

City Council Minutes
Regular Meeting
August 20, 2019 ~ 5:00PM
City Hall, Delta Junction, Alaska



The regular meeting of the Delta Junction City Council was held on Tuesday, August 20, 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
Lou Heinbockel, Alan Levinson, Audrey Brown (until 6:34pm)

City Council members excused: Pete Hallgren, Charles Lester

City staff present: City Administrator Mary Leith, Library Director Joyce McCombs, City Clerk Pat White
Nine additional community members were present and the meeting was broadcast over KDHS 95.5 radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Heinbockel moved to approve the August 20, 2019 agenda as presented; Degnan seconded.
Motion passed by unanimous consent.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Heinbockel moved to approve the August 6, 2019 minutes as presented; Degnan seconded.
Motion passed on a roll call vote with five in attendance.

COMMENTS FROM THE AUDIENCE – none

REQUEST TO SPEAK

ACS Cable Placement in Buffalo Center Townsite

Jeremy Heral, an engineer with Alaska Communications Systems, reported plans to place two small underground sections of cable, from ACS' central office on Nistler (school) Road to a riser pole near the AT&T tower on the Alaska Highway and another one bored under the Alaska Highway and along Bear Avenue to tie into an existing handhold on Fourth Avenue. Both new sections connect to existing points.

Musgrove questioned whether cable placements would be located in existing public utility easements.

Sebastian Saarloos, Delta Surveys, reported there are no utility easements on Bear or Fourth. The streets are 100 feet wide, so there is plenty of room in the street rights-of-way for the cable.

Heral said ACS will protect the cable with orange conduit before burying it in the ditch lines.

Musgrove suggested approving cable placement contingent upon researching possible ramifications because it is unclear whether a public utility can be installed under a roadway where a utility easement does not exist.

Heinbockel moved to approve the proposed project upon obtaining input from an engineer; Degnan seconded.

Discussion followed regarding authority over streets, ACS still researching right-of-ways, GCI's underground project in October/November 2018, and delaying discussion about cable placement to September 3.

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

Brown moved to table discussion to the September 3 Council meeting; Heinbockel seconded.

Heral said he would relay the request for more information to his chain of command.

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

Discussion followed regarding no public utility easements in the Buffalo Center Townsite, which was platted prior to Alaska's statehood.

CORRESPONDENCE

Thank You from Delta Baseball League

Musgrove acknowledged a postcard of photos and appreciation for support, stating "this season was a huge success with over 70 baseball players!"

Request to Reconsider Early Voting for State-run Elections

Musgrove briefly described Division of Elections (DOE) Region III Supervisor Jeremy Johnson requesting the City provide absentee/early voting during the two weeks prior to State-run elections. On July 2, the Council voted to provide the service on a one-year trial basis. Johnson responded by email and said he is not interested in a trial basis; he need consistency without changing locations. Due to the typically low voter turnout for school board elections (only State-run election in 2019), the DOE opted to not offer early voting this year.

Musgrove suggested setting up voting booths in the small conference room and establishing early voting hours between 11:00 and 3:00 when City Hall has extra staff.

Discussion followed regarding upcoming elections in 2020, DOE paying \$100 for an early-voting location plus \$75 for staff, which is \$175 in odd numbered years (REAA school board election in October) or \$525 in even numbered years when there are three elections (primary, REAA, and general), and why other local State offices do not offer the service.

UNFINISHED BUSINESS**Plan for Maturing CDs**

Leith, referring to a memo from Finance Officer Stephanie Erickson, reported eight CDs have matured, two will mature in December, and one in March 2020. The eight CDs are currently earning 1.65% to 1.75% interest.

Discussion followed regarding reinvesting the matured CDs with Seattle-based, Time Value Investments (TVI). Heinbockel moved to reinvest eight CDs with TVI, to include reinvesting the earned interest; Degan seconded. Motion passed on a roll call vote with five in attendance (Heinbockel, Brown, Levinson, Degan, Musgrove).

Tar Pot / Crack Sealer Purchase

Musgrove shared pictures of tar pots, where they're located, and their sale prices (\$29,500 to \$70,000). He said there are no in-state contractors that have used tar pots for sale, except for Morley Electric. It includes a propane tank, but a trailer-mounted air compressor would need to be rented. Musgrove recommended tabling discussion until spring to allow time to conduct tests with the tar material that is stored at the old landfill.

Discussion followed regarding paying the State Department of Transportation (DOT) for crack sealing (\$31,747 in 2011 and \$23,285 in 2014) and Morley Electric (\$9,800 in 2017), exploring DOT's crack sealing technique, and Hayes Circle holding up very well where it was patched last year.

Kulinich Subdivision

Sebastian Saarloos, Delta Surveys, reported Olga Kulinich married in 2012. It was an oversight when the preliminary and final plats were approved (July 16 and August 6). The subdivision name will remain Kulinich, but the owner changed from Olga Kulinich to Olga Kebernik and Aleksandr Kebernik. The quit claim deed will be kept with the Kulinich Subdivision file and the June 28, 2019 plat was recorded with Yukon Title today.

Discussion followed regarding revisions to the City's Platting Checklist: confirming an applicant's ID or requiring a copy of it and clarifying City boundaries on the vicinity map in the upper right corner of plats.

NEW BUSINESS**Final Approval – Farrar Replat**

Sebastian Saarloos reported Mil-Tan Road was added to the vicinity map since the preliminary plat was approved on August 6.

Heinbockel moved to approve the final plat of the Farrar Replat as presented; Brown seconded.

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

City Purchases over \$1,000

CK# 220247 to Aetna - \$13,197.86 for August group health insurance

CK# 220248 to ACS - \$1,632.24 for August phone and Internet

CK# 220249 to GVEA - \$2,846.47 for July electricity

CK# 220250 to Hale & Associates - \$6,583.00 for airport insurance

CK# 220251 to Becker Arena Product - \$4,067.90 for ice arena maintenance supplies

CK# 220252 to Buffalo Center Service - \$1,094.11 for vehicle fuel

CK# 220253 to Alcan Auto & Truck - \$1,552.61 for City vehicle maintenance supplies

CK# 220254 to Delta Concrete Products - \$1,153.35 for maintenance of south septic sludge freeze/thaw bed

CK# 220255 to Phillips Scales - \$2,042.00 to calibrate scales for annual certification

CK# 220256 to Wells Fargo Credit Card - \$2,171.51 for miscellaneous credit card purchases

Heinbockel moved to approve checks #220247 through 220256; Degnan seconded.

Discussion followed regarding budgeted funds available to cover expenses at Liewer-Olmstead Ice Arena, a slight increase in airport insurance, researching excessive utility usage at the fire station because emergency vehicles must be plugged in 24/7, \$90 rink electricity paid via credit card and not with rest of City facilities, Delta Medical Transport phone and Internet not included in bulk bill for City facilities, and the City paying for the 911 phone line at the Fire Department.

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

Introduction and First Reading of Ordinance 2020-02, An Ordinance Renewing the Franchise Agreement with Delta Medical Transport, LLC for Emergency Medical Services

Leith reported Tony and Amber White, owners of Delta Medical Transport, approved the draft contract. The two-year contract can be extended for two additional years, one year at a time or one two-year extension. A map of the response area (Exhibit A) and the outdated Mutual Aid Agreement (Exhibit B) are attached, even though the mutual aid is being revised.

Heinbockel recalled when Delta Medical Transport established as a business. He asked 1) to start the contract clock on its adoption date; not when the last contract expired, 2) to bump the 30-day written notice to 90 days because of concern with either party walking away before the contract terminates, and 3) to know the City's total cost in the ambulance operation. Which subsidy is justified, \$25,000 or \$50,000? Heinbockel said he supports the EMS service, but, as good stewards of public money, he wants to know the City's cost.

Discussion followed regarding removing Exhibit B from the contract and provisions for a 30-day written notice should the contract be breached and a 45-day written notice should the contract be terminated without cause.

Heinbockel moved to introduce and hold the first reading of Ordinance 2020-02 and set the second reading, public hearing, and possible adoption for September 3, 2019; Brown seconded.

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

REPORT

LEPC – Audrey Brown reported the next LEPC meeting is on September 9.

Emergency Preparedness – Audrey Brown distributed *Home Maintenance Checklist* handouts about preparing for fall.

Musgrove reported the Division of Homeland Security cancelled remaining LEPC funds.

Brown was excused at 6:34pm.

Musgrove called for a recess at 6:35pm. He called to reconvene the meeting at 6:40pm.

NEW BUSINESS continued

Introduction and First Reading of Ordinance 2020-03, An Ordinance for the City of Delta Junction, Alaska Providing for Amendment of the FY19 Budget

Musgrove said the budget reconciliation shows realized expenses and income that are different from the budget that was approved on June 19, 2018 (Ordinance 2018-02).

Heinbockel moved to introduce Ordinance 2020-03, hold the first reading, and to set the second reading, public hearing, and possible adoption for September 3, 2019; Levinson seconded.

Musgrove encouraged the Council and the public to offer input.

Discussion followed regarding changes to the FY19 budget, including \$55,000 increase in landfill operations due to equipment repairs, screens built to catch windblown litter, the State of Alaska requiring the landfill operation plan be revised every four years, annual permit fees costing more when plan is updated, and certification of the landfill scales not part of the annual landfill inspection fee.

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

REPORTS continued

Mayor – JW Musgrove reported the Permanent Fund will be on the September 3 agenda. (It was introduced as Ordinance 2019-04 on May 21 and reintroduced as Ordinance 2020-01 on July 2.)

City Administrator – Mary Leith reported:

- She received an update from Julie Smith, Department of Natural Resources, Division of Mining, Land, and Water, who spoke during the May 7, 2019 Council meeting about the Delta Townsite material site. She thanked the Council for input in establishing boundaries in the Preliminary Decision for the 12-acre gravel pit:
 - All additional excavation will take place north of the existing site, away from Jarvis Creek to resolve the risk of flooding related to material extraction.
 - The site is not expected to compete with commercial gravel pits outside the City limits.
 - Reclamation will include creating stable slopes and reseeding or covering with overburden.
 - The northern buffer will increase to 100 feet. The western border will shift eastward and remain at 50 feet. The southern buffer will shift northward and will remain at 50 feet. The eastern buffer will reduce to 50 feet to provide extra extraction area in the reduced material site area.
 - Material sales will be capped at no more than 5,000 cubic yards per year or 25,000 cubic yards every five years.
 - All areas will be limited to a maximum depth of 40 feet. Areas that are currently deeper will be reclaimed to 40 feet. As areas are depleted, they will be graded to a stable slope and will be covered with overburden and/or reseeded to minimize windblown dust.
 - Operating hours will be limited to daytime business hours, 8:00-6:00, M-F.
 - The DOT will coordinate disposal or sale of timber from the material site with the Division of Forestry.
 - Operating hours would be suspended temporarily in the event of a declared emergency by the Governor.
- Mary Thea Tiki Levinson accepted the Library Director position and will start work on September 9. Tiki will work with Joyce McCombs until Joyce retires on September 27.
- Appraisal of Lots 1-10 of Block 3 in Airport II Subdivision will be done by October 10.
- A clearing for five electric poles has been cut to serve ten lots on the north side of the subdivision.

City Clerk – Pat White reported the filing period for the October 1 Municipal Election is August 22 through September 6. The last day to register to vote or change voter information to be eligible to vote in the October 1 election is September 1.

Finance – Lou Heinbockel expressed appreciation for Stephanie Erickson preparing the landfill budget report. Referring to discussion about maturing CDs (page 2), he said he was pleased with the revenue earned.

LEPC – see report (page 3)

Emergency Preparedness – see report (page 3)

Public Health – Andrea Dubenezic, visiting Public Health Nurse, reported they are still trying to staff the Delta Public Health office. All calls to Delta's main office (895-4292) are forwarded to Fairbanks. State budget cuts have not impacted public health services, but they are looking to consolidate some services for better efficiency.

Library – Freda Degnan reported:

- The new copier has been delivered and installed at the library.
 - Six library computers were delivered to ComputerWerks to be reformatted to extend their life at least one more year. Repair costs will be covered by the Fort Greely technical support fund.
 - Tom Wickham from ACS inspected the library phones and will submit a bid to replace the system, which will be 15 years old in January. Funds for new equipment are available in the library budget.
 - Derek Mills helped display artwork that was donated by Harold and Lucille Stock (reported during the August 6 Council meeting). David Mollet, an artist from Fairbanks who does art appraisals for the Fairbanks Library and the UAF Museum, will determine the values of the Stock's donations for insurance purposes.
- Jessica Fellman, Imagination Library Co-Chair, reported 55 people participated in the Bookworm Shuffle on August 9. It poured during set up, but not during the actual 3K race. It was fun, well attended, and it will continue to be an annual event.

Schools – no report

Airport – Alan Levinson reported:

- Airport activity is expected to increase in the next couple of weeks.
- Airport II Subdivision roads are fairly firm, grass is growing in most all the ditch lines, including Ski Strip Drive, which was the last one seeded.

Leith reported the final Storm Water Pollution Prevention Plan (SWPPP) inspection is expected next week.

Public Works – Lou Heinbockel reported sludge was cleaned out of one landfill pit. He asked if employees receive proper inoculations against exposure to that type of health hazard.

Andrea Dubenezic, visiting Public Health Nurse, reported Hepatitis A is typically given to anyone exposed to raw sewage or contaminated water. A tetanus vaccine might be a consideration also.

Discussion followed regarding raising the elevation or angling the slope at dump sites so trucks can fully empty their loads and the Department of Environmental Conservation researching herbicides to use in sewage pits.

Park / Recreation – Mary Leith reported:

- The park fence was inspected, but she has not received a quote for repairs.
- All organized sports are over for the summer season, except High School soccer.
- Rob Bevard built two benches to replace the old ones near the park playground.

Cemetery – Mary Leith reported:

- Four winter graves have been prepared.
- Two benches, constructed the same as the ones for the park, were placed at Rest Haven Cemetery.

At Large – no report

Additional Reports – no report

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

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

ADJOURNMENT

Musgrove reported the meeting was adjourned at 7:24pm.

Pat White, City Clerk

Approved: September 3, 2019