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**City Council Minutes**  
**April 1, 2008 ~ 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 1, 2008 at City Hall in Delta Junction, Alaska. Mayor Mary Leith-Dowling called the meeting to order at 5:05pm.

Council members present: Mayor Mary Leith-Dowling, Mayor Pro tem Lou Heinbockel  
JW Musgrove, Leslie Feilner, Pete Hallgren, Pablo Martinez (arrived at 5:14pm)  
City employees present: City Administrator Mike Tvenge, Finance Officer Dave Zimmerman  
City Clerk Pat White

Four members from the community and two out-of-town guests were present.

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

Leith-Dowling reported changes to the agenda:

- ✓ *Request to Speak* – Thomas Gross
- ✓ *Add PO# 12462 and 12463 to New Business*

Feilner moved to approve the April 1, 2008 agenda as amended; Heinbockel seconded. Motion carried.

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

Leith-Dowling stated she made some small language corrections.

White said wording was corrected (in the *Library Report* on page 2 of the March 18 draft minutes) to state that the book club does not meet 3 times a week, but they meet the third Monday of each month. Heinbockel moved to approve the minutes of the March 18, 2008 as amended; 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.

#### **REQUEST TO SPEAK**

Thomas Gross of T.J.'s Land Clearing asked to talk about the street-paving contract (agenda topic under *Unfinished Business*). He thanked Council for being able to bid on the contract and said the RFP asked to submit a proposal that identified how the work would be completed. However, the bid-opening sheet, dated March 21, 2008, showed price-per-acre bids, but did not identify the scope of work the contractors proposed to do. Gross said his company has been in business for twenty years and has had a standing contract with GVEA for the past sixteen years for construction clearing. He said his proposal included mulching brush and removing trees next to power lines, fences, etc., some of which will require hand cutting and being fed into a chipper. Useable firewood would be placed for local people to pick up. Brush and debris would be swept or raked off the road. Gross said he would appreciate the work in Delta.

Heinbockel thanked Gross for his explanation, which explained why the three bids were so widely different.

Discussion followed regarding how much of the project can be afforded and work done in the past by T.J.'s Land Clearing.

Hallgren said he felt Gross was fully qualified for the scope of the project.

## REPORTS

**Rescue Squad** – Mike Tvenge reported the Rescue Squad building is experiencing problems with the thermostat and a zone valve might be stuck. He said the fuel gauge on Medic III is malfunctioning.

Heinbockel said to shut the furnace off.

**Fire Department** – Carin Bear reported:

- The new tender is having battery problems.
- Insurance Services Office (ISO) issued a letter stating the City would be bumped in category (Public Protection Classification 8B/10 to 9/10), but would wait for the City to deal with shortcomings, to develop a program to retain the 8B status. Bear said she and Tvenge are planning to recruit volunteers. 8B is best rating the community can get without having fire hydrants or until the rules change.

Discussion followed regarding ISO rulings and similarities with other fire departments/communities. Airport – JW Musgrove reported the Delta Military Operations Area (MOA) will not affect the City of Delta Junction much. The military wants to coordinate training activities north of Delta and to create some corridors to access restricted airspace where there will be more activity. Training costs is the biggest concern. The training periods will affect commercial operators who travel to Delta by instrument. However, the limited periods of training will be well published and are a small sacrifice from the private sector. Civilian traffic will be accommodated during fire or medi-vac situations.

Musgrove stated materials for tie-downs that were installed many years ago are now deteriorating and all the cables will need to be replaced once the ground thaws. The tie-down area is messy because of the slush from spring breakup and snow on the runway is essentially gone, but pilots can land on the ice-packed ski strip for another week.

Tvenge asked about flight numbers.

Musgrove estimated there are a couple flights per day over the course of a year, but vary depending on the season, ground and flying conditions, weekends, and the price of gas.

**City Clerk** – Pat White reported the deadline to submit proposals for the park and cemetery lawn contracts is 4:00pm on April 25, 2008 and the bid opening will follow at 4:15pm. There are no bids yet.

White stated one letter of interest has been received to fill the Council vacancy. Deadline for letters is April 4 with appointment on April 15, 2008.

White said the City has been tasked to create a checklist for platting rules. White asked for a work session to discuss plat approvals, mapping issues, and revising that portion of the City Code of Ordinance. She asked to schedule in April to coordinate with surveyors, Ralph Mathews, of Mathews Land Surveying, Inc. in Fairbanks, Sebastian and Art Saarloos, of Delta Surveys, and Letha Burcham, Administrative Assistant who handles mapping for the City. White said the school district has given permission to use their conference room to test drive their sound system. She said the school has microphones also that might be more appropriate for City Council meetings, but she would like opportunity to test them before purchasing anything.

Discussion followed regarding accommodating the public who attend Council meetings and borrowing the microphone system from the school.

Hallgren said he favored forming a subcommittee instead of having a special work session. He said he is willing to work up a proposal with the surveyors.

Heinbockel said he preferred to contract the surveyors to create the checklist.

Art Saarloos said developing a checklist will ensure all bases are covered. He said he would customize a checklist after he consults with Ralph Mathews. He also suggested that Delta Surveys could review Mathews' work and Mathews could review Delta Surveys'.

Leith-Dowling stated once the checklist is established, the City Code can be revised. She thanked Hallgren and Saarloos for volunteering for the project.

Hallgren said platting is a very important service for the entire Delta area.

**City Administrator** – Mike Tvenge explained the Foundations Search introductory offer to streamline grant searches and said it is a great tool for grant writing, but comes with a fee. He said funding sources prefer grant writers go through these types of organizations. Tvenge said he talked with DGSD Superintendent Dr. P.J. Ford Slack and as partners, the City and the school, may be able to work a subscription with this company. He asked the Council if they are willing to subscribe and said a joint venture with the school district would cost \$5,200 for 5 years. Tvenge said the offer comes with 5-year, 6-month money back guarantee (if a grant is not gotten within the first six months) and the \$5,200 would be split with the school district. The cost is \$2,700 for one year, but he was able to negotiate the \$5,200 for 5 years. The school has not yet committed, although they like the idea.

Discussion followed regarding types of available grants and benefits of the search product.

Hallgren said he is fairly cynical, but thought Tvenge was moving in the right direction because of potential economic development in the Delta area, especially the proposed Alaska Highway Arch. He said he would prefer the City not be the major player and that the Chamber of Commerce or Delta Regional Economic Development Council (DREDC) be more involved. Hallgren said there is great possibilities for a gasline off-take in Delta and potential for the railroad to pass through also.

Discussion followed regarding dependence on grants because of no local taxes and asking the Chamber if they are interested.

Martinez moved to approve purchasing membership, not to exceed \$5,200.00, with the conditions of receiving a full refund if a grant is not awarded within 6 months and if DGSD or the Chamber of Commerce shares the cost; Feilner seconded.

Musgrove asked about the trial offer.

Tvenge said he spent a few hours on the 15-day introduction and printed a lot of information, which he shared with the school district.

Zimmerman said the purchase would be paid from the new equipment budget.

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

**School Liaison** – Mike Tvenge reported DGSD Superintendent P.J. Ford Slack drove the Zamboni. Library – Mary Leith-Dowling reported the Library Open House and Basket of Books Silent Auction is scheduled 10:00 to 4:00pm on April 19. She said the furnace had to be restarted the morning of March 31, which is possibly related to power surges the evening before. Temperatures had fallen to 58° but stabilized by mid afternoon.

Leith-Dowling reported the 4,000th patron registered recently. Data is purged regularly and those who have moved or passed away are deleted, so the figure is accurate. She said the March 27, 2008 issue of the Delta Wind ran a small article about the CD/DVD buffer. Since then, the library has had a steady stream of patrons, many of them being first-timers.

**Park** – Pete Hallgren reported the pavilion at the park would need a new door or a stronger plate for the deadbolt lock.

**Recreation** – Mike Tvenge reported ice is melting and the skating season is over. Blue tarps were put up to shade the plexi-glass and boards at the south end of the rink, which are deteriorating possibly from ultraviolet rays (during the summer months when the doors are left open). Tvenge said approximately one hundred people turned out for the figure skating program on March 27. Many students received lessons from Fairbanks figure-skating instructor Debbie Cook the next day.

**Public Works** – Lou Heinbockel reported Butch Ellis was looking into using the loader to clean up some street corners due to spring breakup. He said he has received many inquiries to increase the 35mph speed limit on Mill-Tan, but it cannot be raised because the road is not wide enough, there is no centerline, and there are no fog lines.

**Department of Transportation (DOT) Liaison** – Mary Leith-Dowling reported DOT met with the contractor that will put out markings near interior schools on the road system (Delta, Tok, Glennallen, and other small communities). There will be no flashing lights.

Discussion followed regarding crosswalks in Delta Junction.

## **UNFINISHED BUSINESS**

### **Street Paving**

Tvenge said M2C1 designed specifications for paving streets last fall and recently drafted a procurement package that City Attorney Jim DeWitt is currently reviewing. Otherwise the package is ready for bid. The cover sheet must be modified because the March 26 issue date has already passed. Tvenge asked to continue with M2C1 as inspectors and engineers on the street paving project because he did not want to be point of contact for engineering questions.

Hallgren said M2C1 has performed quite well as an engineering firm. He explained the importance of having an on-sight inspector to measure truckloads and thickness of asphalt and said that cutting corners opens up for problems.

Heinbockel asked if additive alternates were part of the bid and if they included paving the outside ice and basketball court. He said it is time for more multi-purpose activities at the rink.

Tvenge said the 3 street priorities are Rapids, Emmaus, and South Clearwater. North Clearwater, Harper, and Kimball are alternate streets. He said paving the outside rink was not included in the contract, but it could be piggybacked onto the project.

Hallgren said the parking lots at the library, Community Center, and City Hall could be done also, but he did not want to do them if it leaves out a street. He said at least \$300,000 must remain in the landfill sinking fund by July 1. The Rasmuson funds could be used for the library parking lot, but paving the rink is not a priority to him.

Zimmerman said brush clearing and paving will be paid from the \$710,000 that remains from three State grants. There could be additional money if Governor Palin does not veto the \$500,000 for paving in the supplemental bill.

Heinbockel moved to authorize Mike Tvenge to negotiate with M2C1 Contracting & Engineering to continue the engineering process for paving, find out if they are willing to manage it, and find out what it will cost; Feilner seconded.

Tvenge said the project is a few days from being put out to bid and asked if M2C1 should advertise the paving project.

Hallgren recommended M2C1 manage the project.

Motion passed by unanimous consent.

## **NEW BUSINESS**

### **Request to Subdivide Lot 4, Block 3 Jack Subdivision** (corner of South Eielson and Eielson)

Art Saarloos, local surveyor, stated electricity and road access are established on Lot 4, Block 3 of Jack Subdivision, and it is to be named Zarembo Subdivision. He said soil is suitable for wastewater systems, the two lot sizes are large enough (2.27 acres), there is no question about the title, and there is no covenant restricting subdividing. Soil tests were done when the original subdivision was created.

Heinbockel moved to approve the Zarembo Subdivision plat as presented; Martinez seconded.

Heinbockel said he appreciates the surveyors for their expertise.

Motion passed by unanimous consent.

### **Award of Brush Clearing Contract**

Tvenge referenced a map in the agenda packet and a larger one on the wall. He said the brush-clearing bid packet was advertised after City Attorney Jim DeWitt added one clause (\$2 million per claim and \$4 million cumulative).

Musgrove said it is too much.

Tvenge said Hawk's Enterprise, the low bidder, would add a rider to their policy to meet the insurance requirement. Proof of insurance is required before the contract is given.

Heinbockel asked about the total mileage.

Tvenge said twelve miles of streets were earmarked for brush cutting. If 8 feet is cleared on both sides of the streets, it is twenty-four acres, but some streets do not need both sides cleared. The scope of work is between twenty and twenty-four acres. Streets will be marked prior to cutting. Trees that are 6" or larger in diameter will be cut, bucked up, and left for the public. He said he would coordinate with GVEA, who would be brush clearing this summer, so areas are not duplicated. Tvenge said the price-per-acre allows capping the project at a certain dollar amount, but there are more than twenty acres.

Hallgren said the contract could be ended if the quality of the work is not acceptable.

Heinbockel referenced the bids: \$2,700/acre by Hawk's Enterprise, \$5,450/acre by T.J.'s Land Clearing, and \$3,585/acre by R&D Environmental. He said he would like Hawk's to do the work, but asked to limit the project to \$60,000. Heinbockel explained his recent experience regarding brush-clearing services on his own property.

Discussion followed regarding clearing and the need for chainsaws and whether bidders understood the scope of work and/or if they physically viewed the project.

Heinbockel moved to award the brush-clearing contract to Hawk's Enterprise in the amount of \$2,700 per acre, not to exceed \$60,000; Martinez seconded.

Hallgren said he wished to disclose that he lives across the street from an area that will be cut, but he had no financial interest in it.

Martinez said he had concerns about the difference in the proposed bids and he asked to make sure Hawk's understands the extent of the project.

Motion passed unanimously on a roll call vote.

Tvenge asked Heinbockel to work with Butch Ellis to mark the streets. He asked Mike Paschall, Delta Wind, to do a write-up in the local paper for public awareness. He said only 8 feet off the shoulder would be cut on all streets. Sandra Street, as an example, would get the same 8' even though there is 35' right-of-way on each side of the 30' road.

Discussion followed regarding situations in which property owners may not want their road frontage cleared and leaving existing fences and hedges (as on Rebecca Lane) that do not pose as obstructions.

Mike Paschall, Delta Wind editor, said he felt, from a firefighting standpoint, Council was making a terrible mistake in not removing fences in the right-of-way because of the hazard they create.

Hallgren said 8' was established so school busses are not forced to drive down the center of the road, corners have decent visibility, and a brush cutter can be used to maintain the cleared areas in the future.

Feilner asked to talk to homeowners who may have issues with the brush-clearing project.

Heinbockel said there are problems with fences, vehicles, trash, and septic systems in the right-of-way.

### **Retention Payment for Work Completed on Zamboni Addition**

Leith-Dowling referenced the March 11, 2008 e-mail from Ben Mercier, Heritage Contracting Business Manager, who requested payment for completion of the Zamboni addition, and to City Attorney Jim DeWitt's response, which agreed that Heritage should be paid for that portion of the completed project.

Heinbockel said \$19,500 is not to be paid because that work is not yet completed, but \$38,378.12 has.

Tvenge said the contract covered \$40,878.12 minus \$2,500 that was deemed unaccepted work. He said he had some issues but the original contract was completed.

See Purchase Order #012458 to Heritage General Contracting under *New Business*.

### **KATN Subscription Fee**

Tvenge stated he feels he was misled by KATN, who informed that there would be no subscription fees or costs associated to rebroadcast their TV signal. He said Mayor Leith-Dowling and M2C1 representatives were present during some of the telephonic meetings. Installation of the satellite dish is done, but now a subscription of \$16/month must be paid.

Leith-Dowling said she referenced her notes from the teleconferences and said KATN made it sound like they would honor a standing agreement like they have in other communities.

Hallgren said the City pays for the electricity that powers the site and the other two channels (KUAC and KTVF) pay their own subscriptions, but KATN is not willing to provide either. He recommended paying the subscription on a yearly basis and for one year only.

Heinbockel said the subscription is only \$192/year and local residents will likely contribute to it, as they have in the past.

Hallgren moved that the City purchase a one-year DishNet subscription for Alaska Superstation for no more than \$200.00, to issue a letter to KATN explaining the subscription will be paid for one year and may *not* be renewed, but will continue to transmit the KATN signal thereafter by providing the power to the site only; Martinez seconded.

Motion passed unanimously on a roll call vote.

### **Purchase Orders**

PO#012456 to Aetna WHO-AAS in the amount of \$7,880.34 for Apr '08 group health insurance

PO#012457 to Thomas/Janell Gilbertson in the amount of \$2,500.00 for Apr '08 warm storage rent

PO#012458 to Heritage General Contracting in the amount of \$38,378.12 for Zamboni building retainage

PO#012459 to IBS in the amount of \$1,069.60 for miscellaneous construction materials (ice melt and shovel handle for City Hall; drop cloth, utility blades, etc. to repair water damage to window at new fire hall; wrench for landfill loader; caulk, gun, tape, hammer, nails to paint storage room at Community Center; 1/4" 200' cable for safety chain/strap to shovel snow off Zamboni building; lumber, nails, and roof hangers for library storage building)

PO#012460 to Interior Region EMS Council in the amount of \$1,413.00 for Rescue Squad (EMT books, masks, and training items)

PO#012461 to NEA Alaska Health Plan Trust in the amount of \$695.00 for refund of ambulance transport, which was paid in error

PO#012462 to M2C1 Construction & Engineering in the amount of \$16,894.37 for Mar '08 services at library and rink

PO#012463 to NC Machinery in the amount of \$2,283.20 for replacement of D6 hydraulic lift cylinder

Martinez moved to approve purchase orders 012456 through 012463 as presented; Feilner seconded.

Musgrove asked when the hydraulic lift on the D6 broke (12463).

Tvenge said a couple weeks ago. He referred to PO#012457 and said some equipment can be moved into the old fire hall and possibly the new fire hall. He said he would like to give notice as a courtesy because the lease agreement ends June 30, 2008.

Hallgren said the warm storage lease was a good deal, but the City needs to make cuts because of running on an unsustainable budget. He discussed applying for grants to make improvements to the old fire hall.

Motion passed unanimously on a roll call vote.

### **ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

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

Heinbockel explained that in the years that he has served on the Council (1976, 1982 to 1988, 1999 to 2008) good money has been thrown into the old fire hall repeatedly and he would prefer to bulldoze it and let the Fire Department use it for training. He said he would not vote in favor of any renovations to that structure, but would prefer to buy a building. The dump truck does not need to be parked in warm storage. He would agree to store equipment in the old fire hall only if there are no monetary upgrades. It may come to storing equipment in the new fire hall or at the landfill or possibly at the old landfill.

Hallgren explained history when engineers advised changes would cost more than rebuilding an existing structure.

**ADJOURNMENT**

Feilner moved to adjourn at 7:16pm; Martinez seconded. Motion carried.

Pat White, CMC

Approved: April 15, 2008