

City Council Minutes
Regular Meeting
January 2, 2024 ~ 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, Mike PRESTEGARD,
Pamela RAWSON

City staff attending via Zoom: Pete HALLGREN, Emily DOVE

Council member excused: Deputy Mayor Igor ZAREMBA, Travis RIESNER

City employees present: City Administrator Ken Greenleaf, Administrative Assistant Flower Cole,
Finance Officer Kaylee Reiersen, City Clerk Pat White

City staff attending via Zoom: Library Director Tiki Levinson, Contract Finance Stephanie Groppe

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

AMENDMENTS ~ APPROVAL OF AGENDA

Motion: Prestegard moved to approve the January 2, 2024 agenda; Rawson seconded

Motion passed on a roll call with five in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

White read revisions to *Self-Contained Breathing Apparatus* discussion (page 2 of the December 19 draft minutes).
Hallgren said he appreciated clarification as to what funding, including undedicated funds, could pay for it.

Motion: Dove moved to approve the December 19, 2023 minutes as amended; Rawson and Hallgren seconded.

Motion passed on a roll call with five in attendance.

COMMENTS ON NON-AGENDA ITEMS

Musgrove apologized for conversations during the December 5 and December 19 Council meetings. He read a timeline that explained the hydroseeding process once the Cell 2 expansion was completed and he said the project could have been handled differently. We should have anticipated and planned for hydroseeding and tackifying at the beginning of the project. The Council allocated \$430,000 to *Professional Services* under *Landfill* during the 2024 budget cycle. Not every aspect of the Cell 2 project required Council approval, i.e., when a rock truck broke down or when a bigger excavator was needed. The \$40,000 check for hydroseeding, dated October 10, was acknowledged at the November 7 meeting.

Sherman Stebbins reported he submitted a Freedom of Information Act (FOIA) request for a copy of the payment for the hydroseeding, its bid process, and Council vote. There was nothing documented about enacting the emergency ordinance (City Code §1.41.030), so the Mayor and the City Administrator entered an illegal contract without Council knowledge. Stebbins said ordinances must be followed, especially while being faced with how to pay for ambulance services that are projected to cost \$1 million. Stebbins referred to City Code §1.35.060 and said all checks over \$1,000 cannot be issued without prior approval even if money is already allocated.

[Clerk note: On December 12, 2023, Stebbins was given minutes between July 5, 2023 and November 21, 2023 that pertained to hydroseeding and the Stormwater Pollution Prevention Plan (SWPPP), the invoice, check, and November 3 register listing the \$40,000 payment to FW Scott Enterprises.]

James Squyres questioned why the \$46,000 monthly payments for contracted ambulance services were no longer listed on agendas. Because they have not been mentioned since August, there is confusion as to the status of the month-to-month contract.

Musgrove said \$552,000, broken into \$46,000/month payments, was approved June 21, 2022 (Ordinance 2022-05).

Groppe said payments to Delta Medical Transport (DMT) are made at the beginning of each month. According to the current contract either the City or DMT could terminate with a 30-day notice.

REQUEST TO SPEAK - none

CORRESPONDENCE - none

UNFINISHED BUSINESS

2023/2024 Skating Memorandum of Agreement

Musgrove reported the Liewer Olmstead Ice Arena MOA was reviewed by both Superintendent Shaun Streyle and Delta Skating Association (DSA) President Larry Martin. This year's contract will change due to hiring a rink manager. Musgrove said filling space heaters and paying for the propane would be the responsibility of the DSA.

Motion: Dove moved to approve the 2023-2024 MOA between the City of Delta Junction, Delta-Greely School District, and the Delta-Greely Youth Hockey & Skating Association as presented; Rawson and Hallgren seconded. Discussion followed regarding no benefits or overtime for the part-time seasonal position, and DSA scheduling ice time, and also ensuring background checks are done on coaches and volunteers.

Motion passed on a roll call with four in favor (Rawson, Dove, Hallgren, Musgrove) and one opposed (Prestegard). Prestegard questioned why the position was created when they've never had it before.

Self-Contained Breathing Apparatus (SCBA) Equipment for Fire Department

Lisa Conrad, Kinross/Manh Choh Community Relations Coordinator, reported Kinross contributes to multiple community functions that serve the whole community. They recently had a year-end quarterly meeting and chose to donate \$47,000 to the Delta Junction Volunteer Fire Department (DJVFD) to purchase SCBA gear. Discussion followed regarding Kinross' ore transport trucks in full operation, Conrad appreciating having them on the roads when there is little traffic, and Kinross drivers radioing dispatch after being the first on the scene on three occasions, including two recent fires in Delta.

Greenleaf reported L.N. Curtis was the lowest out of four quotes.

Fire Chief Tony White expressed appreciation for Kinross/Manh Choh's generosity. He asked about the difference of the actual purchase cost for the SCBA equipment (\$43,125.53) and Kinross' donation (\$47,000).

Conrad suggested putting the remaining amount (\$3,874.53) into the Fire Department's budget.

Hallgren welcomed Kinross' generous donation but agreed with following the established procurement ordinances.

NEW BUSINESS

Out of Sequence Checks from December 5, 2023

Musgrove reported two checks were issued under incorrect numbers on December 5.

Motion: Prestegard moved to amend the motion made on December 5, 2023 to approve *City Purchases over \$1,000* by changing check #22868 (\$1,940.00 to Heritage Rock) to #22869 and check #22869 (\$2,940.00 to Numbers Count) to #22875; Hallgren seconded.

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

City Purchases over \$1,000

CK #22933 to Buffalo Center Service - \$2,335.66 for November fuel

CK #22934 to Numbers Count - \$3,040.00 for accounting services

CK #22935 to Vitus Energy - \$10,740.90 for heating fuel

Motion: Prestegard moved to approve checks #22933 through 22935; Rawson seconded.

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

Musgrove reported he drafted a list of over-\$1,000 checks that do not come before the Council for approval.

REPORTS

Mayor – JW Musgrove reported it has been a busy year for various departments city-wide.

Finance – Kaylee Reiersen reported a quarterly budget report will be available at the next meeting on January 16.

Library – no report

Health & Safety – no report

Schools – no report

Emergency Services – no report

Emergency Preparedness – no report

Park & Recreation – no report

Airport – JW Musgrove reported Rapid Air Maintenance requested the City plow the parallel taxiway.

Discussion followed regarding conditions of airport subdivision roads.

At Large – Pete Hallgren reported:

- Golden Valley Electric (GVEA) is soliciting volunteers for a trustee to represent Delta and Salcha (District 6) on their advisory board to review applications for Interior non-profit projects and programs that Goodcents can support. Funds are collected from GVEA members who round up their electric bill each month.
- GVEA alerted area residents to expect a 30-minute power outage on December 19 while they performed repairs on equipment between Delta and Fairbanks. No electric blackouts were reported thanks to the reliability of the John Brown backup generator.

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

- The three-year fuel contract expires March 31, 2024. Bid specs will be advertised so the contract can be awarded in early March.
- The annual landfill permit renewal is still waiting on the Alaska Department of Environmental Conservation (DEC) and Bristol Engineering. Some issues from several years ago were never addressed. Greenleaf expects all outstanding concerns to be resolved by the end of the week.
- He is working with Shelly Wade to schedule Agnew::Beck meetings with the EMS Advisory Board to find a revenue stream for ambulance services.
- Rural Deltana Volunteer Fire Department (RDVFD) submitted a written request for the 2009 ambulance that the City wishes to dispose of. City decals will be removed before the transfer.
- Injectors in the brush truck were replaced at East Side Auto. More injectors and O-rings may need to be replaced. East Side will give an updated cost before the January 16 meeting.
- A loader was rented last week to push back snowdrifts.

Musgrove suggested putting a bid out for an on-call operator-plus-equipment.

- Stephanie Groppe is still working with Kaylee Reiersen in transitioning the finance position.
- Public Works is done battling issues with heating systems in City facilities and David Dawe is now devoting a lot of time at the Liewer-Olmstead Ice Arena.

Cemetery – Pat White reported one of the three prepared winter graves will be used next week.

City Clerk – Pat White reported she and Flower Cole successfully recertified as passport agents. Turnaround in processing passports is currently 6-8 weeks or 2-3, if expedited.

Additional Reports – Flower Cole thanked the Council for maintaining Aurora Avenue.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Hallgren thanked the Council for the new Meeting OWL system that provides visual capabilities. He said, “it is so much better than before!”

ADJOURNMENT – 6:33pm

JW Musgrove, Mayor

CITY
SEAL

Pat White, City Clerk

Approved: January 16, 2024