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**City Council Minutes**  
**October 20, 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, October 20, 2015 at City Hall. Mayor Pete Hallgren called the meeting to order at 5:00pm.

City Council members present: Mayor Pete Hallgren, Mayor Pro tem JW Musgrove (telephonically until 6:50 pm)  
Sebastian Saarloos, Freda Degnan, Lou Heinbockel, Audrey Brown  
City Council member excused: William Brennan  
City employees present: City Administrator Mary Leith, Administrative Assistant Letha Burcham

Three members from the community were present and the meeting was broadcast over KDHS 95.5 FM radio.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Heinbockel moved to approve the October 20, 2015 agenda as presented; Saarloos seconded. **Motion passed.**

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

Saarloos moved to approve the minutes from the October 6, 2015 regular meeting and the October 13, 2015 special meeting; Degnan seconded.

**Motion passed** unanimously on a roll call vote with six Council members present.

Heinbockel questioned being asked to vote on minutes of a meeting when he was not present at the meeting.

Brown agreed; she is uncomfortable attesting to accuracy having not been at the meeting.

Hallgren said that the state statutes require everyone vote on a matter unless excused. He said this has come up several times and he will ask some of the experts at the upcoming Alaska Municipal League (AML) conference (November 18-20, 2015) how it should be handled.

**REPORTS**

**Emergency Services** – Freda Degnan reported:

- She intends to give reports for all the emergency services including forestry and Ft. Greely.
- Delta Medical Transport is actively responding to calls and assisting other departments as needed.
- The Delta Junction Volunteer Fire Department (DJVFD) will be having their annual Halloween event at the Fire Station on Saturday, October 31 from 6:30 – 9:00 pm. The event is free, open to the public and activities are age appropriate.
- The Ft. Greely Fire Fighters Association is having a Haunted School House event at the Ft. Greely Middle School on Oct. 30 and Oct. 31 which is open to the public 6:30 – 9:30 pm.
- She hopes to have a report on forestry changes at the November 24 Council meeting.

Hallgren said that Delta Medical Transport (DMT) is providing training as agreed in the contract with the City.

Lauren Morton (DMT) said that EMT 1 training is conducted at Ft. Greely for anyone interested; the next class is planned for the spring. Those who do not normally have access to the post are sponsored by the Ft. Greely Fire Department so anyone interested can attend by contacting DMT. She added that DMT currently has four non-compensated volunteers working with them. They are learning to do simple things to help, taking blood pressures, etc.

Discussion continued regarding the number of ambulances currently owned by the City, donating ambulance #3 to a needy community, maintenance of the vehicles, five active DJVFD members and the lack of volunteers.

**Mayor**– Pete Hallgren reported that he is waiting for the attorney to send us a draft ordinance to drop out of the National Flood Insurance Program.

**City Administrator** – Mary Leith reported:

- The loader at the landfill has been repaired.

- Golden Valley Electric Association (GVEA) announced that they will be doing work at Pump 9 that requires power to be shut off from Jarvis Creek south on Friday, October 30 from 9:00 am -3:00 pm. Therefore, the landfill will not be open.

- She and Hallgren met with new Deputy Garrison Commander Craig Cugini to discuss how area agencies interact.

- Two of the five rooms in City Hall have been painted for the first time since the building was built over 25 years ago; eventually all will be done. Carpet was replaced several years ago, but it was never painted.

**City Clerk** – Letha Burcham reported that the November City Council meetings will be on November 3rd and November 24th due to Council members attending the AML conference the week of November 16; a quorum cannot be established. Anyone not going to be available for the meeting on the 24th due to Thanksgiving should let the clerk know as soon as possible.

**Finance** – Leith reported that the auditors will be here the week of October 26.

Hallgren interjected that the audit is not required by state statute, but it is done to assure all finances are in order.

**School District** – Lou Heinbockel reported the high school now has a mini school bus all decorated in Husky colors that is replacing one of the old 15 passenger vans. The bus was purchased by the school district and POGO Mine paid for the special decorative paint. The van is configured more safely than a normal van; it holds 15 passengers.

**Lands** – Sebastian Saarloos reported he would like decisions to be made on Airport Subdivision II and requests that the issue be put on the November 3rd agenda under Unfinished Business for discussion. He wants to continue the project, but decisions must be made on how best to proceed.

Hallgren said that money was put into this year's budget for the airport project.

**Library** – Sebastian Saarloos reported:

- The Redbone concert held at Ft. Greely on October 11 was a great success. Many who attended thought it was the best concert ever. An estimated 150 attended and \$350 in donations was received.

- The next Library event will be Monday, November 16 at the Community Center and is called "Letters Aloud". It is a combination of music, acting and spoken word performance. Look for more information in the Delta Wind.

- McCombs was notified that our library was not chosen to receive the \$100,000 from the Army Million Dollar Makeover Project. Fort Wainwright and two other locations received the grants, but she plans to regroup and think about other possible funders for the projects requested in the grant. We are grateful to POGO for their continued support by furnishing new staff computers which was one item in the grant.

- Delta Elementary School Family Literacy Night is Thursday, October 22 from 5:30 – 7:30 pm. McCombs and Angie Barnard (Library Children's Services) will be there to present information on library programs and services and give away books and other incentives.

Brown said that the Junction Readers Club had a good attendance at their meeting on October 5. There is good spirited discussion, meetings are announced in the Delta Wind and the public is welcome. You can buy your own book, get a library copy or download onto an electronic device; many options are available so it is not necessarily an out of pocket expense to participate.

**Public Health & Safety** – Audrey Brown thanked all the volunteers who served at the Delta Health Fair.

**Personnel** – Pete Hallgren reported that the City crew did a fine job on the "big dig" (new cell) at the landfill; it was a very professional job and he is proud of their work.

Heinbockel asked for clarification on an employee drug testing expense and whether Phillips Scales was a new employee.

Leith explained that Phillips Scales (Calibration Software) did routine maintenance on the landfill scales and installed new digital readers per state requirements.

Hallgren said that one reader is not working.

Leith said that the working reader is wired in directly, but the other needs to have an electrician install the wiring to the equipment. When work is complete, customers will be able to see that the scale reads "0" when they drive on to it to be weighed.

**Public Works** – Lou Heinbockel reported:

- There is a huge accumulation of refrigerators on site at the landfill which need to have Freon removed.

Leith said that she called today and was told they would be taken care of as weather permits.

- The "big dig" is about one third complete. The project stopped when the money ran out. He feels that the City would be better off to spend our savings to complete projects rather than to set it aside at 0.18% interest and lose value to inflation.

Discussion continued regarding monies in our Permanent Fund account, our dependence on government funds, reasons the grant did not cover the entire cost of the project, undedicated City funds that could be used to complete the project, and projected use of the current cell.

- Liquid wastes (sewage) disposals have been switched to a new pond. The old pond will sit for one year, be drained and solids disposed of.

Discussion continued on the amount of sewage being brought to the landfill, the status of the “old dump” on Tanana Loop Extension, how people bought land and moved in around the old dump and did not want it close to them, whether or not the land adjoined the city limits, winter graves having been dug, and installation of the new LED lights at the hockey rink.

**Emergency Preparedness / LEPC** – Audrey Brown reported that she serves on the Local Emergency Preparedness Council as an elected official.

- She attended the Fall Preparedness Conference where she took a two day course on Pipeline Security for Rural Communities. Other information received at the preparedness conference included an Individual & Family Preparedness Guide which has a reversible “HELP” or “OK” sign to place in windows during or after a disaster.
- She is actively working on The Pillow Case Project which was created by the American Red Cross, supported by grant funds from Disney, to help children understand emergency preparedness in their communities. She is taking an on-line course to learn how to teach the class.
- A City sponsored Preparedness Fair is being planned.
- Pamphlets on Disaster Preparedness for Families with Children/Youth with Special Health Care Needs, a Toolkit for People with Disabilities and one that contains information on “Building a 7 Day Emergency Kit” were passed around. She plans to order more to have available for the public.

Discussion ensued regarding the types of emergencies that the community could face and things individuals can do for themselves to prepare.

**Additional Reports by Council** – Hallgren reported that the balanced City budget includes about \$100,000 from our reserves. If things go well, it will not have to be used and things are going well at this point. We have not had to pay any health insurance premiums due to an overcharge by Aetna, which is a substantial savings. We should end the fiscal year by not having to draw on the reserve funds. The “fiscal cliff” is several years away.

Discussion followed regarding low interest rates, completing projects with City money using City employees, doing projects sooner rather than later and having sufficient funds to do them, and having the greater (deepest) portion of the new cell done.

Heinbockel said the sooner the lift station at the Public Works Building is completed, the better. Local firms were hired to do the engineering for us and the sewage line problem was not caught and therefore costing us more.

Hallgren explained that when the building was designed it was to be connected to the old septic system. Once money was left over from the project, it was decided to fix the problems in the old septic system.

Heinbockel suggested that the old grader be disposed of before winter.

Leith said she had called Deltana Community Corporation to see if they were interested, but had not yet heard back from them.

## **NEW BUSINESS**

### **Purchase Orders**

PO#00212 to Audio Editions in the amount of \$516.38 for audio books at the library

PO#00213 to ACS in the amount of \$1,216.60 for phone and Internet services

PO#00214 to AT&T Alascom in the amount of \$669.06 for October E-9-1-1 phones

PO#00215 to Airport Equipment Rentals in the amount of \$1,090.00 to rent floodlights for excavation project

PO#00216 to Airport Equipment Rentals in the amount of \$1,100.00 to rent small dozer for excavation project

PO#00217 to ARS Aleut Analytical, LLC in the amount of \$600.40 for quarterly water testing of city facilities

PO#00218 to Bank of America in the amount of \$5,773.13 for credit card charges (60-cup coffeepot for Community Center, John Lewis and Audrey Brown flights to Anchorage for LEPC conference – October 5/9, Viktor Kravets pre-employment drug test, library books, and pump for Public Works septic repair)

PO#00219 to Buffalo Fuel in the amount of \$3,256.50 for landfill fuel

PO#00220 to Delta Medical Transport in the amount of \$814.92 for reimbursement of ambulance supplies

PO#00221 to GES Rental in the amount of \$5,212.85 for repairs to rented excavator (bullet hole on August 19)

PO#00222 to GVEA in the amount of \$3,019.69 for September electricity

PO#00223 to Amazon.com in the amount of \$836.83 for library materials

PO#00224 to M2C1 Construction & Engineering in the amount of \$9,582.19 for assistance with landfill expansion project and Stormwater Pollution Prevention Plan (SWPPP)

PO#00225 to M2C1 Construction & Engineering in the amount of \$7,508.74 for assistance with installation of park outhouses

PO#00226 to Mathews Land Surveying in the amount of \$3,478.78 for June/August 2014 Airport Subdivision II surveying

PO#00227 to Morley Electric in the amount of \$4,800.00 for installation of new LED fixtures at Liewer-Olmstead Ice Arena

PO#00228 to Phillip Scales in the amount of \$2,189.00 to install scoreboard to show vehicle weight at landfill scale house

PO#00229 to Sludgebuster Septic Service in the amount of \$4,950.00 for annual septic pumping of city facilities

PO#00230 to The Library Store in the amount of \$719.94 for library supplies (labels, DVD cleaner)

Saarloos moved to approve the purchase orders 00212 through 00230 as presented; Hallgren seconded.

Brown questioned the amount of electricity at the Fire Hall on PO #00222, asked that it be removed from the motion and voted on separately.

Hallgren said that PO #00222 is removed from the motion and will be voted on separately.

Motion passed unanimously on a roll call vote.

Heinbockel moved to approve PO #00222; Musgrove seconded.

Motion passed on a roll call vote with five (Heinbockel, Degnan, Musgrove, Saarloos, Hallgren) for and one (Brown) against.

#### **ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

Tim Holoday asked for an update on the timber theft at the new airport subdivision.

Hallgren replied that the City attorney has been instructed to file a lawsuit.

Cugini said as long as September will accommodate Brown's timeframe he would like Ft. Greely to partner with the City on a Preparedness Fair. September is National Preparedness Month and Ft. Greely is required to do something. They also have an abundance of resources, products and related materials available.

Brown said she had not set a date yet and would appreciate working together.

Cugini also wanted to agree with Heinbockel about using funds on projects now instead of setting it aside in such low interest bearing accounts. He also said it would be a good idea to get on calendars now for spring projects so that equipment will be available when needed.

Discussion ensued regarding volunteerism in the community.

#### **ADJOURNMENT**

Saarloos moved to adjourn at 7:04 pm; Heinbockel seconded. Motion carried.

Letha Burcham, Acting City Clerk

Approved: November 3, 2015