



Public Works Committee Agenda

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

MEMBERS

Jeff Sanders
Chair
Term Expires 12/2012

Frank Neitz
Vice-Chair
Term Expires 12/2013

Joseph A Klejka
Council Rep.
Term Expires 11/2012

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)
Bill Arnold, City of Bethel Foreman for Public Utilities
- Update on the Institutional Corridor.
Tim Bee, State of Alaska D.O.T.
- Ideas, goals, objects for taking care of the Highway.
- IV. APPROVAL OF MINUTES
A. Minutes from the previous regular meeting of November 16, 2011.
Sign approved minutes for January 20, 2010 and July 21, 2010.
- V. APPROVAL OF AGENDA
- VI. DIRECTOR'S REPORT
- VII. UNFINISHED BUSINESS
A. Recycling Center - Update, Information Only - Jennifer Dobson
B. 5 Year Plan - Update, Information Only - Chuck Willert
- VIII. NEW BUSINESS
A. CDL Off-Highway Restriction (#7) Removal - Road Test & Training
Opportunity - Information Only - Chuck Willert
B. Polk Road - (Tundra Ridge Road) - Update - Chuck Willert
- IX. MEMBER COMMENTS
- X. ADJOURNMENT

City of Bethel, Alaska

Public Works Committee Minutes

November 16, 2011

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Public Works Committee was held on November 16, 2011, at the City Shop Conference Room, Bethel, AK.

Chair, Jeff Sanders called the meeting to order at 6:40 pm.

ROLL CALL

Present: Jeff Sanders, Frank Neitz, Mike Salzbrun, Jennifer Dobson

Excused absence(s): Joseph A Klejka, Bill Schreiner

Unexcused absence(s): none

Also in attendance were the following:

Chuck Willert, Public Works Director

Cheryl Roberts, Recorder of Minutes

PEOPLE TO BE HEARD

None.

APPROVAL OF MINUTES

MOVED BY:	M. Salzbrun	To approve the minutes, as corrected, of the regular meeting of October 19, 2011.
SECONDED BY:	J. Dobson	

VOTE ON MOTION	Motion carried by unanimous voice vote.
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APPROVAL OF AGENDA

MOVED BY:	J. Dobson	Motioned carried.
SECONDED BY:	F. Neitz	

VOTE ON MOTION	Carried as amended.
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UNFINISHED BUSINESS

Item A - Update on Recycle Center and Dump

Discussion of compacting cars at the Dump and inviting a gentleman to our next meeting in December who can give us more details on this issue.

Jennifer will work with the Chair of the Alternative Energy Committee Meeting to get more information for our Recycle Center.

There was a discussion of what has been taken out of the Dump.

Item B - Update on Fluoride

There was a discussion that the Fluoridation issue is a done deal, but there is talk of signing a petition to put it on the public vote.

MEMBER COMMENTS

Jennifer Dobson – none.

Frank Neitz – Thanked Chuck for the nice job on the roads through the last storm.

Chuck Willert – Talked about our interviews we are doing for an open Streets/Roads position.

Jeff Sanders – Would it be possible to bring someone from the state to one of our meetings and put them on next agenda regarding goals/objects are for taking care of the Highway (sanding, etc.).

ADJOURNMENT

MOVED BY:	J. Sanders	To adjourn the meeting.
SECONDED BY:		

VOTE ON MOTION	Motion carried by unanimous voice vote.
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With no further business before the Committee, the meeting adjourned at 7:40 p.m.

APPROVED THIS _____ DAY OF December, 2011.

Jeff Sanders, Chair

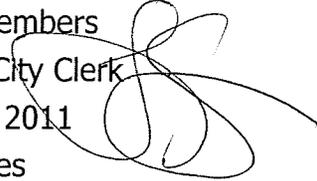
Cheryl Roberts
Recorder of Minutes

City of Bethel, Alaska

City Clerk's Office

MEMORANDUM

TO: City Council Members
FROM: Lori Strickler, City Clerk
DATE: November 28, 2011
SUBJECT: Meeting Minutes



The Bethel City Council has adopted Robert's Rules of Order as a protocol for conducting meetings of the council, committees and commissions. Robert's identifies minutes to be "the record of what was done at the meeting, not what was said by the members." Although many people find descriptive meeting minutes helpful in establishing a history of the community, the history of the community is actually established by the actions taken by the elected and appointed representatives, not by what those representatives say. By providing too much information in the meeting minutes the committee/commission may be increasing the City's liability.

Please make sure that all meeting minutes are a record of the actions taken at the committee/commission meeting. Exclude discussion between the members. Provide the comments by the public, ex-officio members, and committee/commission members in a brief summary.

Please let me know if you have any questions pertaining to this request.

MEMORANDUM

DATE: 12/01/2011

TO: Lee Foley, City Manager

FROM: Chuck Willert, Public Works Director

SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

Public Works has been busy with all the blizzard like conditions, sub zero weather conditions, and throw in some warm weather with rain to top off the month with a variety of weather. It has been a challenge for each and every Department to keep roads passable, buildings warm and thawed out, and trucks out of the ditch and upright. Snow fall is above average, 2nd most ever for the month of November. Snow fall for the year is 39.1 inches for the year so far and we haven't even reached the first day of winter yet which is December 21.

John Sargent has prepared a RFP for engineering services to update the five year Bethel water and sewer master plan so we can move forward with water and sewer projects being funded through USDA-RD. Proposals will be accepted from December 14, 2011 to January 20, 2011.

We are dealing with the off road CDL's that are doing away with the number 7 restricted status for off road areas such as Bethel. We will know more this month about what it is going to take to get a unrestricted CDL for all of our drivers that have the number 7 restriction.

Utility Maintenance

We have had many freeze ups last month, Bethel Heights sewer line do to unoccupied units (not enough flow), the court house fire tank drain valve froze and broke and we had to drain the tank to replace the valve and refill the tank, also there a sewer line disconnected

from the bottom of the building and had to repair, we have had many problems with the tundra centers lift station do to paper towels, rubber gloves, ac bags, and grease, also at city sub water treatment plant the expansion tank bladder broke causing air to get into the system and air locking glycol pumps and freezing water and sewer lines in city sub, out on the high way a loader plowing snow hit a clean out on the force main sewer line causing a major sewer leak had to have evac trucks come out and evac sewage from the ground and we repaired the problem

Piped Water: 42% of the fiscal year has elapsed with 34.5% expended

Piped Sewer: 42% of the fiscal year has elapsed with 31.9% expended

BHWTP: 42% of the fiscal year has elapsed with 26.8% expended

CSWTP: 42% of the fiscal year has elapsed with 27.7% expended

Sewer Lagoon: 42% of the fiscal year has elapsed with 32.2% expended

Hauled Utilities:

The hauled utilities dept. had a rough November dealing with the cold weather and poor road and driveway conditions. We are also dealing with callbacks for frozen tanks and pipes. We are also short 3 drivers with no qualified applicants for months. DOT is also requiring CDL drivers to upgrade their license to get rid of the off road only restriction which will become an issue. The Holiday Season will be a true challenge.

Hauled Refuse: 42% of the fiscal year has elapsed with 52.6% expended

Landfill: 42% of the fiscal year has elapsed with 30.3 expended

Recycling: 42% of the year has elapsed with 40.9% expended

Hauled Water: 42% of the fiscal year has elapsed with 35.2% expended

Hauled Sewer: 42% of the fiscal year has elapsed with 33.2% expended

Property Maintenance:

We continue to monitor heat in all our buildings. Adjusting the high/low limit switch on the fluctuating temperatures we have been getting and/or bumping the thermostat up if necessary. It is a challenge to keep all the occupants happy in a building. We have had to replace some equipment that malfunctioned and made for some cold areas and caused some water lines to freeze/split and drains to back up. The snow has been keeping us busy, shoveling and sanding the decks and entrance ways to prevent slips and falls.

We finished up the snow machine ramp at Dull Lake near Watson's corner. The high winds blew off a few chimney caps on a few of our buildings that we are replacing as well as tightening up some loose tin and repairing some overhead doors. The high reach equipment that the Port Department received this year sure made it easy and safe to reach those hard to get to stacks.

The contractor is finished at the Court House. The Contract and Lease Manager has brought up some issues with the agreements on new carpet and paint and we are talking with them to see what they want redone. The State Fire Marshall was here and found a number of items to address over there at the Court House, nothing serious mostly housekeeping problems with the tenants and replacing some exit signs.

A big Thanks to the Tundra Center for letting me pick up good reliable help to assist our two maintenance technicians with snow removal and material handling and countless other tasks in taking care of all of the City's buildings and facilities. I hope we can add another position to this department during the next budget process. Thanks.

Budget: 42% of the fiscal year has elapsed with 33.5% expended

Road Maintenance:

Streets and Roads and Building Maintenance built a new snow mobile crossing over the sewer pipes between BUC and BBQ Express. This is the snow mobile crossing that goes across Third

Avenue into Schwlbe Street. We hauled in sand to build a ramp up over the new wooden culvert with sand, after building maintenance built a wooden culvert over the pipes for the crossing.

Streets and Roads has been hauling sand to the landfill and also to the stock pile by the salt sand pile when we have time. We have been busy plowing snow with the last three storms we had this year so far, with the 966 loader down due to the transmission being out, we had to work harder at keeping the parking lots clear of snow with just the 950 loader running. We should have the 966 loader up and going sometime in December, this will make it a lot easy to keep up on plowing the parking lots and the snow berms during the snow storms. The last time we check the ices on H-Marker Lake on the 23th of Nov. it was 15 inches, and we need 2 feet of ice before we will be able to plow the lake with graders, and loader. We should have that in the next week or so, and when we do, we will start plowing it like we have been doing in the last few years.

Streets and Roads will have a new person, Jim Boan that we hired from utility dept. working on the roads. Tracy Asicksik went to work for DOT and we have been one man short for over a month.

Streets and Roads have been scarifying and sanding the roads when needed. With it being so cold it seems that scarifying, as been working the best.

Budget: 42% of the fiscal year has elapsed with 33.2% expended

Vehicles and Equipment:

We've been trying to get all the winter tires put on all the vehicles. We've been busy working on trucks and equipment. The wrecker has been busy pulling trucks out of snow banks with all the snow we've had.

Budget: 42% of the fiscal year has elapsed with 32.4% expended

Transit System:

For the month of November, Bethel Transit System transported a total of 2174 passengers. 48 of those passengers had a disability and approximately 480 of them were elders. The cash fares totaled

\$2581.00 with the total passes used equaled \$1037.00

Even though our passenger count is down by about 50 people, our prepaid pass totals are up by approximately \$315.00. This shows the increase in the purchases of Monthly passes as well as the "Trip" passes. We have been trying to make our passengers aware of our prepaid passes. Hopefully these numbers are a reflection of our efforts.

Starting December 3, 2011, the Bethel Transit System will no longer be operating a Saturday bus route. While it was a convenient alternative for the community, the ridership was very low and just wasn't financially feasible to continue operating it.

I am in the process of putting together a Preventive Maintenance Handbook as required by both the FTA and Alaska DOT. At one time there was money contracted by several of the transit communities, including ours, to have a handbook template put together that satisfied both agencies, using their requirements. I should be done with the handbook itself by next week. Then I will be working on the implementation of the requirements to make sure we are in compliance with the grant requirements.

Budget: 42% of the year has elapsed with 33.1 percent expended.

Staffing Issues/Concerns/Training:

Dave Stovner is in St. Louis Missouri for some OSHA training for a week.

Hauled Utilities is down three truck driver positions.

V & E is down one position.

Budget/Financial:

See each department



CDL OFF-HIGHWAY RESTRICTION (#7) REMOVAL - ROAD TEST & TRAINING OPPORTUNITY

Do you currently hold an "Off-Highway" Commercial Driver License (CDL)?

Do you live in one of the following communities?

Group 1: Barrow, Bethel, Dillingham/Aleknagik, Dutch Harbor/Unalaska, Kotzebue, Nome/Teller

Group 2: Kake, King Salmon/Naknek, Angoon, Yakutat

You must take a Road Test to have the Off-Highway Restriction (#7) removed by Spring 2012 or DMV may cancel your license!

The State of Alaska, Dept. of Labor has awarded a Denali Training Fund grant to CEE. In conjunction with DMV, CEE will provide this service to individuals living in communities identified above. CEE may travel to communities in Group 1 where a vehicle is available to test with - that have an employer need or individual group of 10 participants requiring Road Tests only, otherwise you may need to travel to Anchorage.

Residents in Group 2 communities may receive priority assistance to travel to Anchorage for Road Tests and/or refresher training .

Apply

Training must lead to employment or employee advancement and/or pay increase within one year of successful completion of training. Applicants must include a letter from their current employer or verification letter of intent to hire to be considered.

- Applications are available from November 21 - December 23
- Complete application packet must be submitted by December 30
- Eligible applicants will be contacted to establish a training schedule and location
- Applicants selected for training/testing will be required to pay for their Road Test fee and CDL License fee (\$40 - \$115)
- Applicants with Haz-Mat endorsement are required to complete the TSA Background & Fingerprint check at own expense (\$89.25)

REQUIRED INFORMATION

- **A letter of intent to hire or current employer verification**
- CEE Application
- Denali Training Fund MIS Form
- DOL Grievance policy
- EEO Form
- Clear copy of current DOT Medical Certificate (physical)
- Clear copy of current AK CDL (license)
- Clear copy of Social Security Card *Required*
- Recent paystub or W-2
- Proof of Selective Service registration (Males over 18 years of age)

EXPENSES COVERED

- R/T to Anchorage
- Lodging & Meals
- Daily Transportation
- Training

COST TO APPLICANT

- DMV License Fee
- CEE Road Test Fee



Attn: Cheri Lipps, Grant Administrator
 520 E. 34th Avenue, Suite 201
 Anchorage, AK 99503
 Email: c.lipps@acsalaska.net
 Phone: 907-279-8451 • Fax: 907-279-6088



**CITY OF
BETHEL**

Dan Shea <dshea@cityofbethel.net>

Polk Road Update

4 messages

Dan Shea <dshea@cityofbethel.net>

To: donald.fancher@alaska.gov

Cc: david.post@alaska.gov

Wed, Nov 30, 2011 at 1:13 PM

Hi Don,

Hope you and your family had a Happy & Safe Thanksgiving Holiday. I have been asked to check into the Polks situation and where it is in the process. The incoming Bethel City Council is wanting updated information on the progress on getting that road open to the public and the safe issues (Police & Fire). I remember talking to DOT Commissioner Luiken on this issue and he was to get more info as to where everything is at with regards to Polks and the road. I need a response by December 05, 2011 to present to my City Council & City Manager Foley. Thanks for your assistance on this issue and be safe traveling.

Sincerely,

Daniel J. Shea, MRCP
Planning Director
300 Chief Eddie Hoffman Hwy P.O. Box 1388
Bethel, Alaska 99559
Phone: 907-543-5306
Cell: Bethel 907-545-0411
Fax: 907-543-4186

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Fancher, Donald L (DOT) <donaId.fancher@alaska.gov>

To: Dan Shea <dshea@cityofbethel.net>

Mon, Dec 5, 2011 at 9:23 AM

Dan,

Here's the response from ROW. While it isn't specific for time or the Polks' commitment, it seems to be getting closer (hopefully).

Don Fancher

From: Mueller, Johann P (DOT)
Sent: Monday, December 05, 2011 8:32 AM
To: Fancher, Donald L (DOT)
Cc: Huber, Christina A (DOT)
Subject: RE: Polk Road Update

Don, here is the latest response from BIA. Forward your request and see if I get a response today.

Johann,

Yes I spoke with the one brother who did not receive the appraisal when I first sent it. He travels a lot and did not receive it. He says he does have it now and will be reviewing it shortly. I spoke with another brother who says all the others have reviewed it and are ready to sit down in discuss it. I told them I would call in a few days to see if he has reviewed it yet and could meet with the brothers, and make a decision. Hopefully in a few days we will have an answer, or at least their opinion.

Thank you,

Dwayne

From: Fancher, Donald L (DOT)
Sent: Friday, December 02, 2011 3:09 PM
To: Mueller, Johann P (DOT)
Cc: Huber, Christina A (DOT)
Subject: FW: Polk Road Update

Johann,

Hear anything yet on anticipated ROW acquisition or timelines? Your help is appreciated. If you've got any "latest" Christina that would be helpful also. Thanks.

Don Fancher

From: Dan Shea [mailto:dshea@cityofbethel.net]
Sent: Wednesday, November 30, 2011 1:14 PM
To: Fancher, Donald L (DOT)
Cc: Post, David E (DOT)
Subject: Polk Road Update

[Quoted text hidden]

Fancher, Donald L (DOT) <donald.fancher@alaska.gov>
To: Dan Shea <dshea@cityofbethel.net>

Mon, Dec 5, 2011 at 9:24 AM

Dan,

Here's the response from the design project manager.

Don Fancher

From: Huber, Christina A (DOT)
Sent: Friday, December 02, 2011 3:26 PM
To: Fancher, Donald L (DOT)
Cc: Mckee, Edith J (DOT); Peterson, Deidre L (DOT); Holland, Sean L (DOT); Lincoln, Gary E (DOT)
Subject: RE: Polk Road Update

Hi Don:

There is no "latest" from our end. We are focusing on four projects that we plan to advertise in the spring. When things slow down we will complete the Tundra Ridge plans and put them "on the shelf". Or, if we hear that ROW has been acquired, we will move the project up the priority list and will be able to get it out fairly quickly.

Thanks.

Chris

[Quoted text hidden]

Dan Shea <dshea@cityofbethel.net>

Mon, Dec 5, 2011 at 12:33 PM

To: Lee Foley <lfoley@cityofbethel.net>

Cc: Chuck Willert <cwillert@cityofbethel.net>

Hi Lee,

Here is all the transaction with our DOT Planner for Bethel region Don Fancher. I have also Cc PW Director Willert on this issue.

Sincerely,

Daniel Shea, MRCP
Planning Director

----- Forwarded message -----

From: **Fancher, Donald L (DOT)** <donald.fancher@alaska.gov>

Date: Mon, Dec 5, 2011 at 9:24 AM

Subject: FW: Polk Road Update

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