



City Council Minutes
December 16, 2008 ~ 5:00PM

Regular Meeting
City Hall, Delta Junction, Alaska

The regular meeting of the Delta Junction City Council was held on Tuesday, December 16, 2008 at City Hall in Delta Junction, Alaska. Mayor Mary Leith-Dowling called the meeting to order at 5:09pm.

Council members present: Mayor Mary Leith-Dowling, Mayor Pro tem Pete Hallgren
JW Musgrove, Pablo Martinez, Lou Heinbockel
Council members excused: Leslie Feilner, Dawn Grossmann
City employees present: City Administrator Mike Tvenge, Landfill Supervisor Butch Ellis
Facilities Maintenance Employee Jeremy Williams, City Clerk Pat White
Twelve members from the community and one out-of-town guest were present.

AMENDMENTS TO AGENDA ~ APPROVAL OF AGENDA

Martinez moved to approve the December 16, 2008 agenda as presented; Musgrove seconded. Motion carried.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

White reported minor changes made to the first draft and said renovation at the school district is to be referenced as the weatherization upgrade project.
Heinbockel moved to approve the minutes of the December 2, 2008 meeting as presented; Martinez seconded. Motion carried.

PUBLIC AND COUNCIL COMMENTS ON NON-AGENDA ITEMS

Leith-Dowling called for public comments on non-agenda items with none being offered.
Musgrove said he appreciated the public representation because their attendance makes his time worthwhile to serve on the City Council.

REQUEST TO SPEAK

Dennis Denton, co-owner of Delta Medical & Safety Supply with his wife, said he is Secretary/Treasurer of the Kiwanis and understands volunteer involvement in community organizations. He thanked the Council for the opportunity to speak and said his purpose is to question why the City of Delta Junction does not support local businesses. He referenced Purchase Order 13082, an agenda item at the December 2 meeting, and said his business recently sold two defibrillators for \$1,325 each, which was less than what the library paid (\$1,460) to order through the mail. Denton said their business may not always offer the best deal, but as a local business they should be given an opportunity to provide a quote. He said their store received little of the \$300,000+ Homeland Security grant that was used to purchase equipment and supplies for the local fire departments and ambulance service. Fire departments in Fairbanks, Ester, and North Pole do not shop in Delta. Businesses here in town are people who provide employment and without them, there would be no town.

Musgrove said Denton's points are well taken, acknowledging the City's known procurement problem.

Martinez said local businesses should be given the courtesy of asking for quotes and, if within a certain percentage, they should be given preference.

Musgrove asked if a percentage has ever been established.

Tvenge said there is no concrete rule.

Heinbockel said there is a concrete rule pertaining to purchasing locally whenever possible. When purchase orders come for approval it is assumed that the best price has been researched.

Denton said all quotes should include “FOB (Freight on Board / no extra shipping) Delta Junction.”

Hallgren said occasionally city employees pick up items in Fairbanks while on personal business, but they do not make special trips to shop. He suggested adding a clause to the Procurement Policy, which was adopted on April 3, 2007, that requires all departments to check locally for availability of items.

Martinez asked that a memo be issued to all department heads requiring documentation as proof that local establishments were approached. It is not a request; it is a dog-gone do-it requirement. Local businesses are asked to contribute to community fundraising events and it is only fair to give them business.

Leith-Dowling said a purchase requisition policy has been a longstanding consideration.

Musgrove said there are exceptions, such as similar items or a part. Otherwise local vendors should be given the opportunity because it is the right thing to do.

Gerald Rafson, Chief of Planning, DOT Northern Region, referenced a handout entitled, “State of Alaska Gas Line Transportation Need Meeting,” dated November 19, 2008. He said the DOT presentation is available online (dot.alaska.gov). The State is asking communities along the proposed pipeline routes for suggestions on infrastructure needs. It is difficult to know what will happen, but the State is sure that a gas pipeline will be built along the Dalton, Richardson, and Alaska highways to Canada. Research was done a few years ago and seventy-five projects were identified between Prudhoe Bay and the border, which includes several bridges on the Alaska Highway and a few on the Richardson, and a lot of rehabilitation work such as passing lanes and pullouts. At this time it is estimated that there is one billion dollars of work north of Fairbanks and one billion south of Fairbanks. The logistic plans, identifying projects and their costs, may be finished by the middle of next year. Rafson said there would be 50,000 truckloads of pipe, each carrying two 40’ joints and weighing 40 tons per load. Other loads will carry trenchers, valves, compressor units, and materials for (6 or 7) camp constructions. The construction phase will employ 5,000 to 7,000 workers. He said both the State and the pipeline companies are independently evaluating safety issues (steep grades, curves, shoulders, etc.) so both can come to an agreement before next summer. Pipeline construction may begin in 2016, even though it has been a plan for thirty years. At this point communities are being asked for a list of improvements for roads in their areas. There is talk about 15,000 to 20,000 barge loads of materials, which would make ports of Valdez, Whittier, Anchorage, and Seward all busy. Ideas are to bring pipe into a south central port and ship it by rail to Fairbanks. It can also be barged into Prudhoe, Haines, or Skagway and then hauled to different staging areas. Rafson said legislature must be sold on road improvements before the pipeline can be built and it is reason for communities to become involved.

Hallgren said Delta Junction is in the middle of a lot of traffic, no matter where it comes from. He suggested looking for ease and safety in transporting materials and to build something that is not temporary, but can still be useful after pipeline construction. Hallgren said he is grateful for the passing lanes between Delta and Fairbanks, but they are too short to pass a convoy of ten vehicles or a few motor homes. He asked to extend the passing lanes and build turning lanes onto Jack Warren Road and Ft. Greely. Also the intersection near the Visitor’s Center (“Triangle”) will need considerable work because it will be difficult for northbound trucks to turn east off the Richardson Highway to get on the Alaska Highway. Hallgren asked to replace the Jarvis Creek Bridge and said he has concerns about the highways being torn up, suggesting a standard overweight fee.

Discussion followed regarding road damage and what is considered overweight.

Leith-Dowling asked to widen the road between Jarvis Creek and Ft. Greely and to build bike paths.

Heinbockel said the Trans-Alaska Pipeline System (TAPS) was built with a narrow two-lane road through the Thomas Pass and Delta Junction. The Richardson is less traveled since the Parks Highway was built in the mid-1970s, but it is time to put money into it, especially between Delta Junction and Sourdough.

Rafson said all project nominations are to be entered into a database by the end of month. Good descriptions and justifications would be helpful. Pedestrian facilities seem to be the most emphasized.

Tvenge said he would detail the list and forward it to Rafson this week.

Heinbockel asked Rafson to contact the correct department in DOT regarding speed limits. He said long stretches of open road to Valdez and Anchorage are 55mph and elsewhere it is 65.

Rob Warren, local resident, said all but a couple spots on the Glenn Highway should be 65mph.

Rafson said public opinion could overrule traffic engineer’s judgments that are “from the book.”

UNFINISHED BUSINESS - moved from prior to *New Business***Ambulance Award**

Tvenge explained the ambulance was awarded to Sawtooth Emergency Vehicles at the December 2, 2008 City Council meeting, which was prior to legal counsel. All bidders are to be allowed to participate in the discussion and present their comments.

Hallgren said reasons for awarding to Sawtooth, who was not the lowest bidder, were disclosed. Those reasons were placement of the oxygen tank, wall panel thickness, preferred patient compartment heating system, and a much earlier delivery date.

Heinbockel moved to award to Sawtooth Emergency Vehicles, Inc. a contract not to exceed \$137,699.00 for the purchase of a new Type I ambulance as specified in their proposal documents for the reasons listed, but not limited to, 1.) earlier delivery date, 2.) preferred patient compartment heating system, 3.) longer conversion box warranty (4 years), 4.) placement of the oxygen tank as requested, and 5.) wall panel thickness; Martinez seconded.

Representatives from Braun and Sawtooth joined the meeting telephonically at 6:05pm.

Tvenge repeated reasons for awarding the ambulance bid to Sawtooth.

Kirk Johnson, Director of Fire/EMS Sales at Braun Northwest, Inc., said the delivery date was not specified as a critical matter and he did not understand the comment regarding a secondary heater.

Cory Nydam, EMT II, said it was not a secondary heater. Routing of the vents and heating distribution of the patient compartment in the Sawtooth vehicle is preferred.

Johnson said it was not specified in the bid packet and Braun can provide a modified quote to accommodate that requirement. Johnson said the standard exterior aluminum wall thickness is .125 and Braun also uses that standard on the roof and sub-floor. Floor standard is normally .090.

Nydam said the Sawtooth ambulance is suitable for road conditions in the Delta service area.

Johnson said vehicles that Braun has built for Tok have held up remarkably well. One has been built for Salcha, seven were recently shipped to Anchorage, and 4 were shipped to the North Slope Borough, with another 4 to be shipped in February. He said Braun is familiar with conditions in Alaska and they are open to work on specific needs, such as an infrared camera for spotting moose while driving at night.

Tvenge said there was no specification on the delivery date, but a date was requested. Sawtooth was able to delivery in 120 days, whereas Braun's delivery date was 240-270 days.

Johnson said the delivery date is 120 days after receipt of the chassis, which is not the same as 120 days from the receipt of the purchase order. It can take sixty days to get a chassis. Johnson said Braun bases the delivery date on the receipt of the order and he would like the opportunity to run the bid back through their production schedule.

James Ackerman, Secretary of Sawtooth Emergency Vehicles, confirmed that a chassis is in stock and they are able to comply with the bid specs, delivering in 120 days from receipt of the order, as noted in the proposal. He said Ford quit producing E-series ambulance chassis for a brief time in 2007. It is why Sawtooth does not commit to a bid unless a chassis is readily available. Ackerman said the Sawtooth ambulance model offers directional controlled vents in the roof that heats and cools the patient compartment. A thicker aluminum is used compared to competitor vehicles. Cabinets and interior walls do not share any common walls with the outside patient compartment. Ackerman said they do not foresee any reason that they will not meet the delivery date, aside from the Alaska barge system or an Act of God. Discussion followed regarding standard wall thickness/aluminum skin and conversion box warranty.

Johnson said Braun also offers ducted heating in the roof, but it was not a spec requirement.

Ackerman referenced documents in the back of Sawtooth's bid package that explains differences between construction methods between competitors.

Tvenge excused Johnson and Ackerman at 6:25pm.

Heinbockel said he did not hear anything that would cause him to change his motion, an earlier delivery date is important, and there is a \$3,000 price difference between the two lowest bidders.

Hallgren said longer warranty is also important.

Heinbockel amended the motion to strike item #5 (wall panel thickness); Martinez seconded.

Motion passed unanimously on a roll call vote.

MOA Between City/DSA/DGSD for the Liewer-Olmstead Ice Arena

Heinbockel said the City is the first entity to approve the Memorandum of Agreement (MOA).

Mike McCowan, School Board President, said DGSD is not required to vote on the MOA because it does not commit to more than \$15,000.

Hallgren said the City budgeted \$10,000 more in FY09 than in previous years, which means the City has taken over \$10,000 of expenses that the Delta Skating Association (DSA) usually pays, and the MOA money from the school will offset that additional budgeted amount. DSA will pay the Zamboni operator for the High School's costs and the City does not have to hire an operator.

Rob Warren, DSA President, said there is no issue about goals and money, although there will be a change. Last year Delta High School (DHS) paid \$6,000 in Zamboni operator fees and this year those fees are estimated to be at least \$7,500. This year, DHS has agreed to pay \$10,560 for (132) estimated hours of ice time. DSA will cover rink utilities from the money they raise (youth registrations, annual fundraiser, recycled cans, concession stand profits, Sunday Skate, and sponsors). DSA pays for tournament registrations, ranging between \$500 and \$1,000, for Mites, Squirts, Pee Wees, and Bantams. Last year \$11,000 was spent on tournament registrations. Warren said there would be a surplus at the end of the season with what the City and DHS contribute because their portion of rink operations covers only heating and lights. DSA will pay all operation expenses including Zamboni costs and any other day-to-day repairs (plexi-glass repairs or other facility expenses). Warren referenced item #2, the City's portion of the MOA, and asked that the City's budgeted funds be available for operations/rink functions. He said when DSA funds run out, someone within the association will have to operate the Zamboni or they will use mops and buckets of hot water.

Heinbockel said the City pays the insurance on the building, plus \$20,000 was committed to support skating activities. He said he had no problem with funneling the school contribution (\$10,560) to DSA because the school is responsible to pay for ice and Zamboni expenses.

Tvenge said DSA paid approximately \$10,000 in utility costs last year (2007-2008 season). The City's budgeted amount and the MOA would eliminate it this year.

Warren said DGSD cannot write the check to DSA and the City can serve as a conduit, so that the money can be used for operational costs and payment to the Zamboni operator.

Hallgren referred to the MOA and said DSA had approximately \$45,000 in expenses last year. This year the City has taken over some of those expenses, which will decrease DSA expenses. Will DSA get the benefit of those decreased expenses plus the \$10,560 from DHS?

Musgrove said he understood the \$10,560 should go straight to DSA to pay the Zamboni operator.

Dana Mock, DSA Vice President, said the Zamboni operator is contracted through DSA and was paid approximately \$14,000 last year. DSA has agreed to pay the Zamboni operator for both DSA and DHS.

Heinbockel said he voted to budget funds for maintenance and operation of the rink facility. He never envisioned paying for Zamboni expenses. None of the school's contribution should be part of the City's general budget. It must go into the operation of the rink facility. All or part of what DSA raises should be used or it can be carried over for next year (2009-2010 season), whatever it takes to support skating. Discussion followed regarding registration (\$265 with DSA and \$35 to USA Hockey) and last year's budget.

Martinez asked to donate the \$10,560 to DSA and "call it a day."

Heinbockel moved to approve the City's portion of the MOA, which states the City of Delta Junction is responsible for "building maintenance and operations expense limited to the fiscal budget and will receive DHS funding for a minimum of 132 hours at \$80 per hour, which shall be used for operation expenses at the ice arena"; Musgrove seconded.

Musgrove said if the MOA is to be an annual agreement, it could be altered next year if necessary.

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

Hallgren moved for reconsideration at the next meeting when a full Council is present.

Warren said funds are needed for operation now.

Leith-Dowling said the City's budgeted amount is available.

Musgrove asked how DGSD is to pay the \$10,560.

McCowan said DGSD would pay at the end of the season, to include any additional hours, if any, for practices for regional and State competitions.

Tvenge said he understood payment was to be 2 weeks after approving the agreement.

McCowan said it could be worked out.

Mock asked if there were any other issues with the memorandum.

Discussion followed regarding the City being responsible for only part of the MOA, skate sharpening issues, turnover in DSA volunteers, overseeing the DSA budget and spending, and training volunteers.

Warren said the primary issue is whether DHS funds can be used for operational expenses. The focus is to keep kids on the ice and provide continual feeder programs to build the High School team.

Musgrove asked why all of the \$10,560 could not be given to DSA for the rink operation expenses.

Hallgren questioned giving DSA the new money (\$10,560 from DHS) when the City already budgeted \$10,000 extra. This year the school district is paying more than last year and it appears the City will be paying more, essentially cutting DSA costs. He said spending \$30,000 for skating operations is difficult to explain to those that have motocross and bike path interests.

Discussion followed regarding comparing costs of what each party paid last year, committing to a budgeted amount each year, and skate sharpening being a profitable business.

Leith-Dowling said the topic would be brought back at the January 6 meeting.

Delta Rescue Squad Sponsorship

Heinbockel said a letter was issued to Dr. Andreassen, requesting thirty days to consider his request for \$2,500/month to sponsor the ambulance squad.

Leith-Dowling asked to put off discussion until the January 6 meeting.

Council recessed at 7:16pm and reconvened at 7:24pm.

REPORTS

Rescue Squad – Lisa Shivel reported a new member has joined the squad after certifying as an EMT I.

Airport – JW Musgrove reported he moved snow off the taxiway.

Butch Ellis said he distributes drifts (that is moved from Hutto's Apartments and deposited along Rapids Street) between the taxiway and the runway.

Discussion followed regarding private business owners moving snow across maintained roads, dealing with potential regulatory problems (ruts), Aurora not worth keeping open, damages to the chain link fence at the park, and creating areas to unload excess snow.

City Clerk – Pat White reported:

- The annual Relay for Life is scheduled for May 8/9, 2009. The coordinators held an organizational meeting on December 11 and a community kick-off event will be on January 10 at the Community Center.

Discussion followed regarding committing as the City Slicker team, individual team members raising money, and signing up for only one team and choosing to walk for several.

- Lease of the front office Xerox machine was previously thought to be February 2009. It is actually the end of this month. White said commitment to a 4 or 5-year contract has been postponed until January, but it is important to address.

City Administrator – Mike Tvenge reported:

- A fiber optic line was cut near Sitka on December 10 and it knocked KATN off the air.

Discussion followed regarding residents who are dependent on over-the-air broadcast signals.

Tvenge said the military is to clear access to the Donnelly site today and a serviceman would be in Delta on December 17 to find out what is causing the less-than-perfect-picture.

- The Legislative Capital Project List was submitted to Representative John Harris who was thankful to receive it prior to the January deadline.

UNFINISHED BUSINESS – see discussion prior to *Reports*

NEW BUSINESS**Renewal of Gaming Permit – Loyal Order of Moose Delta Clearwater Lodge #911**

Heinbockel moved to show no opposition to the gaming renewal application for the Delta Clearwater Moose Lodge; Hallgren seconded.

Heinbockel stated Martinez would be excused from voting.

Motion passed by unanimous consent.

Purchase Orders

PO#013121 to ATT & Alascom in the amount of \$641.95 for Dec '08 911 phones and power

PO#013122 to City of Fairbanks in the amount of \$4,985.47 for Jan / June '09 dispatch service

PO#013123 to Crowley Petroleum in the amount of \$932.00 for landfill equipment diesel and Public Works heating oil

PO#013124 to Delta Professional Development in the amount of \$1,032.78 for ambulance and street equipment diesel

PO#013125 to GVEA in the amount of \$3,934.22 for Nov '08 electricity

PO#013126 to Guess & Rudd in the amount of \$2,435.53 for Nov '08 legal services to review paving closeout

PO#013127 to John Johnston in the amount of \$1,317.00 for computer repairs at City Hall

PO#013128 VOID

PO#013129 to Bank of America in the amount of \$3,970.75 for credit card charges (City Hall Christmas cards, toner and color cartridges for ink printers, lodging for Lisa Shivel to attend the EMT conference in Anchorage, travel expenses for Pete Hallgren to attend the DOT gasline meeting, ambulance billing forms, Richard Mitchell Hazard Waste training, travel expenses for Joyce McCombs to travel to Portland Library conference, and repair to LEPC recorder)

Martinez moved to approve purchase orders 013121 through 013129 as presented; Heinbockel seconded.

Heinbockel said following policies is not an issue with these, but he would have voted against the AED (Automatic Electronic Device) purchase at the last meeting had he known it was not researched in town.

Leith-Dowling said local businesses should advertise what they are able to provide.

Motion passed unanimously on a roll call vote.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Flower Cole asked about Ron Liewer's November 29, 2008 letter requesting an overpass, underpass, or stop light between the elementary school and the ice rink.

Heinbockel said Ron Liewer has expressed interest in a crosswalk ever since the school district decided to build on the wrong side of the road. It is not part of the Capital Improvement Projects (CIP), but could be in the future. Heinbockel said crossing the Nistler Road is a safety issue, but he questioned justifying the cost with the number of students who cross that stretch of the road.

White suggested it be added to the Department of Transportation (DOT) nominations.

Musgrove said the crosswalk should have been part of elementary school budget when it was built.

ADJOURNMENT

Hallgren moved to adjourn at 7:48pm; Martinez seconded. Motion carried.

Pat White, CMC

Approved: January 13, 2009