



City Council Minutes
January 2, 2007 ~ 5:00PM

Regular Meeting
City Hall, Delta Junction, Alaska

The regular meeting of the Delta Junction City Council was held on Tuesday, January 2, 2007 at City Hall in Delta Junction, Alaska. Mayor Mary Leith-Dowling called the meeting to order at 5:03pm.

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, Dave Zimmerman, Pat White

Two members from the community were present.

AMENDMENTS TO AGENDA ~ APPROVAL OF AGENDA

Leith-Dowling reported the purchase orders were not added to complete the agenda until today due to the holidays.

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

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Heinbockel moved to approve the December 19, 2006 minutes as presented; 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.

REPORTS

Fire Department – Carin Bear reported she traveled to Anchorage and learned a number of items that will be helpful in dealing with future Fire Marshal requirements and training. Bear stated the department was not successful in joining Ft. Greely personnel for HAZWOPER training but a refresher class is scheduled for January 27 and hopefully it will be filled.

City Clerk – Pat White referred to the December 5, 2006 invitation to the February 13, 2007 tabletop disaster exercise from Steve McCombs, LEPC Exercise Chair, and the *FEMA Independent Study* packet that was downloaded from the Internet. She stated an RSVP along with “key event and objectives” is due by January 5, 2007 for the exercise. Leith-Dowling, Feilner, Musgrove, and Martinez stated they would attend, Heinbockel stated he would not be able to attend, and White stated she would inquire with Tvenge and Jenkins. She asked Council members to direct any other input to Steve McCombs individually. She, Hallgren and Zimmerman also planned to prepare and participate in the exercise.

White stated publishers have asked for Council members' e.mail addresses in order to issue publications electronically.

Discussion followed regarding mode of communication and Council, as a whole, preferred to read hard copies of news articles rather than via the Internet.

City Administrator – Pete Hallgren reported:

- An OSHA inspector was in Delta on December 29 and January 2. He identified numerous small items at the landfill and City Hall, one being emergency lighting. Today's report on the library inspection was not yet known. All items were of minor expense and will be addressed upon receiving a written list of repairs.
- City Attorney Jim DeWitt responded via e.mail to more questions related to a volunteer stipend. The issue is highly problematic but not illegal. It would be a topic at the February 6 meeting.
- The plat of the hockey rink / airport property is now complete. Hallgren said the State of Alaska owns Tract A (tie down area near the airport) and Tract D (hockey rink and parking lot). The rink property includes the parking lot and it encompasses the pipeline right-of-way and the GVEA easement. He said he would respond to a (December 29 e.mail) request to address the State of Alaska with a letter approving the plat by January 10.

Finance – Dave Zimmerman referenced Purchase Order 011398 from Construction Machinery and said Volvo plans to submit the freight charges and possibly recover them from warranty service.

Airport – JW Musgrove reported the Pilots' Association issues bills at the end of the year for tie-downs. That is transferred to the City as part of the insurance premium and will be paid sometime in January.

Public Works – Lou Heinbockel reported a leaky hydraulic pump on the grader was repaired today. He said it was decided it would be more efficient to send the pump to Fairbanks in the future, where specialists can provide the service rather than have employee's time consumed with the repairs. Heinbockel said streets will be graded and edges pushed back now that the grader has been repaired.

Heinbockel stated he heard rumor about a lady who was recently attacked by a dog in his neighborhood and said Council has been approached numerous times over the years with the same concern. Because of no means to enforce laws it is difficult to address. This incident was serious and involved pit bulls and the need for medical attention because the lady involved received severe bites that required stitches. Heinbockel said he hoped the dogs were eliminated.

Discussion followed regarding the incident and inability for children and elderly women to walk safely without fear of being attacked.

UNFINISHED BUSINESS

Draft Purchase Policy

Hallgren referenced his December 28, 2006 memo regarding purchasing items without prior Council approval. He said current City Code allows the Finance Director to purchase items that cost less than \$1,000 without pre-approval. More provisions are required for items over \$1,000. Up until now new equipment has been purchased as long as money was available in that budget category. He said the ordinance could be easily amended if more Council oversight is preferred by adding a requirement that department heads review approval of an item, the purchase price, and the method of obtaining that price.

Leith-Dowling stated the Finance Officer is in charge and basically gives approval. There should be proper documents completed, especially on higher priced items, and appropriate Council members should be informed. She asked that it be a purchase requisition, not a purchase review.

Hallgren said more involvement from the Finance Officer and Council is needed so that ample information is received prior to ordering. He would institute a policy that ranks procurement and quotes or bids as important as actual purchase price.

Heinbockel said he does not appreciate getting calls from local business that do not get a chance to sell. He said all requests under \$1,000 should first go through Zimmerman as the Finance Officer and Hallgren as the City Administrator. Council heads get involved if necessary beyond that.

Martinez stated employees would be held responsible if procedure is not followed, that the City would make no commitment.

Hallgren said a form and an employee letter would be created. Code changes would not be necessary.

Draft Minimum Lot Size

Hallgren stated a comprehensive redraft of the subdivision ordinance is necessary if a requirement of a minimum lot size is implemented. Current Code is very detailed, too much for present circumstances. An example is the requirement of topographic lines on subdivisions. For larger subdivisions it requires not only the design but also construction of the streets at the owner's expense. Hallgren suggested drafting a letter of instruction to landowners who subdivide, basically saying future residential subdivisions will be heavily scrutinized if lots are smaller than a specific minimum size set by Council. He said he agreed that the ordinance requires rewriting but it would not be a good time to address such a change because of present-day issues regarding borough formation. If a borough passes it will be the assembly's job to address the issue. Hallgren said the timing of the question is wrong.

Leith-Dowling said the current ordinance would be in effect for a short time if a borough were formed.

Heinbockel said the city and a borough, if it is established, are faced with the same problem: the lack of ability to enforce anything. At some point rules need to stop being created. Rules such as no alcohol in the park and no fireworks within city limits cannot be enforced. He said there is no prohibition against discharge of firearms within city limits. Heinbockel said no subdivision should be approved that has less than one-acre (43,560 square feet) parcels.

Discussion followed regarding developing properties, history of city policy, and creating a positive, subjective policy.

Hallgren recommended creating a policy instead of rewriting current subdivision ordinance. A lawful policy requires reason and that would be reasonable separation for well and septic.

Feilner said the health issue should be emphasized.

Hallgren said he would have a draft to present at the February 6 meeting.

NEW BUSINESS

Design of Donnelly Dome Communication Tower

Hallgren said he was authorized to inquire if the existing communication tower at Donnelly Dome could last another ten years or if a whole new transmit structure should be built. M2C1 recommended designing and building a new structure next summer, which would cost less than \$80,000. Hallgren said that cost is well within the notional budget and would be constructed with impact funds. He said BLM has yet to issue a permit.

Heinbockel stated the tower has been located at the Donnelly site forever and should have grandfather rights. Waiting for BLM to issue a permit should not be a concern.

Hallgren said BLM does not give any guarantees but to date the officials he has talked to (who are not decision-makers) say they cannot conceive permission will not be granted. Construction of a new transmit tower will merely replace the existing government structure. Hallgren said he thinks he can get the old tower knocked down without cost to the city and therefore does not want that included in the bid package. Also, he said he does not want to take down the receive tower that was constructed by the feds many years ago because one of the stations is still in operation. They own that tower. Hallgren said the new tower, resembling a platform, should be designed similar to the existing one. It should be similar and not freestanding. He asked for recommendation to authorize M2C1 to design a new transmit tower and put together a bid package. He said to do nothing would be giving up on the tower issue completely. The cost seems reasonable but he needs to discuss design with M2C1.

Discussion followed regarding M2C1 not following instructions relating to the antennas, a ladder up to platform, and possible changes in technology but not for the antennas in question.

Heinbockel moved to authorize the City Administrator to request M2C1 design and prepare a bid package for construction of a new transmit tower at Donnelly Dome; Martinez seconded.

Motion passed unanimously on a roll call vote.

Heinbockel asked to clarify that impact funds are paying for the construction. He said that money was already earmarked for the project and is not being taken from another funding source.

Work Session to Review Rink Upgrades

Hallgren said M2C1 has requested a meeting on January 17.

Discussion followed regarding conflicts between M2C1 and Hallgren's schedules and planning the meeting for January 5 or early afternoon on January 8. Leith-Dowling, Heinbockel, Feilner, Tvenge, and Hallgren would be able to attend.

Hallgren said he would attempt to schedule the meeting to benefit everyone. He asked Council about placement of the leach field in relation to an outdoor rink, if the melting ice would affect it.

Heinbockel said the rink property is part of the old Jarvis Creek riverbed and consists of gravel. Drainage would not likely be a problem. He said discussion in the past was to construct an outdoor multi-purpose concrete rink that could act as a basketball court or tennis court in the summer and an outdoor hockey rink in the winter. The ice would melt and evaporate but a French drain could be positioned in the center so the water drained out into a bed of bull rock.

Discussion followed regarding placement of the well, leach field, outdoor rink and other features.

Purchase Orders

PO#011391 to M2C1 Construction & Engineering in the amount of \$2,546.75 for engineering services on Donnelly Dome Communication Tower

PO#011392 to M2C1 Construction & Engineering in the amount of \$28,141.86 for engineering services on ice rink upgrade

PO#011393 to Aetna WHO-AAS in the amount of \$7,273.73 for Jan '07 group health insurance

PO#011394 to Alaska Correctional Industries in the amount of \$978.29 for library furniture

PO#011395 to Amazon.com Credit in the amount of \$1,026.93 for library reference materials

PO#011396 to Big Brothers / Big Sisters in the amount of \$6,000.00 for Social Services Grant, FY07 1st quarter advance

PO#011397 to City of Fairbanks in the amount of \$4,801.33 for Jan / June '07 dispatch services

PO#011398 to Construction Machinery Industrial, LLC in the amount of \$4,835.70 for freight of Volvo transmission

PO#011399 to Craig Taylor Equipment Co. in the amount of \$500.70 for diesel backup generator injector plugs at Fire Hall

PO#011400 to Delta Professional Equipment in the amount of \$933.80 for vehicle fuel for sander and ambulances

PO#011401 to Delta Youth Court in the amount of \$2,680.50 for Sept / Nov '06 Social Services Grant, FY06 4th quarter

PO#011402 to Geospatial Applications in the amount of \$1,196.00 for Nov / Dec '06 mapping training

PO#011403 to Adam McNabb c/o Interior Diesel in the amount of \$562.50 for repair of fuel filter leak and electrical relay for heat in two ambulances, Medic II and III

PO#011404 to Municipal Emergency Services in the amount of \$1,407.44 for hose adapters for Fire Department

PO#011405 to Morley Electric Inc. in the amount of \$1,132.75 for electrical services to repair Nistler Road streetlights and City Hall parking lot lights

PO#011406 to Toni Lee Consulting in the amount of \$650.00 for EMT (10) drug screens

PO#011407 to University Redi-Mix Concrete in the amount of \$540.00 for loader rental while City Volvo being repaired

PO#011408 to World Book, Inc. in the amount of \$795.00 for library annual encyclopedia online usage

Feilner moved to approve purchase orders 011391 through 011408 as presented; Martinez seconded.

Heinbockel stated it was fortunate that Volvo replaced the transmission at no charge. However, it would be less expensive to rent a loader than to own one. He referenced purchase order #011407 and said University Redi-Mix charged \$540 for actual operation hours over a 2-month period. He said it was an older loader but he appreciated a company not taking advantage of a governmental agency.

Motion passed unanimously on a roll call vote.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

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

ADJOURNMENT

Feilner moved to adjourn at 6:16pm; Martinez seconded. Motion carried.

Pat White, City Clerk

Date of approval: January 16, 2007