



CITY OF BETHEL
PORT COMMISSION
MONDAY, AUGUST 19, 2024, 7:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN MEETING AT ZOOM.US:
[HTTPS://US06WEB.ZOOM.US/J/3350154000?PWD=HYFLQJB5BBF9IUAXHBN9SOZQAFWPLS.1&OMN=81314125060](https://us06web.zoom.us/j/3350154000?pwd=HYFLQJB5BBF9IUAXHBN9SOZQAFWPLS.1&OMN=81314125060)
MEETING ID: 335 015 4000
PASSCODE: 140569
US TOLL-FREE PHONE NUMBERS: 888 475 4499; 833 548 0276; 833 548 0282; 877 853 5257

MEMBERS

Alan Murphy, **Chair**
Stacey Reardon
Michael Meeks
Rich Pope, **Vice-Chair**
Rose Henderson, **Council Rep.**
Victoria Sosa

STAFF

Port Director: Ed Flores, Ex Officio Member
Recorder: Sharmin Shompa
Email: port@cityofbethel.net
Phone: 907-543-2310
Website: www.cityofbethel.org

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. 07/15/2024 Regular Port Commission Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Review Ordinance 24-07 Meeting Frequency Reduction for Committees and Commissions

VII. NEW BUSINESS

- A. Small Boat Harbor Parking
B. Harbor Improvements

VIII. EX OFFICIO REPORT

- A. July Managers Reports

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted 08/12/2024 at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

City of Bethel Port Commission Meeting Minutes

July 15, 2024

Special Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 7:05 P.M.

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	Comm. Henderson
Comm. Pope	Comm. Sosa
Comm. Meeks	
COMMISSIONERS ABSENT:	
Comm. Reardon	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Edward Flores	
Sharmin Shompa	

III. PEOPLE TO BE HEARD

IV. APPROVAL OF AGENDA

MOVED:	Comm. Henderson	Approval of 07.15.24 Port Commission Meeting Agenda
SECONDED:	Comm. Pope	
VOTE ON THE MAIN MOTION	Pass 5-0	

V. APPROVAL OF MINUTES

MOVED:	Comm. Henderson	Approval of minutes from 06/17/2024 & 06/24/2024 Port Commission Meetings
SECONDED:	Comm. Sosa	
VOTE ON THE MAIN MOTION	Pass 5-0	

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

NEW BUSINESS		
MOVED:	Comm. Henderson	Motion to table till August meeting, for input from the City Manager and City Clerk.
SECONDED:	Comm. Pope	
VOTE ON THE MAIN MOTION	Pass 5-0	

VIII. EX OFFICIO REPORT

IX. COMMISSION REPRESENTATIVE'S COMMENTS

City of Bethel Port Commission Meeting Minutes

July 15, 2024

Special Meeting 7 p.m.

Bethel, Alaska

X. ADJOURNMENT

MOVED:	Comm. Henderson	Motion to Adjourn
SECONDED:	Comm. Sosa	
VOTE ON THE MAIN MOTION	Pass 5-0	

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2024

ATTEST: _____

CITY OF BETHEL, ALASKA

ORDINANCE #24-07

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE CHAPTER 2.60, COMMITTEES, COMMISSIONS AND AD HOC COMMITTEES TO REDUCE THE MEETING SCHEDULE REQUIREMENT TO EVERY OTHER MONTH

WHEREAS, Bethel Municipal Code 2.60 creates seven committees and commissions that act as advisory bodies to the Council: the Planning Commission, the Port Commission, the Public Safety and Transportation Commission, the Community Action Grant Committee, the Finance Committee, the Community Parks and Recreation Committee, and the Public Works Committee;

WHEREAS, Bethel Municipal Code 2.60.060 Notice of Public Meetings, requires regular meetings of the committees and commissions to be scheduled once a month unless otherwise authorized by council;

WHEREAS, reducing the meeting schedule requirement to every other month will provide administration more time to work directly with the ex officio members to develop meaningful agendas and packets, this will result in public meetings with more developed action items for our committee/commission volunteers to discuss;

WHEREAS, a reduction in the meeting frequency will also relieve operational takes during a time of significant staff shortages ensuring the operational tasks of the municipality are carried out while still supporting strong government through public engagement;

WHEREAS, the City hoped that through the reduction in regular scheduled meetings, and a focus on more developed agendas and packet materials, the City will attract more volunteer participation in our public meeting process;

WHEREAS, although each committee and commission will be required to have regular meetings every other month, at any point, a special meeting may be called in accordance with BMC;

Introduced by: Acting City Manager Strickler
Introduction Date: August 13, 2024
Public Hearing Date: August 27, 2024
Action:
Vote:

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA,

Section 1. Classification. This ordinance is permanent in nature and shall be placed in the Bethel Municipal Code.

Section 2. Amendment. Bethel Municipal Code 2.60 is amended, old language is stricken, and new language is underlined.

2.60.060. Notice of public meetings.

A. Regular meetings shall be scheduled ~~once a month~~ every other month unless otherwise authorized by council. A regular meeting may be postponed or rescheduled to another date upon a vote of the majority of the members at a previous regular or special meeting.

B. Special meetings are called to transact business held outside the regular meeting schedule. Special meetings may be called at any date and time by the chair, or by three (3) voting members.

C. Meetings shall be held at City Hall, 300 Chief Eddie Hoffman Highway, whenever reasonably possible, and shall comply with BMC 2.04.070, in providing teleconference and written participation to all public meetings. Agendas constitute the meeting notice and shall contain, at a minimum, the date, place and time of the meeting, the name of the body, the names of the members of the body, people to be heard, and any item to be discussed by the body.

D. Public notice of meetings shall be prepared and posted in at least four (4) conspicuous public places within the city, including at the location of the meeting. Notice of a regular meeting shall be posted no later than five (5) days before the meeting. Notice of a special meeting shall be posted no later than three (3) days before the meeting, except the planning commission special meeting agenda shall be posted no later than five (5) days before the meeting.

E. The meetings of all bodies shall be open to the public in accordance with the Alaska Open Meetings Act, and shall permit teleconference and written participation in accordance with BMC 2.04.080.

F. Each committee, commission, and ad hoc committee shall follow Robert's Rules of Order Newly Revised; however, the rules of debate may be relaxed by the body to promote discussion.

Introduced by: Acting City Manager Strickler
Introduction Date: August 13, 2024
Public Hearing Date: August 27, 2024
Action:
Vote:

G. Committee, commission, and ad hoc committee reports and recommendations shall be decided by a quorum of the body at a public meeting.

H. Any committee, commission and ad hoc committee may appoint seated members of its body to a subcommittee. The number of members appointed to a subcommittee shall be three (3) or fewer, to avoid creating a quorum of the body. The subcommittee can make such investigation or exercise such authority as may be delegated to it by the advisory board. A subcommittee reports to the body from which it was appointed, and not to the council. No action of the subcommittee is official until approved by a majority vote of the advisory body.

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

ENACTED THIS _____ DAY OF _____ 2024, BY A VOTE OF _____ IN FAVOR AND _____ OPPOSED.

ATTEST:

Mark Springer, Mayor

Kevin Morgan, Acting City Clerk



WITNESS CORNER
QUARTER CORNER
SECTIONS 9 & 10

1,115.12'
1,114.74' (B)
BASIS OF BEARING

MEANDER LINE TABLE		
MEANDER	BEARING	DISTANCE
M1	S83°11'41"W	35.78'
M2	S86°42'53"W	37.20'
M3	S80°01'49"W	28.26'
M4	S67°03'03"W	57.78'
M5	S69°57'58"W	58.66'
M6	S73°43'44"W	40.91'
M7	N79°19'53"W	41.78'
M8	N77°45'31"W	35.40'
M9	N75°55'26"W	47.91'
M10	N69°08'15"W	36.34'
M11	N17°37'36"W	44.63'
M12	N16°14'16"W	64.01'
M13	N4°20'28"W	57.48'
M14	N5°10'52"W	16.08'

(P82-13)
(C9)

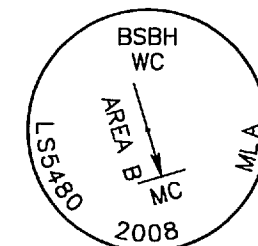
LEGEND

FOUND 3/4" BRASS CAP
MONUMENT
SET 2" ALUMINUM CAP ON
5/8"x30" POINTED REBAR

XX XX XX MEASURED DATA
(XX XX XX) RECORD DATA PER
PLAT 82-13
(XX XX XX B) RECORD DATA PER PLAT
OF TOWNSHIP 8 NORTH,
RANGE 71 WEST, SEWARD
MERIDIAN (FILED ON
JULY 29, 2004)

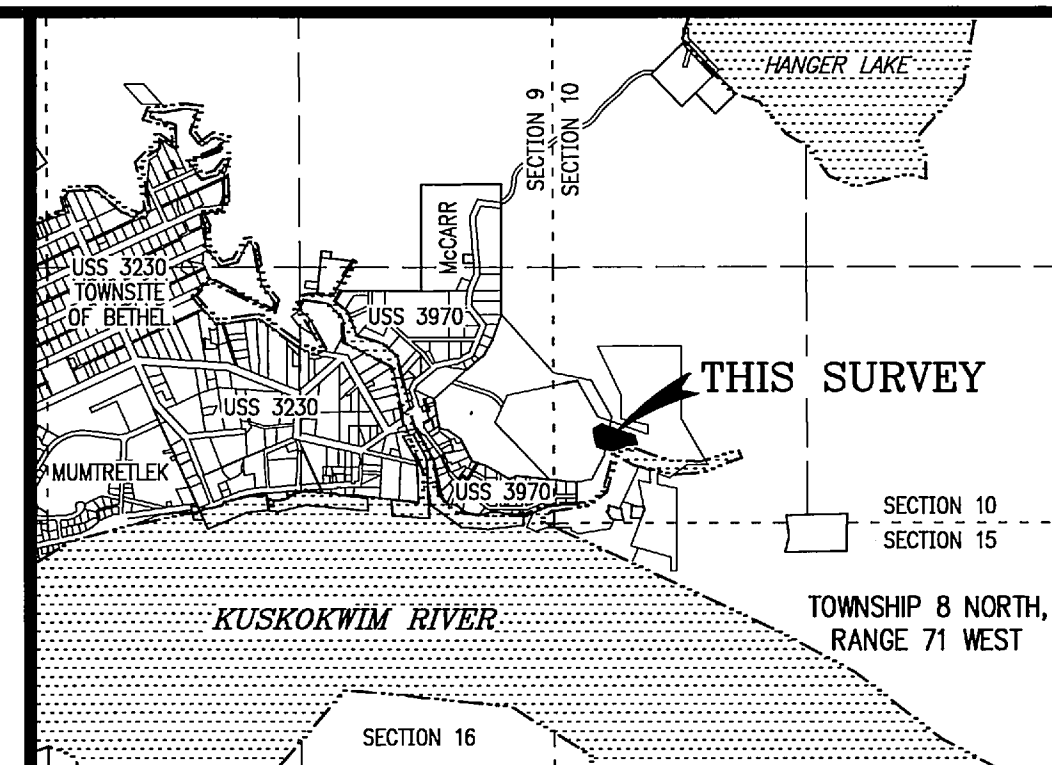
AP6 ANGLE POINT
C2 CORNER NUMBER
M1 MEANDER LINE
P82-13 PLAT NUMBER
WC WITNESS CORNER
WCMC WITNESS CORNER
MEANDER CORNER
WD WITNESS DISTANCE

AREA OF ACCRETION
AREA OF EROSION



TYPICALLY MARKED
ALUMINUM CAP

BETHEL SMALL
BOAT HARBOR
(PLAT 82-13)



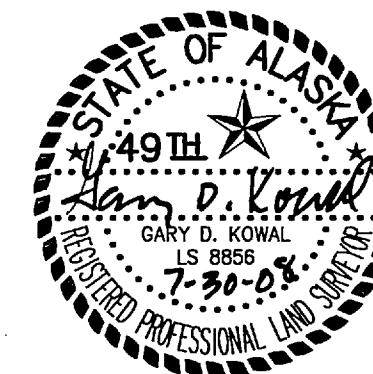
VICINITY MAP SCALE: 1" = 2000'
USGS QUAD MAP BETHEL (D-8), 1954, REV. 1985

SURVEYOR'S CERTIFICATE

I CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND
SURVEYING IN THE STATE OF ALASKA, THAT THIS DRAWING REPRESENTS A
SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THAT THE
MONUMENTS SHOWN EXIST AS DESCRIBED.

GARY D. KOWAL
REGISTERED LAND SURVEYOR
LS 8856

7-30-2008
DATE



RECORD OF SURVEY

This survey does not constitute a subdivision
as defined by AS 40.15.900(5).

60 0 60 120 180
SCALE IN FEET

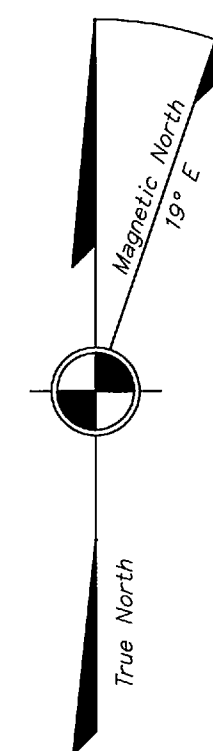
RECORD OF SURVEY OF
AREA B
BETHEL SMALL BOAT HARBOR
(PLAT No. 82-13, B.R.D.)
SITUATED WITHIN
SECTION 10, TOWNSHIP 8 NORTH, RANGE 71 WEST,
SEWARD MERIDIAN, ALASKA
CONTAINING 1.72 ACRES, MORE OR LESS (RECORD)
BETHEL RECORDING DISTRICT

PREPARED BY
McCLINTOCK LAND ASSOCIATES, INC.
11940 BUSINESS BOULEVARD, SUITE 205
EAGLE RIVER, ALASKA 99577
(907) 694-4499

PLOT: 1"=60' CHK: GK JOB: 08-135 DWG: RS08-135 FB NO: 362-04
GRID: BETHEL DWN: JC DATE: 7-30-08 DISK: J-DRIVE SHEET: 1 OF 1

BETHEL SMALL
BOAT HARBOR
(PLAT 82-13)

AP26
TRACT 37



MAGNETIC DECLINATION
PER USGS QUADRANGLE MAP
BETHEL (D-8), 1954

2008-21
BETHEL REC DIST 23-
DATE 8-7 2008
TIME 10:32 A.M.
Requested By McClintock
Address

NOTES

- TRACT 37 WAS PLATTED IN THE U.S. RECTANGULAR PLAT OF THE DEPENDENT
RESURVEY AND SUBDIVISION OF TOWNSHIP 8 NORTH, RANGE 71 WEST, SEWARD
MERIDIAN, ALASKA AND OFFICIALLY FILED ON JULY 29, 2004.
- THE DESCRIPTION OF AREA B WITHIN THE BETHEL SMALL BOAT HARBOR
(RECORDED AS PLAT 82-13, BETHEL RECORDING DISTRICT) IS POOR. THE BEARINGS
AND DISTANCES OF AREA B ARE ACCURATE. HOWEVER, THE LOCATION OF AREA B
WITHIN THE BOUNDARY OF THE BETHEL SMALL BOAT HARBOR IS NOT POSSIBLE WITH
THE BEARINGS AND DISTANCES SHOWN ON PLAT 82-13. THE DETERMINATION OF THE
BOUNDARY OF THE BETHEL SMALL BOAT HARBOR IS BASED ON THE RECOVERY OF
ANGLE POINTS 1, A BRASS CAP MONUMENT, AND 26, A BRASS CAP MONUMENT, OF
TRACT 37. THE RECORD BEARING AND DISTANCE OF THE LINE BETWEEN ANGLES
POINTS 1 AND 26 IS N72°08'W AND 354.29 feet, RESPECTIVELY. THE MEASURED
BEARING AND DISTANCE OF THE AFOREMENTIONED LINE IS N72°04'59"W AND 354.63
feet, RESPECTIVELY. FROM RECORD ANGLES AND DISTANCES FROM THIS LINE, THE
BOUNDARY OF THE BETHEL SMALL BOAT HARBOR WAS DETERMINED. THE POSITION OF
CORNER 1 OF AREA B WAS DETERMINED FROM THE INTERSECTION OF BEARING OF
S46°14'33"E (RECORD AND S46°05'16"E, COMPUTED) FROM AN INTERSECTION OF 30
feet OFFSET LINES FROM LINES 3-4 AND 4-5 (OF THE BETHEL SMALL BOAT HARBOR
BOUNDARY) AND THE 50 feet OFFSET LINE (SCALED FROM PLAT 82-13) FROM LINE
4-5.

TOWNSHIP 8 NORTH
RANGE 71 WEST
SECTION 10

GOVERNMENT LOT 5

GOVERNMENT LOT 6

TRACT 37
(SEE NOTE 1)

BETHEL SMALL BOAT HARBOR
AREA B
75,249 Sq Ft
[1.72 Acres]

BETHEL SMALL
BOAT HARBOR
(PLAT 82-13)

City of Bethel, Alaska

Acting City Manager's Office

July 24-August 6, 2024

Staff

We are excited to welcome Kelsi Kime to the team. Kelsi will be filling the much-needed role as Public Safety Admin (with a focus on PD). For some time, our transportation industry has been without a municipal resource for their permits and licenses. While Kelsi will have much on their plate, we can already tell, they are up for the challenge.

General

- There is a Vitus Marine Boat at Beach 1. As of 8/6 /2024 Vitus is working on a permit from the Coast Guard to allow the boat to return to water for the remainder of the season.
- A notice will be included in this month's utility bills. The notice presents the requirements for our piped utility customers to have a utility account for each residential unit on the property, or to have a meter if there is a multi-dwelling unit. There appear to be many properties not complaint. Residents will have until September 1st to become complaint before fines will be assessed.
- A landfill inspection was performed by Department of Environmental Conservation (DEC). From the inspection, we found out that the City's landfill closure study is out of date, it is supposed to be updated every five years to help ensure enough funds are being set aside for the closure of the landfill. We will be presenting a request for the FY26 Capital Budget to get a new study completed. In the meantime, we will be updating our numbers based off inflation for the last five years to get us through this year, this was the recommendation from DEC. Following a review of our prior year budgets set aside for the landfill closure and also reviewing the study it was identified that City has not been setting aside nearly enough money. A budget modification will be presented to the City Council to account for the deficiencies.
- Met with Bill Arnold, Public Works Director, and Chase Nelson, DOWL Engineer, to become more familiar with some of the City's projects DOWL is working on.
- Met with City team and the two members of the Community Parks and Recreation Committee to review of the Community Center expansion project. The construction of this will move through the progressive design build process since the project timeline is so short.
- The City needs to plan for an expansion of the Bethel Memorial Cemetery footprint. Considering the amount of groundwork needed, we are reaching out to the U.S. Army Corps of Engineers to identify any permitting needs. The City is owner of the land, and there is adequate space for expansion. The land was also recently surveyed to confirm the boundary.
- In June the Alaska Department of Military and Veterans Affairs (DMVA) had an event at the Armory which resulted in the collection of AFFF by a city evacuation truck. Following the appropriate cleansing procedures provided by DEC, the was able to place the equipment back into service. We are still working with DMVA as they try to coordinate the return to regular utility services for their wastewater

tanks. We have asked them to provide a written plan of action approved by DEC for their system to be returned to regular hauled services.

- On 7/22/2024 A sewer truck caught fire while at the lagoon. No one was injured but the fire truck was dispatched. The fire was caused by a manufacturer's error. The vehicle is back in service.
- Worked with LKDS to set up a joint onsite training in January for our leadership teams. Staff from of APEI, City's insurance company, will come out and cover a handful of training topics related to personnel management.
- Met with a team of researchers who have been working in the community on and off since April 2022. Through prior research they have developed some useful tools for our hauled services team, and residents. This year, they are performing interviews to determine what their next research project will be. Their research is funded by the National Science Foundation Navigating the New Arctic. It funded primarily through University of Texas, but the research team is made up of students from University of Austin, University of Illinois, and University of Texas. Included in this report are communication tool created by the team to help our residences and staff.
- Worked with a number of team members to first identify ownership then a plan for correction for the house parked in the City's easement.

Kudos

- Pauline Boratko, Planning Admin Assistant worked through some planning permitting needs with a contractor for the State. Her swift response to what could have been a very messy situation for the State, and the City resulted in a timely permitting for the state, and an avoidance of what could have been a very bad situation. Pauline recently hit five years of employment wit the City, we are very thankful for her service.
- Receive kudos from a member of the public for Rich Messenburg and Logan Gusty, Piped Utility Maintenance, for their work and attention to the chronic issues at the lift station located behind the Tundra Center. The resident stated they have had to call piped services multiple times and both employees have been polite, helpful, and patient. They went on to say, they respond quickly and are in good spirits.
- Allie Batchelor, our Accounting Specialist II, provided a suggestion to change the way the City applies the health insurance costs to our employees. Instead of having the monthly charges applied under one check, in January, we are going to apply the deductions in both payroll checks to reduce the take home pay impact for the staff! This is a thoughtful easy operational change that will make a real difference for our employees.
- Held a number of meetings and spent a lot of time drafting a project summary document that includes all of the City's current and recently closed projects. The budget allocation source, a summary of the project scope, the contractors involved and the timeline for completion will be included in this project summary. It is the intent to, following the completion of these current project list, to work with the council to identify future project needs for the organization. Knowing our resource capacity is essential in taking that next step.

Grants

- Met with Lt. Wigner to review the two grants that have been administered through the Police Department. One grant \$93,000 will update our body camera footage hold processes to allow for a more streamlined, and protected upload of the video footage. The footage will be automatically loaded to a cloud environment, as opposed to a download by an officer. This improvement will also permit secured (following approval), access to specific file sets to the District Attorney's Office for case files, saving our staff time and the DA's Office time. There are a number of security features that will be applied with this new system strengthening our risk management response to the necessary public records.

The other grant provides \$200,000 from Rural Violent Crime Reduction Program. Several things are coupled under this grant, to include camera installation around Watson's Corner. The Police Department will be transferring the information on these grants over to the Grant Manager for oversight and reporting.

- Met with Ted Stinson, UrbanKNKT contractor for affordable housing project. The contractor is planning to construct three, three-bedroom single family homes in Bluesky Subdivision.
- Met with John Sargent and Bill Arnold to discuss current projects and obtain a summary of possible grant opportunities to address the capital and project needs for the City.

Council Legislation Prepared/ Supported

- The City Council will be considering two property disposals at the next regular meeting. In preparation for these disposal, prepared the ordinances and notices.
 - One is for the demolition of the yellow building located at 105 Ptarmigan. In the notice of disposal posed around town and in the newspaper, I provided an opportunity to bid on the building in the case someone is interested. The City does not feel the repairs needed for the building to be occupiable, to be worth investment. A contractor looked at the space with the Public Works Director and estimated the repairs to be upward of \$175,000.
 - The second property is by lease of land and building to YKHC. This is a continuation of a prior lease that didn't include a leaser renewal option. The lease is presented for less than fair market value because of the building and land's use.
- Updated the University of Alaska Library and 4-H partnership agreements following the council's FY25 budget adoption. An AM for contract approvals will be on the August 13th agenda.
- Working on three budget modifications for the last meeting in August. One will be to clean up the FY24 budget expenditures to ensure the final budget is balanced considering all funds. The second budget modification is the result of many meetings evaluating our current capital project lists. Some projects have a need for an allocation adjustment, some up, some down, and some new projects for the council consideration. The third, is an FY25 operating budget amendment to account for a few unexpected changes.

Task	Period Total	Year to Date Total
Complaints from Citizens	2	6
Claims Against the City	0	2

Memorandum

Date: July 26, 2024

To: Lori Strickler, Acting City Manager

From: Dean Sawyer, Alaska Communications

Subject: IT Director's Report



July 2024 Current Events

- **Transition from Starlink to OneWeb Internet:**

Work was done in coordination with several technicians at Alaska Communications to troubleshoot the One Web Satellite connection. It was determined that the installation was done incorrectly. The ethernet cables were moved to the correct ports on the RMB in the Public Safety server room. Once this was accomplished and the connection was verified to be working properly, we changed the settings in the firewall to utilize OneWeb as the primary connection. Starlink is still connected and there is a small amount of traffic using that service, however the main carrier is now OneWeb.

- **Fire Dept Copier Repaired:**

The Xerox technician did manage to make it into Bethel and service the paper tray for the Fire department's copier. This was an issue that manifested last month and required a technician to service. The tray is now working and there are no further issues with that machine.

- There were several other user issues dealt with during the week. UPS was replaced at the landfill office. Complaints about a scanner not working at public works was dealt with by extensive cleaning of the feed mechanism on the document feeder. I also helped with several issues for new users in the finance department and updated the user list for scanning in their big copier.

Future Plans

- **Computer replacements:**

Inventory of all the new computers in storage at City Hall was completed. It was reported that some of these computers have already been through the set-up process and the status of that is to be determined. I set up a table in the IT office in preparation for this work which will begin with my next visit to Bethel. I anticipate having them all ready for deployment before February.

CITY OF BETHEL POLICE DEPARTMENT



June 2024 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	2	1
Community Service Officer	2	2	0
Evidence and Record Custodian	1	0	1
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)	20	16	4

Operations:

Operations Tempo				
	July 2024	June 2024	July 2023	2024 Total
Calls Total	1197*	1176*	1087	7518
Reports Total	168	124	119	647
Intoxicated Pedestrian Calls	146	152	125	892
Driving Under Influence Calls	20	21	23	83
Domestic Violence Reports	25	19	18	195
Disturbance Calls	110	102	59	509
Subject Removal Calls	61	59	73	412
Animal Calls	27	46	26	221
Animal Bite Reports	0	3	0	8
Sexual Assault Reports	4	4	4	42
Death Investigation Reports	1	1	1	11

PERSONAL:

Kelsi Kime Began work as the Administrative Assistant

We are currently working on three background investigation for potential new hires .

Officer Watson and Officer Roberson has been promoted to Sergeants.

We continue to recruit officers, dispatchers, CSP, evidence tech, and admin assistant.

TRAINING:

No specific Trainings have been done this month

Other:

(*) calls for service security checks removed from this number. Officers conducted 244 security checks.

The police department participated in a High Visibility Traffic Enforcement campaign for the month of July. This campaign was sponsored by the Alaska Department of Highway Safety.

Bethel Police Department hosted a Crafts with a Cop community function on July 8th at the community center. We are partnered with the library to host this event. The event was a huge success.

BFD Report	7/1/2024-7/31/2024
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Positions	
Total	10
Filled	8
Volunteers	21

Emergency Responses:	
EMS	147
Fire	17
Vehicle	2
Alarms	3
Lockouts	8
Misc.	4

PORT OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Voice: 907-543-2310
Fax: 907-543-2311



To: Lori Strickler, Acting City Manager
From: Edward Flores, Port Director
Subject: July 2024 Managers Report

- **Small Boat Harbor**

The Small Boat Harbor is in full operation. In July, we had a couple of fishing openers, which went well. However, this still emphasises the need for an expanded parking area in the harbor. Mid July we spread gravel on the embankments during low tide to cover the geo-web that was starting to float. I have been in contact with Alaska Fish & Game and we think that the new fish bin location will work well, we have not noticed any ill effects of moving it so far. For the upcoming fall season we would like to remind everyone to check on their boats in the Small Boat Harbor.

For the summer, we have sold the following:

- 128 - Ramp Permits
- 85 - General Permits
- 77 - Float Spaces
-

- **City Dock/Beach 1/Petro Port**

We have had all the companies move their respective freight off the east wing wall twenty feet, with the exception of a couple of containers that are located on the lower end of the east wing wall. We will be working on getting these containers moved.. We have been changing out exterior light fixtures on the warehouse in the City Dock. Our warehouse lighting project has been elevated to the level of Electrical contractor. We will coordinate with the contractor when they are on ground to get this task accomplished.

- **Port Office**

We did have an issue with connectivity here in the office the last week of July. The Port office was cut off from the City network. The cause of the issue was likely from a crow chewing through the wire for the antenna at the landfill, cutting off the Port Office. This issue has been resolved. Building Maintenance has turned our boilers back on to accommodate the lower temperatures.

- **Admin**

Our monthly storage was prepared and will leave the Port office this first week of August. The Port Commission had its regular meeting on July 15th. Our next meeting will be at City Hall on August 19, 2024, at 7 p.m.

- **Seawall**

Port workers are checking the seawall from the small boat harbor to the petro port. I spoke with a representative for the Bethel Police Department, and I was able to provide them with the codes to open both of the lower access gates so that they can access these areas without cutting locks or going up and down the stairwells along the lower access.

- **Misc.**

We currently have two port attendant positions open at this time. We are looking to fill them as soon as we can.

MEMORANDUM

Date: August 1, 2024
To: Lori Strickler, Acting City Manager
From: Lee Foley, Planning Director
Subject: Planning Director's Report

July 2024 Events

- **Property Issues/Public Nuisances:**
 - 1. **New:**
 - a. 325 Mission Lake Road – **No records of ownership**
 - b. 621 Setter – **House is vacant. Requested ownership data from Recorder's Office**
 - c. 679 6th Street – Certified letter sent to owners – **No response to date.**
 - 2. **Revisited**
 - a. IPHC-Alaska Subdivision – Certified Letter sent to head of United Pentecostal Holiness Church in Oklahoma City on June 30, 2024. Property still presents a biohazard due to human and animal feces on the ground. **BCS purchase offer pending.**
 - b. 17 Kwethluck – **DA's office for action**
 - c. 236 Akiak – **Owner engaged**
 - d. 110 Schwalde Street – Still trying to identify owners – **No record in Recorder's Office, Utility Billing, or Hauled Utilities.**
 - e. 330 Mission Lake Road – **Owner identified. Certified letter forthcoming**
- **Site Plan Permits:** Planning received eleven (11) Residential Site Plan Permits. Four (4) have been processed and seven (7) are on hold pending additional information.
- **Planning Commission:** During the regularly scheduled meeting on Thursday, July 11, 2024, Commission members considered Site Plan Permit Fill Improvements as set forth in the City Attorney's Memorandum to the Planning Director dated June 4, 2024 (attached). The consensus was that a simplified abbreviated form be created to be used in lieu of a Site Plan Permit. The Planning Office will work with the City Attorney to carry out this directive. The proposed changes to the City's Fee Schedule as they apply to Planning were reviewed with no action taken. This item will be on the Commission's August 8, 2024, agenda for a Yes/No vote. Members reviewed a proposal submitted by Senator Hoffman offering a land swap of unsurveyed land in Blue Skies Subdivision for two (2) lots owned by the City in City Subdivision. This offer to be reconsidered on August 8, 2024.
- **Abandoned Vehicles:** Abandoned and derelict vehicles continue to be an issue throughout the City. Planning is working with the recently hired Public Safety Director, the Public Works Director, and the City Attorney as we continue to address this matter.
- **Vacancies:** There are no vacant positions in the Planning Department.

- **Large Projects:**

1. **KYUK Tall Tower Project** – KYUK’s “Studio Tower” sustained damage due to icing and extreme winds. An inspection of the tower, foundation, and soil samples confirmed replacing the structure and foundation to improve structural integrity and stability was the most prudent course of action. The existing tower will be replaced with an updated self-support tower at the current site. DOWL took the lead for this project and worked in conjunction with KYUK and the Planning Department to determine what documentation was needed for a Special Use Permit to be approved. DOWL submitted a Completeness Review on September 19, 2023, that specified the requirements that KYUK had to fulfill to gain approval. **Those requirements were met by Monday, July 1, 2024, but contrasting legal interpretations of the BMC as it applies to Tall Towers prevented the project from being considered at the regular Planning Commission meeting on Thursday, July 11, 2024. Instead, on Thursday, July 18, 2024, with all legal issues resolved, the Planning Commission held a Special Meeting and approved KYUK’s Special Use Permit, conditional on proof of recording of the lot line adjustment previously submitted. Construction of the new tower is ongoing.**

2. **Ptarmigan Street Encroachments** – Working with DOWL and DOT in an important infrastructure improvement project funded by federal dollars and the State of Alaska Department of Transportation and Public Facilities. Ptarmigan Street will be upgraded to improve user safety and address functional deficiencies within the roadway. Improvements to drainage, roadside hardware, pedestrian usage, lighting and signage are planned as our dust mitigation, utility relocations, and vegetation clearing and grubbing. Letters have been sent to ten (10) property owners who DOT has identified as presenting encroachment issues that could impede the project. **To date, six (6) property owners have responded, all requesting clarification with respect to the DOT photos and maps that were enclosed with the certified letters. One (1) property owner has inquired about compensation if forced to remove a vital structure. A meeting scheduled with DOWL, DOT, and the City is planned for Tuesday, August 6, 2024.**

MEMORANDUM

DATE: July 31, 2024
TO: Lori Strickler, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager's Report for August 13, 2024 Bethel City Council Meeting

Bethel Animal Shelter

I am in receipt of the suggestions for animal shelter funding from the Bethel Friends of Canines. I prepared and submitted a letter to the Margaret A. Cargill Philanthropies to request an invitation to apply for funding. Animal welfare is one of many priorities for the foundation.

Concerns I have from a grantor's perspective in seeking grant funding for the City's proposed animal shelter are: (1) bid price of \$2,338,604 appears to be an awful lot of money for an animal shelter, (2) Bethel community has a low population (6,152) for such a high-priced shelter, making the dollar cost per human benefit very high, and (3) the fact that the City is currently operating with an animal shelter in place might make grantor feel that new funding is less necessary.

Coronavirus Capital Projects Fund (CCP)

The City was awarded \$9 million in CCP grant funds to design and construct a new community center and gymnasium attached to the YK Fitness Center. DOWL is working to obtain approvals from relevant agencies with a potential stake in construction of a new building on virgin tundra.

Grant Applications in Preparation

EPA Grant for Removal of Derelict Vessels

The City must apply for a grant from the Environmental Protection Agency in order to secure the \$5.018 million appropriation from Senator Murkowski's Office.

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 planning to purchase a solar power project for use at the YK Fitness Center.

Safe Streets 4 All

In order to obtain construction funding from the Safe Streets 4 All grant program, the City must first apply for Planning funding to pay for a Safety Action Plan. The Plan must

recommend physical alterations of a road or other improvements that have the potential to reduce deaths and injuries on the City's roadways. The application deadline is August 29, 2024.

Purchasing Agent Duties

I developed the score sheet and reviewed and scored the six professional housing proposals received in response to the City Request for Proposals. The scoring process is expected to be completed in time to get an AM on the agenda for City Council consideration at their August 13, 2024 meeting.

Current Grants

#	Grant	Amount	Expiration
1	Coronavirus Capital Projects Fund	\$9,000,000	12/31/2026
	DOWL working to obtain approvals from federal agencies regarding the City's proposed construction of a new community center that will contain a gymnasium.		
2	CSP - DHSS FY 2024	\$323,081	6/30/2025
	Police Department is responsible for overseeing the hiring of three CSPs to help people who are unable to care for themselves. There has been one or more CSP vacancies that the City must fill.		
3	23SHSP-GY23 – Virtual Simulator & Fencing	\$268,000	9/30/2025
	The Environmental Historical Preservation (EHP) document submission by the City was approved by the Federal Emergency Management Agency. The City may now prepare and issue a Request for Proposals to hire a contractor to purchase and install the fencing around the City's new V&E Shop. The Police Department wants to reallocate grant funding from the purchase of a virtual shooting simulator to the purchase of a keyless door entry system and building security cameras. The reallocation form will be completed and submitted to the grantor.		
4	COPS Hiring Program - School Resource Officer (SRO)	125,000	6/30/2023
	City must complete final progress report and final financial report. 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	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,361,604	12/31/2024
	The City spent \$2,001,041 thus far and has \$1,360,563 to spend, some of which is obligated or soon to be obligated in construction contracts. The City is using ARPA funds to pay for its new chemical storage facility and to make Q2 lift station upgrades.		
7	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	6/30/2026
	The City plans to spend this money first as it designs the new multipurpose community center. Engineer firm, DOWL, LLC, is working on the preliminary design.		
8	Designated Legislative Grant Public Safety Communication Tower	\$500,000	6/30/2028
	STG, Inc. hired to purchase and install the Public Safety Communications Tower.		
9	Designated Legislative Grant Dust Control	\$1,200,000	6/30/2029
	City ready to respond to State with Scope of Work, Budget, and Timeline, which are needed for the State to draw up a grant agreement.		
10	Justice Assistance Grant (JAG)	\$14,108	9/30/2023
	The Police Department purchased a drug dog and sent an officer to training with the dog. All grant funds have been spent. Grant reports are being completed.		
11	Healthy & Equitable Funding	\$242,057	TBD
	The contractor installed two sets of playground equipment in June 2024. The City will seek reimbursement as soon as the last bills are paid.		
12	VSW Capital Improvement Project Grant	\$13,860,000	TBD
	City hired an electrical firm to complete the water treatment plant improvements. These improvements are necessary to make the plant ready to connect water pipes to the new school and the Martina Oscar Subdivision.		



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: 07.31.2024

TO: City Manager

FROM: Bill Arnold, Public Works Director

SUBJECT: Manager's Report – Public Works Department
Programs/Divisions

Hauled Utilities: Our department has received an employee's resignation. This will leave our department five vacant positions. The first of our new sewer trucks is out of service due to a manufacturing system design problem. This month we have managed to provide on time services. We have received necessary assistance throughout the month from V&E and road maintenance. Hauled utilities has also assisted Piped Utilities when requested.

Utility Maintenance:

- 8 alarms on residential lift stations were responded to. Multiple issues with grinder pumps and float systems
- Monthly meter readings and service connections/ shut offs were completed.
- 5 residential lift station repairs.
- Tundra Center lift station is 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 and degreasing our larger lift-stations to prevent FOG build up.
- Leveling activities on low-flow and plugged sewer lines.
- Currently have 3 vacant positions. 1 water treatment operator and 2 distribution/ collections operators. Water treatment operators are having to work many hours to satisfy the demand of the systems. Recommend hiring another treatment operator to remedy this.
- Preparations for the Ayaprun school driveway crossing are under way. BHWTP will need to be shut down.

Property Maintenance:

1 of 2 Temporary positions filled.
3 of 4 FTE positions filled.

The department is having to prioritize issues to keep up with Pre-Winter work. Department is trying to catch up on long due heating and air handling maintenance in City buildings and are prioritizing the work to critical systems as we prepare for winter to return

BOARDWALK, CEMETARY, AND PARKS: Provide power for 4th of July. Mark spaces for 4th of July vendors. Weed eat and cut grass at parks. Make and install new trash cans at parks missing them. Measure and mark boardwalk light poles. Remove ground rods from old concession stand. Clear brush from park in front of courthouse. Continue to weed eat and remove willows from cemetery. Make markers for new grave sites.

POOL: Replace filters for air handler system. Replace leaking water lines at concession sinks. Replace flush handle on toilet.

COURTHOUSE: Service and clean air handlers in attic space. Replace actuator for outside air vents. Replace actuator for heating coil. Work on trooper entry door latch. Replace zone valve in clerk's office. Replace primary control on boiler. Clean AHU 5. Drain and flush glycol lines to AHU 5. Replace air filters for AHU5. Replace 10 leaking coin vents. Replace 6 1" unions and 2-1 1/4' unions. Work on AHU 5. Replace 2 3/4" unions. AHU 7 changed filters and replaced two-coin vents. Clean HRV and replace leaking fittings. Replace 1" Union. Replace RIB relay.

DOG POUND: Replace water pump. Epoxy kennel 3. Install steel plate on kennel 3 to cover hole.

TRANSIT: Replace transformer for garage door. Repair damaged garage door pressure pad cable. Repair retaining pin for garage door cable.

FIRE STATION: Replace ballast in kitchen light fixture. Wire new motor for air compressor. Tighten 4 unions on boiler.

HIGHWAY LIFT STATION: Replace unit heater. Replace bad unions on glycol lines. Replace leaking glycol line. Replace coin vent. Start cleaning and tuning boilers for winter.

CITY HALL: Level deck and stairs at HR and Boiler room entrances. Relocate file cabinet for one office to another in finance.

PUBLIC WORKS: Replace fill valve Hauled Utilities toilet. Make keys for Caleb and Robbie.

BETHEL HEIGHTS WATER PLANT: Clean summer use boiler. Clean and tune boiler 2.

PORT: Start cleaning and tuning boilers for winter.

Road Maintenance: S&R has been working on lifting and capping curbs in AHFC, Lifted and capped the road to the Winter House, cleaning culverts, helped the land fill prepare for there yearly DEC inspection, reset 3 culverts and installed 3 new ones, also working at the cemetery, grading roads as needed.

Vehicles and Equipment: As usual we been servicing and maintaining city vehicles and equipment as needed.

Transit System:

This month was steady with ridership. The back up bus was utilized for a few days during the month. The ridership consisted of 1,169 Elders, 51 Youth, 130 Adults, 162 Disabled, and 1,482 Pass riders. 80 Day and 20 Month passes were purchased. The total came out to \$1,177.00.

Bus 439 logged 471 miles and 47.638 gallons of fuel. Bus 440 logged 2,788 miles and 359.540 gallons of fuel.

Thank you and enjoy the rest of the summer!

Landfill & Hauled Refuse: The landfill and hauled refuse has had another busy month. The dumpster truck brought 77 loads to the landfill, there were 80 load of trash brought into the landfill by other city vehicles, commercial customers brought in 5179 yards of trash, we received 262 loads from private parties, we received 10 units with freon in them, there were 15 vehicles brought to the landfill, and 6 large items including old graders, used water and sewer trucks and a large tank.

The landfill had our annual inspection done by the Alaska Department of Environmental Conservation. We are expecting the results of the inspection in August.

The landfill is glad to have a new permanent landfill tech. We still need one more permanent landfill tech with a CDL drivers.

Staffing Issues/Concerns/Training:



City of Bethel
Finance Department
Monthly Manager's Report for July 2024

Date: July 1-31, 2024

To: Lori Strickler, Acting City Manager

From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report, July 2024 The Finance Department's Monthly Managerial Report details the progress, activities, plans, and challenges of the Finance Department for July 2024.

Current Events within the Finance Department

- July was a good month for the Finance Department with the hiring of two new employee's
- Jennifer Charlie in Accounts Payable and Kayla Tikiun in Utility Billing.
- Sales tax and utility files have been cleaned and organized
- Utility billing is working on cleaning up old accounts and getting the past due accounts sent to collections
- Getting test work for FY23 Audit to begin in August
Looking @ increasing the hours of operation for the finance department as we get the staff trained.



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907- 543- 2047

TO: City Manager
FROM: Human Resources
SUBJECT: Monthly Manager Report

DATE: July 26, 2024

The following identifies significant projects that were in addition to general personnel action-based activities (hiring, terminations, benefits review, employee support, etc):

Compensation and Classification

The City has withdrawn its LOA (Letter of Agreement) proposal with the Union regarding promotions. The document was over 30 days old, and since its draft, the personnel involved have changed. The City now has a new Acting City Manager and a new Public Safety Chief, and the Union just completed their elections, resulting in a new local President and Vice President. The Union and City plan to meet at the end of August to identify areas we would like to work together at addressing for the benefit of both parties.

Recruitment and Hiring

Current vacancies at the Management Team level include City Manager and Finance Director. Staffing in the Finance Department is improving, and the onsite agreement with ACS is meeting the City's needs for onsite staff at the present time.

Seven new employees were hired during the month of July – all for permanent positions. One conditional offer was made for an Evidence Custodian to begin work in September (still reflected as vacant, below).

Department	Number of Budgeted Positions	Vacancies	Change Since Last Report	
			Hired	Separated
Administration	3	1		
City Clerk	2	0		
Finance	9	1	+3	
Planning	2	0		
IT	2	2		
Attorney	1	0		
Fire	12	3		

Police	33	7	+1	
Public Works	54	20	+3	-2
Port and Harbor	3	0		
Total	121	34		

A total of 20 applications were received by HR during July for advertised positions. Three (3) were internal candidates for Fire Captain and two (2) were for temporary or seasonal positions.

Dept/Position	Number of FY25 Budgeted Positions	Number of Vacancies	New Applications Received in July	Qualified Applications Still Under Review	Number Hired During July
Finance Director	1	1			
Accounting Spec I/Clerk	5	1	2		3
IT Director	1	1			
IT Technician	1	1			
Fire Captain	1	1			
Firefighter/EMT	6	1	1	3	
Administrative Asst	4	3	4	2	1
Sworn Police Officers	19	2	3		
Community Service Patrol	3	1	2	2	
Evidence Custodian	1	1	1	1	Offered
Dispatcher	5	3			
Landfill Technician	1	0			1
Utility Maintenance Foreman	1	0			1
Util. Maint. Worker	4	2		0	
Hauled Utility Driver	17	12		0	
Water Treatment Operator	3	1	1	1	
Mechanic	5	2			1

NeoGOV Transition

HR has begun using the NeoGov onboarding system with all new hires. Overall, the system seems to be working smoothly, with easy to understand checklists. The process eliminates the paper forms and electronically-signed documents are accessible by payroll for entry into the Caselle financial software.

The E-forms component has been signed off, with hopes of full implementation of paperless forms at the end of the summer.

Online Timekeeping

Target date for initial implementation is September 2024.

Workplace Safety, Injuries and OSHA Notifications

There was one reported workplace injury during the period which did not meet OSHA-notification criteria. All required forms were completed.

Ongoing and Future Projects

- Coordinating recruitment efforts with the Alaska Job Center and local training sites.
- Continuing to work on creative strategies for filling vacant managerial positions.
- Presentation and acknowledgment of City Drug and Alcohol Policies.
- Developing a digital policy manual.
- Updating the Employee Handbook, last adopted by City Council in 2015.

City of Bethel, Alaska

City Clerk's Office

Council Meetings

August 6, 2024 Special City Council Meeting
August 13, 2024 Regular City Council Meeting
August 27, 2024 Regular City Council Meeting

City Clerk's Office

- Preparing for the October 1, 2024 Regular City Election has been occupying most of my time. This has involved meeting with Administration, reviewing updating documents, updating the website, reviewing code requirements, preparing advertisements, preparing the Declaration of Candidacy Packet, coordinating with the Division of elections, and making sure that I have met my legal deadlines.
- Training and setting up accounts for the new Public Safety and Transportation Ex-Officio
- Consolidating zoom accounts. To make the process of running Committee/Commission meetings easier and more efficient, Administration and the Clerk's Office have consolidated the zoom and computer user accounts into one account with the hopes of creating one process that each department can follow.
- Updating forms on the new website.
- Coordinated travel for Mayor Springer for AML 2024 conference in Kodiak.
- Researched the Documents related to the Animal Control Shelter CIP for Council Member Snow.
- Assisting Administration with finding documents for the audit.

Task	Period Total	Year to Date Total
Passport Appointments	3	41
Burial Permits/Reservations	7	27
Notary Services	1	17
Meeting Minutes Drafted	2	13
Resolutions Drafted	-	6
Ordinances Drafted	-	2
AM/IM Drafted	-	3

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



City of Bethel

OCTOBER 1, 2024, MUNICIPAL ELECTION NOTICE OF VACANCY IN OFFICE

CITY COUNCIL VACANCIES IN OFFICE

There are four city council seats up for election. Three seats have terms ending October 2026 and one seat has a term ending 2025.

QUALIFICATIONS FOR CANDIDATES

A person is eligible to be elected to City Council if the person is a qualified voter of the State of Alaska; has resided with the City of Bethel for a least one year immediately preceding filing for office.

DECLARATION OF CANDIDACY FILING PERIOD

Declaration of Candidacy filing period begins 8:00 a.m. on August 5, 2024, and will close at 4:00p August 20, 2024. Declaration of Candidacy packet submissions must be presented to the City Clerk's Office with original signatures, electronic submissions are not accepted.

Declaration of Candidacy packet information will be available on the City of Bethel website on July 29, 2024, and the packets are available for pick up at the City Clerk's Office.

GENERAL INFORMATION

For information regarding the October 1, 2024, Regular City Election, please contact the Bethel City Clerk's Office at cityclerk@cityofbethel.net, (907) 543-1384 or go to our website www.cityofbethel.org. The City Clerk's Office Location is City Hall, 300 State Highway, Bethel.

Audio versions of this notice will be available at www.cityofbethel.org in both English and Yugtun.

For more information go to the City's website or contact the City Clerk's Office.

Bethel City Clerk's Office

300 Chief Eddie Hoffman Highway

907-543-1384

cityclerk@cityofbethel.net

www.cityofbethel.org



City of Bethel

OCTOBER 1, 2024, MUNICIPAL ELECTION NOTICE OF VOTER REGISTRATION DEADLINE

DEADLINE

The deadline for registering to vote or to update voter information in time for the October 1, 2024, Election is September 1, 2024.

WHERE TO REGISTER

Online: State of Alaska Division of Elections website:

www.elections.alaska.gov/voter-information

or use your camera to open the QRL:



In person:

Bethel City Clerk's Office

300 Chief Eddie Hoffman Highway

VOTER QUALIFICATIONS

A person is qualified to vote who:

1. Is a citizen of the United States
2. Has passed his/her 18th birthday
3. Has been a resident of the city of at least 30 days preceding election
4. Has registered at least 30 days before election with the state and is not registered to vote in another jurisdiction; and
5. Is not disqualified under Article V of the State Constitution

GENERAL INFORMATION

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