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**City Council Minutes**  
**January 20, 2004 ~ 5:00PM**

**Regular Meeting**  
**City Hall, Delta Junction, Alaska**  
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The regular meeting of the Delta Junction City Council was held on January 20, 2004 in the conference room at City Hall in Delta Junction, Alaska. Mayor Pro tem Leith-Dowling called the meeting to order at 5:03PM.

Council members present: Mayor Pro tem Mary Leith-Dowling, Robert Miller, Will Pecchia
Susie (Kemp) Sandy (telephonically)

Council member excused: Mayor Gilbertson, Lou Heinbockel, Mark Weller

City employees present: Dave Zimmerman, Pete Hallgren, Dennis Dooley, Lamar Cotten, Pat White

Additionally there were ten members from the community present as well as three MACTEC engineers (Richard Bonwell, Dave Halverson and Mike Schmetzer).

AMENDMENTS TO AGENDA ~ APPROVAL OF AGENDA

Leith-Dowling reported one item that was omitted under Unfinished Business:

- ✓ MACTEC – Approval of Library Plans

Pecchia moved to approve agenda as amended; Miller seconded. Motion carried.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Miller moved to approve minutes from the January 6, 2004 Council meeting as presented; Pecchia seconded. Motion carried.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Dan Beck, Delta-Greely School Superintendent, stated Council took action at the last (January 6) meeting by directing City Administrator to write a letter of objection to the Department of Natural Resources (DNR) regarding vacation of a section line on North Clearwater. He said the section line in question runs near the airport and also through the middle of the Delta school campus, the latter already being vacated. The project, to vacate this section line, was started about 15 years ago. Art Saarloos, local surveyor, recently turned in the plats to the state office, which pre-empted the notice/letter from DNR. Beck explained the two tracts of land in which the section line passes. He said the school district intends to turn over Tract C, where tie-downs are located, to the City. Kimball Street Extension is slated north of Tract B. If not vacated the school must assume a cost to survey out four parcels rather than the two that already exist. There is no cost involved by simply vacating. North Clearwater Avenue practically runs parallel to the section line. Therefore there is never a need for a street to exist there. Vacation will simplify the process for both the school and the City when they take over the tracts. Otherwise the cost associated with marking and surveying would have to be recovered before turning the tracts over to the City. Beck stated he spoke with

Council members Roy Gilbertson and Lou Heinbockel and feels all could have been resolved at the last meeting if all the facts were available. He said he was unable to declare how long the process would take because it has taken 15 years thus far. It is an item Beck would like to see resolved.

Leith-Dowling stated decisions would be made once there is a full Council.

Hallgren stated he has yet to receive a response to his letter of objection, which was dated January 7.

COUNCIL COMMENTS ON NON-AGENDA ITEMS

Mayor Pro tem Leith-Dowling called for Council comments on non-agenda items with none being offered.

REQUEST TO SPEAK

Members of Youth Hockey ~ Support for Yukon Travel

Mike Tvenge, President of the Delta Hockey Association, reported 13 youth from Delta were chosen to join Team Alaska at the 2004 Arctic Winter Games in Ft. McMurray, Alberta scheduled February 28 through March 6. The games are conducted similarly to the Olympics. The 2000 youth that participate in the games come from Sweden, Norway, Finland, Russia, Canada and Alaska. Tvenge stated he, Mark Carpenter, Kerry Erickson and Kevin Ewing will coach Bantam, Midget and Peewee teams. Tvenge stated he is very proud of Delta. Aside from ice hockey the Arctic Winter Games provide dog mushing, figure skating, snow shoeing, cross country skiing and other sports.

CORRESPONDENCE

MACTEC – Annual Inflation Adjustment

Hallgren stated MACTEC requests authorization for a 4% increase of their base schedule. One year ago Council approved an agreement of their fee structure, which included a clause for a 4% increase after December 2003.

Miller moved to authorize the City Administrator to approve the inflation adjustment as requested; (Kemp) Sandy seconded.

Motion passed unanimously on a roll call vote with (quorum of) four voting.

Bill Ward – Written Letter of Interest for Charter Commission

Leith-Dowling stated the Charter Commission would be discussed later in this meeting.

White stated Ward was the only volunteer who submitted a letter of interest.

REPORTS

Rescue Squad – Hallgren stated the ambulance bid was awarded today, as there were no appeals received after the notice of Intent to Award was issued.

Fire Department – Hallgren stated the Fire Hall/Delta Rescue Squad bay bid package was advertised on January 11.

Bonwell stated up to seven bid packages have been sold to date.

Miller asked about the status of the ambulance that Fairbanks North Star Borough wished to dispose of.

Hallgren stated Boadwine inspected it and reported it is 4-wheel drive and in excellent condition. He said an inquiry letter was sent and he is awaiting response. The plan is to use the vehicle to carry equipment for the Fire Department. It will not be used by Delta Rescue Squad to transport patients.

Planner – Dennis Dooley reported the new ambulance is due to arrive mid-April.

Dooley reported he is currently developing a community economic strategy with Ruth St. Amour, Development Specialist with the Division of Community and Business Development. The plan, which is three-quarters complete, will be reviewed by DREDC. Dooley said a letter was received from the Division of Community Advocacy with the Division of Community and Economic Development (DCED) and they

determined the population for the City of Delta Junction in 2003 to be 984. That estimate was derived from Permanent Fund Dividend checks that were issued.

Hallgren stated the City's population, according to the 2000 Census, was 846.

Airport – Hallgren reported he is investigating to see if the Pilot's Association would be interested in cutting trees near the glide path. Hallgren said a permit to cut the trees has been received and the area in has been marked off. There is no grant money available to pay for the work.

City Clerk – Pat White reported Public Official Financial Disclosure Statements are due. Packets were distributed to Council boxes and must be completed and returned to her by March 15, 2004.

White stated an Executive Work Session is scheduled for 5:00PM, Friday, January 23 in the City Hall Conference Room. Cost estimate for construction of the library will be discussed.

Landfill – Hallgren reported the landfill was open this past weekend even though it was colder than -35°. He stated MACTEC worked with Dave Boadwine on the maintenance of the existing landfill and also worked on the eventual closure of it.

Library – Mary Leith-Dowling reported the library would participate in this year's Festival of Lights, Winterfest Galleria, by making light catchers. The Library Association will sponsor a class on native crafts. It will last for four weeks beginning February 13.

Park – Will Pecchia asked for a work session on February 9 at 5:00PM to discuss removal of hazardous park equipment and replacement thereof.

UNFINISHED BUSINESS

Charter Commission

Lamar Cotten asked to defer the decision of selecting and appointing members for the Charter Commission until February 3 when a full Council body would be present. He said the process would be similar to the recent study of regional governments in that other community charters will be reviewed. Charters usually consist of 30-pages and are clear, concise documents. Analysis of other communities will help in decision-making. A synopsis of pros and cons will be created. The goal of the commission is to make decisions that will be a blueprint and reflect what is in the best interest of the entire community. The first meeting will be on February 18.

Discussion followed regarding the need to clarify volunteers representing different interest groups.

Approval of Library Plans with MACTEC

Dave Halverson distributed final diagrams and library plans.

Richard Bonwell reported he needed Council to review cost estimates for the library construction on January 23 and approve advertisement of bids for January 25.

Halverson stated the basic design had not changed. He explained some minor details, such as addition of a janitor's closet, moving the facility entrance and treatment around windows and the entrance.

Leith-Dowling stated the library committee had agreed with MACTEC's plans.

Pecchia asked why shingles were chosen for the roofing.

Halverson stated installation of a metal roof would have been double in cost, an additional \$20,000. He said their direction was to get the maximum sized building for the budget available. The roof is something that could easily be changed at a later date whereas extending the foundation could not.

Miller moved to approve the library plans as presented by MACTEC; Pecchia seconded.

Bonwell stated bid packets would be made available at the MACTEC office in Fairbanks as well as at City Hall in Delta Junction.

Motion passed unanimously on a roll call vote.

NEW BUSINESS

Consultant Selection for Water Study

Dooley, referring to a letter in the meeting's packet, reported George Wilson, Department of Environmental Conservation Village Safe Water Program Engineer, received nine submittals for the Delta Junction Water and Sewer Feasibility Study. They "short listed" them to three firms. Wilson requests three volunteers from the City to review proposals on Monday, February 16 and interview the firms February 17 in order to make a recommendation that evening at the Council meeting.

Leith-Dowling and Pecchia agreed to sit on the panel with Wilson.

Dooley said he would speak with Heinbockel upon his return. He said Heinbockel has experience with public works that would be valuable.

E911 Funding for GIS

Dooley, referring to a letter he'd written to Council on December 31, 2003, explained application for a mini municipal grant was not successful. The grant was for \$30,000, to be matched by the City. It was an attempt to deal with the address problem in Delta by using a geographical information system (GIS). He requested City Council authorize use of escrowed funds in an amount not to exceed \$50,000 for developing a Master Sheet Address Guide (MSAG). The MSAG is essential for emergency services. He referred to a letter, written by Vern Craig who is the E911 Coordinator for Alaska Communications Systems (ACS). Craig's letter provided justification for Dooley's request. To get the project in motion equipment and software need to be ordered and City staff, Letha Burcham and Pat White, will be trained in using the system.

Hallgren stated the system would identify every building, not just streets.

Dooley said it is an "ambitious" project and even though there are services that provide this type of work, he is confident that it can be done in-house.

Hallgren asked if the geographic extent of this area has been determined.

Dooley said the area of focus would initially be the City, Big Delta and Deltana census districts. Later it will cover Healy Lake and possibly Ft. Greely. Every other military establishment in Alaska has signed onto E911. However, Ft. Greely has not.

Pecchia moved to approve spending E911 escrow funds not to exceed \$50,000; (Kemp) Sandy seconded.

Dooley stated the current account balance of E911 funds is now over \$100,000. Any spending does not come out of general funds.

Motion passed unanimously on a roll call vote.

Purchase Orders

PO#08527 to ACS in the amount of \$770.01 for Jan '04 phone service

PO#08528 to ATT & Alascom in the amount of \$571.36 for Jan '04 E911 service

PO#08529 to Bank of America in the amount of \$5,661.73 for transactions toward credit card – Travel

(Kilgour to Kenai for firefighter training, Hallgren and Leith-Dowling to El Paso for Missile Defense conference), computer software and Internet setup, phone card upgrades, and Channel 4 TV videos

PO#08530 to Dave's Truck and Auto in the amount of \$3,600.00 for June through September pickup rental

PO#08531 to Delta Fuel Company in the amount of \$1,316.84 for Dec '03 fuel

PO#08532 to Delta Texaco in the amount of \$597.23 for Dec '03 gas/oil

PO#08533 to Stryker Medical Sales Corp in the amount of \$4,010.30 for two EMS stair-chairs

(Kemp) Sandy stated she had a conflict of interest with PO#08352.

Hallgren said (Kemp) Sandy disclosed ownership interest in Delta Texaco. He said the purchase order is for a standard bill for gas and oil. The City has a previously approved contract with Delta Texaco.

Miller moved to approve purchase orders #08527 through 08533; Pecchia seconded.

Motion passed unanimously on roll call vote.

Janet Boyer asked about PO#08530, "Is \$900 per month spent for a pickup rental?"

Zimmerman stated the charge covers summer and winter seasons, covering the entire year of 2003. Dave Boadwine's pickup truck is used to carry tools, repair tires and haul fuel for equipment use. He said it is unfair to require an employee to use his personal vehicle on a volunteer basis.

Leith-Dowling said Boadwine is seen clearing drifted driveways with his own vehicle.

Hallgren said he would investigate leasing a suitable vehicle for future city use.

ADDITIONAL PUBLIC COMMENT

Richard Bonwell asked for a meeting no later than January 30 to review plans and cost estimates for the new landfill. This meeting is necessary in order to stay on schedule for advertising of bids on February 1. Otherwise the schedule will be delayed.

Discussion followed and Council decided to meet at 6:30PM on Friday, January 30 at the Community Center. The conference room was already scheduled for use.

ADDITIONAL COUNCIL COMMENTS

Mayor Pro tem Leith-Dowling called for additional Council comments with none being offered.

ADJOURNMENT

Pecchia moved to adjourn at 6:05PM; Miller seconded. Motion carried.

Respectfully Submitted,

Pat White
City Clerk