



# City of Bethel

P.O. Box 1388

Bethel, Alaska 99559

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**Regular City Council Meeting**

**Tuesday, January 23, 2018**

**6:30 P.M.**

**Council Chambers; Bethel, Alaska**



**City Council Meeting Agenda  
Regularly Scheduled Meeting  
January 23, 2018 – 6:30 pm  
City Hall 300 State Highway, Bethel, AK  
City of Bethel Council Chambers**

Rick Robb  
Mayor  
Term Expires 2018  
[rrobb@cityofbethel.net](mailto:rrobb@cityofbethel.net)

Fred Watson  
Vice-Mayor  
Term Expires 2018  
[fwatson@cityofbethel.net](mailto:fwatson@cityofbethel.net)

Leif Albertson  
Council Member  
Term Expires 2019  
[lalbertson@cityofbethel.net](mailto:lalbertson@cityofbethel.net)

Mark Springer  
Council Member  
Term Expires 2018  
[mspringer@cityofbethel.net](mailto:mspringer@cityofbethel.net)

Naim Shabani  
Council Member  
Term Expires 2019  
[nshabani@cityofbethel.net](mailto:nshabani@cityofbethel.net)

Thor Williams  
Council Member  
Term Expires 2019  
[twilliams@cityofbethel.net](mailto:twilliams@cityofbethel.net)

Mitchell Forbes  
Council Member  
Term Expires 2019  
[mforbes@cityofbethel.net](mailto:mforbes@cityofbethel.net)

Pete Williams  
City Manager  
543-2047  
[pwilliams@cityofbethel.net](mailto:pwilliams@cityofbethel.net)

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

Patty Burley  
City Attorney

- 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) \*1-9-2018 Regular Meeting Minutes p.5
  - b) \*1-9-2018 Special Meeting Minutes p.15
- VII. **REPORTS OF STANDING COMMITTEE**
- VIII. **SPECIAL ORDER OF BUSINESS**
  - a) City of Bethel Proclamation: Recognizing The Bethel Warriors Wrestling Team In Their Division II State Championship Title (Mayor Robb) p.27
  - b) Health Fitness Monthly Report (Mayor Robb) p.29
- IX. **UNFINISHED BUSINESS**
  - a) Public Hearing of Ordinance 17-48: Amending Fees And Charges Related To Alcohol Permit Applications And Major Subdivision Development (City Manager Williams) p.46
  - b) Public Hearing Of Budget Ordinance 17-28 (f): Amending The Fiscal Year 2018 Budget To Move Funds From Finance Salaries To Auditing Expenses And Other Professional Services (City Manager Williams) p.49
  - c) Introduction Of Ordinance 17-46: Amending The Bethel Municipal Code Chapter 4.16.160 Tax Exemptions Rental Units Tax Exemption On Fuel And Electricity (Council Member Shabani) p.55
- X. **NEW BUSINESS**
  - a) \*Introduction of Budget Ordinance 17-28(g): Amending The Adopted Annual FY 2018 Budget- Professional Fees-H-Marker Lake Road (City Manager Williams) p.64
  - b) \*Introduction of Budget Ordinance 17-28 (h): Amending The Adopted Annual FY 2018 Budget-Change To Leased Properties - Court Complex Fund (City Manager Williams) p.65
  - c) \*Resolution 18-01: Forming A Task Force To Provide Advice On Mitigation Of Alcohol Problems in the Community and Region (Mayor Robb) p.67
  - d) \*Resolution 18-02: Providing Support With Conditions, Of Package Store Liquor License #5418 Renewal For AC Quickstop, Located At 131 Akakeek St., Owned By The North West Company (International) Inc. (Mayor Robb) p.68
    - i. AC Quickstop Opportunity To Defend Per 3 AAC 304.145

Agenda posted on January 17, 2018 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

(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 February 13, 2018**.

The Council may, after 12:00am, and only by a unanimous consent vote to Fix the Time to Which To Adjourn for the following day at 6:30 p.m.



**City Council Meeting Agenda  
Regularly Scheduled Meeting  
January 23, 2018 – 6:30 pm  
City Hall 300 State Highway, Bethel, AK  
City of Bethel Council Chambers**

- e) Review Administrative Report For AC Quickstop Package Store License Renewal (Mayor Robb) p.71
- f) AM 18-06: Direct City Administration To Prepare And Submit The Application For The 2018 Volunteer Fire Assistance Grant (City Manager Williams) p.81
- g) \*AM 18-07: Appointment of Scott J. Campbell to the Planning Commission as an Alternate Member for a term of three years (Mayor Robb) p.83
- h) \*IM 18-01: Monthly Financial Reports July- November (City Manager Williams) p.84

**XI. MAYOR'S REPORT**

**XII. MANAGER'S REPORTS**

**XIII. CLERK'S REPORT**

**XIV. COUNCIL MEMBER COMMENTS**

**XV. EXECUTIVE SESSION**

- a) In Accordance With AS 44.62.310(c)2: Subjects That Tend To Prejudice The Reputation And Character Of Any Person, Provided The Person May Request A Public Discussion - Evaluation, City Manager (Mayor Robb)
- a) In Accordance With AS 44.62.310(c)1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity- Court House Leased Property Contract (City Manager Williams)

**XVI. ADJOURNMENT**

Agenda posted on January 17, 2018 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

(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 February 13, 2018.**

The Council may, after 12:00am, and only by a unanimous consent vote to Fix the Time to Which To Adjourn for the following day at 6:30 p.m.

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# ***Approval of the Meeting Minutes***

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**I. CALL TO ORDER**

A Regular Meeting of the Bethel City Council was held on January 9, 2018 at 6:30 p.m., in the council chambers, Bethel, Alaska.

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

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

<b>Comprising a quorum of the Council, the following members were present:</b>	
Mayor Rick Robb	Council Member Mark Springer
Vice-Mayor Fred Watson	Council Member Mitchell Forbes
Council Member Leif Albertson	Council Member Thor Williams
Council Member Naim Shabani (arrived 7:02 p.m)	
<b>Members Absent:</b>	
<b>Also in attendance were the following:</b>	
City Manager Pete Williams	City Clerk Lori Strickler
City Attorney Patty Burley	

**IV. PEOPLE TO BE HEARD**

Dan Winkelman, President/CEO of Yukon Kuskokwim Health Corporation, presented a letter to the Council from the YKHC Board stating concerns related to the sale of alcohol in Bethel and how the sale in Bethel has had a negative effect on the surrounding communities. Requests the Council consider ways of restricting the sale of inexpensive vodka and whiskey.

John Sargent, spoke in opposition of the Introduction of Ordinance 18-01, as the community voted for the community to be wet and the City should support economic Development.

Beth Tressler, spoke in opposition to the proposed park in Kasayuli Subdivision as there are a number of residents of the subdivision that signed a petition opposing the development of a park at the proposed location.

Reyne Athanas, thanked the City Attorney and the council members for working with her on the amendments reflected in Ordinance 18-02 related to the changes of isolated sales.

Eileen Arnold, Tundra Women's Coalition Director, Spoke in opposition to liquor sales in the community. Additionally, requested the Council to provide an exemption to the TWC Thrift Store on the 6% sales tax requirements. Stated that it is difficult for a non-profit agency to fund the thrift store. The 6% tax would be a burden to the continued operation of the store.

Michael Stovarsky, spoke in support to the sales tax exemption for the thrift store. Clothing, food, and shelter are essential. The thrift store is able to provide clothing for those who are in need.

Lorin Bradbury, spoke in support of Ordinance 18-01, and would be in support of some form of Local Option. Spoke in support of extending the number of isolated sales as proposed in Ordinance 18-02. Additionally, looks forward to the Councils consideration of the exemption for landlords in the sales tax payment of the utility for their tenants.

Walter Jim, ONC Chair, The ONC tribe supports AVCP's resolutions presented to the Council and encourages the Council to establish a task force to address alcohol.

Susan Taylor, spoke in opposition to the taxation of the Saturday market and other flea market sales. Additionally, stated support to the tax exemption for TWC's thrift store. Stated the problems in the community caused by alcohol are not going to be resolved by the City selling alcohol.

*Council Member Shabani arrived at 7:02 p.m.*

Raymond Watson, AVCP Council President, Spoke in favor to AVCP's Resolution requesting the establishment of a task force on alcohol. AVCP also opposes the issuance of any liquor license in Bethel.

Benjamin Charles, stated opposition to the sales tax that is being placed on the Saturday markets and flea markets. Requested the council consider that there may be a number of people who will have difficulty completing the

required paperwork as well. Requested the Council explore other avenues for the nonprofits.

David E. Trantham Jr., Spoke in opposition to Ordinance 18-01.

Cezary Maczynski, Spoke in opposition to Ordinance 18-01.

## V. APPROVAL OF THE CONSENT AND REGULAR AGENDA

<b>Main Motion:</b>	Approve the Consent and Regular Agenda.
Moved by:	Forbes
Seconded by:	Springer
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0
<b>Primary Amendment:</b>	Move Item VII, Reports of Standing Committees, to follow Item VIII, Special Order of Business.
Moved by:	Springer
Seconded by:	Forbes
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0
<b>Secondary Amendment:</b>	Move Item B under Special Order of Business to first under Special Order of Business.
Moved by:	Springer
Seconded by:	Forbes
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0
<b>Removal from Consent:</b>	Ordinance 18-01 and 18-02 and 17-24 (f) from the consent agenda.
Moved by:	Robb

## VI. APPROVAL OF THE MEETING MINUTES

**Item A** – 12-12-2017 Regular Meeting Minutes  
*Passed on the Consent Agenda*

**Item B** – 12-28-2017 Special Meeting Minutes  
*Passed on the Consent Agenda*

## VII. SPECIAL ORDER OF BUSINESS

**Item B** – Fiscal Year 2016 Audit Report / Review With The City’s Auditing Firm, Altman, Rogers & Co.

*Altman Rogers Representative, Brian Kupilik, gave a summary of the Audit Report.*

**Item A** – Invitation To AVCP To Address Their Concerns Presented In AVCP Resolution 170903 and The Effect of Alcohol In The Region.

*Association of Village Council Presidents (AVCP) Chief Executive Officer, Vivian Korthius and Chairman Ray Watson addressed the Council.*

**Main Motion:** Move New Business Item I, AM 18-05, to the next item on the agenda.

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Moved by: Forbes  
Seconded by: Shabani  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Albertson  Watson  Springer  Shabani  Williams  Forbes  
Opposed: -0

## **NEW BUSINESS**

**Item I** – AM 18-05: Authorizing The City Manager To Enter Into A Memorandum Of Understanding With Bethel Friends Of Canines For Use Of The Dog Pound Facility.

**Main Motion:** Approve AM 18-05.

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Moved by: Springer  
Seconded by: Forbes  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Albertson  Watson  Springer  Shabani  Williams  Forbes  
Opposed: -0

**Subsidiary Motion:** Suspend the rules to hear from Theresa Quiner, Bethel Friends of Canine Representative.

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Moved by: Watson  
Seconded by: Williams  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Albertson  Watson  Springer  Shabani  Williams  Forbes  
Opposed: -0

## **VIII. REPORTS OF STANDING COMMITTEES**

### **Public Safety and Transportation Commission**

Training was provided by the City Clerk.

Considered an ordinance to increase taxi rates and a potential change of language in the taxi cab camera regulation.

**Port Commission**

No one available to provide a report.

**Planning Commission**

A meeting will be held on January 11<sup>th</sup> at 6:30 p.m.

**Parks, Recreation, Aquatic Health and Safety Center Committee**

Considering Recommendations which will be presented to the Council in February concerning the purchase of a cherry picker.

The committee heard from members of the public on the development of phase 2 of the pool; the gym.

The Kasayuli Park development is on hold until another public meeting is held.

Requesting a status update on the renovation of the owl park.

Discussed the finances of the pool facility with the finance director and would like to continue the discussion further.

The Committee is generally supportive of the development of a gym space, the details haven't been established.

**Finance Committee**

The Finance Committee will meet January 22.

**Energy Committee**

A meeting will be held in a few weeks.

**Public Works Committee**

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

**IX. UNFINISHED BUSINESS**

**Item A – Public Hearing Of Budget Ordinance 17-28(e):** Amending The Adopted Annual FY 2018 Budget- Change To Park Development Fund.

*Mayor Robb opened the Public Hearing.*

*No one present to be heard.*

*Mayor Robb closed the Public Hearing.*

**Main Motion:** Adopt Budget Ordinance 17-28(e).

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Moved by:	Forbes
Seconded by:	Springer
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

**Item B – Introduction of Ordinance 17-48: Amending Fees And Charges Related To Alcohol Permit Applications And Major Subdivision Development.**

<b>Main Motion:</b>	A motion to introduce on November 28, 2017 by
Moved by:	Springer
Seconded by:	Albertson
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

<b>Primary Amendment:</b>	Amend to insert "Special Event Permit \$50."
Moved by:	Albertson
Seconded by:	Springer
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

**X. NEW BUSINESS**

**Item A – Introduction Of Ordinance 18-01: A Ballot Proposition To Adopt Local Option, Alaska Statutes 04.11.491 (A)(3)(C), Prohibiting The Sale Of Alcoholic Beverages Except For A Package Store License Operated By The Municipality And Opt To Not Apply A Class C Felony To Violations Of Alaska Statutes 04.16.051, Furnishing Or Delivery Of Alcoholic Beverages To Persons Under The Age Of 21 AS 04.11.491(G)(3).**

<b>Main Motion:</b>	Introduce Ordinance 18-01.
Moved by:	Forbes
Seconded by:	Albertson
Action:	Motion does not carry by a vote of 3-4
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Forbes
Opposed:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer

<b>Subsidiary Motion:</b>	Call the question
Moved by:	Williams
Seconded by:	Springer
Action:	Motion carries by a vote of 6-1
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	<input checked="" type="checkbox"/> Robb

**Item B – Introduction Of Ordinance 18-02: Amending Chapter 4.16.160 Of The Bethel Municipal Code, Sales And Use Tax, Tax Exemptions For Isolated Sales.**

**Main Motion:** Introduce Ordinance 18-02.

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Moved by: Forbes  
Seconded by: Springer  
Action: Referred to Committee

Amend Subsection D and D. 1. To read:

Casual and isolated sales, services or rentals: Proceeds from the sale of personal goods or property at moving, garage, yard, food and bake sales, markets and festivals or fairs, the sale of private vehicles when the seller is not a dealer in used vehicles, or services such as babysitting or house-sitting provided the seller does not regularly engage in the business of selling such goods or services or rentals but only if:

1. The sales of goods and services are not made through a dealer, broker, agent or consignee; or
2. Holder of a City of Bethel Business License or;

**Primary Amendment:**

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Moved by: Springer  
Seconded by: Albertson  
Action: Motion does not carry by a vote of 1-6  
In favor:  Springer  
Opposed:  Robb  Albertson  Watson  Shabani  Williams  Forbes

**Secondary Amendment:**

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Amend to strike "holder of a city of bethel Business License; or."

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Moved by: Springer  
Seconded by: Forbes  
Action: Motion carries by a vote of 6-1  
In favor:  Albertson  Watson  Springer  Shabani  Williams  Forbes  
Opposed:  Robb

**Main Motion:** Refer to the Finance Committee.

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Moved by: Albertson  
Seconded by: Williams  
Action: Motion carries by a vote of 7-0  
In favor:  Robb  Albertson  Watson  Springer  Shabani  Williams  Forbes  
Opposed: -0

**Item C – Introduction Of Budget Ordinance 17-28 (f):** Amending The Fiscal Year 2018 Budget To Move Funds From Finance Salaries To Auditing Expenses And Other Professional Services.

**Main Motion:** Introduce Budget Ordinance 17-28(f).

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Moved by: Forbes  
Seconded by: Springer  
Action: Motion carries by a vote of 6-1

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In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Forbes
Opposed:	<input checked="" type="checkbox"/> Williams

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<b>Primary Amendment:</b>	Amend to insert 10-53-721, Insurance \$21,390 And Decrease 10-52-501, Salaries \$21,390
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Moved by:	Williams
Seconded by:	Springer
Action:	Motion does not carry by a vote of 1-6
In favor:	<input checked="" type="checkbox"/> Williams
Opposed:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Forbes

**Item D** – Review Administrative Report For The Bethel Spirits Package Store License Renewal.

**Item E** – AM 18-01: Appointment Of Grady Deaton To The Community Action Grant Technical Review Board.

*Passed on the consent agenda.*

**Item F** – AM 18-02: Appointment Of Benjamin Anderson-Agimuk To The Public Works Committee.

*Passed on the consent agenda.*

**Item G** – AM 18-03: Appointment of Elizabeth Williams to the Planning Commission as an Alternate Member for a term of three years.

*Passed on the consent agenda.*

**Item H** – AM 18-04: Direct Administration To Prepare And Submit An FFY 2018 State Homeland Security Program Grant Application.

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<b>Main Motion:</b>	Approve AM 18-04.
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Moved by:	Springer
Seconded by:	Albertson
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	∅

- XI. MAYOR'S REPORT**
- XII. MANAGER'S REPORT**
- XIII. CLERK'S REPORT**
- XIV. COUNCIL MEMBER COMMENTS**

Mayor Richard Robb –

Wished everyone a Happy Slavic.  
Congratulated the wrestling team.  
Thanked the Bethel Search and Rescue for their continued work and efforts to rescue people.

Vice-Mayor Fred Watson –  
Thanked the City water and sewer drivers for their hard work.

Council Member Leif Albertson –  
Thankful that the new ambulance is in service.  
Hoped that people will be safe out there.

Council Member Mark Springer –  
Thanked the water and sewer crew as well as the road maintenance crew.  
Travelers should be paying attention to the Search and Rescue updates.

Council Member Naim Shabani –  
Wished everyone a Happy Slavic, and congratulated the Wrestling Team.

Council Member Thor Williams–  
Wished everyone a Happy Slavic, and Happy New Year.  
Raised a question to Council concerning legislative lobbying plans.  
Congratulated the Bethel Wrestlers on their State win.

Council Member Mitchell Forbes–  
Thanked everyone who came to the City Council Meeting to speak tonight.

## EXECUTIVE SESSION

**Item A**– In Accordance With AS 44.62.310(c)1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity- Potential Litigation City Of Bethel vs. Ben Barnes- Case #: 4BE-17-291-CI.

Move Into Executive Session-  
In Accordance With AS 44.62.310(c)1: Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity- Potential Litigation City Of Bethel vs. Ben Barnes- Case #: 4BE-17-291-CI. Those attending Item A were: City Attorney, City Manager, and the City Clerk.

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**Main Motion:**

Moved by:	Forbes
Seconded by:	Springer
Action:	Motion carries by a vote of 7-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

*Council Member Shabani declared a conflict of interest due to Ben Barnes's employment by Kusko Cab.  
 Council Member Shabani stated that he could take action in a way that is fair and impartial.  
 Mayor Robb ruled Council Member Shabani does not have a conflict of interest.  
 Council Member Shabani departed the meeting at 10:40 p.m.  
 Council Member Springer departed the meeting at 10:55 p.m.*

**XV. ADJOURNMENT**

**Main Motion:** Adjournment.

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Moved by:	Forbes
Seconded by:	Albertson
Action:	Motion carries by a vote of 4-1
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Forbes
Opposed:	<input checked="" type="checkbox"/> Williams

*Council adjourned at 10:55 p.m.*

\_\_\_\_\_  
 Richard Robb, Mayor

ATTEST:

\_\_\_\_\_  
 Lori Strickler, City Clerk

**I. CALL TO ORDER**

A Special Meeting of the Bethel City Council was held on January 9, 2018 at 6:00 p.m., in the council chambers, Bethel, Alaska.

Mayor Richard Robb called the meeting to order at 6:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

<b>Comprising a quorum of the Council, the following members were present:</b>	
Mayor Rick Robb	Council Member Mitchell Forbes
Vice-Mayor Fred Watson	Council Member Thor Williams
Council Member Leif Albertson	Council Member Mark Springer (arrived at 6:05 p.m.)
<b>Members Absent:</b>	
Council Member Naim Shabani	
<b>Also in attendance were the following:</b>	
City Manager Pete Williams	City Clerk Lori Strickler
City Attorney Patty Burley	

**IV. PEOPLE TO BE HEARD**

David E. Trantham- Stated the importance of the City Council’s review of the audit.

*Council Member Springer arrived at 6:05 p.m.*

**V. APPROVAL OF THE AGENDA**

**Main Motion:** Approve the Agenda.

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Moved by:	Forbes
Seconded by:	Springer
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

**VI. NEW BUSINESS**

**Item A-** Fiscal Year 2016 Audit Report / Review With The City’s Auditing Firm, Altman, Rogers & Co.

*Altman Rogers Representative, Brian Kupilik, presented the Audit Report.*

**VII. ADJOURNMENT**

**Main Motion:** Adjournment.

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Moved by:	Forbes
Seconded by:	Springer
Action:	Motion carries by a vote of 6-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Springer <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

*Council adjourned at 6:30 p.m.*

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Richard Robb, Mayor

ATTEST:

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Lori Strickler, City Clerk

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# ***Reports of Standing Committees***

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# City of Bethel, Alaska

## Public Safety & Transportation Commission

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January 3<sup>rd</sup>, 2018

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 January 3, 2018 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:34 pm.

### II. ROLL CALL

Present: Eileen Henrikson *Chair*  
Jared Karr *Vice Chair*  
Naim Shabani  
Julene Webber  
Mary Weiss  
Joan Dewey  
Mary Nanuwak *Alternate*

Absent: Monroe Tyler

Ex-Officio Present: Burke Waldron *Chief of Police*  
William Howell III *Fire Chief*  
Jesslyn McGowan *Recorder*

### III. PEOPLE TO BE HEARD

No one to be heard

### IV. APPROVAL OF AGENDA

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

### V. APPROVAL OF MINUTES

<b>MOVED:</b>	Webber	Motion to approve the minutes from the regular meeting of
<b>SECONDED:</b>	Shabani	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

**VI. SPECIAL ORDER OF BUSINESS**

City Clerk Lori Strickler gave a presentation to the Commission on everyone’s roles and any questions people had. Also went over the basics and rules for it as well.

**VII. UNFINISHED BUSINESS**

**A. Taxi Rate Increase**

Naim Shabani discussed the rate increase and answered questions any members had.

<b>MOVED:</b>	Karr	Motion to suspend the rules and let the public speak out of the People to be Heard section.
<b>SECONDED:</b>	Dewey	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

Community Member and Kusko Cab driver Frank Mazzaro explained that driving a short distance makes you lose your turn on the dispatch board, so everyone should get charged even if they go 10 feet.

<b>MOVED:</b>	Webber	Motion to recommend to council to increase cab rates to the proposed rates.
<b>SECONDED:</b>	Karr	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

**B. Discussion about Taxi Cameras**

Naim Shabani made a short discussion since this was discussed in previous meetings. He suggests to remove the language talking about GPS in the taxi cameras.

<b>MOVED:</b>	Karr	Motion to table discussion until more information is brought forward.
<b>SECONDED:</b>	Dewey	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

**C. Discuss BMC Codes**

<b>MOVED:</b>	Dewey	Motion to table the remaining discussions to the next meeting.
<b>SECONDED:</b>	Shabani	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

**VIII. NEW BUSINESS**

**A. Housekeeping**

Tabled discussion to next meeting

**B. Potential Opening of New Position of Transportation Inspector**

Tabled discussion to next meeting

**IX. CHIEF’s COMMENTS**

Fire Chief Howell – See report in commission packet

Chief Waldron – See report in commission packet

**X. TRANSPORTATION INSPECTOR’S REPORT**

See report in commission packet

**XI. COUNCIL REPRESENTATIVE’s COMMENTS**

No comments due to meeting adjourned early

**XII. COMMISSION MEMBER’s COMMENTS**

No comments due to meeting adjourned early

**XIII. ADJOURNMENT**

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

*Meeting adjourned at 7:55 pm.*

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jesslyn McGowan, Recorder

\_\_\_\_\_  
Eileen Henrikson, Chair

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# City of Bethel, Alaska

## Parks, Recreation, Aquatic, Health & Safety Center Committee Minutes

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January 8, 2018

Regular Meeting

Bethel, Alaska

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**I. CALL TO ORDER:**

A regular Parks and Recreation Committee Meeting was held on January 8, 2018 in the City Hall council chambers in, Bethel, Alaska. Michelle DeWitt called the meeting to order at 6:00 pm.

**II. ROLL CALL:**

Comprising a quorum of the committee, the following were present: Michelle DeWitt, Judy Wasierski, Kathy Hanson, Barbara Mosier, Beverly Hoffman, Brian Lefferts, Justin Wintersteen, Mitchell Forbes arrived at 6:21 p.m.  
Unexcused absent: Kathryn Baldwin

Also Present:

Committee Recorder, Ashley Dade  
YKFC Director, Stacey Reardon  
Property Maintenance Forman, Luis Lemas  
Finance Director, Jim Chevigny

**III. PEOPLE TO BE HEARD:**

Thomas Kalistook-Phase II for the fitness center, armory not available, would like an open gym to play sports, started Petition and received 100 signatures so far. Peter Evon-Positive impact for Phase I and II. Need options for indoor activities. Faith Brink- Here to support Phase II for fitness center. Barbara Mosier shared that she is not asking to remain on the Committee now that her term is up. Justin Wintersteen is interested in going from alternate to permanent Committee member.

**IV. APPROVAL OF AGENDA:**

<b>MOVED BY:</b>	Judy Wasierski	Motion to approve the agenda to move item G up to item A.
<b>SECONDED BY:</b>	Michelle DeWitt	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

**V. APPROVAL OF MINUTES:**

<b>MOVED BY:</b>	Beverly Hoffman	Motion to approve minutes for November 13, 2017 meeting. No discussion.
<b>SECONDED BY:</b>	Brian Lefferts	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

**VI. SPECIAL ORDER OF BUSINESS:**

**VII. UNFINISHED BUSINESS:**

G. Phase II YK Fitness Center, multi-purpose community center- Concept drawing of previous plan shared and now need community meeting for vision. Consider a petition to Council to place on 2019 Capital Projects list.

Subcommittee of Brian Lefferts, Beverly Hoffman, and Justin Wintersteen formed.

B. Individual to provide report to February 13 City Council meeting

C. Unresolved Recommendations and Action Memorandums/Finance- Not certain status of Tracts D and H in Kasayuli to be designated as recreation space. Luis reported Owl Park still fenced off and will check into new timeline for rehab.

Cherry-picker for pool maintenance costs \$40,000 + shipping. Motion made by Kathy Hanson, seconded by Judy Wasierski to recommend to City to purchase a cherry picker. Motion carries. Stacey will look at what City wants to order.

**VIII. Approval of Cherry Picker:**

<b>MOVED BY:</b>	Kathy Hanson	Motion to recommend to the City Council that the City move forward on the purchase on the Cherry Picker for YK Fitness Center.
<b>SECONDED BY:</b>	Judy Wasierski	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

D. Privatizing Recreational Services- Calendar/budget Discussion-Tabled.

E. Pinky's Park- E. Boardwalk connection included in the rehab of Pinky's Park and field.

F. Owl Park- Will get an update next month from Luis.

A. Kasayuli Park Development-Tabled for February meeting.

**IX. PARKS AND RECREATION DEPARTMENT REPORT:**

F. Balance on dedicated Pool Fund- City Finance Director Jim Chevigny shared updated Balance on dedicated Pool Fund at \$3.5 million, based on audit report dating back to 2011 and 2016 audit. Jim answered questions from the Committee.

G. Sub Committee reports: Physical Facility- Water Temp and Marketing were removed from Subcommittees and Phase II was added.

H. Arts at the YK Fitness Center- Three contracts to 3 artists were signed and work will be completed by end of August 2018. Rene is submitting a plan for the local artist residency.

K. Maintenance Schedules and Checklist at YKFC-Schedules and Checklists are being developed.

**X. YKFC FACILITY DIRECTOR'S REPORT:** Stacey reported they are working on improvements in ladies locker room and have dedicated more of Bridget's house to keep up the cleanliness. Working on options to replace the shower handles that are economic. Talked about Community swim event and Basketball tournament happening in February. Currently conducting a special activity schedule.

**XI. NEW BUSINESS:**

A. Outdoor Fitness Court- John Sargent, City Grant writer shared a video, information and grant availability. Committee not interested in pursuing it.

**XII. MEMBER COMMENTS:**

- M. DeWitt – No comment
- J. Wasierski –No comment
- B. Mosier – No comment
- B. Hoffman – No comment
- J. Wintersteen – No comment
- L. Lemus – No comment
- B. Lefferts – No comment
- M. Forbes - No comment

**XIII. ADJOURNMENT:**

<b>MOVED BY:</b>	Beverly Hoffman	Motion to adjourn.
<b>SECONDED BY:</b>	Brian Lefferts	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote	

With no further business, meeting adjourned at 8:14 pm

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

\_\_\_\_\_  
 Ashley Dade  
 Recorder of Minutes

\_\_\_\_\_  
 Michelle DeWitt  
 Chair

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# City of Bethel, Alaska

## Planning Commission

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January 11, 2018

Regular Meeting

Bethel, Alaska

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### I. CALL TO ORDER:

A regular meeting of the Planning Commission was held on January 11, 2018 at the City of Council Chambers in Bethel, Alaska. Co-Chair Lorin Bradbury called the meeting to order at 6:35 PM.

### II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Lorin Bradbury, Jon Cochrane, Shadi Rabi and Thor Williams.

Excused Absence: John Guinn

Unexcused Absence: Kathy Hanson and Alex Wasierski

Also present: City Planner, Betsy Jumper

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

### IV. SPECIAL ORDER OF BUSINESS:

#### A. Electing Chair and Vice-Chair of the Commission

<b>MOVED:</b>	John Cochrane	Motion to re- elect Kathy Hanson for Chair of the Planning Commission.
<b>SECONDED:</b>	Shadi Rabi	
<b>VOTE ON MOTION</b>	Unanimous	

<b>MOVED:</b>	Jon Cochane	Motion to re-elect Lorin Bradbury for Vice-Chair of the Planning Commission.
<b>SECONDED:</b>	Shadi Rabi	
<b>VOTE ON MOTION</b>	Unanimous	

### V. APPROVAL OF THE AGENDA:

<b>MOVED:</b>	Jon Cochrane	Motion to approve the agenda.
<b>SECONDED:</b>	Thor Williams	
<b>VOTE ON MOTION</b>	Unanimous	

### VI. APPROVAL OF THE MINUTES:

<b>MOVED:</b>	John Guinn	Motion to approve the November 9, 2017 meeting minutes
<b>SECONDED:</b>	Jon Cochrane	
<b>VOTE ON MOTION</b>	Unanimous	

**VII. NEW BUSINESS:**

**VII. PLANNER'S REPORT:** Betsy Jumper gave her report and informed the commissioners of the upcoming meetings.

**VIII. COMMISSIONER'S COMMENTS:**

- L. Bradbury- no comment.
- S. Rabi- no comment
- J. Cochrane- no comment.
- T. Williams- no comment

**IX. ADJOURNMENT:**

<b>MOVED:</b>	Jon Cochrane	Motion to adjourn the meeting.
<b>SECONDED:</b>	Thor Williams	
<b>VOTE ON MOTION</b>	Unanimous	

With no further business the meeting adjourned at 6:50pm

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018

\_\_\_\_\_  
ATTEST: Pauline Boratko, Recorder

\_\_\_\_\_  
Lorin Bradbury, Co- Chair

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# ***Special Order of Business***

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*City of Bethel Proclamation*  
**Recognizing the Bethel Warriors Wrestling Team in their  
Division II State Championship Title**

- WHEREAS,** the hard work, dedication, sportsmanship, talent, exceptional team chemistry and support has enabled these student athletes to earn a back to back State Championship title and the ten straight year of being in the top 2 at State;
- WHEREAS,** winning the Alaska State Wrestling Championship, Division II for the eighth time, brings honor to the community of Bethel and pride in our young hardworking athletes;
- WHEREAS,** Head Coach Darren Lieb, the entire coaching staff, and team member parents were integral in guiding the team to victory through their unwavering support;
- WHEREAS,** special accolades this year include Darren Lieb voted Coach of the Year and Paul O'Brian voted Assistant Coach of the Year;
- WHEREAS,** Thomas Dymant is Bethel's first four time State Champion, an achievement that only 11 Alaskans have made;
- WHEREAS,** the Bethel Girls Wrestling Team placed 6<sup>th</sup> out of 41 schools that sent female wrestlers, this is a milestone for the team as it is the first year the girl's team points were calculated;
- WHEREAS,** the community of Bethel is excited to support such an outstanding group of young men and women in their quest, and look forward to future memorable seasons;
- WHEREAS,** congratulations to the team for their outstanding performance.
- THEREFORE,** the City of Bethel, City Council, does hereby recognize the Bethel Warriors Wrestling Team for the job well done and thank them for their hard work and dedication throughout the season.

Signed this 23rd day in January 2018.

\_\_\_\_\_  
Richard Robb, Mayor

\_\_\_\_\_  
Lori Strickler, City Clerk

**HEAD COACH:** Darren Lieb  
**ASSTISTANT COACH:** Paul O'Brien & Thor Williams  
**VOLUNTEER ASST'S:** Daryl Smith

**98 lb Weight Class**

Freshman - Hunter Secor (98 lbs.)

**106 lb Weight Class**

Freshman - Travis Chaney (106 lbs.)  
Freshman - DellaRae Charlie (106 lbs) 5th Place  
Senior Jarius Allain (106 lbs.) 2nd place  
Junior - Kelsi Madson (106 lbs.)

**113 lb Weight Class**

Freshman - Rae Charlie (113 lbs.)  
Senior - Thomas Dymont (113 lbs.) 1st Place

**120 lb Weight Class**

Senior - Avery Hoffman (120 lbs.)  
Senior - Seth Smith (120 lbs.) 3rd Place  
Freshman - Jaron Mute (120 lbs.)

**126 lb Weight Class**

Senior - Mathew Hunter (126 lbs.) 4th Place

**132 lb Weight Class**

Sophomore - Lindsey Beans-Polk (132 lbs.)

**145 lb Weight Class**

Sophomore - Hayden Lieb (145 lbs.) 1st Place  
Senior - Kelly O'Brien (145 lbs.) 4th Place

**152 lb Weight Class**

Senior - Mian Alexie-Leonard (152 lbs.) 1st Place

**160 lb Weight Class**

sophomore - Kevin Valadez (160 lbs.)  
Senior - Mathew Ferguson (160 lbs.) 5th Place

**182 lb Weight Class**

Senior - Sven Williams (182 lbs.) 4th Place

**195 lb Weight Class**

Sophomore - Kyle Valadez (195 lbs.)

**220 lb Weight Class**

Junior - Elijah Lindley (220 lbs.) 6th Place

**285 lb Weight Class**

Junior - Ryan Smith (285 lbs.) 5th Place

**Team Managers**

Farrah Leib  
Brianna Evan,  
Courtney Williams,  
Cryston LePore  
Riley Johnson

**Schedule:**

YKFC Staff Gathering TBD Friday in February Open 5:30-4:30pm  
 Easter: 4/1/18 Open 2pm-9pm  
 Memorial Day: 5/28/18 2pm-9pm

**Staffing**

Operational Staff: Current staffing levels are meeting our needs.

Programming Staff: We are still looking for programming staff to fill the below roles:

- Swim Instructors
- Masters Swim Coach: Swim coach is not required to be American Red Cross Certified, but must have experience with coaching competitive swimming.
- Fitness Instructors and Certified Personal Trainers
- Instructors for any activity, craft or music patrons might be interested in learning.

**Anyone interested in working with us can call 543-0390 or visit [ykfitness.org](http://ykfitness.org) for information.**

**Programming**

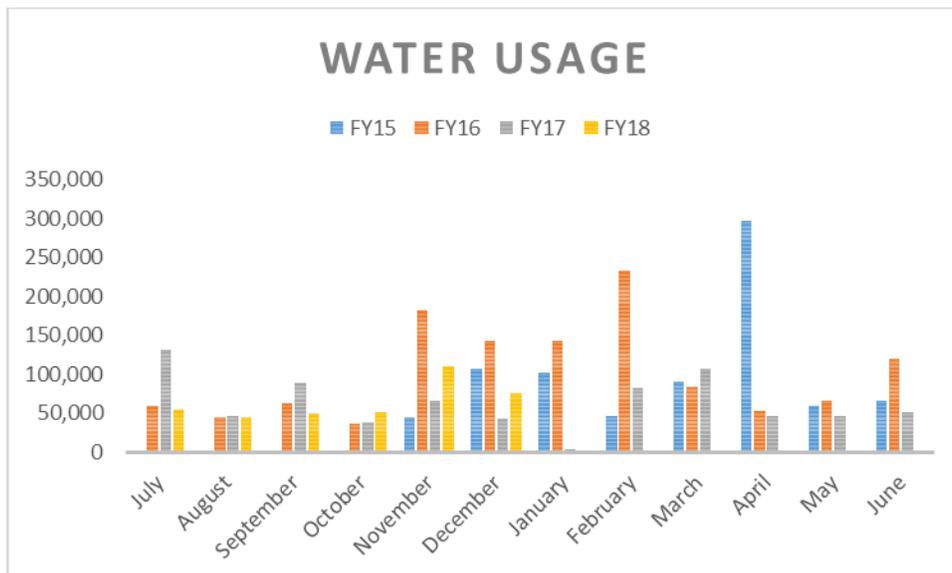
Fitness and Aquatic Classes: Fall 2 classes run October 30<sup>th</sup> – December 17<sup>th</sup>. Winter classes will run Jan 8<sup>th</sup> – March 4<sup>th</sup>. Registration for Winter classes will begin December 11<sup>th</sup>.

Rentals: December rentals included 11 parties.

Off Site activities: December gym activities included league basketball, youth soccer and Ultimate Frisbee at the BRHS gym.

**Facility Maintenance**

Water Usage:



\*Note: Facility opened in November of 2014 (FY15)

Warranty Maintenance: Bethel Contracting has completed work on the roof and has sealed the windows. We continue to have a few small leaks and they are working to find the source and seal. Interior repairs and corrections have not yet been started.

Routine Maintenance: All routine maintenance was completed as scheduled.

Corrective Maintenance:

- Noticed small leak on pool heat exchanger, tightened connections
- Pressurized secondary water heat system
- Adjusted belts on treadmills #5 and #6
- Replaced Aquastat Hi Limit Pressure Switch on Boiler #1
- Replaced O-ring on Pool Chlorine Booster pump
- Cleaned and checked springs on shower soap dispensers
- 

Maintenance needed:

- Lamps for UV system are nearing the end of their use life and will need to be replaced. Due to the delicate and highly technical nature of the work it may be necessary to bring in a contractor. We are looking at options.
- Experiencing issue with High Limit Switch on Boiler #1. We replaced the Hi- Limit sensor but continue to have issues. We are monitoring the situation and reviewing possible causes and solutions.

Previously reported maintenance still pending:

- Men's Locker room gaskets on handle to shower #2 need to be replaced to prevent leaking inside the wall. Facility maintenance has disassembled the unit to determine best corrective actions. Update – Dec2017 in order to work on the shower handles we have to remove part of the shower wall for access. We are working with City Maintenance to find a replacement for the current shower handles that will help reduce water use. We are holding off cutting into the wall until we have a replacement item on hand.
- Airlocks – we are finding that both the pool and spa regularly develop airlocks when being backwashed. While the airlocks are easy to release, we are trying to determine why they are occurring to avoid them. Update: We have found an air leak in pool filter tank #2 that seems to be the cause of the air leak for the pool. We are looking at best options for correcting the leak.
- Overhead fans in pool area need maintenance. Working with City Facilities Department to develop a plan for safe access to trouble shoot the fans.
- Solenoid controlling the relay locking mechanism for the Family Locker room door has malfunctioned. The part was special made for that relay assembly, we are working with the company attempting to get a replacement part.
- While moving cardio machines we found that the treadmills are wearing groves into the linoleum in some places and causing the linoleum to bubble in others. Need to look into alternative flooring options for under these pieces.
- Experiencing leaking from shower handles, need to replace gaskets and seals. Update: review of the shower system is underway to determine if a different shower handle assembly would be in the best interest of the facility in the long run. Working with City Staff to gather information.
- Experiencing difficulties with BIAMP Interface modules for playing music in the cardio/weight room and studio. We are reviewing system to determine whether they can be fixed or will need to be replaced.

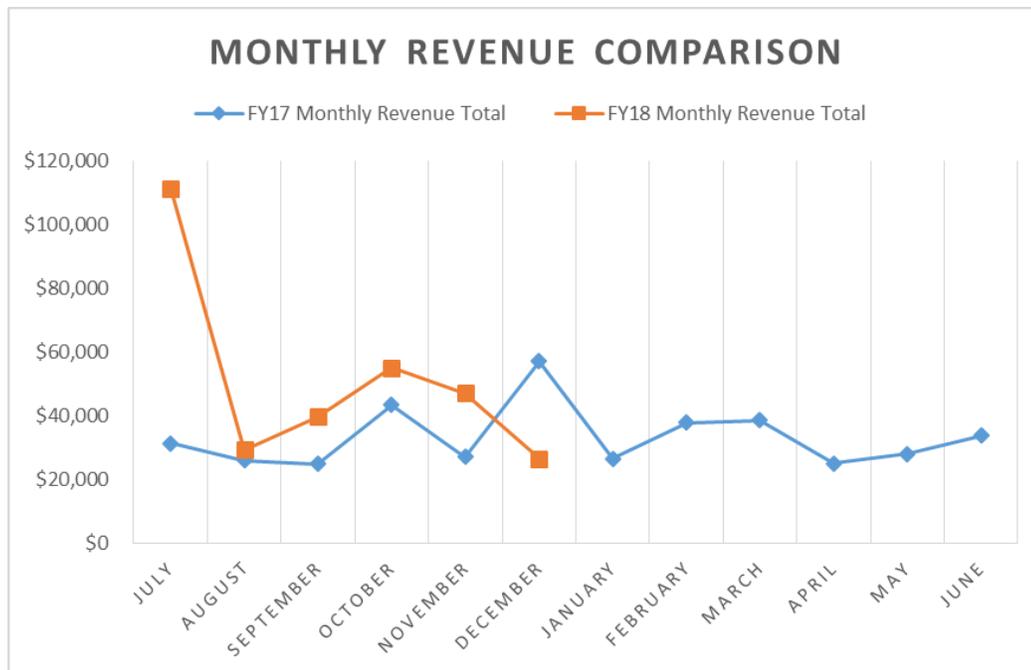
**Revenue**

**FY18 Revenue**

Code	Facility Revenue	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total	FY18 Budget	%attained
414	Memberships	\$94,430	\$9,948	\$17,239	\$29,334	\$17,032	\$9,462	\$177,445	\$372,000	47.70%
430	Pro Shop	\$3,283	\$3,246	\$3,426	\$5,195	\$3,231	\$3,172	\$21,553	\$39,675	54.32%
435	Concessions	\$4,078	\$4,685	\$5,635	\$7,286	\$5,834	\$5,643	\$33,162	\$49,200	67.40%
460	Entry Fees	\$6,162	\$7,629	\$5,955	\$6,151	\$14,683	\$5,749	\$46,330	\$78,480	59.03%
463	Facility Rental	\$661	\$801	\$542	\$1,434	\$987	\$1,189	\$5,615	\$12,750	44.04%
465	Program Fees	\$2,741	\$3,046	\$7,053	\$5,730	\$5,352	\$1,469	\$25,391	\$90,500	28.06%
	<b>Facility Revenue Total</b>	<b>\$111,356</b>	<b>\$29,355</b>	<b>\$39,850</b>	<b>\$55,131</b>	<b>\$47,120</b>	<b>\$26,685</b>	<b>\$309,497</b>	<b>\$642,605</b>	<b>48.16%</b>

- July Membership Revenue includes payment for LKSD FY18 Contract.

**Revenue Comparisons FY17-FY18**



Revenue for December 2016 (FY17) included the Annual membership payments for the YKHC contract. The FY18 contract has been renewed but funds have not yet been received and will be included in the January 2018 revenue.

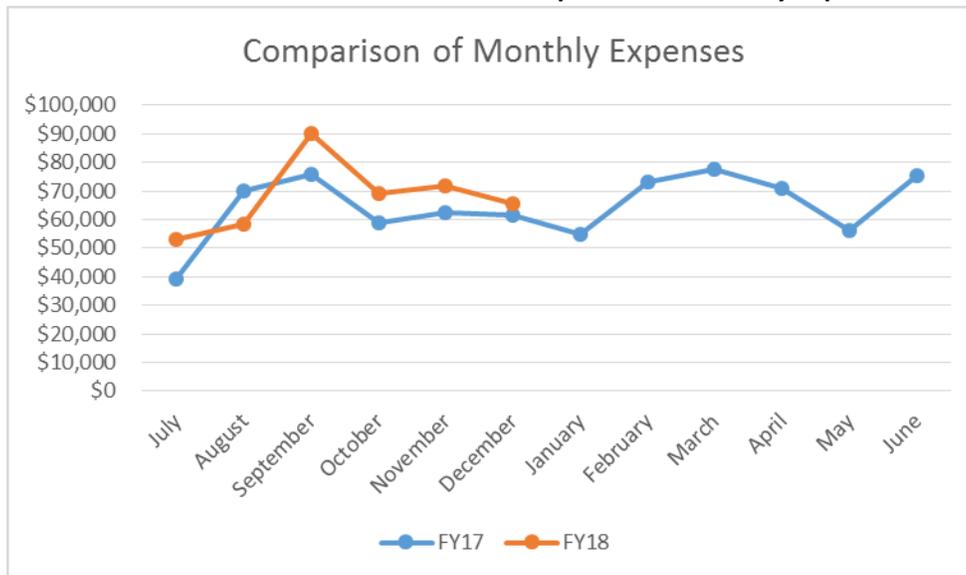
	July	August	September	October	November	December
FY17 Monthly Revenue Total	\$31,433	\$26,142	\$24,867	\$43,503	\$27,134	\$57,131
FY18 Monthly Revenue Total	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685
Change	\$79,923	\$3,213	\$14,983	\$11,628	\$19,986	(\$30,446)

**FY18 Expenses**

	Expenses	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total	Budgeted	% used
	Salary Wages	\$10,000	\$10,110	\$20,989	\$13,382	\$11,062	\$14,108	\$79,650	\$233,050	34.18%
	Hourly Wages	\$17,300	\$18,171	\$29,147	\$20,984	\$23,778	\$23,239	\$132,619	\$331,500	40.01%
	Benefits	\$5,527	\$5,957	\$11,198	\$8,187	\$8,677	\$9,286	\$48,832	\$117,310	41.63%
521	Housing	\$3,000	\$3,000	\$3,090	\$3,090	\$3,090	\$3,090	\$18,360	\$37,080	49.51%
545	Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,731	0.00%
561	Supplies	\$2,520	\$6,925	\$10,929	\$4,807	\$9,966	\$2,458	\$37,606	\$95,696	39.30%
580	Boiler	\$0	\$0	\$0	\$0	\$0	\$187	\$187	\$5,250	3.56%
646	Contractors	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$11,667	\$70,002	\$144,200	48.55%
661	Vehicle Maintenance/Repair	\$0	\$0	\$0	\$38	\$0	\$0	\$38	\$750	5.06%
663	Janitorial Supplies/Services	\$219	\$49	\$134	\$3,020	\$574	\$191	\$4,187	\$20,400	20.53%
668	Software Licenses	\$682	\$308	\$423	\$581	\$491	\$245	\$2,732	\$6,869	39.76%
683	Minor Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	0.00%
684	Donations and Awards	\$90	\$0	\$0	\$0	\$0	\$0	\$90	\$500	18.00%
721	Insurance	\$1,225	\$1,225	\$1,225	\$1,225	\$1,225	\$0	\$6,125	\$15,515	39.48%
724	Dues/Subscriptions	\$169	\$169	\$169	\$169	\$169	\$169	\$1,016	\$1,965	51.70%
727	Advertising	\$203	\$168	\$0	\$0	\$236	\$269	\$877	\$10,000	8.77%
733	Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	0.00%
736	Bank Charges	\$627	\$699	\$990	\$1,640	\$1,038	\$686	\$5,679	\$14,060	40.39%
790	Allowance for Special Events	\$0	\$0	\$0	\$294	\$0	\$0	\$294	\$800	36.77%
799	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,058	0.00%
	<b>TOTAL</b>	<b>\$53,231</b>	<b>\$58,448</b>	<b>\$89,960</b>	<b>\$69,086</b>	<b>\$71,974</b>	<b>\$65,596</b>	<b>\$408,294</b>	<b>\$1,056,735</b>	<b>38.64%</b>

\*Wages are paid every 2 weeks. Most months include 2 pay periods, September includes 3. During September the facility schedule also shifted to a 7 day per week schedule adding an additional operational day per week of wages.

**Comparison of Monthly Expenses**



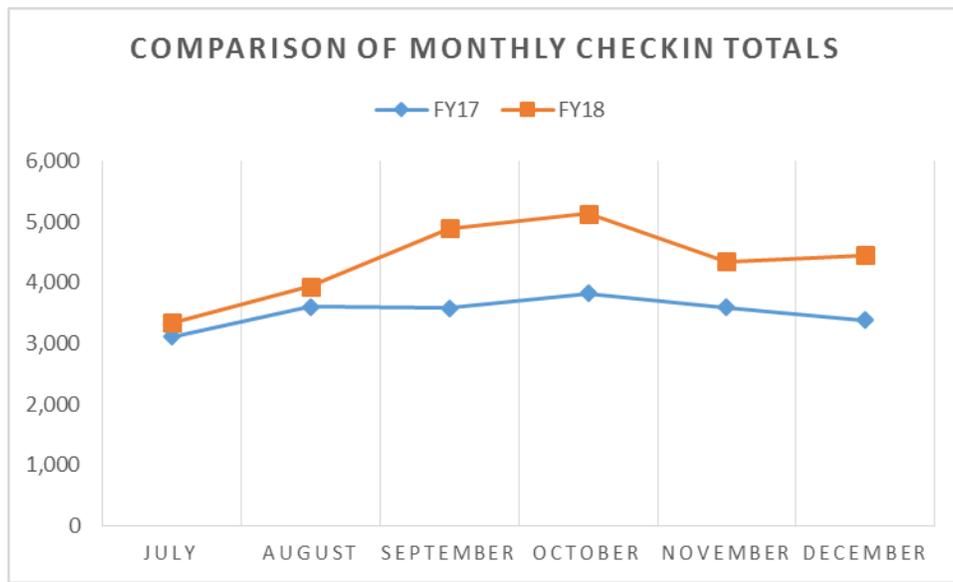
Primary influencer on the increase in expenses starting in September is the additional wages paid out to staff at the move to a 7 day per week schedule.

Monthly Expenses	July	August	September	October	November	December
FY17	\$39,145	\$70,114	\$75,717	\$58,716	\$62,335	\$61,668
FY18	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$65,596
Change	\$14,086	(\$11,666)	\$14,242	\$10,369	\$9,638	\$3,927

### Facility Utilization

Facility Check-In: Facility Check-In numbers represent the total number of patrons who visited the facility and are based on a compilation of the number of members who checked-in, the number of daily passes sold and the number of participants in programs, activities, rentals and special events. These numbers represent facility visits, not individuals as most individuals visit the facility multiple times over the course of the month.

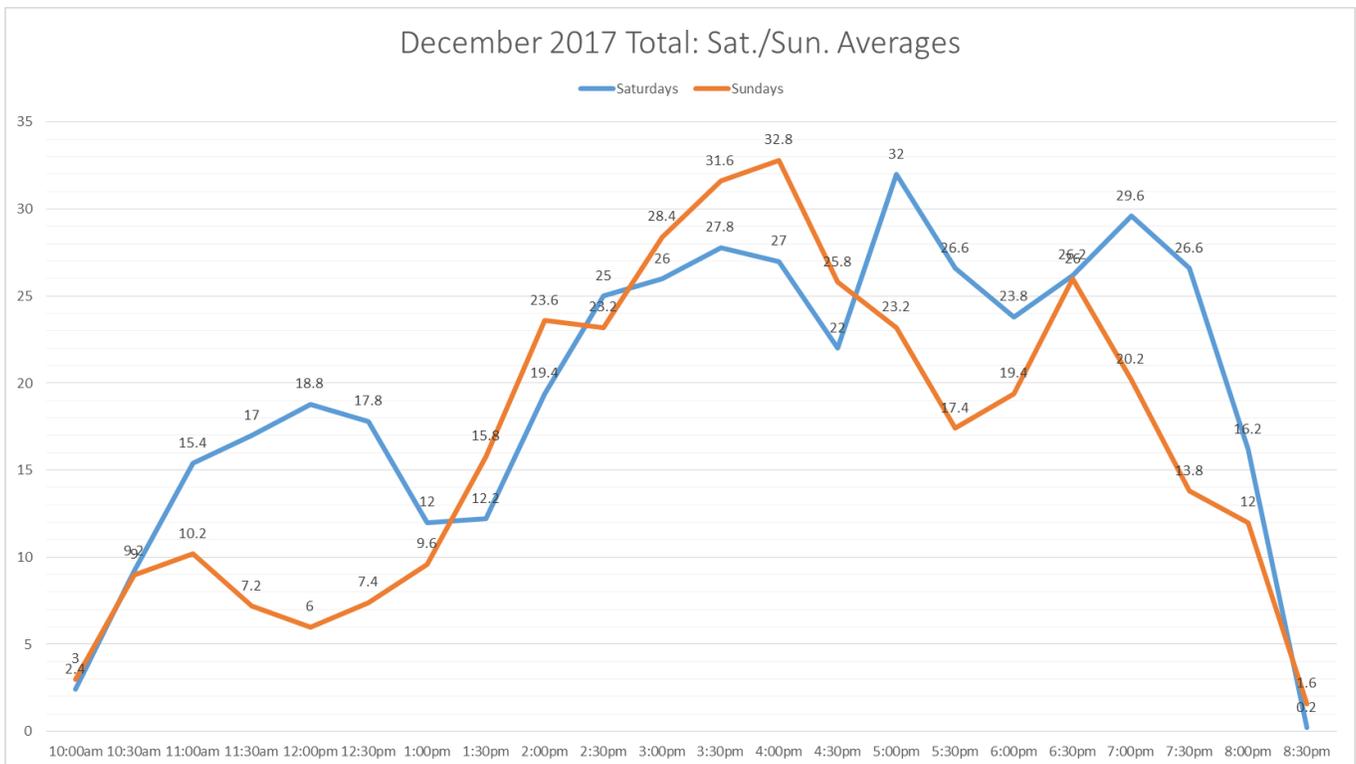
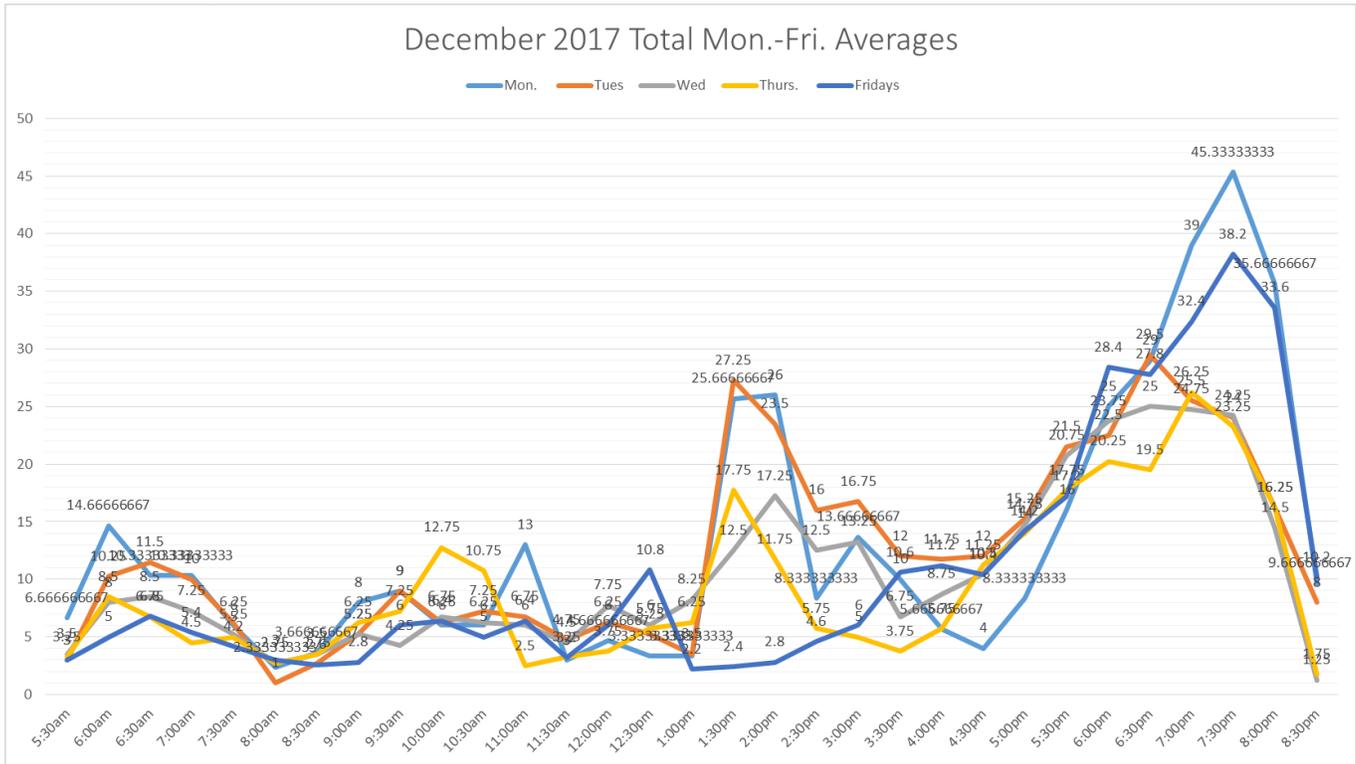
Facility Check-In	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total
Member Checkins	1,983	2,347	2,737	2,983	2,917	2,639	15,606
Daily Admissions	1,258	1,432	1,706	1,790	925	1,388	8,499
Rentals	25	62	105	50	119	215	576
Fitness Programming	48	68	249	220	285	152	1,022
Aquatics Programming	20	30	98	96	105	55	404
Youth Programs	14	34	41	0	0	4	93
<b>Monthly Totals</b>	<b>3,334</b>	<b>3,939</b>	<b>4,895</b>	<b>5,139</b>	<b>4,351</b>	<b>4,449</b>	<b>26,200</b>

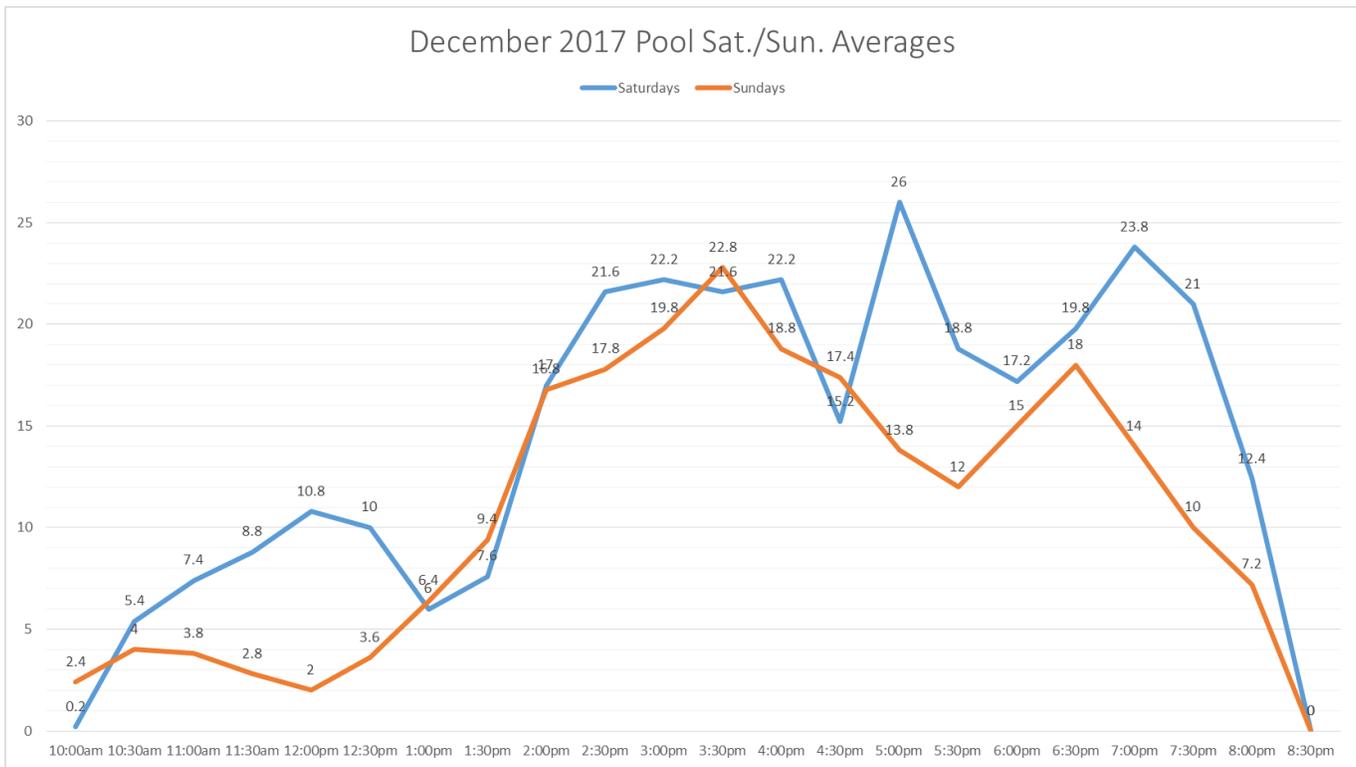
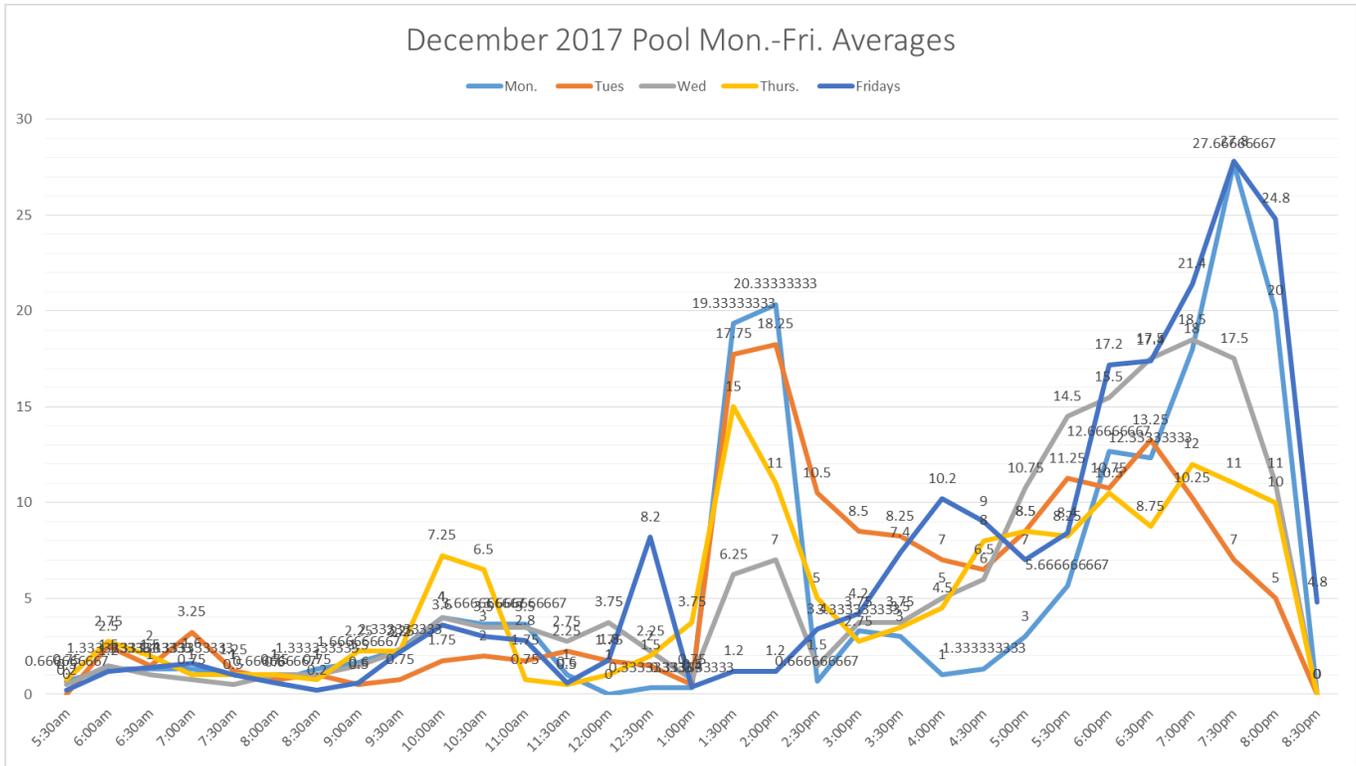


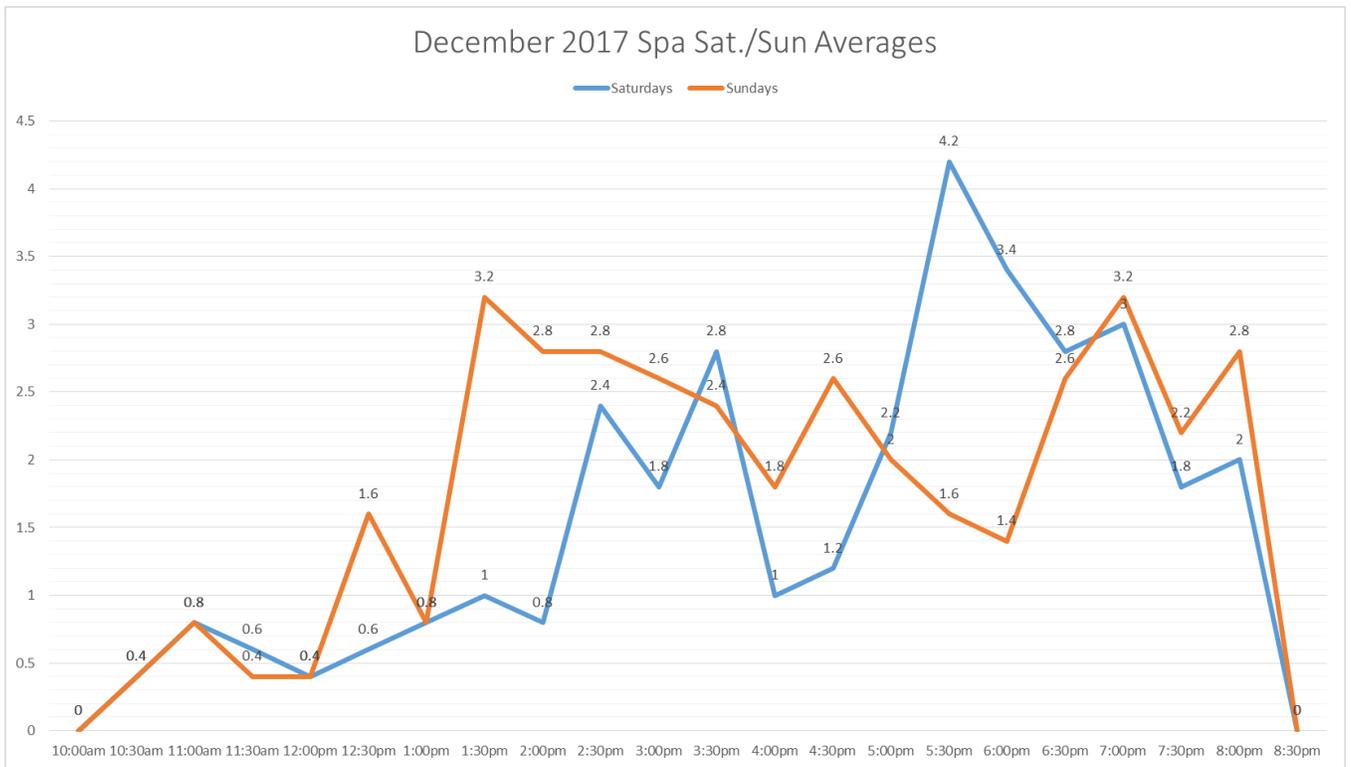
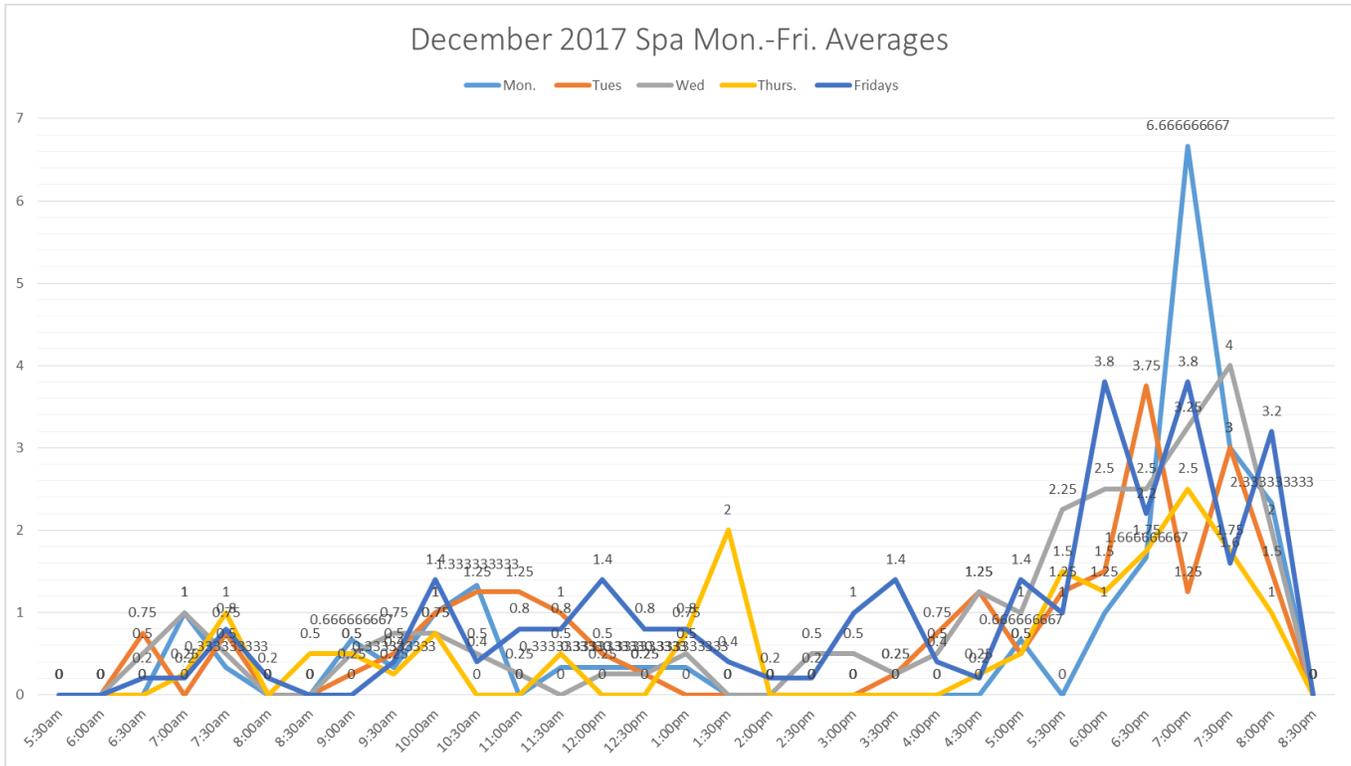
Facility Check-In	July	August	September	October	November	December	Total
FY17	3,108	3,596	3,579	3,820	3,594	3,378	47,936
FY18	3,334	3,939	4,895	5,139	4,351	4,449	26,107
Difference	226	343	1,316	1,319	757	1,071	-21,829

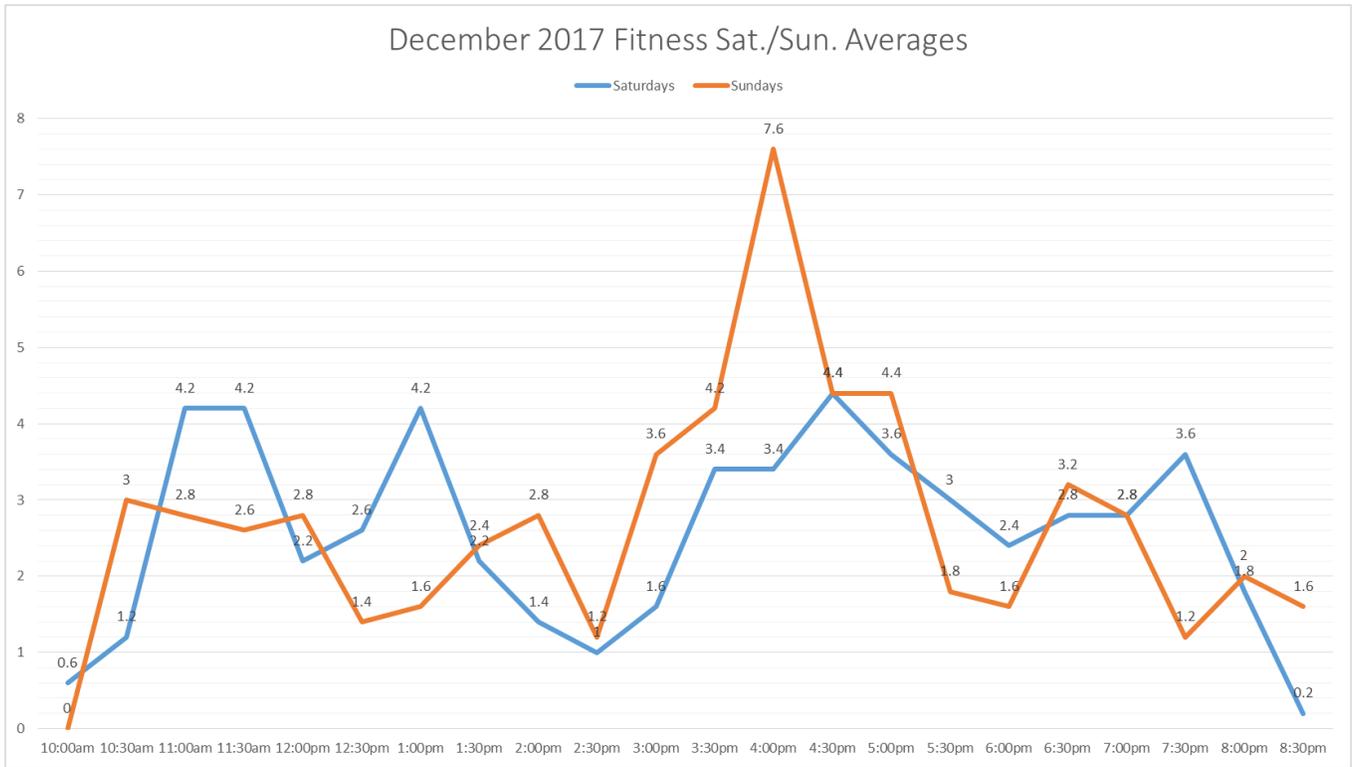
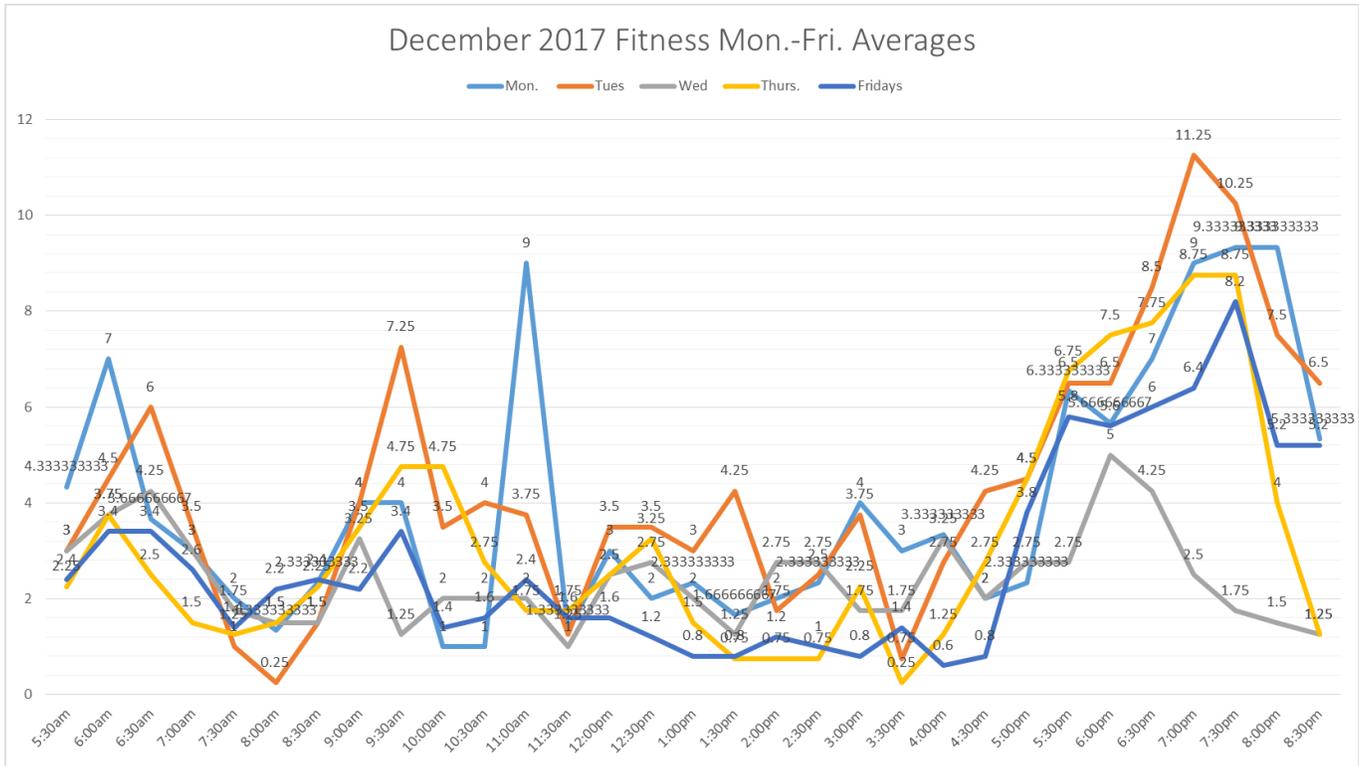
Area Usage: Count of the number of individuals in each area at the top and bottom of each hour. Showing trends and patterns of area usage, these numbers are not an accurate reporting of the overall number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted more than once. The below charts show average number of users for each area, by day of the week, per 30 minute period and are used from programming and operational hours planning.

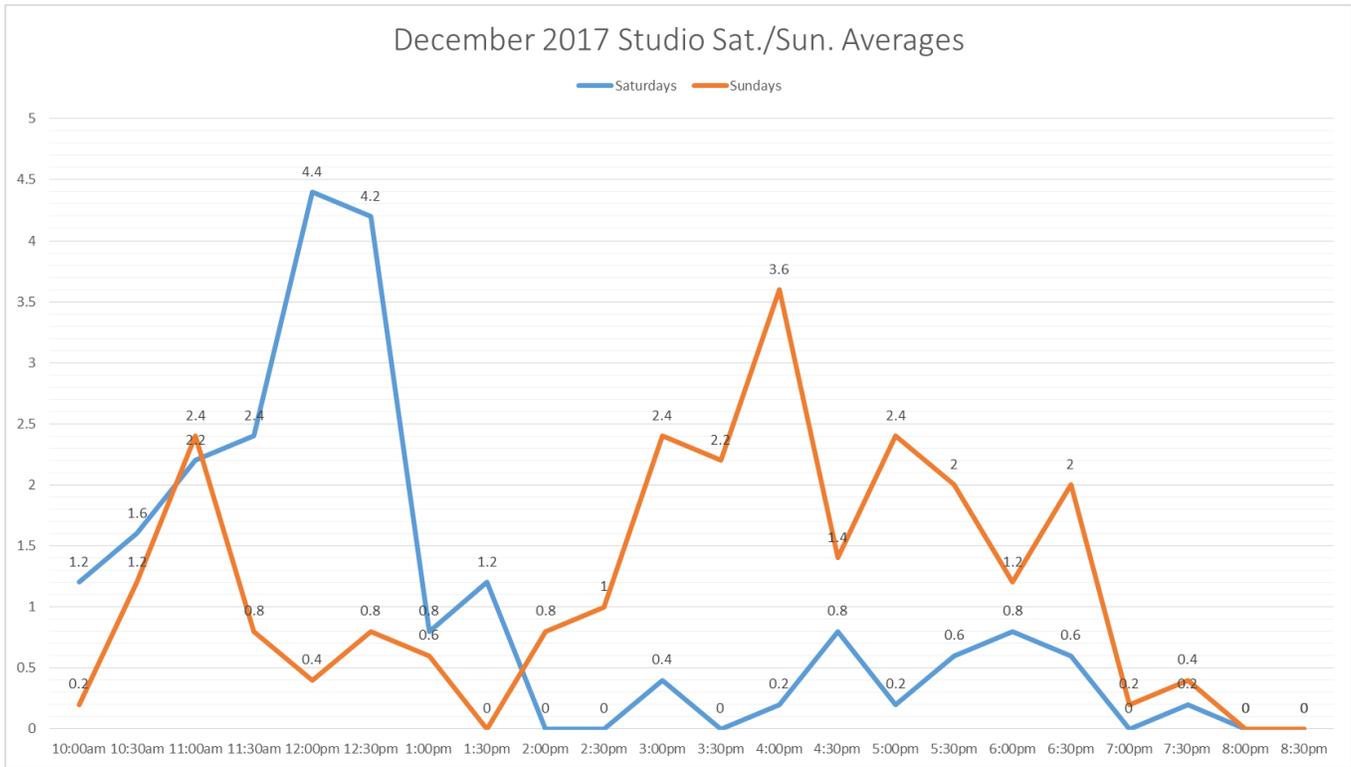
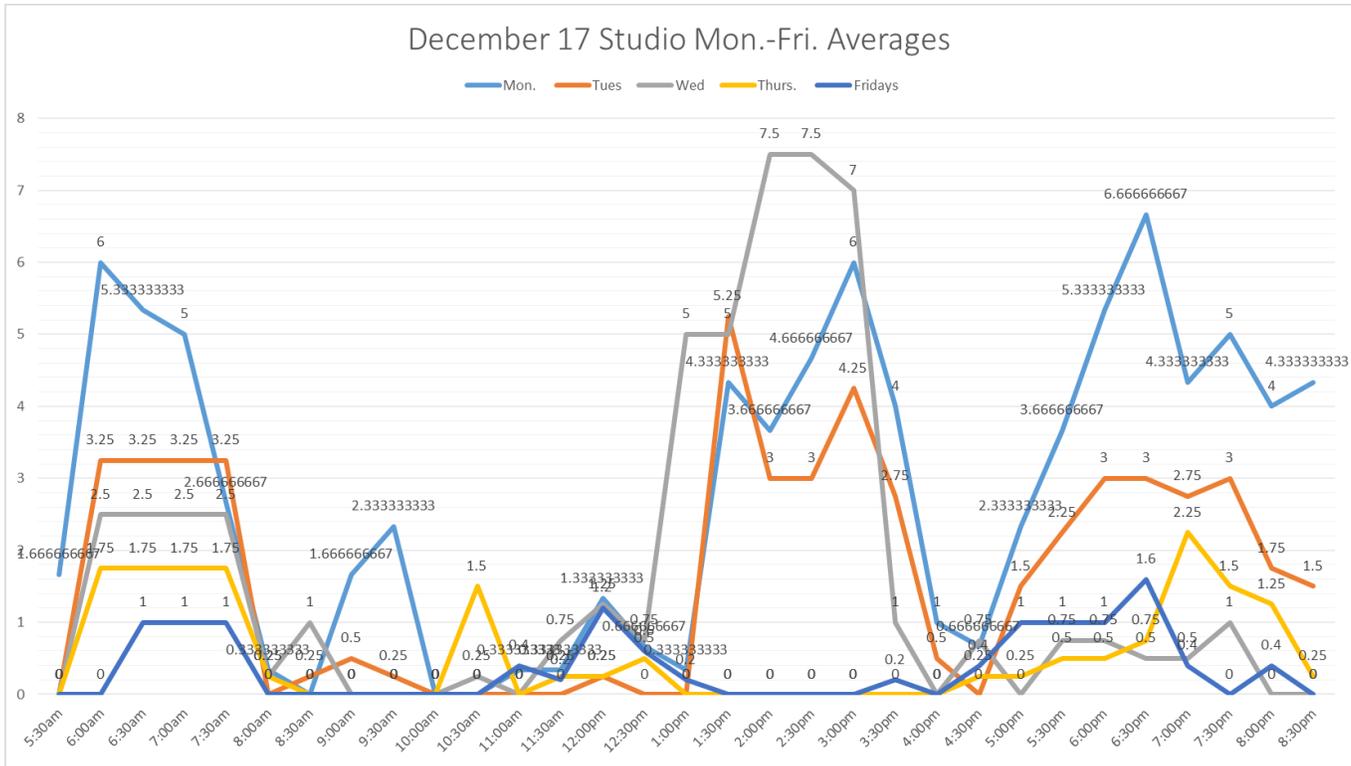
Combined Facility Totals

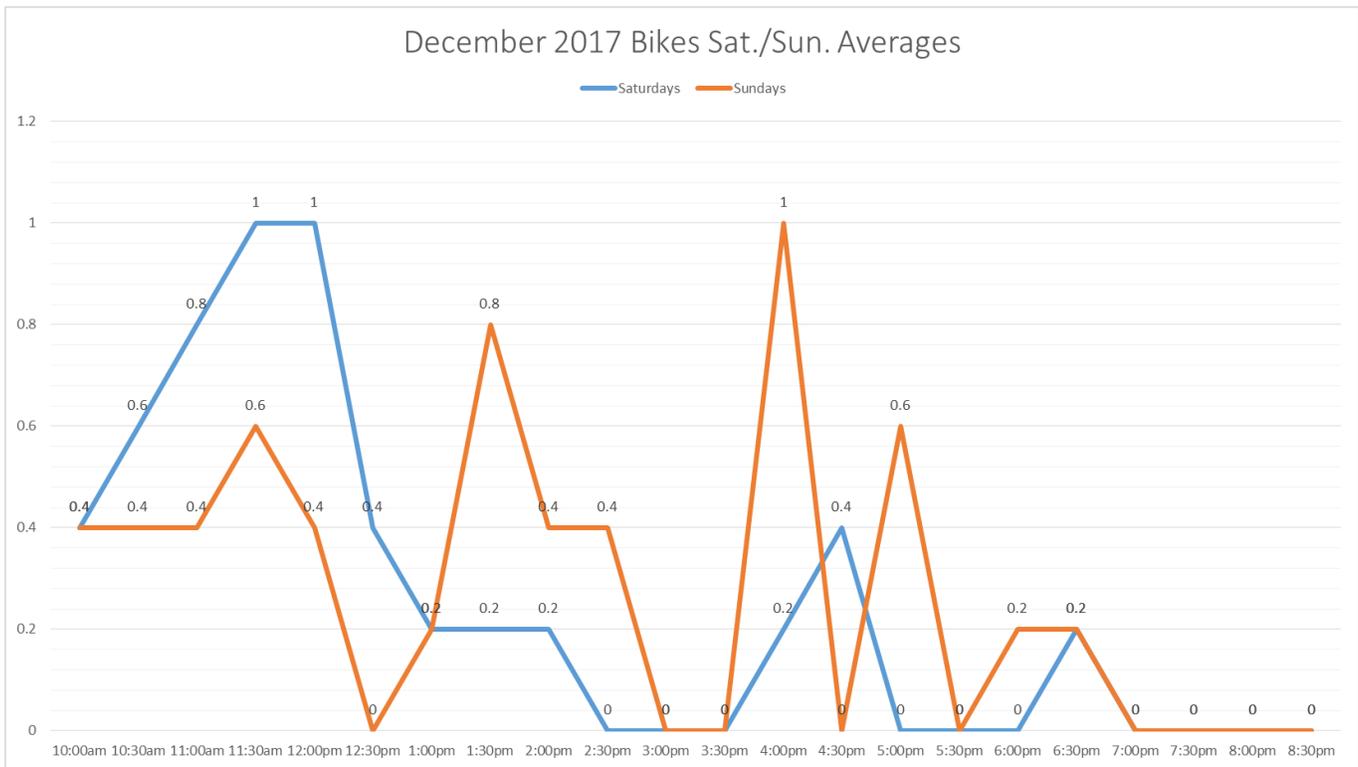
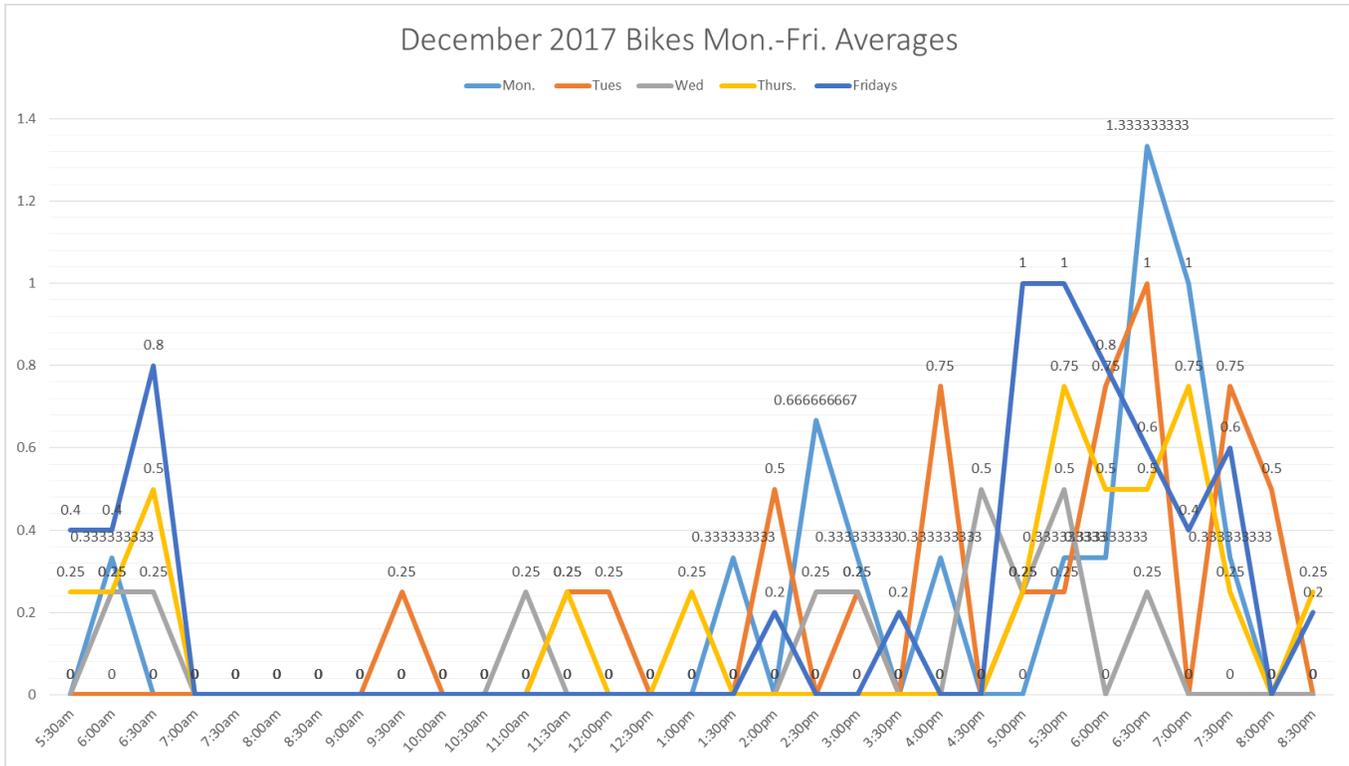












December 2017 Monthly Facility Averages by day of the week

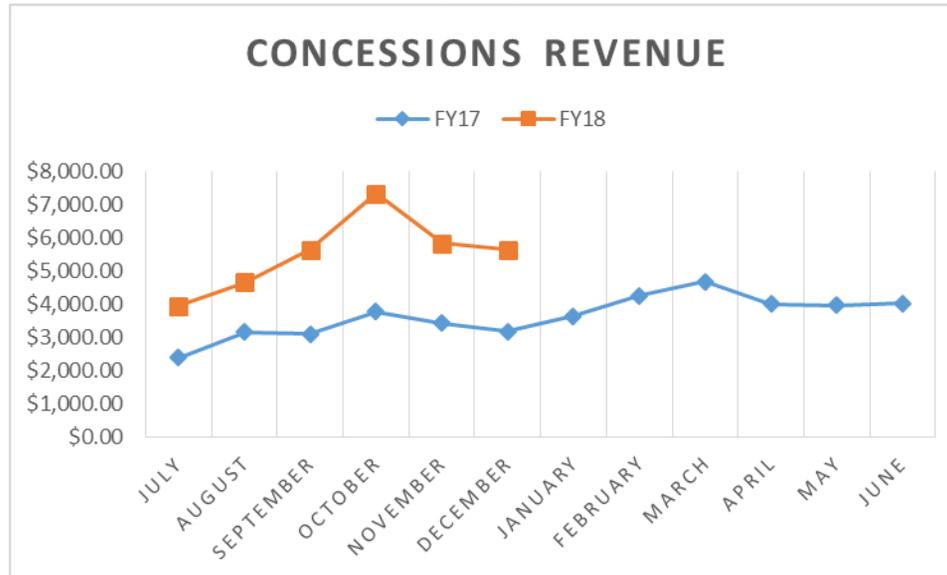
Total:	Mon.	Tues	Wed	Thurs.	Fridays	Total:	Saturdays	Sundays
5:30am	6.67	3	3.5	3.25	3	5:30am		
6:00am	14.67	10.25	8	8.5	5	6:00am		
6:30am	10.33	11.5	8.5	6.75	6.8	6:30am		
7:00am	10.33	10	7.25	4.5	5.4	7:00am		
7:30am	6.00	6.25	5.25	5	4.2	7:30am		
8:00am	2.33	1	2.75	2.75	3	8:00am		
8:30am	3.67	2.75	3.5	3.5	2.6	8:30am		
9:00am	8.00	5.25	5.25	6.25	2.8	9:00am		
9:30am	9.00	9	4.25	7.25	6	9:30am		
10:00am	6.00	6.25	6.75	12.75	6.4	10:00am	2.4	3
10:30am	6.00	7.25	6.25	10.75	5	10:30am	9.2	9
11:00am	13.00	6.75	6	2.5	6.4	11:00am	15.4	10.2
11:30am	3.00	4.75	4.5	3.25	3.2	11:30am	17	7.2
12:00pm	4.67	6.25	7.75	3.75	6	12:00pm	18.8	6
12:30pm	3.33	5.25	6	5.75	10.8	12:30pm	17.8	7.4
1:00pm	3.33	3.5	8.25	6.25	2.2	1:00pm	12	9.6
1:30pm	25.67	27.25	12.5	17.75	2.4	1:30pm	12.2	15.8
2:00pm	26.00	23.5	17.25	11.75	2.8	2:00pm	19.4	23.6
2:30pm	8.33	16	12.5	5.75	4.6	2:30pm	25	23.2
3:00pm	13.67	16.75	13.25	5	6	3:00pm	26	28.4
3:30pm	10.00	12	6.75	3.75	10.6	3:30pm	27.8	31.6
4:00pm	5.67	11.75	8.75	5.75	11.2	4:00pm	27	32.8
4:30pm	4.00	12	10.5	11.25	10.4	4:30pm	22	25.8
5:00pm	8.33	15.25	14.75	14	14.2	5:00pm	32	23.2
5:30pm	16.00	21.5	20.75	17.75	17.2	5:30pm	26.6	17.4
6:00pm	25.00	22.5	23.75	20.25	28.4	6:00pm	23.8	19.4
6:30pm	29.00	29.5	25	19.5	27.8	6:30pm	26.2	26
7:00pm	39.00	25.5	24.75	26.25	32.4	7:00pm	29.6	20.2
7:30pm	45.33	24	24.25	23.25	38.2	7:30pm	26.6	13.8
8:00pm	35.67	16.25	14.5	16.25	33.6	8:00pm	16.2	12
8:30pm	9.67	8	1.25	1.75	10.2	8:30pm	0.2	1.6

December 2017 Monthly Area Averages

Pool	Mon.	Tues	Wed	Thurs.	Fridays	Pool	Saturdays	Sundays	Spa	Mon.	Tues	Wed	Thurs.	Fridays	Spa	Saturdays	Sundays
5:30am	0.666666667	0	0.5	0.75	0.2	5:30am			5:30am	0	0	0	0	0	5:30am		
6:00am	1.333333333	2.5	1.5	2.75	1.2	6:00am			6:00am	0	0	0	0	0	6:00am		
6:30am	1.333333333	1.5	1	2	1.4	6:30am			6:30am	0	0.75	0.5	0	0.2	6:30am		
7:00am	1.333333333	3.25	0.75	1	1.6	7:00am			7:00am	1	0	1	0.25	0.2	7:00am		
7:30am	1	1.25	0.5	1	1	7:30am			7:30am	0.3333333	0.75	0.5	1	0.8	7:30am		
8:00am	0.666666667	0.75	1	1	0.6	8:00am			8:00am	0	0	0	0	0.2	8:00am		
8:30am	1.333333333	1	1	0.75	0.2	8:30am			8:30am	0	0	0	0.5	0	8:30am		
9:00am	1.666666667	0.5	1.5	2.25	0.6	9:00am			9:00am	0.6666667	0.25	0.5	0.5	0	9:00am		
9:30am	2.333333333	0.75	2.25	2.25	2.2	9:30am			9:30am	0.3333333	0.5	0.75	0.25	0.4	9:30am		
10:00am	4	1.75	4	7.25	3.6	10:00am	0.2	2.4	10:00am	1	1	0.75	0.75	1.4	10:00am	0	0
10:30am	3.666666667	2	3.5	6.5	3	10:30am	5.4	4	10:30am	1.3333333	1.25	0.5	0	0.4	10:30am	0.4	0.4
11:00am	3.666666667	1.75	3.5	0.75	2.8	11:00am	7.4	3.8	11:00am	0	1.25	0.25	0	0.8	11:00am	0.8	0.8
11:30am	1	2.25	2.75	0.5	0.6	11:30am	8.8	2.8	11:30am	0.3333333	1	0	0.5	0.8	11:30am	0.6	0.4
12:00pm	0	1.75	3.75	1	1.8	12:00pm	10.8	2	12:00pm	0.3333333	0.5	0.25	0	1.4	12:00pm	0.4	0.4
12:30pm	0.333333333	1.5	2.25	2	8.2	12:30pm	10	3.6	12:30pm	0.3333333	0.25	0.25	0	0.8	12:30pm	0.6	1.6
1:00pm	0.333333333	0.5	0.75	3.75	0.4	1:00pm	6	6.4	1:00pm	0.3333333	0	0.5	0.75	0.8	1:00pm	0.8	0.8
1:30pm	19.333333333	17.75	6.25	15	1.2	1:30pm	7.6	9.4	1:30pm	0	0	0	2	0.4	1:30pm	1	3.2
2:00pm	20.333333333	18.25	7	11	1.2	2:00pm	17	16.8	2:00pm	0	0	0	0	0.2	2:00pm	0.8	2.8
2:30pm	0.666666667	10.5	1.5	5	3.4	2:30pm	21.6	17.8	2:30pm	0	0	0.5	0	0.2	2:30pm	2.4	2.8
3:00pm	3.333333333	8.5	3.75	2.75	4.2	3:00pm	22.2	19.8	3:00pm	0	0	0.5	0	1	3:00pm	1.8	2.6
3:30pm	3	8.25	3.75	3.5	7.4	3:30pm	21.6	22.8	3:30pm	0	0.25	0.25	0	1.4	3:30pm	2.8	2.4
4:00pm	1	7	5	4.5	10.2	4:00pm	22.2	18.8	4:00pm	0	0.75	0.5	0	0.4	4:00pm	1	1.8
4:30pm	1.333333333	6.5	6	8	9	4:30pm	15.2	17.4	4:30pm	0	1.25	1.25	0.25	0.2	4:30pm	1.2	2.6
5:00pm	3	8.5	10.75	8.5	7	5:00pm	26	13.8	5:00pm	0.6666667	0.5	1	0.5	1.4	5:00pm	2.2	2
5:30pm	5.666666667	11.25	14.5	8.25	8.4	5:30pm	18.8	12	5:30pm	0	1.25	2.25	1.5	1	5:30pm	4.2	1.6
6:00pm	12.666666667	10.75	15.5	10.5	17.2	6:00pm	17.2	15	6:00pm	1	1.5	2.5	1.25	3.8	6:00pm	3.4	1.4
6:30pm	12.333333333	13.25	17.5	8.75	17.4	6:30pm	19.8	18	6:30pm	1.6666667	3.75	2.5	1.75	2.2	6:30pm	2.8	2.6
7:00pm	18	10.25	18.5	12	21.4	7:00pm	23.8	14	7:00pm	6.6666667	1.25	3.25	2.5	3.8	7:00pm	3	3.2
7:30pm	27.666666667	7	17.5	11	27.8	7:30pm	21	10	7:30pm	3	3	4	1.75	1.6	7:30pm	1.8	2.2
8:00pm	20	5	11	10	24.8	8:00pm	12.4	7.2	8:00pm	2.3333333	1.5	2	1	3.2	8:00pm	2	2.8
8:30pm	0	0	0	0	4.8	8:30pm	0	0	8:30pm	0	0	0	0	0	8:30pm	0	0

Fitness	Mon.	Tues	Wed	Thurs.	Fridays	Fitness	Saturdays	Sundays	Studio	Mon.	Tues	Wed	Thurs.	Fridays	Studio	Saturdays	Sundays	Bikes	Mon.	Tues	Wed	Thurs.	Fridays	Bikes	Saturdays	Sundays	
5:30am	4.33333333	3	3	2.25	2.4	5:30am			5:30am	1.66666667	0	0	0	0	5:30am			5:30am	0	0	0	0.25	0.4	5:30am			
6:00am	7	4.5	3.75	3.75	3.4	6:00am			6:00am	6	3.25	2.5	1.75	0	6:00am			6:00am	0.33333333	0	0.25	0.25	0.4	6:00am			
6:30am	3.66666667	6	4.25	2.5	3.4	6:30am			6:30am	5.33333333	3.25	2.5	1.75	1	6:30am			6:30am	0	0	0.25	0.5	0.8	6:30am			
7:00am	3	3.5	3	1.5	2.6	7:00am			7:00am	5	3.25	2.5	1.75	1	7:00am			7:00am	0	0	0	0	0	7:00am			
7:30am	2	1	1.75	1.25	1.4	7:30am			7:30am	2.66666667	3.25	2.5	1.75	1	7:30am			7:30am	0	0	0	0	0	7:30am			
8:00am	1.33333333	0.25	1.5	1.5	2.2	8:00am			8:00am	0.33333333	0	0.25	0.25	0	8:00am			8:00am	0	0	0	0	0	8:00am			
8:30am	2.33333333	1.5	1.5	2.25	2.4	8:30am			8:30am	0	0.25	1	0	0	8:30am			8:30am	0	0	0	0	0	8:30am			
9:00am	4	4	3.25	3.5	2.2	9:00am			9:00am	1.66666667	0.5	0	0	0	9:00am			9:00am	0	0	0	0	0	9:00am			
9:30am	4	7.25	1.25	4.75	3.4	9:30am			9:30am	2.33333333	0.25	0	0	0	9:30am			9:30am	0	0.25	0	0	0	9:30am			
10:00am	1	3.5	2	4.75	1.4	10:00am	0.6	0	10:00am	0	0	0	0	0	10:00am	1.2	0.2	10:00am	0	0	0	0	0	10:00am	0.4	0.4	
10:30am	1	4	2	2.75	1.6	10:30am	1.2	3	10:30am	0	0.25	1.5	0	0	10:30am	1.6	1.2	10:30am	0	0	0	0	0	10:30am	0.6	0.4	
11:00am	9	3.75	2	1.75	2.4	11:00am	4.2	2.8	11:00am	0.33333333	0	0	0	0.4	11:00am	2.2	2.4	11:00am	0	0	0.25	0	0	11:00am	0.8	0.4	
11:30am	1.33333333	1.25	1	1.75	1.6	11:30am	4.2	2.6	11:30am	0.33333333	0	0.75	0.25	0.2	11:30am	2.4	0.8	11:30am	0	0.25	0	0.25	0	11:30am	1	0.6	
12:00pm	3	3.5	2.5	2.5	1.6	12:00pm	2.2	2.8	12:00pm	1.33333333	0.25	1.25	0.25	1.2	12:00pm	4.4	0.4	12:00pm	0	0.25	0	0	0	12:00pm	1	0.4	
12:30pm	2	3.5	2.75	3.25	1.2	12:30pm	2.6	1.4	12:30pm	0.66666667	0	0.75	0.5	0.6	12:30pm	4.2	0.8	12:30pm	0	0	0	0	0	12:30pm	0.4	0	
1:00pm	2.33333333	3	2	1.5	0.8	1:00pm	4.2	1.6	1:00pm	0.33333333	0	5	0	0.2	1:00pm	0.8	0.6	1:00pm	0	0	0.25	0	0	1:00pm	0.2	0.2	
1:30pm	1.66666667	4.25	1.25	0.75	0.8	1:30pm	2.2	2.4	1:30pm	4.33333333	5.25	5	0	0	1:30pm	1.2	0	1:30pm	0.33333333	0	0	0	0	1:30pm	0.2	0.8	
2:00pm	2	1.75	2.75	0.75	1.2	2:00pm	1.4	2.8	2:00pm	3.66666667	3	7.5	0	0	2:00pm	0	0.8	2:00pm	0	0.5	0	0	0.2	2:00pm	0.2	0.4	
2:30pm	2.33333333	2.5	2.75	0.75	1	2:30pm	1	1.2	2:30pm	4.66666667	3	7.5	0	0	2:30pm	0	1	2:30pm	0	0.66666667	0	0.25	0	0	2:30pm	0	0.4
3:00pm	4	3.75	1.75	2.25	0.8	3:00pm	1.6	3.6	3:00pm	6	4.25	7	0	0	3:00pm	0.4	2.4	3:00pm	0.33333333	0.25	0.25	0	0	3:00pm	0	0	
3:30pm	3	0.75	1.75	0.25	1.4	3:30pm	3.4	4.2	3:30pm	4	2.75	1	0	0.2	3:30pm	0	2.2	3:30pm	0	0	0	0.2	3:30pm	0	0		
4:00pm	3.33333333	2.75	3.25	1.25	0.6	4:00pm	3.4	7.6	4:00pm	1	0.5	0	0	0	4:00pm	0.2	3.6	4:00pm	0.33333333	0.75	0	0	0	4:00pm	0.2	1	
4:30pm	2	4.25	2	2.75	0.8	4:30pm	4.4	4.4	4:30pm	0.66666667	0	0.75	0.25	0.4	4:30pm	0.8	1.4	4:30pm	0	0	0.5	0	0	4:30pm	0.4	0	
5:00pm	2.33333333	4.5	2.75	4.5	3.8	5:00pm	3.6	4.4	5:00pm	2.33333333	1.5	0	0.25	1	5:00pm	0.2	2.4	5:00pm	0	0.25	0.25	0.25	1	5:00pm	0	0.6	
5:30pm	6.33333333	6.5	2.75	6.75	5.8	5:30pm	3	1.8	5:30pm	3.66666667	2.25	0.75	0.5	1	5:30pm	0.6	2	5:30pm	0.33333333	0.25	0.5	0.75	1	5:30pm	0	0	
6:00pm	5.66666667	6.5	5	7.5	5.6	6:00pm	2.4	1.6	6:00pm	5.33333333	3	0.75	0.5	1	6:00pm	0.8	1.2	6:00pm	0.33333333	0.75	0	0.5	0.8	6:00pm	0	0.2	
6:30pm	7	8.5	4.25	7.75	6	6:30pm	2.8	3.2	6:30pm	6.66666667	3	0.5	0.75	1.6	6:30pm	0.6	2	6:30pm	1.33333333	1	0.25	0.5	0.6	6:30pm	0.2	0.2	
7:00pm	9	11.25	2.5	8.75	6.4	7:00pm	2.8	2.8	7:00pm	4.33333333	2.75	0.5	2.25	0.4	7:00pm	0	0.2	7:00pm	1	0	0	0.75	0.4	7:00pm	0	0	
7:30pm	9.33333333	10.25	1.75	8.75	8.2	7:30pm	3.6	1.2	7:30pm	5	3	1	1.5	0	7:30pm	0.2	0.4	7:30pm	0.33333333	0.75	0	0.25	0.6	7:30pm	0	0	
8:00pm	9.33333333	7.5	1.5	4	5.2	8:00pm	1.8	2	8:00pm	4	1.75	0	1.25	0.4	8:00pm	0	0	8:00pm	0	0.5	0	0	0	8:00pm	0	0	
8:30pm	5.33333333	6.5	1.25	1.25	5.2	8:30pm	0.2	1.6	8:30pm	4.33333333	1.5	0	0.25	0	8:30pm	0	0	8:30pm	0	0	0	0.25	0.2	8:30pm	0	0	

Concessions Monthly Comprisons FY17 and FY18



Concessions Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$2,384.89	\$3,157.11	\$3,092.41	\$3,769.41	\$3,426.47	\$3,185.55	\$3,648.41	\$4,247.30	\$4,669.61	\$4,009.62	\$3,958.30	\$4,024.27	\$43,573.35
FY18	\$3,954.28	\$4,650.93	\$5,633.56	\$7,320.72	\$5,834.03	\$5,642.99							\$33,036.51
Value Change	\$1,569.39	\$1,493.82	\$2,541.15	\$3,551.31	\$2,407.56	\$2,457.44							-\$10,536.84

Pro Shop Monthly Comparisons FY17 and FY18



Pro Shop Sales Totals	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY17	\$3,913.00	\$2,850.50	\$2,092.54	\$3,365.62	\$2,231.18	\$2,490.62	\$2,239.62	\$2,777.95	\$4,032.94	\$3,483.89	\$3,253.72	\$3,382.17	\$36,113.75
FY18	\$3,289.74	\$3,247.54	\$3,365.77	\$5,194.60	\$3,231.28	\$3,172.30							\$21,501.23
Value Change	-\$623.26	\$397.04	\$1,273.23	\$1,828.98	\$1,000.10	\$681.68							-\$14,612.52

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# ***Unfinished Business***

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Introduced by: City Manager Williams  
Introduction Date: November 28, 2017  
January 9, 2018  
Public Hearing: January 23, 2018  
Action:  
Vote:

## CITY OF BETHEL, ALASKA

### Ordinance #17-48

#### AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING FEES AND CHARGES RELATED TO ALCOHOL PERMIT APPLICATIONS AND MAJOR SUBDIVISION DEVELOPMENT

**BE IT ORDAINED** that the City Council of Bethel Alaska,

**Section 1. Classification.** This ordinance is not permanent in nature and shall be not be placed within the Bethel Municipal Code.

**Section 2. Amendment:** The Fees and Charges schedule is hereby amended, new language is underlined and old language is stricken.

#### Planning

<b>MAJOR SUBDIVISIONS</b>	<b>FEES/CHARGES</b>
<u>Advertising</u>	<u>\$275</u>
<u>Re-Advertising Fee</u>	<u>\$325</u>
<u>Revision Following Advertising</u>	<u>\$350</u>
<u>Preliminary Plat Application</u>	<u>\$1,500</u>
<u>Change to Future Land Use Map</u>	<u>\$800</u>
<u>Variance</u>	<u>\$750</u>
<u>Subdivision Agreement</u>	<u>\$1,500</u>

<b>ALCOHOL APPLICATIONS</b>	<b>FEES/CHARGES</b>
<u>Conditional Use Permit For Alcohol</u>	<u>\$200</u> <del>\$500</del>
<u>Special Event Permit</u>	<u>\$50</u>

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

**ENACTED THIS \_\_\_ DAY OF DECEMBER 2017, BY A VOTE OF \_ IN FAVOR AND \_\_\_ OPPOSED.**

ATTEST:

\_\_\_\_\_  
Rick Robb, Mayor

\_\_\_\_\_  
Lori Strickler, City Clerk

SUGGESTED AMENDMENTS TO ORDINANCE 17-48  
FROM THE CITY ATTORNEY

**Insert under Alcohol Applications:**

Special Event Permit	\$50
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# SUMMARY AND FISCAL NOTE

**Corresponding Document:** Ordinance 17-48 Amending Fee & Rate Schedule

**Summary Statement:**

An ordinance amending the fee and rate schedule for both planning and the police to reflect either increased costs to the City and often significant increased manpower. For planning, the major subdivisions require review by professional engineers, as well as strong public comment, significant staff follow-up throughout the initial 6 months to a year of the process and significant legal involvement. For the police department, the cost to make a body camera video legally compliant can be huge, the change simply passes the actual cost to the requestor.

**Originator:** Planning = Betsy Jumper, Planner      Police = Burke Waldron, Chief

<b>Reviewed Prior to Presentation</b>		
	Signature:	Remarks:
City Manager	_____	_____
City Attorney (Compliance with law)	_____	<u>Assisted with and reviewed</u> <u>Complies with law</u>
City Clerk (Code)	_____	_____

**Certification of Funds**

Total amount of funds listed in this legislation: \$ \_\_\_\_\_

This:

- Creates revenue in the amount of: \$ \_\_\_\_\_
- Creates expenditures in the amount of: \$ \_\_\_\_\_
- Creates a savings in the amount of: \$ \_\_\_\_\_
- Has no fiscal impact

Funds are:

- Budget      Line item(s) \_\_\_\_\_
- Not budgeted

Director of Finance Signature: \_\_\_\_\_

Attachment(s):

**CITY OF BETHEL, ALASKA**  
**ORDINANCE # 17-28 (f)**

**An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2018 Budget**

**Be it Enacted by the Bethel City Council** that the FY 2018 Annual Budget be amended as follows:

**Section 1.** That the following sums of money as may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2018, July 1, 2017 to June 30, 2018.

**Section 2.** The following is a summary of the changes by fund and department:

**FINANCE DEPT**

Change to GENERAL FUND, DEPARTMENT OF FINANCE

ACCOUNT #	Increases	
10-53-641	AUDITING EXPENSE	50,805
10-53-649	OTHER PROFESSIONAL SERVICES	56,712
		0
		0
		0
	Total Increases	<b>107,517</b>
	Decreases	
10-53-501	SALARIES	108,900
	Total Decreases	<b>108,900</b>
	<b>TOTAL</b>	<b>(1,383)</b>

	<b>TOTAL CHANGE TO GENERAL FUND REVENUES</b>	
	Total Increases	0
	Total Decreases	0
	<b>Cumulative Change to GENERAL FUND Revenues</b>	<b>0</b>

	<b>TOTAL CHANGE TO GENERAL FUND APPROPRIATIONS</b>	
	Total Increases	0
	Total Decreases	0
	<b>Cumulative Change to APPROPRIATIONS</b>	<b>0</b>

	<b>TOTAL CHANGE TO GENERAL FUND BALANCE</b>	
	Change to General Fund Revenues	0
	Change to General Fund Appropriations	0
	<b>Cumulative Increase/Decrease to Fund Balance</b>	<b>0</b>

**TOTAL CHANGE TO OVERALL CITY BUDGET**

	Change to Revenues Increase/(Decrease)	<b>0</b>
	Change to Appropriations Increase/(Decrease)	<b>0</b>
	<b>These changes <u>INCREASE</u> ↑ the overall expenditures/expenses of the City by</b>	<b>0</b>

**Section 3.** Effective Date. This ordinance becomes effective immediately upon adoption.

**PASSED AND APPROVED THIS \_\_\_ DAY OF JANUARY, 2018 BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk  
 City of Bethel

# SUMMARY AND FISCAL NOTE

Corresponding Document: Ordinance # 17-28 (f)

Summary Statement: On December 29, 2017, I was made aware by the Finance Dept. that we have paid the accounting firm of Carmen Jackson \$107,516 through Dec. 31, 2017. This should have been brought to the City Council's attention in July of 2017 when the budgeted amount of \$10,000 was exceeded, even though it would have been hard at that time to determine what work and what funds would have been needed to continue the work. Carmen Jackson, CPA provided services for our finance department to provide information to our auditors, Altman Rodgers, for the FY-17 audit for \$50,804. Carmen Jackson also performed the duties of some of the unfilled positions in the Finance Dept. for \$56,712. The attached Finance Director's December Management Report explains the use of these funds. The Administration proposes using the Finance Department's personnel funds to pay for this expense. There will be a savings in personnel costs of approximately \$40,000 for the first six months of FY-17.

33,000

Unclear at this time is how much work will be required of Carmen Jackson to help with the FY-18 audit or to help out with correcting the balances of our various funds.

Carmen Jackson had a contract with the City signed in Jan. 12, 2016 for \$85,000 which will have to be amended.

Originator:

**Reviewed Prior to Presentation**

	Signature:	Remarks:
City Manager		<u>Peter W approved</u>
City Attorney (compliance with law)		<u>Complies w/ Code to fix previous compliance</u>
City Clerk (Code)	_____	_____

**Certification of Funds**

Total amount of funds listed in this legislation: \$ \_\_\_\_\_

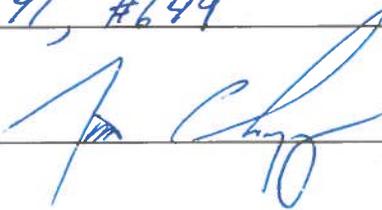
- This:
- Creates revenue in the amount of: \$ \_\_\_\_\_
  - Creates expenditures in the amount of: \$ 107,517

# SUMMARY AND FISCAL NOTE

Creates a savings in the amount of: \$ 40,000 ~~73,000~~  
 Has no fiscal impact

Funds are:

Budget      Line item(s) #641, #649  
 Not budgeted

Director of Finance Signature: 

Attachment(s):

December Management Memo from Finance Director; spreadsheet of figures;

\*\*Additional NOTE: If you reference the Fiscal Year 2016 Audit from page 88-109 you will find additional explanation of why this request is being made.



# CITY OF BETHEL

P.O. Box 1388 Bethel, Alaska 99559  
907-543-2047  
FAX # 543-3817

December 29, 2017

TO: Pete Williams  
FROM: Jim Chevigny   
RE: December Management Letter

December was a month that from the accounting function a number of things came together and were accomplished, most notably the department, for the first time since I have been with the City, has trained, competent personnel in each of the staff positions. I have not been able to say this before December and going forward this will result in more and more timely and accurate financial reports.

We have been working hand-in-hand with our CPA contractor, Carmen Jackson, who has supplied us with personnel who have filled the gap in staff personnel and also the Assistant Finance Director position.

Each member of the department is cross-trained in at least (1) other function for the first time in anyone's memory, so that when a staff person is out, the rest of the department can fill in competently.

The training has been the result of sending personnel to Caselle in Utah, who is our government software company, and the Carmen Jackson on-site person, Cheryl, who is excellent in her knowledge of Caselle, our accounting (she has been working with the City of Bethel's account since 2.16) and our personnel.

The City now has trained, skilled staff in payroll, accounts receivable, accounts payable, utilities, and general ledger, and the staff is working as a team.

Cheryl's duties the past 6 months have been to fill in each position that is open, so she has done monthly utility detail work and billing, training accounts payable and payroll, training the newly hired general ledger person, closing monthly accounting records: She has essentially filled the position of the Assistant Finance Director in the duties that do not require high level (CPA level) accounting.

The Carmen Jackson CPA that has performed the pre-audit work for the FY17 yearend has done an excellent job of preparing the City's records for the independent auditor's field work, which is scheduled for early March. I had planned for their field work to commence in January, yet due to their being backed up with their work load, this has been scheduled for March. This person has audited many of the individual accounts and funds dating back to prior years in order to clean up errors in the records. She has more work to do prior to the auditors and once I understand what remains, I will submit a budget modification for these additional tasks.

*"Deep Sea and Transportation Center of the Kuskokwim"*

To review the personnel status/changes made in order to develop our new team over the past 6 months, they have been numerous:

- Asst finance director – Unfilled since 7/14/17, 5.5 months
- Accounts payable: Open 7.28 – 10.2.17, 2 months
- General Ledger: Open 6.16. – 10.12.17, 4 months
- Utility billing & collections: Open 9.27 – 12.14.17, 2.5 months

The two remaining staff have been cross-trained and re-trained so they are much more effective.

What this lack of staff has done to the budget has decreased personnel costs by \$150,129 through November, while increasing outside professional services by \$107,516 through December, a net reduction to the Finance Dept budget of \$42,613 for those 6 months. The reduction in Utility billing payroll for this period has been in excess of \$20,000.

I will submit a budget modification for these amounts for the January council meeting.

Looking ahead, with the new General Ledger accountant, we have implemented a number of standard procedures that are being used each month, so the accounting is/will be, much more accurate and up to date. This person has performed very well and is taking on work, such as utility recording and billing, that has been impressive. Now that a Utility accountant has been hired, the GL accountant is training this new person so going forward, for the first time, we have (2) fully trained and capable Utility accountants, including the GL person.

What I observed in my first few months with the City was a critical lack of skills in most of the positions, which greatly impeded timeliness and accuracy, and I set out to rebuild the department. Searching for and finding the right person for each position is critical, as they must be willing to learn and also be a member of the team, as everyone interacts every day with each other several times, and I can say that with the exception of the Asst Finance Director, we have a team that as of the end of December is very qualified, interested in their jobs and as they continue to learn, will result in our producing more accurate financials in a more timely manner.

In another area that has been of concern, is the Sales Tax accounts receivable aging, which originally was considered to be a problem area. I have reviewed the aging and have found it to be very acceptable, that the accounts are being collected and the City is in good standing. The aged accounts that had caused the concern were those that had been addressed, notably accounts that were a combination of those in bankruptcy and should have been written off, and those our attorney has settlements with. As a result, for FY18, I propose we move the sales tax audit labor budget of \$51,900 for FY18 to FY17 “Auditing Expense”, account #641 and to “Other Professional Services”, account #649.

An area we have been managing closely are the cash and investment accounts, where given the rise in interest rates in 2017 and the expected three (3) interest rate increases the Fed is expected to make in 2018, we have been keeping the maturities short-term. The interest earned in FY17 was \$23,000 and the FY18 budget is \$96,000. It appears the City interest earnings will exceed \$200,000 for FY18.

In closing, many positive things have come together in the past few months, and after we are fully staffed, we will be in position to produce the accurate and timely reports the City needs to operate.

MONTH	FY17		TOTAL
	AUDIT	FY18	
July	13,282.25	3,933.00	17,215.25
August	791.50	16,735.95	17,527.45
September	-	7,525.85	7,525.85
October	3,898.25	13,562.00	17,460.25
November	20,054.25	4,901.25	24,955.50
December	12,778.00	10,054.25	22,832.25
	<u>50,804.25</u>	<u>56,712.30</u>	<u>107,516.55</u>

Introduced by: Council Member Shabani  
Introduction Date: October 24, 2017 (postponed)  
November 28, 2017  
(postponed)  
January 23, 2018  
Public Hearing  
Date:  
Action:  
Vote:

## *CITY OF BETHEL, ALASKA*

### **Ordinance #17-46**

#### **AMENDING THE BETHEL MUNICIPAL CODE CHAPTER 4.16.160 TAX EXEMPTIONS RENTAL UNITS TAX EXEMPTION ON FUEL AND ELECTRICITY**

**Now, Therefore Be It enacted** by the City Council of Bethel Alaska as follows:

**Section 1. Classification.** This ordinance is of permanent nature and shall be codified within the Bethel Municipal Code.

**Section 2. Amendment:** Bethel Municipal Code 4.16.160 is amended, new language is underlined, removed language is stricken.

#### **4.16.160 Tax Exemptions**

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

- A. Admissions: Sales of admission to school entertainments, school athletic events, and events conducted for the benefit of charitable or community organizations. This exemption does not apply to sales of gaming property.
- B. ATVs/Boats: 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 (\$3,500) Dollars is exempt regardless of whether or not such items are purchased simultaneously, or are invoiced or otherwise billed on the same billing document.
- C. Banking: The following fees, sales and services charged by banks, savings and loan associations, credit unions and investment banks:
  1. Fees for the sale, exchange or transfer of currency, stocks, bonds and other securities
  2. Loans: The principal amount of the loan, the interest charged for loaning of money, and escrow collection services, and any fees associated with the loaning of money are exempt.
  3. Services associated with the sale, exchange or transfer of currency, stocks, bonds and other securities;
  4. Pass-through charges on loan transactions which include sales tax;
  5. Sale of insurance policies, bonds of guaranty and fidelity (AS 21.09.210).

Introduced by: Council Member Shabani  
Introduction Date: October 24, 2017 (postponed)  
November 28, 2017  
(postponed)  
January 23, 2018

Public Hearing  
Date:  
Action:  
Vote:

- D. Casual and isolated sales, services or rentals: Proceeds from casual, occasional or isolated sales which are easily identified as the sale of personal goods or property at such private functions as moving, garage, yard, food and bake sales, sale of private vehicles when the seller is not a dealer in used vehicles, or services such as babysitting or house-sitting provided the seller does not regularly engage in the business of selling such goods or services or rentals but only if:
1. The sales of goods and services do not occur for more than five (5) days in a calendar year, and are not made through a dealer, broker, agent or consignee; or
  2. The rental of personal tangible property that does not exceed sixty (60) days in a calendar year, whether or not consecutive. The rental of real estate is not exempt.
  3. Sales or rentals made pursuant to a business license or by sellers representing themselves to be in the business of making sure sales, rentals or services are not exempt.
- E. Cemetery Plots: The sale of cemetery/burial plots is exempt.
- F. Commerce: 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 point to another within the City limits by commercial movers is not exempt.
- G. Compliance with Laws:
1. Gross receipts or proceeds derived from sales or services which the City is prohibited from taxing under the laws of the state or under the laws and the Constitution of the United States, including, but not limited to:
    - a. Sales by the U.S. Postal Service;
    - b. Purchases made under the authority of or made with any type of certificate issued pursuant to 42 U.S.C. Sections 1771-1789 (Child Nutrition Act of 1966);
    - c. Interstate Sales;
    - d. Air transportation including that portion of any chartered fishing or hunting expedition which covers the cost of air transportation;
    - e. Gross receipts or proceeds derived from sales to the United States Government, the state, a city or any political department thereof. However, the exemption shall not apply to the sale of materials and supplies to contractors for the manufacture or production of property or rendering services for sale to such government units or agencies on a contract bid award, in which event the contractor shall be deemed the buyer, subject to the payment of the tax;
  2. A sale or rental to an employee of the state, its political subdivisions, or the federal government is only exempt when the government employee provides

Introduced by: Council Member Shabani  
Introduction Date: October 24, 2017 (postponed)  
November 28, 2017  
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- proof that the sale is for government business by paying for the sale with a government voucher, purchase order, check, credit card, or warrant, or providing other verifiable documentation to the seller to allow the seller to readily determine that the sale is for government business;
3. A sale or rental to a federally recognized tribe when the Tribal employee provides proof that the sale is for tribal government business by paying for the sale with a tribal voucher, purchase order, check, credit card, or warrant, or providing other verifiable documentation to the seller to allow the seller to readily determine that the sale is for tribal government business;
- H. Credit Unions: Sales to or by federally chartered credit unions or credit unions organized under AS 06.45;
- I. Dues: Dues or fees paid to clubs, labor unions and other organizations solely for the privilege of membership;
- J. Freight and Wharfage: Freight and wharfage charges, whether arising out of foreign, interstate or intrastate commerce, are exempt. Warehouse, storage services, and delivery services that begin and end within the City of Bethel are taxable, unless such delivery services are included in a through bill of lading in conjunction with interstate commerce.
- K. Maximum Tax: That portion of the selling price for a single piece of equipment or tangible personal property by an individual unit price in excess of Ten Thousand (\$10,000) Dollars is exempt. A single sales unit is any retail merchandise sale where the selling price is totaled on one invoice or on any sales slip, although this exemption does not apply if any portion of the invoice or sales slip refers to more than one calendar day.
- L. Medical Services:
1. Services of a person licensed or certified by the State of Alaska as a doctor of medicine and surgery, a doctor of osteopath and surgery, a chiropractor, a dentist, an optometrist, an audiologist, a hospital, an occupational therapist, a physical therapist or a licensed or practical nurse; provided, that the service is within the scope of the state license or certificate;
  2. Services of a person licensed or certified by the State of Alaska as a psychologist or psychological associate, a clinical social worker, an alcohol or drug counselor, or a marital and family therapist or a licensed professional counselor; provided, that the service is within the scope of the state license or certificate;
  3. Fees for supplies, equipment and services provided by a hospital, medical clinic or dental clinic for patient treatment, including laboratory and x-ray services;
  4. Assisted living services provided in accordance with an assisted living plan and in an assisted living home licensed as such by the State;
  5. Gross receipts or proceeds of the retail sale of prescription drugs;

Introduced by: Council Member Shabani  
Introduction Date: October 24, 2017 (postponed)  
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6. Services rendered by masseurs, even those working for a hospital, chiropractor or other medical provider, are not exempt.

M. Newspapers: Sales of newspapers are exempt.

N. Non-Profits: A sale of goods or services to any entity that, at the time of the sale, is: (1) legally constituted and legitimately acting in accordance with a duly authorized federal tax exempt status pursuant to IRS Regulations, Section 501(c)(3)(4) or (19); (2) provided any income from the exempt sale is exempt from federal taxation and (3) provided the non-profit produces a sales tax exemption card.

Exceptions: Activities provided by the entity where such organization is engaged in business for profit or is competing with other persons engaged in the same manner or in a similar business is not exempt.

O. Public Assistance: Purchases made with food coupons, food stamps, or other type of certificate issued under 7 USC Sections 2011 – 2025 (Food Stamp Act) or other certificates issued under 42 U.S.C 1786 (Special Supplemental Food Program for Women, Infants and Children).

P. Real Estate Sales:

Only the first twenty (20%) percent of the sale price of real property is subject to City sales tax\*.

Example: Home selling for \$275,000

$\$275,000 \times 20\% = \$55,000$  (first 20% of the sale price)

$\$55,000 \times 6\%$  (Sales Tax) = \$3,300 Sales Tax due to city

Home selling for \$450,000

$\$450,000 \times 20\% = \$90,000$  (first 20% of the sale price)

$\$90,000 \times 6\% = \$5,400$  Sales Tax due to City

\*This exemption does not apply to rentals of real property. This exemption applies to all sales of real property, including casual and isolated sales

Q. Recreational Vehicles: 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.

R. Rental Units Utilities: ~~Costs incurred by owners/landlords for rental units, such as included utilities, fuel, or any other expenses, are not exempt.~~ Are exempt only if:

1. The lease agreement states heating fuel and electricity are included in the monthly rental rate;
2. The bills for these utilities are in the landlord's name; and

Introduced by: Council Member Shabani  
Introduction Date: October 24, 2017 (postponed)  
November 28, 2017  
(postponed)  
January 23, 2018

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Vote:

3. An exemption certificate in the landlord's name is provided to the utility at the time of purchase.

- S. Retail Sales of Foods: Are exempt in the following circumstances:
1. When served in cafeterias or lunchrooms of elementary, secondary, post-secondary schools, colleges or universities which are operated primarily for students and staff, and are not operated for the public or for profit;
  2. When served to clients and staff, and not to the public or for profit, as part of services provided by a nonprofit hospital or other nonprofit government organization licensed by the State of Alaska for the care of humans;
  3. Meals delivered by a nonprofit organization to handicapped or senior citizens at their place of residence or meals served on the premises of a nonprofit to senior citizens or the homeless or disadvantaged provided that the sale price of such meals does not exceed the cost of delivery or service of such meals;
- T. Sales to Retailers: Are exempt only if the buyer presents to the seller a valid exemption card, issued by the City pursuant to this section, and
1. The sale of goods, wares or merchandise to a retail dealer, manufacturer or contractor is for resale within the City as is or incorporated into a product or commodity to be sold by the dealer, manufacturer or contractor within the City, if the subsequent sale is subject to the City sales tax; and
  2. The product is an item sold as part of the reseller's primary business and must be of such nature that it can be purchased by the general public in a transaction that is not dependent upon the purchase of another product or service.
  3. The exemption card must be for the class of activities involving the resale of the type of goods for which the exemption is sought.
  4. Food products that are purchased for resale must be purchased and sold as is or prepared in a commercial kitchen. If a 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 to be sold for resale in accordance with this subsection shall be exempt.
  5. 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.
- U. School:
1. Fees and charges for extracurricular activities or events promoted or undertaken by educational or student organizations;
  2. Sales by any student organization, parent/teacher organization or booster club recognized by the school or educational organization in which it operates, which proceeds are utilized to further the purposes for which the organization was formed;

Introduced by: Council Member Shabani  
Introduction Date: October 24, 2017 (postponed)  
November 28, 2017  
(postponed)  
January 23, 2018

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Vote:

3. Sales and services by schools or other educational organizations made in the course of their regular functions and activities, which proceeds are utilized to further the purposes for which such organization was formed;
  4. Sales of food and beverages at educational lunchrooms which are operated primarily for staff and/or students, and which are not operated for the purpose of sale to the general public for profit;
  5. The service of transporting students to and from a schools in vehicles when in the regular course of that business.
- V. Securities: The sale of insurance and bonds of guaranty and fidelity, and the commission thereon (AS 21.09.210(f), 21.79.130, 21.80.130);
- W. Senior Citizen Exemptions: The following are exempt only if the buyer, or their designee, present a valid senior citizen exemption certificate and the product or service is intended primarily for the senior citizen holding the exemption card:
1. The sale to a senior citizen of food intended for consumption by the senior citizen, his or her spouse or same sex partner living in the same household, or the un-emancipated minor children of either the senior citizen or his or her spouse or same sex partner, who live in the same household. 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);
  2. 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.
  3. 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.
  4. The payment for heating fuel used by a senior citizen for a single dwelling occupied as the senior citizen's primary residence and permanent place of abode.
  5. The sale of alcohol, tobacco, bingo cards, raffle tickets, pull-tabs, other games of chance and/or marijuana to a senior citizen is not exempt.
- X. Services. That portion of the selling price of a single service that exceeds \$12,000. This amount will be adjusted in 2019 and every two (2) calendar years thereafter consistent with the Consumer Price Index for all urban consumers for Anchorage metropolitan area compiled by the United States Department of Labor, Bureau of Labor Statistics. Adjustments to the amount listed will be rounded to the nearest \$100. For the purposes of this subsection, a single service is interrelated and interdependent function necessary to perform a specified action. For the purposes of this subsection, a single service is an interrelated and interdependent function necessary to perform a specified action. If a single service is performed over a period exceeding one month, the selling price must be apportioned to a monthly or invoice basis, whichever is more frequent, proportionate to the service performed, except for:

Introduced by: Council Member Shabani  
Introduction Date: October 24, 2017 (postponed)  
November 28, 2017  
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6. a) a commission paid to an agent for negotiating the sale of real property (the commission is taxed at the first \$12,000 of the sale regardless of the length of time the agent has in selling the property); or
7. b) a written contingency fee agreement award or settlement (to be collected on the first \$12,000 of the fee award regardless of the length of time taken to resolve the case).

Y. Transportation:

1. The following types of transportation services are exempt:
  - a. The sale of services for transporting passengers by river taxi, taxicab, bus, commercial airline, air charter, air taxi, hover craft; or
  - b. The sale of passenger seat tickets by a commercial airline is exempt; or
  - c. The service of transporting disabled or handicapped individuals when in the regular course of that business.
2. The following are not exempt:
  - a. The lease of vehicle for hire permits are not exempt;
  - b. The portions of a sale of flight seeing or air/water/shore excursion travel or adventure services which are not charges for transportation of persons on a federal airway;
  - c. The lease or rental of vehicles is not exempt.

Z. Utilities: Payment for City water, sewer and refuse utility services by any and all persons or entities.

AA. Wholesale: Proceeds from products sold as wholesale sales to businesses designated by the State of Alaska as wholesalers. These include sales of goods, wares or merchandise to a retail dealer, manufacturer or contractor for resale within the City as is or incorporated into a product or commodity to be sold by the dealer, manufacturer or contractor within the City, if the subsequent sale is subject to the City sales tax. In this connection a retailer must stock that merchandise for resale, display the same to the public and hold himself out as regularly engaged in the business of selling such products.

**SECTION 3. Effective Date.** This ordinance shall become effective January 1, 2018.

**ENACTED THIS \_\_\_ DAY OF December, 2017, BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

ATTEST:

\_\_\_\_\_  
Richard Robb, Mayor

Introduced by: Council Member Shabani  
Introduction Date: October 24, 2017 (postponed)  
November 28, 2017  
(postponed)  
January 23, 2018

Public Hearing  
Date:  
Action:  
Vote:

Lori Strickler, City Clerk

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# ***New Business***

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Action:  
 Vote:

**CITY OF BETHEL, ALASKA**  
**ORDINANCE # 17-28 (g)**

**An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2018 Budget**

**Be it Enacted by the Bethel City Council** that the FY 2018 Annual Budget be amended as follows:

**Section 1.** That the following sums of money as may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2018, July 1, 2017 to June 30, 2018.

**Section 2.** The following is a summary of the changes by fund and department:

***Planning Dept***

Change to GENERAL FUND

	<b>Increases</b>	
10-54-649	Professional Fees - Transportation Planning - H Marker Lake Road	20,000
	Total Increases	<b>20,000</b>
	<b>Decreases</b>	
01-10210	Cash	20,000
	Total Decreases	<b>20,000</b>
<b>TOTAL</b>	<b>Net Change to GENERAL Fund Appropriations</b>	<b>20,000</b>

	<b>TOTAL CHANGE TO GENERAL FUND REVENUES</b>	
	Total Increases	0
	Total Decreases	0
	<b>Cumulative Change to GENERAL Revenues</b>	<b>0</b>

	<b>TOTAL CHANGE TO GENERAL FUND APPROPRIATIONS</b>	
	Total Increases	20,000
	Total Decreases	
	<b>Cumulative Change to APPROPRIATIONS</b>	<b>20,000</b>

	<b>TOTAL CHANGE TO GENERAL FUND BALANCE</b>	
	Change to Fund Revenues	0
	Change to Fund Appropriations	20,000
	<b>Cumulative Increase (Decrease) to Fund Balance</b>	<b>(20,000)</b>

**TOTAL CHANGE TO OVERALL CITY BUDGET**

	<i>Change to Revenues Increase/(Decrease)</i>	<b>0</b>
	<i>Change to Appropriations Increase/(Decrease)</i>	<b>20,000</b>
	<b>These changes INCREASE↑ the overall expenditures/expenses of the City by</b>	<b>20,000</b>

**Section 3.** Effective Date. This ordinance becomes effective immediately upon adoption.

**PASSED AND APPROVED THIS \_\_\_ DAY OF JANUARY 2018 BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk

Action:  
 Vote:

## CITY OF BETHEL, ALASKA

### ORDINANCE # 17-28 (h)

#### An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2018 Budget

**Be it Enacted by the Bethel City Council** that the FY 2018 Annual Budget be amended as follows:

**Section 1.** That the following sums of money as may be needed or deemed necessary to provide for increased expenses and liabilities of the City of Bethel are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for Fiscal Year 2018, July 1, 2017 to June 30, 2018.

**Section 2.** The following is a summary of the changes by fund and department:

#### Court Complex

Change to LEASED PROPERTIES - COURT COMPLEX FUND

<b>Increases</b>		
53-55-445	SOA - ACS - ELECTRICITY REIMBURSEMENT (7,8,9/17)	12,950
53-55-621	SOA - ACS - ELECTRIC EXPENSE (12 MONTHS)	52,000
Total Increases		<b>64,950</b>
<b>Decreases</b>		
53-10100	CASH - LEASED PROPERTIES FUND	39,050
Total Decreases		<b>39,050</b>
<b>Net Change to LEASED PROPERTIES Fund Appropriations</b>		<b>39,050</b>

<b>TOTAL CHANGE TO LEASED PROPERTIES FUND REVENUES</b>		
Total Increases		12,950
Total Decreases		0
<b>Cumulative Change to LEASED PROPERTIES FUND Revenues</b>		<b>12,950</b>

<b>TOTAL CHANGE TO LEASED PROPERTIES FUND APPROPRIATIONS</b>		
Total Increases		52,000
Total Decreases		12,950
<b>Cumulative Change to APPROPRIATIONS</b>		<b>52,000</b>

<b>TOTAL CHANGE TO LEASED PROPERTIES FUND BALANCE</b>		
Change to Fund Revenues		12,950
Change to Fund Appropriations		52,000
<b>Cumulative Increase (Decrease) to Fund Balance</b>		<b>(39,050)</b>

#### **TOTAL CHANGE TO OVERALL CITY BUDGET**

<i>Change to Revenues Increase/(Decrease)</i>		<b>12,950</b>
<i>Change to Appropriations Increase/(Decrease)</i>		<b>52,000</b>
<b>These changes INCREASE ↑ the overall expenditures/expenses of the City by</b>		<b>39,050</b>

**Section 3.** Effective Date. This ordinance becomes effective immediately upon adoption.

**PASSED AND APPROVED THIS \_\_\_ DAY OF JANUARY 2018 BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

ATTEST:

\_\_\_\_\_  
 Richard Robb, Mayor

Lori Strickler, City Clerk

Introduced by: Mayor Robb  
Date: January 23, 2018  
Action:  
Vote:

## *CITY OF BETHEL, ALASKA*

### **Resolution # 18-01**

#### **A RESOLUTION BY THE BETHEL CITY COUNCIL FORMING A TASK FORCE TO PROVIDE ADVICE ON MITIGATION OF ALCOHOL PROBLEMS**

**WHEREAS,** licensed Alcohol sales are legal in Bethel;

**WHEREAS,** our community and region has historically experienced problematic alcohol use by some people;

**WHEREAS,** finding long-term solutions to problematic alcohol use is a community goal among many people

**WHEREAS,** problems include bootlegging, public inebriation, and crime;

**NOW, THEREFORE, BE IT RESOLVED** that the Bethel City Council will spearhead a task for with the specific aim of mitigating problems caused by alcohol misuse.

#### **NOW, THEREFORE, BE IT FURTHER RESOLVED:**

- The Task force will be chaired by the Mayor or his designee.
- All Bethel City Council members may participate in task force.
- The City of Bethel will invite community members, including but not limited to AVCP, Alaska State Troopers, Bethel Police, Alcohol Vendors, Tundra Women's Coalition, Bethel Search and Rescue and others to participate.
- The task force will meet at least monthly.
- The task force will dissolve one year after inception unless re-authorized by the Bethel City Council.
- The task force may make recommendations, but has no authority to dictate to the City of Bethel.
- Bethel City Council members will not make any binding commitments for the City of Bethel at this task force; any Council actions will need to be at a regular or special meeting.

**ENACTED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2018 BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

\_\_\_\_\_  
Richard Robb, Mayor

ATTEST:

\_\_\_\_\_  
Lori Strickler, City Clerk

Introduced by: Mayor Robb  
Date: January 23, 2018  
Action:  
Vote:

## *CITY OF BETHEL, ALASKA*

### **Resolution # 18-02**

#### **A RESOLUTION OF BY THE BETHEL CITY COUNCIL PROVIDING SUPPORT WITH CONDITIONS, OF PACKAGE STORE LIQUOR LICENSE #5418 RENEWAL FOR AC QUICKSTOP, LOCATED AT 131 AKAKEEK ST., OWNED BY THE NORTH WEST COMPANY (INTERNATIONAL) INC.**

- WHEREAS,** the City of Bethel received notice of AC Liquor store renewal on December 20, 2017;
- WHEREAS,** Alaska Statutes provides a governmental body up to sixty days to provide a notice of protest, take no action, or support with conditions to the Alcohol Beverage Control Board for any liquor license applications or renewal;
- WHEREAS,** the current location never received a conditional use permit;
- WHEREAS,** the current location is immediately adjacent to and can be considered part of a crowded residential neighborhood;
- WHEREAS,** the residential neighborhood, commonly known as "Housing" or "Bethel Heights" is the biggest and most dense residential neighborhood in Bethel;
- WHEREAS,** this residential neighborhood contains a high amount of public housing administered by the Alaska Housing Finance Corporation. Many children live in this area;
- WHEREAS,** three schools are in this neighborhood servicing a majority of Bethel schoolchildren;
- WHEREAS,** there is problematic traffic caused by the liquor store;
- WHEREAS,** there is inadequate security outside of the store;
- WHEREAS,** the AC Liquor store has been detrimental to the neighborhood and is incongruent with neighborhood character.

Introduced by: Mayor Robb  
Date: January 23, 2018  
Action:  
Vote:

**NOW, THEREFORE, BE IT RESOLVED**

The City of Bethel Supports the renewal of ACC liquor store but only with conditions:  
The conditions are:

- Apply for and receive a City of Bethel Conditional Use Permit for the store at a new location.
- The location need to be not in or directly adjacent to a dense residential neighborhood.
- Provide adequate parking, egress and access as determined by the conditional use permit.
- Provide adequate security onsite inside and outside the store.

**ENACTED THIS 23 DAY OF JANUARY 2018 BY A VOTE OF \_\_\_ IN FAVOR AND \_\_\_ OPPOSED.**

\_\_\_\_\_  
Richard Robb, Mayor

ATTEST:

\_\_\_\_\_  
Lori Strickler, City Clerk

# CITY OF BETHEL

City Clerk's Office



January 16, 2018

The North West Company (International) Inc.  
Attn. Legal Department  
77 Main Street  
Winnipeg, Manitoba R3C 1A3

Rê: Package Store License 5418

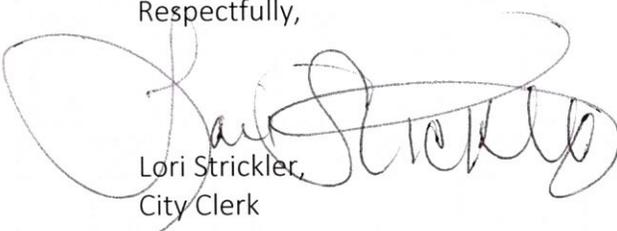
Mr. Pickett:

The Bethel City Council will be considering an action on the State of Alaska, Package Store Liquor renewal of License No. 5418 at their Regularly Scheduled Council Meeting, January 23, 2018. As per Bethel Municipal Code 5.08.040, and in accordance with 3 AAC 304.145, you will be provided a reasonable opportunity to defend your application for a Package Store License before the Bethel City Council at this meeting.

The January 23, Council Meeting will be held at City Hall, 300 State Highway, Bethel, and will begin at 6:30p. Resolution 18-02, Supporting with Conditions the Renewal of a State of Alaska, Package Store License for ACC Liquor Store, will be considered under New Business. The Agendas will be posted on Wednesday January 17, and will be available on the City of Bethel website, [www.cityofbethel.org](http://www.cityofbethel.org).

Attached are documents the Council will use in their consideration of the protest in addition to the regulations provided in Bethel Municipal Code 5.08.

Respectfully,

  
Lori Strickler,  
City Clerk

Enclosures



# City of Bethel

Administration  
P.O. Box 1388 Bethel, Alaska 99559  
Phone # 907-543-1371  
Fax # 907-543-4171

January 8, 2018

Bethel City Council  
P.O. Box 1388  
300 state highway  
Bethel, AK 99559

Mayor, Vice-Mayor and Members of City Council;

In the matter of an application by The ACC Liquor Store located at 131 Akakeek St. Bethel Alaska #1052119, owned by the NW Co. (International), Inc., 77 Main St. Winnipeg MB R3C1A3 - State of Alaska Alcohol & Marijuana Control Office and in accordance with AS 04.11.150.

Bethel Municipal Code (BMC) 5.08.020(d) requires the City Manager provide a written report to City Council, with a copy to the applicant, listing any objections to the Board issuance of the application.

According to BMC 5.08.020(c) City Planner, City Finance Director, City Fire Chief and Police chief shall forward written statements to the City Manager outlining their findings:

- a) Finance Director- Sales Tax Filings, Utility Bills, State and City Business License are all-current.
- b) Planning Director-A conditional use permit, a scaled map and a Fire Marshall Plan was not required of this business because the license was approved before a CUP was required of an applicant. The Planning Director does not feel that the Planning commission would approve a Conditional Use Permit for this location. The Director states that access to and from the establishment, inadequate parking, the impact to the traffic on Akakeek St. and the business not being compatible with the surrounding area are the reasons the Planning Comm. Would have denied the permit.
- c) Police Dept.- The police Chief reports that Calls For Service(CFS) for AC Quickstop from 4/1/2015-3/31/2016 totaled 33. CFS jumped to 231 in

2016 and 193 in 2017. Calls for intoxicated pedestrians totaled 19 for 2015(CFS QS IP), 109 in 2016 and 84 in 2017.

- d) Fire Dept.-Fire Chief reports that there were eight calls for service at the AC Quickstop. There also were forty-four CFS at the adjacent BNC parking lot.

#### City Manager Concerns

After reviewing the Departments comments, it appears to me that this not a good location for a liquor store. Setting aside the CFS from the Police and Fire Depts. the Planning Dept. comments about the parking and the interference of the traffic on Akekeek St. do not seem situations that can be resolved with the space that is available to the store. Regarding the CFS it appears that security is lax. It also appears that would cost the adjacent property owners to secure their properties.



Peter Williams  
City Manager, City of Bethel



December 20, 2017

City of Bethel  
Attn: Lori Strickler  
VIA Email: [lstrickler@cityofbethel.net](mailto:lstrickler@cityofbethel.net)  
Attn: Patty Burley, City Attorney  
VIA Email: [pburley@cityofbethel.net](mailto:pburley@cityofbethel.net)

<b>License Type:</b>	Package Store	<b>License Number:</b>	5418
<b>Licensee:</b>	The North West Company (International), Inc.		
<b>Doing Business As:</b>	AC Quickstop		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alaska Alcoholic Beverage Control Board

Package Store License

**Form AB-17b: 2018/2019 Renewal License Application**

**What is this form?**

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing package store liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

**This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.**

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	The North West Company (International), Inc.	License #:	5418
License Type:	Package Store	Statute:	AS 04.11.150
Doing Business As:	AC Quickstop		
Premises Address:	131 Akakeek St. Bethel		
Local Governing Body:	City of Bethel		
Community Council:	None		

Mailing Address:	77 MAIN STREET ATTENTION: LEGAL DEPARTMENT			
City:	WINNIPEG	State:	MANITOBA	ZIP: R3C1A3

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	WALTER PICKETT		
Contact Phone:	907-273-4642	Business Phone:	
Contact Email:	wpickett@northwest.ca		

Seasonal License?  Yes  No

If "Yes", write your six-month operating period: \_\_\_\_\_





Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2018/2019 Renewal License Application

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Section 2 - Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff? [X] [ ]

If "Yes", disclose the name of the individual and the reason for this authorization:

JOSILDA RODRIGUES

Section 3 - Sole Proprietor Ownership Information

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: [ ] applicant [ ] affiliate

Form with fields: Name, Mailing Address, City, State, ZIP, Email, Contact Phone

This individual is an: [ ] applicant [ ] affiliate

Form with fields: Name, Mailing Address, City, State, ZIP, Email, Contact Phone





Alaska Alcoholic Beverage Control Board

**Package Store License  
 Form AB-17b: 2018/2019 Renewal License Application**

**Section 4 – Entity Ownership Information**

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>  
 Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	120143
-----------------------	--------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:	NWC (U.S.) HOLDINGS INC			
Title(s):	SHAREHOLDER	Phone:		% Owned: 100
Mailing Address:	3830 OLD INTERNATIONAL AIRPORT ROAD, SUITE 200			
City:	ANCHORAGE	State:	ALASKA	ZIP: 99502-0901

Entity Official Name:	REX WILHELM			
Title(s):	DIRECTOR PRESIDENT	Phone:	907-273-4662	% Owned:
Mailing Address:	6800 CROOKED TREE CIRCLE			
City:	ANCHORAGE	State:	ALASKA	ZIP: 99507-7005

Entity Official Name:	WALTER PICKETT			
Title(s):	DIRECTOR VICE PRESIDENT	Phone:	907-273-4642	% Owned:
Mailing Address:	19211 UPPER SKYLINE DRIVE			
City:	EAGLE RIVER	State:	ALASKA	ZIP: 99577-1936

RECEIVED  
 NOV 17 2017  
 Page 3 of 5  
 ALCOHOL MARIJUANA CONTROL OFFICE  
 STATE OF ALASKA  
 76



Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2018/2019 Renewal License Application

Section 4 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities> Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	120143
-----------------------	--------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right:

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

Initials

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:	EDWARD KENNEDY				
Title(s):	DIRECTOR	Phone:	204-934-1482	% Owned:	
Mailing Address:	111 SHORELINE DRIVE				
City:	WINNIPEG	State:	MANITOBA	ZIP:	R3P2E9

Entity Official Name:	JOHN KING				
Title(s):	TREASURER VICE PRESIDENT	Phone:	204-934-1397	% Owned:	
Mailing Address:	11 YAGER COVE				
City:	WINNIPEG	State:	MANITOBA	ZIP:	R3R 3S8

Entity Official Name:	AMANDA SUTTON				
Title(s):	SECRETARY VICE PRESIDENT	Phone:	204-934-1756	% Owned:	
Mailing Address:	216-902 HEADMASTER ROW				
City:	WINNIPEG	State:	MANITOBA	ZIP:	R2C4K6





Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2018/2019 Renewal License Application

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Section 5 - License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:
2016 2017
The license was regularly operated continuously throughout each year, for 8 or more hours each day. [X] [X]
The license was regularly operated during a specific season each year, for 8 or more hours each day. [ ] [ ]
The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. [ ] [ ]
If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.
The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years. [ ] [ ]
If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.

Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2016 and 2017:
Yes No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017? [ ] [X]
Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017? [ ] [X]

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 - Alcohol Server Education

Read the line below, and then sign your initials in the box to the right of the statement:
Initials
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465. [Signature]





Alaska Alcoholic Beverage Control Board

Package Store License

# Form AB-17b: 2018/2019 Renewal License Application

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Section 8 – Written Orders

Written orders in calendar years 2016 and 2017:

Yes No

Did you sell alcoholic beverages in response to written orders in calendar years 2016 or 2017?

## Section 9 – Certifications

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

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

A. Sutton  
**AMANDA E. SUTTON**

**Vice President, Legal and Corporate Secretary**

Printed name of licensee

Signature of Notary Public

Paulina Hiebert

Notary Public in and for the State of

**Paulina Hiebert**

**Notary Public in and for the Province of Manitoba**

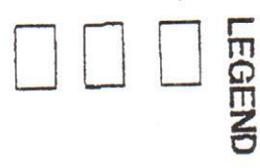
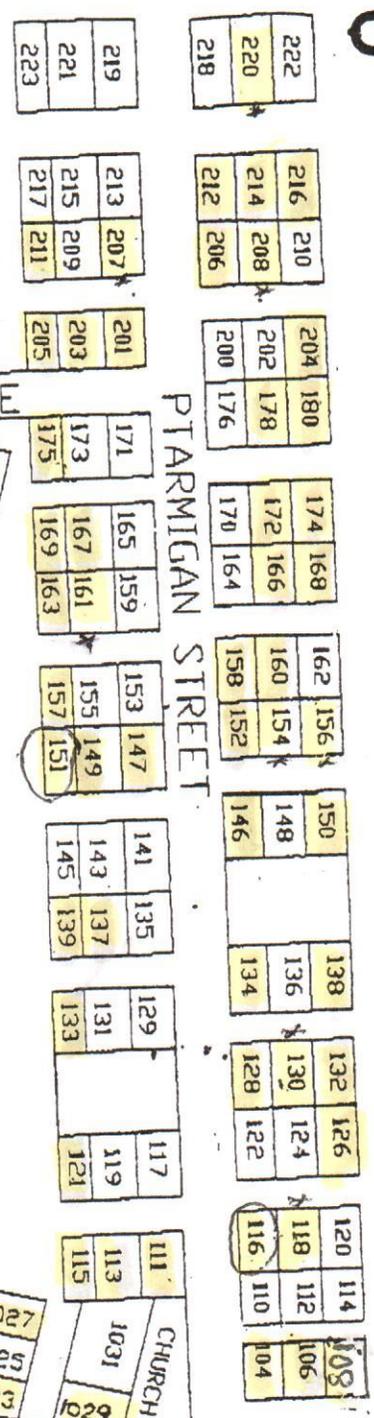
My commission expires:

Subscribed and sworn to before me this 15 day of November, 2017.

License Fee:	\$ 1500.00	Application Fee:	\$ 200.00	TOTAL:	\$ 1700.00
Late Fee of \$500.00 – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					\$ 1,700.00



U



PROJECT SITE PLAN  
NO SCALE

## City of Bethel Action Memorandum

Action memorandum No.	18-06		
Date action introduced:	January 23, 2018	Introduced by:	Peter Williams, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

**Action Title:** Direct City Administration to prepare and submit the application for the 2018 Volunteer Fire Assistance Grant through the State of Alaska Division of Forestry.

**Attachment(s):** 2018 Volunteer Fire Assistance Grant Department Letter

Department/Individual:	Initials:	Remarks:
Fire / Bill Howell	<i>BH</i>	<i>Recommend approval</i>
Administration / Peter Williams	<i>PW</i>	
Finance / Jim Chevigny	<i>JC</i>	

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
<i>101-MATCH</i> \$750	Funds in City Budget.	10-60-563
	Funds not in City Budget.	

### Summary Statement

The Bethel Fire Department plans to request \$7,500 in grant funds from the State of Alaska, Division of Forestry for two sets of new firefighter turnout gear. These two sets will be issued to Department staff members whose gear does not currently meet National Fire Protection Association (NFPA) standards. NFPA requires that firefighter turnout gear be retired or converted to "non-fire" use after 10 years.

If awarded this grant, the City will receive funding in the amount of \$7,500, but will have a 10% Cost-Match obligation of \$750, which will be met from the Fire Department budget. The total amount of expenditures will be \$8,250. Purchases for this grant must be made by October 30, 2018. Proof of purchases must be submitted to the local Forestry Management Office (FMO) by October 31, 2018 (preferably sooner).

If the grant is approved, these expended grant funds will be reimbursed. If said grant is not approved, these funds will not be expended.

The grant application is due January 31, 2018.



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Natural Resources

DIVISION OF FORESTRY

550 West 7<sup>th</sup> Suite 1450  
Anchorage, AK 99501  
Main: 907.269-8463  
Fax: 907.269-8421

October 17, 2017

Dear Volunteer Fire Department:

The Volunteer Fire Assistance (VFA) program provides assistance in training, supplies, equipment purchases, and prevention activities on a cost share basis. The Volunteer Fire Assistance program is available from the USDA Forest Service through the State of Alaska, Division of Forestry. The VFA program may be used for both wildland and structure protection needs. The assistance is provided to increase firefighter safety, improve the firefighting capabilities of rural volunteer fire departments, and enhance protection in the urban-wildland interface. The amount available to apply for is capped at \$7,500.00. The 2018 Volunteer Fire Assistance (VFA) Grant Program application period will be open from November 1, 2017 – January 31, 2018.

This grant cycle VFA applications will only be accepted through the State of Alaska, Division of Forestry's Online Line Application System (OLAS) <https://dnr.alaska.gov/olas/>.

If, as a fire department, you have already registered equipment in OLAS, use your same user name and password to access the 2018 VFA Grant Application. If you are a new to using OLAS, please register. To register, chose 'Register Now!' on menu bar at top of page. Please have your departments FDID on hand as you will need it to complete the registration process. If you do not know the department's FDID it can be found here (second column): <http://www.dps.alaska.gov/Fire/FDRRegistration>

Volunteer Fire Departments will also need to know their SOA vendor number to apply. If you do not know your department's SOA vendor number or need one you may look it up and /or apply for one here: <http://doa.alaska.gov/dof/iris/vendor.html>

Once you have registered, login in and go to the menu bar at the top of the page and click 'Volunteer Fire Assistance Grant Program', from there you will be able to view and/or print all relevant documents such as the 2018 VFA Grant Manual, a VFA PowerPoint Presentation etc. and fill out the application. As part of the application process, VFDs are required to sign the standard federal forms, provide matching share documentation, scan and upload the documents in order for the application to be complete.

If received, a Volunteer Fire Assistance grant is an award of Federal financial assistance (CFDA # 10.664) and is subject to USDA 7 CFR 2016, (A-102) Uniform Requirements, 2 CFR 225 Cost Principles, and OMB Circular A-133 as implemented by USDA Regulation 7 CFR 3052. All Federal and Recipient matching/cost share contributions are subject to all relevant Circulars and Code of Federal Regulations.

Sincerely,

A handwritten signature in black ink, appearing to read "Arlene Weber-Sword".

Arlene Weber-Sword  
Fire Staff Officer

## City of Bethel Action Memorandum

Action memorandum No.	18-07		
Date action introduced:	January 23, 2018	Introduced by:	Mayor Robb
Date action taken:		Approved	Denied
Confirmed by:			

Appointment of Scott J. Campbell to the Planning Commission as an Alternate Member for a term of three years.

Route to:	Department/Individual:	Initials:	Remarks:
	Planning/Betsy Jumper - 1-12-18	<i>[Signature]</i>	

Attachment(s):

Amount of fiscal impact:		Account information:
x	No fiscal impact	

Action Memorandum 18-07 is sponsored by Mayor Robb at the request of the City Clerk.

Scott J. Campbell has requested appointment to the Planning Commission. If appointed, he would be appointed to a term of three years as an alternate member with a term expiration of December 31, 2020.

## City of Bethel Information Memorandum

Information Memo No.	18-01		
Date introduced:	January 23, 2018	Introduced by:	Peter Williams, City Manager
Amended actions:			
Confirmed by:			

**Title:** Financial Report - Year to Date Actuals for period July 1, 2017 to November 30, 2017.

**Attachment(s):** Financial Report - Year to Date Actuals for period July 1, 2017 to November 30, 2017.

Department/Individual:	Initials:
Administration / Peter Williams	IS for BA for PW JK
Finance / Jim Chevigny	

Amount of fiscal impact:	Impact Area	Account information:
√	No fiscal impact at this time.	NA
	Funds in City Budget.	
	Funds not in City Budget.	

### Summary Statement

The attached Financial Report for the period July 1, 2017 to November 30, 2017 was prepared and distributed to Bethel City Council members for their review. The report format has been approved by the Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs, to be used for the City of Bethel's Best Practices score. This Information Memorandum documents the dissemination to Bethel City Council members, as required by the *Best Practices* rubric.

The City must have a score of 60 or greater out of 100 points in order to be approved for funding from the Environmental Protection Agency (EPA) and the Alaska Department of Environmental Conservation (DEC). In other capital grants administered by DEC, the City's total Best Practices score is part of the application scoring criteria.

The City is currently using EPA/DEC funds for the Sewer Lagoon Rehabilitation Project.

CITY OF BETHEL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER</u>					
51-42-410 TRUCKED WATER	228,635.99	928,402.62	2,497,704.00	1,569,301.38	37.2
51-42-412 METERED PIPED WATER COMM.	44,396.96	133,687.38	464,397.00	330,709.62	28.8
51-42-414 UNMETERED PIPED WTR RESID	67,630.79	270,532.20	827,502.00	556,969.80	32.7
51-42-416 CONTRACT WATER	1,120.00	4,029.00	7,800.00	3,771.00	51.7
51-42-436 PUMPHOUSE WATER	796.25	7,681.50	10,500.00	2,818.50	73.2
<b>TOTAL WATER</b>	<b>342,579.99</b>	<b>1,344,332.70</b>	<b>3,807,903.00</b>	<b>2,463,570.30</b>	<b>35.3</b>
<u>SEWER</u>					
51-43-411 TRUCKED SEWER (EVAC/HB)	123,264.11	522,943.69	1,540,427.00	1,017,483.31	34.0
51-43-412 METERED PIPED SEWER COMM.	53,726.75	236,561.63	812,104.00	575,542.37	29.1
51-43-414 UNMETERED PIPED SEWER RES	20,037.79	80,203.16	248,251.00	168,047.84	32.3
51-43-416 CONTRACT SEWER	1,695.30	6,599.87	25,000.00	18,400.13	26.4
<b>TOTAL SEWER</b>	<b>198,723.95</b>	<b>846,308.35</b>	<b>2,625,782.00</b>	<b>1,779,473.65</b>	<b>32.2</b>
<u>MISCELLANEOUS</u>					
51-45-434 UTILITY PENALTY/INTEREST	3,591.29	13,762.86	22,000.00	8,237.14	62.6
51-45-435 RECONNECT FEES	35.00	1,330.00	7,500.00	6,170.00	17.7
51-45-450 SENIOR DISCOUNT	( 3,858.34)	( 14,717.61)	38,000.00	52,717.61	( 38.7)
51-45-467 NSF CHECKS AND FEES	.00	.00	300.00	300.00	.0
51-45-468 UTILITY INSPECTION FEES	372.00	1,161.16	1,500.00	338.84	77.4
51-45-471 WATER SUBSCRIPTION FEES	.00	.00	165,500.00	165,500.00	.0
51-45-472 SEWER SUBSCRIPTION FEES	.00	.00	176,958.00	176,958.00	.0
51-45-487 INVESTMENT INCOME	.00	.03	.00	( .03)	.0
<b>TOTAL MISCELLANEOUS</b>	<b>139.95</b>	<b>1,536.44</b>	<b>411,758.00</b>	<b>410,221.56</b>	<b>.4</b>
<u>MISCELLANEOUS</u>					
51-49-466 CASH OVER/SHORT	4.09	19.52	.00	( 19.52)	.0
51-49-487 INVESTMENT INCOME	.00	.00	5,254.00	5,254.00	.0
51-49-495 MISCELLANEOUS INCOME	178.57	714.28	.00	( 714.28)	.0
<b>TOTAL MISCELLANEOUS</b>	<b>182.66</b>	<b>733.80</b>	<b>5,254.00</b>	<b>4,520.20</b>	<b>14.0</b>
<b>TOTAL FUND REVENUE</b>	<b>541,626.55</b>	<b>2,192,911.29</b>	<b>6,850,697.00</b>	<b>4,657,785.71</b>	<b>32.0</b>

CITY OF BETHEL  
 BALANCE SHEET  
 NOVEMBER 30, 2017

WATER & SEWER SERVICES

ASSETS

51-10100	CASH IN COMBINED FUND	1,963,300.56
51-12200	WATER SEWER SUBSCRIPTION	245.72
51-13100	ACCOUNTS RECEIVABLE	561,005.30
51-13900	ALLOWANCE-DOUBTFUL ACCTS	( 160,029.62)
51-14200	HEATING FUEL INVENTORY	34,644.50
51-14400	DIESEL FUEL INVENTORY	15,452.50
51-16200	IMPROVEMENTS	12,187.41
51-16300	BUILDINGS	2,869,625.96
51-16400	PLANTS AND LINES-GENERAL	28,727,258.33
51-16500	MACHINERY & EQUIP-GENERAL	199,203.57
51-16600	VEHICLES-GENERAL	3,576,869.45
51-16620	VEHICLES-H SEWER	243,962.58
51-16630	VEHICLES-H WATER	266,401.15
51-16800	ACCUM DEPR-BUILDINGS	( 2,868,669.10)
51-16900	ACCUM DEPR-PLANT/LINE-GNL	( 19,198,617.83)
51-17000	ACCUM DEP-M&E GENERAL	( 75,107.73)
51-17100	ACCUM DEPR-VEHICLES-GENERAL	( 3,508,942.20)
51-17800	SEWER COLLECTION SYSTEM	30,538.00
51-18000	W/S CONSTRUCTION IN PROGRESS	2,655,993.76
51-19000	DEFERRED OUTFLOW-PENSION	459,997.50
	TOTAL ASSETS	<u>15,805,319.81</u>

LIABILITIES AND EQUITY

LIABILITIES

51-20100	VOUCHERS PAYABLE	42,046.45
51-22100	ACCRUED VACATION	117,145.58
51-22200	VACATION/SICK LEAVE	2,211.84
51-25900	DUE TO/FROM OTHER FUNDS	1,996,668.23
51-26100	UTILITY DEPOSITS	348,993.83
51-27200	WATER SUB. FEE - DEF. MAINT.	410,462.36
51-27300	SEWER SUB. FEE - DEF. MAINT.	309,569.21
51-29000	DEFERRED INFLOW-PENSION	51,743.55
51-29100	PENSION LIABILITY	2,922,660.07
	TOTAL LIABILITIES	<u>6,201,501.12</u>

FUND EQUITY

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
51-80-501 SALARIES	2,405.01	25,029.14	82,158.00	57,128.86	30.5
51-80-502 OVERTIME	.00	267.92	2,000.00	1,732.08	13.4
51-80-508 LEAVE CASHOUT	.00	.00	4,108.00	4,108.00	.0
51-80-511 MEDICARE FICA	34.88	373.34	1,220.00	846.66	30.6
51-80-512 GROUP HEALTH INSURANCE	1,582.12	16,348.54	45,360.00	29,011.46	36.0
51-80-515 UNEMPLOYMENT	.00	.00	1,585.00	1,585.00	.0
51-80-516 WORKERS' COMPENSATION	.00	.00	318.00	318.00	.0
51-80-518 PERS	529.10	5,424.04	18,515.00	13,090.96	29.3
51-80-519 UTILITY BENEFIT	150.23	751.15	7,980.00	7,228.85	9.4
51-80-545 TRAINING/TRAVEL	.00	.00	3,500.00	3,500.00	.0
51-80-561 SUPPLIES	.00	.00	6,000.00	6,000.00	.0
51-80-648 OUTSOURCED SERVICES	5,776.13	13,883.04	.00	( 13,883.04)	.0
51-80-649 ONLINE BILL PAY	229.30	1,121.30	3,000.00	1,878.70	37.4
51-80-721 INSURANCE	.00	.00	1,000.00	1,000.00	.0
51-80-727 ADVERTISING	.00	.00	1,000.00	1,000.00	.0
51-80-733 POSTAGE	.00	.00	6,000.00	6,000.00	.0
51-80-736 BANK CHARGES	3,080.81	15,632.92	36,500.00	20,867.08	42.8
51-80-799 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
51-80-996 ADMIN OVERHEAD-IT SVCS	.00	.00	16,566.00	16,566.00	.0
51-80-998 ADMINISTRATIVE OVERHEAD-GF	897.00	10,889.00	29,287.00	18,398.00	37.2
<b>TOTAL UTILITY BILLING</b>	<b>14,684.58</b>	<b>89,720.39</b>	<b>266,597.00</b>	<b>176,876.61</b>	<b>33.7</b>
<u>HAULED WATER</u>					
51-81-501 SALARIES	32,316.11	153,113.37	486,344.00	333,230.63	31.5
51-81-502 OVERTIME	9,148.52	40,877.58	.00	( 40,877.58)	.0
51-81-508 LEAVE CASHOUT	.00	.00	20,495.00	20,495.00	.0
51-81-511 MEDICARE	663.56	2,942.74	7,052.00	4,109.26	41.7
51-81-512 EMPLOYEE GROUP BENEFITS	16,473.66	84,841.95	224,856.00	140,014.05	37.7
51-81-515 UNEMPLOYMENT	.00	3,225.22	7,925.00	4,699.78	40.7
51-81-516 WORKERS' COMPENSATION	.00	.00	14,359.00	14,359.00	.0
51-81-518 PERS	8,808.27	41,900.87	106,996.00	65,095.13	39.2
51-81-519 UTILITY BENEFIT	3,119.73	15,913.02	39,558.00	23,644.98	40.2
51-81-545 TRAINING/TRAVEL	.00	1,803.51	4,000.00	2,196.49	45.1
51-81-561 SUPPLIES	992.70	2,523.45	5,525.00	3,001.55	45.7
51-81-563 WEARING APPAREL	.00	730.40	12,000.00	11,269.60	6.1
51-81-600 TIRES	.00	4,454.30	15,000.00	10,545.70	29.7
51-81-601 VEHICLE PARTS	686.29	5,255.65	5,000.00	( 255.65)	105.1
51-81-602 GASOLINE/DIESEL/OIL	( 1,589.59)	39,400.34	110,000.00	70,599.66	35.8
51-81-621 ELECTRICITY	574.35	2,230.64	10,000.00	7,769.36	22.3
51-81-622 TELEPHONE	2.85	14.24	600.00	585.76	2.4
51-81-623 HEATING FUEL	2,461.64	3,166.81	30,000.00	26,833.19	10.6
51-81-626 WATER/SEWER/GARBAGE	700.51	3,497.50	8,200.00	4,702.50	42.7
51-81-627 STAFF CELLULAR PHONES	.00	150.81	.00	( 150.81)	.0
51-81-650 LAB TESTS	100.00	150.00	2,000.00	1,850.00	7.5
51-81-661 VEHICLE MAINT/REPAIR	20,714.42	112,177.73	313,869.00	201,691.27	35.7
51-81-669 OTHER PURCHASED SERVICES	.00	2,409.14	.00	( 2,409.14)	.0
51-81-683 MINOR EQUIPMENT	.00	482.10	2,000.00	1,517.90	24.1
51-81-699 XFER TO F-58 FLEET REPLACEMENT	.00	50.00	.00	( 50.00)	.0
51-81-721 INSURANCE	1,288.56	1,288.56	21,000.00	19,711.44	6.1

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-81-722 INSURANCE-DED EXP & OTHER	.00	.00	10,000.00	10,000.00	.0
51-81-724 DUES/SUBSCRIPTIONS	.00	75.00	.00	( 75.00)	.0
51-81-738 BAD DEBT EXPENSE	.00	.00	9,000.00	9,000.00	.0
51-81-799 MISCELLANEOUS	.00	486.95	1,000.00	513.05	48.7
51-81-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,359.00	15,359.00	.0
51-81-998 ADMINISTRATIVE OVERHEAD-GF	13,456.00	77,047.00	162,827.00	85,780.00	47.3
<b>TOTAL HAULED WATER</b>	<b>109,917.58</b>	<b>600,208.88</b>	<b>1,644,965.00</b>	<b>1,044,756.12</b>	<b>36.5</b>

PIPED WATER

51-82-501 SALARIES	10,123.08	45,004.37	178,030.00	133,025.63	25.3
51-82-502 OVERTIME	3,599.97	11,687.76	.00	( 11,687.76)	.0
51-82-508 LEAVE CASHOUT	.00	.00	6,819.00	6,819.00	.0
51-82-511 MEDICARE	209.76	863.54	2,581.00	1,717.46	33.5
51-82-512 EMPLOYEE GROUP BENEFITS	5,557.17	24,462.23	55,728.00	31,265.77	43.9
51-82-515 UNEMPLOYMENT	.00	.00	3,970.00	3,970.00	.0
51-82-516 WORKERS' COMPENSATION	.00	.00	5,256.00	5,256.00	.0
51-82-518 PERS	2,734.04	12,187.22	39,167.00	26,979.78	31.1
51-82-519 UTILITY BENEFIT	486.11	2,430.55	9,804.00	7,373.45	24.8
51-82-545 TRAINING/TRAVEL	.00	.00	2,500.00	2,500.00	.0
51-82-561 SUPPLIES	2,136.16	2,829.73	4,525.00	1,695.27	62.5
51-82-563 WEARING APPAREL	.00	664.45	2,000.00	1,335.55	33.2
51-82-592 PLUMBING SUPPLIES	.00	.00	5,000.00	5,000.00	.0
51-82-602 GASOLINE/DIESEL/OIL	590.86	3,834.45	20,000.00	16,165.55	19.2
51-82-621 ELECTRICITY-UTIL MT SHOP	.00	1,522.02	7,500.00	5,977.98	20.3
51-82-622 TELEPHONE	5.70	28.48	2,750.00	2,721.52	1.0
51-82-623 HEATING FUEL	4,751.56	6,471.58	20,000.00	13,528.42	32.4
51-82-626 WATER/SEWER/GARB	41.62	207.14	600.00	392.86	34.5
51-82-627 STAFF CELLULAR PHONES	.00	308.73	.00	( 308.73)	.0
51-82-649 ENGINEERING SERVICES	.00	.00	3,000.00	3,000.00	.0
51-82-650 LAB TESTS	.00	840.00	.00	( 840.00)	.0
51-82-661 VEHICLE MAINT/REPAIR	173.69	1,530.80	3,037.00	1,506.20	50.4
51-82-669 OTHER PURCHASED SERVICES	.00	55.00	2,500.00	2,445.00	2.2
51-82-683 MINOR EQUIPMENT	.00	1,350.15	3,000.00	1,649.85	45.0
51-82-721 INSURANCE	.00	.00	5,400.00	5,400.00	.0
51-82-722 INSURANCE-DED EXP & OTHER	.00	.00	5,000.00	5,000.00	.0
51-82-724 DUES & SUBSCRIPTION	.00	12.00	.00	( 12.00)	.0
51-82-727 ADVERTISING	.00	.00	1,000.00	1,000.00	.0
51-82-738 BAD DEBT EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-82-799 MISCELLANEOUS	.00	10.00	.00	( 10.00)	.0
51-82-998 ADMINISTRATIVE OVERHEAD-GF	4,333.00	21,686.00	54,065.00	32,379.00	40.1
<b>TOTAL PIPED WATER</b>	<b>34,742.72</b>	<b>137,986.20</b>	<b>448,232.00</b>	<b>310,245.80</b>	<b>30.8</b>

BETHEL HTS WTR TREATMENT

51-83-501 SALARIES	7,239.72	43,730.61	125,389.00	81,658.39	34.9
51-83-502 OVERTIME	2,989.84	8,395.60	.00	( 8,395.60)	.0
51-83-508 LEAVE CASHOUT	.00	.00	11,239.00	11,239.00	.0
51-83-511 MEDICARE	26.74	213.74	1,818.00	1,604.26	11.8
51-83-512 EMPLOYEE GROUP BENEFITS	1,447.67	9,817.97	44,064.00	34,246.03	22.3
51-83-515 UNEMPLOYMENT	.00	.00	2,014.00	2,014.00	.0

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-83-516 WORKERS' COMPENSATION	.00	.00	3,668.00	3,668.00	.0
51-83-518 PERS	2,066.14	10,808.36	27,585.00	16,776.64	39.2
51-83-519 UTILITY BENEFIT	1,005.55	5,027.75	7,752.00	2,724.25	64.9
51-83-545 TRAINING/TRAVEL	.00	.00	1,500.00	1,500.00	.0
51-83-561 SUPPLIES	247.17	8,501.11	50,000.00	41,498.89	17.0
51-83-563 WEARING APPAREL	.00	.00	800.00	800.00	.0
51-83-567 CHEMICALS	883.69	37,882.72	.00	( 37,882.72)	.0
51-83-592 PLUMBING SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-83-602 GASOLINE/DIESEL/OIL	235.50	359.84	.00	( 359.84)	.0
51-83-621 ELECTRICITY (PUMPHOUSE)	.00	19,436.59	70,000.00	50,563.41	27.8
51-83-622 TELEPHONE	47.04	234.31	1,600.00	1,365.69	14.6
51-83-623 HEATING FUEL (PUMPHOUSE)	12,613.59	29,077.32	130,000.00	100,922.68	22.4
51-83-649 ENGINEERING SERVICES	.00	.00	2,000.00	2,000.00	.0
51-83-650 LAB TESTS	200.00	600.00	5,000.00	4,400.00	12.0
51-83-661 VEHICLE MAINT/REPAIR	173.69	895.64	3,037.00	2,141.36	29.5
51-83-669 OTHER PURCHASED SERVICES	.00	1,710.00	10,000.00	8,290.00	17.1
51-83-683 MINOR EQUIPMENT	116.52	116.52	5,000.00	4,883.48	2.3
51-83-721 INSURANCE	.00	.00	10,380.00	10,380.00	.0
51-83-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-83-996 ADMIN OVERHEAD-IT SVCS	.00	.00	15,822.00	15,822.00	.0
51-83-998 ADMINISTRATIVE OVERHEAD-GF	2,819.00	17,574.00	40,103.00	22,529.00	43.8
<b>TOTAL BETHEL HTS WTR TREATMENT</b>	<b>32,111.86</b>	<b>194,382.08</b>	<b>573,271.00</b>	<b>378,888.92</b>	<b>33.9</b>

CITY SUB WTR TREATMENT

51-84-501 SALARIES	7,654.95	40,910.61	127,735.00	86,824.39	32.0
51-84-502 OVERTIME	2,650.04	9,200.77	.00	( 9,200.77)	.0
51-84-508 LEAVE CASHOUT	.00	.00	5,257.00	5,257.00	.0
51-84-511 MEDICARE	151.22	740.44	18,232.00	17,491.56	4.1
51-84-512 EMPLOYEE GROUP BENEFITS	4,349.01	22,499.71	44,064.00	21,564.29	51.1
51-84-515 UNEMPLOYMENT	.00	.00	2,014.00	2,014.00	.0
51-84-516 WORKERS' COMPENSATION	.00	.00	3,712.00	3,712.00	.0
51-84-518 PERS	2,082.73	10,840.10	27,662.00	16,821.90	39.2
51-84-519 UTILITY BENEFIT	328.73	1,643.65	7,752.00	6,108.35	21.2
51-84-545 TRAINING/TRAVEL	.00	300.00	3,000.00	2,700.00	10.0
51-84-561 SUPPLIES	434.29	7,956.42	45,000.00	37,043.58	17.7
51-84-563 WEARING APPAREL	.00	.00	800.00	800.00	.0
51-84-567 CHEMICALS	.00	37,882.72	.00	( 37,882.72)	.0
51-84-592 PLUMBING SUPPLIES	.00	.00	2,000.00	2,000.00	.0
51-84-602 GASOLINE/DIESEL/OIL	42.89	266.52	600.00	333.48	44.4
51-84-621 ELECTRICITY (CS WTF)	.00	13,630.46	50,000.00	36,369.54	27.3
51-84-622 TELEPHONE	2.85	14.24	1,800.00	1,785.76	.8
51-84-623 HEATING FUEL(CS WTF)	10,581.26	34,958.83	80,000.00	45,041.17	43.7
51-84-649 ENGINEERING SERVICES	.00	.00	1,500.00	1,500.00	.0
51-84-650 LAB TESTS	.00	670.60	7,500.00	6,829.40	8.9
51-84-661 VEHICLE MAINT (ISF)	173.69	895.64	3,037.00	2,141.36	29.5
51-84-669 OTHER PURCHASED SERVICES	.00	216.00	15,000.00	14,784.00	1.4
51-84-683 MINOR EQUIPMENT	.00	377.83	5,000.00	4,622.17	7.6
51-84-721 INSURANCE	.00	.00	5,700.00	5,700.00	.0
51-84-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-84-996 ADMIN OVERHEAD-IT SVCS	.00	.00	17,181.00	17,181.00	.0
51-84-998 ADMINISTRATIVE OVERHEAD-GF	3,285.00	19,275.00	42,058.00	22,783.00	45.8

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL CITY SUB WTR TREATMENT	31,736.66	202,279.54	517,104.00	314,824.46	39.1
<u>HAULED SEWER</u>					
51-85-501 SALARIES	29,517.19	149,472.46	488,733.00	339,260.54	30.6
51-85-502 OVERTIME	5,926.66	22,868.82	60,000.00	37,131.18	38.1
51-85-508 LEAVE CASHOUT	.00	.00	24,164.00	24,164.00	.0
51-85-511 MEDICARE	563.68	2,587.86	7,957.00	5,369.14	32.5
51-85-512 EMPLOYEE GROUP BENEFITS	16,616.42	84,025.26	250,776.00	166,750.74	33.5
51-85-515 UNEMPLOYMENT	.00	9,049.26	10,150.00	1,100.74	89.2
51-85-516 WORKERS' COMPENSATION	.00	.00	16,201.00	16,201.00	.0
51-85-518 PERS	7,718.54	37,372.74	120,721.00	83,348.26	31.0
51-85-519 UTILITY BENEFIT	1,457.54	7,287.70	44,118.00	36,830.30	16.5
51-85-545 TRAINING/TRAVEL	.00	253.69	.00	( 253.69)	.0
51-85-561 SUPPLIES	.00	957.60	5,525.00	4,567.40	17.3
51-85-563 WEARING APPAREL	.00	720.58	10,000.00	9,279.42	7.2
51-85-600 TIRES & WHEELS	.00	4,454.30	12,000.00	7,545.70	37.1
51-85-601 VEHICLE PARTS	6,431.25	10,040.46	4,200.00	( 5,840.46)	239.1
51-85-602 GASOLINE/DIESEL/OIL	( 2,077.14)	32,321.11	110,000.00	77,678.89	29.4
51-85-621 ELECTRICITY	574.35	2,230.64	8,000.00	5,769.36	27.9
51-85-622 TELEPHONE	.00	.00	350.00	350.00	.0
51-85-623 HEATING FUEL	2,461.64	3,166.81	30,000.00	26,833.19	10.6
51-85-626 WATER/SEWER/GARBAGE	700.51	3,497.50	6,500.00	3,002.50	53.8
51-85-661 VEHICLE MAINT/REPAIR	20,641.98	101,571.56	313,869.00	212,297.44	32.4
51-85-669 OTHER PURCHASED SERVICES	5.00	3,103.12	.00	( 3,103.12)	.0
51-85-683 MINOR EQUIPMENT	.00	482.10	2,000.00	1,517.90	24.1
51-85-699 XFER TO F-58 FLEET REPLACEMENT	.00	27.00	.00	( 27.00)	.0
51-85-721 INSURANCE	1,216.87	1,216.87	17,000.00	15,783.13	7.2
51-85-722 INSURANCE-DED EXP & OTHER	.00	.00	10,000.00	10,000.00	.0
51-85-724 DUES/SUBSCRIPTIONS	.00	30.00	.00	( 30.00)	.0
51-85-738 BAD DEBT EXPENSE	.00	.00	12,000.00	12,000.00	.0
51-85-799 MISCELLANEOUS	.00	35.00	1,000.00	965.00	3.5
51-85-996 ADMIN OVERHEAD-IT SVCS	.00	.00	615.00	615.00	.0
51-85-998 ADMINISTRATIVE OVERHEAD-GF	11,790.00	70,341.00	183,502.00	113,161.00	38.3
TOTAL HAULED SEWER	103,544.49	547,113.44	1,749,381.00	1,202,267.56	31.3
<u>PIPED SEWER</u>					
51-86-501 SALARIES	9,682.88	43,030.73	178,080.00	135,049.27	24.2
51-86-502 OVERTIME	3,599.96	11,707.17	.00	( 11,707.17)	.0
51-86-508 LEAVE CASHOUT	.00	.00	6,819.00	6,819.00	.0
51-86-511 MEDICARE	203.34	835.31	2,582.00	1,746.69	32.4
51-86-512 EMPLOYEE GROUP BENEFITS	5,345.38	23,762.10	57,024.00	33,261.90	41.7
51-86-515 UNEMPLOYMENT	.00	.00	3,971.00	3,971.00	.0
51-86-516 WORKERS' COMPENSATION	.00	.00	5,258.00	5,258.00	.0
51-86-518 PERS	2,637.20	11,757.25	39,178.00	27,420.75	30.0
51-86-519 UTILITY BENEFITS	982.34	4,911.70	9,478.00	4,566.30	51.8
51-86-545 TRAINING/TRAVEL	.00	.00	2,000.00	2,000.00	.0
51-86-561 SUPPLIES	.00	1,294.76	5,525.00	4,230.24	23.4
51-86-563 WEARING APPAREL	.00	2,136.90	2,500.00	363.10	85.5
51-86-592 PLUMBING SUPPLIES	.00	.00	4,000.00	4,000.00	.0
51-86-602 GASOLINE/DIESEL/OIL	448.64	2,401.10	25,000.00	22,598.90	9.6

CITY OF BETHEL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-86-621 ELECTRICITY-LIFTST & BLDG	.00	18,524.28	75,000.00	56,475.72	24.7
51-86-622 TELEPHONE	.00	.00	2,000.00	2,000.00	.0
51-86-623 HEATING FUEL	3,139.52	5,044.19	35,000.00	29,955.81	14.4
51-86-626 WATER/SEWER/GARB	41.63	207.14	600.00	392.86	34.5
51-86-661 VEHICLE MAINT/REPAIR	173.69	1,088.20	3,037.00	1,948.80	35.8
51-86-669 OTHER PURCHASED SERVICES	.00	2,135.98	20,000.00	17,864.02	10.7
51-86-683 MINOR EQUIPMENT	.00	42,117.98	125,000.00	82,882.02	33.7
51-86-685 EQUIPMENT	.00	2,398.00	.00	( 2,398.00)	.0
51-86-721 INSURANCE	.00	.00	4,500.00	4,500.00	.0
51-86-722 INSURANCE-DED EXP & OTHER	.00	.00	5,000.00	5,000.00	.0
51-86-736 LEASED PROPERTY-LIFT STATIONS	.00	12,204.15	10,000.00	( 2,204.15)	122.0
51-86-996 ADMIN OVERHEAD-IT SVCS	.00	.00	615.00	615.00	.0
51-86-998 ADMINISTRATIVE OVERHEAD-GF	4,283.00	21,535.00	54,251.00	32,716.00	39.7
<b>TOTAL PIPED SEWER</b>	<b>30,537.58</b>	<b>207,091.94</b>	<b>676,418.00</b>	<b>469,326.06</b>	<b>30.6</b>
 <b>SEWER LAGOON</b>					
51-87-501 SALARIES	2,494.13	11,577.49	63,327.00	51,749.51	18.3
51-87-502 OVERTIME	799.99	2,627.62	.00	( 2,627.62)	.0
51-87-508 LEAVE CASHOUT	.00	.00	1,616.00	1,616.00	.0
51-87-511 MEDICARE	50.19	215.53	918.00	702.47	23.5
51-87-512 EMPLOYEE GROUP BENEFITS	1,352.63	6,154.85	18,144.00	11,989.15	33.9
51-87-515 UNEMPLOYMENT	.00	.00	1,412.00	1,412.00	.0
51-87-516 WORKERS' COMPENSATION	.00	.00	1,870.00	1,870.00	.0
51-87-518 PERS	661.36	3,061.78	13,932.00	10,870.22	22.0
51-87-519 UTILITY BENEFIT	96.34	481.70	3,016.00	2,534.30	16.0
51-87-545 TRAINING/TRAVEL	2,685.60	2,685.60	1,500.00	( 1,185.60)	179.0
51-87-561 SUPPLIES	.00	451.98	1,000.00	548.02	45.2
51-87-563 WEARING APPAREL	.00	.00	1,200.00	1,200.00	.0
51-87-592 PLUMBING SUPPLIES	.00	.00	2,500.00	2,500.00	.0
51-87-602 GASOLINE	1,603.83	6,334.21	15,000.00	8,665.79	42.2
51-87-650 LAB TESTS (SAMPLES)	1,061.68	3,969.52	12,000.00	8,030.48	33.1
51-87-661 VEHICLE MAINT/REPAIR	.00	567.57	.00	( 567.57)	.0
51-87-669 OTHER PURCHASED SERVICES	.00	.00	1,000.00	1,000.00	.0
51-87-683 MINOR EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
51-87-721 INSURANCE	.00	.00	800.00	800.00	.0
51-87-727 ADVERTISING	.00	.00	500.00	500.00	.0
51-87-998 ADMINISTRATIVE OVERHEAD-GF	1,041.00	5,407.00	18,700.00	13,293.00	28.9
<b>TOTAL SEWER LAGOON</b>	<b>11,846.75</b>	<b>43,534.85</b>	<b>160,435.00</b>	<b>116,900.15</b>	<b>27.1</b>
 <b>TOTAL FUND EXPENDITURES</b>	 <b>369,122.22</b>	 <b>2,022,317.32</b>	 <b>6,036,403.00</b>	 <b>4,014,085.68</b>	 <b>33.5</b>
 <b>NET REVENUE OVER EXPENDITURES</b>	 <b>172,504.33</b>	 <b>170,593.97</b>	 <b>814,294.00</b>	 <b>643,700.03</b>	 <b>21.0</b>

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# *Mayor's Report*

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# ***City Manager's Report***

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## CITY OF BETHEL

P.O. Box 388  
Bethel, Alaska 99559  
Ph. (907) 543-4150  
Fax (907) 543-3817

## MEMORANDUM

DATE: January 3,2018 to January 16,2018

TO: City Council

FROM: Peter Williams, City Manager

RE: City Managers' Report

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### PROJECTS

**Institutional Corridor-** STG has installed 50 helices, because of the perma frost they have had a hard time achieving the required depth of 15ft. Bethel Builders has forward submittals needed for the water plant and utility piping, reviewing electrical changes order on the controls in the pump house. Still waiting for DOT&PF permitting open trenching across CEHH, Knik has agreed to sell us the asphalt needed to patch the highway. How the tie-in to existing loop A. Though the tie- into the buildings along this pipeline are not part of these projects costs, design for construction to tie in the various buildings along the pipeline is underway.

**Jetty/Sewer Lagoon-** CH2M is finishing the design for the Jetty. Jan.5; Payments for dredging Sewer Lagoon processed on January 2. VSW has \$4M in unspent funds that needs to be spent before June 31, 2018. We are trying to find a project for the available funds; perhaps we will be able to use them to dredge a little more from the lagoon before July 1,108.

**Bethel Bank Stabilization Project (BBSP) & Ridgecrest Dr.** – Projects are on schedule will start in the spring of 2018

**The Avenues-** The PERS/EA will be available for review in February or March. The grantors requested we provide a cost estimate for this project to and provided a figure of \$5M. Jan 11-DOWL project manger visited Bethel and reviewed the scope of work for this project. Discussed the number of lift stations and how best to expand the project to include Fourth, Fifth and Six Avenues.

**Port Office-** Signed the Certificate of Complexation Jan.5, 2018.

**PD Communication Tower-** Received and reviewed the Geo-Tech report. The next steps will include permitting, design and assembling construction documents. We have \$100,000 for construction and will need at least that much more to continue. We will be asking homeland security for the rest of the funds that are needed. We have a \$51,000 grant to purchase the repeaters that will be mounted on the tower. We feel we have a strong case to too present to Homeland Sec. to ask for additional funding.

**Alternate H-Marker Lk. Rd-** On December 21 the DOT reported that the City would not have to submit a STIP application. DOWL believes we might have to apply for a new STIP if there is a gap in the funding. We are seeking a full status of the project from the DOT. Jan.10 –Received Proposal from DOWL for Transportation Planning and Project Management Services. The cost for these services is time and materials not to exceed \$20,000. The project manger assigned to the project has a long history working on transportation projects in this region. She worked with the Denali Comm. and recently facilitated the Yukon Kuskokwim Trans. Committee for the DOT in this region

**Landfill Closure-** Waiting for DOWL's proposal to produce a Closure Study

**PW Boilers-** On Jan 11 DOWL's mechanical engineers looked at the boiler room in the PW building and will work on a scope of work to replace the boilers.

**Courthouse RFP-** The submittal date is March 1, 2108, initially it was Feb 15, 2018. I have discussed the proposal with the PW Dept., City Attorney to develop a response to the RFP. We have responded to three addendums.

## **DEPARTMENTS**

**YKFC-** The estimated total of the equipment needed to access the overhead areas of the building is thirty-nine thousand dollars. Estimated freight cost is five-thousand dollars.

**Finance Dept.-**Discussed the hiring of new personnel, assistant finance director, temporary hires and <sup>th</sup>e use of Carmen Jackson for the FY-18 audit. Jan 1- Forward budget mod to the council for the CPA's from Carmen Jackson. Jan 8- Finance Director and I meet with the Rural Utility Business Advisor ( RUBA) to determine what financial report would be acceptable to them for councils review.

**Public Works-** 12/22- Flow meter for water one water truck is being looked at. They encountered a problem regarding the voltage the meter needs,24V or32V, and our trucks use a 12V system.

Planning Dept. Jan 1- discussed the GIS system and what information this system would provide for the police and planning depts. Jan 9- Requested the city engineers to review AVEC Wind Tower permit and drawings to see if they are sound and reasonable. Jan 12 reviewed DOWL's scope of work for ONC'S Ciullkulek Subdivision Preliminary Plat.

**Police Dept.**- On February 13 I will ask the City Council to confirm the candidate for the Police Chiefs position. Before the meeting starts I will introduce the candidate to the council chambers. At the meeting, I will provide a resume and letter stating why I have chosen the candidate. The City Council will then be able to question me about my decision and then vote to confirm, or not to confirm, the candidate. Jan.8- Received a request from Engle Entertainment to have the Police Dept. participate in a TV show. For now, I have declined their request. These shows usually start out with good intentions and then seem to go astray from their intended purposes.

**Union Neg.**- Plan to have the contract for council's review and hopeful approval on Feb.27th. January,

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# ***Management Team Reports***

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# ***City Clerk's Report***

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# City of Bethel, Alaska

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## City Clerk's Office

### Council Meetings and Events

January 31, 2018 Joint Task Force Meeting

February 13, 2018 Regular Meeting

**Committee/Commission Training** - The Office will start the annual training for the Committee/Commission Members January 3, 2018.

Provided general training to the new Admin for the Public Works Department.

Attended the second Community Action Grant Technical Review Board meeting.

Updated and finalized the forms, created form fillable documents for the website.

Created a website page and subpage for the grant with summary statements for the public.

Created public notices of the grant filling period.

**Public Records/Retention Training**- The Office would like to conduct a training for staff in February to go over the City's responsibility to respond to public requests for information and the processes we take to ensure proper storage of public records. – This training was moved back a month due to time constraints.

### **Detailed review of City Clerk's Budget**

Provided required corrections to the City Clerk's detailed line items to the Finance Department. ll

### **Document Preparation-**

Resolution, Bethel Spirits- Pulled by the member prior to packet deadline.

Proclamation for Bethel Warriors Wrestling

Resolution protesting AC Quickstop

Revisions to Title 1 with City Attorney

Joint Task Force Meeting Packet Material

Local Option Petition certification material and booklet templates created for printing.

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# ***Executive Session***

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# *Additional Information*

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