

# CITY OF BETHEL

## City Council Meeting Agenda, February 10, 2026 – 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](http://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. \*1-27-2026 Regular City Council Meeting Minutes

### 7. REPORTS OF STANDING COMMITTEES

- 7.1. Committee/Commission Agendas And Draft Meeting Minutes

### 8. SPECIAL ORDER OF BUSINESS

- 8.1. Bethel Police Department Report 2025 (City Manager Strickler)

### 9. UNFINISHED BUSINESS

### 10. NEW BUSINESS

- 10.1. \*Introduction Of Ordinance 26-02: Authorizing The Disposal Of Property Through Lease Agreement For Teens Acting Against Violence, (TAAV), A Program Of The Tundra Women's Coalition (TWC), Pursuant To BMC 4.08.030(B), Property Disposed Of For A Necessary Public Service (City Manager Strickler)
- 10.2. \*Introduction Of Ordinance 26-03: Approving The Disposal Of City Property, Identified As Land And Building (Warehouse) Located On The Bethel City Dock, USS 3230 A&B, Block 20, Lot 3, In Accordance With Bethel Municipal Code 4.08.030 A, Disposal Of Property By Lease In Accordance

Posted February 4, 2026 at AC Co., Swanson's, City Hall, and the Post Office.

Julie Olick, Admin Assist. City Clerk's Office

City Clerk's Office Contact Information: Email [cityclerk@cityofbethel.net](mailto: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

With 4.08.030 (City Manager Strickler)

- 10.3. \*Introduction Of Ordinance 25-08(g): Amending The Adoption Annual Operating Budget For Fiscal Year 2026, July 1, 2025-June 30, 2026 (City Manager Strickler)
- 10.4. \*AM 26-03: Appointment Of Committee And Commission Members For A Term Of Three Years (Mayor Henderson)
- 10.5. AM 26-04: Confirming The City Manager's Hiring Of A Finance Director (City Manager Strickler)

## **11. REPORTS**

- 11.1. Mayor's Report
- 11.2. City Manager's Report
- 11.3. Clerk's Report

## **12. COUNCIL MEMBER COMMENTS**

## **13. EXECUTIVE SESSION**

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

## **14. ADJOURNMENT**

Posted February 4, 2026 at AC Co., Swanson's, City Hall, and the Post Office.

Julie Olick, Admin Assist. City Clerk's Office

**City Clerk's Office Contact Information: Email [cityclerk@cityofbethel.net](mailto: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 January 27, 2026 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.  
Mayor Henderson called the meeting to order at 6:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

<b>Comprising a quorum of the Council, the following members were present:</b>
City Council Member Mark Springer (telephonically) City Council Member Kelsi Kime City Council Member Greg Schiedler Mayor Rose Henderson City Council Member Pamela Conrad Vice-Mayor Teresa Keller
<b>Members Absent:</b>
City Council Member Alicia Miner
<b>Also in attendance were the following:</b>
City Manager Lori Strickler, City Clerk Kevin Morgan, City Attorney Libby Bakalar (telephonically)

**4. PEOPLE TO BE HEARD – Five minutes per person**

*Cameron Boyscout- Bethel, Alaska- Spoke about the issue of Teen Dating Violence and in support of the Proclamation for Teen Dating Violence Awareness and Prevention Month.*

*Susan Taylor- Bethel, Alaska- In support of funding the Winter shelter being open during the day, especially during the cold weather. In support of affordable housing, opportunities and training to help unhoused people in the community.*

**Item 4.1. - Written Public Comments**

*No written comments submitted.*

**5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA**

Main Motion: Approve the Consent and Regular Agenda.

Moved by: | Kelsi Kime  
Seconded by: | Teresa Keller

In favor: | Mark Springer, Kelsi Kime, Greg Schiedler, Rose Henderson, Pamela Conrad,  
Teresa Keller  
Opposed: | None  
Results: | Motion Carries

## 6. APPROVAL OF MEETING MINUTES

### Item 6.1. - \*1-13-2026 Regular 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 due to lack of quorum.

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

Community Action Grant Committee- No one present to report.

Community Parks and Recreation Committee, Vice-Mayor Keller- No meeting since the last meeting. Next meeting will be in March.

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

Public Works Committee, Council Member Kime- No meeting due to lack or quorum, next meeting is February 18th.

Public Safety and Transportation Commission, Council Member Springer- Next meeting is on February 4th.

## 8. SPECIAL ORDER OF BUSINESS

### Item 8.1. - Recognizing City Employee Years Of Service To The Community (City Manager Strickler)

*The City Administration recognized the following Employees:  
5 Years- Evon Fox, Transit Manager*

*5 Years-Edwin Havener, Landfill Manager*  
*5 Years-Quinten Tulik, Community Service Patrol*  
*5 years- William Revard, Corporal*  
*5 Years- Jackson Roberson, Sergeant*  
*10 Years- Tamara Camille, Admin Assistant for Hauled Utilities*

**Item 8.2.** - City Of Bethel Proclamation: Teen Dating Violence Awareness And Prevention Month (Council Member Kime)

**9. UNFINISHED BUSINESS**

**Item 9.1.** - Public Hearing Of Ordinance 25-08(f): Amending The Annual FY26 Operating Budget (Mayor Henderson)

*Mayor Henderson opened the Public Hearing.*

*Michelle DeWitt- Bethel, Alaska- In support of the funds in the budget amendment to extend hours in the cold weather for Bethel Winterhouse.*

*Kelli Cortemeier- Bethel, Alaska- Executive Director of Bethel Winterhouse- Appreciates everyone that is working to keep these essential services going.*

*Mayor Henderson closed the Public Hearing.*

Main Motion: Adopt Ordinance 25-08(f).

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

**10. NEW BUSINESS**

**Item 10.1.** - \*AM 26-02: Appointment Of Committee And Commission Members For A Term Of Three Years (Mayor Henderson)

*Passed on the consent agenda.*

**Item 10.2.** - Administrative Review Of Application For Restaurant or Eating Place Alcohol License Renewal #6027, UCP49 LLC, Doing Business As, UnCommon Pizza,

Located At 401 Chief Eddie Hoffman Highway, Bethel, AK 99559 (City Manager Strickler)

*Council reviewed this item.*

**Item 10.3.** - \*IM 26-01: Documentation That The Bethel City Council Received And Reviewed The Full Financial Budget Report And Water & Wastewater Activity Report For The Month Of December 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- Thanked John Hamilton for reapplying to the Finance Committee. Encouraged people to apply to be on a committee or commission. Bethel is going through another cold spell; dress warmly and protect yourself from the weather. Thanked the employees who work so hard to keep our city running. Congratulated all the K300 Dog Sled racers and Pete Kaiser for his 10th win in the Kuskokwim 300 Dog Sled Race.

Vice-Mayor Keller- No comment.

Council Member Conrad- Congratulated Cameron Boyscout for speaking at people to be heard. Thanked the City and Mayor for coming up with a way to fund Bethel Winterhouse.

Council Member Springer- On the slippery roads, drive carefully and be cognizant of the people behind you and in front of you when you use your brakes. Keep things plugged in during the cold weather.

Council Member Kime- Thanked the city employees who were recognized for their years of service. The Public Works Committee needs committee members. Will not be able to attend the next meeting due to travel. Teens Acting Against Violence (TAAV) will be sharing artwork at the first Friday SWAAG event on February 6th, as part of

Teen Dating Violence Awareness and Prevention Month.

Council Member Schiedler- No comment.

**13. EXECUTIVE SESSION**

**14. ADJOURNMENT**

Main Motion: Adjournment.

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

*Meeting ended at 7:28 p.m.*

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Rose Henderson, Mayor

ATTEST:

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Kevin Morgan, City Clerk

Minutes approved on:  
February 10, 2026



# CITY OF BETHEL

## PUBLIC SAFETY AND TRANSPORTATION COMMISSION

WEDNESDAY, FEBRUARY 4, 2026, 6:30 PM

LOCATION: COUNCIL CHAMBERS, CITY HALL, 300 CHIEF EDDIE HOFFMAN  
HIGHWAY, BETHEL

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

[IGNORE INDENT]

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### MEMBERS

Joy Anderson, Chair  
Musa Sailu  
John Hastie  
Jesslyn Elliot  
Mark Springer, Council Rep.  
Jody Brand

### STAFF

Jeff Kirkham, Ex Officio Member  
Rosalie Kalistook, Ex Officio Member  
rkalistook@cityofbethel.net  
907-543-3781

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### I. CALL TO ORDER

### II. ROLL CALL

### III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to [police@cityofbethel.net](mailto:police@cityofbethel.net) by 4:00 p.m. the day of the meeting.

### IV. APPROVAL OF AGENDA

- A. Ex Officio Attendance Log

### V. APPROVAL OF MEETING MINUTES

### VI. SPECIAL ORDERS OF BUSINESS

### VII. UNFINISHED BUSINESS

- A. Taxi Cab Inspections
- B. Taxi Cab Inspectin Stickers
- C. Enforcement Actions for Fines and Citations
- D. Identify New Taxi Schedule
- E. Review of City Code Concerning Taxi and Chauffeur Licensing
- F. Vehicle Nuisance Abatement

### VIII. NEW BUSINESS

- A. COB Pound Stats

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

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Ex-Officio Staff

- B. Ordinance 26-01 Amending BMC 10.03.040 Governing The Operation Of All Terrain Vehicles (ATVs) On Public Roadways Within The City Of Bethel

**IX. EX OFFICIO REPORT**

- A. Manager's Reports January 2026

**X. MEMBER COMMENTS**

**XI. ADJOURNMENT**

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

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Ex-Officio Staff

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# City of Bethel, Alaska

## Public Works Committee Minutes

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January 21, 2026

Regular Meeting

Bethel, Alaska

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**I. CALL TO ORDER: 5:30PM**

A regular Public Works Committee Meeting was held on January 21, 2026, via Zoom.

**II. ROLL CALL:**

Comprising a quorum of the committee, the following were present for Roll Call: Kelsi Kime, Mary Hessler, Juan Delgado

Excused:

Unexcused: Ryan Butte

No Meeting was held due to lack of quorum.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
Ryan Butte  
Committee Chair

\_\_\_\_\_  
Kayla Saddler  
Recorder of Minutes

# Bethel Police Department

# Annual Report 2025



# *Message from the Chief*



*Over the past year, calls for service have fallen at a significant rate in our City. I am extremely proud of the work done by the men and women of our police department to keep our community safe. The statistics in the following pages highlight that work.*

*This report showcases our efforts over the past year. But what statistics often lack is context. Although these numbers are a great summary of what our officers and professional staff accomplished, they do little to explain the long hours and great sacrifice these numbers represent. The impact of helping people through crisis on a daily basis cannot be understated, and the men and women of the Bethel Police Department exemplify the courage, compassion, and professionalism that it takes to truly keep a community safe.*

*Over the next year we hope to build on our past success through continued community engagement and proven programs, and we hope to continue successful programs such as the "Shop with a COP", collaboration with Calricaraq Cultural Training; ONC , AVCP, YKHC, TWC collaboration efforts for healthy families; VFW and VFW Auxiliary .*

*The members of the Bethel Police Department care about our community and its visitors, and we will do our best to keep our community safe.*



# City of Bethel Police Department



## MISSION

**To provide the diverse community of Bethel with unbiased, effective and professional police services.**

## VISION

**To improve the quality of life while at all times conducting ourselves with the highest ethical standards to maintain public confidence.**

## VALUES

**Commitment, Honor, & Integrity**

# Bethel PD Personnel

## Employee Assignment

Administration 4  
Patrol 18  
Dispatch 6  
CSO/CSP 4

## Total Police Employees

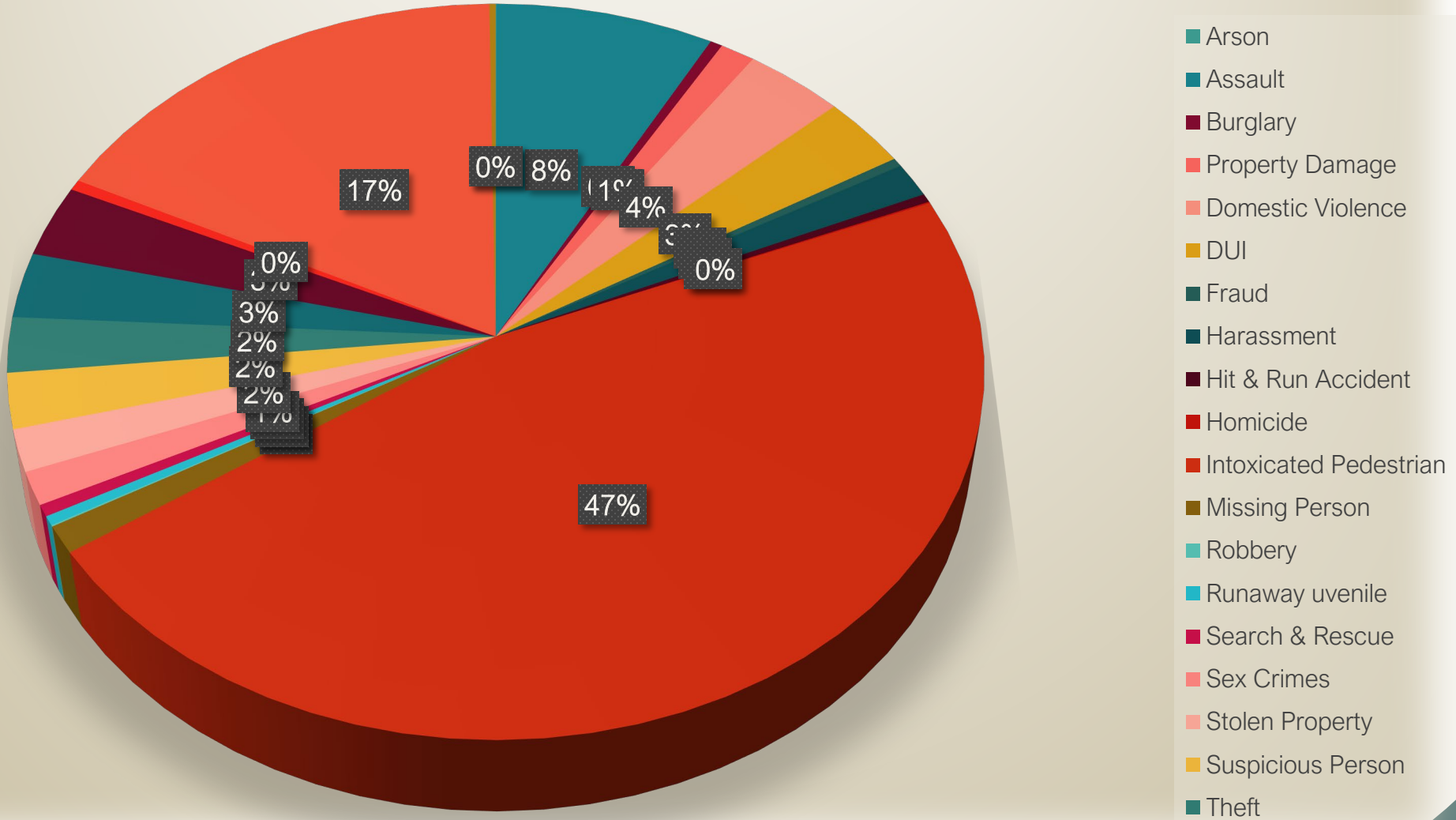
Sworn Officers 20  
Professional Staff 12



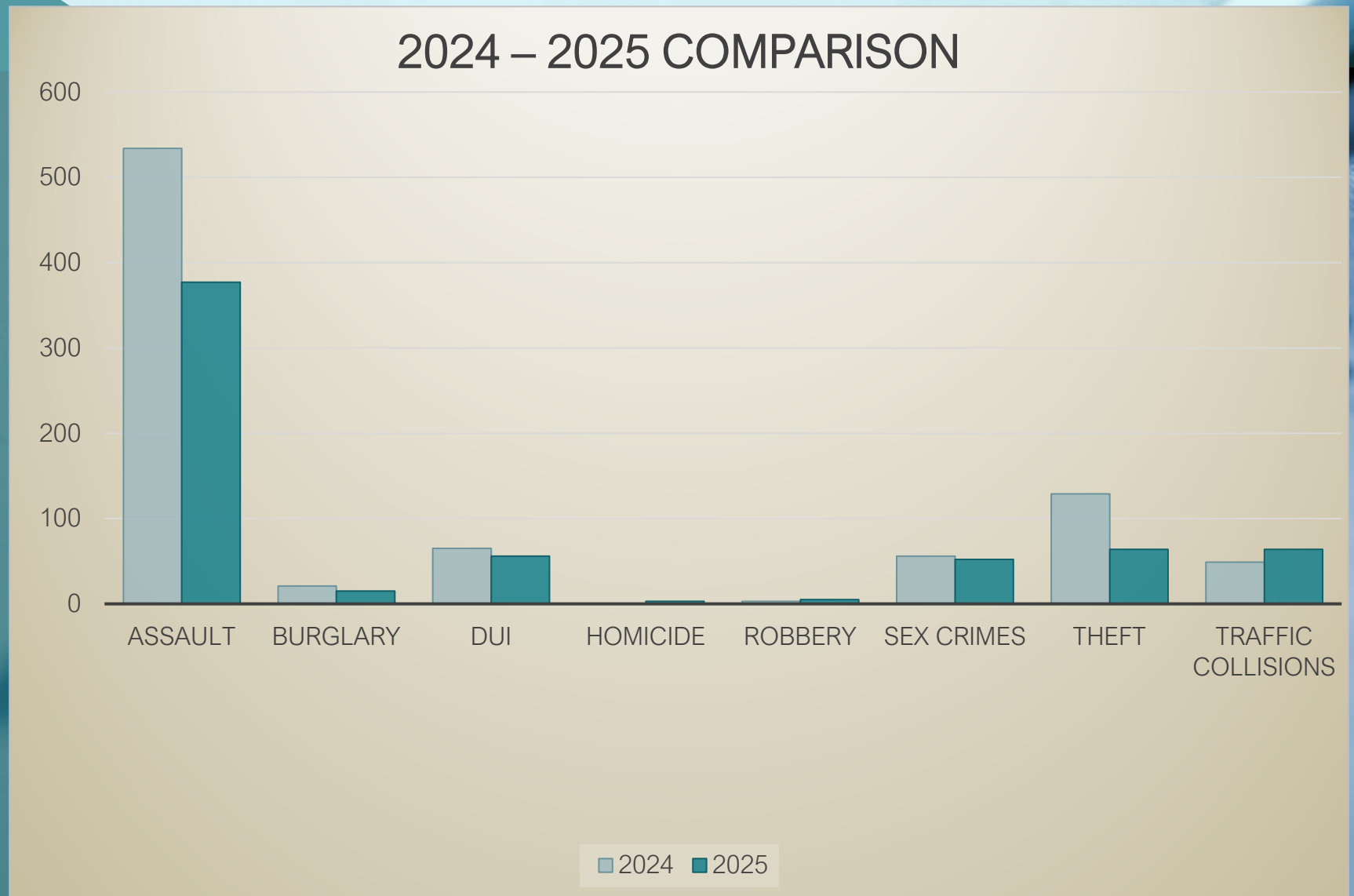
# Call Comparison 2021 - 2025

YEAR	CALL VOLUME	REPORTS
2025	12175	1028
2024	19541*	1468
2023	14647	1154
2022	13670	1044
2021	15824	1164

# Calls for Service by Type 2025



# Crime Statistics

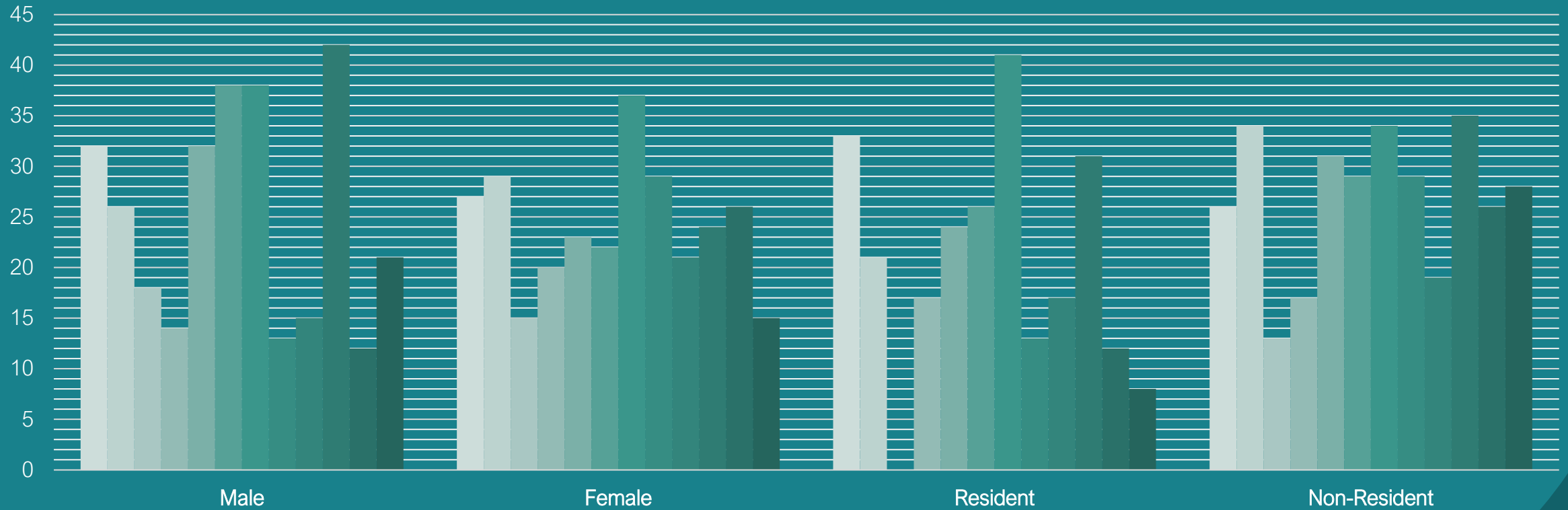


# Alcohol Related Transports

## Sobering Center, YKHC ER, YKCC

2025

■ January ■ February ■ March ■ April ■ May ■ June ■ July ■ August ■ September ■ October ■ November ■ December





# Bethel Police Outreach

*YKHC Toys at Christmas*

*TWC Toy Delivery*

*Saturday Market*





# Police Mascot



# Community Outreach



**WRESTLING  
TOURNAMENT**

**VFW TURKEY DISTRIBUTION**



**SATURDAY MARKET**

# Calricaraq



# Holiday Outreach

## “Halloween”

### “Shop with a COP/Coffee with a COP”





**Thank you!**

*Chief Kirkham and the  
Bethel Police Department  
Staff*

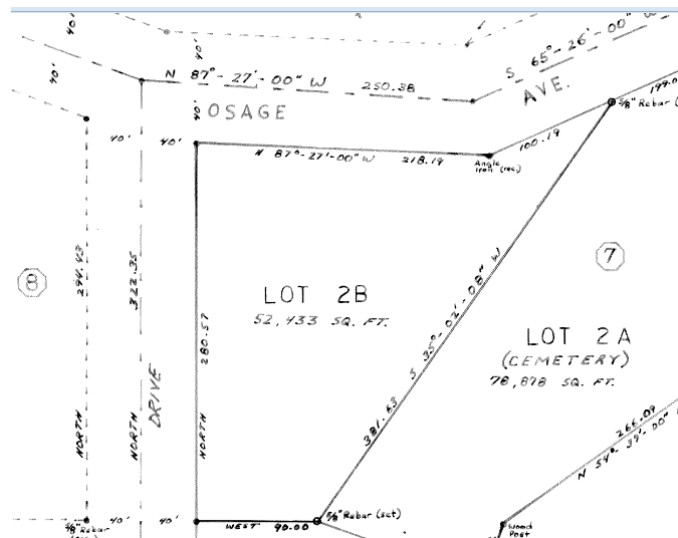
Introduced by: City Manager Strickler  
Introduction Date: February 10, 2026  
Public Hearing Date: February 24, 2026  
Action:  
Vote:

# CITY OF BETHEL, ALASKA

## Ordinance #26-02

### AN ORDINANCE BY THE BETHEL CITY COUNCIL AUTHORIZING THE DISPOSAL OF PROPERTY THROUGH LEASE AGREEMENT FOR TEENS ACTING AGAINST VIOLENCE, (TAAV), A PROGRAM OF THE TUNDRA WOMEN'S COALITION (TWC), PURSUANT TO BMC 4.08.030(B), PROPERTY DISPOSED OF FOR A NECESSARY PUBLIC SERVICE

**WHEREAS,** the City of Bethel owns the building and property commonly known as the Teen Center located at 519 Mission Drive in the City of Bethel, Alaska, with a legal description of Lot 2 Block 7 USS 370 Plat 81-04;



**WHEREAS,** The City wishes to dispose of the above-named property and building by lease to the Tundra Women's Coalition (TWC), a nonprofit, to run their Teens Acting Against Violence (TAAV) program for a period of one year;

**WHEREAS,** a 2020 appraisal of the Leased Property reflected a market lease rate of \$8,2000 a month, this rate is applied to the lease for each year of the term and includes the City's providing heat, electricity, water, garbage, sewer utilities, and limited snow removal;

**WHEREAS,** Bethel Municipal Code 4.08.030(B) allows for the disposal of an interest

Introduced by: City Manager Strickler  
Introduction Date February 10, 2026  
Public Hearing Date: February 24, 2026  
Action:  
Vote:

in property through a lease agreement to an entity providing a "necessary public service" without seeking competitive bids;

**WHEREAS,** the proposed entity and use meets the definition of "necessary public service" under BMC 4.08.60(C),

**NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA,** the City Council authorizes the disposal of land and building, located 519 Mission Drive, with a legal description of Lot 2, Block 7 USS 370 on Plat 81-04 to the Tundra Women's Coalition, through lease agreement with reverter for one dollar a year for one year, with a one year extension option.

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

**SECTION 2. Legal Description.**

Lot 2 Block 7 USS 370 Plat 81-04, located at 516 Mission Drive, Bethel, Alaska.

**SECTION 3. Authority.** the City Council authorizes the disposal by lease of the property described in Section 2 of this ordinance pursuant to Bethel Municipal Code 4.08.050 and BMC 4.08.030(B), "disposal to an entity providing a necessary public service." As required by that code provision, the lease shall include a clause indicating that interest shall revert to the City if TWC ceases to use the Leased Property for a "necessary public service."

**SECTION 4. Effective date.** This ordinance shall become effective immediately upon passage by the City Council.

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026 BY A VOTE OF \_\_\_\_ IN FAVOR AND \_\_\_\_ OPPOSED.**

\_\_\_\_\_  
Rose Henderson, Mayor

ATTEST:

\_\_\_\_\_  
Kevin Morgan, City Clerk

# CITY OF BETHEL



## NOTICE OF INTENT TO LEASE CITY-OWNED PROPERTY TO TUNDRA WOMEN'S COALITION ISSUED JANUARY 30, 2026 (BMC 4.08.030—4.08.050)

### Location/Legal Description:

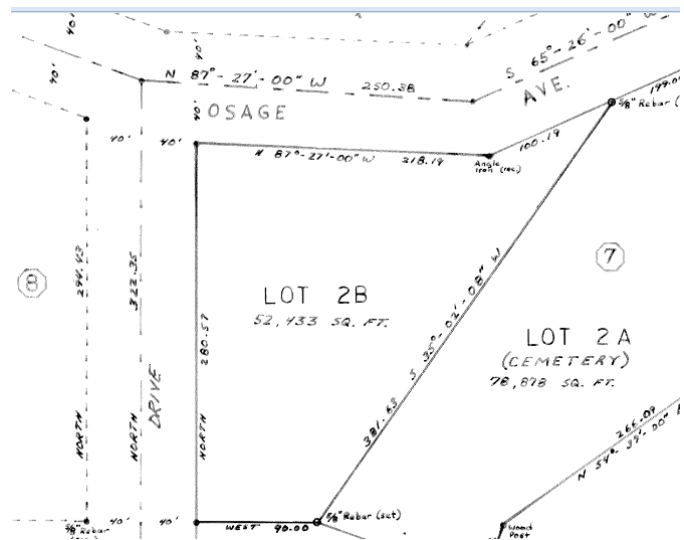
518 Mission Drive, Bethel Alaska, 4,071 SF building located on a 52,433 SF lot. Lot 2B, Block 7, Supplemental Plat of Lots 1, 2, & 3 of Block 7, USS 3770, Northwest Addition to Bethel Townsite, Plat 81-4, Bethel Recording District, located at 518 Mission Drive and within the Public Lands and Institutions District.

### Method of Disposal/Description and Value of the City's Interest

The City may dispose of property under Bethel Municipal Code 4.08.030(B) to an entity providing a necessary public service, without competitive bidding. The intended disposal will be by lease agreement. The 2020 appraised-valued the building with included heat, electrical, water, and sewer utilities \$8,900 a month. The Lease, if approved, will be to Tundra Women's Coalition (TWC) to operate, and oversee, programs and activities of public services, at a rate of \$1 per year through June 30, 2027, with a one-year extension.

### Date, Time, Place, and Manner of Proposed Disposal/Opportunity for Public Comment

The Council will provide an opportunity for public comment, prior to their adoption of an authorizing ordinance, on February 24, 2026, at 6:30 p.m. in the Bethel City Council Chambers, located at 300 Chief Eddie Hoffman Highway in Bethel, Alaska.



**LEASE AGREEMENT**

**between**

**City of Bethel**

**and**

**TUNDRA WOMEN'S  
COALITION**

**Effective Date: March 1, 2026**

## **LEASE AGREEMENT**

**THIS LEASE AGREEMENT** (the "LEASE") is made by and between the City of Bethel (the "CITY"), a municipal corporation located in Bethel, Alaska, whose mailing address is Post Office Box 1388, Bethel, Alaska 99559 and the Tundra Women's Coalition (the "LESSEE" or "TWC"), whose mailing address is PO Box 2029, Bethel, Alaska, 99559 and whose physical address is 248 6<sup>th</sup> Avenue, Bethel, Alaska, 99559.

**WHEREAS**, LESSEE has indicated its desire to lease real property located at 519 Mission Drive, Bethel, Alaska, more commonly known as the "Teen Center Building".

**NOW THEREFORE**, for and in consideration of the mutual promises and covenants hereinafter contained, the parties hereto agree as follows:

### **ARTICLE 1 – LEASED PROPERTY**

- 1.1 *Description of Leased Property.* The Leased Property commonly known as the "Teen Center" and "parking lot" is located at 519 Mission Drive in the City of Bethel, Alaska. The leased property DOES NOT include the playground equipment situated immediately adjacent to the building.
- 1.2 *Inventory on Leased Property.* Leased Property shall include all inventory and supplies currently inside the building. Such inventory and supplies are for the sole use of LESSEE and may not be sold, donated or bartered by LESSEE. CITY does not warrant the condition of such inventory/supplies. LESSEE accepts the inventory/supplies as is with no promises to or from CITY to repair or replace said inventory and supplies should they become inoperable through normal and customary use. Any inventory/supplies damaged through the sole negligence of LESSEE, shall be replaced at the sole cost of the LESSEE. Should any of the inventory/supplies become inoperable during the term of this LEASE, LESSEE is solely responsible for the disposal of such inventory/supplies. LESSEE shall notify CITY of the disposal of any items so that CITY may update its inventory list. Any inventory/supplies remaining at the termination of the LEASE shall immediately revert back to CITY.
- 1.3 *Property Accepted "As-is."* LESSEE acknowledges that it has inspected the Leased Property and accepts the same "as-is" and without reliance on any expressed or implied representations or warranties of CITY, or agents of CITY, as to the actual physical condition or characteristics thereof and the legal description or depiction of the Leased Property in Article 1.1.
- 1.4 *Permits.* LESSEE, at its sole cost, shall obtain all permits necessary for the operation of its facilities or programs on the Leased Property.
- 1.5 *Rent.* LESSEE shall pay rent of \$1.00 (one dollar) per year for the building and land. Rent shall be paid annually.

### **ARTICLE 2 – LEASE TERM**

- 2.1 *Lease Term.* The Lease Term shall begin on March 1, 2026 (the "Effective Date") and run until June 30, 2027.

- 2.2 *Renewal*: After expiration of the original Lease term, LESSEE shall have the option to extend the Lease by one (1) additional year. LESSEE shall notify the CITY of its intent to exercise this renewal option within one-hundred-and-eighty (180) days of expiration of the original lease term. Thereafter, the Lease may be renewed pursuant to BMC 4.08.050 (Lease procedures).

### **ARTICLE 3 – USE OF LEASED PROPERTY**

- 3.1 *LESSEE's Use of Leased Property and Authorized Users*. Except as otherwise provided in this Lease, LESSEE shall use the Leased Property solely for the operation of programs and activities that serve a necessary public purpose.
- 3.2 *Reverter to CITY*: As required by BMC 4.08.030(B), the Leased Property shall revert to the city in the event the Leased Property is no longer being used to provide the necessary public service justifying the original disposal.
- 3.3 *Discontinuance of Use*. Should the LESSEE discontinue use of the current structure on the Leased Property for a period in excess of 30 (thirty) consecutive days, the LEASE shall be considered to be in breach, shall be considered null and void and the building will automatically revert back to the City, unless a new written agreement is put into place replacing this one.
- 3.4 *Obligations of LESSEE*. LESSEE may use the Leased Property only in accordance with applicable CITY zoning code provisions and provided the following conditions are met:
- a) LESSEE agrees to use the Leased Property only for a "necessary public purpose" under BMC 4.08.030(B) and as that term is defined in BMC 4.08.060(C)
  - b) LESSEE agrees to prohibit the use, keeping, storage, or disposal of Hazardous Materials on the Leased Property except as permitted in Article 14.1 of this LEASE.
  - c) LESSEE shall not use the Leased Property in any manner or construct any facilities thereon which would inhibit the use of adjacent lands.
  - d) LESSEE shall not use the Leased Property for childcare.
  - e) LESSEE shall permit CITY, upon request, to access the Leased Premises for CITY use.
  - f) *Reports*. Within one calendar month of the end of a quarter, LESSEE shall provide to CITY, a quarterly report of the activities and uses that LESSEE intends to conduct and/or has conducted on the Leased Property, including program activity name; purpose (including necessary public service); number of participants served; population type served; general schedule or specific dates; and partnering organizations.
  - g) *Plans*. Prior to one calendar month before the start of the new quarter, LESSEE shall provide to CITY a quarterly plan that LESSEE intends to operate or oversee, including program activity name; purpose (including

Lease Agreement between the City of Bethel and Tundra Women's Coalition

necessary public service); number of participants served; population type served; general schedule or specific dates; and partnering organizations.

- h) LESSEE shall continue to use the Leased Property for the specific purpose(s) described above. Any change to the approved use of the building requires CITY approval, prior to such change. LESSEE's failure to obtain CITY approval of any changes in the allowed use of the building shall be a LESSEE Act of Default under this LEASE.

3.5 *Adequacy of Leased Property and Public Facilities.* CITY makes no representations or warranties as to the fitness of any particular part or the whole of CITY'S leased property for the uses intended by LESSEE. LESSEE has inspected those facilities and has satisfied itself that the leased property is sufficient for the intended uses by LESSEE. CITY makes no representations or warranties of any nature with respect to the commercial practicability or accuracy of any information provided by CITY.

3.6 *Utilities.* Utilities will be paid as follows:

- a) LESSEE will pay for the following utilities related to operations on the Leased Property:

Internet  
Telephone (including long distance)

- b) CITY will pay for the following utilities:

Heat  
Water/Sewer/Garbage  
Electricity  
Snow Removal\*\*

\*\* Snow removal is limited to parking lot area only and only as time reasonably permits based on City's Priority matrix (highways first, secondary roads second, etc.)

#### **ARTICLE 4 – CONSTRUCTION BY LESSEE**

4.1 *Improvements to Leased Property.* LESSEE shall have the right to maintain, alter, or remodel the Leased Property as described in Article 1.1, subject to the following conditions:

- a) The cost of any construction, reconstruction or of any changes, alterations, or improvements, shall be borne and paid for by LESSEE.
- b) Plans for any work reasonably estimated to cost fifty thousand (\$50,000) dollars or more, shall be presented to the CITY prior to commencement of any work for CITY. CITY shall have the right to approve or deny the proposed changes to the Leased Property.
- c) If applicable, LESSEE shall provide CITY with a copy of all building plans and specifications and a site development plan or plans (based on a recent survey) for the Leased Property prior to commencement of construction.
- d) Any general contractor employed by LESSEE shall be appropriately bonded by use of performance and labor and material payment bonds in the customary form when cost of the work is equal to or exceeds ONE HUNDRED THOUSAND

Lease Agreement between the City of Bethel and Tundra Women's Coalition

DOLLARS (\$100,000). Copies of all such bonds shall be furnished to CITY prior to commencement of construction. If the cost of the work is less than ONE HUNDRED THOUSAND DOLLARS (\$100,000.00), LESSEE shall provide CITY, if no performance and labor and material bonds are provided by LESSEE, any necessary assurances or guarantees that the contemplated work will be performed by the general contractor or by LESSEE. In the event that LESSEE elects to perform utilize its own personnel and equipment, or the personnel and equipment of any corporation or person that is an "affiliate" of LESSEE as such term is defined in AS 10.06.990(2) or Alaska limited liability company in which LESSEE maintains a substantial membership interest, a performance bond shall be required when the cost of the work is equal to or exceeds ONE HUNDRED THOUSAND DOLLARS (\$100,000).

- e) CITY may give notice of non-responsibility for any improvements constructed or effected by LESSEE on the Leased Property.
- f) LESSEE shall comply with all federal, state and local statutes and regulations with respect to such construction, including but not limited to all applicable building, mechanical, and fire codes.

**ARTICLE 5 – RETURN OF LEASED PROPERTY**

*Return of Leased Property to Sellable Condition.* Upon termination of this LEASE for any reason, LESSEE shall return the Leased Property as received, less customary wear and tear. The Leased Property shall be free of all personal items, hazardous materials and contamination arising out of or resulting from or occurring during LESSEE's operations or use of the Leased Property during this LEASE.

**ARTICLE 6 – TERMINATION**

CITY or LESSEE may terminate this LEASE at any time and for any reason by giving fourteen (14) days written notice to the other party of such termination and specifying the effective date of such termination. If this LEASE is terminated due to the fault of the LESSEE, Article 7 of this LEASE shall govern the rights and liabilities of the parties. The rent payment for the year of termination shall be for the full year and shall not be prorated or refunded if the effective date of termination is prior to the last day of the year.

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## ARTICLE 7 – LESSEE'S ACTS OF DEFAULT

Each of the following shall be a "LESSEE Act of Default" under this LEASE and the terms "acts of default" and "default" shall mean, whenever they are used in this LEASE, anyone or more of the following events:

- 7.1 *Failure by LESSEE to pay promptly.* Failure by LESSEE to pay promptly when due, and in no event later than ten (10) days from the due date thereof, the rent required to be paid under this LEASE.
- 7.2 *Failure by LESSEE to Observe, Fulfill or Perform any Covenants, Conditions or Agreements.* Failure by LESSEE to observe, fulfill or perform any covenants, conditions or agreements on its part to be observed or performed under this LEASE for a period of thirty (30) days after written notice specifying such failure, requesting that it be remedied, and stating that it is a notice of default, has been given to LESSEE by CITY; provided, however, that if said default is such that it cannot be corrected within the applicable period, it shall not constitute an act of default if corrective action is instituted by LESSEE within the applicable period and diligently pursued until the default is corrected.
- 7.3 *The Making by LESSEE of an Assignment.* The making by LESSEE of an assignment for the benefit of creditors, the filing of a petition in bankruptcy by LESSEE, the adjudication of LESSEE as insolvent or bankrupt, the petition or application by LESSEE to any tribunal for any receiver or any trustee for itself or for any substantial part of its property; or the commencement of any proceeding relating to LESSEE under any bankruptcy, insolvency, reorganization, arrangement or readjustment of debt law or statute or similar law or statute of any jurisdiction, whether now or hereafter in effect.
- 7.4 *Violation by LESSEE of any Laws or Regulations.* Violation by LESSEE of any laws or regulations of the United States, or of the State of Alaska, or any conditions of any permits issued by agencies of the City of Bethel, the State of Alaska or of the United States Government applicable to LESSEE's use of the Leased Property, pursuant to the regulations of such agencies, for a period of thirty (30) days after written notice specifying such violation has been given by the agency charged with the enforcement of such laws, regulations or permits to LESSEE; provided, however, if such violation be such that it cannot be corrected within the applicable period, it shall not constitute an act of default if corrective action is instituted by LESSEE within the applicable period and diligently pursued until the violation is corrected. Furthermore, if LESSEE shall contest such alleged violation through appropriate judicial or administrative channels, the time period specified herein shall not commence until such proceedings are finally determined provided such proceedings are diligently pursued; provided, however, that any such extension of time shall not be effective if the effect of the interim administrative or judicial action is to cause a stoppage, interruption or threat to the activities of any person or entity other than those of LESSEE.
- 7.5 *Failure of LESSEE to Maintain the Facility.* Failure of LESSEE to utilize the Leased Property for stated activities for a period exceeding 60 (sixty) consecutive days.
- 7.6 *Public Entrances.* Failure of LESSEE to keep the public entrances clear.

**ARTICLE 8 – REMEDIES FOR DEFAULT BY LESSEE**

Whenever an act of default by LESSEE shall have occurred, and any applicable period for giving notice and any opportunity to cure shall have expired, CITY shall have the following rights and remedies all in addition to any rights and remedies that may be given to CITY by statute, common law or otherwise:

- 8.1 CITY may distrain any of LESSEE's personal property which comes into CITY's possession. This remedy shall include the right of CITY to dispose of personal property distrained in any commercially reasonable manner. It shall be conclusively presumed that compliance with the procedures set forth in the Alaska Uniform Commercial Code (AS 45.29.601-.628) with respect to sale of property shall be a commercially reasonable disposal.
- 8.2 CITY may re-enter the Leased Property and take possession thereof and, except for any personal property of LESSEE which CITY has waived its right to distrain under Article 8.1 above, remove all personal property of LESSEE from the Leased Property. Such personal property may be stored in place or may be removed and stored in a public warehouse or elsewhere at the cost of LESSEE all without service of notice or resort to legal process, all of which LESSEE expressly waives.
- 8.3 In addition to the above, CITY may if applicable:
  - a) Declare this LEASE terminated;
  - b) Collect any and all rents due or to become due;
  - c) Recover from LESSEE, whether this LEASE be terminated or not, reasonable attorney's fees and all other expenses incurred by CITY by reason of the breach or default by LESSEE;
  - d) Recover an amount to be due immediately on breach equal to the unpaid rent for the entire remaining term of this LEASE;
  - e) Recover all damages incurred by CITY by reason of LESSEE's default or breach including, but not limited to, the cost of recovering possession of the Leased Property, expenses of re-letting including costs of necessary renovation and alteration of the premises, reasonable attorney's fees and any real estate commissions actually paid;
  - f) Remove or require the removal of any improvements constructed without CITY approval or constructed contrary to site development plans approved by CITY and recover all costs and expense incurred by CITY to remove violating improvements.
  - g) Recover all damages incurred by CITY by reason of LESSEE's default or breach, including, but not limited to, the cost of removing all structures, cleaning up the land and removing all hazardous materials found on the land.

- 8.4 If LESSEE does not immediately surrender possession of the Leased Property after termination by CITY and upon demand by CITY, CITY may forthwith enter into and upon and repossess the Leased Property and expel LESSEE without being deemed guilty in any manner of trespass and without prejudice to any remedies which might otherwise be used for arrears of rent or breach of covenant.
- 8.5 No expiration or termination of this LEASE shall expire or terminate any liability or obligation to perform of LESSEE's which arose prior to the termination or expiration except insofar as otherwise agreed to in this LEASE.
- 8.6 Each right and remedy of CITY provided for in this LEASE shall be cumulative and shall be in addition to every other right or remedy provided for in this LEASE or now, or hereafter existing at law or in equity or by statute or otherwise, and the exercise or beginning of the exercise by CITY of any one or more of the rights and remedies provided for in this LEASE or now or hereafter existing at law or in equity or by statute or otherwise shall not preclude the simultaneous or later exercise by CITY of any or all other rights or remedies provided for in this LEASE or now or thereafter existing at law, or in equity or by statute or otherwise.
- 8.7 No delay or omission to exercise any right or power accruing following an act of default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

#### **ARTICLE 9 – TITLE TO IMPROVEMENTS INSTALLED BY LESSEE**

- 9.1. *Real Property Improvements.* All improvements constructed by LESSEE on the Leased Property shall remain the property of the LESSEE and shall be removed within three (3) months of termination of this Agreement at LESEE's sole expense. Property not removed within three (3) months of termination of this Agreement shall be considered abandoned. CITY may elect to remove any or all abandoned property and dispose of it in any manner CITY deems appropriate. In such event, LESSEE shall be responsible for all reasonable costs, including attorney's fees, incurred by CITY in the disposal of the abandoned property.
- 9.2. *Personal Property.* Any other provisions of this LEASE to the contrary notwithstanding, LESSEE, upon termination of this LEASE for any reason, shall promptly remove trade fixtures and equipment from the Leased Property provided that LESSEE shall repair any damages to the Leased Property caused by such removal.

#### **ARTICLE 10 – ASSIGNMENT OR SUBLEASE**

*Assignment of Lease or Subleasing.* The rights and duties created by the LEASE are personal to LESSEE and CITY has granted the LEASE in reliance upon the individual character and financial capability of LESSEE. Therefore, LESSEE shall not assign or sublease this LEASE, any portion thereof.

## **ARTICLE 11 – LESSEE'S DUTY TO DEFEND/INDEMNIFY**

*Indemnification.* To the extent that the LESSEE is required to indemnify the CITY, the obligation to indemnify is effective only to the extent permitted by law. The obligation to indemnify is further conditioned on the availability of a valid existing appropriation to cover the obligation. The parties to this contract recognize and agree that the LESSEE has no current appropriation available to it to indemnify under the provisions of this contract and that the enactment of an appropriation in the future to finance a payment under these provisions remains in the sole discretion of the legislature and the legislature's failure to make the appropriation creates no further obligation or liability of the LESSEE.

## **ARTICLE 12 – INSURANCE**

*Minimum Insurance Requirements.* Upon execution of the lease, LESSEE shall affirm its financial capacity of not less than ONE MILLION DOLLARS (\$1,000,000) for all injuries and/or deaths resulting to any one person and ONE MILLION DOLLARS (\$1,000,000) limit from any one occurrence. Any insurance policy shall name the CITY as an additional insured. LESSEE shall also maintain workers' compensation insurance as required under Alaska law.

## **ARTICLE 13 – MAINTENANCE AND REPAIRS**

- 13.1 *Normal Maintenance.* During the entire term of this LEASE, LESSEE shall, at LESSEE's sole cost, risk and expense, maintain the Leased Property, including any improvements existing or placed thereon by LESSEE, in as good condition as received by LESSEE, subject to normal, non-abusive use. LESSEE shall maintain in first class condition at all times all fire, pollution and other protective equipment, if any are placed on Leased Property. CITY's maintenance obligations shall be limited to basic building repair such as boiler repair, repair of electrical or water systems and other general repairs customarily provided by a landlord in a landlord/tenant property rental situation.
- 13.2 *Safety Issues.* CITY may notify LESSEE in writing of any deficiencies in the performance of LESSEE's maintenance responsibilities as they relate to public health or safety and LESSEE shall promptly within ten (10) days of receipt of such notice advise CITY in writing of its proposed schedule for performance of any work necessary to cure such deficiencies.

If such deficiencies relate to the safety of LESSEE's operation such that the surrounding land and facilities are exposed to risk, unnecessary potential hazards, or a risk to the public interest (as distinguished from a business risk), or if CITY is not satisfied with the proposed schedule of repairs either because of the delays therein or the scope of the repairs, then CITY may engage an independent engineering consultant who shall furnish to CITY a comprehensive survey and report for the purpose of establishing both the need and urgency to perform such maintenance work. As soon as practicable following receipt of said engineer's determinations and recommendations, if the report requires repair then LESSEE shall pay the cost of the report and perform such work in accordance therewith at LESSEE's cost, risk and expense.

## ARTICLE 14 – ENVIRONMENTAL CONCERNS

### 14.1 *Hazardous Materials.*

- i) LESSEE shall not cause or permit any Hazardous Material to be brought upon, kept or used in or about the Leased Property except for such Hazardous Material as is necessary to conduct LESSEE's authorized use of the Leased Property.
  - ii) Any Hazardous Material permitted on the Leased Property as provided in this paragraph, and all containers therefore, shall be used, kept, stored and disposed of in a manner that complies with all Environmental Laws or other laws or regulations applicable to such Hazardous Material.
  - iii) LESSEE shall not discharge, leak or emit, or permit to be discharged, leaked or emitted, any material into the atmosphere, ground, ground water, sewer system or any body of water, if such material (as reasonably determined by the City, or any governmental authority) does or may, pollute or contaminate the same, or may adversely affect the (a) health, welfare or safety of persons, whether located on the Leased Property or elsewhere; or (b) condition, use or enjoyment of the Leased Property or any other area or personal property.
  - iv) LESSEE hereby agrees that it shall be fully liable for all costs and expenses related to the use, storage and disposal of Hazardous Material kept or brought on the Leased Property by LESSEE, its authorized representatives and invitees, and LESSEE shall give immediate notice to CITY of any violation or potential violation of the provisions of this subparagraph.
- b) *Hazardous Material Defined.* As used in this LEASE, Hazardous Material is any substance which is toxic, ignitable, reactive, or corrosive or which is regulated by any Environmental Law. Hazardous Material includes any and all material or substances which are defined as industrial waste hazardous waste, extremely hazardous waste or a hazardous substance under any Environmental Law. Notwithstanding any statutory petroleum exclusion, for the purposes of this LEASE, the term Hazardous Material includes, without limitation, petroleum, including crude oil or any fraction thereof, petroleum soaked absorbent material and other petroleum wastes.

## ARTICLE 15 – NO WAIVER OF BREACH

No failure by CITY to insist upon the strict performance by the other of any term, covenant or condition of this LEASE or to exercise any right or remedy consequent upon a breach thereof shall constitute a waiver of any such breach or of such terms, covenants or conditions. No waiver of any breach shall affect or alter this LEASE, but each and every term, covenant and condition of this LEASE shall continue in full force and effect with respect to any other then existing or subsequent breach.

## ARTICLE 16 – COMPUTATION OF TIME

The time in which any act provided by this LEASE is to be done by shall be computed by excluding the first day and including the last, unless the last day is a Saturday, Sunday or a

holiday, and then it is also excluded.

#### **ARTICLE 17 – SUCCESSORS IN INTEREST**

Each and all of the terms, covenants and conditions in this LEASE shall inure to the benefit of and shall be binding upon the successors in interest of CITY and LESSEE.

#### **ARTICLE 18 – ENTIRE AGREEMENT**

This LEASE contains the entire agreement of the parties with respect to the matters covered by this LEASE, and no other agreement, statement or promise made by any party which is not contained in this LEASE shall be binding or valid.

#### **ARTICLE 19 – GOVERNING LAW**

This LEASE shall be governed by, construed and enforced in accordance with the laws of the State of Alaska and the City of Bethel. The terms of this LEASE are subject in all respects to the Code of Ordinances of CITY in effect on the date of this LEASE, and as they may be hereafter amended. Venue for any dispute related to this Lease shall lie exclusively with the courts for the Fourth Judicial District for the State of Alaska, at Bethel, Alaska.

#### **ARTICLE 20 – PARTIAL INVALIDITY/SEVERABILITY**

If any provision of this LEASE is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

#### **ARTICLE 21 – RELATIONSHIP OF PARTIES**

Nothing contained in this LEASE shall be deemed or construed by the parties or by any third person to create the relationship of principal and agent or of partnership or of joint venture or of any association between CITY and LESSEE; and neither the method of computation of rent, nor any other provisions contained in this LEASE nor any acts of the parties, shall be deemed to create any relationship between CITY and LESSEE other than the relationship of Landlord and Tenant.

#### **ARTICLE 22 – INTERPRETATION**

The language in all parts of this LEASE shall in all cases be simply construed according to its fair meaning and not for or against CITY or LESSEE as both CITY and LESSEE have had the opportunity to seek assistance of counsel in drafting and reviewing this LEASE.

#### **ARTICLE 23 – CAPTIONS**

Captions of the articles, paragraphs and subparagraphs of this LEASE are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this LEASE.

**ARTICLE 24 – AMENDMENT**

This LEASE is not subject to amendment except in writing executed by both parties.

**ARTICLE 25 – NOTICES**

All notices, demands or requests from one party to another shall be sent by certified mail, postage prepaid, to the addresses stated in this Article and to such other persons and addresses as either party may designate. Notice by mail shall be deemed to have been given at the time of mailing or emailing. All notices, demands and requests from LESSEE to CITY shall be given to CITY at the following address and by email:

City Manager CITY OF BETHEL  
Post Office Box 1388 Bethel, Alaska 99559  
Email: contracts@cityofbethel.net.

All notices, demands or requests from CITY to LESSEE shall be given to LESSEE at the following address and by email:

Executive Director, Tundra Women’s Coalition  
Post Office Box 2029 Bethel, Alaska 99559  
Email: eileen\_arnold@twcpeace.org

Each party shall have the right, from time to time, to designate a different address by notice given in conformity with this Article.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals the dates herein set forth.

Lori Strickler, City Manager, City of Bethel

\_\_\_\_\_

Date: \_\_\_\_\_

Eileen Arnold, Executive Director, Tundra Women’s Coalition

Date: \_\_\_\_\_

Introduced by: City Manager Strickler  
Date: February 10, 2026  
Public Hearing: February 24, 2026  
Action:  
Vote:

# CITY OF BETHEL, ALASKA

## Ordinance 26-03

### **AN ORDINANCE BY THE BETHEL CITY COUNCIL APPROVING THE DISPOSAL OF CITY PROPERTY, IDENTIFIED AS LAND AND BUILDING (WAREHOUSE) LOCATED ON THE BETHEL CITY DOCK, USS 3230 A&B, BLOCK 20, LOT 3, IN ACCORDANCE WITH BETHEL MUNICIPAL CODE 4.08.030 A, DISPOSAL OF PROPERTY BY LEASE IN ACCORDANCE WITH 4.08.030**

**WHEREAS,** in accordance with Bethel Municipal Code (BMC) 4.08.030(A), the City Council may dispose any interest in real property which is no longer necessary for municipal purposes;

**WHEREAS,** on December 24, the city released a notice of opportunity to provide a monthly lease rate bid for the land and building located on the Bethel City Dock, USS 3230 A&B; Block 20, Lot 3, a 20,412 square foot lot with a 4,800 square foot building/warehouse with electric paid by the tenant;



**WHEREAS,** the term of the lease shall begin March 1, 2026, and end February 28, 2029, with two one-year extension options;

Introduced by: City Manager Strickler  
Date: February 10, 2026  
Public Hearing: February 24, 2026  
Action:  
Vote:

**WHEREAS**, the deadline for bid submissions was January 30, 2026, and the winning bidder was Alaska Marine Lines, with a bid rate of:

Lease Date	Monthly Rate	Annual Total
March 1, 2026-February 28, 2027	\$3,050	\$36,600
March 1, 2027-February 28, 2028	\$3,141.50	\$37,698
March 1, 2028-February 28, 2029	\$3,325.75	\$38,829

**NOW, THEREFORE BE IT ORDAINED**, the City Council hereby authorizes the disposal of property of the land and unimproved building (warehouse) located on the Bethel City Dock, USS 3230 A&B Block 20 Lot 3 thorough lease:

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

**SECTION 2. Authorization.** Pursuant to Bethel Municipal Code 04.08.030(A), Disposal of Property No Longer Necessary for Municipal Purposes.

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

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL ALASKA, THIS 24<sup>th</sup> DAY OF FEBRUARY 2026, BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

\_\_\_\_\_  
Rose Henderson, Mayor

ATTEST:

\_\_\_\_\_  
Kevin Morgan, City Clerk

**CITY OF BETHEL PORT FACILITIES  
LEASE AGREEMENT**

This Lease Agreement (hereafter "Lease") entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ is made and entered into between the City of Bethel, a municipal corporation organized under the laws of the State of Alaska, located at 300 State Highway, Bethel, Alaska (hereafter "Lessor" or "City") and \_\_\_\_\_ (hereafter "Lessee" or "AML").

**TERMS**

- 1. DESCRIPTION OF PREMISES.** Lessor leases to Lessee an unimproved warehouse building located at the Bethel City Dock, USS 3230 A&B, Block 20, Lot 3, Bethel Recording District, Fourth Judicial District, State of Alaska, and described more particularly as follows: The Old Northwest Navigation Warehouse, with the dimension 80' by 60' wide (hereafter "the Premises").
- 2. TERM.** The Term of the Lease shall begin March 1, 2026 (hereafter "Commencement Date") and ending February 28, 2029 (hereafter "Termination Date").
- 3. RENT.** Rent shall be payable at the rate provided below. Rent shall be due and payable to Lessor on the first day of each month during the term of the Lease. If rent is not received by the fifth day of each month, Lessee shall be in breach of the Lease, and Lessor shall have the right to charge interest at the annual rate of five percent (5%) for each day in which the rent is overdue and/or seek any and all remedies available under the law, including but not limited to termination of this Lease.

Lease Dates	Monthly Lease Amount	Annual Lease Amount
March 1, 2026-February 28, 2027	\$	\$
March 1, 2027- February 28, 2028	\$	\$
March 1, 2028-February 28, 2029	\$	\$

- 4. USE OF PREMISES.** The Premises are to be used by Lessee for the purposes of handling and storing Lessee's LCL (Less Container Load) freight. Lessee shall restrict its use of the Premises to such purposes subject to the terms, conditions, and other restrictions contained in this Lease. Lessee shall not sue or permit the use of the Premises for any other purpose without the prior, express, and written consent of Lessor or Lessor's authorized agent.

**5. RESTRICTIONS ON USE.**

- A.** Lessee shall not use the Premises in any manner that will increase risks covered by insurance on the Premises and result in an increase in the rate of insurance or a cancellation of any insurance policy, even if such use may be in furtherance of Lessee's business purposes.

**B.** Lessee shall not keep, use, or sell anything prohibited by any policy of fire and liability insurance covering the Premises, and shall comply with all requirements of the insurers applicable to the Premises necessary to keep the fire and liability insurance.

**C. Hazardous Substances:**

- i. Except as provided herein, Lessee shall not use the Premises for the handling, storage, or transportation of any Hazardous Substance. Lessee shall be permitted to handle and store freight on the Premises that contains hazardous materials packaged in non-bulk packaging as defined by 49 C.F.R. Ch. 1, § 171.8, as amended. In the event Lessee handles or stores any non-bulk packaged Hazardous Substance, Lessee shall comply with all laws, rules, and regulations governing the handling, transportation, and storage of Hazardous Substances in non-bulk packaging, including but not limited to all costs of cleanup, legal costs including all reasonable attorney's fees and costs incurred by Lessor in connection with Lessee's handling or storage of Hazardous Substances on, at, or within the Premises.
- ii. Indemnification: In addition to indemnification under Section 21 of this Lease, Lessee shall protect, indemnify, defend, and hold harmless Lessor from any and all loss, damage, cost, expense, judgment, or liability of any and every kind and description, including without limitation reasonable attorney's fees and costs, arising or resulting directly or indirectly out of the use, generation, manufacture, production, processing, installation, storage, treatment, handling, release, discharge, or disposal by Lessee, or presence of a Hazardous Substance in, on, under, or around the Premises released by Lessee.
- iii. Hazardous Substance Defined: For purposes of this Lease, "Hazardous Substance" means any flammable, explosive, or radioactive material; crude or refined petroleum; or any hazardous, toxic, or dangerous waste, substance, or material, including hazardous materials as defined under or for purposes of any Environmental Law. For purposes of this section, "Environmental Law" means any federal, state, or local law, ordinance, code, regulation, rule, order, or decree relating to or imposing liability or standards of conduct on the treatment, storage, use, or disposal of any Hazardous Substance, including but not limited to the following federal acts: the Comprehensive Environmental Response, Compensation, and Liability Act as amended by the Superfund Amendments and Reauthorization Act of 1986; the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act of 1976; the Clean Air Act; the Insecticide, Fungicide, and Rodenticide Act; the Pesticide Act; the Toxic Substances Control Act; the Hazardous Materials Transportation Act; the Emergency Planning and Community Right-to-Know Act; the Safe Drinking Water Act; the Occupational Safety and Health Act; and all implementing regulations of the foregoing Acts.

**6. WASTE, NUISANCE, OR UNLAWFUL ACTIVITY.** Lessee shall not allow any waste or nuisance on the Premises, nor use or allow the Premises to be used for, any unlawful purpose.

**7. UTILITIES.** Lessee shall arrange and pay for all utilities furnished to the Premises for the term of the Lease, including but not limited to: electricity; gas; water; sewer; and telephone service. Lessee is responsible for turning on and off utilities with the utility provider.

**8. REPAIRS AND MAINTENANCE.** Lessee shall maintain the Premises and keep them in good repair at Lessee's expense. Lessor acknowledges that from the time of transfer, the building was not in good repair, with one corner of the building having exposed fiberglass siding. If the building is damaged due solely to the condition of the building, and not due to the actions of Lessee, Lessee will not be required to make associated repairs. If the foregoing situation arises, the parties may decide whether to maintain the Lease or terminate it without fault. Lessee and Lessor performed an inspection of the Premises prior to Lessee's occupation thereof.

**9. DELIVERY, ACCEPTANCE, AND SURRENDER OF PREMISES.** Lessor represents that the Premises are in fit condition for use by Lessee. Lessee shall surrender the Premises on the Termination Date, or upon earlier termination of the Lease, in the same condition as when Lessee took possession, allowing for reasonable wear and tear and damage by Acts of God. Before surrender, Lessee shall remove all business signs, equipment, structures, and goods placed on the Premises by Lessee and restore the Premises to the same condition as when delivered.

**A. PARTIAL DESTRUCTION OF PREMISES.** Partial destruction of the Premises shall not render this Lease void or voidable, nor terminate it except as specifically provided in the Lease. If the Premises are partially destroyed during the Lease term, Lessee shall make Lessor aware of such partial destruction as soon as practicable, and Lessor shall repair the Premises within forty-five (45) days of the partial destruction, or as soon thereafter as practicable in conformity with applicable law and regulations. Lessor shall provide Lessee with written notice of intent to repair within fifteen (15) days of any partial destruction. Rent will be reduced proportionately to the extent to which the repair operations interfere with Lessee's business conducted on the Premises. If repairs cannot be made within the timeframe specified above, Lessor may make them within a reasonable time, and the Lease shall remain in effect with a proportional rent rebate to Lessee as provided in this section. If the repairs cannot be made within sixty (60) days, and if Lessor does not elect to make them within a reasonable time, either party may terminate the Lease.

**B. RIGHT OF ENTRY.** Lessor reserves the right to enter, and Lessor shall permit entry upon, the Premises at reasonable times to: inspect the Premises; perform required maintenance and repairs; or alter or modify any part of the building on the Premises. Lessor may erect scaffolding, fencing, and similar structures; post relevant notices; and place movable equipment in connection with alterations, modifications, or repairs without incurring liability to Lessee for disturbance of quiet enjoyment or loss of occupation of the Premises. Lessee shall also permit utility providers to enter the Premises consistent with Section 7 of this Lease.

**C. SIGNS, AWNINGS, AND MARQUEES INSTALLED BY LESSEE.** Lessee shall not construct or place signs, awnings, marquees, or other structures projecting from the exterior of the Premises without Lessor's prior, express, and written consent. Lessee shall remove signs, displays, advertisements, or decorations it has placed on the Premises that the Lessor considers to be offensive or otherwise objectionable, at Lessor's sole discretion. If Lessee fails to remove such signs, displays, advertisements, or decorations within seven (7) days after Lessor provides Lessee with written notice to remove them, Lessor reserves the right to enter the Premises and remove them at Lessee's expense.

**D. BUSINESS SALE SIGNS.** Lessee shall not conduct "Going out of Business," "Lost Our Lease," "Bankruptcy" or similar sales on the Premises without Lessor's prior written consent.

**E. NONLIABILITY OF LESSOR FOR DAMAGES.** Lessor shall not be liable for damages to persons or property from any cause relating to Lessee's occupancy of the Premises, including those arising out of damage or loss occurring on sidewalks or other areas adjacent to the Premises. Lessee shall indemnify and hold harmless Lessor from any and all liability, loss, damages, claims, or obligations arising from any injuries or losses of the nature described in this section.

## **10. INSURANCE.**

- A.** Lessee shall obtain at its own expense, maintain at all times during the term of this Lease, and require any consultant or contractor entering the Premises on its behalf to obtain, general liability insurance providing at least one million dollars (\$1,000,000) as a combined single limit (CSL) for property damage and bodily injury, and two million dollars (\$2,000,000) aggregate.
- B.** Lessor must be furnished with a certificate of general liability insurance prior to any use of the Premises under this Lease. The certificate shall be provided as soon as practicable after execution of the Lease and shall be Exhibit A to the Lease.
- C.** All insurance required by this Lease must include the Lessor, its officers, agents, and employees as additional insureds, and waive subrogation endorsement.
- D.** Lessee shall provide no less than thirty (30) days' written notice of cancellation for any material change in coverage.
- E.** Lessee shall maintain automobile liability insurance in the amount of one million dollars (\$1,000,000) for bodily injury and property damage.
- F.** Lessee shall maintain and provide a certificate of coverage to Lessor of any workers' compensation and employers' liability insurance as required by Alaska law.
- G.** Lessee shall replace certificates, policies, and endorsements for any insurance expiring prior to the termination of this Lease. Unless otherwise provided under this Lease, Lessee shall maintain such insurance from the Commencement Date to the Termination Date of this Lease.
- H.** Lessor may elect to obtain property insurance for the Premises that protects its own financial interests. Lessee shall not be named or added as additional insured on any such policy or provided any coverage thereunder.

**11. ADDITIONAL PROPERTY OF LESSEE.** All property belonging to Lessee or others that is in, on, or adjacent to the Premises shall be there at sole risk of Lessee or others. Lessor shall not be liable for any loss or damage to such property.

## **12. ASSIGNMENT, SUBLEASE, OR LICENSE.**

- A. Absent Lessor's prior written consent, Lessee shall not assign or sublease the Premises, or any right or privilege connected with the Premises, or allow any other person except Lessee's own employees or agents to occupy the Premises or any part thereof. Lessor's
- B. consent to occupancy by anyone other than Lessor shall not be consent to any subsequent assignment, sublease, or occupation by such others.
- C. Any unauthorized assignment, sublease, or license to occupy by Lessee shall be void and shall terminate this Lease at the option of Lessor.
- D. Absent Lessor's prior written consent, Lessee's interest in this lease is not assignable by operation of law.

**13. BREACH.** Lessee's failure to comply with each term and condition of this Lease, the appointment of a receiver to take possession of Lessee's assets, a general assignment for the benefit of Lessee's creditors, or any action taken or allowed to be taken by Lessee under any bankruptcy act shall constitute a breach of this Lease. Lessee shall have ten (10) days following receipt of written notice from Lessor of any breach to correct the conditions specified in the notice. If Lessee cannot correct such conditions within the ten (10) day period specified above, Lessee shall have a reasonable time to do so if Lessee takes reasonable steps to correct such conditions within ten (10) days after receipt of the notice provided by Lessor under this section.

**14. REMEDIES OF LESSOR FOR BREACH BY LESSEE.** No right or remedy conferred by this Lease is intended to be exclusive of any other right or remedy provided by this Lease or by law. In addition to other rights and remedies provided by law, Lessor shall have the following remedies if Lessee breaches this Lease and fails to make corrections.

- A. Lessor may reenter the Premises immediately and remove the property and personnel of Lessee, store the property on the lot and/or in a public warehouse or at a place selected by Lessor, at Lessee's sole expense.
- B. Upon reentry, Lessor may terminate this Lease with thirty (30) days' written notice to Lessee. Upon termination, Lessor may recover from Lessee all damages resulting from the breach, including, but not limited to, the cost of recovering the Premises and the balance of the rent payments remaining due and unpaid under the Lease.
- C. After re-entry, Lessor may re-lease the Premises or any part of the Premises to a new lessee for any term at such rent and on such terms as Lessor may choose. Lessor may make all reasonable alterations and repairs to the Premises at Lessee's expense. If Lessor re-leases the Premises to a new lessee, the rights and obligations of Lessor and Lessee under this Lease are as follows:
  - i. In addition to Lessee's liability to Lessor for breach of this Lease, Lessee shall be liable for all expenses of the re-leasing; alterations and repairs made; and the difference between the rent received by Lessor under the new lease and the rent installments due for the same period under this Lease.

- ii Lessor, at its option, shall have the right to apply the rent received from re-leasing the premises to: (a) reduce Lessee's debt to Lessor under this Lease, not including debt for rent; (b) expenses of the re-leasing and alterations and repairs made; (c) rent due under this Lease; or (d) payment of future rent under this Lease as it becomes due.
- iii. If the new lease does not pay a rent installment promptly to Lessor, and the rent installment has been credited in advance of payment to the debt of Lessee other than rent, or if rentals from the new lessee have been otherwise applied by Lessor as provided for in this section, and during any rent installment period, are less than the rent payable for the corresponding installment period under this Lease, Lessee shall pay Lessor the deficiency, separately for each rent installment, deficiency period, and before the end of that period. Lessor may, at any time after re-leasing, terminate this Lease for the breach on which Lessor based the re-entry and re-lease the Premises.

**D.** After re-entry, Lessor may procure the appointment of a receiver to take possession and rents and profits of Lessee. If necessary to collect the rents and profits, the receiver may carry on the business of Lessee and take possession of the personal property used in the business of Lessee, including inventory, trade fixtures, and furnishings for use in Lessee's business without compensation to Lessee.

**15. ATTORNEY'S FEES.** If Lessor brings an action to enforce any provision or term of this Lease, or for any breach of any provision of this Lease, Lessee shall pay Lessor all reasonable costs and attorney's fees incurred by Lessor in such an action.

**16. INDEMNITY.** Lessee shall defend, indemnify, and hold harmless Lessor, including its elected and appointed officials, officers, employees, legal representatives, consultants, agents, and assigns from and against any and all demands, claims, causes of action (whether an action for damages, indemnity, contribution, or otherwise); actions, damages, fines, penalties, judgments, costs, and expenses (including without limitation the costs of defense, settlement, and reasonable attorney's fees); and charges, forfeitures and liabilities or losses of any nature or kind whatsoever, including, but not limited to, personal injury, property damage, and wrongful death, arising or resulting directly or indirectly from: (1) breach of this Lease by Lessee; (2) misrepresentation by Lessee; (3) any negligent or intentional act, error, or omission of Lessee; or (4) Lessee's operations or use of the Premises, except to the extent that any portion of such claim arises from an act, error, or omission of Lessor or arises from a structural defect in the Premises. For purposes of this section, "Lessee" includes Lessee's officers, employees, agents, contractors, or subcontractors directly responsible to Lessee for any activity or services rendered on the Premises. All foregoing rights to indemnification shall survive the expiration, abandonment, termination, or early termination of this Lease.

**17. CONDEMNATION AND EMINENT DOMAIN.** Eminent domain proceedings resulting in the condemnation of a part of the Premises, but leaving the remaining Premises usable by Lessee for the purposes of its business, will not terminate this Lease unless Lessor or Lessee, at its option, terminates this Lease by giving written notice to the non-terminating party within thirty (30) days of receiving notice of commencement of an eminent domain action. If neither party exercises its right to terminate under this section, the effect of any condemnation will be to terminate this Lease as to the portion of the Premises condemned, and the lease of the remainder of the Premises shall remain intact. Rent for

the remainder of the Lease term shall be reduced by the amount that the usefulness of the Premises has been reduced for the business purposes of Lessee. Lessee assigns and transfers to Lessor any claim it may have to compensation for damages arising from condemnation of any part of the Premises.

- 18. RENEWAL OF LEASE.** This Lease is subject to the provisions of Bethel Municipal Code 4.08.050. Consistent with Bethel Municipal Code 4.08.050(C), Lessee shall notify the city clerk of its intent to renew this Lease at least one hundred eighty (180) days prior to the Termination Date of the Lease. Otherwise, on or before the Termination Date, Lessee shall peaceably and quietly leave, surrender, and yield up to Lessor the Premises, subject to the provisions of Section 9 of this Agreement.
- 19. WAIVER.** The waiver by either party by default in the performance of any term or provision of this Lease shall not be construed as a waiver of any subsequent default in the performance of any term or provision of this Lease.
- 20. GOVERNING LAW.** In addition to any applicable federal law, this Lease is governed by, construed under and enforced in conformity with the laws of the State of Alaska and the City of Bethel.
- 21. VENUE.** Absent agreement by the parties to a different venue, venue for any action brought to enforce this Lease shall be the Superior Court for the Fourth Judicial District of the State of Alaska at Anchorage. If federal jurisdiction applies, any action shall be brought in the United States District Court for the District of Alaska, located in Anchorage, Alaska.
- 22. ENTIRE AGREEMENT.** This Lease constitutes the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Lease shall not bind either party except to the extent incorporated into this Lease.
- 23. MODIFICATION OF LEASE.** Any modification to this Lease or additional obligation assumed by either party in connection with this Lease shall be binding only if such modification is in writing signed by each party, or an authorized representation of each party.
- 24. SEVERABILITY.** If any part, article, paragraph, or clause of this Lease is not enforceable, the affected portion shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law, and the remainder of the Agreement shall continue in full force and effect.
- 25. UNDERSTANDING OF THE PARTIES.** This Lease has been jointly negotiated and drafted by the parties. Both parties have had the ability and opportunity to consult with legal counsel prior to execution of this Lease. In the event of a dispute arising out of this Lease, the terms of the Lease shall not be construed for or against either party. Each party fully understands the contents of this Lease and enters into it as their own free act without any duress.
- 26. COUNTERPARTS.** This Lease may be executed in counterparts, each of which shall be deemed an original, and, when taken together with other signed counterparts, shall constitute a single agreement that shall be binding on and effective as to both parties.
- 27. NOTICES.** All notices, demands, or other writings that this Lease requires or allows to be given by either party to the other shall be deemed fully given when made in writing and deposited in the United States mail, certified and postage prepaid. The following addresses shall be used

unless written notice of a different address is provided by either party to the other, consistent with the notice-giving requirements of this section.

**LESSOR:**

City of Bethel  
Attn: City Manager  
PO Box 1388  
Bethel, AK 99559-1388

**LESSEE:**

- 28. BINDING EFFECT.** This Lease shall bind and insert the benefit of the respective heirs, personal representatives, successors, and assigns of the parties.
- 29. TIME OF THE ESSENCE.** The parties specifically declare and agree that time is of the essence in this Lease.
- 30. PARAGRAPH HEADINGS.** The paragraph headings and sub-headings used in this Agreement are for reference and identification purposes only and are not intended to be used or relied upon in interpreting or enforcing this Lease.
- 31. AUTHORITY.** By signing this Lease, the undersigned represent that they are authorized to execute this Lease and bind the parties and their respective officers, directors, agents, heirs, employees, successors, and assigns, and they have not assigned any claim covered by this Lease.
- 32. EFFECTIVE DATES.** This Lease shall take effect on the date both parties have executed this Lease. If the Lease is executed in counterparts, the Effective Date shall be the date upon which the final party to this Lease signs below.

IN WITNESS WHEREOF, Lessee and Lessor have duly executed and acknowledged said Lease.

CITY OF BETHEL

ALASKA MARINE LINES

\_\_\_\_\_  
Lori Strickler  
City Manager

\_\_\_\_\_  
NAME  
TITLE

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# CITY OF BETHEL



**NOTICE OF BID OPPORTUNITY:  
DISPOSITION BY LEASE OF REAL PROPERTY  
OWNED BY THE CITY OF BETHEL  
CLOSING DATE JANUARY 30, 2026, 2:00 PM**

**SUMMARY**

Pursuant to Bethel Municipal Code 4.08, notice is hereby given that the City is accepting sealed bids for the lease of land and building described below.

**PROPERTY**

Location/Legal Description:

Land: U.S. Survey 3230 A&B, Block 20, lots 3, Bethel City Dock, Bethel Recording District, Fourth Judicial District, State of Alaska, Lot 3 a 20,412 square foot lot containing a warehouse building.

Building: A warehouse building 80' by 60' wide totaling 4,800 sq feet. The warehouse has electricity that will be paid for by the tenant. The building is otherwise an unimproved wood frame metal-sided building.

**METHOD OF DISPOSAL**

The City Council may dispose of property no longer necessary for municipal purposes (BMC 4.08.030). All such disposals shall be leased by sealed bid to the highest bidder and shall be at least current with assessed or appraised value.

**TERMS OF DISPOSAL**

The term of the lease shall begin March 1, 2026, and end February 28, 2029, with two one-year extension options.

**BID SUBMISSION**

The City of Bethel will accept sealed bids until January 30, 2026, at 2:00 PM AKST. Late submissions will be rejected. Submission can be made:

In person: City Hall Finance Department, ATTN CITY MANAGER, 300 Chief Eddie Hoffman Highway

By mail: City of Bethel, ATTN CITY MANAGER PORT LOT BID SUBMISSION, P.O. BOX 1388, Bethel, AK 99559

By email: [port@cityofbethel.net](mailto:port@cityofbethel.net) SUBJECT: PORT LOT BID SUBMISSION

In person and by mail bids shall be clearly marked with: PORT LOT BID SUBMISSION with an enclosure containing the bid information.

Email bid submissions shall have a subject line: PORT LOT BID SUBMISSION with an attachment containing the bid information.

The bid information shall include the following:

Lease Dates	Monthly Lease	Annual Lease
March 1, 2026-February 28, 2027	\$	\$
March 1, 2027- February 28, 2028	\$	\$
March 1, 2028-February 28, 2029	\$	\$

**SITE INSPECTION**

Interested parties may attend an onsite viewing of the lot and warehouse on:

January 6<sup>th</sup> from 1:00PM – 2:00PM

Parties will meet at the Port Office Building, 919 Front Street, Bethel

**ADDITIONAL INFORMATION**

Photos of the lot and building as well as plat, GIS imaging, and the sample lease are available at the City's website under the formal notice of bid opportunity: [www.cityofbethel.org](http://www.cityofbethel.org)

## *CITY OF BETHEL, ALASKA*

### **ORDINANCE #25-08 (g)**

#### **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:

#### **G-1 Police Department**

**WHEREAS,** the Police Department has experienced increased overtime expenses resulting from employment transitions and staffing vacancies, and therefore seeks to reallocate \$100,000 from account 100-61-6000 (Salaries) to account 100-61-6010 (Overtime) to offset these costs;

**WHEREAS,** the Police Department has identified a need for various facility improvements, including interior and exterior painting, replacement of fixtures, new chairs and office furniture, and general supplies, as part of an effort to maintain welcoming and functional workspaces for staff and the public;

**WHEREAS,** to support these ongoing facility improvements, the Police Department is requesting an additional \$10,000 to be added to its supplies line item;

**WHEREAS,** the Bethel Police Department's well system has been inoperable for several years, resulting in the absence of potable water within the facility;

**WHEREAS,** a contractor evaluation determined that restoration of the well system requires replacement of electronic components, filtration systems, chemicals, and associated installation, and the Police Department is therefore requesting \$18,000 to address this deferred maintenance;

**WHEREAS,** the Police Department identified that two vehicles received in the fall were not quoted with radio equipment and were therefore not outfitted with radios;

**WHEREAS**, following a significant studded tire purchase covering approximately 50 percent of the Police Department fleet, the vehicle parts and tools line item has been fully depleted;

**WHEREAS**, the Police Department is requesting \$20,000 under line item 100-61-6231 to purchase two radios for the new police vehicles (approximately \$14,000) and to cover existing vehicle parts and tools overages to date in the amount of \$5,061.

<b>G-1 Police Department</b>				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-61-6010	Overtime	\$266,208	\$100,000	\$366,208
100-61-6100	Supplies	\$32,000	\$10,000	\$42,000
100-61-6335	Other Purchased Services	\$80,000	\$18,000	\$98,000
100-61-6231	Vehicle Parts and Tools	\$35,000	\$20,000	\$55,000
100-61-6000	Salaries	\$2,339,186	(\$100,000)	\$2,239,186
Undesignated Fund Balance			(\$48,000)	

**G -2 Property Maintenance**

**WHEREAS**, the Facility Maintenance Team has performed numerous boiler repairs during the current fiscal year, in addition to routine annual maintenance;

**WHEREAS**, because boiler repairs are emergent and essential to continued operations, the Facility Maintenance Team has depleted its on-hand inventory of parts and supplies and must replenish those materials to ensure readiness for future repairs;

**WHEREAS**, the required supply purchases include, but are not limited to, pumps and boiler control modules;

**WHEREAS**, the public works shop has a middle bay door that is fire rated to protect both sides of the shop from the spread of fire, this bay door was determined to have many failure points in its function preventing it from being lifted and lowered requiring it to permanently be placed up, to help ensure appropriate ingress and egress to the shared spaces;

**WHEREAS**, a quote to replace and install a new door was received from a trusted contractor in the amount of \$27,224.64, the facility maintenance team is requesting an increase to line item.

Introduced by: City Manager Strickler  
 Introduction Date: February 10, 2026  
 Public Hearing: February 24, 2026  
 Action:  
 Vote:

<b>G-3 Property Maintenance</b>				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-70-6201	Boiler Expenses	\$25,000	\$25,000	\$50,000
100-70-6335	Other Purchased Services	\$56,000	\$30,000	\$86,000
Undesignated Fund Balance			(\$55,000)	

**G-4 Community Parks and Recreation**

**WHEREAS**, heating fuel expense are tracking higher than expected for the year, the department is seeking a transfer from personnel expenses (Salaries and PERS) in the amount of \$129,000 to heating fuel to cover these unexpected costs.

<b>G-4 Community Parks and Recreation</b>				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-71-6153	Heating Fuel	\$210,000	\$129,000	\$339,000
100-71-6000	Salaries	\$470,387	(\$95,000)	\$375,387
100-71-6034	PERS	\$86,660	(\$34,000)	\$52,660

**G-5 Piped Utilities**

**WHEREAS**, the City is currently utilizing fire hoses to clear frozen and clogged sewer lines, a process that consumes approximately 200 gallons of water per minute, placing a significant strain on the City’s piped utility system and water holding capacity, given that the City is able to produce only approximately 400 gallons of water per minute;

**WHEREAS**, this sustained high-volume water usage has substantially impacted the City’s water holding tank at the Bethel Heights Water Treatment Plant, requiring hauled utility trucks to divert frequently to the City Subdivision Water Treatment Plant during the current season;

**WHEREAS**, due to the volume of water required for this method, the City is limited to thawing one sewer line at a time, which restricts timely response and prevents proactive maintenance at other locations;

**WHEREAS**, the City has consulted with regional partner agencies to identify alternative methods and has determined that a hot box jetting system is commonly used and operates at approximately 8–10 gallons per minute;

**WHEREAS**, the hot box jetting system prioritizes heated water and pressure over extremely high flow, which is expected to significantly reduce water

Introduced by: City Manager Strickler  
 Introduction Date: February 10, 2026  
 Public Hearing: February 24, 2026  
 Action:  
 Vote:

consumption, provide an alternative to the current single-source thawing method, and improve overall operational efficiency;

**WHEREAS**, while a hot box jetting system is not intended to fully replace the high-pressure capability of fire hoses, it is anticipated to serve as a secondary and complementary solution to meet the City’s ongoing need to clear frozen and clogged sewer lines.

<b>G-5 Piped Utilities</b>				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-86-6200	Minor Equipment	\$150,000	\$40,000	\$190,000
Undesignated Fund Balance			(\$40,000)	

**SECTION 4. Effective Date.** This ordinance shall become effective upon the 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 2026 operating budget is adopted, as amended for a period of one year, from July 1, 2025, through June 30, 2026.

**ENACTED THIS 24<sup>th</sup> DAY OF FEBRUARY 2026, BY A VOTE OF \_\_\_ IN FAVOR AND \_ OPPOSED.**

\_\_\_\_\_  
 Rose Henderson, Mayor

ATTEST:

\_\_\_\_\_  
 Kevin Morgan, City Clerk

## City of Bethel Action Memorandum

Action memorandum No.	26-03		
Date action introduced:	February 10, 2026	Introduced by:	Mayor Henderson
Date action taken:		Approved	Denied
Confirmed by:			

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

Attachment(s): None Attachment(s): none

<b>Amount of fiscal impact:</b>		<b>Account information:</b>
x	No fiscal impact	

### Ethics Board

Michael Husa has applied for appointment; term expiration is December 31, 2028.

## City of Bethel Action Memorandum

Action memorandum No.	26-04		
Date action introduced:	February 10, 2026	Introduced by:	Lori Strickler, City Manager
Date action taken:	February 10, 2026	Approved	Denied
Confirmed by:			

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

**Attachment(s):** Resume and Letter of Interest

### Summary Statement

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

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

N. Poquette has been conditionally offered the position pending approval of the governing body.

The Finance Director position is a critical leadership role within the City, responsible for overseeing the City’s financial planning, budgeting, and fiscal policy development. N. Poquette was selected by the review board based on their qualifications, experience, history with multiple areas of governmental accounting, their strength in communication and their ability to lead the City's financial operations.

December 25,2025

Dear Lori and Hiring Team

I am writing to formally express my interest in the Director of Finance position with the City of Bethel. With 8 years of experience in private and government finance and leadership, I am eager to contribute my skills. I take pride in my work with ethics, ensuring public stewardship, fiscal accountability, and transparent financial reporting. I am drawn to this opportunity to serve as the City's financial expert and advisor to executive leadership and elected officials.

In my current role as Budget & Tax Manager for the City of Steamboat Springs, I oversee a \$150 million citywide budget and support the full spectrum of governmental financial functions, including budget development, financial reporting, audit coordination, revenue administration and forecasting, taxation, and internal controls. I regularly present financial information to senior leadership and elected officials, ensuring complex financial data is accurate and clearly communicated to support informed decision-making. I have also served as Acting Finance Director during periods of absence, assuming full responsibility for departmental oversight, financial reporting, and executive support.

I recently served as a workstream lead for budget, project, and reporting functions during a municipal Workday ERP implementation. This experience reinforced the importance of my ability to adapt to changes and learn new software, policies, laws, etc.

Previously, I served as Program Manager for the Vermont Department of Taxes, overseeing the distribution and financial oversight of approximately \$30 million in state funding to more than 250 municipalities. Earlier in my career, I held accounting roles at Summit County, Utah, where I supported payroll, accounts payable and receivable, grant compliance, budget preparation, audit support, and internal control improvements. These roles provided a strong foundation in hands-on governmental accounting, fund accounting, and financial compliance.

I enjoy the wild outdoors – living in Utah, Vermont, and Colorado. It will be a privilege to share my expertise with Alaska.

I hold a Graduate Certificate in Accounting and am currently completing a Master of Science in Accounting and am a CPA candidate. I bring advanced proficiency in government financial systems and reporting tools, including OpenGov, Caselle, VISION, Workday, Power BI, Microsoft Excel, Microsoft Office, and Google Sheets. Beyond technical expertise, I value collaboration, professionalism, and clear communication, and I take pride in supporting leadership with reliable financial insight while fostering a culture of accountability and service.

I would welcome the opportunity to contribute my knowledge and skills to the City of Bethel and to support its mission through sound financial management and transparent reporting.

Thank you for your time and consideration,

Nella Poquette 

## **Nella S. Poquette**

3312 Covey Circle, Steamboat Springs, CO 80487

nellaspoquette@gmail.com

+1 435-901-5519

### **SUMMARY**

Accomplished finance professional with over eight years of extensive experience specializing in financial reporting, budget development, revenue administration, and program oversight. Proven leader, managing and presenting multimillion-dollar budgets, preparing accurate financial statements, overseeing tax administration, and optimizing fiscal operations. Currently serves as Budget & Tax Manager for a \$150 million municipal organization and previously managed statewide funding programs serving over 250 municipalities. Passionate about advancing best practices in government financial reporting and continuous program improvement. Committed to fiscal transparency, financial sustainability, and excellence in public service.

### **EXPERIENCE**

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#### ***BUDGET AND TAX MANAGER***

***03/23 – Present***

***CITY OF STEAMBOAT SPRINGS | STEAMBOAT SPRINGS, CO***

***45hrs/wk***

- Oversee \$150 million citywide annual budget, lead budget development, forecasting, and year-end close
- Support transparent and accurate financial reporting for internal leadership, elected officials, auditors, and external stakeholders.
- Prepare and present annual city budget to council members, collaborating closely with department heads to ensure alignment with strategic goals
- Serve as Acting Finance Director during periods of absence, overseeing department operations and decision-making.
- Serve as workstream lead for budget, project, and reporting functions during the City's Workday ERP implementation, partnering with ERP leadership and other functional teams to support reporting structure design, data validation, and user adoption
- Work closely with managers, directors, and admin assistants on budget preparation
- Analyze budget and make recommendations on budget transfers or supplemental budget appropriation
- Member of Strategic Initiative subcommittee
- Member of Golf Management Committee
- Collaborate with various departments to streamline financial and workforce planning processes
- Provide guidance to accounting, accounts payable/receivable, and finance staff on day-to-day transactions and procedures.
- Assist procurement with purchase order inquiries and provides feedback when needed
- Lead cross-functional teams to achieve budget compliance, regularly analyzing department needs and recommending budget adjustments for maximum efficiency
- Produce reports and assist departments in managing their department budget
- Mentor and Evaluate audit staff, trains tax technician and auditors
- Successfully settled with a large company to remit about half a million dollars, and comply with sales tax law

- Participate in Colorado Municipal League tax simplification committee,
- Represent the City on regional and statewide tax and finance committees, contributing to discussions on reporting standards and best practices; and
- Supervise the division's general accounting e.g. year-end accruals, journal entries, reconciliations, documents for annual external audit

**PROPERTY VALUATION AND REVIEW PROGRAM MANAGER**

**10/21-04/23**

**STATE OF VERMONT | MONTPELIER, VT**

*40hrs/wk*

- Oversee disbursement of state funds to over 250 municipalities, managing budget tracking and program implementation to ensure transparency and compliance
- Coordinated large-scale implementation projects for data management systems, ensuring accuracy in property valuation data across departments
- Supervise and assist in calculating and disbursing current use hold harmless payments, Payment In Lieu of Taxes (PILT/PILOT), railroad corporate tax payments to towns, etc.
- Act as subject matter expert and point of contact on current use, property sales validation, VTPIE system, billing, and budgeting
- Responsible for budget development and budget tracking for projects, and Property Valuation and Review division of Department of Taxes
- Contract writing, drafting, and management for the Director's and Attorney's review
- Coordinates with vendors & IT on system implementation
- Responsible for programmatic implementation and oversight of the Statewide Grand List
- Manage data collection, compilation, and publication of PVR Annual Report
- Provide training to municipal officials and assists District Advisors on all training opportunities
- Coordinate daily with municipal business data analyst, director, current use staff, town listers, assessors, treasurers, and clerks
- Point of contact for internal and external customers including citizens, elected & appointed officials, etc.,
- Key Support Coordinator for VTPIE (IPTSM) & VTAX (FAST Enterprise), two large-scale implementation projects within the division
- Responsible for prioritization of requests for bug fixes and enhancements
- SQL Query Writer
- Create and maintain system testing scenarios
- Act as VISION support specialist, fix payment disbursements, resolve other financial issues related to the division, and
- Provide accounting feedback for the division

**ACCOUNTS RECEIVABLE III**

**10/19-12/21**

**COUNTY OF SUMMIT | COALVILLE, UT**

*40HRS/WK*

- Facilitate multiple projects and program implementations (ADP implementation, grants management of the county, internal control establishment, etc.)
- Assist in preparation of the County's Annual Budget and Member of the Budget Committee
- Sales Tax Revenue Analyst
- Grants Management Specialist
- Verify and post cash receipts submitted by Treasurers, Seniors, and Sheriff's Office
- Established training documents and best practices for the County Accounts Receivable

- Resolve billing disputes
- Assistant Payroll Specialist
- Assistant Accounts Payable
- Monitor and Control Countywide Revenues and Expenses
- Manage and maintain the County's Chart of Accounts
- Responsible for timely State Transparency reporting
- Assist in County Annual Audit
- Oversee administrative assistants within the county on accounting

**ACCOUNTS RECEIVABLE II**  
**COUNTY OF SUMMIT | COALVILLE, UT**  
 40hrs/wk

**01/19–12/21**

- Assist in preparation of County Annual Budget and member of the Budget Committee
- Launched ADP payroll software with 350 employees successfully
- Back up payroll specialist and accounts payable
- Advanced knowledge in Caselle Connect, ADP and OnBase software
- Perform internal county audit and provide feedback to C.F.O when necessary
- Assist independent auditors
- Accurately administer and reconcile grants – federal, state, and other local grants
- Optimized process of billing and collecting payments county-wide
- Successfully reduced County multiyear delinquent receivables by over 1 million dollars
- Facilitate accounts receivable training to other departments
- Handle sensitive and confidential files relating to sales tax revenue, payroll, sheriff's office
- Coordinate with other department directors on billing and payment
- Work with Treasurer's office to consolidate receipts and bank transactions
- Prepare quarterly and yearly reports to the CFO and state auditor
- Working knowledge of human resource policies/benefits, payroll taxation

**FRONT DESK MANAGER**  
**MARRIOTT VACATIONS WORLDWIDE – MARRIOTT'S MOUNTAINSIDE | PARK CITY, UT**  
 50HRS/WK

**02/17–01/19**

- Manage hiring, onboarding, training, disciplinary actions, and termination within the department
- Manage front office department's financial activities(including convenience store)
- Working Knowledge of Oracle and Powertools accounting system
- 2018 Leader of the Year; 2018 Leader of the Quarter (4<sup>th</sup> Quarter)
- Act as Property Manager in the absence of General Manager
- Improved and established new processes to increase employee productivity and motivation
- Launched and organized front office training programs
- "Problem Resolution" core team leader
- Conduct employee assessment and appropriate progressive disciplinary actions

**EDUCATION**

---

May 2026 **Master of Science in Accounting**  
 (Anticipated) *SOUTHERN NEW HAMPSHIRE UNIVERSITY | MANCHESTER, NH*  
*GPA: 3.97 / CREDITS COMPLETED: 45 OF 51*

Nov 2025 **Graduate Certificate in Accounting**  
Completed *SOUTHERN NEW HAMPSHIRE UNIVERSITY | MANCHESTER, NH*  
*GPA: 3.97 / CREDITS COMPLETED: 21 OF 21*

Completed **Bachelor of Science in Hotel, Restaurant and Institution Management**  
*DE LA SALLE – COLLEGE OF SAINT BENILDE | MANILA, PHILIPPINES*  
*EVALUATED BY WORLD EDUCATION SERVICES (NACES ACCREDITED)*  
*GPA: 3.51 / CREDITS COMPLETED: 124 OF 124*

## **SKILLS**

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- Priority-Based Budgeting
- Administration and Leadership
- Judgment and Decision Making
- Training Development
- Project Management
- Advanced knowledge in Accounting Software – OpenGov, Workday, Caselle, ADP, Oracle, VISION, FAST, IPTSM, Excel, Power BI
- Budget & Revenue Management (P & L)
- Excellent Customer Service
- Human Resource Management
- Extensive GAAP knowledge

## **ADDITIONAL INFORMATION**

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- System Expertise: OpenGov, Microsoft Office/Office 365 applications(Power BI, excel, etc.), Concur, VISION, VTax(FAST-Gentax)), ADP, Caselle, VTPIE (IPTSM), InstantPayment, Tyler, OnBase, XpressBillpay, Workday
- Member of National Society of Leadership and Success
- Marriott's Mountainside leader of the year, December 2018
- Marriott's Mountainside leader of the quarter, 4<sup>th</sup> QTR 2018
- Completed leadership connections, November 2018
- Completed gateway to leadership training, August 2018
- Marriott's Mountainside "Master of the Mountain," May 2018
- Marriott's Mountainside C.E.O (Chief Energy Officer- 1<sup>st</sup> achiever), October 2017
- Marriott's Mountainside "Master of the Mountain," November 2016

Dear Mayors,

Thank you to those who could join us this past Monday. It's always great to see you all!

During our call, we built off the discussion from the previous month, considering offering frequent trainings throughout the year for both Mayors as well as elected officials and staff. Attached is a draft schedule for these trainings. It's a starting point, and open for tweaks and adjustments. Are there any topics you think are missing? Anything you'd change?

We discussed keeping the monthly ACoM format on the first Monday of each month. The first half of the meeting will remain reserved for Mayors only, and the second half will open up to other staff and elected officials for a 30-minute training.

What feedback do you have? We look forward to your comments.

- Kaitlyn

PS: Our [Winter Legislative Conference](#) is coming up February 17-19 in Juneau! There's still time to register; we look forward to seeing you there.

Kaitlyn Conway, MPA  
Intergovernmental Affairs Manager  
Alaska Municipal League  
(907) 586-1325  
*"Strengthening Alaska Municipalities"*



### Member Services Continuing Education Proposed 2026 Draft Schedule

Month	Topic	Audience
January	ACOM Meeting: Civility	Mayors Only
February	Meeting Hero 201: Hard Meetings Clinic, Executive Session limitations, handling hostile questions, managing public comments	For Elected Officials and Staff
March	Title 29 + Municipal Powers (Good refresher entering session)	Elected Only
April	ACOM Meeting: Budget Season Reality Check	Mayors Only
May	Ethics, Conflicts of Interest and Staying out of Trouble	For Elected Officials and Staff
June	Roles and Boundaries with Staff: Reduce Friction and Confusion, what staff have a right to expect, performance evaluations	Elected Only
July	ACOM Meeting: Staffing and Retention Challenges	Mayors Only
August	Budget 201: Having a reserve strategy, avoiding the budget roller coaster and using multiyear thinking	For Elected Officials and Staff
September	Intergovernmental Affairs and lobbying: How to respond to state and federal actions: Resolution Writing Lab	Elected Only
October	ACOM Meeting: Crisis Management	Mayors Only
November	Utility Governance and Rate Setting Basics: Why enterprise thinking matters and how to think about fees sustainably	For Elected Officials and Staff
December	Land use, Planning, Housing Decisions: How do planning tools fit together, how to make defensible land use decisions.	Elected Only



ONE SEALASKA PLAZA, SUITE 302 • JUNEAU, ALASKA 99801  
TEL (907) 586-1325 • FAX (907) 463-5480 • WWW.AKML.ORG

Member of the National League of Cities and the National Association of Counties

### **February — Meeting Hero 201: Hard Meetings Clinic (For Elected Officials and Staff)**

Advance your skills for difficult meetings: executive session boundaries, managing public comment, and keeping order under pressure. Come for ready-to-use facilitation techniques that protect processes and improve outcomes.

### **March — Title 29 + Municipal Powers (For Elected Officials and Staff)**

Learn how Title 29 shapes municipal authority, responsibilities, and options in Alaska. This session helps you quickly locate the “rules that matter,” connect them to local code, and apply them to real decisions.

### **April — ACOM Meeting: Budget Season Reality Check (Mayors Only)**

A peer exchange on navigating budget season challenges. Compare strategies for transparency, tough tradeoffs, and building alignment when resources are tight.

### **May — Ethics, Conflicts of Interest, and Staying Out of Trouble (Elected Only)**

Build confidence in handling common ethics situations—conflicts of interest, disclosure/recusal, gifts, and use of position. You’ll leave with practical decision rules for protecting public trust and avoiding avoidable missteps.

### **June — Roles and Boundaries with Staff (Elected Only)**

Clarify governance vs. administration and learn how to provide direction without drifting into micromanagement. This session offers practical tools for communicating expectations, handling concerns, and improving governing body–staff relationships.

### **July — ACOM Meeting: Staffing and Retention Challenges (Mayors Only)**

A mayor roundtable on staffing realities and sustaining capacity. Share tactics for retention, morale, and continuity of operations when vacancies and burnout are persistent.

### **August — Budget 201: Reserve Strategy & Multi-Year Thinking (For Elected Officials and Staff)**

Go beyond the annual budget to understand reserves, forecasting, and long-term financial resilience. Learn how multi-year thinking reduces surprises and supports stable service delivery.



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**September — Intergovernmental Affairs & Lobbying: Resolution Writing Lab (Elected Only)**

Learn how to influence state and federal decisions that affect local authority and funding. You'll practice drafting or improving a resolution and leave with a clearer sense of what makes advocacy effective.

**October — ACOM Meeting: Crisis Management (Mayors Only)**

A peer session on leading through high-pressure events. Share communication and decision-making approaches that help stabilize operations, maintain trust, and coordinate effectively during a crisis.

**November — Utility Governance & Rate Setting Basics (For Elected Officials and Staff)**

Understand the governing body's role in utility oversight and the basics of sustainable rate setting. This session helps you ask the right questions, balance affordability with system health, and connect utility decisions to financial stewardship.

**December — Land Use, Planning, and Housing Decisions (Elected Only)**

Learn how the comprehensive plan, zoning, and local code work together—and what makes land use decisions defensible. This session clarifies roles with planning commissions and builds practical skills for navigating high-interest housing and development decisions.

# CITY OF BETHEL

City Manager's Office



## Employees & Human Resources

### Appreciation

Curtis Pavila began working with the City in 2018 as a hauled services driver. His last day with the City will be February 17, 2026. Curtis is consistently praised by his coworkers for his reliability, strong work ethic, and willingness to step in and help when needed. He has been a dependable team member, especially during challenging situations.

We wish Curtis and his family the very best as they transition out of Bethel, and we would welcome him back to the City team should he choose to return in the future.

### Finance Director

We are close to finalizing the hiring of a new Finance Director. Nella Poquette has accepted the position. She will work remotely from Steamboat Springs. The finance director does not have staff oversight, this was change a year or so ago, allowing the finance director to focus on fiscal planning, reporting and policy. If confirmed by the City Council Nella will start working for the City of March 2, 2026.

### Outreach and Communications Manager

Zeff Prina started on February 3rd, as the City's Outreach Coordinator. This position manages the City's public communications and outreach efforts, including social media, digital content, media relations, and public information materials, to strengthen engagement and trust with the community. The role coordinates recruitment and awareness campaigns, supports departments with consistent public messaging, and ensures timely, accurate responses to media and public inquiries. Through collaboration with staff, schools, civic organizations, and community partners, this position promotes the City's mission and fosters a positive, professional public presence.

### Hauled Utilities

We are anticipating a temporary staffing shortage in the hauled utility division in the coming weeks due to resignations, required leave for part-time employees, and other staff obligations. As a result, we will again rely on support from other City departments to help cover routes. The team will continue working to minimize service disruptions and maintain reliable distribution.

## Financial Updates

### Alaska Community Foundation

A few weeks ago, Administration submitted a funding request to the Alaska Community Foundation related to the 283 individuals in 65 households displaced by the Halong storm who are now residing in Bethel. I am pleased to report that the City was awarded an additional \$400,000 in grant funding to support improvements to the Teen Center and expansion of the computer lab as part of the YK Fitness Center

remodel. The grant award letter is attached. This is in addition to the \$200,000 previously awarded for the Utility Billing Program.

## **Denali Commission**

Administration and the Mayor, met with the Denali Commission staff the week of January 26th to discuss a number of the City's projects, and potential grant opportunities and partnerships with other agencies.

### **Internet Services (IT Cost Savings)**

Transitioning away from an in-house IT department in recent years carried some risk, but it has resulted in an estimated annual savings of \$463,956 based on operational budget comparisons. Additional even more savings have been realized in 2025 through audits, including elimination of unused software licenses and closure of unnecessary cell phone accounts.

One of the City's largest remaining IT-related expenses was internet service, costing approximately \$24,000 per month with unreliable performance. After meeting directly with GCI to review the City's needs, we initially received a proposal of \$6,000 per month for premium service across all 13 locations. Following a technical review, it appears the City only need two GCI business connections currently but is installing three (the additional one is in preparation of the public computer lab at the YK Fitness Center, bringing estimated costs down to approximately \$1,000 per month. This is resulting in an estimated annual savings of approximately \$276,000, while also significantly improving internet reliability.

We will maintain a number of Starlink satellites for redundancy.

The City would not only like to thank GCI, but the YKHC team, and LKSD team that provided the City Manager guidance through this process.

## **Audit**

The Finance team is preparing for the FY24 audit, scheduled for next week.

## **Water & Sewer Infrastructure**

### **Martina Oscar Subdivision**

DOWL spent the week meeting individually with property owners in the Martina Oscar Subdivision who will be receiving piped water and sewer service. Construction is scheduled to begin this summer. Meetings took place both in Anchorage and Bethel to ensure property owners understand the project and have input on how service connections to their properties will be completed. Feedback from these meetings was very positive.

### **USDA Rural Development**

On Monday, John Sargent, Grant Manager, Bill Arnold, Public Works Director, and I met with USDA Rural Development. We learned the State will receive approximately \$39 million in grant funding this year—more than initially expected, though less than hoped. We discussed funding priorities and options relevant to the City.

### **Village Safe Water (VSW)**

Following the USDA meeting, we met with our VSW engineers to strategize Capital Improvement Project submissions. We learned that last year funding was capped at \$10 million per project, requiring us to

significantly scale back designs.

We are now evaluating what can realistically be achieved within a \$10 million cap, including options for phasing projects such as the Chief Eddie Hoffman extension pump house and holding tank.

## **DOWL**

All funding strategy discussions were shared with DOWL during our monthly project update meeting.

## **General Operations**

### **Meetings & Coordination**

- Met with AML (barge company) to discuss City needs and anticipated port operations for the upcoming season.
- Met with third-party billing vendors for ambulance, police, and utility billing to ensure revenue maximization. Progress is being made, though additional work remains.
- Held a number of Finance Director interviews and coordination with the interview panel.
- Met with LKSD, including their design team, to better understand mutual system challenges. We confirmed the City was not at fault for recent freezing lines on the LKSD campus.
- Met with STG and UIC at the construction site to review initial plans.
- Met with the Classification and Compensation Study contractors to go over an action plan for the study.
- Held a number of meeting with GCI and Alaska Communications on internet and networking solutions.
- Met with the Finance team to go over a large code amendment related to utility services.
- Met with the Finance team and Legal to go over business registration and compliance issues.
- Met with APEA/AFT, Employee Association Field Representative to go over a number of employee issues and to kick start negotiation discussions.
- Met with the YKCC Expansion team, which includes all of the contractors working on the project-UIC, DOWL, STG, Architects Alaska and the City.

### **Classification & Compensation Study**

Laura and I met with the classification and compensation study team to officially kick off this important project. A questionnaire has been distributed to supervisors, along with an explanation of the study's purpose. Documentation is attached.

### **Leased Land – Port Warehouse**

The bid for the port warehouse lease closed today, with AML as the winning bidder. An ordinance authorizing the lease will be presented at the February Council meeting. The lease rate will increase by approximately **\$4,200** in the first year, with progressive increases annually.

Land Lease and corresponding ordinance prepared for the disposal to Tundra Women's Coalition.

# Code Enforcement & Public Safety

## Plastic Bag Ban

Notices of violation are being issued to businesses operating outside the plastic bag and container ban. Registration with the State of Alaska is underway to allow issuance of citations. Many department heads are now authorized to issue citations as well. Thank you to Libby for coordinating with the State to ensure proper setup and compliance.

## Police Department Updates

- Improvements to the Police Department lobby are complete, enhancing professionalism and employee morale.
- Police Sergeant David James has been hired as Deputy Director of Police.
- Deputy Director of Fire interviews will take place the first week of February, with assistance from the Alaska Fire Association.

## Annual Police Report

The annual Police Department report from Chief Kirkham is included in the packet materials.

# Community Projects

## Community Center Expansion

Contractors are on site and began pile driving. Piles will remain in place through February to ensure adequate freeze before loading. The layout of the work area was significantly changed from our initial planning. The Contractor realized when arriving on site, they would not have enough room to mobilize at the laydown and construction site. The City team met and identified a long term but still temporary solution to allow the contractor to utilize half of the parking area. We are working on an updated parking plan, with parking space extensions, and a larger driveway.

## Steamboat Slough Barge Removal

The City continues to work with the U.S. Environmental Protection Agency (EPA) on a potential direct congressional appropriation through Senator Murkowski to support the removal of derelict vessels in Steamboat Slough. During this reporting period, the City Manager participated in one of the bi-weekly coordination meetings with the project team to review an updated preliminary budget and a modified scope of work.

The original cost estimate for removal of the vessels, prepared in 2023, exceeded \$8 million, with mobilization and demobilization costs alone totaling nearly \$3 million. Given the magnitude of these costs and the current lack of sufficient funding to fully execute the project, the City will begin coordinating with the Alaska Department of Natural Resources (the responsible state agency) and the U.S. Coast Guard, both of which may have roles or obligations related to this type of work. The City anticipates holding these meetings during the week of February 16.

In addition, the City has determined that the proposed project budget will need to be updated to include funding for a dedicated project manager and to increase the legal services line item to support ongoing coordination, compliance, and potential interagency agreements.

### **Animal Control Construction**

We are nearly complete with our base design of the Animal Control Facility. We ran into a design hurdle the week of the 2nd as we didn't have enough natural air flow. Following collaboration with BFK9 and the architects, we identified a solution, and the near final design is enclosed for reference.

### **Piped Utility Line Freezing**

I met with Bill Arnold to better understand the City's winter sewer thawing process. The current method uses fire hoses requiring approximately 200 gallons per minute, which strains the system given the City's production capacity of 400 gallons per minute. This limits our ability to address multiple freezing events simultaneously.

After researching alternatives, I connected with the YKHC Rural Maintenance Program. They utilize a smaller jet steamer with a hot box, high-pressure water system. Staff are now coordinating with YKHC to determine the appropriate equipment needed to improve response capabilities. A budget modification is presented to City Council to accommodate this purchase. We will be requesting additional from the State Revolving Loan Fund.



**ALASKA COMMUNITY  
FOUNDATION**

1/28/2026

City of Bethel

Dear Lori Strickler,

On behalf of the Alaska Community Foundation's Western Alaska Disaster Relief Advisory Committee, I am pleased to award a **\$400,000** grant to your organization. This grant is for improving regional computer access to supporting recovery and resilience & providing safe space for youth recovery following the October 2025 storms. We trust your organization to identify emergent needs and direct funding wherever it will be best used.

By accepting payment for this grant, you agree and consent to the following conditions of the grant:

- (1) Grantee must expend the grant to support the response to and recovery from the October 2025 storms.
- (2) Grantee shall not use any portion of the funds granted herein to participate or intervene in any political campaign on behalf of any candidate for public office.
- (3) Grantee shall not use any portion of the funds granted to engage in any lobbying not permitted by IRC §501(c)(3) or, if applicable, IRC §§501(h) and 4911.
- (4) Grantee will work with Alaska Community Foundation staff to develop a plan for reporting back on how the money was used and how many people were supported. Detailed financials are not necessary. Instead, it will be important to communicate the overall impact and meaning of the grant to your community so that we can share these stories with donors and honor their contributions. Report-backs can be conducted over email at [grants@alaskacf.org](mailto:grants@alaskacf.org) or over phone at 907-249-6617.
- (5) Grantee will also provide at least two photos showing the impact of the funding.

Please consider including Alaska Community Foundation as one of your funders should you decide to engage in any publications about your work. Similarly, we work daily to uplift the projects of our grantees. We welcome email updates so that we can amplify your work.

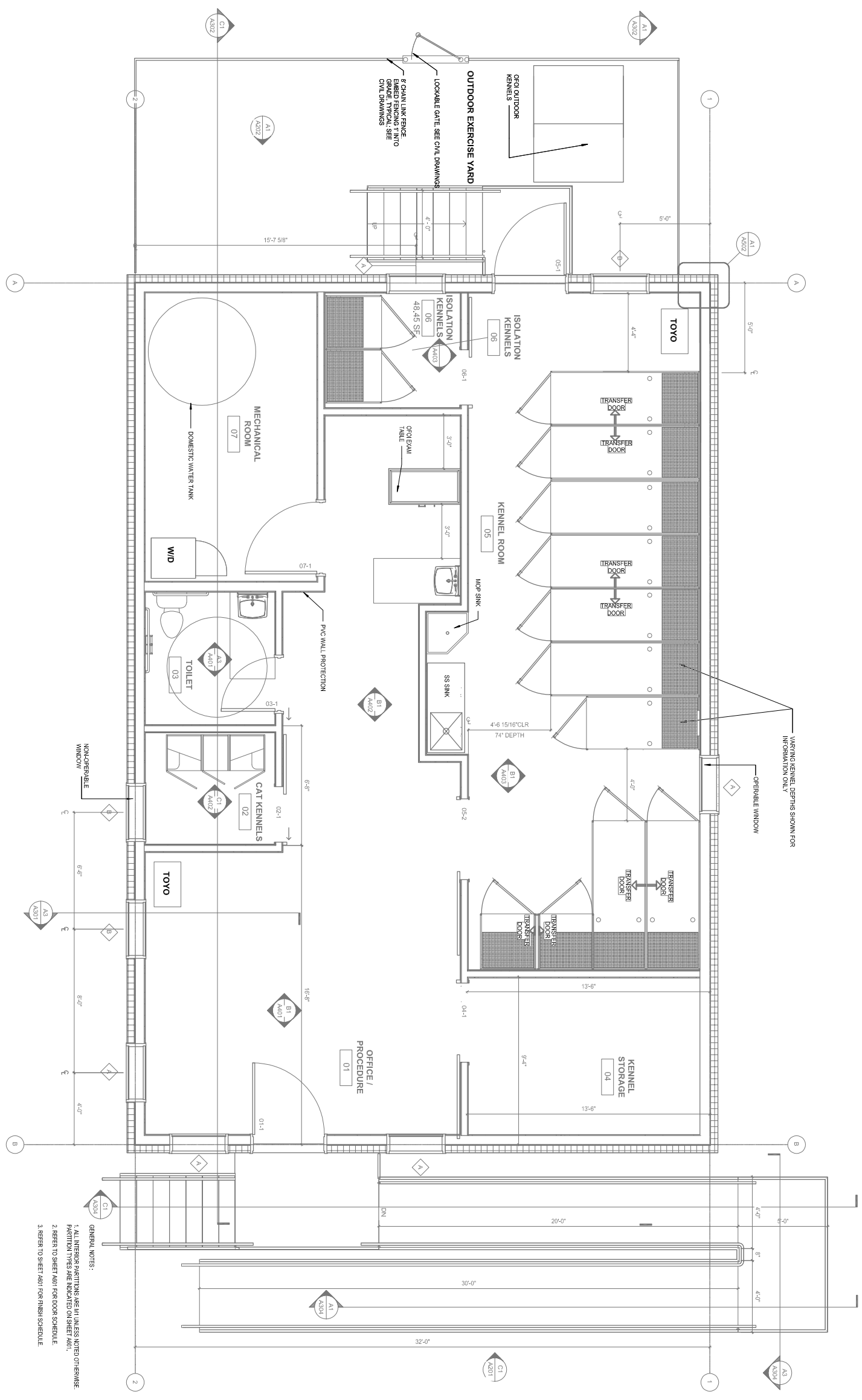
Please contact us at [grants@alaskacf.org](mailto:grants@alaskacf.org) should any questions arise.

Sincerely,

Alex McKay  
CEO & President

A1  
A101  
3/8" = 1'-0"

FLOOR PLAN



- GENERAL NOTES:
1. ALL INTERIOR PARTITIONS ARE IN UNLESS NOTED OTHERWISE. PARTITION TYPES ARE INDICATED ON SHEET A01.
  2. REFER TO SHEET A01 FOR DOOR SCHEDULE.
  3. REFER TO SHEET A01 FOR FINISH SCHEDULE.



CITY OF BETHEL / DOWL ENGINEERS  
**ANIMAL CONTROL SHELTER**  
 BETHEL, ALASKA



95%  
**CONSTRUCTION DOCUMENTS**

ARCHITECTS ALASKA  
 AK Corp. Auditorium Building  
 900 W. 5th Avenue, Suite 403  
 Anchorage, Alaska 99501-2329  
 907.272.3587 907.277.1732 fax  
 191 E. Swanson Avenue, Suite 203  
 Wasilla, Alaska 99564-7025  
 907.273.7503 907.376.3168 fax  
 www.architectsalaska.com

Revisions		
No.	Description	Date

Drawn by	DAB	Date	2.04.26
SNS			
Checked	JDM	Job No.	18020.11
DHM			

Sheet Contents	Sheet No.
FLOOR PLAN	<b>A101</b>



City of Bethel  
Finance Department  
Manager's Report for January 2026

Date: 2/3/2026

To: Lori Strickler, City Manager

From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report:

Front desk performance has improved significantly in recent months, contributing to better customer satisfaction. However, call-routing changes are needed because we cannot provide accurate answers about hauled service schedules. Many calls about blue tags and missed or delayed services cannot be resolved at the front desk in Finance. Hauled Utilities must have staff available until 5:00 PM to handle these calls. Having the right operational knowledge specific to Hauled Utilities in the office until 5pm will help us make improvements with our customer service.

The payroll process remained largely the same, with minor updates made to the overtime pay code following a software update.

With assistance from Caselle, our staff corrected the Fringe Benefits setup to ensure accurate W-2 calculations. All W-2s were processed and submitted on time and mailed out to each employee right before the deadline.

Sales tax is working on getting everyone compliant and doing a great job with better communications.

The Department Head has ensured all purchase and payment transactions are correctly allocated to the appropriate GL accounts and that all necessary journal entries are prepared and corrected for audit documentation

## Current Events within the Finance Department

### Finance Committee

The Finance Committee Did not have a quorum



**MEMORANDUM**



DATE: February 2, 2026

TO: Lori Strickler, Acting City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager’s Report for February 10, 2026 Bethel City Council Meeting

**Loans in Play**

**QFC#2 Project**

City of Bethel signed the State Revolving Fund loan agreement that puts in play \$1,072,500. The loan is 100% forgivable.

**Grant Applications Submitted**

**CAPSIS State Capital Requests**

I prepared and submitted the five FY 2027 Alaska State Capital requests that the City approved in Resolution #25-15. The CAPSIS database is available to all legislators and their office staff.

**Grant Applications in Preparation**

**Public Assistance**

I have weekly meetings with FEMA employees to discuss funding requests by the city related to the Typhoon Halong disaster. The city has four projects that meet the minimum \$4,000 threshold:

1. Glycol leak in Bethel Heights Subdivision-Glycol line was broken when house was blown off its foundation during storm.
2. Use of transit vehicle-U.S. Army National Guard commandeered the city’s transit vehicle to transport evacuees from the airport to the Readiness Center turned shelter.
3. Use of F250 pickup truck-The Department of Homeland Security asked the city for the use of a vehicle to transport their people around town.
4. Use of Streets and Roads Shop-The Department of Homeland Security asked was able to use the Shop like a warehouse.

**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 approves the City's environmental review.

**Transportation Alternatives Program**

This grant is now open year-round for submissions. I will prepare an application for the trail project selected by the City Manager.

**Current Grants**

See list on the following pages.

**City of Bethel Current Grants - February 2026**

<b># Grant</b>	<b>Amount</b>	<b>Expiration</b>
1 <b>Coronavirus Capital Project (CCP) Fund</b>	\$ 9,000,000	12/31/2026
City continues to work with DOWL and UIC on the design and construction of the gymnasium and renovation of the fitness center break room into a computer room.		
2 <b>Denali Commission Grant</b>	\$ 500,000	9/30/2026
Design and construction of Bethel Multiuse Community Center (gym, computer facilities). City charged \$317,757 to the grant and plans to close it with the next charge.		
3 <b>CSP - DHSS FY 2025</b>	\$ 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 new match amount required.		
4 <b>Designated Legislative Grant &gt; Dust Control</b>	\$ 1,200,000	6/30/2029
City will make more purchases with funding from this grant during summer 2026.		
5 <b>VSW Capital Improvement Project Grant</b>	\$ 13,860,000	6/30/2027
The City was awarded \$10,000,000 in additional funds to cover upcoming expenses. The City signed the grant agreement. DOWL has nearly all the easements needed for Phase 2 of the project.		
6 <b>Last Frontier Housing Initiative</b>	\$ 5,000,000	12/31/2026
Kuqo Construction is finishing up sthe professional housing units they are constructing in City Center. Kuqo Construction billed the grant 2,625,000 thus far out of the \$3,000,000 in project funds available.		
7 <b>State Homeland Security Program Grant - SFY 25</b>	\$ 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.		
8 <b>Safe Streets 4 All Grant</b>	\$ 52,800	11/8/2026
The City of Bethel reviewed the Task Order submitted by DOWL and provided feedback to DOWL.		
9 <b>Justice Assistance Grant (JAG)</b>	\$ 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.		

10	<b>Energy Efficiency and Conservation Block Grant (EEBG)</b>	\$ 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.			
11	<b>Rasmuson Foundation Grant</b>	\$ 250,000	1/31/2026
This grant will cover part of the cost of constructing a new animal shelter in Bethel, once construction initiated. City requested an extension to October 31, 2026.			
12	<b>Community Transit Operating Grant</b>	\$ 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.			
13	<b>QFC#2 Lift Station Improvements - SRF Loan /100% forgiven</b>	\$ 1,072,500	TBD
City signed the loan agreement for an amount 10% greater than the amount originally approved.			
14	<b>Bethel Heights Water Treatment Plant Automation - SRF Loan</b>	\$ 1,418,000	TBD
100% forgiven. City waiting for SRF office to issue grant agreement.			
15	<b>City Subdivision Water Treatment Plant Automation - SRF Loan</b>	\$ 1,369,000	TBD
100% forgiven. City waiting for SRF office to issue grant agreement.			
16	<b>Purchase of One Sewer Haul Truck - SRF loan /100% forgiven</b>	\$ 315,009	TBD
Truck ordered from Sourcwell contract for less money than loan amount.			
17	<b>Storm Disaster Relief - Alaska Community Foundation</b>	\$ 200,000	NA
The foundation gave the City a check for \$200,000 to be used for general response and recovery from storm, including the lost revenue from allowing households with evacuees to not pay for water and sewer services.			

Total \$ 34,759,087



# City of Bethel

January 30, 2026

**FROM:** Planning Director  
**TO:** Lori Strickler, City Manager  
**SUBJ:** Planning Director’s January 2026 Report

## January 2026 Events

- Planning Commission:** Kathy Hanson was reelected as Chair and Lorin Bradbury was reelected as Vice Chair. The Director of Public Safety discussed police reports tied to nuisance properties and participated in a Q&A with Commissioners. A review of nuisance properties was conducted that included the Public Notice posted in the Delta Discovery that addressed fourteen (14) abandoned or neglected properties as well as seeking ownership information. Copies of the Public Notices were posted on the properties by the Planning Department and BPD. Commissioners were told that a replat of Blue-Sky Subdivision had been created that clearly indicated all utility and drainage easements in addition to the tract dedicated to the City for a park. Planning outlined how they were working with DOWL on the Martina Oscar Subdivision. Members reviewed their duties under BMC 2.60 and discussed their goals for 2026. They also approved the Meeting Calendar for 2026. Nuisance properties were discussed and I provided an update on junk and abandoned vehicles. I introduced the members to the Martina Oscar Subdivision Water and Sewer Line Extension project and provided an update.

- YK Fitness Center Gym Expansion:** Poles, materials, & equipment are stockpiled on site.

- Database Tracking Table:** **2026**

2025		Received this Month	Total Received for Year	Total Approved for Year
41	Residential Site Plan Permits	0		
12	Commercial Site Plan Permits	0		
2	Conditional Use Permits	0		
0	Variances	0		
1	Zoning Amendments	0		
4	Plats	1 Replat		

**Summary Statement:** An easement meeting was held on December 16, 2025, with DOWL to discuss what is required to move forward with the Martina Oscar Subdivision Water and Sewer Line Extension project. Certified letters were sent on January 9, 2026, to seven (7) properties owners with encroachment issues. DOWL will be holding face-to-face discussions in Bethel with six (6) property owners on January 28-29, 2026. A meeting with one of the property owners will be held on January 30, 2026, in Anchorage.

- **Abandoned and/or Junk Vehicles:** A certified letter was sent to the owner of the 410 Owl Street property who lives in Billings, Montana. Enclosed with the letter were current photos and a Release Form. The letter was receipted for, but no response has been received to date. No new tagging of abandoned and/or junk vehicles was carried out by Planning Department personnel in January.
- **Vacancies:** Fully staffed.

#### **Other Events:**

1. **AC Store:** Illegal parking and a blocked entrance continue to present safety and fire concerns. I met with an Assistant Manager on January 3, 2026, and discussed the issues. The blocked entrance is due to the entrance ramp being unsafe for use and the store is working to find a contractor to correct the problem. No Parking and Violators Will Be Towed Signs are posted but seem largely ignored. The Assistant Manager stated they would try to enforce the signage requirement.
2. **State Fire Marshal:** I met with Isobelle Mahoney from the Plan Review Board of the Division of Fire & Life Safety, Alaska State Fire Marshal's office on January 27, 2026. We discussed some properties in Bethel with particular emphasis on the blockage of one side of the AC Store access. This situation has the potential to cause a life-threatening situation if a fire or some other hazard caused the store to be emergency evacuated. Ms. Mahoney stated that she had met with management and was assured that they are trying to line up a contractor to fix the problem. She also gave Tom Haviland and the Planning Office access to the State Fire Marshal Office portal accounts. This enables Planning and the Fire Department to track approvals of applications in cases of construction and other situations.
3. **BNC:** Bethel Contracting is working on a Conditional Use Permit (CUP) application for the proposed condominium project on BNC land located on Kwethluk Lane. The site is zoned PLI but BMC 18.24.030N (Other Public Buildings) would allow the construction via a CUP. Buildings in this case refers to a structure of permanent construction having a roof and intended to be used for sheltering people, animals, property, or business activity.
4. **BCSF:** DOWL is assisting Bethel Community Services Foundation with site preparations and civil design work for a future food bank and some office space on their site at 4<sup>th</sup> and Main Street (formerly owned by the International Pentecostal Holiness Church – Alaska).

#### **Large Projects:**

1. **Ptarmigan Street Encroachments:** No updates.
2. **Ptarmigan Street Culvert Replacement:** Project slated for completion in 2026.
3. **City of Bethel Professional Housing Project:** Photos dated January 28, 2026, provided under separate cover.

4. **Hazard Mitigation Plan:** We received a draft of the updated Local Hazard Mitigation Plan on January 23, 2026. After City Team comments and review, the draft will be sent back to the contractor so they can incorporate our suggestions and comments and then send the Plan out for Stakeholders review.
  
5. **Map Highlighting All City-Owned Properties:** Project ongoing. Screenshot showing map progress previously provided.
  
6. **Nuisance Abatement:** The properties located at 1119 Naun Raq (Collapsing dilapidated house; absentee owner lives in Anchorage), 455 Ridgecrest Drive (overrun with junk and debris; owner lives in Bethel), and 410 Owl Street (numerous junk and wrecked vehicles, buildings are abandoned, not secured, and pose risk of injuries to trespassers as well as potential fire hazards; absentee owner lives in Billings, Montana) are nominated for consideration as properties for a future Abatement Hearing by the City Council.

# 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: January 2026 Managers Report

- **Small Boat Harbor**

With the Small Boat Harbor being closed. There has been little to no activity in the harbor, all of our steel floats were retrofitted to accommodate the new floats for this upcoming summer. We are currently down to two vehicles on the South parking and zero on the North Parking. We will start downstacking the new floats off of the AML flats and we will also start moving the old broke down floats to the landfill.

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

City Dock and Beach 1 have been quiet as of late. We currently have 2 crews working on freight and boats this month. We are currently behind on the snow removal on the city dock. We believe this task is vital to having a dry workable dock in the late spring and moving into the summer months. I expect us to be caught up with this task by mid February.

- **Port Office**

The port office is running well. We have no issues with building. Building Maintenance continues to do morning checks on the building, with no problems. The Port Commission did not meet last month due to a lack of a quorum. Our next meeting is scheduled for February 16, 2025, at 7 p.m. This month we will be discussing charge rates for the Port, as well as going over our calendar for the 2026 year. We encourage the public to attend if they would like to know more about the Port.

- **Admin / misc.**

Storage should be completed by the second week of the month, and billed after all calculations are complete. The power has been reconnected to the warehouse, but unfortunately, the type of wire used by the electrical contractor was not the right type of wire for AVEC, as well as there is an inadequate number of support brackets on the mast for the electrical box. We have reached out to the contractor and are waiting on a response back. We will provide an update when we have one. The RFB for the Port Warehouse will close on the 3<sup>rd</sup> of this month.



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: 01.30.2026**  
**TO: City Manager**  
**FROM: Bill Arnold, Public Works Director**  
**SUBJECT: Manager’s Report – Public Works Department**

**Programs/Divisions**

**Property Maintenance:**

<b>Pool</b>	
<b>5-Jan</b>	<b>Replace eye on boiler B</b>
<b>6-Jan</b>	<b>Work on in floor heating</b>
<b>7-Jan</b>	<b>Work on unit heater in crawl space</b>
<b>9-Jan</b>	<b>Shut off water line due to pipe break</b>
<b>23-Jan</b>	<b>Clean eye Boiler 2</b>
<b>30-Jan</b>	<b>Clean eye boiler 2</b>
<b>Public Works Building</b>	
<b>20-Jan</b>	Work on sensors southside overhead door
<b>22-Jan</b>	Set HPL for Kusko 300
<b>26-Jan</b>	Pick up HPL from Kusko300
<b>30-Jan</b>	Pickup and put away new parts
<b>City Hall</b>	
<b>8-Jan</b>	Unclog toilet
<b>10-Jan</b>	Water line break
<b>12-Jan</b>	Clean HR office
<b>16-Jan</b>	Monitor boilers due to power outage
<b>19-Jan</b>	Filter oil
<b>27-Jan</b>	Work on water leak under building
<b>Police Department</b>	
<b>13-Jan</b>	Work on boiler B
<b>16-Jan</b>	Work on Boiler A and B

<b>21-Jan</b>	Replace motor Boiler 2
<b>30-Jan</b>	Work on hot water heater
<b>Bethel Heights Water Plant</b>	
<b>9-Jan</b>	Install new relay boiler 1
<b>9-Jan</b>	Replace thermostat generator building
<b>City Sub Water Treatment Plant</b>	
<b>12-Jan</b>	Work on boiler B
<b>Courthouse Building</b>	
<b>21-Jan</b>	Work on AHU7
<b>22-Jan</b>	Work on door to janitor closet and handicap bathroom
<b>Transit Bus Building</b>	
<b>7-Jan</b>	Replace fuel filter day tank
<b>16-Jan</b>	Work on day tank prime
<b>26-Jan</b>	Work on day tank and Boiler 1
<b>Teen Center</b>	
<b>13-Jan</b>	Work on building boiler
<b>27-Jan</b>	Replace fuel pump on building boiler
<b>All City Buildings</b>	
<b>1-Jan</b>	Building checks
<b>2-Jan</b>	Building checks
<b>3-Jan</b>	Building checks
<b>4-Jan</b>	Building checks
<b>5-Jan</b>	Building checks
<b>6-Jan</b>	Building checks
<b>7-Jan</b>	Building checks
<b>8-Jan</b>	Building checks
<b>9-Jan</b>	Building checks
<b>10-Jan</b>	Building checks
<b>11-Jan</b>	Building checks
<b>12-Jan</b>	Building checks
<b>13-Jan</b>	Building checks
<b>14-Jan</b>	Building checks
<b>15-Jan</b>	Building checks
<b>16-Jan</b>	Building checks
<b>17-Jan</b>	Building checks

<b>18-Jan</b>	Building checks
<b>19-Jan</b>	Building checks
<b>20-Jan</b>	Building checks
<b>21-Jan</b>	Building checks
<b>22-Jan</b>	Building checks
<b>23-Jan</b>	Building checks
<b>24-Jan</b>	Building checks
<b>25-Jan</b>	Building checks
<b>26-Jan</b>	Building checks
<b>27-Jan</b>	Building checks
<b>28-Jan</b>	Building checks
<b>29-Jan</b>	Building checks
<b>30-Jan</b>	Building checks

Hauled Utilities: Hauled Utilities finished the month with all scheduled services completed. Our department received significant support from road maintenance and the port to do routes. Road maintenance also conducted several vehicle recovery services for us. Weather has had played major factor in the delivery services..

Utilities Maintenance:

- Completed line leveling on Ptarmagin
- Flushed multiple frozen sewer lines with over 750,000 gal of water
- Replaced 3 Razor Pumps
- Evaced various residential homes due to frozen lines
- Repaired community water draw at Heights Water Plant
- Cleaned up at Heights Water Plant
- Made repairs to several joints in water and sewer lines

Road Maintenance: Road maintenance as usual. Assisted other departments as needed and needed more then not.

Vehicles and Equipment: As usual fix repair maintain city vehicles and equipment

Transit System: January slowed down a bit since the extreme cold temperatures hit. Here's the ridership numbers. 491 Elders, 15 Youth, 69 Adults, 64 Disabled, 652 Pass riders. 916 Day and 3 Month pass were purchased. ONC had to stop buying month passes for their clients more than likely to budget cuts. Total fares for the month is \$916.00

TS 2 logged 1,679 and used 150.478 gallons.

Landfill & Hauled Refuse: Hauled refuse brought 91 loads of trash into the landfill in January; the landfill received 9 loads of trash from mics. City trucks, 102 loads of trash from private citizens, and 693 cubic yards of trash from commercial accounts. There were 2 refrigerators brought in for the removal of freon before they are disposed of. Streets and Roads brought in 5

vehicles to be impounded and the owners notified before they are disposed of.

The landfill has started replacing the bottoms of some of the older dumpsters and will continue replacing bottoms through the winter. I completed the training and passed the testing to become a certified Manager of Landfill Operations which makes the landfill compliant with the state of Alaska DEC operating permit requirements

Staffing Issues/Concerns/Training:

## **Community Parks & Recreation Report – January 2026**

**By: Department Director, Shane Iverson**

### **Gym Expansion**

- Crews arrived en masse 1/29/26 to begin drilling holes for piling installation.
- Daily meetings w/ project engineers & contractors to coordinate facility assistance & logistics.
- Parks & Recreation Dept. will be responsible for daily activity documentation for logistical and liability purposes.

### **Programming & Services**

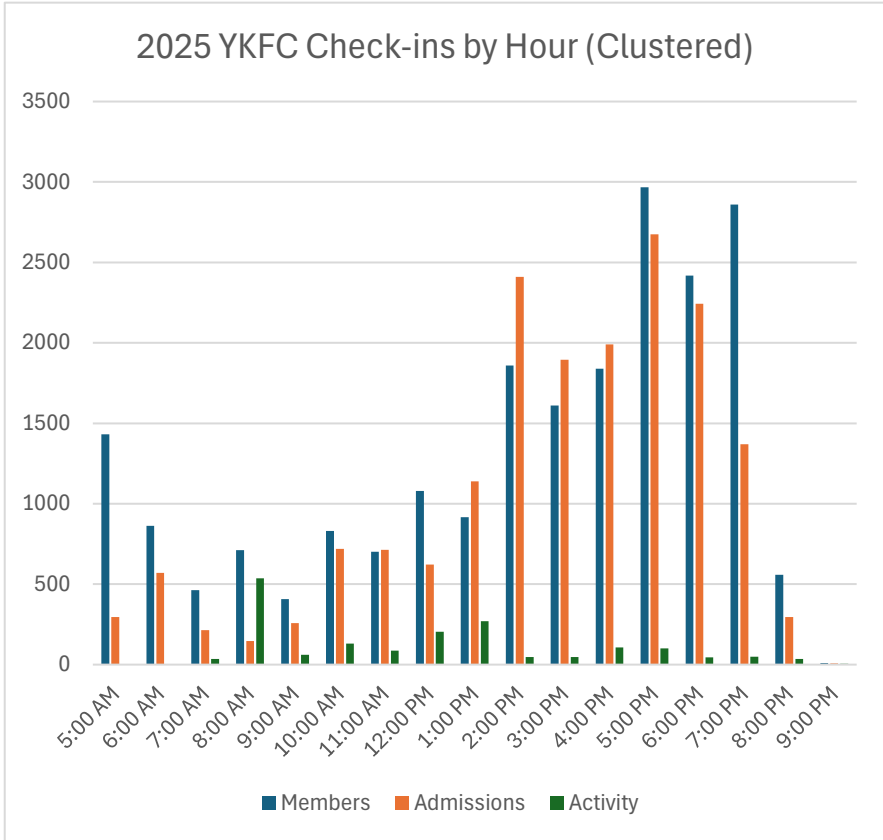
- Jesuit Volunteer Corp NW/AmeriCorps accepted our proposal for 2 JV positions for FY27; Aquatic Coordinator ( 3<sup>rd</sup> time) and Recreational Coordinator (1<sup>st</sup> time).
- Continued shower and rec assistance for typhoon evacuees, in partnership with YK Lifesavers.
- COB staff conducted our first ever Lifeguard Certification Course; successfully training and certifying 5 students, our biggest class in recent history. One has applied for a position so far.
- Added Gladys Jung Elementary recreational swim 2x weekly with capacity to serve up to 50 students at once.
- Working with TWC to provide an 18-month lease/land disposal of the Teen Center, for presentation to Council at February meetings.
- We held Pilates classes over winter break. New, regular Saturday Cardio class is ongoing.
- YKFC Admissions by Hour 2025 facility attendance report attached.

### **Dog Park**

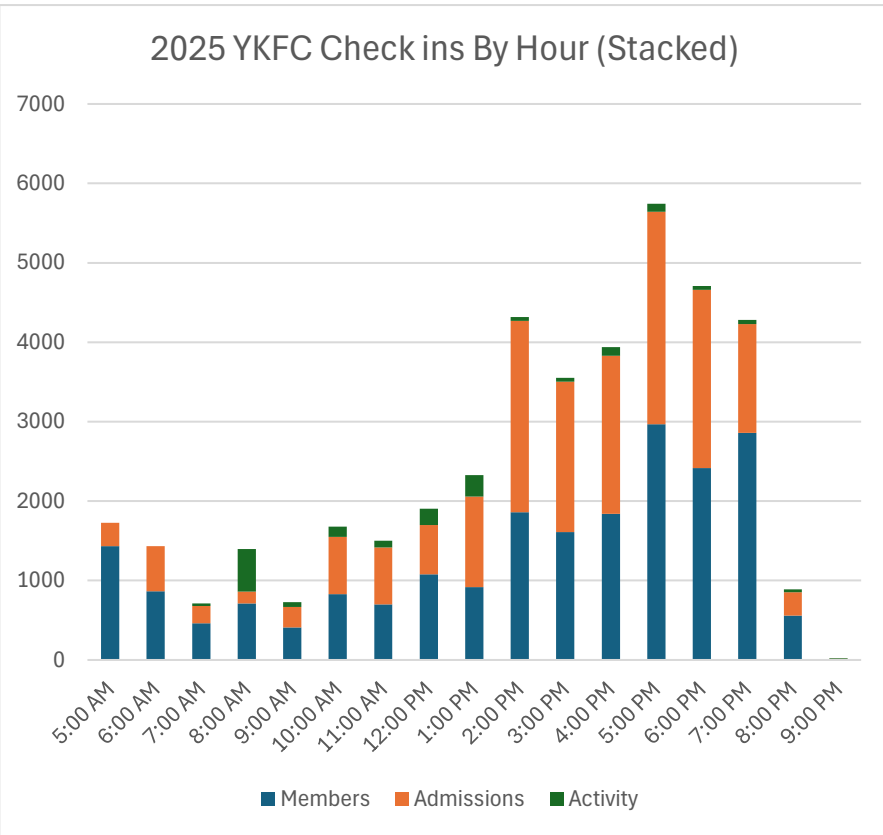
- We paused work on the proposed ordinance because the rights and ownership of the parcel is in question. We are searching for proof of ownership.

### **Facilities**

- Sprinkler system ruptured a leak on Saturday 1/10. We closed the facility for a few hours while we cleaned and assessed the damage. Staff conducted 24/7 fire patrol approximately one week until we could establish that fire alarms were successfully reaching Bethel Public Safety dispatch
- We maintained consistent Rec Swim hours all 6 days per week.
- Spa UV light was repaired, providing maximum disinfectant capability.
- Pool & spa temps mechanical and operation problems were resolved. However, it's been established we cannot maintain ideal water temperatures during periods of extreme cold (approximately -30 windchill).
- Ideal Pool: 83-84F – Extreme Cold: 79-81F. Ideal Spa 103-104F - Extreme Cold: 101-102F.
- We enhanced cleaning procedures to provide more cleaning, at no extra cost.
- We improved cold wx procedures resulting in no serious freeze-ups during the record cold snap.



Total Check-ins		
5:00 AM	1728	4.23%
6:00 AM	1433	3.51%
7:00 AM	713	1.75%
8:00 AM	1396	3.42%
9:00 AM	728	1.78%
10:00 AM	1680	4.11%
11:00 AM	1501	3.67%
12:00 PM	1905	4.66%
1:00 PM	2327	5.70%
2:00 PM	4317	10.57%
3:00 PM	3552	8.69%
4:00 PM	3938	9.64%
5:00 PM	5743	14.06%
6:00 PM	4708	11.52%
7:00 PM	4280	10.48%
8:00 PM	888	2.17%
9:00 PM	22	0.05%
<b>TOTAL</b>	<b>40,859</b>	



\*Date Range Jan 1-Dec 29 2025

## 2025 YKFC Check-ins by Hour

	Members	Admissions	Activity	Total Check-ins
5:00 AM	1432	296		1728
6:00 AM	863	570		1433
7:00 AM	463	215	35	713
8:00 AM	712	147	537	1396
9:00 AM	408	258	62	728
10:00 AM	830	719	131	1680
11:00 AM	701	714	86	1501
12:00 PM	1079	621	205	1905
1:00 PM	917	1140	270	2327
2:00 PM	1860	2410	47	4317
3:00 PM	1610	1895	47	3552
4:00 PM	1840	1991	107	3938
5:00 PM	2967	2675	101	5743
6:00 PM	2418	2244	46	4708
7:00 PM	2860	1370	50	4280
8:00 PM	558	295	35	888
9:00 PM	9	7	6	22
				<b>40859</b>

\*Date Range Jan 1-Dec 29 2025



CITY OF BETHEL  
**POLICE/FIRE**  
 DEPARTMENT OF PUBLIC SAFETY

MONTHLY REPORT  
 January 2026

**POLICE**

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Community Safety Patrol	2	2	0
Community Service Officer	2	1	1
Administrative Assistant/Taxi Inspector	1	1	0
Dispatcher	6	6	0
Command Personnel	2	2	0
School Resource Officer	1	0	1
Peace Officers	17	13	4
Support Services Manager	1	0	0

Five Police Officer vacant positions are the ( 1 ) school resource officer, and (4) officers, There are 2 in the background process for hiring.

2 personnel completed the Police Academy in Fairbanks with graduation on January 29, 2026.





**Operations:**

	December 2025	January 2026	Difference	Year to Date
<b>Calls</b>	<b>926</b>	<b>906</b>	<b>-26</b>	<b>906</b>
<b>Assault</b>	<b>36</b>	<b>23</b>	<b>-13</b>	<b>23</b>
<b>Intoxicated Pedestrian Calls</b>	<b>125</b>	<b>124</b>	<b>-1</b>	<b>124</b>
<b>Driving Under Influence Calls</b>	<b>5</b>	<b>16</b>	<b>+11</b>	<b>16</b>
<b>Domestic Violence Calls</b>	<b>13</b>	<b>23</b>	<b>+10</b>	<b>23</b>
<b>Animal Calls</b>	<b>18</b>	<b>36</b>	<b>+18</b>	<b>36</b>
<b>Animal Bite Reports</b>	<b>1</b>	<b>0</b>	<b>-1</b>	<b>0</b>
<b>Sexual Crime Reports</b>	<b>2</b>	<b>5</b>	<b>+3</b>	<b>5</b>
<b>Death Investigation Reports</b>	<b>0</b>	<b>4</b>	<b>+4</b>	<b>4</b>
<b>Traffic Accidents</b>	<b>10</b>	<b>2</b>	<b>-8</b>	<b>2</b>

**Assignments:**

David James was appointed Deputy Police Chief

**Community Outreach:**

Met with High School administration to work towards creation of a Police/Fire Cadet Program for the youth of Bethel.



A 4-day conference is planned for early June 9<sup>th</sup> in Bethel and will include 2 days of local cultural training for rural regional law enforcement personnel.

# FIRE

## January 2026 CALLS

<b>TOTAL CALLS</b>	<b>194</b>
<b>Fire Calls</b>	<b>33</b>
<b>EMS Calls</b>	<b>125</b>
<b>Misc. Calls</b>	<b>25</b>
<b>Sobering Center Calls</b>	<b>1</b>
<b>Winter House Calls</b>	<b>10</b>

*Most fire calls were lockouts both car and house and false alarms made up most fire calls. And lots of frozen pip bursts that the dept helped with*

### **Notable Fire Calls**

01-11-2026 at 02:21, Firefighters responded to the report of a building fire. Upon arrival it was found that there was visible smoke coming from the residence and a patient with burn and smoke inhalation injuries was outside of the residence who was assessed and taken to the hospital by EMS crew.

Fire crew found the source of the fire to be camp stove being used in a bedroom on a mattress that caught fire. Water was applied to the mattress, and the mattress was removed from the home and brought outside to prevent reignition. A Thermal Imaging Camera was used inside the bedroom to determine there were no remaining hot spots.

### **Notable EMS Calls**

Between January 09 and January 16, 2026, Medics responded to 3 CPR calls and one DOA. Two of the CPR calls were at the same house just one day apart. Bethel Police Department completed an investigation report to be forwarded to the Medical Examiner.

On January 26, 2026, at 03:28 PM, Medics responded to the report of a motor vehicle rollover. The patients were assessed and refused transportation to the hospital against medical advice.

**Personnel:**

<b>Current Staffing</b>			
<b>Position</b>	<b>Allocated</b>	<b>Staffed</b>	<b>Vacant</b>
<b>Career Staffing</b>	<b>6</b>	<b>6</b>	<b>0</b>
<b>Deputy Chief</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Lieutenant</b>	<b>4</b>	<b>4</b>	<b>0</b>
<b>Volunteers</b>	<b>38</b>	<b>38</b>	

**Training**

Career staff with some volunteers are enrolled in an advanced EMT class that is on Monday and Thursday from 5p.m. till 9 p.m. this is a free training put on by the instructor the class will be completed in April.

**COB Animal Shelter  
January 2026**

<b>Animal Count Type</b>	<b>Number</b>
<b>Total In Shelter</b>	<b>15</b>
<b>Claimed - Owner</b>	<b>6</b>
<b>Transfer BFK9</b>	<b>9</b>
<b>Euthanized Due to Behavior</b>	<b>0</b>
<b>BPD Intake</b>	<b>7</b>
<b>BFK9 Picked up/Received</b>	<b>9</b>
<b>Missing</b>	<b>0</b>

# City of Bethel, Alaska

## City Clerk's Office

### Upcoming Meetings

- February 10, 2026 Regular City Council Meeting 6:30 pm
- February 24, 2026 Regular City Council Meeting 6:30 pm
- March 10, 2026 Regular City Council Meeting 6:30 pm

### City Clerk's Office

- On January 1, 2026 the Clerk's Office received notice of a Restaurant or Eating Place Alcohol license renewal application for UCP49, LLC, doing business as UnCommon Pizza, located at 401 Chief Eddie Hoffman Highway, AK 99559. In accordance with BMC 5.08, the application documents along with the City Manager's review statement were provided to the City Council at the January 27, 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 March 6, 2026, to submit a protest of the license.
- Reviewed a Utility Billing Ordinance with Administration.
- The Denali Commission and the Army Corps of Engineers used City Hall Chambers to meet members from the surrounding communities to discuss the State of Alaska Threat Assessment Survey.
- Reviewed the Public Records Request process of the City and evaluated the need for a new system. Currently, the City receives about 50 General Requests and the Police Department receives about 100 requests per year for city records.
- The City Clerk serves on the Scholarship Committee for the Alaska Association of Municipal Clerks. Reviewed Documents and applications for the committee.

Task	Period Total	YTD Total as of January 6, 2026)
Passport Appointments	4	11
Burial Permits/Reservations	3	3
Notary Services	1	1
Meeting Minutes Drafted	1	2
Resolutions Drafted	-	-
Ordinances Drafted	-	-
AM/IM/Proclamation Drafted	1	3

<b>Committee/Commission Vacancies</b>	<b>Regular</b>	<b>Alternate</b>
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	2	2
Public Works Committee	3	2
Finance Committee	1	2
Ethics Board	4	1



Apply and join a Committee  
or Commission!  
The City of Bethel has  
open seats for:



- Port Commission- 1 regular seat, 2 alt seats
- Public Safety and Transportation Commission- 1 regular seat, 2 alt seats
- Community Action Grant  
Committee- 2 regular seats, 2 alt seats
- Public Works Committee- 3 regular seats, 2 alt seats
- Finance Committee- 1 regular seat, 2 alt seats
- Ethics Board- 4 regular seats, 1 alt seat
- Community Parks and Recreation Committee- 2 alt seats
- Planning Commission- 1 alt seat



**TO APPLY**  
Scan QR code

**QUESTIONS?**  
contact the City Clerk at  
[cityclerk@cityofbethel.net](mailto:cityclerk@cityofbethel.net)  
907-543-1384



## CITY MANAGER EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made and entered into this **2<sup>nd</sup>** day of **December** 2024, by and between **THE CITY OF BETHEL, ALASKA**, a municipal corporation (hereinafter referred to as "the City" or "Employer"), and **LORI STRICKLER** (hereinafter referred to as "Employee").

**WHEREAS** the City desires to employ the services of Employee as City Manager of the City as provided by Chapter 2.21.040 of the Bethel Municipal Code;

**WHEREAS** it is the desire of the Bethel City Council (hereinafter referred to as "the Council") to provide certain compensation and benefits to Employee, establish the terms and conditions of employment with the City and, to the extent permitted by law, define the working relationship between the Council and Employee;

**WHEREAS** Employee desires to accept employment with the City as City Manager in accordance with the terms and conditions of this Agreement; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the City and Employee agree as follows:

### **SECTION I. DUTIES**

A. The City hereby agrees to appoint Employee as the City Manager of the City to perform the functions and duties specified in Chapter 2.21.050 of the Bethel Municipal Code and to perform such other legally permissible and proper functions and duties as provided in other provisions of the Bethel Municipal Code, the City Ordinances and state law, and as the City Council may reasonably assign to Employee from time-to-time in the future. Employee acknowledges and agrees that as City Manager, said duties may change from time to time as provided by the Code and by City ordinances. Employee acknowledges and agrees that as the City Manager, she is an at-will City Employee and is classified as an exempt employee under the Federal Fair Labor Standards Act.

B. Employee shall be hired by the City Council and faithfully perform Employee's lawfully prescribed and assigned duties with reasonable care, diligence, skill, and expertise in compliance with all applicable, lawful governing body directives; state, local, and federal laws; and Employer policies, rules, City Code and City ordinances as they exist or may hereafter be amended.

C. Except as may be provided otherwise by applicable law or regulation, Employee shall have the ultimate supervisory and managerial authority and responsibility to hire, direct, assign, reassign, evaluate, change the terms and conditions of employment, and terminate the employment of all staff consistent with Federal and State laws, City policies, City ordinances and the City Code, which authority may be delegated by Employee to such other employees as Employee deems appropriate.

D. Except as may be provided otherwise by applicable law, regulation, or Employer's agreement with any other person, Employee shall have the authority to establish regulations, rules, and procedures for the City which the Employee deems necessary for the efficient and effective operation of the Employer consistent with City policies, City ordinances and the City Code.

E. Employee shall attend and be permitted to attend, whether personally or through a designee of Employee's choosing, all meetings of Employer's governing body, both public and in executive session, with the exception of those executive sessions devoted to the subject of this Agreement, or any amendment thereto, or executive sessions concerning personnel matters of other City Council appointees, unless otherwise provided by applicable law, regulation, or Employer's agreement with the Employee, or any other person.

F. The City Council agrees to promptly communicate and provide Employee a reasonable opportunity to cure all substantive criticisms, complaints, and suggestions with respect to Employee's performance of services pursuant to this Employment Agreement.

G. Except as may be provided otherwise by applicable law, regulation, or this Agreement, Employee shall carry out Employer's lawful policy directives, goals, and objectives, as communicated to Employee by the City Council, while presenting information and recommendations that allow for fully informed policy decisions that both address immediate needs and anticipate future conditions.

H. The Employer expects the Employee to adhere to the highest professional standards. The Employee's actions will always comply with those standards. The Employee agrees to follow the Code of Ethics of the International City/County Management Association (ICMA) and the ethics rules, regulations, and laws of the State of Alaska. Consistent with the standards outlined in the Code, the Employee shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time. Employer shall support Employee in keeping these commitments by refraining from any order, direction or request that would require Employee to violate the ICMA Code of Ethics. Neither the governing body nor any individual member thereof shall request Employee to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality, and merit.

## SECTION II. TERM

A. Employee shall serve as the City Manager for an "indefinite term" commencing on **December 2, 2024**. For purposes of this Agreement, "indefinite" shall be deemed to mean "having no exact limits."

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Council to remove Employee from the position of City Manager and terminate her employment with the

City under this Agreement at any time pursuant to and in accordance with Bethel Municipal Code 2.21.040 and Title 3; state and federal law, and the provisions of Section IX of this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from her position as City Manager, provided that she gives the City a sixty (60) day prior written notice of her intent to resign.

### **SECTION III. SALARY**

A. The City shall pay to Employee for her services as City Manager an annual base salary of \$154,000 (one hundred fifty-four thousand dollars) commencing on December 2, 2024, which shall be payable in periodic installments at the same time as other City Employees are paid and subject to the customary tax deductions and withholdings required by law and any withholdings authorized by Employee. Employee's base salary shall be subject to the same mandatory Employee contribution to the 401(k) qualified retirement plan applicable to other employees. Any subsequent modifications of Employee's salary shall be accomplished by Council resolution and shall be incorporated into this Agreement by this reference without the necessity of further modification of this Agreement.

B. Consideration shall be given on an annual basis to an increase in compensation in a time frame that is in accordance with the provisions of this Agreement.

C. At any time during the term of the Agreement, Employer may, in its discretion, review and adjust the salary of the Employee. However, in no event shall the Employee be paid less than the salary set forth in Section III(A) of this Agreement, including salary increases as adjusted over time to this Agreement except by separate mutual written agreement between Employee and Employer, or by a commensurate city-wide decrease. Such adjustments, if any, shall be made pursuant to a lawful governing body action, except as otherwise set forth in this Agreement. If Employee's salary is proposed to be lower than the salary set forth in Section III(A) for any reason other than a commensurate city-wide decrease, Employee shall have the ability to trigger the severance provision in Section X, below.

D. Recognizing the importance of constant communication and maximum productivity, Employer shall provide Employee, for business use, a mobile phone for the Employee to perform their duties and to maintain communication with Employer's staff and officials, as well as other individuals who are doing business with Employer.

### **SECTION IV. LEAVE**

A. Employee shall accrue paid time off (PTO) leave as all other full-time exempt Employees in accordance with City Code and policy. The Employee will be credited with years of service to equal the highest amount of PTO that can be accumulated.

B. Employee shall be entitled to receive other leave, such as jury duty, holiday leave and family leave, as is available to all other full-time and exempt City Employees and in accordance with City Code and policy.

## **SECTION V. DISABILITY, HEALTH, AND LIFE INSURANCE**

A. The City will offer and provide to Employee and her qualified dependents the same insurance benefit packages and plans it offers and provides to all full-time Employees of the City. As with all other employees of the City, the Employee shall be responsible for employee designated premiums as may be established by City policy, ordinance or code. Employer agrees to pay for employer designated premiums as may be established by City policy, ordinance or code.

B. Notwithstanding any approved City policy, ordinance or code which may be greater, the Employer shall provide for the Employee only basic life insurance at the level available to other employees. The Employee shall name the beneficiary of the life insurance policy. Upon resignation or termination of employment under this agreement, the Employee shall have the option to continue said policy with all associated premiums being the sole responsibility of the Employee.

C. The Employer agrees to put into force and to make required premium payments for short-term and long-term disability coverage for the Employee.

D. Except as otherwise provided in this Agreement, the Employee shall be entitled, at a minimum, to the highest level of benefits enjoyed by and/or available to other employees, department heads, or general employees of the Employer as provided by the Employer's policies, ordinances, or personnel rules and regulations or other practices.

## **SECTION VI. RETIREMENT PLAN AND DEFERRED COMPENSATION BENEFITS**

Employee will be enrolled in the Alaska Public Employees' Retirement System (PERS) upon hire. The City will match at \_\_\_% of the Employees' contribution into this retirement plan. In addition, the Employee has the opportunity to enhance her retirement savings through salary Deferred Compensation on a pre- or post-tax basis.

## **SECTION VII. PROFESSIONAL DEVELOPMENT**

The City shall pay for the reasonable expenses related to Employee's continuing professional development, as approved and appropriated in each annual budget and any amendments and supplements thereto. Professional development includes attending and full participation in national, regional, state and local associations or organizations necessary and desirable for her continued professional participation, growth and advancement, and for the good of the City. This shall also include professional dues and subscriptions and reasonable travel and subsistence expenses of Employee's for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other functions for the City, including but not limited to the International City/County Management Association and the corresponding state organizations. The City also agrees to pay for the reasonable travel and subsistence expenses of Employee to attend continuing education short courses, institutes and seminars related to her profession, to the extent such expenses are budgeted and appropriated.

## **SECTION VIII. GENERAL EXPENSES**

The City recognizes that there are expenses of a non-personal and job-related nature that are incurred from time to time by Employee. To the extent that the City's Finance Department is authorized by applicable administrative procedures and policies of the City, the Finance Department is authorized to pay directly or reimburse Employee for such expenses upon receipt of proper documentation submitted not more often than monthly.

## **SECTION IX. TERMINATION AND SEVERANCE**

A. Employee shall be an at-will employee under this Agreement and, therefore, the Council may remove Employee from her position as City Manager at any time with or without cause.

B. In the event that Employee is removed from her position as City Manager by the Council for "cause", Employee shall only be entitled to such accrued compensation and benefits as are required to be paid or provided to her under this Agreement. As used in this Section, the word "cause" shall mean: (1) conviction of a felony or a crime of moral turpitude; (2) dishonesty towards, fraud upon, or deliberate injury or attempted injury to the City; or (3) the breach by Employee of a term or condition of this Agreement.

C. If Employee voluntarily resigns from her employment with the City under this Agreement, Employee shall not be entitled to receive any further compensation, including, without limitation, severance pay, from the City accruing after the effective date of her resignation. Employee shall, however, be entitled to receive from the City all compensation and benefits that have accrued to her under this Agreement, including any unused PTO in accordance with city policy, up to the effective date of her resignation.

D. Termination shall occur "not for-cause" if any of the following events occur, which shall include, but shall not be limited to, the following:

- a. If the City materially reduces Employee's current salary as calculated under Section III(A) above, compensation, or any other benefit, unless such reduction is applied in a proportionally equal manner to all City employees; or
- b. If Employee resigns following an offer to accept resignation, whether formal or informal, by a member of City Council as representative of the governing body after a majority vote of the Council; or
- c. Employment is terminated by City Council with cause, but without providing the Employee with advanced written notice of the cause fourteen (14) days prior to a public meeting of the Council and a reasonable opportunity to refute the cause at the same public meeting of City Council; or

d. The Employee resigns following the breach of this Agreement by the City after written notice of the breach to the City Council and not less than 30 days to cure the breach that has occurred.

E. In the event that Employee is removed from her position as City Manager by the Council for any reason other than for "cause" as defined above, in the first year of this Agreement, the City shall pay Employee one hundred percent (100%) of her annual base salary. If Employee is removed from the City Manager position as provided in this Agreement in the second year of this Agreement, the City shall pay Employee ninety percent (90%) of her then current annual salary. If Employee is removed from the City Manager position as provided in this Agreement in the third year of this Agreement, the City shall pay Employee eighty percent (80%) of her then-current annual salary. If Employee is removed from the City Manager position as provided in this Agreement in the fourth year of this Agreement, the City shall pay Employee sixty percent (60%) of her then-current annual salary. Any payment due and owing to Employee under this Section shall be made as soon as practicable, in a lump-sum, but not in excess of thirty (30) days from removal or any applicable termination.

F. If Employee is removed from the City Manager position as provided in this Agreement in the fifth year of the Term of this Agreement, or any subsequent year thereafter, the City shall pay Employee fifty percent (50%) of her then-current annual salary. Any payment due and owing to Employee under this Section shall be made as soon as practicable, in a lump-sum, but not in excess of thirty (30) days from removal or any applicable termination.

G. Whether Employee voluntarily resigns from her position as City Manager under this Agreement or is removed from her position by the Council with or without cause, Employee shall retain all rights and benefits that may have accrued to her under any of the benefit, pension, or deferred compensation plans provided to her under this Agreement and that she is entitled to retain in accordance with the provisions of such plans and applicable law as any City Employee who has resigned or been terminated from employment with the City would be entitled to retain. Employee shall be entitled to maintain a copy of documents generated by or used by Employee in the discharge of her duties under this Agreement.

H. Medical insurance shall be provided to Employee through the end of the month in which a termination occurs, in addition, Employer shall pay medical insurance (employer portion) calculated on the same terms as set forth above, e.g., if termination occurs in the first year of the Term of this Agreement, the City shall pay Employee one hundred percent (100%) of the employer contribution for the annual medical coverage. Employee may elect to thereafter continue coverage by paying the premium in effect at the time of termination under the same terms and conditions and according to the same provisions of law which are applicable to all employees of the City who, upon termination, elect to continue medical coverage at their own expense.

## **SECTION X. PERFORMANCE EVALUATIONS**

A. Upon completion of six (6) months of employment as the City Manager, the Council shall review Employee performance, salary and benefits. Thereafter, the Council shall review

Employee's performance, salary and benefits, not less than annually. Said evaluation shall focus on Employee's performance of the duties and responsibilities assigned to her by the City Code and this Agreement, as well as the achievement of any goals or performance objectives established by the Council in consultation with Employee. The Council shall make all reasonable best efforts to develop, in conjunction with Employee, objective criteria, upon which Employee may be evaluated.

- a. The annual evaluation process, at a minimum, must include the opportunity for both parties to:
  - i. conduct a formulary session where the Employer and the Employee meet first to discuss goals and objectives for both the past twelve (12) month performance period, as well as the upcoming twelve (12) month performance period;
  - ii. following that formulary discussion, prepare a written evaluation of goals and objectives for the past and upcoming year; and
  - iii. next meet and discuss the written evaluation of these goals and objectives.

B. Present a written summary of the evaluation results to the Employee. The final written evaluation should be completed and delivered to the Employee within 30 days of the initial formulary evaluation meeting.

C. Unless the Employee expressly requests otherwise in writing, the evaluation of the Employee shall at all times be conducted in executive session of the governing body and shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit the Employer or Employee from sharing the content of the Employee's evaluation with their respective legal counsel.

D. If the Employer deems the evaluation instrument, format, and/or procedure should be modified by the Employer and such modifications would require new or different performance expectations, then the Employee shall be provided with a reasonable period of time to demonstrate such expected performance before being evaluated.

## **SECTION XI. HOURS WORKED**

The Council recognizes that Employee is required to work and perform on behalf of the City other than on an "eight-to-five" basis. Further, the demands of the City Manager may require work during the evenings and weekends, and Employee shall oblige, when necessary. Employees' work will be completed during normal business hours, or within a flexible schedule. As such, Employer intends that reasonable time off be permitted to Employee, as is customary for exempt employees, so long as the time off does not interfere with the normal conduct of the office of the City Manager. When appropriate, Employee may occasionally work remotely but continue to be available to Employer during hours of work, or in the evenings, as necessary.

## **SECTION XII. INDEMNIFICATION**

Beyond that required under Federal, State or Local Law, and to the extent permitted by law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission of Employee occurring during the performance of Employee's duties and within the scope of Employee's employment as City Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct or amounts to gross negligence of the Employee, as those terms are defined in Alaska law. The Employee may request, and the Employer shall not unreasonably refuse to provide independent legal representation at Employer's expense to defend such legal action and Employer may not unreasonably withhold approval of such legal representation. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify Employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including, but not limited to attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit or proceeding, actual or threatened, arising out of or in connection with the performance of Employee's duties and within the scope of Employee's employment as City Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct or amounts to gross negligence of the Employee, as those terms are defined in Alaska law. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise and settle any indemnified claim. In the event Employee is required to be involved in litigation arising out of an alleged act or omission of Employee occurring during the performance of Employee's duties and within the scope of Employee's employment as City Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct or amounts to gross negligence of the Employee, as those terms are defined in Alaska law, subsequent to the termination or expiration of this Agreement, as a party, witness or advisor to Employer, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any such litigation, including reasonable consulting fees and travel expenses.

If less than a majority of the entire Council allege a breach of this Agreement and seek legal recourse, Employee shall be entitled to a defense and paid for by the City. This Section XII shall survive the termination of this Agreement.

**SECTION XIII. APPLICABILITY OF PERSONNEL POLICIES**

A. Employee hereby acknowledges receipt of the City's current rules and regulations, as now found in the City's Personnel Policies ("Personnel Policies"). Employee agrees to be bound by and adhere to those provisions of the City's current personnel policies that apply to exempt management

Employees of the City, as they may be amended, modified, supplemented, rescinded, or otherwise changed at any time by the City and the Council.

B. If any of the provisions of the personnel policies are inconsistent with or conflict with the terms of this Agreement, then the terms of this Agreement shall be controlling.

**SECTION XIV. ANNUAL APPROPRIATION**

All financial obligations of the City under this Agreement shall be subject to the Council's annual appropriation of the funds necessary to satisfy such obligations.

**SECTION XV. OTHER EMPLOYMENT & PROFESSIONAL STANDING**

Employee shall not be an Employee of, or perform any services for compensation from, any person or entity other than the City without the prior written approval of the City Council. The employment provided for by this Agreement shall be the Employee's primary employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements must neither constitute interference with nor a conflict of interest with her responsibilities under this Agreement and will not be accepted prior to written approval of the City Council.

Notwithstanding the foregoing, Employee may keep any honorarium paid to her as a result of speaking or other engagements.

**SECTION XVI. NOTICES**

Any notice or other communication required or permitted hereunder shall be in writing and shall be deemed to have been given on the date of service if served personally, or three (3) days after mailing if mailed by certified first-class mail, postage prepaid, return receipt requested, and addressed as follows:

If to the City: City of Bethel  
Mayor  
300 State Highway  
P.O. Box 1388  
Bethel, AK 99559

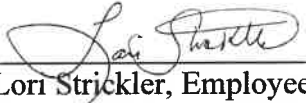
With a copy to: City Attorney  
300 State Highway  
P.O. Box 1388  
Bethel, AK 99559



**THE CITY OF BETHEL, ALASKA**

By:  ROSE HENDERSON  
Rose Henderson, Mayor



  
Lori Strickler, Employee

**CITY OF BETHEL  
CITY MANAGER ANNUAL EVALUATION**

**City Manager: Lori Strickler**

<b>Rating:</b> 5 = Excellent; 1 = Needs improvement
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<b><i>Enforcement of Laws and Implementation of Policy Directives</i></b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Manage the City’s administrative affairs according to state statutes and Bethel Municipal Code					
<i>Comments:</i>					
Analysis and development of policies and procedures					
<i>Comments:</i>					
Implement and monitor policies enacted by City Council					
<i>Comments:</i>					
Supervision of City administration and departments					
<i>Comments:</i>					
Problem solving and conflict resolution					
<i>Comments:</i>					
Management and valuation of cultural diversity					

**CITY OF BETHEL  
CITY MANAGER ANNUAL EVALUATION**

<i>Comments:</i>					
Creativity, innovation and ability to change to meet needs					
<i>Comments:</i>					
Long range planning					
<i>Comments:</i>					
Development and management of real and personal property of the City					
<i>Comments:</i>					
<b><i>SUBTOTAL OF CATEGORY:</i></b>					

<b><i>Appointing Authority</i></b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Serve as Personnel Officer (Director) of the City					
<i>Comments:</i>					
Manage Labor Relations/Employee Relations					
<i>Comments:</i>					

**CITY OF BETHEL  
CITY MANAGER ANNUAL EVALUATION**

Monitor employee benefit program:					
<i>Comments:</i>					
Analyze human resources and technical needs and implement solutions					
<i>Comments:</i>					
<b><i>SUBTOTAL OF CATEGORY:</i></b>					

<b><i>Preparation, Submission and execution of annual budget and capital improvements</i></b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Development and submission of recommended annual budget					
<i>Comments:</i>					
Development and submission of recommended capital improvement program budget					
<i>Comments:</i>					
Budget management, control and analysis					
<i>Comments:</i>					
<b><i>SUBTOTAL OF CATEGORY:</i></b>					

**CITY OF BETHEL  
CITY MANAGER ANNUAL EVALUATION**

<b><i>Performance of other duties assigned by law or City Council</i></b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Timeliness, quality and clarity of communications with city council					
<i>Comments:</i>					
Timeliness, quality and clarity of communications with the public and media					
<i>Comments:</i>					
Ethics, values, judgment and perceptiveness					
<i>Comments:</i>					
Communicates projects and project status with Council					
<i>Comments:</i>					
<b><i>SUBTOTAL OF CATEGORY:</i></b>					

<b><i>Ethics and Communication</i></b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Defends principle and conviction in the face of partisan influence and pressure					
<i>Comments:</i>					
Maintains high standards of ethics, honesty and integrity in all matters					
<i>Comments:</i>					

**CITY OF BETHEL  
CITY MANAGER ANNUAL EVALUATION**

Effectively communicates with staff, Council and the public					
<i>Comments:</i>					
Writes clearly and concisely					
<i>Comments:</i>					
Expresses ideas and opinions in a forthright, logical manner					
<i>Comments:</i>					
Remains poised and calm in difficult situations					
<i>Comments:</i>					
Represents the City to the public in a positive light					
<i>Comments:</i>					
<b><i>SUBTOTAL OF CATEGORY:</i></b>					

**CITY OF BETHEL  
CITY MANAGER ANNUAL EVALUATION**

**Total Score:** \_\_\_\_\_

<b>Excellent:</b>	130	
<b>Very Good:</b>	104	
<b>Good:</b>	78	
<b>Satisfactory:</b>	52	
<b>Needs Improvement:</b>	26	

***Additional City Council comments/recommendations:***

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***City Manager Comments:***

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\_\_\_\_\_  
**Reviewer's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Manager's Signature**

\_\_\_\_\_  
**Date**

## **NEGOTIATED AGREEMENT**

**Between  
CITY OF BETHEL  
and  
KEVIN MORGAN**

THIS AGREEMENT, by and between the City of Bethel, Alaska ("City"), a municipal corporation, hereinafter called "Employer," and Kevin Morgan, hereinafter called "Employee," both of whom understand as follows:

**WHEREAS**, Employer desires to employ the services of Employee as City Clerk of the City, as provided by section AS 29.20.380 of the Alaska Statutes and BMC 2.12.010; and

**WHEREAS**, it is the desire of the City Council ("Council") to provide certain benefits, establish certain conditions of employment, and to set working conditions of Employee; and

**WHEREAS**, it is the desire of the Council to secure and retain the services of Employee by and through the terms of this Agreement; and

**WHEREAS**, Employee desires to accept employment as City Clerk pursuant to the terms of this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the Employer and Employee agree as follows:

### **Section 1. POWERS AND DUTIES**

Employer hereby agrees to employ Kevin Morgan as City Clerk of the City of Bethel, Alaska to perform the function, powers, and duties specified in AS 29.20.380, Bethel ordinances, and other legal and proper duties and functions as the Council shall from time to time assign.

**Section 2. Term**

- A. Employee shall serve at the pleasure of the Council and is an at-will employee of the City.
  
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Council to terminate the services of the Employee at any time with or without cause. The City shall comply with the City’s insurance policy endorsement regarding any termination.
  
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from the position of City Clerk.

**Section 3. Salary**

Employee shall be paid an annual salary at a gross rate of \$102,156 (one hundred and two thousand one hundred and fifty six dollars) payable in installments at the same time as other employees of the Employer. Employee’s base salary shall be increased between zero and 2.5% at the discretion of the Council upon a satisfactory performance evaluation annually on or about February 3rd.

**Section 4. Termination and Severance Pay**

- A. Employee is an at will employee and may be terminated by Employer 60 days after delivery of notice of termination. In lieu of 60 days notice, Employer shall pay employee an amount equal to 60 days salary, or prorate the severance payment for the days less than 60 for which notice is given.
  
- B. In the event the Employee voluntarily resigns the position, Employee shall give Employer 60 days notice in advance of resignation, unless both parties otherwise agree to a lesser period of notice in writing.

### **Section 5. Employee Evaluation.**

- A. Evaluation of the performance of the Employee shall be directed toward improving the performance of the Employee. However, evaluations shall also serve as a method for gathering information relevant to Employee's performance and continued employment.
- B. Employee shall be evaluated in writing by Council annually on or about February 3. Council shall determine the content of the document used to evaluate Employee and shall make the document available to Employee for review.

### **Section 6. Hours/Days of Work**

Employee's position requires the exercise of independent judgment on the part of the Employee and requiring periods of extended work to exceed the normal office hours, workday, and work week established by the Employer. The Employee will be available during regular business hours. Employee will be expected to work whatever hours are needed based upon the demands of the job. Employee acknowledges they are an exempt employee and not entitled to overtime compensation or compensatory time compensation based on hours worked by Employee in excess of eight (8) hours per day or forty (40) hours per week. Any time in excess of the normal hours in a day or week is not compensated or credited in any manner by the Employer.

### **Section 7. Transportation**

Within available City resources, Employee may have access to a City vehicle to complete tasks required of Employee.

### **Section 8. Outside Employment**

Outside employment and business pursuits are prohibited unless first authorized by Council. Any outside employment or business pursuits must occur while Employee is on leave or must occur outside the regular business hours of the City. Notwithstanding the foregoing or any authorization by Council, the Employee is required to perform the duties of the City Clerk when the interests of the City require, without regard to regular work hours or days or the competing needs of the Employee's authorized outside employment or business pursuits.

## **Section 9. Compensated Leave**

### **A. Personal Time Off (PTO)**

PTO shall accrue at the rate provided for to other employees in accordance with Bethel Municipal Code Title 3. PTO can be accumulated up to a maximum accrual of 400 hours. PTO shall be utilized for the illness of the Employee, or illness in the Employee's immediate family, or vacation purposes. Should the employee be absent for more than five consecutive working days for a medical reason, they shall be required to provide a physician's certificate to the Mayor. The Employer agrees to compensate the Employee for all remaining PTO hours at the termination of this agreement, payable at the same value as cashed in annual leave. Any PTO accrued and used from the Employee's previous Title 3 position will be carried over to this position.

### **B. Emergency Leave**

The Employer agrees to grant the Employee a maximum of forty (40) hours emergency leave for death or serious illness in the immediate family. For purposes of this type of leave, one's immediate family includes the Employee's spouse, child, parent, father-in-law, mother-in-law, brother and sister.

### **C. Family Medical Leave**

The Employer is required under federal law to grant the Employee up to 12 workweeks of unpaid Family Medical Leave within a 12-month period for any of the following reasons:

- Birth or adoption of a child, placement of a child for adoption, foster care for children under age 18, or adoption of a child 18 or older if the child is incapable of self care due to disability.
- Caring for a child, spouse, or parent with a serious medical condition.
- The employees own serious health condition.

To be eligible for leave the Employee must have worked a total of at least 12 consecutive months for at least 1,250 hours. The Employee must use any accrued vacation and sick leave concurrently with FMLA leave.

D. **Injury Leave**

If the Employee is injured on the job, they will be entitled to the compensation benefits as provided by the Worker's Compensation Act.

E. **Court Leave**

The Employee shall be granted administrative leave for jury duty. Appearances in court by the Employee on behalf of the City are part of the Employee's normal job responsibilities, and they will be paid accordingly.

F. **Administrative Leave**

The Employee may be granted administrative leave with pay by a majority vote of the Council for reasons specified, including attendance at a clerk's professional conference.

G. **Holidays**

Employee is entitled to all City recognized paid holidays, but it is understood that from time to time, Employee's duties may require them to work on such holidays.

**Section 10. Benefits**

- A. Employee shall be allowed to participate in the City employee's group coverage plan for full family Life, Accidental Death & Dismemberment, Long Term Disability, Dental, Vision and Health insurance program with no premium deductible charged to the employee; provided, however nothing set forth herein shall prevent Employer from modifying, or reducing, benefits currently offered to City employees.
- B. Employee shall have the opportunity to participate in the City Utility Services Benefit for the same monthly fee as paid by other City employees.
- C. The Employer shall offer the Employee the opportunity to join and participate in the Alaska Public Employees Retirement System (PERS) equal to that which is provided for all other employees of the Employer.

**Section 11. Indemnification.**

City shall defend and indemnify employee in accordance with BMC 2.48.010 – BMC 2.48.030.

**Section 12. Notices**

(1) EMPLOYER:                   City of Bethel  
  c/o Mayor  
  P.O. Box 1388  
  Bethel, Alaska 99559

(2) EMPLOYEE:                   \_\_\_\_\_

  c/o City of Bethel  
  P.O. Box 1388  
  Bethel, Alaska 99559

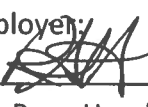
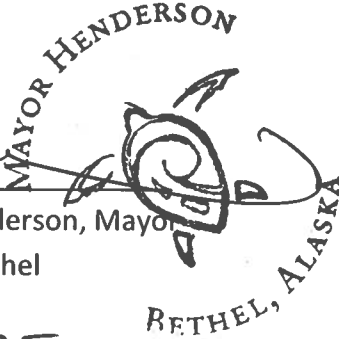
**Section 13 General Provisions**

- A. This Agreement constitutes the entire agreement between both parties. Any modification or amendment shall be enforceable only if approved by a majority vote of the Council in a duly convened public session, and if transcribed to a written document executed by both parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. In any provision or any portion thereof contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable. The remainder of this Agreement shall not be affected and shall remain in full force and effect.
- D. Any civil action arising from this Agreement shall be brought in the superior court for the Fourth Judicial District of the State of Alaska at Bethel, Alaska. The laws of the State of Alaska and the City of Bethel shall govern the rights and obligations of the parties.
- E. The failure of the City at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this

Agreement or any part thereof, or the right of the City thereafter to enforce each and every provision hereof.

- F. This instrument and all appendices and amendments hereto embody the entire Agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties.
- G. This Agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this Agreement are not to be construed as limitations or definitions but are for identification purposes only.
- H. The Employee acknowledges that they have read and understand the terms of this Agreement, has had the opportunity to review the same with counsel of their choice, and is executing this Agreement of their own free will.
- I. This Agreement may be executed by the parties hereto individually or in separate counterparts, each of which shall be an original and all of which taken together shall constitute one and the same document.
- J. The agreement is effective February 3, 2025, once duly signed and executed by both parties.

IN WITNESS WHEREOF, the City of Bethel has caused this agreement to be signed and executed on its behalf by its Mayor and the Employee has signed and executed this Agreement both in duplicate.

Employer:  
By:    
Rose Henderson, Mayor  
City of Bethel

Employee:  
By:   
Kevin Morgan, Employee

DATE: 2/3/25

DATE: 2/3/2025

**CITY CLERK ANNUAL PERFORMANCE EVALUATION****NAME: KEVIN MORGAN****2/2026****PART 1 — Evaluate the ability to accomplish the duties set forth by State statutes, the Municipal Code, and other duties as assigned by Council.**

Attend City Council meetings as required, act as parliamentary advisor to Council, record and keep official journal of Council meetings	5	4	3	2	1
Assure notice and other requirements for public meetings are complied with	5	4	3	2	1
Assure public records are available for public inspection as required by law	5	4	3	2	1
Manage City records and develop retention schedules and procedures for inventory, storage, and destruction of records	5	4	3	2	1
Maintain an indexed file of all permanent municipal records, provide for codification of ordinances	5	4	3	2	1
Authenticate or certify City records as necessary	5	4	3	2	1
Prepare Council agendas and Council meeting packets as required by City Council	5	4	3	2	1
Conduct research and prepare information for Council as requested	5	4	3	2	1
Administer all municipal elections and assure that the municipality complies with the Voting Rights Act of 1965, as amended	5	4	3	2	1
Develop, prepare and defend the City Clerk's office annual budget and budget modifications	5	4	3	2	1
Take oaths and affirmations as necessary	5	4	3	2	1
Provide support and training to City boards, committees and commissions	5	4	3	2	1
Manage cemetery procedures and records	5	4	3	2	1

**Rating Scale:**

5=Outstanding; 4=Very Good; 3=Good; 2=Satisfactory; 1=Needs Improvement

**CITY CLERK ANNUAL PERFORMANCE EVALUATION**

**NAME: KEVIN MORGAN**

**2/2026**

Ability to interface harmoniously and effectively with the public and all levels of management and government	5	4	3	2	1
Other duties as assigned by City Council	5	4	3	2	1

<i>Total</i>	

**PART 2 — Evaluate the work ethics and work habits.**

Work ethic	5	4	3	2	1
Dependability; can be depended upon without supervision	5	4	3	2	1
Self-motivated; self-reliant; displays energy	5	4	3	2	1
Displays good judgment	5	4	3	2	1
Able to handle difficult or stressful situations	5	4	3	2	1
Adaptability; adjusts to various circumstances, new processes or changes	5	4	3	2	1
Manages time efficiently	5	4	3	2	1
Attitude and enthusiasm	5	4	3	2	1
Willingness and capability to carry out new assignments or projects	5	4	3	2	1
Availability to Council and public	5	4	3	2	1
Follows through with requests	5	4	3	2	1
Attendance record	5	4	3	2	1

<i>Total</i>	

**Rating Scale:**

5=Outstanding; 4=Very Good; 3=Good; 2=Satisfactory; 1=Needs Improvement

**CITY CLERK ANNUAL PERFORMANCE EVALUATION**

**NAME: KEVIN MORGAN**

**2/2026**

**PART 3 — Evaluate the quality of work produced and the degree of knowledge of work procedures and operations.**

Accuracy, Completeness and Conformity	5	4	3	2	1
Knowledge of job	5	4	3	2	1
Ability to research and understand City ordinances	5	4	3	2	1
Ability to prepare resolutions, ordinances and reports to City Council	5	4	3	2	1
Quality of work	5	4	3	2	1
Takes pride in work	5	4	3	2	1
Ability and desire to research ways to improve operations	5	4	3	2	1
Exceeds expectation	5	4	3	2	1
Productive with time	5	4	3	2	1
Ability and desire to learn basic job functions	5	4	3	2	1
Ability and desire to learn beyond basic job functions	5	4	3	2	1
Presents completed work in an orderly fashion	5	4	3	2	1
Attention to details	5	4	3	2	1

Total	

**PART 4 — Evaluate personal relations/interactions with City Council members, City staff members and the public**

Friendly, courteous and flexible	5	4	3	2	1
Maintains a helpful attitude; willing to help	5	4	3	2	1

**Rating Scale:**

5=Outstanding; 4=Very Good; 3=Good; 2=Satisfactory; 1=Needs Improvement

**CITY CLERK ANNUAL PERFORMANCE EVALUATION**

**NAME: KEVIN MORGAN**

**2/2026**

Steps outside of job duties to help other city staff when needed (team player)	5	4	3	2	1
Working relationship with City Manager and City Department Heads	5	4	3	2	1
Effectively communicates with City staff, Council and the public	5	4	3	2	1
Writes clearly and concisely	5	4	3	2	1
Expresses ideas and opinions in a forthright, logical manner	5	4	3	2	1
Ability to work in stressful situations	5	4	3	2	1
Provides answers when not readily available; Follows through with requests for information	5	4	3	2	1
Acts as a liaison between the City Council and the general public	5	4	3	2	1

<b>Total</b>	
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Part 1:	
Part 2:	
Part 3:	
Part 4:	
<b>Overall Evaluation Total:</b>	

**Overall Evaluation**

<b>Outstanding</b>	<b>Very Good</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
<b>250</b>	<b>204</b>	<b>153</b>	<b>102</b>	<b>51</b>

**Suggested Development/Training Goals:**

**Rating Scale:**

5=Outstanding; 4=Very Good; 3=Good; 2=Satisfactory; 1=Needs Improvement

**CITY CLERK ANNUAL PERFORMANCE EVALUATION**  
**NAME: KEVIN MORGAN**  
**2/2026**

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*Council Member Comments:*

*City Clerk Comments:*

Council Member's Signature \_\_\_\_\_

Date: \_\_\_\_\_

City Clerk's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Rating Scale:***

5=Outstanding; 4=Very Good; 3=Good; 2=Satisfactory; 1=Needs Improvement