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**City Council Minutes**  
**December 6, 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, December 6, 2016 at City Hall. Mayor Pete Hallgren called the meeting to order at 5:00pm.

City Council members present: Mayor Pete Hallgren, Deputy Mayor JW Musgrove, Freda Degnan  
Lou Heinbockel, Audrey Brown, Jennifer Brant

City Council member excused: William Brennan

City employees present: City Administrator Mary Leith, Finance Officer Stephanie Prestwich, City Clerk Pat White  
Approximately 25 members from the community and two out-of-town guests were present at the start of the meeting. The meeting was broadcast over KDHS 95.5 FM radio.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Musgrove moved to approve the December 6, 2016 agenda; Brown seconded. Motion carried.

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

Brown moved to approve the minutes from the November 22, 2016 meeting; Hallgren seconded.

Discussion followed regarding removing one sentence pertaining to Brown's duties on the AML Board of Directors (*Mayor report* - page 3) and Hallgren congratulating Brown on being elected to the board.

Motion passed on a roll call vote with six in attendance - to approve the amended minutes.

**COMMENTS FROM THE AUDIENCE**

Roger Kipar introduced himself, explained his involvement with a planning and zoning committee in Valdez, and reported that Valdez was awarded \$150,000 to build and restore trails. The Valdez City Council invested in signage, even though information about the trails system is available online. Kipar questioned the Delta Junction City Council doing the same; putting some money toward signs to encourage visitors and tourists to explore the Delta area.

Discussion followed regarding both the local paper, Delta Wind, and the Delta Chamber of Commerce publishing a visitor's guide, local websites that advertise events and activities in and around Delta, efforts from the Delta Junction Trails Association to build and restore trails over the past four years, and potential to attract visitors, i.e. End of the Alaska Highway Arch.

**REQUEST TO SPEAK**

**Tony White – Outstanding Ambulance Award – Governor's EMS Awards**

Hallgren reported he nominated Delta Medical Transport for their outstanding ambulance service and was very gratified to learn that they received the 2016 award. Hallgren read the nomination aloud, expressing appreciation for superior 24/7 advanced life support service from DMT's medics and EMTs, how they stepped up when the community was in a crisis (decline in 40-year volunteer squad and the local clinic stopped accepting after-hour calls), their extensive 1,500-mile response area in and around Delta Junction, and their involvement in community events and activities.

**Jacob + Ana White – Skate Shack**

Ana White explained her goal to engage her children in outdoor activities during the winter months and, by donating a "high efficiency, low maintenance warm-up shack," she would extend that opportunity to others in the community. An enclosed facility could be used as a locker room or a place to warm up with direct access to the outdoor ice without damaging blades. It could be used to host birthday and skating parties or it could be used by parents and other spectators. It could enable multiple teams or groups to utilize the outdoor rink at the same time the indoor rink is in use. She suggested an open policy, so the building is open to everyone; not locked. It could be heated for four-hour periods or a coin-operated heating system could be installed. White said they are prepared to take on the entire project, donating up to

\$20,000 in raw materials, and would appreciate community involvement because “the more hands, the more ownership.” Because of limited ice time on the indoor rink, her daughter’s hockey team practices only twice a week while others practice late at night when the ice is available. The skate shack could increase use of the outdoor rink for practices, tournaments, and Sunday Skate.

Jacob White said utilities would likely cost \$100 to \$150 each month, November through April. Electric heaters would require the least amount of maintenance compared to heating oil or propane. The skate shack would support hockey and it might support return of the figure skating program. They would donate raw materials for the 10-foot by 30-foot structure (261 square foot interior), but not utility costs or maintenance. Locals and members of the Delta Skating Association are interested in helping with construction next summer, so it could be ready to use at the start of the 2017 season.

Discussion followed regarding possibly establishing a user policy akin to the park ballfields, building a gravel pad foundation level with the outdoor rink, community involvement in multiple aspects of the project, using Lexan instead of triple-pane glass windows, room for a second shack if the first one is successful, and past incidents of vandalism and theft.

Musgrove stated the skate shack would have to be well insulated to make electrical heat feasible and there would be an added fee to suspend electricity once the skating season ended each year. He asked to consider Americans with Disabilities Act (ADA) requirements should the foundation be elevated.

Brown moved to endorse the skate shack concept and to approve Ana and Jacob White working with City administration to develop a more detailed plan with associated costs; Brant seconded.

Musgrove clarified that the motion does not accept responsibility for the additional electrical fees.

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

Al Edgren, area resident, encouraged the Council to create a partnership and accept the unique opportunity to improve outdoor skating recreation, even if it costs some money.

## **UNFINISHED BUSINESS**

### **Road Clearing – Delta Airport Subdivision Phase II**

Leith reported Talus Enterprises has cleared approximately half of the airport subdivision and would appreciate a partial payment. Talus was awarded the land clearing contract for \$39,000 (Sept. 20, 2016), to be completed by Dec. 30, 2016.

Hallgren said there are no payment provisions in the contract. There is no requirement to make an early payment, but there is also nothing that prohibits making a payment.

Heinbockel moved to make a progress payment of \$19,000.00; Degnan seconded.

Heinbockel said he mistakenly thought the contractor would reduce everything to woodchips, but the timber turned out to be too large.

Roger Kipar, representing Talus Enterprises, reported they use a tree shear to cut each tree within four inches of the ground, a 16 to 20-foot wide drive lane free of tree trunks has been cleared to prevent damage to vehicle tires, and they are hauling slash to Forestry’s community brush site on the west side of the Richardson Highway. Anyone in need of wood or unable to purchase firewood, are welcome to come to the clearing site and load it. Otherwise it will be sold or people can collect it from the brush site, which is now as big as a football field. Turning the timber into wood chips would be a substantial waste.

Hallgren said the decision on how to remove the timber was left up to the contractor, whether it was made into chips, sold or given away as firewood, or hauled off the premises. The public was not invited to utilize the wood because of liability. Discussion followed regarding whether the Ptarmigan Heights senior housing complex needed firewood and Kipar encouraging the public to utilize the firewood from the community brush site.

Musgrove objected to the pre-written check (# 218711 - *City Purchases over \$1,000 - page three*) and said he would have preferred a smaller advance payment; to have some leverage to ensure completion of the contract specs.

Kipar suggested holding a percentage of the final payment until the snow melts, if necessary. Weather permitting, they planned to be done by the end of the week. Progress becomes challenging when temperatures drop past minus 25 degrees.

Hallgren moved to amend the motion to reduce the payment to \$15,000; Musgrove seconded.

**Motion passed** to amend the motion, \$15,000 instead of \$19,000, on a roll call vote with four in favor (Heinbockel, Musgrove, Degnan, Brant) and two opposed (Brown, Hallgren).

**Motion passed** on a roll call vote – to approve a \$15,000 advance payment - with five voting in favor (Musgrove, Degnan, Heinbockel, Brant, Hallgren) and one opposed (Brown).

## **REPORTS - Public Health** (see additional reports on pages three/four)

Brown reported the Fort Greely Army Substance Abuse Program and the Fairbanks Veteran Center will host information tables at the Delta Library on December 8 and the Fort Greely Medical Clinic on December 9. Counselors will provide veterans with resources for healthcare and other services.

Brown was excused from the meeting at 6:23pm.

## NEW BUSINESS

### Robert's Rules or Mason's Manual of Legislative Procedure

[A memo, dated December 6, 2016, listed 30 known municipalities in Alaska that follow Robert's Rules of Order and only one that follows Mason's.]

Heinbockel moved to adopt Robert's Rules of Order as the City of Delta Junction's official parliamentary procedure; Degnan seconded.

Hallgren said he preferred Mason's, used by legislative bodies, over Robert's, which applies to membership organizations. Brant referenced *A Primer for City Council Members*, a pamphlet put out by the Department of Commerce, Community, and Economic Development and the Division of Community and Regional Affairs, which states most Alaska municipalities use Robert's Rules of Order, but "can use their own set of rules for parliamentary procedure." Discussion followed regarding purchasing books for Council members.

Motion passed unanimously on a roll call vote with five in attendance (Degnan, Musgrove, Brant, Heinbockel, Hallgren).

### Surplus Engine 52 – 1980 Seagrave

Leith reported Manley Hot Springs Fire Department, recipient of the City's 2004 ambulance (January 2016), is interested in owning Engine 52, but are experiencing problems with storage. Minto may be interested because they are establishing a fire/rescue. Vern Heintz, City Fire Chief, provided a list of maintenance items for Engine 52.

Heinbockel suggested advertising the fire engine "as is, where is" with AML and he recalled being grateful when Juneau donated Engine 52 to Delta Junction after the Betty Crocker was totaled in 2001.

Heinbockel moved to donate Engine 52, the 1980 Seagrave, to another municipality in Alaska; Musgrove seconded.

Motion passed unanimously on a roll call vote with five in attendance (Brant, Heinbockel, Degnan, Musgrove, Hallgren).

### City Purchases over \$1,000

CK# 218707 to Buffalo Fuel in the amount of \$8,547.65 for fuel

CK# 218708 to Wells Fargo Credit in the amount of \$2,756.93 for credit card charges (Stephanie Prestwich expenses to attend PERS training in Juneau in October – \$619.71, passport postage – \$99.55, Stephanie Prestwich registration for payroll law training in Fairbanks on November 17 – \$149, supplies (toilet paper, paper towels) – \$35.59, library books – \$577.81, John Johnston hotel accommodations in October while working on computers at library – \$357.00, Flower Cole hotel accommodations in October while attending LEPC conference in Anchorage – \$332.64, new recorders x 2 for City Clerk – \$359.97, lunch for election workers – \$44.96, and Pat White air travel to Anchorage for AAMC conference – \$180.70)

CK# 218709 to BDO USA LLP in the amount of \$16,913.88 for annual audit, second billing

CK# 218710 to Construction Machinery in the amount of \$1,737.00 for landfill loader error codes repair

CK# 218711 to Talus Enterprises - VOIDED

CK# 218712 to Aetna in the amount \$21,859.80 for December group health insurance

CK# 218713 to Talus Enterprises in the amount of \$15,000.00 for clearing airport subdivision, initial payment

Musgrove moved to approve checks # 218707 through 218712, replacing 218711 with # 218713; Heinbockel seconded.

Motion passed unanimously on a roll call vote with five in attendance (Heinbockel, Musgrove, Brant, Degnan, Hallgren).

Heinbockel said \$40,000/year is excessive for a yearly audit (CK# 218709).

## REPORTS

**City Administrator** – Mary Leith reported:

- Art Saarloos is preparing the annual survey report (Landfill Site Plan) that is required by the Department of Environmental Conservation (DEC).
- Equipment for Alaska Rural Communications Service (ARCS) - Channel 17 will be returned from Anchorage.
- City Attorney Jim DeWitt is reviewing changes to the ambulance contract (per discussion on November 22, 2016).

**City Clerk** – Pat White reported:

- The library and the landfill will be closed on Saturday, December 24 for Christmas Eve. Employees will take personal leave. City Hall, the library, and the landfill will be closed on Monday, December 26 for the Christmas holiday.
- The library will be closed on Saturday, December 31 for New Year's Eve, but the landfill will be open. City Hall, the library, and the landfill will be closed on Monday, January 2, 2017 for the New Year's holiday.
- The first meeting in January will be postponed from Tuesday, January 3, 2017 to Wednesday, January 4.
- City Hall took over processing passports in October 2013 and averaged the most (32/month) in 2009, but only processed 17/month to date in 2016. Fairbanks and Wainwright residents are traveling to Delta to avoid a two-week wait to apply for passports in Fairbanks. Normal turnaround is four to five weeks and passport applications are expected to increase nationwide through 2018, so citizens are encouraged to submit applications well ahead of scheduled travel plans.

- The Division of Homeland Security extended compliance of the REAL ID Act until June 6, 2017; passports or acceptable identification other than an Alaska driver's license will be required to access military installations in Alaska, California, Oregon, and Virginia. Real ID Act enforcement will begin January 30, 2017 in some states and October 2017 in others. (Compliance status is available at [dhs.gov/current-status-states-territories](http://dhs.gov/current-status-states-territories).)

**Emergency Services** – Mary Leith reported Delta Medical Transport started using the Delta Rescue Squad ambulance again on December 2.

**Library** – Freda Degnan reported:

- More than 100 people attended the Imagination Library Pajama Party on December 2. It was the fifth event and the best yet.

Musgrove said he is a big believer in the Imagination Library because of his girlfriend's grandsons who were signed up at birth.

- Matt Kilburn decorated the library, trimmed the Christmas tree, and helped with the Imagination Library.
- The library will close early on December 9 (4:30pm) to host the City staff Christmas party that starts at 5:30pm.
- The Chamber of Commerce gingerbread house entries will be on display through December 10. People are encouraged to stop by to vote for the People's Choice Award.
- The library will host the Junction Readers annual cookie and book exchange on December 12.
- The Delta Library Association Board meets on December 13.
- Joyce McCombs expressed appreciation to Mary Leith for serving over 30 years on the Delta Library Board.

**Airport** – JW Musgrove reported he returned a call inquiring about the condition of the airport, if it is functional in the winter months.

Discussion followed regarding knocking down snowdrifts at the airport and dragging the runway with a large tire from a B70 (Belly Dump).

**School District** – Tim Holoday reported the decision about a four-day school week was postponed to January.

**Park / Recreation** – Jennifer Brant reported:

- Several items on Will Brennan's August 3, 2016 list of repairs at the park are done and she will see that the rest are accomplished also.
- She appreciated Lou Heinbockel's involvement and communication with the Delta Skating Association (DSA) and Arctic Monkey regarding work on the Zamboni.

Heinbockel reported numerous repairs to the Zamboni, which hopefully will be finished by next week.

Discussion followed regarding Delta Skating Association's President Todd Zachgo loading, unloading, and transporting Whitestone's Zamboni back and forth while the City's is being repaired and ensuring the City of Delta Junction is on the Department of Defense's disposal list in case a surplus Zamboni is located.

- Michael Zastavskiy serviced water heaters at the Liewer-Olmstead Ice Arena.
- She researched electricity usage at the rink for 2014 and 2015 and questioned shutting power off at the end of the season when it is turned back on at the park.

Discussion followed regarding heat trace for the sewer, Forestry using the facility one summer during a heavy fire season and contractors using it for storage during construction of the new elementary school, researching savings since new lighting was installed (August 2015), current operation expenses shared with the school district (contributes \$12,848) and DSA (\$4,499), and likely overspending what was budgeted for the Liewer-Olmstead Ice Arena for FY2017 (\$38,027).

**Public Works** – Lou Heinbockel reported:

- He wanted to review the list of priority roads pertaining to snow removal because tree removal will be necessary in the Brewis Subdivision if there is a lot of snowfall this winter.

Discussion followed regarding the plow truck not yet in operation and an oversize permit needed because of the blade width.

- Alaska State Troopers were alerted to an abandoned vehicle on Aurora, so it can be tagged and towed away.
- An electric heater is being used at the landfill scale house until an antifreeze leak is resolved.

## ADJOURNMENT

Musgrove moved to adjourn at 7:45pm; Degnan seconded.