

City Council Minutes
Regular Meeting
August 21, 2018 ~ 5:00PM
City Hall, Delta Junction, Alaska



The regular meeting of the Delta Junction City Council was held on Tuesday, August 21, 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, Alan Levinson, Pete Hallgren, Jennifer Brant

City Council member excused: Audrey Brown

City employees present: Administrative Assistant Flower Cole

Finance Officer Stephanie Erickson, City Clerk Pat White

Six members from the community were present at the beginning of the meeting. The meeting was broadcast over KDHS 95.5 radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Musgrove asked to amend the published agenda and move some *New Business* topics to the September 4 meeting:

- ✓ *Introduction and First Reading of Ordinance 2019-01, Reconciliation of the FY18 Budget*
- ✓ *Liewer-Olmstead Ice Arena and Outdoor Rink/Basketball Court Lease Policy*

Hallgren moved to accept changes to the August 21, 2018 agenda; Heinbockel seconded.

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

Heinbockel moved to amend the agenda as presented; Brant seconded.

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

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Brant moved to approve the August 7, 2018 minutes as presented; Heinbockel seconded.

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

REQUEST TO SPEAK

Delta Junction Trails Association - Lease Property for River Walk Park

Carol Dunlap-Austin asked for a letter of support on behalf of Delta Junction Trails Association's application for a federal grant from the Recreation Trails Program (RTP) to establish the River Walk Park, which will be done in two phases. Phase I, the trail, does not include the old shooting range or the old dump site. Phase II will be the rest of the park amenities. The deadline to apply for the \$75,000 grant is October 15.

Mindy Eggleston, DJTA President, reported \$350,000 in RTP grants to date have been awarded to DJTA for trails in the Delta area. State of Alaska staff visited trails last fall and were briefed about the River Walk Park. DNR visited the River Walk Park on July 17 to resolve the trespass shooting range boundary. Referring to a three-page handout, Eggleston reported, "... a majority of the contaminated soil was located on land owned by the City of Delta Junction. Calculations determined the entire berm to contain 320 cubic yards of dirt, 210 cubic yards being located on City land ...". More samples of contaminated soil will be collected August 27/29 on a second Brownfield Assessment.

Dunlap-Austin reported all light poles on the Liewer Community Trail are numbered to identify locations should someone get injured. DJTA hopes to establish the same way-finding map for the River Walk Park.

Brant moved to issue a letter of support for the River Walk Park; Levinson seconded.

Heinbockel asked to include a ten-year time limit because the property may be of value at some time in the future. Selling property has been one way the local community has been able to raise revenue.

Musgrove asked for objections to a ten-year limit with none being offered.

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

CORRESPONDENCE

Proclamation – DJVFD Fire Chief Vern Heintz

Musgrove reported Fire Chief Vern Heintz has been serving as a juror in Anchorage and unable to attend the past several Council meetings. Musgrove read a proclamation, recognizing Heintz for "his selfless contributions to his

community and to his country.” Heintz retired as a Master Sergeant after 21 years of duty before his career with the Cold Regions Test Center. He began his firefighting career by volunteering with Rural Deltana in 1995, followed by one and a half years with a volunteer fire department in Abingdon, Maryland while fulfilling military obligations. Heintz has served in multiple capacities since volunteering with the Delta Junction Volunteer Fire Department in 2001, including as both EMT and chief with the Delta Rescue Squad. He stepped down as Fire Chief of DJVFD in May 2018 and will continue as their newly-elected Captain. Musgrove said Heintz would be presented with the framed proclamation during a celebration with his fellow firefighters, medics, and EMTs upon his return from Anchorage.

Chamber of Commerce – Request to Resolve Septic System Problems at the Visitor Center

Musgrove referenced a letter from the Chamber of Commerce that was received on August 14 and he briefed the Council about the history of problems with the septic system at the Visitor Center. Funding was set aside to repair the septic system in 2013, but issues were resolved when heat trace was used. Because of numerous recent situations that required immediate pumping, the Chamber is once again asking for help.

Hallgren said restrooms are a big attraction for tourists. Over 17,000 visitors stopped at the Visitor Center so far this year and the Chamber expects to stay open through September 1. Next year’s season begins on May 1.

Musgrove questioned whether the Chamber intends to utilize the building throughout the winter.

Heinbockel supported fixing the septic system if the Chamber would contribute a match. He expressed concern with substantial expense to remove pavement and the Chamber renting the Visitor Center for only \$1.00/year.

Discussion followed regarding investigating before making any financial decisions and getting quotes for repairs.

Erickson said funding could be part of the budget reconciliation for FY19.

Notice of Vacancies – Candidate Filing Period

White reported the candidate filing period for the October 2, 2018 Municipal Election is August 23 through the close of business on September 7, 2018. Two three-year seats, A and E, are on the ballot. Filing packets are available at City Hall. To run for a seat on the City Council, candidates must be qualified voters and residents of the City for a period of not less than one year prior to the date of filing a nominating petition.

NEW BUSINESS

Musgrove called for objections to move Final Plat Approvals of *Koval Subdivision* and *Tract K Subdivision* from *New Business* on the agenda. None were offered. See additional *New Business* items on page 3.

Final Plat Approval – Koval Subdivision

Sebastian Saarloos reported receipt of a non-objection letter from GVEA, dated August 10, 2018, and revisions since the preliminary plat approval on August 7, 2018: 40-foot public utility easement in lot 5B corrected to read 30-foot and clarification that Misty Springs Court is the legal road access to 5B (plat note #11). The other three lots, 5A, 5C, and 5D, can access from Hughes Avenue or Reeve Avenue, not just Misty Springs Court.

Discussion followed regarding developer not requesting physical addresses until lots are sold, 40 feet adequate width for the cul-de-sac, and Letha Burcham fully retiring in October.

Heinbockel moved to approve the final plat of Koval Subdivision as presented; Hallgren seconded.

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

Saarloos expressed appreciation for working with Burcham on land issues for the past 16 years.

Final Plat Approval – Tract K of Fred Cook Subdivision

Musgrove reported 24”x36” copies of Tract K plat were provided instead of 11”x17” because of the amount of information and clarity.

Discussion followed regarding construction of the subdivision road in 2005, changes since the preliminary plat approval on October 21, 2008 (resolving the gravel pit in 2013, completing items on the checklist - site distance around road curves, road width, cul-de-sac length, monument specs, adding a vicinity map and adjacent properties on the south and east to the plat), switching the dotted line (should be utility easement) with the solid line (should be subdivision road), and bringing the plat back for final approval on September 4.

Musgrove stated an 11”x17” electronic plat would suffice.

UNFINISHED BUSINESS**Morgan Stanley Permanent Fund Investment Account**

Erickson reported Morgan Stanley has not offered any new information on their opting out of government investments (reported at July 3, 2018 meeting). If or when they stop, they will allow one to two quarters of the next calendar year to transfer Permanent Fund monies.

Heinbockel said he would support investing at a higher risk because the \$1.5 million has not kept pace with inflation. The local public would not support dipping into savings, but if it can't be used, it has no value, so at least let it appreciate.

Levinson questioned staying with a firm that is waffling on their business plan.

Hallgren said there is no guarantee on return without risk. Moving from Model 2 to 3 adds more risk. It is a gamble. It is prudent to stay at 2, but easily justified to move to Model 3.

Heinbockel moved to transfer Permanent Fund monies to Model 3 with Morgan Stanley; Hallgren seconded.

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

Landfill Loader Tires

Musgrove reported a tire had to be rented a couple months ago while one of the loader tires was being repaired. Discussion followed regarding purchasing new tires according to City Code and continuing discussion on Sept. 4.

NEW BUSINESS continued from page 2

Intro and First Reading of Ordinance 2019-01, Reconciliation of the FY18 Budget – moved to September 4

City Purchases over \$1,000

CK# 219647 to Aetna in the amount of \$14,255.57 for August group health insurance

CK# 219648 to Construction Machinery in the amount of \$1,659.78 for loader parts

CK# 219649 to Wells Fargo Credit in the amount of \$4,656.62 for credit card purchases (postage - \$229.58, library materials - \$850.50, lease of City Hall copier - \$1,184.78, City Clerk laptop - \$1,131.17, June electricity at Liewer-Olmstead Ice Arena - \$75.00, park keys - \$13.00, fuel tank padlocks on City facilities - \$289.05, tarp for Public Works - \$152.72, library supplies - \$379.45, City Hall supplies - \$95.47, emergency light reimbursement <\$276.00>, Alaska Government Finance Officers Association membership renewal - \$95.00, Lexis Nexis updates - \$55.90, annual renewal of City website hosting and domain name registration - \$336.00, City Hall email - \$45.00)

CK# 219650 to ACS in the amount of \$4,684.07 for July phones and Internet

CK# 219651 to GVEA in the amount of \$2,318.38 for July electricity

Brant moved to approve checks #219647 through 219651 as presented; Heinbockel seconded.

Discussion followed regarding loader parts (CK# 219648) and library material versus library supplies (219649).

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

Lease Policy for Liewer-Olmstead ice Arena and Outdoor Rink/Basketball Court – moved to September 4

Election Officials and Canvass Board

White reported two new election officials, Carol Dufendach and Cheryl Good, will oversee the election table on October 2, 7:30am to 8:30pm. Audrey Murphy will continue to serve as Election Chairperson. Sherry Smith, Jackie Becker, and Terry Kozarik will count ballots at 8:00pm. Dave Becker, Terri Crowson, and Rena Case will recount ballots the following morning at 9:00am.

Discussion followed regarding wages and including pay for election training for new hires on September 11.

Levinson moved to approve the nine election officials as presented; Brant seconded.

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

Records Request Form Amendment

White reported receiving a recommendation for clerks across the state to adopt a public records release form. The Delta Junction City Council adopted one in March. It states in part, "Employee salary (hourly rate plus benefits) will be charged when requested documents generate labor in excess of one hour." However, Alaska Statutes states "if the production of records for one requester in a calendar month exceeds five person-hours, ..."

Discussion followed regarding legal advice from the City's attorney or clarification from Alaska Municipal League (AML), when to charge - after one hour or four or five, and how the statute applies to Delta Junction.

REPORTS

Mayor – JW Musgrove reported:

- Lightning destroyed the modulator at Donnelly Dome in June. The company went out of business, so a new translator was ordered from another manufacturer. Missing parts have been an ongoing factor in getting the equipment operational. Then on August 16 Gray TV Engineer Dave Castor found six large antennas causing major interference with the television antennas. City Administrator Mary Leith communicated with Fort Wainwright about the March 26, 2007 *Department of the Interior Bureau of Land Management Communication Use Lease*, which terminates one minute after midnight on December 31, 2027. The military will remove their antennas.

- Leith researched 152.3 acres of municipal entitlement that was deeded to the City of Delta Junction in 1978 by the State of Alaska. The City selected the vacant, unappropriated, unreserved land inside City boundaries per Alaska State Statutes.

Discussion followed regarding the property located near residential homes on Jack Warren and possibly turning a portion of it into a park and/or reserving some for a new fire station.

- Hayes Circle property owners will be asked to offer a settlement that they all mutually agree on.

Discussion followed regarding editing the August 21 letter that was drafted by City Attorney Jim DeWitt (removing "the City's offer is withdrawn"), obtaining documentation that property owners agree to change property lines, and providing Council members with copies of previous correspondence.

Heinbockel, as one of the property owners, said he would recuse himself from voting, but he felt the City Council needs to take a position.

Musgrove explained expenses incurred (survey and replat of Hayes Circle, reducing width of the public utility easement and rights-of-way, lawyer fees). He reported property owners are willing to pay a portion of the incurred costs, but not all of them. A proposed solution is to revise the subdivision plat to fit the road; not move or rebuild the road. The purpose of the letter is to solicit consensus from the four property owners.

Brant suggested a letter of clarity; where all parties stand, what the City proposes, and what is left for the landowners to resolve. She questioned whether landowners were given adequate notice of the City withdrawing their offer or "no longer being in the game."

Heinbockel recalled roads being built as houses were constructed and neighborhoods were developed. The whole subdivision was developed according to plot plans that were surveyed by the Federal government. Hayes Circle was built in the wrong place.

Musgrove said one house was built outside its lot also.

Hallgren surmised that the fight is about who pays the incurred expenses to resolve the Hayes Circle issues.

Discussion followed regarding approximately \$10,000 in accrued expenses and allowing time for property owners to propose a solution.

Hallgren moved to extend the meeting till 8:15pm; Heinbockel seconded.

Musgrove called for objections with none being offered.

City Clerk – Pat White reported:

- September 2 is the last day to register to vote or make changes to voter registrations to be eligible to vote in the October 2 Municipal Election.

- Hannah Hanson, Political Science intern, updated the Small Community Emergency Response Plan (SCERP), edited the flipchart template, and printed copies for distribution. She also spent over 70 hours editing the 2017 Hazard Mitigation Plan that was adopted on May 15, 2018. Changes can be made periodically, but the document will not be revised until the five-year cycle update. White expressed gratitude for Hanson's dedication and thoroughness to complete both time-consuming projects.

Musgrove expressed appreciation for Hanson's exceptional work.

- A passport inspector visited City Hall on July 25. A successful compliance report was issued on August 3.
- Passport applications have averaged 29.4 since January. The average for 2017 was 41.8/month.

- The 68th Annual Local Government Conference will be held in Anchorage November 12-16. Registration for the Alaska Municipal League (AML) conference and/or the Newly Elected Officials (NEO) training must be submitted by October 12 to receive the \$50 discount.

Library – Freda Degnan reported:

- The library circulation system was successfully updated and migrated to "the cloud" on August 9.
- Morley Electric wired Wi-Fi parking lot lights into the outdoor light system on August 16/17.
- The rest of the emergency lights for inside the library have yet to arrive. The Fire Marshall who inspected the library on July 26 granted a 30-day window to complete the project.
- The library furnace was serviced on August 17. Air exchange and filters are scheduled this week.
- McCombs submitted the Summer Reading Program and OWL Internet (\$2,700 grant) reports to the Alaska State Library. She also applied to Boeing for their annual contribution toward cultural events (\$3,000).
- More than 300 used movies and as many books were donated to the library in the past two weeks. Duplicates and outdated materials are on the library sale table. All purchases are by donation.
- Preschool Story Hour (ages 3 to 5) and Baby Laptime (up to 3) will resume the third week of September. Shona Hilton, Youth Services staff, will take a ten-week course online on storytelling techniques and she will visit libraries in Fairbanks and North Pole to discuss their programs.

Airport – Alan Levinson reported activity increased at the airport because of hunting season.

Musgrove said he received a request to mow overgrowth along Ryan Street.

Fort Greely Liaison – Pete Hallgren reported shipyard work on the ferry in Ketchikan will lay off 80 of 300 employees. Many of them will move to Delta in January to work at Missile Defense.

Park / Recreation – Jennifer Brant reported:

- Soccer volunteers are scheduled to spread grass seed at the park on August 23 where they successfully removed the football goal and on other bare patches.
- The outhouses (built in 2015) might need more gravel added where it has settled around the concrete.
- Stocking the outhouses with enough toilet paper, especially during tournament, is a frequent problem. Brant asked to install larger bars that lock and hold several rolls of toilet paper.
- The metal mesh trashcans at the park are nice, but top heavy. The wind blows them over and then trash gets scattered throughout the park.

Discussion followed regarding staking the cans so they cannot tip over and whether summer hire can empty the cans more often.

LEPC / Emergency Preparedness – Stephanie Erickson reported LEPC will meet on September 10.

Public Works – Lou Heinbockel reported:

- Aluminum cans from the landfill were transported to Fairbanks. The City received a check for \$810, but the cost to transport them was \$800. There are still more bags to transport. He questioned transporting them with the City end dump. If the end dump is not road worthy, it needs to be.
- A significant amount of septic waste is being delivered to the landfill. He expressed concern over potential for the holding tank overflow.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Flower Cole reported:

- The Chamber of Commerce will host the 13th annual Soup-at-the-Sullivan-Roadhouse-Museum, starting at 11:30am, August 22. Garden fresh homemade soups are made by volunteers and served until gone, usually around 1:30pm. All donations support the SRM gardens and grounds.
- She appreciated consideration to upgrade the septic system at the Visitor Center (discussion on page 2).
- The Chamber luncheon will be held at Rika's Roadhouse Café & Gifts on August 23 at noon.

ADJOURNMENT

Degnan moved to adjourn at 8:18pm.