody Brand: Thank you for welcoming me to the committee and hopefully I'll learn more about it before our next meeting.

Lucinda Alexie: Welcome to the new folks

Pamela Conrad: I wanna thank you two for keeping this rolling

Louise Russell: I appreciate seeing new faces! I'm always worried about making a quorum, and the more people, the better. Thank you for coming.

X. ADJORNMENT

MOVED BY	Pamela Conrad	Motion to approve
SECOND BY	Jody Brand	
VOTE ON MOTION	All in Favor	4-0

The chair called the meeting to an end at 6:50 pm.

Louise Russel, Chair

ATTEST:

Kayla Saddler, Recorder

City of Bethel, Alaska

Community Action Grant Committee Minutes

August 21st, 2025

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Community Action Grant Committee was held on August 21st, 2025 at 6:19 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Community Action Grant Committee members were present: Pamela Conrad, Victoria Sosa, Julie McWilliams

Also in attendance are Kayla Saddler, Recorder (Ex Officio).

Unexcused Absences: Jody Brand

Excused Absences: Louise Russell, Lucinda Alexie

No meeting was held due to lack of quorum.

The chair called the meeting to an end at 6:21 pm.

Louise Russel, Chair

ATTEST:

Kayla Saddler, Recorder

Introduced by: City Manager Strickler
Introduction Date: October 28, 2025
Public Hearing: November 12, 2025
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE #25-08 (d)

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING THE ADOPTION ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2026, JULY 1, 2025-JUNE 30, 2026

BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

SECTION 1. Classification. This is a noncodified ordinance amending the City of Bethel Annual Operating Budget for Fiscal Year 2026.

SECTION 2. Amendment. The adopted Fiscal Year 2026 Annual Operating Budget is amended as follows:

Whereas, the City of Bethel recognizes the importance of maintaining an effective and responsive Public Safety Department to ensure the protection and well-being of the community;

Whereas, the City of Bethel seeks to improve efficiency and coordination within the Public Safety Department by realigning management and support roles to better serve the operational needs of both the Police and Fire Divisions;

Public Safety Personnel – Fire

Whereas, the current Public Safety Department structure includes a single Deputy Director of Public Safety and Deputy Director of Public Safety overseeing both police and fire operations, which limits management capacity and operational focus in each division;

Whereas, the City desires to improve leadership alignment by replacing the Deputy Director of Public Safety position with a Deputy Director of Police and creating a new Deputy Director of Fire position to provide direct oversight, accountability, and support to their respective divisions, both would report to the Director;

Whereas, the City of Bethel Fire Department requires an updated management structure to ensure efficient oversight and coordination of departmental functions;

Whereas, the creation of the Deputy Director of Fire position will ensure greater oversight of departmental budgeting, personnel management, and long-term planning, while maintaining direct involvement in emergency response operations;

Whereas, the transition will result in the elimination of the Fire Captain position, as many of those functions will be folded into the Deputy Director of Fire job duties, additionally, the administrative assistant position will be eliminated as the additional Fire Lieutenant, would act as administrative support for the Deputy, will provide support coverage for shifts;

Public Safety Personnel – Police

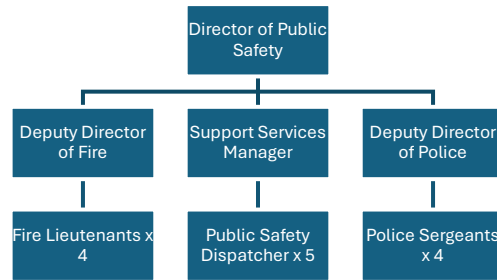
Whereas, the City recognizes the need for centralized oversight of dispatch operations, communications technology, evidence management, and facility coordination to ensure consistent standards, resource optimization, and improved service delivery;

Whereas, the creation of a Support Services Manager, responsible for supervising the Dispatch, Communications, facility needs, and evidence divisions to strengthen administrative coordination and operational readiness across these critical support areas, enhancing communication and coordination between the Police and Fire Departments;

Whereas, the establishment of the Support Services Manager role will consolidate supervisory responsibilities currently divided among multiple positions, improving accountability and workflow management;

Whereas, with the implementation of this reorganization, the Public Safety Dispatch Supervisor and Evidence Custodian positions will be eliminated, as their respective functions will be incorporated under the duties of the Support Services Manager;

Whereas, the proposed personnel structure for public safety will be:



C-1 Personnel Changes Fire				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-60 Personnel	Deputy Fire Chief MII	\$0	\$107,328	\$107,328
	Fire Captain	\$86,106	(\$86,106)	\$0
	Fire Lieutenant	\$0	\$75,668	\$75,668
	Administrative Assistant	\$52,896	(\$52,896)	\$0
Total Departmental Funding Change		\$139,002	\$43,994	\$183,016
FY26 Operating Budget	FY26 Revenue over Expenditures	\$1,499,737	(\$43,994)	\$1,455,743
General Fund Change Summary:	The general fund revenue over expenditures will decrease after this amendment from \$1,499,737 to \$1,455,743.			

C-2 Personnel Changes Police				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-61 Personnel	Deputy Director of Police Public Safety	\$107,325	\$0.00	\$107,325
	Evidence Custodian	\$64,632	(\$64,632)	0
	Dispatch Supervisor	\$71,543	(\$71,543)	0
	Support Services Manager MI	\$0	\$84,186	\$84,186
	Public Safety Dispatcher I R3	\$0	\$55,723	\$55,723
Total Departmental Funding Change		\$243,500	\$3,734	\$247,234
FY26 Operating Budget	FY26 Revenue over Expenditures	\$1,455,743	(\$3,734)	\$1,452,009
General Fund Change Summary:	The general fund revenue over expenditures will decrease after this amendment from \$1,455,743 to \$1,452,009.			

Administration-Personnel

Whereas, the City of Bethel strives to strengthen transparency, accessibility, and engagement between City government and the community it serves;

Whereas, effective communication and outreach are essential to ensuring residents are informed about City services, programs, public safety initiatives, and opportunities for civic participation;

- Whereas, the City recognizes the growing need for coordinated management of its public information platforms, including social media, website content, and printed materials, to provide accurate, timely, and consistent messaging;
- Whereas, the creation of an Outreach and Communications Specialist position under the supervision of the City Manager will support these goals by managing the City's social media platforms, producing engaging and informative content, and responding to public inquiries to enhance community connection;
- Whereas, this position will develop public outreach materials—including reports, newsletters, informational brochures, flyers, social media posts, and web pages—to communicate City initiatives, programs, and events;
- Whereas, the Outreach and Communications Specialist will coordinate with the Human Resources Department to plan and implement recruiting outreach initiatives that promote career development, internships, and training or cadet programs;
- Whereas, the position will also plan and execute public awareness campaigns on employment opportunities, public safety, emergency preparedness, and City-sponsored community events to foster informed and resilient residents;
- Whereas, by building relationships with schools, civic organizations, and community stakeholders, the Specialist will help strengthen public trust, gather feedback, and address community concerns;
- Whereas, the position will assist with media relations by drafting press releases, preparing talking points, coordinating interviews, and developing protocols for timely and accurate responses to public and media inquiries;
- Whereas, establishing this position will enhance the City's overall efficiency, public visibility, and communication strategy, supporting the mission of creating an open, responsive, and effective local government.

C-3 Administration				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-51 Personnel	Outreach Coordinator	\$0	\$64,812	\$64,812
General Fund Change Summary:	The general fund revenue over expenditures will decrease after this amendment to \$1,387,197.			

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

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that the Fiscal Year 2025 operating budget is adopted for a period of one year, from July 1, 2024, through June 30, 2025.

ENACTED THIS 12th DAY OF NOVEMBER 2025, BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Kevin Morgan, City Clerk



JOB DESCRIPTION

JOB TITLE:	Deputy Director - Police	FLSA:	Exempt
DEPARTMENT:	Public Safety	GRADE:	M2
REPORTS TO:	Director Public Safety	DATE:	10/21/2025

SUMMARY:

Plans, organizes, and manages day-to-day law enforcement operations, including emergency response, patrol, investigations, and case management. Provides leadership and supervision to officers and community service patrol, ensuring consistent application of department policies, procedures and professional standards. Oversees staffing, evaluates performance, and supports ongoing training and development. Acts as a liaison with community members, partner agencies, and the court system.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Direct daily law enforcement activities; coordinate assignments and priorities with sergeants to ensure effective operations.
- Respond to major incidents; assume command for law enforcement-led incidents and support unified command during fire, EMS, or hazmat events.
- Supervise or conduct criminal investigations and internal affairs inquiries; interview victims, witnesses and suspects.
- Review reports and case files; provide oversight on complex cases and legal preparation.
- Represent the department in court; prepare reports and provide testimony as needed.
- Identify training needs; coordinate and track required certifications; ensure staff meet mandated training standards; promote continuous professional development.
- Contribute to department planning by preparing reports, grant documents, and other operational materials.
- Conduct regular performance evaluations; provide coaching and discipline; mentor staff for advancement and succession.
- Support field operations by responding to emergency and non-emergency calls when needed.
- Enforce departmental and City policies; model ethical behavior and professional standards.
- Represent the department in community outreach and education efforts, including schools and civic events.
- Assist the Director in developing policies, procedures, and long-term goals;; participate in

strategic planning and interdepartmental initiatives.

- Assist with recruitment and onboarding of new personnel.
- Monitor legislation and best practices; recommend updates to policy and operations as appropriate.
- Assist with budget preparation and resource planning; identify capital and operational needs.
- Foster a respectful, service-oriented work environment; model positive and cooperative behavior with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in criminal justice, business or public administration or a related field; AND five (5) years' of law enforcement experience, two (2) of which were in a supervisory role; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Driver's License.
- Certified as a Police Officer by the State of Alaska Police Standards Council.

Required Knowledge and Skills

Required Knowledge:

- - Police Department policies and procedures, rules of evidence, current law enforcement management principles, techniques and procedures, and criminal and traffic codes.
- - Criminal justice and court systems, procedures and protocols in the State of Alaska.
 - • Investigative and interrogative procedures, and techniques for observation of critical details.
 - • Current trends in strategy and tactics for management and deployment of personnel and equipment in law enforcement and emergency situations.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices related to the development and administration of budgets and grants.
- Principles and procedures related to contract and grant management procedures.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Applicable laws, codes and regulations.
- Records management principles and practices, to include financial information.
- Computer applications and systems related to the work.
- Correct business English, including spelling, grammar and punctuation.

Required Skills:

- Planning, organizing and managing comprehensive and varied public safety functions.
- Effective and efficient management of programs and staff.
- Training others in policies and procedures related to the work.

- Developing and implementing goals, objectives, policies, procedures and work standards.
- Assessing and prioritizing multiple tasks and projects, delegating, and assessing appropriate levels of oversight.
- Interpreting, analyzing, and developing solutions related to complex public safety and emergency management issues.
- Effectively communicating with and responding to inquiries from management, citizens, law enforcement, emergency response and related agencies.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Performing effective oral presentations to large and small groups.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of the work.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand, walk for extended periods of time; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting; travel required to locations throughout the City.



JOB DESCRIPTION

JOB TITLE:	Deputy Director - Fire	FLSA:	Exempt
DEPARTMENT:	Public Safety	GRADE:	M2
REPORTS TO:	Director of Public Safety	DATE:	10/21/2025

SUMMARY:

Plans, organizes and directs daily fire and rescue operations, including fire suppression, prevention, emergency medical response, rescue activities, training, and volunteer management. Provides leadership and supervision to both paid and volunteer personnel, ensuring compliance with policies, procedures and operational standards. Coordinates staffing, incident response, and ensures continuous training, development, and readiness. Acts as Incident Commander or participates in Unified Command when needed, liaising with other agencies and the community.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Direct and supervise daily operations of both paid and volunteer staff, coordinating assignments and priorities with lieutenants to ensure operational efficiency; facilitate seamless collaboration between teams.
- Assume command during fire/EMS-led events and participate in unified command during law enforcement or multi-agency events.
- Ensure personnel and equipment readiness by conducting regular safety and preparedness checks, including vehicle and equipment inspections.
- Review and ensure the accuracy of incident reports and operational documentation for fire, medical, and hazmat events.
- Conduct regular performance evaluations; provide coaching and mentor staff for advancement and succession; enforce disciplinary actions when needed.
- Lead or coordinate training programs to meet certification standards and foster ongoing professional development.
- Administer response programs like the Incident Command System and the Emergency Medical Response, ensuring compliance with OSHA and other regulatory agency requirements.
- Oversee fire cause investigations and collaborate with the State Fire Marshal's Office as needed.
- Conduct commercial property fire and health safety inspections.

- Lead post-incident evaluations and training drills to identify improvements in response and safety.
- Recruit and onboard volunteer personnel to ensure adequate staffing to meet community needs.
- Participate in the recruitment, onboarding, and mentoring of new personnel.
- Represent the department in fire prevention and education programs, advocating for fire safety and building codes.
- Enforce departmental and City policies; model ethical behavior and professional standards.
- Participate in operational and strategic planning and interdepartmental initiatives; monitor legislation and best practices and recommend updates to policy and operations as appropriate.
- Assist with budget preparation and resource planning; identify capital and operational needs.
- Contribute to department planning by preparing reports, grant applications, equipment justification and operational documentation.
- Foster a respectful, service-oriented work environment; model positive and cooperative behavior with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in fire science, business or public administration, or a related field.

Minimum 5 years of fire administrative or command experience

Significant experience may be substituted for education.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- State of Alaska Firefighter 2 certification
- State of Alaska EMT-3 certification
- State of Alaska EMS Instructor certification
- Valid Alaska drivers license

Required Knowledge and Skills

Required Knowledge:

- Principles of fire management, suppression, prevention and education.
- Strategy and tactics for management and deployment of personnel and equipment in fire and emergency situations.
- Methods and techniques to develop and present training and education programs.
- Principles and practices of emergency medical response.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and employee management.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Principles and practices of emergency response and planning.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Records management principles and practices.

Required Skills:

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of the work.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds as needed; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting with occasional travel within the City.



JOB DESCRIPTION

JOB TITLE:	Support Services Manager	FLSA:	Exempt
DEPARTMENT:	Public Safety	GRADE:	M1
REPORTS TO:	Director of Public Safety	DATE:	10/20/2025

SUMMARY:

Oversees the coordination and management of support functions for police and fire division operations, including fleet management, communications, IT infrastructure and records management.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Ensure equipment, telecommunications, and IT systems are in proper working order; procure new systems as needed following City procedures; track and maintain related licenses and contracts.
- Supervise, train and evaluate the work of staff assigned to emergency and non-emergency dispatch duties; ensure appropriate staffing to meet community needs.
- Ensure effective communication between dispatchers and emergency responders.
- Serve as the City's Terminal Agency Coordinator for the Alaska Public Information Network (APSIN).
- Manage fleet vehicles; track assignments, coordinate repair and direct preventive maintenance.
- Coordinate with Public Works for emergent and routine facility maintenance needs; oversee in-house general cleaning and upkeep of work areas.
- Review and process public request for information; prepare discovery for the District Attorney's Office.
- Oversee the custody of evidence process from receipt to transmittal/release and disposal.
- Coordinate with the Grant Manager to seek new funding opportunities and meet requirements of current grant funding.
- Assist with budget tracking and reporting.
- Contribute to the efficiency and effectiveness of the City's public safety response by offering suggestions and directing or participating as a member of work team.
- Promote and support the overall mission of the City by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in public administration, business management, criminal justice or a related field is preferred.

Minimum 5 years of experience supporting or serving in public safety response.

Significant experience may be substituted for education.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

APSIN clearance

Valid Alaska drivers license

Required Knowledge and Skills**Required Knowledge:**

- Operation of common office equipment and software in a Windows environment.
- Public safety operations, including fire and police services, equipment and technology.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Records management principles and practices.
- Principles and practices of customer service.

Required Skills:

- Proficiency writing and speaking in a variety of styles and communicating with diverse staff.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Using tact, discretion, initiative and independent judgment with established guidelines.
- Composing correspondence independently or from brief instructions.
- Organizing and maintaining accurate records and files.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of the work.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds as needed; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting with occasional travel within the City.



JOB DESCRIPTION

JOB TITLE:	Outreach and Communications Specialist	FLSA:	Non-Exempt
DEPARTMENT:	Administration	GRADE:	R4
REPORTS TO:	City Manager	DATE:	10/20/2025

SUMMARY:

Develops and implements a comprehensive community engagement and communications strategy incorporating social media, internet, in-person and media resources to increase awareness of City services and programs.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manage the City's social media platforms; create engaging and infomative content to promote initiatives, respond to inquiries and enhance the City's connection to the community.
- Create public outreach materials including, but not limited to, reports, promotional materials, newsletters, informational brochures, flyers, social media posts and web pages.
- Coordinate with Human Resources to plan and implement recruiting outreach initiatives to include career development, internships and training/cadet programs.
- Plan and execute awareness campaigns on job opportunities, public safety, emergency preparation, and City-sponsored community events.
- Foster strong relationships with schools, civic organizations and community stakeholders to promote engagement, gather feedback and address community concerns.
- Develop protocols to ensure prompt response to media, public inquiries, information requests, concerns and complaints.
- Draft press releases, prepare bullet points and coordinate interviews to ensure accurate and timely media coverage.
- Assist managers by providing guidance and support related to public messaging.
- Contribute to the efficiency and effectiveness of the City's public presence by offering suggestions and directing or participating as a member of work team.
- Promote and support the overall mission of the City by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

JOB DESCRIPTION

Outreach and Communications Specialist

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree desired.

Minimum 5 years of experience in public relations or related outreach activity.

Significant experience may be substituted for education.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

None are required.

Completion of FEMA's Public Information Officer training is preferred.

Required Knowledge and Skills

Required Knowledge:

- Operation of common office equipment and software in a Windows environment.
- Social media platforms, standards and limitations.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Records management principles and practices.
- Principles and practices of customer service.

Required Skills:

- Proficiency writing and speaking in a variety of styles and communicating with audiences of different ages, cultures, and backgrounds.
- Providing varied assistance to management, supervisory and professional staff.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Using tact, discretion, initiative and independent judgment with established guidelines.
- Composing correspondence independently or from brief instructions.
- Organizing and maintaining accurate records and files.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of the work.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting.

May require travel to locations throughout the City; exposure to adverse environmental conditions.

Introduced by: City Manager Strickler
Introduction Date: November 12, 2025
Public Hearing: December 16, 2025
Action:
Vote:

CITY OF BETHEL, ALASKA

ORDINANCE 25-19

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE CHAPTER 4.16, SALES TAXES, TO DEFINE BUNDLED TRANSACTIONS AND PROVIDE FOR THE REMITTANCE AND COLLECTION OF SALES TAX ON BUNDLED TRANSACTIONS

WHEREAS, Bethel Municipal Code (BMC) chapter 4.16 governs the filing and collection of sales taxes within the City;

WHEREAS, the City has a fiduciary duty to collect sales taxes levied within the City, because proceeds from sales tax constitute, by far, the principal source of municipal revenue;

WHEREAS, sales taxes are used to fund essential city services, and if not properly collected, diminish public resources and give delinquent businesses an unfair advantage;

WHEREAS, BMC 4.16.160 provides for exemptions and limitations on exemptions from taxation for certain sales of goods and services;

WHEREAS, where businesses provide both taxable and exempt goods and/or services together and collect and remit sales tax for those goods and services on a single invoice, it is often cumbersome for both the business and the city to separate the exempt from the non-exempt sales in these "bundled transactions," often resulting in a loss of sales tax revenue to the City;

WHEREAS, many communities throughout the state remedy this problem by defining "bundled transactions," and allowing the City to treat exempt and non-exempt sales bundled together as single taxable transactions, while still permitting businesses to itemize invoices and bifurcate exempt from non-exempt sales if they wish; and

WHEREAS, defining and providing for bundled sales tax transactions will promote fairness and improve the accuracy of sales tax collection and remittance in Bethel.

Introduced by: City Manager Strickler
Introduction Date: November 12, 2025
Public Hearing: December 16, 2025
Action:
Vote:

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

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

Section 2. Amendment. Bethel Municipal Code 4.16 is amended; old language is stricken, and new language is underlined.

4.16.010. Definitions

A. "Bundled transaction" means the retail sale of two or more products, except real property and services to real property, where (1) the products are otherwise distinct and identifiable, and (2) the products are sold for one non-itemized price. A bundled transaction does not include the sale of any products in which the sales price varies, or is negotiable, based on the selection by the purchaser of the products included in the transaction.

1. Distinct and identifiable products do not include:

(a) Packaging - such as containers, boxes, sacks, bags, and bottles - or other materials - such as wrapping, labels, tags, and instruction guides - that accompany the retail sale of the products and are incidental or immaterial to the retail sale thereof.

(b) A product provided free of charge with the required purchase of another product. A product is provided free of charge if the sales price of the product purchased does not vary depending on the inclusion of the product provided free of charge.

2. The term "one non-itemized price" does not include a price that is separately identified by product on binding sales or other supporting sales-related documentation made available to the customer in paper or electronic form including, but not limited to an invoice, bill of sale, receipt, contract, service agreement, lease agreement, periodic notice of rates and services, rate card, or price list.

3. A transaction that otherwise meets the definition of a bundled transaction as defined above, is not a bundled transaction if it is:

(a) The retail sale of tangible personal property and a service where the tangible personal property is essential to the use of the service, and is

provided exclusively in connection with the service, and the true object of the transaction is the service; or

(b) The retail sale of services where one service is provided that is essential to the use or receipt of a second service and the first service is provided exclusively in connection with the second service and the true object of the transaction is the second service; or

(c) A transaction that includes taxable products and nontaxable products and the purchase price or sales price of the taxable products is de minimis.

B. "Buyer" means and includes persons who acquire interest in real or personal property, or the right to use or occupy property, or who receive a service for consideration.

C. "Business" means and includes all activities or acts, personal, professional or corporate, engaged in or following or engaging in a trade, profession or business (including receipts from advertising services, recreation-related services, rental of personal or real property, construction, processing manufacturing, fisheries businesses, liquor license, insurance businesses, mining and coin-operated amusement and gaming machines, but excluding fishermen), calling or vocation, with the object of financial or pecuniary gain, profit or benefit, either direct or indirect, and not exempting subactivities producing marketable commodities or services used or consumed in the main business. The giving or supplying of services as an employee to an employer does not constitute "business" under this chapter. The selling of games of skill and chance, even if done by a nonprofit organization, does constitute "business" under this chapter.

D. "City" means the city of Bethel.

E. "Coin-operated machine" means a slot machine, jukebox, merchandise vending machine, laundry and any other service dispensing machine or amusement device of any kind which requires the insertion of currency to make it operative.

F. "Consumer" means the person who, in the ordinary meaning of the term, takes title to, takes possession of, or rents property, or receives services for consideration.

G. "Engaging in business" means carrying on or causing to be carried on any activity with the purpose of direct or indirect economic benefit.

H. "Federally recognized Indian tribe" means an Indian or Alaska Native tribe, band, nation, pueblo, village or community that the Secretary of the Interior has

Introduced by: City Manager Strickler
Introduction Date: November 12, 2025
Public Hearing: December 16, 2025
Action:
Vote:

acknowledged to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, Public Law 103-454, 25 USC 479a.

I. "Finance director" means the finance director of the city or the designee of the finance director, the city manager or the city council; the designee may be an employee of the city, an accountant or other person who is not an employee of the city, a certified public accounting firm or other type of firm.

J. "Goods," "fixtures," "investment securities," "general intangibles," "accounts," "chattel paper," "documents," "instruments" and "money" and their singulars have the meanings given the terms by the Alaska Uniform Commercial Code, AS 45.01 et seq., as amended.

K. "Lease," "leasing" or "rental," regardless of whether a transaction is characterized as a lease or rental under generally accepted accounting principles, means a transfer of possession or control of tangible personal property or real estate of a fixed or indeterminate term for consideration; a lease or rental may include future option to purchase or extend. The provisions of 26 USC (Internal Revenue Code), AS 45.01 through AS 45.08, AS 45.12, AS 45.14 and AS 45.29 (Uniform Commercial Code) shall apply.

L. "Person" means an individual, partnership, cooperative, association, joint venture, corporation, estate trust, business, receiver, or any entity, group or combination acting as a unit.

M. "Political subdivision" means a local government created by the state of Alaska to help fulfill its obligations. Political subdivisions include counties, cities, towns, villages, and special districts such as school districts, water districts, park districts, and airport districts.

N. "Price" means the amount of money, or the fair market value of consideration other than money, that the buyer gives to the seller in exchange for the property, the right to use or occupy the property, or the rendering of services.

O. "Rental" means any transfer of the right to use or occupy property for consideration.

P. "Responsible individual" means any individual, including a group of individuals such as a board of directors, partnership, joint venture, corporation or other entity, who has the responsibility to, is required to, or has the authority to direct or cause another person to:

Introduced by: City Manager Strickler
Introduction Date: November 12, 2025
Public Hearing: December 16, 2025
Action:
Vote:

1. Collect the tax levied under this chapter;
2. Segregate funds in lieu of the direct collection of the tax under this chapter;
3. Remit over to the city taxes required to be collected under this chapter; or
4. Determine which creditors of the seller are to be paid; and may include, but is not limited to, such officers and employees of a seller as the chief executive officer, president, vice president for finance, controller, comptroller, treasurer, bookkeeper, majority shareholder, finance director, manager, partner, managing partner, chief fiscal or financial officer and accountant if they possess any of the authority, responsibility or duties described in this definition.

Q. "Resale" means to sell again and is limited to items which are resold per se or are physically present in a final product which is sold and is subject to tax at the time of final sale. The item must be easily and readily identifiable in the final product.

R. "Sale" or "retail sale" or "sale at retail" means every sale or rental of real property or sale or rental of personal property (whether tangible or intangible), every sale or exchange of services, including barter, credit, lease, installment and conditional sales, for any purpose other than resale when such resale is made in the regular course of business.

1. A "sale," "retail sale," or "sale at retail" includes, but is not limited to, the following transactions:

- a. Selling property; or
- b. Renting, leasing, or letting of real or personal property, accommodations, facilities, or services of any nature whatsoever; or
- c. Storing for use or consumption any item or article of personal property; or
- d. Rendering occupational or professional services of any nature whatsoever; or
- e. Furnishing materials and rendering services in connection therewith to accomplish the installation, construction, repair or completion of a specific end product or project; or
- f. Selling real estate comprising parcels of land and buildings or improvements thereto, either separately or conjunctively; or

- g. Transfer of the product of a manufacture or construction process to the user of the product; or
- h. Importing, or causing to be imported, property from outside the city for sale or for rent, storage, distribution, use or consumption within the city; or
- i. Selling or furnishing, preparing and serving food or beverages, alcoholic or nonalcoholic, for consumption on or off the premises of the seller; or
- j. Every use or play of a coin-operated machine; or
- k. Transacting or engaging in any type of business not enumerated herein.

S. "Sales price" or "selling price" means the consideration paid by the buyer, whether money, credit, rights or other property or interest in property expressed in terms of money equal to fair market value of the consideration including delivery costs, taxes, or any other expenses whatsoever and without deduction on account of the cost of property sold, the cost of materials used, labor costs, discount, delivery costs or other expenses paid or accrued, and without any deduction on account of losses.

T. "Seller" means every person who, as principal or agent, makes a sales transaction to a buyer or consumer, every person renting goods, real or personal property and every person performing or providing services, for consideration. In the event that retail sales transactions are being conducted in the name of a corporation, partnership, cooperative, association, joint venture or other entity, the "seller" for purposes of responsibility and liability for the collection and remittance of sales tax shall include every director, officer and partner without exception.

U. "Selling price" or "sales price" means the consideration paid by the buyer, whether money, credit, rights or other property or interest in property expressed in terms of money equal to the fair market value of the consideration including delivery costs, taxes, or any other expenses whatsoever and without deduction on account of the cost of property sold, the cost of materials used, labor costs, discount, delivery costs or other expenses paid or accrued, and without any deduction on account of losses.

V. "Services" means and includes all services of every manner and description which are performed or furnished for compensation of any kind, except services rendered to an employer by an employee, including but not limited to:

1. Professional services;
2. Services in which a product or sale of property may be involved including personal property made to order;

3. The sale of transportation services;
4. Services rendered for compensation by any person who furnishes any services in the course of their business or occupation;
5. Services wherein labor and materials are used to accomplish a specified result;
6. Commissions earned during business conducted within the city; and
7. Any other services including advertising, maintenance, recreation, amusement and craftsmen's services.

W. "Time of sale" for installment sales is the time at which the initial payment is made.

X. "Transaction" means any transfer of property or the right to use or occupy property, or the rendering of a service, for consideration.

Y. "Wholesaler" means a merchant who sells goods, in the regular course of business, to retailers who sell to consumers, or sells goods in the regular course of business to dealers or other wholesalers, for the purpose of taxable resale in the city. To qualify as a wholesaler, a merchant must be regularly recognized as such, and known to the trade as such.

Z. "Wholesale sale" means a sale of goods by a merchant selling them in the regular course of business; or a sale of goods by a merchant selling them in the regular course of business at wholesale prices to dealers or other wholesalers for the purpose of taxable resale in the city. The term does not include a sale by a wholesaler to users or consumers when such sale is not for taxable resale in the city.

AA. "Z tape" means the report feature of a cash register which records the total transactions, such as sales by type, the number of customers and the number of items rung in for the period; the transactional total of the current day's receipts.

4.16.205. Bundled Transactions.

A. If the sales price of a bundled transaction is attributable to both products or services that are taxable and products or services that are nontaxable, the portion of the sales price attributable to the nontaxable products may be subject to tax unless the seller can clearly identify the nontaxable portion by reasonable and

Introduced by: City Manager Strickler
Introduction Date: November 12, 2025
Public Hearing: December 16, 2025
Action:
Vote:

verifiable standards using its books or records that are kept in the regular course of business for other purposes, including, but not limited to, non-tax purposes.

B. Except as otherwise authorized in this chapter, a bundled transaction as defined in BMC 4.16.010 does not qualify for the maximum tax exemption under BMC 4.16.160, and thus the full sale price of the bundled transaction shall be subject to tax unless the following conditions are met:

1. The seller separates the respective portions of a bundle for purposes of applying the maximum tax exemption to each respective portion; and
2. The seller identifies the sales price attributed to each portion by reasonable and verifiable standards using its books or records that are kept in the regular course of business for other purposes, including, but not limited to, non-tax purposes, on the sales tax return containing the sale for which the maximum tax exemption was claimed.

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.

ATTEST:

Rose Henderson, Mayor

Lori Strickler, City Clerk

City of Bethel Action Memorandum

Action memorandum No.	25-36		
Date action introduced:	November 12, 2025	Introduced by:	Lori Strickler, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Confirming Jeff Kirkham as Director of Public Safety

Summary Statement

Under 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.

Jeff Kirkham, Deputy Director of Public Safety, having met the qualifications for the position, and obtaining concurrence from the Selection Committee has been selected as the best qualified candidate for the position.

The Selection Committee consisted of:

LT. Nick Zito, Alaska State Troopers
Greg Russell, Alaska Public Risk Alliance, Police Practices Consultant
Mark Springer, Council Member and Public Safety and Transportation Commission Representative
Lori Strickler, City Manager

The appointment is now presented to the City Council for confirmation.

Jeffrey Kirkham



October 22, 2025

City of Bethel, Alaska

Dear Hiring Committee,

I am writing to express my desire to become the next Director of Public Safety for the City of Bethel, Alaska. I believe I possess a proven track record of leadership, strategic planning, and community engagement that will benefit the City of Bethel. I believe I am well-suited to assist the City of Bethel in its mission to ensure public safety and foster positive community relationships through my efforts already being enacted. As the Deputy Director and Acting Director of Public Safety, I immediately began the task of working to improve the police department operations and image, as well as fire department operations and continue to do so daily.

During my over 40 years of experience in law enforcement, I have consistently demonstrated a commitment to excellence and a passion for creating safer and more connected communities. My experience has equipped me with the skills necessary to effectively manage public safety, including overseeing day-to-day operations, developing and implementing strategic initiatives, and building strong partnerships with community stakeholders.

Some key highlights of my qualifications include:

Leadership Experience: In my roles as Police Chief, Chief Deputy and Commander, I have successfully led a team of dedicated officers, fostering a culture of accountability, professionalism, and collaboration. My leadership has resulted in improved departmental efficiency and increased community satisfaction.

Investigations: I have a proven track record of completion of complex investigations to include Internal Affairs, use of force, and officer conduct cases. This includes implementing community policing strategies, utilizing data-driven approaches, and staying abreast of emerging trends in law enforcement to ensure the department remains proactive and effective.

Community Engagement: I am passionate about community engagement and have spearheaded initiatives to strengthen the relationship between law enforcement and the communities we serve. I believe that building trust and transparency is crucial for effective policing and community well-being. Hiring the right personnel that meet my expectations of community engagement, communication and compassion are integral to effective policing and safety.

Training and Development: I have a strong commitment to the ongoing professional development of officers under my command. This includes implementing training programs that enhance the skills and knowledge of the department's personnel, ensuring they are well-prepared to handle the complexities of modern policing.

I was drawn to Bethel Alaska because of its unique community and the desire to foster positive perspectives on law enforcement where they have been lacking. I am a dedicated professional who seeks community engagement to solve issues, while creating a safe and inclusive environment for all residents. I am excited about the opportunity to contribute my skills and leadership to build upon the department's successes and address the unique challenges facing Bethel.

Enclosed with this letter is my resume, which provides additional details about my professional background. I would welcome the opportunity to further discuss how my skills and experiences align with the needs of the City of Bethel. Thank you for considering my application. I look forward to the possibility of contributing to the continued success of both the Bethel Police and Fire Departments as your Director of Public Safety.

Sincerely,

Jeffrey Kirkham

RESUME

Jeffrey S. Kirkham



EXPERIENCE

2025- present

**Acting Police Chief/Deputy Director of Public Safety
Bethel Police Department
Bethel, AK**

- Operational and Administrative supervisor for police and fire departments
- Executive management of police personnel
- Conduct personnel investigations and provide directions for police action
- Policy preparation and implementation
- Coordinate with various agencies, tribal organizations and public entities to coordinate community policing programs
- Coordinate and ensure new officers meet standards and are scheduled for certification
- Manage resources to provide equipment, vehicles and supplies to meet organizational needs
- Implement repairs to facilities and promote audits to ensure compliance
- Conduct hiring interviews of prospective employees
- Distribute new orders and updates to all Department members
- Command Department community projects
- Maintain and update authorized uniforms and provide sampling for review
- Supervise personnel at various scenes as needed
- Obtain resources to conduct background investigations for all new hires – Sworn and civilian
- Manage patrol operations
- Provide audit and review for specified areas of the Department
- Complete and manage facility upgrades.
- Prepare budget requests and input to budget process
- Make presentations for operational needs
- Speak to local government officials and civic groups to provide general knowledge on police operations and methods
- Begin crime mapping project with LexisNexis
- Develop on-going relationships with District Attorneys, State Trooper command and Federal narcotics interdiction resources
- Assist in proposals to improve police/fire operations

- Develop joint training with Bethel Schools and YKHC for active shooter incidents
- Introduction of police mascot program for school age children
- Begin process to develop Police Cadet Program for youth
- Introduction of new police badges that represent the Bethel community
- Complete facilities audit for improvement, budget allocation and proposed needs
- Implement virtual training program for new personnel
- Implement new process for taxi inspection and licensing
- Develop regional training center in association with APSC
- Attend various community meetings, organizational meetings and public outreach

2023- 2025

Gila River Gaming Commission Inspector

Gila River Indian Community

Sacaton, AZ

- Monitor casino floor, observing customers and employees to ensure compliance with Arizona Gaming Regulations, Gaming Commission Regulations, and Casino management practices, policies and procedures.
- Write incident reports of any violations
- Monitors customer and employees to ensure no cheating or illegal gaming devices
- Counsel and/or write up employees for procedural violations.
- Monitor surveillance activities to ensure compliance with established policies/procedures
- Conduct preliminary investigations of patron disputes, violations of policy/procedure, and/or violation of Gaming Compact provisions.
- Verify jackpots, assist patrons, and answer general questions regarding gaming regulations, policies, and procedures.
- Escort State Gaming Agency personnel when inspections occur.
- Knowledge of Gaming Industry Regulations and organizational operating procedures.
- Apply regulations governing the rules and conduct to authorize games, gaming equipment and devices, negotiable transaction involving the Casino.
- Apply provisions of the Gaming Compact and other regulations.

2014-2023

Police Commander

Apache Junction Police Department

Apache Junction, AZ

- Executive management for Patrol Operations
- Develop grid system for implementation of new strategic beat system
- Implement "Commander's Newsletter for organizational communication

- Implement Drone program
- Introduction of FTO electronic management program
- Conduct Internal Affairs investigations on police misconduct
- Conduct audits of all Department functions and submit reports for review to command staff
- Arizona Law Enforcement Accreditation Program state auditor and agency program manager
- Develop and update policy and procedures for Department
- Implement and maintain Departmental awards and recognition programs
- Assist patrol in operational efficiency projects
- Participate in Department Emergency Operations Drills and processes
- Conduct hiring interviews of prospective employees
- Distribute new orders and updates to all Department members
- Command Department Honor Guard functions
- Maintain and update authorized uniforms and provide sampling for review
- Supervise personnel at various scenes as needed
- Management of Arizona Accreditation for department
- Background investigator for all new hires – Sworn and civilian
- Manage patrol operations
- Provide audit and review for specified areas of the Department
- Complete and manage Detention facility upgrades.
- Prepare budget requests and input to budget process
- Make presentations for operational needs
- Provide training programs and AZPOST approval for training

2012-2014

Compliance Specialist

Arizona Peace Officer Standards and Training (AZPOST)

Phoenix, AZ

- Investigate complex and politically sensitive allegations of peace officer misconduct to determine if there is cause for denial, suspension, revocation or cancellation of peace officer certification.
- Review and evaluate the procedural controls and records systems of law enforcement and corrections agencies and training academies to ensure compliance with AZ POST selection, training and retention standards.
- Evaluate, prepare and present comprehensive written and verbal investigative facts/reports to aid in determination of initiating action against an individual's peace officer certification.

- Coordinate the actions of involved parties (e.g., criminal investigators, internal investigators, attorneys, respondents, witnesses, etc.) to complete the rules procedures in administrative hearings concerning possible denial, suspension, revocation or cancellation of peace officer certification.
- Make oral and written presentations to the AZ POST Board, its subcommittees, agency heads or administrators on investigative facts regarding an individual's peace officer certification or application for peace officer certification in regard to minimum standards, misconduct and/or failure to fulfill in-service training; or to present information from user agencies regarding proposed rule changes or issues that affect the agency or community.
- Serve as an expert witness by giving sworn testimony before the Office of Administrative Hearings regarding investigative findings of peace officer misconduct and other matters relating to the AZ POST Board.
- Consult with Agency executive and command level administrators to provide direction or assistance regarding hiring, retention and training practices, highly political or liability issues, or organizational development systems.
- Advise various options for action in investigative processes.
- Serve as liaison to develop cohesive working relationships between AZ POST and agency administrators and facilitate contact by user agencies needing services of the AZ POST Board.
- Instruct and assist agency administrators and background investigators with the process of conducting a complete background investigation to meet required State standards.
- Prepare audit documentation and correspondence to report audit results of agency new hires, annual training deficiencies, academy inspection results, or agency compliance issues.
- Determine eligibility to waive all or part of basic training requirements for peace officers trained outside the state of Arizona prior to certification by analyzing and making recommendations on applications.
- Administer waiver of basic training tests to qualified applicants to test the academic knowledge of prior certified applicants to determine eligibility of waiver status.
- Speak to local government officials and civic groups to provide general knowledge on AZ POST, its statutory obligations, board member information and rules; responds to inquiries from the general public concerning peace officer certification issues, requirements, complaints, or status of certification.
- Determine peace officer applicant's eligibility to meet medical standards by reviewing medical files and consulting with medical doctors.
- Ascertain capabilities of an applicant to perform peace officer duties with an accommodation if an issue is identified as not meeting AZ POST medical standards.

- Maintain documents and tabulates audit and investigation statistics.

2010 - 2012 Chief of Police
Nogales Police Department
Nogales, AZ

- Responsible for 85-person department
- Administer budget of over \$6.5 million
- Obtained grant funding more than \$ 3 million
- Developed Community based policing programs
- Initiated pro-active narcotic interdiction task force
- Adjunct professor-Pima College Community Law Enforcement Academy
- Pima Community College Law Enforcement Academy Advisory Board Chairman
- Initiated DEA Prescription Drug Take Back Program
- Developed first departmental annual report
- Developed 2011 departmental strategic plan
- Began accreditation process with the Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Develop Redflex photo safety plan
- Introduced International Crime Free Programs
- Developed license/inspection/enforcement program for transportation
- Fostered positive relations with Federal agencies (ICE/DEA/FBI/CBP)
- Appointed by Governor to Department of Homeland Security Regional Advisory Commission
- Introduce Crime mapping and CompStat policing model for patrol operations
- Introduced anti-bullying program for Nogales School District
- Brought free anti-text and drive campaign to Nogales High School through Allstate and Health Net
- Developed anti-smuggling interdiction program through Governor's office and the AZ Attorney General.
- Introduced "Leading by Legacy" Program throughout organization
- Updated and expanded wireless laptop funded project to entire patrol fleet.
- Introduced CALEA accreditation project on-going initiative
- Introduced "Crime Free" housing program
- Updated Communications and Records Management project
- International Police Training and Consultants (IPTAC) trainer
- Developed close working relationship with Nogales Police Association and contract negotiation

2009 - 2010

Lieutenant – Reserve Operations

Apache Junction Police Department

Apache Junction, AZ

- Responsible for development of reserve officer program
- AZPOST Reserve compliance supervisor
- Meeting with various city offices to coordinate program
- Conduct applicant screening and testing for volunteer applicants

2008 - 2009

Chief Deputy – Operations

Pinal County Sheriff's Office

Florence, AZ

- Assistant Chief of sworn and civilian patrol operations
- Budget development
- Project Manager of Agency with 264 sworn Deputies.
- Supervision of 3 Command level personnel plus civilian managers.
- Policy and procedure review.
- Project manager for reorganization of agency
- Managed budget of over \$15 million
- Began implementation of CompStat model of policing

2001

Acting Police Commander

Mesa Police Department

Mesa, AZ

- Acting Commander-Central Patrol Division
- Budget preparation
- Fleet Management
- Responsible for 110 sworn personnel and 15 civilian personnel.
- Develop projects and planning of operational needs

1997-2008

Police Lieutenant/Commander

Mesa Police Department

Mesa, AZ

- Professional Standards Section Supervisor
- Division Commander
- Patrol Lieutenant/Shift Commander (encompasses supervision of all divisions and personnel up to and including entire city)
- Implement CompStat processes at Division level
- CALEA Accreditation Manager
- Supervision of various shifts throughout the city
- Honor Guard unit Commander
- Gang Liaison Lieutenant within Patrol Division
- Central Patrol Division Coordinator
- Uniform Committee Chairman
- Meritorious Conduct Board Chairman
- Valley Metro Light Rail Safety Committee Member
- Coordinate Red Ribbon Week Activities
- Mesa Homeless Population count coordinator
- Mesa Police Department Historical Book Committee Chairman
- Mesa Police Commemorative Badge committee
- Six Sigma process improvement team leader-Superstition Division
- Mesa Police Uniform Patch re-design Chairman
- Police recruiter and background investigator

1994–1997**Police Sergeant****Mesa Police Department****Mesa, AZ**

- Supervisor of patrol squads
- Criminal Investigations Sergeant responsible for Eastside burglary unit
- and all Crime Free Programs within the City of Mesa
- Police Recruiter and Background Investigation
- Academy Instructor

1988–1994**Police Officer****Mesa Police Department****Mesa, AZ**

- Patrol Officer
- Crime Scene Officer responsible for processing crime scenes
- Traffic/Motor Officer assigned to enforce traffic laws
- Field Training Officer assigned to train new recruits
- Police Recruiter responsible for testing and investigating applicants

1987-1988

Evidence Technician

Mesa Police Department

Mesa, AZ

- Impounded and sorted various pieces of criminal evidence
- Completed operations manual for Evidence personnel
- Instructor of academy in evidence procedures

1985-1987

Reserve Deputy Sheriff

Maricopa County Sheriff's Office

Phoenix, AZ

- Solo status reserve Deputy working within County beats

EDUCATION

1980-1983	Mesa College Grand Junction, CO A.A., Business Administration
1984-1986	Arizona State University Tempe, AZ B.S., Business Administration and Personnel Management Arizona State Teacher Certification Program
1996-1998	University of Phoenix Phoenix, AZ M.A., Organizational Management
1998-1999	Arizona State University

Tempe, AZ
Certified Public Manager Program

2008	International Association of Chiefs of Police Phoenix, AZ Leadership in Police Organizations Training Course Leading By Legacy Program
2011	International Association of Chiefs of Police Portland, OR Leading By Legacy Program
2011	Northwestern University Evanston, IL Certificate for School of Police Staff and Command
2018	FBI – LEEDA Trilogy Program for Leadership Command Leadership Executive Leadership (Scholarship) Trilogy program

COMMUNITY INVOLVEMENTS

- Current Board Member and Vice President for the Rittenhouse Ranch on the Creek Homeowners Association
- Past member of Design and Review Committee for Superstition Springs Homeowners Association
- Research and implement speed humps throughout the Valencia Groves subdivision as a homeowner
- Mesa Homeless Population Count
- Coordinator for Red Ribbon Week activities at Queen of Peace Elementary School
- School Board Advisory Member for Queen of Peace Elementary School 2001-2003
- Museum of Military History-Board Member
- O'Connor Elementary School advisory board member
- Nogales Rotary Club member
- Nogales Unified School District Anti-Bullying Task Force Board Member
- Southern Arizona Law Enforcement Executive-Board Member
- International Association of Chiefs of Police-Member
- National Police Chief Association-Member
- Police Executive Research Forum-Member
- COPS Procedural Justice for Communities 2018
- Rittenhouse on the Ranch HOA- Board Member 2017/2018

- Participation in PRIDE events
- Instructor for the Holocaust Museum
- VFW applicant for Auxiliary membership in Bethel, AK

POLICE AWARDS

- Medal of Distinction-Pinal County
- Medal of Excellence - CALEA
- Medal of Excellence – Honor Guard
- Medal of Excellence – ALEAP Accreditation AJPD
- Chief’s Certificate of Commendation AJPD
- Life Saving Medal
- 2 Commendations
- 3 Unit Citations
- Departmental Citations

REFERENCES

Caesar Parada
Council Member Ret.
City of Nogales
777 N. Grand Ave.
Nogales, AZ 85621
(520) 313-4838

Chris Vasquez – Chief (Ret.)
City of Eloy Police Department
630 N Main Street
Eloy, AZ 85131
(520) 466-7324

Victor Heatherington
Nogales Police Department
777 N. Grand Ave.
Nogales, AZ 85621
(520) 313-0112

Mr. Joel Stern
City of Apache Junction
300 E. Superstition Blvd.
Apache Junction, AZ 85119
(480) 474-5104

Mario Morales – Chief Deputy
Santa Cruz County Sheriff's Office
2170 N Congress Dr.
Nogales, AZ 85621
(520) 761-7869

Stephanie Jewell - Sergeant
City of Apache Junction Police Department
300 E. Superstition Blvd.
Apache Junction, AZ 85119
(480) 982-8260

Timothy Zehring
Business Consultant
Creator of Crime Free Programs
Higley, AZ
(480) 332-9929

Janine Shablow
Administrative Assistant
300 E. Superstition Blvd.
Apache Junction, AZ 85119
(480) 528-1501

City of Bethel Employment Application

Position Applying For:	Director of Public Safety
How did you find out about the vacancy?	J Kirkham

Contact Information

First Name	JEFFREY
Middle Name or NMI if none	SCOTT
Last Name	KIRKHAM
Mailing Address	
City	Bethel
State	AK
Zip	99559
Primary Phone	
Alternate Phone	
Email Address	jkirkham@cityofbethel.net

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 Director of Public Safety
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	English

in?

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 - Saturday - Sunday - Other
Define Other	AS required
Are you willing to accept shift work, if required?	Yes
Are you willing to work on-call when off-shift or on weekends, if required?	Yes
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?	09/09/2025

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
Mesa State College

School Location
Grand Junction, CO

Major/Course of Study
Business Management

Did you complete the program?
Yes

Degree/Diploma Earned

Associate of Arts

ii. School Name

Arizona State University

School Location

Tempe, Arizona

Major/Course of Study

Business Management

Did you complete the program?

Yes

Degree/Diploma Earned

Bachelor of Science

iii. School Name

University of Phoenix

School Location

Phoenix, Arizona

Major/Course of Study

Organizational Management

Did you complete the program?

Yes

Degree/Diploma Earned

Master of Arts - Organizational Management

iv. School Name

Northwestern University

School Location

Evanston, IL

Major/Course of Study

Law enforcement Executive Training

Did you complete the program?

Yes

Degree/Diploma Earned

School of Police Staff and Command

Driver's License Information

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

Yes

State/Class

AK

License Number

[REDACTED]

Expiration

09/26/2032

Certificates & Licenses

Enter Certificates & Licenses

i. Type

Law Enforcement Certification

Date Issued (Month/Year)

05/1985

Expiration Date (Month/Year)

09/29/2026

License Number

N/A

Issuing Agency

State of Arizona

Work History

Do you have previous work history?

Yes

Employment

i. Date From:

04/15/2025

Date To:

Current

Employer

City of Bethel

Position Title

Address

157 Salmonberry Street

City

Bethel

State

AK

Company Website

Bethel Police Department

Phone Number

9075450169

Supervisor's Name

Lori Strickler

Supervisor's Title

City Manager

Hours Worked per Week

40+

Monthly Salary

10,400

Duties

Supervision and management of police and Fire for the City of Bethel.

Reason For Leaving

N/A

ii. **Date From:**

09/15/2023

Date To:

04/01/2025

Employer

Gila River Gaming Commission

Position Title

Gaming Inspector

Address

5350 N 48th St Ste 305

City

Chandler

State

AZ

Company Website

<https://gaming.az.gov/tribal-gaming/casino-tribal-gaming-offices>

Phone Number

(520) 796-7164

Supervisor's Name

Daniel Williams

Supervisor's Title

Gaming Commission Lead

Hours Worked per Week

40

Monthly Salary

4,900

Duties

Gaming Commission Inspector for four casinos owned by tribal government. Investigate counterfeit currency use, gaming violations of compact.

Reason For Leaving

Return to Law Enforcement

iii. Date From:

06/01/2014

Date To:

09/29/2023

Employer

City of Apache Junction Police Department

Position Title

Police Commander

Address

1001 N Idaho Rd.

City

Apache Junction

State

AZ

Company Website

<https://www.apachejunctionaz.gov/112/Police-Department>

Phone Number

(480) 982-8260

Supervisor's Name

Johnny John

Supervisor's Title

Assistant Chief

Hours Worked per Week

40+

Monthly Salary

11,250

Duties

Commander over a division within the police department. Acting Chief during Chief absence. Budget, personnel management, facility operations, Communications center manager, Records Management.

Reason For Leaving

Retirement

iv.

Date From:

02/01/2010

Date To:

06/01/2012

Employer

City of Nogales Police Department

Position Title

Police Chief

Address

777 N. Grand Ave.

City

Nogales

State

AZ

Company Website

<https://www.nogalesaz.gov/npd/police-department/>

Phone Number

520-287-6571

Supervisor's Name

Shane Dilly

Supervisor's Title

City Manager

Hours Worked per Week

40+

Monthly Salary

7,500

Duties

Chief of Police for community with 20,000+ population. Responsible for budget, personnel, and equipment for 100 person department.

Reason For Leaving

Moved closer to family

v. Date From:

09/01/1987

Date To:

09/29/2009

Employer

City of Mesa Police Department

Position Title

Police Lieutenant

Address

130 N. Robson

City

Mesa

State

AZ

Company Website

<https://www.mesaaz.gov/Public-Safety/Mesa-Police>

Phone Number

[REDACTED]

Supervisor's Name

GT Fowler

Supervisor's Title

Assistant Chief

Hours Worked per Week

40+

Monthly Salary

10,000

Duties

Division shift commander. Patrol operations, accreditation, professional standards and policy, criminal investigations. Supervision of various shift personnel up to 200 personnel.

Reason For Leaving

Retirement

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. computer skills, power point, word, excel, etc.

References

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

i. **Name**

Laura Cloward

Title

HR Director

Phone Number

[REDACTED]

Email

[REDACTED]

Mailing Address

[Redacted]

ii. **Name**

Timothy Zehring

Title

Business Consultant

Phone Number

[Redacted]

Email

[Redacted]

Mailing Address

[Redacted]

iii. **Name**

Jose Pimienta

Title

Police Detective

Phone Number

[Redacted]

Email

Unknown

The City of Bethel is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, change in marital status, physical or mental disability, political affiliation, genetic information, pregnancy, parenthood, status as a disabled veteran, or any other status or condition protected under federal, state and local laws in employment.

The City of Bethel receives grant funding from the federal government for certain programs. A condition of those grants is that the City collect demographic data on applicants to meet certain Equal Employment Opportunity Commission (EEOC) reporting requirements. The information requested follows federal guidelines for the definition of reportable gender, race and military status. Your individual information will remain confidential and is only reported in the aggregate. Your answers in this section will not be shared with the Hiring Manager, supervisor, or any individual reviewing your application for a vacant position.

What is your gender?

[Redacted]

How do you characterize your race? Hold down the CTRL key to chose more than one.

• [Redacted]

What is your military status?

[Redacted]

Certification & Signature

Please read carefully before submitting this document:

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

09/08/2025

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.

City of Bethel Action Memorandum

Action memorandum No.	25-37		
Date action introduced:	11-12-2025	Introduced by:	Lori Strickler, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Direct Administration to prepare and submit an FY 2027 Public Transportation Grant Application to fund the Bethel Transit System with a grant request of \$284,109 and a pledge of \$98,527 in local cash match from the City's planned FY 2027 Budget to cover operating costs.

Attachment(s): (1) Sample Letter from Acting City Manager committing City's cash match to grant, (2) Transit Grant Budget in grant application format.

Amount of fiscal impact:		Account information:
\$98,527	Funds to be placed in City FY 2027 Budget.	560-50-XXXX

Summary Statement

The City of Bethel has an opportunity to fund Year 18 of the Bethel Transit System. Applications for the FY 2027 public transportation grants are being accepted until December 19, 2025. The grant performance period is July 1, 2026 to June 30, 2027.

The City plans to fund the transit system by collecting \$40,000 in farebox revenue and requesting \$284,109 in operating grant funds from the State of Alaska, Department of Transportation and Public Facilities. The city pledges to provide \$98,527 in cash match.

The transit system provides 1,500-2,000 rides per month. Organizations like the Orutsararmuit Native Council, Tundra Women's Coalition, and Association of Village Council Presidents purchase monthly passes for their clients. The transit system helps employees get to work; seniors get to the Post Office, stores, and utility bill locations, and those individuals and families without vehicles to move around town.

The transit budget would fund one full-time transit manager, one full-time driver, and one part-time driver to serve the Green Route, with five-day service to 32 stops every hour. Evon Fox, Jr. has successfully managed the transit system for the last several years.

The City Manager must provide a letter for the grant application that pledges the cash match amount in advance of development of the City's FY 2027 Budget. The City will prepare its FY 2027 Budget with the grant amounts and cash match amounts described herein so that it coincides with the transit system grant application. Once the grant awards are announced by the State in May 2026, City Administration will present to Council another Action Memorandum to approve and accept the grant award and direct the City Manager to sign it.

CITY OF BETHEL

City Manager's Office



November 4, 2025

Susie Edwardson, Planner 1
Alaska DOT&PF
P.O. Box 112500
Juneau, AK 99811-2500

RE: Letter of Commitment to Provide Cash Match for SFY 2027 Public Transportation Grant Application to Fund the Operating Costs of the Bethel Public Transit System during SFY 2027.

Dear Ms. Edwardson:

Please accept this letter from the City of Bethel verifying the City's commitment to provide \$98,527 as cash match to the City's SFY 2027 Public Transportation Grant Application that is due December 19, 2025. The grant and match are intended to fund City public transit operations from July 1, 2026 to June 30, 2027.

The Bethel City Council approved Action Memorandum # XX to provide \$98,527 in cash match and support the City Administration's pursuit of transit grant funding. Bethel City Council intends to appropriate the match in its FY 2027 Budget.

If you have any questions or concerns regarding the City's cash match commitment, please contact me.

Sincerely,

Lori Strickler
City Manager
City of Bethel
300 Chief Eddie Hoffman Highway
Bethel, AK, 99559
907-543-1373
citymanager@cityofbethel.net

Agency: City of Bethel

INSTRUCTIONS: Enter all program related revenue, expenses and rides in the corresponding green cells below and answer the questions at the end. Supporting documentation for expenses listed below as additional attachments to your application is highly encouraged but not required. Explain estimates for each line item, ie. "We anticipate an annual 10% increase in Borough subsidies or a 2% inflation factor has been added to each year."

Capital Projects - If only applying for vehicle(s), the budget must still be completed for the related expenses of operating and maintaining the vehicle(s).

REVENUE	Actual SFY2025	Current Budget SFY2026	Estimated SFY2027	Explanation
FTA FUNDS				
Section 5311 Funding			\$ 284,109	
Other FTA Funding				
Tribal Transit Program				
Subtotal FTA Funds	\$ -	\$ -	\$ 284,109	
NON-FTA FUNDS				
Medicaid (50% State)			\$ -	
Medicaid (50% Federal)			\$ -	
Tribal Transportation Program (IRR/TTP)			\$ -	
Older Americans Act			\$ -	
Other Contracted Services Income			\$ -	
Local Subsidies/Match			\$ 98,527	
Donations			\$ -	
Fare Contributions				
Advertising Revenue			\$ -	
Other Income (requires explanation)			\$ -	
In-Kind Match (calculated based on in-kind expenditures)	Must have ACT approval before grant submittal			
Wages	\$ -	\$ -	\$ -	
Rent	\$ -	\$ -	\$ -	
Fuel	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	
Advertising	\$ -	\$ -	\$ -	
Other (requires explanation)	\$ -	\$ -	\$ -	
Subtotal Non-FTA Funds	\$ -	\$ -	\$ 98,527	
FAREBOX REVENUES	\$ -	\$ -	\$ 40,000	
TOTAL REVENUE	\$ -	\$ -	\$ 422,636	

EXPENSES	Actual SFY2025	Current Budget SFY2026	Estimated SFY2027	Explanation
ADMINISTRATIVE EXPENSES				
Wages/Salaries (Management Staff)			\$ 64,814	
Fringe Benefits			\$ 47,317	
Contracted Professional Services (Legal, Accounting)			\$ -	
Purchased Administrative Services			\$ -	
Cell phones			\$ 598	
Utilities			\$ 4,200	Water, sewer, trash
Insurance Premiums			\$ 12,068	Liability and vehicles insurance
Claims Payouts (Insurance Deductibles)			\$ -	
Office Rental			\$ -	
Office Equipment Rental & Repair			\$ -	
Marketing & Advertising			\$ -	
Electricity			\$ 6,000	Transit Center electricity
Materials, Supplies & Cleaning			\$ 2,000	Office paper, cleaning supplies, office items
Drug & Alcohol			\$ 1,000	
Training and Travel			\$ -	
Dues and subscriptions			\$ 300	Membership in AMC
In-kind Expenses, list:	Must have ACT approval before grant submittal			
Wages			\$ -	
Rent			\$ -	
Utilities			\$ -	
Supplies			\$ -	
Advertising			\$ -	
Other (requires explanation)			\$ -	
Other Administrative Costs (requires explanation)			\$ -	i.e. Indirect
Heating Fuel for Transit Center			\$ 15,000	
Background Checks			\$ 500	
Administration Overhead - IT			\$ 37,588	Approved by ADOT&PF, Transit Division
Subtotal Administrative Expenses	\$ -	\$ -	\$ 191,385	
OPERATING EXPENSES				
	Actual SFY2025	Current Budget SFY2026	Estimated SFY2027	
Wages/Salaries (drivers & dispatch)			\$ 94,079	
Fringe Benefits			\$ 75,241	
Purchased Transportation Services			\$ -	

Agency: City of Bethel

Licensing Fees (dispatch software, AVL software)			\$ -	
Fuel			\$ 23,000	
Vehicle repairs/supplies/parts/tools			\$ 5,000	
Vehicle/Bus Maintenance			\$ 29,431	
Facility Rental & Maintenance				
Depreciation (Non-ACT and FTA-funded Assets Only)				
In-kind Expenses, list:				
Wages				
Fuel				
Other (requires explanation)				
Other Operating Costs				
Subtotal Operating Expenses	\$ -	\$ -	\$ 226,751	
Preventive Maintenance				
Lube/Oil/Filters			\$ 1,000	
Labor for oil changes			\$ 1,000	
Subtotal Preventive Maintenance Expenses	\$ -	\$ -	\$ 2,000	
Capital Expenses				
Snowblower purchase			\$ 2,500	For use at Transit Center.
Subtotal Capital Expenses	\$ -	\$ -	\$ 2,500	If applying for capital, please consider including 10% for potential cost increases
TOTAL EXPENSES	\$ -	\$ -	\$ 422,636	
SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	

BUDGET QUESTIONS

Is the project scalable (can it be reduced in size if necessary)? ☐ Yes

If yes, specify minimum ACT funds (5311) funds necessary: \$420,136.00

Provide explanation of scalability with specific references to the budget line items above.

City of Bethel can go without snowblower, but rest of expenditures are necessary. City is running only one route, five days a week. Some people depend on the transit system to get around town and do their errands. Transit Manager Evon Fox has been doing a great job over the last three years. Evon is neat and organized. He runs a tight ship.

CITY OF BETHEL

City Manager's Office



DATE ISSUED: November 4, 2025

ATTENTION: City of Bethel Governing Body

SUBJECT: Marijuana License Retail Store #21227 Kusko Kush, Owned by Essenkay, LLC

On October 27, 2025 the Alcohol and Marijuana Control Office provided notice of a marijuana license retail store license renewal for Store #21227 Kusko Kush, owned by, Owned by Essenkay, LLC located at 781 3rd Avenue, Bethel. The City has until December 25, 2025 to protest the renewal.

In accordance with Bethel Municipal Code 5.10.020, the application was submitted for review as follows:

1. To the planning director or their designee is to determine if the applicant has complied with the conditional use provisions of the Bethel Municipal Code;
2. To the finance director or their designee is to determine whether the licensee or license transferee is delinquent in paying to the city any tax, assessment, business license fee, or fee or charge for utility service for the business and/or affiliate (as defined in 3 AAC 304.990) that operates or will operate under the liquor license;
3. Public Safety is to determine whether, in their opinion, there have been excessive calls for service, excessive numbers of convictions or arrests for unlawful activity at the license location, police or ambulance reports, reports of unlawful activity at the license location, or police, fire or ambulance dispatches to the license location.

After a review of the required items, Administration does not find the business to be out of compliance with planning requirements, business licensing, sales tax, or other fees or charges, and has not an excessive number of police for fire related calls to the location. The Administration has not found cause to protest the issuance of the renewal under BMC 5.10.020.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Strickler", is written over a faint, stylized outline of the signature.

Lori Strickler
City Manager

CC:

Kusko Kush via email: kuskokush@gmail.com



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

October 27, 2025

Licensee: Essenkay, LLC
DBA: Kusko Kush
VIA email: kuskokush@gmail.com
Local Government: Bethel
Via Email: lstrickler@cityofbethel.net; cityclerk@cityofbethel.net
Community Council:
Via Email:

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store License Combined Renewal Notice

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

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

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

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

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application

independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2025/2026 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

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

Dear Local Government:

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

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

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

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

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

Sincerely,



Kevin Richard, Director
907-269-0350

License Number: 21227

License Status: Active-Operating

License Type: Retail Marijuana Store

Doing Business As: Kusko Kush

Business License Number: 2084675

Designated Licensee: Jared Karr

Email Address: kuskokush@gmail.com

Local Government: Bethel

Local Government 2:

Community Council:

Latitude, Longitude: 60.795355, -161.761337

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

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

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

Note: No affiliates entered for this license.



Alaska Marijuana Control Board

Form MJ-20: 2025-2026 Renewal Application Certifications

Why is this form needed?

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

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

Section 1 – Establishment Information

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

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

Section 2 – Individual Information

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

Name:	Naim Sabani
Title:	Member

Section 3 – Violations & Charges

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

Initials

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

N.S.

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

N.S.

I certify that a notice of violation has **not** been issued for this license between July 1, 2024, and June 30, 2025.

N.S.

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

Initials

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

N/A



Form MJ-20: 2025-2026 Renewal Application Certifications

Section 5 – Certifications

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

Initials

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

N-S

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

N-S

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

N-S

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

N-S

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

N-S

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

N-S

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

N/A

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

N/A

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

N-S

Naim Sabani

Printed name of licensee

Signature of licensee



Alaska Marijuana Control Board

Form MJ-20: 2025-2026 Renewal Application Certifications

Why is this form needed?

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

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

Section 1 – Establishment Information

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

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

Section 2 – Individual Information

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

Name:	Jared Karr
Title:	Member

Section 3 – Violations & Charges

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

Initials

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

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

I certify that a notice of violation has **not** been issued for this license between July 1, 2024, and June 30, 2025.

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

Initials

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



Form MJ-20: 2025-2026 Renewal Application Certifications

Section 5 – Certifications

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

Initials

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

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

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

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

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

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

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

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

N/A

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

Jared Karr

Printed name of licensee

Signature of licensee

City of Bethel, Alaska

October 23, 2025- November 4, 2025

Emergency Response

As of this morning we have 247 known evacuees staying at 51 homes in Bethel.

We have communicated with everyone of the family primary contacts since Monday with the following update on support services:

- Drive Up Food Bank on Thursday
- 6 rental units available in town (the team called the registered businesses for short-term and long-term rentals and put the available one with their information into a list.
- Update on the FEMA application requirements

We have also had several direct individual support communications.

Participated in the 7 day a week 5p recap meeting to provide an update on Bethel and listen to the updates for the surrounding communities through October 31st.

Food Distribution Events:

Drive Up Food Bank Thursday, October 30th with Bethel Community Services Foundation and City Staff (left to right: Michelle DeWitt, Debbie Michael, Julie Olick, Lori Strickler, Kayla Saddler, Carey Atchak, Joe Atchak.

Food Delivery Event Friday, October 31st.

The same folks from Thursday plus, Council Member Schiedler, Council Member Conrad, staff from almost every department, Port, Planning, Public Works, Admin, City Clerk, Police, Bethel Food Bank folks assisted, as did Team Rubicon! We were able to deliver food to 207 individuals at 42 households in 1.5 hours!



We will be considering alternative distribution methods in the future to help reduce impacts to our personnel resources.

We participated in the very successful Resource Connect event held November 4th

Completed October billing for our host families, applying a credit to those families that have provided shelter support to displaced individuals. The City learned we may not receive funding reimbursements FEMA for the utility support program so will be looking to close the support at the

end of November. Fortunately, many individuals are starting to receive some relief payments from FEMA, Red Cross, and the State of Alaska.

Public Assistance Process-Administration and Jim Chevingny met with the State of Alaska Public Assistance Program the last week of October. John Sargent, Grant Manager, applied for the public assistance program, initiated through the State of Alaska but now tied to FEMA. Jim Chevingny, Finance Director, is working on getting the report together to cover the to date expenses.

General Operations

Pedestrian Safety John Sargent, Grant Manager, and Shane Iverson, Community Parks and Recreation Director, met with the City's Engineering firm DOWL to brainstorm the second layer of our pedestrian safety plan. Alaska Municipal League got a grant to do the same plan for us which was approved and funded before all of the federal cuts a number of months ago. The City's grant application got caught in limbo for about 6 months. Since both projects were funded, we are trying to blend the two together in a meaningful way.

Dredging of the River in front of Bethel- The Port Director, Ed Flores, prepared a letter which we will finalize next week. This is our first step to initiate the conversation and plan for dredging... which is expected to be a long process.

AVEC Support Letter Many of us are feeling the growing pains of Build America Buy America and all of the costly struggles that come with that provision. As requested by AVEC, we have provided the attached letter of support for their infrastructure project exemption request. Not likely to do much but it was worth a try.

Donlin Gold Administration met with GM Todd Dahlman, EA Manager Wendy Lindskoog, Coleen Laroux and Vernon Chimegalrea, with Donlin Gold on October 29th. They indicated Donlin Gold will be progressing with their development quickly -construction expected to begin in 2027. They are currently working on a financial feasibility study which they hope to have completed by the end of the year. They indicated they would like to provide a presentation to the City Council, we are looking at December 16th. Donlin Gold Email: [Permitting - NOVAGOLD RESOURCES INC.](#)

Water Treatment Plant On Friday, October 24th, that ~ 9:30p we had total pressure loss at the Bethel Heights Water Plant. Pressure was restored around 10:15p. Boil Water Notices were published after we confirmed total pressure loss at about Midnight. This followed notification of DEC of the total pressure loss and issuance of the notification certification. Bill Arnold, Public Works Director, and Administration met with LKSD and the LKSD Engineer on October 29th to discuss the cause of the pressure loss-which is still unknown.

The City's engineers looked through the City's pressure and return data and found the only strange number to be the pressure event at ~ 9:30. We are going to run a return line test with LKSD once our spare parts arrive. We have also set up a new emergency response procedure for the team.

Police Department Promotions Acting Director Kirkham completed the review and hiring of the three vacant sergeant positions with the following individuals promoted to SGT:

- Taylor Saulters
- William Charles
- David James

Acting Director Kirkham has accepted the position of Director of Public Safety and is awaiting Council confirmation scheduled for November 12, 2025.

Sales Tax-Administration and the Finance Director attended the AML Sales Tax Conference to learn more about the sales tax standards in Alaska. We will be preparing and presenting some code amendment as a result of the conference.



City of Bethel

Finance Department

PO Box 1388

Bethel AK 99559

(907) 543-1376 / (907) 543-3817 (fax)

www.cityofbethel.org

DATE: November 3, 2025

TO: Lori Strickler, City Manager

FROM: Cindy Sharp, Deputy Director of Finance

SUBJECT: Monthly Manager Report

Utility Billing has been busy with Typhoon Halong-Making sure people housing evacuees have enough water. It is Fall so we have a lot of changes to people's accounts. 102 delinquent notices were sent out.

Sales tax has been busy sending out notices for the new plastic bag ordinance. He has been reaching out to different businesses and working with them to get them current. FY24 Audit is in process.

Payroll/Accounts Payable: We are training Jocelyn, our new A/P person as well as Anjelika who started on Monday November 3rd.

Finance Committee

The Finance Committee did not have a quorum.



City of Bethel

Finance Director

PO Box 1388

Bethel AK 99559

(907) 543-1376 / (907) 543-3817 (fax)

www.cityofbethel.org

DATE: November 3, 2025

TO: Lori Strickler, City Manager

FROM: Jim Chevigny, Director of Finance

SUBJECT: Monthly Manager Report

- The semi-annual debt payment to the Alaska Municipal Bond bank was paid. The annual principal payment of \$220,000 reduced the balance to \$480,000. Semi-annual interest was also paid in the amount of \$17,500.
- The interest-bearing accounts are TVI @ \$16,653,872 and AMLIP @ \$3,980,859. Wells Fargo accounts total \$3,341,396.
- Our past due Ambulance billings are in process of being collected. I have been in close contact with the EMSMC rep and per Medicaid rules we are allowed to recover amounts dating the previous 12 months. They have been supplied the necessary information and are applying for Medicaid payments from October 2024 forward.
- Several proposed Ordinances have been reviewed, researched and comments submitted.
- The Mobile Equipment portion of the City's assets has been updated with the Dept Heads and have changes submitted to our insurance broker. The list now has accurate information, including department and description.
- Northern Contractors was selected to level the Courthouse and City Hall. I have been in close contact with their owner ensuring the project progresses timely. The City's bunkhouse was cleaned and ready for their use, janitorial implemented and an F-150 crew cab supplied for their use. They began the project October 27th and the daily room rate (\$200) and vehicle rate (\$175) will be totaled and deducted from their final invoice.
- The title for the ANC GMC SUV was located and its' sale is in progress.
- The inspection of the police depts' water filtration system by Mat-Su Water was coordinated with the PD. It was inspected in early October and the detailed repair estimate is to be received.
- I met with a partner of our CPA firm, Altman Rogers, and we reviewed the 2023 audit report in order to understand the detail of each fund. I will be following up with him for additional information as needed.
- The long-time Kenworth rep who has managed the City's account since we changed from Mack trucks was contacted, regarding the feasibility of adding a smaller truck that would not require a CDL. This is to address the constant shortage of CDL drivers which also results in excessive overtime in that department, a significant cost to the City. This

effort is ongoing, yet at this time may require further discussion and possibly a test vehicle , as none of the components are used in our current Kenworth fleet: The engine, transmission and rear end are all different, requiring additional parts inventory and training for the V&E crew.

- Met online with the US DOE – Indian Energy Policy and Programs group together with ANTHC, ONC and John Sargent to initiate a report to estimate the cost of a detailed study for establishing an Independent Power Producer in the Bethel area for a solar farm. This is the same group who were successful in funding the Bethel wind turbine several years ago and in 2024 approving \$3.35MM for a solar farm in Kotzebue. The ANTHC staff in the meeting are the report writers and they expect to produce the report by year end.
- Received a request for sales tax reimbursement from a Bethel company that overpaid their sales tax. I communicated with their owner rep and requested the needed information and documents to audit and verify their request, which they provided. Their request was accurate and the refund was approved and completed in October.
- Attended the AML ARSSTC sales tax conference in Anchorage from 10.20-10.23 and can verify it was a very educational. There was quite a bit of useful information that will be implemented by the City. I met with Clinton Singletary, the ARSSTC Director, and discussed several issues that he agreed to follow-up on behalf of the City. I held a meeting with the VP of Sales Tax for North America and the Manager of Public Policy of for Airbnb who provided useful information concerning the City's Short Term Rental tax that can be collected by Airbnb as a remote seller. This is in process with ARSSTC to establish a program yet there may be an opportunity to add Bethel sooner now that the introduction is in place.
- Another vendor that co-sponsored the conference with Airbnb, Avalara, is a major sales tax software company providing updated tax information to companies throughout the US. She provided useful information concerning how their software works with thousands of resellers together with 3 other software companies in that industry. I will be able to contact her with questions about the systems as they arise.
- Reviewed the ARSSTC line-item monthly report for resellers that need to be followed up with. In the case of Walmart, as an example, Clinton has been in contact with them.
- Attended the online meeting with the SOA Division of Homeland Security and Emergency Management, where their reps gave a presentation that was very thorough (2+ hours). It detailed what they can provide, how they interact with FEMA, the forms necessary for any reimbursement and the people who serve as our points of contact going forward. I have completed several informational forms and will assist in compiling the information needed for reimbursement.

MEMORANDUM

DATE: November 4, 2025

TO: Lori Strickler, Acting City Manager

FROM: John Sargent, Grant Manager



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

Grant/Loans Activated

Safe Streets for All Grant

The City of Bethel signed the grant agreement that provides \$52,800 in grant funds and requires \$13,200 in match funds to have DOWL produce a Safety Action Plan for Bethel. Alaska Municipal League also produced a draft Safety Action Plan for Bethel as part of a grant AML received, but there are gaps that the DOWL plan will address.

State Revolving Fund Loan – Sewer Haul Truck

The City signed an SRF loan agreement with the State of Alaska that provides a 100% forgivable loan for \$315,009 to purchase one sewer haul truck.

Grant Applications in Preparation

EPA Grant for Removal of Derelict Vessels

The City is working on a Memorandum of Understanding with Joe Dale for the use of his property on the Kuskokwim River that would be conducive to cutting up one or more of the barges removed from Steamboat Slough and shipping the pieces downriver by barge. The City is close to being approved by EPA to start spending some of the funding prior to full approval once EPA reviews and approves the City's environmental review form response.

Alaska Community Transit Operations Grant FY 2027

The Alaska Community Transit Operations Grant for next year is due December 19, 2025. The City is planning to maintain its current operation schedule and personnel.

Recreational Trails Grant

The City is pursuing funding for the YKHC-City Subdivision Trail that will go from the YKHC campus to the City Subdivision and avoid the highway. This will be a gravel trail with some culverts in place to facilitate water movement.

Grant Applications Submitted

State Revolving Fund Loan Applications

I am working on three SRF Questionnaires for water and sewer projects with the goal of securing a forgiveness amount for each:

1. Structural survey of Bethel Heights Water Treatment Plant
2. Backwash tank replacement at Bethel Heights Water Treatment Plant (revision)
3. Water and Sewer truck operations center (storage facility)

Grant Administration

Safety Action Plan

DOWL's transportation planners held a meeting with City administrators to move forward on preparing a Safety Action Plan that meets the federal Department of Transportation's requirements and will help the City be able to use the plan as a basis for requesting additional capital grant funds. Examples of likely recommendations are brighter streetlights, additional streetlights, and improved pedestrian pathways.

EPA Earmark Grants in Limbo

The federal government shut-down is impacting the City of Bethel's \$5 million grant from EPA to assess, remove, and recycle abandoned barges in Steamboat Slough. The EPA contacts are currently incommunicado. The City also received notice of a federal earmark award for approximately \$70,000 to purchase security cameras and a card reader system for the police system, but has not new information on this award.

Current Grants

See list on following pages.

City of Bethel Current Grants - November 2025

#	Grant	Amount	Expiration
1	Coronavirus Capital Project (CCP) Fund	\$ 9,000,000	12/31/2026
	City of Bethel spent \$3,215,040 of the grant funds thus far and has a balance of \$5,784,960 left to spend. The grantor is using the new DCRA Grant Portal website to manage this grant.		
2	Denali Commission Grant	\$ 500,000	9/30/2026
	Design and construction of Bethel Multiuse Community Center (gym, computer facilities).		
3	CSP - DHSS FY 2025	\$ 242,311	6/30/2026
	City submitted a new grant budget to accommodate for the State's one-time grant reduction from \$323,081 to \$242,311 for FY 2026. The State also increased the City's match requirement, but the in-kind expenditures used to operate the Dispatch Center are more than enough to cover the match.		
4	23SHSP-GY23 – Virtual Simulator & Fencing	\$ 268,000	9/30/2025
	Final Report for this grant in process. The City was able to purchase and install security fencing around the City Subdivision Water Treatment Plant and purchase one VR shooting simulator for use		
5	Designated Legislative Grant > Dust Control	\$ 1,200,000	6/30/2029
	City of Bethel purchased one hydroseeder and hydroseed supplies. They were delivered.		
6	State and Local Cybersecurity Grant Program (SLCGP)	\$ 75,000	12/31/2025
	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 in a succeeding year.		
7	VSW Capital Improvement Project Grant	\$ 13,860,000	
	DOWL completed the Design Analysis Report, the document done prior to the 35% design. The City was awarded \$4,060,392 in additional funds to cover upcoming year expenses.		
8	Last Frontier Housing Initiative	\$ 5,000,000	12/31/2026
	The low-income housing project and City professional housing project are proceeding rapidly. Ted Stinson with UrbanKNKT, LLC is substantially done with his project. Kuqo Construction is finishing up the professional housing units they are constructing in City Center.		
9	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.		
10	Safe Streets 4 All Grant	\$ 52,800	11/8/2026
	The City of Bethel signed the grant agreement. City met with DOWL transportation planners to lay out a plan for development of safety action plan.		

11	Justice Assistance Grant (JAG)	\$ 11,116	3/31/2026
The City asked for an extension on this grant in order to complete the project with funds from a federal earmark for the same purpose. Senator Murkowski's office announced that the City's request for \$70,000 was approved for this camera/card reader purchase. No JAG funds have been spent to date.			
12	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). Parks and Rec. Director assumed role of Project Manager for this grant.			
13	Rasmuson Foundation Grant	\$ 250,000	1/31/2026
This grant will cover part of the cost of constructing a new animal shelter in Bethel, once construction initiated.			
14	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. FY 26 grant began July 1, 2025 and will run until June 30, 2026.			
15	QFC#2 Lift Station Improvements - SRF Loan /100% forgiven	\$ 975,000	TBD
Required environmental review form and SHPO letter.			
16	Bethel Heights Water Treatment Plant Automation - SRF Loan	\$ 1,418,000	TBD
100% forgiven. Required environmental review form and SHPO letter.			
17	City Subdivision Water Treatment Plant Automation - SRF Loan	\$ 1,369,000	TBD
100% forgiven. Required environmental review form and SHPO letter.			
18	Purchase of One Sewer Haul Truck - SRF loan /100% forgiven	\$ 315,009	TBD
Loan agreement signed. Truck being ordered.			

Total \$ 34,804,587



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907- 543- 2047

DATE: October 30, 2025

TO: City Manager

FROM: Human Resources

SUBJECT: Monthly Manager Report

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

Recruitment and Hiring

The City received 35 applications this month. The Dispatcher vacancies have been filled as well as those for CSO. Two additional Police Officers are in the background stages and will fill those vacancies.

Employee Training

Employees have begun training assignments related to HR issues – workplace violence, bullying and harassment, in particular. Completion of these courses will allow the City to claim premium credits towards our liability insurance premium with APRA.

Managers will be assigned additional supervision and management courses, and PW supervisors will be advised on how to log safety meetings to increase our credit options.

Compensation and Classification Study RFP

The RFP is completed and undergoing final review. The study encompasses a review of the City's current job descriptions, organizational structure (to allow for advancement), and pay compensation. Results of the study will be a key component in 2026 negotiations with the Union for a new three-year contract.

Employee Handbook Update

A draft of the revised Employee Handbook has been submitted to the City Manager for review. The current Handbook was initiated in 2015 as a "best practice", as recommended by APEI – our liability insurance carrier at the time, now APRA. APEI's human resource and legal team endorsed the 2015 version as it was presented to Council for adoption. The intent at the time was to:

1. Replace multiple standalone policies with a single, comprehensive guide to personnel rules and workplace expectations.

2. Reduce potential liability for the City by simplifying and generalizing certain practices, eliminating burdensome policy requirements, and preventing outdated policies from remaining in effect.
3. Identify policies that are required by specific grants or programs (federal transit and CDL driver requirements) and those that express the City's official public position (Release of Information, Social Media presence, and City Vehicle Usage).
4. Support a shift toward documenting day-to-day operations and practices through procedures, which offer greater flexibility and do not require City Manager or Council approval.

The 2025 version has incorporated all the changes in personnel law since 2015. HR is also looking at creating a live, online version that will allow for more timely updates and notifications.

Workplace Safety, Injuries and OSHA Notifications

No new workplace injuries were reported during the month of October.

Ongoing and Future Projects

- Updating classification and compensation data.
- Job Description review and updates.
- Updating the Employee Handbook, last adopted by City Council in 2015.



City of Bethel

October 31, 2025

FROM: Planning Director

TO: Lori Strickler, City Manager

SUBJ: Planning Director's October 2025 Report

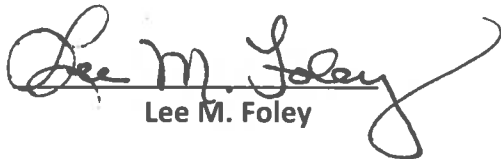
October 2025 Events

- **Planning Commission:** The Commissioners conducted a public hearing for a CUP application submitted by Kuqo Construction. One individual appeared on People to be Heard and offered positive comments. After presentations by Mario Kuqo and myself, the Commissioners felt they needed more information concerning that portion of the CUP application that addressed access and egress to the property before a determination was made. In a follow-on meeting between the City Manager and the Planning Commission Chair, the City's position on not allowing a permanent easement for allowing access to the property was explained in depth. The Chair then notified Mario Kuqo that access from Akakeek was a non-starter and recommended he contact Planning to discuss a plan going forward. Subsequently, the CUP application was withdrawn on October 27, 2025. ***No discussion on nuisance properties was conducted.***
- **YK Fitness Center Gym Expansion:** The project is in a "pause" mode for a month or so. Materials and equipment have been/are being staged onsite. STG is preparing for the pole drilling sometime in December 2025/ January 2026.
- **Database Tracking Table:**

Residential Site Plan Permits	Received this Month 1	Total Received for Year 40	Total Approved for Year 40
Commercial Site Plan Permits	0	11	11
Conditional Use Permits	1 (Withdrawn)	3	2
Variances	0	0	0
Zoning Amendments	0	1	1
Plats	0	3	3

Summary Statement: The nuisance property spreadsheet continues to be updated with information from community residents and Planning personnel.

- **Abandoned and/or Junk Vehicles:** Tagging vehicles for towing by the Planning Department is temporarily in abeyance while a new system for processing is determined by the Acting Public Safety Director.
- **Vacancies:** Fully staffed.
- **Other Events:** City personnel have been actively involved in supporting the needs of evacuees from the villages destroyed by Typhoon Halong. Concurrently, the City is conducting an assessment of any damage to our facilities in Bethel.
- **Large Projects:**
 1. **Ptarmigan Street Encroachments:** The Middlebrook encroachment at 412 Ptarmigan has been resolved by all parties and the building causing the encroachment will be moved asap.
 2. **Ptarmigan Street Culvert Replacement:** Project slated for completion in 2026.
 3. **City of Bethel Professional Housing Project:** No updates.
 4. **Hazard Mitigation Plan:** Gave a brief presentation of the City's Hazard Mitigation Plan and the progress of the update project to the Regional Resource Coordination Committee. At their request, I had them added to the stakeholder list.
 5. **Map Highlighting All City-Owned Properties:** Collection of data pertinent to this project continues.
 6. **Nuisance Abatement:** Properties at 1119 Naun Raq, 455 Ridgecrest Drive, and 410 Owl Street have been identified for submission to the Planning Commission recommending they be sent to the City Manager for consideration as properties for a future Abatement Hearing.
 7. **Blue Sky Replat:** Planning reviewed the initial submission and noted some information had not been included. Accordingly, we reached out to Mike Horne and asked him to include the missing data.


 Lee M. Foley

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: October 2025 Managers Report

- **Small Boat Harbor**

October is the last operational month for the Small Boat Harbor. That being said we did see a decrease in permit sales. We successfully shut down the harbor with a very limited workforce. We will be modifying the steel floats this winter to connect with our new floats that we had purchased this last summer. We are currently selling long term parking permits for the winter time. We just started on the winter permits on the first of the month. We currently have roughly 20 vehicles in the harbor as of the first. We are looking to either shrink that number or get them signed up for long term parking. We will continue to tag and monitor the vehicles currently in the harbor.

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

City Dock and Beach 1 were busy last month. As it is the last operational month of the calendar year. We welcomed 13 mainline boat & barge sets. We currently have approximately three additional companies that will be storing freight with us over the winter. This is a little more than we usually have, but I think we will still have adequate room for the springtime. We currently have nine boats and two barges on the beach that will be here all winter. The Petro Port as well has been busy delivering the rest of the petro before freeze up. Between the three petroleum companies here, they brought in just over four million gallons last month.

- **Port Office**

The port office is running well. We have no issues with building. Building Maintenance continues to do their morning checks on the building, with no problems.

- **Admin / misc.**

All boat movements will be calculated and billed out this first week of November. We will be working on southbound freight over the next couple of weeks. Southbound freight is freight that originated in Bethel and is destined for either Anchorage or further destinations. The Port Commission did not meet in October. Our next meeting is scheduled to take place at 7:00 p.m. on November 17, 2025. At City Council Chambers. We are revamping our Facebook page to better disseminate information to the public. We are sending a letter to the USACE asking for a feasibility study to dredge the river channel in front of Bethel. That letter is attached to this report.

Description	Issued Prior Month	Total this Calendar Year
Number of Small Boat Harbor Permits Issued	0	340
Number of vehicle long-term parking permits issued.	0	8
Number of mainline vessels arriving/departing	7	48
Number of river vessels arriving/departing	13	109
Total cargo tonnage received	2,445.18 T	12,031.15 T



PORT OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Phone: 907.543.2310
FAX: 907.543.2311



November 3, 2025

Col. Jeff Palazzini
Alaska District, U.S. Army Corps of Engineers
ATTN: CEPOA-PM-C
P.O. Box 6898
Joint Base Elmendorf-Richardson, AK 99506-0898

Dear Sir:

This letter is to request the assistance of the U.S. Army Corps of Engineers under Section 107 of the 1960 River and Harbor Act, as amended, in the construction of a small navigation project at the Kuskokwim River in Bethel, Alaska.

Bethel, AK, sits on an oxbow off the main Kuskokwim River. This oxbow is filling in with sediment and chinking off the navigable channel for barge traffic. For the last 15 years, freight barges coming to Bethel must back out of the oxbow the same way that they enter. The filling in of this part of the river has blocked off the upstream exit back to the main channel. And in the last five years, freight companies have not traversed the downriver side of the river if a petroleum barge is docked at the petroleum port. This hinders the company's ability to safely reach the Bethel City Dock to deliver freight, hauling supplies, & Heavy Equipment, not just for the residents of Bethel but also for the Delta.

It is understood that, if the study indicates a project with a federal interest is likely, the City of Bethel would be required to enter into a contract to pay half the cost of the feasibility study after the first \$100,000. Furthermore, if it is deemed feasible to develop a navigation project in Bethel, AK, the City of Bethel would agree to provide the local cooperation and cost-sharing as prescribed by the Secretary of the Army.

Thank you for considering this request.
Please contact if needed for further information.

Edward Flores
(907)543-2310
eflores@cityofbethel.net

Sincerely,

Edward Flores
Port Director

"Deep Sea and Transportation Center of the Kuskokwim"



CITY OF BETHEL
POLICE/FIRE
DEPARTMENT OF PUBLIC SAFETY

MONTHLY REPORT
October 2025

POLICE

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Community Safety Patrol	2	2	2
Community Service Officer	2	0	2
Evidence and Record Custodian	1	1	
Administrative Assistant/Taxi Inspector	1	1	
Dispatcher	6	4	2
Dispatch Supervisor	1	1	
Command Personnel	2	1	1
School Resource Officer	1	0	1
Peace Officers	17	15	2
Support Services Manager	1	0	1

Police Officer vacant positions are the school resource officer, and 2 officers for patrol. Offers of hire were extended to 2 applicants

3 Sergeant vacancies were filled with promotions effective November 3rd and November 17th.

We have made offers of employment to two dispatchers and 2 CSOs.

2 personnel are attending the Police Academy in Fairbanks with graduation at the end of January 2026.

5 personnel will be scheduled for the reciprocal academy in Sitka in November/December for 2 weeks. It is anticipated that all Bethel police personnel will be certified fully by the end of April 2026. This does not include any new hires unless already Alaska certified.

Operations:

	September 2025	October 2025	Difference	Year to Date
Calls	913	1170	+257	10341
Assault	34	42	+8	504
Intoxicated Pedestrian Calls	158	198	+40	1922
Driving Under Influence Calls	9	14	+5	146
Domestic Violence Calls	10	17	+7	129
Animal Calls	15	19	+4	252
Animal Bite Reports	1	2	+1	11
Sexual Crime Reports	7	4	-3	63
Death Investigation Reports	1	1	0	6
Traffic Accidents	8	11	+3	100

Assignments:

Acting Chief Kirkham accepted the offer to become Director of Public Safety (Police Chief/Fire Chief)

Sergeant Promotions: William Charles, David James, Robert Saulters

Community Outreach:

On-going meetings with ONC concerning forming a coalition of resource organizations to work towards campaigns dealing with:

1. Suicide prevention
2. Sexual Assault
3. Domestic Violence
4. Alcohol/Drug Use

Obtained assistance from VFW for the Bethel Police Shop with a COP program and Patrol Santa program.

Working with AST and YKHC to host “Coffee with a COP” mid-November.

Chief Kirkham attended Calricaraq Indigenous Health and Wellness Training. The training was well received, and Chief Kirkham was the 1st Chief to attend the training. He has committed to working with the trainers to bring the program to all bethel police and fire employees.

Chief Kirkham met with Jen Winkelman the Alaska Commissioner of Corrections.



Chief Kirkham attended the VFW Auxiliary dinner thanking the local National Guard Personnel for their efforts after the disaster affecting regional villages.



Attended school for Anti-bullying lesson with kindergarten students.



Halloween “Trunk or Treat” 2025



Bethel Police Department | P.O. Box 809 | 157 Salmonberry Rd. | Bethel, Alaska 99559
Telephone 907-543-3781 | Fax 907-543-5086 | www.cityofbethel.org

FIRE

October Calls

Total calls: 220

Fire Calls: 28

EMS Calls: 192

Most fire calls were lockouts both car and house and false alarms made up most fire calls. Typhoon Halong added a significant jump in fire calls from structural collapses, to downed power lines. There were more malicious calls/intentional false reports recently as well.

Notable Fire Calls

On 10/12/2025 at 15:30 Crews responded to a report of a house that had fallen off its foundation. Crew found the house to be shifted off the stilts it was on and there were no injuries reported. Crew then disconnected power to the residence and evacuated the occupants after retrieving necessary supplies. Crew then cleared the scene with no injuries reported.

Notable EMS Call

On 10/10/2025 T1 and M5 responded to a report of a vehicle crash on state Hwy near the airport. M5 observed the driver pulseless and apneic in the driver seat, no other injuries to other occupants were reported. CPR was initiated and transport was delayed due to the ambulance being stuck in mud and 4wd non-operational. CPR and ALS cardiac arrest management were initiated throughout transport and enroute to YKHC ER. The pt was pronounced deceased after arrival to YKHC ER.

On 10/26/2025 at 09:10 AM M6 responded to a report of a 2-month-old not breathing, upon arrival BPD officers had initiated CPR and handed care over to EMS, BFD performed CPR and ventilations with o2 therapy with immediate transport to YKHC ER. The patient was reported deceased after YKHC ER tried lifesaving measures shortly after. BPD and BFD were debriefed and provided mental health guidance after the call, Chaplain Claypool was available as well for resources regarding mental health.

Most other calls were alcohol related.

Sobering Center calls: 6

Winterhouse Calls: 14

Staffing

Career Staffing. 10 out of 11 positions filled all shifts now have 3 per shift (1 Lt 2 FF/EMT Plus captain on day shift) Admin assistant position still vacant.

Volunteering staffing. volunteers 39

EMT 2 class is the next upcoming class scheduled for November 17.

Halloween Haunted house was successful the community seemed to thoroughly enjoy the festivities.



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: 10.31.2025
TO: City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: Where currently on Scheduled with our Water & Sewer routes. We had 83 extra calls this month & a few trucks break down due to wear and tear. No Accidents to report this month Currently 4 Full-time and 8 Temp Drivers on staff.

Utilities Maintenance:

Built and replaced school water pipe in Heights Water plant. Installed flow meter in Heights Water Plant. Replaced four Razor pumps in lift stations. Replaced floats in lift station. Delivered 25 Glycol drums to the City Sub Water Plant. Located and repaired Glycol leak on Napakiak road. Replaced leaking valve on Arctic water line. Flushed several Wastewater lines. Answered numerous red-light alarms. We received and stored 12 Razor pumps in preparation for replacements.

Property Maintenance:

Pool Building	
3-Oct	Pick up pump at Lyndon
22-Oct	Insert Styrofoam to block outside air to boiler room
24-Oct	Change flame amplifier on boiler 2
30-Oct	Move hoist to pool pump room. Prepare for pump swap out
Public Works Building	
8-Oct	Work on middle overhead door to place back in tracks

8-Oct	Work on northside overdoor to brace rails
16-Oct	Work on middle rollup door
20-Oct	Drop off truck to Johnson Controls
20-Oct	Work on Boiler B
21-Oct	Work on boiler B
21-Oct	Filter waste oil
22-Oct	Shut water to line by Northside door and drain any water in line
23-Oct	Shovel snow
24-Oct	Pickup truck at airport
30-Oct	Repaired wire southside overhead door
City Hall	
1-Oct	Move desk in payroll office to allow access to thermostat. Check heat in office next door
15-Oct	Remove waste heat lines
23-Oct	Shovel snow
30-Jan	Adjust door to DMV
Fire Department	
16-Oct	Work on Bay 1 overhead door
Police Department	
20-Oct	Work on Boiler PD shop
27-Oct	Work on overhead door for wash bay
Bethel Heights Water Plant	
9-Oct	Repair lock on front double doors
15-Oct	Replace core on single door with correct core
28-Oct	Turn on large boilers A and B
City Sub Water Treatment Plant	
1-Oct	Work on heat exchanger
Courthouse Building	
1-Oct	Reset power to DA office loss due to space heater plugged in
3-Oct	Check thermostat settings in building
6-Oct	Replace ballast in light fixture

22-Oct	Check heating coil to Courtroom 5
23-Oct	Shovel Snow
23-Oct	Work on heat coil jury room 5
24-Oct	Repair lock on jury room 4 bathroom door
28-Oct	Make Keys for Midnight Sun
29-Oct	Work on toilet courtroom 6
29-Oct	Adjust glycol flow through jury room 5 heating coils
30-Oct	Shovel snow
Highway Lift Station	
22-Oct	Work on glycol circulation pumps
22-Oct	Add glycol to system
Teen Center	
1-Oct	Work on loop boiler B
2-Oct	Hook up fuel lines and fill with glycol loop boilers A & B
3-Oct	Work on boiler B attempt to pressurize a and b
6-Oct	Work on leaks on boilers
7-Oct	Startup Boiler B replace pump flange boiler A
8-Oct	Work on Boiler A
9-Oct	Work on boiler B
10-Oct	Work on boiler B
13-Oct	Work on boiler B
14-Oct	Work on boiler B Both boilers running
25-Oct	Locate power loss for heat trace
29-Oct	Startup B loop boiler
Dog Pound	
20-Oct	Repair lock and drop off keys for Jesslyn
24-Oct	Turn on breaker for unit heater. Someone had turned it off
LandFill	
13-Oct	Replace exhaust stack old utility maint shop
Cemetery Airport	
15-Oct	Replace flags
Cemetery City Sub	
15-Oct	Rehang sign and replace flag
22-Oct	Repair lower clip-on flag
All City Buildings	
4-Oct	Building rounds and checks
5-Oct	Building rounds and checks

11-Oct	Building rounds and checks
12-Oct	Building rounds and checks
18-Oct	Building rounds and checks
19-Oct	Building rounds and checks
25-Oct	Building rounds and checks
26-Oct	Building rounds and checks

Road Maintenance: Business as usual Bladed and built until not blade able or buildable.

Vehicles and Equipment: As usual Maintaining and repairing All city vehicles and equipment as needed.

Transit System:

October was a very busy month with the added support to the disaster evacuees when they landed are in Bethel. As for the ridership 1,169 Elders, 12 Youth, 135 Adults, 146 Disabled, and 1,493 Pass riders. So far 64 Evacuees requested for Transit passes of which 8 are Youth. 101 Day and 19 Month passes were purchased. \$1,414.00 bus fare total.

TS 1 logged 2,962 miles and used 354.107 gallons of fuel. TS 2 logged 137 miles and used 36.382 gallons.

Thank you.

Landfill & Hauled Refuse: The Landfill has been busy getting ready for winter. Hauled Refuse brought 76 loads of trash from the dumpsters. Landfill received 19 loads of trash from other city trucks, 286 loads of trash from private citizens, 2577 cubic yards of trash from commercial accounts. Landfill received 10 refrigeration units that needed the freon drained before we could dispose of them and 4 vehicles to drain oil and remove the battery before we could dispose of them. The last summer temporaries was let go as of the last day of October. Landfill is still seeking one more person with a Commercial Driver's License.

Community Parks & Recreation Report – October 2025

By: Dept. Director, Shane Iverson

YKFC Transition

- Completed transition training with HealthFitness.
- Certified 5 new Red Cross Water Safety Instructors capable of teaching swimming lessons;
 - Parent and Child, Levels 1-3
 - Pre- School, Levels 1-3,
 - Learn to Swim, Levels 1-6
 - Adult Swim, Levels 1-3

Programming & Services

- Provided services & assistance for Typhoon Halong evacuees with State of Alaska Disaster Assistance, Red Cross, and CORE. YK Lifesavers provided transportation and amenities.
- Swim & fitness lessons extended until holiday break for BYF and McCann Center.
- Open rec-swim during the 2-day, unexpected Bethel school closures.
- Kids Don't Float special events Oct 28-29 with State of Alaska DNR.

Dog Park

- City Administration reviewing Riverside Park designations, preparing Conditional Use Permit.

Facilities

- Spa pump arrived. Awaiting installation plus one day of cleaning, then we'll open it.
- Lifeguard shortage has improved. Rec-swim is available all 6 days per week. Still seeking additional lifeguards for additional resiliency.
- Parking lot lights fixed. Fire alarm system improved (needless warning was fixed)
- Completed Alaska Land and Water Conservation Grant Program post project inspections for 3 historical projects at Pinky's Park.

October Specials

- PFD Annual Membership Sale
- Challenges: Fitness Bingo, Squat-Tober, Scarecrow scavenger Hunt

Upcoming

- Nov. 11: Begin multiple Red Cross swim courses for pre-school, school age and adults (Saturday and Tuesday)
- Initiate daytime programming for K-3 kids, and strength training for individuals.
- Membership card experiment to further increase efficiency
- BLS, Basic Life Support, (CPR, AED, Airway) training for non-lifeguard staff.

- END REPORT-

City of Bethel, Alaska

City Clerk's Office

Upcoming Meetings

November 12, 2025 (Wednesday) Regular City Council Meeting 6:30 pm

December 16, (3rd Tuesday) Regular City Council Meeting 6:30 pm

Note: Due to the holiday season, there is only one Regular City Council meeting scheduled in November and December.

City Clerk's Office

- Arranging Council travel to Anchorage for the Alaska Municipal League Annual Conference and Newly Elected Official training.
- City Clerk will be on PTO from November 14-22, 2025
- City Offices will be closed on November 27-28th for Thanksgiving.
- City Clerk will be attending the Alaska Association of Municipal Clerks Conference in Anchorage from December 7-9, 2025. The Clerk will be taking part in an Election Presentation.
- Reviewed Scripts for the production of Video PSA's. Production will begin the week of November 10th.

- On October 27, 2025, the Clerk's Office received notice of a retail marijuana store license renewal application for Kusko Kush, located at 781 3rd Avenue Bethel, AK 99559.

In accordance with BMC 5.10, the application documents along with the City Manager's review statement will be provided to the City Council at the November 12, 2025 Regular City Council Meeting. If a council member wishes to protest the renewal, my office must provide the applicant with notice of opportunity to defend, at least seven days before the council's consideration of the protest. The City Council will have until December 25, 2025, to submit a protest of the license.

Task	Period Total	Year to Date Total
Passport Appointments	2	117
Burial Permits/Reservations	2	45
Notary Services	1	34
Meeting Minutes Drafted	3	27
Resolutions Drafted	-	8
Ordinances Drafted	-	3
AM/IM/Proclamation Drafted	-	21

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

Public Works Committee	3	2
Finance Committee	1	2
Ethics Board	4	1