



# Public Works Committee Agenda

Regular Meeting Wednesday May 16, 2012 – 6:30PM  
City Shop Conference Room

## MEMBERS

Frank Neitz  
Chair  
Term Expires  
12/2013

Jennifer Dobson  
Vice-Chair  
Term Expires  
12/2014

Joseph A Klejka  
Council Rep.  
Term Expires  
11/2012

Bill Schreiner  
Committee Member  
Term Expires  
12/2013

Jeff Sanders  
Committee Member  
Term Expires  
12/2013

Scott Guinn  
Committee Member  
Term Expires  
12/2014

VACANT  
Committee Member  
Term Expires

Chuck Willert  
Ex-Officio Member

Cheryl Roberts  
Secretary/Recorder

## AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (15 Minute Limit)
- IV. APPROVAL OF MINUTES
  - A. Minutes from the previous regular meeting - April 18, 2012.
- V. APPROVAL OF AGENDA
- VI. DIRECTOR'S REPORT
- VII. UNFINISHED BUSINESS
  - A. Update - Closeout of 2 Outstanding Grants
  - B. Update - Sewer Lagoon
  - C. Update - 5 Year Plan
  - D. Update - Armory
  - E. Update - Recycle Center
  - F. Neptune - Update Rate Study - Meter Housing
  - G. Institutional Corridor
  - H. Log Cabin
- VIII. NEW BUSINESS
  - A. Road Maintenance & Snow Removal Policy for Winter Conditions - J. Sanders
  - B. Proposed Resolution for Council Consideration - City Council
  - C. Ordinance #09-12 - Polystyrene Foam Disposable Food Service Ware
  - D. RFP - Cost Analysis of the City of Bethel's Water & Sewer Utilities - City Council - John Sargent, Grant Development Manager
  - E. RFP - Water & Sewer Master Plan Update
  - F. Dust Control - Mayor Joseph Klejka
- IX. MEMBER COMMENTS
- X. ADJOURNMENT

## **MEMORANDUM**

**DATE:** May 1, 2012

**TO:** Lee Foley, City Manager

**FROM:** Chuck Willert, Public Works Director

**SUBJECT:** Manager's Report –

### **Programs/Divisions**

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

We have been very fortunate this spring as we have had a very slow thawing process therefore keeping our roads in pretty good shape. Hopefully our river break-up will be the same, uneventful.

75% of the fiscal year has elapsed with 68% expended

#### **Utility Maintenance:**

This month we responded to 14 callouts. We also blue tagged delinquent customers for billing. We continue to monitor our lift stations on a daily basis. Our Water Plants also operating daily to keep up with demand. We continue to rebuild our sewage pump when needed. We also read water meters the last week of each month.

Piped Water: 75% of the year has elapsed with 79.5% expended

BHWTP: 75% of the year has elapsed with 78% expended

CSWTP: 75% of the year has elapsed with 64% expended

Piped Sewer: 75% of the year has elapsed with 81.5% expended

Sewer Lagoon: 75% of the year has elapsed with 72.2% expended

#### **Hauled Utilities:**

The Utility Truck drivers are busy keeping up with their routes. We lost one driver to a higher paying summer job and one for 3 weeks of military leave

after getting back from a 2 week military training. Our landfill manager will be on medical leave for 6 to 8 weeks. It will be a busy spring with trash everywhere after the thaw.

Hauled Refuse: 75% of the year has elapsed with 79.1% expended

Landfill Operation: 75% of the year has elapsed with 65.1% expended

Hauled Water: 75% of the year has elapsed with 74% expended

Hauled Sewer: 75% of the year has elapsed with 67.9% expended

### **Property Maintenance:**

We have been adjusting boiler temperatures as the weather warms up and changing out defective equipment when problems occur. We added in an expansion tank at the City Sub Water Treatment Plant and installed a larger hot water heater at the Court House. We have started shutting down heat trace and loops now that we are not freezing to hard at night. We have been draining water from around entrance ways buildings and tanks and where ever it may cause problems. We serviced the ventilation units at the Court House as well. We tuned up the burners and prepared the steamers for opening up culverts prior to this warm spell, they are ready to go. We are addressing other maintenance items such as clogged toilets, changing lights/ballasts, and assisting other departments with moving file cabinets and furniture.

Pioneer Overhead Door was out here and we overhauled all the Bay Doors at the Fire Department and ordered a new operator. They were in need of some extra attention. We will install the new operator when the rest of the parts get here along with Pioneer next week. Alaska Locksmith was out here and helped us with a few problem projects and locksmith work. We replaced a few doors that were kicked in on some of the out buildings around the Log Cabin and Teen Center. One was replaced for the second time. The Log Cabin drains have been repaired and open for occupancy, we will complete repairs underneath this summer. A fuel tank was backed into and knocked off the stand by a Utility Truck. We set the tank back on the stand, made repairs to the line, cleaned/soaked up the oil and snow then processed our recovery efforts. We have been in contact with D.E.C. for other instructions. Thank you.

75% of the fiscal year has elapsed with 70.4% expended

### **Road Maintenance:**

Streets and Roads have been thawing culverts out for the past 2½ weeks with the steamers. We've been using 2 steamers when it would warm up above freezing and they are both working fine. So far the thaw this year has been slower than the other years has been, with that we been doing, well, in keeping up with the culvers thawing this year so far. We only had one wash out this year on Osage Avenue as soon as we found out that it washed out we hauled in one load sand and one load of gravel to fix it. We also thawed one culver out and the other one was open but was not able to keep up.

Streets and Roads has been grading roads and laying gravel on roads that are ruff as it thaws to keep it smoother. This should help keep it somewhat smoother on the roads for the vehicles until it thaws and dries out completely.

Streets and Roads have closed down H-Marker Lake to traffic due to the water on the lake from the thaw. We put road close signs at both ends going into the lake so the public will be warned not to drive on the lake, or it is at their own risk.

75% of the fiscal year has elapsed with 73.2% expended

### **Vehicles and Equipment:**

We are in the process of changing the studded tires out to summer tires. We are fixing trucks as they come in and hopefully staying ahead of the work load.

75% of fiscal year has elapsed with 69.7% expended

### **Transit System:**

For the month of April, the Bethel Transit System transported a total of 3,087 passengers. 50 of those riders had a disability and approximately 612 of them were Elders. The cash fares totaled \$3,326.00, while the

passes used were \$1879.00. Comparing to April of last year, this shows an increase of 283 riders, with an increase of \$522.00 in cash fares and an increase of \$167.00 in passes used for the month.

We were able to get the grant for FY 2013 submitted by the extended deadline, as ONC agreed to the match funds. Starting July 1, 2012, we will still be operating a transit system, although because of the reduced amounts of the grant, it will only be at half of the operation we have at the present time. At least our community will continue to have a transit. We also raised the fares and age brackets effective May 1, 2012. They are as follows:

Under 3 yrs – Free

3-13 yrs - \$2.00

14-64 yrs - \$3.00

I'm still trying to recruit 1 or 2 part time drivers, without much luck. I'm hoping now that everyone knows the Transit System is still here for another year, that problem will resolve itself.

75% of the fiscal year has elapsed with 63.3% expended.

**Staffing Issues/Concerns/Training:**

We have one position open in Hauled Utilities.

**Budget/Financial:**

See each department.

# ROAD MAINTENANCE AND SNOW REMOVAL POLICY FOR WINTER CONDITIONS

**PURPOSE:** It is the purpose of this policy to establish guidelines for the safe, effective and efficient removal of snow accumulation of two inches or more from the roads within Bethel over which the City of Bethel has responsibility.

**ORGANIZATION:** The Public Works Department has the primary responsibility for snow removal. It is the responsibility of the Public Works Director to organize the applicable crews to best respond to situations which require the removal of snow when appropriate. As a part of this plan it is the responsibility of the Chief of Police to enforce the Bethel Municipal Code with regards to abandoned vehicles on the public right-of-way.

**SNOW ROUTES:** These streets have been identified as snow routes and will have priority for snow removal as soon as practical during or following a storm event, regardless of the time of day. Ridgecrest Drive from Akakeek to Ptarmigan Street; Fourth Avenue from Willow Street to Main Street; Ptarmigan Street from Ridgecrest Drive to Tundra Ridge Road; East Street (Avenue) between the intersections of Third Avenue; Alex Hatley between Chief Eddie Hoffman Highway and Thimbleberry; Noll Polty Road between Tower Road and Paul John Street; Tundra Ridge Road between BIA Road and Ptarmigan Street. Under no circumstance shall priority roads be cleared at the time when a majority of students, teachers, and parents are traveling to or from the various schools within Bethel. From time to time it may be necessary to identify other streets as a priority for public safety concerns. These streets and concerns would need to be identified by the Fire Chief or the Chief of Police.

**SAFETY CONSIDERATIONS:** The safety of the traveling public, City emergency services, and City of Bethel personnel and equipment are of paramount importance. Minimizing the window of vulnerability for accidents to individuals and equipment is a primary goal of snow removal. The loss of equipment such as a road grader or dump truck would have profound negative impacts on the ability of the City crews to maintain an acceptable level of service. Consequently, snow removal involving storms which result in a condition of severely limited visibility will take place when conditions permit the safe operation of equipment and vehicles.

**OPERATIONS:** Road Base Preparation: Prior to the ground freezing, the Public Works Department shall make a concerted effort to insure that all graveled and other unpaved streets are graded and as free of pot holes and wash-board areas as possible. If needed, work schedules may need to be altered and extra time and effort should be allotted to facilitate this effort.

Snow Removal: Snow removal of an accumulation of snow in excess of two inches shall be commenced as quickly as conditions allow either during a snow storm or

when visibility allows. Under normal conditions, snow is to be removed to the right of the road or right-of-way with the snow removal equipment traveling in the same direction as traffic. In the event that snow must all be removed to one side, the operator shall take precautions to temporarily close the street after first notifying residents on the street. On unpaved surfaces, care shall be taken to minimize the removal of gravel and other road surface material when removing snow.

Abrasive Materials: Application of abrasive materials to enhance traction (sanding) shall take place in order to prevent accidents and mishaps. The application of these materials is most effective when roads surfaces become the most slippery; or when ambient air temperatures are between fifteen (15) and thirty-two (32) degrees Fahrenheit. Caution should be exercised when applying an abrasive that it is not done when the wind conditions would blow the material off of the frozen streets.

Removal of Snow Berms: Whenever snow a snow berm is created through the snow removal process the following protocol shall apply:

1. Road intersections: Snow berms created at all cross intersections with other streets shall be removed during the course of snow removal operations.
2. Driveways, and parking lot accesses: Snow berms created at driveways and parking lot entrances will be removed after all snow removal required for general traffic on City roads is accomplished, unless it is more feasible to remove such berm along with regular operations; for example an isolated business or dwelling.
3. Private driveways, service roads, parking areas or other roads which are not part of the generally traveled way will not be plowed unless special authority is given or unless they are necessary for the regular snow removal operations for the streets.
4. Adequate entrance ways which will permit safe access will be opened in the snow berm. Entire frontages will not be plowed.
5. Strictly isolated exits will be given first priority in the snow berm removal program considering the importance of the adjacent property to the safety and welfare of the traveling public.
6. No berm removal will be done to exits and entrances where normal snow removal operations are not the responsibility of the City.

Spring snow removal and culvert thawing: Prior to any accumulation of water along side any roads, snow should be removed from borrow areas and ditches to facilitate water movement in these areas. As soon as water from melting snow or rain begins to accumulate in barrow areas or ditches, the process of thawing the culverts should begin before any flooding events occur. It is probable that some or many culverts will need to be thawed more than once in order to maintain water movement to waterways that do not affect the City's streets or cause water accumulation or flooding on private property . Past experience has identified specific problem areas with drainage. Culverts located in these drainage areas where flooding is most likely to occur and low areas should be thawed first. A practical application would suggest that downstream culverts are to be opened prior to the upstream culverts.

# *CITY OF BETHEL, ALASKA*

## **Proposed Resolution for Council Consideration**

### **A RESOLUTION BY THE BETHEL CITY COUNCIL DIRECTING THE CITY OF BETHEL ADMINISTRATION TO ISSUE A REQUEST FOR PROPOSAL TO CONDUCT A COST OF SERVICE SURVEY ON WATER USAGE AND RATES AND TO ESTABLISH A FLAT RATE FOR RESIDENTIAL PIPED WATER UNTIL THE COST OF SERVICE SURVEY IS FINALIZED**

- WHEREAS,** the City of Bethel operates a service utility to maintain a mixed system of both piped and hauled water services at rates that are affordable to residents, while still being able to cover the costs of service;
- WHEREAS,** the Bethel City Council has directed the City Manager to develop and issue a Request for Proposal to conduct a City wide Cost of Service Study to determine the appropriate rates and financing structure for water delivery;
- WHEREAS,** the City has installed meters in one subdivision to encourage conservation of water and assess charges at a fair rate and to allow for accuracy in billing residents for usage;
- WHEREAS,** residents on City piped water delivery systems have experienced some problems with the piped water system including pump failures, freezup, leaks, meter problems, and water discoloration;
- WHEREAS,** the City Manager upon approval of the City Council may enter into contractual arrangements with any person for the provisions of any of the services described in Bethel City Ordinance Chapter 13 at rates or terms different from those set out in Chapter 13. (13.16.090 Contractual Agreements);
- WHEREAS,** residents on piped water service will be charged a Flat Rate of \$ 135.00 per month until such time the Cost of Service Study is finalized and approved by the Bethel City Council;

**NOW, THEREFORE, BE IT RESOLVED** The Bethel City Council shall cause to initiate a Cost of Service Study is to be conducted City wide to determine the most equitable and fiscally responsible water rate structure, and to provide a clear explanation of the results with the general public.

Introduced by: Council Member Hoffman  
Date: June 23, 2009  
Public Hearing: July 14, 2009  
Action: Passed  
Vote: 5-2

## **CITY OF BETHEL, ALASKA**

### **ORDINANCE #09-12**

#### **AN ORDINANCE BANNING THE USE OF NON-BIODEGRADABLE PLASTIC CARRY-OUT BAGS AND POLYSTYRENE TAKE-OUT CONTAINERS AT POINT OF SALE BY RETAIL ESTABLISHMENTS IN THE CITY OF BETHEL**

**WHEREAS,** On May 8, 2001, the Bethel City Council passed Ordinance #01-17 banning the use and distribution of certain types of plastic carry-out bags by merchants, on October 2, 2001, Ordinance #01-17 was repealed by a referendum vote of the citizens of Bethel;

**WHEREAS,** along with the use of plastic carry-out bags polystyrene take-out containers are widely used within the community and also provided a burden to the environment due to their inability to biodegrade, all of which is continuing to litter the community and stress the capabilities of the landfills future operation;

**WHEREAS,** worldwide there are between 500 billion and 1 trillion plastic bags used each year, approximately 1 million each minute the production and use of which have significant environmental impacts including litter, the consumption petroleum and often natural gas which are both non-renewable resources, as-well as the death of wildlife;

**WHEREAS,** polystyrene containers are produced from petroleum, a non-sustainable, heavily polluting and disappearing commodity which when introduced to the landfill will break up into tiny pieces however never completely biodegrade;

**WHEREAS,** according to the National Geographic it can take months or hundreds of years for the plastic bag to breakdown and when they do it is in tiny toxic bits which seep into the soil and the river;

**WHEREAS,** with the closing of the current landfill a projected 25 years away and the continued use of these products on their current level, the City of Bethel will be facing extremely high costs of landfill closing and opening of the new site;

**WHEREAS,** aside from the direct fiscal responsibility for the landfill these items litter the landscape of the once immaculate tundra and unless picked up by a passerby will remain there for many years to come if not indefinitely;

**WHEREAS**, it may not seem like a severe problem now, but as these items continued to be used the situation will grow into a condition that cannot be reversed;

**NOW THEREFORE LET BE IT ORDAINED** by the City Council of Bethel, Alaska, that:

**SECTION 1. Classification.** This Ordinance is permanent in nature and shall be incorporated into the Bethel Municipal Code.

**SECTION 2. Adding Chapter 8.12.** Bethel Municipal Code is amended by adding a new Chapter 8.12 as follows:

**Sections:**

**8.12.010**

**Definitions**

**8.12.020**

**Non-biodegradable plastic carry-out bags**

**8.12.030**

**Polystyrene foam disposable food service ware**

**8.12.040**

**Exemptions**

**8.12.010 Definitions**

"Affected Retail Establishment" means any commercial business facility that sells goods directly to the ultimate consumer including but not limited to grocery stores, pharmacies, and retail stores

"ASTM Standard" means meeting the standards of the American Society for Testing and Materials (ASTM) International standards D6400 or D6868 for biodegradable and compostable plastics.

"Biodegradable" means the entire product or package will completely break down and return to nature, i.e., decompose into elements found in nature within a reasonably short period of time after customary disposal.

"Customer" means any person obtaining prepared food from a restaurant or retail vendor.

"Disposable Food Service Ware" means all containers, bowls, plates, trays, cartons, cups, lids, and other items that are designated for one-time use and on, or in, which restaurant or retail food vendors directly places or packages prepared food or which are used to consume foods. This includes, but is not limited to, service ware for takeout foods and/or leftovers from partially consumed meals prepared at restaurants or retail food vendors.

"Food Vendor" means any restaurant or retail food vendor located or operating within the City of Bethel.

"Polystyrene Foam" means and includes blown polystyrene and expanded and extruded foams which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including but not limited to, fusion of polymer spheres, injection molding, foam molding, and extrusion-blow molding. Polystyrene foam is generally used to make cups, bowls, plates, trays otherwise known as Styrofoam.

### **8.12.020 Non-biodegradable plastic carry-out bags**

A. Affected retail establishments, food vendors and non-profit vendors are prohibited from providing plastic carry-out bags to their customers at the point of sale to transport purchased items. Reusable bags, recyclable paper bags and compostable bags, including biodegradable plastic bags, are allowed alternatives.

B. Nothing in this section shall be read to preclude affected retail establishments, food vendors and non-profit vendors from making recyclable paper bags available to customers.

C. Affected retail establishments, food vendors and non-profit vendors are encouraged to provide incentives for the use of reusable bags through education and through credits or rebates for customers that use reusable bags at the point of sale for the purpose of carrying away goods.

D. No person shall distribute plastic carry-out bags at any city facility or any event held on city property.

### **8.12.030 Polystyrene foam disposable food service ware**

A. Except as provided in Section 8.12.040, food vendors are prohibited from providing prepared food to customers in disposable food service ware that uses polystyrene foam.

B. All city facilities are prohibited from using polystyrene foam disposable food service ware and all city departments and agencies will not purchase or acquire polystyrene foam disposable food service ware for use at city facilities.

C. All food vendors using any disposable food service ware will use biodegradable or compostable disposable food service ware unless they can show an affordable biodegradable or compostable product is not available for a specific application. Food vendors are strongly encouraged to reuse food service ware in place of using disposable food service ware.

### **8.12.040 Exemptions**

A. Prepared food prepared or packaged outside the City of Bethel are exempt from the provisions of this chapter. Purveyors of food prepared or packaged outside the city of Bethel are encouraged to follow the provision of this chapter.

B. Food vendors will be exempted from the provisions of this chapter for specific items or types of disposable food service ware if the City Administrator or his/her designee finds that a suitable affordable biodegradable or compostable alternative does not exist and/or that imposing the requirements of this chapter on that item or type of disposable food service ware would cause undue hardship.

C. Polystyrene foam coolers and ice chests that are intended for reuse are exempt from the provisions of this chapter.

D. Disposable food service ware composed entirely of aluminum is exempt from the provision of this chapter.

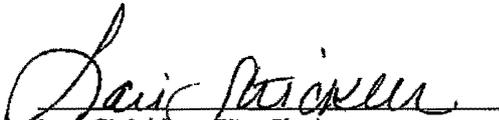
E. Emergency supply and service procurement: In a situations deemed by the city administrator to be an emergency for the immediate preservation of the public peace, health or safety, city facilities, food vendors, contractors and vendors doing business with the city shall be exempt from the provisions of this chapter.

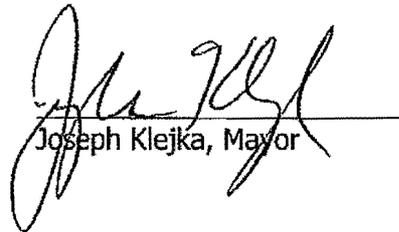
**SECTION 4. Severability.** If any clause, sentence, paragraph, section or portion of this Ordinance for any reason is adjudged to be invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remainder of this ordinance, but shall be confined in its operation to the clause, sentence, paragraph, section or portion of this ordinance directly involved in the controversy in which the judgment is rendered.

**SECTION 5. Effective Date.** This Ordinance shall become effective September 1, 2010.

**ENACTED THIS 14 DAY OF JULY 2009, BY A VOTE OF 5 IN FAVOR AND 2 OPPOSED.**

ATTEST:

  
Lori Strickler, City Clerk

  
Joseph Klejka, Mayor