



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, MARCH 13, 2025, 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
Jody Brand, 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. regular planning meeting minutes Feb 2025

VI. UNFINISHED BUSINESS

- A. Update discussion on nuisance properties

VII. NEW BUSINESS

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<03/07/2025>> at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

City of Bethel, Alaska

Planning Commission

February 13, 2025

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 February 13, 2025. The Vice Chair of the Commission, Lorin Bradbury 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: Lorin Bradbury, Alex Wasierski, Shadi Rabi, Haley Hanson, Sundi Scott, and Council Rep. Rose Henderson

Excused absence: Kathy Hanson and Jody Brand

Also Present: Pauline Boratko, Recorder, and Lee Foley, City Planner

III. PEOPLE TO BE HEARD: no one wished to be heard

IV. APPROVAL OF THE AGENDA:

MOVED:	Haley Hanson	Motion to approve the agenda
SECONDED:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Haley Hanson	Motion to approve regular meeting minutes from January 2025
SECONDED:	Alex Wasierski	
VOTE ON MOTION	Unanimous	

VI. UNFINISHED BUSINESS:

- A. PUBLIC HEARING: On December 12, 2024 the City of Bethel Planning Office received a Conditional Use Permit Application from the City of Bethel with intent to construct a park in the Public Lands and Institution zone. Legal Description: U.S. Survey 3230 AB Block 7 Lots 2&3 Property Owner: City of Bethel Purpose: To construct a park in the Public Lands and Institution Zone.

The Vice Chair Commission, Lorin Bradbury opened the public hearing.

The Chair asked members of the Commission to disclose any conflicts of interest or Ex Parte Communications they may have had on the action before them.

Testimony by Interested Parties:

Lee Foley, City Planner gave his report.

Commissioners asked questions of the Planner

People to be heard: no one wished to be heard

Planner Lee Foley did not have any closing comments.

Planning commission deliberated.

MOVED:	<i>Haley Hanson</i>	<i>Motion to approve Resolution 2025-01 approving the conditional use permit to designated city owned lots 2&3 on 5th avenue, US Survey 3230, Block 7 in the public lands and institutions zone with the condition that the lapse of approval set out in BMC 18.60.070 be extended to 15 years.</i>
SECONDED:	<i>Alex Wasierski</i>	
VOTE ON MOTION	<i>6-yes; 0-no; motion passes</i>	

The Vice-Chair of the Commission Lorin Bradbury closed the public hearing

VIII: EX OFFICIO REPORT: Lee gave his report

VII. COMMISSIONER'S COMMENTS:

- A. Wasierski- no comment
- L. Bradbury- no comment
- S. Rabi- no comment
- S. Scott- no comment
- H. Hanson- no comment
- R. Henderson- no comment

X. ADJOURNMENT:

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

With no further business the meeting adjourned 7:25 pm

APPROVED THIS ____ DAY OF _____, 2025

Lorin Bradbury, Vice-Chair

ATTEST: Pauline Boratko, Recorder

Nuisance Properties Spreadsheet										
	physical address	gis photo	legal description	type of violation	date of letter sent	letter response	deadline date	day of inspection	correspondance	status
1	1021 2nd Avenue	#VALUE!	US Survey 3230AB Block 18 Lot 4	old rusted junk yard/burnt debris						tbd
2	102A East Avenue	#VALUE!	US Survey 3290 Block 11 Lot 1	unstable home						not sure if anyone is living there or not
3	1051 2nd Avenue	#VALUE!	US Survey AB Block 18 Lot 2	old rusted junk yard						tbd
4	106 Slough	#VALUE!	US Survey 3790 Block 10 Lot 1	abandoned building, falling floors, unsafe						identifying owners and addresses
5	1111 Uivik	#VALUE!	Plat 83-40 Block 2 Lot 12	garbage/junk yard	5/17/2024 to anthony spangler 11/19/24 to chris hickman	mail came back unclaimed no response/new owner found second letter sent , anthone spangler is nto owner chris hickman is, and letter set out 11/19/24	12/3/2024			certified letter return received 11/21. no clean up done
6	1119 Uivik	#VALUE!	Plat 83-40 Block 2 Lot 16	abandoned falling house	cert mail sent out 03/07/2024					tbd
7	120 Oscar Way	#VALUE!	US Survey 3230 AB Block 18 Lot 12	old rusted junk yard						tbd
8	121 CEH Hwy			garbage/broken down items around yard	5/28/2024	owners of the property cleaned up property but left garbage on side of road	6/14/2024	11/18/24 everything clean and trash thrown		CASE CLOSED
9	140 Torgerson	#VALUE!	Plat 70-444 Block 3 lot 11	abandoned building attracting inebriated people	10/31/20234	11/7 certified mail receipt received	11/15/2024			no improvmnts made
10	145 Oscar Way	#VALUE!	US Survey 3230AB Block 18 Lot 1	old rusted metal junk yard						tbd
11	17 Kwethluk	#VALUE!	Plat 71-425 Block 1 Lot 3	abandoned house and junk yard	11/20/24 first letter sent adress from harris					12/16/24 returned undelivered, search for owner contact has been unsuccessful
12	229 Akiak	#VALUE!	Plat 71-425 Block 8 Lot 3	junk cars/ trash	1st Letter 5/24/2024 2nd letter 10/30/2024	stopped by the office and said they will be cleaning their property-	6/14/2024	11/19/2024- progress has been made but not finished		little progress made, but still needs work
13	236 Akiak	#VALUE!	Plat 71-425 Block 7 Lot 13	abandoned house	1st letter 5/29/2024 2nd Letter 10/30/2024	called and said he will have that house boarded up. 11/07/24 letter recevied from owner stating he will get that house boarded up and fixed	11/13/2024			property owner lives in toksook bay, no progress made
14	244 Akiak	#VALUE!	Plat 71-425 Block 6 Lot 6	garbage/junk yard	5/30/2024 second letter sent 11/19/24 also hand delivered with harris	no response letter returned/hand delivered mail via harris 10.11.24	12/8/2024			gave 2nd notice 20 days to clean up, no clean up has been done

15	381/407/513 main street	#VALUE!	US Survey 3230 AB Block 10 Lots 1,2,3	burnt down house and rubbish	many emails, cert. letters and calls made with little to no response , 3/28, 5/23,7/1					BCS is the offical owner as of 3/7/25 getting clean up crew set up
16	410 Owl	#VALUE!	Plat 81-10 Block 1 Lot 46	junk cars/debris	10/30/2024		11/13/2024			no clean up has been done, owner is trying to sell property
					11/8 certified mail receipt received					
17	455 Ridgecrest		Plat 2002-3	excessive amount of trash						spring inspection pending
18	552 Akula	#VALUE!	Plat 97-23 Block 2Lot 36	garbage/junk car						tbd
19	621 Setter	#VALUE!	Plat 78-4 Block 4 Lot 25	junk yard/garbage	11/21/2024		12/5/2024			no clean up progress has been done, letter returned unclaimed
					01/07/25 returned to sender unclaimed					
20	6th Avenue next to sorg rentals			abandoned house	21-Nov	11/22 cert letter received receipt: owners repsoned via email and will board it up with signs.	5-Dec	1/7/25 all boarded with no trespassing signs		CASE CLOSED
21	800 A Tundra Ridge Road	#VALUE!	Plat 84-11 Tract A	burned down house and garbage	10/31/2024		11/14/2024			no clean up progress has been done
					11/4 cert letter received receipt			11/18/24 nothing done		
22	800 Tundra Ridge Road	#VALUE!	Plat 84-11 Tract A	burned down house	10/31/2024		11/14/2024			no clean up progress has been done
					11/4 cert letter received receipt			11/18/24 nothing done		
23	834 Ptarmigan	#VALUE!	Plat 81-10 Block 1 Lot 23	junk vehicles/garbage	10/30/2024		11/13/2024			no clean up progress has been done
					11/4 cert letter received receipt			11/18/24 nothing done		
24	9223 Tundra Ridge	#VALUE!	Plat 81-3 Block 10 Lot 5	junk yard and garbage						tbd
25	9316 Tundra Ridge	#VALUE!	Plat 81-17 Block 2 Lot 20	abandoned house						no owner has been idenitied
26	9330 Tundra Ridge	#VALUE!	Plat 81-17 Block 2 Lot 29	junk yard garbage	10/30/2024		11/13/2024			owner is in contact with city and informs clean up will take place this spring
					11/4 cert letter received receipt			11/18/24 nothing done		
27	lot between 1021 and 1051 2nd ave	#VALUE!	US Survey AB Block 18 Lot 3	old rusted junk yard						cannot find owner contact info
28	834 A Ptarmigan	#VALUE!	Plat 81-10 Block 1 Lot 23	junk yard		3/7/25 cert letter sent				certified letter mailed out 03/07/2025

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Planning Commission 2025 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair	P	E										
Lorin Bradbury, Vice Chair	P	P										
Alex Wasierski	P	P										
Shadi Rabi	P	P										
Haley Hanson	U	P										
Sundi Scott	P	P										
Jody Brand, alt 1	xx	E										
Rose Henderson, Council Rep	P	P										

Special Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Kathy Hanson, Chair												
Lorin Bradbury, Co-Chair												
Alex Wasierski												
Shadi Rabi												
Haley Hanson												
Sundi Scott,												
Jody Brand, Alt 1												
Rose Henderson, Council Rep												

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, Alaska

City Manager's Office

February 25, 2025- March 4, 2025

Personnel

Finance Director

An offer of employment was made to a Finance Director candidate pending confirmation by the City Council, and successful completion of a full background check, including financial.

Deputy Public Safety Director

An offer of employment was made to a Deputy Public Safety Director candidate pending successful completion of a background check. The candidate will be in town the week of the 10th for an onsite visit. We will have a community meeting to introduce the Candidate on the 11th.

Request for Proposals

- Bethel Port: Installation of Floating Docks in the Small Boat Harbor (Capital Project)-seven proposals were received for this RFP. Following the review and scoring by the review committee, we anticipate having a contract in front of the City Council on March 25th.
- Bethel Port Wall Repairs (Insurance Coverage/Capital Project)-two bids were received for this RFB. Contract presented to the City council on March 11th.
- Finance Sales Tax Audit (General Fund)- No submissions were received. I will be working with the finance team to get quotes from contractors for the service.
- Bulk Fuel Services (General Fund)-Three proposals were received for this. The review team is scoring the proposals

Community Partners

As a City representative for the Yuut Elitaurviat Board, the City Manager attended a 2/24/2025 meeting to discuss a plan for hiring a new director.

On 2/24/2025 the City Manager met with the University of Alaska Kuskokwim Campus, Interim Director, Haley Hanson, and Library Director, Teresa Quiner to discuss operational costs for the Cultural Center. The University is looking to partnerships to help fill the gaps and wanted to identify the City's capacity for support.

On 2/25/2025 the City Manager attended the Steering Committee for the Sobering Center. The group focused on policies and procedures between the agencies related to the the transport of individuals.

On 2/27/2025 the City Manager met with the Coast Guard about their coordinated work in the Region.

On 2/27/2025 the City Manager met with FEMA and Homeland Security to learn more about the regional and city hazard mitigation planning process that is underway.

On 2/28/2025 the City Manager met with the Department of Energy on their technical assistant program with us and ONC to perform an energy assessment of the Community Center with the goal of obtaining recovered heat to the building and identifying energy improvements to the facility. We received confirmation on March 4, that we qualify for the technical assistance through the DEO's program because of the partnership we have with ONC.

On 2/28/2025 the City Manager met with Sarah Ramey, Source Water Protection Specialist with the Rural Water Association (RWA). RWA will be performing Source Water Protection Plan for the City in the coming months which improve the City's ability to obtain points for water/sewer grants. There is not charge to the City for this project.

On 3/5/2025 attended a meeting with Alaska Regional Response Team Meeting.

General Operations

Nuisance Abatement - The Administration is nearly complete with the first phase of the nuisance abatement corrective actions. Our next phase for property abatements will focus on buildings that have been impacted by fire and the properties that we do not have clear record for ownership. We will again be providing public notices to try to get more junk vehicles removed from private properties.

Solid Waste Services Audit - Staff performed an audit of our solid waste services and identified over 100 accounts that MAY not be complaint with our solid waste requirements. The utility team is working through the list as time allows to confirm the status of the account. We will be working on an action plan once the need is determined.

Website Updates- Administration was able to perform the updates to the general fee and rate schedule online. We also noticed that the 2025 water/sewer fees are not listed on the site. We are working on cleaning up the documents for inclusion.

Transit System Changes-After an evaluation of transit ridership at each of the transit stops, we identified a number of stops that didn't have high participation rates. We update the transit routes to exclude low use locations, and have added a few additional spots in City Subdivision, which wasn't served by the prior route. We are also going to begin a route out to Kasauli and Larson Subdivisions.

Blue Sky Subdivision – Administration provided notice to the developers of Blue Sky that the development does not include two development requirements listed in the agreement, the recreational space, and the easement pads for dumpsters.

Lease Agreements-

Administration was able to course correct the lease to the Bethel Korean Church with help from Legal, and Vice-Mayor Keller.

We will need to begin a bid document to lease the port dock space to allow public bidding on the city's warehouse at the port.

Lions Club has not yet responded to the notice of the new Lease, which we set to start January 1, 2025.

The City received notice that the University of Alaska is no longer providing 4H service which would require us to terminate the lease for the old teen center. Administration reached out to the University on February 26, and has not yet heard back.

Capital Projects

Project Name	Grant Amount	City Amount	Status
Professional Housing Development	\$3,000,000	\$ 450,000 FY25 Capital	In Progress
Grant Agency	Year Initiated	Grant Deadline	
Alaska Housing Finance Corporation	2024	2026	
Project Summary			
Construction of two tri-plex units on Fifth Avenue to be owned and operated by the City to rent to “Professionals” in accordance with the grant. The City will be releasing a request for property for the management of the properties in the coming months.			
 			

Project Name	Grant Amount	City Amount	Status
Safe Streets Plan	\$52,800	\$ 13,200	In Progress
Grant Agency	Year Initiated	Grant Deadline	
Federal Highway Administration	1-1-2025	12-30-2025	
Project Summary			
Development of a pedestrian and street safety plan. We are still waiting for the grant award documents to come our way-it is a federal grant so may be delayed because federal operations.			

Project Name	Grant Amount	City Amount	Status
Cybersecurity Plan	\$75,000	0	In progress
Grant Agency	Year Initiated		
State and Local Cybersecurity Grant Program	2024		
Project Summary			
Creation of a cybersecurity plan of the City's IT network, equipment, software, and physical layout. We are still waiting for the grant award documents to come our way-it is a federal grant so may be delayed because			

federal operations.

Project Name	Grant Amount	City Amount	Status
YK Fitness Community Center	\$500,000 \$9,000,000 FY24 \$500,000 FY23	Pledge \$6,000,000	In Progress
Granting Agency	Year Initiated	Grant Deadline	
- Designated Legislative Grant - Office of Management & Budget - State of AK, Denali Commission	2024	\$9M 12/31/2026	
Project Summary			
Community informational meeting scheduled for Monday, March 10 ,2025 from 5:15-6:00p. The City team met with the construction team (Architects Alaska, DOWL, UIC, City), and evaluated the cost of the facility which at 65% is at \$12,789,179. The tariffs increases are significantly impacting the costs of steel. Through a value engineering meeting with the team, we have identified additional cost saving which will reduce the estimate even further. We have submitted funding request to the State of Alaska, and Federal Direct Appropriations. We are considering some smaller grant opportunities as well. We would like to thank AVCP, BNC, LKSD, TWC, YKHC, and Yuut Elitnaurviat for their letters of support for this project.			

Capital Project	Grant Amount	City Amount	Status
Animal Control Center	0	\$800,000 FY23 Capital \$400,000 FY24 Capital \$300,000 FY24 Capital (g) \$1,000,000 FY25 Capital (a) \$250,000 Rasmuson Grant	In Progress
Project Summary			
This project is scheduled for construction in the summer of 2026.			

Capital Expense	Grant Amount	City Amount	Status
Vehicle Purchases 2024 For Expedition X 2	0	\$154,068 FY25 Capital	In Progress
Project Summary			
Purchase of two vehicles. They have been purchased and are expected to arrive summer of 2025.			

Capital Project	Grant Amount	City Amount	Status
Bethel Cemetery	0	\$100,000 FY24 Capital	In Progress
Project Summary			
Groundwork, gravel, fencing, and hydroseeding for the Bethel Memorial Cemetery.			

Capital Project	Grant Amount	City Amount	Status
Akakeek, Ptarmigan, Delapp Heavy Use Road Improvement Project.	\$7,271,462 (As of 2020) JOHN	\$1,095,004 FY23 or before Capital Required City Match	In Progress
Granting Agency	Year Initiated	Grant Deadline	
Statewide Transportation Improvement Plan	2020	NA	
Project Summary			

The project calls for an engineer to design improvements to contiguous sections of Akakeek Street, Ptarmigan Street from Owl Road to Delapp Drive, and Delapp Drive and construct those hard-surface improvements. Pre-construction work and design to include a geotechnology study, surveys, easement/right-of-way mapping, and environmental clearances. Construction of a gravel road will likely include removal of several feet of existing road material, application of geotextile fabric, polystyrene insulation, and non-frost susceptible fill. No recent movement on this project.

Capital Project	Grant Amount	City Amount	Status
Bus Barn Improvements	0	\$110,416 2023 or before Capital	Near Completed

Project Summary

The Streets and Roads Division is relocating from the Public Works Shop on Ridgecrest to State Highway. This relocation will provide more room for the other divisions at Public Works and the Streets and Roads equipment. The improvements consisted of updating the foundation of the building/pad upgrades to the old building. The last part of the project is the add electrical to the fencing and gate which is expected to be completed the first week of March.

Capital Project	Grant Amount	Budget Year	Status
Ptarmigan Culverts	0	\$2,000,000 FY25 Capital	In Progress

Project Summary

The City seeks to replace the culverts (at two locations) on Ptarmigan Street. To help ensure construction timelines are met, the City initiated the purchase of two culverts through a bid process which will close on the 17th of March.

Project Name	Grant Amount	City Amount	Funding Year	Status
Dust Control	\$1,200,000	\$ 0	2024	In Progress
Grant Agency	Year Initiated	Grant Deadline		
State of Alaska Legislative Appropriation	2024	6/30/2029		

Project Summary

The State Legislature appropriated 1.2 million to the City for dust control measures. The City submitted a budget to the State for the following:

- EK35 Road Implement \$300,000 – Purchased
- EK35 application equipment \$25,000 -Purchased
- Gravel \$300,000-Partially spent.
- Hydro seeder & shipping \$150,000 – quotes received looking to purchase and have arrive in spring.
- Hydroseed materials and shipping \$75,000 – waiting on Hydro seeder purchase
- Riprap \$200,000 – Partially spent.
- Calcium Chloride \$100,000 – Partially spent.
- Geotextiles \$50,000 – Will be working on.

Project Name	Grant Amount	City Amount	Status
Rehabilitation of Parks	0	\$100,000 FY23 or Prior Capital	In Progress

Project Summary

The Council supported the funding plat to purchase Playground Mulch \$50,000 and boardwalk repairs \$50,000. The Facility Maint. Team has received quotes and is working on finalizing the purchase for the barge season.

Project Name	Grant Amount	City Amount	Status
Boardwalk Lighting Project	0	\$343,339.21 FY 24/25 Capital	In Progress

Project Summary			
This is for the installation of 50 lights which are being installed this month. The City has 20 additional lights for instillation which will be the second phase of t project.			

Project Name	Grant Amount	City Amount	Status
QFC Lift Station	0	\$190,000 FY25	In Progress
Grant Agency	Year Initiated	Grant Deadline	
	2024	NA	

Project Summary			
The City needs to update the old pumps and install SCADA monitoring at the lift station.			

Project Name	Grant Amount	City Amount	Status
Bethel Heights Martina Oscar Water/Sewer Phase 1	\$13,860,000	0	In Progress
Grant Agency	Year Initiated	Grant Deadline	
Village Safe Water	2		

Project Summary			
This project is a three-phase project to provide piped water to the Martina Oscar subdivision, get better water pressure to the School District and other users in the Bethel Heights subdivision. 1) Circulation improvements to Bethel Heights water plant: DONE! 2) Piped distribution system to Martina Oscar subdivisions: Next phase in planning process. 3) Repairs throughout existing Bethel Heights pipe network			

Project Name	Grant Amount	City Amount	Status
Floats		\$1,000,000 FY23 Capital	In Progress
Project Summary			
Request for proposals for the purchase of the floats is in progress.			

Project Name	Grant Amount	City Amount	Status
Port Wall Emergency Repair Assessment		\$89,335 FY25 Capital \$300,000 FY 25 Capital (c)	In Progress

Project Summary			
July of 2023 DOWL prepared a Structural Condition Assessment on the Port seawall. The east wall is in serious condition due to failing tiebacks and wall creep seaward due to lack of lateral restraint at the top of the wall. The east wing wall has a local failure near the dock closed cell which is allowing loss of backfill. Signs of similar local failures were observed and correspond to where the wall is leaning furthest seaward. In response to this failure the Port has moved equipment 20' off the east wall. August 2024 DOWL performed another assessment at the time of their review of the barge impact site (alternative project), and determined work in the fall of 2024 was necessary. DOWL is drafting a design solution for the east wall, and the barge impact location. Council approved budget amendment of \$300,000 for the port east wall work. The administration is looking for grant funding for full repair which is expected to cost much more. DOWL is working on a quote for design. The bids were received, and contract initiated with H Construction LLC to perform the work the spring of 2025.			

Parks & Recreation Report – February 2025

By: P&R Director, Shane Iverson

New Hire Tasks

- Completed onboarding and system setup.
- Reviewed and familiarized with:
 - PC and Microsoft Office products
 - Employee Handbook
 - Ex-Officio duties
 - Comprehensive Plan
 - City-wide Capital Projects, including boardwalk rehabilitation & lighting

Gym Expansion

- Reviewed **35% and 65%** design plans for the Community Center expansion.
- Participated in **ICE and committee discussions** on project development.
- Gathered **informal community feedback** on gym design.

YKFC Transition

- Completed **orientation** and met with staff leadership.
- Underwent training in:
 - Front desk operations
 - Pool training
- Reviewed the **YKFC 2023-2026 Agreement** to ensure alignment with operational goals.
- Developed **Transition Plan documents** for review:
 - Transition Comprehensive Plan
 - Transition Summary Plan
 - Transition Timeline

END REPORT

MEMORANDUM

DATE: March 3, 2025
TO: Lori Strickler, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager's Report for March 11, 2025 Bethel City Council Meeting

Grant Applications Submitted

State Revolving Loan Fund Questionnaires

The City of Bethel is actively trying to tap State Revolving Loan forgiveness funds. The City must complete a project questionnaire online and submit it for consideration. Each questionnaire and submitting entity is evaluated and assigned a loan amount and sometimes, a forgiveness amount. The loan amount forgiven is analogous to a grant. The City learned that the trimester ending February 28, 2025 is when most of the funds are allocated, so the City prepared and submitted the following four projects:

1. Sewer Haul Truck - \$315,009
2. Water Haul Truck - \$361,957
3. QFC#2 Lift Station - \$975,000
4. Water Distribution Center design - \$1,904,574

Once the projects are scored, the SRF team publishes the list of applicants, projects, and loan/forgiveness amounts. Each entity then has up to two years to complete and submit a formal application for the funds.

State Capital Projects

I prepared and submitted three grant requests to the State of Alaska to request funding for the City's three capital priorities: 1) Expansion of Bethel Community Center; 2) Planning, Permitting, and Design of Port of Bethel East Wall; and 3) Planning, Permitting, and Design of New Public Works Building. I also entered the information for each project into CAPSIS, the State legislator's project database. Every legislator can access all projects in CAPSIS.

Grant Applications in Preparation

EPA Grant for Removal of Derelict Vessels

On February 26, 2025, City administrators met with EPA staff members in a Teams call. The staff laid out the application process and grant responsibilities. 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 to remove derelict vessels from Steamboat Slough.

Village Safe Water CIP Planning Grant

I am preparing the City's CIP Planning Grant application to request \$40,000 to pay DOWL to produce a technical memorandum that describes the construction of a water & sewer utility garage with pull-through doors. Water haul trucks would be parked in one garage and sewer haul trucks would be parked in a separate garage. Offices and workshops would support the piped and hauled utility staff members.

Grant Administration

Current Grants

See list on following pages.

City of Bethel Current Grants

#	Grant	Amount	Expiration
1	Coronavirus Capital Project Fund	\$ 9,000,000	12/31/2026
	Design and construction of Bethel Multiuse Community Center (gym, computer facilities). This fund has yet to be tapped for design/construction costs.		
2	Denali Commission Grant	\$ 500,000	9/30/2026
	Design and construction of Bethel Multiuse Community Center (gym, computer facilities). This fund has yet to be tapped for design/construction costs.		
3	CSP - DHSS FY 2025	\$ 323,081	6/30/2025
	Grant spending is on track with 43% of the budget expended by mid-year. In October, the CSPs picked up 155 individuals. In November, they picked up 72 individuals, and in December, they picked up 35 individuals. Non-residents outnumbered residents 152 to 110 over the quarter.		
4	23SHSP-GY23 – Virtual Simulator & Fencing	\$ 268,000	9/30/2025
	The City must complete the Environmental, Historical and Preservation documents necessary for		
5	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$ 3,361,604	12/31/2024
	The performance period closed December 31, 2024. The City expects to claim the remaining balance of \$1,242,895 on the Final Report, which is due in April 2025.		
6	Designated Legislative Grant > YK Fitness Center Gym/Track Design	\$ 500,000	6/30/2026
	DOWL, LLC and Architects Alaska completed the 65% design of the new Community Center to be attached to the YK Fitness Center. The team expects to have the 95% design done by late March or April 2025.		
7	Designated Legislative Grant > Public Safety Communication Tower	\$ 500,000	6/30/2028
	STG, Inc. completed the installation of the Public Safety Communications Tower.		
8	Designated Legislative Grant> Dust Control	\$ 1,200,000	6/30/2029
	City will make purchases that include hydroseeder equipment, calcium chloride, and gravel.		
9	State and Local Cybersecurity Grant Program (SLCGP)	\$ 75,000	9/30/2026
	The City of Bethel plans to hire a consultant to conduct a cybersecurity review of the City's IT network, equipment, software, and physical layout. The City plans to use recommendations in the plan as grant requests next year.		
10	Healthy & Equitable Communities Funding	\$ 242,057	12/31/2024
	Final progress report and final financial report submitted in January 2025 for December 31, 2024 closing date. The City spent 100% of grant funds.		
11	VSW Capital Improvement Project Grant	\$ 13,860,000	
	Sturgeon Electric nearly completed the water treatment plant improvements. DOWL is now working on the design to run water pipes from the Bethel Heights Water Treatment Plant to the Martina Oscar Subdivision.		

12	Last Frontier Housing Initiative	\$ 5,000,000	12/31/2026
Alaska Housing Finance Corporation is the grantor. City hired Urban KNKT to construct and operate three rental units to serve low-income residents. The City hired Kuqo Construction to construct three professional housing two-bedroom units.			
13	State Homeland Security Program Grant - SFY 25	\$ 9,000	9/30/2026
This grant will cover the cost of paying a trainer to come to Bethel to teach ICS-300, an Incident Command System course for first responders and municipal administrators who may play a role in a major emergency situation.			
14	Safe Streets 4 All Grant	\$ 52,800	TBD
The City is waiting on grantor to obtain federal agency approval and then produce a grant agreement. Infrastructure, equipment, road signs, and other hardware recommended in the safety plan become eligible for funding in the next Safe Streets 4 All grant opportunity.			
15	Justice Assistance Grant (JAG)	\$ 11,116	9/30/2025
Security cameras and access control system installation at Police Station. The City is applying for Homeland Security grant funds to match this grant for the full purchase of cameras and card reader equipment.			
16	Energy Efficiency and Conservation Block Grant (EEBG)	\$ 75,220	9/30/2026
Solar panel installation on YK Fitness Center. Project likely to begin once UIC begins construction of Bethel Community Center (gymnasium).			
17	Rasmuson Foundation Grant	\$ 250,000	1/31/2026
This grant will cover part of the cost of constructing a new animal shelter in Bethel.			
18	Community Transit Operating Grant	\$ 184,131	6/30/2025
Transit Manager Evon Fox manages the daily operation of the transit system, handles all purchases, and completes monthly billing summaries and quarterly reports.			
19	Community Transit Capital Grant	\$ 853,563	6/30/2026
This grant covers the capital cost of a new boiler in the transit center and the purchase of two new buses.			

Total \$ 36,265,572



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: March 1, 2025

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 FY25	Apps Received Feb 25	Vacancies As of 2/28/25	<u>Change Since Last Report</u>		
				Pending	Hired	Separated
Administration	4		0			
City Clerk	2		1		1	
Finance	9	6	3			1
Planning	2		0			
Attorney	1		0			
Public Safety						
<i>Admin</i>	4	8	2			
<i>Fire</i>	10	2	1			
<i>Police Officers</i>	18	4	3			2
<i>Non-Sworn Patrol</i>	5		0			
<i>Dispatch</i>	6		0			
Public Works						
<i>Admin</i>	2		0			
<i>Streets/Roads</i>	6	1	1			
<i>Prop Maintenance</i>	5		0			1
<i>Refuse/Landfill</i>	3		0			
<i>Hauled Services</i>	19	7 (incl temps)	13*		1	
<i>Util Maint/Water</i>	9	1	1		2	1
<i>Vehicles & Equip</i>	7	1	3			
Transit	2.5		0			
Port and Harbor	3		1			
Parks and Rec	1		0		1	
Total	118.5	30	37.5	* Supported with 7 temps		

Recruitment and Hiring

Applications remain consistent from month to month, with the new web site increasing visibility through Indeed.

NeoGOV Transition

The transition is considered complete at this point, as the City is entering into year 2 of the service agreement with NeoGov.

Personnel Records

HR is using onsite administrative support to gather personnel records required by the City Attorney and making every effort to consolidate the records available. A long-term goal is to digitize all records to facilitate better access.

Online Timekeeping

HR has ensured that all employees have email addresses, which is necessary for their logins for online timekeeping. Finance will be determining a rollout date and process to get the system implemented.

Workplace Safety, Injuries and OSHA Notifications

One injury was reported during the month of February. OSHA annual reporting as well as Bureau of Labor Statistics reporting for 2024 is complete.

Ongoing and Future Projects

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



City of Bethel

February 28, 2025

FROM: Planning Director

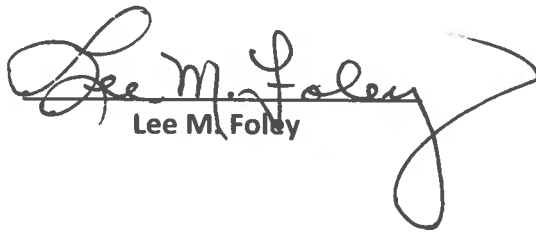
TO: Lori Strickler, City Manager

SUBJ: Planning Director's February 2025 Report

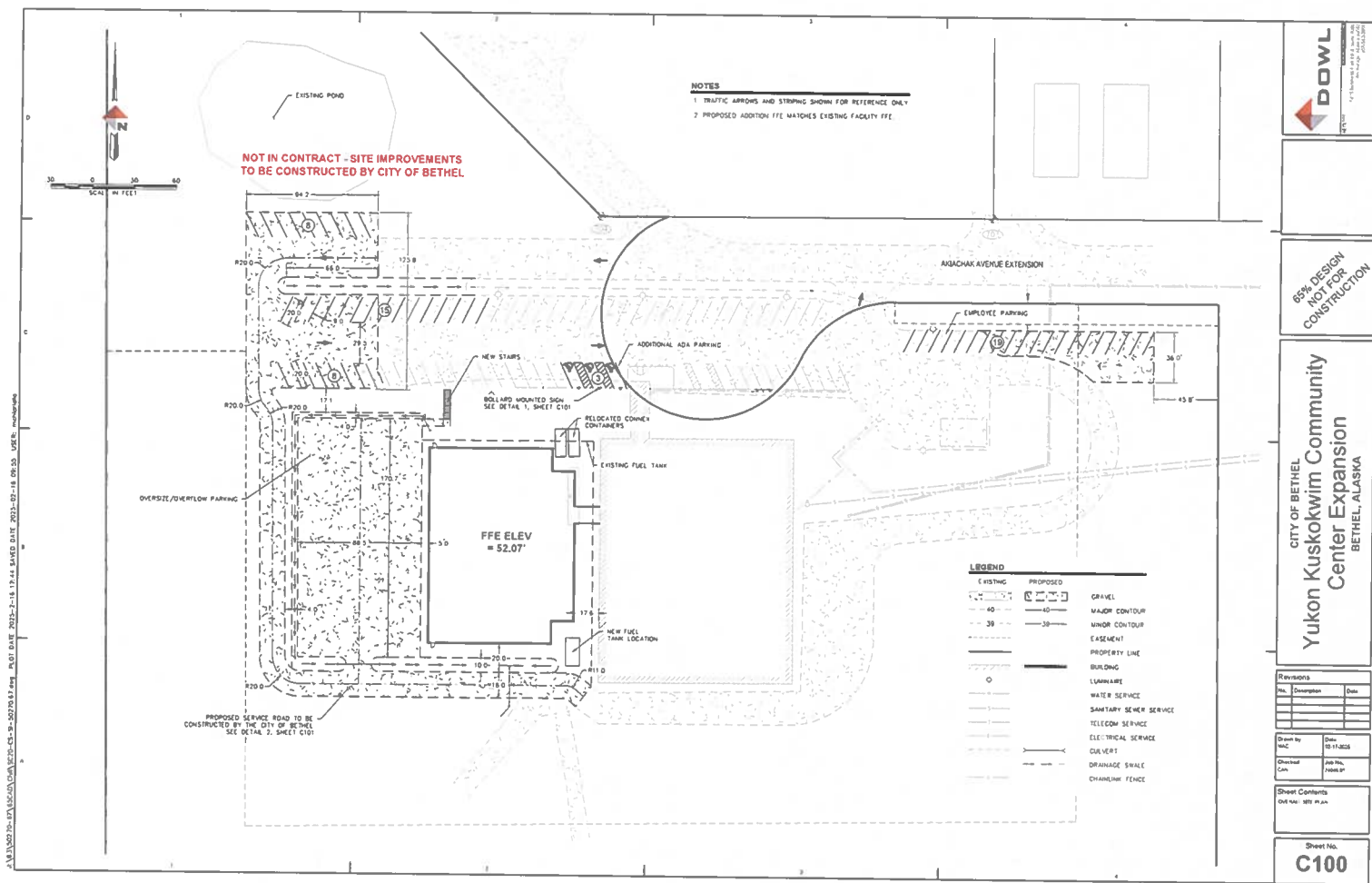
February 2025 Events

- **Planning Commission**
 1. Conducted Public Hearing on City's Conditional Use Permit (CUP) application for City-owned lots 2 & 3 on Fifth Avenue to be secured for the construction of a park in a Public Lands and Institutions Zone. The CUP was approved unanimously with the condition that the Lapse of Approval timeline expressed in BMC 18.60.070 be extended to fifteen (15) years to ensure that the lots to be used for a park are secured until actual development commences. The Resolution was signed by Lorin Bradbury, the Commission's Vice Chair.
 2. Commissioner (Mayor) Henderson stated for the record that all endeavors of this type are budget-driven, and that construction would probably not begin until at least the spring/summer of 2026.
 3. Parks & Recreation Director Shane Iverson attended the hearing. Subsequently, he informed all concerned that Yuut had some playground equipment that they would donate to the project if the City would pick it up and provide storage.
 4. With respect to public nuisances, the Commission recommended that the City continue to move forward in its efforts to address the public nuisance/junk vehicles situation rather than waiting for springtime to arrive. They further directed that monthly public nuisance updates including the matrix be in their packets and on the agenda.
- **YK Fitness Center Gym Expansion**
 1. Based on Team Meeting Discussions held in January 2025, DOWL has submitted their latest plan for proposed parking. 50 new parking spaces plus 3 additional ADA spaces are being put forward for consideration. This proposal meets the intent and purposes of BMC 18.48.160 C with respect to parking. The 65% design drawing with proposed additional parking is attached.
- **Site Plan Permits:** None submitted in February.
- **Abandoned vehicles:** No new vehicles identified.
- **Vacancies:** Fully staffed.

- **Other Events:** Assisted the Port Director in evaluating and scoring bids that were submitted for the Port RFP to replace existing floats in the Small Boat Harbor.
- **Large Projects:**
 1. **Ptarmigan Street Encroachments** – Owners of properties encroaching on the City's right-of-way were asked to complete an agreement indicating they will clear their encroachments by June 30, 2025. Of the ten (10) encroachment landowners, three (3) have corrected their respective issues and one (1) has returned the signed agreement.
 2. **City of Bethel Professional Housing Project** – Siding and insulation have been started while vapor barrier (helps prevent water vapor from reaching building walls, ceilings, attics, crawl spaces or roofs), foamboard (a versatile insulation material used in walls, roofs, attics, and basements to help improve energy efficiency and comfort), furring (strips of wood or metal attached to joists, studs, or walls to form a level surface for attaching wallboard) and interior framing are mainly complete. Attached external photos taken 2/24/25 pm.
 3. **AC Store Construction** – Wooden barriers preventing customers from walking on the ramp fronting the proposed vestibule entrance have been removed but that entrance is still secured. Customer access remains as before.

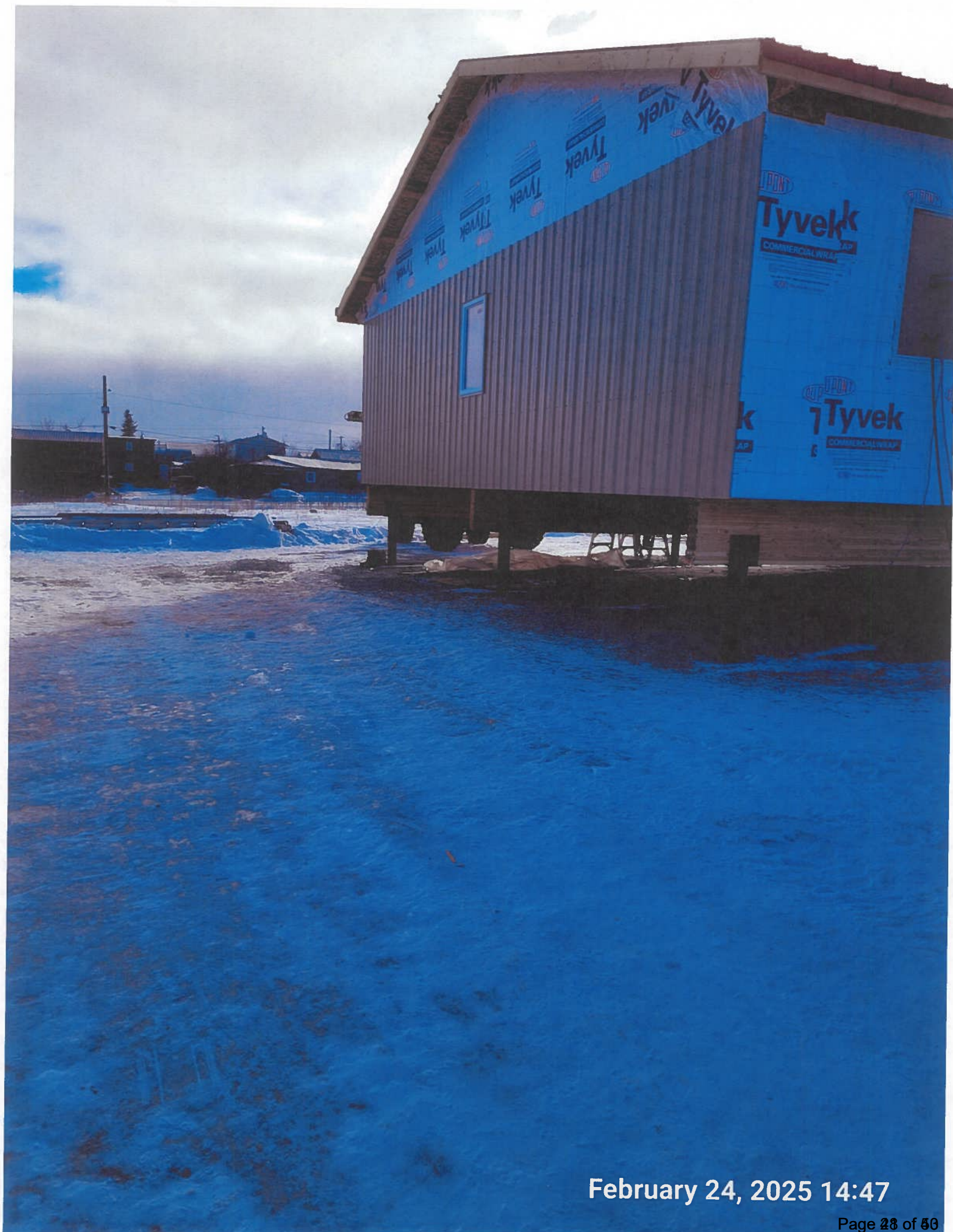


Lee M. Foley





February 24, 2025 14:47



February 24, 2025 14:47





February 24, 2025 14:48

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: February 2025 Managers Report

- **Small Boat Harbor**

February was another slow month for the Small Boat Harbor. We are granting space for the Napaimute crew to part a couple of pieces of equipment to maintain the ice road. Our project in the harbor to lower the approaches was slated for each week of February (if time is available), but due to other obligations on behalf of the streets and roads crew, and due to weather, we had to push back the start. But in the last few days of the month, we were able to get some progress with the approaches. The first approach on the West bank was cut, and the approach was lowered to level. I beam was welded back on and the dog ears for attaching the cross bars were welded back on. The first attempt I think was a success. From my understanding, there were little to no obstacles. We will be moving to cut the approaches on the North side here in the month of March. The approaches on the South side appear to be close if not at level.

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

The Dock is starting to come back to life with representatives from the different marine companies. We still have a crew working on one of the vessels. Our operator was able to get the Port grader and took time with the streets and roads crew foreman to learn how to use the wing on the grader. And he has started using it for the City dock snow, as well as the snow in the harbor.

- **Port Office**

The port office is running well. We have no issues with connectivity or heat. Building Maintenance continues to do their morning checks on the building with no problems. We are spreading ice melt around the front entrance of the office.

- **Admin**

Our monthly storage is prepared and will leave the Port office this first week of March. The Port Commission did not meet in February, Our next scheduled meeting will be at 7 p.m. on March 17th, 2024. At City Council Chambers.

- **Misc.**

We had a couple of RFP/RFBs close this last month. One was for the repair work on the face of the dock to include the repair to the East side of the face where the dock cells meet the sheet pile wall. As well as one to replace the floats in the Small Boat Harbor. The United States Coast Guard stopped by the office. It was an introduction meeting, they had never

been to the port of Bethel before, so they decided to stop in to say hi. Our operator has been working on and has received his ICS-100 & ICS-200 certifications from FEMA. The Port has been helping out with the mail since the last half of November and will continue to do so for the rest of the month of March.

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

January 2025 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	5	0
Public Safety Dispatch Supervisor	1	1	0
Peace Officers (one grant funded/reimbursed SRO)	20	14	6

Operations:

Operations Tempo				
	February 2025	January 2025	February 2024	2025 Total
Calls Total	910	1195	1910	2105
Reports Total	109	125	82	234
Intoxicated Pedestrian Calls	157	203	143	360
Driving Under Influence Calls	14	12	8	26
Domestic Violence Reports	12	18	37	30
Disturbance Calls	58	84	79	152
Subject Removal Calls	70	94	56	164
Animal Calls	22	33	32	55
Animal Bite Reports	1	2	1	3
Sexual Assault Reports	4	4	8	8
Death Investigation Reports	0	0	2	0

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

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

PERSONNEL:

Officer Jamasa Hill, Certified officer from Louisiana began work, worked one day and decided not to return officer Michelle Griesheimer worked one, two week rotation and decided not to return. Officers Steven Aycock and Patrick Wilkinson both from Georgia have accepted positions and will be starting on March 10, 2025. Jeffrey Kirkham has been chosen as the Deputy Director of Public Safety. He will be in Bethel the week of March 10th to meet with the department, and the city council, final offer pending.

Background on Jonathon Devries From Georgia and Phillip Paul From Bethel are in final stages and should be turned in to me by 03/01/2025. If both pass background, both will be hired and will be starting as officers March 24. I have sent the background for Alexis Tracy from Anchorage, waiting on results.

Bethel Fire Department February Report

February Calls

Total calls: 112

Fire Calls: 12

EMS Calls: 100

Most fire calls were lockouts both car and house and false alarms made up most fire calls.

No Notable Fire Calls

Notable EMS Call

On 2-6-2025 at 8:42 p.m. medics responded to the pre-maternal home for a person in labor. As crew was pulling into the ambulance bay at the hospital the crew delivered the baby in the back of the ambulance. Crew then turned over the baby to the doctors.

Sobering Center calls: 6 total

Most other calls were alcohol related.

Staffing

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

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

Career Staffing. 10 out of 12 positions firefighter with two possibly getting hiring letters soon. The captain is on regular schedule. All other staff are on the Kelly Shift.

Volunteering staffing. 27 volunteers

The EMT class got approved by the state and will start March 3 with interview and physical fitness test the first week. Then classes start on March 10 and go every Monday, Tuesday, Friday nights from 1800-2200 and some Saturdays.



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: 02.28.2025
TO: City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department
Programs/Divisions

Chemical Storage Building is about 90% complete, Work at the Bethel Heights Water Treatment Plant is about 95% complete.

Hauled Utilities: This month has had a few incidents; the biggest one was the destruction of the garage door. We finished the Month with all the water and sewer routes completed. When Feb 2025 ended, we had one water and one truck down for maintenance. There is a second water truck water for the mechanic shop.

Property Maintenance:

Pool Building	
	1/30 Work on floor heating actuator in concessions
	2/11 Repair leak on hose for water sprayer concessions sink. Check door to dryer
	2/13 Check faults with wind turbine
	2/13 Hang poster board on wall
	2/18 Replace fuses in pump 13
	2/20 Repaired copper pipe leaking glycol in boiler room
Chemical Storage Building	
	2/28 Meeting at Chemical Storage building for fire alarm training
Public Works Building	
	1/31 Shovel and plow snow at city buildings
	2/3 Work on southside overhead door
	2/3 Assist utility maint with lift stations
	2/4 Assist utility maint with lift stations

	2/4 Remove snow from walkways
	2/5 Setup HPL at 312 Ptarmigan to thaw water line.
	2/5 Work on damaged southside overhead door
	2/6 Work on damaged southside overhead door
	2/6 Pickup HPL from 312 Ptarmigan
	2/6 Setup HPL 233 Akakeek to thaw water line.
	2/7 Setup HPL for K300
	2/10 Setup HPL 1005 Mallard to thaw water line.
	2/10 Replace lights in Hauled Utilities bay that are out.
	2/12 Clean Steamer
	2/18 Repair lock on exterior door to Hauled utilities and admin office.
	2/18 Shovel snow on walkways
	2/19 Assited streets and roads with feeling in Kusko road do to sewer leak
	2/24 Boiler 1 in lockout cleaned eye
	2/24 Filter waste oil
	2/24 Finish rebuilding southside waste oil burner smoke stack
	2/27 Filter waste oil
	2/27 Inspect power cord for plasma cutter and advise streets and roads on how to repair
City Hall	
	2/3 Check IT truck for weasel
	2/12 Provide City Hall and Fitness Center keys for Shane
	2/19 Repaired doo to DMV
Fire Department	
	2/3 work on toilet flush valve.
	2/3 Work on lock core on the chiefs door.
	2/12 Work on door lock to office
	2/22 Pickup Paint Supplies
Police Department	
	2/3 Work on in floor heating shop
	2/28 Reset waterpump
Utilities Maintenance	
	2/3 Assist pumping down lift stations
	2/4 Assist pumping down lift stations
	2/5 Assist pumping down lift stations
Bethel Heights Water Plant	
	1/30 Take new space heater to thaw out back wash valve
	1/30 Work on lock core on side entrance door
	2/28 Replace pressure gauge on boiler

City Sub Water Treatment Plant	
	2/13 Help move chemicals
	2/22 Clean Boiler B boiler fan vibrating needs dust buildup removed.
Courthouse Building	
	2/12 Work on boiler exhaust
	2/14 Adjust temperature DA office
	2/24 Work on toilet in DA offices. Replaced leaking hose
	2/26 Inspect floors in public restrooms for damage
Streets and Roads Building	
	2/6 Call Delta western to fill fuel tanks. Bleed oil fire furnaces to restart.
Dog Pound	
	2/21 Lower guillotine door between kennels that was stuck in up position
LandFill	
	2/3 Shovel snow to allow access to recycle building fuel tank.
All City Buildings	
	01/30/2024 Building checks and rounds
	01/31/2024 Building checks and rounds
	02/01/2024 Building checks and rounds
	02/02/2024 Building checks and rounds
	02/03/2024 Building checks and rounds
	02/04/2024 Building checks and rounds
	02/05/2024 Building checks and rounds
	02/06/2024 Building checks and rounds
	02/07/2024 Building checks and rounds
	02/08/2024 Building checks and rounds
	02/09/2024 Building checks and rounds
	02/10/2024 Building checks and rounds
	02/11/2024 Building checks and rounds
	02/12/2024 Building checks and rounds
	02/13/2024 Building checks and rounds
	02/14/2024 Building checks and rounds
	02/15/2024 Building checks and rounds
	02/16/2024 Building checks and rounds
	02/17/2024 Building checks and rounds
	02/18/2024 Building checks and rounds
	02/19/2024 Building checks and rounds
	02/20/2024 Building checks and rounds
	02/21/2024 Building checks and rounds
	02/22/2024 Building checks and rounds

	02/23/2024 Building checks and rounds
	02/24/2024 Building checks and rounds
	02/25/2024 Building checks and rounds
	02/26/2024 Building checks and rounds
	02/27/2024 Building checks and rounds
	02/28/2024 Building checks and rounds

Road Maintenance: Business as usual maintain, monitor and fill in other departments as needed.

Vehicles and Equipment: As usual servicing, fixing repairing all city vehicles and equipment as needed. In the process of hiring a new mechanic.

Transit System:

Another busy month with riders as usual. Riders consisted of 661 Elders, 27 Youth, 83 Adults, 110 Disabled, and 1,134 Pass riders. 77 Day and 19 Month passes were purchased. Total fares came out to \$1,076.00. TS 1 logged 2,565 miles and 289.09 gallons of fuel.

Landfill & Hauled Refuse: I would like to thank Jake and his crew for filling in driving the trash truck. I was able to finish the audit of the dumpsters and will be sitting down with Lori and others to address the problem that I found. As of Monday the 24th the dumpster truck had brought 52 loads of trash to the landfill, the landfill received 7 miscellaneous loads of trash from other city trucks, 93 loads of trash brought to the landfill from private citizens, the landfill received 1078 Cubic yards of trash from commercial accounts, the landfill also received 8 refrigerators to have the freon removed before their disposal in the landfill, and there was one truck brought to the landfill for disposal.

Staffing Issues/Concerns/Training:

City of Bethel, Alaska

City Clerk's Office

Meetings

March 4, 2025 Board of Ethics EC 24-01
March 11, 2025 Regular City Council Meeting
March 25, 2025 Regular City Council Meeting

City Clerk's Office

- Board of Ethics Complaint EC 24-01. In November, the Clerk's Office received an Ethics Complaint against a Municipal Officer. The matter was referred to the Office of Administrative Hearing (OAH) to determine probable cause. Between November and January, the Clerk's Office and City Attorney worked with OAH to execute various orders on their behalf to screen the complaint. In January, OAH determined that there was probable cause and ordered a hearing. Since the Board of Ethics did not have enough members to achieve a quorum, following the code, the case documentation and information was considered solely by a hearing examiner. They determined that the Municipal Officer did violate the code of ethics. The written ruling is still pending.
- Facilitated a Unit4 meeting with Alaska Division of Homeland Security and Emergency Management in Chambers.
- Reviewed Board of Ethics Code and procedures and updated templates.
- Researched Alcohol regulations

Task	Period Total	Year to Date Total
Passport Appointments	15	36
Burial Permits/Reservations	-	2
Notary Services	1	18
Meeting Minutes Drafted	1	7
Resolutions Drafted	-	-
Ordinances Drafted	1	2
AM/IM Drafted	-	5

Committee/Commission Vacancies	Regular	Alternate
Community Parks and Recreation Committee	full	full
Planning Commission	full	1
Port Commission	1	2
Public Safety and Transportation Commission	1	2
Community Action Grant Technical Review Board	2	2
Public Works Committee	4	2
Finance Committee	3	2
Ethics Board	4	1