

City Council Minutes
Regular Meeting
April 5, 2022 ~ 5:00PM
City Hall, Delta Junction, Alaska



CALL TO ORDER / PLEDGE OF ALLEGIANCE / PRAYER

Mayor JW Musgrove called the meeting to order at 5:01pm.

Council members present: Mayor JW MUSGROVE, Deputy Mayor Mike PRESTEGARD, Erin CATTERSON, Emily DOVE

Council attending by phone: Pete HALLGREN

Council members excused: Alan LEVINSON, Lou HEINBOCKEL

Staff present: City Administrator Mary Leith, Administrative Assistant Flower Cole, Library Director Tiki Levinson

Four community members were in the audience and three attended by phone. The meeting was not on the radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Musgrove reported two changes under *Purchases over \$1,000* (page 2):

- Check #221953 would be removed. Delta Skating Association's portion of rink use would be reduced by \$1,200 because of the volunteer work to remove snow from the roof of the Liewer-Olmstead Ice Arena.
- Check #221974 would be added. It covers the last preapproved \$12,500 quarterly payment to Delta Medical Transport, payable within the first ten days of each quarter.

Motion: Prestegard moved to approve the April 5, 2022 agenda as amended; Hallgren seconded.

Motion passed on a roll call with five in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Motion: Catterson moved to approve the March 15, 2022 draft minutes; Dove seconded.

Motion passed on a roll call with five in attendance.

COMMENTS ON NON-AGENDA ITEMS – none

REQUEST TO SPEAK – none

CORRESPONDENCE

Partners for Progress of Delta, Inc. – Request to use 1997 Kenworth T-800 End Dump

Leith reported Partners for Progress uses the City's Kenworth end dump each year for the last two weeks of their Heavy Equipment Operator and Mechanic Academy. The Operators Union runs the program and they have done repairs on the truck more than once.

Motion: Dove moved to loan the City end dump to Partners for Progress, June 6 through 17; Hallgren seconded.

Motion passed on a roll call with five in attendance (Catterson, Hallgren, Dove, Prestegard, Musgrove).

Catholic Social Services and Ukrainian Refugees

Musgrove reported refugee resettlement was addressed by the City Council in the past, but no action was taken (November 19 and December 3, 2019). Due to the recent war with Russia, President Joe Biden promised to take in 100,000 Ukraine refugees. Musgrove referenced a March 31, 2022 email from Issa Spatrisano, Alaska State Refugee Coordinator, in which she stated there is a likelihood that once refugees begin to arrive in the United States, they will seek family ties in Delta because of the large numbers who already reside here.

Igor Zaremba, a representative of the Ukrainian/Slavic community, reported Whitestone's rehab facility on Tanana Loop Extension is a possibility, but currently houses a few tenants. He asked if the City could offer any assistance or accommodations if/when needed.

Musgrove said City facilities, i.e. Community Center, can be used during emergencies. The City can offer financial support through the budgeted line item (donations) and the City can act as a go-between to link services to needs, similar to the process followed during the recent winter storm.

Discussion followed regarding Zaremba putting his request in writing and when Catholic Social Services maintained an office in Delta.

UNFINISHED BUSINESS**American Rescue Plan Act (ARPA)**

Musgrove reported the Council opted to spend \$125,000 of ARPA funds to support the Delta Medical Transport ambulance service (approved February 1, 2022) and to pay Alaska Municipal League (AML) Shared Services and Brooke Carson to coordinate the \$1.4 million.

City Administrator Position

[Mary Leith's resignation, effective April 29, was approved by Council on February 15, 2022.]

Musgrove reported the mayor hires the City Administrator to conduct business that s/he would typically do if the City could not afford a City Administrator. Nine applications were received for the City Administrator position. Three applicants were interviewed. He, Mike Prestegard, Pete Hallgren, and Mary Leith selected Ken Greenleaf. Kendall Greenleaf introduced himself and said he is a seven-year resident of Delta, following a 19-year residency in Fairbanks. He served over 30 years in the Army, 17 as an officer. He is a business owner and a father of five. He turned down three different opportunities to transfer because of being invested in the Delta community and he is grateful for being considered for the administrator position.

Musgrove reported Greenleaf's wage (Grade 3, Step 5) would be \$87,268/year. The position is salaried and at-will. Health coverage for himself is mandatory, but optional for his dependents. His security clearance at Fort Greely eliminated the need for a background check. The administrator position was removed from the Public Employee Retirement System (in 2007), but the City will contribute the same amount toward a retirement account.

Motion: Musgrove moved to hire Ken Greenleaf as the new City Administrator; Dove seconded.

Motion passed on a roll call with five in attendance (Prestegard, Catterson, Hallgren, Dove, Musgrove).

NEW BUSINESS**City Purchases over \$1,000**

Auto-pay to GVEA - \$5,726.55 for February electricity

CK# 221945 to ACS - \$1,776.15 for phone and Internet services

CK# 221950 to Alliance CPAS LLC - \$13,410.00 for January and February FY21 audit

CK# 221951 to Buffalo Center Service - \$2,739.85 for equipment fuel

CK# 221953 - omitted

CK# 221956 to Delta Medical Transport - \$25,000.00 for contract payment, payment 3 of 5

CK# 221958 to Med-Tech Resource Inc. - \$2,271.43 for 20 firefighter hoods

CK# 221960 to Vitus Energy - \$31,138.91 for heating fuel

CK# 221961 to Zamboni - \$1,130.19 for Zamboni parts

CK# 221962 to Airport Equipment Rentals - \$2,856.00 to rent loader to remove snow from city streets

CK# 221974 to Delta Medical Transport - \$12,500.00 for FY22 ambulance contract, payment 4 of 4

Motion: Prestegard moved to approve checks as presented plus the quarterly contract payment to Delta Medical Transport for \$12,500.00; Catterson seconded.

Musgrove reported Vitus' bill (221960) includes fuel deliveries from January and February.

Motion passed on a roll call with five in attendance (Hallgren, Dove, Prestegard, Catterson, Musgrove).

Delta Medical Transport Logo on City Ambulance

Musgrove reported he received inquiries about Delta Medical Transport (DMT) logos on the ambulances that they lease from the City. He asked to recognize the legitimacy of identifying the ambulance business. (Delta Rescue Squad folded in 2011/2012 after 40 years of volunteer service. The DMT logo replaced Delta Rescue Squad on the 2009 ambulance and another logo was put on the used 2012 ambulance that was purchased in August 2021.)

Motion: Catterson moved to show no objection to Delta Medical Transport using their logo on City-owned ambulances; Prestegard seconded.

Motion passed on a roll call with five in attendance (Dove, Hallgren, Catterson, Prestegard, Musgrove).

Musgrove referenced 5(d)(v) of the DMT contract about using the City-owned ambulances "... to supplement and not replace the Franchisee's vehicles and equipment." He said rotating DMT's two ambulances with the City's two ambulances is a preservation and longevity practice that falls within the guidelines of the contract.

Motion: Hallgren moved to amend the current contract to stipulate that the four ambulances will be rotated equally and a provision will be added to the new contract before it is negotiated; Prestegard seconded.

Motion passed on a roll call with five in attendance (Catterson, Hallgren, Dove, Prestegard, Musgrove).

Discussion followed regarding Delta Medical Transports' success in providing emergency medical services to the community for the past ten years and difficulty in juggling ambulances to give them equal usage, especially while depending on the most reliable ones for transports to Fairbanks during cold temperatures.

Musgrove said he wanted the two issues on record. He asked Council to create a committee to review, edit, or extend the current ambulance contract, which expires June 30, 2022, and to consider the time it will take, which includes two meetings for the ordinance process.

Alliance CPA Auditing Service - Contract Extension

Leith referenced her memo, dated April 1, 2022, and recommended extending the audit contract for one more year due to current changes in the City's finance department. Cook & Haugeberg was awarded the three-year contract (June 19, 2018) with options of two additional one-year extensions. Cook & Haugeberg merged with Kohler, Schmitt & Hutchinson in March/April 2021 and changed their name to Alliance CPAs LLC. Extending the contract with Alliance would be the second and final extension. It will need to go out to bid in early 2023.

Motion: Dove moved to extend Alliance CPAs LLC's audit contract through June 30, 2023; Prestegard seconded. Motion passed on a roll call with five in attendance (Catterson, Hallgren, Prestegard, Dove, Musgrove).

Award Lawn Maintenance Contract

Leith reported only the current contractor, Bill's Small Tractor Service, submitted a bid for lawn maintenance. Bill Pugh has contracted with the City for the park and cemetery lawns since 2016.

Motion: Dove moved to award the one-year lawn maintenance contract to Bill's Small Tractor Service in the amount of \$17,500.00 with up to two additional one-year extensions; Prestegard seconded.

Discussion followed regarding fertilizer requirements changed (three to two) and dandelion infestation at the park.

Motion passed on a roll call with five in attendance (Hallgren, Catterson, Prestegard, Dove, Musgrove).

Amend Landfill Policy – Acceptance of Refrigerators, Freezers, and Air Conditioners

Leith reported the Department of Environmental Conservation requires a "White Goods Disposal Report Log" when appliances are delivered for disposal. It is a standard process, but needs to be documented in the policy.

Motion: Catterson moved to amend the landfill policy as discussed; Dove seconded.

Motion passed on a roll call with five in attendance (Prestegard, Hallgren, Catterson, Dove, Musgrove).

REPORTS

Mayor – no report

Airport – JW Musgrove reported snow conditions at the airport.

Library – Emily Dove reported:

- The StoryWalk on March 19 was a great success and enjoyed by 155 participants.
- The second annual Stuffed Animal Sleepover, hosted by the library, is scheduled on April 8. Kids drop off one of their stuffed animals for an evening of special library fun.
- Tax deadline is April 18 and many people have gotten forms from the library.
- There were 471 different users of the library's Wi-Fi in March. Wi-Fi is available around the clock.
- Donations are starting to arrive for this year's basket auction and block party, May 21, 2022.
- Library staff are giving away cookies during National Library Week, April 3-9. Over 40 children and adults participated in Story Time activities today.

Health & Safety – Emily Dove reported:

- COVID cases have continually declined across Alaska. She provided websites for information and where to get testing and vaccines in Delta.
- National Public Health Week is April 4-10. Dove shared information about incorporating healthy habits and preventative measures into our daily lives, reaching out to Careline Alaska (877-266-4357) for mental health support, and visiting the Department of Health and Social Services website for "Healthy You 2022."

Schools – no report

Emergency Services - Erin Catterson reported:

- Delta Medical Transport had 28 runs since March 1 and the Delta Junction Volunteer Fire Department had three (one vehicle fire, one structure fire, and one motor vehicle accident).
- She is working to secure grant funding for firefighter gear.

Emergency Preparedness – Mike Prestegard reported they are searching for resources to provide sandbags.**Park & Recreation** – Mike Prestegard reported the dandelion problem at the park is bad.**Public Works** – Mary Leith reported the road crew has worked hard to remove hard packed snow.**Landfill** – Mary Leith reported the landfill dozer is back in service. She discussed possibilities of purchasing a new loader with help from the State of Alaska and funding from oil prices.**Cemetery** – no report**At Large** – Pete Hallgren offered to help draft the new ambulance contract upon his return to Alaska next week.**City Administrator** – Mary Leith reported Salcha-Delta Soil and Water Conservation District issued *Jarvis Creek Aufeis Monitoring Report*, dated April 4, 2022, about potential overflow from Jarvis Creek.Musgrove referred to the overflow issue as “our version of the Yukon River ice jams.”**City Clerk** – no report**Finance** – no report**Additional Reports** – Mike Prestegard asked the public to educate themselves about the upcoming voting process. Brochures about Rank Choice Voting are available at the front counter at City Hall.**ADDITIONAL PUBLIC AND COUNCIL COMMENTS**Tiki Levinson asked to add revision of the library ordinance (§1.50) to the next agenda (April 19).Musgrove reported the Community Development Block Grant has available funding. He intends to canvas the community to identify grants to pursue during a public meeting on April 6, 2022.**ADJOURNMENT** – 6:45pm

Pat White, City ClerkCITY
SEAL

JW Musgrove, Mayor

Approved: April 19, 2022