



Planning Commission Meeting Agenda  
Regular Scheduled Meeting Thursday, February 14, 2019– 6:30PM  
CITY HALL COUNCIL CHAMBERS 300 CHIEF EDDIE HOFFMAN HIGHWAY

**MEMBERS**

Kathy Hanson  
*Chair*  
Term Expires 12/2021

Lorin Bradbury  
*Vice-Chair*  
Term Expires 12/2020

John Guinn  
*Commission Member*  
Term Expires 12/2019

Alex Wasierski  
*Commission Member*  
Term Expires 12/2021

Shadi Rabi  
*Commission Member*  
Term Expires 12/2019

Scott Campbell  
*Commission Member*  
Term Expires 1/2020

Thor Williams  
*Council Representative*  
Term Expires 10/2019

Betsy Jumper  
*Ex-Officio Member*

Pauline Boratko  
*Recorder*

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (5 Minute Limit)
- IV. APPROVAL OF THE AGENDA:
- V. APPROVAL OF THE MINUTES:
  - A. Regular Scheduled Meeting- January 10, 2019
- VI. UNFINISHED BUSINESS:
  - A. Small Wind Towers and Subdivision Agreements Follow-up with City Attorney
- VII. NEW BUSINESS:
  - A. Updates on previously Planning Commission Items
- VIII. PLANNER'S REPORT
- IX. SPECIAL ORDER OF BUSINESS
- X. COMMISSIONER'S COMMENTS
- XI. ADJOURNMENT



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# City of Bethel, Alaska

## Planning Commission

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January 10, 2019

Regular Meeting

Bethel, Alaska

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### I. CALL TO ORDER:

A regular meeting of the Planning Commission was held on January 10, 2019 at the Bethel City Hall, Council Chambers in Bethel, Alaska. The Chair of the Commission Kathy Hanson called the meeting to order at 6:30 PM.

### II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, Alex Wasierski, John Guinn, Thor Williams.

Excused Absence: Shadi Rabi and Scott Campbell

Also Present: Betsy Jumper, City Planner; Pauline Boratko, Recorder; Patty Burley, City Attorney, Nick Miller, Alaska Buds Applicant; George Young, Tundra Ridge Gun Sale Opposition.

### III. PEOPLE TO BE HEARD:

### IV. APPROVAL OF THE AGENDA:

<b>MOVED:</b>	Lorin Bradbury	Motion the approve the agenda
<b>SECONDED:</b>	Alex Wasiersk	
<b>VOTE ON MOTION</b>	Unanimous	

### V. APPROVAL OF THE MINUTES:

<b>MOVED:</b>	Lorin Bradbury	Motion to approve there was no meeting due to lack of quorum on November 8, 2018
<b>SECONDED:</b>	Alex Wasierski	
<b>VOTE ON MOTION</b>	Unanimous	

<b>MOVED:</b>	John Guinn	Motion to approve the December 13, 2018 meeting minutes with the acceptance of identifying who voted yes and no on item A of New business
<b>SECONDED:</b>	Alex Wasierski	
<b>VOTE ON MOTION</b>	Unanimous	

### VI. NEW BUSINESS:

- A. PUBLIC HEARING FOR CONDITIONAL USE PERMIT: Notice is hereby given that on October 4, 2018, the City of Bethel Planning Office received an application for a Conditional Use Permit to open a retail marijuana store. The legal description is United States Survey 3230, lots 10 and 11, block 11. The physical address is 660 3rd Avenue Suite B. (ACTION ITEM)



*Chair Hanson opened the Public Hearing.*

Planner Betsy Jumper went over her facts and findings of the Conditional Use Permit for Alaska Buds Marijuana Retail Store.

The members of the Planning Commission then questioned the Planner, and then they questioned applicant Nick Miller.

People wishing to be heard were:

- Bruce Claypool -- spoke in opposition to the retail store.
- Mark Springer – stated the Marijuana Control Board has strict guidelines.
- Danielle Craven – spoke in opposition.
- Sharon Chakunchin – spoke in opposition.
- Ronda Phillips – spoke in opposition.
- Tad Lindely – spoke in opposition.
- Perry Barr – spoke in opposition.
- Wesley Russell – spoke in opposition.
- Bonnie Bradbury – wrote comment in opposition.

The Planning Commission deliberated.

<b>MOVED:</b>	Alex Wasierski	Motion to approve the Conditional Use Permit to open a retail marijuana store at 660 3 <sup>rd</sup> Avenue Suite B with stipulation around parking and lighting increase.
<b>SECONDED:</b>	Thor Williams	
<b>VOTE ON MOTION</b>	4 yes- Wasierski, Williams, Guinn, Hanson 1 no- Bradbury; motion passes	

*Chair Hanson closed the Public Hearing.*

B. George Young- Appeal to Firearms and Ammunition Sales at 9130 Ptarmigan-Tundra Ridge Subdivision.

<b>MOVED:</b>	Lorin Bradbury	Motion to overturn the denial letter wrote by the City Planner.
<b>SECONDED:</b>	Thor Williams	
<b>VOTE ON MOTION</b>	Unanimous	

**VII. PLANNER’S REPORT:** Betsy Jumper gave her monthly report.

**VIII. SPECIAL ORDER OF BUSINESS:**

**IX. COMMISSIONER’S COMMENTS:**



- A. Wasierski- no comment.
- L. Bradbury- tough meeting.
- K. Hanson- very helpful to have Thor here.
- J. Guinn- no comment.
- T. Williams- glad to be here.

**X. ADJOURNMENT:**

<b>MOVED:</b>	Lorin Bradbury	Motion to adjourn the meeting.
<b>SECONDED:</b>	Alex Wasierski	
<b>VOTE ON MOTION</b>	Unanimous	

With no further business the meeting adjourned at 8:21 pm  
 APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
 ATTEST: Pauline Boratko, Recorder

\_\_\_\_\_  
 Kathy Hanson, Chair





**CITY OF BETHEL**  
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## **MEMORANDUM**

DATE: January 14- Feb.-5

TO: City Council

FROM: Peter Williams, City Manager

RE: Managers' Report

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Courthouse – Another break in the waterline at the courthouse. I'm working on a budget modification for project regarding the water service in the courthouse. May not resolve all the problems. It appears the last break was from a faulty heater, there is some evidence that the building shifted in the area of the break.

Endowment Fund – Started reserch regarding the auditors finding and requested a legal opinion regarding BMC 4.18.

Finance Dept.- On January 8<sup>th</sup>,2019 adminerstration requested funding to complete the FY18 Audit and funding to provide for accounting sevices. The requested funding was turned down due too the funds being withdrawn from the central tresuray. Adminerstration was requested to withdraw the funds from the saleraries in the finance department. On January 22<sup>nd</sup> those changes were persented to council and again denied. One reason mentioned was that to many budget modifications were being requested. In FY09 there were 11 budget modofications; FY 2008-09 their were seven budget modifications totaling 43 pages; FY 10 =1 ( The audit states that they was a excess of expenditures over appropriations and deficats in sevrsl funds) ; FY11=1( The audit reported that sevrsl departments went over budget that pertained the genral fund) ; FY12-1( audit shows 5 departments were over budget). FY13-1 ( Genral Fund expenduurtures exceed the budget) FY14-1 ( the genral ledger becomes a finding) FY15-7; FY16-6; FY 18-11; FY-19-4.

The reason for budget modifications is that when the budget is created we do are best to estimate (BMC 4.04.050) what will be needed throughout the year. We do not build any contingcies into our budgets. Another issue has been we have not been allowed to use "other funds" as defined in the BMC 4.04.055. Traditionally capital projects have been part of the operating budget. This is not the correct way to account for capital projects. Alaska

State Stature Section 29.35.100 requires us to have a capital program. Funds from the balances of the fund in question are used for this program and budget. For some reason Bethel traditionally has ignored this stature.

Another reason mentioned was that something was going on in the finance department. I can't discuss personnel issues but we have recently taken some steps that hopefully will help. We have had two applications, general ledger and finance director, since the last council meeting and are working to arrange interviews and background checks.

Without outside help from Carmen Jackson the updating general ledger will start to fall behind and without Esplin and Associates the proper review of those entries will be lacking.

## **PROJECTS**

**Institutional Corridor** –We are up and running and waiting for the as-builds and O & M Manuel's. There is one final walk through yet to perform. We need to have this closed out by June 30<sup>th</sup>.

**Jetty/Sewer Lagoon**- Sewer trucks will arrive this spring. The first of five sewer trucks was built and the V&E foremen went to inspect it before they start building the other trucks.

**Long Range Transportation Plan 2020**- Next meeting is in February. DOT conveyed verbally that preliminary design work for Resurfacing, Restoration, and Rehabilitation (R3) is underway.

**The Avenues**- Contacted four different banks asking for proposals for the interim financing for this project. USDA is closed due to the U.S. gov't. shutdown.

**Bethel Heights Water and Sewer System**- Waiting for the Preliminary Engineer Report to be completed.

**Tundra Ridge Road Realignment**- Still pending, there might be some movement after the DOT determines if the old route is feasible or not. They have asked the AG if legal action can be taken before the DOT gives up on the old course.

**PW Building Boilers**- Contract signed.

**Police Console**- Pro-Com still needs to forward to us the Service Agreement for review and approval.

**Geographic Information System (GIS)** – They are working on outlining the buildings; then the addresses will be assigned to them.

**Asbestos Abatement**- for the old police Annex and laundry mat is scheduled for late February.

Peter Williams  
Bethel City Manager

## **MEMORANDUM**

**DATE:** 01.31.2019  
**TO:** Peter Williams, City Manager  
**FROM:** Bill Arnold, Public Works Director  
**SUBJECT:** Manager's Report –

### **Programs/Divisions**

#### **Public Works Director:**

##### **Hauled Utilities:**

Hauled Utility Dept. has been trying to keep up with all the water delivery services this whole month of December with only four trucks running route sheets all day until a vehicle is available form maintenance. Then there's another vehicle down on maintenance until further notice.

The Hauled Utility Dept. has been going through a lot of coffee with everyone from the other departments stopping by for coffee even the CWS crews in our Dept. and V&E. There are also other departments getting coffee cups from our department.

We really need tires stored away with departments in their own connex. Some of the tires for the garbage truck have been used and we don't know where the tires are on the trucks.

We will have the drivers get their new Drivers Licenses now until June 1, 2019. One driver is waiting on papers for his Driver's License and is helping out in the shop until he gets his Driver's License.

The extra call charge sheets are just about caught up since I had to drive with the shortage of drivers in which we had more than once. All the paper work starts piling up with all the incidents, inspections, extra calls, information for the billing department and anything that goes on outside of the office until they get done. I'll be starting up on the weekly reports that have to be calculated daily with all the routes that are turned in.

All the drivers have been doing a great job, working hard, even with the absence of co-workers. We still need more trucks on the road to keep up with the services provided daily.

We need more summer tires for the fleet as our inventory is getting low. We are making progress on the services provided with our new workers getting used to the services provided for the community both water and sewer.

## Utility Maintenance:

- Lagoon discharge operations are shut-down until spring. Normal operation for winter is ongoing.
- Fire hydrant valves have arrived for inventory and used if needed.
- 18 alarms on residential lift stations were responded to. Multiple issues with motor contact switches, heat trace, and float systems. Several of these issues will require the attention of an electrician or repair in spring when access is opened up.
- Monthly meter reading and service connections were completed
- Main Lift Station pump work – Pump #1 still in Anchorage for major repair. Pump will be in Anchorage 12-16 weeks (minimum) for repairs before we receive it back. Lift Station is running on 2 pumps for now.
- Multiple service line freeze up calls on customers lines.
- Clean up and organization of shops.
- 22 residential lift station repairs
- Line flushing and leveling activities on low-flow and frozen sewer lines. Non-compliance reports were filled out per DEC requirements.
- ASHA lift station pump failure was required a replacement pump to keep up with wastewater flows. Spare was installed. Failed pump is to be sent in for service & rebuilt.
- Daily safety meeting.
- All 3 Utility Maint. trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to 2 of the vehicles are more than 10 years old.
- Utility Maint. crew is assisting BHWTP with repairs from sanitary survey as per DEC requirements. Awaiting Electricians to complete action item list for sanitary survey.
- Issues with FAA lift station freezing up. Heat trace is on and thawing line out slowly.

## Property Maintenance:

- City Hall
  - One Glycol circulating pump failed. Switched to secondary pump. Parts ordered to bring the primary pump back on-line.
    - **Parts received and installed both pumps in operation. All systems NORMAL.**
  - Minor heating issues remain due to a possible air lock in the trunk line near the HR admin office. Having secondary glycol circulating pump back on-line should eliminate this issue.
    - **Still an issue, plan to troubleshoot in warmer temperatures. This way we can bleed the glycol line as necessary without building heat interruption.**
- Court House
  - **Dry Sprinkler System:**
    - **Current Status:** Dry system is back in NORMAL operation minus ONE isolated sprinkler head. (located on the outside of the building to the left of the front main entrance)
    - **Summary of Issue #1:** Dry system line break, due to freezing temperatures. System charged itself due to loss of all static air pressure from a break in the line

- **Cause of Issue #1:** A build-up of condensation that collected in a low point on the line located outside of the building froze (during an extreme cold weather spell) causing the line to break at the joint near the front left sprinkler head.
  - **Solution Issue #1:** Break was isolated and the system was placed back into NORMAL operation minus the ONE isolated sprinkler head. Spring 2019, replace the line to the isolated sprinkler head by contractor Frontier Fire along with upgrade to routing of the pipe itself in the ceiling. This will allow the pipe to remain heated and drain any condensation to the appropriate low point for schedule service draining. This is on our (COB – Maint.) and Frontier Fire Protections To-Do list.
- **Summary of Issue #2:** The dry system was, once again, charged with water when static air pressure was lost in the entire dry system.
  - **Cause of Issue #2:** Pressure loss was caused by a small pinhole leak in a pipe located in the crawl space above courtroom #2. This pinhole leak allowed the air system to slowly and continually bleed down, thus, causing the air compressor to run an abnormal amount (to keep the pressure up). This increase in air compressor run time resulted in the failure of the compressor pump AC motor. Once the motor failed, the air compressor system could not recharge the dry system to the adequate static air pressure.
  - **Solution Issue #2:** System was isolated completely and leak detection action initiated. A small amount of peppermint extract (essential oil) was added to the air supply line of the dry system while water was isolated. Employees were directed to spread out around the building and smell for the essential oil. The leak was found in the crawl space above Court Room #2. Temporary pipe patching and clamping was installed to stop the pinhole air leak. A new Air compressor was ordered from Frontier Fire Protection and installed. Continued leak detection and pressure observation twice daily. NO pressure drops indicated, system maintains static pressure. Quotation for replacing the section of pipe (with the pinhole leak) as well as full dry system piping inspection has been requested by COB to Frontier Fire Protection. The dry system is getting old and I would anticipate there are other areas within the pipe that could have pipe wall failure indications. This is on my capital projects list and I expect to submit for funding in the upcoming budget session or request modification of funds from City Council. In the meantime, the system is maintaining correct static pressures as normal.
- **Wet Sprinkler System:**
  - **Current Status:** Wet system is in NORMAL operation. NO FAULTS.
  - **Summary of Issue:** N/A
- **Holding Cell Area Door:**

- **Current Status:** Door will not close without special attention and effort.
  - **Summary of Issue:** Location of hinge mount on door shows metal fatigue and has degraded to the point where it cannot hold the weight of the door. Thus causing the door to droop from the top hinge slightly. Door Jam has been confirmed to be SQUARE/TRUE and shows no signs of being the issue.
    - **Solution of Issue:** 1/2/2019 NEW replacement door was ordered from AHS - Architectural Hardware Supply. Lead times are 3 weeks after release to fabrication dependent on factory load. 2 weeks shipping from factory to Seattle loading docks. Undefined lead time from Seattle to Anchorage, Anchorage to Bethel.
    - Order discrepancy on vision light and cut out to ordered door was discovered 1/18/2019 and brought to AHS attention. Change order was submitted 1/22/2019. Same lead times as above apply.
    - In the meantime, temporary repairs were made to the existing door to eliminate safety issue. Repairs should hold until new door arrives, so long as additional strain is not placed on door.
- **Bathroom water line near Court Room #4:**
- **Current Status:** Water leak resolved. Water use to location has been restored. Water extraction complete. All spaces available for use.
  - **Summary of Issue:** A water hammer preventive sweat fitting failed (1/2 inch line) due to freezing temperatures in a wall space closest to an exterior wall. Heat in space was not adequate in the extreme cold temperature. A leak was discovered during the weekend rounding of the building at approximately 0800 hours Saturday.
  - **Solution to Issue:** Water line was immediately isolated and water reclamation process began immediately. It was an ALL-HANDS event. All standing water had been extracted by 1500 of the same day with continued vacuum extraction of damp locations until 2100 the same night. Additionally, a total of 15 Air movers were strategically placed throughout the building to assist in the drying of any damp spaces. Water extraction continued the following day, for the entire day, relocating air movers throughout the spaces. A dedicated glycol heat loop and fin was installed into the wall space to provide adequate heat. No zone valves were installed to allow continuous flow of hot fluid through the fin section and allow for constant heating. Copper pipe from water line was repaired and water use to the spaces has been restored.
    - We currently conduct DAILY inspections of the spaces and are STILL utilizing 6 air movers to ensure spaces are remaining ventilated and minimize any residual damages to the spaces and carpet. At this time there are no limitation of use to the spaces effected by the water leak. All evidence of water (walls, floors, furniture etc.) is non-existent.
    - Regardless, I am in direct and close communication with Patrick from Advanced Look in Anchorage to conduct a water damage inspection. We spoke over the phone today (1/25/2019) and he has assured me that I am on his priority list for services proposal.

- **Cracks in Dry Wall near holding cell entry door:**
  - **Current Status:** Cracks have been noted near and around the holding Cell entry door (Same door that is not properly operating)
  - **Summary of Issue:** Initially, it was thought that the cracks were developed due to shifting of the building. This has since been ruled out. No other evidence in adjacent spaces, door closure or floor contour show sign of building shift. Reason for cracks are undetermined at this time, but are repairable.
  - **Solution to Issue:** COB building maintenance staff made an evaluation of the damage and have begun making repairs to the dry wall and repainting.
  
- **Dirty sprinkler heads and escutcheon plates:**
  - **Current Status:** Dusty, dirty in various locations
  - **Summary of Issue:** We have made note of this discrepancy and truthfully it simply is a task that fails to get done. I am not confident that this duty is assigned to a Janitor. I would rather have my staff deal with the issue than an untrained janitorial service.
  - **Solution to Issue:** I can assign the work to be completed this coming week. Plain and simple, I hold ourselves accountable for this issue. It needs to get done and we will see how it goes.
  
- Public Works Building
  - South Side
    - Ramp door temporarily fixed and operational. Service with Pioneer door, from Anchorage, is scheduled for mid-Feb.
    - Fire sprinkler system deep look, providing info to contractor.
  
- Dog Pound
  - NEW boiler/furnace installation is complete and operating normally. Rounds performed daily to ensure continued operation.
  - Bethel Friends of Canines beginning their transition to conduct more services out of the building. Building maintenance has been in close contact and assisting in the cleanup and minor repairs needed for BFOC.
  
- Log Cabin
  - Temporarily closed to resident use of the building due to a sewer line freeze and boiler reliability issues. Common renters of the space were made aware in a timely manner. Building needs to be raised and sewer lines set to correct slope for freeze ups to be eliminated. Boiler remains operational with daily rounds to ensure adequate warmth of the building. Water service has been isolated and lines drained to prevent freeze up.
  
- YKFC - Pool
  - Requests for assistance with the boiler are frequent. The department assists when

- able.
  - Boiler 2 primary circulation pump failure. Pump repaired and reinstalled. Electrical issue discovered as well and repaired. Drained down Boiler 2 completely and flushed heat exchanger. Services Boiler and placed back on-line
  - Boiler #1 over pressure relief pop off valve started showing signs of fatigue. Boiler #1 shut down and a full service and flush conducted. Parts ordered to replace pressure relief valve.
- Fire Department
  - Request for a handicap ramp to be built has been made by the fire chief. Potentially a job that will be placed out for bid locally. Suspect this project to be better suited for a warmer season.
- Police Department
  - Minor discrepancies, mainly related to building temperature being too warm. Make boiler adjustments and carry on.
- Billy's Water plant
  - Inline circulating fan that provides air to the piping room is currently out of operation. Parts on order.
- Sean's Water Plant
  - Boilers monitored daily, as they are the main source of heat for the City sub water utility lines.
  - Boiler pump line A has been showing signs of declining pressure. Glycol is occasionally added and pressure returns to normal for several days. Leak inspection throughout entire line has been conducted with no leaks found. Suspect air trapped in line as it is part of the new corridor.
- Teen Center
  - Boilers are monitored daily as they are a "Boost" of temperatures supporting the heat loop that runs through the City Sub water utility lines.

### **Parks and Recreation:**

No tasks at this time. Department has been inundated with keeping buildings warm and from freezing up during the extremely cold temperatures.

### **Road Maintenance:**

Streets and Roads placed the wing blade on the 160M grader due to the snow build-up on the sides of the roads from the snowstorms. This will plow out the full top of the roads for the vehicle traffic and for people to walk on.

Streets and Roads has been widening roads in-between snowstorms with the grader and the loader has been taking out the snow berms in the driveways left by the grader. By doing this, it gets us ready for the next snowstorm and when it starts to thaw, it will not melt on the roads.

Streets and Roads brought the D8 dozer in from H-Marker Lake to the city shop to get it ready for this spring to use in the city sand pit. It is now in the city shop, and being worked on, by the mechanics so we will have it ready this spring to push up

sand at the pit.

Streets and Roads has been plowing snowdrifts or scarifying almost every day in order to keep the roads open. Now that the school buses are now running, we have been coming in an hour or two earlier to get the roads open for them when it snows or the wind blows.

**Vehicles and Equipment:** January, was again, a very busy month for us. It has been a big help filling our other mechanic position. We are down 1 mechanic due to health issues. Hopefully we will get him back soon. Along with some of our bigger projects keeping us busy. We have also done 41 work-orders this month. Our new grader is down with some machining work that is currently being done in Anchorage. If all goes well, it should be back up and running by the end of next week. The excavator parts should be here 2/1 and be back in service early next week. As of this morning there are 3 water trucks down. Parts have been sitting in Anchorage due to no flights going in or out (weather hold).

### **Transit System:**

Bethel Transit System FY 18 Ridership Information

The Bethel Transit System has operated from July 1, 2017 to June 30, 2018, for a total of 251 days. The system ran two routes: The Green Line, which operates Monday through Friday, from 6:30am - 10:30am and 11:30am - 6:15pm and the Red Line that operates Tuesday through Saturday, from 9:00 am - 12:00pm and 1:00pm - 3:00pm.

Last year 24,094 rides were provided service. Our ridership is unique for the following reasons:

1. Thirty to forty percent (7,000 to 9,500) of our ridership are seniors / elders, who pay the daily senior trip fare. They are going to and from the hospital, post office, grocery shopping, and a few to part-time jobs. These are people living on a fixed income, in low-income housing, and are living in or close to the poverty level. They do not have 2-3 cars in the parking lot, snow machines and or four-wheelers. They do not go to Anchorage unless it is for medical reasons and travel provided by YKHC.
2. Ten to fifteen percent (2,400- 3,500) of the ridership are handicapped. There are riders who use walkers, need help on and off the bus, canes, visually impaired, crippled from arthritis or other physical problems, and have mental disabilities. They are going to and from the hospital, post office, grocery shopping, or working with support agencies.

These are also people living on a fixed income, in low-income housing, and are living at close to the poverty level.

3. On a daily basis, there are five or six riders that are going to or from their job. These are people employed in lower income paying jobs or part-time jobs. They are not your CEOs, your salaried employees, or your administrative level people. Most are working at the minimum salary level and work only because they do not want to accept food stamps and/or welfare. It is called pride and being independent.
4. The remainder of the ridership is made up of the elders/seniors who are on some type of monthly or yearly passes, Bethel family members, students going to and from school, and occasionally riders from visiting communities.

Several taxi cab companies serve the community of Bethel. Their fares range from \$5.00 per trip in town, \$10-12.00 per trip for airport and subdivisions located away from town. The Bethel Transit System fares are Elders/Seniors \$1.00 per trip, Youth \$2.00 per trip, adult \$3.00 per trip, \$5.00 Day Passes. Monthly passes are \$25.00 for seniors, \$30 for youth, and \$60 for adults. Without the Transit System, it would become extremely difficult for the current ridership to meet their personal needs and not become more dependent on State and Federal aid.

### **Landfill / Recycle Center:**

The landfill has been pretty much maintaining itself for all of January. The Landfill Manager has been out for most of the month with illness, even spending a week in the hospital. December and January are traditionally slow months and this year that was true to form. We lost one employee that moved down to V&E so there has been more OT than normal just to keep the gates open. There was some really cold weather that slowed things down even more. We did get the 953 track loader back up and running from V&E and that was a blessing.

### **Water Plant Operations:**

For the month of January both water plants are in normal operation for winter mode. Monthly water logs to ADEC from BHWTP and CSWTP. Sewage Lagoon DMR report for December. We also hold a safety meeting at CSWTP daily.

### **Institutional Corridor Update:**

- Line construction has been completed.
- DEC has issued a letter (11/20/18) with Interim Approval to Operate the line. This is valid until February 22, 2019. Request for final approval must be submitted prior to expiration.
- U.S. Fish & Wildlife was the first customer to apply for and receive services following the receipt of approval to operate.
- To date (1/31/18) only 5 applications for service have been received. U.S. Fish & Wildlife, Bethel Youth Facility, Correctional Facility and YKHC (hospital and housing units).
- Still waiting on other customers to complete work and apply for services soon.
- Services are expected to turn on at main hospital 1<sup>st</sup> week of February.
- Issues with circulation pumps and high demand pump alarms and tripping are being worked on by DOWL and TecPro.

**Staffing Issues/Concerns/Training:**



To: Pete Williams, City Manager  
From: Betsy Jumper, Planner  
Subject: Jan. Manager's Report  
Date: Jan. 31, 2019

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- Research City of Bethel properties-- citywide, on-going. Hope to eventually incorporate these properties in a layer on Geographic Information Systems (GIS) mapping.
- Answer public's questions on miscellaneous planning topics/items.
- Removal of junk/abandoned cars in conjunction with Streets and Roads on City rights of way—on-going.
- Had a Planning Commission meeting Jan. 10th.
- Archiving/inventories of files.
- Begin Tanqik Subdivision Development Agreement application process—going over for submission requirements needed.
- Finalizing the Community Assistance Visit (CAV) from 2015 with the National Flood Insurance Program and FEMA folks—awaiting a letter from LKSD in regards to the old Kilbuck school site in order to close this out.
- The first two commercial site plans of the new year were issued, one for the Chief Eddie Hoffman Highway resurfacing project and one for the Ridgecrest resurfacing project, slated to begin during the construction season.
- Begin research into easements for the Avenues.



*Celebrating 50 Years of Service*

CITY OF BETHEL  
Fire Department

*William F. Howell III, Fire Chief*  
P.O. Box 1388, Bethel, Alaska 99559  
Phone: (907)-543-2131  
Fax: (907)-543-2702  
[bhowell@cityofbethel.net](mailto:bhowell@cityofbethel.net)

DATE: January 31, 2019  
TO: Pete Williams, City Manager  
FROM: Bill Howell, Fire Chief  
SUBJECT: Management Report, January 2019

**Current Events**

- During January a total of 104 address plaques were ordered for residents and businesses. The department has ordered 567 address signs since inception of the program. For those needing assistance, the department has installed approximately 55 of these signs at the request of the property owners. Overall, reaction to the updated ordinance has been overwhelmingly positive.
- On January, 15 a site inspector/investigator from Medicaid successfully completed a provider site verification visit. The purpose of the visit was to verify Bethel does in fact have an ambulance service.
- On January, 31 Bethel Fire and Utilities maintenance completed inspection and testing of all institutional corridor hydrants.
- Initial budget preparation discussions have been held with administration for the FY 20 budget.
- I will be attending the Association of Alaska Fire Chiefs 2019 Leadership Summit February 5-9 in Juneau. This is the third consecutive year of attendance by Bethel. The Alaska Fire Chief's Association is celebrating its 50<sup>th</sup> year of serving Alaska. I am very excited to be a board member of this organization while we celebrate our 50<sup>th</sup> anniversary.

**Community Planning/Preparedness**

- There was no quorum at our January Public Safety and Transportation Commission meeting. The commission is seeking members for regular and alternate positions. Our next meeting is scheduled for February 6th, 2019 at the Bethel Council Chambers at 6:30 p.m. Quorum is not expected.

- The Department is updating the City of Bethel Emergency operations plan.
- The Department is assisting administration with the cleanup and disposal of a release of Muriatic Acid inside a storage container at the pool. The storage container was secured by BFD personnel with a Knox padlock until City personnel receive the proper training to neutralize and dispose of the materials.
- Bethel Fire Department has been selected as a test site for the new Medicaid supplemental reimbursement program (GEMT). Being part of this pilot will allow Bethel to shape the program to meet Bethel's needs. GEMT legislation (HB 176) was signed into law in June of this year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance service.

Bethel's ambulance service costs the City around \$1500 per transport. The City receives about \$400 from Medicaid per transport. The City would be able to receive reimbursement for at least half of the UCC, \$1100. Current estimates suggest as much as 150K-200K in revenue from this program. These funds must be used for EMS purposes. The Department is waiting for further information on steps needed to participate

### **Training**

- On 01/01/19, there was no EMT Meeting held due to the New Year's Day holiday.
- On 01/10/19 at 7:00 p.m. a Fire Meeting was held at the fire station. Responders practiced deploying and loading various hose loads.
- On 01/15/19 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders conducted several skill drills in various trauma and medical scenarios. Current EMT-1 students attended this training for preparation for upcoming State of Alaska exams.
- On 01/24/19 at 7:00 p.m. a Fire Meeting was held at the fire station and North Small Boat Harbor. Responders conducted ice/water rescue utilizing the department's Rescue Alive Ice Rescue Sled system.
- The EMT-1 course will conclude with State of Alaska written and practical examinations on February 1-2. Nine students have completed the course.

### **Responses**

- Between 12/25/18 and 01/30/19 the Bethel Fire Department responded to 125 EMS and 23 Fire incidents.
- During this period, 50 EMS incidents (40.0%) were alcohol-related.

- On 12/25/18 at 4:50 p.m. medics responded to Sixth Avenue for the report of a person experiencing dizziness and a rapid heart rate. The patient was assessed and transported to the hospital.
- On 12/27/18 at 5:28 p.m. medics responded to the area of the U.S. Postal Office for the report of a vehicle accident. Three patients declined medical assistance, but one patient was assessed and transported to the hospital.
- On 12/30/18 at 3:48 p.m. Firefighters responded to Front Street for the report of a snow machine on fire. Firefighters observed a snow machine fully involved in the middle of the ice river. Firefighters were unable to drive the fire apparatus onto the ice. Firefighters monitored the snow machine until it was able to extinguish itself.
- On 01/04/19 at 1:00 p.m. medics responded to City Subdivision for the report of a person not breathing. Medics found the patient to be deceased upon arrival. The scene was turned over to Bethel Police Department Officers for an investigation.
- On 01/05/19 at 2:36 a.m. medics responded to Larson Subdivision for the report of a person who was stabbed. The patient was assessed and transported to the hospital.
- On 01/05/19 at 8:52 p.m. medics responded to Akakeek Street for the report of a person experiencing a heart attack. The patient was assessed and transported to the hospital.
- On 01/08/19 at 5:18 p.m. Firefighters responded to Akakeek Street for the report of an oven fire. Firefighters observed no smoke, and no flames. The cause of the fire was determined as a pot inside of the oven during the self-cleaning cycle.
- On 01/13/19 at 12:32 p.m. firefighters responded to the AVCP Apartments for the report of a propane leak. Upon investigating the incident, it was determined the leak was caused by someone turning their knobs on their stove while intoxicated. The levels of propane in the apartment were at dangerous levels and were in the explosive range. The oven knobs were turned off and the residence was ventilated.
- On 01/14/19 at 6:35 p.m. medics responded to Akiak Street for the report of a person with a self-inflicted stab wound. The patient was assessed by medics and transported to the hospital by Bethel Police Department Officers.
- On 01/27/19 at 12:04 a.m. medics responded to Sixth Avenue for the report of a person who dislocated their shoulder. The patient was assessed and transported to the hospital.

### **Budget/Financial**

- The department is operating within budget.

## **Grants**

- The Department received funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. This grant has a 10% match. The project total is \$8,300. This project is completed and we are closing out the grant.
- The Department applied for and passed the first round of approval the Phase 18 Code blue Grant for \$45,000 for the remount of Medic-5 to a new chassis. Funds have been awarded and will be reimbursed once expenditure is made.
- The Department was awarded \$7,500 in Code Blue grant funding for a new power stretcher for Medic-6. The YKHC EMS Department administers this grant and BVESA has committed matching funds. The stretcher is in service in the new ambulance. We are waiting for invoice to make final payment and close the grant.

## **Staffing/recruitment**

- The Department is fully staffed effective November 1, 2018.
- All past due employee evaluations are complete.

## **Vehicles & Equipment**

- The new ladder truck is receiving warranty repair for a problem with the nozzle-nesting feature and repairs to the Compressed Air Foam (CAFS) compressor. We are outfitting the new ladder truck with firefighting and rescue equipment.
- Our new stretcher was installed in M6 and is operational.
- The Code Blue committee has approved \$45,000 to remount our 2003 Ford ambulance M-5.
- The Department is working with admin to dispose of all surplus vehicles. Action Memorandum and Resolutions are forthcoming to surplus the obsolete equipment.

### FIRE DEPARTMENT VEHICLE STATUS

Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service, Airbags repaired.</i>
Medic 5	Ambulance	2003	In service. Frequent no starts/dead batteries. (Plan to remount to new Dodge chassis in 2018/2019)
Medic 6	Ambulance	2017	<i>(Frontline Ambulance) In service.</i>
Engine 4	Pumper	2013	<i>(Frontline pumper) In service, Seat belt sensor silenced but still needing repair by V&amp;E. DEF tank heater malfunction.</i>
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH.</i> (Poor overall condition needs replacement)
Truck 1	Ladder Truck	2017	Outfitting, in service
Com 1	Pickup	2014	In service
Com 2	Pickup	2004	In service.
Tanker 1	Tanker (1500 gallon)	1980	Out of Service
Truck 1	Ladder Truck	1980	Out of Service



**January, 2019 Monthly Report**

**Personnel:**

BPD and DPS are in the process of writing a Memorandum of Agreement to facilitate the assignment of a BPD officer to the WAANT unit. The agreement language is now with DPS for their consideration and edits. Hopefully these will be the final edits.

Currently all Patrol Officer positions are filled but both the major crimes investigator and the WAANT Unit investigator positions are vacant. An officer has been chosen to fill the WAANT Unit position once the MOU is finalized. There is no one currently interested in filling the major crimes investigator position. Those investigations are currently being conducted by patrol officers with assistance from the Lieutenant for technical forensic matters.

The most recent dispatch hire has completed his training and is working alone to cover shifts. Dispatch is currently fully staffed with fully trained personnel. This is a first in well over a year. The evidence/records clerk position has been filled and the new hire is adjusting well to the position. All CSP and CSO positions remain fully staffed meaning all non-sworn positions in the Department are filled.

**Operations:**

There were approximately 1,325 calls for service the month of January, a slight rise of 25 cases from December and down approximately 150 from the same period in 2018. The number of calls requiring investigative reports was identical to last year at 75 but down from 96 investigations in December. The number of intoxicated pedestrian calls is down approximately 100 compared to January of last year but approximately 150 higher than in December. The number of domestic violence investigations

was 19 this month compared to 34 for the same period in 2018 and 23 in December. There were 24 DUI investigations resulting in 2 arrests compared to 11 investigations resulting in only 3 arrests for the same period last year and 15 reports resulting in 3 arrests in December. There were 2 unattended deaths this month compared to one in December and one the same period last year.

There was a search and rescue this past month that resulted in one of the death investigations. There remains a missing person case that has been open since December. That individual has not been seen by friends or family since early November. One of the domestic assaults was serious enough in nature that the victim had to be medevac'd to Anchorage with internal injuries. The victim was in a coma for several days but now is conscious and improving.

Chief Waldron traveled to Anchorage for the Executive Board of the High Intensity Drug Trafficking Area. Federal funding was stalled with the shutdown. However, the task forces remain on schedule to be fully funded and operational by March 1. The BPD WAANT investigator will be part of a task force resulting in training and overtime funds being available. Chief Waldron was also appointed to the Alaska Police Standards Council pending legislative confirmation.

### **Animal Control:**

There were 44 animal control calls for service for the month with one reported dog bite. One of the calls resulted in 8 dogs being surrendered. The pound had 12 animals in the pound at one time. BFK9 was successful in getting all of the animals adopted out.



# CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907-543-2047

TO: City Manager  
FROM: Human Resources  
SUBJECT: December Managers Report

DATE: 31 January 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
Finance Director	1	2	0	1	1
Driver Hauled	1	0	0	1	0
Gen Ledger Acct	1	1	0	1	1
Account Spec I	1	1	0	1	1
Driver-Landfill	1	2	0	1	1
Police Officer III	2	0	0	2	0
<b>TOTALS</b>	<b>7</b>	<b>56</b>	<b>0</b>	<b>7</b>	<b>4</b>

## Applications and Hiring:

**One candidate was reviewed for the position of Finance Director. Candidate was ultimately disqualified due to the discovery of resume falsification. Another qualified candidate applications has since been received.**

HR received a total of 16 **Applications** in January.

*From those 16 Applicants:*

One Driver Hauled Utility was hired with a start date pending background check  
One Utility Maint Worker was hired with a start date pending background check  
One Water Plant Oper was hired with a start date pending background check  
One Evidence Custodian was hired with a start date of 7 January 2019

*"Deep Sea and Transportation Center of the Kuskokwim"*

One PW-Admin Asst was hired with a start date of 28 January 2019

We currently have 6 job positions with a total of 7 openings as follows:

Finance Director: Applicant pending interview by panel for week of 11-15 Feb 2019

Driver Hauled Utility: Currently announced

Driver-Landfill: Currently announced

General Ledger Accountant: Interview 4 February 2019

Account Spec I: Currently Announced

Police Officer III: Currently announced

Firefighter position remain as open-continuous regardless of percentage of fill.

**BEACON Programs:**

1<sup>st</sup> QTR Random BEACON test was conducted consisting of 6 employees.

1 Pre-employment test was conducted on 1 employee.

4 Post Accident Non-DOT test were conducted due to accidents involving city vehicles.

All Results were returned as "Negative."

**Reports of Injury:**

1 report of a minor laceration

1 report of ankle sprain

1 report of hyper-extended knee

1 report of chest pain\*\*

\*\*This report of chest pain was attributed to be possible cardiac related, not incurred in the line of duty. A fitness for duty for return to work is being conducted by medical authority 31 Dec 2019, result pending\*\*

**Administrative Actions:**

Multiple PAR routine actions were executed during the month of January

**Employee related announcements:**

Medicare: Certain high-income retirees who are Medicare-eligible and enrolled in the AlaskaCare enhanced Employer Group Waiver Program (EGWP) pharmacy plan will have to pay an extra premium surcharge associated with Medicare Part D plans, known as an Income Related Monthly Adjustment Amount, or IRMAA. This is required by Medicare and is the same type of surcharge that high-income enrollees already pay for a Medicare Part B plan. If you are an individual earning more than \$85,000 per year or a married couple who earns more than \$170,000 per year, you will be required to pay an extra surcharge for being enrolled in the AlaskaCare EGWP because it is a group Medicare Part D plan. Retirees whose household income is below this threshold will not be subject to the IRMAA premium surcharge.

#### NOTICE OF PROPOSED CHANGES IN THE REGULATIONS OF THE DEPARTMENT OF ADMINISTRATION, DIVISION OF RETIREMENT AND BENEFITS

The Division of Retirement and Benefits proposes to adopt regulation changes in Title 2 of the Alaska Administrative Code, dealing with the disbursement options for the Public Employees' and Teachers' Defined Contribution Retirement Plans.

(1) 2 AAC 35.231 is proposed to be added to allow for a periodic distribution from an eligible participant's account monthly, quarterly, semi-annually, or annually in a stated amount; for a stated period of time; or in the amount of the IRS Required Minimum Distribution.

(2) (1) 2 AAC 36.194 is proposed to be added to allow for a periodic distribution from an eligible participant's account monthly, quarterly, semi-annually, or annually in a stated amount; for a stated period of time; or in the amount of the IRS Required Minimum Distribution.

#### **Training, Conferences and Seminars:**

Training for the workforce in Prevention of Sexual Harassment and Equal Employment Opportunity practices has been scheduled for 11-12 February for all workforce employees. Training will be conducted by the Deputy Director, AEPI on-site in Bethel.

James P. Harris

## **Memorandum**

**Date:** January 28, 2018

**To:** Pete Williams, City Manager

**From:** Bo Foley, IT Director

**Subject:** IT Director's Report

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### **January 2019 Current Events**

- **Return from Vacation:**

I returned to the office on 1/9/19 and have been trying to catch up on any items that have piled up during my absence.

- **Caselle Update:**

During my vacation, Artic IT assisted the city in upgrading Caselle from version 2018.8.132 to version 2018.11.202. This upgrade had no issues. However, another emergency update was released to fix bugs with the previous release and when I tried to perform this update after my return, I ran into complications with errors and other roadblocks. Working with Caselle, I was eventually able to fix all the errors and any other problems caused and finally get the city updated to version 2018.11.204 across the board.

- **AutoCAD Civil 2019:**

The planning department uses special software in order to view maps of Bethel and other property line documentation. Among these pieces of software is a program called CAD Civil 3D. Unfortunately its license had expired and the program would no longer function for the current planning director. We found out from Autodesk (the software manufacturer) that they no longer do perpetual licensing and have converted to yearly subscriptions only. I worked with the department and assisted in purchasing a new license and version of the software (2019) so that the planning department could continue its work. The planning department will need to renew this license annually for as long as it wishes to utilize CAD Civil 3D.

- **Janitorial Services ITB:**

Upon my return, I resumed my temporary responsibilities as purchasing agent and have gotten myself caught up on any RFPs/RFBs the City had posted during my vacation. Currently, there is only a single ITB out for janitorial services at the courthouse. I answered all questions that were pending and the city has also set up a walkthrough for any interested bidders to get a feel for the scope of work. Due to the questions posed and the upcoming walkthrough, the ITB deadline was pushed back into February.

- **Business-As-Usual:**

Beyond the above-mentioned items, the short month has been spent fixing or helping with run-of-the-mill trouble tickets such as email issues, printing/scanning, Caselle access, and login problems to name a few.

## **Memorandum**

**Date:** January 28, 2018

**To:** Pete Williams, City Manager

**From:** Bo Foley, IT Director

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### **Future Plans**

- **FY20 Budget Prep:**

FY20 is shaping up to be a fairly big fiscal year as far as IT dept. purchasing is concerned. I estimate about 5-6 large improvement projects I would like to accomplish and have started down the path of getting numbers for hardware/software from Arctic IT who will be assisting with most if not all of these projects. Among these projects is hardware rotation for user desktop systems, updating our Office and Adobe software to current versions, installing new firewalls, possibly introducing a remote-access server, and investigating the possibility of new copy machines for various departments if we can find an applicable service agreement for them.