

**City Council Minutes  
Regular Meeting  
May 7, 2024 ~ 5:00PM  
City Hall, Delta Junction, Alaska**



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

Mayor JW Musgrove called the meeting to order at 5:05pm.

**Council members present:** Mayor JW MUSGROVE, Deputy Mayor Igor ZAREMBA (until 6:04pm),  
Pamela RAWSON, Mary LEITH, Mike PRESTEGARD

**Council attending telephonically:** Pete HALLGREN (until 5:53pm)

**Council excused:** Travis RIESNER

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

**Public present:** Eleven people were in attendance at the beginning of the meeting. It was not broadcast over KDHS 95.5 FM radio, nor was it livestreamed over Zoom.

**AMENDMENTS ~ APPROVAL OF AGENDA**

Motion: Zarembo moved to approve the May 7, 2024 agenda as presented; Leith seconded.

Motion passed on a roll call with six in attendance.

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

Motion: Zarembo moved to approve the April 16, 2024 minutes as presented; Rawson seconded.

Motion passed on a roll call with six in attendance.

**COMMENTS ON NON-AGENDA ITEMS**

Miranda Hairston, representing the Delta-Greely Baseball League, reported the board experiences turnovers when youth outgrow the program and families relocate. Inability to access accounts after a recent board change resulted in unforeseen electricity bills. Power to the Little League concession was not turned off and no one saw the automatic payments that were draining the bank account (\$2,000 to \$200). The water tank froze and a pump, fed by electricity, ran all winter. Fundraising and player registrations can help recover some loss, they have asked the Delta Lions for support, but would appreciate financial help from the City. Hairston said, because the soccer teams use the concession building, they did not realize that the Little League was responsible for all the utilities.

Musgrove reported all charitable funds from the FY24 budget have been expended and funding for FY25 would not be available until July 1. He asked Hairston to submit a written request for upcoming budget negotiations.

Zarembo suggested including an amount needed to get through the season.

Discussion followed regarding 75 participants in last year's baseball league, starting earlier this year (June) to avoid conflict with soccer and summer travel, youth sports being feeder programs for High School, and difficulty in keeping volunteer coaches, parents, and teachers.

**REQUEST TO SPEAK**

**Elementary School Principal Milt Hooten – Nistler Road Crosswalk**

Rawson reported Milt Hooten was unable to attend tonight's meeting and would present a proposal on May 21.

**CORRESPONDENCE**

**Delta Junction Trails Association (DJTA) – Request for \$2,000**

Mindy Eggleston reported she submitted a request for funds to support projects at the Liewer Community Trail and River Walk Park. Contractors will finish the River Walk Park trail system starting in June, courtesy of a \$50,000 grant. The trail system is adjacent to the Delta River, will be handicapped-accessible, and will have two lookouts.

John Sloan reported numerous visitors to Delta Junction have expressed appreciation for trails "right in the middle of town." DJTA hosts annual events at the Liewer Community Trail, i.e., Walk of Lights (over 200 ice candles placed every 20 to 30 feet of the 1.2-mile trail), a Turkey Trot, Junior High cross country, and ski activities. A hard-sided, insulated, 20-foot diameter igloo (tent) was gifted to DJTA for a warming shed at the beginning of the Liewer Trail. Students at Partners for Progress will build a gravel pad for it. Sloan said DJTA also has plans to build a parking area at the Bluff Cabin Trail.

Musgrove reported charitable funds for FY24 are gone, so the subject needs brought up during the budget cycle.

**Library Fundraiser – May 11, 2024, 11:00-4:00**

Levinson reported the library will be closed on Friday, May 10, to prepare for the big day.

- They have 65 baskets (compared to 110 last year).
- Registration is still open for the Cornhole Tournament. A Red Lantern Award will be given to the team that comes in last.
- This year's event will feature a bounce house.
- Raffle drawings in the Community Center will end at 3:00pm. Winners must be present to win.

Discussion followed regarding conflict with Community Cleanup scheduled on the same day and local volunteers already cleaning roadsides. [It snowed May 9 and May 10, but melted off by early morning.]

**Community Cleanup – May 11, 2024, 9:00-5:00**

See *Alternate Day for Community Cleanup* (below)

**Fire Department Open House for First Responders (EMS Week May 19/25) – May 18, 2024, 11:00-3:00**

Amber White reported Delta Medical Transport (DMT) will host a barbeque at the fire station on May 18 to celebrate First Responders during the 50th anniversary of EMS Week. She encouraged participation in the Open House with DMT, Delta Junction Volunteer Fire Department, Rural Deltana Volunteer Fire Department, and Sparky (mascot of the National Fire Protection Association). The Law Enforcement Torch Run will start at 10:00am, May 18 also. [The 2024 goal is to raise \$150,000 for Alaska's Special Olympics.]

**UNFINISHED BUSINESS****Alternate Day for Community Cleanup**

Zaremba reported Community Cleanup will be on May 11. There is no charge for yellow-bagged garbage hauled to the Triangle, but there is no 50% discount for household garbage hauled to the landfill (per April 16 meeting).

Leith questioned whether to have another day for community cleanup or a day for individuals to haul backyard garbage for half price. She said the two should not be combined.

Zaremba asked to bring back discussion on May 21, suggesting a discount to customers on a different day because the whole community benefits from trash removal, whether people clean their backyards or along roadsides.

Musgrove reported some communities give a 100% discount and some cleanup efforts are longer than one day.

**REPORTS**

**At Large** – Pete Hallgren, attending via cell phone, asked to give his report early and be excused because of inability to hear the meeting. He reported electric rates increased to 29¢ per kilowatt, up from 18 to 22¢ for many years. He considered it worrisome. He excused himself at 5:53pm.

**NEW BUSINESS****Establish Starting Salary for City Administrator**

Musgrove reported the City can authorize up to five step increases at initial hire based on related experience in the last ten years. A library director has characteristics necessary in filling the administrator position. He recommended starting Lori Roberts at Grade 3, Step 5 (\$98,466).

Roberts said she has ten years of experience with both local government and as a library director.

**Motion:** Leith moved to establish the City Administrator's starting salary as Grade 3, Step 5; Rawson seconded.

**Motion passed** on a roll call with five in attendance (Rawson, Zaremba, Leith, Prestegard, Musgrove).

**Lawn Maintenance Contract**

Musgrove reported 2024 is the final year of the one-year contract, which “may be extended on an annual basis for up to two additional years at a 1.5% increase without bidding if both the City and the contractor are in agreement.” Payments, issued the first week in July, August, and September, would total \$17,500, not including additional cuttings after August 31 (\$685 each) and ballfields if requested by the City (\$100 per field, per cutting).

**Motion:** Zaremba moved to extend the lawn contract with Bill's Small Tractor Service; Prestegard seconded.

Discussion followed regarding mowing to begin prior to Memorial Day at Rest Haven Cemetery and June 1 at the City Park.

**Motion passed** on a roll call with five in attendance (Zaremba, Rawson, Prestegard, Leith, Musgrove).

**REPORTS**

**Park and Recreation** - Igor Zaremba reported cracks in the rink asphalt are significant and need to be sealed. Zaremba excused himself at 6:04pm.

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

CK #23082 to Aetna - \$13,693.60 for May health insurance

CK #23083 to ACS - \$1,942.35 for April phone and Internet

CK #23084 to Delta Building Supply - \$1,065.63 for various maintenance supplies

CK #23085 to Guess & Rudd - \$3,720.00 for March legal services

CK #23086 to Kel's Septic - \$1,600.00 to thaw hockey rink septic system (March 12 and April 2)

CK #23087 to TNT Enterprize - \$2,500.00 to transport JD850 from landfill to Airport Equipment Rentals on November 10, 2023

(Council opted to research CK #23066 for \$4,000.00 during the April 16, 2024 meeting. It was voided and replaced with CK #23087)

CK #23088 to Vitus - \$2,419.35 for April heating and equipment fuel

CK #23089 to Wells Fargo - \$5,486.34 for March credit card charges

**Motion:** Prestegard moved to approve checks #23082 through 23089; Leith seconded.

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

**REPORTS**

**Mayor** – JW Musgrove reported:

- The recently hired Heavy Equipment Operator has resigned and that position will be advertised.
- Ken Greenleaf will work temporary, part-time at half his normal rate with no benefits until the new administrator, Lori Roberts, is comfortable in her role.
- The City's insurance agent is reviewing the Pioneer Park use agreement and bill of sale of their pavilion.

**Finance** – Kaylee Reiersen reported she printed the first draft of the FY25 budget.

Discussion followed regarding scheduling a budget work session on Tuesday, May 28 at 5:00pm.

**Library** – Mary Leith reported:

- Spring field trips for elementary classes are being scheduled at the library.
- The library hosted a Care Fair at the Community Center on May 1. It was an opportunity for organizations to learn about each other and what they need to succeed. Each group (Delta Trails Association, Alaska Center for Non-Violent Living, Caring Hearts, Heart Fur Animals, Ptarmigan Heights, Delta EMS, Five Loaves Pantry, and Sullivan Roadhouse) used the event to solicit volunteers. Information about each group is available at the library.
- Wrigley's offered wagon rides around the City Park for three different groups of Story Hour children. Changing a flat tire was seamless and barely even noticed. The rides were fun and enjoyed by everyone.

**Health & Safety / Emergency Preparedness** - Amber White reported the Department of Transportation has seven road construction projects (passing lanes) between mile 266 and 341 on the Richardson Highway beginning May 9 that will impact traffic and ambulance runs. More information is available online (511.alaska.gov).

**Emergency Preparedness** – no report

**Schools** – Pamela Rawson reported:

- Delta High School Graduation will be held on May 16 at 6:00pm.
- Delta High School will host baseball regionals, starting May 25.

**Emergency Services** – Pamela Rawson reported:

- Delta Medical Transport had 27 ambulance runs in April.
- The Ambulance Service Community Advisory Committee (AS-CAC) meets on May 8. [Moved - May 20.]

**Park & Recreation** – Mike Prestegard reported:

- Dandelions are thick at the City Park. He questioned whether to treat them with weed killer.
- The Kiwanis Pavilion needs adjusting as it is leaning too far in one direction.

Musgrove asked Roberts to get input from M2C1 (local engineer) about whether to repair the pavilion or replace it.

See Zaremba's report (top of page 3)

**Landfill** – JW Musgrove reported:

- The landfill shut down on Saturday, May 4 because of high winds. It was open on Monday, 8:00-12:00, to accommodate commercial haulers and those who were inconvenienced.

- He received an inquiry about accepting creosote-treated timber from Bear Creek. Neil Lehner and Luci Farrell from the Department of Environmental Conservation (DEC) both authorized it.
- He received an inquiry from Alyeska Pipeline about accepting polluted gravel from a material site that was leased from the Bureau of Land Management (BLM). Treated lumber was burned on the site and, upon testing it, the ground surrounding it was found to have slightly higher levels of arsenic. To accept the polluted gravel, the City would be required to have a plan. Would that plan cause the City to incur additional costs in the future, i.e., drilling holes to test the contaminated material? Once the landfill is closed, the City must monitor it for many years afterwards. No decision has been made yet.

**Airport** – Mike Prestegard reported activity at the airport is picking up because of the warm weather.

Musgrove reported Dave Webber will use equipment to replace/repair the windsock.

**Public Works** – Mike Prestegard reported he will address projects during the budget meeting, i.e., replacing exterior doors and renovating restrooms at the Community Center.

**At Large** – See Hallgren’s report (page 2)

**City Administrator** – Lori Roberts reported she has been working with staff to familiarize herself with local issues, including the cemetery expansion project. She has researched potential grant funding for the school crosswalk, filed the FY25 Community Assistance Program (CAP) application, and is working with the City’s insurance regarding coverage for the Pioneer Park pavilion.

**Cemetery / City Clerk** – no report

**Additional Reports** – Mary Leith reported the Restoration Advisory Board (RAB) met on April 24. The next meeting will be scheduled for next April. They are slowly putting to rest environmental issues.

Musgrove reported information is compiled on a thumb drive that is in his possession. It can be duplicated for anyone interested.

Levinson reported the DEC installed an air monitoring device outside the library last Fall. It performs various tests; not just air quality. They secured the system last Monday because the electrical cords were stolen three times and the USB charger twice. Information about air quality is available online (<https://dec.alaska.gov/air/air-monitoring/responsibilities/database-management/alaska-air-quality-real-time-data/>).

**Additional Public Comments** – Brenna Schaake, Kinross External Affairs Supervisor, reported they will host a Community Barbeque at the Delta Lions Club House (blue building on Gibson Lane, off the Alaska Highway) on June 25, 5:00-7:00pm.

## EXECUTIVE SESSION

### Cell 2 Wages

Musgrove reported giving feedback to a lawyer about Cell 2 and Department of Labor issues would be discussed in an executive session.

**Motion:** Leith moved to go into an executive session to discuss legal concerns about contract wages at the landfill; Rawson seconded.

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

City Administrator Lori Roberts and Council members Pamela Rawson, Michael Prestegard, Mary Leith, and JW Musgrove exited at approximately 6:44pm and reconvened at 7:15pm.

## ADDITIONAL PUBLIC AND COUNCIL COMMENTS

Musgrove called for additional public and Council comments with none being offered.

**ADJOURNMENT** – 7:16pm

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JW Musgrove, Mayor

CITY  
SEAL

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Pat White, City Clerk

Approved: May 21, 2024