



**City Council Minutes
May 2, 2017 ~ 5:00PM**

**Regular Meeting
City Hall, Delta Junction, Alaska**

The regular meeting of the Delta Junction City Council was held on Tuesday, May 2, 2017 at City Hall. Mayor Pete Hallgren called the meeting to order at 5:02pm.

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

City Council member excused: Audrey Brown

City employees present: City Administrator Mary Leith, Finance Officer Stephanie Prestwich
Library Director Joyce McCombs, City Clerk Pat White

Four members from the community were present and the meeting was broadcast over KDHS 95.5 FM radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Brennan moved to approve the May 2, 2017 agenda as presented; Degnan seconded. Motion carried.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Brennan moved to approve the April 18, 2017 minutes with any necessary corrections; Brant seconded. Motion passed on a roll call vote with six in attendance.

REQUEST TO SPEAK

John Lewis referred to an initial After Action Report (AAR) draft from the Division of Homeland Security & Emergency Management (DHS&EM). He asked to schedule a work session to compile City Council and staff input to finalize it and to accept the goals set out by the DHS&EM for our community. He also asked to be appointed as Emergency Services Volunteer Coordinator to give him authority to work with the DHS&EM. He has the background, training, motivation, and time to work closely with the City to ensure objectives are accomplished.

Discussion followed regarding Lewis currently serving on the State of Alaska Red Cross Board, overseeing seven counties in Daytona Beach for many years during hurricane seasons, and his employment at a state-run Emergency Operations Center (EOC) in Florida, continuing discussion at the May 16 meeting, and scheduling upcoming work sessions to address the AAR, Permanent Fund, and FY18 budget.

CORRESPONDENCE

Gary Hall, Heavy Equipment Academy Administrator – Request to Use City Dump Truck June 12/23, 2017

[Gary Hall submitted a letter, dated April 28, 2017, requesting the City loan its 1997 Kenworth T-800 end dump for the Partners for Progress' 12th annual Intro to Heavy Equipment Operator and Mechanic Academy. They would take responsibility for repairs if there are any damages.]

Heinbockel moved to loan the City's end dump to Partners for Progress in Delta, Inc. as requested as long as the City does not need it; Brennan seconded.

Hallgren reported the dump truck would be delivered to the Career Advancement Center on Monday, June 12 and picked up at the Deltana Fairgrounds on Friday, June 23.

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

UNFINISHED BUSINESS

Permanent Fund Investment Account

Prestwich suggested scheduling a work session, so that Steven McSharry, Morgan Stanley Vice President, could attend.

Leith referenced today's email from McSharry and suggested forming a committee to monitor City investment funds.

Heinbockel suggested addressing the Permanent Fund investment account after the annual budget cycle.

NEW BUSINESS

City Purchases over \$1,000

CK# 218897 to Buffalo Fuel in the amount of \$4,982.00 for heating fuel and landfill equipment fuel

CK# 218898 to Construction Machinery in the amount of \$4,868.08 for loader repairs

Brennan moved to approve check numbers 218897 and 218898 as presented; Brant seconded.

Discussion followed regarding replacing the worn turbo on the Volvo loader (CK# 218898) and approving \$1,585 to evaluate repairs during the April 18 meeting.

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

Snow Gate for Motor Grader

Hallgren referenced an April 18 memo explaining a snow gate attachment for the motor grader that would eliminate need for the plow truck to follow the grader to remove snow buildup in driveway entrances. Airport Equipment Rentals quoted \$9,244.20 for the snow gate plus \$2,500 to install it.

Heinbockel moved to approve purchase and installation of a snow gate in the amount of \$11,744.20; Musgrove seconded.

Discussion followed regarding using available grant funds and whether Airport Rentals' quote would still be honored.

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

Resolution 2017-04, A Resolution Requesting FY18 Payment in Lieu of Taxes (PILT) Funding from the Department of Commerce, Community, and Economic Development

Heinbockel moved to adopt Resolution 2017-04 requesting FY18 PILT from the DCCED; Brennan seconded.

Hallgren reported PILT, federal funds that are funneled through the State, is two-thirds of the City's annual revenue.

Leith said Kathie Wasserman, Alaska Municipal League Executive Director, reported PILT will be the same as it was last year (\$1,007,000+).

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

Resolution 2017-05, A Resolution to Continue Participation in the AMLJIA Loss Control Incentive Program for the City of Delta Junction

Musgrove moved to adopt Resolution 2017-05 to continue participation in the AMLJIA Loss Control Incentive Program; Degnan seconded.

Discussion followed regarding benefits of the Alaska Municipal League Joint Insurance Association (AMLJIA) program.

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

REPORTS

Mayor – Pete Hallgren reported:

- He, Leith, Degnan, Brennan, and McCombs attended the Change of Command at Fort Greely on April 24.
- He and Leith attended the Restoration Advisory Board (RAB) meeting on April 26. The military is in the final steps of cleanup of environmental hazards within the reduced boundaries of Fort Greely, pre-Missile Defense. Plans to remove the entire facility (remnants of removed nuclear reactor) is projected between 2022 and 2026.
- The latest draft for the Visitor Center lease will be presented for approval at the May 16 meeting.
- City Attorney Jim DeWitt is revising the drug use section of the Employee Policy to more specifically include marijuana prohibitions.

Heinbockel questioned why it has taken so long to resolve and why the City cannot copy the State of Alaska's policy.

Musgrove questioned a drug-related accident while not having a policy in place.

Discussion followed regarding employees paying fees associated with carrying a Commercial Driver's License (CDL), whether City positions require carrying a CDL, and if not, whether they should be part of the random drug testing pool.

Brennan reported there should be zero tolerance for CDL holders, no different than what is expected of a soldier.

City Administrator – Mary Leith reported:

- Lawn contractor Bill Pugh agreed to extend his contract another year with a two percent increase. The only change to the (April 19, 2016) contract is an increase to the number of cuttings.
- Pogo will present their annual report at the Community Center on May 17, tentatively 5:00 or 6:00pm.
- Delta Medical Transport's contract (ambulance services), which expires June 30, will be renegotiated.
- The rink agreement between the City, the Delta School District, and Delta Skating Association will be revisited. The two-year agreement expired after the 2016/2017 skating season.

• She has been in communication with military attorneys regarding replacing the spare Zamboni (that was inadvertently auctioned off in 2013 while loaned to Fort Greely).

Discussion followed regarding transporting the Zamboni for annual maintenance.

- A summer hire position will be advertised.

Heinbockel asked to allocate money for a riding lawn mower in the next budget cycle, so volunteers can mow along roadsides.

City Clerk – Pat White reported:

- The National Day of Prayer service is scheduled for noon, May 4 at City Hall.
- Community Cleanup is scheduled for Saturday, May 13.

Hallgren referenced a memo from White explaining the City's position as a passport facility. White and Administrative Assistant Letha Burcham, who retired on April 28, serve as passport agents and processed less than 20 applications each month since January 2015, some occasionally up to 35/month. Fifty-seven were processed in March and 86 in April, the majority done by Burcham. "It is unrealistic to believe these numbers won't continue to climb given the fact that military installations will require a passport by June 7th if a person does not have other acceptable ID. Passports will be required for domestic flights, including in-state travel, beginning January 22, 2018." Hallgren reported most first-time applicants travel to Delta because the Fairbanks Post Office is booking appointments four to six weeks out and most require expedited service for faster turnaround.

Discussion followed regarding introducing legislation (House Bill 74) to address Alaska driver's licenses that are non-compliant with the Federal Real ID Act, whether the local post office would consider sharing the responsibility of processing passports, projected demand for passports through 2018, setting up a phone system to direct inquiries and improve efficiency, establishing an appointment schedule, and filling Burcham's position with a part-time replacement (less than 25 hours/week).

Brennan moved to authorize hiring a part-time employee to assume administrative duties and serve as a passport agent; Hallgren seconded.

Discussion followed regarding whether the position should be temporary, with possible hours of 10:00 to 2:00, and most people working at Fort Greely possessing acceptable government-issued IDs.

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

Finance – Stephanie Prestwich reported:

- The FY18 budget would be introduced on May 16 and a work session would be scheduled thereafter, so the budget can be adopted at the June 6 meeting. Prestwich said she is working to use remaining grant funds.
- She received a draft audit from BDO for FY16 and expects to receive the printed version soon.

Emergency Services / Public Safety – Freda Degnan reported:

- A recent structure fire was caused by an electrical problem.
- Burn permits are now required, even for burn barrels. The local community is always in a fire season, whether its structure fires throughout the winters or wildfires in the summers.

Library – Freda Degnan reported:

- More than 400 people attended the Delta Library Association's Open House and Basket of Books Silent Auction on April 22. There were 130 baskets to bid on and 47 items in the bucket drop raffle. Receipts are still being compiled and expenses deducted, but a rough guess in proceeds is just over \$10,000. More than 100 hours of volunteer time were put into building baskets, organizing, setting up, and taking down the library event.
- Special Open House guests included Mayor and Mrs. Hallgren, General James Dickenson, U.S. Army Space and Missile Defense Command/Army Forces Strategic Command, Mrs. Dickenson, outgoing Post Commander Lt. Colonel Detrice Mosby, Sergeant Major Bradley Cope, Senator Mike Dunleavy, Representative George Rauscher, and several City Council members. General Dickenson presented Joyce with a beautifully engraved commander's coin in recognition of her 30 years of service to the library and the community.
- More than a dozen elementary classes will walk to the library starting Monday, May 15. Students participating in the field trips will be encouraged to sign up for the six-week Summer Reading Program that starts in mid-June.
- Library Director Joyce McCombs will attend a workshop on May 12 at the new North Pole Library, courtesy of the Alaska State Library Continuing Education office. The class is designed to teach new and effective ways to gather and present library statistics and data that can be used in grant applications, advertising, and reporting. The focus is to keep each public library's service message current and readily available to its patrons.

Airport – JW Musgrove reported he is able to start work on the airport subdivision development plan.

Leith reported Ralph Mathews was to conduct survey work two weeks ago, but she has had no further contact with him.

Brennan asked to be updated with information; what was spent and what was received for the 2002 airport subdivision.

Heinbockel questioned current estimates to install electricity and roads.

School District – William Brennan reported:

- The School Board meets at 5:30 on May 4.
- Kindergarten Roundup is scheduled for May 5.
- Seniors will be interviewed for various community scholarships on May 9.
- The High School Color Run will be held on May 16.
- High School Graduation will be held at 7:00pm on May 18.
- The Delta Elementary School will have a field day on May 24.
- The last day of school is May 25 as well as another School Board meeting.

Park / Recreation – Jennifer Brant reported:

- \$3,500 was appropriated during the April 18 meeting to rebuild the dugouts at the park, Interior Hardware gave a 20% discount on materials, and the High School coaches and volunteers have almost completed the “home” dugout.
- Referencing the softball schedule that was previously distributed, Brant asked to support local teams by attending their home games.
- She appreciated trash removal at the park, but asked to make sure the public has access to replacement bags.

Public Works – Lou Heinbockel reported:

- He was pleased with how gravel was cleaned from City streets; not swept, but collected.

Leith reported the City Public Works crew worked with Heritage.

- Crack sealing of streets need to be prioritized during the upcoming summer.

Prestwich said money that was allocated for crack sealing will be rolled over to the new budget.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Craig Cugini reported 21 banners were purchased and will be hung from streetlight poles within the next two weeks.

There are three designs; the 75th anniversary of the Alaska Highway, 75th anniversary of Allen Army Airfield (AAAF), and 150th anniversary of the purchase of Alaska. Posters of the banner designs have been distributed to businesses around town. Signing of the proclamations on April 22 went well. One framed proclamation/photo of signers/engraved key-to-the-city will be delivered to Mr. Reginald A. Beverly, a 102-year old African-American vet in Virginia. The Garrison Commander will take part in its delivery, which will be filmed. Cugini reported the Donnelly Hike and activities at the Farmers Market will be listed in the 75th advertisement as community events that coincide with June 3 festivities. Cugini reported Governor Bill Walker signed Senate Bill No. 46 on April 30 declaring October 25 of each year as African American Soldiers' Contribution to Building the Alaska Highway Day. June was chosen to celebrate the anniversary of the Alaska Highway because of colder temperatures in October.

Leith asked to approve purchasing t-shirts, sweatshirts, and hats to commemorate the 75th anniversary (of building the Alaska Highway), as was done for the City's 50th anniversary (after incorporation) in 2010.

Cugini said the Chamber of Commerce is not interested in running inventory through their system, but they are willing to sell them at a vendor booth during the June 3 festivities.

Brennan moved to spend \$10,000.00.

Discussion followed regarding people's interest in purchasing memorabilia, recovering costs, and selling items throughout the summer.

Brennan moved to amend the motion and spend up to \$15,000.00 to purchase items for the 75th anniversary celebrations; Heinbockel seconded.

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

ADJOURNMENT

Heinbockel moved to adjourn at 7:49pm; Degnan seconded.