



City of Bethel

P.O. Box 1388

Bethel, Alaska 99559

Phone: 907- 543-2047

Fax: 907-543-3781

Regular City Council Meeting

Tuesday, February 13, 2018

6:30 P.M.

Council Chambers; Bethel, Alaska



**City Council Meeting Agenda
Regularly Scheduled Meeting
February 13, 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

Fred Watson
Vice-Mayor
Term Expires 2018
fwatson@cityofbethel.net

Leif Albertson
Council Member
Term Expires 2019
lalbertson@cityofbethel.net

Mark Springer
Council Member
Term Expires 2018
msprigner@cityofbethel.net

Naim Shabani
Council Member
Term Expires 2019
nshabani@cityofbethel.net

Thor Williams
Council Member
Term Expires 2019
twilliams@cityofbethel.net

Mitchell Forbes
Council Member
Term Expires 2019
mforbes@cityofbethel.net

Pete Williams
City Manager
543-2047
pwilliams@cityofbethel.net

Lori Strickler
City Clerk
543-1384
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) *1-23-2018 Regular Meeting Minutes p.5
- VII. **REPORTS OF STANDING COMMITTEE**
- VIII. **SPECIAL ORDER OF BUSINESS**
 - a) Health Fitness Monthly Report (Mayor Robb) p.21
- IX. **UNFINISHED BUSINESS**
 - a) Public Hearing 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.41
 - b) Public Hearing of Budget Ordinance 17-28 (h): Amending The Adopted Annual FY 2018 Budget-Change To Leased Properties - Court Complex Fund (City Manager Williams) p.49
 - c) 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.51
 - i. AC Quickstop Opportunity To Defend Per 3 AAC 304.145
- X. **NEW BUSINESS**
 - a) *Introduction of Ordinance 18-03: Amending BMC Section 5.20.050(F) To Increase Taxi Cab Rates (Public Safety and Transportation Commission) p.72
 - b) *Introduction Of Budget Ordinance 17-28(i): Amending The Adopted Annual FY 2018 Budget (City Manager Williams) p.75
 - c) *Resolution 18-03: Protest Of Package Store Liquor License #5418 Renewal For AC Quickstop, Located At 131 Akakeek St., Owned By The North West Company (International) INC. (Council Member Albertson) p.85
 - i. AC Quickstop Opportunity To Defend Per 3 AAC 304.145
 - d) *Resolution 18-04: Support For Tundra Ridge Road Realignment Project Listed In 2018-2021 Draft Of STIP (City Manager Williams) p.100
 - e) *AM 18-08: Appointment Of Benjamin Anderson-Agimuk To The Community Action Grant Technical Review Board As A Member For A Term Of Three Years (Mayor Robb) p.102

Agenda posted on February 7, 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 27, 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
February 13, 2018 – 6:30 pm
City Hall 300 State Highway, Bethel, AK
City of Bethel Council Chambers**

- f) *AM 18-09: Authorizing Administrative Leave For City Attorney To Attend Training (Mayor Robb) p.103
- g) AM 18-10: Direct Administration to prepare and submit a grant/loan application with USDA-RD to obtain approximately \$5,753,098 in funding to pay for 8 new water trucks, 7 new sewer trucks, and construction of a new water and sewer pipe project between 6th and 7th Avenues (City Manager Williams) p.110
- h) AM- 18-11: Authorize Administration To Spend Up To \$20,000 From The Professional Services Line Item In The Planning Budget For DOWL To Begin Planning For The Tundra Ridge Road Realignment Project Identified In The 2018-2021 Draft Statewide Transportation Improvement Program (City Manager Williams) p.115
- i) AM 18-12: Direct Administration obtain valid signatures for the Memorandum of Understanding between ONC and the City of Bethel regarding the Pinky's Park Boardwalk Lighting Project and carry out the project (Council Member Springer) p.122
- j) AM 18-13: Identifying A Council Person(s) To Attend The Alaska Municipal League Winter Legislative Conference In Juneau, February 21 and 22 (Mayor Robb) p.126
- k) Plans For Lobbying/Legislative Efforts In Juneau For 2018 (Council Member Williams)
- l) *Personal Leave Request For City Attorney February 15 & 16, 2018 (Mayor Robb)
- m) *Personal Leave For The City Manager To Attend The Alaska Municipal League Winter Conference February 20-23, 2018 (City Manager Williams)

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)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 February 7, 2018 at City Hall, AC Co., Swanson's, and the Post Office.

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Approval of the Meeting Minutes

I. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on January 23, 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

Comprising a quorum of the Council, the following members were present:	
Mayor Rick Robb	Council Member Mark Springer (Telephonically)
Vice-Mayor Fred Watson	Council Member Leif Albertson (Telephonically)
Council Member Naim Shabani	Council Member Thor Williams
Council Member Mitchell Forbes	
Members Absent:	
Also in attendance were the following:	
City Manager Pete Williams	Assistant City Clerk Kevin Morgan
City Attorney Patty Burley	

Main Motion: Move Special Order Of Business Item "A" to front of agenda.

Moved by:	Williams
Seconded by:	Shabani
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

SPECIAL ORDER OF BUSINESS

Item A – City of Bethel Proclamation: Recognizing The Bethel Warriors Wrestling Team In Their Division II State Championship Title.

IV. PEOPLE TO BE HEARD

Mary Nanuwak- Would like to apologize to the Council. She made assumptions about the council which turned out not to be true. Quyana cakeq to the City of Bethel and presented a letter to the Council. She opposes any alcohol such as, Ordinance 17-48 and Resolution 18-02. Does not think alcohol is the answer to the region as a money making tool. It causes primary effects to the users and as well as secondary effects to other people. Saddened to hear about the death of a lost person who called 911 and didn't get help. She felt that if the emergency system had less alcohol calls, they might have had more time to deal with serious emergencies like that one.

Eileen Arnold- Executive Director-Tundra Women's Collation (TWC)- Thanked Council for listening to their concerns. Would like to see action toward sales tax exemptions for non-profits. Listed examples of ways TWC has directly helped the City of Bethel and wondered if in-kind donations could be used as a tax credit toward taxes that the city collects

Susan Murphy, Parish Administrator for the Catholic Church- spoke in favor of sales tax exemption for non-profits. Would like options from the City for non-profits to have a different way to pay sales tax that isn't a administrative burden to process as most small non-profits do not have the time or workers to deal with additional administrative office work. Perhaps tax business who make over a certain amount every year, or exempt businesses who make less than a certain amount every year.

Chariton Epchook- Supports Resolution 18-01, forming a task force. Talked about the negative effects of alcohol on the youth. Talked about the need of alcohol education and its impact.

Mike Williams- Spoke in favor of Task force Resolution 18-01. Feels problems associated with alcohol abuse are solvable. Believes the task force is a good way of starting the conversation toward finding solutions. Would like the local villages to have input in it as well. Liquor stores cause a lot of stress in our communities and are increasing social problems.

Ivan Ivan- Chief of Akiak Native community- Supports Resolution 18-01. Commends the Council for their leadership on this issue. It is important for older people to find ways to help the youth. Feels the resolution is an important step to do this.

David E. Trantham Jr.- Respectfully requests the city to start to issue statistics between illegal sales and legal sales of alcohol. Would like to see if the

negative effects are coming from legal sales. Respectfully, requests council to consider striking the words like "problem" and replace it with "Alcohol misuse" and listed other examples. Does not want the mayor to be in charge of the task force, and would like an appointee.

Lorin Bradbury- Rental owner- Supports Introduction and Adoption of Ordinance 17-46. Doesn't think that Council Member Shabani and Albertson have a conflict of interest as it applies to the tenant. Believes that tenants will become a different class of people as they will be paying 12% instead of 6% sales tax. Disagreed with the City Attorney's prior point of view on this matter as an equal protection issue. Believed it was not equal protection for the tenant.

David Salzburn- Agrees with Lorin Bradbury concerning Ordinance 17-46.

Jeffery Evon- Concerned with the growing amount of traffic in the housing area due to the Liquor store. There is a high amount of children in the area. There are intoxicated people in the surrounding area. Listed unsafe examples of children encountering and being harassed by intoxicated people.

V. APPROVAL OF THE CONSENT AND REGULAR AGENDA

Main Motion:	Approve the Consent and Regular Agenda.
Moved by:	Springer
Seconded by:	Shabani
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
Primary Amendment:	Postpone Item D of New Business: Resolution 18-02.
Moved by:	Springer
Seconded by:	Forbes
Action:	Motion does not carry by a vote of 2-5
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Springer
Opposed:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Primary Amendment:	Move Item E of New Business to precede Item D in New Business.
Moved by:	Forbes
Seconded by:	Williams
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

Removal from

Consent: Item D from New Business: Resolution 18-02.

Moved by: | Robb

Removal from

Consent: Items A, B, C in New Business: Introduction Of Budget Ordinance 17-28(g),
Introduction Of Budget Ordinance 17-28(h), Resolution 18-01.

Moved by: | Williams

**Primary
Amendment:**

Postpone Healthfitness Monthly Report to the next meeting.

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

Council Member Springer leaves at 7:27 pm

VI. APPROVAL OF THE MEETING MINUTES

Item A – 1-9-2018 Regular Meeting Minutes.

Passed on the Consent Agenda

Item B – 1-9-2018 Special Meeting Minutes

Passed on the Consent Agenda

VII. REPORTS OF STANDING COMMITTEES

Public Safety and Transportation Commission

Next meeting will be February 7th.

Port Commission

Last Meeting was on January 15th. Three members were present. Did not establish quorum

Planning Commission

Last Meeting was January 11th. Kathy Hanson was re-elected chair. Lorin Bradbury was elected vice-chair. Spoke about the AVCP windmill, and Blue Sky as upcoming items

Parks, Recreation, Aquatic Health and Safety Center Committee

Next meeting is February 12th at 6:00 pm. No meeting since last meeting.

Kasayuli and Phase 2 are on the next meeting. Invites the public to attend and be part of the conversation.

Finance Committee

Committee Member Trantham reported that the meeting was not held due to no quorum.

Energy Committee

No one to report.

Public Works Committee

Currently there is only one member. No quorum can be established.

VIII. SPECIAL ORDER OF BUSINESS

Item A – City of Bethel Proclamation: Recognizing The Bethel Warriors Wrestling Team In Their Division II State Championship Title.

Item B – Health Fitness Monthly Report.

Postponed

IX. UNFINISHED BUSINESS

Item A – Public Hearing of Ordinance 17-48: Amending Fees And Charges Related To Alcohol Permit Applications And Major Subdivision Development.

Mayor Robb opened the Public Hearing.

David E. Trantham Jr.- Did not approve of the large tax increase of the Conditional Use Permit for Alcohol and did not approve of the special event permit fee. He would like to see fiscal notes with the appropriate signatures in the packet.

Lorin Bradbury- Wanted clarification of what events are included under "Special Events". Feels that the City is renegeing on community events and wants to know if this fee pertains only to events involving alcohol.

Mary Nanuwak- Asked council to sign the documents included in the packet to protect the city from litigation and to look more professional.

Mayor Robb closed the Public Hearing.

Main Motion: Mayor Robb called for a vote in the adoption of Ordinance 17-48.

Action:	Motion carries by a vote of 5-1
In favor:	<input checked="" type="checkbox"/> Albertson <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	<input checked="" type="checkbox"/> Robb

Item 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.

Mayor Robb opened the Public Hearing.

David E. Trantham Jr.- Concerned if anyone connected to the city violated their oath of office And is concerned that payments are being made after the fact. Noted the signatures on the summary/fiscal note. Would prefer that the City used supporting documents, that are included with this ordinance, as an example for future ordinances.

Mary Nanuwak- Had a question of why FY 2018 audit funds are being moved to Professional Services. Would like to know what the other professional services are.

Mayor Robb closed the Public Hearing.

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

Moved by:	Forbes
Seconded by:	Albertson
Action:	Motion does not carry by a vote of 2-4
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Albertson
Opposed:	<input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes

Item 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.

Mayor Robb previously ruled that Council Member Shabani and Council Member Albertson have a conflict of interest on this issue. They did not contest the previous ruling and did not take part in the discussion or voting. Council Member Shabani left the Chambers.

Main Motion: Introduce Ordinance 17-46.

Moved by:	Watson
Seconded by:	Forbes
Action:	Motion carries by a vote of 4-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Watson <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

10 minute recess declared by the chair.

Council Member Shabani returned to the meeting. Council Member Albertson re-joined telephonically.

X. NEW BUSINESS

Item A – Introduction of Budget Ordinance 17-28(g): Amending The Adopted Annual FY 2018 Budget- Professional Fees-H-Marker Lake Road.

Main Motion: Introduce Budget Ordinance 17-28 (g)

Moved by: Williams
Seconded by: Forbes
Action: Postponed indefinitely

Subsidiary Motion: Postpone indefinitely

Moved by: Shabani
Seconded by: Forbes
Action: Motion carries by a vote of 6-0
In favor: Robb Albertson Watson Shabani Williams Forbes
Opposed: -0

Item B – Introduction of Budget Ordinance 17-28(h): Amending The Adopted Annual FY 2018 Budget-Change To Leased Properties - Court Complex Fund.

Main Motion: Introduce Budget Ordinance 17-28(h)

Moved by: Forbes
Seconded by: Williams
Action: Motion carries by a vote of 6-0
In favor: Robb Albertson Watson Shabani Williams Forbes
Opposed: -0

Item C – Resolution 18-01: Forming A Task Force To Provide Advice On Mitigation Of Alcohol Problems in the Community and Region.

Main Motion: Adopt Resolution 18-01.

Moved by: Forbes
Seconded by: Shabani
Action: Motion carries by a vote of 6-0
In favor: Robb Albertson Watson Shabani Williams Forbes
Opposed: -0

Item E – Review Administrative Report For AC Quickstop Package Store License Renewal.

Council reviewed the Administrative Report.

Item 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.

i. AC Quickstop Opportunity To Defend Per 3 AAC 304.145

Council Member Forbes declared a conflict of interest, regarding a local option petition that he is sponsoring. Mayor Robb asked Council Member Forbes if he could be fair and impartial. Council Member Forbes answered in the affirmative. Mayor Robb ruled that he does not have a financial conflict or another conflict of interest.

Katie Davies, Legal representation from the NorthWest Company international, and Walter Pickett, Director/Vice President, from the NorthWest Company (U.S.) addressed the council telephonically.

Main Motion: Adopt Resolution 18-02.

Moved by: Forbes
Seconded by: Williams
Action: Postponed

Subsidiary Motion: Postpone until next meeting.

Moved by: Williams
Seconded by: Forbes
Action: Motion carries by a vote of 5-1
In favor: Robb Watson Shabani Williams Forbes
Opposed: Albertson

Item F – AM 18-06: Direct City Administration To Prepare And Submit The Application For The 2018 Volunteer Fire Assistance Grant.

Main Motion: Approve AM 18-06.

Moved by: Forbes
Seconded by: Williams
Action: Motion carries by a vote of 6-0
In favor: Robb Albertson Watson Shabani Williams Forbes
Opposed: -0

Item G – AM 18-07: Appointment of Scott J. Campbell to the Planning Commission as an Alternate Member for a term of three years.

Passed on the consent agenda.

Item H – IM 18-01: Monthly Financial Reports July- November.

Council Reviewed the Information Memorandum.

XI. MAYOR'S REPORT
XII. MANAGER'S REPORT
XIII. CLERK'S REPORT

XIV. COUNCIL MEMBER COMMENTS

Mayor Richard Robb – Congratulated the K300 Committee, Pete Kaiser and all the volunteers. Congratulated the Bethel Warrior State Champions and Coach Lieb and other volunteers like Council Member Williams who were part of the team. Wants people to be safe in the cold. The Federal Government is making important choices now that may help our state in the future. Wishes the Alaskan State Legislature to work fast on solving our states problems.

Vice-Mayor Fred Watson – no comments

Council Member Leif Albertson – no comments

Council Member Naim Shabani – Congratulated the K300 Race Committee and volunteers. Congratulated Pete Kaiser for his 4th win. Thanked all the sewer and water workers that are out there doing their job in the extremely cold weather.

Council Member Thor Williams– Stated that one of the best things about this community is the youth. Thanked council for recognizing the Bethel Warrior Wrestling Team. Would like more examples like this in community. Thanked the K300 Race Committee for having a successful race despite adverse conditions.

Council Member Mitchell Forbes– Thanked all the members of the public who attended and participated in tonight’s meeting. Thanked all the committee members.

XV. EXECUTIVE SESSION

Item 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.

Item B– 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.

Move Into Executive Session-

Item 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. Those attending Item A were: City Council for the first part. City Manager and Council for the second part.

Item B– 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. Those attending Item B were: City Manager, City Attorney, and City Council.

Main Motion:

Moved by:	Williams
Seconded by:	Shabani
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"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

*Council Member Watson left the meeting at 11:35 p.m.
Council Member Albertson left the meeting prior to adjournment.*

XVI. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Williams
Seconded by:	Forbes
Action:	Motion carries by a vote of 4-0
In favor:	<input checked="" type="checkbox"/> Robb <input checked="" type="checkbox"/> Shabani <input checked="" type="checkbox"/> Williams <input checked="" type="checkbox"/> Forbes
Opposed:	-0

Council adjourned at 11:50 p.m.

Richard Robb, Mayor

ATTEST:

Kevin Morgan, Assistant City Clerk

Reports of Standing Committees



Planning Commission Meeting Agenda
Regular Scheduled Meeting Thursday, February 8, 2018– 6:30PM
CITY HALL COUNCIL CHAMBERS 300 CHIEF EDDIE HOFFMAN HIGHWAY

MEMBERS

Kathy Hanson
Chair
Term Expires 12/2018

Lorin Bradbury
Vice-Chair
Term Expires 12/2020

John Guinn
Commission Member
Term Expires 12/2019

Jon Cochrane
Commission Member
Term Expires 12/2018

Alex Wasierski
Commission Member
Term Expires 12/18

Shadi Rabi
Commission Member
Term Expires 12/19

Elizabeth Williams
Alternate Member
Term Expires 12/2020

Scott Campbell
Alternate Member
Term Expires 1/2020

Thor Williams
Council Representative
Term Expires 10/19

Betsy Jumper
Ex-Officio Member

Pauline Boratko
Recorder

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – (5 Minute Limit)

IV. SPECIAL ORDER OF BUSINESS:

V. APPROVAL OF THE AGENDA:

VI. APPROVAL OF THE MINUTES:

A. Regular Meeting- January 11, 2018

VII. NEW BUSINESS:

A. PUBLIC HEARING: Request for Special Use Permit- The City of Bethel Planning Office received a request for a public hearing for the placement and construction for a tall tower for the Bethel Wind Project. This area is underdeveloped land that is west of Old BIA Road, about 0.3 miles southwest of the BIA Administrative Site and approximately 1.2 miles west of the Bethel Airport. Land Owner: Bethel Native Corporation, P.O. Box 719, Bethel, Alaska. 99559. Contact: Ana Hoffman, 543-2124. Applicant: Alaska Village Electric Cooperative, 4831 Eagle Street, Anchorage, Alaska. 99503 Contact: Forrest Button 561-1818

VIII. PLANNER'S REPORT

IX. COMMISSIONER'S COMMENTS

X. ADJOURNMENT

City of Bethel, Alaska

Planning Commission

January 11, 2018

Regular Meeting

Bethel, Alaska

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:

Comprising 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

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

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

V. APPROVAL OF THE AGENDA:

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

VI. APPROVAL OF THE MINUTES:

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

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

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

APPROVED THIS _____ DAY OF _____, 2018

ATTEST: Pauline Boratko, Recorder

Lorin Bradbury, Co- Chair



City of Bethel

Committees and Commissions

Recommendation to City Council

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

Committee/Commission: PRAHC Committee	Chairman: M. DeWitt
Date Submitted: 01/08/2018	Council Rep: Mitchell Forbes
<p>Issue: The pool deck area has ceiling fans that need maintenance, but the current equipment that would typically be used for this do not fit through the doors to the pool deck area. A specialized piece of equipment is needed. It is our understanding that the City and/or Health Fitness staff have asked local construction companies and the school about borrowing their equipment- but theirs is also too wide to fit through the doors. Because this equipment will be needed on an ongoing basis, we feel it is important that the City consider a budget modification to make this investment.</p>	
<p>Recommendation: The committee recommends to City Council that the City purchase a cherry picker piece of equipment that will fit through the doors of the YK Fitness Center to access the pool deck.</p>	

Passed unanimously by the PRAHSC Committee on 01/08/2017.

Received by: _____
Date: _____

Special Order of Business

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 for information.

Programming

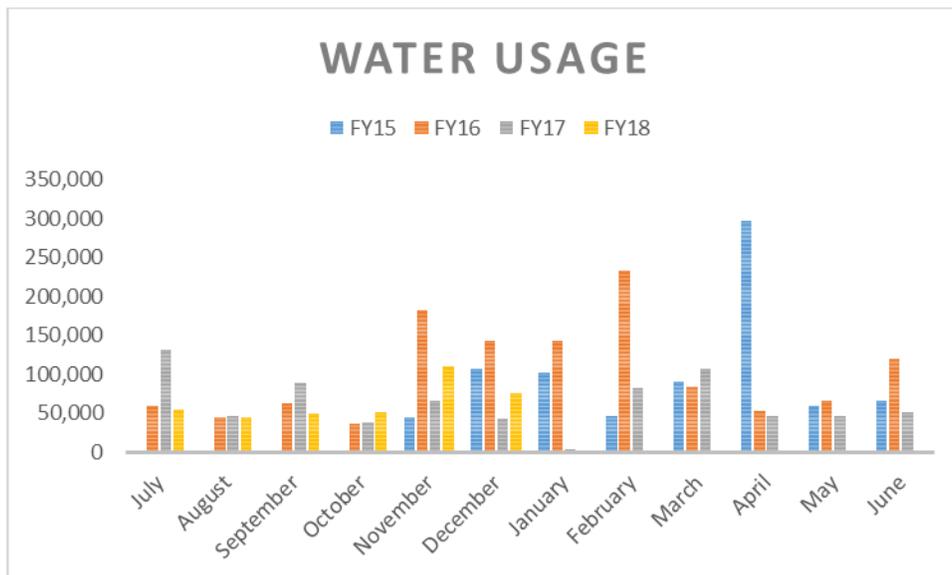
Fitness and Aquatic Classes: Fall 2 classes run October 30th – December 17th. Winter classes will run Jan 8th – March 4th. Registration for Winter classes will begin December 11th.

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.

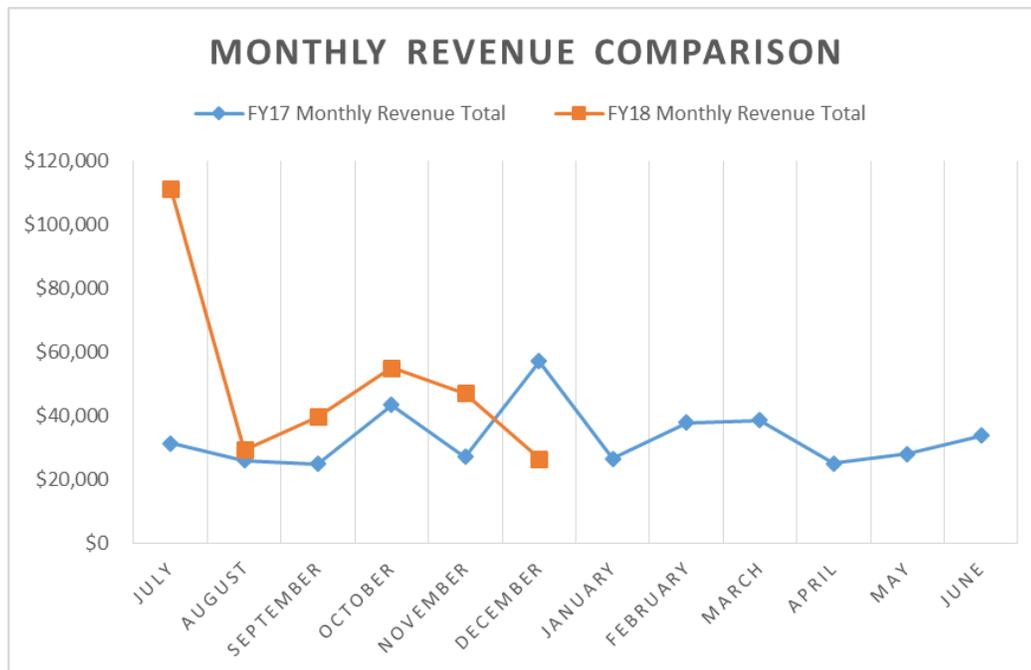
Revenue

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%
	Facility Revenue Total	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685	\$309,497	\$642,605	48.16%

- 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.

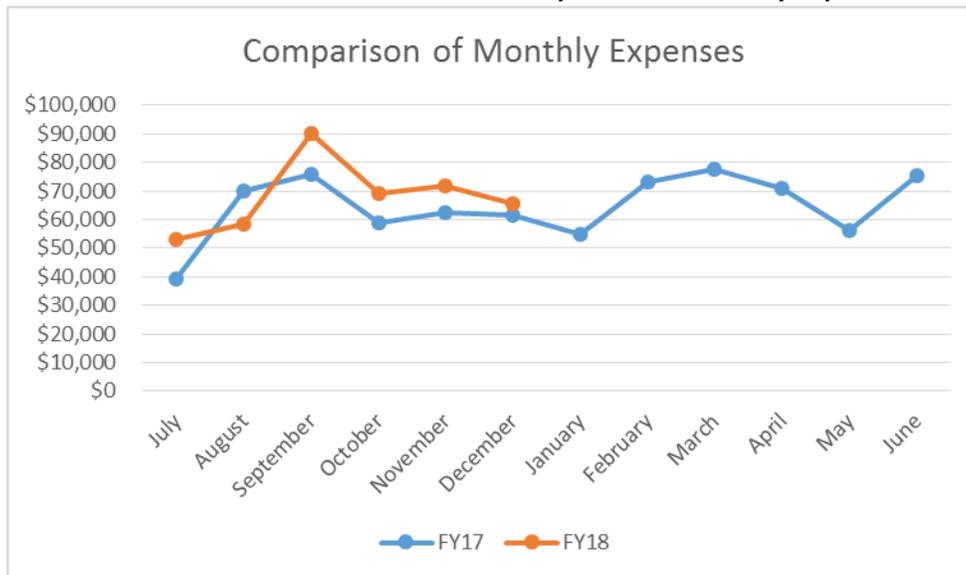
	July	August	September	October	November	December
FY17 Monthly Revenue Total	\$31,433	\$26,142	\$24,867	\$43,503	\$27,134	\$57,131
FY18 Monthly Revenue Total	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685
Change	\$79,923	\$3,213	\$14,983	\$11,628	\$19,986	(\$30,446)

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%
	TOTAL	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$65,596	\$408,294	\$1,056,735	38.64%

*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



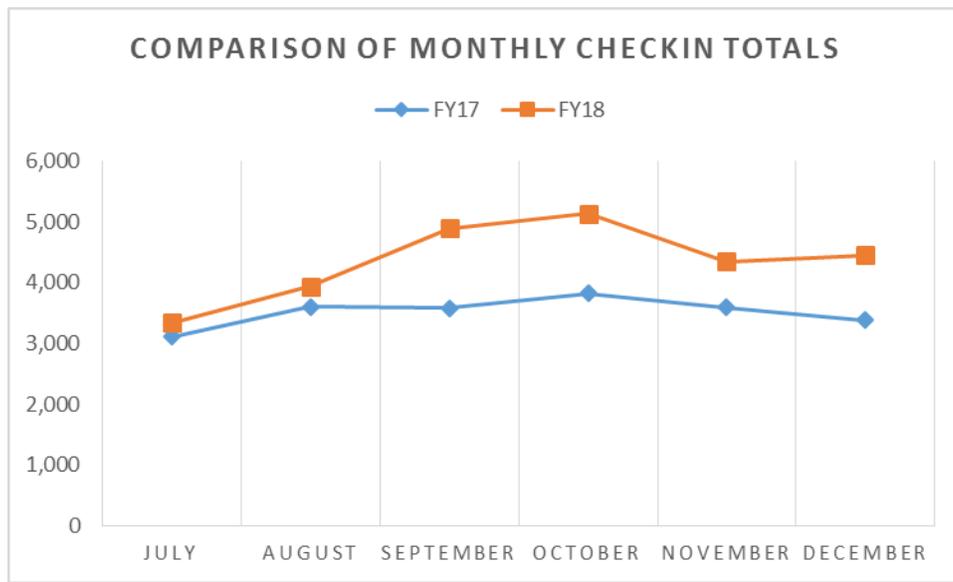
Primary influencer on the increase in expenses starting in September is the additional wages paid out to staff at the move to a 7 day per week schedule.

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.

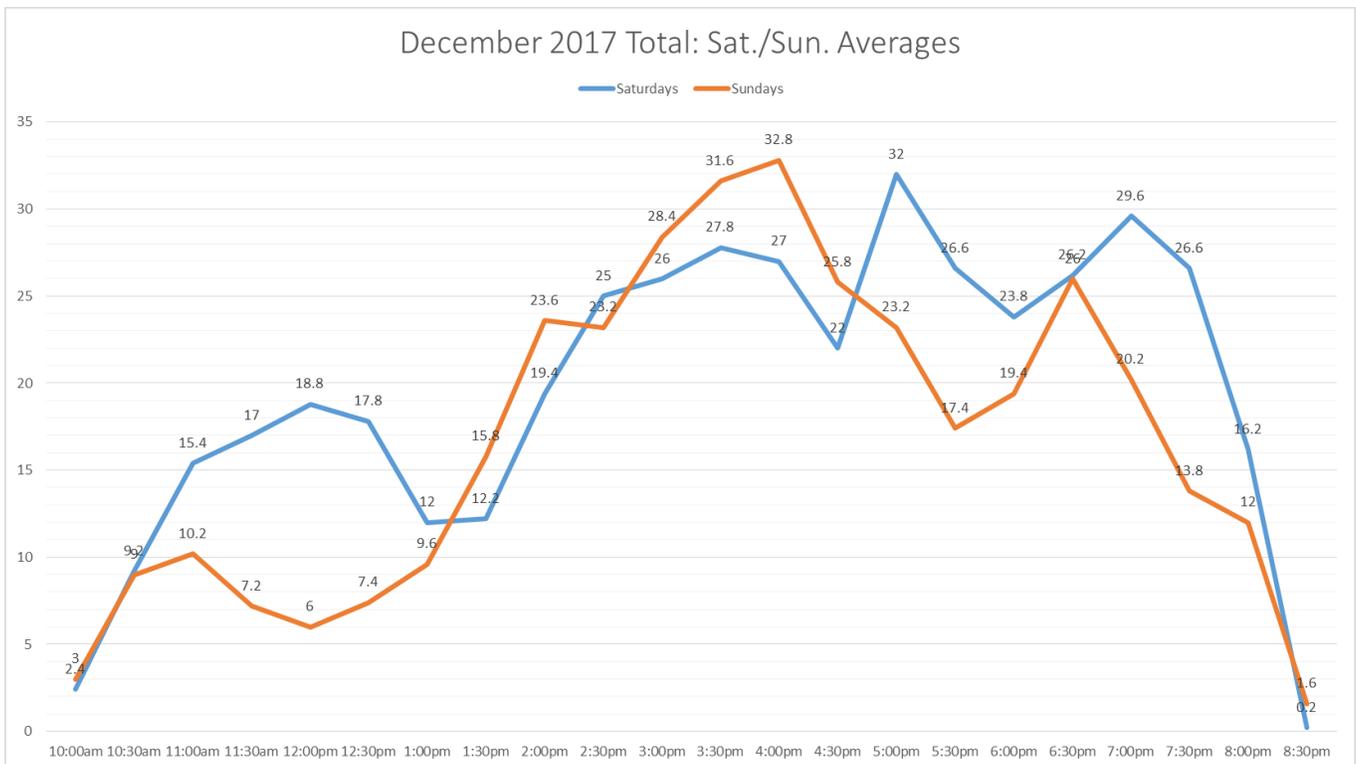
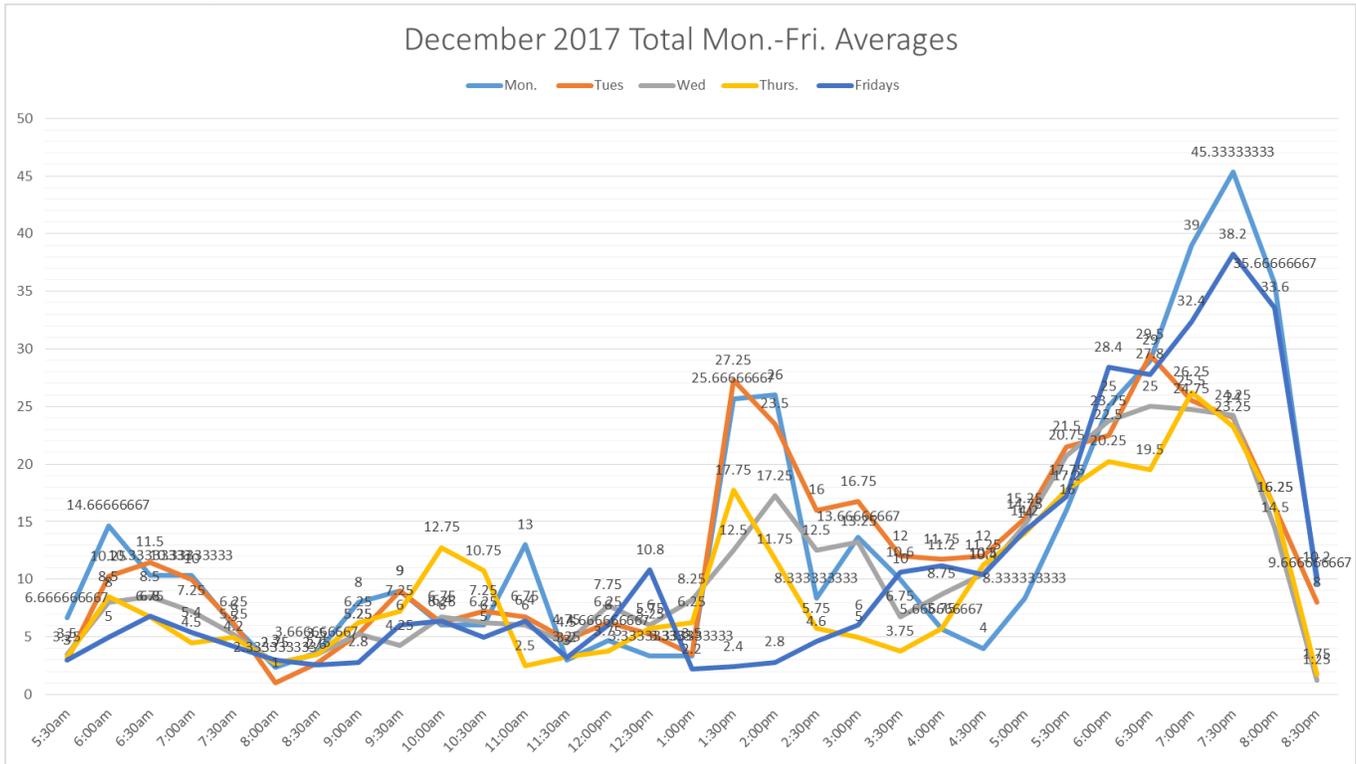
Facility Check-In	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total
Member Checkins	1,983	2,347	2,737	2,983	2,917	2,639	15,606
Daily Admissions	1,258	1,432	1,706	1,790	925	1,388	8,499
Rentals	25	62	105	50	119	215	576
Fitness Programming	48	68	249	220	285	152	1,022
Aquatics Programming	20	30	98	96	105	55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

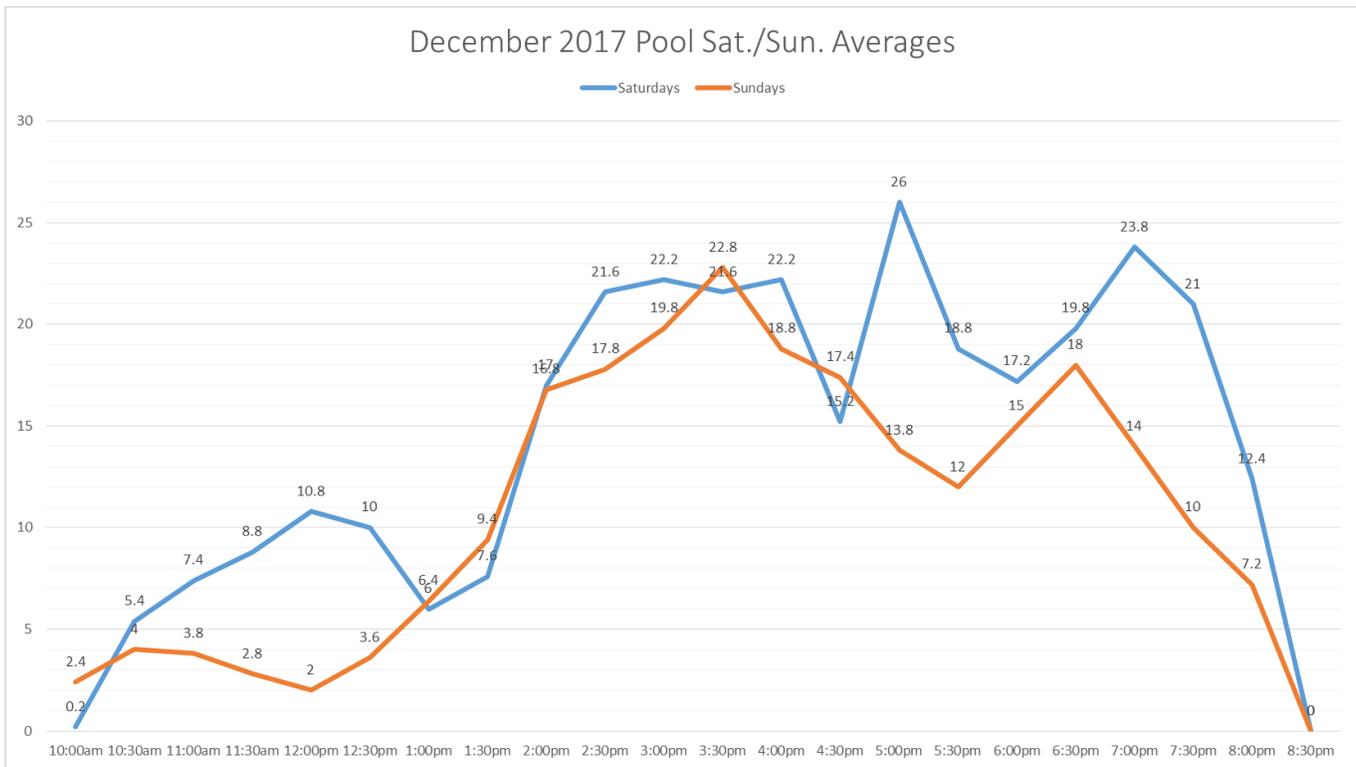
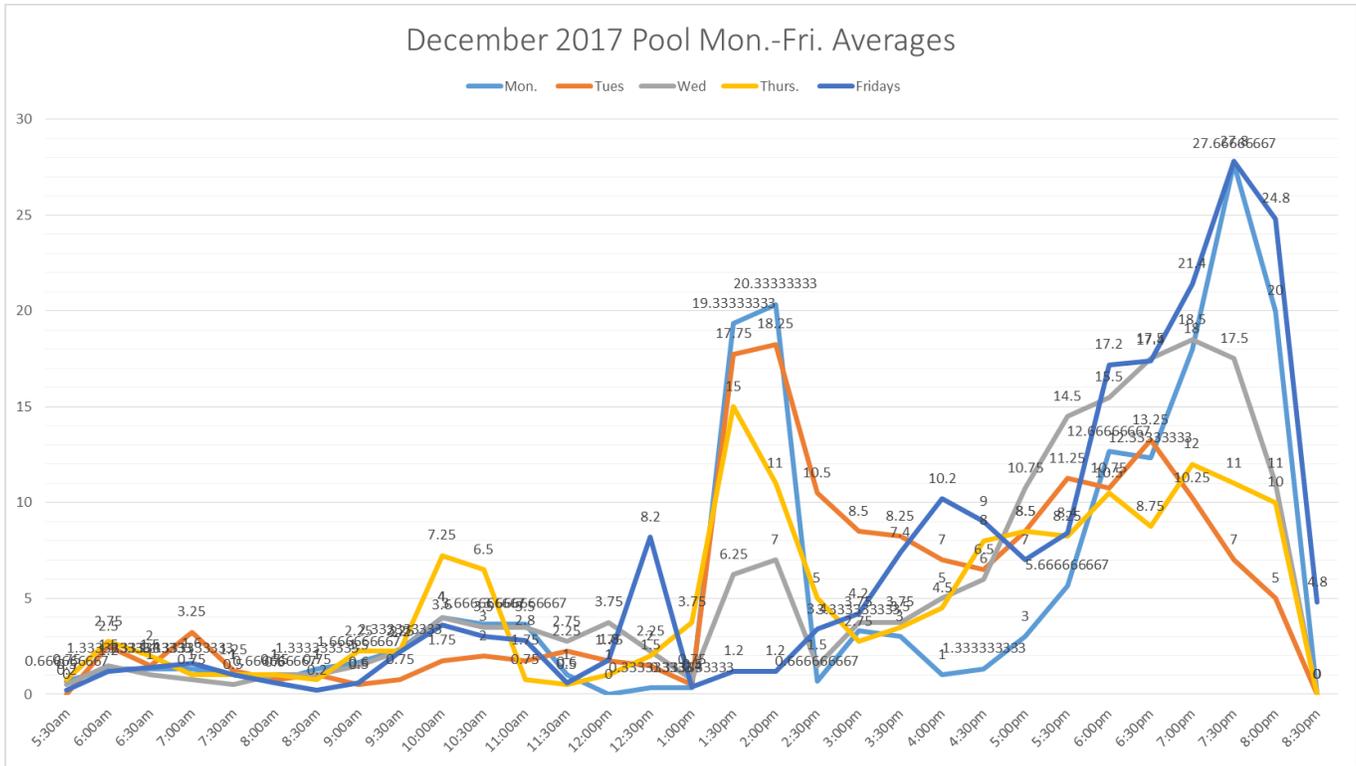


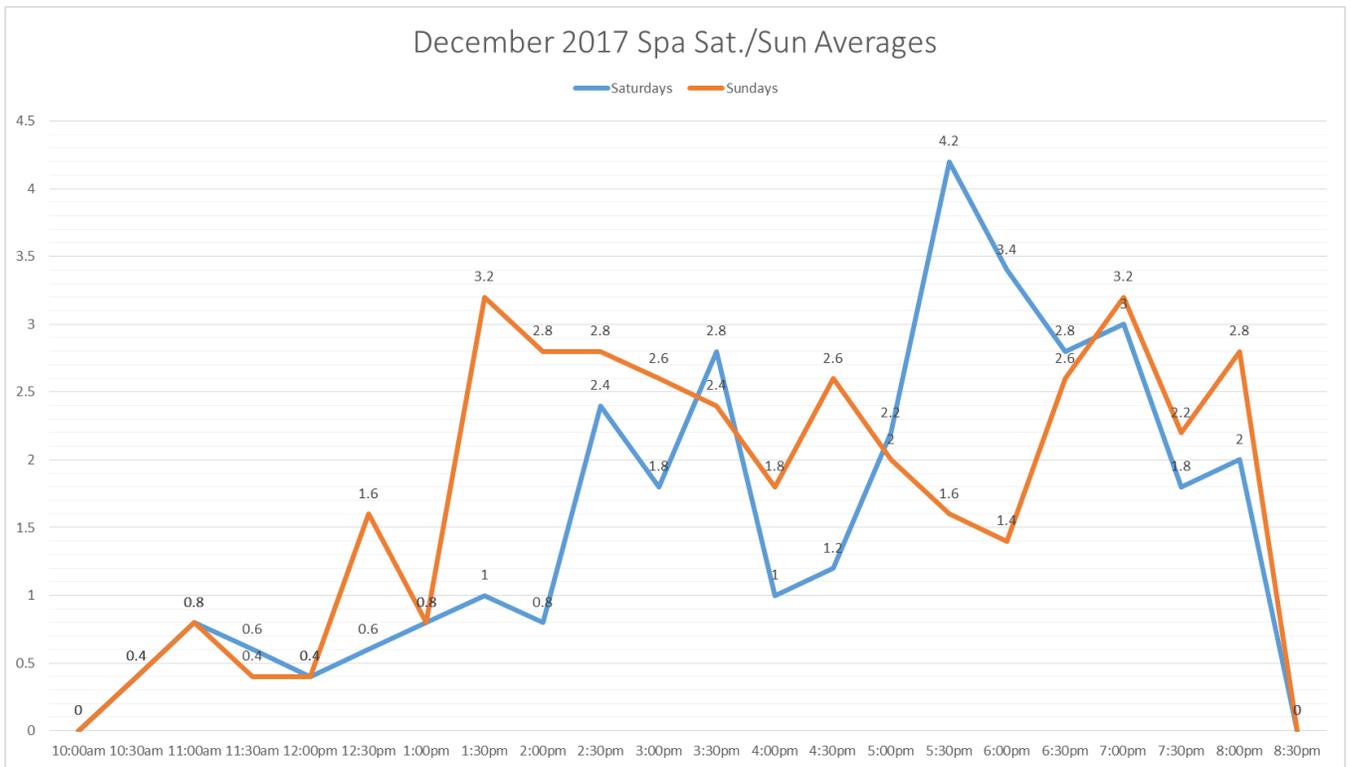
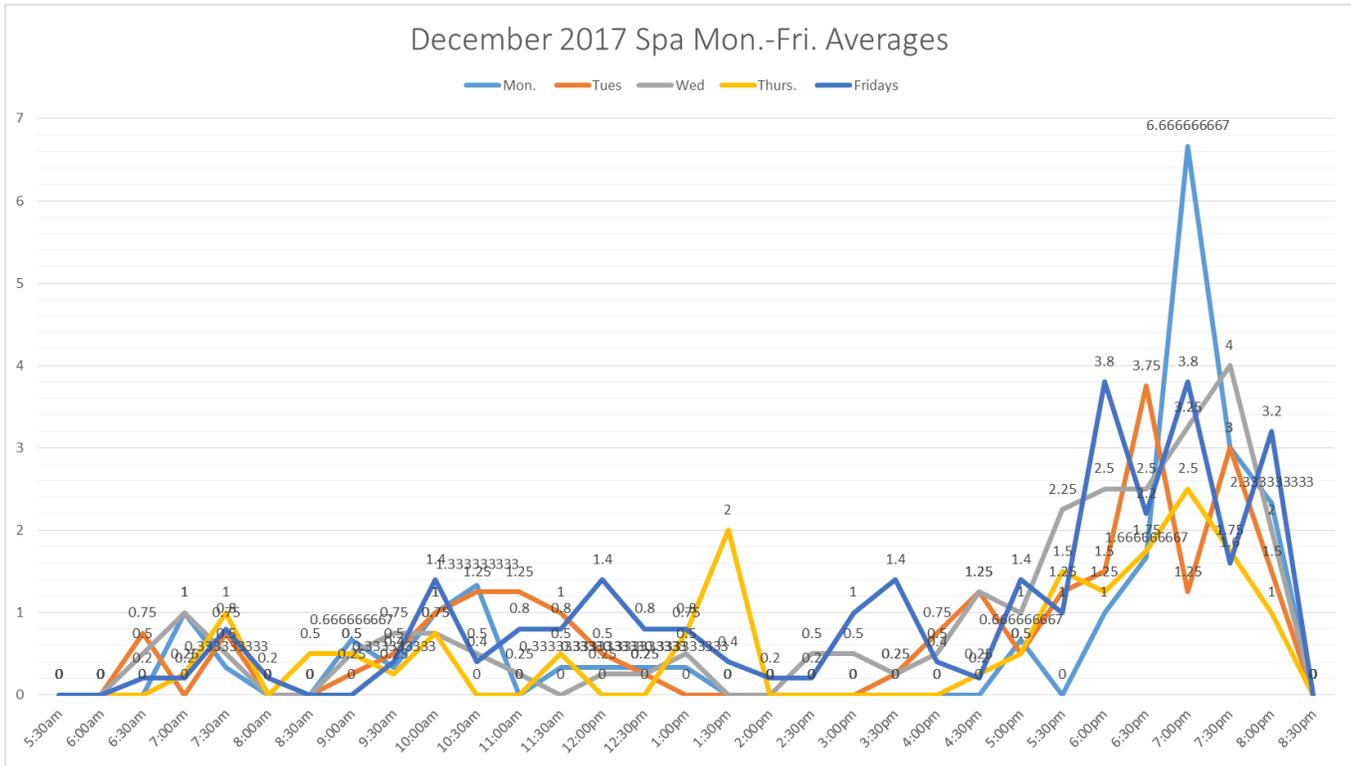
Facility Check-In	July	August	September	October	November	December	Total
FY17	3,108	3,596	3,579	3,820	3,594	3,378	47,936
FY18	3,334	3,939	4,895	5,139	4,351	4,449	26,107
Difference	226	343	1,316	1,319	757	1,071	-21,829

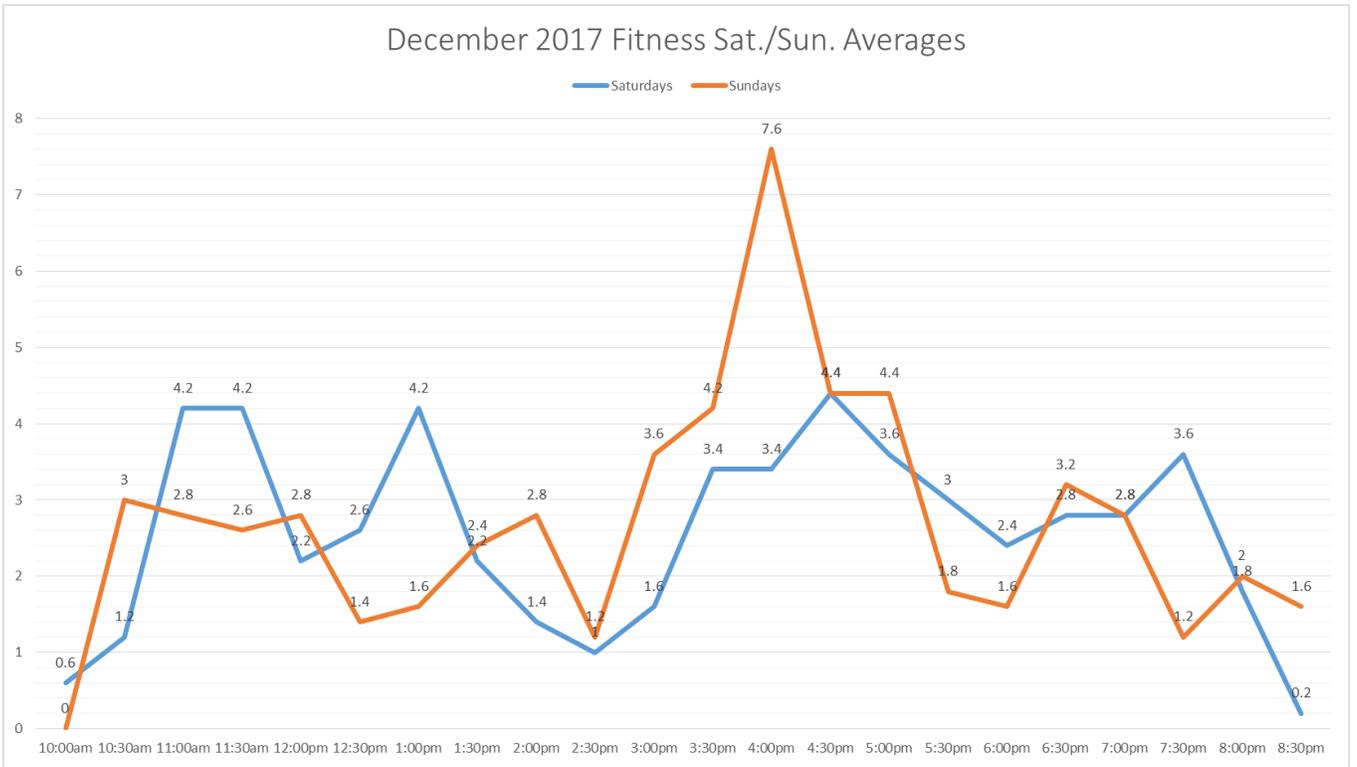
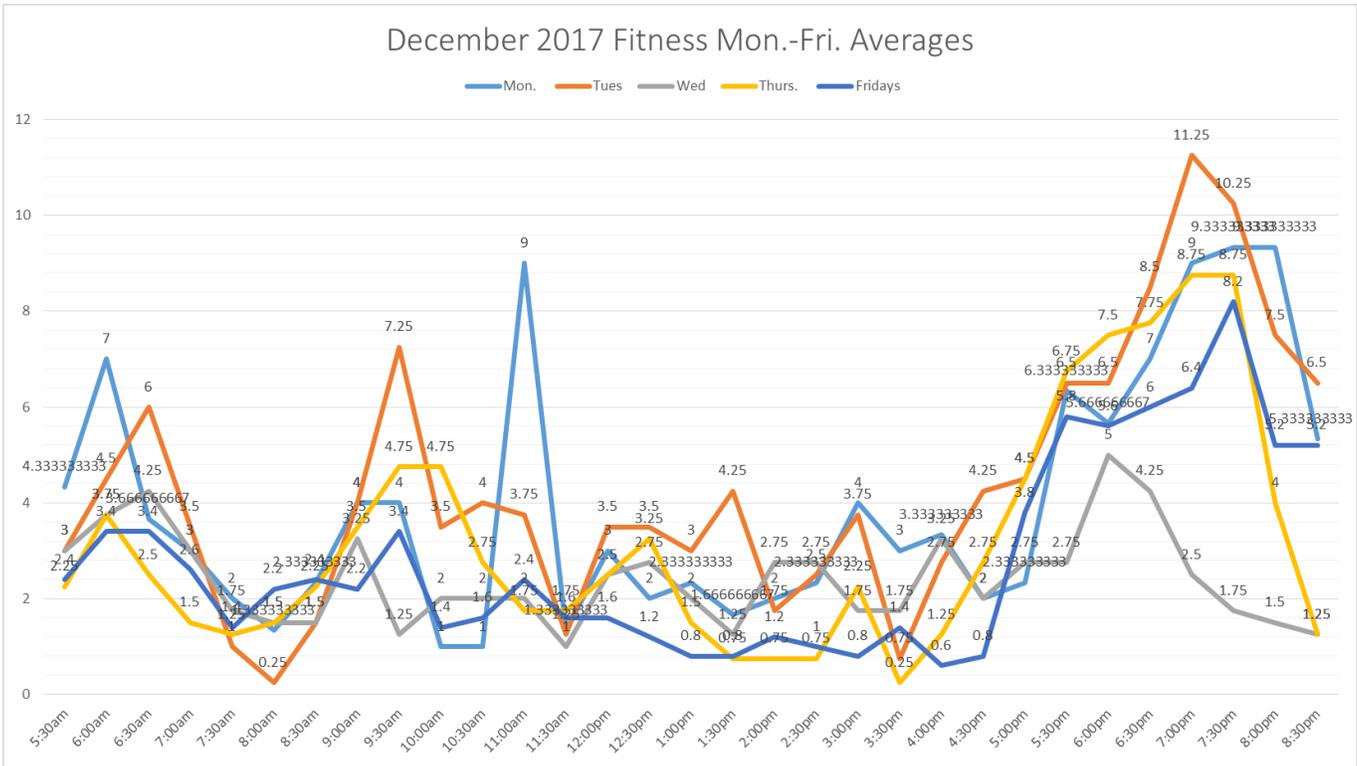
Area Usage: Count of the number of individuals in each area at the top and bottom of each hour. Showing trends and patterns of area usage, these numbers are not an accurate reporting of the overall number of patrons using the facility as patrons who remain in any area for more than 30 minutes are counted 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.

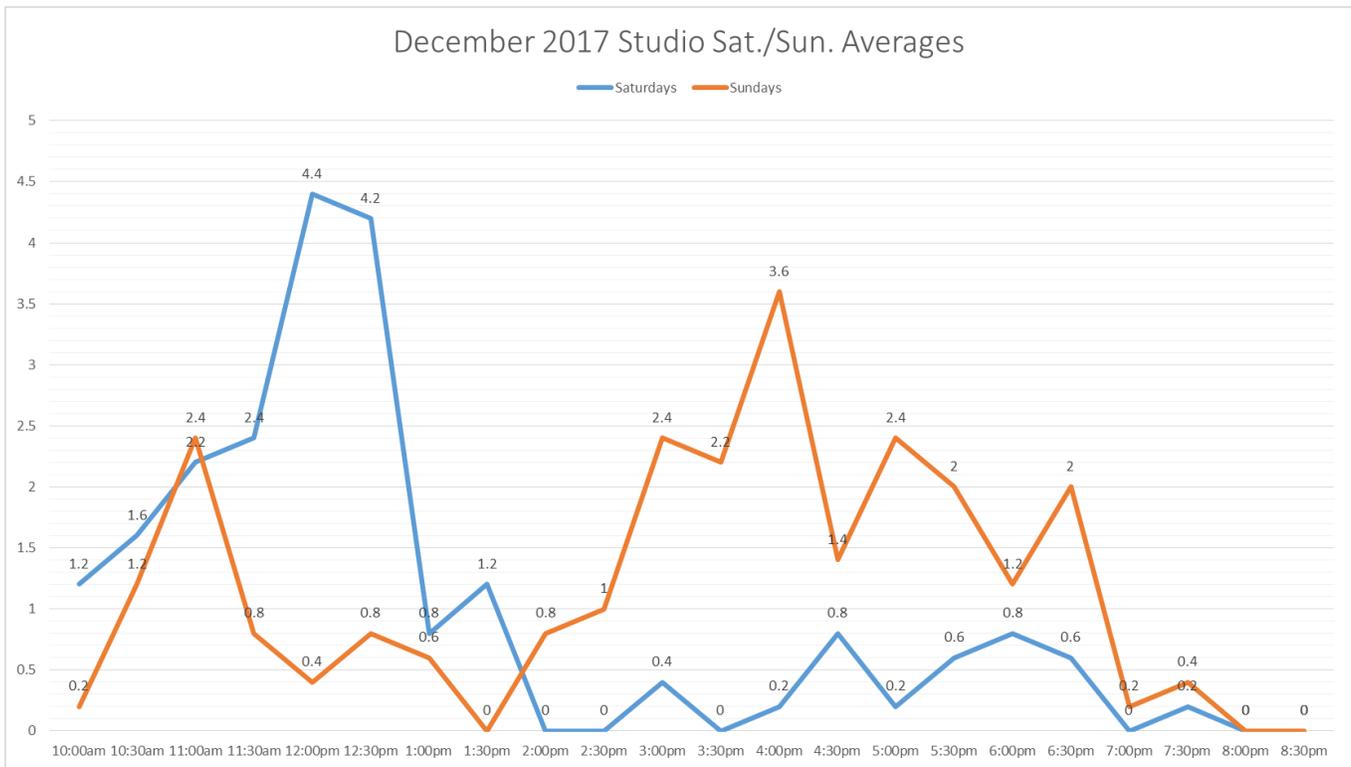
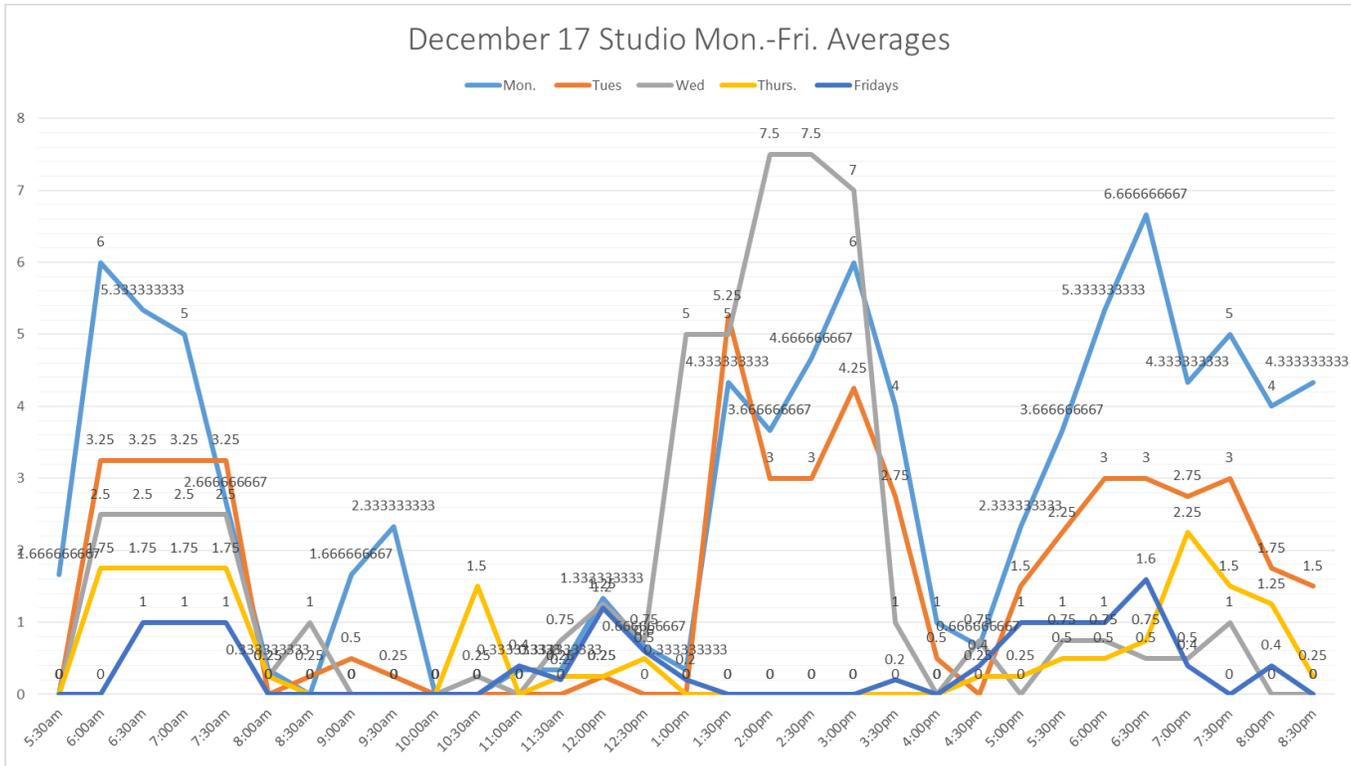
Combined Facility Totals

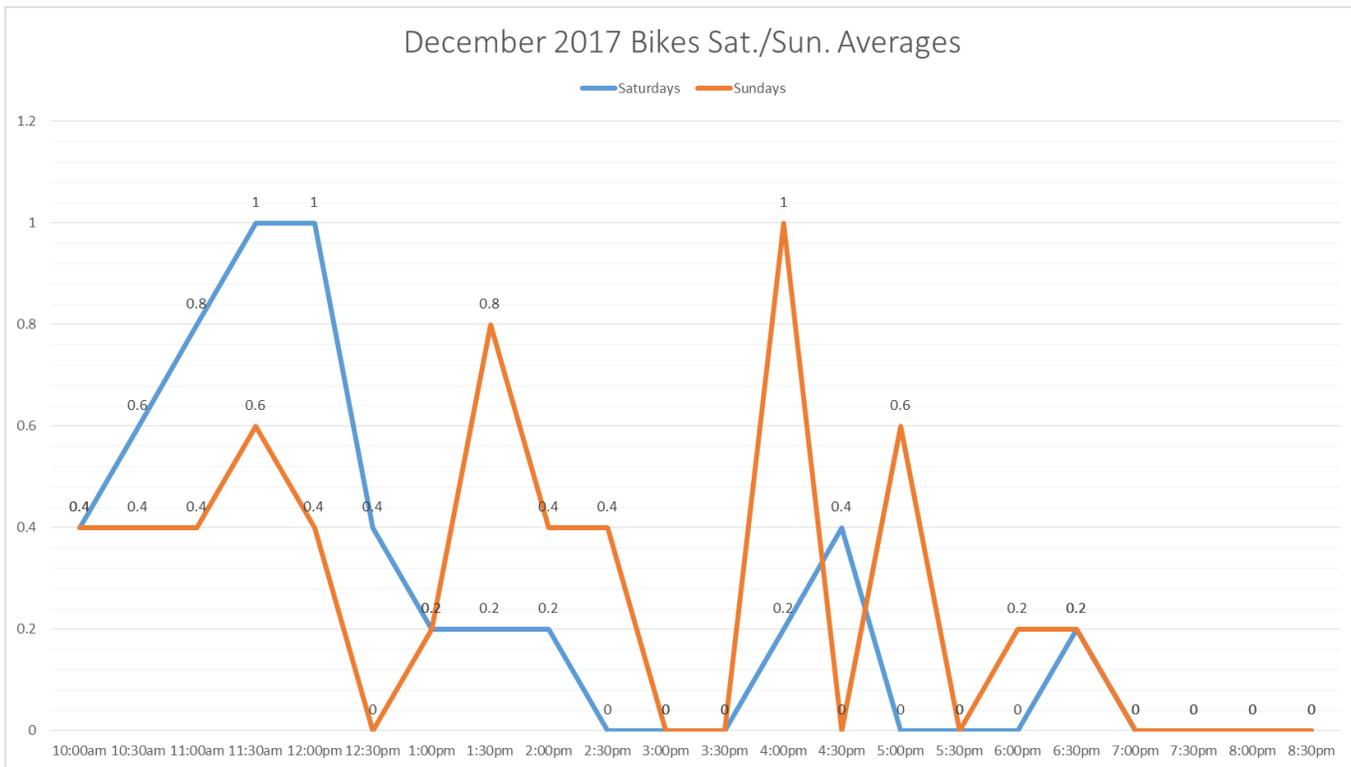
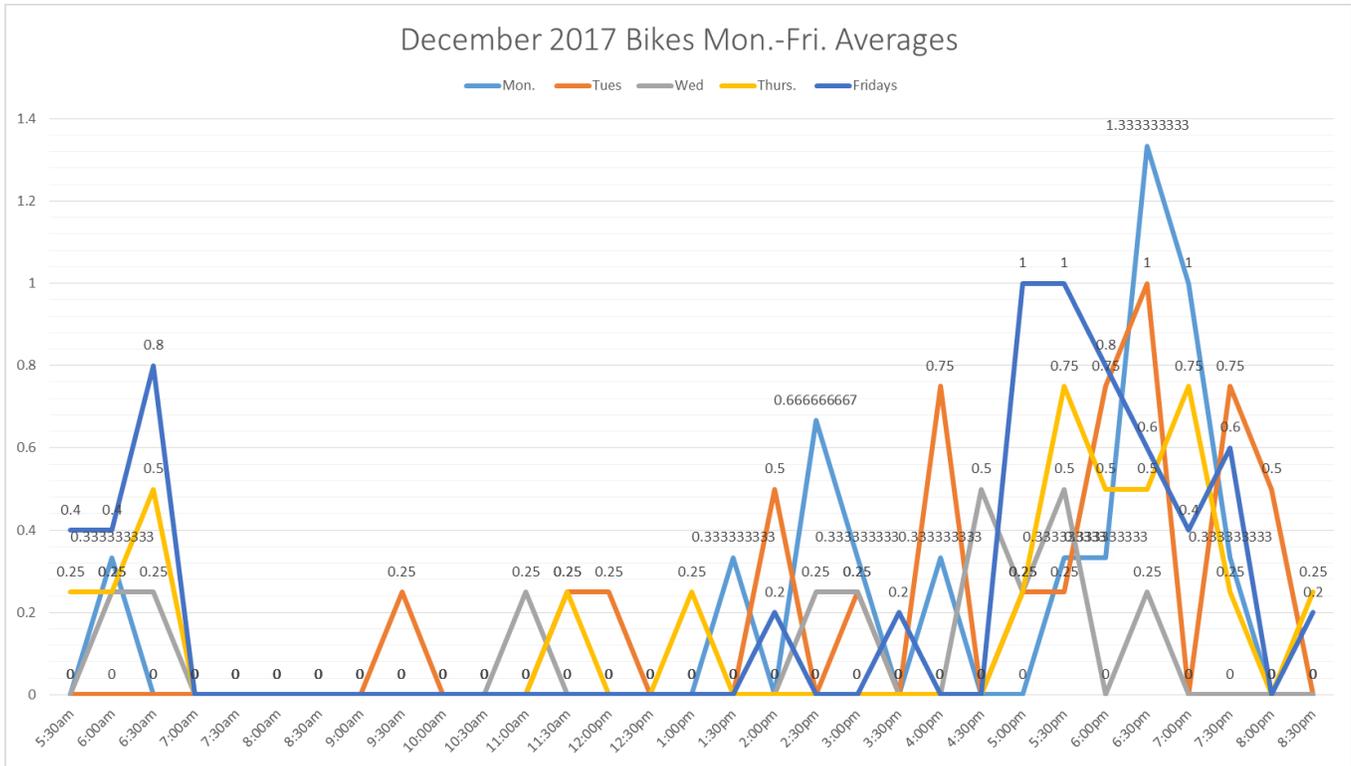












December 2017 Monthly Facility Averages by day of the week

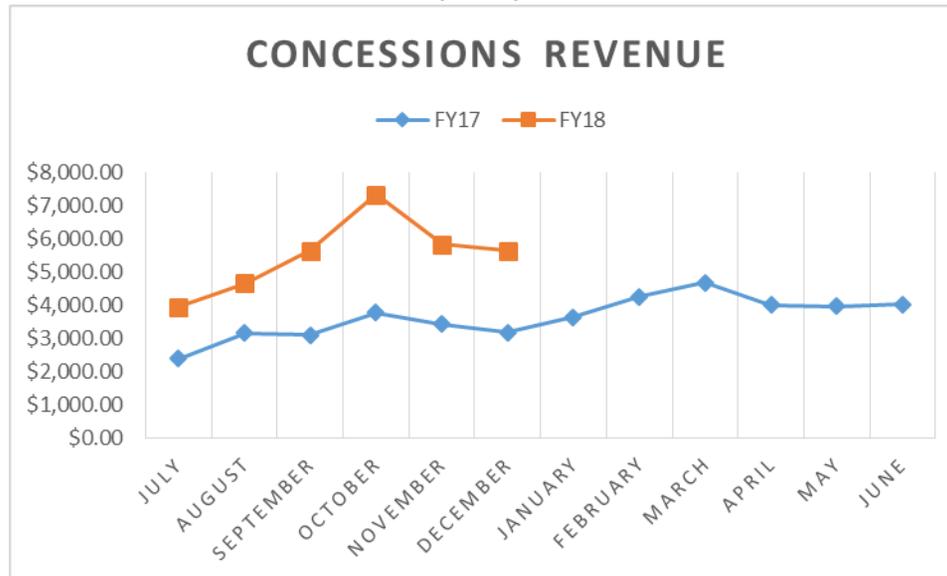
Total:	Mon.	Tues	Wed	Thurs.	Fridays	Total:	Saturdays	Sundays
5:30am	6.67	3	3.5	3.25	3	5:30am		
6:00am	14.67	10.25	8	8.5	5	6:00am		
6:30am	10.33	11.5	8.5	6.75	6.8	6:30am		
7:00am	10.33	10	7.25	4.5	5.4	7:00am		
7:30am	6.00	6.25	5.25	5	4.2	7:30am		
8:00am	2.33	1	2.75	2.75	3	8:00am		
8:30am	3.67	2.75	3.5	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

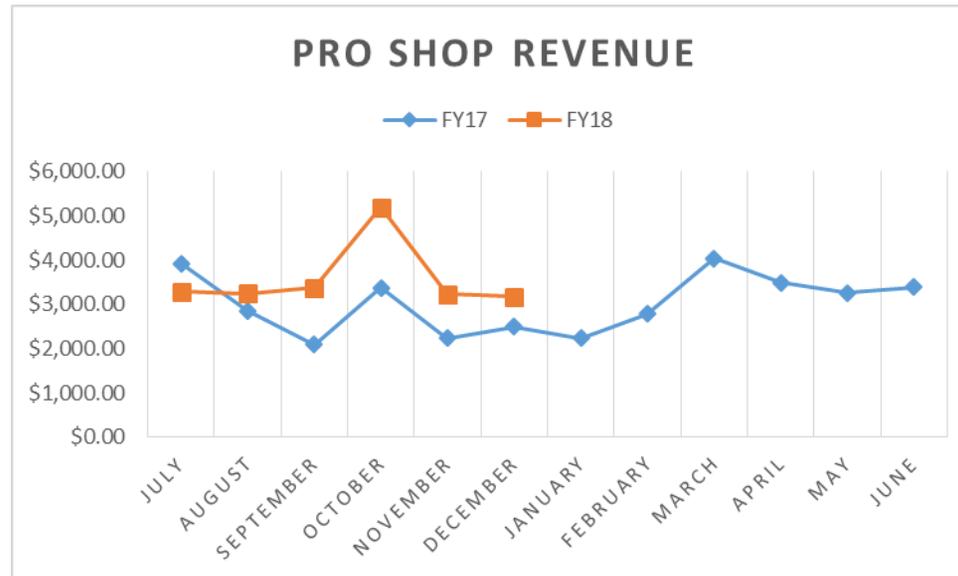
Fitness	Mon.	Tues	Wed	Thurs.	Fridays	Fitness	Saturdays	Sundays	Studio	Mon.	Tues	Wed	Thurs.	Fridays	Studio	Saturdays	Sundays	Bikes	Mon.	Tues	Wed	Thurs.	Fridays	Bikes	Saturdays	Sundays	
5:30am	4.33333333	3	3	2.25	2.4	5:30am			5:30am	1.66666667	0	0	0	0	5:30am			5:30am	0	0	0	0.25	0.4	5:30am			
6:00am	7	4.5	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 Comprisons 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

YK Fitness Center 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%
	TOTAL	\$53,231	\$58,448	\$89,960	\$69,086	\$71,974	\$65,596	\$408,294	\$1,056,735	38.64%

FY18 Revenue

Code	Facility Revenue	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total	FY18 Budge	%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%
	Facility Revenue Total	\$111,356	\$29,355	\$39,850	\$55,131	\$47,120	\$26,685	\$309,497	\$642,605	48.16%

Invoice

Health Fitness Corporation
 1700 West 82nd Street
 Suite 200
 Minneapolis, MN 55431
 (952) 831-6830

Tax ID #: 41-1580506



Invoice Number: 0109144-IN

Invoice Date: 12/29/2017

Tax Schedule: 000099559

YUKON KUSKOKWIM REGIONAL
 AQUATIC SAFETY & FITNESS CTR
 267 AKIACHAK AVENUE
 BETHEL, AK 99559 USA

Customer Number:01-H1YK

Customer P.O.:

Contact: PETE WILLIAMS, CITY MANAGER

Terms:NET 30

Item Code	Description	Amount
	*** DECEMBER 2017 ***	
H1YKW	SALARIES & BENEFITS	46,633.10
H1YKW	MONTHLY HOUSING STIPEND	3,090.00
H1YKA	EXPENSES	3,274.83
H1YKM	MANAGEMENT FEE	11,666.67
H1YKZ	MEMBERSHIPS COLLECTED CREDIT	48,640.19-

Net Invoice: 16,024.41

Sales Tax: 0.00

Invoice Total: 16,024.41

REMIT TO: HEALTH FITNESS CORPORATION
 75 REMITTANCE DRIVE SUITE #1112 CHICAGO IL 60675-1112

Unfinished Business

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)
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- 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

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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;

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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

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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

Public Hearing
Date:
Action:
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
(postponed)
January 23, 2018

Public Hearing
Date:
Action:
Vote:

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

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

Increases		
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		64,950
Decreases		
53-10100	CASH - LEASED PROPERTIES FUND	39,050
Total Decreases		39,050
Net Change to LEASED PROPERTIES Fund Appropriations		39,050

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

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

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

TOTAL CHANGE TO OVERALL CITY BUDGET

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

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 # 18-02

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

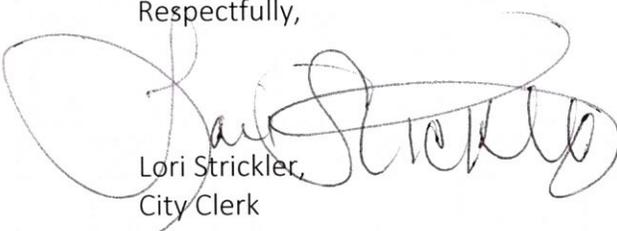
Mr. Pickett:

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.

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
Attn: Patty Burley, City Attorney
VIA Email: pburley@cityofbethel.net

License Type:	Package Store	License Number:	5418
Licensee:	The North West Company (International), Inc.		
Doing Business As:	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



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

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
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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.

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:	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: 99501-9906

RECEIVED
 NOV 17 2017
 Page 3 of 5
 ALCOHOL MARIJUANA CONTROL OFFICE
 STATE OF ALASKA
 59



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:
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.
Initials [Signature]





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 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? [] [x]

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. [Signature]

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. [Signature]

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. [Signature]

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. [Signature]

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

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

Province of Manitoba

My commission expires:

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

Table with 6 columns: License Fee (\$1500.00), Application Fee (\$200.00), TOTAL (\$1700.00), Late Fee of \$500.00, Miscellaneous Fees, GRAND TOTAL (\$1,700.00)





Birch Horton Bittner & Cherot

a professional corporation

Katherine S. Davies

Respond to Anchorage Office
T 907.263.7234 • F 907.276.3680
kdavies@bhb.com

January 23, 2018

Via Electronic Delivery and U.S. Mail

Peter Williams, City Manager
City of Bethel
P.O. Box 1388
Bethel, AK 99559

RE: 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."

Our File No.: 503936.129

Dear Mr. Williams:

Pursuant to Bethel Municipal Code ("BMC") 5.08.020(E), The Northwest Company (International) Inc. is providing written notice that it believes there are two factual inaccuracies in the City Manager's January 8, 2018 letter to the Mayor, Vice-Mayor and Members of City Council regarding the alcohol license application submitted by the ACC Liquor Store. See attached Exhibit 1.

First, the Planning Director submitted the following comment regarding the Planning Department's review of the application pursuant to BMC 5.08.020(C):

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. [w]ould have denied the permit.

This preemptive determination that the ACC Liquor Store would be denied a conditional use permit is problematic. Under BMC 18.60.010, the ACC Liquor Store has the right to have the Planning Commission give fair consideration to its application for a conditional use permit. We understand that there is no right to a conditional use permit; however, there is a right created under the Bethel Municipal Code to apply for one. Additionally, under BMC 18.60.030, the ACC Liquor Store has the right to a public hearing on its completed application in front of the Planning Commission. And, finally, BMC 18.72.010 creates the right to appeal the Planning Commission's decision to the Board of Adjustment. The ACC Liquor Store has been denied all of these rights.

Assuming the City Council is relying in part on the Planning Director's finding, as required by BMC 5.08.020(C), there is a valid argument that the ACC Liquor Store's due

process rights are being violated as it hasn't been afforded the opportunity to apply for the conditional use permit, let alone have a public hearing on its application. Therefore, the City should not be permitted to use the City Planner's preemptive denial of a conditional use permit in support of its position on the ACC Liquor Store's application for renewal of its alcohol license.

Second, the Bethel Police Chief and the Bethel Fire Department Chief provided statistics for "Reports that Call for Services" in and around the ACC Liquor Store during the relevant time period. However, the ACC Liquor Store was not provided a copy of these reports as required by BMC 5.08.040(C). Under this provision, "[a] protest by the council under this section cannot be based in whole or in part on police reports or other written materials available to the city but which were not provided to the affected applicant before the public hearing on that protest." Therefore, the City cannot consider these statistics as a factor in its position on the ACC Liquor Store's application for renewal of its alcohol license.

BMC 5.08.020(E) requires that an applicant who believes the report contains factual errors must file a written protest "no later than ten (10) calendar days after issuance of the city manager's report." The City Manager's report was written on January 8, 2018. However, the ACC Liquor Store did not receive its copy of the report until January 16, 2018. Therefore, the ten days should commence on January 16, 2018.

Please feel free to contact me with any questions or concerns.

Sincerely,

BIRCH HORTON BITTNER & CHEROT



Katherine S. Davies

KSD:dsg
cc: Bethel City Clerk (via email)
Attachment



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

CITY OF BETHEL, ALASKA

Resolution # 18-02

A RESOLUTION OF BY THE BETHEL CITY COUNCIL PROVIDING SUPPORT RECOMMENDING RENEWAL 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 provide a governmental body up to sixty days to provide a notice of protest, take no action, or ~~support~~ recommend 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, while technically in a general use zone, 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,** while not within the radius of Alaska Statute, three schools are in this neighborhood servicing a majority of Bethel schoolchildren;
- WHEREAS,** due to the proximity of the store to the school, children walk by the store regularly or are picked up by the school bus either directly across the street from the store or right next door;
- WHEREAS,** there is problematic traffic caused by the liquor store;

Suggested Amendments by the Mayor

Introduced Mayor Robb
by:
Date: January 23, 2018
Action: February 13, 2018
Vote:

- WHEREAS,** shortly after the sale of alcohol in Bethel was approved by the Alcohol Beverage Control Board (ABC) and before any of the licensees actually opened their establishments, the City Council passed Chapter 5.08 of the Bethel Municipal Code;
- WHEREAS,** section 5.08.030 lists several of the factors which the City Council may consider when deciding what action, if any, to take upon receipt of notice for a new or renewed alcohol license;
- WHEREAS,** section 5.08.030 specifically allows the City Council to review the safety of ingress and egress from the premises;
- WHEREAS,** since A-C opened its package store, the traffic in front of the store has become dangerous;
- WHEREAS,** in order for a vehicle to exit the AC Quickstop parking lot, it is required to back-up onto a busy street;
- WHEREAS,** while no citations have been issued directly to the A-C, it does not take a citation to prove what the Council can witness for themselves each and every day: the number of cars and taxicabs entering and exiting in a limited parking area while pedestrians and school children try to navigate around those vehicles;
- WHEREAS,** there is inadequate security outside of the store;
- WHEREAS,** the volume of calls to both the AC Quickstop and the AC Main have increased drastically since operations began at the AC Quickstop;
- WHEREAS,** as stated by the City Council to the ABC Board this past November, calls for service have increased drastically at both locations putting a strain on City resources;
- WHEREAS,** while the call volume may be a shift in location of calls, AC has not been responsible in addressing issues arising directly on its premises;
- WHEREAS,** security guards are not a constant feature and are even rarer outside of the locations;

Suggested Amendments by the Mayor

Introduced Mayor Robb
by:
Date: January 23, 2018
Action: February 13, 2018
Vote:

WHEREAS, despite the issues, it is possible that AC can do a better job if the ABC Board requires them to do so;

WHEREAS, conditions imposed would require them to be responsible as opposed to shutting down altogether;

WHEREAS, the conditions requested are aimed solely at addressing the issues which their presence has created: the dangers from the increased traffic; the issues brought to the residential neighborhood and the lack of adequate response to the significant rise in calls for service;

WHEREAS, ~~the AC Liquor store has been detrimental to the neighborhood and is incongruent with neighborhood character.~~

NOW, THEREFORE, BE IT RESOLVED

The City of Bethel ~~Supports~~ Recommends 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, located away from a dense residential neighborhood with sufficient and safe parking, including safe ingress and egress for vehicles and pedestrians.
- ~~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 adequately trained security personnel both inside and outside the premises during all hours the store is open ~~adequate security onsite inside and outside the store.~~

ENACTED THIS ~~23~~ _____ DAY OF ~~JANUARY~~ FEBRUARY 2018 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

New Business

Introduced by: Public Safety and
Transportation Commission
Introduction Date February 13, 2018
Public Hearing:
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance # 18-03

AN ORDINANCE AMENDING SECTION 5.20.050(F) OF THE BETHEL MUNICIPAL CODE TO INCREASE TAXI CAB RATES

WHEREAS, the taxicab industry provides a valuable service to the community of Bethel 24 hours a day, seven days a week;

WHEREAS, taxicab rates have remained the same in Bethel for the last ten years—since the passage of Ordinance #07-20 on August 14, 2007;

WHEREAS, in the last ten years all expenses such as fuel, insurance, maintenance, taxes and fees have all increased while cab rates have stayed the same;

NOW, BE IT ORDAINED, the City Council amends the Bethel Municipal Code, Section 5.20.050(F), by amending the rates for taxi cab fares

SECTION 1. Classification. This is a Codified Ordinance and shall become part of the Bethel Municipal Code.

SECTION 2. Amendments. Bethel Municipal Code Section 5.20.050(F), Bethel Public Safety and Transportation Commission – Rates, is amended as follows: (new language is underlined and old language is stricken):

5.20.020 Bethel Public Safety and Transportation Commission – Rates

- A. The commission:
1. Shall establish maximum rates to be charged for taxicab and river taxi service and may establish minimum rates for such services;
 2. May establish dispatch service, limousine, or bus minimum and/or maximum rates;
 3. May establish maximum lease rates between permittees and lease operators of taxicabs, including daily lease rates for taxicab chauffeurs.
- B. All rates established by the commission shall be nondiscriminatory, just and reasonable.
- C. A statement of actual taxicab rates charged by a taxicab, other than flat or group rates established by contractual agreement between dispatch service companies and

Introduced by: Public Safety and
 Transportation Commission
 Introduction Date February 13, 2018
 Public Hearing:
 Action:
 Vote:

individuals or other businesses, shall be conspicuously posted on the interior and exterior of every taxicab in a manner prescribed by the transportation inspector.

D. No person may require payment of rates other than those established by the commission pursuant to this section.

E. No person may require payment of dispatch service rates other than those established by the commission pursuant to this section.

F. Rates for permitted transportation area as follows:

	Old Rates	Maximum Rates Previous Fares	<u>Current Rates</u>
Cab Fares (within the City (including Bethel Heights))	\$4.00	\$5.00	<u>\$5.00</u>
Fare to the Hospital	\$4.00	\$5.00	<u>\$5.00</u>
Fare to Trailer Court, Hangar Lake, Power Plant	\$4.00	\$5.00	<u>\$5.00</u>
Fare to/from the Airport (to/from all locations except Kasayulie Subdivision)	\$6.00	\$7.00	<u>\$8.00</u>
Fare to B.I.A. and Tundra Ridge	\$6.00	\$7.00	<u>\$8.00</u>
Fare to/from Kasayulie Subdivision	\$10.00	\$10.00	<u>\$12.00</u>
Fare to/from Haroldson Subdivision		\$7.00	<u>\$8.00</u>
Half-hour fare charter	\$25.00	\$30.00	<u>\$35.00</u>
Fare airport to airport	\$4.00	\$4.00	<u>\$5.00</u>
Senior Citizens		The old fare rates	<u>The previous fare rates</u>
En-route Stops	\$1.00 per minute	\$1.00 per stop, plus \$1.00 per minute after three minutes	<u>\$1.00 per stop, plus \$1.00 per minute after three minutes</u>

Introduced by: Public Safety and
Transportation Commission
Introduction Date February 13, 2018
Public Hearing:
Action:
Vote:

SECTION 3. Effective date. This ordinance shall become effective ninety (90) days after passage by the Bethel City Council.

ENACTED THIS __ DAY OF FEBRUARY 2018, BY A VOTE OF _ IN FAVOR AND __ OPPOSED.

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk

SUMMARY AND FISCAL NOTE

Corresponding Document: Ordinance # 1728(i)

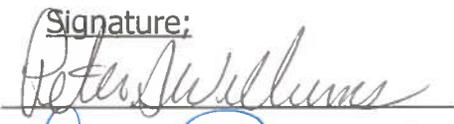
Summary Statement: These budget modifications will enable the COB to provide funds for wages, services and equipment for FY-18.

Water and Sewer Fund and CSP, Funds to pay for OT from unexpended Wages due to unfilled positions.

YKH&F For the purchase of a scissor lift and the cost of the freight. (Quote and Specs. attached): will have to go out to bid too purchase.

General Fund Transferring funds to Administration from unspent wages in the Finance Dept. too hire a Risk Manager on a temporary basis with no benefits. (Attached is a Risk Manger's job description).

General Fund --To transfer funds within the Finance Dept. for relocation expenses for the Assistant Finance Director who is scheduled to start work February 15, 2018; Training and Travel with Caselle for two new hires and potentially a third person. Travel expenses for a outside CPA to temporarily help with the General Ledger if needed. Includes eight trips to Bethel and lodging.; Other Professional Services for accounting firm to update, and to keep updated, the General Ledger and to help the auditors with the FY-17 audit.

	<u>Signature:</u>	<u>Remarks:</u>
City Manager		<u>Recommend</u>
City Attorney		_____
City Clerk	_____	_____

Certification of Funds

See attached Budget Modification.

Director of Finance Signature: 

Attachment(s): Budget Modification 18-

1. Quote for Scissors Lift for the YHK&C.
2. Risk Manger job description.

Action:
 Vote:

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

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:

WATER & SEWER FUND

Increases		
51-81-502	OT - HAULED WATER	50,000
51-82-502	OT - PIPED WATER	15,000
51-83-502	OT - BETEL HEIGHTS WTP	17,000
51-84-502	OT - CITY SUB WTP	15,000
51-85-502	OT - HAULED SEWER	25,000
51-86-502	OT - PIPED SEWER	5,000
Total Increases		127,000
Decreases		
51-81-501	WAGES - HAULED WATER	50,000
51-82-501	WAGES - PIPED WATER	15,000
51-83-501	WAGES - BETEL HEIGHTS WTP	17,000
51-84-501	WAGES - CITY SUB WTP	15,000
51-85-501	WAGES - HAULED SEWER	25,000
51-86-501	WAGES - PIPED SEWER	5,000
Total Decreases		127,000
TOTAL	Net Change to WATER & SEWER Fund Appropriations	0

CSP FUND

Increases		
27-50-502	OT - CSP	1,000
Total Increases		1,000
Decreases		
27-50-5-1	WAGES - CSP	1,000
Total Decreases		1,000
TOTAL	Net Change to CSP Fund Appropriations	0

YK H&F FUND (POOL)

INCREASES		
40-16500	MACHINERY & EQUIPMENT - MAN LIFT	46,000
TOTAL INCREASES		46,000
40-10100	CASH	46,000
TOTAL DECREASES		46,000
TOTAL	Net Change to YK H&F Fund Appropriations	0

GENERAL FUND

Increases		
10-51-501	WAGES - ADMINISTRATION	50,000
Total Increases		50,000
Decreases		
10-53-501	WAGES - FINANCE	50,000
Total Decreases		50,000
TOTAL	Net Change to GENERAL Fund Appropriations	0

GENERAL FUND

Increases		
10-53-520	RELOCATION EXPENSES	2,000

10-53-545	TRAINING & TRAVEL	16,000
10-43-649	OTHER PROFESSIONAL SERVICES (5 @ 12,000)	60,000
	Total Increases	78,000
	Decreases	
10-53-501	WAGES	44,600
10-53-640	SALES TAX AUDITS	15,000
10-53-648	ADMIN - OUTSOURCES SERVICES - PR	11,900
10-53-693	CASELLE UPGRADE (SOFTWARE)	6,500
	Total Decreases	78,000
TOTAL	Net Change to GENERAL Fund Appropriations	0

	TOTAL CHANGE TO GENERAL FUND REVENUES	
	Total Increases	0
	Total Decreases	0
	Cumulative Change to GENERAL Revenues	0

	TOTAL CHANGE TO GENERAL FUND APPROPRIATIONS	
	Total Increases	0
	Total Decreases	0
	Cumulative Change to APPROPRIATIONS	0

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

TOTAL CHANGE TO OVERALL CITY BUDGET

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

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

PASSED AND APPROVED THIS ___ DAY OF FEBRUARY 2018 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk



153455925

BRANCH 854
9760 OLD SEWARD HWY
ANCHORAGE AK 99515-2137
907-349-4425
907-336-1900 FAX

Job Site

CITY OF BETHEL
QUOTE
BETHEL AK 99559

Office: 907-545-0157 **Job:** 907-545-0157

CITY OF BETHEL
QUOTE
BETHEL AK 99559

Customer #	: 3078886
Quote Date	: 01/04/18
UR Job Loc	: CITY OF BETHEL
UR Job #	:
Customer Job ID:	:
P.O. #	: QUOTE
Ordered By	: JAKE THOMPSON
Written By	: ADRIAN CHAVEZ
Salesperson	: ADRIAN CHAVEZ

Invoice Amount: \$39,997.80

This is not an invoice
 Terms: Payment options: Contact our credit office 888-481-2660
Please do not pay from this document
REMIT TO: UNITED RENTALS EXCHANGE, LLC
 FILE 51122
 LOS ANGELES CA 90074-1122

Qty	Equipment #	Price	Amount		
1	3002000 CC: 300-2000 SCISSOR LIFT 19' ELECTRIC New unit lead time 4-6 weeks	10870.00	10870.00		
1	3002515 CC: 300-2515 SCISSOR LIFT 24-26' ELECTRIC 30-36" WIDE New unit lead time 4-6 weeks	15970.00	15970.00		
1	1194435 CC: 300-2995 SCISSOR LIFT 30-33' ELECTRIC 32" WIDE Make: GENIE Model: GS-3232 Model Year: 11 HR OUT: 204.600	10500.00	10500.00		
SALES ITEMS:		Serial #: GS3211A-96632			
Qty	Item number	Stock class	Unit	Price	Amount
1	DELIVERY	MCI	EA	100.00	100.00
	DELIVERY RENTAL CONTRACT				
	UM: (EA) EACH				
				Sub-total:	37440.00
				Tax:	2557.80
				Estimated Total:	39997.80
To be delivered to lynden transport \$100.00					

Customer is hereby notified that United Rentals has assigned its rights (but not its obligations) in the agreement to sell all or any of the used equipment described herein to United Rentals Exchange, LLC., a qualified intermediary, as part of a Section 1031 like-kind exchange program.

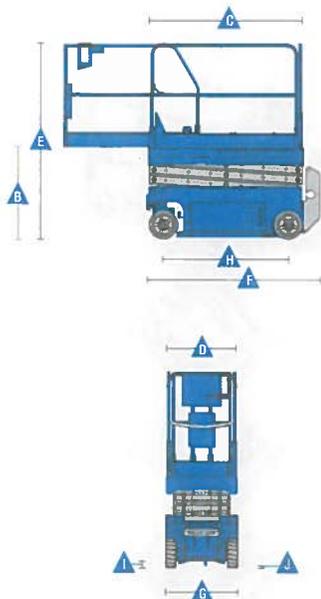
Note: This proposal may be withdrawn if not accepted within 30 days.

THIS IS NOT AN EQUIPMENT SALE AGREEMENT/INVOICE. THE SALE OF EQUIPMENT AND ANY OTHER ITEMS LISTED ABOVE IS SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S EQUIPMENT SALE AGREEMENT/INVOICE, WHICH MUST BE SIGNED PRIOR TO OR UPON DELIVERY OF THE EQUIPMENT AND OTHER ITEMS.

Self-Propelled Scissor Lifts

GS™ -1530 & GS-1930

Specifications



Models	GS-1530		GS-1930	
Measurements	US	Metric	US	Metric
Working height maximum*	21 ft	6.4 m	25 ft	7.6 m
A Platform height maximum	15 ft	4.57 m	19 ft	5.79 m
B Platform height stowed	3 ft 2.2 in	.97 m	3 ft 3.5 in	1.00 m
C Platform length - outside	5 ft 4 in	1.63 m	5 ft 4 in	1.63 m
extended	8 ft 4 in	2.54 m	8 ft 4 in	2.54 m
Slide-out platform extension deck	3 ft	0.91 m	3 ft	0.91 m
D Platform width - outside	2 ft 5 in	0.74 m	2 ft 5 in	0.74 m
Guardrail height: fixed rails	3 ft 3 in	0.99 m	3 ft 3 in	0.99 m
fold down (CE)	3 ft 7 in	1.10 m	3 ft 7 in	1.10 m
Toeboard height	6 in	0.15 m	6 in	0.15 m
E Height-stowed: fixed rails	6 ft 5 in	1.96 m	6 ft 7 in	2.00 m
folding guardrails (CE)	6 ft 8 in	2.03 m	6 ft 11 in	2.11 m
rails folded	5 ft 8 in	1.73 m	5 ft 9 in	1.75 m
A Length-stowed	6 ft	1.83 m	6 ft	1.83 m
Length-stowed extended	8 ft 11 in	2.74 m	8 ft 11 in	2.74 m
G Width	2 ft 6 in	0.76 m	2 ft 6 in	0.76 m
H Wheelbase	4 ft 4 in	1.32 m	4 ft 4 in	1.32 m
A Ground clearance-center	2.4 in	0.06 m	2.4 in	0.06 m
A - with pothole guards deployed	0.75 in	0.02 m	0.75 in	0.02 m

Productivity

Maximum platform occupancy**	2	2	2	2
Lift capacity	600 lbs	272 kg	500 lbs	227 kg
Lift capacity - extension deck	250 lbs	113 kg	250 lbs	113 kg
Drive height	full height		full height	
Drive speed - stowed	2.5 mph	4.0 km/h	2.5 mph	4.0 km/h
Drive speed - raised	0.5 mph	0.8 km/h	0.5 mph	0.8 km/h
Gradeability - stowed***	30%		25%	
Turning radius - inside	zero	zero	zero	zero
Turning radius - outside	5 ft 1 in	1.55 m	5 ft 1 in	1.55 m
Raise / lower speed	16 / 22 sec	16 / 22 sec	16 / 22 sec	16 / 22 sec
Controls	proportional		proportional	
Drive	dual front wheel		dual front wheel	
Multiple disc brakes	dual rear wheel		dual rear wheel	
Tires - solid non-marking	12 x 4.5 in	30.5 x 11.5 cm	12 x 4.5 in	30.5 x 11.5 cm

Power

Power source	24 V DC (four 6 V 225 Ah batteries)			
Hydraulic system capacity	3.75 gal	14.2 L	3.75 gal	14.2 L

Weight****

ANSI, CSA	2,575 lbs	1,168 kg	2,702 lbs	1,226 kg
CE indoor	2,718 lbs	1,233 kg	3,302 lbs	1,498 kg
AUS indoor	—	—	3,302 lbs	1,498 kg

Standards Compliance

ANSI A92.6, CSA B354.2, CE Compliance, AS 1418.10

* The metric equivalent of working height adds 2 m to platform height. U.S. adds 6 ft to platform height.

** CE/AUS markets: GS-1530 and GS-1930 are indoor use only—2 person maximum occupancy.

GS-1532 and GS-1932 are indoor/outdoor use—1 person maximum.

*** Gradeability applies to driving on slopes, see operator's manual for details regarding slope ratings.

**** Weight will vary depending on options and/or country standards.

Risk Manager Job Description

GENERAL STATEMENT OF RESPONSIBILITIES

Under minimal supervision, this position coordinates all risk identification and evaluation activities related to City property and operations to include oversight of safety programs and training. This position is also responsible for managing the City's self-insurance claims process. Reports to the City Manager.

ESSENTIAL JOB FUNCTIONS

Manages the City's self-insurance programs and analyzes potential financial exposures; establishes loss prevention standards and evaluates alternative approaches to address losses and exposures; develops, implements, and monitors the adjustment of liability, subrogation, and property loss issues, and develops presentations to communicate risk management policies. Assists with negotiating insurance contracts and financing programs for liability, and workers compensation; monitors the performance of internal and outsourced claims services. Assists in the preparation of, and monitors, requests for proposals for various contracted services, equipment, and consultants. Responsible for the effective execution of Risk Management operations including customer service, budget preparation and monitoring, purchasing and financial transactions, prioritizing and completing work, employee relations, and related activities. Manages claims and loss control activities; coordinates and prioritizes claims workload through ongoing assessment and staff management, and provides assistance as necessary. Maintains the accuracy and confidentiality of data, records, and files. Ensures the development and maintenance of claims handling procedures and program enhancements to streamline claims processing and mitigate loss. Organizes and conducts meetings. Coordinates and implements city-wide safety and health policies, programs and training. Assists departments with specific safety and health related issues pertinent to their operations; ensures compliance with all federal, state and local regulations; ensures regulatory changes that may affect City operations are disseminated, provides recommendations, and monitors compliance. Responsible for ensuring City compliance with the safety and health standards promulgated by the Occupation Safety & Health Administration (OSHA) Office. May develop proposals and reports on liability and insurance related issues and present recommendations to City Management, City Council or others. Negotiates and administers conflict resolution techniques. Composes correspondence and prepares clear and comprehensive reports. Ensures reports and studies are appropriately processed in accordance with federal, state, and city laws and ordinances. Performs other duties as assigned.

REQUIRED KNOWLEDGE

- Risk Management - Thorough knowledge of federal, state and local regulations as they relate to risk management, claims adjusting and loss control. Knowledge of research and analysis

methodologies, legal issues and procedures, economics, municipal finance and related issues. General knowledge of municipal organization and operations, and related federal, state and local agencies and organizations.

- Technology — Knowledge of current trends and practices related to the use of technology in risk management, claims adjusting, loss control and related activities.
- Customer Service — Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with city employees and all levels of management to include representatives from other departments and organizations.
- Judgment & Decision Making - Ability to assess most workplace situations and hazards and recommend appropriate corrective measures or strategies. Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Communication - Excellent ability to effectively communicate complex ideas and proposals to include preparation of training, reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Business Administration, Occupational Safety or a related field and 5-7 years of progressively responsible experience in Risk Management or insurance claim management, or an equivalent combination of education and experience. Associate in Risk

Management, Fellow in Risk Management, Chartered Property & Casualty Underwriter, or equivalent professional designations preferred.

ADDITIONAL REQUIREMENTS

An acceptable background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

IM 18-01

Introduced by:	City Manager Williams
Date:	February 13, 2018

CITY OF BETHEL CITY COUNCIL INFORMATIVE MEMORANDUM

TITLE: Monthly Financial Report to the Council.

Routed to:	Department	Signature/Date

The attached MONTH, YEAR Financial Report was prepared and distributed to the Bethel City Council members for their review. The Monthly Financial Report to the Council contains:

- Rural Utility Business Advisor Program (RUBA) Financial Statement related specifically to the City's Water and Sewer Fund. The Council's review of this summary is required by granting agencies.
- General Financial Statement for the City of Bethel to include the City's Endowment Fund.

The attached Financial Reports reflect financials through December 25, 2017.



City of Bethel
PO Box 1388
Bethel AK 99559
(907) 543-1376 / (907) 543-3817 (fax)
www.cityofbethel.org

February 6, 2018

To: Pete Williams
From: Jim Chevigny 
RE: Finance Dept Budget Mod detail

The budget mod that we are submitting for the finance department has the following line items, each of which is explained here:

Increases:

- Relocation Expense: The Budget was for my relocation expenses and was set at the agreed to \$10,000. I used only \$6,952, leaving a balance of \$3,048. We extended the offer to the Asst Finance Director, which included \$5,000 relocation, requiring this additional \$2,000 budget mod.
- Training and Travel: We budgeted \$13,200 for sending Finance Dept personel outside for training and also for conferences in Juneau and Anchorage. We have no budget for contractors in this line. I am requesting a budget mod of \$16,000 to bring the line item into balance and to pay for the expected trips for the remained of the fiscal year 2018.
- Other Professional Services: Due to a lack of GL Accountant and a Controller, we will need the help of the Carmen Jackson contractor in order to keep the financial records current and assist with the Altman Rogers' audit field work.

Decreases:

- Wages: Wages appear to be under budget by approximately \$150,000 due to vacancies in the department.
- Sales Tax Audits: These will be forwarded into FY19.
- Admin – Outsourced Services: This is the fee to pay Caselle for processing the City's payroll and was budgeted for 6 months. Personnel have been trained to process payroll as of September, so this service fee is no longer incurred, leaving the budget under expended.
- Caselle Upgrade: In reviewing the modules the City has purchased an upgrade is not required in FY17.

Introduced by: Council Member Albertson
Date: February 13, 2018
Action:
Vote:

CITY OF BETHEL, ALASKA

Resolution # 18-03

CITY OF BETHEL PROTEST 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 North West Company submitted an application to the Alaska Alcohol and Marijuana Control Office (AMCO) to renew AC Quickstop Package Store License #5418, located at 131 Akakeek St., Bethel, Alaska 99559;
- WHEREAS,** AC Quickstop was issued the Package Store License on April 5, 2016 and began operation on May 3, 2016;
- WHEREAS,** the City Clerk received a copy of this renewal application on December 20, 2017 and has determined that the last day for the Council to file a protest is February 18, 2018;
- WHEREAS,** City of Bethel Administration submitted a report to the Bethel City Council on January 9, 2018 with the following findings:
- Excessive calls for service in and around AC Quickstop,
 - The location does not comply with the City's Conditional Use Permitting Standards;
- WHEREAS,** after a review of all relevant information, the Council finds that the renewal of Package Store License 5418, AC Quickstop, Located at 131 Akakeek St. would not be in the best interest of the public and asks the Alcohol Beverage Control Board to deny the renewal;
- WHEREAS,** the community of Bethel is facing an outstanding rate of increase in emergency calls and social service needs since AC Quickstop initiated their sales of alcohol in the community;
- WHEREAS,** the Police Department's total calls for service in the community have increase from 17,052 in 2015, to 17,705 in 2016 and 20,634 in 2017, this represents a total increase of 21% between 2015 and 2017;
- WHEREAS,** the Fire Department's Emergency Medical Services total calls for service in the community have increase from 1,172 in 2015, to 1,335 in 2016 and 1,734 in 2017, this represents a total increase of 48% between 2015 and 2017;

Introduced by: Council Member Albertson
Date: February 13, 2018
Action:
Vote:

- WHEREAS,** the increases are not limited to the City's emergency response team, the Yukon Kuskokwim Health Corporation presented statistics on the Hospital's Sobering Center, which faced a 32% increase in their encounters over the previous year;
- WHEREAS,** specific to the Northwest Company, the City's administrative report details the increased number of calls in the area of AC Quickstop as well as the other property owned and operated by Northwest Company: AC Main Store;
- WHEREAS,** the overall call volume at these two properties has spiked to exorbitant levels clearly showing a significant lack of control and oversight at the properties;
- WHEREAS,** the calls for intoxicated pedestrians at AC Quickstop totaled 51 for 2015, 85 in 2016 and 147 in 2017, this represents a total increase of 188% between 2015 and 2017;
- WHEREAS,** the excessive calls for service extend to the Northwest Company's other store, the AC Main store located .6 miles from AC Quickstop at 135 Ridgecrest Dr.,
- WHEREAS,** the calls for service for intoxicated pedestrians at the AC Main store totaled 211 in 2015, 419 for 2016 and 967 for 2017, this represents a total increase of 358% between 2015 and 2017;
- WHEREAS,** the call volume at these two locations demonstrates a negligence of the business owner, Northwest Company at ensuring public safety is maintained at their places of business;
- WHEREAS,** in addition to the excessive calls for service, the Council finds the location of this package store to be a significant public safety concern;
- WHEREAS,** AC Quickstop was issued a package store license prior to the City's finalization of the Conditional Use Permitting (CUP) process;
- WHEREAS,** had the applicant been required to obtain a CUP for the Akakeek location, the applicant would have had to convince the Planning Commission that the operation of a package store would be conducive to the neighborhood;

Introduced by: Council Member Albertson
Date: February 13, 2018
Action:
Vote:

WHEREAS, AC Quickstop is located in a neighborhood commonly referred to as ASHA Housing (Alaska State Housing Authority) a subdivision primarily made up of Alaska Housing Finance Corporation (AHFC), State subsidized housing;

WHEREAS, a high school, two elementary schools, a preschool and playgrounds are adjacent to the ASHA Subdivision, just a five minute walk from the store;

WHEREAS, the City Council believes Alaska Statutes 04.11.365 Licensed premises in multi-unit residential housing development owned or financed by the Alaska Housing Finance Corporation, has legislative intent which is not being acknowledged with the continued operation of this package store license;

WHEREAS, AS 04.11.365 states:
“for premises located in a multi-unit residential housing development owned or financed by the Alaska Housing Finance Corporation, the board may... renew a license under AS 04.11.330, ...if the Alaska Housing Finance Corporation authorizes the use under AS 18.56.340...”;

WHEREAS, there are 200 homes in the ASHA Subdivision, 121 of those are owned by AHFC and are within a quarter mile of the liquor store, of the five homes directly adjacent to AC Quickstop, four are owned by AHFC;

WHEREAS, if the effects of alcohol sales in a housing development owned or financed by AHFC were a concern enough for the legislature to establish this legislation, it has to be assumed that the location of this package store is not meeting the intent of the regulation;

WHEREAS, if the Planning Commission determined the location is conducive to the neighborhood, the property would have had to undergo a number of improvements before it would be considered compliant with the City’s Conditional Use Standards;

WHEREAS, the Planning Director identified concerns with the adequacy of parking, ingress and egress to the property, the traffic impacts due to the inadequacy of the parking as well as the accessibility for fire as being the highest areas of concern;

WHEREAS, in the absence of the Conditional Use Permitting process, the Council must evaluate the effects of this license on the surrounding neighborhood and

Introduced by: Council Member Albertson
Date: February 13, 2018
Action:
Vote:

ensure the health safety and welfare of the area and the citizens are protected;

NOW, THEREFORE, BE IT RESOLVED with the information provided and all relevant facts considered the Council finds the location of the AC Quickstop to be a public safety concern and implores the Alcohol Beverage Control Board not renew the AC Quickstop Package Store License at the current location.

ENACTED THIS ____ DAY OF _____ 2018 BY A VOTE OF __ IN FAVOR AND ____ OPPOSED.

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

CITY OF BETHEL

City Clerk's Office



February 1, 2018

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

Re: Package Store License 5418

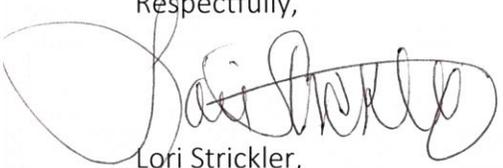
Mr. Pickett:

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, February 13, 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 February 13, Council Meeting will be held at City Hall, 300 State Highway, Bethel, and will begin at 6:30p. Resolution 18-03, Protesting the Renewal of a State of Alaska, Package Store License for AC Quickstop, will be considered under New Business. The Agendas will be posted on Wednesday February 7, and will be available on the City of Bethel website, 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
Attn: Patty Burley, City Attorney
VIA Email: pburley@cityofbethel.net

License Type:	Package Store	License Number:	5418
Licensee:	The North West Company (International), Inc.		
Doing Business As:	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



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

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?

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

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

This individual is an: applicant affiliate

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: 99577-9906

RECEIVED
 NOV 17 2017
 Page 3 of 5
 ALCOHOL MARIJUANA CONTROL OFFICE
 STATE OF ALASKA
 96



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

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

RECEIVED
 NOV 17 2017
 ALCOHOL MARIJUANA CONTROL OFFICE
 STATE OF ALASKA



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 7th Avenue, Suite 1600
 Anchorage, AK 99501
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.

A. Sutton
 Signature of licensee
AMANDA E. SUTTON
 Vice President, Legal and Corporate Secretary
 Printed name of licensee

Paulina Hiebert
 Signature of Notary Public
 Notary Public in and for the State of ~~Alaska~~ **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



CITY OF BETHEL

Resolution # 18-04

SUPPORT FOR TUNDRA RIDGE ROAD REALIGNMENT PROJECT LISTED IN 2018-2021 DRAFT OF STIP

- WHEREAS,** the Alaska Department of Transportation and Public Facilities (ADOT&PF) prepared the 2018-2021 draft of the Statewide Transportation Improvement Program document and it is available for public comment through March 16, 2018;
- WHEREAS,** the Tundra Ridge Road Paving Project, valued at \$3.9 million and found in the 2016-2019 STIP, was reconfigured to be the Tundra Ridge Road Realignment Project, valued at \$9.35 million;
- WHEREAS,** the STIP description for the Tundra Ridge Road Realignment Project is to "Construct Tundra Ridge Road on new alignment that provides a public road connection;"
- WHEREAS,** the Tundra Ridge Road Realignment Project may result in a road around H-Marker Lake, such that the community would have year-round access to and from the Tundra Ridge/Ptarmigan Area and BIA Road/Airport Area;
- WHEREAS,** the City of Bethel expects ADOT&PF to require the City to contribute 9.03% in local match;
- WHEREAS,** the City supports the Tundra Ridge Road Realignment Project and it's public road connection end result because it will achieve several major objectives: (1) provide a complete road circuit between Ptarmigan Street and the State Highway to facilitate resident mobility and transportation cost savings, (2) allow an efficient, more direct route for emergency response vehicles to serve those living in Tundra Ridge Subdivision and the west side of Ptarmigan Street, (3) cost savings to commercial businesses that rely on ground transportation in and around Bethel as part of their business model (e.g., taxicabs, restaurant that deliver meals, moving company);

Introduced by: Peter Williams, City Manager
Date: February 13, 2018
Action:
Vote:

NOW, THEREFORE, BE IT RESOLVED that the Bethel City Council supports the
Tundra Ridge Road Realignment Project listed in the draft 2018-2021 STIP.

**ENACTED THIS 13th DAY OF FEBRUARY 2018 BY A VOTE OF _____ IN FAVOR
AND _____ OPPOSED.**

Richard Robb, Mayor

ATTEST:

Lori Strickler, City Clerk

City of Bethel Action Memorandum

Action memorandum No.	18-08		
Date action introduced:	February 13, 2018	Introduced by:	Mayor Robb
Date action taken:		Approved	Denied
Confirmed by:			

Appointment of Benjamin Anderson-Agimuk to the Community Action Grant Technical Review Board as a Member for a term of three years.

Route to:	Department/Individual:	Initials:	Remarks:
	City Manager/Pete Williams		

Attachment(s):

Amount of fiscal impact:		Account information:
<input checked="" type="checkbox"/>	No fiscal impact	
<input type="checkbox"/>		
<input type="checkbox"/>		

Action Memorandum 18-08 is sponsored by Mayor Robb at the request of the City Clerk.

Benjamin Anderson-Agimuk has requested appointment to the Community Action Grant Technical Review Board. If appointed, he would be appointed to a term of three years as a regular member with a term expiration of December 31, 2020.

City of Bethel Action Memorandum

Action memorandum No.	18-09		
Date action introduced:	Feb. 13, 2018	Introduced by:	Mayor Robb
Date action taken:	Feb. 13, 2018	<input type="checkbox"/>	Approved <input type="checkbox"/> Denied
Confirmed by:			

Action Title: Authorizing Administrative Leave for City Attorney to Attend Training

Attachment(s): Sample Travel Costs

Department/Individual:	Initials:	Remarks:
City Attorney		

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
\$754.88	Funds in City Budget.	10-56-545
	Funds not in City Budget.	

Summary Statement

Authorizing the City attorney to attend advanced procurement training regarding contract administration. The training is a one full day event to be held in Anchorage, Alaska. The training is sponsored by the State of Alaska.

T.A. #: _____

City of Bethel Travel Authorization Form

City Attorney	Training	Advanced Procurement Training
Department Patty Burley	Activity City Attorney	Program February 13, 2018
Employee Requesting Authorization Contracts - Procurement (2 sessions)	Title Anchorage, AK	Date March 27, 2018
Conference Title and Sponsor	Conference Site	Date of Meeting

Explanation of Travel Request:

Travel to Anchorage to attend two back-to-back trainings focusing on some of the details of procurement:

Contract Development and Contract Administration

	<u>Estimated Totals</u>	<u>Account #</u>																																
Registration Fees (Specify whom check is payable to and attach copy of documentation) Payable to: _____ <u>State of Alaska</u> P.O. #: _____	\$300.00	10-56-545																																
Transportation Airline(s): _____ <u>Alaska Air</u> Travel Agency: _____ Confirmation #: _____ P.O. #: _____	\$250.21	10-56-545																																
Car Rental Co.: _____ <u>Enterprise (off airport)</u> Confirmation #: _____ P.O.# _____	\$51.49	10-56-545																																
Hotel Name: _____ <u>Hilton Home</u> Confirmation #: _____ P.O. #: _____	\$93.18	10-56-545																																
Meals: <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 5%; text-align: center;">#</th> <th style="width: 5%;"></th> <th style="width: 10%; text-align: center;">Daily Rate</th> <th style="width: 5%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td style="text-align: center;">1</td> <td style="text-align: center;">X</td> <td style="text-align: right;">\$12.00</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$12.00</td> <td></td> <td style="text-align: center;">10-56-545</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">1</td> <td style="text-align: center;">X</td> <td style="text-align: right;">\$16.00</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$16.00</td> <td></td> <td style="text-align: center;">10-56-545</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;">1</td> <td style="text-align: center;">X</td> <td style="text-align: right;">\$32.00</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$32.00</td> <td></td> <td style="text-align: center;">10-56-545</td> </tr> </tbody> </table> Cab Fare: _____		#		Daily Rate					Breakfast	1	X	\$12.00	=	\$12.00		10-56-545	Lunch	1	X	\$16.00	=	\$16.00		10-56-545	Dinner	1	X	\$32.00	=	\$32.00		10-56-545		
	#		Daily Rate																															
Breakfast	1	X	\$12.00	=	\$12.00		10-56-545																											
Lunch	1	X	\$16.00	=	\$16.00		10-56-545																											
Dinner	1	X	\$32.00	=	\$32.00		10-56-545																											
Miscellaneous: (Explain in written detail on an attached sheet) _____ _____																																		
TOTAL EXPENSES:	\$754.88																																	
Per Diem Advance Requested:	n/a																																	

Approvals:

_____ Department Head / Date	_____ City Manager / Date	_____ Finance Director / Date
--	-------------------------------------	---

[Train Alaska]

Procurement Officer Training / Certification
Currently Scheduled Classes

Choose a training program:

2016 NASPO State Training Coordinator Conference
2016 NASPO State Training Coordinator Conference

[\[Class Schedule\]](#) [\[Learning Objectives\]](#)

Advanced Competitive Sealed Bids (ITBs)
Advanced Competitive Sealed Bids (ITBs) - Terms and Conditions

[\[Class Schedule\]](#) [\[Learning Objectives\]](#)

Advanced Competitive Sealed Proposals (RFPs)
Advanced Competitive Sealed Proposals (RFPs)

[\[Class Schedule\]](#) [\[Learning Objectives\]](#)

Classic Court Decisions Affecting Procurement in Alaska
Classic Court Decisions Affecting Procurement in Alaska

[\[Class Schedule\]](#) [\[Learning Objectives\]](#)

Contract Administration
Contract Administration

Start Date	End Date	Time	Location	Enroll
3/27/2018	3/27/2018	01:00 PM - 03:30 PM	Anchorage	TrainAlaska
5/7/2018	5/7/2018	09:00 AM - 11:30 AM	Juneau	TrainAlaska

[\[Class Schedule\]](#) [\[Learning Objectives\]](#)

Evaluating Responsiveness
Evaluating Responsiveness

[\[Class Schedule\]](#) [\[Learning Objectives\]](#)

Obtaining Best Value

Focus on when and how to use the IRFP/RFP process, touch on the Best Value/PIPS process, walking through the discussion and BAFO process, and negotiations.

[\[Class Schedule\]](#) [\[Learning Objectives\]](#)

Procurement Academy Level I

Requirement for Level I certification

(The Level I Procurement Manual may be substituted for the class, **but will not count towards subsequent levels.**)

[\[Class Schedule\]](#) [\[Learning Objectives\]](#)

Procurement Academy Level II

Requirement for Level II certification

"Procurement Academy Level I" is a prerequisite for this course.

[\[Class Schedule\]](#) [\[Learning Objectives\]](#)

"Procurement Academy Level I **and** II" are prerequisites for this course.

[Class Schedule] [Learning Objectives]

SSoA - Specifications and Contract Development

Specifications and Contract Development

Start Date	End Date	Time	Location	Enroll
3/21/2018	3/21/2018	09:00 AM - 12:00 PM	Juneau	TrainAlaska
3/27/2018	3/27/2018	09:00 AM - 11:30 AM	Anchorage	TrainAlaska

[Class Schedule] [Learning Objectives]

What's Your Preference? A Guide to Preferences

What's Your Preference? A Guide to Preferences

[Class Schedule] [Learning Objectives]

TrainAlaska Administration Student Information





Flight summary [Change](#) | [Remove](#)

Flight	Departs	Arrives	Total price for 1 passenger \$250.21
<i>Alaska</i> Alaska 44 Main (L) Nonstop Details Distance: 397 mi Duration: 1h 7m	Bethel (BET) 1:05 pm <u>Mon, Mar 26</u>	Anchorage (ANC) 2:12 pm <u>Mon, Mar 26</u>	Taxes, fees and charges Low-price guarantee
<i>Alaska</i> Alaska 45 Main (L) Nonstop Details Distance: 397 mi Duration: 1h 13m	Anchorage (ANC) 7:04 pm <u>Tue, Mar 27</u>	Bethel (BET) 8:17 pm <u>Tue, Mar 27</u>	Shop again using a discount or companion fare code.

- ▶ [Fare rules](#)
- ▶ [Baggage rules](#)

Total due now \$250.21 USD

[Currency converter](#)

NEXT →

Rental Details

[CHANGE](#)

COMPACT

SPENARD

Mon, Mar 26, 2018 @ 2:30 PM

Tue, Mar 27, 2018 @ 6:00 PM

Rental Terms

RENTAL POLICIES

- > [Rental Terms and Conditions](#)
- > [Additional Driver](#)
- > [After Hours Service](#)
- > [Cross Border Policy](#)
- > [Damage Waiver](#)
- > [Refueling Service](#)
- > [Driver's License Information](#)
- > [Miscellaneous Policy](#)
- > [Personal Accident Insurance / Personal Effects Coverage](#)
- > [Forms of Payment](#)
- > [Roadside Protection](#)
- > [Renter Requirements](#)
- > [Supplemental Liability Protection](#)
- > [Toll Pass Policy](#)



4700 Union Square Drive, Anchorage, Alaska, 99503, USA
+1-907-561-5618

HOOORAY! You're just a few clicks away from a worry-free stay:

No booking fees, the best possible rates, and easy changes and cancellations.

Reservation Summary:

26 Mar 2018 - 27 Mar 2018

1 room, 1 adult

1 night

Mrs. PATTY BURLEY

BTVPATTY@YAHOO.COM

Hilton Honors # 840895357

Reservation Summary

26 Mar 2018 - 27 Mar 2018, 1 room for 1 adult 26 Mar - 27 Mar 1 room 1 adult

Mrs. PATTY BURLEY BTVPATTY@YAHOO.COM Hilton Honors #: 840895357

Price Details (USD)

1 QUEEN BED STUDIO NONSMOKING

ALTERNATE GOVERNMENT

Price: \$83.20

Taxes: \$9.98

Loading. Please wait...

Total for stay: \$93.18

Optional services for an additional charge

Self parking: Complimentary, Complimentary

Pets allowed: \$100.00 Non-refundable fee, 50 lbs maximum

Choose Payment Method

All fields are required unless otherwise indicated.

Sorry, this hotel doesn't accept that card type. Please try a diffe

Your Payment Methods Expiration

Payment Method

Plan the perfect stay

City of Bethel Action Memorandum

Action memorandum No.	18-10		
Date action introduced:	February 13, 2018	Introduced by:	Peter Williams, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Direct Administration to prepare and submit a grant/loan application with USDA-RD to obtain approximately \$5,753,098 in funding to pay for 8 new water trucks, 7 new sewer trucks, and construction of a new water and sewer pipe project between 6th and 7th Avenues.

Attachment(s): (1) Map of Proposed 6th & 7th Avenue Water and Sewer Project; (2) Quote from Kenworth for the potential purchase of 8 water trucks and 7 sewer trucks.

Department/Individual:	Initials:	Remarks:
Administration	<i>[Signature]</i>	Recommend
Finance	<i>[Signature]</i>	
Public Works	<i>[Signature]</i>	

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
	Funds in City Budget.	
\$3,164,204 est.	Requires funding in FY 2019 Budget.	TBD

Summary Statement

In July 2017, the Measurement Standards Commercial Vehicle Enforcement Division of the Alaska Department of Transportation and Public Facilities, came to Bethel and performed an inspection on the City's water and sewer trucks and declared them overweight. The City must operate at 2/3 tank capacity to be in compliance or face stiff fines and loss of operator CDLs. The City cannot afford this 33% loss in operating efficiency and must replace its aged fleet.

The City of Bethel is eligible to apply for United States Department of Agriculture – Rural Development funds for water and sewer projects. The City may have one grant/loan project open and active and pursue funds for a second USDA-RD grant/loan project. The USDA office in Palmer will review five years of City of Bethel audited financial statements to determine the grant percentage and loan percentage that it will offer to the City. The City's current sewer lagoon jetty project constitutes 45% grant funding and 55% loan and other match funds.

The City of Bethel expects to pay \$3,618,098 to purchase eight water trucks and seven sewer trucks. See quote attached. These fifteen trucks will replace all but five of our current water delivery and sewer evacuation trucks, some of which have been in service since 1992. The truck

purchase would ameliorate the current DOT&PF truck restrictions, replace aging trucks in the fleet, remedy the poor condition of nearly every truck, and steer the City away from high maintenance costs and parts scarcity.

Every USDA-RD-funded construction project requires that a Preliminary Engineering Report (PER) and Environmental Report (ER) be completed prior to funding approval. The City engaged DOWL engineers to complete the PER and ER for the proposed water pipe project between 6th and 7th Avenues, from Ridgecrest Drive to Main Street. Additional fees will enable DOWL to expand the PER area, to 4th and 5th Avenues, for instance, or across Main Street to the Longhouse/Sammy’s Market/Lumberyard. There is no maximum or minimum size construction project required for funding, but the project must result in a functional operating component of the City’s water/sewer system.

After reviewing the City’s finances, USDA-RD is likely to approve a mix of 45% in grant funds and 55% in loan funds/other City match funds. The City’s expected cost to purchase 15 new water and sewer trucks is \$3,618,098. DOWL provided the cost formula of \$1,000/linear foot for water and sewer pipes run in tandem. The cost for the City to construct water and sewer pipes through 6th and 7th Avenues, a length of 2,135 linear feet, is \$2,135,000. The percentage share for these two project amounts would be:

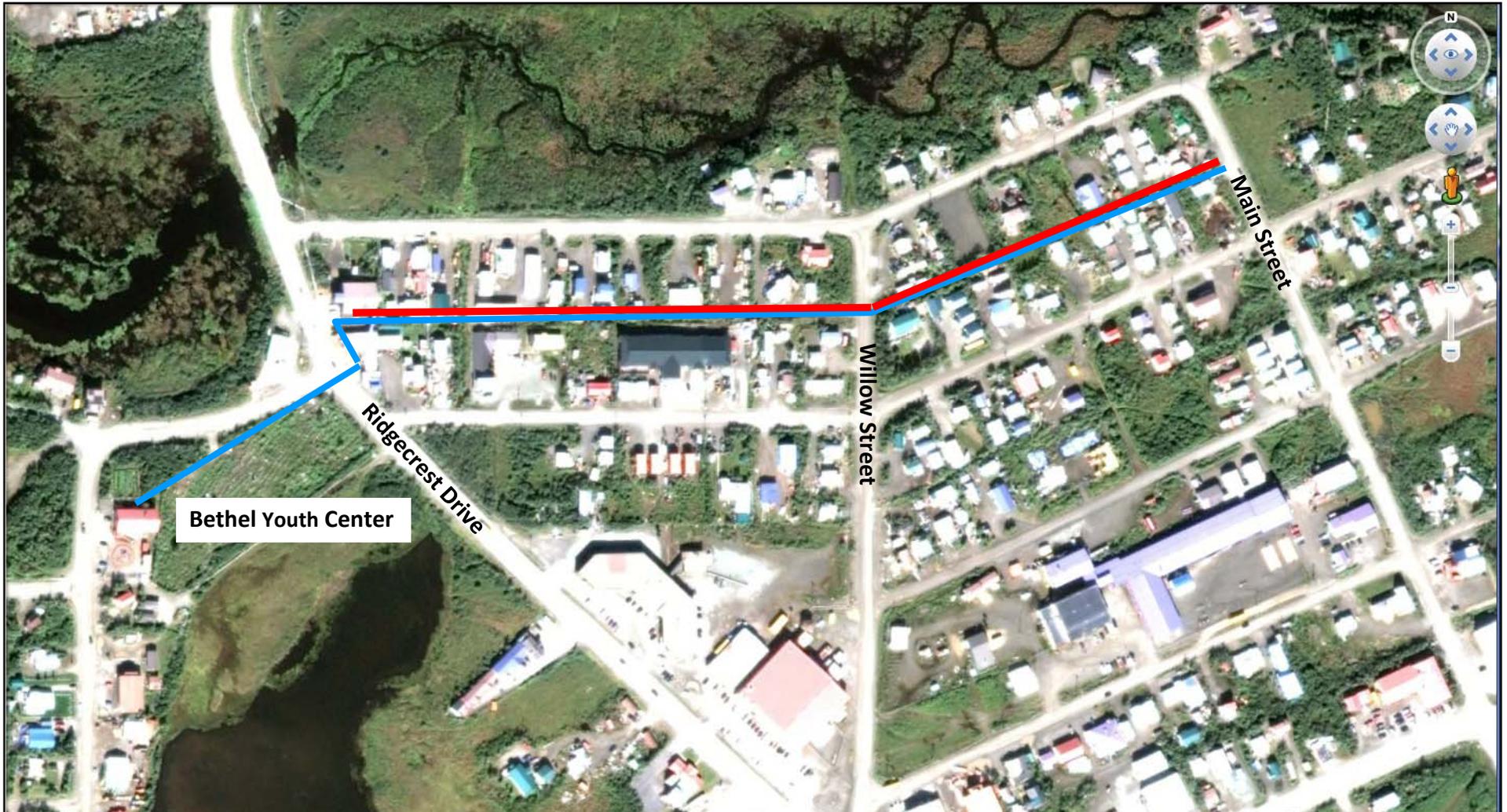
<u>Item</u>	<u>Project Cost</u>	<u>45% Grant</u>	<u>55% Loan</u>
Construction Project	\$2,135,000	\$960,750	\$1,174,250
15 Trucks	<u>\$3,618,098</u>	<u>\$1,628,144</u>	<u>\$1,989,954</u>
Total	\$5,753,098	\$2,078,144	\$3,164,204

A current 40-year loan from USDA-RD, would require a monthly City loan payment of \$10,876.

Map of Proposed 6th & 7th Avenue Water and Sewer Project

Water—New continuous flow water pipes for the 6th-7th Avenues Piped Water project would start at the Bethel Youth Center and run two-ways under Ridgecrest to Tundra Center and then between 6th and 7th Avenues to Main Street.

Sewer—The nearest piped sewer line is at the Tundra Center. Engineer to determine if gravity-fed or pumped system is the most appropriate for this area. New sewer pipes would run up 6th and 7th Avenues from Main Street to Tundra Center.



— Sewer pipes — Water pipes



DATE

September 13, 2017

PROPOSAL FOR: City of Bethel
Jake Thompson
VAC TRUCK

QUOTE NUMBER: Q2017K26
 QUANTITY: 7
 SERIAL NUMBER: TBA

New 2018 Kenworth T440 Day cab vac PACCAR PX9 380HP / 1250 ALLISON 4500 RDS 6 SPEED AUTOMATIC TRANSMISSION Dana D2200 22K front, Dana DDSP40P rears with dual lockers. WEST-MARK 3600 GALLON VAC TANK, SEE QUOTE FOR SPECS GROENEVELD AUTO LUBE SYSTEM See attached full specifications	\$127,607.00
Equipment Total	\$228,342.00
Sales Tax	\$0.00
Federal Excise Tax NO FET DUE TO CITY EXEMPTION	\$0.00
Title and Registration Fees NOT INCUDED	\$0.00
Sub-Total	\$228,342.00
Trade Vehicle(s) Used S/N	\$0.00
GRAND TOTAL*	\$1,598,394.00

***FOB CITY OF BETHEL per terms**

Kenworth Alaska will cover up to \$6000/truck of ocean going freight from Tacoma to City of Bethel.
TERMS: \$5K per truck with proof of pathway to payment & PO to place order and balance due at delivery

This is for quotational purposes only. Prices are good for 14 days from quotation. Kenworth Alaska Inc. requires a \$5,000.00 (per truck) deposit on placement of non-specialized truck orders and the balance due upon delivery to body company. We offer competitive financing to help facilitate your purchase. Please call our finance manager, (206-433-5911) with any questions or needs. Order and deposit subject to customer approval of financing terms.

**This quote does not include title, license, tonnage or any other fees not specified in quote above*

Thank you for the opportunity to quote.

Keith Skalsky
 Kenworth Alaska Inc
 2838 Porcupine Drive
 Anchorage, AK 99501

ACCEPTED BY: _____
 PO OR CHECK #: _____
 DATE: / / _____



Phone: (907) 279-0602
 Fax: (907) 258-6639
 email: kskalsky@kenworthalaska.com

City of Bethel Action Memorandum

Action memorandum No.	18-11		
Date action introduced:	February 13, 2018	Introduced by:	Peter Williams, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Authorize Administration to spend up to \$20,000 from the Professional Services line item in the Planning Budget for DOWL to begin planning for the Tundra Ridge Road Realignment Project identified in the 2018-2021 Draft Statewide Transportation Improvement Program.

Attachment(s): (1) DOWL Task Order #4 – Transportation Planning Proposal; 2018-2021 Draft Alaska Statewide Transportation Improvement Program – Tundra Ridge Road Realignment; Map 1 – H-Marker Lake Road to Tundra Ridge Road.

Department/Individual:	Initials:	Remarks:
Administration	<i>PW</i>	Recommend
Finance		
Public Works	<i>JK</i>	Recommend

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
\$20,000	Funds in City Budget.	10-54-649
	Requires funding in FY 2019 Budget.	

Summary Statement

City engineer firm DOWL provided the City with a scope of work to begin planning a Road Around H-Marker Lake. DOWL is willing to perform various planning functions (meetings, investigations, working with DOT&PF) on a time and material basis not to exceed \$20,000. DOWL will work with DOT&PF to support the proposed \$9.3 million Tundra Ridge Road Realignment project as identified in the 2018-2021 Draft Statewide Transportation Improvement Plan (STIP). See one-page STIP printout attached.

City Administration proposes the following route:

New road extending from H-Marker Lake Road and proceeding around the lake residences to circumvent the lake and connect to Tundra Ridge Road.



January 10, 2018
W.O. 50109.00

Peter Williams
City Manager
City of Bethel
P.O. Box 1388
Bethel, Alaska 99559

Subject: Fee Proposal for Transportation Planning and Project Management Services
Task Order #4- Transportation Planning

Dear Mr. Williams:

DOWL is pleased to present this task order proposal for transportation planning and project management services for the City of Bethel (the City) transportation priorities, in particular, the Tundra Ridge Road Project.

Below is the description of our proposed scope of services. The scope of services remains broad so that work can be added or revised without developing a new scope of services and task order authorization.

SCOPE OF SERVICES

Provide the City with transportation planning and project management services, focusing on the Tundra Ridge road project that is currently funded by the State of Alaska Department of Transportation and Public Facilities (DOT&PF). This task order will include, but is not limited to:

1. Funding identification and grant support, including working with the Orutsaramiut Native Council to discuss the possibility of leveraging funding to complete transportation priority projects in Bethel.
2. Coordination and facilitation of team meetings with the City, State of Alaska DOT&PF and other stakeholders as needed.
3. Meeting documentation and distribution of meeting notes and action items.
4. Investigate items needed to purchase land from the existing land owners.
5. Identification of next steps/barriers to move the Tundra Ridge project forward. DOWL will investigate an alternate route using existing DOT&PF funds.
6. Construction and project cost estimating.
7. Other transportation planning and project management services related to transportation projects as requested by the City.

ASSUMPTIONS

Below is a list of assumptions made that may provide you with an understanding of assumptions made by DOWL staff during the development of this task order proposal. If any of the project assumptions are invalid, DOWL will work collaboratively to renegotiate fees and changes in the scope of work, prior to commencement of any additional work.

1. The Tundra Road project is currently funded and being administered by DOT&PF, but is on hold due to property owner issues.

2. DOT&PF, through verbal conversations, has stated that an alternate route for the Tundra Road project may be investigated.
3. DOWL will act as the Project Manager leading all meetings and communication for the implementation of the Tundra Road Project.
4. The City representatives involved in previous discussions regarding the Tundra Ridge Road Project will include the DOWL task leader (Adison Spafford) in all future communication regarding the project.
5. DOWL will set up bi-weekly meetings with the City to discuss the project scope, schedule and budget.
6. DOWL will travel to Bethel as requested and needed during the project to hold face to face meetings with the various stakeholders. We assumed project staff would travel to Bethel two times during the project.

PROJECT SCHEDULE & DELIVERABLES

- DOWL will commence work immediately upon receiving the Notice-To-Proceed (NTP) assuming January 12th, 2018.
- Deliverables for the project include, but are not limited to:
 - Meeting facilitation and set up
 - Meeting documentation (agendas and meeting notes)
 - Management of action items
 - Next steps memorandum
 - Reports to the City and Council on funding gaps and next steps

FEE PROPOSAL

DOWL proposes to complete this work on a Time & Materials basis for the estimated fee of **\$20,000** and within the constraints of the projects assumptions above. If this initial authorization appears inadequate for the level of work assigned to DOWL, we will communicate ahead of exhausting the budget.

Services performed by DOWL under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.

We trust this provided adequate information for evaluating our proposal. We look forward to working with you on this project and will be happy to answer any additional questions you may have.

Upon receiving a signed authorization to proceed, we will complete the work promptly.

We trust this information is adequate for evaluating our proposal. We look forward to working with you on this project and will be pleased to answer any additional questions you may have.

Mr. Peter Williams
City of Bethel
January 10, 2018
Page 3

Sincerely,
DOWL



Chase Nelson, P.E.
Project Manager



Aaron R. Christie, P.E.
Contract Manager

Using the City of Bethel-DOWL Engineering Services Term Contract Standard Conditions, DOWL is authorized to proceed immediately with this work.

Peter Williams, City Manager

Date

Map #1
Road Around H-Marker Lake



Project										Original Draft						
Need ID:	31230	Name:	Glenn Highway: Parks Highway to South Inner Springer Loop (Glenn Avenue)	Region	2013 Election District	Place Name	Highway	Bridge #s	Ph	Fund	FFY18	FFY19	FFY20	FFY21	After 2021	
Program	NHS	C	70	Palmer	Glenn Highway	Reconstruction		4	AC	0	0	0	0	34,553,400	0	
Description: Reconstruct to four lanes, pathway and shoulders. Accommodate turning movements, add frontage roads, traffic, safety, and intersection improvements, as necessary and feasible. This project is the second segment of the Parent Design project Need ID 11959 the Glenn Highway: Parks Highway to Old Glenn Highway and is also associated with Need ID 31329																
Totals:											0	0	0	0	48,000,000	43,646,400
Need ID:	31489	Name:	Tundra Ridge Road Realignment	Region	2013 Election District	Place Name	Highway	Bridge #s	Ph	Fund	FFY18	FFY19	FFY20	FFY21	After 2021	
Program	AHS	C	38	Bethel	N/A	Reconstruction		2	SM	49,665	0	36,120	0	0	0	
Description: Construct Tundra Ridge Road on new alignment that provides a public road connection.																
Totals:											550,000	0	400,000	100,000	8,300,000	0
Need ID:	31493	Name:	Kings River Bridge Replacement	Region	2013 Election District	Place Name	Highway	Bridge #s	Ph	Fund	FFY18	FFY19	FFY20	FFY21	After 2021	
Program	NHS	C	10	Palmer	Glenn Highway	Bridge Replacement	544	2	NHPP	0	454,850	0	0	454,850	0	
Description: Replace Kings River Bridge on Glenn Highway.																
Totals:											0	500,000	0	1,000,000	10,750,000	0
Need ID:	31495	Name:	Anton Anderson Memorial (Whittier) Tunnel	Region	2013 Election District	Place Name	Highway	Bridge #s	Ph	Fund	FFY18	FFY19	FFY20	FFY21	After 2021	
Program	AHS	C	28	Whittier	N/A	System Preservation		2	SM	0	45,150	0	0	0	0	
Description: Project consists of improvement to the driving surface and rail bed as well as replacement of toll facility and other equipment.																
Totals:											0	500,000	0	0	5,000,000	0
Need ID: 6446 Name: Annual Planning Work Program																
Ph	Fund	FFY18	FFY19	FFY20	FFY21	After 2021										

Map #1
Road Around H-Marker Lake



City of Bethel Action Memorandum

Action memorandum No.	18-12	Council Member Springer	
Date action introduced:	February 13, 2018	Introduced by:	Peter Williams, City Manager
Date action taken:		Approved	Denied
Confirmed by:			

Action Title: Direct Administration obtain valid signatures for the Memorandum of Understanding between Orutsararmuit Native Council and the City of Bethel regarding the Pinky's Park Boardwalk Lighting Project and to carry out the project.

Attachment(s): (1) Memorandum of Understanding between Orutsararmuit Native Council and the City of Bethel—Pinky's Park Boardwalk Lighting Project; (2) Map of Proposed Boardwalk Lighting Project.

Department/Individual:	Initials:	Remarks:
Administration	<i>JSW</i>	Recommend
Finance	<i>JS</i>	for Jan Chevigay
Public Works	<i>VW</i>	Recommend

Amount of fiscal impact:		Account information:
NA	No fiscal impact at this time.	NA
	Funds in City Budget.	
	Requires funding in FY 2019 Budget.	

Summary Statement

The purpose of this Memorandum of Understanding is to utilize Tribal Transportation Program construction funds administered by Orutsararmuit Native Council ("ONC") to purchase and install LED streetlights along a section of boardwalk in Pinky's Park to make pedestrian travel safer. The City of Bethel will oversee the project, spend its money on the project, and seek reimbursement from ONC. The proposed lighting project will start along the trail near Akakeek and proceed along the boardwalk toward the baseball field. The exact light path distance and cost of the project cannot be determined, due to AVEC's practice of billing based on actual time and materials, but the City will do its best to obtain the most lighting for the funds available.

Memorandum of Understanding
Between the
ORUTSARARMUIT NATIVE COUNCIL
and the
CITY OF BETHEL
PINKY'S PARK BOARDWALK LIGHTING PROJECT

ARTICLE I. PURPOSE

This Memorandum of Understanding (MOU) is entered into by and between the Orutsararmuit Native Council (ONC), and the City of Bethel (COB). The purpose of this Agreement is to utilize the ONC Tribal Transportation Program (TIP) construction funds as reimbursement to the City, for the purchase and installation of LED streetlights along a section of boardwalk in Pinky's Park, which is in the community of Bethel, Alaska.

The ONC and the COB each recognize responsibilities and interests in the establishment of cooperative relationships that meet the needs of both the Tribal and City governments.

ARTICLE II. STATEMENT OF WORK

In this Memorandum of Understanding, the Parties agree to the following:

THE ORUTSARARMIUT NATIVE COUNCIL SHALL:

1. Make Tribal Transportation Program funding available in an amount not to exceed Eighty Nine Thousand Dollars (\$89,000).
2. Reimburse the COB for actual costs and expenditures associated with this project within ten (10) business days from receipt of invoices and/or receipts.

THE CITY OF BETHEL SHALL:

1. Arrange for Alaska Village Electric Cooperative (AVEC) to complete the following tasks:
 - a. Install utility poles at appropriate distances along the boardwalk from Akakeek toward the baseball field, such that when the LED 120s are attached, the section of boardwalk is lit sufficiently for safe pedestrian passage. Additional utility poles may need to be installed in order to provide power to the poles to be installed along the boardwalk. All poles installed are part of this project.

- b. Provide electric power to each pole that carries an LED 120 streetlight.
 - c. Attach one City-provided LED 120 light to the top of each pole needed to provide light to the boardwalk.
2. Complete the project by September 30, 2018 and provide ONC with all documentation regarding expenditures for “Pinky’s Park Boardwalk Lighting Project” no later than October 10, 2018.
 3. The City agrees that trail maintenance funds to be reimbursed by ONC will only have been used for allowable activities under TIP regulations, 25 C.F.R. Part 170, and applicable federal laws.

ARTICLE III. TERMS OF UNDERSTANDING DURATION OF UNDERSTANDING

This Agreement shall take effect upon approval of all Parties and shall remain in effect until submission of final receipt and reimbursement thereof, unless it is terminated earlier as per the terms of this Agreement.

REVISION OF UNDERSTANDING

The terms of this MOU may be revised by mutual consent of all Parties, by issuance of a written amendment, signed and dated by the proper representative of each government.

TERMINATION OF UNDERSTANDING

This Agreement may be terminated by either Party, with or without cause, upon ten (10) days written notice. Any expenses incurred prior to the termination notice shall be reimbursed, per the terms of this Agreement.

ARTICLE IV. EFFECTIVE DATE

IN WITNESS WHEREOF, the City of Bethel and the Orutsararmuit Native Council, through their authorized representatives, execute this Agreement on dates set forth below.

CITY OF BETHEL

ORUTSARARMIUT NATIVE COUNCIL

Peter A. Williams, City Manager

Ron Hoffman, Executive Director

Date

Date

Map of Pinky's Park Section
Pinky's Park Boardwalk Lighting Project



 = Proposed Lighting Path

City of Bethel Action Memorandum

Action memorandum No.	18-13		
Date action introduced:	February 13, 2018	Introduced by:	Mayor Robb
Date action taken:		Approved	Denied
Confirmed by:			

Identifying a council person(s) to attend the Alaska Municipal League Winter Legislative Conference in Juneau, February 21 and 22.

Attachment(s): **AML Winter Meeting Agenda**

Department/Individual:	Initials:	Remarks:
Finance Director		

Amount of fiscal impact:		Account information:
About \$1,800 Per Person	Funds in City Budget.	10-52-541 / \$4,000

Summary Statement

The Alaska Municipal League holds an annual meeting in February in Juneau, which provides City officials with an opportunity to learn about the legislative outlook for the year as well as an opportunity to meet with State officials to help promote the City's priorities and interests.

Mayor Robb and Vice Mayor Watson are unable to attend the meetings; the council may decide to send other representatives in their place.



Alaska Municipal League
Winter Legislative Conference
February 21 & 22, 2018, Treadwell Room
Baranof Hotel, Juneau, Alaska

Wednesday, February 21, 2018

- 1:15 p.m. – 1:30 p.m. Welcome by **Mayor Pat Branson**, AML President
1:30 p.m. - 4:30 p.m. Guest Speakers:
Alaska State Legislators (as schedules allow)
Commissioner Mike Navarre, DCCED
Commissioner Leslie Ridle, DOA
Kara Moriarty, President/CEO, Alaska Oil & Gas Association
- 5:00 p.m. – 6:00 p.m. Reception Hosted by **Governor and First Lady** -Governors House

Thursday, February 22, 2018

- 8:00 a.m. - 8:30 a.m. Breakfast- Welcome & Introductions **Mayor Pat Branson**
- 8:30 a.m. - 9:00 a.m. Alaska Marine Highway - **Robert Venables**, Executive Director, Southeast Conference
- 9:00 a.m. - 9:45 a.m. AML Legislative Issues:
AML Lobbyists **Ray Gillespie & Dianne Blumer**
Kathie Wasserman, AML Executive Director
- 9:45 a.m. - 10:00 a.m. Break
- 10:00 a.m. - 11:00 a.m. AML Legislative Issues Continued
- 11:00 a.m. - 11:45 a.m. Guest Speaker: **Congressman Don Young**
- 12:00 p.m. - 1:00 p.m. Lunch- Guest Speaker:
- 1:00 p.m. - 1:30 p.m. AML President's Report – **Mayor Pat Branson**
- 1:30 p.m. - 2:15 p.m. The Foraker Group Report – **Laurie Wolf**, President & CEO
- 2:15 p.m. - 2:30 p.m. Break
- 2:30 p.m. - 3:30 p.m. Guest Speaker: **Senator Lisa Murkowski**
- 3:30 p.m. - 4:00 p.m. Wrap Up – **Mayor Pat Branson**
- 5:30 p.m. - 7:00 p.m. AML Legislative Reception ~ Baranof Hotel, Treadwell Room

Mayor's Report

Dear, Mayor Richard Robb

We are requesting for your participation in the upcoming Black Balloon Day on March 6, 2018. This day was started in remembrance of all those who lost their battle to their addiction. We simply ask people to hang up a black balloon outside their home, condo, apartment, or place of business to show the world they've lost a loved one to this deadly disease. We're asking for you, to hang out on your state/city hall stairs black balloons to honor each person that have died in your city or state. We also ask if you will allow police or fire departments to participate as well. We thank you for helping us, in showing people you can't run away from this disease. It affects everyone.

Thank you,
The Hurley's and The Tremblay's

For more information Google "Black Balloon Day"



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Anchorage Field Office
4700 BLM Road
Anchorage, Alaska 99507-2591
<http://www.blm.gov/ak>

In Reply Refer To:
3720 (AKA010)
AA082264

JAN 26 2018

CERTIFIED MAIL 7014 0510 0001 9932 4462
RETURN RECEIPT REQUESTED

Mayor Richard Robb
City of Bethel
P.O. Box 1388
Bethel, AK 99559

Dear Mayor Richard Robb,

The BLM Red Devil project team has completed the investigation phase of the Comprehensive Environmental Response, Compensation, and Liability Act project at the Red Devil Mine. We would like to update interested communities on the investigation and the cleanup alternatives currently being evaluated.

If you would like to have an informational meeting in your community, please contact Public Affairs Specialist Maureen Clark at 907-267-1420 or 800-478-1263 or by email, m1clark@blm.gov. In addition to this letter, we will be following up via phone in the coming weeks and look forward to talking with you soon.

The BLM will announce the full schedule of public meetings in The Delta Discovery and on Bethel's KYUK public radio as meetings are confirmed. We will also list meeting dates and locations on the project website at <https://www.blm.gov/alaska/red-devil-mine>.

Thank you very much for your interest in the Red Devil Mine project. I look forward to continued coordination with you as the project moves forward.

Sincerely,

Bonnie Million
BLM Anchorage Field Manager

City Manager's Report



CITY OF BETHEL

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

MEMORANDUM

DATE: January 16,2018 to February 6,,2018

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

PROJECTS

Institutional Corridor- The project manager reported that there is \$200,000 in contingency funds remaining for this project. If there are any cost over we may have to find some funding to complete the project. This situation came about because of the changes that we made when I was intern city manager. A RFP was issued for design and construction. We had three landowners who did not want to participate with prosed route of the pipeline so we canceled the RFP. We then secured the ROW's and required that the stakeholders and the COB had mutual agreements of understanding regarding the route of the pipeline. We to picked an alternate route and re-designed the pipeline which changed flow rates, pumps, materials, etc.

The project is on schedule. Any equipment used that belongs to the city was part of the contract. STG has completed the first part of the project and the second part, installation of the pipe, should start in March.

Jetty/Sewer Lagoon- Jetty- On Jan. 22 ADEC reviewed and approved the engineering plans for the construction of the jetty in the sewer lagoon. The RFP for construction will be issued Feb. 9, 2108. Construction of the jetty is scheduled to start August 1, 2018.

Lagoon-We have started to work on how the extra funds we received to dredge the lagoon will be split between the administration fees, project management and the cost of the construction.

Bethel Bank Stabilization Project (BBSP) & Ridgecrest Dr. – STG discussed securing the job site and a laydown yard for their equipment. The Port director will be POC for this project.

The Avenues- An Application for Federal Assistance in the amount of five-million seven hundred fifty three and ninety eight dollars (\$5,753.098) was forwarded to USDA-RD. AM submitted to council. DOWL is preparing some alternate plans for us to review. They have been in touch with the USDA. After we review alternative plans we will approach the USDA and update the city council with what we have discussed. USDA is prepared to use phased approach for this project. If council were to approve the purchase of the W&S trucks, we could purchase the trucks first and then the installation of the pipeline next.

Pinkys Park- On Jan 26th we received an extension of the grant from the Land and Water Conservation Fund from National Park Service to extend the grant funding the mulitapurpose ballfield. We have to December 3, 2018 too complete the project.

PD Communication Tower- Received and reviewed the Geo-Tech report. The next steps include permitting and assembling construction documents. We will have \$100,000 left from the grant for construction and are requesting \$260,000 through a grant from homeland security.

Ridgecrest Drive- Reviewed a utility permit with city attorney and the DOT. Waiting for the Plans, Specs.& Engineering documents before we sing the utility agreement.

Tundra Ridge Road Realignment- (Alternate H-Marker Lk. Rd)- On December 21 the DOT reported that the City would not have to submit a STIP application. Feb 2 received notice on-line that the this project proposed amount of nine-million three-hundred thousand dollars (\$9,300,00,00) was in the 2018-2021 State Transportation Improvement Program(STIP). The Public Comment period will end March 18, 2018 at 5PM AKST.

In October of 2018 with COB will have another chance to nominate new road project for the 2018-2021 STIP nominations.

Landfill Closure- A new study was requested and the old study reviewed. This a requirement of the auditors

PW Boilers- We should have the scope of work for this task this week. The next step is to request bids for the project.

Courthouse RFP- Reviewed the need for a architect to draw up plans as required by the AK. Court System for the bid documents needed to lease the building.

Lift Stations-On Jan 22 that VSW has released \$900,000 to purchase and install four new panels for various lift stations and to replace the Bethel Heights lift station. Not sure at this time if the funding is adequate for all of the work. We will be working to develop a scope of work with our engineers. The main concern is the lift station adjacent to the AC Quickstop.

DEPARTMENTS

YKFC- Received financial reports. Requested funds to purchase a scissors lift.

Finance Dept.- Assistant finance director was hired along with an Accounting Spec. The GL Accountant left Jan. 27 with eighty-five percent of Decembers General Ledger completed. She was hired in Sept and tried to catch up with five months of outdated work, including lots of work with the auditors. We do not think we will have accurate figures for the financials until early March. We are shifting personnel around to cover the position, actually promoting someone to that position. Please read the Finance directors Mangers report for January. In the future, I think that we have to consider if the General Ledger Accounting should be outsourced. I think that the position has been filled approximately 50% of the time since I have been an employee of the city. The finical pages for expenditures and the RUBA assessment will be in the next packet on February 27th.

Public Works- 12/22- Flow meter for water one water truck ordered, arrived and was the wrong size.

Planning Dept. Jan 1- discussed the GIS system and what information this system would provide for the police and planning depts.

Police Dept.- On February 27 I will ask the City Council to confirm the candidate for the Police Chiefs position. Before the meeting starts, I will introduce the candidate in 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 too, the candidate.

Union Negotiations. – Union is to ratify the contract with their employees Feb.15th.

Management Team Reports

MEMORANDUM

DATE: 02.01.2018
TO: Peter Williams, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

Hauled Utilities:

Hauled Utility Dept. has improved in employee status this past January. More workers generate the ability of our department to improve services provided to our customers in a timely manner eliminating all the overtime needed to complete the services.

The vehicle maintenance on the vehicles has improved to help workers get the services done for the customers and switch vehicles when needed to keep the services going and completed on time as expected.

Workers have done a great job in safety as safety is the important part of their workplace environment and taking care of their vehicle inspections after the Safety Meetings held each morning.

The Billing Dept. has helped to improve the route sheets scheduled for each day. They were given copies of the route sheets to compare scheduled services only with a few adjustments with the route sheets and help to schedule new services on the route sheets.

The work clothing provided to our workers help to improve work safety in Hi Visibility clothing and ice cleats to work in icy conditions. Chains provided for the vehicles and the studded front tires helped to improve Driver Safety and eliminate a lot of incident and accidents occurring on the job.

Helping customers understand the importance of maintained services has given the ability of our department to complete services as scheduled with less incidents occurring on the work places.

It has been a great month since I first started in November 2017 and still improving.

Utility Maintenance:

This month we located and repaired a glycol leak on A-LOOP. We also continue to thaw frozen sewer lines in ASHA (Bethel Heights). WE also continue our daily

safety meetings.

Property Maintenance: For the month of January Property Maintenance Crew has worked in 50 work orders, emergency calls and on calls; to maintain the City of Bethel buildings; I will describe some of the most important ones and have a Work Orders Report list attached:

- Public Works Building, changed motor for the waste oil burner. Bypass the air dryer and change filter for the liquid separator.
- Public Works Building, repaired a broken water pipe under the building. Also we installed an 1 1/2 water valve.
- Public Works Building new office renovation is work in progress, installed new floors, window casing and bars for security.
- Log cabin. Change Aquasta L7224U, reset boiler and a primary control.
- Lift station reset boilers, cleaned up unions, new gaskets.
- YKFC we helped to changed gaskets for the water pump, new CO2/smoke detector, we also changed the transformer CAT421 TYPE655G
- Fire Department Bay #1 changed the chain and adjusted the cables.
- Court House change air filters. Installed a new pulley and changed belts.
- Public Works Diesel fuel pump changed filters and belts for East pump.
- PD boiler change solenoid
- Dog Pond repaired broken glycol pipes. Water pipes.

Parks and Recreation: The City of Bethel Parks and Recreation is closed for the season. Property Maintenance will periodically check the board walks, benches and picnic tables for repairs and prune or remove over grow trees and shrub

Road Maintenance:

Streets and Roads also took the D8 out to the city sand pit and loosing up a pile of sand at the pit, so we can keep hauling with the dump trucks to the landfill. We can keep up hauling to the landfill as much as we can in order to keep up with the trash cover.

Streets and Roads had to cut the brush for pip water and sewer starting from chief Eddie Hoffman Highway to behind fish and wild life, around the backside of Swanson Theater, to cross from the jail. We used dozers and excavator to cut the brush with and a loader to load it in the dump truck. We end up hauling 21 dump truck loads of brush to the landfill before we were finish with this.

Streets and Roads with January being so slippery, we have to run the sanders and

did more scarifying on the roads with the grader in order to make the roads less slippery for the traffic. One worker was coming in earlier in the morning and so times two if needed to do this before the schools busses run in the morning.

Vehicles and Equipment:

Equipment in Equipment out name of the game. We have a total of three trucks needing engines. As far as that just keeping the fleet limping along.

Transit System:

The month of January has been a quite month. In January we had 2,033 riders; 333 were paid elders, 151 paid youth, and 474 paid adults and 1075 that had monthly and day passes. Of the 2033 387 were classified as ADA passengers. We have ADA passengers who are deaf, blind, physically handi-capped, and mentally handi-capped. Some require the drivers to get out and help in and off the bus.

The City Shop has been very helpful in keeping the bus running. They put new studded tires on Bus 436, tightened the steering and service it. On Bus 439 they replace the steering couplings (?) and are replacing the bearings in the drive shaft. They are in the process of having a specialist come and repair the wheel chair lifts in Bus 436 and 438.

With the studded tires on the buses we were able to continue service when the roads were extremely icy and school buses were cancelled.

I sent letters to the board member of ONC, YKHC, BNC, AVCP, and Calista asking them to help support the Bethel Transit System. I haven't heard back from them.

We have submitted Budget Summary Invoices, July through November, to DOT and they have accept all of them and paid July, August, September and October.

Landfill / Recycle Center:

The landfill has been working at covering trash with the help of Streets and Roads crew. We have hired a new employee that is working out just fine. He has been operating the dumpster truck on Saturdays and driving dump truck during the week.

We got some extremely good news last week from DEC. They have decided we do not need to continue to do water sampling of ground water outside of the landfill. The testing on these samples has cost the city ten to twelve thousand a year. The city has been doing this testing since 1996 and now they decide we really are not required to do these tests. So the City has spent a lot of money that they didn't need too.

Water Plant Operations:

The CSWTP had a glycol line on A-loop separate. Causing some frozen sewer lines. Our crew had a hard time finding the leak, which was finally located under the ice. We made the repair immediately after locating it. It is now up running and heated to 120 degrees. Also at BHWTP we been using more than our normal usage of water to assist our maintenance crew in thawing out frozen sewer lines.

Staffing Issues/Concerns/Training:



CITY OF BETHEL
Fire Department

William F. Howell III, Fire Chief
P.O. Box 1388, Bethel, Alaska 99559
Phone: (907)-543-2131
Fax: (907)-543-2702
bhowell@cityofbethel.net

Celebrating 50 Years of Service

DATE: January 30, 2018
TO: Pete Williams, City Manager
FROM: Bill Howell, Fire Chief
SUBJECT: Manager's Report December 28, 2017 through, January 30, 2018

Current Events

- GEMT legislation, which was moving through the house, is now uncertain. A hearing by house finance scheduled for February 1st has been cancelled. The Alaska Fire Chiefs are seeking a sponsor for this bill.
- The Chief attended a purchasing seminar hosted by the City Attorney on January 11, 2018. The training was very informative and timely and clarified many of the concerns and legal requirements.
- The specifications for the new ladder truck and purchase documents were submitted to the finance department for purchase.
- The RFP for ambulance billing and collection services is in its final and will be published soon.
- The Department's administrative staff continues work on a new Policies, Procedures, S.O.P. Rules and Regulations manual for the department.

Community Planning/Preparedness

- Department comments were submitted to the Manager regarding renewal of the Fili's and AC Quick stop liquor license.
- The Department attended the Alaska Fire Chiefs Association teleconference on January 4, 2018.

- We await arrival of the community ISO rating letter for fire protection. Our survey was completed in August of 2017 and should be released soon. Insurance companies determine risk and the premiums paid by home and business owners using ISO ratings.

Training

- On 01/02/18 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed all equipment and supplies on Medic-6.
- On 01/11/18 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders reviewed and practiced operating and maintaining the Tri-Max 30 Compressed Air Foam System on Medic-6.
- On 01/16/18 at 6:00 p.m., a Combination Fire/EMT Meeting was held at the fire station. Department staff and volunteers elected new members to serve on the BVESA Board.
- On 01/25/18 at 7:00 p.m. a Fire Meeting was held at the fire station. Responders reviewed and practiced performing rapid extrications of patients from vehicles involved in collisions. Also, a review of HURST extrication tool operations and maintenance was completed.
- The Fire Department's EMT-1 class started on 11/18/17 with 13 students. Currently, six remain enrolled in the program. Some recent topics of instruction include, but were not limited to: Airway Management, Bleeding & Shock, Chest & Abdominal Trauma, Musculoskeletal Injuries, Trauma to the Head, Neck, and Spine, Soft-Tissue Trauma, Pediatric Emergencies, and Geriatric Emergencies.
- The Driver Training program information has been assigned to staff and volunteers. Multiple staff and volunteers have completed the online training and safety cone course with our ambulances.

Responses

- Between 12/27/17 and 01/30/18, the Bethel Fire Department responded to 168 EMS and 9 Fire incidents.
- During this period, 75 EMS incidents (44.6%) were alcohol-related.
- On 01/05/18 at 10:28 a.m. medics responded to the area of H-Marker Lake for the report of a person found on the tundra. The patient was assessed and transported to the hospital.
- On 01/07/18 at 6:36 p.m. firefighters responded to Kilbuck Street for the report of a dumpster fire. The fire was extinguished and firefighters determined the fire was started by improperly disposed coals from a woodstove.

- On 01/08/18 at 5:00 a.m. medics responded to the area of Ptarmigan Street for a person who was struck by a vehicle. The patient was combative towards medics and was transported to the hospital by Bethel Police Department Officers.
- On 01/08/18 medics responded to Akakeek Street for the report of a person who swallowed a crucifix. The patient was assessed and transported to the hospital.
- On 01/10/18 at 6:42 p.m. medics responded to the area of Kaligtuk Drive for the report of a person who had been stabbed multiple times. The patient was assessed and transported to the hospital.
- On 01/19/18 at 9:21 p.m. medics responded to the area of AC Main Store for the report of two people sleeping outside. Both patients were woken by medics and requested to be treatment.
- On 01/25/18 at 4:05 p.m. medics responded to the area of Akakeek Street for the report of a person down on the ground with CPR in progress. Upon arrival, it was determined that the patient was breathing and an intoxicated person performed CPR. The patient was assessed and transported to the hospital.
- On 01/28/18 at 8:56 p.m. medics responded to the Pentecostal Church for the report of a person being struck by a vehicle. The patient was assessed and transported to the hospital.

Budget/Financial

- All Department accounts are within budget.
- The department is developing budget figures for future capital needs, firefighting foam and firefighter turnouts.
- Budget preparation for FY 19 is under way

Grants

- Purchases totaling approximately \$8,500 \$ funding for portable radios through the 2017 VFA grant. This grant has a 10 % match that will be funded through the Department's minor equipment budget.
- Two new mobile radios and 6 new portable radios have been purchased through a Homeland Security Reallocation Grant. This purchase totaled approximately \$40,000 and has no matching requirement.
- The Department was awarded \$7,500 in Code Blue grant funding for a new power stretcher for the new ambulance. This grant is administered by YKHC's EMS office. Matching funds have been committed by the Volunteer fire fighters association (BVESA).

Staffing/recruitment

- The department is fully staffed with one expected occupancy at the beginning of March 2018.

Vehicles & Equipment

- Engine 3, our 1986 Grumman reserve pumper, is still out of service but most major repairs are complete and it can be used in an emergency. The vehicle is being restocked with equipment.
- Medic Six is working great! The crew is really enjoying the reliable new vehicle. We are waiting for arrival of the new power stretcher and seek funding for a new set of extrication tools.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance)</i> In service. Leaking airbags. Undergoing repairs of air suspension by local shop.
Medic 5	Ambulance	2003	In service. Frequent no starts/dead batteries. Batteries changed by V&E (Plan to remount to new chassis in 2018)
Medic 6	Ambulance	2017	<i>(Frontline Ambulance)</i> In service. Tires need to be studded.
Engine 4	Pumper	2013	<i>(Frontline pumper)</i> In service, Seat belt sensor silenced but still needing repair by V&E. Ground and marker lights changed to LED to reduce maintenance.
Engine 3	Pumper	1986	<i>(Back up pumper)</i> Out of service, Repairing pressure control valves and electrical. Installing B/U camera Awaiting pump test. In service for emergencies (Poor overall condition needs replacement)
Truck 1	Ladder Truck	1980	<i>(Frontline ladder truck)</i> Out of service, Pump and ladder need repair. Decertified. No work order, equipment is obsolete. (Scheduled for replacement in 2018.)
Tanker 1	Tanker (1500 gallon)	1980	In service, runs poorly, needs tune up, Work order issued. (Undersized for Bethel, poor condition, needs replacement).
Com 1	Pickup	2014	In service. Plow repaired.
Com 2	Pickup	2004	In service, plow parts ordered, running board needs repair.



City of Bethel
PO Box 1388
Bethel AK 99559
(907) 543-1376 / (907) 543-3817 (fax)
www.cityofbethel.org

February 5, 2018

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

January in the Finance Department started out with my being able to hand off work to staff and see the results, accurately, in the financial statements. This was due to staffs' overall competency, including the key position of GL Accountant being filled. Of course, the personnel situation in Bethel is "dynamic" and as we know, the GL Accountant we spent months training, conducted by Carmen Jackson, abruptly left the City's employ. The reason provided to HR and myself verbally was due to lack of pay. Being a union shop where specific raises are not allowed, our hands were tied and we had no recourse.

The GL position is literally the one that produces the journal entries, reconciles all bank accounts, makes adjustments to account balances, reconciles employee utility accounts, etc., and literally provides me the accounting detail ledgers for review and disseminate to the Department heads, City Manager and City Council. Without a GL Accountant, reliance on the accounting contractor Carmen Jackson, is critical, as they serve as the backup until the Assistant Finance Director is on board and trained. I am requesting funding of the Carmen Jackson staff through June in order to bring the accounting records current going forward, training the new GL accountant and assisting with the FY17 audit. These are critical tasks and the City is very fortunate to have a qualified contractor available. In years past this work has been performed in part by the Altman Rogers' audit staff and their hourly rates begin at \$185, more than twice that of the Carmen Jackson staff person.

As you know, we have hired an Assistant Finance Director, Abel Mangieb, who I will refer to as the Controller, and he will be in his position February 19th. I have sent him detailed financial records to review and study until his arrival and I request that the Carmen Jackson contractor travel to Bethel the following week, February 26th, in order to close December (it is 85%+ complete), bring the January accounts current, and train the GL accountant.

I have begun the budget process with the Department managers, providing each with a binder which includes their budget worksheets, detail general ledgers and budget to actual financials. The meetings have begun and I expect to have two rounds with each: An initial meeting that reviews their departments through December and walks through their proposed FY19 budget numbers, in order to assist them toward their final proposed budget in the second meeting. I expect these initial meetings to be completed Friday, February 16th, with all the Department managers.

I am working with Ashley in Public Works who is creating an online, multi-part Purchase Requisition form, and that will be synchronized with an online, multi-part Purchase Order form. The advantages of the on-line forms are many, including the ability to save them, email them, and as each is typed, to understand them. These will be a big help in controlling costs and also to assist Accounts payable with their documentation. These are the two forms necessary to carry out the Purchasing System SOP's that you and I are working together on. I expect to roll out the PO system sometime in March, after all who are involved have an opportunity to test the forms, read the SOP's and allow us to make adjustments as needed. As this system design will be in place for many years into the future, carefully designing and implementing this system is of the highest priority.

I have reviewed the Caselle system and have determined the modules we have purchased over the years are the primary ones for the City to use – in time the personnel will each be trained on modules that are presently underutilized, and this will again improve the control and reporting throughout the departments. At this time, I do not recommend the purchase of additional modules.

As mentioned, the December financials that I will provide are incomplete: They are what I estimate as within 85%+ and with another week on board by the GL accountant, December would have been completed and January well under way. I have requested additional funds for this line item in my budget and they are well within the FY17 Finance department budget. There are certain line items that are under budget so this request will not increase General Fund expenditures.



January 2018 Monthly Report

Personnel:

Officer M. Shawgo continues to progress with his field training program. Public Safety Dispatcher Bosgal has completed her field training and is now covering shifts alone.

Both applicants for police officer did not pass the background investigation. There currently aren't any applicants being considered. A job offer was made and accepted to one of the CSP applicants who later declined to work for the State instead. Another offer has been made to a CSP applicant and is pending.

Operations:

There were 1,349 calls for service between January 1st and January 28th. This is down approximately 200 calls from December and nearly 600 from November. There were a total of 20,634 calls for service for calendar year 2017, up approximately 3,000 from 2015. 72 calls for service resulted in criminal investigations, 28 of those were misdemeanors and 9 Felonies.

On the evening of 1/10/2018, Officer's responded to Tundra Ridge to a reported knifing. A male subject was transported via ambulance with multiple lacerations. He survived the altercation. Charges were forwarded to the District Attorney's Office. On 1/17/2018, Officer's received a report of a kidnapping, sexual assault and sexual abuse of a minor reported by a 14 year old girl. During subsequent investigation and search warrant service, an illegal marijuana grow was discovered in the Slough area. The kidnapping/sexual assault case is still under investigation. The marijuana grow was turned over to the Alaska State Troopers WAANT unit.

There were a total of 344 reports of intoxicated pedestrians in this period. That is consistent with December numbers and down nearly 100 reports from November and 200 from October. It would seem the colder weather is having an impact.

Animal Control:

There were 27 animal control calls for service for the month and 30 calls for service for pound duties. These numbers are down significantly. Bethel Friends of K9 and the City of signed an MOU allowing limited BFK9 staff access to the shelter to assist with duties there. The shelter has had an outbreak of Parvo and clean-up has proven difficult due to water lines freezing.

PORT OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Voice: 907-543-2310
Fax: 907-543-2311



TO: Peter Williams, City Manager
FROM: Allen Wold, Port Director
SUBJECT: January 2018 Managers Report

- **Small Boat Harbor**
 - 15 vehicles have relocated elsewhere since putting notices on the vehicles.
 - Sanded around the Harbor.
- **City Dock/Beach 1**
 - Customers are still in and out of the Dock getting to their stored containers.
 - Sanded around customers containers.
- **Port Office**
 - TC Construction came out in December to finish touch up work.
 - Pro Dev has a final number for us with the amount of money we have left over from the Port Office.
 - Plow snow off parking lot and sand icy areas.
 - Quoting furniture and ordering furniture.
 - Ordered a surveillance system for the Port Office.
- **Admin**
 - Monthly Storage billing for customers.
 - 1 Worker has been helping out the Public Works Department to help with the water and sewer.
 - We have been helping Public Works with the Corridor Project. (Using Dump truck and the D-5 Dozer)
 - Checking mail daily at 3pm.
 - Going over budget to see what we have to spend and where. Also planning on what we want for next Fiscal Year.
- **Seawall**
 - Fixing Cable Fencing/Welding new posts for cable fencing.
 - Picking up around dumpsters daily.
 - Cleared the Float Plane Area and Beach 2 of drift for access to the river
- **East Addition**
 - Utility poles are being uses as barricades. People have knocked over the poles over the last 2 months since setting them near Seawall.
- **Misc./Vehicles**
 - Safety checks along the seawall
 - Picking up as needed where needed.
 - Safety Meetings.
 - Winterizing vehicles.

MEMORANDUM



DATE: February 5, 2018

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – February 13, 2018 Bethel City Council Meeting

Grant Reports

I completed grant reports for quarter ended December 31, 2017. I was able to close five water and sewer grants with reports and proper documentation. The City received a reimbursement deposit in the amount of \$4,596,961.38 that resulted in closing grants funding the purchase of a water truck, sewer truck, and dredging costs.

Grant Projects

Police Dispatch Center

The City is in possession of the 12-page tower siting report and the geotechnical analysis report for the area selected for tower placement. DOWL continues to design a foundation for a 90-foot three-leg steel tower. The design draft is expected in March 2018. DOWL provided a rough cost estimate of \$300,000 to construct the new tower, which leaves the project short by \$200,000 after design costs are deducted. See State Homeland Security Grant Summary.

Institutional Corridor

Contractor STG is on contract to install the helical piers and Bethel Builders, Inc. is on contract to install the insulated water pipe on top of the piers.

Sewer Lagoon Rehabilitation

Dredging

Village Safe Water is preparing to offer the City approximately \$2,000,000 in additional grant funds to dredge more sludge from the sewer lagoon. The City Attorney said that the City may continue working with Merrell Bros., Inc. to perform the dredging. CH2M will remain involved to manage the project up to the deadline of September 30, 2018, if needed.

Jetty Repair

USDA-RD reviewed the final bid documents for jetty construction and gave the City approval to issue them. CH2M is expected to issue them soon. The City will ensure that the contractor completing the jetty repair does not interfere with the dredging operation of Merrell Bros.

Grant Applications

State Homeland Security Grant

I prepared and submitted the State Homeland Security Grant application and requested \$707,473 for the following projects: (1) Police Department Communications Tower, (2) Police Department consoles/workstations, (3) servers/e-storage for Police Department body cameras, and (4) cybersecurity training. The City Manager decided to ask for \$257,000 in this application so that there would be sufficient funds to construct the police communications tower.

Assistance to Firefighters Grant

I assisted the Bethel Fire Department in preparing the Assistance to Firefighters Grant. The Fire Department requested \$94,463 and agreed to provide a local match of \$4,723 in order to buy turnouts (coat, pants, boots, gloves, helmet), vehicle extrication gear, and compressed foam canisters.

Request for Bids/Proposals

Water Tank Inspections

The City decided to prepare and issue a Request for Proposals to have a company inspect both potable water tanks and provide information on the amount of sediment in each tank. This information will be used in the City's next RFP to clean the tanks.

YK Fitness Center Utility Management Software

I am preparing an RFP to hire a company to manage the City's utility management software at the YK Fitness Center.

Boilers for Public Works Building

As soon as DOWL evaluates the City Shop and informs me on the preferred boilers we should purchase to warm the City Shop, I will prepare and Request for Bids/Proposals documents.

Lowboy and Semi Truck

An addendum was issued that extended the proposal deadline until February 6, 2018.

Bucket Lift

I am preparing a Request for Bids document for the City to purchase one bucket lift that allows City personnel to access high places easily and safely.

**City of Bethel
Grant Summary
Calendar Year 2018**

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
USDA-RD	Water and Sewer grant and loan	15 water and sewer trucks; water & sewer piped construction at 6 th -7 th Avenues	Public Works	Ongoing	\$2,588,894 \$3,164,204
USDA-RD	Water and Sewer grant and loan	Sewer Lagoon Rehabilitation Project – Jetty Repair	Public Works	Ongoing	\$3,332,358

Submitted in Calendar Year 2018

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
AK Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Grant	Fire Responder Communications Tower, Police Dispatch Center consoles, servers, cybersecurity training	Police, Fire	1/30/18	\$707,473 0
AK Dept. of Transportation & Public Facilities, Transit Division	Community Transit Grant	Transit System Operations	Public Works – Transit	1/19/17	\$469,502 \$101,738

Memorandum

Date: January 26, 2018

To: Pete Williams, City Manager

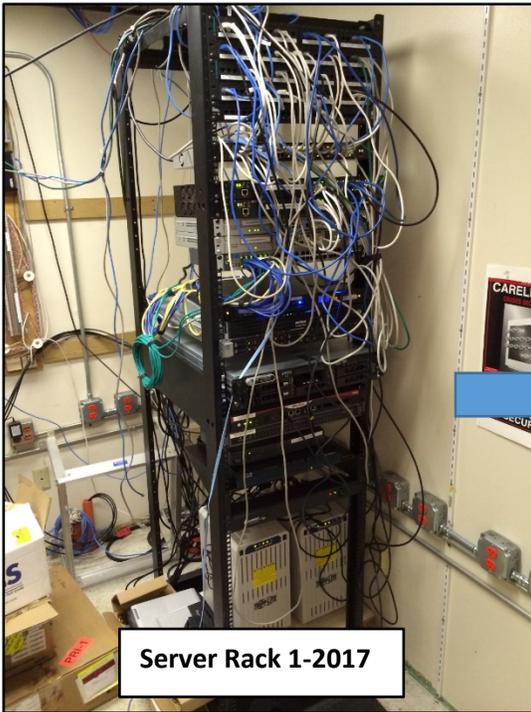
From: Bo Foley, IT Director

Subject: IT Director's Report



January 2018 Current Events

- **Server Room Upgrades Complete:** I am tremendously pleased that this month saw the completion of most of the server room upgrades I was hoping for. In addition to migrating all of our server equipment into a new, securable rack and installing an additional rack for any expansion the city is hoping for in the future, we have also cleaned up the cabling and the space in general to be far more presentable. The securable racks will help ensure that even if people have access to the room, they will not have access to the sensitive data equipment inside as only the IT director will have keys to those racks. The additional rack will service our expansion space for a good several years to come at least. Below are some before and after shots:



Server Rack 1-2017



Server Rack 1-2018 (Left and Right)



Added monitors for server equipment interfacing



Memorandum

Date: January 26, 2018

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **UPS Replacement Project Complete:** This month saw the completion of another project I have been working on for the past year and that was to purchase and install new UPS units for city building switch equipment either that did not have UPS protection or that needed replacements due to aging/obsolete units. Most of the UPS equipment in place had been there since I first came to Bethel in 2009. As such, many of the battery packs and technology did not function. Now, as of the beginning of 2018, all switch equipment in every city building is protected by one of these new units. This will help shield our sensitive networking equipment from the power outages that are becoming commonplace as of the last couple years and also help prevent us the headache of downtime in the event that a switch needs to be reprogrammed due to an electrical surge scrambling its 'brains'. In the past, we have had buildings down for upwards of almost two weeks due to waiting for availability for switch configurations.
- **.Net vs .Org/.Gov:** Currently, our email domain is 'cityofbethel.net' while our city website is 'cityofbethel.org'. This difference has caused a few issues with RFP submission as well as other minor annoyances and so I have been asked to look into the feasibility of effectively changing our domain or making it so those that email sent to .org addresses by accident are either given notice that the address doesn't exist or will somehow forward to the corresponding .net address. I'm exploring options with the help of Arctic IT as to what we can do to help alleviate or address this issue and hope to have more options to report within a couple of weeks.
- **Business-As-Usual:** Beyond the above-mentioned items, the month has been fixing or helping with run-of-the-mill trouble tickets such as email, printing, Caselle access, and login problems.

Future Plans

- **Budget Preparation for FY19:** I will begin putting together my numbers for the upcoming fiscal year that accounts for all current financial responsibilities and any future projects and/or equipment that will be needed for my department.



CITY OF BETHEL

Post Office Box 1388
 Bethel, Alaska 99559
 Phone: 907-543-2047

TO: City Manager
 FROM: Human Resources
 SUBJECT: November 2017 Manager Report

DATE: January, 2018

The following identifies significant projects that were in addition to general personnel action-based activities (hiring, terminations, disciplinary, etc.):

Applications and Hiring

Job Description was updated for Assistant Finance Director (Controller).

A total of 24 applications were received during January for advertised vacancies.

Position	Number of Vacancies	(Average) Days Vacant	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants Still in Department Review Process
Police Chief	1	62	0		1	1
Assistant Finance Director	1	169	3	1	0	
Water and Wastewater Foreman	1	390	0	0	1	0
Dispatch Supervisor	1	199	0	0	1	0
Dispatcher	1	64	2	0	1	1Temp Hire
Driver – Hauled Utility	6	N/A	6	3	4	2
Police Officer	2	N/A	2	0	2	0
Mechanic II	1	4	0	0	1	0
Accounting Specialist	1	7	4	1	1	1
TOTALS	15		17	7	12	4

We currently have 9 job positions with a total of 12 openings. Here is the breakout and outline of our efforts:

Police Chief: We posted the opening for a police chief at the end of November. We posted it on the City of Bethel website, with Alaska State Jobs website, the AML and Alaska Police Officer's Association website. We had two applications, Burke Waldron and Kevin Atwood, an ex-police chief from Missouri who was stationed in Anchorage with the Army in the 1990's, who always wanted to come back. After some research on Bethel, he withdrew his application, stating in his email to me, it 'wasn't the Alaska he remembered'.

Ass't Finance director: Abel Mangieb, from Anchorage has accepted the position of Assistant Finance Director and will arrive in Bethel Mar 1, 2018. Abel brings a diverse background with both public and private sector financial and accounting experience.

Water/Wastewater Foreman: open for a very long time. Bill Arnold was the foreman before he was promoted to Public Works Director. This position requires water plant certifications that are in high demand throughout the state of Alaska. I was in Anchorage for a Rural Utilities Business Advisor Personnel Management training 3 weeks ago and almost everyone is looking for certified water plant operators. The test to be certified is very difficult with around a 25% pass rate, often taking 4-6 attempts to pass. Fortunately, Bill is intimately involved as he is over the water plant anyway, so there has been minimal impact to water or wastewater production or quality of work. Gary Watson and Shawn Ahlo and the others do outstanding work in that shop.

Hauled Utility Drivers: We currently have 3 openings for truck drivers in Hauled Utilities, and 1 in Landfill and to my knowledge, there have always been at least a couple of openings. On Dec 1st, last year, we had 9 openings, so we have filled several in the last 8 weeks. I am working with the State and Yuut Elitnaurviat on a program to hire individuals as temporary workers, then help them pass the test to get their CDL, for a commitment to stay with the city for one year. The state has a program to pay 50% of their wages while they are in training and they will also pay for the cost of the driving test which will be administered by Yuut. I had hoped to get this program up and running by Feb 1st, but it might be a week or two later. Yuut will also start a class Feb 5th with four students who expect to receive their CDL in 6 weeks. Three of these students have interest in working for the city upon graduation and have conditional offers. We extended a conditional offer on Feb 1st, for a driver who drove for the city over a year ago who has expressed interest in coming back.

Patrol Officer: We have 2 openings for patrol officers. This is another position that to my knowledge has been difficult to fill for a long time. It has also been posted on our website and the State's website. We had another candidate who was qualified to become a patrol officer but by the time he applied, we wouldn't have been able to get him into the next police academy class. We offered him a

position as a community service officer until the next class and he accepted it, but at the last minute, he accepted a position with the city of Anchorage.

Dispatch Supervisor: This position has been open 199 days. Since I've been here, we have had 2 people apply, but neither had the experience of being a dispatcher, much less a dispatch supervisor. The temp hire working as a dispatcher is qualified and capable of being the dispatch supervisor, but is still contemplating full-time permanent employment.

Dispatcher: This position has been open 64 days. We have filled it with a temp hire, who is considering if she wants to come back permanently. We have received several applications, but most have lacked any basic qualifications or had other problems.

Account Specialist: I opened this position the end of January, it is listed on our website and on the State workforce website. I have hired a person to fill this slot, and in the meantime, an employee left, so we still have one position open.

Mechanic II: At the end of January, we terminated a mechanic and so have an opening. This position has been posted for 4 days, but no applications have been received. CSP, and Property Maintenance worker were removed from the list as they have been filled and are fully staffed. Those positions are included in the 7 hired during this period column.

Program Updates

Alaska State DOT has notified us they are coming out to Bethel in April to conduct training for us and other DOT customers in town. I specifically requested training for supervisors and managers to determine when individuals are intoxicated, either alcohol or drugs.

The union contract will be brought to a vote by the employees of the City of Bethel on Feb 15th, 2018.

City Clerk's Report

City of Bethel, Alaska

City Clerk's Office

Council Meetings and Events

February 13, 2018 Regular Meeting

February 14, 2018 Special Meeting

February 27, 2018 Regular Meeting

Committee/Commission Training - The Office is conducting annual training for the committees and commissions. The office is developing a new training specific to the Planning Commission and the various specific actions required by this commission.

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.

City Clerk's Budget

Working on finalizing the City Clerk's Annual Budget submission for the Fiscal Year 2018 Budget.

Petition

The City Clerk certified a petition application for local option. Petition Booklets will be issued on February 9, 2018. The Petitioners will have 90 days to collect 248 signatures from Bethel Voters to get the local option question placed on the October ballot.

General

The Community Action Grant is up and going. The office spent a lot of time finalizing the forms and getting the page and forms set up on the website.

The office also placed the City's General Internal Employment Policies on the City's website and will be working on placing all of the City's Leases, Contracts and studies on the website as well.

Reviewed the proposed Election Policy Working Groups modifications to the election processes. There will be another meeting in May to consider vendor selection and future steps for implementation. The office has worked closely with the Division of Election to help ensure adequate language assistance is provided throughout the region when changes to the election process are effectuated. The City Clerk is the only member of the Working Group from this Region of Alaska which faces a number of language assistance challenges.

City of Bethel

Timeline for Review/Action of Liquor License Renewals

Doing Business As	License Type	Contact Person
Bethel Spirits	Package Store	Anastasia Hoffman
Mailing Address	Location of Premises	Business Telephone Number
PO Box719	750 Front Street	907-543-2124

Date Notice Received by City Clerk's Office	12-1-2017
Date City Manager Sends Application Notice to Directors	12-1-2017
Deadline for Department Head Reports (14 days from Notice from City Manager)	12-15-2017
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)	12-21-2017
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)	1-9-2018
Date of Council's Regular Meeting Prior to Protest Deadline*	1-23-2018
Deadline for Protest	1-30-2018

Doing Business As	License Type	Name of Applicant
AC Quickstop	Package Store	The North West Company (International), Inc.
Mailing Address	Location of Premises	Business Telephone Number
77 Main Street Attention: Legal Department Winnipeg, Manitoba R3C1A3	131 Akakeek St.	(907)273-4642

Date Notice Received by City Clerk's Office	12-20-2017
Date City Manager Sends Application Notice to Directors	12-20-2017
Deadline for Department Head Reports (14 days from Notice from City Manager)	1-3-2018
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)	1-9-2018
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)	1-23-2018
Date of Council's Regular Meeting Prior to Protest Deadline*	2-13-2018
Deadline for Protest	2-18-2018

Doing Business As	License Type	Name of Applicant
Fili's Pizza License Number 5445	Restaurant Eating Place	Mefail Saliu
Mailing Address	Location of Premises	Business Telephone Number
P.O Box 3051	110 Osage Street	907-543-7010

Date Notice Received by City Clerk's Office	1-17-2018
Date City Manager Sends Application Notice to Directors	1-17-2018
Deadline for Department Head Reports (14 days from Notice from City Manager)	1-31-2018
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)	2-1-2018
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)	2-27-2018
Date of Council's Regular Meeting Prior to Protest Deadline*	3-13-2018
Deadline for Protest	3-18-2018

*The City Clerk's Office has notice requirements to the applicants if the Council intends to consider a protest of the issuance or renewal of liquor licenses. If a council member is interested in protesting the issuance or renewal of any licenses, the City Clerk should be notified at least 14 days in advance of the date of the Council's last meeting before the protest deadline to ensure there is time to draft the protest, have it reviewed and sufficient notification provided to the applicant.

Executive Session

Additional Information
