



## Public Works Committee Agenda

Regular Meeting Wednesday September 21, 2011 – 6:30PM  
City Shop Conference Room

### MEMBERS

Jeff Sanders  
Chair  
Term Expires 12/2012

Frank Neitz  
Vice-Chair  
Term Expires 12/2013

Stanley Tundy Rodgers  
Council Rep.  
Term Expires 11/2011

Bill Schreiner  
Committee Member  
Term Expires 12/2013

Mike Salzbrun  
Committee Member  
Term Expires 12/2013

Jennifer Dobson  
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 – August 17, 2011
- V. APPROVAL OF AGENDA
- VI. DIRECTOR'S REPORT
- VII. UNFINISHED BUSINESS
  - A. Discussing Non-Sewage – Dan Shea, Planning
  - B. Steel @ Landfill – Update
- VIII. NEW BUSINESS
  - A. Institutional Corridor & Rate Study
  - B. Shop Floor – Discussion – Chuck Willert
- IX. MEMBER COMMENTS
- X. ADJOURNMENT

---

# City of Bethel, Alaska

## Public Works Committee Minutes

---

August 17, 2011

Regular Meeting

Bethel, Alaska

---

### CALL TO ORDER

Committee Member Chair Jeffery Sanders called the regular Public Works Committee Meeting of August 17, 2011 at 6:30 pm at the City Shop Conference room, Bethel, Alaska.

### ROLL CALL

Meeting called to order at 6:44 pm.

Present: Jeff Sanders, Neitz, Stanley Rodgers, Mike Salzbrun, Bill Schreiner.

Excused absence(s): None.

Unexcused absence(s): None.

Also in attendance were the following:

Chuck Willert, Public Works Director.

Cheryl Roberts, Public Works Administrator Assistant, Recorder of Minutes.

Dan Shea, Planning Director.

### PEOPLE TO BE HEARD

None.

### APPROVAL OF MINUTES

<b>MOVED BY:</b>	F. Neitz	To approve the minutes of the last regular meeting on January 19 <sup>th</sup> 2011, June 15 <sup>th</sup> 2011, July 20 <sup>th</sup> 2011, August 18 and November 17 of 2010.
<b>SECONDED BY:</b>	M.Salzburn	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
-----------------------	---

### APPROVAL OF AGENDA

<b>MOVED BY:</b>	J. Sanders	Motioned carried by unanimous voice vote.
<b>SECONDED BY:</b>	F. Neitz	

<b>VOTE ON MOTION</b>	Motioned carried by unanimous voice vote.
-----------------------	---

### UNFINISHED BUSINESS

#### Item A - Discussion Item: Discussing Non-Sewage

<b>MOVED BY:</b>		Dan Shea contacted the City Attorney's Office regarding state guide lines on Non-Subscription of Sewage Service, Honey buckets. Change Ordinance to repeal Chapter 9.36 and add the Ordinance 9.37. It would give the Police Department and Planning Department the right in dealing with violations. Would like to have Department of Environmental Conservation to take over on this issue and to discuss of a location where the residences can dump their waste, possibly at the Lagoon.
<b>SECONDED BY:</b>		

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
-----------------------	---

**NEW BUSINESS**

**Item A - Steel @ Landfill**

<b>MOVED BY:</b>		WOTC's contract was denied. Alaska Logistics will be hauling away the steel, and will take about two to three years to get it all out.
<b>SECONDED BY:</b>		

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
-----------------------	---

**Item B - Dust Control**

<b>MOVED BY:</b>		Using a Calcium Chloride powder and then adding water on the roads.
<b>SECONDED BY:</b>		

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
-----------------------	---

**Item C - Election of Chair and Vice-Chair**

<b>MOVED BY:</b>	T. Rodgers	Legalize the Chairs' position. Postpone election of new officers until the committee has its whole membership.
<b>SECONDED BY:</b>	F. Neitz	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
-----------------------	---

**MEMBER COMMENTS**

- Bethel Heights Water Treatment Plant – no heat for 4 months during the summer saving the city \$99,840.00 a year.
- New Members, recruiting.
- Old Dump on HLR Road by the Airport – Eye sore to the city and to people flying into Bethel.

**ADJOURNMENT**

<b>MOVED BY:</b>	B.Schreiner	To adjourn the meeting.
<b>SECONDED BY:</b>	F. Neitz	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
-----------------------	---

With no further business before the Committee, the meeting adjourned at 8:10 p.m.

APPROVED THIS 21<sup>ST</sup> DAY OF SEPTEMBER 2011.

\_\_\_\_\_  
Jeffery Sanders, Chair

\_\_\_\_\_  
Cheryl Roberts  
Recorder of Minutes

**MEMORANDUM**

**DATE:** September 1, 2011  
**TO:** Lee Foley, City Manager  
**FROM:** Chuck Willert, Public Works Director  
**SUBJECT:** Manager's Report –

**Programs/Divisions**

**Public Works Director:**

We are starting to finish up projects that were lined up for this summer and have been put off due to weather conditions making it hard to get the projects finished. The weather has been a little better for culvert replacement and some ditch work to deal with standing water in various places around the City. We have been cleaning up around the shop yard both inside and outside the fence getting ready for the winter. We will continue to clean up around the Public Works shop and associated areas.

The Landfill is really starting to look good with all the steel, cars, trucks, and other large objects getting piled up and ready for transport this fall by Alaska Logistics. The Landfill has not looked this good in years and we are looking forward to next year when the steel should all be gone.

**Utility Maintenance:**

Routine maintenance as usual and we helped relocate water and sewer pipes in ASHA for the new ASHA building right across the ME turn off.

**Land Fill: 55%** Will report next month.

**Safety: 25%** Will report next month.

**Janitorial: 10%** Will report next month.

### **Hauled Utilities:**

The utility truck drivers are working hard to keep up with their daily routes. We are still short 3 driver positions after hiring one on 8-30-11. The interest in driving a truck for the city of Bethel is low. It will be a tough month of September with several drivers scheduled for pre-approved leave.

### **Property Maintenance:**

We worked on a number of projects this month. One was putting together the frames to the "Welcome to Bethel" signs and installing in various locations. Annual maintenance is being done to our heat systems in our buildings in preparation for winter. Problem zone valves are being changed and motors are being replaced in a few unit heaters. The National Guard upgraded their boilers up at the airport and we were able to salvage a number of items for our inventory. We are also checking our lighting around the buildings getting ready for the dark winter, replacing fixtures and bulbs. We are going to phase in L.E.D. lighting at the City Shop as our budget permits from year to year. This should be a substantial savings in the long run. We have also been brushing out around buildings and fuel tanks for security and to prevent vandalism. Pioneer Door was out here and I had them inspect all our overhead doors, good preventative maintenance. They found some problems and were able to take care of them before they became issues.

We have ongoing maintenance as always with adjusting doors, replacing hardware and running silicone around windows. Stairs and handrail also have been getting a lot of attention as well as the boardwalks. Ventilation units are being serviced monthly

One issue that I'm worried about is the siding to the City Shop. The building is constructed of thin metal clad foam panels. The south and east sides seem to be the worst for wear. Rust is eating at them like a cancer, exposing the insulation to the elements. I believe we will have to address this in the near future and I am putting this out there for discussion so it comes as no surprise. Thank you.

## **Road Maintenance:**

Streets and Roads, has build up the road that comes off Owl Street, and goes through the Tundra Ridge Memorial Cemetery, to the Orthodox Church. We hauled in road sand and gravel it, and also we built up the sewer line crossing so, that with all the traffic, it will not destroy the sewer line, and also make it a lot easily for them to get to church. Streets and Roads also hauled in sand and gravel, to build up the road that goes in between Owl Park, and AVCP Housing, around the back to Owl Street. This should make it lot easily, for the traffic to get through to Owl Park, and also more accessible for the public. Streets and Roads hauled sand to 242 Napakiak Drive for Utilities Maintenance to help and cover a sewer spill from last winter at the lift station. We cover the aria with the sewer spill took place, were there is standing water, so that kids will not get sick. We also built a driveway to the lift station at 550 Akula Court in AVCP Housing for Utilities Maintenance. So that they can, get to the lift station, if they need to clean it, or change the pumps. Streets and Roads hauled, and set up the two shelters that the cub scouts built for Transit. We built pads for each, and set one, at the bus stop at Mission Drive, and Akiak Drive, by the dumpsters, and the other was set up at the bus stop at East Ave. by Carina's case lot. Streets and Roads had to keep a grader out most of the month, with all the rain that we had. As soon as we get all the Roads graded, it would rain, and then, we would have start all over again.

## **Vehicles and Equipment:**

Busy Month of July with trucks breaking down. Work as usual, fixing trucks.

### **Transit System:**

For the month of August, Bethel Transit System transported a total of 2545 passengers. 67 of these had a disability and approximately 590 were elders. The cash fares totaled \$3643.00 and total passes used equaled \$1006.00. Our numbers are continuing to climb!

I attended my trainings in Anchorage and Juneau. They were very informative. I also just returned from a week in Anchorage for a family emergency. During the time I was in Anchorage on training, there were some problems with the buses and V&E kept things going. I appreciate the help they gave my drivers while I was gone.

Cezary's also installed the 2 windshields in #436 & #437 buses that were cracked. Randy also helped me coordinate getting those replaced.

The Boy Scouts put up 2 new covered bus stops as a community project. One is located at Corina's Grocery while the other one is in City Sub. They did a great job and we are glad they thought of us when looking for a project.

We are still looking for 1 or 2 "On Call" people to cover when someone calls in sick, etc.

I am going to be meeting with Finance to learn what I can for the Finance and Grant requirements. I would like to be active in that side of the position so I better understand what can be done to continue our growth of the Transit System.

### **Staffing Issues/Concerns/Training:**

Hauled Utilities are down three people and we are advertizing.

### **Budget/Financial:**

We will have expenditure sheets to reflect each department next month.