

**City Council Minutes
Regular Meeting
July 13, 2021 ~ 5:00PM
City Hall, Delta Junction, Alaska**



CALL TO ORDER / PLEDGE OF ALLEGIANCE / PRAYER

Mayor Freda Degnan called the meeting to order at 5:00pm.

Council members physically present: Mayor Freda DEGNAN, Deputy Mayor Lou HEINBOCKEL, Michael PRESTEGARD, Alan LEVINSON, Pete HALLGREN

Council excused: Charles LESTER, Erin CATTERSON

Staff physically present: City Administrator Mary Leith, Library Director Tiki Levinson, City Clerk Pat White

Staff present via phone: Finance Officer Stephanie Erickson, Administrative Assistant Flower Cole

Three members from the community were present, one attended by phone, and the meeting was broadcast over KDHS 95.5 FM radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Motion: Levinson moved to approve the July 13, 2021 agenda as presented; Hallgren seconded.

Motion passed on a roll call with five in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Heinbockel asked to correct a typo on page 4 of the draft minutes.

Motion: Hallgren moved to approve the June 15, 2021 minutes as amended; Levinson seconded.

Motion passed on a roll call with five in attendance.

COMMENTS ON NON-AGENDA ITEMS

Angela Glass, Public Affairs Specialist, U.S. Army Garrison Alaska, Fort Greely introduced new Garrison Commander, Lieutenant Colonel Joey Orr, who took command on June 24.

LTC Joey Orr reported this is his second tour to Alaska and he and his wife, Courtney, look forward to serving the local community for the next two years.

Heinbockel warned LTC Orr, "Be careful. I was stationed here in 1964 and I'm still here."

REQUEST TO SPEAK – none

CORRESPONDENCE

Salcha-Delta Soil and Water Conservation District – Proposal to Treat Invasive Plant Infestation in City-Managed Roadsides

Leith, referring to a June 28 email from Summer Nay, Invasive Plants Program Coordinator with the Salcha-Delta Soil and Water Conservation District, reported they asked to treat invasive plant infestation in City roadsides. The same chemical would be used as in past years (2016, 2018, 2019, 2020).

Motion: Heinbockel moved to authorize the mayor to sign the hold harmless agreement and permit SDSWCD employees to apply herbicide on City property to control invasive plant growth; Hallgren seconded.

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

Request to Provide Absentee Voting for 2021 REAA School Board Election

White reported Jeremy Johnson, Division of Elections (DOE) Region III Election Supervisor, requested the City provide absentee/early voting service for State-run elections. Busy Bee, Smiling Moose, and a private citizen have provided the service since 2009 when the courthouse stopped. There is not a big demand for early voting in School Board elections, but there are four seats on the October 5, 2021 ballot. The DOE is willing to pay someone \$12/hour for a few hours between September 20 and October 4. They will also provide pre-paid mailers to return voted ballots. White asked if the DOE could use the small conference room at City Hall for early voting.

Discussion followed regarding typically low turnout for REAA elections, higher volume during primary and general election years, Council addressing the same issue in the past, DOE hopes for a consistent location, not one that changes periodically, and early voting a necessary service, but not a money-making venture.

Motion: Hallgren moved to offer the small conference room at City Hall free of charge to the Division of Elections for absentee voting in the REAA School Board election for a one-year trial period; Heinbockel seconded.

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

UNFINISHED BUSINESS - none**NEW BUSINESS****Final Plat - Zaremba 2 Subdivision - Lot 5, Block 3 of Jack Subdivision, ASLS 79-165**

Sebastian Saarloos, Delta Surveys, reported the only change to the Zaremba 2 Subdivision plat since preliminary approval on June 15 was addition of Note #10, not obligating the public or any governing body to construct, operate, or maintain any improvements.

Motion: Levinson moved to approve the final plat for Zaremba 2 Subdivision as presented; Hallgren seconded. **Motion passed** on a roll call with five in attendance (Heinbockel, Prestegard, Levinson, Hallgren, Degnan).

City Purchases over \$1,000

CK# 221368 to State of Alaska Division of Administrative Services - \$50,000.00, payment #17 of 24, prison debt (\$350,000 remaining)
CK# 221369 to Wastequip Manufacturing Company - \$22,925.00 for two 15-yard roll off landfill dumpsters
CK# 221370 to Aetna - \$11,917.00 for July group health insurance
CK# 221371 to Wells Fargo - \$7,336.40 for credit card charges
CK# 221372 to Construction Machinery - \$2,250.17 for L150 loader parts
CK# 221373 to Interior Hardware - \$1,220.10 for tools for Fire Department (\$891.08) and other facilities' maintenance/repairs (\$329.02)
CK# 221374 to Vitus Energy LLC - \$1,104.79 for landfill equipment fuel
CK# 221375 to Delta Building Supply - \$1,003.05 to install permanent water supply system at cemetery (\$697.37) and repair/maintain City facilities and equipment (\$305.68)
CK# 221376 to Alaska Municipal League - \$2,169.00 for FY22 membership

Motion: Levinson moved to approve check #221368 through 221376 as presented; Prestegard seconded. Discussion followed regarding prison debt incurred during BRAC '95 (CK# 221368).

Erickson reported contractual payments were issued after the July 5 Council meeting was postponed. Hale & Associates was paid for property insurance (\$94,825), DOT for road repairs (\$56,000), Delta Medical Transport for the ambulance contract (\$12,500), and Bill Pugh was paid for the lawn maintenance contract (\$5,775).

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

Planned Burials Not Involving a Mortuary

White explained the need to accommodate residents who want to bypass normal burial procedures that involve a funeral home, so they do not leave their family/friends with unnecessary expenses. She referred to a draft burial checklist that requires two points of contact, a copy of the *Expected Home Death* that is on file with the local Alaska State Troopers (AST) and must be updated and signed by a physician every six months, and death verification by AST who have the authority to direct the whole process. Per City Code §1.70.130, rules and procedures must be established in written form. White reported the draft included information from Alaska Department of Environmental Conservation guidelines for burying on private property. Funeral Director Rick Worland, City Attorney Mike McLaughlin, AST Office Assistant Angela Lentz, and Delta Post SGT Jason Pugh provided input. She asked for Council input and approval.

Motion: Hallgren moved to authorize use of the *Preplanned Burial Checklist*, dated June 17, 2021, as part of rules and procedures at Rest Haven Cemetery; Levinson seconded.

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

Resolution 2022-01, A Resolution for Acceptance of Coronavirus Local Fiscal Recovery Funds

Erickson reported the State of Alaska requires a resolution to apply for Coronavirus Local Fiscal Recovery Funds. Funds will be handled the same as Coronavirus Aid, Relief, and Economic Security (CARES), with the exception that they can be used toward lost revenue. The only lost revenue incurred by the City was inability to lease facilities and the High School not contributing their share toward supporting the ice arena and skating programs.

Motion: Hallgren moved to adopt Resolution 2022-01 as presented; Heinbockel seconded.

Discussion followed regarding not knowing the expected amount of recovery funds, whether a new ambulance could be purchased, and sending any residual to the State of Alaska.

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

REPORTS

Mayor – no report

Airport – Alan Levinson reported the airport has been fairly busy with summertime activities, the gravel road into the newest part of the subdivision is not yet finished, the ski strip was mowed on July 12, and the helicopter operation moved from north of the runway to the south end of the ski strip because of dust.

Schools – no report

Emergency Services – Mary Leith reported:

- Between June 15 and July 13, Delta Medical Transport had 23 ambulance transports and Delta Junction Volunteer Fire Department (DJVFD) had five runs.
- The 2009 ambulance (wrecked October 2020) will be back in service in another three weeks.

Emergency Preparedness – Mike Prestegard reminded people to prepare for the upcoming winter.

Health & Safety – Mike Prestegard reported the Public Health Nurse is looking for help for their vaccine clinics.

Leith reported drawings for prizes have been advertised for people who have been and are getting vaccinated.

Library – Freda Degnan reported:

- A lot of new patrons have registered for library cards. Over 1,100 cards have been issued since January 2020. Some patrons prefer to have accounts, but the cards are helpful in keeping accurate records.
- Ninety kids participate in Summer Reading and Story Hour (two sessions with 8-10 kids each). Twice in July, over 250 people visited the library in one day.

Discussion followed regarding status of joint-use funding from the military.

Public Works – Mary Leith reported the Department of Transportation repaired City streets (Emmaus, South Clearwater, Richardson Avenue, Quartz, Harper, Hayes, Hess) and there is a possibility that some of the pre-paid balance from the FY21 budget (\$17,000) could be used on Nistler Road between the highway and rink.

Landfill – Mary Leith reported:

- The Department of Environmental Conservation (DEC) approved use of the south septic pit by winter.
- The annual landfill inspection will be conducted the end of July or early August.

Park & Recreation – Lou Heinbockel reported the Delta Junction Volunteer Fire Department and Delta Medical Transport are hosting a one-pitch tournament and field day on July 31, 11:00-4:00, at the City Park ballfields.

Cemetery – Lou Heinbockel reported the Public Works crew installed a new water system at the cemetery, which is more accessible for public use (CK# 221375 – page 2).

At Large – no report

City Administrator – Mary Leith reported:

- The FY22 budget was passed on June 15, 2021. It included the June 9 budget draft and a new salary schedule. Salaried employees were given annual raises (changed from biennial), the same as hourly employees. The *Employee Policy Plan* (Explanation of Steps – 1a - page 20) was edited without a formal revision or separate Council approval.
- It cost \$7,186 to transport 43 5-gallon containers of Aqueous Film Forming Foam to US Ecology in Fairbanks. The containers will be transported to special landfills in the Lower 48 for proper disposal.
- Soil was tested at the fire station/Public Works on June 28 and at the landfill on June 29. Closure and installation of tanks will follow once Environmental Protection Agency (EPA) gives direction.

Discussion followed regarding EPA changing rules on oil and water separators, which created the expensive and time-consuming problems.

- She is scheduled to discuss community concerns about the Kinross project with DOT next week.

Hallgren suggested referencing the article in the June 17 Delta Wind newspaper.

City Clerk – Pat White reported a steady increase in passport applications and renewals. Adults are encouraged to apply for both a passport book and card, to meet the mandate of a federally-approved ID to access a military base, federal building, and airport security. State-issued ID and driver's licenses will no longer be accepted as of May 3, 2023. The Real ID cards are federally-approved, but must be renewed after moving to another state. They cannot be used for any international travel. Passports for adults (16 and over) have a ten-year life. More information is available online (travel.state.gov or deltajunction.us/passports).

Finance – Stephanie Erickson reported:

- She and Kara Moore, Alliance CPAs, did a preliminary walk-through of the FY21 audit on July 8.
- \$1,124,717.62 in PILT was received last week. It is roughly \$75,000 more than what was budgeted.

Leith reported \$200,000 instead of \$150,000 will be received from Pogo by July 15. Wendie MacNaughton, External Affairs Manager, will be at the August 3 Council meeting.

Additional Reports – no report

ADDITIONAL PUBLIC AND COUNCIL COMMENTS - none

ADJOURNMENT – 6:56pm

 Freda Degnan, Mayor	CITY SEAL	 Pat White, City Clerk
Approved: July 20, 2021		