

City Council Minutes
Regular Meeting
March 7, 2023 ~ 5:00PM
City Hall, Delta Junction, Alaska



CALL TO ORDER / PLEDGE OF ALLEGIANCE / PRAYER

Mayor JW Musgrove called the meeting to order at 5:04pm.

Council members present: Mayor JW MUSGROVE, Deputy Mayor Emily DOVE,
Igor ZAREMBA, Pamela RAWSON, Travis RIESNER

Council member attending via Zoom: Pete HALLGREN

Council member excused: Mike PRESTEGARD

City employees present: City Administrator Ken Greenleaf, Administrative Assistant Flower Cole,
City Clerk Pat White

City employee attending via Zoom: City Contract Finance Stephanie Groppe

Public present: Three members from the community were present at the beginning of the meeting, including one on Zoom along with guest speaker, Kara Moore. The meeting was broadcast over Delta-Greely High School radio, KDHS, 95.5 FM.

AMENDMENTS ~ APPROVAL OF AGENDA

Musgrove reported *Purchase Used Landfill Loader* would be added to *New Business*.

Motion: Dove moved to approve the March 7, 2023 agenda as amended; Riesner seconded.

Motion passed on a roll call with six in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

White reported a note explaining the bid date for the 2003 loader was changed from March 3, as stated in the February 21 minutes, to March 10 (page four under *City Administrator Report*). The note in the minutes was incorrectly dated March 27 instead of February 27.

Motion: Riesner moved to approve the February 21, 2023 minutes as amended; Zarembo seconded.

Motion passed on a roll call with six in attendance.

COMMENTS ON NON-AGENDA ITEMS

LTC Joey Orr, Fort Greely Garrison Commander, reported the Army, U.S. Corps of Engineers, State of Alaska, and Federal authorities will use riprap to resolve the erosion on Jarvis Creek and protect the military fence line.

REQUEST TO SPEAK

Kara Moore, Alliance CPA LLC, FY21 Audit

Kara Moore, Partner of Alliance CPA, LLC, reported the audit for the year ending June 30, 2021 was completed and financial statements were considered to be materially correct. Everything that was adjusted was identified and nothing was materially misstated. She reviewed the audit report and referenced concluding documents; the letter of governance explaining matters that they encountered, the Schedule of Audit Journal Entries about adjustments that were discovered, and the management letter recommending improvements or reiterating findings from the single audit process. Groppe is working toward or has already implemented procedures to avoid issues in the future.

CORRESPONDENCE - none

UNFINISHED BUSINESS - none

NEW BUSINESS

Purchase Used Landfill Loader

Greenleaf reported the 2018 loader that Pogo is donating is being moved to Hector Welding (equipment dealer) in North Pole. He asked to transfer \$135,000 in electronic funds from the City's landfill equipment savings to pay for the loader up front. Moving funds will expediate putting equipment to work at the landfill. Pogo will replace the funds with a financial donation. The 2018 loader has roughly 5,500 hours on its odometer.

Hallgren reported Pogo (North Star) has been the City's second largest financial contributor for several years.

Musgrove said he asked for a logo to place on the loader even though it is visible only at the landfill.

Motion: Dove moved to approve using landfill equipment savings to pay for the 2018 loader; Riesner seconded.

Motion passed on a roll call with six in attendance (Rawson, Dove, Hallgren, Riesner, Zarembo, Musgrove).

City Purchases over \$1,000

CK #22477 to Alaska Communications - \$1,811.09 for phones and Internet in February

CK #22478 to Alliance CPAs LLC - \$1,610.00 for audit contract

CK #22479 to GVEA - \$7,124.75 for February electricity

CK #22480 to Interior Auto Body - \$2,649.07 for repairs to employee vehicle

CK #22481 to LN Curtis - \$2,855.77 for firefighting gear

CK #22482 to NC Machinery - \$1,193.42 to dozer repairs

CK #22483 to Numbers Count - \$1,980.00 for accounting services (2-20 / 3-3)

CK #22484 to Vitus Energy - \$21,017.38 for heating fuel in January and February

CK #22485 to Wells Fargo - \$6,000.75 for credit card charges (City Clerk computer, mapping computer, refrigerant supplies, City supplies and materials)

Motion: Zaremba moved to approve checks 22477 through 22485 as presented; Riesner seconded.

Discussion followed regarding an incident in the City Hall parking lot that resulted in the plow truck backing into an employee's vehicle (check #22480) and Vitus' slow billing process (#22484).

Motion passed on a roll call with six in attendance (Riesner, Hallgren, Rawson, Zaremba, Dove, Musgrove).

Request for Proposal (RFP) Auditing Services

Musgrove reported contractual services are periodically put out for bid to switch providers or reduce overall costs. Discussion followed regarding the current contract awarded to Cook & Haugeberg on June 19, 2018 and previous auditors (Mikunda Cottrell bought out by BDO in 2014 and Cook & Haugeberg merged with Kohler, Schmitt & Hutchison to become Alliance in 2021).

Motion: Dove moved to approve the RFP draft for auditing services; Riesner seconded.

Motion passed on a roll call with six in attendance (Hallgren, Rawson, Zaremba, Dove, Riesner, Musgrove).

Fire Department Pickup Truck

Greenleaf reported he applied for grants for Self-Contained Breathing Apparatus (SCBA), turnout gear, radios, and a paid part-time Fire Chief position. He asked to consider acquisition of a pickup truck that would be more cost-effective than a tender. Volunteer firefighters would no longer need to use their own vehicles. Greenleaf suggested advertising for a used, red truck that is less than five years old and has no more than 40,000 or 50,000 miles.

Discussion followed regarding history of volunteerism, using the pickup to remove snow around the fire station (plow attachment available), promoting programs, i.e. fire prevention, chimney safety, and home inspections, and Greenleaf building the Fire Department by applying for a replacement engine and researching a crash truck.

Motion: Riesner moved to solicit bids for a used pickup for approximately \$50,000.00; Dove seconded.

Motion passed on a roll call with six in attendance (Riesner, Dove, Rawson, Hallgren, Zaremba, Musgrove).

Riesner asked about the status of repairing the snow machine (February 7, 2023 Council meeting).

Musgrove reported the snow machine needs to be transported to Fairbanks.

REPORTS

Finance – Stephanie Groppe reported:

- The bid opening for auditing services will be advertised in April and the contract will be awarded in May.
- She is currently gathering information for the FY22 audit, which Alliance expects to start in late April.
- A quarterly report will be issued next month and work on the FY24 budget will start thereafter.

Mayor – JW Musgrove reported:

- He is working on an emergency transportation grant, a backup plan for ambulance services, and has updated the old Delta Rescue Squad Medicare provider number.
- He is working to rewrite Title VII, Extraterritorial Jurisdiction, in the Code of Ordinances.
- He and Greenleaf issued a letter to Kinross and the State of Alaska Department of Transportation (on March 3), asking for definitive answers about the condition of the bridges, whether components in ore are hazardous, etc. He is hopeful for responses.

Library – Emily Dove reported:

- The Library Lions have had two sessions at the library. The first focused on fire and ended with the creation of an edible fire. The second session was all about pets. The kids made a fleece braid as a pet toy. This week we will be studying skulls and hides provided by the Alaska Department of Fish and Game.
- Paper income tax and PFD forms are still in high demand. Most folks complete these documents online, but in our community, many prefer the paper method. The 2023 online PFD application will be the last year an online application can be filed without a myAlaska account. However, paper applications will still be accepted.

- The library is hosting a family board game night on Thursday March 9, 6:30-8:00pm. People can bring their own games or play one of the library's games.

Health & Safety – Emily Dove reported:

- The Public Health Center offers child immunizations, free COVID home test kits, COVID boosters, Naloxone kits and education. Call 895-4292 for more information or to make an appointment.
- Call 988 for the Careline Alaska suicide and crisis lifeline that connects to a trained crisis counselor.
- The State of Alaska Division of Health's Fresh Start program offers free coaching for better health, i.e., weight loss or diabetes management. Information is available on the DOH website or on Facebook.
- Need your vaccination records? Docket is a free app that provides easy access. Digital records can be downloaded. Go online for more information (vaccinationrecords.alaska.gov).
- Exercise caution with slick roads, especially when approaching intersections and stops.
- Go online for information about current scams (www.ic3.gov).
- People are asked to call the local Alaska State Troopers (907-895-4800) for non-emergencies and 911 for emergencies. Reporting a crime can be done online (dps.alaska.gov/crimereport).

Schools – no report**Emergency Services** – no report**Emergency Preparedness** – Travis Riesner reported:

- The next Local Emergency Planning Committee (LEPC) meeting is on March 13. He would like to join and serve as a Council liaison.
- Colder temperatures are expected. He cautioned residents to be aware of the condition of their chimneys.

Park & Recreation – Igor Zaremba reported the skating rinks are very busy.**Landfill** – see *City Administrator Report*

Airport – JW Musgrove reported the Public Works crew has kept the runway plowed to gravel all winter. Silas Hill, a local pilot, packs the tie down area and the ski strip.

Public Works – see *City Administrator Report*

At Large – Pete Hallgren reported he appreciates the electronic version of the Delta Wind (deltawindonline.com).

City Administrator – Ken Greenleaf reported:

- The bid opening for the 2003 L150E loader will be at 4:00pm, Friday, March 10.
- The thumb snapped off the rented excavator from Airport Rentals and may cost \$10,000 to repair.
- Katmai, hired in January, has helped facilitate and implement four Alaska-based grants. They also completed the initial assessment of the City's grant application of the Supplemental Emergency Medical Transport Program. The City could recoup approximately \$300,000 at the end of the year. However, Medicare/Medicaid reimbursement is expected to drop at the end of the 2023 calendar year; projected to be \$30,000-\$40,000 less. Both efforts have traction and are moving forward. The current ambulance contract with Delta Medical Transport could extend another full year if necessary because of American Rescue Plan Act (ARPA) funds.

- Katmai was paid \$4,800 for 40 hours. There are 15 hours remaining in the contract. To be eligible to accept grant funds, five labor-intensive documents must be updated and codified with the State of Alaska by September 1. The Emergency Manager at Fort Greely assisted Greenleaf in building the framework. Katmai Solutions' purpose is to build emergency services. Greenleaf said he intends to come to the Council to ask for more funding for Katmai services.

- Kinross will hold a job fair at the Community Center on March 21, 11:00-1:00. It will be specific to heavy equipment operators and truck drivers.

Cemetery – no report**City Clerk** – no report**Additional Reports** – none**ADDITIONAL PUBLIC AND COUNCIL COMMENTS** - none**ADJOURNMENT** – 6:27pm

JW Musgrove, Mayor

CITY
SEAL

Pat White, City Clerk

Approved: March 21, 2023