

City Council Minutes
Regular Meeting
May 20, 2003 ~ 5:00PM
City Hall, Delta Junction, Alaska

The regular meeting of the Delta Junction City Council was held on May 20, 2003 in the conference room at City Hall, Delta Junction, Alaska. Lou Heinbockel called the meeting to order at 5:01pm.

Council members present: Lou Heinbockel, Susie Kemp, Mark Weller, Henry Summers
Mayor Gilbertson arrived at 6:18pm, his absence previously excused.
Council members excused: Judy Dewar (requested 3-19-03) and Mary Leith-Dowling (requested 5-20-03)
City employees present: Dave Zimmerman, Pete Hallgren, Lamar Cotten, Dennis Dooley, Pat White
Additionally there were ten members from the community present during different portions of the meeting.

AMENDMENTS TO AGENDA ~ APPROVAL OF AGENDA

Heinbockel reported one add-on to Unfinished Business:

- ✓ MACTEC Proposal for Existing Landfill – Maintenance Grading Plan

Hallgren requested one add-on to New Business:

- ✓ Mobile Homes in Residential Zones

Kemp moved to approve the agenda as amended; Weller seconded. Motion carried.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

- ✓ April 21, 2003 special meeting
- ✓ May 6, 2003 regular meeting
- ✓ May 13, 2003 special meeting

Weller moved to approve minutes from the previous three meetings as presented; Summers seconded. Motion carried.

REQUEST TO SPEAK

Heinbockel called for public speakers with none being offered.

CORRESPONDENCE

- Proclamation – Emergency Medical Services Week, May 18-24

Heinbockel read the EMS proclamation aloud. The proclamation, signed by the mayor, encourages residents of the Delta area “to observe and recognize EMS providers within our community who stand ready to respond to save a life at a moment’s notice.”

- Deltana Fair Association 2003 Gaming Permit Application

Heinbockel stated raffle permits are treated the same as liquor license and renewal applications. Council has the opportunity to show opposition.

Summers moved to show no opposition; Weller seconded. Motion carried.

Discussion followed regarding a letter from a concerned citizen about a friend who was being harassed by a neighbor.

Heinbockel said it is different circumstances and does not coincide with the recently passed garbage ordinance.

Hallgren reported that one of the sites, recently addressed regarding hazardous garbage, is being cleaned up even though his letter asking them to clean the property has not been issued.

REPORTS

Rescue Squad – Lynn Harris reported husband, Roger, is home and taking it easy after his recent emergency.

Heinbockel asked if the Rescue Squad has any conflicts with sharing their facility with equipment storage.

Harris stated the Squad is comfortable and there is no conflict as long as they have access to the building. She said the squad members are concerned with lack of storage. They would like an area to house tires and other equipment that is not used on a daily basis. She said the squad is pleased that the Fire Department will receive improved facilities.

Airport – Mark Weller said the amount of gravel to be laid on the runway needs decided. He said Jack Morris would like it to be four inches and the balance spread over the area where the airplanes are parked. It is thought that new gravel will keep the dust down.

Hallgren said there is question about exact gravel specs. The engineers took samples and said the rocks are not big enough and would not pack down well enough for airport usage. Bonwell will contact the pilots to determine what is needed.

Heinbockel stated specs might need to be changed, requiring bids to have E-1 gravel. He said there is suspicion about gravel used on Kimball Street.

City Clerk – Pat White reported she spoke with Shelly Growden, Elections Supervisor of Region III, regarding making a decision for Deltana to vote inside City limits at the Community Center. Growden stated her decision to centralize the polling place back to the Community Center, where it was originally located for many years, was based on the number of complaints from voters who cast their ballots at the Clearwater Lodge and the Clearwater Fire Station during the 2002 election. If voters wish to complain they are to contact their legislators. Growden said she expects “a handful” of complaints but said it will not compare to last year.

White reported she spoke with Elijah Waters from Glennallen Bureau of Land Management. They had requested a fee waiver for use of the Community Center on July 17 & 18. Council had denied them free use during the May 6 Council meeting. Waters stated they were unhappy with the decision that the City could not accommodate services for the community. However, they made arrangements with Granite View Sports, a local business, and they will issue federal subsistence permits from there. White reminded Council that the decision was one government agency could pay another government agency for the use of their facility. Waters had said they had not anticipated paying for an interpreter last year. They expect to serve 500 people in two days. He said it would work out well to be located at a local business.

Dept. of Economic Development – Pete Hallgren said the FY04 budget would be scheduled for the next meeting. The Governor may zero out revenue sharing, which is \$50,000. Medical costs will increase 15-16% and employee raises will increase by 3% so the overall employee costs will increase 6% for the year.

Hallgren reported dump inspection would be May 28.

Hallgren reported hiring levels was discussed at today’s Roundtable meeting. There are 662 employees, including bosses. Of that, there are 188 local (Delta, Tok, Glennallen) residents employed. Hallgren said he is investigating complaints about qualified Delta residents who are not being hired first.

Cotten said Fluor and subcontractors are preparing to hire an additional 200 employees for July, August and September. This calendar year is the peak employment year. They are still anticipating October/November 2004 as the completion date for the six silo sites.

Cotten reported the Regional Government Options Study Committee would meet May 21. They will be reviewing a 40-page draft document that looks at background information. They will also look at maps that show areas that are considered vacant, unincorporated, unreserved lands. A borough becomes eligible to receive 10% of these lands. The draft document also addressed non-local revenues, a bare-bones budget, and the complicated process of education and funding. It will not look at ways to raise money locally with taxes.

Cotten reported local realtor, Cleeta Barger, said real estate values have increased by 15-20%. She reported there are three companies selling modular homes in the Delta area. The homes are 1200-1800 square feet

and costing between \$100,000 and \$175,000. Cotten reported that Fred Sheen, GVEA lineman, said there have been 15 new hook-ups in the area since the first of January.

Discussion followed regarding jobs and current operation.

Hallgren said it is likely there will be accompanied Alaska guardsmen at Ft. Greely next summer.

Cotten said the exact number of guardsmen is not known. Guard is different from security force.

Hallgren said there would be Alaska Army Guard who will provide some security. There will also be civilian guards employed by the base operation service contractor.

Discussion followed regarding housing and where employees will reside.

Heinbockel stated the Delta community would not have been able to accommodate all the newly hired workers. The worst-case scenario, utilizing Ft. Greely housing, has happened.

Landfill – Hallgren reported equipment operator, Dave Boadwine, used rented equipment on the recent fire at the landfill on the weekend of May 9. After the fire, several days later, Boadwine covered the smoldering area with over 1000 yards of gravel. The landfill contractor is expected to keep the area in proper condition. The fire started Friday evening even though the landfill was closed to the public and the gate was locked. The contractor had stopped burning four days earlier, on Monday. When the fire was contained it was found that the burn box was full of unburned garbage. Scavengers are thought to have started the fire but it is only a guess.

Heinbockel said even dumps that are covered have been known to smolder for years.

Hallgren reported he was authorized at the last meeting to ask the contractor to stop burning. There was question about having enough capacity in the landfill to finish without burning. Kent Monroe from DEC and Richard Bonwell both feel there is enough capacity but have not reached a definitive answer.

Heinbockel reported the dump is required to be opened one weekday evening beginning May 15.

Personnel – Heinbockel reported he checked the City website today and noticed the advertisement to hire a temporary operator for 3 months. He said we ought to be hard-pressed to find a qualified operator with 5 years experience for \$15/hour. He asked if there have been any applicants.

Hallgren reported applications have been received. He is considering hiring the same operator who worked for the City last year. The ad is for a second operator. Boadwine will be reviewing the applications.

UNFINISHED BUSINESS

Policy for Hangar Lots

Hallgren reported the airport topic regards an e-mail received by JW Musgrove on April 15. Copies of the deeds, resolution and ordinance were provided for reference. Hallgren read from the warranty deed, stating the wording was pulled from the ordinance. He read exact wording, “for a period of 25 years the property shall be restricted to aviation or airport related uses, such as aircraft hangars, aircraft tie-downs, commercial operations such as aircraft maintenance, air taxi, aircraft construction and conversion, flight training, commercial air cargo operations with necessary warehouse facilities to contain items actually arriving or departing from the City Airport.” Hallgren stated questions asked pertained to 1) fly-in bed and breakfast with on site tie-downs and lodging, 2) fly in camping with tie-downs, campsite and sanitary facilities, 3) aircraft maintenance shop with a second story apartment, 4) hangar with an attached house and 5) hangar with an adjacent house. He said policy must be set by City Council.

Heinbockel said he never envisioned that property to have residential housing. He said residential housing should not be there.

Hallgren asked about the maintenance shop with a second story apartment.

Heinbockel said the maintenance shop is the primary purpose to be there and the apartment would be secondary. He would have a problem with both adjacent and attached houses.

Weller said he didn't think both (house and shop) could fit on one airport lot. The second story apartment would be the only way it would work.

Kemp stated she was asked if there was a problem building an apartment into a shop. Having houses on the airport lots was not the intent.

Discussion followed regarding camping, bed and breakfast, tie-downs and taxiing down the street.

Kemp moved to approve items 1, 2 and 3 of Musgrove's requests; Summers seconded.

Weller said if a hangar with a second story apartment is allowed, then a hangar with an attached house should also be allowed. We should not be able to restrict configuration. He said the adjacent house would not be hangar related.

Hallgren said 4 and 5 could be discussed at a later date because State Statute requires four affirmative votes to take action. With only four Council members present he said any one could veto action tonight.

Weller said he would vote for items 1-4.

Motion failed on a roll call vote to approve items 1-3. Three (Kemp, Summers, Heinbockel) voted in favor and one (Weller) voted against.

Heinbockel asked to table the discussion for when there is a full Council. He said he would vote down a motion to pass items 1-4.

MACTEC Proposal for Existing Landfill – Maintenance Grading Plan

Hallgren reported the current landfill should be closed within one year when the new one comes on line.

MD wishes impact money not be used to close the old landfill. If work is maintenance it will be paid by EDA funds. MACTEC has proposed to workup a topographic design, a grading plan and provide construction stakes to show what areas need to be covered or graded. The proposal will leave enough land open to last until the new landfill is ready.

Weller asked if there is enough material to fill.

Hallgren said MACTEC must do a topographical survey. They feel there is enough gravel there along with another 40 acres owned by the City. It is located immediately to the west of the landfill.

Discussion followed regarding pits and what is available to the City.

Summers moved to approve MACTEC's maintenance grading plan proposal for the existing landfill not to exceed \$9,792.20; Kemp seconded.

Discussion followed about DEC requirements for landfill maintenance and spending money for specs.

Motion passed unanimously on a roll call vote.

NEW BUSINESS

Purchase Orders

PO#07868 to Alaskan Emergency Medical Training Service in the amount of \$1,198.30 for EMT II training and refresher courses

PO#07869 to ACS in the amount of \$771.32 for May phone service

PO#07870 to ATT & Alascom in the amount of \$573.50 for E911 service

PO#07871 to Delta Fuel Company in the amount of \$583.67 for April fuel oil

PO#07872 to Fairbanks Daily News-Miner in the amount of \$521.22 for (Mil-Tan and Airport Resurfacing bids) advertisements

PO#07873 to GVEA in the amount of \$591.08 for April electricity

PO#07874 to MACTEC in the amount of \$4,586.73 for airport engineering services

PO#07875 to MACTEC in the amount of \$2,899.73 for Mil-Tan engineering services

PO#07876 to SimplexGrinnell in the amount of \$605.00 for fire alarm inspection

PO#07877 to Zumar Industries in the amount of \$6,801.65 for street sign replacements and mounting hardware/posts

Kemp moved to approve purchase orders #07868 to 07877 as presented; Summers seconded.

Heinbockel stated he does not intend to vote against PO#07877 but stated he would prefer to purchase in-state whenever possible. He said he feels Fairbanks and maybe Delta could provide what is needed.

Motion passed unanimously on a roll call vote.

DREDC Recommendation for Social Service Funding

Hallgren reported Jo Grove, Alaska Department of Community Economic Development (DCED), reviewed the applications and approved the five that were recommended by DREDC last night. The State shows no objection to these. If the Council decides to not make determination it can be put on the next meeting's agenda.

Dooley reported DREDC hopes to have the balance and final recommendations by the next Council meeting on June 3.

Hallgren said it appears DREDC did an excellent job reviewing the applications.

Dooley said it would be beneficial to expedite the process so some programs could proceed instead of waiting another month.

Heinbockel said there was \$789,000 in requested applications.

Dooley said representatives from successful applications, those that were approved by DREDC, have been encouraged to address the City Council in the event there were questions. (Four of the five were present in the audience.) Dooley said he did not notify other applicants but would in time for the next meeting on June 3. He said it is the only avenue for public presentation.

Hallgren asked about the slightly unusual Recreation Coordinator application. DREDC recommended funding at only half in hopes that they could locate additional funding. He said he did not know if that is acceptable to the applicant.

Dooley explained the screening process: DREDC had built criteria since January. That criterion was available when applicants prepared their proposals. May 1 was the deadline to receive applications. Copies of all the applications were provided to DREDC members and they independently created their own ranking. The rankings were averaged and then discussed. One, which ranked as #3, requested \$200,000. DREDC eliminated that application. Most applications were reviewed with the intent of the program. Some did not meet the intent. One proposal, Delta Youth Court (DYC), was high on everyone's evaluation. Dooley said a month or two ago there was question about this type of proposal. However, there was enthusiastic support that the proposal was received. Dooley said the DYC application was probably the best one received.

Kemp moved to approve recommendation made by DREDC for the five applications; Summers seconded.

Dooley said it is up to City Council to make the final determination. He asked Council to consider an appeal from the sponsor of the Recreation Coordinator.

Hallgren stated the application requires either a school district or City employee to run the program. He strongly suggested not taking on another regular City employee with full benefits.

Discussion followed regarding the position in past years. The school district did in fact have a full-time community schools coordinator/public relations and recreation position.

Dooley said the intention was to create a position so it can be much wider community based. He said the writer of that grant indicated there are no other funds available to meet the other half of the budget. If Council approved the recommendation to approve only half of the amount requested it would significantly reduce the scope of their program.

Laural Jackson, representing DGSD, explained the history of the coordinator position. It was full-time and state funded, went 5 hours a day/5 days a week, then full-time again when Ft. Greely closed. It is presently a 5-hour position although funding has run out. The proposed \$48,440 would cover a 12-month (50 weeks) activity program. They have applied for other funding but have not been awarded anything. The school district cannot provide the other half. She said if the Council allowed half the funding the position could only be part-time.

Hallgren said it is designed to serve all youth, not just students.

Jackson said it would also provide activities for adults.

Kemp moved to amend the motion to approve the first four applications that were recommended by DREDC; Summers seconded.

Motion passed unanimously on a roll call vote.

Dooley said \$93,000 is remaining to make a decision on. Other applications, particularly drug and alcohol counseling from agencies that are out of town, may wish to combine in a common area to share rent. It may save significant sums from their proposals to offer a broader range of services. He reported there is a new local organization that is not yet certified with the State.

Weller asked about the intention of cutting the funding for the recreation coordinator position.

Dooley said DREDC was uncomfortable funding a school position with Social Service grant monies. They felt the school is removing the position. If it is to survive it will need broader community support.

Weller asked if there has been discussion about youth activities for guardsmen's families moving in.

Cotten said it was not addressed.

Heinbockel asked Council if they wished to address the DREDC recommendation for \$24,000 or to put it off for a later date.

Dooley said the program has run out of money. There is nothing to coordinate summer activities.

Jackson said the activities coordinator position ended on Monday. Part of the decision to make the position full-time is because it is difficult to find an employee who will work part-time.

Heinbockel asked if the position is only half funded, would there only be half a year's service? Once money has passed are we going to second-guess what the school district does?

Hallgren said the City would have to provide oversight because reporting is required.

Weller moved to approve DREDC recommendation for #5, the Recreation Coordinator, in the amount of \$24,220 per year for a two-year period; Kemp seconded.

Motion passed unanimously on a roll call vote.

Mary St. Peter, DYC Director, thanked Council for approving their application.

Brenda Peterson, representing the Chamber of Commerce, stated they are very appreciative of receiving funding. They have been working hard identifying resources to help fund community entertainment events. She said a former NBA player, with the help of other players, will present a 4-day camp basketball camp for the youth in Delta. Missile Defense will pay most of the (\$25,000 or more) bill.

Dooley said the success of the Entertainment Outreach program is what "sold" DREDC on their application.

Public Hearing, Second Reading and Adoption of Ordinance 2003-02, A Procurement Ordinance

Kemp moved to open the Public Hearing and Second Reading of Ordinance 2003-02, A Procurement Ordinance; Gilbertson seconded.

Motion passed by unanimous consent.

Hallgren reported #7 is the latest draft. The ordinance adds chapter 1.41 to the municipal code and repeals chapter 1.40 (Ordinance 2002-12, adopted on August 20, 2002). Hallgren explained the changes made to the draft. Correct publication requirements fit the local newspaper, Delta Wind. Wording was added to explain different procurement methods, which are necessary when the price increases (1.41.035 k): The finance officer can purchase anything under \$1,000. Anything under \$10,000 requires open market quotes. Anything above \$10,000 requires the formal bid process with sealed bids and advertising. There are a number of exceptions for the above \$10,000. Hallgren read from 1.41.035, *Exemption from Formal Bid Requirements*: "Even when the estimated amount of property or services exceeds \$10,000, formal bid requirements need not be followed in conjunction with the acquisition of the following personal property or services." He said A through K is standard and J (*Innovative procurements otherwise qualified under Subchapter D*) "is characterized as the possibility of being sole-source procurement". Hallgren said he understands Council wishes to stay away from sole-source. He said J could be taken out but he recommended leaving it as an option because circumstances may arise when it may be needed.

Hallgren said EDA allows purchase of items up to \$100,000 in value without formal advertised bids as long as a number of quotes are obtained. There are areas, such as for used equipment, where bid packets may be difficult to put together. K is written as “items to be purchased with grant funds, where the local match portion of the City does not exceed \$10,000, can be done on the informal quote system but still require Council approval.” Hallgren said should the City choose that procedure, we must still follow procedures of the granting agency. Should they not have any specific procedure, we must follow the Small Purchase Procedures set out by the federal government. Current limits on that is \$100,000. If EDA permits this, it will cut down on the process time.

Hallgren explained another change to the procurement document was that the amount of gifts City employees and City Council members can accept in one year has been moved to \$100,000. That is because he gets taken out to lunch fairly often. Council members laughed upon realizing Hallgren was humoring them. Hallgren stated the correct amount reads “\$100”, as written under 1.41.060(b) *Conflicts of Interest*.

Heinbockel asked if the City attorney wrote the procurement.

Hallgren affirmed, stating with the exception of the most recently added 1.41.035(k).

Kemp moved to come out of public hearing; Summers seconded.

Motion passed by unanimous consent.

Kemp moved to adopt Ordinance 2003-02 as presented; Weller seconded.

Motion passed unanimously on a roll call vote.

Mobile Homes in Residential Areas

Hallgren, referring to memos he distributed to Council members, reported there is question whether or not trailers or mobile homes fit within the residential zone. (A drawing of the City’s residential zone was provided with his memo.) He said the pertinent part of the City ordinance states, “the term residential use means buildings of permanent construction.” Hallgren asked if a mobile home constitutes a building of permanent construction. He explained his previous residence identified a mobile home as a permanent structure if it was set on a permanent foundation, the wheels were removed and the tongue was cut off.

Discussion followed regarding property ownership, what is allowed within the residential area and lack of building inspection.

Heinbockel reported ordinances have been ignored and not enforced in the past. He said there should be no reason why a mobile home cannot be in the residential area.

Gilbertson stated he would like the ordinances dated when they are adopted.

Hallgren reported the City Clerk is currently updating the general Code of Ordinances, numbering the pages and printing the date when amendments and changes were adopted. Tables in the back of a Codebook relate to each section and how to find the actual date an ordinance is passed. Hallgren stated a code service can do this but he felt it is a task that the City Clerk can do in-house.

Discussion followed regarding dates when some ordinances were passed.

Hallgren asked Council, as elected officials, to identify when enforcement is needed.

Kemp stated that if she were a citizen with a nice home, she would be concerned if a beat-up trailer were to move in as a neighbor. She said it would affect her property value.

Gilbertson said if Council chooses to ignore it “we are not doing our job at all.”

Discussion followed about enforcing existing ordinances.

Hallgren said the ordinance does not clearly preclude trailers and that, as he reads the Council, they have no objection to mobile homes in the residential area. He said if Council wants to enforce new violations in residential zones, Council must bring it to his attention so that it can be advertised to the public and a date picked after which new violations would not be tolerated.

ADDITIONAL PUBLIC COMMENTS

ADDITIONAL COUNCIL COMMENTS

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Heinbockel called for additional public and Council comments with none being offered.

ADJOURNMENT

Summers moved to adjourn at 6:53pm; Weller seconded. Motion carried.

Respectfully Submitted,

Pat White
City Clerk