

**City Council Minutes**  
**Regular Meeting**  
**April 17, 2018 ~ 5:00PM**  
**City Hall, Delta Junction, Alaska**



The regular meeting of the Delta Junction City Council was held on Tuesday, April 17, 2018 at City Hall. Mayor Musgrove called the meeting to order at 5:02pm.

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

City Council member excused:

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

Two people from the community were present. The meeting was broadcast over KDHS 95.5 FM radio.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Leith said *Airport Covenants* in *Unfinished Business* would be removed from the agenda.

Brant moved to approve the April 17, 2018 agenda as amended; Brown seconded.

Motion passed unanimously on a roll call vote.

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

Brown moved to approve the April 3, 2018 minutes as presented; Brant seconded.

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

**COMMENTS FROM THE AUDIENCE**

John Lewis, City Volunteer Emergency Coordinator, reported:

- The Interior Alaska Hospital Foundation is conducting a *Small Rural Community Hospital Interest Survey* to determine the feasibility of building a facility in Delta Junction. IAHF hired a consulting firm to conduct a needs assessment of the area. Surveys must be turned in by April 26.
- The new director of Homeland Security is planning a two-day presentation in Delta in June to update the Delta-Greely Emergency Operations Plan.
- The Chamber of Commerce's annual Community Cleanup is scheduled for May 5.

**CORRESPONDENCE**

**Deltana Fair (#0776) - Gaming Permit Renewal**

Heinbockel moved to show no opposition to the Deltana Fair renewing their gaming permit; Brant seconded.

Motion passed unanimously on a roll call vote.

**Partners for Progress – Request to Use 1997 Kenworth T-800 End Dump**

Brant moved to approve the Partners' request to use the 1997 Kenworth T-800 End Dump, or the two-year old International if the Kenworth is unavailable, for the last two weeks of the Heavy Equipment Operator and Mechanic Academy; Brown seconded.

Motion passed unanimously on a roll call vote.

**Delta Junction Bison Range - Prescribed Burn**

The Alaska Department of Fish & Game, in partnership with State Forestry, will burn the Gerstle and Panoramic fields in the spring. The burn will occur approximately half a mile south on the Alaska Highway between Mile 1408 and 1393.

**UNFINISHED BUSINESS - none**

**NEW BUSINESS****City Purchases over \$1,000**

CK# **219436** to Buffalo Center in the amount of \$1,897.56 for street and equipment fuel (\$1,741.87) and fire truck fuel (\$155.69)

CK# **219437** to Guess & Rudd in the amount of \$1,050.00 for legal review of Public Records Request, airport covenants, Andreassen request for reimbursement, fuel bid, and Hayes Circle

CK# **219438** to Cougar Mountain in the amount of \$1,287.00 for accounting software

CK# **219439** to Graphic North in the amount of \$2,236.27 for DJVFD donation letters and LEPC flyers to insert into local newspaper, Delta Wind

CK# **219440** to Buffalo Fuel in the amount of \$8,486.18 for March fuel

CK# **219441** to Wells Fargo Credit in the amount of \$2,643.17 for credit card charges (postage - \$124.22, CH supplies - \$163.92, Liewer-Olmstead Ice Arena electricity in February - \$1,319.00, landfill supplies - \$234.18, library materials - \$291.00, Audrey Brown hotel accommodations to attend AML in Juneau - \$649.60, minus cash back - \$138.75)

CK# **219442** to Alcan Auto and Truck, Inc. in the amount of \$14,660.80 for vehicle lift for Public Works building (\$14,082.08), alternator repair on fire truck (\$542.24), and grader (\$36.48)

CK# **219443** to ACS in the amount of \$1,742.63 for phone and Internet

CK# **219444** to GVEA in the amount of \$4,903.88 for electricity

Heinbockel moved to approve checks 219436 through 219444 as presented; Brant seconded.

Motion passed unanimously on a roll call vote.

**2018 Lawn Contract**

Leith reported the contract for lawn maintenance at the City Park and Rest Haven Cemetery can be extended for up to two additional years at an annual 2% increase without bidding, if both the City and the contractor are in agreement. Leith recommended extending the lawn contract that was awarded to Bill Pugh for another year.

Heinbockel moved to renew the lawn contract with Bill Pugh, aka Bill's Small Tractor Service, for one year with a 2% increase; Brant seconded.

Motion passed unanimously on a roll call vote.

**REPORTS**

**Mayor** – JW Musgrove reported Richard Mitchell, Landfill Supervisor, turned in his two-week notice. His last day would be April 27.

Discussion followed regarding filling the full-time position.

**City Administrator** – Mary Leith reported the Restoration Advisory Board will meet at City Hall on April 25.

**Finance** – Stephanie Prestwich reported:

- She is working on an audit RFP.
- The annual audit was considered clean, but auditors suggested segregation of duties.

Discussion followed regarding introducing the FY19 budget at the May 1 meeting, scheduling a budget work session, adopting the budget by the end of June, liquor license reporting that has been overlooked for many years and expecting \$14,200 in revenue from it, and cross-training City jobs.

**Library** – Freda Degnan invited everyone to the Library Open House and Basket of Books Silent Auction on Saturday, April 21.

**Airport** – Alan Levinson reported the runway is free of snow, several visiting airplanes have used the airport recently, and the City crew plowed the tie-down area.

Discussion followed regarding posting signs about electricity use at the airport.

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

- Both High School baseball and softball teams have been practicing at the park.
- The Delta High School maintenance crew plowed the fields in preparation of a small tournament on April 20. A pipe between the Conex and the pavilion was damaged during snow removal.

Discussion followed regarding repair of the pipe, a septic holding tank breather.

- Dugouts are being replaced. One is left to rebuild.

Leith reported Laura White submitted a request to upgrade the City Park and Liewer-Olmstead Ice Arena.

Paving from Kimball to the center of the ballfields and widening the gate entrance are expected the first part of

June. White asked for upgrades on the Little League end of the park, a safe-netted platform for viewing hockey games at the rink, scheduled sweeping of sidewalks (DOT responsible), and a few other items.

Discussion followed regarding volunteers offering to design and build a viewing booth at the rink, why all the entrances into the park are not widened, and reviewing building agreements at the Farmer's Market.

Heinbockel moved to support the volunteer's proposal to build a handicap platform with a wheelchair ramp at the Liewer-Olmstead Ice Arena and to negotiate with Paving Products to pave handicap parking at the park; Brant seconded.

Motion passed unanimously on a roll call vote.

Leith said White will present a proposal with engineered plans for the upgrades.

Discussion followed regarding reviewing building agreements and problems with the loader at the landfill.

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

- One of the workshops during the Emergency Preparedness Conference in Anchorage addressed crisis dogs that are trained for school shooting situations.
- An earthquake simulator will be in North Pole sometime this summer.
- She will share information from the conference about preparing for individual emergencies or those that are related to earthquakes.

**Public Health** – Audrey Brown reported a rabies vaccine clinic will be held at the Pioneer Park in Fairbanks on May 20. Pre-registration is required at the Fairbanks North Star Borough Animal Control by May 12. The \$9 charge covers cats, dogs, and ferrets, but it is free to pet owners that are 65 or older.

**Public Works** – Lou Heinbockel reported the 2009 ambulance is back in service and the 2011 ambulance has some recall issues. Delta Medical Transport (DMT) is currently using the Delta Rescue Squad ambulances and their backup ambulance.

Prestwich said DMT leases each ambulance for \$500/month.

**Additional Reports** – Jennifer Brant reported:

- She inquired with the Chamber of Commerce about selling the 75<sup>th</sup> anniversary apparel at the Visitor Center this summer.

Discussion followed regarding selling the rest of the 75<sup>th</sup> inventory.

- Astronaut Leroy Chiao visited the Delta Elementary School, courtesy of Pogo who funded his visit.
- The Welcome-to-Delta signs need repair.

Craig Cugini reported a local business will sponsor upgrades to the signs, possibly a new design.

## **ADJOURNMENT**

Degnan moved to adjourn at 7:10pm; Brant seconded.

Flower Cole, Acting City Clerk

Approved: May 1, 2018