

City Council Minutes
Regular Meeting
December 3, 2024 ~ 5:00PM
City Hall, Delta Junction, Alaska



CALL TO ORDER / PLEDGE OF ALLEGIANCE / PRAYER

Mayor Igor Zaremba called the meeting to order at 5:00pm.

Council members present: Mayor Igor ZAREMBA, Deputy Mayor Mary LEITH, Michael PRESTEGARD

Council present via Zoom: Pete HALLGREN

Council excused: Lance STRICKLIN, Stormie MITCHELL, Travis RIESNER

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

Public present: Eight residents (four on Zoom) attended at various times during the meeting. The meeting was broadcast over KDHS 95.5 FM radio.

AMENDMENTS ~ APPROVAL OF AGENDA

Leith asked to add *Bank Safety Deposit Box* to *New Business*.

Roberts asked to remove *Hess Property* from *Unfinished Business*. She is awaiting response from the Department of Conservation and has had no contact with the Hess property owner.

Motion: Leith moved to approve the December 3, 2024 agenda as amended; Hallgren seconded.

Motion passed on a roll call with four in attendance.

AMENDMENTS ~ APPROVAL OF MINUTES FROM PREVIOUS MEETING

Roberts asked to remove reference to City Attorney Mike McLaughlin's response (*Grievance Letter from Council Member Stormie Mitchell* on page one of the November 19 draft minutes). The letter was not made public, nor approved by Council. Mitchell refused to discuss her complaints without the presence of her attorney.

Hallgren reported the November 19 minutes were accurate as presented.

Prestegard reported he provided the City Clerk with a two-page document about development of property on Hess Avenue, which he read at the November 19 meeting. None of it was mentioned in the draft minutes, nor his request to recuse himself from voting on the topic.

White said she would revise the November 19 minutes and bring them back on December 17.

COMMENTS ON NON-AGENDA ITEMS - none

REQUEST TO SPEAK - none

CORRESPONDENCE

Delta Junction Community Trails - Request for Public Input to Update Plan

Mindy Eggleston, President of Delta Junction Trails Association (DJTA), distributed a survey, requesting public input for what trail use activities are important for the new Delta Junction Community Trails Plan.

Ellen Clark, DJTA Secretary, reported 35 local trails, new and old, were part of the 2015 plan. Grant funds and assistance from the National Parks Service will also pay for the 2025 plan, continuing work on trails and starting new ones. DJTA will go over surveys on December 6 to prepare for a two-week review in January to finalize the 2025 Plan with active DJTA members (City, our local military, State Forestry, State Parks, Delta-Greely School District, Delta-Salcha Soil & Water Conservation District, and Deltana Community Corporation).

Discussion followed regarding successful projects from the past ten years: Delta River Walk South (connecting trails to Jarvis Creek), Donnelly Dome Trail (mostly military land – DJTA oversees the State land and hopes to improve a parking area, sustainable trail, and a kiosk to access military land), Liewer Community Trail, Bluff Cabin Trail, Delta River Walk Park, 1408 Trail, bike path between Delta and Fort Greely (Richardson Highway construction included additional seven feet of pavement), Nistler Pathway (school crosswalk), Husky Pup Trail behind the school, contacting DJTA (website: <https://www.deltajunctiontrails.com/> or mail: POB 710, 99737, email: deltajunctiontrailsassociation@gmail.com), or Facebook), and support to upgrade State parks, recreation cabins, and the State-maintained Quartz Lake Road.

Nenana Ice Classic - Gaming Permit Renewal

Motion: Leith moved to show no objection to the Nenana Ice Classic gaming permit renewal; Prestegard seconded.

Motion passed on a roll call with four in attendance (Prestegard, Hallgren, Leith, Zaremba).

UNFINISHED BUSINESS

Hess Property - moved to December 17

Landfill Scale House Boiler

Zaremba reported Andrei Sictorschi's quote, \$13,500 to install a boiler in the landfill scale house, has not changed since July. He asked Council to contract with Sictorschi who is licensed and insured.

Roberts reported installation would include a new boiler in the mechanical room, parts and pipes, a new 100-gallon fuel tank and stand, and connecting the boiler to existing baseboards.

Motion: Hallgren moved to hire Andrei Sictorschi to install the scale house boiler for \$13,500.00; Leith seconded.

Motion passed on a roll call with four in attendance (Leith, Prestegard, Hallgren, Zaremba).

Revisit Copier Lease (from November 19, 2024)

[On November 19, Council took action to buy printers for \$1.00 each and to extend service agreements, \$410.00/month for City Hall and \$210.00/month for the library.]

Reierson reported the City did not have a buyout option at the beginning of the current five-year lease. She asked to amend the previously adopted motion to renew printer leases and to include options to buy them outright.

Discussion followed regarding color for both printers, no other bids from competitors, and recently obtaining correct contacts with Konica for reliable service and maintenance of machines.

Motion: Leith moved to lease color copiers from Konica Minolta for City Hall (\$402.55/month) and the library (\$172.38/month) with a buy-out option at the end of the five-year leases; Hallgren seconded.

Motion passed on a roll call with four in attendance (Hallgren, Leith, Prestegard, Zaremba).

NEW BUSINESS**Second Reading, Public Hearing, and Adoption of Ordinance 2025-01, An Ordinance Enacting a New Section in the City Code of Ordinances to Provide Security Cameras at City Facilities**

Motion: Leith moved to open the public hearing portion of Ordinance 2025-01; Hallgren seconded. Motion passed.

Zaremba called for public comments.

Tim Holoday asked where the records from the cameras will be kept, who will keep them, and for how long.

Roberts said records are currently kept in the Cloud. She (City Administrator), AlasConnect, the City's Information Technology (IT), and law enforcement will have access. General public will not. Records will be kept for 90 days before being overwritten.

Prestegard asked about approving the ordinance without a security plan.

Roberts said she emailed *Security Camera Policy & Procedures* to Council on November 20, asking for edits. The new City Code, Section 3.08.010, *Security Cameras Located at City Facilities*, coincides with the camera policy.

Motion: Leith moved to close the public hearing; Hallgren seconded.

Motion passed on a roll call with four in attendance (Prestegard, Hallgren, Leith, Zaremba).

Motion: Leith moved to adopt Ordinance 2025-01, enacting the new section of City Code, providing security cameras at City facilities; Hallgren seconded.

Hallgren reported he was bothered by the expense and questioned whether the cameras were "overkill."

Roberts reported she received only one public inquiry and that the cameras have deterred drive-offs at the landfill. The policy simply clarifies that it follows State Statutes.

Motion passed on a roll call with four in attendance (Leith, Prestegard, Hallgren, Zaremba).

Insure RDVFD 2004 International

Reierson asked to postpone discussion to December 17 because she has not received an official quote from the insurance company.

Employee Policy Plan Revisions

Roberts reported:

- Two Federal holidays (Juneteenth on June 19 and Columbus Day on October 13) were added to the *Employee Personnel Policy* (Recognized Holidays - Chapter 4, #10, page 8). The State of Alaska recognizes Seward's Day on March 31 and Alaska Day on October 18, but not Columbus Day.

- Whether employees could opt for cash (\$200 or \$500) in lieu of benefits if able to provide proof of full health insurance coverage (Benefits - Chapter 1, #11c, page 4). Currently the City pays \$1,640/employee/month. If an employee who has other insurance opts out of City coverage, it would save the City money minus the cash incentive paid to the employee.

Discussion followed regarding addressing double coverage in the past and whether to give employees the option to opt out of insurance benefits with no requirement to give any portion of savings back to them.

- Whether to add random drug testing for equipment operators (Drug Tests - Chapter 3, #4, page 6 and Pre-employment Drug Screening - page 18) and background checks (Background Checks - page 19).

Hallgren referenced:

- Aligning Gifts and Gratuities (Chapter 4, #17, page 10) the City Code, Chapters 1.27 and 1.41.
- Pre-approving all severance packages with Council (Severance Package - Chapter 5, #9, page 12).

Discussion followed regarding recognizing Alaska Day or Seward's Day rather than Columbus Day, how much two more recognized holidays will cost, and postponing discussion to December 17.

Christmas Bonuses

Reierson reported \$4,500 was budgeted for Christmas bonuses for longtime employees.

Discussion followed regarding gifting a meat tray to the Fire Department, sending holiday cards with Delta Junction lapel pins to businesses that contributed to the crosswalk, and bringing back the Festival of Lights.

Motion: Leith moved to approve \$100.00 Christmas bonuses for 14 current City employees and a \$400.00 gift basket from Delta Meat & Sausage for volunteer firefighters; Prestegard seconded.

Motion passed on a roll call with four in attendance (Hallgren, Leith, Prestegard, Zaremba).

School Crosswalk Signs - \$7,576.11

Zaremba reported Chris Morley was able to purchase signs at a reduced price.

Discussion followed regarding total costs of the school crosswalk exceeding the \$10,000 appropriated funds and flashing lights kept on (6:00am-9:00pm) during off-school hours due to activity at the skating rinks.

Motion: Hallgren moved to reimburse Morley Electric \$7,576.11 for crosswalk signs; Prestegard seconded.

Motion passed on a roll call with four in attendance (Prestegard, Hallgren, Leith, Zaremba).

Software for Fire Department Reporting - \$1,568.00

Roberts reported ESO software is used by fire departments nationwide. She explained benefits that tie into multiple issues, i.e., scheduling equipment maintenance or billing insurance. The fees are paid annually.

Motion: Leith moved to purchase ESO software in the amount of \$1,568.00; Prestegard seconded.

Motion passed on a roll call with four in attendance (Leith, Prestegard, Hallgren, Zaremba).

City Purchases over \$1,000

CK #23342 to Yevgeniy Chenkov - \$11,975.00 to repair L220 loader (\$11,600 approved October 1, 2024) and to replace starter (\$375)

CK #23350 to Aetna - \$18,920.54 for December group health insurance

CK #23351 to Alaska Communications - \$1,323.77 for November phones and Internet

CK #23352 to Alliance CPAs - \$6,395.00 for June/October auditing services

CK #23353 to Arctic Fire & Safety - \$4,879.06 for House Identification signs, posts, and landfill signs

CK #23354 to Delta Auto Care - \$5,860.00 for engine replacement in City plow truck

CK #23355 to Delta Medical Transport - \$46,000.00 for December contracted EMS services

CK #23356 to Glacier Chain Supply - \$8,045.36 for L150 chains (approved November 19, 2024)

CK #23357 to Motorola Solutions - \$96,983.46 for Fire Department radios (reimbursed from grant)

CK #23358 to Prestige Homes By Design - \$1,500.00 for down-payment to repair boiler at the library

Motion: Leith moved to approve checks #23342 and 23350 through 23358; Prestegard seconded.

Motion passed on a roll call with four in attendance (Hallgren, Leith, Prestegard, Zaremba).

Bank Safety Deposit Box

Leith reported \$125/year is paid to rent a safety deposit box at Wells Fargo. Original incorporation documents, land titles, and a handcuff key were stored in the box, but no handcuffs. Leith said she was the last person to access it, there are currently no authorized signers, and Wells Fargo is closing out safety deposit box rentals.

Motion: Leith moved to close the safety deposit box at Wells Fargo Bank; Hallgren seconded.

Motion passed on a roll call with four in attendance (Prestegard, Hallgren, Leith, Zaremba).

REPORTS**City Administrator / Landfill** – Lori Roberts reported:

- The street priority list was updated and will be presented for approval on December 17.
- Non-potable water is available at the fire station for construction projects, but potable water is not. Signage for non-potable water was ordered for the landfill, which will stop the need for unnecessary water testing.
- Medicare issued an email confirming they reopened the City’s provider number. With that information, she can now update the City’s Medicaid status. She has also communicated with Fort Greely about ambulances.
- Boilers at City Hall, the Community Center, and the Library are all experiencing problems.

Finance – Kaylee Reiersen reported:

- Advertising for a new auditing firm has generated inquiries.
- She was successful in configuring the landfill scale, so that weights no longer need to be entered manually.

Library – Mary Leith reported:

- Library staff will host the City Christmas Party on December 7.
- Youth from the First Baptist Church hauled decorations from storage and the Delta Library Board will decorate for the holidays tomorrow.
- Mrs. Lansing’s third grade class will cheer library staff and patrons with Christmas carols on December 10. Everyone is welcome to stop by before their arrival at 10:00.
- Entries for the annual gingerbread house competition are due December 14.

Public Works – Lori Roberts reported wires were burned on the plow truck’s exhaust manifold. Others were found on the floorboards. Brake and transmission fluids were drained as well as three-quarters of the fuel tank. The plow truck is currently at a different mechanic shop.

Airport – Mike Prestegard reported:

- The airport needs snowdrifts removed without disturbing the packed snow used by ski planes. The snow berms on Rapids Street help block snow from blowing over the runway.
- City-built roads in the airport subdivision need widened to the same 60-foot as the taxiway. He suggested using an excavator to dig two feet and backfill with material.

Park & Recreation – Pat White reported Delta Huskies played in the Anchorage Turkey Shootout Thanksgiving weekend. Both the 12UA and 12UB teams won Championship trophies and the 10UB took second place.

Roberts questioned whether roof caps on the pavilion inside the ballfields were repaired (reported June 20, 2023).

Additional Reports – Lori Roberts referenced a memo posted on social media by Lance Stricklin about PILT (Payment in Lieu of Taxes) misinformation. He explained how PILT is distributed and how the local government supports the entire community, not just those living within the City boundaries.

Prestegard asked:

- 1) If there was any consideration in replacing the plotter.

Discussion followed regarding research of costs associated with purchasing a new plotter and replacement ink or buying maps from Delta Surveys or businesses in Fairbanks.

- 2) To set up speakers for people to hear and monitors for people to see who is speaking.

Discussion followed regarding plans to utilize the storage space in the large conference room.

ADDITIONAL PUBLIC AND COUNCIL COMMENTS**ADJOURNMENT** – 7:19pm

Igor Zaremba, Mayor

CITY
SEAL

Pat White, City Clerk

Approved: December --- , 2024