MEMORANDUM
DATE: 02.28.2022
TO: Peter Williams, City Manager
FROM: Bill Arnold, Public Works Director
SUBJECT: Manager’s Report – Public Works Department

Programs/Divisions

Utility Maintenance: 15 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
- Clean up and organization of shops and vehicles.
- 15 residential lift station repairs.
- Tundra Center lift station still in dire need of repairs/ replacement. Public works director investigating possibility of early acquisition of Avenues’ Project money to remedy. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate.
- Residential freeze-ups in City Sub are dropping (warmer weather/ successful thawing).
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Fewer freeze-ups in Bethel Heights this month due to diligent attention of the maintenance crew.
- New policy in effect to remedy round-the-clock flushing. New policy prohibits working more than 16 hours without an 8 hour rest.
- The few flushing activities that have required longer than 16 hours of work have been handled by rotating men on rest.
- Daily safety meetings were held.
- MSDS for water treatment chemicals given to DOWL in preparation for chemical storage building design.
- Lift station mixer is wired and ready for test run on March 7th with Andy from DOWL.
- Bethel Heights in winter mode.

**Department still extremely short-staffed. Many of us currently working many overtime hours to keep operations running. We desperately need more workers recruited to lessen the burden on the few who are here. Morale is low with the many, many hours of overtime.**

Property Maintenance:
- Public Works
  - Boiler #2 continues to give issues and is on lockout repeatedly. Troubleshooting.
  - Circuit being overloaded and tripping issues.
- New Lights West Wall of north shop bay
- Snow removal
- Bathroom sink waterline failure. Problems with fixtures compatibility to modern plumbing. No commercial fixtures in Bethel and order leads times are long for replacement parts. Cobbled a used fixture from another building together to make it work.

City Hall
- Boiler found in lockout several times
- Forced air furnace issues
- TV’s relocated several inches down not to hurt a council members neck
- Bo’s office flooring project (InProgress TBD)
- Snow Removal

Fire Department
- Ambulance bay door making significant grinding sound.

Police Department
- Shop side boiler found in lockout several times and circuit breaker tripping issue
- Main building Boiler failure to relight and zone control failure. Hard reset seemed to get systems back up and running
- Snow Removal

Courthouse
- Door jam and door latching issues throughout the building.
- Boiler has been found in lockout multiple times.
- Snow Removal

Pool Building
- Boiler #1 issues. Running rich, modulator not calibrated or possibly failing. Parts and tools ordered.
- Roof leaks reported constantly.
- Roof material flying off the building.

Dog pound
- No Major issues. Only a few minor issues and clean ups lately.

City Sub Water plant
- Short circuit glycol loop almost daily
- expansion tank plumbing replacement project in progress
- Loop Line pumps and circuit repairs.

Bethel Heights Water plant
- Unit Heater failure, AC motor replaced.

Road Maintenance:
With all the snowstorms in the mouth of February, we have been plowing snow for most of month. Once all caught up with plowing and removing snow berms, we would work on widening the roads.

Streets and Roads fixed and replace four stop signs along with post that were knocked down by vehicles: two within Larson Sub, one in Ridgecrest and one in City Sub.

Street and Roads has been pulling out water and sewer trucks that were stuck in driveways due to the snow during work hours and callout after work hours.

Street and Roads dug out the ice built up at both water fills twice: at the pump houses in City Sub and in housing for the month of February.

Streets and Roads has been plowing snow and sanding the AHFC cul-de-sacs in ASHA Housing.

Streets and Roads in the last week in February, we have been hauling gravel to roads that are bad and roads that are washed out. On top of that, we have been trying keep those bad roads graded.

Streets and Roads has been digging out near the culverts end and steam the bad culverts out over the weekend.

**Vehicles and Equipment:**
As usual, fixing and repairing equipment as needed. Made some calls for quotes on new sander body.

**Transit System:**
With the warm weather upon us, the riders have been steady. Bus 440 had its monthly service over the weekend and everything is good. Finally have a potential part-time driver which will be interviewed soon. The numbers are as follows for the month not including today; Seniors-434, Youth-7, Adults-703, Disabled-63, Pass Riders-359, Total Miles for the Month-2,006.9, Gas pumped-240.9.

**Landfill:**
This month the landfill lost one fulltime worker to streets and roads department. Now, down to two people with one of those two semi- permanently assigned to helping out hauled water and sewer. The City needs to do something to get more workers and I have no clue what would be the solution. Right now, this department is in a real slow time of the year, but in a short time, we are going to be back to spring and summer where we are real busy.

**Staffing Issues/Concerns/Training:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Hauled Utilities</th>
<th>Utility Maintenance</th>
<th>Landfill</th>
<th>Vehicles &amp; Equipment</th>
<th>Streets &amp; Roads</th>
<th>Bethel Transit</th>
<th>Property Maintenance</th>
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</thead>
<tbody>
<tr>
<td>Filled Positions</td>
<td>11</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>5</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Total Funded Positions</td>
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<td>4</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td>5</td>
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<tr>
<td>Percentage</td>
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<td>67%</td>
<td>75%</td>
<td>86%</td>
<td>100%</td>
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**Vacant Positions:**
- Hauled Utility Drivers (9)
- Utility Maintenance Worker (2)
- Water Plant Coordinator
- Heavy Equipment Mechanic
- Bethel Transit Driver
- Property Maintenance Technician