



CITY OF BETHEL

PLANNING COMMISSION

THURSDAY, DECEMBER 11, 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

[IGNORE INDENT]

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

VI. UNFINISHED BUSINESS

- A. Review of Nuisance Properties and Progress

VII. NEW BUSINESS

- A. Review of the Planning Commission Duties BMC 2.60 and Goals for 2026
- B. Review and Approve the Meeting Calendar for 2026
- C. Martina Oscar Subdivision- Water and Sewer Line Extension Project Update

VIII. EX OFFICIO REPORT








- A. Management Team Report









IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted <<DATE>> at City Hall, AC Co., Swanson's, and the Post Office.

Ex-Officio Staff

House Number	Street Name	Rank 1-3 High-Low	GIS Photo	Legal Description	Ownership Per DNR	Type of Violation	Date of Letter Sent	Letter Response	Deadline Date	Day of Inspection	Correspondance	Online Complaint	Status
17	Kwethluk Lane	1		Plat 71-425 Block 1 Lot 3	George/Agnes Hohman	Abandoned House and junk yard	11/20/24 first letter sent address from harris					No	12/16/24 returned undelivered, search for owner contact has been unsuccessful
21	Kwethluk Lane	1		Plat 71-425 Block 1 Lot 1	Kuskokwim Development Corporation	Junk vehicles, rubbish						No	owner info unknown
106	South Harbor Road	1		US Survey 3790 Block 10 Lot 1	Joseph Jerry, Minnie Andrew, Minnie Jerry Berlin, Matilda Bee, Jerry Jerry Jr. Karen Jerry	abandoned building, falling floors, unsafe	5/22/2025					Yes	demo in progress
215	Akiak Drive	1		71-425 Block 8 Lot 10	Kenneth David Fannie Charlie	Abandoned house an and shed attacting, and disturbances						Yes	owner reached out and is considering demolition
240	East Avenue	1		US Survey 3790 Block 6 Lot 12		junk vehicles/debris						Yes	owner info unknown
263	Weber Circle	1		Plat 70-444 Block 5 Lot 18	Charles Active	junk vehicles, debris						yes	current owner deceased
410	Owl Street	1		Plat 81-10 Block 1 Lot 46	John Woodard	junk cars/debris	10/30/2024	11/8 certified mail receipt received	11/13/2024			Yes	clean up in progress

450	Hanger Lake Road	1		US Survey 3790 Block 1 Lot 6		debris / garbage						Yes	owner address pending letter
455	Ridgecrest Drive	1		Plat 2002-3	Arnold Dull	excessive amount of trash and junk cars	5/15/2025/ 08/14/2025	return receipt received with no date stamped -- 8/14/25 2nd cert letter sent				Yes	second certified letter came back unclaimed
460	Hanger Lake Road	1		Block 1 Lot 7		abandoned delapidated house							owner address pending letter
621	Setter Drive	1		Plat 78-4 Block 4 Lot 25	mike typpo	junk yard/garbage	11/21/2024			12/5/2024		Yes	Council declared nuisance. Property owner is working with Adminsitration to cure the nuisance. Little progress made. City provided a dumpster to help move things. City manager maintains contact with property owner.
800	Tundra Ridge Road	1		Plat 84-11 Tract A	Polk Brothers	burned down house	10/31/2024			11/14/2024			Council did not declare a public nuisance. Property owner is working with Adminsitration to cure the nuisance. No Progress as of 12/1/25.
800	Tundra Ridge Road	1		Plat 84-11 Tract A	Polk Brothers	burned down house and garbage	10/31/2024			11/14/2024			Council did not declare a public nuisance. Property owner is working with Adminsitration to cure the nuisance. No Progress as of 12/1/2025.
808	Ptarmigan Street	1		Plat 81-10 Block 1 Lot 20	Travis Dostert	junk vehicles/garbage	10/30/2024			11/13/2024			Council declared nuisance. Property owner is working with Adminsitration to cure the nuisance. Progress is off and on.
834	Ptarmigan Street	1		Plat 81-10 Block 1 Lot 23	Frank Mazarro	junk yard		3/7/2025 cert letter sent, final notice letter sent 6/18/25					Council did not declare a public nuisance. Property owner is working with Adminsitration to cure the nuisance. No Progress as of 12/1/2025.





867	Third Avenue	1		US Survey 3230 AB Block 15 Lot 1	Ken Eggleston	dilapidated old sheds and attracting inebriated people	5/9/2025	owner came to talk about his property occupants wont leave, court order pending					yes	8/26/25 no clean up progress been made, secnd letter pending
1019	Ridgecrest Drive	1		Plat 87-6 Block 3 Lot 67	Arthur & Carrie Nelson	burnt house							yes	current owners are both deceased
1041	Second Avenue	1		US Survey AB Block 18 Lot 3	Robert Allen	old rusted junk yard							yes	cannot find owner contact info
1051	Second Avenue	1		US Survey AB Block 18 Lot 2	no records on dnr	old rusted junk yard							Yes	owner and guardian will make appointment with planning staff
1119	Naun Raq	1		Plat 83-40 Block 2 Lot 16	Kimberly Peratovich	abandoned falling house	4/9/2025	4/21/2025, 2nd letter 7/22/25					Yes	no word from the property owner just signed mail received, no word from current owner on 2nd letter
1651	Chief Eddie Hoffman Highway	1		Plat 83-36 Tract A	Courtney Geerds	excessive amount of junk vehicles							Yes	
9223	Makqalria Road	1		Plat 81-3 Block 10 Lot 5	late Leonard Mendola estate	junk yard and garbage	5/15/2025						Yes	inpspection pending
9316	Nengqerralria Drive	1		Plat 81-17 Block 2 Lot 20	Edward Koch	abandoned house							yes	no owner has been idenitied

9330	Nengqerralria Drive	1		Plat 81-17 Block 2 Lot 29	Fritz Charles	Junk Vechiles and	10/30/2024, final warning letter sent 06/18/25			11/13/2024				yes	Council did not declare a public nuisance. Property owner is working with Adminsitration to cure the nuisance.
CEH	Chief Eddie Hoffman Highway	1		Plat 83-36 Lot 38 C	Bethel Marina	Junk Vehicles								Yes	clean up has started with out owner contact
50	Sixth Avenue	2		US Survey 3770 Block 2 Lot 14	Andrew & katherina Helgesen	Junk Vehicles								no	owner address pending letter
81	Seventh Avenue	2		US Survey 3770 Block 2 Lot 9	Irvin & Diane Kreider	Junk Vehicles									owner address pending letter
121	Chief Eddie Hoffman Highway	2			Howard Anvil	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					6/8/25 complaint Case reopened
177	East Avenue	2		US Sruvey 3790 Block 8 Lot 6	Richard Jung	abandoned buildings									11/5/25 owner phoned and left message
180	Lind Lane	2		US Survery 3790 Block 9 Lot 5		junk yard/garbage									owner address pending letter
186	East Avenue	2		US Survery 3790 Block 9 Lot 3		junk yard/ garbage									owner address pending letter


188	Lind Lane	2		US Survey 3790 Block 9 Lot 2		junk yard/ garbage							owner address pending letter
231	East Avenue	2		US Survey 3790 Block 7 Lot 2		delabitated house							owner address pending letter
236.238	East Avenue	2		US Survey 3790 Block 6 Lot 10		abandoned house/garbage							owner address pending letter
239	Akiak Drive	2		Plat 17-425 Block 4 Lot 15	Frank Mazzaro	abandoned house and junk vehicles	5/15/2025 final warning letter sent 6/18/25	post master did not put date of signatue				yes	Working with City Manager- Providing a progress timeline. Last contact November.
250	East Avenue	2		US Survey 3790 Block 6 Lot 10		abandned house							owner address pending letter
325	Mission Lake Road	2		Plat 70-444 Block 6 Lot 2	David Martens	garbage/ junk vehicles						yes	need owner info
340	Alder	2		US Suvery 3230 AB Block 13 Lot 1	no records on dnr	dilapidated trailer. Rubbish. Junk vehciles						yes	owner unknown
351	Weber Circle	2		Plat 70-444 Block 5 Lot 15	no records on dnr	abandoned dilapidated home						no	owner unknown

421	Hanger Lake Road	2		US Survey 3790 Block 5 Lot 3		junk yard/ debris							owner address pending letter
426	Napakiak Drive	2		Plat 71-425 Block 5 Lot 13	Jacob & May Nelson	rubbish and junk						no	current dnr owners both deceased
430	Hanger Lake Road	2		US Survey 3790 Block 1 Lot 11	Joe and Carey Atchak	garbage, debris, junk vehicles						yes	owner address pending letter
438	Hanger Lake Road	2		US Survey 3790 Block 1 Lots 9&10		junk yard						yes	owner address pending letter
500	Hanger Lake Road	2		US Survey 3790 Block 1 Lot 2		debris / garbage							owner address pending letter
690	Sixth Avenue	2		3230 AB Block 4 Lot 8	Elia Sallaffie, Joseph Sallaffie John Sallaffie William Sallaffie Joanne Jackson	abandoned house						Yes	owners are looking to demolish house 11/4/25 emailed
1025	Ridgecrest Drive	2			Bruce Francisco Cherilyn Francisco	burnt house							DEC testing pending and signatures on site permit from: co owner
1082	Second avenue	2		US Survey 3230 AB Block 14 Lot 7	Justin Crow	junk yard/abandoned building						yes	current owner deceased, next of kin ownership pending

1111	Naun Raq	2		Plat 83-40 Block 2 Lot 12	Chris Hickman	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	12/3/2024			yes	inspection pending
120	Oscar Way	3		US Survey 3230 AB Block 18 Lot 12	Mike and Laurita Nerby	old rusted junk yard	5/15/2025					Yes	some progress made
134	East Avenue	3		US Survey 3790 Block 10 Lot 9	Peter Stewart	pile of burnt rubbish						no	not a high priority
145	Oscar Way	3		US Survey 3230AB Block 18 Lot 1	Mary Nerby	old rusted metal junk yard						Yes	clean up started but not finished
203	Chief Eddie Hoffman Highway	3		Plat 73-244 Block 4 Lot 10		abandoned houses/ debris							owner address pending letter
229	Akiak Drive	3		Plat 71-425 Block 8 Lot 3	Tony Evon	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		No	council decision pending
260	East Avenue	3		US Survey 3790 Block 6 Lot 9	Robert Lekander Aldrick Lekander	falling shed, garbage, and debris around property						Yes	per dnr both current owners deceased
280	Third Avenue	3		US Survey 3230 Block 9 Lot 7	Lawerence Davis	junk vehicles, debris						No	not a high priority

330	Schwalbe Street	3		Plat 70-444 Block 6 Lot 3	Max & Hilda Olick	old delapedated building/garbage/old rusted vehicle	5/15/2025							Yes	dec testing pending site permit approval
390	First Avenue	3		Plat 70-444 Block 3 Lot 6		abanoned home/junk vehicles and trash								no	junk vehicles been moved
448	Napakiak Drive	3		Plat 80-17 Lot 7A	Martha Guest	rubbish and junk								Yes	not a high priority
552	Akula Court	3		Plat 97-23 Block 2 Lot 36	no records on dnr	garbage/junk car								No	no owner can be identified, finance indicates no w/s service since 2024
725	Sixth Avenue	3			Alex and Theresa Keller	old shed/debris	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				No	clean up in progress
1010	Second Avenue	3		US Survey 3230 AB Block 14 Lot 8	Travis Turnbull	junk vehicles								Yes	owner contact information pending
9231	Makqalria Road	3		Plat 81-3 Block 10 Lot 1A		old fallen shed								No	not a priority at this time
Closed															
102	East Avenue	3		US Survey 3290 Block 11 Lot 2	John Nick	unstable home								no	owner of property is going to fix it up

140	Torgerson Square	2		Plat 70-444 Block 3 lot 11	Moravian church	abandoned building attracting inebriated people	10/31/20234	11/15/2024							11/7 certified mail receipt received	11/26/2025	yes	demolition completed case closed
236	Akiak Drive	2		Plat 71-425 Block 7 Lot 13	Alexie Jimmie	abandoned house	1st letter 5/29/2024 2nd Letter 10/30/2024 final warning letter sent 06/18/25	will have that house boarded up. 11/07/24 letter received from owner stating he will get that house boarded up and	11/13/2024								no	7/31 property clean up completed case closed
221	Akiak Drive	2		Plat 71-425 Block 2 Lot 7/8	Steven Chung	abanonded home											yes	demo of building complted CASE CLOSED
1530	Chief Eddie Hoffman Highway	1		Plat 83-36 Lot 38 B	Emberald Enterprises	junk vehicles											yes	clean up is completed case closed
155.181	Sixth Avenue	1		US Survey 3770 Block 3 Lots 4 and 5	Frank Jones	junk yard/squatters/abandoned vehicles	4/9/25 cert mail sent, final warning letter sent 6/18/25	4/10/2025 letter receipt recieved									Yes	Completed
1021	Second Avenue	2		US Survey 3230AB Block 18 Lot 4	no records on dnr	old rusted junk yard/burnt debris											Yes	Completed
380	Main Street	1		US Survey 3230 AB Block 10 Lots 1,2,3	BCS	burnt down house and rubbish	many emails, cert. letters and calls made with little to no response , 3/28, 5/23,7/1										no	7/24/25 all debris cleaned up CASE CLOSED
244	Akiak Drive	1		Plat 71-425 Block 6 Lot 6	Hazel Keezer	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								Yes	Part of Council Abatement Process- Managed by Administration. A few items pending but progress made. City manager will reconnect in the spring.

Our Own Road	Our Own Road	2		US Survey 3117 Lot 37	Sea Lion/BTP	Junk Vehicles	<p>cert letters sent to CEO of Sealion & BTP Mgr 3/27/25, final warning letter sent 6/18/25</p>	<p>letter receipt received 4/3/2025 from BTP Mgr, letter receipt received 4/3/25 from Sealion CEO</p>				yes	<p>Part of Council Abatement Process- Managed by Administration. A few items pending but progress made. Removed 106 tires, about 30 vehicles (seven were theirs and 20 or so were David Grath's), and a number of barrels from the property. City Manager will inspect property within the month of December.</p>
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Abandoned/Junk Vehicle Impoundment Procedures

[Bethel Municipal Code 10.15](#)

ABANDONED VEHICLE (BMC 10.15.010(A); BMC 10.15.20)

The vehicle is on or within 10 feet of the traveled portion of the road.

1. City employee will complete the Notice of Tow sticker and place the dark yellow copy on the vehicle.
2. City employee takes photos or a video of the vehicle on all sides to record condition and content of the vehicle and email it to landfill@cityofbethel.net.
3. City employee will place the light-yellow portion of the notice slip in the Public Works Interdepartmental Mailbox in City Hall.
4. Public Works Solid Waste will add the information from the Notice of Intent to Tow to the Abandoned/Junk Vehicle Tracking List.
5. Following 48 hours of the Notice of Tow being applied to the vehicle, Public Works Solid Waste can pick up the vehicle for impound.
6. Public Works Solid Waste initiate a DMV check on the vehicle following impoundment.
7. Within 10 days following the impoundment, send notice to: the registered owner of record; lien holders of record; AND any party known to have an ownership interest in the vehicle.
8. Following the 30-day notice finalize the spreadsheet notating if the vehicle will be sold at auction or if it will be disposed of.

The vehicle is unattended on private property and not owned by the property owner.

1. City employee will complete the Notice of Tow sticker and place the dark yellow copy on the vehicle.
2. City employee takes photos or a video of the vehicle on all sides to record condition and content of the vehicle and email it to landfill@cityofbethel.net.
3. City employee will place the light-yellow portion of the notice slip in the Public Works Interdepartmental Mailbox in City Hall.
4. Public Works Solid Waste add the information from the Notice of Intent to Tow to the Abandoned/Junk Vehicle Tracking List.
5. Following 24 hours of the Notice of Tow being applied to the vehicle, Public Works Solid Waste can pick up the vehicle for impound.
6. Public Works Solid Waste initiate a DMV check on the vehicle following impoundment.
7. Within 10 days following the impoundment, send notice to: the registered owner of record; lien holders of record; AND any party known to have an ownership interest in the vehicle.
8. Following the 30-day notice finalize the spreadsheet notating if the vehicle will be sold at auction or if it will be disposed of.

The vehicle is unattended on private property and owned by the property owner.

1. Property and vehicle owners may complete a form authorizing the City to claim the property. The vehicle may be towed following the completion of that release.
2. Public Works Solid Waste add the information from the vehicle to the Abandoned/Junk Vehicle Tracking List.

Vehicle is unattended on public property.

1. City employee will complete the Notice of Tow sticker and place the dark yellow copy on the vehicle.

2. City employee takes photos or a video of the vehicle on all sides to record condition and content of the vehicle and email it to landfill@cityofbethel.net.
3. City employee will place the light-yellow portion of the notice slip in the Public Works Interdepartmental Mailbox in City Hall.
4. Following 30 days of the Notice of Tow being applied to the vehicle, Public Works Solid Waste can pick up the vehicle for impound.
5. Public Works Solid Waste initiate a DMV check on the vehicle following impoundment.
6. Within 10 days following the impoundment, send notice to: the registered owner of record; lien holders of record; AND any party known to have an ownership interest in the vehicle.

The vehicle is unattended on a highway such that it disrupts normal traffic flow or impedes or interferes with emergency vehicle access.

1. Vehicle may be moved from the roadway to the side of the roadway or the vehicle may be towed without immediate notice to the property owner.
2. Public Works Solid Waste add the information from the Notice of Intent to Tow to the Abandoned/Junk Vehicle Tracking List.
3. Public Works Solid Waste initiate a DMV check on the vehicle following impoundment.
4. Within 10 days following the impoundment, send notice to: the registered owner of record; lien holders of record; AND any party known to have an ownership interest in the vehicle.
5. Following the 30-day notice finalize the spreadsheet notating if the vehicle will be sold at auction or if it will be disposed of.

JUNK VEHICLE (BMC 10.15.010(D))

The vehicle is wholly or partially dismantled, wrecked OR otherwise inoperable or doesn't have a current motor vehicle registration in Alaska or any other state:

1. City employee may complete the Notice of Impoundment sticker and place it on the vehicle.
2. City employee will place the light-yellow portion of the notice slip in the Public Works Interdepartmental Mailbox in City hall.
3. City employee takes photos or a video of the vehicle on all sides to record condition and content of the vehicle and email it to landfill@cityofbethel.net.
4. Public Works Solid Waste add the information from the Notice of Intent to Tow to the Abandoned/Junk Vehicle Tracking List.
5. Public Works Solid Waste initiate a DMV check on the vehicle following impoundment and send notice of intent to dispose of the vehicle to: the registered owner of record; lien holders of record; AND any party known to have an ownership interest in the vehicle.

NOTICE TO BE GIVEN TO OWNER (BMC 10.15.050)

The notice (personally delivered, or by certified mail return receipt) to the owner and lien holder shall include:

1. A description of the motor vehicle or junk vehicle and any property therein;
2. The date, time and place of removal;
3. The location the motor vehicle or junk vehicle has been or will be removed to for storage;
4. A statement that unless the right to possession of the motor vehicle is established to the satisfaction of the chief of police of the Bethel police department or their designee and the vehicle reclaimed within thirty (30) days from the date of mailing or publication of the notice, or unless arrangements are made for the storage of the motor vehicle within the thirty- (30-) day period, the vehicle and its contents may be sold at public auction, or if the vehicle is inoperable or is worth less than two hundred dollars (\$200) as determined by the National Automobile Dealer's Association

Blue Book, the motor vehicle or junk vehicle may, at the discretion of the Bethel police department, be destroyed; and

5. A statement that the registered owner or other persons with a legal interest in the motor vehicle may at any time during the thirty- (30-) day period request a hearing before the chief of police of the Bethel police department concerning whether the vehicle was or is subject to removal under this chapter or concerning any amounts due.

If the owner/lienholder information is not available through the State DMV, notice shall be published in a paper of general circulation for 30 days.



NOTICE OF INTENT TO TOW

Tracking No.

AT ANY TIME WITHIN THIRTY (30) DAYS OF THE DATE OF THIS NOTICE, THE REGISTERED OWNER, LIEN HOLDERS, OR OTHER PERSONS WITH A LEGAL INTEREST IN THIS VEHICLE MAY REQUEST A HEARING BEFORE THE CHIEF OF PUBLIC SAFETY OF THE CITY OF BETHEL OR THEIR DESIGNEE CONCERNING WHETHER THIS VEHICLE IS OR WAS SUBJECT TO REMOVAL OR CONCERNING ANY AMOUNTS DUE.

Article II. Planning Commission

2.60.080 Establishment of the planning commission.

Pursuant to AS [29.35.260\(c\)](#), the city has assumed the powers of planning, platting and land use regulation. Pursuant to AS [29.35.260\(c\)](#) and [29.40.020](#), there is established the city planning commission. [Ord. 21-20 § 4, 2021.]

2.60.090 Planning commission powers and duties.

- A. The planning commission shall:
1. Conduct public hearings to consider the approval, conditional approval, or denial of:
 - a. Variance applications;
 - b. Conditional use permit applications; and
 - c. Special use permits for tall structures in accordance with Chapter [16.10](#) BMC.
 2. In accordance with AS [29.40.030](#) and Chapter [16.08](#) BMC, and after holding public hearings, recommend to the council amendments and updates to the comprehensive plan for the physical development of the city. The comprehensive plan, with the accompanying maps, plats, charts, and descriptive and explanatory matter, shall show the commission's recommendations and may include, among other things, the general location and extent of streets and other methods of circulation and transportation; the general location and extent of public utilities; the general location and extent of parks, playgrounds, and drainage facilities; and the use of land. The comprehensive plan shall include:
 - a. Statements of policies, goals and standards;
 - b. A land use plan;
 - c. A community facilities plan;
 - d. A transportation plan; and
 - e. Recommendations for implementation of the comprehensive plan.
 3. Approve subdivision plans and plats and provide recommendations to council on the adoption of a subdivision agreement in accordance with Chapter [17.04](#) BMC.
 4. Hear appeals from the decision of the planning director.*

5. Act as the platting authority for the city.
 6. Review and make recommendations to the council on the adoption of and changes to subdivision, land use, site plan, land acquisition and disposal, flood control, housing, building and similar codes.
 7. Provide a forum for public comment and input regarding planning, zoning, and land use.
 8. Perform such other duties and functions as are provided for in BMC Titles [15](#), [16](#), [17](#) and [18](#) and other provisions of this code or as may be referred by the city council.
- B. All formal actions of the commission shall be by resolution bearing:
1. The heading “Resolution of the Bethel Planning Commission”;
 2. The space for the resolution number to be assigned, “Resolution No. (number)”;
 3. A short and concise title descriptive of its subject and purpose;
 4. A short list of “whereas” clauses descriptive of the reasons for the resolution, if necessary;
 5. The resolving clause “THEREFORE, BE IT RESOLVED THAT...” followed by a statement of the action approved by the commission and such factual findings, conclusions and other matters as may be appropriate; and
 6. A declaration of the date the resolution was adopted: “Adopted (date)” and designated lines for the signatures of the chairperson and the commission ex officio member responsible for recording the actions in the meeting.
- C. The planning commission may make recommendations to the council on:
1. Necessary, proposed, or existing federal, state and/or city land selection, acquisition, disposal or management practices that affect the city.
 2. Proposed or existing public improvements and the prioritization of the projects in the city’s annual and long-term capital improvement programs.
 3. The city’s annual planning budget and work program. [Ord. 21-20 § 4, 2021.]

* **Code reviser’s note:** This subsection was amended at the request of the city to remove a reference to the board of adjustment to correspond with the amendments from Ordinance [22-17](#).

The Bethel Municipal Code is current through Ordinance 25-18, passed October 20, 2025.

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

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

[Hosted by General Code.](#)

Title: Approving the Regular Planning Commission meeting dates for 2026.

Month	Regular Meeting Date
January	8
February	12
March	12
April	9
May	14
June	11
July	9
August	13
September	10
October	8
November	12
December	10

REMAINDER
MARTINA OSCAR ALLOTMENT
(PATENT NO. 50-78-0011)

96-2
RECORDED - FILED 20
BETHEL REC. DIST.
DATE 2-13 TO 96
TIME 1:34 P.M.
Requested by CITY OF BETHEL
Address

96-5
RECORDED - FILED 20
BETHEL REC. DIST.
DATE 6-6 TO 96
TIME 12:01 P.M.
Requested by LHM TITLE CO.
Address

LAGOON PARCEL
(ANCSA 14.C. SURVEY)
PLAT #93-32

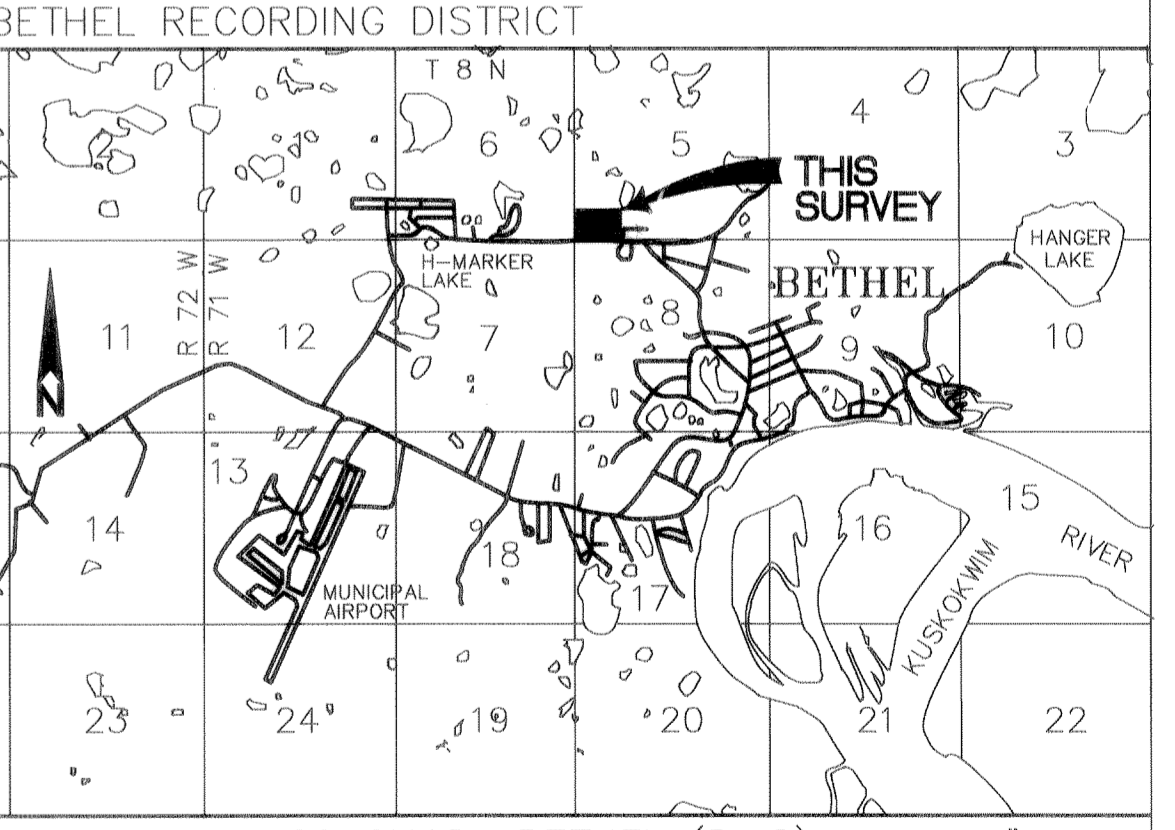
CERTIFICATE OF OWNERSHIP AND DEDICATION
I the undersigned, do hereby certify that the AVCP Regional Housing Authority is the owner of the property shown and depicted hereon and that it does accept and adopt this plat of subdivision and does dedicate all public right of ways to the public and grants all easements to the use shown. 6/5/96
Don Pancher
Don Pancher, Exec. Dir. Date
AVCP RHA
P.O. Box 767
Bethel, Alaska 99559

NOTARY ACKNOWLEDGEMENT
The above signed, did subscribe and swear to before me this 6 day of June 1996.
Michael Lou
Notary for Alaska
My Commission Expires: 8-25-97

CERTIFICATE OF APPROVAL AND ACCEPTANCE
The city of Bethel does hereby approve this subdivision for recording and does accept the dedication of public easement.
James Hoppenworth
Authorized Official Date 1-31-96
City of Bethel
Attests: *L.J. Tanner* City Clerk

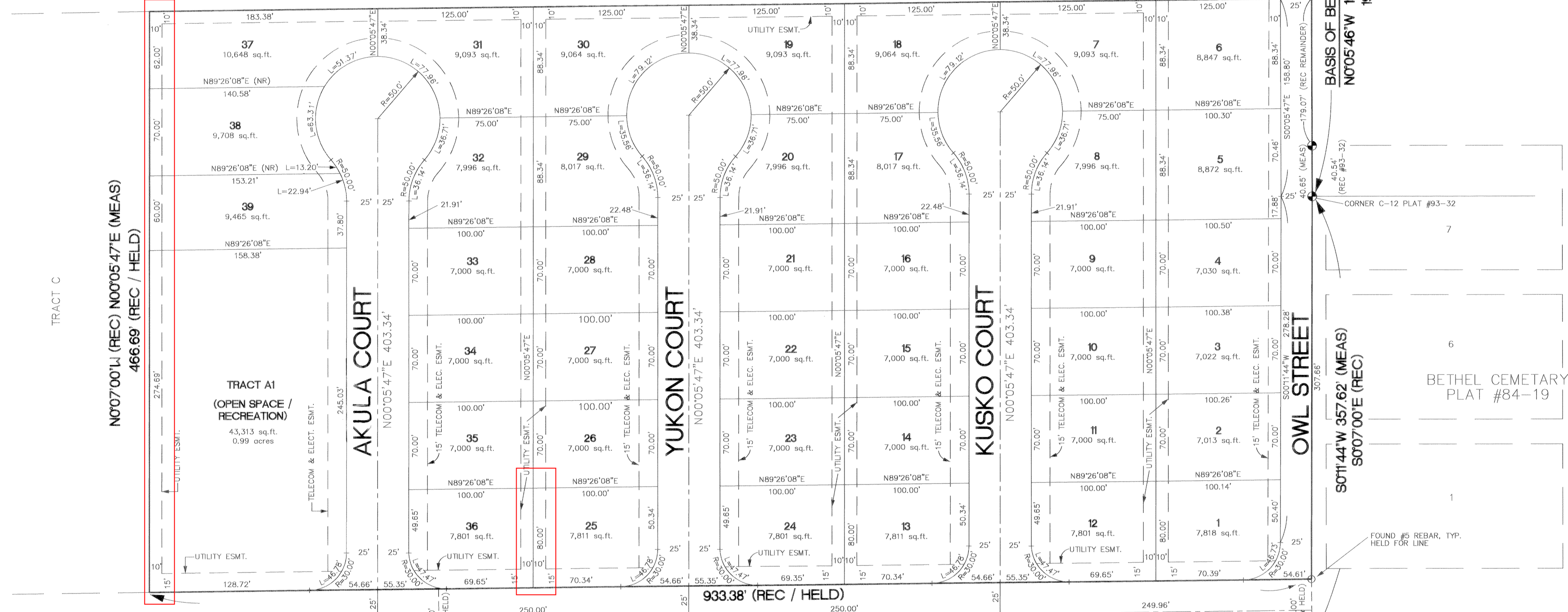
APPROVAL AK. D.E.C.
WASTEWATER DISPOSAL: The Alaska Department of Environmental Conservation has reviewed plans for this subdivision's wastewater disposal, and approves this subdivision for platting.
Michael Lou Environmental Eng. Date 1-30-96
Michael Lou, Eng.
Alaska Department of Environmental Conservation
Approving Official

TAX STATEMENT
This subdivision is not subject to taxation at the time of recording.



BETHEL RECORDING DISTRICT
VICINITY MAP: USGS QUAD: BETHEL (D-8) SCALE: 1"=1 mile
PLAT OF
BLOCK 2
MARTINA OSCAR SUBDIVISION
a subdivision of
TRACTS A & B, MARTINA OSCAR SUBDIVISION ACCORDING TO PLAT #81-10
BETHEL RECORDING DISTRICT
SITUATED WITHIN SW 1/4 SEC.5, T.8 N., R.71 W.
SEWARD MERIDIAN ALASKA

PREPARED BY: KARLUK DESIGN, 1042 E. 6th Ave., Anchorage, Ak. 99501
FOR: OSBORN/KELLY RYAN J.V., 401 Parkplace, Suite 400, Kirkland, Wash. 98033
DATE 1-29-96 DRAWN M.RIVARD CHECKED PDW SHEET 1 of 1
SCALE 1" = 50' F. BOOK W.O. 9519



- NOTES:
1. Unless otherwise noted all lots are monumented with #5 by 30" iron rebar.
 2. All lots in this subdivision are subject to the conditions and restrictions contained within the Corp. of Engineers General Permit #83-4N.
 3. All lot lines intersecting curves are radial to the curve unless denoted by (NR).
 4. Unless otherwise noted by plat number, record bearings and/or distances are in accordance with the plat creating Martina Oscar Subdivision filed in the Bethel Recording District under plat number 81-10.



SURVEYOR'S CERTIFICATE
I hereby certify that I am properly registered and licensed to practice land surveying in the state of Alaska, that this plat represents a survey made by me, that monumentation shown hereon do exist as shown and described, and that all dimensions and other details are correct.

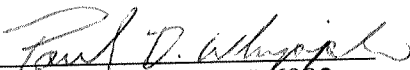


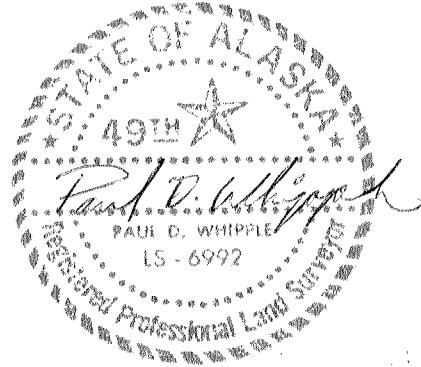
1	5 JUNE 96	OWNERS CERT. & NOTARY SIGNATURES VOIDED & REASSIGNED	DATE 1-29-96	DRAWN M.RIVARD	CHECKED PDW	SHEET 1 of 1
Revision#	Date	By Description	SCALE 1" = 50'	F. BOOK	W.O. 9519	

BETHEL
PLAT 96-5

SURVEYOR'S AFFIDAVIT

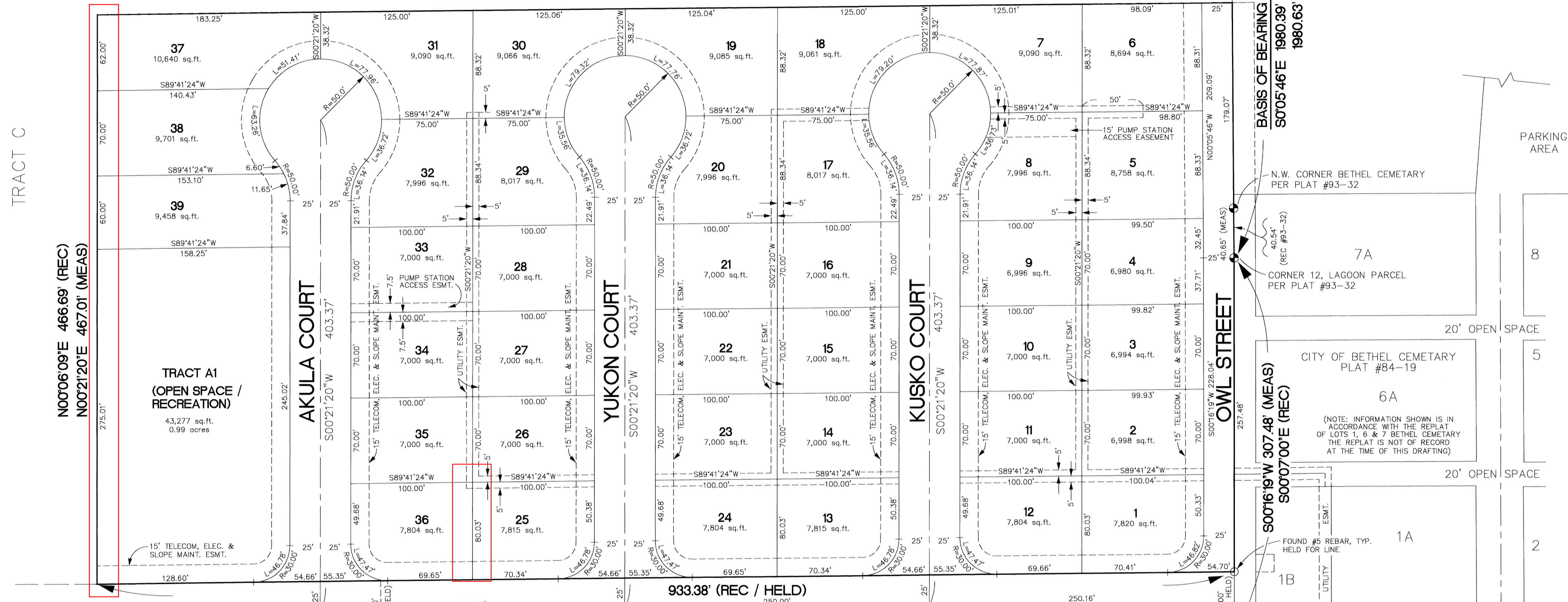
" The corrections made to the plat of Block 2 Martina Oscar Subdivision are the striking of the owner signature and attendant notary acknowledgement dated January 31, 1996, and the resigning of the ownership certificate and the Notary acknowledgement. The above revision constitutes the sole change made to the plat aside from its notation in the revision block on the plat. The above revision does not alter lot areas and does not affect, or influence any change of, ownership, drainage features, right of ways, or any other item which would adversely affect this or adjacent properties. I am therefore submitting this plat for refiling as corrected."


Paul D. Whipple, LS-6992
KARLUK DESIGN, INC.



REMAINDER
MARTINA OSCAR ALLOTMENT
(PATENT NO. 50-78-0011)

N89°53'00"E 933.36' (REC)
S89°41'24"W (HELD PARRALLEL TO SOUTH LINE)
931.36' (MEAS)



N00°06'09"E 466.69' (REC)
N00°21'20"E 467.01' (MEAS)

TRACT A1
(OPEN SPACE / RECREATION)
43,277 sq.ft.
0.99 acres

AKULA COURT
S00°21'20"W 403.37'

YUKON COURT
S00°21'20"W 403.37'

KUSKO COURT
S00°21'20"W 403.37'

MANIGNAQ STREET

N89°41'24"E 600.03' (MEAS / HELD)
N89°53'00"E 600.00' (REC)

BLOCK 1 MARTINA OSCAR SUBD.

BASIS OF BEARING (PLAT #93-32)
S07°05'46"E 1980.99' (REC #93-32)
1980.63' (MEAS)

LAGOON PARCEL
(ANCSA 14.C, SURVEY)
PLAT #93-32

S00°16'19"W 307.48' (MEAS)
S00°07'00"E (REC)

CITY OF BETHEL CEMETERY
PLAT #84-19

FOUND #5 REBAR, TYP.
HELD FOR LINE

CERTIFICATE OF OWNERSHIP AND DEDICATION
I the undersigned, do hereby certify that the AVCP Regional Housing Authority is the owner of the property shown and depicted hereon and that it does accept and adopt this plat of subdivision and does dedicate all public right of ways to the public and grants all easements to the use shown.

Don F. Ancher, Exec. Dir. Date 10/14/97
AVCP RHA
P.O. Box 767
Bethel, Alaska 99559

NOTARY ACKNOWLEDGEMENT

The above signed, did subscribe and swear to before me this 16 day of October 1997.

Notary for Alaska

My Commission Expires: 8-25-2001

CERTIFICATE OF APPROVAL AND ACCEPTANCE

The City of Bethel does hereby approve this subdivision for recording and does accept the dedication of public easement.

Authorized Official Date 11/3/97
City of Bethel

Attests: City Clerk

WASTEWATER DISPOSAL

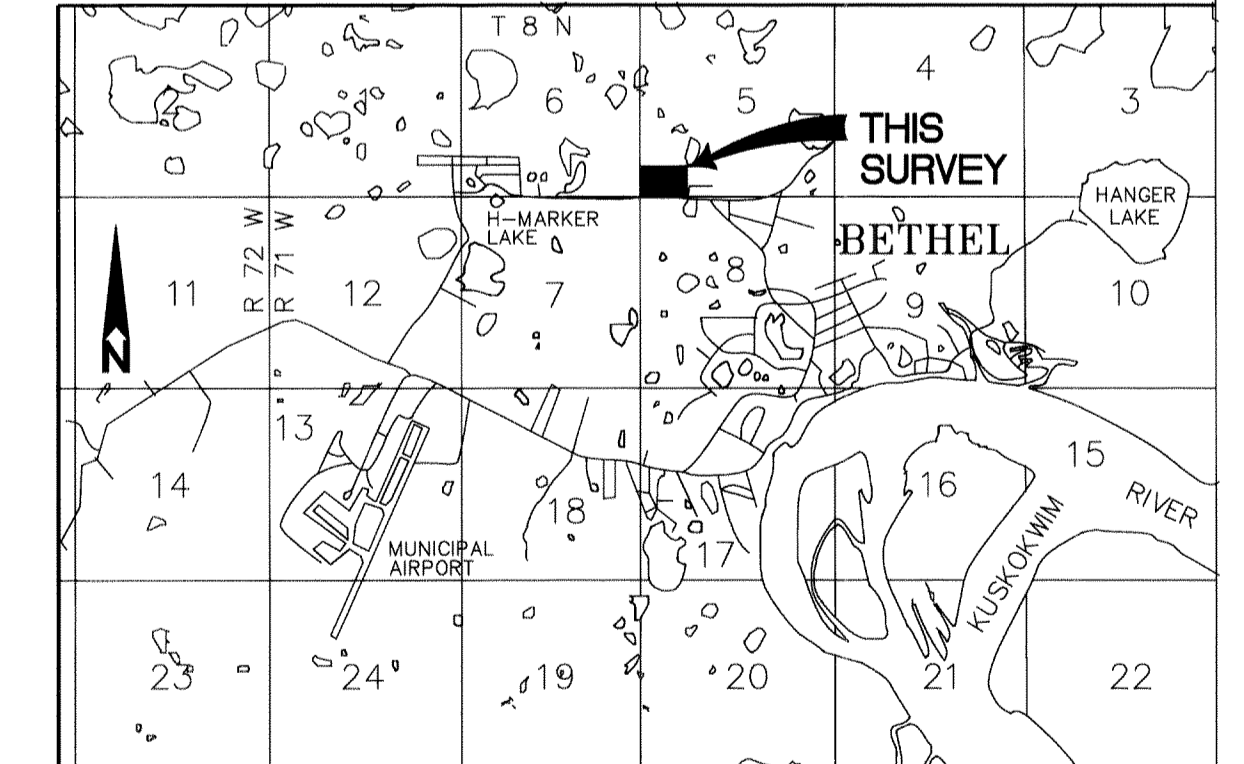
Pursuant to the authorization issued by the Ak. Dept. of Environmental Conservation to the City of Bethel by letter titled "Repeal of Subdivision Plan Review Regulation" and dated June 25, 1996 the City of Bethel has reviewed the subdivision plans for wastewater disposal as required by Ak. Administrative Code Title 18, Chapter 73, Article 3. The concerns of the City of Bethel have been satisfied and this subdivision is approved for recording.

Authorized Official Date November 3, 1997
City of Bethel

TAX STATEMENT

This subdivision is not subject to taxation at the time of recording.

BETHEL RECORDING DISTRICT



VICINITY MAP: USGS QUAD "BETHEL" (D-8) 1 inch to 1 mile

PLAT OF
BLOCK 2A
MARTINA OSCAR SUBDIVISION
a replat of
BLOCK 2, MARTINA OSCAR SUBDIVISION, ACCORDING TO PLAT #96-5
BETHEL RECORDING DISTRICT, ALASKA
SITUATED WITHIN SW 1/4 SEC. 5, T.8 N., R.71 W.
SEWARD MERIDIAN ALASKA

PREPARED BY: KARLUK DESIGN 1042 E. 6th Ave. Anchorage, Ak. 99501
FOR: OSBORNE/KELLY RYAN J.V. 401 Parkplace, Suite 400 Kirkland, Wash. 98033

DATE 10-8-97 DRAWN M.RIVARD CHECKED PDW SHEET 1 of 1
SCALE 1" = 50' F. BOOK W.O. 9519

NOTES:

- Unless otherwise noted all lots are monumented with #5 by 30" iron rebar.
- All lots in this subdivision are subject to the conditions and restrictions contained within the Corp. of Engineers General Permit #83-4N.
- All lot lines intersecting curves are radial to the curve unless denoted by (NR).
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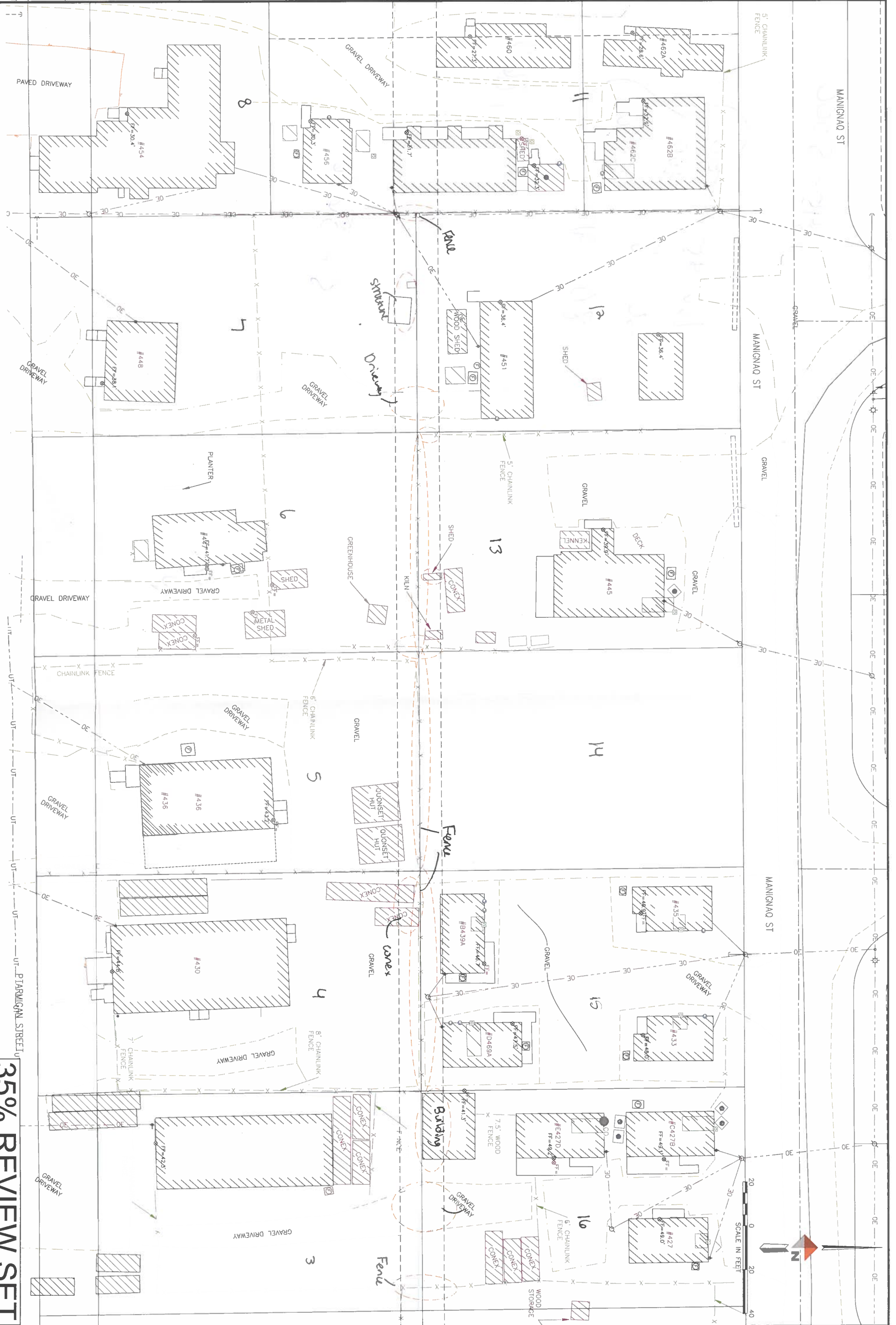
97-23
RECORDED - FILED 20 OCT 1997
BETHEL REC. INST. CO.
DATE 12-8-97
TIME 2:59 P.M.
Requested by AVCP/RHA
Address



SURVEYOR'S CERTIFICATE

I, Paul D. Whipple (LS-6992), do hereby certify that I am properly registered and licensed to practice land surveying by the State of Alaska, that this plat represents a survey made by me, that the monumentation shown hereon do exist as shown and described, and that all dimensions and other details are correct.


35% REVIEW SET



**BETHEL HEIGHTS PHASE 2
MARTINA OSCAR WATER & SEWER EXTENSION
BETHEL, ALASKA**

ENCROACHMENTS

DOWL
AEC1848
www.dowl.com
5015 Business Park Blvd., Suite 4000
Anchorage, Alaska 99503
907-562-2000



REVISIONS			
REV	DATE	DESCRIPTION	BY

City of Bethel, Alaska

October 23, 2025- November 4, 2025

Emergency Response

As of this morning we have 247 known evacuees staying at 51 homes in Bethel.

We have communicated with everyone of the family primary contacts since Monday with the following update on support services:

- Drive Up Food Bank on Thursday
- 6 rental units available in town (the team called the registered businesses for short-term and long-term rentals and put the available one with their information into a list.
- Update on the FEMA application requirements

We have also had several direct individual support communications.

Participated in the 7 day a week 5p recap meeting to provide an update on Bethel and listen to the updates for the surrounding communities through October 31st.

Food Distribution Events:

Drive Up Food Bank Thursday, October 30th with Bethel Community Services Foundation and City Staff (left to right: Michelle DeWitt, Debbie Michael, Julie Olick, Lori Strickler, Kayla Saddler, Carey Atchak, Joe Atchak.

Food Delivery Event Friday, October 31st.

The same folks from Thursday plus, Council Member Schiedler, Council Member Conrad, staff from almost every department, Port, Planning, Public Works, Admin, City Clerk, Police, Bethel Food Bank folks assisted, as did Team Rubicon! We were able to deliver food to 207 individuals at 42 households in 1.5 hours!



We will be considering alternative distribution methods in the future to help reduce impacts to our personnel resources.

We participated in the very successful Resource Connect event held November 4th

Completed October billing for our host families, applying a credit to those families that have provided shelter support to displaced individuals. The City learned we may not receive funding reimbursements FEMA for the utility support program so will be looking to close the support at the

end of November. Fortunately, many individuals are starting to receive some relief payments from FEMA, Red Cross, and the State of Alaska.

Public Assistance Process-Administration and Jim Chevingny met with the State of Alaska Public Assistance Program the last week of October. John Sargent, Grant Manager, applied for the public assistance program, initiated through the State of Alaska but now tied to FEMA. Jim Chevingny, Finance Director, is working on getting the report together to cover the to date expenses.

General Operations

Pedestrian Safety John Sargent, Grant Manager, and Shane Iverson, Community Parks and Recreation Director, met with the City's Engineering firm DOWL to brainstorm the second layer of our pedestrian safety plan. Alaska Municipal League got a grant to do the same plan for us which was approved and funded before all of the federal cuts a number of months ago. The City's grant application got caught in limbo for about 6 months. Since both projects were funded, we are trying to blend the two together in a meaningful way.

Dredging of the River in front of Bethel- The Port Director, Ed Flores, prepared a letter which we will finalize next week. This is our first step to initiate the conversation and plan for dredging... which is expected to be a long process.

AVEC Support Letter Many of us are feeling the growing pains of Build America Buy America and all of the costly struggles that come with that provision. As requested by AVEC, we have provided the attached letter of support for their infrastructure project exemption request. Not likely to do much but it was worth a try.

Donlin Gold Administration met with GM Todd Dahlman, EA Manager Wendy Lindskoog, Coleen Laroux and Vernon Chimegalrea, with Donlin Gold on October 29th. They indicated Donlin Gold will be progressing with their development quickly -construction expected to begin in 2027. They are currently working on a financial feasibility study which they hope to have completed by the end of the year. They indicated they would like to provide a presentation to the City Council, we are looking at December 16th. Donlin Gold Email: Permitting - NOVAGOLD RESOURCES INC.

Water Treatment Plant On Friday, October 24th, that ~ 9:30p we had total pressure loss at the Bethel Heights Water Plant. Pressure was restored around 10:15p. Boil Water Notices were published after we confirmed total pressure loss at about Midnight. This followed notification of DEC of the total pressure loss and issuance of the notification certification. Bill Arnold, Public Works Director, and Administration met with LKSD and the LKSD Engineer on October 29th to discuss the cause of the pressure loss-which is still unknown.

The City's engineers looked through the City's pressure and return data and found the only strange number to be the pressure event at ~ 9:30. We are going to run a return line test with LKSD once our spare parts arrive. We have also set up a new emergency response procedure for the team.

Police Department Promotions Acting Director Kirkham completed the review and hiring of the three vacant sergeant positions with the following individuals promoted to SGT:

- Taylor Saulters
- William Charles
- David James

Acting Director Kirkham has accepted the position of Director of Public Safety and is awaiting Council confirmation scheduled for November 12, 2025.

Sales Tax-Administration and the Finance Director attended the AML Sales Tax Conference to learn more about the sales tax standards in Alaska. We will be preparing and presenting some code amendment as a result of the conference.



City of Bethel

Finance Department

PO Box 1388

Bethel AK 99559

(907) 543-1376 / (907) 543-3817 (fax)

www.cityofbethel.org

DATE: November 3, 2025

TO: Lori Strickler, City Manager

FROM: Cindy Sharp, Deputy Director of Finance

SUBJECT: Monthly Manager Report

Utility Billing has been busy with Typhoon Halong-Making sure people housing evacuees have enough water. It is Fall so we have a lot of changes to people's accounts. 102 delinquent notices were sent out.

Sales tax has been busy sending out notices for the new plastic bag ordinance. He has been reaching out to different businesses and working with them to get them current. FY24 Audit is in process.

Payroll/Accounts Payable: We are training Jocelyn, our new A/P person as well as Anjelika who started on Monday November 3rd.

Finance Committee

The Finance Committee did not have a quorum.



City of Bethel

Finance Director
PO Box 1388
Bethel AK 99559
(907) 543-1376 / (907) 543-3817 (fax)
www.cityofbethel.org

DATE: November 3, 2025

TO: Lori Strickler, City Manager
FROM: Jim Chevigny, Director of Finance
SUBJECT: Monthly Manager Report

- The semi-annual debt payment to the Alaska Municipal Bond bank was paid. The annual principal payment of \$220,000 reduced the balance to \$480,000. Semi-annual interest was also paid in the amount of \$17,500.
- The interest-bearing accounts are TVI @ \$16,653,872 and AMLIP @ \$3,980,859. Wells Fargo accounts total \$3,341,396.
- Our past due Ambulance billings are in process of being collected. I have been in close contact with the EMSMC rep and per Medicaid rules we are allowed to recover amounts dating the previous 12 months. They have been supplied the necessary information and are applying for Medicaid payments from October 2024 forward.
- Several proposed Ordinances have been reviewed, researched and comments submitted.
- The Mobile Equipment portion of the City's assets has been updated with the Dept Heads and have changes submitted to our insurance broker. The list now has accurate information, including department and description.
- Northern Contractors was selected to level the Courthouse and City Hall. I have been in close contact with their owner ensuring the project progresses timely. The City's bunkhouse was cleaned and ready for their use, janitorial implemented and an F-150 crew cab supplied for their use. They began the project October 27th and the daily room rate (\$200) and vehicle rate (\$175) will be totaled and deducted from their final invoice.
- The title for the ANC GMC SUV was located and its' sale is in progress.
- The inspection of the police depts' water filtration system by Mat-Su Water was coordinated with the PD. It was inspected in early October and the detailed repair estimate is to be received.
- I met with a partner of our CPA firm, Altman Rogers, and we reviewed the 2023 audit report in order to understand the detail of each fund. I will be following up with him for additional information as needed.
- The long-time Kenworth rep who has managed the City's account since we changed from Mack trucks was contacted, regarding the feasibility of adding a smaller truck that would not require a CDL. This is to address the constant shortage of CDL drivers which also results in excessive overtime in that department, a significant cost to the City. This

effort is ongoing, yet at this time may require further discussion and possibly a test vehicle , as none of the components are used in our current Kenworth fleet: The engine, transmission and rear end are all different, requiring additional parts inventory and training for the V&E crew.

- Met online with the US DOE – Indian Energy Policy and Programs group together with ANTHC, ONC and John Sargent to initiate a report to estimate the cost of a detailed study for establishing an Independent Power Producer in the Bethel area for a solar farm. This is the same group who were successful in funding the Bethel wind turbine several years ago and in 2024 approving \$3.35MM for a solar farm in Kotzebue. The ANTHC staff in the meeting are the report writers and they expect to produce the report by year end.
- Received a request for sales tax reimbursement from a Bethel company that overpaid their sales tax. I communicated with their owner rep and requested the needed information and documents to audit and verify their request, which they provided. Their request was accurate and the refund was approved and completed in October.
- Attended the AML ARSSTC sales tax conference in Anchorage from 10.20-10.23 and can verify it was a very educational. There was quite a bit of useful information that will be implemented by the City. I met with Clinton Singletary, the ARSSTC Director, and discussed several issues that he agreed to follow-up on behalf of the City. I held a meeting with the VP of Sales Tax for North America and the Manager of Public Policy of for Airbnb who provided useful information concerning the City's Short Term Rental tax that can be collected by Airbnb as a remote seller. This is in process with ARSSTC to establish a program yet there may be an opportunity to add Bethel sooner now that the introduction is in place.
- Another vendor that co-sponsored the conference with Airbnb, Avalara, is a major sales tax software company providing updated tax information to companies throughout the US. She provided useful information concerning how their software works with thousands of resellers together with 3 other software companies in that industry. I will be able to contact her with questions about the systems as they arise.
- Reviewed the ARSSTC line-item monthly report for resellers that need to be followed up with. In the case of Walmart, as an example, Clinton has been in contact with them.
- Attended the online meeting with the SOA Division of Homeland Security and Emergency Management, where their reps gave a presentation that was very thorough (2+ hours). It detailed what they can provide, how they interact with FEMA, the forms necessary for any reimbursement and the people who serve as our points of contact going forward. I have completed several informational forms and will assist in compiling the information needed for reimbursement.

MEMORANDUM

DATE: November 4, 2025
TO: Lori Strickler, Acting City Manager
FROM: John Sargent, Grant Manager



SUBJECT: Grant Manager’s Report for November 11, 2025 Bethel City Council Meeting

Grant/Loans Activated

Safe Streets for All Grant

The City of Bethel signed the grant agreement that provides \$52,800 in grant funds and requires \$13,200 in match funds to have DOWL produce a Safety Action Plan for Bethel. Alaska Municipal League also produced a draft Safety Action Plan for Bethel as part of a grant AML received, but there are gaps that the DOWL plan will address.

State Revolving Fund Loan – Sewer Haul Truck

The City signed an SRF loan agreement with the State of Alaska that provides a 100% forgivable loan for \$315,009 to purchase one sewer haul truck.

Grant Applications in Preparation

EPA Grant for Removal of Derelict Vessels

The City is working on a Memorandum of Understanding with Joe Dale for the use of his property on the Kuskokwim River that would be conducive to cutting up one or more of the barges removed from Steamboat Slough and shipping the pieces downriver by barge. The City is close to being approved by EPA to start spending some of the funding prior to full approval once EPA reviews and approves the City’s environmental review form response.

Alaska Community Transit Operations Grant FY 2027

The Alaska Community Transit Operations Grant for next year is due December 19, 2025. The City is planning to maintain its current operation schedule and personnel.

Recreational Trails Grant

The City is pursuing funding for the YKHC-City Subdivision Trail that will go from the YKHC campus to the City Subdivision and avoid the highway. This will be a gravel trail with some culverts in place to facilitate water movement.

Grant Applications Submitted

State Revolving Fund Loan Applications

I am working on three SRF Questionnaires for water and sewer projects with the goal of securing a forgiveness amount for each:

1. Structural survey of Bethel Heights Water Treatment Plant
2. Backwash tank replacement at Bethel Heights Water Treatment Plant (revision)
3. Water and Sewer truck operations center (storage facility)

Grant Administration

Safety Action Plan

DOWL's transportation planners held a meeting with City administrators to move forward on preparing a Safety Action Plan that meets the federal Department of Transportation's requirements and will help the City be able to use the plan as a basis for requesting additional capital grant funds. Examples of likely recommendations are brighter streetlights, additional streetlights, and improved pedestrian pathways.

EPA Earmark Grants in Limbo

The federal government shut-down is impacting the City of Bethel's \$5 million grant from EPA to assess, remove, and recycle abandoned barges in Steamboat Slough. The EPA contacts are currently incommunicado. The City also received notice of a federal earmark award for approximately \$70,000 to purchase security cameras and a card reader system for the police system, but has not new information on this award.

Current Grants

See list on following pages.

City of Bethel Current Grants - November 2025

#	Grant	Amount	Expiration
1	Coronavirus Capital Project (CCP) Fund	\$ 9,000,000	12/31/2026
	City of Bethel spent \$3,215,040 of the grant funds thus far and has a balance of \$5,784,960 left to spend. The grantor is using the new DCRA Grant Portal website to manage this grant.		
2	Denali Commission Grant	\$ 500,000	9/30/2026
	Design and construction of Bethel Multiuse Community Center (gym, computer facilities).		
3	CSP - DHSS FY 2025	\$ 242,311	6/30/2026
	City submitted a new grant budget to accommodate for the State's one-time grant reduction from \$323,081 to \$242,311 for FY 2026. The State also increased the City's match requirement, but the in-kind expenditures used to operate the Dispatch Center are more than enough to cover the match.		
4	23SHSP-GY23 – Virtual Simulator & Fencing	\$ 268,000	9/30/2025
	Final Report for this grant in process. The City was able to purchase and install security fencing around the City Subdivision Water Treatment Plant and purchase one VR shooting simulator for use		
5	Designated Legislative Grant > Dust Control	\$ 1,200,000	6/30/2029
	City of Bethel purchased one hydroseeder and hydroseed supplies. They were delivered.		
6	State and Local Cybersecurity Grant Program (SLCGP)	\$ 75,000	12/31/2025
	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 in a succeeding year.		
7	VSW Capital Improvement Project Grant	\$ 13,860,000	
	DOWL completed the Design Analysis Report, the document done prior to the 35% design. The City was awarded \$4,060,392 in additional funds to cover upcoming year expenses.		
8	Last Frontier Housing Initiative	\$ 5,000,000	12/31/2026
	The low-income housing project and City professional housing project are proceeding rapidly. Ted Stinson with UrbanKNKT, LLC is substantially done with his project. Kuqo Construction is finishing up the professional housing units they are constructing in City Center.		
9	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.		
10	Safe Streets 4 All Grant	\$ 52,800	11/8/2026
	The City of Bethel signed the grant agreement. City met with DOWL transportation planners to lay out a plan for development of safety action plan.		

11	Justice Assistance Grant (JAG)	\$ 11,116	3/31/2026
The City asked for an extension on this grant in order to complete the project with funds from a federal earmark for the same purpose. Senator Murkowski's office announced that the City's request for \$70,000 was approved for this camera/card reader purchase. No JAG funds have been spent to date.			
12	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). Parks and Rec. Director assumed role of Project Manager for this grant.			
13	Rasmuson Foundation Grant	\$ 250,000	1/31/2026
This grant will cover part of the cost of constructing a new animal shelter in Bethel, once construction initiated.			
14	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. FY 26 grant began July 1, 2025 and will run until June 30, 2026.			
15	QFC#2 Lift Station Improvements - SRF Loan /100% forgiven	\$ 975,000	TBD
Required environmental review form and SHPO letter.			
16	Bethel Heights Water Treatment Plant Automation - SRF Loan	\$ 1,418,000	TBD
100% forgiven. Required environmental review form and SHPO letter.			
17	City Subdivision Water Treatment Plant Automation - SRF Loan	\$ 1,369,000	TBD
100% forgiven. Required environmental review form and SHPO letter.			
18	Purchase of One Sewer Haul Truck - SRF loan /100% forgiven	\$ 315,009	TBD
Loan agreement signed. Truck being ordered.			

Total \$ 34,804,587



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907-543-2047

DATE: October 30, 2025

TO: City Manager

FROM: Human Resources

SUBJECT: Monthly Manager Report

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

Recruitment and Hiring

The City received 35 applications this month. The Dispatcher vacancies have been filled as well as those for CSO. Two additional Police Officers are in the background stages and will fill those vacancies.

Employee Training

Employees have begun training assignments related to HR issues – workplace violence, bullying and harassment, in particular. Completion of these courses will allow the City to claim premium credits towards our liability insurance premium with APRA.

Managers will be assigned additional supervision and management courses, and PW supervisors will be advised on how to log safety meetings to increase our credit options.

Compensation and Classification Study RFP

The RFP is completed and undergoing final review. The study encompasses a review of the City's current job descriptions, organizational structure (to allow for advancement), and pay compensation. Results of the study will be a key component in 2026 negotiations with the Union for a new three-year contract.

Employee Handbook Update

A draft of the revised Employee Handbook has been submitted to the City Manager for review. The current Handbook was initiated in 2015 as a "best practice", as recommended by APEI – our liability insurance carrier at the time, now APRA. APEI's human resource and legal team endorsed the 2015 version as it was presented to Council for adoption. The intent at the time was to:

1. Replace multiple standalone policies with a single, comprehensive guide to personnel rules and workplace expectations.

2. Reduce potential liability for the City by simplifying and generalizing certain practices, eliminating burdensome policy requirements, and preventing outdated policies from remaining in effect.
3. Identify policies that are required by specific grants or programs (federal transit and CDL driver requirements) and those that express the City's official public position (Release of Information, Social Media presence, and City Vehicle Usage).
4. Support a shift toward documenting day-to-day operations and practices through procedures, which offer greater flexibility and do not require City Manager or Council approval.

The 2025 version has incorporated all the changes in personnel law since 2015. HR is also looking at creating a live, online version that will allow for more timely updates and notifications.

Workplace Safety, Injuries and OSHA Notifications

No new workplace injuries were reported during the month of October.

Ongoing and Future Projects

- Updating classification and compensation data.
- Job Description review and updates.
- Updating the Employee Handbook, last adopted by City Council in 2015.



City of Bethel

October 31, 2025

FROM: Planning Director
TO: Lori Strickler, City Manager
SUBJ: Planning Director’s October 2025 Report

October 2025 Events

- Planning Commission:** The Commissioners conducted a public hearing for a CUP application submitted by Kuqo Construction. One individual appeared on People to be Heard and offered positive comments. After presentations by Mario Kuqo and myself, the Commissioners felt they needed more information concerning that portion of the CUP application that addressed access and egress to the property before a determination was made. In a follow-on meeting between the City Manager and the Planning Commission Chair, the City’s position on not allowing a permanent easement for allowing access to the property was explained in depth. The Chair then notified Mario Kuqo that access from Akakeek was a non-starter and recommended he contact Planning to discuss a plan going forward. Subsequently, the CUP application was withdrawn on October 27, 2025. **No discussion on nuisance properties was conducted.**
- YK Fitness Center Gym Expansion:** The project is in a “pause” mode for a month or so. Materials and equipment have been/are being staged onsite. STG is preparing for the pole drilling sometime in December 2025/ January 2026.
- Database Tracking Table:**

Residential Site Plan Permits	Received this Month	Total Received for Year	Total Approved for Year
	1	40	40
Commercial Site Plan Permits	0	11	11
Conditional Use Permits	1 (Withdrawn)	3	2
Variances	0	0	0
Zoning Amendments	0	1	1
Plats	0	3	3

Summary Statement: The nuisance property spreadsheet continues to be updated with information from community residents and Planning personnel.

- **Abandoned and/or Junk Vehicles:** Tagging vehicles for towing by the Planning Department is temporarily in abeyance while a new system for processing is determined by the Acting Public Safety Director.
- **Vacancies:** Fully staffed.
- **Other Events:** City personnel have been actively involved in supporting the needs of evacuees from the villages destroyed by Typhoon Halong. Concurrently, the City is conducting an assessment of any damage to our facilities in Bethel.
- **Large Projects:**
 1. **Ptarmigan Street Encroachments:** The Middlebrook encroachment at 412 Ptarmigan has been resolved by all parties and the building causing the encroachment will be moved asap.
 2. **Ptarmigan Street Culvert Replacement:** Project slated for completion in 2026.
 3. **City of Bethel Professional Housing Project:** No updates.
 4. **Hazard Mitigation Plan:** Gave a brief presentation of the City's Hazard Mitigation Plan and the progress of the update project to the Regional Resource Coordination Committee. At their request, I had them added to the stakeholder list.
 5. **Map Highlighting All City-Owned Properties:** Collection of data pertinent to this project continues.
 6. **Nuisance Abatement:** Properties at 1119 Naun Raq, 455 Ridgecrest Drive, and 410 Owl Street have been identified for submission to the Planning Commission recommending they be sent to the City Manager for consideration as properties for a future Abatement Hearing.
 7. **Blue Sky Replat:** Planning reviewed the initial submission and noted some information had not been included. Accordingly, we reached out to Mike Horne and asked him to include the missing data.


 Lee M. Foley

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: October 2025 Managers Report

- **Small Boat Harbor**

October is the last operational month for the Small Boat Harbor. That being said we did see a decrease in permit sales. We successfully shut down the harbor with a very limited workforce. We will be modifying the steel floats this winter to connect with our new floats that we had purchased this last summer. We are currently selling long term parking permits for the winter time. We just started on the winter permits on the first of the month. We currently have roughly 20 vehicles in the harbor as of the first. We are looking to either shrink that number or get them signed up for long term parking. We will continue to tag and monitor the vehicles currently in the harbor.

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

City Dock and Beach 1 were busy last month. As it is the last operational month of the calendar year. We welcomed 13 mainline boat & barge sets. We currently have approximately three additional companies that will be storing freight with us over the winter. This is a little more than we usually have, but I think we will still have adequate room for the springtime. We currently have nine boats and two barges on the beach that will be here all winter. The Petro Port as well has been busy delivering the rest of the petro before freeze up. Between the three petroleum companies here, they brought in just over four million gallons last month.

- **Port Office**

The port office is running well. We have no issues with building. Building Maintenance continues to do their morning checks on the building, with no problems.

- **Admin / misc.**

All boat movements will be calculated and billed out this first week of November. We will be working on southbound freight over the next couple of weeks. Southbound freight is freight that originated in Bethel and is destined for either Anchorage or further destinations. The Port Commission did not meet in October. Our next meeting is scheduled to take place at 7:00 p.m. on November 17, 2025. At City Council Chambers. We are revamping our Facebook page to better disseminate information to the public. We are sending a letter to the USACE asking for a feasibility study to dredge the river channel in front of Bethel. That letter is attached to this report.

Description	Issued Prior Month	Total this Calendar Year
Number of Small Boat Harbor Permits Issued	0	340
Number of vehicle long-term parking permits issued.	0	8
Number of mainline vessels arriving/departing	7	48
Number of river vessels arriving/departing	13	109
Total cargo tonnage received	2,445.18 T	12,031.15 T



PORT OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Phone: 907.543.2310
FAX: 907.543.2311



November 3, 2025

Col. Jeff Palazzini
Alaska District, U.S. Army Corps of Engineers
ATTN: CEPOA-PM-C
P.O. Box 6898
Joint Base Elmendorf-Richardson, AK 99506-0898

Dear Sir:

This letter is to request the assistance of the U.S. Army Corps of Engineers under Section 107 of the 1960 River and Harbor Act, as amended, in the construction of a small navigation project at the Kuskokwim River in Bethel, Alaska.


Bethel, AK, sits on an oxbow off the main Kuskokwim River. This oxbow is filling in with sediment and choking off the navigable channel for barge traffic. For the last 15 years, freight barges coming to Bethel must back out of the oxbow the same way that they enter. The filling in of this part of the river has blocked off the upstream exit back to the main channel. And in the last five years, freight companies have not traversed the downriver side of the river if a petroleum barge is docked at the petroleum port. This hinders the company's ability to safely reach the Bethel City Dock to deliver freight, hauling supplies, & Heavy Equipment, not just for the residents of Bethel but also for the Delta.

It is understood that, if the study indicates a project with a federal interest is likely, the City of Bethel would be required to enter into a contract to pay half the cost of the feasibility study after the first \$100,000. Furthermore, if it is deemed feasible to develop a navigation project in Bethel, AK, the City of Bethel would agree to provide the local cooperation and cost-sharing as prescribed by the Secretary of the Army.

Thank you for considering this request.
Please contact if needed for further information.

Edward Flores
(907)543-2311
eflores@cityofbethel.net

Sincerely,



Edward Flores
Port Director

"Deep Sea and Transportation Center of the Kuskokwim"



CITY OF BETHEL
POLICE/FIRE
 DEPARTMENT OF PUBLIC SAFETY

MONTHLY REPORT
 October 2025

POLICE

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Community Safety Patrol	2	2	2
Community Service Officer	2	0	2
Evidence and Record Custodian	1	1	
Administrative Assistant/Taxi Inspector	1	1	
Dispatcher	6	4	2
Dispatch Supervisor	1	1	
Command Personnel	2	1	1
School Resource Officer	1	0	1
Peace Officers	17	15	2
Support Services Manager	1	0	1

Police Officer vacant positions are the school resource officer, and 2 officers for patrol. Offers of hire were extended to 2 applicants

3 Sergeant vacancies were filled with promotions effective November 3rd and November 17th.

We have made offers of employment to two dispatchers and 2 CSOs.

2 personnel are attending the Police Academy in Fairbanks with graduation at the end of January 2026.

5 personnel will be scheduled for the reciprocal academy in Sitka in November/December for 2 weeks. It is anticipated that all Bethel police personnel will be certified fully by the end of April 2026. This does not include any new hires unless already Alaska certified.

Operations:

	September 2025	October 2025	Difference	Year to Date
Calls	913	1170	+257	10341
Assault	34	42	+8	504
Intoxicated Pedestrian Calls	158	198	+40	1922
Driving Under Influence Calls	9	14	+5	146
Domestic Violence Calls	10	17	+7	129
Animal Calls	15	19	+4	252
Animal Bite Reports	1	2	+1	11
Sexual Crime Reports	7	4	-3	63
Death Investigation Reports	1	1	0	6
Traffic Accidents	8	11	+3	100

Assignments:

Acting Chief Kirkham accepted the offer to become Director of Public Safety (Police Chief/Fire Chief)

Sergeant Promotions: William Charles, David James, Robert Saulters

Community Outreach:

On-going meetings with ONC concerning forming a coalition of resource organizations to work towards campaigns dealing with:

1. Suicide prevention
2. Sexual Assault
3. Domestic Violence
4. Alcohol/Drug Use

Obtained assistance from VFW for the Bethel Police Shop with a COP program and Patrol Santa program.

Working with AST and YKHC to host “Coffee with a COP” mid-November.

Chief Kirkham attended Calricaraq Indigenous Health and Wellness Training. The training was well received, and Chief Kirkham was the 1st Chief to attend the training. He has committed to working with the trainers to bring the program to all Bethel police and fire employees.

Chief Kirkham met with Jen Winkelman the Alaska Commissioner of Corrections.



Chief Kirkham attended the VFW Auxiliary dinner thanking the local National Guard Personnel for their efforts after the disaster affecting regional villages.



Attended school for Anti-bullying lesson with kindergarten students.



Halloween “Trunk or Treat” 2025



Bethel Police Department | P.O. Box 809 | 157 Salmonberry Rd. | Bethel, Alaska 99559
Telephone 907-543-3781 | Fax 907-543-5086 | www.cityofbethel.org

FIRE

October Calls

Total calls: 220

Fire Calls: 28

EMS Calls: 192

Most fire calls were lockouts both car and house and false alarms made up most fire calls. Typhoon Halong added a significant jump in fire calls from structural collapses, to downed power lines. There were more malicious calls/intentional false reports recently as well.

Notable Fire Calls

On 10/12/2025 at 15:30 Crews responded to a report of a house that had fallen off its foundation. Crew found the house to be shifted off the stilts it was on and there were no injuries reported. Crew then disconnected power to the residence and evacuated the occupants after retrieving necessary supplies. Crew then cleared the scene with no injuries reported.

Notable EMS Call

On 10/10/2025 T1 and M5 responded to a report of a vehicle crash on state Hwy near the airport. M5 observed the driver pulseless and apneic in the driver seat, no other injuries to other occupants were reported. CPR was initiated and transport was delayed due to the ambulance being stuck in mud and 4wd non-operational. CPR and ALS cardiac arrest management were initiated throughout transport and enroute to YKHC ER. The pt was pronounced deceased after arrival to YKHC ER.

On 10/26/2025 at 09:10 AM M6 responded to a report of a 2-month-old not breathing, upon arrival BPD officers had initiated CPR and handed care over to EMS, BFD performed CPR and ventilations with o2 therapy with immediate transport to YKHC ER. The patient was reported deceased after YKHC ER tried lifesaving measures shortly after. BPD and BFD were debriefed and provided mental health guidance after the call, Chaplain Claypool was available as well for resources regarding mental health.

Most other calls were alcohol related.

Sobering Center calls: 6

Winterhouse Calls: 14

Staffing

Career Staffing. 10 out of 11 positions filled all shifts now have 3 per shift (1 Lt 2 FF/EMT Plus captain on day shift) Admin assistant position still vacant.

Volunteering staffing. volunteers 39

EMT 2 class is the next upcoming class scheduled for November 17.

Halloween Haunted house was successful the community seemed to thoroughly enjoy the festivities.



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: 10.31.2025
TO: City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager’s Report – Public Works Department

Programs/Divisions

Hauled Utilities: Where currently on Scheduled with our Water & Sewer routes. We had 83 extra calls this month & a few trucks break down due to wear and tear. No Accidents to report this month Currently 4 Full-time and 8 Temp Drivers on staff.

Utilities Maintenance:

Built and replaced school water pipe in Heights Water plant. Installed flow meter in Heights Water Plant. Replaced four Razor pumps in lift stations. Replaced floats in lift station. Delivered 25 Glycol drums to the City Sub Water Plant. Located and repaired Glycol leak on Napakiak road. Replaced leaking valve on Arctic water line. Flushed several Wastewater lines. Answered numerous red-light alarms. We received and stored 12 Razor pumps in preparation for replacements.

Property Maintenance:

Pool Building	
3-Oct	Pick up pump at Lyndon
22-Oct	Insert Styrofoam to block outside air to boiler room
24-Oct	Change flame amplifier on boiler 2
30-Oct	Move hoist to pool pump room. Prepare for pump swap out
Public Works Building	
8-Oct	Work on middle overhead door to place back in tracks

8-Oct	Work on northside overdoor to brace rails
16-Oct	Work on middle rollup door
20-Oct	Drop off truck to Johnson Controls
20-Oct	Work on Boiler B
21-Oct	Work on boiler B
21-Oct	Filter waste oil
22-Oct	Shut water to line by Northside door and drain any water in line
23-Oct	Shovel snow
24-Oct	Pickup truck at airport
30-Oct	Repaired wire southside overhead door
City Hall	
1-Oct	Move desk in payroll office to allow access to thermostat. Check heat in office next door
15-Oct	Remove waste heat lines
23-Oct	Shovel snow
30-Jan	Adjust door to DMV
Fire Department	
16-Oct	Work on Bay 1 overhead door
Police Department	
20-Oct	Work on Boiler PD shop
27-Oct	Work on overhead door for wash bay
Bethel Heights Water Plant	
9-Oct	Repair lock on front double doors
15-Oct	Replace core on single door with correct core
28-Oct	Turn on large boilers A and B
City Sub Water Treatment Plant	
1-Oct	Work on heat exchanger
Courthouse Building	
1-Oct	Reset power to DA office loss due to space heater plugged in
3-Oct	Check thermostat settings in building
6-Oct	Replace ballast in light fixture

22-Oct	Check heating coil to Courtroom 5
23-Oct	Shovel Snow
23-Oct	Work on heat coil jury room 5
24-Oct	Repair lock on jury room 4 bathroom door
28-Oct	Make Keys for Midnight Sun
29-Oct	Work on toilet courtroom 6
29-Oct	Adjust glycol flow through jury room 5 heating coils
30-Oct	Shovel snow
Highway Lift Station	
22-Oct	Work on glycol circulation pumps
22-Oct	Add glycol to system
Teen Center	
1-Oct	Work on loop boiler B
2-Oct	Hook up fuel lines and fill with glycol loop boilers A & B
3-Oct	Work on boiler B attempt to pressurize a and b
6-Oct	Work on leaks on boilers
7-Oct	Startup Boiler B replace pump flange boiler A
8-Oct	Work on Boiler A
9-Oct	Work on boiler B
10-Oct	Work on boiler B
13-Oct	Work on boiler B
14-Oct	Work on boiler B Both boilers running
25-Oct	Locate power loss for heat trace
29-Oct	Startup B loop boiler
Dog Pound	
20-Oct	Repair lock and drop off keys for Jesslyn
24-Oct	Turn on breaker for unit heater. Someone had turned it off
LandFill	
13-Oct	Replace exhaust stack old utility maint shop
Cemetery Airport	
15-Oct	Replace flags
Cemetery City Sub	
15-Oct	Rehang sign and replace flag
22-Oct	Repair lower clip-on flag
All City Buildings	
4-Oct	Building rounds and checks
5-Oct	Building rounds and checks

11-Oct	Building rounds and checks
12-Oct	Building rounds and checks
18-Oct	Building rounds and checks
19-Oct	Building rounds and checks
25-Oct	Building rounds and checks
26-Oct	Building rounds and checks

Road Maintenance: Business as usual Bladed and built until not blade able or buildable.

Vehicles and Equipment: As usual Maintaining and repairing All city vehicles and equipment as needed.

Transit System:

October was a very busy month with the added support to the disaster evacuees when they landed are in Bethel. As for the ridership 1,169 Elders, 12 Youth, 135 Adults, 146 Disabled, and 1,493 Pass riders. So far 64 Evacuees requested for Transit passes of which 8 are Youth. 101 Day and 19 Month passes were purchased. \$1,414.00 bus fare total.

TS 1 logged 2,962 miles and used 354.107 gallons of fuel. TS 2 logged 137 miles and used 36.382 gallons.

Thank you.

Landfill & Hauled Refuse: The Landfill has been busy getting ready for winter. Hauled Refuse brought 76 loads of trash from the dumpsters. Landfill received 19 loads of trash from other city trucks, 286 loads of trash from private citizens, 2577 cubic yards of trash from commercial accounts. Landfill received 10 refrigeration units that needed the freon drained before we could dispose of them and 4 vehicles to drain oil and remove the battery before we could dispose of them. The last summer temporaries was let go as of the last day of October. Landfill is still seeking one more person with a Commercial Driver's License.

Community Parks & Recreation Report – October 2025

By: Dept. Director, Shane Iverson

YKFC Transition

- Completed transition training with HealthFitness.
- Certified 5 new Red Cross Water Safety Instructors capable of teaching swimming lessons;
 - Parent and Child, Levels 1-3
 - Pre- School, Levels 1-3,
 - Learn to Swim, Levels 1-6
 - Adult Swim, Levels 1-3

Programming & Services

- Provided services & assistance for Typhoon Halong evacuees with State of Alaska Disaster Assistance, Red Cross, and CORE. YK Lifesavers provided transportation and amenities.
- Swim & fitness lessons extended until holiday break for BYF and McCann Center.
- Open rec-swim during the 2-day, unexpected Bethel school closures.
- Kids Don't Float special events Oct 28-29 with State of Alaska DNR.

Dog Park

- City Administration reviewing Riverside Park designations, preparing Conditional Use Permit.

Facilities

- Spa pump arrived. Awaiting installation plus one day of cleaning, then we'll open it.
- Lifeguard shortage has improved. Rec-swim is available all 6 days per week. Still seeking additional lifeguards for additional resiliency.
- Parking lot lights fixed. Fire alarm system improved (needless warning was fixed)
- Completed Alaska Land and Water Conservation Grant Program post project inspections for 3 historical projects at Pinky's Park.

October Specials

- PFD Annual Membership Sale
- Challenges: Fitness Bingo, Squat-Tober, Scarecrow scavenger Hunt

Upcoming

- Nov. 11: Begin multiple Red Cross swim courses for pre-school, school age and adults (Saturday and Tuesday)
- Initiate daytime programming for K-3 kids, and strength training for individuals.
- Membership card experiment to further increase efficiency
- BLS, Basic Life Support, (CPR, AED, Airway) training for non-lifeguard staff.

- END REPORT-

City of Bethel, Alaska

City Clerk's Office

Upcoming Meetings

November 12, 2025 (Wednesday) Regular City Council Meeting 6:30 pm
December 16, (3rd Tuesday) Regular City Council Meeting 6:30 pm

Note: Due to the holiday season, there is only one Regular City Council meeting scheduled in November and December.

City Clerk's Office

- Arranging Council travel to Anchorage for the Alaska Municipal League Annual Conference and Newly Elected Official training.
- City Clerk will be on PTO from November 14-22, 2025
- City Offices will be closed on November 27-28th for Thanksgiving.
- City Clerk will be attending the Alaska Association of Municipal Clerks Conference in Anchorage from December 7-9, 2025. The Clerk will be taking part in an Election Presentation.
- Reviewed Scripts for the production of Video PSA's. Production will begin the week of November 10th.
- On October 27, 2025, the Clerk's Office received notice of a retail marijuana store license renewal application for Kusko Kush, located at 781 3rd Avenue Bethel, AK 99559. In accordance with BMC 5.10, the application documents along with the City Manager's review statement will be provided to the City Council at the November 12, 2025 Regular City Council Meeting. If a council member wishes to protest the renewal, my office must provide the applicant with notice of opportunity to defend, at least seven days before the council's consideration of the protest. The City Council will have until December 25, 2025, to submit a protest of the license.

Task	Period Total	Year to Date Total
Passport Appointments	2	117
Burial Permits/Reservations	2	45
Notary Services	1	34
Meeting Minutes Drafted	3	27
Resolutions Drafted	-	8
Ordinances Drafted	-	3
AM/IM/Proclamation Drafted	-	21

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

Public Works Committee	3	2
Finance Committee	1	2
Ethics Board	4	1