

**City Council Minutes**  
**Regular Meeting**  
**August 4, 2020 ~ 5:00PM**  
**City Hall, Delta Junction, Alaska**



**CALL TO ORDER / PLEDGE OF ALLEGIANCE / PRAYER**

Mayor Musgrove called the meeting to order at 5:03pm in the large conference room.

**Council members physically present:** Mayor JW MUSGROVE, Alan LEVINSON  
Lou HEINBOCKEL, Pete HALLGREN

**Council members excused:** Audrey BROWN, Deputy Mayor Freda DEGNAN, Charles LESTER

**Staff physically present:** City Administrator Mary LEITH, Library Dir. Tiki LEVINSON, City Clerk Pat WHITE

**Staff attending via phone:** Finance Officer Stephanie ERICKSON, Administrative Assistant Flower COLE

One community member attended by phone and Mike Prestegard monitored radio equipment as the meeting was broadcast over KDHS 95.5 FM.

**AMENDMENTS ~ APPROVAL OF AGENDA**

**Motion:** Levinson moved to approve the August 4, 2020 agenda; Hallgren seconded.

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

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

**Motion:** Heinbockel moved to approve the minutes from July 21, 2020; Hallgren seconded.

**Musgrove** referenced a March 6, 2018 motion that was quoted in the July 21, 2020 minutes and said the actual Golden Valley right-of-way at the airport is 30 feet, not 35 (*Mayor Report – page 2*).

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

**COMMENTS FROM THE AUDIENCE - none**

**REQUEST TO SPEAK - none**

**CORRESPONDENCE**

**Appreciation Letter for LEPC House Identification Signs**

**Musgrove** read a letter from Jerry and Kathy Vander Zwaag, expressing appreciation to the Council for supporting the House Identification Project and to the Rural Deltana firefighters who dedicate countless hours to inspect and install the signs. “While we hope no emergency responders ever have to find our sign, we appreciate the way in which this program improves safety in our community.”

**2020 Municipal Election Schedule**

**White** referenced the election schedule and reported candidate packets for the October 6 election were placed on the counter today. The filing period is August 27 through September 11. Two three-year seats will be on the ballot. Voters must register by September 6 to be eligible to vote in the October 6 Municipal Election.

**UNFINISHED BUSINESS**

**Airport II, Block 4**

**Musgrove** referenced a handout showing estimated expenses to finish developing the rest of Airport Subdivision II, and he asked the Council to recommit to it.

Discussion followed regarding \$50,000 in the FY21 budget for airport development, retaining one of the 11 lots in Block 4 to maintain interest as a “homeowner,” and whether there would be enough interest.

**Motion:** Hallgren moved to develop Block 4 of Airport Subdivision II by the spring of 2021; Levinson seconded.

Discussion followed regarding reviewing finances periodically as development progresses, more gravel and repair needed on Block 4 roads that were installed when Block 3 roads were done, and Block 4 lots likely a higher value.

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

**Convenience Fee on Credit/Debit Card Transactions**

**Tiki Levinson**, Library Director, reported typical library transactions are quite small. The \$5.00 minimum causes credit/debit card users to pay \$6.00 for \$2.50 in copies. She asked to eliminate the \$5.00 minimum requirement.

**Motion:** Hallgren moved to eliminate the \$5.00 minimum on all credit/debit card transactions at the library; Heinbockel seconded.

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

### **COVID-19 Relief & Recovery Grant Program**

Musgrove reported he signed a retention agreement with Mike McLaughlin, Guess & Rudd P.C., dated July 29, about structuring a COVID relief program to disburse CARES (Coronavirus Aid, Relief, and Economic Security) money to the local community. COVID related services cost the same as other legal services.

Leith said McLaughlin reviewed and edited each of the documents that were presented at the July 21 meeting.

Hallgren reported he attended the meeting with McLaughlin on July 23. The program is to get money into the economy rapidly to support non-profits and small businesses, but very little information is required from grant recipients. He expressed concern about potential audits from the federal government for both the City and any business receiving relief funds. Applications within the REAA boundaries will be capped at \$10,000 each.

Discussion followed regarding marijuana businesses exempt (marijuana is illegal under federal statutes), changes to the grant packet since July 21, other COVID funds in the area, whether the Council should appoint volunteers to the review committee, and Heinbockel requesting another Council member serve on the committee with him.

**Motion:** Hallgren moved to approve the COVID-19 Relief & Recovery Grant Program as edited and to authorize the mayor to establish criteria and appoint volunteers to the review committee; Levinson seconded.

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

### **Ambulance Repair Reimbursement**

[\$6,389.11 for ambulance repairs + \$500.00 for partial tire expenses due to extra wear from damaged tierod ends]

Musgrove reported he reviewed the charges for ambulance repairs and tire expenses with the mechanic. Every item on the invoice is within the terms of the contract. Justifying the tire expense, Musgrove explained that if a covered part fails and causes non-covered parts to fail, the non-covered parts would be covered. The insurance settlement (2011 ambulance) would pay for the (2009 ambulance) repairs.

**Motion:** Heinbockel moved to reimburse Delta Medical Transport \$6,389.11 for parts and services as presented; Hallgren seconded.

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

Heinbockel asked to postpone the \$500 invoice for tires to the August 18 meeting when more Council are present.

## **NEW BUSINESS**

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

CK# 220766 to Alaska Library Network - \$1,277.00 for annual subscription / membership

CK# 220767 to Bill's Small Tractor Service - \$5,210.00 for lawn maintenance contract, payment 2 of 3

CK# 220768 to Cook & Haugeberg LLC - \$3,365.00 for FY20 audit, first payment

**Motion:** Levinson moved to pay checks #220766 through 220768 as presented; Heinbockel seconded.

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

## **REPORTS**

**Mayor** – JW Musgrove reported:

- A workers' comp claim was filed after an employee received a minor injury.
- A lot of money is spent on maintaining the (2009) ambulance compared to what is brought in from leasing it (\$500/month). He asked to consider getting out of the ambulance service and volunteered to write ordinance about disposing of property between \$1,000 and \$25,000.

**City Administrator** – Mary Leith reported:

- The generator that powers the fire station failed during the August 1 power outage. A new injector pump arrived on August 3.

- The spare canopy was installed at the park. A new replacement will cost \$3,051 with \$500 in shipping.

Discussion followed regarding history of bringing playground equipment and the yellow canopy from Fort Wainwright (2013) and considering purchase of a new canopy during the upcoming FY22 budget cycle.

**City Clerk** – Pat White reported:

- Census Push Week, July 27–August 2, was to push others to participate in the 2020 Census. Flower Cole posted the mayor’s photo on the City’s Facebook on July 24 with a caption, “Do you recognize this man? He just went to <https://www.2020census.gov> and filled out his census report. If he can do it, so can you!”

- Library staff are hosting Census Week, August 1–8, to assist area residents with the ten-question surveys. On August 11, field workers across the nation will begin visiting people who have not completed their surveys.

- Hanging a 2020 Census banner off a street pole was kiboshed because of the cost to rent equipment. Discussion followed regarding people responding by phone (1-844-330-2020), online (2020census.gov) or with cell phones (my2020census.gov), census data affecting redistricting, and funds allocated to state and local governments based on population counts (approximately \$3,000/year per person or \$30,000 over ten years).

- Early voting in the Primary Election started today at the Delta Presbyterian-Faith Lutheran Church annex. Early voting hours changed to Tuesdays and Thursdays, August 4, 6, 11, and 13, 1:00pm-6:00pm.

**Finance** – Stephanie Erickson reported reconciliation of the FY20 budget will be on the August 18 agenda.

**LEPC** – no report

**Emergency Preparedness** – no report

**Public Health** – no report

**Library** – Tiki Levinson reported small groups met at the Community Center for the first two weeks of the six-week Summer Reading Program before switching to a take-out format. COVID concerns caused some participants to drop out, but it did not stop the program from being a success. Reading incentives, prizes, book bags, and craft projects were sponsored by the Delta Library Association and Alaska State Library. \$25 gift certificates were awarded to elementary and youth readers who read the most during each session.

**Schools** – no report

**Airport** – Alan Levinson reported the airport has been busy. Runways and ditch lines have been mowed.

Discussion followed regarding whether to replace the mower.

**Public Works** – Lou Heinbockel reported:

- The landfill is well run and cleanup around the septic pits is outstanding.

Leith said a lot of brushing was done near the septic pits at the landfill. A small excavator was rented to pull roots.

- The local Department of Transportation utilized rocks from the landfill to mitigate flooding on Spengler Road. They chose smaller rocks and used their own equipment to load it. They may still utilize the river weights.

**Park / Recreation** – Lou Heinbockel reported the Softball Association did a lot of work on the ballfields.

Discussion followed regarding moving a mound of dirt that was taken off the ballfields last year to a less visible location and removing large mounds of grass clippings.

**Cemetery** – no report

**At Large** – Pete Hallgren reported he attended a meeting on July 23 with City Attorney Mike McLaughlin, U.S. Army Alaska (USARAK), and Alaska Fire Service to discuss the MOA-029. The military will propose suggestions to amend it.

**Additional Reports** - none

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS** - none

**ADJOURNMENT** – 7:01pm

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Mayor JW Musgrove

CITY  
SEAL

Approved: August 18, 2020

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Pat White, City Clerk