

**City Council Minutes**  
**Regular Meeting**  
**March 6, 2018 ~ 5:00PM**  
**City Hall, Delta Junction, Alaska**



The regular meeting of the Delta Junction City Council was held on Tuesday, March 6, 2018 at City Hall. Mayor Musgrove called the meeting to order at 5:05pm.

City Council members present: Mayor JW Musgrove, Jennifer Brant, Lou Heinbockel  
Alan Levinson, Audrey Brown (telephonically), Pete Hallgren (telephonically)

City Council member excused: Deputy Mayor Freda Degnan

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

Eleven people 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 March 6, 2018 agenda as presented; Brant seconded.

Motion passed by unanimous consent with six in attendance.

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

Heinbockel moved to approve the February 20, 2018 minutes as presented; Brown seconded.

Motion passed by unanimous consent with six in attendance.

**COMMENTS FROM THE AUDIENCE**

John Lewis, Delta Junction Volunteer Emergency Services Coordinator, referred to yesterday's power outage and asked to appoint a committee to research alternative power.

Discussion followed regarding dependence on GVEA's generator, other local facilities with backup power, and the seriousness of a situation that results in possibly shutting down medical services, businesses, and gas pumps.

Musgrove agreed with Lewis to get the project off the back burner.

Craig Cugini, Deputy Garrison Commander Fort Greely, reported two upcoming events at the Community Activity Center on Fort Greely, an outdoor concert on June 2 and a traveling USO Troupe Show on June 7. Cugini introduced Chris Maestas, the new Installation Public Affairs Officer at Fort Greely.

**REQUEST TO SPEAK**

**Senior Companion Program Update**

Deborah Snyder, Senior Companion Program (SCP) Supervisor, expressed appreciation for the office space in the Community Center, which facilitates both clients and volunteers with a central location. The SCP started in Delta Junction one year ago next month and has proven to be very rewarding. There are presently four active volunteers plus one new and one waiting on their background check. Nine clients are active, two passed away, three are inactive, and one is no longer in the program. Some clients are referred to Sandy Weeks who gives her time to seniors faced with medical or physical challenges. SCP is hopeful to provide frozen meals, "meals-on-wheels," through NTS (Nutrition, Transportation, and Support Services) in the future, but nothing has been confirmed yet. Snyder said she, Richard Mauer, and a group of local residents formed Hands on Everyday Local People's Services (HELPS) and compiled a list of resources to meet needs within the community. That list is shared with SCP clients. HELPS is also coordinating training with Alzheimer's Resource of Alaska for caregivers and the general public.

Discussion followed regarding a local fee agent to assist people in applying for temporary aid (Sabrina Nicolaisen – 616-0109), local volunteers dedicating many hours to provide free services to senior citizens, and SCP reimbursing volunteers for mileage (54¢/mile) and meal expenses shared with clients while on the clock.

## CORRESPONDENCE

### Request for Property in Exchange for Roadwork

[February 21, 2018 letter from Ray Andreassen ... Subject: Airport property exchange for North Taxiway development ... Request: Tract B-1 and Block 4 L5 Lot to be conveyed to myself for the development of N. Taxiway ... History: In the late 1980's and early 1990's Mayor Frank Geiger and I agreed to a plan to help both the city and myself. This plan was to use my efforts and monies to open up the airport property so it could be developed into sellable lots. The city had no money for this. I needed access to the airport from my property near the clinic. We agreed that if I put in the N. Taxiway without cost to the city, the city would "someday" make a land contribution to me for the added value and advancement the N. Taxiway would make toward opening up this airport property for development. This has all occurred except for any contribution back to me for the N. Taxiway development. ... Facts as I see them: Tract B-1 is not likely to be sellable for it is a 50 foot strip of land along the west side of the airport property. This was planned as a wind break and not as a parcel for sale or development. It separates my property from the N. Taxiway. It has value to me but minimal value to the city's plans of development (As I understand it). It now contains the power line and power company easement into this airport development property. The Block 4, L5 Lot and Tract B-1 value should be considerably less than any estimate of cost required to open up the forest, and clear and gravel the N. Taxiway (Approximately 1500 feet). The "agreement" between Mayor Frank Geiger and myself was a verbal agreement and a handshake. The fact that I was allowed to develop the N. Taxiway without city objection should indicate the authenticity of the "agreement". My estimate of value for Block 4, Lot 5 (based on lots already sold adjacent to this requested property) should be \$15,000. Maybe ?? the value of Tract B-1 would be \$15,000 also? For a total of \$30,000. The cost/value of the N. Taxiway should be much greater than \$30,000. Please consider this request in the affirmative. If not, please indicate what the city's plan is toward this "handshake" agreement. I am getting older and need to settle and close off the open ended/loose agreements still unfinished. Let me know if the city would like to discuss this with me for more clarification. Sincerely submitted, Ray Andreassen, DO]

\*\*\* City Clerk note: Frank Geiger served on the City Council May 1983 / Oct 1992. He was Mayor twice (Oct 1983 / Oct 1985 and Oct 1990 / Oct 1992).

Musgrove read Ray Andreassen's February 21, 2018 letter aloud. He referenced a packet of information, including minutes (May 26, 1998, March 16, 1999, and June 6, 2006) regarding Andreassen obtaining permission from the City Council to modify the land, but no record about trade or reimbursement. Andreassen purchased a lot in the 2002 airport subdivision auction (Lot 5, Block 2), which is adjacent to a lot in the Airport Subdivision Phase 2 development (L-5, Block 4). There is a 50-foot windbreak between Andreassen's property west of North Taxiway and the new airport subdivision to the east. Musgrove agreed that there was some expense involved in clearing trees and putting in gravel, but it is not uncommon in rural Alaska for individuals to build roads to access private properties. He said the City Code of Ordinances makes no provisions to give property away. He disclosed that he was involved in similar circumstances, except he requested compensation for expenses (to rent dozer and spread gravel) prior to installing a road in the 2002 airport subdivision (which had guaranteed power and roads).

Discussion followed regarding Andreassen presenting a PowerPoint during the 2006 Council meeting when he first asked to be compensated, Roy Gilbertson paving the first mile of Mil-Tan Road and not asking to be reimbursed, and the current Hayes Circle debacle over the road that was installed incorrectly.

Musgrove suggested generating a legal access permit to cross the windbreak and public utility easement. It would be no different than granting other encroachments to city streets, i.e. leach fields, water lines.

Hallgren referred to Andreassen's June 1, 2006 letter to the Council in which he quoted \$33,642.50 to construct the taxiway and said he felt the City owes Andreassen a revocable license to access North Taxiway.

Brown moved to pursue issuance of a revocable license for Ray Andreassen to access North Taxiway through the 50-foot windbreak and 35-foot Golden Valley right-of-way; Heinbockel seconded.

Musgrove asked that the City absorb legal costs in deference to the expenses Andreassen has already incurred.

Heinbockel said property owners build driveways to connect to city streets. Ray Andreassen's hangar, medical clinic, residence, and his son's auto repair business and residence are all on private property outside the airport subdivisions. They all connect to platted city streets. Heinbockel said he was not opposed to some sort of compensation, but to his recollection there was never any promise for it "down the road."

Musgrove said Andreassen's hangar property does not front North Taxiway. Similarly, the State of Alaska left 15-20 feet of land between Jack II Subdivision and the State-maintained Jack Warren Road, which forced lot owners to use subdivision roads. It is different if a street fronts a property. The 50-foot windbreak is city property. It is not a right-of-way, a public utility easement, a driveway, or a road.

Motion passed on a roll call vote with five in favor (Levinson, Hallgren, Brant, Brown, Musgrove) and one opposed (Heinbockel).

## UNFINISHED BUSINESS

### Requests for Addresses and Road Information

White reported City Attorney Jim DeWitt responded by email on February 28, instructing City staff to comply with records requests, including street addresses and property owners. Letha Burcham issued a memo on March 2 with her concerns and suggested advertising it.

Musgrove said he and Leith responded to recent requests, charging nothing for the data, but \$50 for research, which was estimated at one and a half hours. Both companies agreed, requesting the data be uploaded to their company websites.

Discussion followed regarding the Local Emergency Planning Committee (LEPC) no-fee project to post signs identifying property and possibly incorporating costs into the address fees.

Hallgren said it is clear public information must be made available. Fees are charged to produce the data, except to first responders. The E911 surcharge, charged to area residents' phone bills, helps pay for addressing.

### Public Records Request Form

White reported the request form went through several drafts and input from Mayor JW Musgrove, City Administrator Mary Leith, and City Attorney Jim DeWitt. A line was added to eliminate security risks to City computers by requiring all records requests be hand-delivered, mailed, or faxed. Electronic attachments would not be accepted.

Musgrove said the template could be changed or amended at any time in the future. State law allows ten days to respond, not ten days to provide information, which can generally be done immediately. The form provides provisions for difficult or time-consuming requests.

Discussion followed regarding making the form available on the City website, policies contained in the form, and estimating \$3,000 to research the request for Allvest prison records.

Brown moved to approve the public records request form as presented; Brant seconded.

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

## NEW BUSINESS

### City Purchases over \$1,000

CK# 219368 to ARS Aleut Analytical in the amount of \$1,855.00 for annual payment for quarterly water testing service

CK# 219369 to John Johnston in the amount of \$1,820.25 for travel and to upgrade library Internet

CK# 219370 to Buffalo Fuel in the amount of \$10,710.69 for heating fuel

Heinbockel moved to approve checks 219368 through 219370 as presented; Brown seconded.

Discussion followed regarding changing water-testing procedures, but continuing with True North to transport water samples to Fairbanks (CK# 219368) and John Johnston contracted to service Online With Libraries (OWL) computers in Alaska (219369).

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

## REPORTS

**Mayor** – JW Musgrove reported Hayes Circle will need a re-plat and property owners will need to agree on a solution before issues can be resolved.

**Finance** – Stephanie Prestwich reported:

- She received \$7,100 from the State of Alaska for a liquor license tax share. Because the City of Delta Junction has never seen such a payment, Prestwich said she's made inquiries to understand why now.
- She expects the audit report via email with a paper copy to arrive thereafter.
- She will advertise a request-for-proposal (RFP) for an audit firm to possibly reduce its cost.

Discussion followed regarding the success of the pre-audit by Clear Idea Accounting.

- Aetna has another two-month holiday, so the City and employees will not pay into it for two months.

**Library** – Pat White reported in Freda Degan's absence:

- Joyce McCombs will attend the Alaska State Library Conference in Anchorage March 7/11.

- The Library Association and Fairbanks Concert Association will sponsor the award-winning Irish Band "Dervish" at the Community Center on March 22 at 7:30pm. Doors will open at 7:10. Admission is by donation.
- Internet at the library will be on and off March 6 and 7 while final wiring is connected.

**Airport** – Alan Levinson reported:

- A lot of volunteers have helped clear large amounts of snow to make the airport accessible. Thankfully there hasn't been too much wind or snow drifting.
- He has reviewed the draft covenants and offered comments.

Musgrove asked for additional feedback on the covenants that were presented at the February 20 meeting before the final version is forwarded to the City Attorney for review.

Discussion followed regarding prohibiting discharge of firearms within the City limits (City Code of Ordinances 3.07, Prohibited Hunting for Big Game), getting input during the public hearing portion of an ordinance process, and issues with residents encroaching on streets while removing snow from their driveways.

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

- The Delta Skating Association is hosting a bush league tournament this weekend.

Discussion followed regarding extra janitor and Public Works support during the tournament and obtaining adequate equipment by renting from Airport Rentals or borrowing the school district's rubber-tired Skid Steer to conform to the existing shared maintenance agreement.

- The last hockey games in Delta are scheduled for March 24.
- There is lots of snow on the ballfields.

**LEPC / Emergency Preparedness** – Audrey Brown reported:

- The Local Emergency Planning Committee (LEPC) meets on March 12 and will decide who travels to the 2018 Spring Preparedness Conference in Anchorage, April 10/13. Twenty-one communities that have LEPCs report on projects they've accomplished in the past year.
- She is still soliciting for someone, not necessarily related to LEPC, to oversee the Pillowcase Project. It can be a member of the Red Cross. The program is tailored to local emergencies, wild fires and earthquakes.

**Public Health** – Audrey Brown reported Elena Powers has done an excellent job conducting after-action meetings regarding the Point of Distribution exercise on November 4, 2017.

**Public Works** – Lou Heinbockel reported:

- The State of Alaska DOT has left large snow berms that need to be removed. The worst one is where Brewis Subdivision intersects the Richardson Highway. The subdivision road is well maintained.
- Every light at the library is on at 7:30 in the morning on Fridays. It is dark all the rest of the time. He asked to regulate lighting, so at least one light is on for security purposes.
- The International sander/plow truck requires an over-width permit to operate. The sander jams often. It is being debated whether to buy or exchange material with the State of Alaska or to purchase a different truck.

**Additional Reports** – Audrey Brown reported she attended the AML Legislative Conference in Juneau, February 20-22. She offered to share information about pending legislation, particularly three million that is allocated for the next three years for Community Assistance, previously known as Revenue Sharing.

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

Heinbockel reported Francis Jay White (71) passed away on February 21. He served on the City Council from 1995 to 1998 and is directly responsible for the American flag and the Alaska flag that fly 24 hours a day with a light cast on them. [\*\*\* City Clerk note: Jay's father, Virgil White, served on the Council in the 1960s.]

**ADJOURNMENT**

Heinbockel moved to adjourn at 7:41pm; Hallgren seconded.