

**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 6, 2011 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

**CALL TO ORDER/ROLL CALL**

Mayor Doug Isaacson called the regular City Council meeting of Monday, June 6, 2011 to order at 7:00 p.m.

***There were present:***

**Ms. Arnold**

**Mr. McGhee**

**Ms. Hunter**

**Mr. Jones**

**Mr. Holm**

**Mr. McCarthy**

**Mayor Isaacson**

***Absent/Excused***

**left at 8:15 p.m.**

**left at 8:07 p.m.**

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

Led by Mayor Isaacson

**INVOCATION**

Invocation was given by Councilman Ron Jones

**APPROVAL OF AGENDA**

**Mr. McGhee moved to Approve the Agenda of June 6, 2011**

**Seconded by Mr. Jones**

**Discussion**

None

**Mr. McGhee moved to Amend the Agenda to Consent Old Business, Item A, Ordinance 11-05, An Ordinance of the City of North Pole, Alaska Amending Chapter 13.08, Administrative Provisions**

**Seconded by Mr. Jones**

**Discussion**

**PASSED**

**YES –7 –Holm, McCarthy, Arnold, Jones, Hunter, McGhee, Isaacson**

**NO – 0**

**Abstained- 0**

## APPROVAL OF MINUTES

**Mr. Jones** *moved to Approve the Minutes of May 16, 2011*

**Seconded by Ms. Hunter**

### Discussion

None

### **PASSED**

**YES –7 –Holm, McCarthy, Arnold, Hunter, Jones, McGhee, Isaacson**

**NO – 0**

**Abstained- 0**

## COMMUNICATIONS FROM THE MAYOR

- Presentation of the 2010 audit by John Bost of Mikunda Cottrell

- **Communication Highlights from the Mayor for the period ending June 6, 2011**

### **ISSUES:**

- Mayor has family in town and is maximizing time off through June 14:
- Audit Update: Copies of the Basic Financial Statements of the Audit Report conducted by Mikunda, Cottrell & Co are available for review. For the first time in a decade, probably ever, there were no, NO, findings! Congratulations to City Accountant Lisa Vaughn, Accounts Payables Clerk Marilyn Zrucky, Accounts Receivables/Utilities Billing Clerk Tricia Fogarty, and all of City Staff and Council who worked diligently on this product. Council will be discussing the Audit and possibly accepting the report on the meeting of June 6.
- City-Wide Open House was held Saturday, May 21: Kudos to all departments, especially to organizer **Eng. Kyle Green**. Applause to Councilmembers **Ron Jones** and **Sharron Hunter** for working the City Hall booth. Event held in conjunction with Lion's Cruis'n with Santa and the NP Grange Art show and gardening activities.
- A Community Workshop on Sulfolane, Monday, May 16, 7 p.m. to 9 p.m. was a dynamic meeting. Recommendation on gardening: don't use sulfolane tainted water. 50% of results came back with some evidence in the plants (50% didn't). Mayor Hopkins and Rep Tammie Wilson also present.

The North Pole Sulfolane Technical Project Team held a public workshop to discuss the health issues of sulfolane, Monday, May 16, from 7 p.m. to 9 p.m. at The North Pole Grange.

James Durant, an environmental health scientist with the federal Agency for Toxic Substances and Disease Registry, will discuss ATSDR's recently released health consultation on sulfolane in drinking water.

Nim Ha and Cassandra Kirk of the Alaska Department of Health and Social Services will discuss community concerns about sulfolane exposure in North Pole. Ha is a program manager, and Kirk is a health assessor, both in the Division of Public Health, Epidemiology Section.

After the presentations, TPT members were available to answer questions, and provide information on the progress of the sulfolane investigation and next steps, sulfolane sampling methods, 2010 garden sampling project, and ongoing cleanup and remediation efforts on the refinery site.

The TPT includes technical experts from DEC and DHSS, the City of North Pole, University of Alaska Fairbanks, Flint Hills Resources and various contractors. Sulfolane is an industrial solvent that was found in wells near the Flint Hills refinery in the fall of 2009.

For more information, contact Susan Erben, a public involvement coordinator in the DEC's Contaminated Sites Program: (907) 465-5206 in Juneau, (907) 451-2269 in Fairbanks or at [susan.erben@alaska.gov](mailto:susan.erben@alaska.gov).

- Summer Festival Committee: has commitments of \$2500 to date (Actus: \$1000, ARRC: \$1000, Birchwood Homes \$500), FHR may be title sponsor again (\$5000). Committee will meet every Tuesday in June to prepare for the July 4 event. If you would like to participate in helping to make this event exciting, whether it's producing the parade, scouring the community for finances and prizes, soliciting vendors, helping with games, putting on the Bed Race, marketing, or even being on the set-up and clean-up teams, please mark your calendar and attend **the next meeting is: Tomorrow, June 7, 6 pm, at City Hall.** See you there!

- Flint Hills Refinery: we will have discussion in Executive Session next Council meeting re: reserving the right to sue if necessary in the future.

- Tanana Bridge Discussions: with Rep Wilson, LG Palumbo, others: that's NP project funding per Legis!

#### **COMMUNITY:**

- May 22, Attended Change of Command ANG, Armed Forces Day Service at New Jerusalem COGIC, Promotion ceremony for LC to Col Swammy
- May 30, Spoke at Memorial Day Services at Veteran's Park, along with Sen. Murkowski, Col Tim Jones.
- May 22,

**FNSB ASSEMBLY MEETING:**

FNSB A will meet this Thursday. Two items on agenda concerns disposition or retention of tax foreclosed properties in NP but has no effect because there are no such properties within the City limits. The next meeting is scheduled for June 23. For a list of meeting times and agendas, go to <http://co.fairbanks.ak.us/meetings/Assembly> .

**MEDIA:**

**May 21 & June 4:** Mayor Isaacson was on KJNP (1170 AM, 100.3 FM) 8 – 9 a.m. “Over the Coffee Cup.”

**June edition** of Senior Voice regarding presentation of Senior Awards on May 5

**UPCOMING** (*see above for other events, dates, and times*)

- **June 7, noon**, GFCC Luncheon featuring ARRC Pres & CEO Chris Aadnesen
- **Tuesday, June 14, 6 pm**, Flag Day Retirement Ceremony @ AM Legion Post 30 (Terry H, 687-4033)
  - **Friday, Saturday, June 17-18:** Third Friday/Saturday Art Show at NP Grange

**COUNCIL MEMBER QUESTIONS OF THE MAYOR**

Mr. Jones asked about the August Cruis’ in with Santa.

Mayor Isaacson said that it would be a one day event.

Ms. Hunter asked for the City Open House happen at City Hall and not to have it at Santa Claus House.

Mayor Isaacson said that would be a good consideration.

**COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK**

**Accountant**

**Lisa Vaughn**

- Ms. Vaughn said that Mr. Butler and Ms. Fogarty were largely to be applauded for the collection of delinquent accounts in water/sewer.
- Ms. Vaughn said that the council payments will be made on the second payroll of the month.
- Ms. Vaughn attended the GFOA conference last week from Monday through Wednesday in San Antonio, TX.
- There was an Audit/Finance Committee meeting last week and there will be another meeting in August. She encouraged council to come in and see her about the budget at any time.

**Police Dept**  
**Lt. Dutra**

Officer Kvittem is now gone he will be missed and will be difficult to replace.  
Officer Lind's last day is the 10<sup>th</sup> we wish him the best.

We have one candidate left in this round of testing. We have several on the list but they do not have academies. Talk about amount of time it takes to process applicants and how demanding it is on current staffing.

Sgt. Bellant is off to 1<sup>st</sup> line supervisor course in Anchorage. We sought funding from APSC in order to help defray costs and we were awarded full reimbursement.

Conducted a brief overview of the new RMS and MFR system for council. Highlighted all the features and future plans.

Mr. Jones asked if the NPPD can mark the unmarked car.

Lt. Dutra said they can do whatever the Mayor, council, or police chief request for them to do.

**Fire Dept**  
**Chief Lane**

- None

**Director of City Services, Bill Butler**  
**June 6, 2011 Council Report**

Bill Butler  
Director of City Services

**Building Department**

- 2 new residential projects begun in Ford Subdivision (foundation only permits at this time)
- 1 commercial permit issued: Allstate Office Building on Patricia Court

**Public Works**

- City-wide crack sealing project completed
- Pavement rehabilitation project scheduled to now not start until July 5
  - Finnel, Cross Way, Snowman Lane, North Pole High School Blvd. (section) and H&H Road (section).
  - Two additional roads added: East 6<sup>th</sup> and East 7<sup>th</sup>.
  - DOT funded with 9.03% City match.
- Mill & Pave project to go to bid June 16
  - FMATS project funded with DOT and 9.03% City match
  - Southern sections of Kit and Beaver Boulevards, Holiday, and West 4<sup>th</sup> Avenue
  - Hoped for start in late July 2011

- Main Street initiative
  - Meeting with DOT scheduled for Tuesday June 7 to discuss permitted beautification options for Santa Claus Lane
  - Summer hire, Erin Winters, began last week

### **Utility Department**

- Lift station renovation project proceeding
  - Old Richardson Highway scheduled to be substantially complete early next week
  - Kit Boulevard lift station next on list
  - Three of the four control panel boxes received in Anchorage with damage and are being replaced—this will cause some delays
- Sludge removal project should have begun before next Council meeting
- Engineering analysis and design project for waste water treatment plant contract began two weeks ago with engineer site visit
- Cash flow issue projected related to utility construction project
  - Sufficient funding is available with grants and utility cash reserves to pay cost of projects
  - Size of contractor invoices will be large in July and August—larger than City's cash reserves: estimate combined invoices of approximately \$1.5 million each of these months
  - Will need a line of credit to ensure adequate cash flow between time of invoice and grant reimbursements from DEC and EPA
  - Utility will bear any costs of the lines of credit

Will make a formal request at June 20 or July 5 Council meeting (depending upon time for bank to make proposal)

Ms. Arnold would like to see the blinds lengthened or something to block the sun in the council chambers.

Ms. Hunter stated that Mr. Butler had many interesting posters at the city open house and wondered if he could put them online.

### **Borough Representative, Mayor Isaacson**

#### **FNSB ASSEMBLY MEETING:**

There are only two items on the agenda this next meeting. Next meeting is June 23, 2011.

### **City Clerk, Kathy Weber**

- Mrs. Weber attended the International Institute of Municipal Clerks conference from Friday, May 6 – 13<sup>th</sup> to Nashville, TN. The conference was held at the beautiful Opryland Hotel. She apologized for not having her report of the conference and would try and complete it this week and email it to council members.
- City Hall has been busy these past two weeks. Employees have been out of the office and Ms. Weber did the last payroll along with her other duties and numerous doctor appts.
- The city has lost many employees this year, Jesse Lindsoe and Ryan Webb in February, Matt Ling in May, Scott Kvittem, Matt Lind, and Philip McBroom in June. We will also have Sgt Nelson who will be gone with the National Guard in August for 6 months.

- Ms. Weber will be working with Paul Brown this week to help get the website updated with current information and link with other departments.

## **ONGOING PROJECTS**

North Pole Summer Festival

## **CITIZENS COMMENTS – 5 Minutes**

Bill Butler spoke on behalf of Phil Zastrow on his complaint of the truck traffic on Peridot Rd. Mr. Butler said they can put reasonable restrictions on the road but can not be against one user because it is a section line easement. Mr. Zastrow would like to see something done. There are three properties located on that portion of the road. They are Mr. Zastrow, The Diner, and a church.

Mayor Isaacson said that he is leaning towards putting a 50% axle load on Peridot.

Mr. McGhee asked if the city has the power to enforce the weight restriction with our officers.

## **NEW BUSINESS**

### **APPROVAL FOR MAYOR TO TRAVEL TO ANCHORAGE TO OBSERVE NORTHERN EDGE 2011**

Mayor Isaacson requested funds to travel to Joint Base Elmendorf Richardson in Anchorage on Wednesday, June 15, 2011 to Thursday, June 16, 2011 to participate in the Northern Edge 2011 DV Day. He received the attached letter late last week from Lt. General Dana Atkins, Commander of the Alaskan Command, inviting him to observe up close “Alaska’s premier jointfield training exercise. The exercise incorporates units from Eielson, allowing him to see our residents and neighbors at work, and better understand the complexities and vitality of military training issues in Alaska. To minimize the expense of travel, the mayor proposed to drive the Admin car to Anchorage and stay overnight in a cheap hotel. Funds have been budgeted and will come from line item 01-01-00-7004 / Travel as follows:

<u>Item</u>	<u>Cost per day</u>	<u>Estimated Total</u>
Hotel (tbd)	est. \$125	\$125
Per Diem	est. 2 days @ \$42	\$ 84
Gas	est. 3 tanks (15 gals/per @ \$4.25/gal	\$191.25
		\$400.25

## **Public Comment**

None

**Mr. Jones moved to Approve Travel For Mayor Isaacson To Travel To Anchorage To Observe Northern Edge 2011**

**Seconded by Mr. McCarthy**

**Discussion**

None

**PASSED**

**YES –6 –Holm, McCarthy, Arnold, Hunter, Jones, Isaacson**

**NO – 1 - McGhee**

**Abstained- 0**

**AWARD OF RFP FOR ROUNDABOUTS TO HAWKS FARM & GARDEN CENTER, INC.**

Mr. Butler said the city put out an RFP for the roundabouts. They had one submission which was Hawks Farm & Garden. The proposal did not respond to all of the design proposals and he recommended that the city not award this and to have the city do these projects in-house.

**Public Comments**

None

**Mr. McGhee moved to Not Approve the Heel proposal and to authorize the city to proceed with internal designs**

**Seconded by Ms. Arnold**

**Discussion**

None

**Mr. Holm moved to Amend the motion to make this project inexpensive defined as within the mayors spending authority of \$7,500 for total project.**

**Seconded by Ms. Hunter**

**Discussion**

Ms. Arnold asked what cost effective means.

Mr. Holm said that he would like this to be about 10% of the project of \$35,000 that was proposed in the RFP.

Mayor Isaacson said they may need to come back to council. NPEDC proposed \$25,000 per roundabout as a rough estimate. The mayor said there is a certain amount of money in the budget to do this.



Ms. Hunter suggested that they use more native plants, iris's, roses, etc.

Mr. McGhee called for the question

**On the amendment**

*Amend The Motion To Make This Project Inexpensive Defined As Within The Mayors Spending Authority Of \$7,500 For Total Project.*

**FAILED**

**YES –2 –Holm, Hunter**

**NO – 3 - McGhee, Arnold, Isaacson**

**Abstained- 0**

**On the main motion**

*Not To Approve The Heel Proposal And To Authorize The City To Proceed With Internal Designs*

**PASSED**

**YES – 3 – McGhee, Hunter, Isaacson**

**NO – 2- Holm, Arnold**

**Abstained - 0**

**COUNCIL COMMENTS**

**Ms. Arnold** – attended the Sulfolane meeting and added that it was found that it concentrates more in the leaves of vegetable but root vegetables are normally fine. She said it was an interesting meeting and there was a lot of commentary and how long some people had been dealing with Flint Hills. She apologized for not being able to attend the Finance Audit meeting on May 3, 2011 but will hopefully attend the next one.

**Ms. Hunter** – appreciates the fact that Mr. Butler spoke on Mr. Zastrows part. She is concerned about the lawsuit issue with Flint Hills.

**Mr. McGhee** – No Comment

**Mr. Holm** – No Comment

**Mayor Isaacson** - No Comment

**ADJOURNMENT**

**Mr. McGhee moved to adjourn the meeting of June 6, 2011**

**Seconded by Mr. Holm**

**No Objection**

The regular meeting of June 6, 2011 adjourned at 9:19 p.m.

**These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, June 20, 2011.**

---

**DOUGLAS W. ISAACSON, Mayor**

**ATTEST:**

---

**KATHRYN M. WEBER, MMC, City Clerk**