

**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, January 7, 2013 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

**CALL TO ORDER/ROLL CALL**

Mayor Ward called the regular City Council meeting of Monday, January 7, 2013 to order at 7:00 p.m.

***There were present:***

**Mr. Holm  
Ms. Hunter  
Mr. McGhee  
Mr. Nelson  
Ms. Sikma  
Mr. Smith  
Mayor Ward**

***Absent/Excused***

**Excused**

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

**INVOCATION**

Invocation was given by Councilman Nelson

**APPROVAL OF AGENDA**

**Mr. Nelson *moved to Approve the Agenda of January 7, 2013***

**Seconded *by Mr. Smith***

**Discussion**

None

**Mr. Nelson *moved to consent the following item on the agenda:***

**New Business**

- a. Annual Review and Appointment of Committee Memberships

**Seconded *by Mr. Holm***

**Discussion**

None

**On the amendment**

**PASSED**

**YES –6-** Holm, Hunter, Sikma, Smith, Nelson, Ward  
**NO – 0**  
**Absent- 1 -** McGhee

**On the main motion as amended**

**PASSED**  
**YES –6-** Holm, Hunter, Sikma, Smith, Nelson, Ward  
**NO – 0**  
**Absent- 1 -** Sikma

**APPROVAL OF MINUTES**

**Mr. Nelson moved to Approve the minutes of December 17, 2012**

**Seconded by Ms. Sikma**

**Discussion**

None

**PASSED**  
**YES –6-** Holm, Hunter, Sikma, Smith, Nelson, Ward  
**NO – 0**  
**Absent- 0 -**

**COMMUNICATIONS FROM THE MAYOR**

- Donna Gardino gave a presentation on FMATS and her role.

**COUNCIL MEMBER QUESTIONS OF THE MAYOR**

Mr. Smith asked about how someone would be able to get involved with Pick/Click/Give on the PFD site.

Mayor Ward stated that he should be able to get that information from the State website.

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

**Police Department, Chief Dutra**

- Officer Fisher achieved his Basic certificate.
- Will be offering a job to one applicant tomorrow. Should be additional one by end of week. Do understand we are still at minimums and these new officers will be 3-6 months from working.

- We had a business broken into here in NP last month. Case solved and charges forwarded.
- Recent article in the paper. Several mis-quotes. I went to police academy in Sitka not Juneau. I do not wear suit to work every day. And I am 26 not 46 years old!
- We are sending an officer to Ft. Greely for Memorial services for fallen Ft. Greely Police officer Greaser who died week before last while on duty at the gate. Our prayers are with him and his family.
- I just negotiated a new phone contract and reduced my phone charge by approximately \$200 a month.
- Please give Mrs. Weber the best evaluation possible her services to our department are excellent. We are thankful for her hard work.

**Fire Department, Chief Lane**

- None

**Accountant, Lisa Vaughn**

- The decision to not do a final amended budget for 2012 was not made lightly. This is not a violation of GASB or GAAP.
- I talked to the Finance Officers of a couple of places around the state to get their opinion:
- The City of Fairbanks does do year end budget for large variances. They also do a couple of budget amendments throughout the year as needed, such as any updated union agreements that might require salary increases. Their mayor can approve inter-department changes throughout the year.
- Soldotna's code allows for the city manager to make transfers, of up to \$20,000, throughout the year, within a fund. If increases to the appropriate for the fund are needed, they must be approved by council. They used to do a year end budget amendment but found that is more appropriate to make changes as they occur. They bring to council, throughout the year, through ordinances, any major budget items that need changed. Once the ordinance has been approved, the budget is changed for those line items.
- Kodiak, also does any major changes through ordinance, so that they can be booked to the budget at that time. They often do a mid-year amended budget as well.
- Sitka, used to do a quarterly review of the budget. Now under the direction of their new finance director, they make changes through the ordinance process.
- The Mayor and I are discussing additional recommendations to streamline our budget process. This will include provisions to keep council informed at the time of a major

occurrence that would affect the budget instead of waiting until an amended budget is brought forward.

- We feel that we should maintain our budget and not react to the budget. That changes should be made as they are needed not at year end. In this way, council will be kept informed of budget issues as they occur instead of waiting for amendments. We will do an amended mid-year budget in the summer not
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### **Director of City Services, Bill Butler**

#### **Building Department**

- No new building permits this period

#### **Public Works**

- Public Works staff are working to keep sidewalks plowed for pedestrians and have been removing the snow berms along Santa Claus Lane
- Constructing planters to add along Santa Claus Lane
  - Building in-house that will reduce cost by approximately 50%

#### **Utility Department**

- Met with our contract engineer from USKH to discuss plans to develop a RFP for renovation work in 2013 at the waste water treatment plant
  - Project would be funded with ADEC grant and Utility capital funds
- Meet with a PDC engineer requesting a preliminary proposal to develop a RFP for sewer lining project in 2013
  - Project would be funded with ADEC loan and grant
- An Alaska Supreme Court ruling could have an impact on delinquent utility account collections
  - Kodiak, a second class borough, was found not to have the authority to issue liens for unpaid utility bills
  - The City of North Pole as a first class city has all powers “not otherwise prohibited by law” under AS 29.35.250
  - The City attorney has recommended that the City determine its level of risk tolerance because the City could be challenged in court.

#### **Natural Gas Utility Board**

- Completed a draft of bylaws for approval by FNSB Assembly  
Next items board will be considering are beginning discussions with parties with a stake in the Fairbanks natural gas market; identification of a law firm to represent the utility board; and development of a job description for a general manager.

#### **Borough Representative**

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**City Clerk**

- I will be out of the office from January 16 – February 5, 2013. If you need assistance, Tricia Fogarty will be acting clerk while I am gone and she will be able to contact me at any time.
- I have entered in all employee annual step increases and FSA deductions for those employees that have requested it.

**ONGOING PROJECTS**

- Christmas In Ice

Ms. Sikma reported that they have had good turnout with the warm weather. Sculptures will be here until Wednesday and then will be destroyed and removed from the premises. Advertising has been great this year and they have had visitors from around the world.

**CITIZENS COMMENTS – 5 Minutes**

- None

**OLD BUSINESS**

None

**NEW BUSINESS**

Consent Agenda

**EXECUTIVE SESSION**

CITY CLERK EVALUATION –

**Ms. Hunter *moved to* adjourn into executive session to discuss the City Clerks evaluation**

**Seconded by Ms. Sikma**

**8:25 p.m. Reconvened**

**Mr. Nelson moved to come out of Executive Session**

**Seconded by Mr. Smith**

**PASSED Unanimously**

**COUNCIL COMMENTS**

**Ms. Sikma** – had a great Christmas and New Year and is happy the weather is warmer.

**Mr. Holm** – hopes everyone has a great evening and week.

**Mr. Smith** – hopes everyone had a good Christmas and wishes a Happy New Year to all.

**Mr. Nelson** – looking forward to another year on the council.

**Ms. Hunter** – will take up the mayors offer to come and speak with him about the new process and she wants to be assured that things are transparent. She has a concern of being inundated with too many resolutions.

**Mayor Ward** – wished everyone a great week and hopes 2013 is good for everyone.

**ADJOURNMENT**

**Mr. Nelson adjourned the meeting at 8:26 p.m.**

**Seconded by Mr. Smith**

The regular meeting of January 7, 2013 adjourned at 8:26 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Tuesday, January 22, 2013.



  
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Bryce J. Ward, Mayor

**ATTEST:**

  
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Kathryn M. Weber, MMC  
North Pole City Clerk