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**City Council Minutes  
July 7, 2015 ~ 5:00PM**

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

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The regular meeting of the Delta Junction City Council was held on Tuesday, July 7, 2015 at City Hall. Mayor Pete Hallgren called the meeting to order at 5:00pm.

City Council members present: Mayor Pete Hallgren, Mayor Pro tem Mary Leith, Corey Vanden Boom, Freda Degnan  
City Council members excused: Audrey Brown, JW Musgrove, Lonny Meeks  
City employees present: Finance Officer Stephanie Prestwich, Library Director Joyce McCombs, City Clerk Pat White  
Eight members from the community were present at the beginning of the meeting and it was broadcast over KDHS 95.5 FM.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Leith moved to approve the July 7, 2015 agenda; Vanden Boom seconded. Motion carried.

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

Vanden Boom moved to approve the minutes from the June 16, 2015 regular meeting and the June 23, 2015 special meeting; Leith seconded.

Motion passed on a roll call vote with four in attendance (Leith, Vanden Boom, Degnan, and Hallgren).

**COMMENTS FROM THE AUDIENCE**

Mike Kingston, a resident of Delta since April 1973, said he wished to comment publicly about headlines in the local newspaper, Delta Wind, dated June 11. He said he felt "*Governor gives empty speech in Delta*" reflected negatively on the Delta community and a better choice of words could have described Governor Walker's visit (June 9). Kingston did express gratitude for Delta Wind Editor Michael Paschall publishing "*Governor reflects on visit*" under *Guest Opinion* in the July 2 paper and he referenced a gift that he would present to Paschall (a personal letter, a DVD of the governor's visit to the Career Advancement Center, and a book written by local resident Jon Dufendach, entitled "Coming Home").

**COUNCIL COMMENTS ON NON-AGENDA ITEMS**

Vanden Boom distributed her resignation letter, reporting she would be moving out of the city limits.

Leith moved to approve acceptance of Vanden Boom's resignation, effective July 12, 2015; Degnan seconded.

Motion passed on a roll call vote with four in attendance (Vanden Boom, Degnan, Leith, and Hallgren).

Discussion followed regarding appreciation for Vanden Boom's community involvement, wishing her and her family well in departing her hometown, advertising appointment on August 4, and the filing period for the October 6 municipal election (August 27 and September 11).

**REQUEST TO SPEAK**

**Establish Delta Co-op – Greenergy Farms**

David Mintun said greenergy (green energy) is an idea based on feeding Alaskans because 95% of all food in Alaska is imported, costing \$1.9 billion annually. Greenergy Farms is comprised of renewable energy, year round production of food, and cooperative business structure. Delta Junction is the best place for greenergy because of its size and social collateral for a small town. Mintun said a consensus must be built first, followed by marketing and fundraising. The crux of the proposal is storing harvests when the sun is not shining and the wind is not blowing and over half of the local population needs to buy into the concept in order to garner enough investment and nurture greenergy. Most importantly, producing local food needs to be recognized as a viable opportunity for Delta Junction.

Discussion followed regarding producing low-cost or zero-point energy, contacting local farmers and researching newly-established wind mills, breaking into the existing market to lessen the need of transporting food to Alaska, and accessing information about Greenergy Farms (greenergyfarms@gmail.com or 907-895-1092).

**CORRESPONDENCE****June 17, 2015 Landfill Inspection Report**

Hallgren reported the 2015 landfill inspection passed with a score of 98%. In DEC's letter, dated June 29, Neil Lehner expressed appreciation to Mike Tvenge and Richard Mitchell for assisting and "for running a great solid waste program." Discussion followed regarding missionaries from the Church of Latter Day Saints, Hallgren, and Tvenge cleaning litter at the landfill during Community Cleanup Day (May 23), windblown garbage presenting a never-ending problem, and almost breaking even in the cost of operating the landfill.

**REPORTS**

**Emergency Services** – Lauren Morton reported Delta Medical Transport is providing service to firefighting crews as well as providing coverage for the local community.

Hallgren reported the Southern Area (Incident Management) Gold Team used the City Hall plotter in the evenings during night shifts to print maps and other documents necessary for their daily briefings. They purchased more than enough ink and paper to replace what they used. Hallgren expressed appreciation for the dedicated firefighters and professionals that worked to preserve the whole Deltana area.

Vanden Boom said the school district opened its doors for firefighters to use its facility and to camp in the soccer field. The visitors protected the hallways with plastic and they also generously replaced paper products and office supplies.

**Mayor** – Pete Hallgren reported:

- He attended the Change of Command Ceremony at Fort Greely on June 25. The new commander, Lt. Col. Detrice Mosby, will attend the monthly meeting between the City and Fort Greely (FGA) on July 15 with Brent Abare, Deputy to the Garrison Commander, himself, and Mayor Pro tem Mary Leith.
- A Request for Proposal has been advertised to rent heavy equipment for construction of the new cell at the landfill. The project will be completed in-house with the Public Works crew as the operators. Each piece of equipment will be needed approximately 200 hours per month and both will be needed July 1 through September 30, 2015 or May 1 through June 30, 2016, depending on availability.

**Finance** – Stephanie Prestwich reported she is still training on her new finance software and working two different programs. Older FY15 documents will print off the existing program and FY16 documents will print off the new one.

**Library** – Mary Leith reported:

- Elementary summer readers have read 413 books in five weeks and teen readers have invested 350 hours.
- Fiona Barnard is volunteering to help with the summer readers while Kailey Mills is in Ecuador for a week.
- The Delta Library Association will sponsor Primal Mates (poetry with contemporary and traditional jazz) who will perform at the Delta Community Library on July 10, 7:00pm.

McCombs reported the library aims to collect \$10,000 in voluntary donations each year and has surpassed that amount for the past several years.

**Park / Recreation** – Corey Vanden Boom reported:

- T-ball season ends with a barbeque on July 8 and soccer starts on July 11.
- Denali Fenceworks (PO#18091 – bottom of page) repaired sections of the park fence and installed a regulation fence for the Girls Softball (as discussed on May 19) plus they donated the safety cover for the top of the chain link fence.

**Additional Reports by Council** – Mary Leith reported Deltana Community Services Partnership (DCSP) hosted a grand opening at Ptarmigan Heights on June 27, which was well attended, including the building's architect. The senior housing facility was funded by both federal and state grants and is presently two-thirds full (four of six units occupied). Leith said she appreciated the City Council's support and involvement in the project. She explained solar panels and other features built into the facility and the continued commitment from DCSP volunteers to run it.

**UNFINISHED BUSINESS** - none

**NEW BUSINESS****Purchase Orders**

PO#018086 to Alaska Farmer's Cooperative in the amount of \$970.32 for park and cemetery lawn fertilizer

PO#018087 to Amazon.com in the amount of \$908.33 for library books

PO#018088 to Bristol Engineering Services in the amount of \$11,274.00 for contract work on landfill expansion, billing #4

PO#018089 to Buffalo Fuel in the amount of \$1,915.20 for fuel

PO#018090 to Delta Professional Development in the amount of \$570.98 for gas

PO#018091 to Denali Fenceworks in the amount of \$9,989.00 for fence repairs and softball fence at park

PO#018092 to Niegel and Price Construction in the amount of \$978.00 for expansion joint sealant at rink

PO#000001 to Delta Medical Transport in the amount of \$12,500.00 for contracted ambulance service

PO#000002 to Hale & Associates in the amount of \$103,692.30 for annual insurance coverage for 2016

Leith moved to approve purchase orders 018086 through 018092, 01, and 02 as presented; Vanden Boom seconded. Motion passed on a roll call vote with four in attendance (Degnan, Vanden Boom, Leith, and Hallgren).

### **Resignation from City Administrator Mike Tvenge**

Hallgren referenced City Administrator Mike Tvenge's letter of resignation, dated June 24, 2015, and reported Tvenge resigned, effective July 24, and has accepted the Deputy City Manager position in Kodiak. He read from Tvenge's letter, "After serving two years as a City Council member and eight years as City Administrator, I am very proud of this history we have achieved. I could not have accomplished all that we've done without the support of the Mayor and Council, including the dedication of this wonderful staff. We truly poured our hearts into the needs of this community. Thank you for the many years of support." Hallgren said he was pleased that Tvenge has opportunity to work in a larger community with a bigger budget, more variety, and exposure to ports, harbors, and police departments. Tvenge is also the First Vice President of the AML Managers Association and will move to the President's position in November.

Leith moved to accept Mike Tvenge's resignation; Vanden Boom seconded.

Leith said she regretted making the motion to accept Tvenge's resignation, she appreciated him, particularly for his efforts in upgrading facilities to make them more energy efficient, and she will miss him.

Discussion followed regarding Tvenge being one of 82 applicants for the Deputy City Manager job, Tvenge and Hallgren scheduled to attend the AML Summer Session in Ketchikan (August 18/21), and Hallgren using the occasion to seriously recruit someone should Tvenge's replacement not be found beforehand.

Motion passed on a roll call vote with four in attendance (Leith, Vanden Boom, Degnan, and Hallgren).

Sebastian Saarloos said he has worked with multiple municipalities, managers, and contractors and it has always been a pleasure working with Mike Tvenge.

Discussion continued after *Community Mapping Project* (page 4).

### **Preliminary Plat Approval – ASLS 2009-39 (Triangle / Visitor's Center Property)**

Sebastian Saarloos, Delta Surveys, explained that finalizing the Triangle / Visitor's Center property has been a lengthy process over many years, its survey being complicated because of dealing with the Alaska Highway and Richardson Highway rights-of-ways, and the City being both the applicant of the land and the platting authority.

Vanden Boom moved to approve the preliminary plat for ASLS No. 2009-39 // ADL No. 22287; Degnan seconded.

Discussion followed regarding the survey for the Sullivan Roadhouse lot being completed, but not the Farmer's Market.

Motion passed on a roll call vote with four in attendance (Vanden Boom, Degnan, Leith, and Hallgren).

### **Hydraulic Wing Snowplow for Motor Grader**

Hallgren reported State grant funds were used to purchase a grader that was awarded to Airport Equipment Rental (AER) at the June 16 meeting. Enough funds remain to cover attachments, one of which is a 14-foot hydraulic snowplow. He explained past history and inability to store the grader with its wing attached in the old Public Works building, receiving two quotes for the snowplow (AER's installation at the factory plus delivery to Delta and Weldco-Beales \$24,303 FOB Tacoma) and two declinations because of inability to fit the grader brand (John Deere).

Leith moved to approve purchase of the Henke AHW 14FR/RR/ER/ 14-foot hydraulic wing snowplow from Airport Equipment Rental in the amount of \$23,701.00; Vanden Boom seconded.

Motion passed on a roll call vote with four in attendance (Leith, Vanden Boom, Degnan, and Hallgren).

### **Resolution 2016-01 Supporting an Employee Salary/Step Schedule for the City of Delta Junction**

Hallgren referred to a spreadsheet of step and grades for salaried and hourly employee wages, based upon the template and budget that were adopted on June 23, a draft of regulations, and accompanying Resolution 2016-01. He said Cost of Living Adjustment (COLA) would be reviewed annually, it would apply July 1 of each year, and step increases would apply one month after the anniversary of an employee's hire date. A new-hire can be awarded up to five years of experience if it is within ten years of applying for a position and step increases would be dependent upon City Council approval. Sometime before July 1, 2016 the City Council will need to determine a COLA with an agreed-upon Consumer Price Index (CPI) for Delta Junction.

Leith moved to approve Resolution 2016-01 supporting an employee salary schedule and adding the seven regulations to the Employee Policy Plan; Vanden Boom seconded.

Motion passed on a roll call vote with four in attendance (Degnan, Leith, Vanden Boom, and Hallgren).

### **Community Mapping Project – Update from DCRA and Request for Site Visit**

Hallgren referenced a June 22, 2015 letter from Diane Sam, Local Government Specialist, Alaska Division of Community and Regional Affairs (DCRA), requesting support in producing community maps in Interior Alaska. It was previously

brought before the City Council on June 4, 2013 and again in December 2013 and July 2014, but members of the Council and the general public objected, stating they felt the maps were highly intrusive. DCRA is again asking the City of Delta Junction to support the mapping project. Of the total project estimate for Delta Junction (\$175,000), \$87,500 is needed, unless the U.S. Army Corps of Engineers is successful in their plans to provide additional funds. They are also applying for a mapping project that covers Eagle/Eagle Village, Tetlin, and Northway. Diane Sam offered to attend a City Council meeting or host an open house for a question-and-answer session about the benefits of community mapping, of which she noted that Delta Junction and Eagle have flood risks and may therefore be eligible for internal funds. Hallgren read Sam's letter, "In order to identify actual costs, the Division will be advertising and requesting RFPs in July or early August. If the Corps funding does become available in mid-August, we may need to make a quick decision about whether to proceed with mapping even if not all communities can be mapped. We would also need to get new aerial photography before snow fall and low sun angles."

Discussion followed regarding the purpose of community maps, whether this mapping project could serve the mapping needs of the National Flood Insurance Program (NFIP), possibly scheduling Diane Sam on July 21 or August 4, and the public showing considerable opposition and discomfort toward the mapping project whenever it has been a topic.

**Discussion continued from *Resignation from City Administrator Mike Tvenge* (page 3).**

Hallgren said, according to City Code §1.25.010, "the Mayor is responsible for the duties of the City Manager ..." and "The Mayor may appoint an administrative assistant who is hired to assist the Mayor in the conduct of the City's business, and whose title shall be City Administrator." He said he reinstated the City Administrator position when he arrived in 1999, after lacking one since pipeline construction 20 years earlier. He served through March 2007 when Mike Tvenge replaced him. Hallgren recommended hiring someone to replace Tvenge, stating functions and services would diminish as money does. He explained that the City Administrator position would pay between \$73,277 (no prior experience) and \$77,879 (five years of experience) per the newly-established Employee Salary/Step Schedule (page 3) and other details about the job that will be advertised. He said he would serve as part-time interim before Tvenge leaves (July 24) and as Interim City Administrator while searching for a replacement. He is not interested in a full-time job, but is willing to act as Interim for zero pay and, referring to his email dated June 27, he explained his upcoming absences. He may find it necessary to hire a headhunter, which proved successful when filling a position in Thorne Bay. He asked for Council and public input in identifying potential prospects to hire and explained his plans in advertising Tvenge's job: pay for notices, but direct applicants to the City's Web site and Facebook, require applicants apply online or in person, and hire a permanent City Administrator, not an Interim. Pending projects are: airport subdivision development, new cell development at the landfill now or in early spring, installing LED lights in the rink facility, septic repair at the Public Works building (awarded on June 16), paving in front of the Public Works building, outdoor overhead tank fill at the Public Works building, and installation of restrooms and paving at the park (waiting on permit for a holding tank based on engineer-designed drawing and coordinating arrival of the outhouses with renting a crane). Hallgren reported the truck with snowplow is expected to arrive in August and remaining grant funds could possibly pay for a used smaller truck that the maintenance and Public Works crew can use, as long as it fits the existing gravel spreader. Also the memorial wall is ready to be placed at the cemetery.

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

McCombs thanked Vanden Boom for her service to the community, the committee for their work on the salary/step schedule, and the City Council for reaching a consensus to adopt the budget.

**ADJOURNMENT**

Leith moved to adjourn at 7:45pm; Vanden Boom seconded. Motion carried.