

**City Council Minutes**  
**Regular Meeting**  
**October 18, 2022 ~ 5:00PM**  
**City Hall, Delta Junction, Alaska**



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

Mayor JW Musgrove called the meeting to order at 5:01pm.

**Council members present:** Mayor JW MUSGROVE, Deputy Mayor Mike PRESTEGARD,  
Emily DOVE, Alan LEVINSON, Erin CATTERSON, Pete HALLGREN (until 5:20pm)

**Council member excused:** Lou HEINBOCKEL

**Staff present:** City Administrator Ken Greenleaf, Library Director Tiki Levinson  
Administrative Assistant Flower Cole, City Clerk Pat White

**Staff present via zoom:** Contract Finance Officer Stephanie Erickson

**Public present:** Eleven members from the community and one guest speaker were physically present at the beginning of the meeting. Three area residents and one from Senator Shower's office attended by phone. The meeting was not broadcast over KDHS 95.5 radio.

**AMENDMENTS ~ APPROVAL OF AGENDA**

**Motion:** Levinson moved to approve the October 18, 2022 agenda; Dove seconded.

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

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

**White** reported two corrections: Administrative Assistant Flower Cole was added to *Staff Present* (page one of the draft minutes) and Tiki Levinson reported that representatives from the Fairbanks League of Women Voters would be at the library on October 13 to explain Rank Choice Voting. A note was added to *Additional Public and Council Comments* (page four) that the date was October 19, not October 13.

**Motion:** Hallgren moved to approve the October 4, 2022 minutes as amended; Levinson seconded.

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

**COMMENTS ON NON-AGENDA ITEMS**

**Sebastian Saarloos** congratulated and welcomed the newly-elected. He was impressed with the overwhelming voter turnout, which was three to four times larger than past elections. He encouraged the new members to continue to reach out to the people who voted them into office and to attend the Alaska Municipal League (AML) Conference to learn about local government. He looks forward to working with them on City projects and subdivision plats. He thanked Alan Levinson and Erin Catterson for the time they served on the Council and for Lou Heinbockel who served for decades without one dime of compensation. Saarloos said he voted the same as Lou most of the time while he was on Council and never brought their personal politics to the table.

**Pete Hallgren** said it is good to see more people running for office. He addressed the new Council members and said, "your vote is as good as any others and your thoughts are just as valuable as longstanding Council members." He considered Lou Heinbockel special. He was mayor in the early 80's and back on the Council at the turn of the century during the base realignment, which was a difficult time. He has more years on the Council than anyone sitting around tonight's table and during his tenure he served with over 40 different Council members. Lou offered good viewpoints, he was consistent, and he spent a lot of time driving around town, keeping an eye on things.

**REQUEST TO SPEAK** - none

**CERTIFY ELECTION RESULTS**

**White** reported ballots from the October 4, 2022 Regular Municipal Election were tabulated by election judges between 8:00 and 9:31pm, October 4 and recounted by the Canvass Board between 10:00 and 11:44am, October 5.

**Hallgren** reported 178 ballots were cast at the polls, one was questioned, but did not count, six were absentee/early votes, two ballots were spoiled, and 63 ballots were not used. He read vote tallies:

- Seat B - term through 2025 - Pamela Rawson received 127 votes, Stormie Mitchell received 41, Lance Stricklin received two write-in votes, Doris Fales, Alan Levinson, Travis Riesner received one write-in vote each, and a Deltana resident received one write-in vote, which did not count. Ten ballots were left blank.

- Seat D - term through 2025 - Igor Zaremba received 129 votes, Lou Heinbockel received 49, and Pamela Rawson received two write-in votes. Four ballots were left blank.
  - Seat G - term through 2025 - Travis Riesner received 121 votes, Mary Leith received 40, Lance Stricklin received 20 write-in votes, and Pamela Rawson received one write-in vote. Two ballots were left blank.
- Motion: Hallgren moved to certify the 2022 election results as presented; Levinson seconded.  
Motion passed on a roll call with six in attendance (Hallgren, Dove, Prestegard, Catterson, Levinson, Musgrove).

### **SWEAR IN NEW OFFICERS**

White administered the Oath of Office to new Council members: Pamela Rawson, Igor Zaremba, Travis Reisner. Hallgren reported the terms for the new Council members begin Monday, October 24 per City Code §1.10.030. Musgrove called for a recess at 5:20pm and reconvened the meeting at 5:32pm.

**UNFINISHED BUSINESS** - none

### **NEW BUSINESS**

#### **Add Step-up Supervisor Clause to Employee Policy Plan**

Musgrove reported when an employee is on vacation or gone for any reason, his/her replacement should get some compensation for extra duties that are not in their job description, i.e. someone with a lesser pay scale covering for the landfill equipment operator. A timecard has not been processed under these rules yet.

Motion: Dove moved to add the Step-up Supervisor clause to the *Employee Policy Plan*; Prestegard seconded.

Hallgren was excused at 5:36pm.

Greenleaf reported the clause is a good administrative tool. Temporary pay that is commensurate with a job is fair and equitable.

Motion passed on a roll call with five in attendance (Levinson, Catterson, Dove, Prestegard, Musgrove).

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

CK #222253 to Buffalo Service Center - \$2,163.03 for May and July fuel

CK #222254 to Construction Machinery - \$1,316.10 for loader repairs

CK #222255 to Delta Building Supply - \$1,176.45 for repairs and parts for City facilities

CK #222256 to Delta Fuel Industries, LLC - \$1,700.00 to rent equipment for airport tie-down expansion

CK #222257 to Delta Powersports - \$2,899.00 for backup generator at library

CK #222258 to GVEA - \$5,028.05 for September electricity

CK #222259 to Interior Hardware - \$1,098.39 for repairs and parts for City facilities

CK #222260 to Numbers Count LLC - \$2,340.00 for accounting services (10-3-22 / 10-10-22)

CK #222261 to Vitus Energy - \$4,522.19 for heating and equipment fuel at the landfill

CK #222262 to Wells Fargo - \$16,733.27 for miscellaneous credit card charges

Motion: Levinson moved to approve checks 222253 through 222262; Prestegard seconded.

Motion passed on a roll call with five in attendance (Catterson, Levinson, Prestegard, Dove, Musgrove).

### **REPORTS**

**Mayor** – JW Musgrove reported Mat-Su Borough is removing their voting machines.

**Airport** – Alan Levinson reported the airport has had little traffic, a volunteer packed what little snow we got last week, and new tie-down spaces and Airport II Subdivision roads are finished.

**Library** – Emily Dove reported:

- Today is Alaska Day, which commemorates when commissioners arrived in Fort Sitka on October 18, 1867 for the formal flag-raising ceremony and transfer of Alaska from the Russian Empire. The United States purchased Alaska from Russia for \$7.2 million on March 30, 1867.

- The League of Women Voters will explain Rank Choice Voting at the library via zoom on October 19.

- The Delta Library Board is soliciting new members. If interested, contact the library by October 20.

- Fifty people attended a presentation at the library on October 8 with Alaska Reads author, Paul Greci.

**Health & Safety** – Emily Dove reported:

- Flu vaccines are available at the Delta Public Health Center, but not the high dose shots for adults, 65+.

- Respiratory viruses circulate year-round. The PHC recommends preventing the spread of COVID, flu, and other pathogens by staying home when sick, washing hands, and improving ventilation.

- The Delta PHC has new COVID boosters that target the most recent Omicron subvariants. They also have a new supply of COVID home test kits even though most of Alaska is at the low COVID level.
- People who have been exposed to COVID should test at least five days afterwards and then isolate until the results are known. The Center for Disease Control no longer recommends quarantining in most situations, regardless of vaccination status. Visit the Alaska Department of Health or CDC websites for more information.
- Naloxone kits are available at the Delta PHC.
- National School Bus Safety Week (October 17-21, 2022) focuses on keeping an eye out for children. The Alaska Department of Transportation has a great Facebook post that links to resources about road safety rules.

**Schools** - Erin Catterson reported:

- Delta Elementary School will hold their annual Trunk-or-Treat on October 29, 3:00-5:00pm.
- Parents are advised to make sure students have proper winter gear because they participate in outdoor recesses up to -20 below.
- The Delta High School Wrestling team will host their first home meet on October 19.

**Emergency Services** – Erin Catterson reported:

- Delta Medical Transport had 27 runs since September 20 and the Fire Department responded to four calls.
- The annual Halloween Safety Night will be held on October 29, 1:00-3:00pm.
- Rural Deltana Fire Department invited the City Fire Department to a live burn on October 8.
- Tender 162 is back in service and will be used to flood the hockey rinks. Tender 161 is still in service.

Musgrove reported he and Greenleaf created a vehicle maintenance program.

**Emergency Preparedness** – Mike Prestegard urged people to prepare homes for winter, including backup generators, especially since he has experienced power outages twice already.

**Park & Recreation** – Mike Prestegard reported sports activities have slowed down except for skaters who are anxious to test out the new surface at the Liewer-Olmstead Ice Arena.

**Public Works / Landfill** – JW Musgrove reported alternate sources of heat, forced hot air or a small Toya stove, are being considered for the landfill scale house because of the high electric bill.

**Cemetery** – no report

**At Large** – no report

**City Administrator** – Ken Greenleaf reported:

- The City crew has had several weeks of challenges, but the landfill is running smooth.
- Snow rehearsal is over. Efforts from the Public Works crew shined through. A lot was broken and a lot has been fixed. One employee disassembled the sander, found parts in Anchorage, and has it running smoother than it's probably ever run.
- Sand was delivered to the Public Works building where it will remain dry and have less chance of breaking impellers on the sander.
- The 16-foot blade on the grader was changed to a 14-foot blade to eliminate leaving snow berms in driveways.
- Street signs that need replaced have been identified.
- A contingency plan is the next step in forging ahead to provide ambulance service to the community. Tony and Amber White, current contract holders, are also working on a plan. Many small cities utilize the non-profit model to fund their ambulance, fire, and Public Works. Greenleaf will meet with Mike Cronk on October 19 to discuss it. (Cronk is running for District 36 State Representative in the November 8, 2022 General Election.)
- The 60K generator, on loan from Forestry and previously owned by the military, was cleaned. Oil and new batteries were changed out and it runs like a champ. Greenleaf and Chris Morley (Morley Electric) are working to bring back the 2016 plan to develop infrastructure for the City Campus. In an emergency situation, the generator would provide power to the library or City Hall, but not both at the same time.

Al Edgren reported there should be a second generator at Forestry. City Hall was wired to utilize it during Y2K.

- Cooling fans were installed at the Donnelly Dome tower where four different television/radio stations occupy space. Overloaded equipment was causing the structure to overheat. Greenleaf questioned why the City buys power from AT+T and why the occupants do not enter into a memorandum of agreement that clearly articulates lines of responsibility.

- He is scheduled to meet with a Kinross representative on October 20 to discuss donations.

**City Clerk** – Pat White reported the Alaska Municipal League (AML) Conference will be held in Anchorage December 5/9 at the Marriott. Newly Elected Officials (NEO) training will start Monday, December 5.

**Finance** – Stephanie Erickson referenced a *Profit & Loss* statement, dated October 18, 2022, and reported about 33% of expenses in the FY23 budget have been spent and 83.1% of the expected income has been received.

**Additional Reports** – Mike Prestegard reported:

- Absentee/early voting is available for the upcoming State-run General Election (October 24, 25, 26, 27, 31 and November 1, 2, 3, 1:00-6:00pm at City Hall). The November 8 General Election is at the Community Center, 7:00am-8:00pm. Voters who are unable to vote at the polls or vote early, can fax an *Absentee Ballot Application* to the Division of Elections to have a ballot mailed to them. The application must be received no later October 29.

- For sample ballots and more information about upcoming state-run elections, visit the Division of Elections ([elections.alaska.gov](http://elections.alaska.gov)) or call the Region III Office in Fairbanks (907-451-2835).

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS** - none

**ADJOURNMENT** – 6:20pm

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JW Musgrove, Mayor

CITY  
SEAL

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Pat White, City Clerk

Approved: November 1, 2022