



City of Bethel

P.O. BOX 1388

Bethel, Alaska 99559

Phone: 907- 543-2047

Fax: 907-543-3781

Regular City Council Meeting

Tuesday, May 26, 2015

6:30 P.M.

Council Chambers; Bethel, Alaska



City Council Meeting Agenda

Regularly Scheduled Meeting

May 26, 2015-6:30 pm
City Hall 300 State Highway, Bethel, AK
City of Bethel Council Chambers

Rick Robb
Mayor
Term Expires 2015
543-1879
rrobb@cityofbethel.net

Leif Albertson
Vice-Mayor
Term Expires 2015
543-2819
labertson@cityofbethel.net

Mark Springer
Council Member
Term Expires 2015
545-1450
mspringer@cityofbethel.net

Heather Pike
Council Member
Term Expires 2015
545-4802
hpike@cityofbethel.net

Chuck Herman
Council Member
Term Expires 2016
545-5394
cherman@cityofbethel.net

Zach Fansler
Council Member
Term Expires 2016
545-3300
zfansler@cityofbethel.net

Byron Maczynski
Council Member
Term Expires 2016
545-0970
bmaczynski@cityofbethel.net

Ann Capela
City Manager
543-2047
acapela@cityofbethel.net

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

Patty Burley
City Attorney

Mary Sattler
Lobbyist

- 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**
- VII. REPORTS OF STANDING COMMITTEE**
 - a) Public Safety and Transportation Commission
 - b) Port Commission
 - c) Planning Commission
 - d) Parks and Recreation Committee
 - e) Finance Committee
 - f) Public Works Committee
 - g) Energy Committee
 - h) Non Standing Committee Reports
- VIII. SPECIAL ORDER OF BUSINESS**
 - a) USA Pool Update On The YK Regional Aquatic Training And Health Center (Mayor Robb)
 - b) Legislative Recap (Lobbyist Mary Sattler)
 - c) Liquor License Applicant's Opportunity To Defend Their Application Before The Governing Body As Per 13 AAC 103.145:
 1. North West Company, Inc. DBA Alaska Commercial Company – Package Store License #5388 (Mayor Robb)
- IX. UNFINISHED BUSINESS**
 - a) Public Hearing Of Ordinance 14-14 (I): Budget Modification 14-14 (I): Amending The Adopted Annual FY 2015 Budget (City Manager Capela)
- X. NEW BUSINESS**
 - a) *Resolution 15-11: Supporting The Effort To Change The Name Of The "Wade Hampton Census Area" To A Locally Relevant Name (Council Member Herman)
 - b) *Introduction of Ordinance 15-13: Approving The Acquisition Of Property, 1,556 Square Feet Of Space At The Courthouse Complex (City Manager Capela)
 - c) *AM 15-18: Directing The City Manager To Enter Into An Amended Contract With USA Pools For The YK Regional Aquatic Training And Health Center (City Manager Capela)
 - d) Review Of 2016 Operations Plan For YK Regional Aquatic Training And Health Center (City Manager Capela)

Agenda posted on May 20, 2015, at City Hall, AC Co., Swanson's, and the Post Office.


Adriane Welch, Assistant 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 June 9, 2015**)



**City Council Meeting Agenda
Regularly Scheduled Meeting
May 26, 2015-6:30 pm
City Hall 300 State Highway, Bethel, AK
City of Bethel Council Chambers**

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

Executive Session: Alaska Statutes 44.62.310 (C) (1): Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity. Bethel Packing And Delivery, Overdue Tax Delinquency (Council Member Pike)

- XVI. ADJOURNMENT**

Agenda posted on May 20, 2015, at City Hall, AC Co., Swanson's, and the Post Office.

Adriane Welch, Assistant 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 June 9, 2015**)

Approval of the Minutes

**Reports of
Standing
Committees**



PUBLIC NOTICE
REGULAR MEETING OF THE
Bethel Public Transit Committee
Thursday May 21, 2015 at 6:30pm
City Hall 300 State Highway, Bethel, Ak
City of Bethel Council Chambers
AGENDA

Members

Glen Watson
Transit Chair

Eric Pavil
ONC IRR Program Dir.
Committee Member

Arvin Dull
Committee Member

Jesse Hunter
Committee Member

Robert Lekander
Committee Member

John Sargent
COB Grant Manager
Committee Member

Chuck Herman
Bethel Council Member
Committee Member

Ex-Officio Members

Ann Capela
City Manager

Bill Ferguson
Transit Manager

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES FROM THE REGULAR MEETINGS
- VI. TRANSIT MANAGER REPORT
- VII. Old BUSINESS
 - A. Status of New Bus-FY 15 Grant (RFP)
 - B. Status of Bus Stop Shelters-Learning Opportunity Grant (RFP)
 - C. FY15 Budget Revision
- VIII. NEW BUSINESS
 - A.
- IX. DISCUSSION ITEMS:
 - A. Capital Asset Plan (5 Year Plan)
 - B. Match revenue for the FY 16 Transit Grant
 - C. Medicaid Funds for trips
 - D. Contracting with other organizations for bus service
 - E. ONC Involvement in the future (Tribal Transit Grant / Senior Services Grant)
 - F. Ice Road Route
- IX. COMMITTEE MEMBER'S COMMENTS
- X. ADJOURNMENT

POSTED: May 15, 2015

AC Quick Stop, SWANSONS, Post Office, Omni-Q2, and CITY HALL

Next meeting will be, **June 18, 2015**



City of Bethel

Port Commission Meeting Agenda

Regularly Scheduled Meeting

May 18, 2015 - 7 pm

City Council Chambers, City Hall, Bethel, AK



Commissioners

Alan Murphy
Chair

Term Expires 2015
(907)543-2805

Greg Roczicka
Vice-Chair

Term Expires 2017
(907)543-2903
groczicka@hotmail.com

Mark Springer
Council Rep.

Term Expires 2015
(907)543-1297
mspringer@cityofbethel.net

Richard Pope
Port Commissioner
Term Expires 2017

(907)543-1900
bethelalaskapc@gci.net

Thomas Oosterman
Port Commissioner
Term Expires 2018
(907)543-

Ex-Officio

Peter A. Williams,
Port Director
(907)545-4150

pwilliams@cityofbethel.net

Edward Flores
Port Admin
(907)543-2310

eflores@cityofbethel.net

- i. CALL TO ORDER
- ii. ROLL CALL
- iii. PEOPLE TO BE HEARD
- iv. APPROVAL OF AGENDA
- v. APPROVAL OF MINUTES FROM THE REGULAR MEETINGS
APPROVAL OF MINUTES FROM THE REGULAR MEETINGS APRIL 2015
- vi. SPECIAL ORDER OF BUSINESS
- vii. DEPARTMENT HEAD COMMENTS
- viii. UNFINISHED BUSINESS
- ix. NEW BUSINESS
PORT OFFICE DESIGN
BUDGET
- x. COMMISSION MEMBER'S COMMENTS
- xi. ADJOURNMENT



Planning Commission Meeting Agenda

Regular Meeting Thursday, May 14, 2015 6:30PM
City Hall Council Chambers 300 Chief Eddie Hoffman Highway

MEMBERS

Joy Shantz
Chair
Term Expires
12 2015

John Gunn
Vice-Chair
Term Expires
12 2015

Heather Pike
Council Rep
Term Expires
10 2015

Kathy Hanson
Committee Member
Term Expires
12 2016

Cliff Linderoth
Committee Member
Term Expires
12 2016

Vacant
City Planner
Ex-Officio Member

Betsy Jumper
Recorder

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD (5 Minute Limit)
- IV. APPROVAL OF THE MINUTES OF THE APRIL 9, 2015 MEETING
- V. APPROVAL OF THE AGENDA
- VI. NEW BUSINESS
 - A. Minor Replat of United States Survey No. 3230, Vacating a Common Lot Line Between lots 6 and 7, Block 12, to Create a Single lot 1 Block 12 to create JWS Subdivison. The Applicant is Showalter Smith. The Address is 372 Jacobs Way, in Bethel, Alaska (ACTION ITEM)
 - B. Tall Tower Ordinance
- VII. COMMISSIONER COMMENTS
- VIII. ADJOURNMENT

Posted May 8, 2015, at City Hall, Post Office AC Quick Stop, and Corina's Case for Groceries

>>>>DRAFT<<<<
City of Bethel, Alaska
Planning Commission

May 14, 2015

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held on May 14, 2015 in the City of Bethel Council Chambers room, in Bethel, Alaska.

Vice-Chair John Guinn called the meeting to order at 6:45 p.m.

II. ROLL CALL:

Compromising a quorum of the Committee, the following members were present for roll call: John Guinn, Heather Pike, Kathy Hanson, and Cliff Linderoth. Joy Shantz was excused. Also present was recorder Betsy Jumper.

III. PEOPLE TO BE HEARD: Nobody wished to be heard.

IV. APPROVAL OF AGENDA:

MOTION TO APPROVE THE AGENDA OF May 14, 2015

MOVED:	Heather Pike	To approve the agenda, but postpone Item B, Tall Tower Ordinance.
SECONDED:	Cliff Linderoth	
VOTE ON MOTION	All in favor 4 yes, 0 opposed.	

V. APPROVAL OF MINUTES:

MOTION TO APPROVE THE MINUTES OF APRIL 9, 2015

MOVED:	Heather Pike	To approve the minutes of April 9, 2015.
SECONDED:	Kathy Hanson	
VOTE ON MOTION	All in favor 4 yes, 0 opposed	

VII. UNFINISHED BUSINESS : None

VIII. NEW BUSINESS:

A. Minor Replat of USS 3230, vacating a common lot line between lots 6 & 7, Block 12, to create a single lot 1 Block 12 to create JWS subdivision.

MOVED:	Cliff Linderoth	Motion to introduce Item A.
SECONDED:	Heather Pike	
VOTE ON MOTION	All in favor 4 yes, 0 opposed	

A discussion ensued.

MOVED:	Kathy Hanson	To take no action on Item A until the applicant has been contacted for further clarification.
SECONDED:	Cliff Linderoth	
VOTE ON MOTION	All in favor 4 yes, 0 opposed.	

IX. COMMITTEE MEMBER COMMENTS: **Kathy:** Asked what did the City Council do for the budget request for \$61,000 to subcontract for Planning Services—also inquired if the Planning Director job is being advertised. Plus, we need more members on the commission; it's an interesting commission—all about the future of Bethel and it's very important. And we need a Planning Director. **Cliff:** Nothing really, except saw the 1st mosquito's—they're here, and also the swallows. The cavalry is here. **Heather:** The only comments I have—unless the majority of the Planning Commission doesn't want me to—is to continue to lobby against the \$61,000 expenditure. I think 679.00 per day in Bethel is too much, especially after consulting with the City Attorney and Betsy—we have nothing pending for the Planning Commission. We don't need an acting Planning Director to come out here and sit with us for our monthly meetings. That's not justification for the \$61,000 for 90 days. The other thing that's exciting is that I asked the City Attorney to look into the legalities of a 2nd class city versus a 1st class city. With a 1st class city, a City Planner is needed/required; with a 2nd class city, a Planning Director is not required. I think that that's a real viable option and something I want to talk further about is if Betsy or whoever the employee that is in the position already, if they had interest, with Code Enforcement training and possibly entering into some courses to become a Planner 1 where we can develop from within. We already have a long term employee that's worked under two Planning Directors. Why do we need to hire an outsider who may only stay for a year? Why not invest in the employee we already have that is knowledgeable about working in this field?—just food for thought. **John:** had no comments.

X. ADJOURNMENT

MOVED:	Kathy Hanson	Motion to adjourn the meeting at 7:20.
SECONDED:	Cliff Linderoth	
VOTE ON MOTION	All in favor 4 yes, 0 opposed	

Next meeting will be on June 11, 2014

ATTEST: _____, Joy Shantz, Chairperson
 _____, Betsy Jumper, Recorder

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City of Bethel

Finance Committee Agenda

Monday, May 18, 2015 – 6:30 p.m.

Council Chambers, Bethel, Alaska

Carol Ann Willard
Finance Committee Chair

Mike Shantz
Finance Committee Vice Chair

Leif Albertson
City Council Representative

Milanna Shear
Finance Committee Member

Dave Trantham, Jr.
Finance Committee Member

Jon Cochrane
Finance Committee Member

Delbert Egoak
Finance Committee Member

Emily Russell
Alternate Committee Member

Vacant
Alternate Committee Member

Hansel Mathlaw
Finance Director
543-1376
hmathlaw@cityofbethel.net

Tonya Hendrix
Assistant Finance Director
543-1375
thendrix@cityofbethel.net

Carole Jung
Recorder
543-3150
cjung@cityofbethel.net

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD Five minutes per person

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES of April 27, 2015

VI. NEW BUSINESS

- a. Possible Suspension of June, July and Aug. Finance Meetings (Shantz)

VII. COUNCIL REP. COMMENTS

VIII. FINANCE DIRECTOR'S COMMENT

IX. FINANCE COMMITTEE MEMBER COMMENTS

X. ADJOURNMENT

Posted on May 12, 2015 at City Office, AC Quick Stop, Corina's Case-lot, & Post Office


Carole Jung -Recorder



Public Works Committee Agenda
Regular Meeting Wednesday, May 20, 2015 – 6:30PM
City Hall, Council Chambers

MEMBERS

Byron Maczynski
Council Rep.
Term Expires
10/2016

Frank Neitz
Chair
Term Expires
12/2016

Scott Guinn
Vice-Chair
Term Expires
12/2017

Robert Champagne
Committee Member
Term Expires
12/2017

Jennifer Dobson
Committee Member
Term Expires
12/2017

Donna Lindsey
Committee Member
Term Expires
12/2015

Delbert Egoak
Committee Member
Term Expires
12/2015

Wade Ferdig
Alternate Member
Term Expires
12/2017

Joseph Klejka
Alternate Member
Term Expires
12/2017

Muzaffar Lakhani
Ex-Officio Member

Rachelle Byrd
Secretary/Recorder

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (5 Minute Limit)
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. Minutes from the previous regular meetings -
- April 15, 2015 (there was a meeting)
- VI. SPECIAL ORDER OF BUSINESS
- VII.
- VIII. UNFINISHED BUSINESS
 - A. Water & Sewer Master Plan - Frank Neitz
 - B. Institutional Corridor Location of 4th Well for City Sub WTP - Frank Neitz
 - C. Sewer Lagoon - Frank Neitz
 - D. Donut Hole options for a shorter route to Tundra Ridge - Frank Neitz
 - E. Ridgecrest Dr. Rehabilitation Project at the school / Traffic
Light System at/near the Schools on Ridgecrest - Frank Neitz
 - F. Landfill Rates - Jennifer Dobson
 - G. Proposed Blue Sky Estates (Hoffman Subdivision) ---- Frank Neitz
- VIII. NEW BUSINESS
 - A.
 - B.
- IX. DIRECTOR'S REPORT
- X. MEMBER COMMENTS
- XI. ADJOURNMENT

City of Bethel, Alaska

Public Works Committee Minutes

April 15, 2015

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular Public Works Committee Meeting was held on April 15, 2015 at 6:30 pm in the council chambers of the City Hall, Bethel, Alaska. The meeting was called to order by the committee chair Frank Neitz at 6:32 pm.

II. ROLL CALL

Present: Frank Neitz, Scott Guinn, Donna Lindsey, Delbert Egoak, Wade Ferdig.
 Excused: Byron Maczynski, Robert Champagne, Jenifer Dobson, Joseph Klejka.
 Unexcused: None.

III. PEOPLE TO BE HEARD

None.

IV. APPROVAL OF AGENDA

MOVED BY	Delbert Egoak	Motion to approve the agenda.
SECONDED BY:	Donna Lindsey	

VOTE ON MOTION	Motion carried by unanimous vote

V. APPROVAL OF MINUTES

MOVED BY:	Scott Guinn	Motion to approve minutes of Dec. 17, 2014 regular meeting. Motion to approve minutes of Feb 18, 2015 regular meeting
SECONDED BY:	Delbert Egoak	

VOTE ON MOTION	Motion carried by unanimous vote.
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VI. SPECIAL ORDER OF BUSINESS:

Annual training for the committee members was provided by the city clerk.

VII. UNFINISHED BUSINESS

Item A - Water & Sewer Master Plan

Item B - Institutional Corridor Location of 4th Well for City Sub WTP

Item C - Sewer Lagoon

Item D - Donut Hole options for a shorter route to Tundra Ridge

Item E - Ridgcrest Dr. Rehabilitation Project for 3.8 Million at the school

Item F - Landfill Rates

Item G - Proposed Blue Sky Estates (Hoffman Subdivision).

VIII. NEW BUSINESS

IX. DIRECTOR'S REPORT:

Public Works Monthly Report attached.

Purchase of the Arctic pipe contract, (for the Institutional Corridor piped water supply project) was awarded by the city council on May 14th, 2015 to O'Brien Construction Company, in the amount of \$920,501.40. The delivery of the pipe is expected to be received in Bethel in July and construction will start this year.

Dowl Engineering (City's Consultants for this project) has completed the field survey work, and has completed 30% design of the project. The 30% set is available for review.

City has submitted the comments/concerns to DOT regarding the Ridgecrest Drive Project. The set of plans for this project was shared with the committee members.

The department is looking into the purchase of two new water trucks.
Two Mechanics and Two Truck drivers resigned this month.

Director informed the committee that he will be on vacation from May 15th, 2015 thru June 6th, 2015.

X. MEMBER COMMENTS

Scott Guinn – No Comments

Delbert Egoak – No Comments

Donna Lindsey – No Comments

Wade Ferdig – City should look into the sewer lift station option instead of spending money on the repair of the Truck dump site at the lagoon. The lift station is more economical and long term solution in my opinion, it will work in conjunction with the city's long term goal of providing the piped sewer service to all the Bethel residents and Businesses.

The Two inch asphalt layer (As shown on the D.O.T. drawings) on proposed Ridgecrest Drive project is not appropriate. The asphalt will come off and buckle in short period of time, due to heavy water/sewer trucks moving on it.

Frank Neitz – The committee agrees with and supports the City Manager's concerns regarding the high cost and design quality of Ridgecrest Drive Paving Project.

XI. ADJOURNMENT

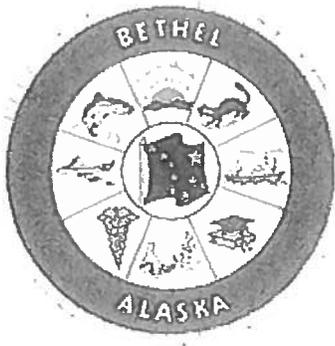
MOVED BY:	Scott Guinn	Motion to adjourn
SECONDED BY:	Wade Ferdig	

VOTE ON MOTION	Motion Carried by unanimous vote
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APPROVED THIS _____ DAY OF -----, 2015.

Frank Neitz, Chair

Muzaffar Lakhani
Recorder of Minutes



City of Bethel

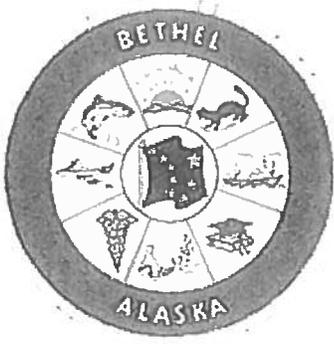
Energy Committee

Recommendation to City Council

Investigate Purchase and Use of Recovered Heat from AVEC.

Committee/Commission: Energy Committee	Chair: Mary Weiss
Date Submitted: 5/11/15	Council Rep: Zach Fansler
<p><u>Background:</u></p> <p>According to Senator Lyman Hoffman, the Alaska State Legislature awarded grant funds to pay for pipes, pumps, and other infrastructure necessary to carry recovered heat (formerly “waste heat”) from Bethel Utilities Corporation power plant to many buildings, including the Bethel Fire Station, City Hall, and Courthouse. The recovered heat infrastructure allows hot water to leave the power plant at 180° F, travel through a pipe to a building, run through a glycol heat exchanger, and then return by pipe to the power plant.</p> <p>The City enjoyed the benefits of purchasing recovered heat from BUC for many years. In 2006, after recovered heat contract negotiations broke down between the City and BUC, BUC stopped providing the City with recovered heat. The City has been paying for heating oil to heat the Fire Station, City Hall, and Courthouse since that time, incurring a greater cost.</p> <p>Aside from the savings that could be realized for the City buildings with recovered heat connections, CRW/ nearly completed a recovered heat facility that would allow the City to apply recovered heat to the New QFC2 Lift Station located along the highway. Due to the breakdown in recovered heat contract negotiations in 2006, the facility was never finished.</p>	
<p><u>Recommendation:</u></p> <p>The Energy Committee recommends that the Bethel City Council investigate the purchase and use of recovered heat from AVEC. If the purchase of recovered heat appears attractive, the City should begin contract negotiations, sign a mutually agreeable contract, re-connect the pipes to City buildings, and begin using recovered heat again.</p>	

Received by: _____
 Date: _____



City of Bethel

Energy Committee

Recommendation to City Council

Lease City Land to AVEC for Wind Energy Development.

Committee/Commission: Energy Committee	Chair: Mary Weiss
Date Submitted: 5/11/15	Council Rep: Zach Fansler
<p><u>Background:</u></p> <p>The Alaska Village Electric Cooperative (AVEC) is benefitting from the remaining balance (\$78,862) of the City of Bethel's wind energy feasibility study State Legislative Grant to perform wind data analysis, set up meteorological towers (met tower) on two potential sites for large scale wind energy development, and collect and analyze new wind data. AVEC arranged to set up one met tower on KYUK property. AVEC is looking for one more site in Bethel with wind energy development potential to set up its second met tower.</p> <p>The City of Bethel owns land east of the Recycle Center that represents the most conducive City-owned land for the permanent installation of large-scale wind turbines (900 kw to 1.5 mw). This land could be leased to AVEC for installation of the met tower and future wind turbine development. All leases of land must be approved by City Council through a change in ordinance.</p>	
<p><u>Recommendation:</u></p> <p>The Energy Committee recommends that the Bethel City Council direct Administration to prepare a land lease that allows the City to lease ten (10) acres of land to AVEC for one dollar (\$1) a year to be used for wind data collection via the set up and operation of a met tower for up to two years, and the possible installation of large-scale wind turbines in the long-term at AVEC's discretion. Council must also direct Administration to prepare an ordinance to dispose of the ten acres of land through a 50-year minimum lease to AVEC.</p>	

Received by: _____
 Date: _____

Special Order Of Business



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

2400 Viking Drive
Anchorage, Alaska 99501
Main: 907.269.0350
TDD: 907.465.5437
Fax: 907.334.2285

April 17, 2015

Lori Stickler VIA EMAIL: lstickler@cityofbethel.net

The North West Company (International), Inc. d.b.a. Alaska Commercial Company– License #5388

- New Application Transfer of Ownership Transfer of Location
 Restaurant Designation Permit DBA Name Change

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.



Maxine Andrews
Business Registration Examiner
Direct line: 907-269-0358
Email: maxine.andrews@alaska.gov

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 104.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.



Maxine Andrews
Business Registration Examiner
Direct line: 907-269-0358
Email: maxine.andrews@alaska.gov

New Liquor License

License is: Full Year OR Seasonal List Dates of Operation: _____

SECTION A - LICENSE INFORMATION			FEES
Office Use: License Year: _____	License Type: PACKAGE STORE	Statute Reference Sec. 04.11.150	License Fee: \$1,500.00 Filing Fee: \$100.00 Rest. Desig. Permit Fee: \$
Office Use: License #: _____			Fingerprint: \$ (\$49.75 per person)
Local Governing Body: (City, Borough or Unorganized) BETHEL	Community Council Name(s) & Mailing Address: N/A		TOTAL \$1,600.00
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): THE NORTH WEST COMPANY (INTERNATIONAL) INC.	Doing Business As (Business Name): ALASKA COMMERCIAL COMPANY		Business Telephone Number: (204) 934-1756 (204) 934-1705 Fax Number: (204) 934-1317
Mailing Address: 77 MAIN STREET ATTENTION: LEGAL DEPARTMENT	Street Address or Location of Premises: 135 RIDGECREST DRIVE BETHEL, ALASKA 99559		Email Address: license@northwest.ca
City, State, Zip: WINNIPEG, MANITOBA R3C 2R1 CANADA			
SECTION B - PREMISES TO BE LICENSED			
Distance to closest school grounds: AKIACHAK SCHOOL .5 miles	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No. _____	<input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input checked="" type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input type="checkbox"/> Not applicable	
Distance to closest church: UNITED PENTECOSTAL CHURCH 223 feet	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No. _____		
Premises to be licensed is: <input type="checkbox"/> Proposed building <input checked="" type="checkbox"/> Existing facility <input type="checkbox"/> New building			

New Liquor License

SECTION C – LICENSEE INFORMATION

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

Yes No If Yes, complete the following. Attach additional sheets if necessary.

Name	Name of Business	Type of License	Business Street Address	State
The North West Company (International) Inc	Alaska Commercial Company	Package Store	100 Main Street Sand Point	Alaska
The North West Company (International) Inc	Alaska Commercial Company	Package Store	175 Main Street McGrath	Alaska
The North West Company (International) Inc.	Alaska Commercial Company	Package Store	106 Nicholoff Way Cordova	Alaska
The North West Company (International) Inc.	AC Express	Package Store	11012 Rezanof Drive West Kodiak	Alaska
The North West Company (International) Inc.	Thompson House	Package Store	1300 Craig Klawock Highway Craig	Alaska
The North West Company (International) Inc	Nome Liquor Store	Package Store	205 Front Street Nome	Alaska
The North West Company (International) Inc	Nome Liquor Store	Package Store	303 Front Street Nome	Alaska
The North West Company (International) Inc	AC Value Liquor	Package Store	908 Nome-Teller Highway Nome	Alaska
The North West Company (International) Inc	The Bottle Stop	Package Store	East Bank of Eskimo Creek King Salmon	Alaska

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

Yes No If Yes, attach written explanation.

SECTION D – OWNERSHIP INFORMATION - CORPORATION

Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership) THE NORTH WEST COMPANY (INTERNATIONAL) INC.		Telephone Number (204) 934-1756	Fax Number (204) 934-1317
Corporate Mailing Address 77 MAIN STREET	City WINNIPEG	State MANITOBA	Zip Code R3C 2R1
Name, Mailing Address and Telephone Number of Registered Agent JOHN SEDOR 500 L STREET, SUITE 500, ANCHORAGE, ALASKA 99501		Date of Incorporation OR Certification with DCED DECEMBER 16, 2008	State of Incorporation DELAWARE
Is the Entity in "Good Standing" with the Alaska Division of Corporations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, attach written explanation Your entity <i>must</i> be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee			

Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)

Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth
NWC (U.S.) HOLDINGS INC.		100	550 WEST 64 TH AVENUE, SUITE 200 ANCHORAGE, ALASKA 99518-1720	(204) 934-1756	
WALTER E. PICKETT	VP & GENERAL MANAGER		19211 UPPER SKYLINE DRIVE EAGLE RIVER, ALASKA 99577-7936	(907) 273-4642 (907) 440-0610	NOV 27, 1960

NOTE: If you need additional space, please attach a separate sheet.

New Liquor License

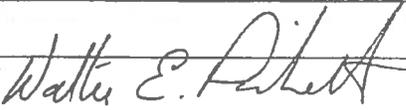
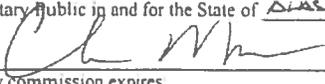
SECTION E – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

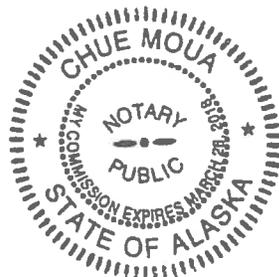
Individual Licensees/Affiliates (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)

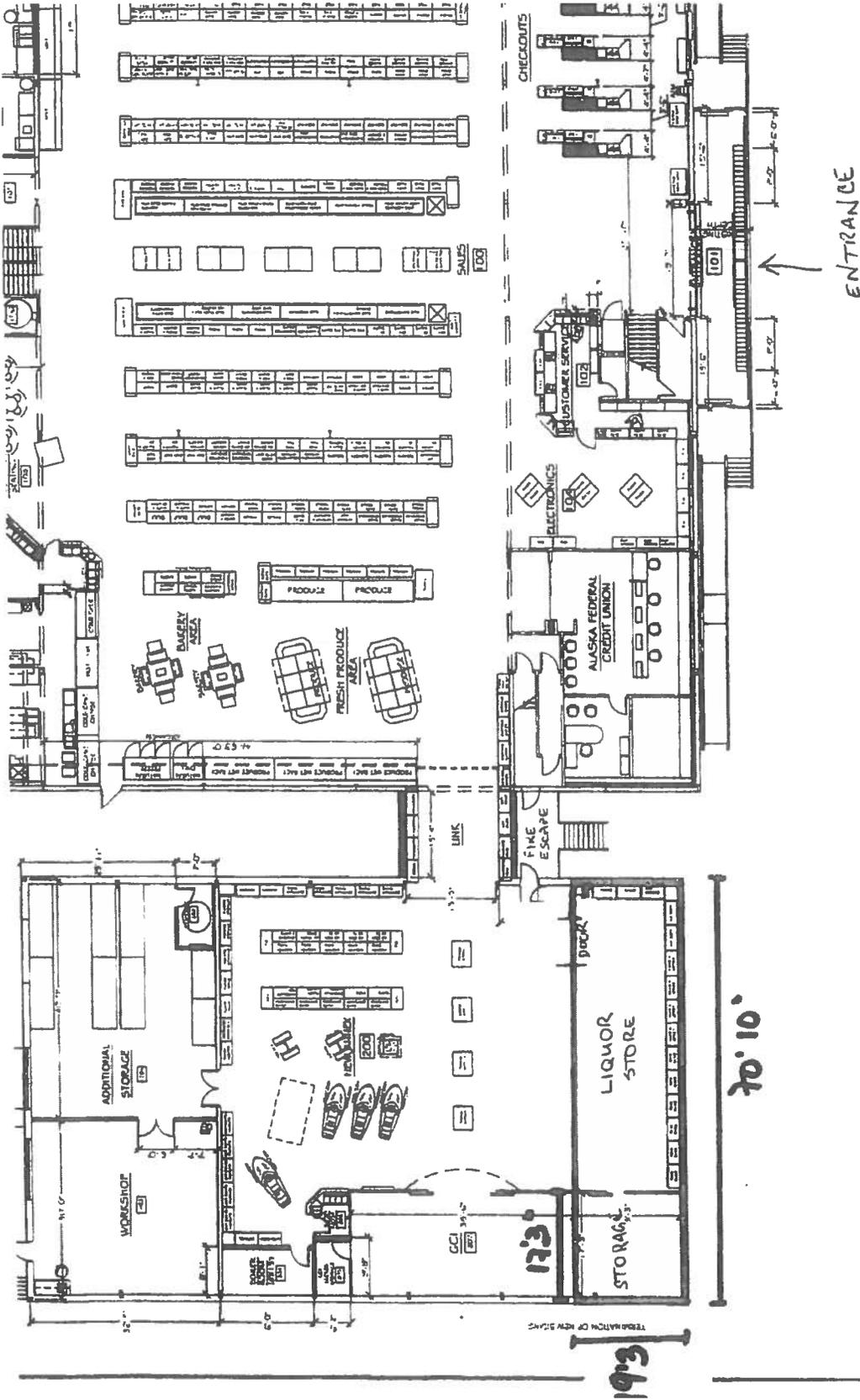
Name:	Applicant <input type="checkbox"/>	Name:	Applicant <input type="checkbox"/>
Address:	Affiliate <input type="checkbox"/>	Address:	Affiliate <input type="checkbox"/>
Home Phone:	Date of Birth	Home Phone:	Date of Birth
Work Phone:		Work Phone:	
Name:	Applicant <input type="checkbox"/>	Name:	Applicant <input type="checkbox"/>
Address:	Affiliate <input type="checkbox"/>	Address:	Affiliate <input type="checkbox"/>
Home Phone:	Date of Birth	Home Phone:	Date of Birth
Work Phone:		Work Phone:	

Declaration

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

Signature of Licensee(s)	Signature of Licensee(s)
Signature 	Signature
Signature	Signature
Name & Title (Please Print) Walter E. Pickett Vice President & General Manager, Alaska Commercial Company	Name & Title (Please Print)
Subscribed and sworn to before me this 19 day of MAR 2015	Subscribed and sworn to before me this day of
Notary Public in and for the State of ALASKA 	Notary Public in and for the State of _____
My commission expires MAR 24 2018	My commission expires





MERCHANDISING PLAN - 2014

SCALE 3/32" = 1'-0"

NORTH

135 Ridgcrest Drive
Bethel, Alaska

LICENSED PREMISES DIAGRAM

Unfinished Business

CITY OF BETHEL, ALASKA

ORDINANCE #14-14 (I)

An Ordinance of the Bethel City Council Amending the Adopted Annual FY 2015 Budget

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 2015, July 1, 2014 to June 30, 2015.

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

Budget Modification

PLANNING DEPARTMENT

Increases		
10-54-649	OTHER PROFESSIONAL FEES	21,750
	Total Increases	21,750
Decreases		
10-54-501	SALARIES	(21,750)
	Total Decreases	(21,750)
TOTAL	Net Change to Appropriations	0

Budget Modification

FIRE DEPARTMENT

Increases		
10-60-502	FLSA Overtime	10,000
10-60-508	LEAVE CASHOUT	39,000
	Total Increases	49,000
Decreases		
10-60-501	Salaries	(49,000)
	Total Decreases	(49,000)
TOTAL	Net Change to Appropriations	0

	TOTAL CHANGE APPROPRIATIONS	
		Total Increases 0
		Total Decreases
	Cumulative Change to Revenues	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 INCREASE ↑ 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 _____ BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED

ATTEST:

Richard Robb, Mayor

Lori Strickler, City Clerk



CITY OF BETHEL

Finance Director's Office

P.O. Box 1388

Bethel, Alaska 99559

Ph. (907) 543-1376

Fax (907) 543-5294

Memorandum

To: Ann K. Capela, City Manager
From: Hansel L Mathlaw, Finance Director
Cc: City Council
Date: May 4, 2015
Re: Justifications for Budget Modification Request

Listed below is an explanation for the budget modification requested in Ordinance 14-14(i)

The budget modification contains two requests: 1) The Planning Services and 2) Fire Department.

PLANNING SERVICES

The city has been without a Planning Director since February 24, 2015. The position has been advertised and has been difficult to fill.

The budget modification is to temporarily hire a firm to perform the duties of PLANNING until a permanent Planning Director has been hired. The estimated cost for FY15 is \$21,750 and for FY16 is \$39,420. The total amounts to \$61,170.

The budget modification is an estimated through the end of the Fiscal Year 2015, June 30, 2015.

FIRE DEPARTMENT

The budget modification is to cover the costs of the Leave Cashout of the retired fire chief AND any estimated remaining FY15 LEAVE CASHOUT.

New Business

Introduced by: Council Member Herman
Date: May 26, 2015
Action:
Vote:

CITY OF BETHEL, ALASKA

Resolution # 15-11

A RESOLUTION BY THE BETHEL CITY COUNCIL SUPPORTING THE EFFORT TO CHANGE THE NAME OF THE "WADE HAMPTON CENSUS AREA" TO A LOCALLY RELEVANT NAME

Whereas, the Census Area covering parts of the Yukon-Kuskokwim Delta is called the "Wade Hampton Census Area";

Whereas, Wade Hampton was a Confederate General;

Whereas, Wade Hampton is not from Alaska and has no connection to Alaska, let alone the area that bears his name;

Whereas, the names of Census Areas should reflect the people and place they represent;

Whereas, all that is needed to change the name is a letter from the state and the state is most likely to respond to public pressure;

Whereas, the City of Bethel wishes to express solidarity with its fellow Yukon-Kuskokwim Delta residents who are advocating for a name change;

NOW, THEREFORE, BE IT RESOLVED that the City of Bethel City Council does hereby support changing the name of the "Wade Hampton Census Area" to a locally relevant name.

ENACTED THIS 26th DAY OF MAY 2015, BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED.

Richard Robb, Mayor

ATTEST:

Adriane Welch, Assistant City Clerk

Introduced by: City Manager Capela
Date: May 26, 2015
Public Hearing: June 9, 2015
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #15-13

AN ORDINANCE APPROVING THE ACQUISITION OF PROPERTY IN ACCORDANCE WITH 4.08.020, PROPERTY DESCRIBED AS 1556 SQUARE FEET OF OFFICE SPACE AT THE BRAUND BUILDING (COURTHOUSE BUILDING)

WHEREAS, in accordance with BMC 4.08.020 the City Council may acquire any interest in real property enacted by ordinance by a majority vote of the City Council;

WHEREAS in My 23, 2000 the City of Bethel entered into a lease agreement with the State of Alaska, Department of Law and Department of Corrections;

WHEREAS, the lease expires May 31, 2015;

WHEREAS, the State of Alaska gave timely notice of its intent to vacate the space currently occupied by the Department of Corrections;

NOW, THEREFORE BE IT ORDAINED, the City Council hereby authorizes the Acquisition of the vacant office space properly described as 1,556 square feet of office space located in the Braund Building (otherwise known as the adult probation department office at the courthouse building).

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

SECTION 2. Authorization. Pursuant to Bethel Municipal Code 04.08.020 Acquisition of Real Property.

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

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL ALASKA,
THIS __ DAY OF MAY 2015, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.**

City of Bethel Action Memorandum

Action memorandum No.	15-18		
Date action introduced:	5-26-2015	Introduced by:	City Manager Capela
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

SUBJECT/ACTION:

Direct the City Manager to enter into the Amended Operations and Maintenance Contract with USA Pools

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

Amount of fiscal impact:		Account information:
	No fiscal impact	
x	Funds are budgeted for.	40-40-401
	Funds are not budgeted. Budget modification is required. Affected account number:	

Summary:

This is an amendment to the existing Operations and Maintenance contract with USA Pools.

Highlights of the changes are:

1. Clarify that requests for modifications to the annual budget must be submitted to the City Manager (previously just the "city") in writing and in advance;
2. Delete the requirement that all promotional materials must be approved by the City in advance. Now they simply must be non-discriminatory;
3. Specify that marijuana is prohibited under the drug and alcohol policy;
4. Clarify that USA Pools must maintain both a State and City of Bethel business license during the term of the contract;
5. Clarify that USA Pools is expected to submit a sales tax report monthly per the Bethel Municipal Code;
6. Require USA Pools to provide written notice of any closures and requiring the written consent of the City Manager for any closures not deemed an emergency by the Fire or Police Department;

City of Bethel Action Memorandum

Action memorandum No.	15-18		
Date action introduced:	5-26-2015	Introduced by:	City Manager Capela
Date action taken:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:			

7. Clarifying that sales taxes are to be charged in addition to current fees not deducted from current charges. (For example, if the entrance fee is \$10, sales taxes will be added to the \$10 making the total for admission \$10.60); and
8. Clarify that any revenue collected is the property of the City and must be turned over to the City monthly not retained and applied to any charges owed by the City.

Mayor's Report

Manager's Report



MEMORANDUM

From: Ann K. Capela, City Manager

To: Mayor, Vice-Mayor and Council

Cc: Lori Strickler, Patty Burley

Date: May 20, 2015

Re: City Manager's Report

1. **DRAFT FY 2015/16** – As Council is reviewing the proposed DRAFT budget, Finance Director will periodically update the budget numbers to reflect errors, omissions and Council directives. With the last revision the DRAFT budget as of May 18, 2015 (\$486,546) in the negative. This means the budget would reflect taking this amount from the undesignated general fund balance. This general negative balance includes the “big ticket” capital improvements items such as additional \$160,000 for road gravel; \$265,000 improvements to Ridgecrest Drive, \$220,000 and 2 new water filters. In the past, the City was able to request capital funds from the State, but with the State financial woes, the State is not funding capital requests this year or anytime in the near future. The State is still funding various State programs that receive Federal funds, thus the City's focus should be in applying for program funding.
2. **Proposed Program Changes to 4H youth programs** – Administration is continuing negotiation with University of Alaska the changes in the 4H youth programming. 4H youth program has and continues to be a University program but administered by the City Parks and Recreation Department. The 4H and Parks & Recreation Director is and continues to be an employee of the U of A. The proposed plan is to have all of 4H youth programming staffed by U of A while the City will continue to fund the program through partnership with the University and other State and Federal agencies. The programs will continue to be delivered at the Teen Center. The proposed changes would go into effect as of July 1, 2015.
3. **City's Parks, trails and 'safety paths'** – The City will put a greater focus on its plans to improve its parks, boardwalks, trails and research the development of safety paths in conjunction in developing “complete streets” and “walkable community”. The rest of the current Parks and Recreation staff will become a unit within the Public Works Department. The staffing level is expected to remain the same for Parks maintenance but will decrease at the 4H youth program. However, U of A has committed to seek opportunities for increased funding for existing 4H youth programs and develop new ones. As an education institution, the University is in a unique position to focus on child centered education experience.

4. **Employee Health Care Insurance** – This continues to be a challenge given the City’s past utilization of the plan. It appears the financial setback to this fund will take at least 2 years to stabilize with noticeable changes to the health plan. The *revised DRAFT budget includes* the addition of short term disability policy, an employee wellness program for the YK Aquatic Facility and a Medivac insurance plan. Calculation indicates that with the industry-wide standards to the plan’s deductibles, the City should be able to stabilize the employee health care fund that has been running deficits for the past several years. Administration is working with the health care industry to look at alternative to self funding of the employee health care plan but thus far, indicators point that the self funding is less expensive with the plan adjustments to conform to normal industry standards vs. the current “Cadillac” plan. This is definitely a work in progress.
5. **4th of July City event** – Volunteers needed! This traditional event needs volunteers. According to Parks and Rec Department, there is a need for volunteers for the event. Please contact Matt Ross at Parks and Rec to offer your assistance at mross@cityofbethel.net or (907) 545-4901.
6. **“Pills to Polar Bears”** – This was an emergency preparedness exercise conducted State wide. The exercise scenario was the release of “anthrax” into the community. The lead agency was the Public Health Department with YKCH, City of Bethel, State Troopers, Public Broadcasting, Bethel Family Clinic, National Guard participating. Big thanks to everyone especially to Fire Chief Bill Howell and Police Chief Achee. The one significant takeaway for the City is the immediate need to revamp and equip the City’s Emergency Operations Preparedness room at the Bethel Fire Department.
7. **Ridgecrest Drive** – The DOT is waiting on the City’s budget decision given that this project will require the City’s commitment of \$265,000 which has not been budgeted at this time. DOT is still waiting for a response from LKSD.
8. **“IF YOU SEE SOMETHING, SAY SOMETHING” -Coordination of “heroin” community task force** – the task force slogan which is a widely used phrase for community awareness. State Troopers phone hot line 1 (800) 478-2294 is activated. The next task is to agree on at least a telephone conference between State Troopers, FBI and BPD. This task force is only the one half of the campaign. The other half is the treatment of those who are addicted. I have not had the opportunity to engage the “treatment” providers as part of this task force.

Management Team Reports



CITY OF BETHEL

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

TO: City Manager
FROM: Human Resources
SUBJECT: April 2015 Manager Report

DATE: May 1, 2015

Staffing and Retention: The City participated with a "booth" at the annual Job Fair, hosted by the local Job Center. Provided information on current job openings and basic eligibility requirements to twenty five (25) job seekers, received three (3) applications, and participated on a "background check" discussion panel. Posted new advertisements for Fire Department vacancies and posted the Planner position on the AML website and several northwestern planners' association resources. Updated all postings on the City's website and the Alaska Job Center Network.

New Hires: Coordinated hiring of and in-processed one (1) new driver, one (1) mechanic, and the Public Works Administrative Assistant following re-write of the respective job descriptions. New employees are now required to sign acknowledgement of understanding the essential functions of the position to which they have been hired. This acknowledgement will remain in the personnel file.

Terminations: Drafted new termination process to minimize individual departmental requirements and require HR involvement. All supervisors received an electronic copy of the new process, which is geared toward ensuring the City receives and processes the appropriate paperwork for terminated employees, particularly as it relates to employee benefits.

Pre-employment Processes: Background checks are being conducted on all new hires and final employment is dependent upon successful completion. Departments Heads and those in the Finance Department undergo a credit check, in addition to the basic identity/criminal history check. Employees that require a CDL or the ability to drive a City-owned vehicle as an essential function of their position undergo a motor vehicle records search. Education and/or professional certification verification is also pursued for those positions requiring such credentials.

Position Descriptions: Responded to COBEA request for a reclassification review of the Landfill Manager position. Identified essential functions of the position and responded with City's determination that reclassification is not necessary at this time. While some staff members have received formal OSHA and/or safety training, the reclassification review highlighted that since unfunding the broad Safety Coordinator position, the City lacks a staff member clearly responsible for safety/OSHA compliance.

Benefit Program Eligibility: Continuing to audit benefit enrollments. Identifying current employees that were not appropriately enrolled and drafting letters for retro-active enrollment.

"Deep Sea and Transportation Center of the Kuskokwim"

MEMORANDUM

DATE: 05/01/2015
TO: Ann Capela, City Manager
FROM: Muzaffar Lakhani, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Public Works Administration:

My name is Rachelle Byrd and as of Monday, April 27, I am occupying the position of Administrative Assistant for Public Works. I have been very busy this week trying to become familiar with the policies and procedures here at Public Works, as well as working on projects such as scanning to pdf and properly filing various documents that come through this office. I have scanned 2015 leave requests, overtime requests, and annual leave/PTO cash outs, and have moved on to 2014 for each of these. Hard copies are filed by date. Documents or requests pertaining to each particular employee will be filed on the computer in pdf form in individual files to make access much easier. Another task I have been working on, and will likely be continuing for a couple of weeks, is scanning POs, LPOs and check requests into pdf files. I'm working on the most recent documents now, and will work my way backwards as time allows. Doing all of this lets us have less paper in file cabinets, allows us to use less paper in the first place, and makes all documents easy for current and future employees to access.

In the coming weeks and months I will be updating policies and procedures. Over the next few days I will be learning about the fuel sheets and filling them, updating the CDL, and reading about how this Department runs. I just want to thank you all for welcoming me and helping me out where I need it.

Utility Maintenance: Water usage at the pool has increased. Starting back in Nov. 2014: 45,000 gal. ; Dec: 2014: 108,000; Jan: 103,000; Feb: 45,000; March: 297,000. The lagoon is filling up at an unusual rate and we are probably going to have to start the spring discharge earlier than normal. We also have been working on trying to get the two water plants running more efficiently. One of the things that needs to be done is to replace the under drain and the media in all six filters at both Treatment plants, at a cost of \$210,000 for all six filters (Requested in FY 16 Budget). Other than that, normal daily operations.

Hauled Utilities: For April we have pumped nearly 3.5 million gallons of water with an average of 34 stops per day, and nearly 3 million gallons of sewage with an average of 32 stops per day. The dumpster truck has hauled 2500 cubic yards of trash from the dumpsters, and another 100 cu yards from the back loader cleaning up around the neighborhood dumpster sites, which have been cleaned three times in April.

We have an ongoing issue with the public dropping not only trash, but large items, such as refrigerators, freezers, furniture, cars, and some hazardous materials such as paint and motor oil at the dumpster sites. Also, I have witnessed restaurants and general contractors filling the neighborhood dumpsters with their paper and cardboard waste, as well as food stuff, and construction debris from the backs of pickup trucks and other larger vehicles. The commercial ventures should be paying a larger fee for dumpster use in their utility bill if this practice is going to be accepted.

Transit System:

The tug a war between winter and spring is here and spring is winning out. One day it's 25 above with snow, the next 40-60 with rain. The ducks and geese are back and the hunters are out early and late. People are checking the river to see how break up is developing and hoping the tri-pod moves on their lucky day. The days are getting longer and it's harder for the "kids" to keep focused on school when they'd like to be outside playing and walking around. It's always an interesting time of year.

The City Shop guys are being challenged with mechanics leaving and more and more vehicles needing repair. Bus 438 was in the shop for two weeks for service and tire change over, but they just didn't have time to do it. When bus 437 passenger door broke I took it up to the City Shop and brought Bus 438 back to the Transit Bus Barn and changed the one flat tire and put it back on the road. Bus 439, new bus, has almost 20,000 miles and needs to be serviced real bad. I will come in Saturday and change the studded tires to summer tires and see if I can change the oil / filter. If the budget revision is approved by the State, I plan to purchase a bumper jack, lift, so I can get under the buses and start changing the oil and etc. With the bumper jack it'll be easier for me to change flat tires and the winter tires to summer tires. Bus 438, the older small gas bus, is starting to use oil, about a quart every two weeks. It has 91,000+ miles and may need a tune up if we keep using it.

We geared up for the Cama-i Festival and ran a bus Friday night (6:30 - 12:30am), Saturday (10:30am to 12:00 m), and Sunday (11:30am to 9:30pm). I put up posters around town, at some bus stops, and inside both buses, showing the time and route. I post a couple at the BRHS during the Cama-i Festival to make sure people know about the bus schedule. We handed out "handouts" on Thursday and Friday. We had close to 100 passengers ride the bus.

Our ridership is up this month and we're averaging close to 90-100 riders per day. The elders continue to make up about 30-35% of the ridership. TWC is planning to host a group of college students, 10-12, from Rice University, May 12 to 29, and we'll be providing them with free bus passes. We are in need of hiring an On-Call Driver, when the full time and part time drivers are on leave we have to adjust and fill in where we can. We cancel one route if two people are gone at the same time. When we cancel a route it's usually the Red Line and I'll drive the Green Line, 6:30am to 6:30pm. It makes for a long day.

Bethel Transit System goal for the FY 2015 will be to show a 20-25 percent increase in ridership / revenue. I think we can do this by providing **better and more dependable / reliable service** for our passengers. If you have questions and concerns please feel free to contact me anytime, 543-3039, or stop by the office and we can share a cup of coffee.

Landfill / Recycle Center:

The Landfill has really been picking up with the amount of material coming in. There are two major projects that are going on that is generating a lot of building scrap. Our biggest problem has been fighting the wet ground which creates a lot of water and mud. We need to think about hiring the second position. (At least for the summer time).

Clerk's Report



City of Bethel, Alaska

City Clerk's Office

Council Meetings and Events

May 6, 2015 Special Budget Meeting
May 7, 2015 Special Budget Meeting
May 11, 2015 Special Budget Meeting
May 12, 2015 Regular City Council Meeting
May 13, 2015 Special Budget Meeting
May 18, 2015 Joint Task Force Meeting
May 26, Regular City Council Meeting

Documents

Document preparation

- Resolution protesting the issuance of a Restaurant Eating Place License to Dimitri's Restaurant (the city has not received formal notification on this application from the Alcohol Beverage Control Board, this is simply preparation in the case one is received while the City Clerk is out of the office).
- AM directing Administration to work with other organizations...awareness to heroin and other illicit drugs.
- Site Plan Permit for Commercial Application review and modification.

Passports

For the week of April 27, the City Clerk's Office processed four passport applications.

For the week of May 4, the City Clerk's Office is expecting to process 11 passport applications.

City Clerk Out of the Office

The City Clerk will be out of the Office May 12 through May 29. While out of the office, Assistant, Adriane Welch will be performing the general duties of the office, to include council meeting preparation. The hours of the office will be modified to, Monday through Thursday 10:00a – 2:00p.

Executive Session

Additional Information