

City Council Minutes
Regular Meeting
September 4, 2018 ~ 5:00PM
City Hall, Delta Junction, Alaska



The regular meeting of the Delta Junction City Council was held on Tuesday, September 4, 2018 at City Hall. Mayor Musgrove called the meeting to order at 5:02pm.

City Council members present: Mayor JW Musgrove, Deputy Mayor Freda Degnan
Lou Heinbockel, Jennifer Brant, Audrey Brown, Pete Hallgren (telephonically)

City Council member excused: Alan Levinson

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

Finance Officer Stephanie Erickson, Scale House Operator Reta Russell-Houghton, City Clerk Pat White
Four members from the community were present during different parts of the meeting.

AMENDMENTS ~ APPROVAL OF AGENDA

Brant moved to approve the September 4, 2018 agenda; Brown seconded.

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

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Heinbockel moved to approve the August 21, 2018 minutes as presented; Brant seconded.

Discussion followed regarding finding out if Hayes Circle property owners agree with the replat (“obtaining documentation that property owners agree to change property lines” under *Mayor Report* – third paragraph, page 4, August 21 minutes), property owners not agreeing on who is paying for expenses, and Heinbockel continuing discussion (*Additional Reports* - page 4, September 4 minutes).

Leith reported “Brownfield assistance grant” should read, “Brownfield Assessment” (Mindy Eggleston’s comment in second paragraph under *Request to Speak - Lease Property for River Walk Park* on page one).

Brown moved to amend the August 21, 2018 minutes per Leith’s edit; Heinbockel seconded.

Motion passed on a roll call vote to amend the August 21 minutes with six in attendance (Brant, Brown, Degnan, Hallgren, Heinbockel, Musgrove).

Motion passed on a roll call vote to approve the August 21 minutes with six in attendance (Brown, Degnan, Hallgren, Heinbockel, Brant, Musgrove).

REQUEST TO SPEAK

Request to Improve Fourth Street and Jarvis Avenue and Establish a MOA for Road Maintenance

Will Brennan, speaking on behalf of Delta Industrial Services (DIS) and referencing a sketch and a three-page handout, asked to establish a Memorandum of Agreement (MOA) between DIS and the City of Delta Junction for maintenance and small repairs of Jarvis Avenue, Fourth Street (west of the Richardson Highway), and Grizzly Lane. He also asked for an approved set of drawings to build proper drainage along the south side of Fourth Street and the east side of Jarvis Avenue. Road upgrades will improve DIS property, so they are willing to donate all work and maintenance as well as assist City personnel in establishing specs for future endeavors with residential and commercial entities within the city limits.

Heinbockel agreed with Brennan’s proposal because it addresses concerns with Grizzly Lane (pavement break allows water to drain into the gravel and create a pond) and issues with DIS properties (different level on both sides of Fourth Street).

Brennan said snow from road clearing accumulates on the west side of Jarvis and melts toward Grizzly and the Delta River. No underground utilities were found when the water line was constructed between Delta Petro-Wash’s water treatment plant and an evaporation pond/lagoon (May 2016).

Discussion followed regarding DIS trucks being the majority of traffic on Fourth, Jarvis, and Grizzly, DIS’ plan to construct another pipeline, and cost sharing (DIS to install ditches and culverts on Jarvis and Fourth and perform long-term road maintenance on Grizzly, Jarvis, and Fourth streets, to include snow removal, grading,

filling potholes, and dust abatement - the City to front engineer and survey costs for the six-week project and draft a MOA).

Musgrove said M2C1 Engineering must create the construction plan before a MOA can be drafted.

Heinbockel asked that M2C1 inspect the ditch that collects water from Fourth Street in front of Alaskan Steakhouse and that they provide an estimate of what it will cost for the road improvements. He would support a ten-year commitment in road maintenance, but not two or three.

Heinbockel moved to support DIS's proposal, not to exceed \$5,500.00 of City funds; Brant seconded.

Discussion followed regarding establishing a maintenance agreement when the MOA is drafted.

Degnan asked to recuse herself from voting.

Musgrove called for objection of Degnan not voting with none being offered.

Motion passed on a roll call vote with five in favor (Hallgren, Heinbockel, Brown, Brant, Musgrove) and one abstaining (Degnan).

Heinbockel said there will be additional costs for legal advice.

UNFINISHED BUSINESS

Final Plat Approval – Replat of Tract K, Fred Cook Estates Subdivision

Musgrove reported the preliminary plat of the Replat of Tract K, Fred Cook Estates Subdivision was approved October 21, 2008. The final plat was presented on August 21, 2018, but needed two small changes: overlapping lettering in the upper left corner and utility easement and road correctly designated by dotted and solid lines.

Brant moved to approve the final plat of the Replat of Tract K, Fred Cook Estates Subdivision, Plat #2003-15, as presented; Degnan seconded.

Musgrove reported he approved the 11"x17" plat because the required 24"x36" was presented on August 21.

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

Landfill Loader Tires

Leith referenced City Code §1.41.025 (purchase price between \$10,000 and \$25,000) and a three-page handout. She called five companies about tires for the landfill loader and received three quotes.

Discussion followed regarding differences between tires, benefits and limitations of foam filled tires, settling on standard tires, operating the loader in cold temperatures, but storing it in a heated building, and Purcell delivering and installing the four tires at the landfill.

Brown moved to approve purchase of four loader tires from Purcell Tire and Service Center in the amount of \$19,642.45; Heinbockel seconded.

Leith reported flat tires cost about \$900 to repair plus the cost to rent another loader during the repairs.

Discussion followed regarding using the old loader tires for planters or sandboxes at the park, selling them, and recalling Sherman Stebbins' suggestion for a contest (best distance upon rolling them off Donnelly Dome).

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

NEW BUSINESS

Introduction and First Reading of Ordinance 2019-01, Providing for Amendment of the FY18 Budget

Erickson reported overspending in different departments: park paving, landfill sinking fund, etc.

Heinbockel moved to introduce, hold the first reading of Ordinance 2019-01 and set the public hearing and possible adoption for September 18, 2018; Brant seconded.

Discussion followed regarding duplicating the ordinance format from last year, which was approved by the auditors.

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

City Purchases over \$1,000

CK# 219662 to Bill's Small Tractor Service in the amount of \$4,899.79 for lawn maintenance, payment 3 of 3

CK# 219663 to Alaska Wear and Steel in the amount of \$2,408.00 for grader edges

Brant moved to approve checks #219662 and 219663; Degnan seconded.

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

Lease Policy for Liewer-Olmstead Ice Arena and Outdoor Rink/Basketball Court

White reported there is no urgency, but a lease policy is needed to rent the Liewer-Olmstead Ice Arena. She referenced a memo, dated September 4, and asked for input at a later time.

Discussion followed regarding whether to lease the outdoor rink/ court the same as reserving the pavilion at the park (Kiwanis), recalling when the rink was used in the past, and continuing discussion on September 18.

REPORTS

Mayor / Airport – JW Musgrove reported:

- City volunteers recently mowed most of the airport surface and a Deltana resident volunteered his time and tractor to mow the runway, between the airport and the Richardson, and some sidewalls. The City's tractor will be used periodically to mow rural airports in trade for their volunteer efforts. Permission was granted by the City Council some time ago.

- The airport has recently had helicopter activity from seismic work or mineral exploration as well as increased activity from seasonal hunters.

Discussion followed regarding purchasing more traffic cones and a new mower.

City Administrator – Mary Leith reported:

- Sumitomo Metal Mining Co. Ltd. (Pogo Mine) officially announced they sold to Northern Star Resources Limited on August 30 and expect to close in early October. Leith reported Pogo's relationship with the community will remain the same.

Hallgren asked Leith to contact Pogo's Affairs Manager to confirm existing agreements (\$150,000 support to the City's general budget and \$150,000 for community needs).

- Heather Cavanaugh, Alaska Communications Director, External Affairs and Corporate Communications, issued a letter on August 2, explaining follow up from December 19, 2017 when she explained plans to bring high-speed broadband to Delta Junction. Alaska Communications expects to provide high-speed Internet to the local area in 2019. They intend to expand their network statewide through 2025.

Discussion followed regarding a 40-foot tower being built near DIS and no existing restrictions for towers in the City Code.

- Bid opening for the street maintenance contract will be held at 3:00pm, September 7.
- Television equipment at Donnelly Dome will not be repaired any sooner than September 18.
- Paperwork was finalized after gravel samples from the Glycol spill at the landfill (2017) passed lab tests.
- Two employees at the landfill scale house switched roles. Mike Burcham will fill in as needed and Reta Russell-Houghton will operate the scale house on a regular basis.

- The Mat-Su Borough Manager spoke at the AML Summer Conference in Healy about their disabled computer network that cost \$1.5 million to repair.

Discussion followed regarding intruders from Africa wanting a ransom and presenting a proposal to buy cyber liability insurance at the September 18 meeting.

Brown said cyber security invasion was a table top exercise at a recent Homeland Security conference.

- The Delta Junction Airport Subdivision Phase II was recorded on August 29.

Discussion followed regarding addressing the 22 lots and recouping the \$100 fee when the lots are sold.

City Clerk – Pat White reported the deadline to submit a Declaration of Candidacy for a seat on the City Council is 5:00pm, September 7.

Finance – Stephanie Erickson reported:

- New auditors will observe the payroll process on September 18.
- Two CDs, \$253,000 each, are currently sitting in cash. Some will be used to purchase loader tires and \$251,000 was transferred to the Landfill Sinking Fund (per August 7 discussion).

Discussion followed regarding whether to use some funds to pay for the septic system at the Visitor Center, researching options to invest the remaining funds, and preparing a proposal to present on September 18.

- The Permanent Fund investment was moved from Model 2 to Model 3 (per August 21 discussion).

Fort Greely Liaison – Craig Cugini explained restructuring of U.S. Army Garrison Alaska and the relationship with U.S. Army Garrison Fort Greely.

Park / Recreation – Jennifer Brant reported a broken swing at the park needs repaired and gravel needs added to fill gaps where it's settled around the outhouses. The Soccer Association tidied up the soccer fields in preparation for winter.

Discussion followed regarding replacing all the swings at the park, the freeze-thaw that alters the gravel around the outhouses, adding D1 by hand, winterizing the park pavilion, removing concrete debris in the soccer fields once the Skid Steer is repaired, status of replacing the furnace at the Liewer-Olmstead Ice Arena (wrong one delivered, new one expected to arrive in two weeks), and getting prices from the Career Advancement Center to build more concrete picnic tables.

Heinbockel complimented Paving Products for paving paths at the park and expanding the parking area with extra material and he acknowledged volunteers who dedicated a lot of work to groom the park and host a tournament during the Deltana Fair.

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

- The next LEPC meeting is on September 10.
- Three or four LEPC members will attend the Hale Borealis Preparedness Conference in Anchorage in October.
- Biodegradable pouches for safely disposing of medications are available at City Hall and the Public Health office in the Jarvis building.

Public Works – Lou Heinbockel reported:

- Russell-Houghton asked to extend landfill hours on Fridays (change 11:00-4:00 to 11:00-5:00).

Discussion followed regarding opening till 5:00 on weekdays (Tuesdays and Fridays) and discussing it again on September 18.

- Arrangements to heat the scale house need to be decided soon.
- The landfill is as tidy as it's ever been. Trash was removed from the recyclable aluminum cans. Dennis Burke changed fluids in equipment and he is currently working on the grizzly.

Musgrove suggested farming out the aluminum cans that are collected at the landfill; to contact the Delta Junction Trails Association to see if they are interested in recycling them to generate revenue.

Additional Reports – Lou Heinbockel reported the cost to resolve issues with Hayes Circle is the stumbling block between property owners. His portion is now more than \$1,600, plus he is expected to give up part of his property.

Musgrove asked Leith to query the four Hayes Circle property owners to find out if they accept the physics of the most current survey. Are they satisfied with the replat and who is paying for it?

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Flower Cole reported:

- The Visitor Center officially closed August 30.
- The Chamber of Commerce intends to keep their office open at the Visitor Center throughout the winter, 10:00 to 2:00, Monday through Friday.

Heinbockel said he would support septic system repairs, but only if the Chamber matches what the City pays. It was estimated to cost \$20,000 or \$22,000 in 2013.

Leith said she will get quotes to replace the leach field at the Visitor Center, but believes replacing pipe is not necessary. Nothing is budgeted to pay for the septic issues, so it will be a topic on the September 18 agenda.

ADJOURNMENT

Degnan moved to adjourn at 7:31pm; Brant seconded.

Pat White, City Clerk

Approved: September 18, 2018