



CITY OF NORTH POLE
Regular Meeting
April 1, 2024
City Hall Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, April 1, 2024
Committee of the Whole: 6:30 PM
Regular City Council Meeting: 7:00 PM

MAYOR

Michael Welch
907-488-8584

CITY CLERK

Emily Braniff, CMC
907-488-8583

COUNCIL MEMBERS

Chandra Clack – Mayor Pro Tem
Anton Keller – Deputy Mayor Pro Tem
Larry Terch – Alt. Deputy Mayor Pro Tem
Jeffrey Jacobson
Benny Williams
David Skippis

907-460-3767
907-987-2548
907-378-9233
907-460-7733
907-388-5911
907-750-5106

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Invocation
4. Approval of Agenda
5. Approval of the Minutes from March 18, 2024
6. Communications from the Mayor
 - a. Written Testimony to the Legislature – Senate Bill 67
7. Council Members Questions of the Mayor
8. Citizens Comments (Limited to five (5) minutes per Citizen)
9. Communications from Department Heads and Borough Representative
 - a. Danny's City Services Report (excused from meeting)
10. Ongoing Projects Report
11. Unfinished Business
12. New Business
 - a. Request to Council – Accept Volunteer Fire Capacity (VFC) Grant Funds \$6,489.00

- b. Appoint Bethany Spence as North Pole Representative FAST Project Enhancement Committee
- c. Request to Council – Use Stantec the Engineer of Design for City Utilities Construction Standards Update

13. Council Comments

14. Adjournment



**Committee of the Whole – 6:30 P.M.
Regular City Council Meeting – 7:00 P.M.**

A regular meeting of the North Pole City Council was held on Tuesday, March 18th, 2024, in the North Pole City Hall Council Chambers.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Monday, March 18th, 2024, to order at 7:00 p.m.

Present:

Mayor Welch
Chandra Clack – Mayor Pro Tem
Anton Keller – Deputy Mayor Pro Tem
Larry Terch – Alt. Deputy Mayor Pro Tem
Jeffrey Jacobson
David Skipps

Absent:

Benny Williams

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by City Clerk Emily Braniff

INVOCATION

Given by Mr. Keller

APPROVAL OF AGENDA

Mr. Terch *moved to approve* the agenda of March 18th, 2024

Seconded by Mr. Skipps

Mr. Jacobson *moved to amend* the agenda to place item b. Request to Accept Grant Funds Cybersecurity Grant Funding (22SLCGP-GY22) and item c. 14Request to Council – Allocate FAST Funds for North Pole Streetlight Standardization

Seconded by Mr. Keller

UNFINISHED BUSINESS

- a. Ordinance 2024-03 An Ordinance of the City of North Pole Amending the Compensation for Council Members

NEW BUSINESS

- a. Request to Council – Ambulance Purchase
- b. Request to Accept Grant Funds Cybersecurity Grant Funding (22SLCGP-GY22)
- c. Request to Council – Allocate FAST Funds for North Pole Streetlight Standardization

On the Agenda, as Amended

DISCUSSION

None

PASSED

Yes: Clack, Terch, Keller, Jacobson, Skipps, Welch

No: 0

Absent: Williams

On the Agenda

DISCUSSION

None

PASSED

Yes: Jacobson, Skipps, Clack, Keller, Terch, Welch

No: 0

Absent: Williams

APPROVAL OF MINUTES

Mr. Keller *moved to approve* the minutes of the March 4, 2024, meeting.

Seconded by Ms. Clack

On the Minutes

DISCUSSION

None

PASSED

Yes: Keller, Skipps, Terch, Jacobson, Clack, Welch

No: 0

Absent: Williams

COMMUNICATIONS FROM THE MAYOR

Mayor Welch spoke about the 2016 strategic plan that was commissioned by Agnew and Beck that has recently expired so he is working to update it. He reported he had an hour and a half Zoom meeting and City Services Director Danny Wallace had a lengthy meeting with them as well. Mayor Welch reported the strategic plan is what brings businesses to the city and used Three Bears as his reference. Mayor Welch invited Council members to attend the Military Appreciation Banquet that is coming up in April if they would like to.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)

Clinton Summers shared he is a retired social worker, and he would like to help North Pole by introducing Vertical Farms. Mr. Summers asked the Council to write a letter of approval for the greenhouse construction. Mr. Clinton asked the Council if there were any zoning requirements in North Pole, Mr. Jacobson stated the Borough is the zoning authority. City Clerk Emily Braniff shared she would send the website Mr. Clinton was speaking to the Council about in the morning.

COMMUNICATIONS FROM DEPARTMENT HEADS AND BOROUGH REPRESENTATIVE

Tricia Fogarty, Finance Director

Ms. Fogarty reported the financial and sales tax reports have been processed and sent to the Council.

Mr. Jacobson asked Ms. Fogarty about the increased sales tax rate for tobacco tax in North Pole, Mayor Welch reported it is 10% and is only applicable to wholesales.

City Utilities Director/Danny Wallace

Mr. Wallace stated this the Moose Creek Water Utility Project is in wrap up mode, with a close out date of March 31, 2024. Mr. Wallace reported he was contacted by Senator Lisa Murkowski's office notifying him that North Pole has been awarded \$2.5 million in grant funds to provide utility lines for affordable housing in the city. Mr. Wallace stated he has not received all the details, but the funds may not be limited only to Brookside Park. Mr. Wallace reported the Public Works Department has selected an applicant for the Public Works Assistant vacancy.

Ms. Clack asked if any of the grant funds could be used for the water mains, Mr. Wallace stated he did not have all the fine details on the grant but that he would investigate it.

Ms. Clack asked if Mr. Wallace spoke with the citizen who was upset with the hardpack removal, Mr. Wallace reported Hubbard Construction does the hardpack removal but that his number can always be given to citizens.

Mr. Terch asked Mr. Wallace to thank Public Works for the wonderful job they are doing clearing the ice off the sidewalks.

Mayor Welch asked Mr. Wallace to speak about the strategic plan, Mr. Wallace reported many members of the Council have been interviewed. Mr. Wallace stated affordable housing is a top priority in the plan as well as professional development of city staff.

Mayor Welch asked if Two Bears Consulting was still writing grants, but they have not heard back yet on grants submitted last year.

Ms. Clack asked about timeframe on hearing back from the grant writers, Mr. Wallace shared he continues to monitor the progress of the grants but that none have been awarded yet.

Fire Department, Chief Chad Heineken

Chief Heineken announced it is getting lighter and summer is on its way, he requested that everyone save the date of June 29th for the Fire Department Annual Open House. Chief Heineken stated he would share more details

as the date approaches but to plan for the event. Chief Heineken spoke to equipment that is being replaced through grant funds and that he is thankful that the state can give assistance to the city. Chief Heineken stated he has very low turnover in his department but that he does have an employee that is leaving because he is running a family business. Chief Heineken thanked the Council and the Mayor for supporting the apprenticeship program as well as compensating his staff.

Mayor Welch asked Chief Heineken if he had an update on PERS, Chief Heineken stated he did not expect much change out of Juneau soon.

Mr. Terch asked for an update on the Apprenticeship Program at the Fire Department, Chief Heineken shared that he is getting tremendous feedback about the program. He shared that they will be hiring 3 apprentices starting just after graduation and they will be in a 12-month program, when complete they will be hireable at other departments.

City Clerk, Emily Braniff

Ms. Braniff reported the Clerk's Office continues to look for cost savings sharing there have been some duplicated professional contracts over the changeover in clerks. Ms. Braniff stated that Work Shield's online portal had been so quiet that a test was run to see if the program was working. Ms. Braniff reported that North Pole employees are happy employees and there has just been nothing to report.

Borough Representative, Chandra Clack

Ms. Clack reported action items that came out of the March 14th, Fairbanks North Star Borough Assembly meeting.

Mr. Jacobson *moved* to suspend the rules to take a five-minute break, *seconded* by Mr. Keller.

UNFINISHED BUSINESS

- a. Ordinance 2024-03 An Ordinance of the City of North Pole Amending the Compensation for Council Members

Mr. Jacobson *moved to adopt* Ordinance 2024-03 An Ordinance of the City of North Pole Amending the Compensation for Council Members

Seconded by Mr. Skipps

Mr. Terch shared being on City Council is an honor and being compensated for it is nice but that increases that are being asked for are too much.

Ms. Clack echoed Mr. Terch's statement, that it is an honor to serve but explained why she supported increases for Council members. Ms. Clack thanked the staff of the city for all the help and support that they gave her while she was Mayor Pro Tem.

Mr. Jacobson agreed that it is a privilege and honor to serve but that being active in meeting also deserves compensation. Mr. Jacobson shared the history of Council participation and the importance of being active in the community. Mr. Jacobson stated when the city was formed the mayor was not compensated financially and how compensating the mayor came to be. Mr. Jacobson stated the current Pro Tem has been putting in 20 hours a week working with staff and the position should be compensated for in the future.

Mayor Welch stated he is fortunate and privileged to serve and that it is not a perfect world, and that the mayor does a job they need to be compensated for.

Mayor Welch *moved to amend* Ordinance 2024-03 An Ordinance of the City of North Pole Amending the Compensation for Council Members to narrow the time frame for Mayor Pro Tem Compensation, no second.

On the Ordinance

DISCUSSION

None

PASSED

Yes: Clack, Skipps, Jacobson, Keller

No: Terch, Welch

Absent: Williams

NEW BUSINESS

a. Request to Council – Ambulance Purchase

Chief Heineken spoke of the new ambulance and how it would benefit the Fire Department.

Mr. Jacobson *moved to approve* the Request to Council – Ambulance Purchase

Seconded by Ms. Clack

On the Request to Council

DISCUSSION

None

PASSED

Yes: Clack, Terch, Keller, Skipps, Jacobson, Welch

No: 0

Absent: Williams

COUNCIL COMMENTS

Mr. Skipps spoke to the North Pole High School girls' basketball tournament schedule for the upcoming State Tournament in Anchorage. Mr. Skipps reminded everyone to drive safely.

Ms. Clack reported there is a Housing Action Symposium event at the Westmark Hotel on Thursday, March 21st. Ms. Clack reported on several community events that will be taking place in the upcoming week to include the

Home Show at the Carlson Center over the weekend.

Mr. Jacobson thanked Mr. Summers for coming out and sharing the information about vertical gardens as it would dovetail into the combined heat and power project. Mr. Jacobson spoke about Senate Bill 175 which appears to be nothing more than a power grab by the state. Mr. Jacobson reported Senate Bill 200 which increases the employer's commitment from seven to nine percent to TERS/PERS. Mr. Jacobson reported Senate Bill 150 is a statewide Building Code requirement, which he shared concerns if it supersedes the City of North Pole Building Codes. Mr. Jacobson shared concern for the gaming industry proposed changes because so many non-profits benefit from the revenue from gaming. Mr. Jacobson encouraged Council members to contact their legislators and voice their concerns.

Mr. Jacobson stated the 2016 Strategic Plan that was wonderfully put together but nobody, but the mayor knew anything about it. He stated in the future he wants all future budgets, grant applications and purchases to tie back to the new Strategic Plan. Mr. Jacobson stated it is easier to show the community where money is going with the updated plan.

Mr. Jacobson referenced a flyer that is being put out by the North Pole Chamber of Commerce about the Annual Clean Up Alaska Day on May 11th. Mr. Jacobson stated the information about junk cars is valuable and suggested having the Code Enforcement Committee meet and discuss the two properties that are in violation.

Mr. Keller spoke about a Chamber of Commerce meeting he attended and spoke to the website that allows individuals to play with the state budget. Mr. Keller stated there was a presentation that spoke to shipping all of the 300 high security inmates out of state to save revenue. He reported it was an interesting meeting because the medical bills that get sent to the state after a prisoner dies or is let out have become a significant number. Mr. Keller stated he would like the Fairbanks North Star Borough School District to keep Eielson High School open as a sign to the community of Eielson that we care. Mr. Keller thanked Mr. Summers for bringing in the idea of vertical gardens because he thinks it would put food on the shelves at the new Three Bears and food for the community food bank.

Mr. Terch thanked Mr. Jacobson for bringing up Senate Bill 150 because the State is so diverse and challenging that enforcing a statewide building code would be a terrible thing for builders and realtors alike.

Mayor Welch spoke about the combined heat and power project and how it would help the community if it does come to be. Mayor Welch spoke to the history the project and of the abundant opportunities that will come from working on it. Mayor Welch encouraged everyone to pray for security going forward.

ADJOURNMENT

Mr. Terch *moved* to adjourn.

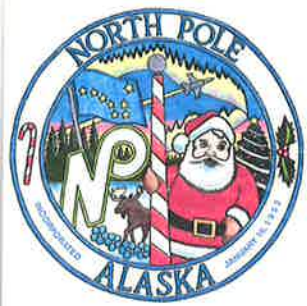
Seconded *by* Mr. Skipps

The regular meeting of Monday, March 18th, 2024, adjourned at 8:58 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, April 1st, 2024.

ATTEST:

Emily Braniff, CMC
City Clerk



CITY OF NORTH POLE *Alaska*

"Where the Spirit of Christmas Lives Year Round"

125 Snowman Lane • North Pole, Alaska 99705-7708
E-mail: mayor@northpolealaska.com • Website: www.northpolealaska.com

March 26, 2024

Greetings Alaska State Legislature,

As the Mayor of the City of North Pole, Alaska, I am writing in support of passage of SB 67 to ban the use of firefighting foams that contain Per- and polyfluoroalkyl (PFAS) that pose a serious human health risk to my citizens. The PFAS issue is not new to our city, as we took on in 2017 the responsibility of providing safe, clean drinking water to the community of Moose Creek, which is located four (4) miles north of Eielson AFB and seven (7) miles southeast of North Pole. All water wells were found to be contaminated from runoff of PFAS traced to Eielson; the main contaminant was determined to be due to the decades of use of Aqueous Firefighting Foam (AFF) by the Eielson AFB Fire Department. Henceforth, **ALL** use of private wells has been banned for **ANY** purpose, and the City has provided a watermain 7 miles away to more than 400 domiciles affecting more than 600 residents in the town of Moose Creek at a cost nearing **Fifty (50,000,000) million dollars!** With the USAF and the U.S. Army Corps of Engineers (USACE), our city has been actively monitoring the migration of the Moose Creek plume northwestward and it is now found to be on the southeast boundary of the City Limits. It's no longer a matter of whether it has made it here, but now a matter of how deep. We are actively testing 80 monitoring wells on our border to see how deep the plume has gone as it heads directly for a Planned Urban Development (PUD) Brookside Park that will spawn more than 300 new domiciles of mostly USAF families, as well as two existing neighborhoods of Baker and North Start subdivisions that comprise 144 domiciles on wells less than an average depth of 50 feet. Our city-owned wells in the area average 150 feet deep. The City of North Pole was recently awarded \$2.5 million dollars of Congressional Directed Spending from U.S. Senator Lisa Murkowski to address this issue.

The City of North Pole Fire Department has not maintained an inventory of AFF in more than a decade. The site of the Fire Department is the "hotspot" for PFAS at 400 parts per trillion; it greatly exceeds the current DEC standard of 70 parts.

So as SB67 comes before your committee, it goes without saying that the City of North Pole urgently requests that you adopt this measure so that it becomes Alaska law. Thanks for your genuine and professional concern in these matters.

Respectfully submitted,

Michael W. Welch

Mayor, City of North Pole, Alaska

907-488-8584

northpolemayor@gmail.com

Memo

To: City Council
From: Danny Wallace

Date: April 1, 2024
Subject: City Services Memo for April 1st Council Meeting

City Council:

This week, I am in Anchorage preparing to attend the 2024 Infrastructure Symposium, sponsored by Alaska Municipal League. This event is expected to feature updates from federal agencies, implementation strategies from State officials, and a review of Alaska opportunities. When I return, I will email a review of the event and any opportunities found for the City of North Pole. The event website is available at <https://akfederalfunding.org/alaska-infrastructure-development-symposium/>.

Key items of discussion for this meeting follow:

1. Recommendation to appoint Bethany Spence to the Project Enhancement Committee (part of FAST). See separate memo in this packet. Bethany was interviewed by Mayor Welch and Council Member Clack. Her interests align with the City's and she will represent us well.

2. Recommendation to award Utility Construction Standards contract to Stantec Consulting. See separate memo for details. We have discussed this with Mayor Welch, Council Member Clack, the Utilities supervisor, and City Clerk. Given Stantec's knowledge of our utility system and support found in City Code, this recommendation is in the best interest of the City.

3. City Services Update.

a. Special Topics: The Moose Creek project is officially closed and the City assumed responsibility for this \$46M project last Friday. We did conduct a closeout meeting last week and still will be doing final documentation over the next 30 days.

b. Building Department: We are beginning to see construction permits being submitted to include work pending at the Santa Claus House Complex. Additionally, we issued the certificate of occupancy for an 11 plex on Stone Point, which had been under construction since 2023.

c. Public Works: We have one new employee on board, Nicholas Proulx, and another one, Jackie Combs, who will start on March 22nd. We are at 100% fill for all of Public Works. Additionally, we are actively working solutions to the Police Department drain backup problem.

d. Utilities: David McBroom (formerly in PW) applied for and was chosen for an opening in this department – he will begin work on April 8th. Utilities continues to work with water leaks at residences throughout the City due to freezing and warming that normally occurs

during this time of the year. Along with the Police Department, Utilities is actively working on solutions to address the drain backup problems.

I am available via email or text if anyone has any questions about these topics.

Respectfully,

A handwritten signature in blue ink that reads "R. Wallace". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Robert (Danny) Wallace
Director of City Services
City of North Pole

Memo

To: North Pole City Council

From: Chad Heineken, Fire Chief

Date: 3/13/2024

Re: Request to accept Grant Funds



We have recently been notified of a grant award in the amount of \$6,489.00, which we plan to utilize for the procurement of new wildland firefighting equipment. This grant, known as the Volunteer Fire Capacity (VFC) grant, is a form of Federal Financial Assistance, with funding originating from the USDA Forest Service and administered through the State of Alaska Department of Natural Resources.

The grant stipulates that the fire department must contribute a minimum of 10% match funding. Fortunately, we are able to meet this requirement through our existing equipment outlay budget. This grant will enhance our capacity to combat wildfires in our region, ensuring the safety and well-being of our community members.

In light of the above, we respectfully request the approval of the City Council to accept these grant funds. We are eager to proceed with the acquisition of the necessary equipment and are committed to utilizing these funds efficiently and effectively for the betterment of our firefighting capabilities.

March 15th, 2024

To State of Alaska Fire Departments:

Thank you for applying for the 2024 Volunteer Fire Capacity (VFC) grants, formerly known as VFA. Forty-one (41) fire departments applied for a VFC grant requesting a total of \$266,198 in assistance. Forty (40) Alaska Fire Departments will receive up to \$7,000 per fire department. A total of **\$259,198** will be awarded. This is the letter of official notification.

The enclosed spreadsheet lists all applicants and the amount requested/amount awarded. If a fire department is awarded a grant, the amount awarded will be listed in the "Amount Awarded" column. If a VFD did not receive any funding or will receive a partial award, please contact your respective DOF Fire Management Officer (FMO) with any questions you may have.

- Checks will be distributed electronically by association with the VFD's SOA vendor number and the SOA electronic payment agreement. Electronic disbursements are expected by no later than May 2024.
- To be eligible for a 2025 VFC grant, compliance documentation, such as copies of receipts for 2024 grant expenditures, must be submitted to your nearest Forestry office before submitting a 2024 application.
- Volunteer Fire Capacity is an award of Federal Financial Assistance with funding from the USDA Forest Service. Prime and sub-recipients to this award are subject to OMB guidance in sub-parts A through F of 2 CFR Part 200 as adapted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to OMB guidance in 2 CFR 200 where full text may be found.
- The brochure, Complying with Civil Rights, FS-850, can be found at www.fs.usda.gov/internet/fse_documents/fseprd526908.pdf
- The OMB Circulars are available on the internet at www.ecfr.gov

If an application is unsuccessful, do not be discouraged and continue to apply every year by submitting an online application package by the deadline.

Sincerely,

Sarah Saarloos, Fire Staff Officer

State of Alaska, DNR

Division of Forestry & Fire Protection

2024 VFA Grant Awards

Fire Department	Amount Requested	Amount Awarded	Division of Forestry Office
Delta Junction VFD	\$6,246.00	\$6,246.00	Delta Area Office
Rural Deltana VFD	\$7,000.00	\$7,000.00	Delta Area Office
Ester VFD	\$6,998.48	\$6,998.48	Fairbanks Area Office
McKinley VFD	\$6,993.00	\$6,993.00	Fairbanks Area Office
Nenana Fire/EMS Dept.	\$6,252.34	\$6,252.34	Fairbanks Area Office
North Pole FD	\$6,489.00	\$6,489.00	Fairbanks Area Office
North Star VFD	\$6,281.10	\$6,281.10	Fairbanks Area Office
Steese Area VFD	\$7,000.00	\$7,000.00	Fairbanks Area Office
Tri-Valley VFD	\$4,495.50	\$4,495.50	Fairbanks Area Office
Bayside Volunteer Fire Department	\$6,975.00	\$6,975.00	Kenai Kodiak Area Office
Bear Creek Fire/EMS Department	\$6,299.96	\$6,299.96	Kenai Kodiak Area Office
Central Emergency Services	\$6,520.50	\$6,520.50	Kenai Kodiak Area Office
City of Whittier Fire Department	\$6,231.50	\$6,231.50	Kenai Kodiak Area Office
Cooper Landing VFD	\$5,075.70	\$5,075.70	Kenai Kodiak Area Office
Homer VFD	\$6,098.77	\$6,098.77	Kenai Kodiak Area Office
Kachemak Emerg. Services	\$6,999.10	\$6,999.10	Kenai Kodiak Area Office
Kenai FD	\$5,588.73	\$5,588.73	Kenai Kodiak Area Office
Lowell Point VFD	\$7,000.00	\$7,000.00	Kenai Kodiak Area Office
Nikiski FD	\$5,808.60	\$5,808.60	Kenai Kodiak Area Office
Seward FD	\$6,303.67	\$6,303.67	Kenai Kodiak Area Office
Western Emergency Services Area	\$6,782.66	\$6,782.66	Kenai Kodiak Area Office
Womens Bay VFD	\$6,067.39	\$6,067.39	Kenai Kodiak Area Office
Caswell Lakes FSA #135	\$6,912.27	\$6,912.27	Mat Su Area
Chickaloon Fire Service, Inc.	\$6,104.70	\$6,104.70	Mat Su Area
Chugiak Vol. Fire and Rescue Co. Inc.	\$7,000.00	\$0.00	Mat Su Area
Houston FD	\$6,840.00	\$6,840.00	Mat Su Area
Palmer Fire and Rescue	\$7,000.00	\$7,000.00	Mat Su Area
Talkeetna VFD	\$7,000.00	\$7,000.00	Mat Su Area
Willow VFD	\$6,261.91	\$6,261.91	Mat Su Area
Haines VFD	\$6,000.00	\$6,000.00	Southeast Alaska
Hyder VFD	\$6,696.00	\$6,696.00	Southeast Alaska
Sitka FD	\$6,233.40	\$6,233.40	Southeast Alaska
Saint Paul Dept. of Public Safety	\$7,000.00	\$7,000.00	Southwest District
Native Village of Eagle	\$6,999.63	\$6,999.63	State of Alaska Protection
Dot Lake VFD	\$6,750.00	\$6,750.00	Tok Area Office
Tok VFD	\$6,354.55	\$6,354.55	Tok Area Office
Gakona VFD	\$6,948.00	\$6,948.00	Valdez-Copper River Area Office
GlennRich Fire Rescue	\$6,999.65	\$6,999.65	Valdez-Copper River Area Office
Kennicott/McCarthy VFD	\$6,291.00	\$6,291.00	Valdez-Copper River Area Office
Kenny Lake VFD	\$7,000.00	\$7,000.00	Valdez-Copper River Area Office
Valdez FD	\$6,300.00	\$6,300.00	Valdez-Copper River Area Office
GRAND TOTAL	\$266,198.11	\$259,198.11	

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North Pole, Alaska 99705
(907) 488-8593
(907) 488-3002 (fax)
rwallace@northpolealaska.org

City of North Pole
Director of City Services

Memo

To: City Council
From: Danny Wallace

Date: April 1, 2024
Subject: Request to Appoint Ms. Bethany Spence as the North Pole Representative to the FAST Project Enhancement Committee

City Council:

Ms. Bethany Spence has expressed interest in participating in FAST's Project Enhancement Committee (PEC). This Committee meets quarterly and is focused on ensuring transportation projects meet the needs of the community and are designed to be both aesthetically pleasing and functional. Made up of architects, engineers, designers, and other community-minded individuals, this advisory body works to enhance transportation projects by offering their unique skills and expertise. More information on the PEC is at <https://fastplanning.us/about/staff/pec/>.

Ms. Spence has lived in the North Pole area for 15 years and has been active with both North Pole Elementary School and is an FNSB District employee. She has the requisite characteristics to represent the needs of the citizens of the City.

Mayor Welch interviewed Ms. Spence on March 19th (Ms. Clack and I were present). We were all impressed by her knowledge and professionalism. Her letter of interest is enclosed.

Recommend Council approval for Ms. Spence to represent the City on the PEC.

Respectfully,



Robert (Danny) Wallace
Director of City Services
North Pole, Alaska

January 12, 2024

Jackson Fox
Executive Director
100 Cushman Street
Suite 205
Fairbanks, Alaska 99701
907-205-4276

Dear Mr. Fox,

Recently, a friend of mine informed me about the Project Enhancement Committee and its positive focus on improving our area. I am writing to express interest in being selected as the North Pole Area Representative on the Project Enhancement Committee. I believe my connection to the community as a dedicated school district employee would make me a valuable asset to your committee.

For the last 15 years, I have been an active resident of the North Pole area. Participating in many volunteer activities at North Pole Elementary. My husband and I even assisted in starting the North Pole Elementary School Garden. I maintained it for many summers before handing the responsibility over due to new work commitments. This involvement has given me a unique perspective on the needs and opportunities within our community, particularly regarding public spaces. I have witnessed firsthand the impact well-designed spaces can have on fostering community engagement, promoting healthy lifestyles, and boosting local pride. The school garden, for example, not only inspired student and family involvement but it assisted in educating them on healthy eating habits.

While the North Pole area boasts undeniable charm with its Candy Cane light poles and Santa themed streets, there are certainly aspects of our public spaces that could be enhanced. For instance, the skate park is poorly located near a highly trafficked roadway and is a safety concern there is no safe crossing for access. The Project Enhancement Committee can play a crucial role in addressing these issues and creating public spaces that truly serve the diverse needs of our residents.

As a district employee, working at the central office, I divide my time between both North Pole and Fairbanks. This motivates me to seek opportunities to make both North Pole and Fairbanks even more vibrant and welcoming places for residents of all ages and backgrounds. Working in Fairbanks, I have often looked out the window of my office and wondered at empty building rooftops. It seems like a shame we do not have programs to motivate business to use this space to cultivate gardens and enhance the beauty of our little city. Again, it is my hope that the Project Enhancement Committee can assist with inspiring improvements like this.

I am confident that I can contribute meaningfully to the committee in several ways:

- Providing valuable feedback: I am committed to listening to the concerns and aspirations of North Pole and Fairbanks residents regarding public spaces. I have strong connections with both North Pole and Fairbanks Community members and intend to ensure their voices are represented fairly in the committee's decision-making process.
- Sharing diverse perspectives: My experiences living in various locations across the United States from Rural New Jersey (Jersey is the Garden State for a reason) to Northern California provides me with a broad, though novice, understanding of community development and design principles. I believe this diverse perspective will allow me to contribute fresh ideas and innovative solutions to the committee's discussions.
- Collaborating effectively: I am a strong team player with excellent communication and interpersonal skills. I am confident in my ability to collaborate effectively with committee members, community stakeholders, and project designers to achieve positive outcomes.

Being both a North Pole resident and Fairbanks employee, I have dual interest in bettering both communities. I believe that by investing in well-designed public spaces, we can foster a stronger sense of community, promote well-being, and enhance the overall quality of life for everyone. Together we can make the community better.

Thank you for your time and consideration. I am eager to learn more about the Project Enhancement Committee and how I can contribute to its important work. I am available to answer any questions you may have and look forward to the opportunity to discuss my qualifications further.

Sincerely,

Bethany

125 Snowman Lane
North Pole, Alaska 99705
(907) 488-8593
(907) 488-3002 (fax)
rwallace@northpolealaska.org

City of North Pole
Director of City Services

Memo

To: City Council
From: Danny Wallace

Date: April 1, 2024
Subject: Request to Use Stantec Consulting for City Utilities Construction Standards Update

City Council:

The water and wastewater utility construction connected to the City's systems is guided by the Utility Standards of Construction (Standards), last updated in June 2007. The Standards are almost 17 years old, and no longer current. We need to update the standards to reflect current industry best practices as they are currently implemented in the City. This task is estimated to cost \$80,000, which is above the threshold for non-competitive award for this project.

Stantec Consulting has been instrumental in the design of our City systems. They have overseen the construction of the Northern Expansion, designed and constructed a number of wastewater lift stations, and possess extensive knowledge of the City's infrastructure.

City Code 4.16.060 (Innovative and Special Procurements), states "...the Mayor or his [or her] designee may initiate a procurement above the small purchase amount specified in NPMC 4.16.030, Purchase limits, when the Mayor or his designee determines that an unusual or unique circumstance exists that makes the application of all requirements of competitive sealed bidding or competitive sealed proposals contrary to the public interest, including, but not limited to, the need to meet new or unique State requirements, new technologies, or to achieve best value..."

Stantec is the most capable firm to complete this task and choosing them is in the best interest of the City. We recommend awarding this project to Stantec Consulting.

Respectfully,



Robert (Danny) Wallace
Director of City Services
North Pole, Alaska



Stantec Consulting Services Inc.
725 East Fireweed Lane Suite 200, Anchorage AK 99503-2245

March 12, 2024
File: 20730170XX

Attention: Robert Daniel Wallace, Director, City Services
City of North Pole
125 Snowman Lane
North Pole, AK 99705

**Reference: North Pole Utility Construction Standards Update
Professional Services Proposal**

Dear Mr. Wallace,

Water and wastewater utility construction connected to the City of North Pole's (CONP) systems is guided by the *Utility Standards of Construction* (Standards), last updated in June 2007. The Standards are almost 17 years old, and no longer current. Accordingly, CONP seeks to update the standards to reflect current industry best practices as presently implemented in the CONP.

Stantec Consulting Services Inc. (Stantec) is pleased to provide you with this scope and fee proposal to update the CONP Standards. It is expected the updated standards will be of similar content and format as the 2018 Water and Wastewater Service Line Standards Stantec prepared for the CONP.

This proposal includes review and update of the following sections of the current Standards, along with update of the related standard details. The proposed scope of services includes the following three tasks further detailed in the following sections:

1. Wastewater System Updates – Sections 1 and 2 (26 pages, 18 details), and Sanitary Sewer System Drawings (3 sheets) of the current Standards
2. Water System Updates – Section 3 and 4 (20 pages, 8 details), and Water System Standard Drawings (2 sheets) of the current Standards
3. Final Submittal

For each task Stantec will review and update the 2007 Standards to reflect current utility operating practices, materials, and construction practices. The Water and Wastewater Service Line Standards Stantec revised in 2018 will not be updated. Tasks are expected to be conducted concurrently although submissions may be sequential in any order that works for the CONP.

The "3-part" format of the current Standard (general requirements, material requirements, and execution) and order will be largely maintained. We understand that editable files (i.e., Microsoft Word) are not available for the existing standards. As such, Stantec will convert the existing documents (66 pages) so that the CONP ends this effort with both Adobe PDF files for the CONP's website and an editable MS Word file for ongoing maintenance.

We understand that editable CAD files are not available for the current standard drawings. As such details will be either redrafted or updated from previous Stantec projects and provided as Adobe PDF files. Details and standard drawings will not be signed or stamped, as applicability and specific use are the responsibility of the end user.

Reference: North Pole Utility Construction Standards Update

TASK 1 WASTEWATER STANDARDS UPDATES

In Task 1, the focus will be on wastewater and the first two sections of the current standards – Wastewater Collection System Design Guidelines and Wastewater Collection System Construction Guidelines. Major revisions and additions will be made for mainline wastewater lift stations and to add in high-density polyethylene (HDPE) piping.

Existing drawings will be drafted in the current version of AutoCAD and are expected to include approximately 18 details addressing details similar to the existing:

- Manholes
- Trenching and backfill
- Pipe
- Force Main Cleanouts
- Mainline lift stations

Lift station details and specification updates will be based on the three phases of lift station projects that Stantec has completed for the CONP.

Task 1 has a single submittal. The submittal will provide the wastewater standards and highlight issues or options to be addressed in the preparation of the final submittal (Task 4).

TASK 2 WATER STANDARDS UPDATES

Task 2 will focus on the water system and the two sections of the current standards revised will be – Water Distribution System Design Guidelines and Water Distribution System Construction. Additions will address high-density polyethylene (HDPE) water utility piping.

Existing drawings will be drafted in the current version of AutoCAD and are expected to include approximately 10 details addressing:

- Trenching and backfill
- Pipe
- Valves
- Thrust blocks
- Fire hydrants
- Bollards

Water details and specifications updates will be based largely on the 2018 Water System Expansion Project that Stantec has completed for the CONP.

Task 2 has a single submittal. The submittal will provide the water standards and highlight issues or options to be addressed in the preparation of the final submittal (Task 4).

Reference: North Pole Utility Construction Standards Update

TASK 3 MISCELLANEOUS DOCUMENTATION AND SCHEMATIC UPDATES (NOT INCLUDED)

Updates to the miscellaneous and ancillary sections of the Standards, such as Section 5 to 7 – Construction Surveying; Traffic Control; and Trenching, Backfill and Compaction are not included in the project scope at this time. Likewise, addition of environmental controls and restoration are not included at this time.

Additions to the Standards to address supervisory control and data acquisition (SCADA) controls with requirements for communications, interface, and compatibility with CONP systems are not included at this time.

This task and listed items have been removed from the project to address budget concerns. If budget remains after the completion of Task1 and Task 2, Stantec will discuss adding these items to the project as additional services.

TASK 4 FINAL DRAFT (95%) SUBMITTAL

Once Tasks 1 and 2 have been completed to the draft level, a review meeting will be scheduled after CONP operators have had time to review the documents. It is assumed that the CONP will review the documents, return comments, and then attend a review conference to be held electronically via MS Teams or similar. Stantec will address comments and confirm option selections as appropriate prior to completing a final draft submittal. The submittal will be approximately 95% complete at this point with the intent that the CONP will coordinate with the Alaska Department of Environmental Conservation and other stakeholders as needed, after which CONP will make any final edits or updates prior to posting the Standards to CONP website.

No 100% submittal will be made.

ASSUMPTIONS AND/OR EXCLUSIONS

Items not specifically included in the scope outlined herein are not part of the Stantec proposal. Where either Stantec or CONP identify additional work that may benefit the project, the work can be provided by amendment at current standard rates as CONP directs. The following clarifications are specifically noted:

- Each submittal will consist of the standards text document and drawings. The text will be provided as PDF and MS Word. Drawings will be in PDF format.
- The Standards will identify basic requirements to obtain typically required permits, but Stantec is not providing comprehensive lists of agencies or permitting requirements in the Standards, as these are site and project specific.
- Stantec is not providing any design, cost estimating, or value engineering services.
- Submittals, additional review conferences or meetings, etc., beyond those listed herein will require a budget amendment.
- Stantec will not be coordinating with ADEC, other agencies or stakeholders in the preparation of the updated standards.

SCHEDULE

An initial project schedule has been developed as shown in the table below. For a project of this magnitude approximately a 3-month duration should be expected, including CONP reviews. Stantec will work with the CONP to confirm the schedule upon execution of the professional services agreement.

Reference: North Pole Utility Construction Standards Update

Table 1: Initial Schedule

Task	Timeline	Initial Date
Assumed notice-to-proceed		April 8, 2024
Task 1 Wastewater Standards Updates	7 weeks from NTP	May 24, 2024
Task 2 Water Standards Updates	7 weeks from NTP	May 24, 2024
Review Comments Received / Meeting	2 weeks from complete submittal (Task 2)	June 10, 2024
Task 4 Final Draft (95%) Submittal	3 weeks from review meeting	June 28, 2024

FEE

The services described here will be provided to CONP in accordance with a Professional Services Agreement notice to proceed, using the Terms and Conditions previously negotiated and agreed to between Stantec and CONP (see attached). The total estimated fee for the proposed services is \$79,994 to be performed on lump sum basis. The project will be invoiced monthly on a percent complete basis.

A worksheet showing the development and assumptions inherent in this fee is attached.

CLOSURE

We appreciate this opportunity to propose on this work and look forward to working with you on the successful completion of this project. If you have any questions, or would like to discuss the scope of work, please contact me by phone or email. at my phone number below, or Stephanie Scheevel at (907) 343-5235, stephanie.scheevel@stantec.com.

Regards,

Stantec Consulting Services Inc.

Stephanie Scheevel PE, Env. Sp.
Principal
Phone: 907-343-5235
Fax: 907-258-4653
stephanie.scheevel@stantec.com

**Syta,
Dean**

Digitally signed by
Syta, Dean
Date: 2024.03.12
17:23:02 -08'00'

Dean E. Syta PE
Senior Principal
Phone: 907-343-5260
Fax: 907-258-4653
dean.syta@stantec.com

Attachment: fee worksheet
c. file

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725 East Fireweed Lane, Suite 200
Anchorage, AK 99503
Fee Estimate
Prepared by: Dean Syta

Update CONP Construction Standards
City of North Pole
March 12, 2024

Price Per Task Summary						
Task	Task Name	Labor	Subcontracts	Expenses	Total	Notes
1	Wastewater Standards Updates	\$ 37,058.00	\$ -	\$ 50.00	\$ 37,108.00	
2	Water Standards Updates	\$ 29,502.00	\$ -	\$ 50.00	\$ 29,552.00	
3	Miscellaneous Documentation and Schematic Updates	\$ -	\$ -	\$ -	\$ -	Not included
4	Final Draft (95%) Submittal	\$ 13,284.00	\$ -	\$ 50.00	\$ 13,334.00	
		\$ 79,844.00	\$ -	\$ 150.00	\$ 79,994.00	

Notes/Assumptions

- 1 See proposal letter dated March 12, 2024.

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Fee Proposal
Update CONP Construction Standards
City of North Pole
March 12, 2024

Task 2: Water Standards Updates				Principal In Charge	Senior Civil Eng / ITR	Project Manager / PIC	Civil Eng.	Civil Eng.	Civil EIT / CADD	Electrical	Admin
				Dean Syta	David Prueak	Stephanie Scheevel	Jake Alward	Geoff Moorhead	Leslie Petre	Lucas Schneller	Melissa Spicer
Subtask #	Sub-Task Name	Line Hours	Line Cost								
1	Convert existing standards	14	\$2,822			2	4				8
2											
3	Update standards / specification narrative	52	\$11,064	4	4	4	16	12	8		4
4											
5	Convert & update standard drawings (~10)	64	\$13,112	4	4	4	12	30	10		
6											
7	Project management	10	\$2,504			8					2
		Labor Hours	140.00	8.00	8.00	18.00	32.00	42.00	18.00	0.00	14.00
		Labor Subtotal	\$29,502.00	\$2,152.00	\$2,224.00	\$4,842.00	\$7,008.00	\$7,644.00	\$3,168.00	\$0.00	\$2,464.00
TASK TOTALS				OTHER DIRECT COSTS (ODCs)							
			\$29,502.00	Item No.	Item (s)	Qty.	Unit	Unit Price	Total Price		
Direct Labor Cost				1	Printing Allowance	1	LS	\$50.00	\$50.00		
Subcontract Expenses			\$0.00	2	Mileage	0	miles	\$0.58	\$0.00		
Other Direct Costs (ODCs)			\$50.00	3					\$0.00		
Total Cost			\$29,552.00	4					\$0.00		
				5					\$0.00		
				Expenses Subtotal							\$50.00

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