

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



The regular meeting of the Delta Junction City Council was held on Tuesday, July 17, 2018 at City Hall. Mayor Musgrove called the meeting to order at 5:00pm.

City Council members present: Mayor JW Musgrove, Deputy Mayor Freda Degnan  
Lou Heinbockel, Jennifer Brant, Alan Levinson

City Council members excused: Pete Hallgren, Audrey Brown

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

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

Eleven members from the community were present. The meeting was broadcast over KDHS 95.5 radio.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Musgrove reported the first item under *New Business*, *Emergency Evacuation Notification Policy*, was changed to *Community Emergency Notification Policy*.

Heinbockel moved to approve the July 17, 2018 agenda as amended; Brant seconded.

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

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

Heinbockel moved to approve the July 3, 2018 minutes as presented; Brant seconded.

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

**REQUEST TO SPEAK**

**Joyce McCombs – Employee Salary Schedule**

McCombs reported she asked a question at the July 3 meeting, which “received no response and an alarming silence.” She asked again, “After approving the change of the Library Director from Grade 1 to Grade 2, why was I placed at Step 8 and credited with 16 years of service rather than placed at Step 10 and credited with 20 years or more as I was in Grade 1?”

Heinbockel said he seconded Hallgren’s motion (on July 3 to place Joyce McCombs at Step 8 on the *Employee Salary Schedule*) “to encourage her to stay two more years.” He was not on the Council when the salary schedule was adopted (2015), but understood its purpose, to eliminate drama over employee wages each year.

Musgrove said Council members do not need to explain why they vote in a certain way, nor are they under any obligation to respond to a specific request. These types of discussions normally take place in an Executive Session, however McCombs specifically asked to be put on the agenda, in an open meeting. He did not want to prohibit responses, but he cautioned Council because of the possibility of a civil lawsuit.

McCombs said her level of responsibility has increased and her job description has changed as Library Director (31-year career). She was not always a full-time employee, but she was always the librarian. She questioned earning back years to obtain the Step 10 level. She “walked in the door with 31 years and walked out with 16.”

Musgrove said the step schedule is not perfect but it provides guidelines that did not exist prior to creating it. There are irregularities and the City Council has the authority in where an employee is placed on the step schedule. He argued that McCombs does not have 20 years of service as a salaried, exempt Library Director.

Heinbockel moved to rescind the July 3, 2018 motion (to place Joyce McCombs at Step 8 on the *Employee Salary Schedule*); Brant seconded.

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

Heinbockel moved to place Joyce McCombs at Grade 2, Step 10 on the *Employee Salary Schedule*; Levinson seconded.

Discussion followed regarding increased wages for McCombs already in the FY19 budget, Musgrove proposing the upgraded assignment (Grade 1 to 2), and McCombs not initiating the pay raise.

Motion failed on a roll call vote with three in favor (Levinson, Heinbockel, Brant) and two opposed (Degnan, Musgrove).

Musgrove expressed appreciation for McCombs and library employees who run a 5-star library.

McCombs said the salary schedule and step increases are a good model to follow, but her circumstances are unique and she is not asking for back pay, 2015 to 2018. She received support from the community and she feels secure in knowing she does a good job.

See continued discussion under *Additional Reports* on page 4.

### **Steven McSharry – Morgan Stanley Permanent Fund Investment Account**

Erickson reported Steven McSharry would attend the August 7 Council meeting with information about Morgan Stanley no longer managing municipal investments. The City has six months to move Permanent Fund money.

## **UNFINISHED BUSINESS**

### **Hayes Circle Right-of-Way**

Musgrove reported Hayes Circle is a small spur off Hayes Street. Two properties have houses and the other two are vacant. Heinbockel discovered anomalies in the location of the street when he purchased property.

Leith reported City Attorney Jim DeWitt issued a letter to all four landowners. Two agreed to pay their portion. One will commit up to \$974 of the \$2,701 requested. (Each landowner was given an estimate specific to their property.) The situation will be resolved only after all four landowners agree to changes and an ordinance is adopted, all of which require City and attorney involvement. Each lot was changed in some way, i.e. 60-foot City-owned street easement reduced by 20 feet, front utility easement reduced from 20 feet to ten, etc. To date, the projected cost is about \$10,000, incurred mostly from title insurance, legal fees, and survey fees.

Heinbockel recalled situations that were resolved in the past. He said Hayes Circle can be resolved if the City reduces what landowners are expected to pay. Both streets are maintained by the City. (Hayes Street is listed as Priority 2 on the *Street Maintenance List* and Hayes Circle is Priority 3.)

Musgrove said the City can facilitate, but it may end with a judge's decision after someone files a lawsuit.

### **Community Emergency Notification Policy**

John Lewis, Volunteer Emergency Coordinator, referenced a draft policy listing local entities (Delta Forestry, Mayor and City Administrator, Delta Junction and Rural Deltana fire departments, and Alaska State Troopers) who would be authorized to contact the Delta/Greely School Superintendent or Assistant Superintendent to advertise evacuation announcements over the Delta High School radio.

Discussion followed regarding Superintendent Laural Jackson's recent resignation, reviewing the *Community Emergency Notification Policy* on an annual basis, and Fort Greely alerting the City of emergencies.

Levinson moved to approve the *Community Emergency Notification Policy* as presented; Degnan seconded.

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

## **NEW BUSINESS**

### **City Purchases over \$1,000**

**CK# 219587** to Aetna in the amount of \$14,255.57 for July group health insurance

**CK# 219588** to Construction Machinery in the amount of \$1,744.99 for loader teeth, bolts, filter, oil, sensor

**CK# 219589** to ACS in the amount of \$1,953.68 for phone and Internet

**CK# 219590** to GVEA in the amount of \$2,414.57 for June electricity

**CK# 219591** to Guess & Rudd in the amount of \$1,809.39 for legal services (personnel policies - \$1,545.00, USARAK MOA - \$125.00, retention of agenda packets, research State law, regulations, and ordinances - \$125.00, audit RFP - \$75.00, online legal research - \$64.39)

**CK# 219592** to Wells Fargo Credit in the amount of \$3,826.68 for credit card charges (passport postage - \$315.93, Audrey Brown hotel for August AML conference in Healy - \$767.19, Mary Leith hotel for August AML conference - \$917.19, library supplies - \$266.88, Council supplies - \$128.98, administration supplies - \$399.40, library materials - \$281.11, summer hire drug tests - \$130.00, Liewer-Olmstead Ice Arena electricity for May - \$275.00, emergency lights for library - \$345.00)

Brant moved to approve checks 219587 through 219592; Degnan seconded.

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

**2019 Cost of Living Allowance** [Clerk note: See *Cost of Living Allowance* correction in August 7, 2018 minutes – page 3]

Musgrove reported the U.S. Department of Labor conducts an annual survey of the Consumer Price Index (CPI). The Cost of Living Allowance (COLA) is based off of the Anchorage CPI and it must be adopted annually. Musgrove, referencing Finance Officer Stephanie Erickson's July 12, 2018 memo, said the 2017 COLA was 3.1% and that increase was calculated into the FY19 budget and FY19 *Employee Salary Schedule*.

Heinbockel moved to adopt the 2019 Cost of Living Allowance as presented; Brant seconded.

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

**Resolution 2019-02, A Resolution Amending the Employee Policy Plan to Include a Uniform Allowance**

Musgrove reported the uniform allowance is for Personal Protective Equipment (PPE), i.e. leather gloves, safety glasses, steel-toed boots, etc. Resolution 2019-02 provides an allowance of \$250 per calendar year for PPE. The allowance is written into one employee's hiring document, but should be available to other City employees, particularly the Landfill Equipment Operator and the Public Works crew.

Degnan moved to adopt Resolution 2019-02, amending the *Employee Policy Plan* to include a \$250.00 uniform allowance; Levinson seconded.

Discussion followed regarding whether legal advice was required to draft the policy, all purchases under \$1,000 required to follow a procedure that must be approved by the City Administrator and Finance Officer, PPE not mandatory at this time, and the Safety Savings Account through Alaska Municipal League Joint Insurance Association (AMLJIA), which provides members with funding and resources to purchase safety related items.

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

**Landfill Loader Tires Discussion**

Musgrove reported the tire repairman recently recommended replacing tires on the landfill loader. He referenced a quote for four standard tires for \$19,642.45 from Purcell Tire and Service Center in Fairbanks.

Leith said it would cost an additional \$4,400 to foam each tire. Funding is not available in the FY19 budget.

Heinbockel recommended not foam-filling the tires and to find a way to fund it, but not from the landfill sinking fund because it is reserved for replacing equipment, not repairing or maintaining it.

Discussion followed regarding \$20,000 in the FY19 budget for landfill equipment maintenance/repair, obtaining more quotes, and continuing discussion at the August 7 meeting.

**REPORTS**

**City Administrator** – Mary Leith reported:

- Jon Jones, U.S. Environmental Protection Agency (EPA), Alaska Operations Office in Anchorage, inspected floor drains in City buildings last week. A report will be issued in six months.
- The modulator was destroyed after lightning struck Donnelly Dome in mid-June. The original company went out of business, so a whole new translator was ordered. It was shipped to a wrong address. Gray TV Engineer Dave Castor will install the new translator as soon as it arrives.
- The rifle range (old landfill next to Delta River) was surveyed today by the State Division of Lands.
- White is drafting a policy to lease the Liewer-Olmstead Ice Arena and the outdoor rink/basketball court. The outdoor rink was reserved for a funeral service on Saturday and the rink building was rented for a dance recital in June.

Discussion followed regarding not charging to rent City facilities for memorial services, but collecting a cleaning deposit, and expectations of City employees during such events.

**Finance** – Stephanie Erickson reported:

- PILT and Public Library Assistance funding were received. (\$1,030,579 was budgeted for PILT and \$1,056,319 was received. \$7,000 was budgeted and received in Library Assistance.)
- A budget reconciliation for FY18 will be presented at the August 21 Council meeting.

Discussion followed regarding a budget summary that was distributed on July 16 and a one-page list of bank balances, distributed on July 17.

**Emergency Services / Public Safety** – Freda Degnan reported local firefighters tested hoses in the Elementary School parking lot on July 15.

**Library** – Freda Degnan reported:

- The Library Board hosted a reward party for the two youngest Summer Reader groups on July 16. They read 16,749 minutes (279 hours) in six weeks. A pizza party for the older elementary readers is scheduled for July 19. The Delta Library Association donated a Barnes and Noble Nook E-reader for the grand prize reader, who will be announced at the August 7 Council meeting.

McCombs reported Karen Cole, head of Army libraries across the nation, visited the library during the Summer Readers hotdog party.

- The Library will be closed on July 20. Electricity will be turned off while emergency lights are installed.
- Deltana Fair Exhibit books and entry tags are available at the library.
- The Library will be closed on Saturday, July 28, during the Deltana Fair.

**Airport** – Alan Levinson reported a windsock was replaced last week and vegetation has been mowed by volunteers. The airport is currently used by visitors and residents. It is also being used for flight instruction.

**Musgrove** reported some helicopters have passed through, as well as a Cessna 172 (four-place airplane), which was piloted by Mike Showers, senate candidate in the upcoming State of Alaska election.

**Fort Greely Liaison** – Lou Heinbockel reported he heard, but is not certain, the Fort Greely (middle) School cleanup was settled. He felt the Department of Defense should be responsible for the DOD-built school.

[Clerk note: See *Fort Greely Liaison* report in August 7, 2018 minutes – page 5]

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

- Over 170 soccer players are participating this year.
- 8U and 10U youth baseball are no longer playing. 12U plays through the last weekend in July and will host a tournament. Eight other teams were invited. Valdez visitors asked to pitch tents at the park. Local volunteers will ensure that all tent stakes are removed after the tournament.

Discussion followed regarding no time to postpone a decision, Council permission required to pitch tents at the park (City Code §6.30.130(h)), and Valdez's preference to use the park rather than the State campground.

**Heinbockel** moved to show no opposition to visitors camping in the park during the 12U baseball tournament; Degnan seconded.

**Motion passed** on a roll call vote with five in attendance (Degnan, Heinbockel, Levinson, Brant, Musgrove).

**Public Works** – Lou Heinbockel reported:

- The new landfill operator accidentally ran the loader into the well casing while cleaning a mess that had accumulated next to the landfill shop. It was repaired at a minimal expense, but it was determined that the 450-foot well pump is undersized and must be replaced in the future. Initial engineering was incorrect.

**Musgrove** said the 1.5-horsepower pump should have been 3-horsepower.

- Aluminum cans are being stored in huge white bags, still needing transport to Fairbanks.
- Issues need resolved so the City dump truck is road-worthy. If it needs fixed, fix it.
- A garbage hauler asked to reduce tipping fees for burned-down homes. Heinbockel questioned creating a policy to encourage homeowners to clean up properties, similar to 50-percent discounts given to homeowners for recent fires (2014 and 2016).

Discussion followed regarding coverage from fire insurance, local fire departments not billing for fire response, and presenting the Council with a proposal.

**Additional Reports** – Musgrove reported action was taken to rescind the July 3 motion (page one), but no direction was decided regarding Joyce McCombs' placement on the *Employee Salary Schedule*.

**Heinbockel** moved to place Joyce McCombs at Step 9 in Grade 2 on the *Employee Salary Schedule*; Brant seconded.

**Brant** said she had hoped to give McCombs a Step 10, but would support Step 9, at the very least.

**Levinson** argued that McCombs should be at Grade 2, Step 10 if she was at Step 10 when she was in Grade 1. He questioned how long she served in a supervisory position as Library Director.

**McCombs** said the State Library defined a Library Director in 1989 as anyone in a supervisory position.

**Motion passed** on a roll call vote with five in attendance (Levinson, Brant, Heinbockel, Degnan, Musgrove).

**Musgrove** called for objections to making the action retro-active to July 1 with none being offered.

## ADJOURNMENT

**Degnan** moved to adjourn at 7:23pm; Heinbockel seconded.