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**City Council Minutes**  
**February 17, 2015 ~ 5:00PM**

**Regular Meeting**  
**City Hall, Delta Junction, Alaska**  
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The regular meeting of the Delta Junction City Council was held on Tuesday, February 17, 2015 at City Hall. Mayor Pro tem Mary Leith called the meeting to order at 5:04pm.

City Council members present: Mayor Pete Hallgren (telephonically), Mayor Pro tem Mary Leith  
Lonny Meeks, Sherman Stebbins, Corey Vanden Boom, Audrey Brown

City Council member excused: JW Musgrove

City employees present: City Administrator Mike Tvenge, City Clerk Pat White

One member from the community was present and the meeting was broadcast over the local High School radio, KDHS 95.5 FM.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Hallgren reported *Purchase Order #017859* (page two) is to be paid to the City of Fairbanks, not Delta Junction.

Vanden Boom moved to approve the February 17, 2015 agenda as corrected; Brown seconded. Motion carried.

**AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Brown said to correct *Amendments / Approval of Minutes from Previous Meeting* (page one) of the February 3, 2015 minutes to read, "Brown asked to correct the January 20 draft minutes ..." not "Brown asked to correct her report in the January 20 minutes ..."

Brown moved to approve the February 3, 2015 minutes as amended; Vanden Boom seconded. Motion carried.

**REPORTS**

**City Clerk** – Pat White reported she and Letha Burcham were successful in recertifying as a passport acceptance facility in Delta Junction. Passing an electronic refresher course and submitting the compliance packet are required at the beginning of every calendar year. (Passport processing has been a service at City Hall since October 2003.)

**City Administrator** – Mike Tvenge reported:

- He and City Attorney Jim DeWitt met telephonically with Allied Steel and they expect Allied President Michael Lassner to make a decision within the next couple of days regarding DeWitt's (December 30, 2014) request to reimburse costs associated with deficiencies in the new Public Works building. (Allied was awarded the contract to provide the steel structure in November 2013.)

- He and Letha Burcham attended the Public Entity Risk Management Seminar February 9/12 in Anchorage, in which AML/JIA offered a lot of good topics that help communities across Alaska avoid risks. The training was very worthwhile and he was looking forward to sharing the information with staff and City Council.

- GVEA's right-of-way easement along Granite Avenue, which was discussed at the February 3, 2015 City Council meeting, was revised to read aerial crossing "will be at a minimum or 21 feet above the existing road surface."

**School District** – Corey Vanden Boom reported:

- The School Board intends to make a decision on February 19 regarding closing of the Fort Greely School.
- The High School graduation ceremony will be held on Thursday, May 14, 2015.
- The Delta Elementary School received a grant for an artist to do projects with students. Their artwork was displayed on February 11 and some of it is still hung in the DES lobby.

**Library** – Mary Leith reported the University of Alaska Fairbanks Permafrost Tunnel Research team will offer opportunity for the whole family to experience hands-on science at the library, 7:00 to 9:00pm, February 20 at the library.

**Public Works** – Sherman Stebbins reported landfill business hours on Saturdays will be open 9:00am to 3:00pm starting March 1 (through October 31) and landfill tipping fees will increase from \$125/ton to \$160/ton on March 16. Stebbins encouraged utilizing the local landfill and he said the new rates are not too drastic because a truckload of garbage every six weeks will only cost him about \$35.

**Community Outreach** – Lonny Meeks reported the City's new Website design is close to launching.

**UNFINISHED BUSINESS - none****NEW BUSINESS****Purchase Orders**

PO#017833 to Alcan Auto & Truck in the amount of \$532.82 for Zamboni repairs, oil, and extension cord

PO#017853 to Amazon.com Credit in the amount of \$528.64 for library books

PO#017854 to ATT & Alascom in the amount of \$669.56 for E9-1-1 phones and service for February

PO#017856 to Bank of America in the amount of \$2,696.55 for credit card charges (Burcham and Tvenge airfare and attendance fees for the AMLJIA Public Entity Risk Management (PERM) seminar in Anchorage, new printer for Finance, annual fees for Alaska Government Finance Officer Association, computer for the Public Works building, anti-virus software for laptop, miscellaneous material used for repairs by the City work crew, and International transaction fee applied to credit card)

PO#017857 to Airport Equipment Rental in the amount of \$1,150.00 to rent equipment and remove snow on Mil-Tan Road

PO#017858 to Delta Professional Development in the amount of \$542.53 for fuel used for streets and Zamboni

PO#017859 to City of Fairbanks in the amount of \$5,572.13 for 9-1-1 dispatch service (July thru Dec)

PO#017860 to Delta Lock & Key in the amount of \$2,268.00 for push-bar assembly and latch on door at Liewer-Olmstead Ice Arena and code-entry lock for Public Works building

PO#017861 to Delta Surveys Associates in the amount of \$925.00 for services at landfill (south cell update and north cell topographic survey)

PO#017862 to GVEA in the amount of \$5,400.17 for January electricity

PO#017863 to Thompson Publishing Group in the amount of \$536.99 for Fair Labor Standards Handbook

PO#017864 to BDO USA LLP in the amount of \$13,484.00 for final billing on June 30, 2014 certified audit report

PO#017865 to Buffalo Fuel in the amount of \$11,326.90 for Jan 27 / Feb 5 heating oil and gas

**Brown** moved to approve purchase orders 017833 through 017865 as presented; Vanden Boom seconded.

**Tvenge** said part of PO#017861 is to survey the north cell, which will be developed at the landfill. He met with Bristol Engineering while he was in Anchorage last week. More survey work will be necessary as part of the permit application.

**Brown** asked about the Fair Labor Standards Handbook (017863).

**Zimmerman** said the existing book is almost ten years old and he advised purchasing a new one. Part of the cost includes monthly updates, which will be helpful, particularly with new minimum wage legislation.

**Stebbins** asked how renting equipment applied to the contract agreement for road maintenance (017857).

**Tvenge** said equipment was rented for two days and it cost less than it would to contract the work. Delta Concrete will do road maintenance on Emmaus Road and the north and south ends of Mil-Tan Road in the next couple of days.

**Motion passed** unanimously on a roll call vote with six in attendance (Vanden Boom, Hallgren, Stebbins, Meeks, Brown, and Leith).

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

**Brown** reported the Festival of Lights was enjoyed by many people, as was the art show at the Community Center.

**ADJOURNMENT**

**Stebbins** moved to adjourn at 5:23pm; Meeks seconded. Motion carried.

Pat White, City Clerk

Approved: March 3, 2015