

City Council Minutes
Regular Meeting
November 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 5:00pm.

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

Council member attending via Zoom: Pamela RAWSON

Council members excused: Deputy Mayor Igor ZAREMBA, Pete HALLGREN

City employees present: City Administrator Ken Greenleaf, Administrative Assistant Flower Cole,
Contract Finance Stephanie Groppe, Finance Officer Kaylee Reiersen

City employees attending via Zoom: City Clerk Pat White

Public present: Seven community members attended the meeting, including three from Zoom.

AMENDMENTS ~ APPROVAL OF AGENDA

Musgrove asked to postpone *New Business: Pioneer Park Lease / Sale / Insurance and Part-Time Rink Operator at Liewer-Olmstead Ice Arena* to the November 21 meeting.

Motion: Riesner moved to approve the November 7, 2023 amended agenda; Dove seconded

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

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Motion: Prestegard moved to approve the minutes from the October 17, 2023 meeting; Dove seconded.

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

COMMENTS ON NON-AGENDA ITEMS

Tara Evans invited the public to participate in filling comfort sacks and making blankets at The Gift, a Community Christmas Event at the Church of Jesus Christ of Latter-Day Saints (2378 Deborah Street) on December 9, 10:00-3:00. This year, comfort sacks will be gifted to 40 Mile Air and first responders in Tok. Fleece blankets will be gifted to local fire departments, Tok's first responders, and Alaskan Children in Foster Care.

Musgrove reported Caleb and Shayna Bialik will host the Community Thanksgiving Dinner on November 23, 12:00-4:00 at the Delta Community Center (2287 Deborah Street). Call 907-202-1376 for more information.

REQUEST TO SPEAK - none

CORRESPONDENCE - none

UNFINISHED BUSINESS

2023 Alaska Municipal League (AML) Conference – Attendees and Resolutions

Musgrove reported one Council member (Dove) and three staff (Greenleaf, Reiersen, Cole) are scheduled to attend the 2023 AML Conference in December. All Council are welcome to participate. Resolutions of support from AML membership, including Delta Junction, will be reviewed at the November 21 Council meeting. Copies of the proposed resolutions are available at City Hall.

Advance Healthy and Equitable Communities (HEC) Grant Funds to Hats of Wisdom / Caring Hearts and Five Loaves Pantry

Musgrove reported State of Alaska grant administrators said to expect payment this week or next for fronting funds (\$3,125 to both Hats of Wisdom and Five Loaves Pantry) last June. On October 17, Pete Hallgren suggested advancing the second payment to both organizations. The topic will be on the November 21 agenda.

NEW BUSINESS

City Purchases over \$1,000

CK #22823 to Airport Equipment Rentals - \$3,349.29 for grader edges (\$1,045.72) and dozer rental between 9-13-23 and 9-18-23 for Landfill Cell 2 project (\$2,303.57)

CK #22824 to Alliance CPAs - \$8,950.00 for FY23 audit

CK #22825 to Bristol Engineering Services - \$5,123.00 for landfill permit renewal

CK #22826 to Buffalo Center Service - \$1,779.49 for October equipment and vehicle fuel
CK #22827 to Delta Building Supply - \$1,756.31 for supplies and repairs/maintenance of City facilities
CK #22828 to Delta Rental Services - \$5,525.00 to rent dump truck between 9-11-23 and 9-17-23 for Cell 2 project
CK #22829 to ESRI, Inc - \$1,899.00 to renew mapping software
CK #22830 to GVEA - \$5,979.79 for October electricity
CK #22831 to Numbers Count, LLC - \$7,210.00 for October accounting services
CK #22832 to Rand's Equipment Repair - \$2,056.07 for oil change and oil analysis of L220 loader
CK #22833 to Vitus - \$5,780.04 for October heating fuel
CK #22834 to Buffalo Center Service - \$1,179.59 for September equipment and vehicle fuel
CK #22835 to Phillips Scales - \$5,104.40 for annual landfill scale inspection

Musgrove briefly described several checks.

Motion: Prestegard moved to approve checks #22823 through 22835; Riesner seconded.

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

Musgrove reported a list of checks that do not typically require Council approval was added to agenda packets. The November 3, 2023 registry included a check for \$40,000 for hydroseeding, part of the landfill Cell 2 project. Greenleaf reported FW Scott Enterprises was able to expedite the Department of Environmental Conservation (DEC) requirement before closing their business for the winter.

Preliminary Plat – Grace Subdivision

Sebastian Saarloos reported he reviewed Grace Subdivision documents with City staff, Flower Cole and Ken Greenleaf, on November 3. Four lots of the Pliska Subdivision, on the east side of the Richardson Highway, are subdivided into nine lots (A, B, C, D, E, F, G, H, and I), each between 1.82 and 2.57 acres. Mark and Georgia Pliska are beneficiaries until the property is paid off. New owners, Prins and Linda Samuel, do not intend to construct Grace Drive until next spring. Alaska Department of Transportation & Public Facilities issued a special permit for the 40-foot public access easement. Any other direct access to the Richardson is prohibited. A utility easement was added to the south side of Grace Drive. Saarloos would add the clause about the City's no-obligation to construct, maintain, or improve Grace Drive before the final plat is presented on November 21.

Motion: Dove moved to approve the preliminary plat of Grace Subdivision as presented; Riesner seconded.

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

Public Works Building Improvement and Expansion (#13-DC-478) Grant – Jib Crane - \$70,000

Musgrove reported the Public Works building was rebuilt with a State of Alaska grant. The grant has been extended multiple times since its 2012 award date. Any funds spent must be directly associated with the building. Referencing a handout, Musgrove said the remaining funds (\$73,854.83) could pay for a jib crane that would be useful in changing out both the sander unit and the grader wing. The topic will be on the November 21 agenda.

Pioneer Park Lease / Sale / Insurance

Musgrove reported the 25-year lease agreement with the State Division of Natural Resources ended October 2021. The City paid the State of Alaska (\$1,200) to review the survey of Pioneer Park that was completed by Delta Surveys (\$3,200) and Street Quinn Real Estate Appraisers (\$3,500) before purchasing it from the State of Alaska for half of its appraised value (\$32,265). The parcel ended up being 3.5 acres and the City was given patent to it in November 2021. The local Pioneers invested \$40,000-\$45,000 in improvements (prior to 2009) and recently asked if the City could pay the insurance because of the possibility of being charged a lesser rate. The Pioneers pay approximately \$1,300/year for coverage. Stephanie Groppe said the property is insured under the City's general liability, but the City cannot insure the Pioneer building or equipment. The Pioneers submitted a Memorandum of Agreement, which is being reviewed by the City Attorney and will be brought before the Council later.

Part-Time Rink Operator at Liewer-Olmstead Ice Arena

Musgrove reported hiring a rink manager would require changes to the Employee Policy and the Memorandum of Agreement with the School District and Delta Skating Association (DSA). It will be on the November 21 agenda. Larry Martin, DSA President, referenced their proposal to hire a part-time seasonal employee and asked Council members to review it. DSA will cover the cost (\$18,000) of paying for a rink manager.

REPORTS

Mayor – JW Musgrove reported:

- A new landfill assistant was hired. The new finance position was filled. During the budget cycle, \$10,000 was set aside for additional summer hires. Musgrove authorized \$5,000 to cover a scheduled shortage of staff at the library. Public Works has a part-time, semi-seasonal equipment operator for street maintenance, but no full-time operator. Because the newly hired landfill assistant has equipment experience, Cole Cummins at Alaska Public Entity Insurance (APEI) is researching OSHA and Northern Industrial Training in Fairbanks regarding a program to certify an equipment operator to work at both the landfill and Public Works.

- He attended an Alaska Refugee Partner's Meeting via zoom on November 6 with Issa Spatrisano, Alaska State Refugee Coordinator. Thirty more refugees are expected this year, all with ties to relatives who are already established residents in the Delta area. Spatrisano said staff will increase to assist the new refugees.

Finance – Stephanie Groppe introduced Kaylee Reiersen and reported she started training on November 3.

Reiersen reported options to increase landfill fees, to include expansion of Cell 3, will be presented at the November 21 meeting.

Musgrove reported the Cell 2 expansion cost approximately \$2,000,000 from when it started as the "Big Dig."

Increasing landfill rates will pay for the next expansion when the life of Cell 2 ends in 10 or 15 years.

Library – Emily Dove reported:

- Two presenters from the Coalaska Corporation in Fairbanks taught a class about bats to 48 attendees on October 26. Brett Tomasch taught a class about snakes the week before with 22 attendees.
- The Library Lions Program, 17 kids in third, fourth, and fifth grades, studied about Alaska, salmon, bats, and rocks. The last session on November 17 will be a Lego building day.
- 135 children and adults trick-or-treated at the library on October 31.
- Diana Ruse, incumbent and current president, and newly elected Jen Heintz joined the Delta Library Board.

Health & Safety – Emily Dove reported over 1,800 Alaskans have joined free online programs since December 2022, promoting weight loss, lowering blood pressure, preventing diabetes, etc. To date Alaskans who enrolled in the Fresh Start weight loss program have lost more than 10,600 pounds. Certified coaches and educators help participants make healthy changes. Participants are given access to scales, blood sugar monitors, blood pressure cuffs, nicotine replacement therapy, etc. More information is available at freshstart.alaska.gov.

Schools – no report

Emergency Services – no report

Emergency Preparedness – no report

Park & Recreation – Travis Riesner reported inside ice is almost ready and the outdoor ice is well used. He cautioned drivers about increased traffic on Nistler and North Clearwater because of High School, an adult league, and 57 kids enrolled in all levels of skating programs.

Landfill / Public Works – see *City Administrator Report*

Airport – Mike Prestegard reported volunteers are packing snow at the airport, including east and west taxiways.

Musgrove said the runway would be plowed tomorrow.

At Large – Travis Riesner reported:

- There was a weather advisory for Thompson Pass and south of Delta. Two feet of snow was expected.
- Tonight is the last opportunity to see the fake Aurora, a high-altitude atmospheric research project through the University of Alaska, at Gakona on the Parks Highway.

City Administrator – Ken Greenleaf reported:

- As reported at the October 17 Council meeting, Phillips Scales estimated only one year left in the life of the landfill scales. Replacing the whole system will cost about \$150,000, but replacing key components and extending the warranty will cost \$15,000 to \$20,000. New seals won't be replaced until spring when the weather is warmer.

- The L220 loader is back in service, thanks to Rand's Equipment Repair (CK #22832 on page two) who charged \$2,056.07 compared to \$49,000 that was quoted from a Fairbanks equipment repair shop.

- The City Council hired Agnew::Beck (October 17) to provide strategic planning and oversight of the EMS Advisory Board. Greenleaf, Mayor Musgrove, and Reiersen met with Facilitator Shelly Wade to establish a timeline to squeeze a one-year process into six months, which will increase the frequency of meetings. What the

composition of the advisory board is and how many people (8-12 ideally) has yet to be determined. Suggestions are the Fort Greely Deputy to the Garrison Commander, Deltana Community Corporation (two seats), and those that represent the business district, i.e., Interior Alaska Medical Clinic or Family Medical Center. Greenleaf said he hopes to have the advisory board finalized within 30 days to begin meeting no later than early January. Agnew::Beck recommended stakeholder priority, consideration given to those who are impacted or fiscally tied to supporting decisions.

- Tonight, the OWL 3 was launched to broadcast audio and video via zoom. Greenleaf said he is eager for feedback on how it performed for the listening audience.
- The bid opening for the 2009 ambulance will be held at 4:00pm, November 16.
- The backhoe was transported to Yukon Equipment in Fairbanks for servicing and another backhoe was rented from Airport Equipment Rentals in the meantime to sand the streets and intersections.
- Engine 24, donated by North Pole, is at Auto Trim Design, replacing the North Pole decals with the City's.
- Tender 162, donated to the Gakona Volunteer Fire Department, was picked up over the weekend.
- Transportation Advisory Committee (TAC) meetings, held every Thursday, were put on hold for two weeks. The Alaska Department of Transportation (DOT) hired Kinney Engineering to provide Kinross with safety data throughout the Tetlin to Fort Knox corridor. A lawsuit was filed against DOT about who gave Kinross authority to move forward with their training. During a zoom meeting two weeks ago, it was proposed that Kinross halt training until questions were answered, and safety issues were resolved. The City of Delta Junction submitted that recommendation along with most villages and communities that are affected by the ore transportation project. No one is opposed to mining, but they have concerns about safety. What is the point of an advisory committee if Kinross is moving forward without TAC input?

- Katmai Solutions was successful in getting the State Homeland Security Program (SHSP) grant for \$97,952.65. Greenleaf is working with Katmai on the Alaska Assessment, which includes several emergency preparedness documents that must be current before receiving SHSP grant funds to purchase handheld radios for the Delta Junction Fire Department. He and Reiersen will attend a mandatory seminar on November 29 to obtain access to the SHSP portal. Statewide Communication Interoperability Plan (SCIP) reporting will be required quarterly as well as attendance at a five-day emergency management and preparedness workshop in Anchorage next spring.

- The parking lot at the Liewer-Olmstead Ice Arena is being monitored due to vehicles being abandoned.
- Prep work was done on November 3 to install the Toyo stove at the scale house. It will cost under \$5,000.

Cemetery – Pat White reported the Girl Scouts plan to post flags at every gravesite for Veterans Day. There are currently 297 occupied graves at Rest Haven Cemetery.

City Clerk – Flower Cole reported passport processing time dropped to 7-10 weeks (from 8-11) for routine applications and 3-5 (from 5-7) for expedited.

Additional Reports –

ADDITIONAL PUBLIC AND COUNCIL COMMENTS - none

ADJOURNMENT – 6:23pm

JW Musgrove, Mayor

CITY
SEAL

Pat White, City Clerk

Approved: November 21, 2023