CITY OF WASILLA · ALASKA ·

Date of Action: //9	117
Approved	Denied
By: Same	IIII

CITY COUNCIL ACTION MEMORANDUM

AM No. 17-02: Confirmation of Mary Shampine and Michelle Hinds to the Parks and Recreation Commission; Noel Lowe and Charles Morris to the Airport Advisory Commission; Eric Bushnell and Simon Brown to the Planning Commission; and, the Levesque Law Group, LLC and the Alaska State Office of Administrative Hearings as City of Wasilla Administrative Hearing Officers.

Originator:

Mayor Bert L. Cottle

Date:

12/20/2016

Agenda of:

1/9/2017

Route to:	Department Head	Signature	Date
	Chief of Police	2	
X	Public Works Director		12/21/1
X	Recreation & Cultural Services Directo	The largerie	h 12/2//1
X	Finance Director	Maring	6/2-21-1/
X	Deputy Administrator	/ Car	12/21/
X	City Clerk	Samenu	12/2/11

Reviewed by Mayor Bert L. Cottle:

Fiscal Impact: \square yes or \boxtimes no

Funds Available: □yes or □ no

Account name/number/amount:

Attachments: Completed applications for Mary Shampine (2 pages), Michelle Hinds (2 pages), Noel Lowe (2 pages), Charles Morris (2 pages), Eric Bushnell (2 pages), Simon Brown (2 pages), the Levesque Law Group (2 pages), and the Alaska State Office of Administrative Hearings (2 pages).

Summary Statement: Mayor Cottle requests the appointments of the following Commissioners; please confirm the appointments pursuant to Wasilla Municipal Code 2.44.030, as follows:

PARKS AND RECREATION COMMISSION:

- Mary Shampine, Seat A (three-year term to expire December 31, 2019)
- Michelle Hinds, Seat C (three-year term to expire December 31, 2019)

AIRPORT ADVISORY COMMISSION:

- Noel Lowe, Seat A (three-year term to expire December 31, 2019)
- Charles Morris, Seat B (three-year term to expire December 31, 2019)

PLANNING COMMISSION:

- Eric Bushnell, Seat A (three-year term to expire December 31, 2019)
- > Simon Brown, Seat D (three-year term to expire December 31, 2019)

ADMINISTRATIVE HEARING OFFICER:

- The Levesque Law Group, LLC (for a period of three years)
- > The Alaska State Office of Administrative Hearings (for a period of three years)

Staff Recommendation: Adopt AM No. 17-0.2

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NOV 0 2 2016

Office of the City Clerk City of Wasilla

CITY OF WASILLA • OFFICE OF THE CITY CLERK • 290 E. HERNING AVENUE • WASILLA, AK 99654 PHONE: 907.373.9090 • FAX: 907.373.9092 • EMAIL: CLERK@CI.WASILLA.AK.US

APPLICATION FOR APPOINTMENT TO A CITY COMMISSION

Applications for City Commissions established by Wasilla Municipal Code are accepted in the Office of the City Clerk and remain on file for a period of two-years from the date of application. Commission members are appointed by the Mayor and confirmed by the City Council. Applicant names for a commission may be published in the newspaper and the merits of the appointment may be discussed during a public forum.

Position applying for select one or more of the following:
Airport Advisory Commission (no residency requirement) Planning Commission (City of Wasilla residents only)
Parks and Recreation Commission (4 City of Wasilla residents, 1 Mat-Su Borough Resident)
[V] Tarko and recording Continuous () Only Or Washington () Only O
NAME: Mary Shampine
MAILING ADDRESS: 301 W. Fosthill Cir. Wasilla AK 99654
RESIDENCE ADDRESS: Same as above
E-MAIL: chocolaties@ak.net Do you regularly check your email? Yes For No
HOME PHONE 355-2500
OCCUPATION: Stay home mom
EMPLOYER:
Do you reside within Wasilla City limits? Yes or No ☐ If so, for how long?
• Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business? I residential rental located at 300 W. Foothill Ci
Does your schedule permit you to regularly attend required meetings? Yes ☑ or ☑ No

٠	Are you currently affiliated with the Citylease holder, employee) if so, please not	y of Wasilla in any way? (examples include: contractor, e the capacity: Correctly on Parks & Rac Comm.
•	Do you currently have a direct or ine Wasilla? If so, please note:	direct financial or business interest with the City of
	se provide a brief statement describing you ld qualify you for this position. You may su	ar experience and involvement in City government that a resume if you wish.
%	I have been on the Parks a	Rec Commission for approx 11 years,
and	a city of Wasilla residen	t for more than 27 years. My husband
Alu	in and I have two sons, 17 a	nd 14. My family is very active in
		st several years our park facilities
hav and	e expanded considerably. I lo trails completed.	ok forward to seeing these parks thankyou!
infor	ires regular attendance at official meeting	sition to be confirmed by the Wasilla City Council, and gs. I further understand that this application is public a may be discussed at a public forum. In addition, my media outlet.
1	g with proper identification; examples in	abmit an Employment Eligibility Verification Form I-9, clude originals of a U.S. passport, a driver's license, Division, and also sign an Oath of Office before I can

I have read Chapter 2.12 of the Wasilla Municipal Code defining financial interest, substantial

financial interest, and conflict of interest. I agree to comply with the code and understand that my

FOR OFFICE USE ONLY

Registered voter of the City: yes ___ no

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

participate in a meeting.

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tenure as Commissioner requires such compliance.

Signature of Applicant.

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Position applying for select one or more of the following: Airport Advisory Commission (no residency requirement) Planning Commission (City of Wasilla residents only) Parks and Recreation Commission (4 City of Wasilla residents, 1 Mat-Su Borough Resident)
<u> </u>
NAME: Michelle Hinds
MAILING ADDRESS: PO GOX 1796 TA MEN ALASKA 99645
RESIDENCE ADDRESS: 1889 COUNTY Wood Dr Wasila AK 99
E-MAIL: MhindS19@9mail. CM Do you regularly check your email? Yes Vor No
HOME PHONE: 907-202-2008 WORK PHONE: CELL PHONE: 907-202-2008
OCCUPATION: Part time Student
Employer:
 Do you reside within Wasilla City limits? Yes Yor No If so, for how long? 1/2 4rs in Borough, 1 month in Cuty limits. Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business?
Does your schedule permit you to regularly attend required meetings? Yes Vor No

lease holder, employee) if so, please note the capacity:
Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note:
Please provide a brief statement describing your experience and involvement in City government that would qualify you for this position. You may submit a resume if you wish.
I have a master's Degree in Policy, 20 years
experience as a faralegal, worked for the
Devada attorney General in the early 2000'S
I'm ethical and understand the legislative
processes along with Municipal processes.
I understand that this is a voluntary, appointed position to be confirmed by the Wasilla City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.
I have read Chapter 2.12 of the Wasilla Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as Commissioner requires such compliance.
I certify that the information in this application is true and accurate.
Signature of Applicant: 12016
Date Received: (date stamp below) RECEIVED FOR OFFICE USE ONLY Registered voter of the City:yes no
SEP 2 1 2016 Date of Council Approval: 1/9/17 AM No.: 17-69 Date Applicant Notified: 1/10/17
Office of the City Clerk City of Wasilla

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Position applying for select one or more of the following: Airport Advisory Commission (no residency requirement) Planning Commission (City of Wasilla residents only) Parks and Recreation Commission (4 City of Wasilla residents, 1 Mat-Su Borough Resident)
NAME: Noel Lowe
MAILING ADDRESS: P.O. Box 870578 Wasilla AK 99687
RESIDENCE ADDRESS: 550 Fallen heaf Cir Wasilla AK 99654
E-MAIL:
HOME PHONE: 907-248-115) WORK PHONE: Same CELL PHONE: Same
OCCUPATION: Pawn Biolses
EMPLOYER: Alaska Fast Cash
Do you reside within Wasilla City limits? Yes or No If so, for how long?
Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business?
• Does your schedule permit you to regularly attend required meetings? Yes or No

• Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity:
• Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note:
Please provide a brief statement describing your experience and involvement in City government that would qualify you for this position. You may submit a resume if you wish.
6 years on Wanilla City Council
I understand that this is an appointed position to be confirmed by the Wasilla City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.
If appointed, I understand that I must submit an <i>Employment Eligibility Verification Form I-9</i> , along with proper identification; examples include originals of a U.S. passport, a driver's license, social security card, to the Human Resources Division, and also sign an Oath of Office before I can participate in a meeting.
I have read Chapter 2.12 of the Wasilla Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as Commissioner requires such compliance.
I certify that the information in this application is true and accurate.
Signature of Applicant: Date: 10/11/16
Date RRECEIVED FOR OFFICE USE ONLY (date stamp below) Registered voter of the City:yesno

NOV 1 0 2016

Office of the City Clein City of 15% - 18

Pate of Council Approval: 19/17 AM No.: 17-62

Date Applicant Notified: 10/17

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Position applying for select one or more of the following: Airport Advisory Commission (no residency requirement) Planning Commission (City of Wasilla residents only) Parks and Recreation Commission (4 City of Wasilla residents, 1 Mat-Su Borough Resident)
NAME: CHARLES (CHUCK) MORRIS
MAILING ADDRESS: 751 REEVE CIRCLE WASILLA AK 99654
RESIDENCE ADDRESS: SAME
E-MAIL: ARCFOX @ M TA ONLINE . NET Do you regularly check your email? Yes or No
HOME PHONE: 376-5443 WORK PHONE: 376-5443 CELL PHONE: 355-5443
OCCUPATION: BUSINESS OWNER
EMPLOYER: ARCTIC FOX STEEL Buildings
 Do you reside within Wasilla City limits? Yes □ or No ☒ If so, for how long? 39 γ≥ s
• Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business? HY BUSINESS IS JUST OUTSIDE THE CITY LIMITS,
Does your schedule permit you to regularly attend required meetings? Yes ♥ or ■ No

- Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity:
- Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note: lease lot At AirDov

Please provide a brief statement describing your experience and involvement in City government that would qualify you for this position. You may submit a resume if you wish.

BUILDINGS IN AND AROUND WASILLA CONSTRUCTED YEARS. I HAVE USED THE WASILLA AIRPORTS YEARS BOTH PAST AIR PORT AND PRESENT ON SEVERAL NON-PROFIT COMMITEES IN THE HAVE AN INTREST IN THE FUTURE OF THE AIRPORT

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

I have read Chapter 2.12 of the Wasilla Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as Commissioner requires such compliance.

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

Signature of Applicant:

Date: 7-25-16

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Registered voter of the City: ___yes ___no ____ City Resident: ___yes ___no

Resume Attached: ves

Date of Council Approval: 1/9/17 AM No.: 17-62

Date Applicant Notified: 1/16/17

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Position applying for select one or more of the following:
Airport Advisory Commission (no residency requirement)
Planning Commission (City of Wasilla residents only)
Parks and Recreation Commission (4 City of Wasilla residents, 1 Mat-Su Borough Resident)
Turks and recording commission (1 only of 11 and 10
NAME: Eric Michael Bushnell
MAILING ADDRESS: 580 W. Selina Came
RESIDENCE ADDRESS: 580 W. Selina Lane
E-MAIL: bushnell @ mtaonline.net
Do you regularly check your email? Yes 🗵 or No 🗌
HOME PHONE: 907-357-7330 WORK PHONE: 907-376-0119 CELL PHONE: 907-366-7471
OCCUPATION: Associale Broker - Real Estate
EMPLOYER: Self employed - Lee Realty LLC.
• Do you reside within Wasilla City limits? Yes For No I If so, for how long?
• Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business?
Does your schedule permit you to regularly attend required meetings? Yes ✓ or No

*	e City of Wasilla in any way? (examples include: contractor, e note the capacity:
	or indirect financial or business interest with the City of Ω
Please provide a brief statement describing would qualify you for this position. You m	g your experience and involvement in City government that ay submit a resume if you wish.
Tourrandly work	with commercial and Residula
clients. I advise elie	ints on investments in real estate
and assist Them in	navigating through the building
Process.	
See Resume.	
Council, and requires regular attendance a	ry, appointed position to be confirmed by the Wasilla City tofficial meetings. I further understand that this application my appointment may be discussed at a public forum. In ewspaper or other media outlet.
_	asilla Municipal Code defining financial interest, substantial I agree to comply with the code and understand that my pliance.
I certify that the information in this	application is true and accurate.
Signature of Applicant:	Bhul Date: 11-30-2016
	of the City Yesno City Resident Yesno Lity Yesno
	Approval: 1/9/17 AM No.: 17-07 Jotified: 1/10/17
Office of the City Clerk City of Wasilla	otified: 1/10/17

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Office of the City Clerk City of Wasilla

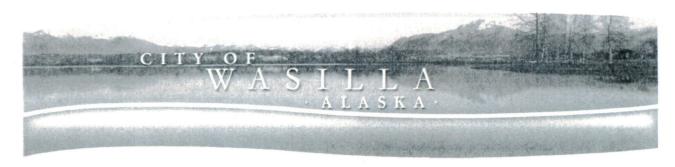
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Position applying for select one or more of the following: Airport Advisory Commission (no residency requirement) Planning Commission (City of Wasilla residents only) Parks and Recreation Commission (4 City of Wasilla residents, 1 Mat-Su Borough Resident)
NAME: Simon Brown
MAILING ADDRESS: 960 Craig Stadler Loop
RESIDENCE ADDRESS: Same
E-MAIL: simonbii@hotmail.com
Do you regularly check your email? Yes 🔳 or No 🗌
HOME PHONE: 376-4395 WORK PHONE:
OCCUPATION: Retired- ALASKA STATE Trooper
Employer:
Do you reside within Wasilla City limits? Yes ■ or No □ If so, for how long?
 Do you currently own or operate a business in the City of Wasilla? If so, what is the name an physical location of the business?
Does your schedule permit you to regularly attend required meetings? Yes ■ or □ No

• Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: NO
• Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note: NO
Please provide a brief statement describing your experience and involvement in City government that would qualify you for this position. You may submit a resume if you wish.
See attached
I understand that this is an appointed position to be confirmed by the Wasilla City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.
If appointed, I understand that I must submit an <i>Employment Eligibility Verification Form I-9</i> , along with proper identification; examples include originals of a U.S. passport, a driver's license, social security card, to the Human Resources Division, and also sign an Oath of Office before I can participate in a meeting.
I have read Chapter 2.12 of the Wasilla Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as Commissioner requires such compliance.
I certify that the information in this application is true and accurate.
Signature of Applicant: Date: Dec (
RECEIVED FOR OFFICE USE ONLY Registered voter of the City: \(\frac{1}{2} \) yes no \(\frac{1}{2} \) City Resident \(\frac{1}{2} \) yes no
DEC 0 5 2016 Date of Council Approval / 9/17 AM No.: 17-62
Office of the City Clerk City of Wasilla



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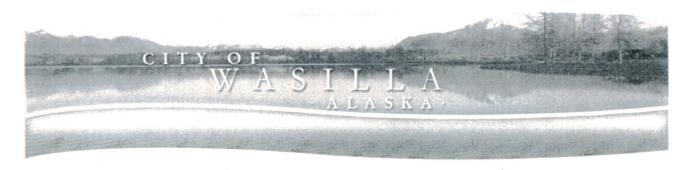
APPLICATION FOR APPOINTMENT AS AN ADMINISTRATIVE HEARING OFFICER

An Administrative Hearing Officer shall be an attorney duly licensed to practice law in the State of Alaska, or have training and experience in arbitration, mediation, contract law, and Title 7, and 16, and/or Chapter 6.04 of the Wasilla Municipal Code. An administrative hearing officer shall hold no other appointed or elected office or position with the City.

Administrative Hearing Officers are appointed by the Mayor and confirmed by the City Council. Applicant names may be published in the newspaper and the merits of the appointment may be discussed during a public forum. Please return completed applications to the City Clerk. For detailed information visit the City's website (www.cityofwasilla.com).

NAME: Joseph N. Levesque, LEVESQUE LAW GROUP, LLC
MAILING ADDRESS: 3380 C Street, Suite 202, Anchorage, Alaska 99503
RESIDENCE ADDRESS: 9644 Nulato Circle, Eagle River, Alaska 99577
E-MAIL: joe@levesquelawgroup.com
Do you regularly check your email? Yes Xxor No
HOME PHONE: 907-696-8835 WORK PHONE: 907-261-8935 CELL PHONE: 907-230-8126
Occupation: Attorney
EMPLOYER: LEVESQUE LAW GROUP, LLC
• Do you reside within Wasilla City limits? Yes or No Xf so, for how long?
 Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business? Do not presently operate a business in the City of Wasilla
• Does your schedule permit you to attend required hearings? Yes Xkor No

	 Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: No. 				
 Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note: None. 					
 Please provide a one-page resume with cover letter to include education and experience that would enhance your application. See attached Resume of Joseph Levesque. 					
 Describe your experience and involvement in city government that would qualify you for this position and examples of your work history dealing with appeals from a planning commission and/or an animal care and regulation appeal; this may be included in your cover letter. 					
Please see attached	cover letter, list of Municipal entity cases, and list of issues on				
which attorney Leve	sque has advised municipalities in Alaska.				
Council. I further understand	a voluntary, appointed position to be confirmed by the Wasilla City d that this application is public information and the merits of my ed at a public forum. In addition, my name may be published in a et.				
	of the Wasilla Municipal Code defining conflict of interest and ex parte of the code and understand that my tenure as an Administrative Hearing nee.				
I certify that the information in this application is true and accurate.					
Signature of Applicant: Joseph N. Levesque Date: October 13, 2016					
(All information provided on this application is public)					
Date Received: (date stamp below)	FOR OFFICE USE ONLY				
RECEIVED	Registered voter of the Cityyesno City Resident:yesno Resume Attached:yesno Alaska Resident:yesno				
OCT 1 7 2016	Date of Council Approval 1/9/17 AM No. 17-67 Date Applicant Notified 1/10/17				
Office of the City Clerk City of Wasilla					



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APPLICATION FOR APPOINTMENT AS AN ADMINISTRATIVE HEARING OFFICER

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NAME: Office of Administrative Hearings (OAH)
MAILING ADDRESS: 770 W. Seventh Ave., Ste. 1940, Anchorage, AK 99501
RESIDENCE ADDRESS: n/a/
E-MAIL: doa.oah@alaska.gov
Do you regularly check your email? Yes 🗸 or No 🗌
HOME PHONE:
OCCUPATION: Administrative Hearing Tribunal
EMPLOYER: State of Alaska
Do you reside within Wasilla City limits? Yes □ or No ☑ If so, for how long?
 Do you currently own or operate a business in the City of Wasilla? If so, what is the name an physical location of the business?
Does your schedule permit you to attend required hearings? Yes ✓ or No

- Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: No
- Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note: No
- Please provide a one-page resume with cover letter to include education and experience that would enhance your application.
- Describe your experience and involvement in city government that would qualify you for this
 position and examples of your work history dealing with appeals from a planning commission
 and/or an animal care and regulation appeal; this may be included in your cover letter.

OAH's ten administrative law judges handle a appeals in over 66 different subject areas (including licensing appeals) for the State of Alaska. In addition, OAH's judges have served as hearing officers for various municipalities and state-related entities (City of Homer, City of Kodiak, Mat-Su Borough, Fairbanks North-star Borough) and in that context have handled land use and other types of municipal regulation appeals. OAH's judges are trained adjudications who have attended the National Judicial College and most are trained mediators, if the parties desire to mediate their dispute. All of OAH's judges are Alaska residents. Since OAH is part of State government, entities contract with OAH using a simple one-page RSA (sample attached to cover letter).

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

I have read Chapter 2.76 of the Wasilla Municipal Code defining conflict of interest and ex parte contacts. I agree to comply with the code and understand that my tenure as an Administrative Hearing Officer requires such compliance.

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

(on	Signature of Applicant:_ benalf of OAH)	Kather Pederick, Chief Administrative	Date: October 17, 2016 Law Joage		
(All information provided on this application is public)					