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**City Council Minutes**  
**September 19, 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, September 19, 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, Freda Degnan
Lou Heinbockel, Jennifer Brant, Audrey Brown (telephonically)

City employees present: City Administrator Mary Leith, Library Director Joyce McCombs
Administrative Assistant Flower Cole, City Clerk Pat White

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

AMENDMENTS ~ APPROVAL OF AGENDA

Heinbockel moved to approve the September 19, 2017 agenda as presented; Musgrove seconded. Motion carried.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Brown moved to approve draft minutes from the September 5, 2017 regular meeting; Brant seconded. Motion passed on a roll call vote with six in attendance.

COMMENTS FROM THE AUDIENCE

John Lewis reported need in taking appropriate measures to ensure public safety, particularly with City employees. Discussion followed regarding securing buildings and establishing a lock-down policy.

REQUEST TO SPEAK

Dawn Grossmann Frazier reported exercise classes are held at the Cooperative Extension office in the Jarvis Building, but its size does not accommodate the volume of interest. She asked to use the Community Center two days a week.

Hallgren said an exercise program for midlife to elderly residents is valid use of the Community Center because the building was originally built for senior citizens. He questioned waiving the \$300 cleaning deposit along with the rental fees.

Musgrove questioned a comprehensive policy or leaving the Community Center doors unlocked like the Post Office. Discussion followed regarding revising lease fees at the Community Center (\$25/hour instead of \$100/day) on September 5 and minimal need to clean after each exercise class.

Hallgren moved to waive lease and cleaning deposits for the exercise program with terms presented; Brown seconded. Motion passed on a roll call vote with six in attendance (Brown, Musgrove, Heinbockel, Brant, Degnan, Hallgren).

CORRESPONDENCE

New LEPC Membership – Anna “Katie” Behrens and Flower C. Cole

Heinbockel moved to approve LEPC’s recommendation to accept membership applications from Katie Behrens and Flower Cole; Musgrove seconded.

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

Notice of Elections

White reported candidates are required to get ten qualified voters to sign a nominating petition before the filing deadline (5:00pm, Friday, September 8). Three signatures on one petition were in question as of 4:50pm, September 8. The petition was denied on Monday, September 11 because two of 11 signatures did not qualify. One signer was not a registered voter and the other signature was not legible. Staff at the Division of Elections office in Fairbanks searched possibilities for over an hour before rejecting the last signature. White reported incumbent Audrey Brown will run unopposed for Seat C, incumbent Jennifer Brant will run unopposed for Seat E, no one is running for seats F and G, and all four seats allow for write-in votes of candidates not on the ballot.

October 3, 2017 Municipal Election Ballot

White reported ballots, upon approval, will be available for in-person voting September 20 through October 2.

Applications for ballots are accepted by mail or fax through September 22, but ballots cannot be mailed to addresses within the city limits.

Brown moved to approve the 2017 municipal ballot as presented; Musgrove seconded.

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

UNFINISHED BUSINESS – none**NEW BUSINESS****City Purchases over \$1,000**

CK# 219104 to Aetna in the amount of \$18,186.92 for September employee health insurance

CK# 219105 to Interior Hardware in the amount of \$1,635.54 for supplies used for glycol cleanup at landfill, painting at library, hand sanitizers for park outhouses, and bike rack at City Hall

CK# 219106 to Delta Concrete in the amount of \$3,342.70 for gravel used on Remington Road to airport subdivision

CK# 219107 to M2C1 Construction & Engineering in the amount of \$7,849.88 for engineering services: final landfill inspection report on 2016 cell development project (\$279.75) and 2017 park paving project (\$7,570.13)

CK# 219108 to Wells Fargo Credit in the amount of \$2,998.62 for postage (\$260.40), electricity used at Liewer-Olmstead Ice Arena in July (\$126.00), library materials (\$671.62), Flower Cole State of Alaska notary fee (\$40) and notary stamp (\$87.00), maintenance supplies (\$328.92), g-mail accounts (\$35.00) and old email (\$180), Audrey Brown's registration at AML conference in Haines August 16/17 (\$400.00), airfare (\$511.60), and hotel (\$358.08)

CK# 219109 to ACS in the amount of \$1,453.98 for August phone and Internet

CK# 219110 to Buffalo Center Service in the amount of \$1,547.97 for equipment fuel used on streets (\$1,456.60) and equipment fuel at fire hall (\$91.37) in July and August

Musgrove moved to approve checks 219104 through 219110 as presented; Heinbockel seconded.

Brown asked about the lighting project at the rink (CK# 219108).

Leith said the project is near completion, but change in electricity usage is not yet known.

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

REPORTS

Mayor – Pete Hallgren reported City Attorney Jim DeWitt referenced City Code of Ordinances §1.25.040 that explained succession following Hallgren's resignation, accepted on August 15, but not effective until October 10. Deputy Mayor JW Musgrove would automatically become mayor following certification of the election results on October 10 and he would serve through the end of his term in 2019, following certification of the 2019 election results. A new Deputy Mayor would be elected on October 10, 2017 to serve for a term of one year.

City Administrator – Mary Leith reported:

- Hayes Circle was surveyed to clarify issues about the street when it was constructed in the 1970s.
- She is compiling a checklist of items to complete in the development of Airport Subdivision II. M2C1 has

roughed out the SWPPP (Storm Water Pollution Prevention Plan), but need the final plat approved first.

Musgrove said expenses of developing the lots and lot appraisals will determine minimum bids.

Hallgren said the minimum bid must be determined before power is installed.

Leith said she is hopeful to appraise airport lots at the same time the Pioneer Park is appraised. [The Pioneer Park lease from the State of Alaska expires October 15, 2021. In January 2017 the Department of Natural Resources proposed to offer the 3.5-acre parcel to the City through a public and charitable conveyance for 50% less than Fair Market Value.]

Brown asked that the appraisal include electricity and road construction.

Musgrove said estimated costs of Airport II roads can be roughly calculated based on recent costs for similar work on Remington Road.

Library – Freda Degnan reported:

- Baby Lap Time, children up to 3 years of age, resumed today and will meet on Tuesdays at 11:00. Preschool Story Hour, ages 3 to 5, meets twice on Wednesdays, 10:00 or 11:15.
- New library aides were hired, one to help with reading programs and one to help in the evenings and Saturdays.
- The Delta Library will host authors Julie and Miki Collins, 7:00pm, October 7. The Trapline Twins will present a slideshow about their lifestyle and thousand-mile trapline in Alaska's wilderness, north of Denali National Park.
- Daniel Cornwell, Alaska State Library Internet Technology Consultant and OWL (Online with Libraries) Broadband Program Manager, updated Joyce McCombs on various products and OWL programs expected in the upcoming year, funding for Internet connections, and training sessions at the State Library Conference next March. He

took photos of the library to add to State archives and was especially interested in library involvement and support received from Fort Greely and the Fairbanks Concert Association.

Musgrove asked McCombs about the status of the proposed endowment.

McCombs reported endowments must be earmarked for something specific. Endowment donations along with portions of earnings from the annual open house are set aside, separate from operating funds, but it has not been determined how the savings account will be earmarked, whether to use it for an addition to the children's section or to operate the library if the city goes "down the tubes."

Airport – JW Musgrove reported some work is still planned at the airport before snow flies.

School District – Jennifer Brant reported the Delta High School Booster Club is looking for new board members.

Discussion followed regarding when the biomass wood furnace starts up for the winter season and whether it is known how much wood heat has saved the school district.

Park / Recreation – Jennifer Brant referenced a handout that was distributed at the December 6, 2016 Council meeting when Ana and Jacob White offered to build a mobile warm up shack near the outdoor rink on North Clearwater, next to the Liewer-Olmstead Ice Arena. She reported the location was moved closer to North Clearwater (west of the outdoor rink) instead of between the ice arena and the outdoor rink. The overall footprint of the shack would also change from 10x30-feet to 12x30. Morley Electric will run power from the ice arena to the skate shack. Jacob and Ana are working with M2C1 to ensure the building meets State Fire Marshall approval and they are hopeful to start building the skate shack on site with a crew of volunteers by September 30. Brant said responsibility of maintenance, janitorial, and electrical bills would be negotiated when the Memorandum of Agreement (MOA) is renewed with the Delta High School and the Delta Skating Association.

Leith said the 2015-2017 MOA was due to be revised soon.

Hallgren said the warm up shack would be useful to the community, but too expensive for the City to build.

Heinbockel moved to move forward in building the warm up shack, to pay its electricity for the first year, and to incorporate responsibilities when the MOA for the skating season is renewed; Brown seconded.

Discussion followed regarding involvement from M2C1 Construction & Engineering, inquiring about insuring the structure under the city's umbrella and whether there is any other unexpected liability, and when the Fire Marshall shut down the newly-built ice arena in 1990, so steel beams could be sprayed because a sprinkler system could not be afforded.

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

Leith said the project would be postponed if answers to inquiries are not satisfactory. The Zamboni is scheduled for maintenance with the same mechanic as last spring, but new business management.

LEPC / Preparedness / Public Health – Audrey Brown reported:

- Planning committee meetings are scheduled to organize the mass dispensing clinic on November 4. Added benefit of the emergency preparedness exercise will be 200 flu vaccines that will be given to the public free of charge.
- Red Cross was added as a new category to the Local Emergency Planning Committee (LEPC) membership roster.

Public Works – Lou Heinbockel reported the park pavilion was winterized, but the septic system still needs serviced.

Additional Reports – Lou Heinbockel complimented the George Sandlin building crew for volunteering to replace the Welcome-to-Delta sign near Alaska-7 Motel on the Richardson Highway.

Discussion followed regarding the downed sign needing new treated posts, many people offering to help the Chamber repair it in the past few months, and appreciating the volunteer spirit that is always present in this community.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Craig Cugini, Fort Greely Deputy to the Garrison Commander, invited Hallgren and Brown to the Commander's Update Brief on September 20. The brief is part of the annual Force Protection Exercise. He reported another successful year for the Purple Heart Hunter Program in which the State of Alaska permits Purple Heart recipients and disabled vets to hunt on the military installation and parts of the Delta Training Area.

Hallgren called for additional Council comments with none being offered.

ADJOURNMENT

Musgrove moved to adjourn at 6:44pm; Degnan seconded.