



# City of Bethel

P.O. BOX 1388

Bethel, Alaska 99559

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**Regular City Council Meeting**

October 22, 2013

6:30 P.M.

Council Chambers; Bethel, Alaska





**City Council Meeting Agenda  
Regularly Scheduled Meeting  
October 22, 2013-6:30 pm  
City Hall 300 State Highway, Bethel, AK  
City of Bethel Council Chambers**

Joseph Klejka  
Mayor  
Term Expires 2014  
543-2984  
[jklejka@cityofbethel.net](mailto:jklejka@cityofbethel.net)

Rick Robb  
Vice Mayor  
Term Expires 2013  
543-1879  
[rrobb@cityofbethel.net](mailto:rrobb@cityofbethel.net)

Mark Springer  
Council Member  
Term Expires 2013  
545-1450  
[mspringer@cityofbethel.net](mailto:mspringer@cityofbethel.net)

Eric Whitney  
Council Member  
Term Expires 2014  
545-1309  
[ewhitney@cityofbethel.net](mailto:ewhitney@cityofbethel.net)

Sharon Sigmon  
Council Member  
Term Expires 2014  
543-3452  
[ssigmon@cityofbethel.net](mailto:ssigmon@cityofbethel.net)

Heather Pike  
Council Member  
Term Expires 2015  
444-7211  
[hpike@cityofbethel.net](mailto:hpike@cityofbethel.net)

Leif Albertson  
Council Member  
Term Expires 2015  
543-2819  
[labertson@cityofbethel.net](mailto:labertson@cityofbethel.net)

Lee Foley  
City Manager  
543-2047  
[lfoley@cityofbethel.net](mailto:lfoley@cityofbethel.net)

Lori Strickler  
City Clerk  
543-1384  
[lstrickler@cityofbethel.net](mailto:lstrickler@cityofbethel.net)

Patty Burley  
City Attorney

Paul Richards  
Lobbyist  
[paul\\_richards@gci.net](mailto:paul_richards@gci.net)

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PEOPLE TO BE HEARD – Five minutes per person**
- V. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA**
- VI. APPROVAL OF MEETING MINUTES**
  - a) **P3** \*10-8-2013 Regular City Council Meeting
  - b) **P13** \*10-14-2013 Special City Council Meeting
- VII. REPORTS OF STANDING COMMITTEES**
  - a) Public Safety and Transportation Commission
  - b) Port Commission
  - c) Planning Commission
  - d) Parks and Recreation Committee
  - e) Finance Committee
  - f) Public Works Committee
  - g) Energy Committee
- VIII. SPECIAL ORDER OF BUSINESS**
  - a) Appreciation To Outgoing Council Members Mary Sattler And Gene Peltola Jr. For Their Service To The Community (Mayor Klejka)
  - b) Demonstration From 4-H Youth On The Things They Have Been Doing With The 4-H Program (City Manager Foley)
- IX. UNFINISHED BUSINESS**
- X. NEW BUSINESS**
  - a) **P53** \*Resolution 13-18: Submitting Comments To The Federal Subsistence Board On The Rural Determination Process, Specifically The Populations With More Than 7,000 Being Considered Nonrural (Mayor Klejka)
  - b) **P57** \*AM 13-22: Reappointment Of Minnie Salleson Fritts To The Parks And Recreation Committee (Mayor Klejka)
  - c) **P61** \*AM 13-23: Reappointment Of Barbara A. Mosier To The Parks And Recreation Committee (Mayor Klejka)
  - d) **P65** \*AM 13-24: Approval Of Personal Time Off For The City Clerk December 9-19, 2013 (Mayor Klejka)
  - e) **P67** City's Sales Tax Exemption Policy Concerns (Council Member Springer)
- XI. MAYOR'S REPORT**
- XII. MANAGER'S REPORT**
- XIII. CLERK'S REPORT**
- XIV. COUNCIL MEMBER COMMENTS**
- XV. ADJOURNMENT**

Agenda posted on October 15, 2013, at City Hall, AC Co., Swansons, and the Post Office.

Lori Strickler, City Clerk's Office

(Items on the agenda noted with an asterisk (\*) are considered the consent agenda.

All Resolutions noted with an asterisk (\*) will automatically be adopted on the consent agenda unless removed from the consent agenda by Council.

Ordinances introduced with an asterisk (\*) on the consent agenda will automatically be introduced and set for **Public Hearing November 12, 2013**)



# **Approval of the Minutes**



**I. CALL TO ORDER**

A Regular Meeting of the Bethel City Council was held on October 8, 2013 at 6:30pm, in the council chambers, Bethel, Alaska.

With the telephonic participation of Mayor Klejka and the absence of Vice-Mayor Peltola, City Clerk, Lori Strickler, called the meeting to order at 6:30 pm.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Comprising a quorum of the Council, the following members were present: Council Member Joseph Klejka (participated telephonically), Council Member Mary Sattler, Council Member Mark Springer, Council Member Rick Robb, Council Member Eric Whitney, Council Member Sharon Sigmon

Members Absent were:  
Council Member Gene Jr. Peltola

Also in attendance were the following:  
City Clerk Lori Strickler, City Manager Lee Foley, City Attorney Patty Burley

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**Main Motion: To Elect a Mayor Pro Tem Richard Robb**

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Moved by:	Springer
Seconded by:	Sattler
Action:	Motion carried unanimously by a vote of 6-0
In favor:	Klejka, Sattler, Springer, Robb, Whitney and Sigmon
Opposed:	None

**IV. PEOPLE TO BE HEARD**

Greg Roczicka, ONC Representative -Spoke in favor of Resolutions 13-15 and 13-16.

David Trantham- Thanked the outgoing council members for their service to the community. Thanked the new council members who are willing to take on the

task of serving this community. Submitted a challenge to the City Council to take a close look at their revenues as well as to attend committee meetings.

*The Council took KYUK Pledge break for two minutes.*

*Council Member Sattler Departed the Meeting at 7:50p*

**V. APPROVAL OF THE CONSENT AND REGULAR AGENDA**

<b>Main Motion:</b>	To approve the Consent and Regular Agenda.
Moved by:	Springer
Seconded by:	Sigmon
Action:	Motion carried unanimously by a vote of 6-0
In favor:	Klejka, Sattler, Springer, Robb, Whitney and Sigmon
Opposed:	None
<b>Removal from Consent Agenda</b>	Remove Resolution 13-15, 13-16 and 13-17 from the consent agenda.
Moved by:	Springer

**VI. APPROVAL OF THE MEETING MINUTES**

**Item A-** September 24, 2013 City Council Regular Meeting Minutes.  
*Passed on the Consent Agenda.*

**VII. REPORTS OF STANDING COMMITTEES**

**Item A-** Port Commission –  
Mark Springer, Council Representative-  
The docs are out of the boat harbor. The harbor had a busy night last night due to the high winds.  
Pete Williams, Port Director-  
The construction of the ramps is put on hold due to weather. If community members have boats at the harbor, they need to be retrieved; the bad weather is expected to continue.

**Item B-** Planning Commission  
Rick Robb, Council Member –  
The Planning Commission will have a light agenda at their coming meeting.

**Item C-**Public Safety and Transportation Commission  
Sharon Sigmon, Council Representative –

The Commission made a motion to postpone an ordinance that was up for consideration.

**Item D**-Energy Committee –

Leif Albertson, Chair of the Committee-

The Committee has vacancies and is looking for volunteers.

**Item E**-Public Works Committee-

Joseph Klejka, Council Representative-

A Recommendation from the committee was presented in the packet to consider a new contract for the removal of the cars from the dump.

**Item F**- Finance Committee-

Bobby Sutton, Finance Director-

A meeting was not held due to a lack for a quorum.

**Item G**-Parks and Receptions Committee-

Barb Mosier, Chair of the Committee-

Looked over the parks and trail plan and considered additions for the year. The Committee also, reviewed activities for young adults within the community. The Department had a teen night where prizes were provided to participants.

*The Council took KYUK Pledge break for two minutes.*

**VIII. SPECIAL ORDERS OF BUSINESS**

**Item A**- Review Canvass Board Certificate Of Election.

**Item B**- Resolution 13-14: A Resolution Certifying The Results Of The October 1, 2013 Regular City Of Bethel Election.

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**Main Motion:** Adopt Resolution 13-14.

Moved by:	Klejka
Seconded by:	Whitney
Action:	Motion carried unanimously by a vote of 6-0
In Favor:	Klejka, Sattler, Springer, Robb, Whitney and Sigmon
Opposed:	None

**Item C**- Oath Administered To Newly Elected Council Members.

*Richard Robb, Heather Pike, Mark Springer and Leif Albertson were administered their oath of office and took their place on the council bench.*

**Standing Council Members are:**

*Joseph Klejka  
Richard Robb  
Eric Whitney  
Mark Springer  
Sharon Sigmon  
Heather Pike  
Leif Albertson*

*The Council took KYUK Pledge break for two minutes.*

**IX. NEW BUSINESS**

**Item A- Resolution 13-15:** Opposing The Joint Board Of Fish And Game Proposal #41, Creating The Bethel Nonsubsistence Area.

**Main Motion:** Adopt Resolution 13-15

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Moved by:	Springer
Seconded by:	Whitney
Action:	Motion carried unanimously by a vote of 7-0
In Favor:	Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon
Opposed:	None

Amend the Whereas statement #11 to read: "the residents of Bethel, both native and non-native, have for generations established a consistent reliance on the fish stock and game population, as well as followed traditional methods of processing the catches in conducting year round use of subsistence resources."

**Primary Amendment #1:**

Amend the Whereas statement #16 to read: "creation of a nonsubsistence area in Bethel would create hardship for the people of Bethel."

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Moved by:	Springer
Seconded by:	Pike
Action:	Motion carried unanimously by a vote of 7-0
In Favor:	Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon
Opposed:	None

**Item B- Resolution 13-16: Supporting The Joint Board Of Fish And Game Proposal #6 Establishing An Advisory Committee For The Community Of Bethel.**

**Main Motion:** Adopt Resolution 13-16.

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Moved by:	Springer
Seconded by:	Whitney
Action:	Motion carried unanimously by a vote of 7-0
In Favor:	Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon
Opposed:	None

Amend the Whereas statement #6 to read: "the residents of Bethel have for generations established a consistent reliance on the fish stock and game population, as well as followed traditional methods of processing the catches in year round use of the harvest."

Amend the Whereas statement #8 to read: "the advisory committee could act as a link between the community and the Boards, and work with regional constituents to develop subsistence management plans and harvest strategy proposals that work for Bethel community members."

Amend the Now Therefore, be it Resolved that statement to read: "the Bethel City Council strongly supports Proposal #6, establishing a State Fish and Game Advisory Committee for the community of Bethel."

**Primary Amendment #1:**

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Moved by:	Springer
Seconded by:	Whitney
Action:	Motion carried unanimously by a vote of 7-0
In Favor:	Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon
Opposed:	None

**Item C- Resolution 13-17: State Of Alaska Capital Priority Requests.**

**Main Motion:** Adopt Resolution 13-17.

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Moved by:	Springer
Seconded by:	Sigmon
Action:	Motion carried unanimously by a vote of 7-0
In Favor:	Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon
Opposed:	None

**Subsidiary**

**Motion :** Move into a committee of the whole.

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Moved by: Whitney  
Seconded by: Pike  
Action: Motion carried unanimously by a vote of 7-0  
In Favor: Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon  
Opposed: None

**Subsidiary**

**Motion :** Move to move out of committee of the whole.

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Moved by: Pike  
Seconded by: Sigmon  
Action: Motion carried unanimously by a vote of 7-0  
In Favor: Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon  
Opposed: None

**Primary  
Amendment #1:**

Amend Resolution 13-17, by striking Items 7, 8, 9, 10, 11, 12 and to combine items 5 and 6 to read City dock Repair, Phase 1 of 2 and New Port Office.

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Moved by: Whitney  
Seconded by: Springer  
Action: Motion carried unanimously by a vote of 7-0  
In Favor: Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon  
Opposed: None

**Primary  
Amendment #2:**

Amend Resolution 13-17, by moving City Dock Repair and New Port Office as number the number two priority.

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Moved by: Pike  
Seconded by: Albertson  
Action: Motion carried unanimously by a vote of 7-0  
In Favor: Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon  
Opposed: None

**Item D- AM 13-20: Directing Administration To Develop And Issue An Request For Proposal For Aquatic Center Management Services.**

**Main Motion:** Approve AM 13-20.

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Moved by: Klejka  
Seconded by: Pike

Action:	Motion carried unanimously by a vote of 7-0
In Favor:	Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon
Opposed:	None
<b>Primary Amendment #1:</b>	Amend AM 13-20, to strike RFP and insert Letter of Interest throughout the Action Memorandum.
Moved by:	Whitney
Seconded by:	Springer
Action:	Motion carried unanimously by a vote of 7-0
In Favor:	Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon
Opposed:	None
<b>Secondary Amendment #1:</b>	Amend Primary Amendment #1, to have the Letter of Interest to include a Statement of Qualifications.
Moved by:	Pike
Seconded by:	Albertson
Action:	Motion FAILS by a vote of 3-4
In Favor:	Pike, Albertson, Springer
Opposed:	Sigmon, Robb, Whitney and Klejka
<b>Secondary Amendment #2:</b>	Amend AM 13-20, to strike Letter of Interest insert Request for Letters of Interest.
Moved by:	Springer
Seconded by:	Pike
Action:	Motion carried unanimously by a vote of 7-0
In Favor:	Klejka, Pike, Albertson, Springer, Robb, Whitney and Sigmon
Opposed:	None

**Item E-** AM 13-21: Authorizing Administrative Leave For The City Manager To Attend The Alaska Municipal League Conference November 18-22.

*Passed on the Consent Agenda.*

*The Council took KYUK Pledge break for two minutes.*

*Mayor Joseph Klejka departed the meeting at 8:07p.*

## **XII. MAYOR'S REPORT**

### **XIII. MANAGERS REPORT**

### **XIV. CITY CLERK'S REPORT**

### **XV. COUNCIL MEMBER COMMENTS**

Council Member Springer-

Welcomed the new council members and thanked the community for their vote of confidence.

AVCP Convention is going on in town.

There is a VPO and VPSO training in the community.

Glad to see there is an employee in the police department from Tosook Bay.

Be careful on the streets and if you have a boat at the harbor, go get it.

Council Member Robb-

Thanked Council Member Peltola and Council Member Sattler for their terms. Welcomed Council Member Pike and Council Member Albertson and congratulated Council Member Springer.

Thanked the Bethel Police Department and the Fire Department for all of their hard work.

Council Member Sigmon-

The pedestrians really should have reflective gear when near the road. It is dark outside, people need to be cautious.

Thanked the newly elected council members for their wiliness to put forth the commitment.

Council Member Whitney-

Requested the Streets and Roads Department to pay attention to site lines and perhaps move brush from traffic areas.

Council Member Pike-

Thanked the voters, stated it is an honor to be elected to Council again.

Encouraged the drivers to slow down in the morning and watch out for pedestrians.

Council Member Albertson-

Looks forward to working with the Council.

**XVI. ADJOURNMENT**

**Main Motion: Adjournment**

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Moved by:	Springer
Seconded by:	Sigmon
Action:	Motion carried unanimously by a vote of 7-0
In favor:	Klejka, Pike, Albertson, Springer, Robb, Whitney and
Opposed:	Sigmon
	None

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Joseph A. Klejka, Mayor

ATTEST:

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Lori Strickler, City Clerk



**I. CALL TO ORDER**

A Special Meeting of the Bethel City Council was held on October 14, 2013 at 6:30pm in the Council Chambers, Bethel, Alaska.

Mayor Klejka called the meeting to order at 6:30p.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Comprising a quorum of the Council, the following members were present:

Council Member Leif Albertson, Council Member Joseph Klejka, Council Member Heather Pike, Council Member Mark Springer, Council Member Rick Robb, Council Member Eric Whitney, Council Member Sharon Sigmon

Also in attendance were the following:

City Clerk Lori Strickler, City Manager Lee Foley, City Attorney Patty Burley

**IV. PEOPLE TO BE HEARD**

*No one wished to be heard.*

**V. APPROVAL OF THE AGENDA**

**Main Motion:** Approve the Agenda.

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Moved by:	Sigmon
Seconded by:	Springer
Action:	Motion carried unanimously by a vote of 7-0
In favor:	Albertson, Pike, Klejka, Springer, Robb, Whitney and Sigmon
Opposed:	None

**VI. NEW BUSINESS**

**Item A-** Election Of The Mayor.

**Main Motion:** Nominate as Joseph Klejka Mayor

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Moved by:	Springer
Seconded by:	Sigmon

**Main Motion:** Nominate as Rick Robb Mayor

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Moved by: Pike  
Seconded by: Sigmon

**Main Motion:** Nominate as Eric Whitney Mayor

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Moved by: Sigmon  
Seconded by: Klejka

**Main Motion:** Close nominations

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Moved by: Sigmon  
Seconded by: Klejka  
Action: Motion carried unanimously by a vote of 7-0  
In favor: Pike, Albertson, Klejka, Springer, Robb, Whitney and Sigmon  
Opposed: None

**Round One Voting for Mayor:**

*4 Votes in favor of Joseph Klejka.*

*3 Votes in favor of Richard Robb.*

*Council Member Joseph Klejka is elected as Mayor.*

**Item B- Election Of The Vice-Mayor.**

**Main Motion:** Nominate Richard Robb as Vice-Mayor

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Moved by: Pike  
Seconded by: Springer

**Main Motion:** Nominate as Eric Whitney as Vice-Mayor

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Moved by: Sigmon  
Seconded by: Springer

**Round One Voting for Vice-Mayor.**

*4 Votes in favor of Richard Robb.*

*3 Votes in favor of Eric Whitney.*

*Council Member Richard Robb is elected as Vice-Mayor.*

**Item C-** Appointment Of Committee/Commission Council Representatives

**A) Council Committees and Commissions**

1. Parks And Recreation Committee

*Council Member Eric Whitney is appointed to the Parks and Recreation Committee.*

2. Planning Commission

*Council Member Heather Pike is appointed to the Planning Commission.*

3. Finance Committee

*Council Member Leif Albertson is appointed to the Finance Committee.*

4. Public Safety And Transportation Commission

*Council Member Sharon Sigmon is appointed to the Public Safety and Transportation Commission.*

5. Energy Committee

*Council Member Richard Robb is appointed to the Energy Committee.*

6. Port Commission

*Council Member Mark Springer is appointed to the Port Commission.*

7. Public Works Committee

*Council Member Joseph Klejka is appointed to the Public Works Committee.*

**B) Senior Center Advisory Committee.**

*Council Member Heather Pike is appointed to the Senior Center Advisory Committee.*

**C) Yuut Elitnaurviat**

*Council Member Joseph Klejka is appointed to the Yuut Elitnaurviat Board.*

**D) Transit Committee**

*Council Member Rick Robb is appointed to the Transit Committee.*

**E) Delta Tobacco Control Alliance**

*Council Member Eric Whitney is appointed to the Delta Tobacco Control Alliance and Council Member Leif Albertson is appointed as the alternate.*

**F) Nomination For District 9, Alaska Municipal League Representative.**

*Council Member Mark Springer is selected as the Bethel nominee for the Alaska Municipal League District 9 Representative. Elections for this representative will be completed during the Alaska Municipal League Conference in November.*

**VII. ADJOURNMENT**

**Main Motion:** Nominate as Vice-Mayor

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Moved by:	Springer
Seconded by:	Whitney
Action:	Motion carried unanimously by a vote of 7-0
In favor:	Pike, Albertson, Klejka, Springer, Robb, Whitney and Sigmon
Opposed:	None

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Joseph Klejka, Mayor

ATTEST:

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Lori Strickler, City Clerk

# **Reports of Standing Committees**



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# City of Bethel, Alaska

## Public Safety & Transportation Commission

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October 1<sup>st</sup>, 2013

Regular Meeting

Bethel, Alaska

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### I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on October 1<sup>st</sup>, 2013 in the Bethel Police Department Training Room.

This meeting was called to order at 7:04PM

### II. ROLL CALL

Present: Johnny Furlong *Vice Chair*  
 Joe Yoon  
 Pat Jennings  
 Joan Dewey  
 Jennifer Dobson

Excused Absent: Brian Lefferts *Chair*  
Absent: Sharon Sigmon *Council Representative*  
 George Young *Fire Chief*

Ex-Officio Present: Laurance Elarton *Chief of Police*  
 KaJena Baty *Recorder and Transportation Inspector Designee*

### III. PEOPLE TO BE HEARD

No one present to be heard.

### IV. APPROVAL OF AGENDA

<b>MOVED:</b>	Dobson	Motion to approve the agenda.
<b>SECONDED:</b>	Jennings	
<b>VOTE ON MAIN MOTION</b>	All in favor	

### V. APPROVAL OF MINUTES

<b>MOVED:</b>	Dobson	Motion to approve the minutes of August 6th and September 3rd, 2013.
<b>SECONDED:</b>	Yoon	
<b>VOTE ON MAIN MOTION</b>	All in favor	

### VI. CHIEFS' COMMENTS

Larry Elarton *Police Chief- See Chief's Monthly Report to City Manager*  
 George Young *Fire Chief- Not present to make comments.*

**VII. TRANSPORTATION INSPECTOR REPORT**

KaJena Baty- *See Transportation Inspectors Report included in packet.*

**VIII. COUNCIL MEMBER'S COMMENTS**

Council Member Sigmon- *Not present to make comments.*

**IX. UNFINISHED BUSINESS**

A. Ordinance 13-16

<b>MOVED:</b>	Jennings	Motion to postpone action on Ordinance 13-16 until the next regular meeting.
<b>SECONDED:</b>	Dewey	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

<b>MOVED:</b>	Dewey	Motion to suspend rules to hear from Lisa Yingling of the Tundra Center about a potential MOU with public transportation for an emergency operations plan at the Tundra Center.
<b>SECONDED:</b>	Jennings	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

**X. COMMISSION MEMBER COMMENTS**

Pat Jennings- *Likes the parking lot downtown.*

Jennifer Dobson- *No Comment.*

Johnny Furlong *Vice Chair- No Comment.*

Joe Yoon- *Sorry for missing the last meeting.*

Joan Dewey- *Hopes that everyone voted today.*

**XI. ADJOURNMENT**

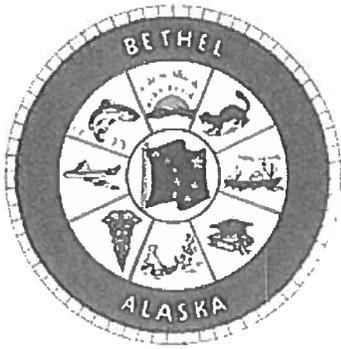
<b>MOVED:</b>	Jennings	Motion to adjourn.
<b>SECONDED:</b>	Dewey	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

*Meeting adjourned at 7:37pm*

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

\_\_\_\_\_  
KaJena Baty, Recorder

\_\_\_\_\_  
Brian Lefferts, Chair



# City of Bethel

## Committees and Commissions

### Recommendation to City Council

Committees and Commissions that wish to make a recommendation to City Council should turn this form in to the City Clerk or to the City Council representative on the committee or commission.

<b>Committee/Commission:</b> Energy Committee	<b>Chairman:</b> Leif Albertson
<b>Date Submitted:</b> October 9, 2013	<b>Council Rep:</b> Eric Whitney
<b>Issue:</b> To conduct a feasibility study on acquiring and operating a municipal solid waste gasification plant for the purpose of energy recovery and significantly reducing the amount of solidwaste being added to the Bethel landfill.	
<b>Recommendation:</b>	
Whereas, approximately 15 tons of solid waste is added to the landfill daily;	
Whereas, there is a limited amount of space in our landfill;	
Whereas, the estimated cost to close our existing landfill is 2.1 million dollars;	
Whereas, there is technology available proven to recover energy from solid waste that would otherwise never be utilized;	
Whereas, the purpose of the energy committee is to recommend and suggest projects that increase the ability to sustain our City and reduce the volume of waste generated;	

**Other:**

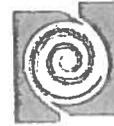
Therefore the energy committee recommends the city council to direct the city manager to assess the feasibility for a municipal solid waste gasification system.

Received by: [Signature]  
 Date: 10/9/2013



2702 Denali St., Ste 100  
Anchorage, AK 99503  
907. 278. 6100  
Fax: 907. 222. 2760

215B Main St.  
Milford, OH 45150  
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Fax: 513. 248. 9111



**SHEARWATER**  
**SYSTEMS** LLC  
AN GID HARBOR COMPANY

Strategic Solutions for Energy | Environment | Business

## 8(a) ANC-Owned Small Disadvantaged Business

*Shearwater Systems is an emerging specialty consulting firm focused on providing innovative strategic planning, project development, environmental services and civil engineering support to commercial, government, and non-profit clients with a strong focus in the renewable energy sector.*

### Energy Development (biomass, waste-to-energy, solar, wind) Consulting Services

- Strategic Planning (Business & Technical)
- Project Management
- Preliminary Project Valuation Models
- Risk Assessment / Mitigation Planning
- GIS
- Green and Brownfield Development Plans
- Sustainability Support

### Environmental Services

- NEPA Environmental Assessments
- Wetlands Delineations & Watershed Analysis
- Biological Assessments
- Permitting, Sampling, and Analysis
- Phase I Site Assessments
- Watershed Analysis
- Environmental Compliance Monitoring
- Cultural Resources
- Avian Studies

### Civil Engineering (AK, HI, ND, SD, TX)

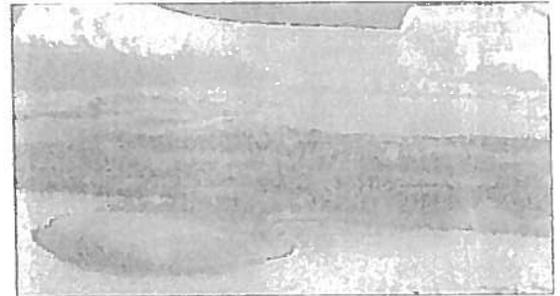
- Site Civil and Infrastructure
- Construction Management
- SWPPP (Storm Water Pollution Prevention Plans)

### Landscape Architecture (KS, MN, OH, SD, TX)

- Natural and Environmental Systems Analysis
- Viewshed Analysis
- Master Plan and Site Plan Design
- Park and Trail Planning and Design
- Planting Design and Irrigation Design
- Site Amenity and Site Furnishings Design
- Site Visualization Graphics and Imagery
- Water Conservation and Sustainable Design

### Our Mission

To develop high-quality, strategic solutions, focusing on the incorporation of sustainable development practices that support our clients' business objectives.



*Engineering, Construction Management and Environmental support for two Airport Projects in Old Harbor, AK. The existing runway side cuts/hills into usable embankment material for future use. This will enhance safety. Project 2 will extend the existing runway from 2,750 feet to 4,500 feet.*



*Shearwater is working with Waste to Energy Canada (WTEC) to deploy environmentally safe, sustainable modular waste-to-energy solutions throughout Alaska including modular systems like the one shown here that are highly suitable for rural village applications.*



Strategic Solutions for Energy | Environment | Business

**Dave Burns**  
 President  
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 407. 302. 2645  
 cell: 407. 925. 6751  
 dburns@shearwaterllc.com

**Hallie Bissett**  
 VP, Business Development  
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Shearwater Systems is a subsidiary of Three Saints Bay, which is owned by the Old Harbor Native Corporation, an Alaska Native Corporation formed in the early 1970s through the Alaska Native Claims Settlement Act. Through our subsidiary companies, Shearwater is able to offer implementation, construction, and maintenance support in a wide variety of systems and solutions.

## Alaska Native Family of Companies



	<b>Service Areas</b> <ul style="list-style-type: none"> <li>In-Service Engineering Support</li> <li>Manufacturing &amp; Fabrication</li> <li>Design &amp; Engineering Services</li> </ul>	<b>Customers</b> <ul style="list-style-type: none"> <li>Naval Sea Systems Command</li> <li>Naval Surface Warfare Centers</li> <li>Private and Public Shipyards</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Army Corps of Engineers</li> <li>U.S. Coast Guard</li> <li>U.S. Navy SPAWAC</li> </ul>
	<b>Service Areas</b> <ul style="list-style-type: none"> <li>Systems Engineering</li> <li>Information Assurance (IA) &amp; Security</li> <li>Research &amp; Development</li> <li>Management &amp; Administration</li> </ul>	<b>Customers</b> <ul style="list-style-type: none"> <li>Bureau of Indian Affairs</li> <li>Defense Information Systems Agency</li> <li>Office of the Sec. of Defense</li> <li>U.S. Air Force</li> </ul>	<ul style="list-style-type: none"> <li>U.S. DEA</li> <li>U.S. DHS</li> <li>U.S. DCC</li> <li>U.S. Joint Forces Command</li> <li>U.S. Navy</li> </ul>
	<b>Service Areas</b> <ul style="list-style-type: none"> <li>Undersea Fiber optic Infrastructure</li> <li>Highway Tower Infrastructure</li> <li>Redundant Communications</li> <li>Construction (General Contracting)</li> </ul>	<b>Customers</b> <ul style="list-style-type: none"> <li>Alaska Aerospace Development Corporation (AA/DC)</li> <li>AT&amp;T</li> <li>GCI</li> <li>Kodiak Launch Complex</li> </ul>	<ul style="list-style-type: none"> <li>Kodiak Island and Kenai Peninsula</li> <li>U.S. Coast Guard</li> <li>U.S. Forest Service</li> </ul>
	<b>Service Areas</b> <ul style="list-style-type: none"> <li>Program Management</li> <li>Administrative Services</li> <li>Document Management</li> <li>Information R&amp;A</li> <li>Cyber Security</li> </ul>	<b>Customers</b> <ul style="list-style-type: none"> <li>ATF</li> <li>NIISA</li> <li>U.S. Coast Guard</li> <li>U.S. DEA</li> <li>U.S. Department of the Interior</li> </ul>	<ul style="list-style-type: none"> <li>U.S. DOE Office of Science</li> <li>U.S. Navy</li> </ul>
	<b>Service Areas</b> <ul style="list-style-type: none"> <li>Federal Consulting</li> <li>Systems Engineering &amp; Technical Assistance</li> <li>Construction (General Contracting)</li> </ul>	<b>Customers</b> <ul style="list-style-type: none"> <li>ATF</li> <li>Naval Defense Agency</li> <li>NASA</li> <li>NIISA</li> <li>U.S. Coast Guard</li> <li>U.S. Department of the Interior</li> </ul>	<ul style="list-style-type: none"> <li>U.S. DOE</li> <li>U.S. DOD</li> <li>U.S. DOJ</li> <li>U.S. Forest Service</li> <li>U.S. Navy SPAWAR</li> </ul>
	<b>Service Areas</b> <ul style="list-style-type: none"> <li>Consulting Services</li> <li>Environmental Services</li> <li>Civil Engineering</li> <li>Landscape Architecture</li> <li>Community Development</li> <li>Construction Management</li> <li>Natural Resource Management</li> </ul>	<b>Customers</b> <ul style="list-style-type: none"> <li>ATF</li> <li>Chenega Government Consulting</li> <li>City of Old Harbor, AK</li> <li>James River Water Development District</li> </ul>	<ul style="list-style-type: none"> <li>Scientific Certification Systems</li> <li>STAR Distributed Energy</li> <li>The ENSER Corporation</li> <li>The Nature Conservancy</li> </ul>

Shearwater identifies and submits grant applications on behalf of our Alaska Native village corporation, Old Harbor Native Corporation, on Kodiak Island to support energy efficiency and self reliance.

WTEC

**Batch Gasifier System**

*Introduction*



## Batch Gasifier System

### Services & Products

WTEC offers an integrated suite of products and services to meet clients "Clean and Smart" infrastructure needs. We focus on using waste to create energy and solving environmental issues. Waste to energy is a beautiful methodology; it uses a lot of what we don't want (waste) to produce a lot of what we do need (power) thereby by solving two core issues:

- Integrated Infrastructure planning using closed loop approach for waste, renewable energy and water management;
- Sourcing, deployment, and long-term service and maintenance agreements.
- Project design and engineering

### Core Capabilities

- Waste to Energy: BGS<sup>SM</sup>, MGS<sup>SM</sup>, and CGS<sup>SM</sup> gasification/oxidation systems
- Wastewater Treatment & Recycling
- Water Purification: NF/RO and Desalination
- Soil and Water Remediation

### Mission

WTEC's primary mission is to cleanly convert waste into energy, thereby mitigating environmental landfill issues, reducing global Greenhouse Gas (GHG) emissions, and creating thermal energy and/or electricity from an otherwise wasted source. Due to widely distributed waste streams with relatively low energy values and high transportation costs, WTEC's business model focuses on decentralized, community or industry based facilities that are well suited to our scalable gasification/oxidation technology.

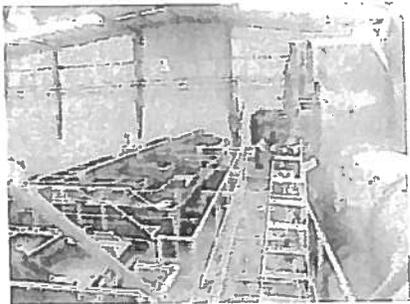
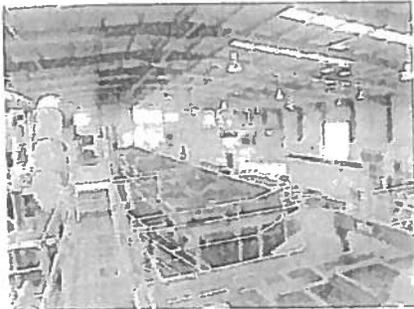
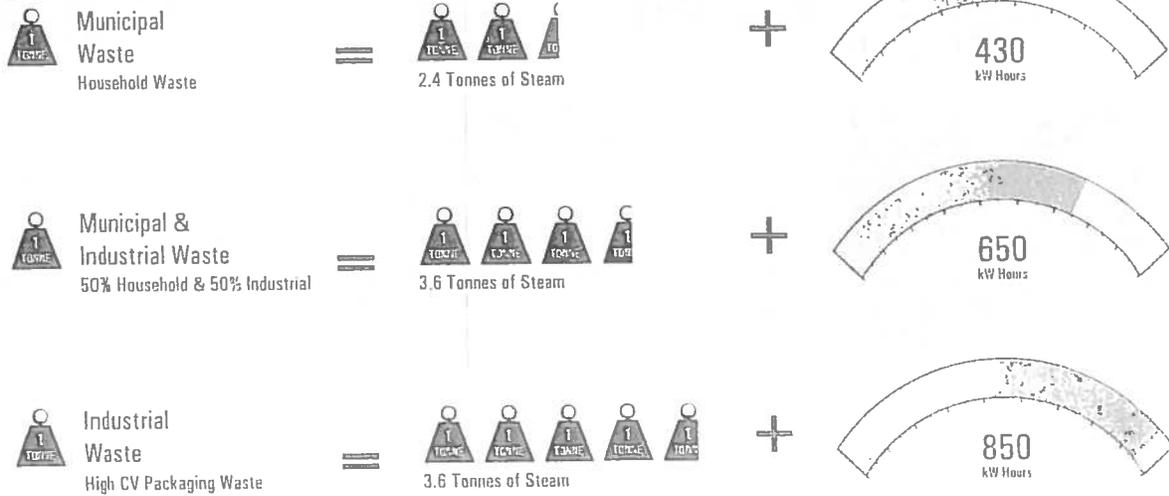
### Approach

WTEC's unwavering dedication is to providing engineering services and technology for clients to bring their projects to fruition. While the team considers waste to energy as the core business, many clients choose to benefit from WTEC's integrated closed-loop approach to lead the provision of infrastructure and operational services to meet their needs. By providing a single point source, WTEC appeals to private and public clientele. Each project commences with Discovery, followed by Commitment, Front End Engineering Design and then the full deployment to operation cycle.

### Competitive Advantages

Our primary focus is the waste to energy sector and the provision of integrated "clean & smart" waste, energy, and water infrastructure designed to meet each client's specific requirements.

## How much energy can be recovered from 1 tonne of waste?



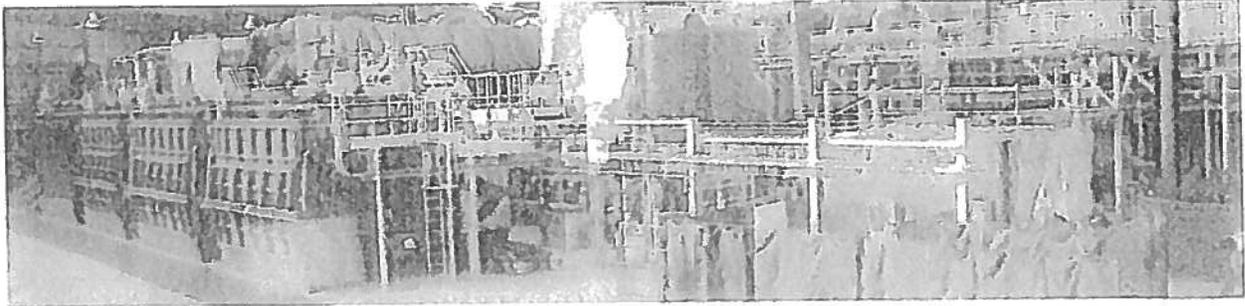
### ENERGY RECOVERY

Few people realise the enormous amount of energy, locked into municipal or industrial waste. Using the hot, exhaust gases from the Secondary Chamber, this energy can be converted into valuable steam, hot water, hot air or electricity.

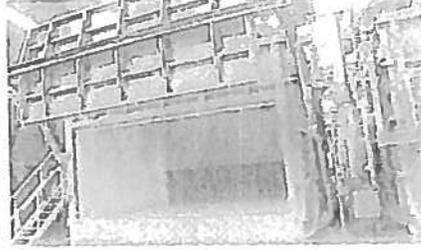
The BGS™ uses tried and tested technology to harness this energy. Super-efficient boilers and steam turbines convert the hot exhaust gases into electricity and this process also generates large quantities of hot water, ideal for space heating, drying or chilling i.e. air conditioning.

As with any energy recovery system, the recovered energy is related to the fuel processed by the system. Wastes with high moisture content and low calorific value will produce far less energy than those with low moisture content and higher calorific values.

The chart (above) provides an indication of the amount of energy recoverable from one tonne of waste, although a full waste stream analysis must be undertaken to provide a complete waste characterisation in order to determine the true potential of the waste.



The BGS™ two-stage gasification / oxidation technology system is not incineration

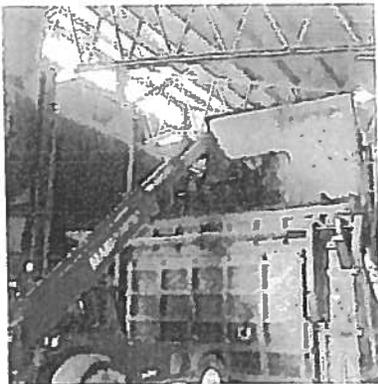
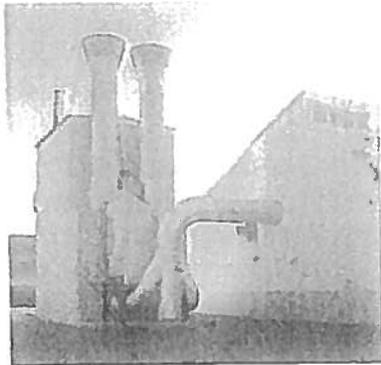
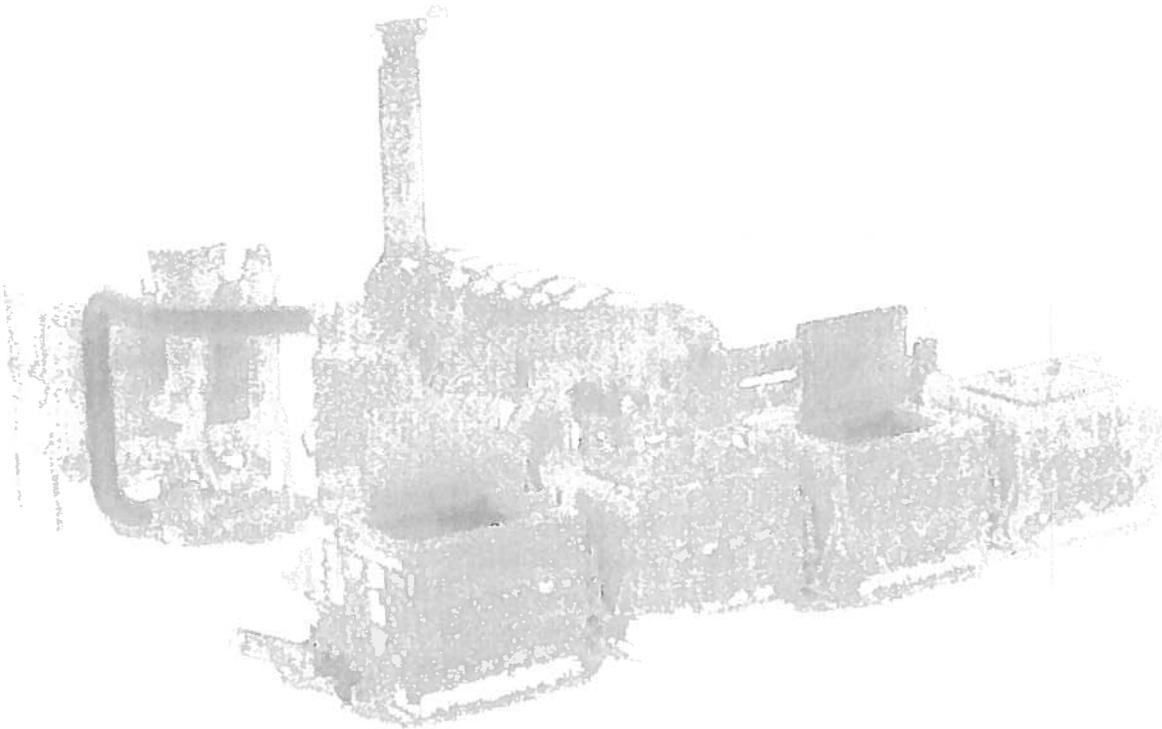


## WASTE GASIFICATION SYSTEM (BGS)

- Two stage thermal gasifier converts both solid & semi-liquid waste
- Waste is loaded using conventional equipment into Primary Gasification Chamber/s
- Reduces waste by +95% volume to inert ash & recyclable metals, glass
- Once loaded, operation is fully automated & self sustaining
- Only requires a small amount of propellant (propane) to initiate
- Sizing designs from <1 to >1500 mt/day
- Extremely low O&M
- Finest ROI available
- Scalable & modular
- Allows for flexibility in processing capacity, so you may scale up with cash flow & need
- BGS™ has small footprint for versatile site location - ideal for remote camps or larger metro & industrial applications and decentralization
- All systems may be SCADA monitored by our engineers
- Low capital & operating costs
- Safe and proven
- Lower temperatures of gasification process mean air emissions exceed all stringent EU & US regulations without add-on emission control devices
- We are proud of the successful 19-year history with communities, locations, industry, government, First Nations or remote camps around the globe.

## KEY BENEFITS

- ✓ Waste Gasification & Oxidation is preferred and proven methodology
- ✓ Proven & fully guaranteed technology
- ✓ Scalable & modular from <1-tonne to >1500 mt/day
- ✓ Thermal gasification and oxidation of waste stream, therefore not incineration
- ✓ Accepts all waste streams
- ✓ Robust efficiency
- ✓ Successfully deployed worldwide for 19 years

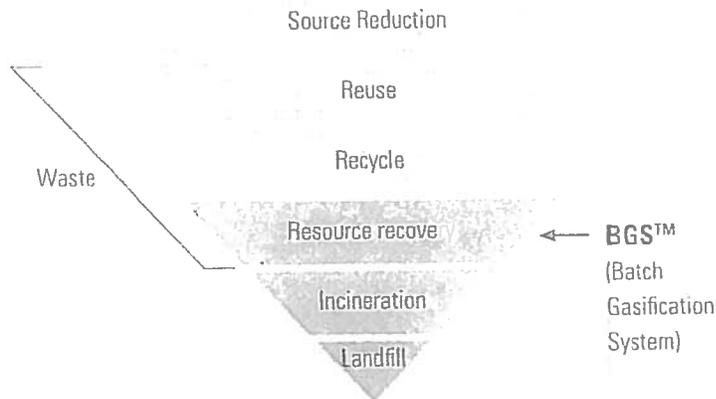


## OUR HISTORY

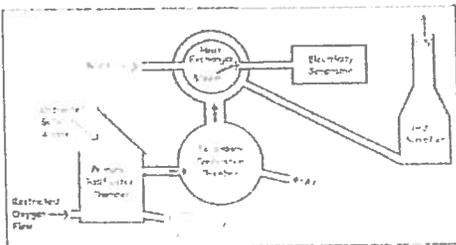
The BGS™ was designed as a low emission and low labour approach to small and medium-scale solid waste disposal. The BGS™ utilizes a gasification process that thermally converts waste products into a high value synthesis gas (syngas). This two-stage process provides the lowest possible emissions and is the most environmentally sound method for waste disposal. The unique modular BGS™ allows for flexibility of design, easy installation, and ease of operation. With capacities from 1 to 180 tonnes per day of waste processing, the BGS™ is ideal for small municipalities and private industries. By adding thermal recovery equipment, the hot effluent gas from the BGS™ can be used to produce steam, coolant and electricity.

## KEY FEATURES

- No expensive preparation of the waste: it goes into the BGS™ just as it comes off the waste collection vehicle.
- Gasification reduces waste to an inert ash with a weight reduction of up to 95%.
- Low temperature gasification in sealed units produces syngas economically and minimises fly ash and NOx.
- Wide range of waste materials acceptable including tires.
- High temperature secondary oxidation ensures clean emissions in compliance with statutory legislation.



### WASTE TO ENERGY CANADA INC. | CLEAN & SMART SOLUTIONS | 604.737.7377 | info@wrecanada.com | wtecanada.com



The UN internationally accepted Hierarchy of Waste Management, above, classifies gasification of waste as 'Resource Recovery' which is preferred over land-filling and incineration.

Our system - BGS™ (Batch Gasifier System), utilizes thermal gasification to destroy municipal, commercial, and industrial waste while reducing greenhouse gas emissions – to produce valuable energy.

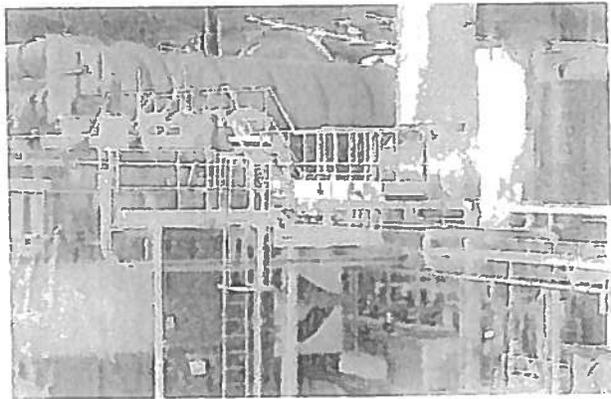
Many remote communities, first nations, industrial sites, and camp locations strive to achieve a higher level of Corporate Social Responsibility (CSR) through mandated practices which are difficult to achieve, and be consistently incorporated in Best Management Practices BMP's. In many cases CSR calls for compliance with ISO registration, which calls for the continuous reduction of their Carbon footprint.

While attempting to adhere to CSR, BMP's and ISO mandates managers and leadership struggle with the economics and environmental impacts of their day-to-day waste stream. This waste stream is represented through household waste (organics, plastics, metals, cellulose, etc), commercial (wood, metals, plastics, oils, etc) and Industrial (oils, sludge, etc), logging and mines. This is where BGS™ comes in as a proven solution for you.

Energy recovery and reuse - Heat can be recovered in the boiler, Organic Rankine Cycle (ORC) engine, absorption chiller, or heat exchanger. Recovered energy can be used for industrial processes, heating and cooling, and generating electricity – providing excellent return on investment and long term viability.

Simple BGS™ process diagram – the system accepts most waste streams & produces valuable heat & / or coolant + optional electricity (seen as steam turbine here). The process is deemed Carbon neutral by the IPCC with emissions scrubbing standards that exceed all EPA, EU and SEPA regulations.

- ✓ Reduce Greenhouse Gas Emissions  
For every one tonne of municipal waste sent to landfill, more than 20 tonnes of greenhouse gases are created. BGS™ eliminates this.
- ✓ Create Valuable Energy from Waste  
Shortest ROI available, ask us how for heat, cooling & electricity.
- ✓ Prevent Leachate: Every tonne of waste gasified by BGS™ eliminates harmful landfill leachate from the environment
- ✓ Safe Disposal of Waste: Without presorting BGS safely treats municipal, medical, tires, hazardous commercial & industrial waste streams including dried wastewater sludge, oils, unrecyclable plastics etc
- ✓ BGS is not Incineration:  
Incineration releases toxins & pollutants into the atmosphere. BGS™ prevents this & meets all emission standards. BGS™ is the UN acceptable method of destructing & converting waste.
- ✓ We export from Canada and fabricate locally. WTEC is Canadian owned & operated using guaranteed equipment built in Canada and/or fabricated close to deployment to reduce shipping costs. Ask us about

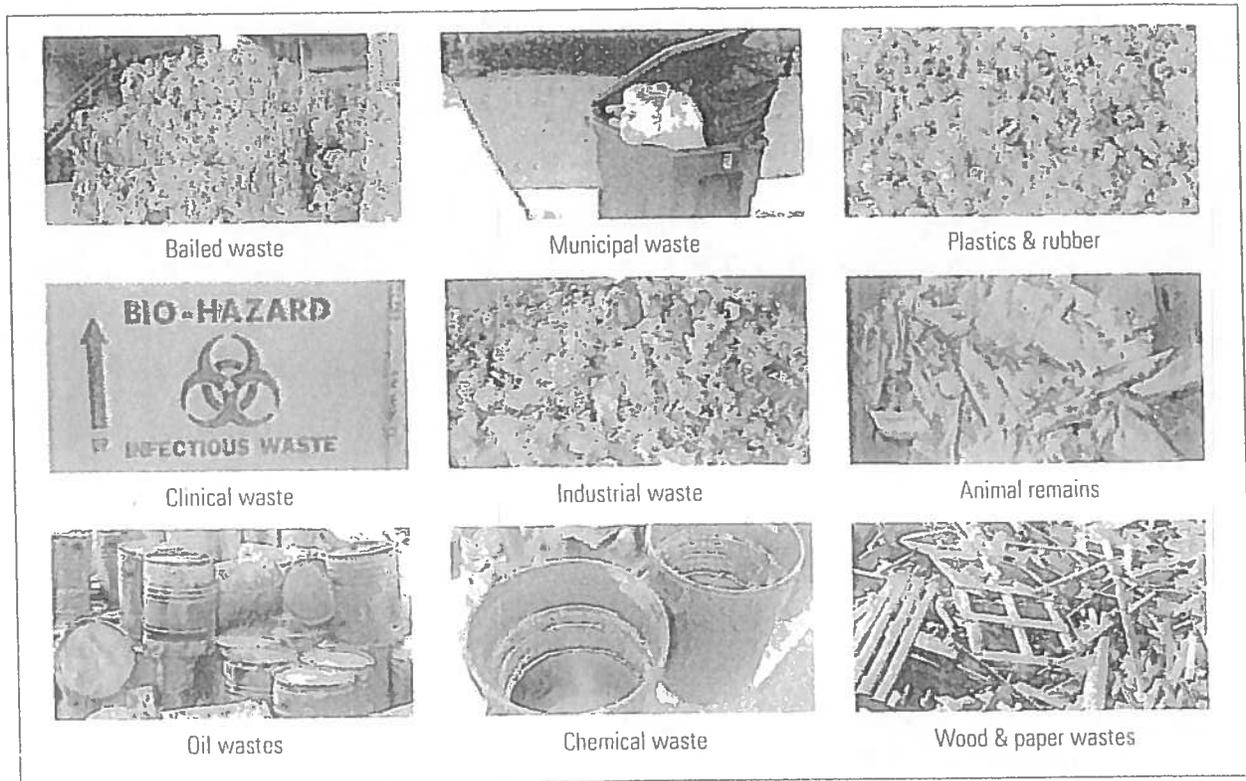


## SEQUENTIAL BATCH PROCESS

While the BGS™ uses a "batch" process, rather than the continuous feeding of waste material, the system is able to generate consistent and reliable amounts of syngas and heat, enabling it to generate electrical power continuously, 24/7.

As illustrated above, each BGS™ module is capable of processing 60-tonnes of waste per day, and consists of 4 Primary Gasification Chambers (PGC's), each holding approximately 15 tonnes of waste. After being filled with waste, the chamber doors are sealed, and each chamber moves through its cycle of ignition, gasification, carbon reduction, and cool-down, completing this cycle in 24 hours.

By staggering the ignition of each of the 4 PGC's, this ensures that the module is at all times producing a rich flow of syngas, which is combusted in order to generate steam and electricity continuously. Where greater throughput or energy recovery is required, we simply build and 'train-on' additional modules, each comprising of 4 PGC's. Each of these modules has its own Secondary Combustion Chamber (SCC), its own boiler and Flue Gas Treatment System, providing incredible flexibility in terms of both operation and maintenance.



## ACCEPTED WASTE

No other system is as flexible as the BGS™. Most combustible wastes can be accommodated, and there is rarely any requirement to pre-process the waste

The BGS™ has a beneficial track record with a wide range of non-hazardous and hazardous wastes, allowing the system to adapt easily to future changes in waste types and governing legislation.

## HOW IT WORKS

1. Untreated waste is loaded into the Primary Gasification Chamber.
2. A controlled slow undisturbed gasification process is initiated at 450c, where the waste is converted into a synthetic gas (syngas).
3. The syngas is drawn off the primary chamber into the secondary oxidation chamber where the temperature is increased to 1200c (thermal cracking of dioxins and furans).
4. Waste is reduced to 95-97% of its original volume, the balance is a mix of inert ash and recyclable metal and glass.
5. BGS™ is self-sustaining requiring a tiny amount of propellant, typically for 7 to 9 minutes, no fuel is required.

## BGS ACCEPTS MOST WASTE INCLUDING:

- Municipal Solid Waste
- Tires
- RDF or similar
- Fish/Animal
- Industrial/Commercial
- Bio-Solids
- Construction/Demolition
- Pallets
- Medical / Hospital
- Biomass
- Treated timber
- Railway ties
- Confidential Records Furniture
- Non-Recyclables
- Shingles
- Hazardous Materials Organics

## For consideration when comparing other waste to energy technologies

<b>Type of Waste Stream Treated</b>	<b>Energy Efficiency from System</b>	
Municipal	Operational Requirements	+/- 9%
Industrial & Commercial	Conversion to Energy (Heat)	95%
Construction & Demolition	Conversion to Electricity	Option
Medical & Pharmaceutical	<b>Energy conversion (electricity option)</b>	
Tires.	Steam	80% Efficient to boiler
Fish & animal remains	Heat / Coolant – Process, grid	Yes
Wastewater bio-solids	<b>Operational Manpower Requirements</b>	Low 4 to 6 personnel
Biomass crops	<b>(based on 60MT/day)</b>	
Tree stumps / bio-mass	Scalable & Modular Design	Yes
Liquid Waste - oils, solvents	Uses Best Available Technology	Yes
<b>Waste By-Products – residuals</b>	Machine maintenance costs	Low
Inert Ash	SCADA – background security	Yes
<b>Recyclable Materials</b>	Reduction of waste mass	97%
Inert Ash, Glass, Metals	Eliminates the need for landfill,	Yes
<b>Eliminates Incineration</b>	Decentralized	Yes
<b>Reduces CO2 Emissions</b>	Visual Impact	Very Low
<b>Stops Leachate</b>	Low Odour	Yes
<b>Proven worldwide</b>	Low Noise	Yes

WTEC works with each client from conception, commissioning and long term operation

## ADVANTAGES OF BGS™

- 1 Proven technology with large scale commercial plants built, permitted, & operating
- 2 Technically & environmentally superior, cheaper, & politically more acceptable than mass burn incineration
- 3 Self-sustaining, exothermic reaction does not burn wastes directly as with incineration but converts wastes first into hot, synthetic gas, which is then burned cleanly & efficiently
- 4 Technically simpler than other advanced thermal treatment technologies
- 5 Can process virtually all types of solid, semi-solid & liquid waste fuels including medical and other hazardous wastes
- 6 No sorting or pre-processing of wastes required
- 7 Loose, baled & densified wastes can all be loaded directly into the BGS™.
- 8 Processes wider range of wastes more efficiently with greater net energy recovery than other thermal or non-thermal conversion technologies
- 9 Avoids costs & technical complexity of processing & storing syngas or Refuse Derived Fuel
- 10 Simple, robust design with very few moving parts.
- 11 High facility availability factor
- 12 Easy batch loading by boom loader or automatic conveyor—15 minutes to load 15 metric tons of waste and no more labor required for 23 hours
- 13 Self-sustaining exothermic reaction requires very little auxiliary fuel.
- 14 Thermal reaction turns waste into hot gases and clean, non-toxic, carbon-free ash
- 15 High efficiency of energy conversion—approximately 95% to boiler or other heat recovery equipment.
- 16 Reduces waste volume up to 97%.
- 17 BGS™ achieves complete destruction in regulatory terms of medical & other types of hazardous waste
- 18 Produces no slag or clinkers.
- 19 Bottom ash is sterile, non-toxic, & friable, contains virtually no carbon, and passes EPA's "Toxicity Characteristics Leaching Procedure" test
- 20 Bottom ash need not be landfilled & can be sold as aggregate for concrete & asphalt road surfacing, pipe bedding or drainage fill
- 21 Metal & glass can be recovered easily and safely from bottom ash for recycling
- 22 Cuts landfill waste to zero or near zero.
- 23 Provides renewable energy for electricity, steam, heating, cooling & purifying water
- 24 Lower air emissions than central power plants
- 25 Cuts Greenhouse Gases by eliminating landfill gases, off setting power produced by burning fossil fuels, cutting waste transport to landfills or incinerators & increasing recycling of metals & glass
- 26 Moderate temperature & slow, undisturbed gasification produces very low particulates, CO, heavy metals, NOx & other pollutants
- 27 Syngas is combusted in Secondary Chamber at temperatures up to 1300° C with retention time ≥ 2 seconds.
- 28 Inherently low BGS™ emissions can be further reduced by advanced treatment of flue gases to pass all EPA tests and permit requirements in US & European Union.
- 29 Low air emissions allows low stack as required by local regulations

- 30 WTEC's Best Available Technology includes injection of sodium bicarbonate to neutralize acids, activated carbon to remove trace dioxins, furans & heavy metals, flue gas recirculation & selective non-catalytic reduction (SNCR) to control NOx & filter baghouse to collect scrubber consumables
- 31 Process trains with modular & scalable components can provide optimum processing capacities of virtually any size
- 32 Functionally independent process trains & their modular components reduce down time as maintenance & repair on one does not affect operation of others
- 33 One or more functionally independent process trains can be paired with a functionally independent power train to provide full redundancy in power generation
- 34 BGS™ modules are pre-fabricated & tested, which cuts costs, ensures quality, & speeds installation on site
- 35 Modules can be added or taken off line as needed, which cuts risk of incorrectly forecasting waste generation volumes & recycling success
- 36 Modular design cuts initial and life-cycle capital costs because plants can be built for near term rather than long-term capacity needs
- 37 Typically deployed from 0.5 mtpd to plus 500 mtpd (or 'trained' for larger capacity)
- 38 Low cost & modular design facilitates de-centralized waste processing and distributed power generation
- 39 Heat can be recovered in boiler, Organic Rankine Cycle turbine generator, absorption chiller, or other exchanger
- 40 Recovered energy can be used for industry, heating & cooling, electricity or mechanical power & desalination
- 41 Low-profile plant exterior looks much like an ordinary warehouse for low visual impact
- 42 Small site footprint
- 43 Mobile BGS™ at 1.5 metric tonnes per day capacity are containerised for easy delivery & installation
- 44 Automated process controls with manual override provide operator interface by touch-screen
- 45 Digital control system can provide SCADA (Supervisory Control & Data Acquisition) data logging capability
- 46 Digital control system can allow the WTEC team to provide real-time remote monitoring and technical support for local plant operators and management
- 47 Long list of potential revenue streams: gate or "tipping" fees, electricity, process heat and/or steam to industry, low-pressure steam for district heating, chilled water or air for central cooling, desalinated water, bottom ash for concrete aggregate, scrap metal and glass recovered from bottom ash; carbon credits and renewable energy credits
- 48 Qualifies for renewable energy grants, subsidies and tax credits
- 49 Modular design and low capital and operating costs allow cost-effective waste processing and renewable energy generation even at small capacities
- 50 Highly experienced international team for ongoing support, refinement and management
- 51 De-centralized waste processing & distributed power generation cuts costs & environment effects of waste hauling or transfer stations and allows communities to take responsibility for their waste where it's generated for power where it is needed
- 52 Via complimentary technology such as Materials Recycling, Anaerobic Digestion or Carbon Capture we can provide a full suite of solutions – we look forward to working with you



# WTEC

Providing clean and smart technology for worldwide clients for over nineteen years

Waste to Energy Canada Inc. (WTEC) is a limited liability diversified waste-to-energy company  
headquartered in Vancouver, BC, Canada

Waste-to-Energy Canada Inc  
Clean & Smart solutions  
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# WTEC

## Case Study: Mobile Gasifier System into the High North

### Background

The Canadian arctic community of Old Crow is located in northern Yukon at the confluence of the Porcupine and Crow Rivers (approximately 800 km north of Whitehorse) by the Arctic National Wildlife Refuge - home range of the Porcupine Caribou herd and home to the Vuntut Gwitchin First Nation.



The only means of access is by air, with an occasional winter road. The daily temperature reaches above freezing for only 5 months of the year varying between -31.1 degrees and 25.0 degrees Celsius.

Old Crow required a waste destruction system in accordance with the Yukon Solid Waste Management Plan that prohibits burning and burying waste. Ensuring ecological integrity was a critical element as the community relies on the Porcupine Caribou herd for their livelihood - tourism and subsistence hunting.

A Working Group consisting of the community of Old Crow together with Yukon's Infrastructure Development Branch and Yukon Energy invested two years of rigorous due diligence before an RFP was developed attracting 12 proponents from North America and Europe.

**WTEC was the successful proponent with the agreed plan of a modular Mobile Gasifier System to be transported via Hercules aircraft to Old Crow.**

WTEC technology cleanly destroys waste with options for producing renewable energy.

The modular 1.5 tonne per day Mobile Gasifier Systems are ideally suited for remote locations, communities, camps, extraction industry sites, institutions, ports, airports, hospitals, military deployments, emergency relief and ships - in fact any situation where a mobile system would solve a waste problem.

At a medium scale - from 60 tonnes per day - the clean conversion of unprocessed or sorted waste for the production of renewable energy becomes cost effective - ask us for details.

Each fully enclosed WTEC systems use a long, slow, low temperature gasification process that uses the fuel value of the waste so that once the process has commenced it becomes a self-sustained conversion from solid waste to gas. A simple low temperature conversion is the preferred cleaner and energy efficient method. The gas is then completely oxidized in a second stage for 3 or 4 seconds at very high temperature providing thermal energy. This means few moving parts, and low operating costs. The small amount of inert bottom ash is clean and can be used for land remediation. Each system is modular and scalable.

WTEC technology has evolved from a widely deployed system with proven benefits.

### WTEC is a scalable technology

Designed for communities, industries and organizations in Canada and overseas that require no landfilling or incineration, our Mobile Gasifier System is a technology and management solution that provides a clean, smart and affordable solution to deal with +/- 1.5 tonnes of waste per day.

Unlike other small-scale technologies our MGS systems use gasification/oxidation and have evolved via a long track record, require little input energy, are simple, efficient, effective and self contained for rapid deployment.

Our MGS systems take any feedstock and cleanly convert it into inert bottom ash and enhance recycling where feasible.

**Leasing options can lower capital requirements.**

**Our mobile systems mean reduced deployment bureaucracy for our clients.**

**The dual-module containerized design means ease of deployment in any location.**

# WTEC

## Mobile Gasifier System

Each WTEC pre configured and pre-tested MGS system is permanently housed in 2-customized 40' shipping containers, a Service Module and a Process Module

The "plug-and-play" design allows the system to be setup and operational in hours with minimal assembly

Once the Process Module and Recycling units in the Service Module are married to the common access way and the stack assembly are complete, the MGS is ready for operation

The MGS can include a fully containerized Emissions Control Systems module to meet any global air emission standard. Features such as loading devices, Continuous Emission Monitoring Systems (CEMS) and Supervisory Control And Data Acquisition system (SCADA) are options

Each self-contained MGS allows for easy disassembly and transportation to another location.

### Key Features

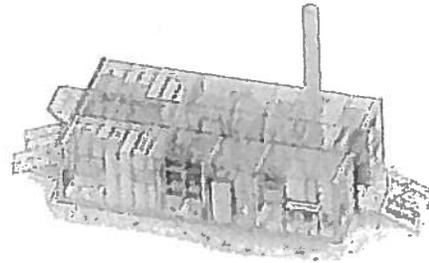
WTEC's 1.5 tonne per day gasification facility cleanly destroys waste and can provide a recycling centre – providing the convenience of a complete facility in a sturdy, compact and highly reliable format.

Robustly built for harsh environments and based within standard shipping containers the Mobile Gasifier System is air, truck, rail or sea transportable for rapid deployment worldwide.

Being safe and easy to operate the system can be monitored, controlled and serviced remotely.

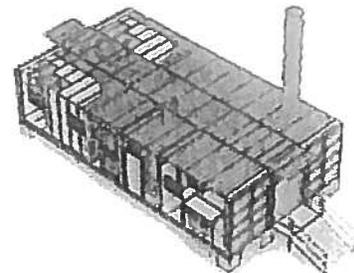
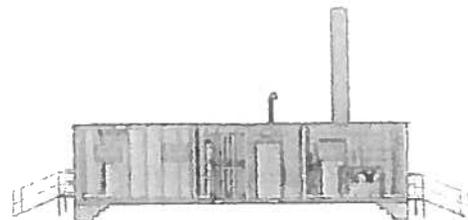
The secure system is raised to avoid any ground or wildlife interference and is completely self-contained with its own generator

Each MGS is equipped with a high pressure wash-down system that incorporates a drain system and return tank to avoid ground pollution.



**ABOVE: Service Module and a Process Module** For ease of deployment the two modules are joined to a common enclosed walkway accessed from all sections. All components and materials for assembly are shipped in the service module.

**BELOW: Mobile Gasifier System:** Adaptable for varied climates and conditions and Canadian built to withstand the world's harshest environments





## Mobile Gasifier System

### Dynamic/Flexible

- Handle all waste types cleanly – (*see separate item for accepted waste types*).
- Adaptable to all human-occupied altitudes, latitudes & climates.
- System is pre-configured to accept glass and metal crusher to enhance recycling where suitable.
- Unique and proprietary HVAC system accommodates all environmental conditions e.g. desert, jungle, polar, shipboard etc.
- All components are marine grade for durability, first in class from proven recognized industry leaders with warranties.
- Readily redeployed as required, ability to marry multiple units.
- For sale or lease.

### Easy Operation

- Set up within one day, operational next day.
- Operator training included by WTEC (allow one week to adequately train operator).
- Mid-level operator skill level i.e. heavy equipment operator.
- One staff member required 1 hour per day.
- Easy loading of mixed waste – internal between modules for small/moderate sized waste.
- Systems pre-heat and check prior to operator arrival, monitored via phone or mobile device.
- SCADA remote monitored operation (Supervisory Control and Data Acquisition).
- Proprietary control software background monitored by WTEC technicians for troubleshooting, software upgrades etc.
- SCADA Satellite uplink option for remote locations.
- Enclosed wash down detention system (heated in freeze zones).
- Self-contained control/service module.
- Allows for recycling, transparency, can be overlaid with ISO 14001.

### Design

- Widest most variable possible waste stream profile accepted i.e. any gasified waste that thermally destructs within 1200°C.
- Allows for special protocol loads e.g. medical.



- Mounted on location-specific blocks to avoid adverse effects on site.
- Adjustable jacking allows for leveling.
- Closed cell R8, polyurethane coated foam lining (food grade, non-porous) sheeted in 20 gauge closed seam sheet metal for durability and contamination avoidance.
- Proprietary technology and software
- Completely self-contained standalone concept including, environmental fuel containment systems, generator, 24volt system with 1-week battery backup, heat/moisture sensors in each zone, fire warning systems, auto shutdown, level warnings, spare FQD in control PLC, tools, workbench, lighting etc.
- Unique venting/heat management system for +45° to -40°C.
- System pre-heat and auto-shutdown.
- Extra hydraulic, air and power hook ups as required allows for future upgrades without extra install costs.
- One-year warranty, extended warranty available.
- Service support (24/7) including upgrades as required on demand.
- With average EU or North American MSW feedstock input, emissions will be within acceptable EPA, EU, and SEPA compliance.
- Optional Continuous Emissions Management Systems can be added for waste streams of higher contamination levels.

#### Dimensions/Capacities

- Based on average N/American MSW input, 1.5mtpd MGS produces 0.6 MWt.
- 1.5mtpd (6m<sup>3</sup> @ 95% full) Primary Gasification Chamber capacity.
- Gross Weight = Service Module 30T, Process Module 44T.
- Transport dimensions = Two x 12.2m long containers, 2.4m wide, 2.6m high.
- Primary aperture dimension = 3.3 x 1m.
- Enclosed 1.2m wide access walkway between modules.
- Small footprint 6 x 12.2m.
- Cool down period = 3 hours
- Stack height = 5.5m from grade, or to local code.
- External fuel (the match) is introduced for 3-7 minutes at start of process then shut-off, as balance of process is self-sustaining.
- Consumables = varies according to location, feedstock and other factors: Allow \$45 per day for initial budgeting - discuss your needs with us.



## Deployment

- Road, Rail, Ship or Air transportable.
- Modular – MGS can be ‘trained’ together.
- Standard equipment, fixtures and systems for ease of replacement (rail on rail of Military field design) with spares in inventory.
- Sanitizing operation - waste receiving and holding areas are sealed and washed down via pressure hose using bio-degradable wash liquid or similar.
- Financing/leasing option - WTEC have favourable terms with a number of financial partners offering variable rates and terms to potential clients with suitable credit history, globally.
- Multiple applications e.g. mining or oil & gas sites, remote communities, military, industrial sites, ports, islands, resorts, medical facilities, prisons, remediation sites – discuss your need with us.

# Water & Waste Water Treatment / Recycling & Reuse

WTEC is 100% Canadian, using equipment built in Canada. Our water supply, treatment & waste water treatment & recycling technology is clean, safe and elegantly simple and proven worldwide.



## Environmentally Safe, Clean & Efficient, Cost Effective, Proven & Accepted Technology

### Bio-Brane + Bio-Wheel Waste Water Treatment

- ▶ High Process efficiency
- ▶ Combines the stability of fixed-film & compact activated sludge in a single treatment system
- ▶ Proven worldwide since 1990
- ▶ Simple control system
- ▶ Sturdy and simple construction
- ▶ Reliability of operations
- ▶ Compact footprint
- ▶ Scalable, modular to grow for changing needs or cash flow
- ▶ Operation is fully automated
- ▶ No annoying odours
- ▶ Extremely low noise levels
- ▶ Unobtrusive for good site aesthetics
- ▶ Low power consumption
- ▶ Reduced total community raw water use
- ▶ Low capital and operating costs allow for system to be decentralized
- ▶ Better system = better chance of federal or provincial funding

### Our approach:

- ✓ Assess needs
- ✓ Use proven technology
- ✓ Incorporate waste water recycling
- ✓ Process design
- ✓ System engineering
- ✓ Commissioning
- ✓ Inspections & Compliance
- ✓ Management
- ✓ WtEC's service excellence

**WTEC**  
WATER TREATMENT EQUIPMENT COMPANY

### H2O innovations Bio-Brane & Bio-Wheel system advantages:

- ✓ High quality effluent that surpasses the most stringent regulations.
- ✓ Proven & durable with very low maintenance & operating costs.
- ✓ Low capital requirement (ask about lease or finance).

## Bio-Brane & Bio-Wheel benefits

### 1. Best of both

Combines the stability of fixed film and compact activated sludge in a single treatment system using proprietary & patented technology.

### 2. Mitigates leaching

Every gallon of waste water treated eliminates harmful leachate from entering the environment.

### 3. Award winning technology



### 4. Simple to install

Easy to manage & very cost effective to run using 20% less energy compared to other systems.



### 5. We export

Ask us about Export and Development Canada eligibility.

### 6. Scalable and Modular

Provides options from portable 'tear up models' to complete municipal or regional applications.

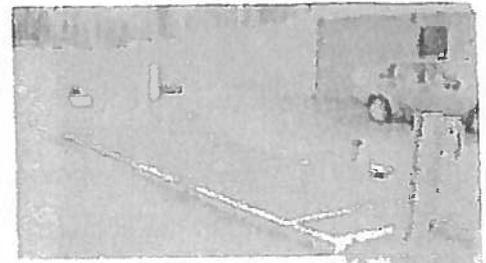
Contact us at WTEC for clean and smart sustainable system sourcing, design, install and management.

Toll Free: 1 877 441 7377  
www.wtecanada.com

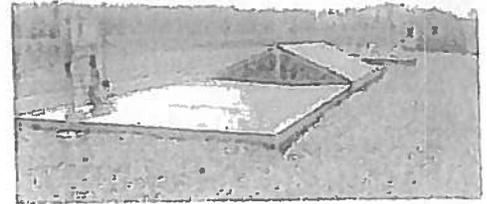
# WTEC

Water Treatment & Energy Conversion Systems

H2O installs and manages the Bio-Brane and Bio-Wheel system to have a very small footprint, extremely low noise and odour. SCADA background monitored and our service & support excellence.



Proven worldwide since 1990 the compact combined system ensures effective use of space, achieving 100% water reuse to EU, EPA and Canada standards. Matches criteria for LEED and Built Green.



"This wastewater treatment facility combines modern biotechnology, energy saving design concepts and practical engineering know-how into a high performance, high efficiency environmental protection." The American Council for Engineering Company (ACEC)

## Geo-Cube treated wastewater & storm water detention for reuse:

☀ Flexibility in design & deployment, in line with Bio Brane & Bio-Wheel unaffected by frost

☀ Cost effective:

- No cranes or concrete
- 1/3 of the labour to install
- No revetment required, just back fill over

☀ Less space required over traditional holding tanks

- ☀ Water is captured off roof spaces & impermeable surfaces (roads etc),
- All debris & sediment is pre filtered before entering storage
- All oils & contaminants are separated

☀ Excellent use of space rather than ponds = no bugs

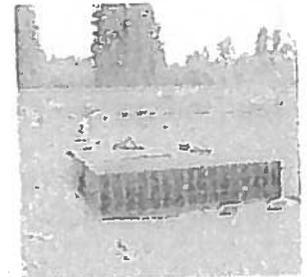
☀ Service life is +90 years

☀ System design incorporates 100-year storm event

☀ Systems are easily designed in 3-ways:

- Total retention, no water escapes
- Retention with slow dispersal to ground
- Total retention with slow release to watercourse

☀ Captured water held & used for: Green spaces or reused in lavatories.



We provide financing or lease options for water, waste and energy systems. We are proud of our long and successful history of working with many communities and corporations. Call us to discover more...





## Planning Commission Agenda

Regular Planning Commission Meeting Thursday, October 10, 2013 – 6:30PM  
City Hall Council Chambers 300 Chief Eddie Hoffman Highway

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### MEMBERS

John Guinn  
Chair  
Term Expires  
12/2013

Joy Shantz  
Vice-Chair  
Term Expires  
12/2013

Council Rep.  
Term Expires  
10/2014

VACANT  
Committee Member  
Term Expires

Abe Palacios  
Committee Member  
Term Expires  
12/2015

Cliff Linderoth  
Committee Member  
Term Expires  
12/2014

VACANT  
Committee Member  
Term Expires

Rachael Pitts  
Ex-Officio Member

### AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (5 Minute Limit)
- IV. APPROVAL OF MINUTES OF THE SEPTEMBER 12, 2013 MEETING
- V. APPROVAL OF AGENDA
- VI. PLANNER'S REPORT
- VII. COMMISSIONER'S COMMENTS
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS
- X. ADJOURNMENT



# City of Bethel, Alaska Planning Commission

October 10, 2013

Regular Meeting

Bethel, Alaska

## I. CALL TO ORDER

A regular meeting of the Planning Commission was held on at 6: 30 pm in the City Hall conference room in Bethel, Alaska.

Chairman, John Guinn, called the meeting to order at 6:30 pm.

## II. ROLL CALL

Compromising a quorum of the Commission, the following members were present for roll call: John Guinn, Joy Shantz, Cliff Linderoth, Abe Palacios.

Ex -Officio members present were the following:

Rachael Pitts, Planning Director

## III. PEOPLE TO BE HEARD

- None

## IV. APPROVAL OF AGENDA

### MOTION TO APPROVE THE AGENDA FOR THE OCTOBER 10 , 2013 MEETING

<b>MOVED:</b>	Joy Shantz	To approve the agenda for the Oct. 10, 2013 meeting.
<b>SECONDED:</b>	Cliff Linderoth	
<b>VOTE ON MAIN MOTION</b>	All in favor Motion passes; 4 yes and 0 opposed.	

## V. APPROVAL OF MINUTES

### MOTION TO APPROVE THE MINUTES FROM THE SEPTEMBER 12, 2013 Meeting

<b>MOVED:</b>	Joy Shantz	To approve the minutes of the Sept. 12, 2013 meeting.
<b>SECONDED:</b>	Abe Palacios	
<b>VOTE ON MAIN MOTION</b>	All in favor Motion passes; 4 yes and 0 opposed.	

## VI. COMMUNICATIONS: None

**VII. PLANNER'S REPORT:** Rachael passed out the list of site plan permits issued. Also, copies of an aerial photo of the sandpits of Kasayuli Subdivision were handed out.

**VIII. COMMISSIONER'S COMMENTS:** Joy: glad to see that all the refrigerators have been removed from Ridgcrest Drive.

IX. **UNFINISHED BUSINESS:** None

X. **NEW BUSINESS:** None

XI. **ADJOURNMENT, Motion to adjourn the meeting.**

<b>MOVED:</b>	Joy Shantz	To adjourn the meeting at 640
<b>SECONDED:</b>	Cliff Linderoth	
<b>VOTE ON MAIN MOTION</b>		
All in favor Motion passes; 4 yes and 0 opposed.		

Next meeting will be on November 14, 2013.

\_\_\_\_\_  
John Guinn, Chairman

\_\_\_\_\_  
Betsy Jumper, Recorder



## Public Works Committee Agenda

Regular Meeting Wednesday October 16, 2013 – 6:30PM  
City Shop Conference Room

### MEMBERS

Joseph A Klejka  
Council Rep.  
Term Expires  
11/2013

Frank Neitz  
Chair  
Term Expires  
12/2013

Jennifer Dobson  
Vice-Chair  
Term Expires  
12/2014

Bill Schreiner  
Committee Member  
Term Expires  
12/2013

Scott Guinn  
Committee Member  
Term Expires  
12/2014

Donna Lindsey  
Committee Member  
Term Expires  
12/2016

Delbert Egoak  
Committee Member  
Term Expires  
12/2015

Chuck Willert  
Ex-Officio Member

Cheryl Roberts  
Secretary/Recorder

### AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (15 Minute Limit)  
Mike Nevenzel with ProDev - Pool Update
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES  
A. Minutes from the previous regular meeting -  
September 18, 2013.
- VI. SPECIAL ORDER OF BUSINESS  
A.
- VII. UNFINISHED BUSINESS  
A. Update - 5 Year Plan/ RFP - Water & Sewer Master Plan - Bill A.  
B. Update - Institutional Corridor - Feasibility Study – Bill A.  
C. Update - RFP - Cost Analysis of the City of Bethel's Water & Sewer Utilities  
– Bill A.  
D. Lagoon Issues – Bill A.  
E. Landfill Operations & DEC Inspection  
F. Junk Cars & Alaska Logistics Contract
- VIII. NEW BUSINESS  
A. Dust Control Options – Brian Lefferts  
B. Frederick's City Sub Service Line  
C. Staffing/Training Plan for Pool  
D. Boardwalk at Pinky's Park / Soccer Field
- IX. DIRECTOR'S REPORT
- IX. MEMBER COMMENTS
- X. ADJOURNMENT



# **New Business**

Subject: English

Dear Sir,

I am writing to you regarding the matter of the late Mr. John Doe. I am sorry to hear of his passing and I hope you are all well.

I have been thinking about you and your family a great deal since the funeral. I hope you are all getting on well and that you are all happy.

I am sure that you will all be able to cope with the loss of your dear friend. I am sure that you will all be able to find comfort in the memories of the good times you spent together.

I am sure that you will all be able to find comfort in the memories of the good times you spent together.

I am sure that you will all be able to find comfort in the memories of the good times you spent together.

Introduced by: Mayor Joseph Klejka  
Date: October 22, 2013  
Action:  
Vote:

# CITY OF BETHEL, ALASKA

## Resolution #13-18

### **A RESOLUTION BY THE BETHEL CITY COUNCIL PROVIDING COMMENTS ON THE POPULATION THRESHOLD LIMITATIONS, RURAL CHARACTERISTICS, AND AGGREGATION OF COMMUNITIES UNDER THE ALASKA NATIONAL INTEREST LANDS CONSERVATION ACT TO THE FEDERAL SUBSISTENCE BOARD**

**WHEREAS**, the Federal Subsistence Board is seeking comments on the process used to determine which Alaska communities are rural for purposes of the Federal Subsistence Program;

**WHEREAS**, specifically, the Board is looking at Population Thresholds, Rural Characteristics and Aggregation of Communities, as they are currently outlined under the Alaska National Interest Lands Conservation Act (ANILCA), to determine if the standards within are an accurate way to determine rural or nonrural areas and the corresponding subsistence rights to the residence;

**WHEREAS**, Bethel is located 400 miles west of Anchorage and is not connected to any other community by a road system, the primary means of transportation for not only Bethel but for the Yukon Kuskokwim Region is by boat and air plane;

**WHEREAS**, with a population of 6,080, Bethel is a growing community and acts as a hub for 56 surrounding communalities;

**WHEREAS**, Population Thresholds- when Bethel reaches a population of 7,000 or more, the community would be considered nonrural and therefore unable to take part in the subsistence way of life, unless the community members prove that they possess significant characteristics of a rural nature;

**WHEREAS**, the Bethel City Council strongly encourages the board to consider the "significant characteristics of a rural nature" the "customary and direct dependence upon the populations as the mainstay of livelihood" and "the availability of alternative resources" as opposed to the "local residency" population numbers as identified under 50 CFR § 100.17;

Introduced by: Mayor Joseph Klejka  
Date: October 22, 2013  
Action:  
Vote:

**WHEREAS**, an increase to the population within our community is not directly related to the economic growth as may otherwise be assumed;

**WHEREAS**, Rural Characteristics -In considering the characteristics of a rural community, the Board should investigate the social and economic structure, the stability of the economy, the extent and the kinds of employment for wages, including full-time, part-time, temporary, and seasonal employment, they should also take into account the amount and distribution of cash income among those domiciled in the community, the cost and availability of goods and services to those domiciled in the community, the geographic locations where those in the community hunt and fish and the extent of sharing and exchange of fish and game by those domiciled in the community and most importantly the cultural, social, and economic values associated with the taking and use of fish and game;

**WHEREAS**, additionally the Federal Subsistence Board should consider in their determination of rural or nonrural, the State's guidelines used to determine an area as subsistence or nonsubsistence provide for under 5 Alaska Administrative Code 99.010:

(1) a long-term consistent pattern of noncommercial taking, use, and reliance on the fish stock or game population that has been established over a reasonable period of time of not less than one generation, excluding interruption by circumstances beyond the user's control, such as unavailability of the fish or game caused by migratory patterns; (2) a pattern of taking or use recurring in specific seasons of each year; (3) a pattern of taking or use consisting of methods and means of harvest that are characterized by efficiency and economy of effort and cost; (4) the area in which the noncommercial, long-term, and consistent pattern of taking, use, and reliance upon the fish stock or game population has been established; (5) a means of handling, preparing, preserving, and storing fish or game that has been traditionally used by past generations, but not excluding recent technological advances where appropriate; (6) a pattern of taking or use that includes the handing down of knowledge of fishing or hunting skills, values, and lore from generation to generation; (7) a pattern of taking, use, and reliance where the harvest effort or products of that harvest are distributed or shared, including customary trade, barter, and gift-giving; and (8) a pattern that includes taking, use, and reliance for subsistence purposes upon a wide diversity of fish and game resources and that

Introduced by: Mayor Joseph Klejka  
Date: October 22, 2013  
Action:  
Vote:

provides substantial economic, cultural, social, and nutritional elements of the subsistence way of life.

as a community with a strong cultural tie and reliance on the harvests community members would face significant hardship if they lose their long cherished and relied upon subsistence rights;

**WHEREAS, Aggregation of Communities**- The Bethel City Council finds no fault in the current criteria to identify aggregation of communities;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Bethel City Council provides comments to the Federal Subsistence Board on Population Thresholds, Rural Characteristics and Aggregation of Communities as provided for in their request for comments on the Rural Determination Process.

**PASSED AND APPROVED THIS 22 DAY OF OCTOBER 2013, BY A \_ VOTE IN FAVOR AND A \_ VOTE IN OPPOSITION.**

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Joseph A. Klejka, Mayor

ATTEST:

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Lori Strickler, City Clerk



# City of Bethel Action Memorandum

Action memorandum No.	13-22		
Date action introduced:	10-22-2013	Introduced by:	Mayor Klejka
Date action taken:		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

SUBJECT/ACTION:

*Approve Mayor re appointment of Minnie Salleson Fritts to the Parks & Recreation Committee.*

Route to:	Department/Individual:	Initials:	Remarks:
X	Parks and Recreation Director		

Attachment(s): Application

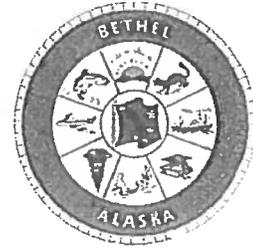
Amount of fiscal impact		Account information:
X	No fiscal impact	
	Funds are budgeted for.	
	Funds are not budgeted. Budget modification is required. Affected account number:	

*Action memorandum 13-22 is sponsored by the Mayor at the request of the City Clerk.*

*Minnie Salleson Fritts has requested reappointment to the Parks & Recreation Committee. If appointed, she would be appointed to a term of three years with a term expiration of December 31, 2016.*



Office of the City Clerk  
City of Bethel  
300 State Highway  
Bethel, AK 99559-1388  
Phone: (907)-543-1384  
Fax: (907)-543-3817



APPLICATION FOR APPOINTMENT TO A COMMITTEE OR COMMISSION

Committee(s)/Commission(s) of interest:

- Energy Committee
- Parks and Recreation Committee
- Finance Committee
- Public Works Committee
- Port Commission
- Public Safety and Transportation Commission
- Planning Commission

*All Planning Commissioners are required to provide an Alaska Public Offices Commission (APOC) Statement to the City Clerk's Office within 30 days of appointment. Commissioners must continue to provide an updated APOC statement to the clerk's office by the 15<sup>th</sup> of March annually.*

NAME: Minnie Salleson Fritts

MAILING ADDRESS: PO Box

RESIDENCE ADDRESS:

HOME PHONE:

WORK PHONE:

CELL PHONE:

E-MAIL:

OCCUPATION: Care Coordinator EMPLOYER: YKHC

1. Do you (or an immediate family member) currently own or operate a business in the City of Bethel? **NO**  
If so please provide the name and the type of business.

2. Are you (or an immediate family member) a member of a board of directors, officer of, or hold a management position with, an organization that has financial dealings of one thousand dollars or more in value with the city of Bethel? If so please provide the name and the type of business.

NO

3. Do you currently have a direct or indirect financial of business interest with the City of Bethel, to include contracting, leaseholder, employee? If so please provide the name and the type of business.

NO

4. Are you a resident of the City of Bethel?  Yes  No If so, for how long?

5. Does your schedule permit you to regularly attend required meetings:  Yes  No

I understand that this is a voluntary, appointed position to be confirmed by the Bethel City Council. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.05 of the Bethel Municipal Code regarding Responsibilities of city council members, municipal officers, appointed officials and employees-conflict of interest. I agree to comply with the code and understand that my tenure as a commission/committee member requires such compliance.

I certify that the information in this application is true and accurate.

Signature of Applicant:

*Junnie Sallison* ~~Fuller~~ Date: 10/7/13

**FOR OFFICE USE ONLY**

Date Received: 10/10/13

Date of Council Approval:

Action Memorandum Number: 13-22

Date Applicant Notified:

Term Expiration:

Registered voter of the City  Yes  No

# City of Bethel Action Memorandum

Action memorandum No.	13-23		
Date action introduced:	10-22-2013	Introduced by:	Mayor Klejka
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

SUBJECT/ACTION:

*Approve Mayor re appointment of Barbara A. Mosier to the Parks & Recreation Committee.*

Route to:	Department/Individual:	Initials:	Remarks:
X	Parks and Recreation Director		

Attachment(s): Application

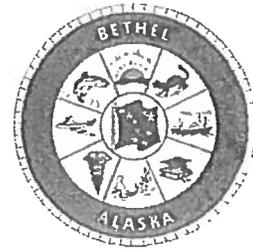
Amount of fiscal impact		Account information:
X	No fiscal impact	
	Funds are budgeted for.	
	Funds are not budgeted. Budget modification is required. Affected account number:	

*Action memorandum 13-22 is sponsored by the Mayor at the request of the City Clerk.*

*Barbara A. Mosier has requested reappointment to the Parks & Recreation Committee. If appointed, she would be appointed to a term of three years with a term expiration of December 31, 2016.*



Office of the City Clerk  
City of Bethel  
300 State Highway  
Bethel, AK 99559-1388  
Phone: (907)-543-1384  
Fax: (907)-543-3817



APPLICATION FOR APPOINTMENT TO A COMMITTEE OR COMMISSION

Committee(s)/Commission(s) of interest:

- Energy Committee
- Parks and Recreation Committee
- Finance Committee
- Public Works Committee
- Port Commission
- Public Safety and Transportation Commission
- Planning Commission

All Planning Commissioners are required to provide an Alaska Public Offices Commission (APOC) Statement to the City Clerk's Office within 30 days of appointment. Commissioners must continue to provide an updated APOC statement to the clerk's office by the 15<sup>th</sup> of March annually.

NAME: *Barbara A. Mosier*

MAILING ADDRESS: *P.O. Box*

RESIDENCE ADDRESS:

*Bethel AK 99559*

HOME PHONE: *(907)543-*

WORK PHONE:

CELL PHONE:

E-MAIL:

OCCUPATION: *Teacher*

EMPLOYER:

*Lower Kuskokwim School District*

1. Do you (or an immediate family member) currently own or operate a business in the City of Bethel?  
If so please provide the name and the type of business.

2. Are you (or an immediate family member) a member of a board of directors, officer of, or hold a management position with, an organization that has financial dealings of one thousand dollars or more in value with the city of Bethel? If so please provide the name and the type of business.

NO

3. Do you currently have a direct or indirect financial of business interest with the City of Bethel, to include contracting, leaseholder, employee? If so please provide the name and the type of business.

NO

4. Are you a resident of the City of Bethel?  Yes \_\_\_ No If so, for how long?

5. Does your schedule permit you to regularly attend required meetings:  Yes \_\_\_ No

I understand that this is a voluntary, appointed position to be confirmed by the Bethel City Council. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.05 of the Bethel Municipal Code regarding Responsibilities of city council members, municipal officers, appointed officials and employees-conflict of interest. I agree to comply with the code and understand that my tenure as a commission/committee member requires such compliance.

I certify that the information in this application is true and accurate.

Signature of Applicant: *Barbara A. Mosier* Date: *10/7/13*

**FOR OFFICE USE ONLY**

Date Received: *10/10/13*

Date of Council Approval:

Action Memorandum Number: *13-23*

Date Applicant Notified:

Term Expiration:

Registered voter of the City \_\_\_ Yes \_\_\_ No

# City of Bethel Action Memorandum

Action memorandum No.	13-24		
Date action introduced:	10-22-2013	Introduced by:	Mayor Klejka
Date action taken:		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

*Approve City Clerk's Personal Time Off request for December 9 through December 19, 2013.*

SUBJECT/ACTION:

Route to:	Department/Individual:	Initials:	Remarks:
X	City Manager		
X	Finance Department		

Attachment(s):

Amount of fiscal impact		Account information:
X	No fiscal impact	
	Funds are budgeted for	
	Funds are not budgeted. Budget modification is required. Affected account number:	

The City Clerk is requesting personal time off, of which enough time has been accrued.

There is a Regular City Council Meeting scheduled for December 10, which is the only event currently scheduled for the Council during the requested time off. In the absence of the City Clerk Bing Santamour, City Clerk's Assistant, will be available for council meetings as well as for the general functions of the City Clerk's Office. In the case the City Clerk's Assistant is not available for a council event, the City Manager has agreed to provide the necessary coverage.

If the leave is approved, the City Clerk's Office hours will be shortened to accommodate the part-time temporary schedule of the City Clerk's Assistant. Additionally, at this time the City Clerk is the only passport acceptance agent within the City meaning for a ten day period, no passport applications will be accepted within the City.

During the requested time off the City Clerk will have access to email and phone in the case of emergencies.



## **Bethel Municipal Code**

### **Title 4 Revenue and Finance**

#### **Chapter 4.16 Sales and Use Tax**

##### **4.16.040 Exemptions.**

The following sales are exempt from the tax levied under this chapter only in accordance with the limitations provided for in this section:

A. Casual and isolated sales, services or rentals by a seller who does not regularly engage in the business of selling such goods, services or rentals are only exempt if such sales, services or rentals do not occur for more than five (5) days in a calendar year, and are not made through a dealer, broker, agent or consignee. A casual and isolated rental of real property by a seller who does not regularly engage in the business of renting real property is not exempt except as provided in subsection C of this section. A casual and isolated sale of real property by a seller who does not regularly engage in the business of selling real property is not exempt except as provided in subsection X of this section;

B. Sales and rentals of goods and the sale or performance of services resulting from orders received from outside the city by mail, telephone or other public modes of communication if delivery of the goods ordered or rented is made outside the city by mail or common carrier, or if the performance of the services ordered occurs outside the city. The portion of the services ordered from outside the city that are performed inside the city are not covered under this exemption, and shall be fully taxable;

C. Except as provided in this subsection, that portion of the selling price of a single-sale unit in excess of ten thousand dollars (\$10,000) and that part of a periodic rental price of all types of property in excess of ten thousand dollars (\$10,000) are exempt. A periodic rental price is the amount owed on a monthly or more frequent period. Rentals with a payment period exceeding one (1) month are commuted for sales tax purposes as though payment were to be made on a monthly basis.

That portion of the selling price of an all terrain vehicle (ATV), snow machine, boat, or boat motor in excess of three thousand five hundred dollars (\$3,500) is exempt regardless of whether or not such items are purchased simultaneously, or are invoiced or otherwise billed on the same billing document.

That portion of the periodic rental price of single sale unit of real property in excess of fifty thousand dollars (\$50,000) is exempt;

D. Dues paid to clubs and other organizations solely for the privilege of membership;

E. A sale of goods made to a person in a foreign country for shipment out of the United States except where the goods or products sold are exported in bond for reentry into the United States;

F. A sale the city is prohibited from taxing under the Constitution and laws of the United States or the Constitution and the laws of the state of Alaska is exempt. A sale made directly to the state, its political subdivisions, or the U.S. government is exempt. A sale to a federal, state or city contractor is not exempt even if the government pays directly for the purchase;

G. A sale to an employee of the state, its political subdivisions, or the federal government is only exempt when the government employee provides proof that the sale is for government business by paying for the sale with a government voucher, purchase order, check, or warrant, or providing other verifiable documentation to the seller to allow the seller to readily determine that the sale is for government business;

H.<sup>1</sup> Freight and wharfage charges, whether arising out of foreign, interstate or intrastate commerce are exempt. Warehouse and storage services are not exempt. Transportation of goods, equipment, or other property from one (1) point to another within the city limits by commercial movers is not exempt;

I. The sale of insurance policies, guaranty bonds and fidelity bonds;

J. The lending of money and interest charged for loans, and other services provided by banks, savings and loans institutions, credit unions, and investment banks are exempt, except for ATM charges, safety deposit box charges, and cashiers and traveler check charges;

K. The sale of food and beverages to students and staff in primary or secondary schools or college cafeterias or lunchrooms that are operated by the school primarily for teachers and students are exempt as long as such sales are made during regular school hours and such sales are not sold for profit. The sale of food and beverages to patients and staff as part of the services provided by local, state, federal government agencies, hospitals and nonprofit organizations licensed to provide patient services by the state of Alaska are exempt as long as such sales are made during regular operating hours of the government agency, hospital, or nonprofit organization, and are not sold for profit;

L. The sale of goods to a wholesaler, retailer or other purchaser will only be exempt if such purchaser resells the same goods, in the same or altered form, and the resold goods will not be exempt from the tax levied under this chapter. In order to obtain the exemption provided for in this subsection, the purchaser shall display or provide to the seller at the time of the sale a copy of the purchaser's current Bethel business license. The Bethel business license must be for the class of activities involving the resale of the type of goods for which the exemption is sought. If the purchaser buys goods for resale in accordance with this subsection and for personal or other use at the same time, only the goods that are sold for resale in accordance with this subsection shall be exempt. Supplies, services, tools, repair services, equipment or any other goods or services purchased to support a business but not for resale in accordance with this subsection are not exempt;

M. The sale of goods to a purchaser that will be transferred to another person in a sale or performance of a service is exempt only if the purchaser displays or provides to the seller at the time of the sale a copy of the purchaser's current Bethel business license. The Bethel business license must be for the class of

activities involving the resale of the type of goods for which the exemption is sought. If a purchaser buys goods for transfer in accordance with this subsection and for personal or other use at the same time, only the goods that are sold for transfer in accordance with this subsection shall be exempt. Labor, tools, supplies, equipment rentals or any other goods or services purchased to prepare goods for transfer or in support of business operations but not for transfer in accordance with this subsection are not exempt;

N. The service of transporting students to and from a school in vehicles;

O. The sale of labor and materials for a single-family residence in which a private individual resides full-time without leasing for compensation any portion of the residence to another person, including labor and materials for the improvement, renovation, or remodel of such a single-family residence, is exempt only if (1) the sale of such labor and materials is to the private individual who resides in the residence; (2) the private individual is acting as his or her own general contractor in constructing, improving, renovating, or remodeling the residence; and (3) the private individual displays at the time of sale an exemption certificate issued under BMC [4.16.050](#);

P. Purchases made with food coupons, food stamps, or other type of certificate issued under 7 USC Sections 2011 – 2025 (Food Stamp Act);

Q. Ambulance, dental, hospital and medical services, including the sale of hearing aids, physical therapy services, prosthetic devices and medicinal preparations, when prescribed by a licensed health care provider. Ambulance, dental, hospital and medical services do not include services rendered by chiropractors, barbers, cosmeticians, masseurs or veterinarians;

R. The sale of services of transporting passengers by river taxi, taxicab, bus, commercial airline, air charter, air taxi, hover craft or limousine is exempt. The lease of vehicle for hire permits are not exempt;

S. The sale to a senior citizen of food intended for consumption by the senior citizen, his or her spouse living in the same household, or the unemancipated minor children of either the senior citizen or his or her spouse, who live in the same household. The senior citizen shall display at the time of the sale a current and valid senior citizen exemption certificate issued to the person under BMC [4.16.050\(C\)](#). For purposes of this subsection, "food" is defined in accordance with 7 USC Section 2012(g) (definition of "food" for purposes of the Food Stamp Act);

T. The payment of rent by a senior citizen on a single dwelling occupied as the senior citizen's primary residence and permanent place of abode. The senior citizen shall provide proof at the time of payment of a current and valid senior citizen exemption certificate issued to the person under BMC [4.16.050\(C\)](#);

U. Payment for telephone, electric, water and sewer utility services by a senior citizen on a single dwelling occupied as the senior citizen's primary residence and permanent place of abode. The senior citizen shall provide proof at the time of payment of a current and valid senior citizen exemption certificate issued to the person under BMC [4.16.050\(C\)](#);

V. The payment of rent by residents of Bethel community services and the payment of rent by Bethel community services clients who reside in Bethel at places other than the Bethel community services assisted living and supported living residences;

W. A sale of goods or services to any entity that, at the time of the sale, is legally constituted and legitimately acting in accordance with a duly authorized federal tax exempt status pursuant to IRS Regulations, Section 501(c), and the entity is a receiver of Alaska Revenue Sharing, and if the same goods or services are used exclusively in the fulfillment of activities within the federal tax exempt status;

X. A sale of goods is exempt if a credit union organized under state or federal law is the purchaser of the goods;

Y. That portion of the selling price of real property in excess of twenty (20) percent of the first (1st) three hundred seventy-five thousand dollars (\$375,000) of the selling price is exempt. This exemption does not apply to rentals of real property. This exemption applies to all sales of real property, including casual and isolated sales;

Z. The payment for No. 1 stove oil used as heating fuel by a senior citizen for a single dwelling occupied as the senior citizen's primary residence and permanent place of abode. The senior citizen shall provide proof at the time of payment of a current and valid senior citizen exemption certificate issued to the person under BMC 4.16.050(C);

AA. Payment for water and sewer utility services by any and all persons or entities;

BB. Sales made by operators of a transient lodging business for the rental of rooms that are subject to the transient lodging business tax listed under BMC 4.14.020. [Ord. 13-03 § 2; Ord. 10-14 § 2; Ord. 09-14 § 4; corrected in 2/08 supplement; Ord. 03-12 § 2; Ord. 02-29 § 2; Ord. 02-22 § 2; Ord. 02-02 § 2; Ord. 01-28 § 6; Ord. 99-24 § 2; Ord. 99-09 § 2; Ord. 98-27 § 2.]

#### **4.16.050 Exemption certificates – Applications.**

A. Persons desiring an exemption certificate for exemptions under BMC 4.16.040(N), (R), (S), (T) or (U) must make written application for the certificate on a form supplied by the finance director, pay the application fee and meet the other requirements of this section. The finance director may at any time require proof that the original grounds for the exemption still exist and the claimant shall have the burden of establishing his or her qualifications for the exemption.

B. An exemption certificate for exemptions under BMC 4.16.040(N) may be issued only upon:

1. Submission of a complete application to the finance director;
2. Payment of the certificate fee of two hundred fifty dollars (\$250);
3. Proof that the applicant owns or has a substantial ownership interest in the land upon which the home is to be built;

4. Proof that all building, zoning and other permits and approvals have been obtained and that the home will meet all requirements of the Bethel sewer and water codes.

A certificate issued under this subsection shall be numbered, identify the applicant property owner, be signed by the finance director, and shall expire on the last day of the twelfth (12th) month following the issuance of the permit. The expiration date shall be prominently displayed on the certificate.

C. 1. An exemption certificate or a renewal or replacement of an exemption certificate for a senior citizen exemption under BMC 4.16.040(R), (S) or (T) may be issued only upon the submission to the finance director of a complete application and the payment of any required fee. The certificate shall be in the form of a card which contains the name and residence address of the applicant, the applicant's signature, a picture of the applicant, the expiration date of the certificate, and may contain codes and other information required by the finance director. The certificate shall expire two (2) years from the date of issuance. The finance director may establish and implement a system of staggered expiration dates. A certificate issued or renewed during the first (1st) two (2) years after the implementation of a system of staggered expiration dates may be given an expiration date that exceeds two (2) years as may be necessary to implement the system of staggered expiration dates. The finance director may issue temporary certificates under conditions determined by the finance director to be appropriate. The finance director shall conduct such investigation of the facts set out in an application as the director determines to be appropriate to verify the qualifications of the applicant for the certificate and shall issue the certificate within thirty (30) days of the submission of the application if the applicant is determined to be qualified.

2. A replacement certificate may be issued upon request, payment of any applicable replacement fee, proof of the loss of the original certificate and submission of a complete replacement certificate application.

3. If the applicant is physically or mentally disabled so that the applicant has unusual difficulty in shopping or other buying activities, the applicant may designate in the application up to two (2) persons who may act as proxy shoppers for the applicant. The names and signatures of the proxy shoppers shall be set out on the certificate.

4. a. Except for a proxy shopper whose name appears on the certificate, a person may not use in any way a certificate issued to another person.

b. A person to whom a certificate is issued may not give the certificate to another person for use by that other person unless the other person is a proxy shopper named on the certificate. Sales to a person acting as a proxy shopper are exempt only when the sale of the goods or services would be exempt if the sale had been made directly to the person to whom the certificate is issued.

5. To qualify for a certificate under this subsection, the applicant must be at least sixty-five (65) years of age; provided, any person who will be at least sixty (60) years of age on December 31, 1999, and was registered with the city for the senior citizen sales tax exemption that existed on

March 31, 1999, or who applies for a certificate under this subsection C on or prior to December 31, 1999, shall be treated as if they were sixty-five (65) years of age and will be entitled to a certificate under this subsection if the person is sixty (60) years of age and meets all the other qualifications for a certificate except the age requirement.

6. The domicile of the applicant must be in the state.

D. An exemption certificate for persons applying for an exemption under BMC 4.16.040(U) for the payment of rent by a Bethel community service client who resides in Bethel at a place other than the Bethel community services assisted living and supported living residences may be issued only upon:

1. Submission of a complete application to the finance director;
2. Proof satisfactory to the finance director that the applicant is a Bethel community services client;
3. Address of residence along with name, address and phone number of property owner; and
4. Proof satisfactory to the finance director that the property owner has a current Bethel business license and a current state of Alaska business license.

A certificate issued under this subsection shall be numbered, identify the applicant, be signed by the finance director, and shall expire on the last day of the twenty-fourth (24th) month following the issuance of the certificate. The expiration date shall be prominently displayed on the certificate. The finance director shall conduct such investigation of the facts set out in an application as the director determines to be appropriate to verify the qualifications of the applicant for the certificate and shall issue the certificate within thirty (30) days of the submission of the application if the applicant is determined to be qualified. [Corrected in 2/08 supplement; amendment to Ord. 02-22 § 3A; Ord. 02-22 §§ 3, 3A; Ord. 01-28 § 7; Ord. 99-09 §§ 3, 4; Ord. 98-27 § 2.]

# **Mayor's Report**



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*Bethel City Council*

*Office of the City Manager*

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# **Manager's Report**





Post Office Box 1388  
Bethel, Alaska 99559  
Voice: 907-543-1373  
Fax: 907-543-1394



October 15, 2013

**From:** Lee M. Foley, City Manager

**To:** Bethel City Council

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**Info:** Lori Strickler, City Clerk

**Subj:** City Manager's Report

Listed below are some of the action items and activities that I've been working on, and involved in, for the period October 1- 15, 2013.

### CITY ADMINISTRATION ACTION ITEMS AND ACTIVITIES

#### **Projects:**

- **YK Aquatic Center** - Regular weekly teleconference meetings between the Project Management Team and City Administration are held each Friday at 9:00 a.m. The following items are germane:
  1. Approximately two (3) months ago, we applied to BNC for an easement to support emergency electrical services that BUC feels we need. To date a decision has not been rendered so Jim Cehula from BSI is following up on this request with BNC.
  2. In accordance with Council's direction, ProDev will send out a Request for Letters of Interest with respect to pool management entities. I've asked ProDev to include Gene Peltola, Sr. & Bev Hoffman from Kuimarvik in their request. A copy of this letter will be provided to Council along with my report for the November 12, 2013, Council meeting.
  3. Ironworkers were on site this past weekend to complete the last phase of shear studs and to complete steel work.
  4. Additional contractor support staff was added to push concrete efforts.
  5. Concrete forms are being stripped and HVAC ducting is being installed.
  6. Public Works is working with the contractor to complete the water and sewer utility tie-in.

7. BUC power to the site is now live so site trailers and equipment are no longer utilizing the diesel generator.
  8. The job site was shut down early one day last week due to extremely high winds creating dangerous work conditions.
  9. The contractor was notified by the Pacific Northwest Regional Council of Carpenters of a labor dispute with All Wall, Inc. a sub-contractor performing work on the Aquatic Center. BSI is actively addressing this issue and does not foresee any negative impact on construction.
- **Small Boat Harbor Launch Ramps** – The fiasco in Washington, D.C. continues to affect progress due to the Corps of Engineers being unable to maintain a QA person on site. Coupled with that, the contractor's (Denali Drilling) inability to fabricate and install an effective coffer dam has prevented water from being drained from the launch site and compacting to be implemented. Nevertheless, real-time photos of the work site are being sent daily to the Corps of Engineers and they continue to address issues with the contractor via teleconferencing. (Enclosed picture of coffer dam).

#### **Personnel:**

- **Finance Director Position** – Three (3) candidates have submitted their applications to date. Of the three (3) applicants, two (2) have been interviewed with one (1) of them returning for a second interview. The third applicant's background did not justify an interview. Subsequently, the search continues to identify a viable replacement.
- **Assistant Finance Director Position** – One candidate interviewed; search continues; position open until filled.

#### **Miscellaneous:**

- **Prioritized Capital Projects** – Grant Manager John Sargent is developing the packages for each project and will submit them to the Governor, State OMB, Senator Hoffman, and Representative Herron, on October 25, 2013. Subsequently, copies of the individual packages will be provided to the City Clerk for distribution to Council members.
- **Scrap Removal** – Alaska Logistics is working with the City to remove 75 vehicles from the Landfill site and take them out of Bethel on the last barge of the year.
- **Out of the Office** – I will be out of the office, and outside Alaska, on Council-approved travel for training and PTO for the period October 18-31, 2013. I will return to work on Friday, November 1, 2013. During my absence, Chief Larry Elarton will be the Acting City Manager. However, I will be available via cell phone and email should Council wish to contact me directly for any reason.

October 16, 2013

- **Bethel Transit System** – The City has received ONC's 4<sup>th</sup> Quarter contribution for their portion of the Transit Systems funding in the amount of \$19,737.73.

Thank you.

Enclosure







# **Clerk's Report**

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# City of Bethel, Alaska

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City Clerk's Office

**To:** City Council  
**From:** Lori Strickler  
**Subject:** Clerk's Report

## **Upcoming Council Events:**

**November 12, 2013 Regular City Council Meeting**

**November 18-22, 2013 Alaska Municipal League Conference**

**November 26, 2013 Regular City Council Meeting**

## **Records Retention –**

### Laserfiche

The departments have been on hold with their uploading of documents due to the speed of the system. The IT Department is working on repairing the server which will allow this system as well as a few others within the City's network, operate much more fast.

### Records Retention Schedule

Modifications have been made to all of the departments record retention submissions and return to them for comment. I am still waiting on one department to provide me their comments on the schedule. Following their comments, the City Clerk's Office along with the attorney, will finalize the review and present to Council for approval.

### Document Restoration

As with previous years, the City Clerk's Office will be submitting another group of Ordinance books to Browns River for document restoration. These should be the final three books for Ordinances which means next year; the City Clerk's Office will begin binding the Resolutions.

## **Miscellaneous**

### AML Conference

Most all travel arrangements have been made for the council members.

Please note, the City Clerk's Office will be closed from November 18-20, while the City Clerk attends the Alaska Association of Municipal Clerk's Conference. The City Clerk's Assistant will be off during this time for personal reasons.

#### Elections

The City Clerk along with the State's Division of Elections is considering moving Precinct #1 from the Long House Hotel to an alternate location. The City Clerk will be preparing a Resolution for Council's consideration as well as for public comment to determine if the community would be in favor of housing both Precinct #1 and Precinct #1 at the Cultural Center. If, after the public comment, the community is not in support of this alternative, the City Clerk's Office will be searching for other precinct options.

The City's Regular Election is closed out with necessary paperwork sent to the State. The Questioned Voter's whose votes were not eligible received a letter from the City Clerk's Office indicating why their vote was not a countable vote.

#### Committee/Commission

A few members of the City's Committees and Commissions will have expiring terms come December 31, 2013. The City Clerk's Office will be sending letters and applications out to these individuals in the hopes to encourage them to reapply for their seat on the body.

#### Cemeteries

After a comment made by a citizen at a recent council meeting, suggesting the Ridgecrest Cemetery is in disrepair; the City Clerk's Office approached administration to establish a plan for cemetery maintenance. We will be working together to establish a plan to get the City's cemeteries in more presentable shape.

The first disinterment took place in October and went without issue.

# **Additional Information**

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