



CITY OF BETHEL

PUBLIC SAFETY AND TRANSPORTATION COMMISSION

WEDNESDAY, OCTOBER 4, 2023, 6:30 PM

LOCATION: COUNCIL CHAMBERS-CITY HALL, 300 STATE HIGHWAY

Join Zoom Meeting:

<https://us06web.zoom.us/j/88274684692?pwd=Z3N4VFJ4T24zSFcwM0MrSXpaa3lZUT09>

Meeting ID: 882 7468 4692 Passcode: 773554

Phone Toll Free: 888 475 4499 833 548 0276

833 548 0282 877 853 5257

MEMBERS

Theresa Quiner, Chair

Melanie Fredericks

Farah Sears

Musa Saliu

Patrick Snow, Council Rep.

EX-OFFICIO STAFF

Leonard "Pete" Hicks, Police Chief

Daron Solesbee, Fire Chief

Damon Oscar, Recorder

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 fire@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. 07-05-2023 Meeting Minutes
- B. 08-02-2023 Meeting Minutes
- C. 09-06-2023 Meeting Minutes

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. Review of the additional budget request for both the Police and Fire departments for pay increases and bonuses in order to competitively recruit and retain employees.

VIII. EX OFFICIO REPORT

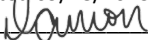
- A. Manager's Reports 9-2023

IX. TRANSPORTATION INSPECTOR'S REPORT

X. MEMBER COMMENTS

XI. ADJOURNMENT

Posted 09/28/2023 at City Hall, AC Co., Swanson's, and the Post Office.


Damon Oscar, Ex-Officio Recorder

City of Bethel, Alaska

Public Safety & Transportation Commission

July 05, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was **NOT** held on _July 05_, 2023 in the Bethel City Hall Council Chambers.

Roll call was called to order at 6:30 pm. No quorum was present. The meeting was adjourned by 6:31.

II. ROLL CALL

Present: Patrick Snow, Damien-New Admin Assistant for Fire Department, Farah Sears

Absent: Theresa Quiner, Melanie Fredericks, Musa Saliu, Leonard Hicks, Daron Solesbee, Christopher Wigner

Ex-Officio Present: Salina Tom

APPROVED THIS _____ DAY OF _____, 2023.

Salina Tom, Recorder

Theresa Quiner, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

August 02, 2023

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular meeting of the Public Safety and Transportation Commission was not held on August 02, 2023, at 6:30 p.m. at the City Hall Council Chambers in Bethel, Alaska.

II. ROLL CALL

A MEETING WAS NOT HELD DUE TO LACK OF QUORUM

APPROVED THIS _____ DAY OF _____, 2023.

Damon Oscar, Recorder

Theresa Quiner, Chair

City of Bethel, Alaska

Public Safety & Transportation Commission

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on September 6, 2023, in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:44 pm.

II. ROLL CALL

Present: Theresa Quiner, Farah Sears, Patrick Snow, Musa Saliu.

Excused Absence: Melanie Fredericks.

Absent: DeShan Foret, Megan Newport.

Ex-Officio Present: Daron Solesbee, Lenoard “Pete” Hicks, Damon Oscar.

III. PEOPLE TO BE HEARD

No one to be heard.

IV. APPROVAL OF AGENDA

MOVED:	Farah Sears	Motion to scratch unfinished business item A. Implement of Ordinance Pertaining to Misuse of Emergency Services (Johnathan Smith BPD)
SECONDED:	Musa Saliu	
VOTE ON MAIN MOTION	All in favor.	

MOVED:	Musa Saliu	Motion to Approve the Agenda.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

V. APPROVAL OF MINUTES

VI. UNFINISHED BUSINESS

B. Discussion for BPD Recruitment, retention, hiring longevity bonuses, housing and travel (Chief Hicks)

MOVED:	Patrick Snow	Motion to task ex-officio members to draft a letter of support for better retention before the next meeting.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

VII. NEW BUSINESS

A. : Ordinance on Misuse of 911 (Chief Hicks)

MOVED:	Musa Saliu	Motion to vote in favor of ordinance.
SECONDED:	Patrick Snow	
VOTE ON MAIN MOTION	All in favor.	

E. : Bethel Friends of Canines contract amendment (Theresa Quiner)

MOVED:	Musa Saliu	Motion to approve 30,000 budget increase for the dog rescue for additional support.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

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

MOVED:	Musa Saliu	Motion to declare Megan Newport and DeShan Foret seats vacant according to BMC 2.60.030 (F) 1.b and d (Theresa Quiner)
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

VIII. EX OFFICIO REPORT

Police Chief Hicks – See Report in Commission Packet.

Fire Chief Solesbee – See Report in Commission Packet.

IX. MEMBER COMMENTS

Patrick Snow- Thank you for making it to the meeting. Thank you to the Police and Fire Chief. I appreciate all that you guys do. I am sorry that things are not working out as they ought. Hang in there, I am hoping things will get better, and we will have more participation.

Theresa Quiner- Echoing Council Rep. Snows comments. I hope we can support you to increase the pay and offer your employees better benefits. I also really hope that I can get the new Police Dog into the library for a story time, kids will love it.

Farah Sears- Differ.

Musa Saliu- I do not have anything to add.

X. ADJOURNMENT

MOVED:	Musa Saliu	Motion to adjourn the meeting.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

Meeting adjourned at 7:53 pm.

APPROVED THIS _____ DAY OF _____, 2023.

Damon Oscar, Recorder

Theresa Quiner, Chair



AGENDA ITEM #

City Council Meeting Date: 9/12/2023

CITY COUNCIL COMMUNICATION FORM

FROM: Alan Lanning, Interim City Manager

DATE: 9/12/2023

ITEM: Council Report

I have worked on the following issues 8/21-9/5.

Continued to work on Collective Bargaining issues in an effort to get contract finalized.

Responded to several inquiries from Council members.

Responded to several citizen issues.

Attended 8/22 Council meeting.

Attended 8/29 Special Council meeting.

Attended Safety Team meeting, working toward a regular schedule of safety meetings.

Continuing focus on recruiting efforts, increasing our advertising foot print and participated in several candidate interviews. Conducted 2nd interview for Planner position and prepared offer letter. Expect to fill the position by 10/2.

Met with GovHR additionally, specifically focusing on possible interim/mentor roles.

Continue working with Interim Finance Director to prioritize work product and understand his ideas moving forward over the next several months.

Continue working with Carmen Jackson regarding finance issues.

Met with DOWL and other stakeholders regarding partnerships on water projects and working toward fostering those partnerships to determine if one or more specific projects are feasible. Discussed findings in water/wastewater rate study.

Began work on several property abatement letters.

Participated in 2nd Utility Rate Study meeting.

Met with Brilliant media in our ongoing informational efforts.

Continue reading various documents and files.

Schedule, Events and Programs

Visit ykfitness.org for the most up to date schedules and information.

Healthy activities club registration for our last several weeks is almost full, with waiting lists for our afternoon sessions for our last 3 weeks. We continue to seek funding to help cover scholarship costs and are grateful to have been awarded a grant from the Community Action Grant Committee to support healthy snacks.

Starting July 1st, we lowered the age requirement for individuals to supervise children. Previously the age to supervise children was 18. We have lowered that age to 16 to hopefully allow more youth who may be home with babysitters to utilize the pool.



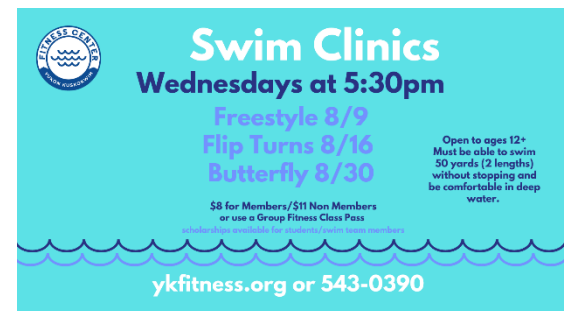
Starting in July we implemented an Equitable Access Program to provide discounted access to the YK Fitness Center for community members who may not be able to afford the full cost of facility access.

The Fitness Center closed on July 4th and we hosted games and activities at Big Dipper Field.



Swim Club ran July 24th – Aug 4th with 7 participants.

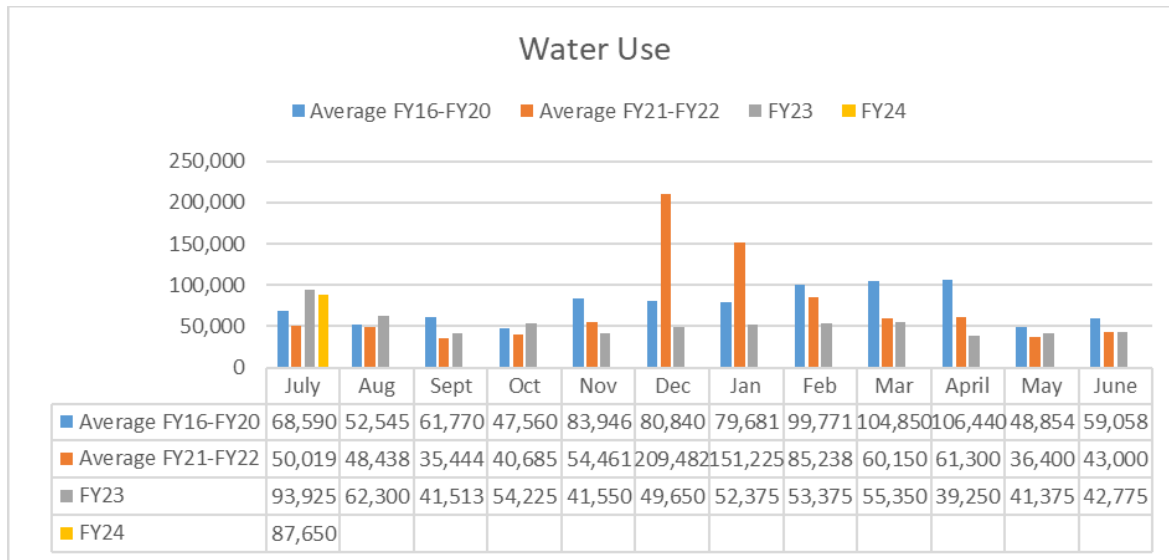
Swim Clinics will run in August.



Our next set of Swim lessons will not be until October due to instructor shortages.

Two Lifeguard Training Classes are being offered in August.



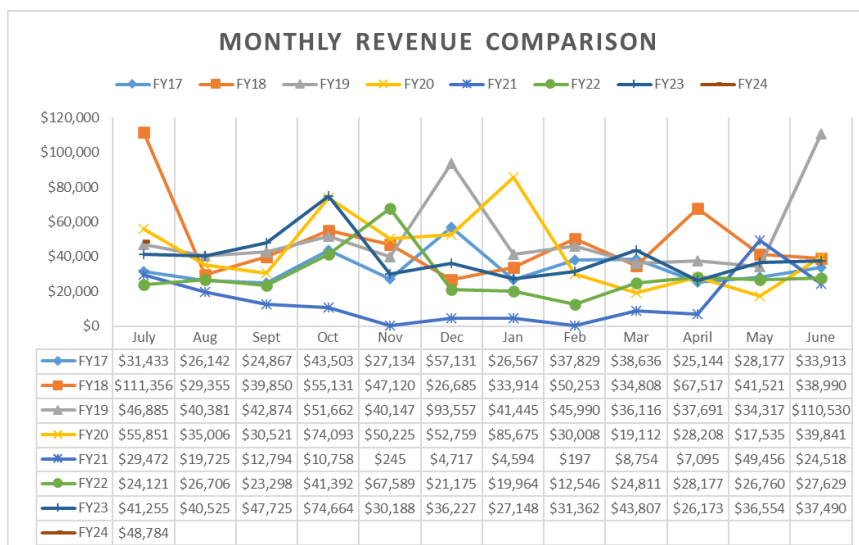
Water Use

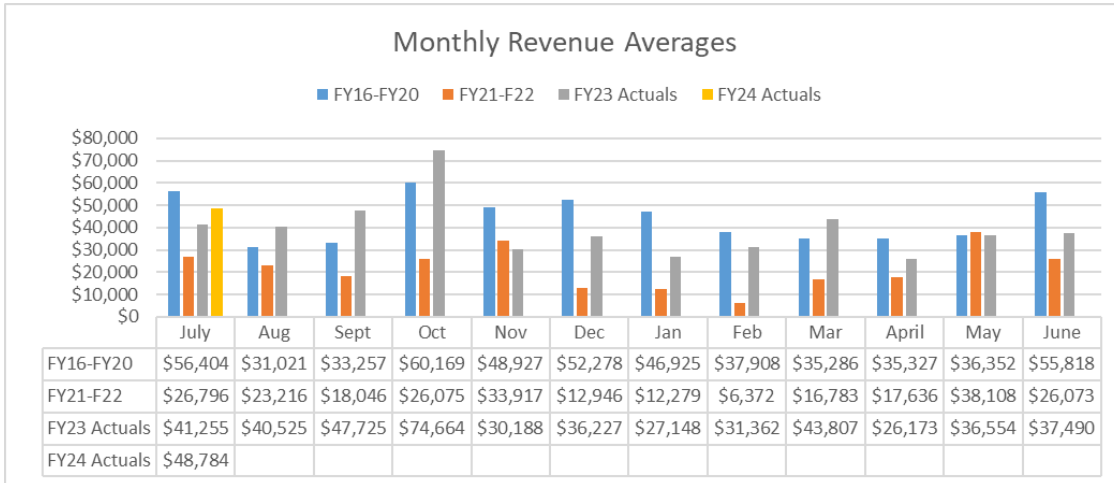
*Note: Facility opened in November of 2014 (FY15). Starting during maintenance closure in Dec 2019/Jan 2020 hot water has been used to keep pipes from freezing resulting in higher-than-normal usage. Water was turned off in late March 2020 once outside temps were consistently above freezing temperatures. Problems again arose in Dec 2020 and water was used to assure there were no freeze ups of facility piping through early March 2021.

Revenue

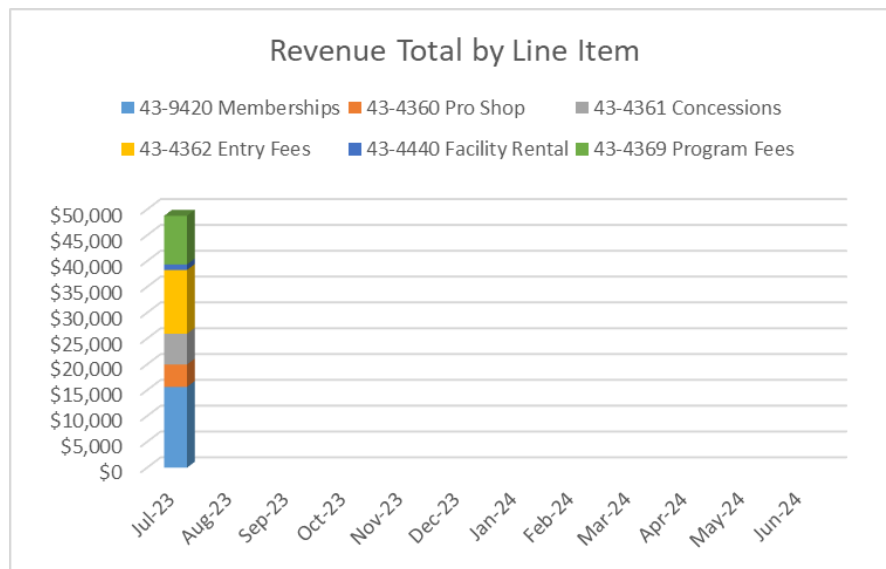
Code	Facility Revenue	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	FY22 Budgeted	%attained
43-9420	Memberships	\$15,651												\$15,651	\$260,000	6%
43-4360	Pro Shop	\$4,327												\$4,327	\$40,000	11%
43-4361	Concessions	\$5,963												\$5,963	\$60,000	10%
43-4362	Entry Fees	\$12,345												\$12,345	\$100,000	12%
43-4440	Facility Rental	\$1,065												\$1,065	\$25,500	4%
43-4369	Program Fees	\$9,434												\$9,434	\$50,000	19%
Misc (Grants, Donations, Etc.)														\$0	\$5,000	0%
Facility Revenue Total		\$48,784	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,784	\$540,500	9%

July Revenues were at approximately 86% of pre-covid revenues with most revenue items coming close to pre-Covid numbers, but membership revenues continuing to be low. This is consistent with what other facilities are seeing across the nation with some individuals not yet comfortable with or able to purchase memberships.



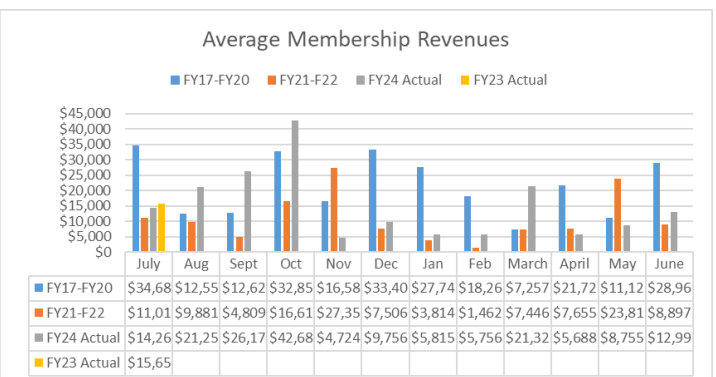
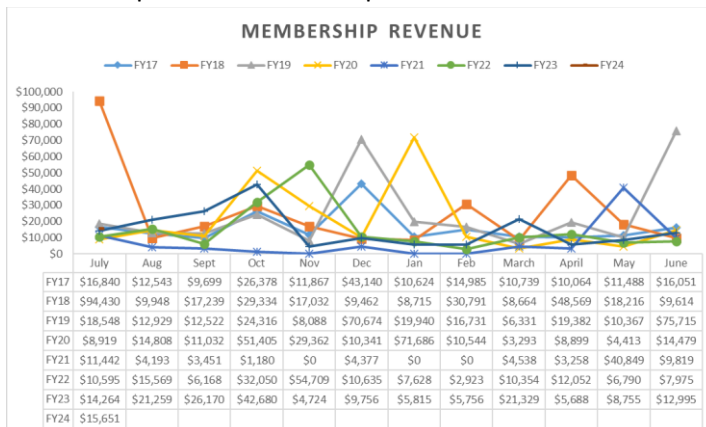


Monthly Revenue viewed by Line Item shows that Memberships and Entry fees are the largest portion of revenue funds.



Revenue Comparisons by line Item:

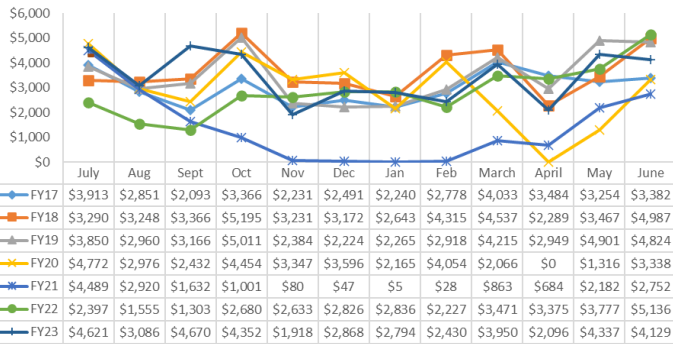
Membership revenue for June passed Covid levels but did not quite reach pre-covid averages.



June ProShop revenue is comparable to previous years. We have continued to see purchases of swim suits, goggles, and towels and June expenses will show large purchases to replenish our Proshop inventory.

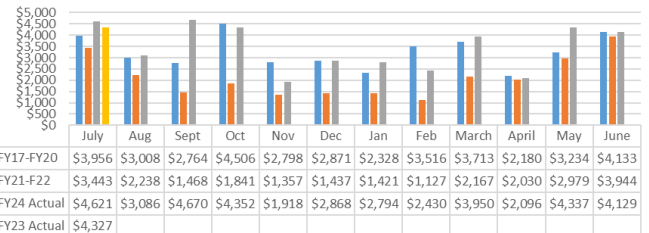
PRO SHOP REVENUE

— FY17 — FY18 — FY19 — FY20 — FY21 — FY22 — FY23 — FY24



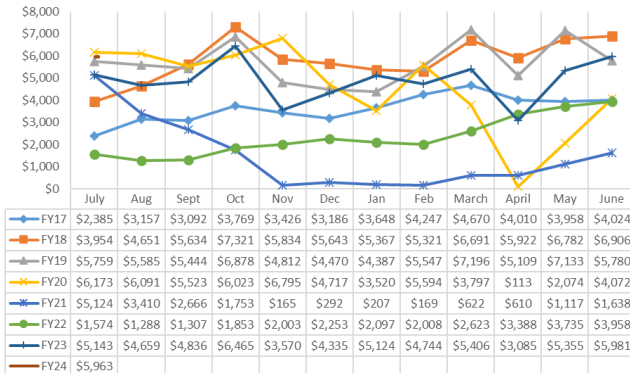
Pro Shop Average Revenue

■ FY17-FY20 ■ FY21-F22 ■ FY24 Actual ■ FY23 Actual



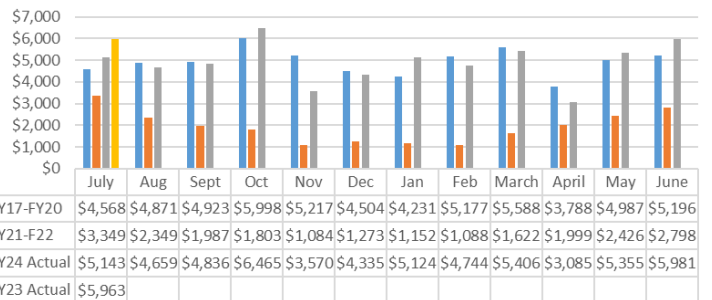
CONCESSIONS REVENUE

— FY17 — FY18 — FY19 — FY20 — FY21 — FY22 — FY23 — FY24



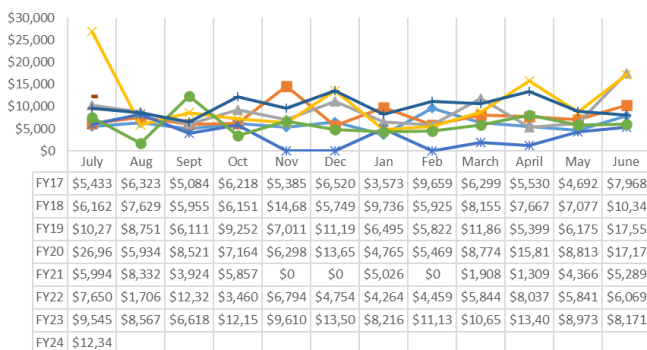
Concessions Average Revenue

■ FY17-FY20 ■ FY21-F22 ■ FY24 Actual ■ FY23 Actual



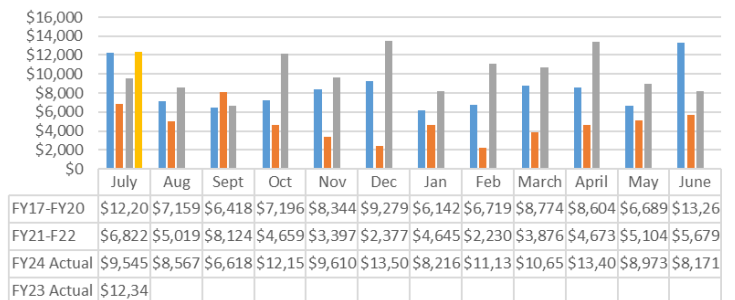
DAILY ENTRY FEES

— FY17 — FY18 — FY19 — FY20 — FY21 — FY22 — FY23 — FY24

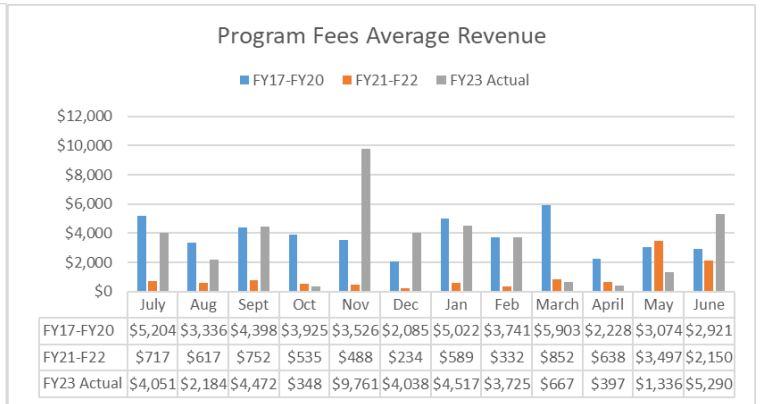
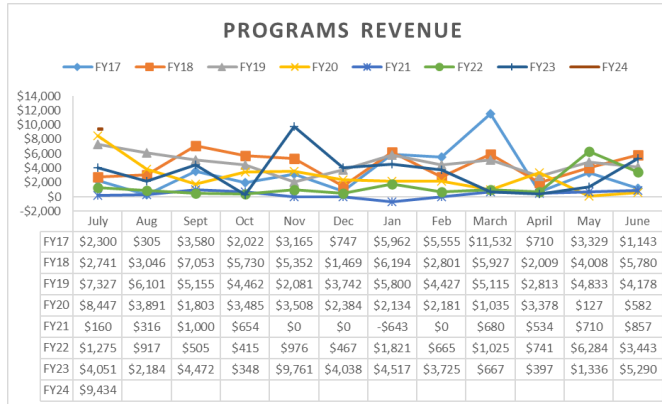
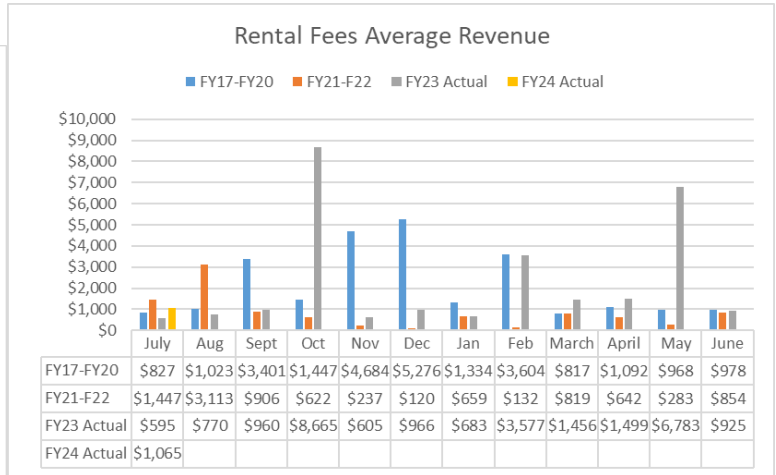
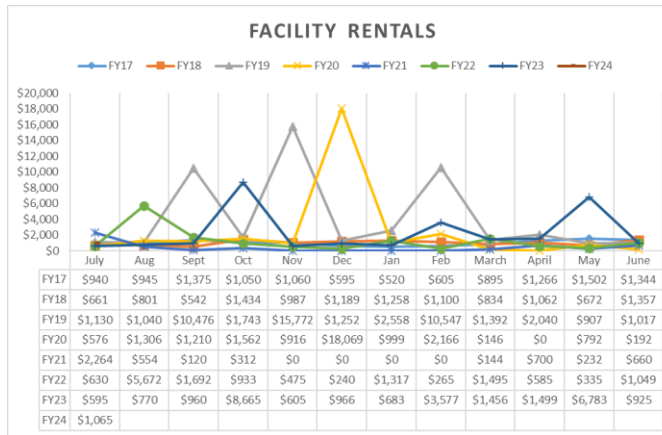


Daily Entry Fees Average Revenue

■ FY17-FY20 ■ FY21-F22 ■ FY24 Actual ■ FY23 Actual



July Rental Revenues were consistant with previous years.



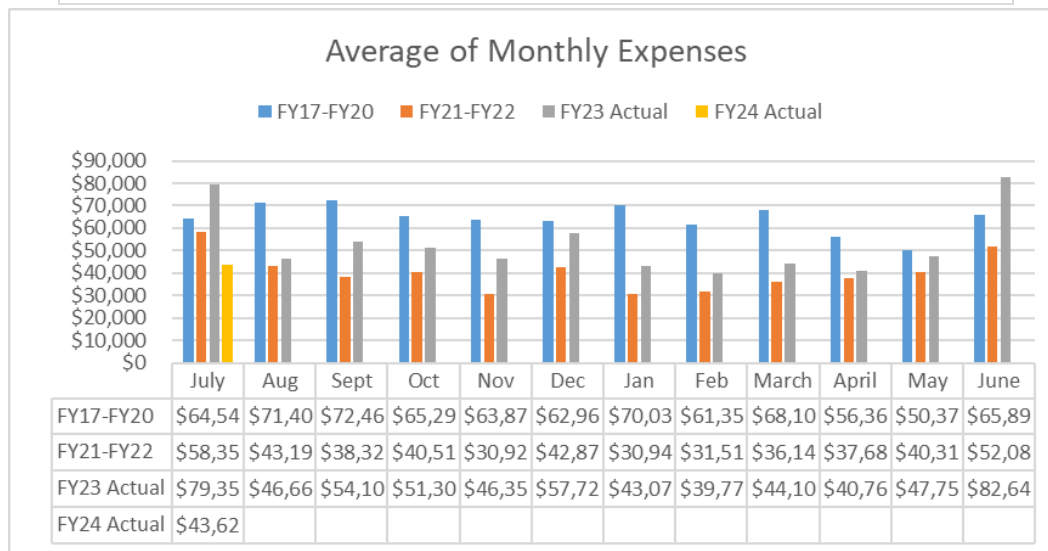
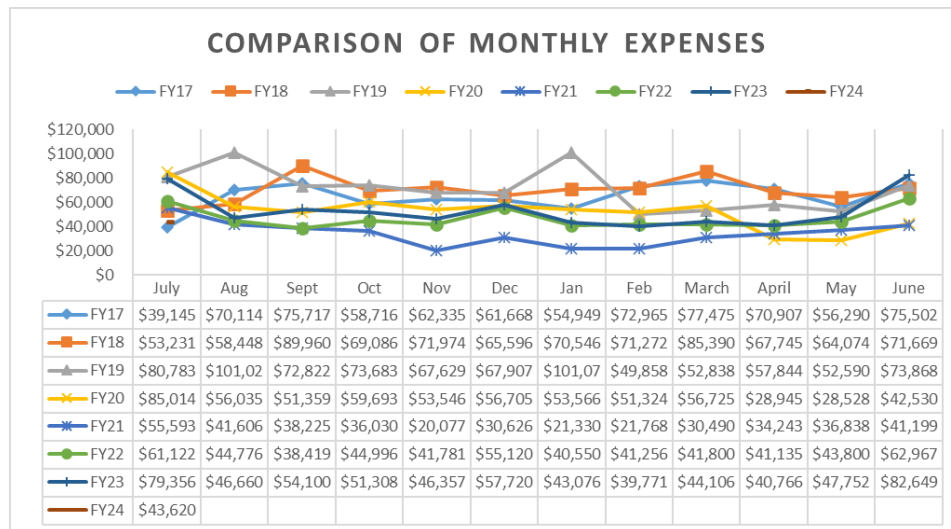
Expenses

As we return to normal facility operations we are actively working to continue to minimize facility expenses while providing necessary safety and resources.

	Expenses	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	Budgeted	% used
	Wages & Benefits	\$37,934	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,934	\$609,921	6.22%
6060	Travel/Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	0.00%
6100	Supplies	\$2,408	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,408	\$74,000	3.25%
6110	Building Maintenance	\$565	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$565	\$16,100	3.51%
6331	Software Licenses	\$511	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$511	\$500	102.28%
6200	General Expenses	\$1,559	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,559	\$10,300	15.13%
6430	Allowance for Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	0.00%
6539	Unforeseen	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	0.00%
	Non Budgeted/Grant Funded	\$642	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$642		
	TOTAL	\$43,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,620	\$715,821	6.09%

* Due to our 2 week pay period structure there are 2 months out of each year in which 3 pay periods fall, skewing wages totals upwards for those months.

**Expense totals do not include purchases for the building that have been made by City of Bethel Property Maintenance or other direct city expenses.

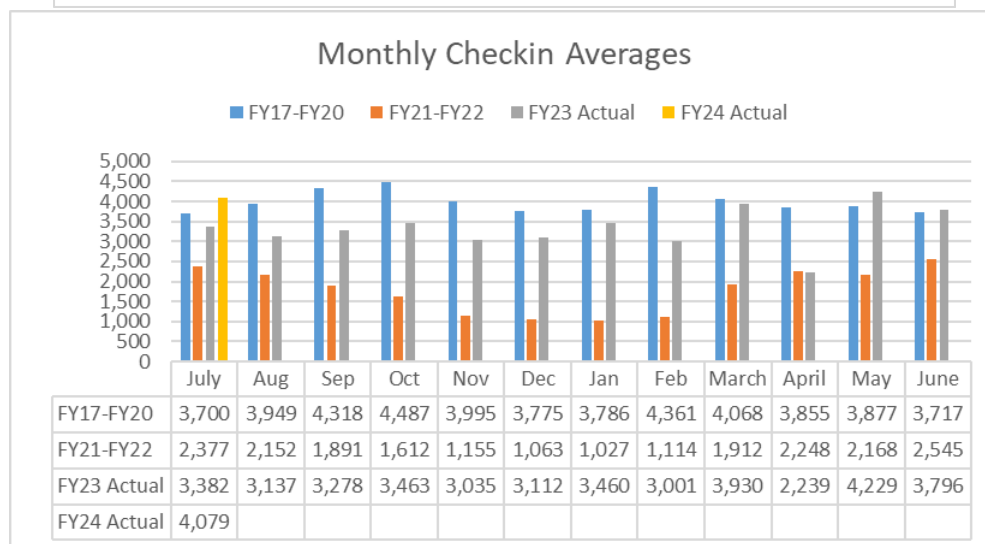
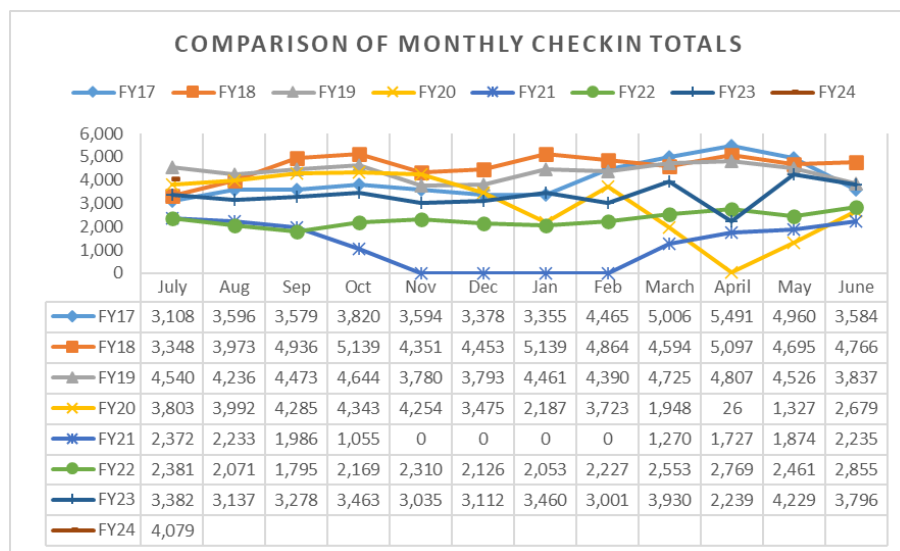


Facility Utilization

Facility Check-In: Facility Check-In numbers represent the total number of patrons who visited the facility and are based on a compilation of the number of members and bundle pass holders who checked-in, the number of daily passes sold and the number of participants in programs, activities, rentals, and special events. These numbers represent facility visits, not individuals as most individuals visit the facility multiple times over the course of the month.

Facility Check-In FY24	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Membership	1,880												1,880
Bundle Pass	151												151
Daily Admissions	1,515												1,515
Rentals	49												49
Fitness Programming	69												69
Aquatics Programming	15												15
Youth Programs	400												400
Monthly Totals	4,079	0	0	0	0	0	0	0	0	0	0	0	4,079

July utilization surpassed pre-Covid averages by approximately 10% in part due to high participation in our Healthy Activities Club.



Memorandum

Date: September 1, 2023

To: Alan Lanning, Interim City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



August 2023 Current Events

- **Printer Refresh Complete:**

This month, my department was able to finish replacing City printers across the board. The total number of replaced units is thirty-five with seven spares should a need for them arise. Hard drives were removed from sensitive replaced machines and the husks were dropped off at the Donlin Gold Backhaul event for e-recycling. The hard drives will be physically destroyed and discarded at a later backhaul.

So far, the new Konica Minolta printers are not giving my department too much trouble, which is a welcome surprise. In rotations past, sometimes the chosen models revealed widespread quirks that I had to end up living with given the difficulty of shipping heavy equipment in and out of Bethel. This model is responsive and allows all users the option of printing in monochrome or color.

- **Monitor Refresh Complete:**

In addition to replacing printers, my department also tackled replacing monitors in each department and managed to complete this task in time for the Donlin Gold Backhaul event. Monitors deployed number one hundred and five. Aside from a few cases, the old units were sent back for e-recycling.

For this year's rotation, I tried to get enough monitors so that everyone could receive the luxury of double screens if they wished it. Double screens can really help with user productivity and efficiency depending on their job duties. Those that didn't feel they needed two monitors were free to stick with one.

The new monitors seem excellent and everyone that has received them has offered positive feedback on the choice. We do have a handful of spares should the need for them arise.

- **Donlin Gold Backhaul Event:**

Mentioned in the previous two entries, the Donlin Gold Backhaul event is a wonderful annual service that the City has participated in for several years now. At the end of August, Donlin Gold allows businesses and organizations that it is partnering with to drop off all their e-waste so that it can be barged out of Bethel to be recycled and/or properly disposed of. This offers partnered

Memorandum

Date: September 1, 2023

To: Alan Lanning, Interim City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



businesses a convenient option to discard old technology, batteries, toner, copiers, and whatever else can be considered e-waste, instead of burying it in Bethel's landfill.

- **Caselle Updated to Version 2023.8.76:**

My department was able to update the City's financial and asset management software to its latest release (version 2023.08.76) this month. The process typically takes between three and five hours because every computer using the software must be manually updated after the server files are refreshed. And because the software will not work until it is updated, my department handles this after hours as to not disrupt the departments that need this software during their shifts.

- **Technician Annual Review Completed:**

Late August marked the anniversary of my new IT technician and so I made sure to complete his review and discuss it with him. In short, he has met or surpassed all of my expectations, and I feel he has been an excellent addition to the City's family. I hope that he continues to find a home in our team for a long while to come.

- **Initial Wiring Completed:**

Alcan technicians made a trip to Bethel in August to assist me in doing some internal wiring preparation in the Police Department, Bethel Heights Water Plant, Landfill office, Port office, and Small Boat Harbor office. In a month or so, they will be returning to install more wireless antennae for me so that I can take steps to add redundancy and resiliency to the City's wireless network. The more wireless paths that exist, the more options we have for rerouting data should one of the paths fail for equipment reasons.

- **Normal Business:**

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

Memorandum

Date: September 1, 2023

To: Alan Lanning, Interim City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



Future Plans

- **Vacation Plans for October into November:**

I am still mulling it over, but I have plans to possibly step away for a few weeks towards the end of October so that I can spend some time with family. During this time, I would leave my technician to cover daily matters.

City of Bethel, Alaska

City Clerk's Office

Council Meetings

August 28, 2023, Special City Council Meeting

September 12, 2023, Regular City Council Meeting

September 26, 2023, Regular City Council Meeting

General

Received notice our current website host was bought out by another company which will result in an increase to our annual fee. To ensure we are getting the best value, we have and will continue to evaluate website host vendors. So far, the Office has met with two government website service providers.

Processed two burial permits.

Certified eight city council candidates for the October election. Confirmed the ballot draft and programing with election vendors. Provided notice of certification to the candidates. Reached out to KYUK to establish a date for the KYUK candidate forum. Sent email to candidates on what to expect with educational resources.

Reviewed the site plan permitting process with DOWL contractor and city staff. We will be holding a meeting with the Corps of Engineers in the coming months to identify best practices for wetland permits and their association with the city's issuances of site plan permits.

Met with Planning Commission Chair, Kathy Hanson, to go over Planning Commission items.

Assisted with the Community Parks and Recreation Committee meeting close out and summary for administration. Provided a list of documents and actions requested by the Committee for updates/inclusion in the next packet material.

Reviewed the Utility Rate Study information provided by contractor, met with Contractor and Admin. to go over the details.

Updated election notices, provided election information to Alaska Public Offices Commission. Ordered ballots, and finalized memory card programming. Confirmed most of the election official's availability.

Set up transcription services through the Zoom account to help ensure the public meetings are more accessible.

Continued to work with Planning and Legal to get a corrected plat for the KYUK property correction so that we can get the deed recorded.

Continue to work with GovHR to coordinate the City Manager selection process.

Worked with new ex officio member for the Public Safety and Transportation Commission and Public Works Committee to get onboarded and trained.

Working with contractor to coordinate the site preparation/construction of the new park equipment for Pinky's Park and Harbor Park. Will pass the coordination to Facility Maintenance from here.

Organized notices of three marijuana license renewals for Council and Departments.

Doing Business As	License Type	Name of Applicant
Kusko Kush License 21227	Retail Marijuana Store	Essenkay, LLC, Jared Karr
Mailing Address P.O. Box 2343 Bethel, AK 99559	Location of Premises 781 3 rd Avenue, Bethel	Business Telephone Number 907-545-4977
Date Notice Received by City Clerk's Office		08/22/2023
Date City Manager Sends Application Notice to Directors		08/22/2023
Deadline for Department Head Reports (14 days from Notice from City Manager)		09/05/2023
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)		09/11/2023
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)		09/26/2023
Deadline for Protest (60 days from the date of notice to the City Clerk's Office)		10/21/2023

Doing Business As	License Type	Name of Applicant
Good Vibes Bethel #30563	Retail Marijuana Store #30563	Brian Glasheen JR
Mailing Address 1853 Buccaneer Pl Anchorage, AK 995 01 UNITED STATES	Location of Premises 323 Chief Eddie Hoffman Hwy Bethel, AK 99559	Business Telephone Number 907-545-1144
Date Notice Received by City Clerk's Office		08/28/2023
Date City Manager Sends Application Notice to Directors		08/28/2023
Deadline for Department Head Reports (14 days from Notice from City Manager)		09/11/2023
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)		09/17/2023
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)		09/26/2023
Deadline for Protest (60 days from the date of notice to the City Clerk's Office)		10/27/2023

Doing Business As	License Type	Name of Applicant
ALASKABUDS, LLC	Retail Marijuana Store #18735	Nick Miller
Mailing Address PO Box 241521 Anchorage, AK 9 9524 UNITED STATES	Location of Premises 660 Third Ave, Suite B Bethel, AK 99559	Business Telephone Number 907-244-2125
Date Notice Received by City Clerk's Office		9/5/2023
Date City Manager Sends Application Notice to Directors		9/6/2023
Deadline for Department Head Reports (14 days from Notice from City Manager)		9/20/2023
Date Written Report Sent to City Council from City Manager (20 days from Date Notice received by the City Clerk's Office)		8/25/2023
Date of Council Review (30-40 calendar days from Date Notice received by City Clerk)		10/10/2023
Deadline for Protest (60 days from the date of notice to the City Clerk's Office)		11/4/2023

Committee/Commission Vacancies

	Regular	Alternate
Community Parks and Recreation Committee	full	1
Planning Commission	full	1
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