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**City Council Minutes**  
**April 17, 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 17, 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, Mike Tvenge  
JW Musgrove, Mike Jenkins (telephonically), Leslie Feilner

Council member excused: Pablo Martinez

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

Three members from the community were present.

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

Mayor Leith-Dowling reported 3 items to add to *New Business*:

- ✓ Repairs to Visitor's Center
- ✓ PO#011668 to M2C1 Construction & Engineering in the amount of \$4,292.93
- ✓ PO#011669 to Rainer Equipment Transport, Inc. in the amount of \$1,015.00

Heinbockel moved to approve the April 17, 2007 agenda as amended; Feilner seconded. Motion carried.

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

Tvenge moved to approve the April 3, 2007 minutes as presented; Feilner 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**

Musgrove asked the status of the frozen water lines at the old fire station.

Hallgren said he did not know if they were thawed yet.

#### **REPORTS**

**Fire Department** – Carin Bear reported firefighters finished First Aide / CPR re-certification. The Ft. Wainwright Fire Department has invited local firefighters to participate in EMT I training in June. The University portion of Firefighting I is complete and testing is scheduled for May 12.

**Cemetery** – Mary Leith-Dowling reported some (corner) fence posts need repair at the cemetery.

**Hallgren** stated it could be a job for John Lunn once he returns to assume the lawn maintenance position.

**City Clerk** – Pat White asked to attend the 61st International Institute of Municipal Clerks (IIMC) Conference in New Orleans May 21 to 26. She said Certified Municipal Clerk (CMC) requirements increased from 100 to 120 points in January. Attending the entire conference is worth 10 CMC points.

Discussion followed regarding CMC certification, cost of the IIMC conference, education and travel budgets, and using mileage to cover the plane fare.

**Heinbockel moved** to approve White's attendance at the IIMC conference in of-all-places New Orleans; Feilner seconded.

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

**City Administrator** – Pete Hallgren reported:

- He and Leith-Dowling attended the School Board meeting on April 5 when they authorized approval of the four-part plat. (The City had approved it on March 6, 2007.) The State planned to issue title of the portion of property where the rink is located (Tract D) to the school district and then the district was to transfer it to the City. A State official informed today that the file was misread; that the City had in fact applied for title over 20 years ago and it was also approved at that time. Hallgren said the City would be given deed to both Tract D and Tract A (tie-down area).
- An Army Aviation Pre-EIS Scoping meeting was held for the public on April 12. Hallgren said current plans are to bring in up to 2300 troops and 20 to 30 various types of helicopters but neither are to be stationed in the Delta area. He said he planned to ask U.S. Army Alaska (USARAK) to scope the Memorandum of Agreement (MOA) between the City and USARAK that was approved on May 16, 2006 and signed on May 29, 2006. Public comments can be made through May 2, 2007.
- Hallgren and Mayor Leith-Dowling met with USARAK attorneys on April 16 to discuss the MOA. They will schedule quarterly meetings to keep the City current on information. The meeting will be around June 11 to 15. Part of the MOA is to have additional firefighters and a truck available when the project is completed and use has begun. Construction completion of the project could be as early as the end of next year but wiring and electronics will likely completion until 2009 or 2010. A diking system is to be built on Jarvis Creek and firebreaks, part of the construction project, are expected built anytime soon.

**School Liaison** – Leslie Feilner reported changes at the school district and turnover in staff. Delta Cyber School, Gerstle River School and New Horizons (Alternative) High School combined and Wayne Butler will serve as the full-time principal. He is replacing part-time Cyber School Principal Michael Opp. Elementary Principal Sandy Hill will retire after 26 years in education and will be replaced by Michelle Beito. Teachers Whit and Cindy Aillaud are retiring and will pursue promotion of Cindy's book, Recess at 20 Below, and new book offers. Dan Cooley will replace Ft. Greely Middle School Principal Brian Schaeffer. Feilner said a Freshman Orientation is scheduled for April 24, in which upper classmen will give a tour of the school to new students and parents. Class pre-registration at Ft. Greely School will be held on April 25 and 26.

**Library** – Mary Leith-Dowling reported the annual Library Open House is scheduled for April 28. She said Morley Electric repaired the library fireplace wiring, which was not grounded properly.

**Park** – Leslie Feilner stated gravel under the play equipment has been reported as thinned. She said 4" is required and it will be better assessed once the snow melts. Play equipment is in good condition but the toilet paper holders in the outhouse were destroyed. The spindles may not be replaced if they continue to be vandalized. One fallen tree needs to be removed. The volleyball court is presently under water. Feilner said High School baseball has begun and she understood that the season's official startup is May 3. She asked about moving bleachers.

White said she would speak to School Maintenance Supervisor Kent Scifres, who transports the bleachers between the rink, the ball fields, and the football field for school activities. To move them in the past, Dave Boadwine would borrow a trailer from Roy Gilbertson.

Discussion followed regarding coordinating bleachers being moved and to also include use of them at the Little League field and fairgrounds.

Hallgren said school personnel maintain the park ball fields and recently removed snow cover.

**Recreation** – Mike Tvenge reported April 28 is scheduled for the annual rink cleanup. Everything will be moved into a connex in preparation of summer construction upgrades. The rink would not have to be totally disassembled and if some panels were removed they would be replaced with newer ones.

Hallgren said the project would be put out for bid by the end of April with a 30-day turnaround.

**Public Works** – Lou Heinbockel reported the grader is back in operation (see *New Business* item).

Tvenge said the shoulders on Mill-Tan Road are sloughing away and edges are breaking off. He asked what could be done.

Discussion followed regarding using bull rock to strengthen street corners and sides of roads, repair of ditches, and using the grader to even road edges.

Heinbockel asked if roads would be paved this summer.

Hallgren said he spoke with Representative Harris' office on April 12, but funding was not yet known. M2C1 has already been hired to oversee the project but more funding is needed to complete all of the priority streets. He said he has received complaints from the local school bus business regarding needed brush hogging.

**Charter Commission** – Lou Heinbockel reported the Local Boundary Commission (LBC) met on April 12 in Anchorage and local residents from Delta attended via teleconference at City Hall. Members of the LBC adopted the *Statement of Decision: Petition for Incorporation of the Deltana Borough* and that 53-page document is available online and at City Hall and the library. Heinbockel encouraged fellow Council members to run as candidates for the assembly seats because of their experience.

Discussion followed regarding the election ballot, if or when an election is held, and possible outcome scenarios.

Hallgren said the Pogo PILT agreement ends December 31, 2008 if a borough is not voted in by then.

Heinbockel said it is probable that if the vote failed the first time it would likely be voted on again.

Hallgren said there is an 18-day period in which anyone can ask LBC to reconsider their decision.

Discussion followed regarding how LBC identified a “community” and that the greater Deltana area, including the agriculture area, constitutes a second community.

Hallgren asked to move *New Business* regarding the Visitor’s Center up on the agenda.

## **NEW BUSINESS**

### **Repairs to Visitor’s Center**

Brenda Peterson, Delta Chamber of Commerce Director, reported the roof of the Visitor’s Center has leaked for 3 years and they have managed to hire out temporary patch-up jobs. Last summer was the worst and buckets were positioned on the floor. Ceiling tile is now popping out in the restrooms. She stated two of the three contractors that submitted bids, said the metal on particular (wing) sections of the roof (over the restrooms) was installed incorrectly. The main portion of the roof was fine. Wind and rain have added to the faulty metal problems and it must be repaired. Peterson referenced a March 31, 2007 bid estimate from J&J Specialties and said they were the low bidder at \$8,645. She said she understood the agreement that the Chamber would maintain the building but they had a \$4,615 savings only. She asked if the City could provide financial assistance.

Tvenge said he had concerns with possible hidden damage, especially if buckets are needed.

Peterson said structure and insulation damage is not known but temporary repairs no longer work. Joel Wiggins of J&J Specialties was asked to assess the extent of damages once he pops off the first tin.

Heinbockel moved to approve City Administrator Pete Hallgren’s recommendation to contribute \$4,000.00 toward roof repairs at the Visitor Center; Tvenge seconded.

Discussion followed regarding possible underlying damages and construction of the building in 1986.

Feilner asked why damage was not repaired 5 years ago.

Hallgren said the City provided funding and the Chamber provided labor.

Peterson said Bob Geise replaced toilets and she and then-Chamber President Fred Sheen replaced the interior ceiling, which had a small amount of water damage then.

Discussion followed regarding if more damage is determined and the need to complete repairs in time for the official opening of the Visitor’s Center on May 7.

Hallgren recommended use of Pogo PILT funds. Otherwise, the budget process is skewed if money is taken from maintenance funds.

Heinbockel amended the motion to pay for the repairs and take payment from Pogo PILT funds; Tvenge seconded.

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

Heinbockel asked who other local bidders were.

Peterson said M2C1 and Heritage Contractors. She thanked Council for the financial assistance.

## **UNFINISHED BUSINESS**

### **Minimum Lot Size Policy**

Hallgren referenced his Residential Subdivision Policy draft, dated April 2, 2007. Since then he spoke with a State of Alaska representative who recommended lot sizes be no smaller than one-acre (equivalent to 43,560 square feet) instead of 40,000 square feet, which is current policy. Hallgren said the new residential subdivision policy would not impact existing lots but it would affect any new subdivisions that would be required to meet the new standards. The City Council acts as the local platting authority so any lot that is presented in the future that does not meet the one-acre ruling will require a good explanation. Local surveyors and developers would be informed of the requirement.

Discussion followed regarding different situations within the community and sale of parcels that do not meet the one-acre criteria.

**Heinbockel moved** to adopt the *Residential Subdivision Policy* and to change the minimum lot size from 40,000 square feet to no less than one-acre; Feilner seconded.

Tvenge said he would prefer a 2-acre minimum.

Heinbockel said most rural landowners purchase larger parcels.

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

## **NEW BUSINESS** continued

### **Community Center - Backup Facility for Post Office**

Leith-Dowling referenced an April 5 e.mail correspondence with Postmaster Danny James, in which he requested use of the Community Center or another facility to continue postal operations in the event of fire, earthquake or flooding.

Heinbockel said the old fire hall would be a good facility because of the large amount of parking space. One of the worst community disasters would be if the school burned and the City would be forced to prioritize community needs. He said, "We, as a community, need to be prepared for the worst possible scenario but we would find a way to work together."

Hallgren said he would notify the postmaster of the two locations.

### **Community Clean Up Day – May 19, 2007 – Discounted Landfill Rates**

White referenced an April 13 memo regarding the upcoming annual Community Cleanup on May 19, which is organized by the Chamber of Commerce. She explained the past 3 years and asked for a decision on how much to reduce rates for this year's event and how to coordinate with Delta Sanitation because they deliver the yellow bags of garbage that volunteers collect. Delta Sanitation operates their business Monday through Friday, but not on Saturday.

Hallgren said Delta Sanitation no longer provides roadside service but they have offered to locate two dumpsters (roll-offs / 30-yard containers) at the Triangle, in the Visitor's Center parking lot. That is one more than last year and it is because of the overflow experienced. Locals are encouraged to deliver all yellow bags to the Triangle. He referenced Zimmerman's May 20, 2006 spreadsheet, which showed \$1,520 in lost revenue at last year's Community Clean Up, when landfill rates were reduced by 50%.

Heinbockel said extra work is required from employees so in reality the City made no income. In previous years, before the landfill moved to the new location, Delta Sanitation operated the landfill.

Discussion followed regarding charging half price for household garbage and accepting yellow-bagged garbage free-of-charge, and possibly opening the landfill for a two-day event.

Hallgren said the landfill ran at a deficit last year and is just short of requiring subsidizing this year. The more free service is given, the more subsidizing is required. He said people who pay for commercial hauling do not get any break during Community Clean Up Day.

Tvenge said it is only one day and it is a public service. Other communities spend a week cleaning.

Heinbockel recommended extending May 19 business hours to 7 or 8, instead of the normal 4 (11:00am to 3:00pm) because it may increase the number that turn out. Only 50 turned out at last year's event.

Discussion followed regarding normal Saturday business and that the 3 available dumpsters are adequate for routine dumping.

Musgrove asked if refrigerator rates are reduced also.

Heinbockel said the \$25 disposal fee is not reduced because of the associated inspection costs.

Tvenge moved to approve reducing landfill rates on May 19, 2007 by 50% (.0263¢ per pound or \$52.50 per ton) for all household garbage and to extend the landfill business hours to meet public demand; Feilner seconded.

Motion passed unanimously on a roll call vote.

### **NC Machinery – Grader Bill**

Heinbockel said he would recommend paying the full \$40,013.92 to NC Machinery for grader repairs, even though it is \$10,390 over the estimate. He said the 25-year old grader probably needed a new radiator and numerous other repairs. He said local resident Jon Brewis explained proper maintenance and the repairs would add another 25 years to the life of the grader, which is a lot less expensive than purchasing a new one.

Hallgren said a transmission would be next to need repairs.

Musgrove said to pay the full bill because the \$29,000 was an estimate.

Hallgren said Butch Ellis was upset with the delay to repair the equipment. NC Machinery sent a representative along with a CAT rep when the whole bill (written estimate plus 33%) was presented. He explained costs, one-year versus the three-year warranty, and reason for delays in replacing the engine.

Heinbockel moved to pay NC Machinery for the full amount of \$42,013.92 and to assign purchase order 011688; Feilner seconded.

Hallgren said funding could be taken from the landfill sinking fund or the Pogo PILT, which is intended to benefit the entire community. He said the sinking fund should be being built up, not taken down.

Heinbockel amended the motion to pay NC Machinery and take the payment from the Pogo PILT; Feilner seconded.

Tvenge asked if any equipment was rented while the grader was being repaired (January 31 through April 5).

Hallgren said the loader and pickup truck with blade were used but they were not as effective.

Zimmerman said additional fees (PO#011669) were expended to cover freight and that would also be taken from the Pogo PILT.

Motion passed unanimously on a roll call vote.

Hallgren asked if he could send NC Machinery correspondence, stating Council voted against his recommendation (to dispute the bill) but are not entirely satisfied with the length of time it took.

Heinbockel said he would be hard pressed to return to NC Machinery. Past experience was with Volvo, who sold an expensive loader and did repairs at no charge.

Jenkins stated he supported Heinbockel's comment.

Musgrove said it is difficult to do that when the engine has a 3-year warranty.

### **Purchase Orders**

PO#011655 to M2C1 Construction & Engineering in the amount of \$7,688.50 for 90% engineering services on Donnelly Dome tower design

PO#011656 to M2C1 Construction & Engineering in the amount of \$45,876.09 for 90% engineering services for ice arena / recreation center upgrade design

PO#011657 to ACS in the amount of \$1,964.15 for April '07 phone services

PO#011658 to Amazon.com Credit in the amount of \$815.30 for books for library

PO#011659 to ATT & Alascom in the amount of \$816.75 for April '07 911 phone and power

PO#011660 to B&A Heating & Service in the amount of \$734.95 for services at the Rescue Squad (re-route slab heat feed and correct valve), Fire Department (zone alarm maintenance and fees for spare air filters), and landfill (repair leak in heat line)

PO#011661 to Bank of America in the amount of \$3,622.85 March '07 credit card charges (Lamar Cotten travel for Deltana Borough meetings X 2, Butch Ellis travel and lodging for landfill operation training, City Hall meeting recorder, update Pete Hallgren's anti-virus software, Hallgren lodging for AMLJIA insurance training, City Hall color ink cartridge replacement, City Hall annual credit card fees, Joyce McCombs and Mike Matiatos travel for Alaska Library Conference, and refund of credit card fees)

PO#011662 to Buffalo Center Auto Parts in the amount of \$1,191.41 for oil and air filter changes on landfill dozer, landfill loader, and Ford plow truck

PO#011663 to Construction Machinery Industrial, LLC in the amount of \$1,446.33 to replace loader bucket edges

PO#011664 to Delta Fuel in the amount of \$3,706.65 for March '07 equipment fuel and heating oil

PO#011665 to Delta Sanitation in the amount of \$574.09 for April '07 dumpster service

PO#011666 to GVEA in the amount of \$3,780.44 for March '07 electricity

PO#011667 to Guess & Rudd in the amount of \$8,399.91 for legal services

PO#011668 to M2C1 Construction & Engineering in the amount of \$4,292.93 for Fire Marshal review of Recreation Center plans

PO#011669 to Rainer Equipment Transport, Inc. in the amount of \$1,015.00 for freight charges to transport grader from Fairbanks to Delta

**Feilner moved** to approve purchase orders 011655 through 011669 as presented; Heinbockel seconded.

**Heinbockel amended** the motion to use Pogo PILT funds to pay for grader freight from Fairbanks to Delta (011669) and also Delta to Fairbanks (011591, approved at the March 20, 2007 meeting); Tvenge seconded.

**Motion passed** by unanimous consent to use Pogo PILT funds for grader transport charges.

**Motion passed** unanimously on a roll call vote to approve purchase orders.

#### **ADDITIONAL PUBLIC COMMENTS**

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

#### **ADDITIONAL COUNCIL COMMENTS**

Leith-Dowling stated she would not be at the next Council meeting on May 1, 2007 and asked Heinbockel to chair the meeting.

Heinbockel reported the new softball coach, Lindsay Pinkleman, brings new energy to 6:30am practices at the park each morning. He said he had concerns about the local Fish & Game Advisory Committee, under recommendation of the Alaska Department of Fish & Game, who plan to open this area for cow moose hunting for one-and-a-half months. Normally the area through Remington and Clearwater is closed to hunting. He said his concerns regarded use of high-powered rifles in residential areas.

#### **ADJOURNMENT**

Feilner moved to adjourn at 6:55pm; Heinbockel seconded. Motion carried.