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**City Council Minutes**  
**August 18, 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, August 18, 2015 at City Hall. Mayor Pete Hallgren called the meeting to order at 5:03pm.

City Council members present: Mayor Pete Hallgren, JW Musgrove, Audrey Brown  
Freda Degnan, Sebastian Saarloos, William Brennan (appointed)

City Council member excused: Mayor Pro tem Mary Leith

City employees present: Finance Officer Stephanie Prestwich, City Clerk Pat White

Three members from the community were present during the meeting and it was broadcast over KDHS 95.5 FM.

**AMENDMENTS ~ APPROVAL OF AGENDA**

White reported *Official Ballot for the October 6 Municipal Election* and *LEPC Membership* would both be removed.

Musgrove moved to approve the August 18, 2015 agenda; Brown seconded. Motion carried.

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

Brown moved to approve the minutes from the August 4, 2015 meeting; Degnan seconded.

Motion passed on a roll call vote with five voting (Saarloos, Degnan, Brown, Musgrove, Hallgren).

**APPOINTMENT TO FILL SEAT F / OATH OF OFFICE**

White stated one letter of interest was received for the Seat F vacancy, William Brennan's.

William Brennan introduced himself, stating he originated from southern California, joined the military in 1993, did a tour in Iraq, got out of the military in 2005 due to medical injuries, and had opportunity and exposure to multiple levels of safety environments while working for Department of Defense contractors in Iraq for ten years. Brennan said he thought he could offer his services to the community and he would consider filing for his seat in October if he is able to offer something positive.

Saarloos asked Brennan what his favorite thing about Delta Junction was and what he would change.

Brennan said he likes the small-town feel of Delta Junction and the accessibility to technology at the local library. He does not care for the lack of stop lights and would like to educate the community about what the City Council does.

Hallgren encouraged Council members to attend the Alaska Municipal League (AML) 65th Annual Local Government Conference in Anchorage (November 18/20) and newly elected officials (NEO) training during the pre-conference (November 16/17). He said the sessions are helpful in learning about common issues shared in municipal government.

Saarloos reported benefits of his experience while attending the NEO and he encouraged others attendance also.

Brown said attending the two-day NEO is worthwhile even as a refresher. She explained one of last year's conference sessions, not NEO training, that helped address municipality concerns about the new marijuana legislation.

Saarloos moved to appoint William Brennan to the Council vacancy; Musgrove seconded.

Motion passed on a roll call vote with five voting (Brown, Musgrove, Degnan, Saarloos, Hallgren).

Brennan was sworn into office and took his seat at the Council table.

**PUBLIC AND COUNCIL COMMENTS ON NON-AGENDA ITEMS**

Saarloos reported home school students learn to garden and harvest, so he was disappointed to learn that their big cabbages were stolen. Saarloos said it would be good if it could be resolved.

## CORRESPONDENCE

### Notice of Municipal Election and Vacancies

White reported candidate packets for the October 6 election are at the front counter at City Hall and they must be filed no earlier than August 27 and no later than the close of business on September 11. She explained the process of obtaining signatures from voters that live within the City's borders.

Hallgren reported Seat A (three-year term), Seat D (one-year), Seat E (three-year), and Seat F (two-year) will be on the ballot. Seat A will be uncontested (unchallenged) and, if all newly-appointed Council members run, they can run for any one of the four seats.

Discussion followed regarding the City of Delta Junction opting out of the Alaska Public Offices Commission (APOC) requirements in 2008 and difficulty in finding City residents who are interested in serving on the City Council.

## REPORTS

**Airport** – JW Musgrove reported a couple local pilots mowed the runways and taxiways. Windsocks are in good condition, but there is evidence of four-wheeler traffic. Grading and hammering the runway last year made a huge improvement because it removed standing water in the middle of the runway.

**Mayor / City Administrator** – Pete Hallgren reported:

- The septic line at the Public Works building (awarded to Delta Concrete on June 16) is in the process of being upgraded because it freezes every year during the winter months. It was first thought to be a simple fix, but it was determined that the drain drops four feet near the building before taking a 90-degree turn toward the septic tank. A small lift station will arrive within the next two weeks and it will add \$1,000 to \$2,000 to the project.
  - M2C1 held a pre-bid conference on August 17 regarding installation of the park outhouses, but only one prospective bidder attended. The outhouses are expected to arrive September 8, 9, or 10 and they will require a large crane to drop them onto concrete foundations. Hallgren said he authorized M2C1 to send the bid documents to the Plans Room in Fairbanks. Bid opening for the park outhouses is scheduled for 2:00pm, August 26.
  - Excavation of the new landfill cell is going well. Three employees are currently operating an excavator and two rock trucks; the third equipment operator and an extra rock truck were added after being approved on August 4. Also the excavator without a thumb will be switched for an excavator with a thumb.
- Saarloos said the second rock truck made the project more efficient and that the equipment crew has made some impressive changes; removed an entire dirt hill, stockpiled boulders, and roughed out 300 feet for a road.
- Library Director Joyce McCombs was informed that the Delta Library could qualify for a grant that is sponsored by the U.S. Army and she is researching prospects of expanding the children's section at the library.
  - Referring to discussion from the July 21 City Council meeting (*Mayor Report*), Hallgren said he will attempt to have the *Confession of Judgement* served on the person responsible for the unauthorized cutting of timber in the airport subdivision within the next week.
  - Referring to conversation from July 21 (*City Administrator Report*), Hallgren said he will attempt to draft a rent agreement for the Chamber of Commerce by September 1.
  - An ordinance will be introduced on September 1 regarding participation in the National Flood Insurance Program (NFIP). Hallgren said he will research other communities that have dropped out of the program, how other small towns meet NFIP compliance, and what the minimum procedures and requirements would be to stay in the program.
  - Handing JW Musgrove a copy of *Infrastructure and Operational Support for the 25th Aviation Regiment Company D Unmanned Aircraft System Environmental Assessment*, dated August 2015, Hallgren asked if he would review it. He said the draft finding shows no significant impact, the main operations would be located at Fort Wainwright or Eielson, not Fort Greely, and drones would be flown in restricted airspace. He read, "The Gray Eagle Unmanned Aircraft System (UAS) would operate in existing restricted airspace, transiting the National Airspace System between military installations and restricted airspace, where necessary, via the use of Federal Aviation Administration (FAA) approved certificates of authorization (COAs). Allen Army Airfield at Fort Greely would also be a location from which additional UAS training operations could occur."

Musgrove said the drones would leave Eielson, cross the Tanana River and drop zones (restricted areas), and travel up the Delta River to Fort Greely. The drones are new technology and used overseas in war zones.

- He intends to introduce an ordinance for Council consideration within the next two months to prohibit commercial marijuana operations within the City limits as authorized under the terms of Proposition 2 (November 4, 2014 State of Alaska General Election). The marijuana initiative failed in the City of Delta Junction, Precinct 608 (196-133 out of 758 registered voters) and the surrounding area, Precinct 600 (550-433 out of 2,698 registered voters).

Discussion followed regarding whether to hold a separate meeting for public input because of the amount of people who spoke about the marijuana legislation during the February 3, 2015 City Council meeting.

**City Clerk** – Pat White reported State law requires voter registration or changes to registrations be made 30 days prior to an election, so voter registration applications must be postmarked no later than September 6 to be eligible to vote in the October 6 Municipal Election. State of Alaska applications are available at City Hall, Division of Motor Vehicles, or the state website (www.elections.state.ak.us) and the Fairbanks election office accepts faxed applications (907-451-2832).

**Finance** – Stephanie Prestwich reported the annual audit will be the week of October 26.

**Park / Recreation** – Stephanie Prestwich expressed appreciation for the ball field volunteers that renovated the park pavilion. The City paid for all the materials and volunteers provided all the labor. They painted and replaced toilets, sinks, lights, and doors.

White reported Morley Electric started replacing lights inside the Liewer-Olmstead Ice Arena today.

Musgrove asked about planting grass where the wind-blown dugout was removed (Little League field at park).

Discussion followed regarding moving three-quarters of a yard of good dirt from Ptarmigan Heights' construction site and Musgrove volunteering to seed the area.

**Personnel** – Stephanie Prestwich reported Liam Barnard's last day as summer hire was today, August 18.

**UNFINISHED BUSINESS** - none

## **NEW BUSINESS**

### **Donation of Landfill Boulders to Delta Junction Trails Association**

Hallgren explained that the Delta Junction Trails Association (DJTA) received a grant to put in a trail between the High School track and Harper Avenue. The trail crosses Quartz Avenue, a platted and undeveloped City street. He reported that DJTA volunteers constructed the trail last week and will later groom it for skiing. They want to preserve it by blocking its entrance with large rocks. He asked to donate the rocks from the landfill and to waive the purchase fee of 5¢ per pound and any additional loading fees (\$150/hour with \$50 minimum). They will need a substantial number of boulders and Cold Region Test Center (CRTC) is considering loading and hauling rocks as their donation to the community project.

Brown moved to donate landfill boulders and waive associated fees to provide improvements to the Liewer Community Trail; Musgrove seconded.

Musgrove amended the motion to include knowing the value that is donated; Brown agreed.

Brown said the value may be important as an in-kind donation.

Saarloos suggested weighing the truck before and after it is loaded. He said a thousand pound rock would cost \$50, four would cost \$200, and that there is an abundance of rocks with more uncovered every day, some the size of Volkswagens.

Hallgren said DJTA would not be able to identify size or placement of rocks until August 19.

Saarloos agreed with giving rocks to the trail project, but, referring to subsidizing the landfill operation, he questioned others, nonprofit or not, who might also want free rocks.

Discussion followed regarding needing to get rid of rocks sometime in the future and current liability coverage.

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

### **Purchase Orders**

PO#00026 to W.S. Darley & Co. in the amount of \$915.30 for battery chargers for Fire Department

PO#00055 to AT&T Alascom in the amount of \$671.12 for E9-1-1 phones and power for August

PO#00056 to ACS in the amount of \$1,079.03 for August Internet and phones

PO#00057 to Alaska Dispatch News in the amount of \$700.00 to advertise City Administrator position

PO#00058 to Alcan Auto & Truck in the amount of \$715.06 for supplies used at landfill and Public Works and supplies used at landfill for equipment repair/maintenance

PO#00059 to Bank of America in the amount of \$2,736.33 for credit card charges (change fees for Tvenge's flight to Ketchikan for AML conference August 16/21 and Leith's flight changed from Hallgren, library materials, accounting software training, radio batteries for ambulances, Richard Mitchell's CDL physical, advertisement in Frontiersman and Fairbanks Daily News-miner for City Admin position, John Johnston hotel accommodations on July 24, S. Prestwich class for 2016 payroll laws)

PO#00060 to Delta Building Supply in the amount of \$933.77 for materials used to renovate and stock park pavilion, leaf blower used by summer hire, miscellaneous maintenance supplies used at City Hall, Community Center, and Fire Department

PO#00061 to Follet School Solutions in the amount of \$1,025.50 for annual renewal of library contracted service

PO#00062 to GVEA in the amount of \$2,797.81 for July electricity

PO#00063 to Hale & Associates in the amount of \$761.72 for insurance coverage for rented excavator

PO#00064 to Joslin Enterprises in the amount of \$4,700.00 for park and cemetery lawn maintenance contract

PO#00065 to NC Machinery in the amount of \$626.36 for D6 cat repairs

PO#00069 to Delta Surveys in the amount of \$900.00 for contracted services at landfill (new cell construction)

Saarloos moved to approve purchase orders 00026, 00055 through 00065 as presented; Musgrove seconded.

Musgrove questioned PO#00061.

Prestwich said the library is responsible to pay one-quarter of the bill and the school district pays the other three-quarters. Follet provides inner-library loan service by connecting the Community Library to the school district libraries.

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

Musgrove moved to approve purchase order 00069; Brown seconded.

Hallgren excused Saarloos from voting, stating his family business, Delta Surveys, was contracted to provide services at the landfill before he was appointed to the City Council (August 4, 2015).

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

#### **ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

White reported the annual Delta Health Fair will be held at the Elementary School on September 26, 8:00am to noon. Alaska Health Fair, Inc. provides discounted lab tests, they will bring multiple vendors, and flu shots will be available.

#### **ADJOURNMENT**

Saarloos moved to adjourn at 6:43pm; Musgrove seconded. Motion carried.

Pat White, City Clerk

Approved: September 1, 2015