



City Council Minutes
April 5, 2016 ~ 5:00PM

Regular Meeting
City Hall, Delta Junction, Alaska

The regular meeting of the Delta Junction City Council was held on Tuesday, April 5, 2016 at City Hall. Mayor Pro tem JW Musgrove called the meeting to order at 5:00pm.

City Council members present: Mayor Pete Hallgren (telephonically), Mayor Pro tem JW Musgrove, Freda Degnan
Sebastian Saarloos, Lou Heinbockel, William Brennan (arrived at 5:09pm)

City Council member excused: Audrey Brown

City employees present: City Administrator Mary Leith, City Clerk Pat White

Nineteen members from the community were present at the beginning of the meeting. The meeting was broadcast over KDHS 95.5 FM.

AMENDMENTS ~ APPROVAL OF AGENDA

Heinbockel moved to adopt the April 5, 2016 agenda; Saarloos seconded. Motion passed by unanimous consent.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Heinbockel moved to approve the March 15, 2016 minutes; Degnan seconded. Motion passed by unanimous consent.

REQUEST TO SPEAK

Jennifer Brant - Delta High School Softball Team

Jennifer Brant expressed gratitude for the privilege of using the baseball fields at the City Park, particularly for access to electricity, water, and the new outhouses. She recognized other adults that assist her: Dan Beck, Piper and Dave Williams, numerous parent volunteers - the girls' biggest fans and cheering squad, and her Dad, Todd Zachgo, a.k.a. Grandpa Todd. Eleven of the 14 players introduced themselves and gave a short synopsis about their playing careers and what positions they played. Brant invited the Council and public to the second annual Clash of the Cleats Tournament during the Memorial Day holiday.

Brennan arrived at 5:09pm.

Saarloos thanked Coach Brant and all the volunteers that dedicate their time to provide organized sports and activities that challenge the younger generation both physically and mentally.

Debbie Joslin – Community Cleanup – May 7, 2016 – See *Additional Public and Council Comments* (page 4)

Carol Dunlap-Austin - Final Delta Junction Community Trails Plan

Carol Dunlap-Austin reported the April 2015 draft and the February 2016 final version were created after a lot of public input. She explained changes between the two bound documents: 1) the two Clearwater Lake Trails were removed because of opposition from area homeowners, 2) vision for the 1408 Trail was revised, 3) equestrian trails were added to the Quartz Lake State Recreation Area and the Bluff Cabin Trail, and 4) Appendix E, comments from the public review, were added. Dunlap-Austin said the Delta Junction Community Trails Association (DJTA) was formed three years ago and now has an official trails plan, a resource for creating and enhancing trails, thanks to input from the local community and National Park Service (NPS) Rivers, Trails, and Conservation Assistance. It presents the community's vision for the overall trails system and details high priority trail proposals over the next 10 to 15 years. She presented City Hall with a copy of the trail plan and she explained numerous other locations where copies will be available to the public. Discussion followed regarding near completion of the Liewer Community Trail, a \$100,000 grant awarded to DJTA to upgrade the Bluff Cabin Trail, and receiving \$1,000 from both the City and Delta Power Sports toward the \$25,000 match that is due June 1, 2016.

Kassie Farrar – Tree Vitalization Project

[The Tree Beautification Project started when the City, State DOT, and State Forestry were awarded a joint grant in 1992. Kassie Farrar revived the project in 2011 and volunteers countless hours each year to transplant, cage/protect, water, fertilize, and prune trees in downtown Delta Junction along the Richardson Highway median.]

Kassie Farrar reported she planted 24 trees, but waters 28. Each tree requires ten-plus gallons, so it takes about two hours to water all of them. She asked for \$100 to purchase fertilizer spikes and, if possible, to have help from the City's summer hire to water and trim trees. Bruce Swaim will assist with pruning trees at the end of the month. Her goal this spring is to spray insecticides and fertilize trees in the median and to prune trees in front of City Hall. Farrar noted that trees were planted in celebration of the 50th anniversary of Alaska Highway's construction. 2017 will be the 75th.

Discussion followed regarding installing a three-quarter inch spigot on the Public Works building.

Brennan moved to authorize \$100.00 for fertilizer spikes and to commit summer hire labor to assist with the Tree Vitalization Project; Degnan seconded.

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

UNFINISHED BUSINESS**Gravel Pit Inside City Limits**

Leith reported she has not received any more communication from Mandy Willingham, Division of Mining, Land & Water, since issuing Council stipulations (March 7, 2016) to the State's proposed expansion of their gravel pit that is inside the city's boundaries and in opposition to City Code §4.45. [See minutes from meetings on December 15, 2015, February 2, February 16, March 1, and March 15.]

Public Works Building - Allied Steel Settlement

Leith reported there has been no communication from Allied Steel since City Attorney Jim DeWitt stated the settlement with them is public information. [The \$17,000 steel stairs were part of the new Public Works construction contract, but were not built according to design. Hector's Welding in Fairbanks was paid \$23,719 in November 2014 to design and build them. The City and Allied Steel have been unable to settle the construction project since then.]

Landfill Boulders Release of Liability / Hold Harmless Agreement

Musgrove explained drafts of the Hold Harmless Agreement and combining verbiage from two revisions.

Leith reported AMLJIA was involved in the first steps of creating the document and she asked to not delay approval of it because of the possibility that rock could be hauled within the upcoming week.

Discussion followed regarding approving the combined version (#4), Brennan's request to draft a waiver or release of liability (February 2, 2016), and Hallgren stating internally-created documents do not require Council approval.

NEW BUSINESS**Resolution 2016-05 Establishing Records Retention Standards for the City of Delta Junction**

Saarloos moved to approve Resolution 2016-05, establishing records retention standards as presented; Heinbockel seconded.

Leith explained City Attorney Jim DeWitt provided the standard list of government documents and length of time to retain each of them.

Brennan said ten years is a more reasonable retention period for historical effect.

Saarloos and Heinbockel agreed with Brennan.

Hallgren said he preferred minimal records retention.

Discussion followed regarding referencing the records retention table with Alaska Statutes or City Code and postponing the topic until the April 19 Council meeting.

Saarloos withdrew his motion.

City Purchases over \$1,000

CK# 218291 to Wells Fargo in the amount of \$1,693.66 for credit card charges (front door repair at City Hall, ID Checking Guide for passport processing, hotel accommodations for Leith and Burcham to attend Risk Management seminar in February, American flag replacement, two chairs for Public Works building, Government Finance Officers Association membership)

CK# 218292 to Delta Junction Trails Association in the amount of \$1,000.00 for donation toward Bluff Cabin Restoration Project

CK# 218293 to Buffalo Fuel in the amount of \$5,425.96 to heat buildings

CK# 218294 to Morley Electric Inc. in the amount of \$3,800.00 for light control at outdoor rink

CK# 218295 to Airport Equipment Rental in the amount of \$1,423.30 for parts and equipment used at landfill to break up frozen cover material

CK# 218296 to Joyce McCombs in the amount of \$1,126.58 for books and travel reimbursement

CK# 218297 to Warning Lites of Alaska in the amount of \$1,952.50 for street and building signs

CK# 218298 to Alaska Communications in the amount of \$1,571.11 for telephone service

Heinbockel moved to pay the bills, 218291 through and 218298; Saarloos seconded.

Heinbockel said \$3,800 was a lot of money for a light control (218294), but he was eager to reduce the electrical usage.

Leith reported the lighting unit is more complicated than just an outdoor switch.

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

REPORTS

Emergency Services – Freda Degnan reported there were five trooper calls since the last Council meeting, one involving a fatality.

Saarloos reported Fire Chief Vern Heintz was taking the City's rescue sled and his own personal sled to Arctic Man. Delta Medical Transport will be there with two of their ambulances. Alaska State Troopers will have a smaller presence than in prior years; seven troopers and five designated for search-and-rescue.

Airport – JW Musgrove reported:

- Most all of the snow and ice are gone from runways and taxiways. The East Taxiway is not yet dry.
- It will be beneficial to use a compactor on the runway before freeze-up next fall.
- Pilots are gradually transitioning in paying the City for airport use. The Delta Pilots Advisory Committee agreed to continue collecting fees, but payments are issued to the City.
- The John Deere tractor is still functional and will be used to mow the airport throughout the summer.

Finance – Mary Leith reported in Stephanie Prestwich's absence and said another break is expected on health insurance premiums for May and June. More solid numbers will be available before discussion on the new fiscal year budget.

City Administrator – Mary Leith reported:

- Dan Johnson, Executive Director of Interior EMS, again stated how appreciative the residents of Manley Hot Springs are for the ambulance that Delta Junction donated to them (January 2016).
- John Carnahan from the Department of Conservation recommended arranging a Brownfield Assessment be conducted on the trail next to the old rifle range on the Richardson Highway because of its lead content.
- Bid opening for the new/unused pickup is scheduled for 4:00pm, April 7. Bid opening for the park and cemetery lawn maintenance contract is 3:00pm, April 15.
- Summer hire for a library aide and outdoor labor will be advertised soon. Both summer jobs will pay \$11.00/hour.

City Clerk – Pat White reported:

- Stephanie Prestwich will receive online training to become a passport agent. City Hall has provided the service since October 2003 and, as of January 2016, averaged 17 applications each month. The largest number of applications processed in Delta in one month was in 2009 (32-33/month).
- Cemetery records are being scanned and transferred to a hard drive, which will be stored in the City's safety deposit box at the Wells Fargo Bank.

School District – William Brennan reported the community is currently in an uproar over the school district considering a four-day school week to replace the traditional five days. More information will be available after fact-finding is finished.

Lands – Sebastian Saarloos reported title for the old rifle range (ASLS 2010-13) was recorded in October 2015 and it is currently in the patent process. The State intends to keep the section of land where concrete weights and old cars are located. The Division of Natural Resources (DNR) recorded the Triangle property (ASLS 2015-98) in December 2015 and it will also be deeded to the City.

Library – Sebastian Saarloos reported:

- Joyce McCombs attended the Alaska State Library Conference in Fairbanks, March 8/13, which fulfilled a Continuing Education requirement needed for the library to receive the annual Public Library Assistance Grant, \$6,600 to \$7,000 each year. McCombs created a new website for the library during a workshop and she will inform the Council when the site goes live. She attended numerous sessions: selection procedures for comics and graphic novels, updates on patron privacy and confidentiality procedures in the digital age, instruction in how to use the Family Search index on genealogy, the Summer Reading program, and various board and committee meetings. She met several authors and she reported that, after more than 25 years, the Alaska State Library office and Talking Book Center in Anchorage closes the end of May. Employees are being laid off because of the 19-percent budget cut (over \$500,000). Because of budget cuts, there is concern about the collecting, preservation, and sharing of historical documents and artifacts.
- Funding cuts to the Alaska Online with Libraries (OWL) program was a conference topic. Governor Walker's version of the budget includes \$761,800 to pay for OWL, which is equivalent to \$1 per year for every Alaskan resident.

OWL funding supports Internet access to more than 90 libraries across Alaska. The federal government matches every dollar spent by Alaska on Internet services with four dollars. If OWL is not funded, more than 20 libraries of every size across the State of Alaska will be disconnected from the Internet, impacting more than 38,000 Alaskans. Without OWL funding, costs to the Delta Library Internet will increase by \$3,200 to \$3,800 annually starting July 1, 2016.

- McCombs proctored 12 tests in the past three weeks for eight distance education students from five different colleges.

- Twenty people attended Angie Barnard's chocolate class on March 18. Participants enjoyed Amazon Basin chocolates and door prizes.

- The Delta Library Association will host the annual Library Open House and Silent Auction on April 23, 10:00/4:00. Basket themes include a trip on the Alaska Railroad, free septic pumping, movie nights, birthday parties, a Stan Stephens charter in Valdez, dinosaurs, dolls, and lots more.

Public Health & Safety – Pat White reported on Audrey Brown's behalf:

- The latest update on prescribed burns was received today. The U.S. Army Alaska, assisted by the Bureau of Land Management Alaska Fire Service, will conduct multiple prescribed burns in the Donnelly Training Area, south of Delta Junction. Ignition on the Jarvis Creek Project Area began on March 26 and will continue through April 8. Ignition for the Oklahoma Impact Area is planned for April 9 and burning may continue through June 5 as weather conditions permit.

- The U.S. Army Garrison Fort Wainwright Directorate of Public Works (USAG FTW DPW) will present results from the environmental investigation at the Gerstle River Test Site. Representatives from the Army, Alaska Department of Environmental Conservation (ADEC), and contractors will answer questions at the Community Center on April 28 beginning at 7:00pm. USAG FTW DPW Project Manager Brian Adams can be reached prior to the presentation (907-361-6623 or brian.m.adams18.civ@mail.mil).

Public Works – Lou Heinbockel reported construction of West Second Street, which will serve as an access to Ivan Baburkin's property, was given a completion date of July 15, 2016 (at the November 3, 2015 Council meeting). He asked that the street be surveyed first and he questioned how road improvements will coincide with the landfill excavation project that started up on April 4.

Leith said the excavation project is scheduled to be finished by the end of May.

Saarloos said the road right-of-way will not be difficult to survey because of existing corner markers.

Discussion followed regarding hiring a full crew to utilize reserved equipment on the excavation project, using maximum widths of existing road standards to develop West Second, funding already budgeted for the project, improving Remington Road up to the airport subdivision development, grading 4th Street and improving the conditions of North Eielson, and reviewing the existing garbage pickup agreement with Delta Environmental before advertising it as a competitive bid.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Community Cleanup – May 7, 2016

Heinbockel moved to continue with what was done in the past, to reduce landfill rates by 50% with a \$5.00 minimum on all household garbage delivered to the landfill, excluding fees on appliances (\$25) and non-covered loads (\$10), extending landfill business hours (9:00AM to 5:00PM), and to waive tipping fees associated with yellow-bagged garbage delivered to the Triangle on Community Cleanup Day, May 7, 2016; Saarloos seconded.

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

Heinbockel reported the landfill is currently the worst eye-sore it has ever been because of wind-blown trash.

Discussion followed regarding no delay in covering garbage with material, inability to burn plastic bags, and finding options to improve the situation.

ADJOURNMENT

Heinbockel moved to adjourn at 6:43pm; Degnan seconded. Motion carried.