

City Council Minutes
Regular Meeting
April 7, 2020 ~ 5:00PM
City Hall, Delta Junction, Alaska



CALL TO ORDER / PLEDGE OF ALLEGIANCE / PRAYER

Mayor Musgrove called the meeting to order at 5:00pm in the large conference room.

Council members physically present: Mayor JW MUSGROVE, Deputy Mayor Freda DEGNAN, and Lou HEINBOCKEL

Council members present via phone: Alan LEVINSON, Audrey BROWN, Pete HALLGREN, Charles LESTER

Staff physically present: City Administrator Mary LEITH, Administrative Assistant Flower COLE

Staff present via phone: Finance Stephanie ERICKSON, Library Dir. Tiki LEVINSON, City Clerk Pat WHITE

Public present: Michael PRESTEGARD monitored radio equipment while the meeting was broadcast over KDHS 95.5. Brian CORTY, a member from the community, attended by phone. No one was in the audience.

AMENDMENTS ~ APPROVAL OF AGENDA

Motion: Brown moved to approve the April 7, 2020 agenda; Degnan seconded.

Musgrove proposed amending the agenda by adding *Employee Pandemic Pay* to *New Business* (pages 1/2).

Motion: Musgrove moved to amend the agenda by adding *Employee Pandemic Pay*; Heinbockel seconded.

Motion passed unanimously on a roll call to amend the agenda.

Motion passed unanimously on a roll call to approve the April 7, 2020 agenda.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Motion: Brown moved to approve the minutes from the March 17, 2020 meeting; Heinbockel seconded.

Brown asked to change spelling of Sean Hay to Shawn Hay (*LEPC Report* - page 3).

Motion passed unanimously on a roll call to approve the March 17, 2020 minutes as amended.

COMMENTS FROM THE AUDIENCE - none

REQUEST TO SPEAK - none

CORRESPONDENCE

Musgrove reported he received a text message from Brian Corty who said Icefog Pro can facilitate in making hand sanitizer.

UNFINISHED BUSINESS

Street Maintenance Priorities

Musgrove asked for input to finalize an updated, official list of street priorities at the April 21 Council meeting.

NEW BUSINESS

City Purchases over \$1,000

Motion: Heinbockel moved to approve checks #220595 through 220598; Brown seconded.

Motion passed unanimously on a roll call.

Introduction and First Reading of Ordinance 2020-04, An Ordinance Amending City Code of Ordinances, Chapter 1.35, Fiscal Procedures

Motion: Brown moved to introduce Ordinance 2020-04, hold the first meeting, and set the public hearing date and possible adoption to April 21, 2020; Lester and Levinson seconded.

Discussion followed regarding efforts to publicize contact information for people to attend tonight's Council meeting (invites to regular attendees and information included on agenda that was posted at IGA, PO, City Hall, Library, and City website) and Heinbockel wanting people physically present when the ordinance is adopted.

Motion passed unanimously on a roll call.

Employee Pandemic Pay

Musgrove reported library hours for Saturdays were eliminated and weekday hours were reduced to 10:00-4:00 due to the coronavirus (COVID) pandemic. The library is closed to the public, but staff are busy with internal housekeeping (see *Library Report*). City Hall's Administrative Assistant will have reduced hours, depending on her workload (addresses, but no passport or notary services). Musgrove asked whether to pay part-time employees according to reduced work hours or scheduled work hours. The cost differential would be less than \$3,000/month.

Motion: Heinbockel moved to pay four part-time employees for their scheduled hours during the next two weeks; Brown seconded.

Motion passed unanimously on a roll call.

REPORTS

Mayor – JW Musgrove talked about revising landfill and Public Works job descriptions, two Public Works employees resigning, hiring a temporary equipment operator to plow streets and another temp for maintenance, moving forward with trademarking the City logo, excessive snowfall, and Landfill Equipment Operator Dennis Burke pulling his recent resignation to help get through the present staff reduction.

City Administrator – Mary Leith talked about M2C1 working with the Environmental Protection Agency (EPA) to resolve the oily water separator issue, Northern Star – Pogo holding garbage an extra two days before delivering to the landfill to prevent the spread of COVID, and establishing a local Incident Management team.

City Clerk – Flower Cole talked about census field operations being suspended on March 28 to lessen the spread of COVID-19, area residents encouraged to file survey/questionnaires by mail, phone (1-844-330-2020), or online (my2020census.gov or 2020census.gov), non-ID responses requiring a physical address, response rates tallied on the U.S. Census Bureau's website, the October 1, 2020 mandate to have a federally approved ID extended to October 1, 2021, passport applications restricted on March 20 to international travel within 72 hours for life/death emergencies, and City Hall suspending passport services and referring customers to the National Passport Information Center.

Finance – Stephanie Erickson talked about the State of Alaska extending the FY19 audit deadline (March 31 to April 30) because of the COVID pandemic and that she is staying current on the *Families First Coronavirus Response Act*.

LEPC – Audrey Brown reported the next LEPC meeting will be in May and LEPC receiving two new membership applications.

Emergency Preparedness / Public Health – Audrey Brown reported the most up to date information about COVID-19 in Alaska can be found online (coronavirus.alaska.gov).

Library – Freda Degnan reported the library is closed to the public, yet library staff are providing steady curbside service to meet patron requests and the Wi-Fi parking lot is well used. Library staff are working on library projects and materials are sanitized and quarantined once returned.

Airport – Alan Levinson talked about temporarily putting the airport lot auction on hold due to the COVID pandemic, an option to sell lots by sealed bids should the COVID continue indefinitely, grading the main runway and Airport Subdivision roads, and no development yet on designing a frame for the windsock.

Public Works – Charles Lester talked about excessive snow removal efforts, new tires for the grader, and floor drains temporarily blocked in City boiler rooms.

Discussion followed regarding using the old grader tires for spares, computer repairs on the L220 landfill loader, pending landfill dumpster repairs, and inspecting streets in the Brewis Subdivision.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Brian Corty reported Jeff Kinsman is reorganizing the amateur radio group and Jon Dufendach is installing repeaters around Delta.

Heinbockel expressed concerns about the potential for Jarvis Creek to flood.

ADJOURNMENT – 6:37pm

Pat White, City Clerk

CITY
SEAL

Mayor JW Musgrove
Approved: April 21, 2020