

**City Council Minutes  
Regular Meeting  
April 2, 2024 ~ 5:00PM  
City Hall, Delta Junction, Alaska**



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

Mayor JW Musgrove called the meeting to order at 5:14pm. The meeting was delayed until 5:27pm.

**Council members present:** Mayor JW MUSGROVE, Travis RIESNER, Mike PRESTEGARD

**Council attending via Zoom:** Pete HALLGREN, Pamela RAWSON

**Council member excused:** Deputy Mayor Igor ZAREMBA

**City staff present:** City Administrator Kendall Greenleaf, Finance Officer Kaylee Reiersen,  
Library Director Tiki Levinson, City Clerk Pat White

**Public present:** Mary Leith plus 15, including seven on Zoom. Streaming was shut down within half an hour due to zoom bombing from up to five unfamiliar attendees.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Musgrove called to approve the April 2, 2024 agenda as presented.

Motion passed on a roll call with five in attendance.

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

Motion: Riesner moved to approve the March 19, 2024 minutes as presented; Prestegard seconded.

Motion passed on a roll call with five in attendance.

**APPOINTMENT TO FILL VACANCY**

Musgrove reported two letters of interest were received for the Seat A vacancy. He called upon Mary Leith and Stormie Mitchell to share their interest in serving on the City Council.

Mary Leith, a lifelong resident in Delta Junction, said she has knowledge of what is required of a Council member because of her prior experience, 27 years on the Council and six plus two-thirds of a year as City Administrator.

Stormie Mitchell said she lived in Delta most of her life and worked at Fort Greely during her adult life. She was a union representative and a business agent during the Base Realignment and Closure Act (BRAC). She worked with the Alaskan delegation, specifically Senator Ted Stevens, the National Guard, Morale, Welfare, and Recreation (MWR), and all properties and facilities in the downsizing of Fort Greely. After BRAC, she opened the local job center in Delta. Referring to filling the Council vacancy, Mitchell said she “can get the job done.”

Musgrove reported all voting would be by roll call because two Council members were participating by phone (City Code 1:10:040). Four votes of six remaining Council members would be required per Code 1.10.060.

Musgrove called for the voice vote: Prestegard voted for Mitchell. Riesner voted for Leith. Rawson voted for Leith. Hallgren voted for Leith. Musgrove voted for Leith. Musgrove welcomed Leith back on the City Council.

**COMMENTS ON NON-AGENDA ITEMS**

Tony White, Fire Chief, reported he is awaiting an estimate to repair coolant and valve leaks that were found when getting the wheels repaired on Fire Engine 161.

**REQUEST TO SPEAK** - none

**CORRESPONDENCE**

**Deltana Fair Association – Request for Sponsor**

**Deltana Fair Association – Request for Raffle Item**

Reiersen reported \$1,000 was left in what was budgeted in FY24 for community donations.

Motion: Leith moved to donate \$1,000.00 to sponsor the Deltana Fair at the Blue-Ribbon level; Prestegard seconded.

Motion passed on a roll call with six in attendance (Prestegard, Rawson, Riesner, Hallgren, Leith, Musgrove).

**Partners for Progress – Request to use Dump Truck and Road Grader for Heavy Equipment Academy**

Musgrove reported Partners for Progress requested use of the Kenworth dump truck and John Deere motor grader for the last two weeks of this year’s academy (June 10 through 21).

**Motion:** Riesner moved to loan the City's dump truck and road grader to Partners for Progress' 18th annual Intro to Heavy Equipment Operator and Mechanic Academy as requested; Prestegard seconded.

Discussion followed regarding no need for Leith to recuse herself due to her position as Partners Board President.

Hallgren recommended supporting Partners for Progress who provide a wonderful program to the community.

**Motion passed** on a roll call with six in attendance (Leith, Hallgren, Prestegard, Rawson, Riesner, Musgrove).

**UNFINISHED BUSINESS** - none

## **NEW BUSINESS**

### **Change to Employee Policy Plan: Chapter 3, Section 10, Employment Applications Public Record**

Musgrove reported recent circumstances required Section 10 to be added to the Employee Policy. He proposed adding Section 10 to Chapter 3, "Employment Application Public Record: When a completed job application is received by the City, it shall be secured in the City employee files with other completed job applications until the final date of acceptance of applications for that job has arrived. At the next business day thereafter, all applications for that job shall be opened by the Mayor and/or City Administrator and prepared for public disclosure by appropriate removal of sensitive personal information. At that time, the redacted applications become public records and the selection process shall begin using the original applications."

**Motion:** Prestegard moved to adopt the addition of Section 10 to Chapter 3 of the Employee Policy Plan as presented; Riesner seconded.

Hallgren clarified that job applications would be treated like sealed bids.

**Motion passed** on a roll call with six in attendance (Riesner, Rawson, Leith, Prestegard, Hallgren, Musgrove).

## **Review City Code of Ordinances**

Musgrove reported revision of City Code of Ordinances is long overdue. He asked for Council support in editing sections of the Code, especially those that are no longer applicable.

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

CK #23036 to Aetna - \$13,693.60 for March 2024 group health insurance (#22997 was approved March 5 but voided after lost in mail)

CK #23037 to Aetna - \$13,693.60 for April 2024 group health insurance

CK #23038 to Alliance CPAs LLC - \$7,805.00 for completion of FY22 audit

CK #23039 to Construction Machinery Industrial - \$2,160.00 to replace O-ring on loader

CK #23041 to Kel's Septic - \$2,350.00 for service at the Liewer-Olmstead Ice Arena on February 13 and 18, 2024

CK #23042 to Vitus Energy LLC - \$3,390.94 for March heating fuel

**Motion:** Riesner moved to approve #23037 through 23039, 23041, and 23042; Prestegard seconded.

**Motion passed** on a roll call with six in attendance (Rawson, Prestegard, Hallgren, Riesner, Leith, Musgrove).

[Note: #23036 was omitted from approved checks. See April 16, 2024 *Purchases over \$1,000.*]

## **REPORTS**

**Mayor** – JW Musgrove reported he and the local Pioneers revised the *Pioneer Park Operation and Use Agreement*, which will come before the Council at the April 16 meeting.

**Finance** – no report

**Library** – Tiki Levinson reported:

- Donation requests were issued for the annual Library Block Party Fundraiser on May 11, 11:00-4:00. She asked the Council to donate gift certificates for landfill or other City services, as in the past.
- Twenty-six Gerstle River School students had a wonderful time during a field trip to the library on March 28. Two families returned the next day to sign up for library cards and to check out materials.
- Library staff pulled off the fourth annual April Fool's Stuffed Animal Sleepover. Thirty-seven animals and their blankets were dropped off by their young owners on Saturday. Photos were posted on social media of the mischief each animal got into. The sleepover receives a lot of positive feedback and gets more popular every year.

**Health & Safety** – no report

**Schools** – Tiki Levinson reported Literacy Night will be held at the Elementary School on April 4, 5:30-7:00. This year's theme is *Under the Sea*.

**Emergency Services** – Pamela Rawson reported emergency services responded to 27 ambulance runs and four fires during the month of March.

**Emergency Preparedness** – Travis Riesner referenced the drop in temperature (+17°) and advised not planting gardens yet. There is still potential for more snow.

**Park & Recreation** – Travis Riesner said ice is melting because of warmer temperatures. Hockey season is over.

**Airport** – Mike Prestegard reported airport activity is quiet.

Musgrove asked for help to reset traffic cones on the main runway and, once snowdrifts melt, blue cones on the parallel taxiway.

Greenleaf reported two new windssocks were ordered for the airport.

**At Large** – Pete Hallgren reported:

- He will not be in attendance for Ken Greenleaf’s last meeting (April 16). He expressed sorrow in Greenleaf’s departure from the City Administrator position because he was such an asset to the City.
- He welcomed Mary Leith back on the Council and said she has more credit than anyone he knows.
- Referring to the zoom bombing at the start of tonight’s Council meeting, Hallgren said it has become a common occurrence across the country, but there are effective ways of dealing with the disruption.

**City Administrator / Public Works / Landfill** – Ken Greenleaf reported:

- He hoped to fill the heavy equipment operator position within the next six weeks.
- The septic system at the ice arena froze up again today due to excessive paper flushed down the toilet. Because there has been little activity at the rink for three weeks, it is obvious that the clogged system is intentional.
- He is waiting on response from the Department of Environmental Conservation’s to the Village Safe Water grant application for \$75,000 to design roads inside the landfill. The interior roads will provide access to the fence line, windblown debris, and Septic Pit One that needs tree growth removed. It needs to be done within the year.
- Landfill personnel have been moving cover material, which has been easier with warmer temperatures. They estimate six to eight weeks of remaining space to fill Cell One.
- Budget preparation has begun, primarily for landfill, Public Works, and road maintenance.
- Fence repairs at the park have been identified as well as removal of some trees.
- He proposed May 18 for Community Cleanup. [It changed to May 11 after the meeting.]
- Agnew::Beck facilitated the first Ambulance Service Community Advisory Committee (AS-CAC) meeting on March 26. The next meeting will be scheduled for the end of April or early May. The purpose of the meetings is to fund an ambulance service, not to determine if the service is needed.

**Cemetery** – Pat White reported:

- There are currently five graves to be marked for (cremation) burials this coming spring plus four known pending deaths. Three of those four graves are already prepared (pre-dug).
- There are 59 remaining gravesites available for purchase at the Rest Haven Cemetery, all in Blocks 9/12.

**City Clerk** – Pat White reported early voting at City Hall has been scheduled for the two weeks prior to upcoming State-run elections, Primary Election (August 20), REAA (October 1), and General Election (November 5).

**Additional Reports** – none

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS** - none

**ADJOURNMENT** – 7:26pm

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JW Musgrove, Mayor

CITY  
SEAL

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Pat White, City Clerk

Approved: April 16, 2024