



**City Council Minutes
April 19, 2016 ~ 5:00PM**

**Regular Meeting
City Hall, Delta Junction, Alaska**

The regular meeting of the Delta Junction City Council was held on Tuesday, April 19, 2016 at City Hall. Mayor Pro tem JW Musgrove called the meeting to order at 5:02pm.

City Council members present: Mayor Pete Hallgren (telephonically), Mayor Pro tem JW Musgrove
Sebastian Saarloos, Lou Heinbockel, William Brennan (arrived at 5:30pm)

City Council members excused: Audrey Brown, Freda Degnan

City employees present: City Administrator Mary Leith, City Clerk Pat White

Five members from the community were present at the beginning of the meeting and it was broadcast over KDHS 95.5 FM radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Heinbockel moved to adopt the April 19, 2016 agenda; Saarloos seconded. Motion passed by unanimous consent.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Saarloos moved to approve the April 5, 2016 minutes; Heinbockel seconded. Motion passed by unanimous consent.

COMMENTS FROM THE AUDIENCE

Andrew Morton referenced CK# 218334 for reimbursement (page 3) and thanked the Council for sending him to Texas for training. He passed all certification and is now a licensed firefighter for the City of Delta.

Musgrove and Heinbockel thanked Morton for his dedication.

CORRESPONDENCE

Partners for Progress - Request to Use 1997 Kenworth T-800 End Dump

Leith, as President of Partners for Progress in Delta, Inc., referenced an April 13 letter from Karen Cedzo, Partners Coordination and Program Development, requesting use of the City's 1997 end dump during the last two weeks of their Heavy Equipment Operator and Mechanic Academy, June 7-24. The loan would be the same as in the past when Partners had difficulty locating equipment.

Discussion followed regarding the loan not interfering with needs of the City Public Works crew and not conflicting with constructing West Second Street by July 15, students scheduled to practice their training at the fairgrounds, and Partners taking responsibility for any repairs or damages caused while using the City-owned end dump.

Heinbockel moved to approve the Partners' request to use the end dump; Saarloos seconded.

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

Delta Petro-Wash – Permission for Water Line to Cross Jarvis Avenue

Prins Samuel, Manager of Delta Petro-Wash, referred to his April 16 letter and explained the need to install a waste water line between a treatment plant and a lagoon to comply with Alaska Department of Environmental Conservation (ADEC) regulations. The car wash is located on Lots 15 and 16 of Block 4 in the Delta Junction Townsite. The water treatment plant will be built on Lot 2 of Block 4. A two-inch insulated, subsurface pipe will transport treated waste water from the treatment plant to the lagoon, a fenced evaporation pond located across Jarvis Avenue. A permit for the water line must be submitted to ADEC with the proposed plan. Samuel said he will present the plan back to the Council once it is approved by ADEC.

Discussion followed regarding presenting a resolution at the May 3 meeting, issuing a preliminary approval letter to expedite DPW's application, advertising the proposed plan so that the general public has opportunity to speak, extra effort to identify adjacent property owners and to contact them individually, septic systems not requiring public notification, citizen complaints last fall about the condition of an existing pond that was built by previous property owners, depth of

placing the water line and providing options for traffic to bypass the area during construction, removing pipe from the existing lagoon, and not moving forward until all property owners in the area are identified and notified.

Saarloos asked for the detour plan to be presented in writing along with work details, i.e. completion date, whether it can be done at night when there is less traffic.

Brennan arrived at 5:30pm.

With four voting (Heinbockel, Saarloos, Hallgren, Musgrove), the City Council directed staff to issue a letter of preliminary approval to Delta Petro-Wash and to draft a resolution granting a revocable license to transit Jarvis Avenue with a below ground waste water line as requested. Brennan abstained from voting because he is employed by Delta Industrial Services, the parent company of Delta Petro-Wash.

UNFINISHED BUSINESS

Gravel Pit Inside City Limits

Leith reported the Division of Mining, Land & Water will present their final-finding decision in two or three weeks. Discussion followed regarding Council comments (March 7, 2016) to the State's plan to expand their gravel pit (per December 15, 2015 letter) because it is in opposition to City Code §4.45 that prohibits gravel pits inside the City limits.

Public Works Building - Allied Steel Settlement

Leith reported City Attorney Jim DeWitt has been unsuccessful in getting a response from Allied Steel. [The \$17,000 steel stairs were not built according to design, so Hector's Welding in Fairbanks was paid \$23,719 in November 2014 to design and build them. The construction contract for the Public Works building has yet to be settled.]

Resolution 2016-05 Establishing Records Retention Standards for the City of Delta Junction

Leith referenced a memorandum from City Attorney Jim DeWitt, dated April 11, spelling out guidelines for records retention standards and two pertinent Alaska Statutes, AS 40.21.070 and AS 40.21.080.

Discussion followed regarding increasing retention of litigation records from one year to ten.

Heinbockel moved to approve Resolution 2016-05, establishing records retention standards as presented with the exception of retaining litigation documents for ten years, not one; Saarloos seconded.

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

NEW BUSINESS

Award Bid for Pickup Truck

Leith reported the new/unused crew cab, long-bed pickup was advertised for over three weeks, but no bids were received. Discussion followed regarding available funding to purchase a truck, current rate of renting a work truck (\$1,700/month), drafting an RFP for the May 3 meeting, sending the RFP to individual dealerships, and why a used truck (under 30,000 miles with an extended warranty) was not considered.

Award Contract for Lawn Maintenance

Musgrove reported a single bid was received for the lawn maintenance contract for the park and cemetery.

Discussion followed regarding spec changes and competition causing differences in bid prices (\$13,578 in 2013, \$11,100 in 2015) and a clause in the contract that automatically extends the award for up to two years with an annual two-percent increase as long as both the City and the contractor are in agreement.

Heinbockel moved to award the lawn contract to William Pugh, aka Bill's Small Tractor Service, in the amount of \$12,900.00 once all proper documents are completed; Saarloos seconded.

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

1982 140G Grader

Leith asked for guidance in disposing of the 1982 grader. She presented details about her research: Fairbanks businesses, First Strike and Great North charge 12% and 10% commission, prices range from \$35,000 and up, and the 1982 grader could sell for \$40,000 to \$60,000, but graders on the market are fairly abundant at the present time. Leith said the 1982 grader is parked at the landfill and is used a couple times a year, it was purchased with a State grant in the early 1980's, and Deltana Community Corporation (DCC) is not interested in owning a grader.

Discussion followed regarding setting a minimum bid of \$25,000 and auctioning it off in Fairbanks or advertising it locally with a competitive bid, and City employee Dave Boadwine re-sleeving the engine in 2003.

Saarloos moved to set the minimum bid at \$25,000 and advertise the grader for competitive bid in the local paper and the Fairbanks Daily News-miner; Heinbockel seconded.

Leith said she would put the bid packet together and get approval before advertising it.

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

Summer Hire Positions

Leith reported job descriptions for two summer positions, Part Time Library Aide (10 to 20 hours per week at \$11.50/hour starting June 1) and Part Time Maintenance Assistant (four to six hours per day, May 23 through August 19, \$11.50/hour) were drafted primarily from what was traditionally done in the past plus consideration of the new minimum wage. Discussion followed regarding age restrictions on equipment use and requiring the maintenance assistant to carry a valid driver's license and a cell phone.

City Purchases over \$1,000

CK# 218328 to Alaska Communication in the amount of \$1,666.76 for phone and Internet

CK# 218329 to Golden Valley Electric in the amount of \$4,192.88 for March electricity

CK# 218330 to Cougar Mountain in the amount of \$1,682.00 for Finance Office software renewal

CK# 218332 to Interior Hardware in the amount of \$1,443.85 for chimney cap for Community Center, shop supplies and welding helmet, City Hall paint and minor fixes, sander improvements, and landfill expansion project safety gear

CK# 218333 to Morley Electric, Inc. in the amount of \$3,294.00 to install lift station at Public Works building

CK# 218334 to Andrew Morton in the amount of \$2,374.31 for reimbursement for Fire Department training (airfare, hotel, gear rental, and shuttle)

Heinbockel moved to approve purchases 218328 through 218330 and 218332 through 218334; Brennan seconded.

Discussion followed regarding the lift station bill being overdue (218333) and why the need to repeatedly purchase welding helmets (218332).

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

REPORTS

Airport – JW Musgrove reported the airport picked up a few new clients, which is typical during this time of year.

City Administrator – Mary Leith reported:

- John Carnahan, Department of Conservation, applied for grant funding to evaluate cleanup of the old rifle range / dump area where the Delta Junction Trails Association hopes to develop the Delta River Walk Park Trail.
 - She meets telephonically with U.S. Army Alaska (USARAK), Alaska Fire Service, and Bureau of Land Management (BLM) each Thursday to discuss military training updates and potential fire risks. A 25-acre fire on the Donnelly Training Area / Battle Area Complex (DTA/BAX) was mopped up on April 7 and 85% of prescribed burns are finished. Red Flag will begin next week, so local residents should expect bombing and increased potential for fires. The Indian Air Force will train in May and, as of April 15, were not sure if they would be dropping bombs as well.
 - Johnson River Enterprises will provide equipment to load and transport 50 boulders to the construction site of the new Mt. McKinley Bank. The price was reduced to 5¢ per pound (at the February 2, 2016 Council meeting).
 - Alaska Municipal League (AML) Executive Director Kathy Wasserman shared information about Revenue Sharing. Smaller municipalities will receive more and larger municipalities will receive only half of what they have in the past. Delta Junction will receive about \$4,000 less than last year (FY2016).
 - Guess & Rudd, City legal representation, received a \$500 check from Matthew Andreassen's attorney, Zane Wilson, as settlement for stealing trees at the airport subdivision. Arrangements are being made with Deltana Community Services Partnership (DCSP) for Andreassen to deliver (12 cords of) firewood to Ptarmigan Heights Senior Housing Complex. Leith said she would inspect the wood upon delivery, which is expected next week or the week thereafter.
- Musgrove said he would appreciate a photo of the wood once it is delivered.

- Chris Morley, owner of Morley Electric, now owns equipment to seal cracks in asphalt. He offered to do some work for the City to test out the new equipment.

Discussion followed regarding needed road work on Hayes, Emmaus, and South Clearwater, the Public Works crew hitting permafrost after digging 25 feet in the "big dig," Saarloos reporting the perimeter for the road around the new cell being laid out, whether paying overtime (by the hour) was cost effective while paying the high cost of rental equipment (by the month), and operators logging high scale wages once clocked out of the "big dig."

Musgrove said the new cell will likely not result in a finished product, so as much work as possible should be done with what grant funds are available. He questioned whether funding will be gone before equipment leases lapse.

Hallgren reported equipment rental expenses exceeded employee wages last summer.

Brennan asked for tangible numbers before making a decision about overtime.

Leith reported a fourth operator was added last week. They normally work between 5:00am and 3:00pm six days a week.

Heinbockel said he approved of Leith's work schedule, but he questioned \$60 per hour per operator. He expressed concern with the Public Works crew concentrating on the landfill project and not considering other priorities.

Finance – Mary Leith reported Finance Officer Stephanie Prestwich completed quarterly grant reporting today and will present a draft budget sometime in May.

School – Mary Leith reported the 2016 High School graduation ceremony is scheduled for Thursday, May 19 at 7:00pm.

Library – Sebastian Saarloos reported the Delta Library Association will sponsor the Library Open House on April 23, 10:00-4:00. The Basket of Books Silent Auction has nearly 100 themed baskets and the Merchant's Raffle has nearly 50 items. Patrons must be present to win the raffle drawing at 3:00pm and basket bids close at 4:00pm.

Public Works – Lou Heinbockel reported:

- The burned residence on Rapids is being cleaned up.
- He has received multiple complaints about trashed yards.
- Bill's Apartments is a disaster because tenants do not close the dumpsters when they haul out their trash.

Discussion followed regarding freedom to live without taxes and Forestry maintaining an area for residents to dispose of grass and burnable debris from their yards.

Musgrove reported Community Cleanup is scheduled on May 7 and yellow bags can be picked up from the Chamber of Commerce. [Landfill hours will be extended (9:00-5:00) to coincide with the Chamber-sponsored event. All household garbage delivered to the landfill will be discounted 50% and there will be no charge for yellow-bagged garbage (roadside cleanup) delivered to the Triangle.]

Brennan proposed a concept to give area residents the discounted rate at the landfill upon participating in Community Cleanup first. He asked to consider it next year, if it is too late this year.

Saarloos suggested a larger discount as incentive and offering a different day to take advantage of the reward.

Heinbockel reported Community Cleanup began as a way to encourage homeowners to clean up their property. He recalled when residents lined up for a mile to deliver trash. The Chamber and local businesses contributed to the event and people supported it by volunteering their time. He said fewer groups participate now because there is no incentive.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Heinbockel reported Ken Ryther lost his life on April 6. He was a Vietnam vet after receiving training through the Navy and a licensed Physician Assistant after graduating from Duke University. Ken became Delta's first permanent medical provider in 1972 at a time when the Army provided medical care, but only during emergency situations. Several doctors from the Fairbanks Clinic started a medical practice in the old RCA building and hired Ken and his wife, Kathy, a Registered Nurse, to operate it. Ken served on the City Council (May 1973 through December 1975 and May 1977 through October 1980) and as mayor (May 1974 through December 1975), but quit in disgust over not passing a sales tax to support the police and fire departments. Heinbockel said he hoped the general public would recognize Ken for his contributions to this community, especially because "he did a heck of a job as our medical provider."

Saarloos referred to the Delta High School Softball game schedule for 2016 and said none of the home games fall on a Tuesday night (scheduled Council meetings). He read a letter that he issued on April 6 to thank the athletes for their hard work, commitment, and personal sacrifices as representatives of their school and community. Saarloos added that one of the teammates expressed interest in serving on a future City Council when they introduced themselves on April 5.

ADJOURNMENT

Hallgren moved to adjourn at 6:59pm; Brennan seconded. Motion carried.