

City Council Minutes
Regular Meeting
July 3, 2018 ~ 5:00PM
City Hall, Delta Junction, Alaska



The regular meeting of the Delta Junction City Council was held on Tuesday, July 3, 2018 at City Hall. Mayor Musgrove called the meeting to order at 5:00pm.

City Council members present: Mayor JW Musgrove, Lou Heinbockel
Alan Levinson, Audrey Brown, Pete Hallgren (arrived at 5:24pm)

City Council members excused: Deputy Mayor Freda Degnan, Jennifer Brant

City employees present: City Administrator Mary Leith, Finance Officer Stephanie Erickson

Administrative Assistant Flower Cole, Library Director Joyce McCombs, City Clerk Pat White

Three members from the community and past City Administrator Mike Tvenge and wife, Debbie, were present. The meeting was broadcast over KDHS 95.5 radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Musgrove reported changes to the agenda:

- ✓ Add *Request Space for Meals-on-Wheels Freezers* to *Correspondence*
- ✓ Change title of *New Business* item, *Move Library Director to Grade 2*, to *Resolution 2019-01, A Resolution Amending Employee Grade Assignments and Moving Library Director to Grade 2*

Brown moved to approve the July 3, 2018 agenda as amended; Heinbockel seconded.

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

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Heinbockel moved to approve the June 19, 2018 minutes as presented; Brown seconded.

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

COMMENTS FROM THE AUDIENCE

Mike Tvenge, past City Administrator (2007-2015) and current City Manager for Kodiak, said he was impressed with the improvements at the park; the outhouses, paved paths, and the garbage cans that replaced the rusty barrels. He said, "The town looks good!"

CORRESPONDENCE

Request to Support the Donnelly Trail Project

Leith referenced a June 26 email from Mindy Eggleston, Delta Junction Trails Association (DJTA) Chair, and said DJTA is applying for funding from the National Park Service Rivers, Trails and Conservation Assistance and would appreciate support for the Donnelly Dome Trail Project even though it is outside the city limits.

Heinbockel moved to issue a letter to support Delta Junction Trails Association's grant application for the Donnelly Dome Trail Project; Levinson seconded.

Discussion followed regarding a kiosk that will display a trail map, history about Donnelly Dome, and pertinent public information, i.e. Recreational Access Permit requirements and trailhead closures during military training.

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

Request Space for Meals-on-Wheels Freezers

Musgrove referenced a July 2 letter from North Star Council on Aging Executive Director Darlene Supplee and explained the need to locate freezers in the Community Center garage to store frozen food. The City would support the Meals on Wheels Program by providing space for freezers and footing the bill for its electricity.

Leith reported the Senior Companion Program operates out of an office in the Community Center. Space in the garage would be ideal to house the freezers. Tables, chairs, and the stage (that are rented to the public) could be shifted to accommodate freezers. The freezers, donated by Amelia Morlock, would be locked.

Heinbockel moved to permit space for two freezers at the Community Center and to pay the electricity as discussed; Levinson seconded.

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

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

CK# **219556** to Brown's Electrical Service in the amount of \$4,666.92 for LED lightbulbs at the Community Center

CK# **219557** to Paving Products, Inc. in the amount of \$73,424.00 to pave paths at the City Park - Park Paving Grant (\$47,954.04) + City match (\$25,469.96)

CK# **219558** to Airport Equipment Rentals in the amount of \$1,014.75 to rent excavator for 1) landfill pit access and reorganization and 2) to repair landfill well casing

CK# **219559** to Delta Transport Service in the amount of \$1,282.50 for fuel at fire hall and landfill shop

CK# **219560** to Med-Tech Resource Inc. in the amount of \$20,562.39 for fire department bunker gear (\$15,949.89) and SCBA bottles (\$4,612.50)

CK# **219561** to Wells Fargo Credit Card in the amount of \$3,965.15 for credit card charges (Audrey Brown flight and hotel for AML meetings - \$532.10, postage - \$464.51, adult-supervision outhouse signs and volleyball net for park - \$184.00, beware-of-falling-ice signs at rink - \$100.00, rink electricity for April - \$505.00, ambulance shocks - \$252.50, City Hall email accounts and Erickson name change on notary - \$50.00, quarterly ink usage of City Hall copier - \$578.45, flowers to Audrey Brown - \$52.00, windshield chip repair - \$50.00, library materials - \$725.60, outdoor flowers and janitor supplies - \$360.36, landfill dumpster cranks - \$273.88, and cash back - \$163.25)

CK# **219562** to Hale and Associates in the amount of \$116,452.00 for City property insurance (\$110,728) and airport insurance (\$5,724)

CK# **219563** to State of Alaska in the amount of \$50,000.00 for annual prison debt payment, #14 of 24

CK# **219564** to Delta Medical Transport in the amount of \$12,500.00 for FY19 ambulance contract, payment 1 of 2

CK# **219565** to Bill's Small Tractor Service in the amount of \$4,899.79 for lawn contract, payment 1 of 3

CK# **219566** to Alaska Municipal League in the amount of \$1,719.00 for FY19 membership dues

Heinbockel moved to approve checks 219556 through 219566, excluding #219563; Levinson seconded.

Discussion followed regarding the price of LED bulbs (CK# 219556), Heinbockel objecting to paying the prison debt (#219563), and insurance expense applied to different departments in the FY19 budget (#219562).

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

Heinbockel moved to pay check number 219563 to the State of Alaska; Brown seconded.

Heinbockel said if the \$50,000 is paid, \$700,000 will have been paid on a debt that the City should have never paid the first five cents. The State bailed the City of Delta Junction by offering a no-interest loan, but the State is the reason the City got stuck with the debt.

Musgrove said the City Council agreed on the negotiated prison debt settlement years ago.

Hallgren arrived at 5:24pm.

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

Library Phone System Update

McCombs reported the library phone system cost less than \$5,000 when it was installed almost 14 years ago. A new system is will cost over \$7,000.

Discussion followed regarding Alaska Communication System (ACS) being responsible for the new phones, upgrades not included in the newly-adopted budget, and researching the project further.

Resolution 2019-01 - Amending Employee Grade Assignments and Moving Library Director to Grade 2

Musgrove said draft revision of the *Employee Policy Handbook* is not yet finished. Referring to page 18 of the existing *Employee Policy Plan* and Resolution 2019-01, he proposed to change "Library Director – Grade 1" to "Library Director – Grade 2". He said the grade increase was included in the recently adopted FY19 budget.

Hallgren said he agreed with the change, but questioned the wage increase.

Discussion followed regarding the salary/step schedule that was established in 2015 and comparing the Library Director position with City Administrator and City Clerk positions.

Musgrove read the ordinance aloud and said the Library Director was initially determined to be a Grade 1, the lowest ranking possible and said, "the duties of the Library Director require significant responsibilities ... including supervising library staff, managing the library building and library budget, managing several library grants, ensuring compliance with regulatory requirements, and other supervisory duties as assigned." Musgrove said a Grade 1 would be a Library Director who has a professional license, but no other job requirements such as overseeing staff.

Hallgren moved to adopt Resolution 2019-01, changing Library Director assignment to Grade 2; Brown seconded.

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

Musgrove explained that step increases are granted upon an employee's anniversary of their date of hire, depending on adequate money in the budget and satisfactory performance appraisals.

Erickson reported McCombs is currently in Grade 1, Step 10, which is the same as Grade 2, between Step 5 and Step 6. Increasing her position to Grade 2, Step 8 would equate to a \$4,000/year raise.

Hallgren moved to place Joyce McCombs at Step 8 on the *Employee Salary Schedule*; Heinbockel seconded.

Levinson said McCombs should have been a Grade 2 a long time ago. Moving her back on the step schedule is penalizing her for years of service (since 1989).

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

Musgrove called for objections to make the motion retroactive to the first of the fiscal year. None were offered. See McCombs' comment under *Additional Public and Council Comments* (page 4).

At-Will Employee Discussion

Musgrove, referring to a June 19, 2018 email from City Attorney Jim DeWitt, reported there is no statute or case law that prevents or prohibits a municipality from making its employees at-will. Exempt (salaried) employees are generally at-will. He asked for input in revising that portion of the *Employee Policy Plan*.

Heinbockel said, "If it ain't broke, don't fix it."

Hallgren said he was uncomfortable restricting hourly employees to at-will, but he did not object to streamlining some of the progressive discipline actions in the *Employee Policy Plan*. He suggested including "other duties as assigned" on all job descriptions.

USARAK Request to Update MOA-029

[2006 Memorandum of Agreement between the City of Delta Junction and the United States Army Alaska (USARAK) established preventive measures to protect the Delta community from potential wildfires originating from neighboring military training areas.]

Leith reported an attempt to revise the 2006 MOA was unsuccessful in 2014. Referring to a June 20, 2018 email from LTC William B. Taylor, Leith explained USARAK has implemented policies and procedures on Wildland Fire Mitigation that did not exist in 2006 and LTC Taylor suggests moving forward to amend the MOA at this time. Leith asked the Council to commit an estimated 15 to 20 hours of attorney time to update the MOA. Discussion followed regarding Leith attending teleconferences with military, Alaska Fire Service, and State Forestry every Thursday during the fire season, turnover of military personnel causing disconnect in conforming to the MOA, history of litigation, and enforcement of the MOA.

Hallgren stated the MOA is realistic and needs to be adopted by USARAK. The City needs to reserve the right to take action in federal court for any violations of it. He asked to formalize an updated MOA with USARAK.

Brown moved to spend no more than 15 hours of attorney time to update the MOA; Hallgren seconded.

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

See Edgren's comment under *Additional Public and Council Comments* (page 4).

REPORTS

Mayor – JW Musgrove reported:

- He's been working on resolutions, *Employee Policy Plan*, and the *Employee Policy Handbook*.
- Loader tires won't last much longer. One will be repaired in the next few days. They were last replaced in 2014. Teeth and wear-bars are in the process of being replaced also.

City Administrator – Mary Leith reported:

- The new landfill equipment operator is currently working 26 hours/week.
- Surveyors will determine property lines at the old rifle range when the Brownfield assessment begins on July 17.

- One more document was submitted before payment can be issued to settle the dispute over Fort Greely wrongfully auctioning the City's spare Zamboni.

- Delta Industrial wants to install a culvert and build Jarvis Avenue to prevent rainwater from pooling on the east side.

Heinbockel suggested Delta Industrial pay engineering costs to design plans that the City Council can review.

City Clerk – Pat White asked to work with semi-retired City Attorney Jim DeWitt on revising the City Code of Ordinances before he fully retires.

Discussion followed regarding rewriting outdated Code and concern with budgeted funds for legal services.

Finance – Stephanie Erickson reported:

- She received Pogo's annual contribution of \$150,000.
- Steven McSharry will attend the July 17 meeting to advise the City on its Permanent Fund (PF) because Morgan Stanley will no longer handle municipal investment accounts. [The City voted to invest its PF savings in a money market account on July 18, 2017.]

Discussion followed regarding a six-month buffer to move money, deciding by June 30, 2019 whether to use 90% of the PF earnings, and considering Vanguard as a new investment firm.

Emergency Services – Lou Heinbockel questioned needing storage space at the fire station when one fire truck needs disposed of.

Discussion followed regarding drafting a proposal to surplus the unused fire truck.

Library – Mary Leith reported LED-efficient emergency lights have been ordered to replace the ones that failed at the library. The library will be closed on July 20 when they will be installed.

Airport – Alan Levinson reported volunteers have given a lot of hours to mowing, some cones and a windsock need replaced, and there is a fair amount of activity at the airport.

Park / Recreation – Mary Leith reported some fallen trees were removed at the park and she is researching use of herbicides to address invasive weeds at the park and the cemetery.

LEPC / Emergency Preparedness – Audrey Brown invited everyone to the next LEPC meeting on July 9 and she reported she will distribute information about earthquake preparedness at the July 17 Council meeting.

Personnel – JW Musgrove reported more cover material is needed, so a loader will be rented while the City's loader is being repaired.

Public Works – Lou Heinbockel reported:

- \$1,600 in revenue was taken in at the landfill within the first two hours of business today.
- The landfill looks better than it has in years. He commended the new equipment operator and the summer hires that cleaned the debris.

Discussion followed regarding purchasing new landfill containers and problems with wind and plastic bags.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Al Edgren recommended Leith work with local State Forestry personnel and the BLM to update the MOA with USARAK (discussion on page 3). The purpose of the MOA is to not prevent training, but to encourage it when fire risks are not favorable. Aggressive prescribed burns in the spring have helped tremendously.

Joyce McCombs expressed appreciation for the grade change to the Library Director position (pages 3+4), but questioned why she was moved to Step 8 instead of Step 10 on the *Employee Salary Schedule*. She was initially placed at Step 10 in 2015 because of years of experience. She also questioned Hallgren's comment about the Library Director not making more money than the City Clerk or the "Finance Officer" because it has no bearing on a person's years or experience on the job. She is mystified why she was not placed at Step 10 if funding was budgeted for it.

Brown reported the AML summer legislative conference will be in Healy and the November conference will be in Anchorage.

ADJOURNMENT

Hallgren moved to adjourn at 7:41pm.