



**City Council Minutes**  
**June 7, 2005 ~ 5:00PM**

**Regular Meeting**  
**City Hall, Delta Junction, Alaska**

The regular meeting of the Delta Junction City Council was held on Tuesday, June 7, 2005 at City Hall in Delta Junction, Alaska. Mayor Gilbertson called the meeting to order at 5:05PM.

Council members present: Mayor Gilbertson, Mayor Pro tem Mary Leith-Dowling, Lou Heinbockel  
John Sloan, Leslie Feilner

Council members excused: none – See *Appointment of Council Members*

City employees present: Pete Hallgren, Dave Zimmerman, Pat White

Five members from the community were also present.

#### **AMENDMENTS TO AGENDA ~ APPROVAL OF AGENDA**

White explained two changes under *New Business*: 1) Wording of the E911 and landfill ordinances were altered and 2) (Introduction and First Reading of) Ordinance 2005-08 was changed to discussion of the recommendation made by Local Emergency Planning Committee (LEPC) regarding their Emergency Coordinator position description. It would require amending section 1.55.020 of the general code. White requested assistance and emailed the document to City Attorney Jim DeWitt on June 5. Therefore ordinances and numbers as listed would change from 2005-08, 09, 10 and 11 to 2005-08, 09 and 10 only. White also reported nine purchase orders (09942 thru 09950) to add to *New Business*.

Hallgren requested a short Executive Session toward the end of the meeting to discuss attorney advice. He said there would be no official action taken after the private discussion.

Leith-Dowling moved to approve the agenda as amended; Feilner seconded. Motion carried.

#### **APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Heinbockel moved to approve the minutes from the May 17, 2005 regular meeting as presented; Leith-Dowling seconded. Motion carried.

#### **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

#### **COUNCIL COMMENTS ON NON-AGENDA ITEMS**

Mayor Gilbertson called for public and Council comments with none being offered.

#### **NEW BUSINESS (moved from later in the meeting)**

#### **LEPC Recommendation of Emergency Coordinator Position Description**

Gilbertson asked to move the two LEPC topics from *New Business* as a courtesy to Chaplain Santos.

Wayne Santos asked if he would be required to attend a future meeting to address the Emergency Coordinator (EC) position description.

Hallgren said, depending upon the city's attorney advice, it may be a simple process.

Santos explained that the City Code acknowledged the EC position but did not describe job responsibilities as indicated. The code also made reference to Civil Defense, which no longer existed. He asked that it be removed to eliminate confusion with the EC position. Santos said he participated in a subcommittee group who researched and outlined the duties required. City Administrator Pete Hallgren provided comments to the draft before requesting approval by the LEPC board. Secondary to approving the job description, LEPC recommended City Council make the EC a paid position if and when funding became available.

### **Emergency Operations Center (EOC) Renovations**

Santos referred to a drawing that explained design of the old fire station, in which the Emergency Operations Center (EOC) would be located. The staircase would be enclosed to utilize space. A new access door would need to be created. The concept was to keep it very basic and not break up the open space in the middle of the room. The storage area and a modest kitchenette with a small refrigerator, microwave and sink would require a minimal amount of design work. He asked for approval of the slight modification in design work in order to move forward with the construction.

Hallgren said \$10,000 was allocated to accomplish the changes. Deltana Community Corporation (DCC) would also contribute approximately \$3,900 for furnishings.

Santos said they still needed to review grant stipulations that may hinder use of the funds. He said they would start out modest but have designs to allow for later flexibility. Folding tables could be used until a conference table could be purchased.

Hallgren said the renovation work would be completed in-house. The building would not be brought up to new standards but simple changes would meet the needs of an EOC. He visited the facility with a phone technician to trace wires and research the telephone dilemma. All lines were disconnected when the new fire hall was constructed except for one Rescue Squad line. Hallgren said there was a brand new cable in the storage area that originates from the new fire station. Two jumpers will activate it. The EOC will require capacity for a number of phone lines. The Rescue Squad needed only one phone line. Everything would run through a main board in the new fire station.

Santos said the LEPC secretary, volunteers and the EC would work out of the EOC. One phone and a fax would be necessary. In the event of an emergency the EOC would house a stand up operation. Multiple phones would then be activated

Hallgren said the City would continue to pay for fuel oil and electric costs. LEPC is comprised of volunteers that work on behalf of the community. The City acts as the vehicle to administer grant funding that is received from the State Emergency Response Commission (SERC).

Santos said the building should not be labeled as the LEPC EOC, but rather our community's emergency response operations center.

### **APPOINTMENT OF COUNCIL MEMBERS**

Moved to the end of the meeting, after *Purchase Orders*

### **REPORTS**

**Fire Department** – Carin Bear reported she was very pleased with how training got started.

Heinbockel asked if the bunker gear was inadequate and needed to be replaced.

Bear stated the gear was worn, handed down, exposed and in need of repair but they were not absolutely desperate. In another year, once trained for interior fire fighting, they would need better protection.

**Airport** – Leslie Feilner reported runway-crossing signs had not yet been erected, 15 planes were tied down and there is clearing activity behind the runway.

**Cemetery** – Mary Leith-Dowling reported the new lawn-mowing contractor had done a fine job in time for Memorial Day weekend.

**City Clerk** – Pat White reported she would be in Tacoma from June 12 through 17 attending the Pacific Northwest Clerk's Institute.

White reported a mobile office of staffers for Senators Lisa Murkowski and Ted Stevens would be available from 9:00AM to 2:00PM on Tuesday, August 2 at the Community Center. They are asking for public comments and concerns to take back to Washington DC. For additional information Bridget Wolgemuth could be contacted at 202-224-2344.

**City Administrator** – Pete Hallgren reported:

- DEC notified the City that the Community Center's underground fuel tank was positioned too close to the well and 30 days were given to fix the problem. It had been in the same location for over 20 years. An aboveground 1000-gallon tank would be purchased and placed approximately 75 feet from the existing tank.
- MACTEC offered to sponsor an opening celebration on July 1 when the new landfill was scheduled to open. The community would have the opportunity to see the state of the art facility. Because he'd heard the Governor of Alaska might visit in July, Hallgren invited him to act as Master of Ceremonies. Missile Defense would also be invited to attend.
- A mutual aid agreement is near completion between the three fire departments (Delta Junction, Deltana and Ft. Greely). The latest draft incorporated previously discussed changes and deferred discussion of possible mutual aid between the Delta Rescue Squad and medical/rescue services from Ft. Greely at a later time.
- The legislature informed that \$300,000 (out of the #1 priority for capitol improvements in the amount of \$900,000+) would be designated for paving. However, according to an article in today's Fairbanks News-Miner, asphalt prices had increased 70% in the past year. One Fairbanks supplier informed that their company would not sell outside of Fairbanks.
- During the current fiscal year the City received a State grant for \$67,000 for fuel oil. Hallgren said it might be possible to use what remains for next year.
- \$125,000 was received to purchase the City Park.
- Two smaller grants worth \$14,000 were reallocated from other expired grants that would be useable for grounds keeping and playground equipment at the park. Another \$7,000 would be used at the cemetery for maintenance. Another small grant worth \$3,400 would be put toward PERS. All together, the legislature gave the community over \$500,000.
- Hallgren stated he would attend the Eielson BRAC Hearing at the Herring Auditorium on June 15. He said our community went through the similar process. Eielson would lose 130+ civilian jobs and 2,800 military personnel.
- Hallgren, Gilbertson and Leith-Dowling would attend the Change of Responsibility Ceremony at Ft. Greely on June 16. The ceremony deals with moving of the Missile Defense Headquarters for Alaska, from Ft. Richardson to Ft. Greely.

**School Liaison** – Pete Hallgren said the legislature gave the DGSD \$1.3 million to furnish the elementary school. Because of that the school would likely not need the City's \$250,000 loan.

Discussion followed regarding move date versus substantial completion.

Heinbockel said adequate parking was overlooked in the original design of the elementary school. A change order would correct that so school buses can deliver students.

**DREDC** – John Sloan reported DREDC interviewed for the VISTA recreation coordinator position on June 6. However, they were unable to make a decision.

**Library** – Mary Leith-Dowling reported:

- Former Library Aide Eileen Herman would be hired to take Katrina Vecchiarelli and Rachel Robertson's place. Vecchiarelli graduated from high school and gave notice. Her last day of employment would be June 11. Robertson would be temporarily away on maternity leave.
- Over 50 youth had already signed up for Summer Readers, which begins June 17.
- Nancy King decided to continue Preschool Story Hour on a biweekly schedule through the summer. She added a special closed session for the Ft. Greely Child Development Center.

- The FY06 Public Library Assistance Grant would be \$6,200, a slight reduction from last year due to the Governor's budget cuts.
- Grass seed and bushes were planted in the front of the new library.

Hallgren said the yard work was not part of the contract because the library board opted for planters and gravel in front of the building. The contractor was instructed to not seed the grass.

- Gutters were presently being considered.
- 2,937 patrons visited the library in May, 51 were newly registered, 1,284 materials were circulated and 818 patrons used the Internet.

**Park** – Roy Gilbertson said the park is well used.

Hallgren said John Lunn was rehired as a part-time temp to maintain grass cutting at the Community Center, library and City Hall. He would also operate the DR mower to clear the brush out of the park. Lunn would be available through the end of July.

Leith-Dowling said she spoke with Gene Eggleston at DOT. The State takes no responsibility for cutting the grass on the section of the Richardson that runs through town. She said maybe the Chamber of Commerce would consider maintaining it.

Discussion followed about maintenance of the Richardson Highway and equipment used to do the job.

**Personnel** – Lou Heinbockel said he was grateful that Bob Morley opted to stay with the City and not accept other employment that was offered to him.

Hallgren said he offered Morley a 15% raise. It was included in the budget as was the 4% annual raise. Morley was on-call on an as-needed basis. He supervised the roofing project at the Community Center last summer. He would complete the renovation work at the old fire station for the Emergency Operations Center (EOC). He painted the conference room after the library moved and installed the window shades. He presently was getting bid specs to replace the carpet in the large conference room.

Heinbockel said he felt Morley was not compensated enough even with the 15% increase.

Hallgren said Administrative Assistant Letha Burcham had taken over the addressing and mapping project since the planner position was abolished. He would recommend increasing her wages because of the added job responsibilities. The draft budget includes the proposed raise.

Sloan asked about equipment operators and their employment status.

Hallgren reported Boadwine was fulltime, Butch Ellis would increase to fulltime and Chad Morris would be employed as part-time temporary, up to halftime. He would split his time equally between streets and roads and the landfill. Boadwine's time would be charged to the landfill, Ellis would be charged to streets/roads and Morris would be charged to both. Morris would be needed temporarily to complete closing the old landfill. Hallgren said the plan would be to have two full-time employees to run the landfill and maintain streets. Boadwine and Ellis would work both areas.

**Charter Commission** – Lou Heinbockel reported \$20,000 more would be paid to the city's attorney for legal services related to the borough charter. To date over \$100,000 had been spent. The end was near.

**Public Works** – Lou Heinbockel reported he had received complaints about roads that had not been graded. He said if the equipment operator was given added responsibilities, the City needed to hire someone to grade the streets and not just the main arteries. The ideal time was after a weeklong stretch of rain.

Discussion followed regarding grading, potholes and side growth that was required work and putting a weight limit on Emmaus Road.

**Department of Transportation (DOT) Liaison** – Mary Leith-Dowling reported the City was responsible for maintenance of Nistler Road from the Richardson to Emmaus Road, not the hockey rink. Eggleston would arrange a meeting between State representatives from Juneau, the local DOT and the City so that issues could be clarified.

Discussion followed regarding transfer of responsibilities in the early 1980's when Nistler Road and bike paths near the school were constructed and streetlights were installed.

Heinbockel asked that DGSD Superintendent Dan Beck be included in the meeting with the State.

## UNFINISHED BUSINESS

### Safe Water and Sewer Feasibility Study

Leith-Dowling referred to a June 1, 2005 report from KAE, Inc. which referenced decisions made from the May 26 work session. The feasibility study was 65% complete. One study option would be to stop further research because of no present need or demand. But what about the commercial area where there was more interest?

Sloan said the poor response to the questionnaire proved there was little interest in pursuing either water or sewer systems. With only 20% responding, Jim Kaercher stated it was the lowest they had ever seen.

Leith-Dowling said she suspected the study was looked upon negatively because it was in the same timing as borough issues.

Discussion followed regarding grant funding and its process and results of the feasibility study.

Sloan moved to end additional study and retain present information on file for future reference; Feilner seconded.

Motion passed unanimously on a roll call vote.

Mayor Gilbertson called for a break at 6:39PM and reconvened again at 6:46PM.

## NEW BUSINESS

### First Baptist Church (FBC) Subdivision

Gilbertson reported the local veterinarian purchased Hank and Yvonne Ward's home. His satellite and road are on the First Baptist Church's property. Both parties agreed on a sale price for the 20' piece of property.

Heinbockel moved to approve the FBC Subdivision re-plat as presented and authorize the Mayor and Clerk to sign off the final plat; Leith-Dowling seconded.

Motion passed unanimously on a roll call vote.

### LEPC Recommendation of Emergency Coordinator Position Description

Moved to the beginning of the meeting after *Public and Council Comments on Non-Agenda Items*

### Introduction and First Reading of Ordinance 2005-08, An Ordinance Providing for the Sale of a House, Known as the "Waldo House" and Surrounding Property

Hallgren explained the ordinance as written, stating a public election was not required because the property was valued at less than \$200,000. Thirty (30) days of advertisement is required after notice is publicized. The auction may need to be extended if the property is not surveyed and the preliminary report is not approved. Selling the property would be as an outcry auction, not a sealed bid.

Heinbockel moved to insert wording in paragraph 5, "The land shall be sold with notice that it adjoins an operating landfill that may cause objectionable odors and sounds."; Feilner seconded. Motion carried.

Heinbockel moved to introduce and hold the first reading of Ordinance 2005-08, Providing for the Sale of the Waldo house and property, setting the public hearing and second reading for June 21; Sloan seconded.

Motion passed unanimously on a roll call vote.

### Introduction and First Reading of Ordinance 2005-09 An Ordinance Amending Chapter 3.21, Sanitary Landfill, Section 3.21.100, Fees, Authorizing Reducing Landfill Rates from \$117/ton to \$85/ton for a One Year Period

Hallgren recommended a temporary ordinance to reduce the tipping fee from \$117/ton to \$85 for the next fiscal year. It would reduce the charge per pound from 5.85¢ to 4.25¢. \$100,000 from the Pogo PILT would be used to subsidize the landfill. Hallgren said, "By reducing the rate from \$117 to \$85 I don't want to fool anybody. Currently the old landfill is charging less than that rate but there will still need to be an increase." Hallgren said he anticipated Ft. Greely would produce enough extra volume to create a self-sustaining enterprise fund. The \$85/ton would likely increase over the years due to general inflation. Two sinking funds would be established, one to close the landfill and a second to purchase new equipment when the existing equipment wears out. Hallgren said the City had not received a signed

copy of the Pogo PILT agreement but hoped to within the next two weeks. He said septic rates would increase to 5¢ per gallon on July 1.

**Sloan moved** to introduce and hold the first reading of Ordinance 2005-09 to reduce landfill rates as presented, setting the public hearing and second reading for June 21; Leith-Dowling seconded.

**Motion passed** unanimously on a roll call vote.

**Introduction and First Reading of Ordinance 2005-10 An Ordinance Amending Municipal Code Chapter 1.67, Enhance 911, Section 1.67.020, Surcharge on Local Access Telephone Lines, Increasing Monthly Phone Charges from 75¢ to \$2.00**

**Leith-Dowling moved** to introduce and hold the first reading of Ordinance 2005-10, setting the public hearing and second reading for June 21; Feilner seconded.

**Hallgren** said most of the work to start an E911 service was completed last year with City Planner Dennis Dooley. Letha Burcham currently provides the mapping service. The Legislature authorized charging \$2.00 because the E911 service was costing more than municipalities were being able to collect (75¢/month per phone, collected by the phone company). Enhanced 911 allows dispatchers to identify where a call originates, including calls from cell phones. Currently 911 is subsidized out of the general fund and it would eventually merge into E911. The bill, when signed by the governor, would be effective on July 1.

**Heinbockel** said \$2.00 was very reasonable for “insurance.”

**Motion passed** unanimously on a roll call vote.

**Emergency Operations Center (EOC) Renovations**

Moved to the beginning of the meeting after *Public and Council Comments on Non-Agenda Items*

**Sloan** asked to discuss EOC renovations further at the next meeting on June 21.

**Introduction and First Reading of Ordinance 2006-01, An Ordinance for the City of Delta Junction, Alaska Providing for the Budget for the Fiscal Year 2006**

**Hallgren** referred to a memo he wrote, dated June 6, 2005. He said the FY06 budget could balance with a surplus of only \$3,500. Several expenses were initially overestimated. He asked Council to review the budget and consider a work session. He recommended increasing Butch Ellis to a full-time employee and Chad Morris as quarter-time. LEPC recommended paying an EC \$60,000-\$70,000. Hallgren said he needed more “float” than what the current budget draft allowed. The estimated PILT for 2006 would be \$450,000. Additionally \$67,000 was received for fuel oil. It was not all spent and the \$23,000 leftover may be able to be spent next year. Hallgren, referring to an employee medical handout, said the City would continue with the same coverage it currently has. Plan III is the least expensive of the three plans.

**Heinbockel moved** to introduce and hold the first reading of Ordinance 2006-01, setting the public hearing and second reading on June 21; Sloan seconded.

**Heinbockel** asked for a budget work session not to exceed two hours. Council members agreed on 5:00PM, Tuesday, June 14. He asked to include the new Council members.

**Motion passed** unanimously on a roll call vote.

Discussion followed regarding landfill operation hours.

**Alaskan Steakhouse & Motel – Transfer of Liquor License**

**Sloan moved** to show no opposition to the transfer of the Alaskan Steakhouse & Motel liquor license from previous owners, Robert and Elizabeth Packard, to new owners, Timothy and Lori O’Malia; Heinbockel seconded.

**Motion passed** unanimously on a roll call vote.

**Fire Station (& Delta Rescue Squad Bay) Final Payment**

**Hallgren** reported work at the fire station was basically done. There were a few minor details yet to complete. There was still warranty for one year from when the fire station was taken over.

**Heinbockel moved** to authorize final payment and closeout for construction at the new Fire Station in the amount of \$66,503.63; Sloan seconded.

**Motion passed** unanimously on a roll call vote.

**Purchase Orders**

PO#09926 to Oles, Morrison Trust Account in the amount of \$149,000.00 for UNIT/SKW final settlement of landfill contract

PO#09927 to Aetna WHO-AAS in the amount of \$5,449.59 for June '05 group health insurance

PO#09928 to Airport Equipment Rental in the amount of \$675.00 for use of road compactor

PO#09929 to Delta Building Supply in the amount of \$1,133.00 for Fire Department furniture

PO#09930 to Delta Industrial Services in the amount of \$600.00 for Community Center and library well sanitary surveys

PO#09931 to Delta Wind in the amount of \$828.26 for May '05 advertisement

PO#09932 to Family Medical Center in the amount of \$697.45 for (Homeland Security) x-ray view boxes

PO#09933 to Guess & Rudd in the amount of \$20,811.90 for April '05 legal services (Charter)

PO#09934 to LEAP II in the amount of \$6,619.00 for Social Services Grant, Payment #3

PO#09935 to Mikunda, Cottrell & Company in the amount of \$6,532.00 for audit services and report

PO#09936 to Motorola, Inc. in the amount of \$27,047.30 for 7 (Homeland Security) mobile radios

PO#09937 to Natalya Obukhovskaya in the amount of \$585.00 for City Hall and Library flower contract

PO#09938 to Truckwell of Alaska Fairbanks in the amount of \$5,475.00 for snowplow blade

PO#09939 to Carin Bjorn Von Letzendorf in the amount of \$788.66 for reimbursement of furniture for Fire Department

PO#09940 to Lamar Cotten in the amount of \$6,273.45 for May '05 consultant services

PO#09942 to AK Communications Systems in the amount of \$604.98 for May '05 library phones

PO#09943 to Delta Fuel Company in the amount of \$1,481.28 for May '05 heating oil

PO#09944 to DEMCO in the amount of \$1,503.58 for 4 library stools

PO#09945 to Follet Software Company in the amount of \$825.93 for library Internet service

PO#09946 to GVEA in the amount of \$2,200.84 for May '05 electricity

PO#09947 to Hope Counseling Center in the amount of \$13,563.75 for March-May '05 Social Services Grant

PO#09948 to Richard Stanton Construction in the amount of \$66,503.62 for final close out (release retention) of Fire Hall contract

PO#09949 to Penworthy Company in the amount of \$573.13 for 34 library books

PO#09950 to Mity-Lite, Inc. in the amount of \$1,025.37 for 3 panel dividers for library

**Leith-Dowling moved** to approve purchase orders 09926 through 09940 and 09942 through 09950 as presented; Sloan seconded.

Heinbockel asked about #09930.

Sloan said Delta Industrial charges \$300 per well for a sanitary survey. They report to the State.

Heinbockel said he chooses not to do business with Delta Industrial because of the road problems they caused in creating their business. We asked for assistance in paying for the repairs and received no response. He said he'd rather pay a business out of Fairbanks.

**Motion passed** on a roll call vote with four (Leith-Dowling, Sloan, Feilner, Gilbertson) voting in favor and one (Heinbockel) voting against.

**APPOINTMENT OF COUNCIL MEMBERS**

(Lynnetta Marcellus and Mike Tvenge each submitted a letter of interest for the two vacated Council positions.)

**Leith-Dowling moved** to appoint Lynnetta Marcellus and Michael Tvenge to the temporary Council seats; Sloan seconded.

**Motion passed** unanimously on a roll call vote.

**ADDITIONAL PUBLIC COMMENTS**

Janet Boyer asked if the current hours of operation at the landfill would change once the new landfill opens on July 1.

Hallgren said no decision had been made yet.

Boyer asked what the average cost would be to deliver a pickup load to the dump.

Zimmerman said a 200-pound load was equivalent to \$8.00.

Boyer asked Hallgren why he was confident Ft. Greely would “come on board”

Hallgren said Ft. Greely requested a track record before they would consider utilizing the landfill. He said their incinerator had not been operational and they were one year behind schedule.

#### **ADDITIONAL COUNCIL COMMENTS**

Sloan said three hours was too long for meetings and effort needs taken to shorten them.

Heinbockel said that is why a work session is necessary.

Leith-Dowling said a walkway between the library and the Community Center would be constructed with possibly some “Flintstone” picnic tables.

Heinbockel said “no overnight” parking signs must also be posted.

#### **EXECUTIVE SESSION and ADJOURNMENT**

Leith-Dowling moved to enter into Executive Session at 7:51PM to discuss advice from the city’s attorney; Feilner seconded. Motion carried.

Present were Gilbertson, Leith-Dowling, Feilner, Sloan, Heinbockel, Hallgren and White.

Sloan moved to come out of the Executive Session and adjourn the regular meeting at 8:04PM; Leith-Dowling seconded. Motion carried.

Pat White

City Clerk

Date of approval: June 21, 2005