



**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 Monday, June 17<sup>th</sup>, 2024, in North Pole City Hall Council Chambers.

**CALL TO ORDER/ROLL CALL**

Mayor Welch called the regular City Council meeting of Monday, June 17<sup>th</sup>, 2024, to order at 7:00 p.m.

**Present:**

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

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

Led by City Clerk Emily Braniff

**INVOCATION**

Given by Ms. Clack

**APPROVAL OF AGENDA**

Mr. Jacobson *moved to approve* the Agenda of June 17, 2024

Seconded *by* Mr. Williams

**NEW BUSINESS**

- CyberSecurity Risk Assessment EMW-2022-CY-00038-SO1, State Grant 2022LSCGP-GY22 – Sole Source Council Bid Acceptance
- Executive Session
  - a. Procurement Performance
  - b. Reports Received by Work Shield

**On the Agenda**

DISCUSSION

None

PASSED

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

No: 0

Absent: 0

### APPROVAL OF MINUTES

Mr. Terch *moved to approve* the minutes from the June 3, 2024

Seconded *by* Mr. Williams

### **On the Minutes**

#### DISCUSSION

None

#### PASSED

Yes: 6 – Williams, Keller, Skipps, Terch, Jacobson, Clack, Welch

No: 0

Absent: 0

### COMMUNICATIONS FROM THE MAYOR

Mayor Welch reported on events he had attended since the last Regular City Council meeting. Mayor Welch shared he attended the Executive Observers Committee Red Flag meeting and tensions in the world were heavily discussed. Mayor Welch stated June 14th was Flag Day and that he replaced all the flags in the city to honor the day. Mayor Welch spoke about the history of the flag and why it is important in history.

### COUNCIL MEMBER QUESTIONS OF THE MAYOR

Mr. Terch asked if Marathon Oil would allow the City of North Pole to use the 20 acers and why they would do such a thing. Mayor Welch spoke to the particulars of Combined Heat & Power but that everything is pending Project Management, he included the amount of heat it would produce would save the City of North Pole a lot of money. Mayor Welch stated Minto Development Corporation will run the numbers and the city could possibly become a limited liability company in the project.

Mr. Terch asked Mayor Welch why a citizen would have security clearance to a department in City Hall, Mayor Welch stated he had no idea why anyone would have access. Mayor Welch stated he did not know what Mr. Terch meant, Mr. Terch stated he watched his wife, Ms. Welch, enter a secure area known as the fishbowl.

Mr. Jacobson requested that all non-employees have access to city departments taken away.

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

### COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE

#### Fire Department, Assistant Chief Tod Chambers

Assistant Chief Chambers reported he was calling in from Zoom and that hydrant testing is complete, and the notice can be taken down from the city website. AC Chambers stated the wildfire, McDonald fire is still burning at 30,000 acers and that the heat during the day has increased the smoke plume significantly. AC Chambers reported he is available for questions if anyone had any, Mayor Welch asked when Chief Heineken would return to service. AC Chambers reported he would return the following Wednesday.

#### Tricia Fogarty, Finance Director

Minutes

Ms. Fogarty reported on the interest the City of North Pole earned on their savings accounts during the past month. Ms. Fogarty stated the audit is close to being completed and it will be done by the end of June per code requirements. Ms. Fogarty reported Elgee Renfeld, LLC will have the audit complete for Council information but that the presentation will not be made until the second July meeting. Ms. Fogarty stated they are running into issues with the new auditors but that they are working through the issues, Mayor Welch and Ms. Fogarty spoke of a missing bond book that went missing under a former clerk. Ms. Fogarty reported she has sent a request for a replacement from the bond company.

Mr. Jacobson asked if there is a deadline for grant purposes, Ms. Fogarty stated the grant requirement requires the audit to be complete by the end of July. Discussion of holding a Special Meeting happened but it was not calendared as it could be on the second July Council meeting agenda. Mayor Welch spoke of how the market works and that the city is benefiting from the increased interest earnings.

#### Director of City Services, Danny Wallace

Mr. Wallace stated the Fire Station grant application was submitted by Two Bears. Mr. Wallace reported on his city departments, sharing building permit applications are on the rise within the city. Mr. Wallace spoke about contamination near the Fire Station and shared that he would keep the Council updated about the issue. Mr. Wallace stated the candy cane lights project is almost complete but that he plans no further expenditures from the project.

Mr. Terch asked if Finell Drive was on the radar of the City Services Department, sharing the problem property on that street seems to not be addressed as an issue. Mr. Wallace stated between building code and police complaints a formal complaint needs to be issued before they can inspect the problem.

Mayor Welch stated there is a Code Violation Committee at the City of North Pole and that Committee can affect the beautification of the city moving forward. Mayor Welch asked Ms. Braniff who was on the Code Violation Committee, Ms. Braniff reported who was on the committee.

Mr. Jacobson stated he lives in the neighborhood and that he will not make a complaint because he does not want to be a target of the homeowner.

Mr. Jacobson stated he does not think the Code Violation Committee is the right avenue for enforcement, he shared he is sad to report it should fall on city employees at the Police Department to deal with the problem property.

#### Police Department, Sergeant Bryan Dikeman

Sgt. Dikeman reported for the North Pole Police that Chief Steve Dutra is out of town and Lieutenant Jed Smith is out for a scheduled vacation. He shared the department has had many people reach out looking into positions at the Police Department.

Mr. Terch asked how the Walk About Program for officers was going, Mr. Dikeman stated the program is going well and the tokens for ice cream at Santa Claus House is going well.

#### City Clerk, Emily Braniff

Ms. Braniff thanked the Council for continuing to support education of staff members and reported Human Resources Administrator/Deputy Clerk Maggie Kimmel had just returned from the Northwest Clerk's Institute in Tacoma, Washington where she attended Professional Development 1.

Ms. Clack asked Ms. Kimmel what she learned about when she was in training Ms. Kimmel stated she attended classes focusing on records retention and management, customer service, state laws, and the role of the clerk. Ms. Kimmel shared she is so grateful that she was able to attend.

Mr. Williams asked Ms. Kimmel if records retention means she needs a lock on her office, Ms. Kimmel stated both her and the Clerk's records require locked security.

Mr. Jacobson stated the offices in Chambers do not need \$10,000 pin code door access and suggested moving the Clerk's Department to a pin keyed office. Mr. Jacobson reported he came to City Hall a few weeks back and the master key to the Clerk's Office was not hanging where it was supposed to be, so he understands it is an issue.

*The temperature was very warm in Council Chambers, audio was affected by multiple fans that were plugged in to assist with ventilation in Chambers some of the audio is not audible.*

## ON GOING PROJECTS

Mayor Welch shared that on June 29th the Firecracker run will commence from the parking lot of City Hall and that he will be the master of ceremonies for the Fourth of July Parade this year.

## NEW BUSINESS

- CyberSecurity Risk Assessment EMW-2022-CY-00038-SO1, State Grant 2022LSCGP-GY22 – Sole Source Council Bid Acceptance

Mr. Jacobson *moved to approve* CyberSecurity Risk Assessment EMW-2022-CY-00038-SO1, State Grant 2022LSCGP-GY22 – Sole Source Council Bid Acceptance

Seconded by Mr. Williams

## **On the Memo**

### **DISCUSSION**

Mr. Williams asked about the penetrations in Cybersecurity, Mr. Wallace shared the city needs to get the assessment first before they can enact change.

Mr. Keller asked why cybersecurity penetration was not included in the package because what are they accessing if they are not checking into that. Mr. Wallace reported the scope does not include penetration testing.

Mr. Wallace stated Respec bid on the project but that he is taking Alaska Municipal League's (AML's) suggestion, and he is moving forward with Structured because they offer better services. Ms. Fogarty asked if he had a bid or a quote, Mr. Wallace reported he had received a quote and not a bid.

## **PASSED**

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

No: Terch

Absent: 0

## COUNCIL COMMENTS

Mr. Skipps asked everyone to be safe in the heat and to stay hydrated.

Mr. Jacobson stated he would not attend the next North Pole Economic Development Committee meeting.

Mr. Williams stated he had nothing to report.

Mr. Terch asked everyone to be safe when they are out on the water, requesting everyone wear a life preserver when boating.

Mr. Keller echoed all Council member comments and wished everyone a great summer.

Ms. Clack asked everyone to have a wonderful week and to respect everyone around them.

Mayor Welch reported Marathon Oil will have a ribbon cutting ceremony for an open house at their facility on H & H Lane. He shared events he would be attending with Senator Dan Sullivan the following week; he spoke about problems with theft on properties and how people have fallen on hard times with the state of the world.

Mr. Skipps *moved to adjourn* to go into Executive Session to discuss Procurement Procedure.

*Seconded* by Ms. Clack

Unanimous consent of Council

- Executive Session - Procurement Procedure

Mr. Keller *moved to exit* Procurement Procedure

*Seconded* by Ms. Clack

Unanimous consent of Council

Mr. Jacobson *moved to reprimand* City Services Director to warn them that further violation of the Purchasing Code will result in further disciplinary action in addition to the reprimand that will be placed in their personnel file.

*Seconded* by Ms. Clack

## **On the Motion**

**PASSED**

Yeas: Skipps, Williams, Terch, Keller, Clack, Jacobson

No: Welch

Absent: 0

- Executive Session - Reports Received by Workshield

Ms. Clack *moved to adjourn* the meeting to go into Executive Session to discuss Reports Received by Workshield.

*Seconded* by Mr. Terch  
Unanimous consent of Council

Mr. Keller *moved to exit* Executive Session Executive Session to discuss Reports Received by Workshield  
*Seconded* by Ms. Clack  
Unanimous consent of Council

Mr. Jacobson *moved to extend the rules* to work past the 10:00 p.m. deadline to finish the Executive Session to discuss Reports Received by Workshield

*Seconded* by Ms. Clack  
Unanimous consent of Council

Mr. Jacobson *moved to exit* into Executive Session to discuss the Executive Session to discuss Reports Received by Workshield

*Seconded* by Ms. Clack  
Unanimous consent of Council

Mr. Jacobson *moved to exit* Executive Session about Reports Received by Workshield

*Seconded* by Mr. Terch

Mr. Keller *moved to have Mayor Pro tem Succeed to the Office of the Mayor* until the next Municipal Election or until the Council determines that such inability ceases.

*Seconded* by Mr. Williams

On the Motion  
Yeas: Skipps, Clack, Terch, Keller, Williams, Jacobson, Welch  
Nays: 0  
Absent: 0

## **ADJOURNMENT**

Mr. Terch *moved* to adjourn.

*Seconded* by Mr. Skipps

The regular meeting of Monday, June 17, 2024, 11:32 p.m.

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

ATTEST:

  
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Emily Braniff, CMC  
City Clerk



  
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Mayor Chandra Clack