

**City Council Minutes**  
**Regular Meeting**  
**January 7, 2020 ~ 5:00PM**  
**City Hall, Delta Junction, Alaska**



**CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL**

Mayor Musgrove called the meeting to order at 5:00pm in the large conference room at City Hall. Musgrove led the pledge. Freda Degnan led the prayer.

**Council members present:** Mayor JW MUSGROVE, Deputy Mayor Freda DEGNAN  
Lou HEINBOCKEL, Alan LEVINSON, Pete HALLGREN (telephonically)

**Council member excused:** Charles LESTER

**Council member absent:** Audrey BROWN

**Staff present:** City Administrator Mary LEITH, Library Director Tiki LEVINSON  
Finance Officer Stephanie ERICKSON, City Clerk Pat WHITE

**Public present:** Six area residents plus Michael PRESTEGARD, who monitored radio equipment.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Heinbockel moved to approve the January 7, 2020 agenda as presented; Levinson seconded.  
Motion passed without objections.

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

Heinbockel moved to approve the December 17, 2019 minutes; Degnan seconded.  
Motion passed without objections.

**COMMENTS FROM THE AUDIENCE**

Sebastian Saarloos, Delta Surveys, reported all field work was completed for the Pioneer Park survey, ASLS 2018-20, on December 31. The Department of Transportation and Golden Valley Electric have returned comments, it will be mailed to the Division of Natural Resources on January 9, and will come before the Council thereafter.  
Leith reported the City will be required to pay for an appraisal. Then the State of Alaska will sell Pioneer Park to the City for 50% of its appraised value.

**REQUEST TO SPEAK**

**Vehicle Purchase for Senior Transportation**

Deborah Snyder, Senior Companion Program Supervisor, reported they are seeking funds to purchase a used AWD van that seats up to six occupants (including driver) and has double sliding doors. The van would be used to transport seniors for errands and medical appointments around town and to Fairbanks three to five times each week. To date \$10,200 has been raised of the \$35,000 or \$36,000 that is needed. The van will be used in Delta Junction, but will be owned, maintained, and insured by the Fairbanks Senior Center (FSC), who oversees the Senior Companion Program (SCP) and the Nutrition, Transportation, and other Services (NTS) grants. Since 2017, volunteers have used their private vehicles to transport senior citizens, logging almost 38,000 miles and 1,600 hours. Since October 2018, they've logged 5,811 miles and 40+ hours per week to deliver frozen meals-on-wheels, three to seven times for each client every week. The North Star Council on Aging (NSCoA) is the grantee for the SCP. There were 1,506 local residents over the age of 60 in 2018 with 175 that were 80 and older. A 70% growth rate is projected by 2030 with 1,747 residents over 60, including 312 over 80. For more information, contact Snyder (907-987-2976) or Darlene Supplee, FSC Executive Director (907-452-2560). Contributors will be given tax deduction receipts and will be recognized as sponsors on the van.

Musgrove reported there was \$2,000 remaining in the FY20 budget for general donations.

**Motion:** Heinbockel moved to donate \$2,000.00 toward the purchase of a van for the Senior Companion Program; Hallgren seconded.

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

**CORRESPONDENCE** - none

**UNFINISHED BUSINESS** - none

## NEW BUSINESS

### Preliminary Plat - Budnik Subdivision

Sebastian Saarloos, Delta Surveys, reported Ivan Budnik is subdividing and replatting Lots 4&5, Block 5, Jack Subdivision into eight parcels, 1.205 to 1.268 acres each. Lot sizes meet City Code requirement of not less than one acre. Rogers Avenue, White Street, and Reeve Avenue border three sides of Block 5. Utility easements exist for all lots and there are no restrictions on subdividing in Jack Subdivision. GVEA had no comment.

Discussion followed regarding Reeve being a Priority 2 street, Rogers a Priority 3, and White not maintained.

Musgrove questioned whether the cul-de-sac at the end of Rogers would pose problems for emergency vehicles.

Saarloos said the right-of-way had adequate space, so the cul-de-sac could be built up at any time.

Motion: Heinbockel moved to approve the preliminary plat of the Budnik Subdivision; Levinson seconded.

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

### City Purchases over \$1,000

CK# 220460 to Buffalo Fuel - \$1,989.71 for heating fuel

CK# 220461 to Delta Transport Services - \$11,063.53 for heating and equipment fuel

CK# 220462 to Ricoh USA - \$1,010.94 to end contract for copier (\$350 to pull hard drive and \$660.94 for copy fees)

CK# 220463 to Siemens Industry - \$1,390.00 for heating inspection at library

CK# 220464 to State of Alaska, DEC - \$4,000.00 for annual landfill permit

CK# 220465 to Delta Medical Transport - \$12,500.00 for FY20 ambulance contract payment, #2 of 4

Motion: Levinson moved to approve checks #220460 through 220465 as presented; Degnan seconded.

Heinbockel expressed appreciation for Amber White's ambulance report: Eight of 14 transports in November were billable. Seven of 22 were billed in December. The current return rate of collections is 42.83%, 15-30% is not allowed by Medicare/Medicaid, and the rest is outstanding patient balances. Periodically patients are given rides home from the hospital free of charge, but the number of transports is not tracked.

Musgrove said requiring a monthly report could be written into the contract when it is renewed (as early as 2021).

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

### City Employee Policy – Holidays for Part-time Employees

Musgrove reported the section of the *Employee Policy Plan* that pertains to holidays for part-time employees can be interpreted more than one way. He referred to his handout, showing the current policy verbiage along with a rewrite, which clarifies that permanent part-time employees are paid for holidays that fall on a day that they normally work, not the observed holiday. The rewrite is consistent with how holiday pay was handled in the past.

Motion: Heinbockel moved to adopt the revised policy as presented.

Musgrove called for a second, with none being offered. The motion failed for lack of a second.

Discussion followed regarding whether a flow chart would be helpful, providing staff with input, and putting the topic on the next agenda.

### Renewal of CDs

Erickson reported the two matured Certificate of Deposits can be reinvested, but rates for the shortest term are no better than the current money market with Alaska Municipal League Investment Pool (AMLIP), which is 1.53%. She asked whether to establish a separate account with Alaska Permanent Capital Management (APCM) that may offer better returns.

Discussion followed regarding a three-year investment rate (1.85%), two-year (1.6%), and 18-months (1.5%) and no risk or penalty by investing with AMLIP.

Motion: Levinson moved to move the money from the matured CDs to the AMLIP money market account until there is a better investment option; Musgrove seconded.

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

### Tire Machine Purchase

Musgrove referenced a handout requesting tire changing equipment, totaling approximately \$13,400, and said the Public Works grant funds could pay for it.

Discussion followed regarding the amount of tire changing not justifying the cost to purchase the equipment.

**REPORTS**

**Mayor** – JW Musgrove reported Governor Michael Dunleavy signed a letter to Secretary Michael Pompeo, U.S. Department of State on December 23, 2019, consenting “to initial refugee resettlement in Alaska per the terms of the Executive Order.” Catholic Social Services, the administrator for the refugee program in the State of Alaska, resettled 47 refugees from Moldova, Ukraine, and Congo in FY19 and they expect to resettle 50 in FY20. [President Trump issued Executive Order 13888 on September 26, 2019, requiring consent from state and local governments to receive refugees. Motions to issue a letter of consent from the City of Delta Junction failed during the November 19 and December 3 Council meetings.]

**City Administrator** – Mary Leith reported:

- The deadline to submit an RFP for the Visitor Center is January 17.

Heinbockel said, the Visitor Center was built because of the Chamber and, “since the Chamber of Commerce went out of business, maybe we won’t have a Visitor Center in Delta Junction.”

- Water testing at the Visitor Center was added to the City facilities contract with Pollen Environmental (changed from Analytical on December 3, 2019).
- She, Musgrove, and Degnan would attend an Industry Round Table, hosted by Partners for Progress, at Sloan’s Restaurant on January 14. She invited other Council members to attend.
- She and Degnan would attend the Fort Greely Community Leader Luncheon with Lieutenant General Daniel L. Karbler, Commanding General, United States Army Space and Missile Defense Command at the Aurora Community Activity Center on January 9.
- Water was drained at the Visitor Center. A grizzly mount was removed and returned to its owner today. A light in one window will warn of furnace problems.

**City Clerk** – Pat White reported the Public Records Request form was adopted March 6, 2018. \$8 was charged to download recordings of meetings to flash drives. The fee was increased to \$10 on December 18, 2019 because the cost of flash drives increased to \$8.99.

**Finance** – Stephanie Erickson reported:

- The FY19 audit is almost finished.
- She sent the title of the wrecked ambulance to State Farm and is awaiting payment.

Heinbockel said the City Council is committed to providing EMS services to the community.

Discussion followed regarding using funds on ambulance-related expenses, i.e. radios, repairs, etc., whether to use it toward a new ambulance, and leasing the City’s 2009 ambulance to Delta Medical Transport for \$500/month.

**LEPC** – Mary Leith reported John Lewis, Volunteer Emergency Coordinator, moved to Washington following a successful surgery.

**Library** – Freda Degnan reported the new phone system is up and running and preschool story programs are back after a two-week break.

- The library will host a presentation about a trip to Africa on January 23 at 7:00pm, the same day as the library’s 15th anniversary.
- Library staff have been updating patron information and collecting overdue library books. It resulted in some being paid for and others finding their way back to the library.

**Schools** – Mary Leith reported school started back today after the holiday break.

**Airport** – Alan Levinson reported a wind sock and metal staff need replaced at the airport.

**Public Works** – JW Musgrove reported the conference room in the Public Works building, aka old EMS bay, was recently cleaned and painted. New LED lights, smoke detector, and an emergency light fixture were installed. Red Cross was given permission to use the facility (March 7, 2017), as was Heart Fur Animals (November 19, 2019). A spay and neuter clinic is scheduled for February 27. [Call 907-590-4580 to schedule appointments and inquire about fees.]

Discussion followed regarding plowing out the Wi-Fi parking lot, replacing a fiberglass-wrapped concrete garbage can that was backed into, replacing the Skid Steer sweeper, changing hydraulic fluid, cylinders, filters, etc. due to a drop in temperatures, Musgrove and Prestegard investigating electricity usage at the fire station and Public Works building and Paul Myers scheduled to service the emergency generator that feeds both buildings, recent complaints about snowplowing, and hiring a contractor with specialized equipment to clear brush in rights-of-ways.

**Park / Recreation** – Lou Heinbockel reported he enjoyed spending Christmas day at the Skate Shack, watching his grandkids clear snow and skate on the outdoor rink. He said keeping the parking area free of snowdrifts requires constant effort, particularly because of the strong winds.

**Cemetery** – JW Musgrove reported a burial was held on January 3 at 30 below.

Discussion followed regarding no winter burials in Fairbanks, a one-time charge of \$250 for cold storage, revising City Code §1.70 (Cemetery) pertaining to winter burials because of difficulties experienced during extreme cold temperatures, yet accommodating the public who wish to utilize pre-dug graves, and burial requirements in Alaska.

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS** - none

**ADJOURNMENT** – 7:00pm

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Pat White, City Clerk

CITY  
SEAL

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Mayor JW Musgrove  
Approved: January ---, 2020