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**City Council Minutes**  
**November 3, 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, November 3, 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, William Brennan  
Audrey Brown, Sebastian Saarloos, Lou Heinbockel

City Council member excused: Freda Degnan

City employees present: City Administrator Mary Leith, Finance Officer Stephanie Prestwich  
Library Director Joyce McCombs, City Clerk Pat White

Six members from the community were present at various times during the meeting. The meeting was broadcast over KDHS 95.5 FM.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Musgrove moved to approve the November 3, 2015 agenda as presented; Brown seconded. Motion passed.

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

Musgrove moved to approve the October 20, 2015 minutes as presented; Brown seconded.  
Motion passed unanimously on a roll call vote with six Council members present.

**COMMENTS FROM THE AUDIENCE**

John Lewis, Co-chair of the Local Emergency Planning Committee (LEPC), reported *National Disaster Awareness for Community Leaders* will be offered at the (University of Alaska Fairbanks) Wood Center / Ballroom classrooms on December 11, 2015. Two sessions are scheduled, 8:00am to 12:00pm or 1:00pm to 5:00pm. Lewis encouraged City Council members to attend the four-hour course to prepare for a natural disaster. Hazards overview, community preparedness and mitigation, partnerships, and an emergency operation plan (EOP) will be discussed. He said he is currently reviewing the LEPC EOP and will present it for Council approval in January. He is also working with Homeland Security instructors to offer a course in December or January about setting up an Emergency Operations Center (EOC) and addressing needs of the community.

Discussion followed regarding parking at the university and deciding at the next City Council meeting (Nov. 24) who can attend the December 11 training.

**REQUEST TO SPEAK**

Ivan Baburkin questioned status of constructing access to his property as previously discussed (August 6 and August 27, 2013 City Council meetings). He said he hauled approximately 7 1/2 tons of scrap metal to Fairbanks Recycling.

Saarloos said Granite Avenue was surveyed, but West Second was not.

Baburkin said he cleared most of the trees and about 30 feet alongside his property, but refrained from cutting more trees because survey stakes are missing near the Petro Wash property. West Second is cleared enough for construction.

Hallgren said GVEA removed electric poles that were in the right-of-way of Granite Avenue and he thanked Baburkin for removing all the junk from the right-of-way of West Second.

Saarloos said the southern boundary to Baburkin's property is the right-of-way for West Second and must be surveyed prior to any construction. The City Council must decide what exactly needs constructed, to what standard, whether to put it out for bid or do it in-house, and when. GVEA removed poles and Baburkin removed debris, so it is time for the City to do its part. He questioned building all of Granite Avenue, which runs north to south, but at least a small portion heading north with West Second, which runs east and west between Granite Avenue and Jarvis Avenue.

Heinbockel moved to construct West Second Street to include an extension just beyond Baburkin's property line to the north and to accomplish it by July 15, 2016; Saarloos seconded.

Hallgren referenced the Granite Avenue Survey and proposed 26-foot width, dated October 11, 2013, and said some property owners on Granite Avenue are opposed to developing the platted street. He agreed with developing West Second to Baburkin's driveway.

Baburkin said it would take a couple years to clear and construct Granite Avenue, so he would be grateful to access his property from West Second. He expressed concern about dodging septic pipes. (The City Council granted a revocable license to Helen Orcutt to construct a leach field within Granite Avenue's right-of-way on September 15, 2009.) Baburkin said he intends to sell his four lots as one parcel.

Hallgren said the septic pipes that were installed for Stanford Apartments would have to be capped or removed and there was no guarantee against vehicles driving over the septic system and/or causing damage.

Discussion followed regarding the platted/undeveloped West Second connecting to the platted/undeveloped Granite Avenue, but not the Richardson Highway, obstructions still remaining in the right-of-way of Granite Avenue, constructing West Second to the standards established for roads built within the City limits (City Code §4.55.020), putting a stop sign where West Second intersects Granite Avenue, and what priority West Second would be on the street maintenance list.

Hallgren said he would not recommend maintaining West Second because of inability for equipment or emergency responders to turn around.

Baburkin asked to develop a small portion of Granite Avenue, enough for equipment to back into. He said two or three inches could be stripped off Granite Avenue and used to fill West Second. Flooding is not an issue, so increasing road elevation, building ditches, and installing culverts are not necessary.

Heinbockel said roads constructed by the City have historically been maintained by the City. If the City is going to build roads to standards, then the City must accept responsibility for maintenance.

Discussion followed regarding the clinic road (officially called Remington Road) being the only legal access to the airport subdivision, costs associated with constructing West Second Street, and money in savings from the sale of the Waldo house (\$133,889.70 as of September 5 plus .18% interest for a 12-month period – approved October 6), which was part of purchasing the landfill property with Missile Defense dollars.

Heinbockel amended the motion to not exceed \$134,000; Saarloos seconded.

Sherman Stebbins estimated that a very nice road could be built for under \$20,000 and savings from fuel and energy from the upcoming winter might be enough to cover it.

Discussion followed regarding moving money within a department, but needing to draft an ordinance to amend the budget to construct West Second or wait until June to add it to the budget, Heinbockel insisting on spending savings if earnings cannot keep up with inflation, and Musgrove insisting on making decisions about standards of constructing the proposed City-built road and whether to take responsibility to maintain it.

Heinbockel withdrew the amendment; Saarloos seconded.

Motion passed on a roll call vote to construct West Second by July 15, 2016. Five voted in favor (Heinbockel, Brennan, Saarloos, Brown, Hallgren) and one voted against (Musgrove).

Musgrove said he is not opposed to constructing West Second, but he is opposed to committing to the unknown, how the road will be built and how or if it will be maintained.

Discussion followed regarding detailing the project before money is allocated to construct West Second, stipulations pertaining to the 2009 revocable license, and Department of Environmental Conservation (DEC) regulations on abandonment of a septic system.

Hallgren said details will be researched before money is allocated to fund and finish the West Second project by July 15.

## REPORTS

**Emergency Services** – Audrey Brown reported the Halloween event at the fire station and the Fort Greely haunted house were well attended. She expressed appreciation for all the volunteers at both events.

**Airport** – JW Musgrove reported no unusual activity at the airport.

**Mayor** – Pete Hallgren reported the November 17 Council meeting would be postponed to November 24 because of the Alaska Municipal League conference in Anchorage November 16/20.

**City Administrator** – Mary Leith reported:

- She has been working to complete the sanitary lift station at the Public Works building and electrical issues at the landfill scale house.

Discussion followed regarding replacing broken pipes and progress with the Public Works septic system.

- Deltana Community Corporation (DCC) is not interested in the 35-year old grader, but she is researching other options and whether to dispose of it.

Discussion followed regarding putting it in a Fairbanks auction or accepting sealed bids, its cost to keep as a backup (maintenance, insurance), storing it inside for the winter, and periodic need for a grader at the airport.

- She will meet with representatives of the Delta School and Delta Skating Association on November 10 to discuss renewing the annual use agreement of the Liewer-Olmstead Ice Arena.

Discussion followed regarding past City Administrator Mike Tvenge planning to replace indoor rink boards, the budget reflecting that, possibly putting it off until next summer, and whether the newer outdoor rink is built to hold up better.

**Finance** – Stephanie Prestwich reported the annual audit was completed last week, went very well, and the auditors, BDO, should provide a report by January or February.

**Library** – Sebastian Saarloos reported:

- Library Director Joyce McCombs and Library Clerk Angie Barnard hosted an information table at the *Family Literacy Night Program* at the Delta Elementary School on October 23. They displayed some of the art created at Preschool Story Hour and greeted lots of enthusiastic readers and book lovers.

- The Delta Community Library was once again awarded a 5-Star rating. Statistics used to rate public libraries (visits, circulation, program attendance, and public Internet use) are submitted to the Institute of Museum and Library Sciences and then compared to national averages. More than 260 libraries are listed in the Library Journal Index, with ratings from 3 to 5 Stars. Other 5-Star libraries in Alaska are Craig, Unalaska, Haines, Healy, and Sand Point. Saarloos said the 5-Star rating seems to have become a norm for the Delta Community Library, but ten states across the nation are not as fortunate to have any 5-Star libraries.

McCombs said the Delta Library has received the 5-Star rating for the fourth time and gets absolutely nothing for the award except bragging rights. The population is low and the library's budget is modest, but use of the library wins the award. Everyone should be proud that the Delta Library is #1 in its category (budget level \$200,000 to \$399,999) out of 260 libraries nationwide.

- The library will host *Coloring Night for Grownups*, 7:00 to 8:30pm on November 4. Coloring is a growing hobby for adults and a video of various coloring techniques will be shown on the large OWL screen.

- The Fairbanks Concert Association (FCA) and the Delta Library Association will host "Letters Aloud" Outreach Concert at 7:00pm, November 16 at the Community Center. Professional actors will read letters written by famous people about what it's like to be famous. The Library Association, Fort Greely MWR, Boeing, and the Rasmuson Foundation are sponsoring the concert and admission is by donation.

- The Library Board for the Delta Community Library committed to a savings account and the Foraker Group will help manage it. Initial contributors to the endowment fund are JW Musgrove, Mary Leith, and Pete Hallgren.

Leith said rules need formalized, but the endowment fund has been started.

**Public Health & Safety** – Audrey Brown reported:

- The two local Public Health nurses gave a report to the Delta-Clearwater Seniors about immunizations that are available. Brown asked to schedule the same presentation at the next City Council meeting (November 24).

- Referring to an article from the Fairbanks News-Miner, dated October 21, Brown said Alaska State Troopers, including the Delta office, are giving away free gun locks.

Heinbockel questioned the status of a fire truck that was donated to the City of Delta Junction from the Juneau Borough Assembly (March/April 2001).

Lauren Morton reported Engine 502 is in the bay at the Fire Station.

**Public Works** – Lou Heinbockel reported the Public Works crew is "moving snow" and two burials are scheduled for November 7.

Discussion followed regarding Will Brennan submitting a list of roads that need trimming to the City Administrator, not overtaxing the City Public Works crew because of snow clearing priorities, and hiring out brush cutting as in the past.

**Emergency Preparedness / LEPC** – Audrey Brown reported all three fire departments (Delta Junction, Deltana, and Fort Greely) practiced a live fire drill at the Elementary School on October 26. She was impressed with the advanced preparation, searching for lost students, and the excellent coverage from the local newspaper, Delta Wind.

Hallgren called for a break at 6:37pm and reconvened the meeting at 6:43pm.

## UNFINISHED BUSINESS

### **Approval of Liewer Community Trail Non-exclusive Easement on an Unimproved Portion of Quartz Avenue**

Hallgren reported he was authorized to execute a non-exclusive license on November 4, 2014 (Resolution 2015-03) for the Delta Junction Trail Association (DJTA) to construct and maintain an undeveloped portion of Quartz Avenue, a platted street, for a period of not less than ten years.

Mindy Eggleston reported construction of the Liewer Community Trail is completed and DJTA is working on its easements and signage. The Career Advancement Center is finishing a kiosk that will be located near the High School parking lot and it will display mapping, trail supporters, rules, expectations, etc. Grooming and skiing are expected once there is more snow. DJTA will host a *2016 Walk of Lights* in which participants light up and walk from the Sullivan

Roadhouse through the candle-lit trail and back to the Sullivan. Eggleston said an impressive 551.5 hours, a \$15,400 value, were logged by volunteers in building the Liewer Community Trail over the past summer and fall. Grass will be planted next spring to promote stability and reduce erosion. A \$7,000 grant from GVEA was received in August and will be used toward lighting the entire Liewer trail. Electricity will be on after school until about 9:00pm. It is an expensive project and will be done in three phases. DJTA has half the money to pay for the underground work and Morley Electric has donated a generous amount of money, time, and supplies to help with the project. They are researching low lighting that will provide a more intimate neighborhood feel instead of a streetlight effect, but it will be more expensive because light fixtures must be closer together. Electricity will be paid through community contributions and DJTA membership. Eggleston said the City donated boulders (August 18, 2015), but DJTA was unable to coordinate delivery because of the summer construction on the Richardson Highway, so Delta Concrete donated three rocks that were used to block access to the trail from Harper Avenue. Cold Region Test Center (CRTC) donated three-inch pipe that will be used to put gates and sections of fencing along Kimball and the High School parking area. She said their goal is to groom and link the Liewer Community Trail to the City Park and the future River Walk Park. Eggleston said property owner Ron Liewer was the inspiration for the Liewer Community Trail, the first of 14 trail projects.

Discussion followed regarding the City not abandoning Quartz Avenue, the Public Recreational Easement relieving the City from liability, and the trail situated in a protected area.

Heinbockel moved to show no opposition to the Mayor signing the Public Recreational Easement on behalf of the City of Delta Junction, the grantor; Brown seconded.

Motion passed unanimously on a roll call vote with six in attendance (Saarloos, Brown, Musgrove, Brennan, Heinbockel, Hallgren).

Eggleston reported:

- DJTA received a grant from Rivers, Trails, and Conservation Assistance (RTCA) on October 1 for the River Walk Park project that involves property by the Delta River, across the Richardson Highway from the Forestry office. DJTA will work with RTCA during the upcoming winter to research the project, HAZMAT issues, and the area's hydrology.
- DJTA conducted a public review for the *Delta Junction Community Trail Plan* and made the necessary revisions. The final plan will be presented to the community once it is published.
- DJTA is currently applying for a Recreational Trail Program grant for the Bluff Cabin Trail Restoration, which will be a two-phase project. They will apply for the grant the first year, begin the process to amend the trail easement to exclude vehicles greater than 1,500 pounds, and correct easement alignment (actual trail and documentation are not accurate). DJTA and the Division of Natural Resources (DNR) are trying to resolve issues with heavy trucks tearing up the surface. In the second phase, Year 2, DJTA will apply material over geo-fabric to damaged sections in the first 1.34 miles of Bluff Cabin Trail, perform a trail assessment and prescription on the lake area to the cabin and river, install signage, increase the parking area, and install bollards and/or boulders to limit access from vehicles less than 1,500 pounds (ATVs and snow machines). Eggleston asked for a resolution to support the Bluff Cabin Trail restoration project to include with the grant application, due November 15. She said DJTA is also looking for a \$25,000 match from the community to construct the first section of the Bluff Cabin Trail and partners to facilitate the cash flow of the \$100,000 reimbursable grant. The \$25,000 can be in-kind contributions (materials, dump trucks, operators), but DJTA must pay contractors. DNR reimburses DJTA thereafter. Eggleston said they followed the same challenging procedures with the Liewer Community Trail.

Brown moved to draft a resolution to support Delta Junction Trails Association's efforts to restore the Bluff Cabin Trail and authorize the mayor to sign it and issue it; Brennan and Musgrove seconded.

Discussion followed regarding the grant application requiring one resolution from a governing body and three letters of support from community organizations, emailing the draft to Council members before finalizing it by November 13, and DJTA not receiving any opposition about restricting heavy vehicles from accessing local trails.

Motion passed unanimously on a roll call vote with six in attendance (Brown, Musgrove, Brennan, Heinbockel, Saarloos, Hallgren).

## **Covenants and Land Clearing at Delta Airport Subdivision Phase 2**

### **Land Clearing at Delta Airport Subdivision – Draft Request for Proposals**

Leith referred to a packet of information, dated October 13, 2015, explaining recent history about development of the Airport Subdivision and she asked for a decision about 1) whether to build the roads and to what width and 2) whether to install electricity or let the buyers do it. Lots in the 2002 subdivision development had power, which increased their value. Saarloos referenced Ralph Mathews' letter to the City Council, dated October 31, suggesting developing the airport subdivision in phases. He said it makes sense when a developer has limited capital, usually in areas where it is very

expensive to construct roads. He disagreed with the phase approach and suggested clearing all the subdivision roads, so Mathews can finish surveying all the lots and the plat can be recorded. Once recorded, lots can be sold. At that time it can be decided whether or not to install electric poles. GVEA will not install power until the plat is recorded. Corners must be in place to show where the public utility easements are.

Hallgren said he favored completing the whole project. \$140,000 was budgeted to develop the subdivision and hopefully costs will be recovered when the lots are sold. The value of the raw land will be deposited into the City's Permanent Fund. A professional appraisal will be necessary before the lots are put up for sale and the minimum price must be no less than the appraised value. Anything not sold at the auction would be sold over the counter.

Saarloos said to consider building as many roads as the money will allow. And decide how to clear; put it out for bid and let a contractor hydro-ax it, let someone clear it for the timber, or attempt to sell the timber.

Hallgren agreed with Saarloos and said installing electric poles would be less expensive overall if done altogether, but subdividing the property is the least that must be accomplished.

Heinbockel agreed to not piecemeal the project, but to do it all. He suggested building subdivision roads, installing power, and recovering costs when the lots are sold.

Discussion followed regarding improving Remington Road, the cost of roads and power included in two-thirds of the 2002 lots, except the last stretch, East Taxiway, which property owners did themselves, the cost of lots sold in 2002 (\$9,000 for the largest one, 1.1 acre), 21 new subdivision lots that are approximately one and a half acres each, zoning the subdivision as industrial, and clearing roads to the limits of the right-of-way (80 feet) with 30 to 40 feet of driving surface.

Musgrove agreed with clearing all the right-of-ways, setting monuments, recording the plat, and having the lots appraised. Clearing right-of-ways will determine road construction. He suggested timber be removed by whomever clears the roads.

Saarloos suggested inquiring with local logging companies to harvest timber or hire a professional land clearing company. Discussion followed regarding putting the project out for bid (charge to cut down trees or pay to harvest timber) and present litigation pertaining to the timber theft.

Saarloos moved to approve clearing all right-of-way limits in Airport II Subdivision, instruct Surveyor Ralph Mathews to set monuments and record the plat, and to determine the method of clearing thereafter; Heinbockel seconded.

Hallgren asked whether the utility right-of-way between lots would be part of what is cleared.

Saarloos said some developers do it to save costs, but it is minimal and GVEA usually does it. The motion addresses the road right-of-ways, not the power right-of-ways. Details on the covenants can be finalized after monuments are set and before the plat is recorded.

Musgrove said clearing the public utility easement of Block 3 is necessary for setting subdivision lot corners.

Saarloos amended the motion to include clearing the public utility easements in Block 3; Heinbockel agreed.

Hallgren called for objection to the amendment with none being offered.

Motion passed unanimously on a roll call vote with six in attendance (Musgrove, Heinbockel, Brennan, Saarloos, Brown, Hallgren).

## **NEW BUSINESS**

### **Purchase Orders**

PO#130 to Interior Hardware in the amount of \$74.49 for Landfill safety supplies

PO#171 to Interior Hardware in the amount of \$11.24 for City Administrator Desk repair supplies

PO#172 to Interior Hardware in the amount of \$14.75 for City Hall dumpster padlock

PO#173 to Interior Hardware in the amount of \$328.13 for DEC updating at Library

PO#174 to Interior Hardware in the amount of \$17.98 for bee hive killer for Park

PO#184 to Interior Hardware in the amount of \$1.45 for an electrical junction box cover for Library

PO#231 to My Boiler Man in the amount of \$1,413.19 for cemetery grave caps and repair to Landfill fill station

PO#232 to Kel's Septic Pumping in the amount of \$842.50 for snaking sewer line at Public Works building

PO#233 to Delta Medical Transport, LLC in the amount \$1,294.74 for reimbursement for supplies

PO#235 to Interior Hardware in the amount of \$514.99 for backflow preventer for ice arena

PO#236 to Interior Hardware in the amount of \$75.48 for City Hall repair and maintenance supplies

PO#237 to Interior Hardware in the amount of \$634.49 for Public Works welding supplies

PO#238 to Buffalo Fuel in the amount \$3,501.50 for October heating and equipment fuels

Musgrove moved to approve purchase orders as presented; Saarloos seconded.

Discussion followed regarding why small purchase orders require approval, plans to revise procedural policies for purchases and the (April 3, 2007) procurement code, putting information about purchases in Council boxes because purchases under \$5,000 do not require Council approval (City Code §1.41.015), three more grave covers (\$1,175.69 of PO#231), and whether fees for opening and closing gravesites adequately cover expenses.

Motion passed unanimously on a roll call vote with six in attendance (Brennan, Saarloos, Brown, Musgrove, Heinbockel, Hallgren).

**Introduction and First Reading of Ordinance 2016-01, An Ordinance Repealing Code of Ordinances Chapter 4.30, Flood Hazards, Adding Section 4.15.025, Flood Hazards and Comprehensive Plan and Removing the City of Delta Junction from Participation in the National Flood Insurance Program**

Heinbockel moved to approve introducing Ordinance 2016-01, holding the first reading, and setting the public hearing date for November 24, 2015; Saarloos seconded.

Hallgren said the ordinance was drafted by City Attorney Jim DeWitt.

Motion passed unanimously on a roll call vote with six in attendance (Saarloos, Heinbockel, Brennan, Musgrove, Brown, Hallgren).

**Donation of Ambulance #3 (2004, E450) to Interior Region Emergency Medical Services**

Leith reported Manley Hot Springs Volunteer Fire Department is in need of an ambulance to transport patients to the airstrip per Interior Region Emergency Medical Services (IREMS). The City's oldest model ambulance, 2004 E450, has 37,000 miles and it is two-wheel drive. It was also purchased with Missile Defense impact funds.

Brown moved to donate Ambulance #3 to Interior Region Emergency Medical Services, so that Manley Hot Springs can use it; Musgrove seconded.

Heinbockel said Manley Hot Springs is 157 road miles from Fairbanks and he preferred to donate a 4WD instead of 2WD. Discussion followed regarding contracting ambulance transports with Delta Medical Transport (since 2013), no longer having volunteer responders (Delta Medical Squad), whether to keep or dispose of emergency vehicles and equipment that are not being used on a regular basis, and considering getting battery isolators to keep them charged.

Motion passed on a roll call vote with four voting in favor (Brown, Brennan, Musgrove, Hallgren) and two voting against (Heinbockel, Saarloos).

Heinbockel said he is in favor of disposing of an ambulance, but not #3.

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

Leith reported Fort Greely will host town meetings, Health Care for Veterans on November 13 and the Greely Clinic Grand Opening on December 15.

Saarloos reported the ribbon was cut on the new main gate today.

Discussion followed regarding when staff comments are appropriate during a Council meeting and lengthy discussions.

Hallgren said Council members have equal say in a public forum and he did not want to sway them from discussing a topic.

Heinbockel stated Christmas gifts were budgeted and he asked that they be issued before Thanksgiving or Christmas. He referenced the October 20, 2015 minutes and said he wanted the record to show that he would not have supported the Mayor instructing the City Attorney to file a lawsuit over the timber theft because more will be spent on legal fees than what will be recovered. He said the Mayor is not allowed to make those decisions.

Hallgren said the Council made the decision and he was chided for not doing it earlier.

**ADJOURNMENT**

Saarloos moved to adjourn at 8:31pm; Musgrove seconded. Motion carried.

Pat White, City Clerk

Approved: November 24, 2015