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**City Council Minutes**  
**February 6, 2007 ~ 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, February 6, 2007 at City Hall in Delta Junction, Alaska. Mayor Mary Leith-Dowling called the meeting to order at 5:07pm.

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

City employees present: Pete Hallgren, Dave Zimmerman, Pat White  
Three members from the community were present.

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

Feilner moved to approve the February 6, 2007 agenda as presented; Martinez seconded. Motion carried.

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

Feilner moved to approve the January 16, 2007 minutes as presented; Martinez 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 the compressor for self-contained breathing apparatus is in place but not yet installed completely. She said she was very pleased with the unit.

Heinbockel asked to find another way to complete the overhead water-piping project since it has taken over a year and a half. He said 1 or 2 employees should not be tasked to handle every job in-house.

Discussion followed regarding available personnel, the overhead fire engine water fill project, and relying on the old fire station's water source.

**Airport** – Leslie Feilner displayed a sign that will be posted at the airport. She explained the re-launch of the Aircraft Owners and Pilots Association (AOPA) Airport Watch program, the nationwide effort to safeguard airports from potential terrorist activity.

Musgrove stated volunteer pilots could post the signs. He said the airport is feasible because of volunteers who packed the snow and removed snowdrifts.

Discussion followed regarding roads in the airport subdivision that drift closed.

**City Clerk** – Pat White reported the Fairbanks Daily News-Miner featured articles on mandated passport requirements on January 22 and January 23, 2007. The second article reported local information and said the Fairbanks Downtown Post Office was overloaded, processing up to 60 applications a day. White said Delta averaged 15/month last year but had processed 24 in December and 22 in January. She said she has referred customers to Fairbanks but only when the normal turnaround or expedite service cannot accommodate travel plans. That number has been less than 5. The Fairbanks office can bring the turnaround time down to one week but they cannot guarantee it.

White reminded Council members that 2006 Public Official Financial Disclosure (POFD) Statements are due by March 15, 2007.

**City Administrator** – Pete Hallgren reported:

- M2C1 proposed a \$76,000 design-build for the Donnelly Dome project. Hallgren said it was misunderstood and was to be a design-bid-build. Adding bid packets will raise the cost. If the towers were to be design-build the City would have to hire for construction inspection.
- The Department of Army (DA) is hosting an Open House, a Stryker Brigade Scoping meeting, from 12:00 to 8:00 p.m. on February 14 at the Community Center to give the public opportunity to provide input on what they would like the Supplemental Environmental Impact Statement (SEIS) to address as it pertains to the DA's proposal for the permanent stationing of the 5th Stryker Brigade Combat Team (SBCT). Hallgren said he asked City Attorney Jim DeWitt to review the agreement the City entered into with USARAK; if possibly it would be affected by another Stryker Brigade using the same facility. He refereced a confidential statement issued by DeWitt. Hallgren said he planned to attend the meeting and make a presentation based on DeWitt's recommendations. He explained how a recent hearing in Hawaii was conducted and said the public may be required to speak individually to a court reporter and not have opportunity to present comments.
- The 1982 grader is in Fairbanks to repair an antifreeze leak in the motor.

**Finance** – Dave Zimmerman reported the year-end June 30, 2006 audit report from Mikunda, Cottrell & Company was distributed.

Hallgren reported Mikunda, Cottrell gave a "clean" audit but recommended again to reconcile the checkbook with internal records more often. The problem is more difficult to solve because of the accounting program / software system being used, but it is important that it get solved.

**School Liaison** – Leslie Feilner reported ten Jr. High students (grades 6-8) qualified to participate in the Math Counts Program at the University of Alaska in Fairbanks on February 10, 2007.

Tvenge said Delta students did not participate in the National High School Oratorical Contest because of short notice but would be encouraged to compete in the speech contest next year.

**Park** – Leslie Feilner reported the Chamber of Commerce was hosting the annual Festival of Lights on February 10, 2007. A lighted parade was scheduled at 7:00pm, followed by the fireworks display at 8:00pm.

**Recreation** – Pete Hallgren stated an overhead door at the skating rink was previously approved for zamboni access on the north side of the building. It was to cost approximately \$800 but would actually cost \$1,190 from Alaska Garage Door, Inc. Electrical wiring would also be an additional expense. The door opener will be beneficial to the zamboni operator.

Heinbockel moved to approve paying \$1,190 to Alaska Garage Door, Inc. for installation and testing of an electrical overhead door at the skating rink; Jenkins seconded.

Hallgren stated it is worth accepting expertise from people who actually install the doors.

Martinez said payment for the overhead door should come from the rec center (impact) funds.

Motion passed unanimously on a roll call vote.

**Public Health & Safety** – Pablo Martinez reported the Incident Command for Government Officials training was held on February 2, 2007 and was well attended by City Council members and City staff. He reminded Council members of the Wildland Fire Tabletop Exercise on February 13, 2007 starting at 5:30pm. He said in the event of disaster Council members would be required to manage it.

Zimmerman thanked Martinez, Mayor Leith-Dowling, and White for joining him and LEPC members who attended the Incident Command System (ICS) training levels 100, 200 and 700 Friday evening, Saturday and Sunday, February 2, 3 and 4.

Martinez stated Delta Rescue Squad members were refurbishing old gurneys. He said they would present justification to support purchase of Life Paks in the near future. The purchase price is \$19,000 for one or \$13,000 each if two are purchased.

**Charter Commission** – Lou Heinbockel reported the State of Alaska Local Boundary Commission (LBC) would host a Public Hearing and Decisional Meeting regarding the Deltana Borough Incorporation Proposal starting at 5:30pm on Friday, March 16, 2007 at the Delta High School large gymnasium. If the meeting does not conclude by 10:00pm, the meeting will recess and reconvene at 9:00am on Saturday, March 17, at the same location. Heinbockel asked the public to research the topic with information that has been published on the Internet. He said he was tired of the misinformation being spread around town. He hoped the Charter Commission could offer a document that explains their position.

## **UNFINISHED BUSINESS**

### **Draft Purchase Policy**

Hallgren stated the policy would be available for review at the February 20, 2007 meeting. It is more complicated than anticipated.

### **Draft Minimum Lot Size Policy**

Hallgren referenced his February 28 rough draft of the Residential Subdivision Policy and stated the current subdivision ordinance requires lot sizes to be at least 40,000 square feet, a bit less than an acre. He said Sebastian Saarloos of Delta Surveys considers 5-acre lots within city limits are too large. He recommended the policy address well and septic separation to protect neighboring lots, wording it, “the plat would have to show where septic and well would be located on each lot in a proposed subdivision if lots are less than 40,000 square feet.” Adjoining lots outside the subdivision would have to be shown so that they would not be affected by the subdivision well and septic placement. Hallgren said the policy could be useful but may not stop mistakes from being made.

Discussion followed regarding setting a policy to avoid conflicts and informing surveyors, realtors and septic installers.

Tvenge said Fairbanks has a .92-acre minimum lot size. Requiring lot sizes in Delta to be one-acre versus the present half-acre is not a lot to impose, especially for the price of land in this town. It is necessary to eliminate potential contamination to someone’s well. It is known that everyone does not install a DEC-certified septic system.

Hallgren clarified that existing lots are not going to be required to get bigger. It was recommended in 1977 that lot sizes not be less than a half-acre because of existing quarter-acre lots.

Musgrove said some lots are not intended to have septic systems.

## **NEW BUSINESS**

### **Request for MOA to use Incident Command Center (Emergency Operations Center / EOC / Old Fire Station)**

Heinbockel referenced a January 25, 2007 letter written by MAJ Ron Magee, Alaska State Defense Force (ASDF) Regional Commander. He said there should be no problem using the old fire station, where the Emergency Operations Center (EOC) is located, as an Incident Command Center.

Musgrove moved to approve drafting a Memorandum of Agreement as requested per mutual interest; Feilner seconded.

Motion passed by unanimous consent.

### **Purchase Orders**

PO#011484 to Aetna WHO-AAS in the amount of \$7,273.73 for Feb '07 group health insurance

PO#011485 to ACS in the amount of \$1,454.81 for Jan '07 telephone services

PO#011486 to AML in the amount of \$1,576.00 for 2007 Alaska Municipal League membership dues

PO#011487 to Amazon.com in the amount of \$542.62 for library books and materials

PO#011488 to Delta Building Supply in the amount of \$1,500.00 for Feb '07 warm storage rent

PO#011489 to Delta Junction Fire Department in the amount of \$1,318.00 for HAZWOPER refresher

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training

PO#011490 to Delta Professional Development in the amount of \$1,592.41 for Jan '07 vehicle fuel

PO#011491 to GVEA in the amount of \$3,346.25 for Dec '06 electricity

PO#011492 to L.N. Curtis & Sons in the amount of \$2,100.00 for Fire Department boots and helmets

PO#011493 to Mikunda, Cottrell & Co in the amount of \$4,303.54 for FY06 audit services

PO#011494 to Municipal Emergency Services in the amount of \$2,248.95 for winterization of fire hose

PO#011495 to Rural Alaska Mitigation Planning in the amount of \$1,376.00 for LEPC Wildland

Exercise

**Feilner moved** to approve purchase orders 011484 through 011495; Jenkins seconded.

Zimmerman explained #011494 and said the fire hose will withstand -40° temperatures.

Heinbockel stated group health insurance is an \$85,000/year expenditure and consumption of electricity is just as gross.

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

#### **ADDITIONAL PUBLIC COMMENTS**

Leith-Dowling called for additional public comments.

Tana Wood asked to consider what could be enforced when finalizing the written policy for minimum lot size. She asked to build some “teeth” into the policy so there is recourse if someone does not abide by the policy and violates the separation and puts their septic next to their neighbor’s well.

Hallgren said State Statute says a property owner cannot legally transfer a parcel unless the local subdividing authority (City Council) has approved it.

Wood said many landowners in Delta do not even record their property.

Hallgren said problems do not surface until property is to be sold.

Heinbockel said it is an attempt to make issues easier.

#### **ADDITIONAL COUNCIL COMMENTS**

Tvenge referenced a letter dated January 18, 2007 from Bill Rolfzen, Program Administrator in Juneau’s Department of Commerce, Community and Economic Development (DCCED). Rolfzen identified the population for the City of Delta Junction in 2006 as 1,039, 8 less than the previous year.

Hallgren shared the population differences in Delta Junction, Big Delta, Ft. Greely and Deltana. He said revenue sharing was based on population.

Hallgren reported the septic pits appear to be operating as designed even though more septic waste has been dumped between July and September than in the previous 12-month period.

Discussion followed regarding reporting of septic waste and the rock sale that ended December 31.

**Heinbockel moved** to continue the rock sale through June 1, 2007; Feilner seconded.

**Motion passed** by unanimous consent.

#### **ADJOURNMENT**

Heinbockel moved to adjourn at 6:37pm; Feilner seconded. Motion carried.

Pat White, City Clerk

Date of approval: February 20, 2007