



**City Council Minutes  
January 4, 2017 ~ 5:00PM**

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

The regular meeting of the Delta Junction City Council was held on Wednesday, January 4, 2017 at City Hall. Mayor Pete Hallgren called the meeting to order at 5:02pm.

City Council members present: Mayor Pete Hallgren, Deputy Mayor JW Musgrove  
Freda Degnan, Jennifer Brant, Lou Heinbockel

City Council members excused: William Brennan, Audrey Brown

City employees present: City Administrator Mary Leith, Finance Officer Stephanie Prestwich (until 8:45pm)  
Library Director Joyce McCombs (until 6:30pm), City Clerk Pat White

Seven members from the community were present at the beginning of the meeting. The meeting was broadcast over KDHS 95.5 FM radio.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Musgrove moved to approve the January 4, 2017 agenda; Heinbockel seconded. Motion carried.

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

Musgrove moved to approve the minutes from the December 20, 2016 meeting; Brant seconded. Motion passed on a roll call vote with five in attendance.

**COMMENTS FROM THE AUDIENCE**

Andrew Morton, firefighter with Delta Junction Volunteer Fire Department (DJVFD), reported he monitored electrical usage at the fire station over the past month and, distributing spreadsheets, he showed kilowatt usage for emergency vehicles, fire equipment, and the building. He explained use of a kilowatt reader, a three-phase reader, and thermal imagery. He was successful in eliminating constant year-round draw from the standby generator and he suggested installing motion sensors in the bay area and setting them up on a timer, so lights are not left on for multiple hours awaiting return of responders. He said the well pump uses a huge amount of electricity, but in short spurts because it only takes four minutes to fill a 3,500-gallon fire tender. A typical structure fire requires 30,000 to 40,000 gallons. Discussion followed regarding outside lighting and bay lights being the biggest users of electricity (\$341.80), insignificant use from ambulances and fire trucks (\$22.24), possibly replacing fluorescent lights with LED in the bay area, additional research to identify unaccounted energy costs, whether transformers could be a factor, studying electrical usage on other City-owned facilities, and the backup generator designed to serve the fire station and the Public Works building.

Tony White, owner/operator of Delta Medical Transport and certified inspector of fire extinguishers, reported City facilities are over-compliant with poundage in fire extinguishers, but they are all out of compliance as of January 1, 2017 because of new fire codes and hydrostatic test requirements. White reported five-pounders are adequate for City facilities, except for the Zamboni room at the Liewer-Olmstead Ice Arena and where the loader is parked at the landfill. Both will require ten-pounders. He explained cycling fire extinguishers through Arctic Fire & Safety, one-third each year, conducting semi-annual and annual inspections, training City personnel to manage maintenance of fire extinguishers each month, recertifying fire extinguishers every six years, and prioritizing compliance at the library because of occupancy. White quoted costs: \$59.50 each to recharge and test three ten-pound fire extinguishers (Zamboni room, loader at landfill, spare), \$47.50 x 25 five-pounders (City Hall, Community Center, library, scale house, landfill shop, rink), and \$65 for 100 tags and 100 zip ties, which would be a five-year supply.

Musgrove said he preferred to update fire extinguishers, so all City buildings are compliant. He suggested sending the oldest fire extinguishers first and to stagger them over a couple of months.

Prestwich said funding is available to update the fire extinguishers.

Musgrove moved to authorize City Administrator Mary Leith to ensure all fire extinguishers are compliant, not exceeding \$2,000.00 with Arctic Fire & Safety; Hallgren seconded.

Council members expressed appreciation for Tony White's efforts in updating City facilities, including transporting fire extinguishers to and from Arctic Fire & Safety in Fairbanks.

Motion passed on a roll call vote with five in attendance (Heinbockel, Musgrove, Degnan, Brant, Hallgren).

#### **Automated External Defibrillators (AED) – moved from *New Business***

Tony White reported the American Heart Association revamped their life-safety standards in 2014, so all seven of the City's 2010 defibrillators are out of compliance. He recommended purchasing Zoll defibrillators because they are compatible with what both local clinics, Delta Medical Transport medics, and Fort Greely EMS carry. Zoll AEDs cost \$995 per unit. Lifepaks cost \$1,005. White suggested placing AEDs at the Community Center, hockey rink, City Hall, library, and landfill.

Musgrove questioned whether to buy two for the highest profile facilities, library and Community Center, and then research grant funding for the others.

Discussion followed regarding checking equipment each month, replacing batteries every seven years, machines warranted, but not the batteries, whether an AED on site affects insurance premiums, and researching grant funding.

Heinbockel said the City survives on grants, so he did not object to using money from the General Fund to purchase AED replacements.

Hallgren moved to authorize City Administrator Mary Leith to research available grant funds and, if not useful, to purchase up to five Automated External Defibrillators; Heinbockel seconded.

Motion passed on a roll call vote with five in attendance (Heinbockel, Musgrove, Degnan, Brant, Hallgren).

#### **CORRESPONDENCE**

##### **Nenana Ice Classic – Gaming Renewal**

Heinbockel moved to show no objection to Nenana Ice Classic's gaming renewal application; Musgrove seconded.

Motion passed on a roll call vote with five in attendance (Degnan, Brant, Musgrove, Heinbockel, Hallgren).

##### **The CAVE Wine Bar & Grille – Liquor License Renewal**

Heinbockel moved to show no opposition to The CAVE Wine Bar & Grille's liquor license renewal; Degnan seconded.

Motion passed on a roll call vote with five in attendance (Brant, Musgrove, Heinbockel, Degnan, Hallgren).

##### **Alaska Highway 75th Anniversary (1942-2017)**

Craig Cugini, Fort Greely Deputy Garrison Commander, referenced an email he issued soliciting support from the City and the Chamber of Commerce to join the Fort Greely Team in collaborating events to celebrate the 75th anniversary of the construction of the Alcan (Alaska-Canada) Highway, 75th anniversary of Allen Army Airfield (AAAF), and the 150th anniversary of the purchase of Alaska from Russia. Events would showcase the military across Alaska, the F35 program, Delta Junction as the end of the Alaska Highway, and, as historians requested from the U.S. Government, to recognize that the construction of the Alaska Highway was number 16 of 42 documented events that led to desegregation of our nation. Fort Greely personnel are unable to solicit funds or political assistance, which is why the private sector is asked to participate in planning events. Celebrations are being planned across Alaska and locally, i.e. potential plans for a softball tournament, 5K run, Army concert band, a parade and Army/Air Force marching band, military vehicles, military flyover, and ground breaking and/or a dedication ceremony. Plans are being made that "shoot for the moon" before they are determined to be realistic. Invites will be sent to Governor Bill Walker, President Donald Trump, and State/Federal dignitaries, including two veterans, ages 93 and 102, who helped build the Alaska Highway.

Discussion followed regarding June 3, 2017 as the tentative date with June 10, 2017 as the alternate, possibly celebrating over several days and tying it to the Chamber's Frontier Days, scheduling events during the tourist season instead of the actual anniversary date (October 25), interest in establishing a veteran's cemetery somewhere in the State of Alaska, possible funding available to replace End-of-the-Alaska-Highway signs, offering a "key to the City" to guest veterans, and Hallgren drafting a resolution of support to present at the January 17 meeting.

Leith reported the Chamber of Commerce is printing 75-year certificates for traveling the Alaska Highway and purchasing 75th anniversary commemorative coins.

McCombs excused herself at 6:30pm.

**UNFINISHED BUSINESS** – none

## **NEW BUSINESS**

### **Capital Improvement Projects (CIP) / Legislative Wish List**

Leith reported Senator Mike Dunleavy and Representative George Rauscher both stated Capital funds will not be available if they cannot be tied to an existing Federal grant. She suggested not asking for any legislative funds. Discussion followed regarding existing grant funds totaling approximately \$350,000 and whether any of it could be used to purchase new Automated External Defibrillators (AED) or fire extinguishers.

Heinbockel suggested asking for funds to replace the landfill dozer and loader, equal to \$1.5 million, because they are showing their age. Should either piece of equipment fail, the City would have no means to operate the landfill.

Hallgren said the landfill operation is at a break-even status; able to pay for maintenance of equipment, but not replace it.

Heinbockel moved to request \$1.5 million in Capital Improvement Projects (CIP) funds to replace equipment at the landfill; Degnan seconded.

Brant asked if there is a less expensive piece of equipment that could do the job.

Heinbockel said the existing equipment was recommended by the engineers and shortly afterwards the D6 was deemed inadequate; that is should have been a D7 or D8.

Discussion followed regarding money available for landfill closure, but not to purchase new equipment, the City Permanent Fund available for emergency expenditures, and Musgrove questioning a contingency plan.

Craig Cugini asked if \$10,000 or \$15,000 could be requested for a backup generator should the 9-1-1 system fail again.

Heinbockel suggested voting on the motion and bringing back discussion at the January 17 meeting.

Motion failed on a roll call vote with three in favor (Degnan, Heinbockel, Brant) and two opposed (Musgrove, Hallgren).

### **Creating City Council Email**

White reported new staff emails were established with Google and will cost \$5/month for each one (Leith, Burcham, Prestwich, White, and an administrative email). Prestwich will act as the email administrator.

Prestwich reported Google provides more security, so there is less spam. Unsecured servers are why municipalities and schools use Google.

Leith asked if Council members should be given City email addresses.

Hallgren said there are advantages to keeping City discussions out of personal email accounts, so he was not opposed to issuing a deltajunction.us email to Council members.

Musgrove said he did not oppose City emails, but he felt City business should not be conducted over email.

### **Establishing an Auto-Pay Standard Practice**

Prestwich asked to consider having monthly bills paid directly from the bank account or the credit card. ACS, GVEA, Ricoh, etc. could be put on auto-pay, but not Aetna. She said an electronic fund transfer could also eliminate writing checks, including ones under \$1,000.

Musgrove asked for a proposed list to vote on at the next Council meeting (January 17).

### **New City Logo with City Seal / Lapel Pins**

White reported past Council member Dawn Grossmann guided the 50th anniversary committee in designing the 2010 logo. The City Council worked with Hogeye, Inc. in Fayetteville, Arkansas to design the 2012 logo. There are 18 lapel pins left out of 1,500 that were ordered in the 2010 design and 82 left of 1,000 ordered in the 2012 design. White asked 1) to adopt the 2015 logo, which was created by City Administrator Mary Leith, and 2) to authorize purchase of enough pins for City purposes and enough to distribute during the Alaska Highway and AAAF 75th anniversary celebrations.

Heinbockel moved to approve the 2015 design as the new City logo and to purchase 1,500 lapel pins; Musgrove seconded.

Motion passed on a roll call vote with five in attendance (Heinbockel, Musgrove, Brant, Degnan, Hallgren).

### **Cell Phone Reimbursement**

Hallgren reported the City does not provide cell phones to its employees, but does pay \$25/month on a quarterly basis for use of personal phones used for City-related business.

Musgrove said it is understandable why landfill and equipment operators need cell phones, but he argued that office staff has land lines and computer capabilities to communicate with Public Works employees. It is no more difficult to send a text message from a computer than it is from a cell phone because it is the same address.

Discussion followed regarding business-provided cell phones considered income by IRS, how often personal cell phones are used for work, the existing non-Council-approved policy set up around 2007/2009 because equipment operators were alone on the job, not reimbursing Council members for use of their phones, and Prestwich using her cell phone as a hotspot to receive email because of no Internet at home.

Degnan said desk job or not, cell phones are convenient, texting is invaluable, and \$25 is reasonable if an employee is willing to use their phone on the job.

Brant questioned boundaries pertaining to who gets reimbursed because using a cell phone to communicate is a choice.

Craig Cugini offered ideas to frame expectations and requirements of using cell phones for work-related communication.

Musgrove moved to continue the unofficial policy of paying \$25/month for personal cell phones used by Richard Mitchell, Corey Groppe, and Rob Bevard; Heinbockel seconded.

Heinbockel moved to amend the motion to include Finance Officer Stephanie Prestwich; Musgrove seconded.

Brant said she agreed with paying employees who use their personal phones during company time.

Hallgren moved to amend the motion to pay all five employees that request \$75 reimbursement on a quarterly basis (Richard Mitchell, Corey Groppe, Rob Bevard, Stephanie Prestwich, Joyce McCombs); Degnan seconded.

Motion passed on a roll call vote with five in attendance (Degnan, Brant, Heinbockel, Musgrove, Hallgren) to approve the amended motion, to pay \$25/month to four employees for use of their personal cell phones for work-related business.

Motion passed on a roll call vote with five in attendance (Musgrove, Brant, Degnan, Heinbockel, Hallgren) to approve the amended motion, to pay \$25/month to five employees for use of their personal cell phones for work-related business.

### **City Purchases Over \$1,000**

CK# 218755 to Delta Medical Transport in the amount of \$12,500.00 for FY2017 contract payment, 2 of 2

CK# 218756 to ESRI, Inc. in the amount of \$1,500.00 for mapping software support

CK# 218757 to Thrive Response LLC in the amount of \$3,957.00 for Michael Zastavskiy's firefighter training in Crowley, Texas (includes housing and meals, but not travel)

CK# 218758 to Delta Surveys Associates in the amount of \$1,712.50 for post-construction survey of Landfill Cell #2

CK# 218759 to Buffalo Fuel in the amount of \$9,226.30 for December fuel

Musgrove moved to approve checks # 218755 through 218759 as presented; Degnan seconded.

Heinbockel questioned why delivery of fuel to the fire hall is not on a "keep-full" basis (CK# 218759).

Prestwich said fuel delivery depends on fuel that is available in the truck.

Motion passed on a roll call vote with five in attendance (Brant, Degnan, Musgrove, Heinbockel, Hallgren).

### **REPORTS**

**Mayor** – Pete Hallgren reported:

- He and William Brennan are drafting a revision of the personnel drug policy to introduce within the next month.
- He is still working on the Visitor Center lease agreement with the Chamber of Commerce.

Discussion followed regarding whether AEDs were available at the Visitor Center and/or on tour buses.

**City Administrator** – Mary Leith reported:

- The septic system at the Public Works building froze over the weekend and it was repaired on January 3.
- The Department of Environmental Conservation required a finished survey of Cell #2 (CK# 218758) to show what portion of its construction was completed last summer. Leith said 1,690 tons of garbage was processed last year, causing concern that Cell #1, which is ten years old, won't last its projected 20-year life.
- There has been no update about the conveyance of Pioneer Park since the last reports (October 18, 2016 and November 22, 2016 meetings).

**Finance** – Stephanie Prestwich reported:

- The Semi-Annual Budget Report shows 50% expenditures and 84% revenue through December 31, 2016. The landfill operation has generated \$181,666 in revenue of the \$200,000 that was budgeted.
- The (Delta Rescue Squad) ambulance needs winter tires. Lauren Morton from Delta Medical Transport reported the best quote was from Goodyear Tire for \$1,950. Prestwich asked to use the \$1,000 that is in the Delta Rescue Squad budget, take necessary funds from the current \$600,000 surplus, and reconcile the budget at the end of the fiscal year.

Heinbockel moved to purchase six new tires for the ambulance, not to exceed \$2,000.00; Musgrove seconded.

Discussion followed regarding emergency vehicles able to operate year-round with studded tires, whether to purchase an extra set of tires and wheels to change between summer and winter.

Lauren Morton reported wheels must be purchased from the Lower 48 because they are an odd size. She said the \$1,950 quote included studs and switching out the new tires.

Motion passed on a roll call vote with five in attendance (Musgrove, Degnan, Brant, Heinbockel, Hallgren).

**Library** – Mary Leith reported Creative Alaska: A Ten-Year Retrospective of Support for Alaska Artists was donated to the Delta Community Library from the Rasmuson Foundation. The book features Alaska artists in the first ten years of Rasmuson's individual artist awards program, 2004 through 2013, and includes John Haines and Jane Oliver, whose art projects are on display at the Delta Community Library.

Prestwich excused herself around 8:45pm.

**Airport** – JW Musgrove reported:

- Silas Hill packed the new snow before the wind creates drifts.
- There is still a significant amount of work left to remove cut wood from the airport subdivision.

Heinbockel said Roger Kipar from Talus Enterprises (contractor) estimated 600 cords of firewood sold for \$5,000. The purchaser has resold some of it, but it is being hauled away at a slow rate. Free firewood is available to anyone interested in getting it from Forestry's community brush site on the west side of the Richardson Highway.

**School District** – Jennifer Brant reported a work session about the four-day school week will be held at the Delta Elementary School on January 5. Two documents are available on the school website (dgsd.us): a December 14, 2016 brochure explaining the yearlong investigation to improve education by reducing student and teacher absences and a revised draft, dated December 29, 2016, that clarifies and defines how the school district will measure achievement of their goals.

**Park / Recreation** – Jennifer Brant reported:

- Time and dates of an upcoming High School game and a Youth League Tournament this weekend.
- There are concerns from the community and the High School about the Zamboni.

Leith reported Arctic Monkey needed to order another part, which delayed the December 23 completion date.

Heinbockel said, in hindsight, he wished the Zamboni was taken elsewhere so it could've been repaired in a timely fashion. Having the spare Zamboni would have also been helpful.

Brant reiterated the need to schedule routine maintenance each year once the season ends.

**LEPC** – Mary Leith reported the Local Emergency Planning Committee meets on January 9.

**Public Works** – Lou Heinbockel reported:

- The Public Works crew is doing an excellent job clearing snow.
- The \$150,000-truck needs to have its plow mounted, so it can be used for more than sanding streets. He suggested using the truck for its intended purposes or getting rid of it, so the money can be used to replace equipment at the landfill. Discussion followed regarding obtaining a wide-load permit that is required by the State of Alaska because of the blade width, resolving computer glitches, and specs that were written for Fairbanks with no mention about the needed permit.

**ADJOURNMENT**

Musgrove moved to adjourn at 9:02pm; Degnan seconded.

Pat White, City Clerk

Approved: January 17, 2017