



# CITY OF BETHEL

## PUBLIC SAFETY AND TRANSPORTATION COMMISSION

WEDNESDAY, SEPTEMBER 6, 2023, 6:30 PM

LOCATION: COUNCIL CHAMBERS-CITY HALL, 300 STATE HWY

JOIN ZOOM MEETING

<https://us06web.zoom.us/j/88274684692?pwd=Z3N4VFJ4T24ZSFCWM0MRSXPAA3LZUT09>

MEETING ID: 882 7468 4692

PASSCODE: 773554

- 833 548 0276 US TOLL-FREE
- 833 548 0282 US TOLL-FREE
- 877 853 5257 US TOLL-FREE
- 888 475 4499 US TOLL-FREE

### MEMBERS

Theresa Quiner *Chair*  
Melanie Fredericks  
Patrick Snow *Council Representative*  
Megan Newport *Vice-Chair*  
DeShan Foret  
Farah Sears  
Musa Saliu

### STAFF

Peter Hicks, Ex Officio Member  
Daron Solesbee, Ex Officio Member  
Damon Oscar, Ex Officio Member  
fire@cityofbethel.net  
907-543-2131

### I. CALL TO ORDER

### II. ROLL CALL

### III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

### IV. APPROVAL OF AGENDA

### V. APPROVAL OF MEETING MINUTES

### VI. UNFINISHED BUSINESS

- A. Implement of Ordinance Pertaining to Misuse of Emergency Services (Johnathan Smith BPD)  
B. Discussion for BPD recruitment, retention, hiring, longevity bonuses, housing and travel (Chief Hicks)

### VII. NEW BUSINESS

- A. Ordinance on Misuse of 911 (Chief Hicks)  
B. Explanation on how the police department is responding to the increased accidents related to alcohol. (Theresa Quiner)  
C. Update on the fires. (Theresa Quiner)  
D. Updates on the personnel from both Police and Fire departments. (Theresa Quiner)  
E. Bethel Friends of Canines contract amendment. (Theresa Quiner)

Posted 09/01/2023, at Fire Department, AC Co., Swanson's, and the Post Office, City Hall at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

F. Update on the school resource officer. (Theresa Quiner)

G. Declaring seats vacant according to BMC 2.60.030(F)1.b and d (Theresa Quiner)

**VIII. EX OFFICIO REPORT**

A. Bethel Dog Pound Concept Memo 022323

**IX. MEMBER COMMENTS**

**X. ADJOURNMENT**

Posted 09/012023, at Fire Department, AC Co., Swanson's, and the Post Office, City Hall at City Hall, AC Co., Swanson's, and the Post Office.

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Name, Ex-Officio Staff

Introduced by:  
Introduction Date:  
Public Hearing:  
Action:  
Vote:

## *CITY OF BETHEL, ALASKA*

### **Ordinance #23-XX**

#### **AN ORDINANCE BY THE BETHEL CITY COUNCIL PROHIBITING ABUSE OF THE 911 SYSTEM**

**WHEREAS,** the 911 telephone system is a critical component in the emergency response system;

**WHEREAS,** abuses of this system waste 911 dispatchers' valuable time and potentially delay the response of emergency personnel to true emergencies; and

**WHEREAS,** this past session, the Alaska Legislature enacted SB 38, making interference with emergency communications systems a class B misdemeanor;

**NOW, THEREFORE BE IT ENACTED** by the City Council of Bethel, Alaska:

**Section 1. Classification.** This ordinance is permanent in nature and shall become part of the Bethel Municipal Code.

**Section 2. Abuse of 911 System.**

(A) Any person who, after being warned that their use of the 911 system is improper, uses the 911 telephone system for any reason other than because of an emergency is guilty of an infraction.

(B) For purposes of this section, "emergency" means any condition in which a reasonable person would believe emergency services will result in the saving of a life, a reduction in the destruction of property, quicker apprehension of a criminal, assistance with a potentially life-threatening medical problem, a fire, a need for rescue, an imminent potential crime, or a similar situation in which immediate action is required. "Emergency" also includes calls to 911 the purpose of which is to prevent an emergency response from being initiated when no such response is needed.

(C) A person convicted under subsection (A) of this section is subject to a fine of \$250.

**SECTION 4. Effective Date.** This ordinance shall become effective upon adoption by the Bethel City Council.

Introduced by:  
Introduction Date:  
Public Hearing:  
Action:  
Vote:

**ENACTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023, BY A VOTE OF \_ IN FAVOR  
AND \_ OPPOSED.**

ATTEST:

\_\_\_\_\_  
Rose Henderson, Mayor

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

## **MODIFICATION TO APRIL 26, 2023 CONTRACT FOR ANIMAL SHELTER SERVICES**

This Agreement Modification is made this \_\_\_\_\_ day of \_\_\_\_\_ by and between the City of Bethel, a municipal corporation (hereinafter the "City") and Bethel Friends of Canines (hereinafter "Contractor") (hereafter collectively, the "Parties.")

**WHEREAS**, on April 26, 2023, the Parties entered into a Contract for Animal Shelter Services (hereafter "Contract") regarding the management and operation of an animal shelter.

**WHEREAS**, Article I(9)(g) of the Agreement allows the Agreement to be modified by mutual consent, reflected in a writing signed by both parties.

**WHEREAS**, the Parties wish to modify select sections of the Agreement.

**NOW THEREFORE**, the following modifications shall be made to the Agreement, effective upon the date shown above. New language is underlined and old language is stricken.

### **ARTICLE II**

#### **6. Enforcement of Animal Control Ordinances**

(a) The Contractor shall, through qualified agents, observe and assist in the enforcement of all animal control ordinances relating to impounded animals.

(b) The Contractor shall cooperate with the City by following procedures required by Chapter 6.04 of the Bethel Municipal Code concerning persons or animals bitten by an animal in the City of Bethel

(c) Qualified agents of the Contractor are hereby deputized by the Bethel Police Department as volunteer animal control officers to write citations.

(d) All dogs released from the shelter will be verified for rabies vaccination or vaccinated by Contractor before release.

(e) Between the hours of 8:00 a.m. to 7:00 p.m. on Monday through Friday and 12:00 p.m. to 7:00 p.m. on Saturday and Sunday, Contractor will respond to calls to pick up owner surrenders and stray dogs contained by resident.

(f) Contractor will respond to and aid the Bethel Police Department in picking up animals related to arrests or other enforcement actions conducted by law enforcement.

### **ARTICLE III**

#### **2. Amount of Contract, Method and Computation of Payment**

(a) The City shall pay the Contractor \$85,000 for FY2023 and ~~\$85,000~~ \$115,000 for FY2024.

(b) The City shall pay the Contractor, twice a year in equal installments, in advance.

(c) The Contractor shall be required to provide and pay for all consumable supplies and equipment, including but not limited to food, cat litter, body bags, leashes, cleaning materials, paper, and medicines.

- (d) The City shall pay for utilities, sewer, water, and building maintenance.
- (e) The City shall provide the facility, license forms, dog license tags, and one telephone line.

The undersigned signatories represent that they are fully authorized to bind the parties to this modification. No other provision of the Agreement is modified.

CITY OF BETHEL

BETHEL FRIENDS OF CANINES

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Alan Lanning  
Interim City Manager

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Jesslynn Elliot  
Executive Director  
Bethel Friends of Canines

### **2.60.030 Appointment, term, vacancy, and removal of members.**

A. *Applications.* Volunteers interested in filling a vacancy on a committee, commission, or ad hoc committee shall submit an application for appointment to the city clerk's office, on a form provided by the city clerk's office.

B. *Eligibility.* The city clerk's office shall screen applicants and confirm their eligibility. A member must be a resident of Bethel for six (6) months prior to appointment. The city clerk's office shall review and identify any potential conflicts of interest that may affect the appointment of the individual.

A city employee shall not be appointed as a voting member or alternate member to a committee, commission, or ad hoc committee which conducts any business that concerns or relates to the department where the employee works.

C. *Appointment.* The city council, following sponsorship by the mayor, is the appointing authority for committees, commissions, and ad hoc committee voting members, alternate members, and youth members. Members shall be appointed without discrimination based on race, national origin, color, age, religious creed, sex, political affiliation, marital status, physical disability, or other statuses protected by law. Members shall not receive compensation for their services.

D. *Official Oaths.* All applicants under this chapter shall take an oath of office within forty-five (45) days following council's appointment and prior to participating in any meeting of the appointed body. If an applicant does not take their oath of office within forty-five (45) days following appointment, the city clerk's office shall provide notice to the applicant, city council, and the relevant committee that the appointment is invalid and the vacancy stands.

E. *Term.* The term of office for positions on committees and commissions shall be three (3) years and expire on December thirty-first (31st); provided, a member whose term has expired but seeks reappointment may continue to hold office for a period not longer than thirty (30) days following term expiration. The term of an ad hoc committee shall be established in the resolution creating the committee.

If a position on a committee, commission or ad hoc committee becomes vacant before the expiration of the term, the city clerk shall review the vacancy and recommend that the council's appointment to fill the vacancy be given a term that is staggered from the other members of the body. When a new committee or commission is created, the terms shall be staggered.

The term of the council representative is one (1) year.

The term of the youth member is one (1) year.

F. *Vacancy.* Except as otherwise provided in this chapter, council-appointed members of committees, commissions, and ad hoc committees shall serve at the pleasure of the council. Vacancies on committees, commissions, and ad hoc committees:

1. Shall be declared by the committee, commission, or ad hoc committee when a member:

- a. Is absent from the city for more than ninety (90) days without first being excused by the body;
  - b. Fails to attend three (3) regularly scheduled meetings within any calendar year without being excused by the body;
  - c. Fails to attend three (3) special meetings within any calendar year without being excused by the body;
  - d. Submits a written resignation that is accepted by the body;
  - e. Dies;
  - f. Ceases to be a resident of the city;
  - g. Is convicted of a felony or an offense involving a violation of the oath of office for the body; or
  - h. Becomes disqualified from holding the seat under other provisions of this code.
2. May be declared by the committee, commission, or ad hoc committee when a member:
  - a. Fails to attend at least sixty-five (65) percent of regular meetings held within any calendar year, whether excused or unexcused;
  - b. Fails to attend at least sixty-five (65) percent of special meetings held within any calendar year, whether excused or unexcused.
3. May be declared by the city council for any reason.
4. The member whose seat is being considered for declaration of vacancy shall be provided an opportunity to address the body or the council at the public meeting at which the vacancy is being considered.
5. Public notices of vacancies will be provided by the city clerk. [Ord. 21-20 § 4, 2021.]

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**The Bethel Municipal Code is current through Ordinance 23-16, and legislation passed through August 8, 2023.**

Disclaimer: The city clerk's office has the official version of the Bethel Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofbethel.org](http://www.cityofbethel.org)

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# CONCEPT DEVELOPMENT MEMORANDUM

TO: Pete Williams, City Manager  
City of Bethel

FROM: Chase Nelson, P.E. *CAN*  
DOWL

DATE: February 23, 2023

PROJECT: City of Bethel Dog Pound Facility

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## INTRODUCTION

The Bethel Dog Pound facility is located at 1225 Ridgecrest Drive. The facility is beyond its design life with numerous age-related failures including the heating and ventilation systems, doors and windows, and equipment. Sanitation is also a major concern. The City of Bethel (City) plans to replace the facility. This concept development memorandum summarizes the uses, building spaces, and site plan at the existing facility, identifies the new building program, and outlines a concept design.

## EXISTING FACILITY OVERVIEW

### *Facility Uses*

Bethel Friends of Canines (BFK9) is a non-profit dog rescue organization working with the City to provide care for dogs and cats brought to the Bethel Dog Pound from all over the Yukon Kuskokwim Delta. Beginning August 1, 2022, BFK9 took over operations at the City facility. The City's goal in turning over operations is to establish more regular operating hours for assisting the public in addition to providing continuous care for the animals. BFK9 operates a rescue facility located next door to the dog pound.

The dog pound falls under the jurisdiction of the Bethel Police Department (BPD). Animal control officers are responsible for picking up stray and abandoned animals throughout the community and delivering them to facility. Officers track their animal drop-offs through an impound log, which includes physical descriptions and photos of the animals. The facility is also utilized by a community outreach and public health veterinarian sponsored through the combined efforts of the Colorado State University and University of Alaska Fairbanks veterinary schools. The veterinarian uses the facility to offer routine appointments and surgeries.

### *Building Spaces*

The dog pound floor plan is shown in Figure 1. The structure includes the following spaces.

Side Entrance. The side entrance is the only functioning entry. The front entrance is unused, remaining permanently locked after the front steps were ripped off the building by snow removal equipment several years ago. The side access is narrow and mobile kennels do not always fit. Animals must be removed from the kennels outside the facility, which can be an issue when an animal is scared, sick, or injured. Animal tenders also often find abandoned dogs tied in various locations around the building and must untie and bring those animals up the stairs and through this entrance, regardless of their condition.

## CONCEPT DEVELOPMENT MEMORANDUM

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Office 101. This large office is used by BPD animal control officers, BFK9, and the veterinarian as general office space and storage as well as for meeting with members of the public for retrievals, adoptions, and medical drop-offs and pick-ups. It also doubles as an animal playroom as outdoor space for off leash time is not provided. Effort is made to stagger veterinary appointments and there is typically only one family visiting at a time (which could increase with regular operating hours), but the space can be crowded with competing uses at times.

Kennels 102. This space houses the large and small dog kennels. The larger dog kennels get used more than the smaller kennels. The current dog kennel set up includes a row of kennels set above the floor with a second row of kennels stacked on top. The space under the kennels is hard to clean and dogs often get loose and hide there. It can be difficult to coax or lift the dogs that use the first row of off-floor kennels, especially larger dogs, or those under anesthesia. The second row of kennels stacked on top of the first row is difficult to reach with animal tenders often needing step stools. This second row is used for smaller dogs and often puppies who rush the door when it is opened increasing the chance for falls and injuries. The kennels include a gutter drain that is hard to clean and unsanitary. Puppies often fall into the gutters. The current double kennel space works well. These kennels have two areas separated by a door. This allows a dog to be isolated in one of the spaces while tenders clean or place food in the other space. The kennel room does not include a washer or dryer for dog blankets, towels, or other supplies, nor are there separated sinks or tubs for equipment washing versus animal washing.

Office 103. This small office is used as a surgery and exam room and provides access to the facility's only restroom. The shared use does not provide the level of sanitation needed for surgical procedures.

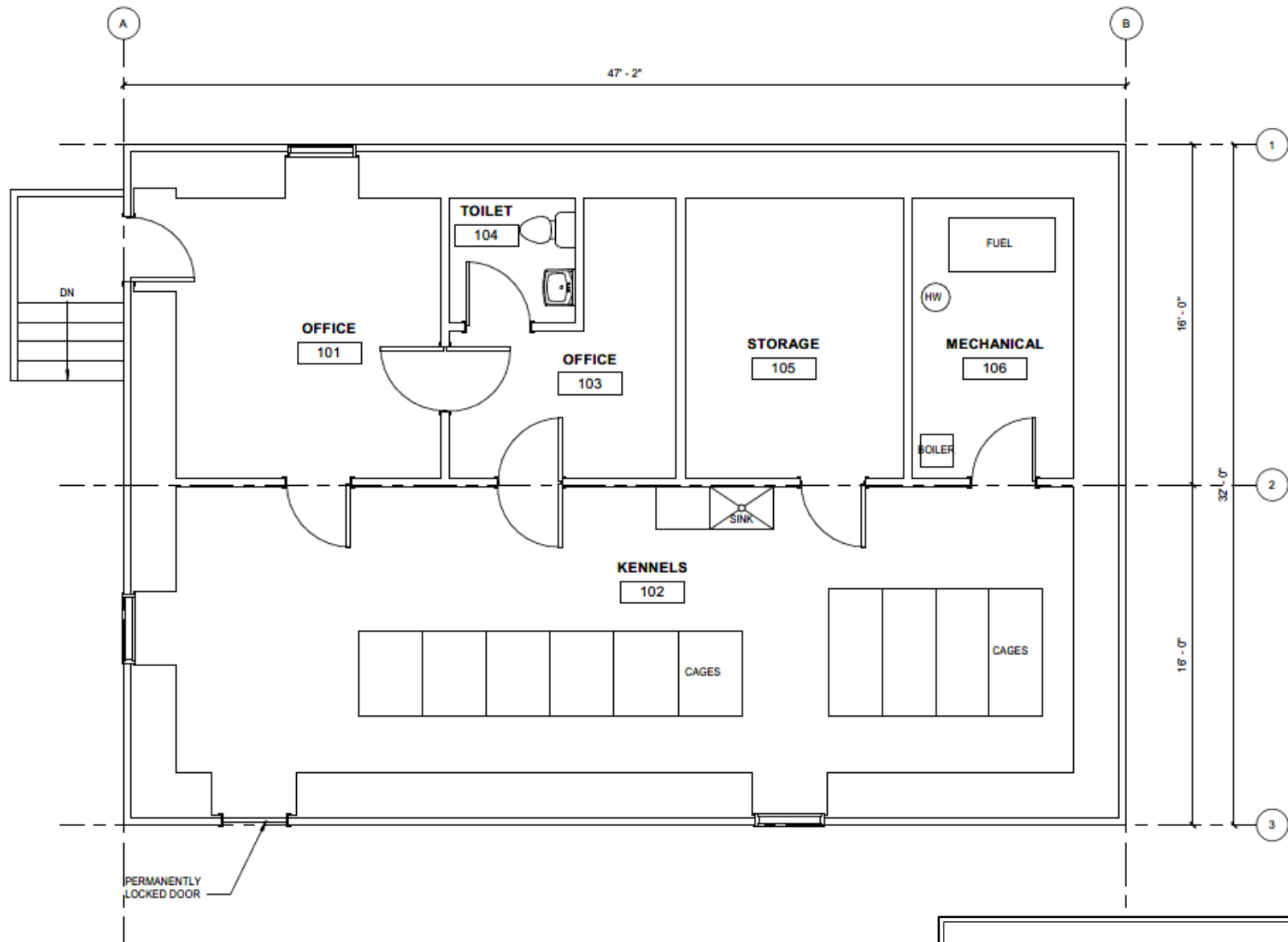
Storage 105. Approximately three quarters of this room is used for surgical storage, while the other one quarter is used for the cat kennels and storing mobile kennels and food. Surgical and medical supplies are not in a lockable container or otherwise secured area. The current cat kennels are wide and deep. They are hard to get cats in and out of and are hard to keep clean. The room is cramped and not ideal for sheltering the cats.

Mechanical 106. This room is dedicated to the equipment needed to run the building's mechanical and electrical systems and is not utilized by staff.

### ***Utilities and Parking***

The current facility has a hauled water system and a piped sewer line. The water tank is undersized for the facility's needs. The sewer service line operates on gravity feed from under the building discharging directly to the sewage lagoon. The line consistently freezes in winter resulting in sewage back-up. There is no heat trace on the line.

The facility is located close to Ridgecrest Avenue, which can see significant heavy equipment traffic. Vibrations and building shaking as well as significant dust entering through open windows can be excessive. Currently, there is enough room for one to two parked vehicles. With two animal tenders providing care at least twice per day, office use and animal drop off by Bethel Police Department animal control officers, and routine veterinary services, parking is often a problem. The grounds are poorly graded and often muddy.



### Existing Floor Plan

Bethel Dog Pound Replacement



Date: September 2022

Figure 1

## REPLACEMENT BUILDING PROGRAM

Two stakeholder meetings were conducted to outline priorities for the new facility. Meeting minutes are included as Attachment 1 to this memorandum. The new facility will house plus or minus ten dogs and two cats, and will be periodically occupied by a veterinarian, animal control officer, and/or kennel attendant, with occasional public visits for people retrieving, adopting, or dropping off animals.

### ***Primary Spaces***

Public Lobby. Accessed from main entry and used by the public. The Public Lobby should be immediately adjacent to the office.

Office. Used by all building personnel with a service window to interface with the public in the Public Lobby.

Veterinarian/Procedure Room. Used by the veterinarian with an adjacent dedicated storage room. The veterinarian also uses the administrative office. The Veterinarian/Procedure Room should be adjacent to, but not entered from, the Kennel Room.

Kennel Room. This space houses the dogs in individual kennels. Staff desire that the kennels can be accessed from front and back for cleaning. The room should also include a high-capacity commercial washer and dryer, a work counter with a deep sink, and area for washing dogs. The Kennel Room should be adjacent to the outdoor Exercise Yard and should not be adjacent to the Public Lobby.

### ***Secondary Spaces***

Cat Room. Dedicated room for up to four cats in individual kennels. The room should not be adjacent to the Kennel Room and should be sized to also store cat food.

Isolation Room. Used for up to two sick or injured dogs. This room should not be adjacent to the Kennel Room.

After-Hours Drop Off. A space for after-hours drop off of dogs and cats with self-locking doors. This should be visible from the public entrance. The interior of the room should house up to two animals in a space that is not shared with animals already in the facility.

Storage Room. Room used for storage of dog food, kennels, bedding, and other supplies for the kennel, and adjacent to the Kennel Room.

Mechanical Room. This space should be on the exterior of the building and will contain the boiler(s), water heater(s), and a plus or minus 1,000-gallon water tank.

Toilet. Fully accessible toilet room for building personnel and visitors, including a sink and toilet.

Exercise Yard. Fully fenced outdoor play and exercise space, accessed from the Kennel Room and with an outdoor, locked gate access. The Exercise Yard should also include two outdoor kennels for dogs unaccustomed to the indoors. If the building is raised on pilings, the underside of the building should be fully fenced such that dogs cannot hide underneath.

# CONCEPT DEVELOPMENT MEMORANDUM

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Indoor Play Area. A space for dogs and puppies to play in a supervised area with controlled access. This space would also be used for interactions for dogs being adopted. The space should have easily cleaned surfaces. This space does not have to be a dedicated area and could be shared with other functions.

## CONCEPT DESIGN

### ***Public Access***

The main entrance of the building should be visible from the roadway. Ideally, the facility can share site amenities such as parking, with the nearby BFK9 facility. The facility should be fully accessible with a ramp to the main entrance and after-hours drop off.

### ***Site Location***

Three possible sites were identified for the location of the new facility. These sites are shown in Figure 2 and described below.

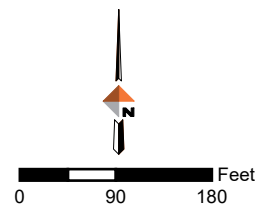
*Option 1. Across the street from BFK9.* This site is located on Ridgecrest Drive immediately opposite of the existing BFK9 facility. This undeveloped site is owned by the City. It is advantageous in that operations could continue at the existing dog pound while the new facility is constructed. It is also located within walking distance of BFK9, which allows easy movement between the two facilities although heavy equipment and other traffic on Ridgecrest Drive could pose safety hazards. Moving across the road will also eliminate the ability to directly gravity feed sewage into the lagoon. Installing a pressure sewer system would be cost prohibitive for this facility. Sewage would therefore need to be stored in a sewage tank and hauled to the lagoon via City utility services.

*Option 2. Current location.* The current location is the most advantageous. Located directly adjacent to the BFK9 facility allows for shared access from Ridgecrest Drive and shared parking. This will cut down on site development expenses. BFK9 staff can move easily and quickly between the buildings without worrying about traffic movement on Ridgecrest Drive. The proximity and ease of access also means more efficient operations when staff go between the two facilities. Direct access to the sewage lagoon via gravity feed can continue. The disadvantage of this site is that the dog pound will need to operate at a temporary location while construction takes place. BFK9 have identified the use of their building as a potential option for the short-term construction, but additional facilities may be needed for the temporary storage of veterinary equipment and supplies.

*Option 3. Site of old fire training tower.* This site is located on Ridgecrest Drive west of the existing dog pound just before the sewage lagoon entrance. The site would allow operations to continue at the existing dog pound while the new facility is constructed, and the site allows for direct access to the sewage lagoon via gravity feed. The sewage pipe will need to be longer than at the existing site. This site does not have direct access to the BFK9 facility. Moving between the sites will significantly slow operations and animal care.



 Dog Pound Location Option



### Site Options

Bethel Dog Pound Replacement

Date: September 2022



Figure 2

## ***Building Design***

The replacement building will be a single-story, 32-foot by 48-foot building and will likely be elevated on piles. The building should have a highly insulated thermal envelope meeting or exceeding the requirements set by the International Energy Conservation Code. The roof should be designed to minimize any impacts with sliding snow on entrances, the dog yard, and building access. Triple pane windows should provide plentiful light, particularly in spaces occupied by animals. Interior finishes should be impact resistant and highly durable. Floor finishes should be non-porous for ease of cleaning. In kennel areas, washable wall surfaces should be provided. Doors and hardware should be situated to give staff a wide range of flexibility for building security and ease of access including giving the public limited access to back of house areas, and dogs security and protection both within the enclosures and within monitored play areas.

The floor plan for this concept design is shown on Sheet A1.00. In this concept, all building personnel and visitors enter and exit the facility at a common door. This location is also shared with the after-hours animal drop-off. The building entrance passes through an arctic vestibule and into a Public Lobby. The Public Lobby then provides access to the Office, via a door and service window, and a hall to other building spaces. This hall provides security between the public and back of house spaces and can also serve as the Indoor Play Area as needed. It provides access to the Toilet, After-Hours Drop Off via a sliding door with vision lite, Veterinary/Procedure Room, and Kennel Room. The Veterinary/Procedure Room includes dedicated storage and provides access to both the Cat and Isolation Rooms. The Kennel Room takes up the remainder of the facility and includes nine kennels, kennel storage, washer and dryer, dog washing area, and access to the Exterior Play Yard. The concept building design may be rotated, mirrored, or otherwise modified to work with the site constraints.

Based on historical data, commercial industrial construction in western Alaska hub communities typically ranges from \$700 to \$1000/SF. Given the nature of the dog pound facility and the likelihood of stick frame construction and simple HVAC systems, we would expect construction costs on the lowest end of this range. Therefore, a planning level cost estimate for design and construction of the facility is \$700/SF or \$1,075,200.

## ***Foundation Recommendations***

A review of the proposed building sites and available soils data around Bethel indicates soils are likely to consist of silty sand and sandy silt. Permafrost is discontinuous in Bethel and non-existent in some areas where deep thaw has occurred, such as near bodies of water or previously developed sites. At undisturbed sites set-back from water bodies, the soil conditions are anticipated to be thaw-sensitive permafrost below the active layer (anticipated to be about 5 to 10 feet thick).

Preliminary foundation options for the proposed facility are predicated on the assumption the desired building will be a heated structure, either at-grade and founded on a refrigerated gravel pad or built up on a pile foundation like the existing structure. Deep foundations may be required in thaw-unstable permafrost where partially thawed soils are present below the active layer. Passive or active refrigeration and insulation may be necessary to protect frozen soils. A shallow, refrigerated pad may be feasible in areas with consistent permafrost near the surface and/or if a winter season can be used to freeze-back thaw near the surface. Whether utilizing pad or pile, geological exploration is necessary to determine subsurface conditions for any

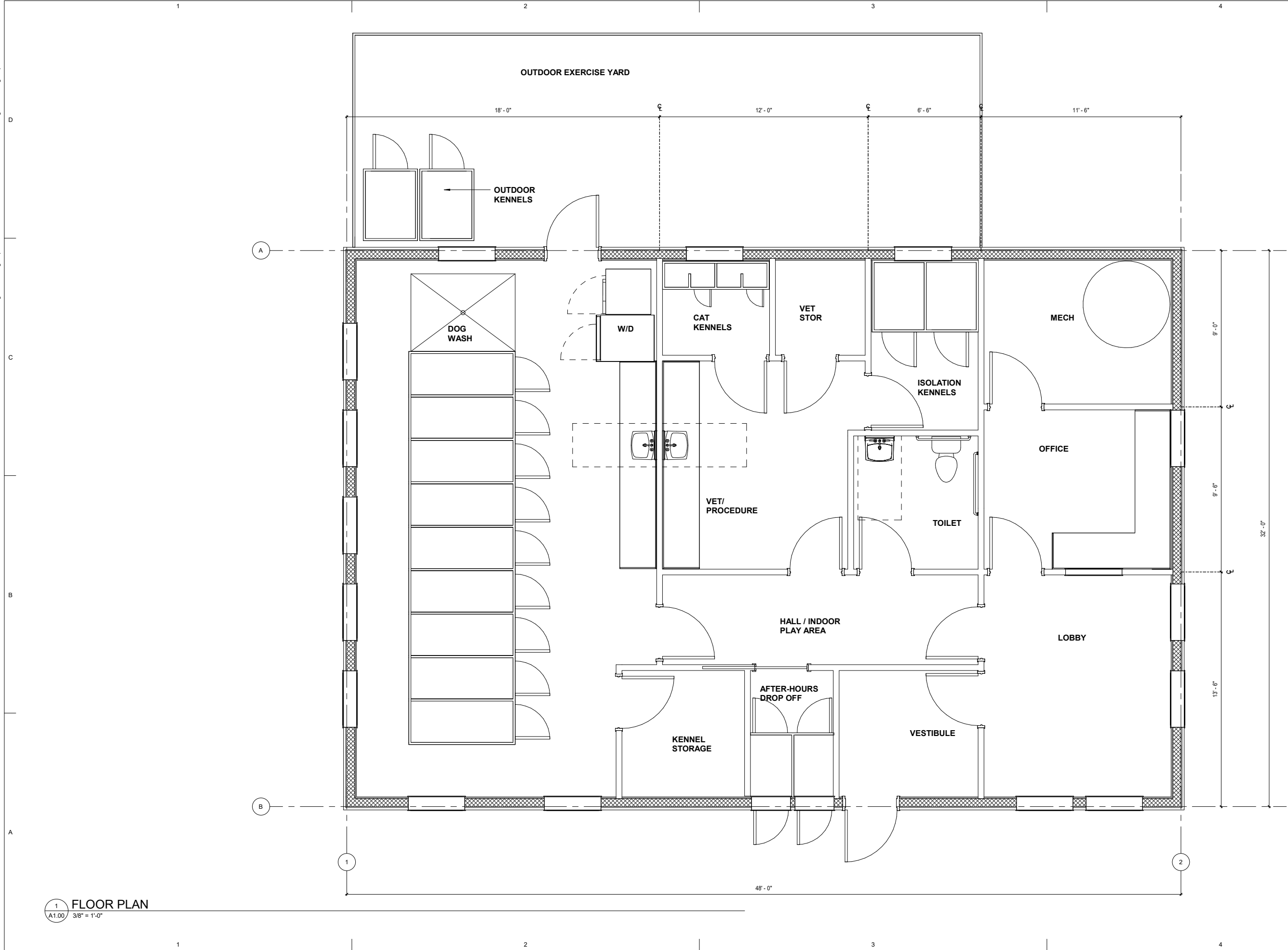
## CONCEPT DEVELOPMENT MEMORANDUM

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selected building site to develop site specific geotechnical engineering recommendations for the proposed structure. A geotechnical exploration should consist of test borings drilled and sampled across the proposed site and post-drilling temperature measurement data collected.

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W:\2018\18020.11 Bethel Dog Pound Bldg Replacement\Revit Model Archive\18020.11 Bethel Dog Pound Bldg Replacement OPTIONS.rvt  
Plot Date Time: 12/6/2022 12:28:43 PM



**1 FLOOR PLAN**  
A1.00 3/8" = 1'-0"

**ARCHITECTS ALASKA**  
900 W. 5th Avenue, Suite 403  
Anchorage, AK, 99501  
907.272.3567  
191 E. Swanson Avenue, Suite 203  
Wasilla, AK, 99654  
907.373.7503  
www.architectsalaska.com

PRELIMINARY  
NOT FOR  
CONSTRUCTION

CITY OF BETHEL / DOWL ENGINEERS  
**DOG POUND REPLACEMENT**  
BETHEL, ALASKA

| Revisions |             |      |
|-----------|-------------|------|
| No.       | Description | Date |
|           |             |      |
|           |             |      |
|           |             |      |

|                 |                     |
|-----------------|---------------------|
| Drawn by<br>SAS | Date<br>12.5.22     |
| Checked<br>DLM  | Job No.<br>18020.11 |

|                                            |
|--------------------------------------------|
| Sheet Contents                             |
| PRELIMINARY DESIGN CONCEPT -<br>FLOOR PLAN |

Sheet No.  
**A1.00**

**ATTACHMENT 1**  
**Stakeholder Meeting Minutes**

PROJECT: Bethel Dog Pound      DATE: 7/15/2022  
PROJECT NUMBER: TO #49      TIME: 11:00 PM  
ORGANIZER: Jennifer Schmetzer      SUBJECT: Project Kick-Off Meeting

**ATTENDEES:**

Matthew Morgan, Bethel Friends of Canines  
Jesslyn Elliott, Bethel Friends of Canines  
Eileen Arnold, Bethel Friends of Canines  
Theresa Quiner, Bethel Friends of Canines  
  
Dr. Laurie Meythaler-Mullins, Community  
Outreach/Public Health Veterinarian, CSU-UAF  
  
Dave Moore, Architects Alaska  
Steve Schell, Architects Alaska  
  
Jennifer Schmetzer, DOWL

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This meeting kicks off the Bethel Dog Pound replacement study.

## **PROJECT TEAM**

The project team includes the City of Bethel, Bethel Friends of Canines, the Colorado State University-University of Alaska Fairbanks (CSU-UAF) community outreach/public health veterinary program, Architects Alaska, and DOWL. Team contacts are:

### City of Bethel

- Pete Williams, City Manager
- Bill Arnold, Public Works Director
- Officer Jesse Pool, City of Bethel Police

### Bethel Friends of Canines

- Matthew Morgan, animal tender
- Jesslyn Elliott, animal tender
- Eileen Arnold, board of directors
- Theresa Quiner, board of directors

### CSU-UAF Veterinary Outreach

- Dr. Laurie Meythaler-Mullins, public health veterinarian

### Architects Alaska

- Dave Moore, project manager
- Steve Schell, project architect

### DOWL

- Chase Nelson, project manager
- Jennifer Schmetzer, project engineer

## PROJECT OVERVIEW

The project deliverable is a Concept Development Memorandum which will include discussion on the following items:

- Current location, utilities, site access
- Changes to building space or layout requirements
- Potential replacement building foundation system
- Potential replacement building footprint

Facility replacement will be included as part of the City of Bethel long term capital improvement plan. The Concept Development Memorandum will identify high level funding requirements for full design and construction of the new facility.

## FACILITY OVERVIEW

Bethel Friends of Canines (BFK9) is a non-profit dog rescue organization working with the Bethel Dog Pound to provide care for dogs and cats brought to the facility from all over the Yukon Kuskokwim Delta. Beginning August 1, 2022, BFK9 will be taking over operations at the facility. The goal will be to establish regular operating hours for assisting the public in addition to continuing care for stray or abandoned pets. An additional animal tender will be added. BFK9 operates a rescue facility next to the dog pound.

The Dog Pound is also utilized by a community outreach/public health veterinarian sponsored through the CSU-UAF veterinary schools of medicine. The veterinarian uses the facility to offer spays and neuters, vaccinations, and deworming.

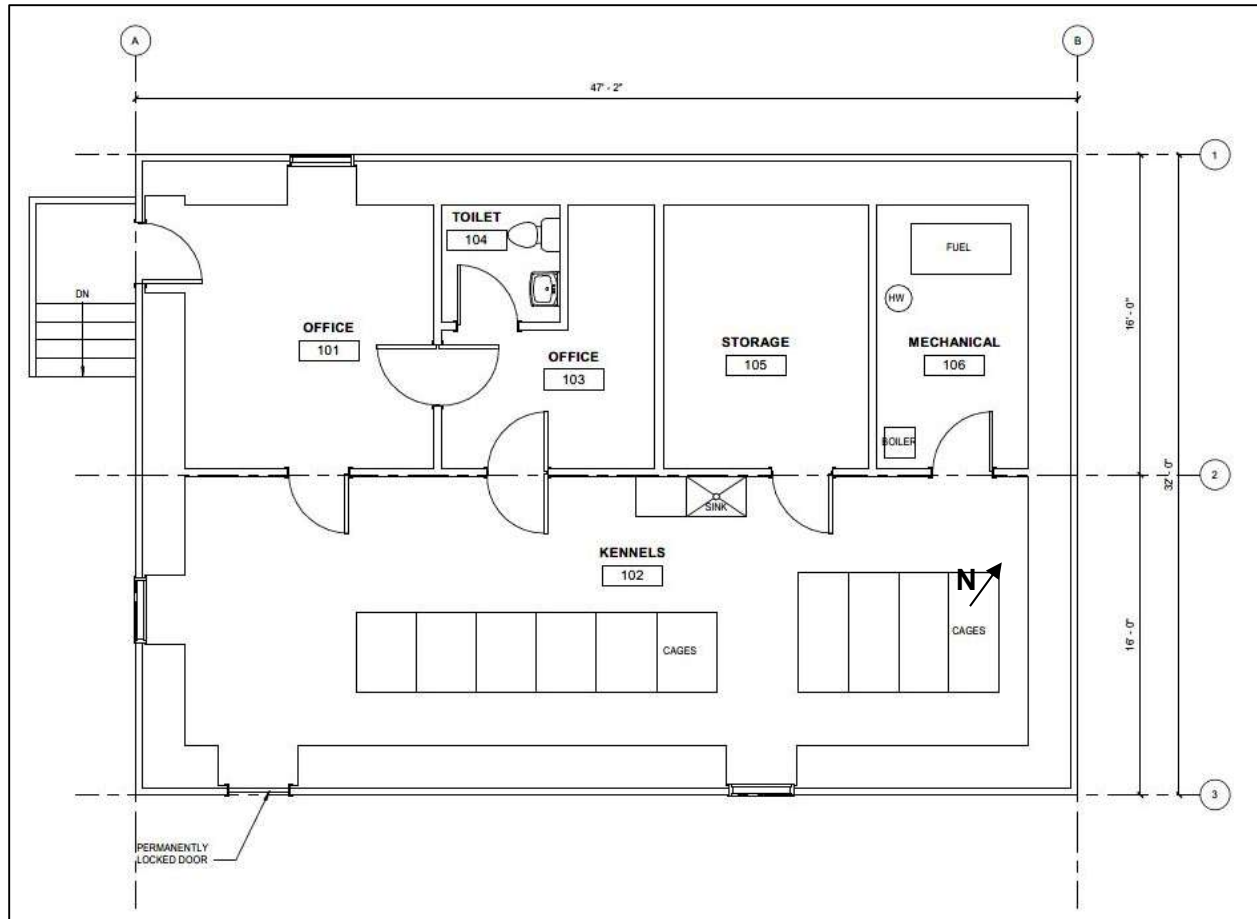
The current facility floor plan is shown below and includes:

- Large office – used by Bethel Police Department canine officers, BFK9, and the veterinarian as office space and storage; animal playroom; meeting with members of the public for retrievals, adoptions, and medical drop-offs/pick-ups
- Small office – used as a surgery/exam room and provides access to the facility restroom
- Storage room – used for surgical storage (3/4 of space) and cat kennels, food, and mobile kennel storage (1/4 space)
- Kennel space – large and small dog kennels
- Mechanical room

### General Site/Building Location

The current facility is beyond its design life and while it has a good layout for function, there are numerous age-related failures: heating/ventilation, doors/windows, equipment, sanitation, etc. The facility is located close to Ridgecrest Avenue, which sees significant traffic and heavy equipment. Vibrations and shaking in the building as well as significant dust entering through open windows can be excessive. The front porch was ripped off the building years ago and the front entrance permanently closed/sealed. Moving the facility away from the road, possibly to a new location across the street from the BFK9 rescue facility would be ideal. See aerial clip below.

# MEETING SUMMARY



Currently, there is enough room for one to two parked vehicles. With two animal tenders providing care at least twice per day, daily office use and animal drop off by Bethel Police Department animal control officers, routine veterinary surgeries/vaccination clinics/dewormings, and the plan to hold regular operating hours for the public, additional vehicle space will be needed. Ideally, a minimum of four permanent spaces are needed. The grounds are also eroded and muddy.

### Entrances/Drop-offs

The new facility should be a warm, inviting space. The dog pound has not always been a no-kill shelter and negativity around the facility exists in the community.

A separate entrance for the public should be provided with a waiting area and foyer/counter that separates the public space from the main office. Typically, the dog pound sees one family at a time, but this could increase with implementation of regular operating hours. Veterinary appointments are typically staggered to keep the number of people waiting for pets to a minimum.

Security is a concern and access to the non-public portions of the facility should be limited. Security cameras around the building would be ideal for afterhours / after dark animal care including dog walking. A separate, secure entrance that can be locked should be provided for Bethel Police Department animal control officers, BFK9, and veterinarian use.

Currently, when a dog is delivered to the facility, the side door is used. This access is narrow with stairs, and mobile kennels do not always fit. Often these animals are scared or possibly injured and removing them from the mobile kennels outside the facility to get them inside the facility is difficult. In addition, animal tenders often find abandoned dogs tied in various locations around the building. An after-hours drop-off is needed. Ideal operations would include cages that allow an animal to be placed through a door on the outside of the building that locks after placement and cannot be reopened. The after-hours drop-off should be located close to and have separate access to the main kennel area inside the building. This will allow for easier handling and moving of the animals. Animal tenders are at the facility every day to check for drop-offs, so the kennels are not for long-term care. At least four drop-off kennels should be provided. The Anchorage and Mat-Su facilities have good examples of after-hours drop-off kennels.

### Office/Storage/Surgical Spaces

The main office for daily operations should include typical office equipment such as desks, filing, phones, computers, etc. Currently there is no phone line or internet access.

The storage room is currently being used for surgical/medical supplies, cat kennels, and bulk material/equipment. Surgical/medical supplies should be stored separately in a lockable/secured area. Often BFK9 can get cost savings when buying in bulk and there needs to be numerous mobile kennels on hand, which should be considered in sizing storage areas. Cat kennels should be provided in a separate area as discussed below.

A separate surgical/exam room should be provided in the new facility. Sanitation is paramount and sharing of space inappropriate. Currently, the smaller of the two offices is used. To be fully functioning, the space should be doubled and as noted above a separate, secure area should be provided for surgical and medical supply storage.

Some dogs do not go outside and often families that want to adopt would like to spend time with an animal prior to taking them home. A separate room for indoor dog play or time with potential families would be ideal.

### Kennels

The larger dog kennels get used more than the small kennels. The new facility should provide more of the larger kennels, perhaps a minimum of 10. Also, the new facility should include space to allow for growth. Loose dogs in Bethel are a problem, one that the public often complains about. Opening the facility to regular operating hours, may increase the number of drop-offs by proactive community members. One thing that works well in the current kennel space is the double kennel. These kennels have two areas separated by a door. This allows a dog to be isolated in one of the spaces while tenders clean or place food in the other space. Up to 50% of the kennels should be the dual space type.

The current dog kennel set up includes a row of kennels set above the floor with a second row of kennels stacked on top. The space under the kennels is hard to clean and dogs often get loose and hide there. It can be difficult to coax or lift the dogs that use the first row of off-floor kennels, especially larger dogs or those under anesthesia. The second row of kennels stacked on top of the first row difficult to reach with animal tenders often needing step stools. This second row is used for smaller dogs and often puppies who rush the door when it is opened allowing for falls and injuries. The kennels include a gutter drain that is hard to clean and unsanitary. Puppies often fall into the gutters. New, up-to-date stainless-steel kennels with runs and floor drains should be installed.

Outdoor dog kennels would be helpful for dogs that are not used to indoor spaces. These would be fenced and include a doghouse. They must be secure to keep the public out.

The current cat kennels are wide and deep. They are hard to get cats in and out of and are hard to keep clean. New up-to-date cat enclosures should be installed. A separate cat room would be ideal to reduce stress in the animals.

### Utilities

The current facility has a hauled water system and a piped sewer line. It is common to run out of water. It would be ideal if a significantly larger water tank could be installed at the new facility. The sewer service line under the current building operates by gravity feed. The line consistently freezes in winter resulting in sewage back-up. There is no heat trace on the line.

### Other Needs

A commercial washer/dryer is needed for dog blankets, towels, etc. Dog hair can plug up the average household washer/dryer requiring constant cleaning of filters that are often hard to access.

Separate sinks for dishes/equipment versus a washtub for dogs and cats is needed. Note there is a washtub at the BFK9 facility that could be used, but the animal rescue must pay for water at their facility and may not be able to accommodate animals coming into the dog pound due to cost.

## MEETING SUMMARY

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An outside, fenced play yard would be ideal for off leash time for the dogs. This could mean less walking and more free play. This area should be easily viewed from the main office.

### Shelter Protocols

Sanitation at the existing facility is a huge issue. There is an association of veterinarians that work in shelter spaces and protocols have been identified for facility design. See the following website:

<https://www.sheltermedicine.com/library/facility-design-resources/>

| TASK ASSIGNMENTS:                                     | ASSIGNED TO: | DUE BY: |
|-------------------------------------------------------|--------------|---------|
| ♦ Interim meeting to discuss initial layout sketches. | DOWL         | TBD     |
| ♦                                                     |              |         |

PROJECT: Bethel Dog Pound      DATE: 10/4/2022  
PROJECT NUMBER: TO #49      TIME: 9:00 AM  
ORGANIZER: Jennifer Schmetzer      SUBJECT: Sketch/Site Location Review Meeting

ATTENDEES:

Pete Williams, City of Bethel  
Jesslyn Elliott, Bethel Friends of Canines  
Eileen Arnold, Bethel Friends of Canines  
Dr. Laurie Meythaler-Mullins, CSU-UAF  
Community Outreach/Public Health Veterinary Program  
Steve Schell, Architects Alaska  
Jennifer Schmetzer, DOWL

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## 1. Preliminary Facility Layout Sketches

- 3 layouts have been developed (see attached).
- Building is 32 ft x 48 ft.
- Primary elements in each layout include:
  - Vestibule
  - Lobby
  - Office
  - Vet Procedure Room
  - Vet Storage Room
  - Separate Main Kennel, Cat Kennel, and Isolation Kennel Rooms
  - After Hours Drop Off
  - Outdoor Play Yard
- Option 1 also includes an area for an indoor play space.
- None of the options include a small storage area for field kennels, food, and supplies used at the dog pound; a small storage area is needed.
- Based on Bethel Friends of Canines experience, the after-hours drop off space could be sized down to accommodate 2 kennels instead of 4.
- Based on Bethel Friends of Canines experience, 9 kennels in the main kennel room with 2 isolation kennels is enough; kennels should be on the floor for ease of access; kennels could have a sliding panel or some sort of access at the rear to make cleaning simpler; current kennels are about 5 feet in depth.
- The cat kennel room and dog isolation kennels should not be accessed from the main kennel room, keeping these rooms separated is important.
- The vet procedure room does not need direct access to the office; the preference is not to have direct access through the main kennel room.
- We need to consider additional water usage from the washing machine and the utility sink. Currently water is delivered to the pound via haul once per week. Current code and increase in water usage will require at least a 1,000-gallon tank. Could this be accommodated in the mechanical room? Would we place it outside the building and insulate/heat it?

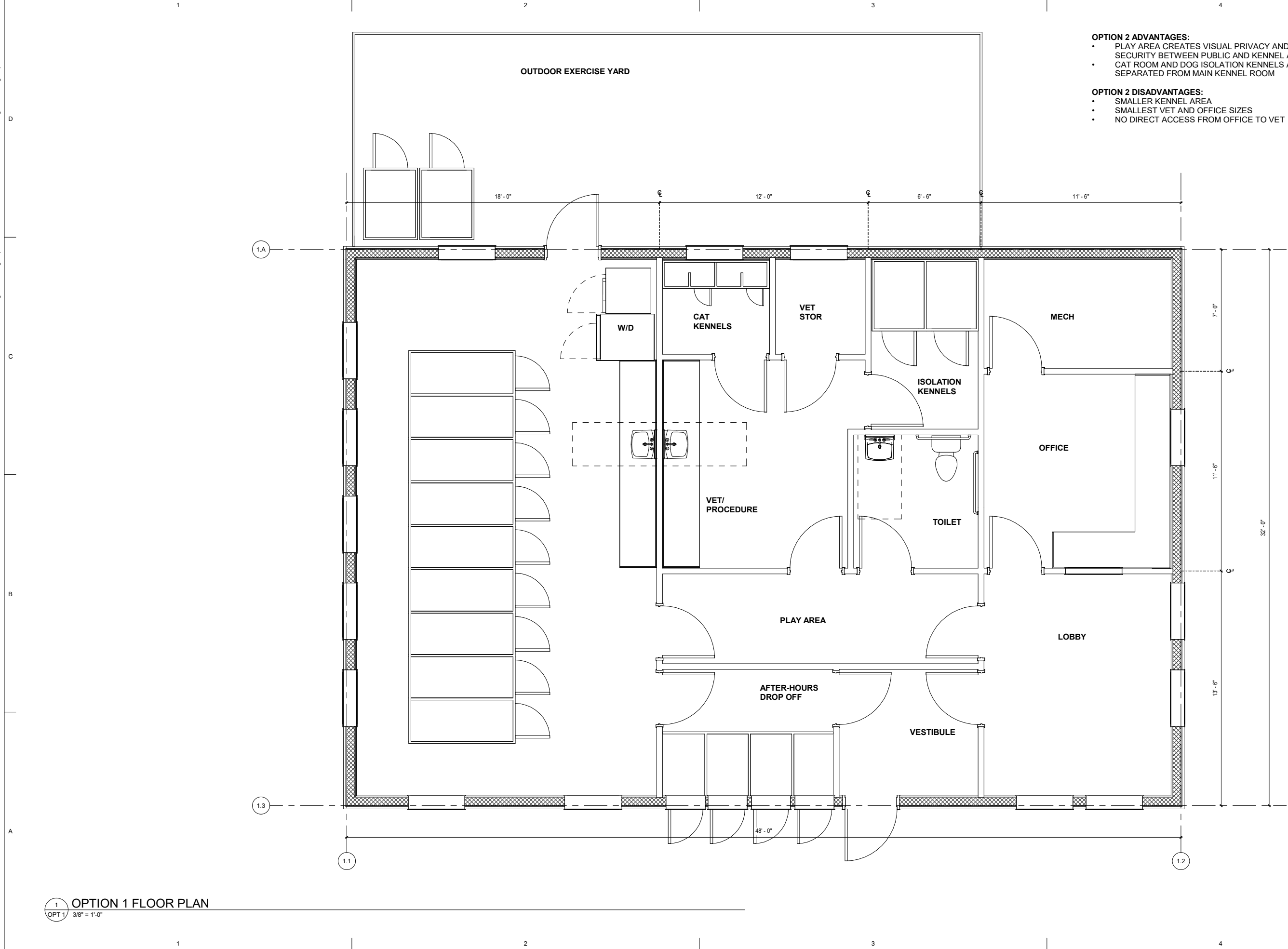
### 2. Site Location Options

- 3 options for a site location have been identified (see attached)
- Option 1 is directly across Ridgecrest Drive from the Bethel Friends of Canines facility.
  - Advantage – Dog Pound operations could continue at the current facility during construction of the new facility.
  - Disadvantage – This site does not have direct access to the sewage lagoon for wastewater disposal.
- Option 2 is the current location and is the preferred location by the City of Bethel and Bethel Friends of Canines.
  - Advantage – Directly adjacent to the Bethel Friends of Canines facility so there could be a shared driveway/entry from Ridgecrest; Bethel Friends of Canines will have easy walking access between the facilities; there is a direct connection to the sewage lagoon.
  - Disadvantage – There is not enough room to construct the new facility and continue use of the old facility. Temporary accommodations will need to be made during construction to continue dog pound operations and veterinary procedures; will also need temporary storage space for veterinary equipment and supplies.
- Option 3 is west of the current facility on the opposite side of the lagoon jetty.
  - Advantage – Dog pound operations could continue at the current facility during construction. This site also allows for direct access to the sewage lagoon.
  - Disadvantage – The site does not have direct access to the Bethel Friends of Canines Facility.

### 3. Next Steps

Prepare a draft preliminary design memorandum to include recommendations on the final building layout and site location.

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- OPTION 2 ADVANTAGES:**
- PLAY AREA CREATES VISUAL PRIVACY AND SECURITY BETWEEN PUBLIC AND KENNEL AREA
  - CAT ROOM AND DOG ISOLATION KENNELS ARE SEPARATED FROM MAIN KENNEL ROOM
- OPTION 2 DISADVANTAGES:**
- SMALLER KENNEL AREA
  - SMALLEST VET AND OFFICE SIZES
  - NO DIRECT ACCESS FROM OFFICE TO VET



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CITY OF BETHEL / DOWL ENGINEERS

DOG POUND REPLACEMENT

BETHEL, ALASKA

| Revisions |             |      |
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| Sheet Contents      |
| OPTION 1 FLOOR PLAN |

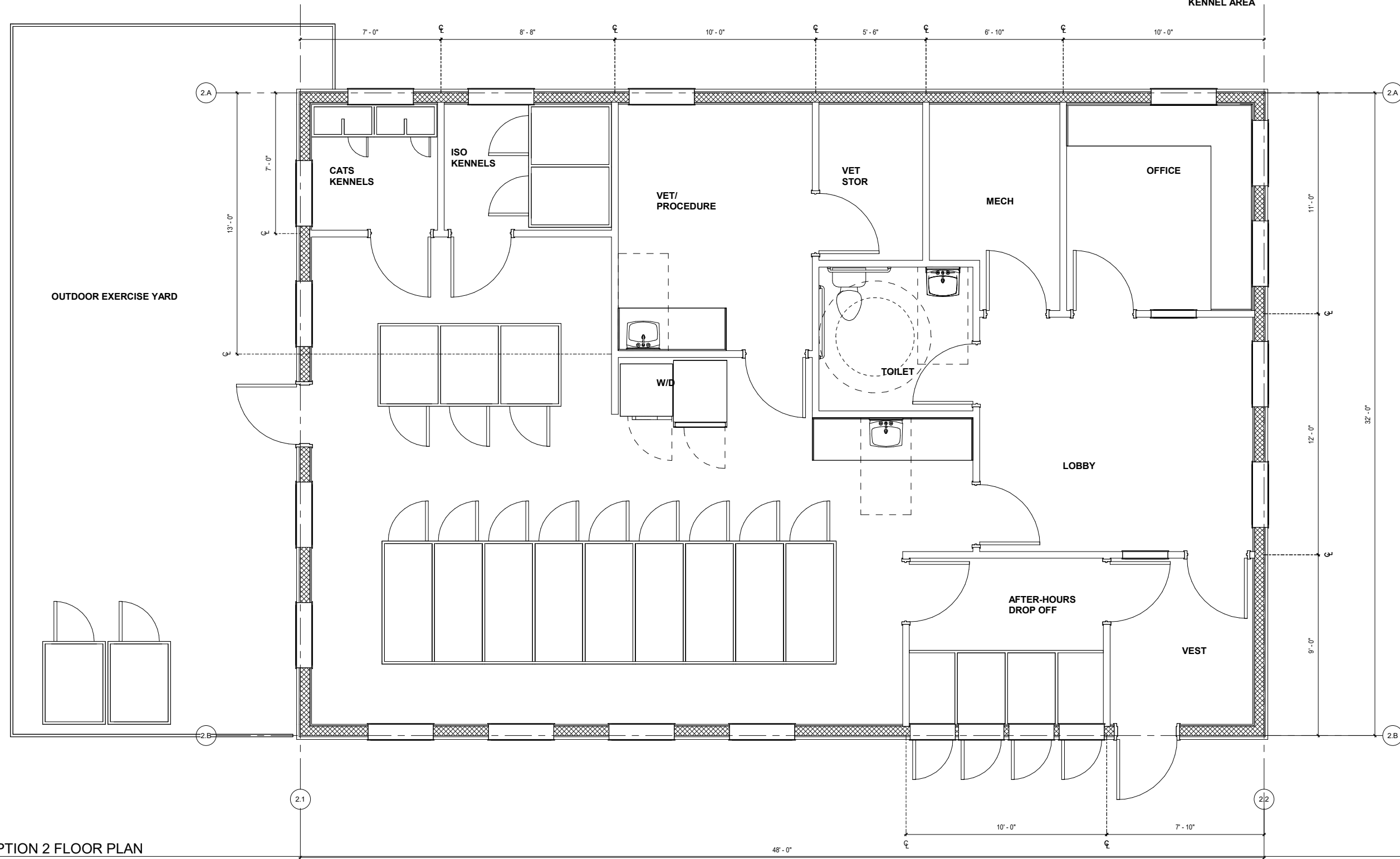
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OPT 1

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OPTION 1 FLOOR PLAN

3/8" = 1'-0"



- OPTION 2 ADVANTAGES:**
- MORE KENNEL AREA
  - ALL PLUMBING IS IN CENTER OF FACILITY
  - CORNER VESTIBULE ALLOWS ENTRANCE TO BE ON EITHER SIDE OF BUILDING FOR GREATER SITING FLEXIBILITY
  - DIRECT LINE OF SIGHT BETWEEN OFFICE AND VESTIBULE
- OPTION 2 DISADVANTAGES:**
- NO DEDICATED INDOOR PLAY AREA
  - NO DIRECT ACCESS FROM VET AREA TO EITHER OFFICE OR PUBLIC LOBBY
  - OUTDOOR EXERCISE AREA LIKELY TO BE ADJACENT TO ROADWAY
  - NO DIRECT ACCESS FROM OFFICE TO KENNEL AREAS
  - NO VISUAL PRIVACY OR SECURITY BETWEEN LOBBY AND KENNEL AREA



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NOT FOR  
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CITY OF BETHEL / DOWL ENGINEERS

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**DOG POUND REPLACEMENT**

**BETHEL, ALASKA**

| Revisions |             |      |
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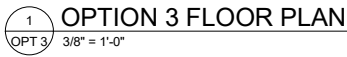
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Sheet Contents

OPTION 2 FLOOR PLAN

Sheet No.

**OPT 2**



- OPTION 2 ADVANTAGES:**
- VISUAL PRIVACY/SECURITY BETWEEN LOBBY AND KENNELS
  - DIRECT ACCESS BETWEEN VET AND OFFICE
  - GREATER SEPARATION BETWEEN KENNELS AND CAT/ISOLATION KENNELS
  - PLUMBING ELEMENTS ARE CENTRALLY LOCATED
  - CORNER VESTIBULE ALLOWS ENTRANCE TO BE ON EITHER SIDE OF BUILDING FOR GREATER SITING FLEXIBILITY
- OPTION 2 DISADVANTAGES:**
- NO DEDICATED INDOOR PLAY AREA
  - SMALLER KENNEL AREA
  - SEPARATION BETWEEN VESTIBULE AND 24-HOUR DROP OFF WILL REQUIRE ADDITIONAL RAISED WALKWAY



**CITY OF BETHEL / DOWL ENGINEERS**

**DOG POUND REPLACEMENT**

**BETHEL, ALASKA**

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OPTION 3 FLOOR PLAN

