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## City Council Minutes

December 19, 2006 ~ 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 Tuesday, December 19, 2006 at City Hall in Delta Junction, Alaska. Mayor Mary Leith-Dowling called the meeting to order at 5:08pm.

Council members present: Mayor Mary Leith-Dowling, Mayor Pro tem Lou Heinbockel  
Leslie Feilner, JW Musgrove, Pablo Martinez

Council members excused: Mike Tvenge, Mike Jenkins

City employees present: Pete Hallgren, Butch Ellis (arrived at 6:09pm), Pat White

Thirteen members from the community were present.

### AMENDMENTS TO AGENDA ~ APPROVAL OF AGENDA

Heinbockel moved to approve the agenda as presented; Feilner seconded. Motion carried.

### APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Leith-Dowling stated the December 5, 2006 meeting was canceled due to lack of quorum.

Heinbockel asked for a spelling correction (moot instead of mute) on page 4 of the November 21 minutes, under Charter Commission discussion.

Heinbockel moved to approve the November 21, 2006 minutes as amended; Feilner seconded. Motion carried.

### PUBLIC AND COUNCIL COMMENTS ON NON-AGENDA ITEMS

Leith-Dowling called for public and Council comments on non-agenda items with none being offered.

### REQUEST TO SPEAK

#### Award Presentation from John Lewis

John Lewis, Local Emergency Planning Committee (LEPC) Chair, recognized Wayne Santos and Elizabeth Garramone for their contributions to the community. He and Pablo Martinez, City Council Public Health & Safety Officer, presented both Santos and Garramone with plaques of appreciation. Lewis said he appreciated their efforts to bring the local group to its present state and vowed to keep it moving.

Wayne Santos said he came to Ft. Greely because of a 3-year employment commitment and truly enjoyed his involvement in activities with the LEPC, Delta Regional Economic Development Council (DREDC), and the Chamber of Commerce. He said he hoped for the same opportunity in another community.

**Wildland Fire Table Top Exercise**

Steve McCombs, LEPC Exercise Chair, referenced his December 5, 2006 letter in which he addressed the Mayor, City Council, and City Administrator. He explained that the Local Emergency Planning Committee (LEPC) is a planning committee and not an emergency or disaster management organization. He said a plan is only a piece of paper unless it is exercised and it requires involvement from those that would actually manage an incident. McCombs said first-responders would already be involved. The incident moves into disaster status once the first responders become overwhelmed. To illustrate the needs he asked the Council many questions regarding a possible crisis. He said managers of disasters are not first responders; they are public officials. McCombs asked Council members and the audience to play the part in dealing with a potential incident or disaster. He said a tabletop exercise is scheduled for 5:30pm on February 13, 2007 at City Hall. The present Emergency Operations Center (EOC) is likely not going to be the command center. It will be the City Hall where public officials, dedicated phone lines and computers are accessible. Those 2 hours will address how disaster managers will handle situations such as a wildland fire, multiple structure fires, multiple vehicle accidents, evacuations, and setting up shelters. Everything could relate to one incident, but who takes responsibility for separate segments in a short period of time? McCombs said the goal is to organize such an event once a year. Will the tabletop scenario be a planning or a training session? It will be both and commitment is needed from those that will be involved in managing an incident.

Santos reported past exercises involved first responders but it is clear that those who actually play management roles need to participate. Homework will be beneficial in preparing for the exercise. He directed Council members to an incident command course online at [www.training.fema.gov](http://www.training.fema.gov).

McCombs said to contact him if there are questions.

Hallgren discussed the 2004 Jarvis Creek flood during spring breakup. Mayor Roy Gilbertson signed the request to the governor's office and State personnel worked out of City Hall and Forestry offices.

**REPORTS**

**City Clerk** – Pat White reported City Hall would be closed on Monday, December 25th and Monday, January 1st. The Library would be closed on Sunday, December 24th, Monday, December 25th, Sunday, December 31st and Monday, January 1st. Normal hours on Sunday are 1:00 to 5:00pm.

White reported she witnessed food distribution at Alpha Omega on December 2. Volunteers unloaded food boxes in -10° temperatures with colder (approximate -32°) wind chill. She said an average of 65 boxes are delivered to senior citizens the first Saturday of each month and approximately 125 boxes are delivered to 70 families on the third Saturday of each month. The two deliveries total 3 tons of food each month. Volunteers with large vehicles pick up the food from the Fairbanks Community Food Bank and deliver it to the Alpha Omega Food Pantry, which is a small insulated and heated building with shelves, a chest freezer and an upright refrigerator. White said Delta is the largest rural community in Interior Alaska to participate in food distribution to families in need. Alpha Omega Coordinator Ken Farrow stated they reimburse their volunteers for fuel expenses to transport the food and Program Director Claudia Vecchiarelli averages 20 hours a week coordinating each food drive. Otherwise, the service is totally voluntary.

White reported Missionaries Elder Sain and Elder Brown of the Church of Jesus Christ of Latter Day Saints festively decorated City Hall. They strung Christmas lights on the building and around the gazebo. White said she appreciated the young men's cheerful attitudes and willingness to help.

**City Administrator** – Pete Hallgren reported:

- Miscellaneous surplus items need to be disposed of. Hallgren referenced the City Code of Ordinance, Section 5.21.010 (a) and (d), and asked for authorization to be the purchasing agent. He suggested setting up the sale with bid sheets that would allow buyers to make offers during a 2-week period. Items would be sold to the highest written offer, items from the library would be included, and city employees would be exempt from bidding. Council members showed no objection to Hallgren's sale.

Santos said Mary Lester uses older equipment to teach children about computers in the Youth Program at the Ft. Greely Child Development Center. He suggested making contact with her before destroying items that do not sell.

- Bob Geise will maintain all heating systems in city facilities to ensure they are working properly excluding the new landfill. He had recently serviced the furnace at the Community Center.
- TV stations 5 (KUAC) and 7 (KTVF) failed. Butch Ellis investigated and had them working on December 18. KUAC continues to put out a poor signal and if the problem is between the feed line to the transmit tower or if it is the connections in the transmit antennas, it will not be repaired until next spring because of the 12' snow drift and inability to climb the tower.
- M2C1 Construction and Engineering Firm will deliver an assessment of what it will cost to repair the old transmit tower or build a new one. BLM has yet to issue a permit to build a new tower anyhow.

**Library** – Mary Leith-Dowling reported recent library statistics (September 1 – November 30): 8,085 patrons, 65 new patrons, 5,679 items circulated, and 9,074 Internet users. She said events are being organized for January and March. Gingerbread houses, from a recent contest, are on display.

Heinbockel asked how much Internet users contributed to the service. He said he understood that the library's position is that it should be free to the public but it is a significant expense that also competes with private enterprise. Heinbockel referred to a recent report that showed what had been spent in the first 5 months of the City's annual budget. 80% was already spent in some departments and all departments had spent just under 49%. He said it is time to raise some revenue. If each of those 9,000 Internet users contributed one dollar it could raise a significant amount. He said it is another example of the mindset that "we do not use the City's services and we do not want to pay for them."

Santos stated some communities require Internet users to be residents. The compelling argument for maintaining free access is to provide the service for those that cannot afford it. Otherwise they are cut off from an important information source. Some grants require a certain number of free terminals.

Hallgren said there does not appear to be any problematic areas in meeting the budget except for fuel oil because prices did not drop as estimated. He said insurance premiums for the whole fiscal year were paid and that reflects in the 5-month expenditure report.

**Personnel** – Pete Hallgren said the maintenance position has not yet been filled. He and Dave Boadwine have been maintaining minimal repairs.

**Public Health & Safety** – Pablo Martinez stated he wished to reiterate appreciation for Wayne Santos and Elizabeth Garramone and their many hours of service to the community through the LEPC.

Leith-Dowling said the community in which they settle will be grateful for their willingness to be involved.

**Public Works** – Lou Heinbockel reported the City was required to pay for transportation of the repaired loader. Volvo paid the \$30,000 to replace the transmission that was no longer covered by warranty.

**Charter Commission** – Lou Heinbockel reported public comments were due by December 13 regarding the Preliminary Report on the Deltana Petition. Those comments were published online at [www.commerce.state.ak.us/dca/lbc/deltana.htm](http://www.commerce.state.ak.us/dca/lbc/deltana.htm)

## UNFINISHED BUSINESS

### **Delta Rescue Squad Request for Stipend**

Hallgren said advice to paying a stipend to EMT volunteers has been negative but we are awaiting a response from the City Attorney regarding a year-end bonus.

Heinbockel said tonight's *Purchase Orders* addresses a \$4,000 fee from the attorney for legal services to research and determine that a stipend could not be paid to the EMTs. It is an example of how public officials are taken to task because decisions must be made with caution and accuracy.

Feilner said identifying if a stipend was legal needed to be established.

Hallgren stated paying a stipend is not illegal but it jeopardizes protection for both the EMTs and the City. Part of the attorney's expense was to research other communities and how they deal with stipends.

In those communities where EMTs are compensated it is because they are paid positions. Delta Junction does provide insurance against lawsuits and workers' compensation for volunteer EMTs. He said, "The question now is, can we give a year-end bonus of up to \$500, perhaps based on the number of runs?"

## **NEW BUSINESS**

### **James Subdivision (corner of Reeve and Mill-Tan)**

Leith-Dowling asked to be excused from voting because she plans to get title to one of the lots.

Hallgren recommended allowing Leith-Dowling to abstain from discussion and voting on the matter.

**Heinbockel moved** to allow Leith-Dowling to abstain from voting; Feilner seconded.

**Motion passed** on a roll call vote with four (Heinbockel, Feilner, Martinez, Musgrove) voting.

Feilner stated she and Mike Tvenge were concerned with lot size. She explained a community in Colorado passed a 5-acre minimum on subdivisions to prevent residents from stacking on top of each other and having septic conflicts. She asked to establish a minimum lot size.

Hallgren referenced the Delta Surveys Associates' request, dated November 30, 2006, to approve James Subdivision. He stated the intent is to subdivide 2 lots into 5. Tract A, B, C, and D are between .92 acres (40,000 sq. ft.) and 1.08 acres. Tract E is 6/10 of an acre (26,136 sq. ft.) and is currently used as a driveway to Mayor Leith-Dowling's house.

Discussion followed regarding State of Alaska regulations, one-quarter acre residential lots located downtown, and discrepancies regarding residential or commercial use.

Martinez asked if a bare minimum of one acre could be established to meet the septic and well separation requirement, no matter if the land use is residential or commercial. He said some areas in town are already experiencing problems.

Heinbockel explained a recent situation in which a newly constructed leach field encroached on a neighboring homeowner's well. City policy is to not sell single lots for that reason.

Hallgren said Council could establish a policy to advise residential subdivisions have limitations of lot sizes not less than one acre.

**Heinbockel moved** to approve James Subdivision as presented; Martinez seconded.

Musgrove said if the reason to initiate a policy or regulation is valid today, it should be just as valid tomorrow.

Martinez asked to implement a standard policy in January 2008 but introducing it 6 months earlier.

Heinbockel asked to proceed through an ordinance to allow public opinion.

Hallgren explained some communities that have run into problems after establishing 5 or 10-acre minimums. He would draft an ordinance that would not set a certain lot size but would give a preference. It would allow Council to require sufficient reason for small lots when looking at individual circumstances. He said the City Attorney would review the draft. It would not be introduced at the next meeting, but would be ready to review.

Discussion followed regarding installing septic systems, obtaining financing, and recent history of the new library encroaching on the Presbyterian / Lutheran Church well.

**Motion passed** unanimously on a roll call vote with four voting.

Leith-Dowling stated a driveway in Tract E was cut in 1971 and was once used by 3 different residents.

### **Legislative Wish List**

Hallgren referenced a December 20, 2006 draft letter to Representative John Harris and Senator Gene Therriault. He said the legislative priority list would normally be called a Capital Improvement Project (CIP) List but because of #6 (forgiveness of the 2007 prison loan payment) the list is not all capital projects.

**Heinbockel moved** to approve the 2007 Legislative Priority List as presented; Feilner seconded.

Leith-Dowling said school access paving and lighting was added to the #1 priority, downtown arterial street paving. She said the school district has been researching proper lighting.

Heinbockel said if appropriation is ever granted for the paving, extending the paved bike path / walkway to the elementary school should also be considered. The walkway ends near the high school entrance and it is in need of repair.

Hallgren said he would add "walkway" wording to the letter. He said he also added description of the location of the basketball court at the City Park "or at the Recreation Center" because it would be used during the summer if an outdoor ice rink were built near the rec center. Hallgren explained how the legislature chooses projects to allocate funding.

**Motion passed** by unanimous consent.

### **Purchase of Motorized Gurney for Rescue Squad**

Sue Miller apologized for purchasing the motorized gurney without following protocol. She said she inspected the gurney at an EMS Symposium. A standard gurney costs \$400 and carries patients that weigh up to 350 pounds. The motorized gurney carries patients that are 700 pounds. Older gurneys have potential of collapsing. The motorized gurney operates off a battery, which is good for 20 uses. No lifting of patients is required and EMTs are not required to bend because the new gurney sits higher in the ambulance. Miller said having used the motorized gurney, it is worth the price because it reduces back injuries of the volunteers.

Hallgren said the motorized gurney is over the price that requires competitive bids. Members of the Rescue Squad placed the order before the bid process was put in motion. He said the only exception to the bidding process is if the gurney is a one-of-a-kind item and it is purchased directly from the manufacturer. Hallgren referenced the brochure and Dave Zimmerman's December 18 memo. He said he has since reviewed the procurement process with the new Squad Chief and discussed purchasing policies and buying locally whenever possible.

Miller stated Ferno and Stryker are the only motorized gurney manufacturers.

Heinbockel said our society is becoming an increasingly obese society. Transporting is both risky for the patient and the EMT volunteers.

Hallgren said purchase of the gurney put the Rescue Squad slightly over their New Equipment budget so recent tire purchases were reallocated to Equipment Repairs in order to stay within the FY 07 budget.

### **Purchase Orders**

PO#011346 to Aetna WHO-AAS in the amount of \$7,273.73 for Dec '06 group health insurance

PO#011347 to Alaska Municipal League in the amount of \$1,350.00 for Council members

(Leith-Dowling, Feilner, Martinez, Tvenge) attendance at AML Conference in Juneau

PO#011348 to Delta Building Supply in the amount of \$1,500.00 for Dec '06 warm storage rent

PO#011349 to Med-Tech Resources, Inc. in the amount of \$507.42 for backboard straps and EMT shears for Delta Rescue Squad

PO#011372 to ACS in the amount of \$1,319.59 for Dec '06 phone service

PO#011373 to ATT&T in the amount of \$799.57 for Dec '06 911 phones and power

PO#011374 to Bank of America for credit card services (annual virus update for City Hall, 5 hotel rooms for AML Conference in Juneau, landfill scale house circulating water pump, vibrator for sand spreader on Ford truck)

PO#011375 to Big Brothers / Big Sisters in the amount of \$2,099.21 for Social Service Grant, 4th quarter (Sept thru Nov '06)

PO#011376 to Bound Tree Medical LLC in the amount of \$11,815.15 for motorized gurney for Delta Rescue Squad

PO#011377 to Delta Building Supply in the amount of \$1,634.76 for rock salt for sand spreader and City Hall carpet freight

PO#011378 to Delta Chamber of Commerce in the amount of \$8,300.00 for Social Service Grant advance, 1st quarter '07 (Dec '06 thru March '07)

PO#011379 to Delta Fuel Company in the amount of \$6,520.21 for Nov '06 heating oil

PO#011380 to Delta Sanitation, Inc. in the amount of \$567.14 for Dec '06 dumpster service

PO#011381 to Delta Professional Development in the amount of \$1,024.96 for Nov '06 vehicle fuel for Rescue Squad, Fire Department, street sanding

PO#011382 to Delta Skating Association in the amount of \$6,249.75 for Social Service Grant, 4th quarter (Sept thru Nov '06)

PO#011383 to GVEA in the amount of \$3,106.40 for Nov '06 electricity

PO#011384 to Guess & Rudd in the amount of \$4,272.69 for Nov '06 legal services (research EMT stipend)

PO#011385 to Rainer Equipment Transport, Inc. in the amount of \$797.50 for transport of loader from Fairbanks after transmission repair

PO#011386 to Weidner Construction in the amount of \$2,000.00 to pump septic systems at City Hall, Community Center, Fire Station and Park

PO#011387 to Rural Alaska Mitigation Planning in the amount of \$2,375.00 for Phase One of LEPC operation plan revision

**Feilner moved** to approve purchase orders 011346 through 011349 and 011372 through 011387 as presented; Martinez seconded.

**Motion passed** unanimously on a roll call vote with 5 voting.

#### **ADDITIONAL PUBLIC COMMENTS**

Leith-Dowling called for additional public comments with none being offered.

#### **ADDITIONAL COUNCIL COMMENTS**

Leith-Dowling called for additional Council comments.

Heinbockel stated a vibrator (PO#011377) for the Ford truck was purchased to prevent wet sand from freezing. He questioned the legitimacy of the purchase and said he would like to be allowed input prior to paying for Public Works items. He said both the truck and the sander was a 25-year priority for him and he would like to see them used more, especially in intersections, justifying their purchase.

Discussion followed regarding the purpose of the vibrator and use of salt, a purchase requisition (PR) procedure instead of just purchase orders (PO), chain of command in addressing issues, the purpose of approving purchase orders, and directing approval of purchase requisitions from specific departments.

Hallgren said he would discuss the PR system with employees. Nothing over \$500 will be purchased unless it has prior approval. He would have a purchase request draft at the January 2, 2007 meeting.

#### **ADJOURNMENT**

Feilner moved to adjourn at 6:54pm; Martinez seconded. Motion carried.

Pat White, City Clerk

Date of approval: January 2, 2007