

City Council Minutes
Regular Meeting
September 18, 2018 ~ 5:00PM
City Hall, Delta Junction, Alaska



The regular meeting of the Delta Junction City Council was held on Tuesday, September 18, 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
Jennifer Brant, Audrey Brown, Alan Levinson (until 7:09pm)

City Council members excused: Pete Hallgren, Lou Heinbockel

City employees present: City Administrator Mary Leith, Finance Officer Stephanie Erickson
Scale House Operator Reta Russell-Houghton, City Clerk Pat White

Four members from the community were present and the meeting was broadcast over KDHS 95.5 radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Brant moved to approve the September 18, 2018 agenda as presented; Degnan seconded.

Motion passed on a roll call vote.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Brown asked to revise wording in her *LEPC report* (page 4 of the September 4 draft minutes).

Discussion followed regarding Brown unclear on September 4 whether she would attend the Hale Borealis conference in October and adding “three or” to the sentence to read, “Three or four LEPC members ...”

Brown moved to approve the September 4, 2018 minutes as amended; Brant seconded.

Motion passed on a roll call vote.

COMMENTS FROM THE AUDIENCE

Chris Maestas, Fort Greely Garrison Public Affairs Officer, reported more troops are expected in the area over the next month, mostly during the first week of October.

REQUEST TO SPEAK

Replacement of Visitor Center Milepost

Craig Cugini, Deputy to the Fort Greely Garrison Commander, reported soldiers with the *Better Opportunity for Single Soldiers* program would like to replace the highway marker at the Visitor Center as a service project.

Concrete is crumbling, the base is rotting, paint is weathered and peeling. Cugini asked the Council to approve rebuilding the milepost and to authorize the Public Works crew to cut/remove the concrete, so a new foundation can be poured in the spring when the new marker is erected.

Discussion followed regarding history of when and how the milepost was originally built, seeking community input as to whether there is sentiment attached to it, whether a temporary marker is necessary through the winter, and the concrete slab being outside the realm of the soldiers’ service project.

Brant asked for a plan with drawings and a timeline of how the project would progress.

Musgrove said the City will commit labor and funding, but would require a budget for the project.

Cugini said he would solicit donations of materials from the community and present a plan at the October 2 meeting, which will include estimated hours for the concrete work.

CORRESPONDENCE

2018 Municipal Election Ballot and Advertisement

White reported ballots are available for absentee voting, September 19 through October 1.

Letter About Triple H Road Sign Change to Alaska DOT, Northern Region from Deltana Community

Corporation [Steve Joslin, DCC Chairman of Roads and Utilities, issued a letter dated September 6, 2018 requesting DOT replace the “Wind Farm Road” sign with the original Triple H Road sign and notify the area resident who is changing the sign that 1) the change was done and 2) that changes to road signs require approval and a procedure.]

Musgrove reported the ongoing situation (over ten years) is outside the city limits, but involves the City because the City provides addresses throughout the community and its surrounding area.

New LEPC Membership – Anthony White and Michael Goyette

Erickson reported two people submitted membership applications to the Local Emergency Planning Committee (LEPC) on September 10, 2018.

Brant moved to approve LEPC's recommendation to accept membership applications from Anthony White and Michael Goyette; Degnan seconded.

Motion passed on a roll call vote with five in attendance.

UNFINISHED BUSINESS**Hayes Circle Right-of-Way**

Leith reported none of the four landowners responded to the letter that was mailed to them after the August 21 City Council meeting, requesting a settlement that they all agree with.

Morgan Stanley Permanent Fund Investment Account

Erickson reported news is still pending whether Morgan Stanley will continue managing municipal investments.

Morgan Stanley Investment of Two CDs

Erickson referred to a four-page memo, dated September 14, 2018, and reported one of the matured CDs was moved to the landfill closure/sinking fund (\$251,000 added to \$363,000 – approved August 7, 2018). She asked how to manage the other funds that are currently in cash.

Discussion followed regarding two and three-year CDs maturing at different times (ladder effect), Department of Environmental Conservation (DEC) requiring approximately \$569,000 to close the landfill, and Alaska Municipal League Investment Pool (AMLIP) accounts: \$500,000 in undedicated savings, available for emergencies, and \$100,000 for landfill equipment.

Musgrove moved to reinvest Landfill Closure CD-2 funds (\$246,000) and \$95,513.11 cash to a September 2021 Maturity CD; Degnan seconded.

[Clerk note: \$95,513 includes interest from \$251,000 that was moved to landfill closure fund after August 7.]

Motion passed on a roll call vote with five in attendance.

Erickson questioned transferring another undedicated CD of \$246,000 into an 18-month CD.

Brown moved to reinvest CD-1 savings (\$246,000) into a March 2020 Maturity CD; Brant seconded.

Motion passed on a roll call vote with five in attendance.

Erickson questioned transferring \$46,460.83 from interest earned on CDs to an AMLIP account.

Brown moved to invest current interest (\$46,460.83) and future interest into an AMLIP account; Degnan seconded.

Motion passed on a roll call vote with five in attendance.

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

Musgrove reported the ice arena was rented out in the past for as much as \$500/day. He questioned whether a moving fee should be added to the set-up fee to use the Community Center stage and whether \$300 is enough of a cleaning deposit.

Brant said the outdoor rink/basketball court is a resource that should be available to the public at no charge. Discussion followed regarding the Big Dipper charging \$110 to \$275/hour to rent ice in Fairbanks, enforcing lease agreements by posting notices at the park pavilion and the outdoor rink/court, issuing keys to facilities when reservations are made, indoor rink used most every evening and every weekend during the winter, coordinating with Delta Skating Association (DSA) before scheduling an event, especially if Zamboni and operator are needed, and continuing discussion on October 2.

Brant suggested establishing summer and winter rates because maintenance, electricity, and heat are significantly different depending on the season.

Visitor Center Septic System

Leith reported Home Inspections, aka Danny James, will issue a recommendation to repair the septic system at the Visitor Center within a week. She will solicit quotes from contractors once the inspection is complete.

NEW BUSINESS**Second Reading, Public Hearing, and Adoption of Ordinance 2019-01, Providing for Amendment of the FY18 Budget**

Brant moved to hold the second reading and open the public hearing portion of Ordinance 2019; Levinson seconded. Motion carried.

Musgrove called for comments from the audience with none being offered.

Brant moved to close the public hearing; Degnan seconded. Motion carried by unanimous consent.

Brown exited the meeting at approximately 6:30pm.

Degnan moved to adopt Ordinance 2019-01, amending the FY18 budget as presented; Brant seconded.

Motion passed on a roll call vote with four in attendance. Brown stepped out of the meeting during the vote, but returned thereafter.

City Purchases over \$1,000

CK# 219682 to Aetna in the amount of \$14,255.57 for September group health insurance

CK# 219683 to Airport Equipment Rentals in the amount of \$1,021.50 to rent dozer and compactor used on Rebecca Street

CK# 219684 to Purcell Tire Company in the amount of \$19,642.45 for four loader tires

CK# 219685 to Letha Burcham in the amount of \$1,192.50 for mapping services, May-August

CK# 219686 to Wells Fargo in the amount of \$2,545.21 for credit card charges

CK# 219687 to Interior Hardware in the amount of \$1,536.32 for miscellaneous tools and parts

CK# 219688 to Delta Transport Services in the amount of \$3,964.62 for equipment and facility fuel

CK# 219689 to GVEA in the amount of \$3,247.97 for August electricity

CK# 219690 to Alaska Communications in the amount of \$1,753.24 for September phone and Internet

Brant moved to approve checks #219682 through 219690 as presented; Brown seconded.

Motion passed on a roll call vote with five in attendance.

Award Street Maintenance Contract

Leith reported the bid opening for the street maintenance contract was held on September 7. She recommended awarding the 2018-2020 contract to Delta Concrete, the lone bidder and the current contract holder.

Discussion followed regarding relying on the contractor when City equipment is down or when substantial snowfall requires immediate plowing of bus routes, road maintenance budgeted under Roads and Grounds, and breakdown of fees required on bid form (Priority One and Priority Two streets, hourly call-out for operators and specific equipment).

Brant moved to award the 2018-2020 street maintenance contract to Delta Concrete Products; Degnan seconded.

Motion passed on a roll call vote with five in attendance.

Cyber Liability Insurance

Leith reported it will cost \$5,000/year to add cyber liability to the City's coverage. It is recommended because of recent cyber-attacks in Valdez and the Matsu Borough.

Discussion followed regarding a \$5,000 deductible, obtaining a copy of cyber coverage from Alaska Municipal League Joint Insurance Association (AMLJIA), potential for lockdowns, obtaining an assessment and recommendation from Internet Technician John Johnson, and continuing discussion on October 2.

Increase Landfill Business Hours on Fridays

Reta Russell-Houghton reported the landfill is currently open to the public on Tuesdays, 11:00-5:00, and Fridays, 11:00-4:00. She asked to change business hours to 11:00-5:00 on weekdays.

Brant moved to increase public business hours at the landfill on Fridays, 11:00-5:00; Levinson seconded.

Motion passed on a roll call vote with four in favor (Degnan, Brant, Levinson, Musgrove) and one opposed (Brown).

Brown said she would have voted in favor had she known landfill personnel supported the extra hour.

REPORTS

Airport – Alan Levinson reported:

- The airport is still experiencing quite a bit of traffic.
- Community volunteers continue to spend a lot of time maintaining the airport.

Discussion followed regarding Leith receiving a Water Validation via email on August 21 from DEC for the Airport Subdivision II Storm Water Pollution Prevention Plan (SWPPP).

Levinson was excused at 7:09pm.

City Administrator – Mary Leith reported:

- The Department of Commerce, Community, and Economic Development (DCCED) issued a letter on September 11, 2018, explaining a Federal Payment in Lieu of Taxes (PILT) class action. Local governments in Alaska are believed to have been underpaid in fiscal years 2015, 2016, and/or 2017. When and if claims are paid, the State will receive and distribute funds.

- Dave Castor, Gray TV Engineer, was successful in getting the new translator at Donnelly Dome to put out a good signal. [Fairbanks channels have been out since lightning destroyed the modulator in mid-June.]
- A compactor was rented and streets are being graded.
- Skid Steer repair will cost approximately \$8,700.

City Clerk – Pat White reported the City’s public records release form (adopted March 6, 2018) was edited to change the number of hours to research and copy documents from one to five, as mandated by AS 40.25.110(c). The form reads, “Employee salary (hourly rate plus benefits) will be charged when documents generate labor in excess of five hours in a calendar month.”

Finance – Stephanie Erickson reported the new auditors will observe her payroll process on September 19.

Library – Freda Degnan reported Preschool Story Hour and Baby Lap Time resumed this week.

Park / Recreation – Jennifer Brant reported:

- Delta Skating Association held their first meeting for the 2018-2019 season.
- The fence on Aurora Avenue has been damaged for quite a while. She asked if it could be repaired before it gets worse.
- Gravel still needs added where the outhouse foundations have settled.

LEPC / Public Health – Audrey Brown reported:

- LEPC met on September 10. Three LEPC members will attend the Hale Borealis conference in Anchorage in October.
- The Delta Health Fair will be held at the elementary school on September 29, 8:00-noon. Lab tests cost less than going to a doctor’s office and paying for a blood draw. Lab results are sent directly to participants within two to three weeks, along with pamphlets that explain the tests. Safeway Pharmacy will provide flu and pneumonia shots.

Discussion followed regarding various blood tests and free screenings.

ADJOURNMENT

Degnan moved to adjourn at 7:40pm.

Pat White, City Clerk

Approved: October 2, 2018