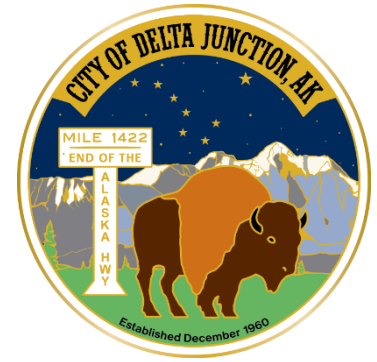


City Council Minutes
Regular Meeting
November 21, 2017 ~ 5:00PM
City Hall, Delta Junction, Alaska



The regular meeting of the Delta Junction City Council was held on Tuesday, November 21, 2017 at City Hall. Mayor Musgrove called the meeting to order at 5:00pm.

City Council members present: Mayor JW Musgrove, Deputy Mayor Freda Degnan
Lou Heinbockel, Alan Levinson, Jennifer Brant, Audrey Brown (arrived at 5:07pm)

City Council member excused: Pete Hallgren

City employees present: City Administrator Mary Leith, Administrative Assistant Flower Cole
Finance Officer Stephanie Prestwich, City Clerk Pat White

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

AMENDMENTS ~ APPROVAL OF AGENDA

Brant moved to approve the November 21, 2017 agenda as presented; Degnan seconded. Motion carried.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Degnan moved to approve the November 7, 2017 minutes as presented; Brant seconded. Motion carried.

COMMENTS FROM THE AUDIENCE

John Lewis, Emergency Services Volunteer Coordinator, reported 100, 200, 700, and 800 Incident Command System (ICS) courses are available online as independent-study, so the Division of Homeland Security & Emergency Management (DHS&EM) is unable to offer hands-on training. The courses are prerequisites for future exercises.

Brown arrived at 5:07pm.

UNFINISHED BUSINESS – none

NEW BUSINESS

City Purchases over \$1,000

CK# 219211 to Wells Fargo Credit in the amount of \$4,995.60 for credit card charges (\$285.00 – postage, \$711.64 – library materials, \$113.00 – electricity at the Liewer-Olmstead Ice Arena, Zamboni maintenance – \$407.14, supply of nuts and bolts at Public Works – \$2,137.95, vehicle registration – \$20.00, crank replacements on landfill dumpsters – \$410.82, supplies for facilities – \$170.88, City Hall emails – \$35.00, credit card annual fee – \$75.00, rekey Fire Hall and Public Works – \$80.65, shipping for new library parking stops – \$143.53, and library annual memberships – \$404.99)

CK# 219212 to Greer in the amount of \$1,025.59 for heating fuel spill container with lid replacement at library

CK# 219213 to Buffalo Center Service in the amount of \$1,102.40 for vehicle fuel (\$903.19 for street maintenance and \$199.21 for firefighting vehicles)

CK# 219214 to Delta Concrete in the amount of \$1,388.00 to assist with street maintenance on October 28, 2107

CK# 219215 to ACS in the amount of \$1,591.80 for October phone and Internet

Brant moved to issue checks 219211 through 219215; Degnan seconded.

Discussion followed regarding conditions of the street maintenance contract with Delta Concrete (CK# 219214) and changing codes to rekey City buildings (219211).

Motion passed on a roll call vote with six in attendance (Brown, Heinbockel, Levinson, Brant, Degnan, Musgrove).

Employee Holiday Pay

Musgrove reported part-time employees who work less than 20 hours per week currently receive holiday pay for the hours they normally work. He asked to clarify or modify verbiage in Section 13 of Chapter 4 of the *Employee Policy*, “When a holiday falls on a permanent full-time or permanent part-time employee’s scheduled

workday, excluding permanent short-hour and temporary employees, that employee is entitled to receive that holiday off with regular pay.”

Discussion followed regarding the difference between short-hour (less than 20 hours/week) and part-time (20 hours or more, but less than 30), posting the employee holiday schedule after it is reviewed every year, and hourly employees not expecting paid holidays.

Heinbockel said if an employee is scheduled to work on a holiday, they should get paid no matter if they're full-time, short-time, or whatever, without having to take it out of their leave. Otherwise a part-time employee would lose one-fourth of their weekly salary should a holiday land on their work week.

Degnan said if an employee is scheduled to work on a holiday, they should be paid for that holiday.

Musgrove suggested revising the *Employee Policy* by striking the words “permanent short-hour and.”

Discussion followed regarding sending revisions for legal review, including changes made on March 21, 2017.

Heinbockel moved to support the current administration in handling employee holiday pay; Brant seconded.

Motion passed on a roll call vote with six in attendance (Brant, Levinson, Degnan, Heinbockel, Brown, Musgrove).

REPORTS

Mayor – JW Musgrove reported Angie Barnard, Senior Library Aide for the past six years, is moving before the end of the year.

City Administrator – Mary Leith reported:

- Ralph Mathews is almost ready to email the final plat of Airport Subdivision Phase 2. M2C1 Construction & Engineering needs elevations to finish the Storm Water Pollution Prevention Plan (SWPPP).
- The unheated storage building at the old landfill on Tanana Loop Extension was vandalized sometime within the past few months. The building belongs to the City, but the stored equipment belongs to Rural Deltana Volunteer Fire Department (RDVFD). The local paper reported \$15,000 to \$20,000 in damages. Leith reported 30 fire extinguishers were emptied, supplies were scattered, windows were broken, holes were poked in sheetrock and the garage door. The trailer used to teach how to escape burning buildings was seriously damaged, but the Betty Crocker fire truck that is stored outside appeared undamaged.

Discussion followed regarding insurance coverage, RDVFD Chief Tim Castleberry working with others to determine the extent of the vandalism and what can be salvaged, whether they can surplus the fire engines, and history about the Betty Crocker fire truck that arrived in 1973.

- LeMay Engineering & Consulting, Inc. was awarded the Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation (PDM) grant contract to update the Hazard Mitigation Plan for the City and Deltana. The existing plan was done by Ecology and Environment, Inc. (E&E) in 2011. To remain eligible for FEMA funding, the plan must be updated every five years, approved by the Division of Homeland Security & Emergency Management (DHS&EM) and FEMA, and then adopted by resolution. Leith reported she issued a letter of commitment after she and John Lewis met with Patrick LeMay on November 17. LeMay will present a draft plan and request public input at the December 5 Council meeting. The updated plan is scheduled to be completed by April 23, 2018.

- Chris Morley, Morley Electric, is preparing a quote for a light pole at the Deborah/Aurora intersection.
- Maintaining aging facilities was a topic during the Alaska Municipal League conference in Anchorage, November 13/17. Leith expressed concerns about affording major repairs of 30-year-old buildings.

Finance – Stephanie Prestwich reported the annual audit is scheduled for next week.

Emergency Services / Public Safety – Freda Degnan reminded the public to take precautions against house fires and icy roads.

Library – Freda Degnan reported:

- The Alaska Highway Roadshow on November 18 was cancelled due to issues with Canadian authorities and performer's work visas.
- Library staff and patrons were appreciative of the Public Works crew for keeping the sidewalks, entries, and parking lot clear. The new parking bumpers are low, so snow is quicker and easier to clear. Staff also expressed appreciation for Charlie Velasco who voluntarily removed a snowdrift after the big wind last week.

Airport – Alan Levinson reported:

- A lot of the snow on the airport has blown away.
- The drag that is used to level snow was modified to accommodate the extra snow. The runway, ski strip, and tie-down area were packed, but the parallel taxiway is drifted and unusable.

Fort Greely Liaison – Craig Cugini, Deputy Garrison Commander, invited everyone to the Tree Lighting Ceremony and Holiday Bazaar at the Community Activity Center (CAC) on December 1, 4:00-7:00pm.

Park / Recreation – Jennifer Brant reported:

- The Toyo stove for the warmup shack will be installed once issues are resolved with the manufacturer.
- DSA volunteers worked long hours on November 19 to paint the indoor ice white, so it reflects lighting better. It should be brighter than ever before.
- The starter on the Zamboni was repaired in-house.
- The Delta Skating Association (DSA) purchased reusable vinyl to lay between layers of ice in the center of the indoor rink. Liewer-Olmstead Ice Arena and the Delta Huskies logo were designed into the vinyl. DSA is hopeful the City and the school district will share the cost (\$2,932.95).

Heinbockel moved to pay \$1,000.00 toward the cost of the vinyl logo for the indoor ice; Degnan seconded.

Motion passed on a roll call vote with six in attendance (Levinson, Brown, Degnan, Brant, Heinbockel, Musgrove).

LEPC / Emergency Preparedness – Audrey Brown reported:

- The Local Emergency Planning Committee (LEPC) meeting on November 13 was cancelled.
- Kidde fire extinguishers with plastic handles were recalled. Homeowners are asked to call 855-271-0773 (8:30-5:00pm ET Monday/Friday or 9:00-3:00 ET Saturday and Sunday) or go online (www.kidde.com) to give the model number for a replacement.

Public Works – Lou Heinbockel reported there has been substantial snowfall in the past few days, but the roads are well maintained.

Discussion followed regarding the Public Works crew clearing snow before school buses are out, concentrating on connector roads, a good working relationship with Delta Concrete, and the old plow needing repair (leaking fluids).

Heinbockel said he wanted to establish street guidelines in anticipation of the City eventually taking over maintenance of subdivision streets in plats that are approved by the City Council. He explained history when the City collected money from the State of Alaska to maintain miles of local roads.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Degnan said the Delta Christian Drama Association will perform their annual Christmas play, Realms of Glory, December 2, 3, 9, and 10. Each of the four performances will start at 6:00pm at the Living Waters Assembly of God Church.

Brown said she attended Newly Elected Officials training at the AML conference, covering the Open Meetings Act (OMA), conflict of interest, running a good meeting, Roberts Rules, etc. It is also an excellent refresher course. As an AML delegate, she voted on priorities and resolutions. She voted against AML lobbying for \$10 million for harbors because there are so many other needs in Alaska to allocate so much for one project. The vote was 24-22, a small marginal win.

ADJOURNMENT

Brown moved to adjourn at 6:25pm; Degnan seconded.