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# City of Bethel, Alaska

## Public Works Committee Minutes

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December 17, 2014

Regular Meeting

Bethel, Alaska

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### I. CALL TO ORDER

A regular meeting of the Public Works Committee Meeting was held on December 17, 2014 at 6:30 p.m. in the City Shop Conference Room, Bethel, Alaska was called to order by Committee Member Chair Frank Neitz at 6:32 pm.

### II. ROLL CALL

Present: Byron Maczynski, Frank Neitz, Scott Guinn, Robert Champagne, Jennifer Dobson, Donna Lindsey, Delbert Egoak, Wade Ferdig

Excused absence(s): Joseph Klejka

Unexcused absence(s): None

Also in attendance were the following:  
Muzaffar Lakhani, Public Works Director  
Cheryl Roberts, Recorder of Minutes

### III. PEOPLE TO BE HEARD

Dave Stovner, Landfill Manager with the City of Bethel - He updated the committee on the longevity, burial of steel, tires, cars & arctic pipe. And the committee brought up the subject of the landfill being closed during the lunch hour.

### IV. APPROVAL OF AGENDA

<b>MOVED BY:</b>	Jennifer Dobson	Motioned carried to approve the agenda.
<b>SECONDED BY:</b>	Donna Lindsey	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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### V. APPROVAL OF MINUTES

<b>MOVED BY:</b>	Scott Guinn	To approve the minutes of the regular meeting of November 19, 2014.
<b>SECONDED BY:</b>	Delbert Egoak	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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### VI. SPECIAL ORDER OF BUSINESS

#### VII. UNFINISHED BUSINESS

Item A - Water & Sewer Master Plan

Item B - Institutional Corridor Location of 4<sup>th</sup> Well for City Sub WTP

Item C - Sewer Lagoon

Item D - Donut Hole options for a shorter route to Tundra Ridge

Item E - Ridgecrest Dr. Rehabilitation Project for 5 Million at the school

Item F - Decrease Landfill Intake

Item G - Some kind of Traffic Light System at/near the Schools on Ridgecrest

**VIII. NEW BUSINESS**

Item A - Landfill Rates

Item B - Landfill Management

**IX. DIRECTOR’S REPORT**

– See Public Works Monthly Manager’s Report

**X. MEMBER COMMENTS**

Robert Champagne - I don’t have anything. Happy Holidays.

Scott Guinn - Welcome Byron, and Merry Christmas to everybody.

Jennifer Dobson - No comment.

Delbert Egoak - No comment.

Donna Lindsey - I’d like to wish everybody a Merry Christmas, and I hope nobody else goes through the ice.

Wade Ferdig - No I’m fine.

Byron Maczynski - Glad to meet everyone; I look forward to working with you guys and Merry Christmas.

Frank Neitz - I went to the Planning Commission Meeting and this new proposed subdivision is going to have 80 or 90 lots or so. And there were some comments that the Public Works Department might not have enough capacity to service 80 homes. If this subdivision got done, it could have 80 homes in a year. But worst case scenario or best case scenario, which I would think it would be an opportunity for Public Works for the City of Bethel, a bigger tax base as more customers. Isn’t that the way that things are supposed to work? More customers, you make more money. (Scott -Theoretically. I see 5-10 possibly in a year, if that.) Frank - Oh yeah, I’m with you. I didn’t want to ask to ask earlier, but our Public Works Department, Water & Sewer, can handle a few homes I should hope. My hopes were, if we had a bigger tax base, we could expand.

**XI. ADJOURNMENT**

<b>MOVED BY:</b>	Scott Guinn	Motion to adjourn the meeting.
<b>SECONDED BY:</b>	Jennifer Dobson	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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With no further business before the Committee, the meeting adjourned at 7:34 p.m.

APPROVED THIS \_\_\_\_\_ DAY OF JANUARY, 2015.

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Frank Neitz, Chair

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Cheryl Roberts  
Recorder of Minutes

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# City of Bethel, Alaska

## Public Works Committee Minutes

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February 18, 2015

Regular Meeting

Bethel, Alaska

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### I. CALL TO ORDER

A regular meeting of the Public Works Committee was held on February 18, 2015 at 6:30 p.m. in the Council Chambers of the City Hall, Bethel, Alaska. Called to order by Committee Chair Frank Neitz at 6:30 pm.

### II. ROLL CALL

Present: Byron Maczynski, Frank Neitz, Scott Guinn, Robert Champagne, Jennifer Dobson, Delbert Egoak, Joseph Klejka (Arrived at 6:44 pm)

Excused absence(s): Wade Ferdig

Unexcused absence(s): Donna Lindsey

Also in attendance were the following:

Muzaffar Lakhani, Public Works Director

Ann Capela, City Manager (Introduction with the Committee members)

### III. PEOPLE TO BE HEARD

None.

### IV. APPROVAL OF MOTION

<b>1) MOVED BY:</b>	Scott Guinn	Motioned carried Unanimously to approve the agenda.
<b>SECONDED BY:</b>	Byron Maczynski	
<b>2) MOVED BY:</b>	Joseph Klejka	Motion carried Unanimously to request city Council, to send a letter to Governor's Office to help resolve the Donut Hole Road Issue.
<b>SECONDED BY:</b>	Jennifer Dobson	

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### V. APPROVAL OF MINUTES

<b>MOVED BY:</b>		The minutes of the Dec.17, 2014 and Feb 18, 2015 meetings will be placed on the April 15, 2015 meeting. There was no meeting on Jan 21, 2015. And March 18, 2015
<b>SECONDED BY:</b>		

<b>VOTE ON MOTION</b>	
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### VI. SPECIAL ORDER OF BUSINESS

#### VII. UNFINISHED BUSINESS

Item A - Water & Sewer Master Plan

Item B - Institutional Corridor Location of 4<sup>th</sup> Well for City Sub WTP

Item C - Sewer Lagoon

Item D - Donut Hole options for a shorter route to Tundra Ridge

Item E - Ridgecrest Dr. Rehabilitation Project for \$3.8m million

Item F - Decrease Landfill Intake

Item G - Some kind of Traffic Light System at/near the Schools on Ridgecrest

#### **VIII. NEW BUSINESS**

Item A - Landfill Rates

Item B- Proposed Blue Sky Estates (Lyman Hoffman) Subdivision

#### **IX. DIRECTOR'S REPORT:**

Field work like survey and geo tech has been completed for the I.C. Piped water supply project.

Copy of the 2015 update to the water/sewer 2005 study was provided to the committee.

Copy of the Ridgecrest Drive Rehabilitation Project Summary was provided to the committee.  
Copy of Wastewater Treatment Upgrade Plan Re-Evaluation Final Report was provided to the committee.

Public Works Monthly Manager's Report attached.

#### **X. MEMBER COMMENTS**

**Robert Champagne** - I don't have anything.

**Scott Guinn** – New City Manager and new Public Works Director shall attempt to resume the negotiations with the Owners of the land regarding the Donut hole road to finalize the deal.

Joseph Klejka introduced a motion, that the city Council shall write a letter to Governor's office to help resolve this issue.

Mr. Guinn said, he will be here next meeting.

**Jennifer Dobson** – Take off item "Landfill Management" from the agenda.

Happy about the news of additional Lagoon funding may be available, we should move forward with the Lagoon Project.

The Minutes of the December 2014 meeting shall be approved in next regular meeting.

**Delbert Egoak** – Will check with the Finance Director about the Budget.

Clarence Daniel at AVCP is a good source for the information about the Winter Trail Marking.

**Joseph Klejka** – Excited about money coming. First thing we should do is, get the dredging of the Lagoon done.

Public Works shall request to DOT to consider adding a traffic light at the School crossing, to the Ridgecrest Rehabilitation Project.

Mr. Klejka asked, which fuel tank was damaged (As reported in the monthly report). Zef: The one at the court house.

Joseph: Are we doing ok budget wise in Public Transit?. Zef: Not really.

Joseph: Are we getting the new Bus? Zef: Yes.

Mr. Klejka introduced a motion, seconded by Ms. Dobson to recommend to the city council to send a letter to the Governor's office to help resolve the Donut Hole Road issue, motion passed unanimously.

**Byron Maczynski** – Love the discussion we had tonight about the additional Lagoon funding and other issues, Hope we get it finalized. I will work hard as I can to support this issue.

**Frank Neitz** – Possibility of buying new dumpsters shall be explored. Thanks all for coming.

Approval of proposed Blue Sky subdivision is supported.

**XI. ADJOURNMENT**

<b>MOVED BY:</b>	Delbert Egoak	Motion to adjourn the meeting.
<b>SECONDED BY:</b>	Jennifer Dobson	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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With no further business before the Committee, the meeting adjourned at 8:08 p.m.

APPROVED THIS \_\_\_\_\_ DAY OF -----, 2015.

\_\_\_\_\_  
Frank Neitz, Chair

\_\_\_\_\_  
Muzaffar Lakhani  
Recorder of Minutes



# City of Bethel

## Committees and Commissions

### Recommendation to City Council

Committees and Commissions that wish to make a recommendation to City Council should turn this form in to the City Clerk or to the City Council representative on the committee or commission.

<b>Committee/Commission:</b> Public Works Committee	<b>Chairman:</b> Frank Neitz
<b>Date Recommended:</b> 02/18/2015	<b>Council Rep:</b> Byron Maczynski
<b>Issue:</b> Donut Hole options to Tundra Ridge Subdivision.	
1. To ease traffic congestion.	
2. Overall safety.	
3. Commit to doing the survey.	
<b>Recommendation:</b>	
Request City Council to send a letter to Governor's Office asking to help resolve this issue.	

**Other:**

Received by: \_\_\_\_\_  
 Date: \_\_\_\_\_



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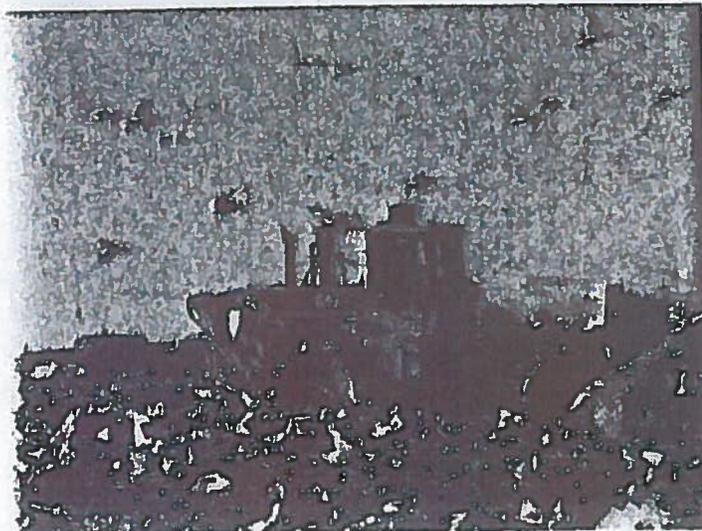
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## Rates for Landfill Use

### Vehicle Disposal -

The cost for disposal of a vehicle to the City's landfill is \$200.00 that is if the vehicle has had all of the liquids drained and the batteries removed. Payment of the \$200.00 and the release form shall be provided to the Finance Department at City Hall, 300 State Highway, prior to the vehicle being brought to the landfill.

If the vehicle is not drained and the battery is not removed, the City will charge an additional \$200.00 to provide that service.

### General Use -

For our residential customers, we provide free disposal of up to 4 cubic yards of trash per day. That would be the equivalent of a full pickup load.

For our commercial customers, the cost of using the landfill is \$10.00 per cubic yard or \$10.00 for a level pickup load.

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## Chapter 13.16 UTILITY RATES

**Sections:**

<u>13.16.010</u>	Solid waste collection.
<u>13.16.020</u>	Water service.
<u>13.16.025</u>	Protection from plumbing failure.
<u>13.16.030</u>	Sewage service.
<u>13.16.035</u>	Prepaid services.
<u>13.16.040</u>	Holidays.
<u>13.16.050</u>	Allowance for mechanical malfunctions.
<u>13.16.060</u>	Adjustments for nonservice.
<u>13.16.070</u>	Senior citizen credit.
<u>13.16.080</u>	Nonliability for water damage.
<u>13.16.090</u>	Contractual agreements.

**13.16.010 Solid waste collection.**

For the collection, removal and disposal of residential/nonresidential/commercial garbage, rubbish and waste materials within the city, the following charges shall be made:

**A. Residential/churches/nonresidential/commercial scheduled rates:****1. Residential and church service:**

Frequency of Service	Rate
Monthly flat rate	\$15.00

**2. Nonresidential service:**

Frequency of Service	Rate
Monthly flat rate	\$67.00

**3. Commercial service:**

Frequency of Service	Rate
Four-yard dumpster	\$59.00/haul
Eight-yard dumpster	\$74.00/haul
Commercial monthly flat rate without dumpster	\$66.00

**B. Residential/commercial on-call rates:**

Residential services	\$13.06 per call
Commercial services	\$66.00 per call

**C. Public use of the municipal landfill:**

<b>Frequency of Service</b>	<b>Rate</b>
Four cubic yards or less per day	Free
More than four cubic yards	\$10.00 per cubic yard

The landfill, subject to approval by the city council, shall establish and may periodically adjust additional rates, charges, and fees for the use of the landfill, including, but not limited to, rates, charges and fees for dumping oil, glycol, and oversized items. [Ord. 12-02 § 2; Ord. 09-22 § 2; Ord. 09-14 § 2; Ord. 04-28 § 2; Ord. 04-06 § 5; Ord. 04-03 § 5; Ord. 01-09 § 9; Ord. 96-29 § 3; Modification 1 of Ord. 85 § 1, 1979; prior code § 11.16.010.]

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**13.12.290 Landfill use.**

A. After September 1, 1980, no commercial entity shall be allowed without permit to use the city-owned sanitary landfill except upon acquiring a permit from the city. The cost of such permit shall be:

- |                                  |            |
|----------------------------------|------------|
| 1. Commercial single-use permit  | \$43.80    |
| 2. Commercial monthly use permit | \$131.40   |
| 3. Commercial yearly use permit  | \$1,393.20 |

B. In no event shall any person, except for the city's fire department, burn garbage, rubbish or waste material at any city-owned sanitary landfill site.

C. Residential and commercial permits issued by the city may be immediately revoked by the public works department if any person who has acquired such permit violates any section of this chapter.

D. The city council may permit free use of the city's sanitary landfill by all persons. [Ord. 12-02 § 2; Ord. 09-22 § 2; prior code § 11.08.240.]

**13.12.300 Experiments and Innovations.**

Nothing in this chapter shall be construed to prohibit the use of experimental and/or innovative processes or procedures for garbage, rubbish and waste material disposal. The operation of such device, process or procedure shall have the prior approval of the public works committee of the city council. The committee shall approve all such devices, processes and procedures that are not in conflict with the health and welfare of the city. Applications for approval of such devices, processes and procedures shall be made to the public works director and any appeal from a decision of the public works committee shall be to the council as a whole. [Prior code § 11.08.250.]

**13.12.310 Violation – Infraction.**

Any person, firm or corporation violating any of the provisions of this chapter is guilty of an infraction, and each such person, firm or corporation is guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed, continued or permitted. Each infraction of this chapter shall be subject to a maximum penalty of one thousand dollars (\$1,000). [Ord. 07-28 § 2; prior code § 11.08.260.]

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## **MEMORANDUM**

**DATE:** 04/01/2015  
**TO:** Ann Capela, City Manager  
**FROM:** Muzaffar Lakhani, Public Works Director  
**SUBJECT:** Manager's Report –

### **Utility Maintenance:**

Last month we had three water main breaks in the Bethel Heights area , The utility department has five backup generators last month we went and load tested them all and everything functioned properly, had a number of frozen sewer lines, also a never ending battle of piling moving and having to adjust the water and sewer mains. Tim Oosterman retired after Thirty Two years of service and he will be missed.

**Hauled Utilities:** For March 2015, the water crew has delivered 3,283,000 Gallons of water with an average of 32 stops daily per driver, the sewer crew has delivered 2,864,000 with an average of 35 stops. And garbage has hauled an estimated 2559 cubic yards of trash, with an average of 48 stops daily. We have lost one driver in March, and anticipate losing another by mid-April. We are looking at having a new driver who has applied, by the end of the month, and a couple of others who are graduating from Y.E. learning center by the end of April. It is becoming more difficult to do more houses on these routes with less drivers, and older trucks.

### **Property Maintenance:**

Winter maintenance keeps us busy with the day to day routine of checking our facilities to make the adjustments for heat, water/drain issues, problem door & window deficiencies, lighting, security/vandalism, and any other associated problem with a building. We have no backup for heat in several of our buildings one important one is the Court House. It would be nice if we could approach A.V.E.C. about what it would take to restore waste heat to that building. There is a heat exchanger that has been disabled due to no agreeable solution between the City and the Power Company. It is too of an important building and a costly one to repair if the heat goes down. With summer a month away now would be the time for a plan.

We have a number of projects going on and spring here is to start on the warm

weather ones. There have been lots of burials over the winter and we will have to expand and create another section. The old Senior Center has been vandalized and we are in the process of boarding it up. We have several other buildings we have begun to shut down that are not cost effective to operate. There are lots of upgrades we have planned and we are making preparations to start when the weather permits. Working on the O.S.H.A. recommendations as well. Thank you.

### **Road Maintenance:**

Streets and Roads has keep up on the grading as best as we can with the roads turning to mud in the day time this spring, and so far so good, as long as it keeps freezing at night. This year will be one of the worst years, being that we have a lot of rain this last winter and the roads are extremely wet when it froze up, and when it starts to thaw out; it will be a lot muddier this spring. With the roads being muddy, we cannot grade them until it dries out, so with that being said, on some of the road, especially the one that do not have gravel on them, they will be extremely muddy this spring when it stops freezing at night.

Streets and Roads have also started on the spring culverts thaw at the last week of March. Being that it's been a warmer spring this year, we started 2 weeks earlier than normal; usually we start in the second week in April. So with that being said we brought the big red steamer out of winter storage from the Quonset hut earlier than normal, got it up, running, and now using it. It dose looks like this year will be a lot easy year in thawing culverts, in the 22 years, I've been with the city. The culverts this year that are frozen, so far, is less than half as many as last year.

Streets and Roads has also been hauling sand from the sand pile at the land fill up on the sides with the dump truck to cover up some of the trash. We had been doing this, when it is still frozen in the morning so that we can drive the dump truck up on top before it thaws out in the afternoon.

**Vehicles and Equipment:** This department has been, short staffed since I took over in the hauled utility department, and will be losing a mechanic, by April 14, and another, possibly by the end of May. We are looking to replace these opening positions, with more qualified candidates.

### **Transit System:**

It's been a busy month for the Transit System. The icy roads, wind and temperature has kept the drivers on their toes. All in all we've been able to keep the two bus routes, Green and Red Lines going. On those cold and windy days

having the buses parked in the bus barn makes a big difference. I need to get studded snow tires on buses #438/437 it was difficult to use them when the roads were so icy. The new Bus #439 has new studded snow tires and it made a big difference. Bus 439, the new bus, is in the shop for service and at the same time replacing the brake calipers on the right front wheel.

The City of Bethel, Bethel City Council and the Transit System are honoring elders that are 75 years old and older by giving them FREE Yearly Passes. So Far we have seven elders, four males and three female, which have been given the passes. The Transit System still counts them, when they ride the buses, as part of the daily ridership.

John Sargent, the City's Grant Manager, is very busy helping the Transit System develop RFPs for the purchase of the Bus Stop Shelters (Learning Opportunity Grant) and the purchase of a new bus, funded in the FY 15 Transportation Grant. Last year when we purchase the new bus, under the FY 14 Grant, we were able to purchase it under the State of Washington bidding process, however this year the State of Alaska no long uses this and we have to go out with a RFP. Unfortunately this may delay us getting the new bus this coming summer.

We are in need of hiring an On-Call Driver, when the full time and part time drivers are on leave we have to adjust and fill in where we can. We only cancel one route if two people are gone at the same time. When that happens we usually cancel the Red Line and I'll drive the Green Line, 6:30am to 6:30pm. It makes for a long day.

John Sargent and I are working with the finance department making sure that the FY 15 Transit budget is balanced and utilized by the end of the fiscal year, June 30, 2015. If possible we plan to utilize some of the money to help cover the additional costs of the Bus Stop Shelters and maintenance / office supplies.

Bethel Transit System goal for the FY 2015 will be to show a 20-25 percent increase in ridership / revenue. I think we can do this by providing **better and more dependable / reliable service** for our passengers. If you have questions and concerns please feel free to contact me anytime, 543-3039, or stop by the office and we can share a cup of coffee.

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

Land fill has been keeping up with the trash but as usual at this time of the year we are fighting muddy conditions. Gary M., Johnathan and Jimmy of Road Maintenance have been hauling and covering trash with sand when they have time available to help out.