

**City Council Minutes
Regular Meeting
August 1, 2023 ~ 5:00PM
City Hall, Delta Junction, Alaska**



CALL TO ORDER / PLEDGE OF ALLEGIANCE / PRAYER

Mayor JW Musgrove called the meeting to order at 5:02pm.

Council members present: Mayor JW MUSGROVE, Deputy Mayor Emily DOVE,
Mike PRESTEGARD, Travis RIESNER, Pamela RAWSON

Council members excused: Pete HALLGREN, Igor ZAREMBA

City employees present: City Administrator Ken Greenleaf, Administrative Assistant Flower Cole,
Library Director Tiki Levinson, City Clerk Pat White

City employee present via Zoom: Contract Finance Stephanie Groppe

Public present: Six members from the community were present, including one on Zoom.

AMENDMENTS ~ APPROVAL OF AGENDA

Motion: Riesner moved to approve the August 1, 2023 agenda as presented; Prestegard seconded.

Motion passed on a roll call with five in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Motion: Dove moved to approve the July 18, 2023 minutes as presented; Riesner seconded.

Motion passed on a roll call with five in attendance.

COMMENTS ON NON-AGENDA ITEMS - none

REQUEST TO SPEAK - none

CORRESPONDENCE

Liquor License Renewal – Loyal Order of Moose #911 (Club License #2867)

Motion: Riesner moved to issue a letter of non-objection regarding the Loyal Order of Moose #911 renewing their liquor license; Prestegard seconded.

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

October 3, 2023 Municipal Election Advertisement

Candidate Filing Period

White reported the candidate filing period for the October 3, 2023 Municipal Election is August 24 through 5:00pm, September 8. Two three-year seats (C and F) will be on the ballot. Candidates must be qualified voters and residents of the City of Delta Junction for not less than one year at the time of filing.

Last Day to Register to Vote

White reported State law requires voters register no less than 30 days before an election. Voter registration applications must be filed by September 3, 2023 to be able to vote in the October 3 Municipal Election.

Absentee/Early Voting Options

White reported if voters cannot vote at the polls on October 3, they can apply for an absentee ballot through September 23, request a ballot by personal representative (September 13 to October 3), or vote early at City Hall (September 22 to October 2).

UNFINISHED BUSINESS

Gardens of Delta Corporation – Request for Startup Funding

Vanessa Heath reported she and her family are Christians, which drives their desire to help others. Those beliefs and values are not required of those they serve, nor from their volunteers. Their mission is to deliver fresh quality vegetables to local charities, Five Loaves Pantry and Caring Hearts, and families in need. Heath earned a master's degree in environmental analysis management and has been a grower for over 15 years. Nutrients from fish water are used to grow plants and the plants oxygenate the water that goes back to the fish. Fish food is the only thing added to the aquaponics system. No soil, pots, or chemical fertilizers. Fish will be harvested every other month. Heath reported her family invested \$37,000 but need startup money. IRS offices are backlogged, so Gardens'

501(c)(3) status is pending. They cannot apply for grants until they receive the designation letter. It is urgent to build the concrete pad because the metal building is scheduled to ship in two weeks.

Discussion followed regarding the business expected to be self-sustaining, when COVID funds were used to give locally grown food to less fortunate families, and plans to offer scholarships and educate individuals, home school students, and tourists about growing food year-round.

Musgrove said startup money is not an ordinary request. Money is budgeted every year for organizations that do not generate much revenue, but only \$2,000 is left for FY24. He called for a motion to donate with none being offered. He asked Heath to provide updates on her business.

Repair or Sell Volvo L220 Loader

Greenleaf reported two local mechanics will inspect the L220 Volvo tomorrow. Construction Machinery, the Fairbanks dealer, quoted \$49,000 for repairs. The cab must be removed from the chassis in order to replace components.

Increase Landfill Rates

Musgrove reported there is a slight profit at the landfill on a day-to-day basis. In FY23, landfill revenue was \$622,266, expenses were \$466,587, and net profit was \$155,679. Revenue is from tipping fees and collecting refrigerators, freezers, and air conditioners minus the expense of inspecting and tagging them. Savings were used in the FY23 budget to cover larger expenses (\$120,000 for thermo-sensors, \$30,000 for landfill license renewal, and \$400,000 for Cell 2 excavation). Additionally, \$150,000 in projected FY23 surplus funds was allocated to a dedicated landfill expansion sinking fund (May 16, 2023). Even with day-to-day profits, the landfill operation is not paying for itself. Musgrove reported discussion would continue at the August 15 meeting.

NEW BUSINESS

Front Money for Healthy and Equitable Communities (HEC) Grant

Musgrove reported the \$25,000 grant that was awarded to the City of Delta Junction from the Division of Public Health was split between two public service organizations, Hats of Wisdom and Five Loaves Pantry. The City could issue payments to them, but it would take two months to get reimbursed from the State of Alaska. Musgrove referenced reports on how the two organizations spent funds that were issued in June, and he asked to advance another \$3,125 to both, once the City receives reimbursement for the first payments.

Motion: Dove moved to front \$3,125.00 to both Hats of Wisdom and Fire Loaves Pantry; Rawson seconded.

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

Change Order – Tenderfoot Gold Landfill Contract

Musgrove referenced his memo, dated August 1, 2023, and reported the City landfill is expected to reach capacity sometime this winter. The \$700,000 to develop Cell 2 will not be enough. (See *Increase Landfill Rates* above.) He explained falling behind schedule due to equipment failure, including a brand-new rock truck that was down for almost two months with computer and/or software issues.

Greenleaf reported expenses not included in the *General Service Agreement* with Tenderfoot Gold: survey work necessary every month to ensure that Cell 2 is at proper depth and slope, Delta Surveys monitoring the life of Cell 1, and Stephen Hammond, M2C1, finishing the SWPPP (Stormwater Pollution Prevention Plan).

Motion: Dove moved to approve the change order as presented and to transfer the necessary funds from AMLIP.3 savings to General Funds; Riesner seconded.

Dove asked how the three-month contract cost \$175,000 and the one-month change order cost \$85,000.

Riesner questioned not spending \$45,000-\$50,000 of the original contract on the rock truck that broke down. He asked whether the City, as a customer, has the right to counter the change order.

Greenleaf reported more money was spent for not having the rock truck for almost two months. The second truck moves 45 tons of dirt at one time, but the project will never catch up for that two-month loss.

Discussion followed regarding Tenderfoot paying for operator hours and insurance, the City leasing the equipment, an excavator filling in for the City's dozer that was not operational for seven weeks, Tenderfoot currently having four employees that operate two rock trucks, an excavator, and a dozer, Tenderfoot servicing equipment on the project every Monday, and a mathematical error on the change order.

Musgrove suggested transferring \$200,000 from the AMLIP.3 saving account.

Motion: Dove moved to amend the motion to correct \$85,000 to \$86,000 for the change order and \$260,000 to \$261,000 for the contract total; Riesner seconded.

Motion passed on a roll call with five in attendance (Riesner, Rawson, Prestegard, Dove, Musgrove) to correct the mathematical errors in the change order.

Riesner asked if there were repercussions should Tenderfoot not complete Cell 2 by the October 8, 2023 deadline.

Musgrove reported there are no technically tardy clauses in the contract, so Tenderfoot could submit another change order.

Motion passed on a roll call with five in attendance (Rawson, Dove, Riesner, Prestegard, Musgrove) to approve the change order and move money from AMLIP.3 savings.

Tender 162 Surplus

Greenleaf reported August 15 is the deadline for interest in Tender 162. He advertised in *Alaska Fire* and will send packets to those that request more information.

Resolution 2024-01, A Resolution Establishing a Use Agreement with Hats of Wisdom for Utilization of the East Garage Bay within the Community Center

Musgrove reported Hats of Wisdom / Caring Hearts are using the same garage bay and storage space for freezers that the North Star Council on Aging (NSCA) used. The new agreement is for five years, instead of three. A garden tractor, chairs and tables occupy the west bay.

White reported Resolution 2024-01 was on the July 18 agenda as resolution 2023-03. Counting begins at the beginning of the fiscal year (July), not the calendar (January).

Motion: Dove moved to adopt Resolution 2024-01, establishing a use agreement with Hats of Wisdom to use the garage and storage space at the Community Center; Riesner seconded.

Musgrove reported there would be no fees associated with leasing the Community Center to Hats of Wisdom because they are affiliated with senior citizens who were the primary reason the Community Center was built.

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

Introduction and First Reading of Ordinance 2024-01, An Ordinance Amending Elections in Title I and Title II of the Delta Junction Code of Ordinances

White reported edits were made to the Code related to elections. Most were clarifications to streamline the election process. An important change was related to absentee ballots, Section §2.30.020(c). Postmarking them on or before Election Day and receiving them ten days later was changed to read, "To be counted in the election, an absentee ballot must be received by the Clerk before the polls close on Election Day."

Motion: Riesner moved to introduce and hold the first reading of Ordinance 2024-01 and to set the second reading, public hearing, and adoption for August 15, 2023; Dove seconded.

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

City Purchases over \$1,000

CK #22681 to Bill's Small Tractor Service - \$5,920.83 for lawn maintenance, payment 2 of 3

CK #22682 to Delta Medical Transport - \$46,000.00 for EMS services

CK #22683 to Delta Rental Services - \$18,125.00 for Cell 2 excavator rental (6-29-23 / 7-26-23)

CK #22684 to Delta Transport Services - \$2,948.80 for fuel for Cell 2 project

CK #22685 to GVEA - \$4,361.72 for June electricity

CK #22686 to Numbers Count, LLC - \$3,660.00 for accounting services (7-17-23 / 7-28-23)

CK #22687 to Tenderfoot Gold, LLC - \$43,750.00 for Cell 2 contract, payment 3 of 4

CK #22688 to Heritage Rock & Services - \$2,000.00 to haul rock truck (North Pole to Delta)

Motion: Riesner moved to approve checks 22681 through 22688 as presented; Dove seconded.

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

REPORTS

Mayor – See *Airport Report* and *City Administrator Report*

Finance – Stephanie Groppe reported Alliance CPAs did fieldwork on July 24 and expect to finish the FY23 audit by December.

Library – Emily Dove reported:

- 18,215 items, valued at \$302,267, were borrowed from the library since January.
- 788 items were borrowed from other libraries during the past fiscal year.
- One employee just returned from surgery and the library crew is happy to be back together.

Health & Safety – Emily Dove reported:

- Five Loaves Pantry will host a BBQ/Open House on August 5, 12:00-3:00pm, at 1085 Alaska Highway.
- The Public Health Center is promoting back-to-school immunizations and healthy school lunches.

Schools – Pamela Rawson reported:

- Jeff Lansing, Junior High Principal, asked for help to repair the half-circle driveway where the buses pick up and deliver students.
- Milt Hooten, Elementary Principal, asked for a crosswalk across Nistler Road between the elementary and High School. They provide crosswalk guards but need a crosswalk.

Greenleaf said he would consult with the Department of Transportation.

Emergency Services – Pamela Rawson reported three qualified firefighters have volunteered to serve as Fire Chief or Acting Fire Chief for the Delta Junction Volunteer Fire Department (DJVFD).

Greenleaf said the position requires certification as a Fire Chief.

Musgrove reported members of the DJVFD traditionally recommend their choice of Fire Chief for Council approval.

Emergency Preparedness – Travis Riesner reported:

- State and federal subsistence hunting for caribou was canceled but may open by October 20.
- The National Weather Service in Fairbanks reported temperatures are expected to be in the 80s over most of the eastern interior and into the 90s by the weekend. Wildfires will cause hot, dry and smokey conditions.

Riesner advised being extra attentive to water outdoor animals and livestock.

Dove advised people to go online (ready.gov) for helpful ideas to prepare for emergencies of any kind.

Park & Recreation – Pat White reported 200-300 kids play soccer at the City Park on Tuesdays and Thursdays. [Added Clerk Note: There are over 20 teams and 250+ players that range between 2 and 18 years of age. Players that started when Delta Youth Soccer was founded in 2013 are now competing at the High School level. Several High School players assist with coaching. The soccer season ends August 15.]

Landfill – See *City Administrator Report*

Airport – JW Musgrove reported the City will rent a portable outhouse for a month and a half in exchange for a volunteer to mow grass at the tie-down area.

Prestegard reported the volunteer mowed the ski strip, but it is very rough. He questioned closing it.

Musgrove said it is rough, but no more than ever before. The middle of the ski strip used to be the middle of the runway. He is making inquiries to locate an equipment operator with a disc.

Prestegard reported:

- He is researching a fuel card lock system. Forestry is currently operating three helicopters out of the airport, going through a large volume of jet fuel.
- The D66 Airport is active. Only two of the four new tie-downs are still available.

Public Works – Mike Prestegard reported the annual Deltana Fair was on July 21/23. Participants in the parade painted numbers on the road. He asked to contact the High School and the Deltana Fair Association to “take their numbers back,” remove the graffiti from Deborah Street, between the Richardson Highway and Hess Avenue, and to prohibit permanent paint by using sidewalk chalk in the future.

At Large – no report

City Administrator – Ken Greenleaf reported:

- The annual landfill inspection (July 19) was lengthy but went very well. The Department of Environmental Conservation (DEC) inspector, Neil Lehner, taught the new inspector, Luci Farrell, the process. It took over seven hours and identified four findings, an outdated calibration for one of the gas monitoring systems plus three administrative issues. All four findings were corrected. The Public Works crew and summer hire did an excellent job in preparing for the inspection. Greenleaf said he is anxious to receive the report.

- Removing persistent foliage growth in the septage pond will be addressed once the ground freezes.
- Krystie Stevenson was hired as a summer employee. For the past month she has trained and now operates the L150 loader and runs the scale house. She is now the Landfill Operations Assistant. Stevenson has a two-year degree from the University of Alaska/Anchorage as a firefighter and has certificates for Firefighter I, Firefighter II, Fire Officer I, and Hazmat ARFF (Aircraft Rescue and Fire Fighting). She spent the past ten years employed by two fire departments in Louisiana and Alaska. She is interested in filling the role of Fire Department Captain if the right leadership is in place. She could assume administrative roles to reevaluate ISO ratings, which affects insurance premiums.

- Only one application was received for the heavy equipment operator. That position will be readvertised.
- The July 29 ceremony in North Pole to handoff Engine 24 to Delta Junction was delayed to early September. North Pole is still waiting for the arrival of their new truck and their primary engine broke down, so they are using Engine 24.

Cemetery – Pat White reported only 71 plots are left in the private section at Rest Haven Cemetery. There have been three burials this year, plus nine plots purchased / reserved.

City Clerk – Pat White reported half of the 33 passport applications that were processed in July were expedited for faster turnaround (7-9 weeks). Routine passport processing takes the full 12 or 13 weeks.

Additional Reports – none

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Rawson excused herself at 7:36pm.

Prestegard questioned medical coverage for volunteer firefighters.

Greenleaf reported all firefighters have Workers’ Compensation through the City. AFLAC is supplemental insurance purchased by individuals.

ADJOURNMENT – 7:39pm

JW Musgrove, Mayor

CITY
SEAL

Pat White, City Clerk

Approved: August 15, 2023