



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, DECEMBER 12, 2024, 6:30 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

Kathy Hanson, Chair Lorin Bradbury, Vice Chair
Rose Henderson, Council Rep.
Alex Wasierski Shadi Rabi
Haley Hanson Sundi Scott
Vacant Seat, Alternate 1
Vacant Seat, Alternate 2

STAFF

Pauline Boratko, Ex Officio Member
Lee Foley, City Planner
planning@cityofbethel.net
907-543-5301

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

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

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. november 2024 meeting minutes

VI. UNFINISHED BUSINESS

- A. Update Discussion on Nuisance Properties

VII. NEW BUSINESS

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<12/6/2024>> at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

City of Bethel, Alaska

Planning Commission

November 14, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on November 14, 2024. The Chair of the Commission, Kathy Hanson called the meeting to order at 6:32 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, Alex Wasierski, Shadi Rabi, and council rep. Rose Henderson.

Excused Absence: Haley Hanson and Sundi Scott

Also Present: Pauline Boratko, Recorder

III. PEOPLE TO BE HEARD:

IV. APPROVAL OF THE AGENDA:

MOVED:	Alex Wasierski	Motion to approve the agenda.
SECONDED:	Rose Henderson	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Lorin Bradbury	Motion to approve regular meeting minutes for October 10, 2024.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

VI. UNFINISHED BUSINESS:

A. Update on Nuisance Properties:

MOVED:	Lorin Bradbury	Motion that we receive status of each property and what step they are at.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	5 yes; 0 no: motion passes	

B. Update on Subdivision Open Space:

VII. NEW BUSINESS:

VIII. PLANNER'S REPORT:

IX. COMMISSIONER'S COMMENTS:

A. Wasierski- no comment

K. Hanson- I appreciate people's attention to this

L. Bradbury- I am glad that this is being discussed.

S. Rabi- Thank you for looking into nuisance properties

R. Henderson-Thank you Shadi for bringing this up.

X. ADJOURNMENT:

MOVED:	Rose Henderson	Motion to adjourn the meeting.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 7:19 pm

APPROVED THIS ____ DAY OF _____, 2024

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

MEMORANDUM

December 2, 2024

From: Planning Director
To: Planning Commission
Subj: Updates

A. Blue Sky Subdivision Park Space

1. This issue is being handled by the Acting City Manager and the City Attorney. Planning is only involved to the extent of gathering information as requested.

B. Park Space on 5th Avenue

1. The Acting City Manager and the Public Works Director have identified two (2) City-owned lots on 5th Avenue for Park Space Development. Planning is supporting this effort as requested.

C. ONC Open Space/Park Space

1. A closer examination of that portion of the ONC Subdivision plat that identifies their proposed Open Space does not appear to adhere to Code. Planning will be addressing this issue with ONC during the month of December 2024.

D. Property Issues/Public Nuisances

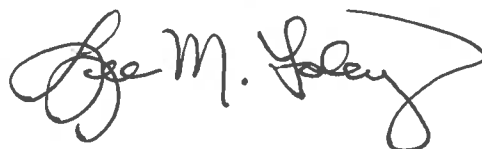
1. **244 Akiak** – In company with the Chief of Public Safety, hand-delivered a **NOTICE & ORDER OF NUISANCE ABATEMENT** to the owner. Chief Harris read the notice to the owner and explained the consequences of non-compliance. The deadline for compliance is 12/09/24.

2. **410 Owl Street** – Sent certified letter with photos to the owner in Billings, Montana. The response deadline was 11/12/24*. However, no signed receipt for the letter has been received.
3. **229 Akiak** – A signed return receipt for Planning's certified letter & photos was received. Response deadline was 11/14/24*.
4. **808 Ptarmigan Road** – A signed return receipt for Planning's certified letter & photos was received. Response deadline was 11/14/24*.
5. **800 & 800A Tundra Road** – A signed return receipt for Planning's certified letter & photos was received. Response deadline was 11/14/24*.
6. **236 Akiak** – The owner lives in Toksook Bay but responded by letter to our certified letter. Owner in the process of hiring local help to correct the issues associated with the property.
7. **9330 Nengqerralria** – A signed return receipt for Planning's certified letter & photos was received. Response deadline was 11/14/24*.
8. **1111 Uivik** – Former owner lives in Las Vegas, Nevada. When contacted by the Chief of Public Safety, the former owner stated that property had been sold through a Quit Claim Deed transfer process. The new owner resides in Anchorage and Planning sent a certified letter with photos to him. Response deadline was 12/03/24*.
9. **IPHC – Alaska, 4th & Main** – Bethel Community Services (BCS) attorney sent the Church an amended purchase and sales agreement on 11/13/24. Anticipating the deal will close, BCS authorized the demolition of two (2) buildings for potential disposal. However, the Alaska Department of Environmental Conservation (DEC) has advised the Bethel Landfill manager not to accept any buildings or materials in the landfill until further tests are performed. Two (2) sheds

remain standing on the property. The Church has authorized the City to post No Trespassing Signs. The Acting City Manager has encouraged the Church to erect a fence but no action has been taken to date.

- 10. 9316 Nengqerrarlria Drive** – Abandoned dilapidated property. No local record of ownership. Planning has asked American Title to do a complete title search.
- 11. Abandon House on 6th Avenue** – No address on house. Sent certified letter with photos to owners on 11/21/24. Response deadline is 12/05/24. Owners responded via email and secured building on 11/30/24.
- 12. 017 A, B, & C Kwethluk, City Sub** – The Chief of Public Safety identified the suspected owner residing in Las Vegas, Nevada. Certified letter with photos sent on 11/20/24. Response deadline is 12/04/24.
- 13. 140 Togerson** – Signed return receipt for certified letter and photos received from a Moravian Church representative. Response deadline was 11/13/24*.
- 14. 621 Setter** – Certified letter with photos sent to owner on 11/21/2024. Response deadline is 12/05/24.

Response deadlines that have been exceeded are marked with a *. In discussing the issues with the Acting City Manager and City Attorney, the consensus was that sending more letters would be non-productive. Instead, we tentatively plan to combine all the property owners who missed their deadlines, or didn't respond at all, and submit them to the Council for a consolidated hearing under BMC 15.04. Obtaining a directive by Council, authorized by Code and after a due process hearing, the City can abate these nuisances itself up to and including demolition if necessary.

A handwritten signature in black ink, appearing to read "Joe M. Foley". The signature is fluid and cursive, with a large, sweeping flourish at the end.

[illegible]

Planning Commission 2023 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair	P	P	P	P	P	E	P	P	P	P	P01	
Lorin Bradbury, Vice Chair	P	T	T	P	P	P	P	E	P	P	P	
Alex Wasierski	P	E	P	P	E	E	P	P	P	P	P	
Shadi Rabi	P	P	P	T	P	P	T	P	T	P	P	
Stanley Hoffman Jr.	P	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Greg Morgan	U	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Haley Hanson	P	P	P	P	E	P	U	P	P	P	E	
Sundi Scott,	xx	xx	P	P	P	E	P	P	P	P	E	
Rose Henderson, Council Rep	xx	xx	xx	xx	xx	xx	xx	xx	xx	XX	P	
Beth Hessler, Council Rep	P	P	P	E	P	E	P	P	P	xx	XX	XX

Special Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair							P		P			
Lorin Bradbury, Co-Chair							E		P			
Alex Wasierski							P		P			
Shadi Rabi							T		E			
Haley Hanson							P		E			
Sundi Scott,							P		E			
Beth Hessler, Council Rep							E		P			

Vacancy shall be declared by the body when a member:

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

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

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

xx: not yet appointed/left commission



City of Bethel

Finance Department

Manager's Report for November 2024

Date: December 5, 2024

To: Lori Strickler, City Manager

From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report

Current Events within the Finance Department

November has been a busy and productive month for the Finance Department.

Sales Tax has sent out 220 Sales Tax Certificate renewals. A new online portal was added to the Business Licensing-we are receiving notifications of businesses using the new portal.

Utility Billing is now sending all Commercial Account bills VIA email.

The Auditors conducted a remote FY23 Audit the week of November 18-22nd. The audit should be finished the first week of February 2025.

AP/Payroll: Went to training in Provo, UT

General Ledger: Keeps us all in balance-Sam has been busy entering Journal Entries entered for the FY23 Audit.

Finance Committee

The Finance Committee did not have a quorum.

Personnel/Open positions: Finance Director



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: December 1, 2024

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

Position Update

Department	Budgeted Positions	Applications Received	Vacancies	<u>Change Since Last Report</u>		
				Pending Offers	Hired	Separated
Administration	4		1			
City Clerk	2		0			
Finance	9	2	2			
Planning	2		0			
Attorney	1		0			
Public Safety						
<i>Admin</i>	3		1			1
<i>Fire</i>	10	3	1			
<i>Police</i>	31	13	9	+1		3
Public Works						
<i>Admin</i>	2				1	
<i>Streets/Roads</i>	6	3	2			
<i>Prop Maintenance</i>	5	1	0		1	
<i>Refuse/Landfill</i>	3		0			
<i>Hauled Services</i>	19	2	14			
<i>Piped Water/Plants</i>	9	2	3	+1		
<i>Vehicles & Equip</i>	7		3			
Transit	2.5	1	.5		.5	
Port and Harbor	3		0			
Parks and Rec	1	7	1	+1		
Total	118.5	34	37.5			

Recruitment and Hiring

Hauled Services continues to use temporary employees to meet the service requirements. Efforts continue to transition employees to permanent positions. Police Dispatcher applicants are on the rise and the Public Safety Chief is interviewing candidates to fill those positions.

Three internal applicants have applied to promote into the Fire Lieutenant positions vacated with Capt Haviland's promotion and Lt Warren's recent resignation notice.

Retention

Turnover in the Police Section of Public Safety is still impactful. Management is reviewing strategies and organizational structure models to help shore up the department.

Training and Conferences

Attended Caselle training to focus on Payroll and Online Timekeeping. Payroll and HR completed preliminary setup of the timekeeping module, established checklists, and set up current employees for their online access. The training was an invaluable tool to improve the efficiencies in our current efforts as well as make for a successful transition.

HR will continue to clean up the database and Department identifiers, with the intent to roll out online timekeeping for certain Departments in January.

NeoGOV Transition

HR will be offering additional NeoGov training in January to supervisors and staff. The transition has made payroll and personnel paperwork processes much more efficient.

Online Timekeeping

While some employees will be logging in to individual accounts to submit their timesheets, HR will be working with the PW Admin to set up systems at key locations which will work like a timeclock and assist in situations where most employees don't have access to their own City computer.

Workplace Safety, Injuries and OSHA Notifications

There was only one reported injury during October. Forms were submitted to the claims manager electronically. The injury did not require special OSHA notification.

Ongoing and Future Projects

- Updating classification and compensation data.
- Job Description review and updates.
- Presentation and acknowledgment of City Drug and Alcohol Policies.
- Updating the Employee Handbook, last adopted by City Council in 2015.

MEMORANDUM

Date: December 2, 2024

To: Lori Strickler, Acting City Manager

From: Lee Foley, Planning Director

Subject: Planning Director's November Report

NOVEMBER 2024 EVENTS

- **Property Issues/Public Nuisances Updates:**

1. 244 Akiak – In company with the Chief of Public Safety, hand-delivered **NOTICE AND ORDER OF NUISANCE ABATEMENT** to owner. Chief Harris read the notice to the owner and explained the consequences of non-compliance. **Response deadline 12/09/24**
2. 410 Owl Street – Sent certified letter with photos to owner in Billings, Montana. **Response deadline 11/12/24. Proof of letter delivery not received**
3. 229 Akiak – Signed return receipt for certified letter with photos received by the Planning Department. **Response deadline 11/14/24**
4. 808 Ptarmigan Road – Signed return receipt for certified letter with photos received by Planning Department. **Response deadline 11/14/24**
5. 800 & 800A Tundra Road – Signed return receipt for certified letter with photos received by Planning Department. **Response deadline 11/14/24**
6. 236 Akiak – Owner responded by letter from Toksook Bay. In process of hiring local help to correct public nuisance issues
7. 9330 Nengqerralria Drive – Signed return receipt for certified letter and photos received by Planning Department. **Response deadline 11/14/24**
8. 1111 Uivik – Former owner living in Las Vegas, Nevada. When contacted by the Chief of Public Safety, former owner stated that property had been sold through a Quit Claim Deed transfer process. The name and address of new owner was provided, and a certified letter was sent to that person on 11/19/24. **Response deadline 12/03/24**

9. IPHC – Alaska, 4th & Main – Bethel Community Services (BCS) sent the Church an amended purchase and sales agreement on 11/13/24. Anticipating the deal will close, BCS authorized the demolition of two (2) buildings for potential disposal. DEC has advised the landfill manager to not accept any buildings or materials in the landfill until further tests are done. Two (2) sheds remain standing on the property
10. 9316 Nengqerrarlria Drive – Abandoned property, trying to determine Ownership
11. Abandoned home on 6th Avenue – No address on house. The original certified letter to owners was prepared for sending on October 29, 2024. However, an administrative lapse resulted in the original letter not being mailed. To correct the oversight, a new certified letter addressing the issues was sent on November 21, 2024. **Response deadline 12/05/24. Owners responded via email & secured the building**
12. 017 A, B, & C Kwethluk – Chief of Public Safety identified possible owner living in Las Vegas, Nevada. Certified letter with photos sent on 11/20/24. **Response deadline 12/04/24**
13. 140 Togerson – Signed return receipt for certified letter with photos received from Moravian Church representative. **Response deadline 11/13/24**

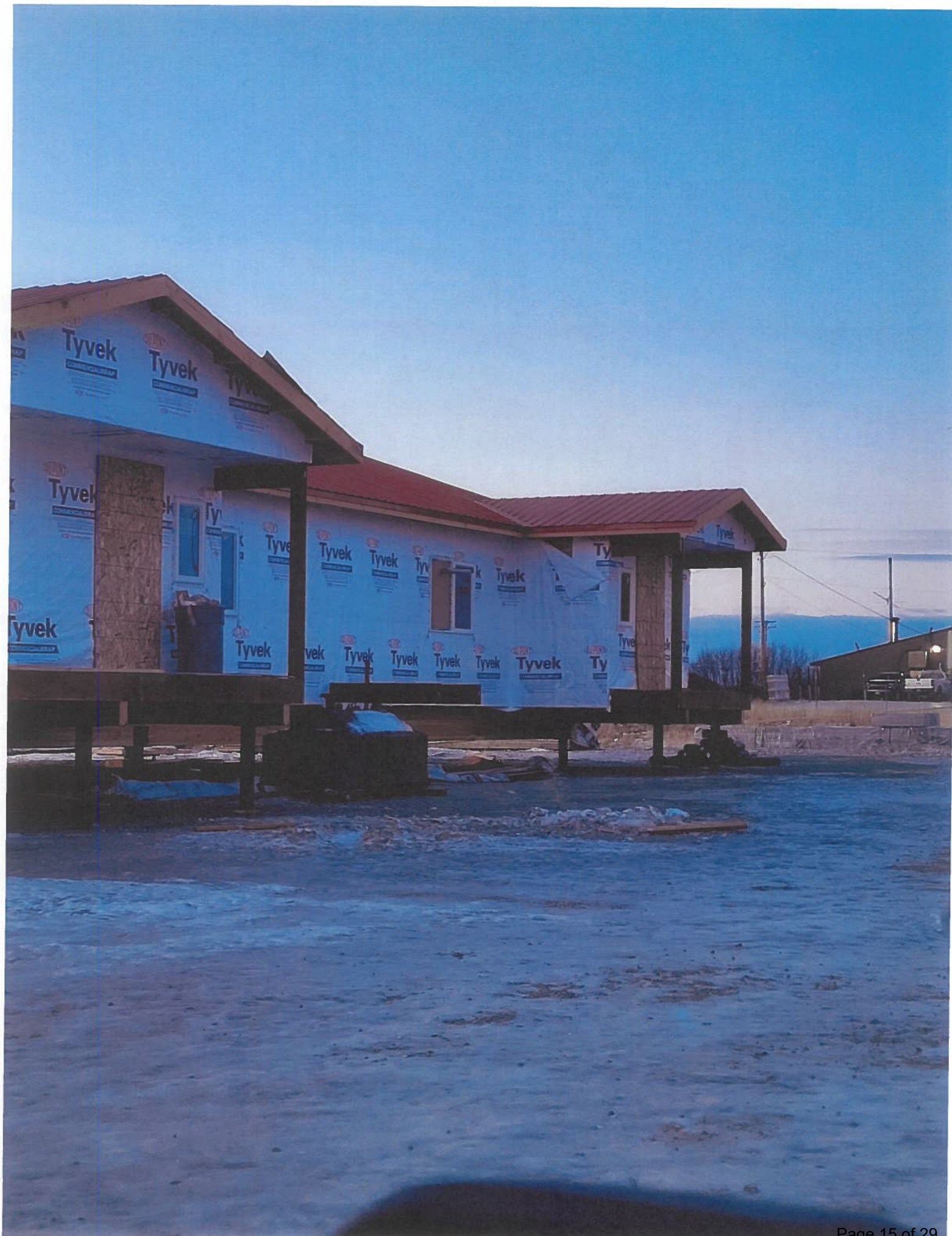
Newly Identified Property Issues/Public Nuisances

1. 621 Setter – Certified letter sent to owner on November 21, 2024. **Response deadline 12/05/24**

For those property owners whose response deadline has been exceeded, the City Attorney recommends combining them into a consolidated Council hearing under BMC 15.04. Letters in many cases are ignored. “A directive by Council, authorized by Code and after a due process hearing, we can abate these ourselves, including demolition if necessary.”

- **Site Plan Permits:** Planning received and processed one (1) Residential Site Plan Permit application in November.

- **Plats:** Received the preliminary plats of the Kuskokwim Community Church Subdivision and Kreider Subdivision for review and comments.
- **KYUK Lot Line Adjustment:** Approval of KYUK's CUP application was given conditionally pending the lot line adjustment being recorded. The lot line adjustment was completed. However, DOWL reviewed the plat and suggested several changes were still needed. That process is ongoing and is being tracked by the Planning Department
- **Planning Commission:** I did not attend the meeting due to my wife's continued illness. Nevertheless, the Commission voted 5-0 that they want to receive continual status updates of every public nuisance property and what steps are being taken to correct the issues. They also wish to receive monthly updates on the status of Blue-Sky Subdivision open space/park designation, the ONC Subdivision open space that does not meet the BMC requirements, and the possibility of the proposed new park on two (2) city lots on Fifth Avenue.
- **Abandoned Vehicles:** Covered in nuisance letters as junk vehicles
- **Vacancies:** Fully staffed
- **Large Projects:**
 1. **Ptarmigan Street Encroachments** – There were ten (10) entities whose encroachment issues needed to be resolved. Three (3) have been corrected to date and one (1) is being handled by the City Attorney.
 2. **City of Bethel Professional Housing Project** – Attached photos taken 12/02/24.
 3. **AC Store Construction** – All City issues resolved but construction has not restarted to date. It appears AC is still trying to work with Crowley to locate a fuel cardlock dispenser on the site even though Jake and I have told all concerned that this is a dead issue.









PORT OF BETHEL

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



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

- **Small Boat Harbor**

November is the first month for the harbors off season. all remaining boats were removed from the land and placed on seawall pipes for storage and marked down as in storage. Dirt was removed from around all four pilings on the extra approach that is on the west bank of the SBH. And all the landside pilings on the North side of the harbor have been excavated in preparation for leveling.

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

The City Dock is now in winter mode. Everything left on the dock is now in storage. A couple of our customers with traditionally large footprints for winter storage have smaller footprints this winter. We also have a company that usually does not have that big of a footprint that has a bigger-than-usual one. It is unclear whether it will be a wash. I believe we will be a little light on the storage for the city dock this year. Beach 1 is jam-packed with vessels, I don't think we could fit another one if we tried. I believe we will be able to reach our goal for beach storage this winter. We do have two companies working on vessels currently.

- **Port Office**

The port office is running well. We have no issues with connectivity or heat. Building Maintenance Has turned on the second boiler, so now we are running both boilers for the winter months. we will be spreading ice melt as needed for foot traffic around the office.

- **Admin**

Our monthly storage is prepared and will leave the Port office this first week of December. November is our first month for winter storage. The main difference between winter and summer storage is that we charge every month in the winter and every two weeks in the summer. The Port Commission did not meet in November, Our next scheduled meeting will be at 7 p.m. on December 16th, 2024. At City Council Chambers.

- **Misc.**

We do have a couple of ramps for the small boat harbor that need to be worked on, we have identified ones that need the most work and have taken the first one to the sand shed to be assessed and fixed. And when that one is done we will bring the next one down. The Port has been helping out with the mail for the last half of November and will continue to do so for the rest of the month of December. We will be working on an RFP for the floats in the Harbor.



CITY OF BETHEL
OFFICE OF
JAMES C. HARRIS
CHIEF OF PUBLIC SAFETY
harrisjc@cityofbethel.net



November 2024 Monthly Report
Police Department

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	3	0
Community Service Officer	2	2	0
Evidence and Record Custodian	1	1	0
Administrative Assistant/Taxi Inspector	1	0	1
Public Safety Dispatcher (one E911 funded)	5	2	3
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant funded/reimbursed SRO)	20	12	8

Operations:

Operations Tempo				
	November 2024	October 2024	October 2023	2024 Total
Calls Total	958	1566	1102	18313
Reports Total	91	179	79	1383
Intoxicated Pedestrian Calls	150	308	189	1816
Driving Under Influence Calls	13	12	7	155
Domestic Violence Reports	9	22	27	285
Disturbance Calls	73	105	93	981
Subject Removal Calls	83	112	85	797
Animal Calls	40	29	27	393
Animal Bite Reports	1	1	0	10
Sexual Assault Reports	4	8	3	42
Death Investigation Reports	0	2	0	12

Dispatch: (907) 543-3781 FAX: (907) 543-5086



CITY OF BETHEL
OFFICE OF
JAMES C. HARRIS
CHIEF OF PUBLIC SAFETY
harrisjc@cityofbethel.net



PERSONNEL:

Evidence Tech Watson and Detective Floyd Attended Crime Scene and evidence collection training. Detective Saulters attended child first training.

Background has been completed on Mr. James Harrington, Certified officer from Indiana, request to hire has been submitted. Mr. Harrington is going to move to bethel to live full time.

Background has begun on Ceaira Preuett, certified officer out of Fairbanks.

Officer Cohen resigned for a job in Sitka, Office Sullavan resigned for a job in West Slope. Lt. Wigner resigned for a job in Montana.

Karen Pitts has been hired as dispatch supervisor, will start work 01/06/2025

Bethel Fire Department October Report

Total Calls: 218

Fire Calls: 22

EMS Calls: 196

Most fire calls were either false alarms or vehicle/house lockouts.

Notable Fire Calls

On 10/09/2024 at 0200 Firefighters responded to a structure fire. All engines responded due to a fully involved single story structure fire. The IC asked for a loader to assisted with knocking the building down to smother the flames. The fire is considered undetermined by the investigator due to 5 past structure fires at address and that the building was demolished.

On 10/16/2024 at 13:17 Firefighters responded to BRHS for a report of a fire in the girls bathroom. FF's arrived on scene to find the fire to be extinguished by BRHS staff using extinguishers. Upon further investigation, the investigator found 3 ignitions points and determined the fire to be intentionally started. BRHS security cameras caught only one student entering and exiting the bathroom with smoke following after. After conducting and interview with the student and officer Floyd, the student admitted to starting the fire saying that she was curious.

Notable EMS Calls

Dispatch: (907) 543-3781 FAX: (907) 543-5086



CITY OF BETHEL
OFFICE OF
JAMES C. HARRIS
CHIEF OF PUBLIC SAFETY
harrisjc@cityofbethel.net



On 10/30/2024 at 0058 EMS responded to a report of an intoxicated male with a head wound. EMS found signs of a severe concussion. EMS transported the pt to the hospital.

STAFFING

Career staffing 10 out of 12 positions are filled

Volunteer Staffing 26 Volunteers

Injury's: BFD has one staff member injured and will be out for 3-6 weeks

Bethel Fire department November Report.

Total Calls: 111

Fire Calls: 12

EMS Calls: 99

Most fire calls were lockouts/false alarms.

Notable fire calls:

On 11/04/2024 Engine 5 responded to the report of a propane gas leak inside a residence. E-5 responded to the report, assessing the homeowner and pets of the resident. Firefighters then used the gas detector and monitored the house finding 0.1% of natural gas. Firefighters then opened the windows and assessed the air until the gas monitor detected 0.0% of natural gas. Firefighters was instructed to ventilate the house if the smell of gas persisted.

On 11/25/2024 Truck 1 responded to a vehicle collision at the intersection of Swansons. The pt did not need extrication but was assessed by medics. Pt refused transportation and was brought to the ER by a relative.

Notable EMS calls:

On 11/07/2024 M-5 responded to a vehicle vs pedestrian accident. A volunteer was already on scene giving chest compressions when M-5 arrived. Ventilations were given via Bag Valve Mask. The lucas device was attempted to be used, complications due to the size of the pt prevented usage. Defib pads were applied to the pt's chest, The rhythm that was found was Asystole. Pt's injuries were severe.

On 11/17/2025 M-5 responded to a call for a pt in cardiac arrest. Chest compressions were initiated by law enforcement. EMS used a BVM to deliver breaths. The pt was too large for the Lucas Device.

Career Staff: Lt warren put in a resignation letter and will be departing BFD in December after 3 years of service. Staff member EMT Beha also confirmed that he will be departing BFD in the month of December.

Volunteer: 26 members

Injuries: Cpt. Haviland has been cleared to return to work Dec. 3, 2024.



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: 11.30.2024

TO: City Manager

FROM: Bill Arnold, Public Works Director

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

Hauled Utilities:

This month services have been on schedule throughout the month. At this time, we have 7 water trucks on the road and 1 water truck in maintenance. 7 sewer trucks are on the road. 1 new driver hire. 12 drivers in total with 5 open positions. No incident reports have been made.

Utility Maintenance:

- 5 alarms on residential lift stations were responded to, requiring 4 repairs.
- Monthly meter readings and service connections/ shut offs were completed.
- 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 2 vacant positions. 1 water treatment operator has been hired and is in the process of being trained. Still in need of 2 distribution/ collections operators. 3 Interviews for distribution/ collections workers were held. Sent off 1 request to hire.
- BHWTP Upgrade work is ongoing. During High Demand bypass tie in shutdown, allowed water to drain both out in the distribution loops and at the plant to allow work to continue. Discovered that both loop flows reversed under gravity and drained back to the plant through their supply. We found no functioning drain or isolation valves close to the plant to expedite the process. High demand bypass piping installed sanitized, and pressure tested. Awaiting TC results as of 11/27 at 9:00 AM.
- CSWTP: Pressure loss event in sewer glycol loop A occurred on 11/22/24. Discovered a major leak in the first manhole junction box nearest the plant. Heater hose and valves were severely corroded and leaking on both supply and return on

loop A. Leak was repaired, pressure restored and glycol added to loop.

Property Maintenance:

Pool Building		
	10/31/2024 Work on adjusting mixing valves in womens showers.	
	11/7/2024 Work on Womens and Mens shower stalls, change mixing valves and handles	
	11/12/2024 Reset turbine computer	
	11/18/2024 Clean electronic eye	
	11/20/2024 found glycol leak in boiler room	
	11/19/2024 work on womens shower mixing valves	
	11/21/2024 shut down boilers and repair leaks on supply side of heating system	
	11/22/2024 Clean electronic eyes	
	11/25/2024 Clean electronic eyes	
Public Works Building		
	11/6/2024 heat in Water Sewer not working replace transformer	
	11/6/2024 clean out old planner office	
	11/7/2024 make keys for new public works admin	
	11/15/2024 Pick up fire extinguishers	
	11/18/2024 clean snow and ice from public entryways	
	11/19/2024 replace ribbon time clock water sewer	
	11/19/2024 change cores in water sewer offices	
	11/19/2024 inventory of city, courthouse, and BS cores	
	11/22/2024 fire extinguishers with Johnson Control deliver extinguishers to various city buildings	
	11/22/2024 store extra fire extinguishers in map room	
	11/26/2024 reset boiler public works	
City Hall		
	11/12/2024 complete city audit for 2024	
	11/14/2024 clear snow from all entry waysX3	
	11/18/2024 make key for cindy at finance	
	11/21/2024 toilet finance, clean flapper and test toilet	
	11/25/2024 distribute salt throughout the building	
	11/25/2024 salt all entry ways	
Fire Department		

	11/6/2024 clean out unit heaters with compressed air	
	11/18/2024 reset boiler in lockout	
	11/20/2024 Reset boiler in lockout	
	11/20/2024 work on entry door combination lock	
	11/20/2024 found fan motor seized , pick up motor from public works shop.	
	11/22/2024 install new fan motor in boiler room	
	11/25/2024 fix leak on day tank supply line	
	11/25/2024 replace tiger loop on boiler #1	
Police Department		
	11/8/2024 crack open heat for second floor baseboard heat	
	11/15/2024 open heat to 3rd floor, turn up boilers	
	11/21/2024 water system continually running, cleaned accuator of rust and contaminates	
	11/21/2024 fix toilet on 3rd floor, water running in sewer tank	
Utilities Maintenance		
	11/15/2024 help find copper fitting for new chemical building	
Bethel Heights Water Plant		
	11/19/2024 Boiler in lock out , replace fuel pump and adjust pressure	
	11/19/2024 check heat in genset	
	11/25/2024 fill salt buckets	
City Sub Water Treatment Plant		
	11/18/2024 check B loop pressure	
	11/25/2024 fill salt buckets	
Courthouse Building		
	10/31/2024 Work on aircompressor for fire alarm system.	
	11/4/2024 cool on DA's side	
	11/7/2024 cool on DA's side adjust ventilation	
	11/12/2024 salt courthouse entry ways	
	11/13/2024 replace light switch DA's side	
	11/13/2024 replace toilet flapper	

	11/14/2024 clear snow from entry ways X4	
	11/18/2024 cold on DA's side	
	11/18/2024 trooper holding cell #2 missing a screw on the door	
	11/20/2024 Johnson controls, fire suppression, fire alarms, and fire extinguishers	
	11/21/2024 sewer smell in court room #4 , check all around building found nothing,	
	seen sewer trucks around mission road, figured smell migrated into ventilation unit	
	11/21/2024 adjust heat DA's side	
	11/22/2024 install new door handle in court room #1	
	11/25/2024 fill salt buckets throughout building	
	11/25/2024 salt all entry ways	
	11/26/2024 change ballast court house	
	11/26/2024 tighten belt ahu-2 and change filters	
	11/26/2024 reset alarm at courthouse fire panel	
Transit Bus Building		
	11/5/2024 Work on building Heat	
	11/6/2024 work on building heat	
	11/15/2024 clear ice from door way	
	11/25/2024 turn on unit heaters in bay	
Port Office Building		
	11/21/2024 called Delta Western for fuel at port and highway liftstation	
	11/26/2024 change lock on port building across the slough	
Highway Lift Station		
	11/15/2024 Change generator run time	
	11/16/2024 ran out of fuel, call Delta Western. Reset boilers	
Streets and Roads Building		
	10/30/2024 Move fuel tank from fitness center to S&R building for Toyostove. Work on	
	construction of new bathroom.	
	10/31/2024 Work on new bathroom	
	11/4/2024 get material and build walls	
	11/5/2024 pick up water tank and plumbing materials	
	11/6/2024 work on plumbing for water tank	
	11/8/2024 plumb in fill and overflow lines, foamboard south door	

	11/12/2024 work on plumbing , work on framing	
	11/13/2024 Plumb in sewer lines and install utility sink and drain	
	11/14/2024 work on water pump and filter, install primary waterlines	
	11/14/2024 Build stairs to bathroom	
	11/26/2024 solder copper piping for streets and roads	
Teen Center		
	11/16/2024 No heat , change out primary control add glycol to system X2	
	11/21/2024 Check A-loop teen center pressure and temperature	
	11/26/2024 fix fire alarm teen center	
	11/26/2024 foam exposed piping A-loop under teen center	
Public Works Generator Building		
City Center Generator Building		
Teen Center Playground		
Softball Field		
Boardwalk		
Dog Pound		
	11/13/2024 change ballast and bulbs	
	11/19/2024 Add glycol to boiler	

LandFill		
	11/13/2024 work on exterior outlets replace 2 gfci's	
Play Parks in General		
x10 Parks	10/30/2024 Tundra Ridge Park remove damaged fencing.	
	11/15/2024 Upright bus stop , remove broken lid	
Cemetery Airport		
Cemetery City Sub		
All City Buildings	10/30/2024 Building checks and rounds	
	10/31/2024 Building checks and rounds	
	11/01/2024 Building checks and rounds	
	11/02/2024 Building checks and rounds	
	11/03/2024 Building checks and rounds	
	11/04/2024 Building checks and rounds	
	11/05/2024 Building checks and rounds	
	11/06/2024 Building checks and rounds	
	11/07/2024 Building checks and rounds	
	11/08/2024 Building checks and rounds	
	11/09/2024 Building checks and rounds	
	11/10/2024 Building checks and rounds	
	11/11/2024 Building checks and rounds	
	11/12/2024 Building checks and rounds	
	11/13/2024 Building checks and rounds	
	11/14/2024 Building checks and rounds	
	11/15/2024 Building checks and rounds	
	11/16/2024 Building checks and rounds	
	11/17/2024 Building checks and rounds	
	11/18/2024 Building checks and rounds	
	11/19/2024 Building checks and rounds	
	11/20/2024 Building checks and rounds	
	11/21/2024 Building checks and rounds	
	11/22/2024 Building checks and rounds	
	11/23/2024 Building checks and rounds	

	11/24/2024 Building checks and rounds	
	11/25/2024 Building checks and rounds	
	11/26/2024 Building checks and rounds	
	11/27/2024 Building checks and rounds	
	11/28/2024 Building checks and rounds	
	11/29/2024 Building checks and rounds	
	11/30/2024 Building checks and rounds	

Road Maintenance: Road maintenance as usual sanding, scraping and plowing.

Vehicles and Equipment:

As usual Fixing and repairing along with servicing all city vehicles and equipment.

Transit System:

November was somewhat slow but not by much. The riders are really enjoying the new buses for sure! Would like to thank Martin Prince, Jr. who managed to drive alone for the majority of the month as I was on medical leave and the Part-Time Driver position was filled towards the end of the month and the bus schedule is back to regular full day driving. The riders consisted of 472 Elder, 16 Youth, 62 Adults, and 46 Disabled.

15 Month & 52 Day passes were purchased totaling \$619.00 for bus fares.

TS 1 logged 1,324 miles and used 176.482 gals of fuel.

Filing my report early as I will be in Anchorage for medical. Thank you.

Landfill & Hauled Refuse:

The landfill has slowed down some in November. As of the 24th Hauled refuse has brought 59 loads of trash to the landfill, there has been 11 Misc. load of trash hauled into the landfill by city trucks, Private citizens have brought 164 loads to the landfill, the landfill has accepted 1134 cubic yards of trash from Commercial customers, there were 12 refrigerators brought to the landfill for freon removal and disposal, and 3 vehicle were brought for impound.

I have been working with Alaska Department of Environmental Conservation and Michelle DeWitt with BCSF on determining what debris can be accepted in the landfill that is at the site of the corner of 4th and Main.

Staffing Issues/Concerns/Training: