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**City Council Minutes**  
**October 18, 2016 ~ 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, October 18, 2016 at City Hall. Mayor Pete Hallgren called the meeting to order at 5:00pm.

City Council members present: Mayor Pete Hallgren, Mayor Pro tem JW Musgrove (telephonically), Freda Degnan
Lou Heinbockel, Audrey Brown, William Brennan (excused at 6:52pm)

City employees present: City Administrator Mary Leith, Library Director Joyce McCombs
Finance Officer Stephanie Prestwich (excused at 6:52pm), City Clerk Pat White

Six members from the community were present at different times. The meeting was broadcast over KDHS 95.5 FM radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Brennan moved to approve the October 18, 2016 agenda; Brown seconded.
Motion passed on a roll call vote with six in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Brennan moved to approve minutes from the October 4, 2016 regular meeting and the October 11, 2016 special meeting;
Heinbockel seconded.

Discussion followed regarding edits to the draft minutes.

Motion passed to approve both sets of minutes as amended with six in attendance.

OATH OF OFFICE – Freda Degnan – Seat D

White administered the Oath of Office and Degnan took her seat at the Council table.

COMMENTS FROM THE AUDIENCE

John Lewis reported a lot of information was shared during the Homeland Security training on September 24 and another session is planned for March 4, 2017. He offered to draft a letter requesting a generator from the State of Alaska for the “City campus” (City Hall, Library, Community Center). Housing would be a separate project and not part of the request.

Heinbockel said he fully supported doing whatever is necessary to obtain an emergency generator.

Brown moved to support John Lewis drafting a letter to secure a generator for City buildings; Heinbockel seconded.

Discussion followed regarding the Council asking the State in the past via Legislative Capital Improvement Projects, aka Wish List, designating the Community Center as a temporary shelter and City campus as an Emergency Operation Center, and discussion on September 24 about the need for the backup generator.

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

REQUEST TO SPEAK – U.S. Army Substance Abuse Program (ASAP) Manager Heather Green

Heather Green introduced herself as the U.S. Army Substance Abuse Program Manager at Fort Greely and said she is responsible for civilian and military drug testing and providing education for substance abuse and suicide prevention. Her colleagues offer education for school-age children about bullying and healthy relationships. Red Ribbon Week, October 23/31, is part of ASAP. YOLO (You Only Live Once) is this year’s theme. The Airforce Band will perform at the Fort Greely Community Activity Center on October 23 and again at the High School on October 24. Activities are scheduled throughout the week, ending in an assembly at the Delta Elementary School on October 31. Green said ASAP also organizes National Prescription Take Back Day, which is opportunity to safely dispose of unused medications. It will be held at the Fort Greely Medical Clinic on October 21 and it is overseen by the Drug Enforcement Administration (DEA).

CORRESPONDENCE

Pioneer Park Property – Possible Process for Conveyance from DNR

Leith referred to an October 11, 2016 letter from Dianna Leinberger, Natural Resource Manager with the Department of Natural Resources, Division of Mining, Land & Water, and she explained the conveyance process for the Pioneer Park property. Leinberger is working on a draft preliminary decision with the Regional Manager. DNR essentially expects payment, but the property may be deeded over for less than its appraised value. The original application of 4.49 acres was reduced to 3.49 acres once the Alaska Highway right-of-way was excluded. The property will be restricted to public purposes and, should it cease to be used for that, it would revert to the State.

Discussion followed regarding whether a long-term lease agreement would suffice and the Pioneers making significant improvements to the property (well and facility).

UNFINISHED BUSINESS

Reorganize Council Interests / Reporting

Discussion covered changes accepted during October 4 and October 11 meetings, bringing back *Park / Recreation* and *Additional Reports*, and possibly making more adjustments once the Council vacancy is filled (November 1).

Delta Medical Transport Proposal – Use Delta Rescue Squad Ambulance(s)

Leith reported City Attorney Jim DeWitt is working on an addendum to the existing contract with Delta Medical, which expires in June 2017. DMT is using the Rescue Squad ambulance again because theirs went back for more repairs.

Discussion followed regarding scheduled maintenance of the City-owned ambulance and possibly charging DMT for mileage once DMT's crisis (downed ambulance) is over.

Use Permit – Liewer Community Trail

Leith, referencing discussion at the October 4 meeting and an October 17 email from Lori Weed, Education & Early Development (EED), reported they would accept a Memorandum of Understanding with the School District if it satisfied the conditions of the Delta Junction Trails Association (DJTA) grant. The School District is awaiting word from their attorney and they intend to take action at their October 19 meeting. Leith said she felt the issue is being rightfully handled between the School District and DJTA.

NEW BUSINESS

Authorized Check Signing

Hallgren explained the need to update authorized check signers for payroll and City payments should he, as Mayor, or Musgrove, Mayor Pro tem, not be available. Another Council member is needed since Sebastian Saarloos' resigned on October 3. Current check signers are himself, City Administrator Mary Leith, and City Clerk Pat White.

Brown moved to approve Councilman Lou Heinbockel as a City of Delta Junction check signer; Degnan seconded.

Discussion followed regarding Finance Officer Stephanie Prestwich being the only one that is bonded.

Brown amended the motion to ensure all authorized signers are bonded; Degnan agreed.

Hallgren called for any objection or to divide the question (vote on the amendment first) with none being offered.

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

Authorized Airport (see *New Business* – November 1, 2016 agenda)

Discussion covered history around Chapter 4.40, *Aircraft Flights and Landings*, from the City Code of Ordinances and discussing the ordinance further at the November 1 meeting.

Introduction and First Reading of Ordinance 2017-02, Adding New Section 1.25.035 and Amending Sections 1.10.050 and 1.25.040 of the Delta Junction Municipal Code of Ordinances to Clarify the Powers and Duties of a Deputy Mayor in the Absence or Disability of the Mayor or a Vacancy in the Office of Mayor

Heinbockel moved to introduce Ordinance 2017-02, hold the first reading, and set the public hearing date, second reading, and possible adoption for November 1, 2016; Brown seconded.

Hallgren reported the draft ordinance was forwarded to the City Attorney for review and he referred to his October 13 memo, "... neither State Statute nor the City Code reference a 'Mayor Pro tem' though we use the term when we talk about what many communities designate as 'Deputy Mayor' ... our Code of Ordinances does not directly address who has Mayor powers or responsibility during periods of absence or disability of the Mayor. Nor do our Ordinances address directly how we handle retirement, death, recall, or resignation of an incumbent Mayor." He suggested changing "Chairman Pro tem," as quoted in City Code §1.10.050, or "Mayor Pro tem," what is used locally, to Deputy Mayor, what is recognized statewide. He further explained a "pecking order" in the event both the Mayor and Deputy Mayor are unavailable: 1) Any City Council member who has ever previously served as Mayor, 2) Any sitting Council member who

has ever previously served as Deputy Mayor, i.e. Mayor Pro tem, and 3) Any sitting Council member with the greatest consecutive seniority on the Council. Hallgren explained circumstances in 2006 when Mayor Roy Gilbertson resigned, that it was not an issue, but it took three meetings to resolve and the procedure was never codified.

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

City Purchases over \$1,000

CK# 218615 to Aetna in the amount of \$21,859.80 for October group health insurance

CK# 218616 to Wells Fargo Credit in the amount of \$2,478.10 for credit card charges (S.Prestwich air travel to/from Juneau - \$476.20, library books - \$1,551.63, passport postage - \$43.57, Flower Cole air travel and registration for LEPC conference in Anchorage - \$301.70, annual membership fee - \$75, DMV registration renewals for dump truck, ambulance, and water tender - \$30)

CK# 218617 to CDW Government, Inc. in the amount of \$1,507.44 for docking stations and CD drive for Mary and Stephanie's new computers, MS Office upgrades for Mary, Stephanie, Letha, and Pat's computers)

CK# 218618 to ACS in the amount of \$1,550.34 for October phone and Internet

CK# 218619 to GVEA in the amount of \$3,416.61 for electricity

CK# 218620 to M2C1 Construction in the amount of \$2,769.51 for engineering services (Park outhouses, landfill SWPPP, Public Works septic system) SWPPP = Storm water Pollution Prevention Plan

Brennan moved to approve check numbers 218615 through 218620 as presented; Hallgren seconded.

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

REPORTS

Mayor – Pete Hallgren reported:

- The U.S. Army is soliciting membership for the Gerstle River Test Site Restoration Advisory Board (RAB).

Applications are available at City Hall and any questions can be addressed to Brian Adams, Remedial Project Manager, U.S. Army Garrison, Fort Wainwright 99703 (907-361-6623). Applications must be postmarked by January 10, 2017.

Hallgren read from the application, "A RAB is intended to improve public participation by involving the community in the restoration decision-making process."

Brown explained her involvement with the Gerstle River Expansion in the late 1990s, specifically recovering and testing metal and debris that surfaced from barrels of nerve gas that sank in Blueberry Lake.

Heinbockel reported, as part of the U.S. Army Meteorologist Team, he released weather balloons during the summer of 1966 to provide data about firing nerve gas. In 1968 or 1969 60-Minutes exposed the canisters of nerve gas that were left on the frozen lake. The lake was later pumped out as an attempt to retrieve the canisters and all records disappeared. The Feds began studying the size of moose antlers in the last ten years.

- He set up travel plans before he decided to run for reelection and, because of that and his desire to attend as many meetings as possible, he asked to move the regular meeting on Tuesday, January 3, 2017 to Wednesday, January 4.

Brennan moved to change the date of the January 3, 2017 Council meeting to January 4, 2017; Heinbockel seconded.

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

City Administrator – Mary Leith reported:

- The Fairbanks Senior Center was awarded a \$275,000 Senior Companion Grant, which includes services to Delta Junction's aging population. Leith said she will meet with Darlene Supplee, Executive Director of the North Star Council on Aging, on November 5 regarding whether the small office in the Community Center would be suitable as a support station for their three-year program.

Brown reported "senior companion" volunteers to assist senior citizens must be 55 years or older and duties/training include respite care, meal preparation, light household chores, transportation, wellness checks, and awareness of elder abuse and fraud.

- Herbicide was successfully sprayed at the park, courtesy of the Salcha-Delta Soil & Water Conservation District.
- Zamboni repairs at Arctic Monkey are estimated to cost \$2,500.

City Clerk – Pat White reported qualified applicants who have lived within the City limits for one year are asked to submit a letter of interest to City Hall by the close of business on Thursday, October 27 to fill the Seat E vacancy. Appointment is expected at the November 1 meeting and it would be effective through the next election, October 3, 2017. Discussion followed regarding no letters yet received, most all current Council members starting out by filling a vacancy, and Newly Elected Officials (NEO) training at the Alaska Municipal League Conference November 13/15.

Finance – Stephanie Prestwich reported auditors will be here next week.

Heinbockel asked to research other audit firms to possibly bring the cost down through competitive bidding.

Prestwich said less time will be required of the auditors this year because of fewer grants.

School District – William Brennan reported the School Board will present findings on the four-day school week on November 1. Concerns are how it will affect attendance, professional development, holidays, bus schedules, etc.

Library – Freda Degnan reported:

- The Delta-Greely Fall Outreach Concert, *Women of the World*, is sponsored by the Fairbanks Concert Association, Delta Library Association, Boeing Company, and Fort Greely MWR and it will be held at the Fort Greely Aurora Community Activity Center on October 22. Admission is by donation.

- Lonnie Miller and her granddaughter voluntarily cleaned all the library windows, inside and out, last week.

- New staff computers, donated by Pogo Mine, were installed at the library.

Brennan was excused at 6:52pm.

Public Health – see Audrey Brown’s comments under *City Administrator Report* (page three)

Public Works – Lou Heinbockel reported:

- The Public Works crew graded Mil-Tan Road, built the shoulders up, and filled potholes.

- The south septage pit at the landfill is now active.

- Huge amounts of cardboard were delivered to the landfill, which caused concern about the lifespan of the landfill.

- Bethel, Alaska is collecting donations to replace two 15-year old ambulances that logged 1,180 runs last year.

Additional Reports – Audrey Brown reported she attended a class offered by the Cold Climate Housing Research Center about installing generators for home use and she will attend their two-hour seminar about saving electricity on October 19.

Leith reported Silent Auction bids will be accepted for the 2005 Ford F350 truck until 4:00pm, October 31.

Heinbockel said the sale is final, as is/where is. The minimum bid is set at \$2,000, which includes \$1,000 worth of new tires and wheels. It can be repaired, but it will cost some money.

ADJOURNMENT

Musgrove moved to adjourn at 7:14pm; Brown seconded.

Pat White, City Clerk

Approved: November 1, 2016