

City Council Minutes
Regular Meeting
June 16, 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, Lou HEINBOCKEL, Alan LEVINSON, Pete HALLGREN

Council present via phone: Charles LESTER (until 7:02pm), Audrey BROWN (until 7:20pm)

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

Staff present via phone: Finance Officer Stephanie ERICKSON, Administrative Assistant Flower COLE, Library Director Tiki LEVINSON

Public present during parts of the meeting: Mike PRESTEGARD monitored radio equipment while the meeting was broadcast over KDHS 95.5 FM. Five members from the public were in the audience and two were on the phone.

AMENDMENTS ~ APPROVAL OF AGENDA

Motion: Brown moved to approve the June 16, 2020 agenda; Degnan seconded.

Motion passed unanimously on a roll call.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Motion: Brown moved to approve the June 2, 2020 minutes; Lester seconded.

Motion passed unanimously on a roll call.

COMMENTS FROM THE AUDIENCE

Public Health Nurse (PHN) Andrea Dubenezic, attending by phone, reported new COVID cases have been identified in Alaska after not seeing any for three weeks. She referred to handouts about safety measures and encouraged six-foot distancing, limiting physical contact with others, washing hands, wearing masks, and following travel guidelines. Discussion followed regarding new cases related to travelers, the value of masks for people without symptoms (asymptomatic) or those who have COVID and not yet exhibiting signs, requiring people to isolate until they get test results, varying timeframes to get test results, and some tests not being reliable.

Tim Castleberry, Rural Deltana Volunteer Fire Department (DJVFD) Fire Chief, thanked the City Council for the \$25,000 donation (Draft #3 of the FY21 budget – page 3), which will be used toward purchasing a new truck. He would provide a run report showing RDVFD activity over the last few months.

REQUEST TO SPEAK

Sebastian Saarloos, Vice President, Five Loaves Pantry, introduced Board President Laci Jacques and explained the new non-profit's mission, to feed families in need. Donations are turned into IGA gift cards that are used for food and essentials, i.e. toothpaste or paper towels, but not alcohol or tobacco. Since April, \$4,053 has been collected and \$1,425 was disbursed in gift cards in May and June. For more information, email (FiveLoavesPantryDJ@gmail.com) or phone (937-583-1408). Discussion followed regarding names kept confidential, whether the non-profit could qualify for COVID relief funds, and remaining FY20 funds.

Motion: Brown moved to donate \$471.00 to Five Loaves Pantry from FY20 General Donations; Degnan seconded.

Motion passed unanimously on a roll call.

CORRESPONDENCE

Musgrove reported:

- A Vet-1-Stop is scheduled 4:00-6:00pm on June 20, 2020 at Delta Industrial Service. Vet 1 Stop assists veterans with concerns about military paperwork, records, compensation claims, health care, etc.
- The Delta Amateur Radio Club will host a field day on June 27, 9:00-5:00, at the Rustic Blends Coffee House. The event will give amateurs opportunity to operate radios.

UNFINISHED BUSINESS – none

NEW BUSINESS

City Purchases over \$1,000

Motion: Brown moved to approve checks #220680 through 220687 as presented; Lester seconded.

Discussion followed regarding excessive utility costs at the Liewer-Olmstead Ice Arena (CK# 220687).

Motion passed unanimously on a roll call.

Resolution 2020-07, A Resolution Setting the Terms of the Sale of Lots in Block 3 of Delta Junction Airport Subdivision Phase II

Motion: Heinbockel moved to approve Resolution 2020-07, setting the terms of the Airport Subdivision Phase II lot sales; Hallgren seconded.

Discussion followed regarding Resolution 2020-07 replacing 2020-03, holding the auction outdoors at the airport at noon on July 17, starting at Lot 1, using a speaker system, and \$13,000 minimum bid per lot.

Motion passed unanimously on a roll call.

Second Reading, Public Hearing, and Adoption of Ordinance 2020-06, An Ordinance for the City of Delta Junction, Alaska Providing for a Budget for the Fiscal Year 2021

Musgrove reported Budget Draft #3 was modified from Draft #2 that was presented at the work session on June 2.

Motion: Levinson moved to hold the second reading and open the public hearing of Ordinance 2020-06, providing for a budget for FY2021; Hallgren seconded. Motion passed.

Musgrove called for public comments with none being offered.

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

Motion passed unanimously on a roll call.

Motion: Levinson moved to adopt the FY21 budget as presented; Degnan seconded.

Discussion followed regarding restricted use of insurance reimbursement for the 2011 ambulance (Medic II totaled in head-on accident on November 9, 2019), those grant funds not showing in the budget, making the landfill equipment operator a full-time position, and considering increasing landfill business hours.

Motion passed unanimously on a roll call.

Introduction and First Reading of Ordinance 2020-07, An Ordinance Amending Section 1.41.015, Acquisitions of Supplies, Equipment, or Services Under Five Thousand Dollars (\$5,000)

Motion: Brown moved to introduce and hold the first reading of Ordinance 2020-07 and set the public hearing and possible adoption on July 7, 2020; Hallgren seconded.

Musgrove said the Mayor represents the City Council and the City Administrator represents City staff. He explained a change in verbiage to City Code §1.41.015, "... the estimated cost of which is less than \$5,000 may be approved by the City Administrator and/or Finance Officer without the prior consent of the City Council" changed to "... the estimated cost ... may be approved by the Mayor and the City Administrator ..."

Motion passed unanimously on a roll call.

Reappropriate FY20 Budget Fund

Musgrove reported there will be approximately \$400,000 in surplus funds at the end of the 2020 fiscal year. It can be transferred into a separate savings account, dedicated to replace aging equipment.

Discussion followed regarding \$153,000 currently in the Alaska Municipal League Investment Pool (AMLIP) landfill equipment sinking fund and another \$25,000 added from the FY21 budget.

Motion: Hallgren moved to transfer the projected \$400,000 surplus from FY20 to an omnibus equipment sinking fund with AMLIP, not limited to any particular department; Brown seconded.

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

Property Insurance Proposal for 2021

Erickson reported \$120,000 was paid to Alaska Municipal League Joint Insurance Association (AMLJIA) in 2020 for property and workers comp insurance. Two companies submitted proposals for three-year contracts: AMLJIA for \$89,789/year and Alaska Public Entity Insurance (APEI) for \$84,910/year. Erickson referred to her June 12 memo and explained the differences between the two proposals.

Motion: Brown moved to continue insurance coverage with AMLJIA; Heinbockel seconded.

Discussion followed regarding AMLJIA starting when commercial insurance was not available to municipalities or it was prohibitively expensive, APEI's cyber security liability and how it compared to AMLJIA, maintaining a working relationship with AMLJIA, and APEI also offering monthly safety meetings.

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

Motion: Degnan moved to contract with Alaska Public Entity Insurance for property coverage; Hallgren seconded.

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

REPORTS

Mayor – no report

Lester excused himself at 7:02pm.

City Administrator – Mary Leith reported she is working on an agreement with Delta Industrial Services to process water from the oil/water separator tanks located at Public Works, the fire station, and the landfill. She expects the Environmental Protection Agency (EPA) to issue a one-year extension to finalize the plan and process.

City Clerk – Pat White reported door-to-door follow-up to 2020 Census surveys is expected to begin August 11, 2020.

Discussion followed regarding encouraging participation in the U.S. Census because population count determines the federal dollars disbursed (\$2,959/year for all Alaskans = \$29,590 over ten years) and COVID interference in the census process.

Finance – Stephanie Erickson reported:

- Cook & Haugeberg will begin preliminary work on the FY20 audit next week.
- She and Leith are working on understanding COVID relief funds.

LEPC – Audrey Brown reported:

- LEPC meetings have not had enough members attend this year to constitute a quorum, so two new memberships have yet to be approved. The next meeting is scheduled for July 13.
- Training for the Community Emergency Response Team (CERT) is scheduled for June 20/21.

Emergency Preparedness – no report

Public Health – Audrey Brown referred to PHN Andrea Dubenezic's report about Center for Disease Control recommendations (*Comments from the Audience* - page one) and said about 40% of the people that have COVID unknowingly pass it onto others. People who show no symptoms, do not realize they are spreading the disease.

Brown excused herself at 7:20pm.

Library – Freda Degnan reported nearly 90 children signed up for the summer reading program. More sessions with smaller groups will accommodate State precautions pertaining to COVID and public gatherings.

Discussion followed regarding a large amount of books and movies donated by people cleaning out their bookshelves and Library Director Tiki Levinson inviting people to stop by the sale table at the library.

Schools – no report

Airport – Alan Levinson reported the airport is as busy as the park, Forestry activity increased because of forest fires, the auction for airport lots is scheduled for July 17, and the new windsock is much appreciated.

Public Works – Mary Leith reported Delta Environmental was awarded the contract to haul Northern Star's garbage. They plan to deliver on Wednesdays when the landfill is not open to the general public.

Park / Recreation – no report

Cemetery – no report

At Large – Pete Hallgren reported circumstances around quarantining for 14 days upon his return to Alaska and sharing the handouts from the PHN that are helpful to the public (*Comments from the Audience* – page one).

Additional Reports – Lou Heinbockel reported the Canadian and Mexican borders are closed through July 21 and it is unlikely the Visitor Center will open this year (leased to the Delta Farm Bureau on February 18, 2020).

Discussion followed regarding COVID effects on tourism and plans to maintain the Visitor Center grounds.

Heinbockel asked to clarify what subdivisions the City accepts responsibility for when the City requires roads be built to a standard. He compared the Hayes Circle debacle (2017-2019) to the agreement between the City and Delta Industrial Services (DIS) to repair and maintain Jarvis Avenue, Fourth Street, and Grizzly Lane (September 4, 2018). Property owners on Hayes paid \$4,000 to resolve its issues, but DIS has not done their part to resolve issues with Fourth Street. He said West Fourth is in dire need of better drainage and Mil-Tan, which was constructed at minimal standards, needs widened. Fourth Street needs elevated and culverts need repositioned.

Musgrove explained the City's part to resolve issues with Hayes Circle and Fourth Street, even though the problems were not created by the City. The City Council, acting as the platting authority, follows platting guidelines and is not responsible to maintain subdivision roads. Some roads were added to the City's Street Priority List because of accepting money from the State of Alaska to maintain them in the past.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Musgrove called for additional public and Council comments with none being offered.

ADJOURNMENT – 7:59pm

Mayor JW Musgrove

Pat White, City Clerk

CITY
SEAL

Approved: July 7, 2020