

**City Council Minutes**  
**Regular Meeting**  
**January 2, 2018 ~ 5:00PM**  
**City Hall, Delta Junction, Alaska**



The regular meeting of the Delta Junction City Council was held on Tuesday, January 2, 2018 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, Pete Hallgren (telephonically)

City employees present: City Administrator Mary Leith, Administrative Assistant Flower Cole

Finance Officer Stephanie Prestwich, City Clerk Pat White

No one from the public was in attendance. The meeting was broadcast over KDHS 95.5 FM radio.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Heinbockel moved to approve the January 2, 2018 agenda as presented; Brown seconded. Motion passed unanimously on a roll call vote.

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

Brown moved to approve the December 19, 2017 minutes as presented; Brant seconded. Motion passed unanimously on a roll call vote.

**CORRESPONDENCE**

**Chamber of Commerce – Permit Request for Fireworks at Park**

**Festival of Lights / Delta Junction Trails Association Flashlight Walk - February 3, 2018**

Brown moved to show no objection to the Festival of Lights' fireworks display at the Community Park on February 3, 2018; Heinbockel seconded.

Discussion followed regarding enough sponsors supporting this year's event, DJTA's flashlight walk ending at the park in time for fireworks at 6:30pm, Certificate of Liability Insurance to expire September 26, 2018, and the Chamber offering to clean leftover debris in the spring.

Motion passed unanimously on a roll call vote.

**UNFINISHED BUSINESS**

**Recovery of Spare Zamboni**

Heinbockel explained history: The school district gave title of the (1984) Zamboni to the City in exchange for \$15,000 of a \$250,000 loan (January 4, 2005 minutes). Thereafter the City Council loaned it to Fort Greely, free of rent or payment, with stipulations that it be available to the community should it be needed and when Fort Greely no longer had use for it. Fort Greely disposed of the Zamboni in June 2013 without the City's knowledge.

Leith said it was implied that the City was notified via email, but that correspondence does not exist. Past City Administrator Mike Tvenge stated he would've driven to Fort Greely with a trailer had he known of intentions to surplus the Zamboni. Referencing a letter from Colonel Rosanne M. Bennett denying the City's claim for the \$45,000 loss because it was filed "outside the statute of limitations," Leith said a written request for reconsideration must be received no later than six months from the mailing date of Col. Bennett's letter (November 14, 2017).

Discussion followed regarding usefulness of the spare Zamboni, past Garrison Commander Brent Abare's part in disposing of the Zamboni, and seeking legal advice.

## NEW BUSINESS

### City Purchases over \$1,000

CK# 219280 to BDO USA LLP in the amount of \$22,469.56 for FY17 audit, first payment

CK# 219281 to Delta Medical Transport in the amount of \$12,500.00 for FY18 contract, payment 2 of 2

CK# 219282 to H&H Service Center in the amount of \$3,000.00 to repair ambulance air suspension, a shared expense with Delta Medical Transport

CK# 219283 to Delta Surveys Association in the amount of \$1,390.00 for surveying (Parson's Subdivision on Spengler Road and annual landfill survey for DEC)

Brant moved to approve checks 219280 through 219283 as presented; Brown seconded.

Discussion followed regarding Seekins' inability to repair problems twice before taking the 2009 ambulance to H&H Service Center (CK# 219282), identifying a wiring problem and cleaning the air-ride suspension, and using savings from leasing the 2009 and 2011 ambulances to DMT.

Motion passed unanimously on a roll call vote.

### Employee Policy Handbook - Chapter 6, Section 5 - Rate of Leave Accrued

Musgrove reported he combined the City's 20-page *Employee Policy Plan* with the (*Employee Policy Handbook*) version that was drafted by Guess & Rudd in 2008. Several issues surfaced. One describes accrual rate if an employee has less than three years of service, three years but less than seven, and seven years but less than ten. It does not list accrual beyond ten years of service. Two current employees have more than ten years. Musgrove suggested increasing leave benefits incrementally up to 20 years' service or capping them at the current seven-year level. Currently employees accrue two full working days when employed for seven years but less than ten.

Hallgren said two days each month or 24 days/year plus nine paid holidays is a considerable benefit.

Discussion followed regarding capping accrued leave at 320 hours while imposing a use-it-or-lose-it policy during the March 21, 2017 meeting, comparing benefits with other communities, not using accrued leave as a pay-out benefit, and Heinbockel asking to differentiate between sick leave and personal leave.

Heinbockel moved to edit the *Employee Policy Handbook*, Chapter 6, Section 5(c) to read, "Two working days for each full month pay period if the employee has seven (7) years or more of service"; Brown seconded.

Motion passed on a roll call vote with six in attendance (Hallgren, Heinbockel, Levinson, Brant, Degnan, Musgrove - Brown stepped out of the conference room during that portion of the meeting).

Musgrove said he has questions about the *Employee Policy* that pertain to grades and steps, but will wait for a work session to address them before asking the Council to approve the final revised document.

## REPORTS

**Mayor** – JW Musgrove reported he is working with Prestwich to revamp the billing process for airport fees.

**City Administrator** – Mary Leith reported the cost guesstimate (lawyer fees, survey, filing) to resolve Hayes Circle issues may reach \$10,000 and neither GVEA nor homeowners can agree on an easement plan.

Heinbockel said either the two houses were built in wrong places or the road was. The property owners, whose homes are built inside the utility easement, are reluctant to contribute more than \$500 each to resolve the problem. Is the Council willing to pay the rest? Will property owners demand the road be moved?

Musgrove said that according to the City Attorney, adverse possession is not a valid option and the City has no responsibility in the matter.

**Finance** – Stephanie Prestwich reported she is issuing tax forms and the FY17 audit is almost finished.

**Park / Recreation** – Jennifer Brant reported the Delta Skating Association hosted a very enjoyable alumni hockey game over the Christmas holiday.

**LEPC / Emergency Preparedness** – Audrey Brown reported the next Local Emergency Planning Committee (LEPC) meeting is scheduled on January 8.

**Public Health** – Audrey Brown reported the Senior Companion Program is desperate for volunteers, 55 or older and within a certain income level. They are not required to commit 15 hours each week. They can work less.

**Public Works** – Lou Heinbockel reported:

- The wind broke the gate latch at the landfill. A lock and chain are being used until it can be repaired.
- Aurora Avenue is still being kept open.

Discussion followed regarding continuous wind and snow drifting problems on Aurora and the Wi-Fi parking area behind the library.

**Additional Reports** – Lou Heinbockel reported two different providers offered him residential Wi-Fi service. They are in the high-speed Internet business until ACS establishes locally.

**ADDITIONAL PUBLIC COMMENTS**

Cole expressed appreciation for keeping Aurora Avenue open and the Wi-Fi parking lot plowed. She also supported installing a streetlight on the corner of Aurora and Deborah.

Musgrove called for additional Council comments with none being offered.

**ADJOURNMENT**

Degnan moved to adjourn at 6:45pm; Brant seconded.

Pat White, City Clerk

Approved: January 16, 2018