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**City Council Minutes**  
**September 2, 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, September 2, 2008 at City Hall in Delta Junction, Alaska. Mayor Mary Leith-Dowling called the meeting to order at 5:00pm.

Council members present: Mayor Mary Leith-Dowling, JW Musgrove, Pablo Martinez, Mike Murphy
Leslie Feilner, Pete Hallgren (telephonically)

Council member excused: Mayor Pro tem Lou Heinbockel

City employees present: City Administrator Mike Tvenge, Finance Officer Dave Zimmerman
Landfill Supervisor Butch Ellis, City Clerk Pat White

Fourteen members from the community were present.

AMENDMENTS TO AGENDA ~ APPROVAL OF AGENDA

Murphy moved to approve the September 2, 2008 agenda as presented; Martinez seconded. Motion carried.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

White reported minor changes to the August 19, 2008 draft minutes. She said lights at the Rescue Squad that needed to be replaced was clarified as light bulbs (under *Rescue Squad Report* on page 1) and “bear” correctly replaced “bare” on line 12, page 3 under the *Public Works Report*.

Martinez moved to approve the minutes of the August 19, 2008 meeting as amended; Feilner seconded. Motion carried.

PUBLIC AND COUNCIL COMMENTS ON NON-AGENDA ITEMS

Matthew Joslin thanked the City Council for supporting his Eagle Scout Leadership Service project. He distributed a materials expenditures list, totaling \$1,978.93, and photos showing the completed gazebo at the cemetery, which was finished on September 1. The design was changed by adding angle braces on top of the 4x4 posts and T-111 and fascias to the ends of the roof. Joslin asked if the Council would cover \$28.93, which was cost overrun from money that was raised in donations, and if the City could use the leftover materials (2x6x16 boards, 2x8 and 6x8 boards, 8d nails, and tar paper).

Tvenge said the \$28.93 could be paid out of the cemetery budget and the leftover materials could be used as long as they cannot be returned and they would be stored in the Community Center garage.

Joslin said birds might create minor problems and wire netting may need to be added to prevent nests from being built. The gazebo will also need to be stained every 4 to 6 years.

Leith-Dowling expressed appreciation for Joslin’s contribution.

[On July 24, 2007, the City Council approved spending up to \$1,500 to match what Joslin raised.]

Eileen Herman introduced herself as the Deltana Community Corporation (DCC) Administrative Assistant and referenced the meeting on August 5, in which Council was asked for financial support in repairing Nome Trail. Herman said DCC has a grant and what money remains (\$8,878.73) is what they will use to make the improvements to the first third of a mile. Herman explained the work that will cost approximately \$16,000. The Council approved \$2,601 on August 5, but the amount needed was misunderstood. She asked if the City could consider donating equipment and operators to complete the

work on the road or contribute enough funds to rent them. Nome Trail would be discussed at the DCC meeting on September 11 and action would be taken based on information the City provides.

Zimmerman said the FY09 budget showed \$10,000 more in revenue than in expenses. If Council chooses to contribute beyond the balanced budget, 1) they will have to get it from the reserve funds and the budget will need to be increased, or 2) the Council could wait for the first six months of the year for a better forecast of potential available funds.

Leith-Dowling said the plan for the \$500,000 (remaining Pogo PILT) is to keep the City operational for another couple of years and to provide the same level of service without cutting hours or employees.

Hallgren said he would prefer taking money out of reserves and not wait six months to give a response.

Musgrove said there must be a balance between granting every request and having funds to repair a transmission. He said he is not opposed to the road job or the fact that it is outside of city limits, but he would like to see the residents of Nome Trail contribute something.

Discussion followed regarding residents contributing to the maintenance of their road, money that was previously approved, and limiting work outside city limits to emergency situations only.

Zimmerman stated the \$2,601 could be paid from the excess in the '09 budget reserve.

CORRESPONDENCE

Budget Increase Request from Delta Rescue Squad
Capital Equipment / Code Blue Guidelines

REQUEST TO SPEAK

Lisa Shivel, Delta Rescue Squad Chief, stated a budget increase is needed for squad training in order to cover an Emergency Trauma Technician/Emergency Medical Technician I (ETT/EMT I) course that will run from September 28 through November 12. There are 3 current members and 3 or 4 community members interested, 2 of which want to join the squad. She said the squad pays 100% of the training expenses for active members. Active membership is defined as covering a minimum of 4 runs each month for one year. Otherwise they pay the full cost and are reimbursed half of it after actively volunteering for six months and all of it after volunteering for a full year. The cost for the upcoming training is \$4,344 and it covers 128 hours of instruction at \$30/hour plus 40¢ per mile in travel. Shivel said the present squad consists of one ETT, 6 EMT Is, 3 EMT IIs, and one EMT III. One Registered Nurse (RN) and one Licensed Practical Nurse (LPN), both employed at the clinic, are also squad members, but the LPN will be moving in two weeks. Shivel said there is \$6,000 in the training budget and \$6,000 for travel and per diem. The squad was denied an increase for training during the budget work session. She said two squad members would travel to Tok because it is less expensive (\$450/person) for the EMT III class in February. She said the training budget is used to bring in instructors. Certification must be renewed every two years, but the costs are not the same. Shivel explained that in order for the squad to maintain Advanced Life Support (ALS) status there must be at least one certified EMT I on board during a transport with at least one provider with a higher level of certification. Shivel said there is enough money in the training budget to cover the ETT/EMT course, but not enough for the EMT III training in February. Discussion followed regarding staying within the budget, expenses and income related to ambulance service, and being in compliance with ALS requirements.

Martinez moved to approve increasing the training budget by \$4,344; Hallgren seconded.

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

Shivel reported the squad was pleasantly surprised when they were awarded the Code Blue grant that they applied for in November 2007. Interior Region Emergency Medical Services Council (IREMSC) oversees the US Department of Agriculture (USDA) Rural Development grant and everything was granted that the squad asked for, which was a motorized gurney, snow machine, and a snow machine sled. An anonymous person donated a trailer. The machine and sled are justified because MAST is no longer available and the Delta Rescue Squad covers a 12,000-mile area. Shivel said the State requires a minimum amount of equipment on an ambulance, but the Basic Life Support/Advanced Life Support (BLS/ALS) ambulance must be stocked to treat cardiac emergencies. She explained what equipment and supplies are needed to

stock Medic II and III, rotating outdated ones, and the need to wear clothing that designates squad membership for the sake of crowd control.

Leith-Dowling questioned the need for a snow machine.

Shivel said four runs in the past year required use of a snow machine. Medic I is a BLS ambulance and cannot be used for ALS transports. The Legislative grant funds will pay for an ALS ambulance and it will replace Medic I.

Discussion followed regarding how to honor the funding request, rearranging money between departments, volunteers who sacrifice to both the Fire Department and the Rescue Squad, and the Rescue Squad bringing in a significant amount of revenue each year.

Martinez moved to approve increasing the Rescue Squad supply budget by \$7,000 to cover necessary supplies and equipment for EMT III and to help pay for the Code Blue grant with the funding to come out of the reserves; Murphy seconded.

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

Leith-Dowling said the budget could be amended at a later time if and when it is necessary.

REPORTS

Fire Department – Carin Bear reported:

- The fire and public safety education program, Risk Watch, which is supported by the National Fire Protection Association (NFPA), would begin on September 3 for elementary students through the 8th grade. Fairbanks Fire Marshal Ernie Mishewitz will present training to the support staff that are involved in the program (teachers, troopers, the Public Health Department, and the Fire Department).
- The sump pump at the Fire Department has burnt out and cannot be rebuilt. She explained the pump and its purpose.

Airport – JW Musgrove reported they have started replacing some of the tie-downs.

City Clerk – Pat White reported:

- No one other than the incumbents has picked up candidate filing packets for the upcoming election. The deadline to file for a seat on the City Council is August 11, 2008.
- Nine election officials have been confirmed. Eddy Growden, Stormie Mitchell, and Doris Fales will accept ballots from 8:00 to 8:00 on October 7. Terry Kozarik, Sherry Smith, and Jackie Becker will count ballots following the closing of the polls. Rena Case, Fran Hallgren, and Dave Becker will act as the Canvass Board and recount the ballots the following morning at 9:00am. All election officials are required to be City residents.

City Administrator – Mike Tvenge reported:

- An updated schedule on paving city streets is not yet available.
- New bid documents for the rink project are available and there are four interested parties to date.
- The road easement request at the August 19 Council meeting was in error. Further research with Delta Surveys indicated the issue was related to a public utility easement.

Musgrove said the issue grew complicated very fast. The State holds responsibility to maintain the dedicated public utility easements. Every utility, even those that do not presently exist, has the option to use public easements and it is the State that coordinates usage of them.

School Liaison – Mike Murphy reported enrollment is down by 23 students, which was a surprise to the administration and there was more vandalism (this time at the Ft. Greely school).

Library – Mary Leith-Dowling reported Librarian Joyce McCombs attended catalog training in Fairbanks last week and she will travel to Fairbanks on September 3 to attend the Disaster Preparedness Workshop related to protecting material in an emergency situation. McCombs will travel to Sacramento on September 18 through 22 to attend the National Association for Rural and Small Libraries Conference, all expenses paid courtesy of the State Library. From September 26 through 28 McCombs, who is the secretary for the Alaska Library Association, will travel to Anchorage to attend their Executive Council meeting. The Library Association will pay for her airfare. McCombs will attend the Gates Foundation Rural Libraries Sustainability Conference in Portland October 4 through 7 and her expenses will be paid

by the Gates Foundation.

Park – Leslie Feilner reported the park pavilion has been winterized.

Public Works – Butch Ellis reported the loader bucket is done and the D6 has been back for 4 weeks.

UNFINISHED BUSINESS - none

NEW BUSINESS

Action on Agenda Items

Musgrove stated more information is needed in order to make educated decisions. He cited recent requests from the Rescue Squad and DCC. Musgrove said he is not opposed to the requests, but wants information in the agenda packet before topics are discussed, particularly how requests are to be funded. Taking money out of the landfill sinking fund is not acceptable because those monies are already allocated for equipment repair and future landfill expenses. He said the road easement request was an example and the City had no authority to address public utility easements. The alleged trespass fence was another example of not having enough information. Musgrove said he would prefer to not act on every issue until all the facts are known, especially when the situation is not urgent and does not require a vote right away. Discussion followed regarding most requests being a crisis, tabling discussions and delaying decisions, dealing with requests during scheduled budget work sessions, and Pogo reserves.

Hallgren asked Council members to use Zimmerman's expertise to interpret the monthly accounting reports and to look at the cash on hand and the money in reserves. He said the notional idea for the reserves is to continue to function for what appears now to be 3 more years, to 2011 or 2012. The Pogo PILT was never dedicated, but the idea has always been to extend the life of services the City provides.

Murphy asked about the reserves.

Zimmerman said \$250,000 of the original \$750,000 Pogo PILT was used to balance the FY09 budget.

Sale of Property – Delta Junction Townsite, Lots 3, 4, and 22 of Block 28

Martinez moved to approve the sale of Lots 3, 4, and 22 of Block 28 of the Delta Junction Townsite, North Addition of the North and West Addition to Harry E. Henneman, Jr. in the amount of \$11,700.00; Musgrove seconded.

Discussion followed regarding the combined lots meeting well and septic requirements, drafting a checklist for selling properties, and the existing subdivision policy that has already been established.

Motion passed unanimously on a roll call vote.

Zimmerman said all property sales are deposited into the City Permanent Fund, not the general fund.

Purchase Orders

PO#012838 to Aetna WHO-AAS in the amount of \$8,384.49 for Sept '08 group health insurance

PO#012839 to Bound Tree Medical, LLC in the amount of \$709.81 for Rescue Squad equipment and supplies (gloves, splints, airway kit, stethoscopes, pediatric kit, shears)

PO#012840 to Delta Professional Development in the amount of \$1,065.44 for Aug '08 vehicle fuel

PO#012841 to Delta Sanitation in the amount of \$830.20 for Aug '08 dumpster service

PO#012842 to Hale & Associates in the amount of \$99,380.00 for renewal of annual insurance policies

PO#012843 to Interior Region EMS (IREMS) Council in the amount of \$2,470.00 for 10% match of the Code Blue grant for a gurney, snow machine, and ambulance sled for the Rescue Squad

PO#012844 to Cory Nydam in the amount of \$1,102.57 for travel advance for fire training conference in Juneau

PO#012845 to Public Safety Center in the amount of \$1,428.44 for 25 radio batteries to replace those in handheld Motorola radios

Feilner moved to approve purchase orders 012838 through 012845 as presented; Murphy and Martinez seconded.

Feilner asked how much insurance premiums have increased.

Zimmerman said there has been approximately a \$12,000 increase overall in the last year. It covers general liability, workers compensation, volunteers, flood, fire, equipment, and boilers.

Motion passed unanimously on a roll call vote.

ADDITIONAL PUBLIC COMMENTS

Margie Mullins, Editor of the Delta Vanguard, asked if the Rescue Squad building has been winterized, if insulation has been added, cracks sealed, and plastic put on windows.

Martinez said fuel is lost mainly from heat that escapes when ambulances are moved in or out of the bays.

Mullins asked if water is available elsewhere at the park, other than at the pavilion.

Feilner said water is only available from the pavilion in the center of the park.

Mullins referenced the August 5 minutes when Heinbockel motioned to approve the request from DCC for money to repair Nome Trail (page 2 of the minutes from that meeting). She said the motion was to approve \$2,601, but conversation was clear that it was “with the intent to pay up to \$8,800.” She said there was confusion about whether it was an amendment to the original motion and, after reviewing the recording of the meeting, Mullins feels the amendment was seconded, which was permission to act on it.

Martinez said the motion was on \$2,601.

ADDITIONAL COUNCIL COMMENTS

Murphy referred to the August 5 minutes (*City Administrator Report*) and asked what work and what roads were planned for “listed” city streets. He said property owners would like to know what is planned.

Tvenge said the plan is to continue to mow roads that were brush hogged in the spring, to keep the trees knocked down. A few other roads that didn’t need brushing are included. Richardson Avenue and South Clearwater are examples. Tvenge said trees at intersections will be cut for better visibility, specifically on Deborah, Rapids, and North Clearwater. Some streets had drainage problems after the heavy rains this summer and Butch Ellis marked them to identify areas that may need to be controlled by French drains.

Ellis said a French drain has obviously collapsed at Harper and Chena and a catch basin is needed at some intersections. Water from side streets tends to move toward the park where the drain is needed. He said he would make a map available.

Tvenge said the public is to be aware of what the right of way is. People assume they own to the street.

Murphy explained what a right of way is and said the City does not own the streets. He said having a plan is fine, but the public needs to be aware of it.

Musgrove referred to recent discussion about selling Lot 16 of Block 26. He said a motion passed on August 5 to sell it as long as there were no discrepancies, but then on August 19 Hallgren reported the lot would not be sold over the counter until it was auctioned.

Hallgren said the value of the property would be less than what it would cost to determine if it could be sold and for that reason Lot 16 would be set aside for an auction some time in the future.

Martinez, referring to the \$237,000 that was awarded from the State Legislative Capital Projects, said he did not want the grant nickel-and-dimed before the ambulance is put out to bid. Other items can be considered, but only after the ambulance is stocked and purchased. He asked the status of bids.

Zimmerman said two quotes on two different styles have been received, but a bid list is needed.

Tvenge said the Rescue Squad is to provide the list of equipment and supplies to stock the ambulance before it can be put out for formal bid. The list was modified last week. Grant funding must be expended by 2013.

Carin Bear said Vern Heintz has done all the pricing research.

Hallgren was excused at 6:55pm.

Martinez said he will work with Heintz and Shivel, but wanted the ambulance ordered by September 15.

ADJOURNMENT

Feilner moved to adjourn at 7:00pm; Martinez, Murphy, and Musgrove seconded. Motion carried.