



Planning Commission Meeting Agenda
Regular Scheduled Meeting Thursday, September 12, 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

Tracy Beans
Alternate Member
Term Expires 12/2021

Stanley Hoffman Jr
Alternate Member
Term Expires 12/2021

Thor Williams
Council Representative
Term Expires 10/2019

Ted Meyer
Ex-Officio Member

Pauline Boratko
Recorder

A handwritten signature in blue ink, appearing to read "Pauline Boratko", is written over the typed name and title of the Recorder.

AGENDA

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. PEOPLE TO BE HEARD – (3 Minute Limit)
- IV. APPROVAL OF THE AGENDA:
- V. APPROVAL OF THE MINUTES:
 - A. Regular Meeting- August 8, 2019
- VI. NEW BUSINESS:
- VII. UNFINISHED BUSINESS:
- VIII. PLANNER'S REPORT:
- IX. COMMISSIONER'S COMMENTS:
- X. ADJOURNMENT:

City of Bethel, Alaska

Planning Commission

August 8, 2019

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held on August 8, 2019 at the Bethel Court House in Bethel, Alaska. The Chair of Commission, Kathy Hanson called the meeting to order at 6:31 PM.

II. ROLL CALL:

Comprising a quorum of the Commission, the following members were present for roll call: Kathy Hanson, Lorin Bradbury, John Guinn, Alex Wasierski, and Scott Campbell.

Excused Absence: Thor Williams, Shadi Rabi, and Tracy Beans

Also Present: Pauline Boratko, Recorder; Ted Meyer, City Planner

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

IV. APPROVAL OF THE AGENDA:

MOVED:	John Guinn	Motion to approve the agenda
SECONDED:	Lorin Bradbury	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Shadi Rabi	Motion to approve July 11, 2019 regular meeting minutes.
SECONDED:	John Guinn	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS:

VI. NEW BUSINESS:

MOVED:	Shadi Rabi	Motion to postpone new business items A and B to the next regular planning commission meeting on September 12, 2018 due to the lack of supporting material.
SECONDED:	John Guinn	
VOTE ON MOTION	Unanimous	

- A. PUBLIC HEARING: Request for Conditional Use Permit- On June 25, 2019, the City of Bethel Planning Office received an application from Thae Ho Jeoun and Chu Sung Kim doing business as The Green Store for a Conditional Use Permit to open a retail marijuana store. The legal description is Plat # 81-10, Block 1, Lot 18 in the Bethel Recording District. The physical address is 658 Ptarmigan Street: tabled

B. **PUBLIC HEARING:** Request for Conditional Use Permit- On June 27, 2019, the City of Bethel Planning Office received an application from Essenkay, LLC doing business as Kusko Kush for a Conditional Use Permit to open a retail marijuana store. The legal description United States Survey 3230 A&B, Block 15, Lot 4 in the Bethel Recording District. The physical address is 731 Third Avenue: tabled

VI. PLANNER'S REPORT: Acting City Planner Pauline Boratko gave her report, and introduced newly hired Planning Director, Ted Meyer

MOVED:	Lorin Bradbury	Motion to bend the rules to hear from people to be heard.
SECONDED:	Scott Campbell	
VOTE ON MOTION	Unanimous	

Patty Burley- spoke in support of the Kusko Kush Conditional Use Permit.
 Jared Karr- would like to see things pushed forward for Conditional Use Permit process.

VII. COMMISSIONER'S COMMENTS:

- A. Wasierski- no comment
- S. Campbell- no comment
- K. Hanson- Sorry for the delay
- L. Bradbury-no comment
- J. Guinn- no comment

X. ADJOURNMENT:

MOVED:	John Guinn	Motion to adjourn the meeting.
SECONDED:	Scott Campbell	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 6:52 pm

APPROVED THIS _____ DAY OF _____, 2019

 ATTEST: Pauline Boratko, Recorder

 Kathy Hanson, Chair

To: Bo Foley, Acting City Manager
From: Ted Meyer, Planner
Subject: August Manager's Report
Date: September 3, 2019

SUBDIVISIONS

Blue Sky Subdivision

The Blue Sky Subdivision Team are racing to complete pending items remaining on the Subdivision Agreement checklist. DOWL is busy reviewing the items as they are submitted by Blue Sky. We just asked DOWL to submit a fee and statement of work proposal for the Blue Sky Subdivision water and sewer rate study as required by the approved Subdivision Agreement. Road construction is anticipated to start in the first half of September.

Tanqik and Ciulllkulek Subdivisions

The big push now is moving the Blue Sky Subdivision to construction. More time will be put into the Tanqik (across the street from the Larson Subdivision) and Ciulllkulek ONC) subdivisions back on track once the Blue Sky Sub is underway.

CONDITIONAL USE PERMITS (CUP)

Green Store Marijuana Retail

We've been working to prepare the Green Store CUP packet for presentation to the Planning Commission. We are currently waiting for the Green Store to verify property lines before we can ground-truth their site plan map drawings that include property access, driveway aisles, and parking. No hearing in September, as their application has not yet been deemed as complete.

Kusko Kush Marijuana Retail

Although we have been processing their completed application, there is a property lease problem. No Planning Commission hearing in September.

SITE PLAN PERMITS

Site Plan Permit application submittals are becoming fewer as we are getting close to the end of the development season. We are working to resolve past approved permit application problems. We are also developing a process to monitor recent site permit approvals to ensure compliance with authorized improvements stated on the permit.



CITY OF BETHEL
Managers Office

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Celebrating 50 Years of Service

DATE: September 3, 2019
TO: Fred Watson, Mayor
FROM: Bill Howell, Acting City Manager
SUBJECT: City Manager's Report – September 3, 2019

Current Events

- Bo Foley has been appointed to act as City Manager for the Month of September 2019. I will be in Bethel during this time and available for calls.
- A final letter is being sent to the public regarding the new water test data and a date correction of the public notice certifications sent out in July 2019. The City's recent test results showed no exceedances of Federal Action level for lead. The City is no longer required to send out quarterly notices.
- Insurance claim investigation responsibility was transferred to the Human Resources Manager.
- A letter from the State of Alaska regarding the Audit is included with this report. The letter indicates the City is now compliant with State audit requirements.
- The City is working with Attorney Michael Gatti to review several joint purchasing contacts for City use. Two contracts have been approved: HGAC and Sourcewell.
- We are working with the developer and DOWL to finalize the Blue Sky Subdivision project.
- On August 20, 2019 a meeting with DOWL was held in chambers to brief the City on ongoing projects and discuss the upcoming Avenues

project. DOWL provided a copy of the landfill closure study.

- Administration, Fire and Finance are working on submitting the GEMT cost reports needed to begin collecting additional Medicaid reimbursements. The City is considering contracting these services due to the time consuming and technical nature of these reports.

Ongoing Business

- Loan documents for the "Avenues" water and sewer improvements bond were signed August 28, 2019 at City Hall. The City may now begin the process of starting work with DOWL
- DOWL was hired to produce a structural condition report for the South floor (garage entry area) of the Public Works building. The Public Works Department recently discovered significant rotting of the wood support members. Additional funds are needed for a full assessment of the City shop floor. A quote for further structural assessment is being reviewed.

A local contractor quoted the city \$100,000 for the repairs. A proposal for repair will be brought to the Council in the next few meetings. In the meantime, water and sewer trucks are being parked outside.

- A list of missing street signs was sent to the ADOT&PF and City Streets and Road Division for replacement. The City portion of these missing signs is in review. KYUK was hired to verify all Yup'ik spellings on the new signs prior to production.
- We are waiting for a draft of the Long Range Transportation Plan (LRTP) from DOWL. A change order to the original scope of work for completion is being forwarded to Administration.
- A Department Head meeting was held on August 22, 2019. The next Department Head meeting is scheduled for September 5, at 10 A.M.
- A meeting with Union leaders was held on and August 20, 2019.



CITY OF BETHEL
Fire Department

Celebrating 50 Years of Service

Daron Solesbee, Acting Fire Chief
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Phone: (907)-543-2131
Fax: (907)-543-2702
dsolesbee@cityofbethel.net

DATE: August 30, 2019
TO: Bill Howell, Acting City Manager
FROM: Daron Solesbee, Acting Fire Chief
SUBJECT: Management Report, August 2019

Current Events

- Medic-5 will be shipped to Seattle, WA in September in order to have Braun Northwest, Inc. refurbish and remount the patient care box onto a new vehicle chassis. The department is in the final stages of obtaining a cooperative purchasing agreement.
- The State of Alaska DHSS has issued new guidelines and scope of practice for EMS services. EMS Instructors will receive training on these changes, as will all EMS providers. These regulations went into effect this month.
- Knik Construction completed paving of the fire station driveway and City Office parking lots.
- Salzbrun Drilling and Welding Services installed two pilings in the fire station front yard. One will be used for the relocation of the flagpole and the other for the installation of a new basketball goal.
- The department has completed its administrative review of two new marijuana applications.

Community Planning/Preparedness

- 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 can perform clean-up operations under the oversight of EMI-Alaska. Captain Solesbee is formulating a plan and quote with EMI-Alaska.

- The Department is attending Emergency Preparedness Meetings for the upcoming YKHC Disaster Drill. This drill's theme is a structure fire that starts at the South end of Trailer Court, resulting in multiple structures being burned and multiple fire victims. There will be two injected scenarios involving a motor vehicle collision with extrication on the opposite side of town and a respiratory failure/arrest at the YKHC Long Term Care Facility. This drill will test the capacity at which agencies can manage multiple emergencies simultaneously.
- Bethel Fire Department has been selected as a test site for the new Medicaid Supplemental Emergency Medical Transport (SEMT) program. Being part of this pilot will allow Bethel to shape the program to meet Bethel's needs. SEMT legislation (HB 176) was signed into law in June of last year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance services. City personnel are required to complete cost report spreadsheets based on FY18 and FY19 budget figures. The department is exploring the possibility of contracting AP Triton as a consultant to complete these reports.

Training

- On 08/06/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed the use of the DOT North American Emergency Response Guidebook and completed an inventory of the ambulances.
- From 08/15/19 to 08/18/19, FF Haviland attended a NFA Juvenile Firesetter Intervention Specialist Level I & II course in Wasilla.
- On 08/20/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders conducted drills for treating bleeding and shock.
- On 08/22/19 at 7:00 p.m., a Fire/EMT Meeting was held at the fire station. Responders conducted a walk-through of the temporary Emergency Department and ambulance corridor.
- On 08/23/19, firefighters obtained permission from YKHC to conduct forcible entry, wall breaches, firefighter drags, and tool use drills at the North Wing site prior to it being demolished.

Responses

- Between 08/01/19 and 08/29/19, the Bethel Fire Department responded to 122 EMS and 6 Fire incidents.
- On 08/02/19 at 10:09 p.m. medics responded to East Avenue for report of a person having stroke. On arrival, medics found the patient not breathing and initiated CPR. The patient was transported to the hospital and pronounced dead by hospital staff.

- On 08/08/19 at 2:47 a.m. medics responded to Akakeek Street for the report of a person with lacerations on their arm. Medics controlled the bleeding and the patient was transported to the hospital.
- On 08/10/19 at 10:17 p.m., Firefighters responded to the Air traffic Control for the report of a tundra fire southeast of the flight tower. Firefighters observed a tundra fire burning approximately 2-3 miles from the flight tower. Firefighters determined that the fire was not endangering any homes so Firefighters contacted McGrath Alaska forester.
- On 08/19/19 at 3:00 p.m. firefighters were notified about a fire across from Hangar Lake. Firefighters tried to access the fire with 4 wheelers but were not successful. Firefighters then took the fire boat out and found the fire on Steam Boat Slough. The fire was a pile of fiberboard from a fish camp that started the fire. Firefighters then had them put the fire out and informed them of the regulations on burning.

Budget/Financial

- The department is operating within budget.

Grants

- The Department was awarded funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. Due to Federal budget cuts to the VFA program, this award was cut in half. Only one set of structural firefighter turnout gear will be purchased with these funds.
- The Department applied for and passed the first round of approval for 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 expenditures are 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. Invoices were submitted to BVESA and the grant will be closed out soon.

Staffing/Recruitment

- The Department has one open Firefighter/EMT position, which is being advertised on the State of Alaska ALEXSys website and nation-wide on the IAFC's Daily Dispatch website. Five applications have been received to this date.

- The Department hired Thomas Dymont as a full-time Firefighter/EMT. He is a current State of Alaska EMT-2 and was a former Summer Firefighter Intern. He is progressing through his Driver/Operator and Firefighter training.
- The Department hired Shanna Mendenhall as our new Summer Firefighter Intern. So far, she has completed CPR, Medic First Aid, and some firefighter training. She is currently assisting staff members with completing summer projects.
- All employee evaluations have been completed to date.

Vehicles & Equipment

- The new ladder truck was repaired by a technician from Hughes Fire Equipment. Issues corrected were the nozzle nesting feature of the elevated master stream, aerial boom centering feature, and an upgrade to the Command Zone 3 aerial operating software.
- We have received the parts for the Class-A Foam system for Engine-4 and will be installed soon.
- Medic-6's Motorola APX 6500 radio control heads are in "Maintenance Mode" and ProComm Alaska has been contacted to troubleshoot the issue. Staff are currently using their portable radios to contact BPD Dispatch and the hospital. If necessary, ProComm Alaska will submit a proposal to our department for their technicians to come to Bethel to troubleshoot/repair/tune-up all of our radios.

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. Electrical issues troubleshot and repaired. Will be sent to Braun Northwest soon for remount onto a new Dodge Ram 4500 4x4 gasoline chassis.
Medic 6	Ambulance	2017	<i>(Frontline Ambulance) In service.</i> APX 6500 radio control heads cannot be taken out of "Maintenance Mode". Staff are troubleshooting with ProComm AK.
Engine 4	Pumper	2013	<i>(Frontline pumper) In service,</i> Seat belt sensor silenced but still needing repair by V&E. DEF tank heater malfunction parts on order.
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH.</i> (Poor overall condition needs replacement) Generator mounting parts have been received and is ready for installation.

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

August 30, 2019



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907-543-2047

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

DATE: 30 August 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
City Manager	1	0	0	1	0
City Attorney	1	0	0	1	0
Police Chief	1	1	0	1	0
Police Officer	3	0	0	3	0
Driver Hauled	5	1	0	5	1
Driver-Landfill	1	0	0	1	0
Water Foreman	1	0	0	1	0
Water Operator	1	0	0	1	0
Mech-II	1	0	0	1	0
TOTALS	15	2	0	15	1

Applications and Hiring:

Both City Manager and City Attorney vacancies are currently undergoing vetting through talent management agency GovHR.

A "spark" interview was conducted for the position of Police Chief 8/9/2019, 1020 hrs. Following the interview it was determined that the potential candidate would not be suitable for the position and no formal interview was scheduled.

HR received a total of 9 **Applications** in July

From those 9 Applicants:

- 1 Assistant Finance Director was hired.
- 2 Community Service Patrol offers were hired
- 1 Internal promotion to Water Facility Coordinator occurred
- 1 Internal promotion to City Dock Attendant occurred

We currently have 9 job positions with a total of 15 openings, with 1 application under review for Hauled Utility

BEACON Programs:

1 Post-Accident BEACON test was conducted.

Reports of Injury:

There was one report of injury

Administrative Actions:

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

Employee related announcements:

An updated Workers Compensation Claims "How-To" packet was forwarded to managers courtesy of AEPI 8/30/2019.

Leadership seminars were announced by the Avitas Group and disseminated to all managers to field interest 8/23/2019.

Premera Blue Cross announces the following:

Alaska Wellness Academy registration (Sept 9). This is a virtual on-line attendance at no-cost, open to all employees.

Prior authorization requirements for prescription drug Victoza (diabetes Type-II

https://www.premera.com/ak/employer/news/?eml=PBCAK:MKTG:employer:news082019:readall&mkt_tok=eyJpIjoiTIRka1pHVXpORGd6TWpNeiIsInQiOiJoNFh3cEVPYWlrcm9MY0NGQ29lbTVSbndFZXdOcUxMYTN2XC9Ub21tVzMyWjlkYkFBXNEd0WThicUVkTkdcVThxcEZIUFIKdElxbVJ4ZDdlWUFEOGZQRG0yN096c0lpTFIzRVZ4YXFoaFFmOVFsbnc3RDBIOU5RTHBzeTZ0VVgifQ%3D%3D

Training, Conferences and Seminars:

None currently scheduled

James P. Harris
Human Resources Manager

"Deep Sea and Transportation Center of the Kuskokwim"

Memorandum

Date: September 1, 2019
To: Bill Howell, Acting City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report



August 2019 Current Events

- **E911 Phase II:**
ProComm technicians were in town during the early part of the month to go live with the Phase II implementation of the E911 system. By the time the technician left, he reported to me that triangulation data was working. There may still need to be kinks worked out of it, but the fundamentals were definitely working and so cell calls to 911 can now be located.
- **Email Subpoena:**
During the month of August, acting police chief, Amy Davis, brought me a court subpoena she had received for emails going back to January of 2016 until present. The order was to produce any and all emails mentioning the name of a specific former police officer in any of its variations. The subpoena further specified that the emails would have to be from three separate email accounts. After a few days of searching and collecting, all emails were sent to the PD for redaction of confidential information before they were forwarded onto the requesting party. We managed to get these delivered by the subpoena's deadline.
- **PTO for a Week:**
I was out of town on PTO for the second full week of August on family business. During this time, I tried to answer any emails that required my attention. The rest I left to Arctic IT in my absence.
- **RFB Contracts Executed:**
August saw the execution of several contracts/purchase agreements including one for a bulk order of glycol, another for the purchase of a road and culvert steamer, and finally one for a new sand spreader. The orders for these items will likely be put through before month's end.
- **City Hall Panic Alarm:**
For months now the panic alarm at City Hall has been in a trouble state due to several of the wireless remotes being low on battery. I've been in touch with Tyco and one option was to send out a technician to handle the problem. Obviously this would be a very high cost for simply changing out some batteries and so I just requested they send the batteries to me. I am currently waiting for the correct batteries to show up so this issue can be resolved.

Memorandum

Date: September 1, 2019
To: Bill Howell, Acting City Manager
From: Bo Foley, IT Director
Subject: IT Director's Report



- **Business-As-Usual:**

Beyond the above-mentioned items, the month has been spent fixing or helping with run-of-the-mill trouble tickets such as email issues, printing/scanning, cellphone replacement, missing network drives, login problems, etc.

Future Plans

- **Holding Pattern:**

Most of my immediate future plans involve the purchasing of equipment. Unfortunately, all contracts that have been under review by legal have hit a wall in terms of vendors not wanting to budge on certain language. Because of this, I cannot plan to make any progress on these fronts until legal can find a compromise from the various vendors.

- **Acting City Manager:**

For the month of September, I have been asked to serve as acting City Manager. During this time, I plan to hand off my purchasing agent duties to another so that I can be more focused on the duties I will need to perform while acting.



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MEMORANDUM

DATE: 08.31.2019
TO: Bill Howell, Acting City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities:

I, Clyde Erickson, have taken over for Harry in the 2nd week of August. It's been a challenge but we are moving forward. Emphasis on team work and job duties, along with good communication with finance has made for fewer call outs. The biggest problem we have right now is route efficiency. We are currently working on making the route sheets more accurate so that we are delivering to houses that should be on the route, and removing houses from route sheets that should not be on. In addition, moving forward I will be, working with finance, to stream line these routes so we have as little driving between subdivisions as possible on each day, in other words on Kasayuli/Larson days we do not drive to Ptarmigan for 2 houses. Older water trucks are given shorter and closer routes, as much as possible, in hopes of reducing wear. My goal is to have as few call outs as possible, efficient route scheduling, and an efficient way of communicating with Finance.

Utility Maintenance: 14 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.

- Monthly meter reading and service connections were completed
- Main Lift Station pump –Pump #1 has arrived and has been installed, the Lift Station is running on all 3 pumps
- AVEC contacted and service to two service panels cut in preparation for VanGo to repair.
- VanGo Enterprises in Bethel on 8/26. Repairs on several service panels, heat trace repairs, and conduit repairs in residential areas. Research and layout of 7th Ave heat trace consolidation.
- Clean up and organization of shops and vehicles.
- 14 residential lift station repairs
- Cutting in new clean outs on sewer line On Ptarmigan Rd area to help with line flushing
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meetings.

- 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.

Property Maintenance:

- PW Building
 - New Boilers #1 and #2 installation complete but not fully operational, yet. Final use circulating pumps have been installed. During electrical inspection, it was determined the circulation pumps would need to be relocated. Work is in progress.
 - New hot water system using indirect heating from boiler system has been installed. Hot water circulation pumps installed. System go live is awaiting boiler fire up and testing period. PW building will not have hot water until the boiler project is complete.
 - Fire sprinkling system NOT in operation. Dry line system was charged with water and leaks developed. Frontier Fire contracting came for inspection and is generating an estimation to repair leaking section of pipe.
 - South Bay roll up door entrance closed. NO USE. Serious problems exist within the flooring. As mentioned in previous manager report, PW building floor and foundation are experiencing issues. During an inspection, building maintenance discovered broken joists, brackets, support flooring and gusset beams and substantial wood rot. Engineering firm has been notified and plans are being put in place to evaluate damage and repair.
 - Trouble shot and repaired problem with the “used oiler filter/separator” system. System fully cleaned and contaminants removed. System back in operation.
- City Hall
 - Parking lot paving project complete. Front entrance (Stairs and Handicap ramp) replaced and operational. Open to public use.
 - Rear entrance to Building replaced in entirety and open for use.
 - Temporary parking lines are being painted to determine functional layout for permanent painting of parking, loading and unloading, fire line and handicap markings/lines.
 - AirCon in conference room area repaired temporarily.
 - Aircon in IT director’s office needs repair, leaking condensate back into the building between the wall and floor.
 - Window closures on most windows throughout the building are non-operational and will need to be replaced. Quotation requested for the correct arm length for closure.
 - Boiler cleaned for winter use. Nozzle and electrodes replaced.
 - Glycol in City Hall system will need a full replacement before winter. Awaiting order of glycol and other time sensitive summer projects to be complete before this task.
 - Auto/coin vent needs to be installed at air trap location in the trunk line above HR office. This should prevent the air trap issues that trip the boiler in the building every winter.
- Court House
 - **Dry Sprinkler System:**

- 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. Frontier Fire Contractor inspected the damage and is providing estimate to make system in full working order again.
 - The dry system has a small leak in the system piping just above court room 4. Leak is temporarily fixed and holding. Static air pressure is remaining constant with additional help from the fire system air compressor. A plan is being developed to have the dry system evaluated for replacement and repair Fall/Winter 2019 by a contracted service. Pressures checked daily.
 - **Holding Cell Area Door:**
 - Door is complete and ready for install. Door removal and replacement will be coordinated with Alaska State Court System. The area where the door is a sensitive area as inmates are transferred through this area.
 - **Water leak damage remediation survey:**
 - This will need to be planned out after time sensitive summer projects are complete.
- Log Cabin
 - No new updates. Building is in NON USE status.
 - Graffiti and vandalism are a continuing constant problem.
- YKFC - Pool
 - Fuel Pumps failed do to ground settling and breaking the power connections. Electrical contractors arrived to replace the damaged circuit providing power to the pump system. All is in normal working order. This may become a problem, again, as the ground continues to move and settle.
 - Air mover on west side the pool deck has failed. New fan ordered and in hand. Plans in action to replace after time sensitive summer projects.
 - Roof leaking during rain and wind. This is a recurring issue and needs to be address by city leadership and the original installers/constructors. Stacey Reardon has videos to show the problem. IT IS NOT CONDENSATION DRIPPING FROM THE CEILING.
 -
- Police Department
 - Periodic low fuel level alarm activation for the emergency power generator. The issue has been isolated to a set of terminals outside the building that get wet and short causing a false alarm. The alarm will short and activate when the weather is rainy and windy.
 - This has been addressed multiple times including with the original installer but continues to occur.
 - We've had the electrical contractor troubleshoot. No discrepancies found. Perhaps the original ONSITE GEN contractor will need to be involved.
 - Aircon reported as NOT operational in dispatch areas. Aircon has been inspected and is putting out cool air but it is not as cold as other units in the same building.

- Aircon in server room continues to leak water regardless of maintenance department's attempts to remedy.
- Fire Department
 - BFD front entry replacement project in progress.
 - Flag pole relocate project in progress along with replacement of front entrance retaining wall.
- Bethel Heights Water plant
 - Electricians identified discrepancy with water level indication system. Expect quotation to identify repair options. (In progress with Bill Arnolds discretion)
 - Hot water heat circuit failed due to corrosion. Electrical contractor replaced circuit. Circuit in normal working order.
 -
- City Sub Water Plant
 - Boiler shut down to fix a leaking glycol union. Union repaired. Boiler back in full operation.
 - Employee complained the building was too cold to work in during the summer months without an operational boiler.
- Teen Center
 - Request to provide dirt or mulch in the playing area next to the fence to cover exposed artic pipe. Provided dirt ad spread along exposed metal piping.
 - Sink faucet leaking and spray nozzle replaced.
 - Ronda has requested Push bar exits to all be replaced or removed all together.
 - During building rounds rear doors are repeatedly found unlocked/unsecured. This could be a serious problem if someone wanted to break into the building after hours.

Parks and Recreation:

- Parks and Recreation in General
 - No employees for Parks and Rec. All employees have quit, been terminated or have transferred to other departments.
 - When possible rounds of the parks.
 - Identified problems and needs for repairs will be prioritized accordingly and done, if possible.
 - Same as above for boardwalks.
 - Identified areas for level and board replacement are being prioritized.
- Projects so far, more to be considered.
 - All play parks
 - General maintenance and grounds upkeep
 - Trashcan repair/replacement
 - Ground cover/chips upkeep
 - Equipment repair and maintenance
 - Pinky's Park

- Potential Softball field refurbish/re-sod/re-seed in discussion
- Potential dugout repairs, repaint
- Bleacher maintenance
- Soccer Sports Field
 - Completed - Temporary fencing to prevent field traffic
 - Completed - Hydro Seed and ground aerating completed
 - Completed – Bleachers On site
 - Completed – Paint concrete blocks separating field from parking
 - Completed – Portable bathrooms on site
 - Completed – Bike rack ready to be moved to location and installed
 - TBD - Maintenance contract options for field with Codman Services
 - TBD - Build and place information bulletin stand at location
 - TBD – Funding for permanent fencing
 - TBD – Paint/Chalk field play surface
- Airport Cemetery
 - Requested quotation for additional fencing
 - RFP initiated for hydro seeding proposals
 - TBD - Installing additional fencing
 - TBD - Hydro seeding expanded sections
- Boardwalks
 - Completed - Trial Lighting pole ordered
 - Completed – Trial Solar Lighting fixture received
 - TBD – Install the trial solar lighting
 - General maintenance and upkeep
 - Vegetation trim back
 - Way finding signage
 - Location marking signage project.
 - Leveling boardwalk
 - Board replacement as needed
 - Trash can replacement as needed
 - Benches and sitting areas repairs

Road Maintenance:

Streets and Roads helped Port by hauling the Port D-1 gravel from Knik yard to the Port Quonset building yard. This took two days to do with two dump truck hauling.

Streets and Roads also helped port by using three dump trucks, we hauled D-1 gravel to the east side of the seawall. The grader graded it out and used the compactor to compact it.

Streets and Roads has also been helping the landfill by hauling cover, as needed and also hauled a winter pile from the city sand pit. The winter pile will be mixed later with salt so that this pile will stay thawed, so that it could be used this winter for cover.

After the big rain storm, Streets and Roads had the grader out grading the roads for over two weeks. With the roads being muddy and with big potholes, we had to haul gravel to fill in the holes as we graded the roads.

We used the 324E excavator to stack, crush and haul the steel and broken lumber from the east addition of the YKHC hospital. Dale Construction has been hauling it to the landfill with two side dumps for the last four days.

Vehicles and Equipment:

August has been a busy month for V&E as for all the other departments. We have been working on keeping most everybody up and running, kind of a challenge at some points, so please be patient. Potable water trucks are the biggest issue at this point, however, we will make it happen. We will be seeing at least one truck on this last barge. Keep on keepin' on.

Transit System:

For August 2019, the Bethel Transit System transported a total of 2,190 passengers: 264 of those riders had a disability, 117 were elders, 813 were passengers using ONC Senior and Caregivers monthly passes, and 1,260 were general public. Revenue for August, including trip fares, day fares, and monthly passes totaled \$4,720.00.

Road construction has caused the bus to run behind schedule for the past three weeks. It has been 15-30 minutes late, some of the time and in several cases the bus had to by-pass a bus stop because of the construction. Most of the passengers were very understanding and accepted the delay. Our ridership has been down some during this period.

We have been assured that our new bus will be delivered to the Seattle Barge Line on-time to meet the first of September sailing. It should arrive in Bethel that later part of September. Our "new" Bus 439, purchase in October of 2014, has 157,000 miles on it and is beginning to require extra TLC, thanks to the City Shop, to keep it on the road. Bus 438, our smaller bus, is our stand-by bus and we use it when Bus 439 is in the shop.

We currently have two drivers, Sally Evans, full time, drives from 6:30am to 10:30am and 11:30 am to 3:30p. Brenda George, part-time, drives from 3:30pm to 6:30pm. She also fills in if we need extra help driving.

Landfill / Recycle Center:

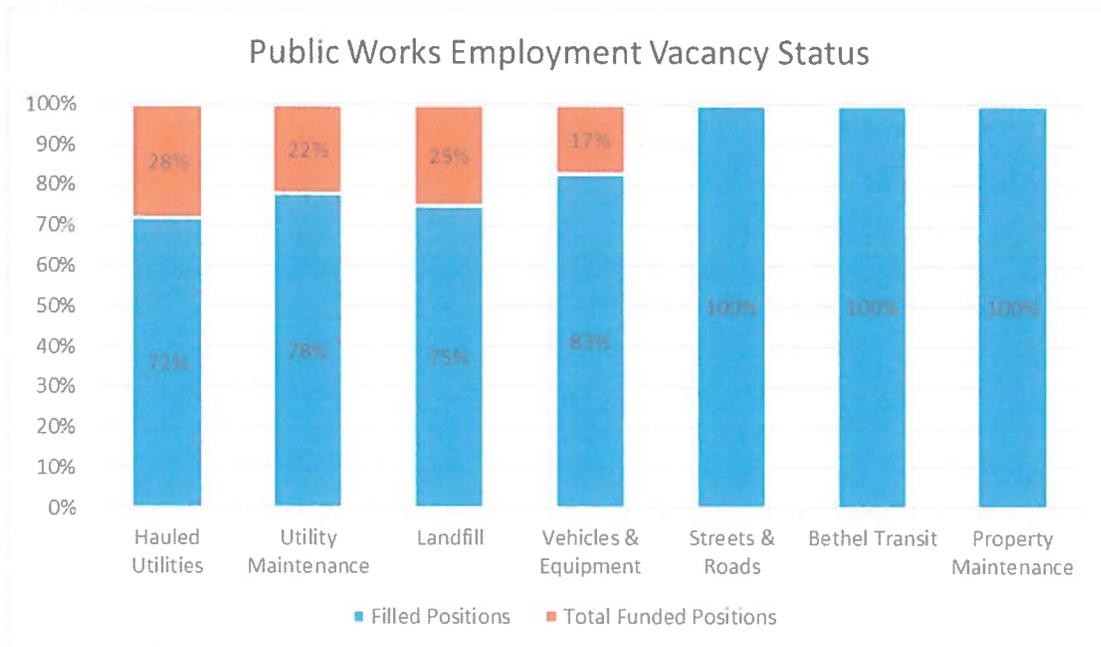
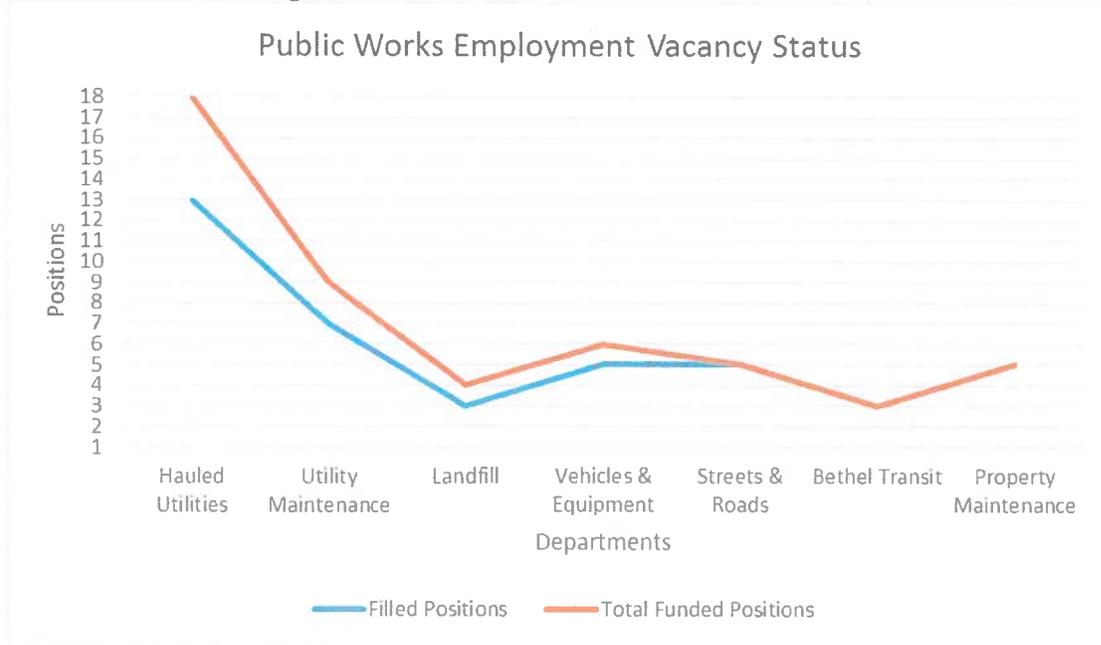
Well, let me see, we got a whole mountain of dirt/sand from Knik's road project that took quite a bit of time keeping it stacked. We got permission to use the lagoon solids for cover, which is good and will be perfect once we have our own dump truck on site.

We buried a bunch of metal and covered it with dumpster trash, in order to use less sand to add to the new road, which we are going to place gravel this month.

The road crew has been delivering sand to the site, we are going to have a salt sand pile so we can use it as winter cover material.

The big happening is of course the North Wing of the hospital getting delivered to our door. So in the last five days, we have had 149 side dump loads delivered, for a total of 2,630 cubic yards at ten dollars a yard.

Staffing Issues/Concerns/Training:
Chart information updated: 08/31/2019



TO: Bill Howell
FROM: Christine Blake, Finance Director
SUBJECT: August 2019 Managers Report

1. Wells Fargo positive pay feature stopped a \$1500 fraudulent check from being paid
2. New Assistant Finance Director has been hired and will start October 1.
3. Working on finding Customer Service training for Finance staff.

MEMORANDUM



DATE: September 3, 2019
TO: Bo Foley, Acting City Manager
FROM: John Sargent, Grant Manager
SUBJECT: Grant Manager's Report – September 10, 2019 Bethel City Council Meeting

Grant Projects

Lift Station Controls Improvement Project

The City was successful in securing \$279,827 in additional funds for the lift station project. The project will now include the development and installation of two additional electric panels for the lift station at City Hall and the Public Works building.

The Property Maintenance and the Utility Maintenance Divisions will move the City Hall lift station out from under the building and reinstall it in the back of the building. This move should reduce the foul odors and other problems associated with the current lift station.

Additional Dredging Project Funds

I developed a proposal to put \$194,000 to work as part of the sewer lagoon dredging project. The Village Safe Water Program added additional funds to one of the City's grants as a way to make up for money removed last year and given to another community. The City is asking to use the funds to purchase a new lagoon pump and a new lagoon skiff.

Community Action Grant

The City received five applications for community action grant funds for the quarter acceptance period ending on August 30, 2019. The applications will be reviewed and scored at the two review board meetings in September.

Request for Bids/Request for Proposals

I prepared and issued the RFB for the City's purchase of \$40,000 worth of six-yard dumpsters. The dumpsters must be landed in Bethel by June 30, 2020.

I am working on the Request for Proposals to hire an auditor for five years. Altman Rogers & Co. will complete the City's FY 2019 Audit during the last year of their contract.

Administrative Duties

The City paid the cost of the State Contracting Officer to fly to Bethel and conduct a three-day training on procurement at the end of August. The official State Procurement Level 1, Level 2, and Level 3 courses were taught. City foremen and department heads attended.

**City of Bethel
Grant Summary
Fiscal Year 2020**

Preparing

Sponsor	Name	Products/Services	City Depts. (Partners)	Date	\$ Grant \$ City Match
Rasmuson Foundation	Tier 1 Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$25,000 0
Bethel Community Services Foundation	Community Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$15,000 0
AK Dept. of Transportation & Public Facilities	STIP – Statewide Transportation Improvement Program	Transportation improvements in Bethel (e.g., roads/trails)	Public Works	9/15/19	\$1,075,021 \$175,004
United States Dept. of Agriculture-Rural Development	Water and wastewater grant/loan program	Piped water and sewer system in The Avenues subdivision	Public Works	Target 1/31/19	\$13,321,000 \$306,000

Submitted in Fiscal Year 2020

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant \$ Match
AK Dept. of Env. Conservation, Village Safe Water Program	Water and Wastewater Program	Purchase sewer lagoon pump and boat	Public Works	7/25/19	\$155,238 0

Approved in Fiscal Year 2020

Most recent first

Sponsor	Name	Products/Services	City Depts.	Date	\$ Grant
AK Dept. of Env. Conservation, Village Safe Water Program	Water and Wastewater Program	Design, build, and install two electric panels for City Hall and City Shop and complete current rehab. of Main Lift Station.	Public Works	8/30/19	\$279,827 0
Alaska Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Program Grant	Funded projects have not been revealed until federal funding approved.	Fire	8/19	\$49,141 0

CITY OF BETHEL
POLICE DEPARTMENT



August, 2019 Monthly Report

Personnel:

Our recruit at the Department of Public Safety Academy in Sitka, Alaska is doing well and is on track to graduate in November. We currently have two CSP's on field training right now and both are doing a great job. We have one dispatcher in training at this time. We promoted two in house Patrol Officers to Investigations. We have one applicant for patrol who is currently going through the hiring process. We currently have three patrol positions open and one Chief of Police position open.

All administrative, CSO, CSP, and dispatch positions are fully staffed.

Operations:

There were approximately 1,579 calls for service the month of August, a rise of approximately 43 cases from July and up approximately 239 cases from the same period in 2018. The number of calls requiring investigative reports was at 112, down 17 from July and up 9 from 2018. There were 425 intoxicated pedestrian calls compared to 262 for the same period last year. The number of domestic violence arrests was 29 this month compared to 27 for the same period in 2018 and 39 in July. There were 9 DUI arrests compared to 9 for the same period last year and 7 arrest in July. There were 3 death investigations in June, compared to 1 for the same period last year.

Animal Control:

There were 34 animal control calls for service for the month with 4 reported dog bites.