



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, JULY 13, 2023, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL ALASKA

Join Zoom Meeting: <https://us06web.zoom.us/j/86346034837?pwd=K1pRalhlblg0VDBpdGt5b3lRQlcxQT09>

Meeting ID: 863 4603 4837 Passcode: 221221

Phone Toll Free: 888 475 4499 833 548 0276

833 548 0282 877 853 5257

MEMBERS

Kathy Hanson, Chair Lorin Bradbury, Vice Chair
Sophie Swope, Council Rep.
Alex Wasierski Stosh Hoffman
Haley Hanson Greg Morgan, Alternate 1
Shadi Rabi Vacant Seat, Alternate 2

STAFF

Pauline Boratko, Ex Officio Member
planning@cityofbethel.net
907-543-5301

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to planning@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. June 8, 2023 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Code Enforcement Officer position- update

VII. NEW BUSINESS

- A. Ordinance review of disposal of property of 161 Atsaq, Block 2 Tract D, Turnkey III to AVCP

VIII. EX OFFICIO REPORT

- A. 2023 Site Plan Permit Log
B. 2023 Planning Commission Attendance Log
C. July 2023 Managers Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<07/07/2023>> at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel, Alaska

Planning Commission

June 8, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on June 8, 2023. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:31 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, Alex Wasierski, Greg Morgan, and Council Rep. Sophie Swope

Excused absence: Haley Hanson

Unexcused absence: Stosh Hoffman and Shadi Rabi

Also Present: Pauline Boratko, Recorder

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF THE AGENDA:

MOVED:	Lorin Bradbury	Motion to approve the agenda.
SECONDED:	Sophie Swope	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Lorin Bradbury	Motion to approve regular meeting minutes for May 11, 2023
SECONDED:	Greg Morgan	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

- A. Discussion on a code enforcement officer- commissioners discussed their support of a code enforcement officer.

VIII. NEW BUSINESS:

- A. In accordance with BMC 4.08.010, Planning Commission's review and recommendations of disposal of city property by lease: commissioners spoke in support of the disposal of properties by lease. There were no objections.

IX. PLANNER'S REPORT:

X. COMMISSIONER'S COMMENTS:

- K.Hanson- no comment
L. Bradbury-no comment
A. Wasierski-no comment
G. Morgan- no comment
S. Swope- no comment

X. ADJOURNMENT:

MOVED:	Sophie Swope	Motion to adjourn the meeting.
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 7:00 pm

APPROVED THIS ____ DAY OF _____, 2023

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

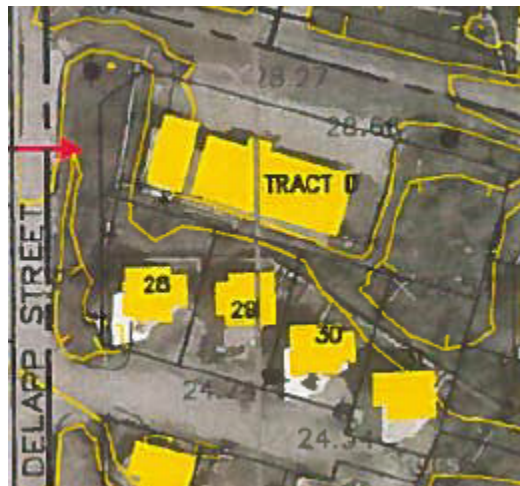
Introduced by: Council Member Springer
Introduction Date: June 13, 2023
Public Hearing Date: June 27, 2023
Referred to Planning Commission: June 27, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #23-13

AN ORDINANCE BY THE BETHEL CITY COUNCIL AUTHORIZING THE DISPOSAL OF PROPERTY THROUGH TRANSFER PURSUANT TO BMC 4.08.030(B), DISPOSAL TO ENTITY PROVIDING A NECESSARY PUBLIC SERVICE

WHEREAS, the City of Bethel owns a parcel of land approximately 16,480 square feet situated at 161 Atsaq Street, Block 2, Tract D, Turnkey III Housing Development, Bethel Recording District, Fourth Judicial District, Bethel, Alaska, as shown in Book 17, pages 13-16 as Recorded April 11, 1969;



WHEREAS, pursuant to Ordinance #19-10, on June 1, 2019, the City of Bethel entered into a commercial lease with the Association of Village Council Presidents (AVCP), which expires on May 31, 2034;

WHEREAS, the City now wishes to dispose of the property through transfer, in accordance with Bethel Municipal Code (BMC) 4.08.030(B), Disposal to Entity Providing a Necessary Public Service, under fee simple ownership as outlined in this Ordinance;

WHEREAS, AVCP has occupied the land continuously since at least 1985;

WHEREAS, AVCP uses the land to operate a Head Start program;

City of Bethel, Alaska

Ordinance #23-13
1 of 3

Introduced by: Council Member Springer
Introduction Date: June 13, 2023
Public Hearing Date: June 27, 2023
Referred to Planning Commission: June 27, 2023
Action:
Vote:

WHEREAS, the City now wishes to transfer the above-described land to AVCP under fee simple ownership without compensation to the City;

WHEREAS, the City Council recognizes the necessary public service that AVCP's Head Start program provides;

WHEREAS, BMC 4.08.030(B) allows the City Council to dispose of land to an entity providing a necessary public service without seeking bids and for less than fair market value;

NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, the City Council authorizes the disposal of property, as described under Section 2 of this Ordinance.

SECTION 1. Classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Terms of Disposal

Legal Description. The property that is the subject of the disposal is described as: a 16,480 square foot parcel of land situated at 161 Atsaq Street, Block 2, Tract D, Turnkey III Housing Development, Bethel Recording District, Fourth Judicial District, Bethel, Alaska, as shown in Book 17, pages 13-16 as Recorded April 11, 1969. The land is currently zoned Residential.

Description of the City's Interest Being Disposed of: Property only.

Method of Disposal: Gift deed transfer under fee simple ownership without reverter.

Value of the City's Interest: The appraised value of the property as of October 8, 2018, is \$65,000.

SECTION 3. Effective date. This ordinance shall become effective immediately upon enactment by the City Council.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA THIS
_____ DAY OF _____ 2023 BY A VOTE OF _____ IN FAVOR AND _____
OPPOSED.

Introduced by: Council Member Springer
Introduction Date: June 13, 2023
Public Hearing Date: June 27, 2023
Referred to Planning Commission: June 27, 2023
Action:
Vote:

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

2023 SITE PLAN PERMITS ISSUED

Number	Housing Type	Date arrived in Planning	Approval Date	FILL	Lot	Block	Subdivision	Name of Applicant	Land Owner	Address
23-01	24 Unit Apt Building	7/14/05	3/6/23		Tract H2	2	Turnkey III	Bethel Supportive Housing	City of Bethel	127 Atsaq Street
23-02	demo house, clear debris	4/25/23	5/12/23	25 loads	38	6	City Subdivision	Sahmi Pellubi	Sahmi Pellumbi	331 Akiachak
23-03	GCI Infastructure modification	5/5/23	5/19/23		5		US Survey 4117	GCI	GCI	910 Chief Eddie Hoffman Highway
23-04	fill for maitnenace and repair/addition to home	5/5/23	5/26/23	10 loads	9	8	Tundra Ridge	MaryBeth Hessler	MaryBeth Hessler	9141 Ptrarmigan Street
23-05	fill for maintenace and repair	5/23/23	5/26/23	150 cu yds	42	1	Blueberry Fields	Carrie Lambert	Carrie Lambert	126 Cranberry
23-06	fill for maintenace and repair	4/24/23	5/30/23	15 loads	7	1	US Survey 3230AB	Carlos Zelaya	Carlos Zelaya	480 3rd Road
23-07	fill for maintenace and repair	5/23/23	5/30/23	200 cu yds	11A	11	Tundra Ridge	Brian Lefferts/Lori Strickler	Brian Lefferts/Lori Strickler	9119 Ptarmigan
23-08										
23-09	fill for maintenace and repair	6/6/23	6/9/23	2 loads	48	1	Blueberry Fields	Richard and Kathy Hanson	Richard and Kathy Hanson	162 Cranberry
23-10	fill for maintenace and repair	6/5/23	6/12/23	100 cu yds	14	9	Tundra Ridge	Kyle Kaganak	Kyle Kaganak	233 Kaligtug Road
23-11	fill for maintenace and repair	6/12/23	6/13/23	22 loads	7	24	Plat 97-23	Tania Erickson-Grant	Tania Erickson-Grant	530 Kusko Court
23-12	fill for maintenace and repair	6/12/23	6/19/23	10 loads	3	23	Plat 78-1	Musa Saliu	Musa Saliu	1004 Mallard Lane
23-13	fill for maintenace and repair	6/16/23	6/19/23	32 loads	14	6	US Survey 3230AB	Steven Chung	Steven Chung	230A 2nd Avenue
23-14	construct 4 bedroom house	6/22/23	6/23/23		16	3	Ciulkulek Subdivision	ONC	ONC	1742 Nuqalpiaq
23-15	construct 4 bedroom house	6/22/23	6/23/23		8	3	Ciulkulek Subdivision	ONC	ONC	1726 Qugcuun
23-16	construct 4 bedroom house	6/22/23	6/23/23		15	3	Ciulkulek Subdivision	ONC	ONC	1744 Nuqalpiaq
23-17	construct 4 bedroom house	6/22/23	6/23/23		14	3	Ciulkulek Subdivision	ONC	ONC	1746 Nuqalpiaq
23-18	fill for maintenace and repair	6/26/23	6/28/23	2 loads	30	1	Blueberry Fields	Todd Fredericks	Todd Frederiks	174 Blackberry
23-19										
23-20										
23-21										

2023 SITE PLAN PERMITS ISSUED

[illegible]

2023 SITE PLAN PERMITS ISSUED

[illegible]

2023 SITE PLAN PERMITS ISSUED

[illegible]

2023 SITE PLAN PERMITS ISSUED

Number	Housing Type	Date arrived in Planning	Approval Date	FILL	Lot	Block	Subdivision	Name of Applicant	Land Owner	Address

Planning Commission 2023 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair	NO MTG	NO MTG	P	P	P	P						
Lorin Bradbury, Vice Chair	NO MTG	NO MTG	P	P	P	P						
Alex Wasierski	NO MTG	NO MTG	P	P	P	P						
Shadi Rabi	NO MTG	NO MTG	P	P	P	U						
Stanley Hoffman Jr.	NO MTG	NO MTG	E	E	P	U						
Haley Hanson	NO MTG	NO MTG	P	P	P	E						
Jessica Schroeder	NO MTG	NO MTG	U	XX	XX	XX	XX	XX	XX	XX	XX	XX
Greg Morgan	NO MTG	NO MTG	U	P	E	P						
Sophie Swope	NO MTG	NO MTG	P	P	E	P						

Special Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair												
Lorin Bradbury, Co-Chair												
Alex Wasierski												
Shadi Rabi												
Stanley Hoffman Jr.												
Haley Hanson												
Jessica Schroeder												
Greg Morgan												

Vacancy shall be declared by the body when a member:

Fails to attend 3 regular meetings without being excused by the body
 Fails to attend 3 special meetings without being excused by the body
 Fails to attend 65% of regular meetings
 Fails to attend 65% of special meetings.

P=Present
E=Excused
U=Unexcused
T= Tardy

Chair determines excused/unexcused during roll call. If a member disagrees with the the chair, a motion to overule the decision of the chair can be made.

xx: not yet appointed/left commission



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

JUN 22 2023

Rose Henderson, Mayor
City of Bethel
P.O. Box 1388
Bethel, AK 99559

Dear Mayor Henderson,

I am grateful for the time you took to spend with Secretary Deb Haaland during her visit to Alaska. Thank you for joining in highlighting the Biden-Harris Administration's historic investments to expand broadband connectivity in indigenous communities like Alaska's Yukon-Kuskokwim Delta. We look forward to continued collaboration on shared priorities.

The Office of Intergovernmental and External Affairs (OIEA) serves as liaison for governmental and non-governmental partners in facilitating requests with departmental offices and bureaus. Our office also strengthens relationships with the immediate Office of the Secretary among intergovernmental partners and stakeholders. Our Office remains available as your point of contact with the Department of the Interior for any follow-up or future requests. Please continue to let us know how we can be of service by contacting our office at either 202-208-1923 or OIEA@ios.doi.gov.

Sincerely,

Shantha Ready Alonso
Director, Intergovernmental and External Affairs

Memorandum

Date: July 1, 2023

To: Peter Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



June 2023 Current Events

- **Relocation of Storage:**

Storage space is always a challenge for the City. In the case of my department, I have to stockpile a lot of incidental replacement equipment because it takes so long to receive orders out here. Because of this, we tend to store a lot of this equipment in unused office spaces around City Hall in conjunction with our server room. However, with the potential of new positions for Finance, we have cleared out the equipment from the City Hall office spaces so those areas can be utilized for staff. Our equipment has been relocated to two approved spots at the Courthouse where they will not be in anyone's way.

- **Signed Konica Minolta Agreement:**

As this is a hardware rotation year, I sought out a State-approved vendor for procuring new office printers to replace the existing equipment. Many of our printers are on the order of seven years old and so it is definitely time. Upon seeing that Konica Minolta was an approved vendor per the State-awarded contracts, I decided to try out the Konica Minolta brand printers this time in the hopes that it will be easier for them to service or replace our equipment when needed. We are currently using them for managed print services which includes helping us set up, install, troubleshoot, and repair all covered printers. These services extend to supplies as well.

- **Signed Dell Agreement:**

Similarly to the printer agreement, I sought out a State-approved vendor for procuring computer equipment for this rotation year. This will be replacing all monitors, desktop computers, and laptops across the board. I have elected to go with the Dell brand, mostly because they are a reliable and well-known company for quality equipment and have excellent customer service. We hope to have all hardware swapped out before the end of the year. The lifespan of this round of equipment should be about three-to-five years.

- **Mail Pickup Assistance:**

For the past couple of months, since the port staff stopped doing it (they only do it while the river is frozen), my department has tried to assist with the City mail runs. This has been something Finance has handled for a long time, likely because they receive the most amount of mail to our PO boxes. However, with the dwindling staff in that department, the remaining employees usually don't have enough time to handle picking up the mail and also all of the City's packages,

Memorandum

Date: July 1, 2023

To: Peter Williams, City Manager

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which can sometimes be on the heavy side. To help alleviate that pressure, we have stepped in. A run typically takes from 25-50 minutes depending on the lines at the Post office.

- **Effects of GCI Repairs on the City:**

Around Mid-June, GCI services were heavily affected by damage to one of their undersea cables. This has caused outages, intermittency, and extremely slow speeds for a lot of their services, especially Internet access. Fortunately for the City, we made a change to a combination of OneWeb and Starlink Internet services earlier in the year and have managed to avoid the troubles experienced by GCI. It has been estimated that repairs to the cable will take roughly six-to-eight weeks. The City does still have a handful of GCI cable modems in use for specific systems and it is likely that those systems may experience troubles until GCI can conclude their repairs.

- **Helping Carmen Jackson CPA Settle In:**

Carmen Jackson CPA has joined us this month to help try to plug the holes in the decimated finance department. We have assisted where we can to provide the Carmen Jackson team with equipment and access so that they can do what they need to in order to help the City.

- **Normal Business:**

The rest of the month has been filled with normal daily trouble-ticket response for issues regarding printing, scanning, file access, and employee management.

Future Plans

- **Rotating Equipment:**

The main focus for the remainder of the year will be to try and get all end-user equipment rotated out. It is my hope that all hardware will arrive to Bethel before Fall and then my department can systematically get things set up before exchanging hardware across various departments. If timing works out, we will send back old equipment on Donlin Creek's barge backhaul event that they have put on for the past few years. Otherwise, I will try to catch next year's event.

CITY OF BETHEL POLICE DEPARTMENT



June 2023 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	1	2
Community Service Officer	2	1	1
Evidence and Record Custodian	1	1	0
Administrative Assistant/Taxi Inspector	1	1	0
Public Safety Dispatcher (one E911 funded)	5	3	2
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant funded/reimbursed SRO)	19	14	5

Operations:

Operations Tempo				
	June 2023	May 2023	June 2022	2023 Total
Calls Total	1143	1156	1028	7249
Reports Total	72	84	76	548
Intoxicated Pedestrian Calls	136	143	144	693
Driving Under Influence Calls	17	16	9	76
Domestic Violence Reports	12	14	26	79
Animal Calls	31	53	32	213
Animal Bite Reports	0	0	2	2
Sexual Assault Reports	3	12	2	42
Death Investigation Reports	0	2	2	4

Lt Jesse Poole and Detective Dylan Floyd completed training in Fairbanks related to the investigation of Missing and Murdered Indigenous Persons. CSO Jackson Roberson graduated from the Police Academy and was reassigned to duties as a Police Officer.

At the request of event organizers, officers were present for this year's Pride Fest, which included a short march followed by activities at the park.

BPD personnel are assisting the Fire Department with the investigation of two structure fires.

Detective Scott Kvittem and Dispatcher Weston Andrew resigned. CSP Kurt Andrew was reassigned at his request to CSO. Police Officers Jason Cohen and Daniel Watson both started with the Department this month. Officer Watson will assume SRO duties at the start of the school year. Officer William Charles was promoted to Sergeant.

We're currently working backgrounds on several police officer applicants, with 3 applicants scheduled to start their employment with us in July pending completion of their background checks. We continue to recruit for all vacancies.



William Arnold, Public Works Director
1155 Ridgecrest Drive
PO Box 649 Bethel, AK 99559
P: (907) 543-3110
F: (907) 543-2046
warnold@cityofbethel.net

MEMORANDUM

DATE: 6.30.2023
TO: Peter Williams, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities: All six sewer trucks are road worthy. For the month of June, we have remained current on our services schedules. V&E has been very helpful, their efforts have kept our utility trucks available. The permanent drivers do appreciate what the city has done for them. I plead with Management to show Tamara Camille some well-deserved appreciation.
The water and sewer drivers have been working well together as a team.

Utility Maintenance: 8 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, and float systems

- Monthly meter reading and service connections were completed.
- Clean up and organization of shops and vehicles.
- 8 residential lift station repairs.
- Tundra Center lift station still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate.
- Mixing up main lift station by hand with soap to prevent matt build up
- leveling activities on low-flow and plugged sewer lines
- The few flushing activities that have required longer than 16 hours of work have been handled by rotating men on rest.

Utility Maintenance has 3 vacant staff workers still short staffed

Property Maintenance:

HIGHWAY LIFT STATION: Replaced Pressure Relief Valves on Boilers.

COURTHOUSE: Adjust closure of door. Replace damaged ceiling tiles. Unclog sink. Clean hot water tank. Remove old and replace with new refrigerator in DA's office.

CITY HALL: Clean out old lift station closet. Replaced light fixture. Replaced flapper on leaking toilet. Unclog stopped up toilets. Replaced batteries in smoke a detector. Made keys for Finance Department and City Clerk. Repaired and leveled ramp and stairs in front.

TRANSIT: Repaired pressure washer.

PUBLIC WORKS: Made key for streets and roads. Repaired urinal. Built and installed stairs for generator. Removed fence for access to generator. Made markers for the cemetery. Replaced pump on steamer. Repaired southside overhead door. Replaced and repaired valves on unit heaters.

DOG POUND: Drop off fencing material. Repair and work on replacing stairs to dog pound.

TEEN CENTER: Repair toilets

CITY SUB WATER: Replaced aqua stat on boiler.

FIRE STATION: Repair locks. Repair overhead doors. Repaired and replaced fuel lines from fuel tank.

BETHEL HEIGHTS WATER PLANT: Replaced ballast in light fixture. Replace leaking valve in toilet.

POLICE DEPARTMENT: Repaired door handle. Replaced coupling on garage boiler.

UTILITY MAINT. OFFICE: Repaired unit heater.

PORT: Repaired sand shed stairs. Add glycol to boilers. Repaired front door and threshold.

Road Maintenance:

Streets and Roads took out a beaver dam on Tundra Road at the culverts crossing that drains Brown's Slough. Streets and Roads have been pushing up road sand at the city sand pit as it thaws out, and to keep up with it as we been hauling out of there almost every day.

Streets and Roads hauled over 100 dump truck loads of sand for cover in the landfill and to the salt sand pile there.

Street and Roads have been working on ASHA Housing cul-de-sacs hauling sand to build it up and cape it off with D-1 gravel. So far, we have finished twelve of the cul-de-sacs as of now.

Streets and Roads hauled in 85 dump truck loads of sand to lifted Akakeek Street, caped it off with 6" of D-1 gravel and compacted it. On Ptarmigan Street, from Ridgecrest Drive to Lulu Heron we added 6" of D-1 gravel and compacted it.

Vehicles and Equipment: As usual we are fixing and repairing all the city's vehicles and equipment. V&E has 3 positions open. Have not seen any applicants. Right now we have 1 mechanic out on vacation for a month; started on the 19th of June and will not be back until the 19th of July. 2 mechanics on duty during the week.

Transit System:

June was just as busy as May. Both buses were utilized this month when 440 was in the shop for monthly service as well as much needed repairs. Riders for the month consisted of:

555 Seniors, 10 Youth, 102 Adults, 174 Disabled, and 456 Pass Riders. 87 Day passes, 3 Elder & 5 Adult Month passes were purchased. Total Fares are \$1,595.00.

Bus 439 logged 1,447 miles and 110.682 gals, Bus 440 logged 1,548.3 miles and 180.660 gals.

Happy 4th of July everyone!

Landfill & Hauled Refuse:

We had the annual DEC landfill inspection in June, we will receive the report on a later date but all the feedback was positive. Several new dumpsters have been painted and we have been exchanging them with old dumpsters throughout town as needed. We have resurfaced 4 dumpster pads that needed gravel. With the help of streets and roads all of the working face trash have been covered and will continue to be covered on a daily/weekly basis. We have also been stockpiling dirt for mixing with salt to have cover during the windy winter days. The shredder is running, the last two days we used it in June it blew out O-rings but Robbie was able to get them replaced. We are waiting for the excavator; it is getting a door panel and hydraulic lines

replaced. The 816 turbo went out, we got one ordered and it will be replaced and serviced, once that's done we will have all our equipment running again. Robbie and I have been looking at quotes for a new 816 for the Landfill as well, the 816 we have is tired and outdated. In June the hauled refuse truck brought in 75 loads of dumpster trash. We got 17 misc. city loads, 228 private citizen loads, 2,096 cubic yards of commercial waste, 13 freezers/refrigerators, 9 junk vehicles, and 132 or more dumpster truckloads of cover dirt.

Staffing Issues/Concerns/Training:

Department:	Hauled Utilities	Utility Maint.	Landfill & Refuse	Vehicles & Equipment	Streets & Roads	Bethel Transit	Property Maintenance
Filled Positions:	14	5	3	4	5	3	5
Total Funded Positions:	19	9	6	7	5	3	7
Percentage	74%	56%	50%	57%	100%	100%	71%

MEMORANDUM

DATE: July 6, 2023

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report for June 11, 2023 Bethel City Council Meeting



Grant Applications Approved

Community Service Patrol Grant

The City's Community Service Patrol grant was approved in the amount of \$323,081 for another year by the Alaska Department of Health and Social Services. The award amount has remained the same from the State since at least FY 2019 while the cost of the program has risen. FY 2024 will be the first year that the city budgeted money to cover cost increases in salaries and gasoline.

Grant Applications to Prepare

Justice Assistance Grant

The City is eligible to request \$14,912 in FY 23 Edward Byrne Memorial Justice Assistance Grant funds. The amount of funding is based on the city's violent crime rates reported to the federal government and its population relative to other communities in Alaska. The Police Chief wants to request the funding to pay for mobile digital forensic hardware and software that can analyze and pull data from cell phones, laptops, computers, and other digital devices.

Community Bridge Investment Program

The City is waiting for the Alaska Department of Transportation and Public Facilities to announce the community bridge investment program funding opportunity. The City hopes to apply for funding for the box culvert to be placed under Ptarmigan Street where Ptarmigan Creek will flow under it and the City will solve its beaver problem that is threatening road stability.

Energy Efficiency and Conservation Block Grant Program

The City of Bethel has a chance to secure \$75,220 in formula grant funding from Energy Efficiency Conservation Block Grant Program. City Administration is considering the purchase of solar panels for city buildings.

Purchasing Agent Duties

RFPs

The City went out to bid for its purchase of water treatment chemicals, calcium chloride and sodium chloride as road implements, and pool chemicals and received no bidders.

Several potential bidders said that the city requirement for chemical prices to be good for one year was a problem. I prepared a new Request for Bids document that requires the successful bidder to provide the city with prices each year good for the January 1 to March 31 period so that the city can place orders in time for barge delivery.

Current Grants and Loans

Active grants/loans: 14
Grant amount in play: \$18,357,134
Loan amount in play: \$173,786
18,530,920

#	Grant	Amount	Expiration
1	CSP - DHSS FY 2023	\$323,081	6/30/2024
	Police Department will be responsible for overseeing the hiring of three CSPs to help people who are unable to care for themselves. Most people picked up are taken to the Sobering Center, funded by the same grantor as the city's CSP grant.		
2	21SHSP-GY21 - Radios and Training	71,000	9/30/2023
	The Police Department needs to find a good course that meets the needs of investigator interrogation training and let me know so that I can complete the Procurement Method Report for approval by the Division of Homeland Security.		
3	22SHSP-GY22 - Police Radios	39,900	9/30/2024
	Police Department ordered 9 portable radios. The City will close the grant once the radios are received in good condition.		
4	COPS Hiring Program - School Resource Officer (SRO)	125,000	6/30/2023
	The City received a one-year extension on the grant. The Finance Manager submitted a report to claim the entire \$125,000 in grant funds.		
	The City must request LKSD to pay for SRO salary not covered by grant.		
5	Yukon-Kuskokwim Health Corporation Diabetes Prevention & Control Program	\$4,738	None
	To do: Complete Final Report and close grant.		
6	FY 23 Alaska Public Entity Insurance Safety Grant	\$5,000	6/30/2022
	The Police Department ordered a drone that cost \$6,928.20 that will be used for search and rescue operations in which the Police Department takes part. The City will have to work with FAA officials, the city attorney, and other stakeholders to develop a drone program.		

7	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,361,604	12/31/2024
	I completed the ARPA report due by April 30, 2023. The City spent the following so far:		
	<u>Description</u>	<u>Spent</u>	<u>Encumbered</u>
	Chemical Storage Building	\$102,319	\$1,500,000
	Lift Station Repairs	\$270,340	\$190,000
	KYUK Radio Tower	\$250,000	\$250,000
	Gen. Gov. Services	\$39,358	
8	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	6/30/2026
	No money has been spent on the project thus far. The last report was filed by the April 30, 2023 deadline. City Administration continues to look for construction funds.		
9	Justice Assistance Grant (JAG)	\$14,108	9/30/2023
	Police Chief about to purchase one drug dog and send an officer to training with the dog.		
10	Healthy & Equitable Funding	\$37,703	5/31/2023
	The City ordered playground equipment for installation in Pinky's Park. The playground equipment should be in Bethel on the first AML barge of the season (late May 2023). The City will pay the playground company to install it.		
11	Camp Initiative Grant 2023	\$15,000	TBD
	The City was awarded a \$15,000 Camp Initiative grant from the Alaska Community Foundation. YK Fitness Center Director Stacey Reardon is coordinating the camp again this year. The grant funding will be used as scholarship funds for those that have difficulty paying camp fees for their children.		
12	VSW Capital Improvement Project Grant	\$13,860,000	TBD
	The City signed the grant agreement with the State of Alaska, Department of Environmental Conservation, Village Safe Water Program in the amount of \$13,860,000. The funding will pay for design, bid documents, right-of-way acquisitions, and construction of the Bethel Heights Water and Sewer Improvements project. DOWL estimates that it will take at least one year to acquire the easements and right-of-ways.		
13	State Revolving Fund Loan – Drinking Water	\$86,893	6/29/2027
	All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		
14	State Revolving Fund Loan – Clean Water	\$86,893	6/29/2027
	All invoices have been uploaded. The City should be receiving this money and returning \$11,893 to close out the loan.		

City of Bethel, Alaska

City Clerk's Office

Council Meetings

July 11, 2023, Regular City Council Meeting

July 25, 2023, Regular City Council Meeting

General

- Recreated the Union Salary Scale at the request of administration to reflect their updated proposal. Participated in numerous meetings with the City's negotiating team.
- Reviewed settlements for pending/potential litigation.
- Completed touchup work on the Big Dipper Field Sign.
- Reviewed and worked through lease agreements for interim city manager and a studio for contractor's while in town. When working through cost/benefits. The rent of a studio for four months was much less expensive than short term rentals. Arranged for payment of the units for the next four months.
- Performed a detailed review of the amended budget compared to the proposed version D to ensure the expenditures matched what was adopted by the council. Provided a list of corrections to administration.
- Reviewed the Utility Billing Aging report which lists the utility delinquencies, as well as the report detailing the properties that do not have utility services.
- Worked through several legal documents, scanned and filed for long term retention. Documents were legal memos, quit claim deeds, easement records etc.
- Received the Passport Acceptance Facility Report from the US Dept. of State, the Office passed the Audit with full compliance of the agency.
- Cleaned the City Manager's Office. Worked through years of files/binders, organized items for destruction and organized the office space for the interim city manager.
- Researched modern city council chambers layouts and options for content for Request for Proposal for new audio/video systems in chambers.
- Completed the election website update, and form update. Sent KYUK the notice of voter registration/declaration of candidacy election notices for broadcasting in Yugtun and English.
- Purchased items for the rental unit for contractor's to stay in while working in Bethel.

Committee/Commission Vacancies

	Regular	Alternate
Community Parks and Recreation Committee	full	1
Planning Commission	full	full
Port Commission	2	2
Public Safety and Transportation Commission	full	2
Community Action Grant Technical Review Board	full	1
Public Works Committee	3	2
Finance Committee	2	2
Ethics Board	full	1

City of Bethel
Election Notice
Radio Broadcast in English and Yugtun

ITEM 1 - NOTICE OF VACANCY IN OFFICE/ VOTER REGISTRATION

The City of Bethel Regular Election will be October 3; there are FOUR city council seats up for election with terms ending October 2025.

Residents interested in running must submit a declaration of candidacy packet to the City Clerk's Office. Packet information will be available on the City's website, printed packets are available at the side entrance of City Hall beginning July 31.

Declaration of Candidacy filing period begins 8:00 a.m. on August 7, and closes at 12:00 p.m. August 21.

The Deadline for registering to vote or updating voter registration information for the election, is September 3.

Register online at voterregistration.alaska.gov.

More information at cityclerk@cityofbethel.net, or cityofbethel.org.

Dates of Notice:

Week of July 24th once a day

Week of July 31st once a day

Week of August 7th once a day

Week of August 14th through the 22nd twice a day