

**City Council Minutes**  
**Regular Meeting**  
**May 20, 2025 ~ 5:00PM**  
**City Hall, Delta Junction, Alaska**



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

Deputy Mayor Mary Leith called the meeting to order at 5:06pm.

**Council members present:** Deputy Mayor Mary LEITH, Michael PRESTEGARD,  
Travis RIESNER, Lance STRICKLIN (joined at 6:05pm)

**Council present via zoom:** Pete HALLGREN

**Council excused:** Mayor Igor ZAREMBA

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

**Public present:** Approx. 20 people were present (including five on Zoom) at the start of the meeting

**AMENDMENTS ~ APPROVAL OF AGENDA**

Motion: Riesner moved to approve the May 20, 2025 agenda as presented; Prestegard seconded.

Motion passed by unanimous consent.

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

White reported Zaremba's remark (*Altered Title I Revisions* on page 2 of the draft minutes for the May 6 regular meeting) was revised to read, "... Roberts received more input from Council members after the first ten pages of edits to Title I were approved (March 18, 2025). An updated version, intended to be revisited once all the chapters of Title I were updated, was issued prematurely. It was not done intentionally."

Motion: Hallgren moved to approve the amended minutes from the May 6, 2025 meeting; Riesner seconded.

Motion passed by unanimous consent with four in attendance (Riesner, Prestegard, Hallgren, Leith).

Leith reported the May 13 minutes need to reflect that the meeting was *not* broadcast over KDHS 95.5 radio.

Motion: Reisner moved to approve the amended minutes from the May 13, 2025 meeting; Hallgren seconded.

Motion passed by unanimous consent with four in attendance (Riesner, Prestegard, Hallgren, Leith).

**PUBLIC COMMENTS**

Will Brennan, speaking on behalf of Delta Industrial Services (DIS), proposed building 6th Street (west of the Richardson Highway) to link with Jarvis Avenue and alleviate heavy traffic on Grizzly Lane. Ore trucks and tankers could park on 4th Street or the Richardson right-of-way. If the City provides specs and material, DIS would haul the material and provide equipment and labor. The City could get permission from the Department of Natural Resources to use their nearby gravel pit. Upgrading and improving Grizzly are also considerations.

**REQUEST TO SPEAK**

**Altman & Rogers – FY23 Audit**

Grant Todd, President, Altman & Rogers audit partner, presented the FY23 audit, highlighting an unmodified (clean) opinion. He noted internal weaknesses; no review or approval process of journal entries, inadequate documentation of credit card transactions, issues with payroll record-keeping, and late submission of financial reports. Corrective actions included new staff (Finance Officer Kaylee Reiersen, hired in November 2023 but unable to access audit papers until April 2024, and City Administrator Lori Roberts, hired in May 2024) and starting the FY24 audit in June, expecting to finish by September. Todd reported there was no evidence of fraud or financial misappropriation in the FY23 audit, and he anticipates future audits will run smoother.

Reiersen reported audits are available online at the Federal Audit Clearinghouse (fac.gov).

**CORRESPONDENCE**

**EMS State Assessment Meeting**

Leith reported SafeTechSolutions, contracted through the State of Alaska, are scheduled to host a public meeting today, 6:30-8:00pm, at the Community Center to discuss how to sustain emergency services in Delta.

**Vacant Council Seat – Letter of Interest**

Leith encouraged people to submit a letter of interest by June 3 to fill the recently vacated seat.

**Deltana Fair – Request for Sponsorship and Multi-Item Raffle**

Reierson reported the Deltana Fair requested the City sponsor this year's fair (August 8, 9, 10) and contribute to their multi-item raffle.

Motion: Riesner moved to sponsor the Deltana Fair at their Blue-Ribbon level (\$1,000.00) and to donate four \$100.00 gift certificates to the landfill; Prestegard and Hallgren seconded.

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

**UNFINISHED BUSINESS****Altered Title I Revisions**

Roberts reported she explained the issue about Title I revisions in an email dated April 17. It narrowed down to a simple clerical error; the newest revisions (after the initial ten pages of changes were approved on March 18) were issued prematurely. The next ten pages of Title I were reviewed by the City Attorney in late March. Discussion followed regarding public input welcomed during the ordinance process (public hearing portion) and scheduling a work session to review Title I in its entirety (89 pages) once Roberts issues the whole document.

**Alaska Public Entity Insurance (APEI) Renewal**

Reierson, tasked with researching insurance carriers at the May 6 Council meeting, reported the City's insurance, Alaska Public Entity Insurance (APEI) changes its name to Alaska Public Risk Alliance upon merging with Alaska Municipal League Joint Insurance Association (AMLJIA) on July 1, 2025. There are no less expensive options available for insurance carriers in Alaska.

Motion: Leith moved to extend the three-year contract with Alaska Public Risk Alliance; Prestegard seconded.

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

Stricklin arrived at 6:05pm.

**Records Disposal**

Reierson reported the *Disposal of Records* form was last updated April 19, 2016 (Resolution 2016-05). The newly revised form complies with current Alaska Statutes.

Leith and Hallgren agreed to retain payroll, bank records, invoices, and cancelled checks for a minimum of five years, not three.

Reierson reported the process to destroy records (City Code 1.31.055) does not change, just timelines.

Motion: Leith moved to adopt the new records disposal schedule as presented, to include lengthening the retention period for finance records to no less than five years; Riesner seconded.

Motion passed on a roll call with five in attendance (Prestegard, Stricklin, Riesner, Hallgren, Leith).

**NEW BUSINESS****Purchases over \$1,000.00**

CK #23555 to Prestige Homes By Design - \$5,200.00 to install library boiler pumps

CK #23556 to Golden Heart Waste Management - \$17,344.80 refund for overpayment

CK #23557 to Arctic Fire & Safety - \$1,282.75 for House ID signs (\$320.00), street signs (\$630.00) and calibration of landfill gas monitor (\$332.75)

CK #23558 to Bank of America - \$5,093.03 for April credit card charges

CK #23559 to Carmen Jackson CPA LLC - \$2,793.50 for FY24 Audit Prep

CK #23560 to Corporate Solutions USA Inc - \$1,587.03 for toner for City Hall printer

CK #23561 to Delta Girls Softball Association - \$1,000.00 for FY25 donation (approved May 6, 2025)

CK #23562 to Delta Junction Trails Association - \$1,000.00 for FY25 donation (approved May 6, 2025)

CK #23563 to Vitus - \$1,393.89 for May landfill equipment and heating fuel

CK #23564 to Aetna - \$12,385.39 for June group health insurance

Motion: Reisner moved to approve checks 23555 through 23564; Stricklin seconded.

Reierson reported she issued a manual bill to Golden Heart Waste, a regular landfill customer, for \$17,520 instead of \$175.20. The error was not caught until payment was received from Golden Heart (ck #23556).

Discussion followed regarding three boiler pumps ordered last November, two for the library and one for the landfill (ck #23555), and the excessive cost for toner (ck #23560).

Motion passed on a roll call with five in attendance (Stricklin, Hallgren, Riesner, Prestegard, Leith).

**New Hire Pay**

Reierson recommended Grade 5, Step 5 (\$23.69/hour) for the new maintenance technician.

Discussion followed regarding new hire experience and certifications (equipment, HVAC, plumbing, electrical).

Motion: Riesner moved to approve wages for the new hire position as recommended; Stricklin seconded.

Motion passed on a roll call with five in attendance (Hallgren, Riesner, Prestegard, Stricklin, Leith).

### **Visitor Center Well**

Roberts reported a previous employee attempted to bypass the breaker box and blew wiring to the well and the pump. A current employee repaired the electrical issue but identified a leak in the restroom wall of the plumbing. The Visitor Center opens on May 26 for the tourist season but will not have access to the handicapped restroom until the toilet tank is repaired. The repairs create conflict with scheduled water testing. Four portable outhouses were rented in time for tour buses that begin arriving on May 21 and the milepost dedication ceremony, scheduled May 24.

### **Gutters for Community Center and City Hall**

Roberts reported quotes for seamless gutters for the Community Center and City Hall.

Discussion followed regarding getting more quotes and bringing the topic back on June 3.

### **Cemetery Berm Removal**

Roberts reported the lowest quote to remove the excavation debris from the cemetery expansion project was \$20,000.

Discussion followed regarding using remaining FY25 funds (\$38,700 left), whether it would be less expensive to rent equipment and finish the project in-house, and whether Forestry could burn the berm as part of their firefighter training.

## **REPORTS**

**City Administrator / Public Works / Landfill / Park** - Lori Roberts reported:

- Landfill equipment operator Tenali Hicks accepted a job at Fort Greely but will continue employment with the City on Friday and Saturdays. Marishka Weller, Landfill Assistant, is moving. Public Works and Maintenance employees are cross-training to fill the workload. Both the landfill equipment operator and landfill assistant positions are advertised.

- The Pioneers are installing a columbarium in their section of Rest Haven Cemetery. The City Council gifted one acre of Rest Haven Cemetery to the Pioneers in December 1988 and one in March 1989. Roberts is helping the Pioneers get both deeds recorded once a proper survey is done.

Discussion followed regarding continued cleanup of vandalism and graffiti at the park, setting up surveillance cameras to identify unsupervised and undisciplined youth, local Alaska State Troopers understaffed, a significant reduction in statewide applicants seeking career paths as police officers, and the local Department of Transportation crew repairing major potholes on Nistler and other roadways. See *Additional Public Comments* (bottom of page).

**Library** - Mary Leith reported:

- The Delta Library Board's annual fundraiser on May 10 was a resounding success despite the wind and silt. Over \$18,000 was raised. At least 25 volunteers helped and nearly every local business contributed funds or baskets. The Board would like to thank everyone who supported this year's fundraiser.

- Sixteen elementary classes participated in field trips to the library to learn about the summer reading programs. Quite a few children returned to the library with their families.

- Thirty-one new library cards have been issued since April 1.

- Rylee Miller was hired as the new Summer Library Helper.

- Summer reader programs are filling up fast. Each group is limited to 30.

**Airport / Public Works** - Mike Prestegard reported volunteers are digging up the ski strip today, one of several projects (discussed May 6) to improve the airport.

Roberts reported that the Skid Steer needs a new pressure sensor.

**Emergency Services** - Lance Stricklin reported:

- Delta Medical Transport has been busy with multiple medical calls, including a rollover on May 16.

- As a precaution, homeowners are encouraged to prepare for fire season by clearing yards of smoke is visible.

- Residents are asked to pay attention to weather index signs and to notify authorities as soon as possible upon seeing any visible smoke.

## **ADDITIONAL PUBLIC COMMENTS**

Tim Webb reported the roadbed needs raised, and a larger culvert installed to improve the conditions of Nistler Road.

**ADJOURNMENT** – 6:59pm

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Igor Zarembo, Mayor

CITY  
SEAL

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Pat White, City Clerk