

**City Council Minutes
Regular Meeting
July 16, 2019
City Hall, Delta Junction, Alaska**



The regular meeting of the Delta Junction City Council was held on Tuesday, July 16, 2019 at City Hall. Mayor JW Musgrove called the meeting to order at 5:00pm.

City Council members present: Mayor JW Musgrove, Deputy Mayor Freda Degnan
Pete Hallgren, Alan Levinson, Charles Lester, Lou Heinbockel

City Council member excused: Audrey Brown

City staff present: City Administrator Mary Leith, Finance Officer Stephanie Erickson, City Clerk Pat White

Two area residents and two visitors were present at the start of the meeting and Michael Prestegard monitored radio equipment while the meeting was broadcast over KDHS 95.5 radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Levinson moved to approve the July 16, 2019 agenda as presented; Hallgren seconded. Motion passed on a roll call vote with six in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Hallgren moved to approve the July 2, 2019 minutes as presented; Levinson seconded.

White explained edits to discussion about the 2020 census (page one of draft minutes) and changing “should” to “could” (page 3, last sentence in first paragraph under *Step Increase for Dennis Burke*).

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

COMMENTS FROM THE AUDIENCE – none

REQUEST TO SPEAK - none

CORRESPONDENCE

Delta-Clearwater Seniors – Request to Use Community Center for Yoga

Musgrove referenced a letter from Doris Fales, Delta-Clearwater Seniors President, and reported the senior citizens wish to use the Community Center on a weekly basis for a beginning yoga class. The instructor teaches a class at Fort Greely on Tuesdays and would teach another one at the Community Center at 5:30pm.

Hallgren moved to approve the Delta-Clearwater Seniors’ request to host a yoga class at the Community Center; Degnan seconded.

Discussion followed regarding whether it is a winter activity, the Community Center and Senior Lounge built on grant funds, and leasing the facility at no charge as long as the yoga class does not oust a paying customer or conflict with other community needs.

Degnan said it is important for senior citizens to have opportunities to stay active and healthy. She favored not charging lease fees for the Community Center, so participants are not charged fees to attend.

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

Restore Welcome Sign in Visitor Center Parking Lot

Susan Hitchcock said she was commissioned by the Kiwanis and the Lions Club in 1986 to paint the welcome sign. She repainted the sign’s south side in 2000 because of sun damage. Her initial proposal, submitted July 12, was to restore the sign, but she feels it would be better to install newly treated timber posts and to redo the sign entirely. She is willing to do it, but realizes she can’t until next June. She displayed a new drawing.

Discussion followed regarding the condition of the sign and ownership of it, the Kiwanis disbanding (2009), whether the Chamber, Lions, or others would donate toward the project, and Heinbockel suggesting a match.

Hallgren suggested Hitchcock, as the artist, provide an agreement to permit renovations anytime in the future.

Hitchcock said anyone that contributes to the cost of the sign would be acknowledged in the design.

Musgrove said the sign enhances the Visitor Center parking lot. The Lions need to get a consensus about restoring it, but do not meet until August. He asked to bring back discussion on September 3.

Levinson asked to address the project before next year’s budget cycle, so it can be done in June.

Lester said he knows someone who will pay for the lumber.

UNFINISHED BUSINESS - none**NEW BUSINESS****Preliminary Plat Approval – Kulinich Subdivision**

Sebastian Saarloos, Delta Survey Associates, reported his client, Olga Kulinich, owns Lot 1, Block 6 of Jack Subdivision on the east side of Sheldon Street. It is a 4.01-acre lot inside the city limits and she wishes to subdivide it into three parcels. A circle driveway, approach from Sheldon Street, crosses the northwest corner of Lot 1B and will serve both 1A and 1B. Power lines are constructed in the 30-foot utility easement running north and south on the east side of Sheldon Street. Kulinich has clear title to the property.

Musgrove reported the platting checklist is an integral part of an ordinance, so substantial changes require an ordinance process and public hearing. He asked the Council to include specific alterations from what is required on the checklist, so it goes on record. Eventually the checklist can simply be a standard in-house form.

Hallgren moved to approve the preliminary plat for the Kulinich Subdivision, requiring an 8 ½” x 11” electronic drawing and only an 18” x 24” hardcopy, a change to #1 of the Preliminary Plat Checklist; Lester seconded.

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

City Purchases over \$1,000

CK# 220183 to Aetna in the amount of \$13,197.86 for July group health insurance

CK# 220184 to Wells Fargo Credit Card in the amount of \$5,985.35 for credit card purchases

CK# 220185 to Ricoh USA in the amount of \$1,220.32 for quarterly charge of copies generated at City Hall

CK# 220186 to Hale & Associates in the amount of \$2,178.00 for insurance coverage change on plow truck (liability only)

CK# 220187 to Airport Equipment Rentals in the amount of \$6,992.50 to rent water truck for airport subdivision and loader at cemetery

CK# 220188 to Playpower LT Farmington in the amount of \$2,248.00 for replacement swings at park playground

CK# 220189 to Alcan Auto & Truck in the amount of \$1,670.06 for supplies and equipment maintenance at landfill, fire hall, and Public Works building

CK# 220190 to Buffalo Center Service in the amount of \$1,814.34 for fuel for vehicles, lawn mower, weed whacker, and equipment

CK# 220191 to GVEA in the amount of \$2,746.94 for June electricity

Degnan moved to approve checks #220183 through 220191; Levinson seconded.

Discussion followed regarding the cost of advertising the Library Director’s position, watering ditch lines at the airport subdivision twice a day, including weekends, and not risking tying up fire engines to save money.

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

CPI-U Wage Adjustment

Erickson referenced her memo and reported the Consumer Price Index (CPI) that was adopted at the June 18 Council meeting was incorrect. She used the 2018 CPI-U, instead of the CPI-W, which is .17% difference and results in approximately \$1,250 cost to the City. She recommended leaving the 3.0% instead of recalculating the correct CPI into the salary schedule (2.83%).

Musgrove said the CPI-U is all urban consumers. The CPI-W is urban wage earners and clerical workers, a small subset of all urban consumers.

Heinbockel moved to leave the 3.0% increase in the salary schedule for FY2020; Lester seconded.

Hallgren said the error will be ignored and will not alter next year’s fiscal budget.

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

Amend Employee Policy Plan – Change CPI-W Terminology and Revise Performance Evaluation

Musgrove referenced his memo, recommending two amendments to the *Employee Policy Plan*:

1. Change CPI terminology from “Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers for Anchorage (CPI-W) as promulgated by the U.S. Department of Labor, Bureau of Labor Statistics” to “Consumer Price Index (CPI) for Urban Alaska, Urban Wage Earners and Clerical Workers (CPI-W) as published by the U.S. Department of Labor, Bureau of Labor Statistics.”

2. Revise performance evaluations. Neither the City Clerk job description, nor the City Administrator’s include performance appraisals. However, the City Administrator works at the pleasure of the mayor. He referenced Chapter 4, Section 16 of the *Employee Policy Plan* and said the Municipal Clerk does not conduct the Municipal Assistant’s performance appraisal. Musgrove proposed rewriting the paragraph to read, “The Library Director conducts annual

performance evaluations for library assistants and the City Administrator conducts them for the Library Director, Public Works employees, landfill employees, Finance Officer, Administrative Assistant, and the janitor. The Mayor conducts performance evaluations for the City Clerk and City Administrator.”

Discussion followed regarding staff relationship with the City Council (mayor having power to hire and fire the City Administrator and the City Clerk working for the City Council), job descriptions explained in Title 29 of Alaska Statutes and City Code of Ordinances, at-will employees (Administrator, Clerk, Attorney, Finance Officer), and never conducting evaluations on the City Attorney.

Hallgren moved to amend #16 of Chapter 4 of the *Employee Policy Plan* as presented, using the “Delta Junction Employee Evaluation Form,” identifying at-will employees, and adding “The City Council shall, as a body, have the right to review and consider the performance evaluations of all at-will employees”; Lester seconded.

Hallgren said he had no problem with the mayor conducting all at-will employee evaluations, but he felt the City Council, as a body, should have opportunity to review them.

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

Hallgren moved to change CPI terminology in the *Employee Policy Plan* as presented; Levinson seconded.

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

Delta Medical Transport Contract Renewal

Musgrove reported he and Leith met with Tony and Amber White to discuss the Delta Medical Transport (DMT) contract. The Whites disclosed they are unable to recoup enough revenue off the ambulance service.

Discussion followed regarding subsidizing DMT’s initial contract (February 5, 2013) with \$50,000/year and reducing it to \$25,000 (June 16, 2015), Tony White voluntarily servicing City fire extinguishers and Automated External Defibrillators, DMT routinely called upon by Alaska State Troopers to assist on welfare checks, transports, or blood draws, and whether to require monthly reports showing ambulance activity.

Heinbockel said if DMT is making a profit, the City does not need to subsidize them. If they are not, the City needs to know because ambulance service is necessary to the local community.

Levinson moved to pay Delta Medical Transport \$50,000 annually until a new contract can be negotiated; Degnan seconded.

Hallgren said DMT’s ambulance service is exemplary, but he questioned whether both parties were getting a decent price.

Discussion followed regarding whether to put the ambulance contract out for bid, concern with sole-sourcing as well as no competition (and paying higher subsidy), the City paying for major maintenance of Delta Rescue Squad ambulances plus housing and utilities, and bringing back discussion at the August 6 Council meeting.

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

Musgrove called for a break at 7:00pm. He called to reconvene the meeting at 7:03pm.

REPORTS

Mayor – JW Musgrove reported he, Leith, and Stephen Hammond, M2C1, met telephonically with Environmental Protection Agency (EPA) personnel to draft a compliance letter. He expressed frustration with the EPA most likely being in compliance, but still failing to make sure Alaska Department of Environmental Conservation (ADEC) was notified about the new regulations.

Leith reported the EPA accepted the fact that the fire station and Public Works building share a septic system. The City will be fined \$22,000 for noncompliance with EPA regulations. The consent agreement, issued under the authority of the EPA Safe Drinking Water Act (Docket No. SDWA-10-2019-0114), was edited and should be signed by the end of the week. Cleanup is to be finalized by June 30, 2020.

Discussion followed regarding new regulations between 2000 and 2005, ADEC to follow cleanup progress, and Guess & Rudd providing legal guidance throughout the process.

City Administrator – Mary Leith reported:

- She received notice that GVEA is ready to install (5) poles and power lines at the airport subdivision.

- She signed a 20-year agreement with the Division of Natural Resources and the Division of Mining, Land, and Water. The Entry Authorization for the Delta River Walk Trails Park allows access to both State and City lands. (See *City Administrator Report* in July 2, 2019 Council minutes.)

- PurpleAir is a website that posts the condition of air all over the world. A University of Alaska student placed a sensor on the library last week. It initially read 297. Air quality registered as an 8 today.

City Clerk – Pat White reported:

- The REAA School Board election is on October 1. Seats A and C, both three-year terms, will be on the ballot. Candidacy filings can be hand delivered, mailed, or faxed to the nearest Division of Elections (DOE) office, but must be received no later than August 2 (or postmarked by August 2 and received by August 12). Declaration of Candidacy forms are available at City Hall, any DOE office, or online (elections.alaska.gov).

- The filing period for the City Council Municipal Election is August 22 through September 6. Seats B, D, and G, all three-year terms, will be on the October 1 ballot.

Finance – Stephanie Erickson distributed a report showing status of City finances as of June 30. She reported:

- A new credit card machine was purchased for the landfill scale house.
- She is working with auditors on the FY19 audit.
- A budget reconciliation for FY19 will be presented on August 20.
- Income at the landfill estimated \$15,000 to \$20,000 in recent months.

LEPC – Stephanie Erickson reported there is no funding for the local planning committee in the current State budget.

Emergency Preparedness – no report

Public Health – no report

Library – Freda Degnan reported library staff are extremely busy with end of summer reading programs.

Schools – Freda Degnan reported a School Board meeting is on August 1 and school starts on August 15.

Airport – Alan Levinson reported:

- Several pilots have stayed over in Delta because of poor visibility and inability to fly into Fairbanks.
- Activity increased at the airport because of helicopters hauling water to dump on forest fires.
- Watering grass seed is mostly finished at the airport subdivision.

Musgrove said the City's mower-tractor is being used to level ditch lines and cut pigweed that is taking over.

Public Works – no report

Park / Recreation – Mary Leith reported:

- She is waiting on a quote from Denali Fence to repair the fence on the west end of the park.
- A softball tournament will be held this weekend, July 20/21.

Discussion followed regarding the poor condition of the High School baseball field, neglected weeds, and paying the lawn contractor \$100 extra per cut per field.

Cemetery – Mary Leith reported water lines at Rest Haven Cemetery are being inspected.

At Large – Pete Hallgren reported:

- Alaska Permanent Capital Management (APCM) created a spreadsheet that uses simple formulas to determine annual gross earnings of the City's Permanent Fund and how funding is available for down years.

Discussion followed regarding extending the spreadsheet four more years and continuing discussion at the August 6 Council meeting.

- A community partnership meeting with Fort Greely will be held at City Hall on July 31.

Craig Cugini reported the Army is working to create intergovernmental service agreements. It is a follow up from an earlier meeting about partnering with the Army to meet community needs.

Additional Reports – no report

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Andrea Dubenezic, a visiting Public Health Nurse from Fairbanks, introduced herself and explained Public Health's role in communities, how nursing roles have shifted, budget cuts not affecting them, and keeping the Delta office open Monday through Friday.

ADJOURNMENT - Degnan moved to adjourn at 7:48pm.

Pat White, City Clerk

Approved: August 6, 2019