City of Unalakleet
Regular Council Meeting – March 26, 2020 4PM
Teleconference Meeting
Approved Meeting Minutes

1. CALL TO ORDER: Mayor Davida Hanson called the Regular Council Meeting to order at 4:03 PM per teleconference.

2. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

3. ROLL CALL:

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<th>PRESENT:</th>
<th>ABSENT:</th>
<th>NOTES:</th>
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<td>x Davida Hanson</td>
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<td>x Michelle Harvey</td>
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|x Teri Panitchuk
|x Heather Jones |
|x Thurman Jack |
|x Kris Busk |
|x Robert Bolen |

Quorum was established.
Also present on the phone, City Clerk Kelly Otton, Police Chief Timothy Cassidy, and Public Works Deputy Director John Hallahan.


MOTION: Council Member Robert Bolen made a motion to approve the agenda as revised. Thurman Jack seconded. Motion passed unanimously.

5. APPROVAL of MEETING MINUTES
   a. February 11, 2020 Regular Meeting
   b. March 12, 2020 Emergency Meeting

MOTION: Council member Robert Bolen made a motion to approve the February 11, 2020 Regular Meeting Minutes. Council member Michelle Harvey seconded. Motion passed unanimously.

MOTION: Council member Kris Busk made a motion to approve the March 12, 2020 Emergency Meeting Minutes. Council member Robert Bolen seconded. Motion passed unanimously.

6. PUBLIC COMMENTS: No public on the teleconference for comments.

7. BRIEF DEPARTMENT AND COMMITTEE REPORTS
   a. Police Chief, Fire Chief, and Committee Reports
      • Police Chief Timothy Cassidy submitted his report.
- Operating around the clock.
- Troopers rotate shifts; two weeks on, two weeks off.
- VPSO Harry Ivanoff will be done with the training academy in three weeks.
- Purchased patrol truck.
  - $500, waiting for the first barge here.
- Radios are working.
- Dog problem; instead of dispatching, send them to PAWS in Nome.
- Penalties and fines about Quarantine were sent to Council Member emails.
- Mayor Davida Hanson question regarding the handling of citations for Quarantine. Chief Cassidy replied that Heidi Ivanoff deferred him to the District Attorney in Nome.
- Council member Michelle Harvey question: Do the Dispatchers have a protocol about calls coming in if they’d been infected? Also, if they have the Travel Committee phone number?
- Emma Pate will be sending out PPE to all villages.
- Council member Thurman Jack question regarding the incoming flights from Ravn, if him or the troopers are meeting the flights? Chief Cassidy replied that is something they will do.
- Mayor Davida Hanson mentioned that the Council and the Tri-Org have been discussing law enforcement for Quarantine.

**Fire Chief Report**
- Fire Chief John Halleran submitted his report.
- No report. No calls.
- Mayor Davida Hanson question regarding COVID-19 if they are prepared to assist with law enforcement and Norton Sound Health Corporation should there be an outbreak. Fire Chief Halleran replied yes.

**b. Public Works Director and Committee Reports**
- Public Works Director Dwayne Johnson was not present on the teleconference.

**c. Administration Staff and Committee Reports**
- **City Manager’s Report.**
  - Acting City Manager Davida Hanson submitted the report.
  - Adding email from Karl at CRW that they want to donate $1000.00 to a Community Event.
- Council has decided on the top three applicants for City Manager position.
  - Council member Heather Jones was conducting reference checks.
  - Have not heard back from AML on the background checks.
- Mayor Davida Hanson received a phone call from Paul Ivanoff III that NSEDC has decided to do an Emergency Subsidy Community Benefit Share, $144,900.00, giving those who signed up for their Energy Subsidy for electricity at UVEC.
• Write a check to the City of Unalakleet, the City will then write a check to UVEC.

• **City Clerk Report**
  • City Clerk Kelly Otton did not submit a report but did let the Council know that Lena Eakon was hired as Deputy Clerk.

• **Financial Report**
  • The latest report was submitted.
  • Well over allocated budget in terms of Revenues and Expenditures.
  • Expenses are quite large from equipment purchases.
  • Remaining spending in new Baler purchase, $55,000.00.
  • Increase in Payroll due to overtime hours at the Covenant Lift Station.
  • Purchases for parts.
  • Fuel expense at UNC.
  • Electricity is high every month.
  • Public Safety Salaries and Payroll
    • Increasing with 2 new officers.
  • Removed five vehicles off the insurance.
    • Added the new patrol car.
    • Put in request to Karl Erickson at NSEDC to barge it here.

• Revenue Decrease in Rentals.
  • 4 Plex unit is vacant.
  • Apartment next the shop.
  • UVEC has not paid for few months due to no heat or water/sewer.

**MOTION:** Kris Busk entertained a motion to approve the latest budget. Robert Bolen seconded. Motion passed unanimously.

**8. NEW BUSINESS**

a. **Covenant Lift Station**

• Covenant Lift Station
  • Sewer main is frozen.
  • Pumper truck every day for 10 hours per day.
  • Wear and tear on the pumper truck.
  • More man hours and overtime.
  • New project manager Aaron Whettle with VSW.
  • Worked with Sean Lee, the IPF Grant (up to $150,000.00)
    • Microloan for the City of Unalakleet up to $500,000.00. (30 year loan, 90% waived. Pay $1,200.00 a year towards the loan.)
      • Use for Covenant Lift Station upgrade.
      • Include in the grant a pumper truck.
Council member Kris Busk requests an inventory of all parts and assets from Public Works Director and Deputy Director. Put proactive measures in place.

Council member Thurman Jack asked if the Council approved a new pumper truck with the NSEDC CBS.

An application was put in for the OEF Grant for a pumper truck.

Pumper Truck quotes $150,000.00.

Work Session teleconference with Public Works Director Dwayne Johnson.

- Water/sewer issues.
- Inventory of all working equipment.
- Inventory of all non-working equipment.
- What parts are needed?
- List of all major digging projects.
- What repairs are needed for frozen water main both Commercial and Residential?
- How many temporary laborers can be hired?
- Manhole locations.

Council member Heather Jones will set up date and time on teleconference with Public Works Director Dwayne.

b. Emergency Order 2020-01

- Travel Ban.
- Passed and approved at the Tri-Org teleconference.
- State of Alaska mandate is a Class A Misdemeanor up to $25,000.00.
- Council member Kris Busk proposed 1st, 2nd, and 3rd offences for the Travel Ban law enforcement.
  - 1st offence - $250.00
  - 2nd offence - $500.00
  - 3rd offence - $1,000.00
  - Effective March 25, 2020 at 11:59PM.
- Change in Emergency Order 2020-01 “bare minimum” to “essential only”.
- Define Isolation, Quarantine, and Social Distancing.
- Add a Travel Form must be filled out upon entering into the Community.

c. Resolution 2020-02

- Letter went out to the Community.

d. COVID-19

- 69 cases today.
- Question: When to go into emergency shut down?
  - 1st known case.
- Mail Emergency Order when it’s done along with the Emergency Ordinance.
• Make a list for Jeff Erickson (Joint Response Group) for those that want to help with anyway if there should be an outbreak.

MOTION: Robert Bolen made a motion to approve the expenditure to mail out the Emergency Order and Ordinance. Michelle Harvey seconded. Motion passed unanimously.

9. ACTION ITEMS: ADOPTION of ORDINANCES, RESOLUTIONS, APPROVALS/DISAPPROVALS
   a. NSEDC CBS ($200,000.00) – Heating Fuel, Water/Sewer Maintenance
      • Amend the CBS funds.
        o Bulk Fuel
        o Water/Sewer Maintenance
        o Police Vehicle $1,000.00
   
   MOTION: Robert Bolen made a motion to reduce the allocation for the Police Vehicle to $1,000.00 and keep on the CBS Allocation. Thurman Jack seconded. Motion passed unanimously.

   MOTION: Kris Busk made a motion to approve the amended allocations for the NSEDC CBS. Heather Jones seconded. Motion passed unanimously.

   b. FY20 Budget Amendment Ordinance 2020-01
   
   MOTION: Robert Bolen made a motion to approve the Budget Amendment Ordinance 2020-01 as presented. Kris Busk seconded. Motion passed unanimously.

   c. FY21 Proposed Budget
   
   MOTION: Kris Busk made a motion to table the FY21 Proposed Budget to the next Regular Council Meeting. Robert Bolen seconded. Motion passed unanimously.

   d. Street Signs
      • Request from a community member to change the name of the Landfill Road to another name.

   MOTION: Motion on the floor to table the Street Signs purchase to the May 12, 2020 Regular Council Meeting by Robert Bolen. Kris Busk seconded. Motion passed unanimously.

10. COORESPONDENCE
   a. Native Village of Unalakleet Letters
      • Sent letter to NVU thanking them for the use of the Grader.
      • Donation Easter Egg Hunt Letter: Not sure if happening still.

   b. Unalakleet Valley Electric Co-op Letter
      • Invoiced for rent that has not been paid $4,725.00.
      • Requesting reduced rent considering the condition of their office building.
        o Install boiler.
        o Water/Sewer issues.
        o Electrical circuits failed.
        o Make a list of all items/repairs that need to be repaired.
        o Michelle volunteered to address the repairs at UVEC with Reese.
MOTION: Kris Busk made a motion to adjust the current balance on their bill to $2,000.00 and future rent invoices to $1,000.00 until all essential repairs are completed. Authorize Reese to conduct needed repairs and upon submission of receipt to be deducted from future rent that have been repaired. Robert Bolen seconded. Motion passed unanimously.

c. CRW Donation
   • Donate $1,000.00 to any function the City holds.
     o 4th of July
     o New Year Fireworks
     o Spring Clean-Up

MOTION: Motion to add the CRW Donation to CBS by Kris Busk. Robert Bolen seconded. Motion passed unanimously.

11. COUNCIL COMMENTS
   • Robert Bolen: Get City Manager here as soon as possible. Possibly discuss at this time in Executive Session.

MOTION: Motion to leave Executive Session at 7:35PM by Robert Bolen. Thurman Jack seconded. Motion passed unanimously.

MOTION: Robert Bolen made a motion to hire Cindy Beamer pending background check. Kris Busk seconded. Motion passed unanimously.

12. NEXT TENTATIVE MEETING DATE: April 14, 2020 at 4PM.

13. ADJOURNMENT: Robert Bolen made a motion to adjourn the meeting at 7:41PM. Kris Busk seconded. Motion passed unanimously.

DATE APPROVED: April 17, 2020

Davida Hanson, Mayor  
Kelly Otton, City Clerk