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**City Council Minutes**  
**October 16, 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, October 16, 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, Pablo Martinez  
Mike Jenkins, Leslie Feilner, Pete Hallgren, JW Musgrove (telephonically)  
City employees present: Mike Tvenge, Dave Zimmerman, Pat White  
Seven members from the community were present.

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

Leith-Dowling reported six purchase orders (012089/012094) would be added to New Business. Heinbockel moved to approve the October 16, 2007 agenda as amended; Feilner seconded. Motion carried.

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

Martinez moved to approve the minutes of the October 3, 2007 regular meeting as presented; Heinbockel 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**

John Lewis, President of the Local Emergency Planning Committee (LEPC), introduced himself and said he was speaking as a representative of the American Red Cross and was recently honored as the recipient of the State Disaster Volunteer of the Year Award. He said he is knowledgeable about community needs because of his involvement in LEPC and the Delta Rescue Squad. Lewis said he has been working for the past several months with Boeing representatives and the American Red Cross to get a fully stocked emergency shelter trailer. He referenced an October 12, 2007 memo that described the trailer unit and all the supplies (150 cots and blankets, a generator, flood lights, electrical cords, etc. with capabilities of feeding large groups of people). He said of the companies they negotiated with, Boeing has allocated approximately \$12,000 for the trailer but \$4,500 is still needed. Lewis distributed a document entitled *Alaska Safety Net: An Expansion Project to Build Local Volunteer Capacity for Local Needs throughout Alaska* that explains efforts from Red Cross to expand services into rural communities. He said he would appreciate support from the City Council.

Leith-Dowling said she understood that the Chamber of Commerce was considering supporting the project and she was in favor of a matching grant, which would prove support from the public.

Musgrove asked 1) where the trailer would be stored, 2) who would pay for heating, 3) if and when food and water would be replaced, and 4) when the trailer be in service.

Lewis said the trailer would be stored next to the LEPC office (old fire station / with EMS bays) if it were available and realistic. He said additional supplies and maintenance would be a joint activity between the American Red Cross and the community and it would depend upon how often the unit is used and where it is stored. He referred to his handout that explained applicable grant funding. Lewis stated about fifteen local residents have had extensive training in shelter operations and management. When the trailer would be in service was not yet known. He would bring back that answer at the next Council meeting.

Hallgren asked if tents would shelter the cots and what the circumstances would be if temperatures dropped to -30° below.

Lewis said cots would be set up in a designated building shelter. Tents would be available but they will handle the command post and feeding area. Individual tents are not part of the shelter trailer. Lewis said the idea is to shelter people in a secure and warm area. He explained the feeding process and said supplies do not have expiration dates, and that in the event of a disaster, Red Cross purchases food through local businesses, if possible, and prepares the meals at a school or kitchen facility. It is then delivered to the shelter trailer and served to the public. Food would not be stored in the emergency shelter trailer.

Hallgren asked Tvenge to inquire with Department of Community & Economic Development (DCED) if the \$4,500 could be charged to impact funds.

Heinbockel said the City of Delta Junction covers one-fourth of the area population. He questioned whether Deltana was asked to share in the project and he said he agreed with the Chamber, that it should be shared by the entire community.

Tvenge asked what other Alaskan communities have emergency shelter trailers.

Lewis said he thought Anchorage and Wasilla, but emphasis was getting rural communities equipped. Discussion followed regarding efforts to prepare communities for potential disasters.

## REPORTS

**Fire Department** – Carin Bear reported three firefighters attended a fire conference in Anchorage and they were making plans for the Ft. Wainwright department to come to Delta to offer training. Bear explained several of the classes that were offered in the Fire Academy and the practical training that was received. She said the money was well spent and firefighters were looking forward to training next year. Bear said they are currently involved in joint training with Deltana and Ft. Greely.

**Cemetery** – Mary Leith-Dowling reported arrangements were made with volunteers to dig a grave for services on October 20.

Discussion followed regarding the history of the cemetery and the approximate 150 gravesites.

**City Clerk** – Pat White asked to reschedule the November 6 meeting because she, Tvenge, and three Council members would be attending the AML conference in Fairbanks. She said City Hall would be closed on October 18 for Alaska Day.

Discussion followed and it was decided to postpone the November 6 meeting to November 13, postpone the November 20 meeting to November 27, and continue as scheduled December 4 and December 18.

White reported thirteen Council and staff attended CPR/First Aid training on October 11 and 12 with instructor Steve Millea from AML/JIA. Training included use of an automated external defibrillator (AED). They cost approximately \$1,500 and funding is being researched to purchase one for City Hall, the Community Center / Senior Center, library, and the landfill. She said AED devices are known to be located at Alyeska guard shacks and the Career Advancement Center. The local school has one on order. Discussion followed regarding CPR (Cardiopulmonary Resuscitation) needed to maintain circulation, AED devices to jumpstart the heart, purchasing AED devices for the Fire Department and the Rec Center also, educating more of the general public, and use of AED technology in the past forty years.

Hallgren asked to inquire if impact funds could be used to put AED devices in city buildings.

**City Administrator** – Mike Tvenge reported on the Donnelly transmission tower situation. He said authorization was given at the October 3 Council meeting for M2C1 to contact KATN (Channel 13 /

ABC). KATN agreed to cooperate by up feeding to a Dish Network satellite and then down feeding to the towers, but they want the City to pay the subscription rate, which would be \$12 to \$16 per month.

Stephen Hammond, M2C1, said installation of the satellite and the first hookup (through the channel processor in the shack) could be within the next 10 days.

Heinbockel said the subscription fee is an insignificant amount, even if homeowners can get a better deal.

Hammond said it is still not defined what will work, the channel processor or the modulator, and that they were still working with George Heacock / KATN on a mechanism to link KATN and Dish Network.

Hammond said they had a quote from a local business, Miller's EMR (Electro Mechanical Repair), to install a dish.

Tvenge referenced the upper right hand corner of a rink diagram (titled IC-1, receive-date October 16, 2007) identified as the Interior Concrete Area #1. He said the area consists of gravel but needs to be made into concrete this season because it is in the path of the Zamboni. Alcan committed to the work as an addition to their contract, they could start this week, and it would cost \$25,312.70. Tvenge said the Zamboni tires would pick up gravel and carry it onto the ice. The permanent solution is to concrete that area.

Heinbockel moved to approve the change order and to authorize Alcan Builders to construct the concrete area, not to exceed \$25,312.70 as described; Martinez seconded.

Discussion followed regarding areas that are concrete and areas that are not, costs to concrete other areas and postponing the work to warmer weather conditions, storage for Zamboni ice shavings, and accruing costs to complete projects next spring.

Tvenge said more information would be available at the next meeting, along with response from the motocross group regarding a request for impact funds.

Motion passed unanimously on a roll call vote.

Tvenge referred to his memo, dated October 11, 2007, regarding needed D6 dozer repairs. He said NC Machinery estimated \$9,514.50 to repair stress cracks. Landfill personnel will remove and replace the blade for travel, which decreased the total repair costs. There will also be additional costs to transport the D6 to and from Fairbanks. Tvenge said NC performs the annual inspections.

Hallgren explained past experience with NC and said he would ask for commitment in getting the repairs in a timely manner.

Tvenge said the price would not exceed the estimated amount unless more damage was identified. The turnaround time upon transporting the dozer after receiving replacement parts will be 2 weeks.

Discussion followed regarding actual repairs and welding plates for reinforcement, possible reoccurring repair problems, doing repairs in-house, and higher maintenance costs associated with larger equipment.

Heinbockel said Butch Ellis supports getting the dozer fixed instead of buying bigger equipment.

Heinbockel moved to spend up to and not to exceed \$15,000 of impact funds for the repair of the landfill D6 Caterpillar / dozer; Martinez seconded.

Tvenge said he would get the repair cost in writing from NC Machinery and make appropriate contacts regarding the maintenance being applicable to impact funding.

Motion passed unanimously on a roll call vote.

**School Liaison** – Mike Jenkins reported the Delta Elementary was designated a 2007 No Child Left Behind – Blue Ribbon School by the U.S. Department of Education. He said two schools in Alaska (Metlakatla and Delta Junction) competed with two hundred forty eight schools nationwide and four other schools in the Pacific Northwest. Jenkins reported the Chamber of Commerce would host a Halloween party at the Delta High School on October 27, 2007 and there would be carnival games, contests, and pumpkin carving.

**Library** – Mary Leith-Dowling reported Bill Staines is scheduled to perform at the library on October 24 and seventy tickets will be sold only. Librarian Joyce McCombs is presently attending computer training in Anchorage.

Discussion followed regarding computer use declining during the winter months.

**Personnel** – Mary Leith-Dowling reported Butch Ellis is currently undergoing medical treatment in Seattle and Bill Smith was hired to fill the maintenance position on October 9.

**Public Health & Safety** – Pablo Martinez reminded Council and the public of the Mass Dispensing Clinic scheduled at the small gymnasium at the Delta High School on October 25, 2007. Even though free flu shots will be given, the real purpose of the exercise is to provide mass commotion. The entire community is needed to provide a practice run to test the LEPC emergency response plan. He said the local clinic and LEPC are also attempting to identify homebound residents. The LEPC contact is Janice Templin-Weller, Public Health Nurse, at the PHN office (895-4292).

Heinbockel reported no one has been shot to date during the recent (October 1 to November 15) antlerless moose hunt.

**Public Works** – Lou Heinbockel reported the larger trees along Kimball and Harper were removed. One tree was not removed because of visible remnants of a cable TV system. He asked that the clinic road get sanded.

Tvenge said Ellis sanded some intersections on October 12.

**Department of Transportation (DOT) Liaison** – Mary Leith-Dowling reported DOT repaired the streetlights in the center of town.

**Additional Reports by Council** – Lou Heinbockel reminded Council of the Fish & Game Advisory meeting on October 31. He said the City's goal is to have the Board of Game exclude Delta Junction's city limits from big game hunting.

## UNFINISHED BUSINESS

### Accessories to Support Indoor and Outdoor Rinks

Tvenge referenced a packet, dated October 11, 2007, that included Becker Arena quotes for outdoor dasher boards, chain link fencing, and other rink accessories, an email approval from the Grants Section of the Department of Community Advocacy to use impact funds, and a memo written by Tvenge. He explained the items that are proven effective for (-30° below) weather conditions in northern communities and he said the public would not be using the rink beyond that temperature. Included in the quotes are enough (50) dasher boards and related material to replace the current rink that was built in 1990/1991. Tvenge explained the expansion necessary for fluctuations between winter and summer temperatures. The added weight of the dasher boards fit within the freight charge of the truckload of materials, which is \$12,990.90. The quote for accessories and additional boards is \$42,316.70. The outdoor rink will be \$80,000 but does not include concrete. Installation of it will be supervised but otherwise completed by volunteer help. The total package is \$130,307.60 and includes a discount of \$5,000. Tvenge said the logic for the outdoor rink is to provide more recreation opportunity for the community. The indoor rink is operating at near or full capacity. He explained options to turn the rink into a quasi basketball, tennis, soccer, or multi-use court during summer months and that the long-term plan for the outdoor rink is for multi-use recreation. The outdoor facility will basically be a mirror image of the indoor rink.

Heinbockel said it would provide a lot more recreational skating, which is limited to the one existing rink. He said he never anticipated the school getting rid of the two outdoor rinks in the early 1990s.

Hallgren said any improvements that are not completed by the end of the year would not be paid from impact funds. Leftover funds can go into the landfill sinking fund and it deserved further discussion.

Tvenge said the final dollars of impact funds are not yet known because the rink project is not completed. He planned to have those numbers at the next Council meeting.

Discussion followed regarding material costs and installation of concrete, electrical lighting, and scoreboards for the outdoor rink, competitive bidding for electrical work next summer, closing construction contracts by the end of the year, past history of two outdoor rinks in Delta and one at Ft. Greely, impact funds that supported the library, landfill, and the rink, Delta Skating Association paying the maintenance costs to operate the Ice Arena, previous plans for a basketball court at the park, installation of playground equipment, revenue sharing, community volunteers who built outdoor rinks and cemetery fencing, and providing funding for other recreational activities.

Tvenge said impact funds were used to upgrade the Ice Arena into a recreation building. It now meets current code and will provide restrooms and a mechanical room and house the Zamboni. The only other request for recreation funds has been from the Delta Junction Motocross (DJMX).

Heinbockel moved to accept Becker's quote for support items not to exceed \$140,000.00; Hallgren seconded.

Hallgren said he viewed the purchase as a sole-source with specific permission from the State. The State looks at it as a specialty item, not susceptible to the bid process.

Motion passed on a roll call vote with four (Heinbockel, Musgrove, Hallgren, Leith-Dowling) voting in favor and three (Martinez, Feilner, Jenkins) voting against.

## **NEW BUSINESS**

### **Purchase Orders**

PO#012081 to Alcan Builders, Inc. in the amount of \$173,809.58 for Sept '07 progress on Ice Arena upgrades

PO#012082 to Delta Professional Development in the amount of \$800.74 for Sept '07 equipment fuel

PO#012083 to Heritage General Contracting in the amount of \$61,267.50 for progress on Zamboni building

PO#012084 to M2C1 Construction & Engineering in the amount of \$19,904.09 for Sept '07 projects support

PO#012085 to Levi McLaren in the amount of \$595.77 for reimbursement of expenses to attend the State Fire Conference in Valdez

PO#012086 to Cory Nydam in the amount of \$504.00 for reimbursement of expenses to attend the State Fire Conference in Valdez

PO#012087 to Royal Chemical, Inc. in the amount of \$1,673.81 for 24 gallons of fire foam chemicals

PO#012088 to Carin Bear in the amount of \$679.99 for reimbursement of expenses to attend the State Fire Conference in Valdez

PO#012089 to ACS in the amount of \$1,441.64 for Oct '07 phone services

PO#012090 to ATT & Alascom in the amount of \$812.11 for Oct '07 911 phones / power

PO#012091 to Crowley Petroleum Distribution (a.k.a. Delta Fuel) in the amount of \$552.48 for Sept '07 landfill equipment fuel

PO#012092 to GVEA in the amount of \$2,418.26 for Sept '07 electricity

PO#012093 to Guess & Rudd in the amount of \$707.54 for Sept '07 legal counsel (Zamboni addition, City Hall, MD impact fund)

PO#012094 to J & J Specialties, LLC in the amount of \$1,600.00 for library door hinges and weather stripping

Martinez moved to approve purchase orders 012081 through 012094 as presented; Feilner seconded.

Motion passed unanimously on a roll call vote.

## **ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

Leith-Dowling called for additional public comments.

Margie Mullins asked if KATN expects the City to pay their subscriptions when two other private companies pay their own and why the Council would agree to it.

Heinbockel said it is a service to the public upon their request. Nothing has been paid for the past forty years until very recently.

Martinez said the Council is looked upon as wrong whether they approve paying the subscription or not.

Mullins asked about the cost to transport the D6 to Fairbanks.

Zimmerman said it cost \$1,250 each way to transport the grader, but there were no numbers for the dozer.

Mike Paschall, Delta Wind Editor, asked if there was a change in policy and why the attending public was not given documents on topics discussed in tonight's meeting.

White stated she issued a memo to the City Council regarding the request for the emergency shelter trailer on October 12. She said the rink information was not included in the packet because of its bulkiness. She said she would make them available.

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

**ADJOURNMENT**

Feilner moved to adjourn at 7:00pm; Hallgren seconded. Motion carried.

Pat White, City Clerk

Approved: November 13, 2007