

City Council Minutes
Regular Meeting
October 3, 2023 ~ 5:00PM
City Hall, Delta Junction, Alaska



CALL TO ORDER / PLEDGE OF ALLEGIANCE / PRAYER

Mayor JW Musgrove called the meeting to order at 5:05pm.

Council members present: Mayor JW MUSGROVE, Deputy Mayor Emily DOVE,
Mike PRESTEGARD, Pete HALLGREN, Travis RIESNER, Igor ZAREMBA

Council member attending via Zoom: Pamela RAWSON

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

Public present: Eight people attended the meeting, including three on Zoom. The meeting was broadcast over KDHS 95.5 FM radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Musgrove reported *Unfinished Business, Request from GVEA – Easement Along Valdez Street*, would be postponed until they provide a revised proposal.

Motion: Riesner moved to approve the October 3, 2023 agenda as amended; Dove seconded.

Motion passed unanimously on a roll call.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Motion: Zarembo moved to adopt the September 19, 2023 minutes; Riesner seconded.

Motion passed unanimously on a roll call.

COMMENTS ON NON-AGENDA ITEMS

Sherman Stebbins reported he challenged the Council and the administrator to come up with ideas to fund emergency medical services (September 5, 2023). One person chooses to live here because there are no taxes and he's not interested in whether EMS exists or not. That would be one idea. Spending money on a consulting firm will be a game of deflection, moving the responsibility away from the Council. Stebbins asked the Council to come up with ideas and not pay a consultant to do it.

REQUEST TO SPEAK

Sarah Moss and Tara Evans – The Gift, a Community Christmas Event

Sarah Moss reported the Church of Jesus Christ of Latter-Day Saints is sponsoring a service-centered event on December 9, 10:00-3:00, at 2378 Deborah Street.

Tara Evans reported last year's event focused on first responders in Delta, Salcha, and North Pole. This year's will include Deltana, Tok, Alaska State Troopers, and Alaska Child and Family Services (foster system in Anchorage). Local families are invited to participate in a variety of activities, tying blankets, and assembling comfort sacks. Monetary donations are accepted to purchase more fleece and to fill the comfort sacks (fruit snacks, granola snacks, Post-it notes, hand warmers, hats, coloring books, and Android or iPhone charger cords with blocks).

CORRESPONDENCE

Cell 2 Completion (September 15, 2023)

Greenleaf reported actual dirt work to develop Cell 2 was completed two weeks ago. Stockpiled material inside the hole should last for two years and will require no permit oversight. FW Scott Enterprises spent a day and a half injecting an "erosion resistant blanket" to prevent the stockpiles outside of Cell 2 from erosion. Nothing will need to be carried over for spring. The snow will hydrate the embedded seed and turn the stockpiles into grassy knolls. Stephen Hammond, M2C1 Engineering, will perform the final inspection on October 6 that will finalize the SWPPP (Stormwater Pollution Prevention Plan).

Discussion followed regarding expecting more bills for Cell 2 (oil service, seeding, and equipment transport).

U.S. Army Corps of Engineers – Tanana River Permit Application

Musgrove reported application to construct a dock on the Tanana River near the Whitestone community is outside of City jurisdiction but part of the overall Delta/Deltana community. All public comments should be submitted to the Fairbanks Field Office via email (Rebecca.S.Manbeck2@usace.army.mil) before October 21, 2023. Comments should also reference permit number POA-2012-00235. Call 907-251-6716 for additional information.

UNFINISHED BUSINESS**Consulting Services for EMS Advisory Panel**

Greenleaf said he has no doubt that members of the City Council can come up with courses of action to pay for ambulance services. To date, several ideas have been brought forth by the Council and the community. None of them have data to support them as sustainable. Ambulance services affect every resident, so those with opportunity to vote need input from those who live outside the city limits. Greenleaf reported he had multiple attempts to speak to three different consulting services that gather analysis and data for community-based projects. Agnew::Beck was the only one who provided a quote (\$14,900 for one year of service). Greenleaf projected four or five months to realistically decide on a viable plan.

Musgrove said the Council made the decision to hire a consulting firm on September 5. The City hires a variety of consultants, i.e., surveyors or lawyers, and he felt \$15,000 on a \$552,000 ambulance contract was reasonable.

Request from GVEA – Easement Along Valdez Street – postponed**2009 Ambulance Award**

Greenleaf reported there was no interest in the 2009 F450 ambulance (bid opening on September 29). The minimum bid was \$23,000. The odometer read 136,509 miles. The Council opted to surplus the 2009 and 2012 ambulances at the September 5 Council meeting. Both ambulances have been in and out of the shop over the past two years. The 2012 ambulance was donated to Partners for Progress on September 19.

Zaremba said lowering the minimum bid might help, but repairing the 2009 ambulance (\$11,433.65 quoted, not including numerous other mechanical issues) would be a waste of time and money.

Discussion followed regarding whether another community would be interested, fixing it before soliciting more interest, and bringing the topic back at the next meeting.

NEW BUSINESS**David Dawe and Kaylee Reiersen – New Hire Starting Wages**

Musgrove briefly explained the hiring process and following the fixed Step Schedule in the *Employee Policy Plan*. Initial steps depend on experience and training. Up to five steps may be allowed for experience. The City Council decides whether to allow increases above fixed rates.

Greenleaf said the new facilities hire, David Dawe, has 15-16 years of experience in maintenance. He was a supervisor at North Haven for several years. He operates equipment and is skilled in boiler/heater repair. He is preparing to restructure and organize keys to city facilities. Greenleaf asked to hire him at Grade 5, Step 5 (\$23.46/hour), instead of entry level (\$18.33/hour).

Discussion followed regarding installing the heater in the landfill scale house instead of paying an outside contractor and other concerns about the Step Schedule.

Motion: Hallgren moved to approve increasing David Dawe's wages to Grade 5, Step 5; Zaremba seconded.

Motion passed unanimously on a roll call (Zaremba, Hallgren, Prestegard, Riesner, Dove, Rawson, Musgrove).

Greenleaf reported Kaylee Reiersen was hired as the new Finance Officer and will start on November 1. As a young hire, she will finish her Master of Business Administration in December and is taking an online course in municipal accounting. Greenleaf asked to hire her as a salaried employee at Grade 2, Step 2, which is an increase of approximately \$2,000/year.

Musgrove reported Groppe agreed to train Reiersen at her current contract rate (\$70/hour).

Motion: Riesner moved to start Kaylee Reiersen at Grade 2, Step 2; Dove seconded.

Motion passed unanimously on a roll call (Riesner, Dove, Rawson, Hallgren, Prestegard, Zaremba, Musgrove).

City Purchases over \$1,000

CK #22778 to Airport Equipment Rentals - \$14,197.30 to rent dozer for Landfill Cell 2 project (\$12,900.00), grader parts (\$1,203.30), and rent compactor for airport runway (\$94.00)

CK #22779 - voided

CK #22780 to Delta Rental Services - \$1,073.71 for oil change of rock truck (Cell 2 project)

CK #22781 to Delta Transport Services - \$3,519.16 for equipment fuel on Cell 2 project

CK #22782 to Guess & Rudd - \$1,740.00 for legal services (landfill permit renewal, overtime for part-time employees, ambulance services RFP, and management of landfill expansion project)

CK #22783 to Numbers Count, LLC - \$6,420.00 for accounting services (9-1-23 / 9-30-23)

CK #22784 to Tenderfoot Gold, LLC - \$6,250.00 to rent excavator (9-9-23 / 9-16-23)

CK #22785 to Vitus Energy, LLC - \$5,775.43 for heating fuel

Motion: Dove moved to approve checks # 22778, 22780 through 22785; Prestegard and Riesner seconded.

Motion passed unanimously on a roll call (Hallgren, Prestegard, Riesner, Zaremba, Rawson, Dove, Musgrove).

REPORTS

Mayor – JW Musgrove reported he has not received any response to his inquiry about reimbursement for advancing money to Hats of Wisdom and Five Loaves Pantry (\$3,125 from the \$25,000 Healthy and Equitable Communities (HEC) Grant was approved for each recipient on June 20, 2023). A second payment of \$3,125 each was approved (August 1, 2023) but not yet issued. The second quarter grant report is due October 10.

Finance – no report

Library – Emily Dove reported:

- The library will host Intro to Herbal Teas, a class taught by Holly Stewart on October 5.
- Children’s programs have been full for a few weeks. Staff hope snow doesn’t keep people away.
- The Library Lions Program for kids, grades 3 to 5, will start October 13. Children must be pre-registered and group size is limited to 20. Students will be transported to the library by bus from the Delta Elementary School each Friday for the after-school program, 3:45-5:00pm.
- Library Director Tiki Levinson will participate in a resource fair at the Fort Greely Community Activity Center to share information about the Delta Community Library.

Health & Safety – Emily Dove reported:

- The Delta Public Health Center offered flu shots and educational information during the Alaska Health Fair on September 30.
- The Delta PHC will host a flu vaccine clinic on October 4.
- Free Narcan kits are available at the Delta PHC. Appointments are required.
- The Public Health Nurse reminds people to wash hands and stay home when sick.

Schools – no report

Emergency Services – Pamela Rawson reported Delta Medical Transport had 35 runs in September. The Fire Department responded to two tone outs.

Emergency Preparedness – Travis Riesner reported:

- Caribou subsistence is closed October 21 through December 19 and likely the entire 23/24 hunting season.
- Homeowners should pay attention to electric bills. A spike in electrical draws or usage should be a concern.
- It is time to turn on headlights, so vehicles are visible.

Park & Recreation – Igor Zaremba reported:

- The dome/bubble on the playground equipment (shot out May 10, 2023) has yet to arrive.

Greenleaf said it had to be fabricated because the playground equipment is too outdated to have replacement parts.

- The Kiwanis pavilion should be wrapped with caution tape, especially should there be a heavy snow load.

Discussion followed regarding the popularity of the pavilion and addressing it during the next budget cycle.

Musgrove said he is working on filling cracks at the outdoor rink (discussed on September 19), but not until spring.

Airport – Mike Prestegard reported:

- A run up pad was built to prevent propellers from getting dinged by gravel.
- A portable outhouse was rented for two months. It was appreciated by incoming and outgoing pilots.
- He is still soliciting airport improvements, i.e., blue cones to mark the taxiway, another windsock on the west end of the runway. He asked the public to contact him with input (seac@deltajunction.us).

Greenleaf reported airport signs will be replaced this week.

At Large – Pete Hallgren reported:

- Golden Valley Electric (GVEA) is a recipient of a \$50 million grant to do a feasibility study on long-term power storage. Delta residents paid 18-19¢ per kwh for electricity two or three years ago. They now pay a little over 26¢ per kwh. More information will be available at a meeting in Fairbanks on October 11.
- A special meeting will be held on October 10 to certify the election results and swear in the newly elected.
- A Deputy Mayor will be elected by the Council on October 17. It is an annual vote. The mayor is elected by the Council for a term equal in length to a Council member’s term. Mayor Musgrove’s term ends October 2024. The Open Meetings Act allows an exemption for organizing a governmental body.

Musgrove reported the Deputy Mayor serves as Mayor during any absence of the Mayor (City Code of Ordinances §1.25.035) and the Deputy automatically becomes Mayor if the office of Mayor is vacated (§1.25.040).

City Administrator / Landfill / Public Works – Ken Greenleaf reported:

- In preparation for winter, a new edge was installed on the grader and three loads of road sand was delivered.
- Rands Equipment Repair collected samples from the Volvo L220 loader. Blackstone Laboratories from Fort Wayne, Indiana reported fluids were not mixed as reported at the August 1 meeting (Construction Machinery quoted \$49,000 in repairs). Greenleaf reported the loader was likely overfilled. Shawn Rands will service the loader and clean filters.
- Pogo’s annual remittance of \$200,000 was received.
- Letters of Intent were received from two ambulance companies. The deadline to submit an ambulance services bid is noon, November 15.

Cemetery – no report

City Clerk – Pat White reported:

- The City processed 26 passports in September but averaged 29/month since January. Of the 26, 14 were expedited for faster turnaround.
- The busy season for passport processing is over. Routine passport processing required 10-13 weeks and expedited required 7-9. As of October 2, routine applications will take 8-11 weeks and expedited, 5-7.
- A memorial service for past City Council member, Mike Murphy (12-7-39 / 8-8-23) was held on September 30. A service for Mike Jenkins (8-9-48 / 9-24-23) is scheduled October 28. Murphy served on the Council May 6, 2008 through October 7, 2008 and Jenkins served January 17, 2006 through March 4, 2008.

Additional Reports – none

ADDITIONAL PUBLIC AND COUNCIL COMMENTS - none

ADJOURNMENT – 6:58pm

JW Musgrove, Mayor

CITY
SEAL

Pat White, City Clerk

Approved: October 17, 2023