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**City Council Minutes**  
**April 3, 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, April 3, 2007 at City Hall in Delta Junction, Alaska. Mayor Mary Leith-Dowling called the meeting to order at 5:02pm.

Council members present: Mayor Mary Leith-Dowling, Mayor Pro tem Lou Heinbockel, JW Musgrove, Pablo Martinez (arrived at 5:07pm), Mike Tvenge, Leslie Feilner, Mike Jenkins (telephonically)

City employees present: Pete Hallgren, Dave Zimmerman, Letha Burcham, Joyce McCombs, Butch Ellis
Five members from the community were present.

AMENDMENTS TO AGENDA ~ APPROVAL OF AGENDA

Leith-Dowling reported one item to add to *New Business*:

- ✓ Delta Library Storage Building Purchase Order

Feilner moved to approve the April 3, 2007 agenda as amended; Musgrove seconded. Motion carried.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Feilner moved to approve the minutes from the March 20, 2007 regular meeting and the March 26, 2007 special meeting as presented; Tvenge seconded. Motion carried.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

COUNCIL COMMENTS ON NON-AGENDA ITEMS

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

CORRESPONDENCE – March 26, 2007 letter from Clinton Crusberg, D.V.M.

Heinbockel stated that he thought that the council had agreed to allow the Heart Fur Animals to use the old fire hall without charge until he read the minutes. He said it is time to do so. He said that if a decision had been made he would like it to be reconsidered.

Tvenge said he thought that the group was supposed to have a look at the facility to insure it met their needs.

Heinbockel said that we have had one request to use the facility and two letters strongly urging us not to allow it to happen. He said a decision needs to be made.

Hallgren reported that the toilet in the old fire hall is frozen and so is the water. Heart Fur Animals were informed that until it was thawed it could not be used. A local business was hired but they were unsuccessful. He understood from the discussion at the last meeting that they were not to use the facility until further council consideration.

Heinbockel said he didn't want more requests. He asked if we are going to let them use it without charge for what we saw as a community service or not?

Tvenge asked if we knew if they were non-profit or not.

Leith-Dowling said they are non-profit.

Tvenge said he thought the policy was to charge non-profits 50% of fees.

Martinez said he thought that they should pay like everyone else. The letters from Crusberg stated that there was certain equipment that should be used. Is this facility sanitary? If there is a problem with the surgery, who's going to take care of it? Crusberg will receive the problem. Who is the vet who performs the surgeries?

Leith-Dowling said the vets are volunteers on a daily basis and she understood that Crusberg declined to participate.

Martinez said he hoped that these services were being performed under some kind of state standard and if they are allowed to use the facility they should have to pay for it.

Feilner said that Dr. Crusberg only performs about 6 surgeries at a time. This group does around 30 so that she feels we need to be watchful that conditions are right and safe for the animals.

Tvenge stated that since Crusberg has the state involved, it is up to them to know if it is safe practice or not. That much is out of our hands.

Martinez moved that if allowed to use the old fire hall, Heart Fur Animals must pay the fees involved.

Motion passed on a roll call vote with five (Martinez, Tvenge, Jenkins, Musgrove & Leith-Dowling) voting in favor; two (Heinbockel & Feilner) voting against.

Musgrove said that if the State Veterinary Board responds to Crusberg's request, then that's the time when we can make a determination. If all the state requirements are met, then we should let them use the space.

Discussion continued regarding if the state would need to see them doing the surgeries before they could make a determination.

Heinbockel moved to grant the Heart Fur Animals request to use the old fire hall for their clinics.

Motion passed on a roll call vote with four (Feilner, Tvenge, Musgrove & Leith-Dowling) in favor; 3 (Heinbockel, Jenkins & Martinez) voting against.

REPORTS

Fire Department – Carin Bear passed out copies of the letter to the editor of the Delta Wind regarding ISO rating having **not** changed as was reported in the Delta Wind. She has spoken with ISO who assure that they will come and make an inspection prior to any changes. ISO will also come as improvements take place if requested. Many challenges are ahead. We may be bumped from our current classification once we are inspected, however we will save that grief until it comes.

When the process first started, Rural Deltana Fire Department and the City Department thought ISO would combine them for the grading process with regards to personnel and water, but they will be graded separately on everything except water. As pointed out in the Delta Wind article, it will depend on how many volunteers we have. She stated that if you care about your community, you should be willing to pitch in.

Bear continued by saying that in many communities there are taxes and people have no choices. But here, we have no taxes and we have a choice...but we all need to pitch in. The water system is now completed at the fire station. FEMA has accepted the administration of the grant. It is now time for a new grant and more discussion is needed as she plans to get more expensive items.

Hallgren said that rescue squad would like to add on to grant request.

Bear agreed to contact them.

Acting City Clerk – Letha Burcham reported:

- A new recorder was ordered and received today. It is being tried out as a back up to test and see how we are going to like it. It can be returned within 30 days if it doesn't fit our needs.

- Burcham and White will purchase flowers from local businesses again this year. Ludmila Kravchuk has agreed to plant them around City Hall, as well as enough baskets for the library. \$200+ is saved compared to total costs paid in the past.
- 37 passport applications were processed in March, 33 in February, 22 in January, and 24 in December. The count is up. We averaged only 15/month in 2006 and 10/month in 2005.
- Barbara Boadwine is representing the City Slickers as a team leader at the Relay for Life meeting. Burcham stated the City's team is scheduled to put together a banner and a quilt to donate for the fundraiser auction. 35 people walked for the City team last year and 38 are signed up for this year. White said she was very encouraged from this year's participation in making it another wonderful community event.

Hallgren commented that this was not City money that was used. It was all donated.

Musgrove asked if the City made any money from the passport business.

Burcham explained that \$30 is collected by federal mandate for each passport application processed.

Hallgren interjected that processing passports is one of the functions that we took over from the State per their request.

City Administrator – Pete Hallgren reported:

- A scoping meeting for an EIS (Environmental Impact Study) will be held on Thursday, April 12, 2007 in the community center. Army aviation is looking at possible expansion in Alaska. The army has indicated that it includes such things as Medivac helicopters and other types of training helicopters for army aviation. The scoping is to determine what concerns the community might have for consideration in the EIS. The meeting will be from 5:00 pm to 8:00pm with a presentation to be at 6:30pm.
- Butch Ellis hopes to get the road grader back on April 14. The engine was rebuilt in Anchorage. It will have a three-year warranty.
- The heating system in new rescue squad bay is now operating correctly. The final fix was to turn around a mixing valve that was incorrectly installed during construction.
- A written description for exactly what the City can/cannot do concerning drug and alcohol testing has yet to be received. The attorney was hoping to get something to us today, but now it will be Thursday. The mayor has stated that the City will not hire any new employees until we have a chance to review the policies.
- Problem with community center pipes. Fixtures are plugging up with something in the water lines. An independent contractor will be hired to install a filter system into the water system and clean out the plugged pipes. Once a maintenance person is hired this sort of thing will be done in house.

Heinbockel said he was surprised that a filtering system had not been installed previously.

Discussion followed regarding the Community Center water system.

Finance – Dave Zimmerman reported that with proceeds from the sale of the Waldo property we bought a \$120,000.00 CD (Certificate of Deposit) that matures today at Mt. McKinley Bank. We currently earn 4.7% interest. It is time to renew today at same rate for 6 months ending in October. The money market fund we have through the state of Alaska is currently earning 5.08% but the difference on an annual basis is only \$456. Maturity will coincide with final construction of the rec center.

Hallgren recommended renewal for another 6 months and pointed out that the council should allow Martinez to withdraw from voting due to his position with Mt. McKinley Bank.

Heinbockel moved to approve extension of the CD and allow Martinez to remove himself from voting. Feilner seconded. The motion passed on a roll call vote with six (Heinbockel, Feilner, Tvenge, Jenkins, Musgrove & Leith-Dowling) voting for and one (Martinez) abstaining.

School Liaison – Leslie reported that schools are doing testing today.

Leith-Dowling mentioned that the City conference rooms were being utilized as a testing site for home schooled students this week.

Heinbockel asked if we were charging for use of the rooms.

Zimmerman answered that they were charged half price as a non-profit group and they paid.

DREDC – Mike Tvenge reported that there are no meetings scheduled until June.

Library – Mary Leith-Dowling reported that the Library open house is at end of the April and all were working towards collecting goodies for the baskets.

Joyce McCombs added that several of the students from the group being tested at City Hall came over when finished and were very well behaved. She said the staff had been busy handing out voter information from the state website to patrons needing it as well as obtaining the most current information regarding the pet foods being recalled.

Park – Feilner reported Jay Frazier of Alaska Alpine Flora agreed to the terms of the 2007 contract for lawn maintenance at the park, as discussed at the March 20, 2007 Council meeting. The Contract has been signed and the grass will be mowed on an as needed basis.

Recreation – Mike Tvenge announced the closing of the doors at the rink due to warm weather. It was a busy week. The figure skating group had a huge attendance for their beautiful performance. A Skate-a-thon fundraiser was held. The Sunday skate drew 70 people and \$387.00 was earned. He added that he and Al Edgren met with M2C1 to answer and clarify some questions regarding information they heard at the last meeting. The only change decided on at their meeting was the downsizing of the Zamboni dumping pit. It will be more of a drain trough than a \$30,000 heated pit. They researched and found that there would be enough heat generated in the facility to melt off what was needed. M2C1 agreed. The Skating Association is making plans to clear out the rink in preparation for construction. They have a connex to use for the storage.

Public Works – Lou Heinbockel reported that a number of roads have been scraped to gravel. Someone has helped the City. He made a dump inspection on Saturday and is still amazed that 6 months worth of trash can be dumped for \$58.00. The dump is well covered and it looks very good.

Hallgren said that he had received a letter from the Department of Environmental Conservation (DEC) announcing that they have changed their procedures on annual inspections. They will no longer call ahead to make arrangements for inspections, but they will begin coming unannounced to do them.

Charter Commission – Lou Heinbockel said that no date as yet been announced for a vote.

Department of Transportation (DOT) Liaison – Mary Leith-Dowling reported that DOT had called and said that Big Brothers/Big Sisters adopted one mile of Nistler Road, that mile being in front of the school. She also stated that a design study report on resurfacing a part of Alaska Highway was received. It is available for review by anyone interested.

UNFINISHED BUSINESS

Purchase Policy

Hallgren explained he made the changes requested by the Council on the draft Procurement Policy.

Heinbockel said he appreciates having a say so in purchasing.

Leith-Dowling said that this basically clarifies what was already in the ordinance. But it is something that will be handed out to the department heads and volunteers.

Heinbockel moved to adopt the 4/2/07 Procurement Policy. Feilner seconded. **Motion passed** unanimously.

Minimum Lot Size

Hallgren explained that this second draft on the lot size minimum incorporated the council's wishes. He had contacted the Sarloos' and they approved but suggested that he run it by the state DNR (Department of Natural Resources) to see if they have any thoughts on it.

Tvenge said that with the oncoming construction season he wanted the word to get out as soon as possible.

Hallgren clarified that this only pertained to new residential subdivisions.

Leith-Dowling suggested to delay further discussion on the issue until comments from DNR had been received and reviewed.

NEW BUSINESS**Delta Library Storage Building Purchase Order**

Leith-Dowling referenced information regarding the new storage facility.

Joyce McCombs explained the history behind getting the storage they need. She has worked with Gary Hall in deciding what size building could be built. His students will build the project in pieces and then move them to the site located at the end of the parking lot. The foundation will be a gravel pad with concrete pilings so that if the building needed to be moved in the future it could be. The building will be electrified, but they will run a cord out to it as needed. She and Nancy are very excited to have the storage which is badly needed. The Rasmuson Grant money will be used to pay for the project. It will cost around \$35-\$40 a square foot.

Heinbockel asked to clarify the size.

McCombs said it would be 12' X 22'.

Hallgren explained that this is one government agency helping another. That makes this project an exception to the Procurement Policy. Gary Hall will be the one purchasing what is needed. He further added that what the council needs to do is to give approval for the use of the \$10,000 Rasmuson Grant money. He suggests that they ask Hall to purchase locally when possible and to use as much local business he can.

Musgrove asked how Hall would front the \$10,000.

Hallgren said he would open accounts at the various places and we would pay the bills.

Martinez moved to approve the limit of \$10,000 for the construction of the Library Storage Building.

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

Purchase Orders

PO#011641 to Aetna WHO-AAS in the amount of \$6,821.60 for April '07 group health insurance
PO#011642 to B&A Heating in the amount of \$1,001.45 for repairs at Rescue Squad (floor heat) and new fire station (air compressor)

PO#011643 to Delta Building Supply in the amount of \$1,500.00 for April '07 warm storage rent

PO#011644 to Delta Youth Court in the amount of \$4,750.00 for Dec – Feb '07 Social Service Grant

PO#011645 to Rural Alaska Mitigation Planning in the amount of \$1,376.00 for Wildland Tabletop Exercise

PO#011646 to Wireless Delta Internet WDI, Inc. in the amount of \$525.00 for repair to LEPC crashed laptop

PO#011647 to GEOAPPS, Inc. in the amount of \$1,304.50 for Feb – Mar '07 services to install updated software and train Letha Burcham in 911 mapping

Feilner moved to approve purchase orders 011641 through 011647 as presented; Martinez seconded.

Hallgren pointed out that one of the invoices was for group health insurance and that he and Zimmerman were investigating a different type of group health insurance. The coverage will still be under the AMLJIA Aetna, but changes such as Personal Health Account or High Deductible accounts are being looked at. Each type has advantages. As soon as the costs are established, they will talk to the employees to see what the ideas are there. Currently the premium costs for an employee with a spouse and children are running around \$16,000 per year with the City paying 100%. They are simply exploring less expensive possibilities.

Heinbockel asked for explanation of PO#011646 in the amount of \$525 to fix the LEPC laptop.

Zimmerman explained that this money came from LEPC money, not Homeland Security.

Heinbockel commented that it might have been better to purchase a new laptop.

Zimmerman replied that this is seven hours of diagnostic work and reinstallation of the operating system and to recover needed data. There was also a wiring problem that needed repair.

Tvenge asked about PO#011643 in the amount of \$1,500 for heated storage and the necessity of using it year round.

Discussion followed regarding use of the building to do repairs and to store the grader.

Motion passed unanimously on a roll call vote.

ADDITIONAL PUBLIC COMMENTS

Tana Wood commented that the City should treat all requests to rent the City facilities the same. She said other requests were not discussed in such detail as this one.

Hallgren stated that the issue all came about when he made the un-tutored decision to not rent the community center for the spay/neuter clinic in the same facility where food is prepared and served.

Barbara Boadwine thanked the City of Delta and the City Council for all the support, phone calls and help she was given in the loss of her husband.

ADDITIONAL COUNCIL COMMENTS

Heinbockel expressed that the \$18,000 a year for warm storage is a bargain compared to what we pay for heating our own buildings. Besides, it is the only building that the grader will fit in.

Tvenge described the ice caves on Mil-Tan Road and wanted to make sure that Mike Paschal had noticed them.

ADJOURNMENT

Feilner moved to adjourn at 6:25pm; Musgrove seconded. Motion carried.

Letha Burcham, Acting City Clerk

Date of approval: April 17 , 2007