

City Council Minutes
Regular Meeting
May 5, 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, Lou HEINBOCKEL

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

Council member excused: Deputy Mayor Freda DEGNAN

Staff physically present: City Administrator Mary LEITH, City Clerk Pat WHITE

Staff present via phone: Finance Officer Stephanie ERICKSON

Public present: No one from the community attended the meeting. The meeting was not broadcast over the radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Motion: Brown moved to approve the May 5, 2020 agenda; Heinbockel seconded.

Motion passed on a roll call with six in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Musgrove expressed appreciation to Administrative Assistant Flower Cole for her part in recording the April 21 meeting and drafting the minutes.

Motion: Heinbockel moved to approve the April 21, 2020 minutes; Lester seconded.

Motion passed on a roll call with six in attendance.

COMMENTS FROM THE AUDIENCE - none

REQUEST TO SPEAK - none

CORRESPONDENCE

Musgrove reported Jeremy Johnson, Division of Elections Region III Supervisor, found a location in Delta that will provide absentee/early voting services for state-run elections. Information will be posted on the DOE website (www.elections.alaska.gov).

UNFINISHED BUSINESS

Street Maintenance Priorities

Musgrove asked for suggestions to update the *Street Maintenance Priority* list.

Lester asked to add Cathy Lane as a priority 3 for winter maintenance.

Community Cleanup

Leith reported multiple people have inquired about hosting the Community Cleanup that was historically organized by the Chamber of Commerce. The Chamber ordered six cases (\$10 each) of yellow bags each year. Bryce Wrigley and the Delta Farm Bureau would provide drinks. The Sullivan Roadhouse Association offered to hand out bags and supervise the event. Local garbage haulers, Delta Environmental Services and P&S Trucking, will provide dumpsters. Leith asked if the Council would schedule and finance the event on May 30.

Discussion followed regarding COVID restrictions (distancing and wearing masks), keeping Community Cleanup the same as it traditionally been held in the past, and needing additional personnel at the landfill on May 30.

Motion: Brown moved to increase landfill hours (9:00-5:00), reduce landfill tipping fees by 50% for personal garbage, not excluding the minimum fee (\$5.00), service fees to remove refrigerant from appliances (\$25), and charges for non-covered loads (\$10), to waive all tipping fees from local haulers for yellow-bagged refuse delivered to the Triangle, and to comply with State of Alaska COVID mandates on Community Cleanup Day, tentatively scheduled for May 30, 2020; Hallgren seconded.

Motion passed on a roll call with six in attendance (Brown, Levinson, Hallgren, Lester, Heinbockel, Musgrove).

Second Reading, Public Hearing, and Adoption of Ordinance 2020-05, An Ordinance Amending City Code of Ordinances, Chapter 1.75, Community Center

Motion: Brown moved to open the public hearing and second reading of Ordinance 2020-05; Lester seconded.

Musgrove called for public comments with none being offered.

Motion: Brown moved to close the public hearing; Heinbockel seconded.

Motion passed on a roll call with six in attendance (Heinbockel, Hallgren, Brown, Levinson, Lester, Musgrove).

Motion: Heinbockel moved to adopt Ordinance 2020-05 as presented; Brown seconded.

Musgrove reported the new code was minimized because the *Community Center Checklist* clarifies rules of operation and current lease fees.

Motion passed on a roll call with six in attendance (Brown, Heinbockel, Hallgren, Lester, Levinson, Musgrove).

NEW BUSINESS City

Purchases over \$1,000

Motion: Heinbockel moved to approve checks #220623 through 220628 as presented; Lester seconded.

Discussion followed regarding mounting expenses to maintain the landfill dozer.

Motion passed on a roll call with five in favor (Lester, Levinson, Heinbockel, Hallgren, Musgrove) and one opposed (Brown).

Lawn Maintenance Contract

Leith reported Bill's Small Tractor Service was awarded the lawn contract in 2019. It may be extended an additional year at a 1.5% increase without bidding if both the City and the contractor agree. The 2020 contract would be \$15,631.

Motion: Brown moved to renew the 2020 lawn contract; Hallgren seconded.

Motion passed on a roll call with six in attendance (Hallgren, Lester, Brown, Heinbockel, Lester, Musgrove).

Memorandum of Agreement with Interior Alaska Medical Clinic

Musgrove reported Dawn Frazier, spokesperson for Interior Alaska Medical Clinic (IAMC), a subsidiary of Glennallen's Cross Road Medical Center, inquired about using the Community Center during an emergency. Leith reported she, Musgrove, and IAMC administrators drafted the MOA after the Community Center was inspected for "probable overflow of COVID-19 patients." There would be no fees associated with use of the Community Center (rental fees or cleaning deposits) unless utility usage increased. The MOA is valid for one year and may be renewed for additional one-year periods.

Heinbockel moved to approve the MOA with Interior Alaska Medical Clinic as presented; Hallgren seconded.

Musgrove said he and CEO James Whittington signed the MOA on April 24, after obtaining consensus from Council members. There did not appear to be another suitable location that could meet the needs of the community and the MOA could not wait for the Council to meet. Musgrove asked for changes or modifications to the MOA.

Heinbockel reported the State of Alaska is expected to receive a federal grant for \$1.5 billion to help mitigate effects from the coronavirus pandemic. The City of Delta Junction's portion is \$456,454. See *Finance Report*.

Brown questioned no liability (#2 of the MOA) to pay for repairs if the building were damaged.

Discussion followed regarding current lease requirements (user fees and \$300 cleaning deposit, but no liability insurance), postponing approval of the MOA until inquiries can be made with the City's insurance company, communicating with the Delta/Clearwater Seniors and North Star Council on Aging about the MOA, and concerns with a second wave of the COVID-19. The motion to approve the IAMC MOA was tabled.

REPORTS

Mayor – JW Musgrove reported he received correspondence from the State of Alaska about obtaining a trademark for the City logo. He returned an acknowledgement that the City of Delta Junction cannot have exclusive rights to "Delta Junction" or "Alaska Highway."

City Administrator – Mary Leith reported:

- The Delta Farm Bureau will present changes to their use agreement of the Visitor Center on May 19. How they operate the Visitor Center will change because of how the COVID pandemic has affected tourism.

- Renewal of the use agreement between the City and North Star Council on Aging to operate the Senior Companion Program from an office in the Community Center was edited before finalizing (May 4, 2020).
- The High School graduation ceremony will be held at the fairgrounds on May 14. Afterwards, a parade will follow a secured route between North Clearwater and the Richardson Highway. People are encouraged to line up along the streets to cheer on the graduates of 2020.
- She received an email on April 22 from the Department of Environmental Conservation that the Delta Junction Trespass Shooting Range cleanup is complete (File: 120.38.017).
- The Division of Natural Resources is inspecting the old dump area and considering capping it with 1 1/2 feet of gravel.
- She is working to combine and/or fill landfill, Public Works, maintenance, and summer hire positions.

City Clerk – Pat White talked about Census field operations resuming in mid-May, the Seattle Passport Agency accepting expedited passport applications for international travel within 72 hours, routine or renewal applications taking up to 12 weeks to process, and City Hall now processing passport applications, but requiring appointments.

Finance – Stephanie Erickson reported federal relief funds must be used on COVID-19 related expenses, not to include lost revenue. The State of Alaska will distribute relief funds (\$456,454) and anything not used by December 2020 must be returned. How reporting will be done (monthly or quarterly) has yet to be determined.

LEPC – Audrey Brown reported the LEPC meeting in May would be cancelled.

Emergency Preparedness / Public Health – Audrey Brown reported daily coronavirus updates are available online (coronavirus.alaska.gov). She asked people to wear masks because the virus can be picked up half an hour after someone sneezes. Wash hands after shopping. Wipe refrigerator, doors, etc. with Clorox/water.

Library – Mary Leith reported the library hosted three days of sidewalk sales, accepting donations for purged and donated materials. Each day was well attended.

Schools – See *City Administrator Report*.

Airport – Alan Levinson reported there is increased activity at the airport due to warmer weather, the tie-down area is dried out, the runway is in good shape, the ski strip is soft and unusable, volunteers are building a new frame for the windsock, and a short-term helicopter operation is working from the airport.

Discussion followed regarding fees associated with using the airport.

Public Works – Charles Lester reported Eddy Heinbockel was hired the end of March after two Public Works employees left. He agreed to help with road work, but was called back to his regular job. Lester expressed appreciation for his help and also for Sherman Stebbins, temporary hire who worked on various maintenance projects. Lester said he is identifying asphalt and crack-seal repairs and upgrades necessary on gravel roads.

Park / Recreation – Lou Heinbockel reported Sherman Stebbins removed the gazebo cover at the park and is preparing to replace it.

Cemetery – Mary Leith reported one burial is scheduled for May 9 and another one is tentatively scheduled in another week. The northwest corner of the cemetery is still wet. One broken fence rail needs to be replaced.

At Large – Pete Hallgren reported he is scheduled to return home on May 20. He explained circumstances related to quarantine after travel, declining tourism, cruise cancellations, and Alaska's oil prices.

Discussion followed regarding travel through Canada.

Additional Reports – Lou Heinbockel reported Fourth Street flooded the Alaskan Steakhouse property. Street elevation needs built up and a culvert installed, so drainage can be diverted.

Discussion followed regarding Delta Industrial altering the area when they developed their property and related City engineering (approved on September 4, 2018 and \$5,500 paid to M2C1 on February 5, 2019).

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Heinbockel reported Glen Wright (84) passed away on April 30. He served on the City Council (1982-1984 and 1985-1998) and as mayor for six years (1992-1998).

ADJOURNMENT – 6:43pm

Pat White, City Clerk

CITY
SEAL

Mayor JW Musgrove

Approved: May ---, 2020