

City Council Minutes
Regular Meeting
July 2, 2019 ~ 5:00PM
City Hall, Delta Junction, Alaska



The regular meeting of the Delta Junction City Council was held on Tuesday, July 2, 2019 at City Hall. Mayor JW Musgrove called the meeting to order at 5:00pm.

City Council members present: Mayor JW Musgrove, Lou Heinbockel, Alan Levinson
Pete Hallgren, Charles Lester, Audrey Brown (until 6:53pm)

City Council member excused: Deputy Mayor Freda Degnan

City staff present: City Administrator Mary Leith, Finance Officer Stephanie Erickson
Administrative Assistant Flower Cole, City Clerk Pat White (until 6:10pm)

Eight local residents and one out-of-town guest were present at the start of the meeting and the meeting was broadcast over KDHS 95.5 radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Brown moved to approve the July 2, 2019 agenda as presented; Lester seconded.
Motion passed on a roll call vote with six in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Brown moved to approve the June 18, 2019 minutes as presented; Hallgren seconded.

Heinbockel questioned the cost of House Identification Project signs and posts (page 3 of draft minutes).

Erickson said the 12-foot posts need to be cut in half. Some residences require posts, some don't.

Discussion followed regarding changing "\$29 for sign and \$75 for post" to "\$29 for sign and \$75 for two posts" and encouraging donations from the public to support the sign project.

Motion passed on a roll call vote with six in attendance to approve the amended minutes.

COMMENTS FROM THE AUDIENCE

LTC Joel M. Johnson, new Fort Greely Garrison Commander, introduced himself and thanked the Council for their continued support to soldiers and their families.

REQUEST TO SPEAK

Jeff Krigbaum, U.S. Census Bureau Partnership Specialist, reported the first census was conducted in 1790 by 16 U.S. marshals and 650 assistants over an 18-month timeframe. He briefed the Council and listening audience about the importance of conducting a census every ten years:

- Census data affects congressional representation, reapportionment, and redistricting. It is beneficial for planning, i.e. projecting need for day care facilities or retirement homes.
- Billions of dollars are distributed by the U.S. government every year, based on population. Each person in Alaska brings in \$2,959 per year (\$29,590 over ten years). Government funding pays for roads, job training centers, schools, grants, housing, medical assistance programs, health centers, etc.
- In 2010, Alaska had the lowest census participation in the nation (64%). Southeast Fairbanks, including Delta Junction and its surrounding area, was 18% and resulted in an estimated \$14,380,000 loss in funding over ten years. Participation must improve in order for Alaska to receive its share of the \$675 billion disbursed by the government annually.
- 95% of all households will be mailed forms and are expected to respond online, by mail, or by phone.
- Personally identifiable census data is required to be kept confidential for 75 years.
- Establishing a Complete Count Committee (CCC) in Alaskan communities will jumpstart the process of hiring local residents as census workers.
- The census report must be on the President's desk by December 31, exactly nine months after data collecting starts. Those interested in census work can apply online (www.2020census.gov/jobs). A Recruiting Assistant position is currently available (\$31/hour), field supervisors (\$31/hour) start in October and November, and enumerators (\$28/hour) start in March, except in remote areas in Alaska that start in January. Enumerators, aka field workers, knock on doors of people who do not respond to mailed forms.

CORRESPONDENCE**Jack's Liquor License (#567) Transfer to Donnelly Dome Liquors**

White reported liquor licenses are renewed every two years prior to the December 31 expiration date. The Alcohol & Marijuana Control Office (AMCO) notifies the City of Delta Junction on all licenses within the City's jurisdiction. New businesses, change in ownership, or a change in location requires written approval or protest from the City Council.

Heinbockel moved to show no opposition to Jack's Liquor & Service, Inc. (license #567) selling their liquor license to Donnelly Dome Liquors, aka BJ Sloan; Lester seconded.

Discussion followed regarding Donnelly Dome Liquors' location at 1205 Richardson Highway, next to Sloan's Restaurant (previously known as Taste of Europe).

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

Jeremy Johnson – Request City Oversee Early Voting in State-run Elections

White reported that on June 17th Region III Election Supervisor Jeremy Johnson requested the City provide absentee / early voting during the two weeks prior to State-run elections. The local court provided the service until Busy Bee (aka Smiling Moose) took over in 2009. Most City or tribal offices handle early voting in Alaska. The REAA School Board is the only State-run election in odd numbered years. It typically has a low turnout. In even numbered years, early voting is needed for the August primary, October School Board, and November general elections. 300 early voters turned out for the Presidential election in 2016 and they expect no less in 2020. That could be 30 or more per day during the ten business days. White said the Division of Elections (DOE) pays the City \$100 per precinct per election to lease the Community Center (\$200/year in odd numbered years and \$600 in even numbered years). Additionally, they will pay \$100 for the early-voting location plus \$75 for staff time (\$175/year in odd numbered years and \$525 in even numbered years). Voted ballots are mailed in DOE-provided, pre-paid envelopes according to volume; not necessarily on a daily basis. Leith said impact of early voters won't necessarily be steady. It will likely be hectic during the second week, particularly during a Presidential election. Will it cost the City? Probably more than what DOE pays.

Hallgren said the City is a service organization and he suggested taking on early voting on a trial basis.

Heinbockel said elections are a State obligation and he suggested giving it back to the Alaska State Courthouse.

Hallgren moved to provide early voting services during the two weeks prior to the State-run election in 2019 on a one-year trial basis; Lester seconded.

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

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

CK# 220156 to Airport Equipment Rentals in the amount of \$8,186.25 to rent excavator, loader, dozer, and compactor for roadwork at Airport Subdivision II

CK# 220157 to Delta Concrete in the amount of \$11,847.00 to rent two trucks and two drivers for Airport Subdivision II

CK# 220158 to Erin Catterson in the amount of \$1,107.88 for reimbursement to travel to Valdez for firefighter training

CK# 220159 to Mark Zastavskiy in the amount of \$4,197.00 for reimbursement to travel to Texas for firefighter training

CK# 220160 to Guess & Rudd in the amount of \$2,792.00 for legal services (EPA - \$1,612 and miscellaneous - \$1,180)

CK# 220161 to Cook & Haugeberg in the amount of \$3,720.00 for final FY18 audit payment (\$35,850.12 total)

CK# 220162 to Med-Tech Resource in the amount of \$2,342.75 for six pairs of firefighter gloves, seven sets of boots, two flathead axes, two pick head axes, and two sledge hammers

CK# 220163 to Hale & Associates in the amount of \$127,476.00 for FY20 property insurance and workers' compensation

CK# 220164 to Delta Medical Transport in the amount of \$12,500.00 for ambulance services

CK# 220165 to Alaska Division of Administrative Services in the amount of \$50,000.00 for prison settlement, #15 of 24

CK# 220166 to GVEA in the amount of \$25,000.00 to install five electric poles in Block 3 of Airport Subdivision II

CK# 220167 to City of Fairbanks in the amount of \$22,171.78 for FY20 dispatch service

CK# 220168 to Alaska Municipal League in the amount of \$1,825.00 for membership (\$1,702), National League of Cities membership (\$73) and Mayor membership (\$50)

CK# 220169 to Bill's Small Tractor Services in the amount of \$5,133.00 for lawn maintenance contract, payment 1 of 3

CK# 220170 to Morley Electric in the amount of \$2,700.00 to repair street light wiring on Nistler Road

Musgrove said negotiations with Delta Medical Transport are not yet finalized, so a renewed ambulance service contract does not exist. He invited Council members to be part of the next contract meeting.

Brown moved to approve checks #220156 through 220170. Motion failed for lack of a second.

Heinbockel moved to approve checks #220156 through 220170, excluding 220165; Hallgren seconded.

Discussion followed regarding the difference in firefighter training, symposium versus certification, and compensating volunteer firefighters by paying for their training.

Motion passed on a roll call vote with four in favor (Heinbockel, Levinson, Hallgren, Musgrove) and one opposed (Lester). Brown stepped out of the room during the vote.

Hallgren moved to pay check #220165; Levinson seconded.

Discussion followed regarding the agreement with the State to pay back the interest-free loan (July 2005 to July 2028) and Heinbockel's continued protest against paying it.

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

Introduction and First Reading of Ordinance 2020-01, An Ordinance for the City of Delta Junction, Alaska Amending Chapter 1.37, Permanent Fund

Heinbockel moved to introduce, hold the first reading of Ordinance 2020-01, and set the public hearing, second reading, and possible adoption date on July 16, 2019; Brown seconded.

White reported Ordinance 2019-04 was introduced on May 21, but voided on June 26. More edits resulted in extensive revision of City Code §1.37. The rewrite, Ordinance 2020-01, replaces Ordinance 2019-04.

White was excused at 6:10pm.

Musgrove explained efforts by Alaska Permanent Capital Management (APCM) to revise City Code §1.37 and subsequent edits by himself and City staff.

Discussion followed regarding comparing the two-plus page existing code with the three-plus page rewrite, moving 12 of 13 definitions from the code rewrite to the accompanying resolution, and whether to delete §1.37.090, *Use of Permanent Fund for Judgements*.

Hallgren asked for clarification of *Distribution of Earnings* (§1.37.050) and *Withdrawal of Principal* (§1.37.060). He said, at the very least, the Permanent Fund must be inflation proofed.

Motion passed on a roll call vote to introduce Ordinance 2020-01 and hold the first reading on Ordinance 2019 with six in attendance (Heinbockel, Brown, Hallgren, Levinson, Lester, Musgrove).

New Five-Year Lease Agreement for Library Copier

Musgrove referenced a memo from Joyce McCombs and explained the request to commit to a 60-month lease for a new copier that will cost less than the current agreement (2012 Konica Minolta installed in June 2013).

Heinbockel moved to purchase a five-year lease for a Konica Minolta copier; Brown seconded.

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

Step Increase for Dennis Burke (Step 3 to 5)

Musgrove referenced his memo, dated June 27, and asked the Council to revisit Landfill Equipment Operator Dennis Burke's pay scale. He was hired as a level 3 part-time employee (spring 2018), but during the annual performance review, Musgrove said he and Leith recognized that Burke performed at a higher rate. None of the applicants had specific municipal landfill experience, but Burke's competence as an equipment operator could have been a level 4.

Heinbockel moved to increase the Landfill Equipment Operator's salary schedule from Grade 5, Step 3 to Grade 5, Step 5 and to include back pay (\$2,045.40 – the difference between Step 3 and Step 4); Lester seconded.

Discussion followed regarding opinions: back pay not justified (Musgrove), no error made when Burke was hired (Hallgren), disagreeing that an error was made because Burke's skill level was not recognized when he was hired (Heinbockel), Burke's performance continuously above and beyond (Lester), and hearing nothing but praise for Burke's work (Hallgren).

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

Brown moved to increase the Landfill Equipment Operator's salary schedule from Grade 5, Step 3 to Grade 5, Step 5; Hallgren seconded.

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

Brown was excused at 6:53pm.

REPORTS

Mayor – JW Musgrove reported:

- He worked on multiple items that were addressed as agenda topics or will be in following reports.
- The City received a card and photo from Patrick Cassidy, expressing appreciation for supporting his Eagle Scout project, six wheelchair-accessible picnic tables that were placed in various locations around town.

City Administrator – Mary Leith reported:

- The U.S. Environmental Protection Agency (EPA) issued an 18-page consent agreement pertaining to the Safe Drinking Water Act (SDWA) violation (investigation since March about contamination of injection wells at Public Works/Fire Station and landfill leach fields). Leith said some issues that were resolved during teleconferences do not show in the document, so it must be edited before it can be signed.

- The Division of Mining, Land & Water, Department of Natural Resources (DNR) is in the final phase of issuing a 20-year lease, July 1, 2019 through June 30, 2039, for the Delta River Walk Trails Park. The City owns the middle part and will oversee grant funding associated with cleanup of shooting range contamination. Discussion followed regarding the rifle range back stop as part of the trail project, but not the old landfill and Mental Health selling property near the State gravel pits (last discussed May 7, 2019).

City Clerk – Pat White – no report

Finance – Stephanie Erickson reported:

- She will present a reconciliation for the FY19 budget in August.
- She is working with Cook & Haugeberg on the FY19 audit.
- She will update end-of-the-month reports, showing “where the money is.”

Hallgren expressed concern with Governor Dunleavy vetoing Community Assistance Program funding (previously known as Revenue Sharing) and questioned if it would affect the City's operation.

Erickson said pulling the \$91,441 funds would affect the budget, but not until next year.

Hallgren reported the Cost of Living Adjustment, Consumer Price Index (CPI) for Urban Alaska, was adopted at the June 18, 2019 Council meeting. That CPI-U was incorrect and will cost \$1,200 to \$1,500. He recommended researching it to decide whether to take action to fix it or not. The initial CPI-U mistake was put in the first draft budget. The CPI-W should have been used.

LEPC – Audrey Brown – no report

Emergency Preparedness – Audrey Brown – no report

Public Health – Freda Degnan – no report

Library – Mary Leith reported there are two more weeks of summer reading and Joyce McCombs is gathering statistics to present to the Council.

Schools – Freda Degnan – no report

Airport – Alan Levinson reported:

- Approximately 250 loads of gravel were hauled to the airport subdivision for road construction, 250 loads of stumps and debris were hauled to the French drain, and 67 loads of debris were hauled to a gravel pit near MP 1421 Alaska Highway.

Musgrove reported a 200-foot trench, a low spot on Puddle Jumper Parkway, was turned into another French drain.

- Summer hire are seeding airport roads and a water truck is being rented until grass is established.
- City employees worked at the airport subdivision for eight days. Two dump trucks with drivers were rented from Delta Concrete. Other equipment was rented from Airport Rentals.

Heinbockel said he wanted the record to show that Ray Andreassen approached the Council for permission to clear the taxiway (May 26, 1998) and that he asked to be reimbursed (June 2006 and March 2018), but the only decisions the Council has given are based on what a green belt is and what it's for.

Musgrove said there is no easement for traffic to cross. There is 50 feet of City property and 30 feet of utility easement that does not belong to adjacent property owners. The green belt separates the airport and adjacent property from noise and dust control. An agreement to give Andreassen an easement from his hangar to the taxiway has not yet been finalized.

Public Works – Charles Lester reported he is working with Chris Morley to possibly purchase crack sealing equipment.

Heinbockel reported summer hire employees were cutting brush and will be picking up windblown trash. He questioned follow through on the agreement with Delta Industrial Services to do road work if the City resurveyed Fourth Street (*Request to Improve Fourth Street and Jarvis Avenue and Establish a MOA for Road Maintenance* – September 4, 2018).

Musgrove suggested reviewing the proposal.

Heinbockel said the corner of Grizzly and Jarvis needs improved, whether the City crew or DIS does it.

Park / Recreation – Lou Heinbockel reported the summer hire employees are doing a great job trimming weeds outside of the park. Fence repairs will be done by fall.

Discussion followed regarding the school district cleaning slash along Nistler near the school facilities.

Cemetery – Lou Heinbockel – no report

At Large – Pete Hallgren – no report

Additional Reports – Lou Heinbockel asked about the status of the old fire truck.

Leith said two parties were interested, but both turned it down when they were offered something better.

Musgrove said to put it up for surplus.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Musgrove called for additional public and Council comments with none being offered.

ADJOURNMENT

Hallgren moved to adjourn at 7:38pm.

Pat White, City Clerk

Approved: July 16, 2019