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**City Council Minutes**  
**February 21, 2017 ~ 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, February 21, 2017 at City Hall. Deputy Mayor JW Musgrove called the meeting to order at 5:00pm.

City Council members present: Mayor Pete Hallgren (telephonically), Deputy Mayor JW Musgrove  
Lou Heinbockel, Freda Degnan, William Brennan

City Council members excused: Jennifer Brant, Audrey Brown

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

Four people were present at the beginning of the meeting. The meeting was broadcast over KDHS 95.5 radio.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Heinbockel moved to approve the February 21, 2017 agenda as presented; Brennan seconded. Motion carried.

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

Degnan moved to approve the February 7, 2017 minutes as presented; Heinbockel seconded. Motion carried.

**COMMENTS FROM THE AUDIENCE**

John Lewis, representing Red Cross, asked to use the old ambulance room in the Public Works building to meet with clients. They currently meet at the fire station, but need privacy and only a portion of the office for a desk and chairs. Discussion followed regarding restroom accessibility, the Red Cross trailer presently stored in the southernmost bay, the Senior Companion Program working from an office in the Community Center, and bringing the topic back as an agenda item at the March 7 meeting.

John Lewis reported the Division of Homeland Security & Emergency Management training that was scheduled for March 4 has been rescheduled for Saturday, April 1, 8:00-2:30, at the Community Center. The scope of the evacuation and mass care exercise will help identify roles and current capabilities of participating organizations responding to a vehicle accident, including release of hazardous materials. The training will lay a foundation for other disaster planning activities. Lewis reported DHS&EM facilitators will attend the March 21 Council meeting and he expressed concern with the need to involve community agencies in real scenarios that could play out because of the many tour buses and fuel or chemical tankers that travel through Delta Junction.

**CORRESPONDENCE**

Musgrove read highlights from a letter written by Becky Petersen, Delta/Greely Youth Baseball League, expressing appreciation for the \$1,000 donation (June 7, 2016). It was used during the 2016 season to upgrade one of the larger fields at the City Park for the 14U (14 and under) team, maintain the t-ball/coach field, purchase new 14U playing equipment, rebuild one of the t-ball dugouts, and help toward purchase of uniforms, Pony League registration fees, team insurance, utilities, and maintenance of the concession/storage building.

**UNFINISHED BUSINESS**

**Rural Deltana Volunteer Fire Department – Request for Financial Support**

Steve Baugh, Rural Deltana Volunteer Fire Department (RDVFD) Board President, reported action was taken on February 7 to authorize City employee, Stephanie Prestwich, to locate \$5,000 to put toward purchase of self-contained breathing apparatus (SCBA) units, of which they plan to replace 12. He asked for \$9,600, enough to purchase two units.

Leith reported Prestwich would be able to find \$5,000.

Musgrove said a check will be issued once Prestwich identifies the funds in the FY17 budget.

Heinbockel moved to issue a check to Rural Deltana Volunteer Fire Department for \$5,000.00 to purchase self-contained breathing apparatus units; Brennan seconded.

Brennan asked to be informed where the funds are taken from.

Musgrove encouraged Baugh to participate in the upcoming budget cycle, verbally or via written comment.

Hallgren asked that requests be received by early-May before the first budget draft is prepared.

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

## NEW BUSINESS

### City Purchases over \$1,000

CK# 218813 to Delta Concrete in the amount of \$1,554.42 to remove snowdrifts on Mil-Tan Road and plow roads in Brewis Subdivision

CK# 218814 to ACS in the amount of \$1,507.93 for February phones and Internet

CK# 218815 to IGA in the amount of \$1,302.41 for Council food at meetings and gift cards given to 21 City employees and volunteer firefighters for Christmas

CK# 218816 to Buffalo Fuel in the amount of \$1,114.99 for equipment and fire truck fuel

CK# 218817 to Allied 100 LLC in the amount of \$1,883.06 for five Automated External Defibrillator (AED) batteries

Brennan moved to approve check numbers 218813 through 218817; Heinbockel seconded.

Discussion followed regarding upgrading defibrillators with new batteries instead of replacing each unit (218817).

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

Leith said she will establish a plan to inspect and maintain the upgraded AED upon researching OSHA regulations.

### Purchase 16-Foot Moldboard for Motor Grader

Heinbockel reported Airport Equipment Rentals is offering the 16-foot moldboard for \$12,535.68, which includes delivery. It will enable snow removal in two passes instead of three.

Heinbockel moved to purchase a 16-foot replacement moldboard for the motor grader; Brennan seconded.

Discussion followed regarding purchase procedures per the City Code of Ordinances and obtaining quotes instead of bids, making sure the moldboard and price are still available, and keeping the 14-foot moldboard as backup.

Heinbockel amended the motion to not exceed \$12,600.00; Brennan agreed.

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

## REPORTS

**(Deputy) Mayor** – JW Musgrove reported he is writing administrative letters to eventually incorporate into the Employee Policy Plan.

**City Administrator** – Mary Leith reported:

- Pogo is having problems with their septic system, so haulers are making more deliveries to the landfill. The Department of Environmental Conservation approved using the north pit (shut down last fall) if it becomes necessary.
- Construction Machinery mechanics will work on the landfill loader next week.
- Copies of the lease agreement for the Visitor Center were given to the new Chamber board members.
- The 15-hour/week coordinator position for the Senior Companion Program has been advertised. City Attorney Jim DeWitt is drafting a use agreement for the small office in the Community Center. The \$600/month lease value makes up a contribution from the City of \$7,200/year.

**City Clerk** – Pat White reported past City Administrator Mike Tvenge moved to Kodiak in 2015 when he took the Deputy City Manager position. He was hired as their new City Manager on February 9, effective May 1.

**Library** – Freda Degnan reported:

- Raven Home School students will celebrate Dr. Seuss' birthday at the library on March 2.
- The Library Board and library staff are preparing for the annual Open House on April 22.

**Airport** – JW Musgrove reported drifted snow was removed from the taxiway to Rapids Street.

**Personnel** – Pete Hallgren reported Administrative Assistant Letha Burcham will retire, effective April 30.

Discussion followed regarding mapping responsibilities associated with Burcham's position and investigating potential PERS penalties.

**Public Works** – Lou Heinbockel reported:

- Funding to replace the 14-year-old landfill loader needs to become a priority.
- Talus Enterprises moved downed trees from the right-of-way in the airport subdivision, but they will probably request another extension on their contract, which was extended from December 30 to February 28 (December 20 meeting). He asked to put it on the March 7 agenda.

Hallgren said removal of trees will impact surveying and finalizing the subdivision plat.

- The plow was mounted on the International truck and the Public Works crew has been sanding.

Discussion followed regarding thawing of the sander and whether decent gravel can be purchased from DOT.

**Additional Reports** – Lou Heinbockel reported:

- He appreciated the last edition of the local paper that emphasized safety around school buses (February 16, 2017) and he expressed concerns over numerous fuel dumps on the Richardson Highway in recent years. He reported his experience traveling between Tenderfoot and Delta Junction when road conditions were good and a Big State double tanker caught up to his rear bumper by the time he got to Shaw Creek flats, traveling at speeds more than 65mph.
- Walker Brothers will deliver Fairbanks Daily News-Miner papers to IGA daily; Sunday and holiday papers will be delivered a day late. Home deliveries stopped on February 18 and drop deliveries at IGA will continue as long as enough papers are sold to justify the cost to deliver them. FDNM must sell an average of 30 papers Monday through Saturday and 50 on Sundays. FDNM contracted with Walker Brothers for \$40/day. C&D will deliver newspapers to Healy for \$30/month. Heinbockel said he is grateful FDNM is attempting to provide the newspaper to Delta residents. He was at IGA at 7:19am this morning when the papers were delivered.

**ADJOURNMENT**

Degnan moved to adjourn at 6:03pm; Heinbockel seconded.

Pat White, City Clerk

Approved: March 7, 2017