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**City Council Minutes**  
**September 1, 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, September 1, 2015 at City Hall. Mayor Pete Hallgren called the meeting to order at approximately 5:00pm.

City Council members present: Mayor Pete Hallgren, Mayor Pro tem Mary Leith, Freda Degnan, Sebastian Saarloos

City Council members excused: William Brennan, JW Musgrove, Audrey Brown

City employees present: Library Director Joyce McCombs, City Clerk Pat White

Tim Holoday, Delta Wind reporter, was the only member from the community in attendance. The meeting was broadcast over KDHS 95.5 FM.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Hallgren said Mayor Pro tem Mary Leith's letter of resignation would be accepted prior to electing a new Mayor Pro tem. Saarloos moved to adopt the September 1, 2015 agenda; Leith seconded. Motion carried.

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

Saarloos moved to approve the minutes from the August 18, 2015 regular meeting; Degnan seconded.

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

**RESIGNATION FROM MAYOR PRO TEM MARY LEITH / ELECT NEW MAYOR PRO TEM**

Hallgren read Mary Leith's resignation from the City Council, effective September 7, 2015, and explained that both his and Leith's previously arranged vacations overlap in September and a Mayor Pro tem is needed to conduct business. The new Mayor Pro tem will serve September 8 through October 13 and will cover in his and Leith's absences.

Saarloos moved to accept the letter of resignation from Mary Leith; Hallgren seconded.

Leith said she is hopeful that more young people will get involved in local government.

Hallgren said Leith was the most qualified applicant for the City Administrator position and, after serving 27 years with the local municipal government, she will take very little training to transition into the position that was vacated by Mike Tvenge (July 24th).

Motion passed unanimously on a roll call vote with four in attendance (Leith, Degnan, Saarloos, Hallgren).

Hallgren nominated Sebastian Saarloos as the new Mayor Pro tem; Leith seconded.

Hallgren explained that JW Musgrove has the most seniority of the remaining Council members, but will be out of town in September. Musgrove may consider the Mayor Pro tem position after the October 6 Municipal Election.

Saarloos said he will be happy to serve even if it is for a short time and he is familiar with some of the duties of the Mayor Pro tem. He agreed with Musgrove's seniority and would not oppose electing him as Mayor Pro tem after certifying the election results on October 13.

Hallgren called for a vote and the four Council members present (Saarloos, Leith, Degnan, Hallgren) voted to appoint Sebastian Saarloos as the new Mayor Pro tem.

**CORRESPONDENCE**

**LEPC Membership Applications – Marisa Hopper and Elena Powers**

Hallgren reported Elena Powers' Local Emergency Planning Committee (LEPC) membership application was approved by the LEPC Board on March 19 and Marisa Hopper's was approved on August 10. Powers fills the primary Public Health Nurse position and Hopper fills the alternate. Hallgren said the City administers the State of Alaska Homeland Security grant.

Leith moved to approve LEPC's recommendation to accept membership applications from Elena Powers and Marisa Hopper; Saarloos seconded.

Motion passed unanimously on a roll call vote with four in attendance (Degnan, Saarloos, Leith, Hallgren).

**REPORTS**

**Cemetery** – Mary Leith reported Dick Souhrada once again drained the lines at the cemetery to prevent pipes from freezing. She expressed appreciation for Souhrada helping whenever necessary, especially since the Public Works crew is tied up on the landfill excavation project.

**Mayor, City Administrator, Park / Recreation, Public Works** – Pete Hallgren reported:

- RWC International made arrangements with Sourdough Express to deliver the mid-sized end dump with plow and sander to Delta Concrete on September 2 or 3. RWC was awarded the bid on January 6, 2015 for \$147,878.00 and it included delivery to Delta.
  - The new grader that replaces the 35-year old grader will arrive September 15th.
  - Phillips Scales is scheduled to install scoreboards at the landfill, which will show weight of vehicles going in and coming out. Hallgren reported new State of Alaska regulation enabling a customer to see weight differences and he explained how the two readers would be displayed. He said the cost is estimated to be \$2,189 and, per City Code §1.41.015, he is authorized to make the purchase. Money was actually allocated for the scoreboards in the FY16 Budget.
  - Morley Electric finished replacing lights at the rink with LED fixtures on August 19. They are activated by motion; automatically dim after 20 minutes of no motion and turn off after 40 minutes of no motion.
  - Area residents must have a digital converter box or a newer television built after 2005 to pick up local broadcasts after September 15, 2015, the federal mandate to replace analog signals with digital. Converter boxes can be purchased for \$30-\$40 or a newer-built television could possibly be purchased at a reasonable price from people moving. KUAC (PBS) now offers five channels (Channel 9.1, 9.2, 9.3, 9.4, and 9.5) and Channel 7, Channel 11 locally, offers new networks, NBC (11.1), CBS (11.2), and FOX (11.3).
    - Rob Bevard turned off the water and electricity supply to the park and winterized the pavilion on August 31.
    - Delta Concrete graded Priority 2 and 3 gravel roads August 25 through 28.
    - He authorized rent of a heated outhouse at the landfill for the excavation crew.
    - On August 20 hydraulic fluid was spewing from the rented (Global Equipment Services) excavator when the landfill crew started work on the new cell project at 5:30am. They found a bullet hole in the hydraulic pipe, which was speculated to have occurred inside the fenced landfill sometime in the evening of August 19. Evidence showed only one bullet was fired, it was from a shotgun, and it is guessed that someone was taking a long distance shot at a bird that was sitting on the boom. AML/JIA, GES, and the Alaska State Troopers were notified. The GES excavator was repaired and has since been replaced with one with a thumb from Airport Equipment Rentals (AER).
      - The thumb on the second excavator, from AER, is currently being repaired.
      - One of the two rock trucks will be switched out and serviced.

**Saarloos** reported the new cell excavation project is progressing. Despite equipment challenges, the new road north of Cell One is lined with “monster rocks.”

**City Clerk** – Pat White reported:

- Qualified voters who are not able to vote in person on October 6 can apply for an absentee ballot through September 25 or they can vote early (September 18 through October 5) at City Hall.
- Council meetings in October will be October 6, 13, and 20. There would be no change to the November 3 meeting, but the November 17 meeting conflicts with the AML Conference in Anchorage. Discussion followed regarding postponing the November 17 meeting to November 24.

**Library** – Mary Leith reported:

- Fort Greely asked that the Delta Community Library apply for a "Million Dollar Makeover" library grant, which is sponsored by the Army. Ten libraries across the nation will be chosen to receive \$100,000 for "modernizing spaces; updating children, teen, and/or collaborative areas." Proposals can include everything from actual remodeled space to furniture, lighting, and technology, emphasizing improved programming, circulation, and partnerships. At first the Delta Library had planned to propose expanding and remodeling the children's area where the need for more space is greatest, but changed plans to improve technology at the library.

**McCombs** said she would like to upgrade computers and get a server.

- The DVD rack collapsed, but was repaired by Rob Bevard and there is discussion about Career Advancement students designing and fabricating a new one.
- Fort Greely Morale Welfare and Recreation (MWR) is sponsoring pizza giveaways to new library patrons. Random drawings will be held at the end of each month for pizzas at the Community Activity Center or Pizza Bella. Discussion followed regarding a borrowing agreement between Delta Community and North Star Borough libraries.

**Personnel** – Pete Hallgren reported:

- Reta Houghton was hired as an on-call temp to run the scale house when the regular employee is not available. Houghton's hourly wages will be based on Grade 2, Step 1 (\$12.48/hour) per the Employee Salary / Step Schedule that was adopted July 7.
- Referring to his August 28 memo, Hallgren reported Michael Zastavskiy was hired to assist with cemetery burials on a temporary as-needed basis. Zastavskiy was previously employed with the City and is familiar with burial procedures, so Hallgren recommended placing him as Grade 5, Step 3 (\$17.98/hour).  
Saarloos moved to approve hiring Michael Zastavskiy as Grade 5, Step 3; Leith seconded.  
Motion passed unanimously on a roll call vote with four in attendance (Degnan, Leith, Saarloos, Hallgren).
- Mary Leith's first day as the new City Administrator will be September 8 and her salary will be Grade 3, Step 3 of the Employee Salary / Step Schedule.

**Additional Reports by Council** – Mary Leith reported the new Delta High School principal requested assistance in cleaning up around the school facilities, specifically the radio station, construction trades, and maintenance facilities. She asked if the City could help by reducing the tipping fees.

Discussion followed regarding reducing rates during the annual Community Cleanup in May, needing more information, and landfill tonnage still 25% less than four years ago.

Saarloos said the time to clean is now, before snow hits, and he suggested deferring the bill until everything is delivered.

**UNFINISHED BUSINESS** - none**NEW BUSINESS****Purchase Orders**

PO#00079 to Alaska Farmers Co-op in the amount of \$644.12 for fertilizer used at park and cemetery

PO#00080 to Alaska Farmers Co-op in the amount of \$212.50 for lawn mix and grass seed for park

PO#00081 to Airgas USA in the amount of \$4,509.00 for welder and plasma cutter for Public Works building

PO#00082 to Bristol Engineering Services in the amount of \$23,103.00 for contract service (#6 payment on landfill expansion project)

PO#00083 to Custom Steel in the amount of \$1,400.00 for steel plate work bench for Public Works building

PO#00086 to Delta Environmental Services in the amount of \$879.21 for dumpster service, additional pick up in July, plus Aug and September

PO#00089 to Goodyear Commercial Tire in the amount of \$715.00 to repair side wall of loader tire

PO#00090 to Interior Hardware in the amount of \$654.28 for miscellaneous supplies used in City facilities

PO#00104 to Rent-a-Can of Delta in the amount of \$1,200.00 for portable outhouses at the park, June and July

PO#00111 to Guess & Rudd in the amount of \$2,525.00 for legal services (USARAK)

PO#00112 to Guess & Rudd in the amount of \$2,292.50 for legal services (City Admin position, Confession of Judgement, NFIP)

PO#00116 to Airport Equipment Rentals in the amount of \$20,900.00 for rent of rock truck

PO#00117 to Airport Equipment Rentals in the amount of \$22,400.00 for rent of second rock truck

PO#00118 to Airport Equipment Rentals in the amount of \$75.00 for compactor used to install memorial wall

PO#00119 to Airport Equipment Rentals in the amount of \$25.00 for hammer drill used to install memorial wall

Leith moved to approve purchase orders 00079 through 00083, 00086, 00089, 00090, 00104, 00111, 00112, and 00116 through 00119 as presented; Degnan seconded.

Motion passed unanimously on a roll call vote with four in attendance (Leith, Saarloos, Degnan, Hallgren).

**Hire Additional Journeyman Heavy Equipment Operator**

Hallgren explained the plan for the excavation crew to continue digging the new cell at the landfill until the end of October. Referring to his August 21 memo, Hallgren reported he authorized hiring a second temporary journeyman heavy equipment operator. (Hiring one additional operator was approved on August 4.)

Leith moved to approve hiring Viktor Kravets as the second temporary journeyman heavy equipment operator at \$35/hour while on the landfill project and the regular rate between the Public Works building and the work site; Saarloos seconded.  
Motion passed unanimously on a roll call vote with four in attendance (Degnan, Leith, Saarloos, Hallgren).

**Award City Park Vault Toilet Installation Contract**

Hallgren read from his August 27 memo, stating the two new vault toilets for the park are due to arrive around September 10. The contract includes constructing foundations and setting the vaults on them. The bid opening was held on August 26. Hallgren said Heritage General Contracting's bid and supporting documents appear to be responsive in all aspects and he recommended awarding the contract to them as the sole bidder in the amount of \$57,790. There are sufficient funds in the grant to award the contract and M2C1 Construction and Engineering, project engineers, support awarding the contract to Heritage because of no other bidders to notify. The necessary permit from the Department of Environmental Conservation (DEC) is also ready to be issued.

Saarloos moved to award installation of the City Park vault toilets to Heritage General Contracting in the amount of \$57,790.00; Degnan seconded.

Hallgren explained plans to award the grant to Heritage on September 3, Heritage coordinating a crane at the same time the outhouses arrive, completing installation before the fall season ends, and location of the outhouses (one near the soccer field on Aurora Avenue and one near the playground and entrance to the main ball fields on Kimball Street). Hallgren explained DEC issuing a waiver for a warning light because of a plan to visually inspect both 1,000-gallon tanks each time paper products are restocked. In the event that they need pumped, the City maintenance employee will lock units until a commercial septic hauler services them. The outhouses will also be pumped at the end of the season prior to closing them for the winter. The remainder of the State of Alaska grant will be used for paving inside the park.

Motion passed unanimously on a roll call vote with four in attendance (Degnan, Saarloos, Leith, Hallgren).

#### **Update Employee Policy Plan with Employee Salary / Step Schedule (Resolution 2016-01 approved July 7, 2015) and Adopt a Standard CPI**

Hallgren referenced his research and another memo, dated August 28, and recommended inserting the wage plan (Employee Salary / Step Schedule adopted July 7) into the Employee Policy Plan and to include an annual Cost of Living Adjustment (COLA). He suggested adopting a Consumer Price Index (CPI) as a default COLA, specifically *Urban Wage Earners and Clerical Workers for Anchorage, Alaska* as determined by the United States Department of Labor, Bureau of Labor Statistics (CPI-W Anchorage). The State of Alaska uses the CPI-W for its Retiree Post Retirement Pension Adjustment (PRPA) per Alaska Statute §14.25.143(f). Hallgren said a CPI for Fairbanks does not exist and the current wage scale should already reflect the cost of living in Delta with an annual CPI update.

Saarloos said it is the best number available to work with.

Leith argued that the basic salary schedule is still less than the average scale for government jobs in the local area. She asked for more research because fuel costs are higher in Delta than Fairbanks or Anchorage.

Hallgren reported that the national CPI is nearly the same as CPI-W (Urban Wage Earners and Clerical Workers for Anchorage) and CPI-U (All Urban Consumers for Anchorage). The CPI-W was 214.411(1.7%) in 2014 and the CPI-U was 215.805 (1.6%). Nationally the 2014 increase for the CPI-W was 1.5% and the CPI-U was also 1.6%. He asked to adopt the previous calendar year's CPI, similar to what the State of Alaska does for retirees. If a CPI or COLA is adopted the matrix of the Employee Salary / Step Schedule would change. An employee's anniversary (hire) date will determine their step, but their grade would not change unless job duties and responsibilities are increased and are approved by the City Council. CPI/COLA would be effective July 1 of each year.

#### **ADJOURNMENT**

Leith moved to adjourn at 6:42pm; Saarloos seconded. Motion carried.

Pat White, City Clerk

Approved: September 15, 2015