

**City Council Minutes  
Regular Meeting  
July 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, Lou HEINBOCKEL, Pete HALLGREN

**Council present via phone:** Alan LEVINSON (arrived at 5:09pm), Audrey BROWN

**Council member excused:** Charles LESTER, Deputy Mayor Freda DEGNAN

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

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

**Public physically present:** Sebastian SAARLOOS, Tim HOLODAY, and two guest speakers

**Public attending via phone:** Chris MAESTAS

**AMENDMENTS ~ APPROVAL OF AGENDA**

**Motion:** Brown moved to approve the July 7, 2020 agenda; Hallgren seconded.

**Motion passed** on a roll call with four in attendance.

Levinson arrived at 5:09pm.

**AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING**

**Motion:** Brown moved to approve the June 16, 2020 minutes; Hallgren seconded.

Heinbockel asked to change “Foxy Lane is in dire need of better drainage” to “West Fourth Street is in dire need ...” (*Additional Reports* – page 3).

**Motion passed** on a roll call with five in attendance.

**COMMENTS FROM THE AUDIENCE** - none

**REQUEST TO SPEAK**

Bruce Buzby of the Alaska Mental Health Trust (the “Trust”) referred to handouts and explained history and their purpose, to provide services for mental health and developmental disabilities. Between 1904 and 1960, approximately 3,500 Alaskans with mental illnesses were institutionalized at Morningside Hospital near Portland, Oregon. Congress passed the Enabling Act in 1956, granting the Territory of Alaska to select one million acres of federal land that would generate revenue to support the mental health program. Legislation in 1978 removed Trust status on land. The State was sued over it in 1985 and settled in 1994. The Trust reestablished and strengthened its organization, enabling their investments to grow to \$600 million in the last 25 years.

Discussion followed regarding whether Trust lands in Delta could benefit local development, Heinbockel’s recollection of leasing the City Park prior to purchasing it (2005), and more information about the Trust and land sales available online ([www.alaskamentalhealthtrust.org](http://www.alaskamentalhealthtrust.org)).

**CORRESPONDENCE**

**Delta/Greely Youth Baseball League (DGYBL) – Request for Funding**

**Motion:** Heinbockel moved to donate \$1,000.00 to the Delta/Greely Youth Baseball League; Hallgren seconded.

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

**Salcha-Delta Soil and Water Conservation District – Invasive Plant Management**

Summer Nay, representing Salcha-Delta Soil and Water Conservation District (SWCD), referred to a June 10, 2020 request from District Manager Bryce Wrigley to control invasive plants. Nay asked to permit the SWCD to apply Milestone herbicide on City property where noxious weeds are present. Two applications can be sprayed, six weeks apart between July and September.

**Motion:** Heinbockel moved to authorize the Mayor to sign the Hold-Harmless Agreement, accepting Salcha-Delta Soil and Water Conservation District’s proposal to apply herbicide to City property; Hallgren seconded.

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

**UNFINISHED BUSINESS****Second Reading, Public Hearing, and Adoption of Ordinance 2020-07, An Ordinance Amending City Code, Chapter 1.41, Purchasing Department, Subchapter A, Department and Authority**

Motion: Heinbockel moved to open the public hearing portion of Ordinance 2020-07; Levinson seconded.

Motion passed by unanimous consent.

Musgrove read the revised code (“The acquisition of personal property or services, the estimated cost of which is less than \$5,000 may be approved by the *Mayor and the City Administrator* without the prior consent of the City Council”) and called for public comments with none being offered.

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

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

Motion: Levinson moved to adopt Ordinance 2020-07 as presented; Heinbockel seconded.

Motion failed on a roll call with two opposed (Hallgren, Brown) and three in favor (Levinson, Heinbockel, Musgrove).

Motion: Hallgren moved to amend Code 1.41.015 as revised, “... less than \$5,000 ... approved by the Mayor *or Deputy Mayor and* the City Administrator *or a designee in their absence ...*”; Heinbockel and Brown seconded.

Musgrove called for comments on amended verbiage with none being offered.

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

**NEW BUSINESS****Pioneer Park - Preliminary Plat**

Sebastian Saarloos referenced Alaska State Land Survey No. 2018-20, dated January 2, 2020, and 3.317 acres located between the Richardson Highway and Aurora Avenue / Healy Street. He said a building, Conex, septic, well, electricity, and a short gravel road are all part of Pioneer Park. The gist of the survey will stay the same, except some minor GPS coordinates and an adjustment, extending the right-of-way six inches to comply with the Department of Transportation’s (DOT’s) 300-foot ROW rule. Upon getting the preliminary plat approved by the City Council, the local platting authority, the State will review it again before the City Council approves the final plat. Thereafter, signatures will be required from the Division of Natural Resources (DNR) and DOT. Field work is 95% complete and conveying the Pioneer Park to the City of Delta Junction is 70% complete.

Motion: Brown moved to approve the preliminary plat of the Pioneer Park as presented; Hallgren seconded.

Discussion followed regarding Pioneer Park costing 50% of the appraised value of the 3.317 acres and the State retaining the dedicated ROW (1.226 acres).

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

**City Purchases over \$1,000**

Motion: Heinbockel moved to approve checks #220719 through 220725 as presented; Hallgren seconded.

Discussion followed regarding Delta Medical Transport logging 172 ambulance runs this year as of July 6 and funding for the brush truck included in the FY21 budget.

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

**Phone Reimbursement for Summer Hire**

Musgrove explained the policy (established January 4, 2017) to reimburse employees \$25/month for use of their personal phones. He asked to add Olga Moskalenko to the authorized list.

Motion: Heinbockel moved to pay summer hire employees for use of their cell phones at the discretion of the City Administrator; Hallgren seconded.

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

**Landfill Schedule**

Musgrove reported the landfill equipment operator position went full-time, effective July 1, 2020.

Leith reported opening the landfill on Wednesdays will accommodate deliveries from Northern Star (Pogo) and requests for more hours from the public. Thursdays will be reserved for commercial haulers and other deliveries.

**Motion:** Brown moved to approve the new landfill schedule, increasing business hours by adding Wednesdays, 11:00 to 5:00pm, effective July 15, 2020, and increasing the scale house operator's hours; Heinbockel seconded. **Motion passed** on a roll call with five in attendance (Brown, Heinbockel, Levinson, Hallgren, Musgrove).

### **Letter of Thanks – Volunteer Emergency Coordinator John Lewis**

**Musgrove** reported John Lewis served on the LEPC since 2004 in multiple capacities. He voluntarily addressed community needs without any specific title. The Council approved John as an Emergency Services Volunteer Coordinator in 2017, but he recently moved to Portland and is no longer able to serve in that capacity.

**Motion:** Heinbockel moved to terminate the Volunteer Emergency Coordinator position and to issue a letter of appreciation to John Lewis for his years of service to the community; Hallgren seconded.

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

### **Cancel Community Emergency Notification Policy**

**Motion:** Brown moved to cancel the *Community Emergency Notification Policy*; Hallgren seconded.

**Musgrove** reported the *Emergency Notification Policy* was established (July 17, 2018) to specify entities (Delta Forestry, Mayor and City Administrator, local fire departments, and Alaska State Troopers) authorized to contact the school district to issue evacuation announcements over KDHS radio. Musgrove said the policy has never been enacted and he questioned his authority as mayor to instruct the local AST on procedure.

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

### **Visitor Center Operation**

**Leith** referenced a July 6 email from Bryce Wrigley who reported the Delta Farm Bureau still plans to open the Visitor Center this summer, but they are unable to identify when. They are paying electric bills, taking over grounds maintenance, and designing indoor exhibits.

Discussion followed regarding authorizing the Delta Farm Bureau to choose their opening date (May 19, 2020), local businesses, not confined to City limits, benefiting from COVID relief funds, and concerns with the City being responsible for disbursing the (\$459,280.99) funds.

## **REPORTS**

**Mayor** – no report

**City Administrator** – Mary Leith reported:

- M2C1 Construction and Engineering will inspect City buildings on July 21 to conduct a sanitary water survey of the library, rink, and Visitor Center that is required by the State of Alaska.
- An abandoned van that obstructs road equipment is in the process of being removed from Bear Avenue.

**City Clerk** – Pat White reported promoting the 2020 Census was discussed at the June 16 meeting. Due to COVID, the Deltana Fair was cancelled and a parade, tentatively scheduled for July 25, was also. A float is not an option. She explained working with Donna Bach, Partnership Specialist with the U.S. Census Bureau, on a banner. [Bach sent an email reminder about Non-Response Follow-Up beginning nationwide on August 11. People can respond via phone (1-844-330-2020), online (2020census.gov), or online using cell phones (my2020census.gov).]

**Finance** – Stephanie Erickson reported the FY20 audit has begun. She is working on end-of-year reporting and COVID relief grant funds.

**LEPC** – Audrey Brown reported the next LEPC meeting is scheduled for July 13. There has not been a quorum all year, so the two new memberships have yet to be approved.

**Emergency Preparedness** – Audrey Brown reported 14 volunteers graduated from the Delta-Greely Community Emergency Response Team (CERT) course.

**Public Health** – Audrey Brown reported COVID stats posted on the Department of Health and Social Services website (dhss.alaska.gov). The Center for Disease Control still recommends wearing masks and social distancing.

**Library** – Tiki Levinson reported:

- Instead of in-person sessions, children in the summer reading program are given packets with motivational items, activities, and crafts to do at home. They come to the library as families and smaller groups.
- The local library was one of four in Alaska to receive a CARES Act grant from the Institute of Museum and Library Services. It will pay for a web page and serve patrons remotely, i.e. new tablets with faster Internet.

- Patrons used the Internet in the library’s parking lot 1,757 times in the last month.
- Retired Library Director Joyce McCombs donated money to buy ice cream certificates for summer readers.
- She expressed appreciation for Sherman Stebbins and Olga Moskalenko for repainting the children’s section at the library, improving the walkway in front of the library, and refinishing one of the picnic tables.

**Schools** – Lou Heinbockel reported school will start as normal in the fall. A contingency plan is in place should circumstances change.

**Airport** – Alan Levinson reported the airport is active, but thankfully not from forest fires. Airport Subdivision II lots will be auctioned at noon, Friday, July 17 at the airport.

Discussion followed regarding the condition of the John Deere mower and the ditches in the airport subdivision.

**Public Works** – Mary Leith reported the State DOT may be able to do crack sealing in August and September if the weather holds out. If not, it would be done next year.

Musgrove suggested hand shoveling cold-process asphalt in some places and compacting it with the Skid Steer.

**Park / Recreation** – Lou Heinbockel reported a successful softball tournament was held at the park over the weekend, but he was disturbed by the number of campers and motorhomes inside the park fence.

Discussion followed regarding many hours of volunteer labor to prepare the ball fields and contacting the Softball Association about not allowing vehicles in the park.

**Cemetery** – Mary Leith reported the City crew added topsoil to graves, planted grass, trimmed branches on trees and shrubs, and marked corners of graves where families buried ashes.

Musgrove reported he and Leith were working on locating a backhoe.

**At Large** – no report

**Additional Reports** – Audrey Brown reported she is grateful for Tiki Levinson as the new Library Director.

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

Heinbockel said he was bothered that the Career Advancement Center canceled heavy equipment training this year because of COVID-19. His grandson graduated from the academy a couple years ago, got accepted in the union, and went to work on the North Slope today as an apprentice equipment operator.

**ADJOURNMENT** – 7:40pm

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Pat White, City Clerk

CITY  
SEAL

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Mayor JW Musgrove

Approved: July 21, 2020