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**City Council Minutes**  
**September 20, 2016 ~ 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, September 20, 2016 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
Lou Heinbockel, Audrey Brown, Sebastian Saarloos

City Council members excused: Freda Degnan, William Brennan

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

Five members from the community and one out-of-town guest were present. The meeting was broadcast over KDHS 95.5 FM radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Musgrove moved to approve the September 20, 2016 agenda; Heinbockel seconded. Motion passed.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Musgrove moved to approve minutes from the September 6, 2016 meeting; Hallgren seconded. Musgrove asked to clarify a motion under *City Per Diem Rate* (page 2), "... change the City policy to accept the IRS published rate for mileage..." Discussion followed regarding editing it to read, "... align City mileage reimbursement with the current IRS published rate and to automatically realign it in the future whenever the IRS rate changes."

Motion passed unanimously on a roll call vote to amend the September 6, 2016 minutes with five in attendance.

COMMENTS FROM THE AUDIENCE

John Lewis encouraged participation in the Homeland Security & Emergency Management training on September 24, which addresses Incident Command System (ICS), who takes charge during a crisis, and response to a bus catastrophe. Discussion followed regarding a tour bus incident near Glennallen on August 7 in which 13 people were transported by ground to a medical facility in Glennallen or by air to hospitals in Wasilla and Anchorage.

Kassie Farrar referenced a printed summary about the median tree revitalization project, which she has worked on since 2012. She reported 2016 is the third year of experiencing spring drought, the most defining element that determines the success of transplanted trees. Of the 24 new saplings in the Richardson Highway median, the oldest is four years and the youngest, one. Twenty-eight small trees were fertilized this year, but one may have not survived the drought. Rust was evident in August, causing aspen trees to turn brown instead of gold and yellow. Farrar said she will prune trees near the Visitor Center next spring and water, but she does not intend to plant any new trees. She, Mike Farrar, Bruce Swaim, Barbara Knight, Henna Knight, and Adaline Blum logged 62 hours of volunteer labor over the past summer pruning, watering, fertilizing, weeding, and planting two Siberian Larch and two Bristlecone Pine trees near the Sullivan Roadhouse. She asked the Council to get involved in maintaining the median to stop willows and weeds from taking over and she offered to work with the City's summer hire next year to guide them in taking care of the trees in the downtown area. Most of the work is in the spring and before the Deltana Fair in July.

Discussion followed regarding the Chamber of Commerce bringing back Frontier Days and preparing for the 75th anniversary of the completion of the Alaska Highway in 2017, researching insurance, Heinbockel stating the City does not own equipment that can do a decent job in ditches, and whether the park and cemetery lawn contract could include the highway rights-of-way.

Hallgren questioned whether remaining (truck) grant funds could purchase a four-wheeler and, changing subjects, he said the State DOT is planning on constructing 12 passing lanes on the Alaska Highway between Delta Junction and the Canadian border, but he did not know if it would be in time before the 75th anniversary.

Musgrove thanked Farrar and others for their time and he asked whether there were enough funds to support the project next spring or if it could be addressed in the next budget cycle.

Saarloos questioned maintaining the Richardson Highway rights-of-way, particularly because of DOT removing trees in front of the Post Office in 2010.

Farrar said the community suffers because of losing the opportunity to impact visitors.

Leith said remaining funds from the summer hire budget could be used to hire extra part-time help next spring.

Rob Gillespie, AML/JIA (Alaska Municipal League/Joint Insurance Association) Risk Control Specialist, introduced himself and explained that AML/JIA is one of two major insurance pools in Alaska that started in the 1970s and 80s when it was difficult for municipalities, boroughs, and school districts to obtain insurance. Community contributions are pooled and used toward claims from all communities. Good safety records are reflected in reduced rates and Delta Junction's current rate of .96 is better than the standard 1.0. Gillespie said his visit was to gather information to review appraisals on City facilities. He would offer recommendations to Hale & Associates, the City's broker. He will add the 2016 Ford plow truck and he suggested getting rid of the old equipment storage facility, valued at \$368,000, because it could save \$800/year. He also suggested increasing deductibles on larger ticket items, i.e. fire engines, from \$500 to \$1,000. Discussion followed regarding whether to insure the ambulances for occasional use, establishing an agreement to loan the (Rescue Squad) ambulances to Delta Medical Transport, requiring them to carry insurance and list the City as additionally insured, AML offering to review all draft contracts, meeting with DMT on September 21 to negotiate a long-term lease agreement, and ability to purchase safety related items (road cones, shoes, vests, glasses, gloves, etc.) through AML's safety program.

Monica Gray, Natural Resource Technician, presented an update of the Big Delta State Historical Park preservation project (from the September 6, 2016 meeting): The landfill boulders were inspected (the City donated any usable rock to protect the park and Rika's from the Tanana River bank erosion), root wad is still a consideration, they are researching local businesses who can transport the rock, and engineers are scheduled to survey the riverbank in two weeks. Delta Mine Training has donated 100 large angular rocks to the project. Crowd fundraising ends September 22, but they would continue to solicit donations through February 2017. To date 77 people donated a total of \$35,655. Discussion followed regarding the impressive amount of rock at the landfill and Tom Gorman's success in protecting his property upstream on the Tanana River earlier this year (March 15, 2016 meeting).

Rodney McNany, Fort Greely Garrison Public Affairs Officer, reported an official press release has not yet been issued by the Department of Homeland Security about not accepting state-issued identification to access military installations. The Real ID Act will affect people who are employed or have contracts at Fort Greely, bus drivers, delivery personnel, anyone requiring access; except for special events.

Discussion followed regarding other acceptable IDs, signage informing the general public about a Recreational Access Permit (RAP) to climb Donnelly Dome, Donnelly previously known as Delta Dome, and all military training ranges managed by Fort Wainwright since BRAC (Base Realignment and Closure) in 1995.

McNany invited the public to attend the *Women of the World* concert at the Fort Greely Community Activity Center on October 22 (7:00pm) and the *Air Force Band of the Pacific* on October 23 (3:00pm). Red Ribbon Week, which promotes awareness about alcohol and substance abuse, begins October 24 at the Delta Elementary School and involves participation from Junior High and High School students.

CORRESPONDENCE

2016 Municipal Election Notice and Ballot

Hallgren reported the next regularly scheduled Council meeting will be held on October 4, the same day as the Municipal Election. Election results will be certified at a special meeting on October 11 along with voting in a Mayor and Mayor Pro tem. The second regular monthly meeting will be held on October 18.

Heinbockel acknowledged the fact that three current Council members would run unopposed for their perspective seats, JW Musgrove – Seat B, Freda Degnan – Seat D, and Pete Hallgren – Seat G. All three seats are three-year terms.

Appoint Election Officials

Hallgren reported nine election officials will oversee the 2016 election table between 8:00am and 8:00pm (Doris Fales, Audrey Murphy, Mary Saarloos), count ballots after the election at 8:00pm (Sherry Smith, Jackie Becker, Terry Kozarik), and recount them the following morning at 9:00am (Dave Becker, Terri Crowson, Rena Case). All election officials are residents of the City's precinct per City Code of Ordinances §2.30.020(a).

Saarloos moved to appoint the election officials as presented; Brown seconded.

Motion passed unanimously on a roll call vote with five present (Saarloos, Heinbockel, Brown, Musgrove, Hallgren).

Request to Purchase Cemetery Plot

Hallgren referenced City Code §1.70.050, "... Cemetery lots shall be sold to persons living outside the Regional Education Attendance Area only with the authorization of the City Council, Cemetery Director, or Mayor..."

Saarloos read a letter, dated September 15, from Robert Allen, a previous Delta resident and a current Fairbanks resident. Saarloos moved to grant Robert Allen's request to purchase a cemetery plot at Rest Haven Cemetery for the standard price of \$450.00; Musgrove seconded.

Discussion followed regarding whether to revise the City Code for better clarification.

Motion passed unanimously on a roll call vote with four present (Musgrove, Saarloos, Heinbockel, Hallgren). Brown exited the room during the discussion.

UNFINISHED BUSINESS – none**NEW BUSINESS****Resolution 2017-01, a Resolution to Support Automatic Voter Registration When Applying for a PFD**

Saarloos moved to approve Resolution 2017-01 as presented; Musgrove seconded.

Brown said some people feel that combining a voter registration with a Permanent Fund Dividend (PFD) application is potential for a violation of privacy because the PFD application can be a public document.

Motion failed on a roll call vote with four opposed (Brown, Musgrove, Heinbockel, Hallgren) and one in favor (Saarloos).

Award Airport Subdivision II Tree Clearing Project

Heinbockel moved to award the tree clearing project to the apparent low bidder, Talus Enterprises, for \$39,000.00; Saarloos seconded.

Leith reported Talus met all bid specifications.

Discussion followed regarding GVEA rights-of-ways not part of the bid specs because GVEA prefers to clear themselves, whether Talus intends to utilize the brush disposal site east of the Richardson Highway, and their responsibility to notify the Delta Forestry office.

Motion passed unanimously on a roll call vote with five present (Musgrove, Heinbockel, Saarloos, Brown, Hallgren).

City Purchases over \$1,000

CK# 218560 to Bill's Small Tractor Service in the amount of \$4,300.00 for lawn contract services, payment #3 of 3

CK# 218583 to Wells Fargo in the amount of \$5,947.80 for credit card charges (S.Prestwich travel to Chicago for training - \$3,745.20; passport postage - \$13.62; P.Hallgren, M.Leith, S.Saarloos lodging in Wasilla during AML conference - \$1,315.83; John Lewis flight to Baltimore - \$788.00; library books - \$44.85; wiring on Skidsteer brush - \$195.00; cash back / credit - \$154.70)

CK# 218584 to CDW Government, Inc. in the amount of \$3,846.46 for two laptops (S.Prestwich, M.Leith) and one desk computer (L.Burcham)

CK# 218585 to GVEA in the amount of \$2,767.78 for August electricity

CK# 218586 to Western Peterbilt LLC in the amount of \$3,693.95 to wire and install old Boss plow to new City pickup

Saarloos moved to approve check numbers 218560 and 218583 through 218586 as presented; Musgrove seconded.

Discussion followed regarding grant funding used to install the plow on the new truck (218586), John Lewis' travel to Baltimore for an Emergency Management Institute course September 26/29 and Homeland Security reimbursing his travel expenses (218583), and FY2016 funds used to purchase new computers (218584).

Motion passed unanimously on a roll call vote with five present (Heinbockel, Saarloos, Brown, Musgrove, Hallgren).

REPORTS

Airport – JW Musgrove reported Greg Turner, a local pilot, mowed around the airport again using his own equipment. The John Deere tractor is still operable, but its gear box fluid leaks, its tires leak, and its blades are due to be sharpened. Referring to Kassie Farrar's conversation (page 1+2), he said the John Deere tractor is in good enough condition to use on Richardson Highway rights-of-ways. It has limits, but it does well on inclines because it has a fairly low center of gravity.

Mayor – Pete Hallgren reported:

- He received a thank-you letter from the Partners for Progress Board of Directors for use of the 1997 Kenworth T-800 End Dump (approved April 19, 2016) during their Heavy Equipment Operator and Mechanic Academy. They trained 15 equipment operators this year, five more than normal, and they appreciate the Council's support of their program.

- He is scheduled to meet with members of the Chamber on September 22 to work on the latest draft lease for the Visitor Center.

- Local residents mistakenly received a brochure from the Matanuska-Susitna Borough about their election on October 4. A computer-generated error issued brochures to all voters in District 9, not just those in Mat-Su.

- There was a .327% increase in CPI (Consumer Price Index) last year, which will affect the Cost of Living Adjustment (COLA). That error will cost \$1,900 in employee wages. It will be an agenda topic at the October 4 meeting.

City Administrator – Mary Leith reported:

- Several cases of outdated documents, described in a handout dated September 14, 2016, were currently being hauled to the landfill. Anything with confidential information was shredded first.

- The hydro-seeding project at the landfill is successful because grass is growing.

- The Morgan Stanley (Permanent Fund) account needs to be updated with current mayor and staff information.

Leith asked to approve new signatories: Mayor Peter Hallgren, City Clerk Patricia White, City Administrator Mary Leith, and Finance Officer Stephanie Prestwich.

Heinbockel moved to approve updating the Morgan Stanley account as discussed; Musgrove seconded.

Brown said she found it odd that it escaped the auditors.

Motion passed unanimously on a roll call vote with five present (Saarloos, Musgrove, Heinbockel, Brown, Hallgren).

Musgrove questioned the municipal landfill operation and how its waste water applies to the notice about the Alaska Polluted Discharge Elimination System Program, dated July 5, 2016.

Leith said she would inquire with the Department of Environmental Conservation (DEC).

Emergency Preparedness / LEPC / Public Health & Safety – Audrey Brown reported:

- Mike Paschall, Elena Powers, and Flower Cole, will attend the annual State Emergency Response Commission / Local Emergency Planning Committees (SERC/LEPC) meeting in Anchorage October 17/20.

- She is working on the Emergency Preparedness Pillow Case Project, which teaches students, grades 3-5, to prepare for emergencies. No date has been set yet. Kits include a map of the United States, colored according to their area's known disasters. Earthquakes and wildfire are most common for Delta Junction. Walt Disney funded a multi-year project in 2013, providing pillowcases and workbooks to be taken home for students to do with their parents. Pillowcases are stuffed with immediate needs in case of evacuation.

- The Delta Health Fair will be held at the Elementary School on September 24, 8:00am to noon. Representatives from the Veterans Administration will be available to assist vets with benefits and resources. Dates for other health fairs around the state can be found on the Alaska Health Fair website (alaskahealthfair.org).

- Homeland Security training will be held at the Community Center on September 24, 9:00am to 4:00pm.

- She attended a meeting on September 17 with Darlene Supplee, Executive Director of Fairbanks Senior Center.

The Senior Center in Fairbanks received a grant that will provide services for senior citizens, i.e. transport them to/from doctor appointments, shop for groceries, prepare meals, etc. It includes funding to provide similar services in Delta. There is also a possibility for frozen meals-on-wheels to be delivered from Fairbanks once a week. Brown said she will keep the Council apprised after meeting with Supplee again.

Public Works – Lou Heinbockel reported:

- The Public Works crew is currently grading gravel roads. He said a member of the community suggested filling pot holes with a mixture of gravel and clay. He asked if it would wear better than concrete.

- The plow was mounted on the new 2016 pickup. The regular highway tires and wheels that came with the new truck were put on the old Ford truck. Heinbockel asked to find out what it would cost to repair the old truck, so it can be sold.

- Mt. McKinley installed a culvert at their new building site and connected their pavement to Kimball Street.

ADJOURNMENT

Musgrove moved to adjourn at 7:21pm; Brown seconded.

Pat White, City Clerk

Approved: October 4, 2016