



City of Bethel

P.O. BOX 1388

Bethel, Alaska 99559

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Regular City Council Meeting

July 9, 2013

6:30 P.M.

Council Chambers; Bethel, Alaska



**City Council Meeting Agenda
Regularly Scheduled Meeting
July 9, 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

Gene Peltola Jr.
Vice-Mayor
Term Expires 2013
543-3151
gpeitola@cityofbethel.net

Rick Robb
Council Member
Term Expires 2013
543-1879
rrobb@cityofbethel.net

Mary Sattler
Council Member
Term Expires 2013
545-4954
msattler@cityofbethel.net

Mark Springer
Council Member
Term Expires 2013
545-1450
mspringer@cityofbethel.net

Eric Whitney
Council Member
Term Expires 2014
545-1309
ewhitney@cityofbethel.net

Sharon Sigmon
Council Member
Term Expires 2014
543-3452
ssigmon@cityofbethel.net

Lee Foley
City Manager
543-2047
lfoley@cityofbethel.net

Lori Strickler
City Clerk
543-1384
lstrickler@cityofbethel.net

Patty Burley
City Attorney
543-2047
pburley@cityofbethel.net

Paul Richards
Lobbyist
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) *June 25, 2013 City Council Regular Meeting Minutes
- VII. REPORTS OF STANDING COMMITTEES**
 - a) Port Commission
 - b) Planning Commission
 - c) Finance Committee
 - d) Public Works Committee
 - e) Energy Committee
 - f) Parks And Recreation Committee
 - g) Public Safety And Transportation Commission
- VIII. UNFINISHED BUSINESS**
- IX. NEW BUSINESS**
 - a) *Introduction Of Ordinance 13-18: Approving The Acquisition Of City Property/Land From The Yukon Kuskokwim Health Corporation - Termination Of A Land Lease Agreement – Land Owned By The City (City Manager Foley)
- X. MAYOR'S REPORT**
- XI. MANAGER'S REPORT**
- XII. CLERK'S REPORT**
- XIII. COUNCIL MEMBER COMMENTS**
- XIV. ADJOURNMENT**

Agenda posted on July 3, 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 July 23, 2013**)

Bethel City Council

Approval of the Minutes

City of Bethel City Council Meeting Minutes

June 25, 2013

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on June 25, 2013 at 6:30pm, at the City Council Chambers, Bethel, Alaska.

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

II. PLEDGE OF ALLEGIANCE

ROLL CALL PRESENT: Council Member Gene Jr. Peltola
Council Member Joseph Klejka
Council Member Mark Springer
Council Member Rick Robb
Council Member Eric Whitney
Council Member Sharon Sigmon

ABSENT: Council Member Mary Sattler

STAFF: City Manager Lee Foley
City Attorney Patty Burley
Acting City Clerk Bing Santamour

III. PEOPLE TO BE HEARD

Leif Albertson –

Thankful that work has been completed at Pinky's Park however, concerned about a recent letter received from the Parks Director, Ronda Sargent which required insurance to use the park.

Ronda Sargent –

Parks and Recreation Director, clarified the confusion caused by the letter sent out to many users of the park. Explained the park can be used by anyone however, formalized leagues will need to submit their proof of insurance to the City. Additionally, formalized leagues will have first priority when it comes to scheduling time on the field.

IV. APPROVAL OF THE CONSENT AND REGULAR AGENDA

MOVED:	Springer	Motion to approve the Consent and Regular Agenda.
SECONDED:	Sigmon	
VOTE ON MAIN MOTION	All in favor	

V. APPROVAL OF THE MEETING MINUTES

Item A – 6-11-2013 Regular City Council Meeting Minutes
Passed on the consent agenda.

VI. REPORTS OF STANDING COMMITTEES

Item A- Port Commission –
Port Director Pete Williams-
The commission is working with the Parks and Recreation Department on a boating safety campaign.
Mentioned concerns about poor attendance at the meeting.

Item B- Planning Commission
Council Representative Rick Robb –
June 13th meeting main action to pass conditional use permit Resolution on 13-01 denying the permit. The Board of Adjustments reviewed the denial appeal and referred the matter back to the Commission for additional review, with restrictions.

Item C-Public Works Committee –
Vice-Chair Jennifer Dobson-
A meeting will be held in a month.

Item D-Energy Committee -
Eric Whitney, Council Representative – no quorum for last meeting; next meeting first Monday of July 2013.

Item E-Public Safety and Transportation Commission-
Sharon Sigmon, Council Representative-
A meeting has not been held since the last City Council Meeting.

Item F- Finance Committee-
Bobby Sutton, Finance Director-

Finance Committee meetings are suspended for summer.

Item G- Parks and Recreations Committee
 Ronda Sargent, Parks and Recreation Director-
 Parks and Recreation Committee meetings are suspended for summer.

VII. UNFINISHED BUSINESS

Item A- Public Hearing Of Ordinance 13-16: Amending BMC Section 5.40
 Taxi Cab Chauffeurs, Cell Phone Use Prohibited.

Mayor Klejka opened the public hearing.

Frank Mezzaro – Opposed the Ordinance due to emergent matters the
 cab industry may face sometimes.

Mayor Klejka closed the public hearing.

MOVED:	Sigmon	Motion to adopt Ordinance 13-16.
SECONDED:	Whitney	
MOVED:	Peltola	Motion to postpone until such time it can be brought back in re-written form for consideration.
SECONDED:	Sigmon	
VOTE ON MAIN MOTION	5 -1 Motion passes, Robb opposed	

Item B- Public Hearing Of Ordinance 13-17: Amending BMC Title 10
 Traffic.

Mayor Klejka opened the public hearing.
No one wished to be heard.
Mayor Klejka closed the public hearing.

MOVED:	Sigmon	Motion to adopt Ordinance 13-17.
SECONDED:	Springer	
VOTE ON MAIN MOTION	All in favor	

Item C- Public Hearing Of Budget Ordinance 12:06 (c): Fiscal Year 2013 Budget Modification.

*Mayor Klejka opened the public hearing.
No one wished to be heard.
Mayor Klejka closed the public hearing.*

MOVED:	Springer	Motion to adopt Ordinance 12:06(c).
SECONDED:	Peltola	
MOVED:	Whitney	Motion to suspend rules to hear from Bobby Sutton, Finance Director
SECONDED:	Peltola	
VOTE ON MOTION	All in favor	
MOVED:	Peltola	Motion to amend the document to reflect the changes provided by the Finance Director.
SECONDED:	Springer	
VOTE ON MOTION	All in favor	
VOTE ON MAIN MOTION	All in favor	

Item D- Public Hearing Of Budget Ordinance 13:12 (a): Fiscal Year 2014 Budget Modification.

*Mayor Klejka opened public hearing.
No one wished to be heard.
Mayor Klejka closed hearing.*

MOVED:	Whitney	Motion to adopt Ordinance 13-12(a).
SECONDED:	Sigmon	
MOVED:	Whitney	Motion to amend 10-73-694 to strike \$100,000 and insert \$110,000.
SECONDED:	Sigmon	
VOTE ON MOTION	Motion passed 5-2 Peltola, Robb opposed	
MOVED:	Peltola	Motion to amend to strike \$10,000 for dog park and keep the \$110,000 amount as proposed in budget.
SECONDED:	Springer	

VOTE ON MOTION	4-2 Motion passes, Sigmon and Robb opposed
VOTE ON MAIN MOTION	5-1, Motion passes, Robb opposed

VIII. NEW BUSINESS

Item A- City Attorney Personal Leave Request July 8th through July 18.
Passed on the consent agenda.

Item B- AM 13-14: City Manager Personal And Administrative Leave Requests July 5th and August 5-9.
Passed on the consent agenda.

Item C- Clarification On The City's Policy For Use Of The Pinky Park Recreational Baseball Field.

MOVED:	Whitney	Motion to suspend rules to hear from galley.
SECONDED:	Springer	
VOTE ON MOTION	All in favor	

XII. MAYOR'S REPORT

XIII. MANAGERS REPORT

XIV. CITY CLERK'S REPORT

XV. COUNCIL MEMBER COMMENTS

Council Member Springer-
 Maybe this weather will last until Veterans Day
 Provided condolences to the Albert Swope families; please be careful around the water.

Council Member Robb-

It has been a great summer with beautiful weather, good fishing and lots of fish and no gear restrictions.

Happy July 4th.

Council Member Whitney-

City doing good in dust control.

Thanked the City for fixing ball park so quickly.

Bike ride in Pinky Park to Owl Park with fixed boards.

Take the opportunity this summer to brush out your chimney.

Vice Mayor Peltola-

Encouraged everyone to use life jackets while boating.

Hopes to see everyone at the July 4th celebration and encourages the City to work on winter activities too.

Mayor Klejka-

Concurs with Springer on loss of Albert Swope he be sorely missed; be care when swimming in lakes they're cold and muscles do not work when get cold. Looking forward to the July 4th.

The painted dumpsters are a nice additive to the City.

The walking path on the curved hill between YPCC and hospital should be repainted where lines are disappeared.

The City could designate a lake for winter activities and it would be good for community.

There is a lot of construction going on, the City is making some good changes.

Council Member Sigmon-

Glad everyone is able to get out enjoying weather.

Reports walking path along the roadside is not for motorized four-wheelers but for walking.

XVI. ADJOURNMENT

MOVED:	Springer	Motion to adjourn.
SECONDED:	Peltola	
VOTE ON MAIN MOTION	All in favor	

Joseph A. Klejka, Mayor

ATTEST:

Lori Strickler, City Clerk

**Reports of
Standing
Committees**

City of Bethel, Alaska

Public Works Committee Minutes

June 19, 2013

Regular Meeting

Bethel, Alaska

CALL TO ORDER

Committee Member Vice-Chair Jennifer Dobson called the regular Public Works Committee Meeting of June 19, 2013 to order.

ROLL CALL

Present: Jennifer Dobson, Scott Guinn

Excused absence(s): Frank Neitz, Bill Schreiner

Unexcused absence(s): Joseph Klejka, Donna Lindsay

Also in attendance were the following:

Chuck Willert, Public Works Director

Cheryl Roberts, Public Works Admin, Recorder of Minutes

Mike Nevenzel with ProDev

June 19, 2013 meeting adjourned due to lack of quorum.

APPROVED THIS ____ DAY OF ____ 2013.

Frank Neitz, Chair

Cheryl Roberts
Recorder of Minutes

Bethel City Council

New Business

Introduced by: City Manager Foley
Date: July 9, 2013
Public Hearing:
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #13-18

AN ORDINANCE APPROVING THE ACQUISITION OF CITY PROPERTY/LAND FROM THE YUKON KUSKOKWIM HEALTH CORPORATION IN ACCORDANCE TO BMC 4.08.030(B) ACQUISITION AND DISPOSAL OF LAND

WHEREAS, in accordance with BMC 4.08.020 the City Council may acquire any interest in real property by purchase, lease, exchange, transfer, donation or any other method; all acquisitions not otherwise provided for by law shall be by ordinance enacted by a majority vote of the City Council;

WHEREAS, the City of Bethel is owner of real property described as Lot 2, Block 9, Ptarmigan-Tundra View Subdivision, in the Bethel Recording District, Fourth Judicial District, State of Alaska;

WHEREAS, on March 24, 2005, the City and the Yukon Kuskokwim Health Corporation (YKHC) entered into a Ground Lease Agreement allowing for the construction of an assisted living facility;

WHEREAS, the land did not prove the optimal location for the assisted living facility therefore YKHC has chosen to build the Assisted Living Facility elsewhere;

WHEREAS, pursuant to the terms of the Lease, if the assisted living facility was not built and continuously operated, the land was to revert back to the City of Bethel;

WHEREAS, the City and YKHC have completed a Mutual Termination of the Ground Lease Agreement terminating the March 24, 2005 lease thus the land is eligible to revert back to the City;

NOW, THEREFORE BE IT ORDAINED, the City, resumes its interest in full in Lot 2, Block 9, Ptarmigan-Tundra View Subdivision, in the Bethel Recording District, Fourth Judicial District, State of Alaska. This re-assumption of the land effectively ends any interest which YKHC has or may have to the land.

Introduced by: City Manager Foley
Date: July 9, 2013
Public Hearing:
Action:
Vote:

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

SECTION 2. Authorization. Pursuant to Bethel Municipal Code 04.08.020(A) Acquisition of property in the form of lease termination.

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

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

Joseph A. Klejka, Mayor

ATTEST:

Lori Strickler, City Clerk

Bethel City Council

Office of the City Manager

Manager's Report

Bethel City Council

Office of the City Manager

Management Team Reports



Memorandum

DATE: July 1, 2013

TO: Lee Foley, City Manager

FROM: Bobby Sutton, Finance Director

SUBJECT: Manager's Report – June 2013

Finance Committee

The Bethel Finance Committee does not hold meetings during the months of June or July. Its next regularly scheduled meeting is Monday, August 26, 2013.

Staffing Issues/Concerns/Training

The Finance Department currently has no vacancies. We continue to provide training to newly hired employees.

As Finance Director, with the approval of the City Manager, I applied for and was accepted to the Advanced Government Finance Institute, a weeklong training at the University of Wisconsin sponsored by the Government Finance Officers Association. The training covers various topics including, governmental accounting, strategic planning, issues facing municipalities, and other key topics. Fifty finance officers from across the country were accepted.

Budget/Financial

As of May 31, 2013, the Finance Department had expended \$634,253.35 (84%) of its annual budget of \$752,617 with 75% of the year elapsed. The Utility Billing Department, which is also managed by the Finance, had expended \$135,242.57 (73.3%) of its annual budget of \$184,514.

Project Updates

- FY 2014 Annual Budget
The printed copies of the FY 2014 Annual Budget were presented to City Council on June 25, 2013. We do appreciate the hard work of all those involved in the budget process.
- Caselle Dashboard Module
The Finance Department is working with the Information Technology Department to implement the new Caselle Dashboard (MiViewpoint) Module. This module will

provide a web-based access to department heads to assist them in tracking and managing department budgets. We anticipate full implementation by July 31, 2013.

- Fixed Asset Audit

The Finance Department has been conducting a fixed asset audit in preparation for closing of our fiscal year. Department personnel have inspected various assets and continue to do so throughout the audit. To date, most City vehicle inspections have been completed.

- Closing of Fiscal Year 2013 and Annual Audit

The Finance Department is preparing for the closing of Fiscal Year 2013. We are working with City departments to insure a smooth close of the fiscal year and audit process. Preliminary audit fieldwork will be done July 15-17 by our independent auditors. Final fieldwork is scheduled the week of October 7-11, 2013.

MEMORANDUM

DATE: 7/1/2013

TO: Lee Foley, City Manager

FROM: Chuck Willert, Public Works Director

SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

The shop floor is 80% complete all of the metal is down and half of the welding is done it looks like they should be finishing up on the south side around the 15 July.

Utility Maintenance:

This month we are back in summer mode in the water plants and our liftstations. We also responded to seven after hour calls. We also continue to help out with welding at the city port. We are also preparing to discharge our sewer lagoons. We also continue to monitor our liftstations on a daily basis. Our water plants continue to operate seven days a week. We also began flushing water lines in ASHA and AVCP housing.

Hauled Utilities:

The service for boats is slowly picking up. We are getting a little attitude from one of the barge captains about doing water extra's the right way. Trying to control the over time, but attendance and vehicle break down problems makes it hard to do. Darrell (dumpster driver) talked to me a couple of weeks ago and he told me that we are going to have a problem because we are going to be short dumpsters. Even if we hired someone to do repairs we still won't have enough. Routes are getting done. Sure could use some help here in the office.

Property Maintenance:

Annual service on our boilers is ongoing; it has been a while since they have all been completely gone through. A new Clean Burn used oil burner was purchased to replace one of ours in the shop that has about reached its useful life span. A canopy was ordered to cover an area containing

contaminated soil. We have several cells we need to remediate that are from soils that have been drenched from broken hydraulic lines and oil spills. We have been making a lot of repairs in Pinky's Park preparing for the 4th of July and assisting all other departments with their projects. The Shop floor renovation has been keeping us busy with tasks associated with the move/change. Day to day operations need to be able to keep moving forward without any problems due to construction. Thank you.

Road Maintenance:

Streets and Road is now done with hauling sand to Pinky's Park, and also we moved the concession stand that was in the play ground on the east side to the south side of the play ground, alongside Akiachak Avenue. We hauled sand, to the parking lot by the Bowling Alley, and inside the fence at the play grounds. Also we hauled sand to the ball field for parks & recreation to use on the ball field, and to the ball field parking lot where it has been sinking. We hauled two concession stands that were in the parking lot by the bowling alley out of there. The stands were not used anymore, and also the stands were too old to be used. This should make it a lot better for the 4th of July this year.

We have also has been spending more time pushing sand at the city sand pit with the D8 Cat, when Bethel Services started hauling sand out of there to the swimming pool. They are using two end dump trucks, and two side dump trucks. So with them hauling, and when we are hauling for our projects, along with the port, out of the city sand pit, we use a lot of sand in a day.

Streets and Roads have been grading roads as needed, & with the roads that have Calcium Chloride, it will last longer between grading. The Calcium Chloride keeps the roads smother longer, and being shorthanded this helps.

With Robert Wright, retired from the city, we are now looking for a grader operator to fill his spot. With that position open, we have been short handed, with that being said we can only do one project at a time. Hopefully we can get this position filled in the next few weeks, so the we can do more than one project at a time.

Vehicles and Equipment:

We are still in the process of working around the floors being redone. With the floor space we have to work with we are able to service and maintain city vehicles. Josh has finished changing out the engine for transit bus 436 and it is now in service. The last weekend of this month we will be

changing out transit bus decals for new ones.

Transit System:

For June 2013, The Bethel Transit System transported a total of 760 passengers, 88 of those riders had a disability and 115 were elders. The cash fares totaled \$1416.00, while the passes used a total of \$295.00 and monthly passes totaled \$234.00. There are three drivers; Bill Ferguson, Transit Manager; Brenda George who is a full time driver; Jang Kim, who is the Part time; and Christina David is on-call driver. These figures are from June 1 thru the 26th 2013. While Bill Ferguson is on vacation, Brenda George is acting manager until July 12, 2013.

Staffing Issues/Concerns/Training:

Streets & Roads & Vehicles & Equipment both have 1 position open.

Budget/Financial:

See each department.

Bethel City Council

Office of the City Clerk

Clerk's Report



City of Bethel, Alaska

City Clerk's Office

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

Upcoming Council Events:

July 23, 2013 Regular City Council Meeting

The Council's will have a Joint Task Force Meeting in August.

OUT OF THE OFFICE

The City Clerk will be out of the office from July 16th through July 22nd. Access to internet as well as cell phone service will be sporadic during the absence. Bing Santamour will be working half days, 1p-5p during the time the City Clerk is out of the office.

Records Retention

Modifications from the departments have been submitted. The City Clerk's Office is in the process of reviewing each document type which includes the suggested length of retention as well as the format of retention. Once completed with the final modification, the City Clerk will provide the document to the City Attorney for review before its submission to the City Council for approval.

The Office is also preparing for the next sendoff of ordinances for document preservation. The Council has provided funding for this project for three years now and with that funding we have been able to preserve and bind all ordinances from 1958 through 2001. Following the preservation of ordinances, the City Clerk's Office will start on the meeting minutes. Just a reminder, all meeting minutes, ordinances, resolutions and proclamations from the start of the City in 1958 are available on the City's website.

Second round of training will begin the week of July 22nd for the records coordinators. Additionally, the Laserpiche software will be put on the remaining computers and become ready for formatting.

Additionally, we will be going to each department to help organize the records files.

Election

Preclearance request was submitted to the Department of Justice.

Included in this report is a copy of the election calendar.

Social Media

The City of Bethel is in the early, early stages of establishing a facebook page. The Social Media Policy is being reworked into an Ordinance for Council's consideration. This is not high on the priority list but is still on the to do list.

Passports

It is the passport season. The City Clerk's Office processes on average 10 passports a month but the next few months it could be as high as 10 a week. The new Assistant to the City Manager is in the process of getting trained and taking the Acceptance Agent test. Once she is approved by the Department of Justice the City will have two acceptance agents available to process passports.