



**City Council Minutes
September 5, 2017 ~ 5:00PM**

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

The regular meeting of the Delta Junction City Council was held on Tuesday, September 5, 2017 at City Hall. Mayor Hallgren called the meeting to order at 5:00pm.

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

City employees present: City Administrator Mary Leith, Finance Officer Stephanie Prestwich
Administrative Assistant Flower Cole, City Clerk Pat White

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

AMENDMENTS ~ APPROVAL OF AGENDA

Musgrove moved to approve the September 5, 2017 agenda as presented; Degnan seconded. Motion passed.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Brant moved to approve the minutes from the August 15, 2017 regular meeting as presented; Brown seconded.

Musgrove and Heinbockel requested minor edits.

Motion passed on a roll call vote with six in attendance.

COMMENTS FROM THE AUDIENCE

Brown introduced Reta Russell-Houghton, coordinator of the Delta Community Health Fair at the Delta Elementary School (2659 Nistler Road) on Saturday, September 23, 8:00-noon.

Reta Russell-Houghton reported the Alaska Health Fair, a non-profit established in 1980, offers health education, screenings, and reasonably priced blood tests. People are encouraged to drink plenty of water, fast for 10 to 12 hours for the Comprehensive Blood Chemistry (panel of 27 tests), and to bring a stamp to pay for postage of lab results, which are mailed back within two or three weeks. Houghton said the North Pole Safeway Pharmacy will offer flu and various other vaccines. Most are covered by insurance and prices are reduced for those without insurance. Volunteers are needed to help run the four-hour event. Medical and non-medical volunteers are asked to register online (www.alaskahealthfair.org).

John Lewis, Emergency Coordinator, reported he will collect forms at the health fair to register residents, senior citizens or people with special needs, who need assistance in the event of an emergency and/or evacuation.

Brown said to call 907-374-6853 for more information about the health fair.

REQUEST TO SPEAK

John Lewis reported the Small Community Emergency Response Plan (SCERP), a flip chart listing contacts needed during a local emergency, and the City's Emergency Operations Plan (EOP) are both in revision. The SCERP is ready to submit to the Division of Homeland Security, but the final version will be delayed until October when Council membership is clarified.

Incident Command System (ICS) courses 100, 200, 700, and 800 are available online. The courses, designed to teach community leaders how to run an emergency operation, will be beneficial in an upcoming exercise that is similar to the one held at the Community Center in April 2017. Each ICS course takes two to four hours.

Meetings are scheduled at City Hall in September and October to plan execution of a mass dispensing flu vaccine clinic in early November. The full-scale exercise is similar to one held in October 2007 and will deliver 200 flu vaccines to the public. Volunteers are asked to contact Public Health Nurse Elena Powers (895-4292).

UNFINISHED BUSINESS

Delta Airport Subdivision Phase II – Next Phase

Leith reported Mathews Surveying is scheduled to survey airport lots next week.

Heinbockel reported the motion at the August 15 meeting was to improve Remington Road from Family Medical Center to the corner of the airport subdivision, not to exceed \$10,000. Corey Groppe completed the project within three days and all expenses associated with improving that portion of Remington totaled \$6,214.77.

Hallgren said Remington (previously known as Service Street) is the only legal access to the subdivision.

Musgrove said the road only needs to be 20-25 feet wide although Andreassen built it 30-35 feet wide and not always on the right-of-way.

Discussion followed regarding getting commercial appraisals for airport lots, whether a broker's opinion is necessary, completing the survey prior to finalizing the SWPPP (Storm Water Pollution Prevention Plan), and removing stumps.

Park Upkeep Proposal

Will Brennan, past Council member (resigned August 15), said it is in the City's best interest to either hire someone to mow the inside of the ball fields or allow volunteers to use the city-owned mower. He estimated eight hours per week with a riding lawn mower and he asked to invest in the community; to promote use of the park and activities that engage youth. It should not affect the City budget and it will provide continuity that volunteers cannot guarantee.

Brant said eight hours a week is generous because it's only taken her half an hour to mow the softball field.

Leith said the lawn contractor quoted an additional \$100/week to add the ball fields to the park maintenance contract. Discussion followed regarding the ball fields historically being maintained by user groups and volunteers, cutting the ball fields at least eight times each summer to adequately maintain them, problems associated with where grass clippings are deposited, some user groups not contributing their share in maintaining ball fields and soccer fields, and whether summer hire could manage mowing the ball fields throughout the summer to stop weeds from spreading throughout the park.

Heinbockel said \$100/week was not unreasonable because of other expenses incurred by the lawn contractor (insurance, worker's comp, etc.). He questioned whether to contact the Lions Club about maintenance and to consider fertilizing the fields to control weed growth. The conditions of the ballfields are a direct result of poor maintenance over many years.

Musgrove asked to review a written proposal prior to the next budget cycle, showing responsibilities of all involved, including removal of grass clippings.

Brennan said he would provide written documentation and he would like to be involved in continued discussion.

Hallgren said he enjoyed seeing entire families at the park, parents working with children. He would not support the City taking the responsibility; replacing volunteer labor with government spending. The local ballfields have more love-labor bestowed on them than what the City could afford.

NEW BUSINESS

Change to Plat# 2003-15

Leith, referencing the Fred Cook Estates Subdivision, reported the platted driveway would serve lots five and six, but low-lying phone lines, obstruction from an electric pole in the middle of the driveway, and changes to the elevation of the road present problems with accessing the property. The local Department of Transportation approved moving the driveway, but want a letter of non-objection from the City of Delta Junction.

Heinbockel moved to authorize issuing a letter of non-objection to revise the plat; Musgrove seconded.

Musgrove said any associated costs (platting fees, survey work, recording fees) should be borne by the applicant.

Discussion followed regarding Sergey Gayvoronskiy, property owner, overcoming obstacles to resolve the driveway issue within DOT's timeframe (October).

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

Approval of 2017 Municipal Election Officials

White reported City Code of Ordinances §2.15.010 requires appointment of "at least three judges ..." Referring to the list of election officials (Audrey Murphy, Lucy Combs-Stock and Adaline Blum to oversee the voting table on October 3, Sherry Smith, Jackie Becker and Terry Kozarik to count ballots after the polls close, and Dave Becker, Terri Crowson and Rena Case to recount ballots the following morning), White said Audrey Murphy would replace Chairperson Doris Fales who resigned after many years of serving in various capacities during state and local elections.

Heinbockel moved to appoint election officials as presented; Musgrove and Brant seconded.

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

Park Paving Bid Award

Hallgren reported the bid opening was held on August 29. Of the two bids received, Hallgren recommended awarding the contract to the low bidder, Paving Products.

Discussion followed regarding leftover grant funds (\$55,524.17), Council match when Capital Improvement Projects funds were requested from the State of Alaska (\$17,500), what is owed to M2C1 (estimate \$7,500), the base bid (\$60,960 to pave from the entry gate on Kimball Street to the center of the ball fields), Additive Alternate Path A1 (\$10,602 to pave from the gate on Kimball to the outhouse on Kimball), other proposed additive alternates, engineer's estimate for the base bid and A1 path (\$54,116), recent receipt of unexpected Federal PILT (\$23,353.75) above what was budgeted for FY18 (\$1,007,224.94), reconciling the FY18 budget in August or September 2018, completing the project by the end of the month (September 2017), and moose-proofed gate entrances.

Brant questioned whether the Conex or existing septic system could cause interference and if there was any cause for overages or additional costs to the project.

Leith said there is always risk of unforeseen expenses. Depth of material was a concern, but four feet appears adequate.

Heinbockel moved to award the park paving contract to Paving Products, Inc. in the amount of \$71,562.00 for the base bid and A1 alternate; Musgrove seconded.

Discussion followed regarding issuing the award following no contest of the protest period.

Heinbockel asked to fill cracks on Hayes Street with leftover material.

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

Community Center Rental Fees

Leith referred to her memo, dated August 31, and explained complaints she fields from the general public about rental fees of the Community Center. She asked to make the building affordable by leasing it for \$25/hour with a two-hour minimum instead of the current rate, \$100/day whether it's used for one hour or 24.

Discussion followed regarding rental fees in other facilities in town and at Fort Greely, not negotiating cleaning deposits or fees for the conference rooms at City Hall, not undercutting local businesses, \$20 or \$25 per hour with a one or two-hour minimum, and giving priority to funerals and gatherings of higher importance.

Musgrove moved to accept City Administrator Mary Leith's recommendation to lower the rental fee of the Community Center to \$25.00 per hour with a two-hour minimum; Hallgren seconded.

Brant suggested putting rent monies aside for a paint job on the Community Center.

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

Second Reading, Public Hearing, and Adoption of Ordinance 2018-01, An Ordinance for the City of Delta Junction, Alaska Providing for Amendment of the FY17 Budget

Musgrove moved to open the public hearing portion of Ordinance 2018-01; Degnan seconded.

Hallgren called for public comments with none being offered.

Heinbockel moved to close the public hearing; Musgrove seconded. Motion carried by unanimous consent.

Musgrove moved to adopt Ordinance 2018-01 providing for amendment of the FY17 budget; Degnan seconded.

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

City Purchases over \$1,000

CK# 219075 to Rural Deltana Volunteer Fire Department in the amount of \$9,000.00 for annual donation (support)

CK# 219076 to Delta Power Sports in the amount of \$2,040.00 for a generator

CK# 219077 to Fairbanks Concert Association in the amount of \$3,000.00 – a pass-through donation from Boeing to support library cultural events

CK# 219078 to GVEA in the amount of \$2,348.17 for electricity

CK# 219079 to ACS in the amount of \$1,633.92 for phones and Internet

CK# 219080 to Airport Equipment Rentals in the amount of \$3,071.63 for equipment used on the landfill glycol dig (\$615.00), roads (\$957.25), and Airport II (\$1,499.38)

CK# 219081 to The Pin Center in the amount of \$1,700.00 for 2,000 end-of-the-Alaska-Highway lapel pins

CK# 219082 to Bill's Small Tractor Service in the amount of \$4,803.71 for lawn maintenance contract, #3 of 3

Musgrove moved to approve checks 219075 through 219082 as presented; Heinbockel seconded.

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

REPORTS

Mayor – Pete Hallgren reported he toured Haines Borough during the Alaska Municipal League Summer Conference August 16/17. He explained that many municipalities are burdened with unaffordable maintenance. Sewage treatment and water plants are a big problem for communities throughout Alaska. He appreciated Heinbockel's insistence about establishing a savings for landfill maintenance.

Brown reported she attended a session during the AML conference about dealing with reporters during an emergency.

Discussion followed regarding upkeep of the Liewer-Olmstead Ice Arena and being in a financial position to reroof the Community Center and City Hall when the time comes.

City Administrator – Mary Leith reported:

- The patent was received by the State of Alaska for the "old rifle range," the final piece of land entitlement to be deeded to the City of Delta Junction upon incorporation in 1960.

Degnan asked about the State of Alaska wanting to expand their gravel pits (the Department of Natural Resources proposed expanding their gravel pit from 2+ acres to 29+ at the December 15, 2015 meeting).

Leith said there was no further communication once they were made aware of the City Ordinance (Code §4.45, adopted August 25, 1980, prohibits construction of new gravel pits within the City limits).

- Landscaping at the landfill cell expansion project was successful. Leith said she is awaiting the Department of Environmental Conservation's response to M2C1's SWPPP (Storm Water Pollution Prevention Plan).
- Language restrictions were removed from the patent of Airport Subdivision I. Leith would notify the three airport lot owners of the amended patent.

City Clerk – Pat White reported September 8 is the last day to file for one of the four seats in the October 3 Municipal Election. No applications have been received yet.

Heinbockel addressed the public and encouraged them to serve the community by running for a seat on the City Council.

Finance – Stephanie Prestwich reported research of an audit prep firm in hopes of lowering the cost of the annual audit. She said audits are required whenever a municipality manages \$750,000 or more in grant funds. The City of Delta Junction currently has half that amount in grant funds.

Hallgren said an audit prep firm (\$125/hour) and audit from BDO (\$150/hour) would be less expensive than a full audit. Discussion followed regarding putting the audit out for bid, few firms that are available to do government audits, and whether an 18-month audit is doable.

Hallgren suggested continuing research of an audit prep firm, but also solicit audit firms that are looking for business.

Emergency Services / Public Safety – Freda Degnan reported Rural Deltana Volunteer Fire Department (RDVFD) averaged 7.65 calls during May through August. Responses varied for vehicle fires, vehicle accidents, structure fires, medical, one explosion, plus a couple false alarms.

Library – Freda Degnan reported:

- The library hosted an Eclipse Viewing party on August 21. About 40 people watched the live NASA coverage on the OWL network starting at 8:00am. Some kids made pinhole viewers to capture a safe view of the eclipse.
- Library Director Joyce McCombs submitted the Annual Public Library Report to the Alaska State Library. A total of 48,171 patrons visited the library last year and 69,159 items were checked out, including e-books and audios.
- Laurel Bill, author of the Alaska history series, "Aunt Phil's Trunk," will be at the library at 3:00pm on September 7 in cooperation with Raven Home School. She will appear in costume, talk about her popular series and how she writes her award-winning stories, show historical artifacts relating to her books, sign autographs, and sell her books.

Airport – JW Musgrove reported activity at the airport: some mowing, rain, hunting, and nighttime military aircraft.

School District – Jennifer Brant reported the next School Board meeting will be on September 7, the once-a-year cross-country meet will be on September 9, Farm Day will be at the elementary school on September 22, the health fair will be on September 23, and an animal clinic will be in the lobby of the high school on September 24.

Park / Recreation – Jennifer Brant reported Jacob and Ana White volunteered to build a warm up shack (at the December 6, 2016 City Council meeting) so parents and spectators could be comfortable while watching their children and skaters could warm up while using the outdoor rink, just outside of the Liewer-Olmstead Ice Arena. The Delta Skating Association has met to discuss the project a couple times and will meet again tomorrow. The current idea is to move the skate shack from one side of the rink to the other because of wind direction and where snow gets deposited.

Heinbockel said to inquire about changing the elevation of the ground because it will need to be raised.

LEPC / Emergency Preparedness / Public Health – Audrey Brown reported:

- Elena Powers is recruiting volunteers to plan an exercise to dispense flu vaccines. (See discussion on page one – *Request to Speak*). The full-scale exercise will engage multiple partners within the community.
- The next Local Emergency Planning Committee (LEPC) meeting will be on September 11.
- The Public Health Office has free kits to safely deactivate outdated or unused medications.

Public Works – Lou Heinbockel reported the glycol clean up at the landfill is done. He asked to install decent electric heaters in the scale house, so portable heaters are not used.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Musgrove asked how the remainder (approximately 50%) of the 75th anniversary memorabilia will be sold.

Discussion followed regarding selling merchandise out of the library, continuing to sell them next summer, not having access to the tour buses that travel through Delta, and inability to partner with the Chamber of Commerce.

ADJOURNMENT

Heinbockel declared the meeting adjourned at 7:43pm; Musgrove seconded.