

**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, November 4, 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, November 4, 2013 to order at 7:00 p.m.

***There were present:***

**Ms. Holm  
Ms. Hunter  
Mr. McCarthy  
Mr. McGhee  
Mr. Smith  
Mr. Welch  
Mayor Ward**

***Absent/Excused***

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

Led by Mayor Ward

National Anthem sung by NPMS students, Lindsay Moisan, Ashley Roberts, Brittany Roberts, Shahiba Bhattarai, and Katie White

**INVOCATION**

Invocation was given by Councilman McGhee

**APPROVAL OF AGENDA**

**Mr. McGhee *moved to Approve the Agenda of November 4, 2013***

**Seconded by Mr. Welch**

**Discussion**

None

**Mr. McGhee *moved to consent the following items under New Business as follows:***

- c. Acceptance of AHSO Grant 154AL-14-01(C) in the amount of \$119,326.39**
- d. Award of design services for heating and cooling system in the Police Department to PDC, Inc.**
- e. Award of Bi-Directional Amplifier (BDA) & Distributed Antenna (DAS) bid to Procomm and authorize the Mayor and City Clerk to sign the Agreement for Professional Services.**
- f. Council approval of online surplus sale items**

**h. Resolution 13-17, a Resolution of the North Pole City Council, rescheduling the November 18, 2013 council meeting to November 25, 2013 due to the AML Conference in Anchorage, Alaska**

**Seconded by Mr. Welch**

**Discussion**

None

***On the Amendment***

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, Welch, McCarthy, Ward

NO – 0

Absent – 0

***On the main motion as amended***

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, Welch, McCarthy, Ward

NO – 0

Absent – 0

**APPROVAL OF MINUTES**

**Mr. McGhee moved to Approve the minutes of October 21, 2013**

**Seconded by Ms. Hunter**

**Discussion**

None

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, Welch, McCarthy, Ward

NO – 0

Absent – 0

**Executive Session**

**To Discuss personnel issues of the Police Department**

**Mr. McGhee moved to Approve the step advance for the Police Department personnel, Bruce Milne**

**Seconded by Mr. Welch**

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, Welch, McCarthy, Ward  
NO – 0  
Absent – 0

**COMMUNICATIONS FROM THE MAYOR**

- United Way Presentation by Karen Gardner
- Re-organization of council
  - Mayor Pro Tem – Michael Welch
  - Deputy Mayor Pro Tem – Sharron Hunter
  - Alternate Mayor Pro Tem – Elizabeth Holm

The North Pole City budget was made public on the 29<sup>th</sup> of October. It is available for review online at our website, [www.northpolealaska.com](http://www.northpolealaska.com) and at City Hall.

Thank you to the council members who attended the council orientation this last weekend. It was a great success and a special thank s to our staff that made it all happen.

Every third Friday of the month is Muffins with the Mayor. That means next Friday is Muffins with the Mayor from 8-10 AM here at City Hall. This is a time for the public to come and chat with the mayor, ask questions and solve the world’s problems. Muffins are homemade by Rachel Ward.

The proposed amendments for the 2013 budget will be presented in the December 2<sup>nd</sup> council meeting.

Please mark your calendars for budget work sessions next week, the dates and times are as follows:

Tuesday November 12<sup>th</sup> at 6PM, Bill Butler: Utility Dept., Public Works and Building Dept.

Wednesday November 13<sup>th</sup> at 6PM Chief Dutra: Police, Mayor Ward: Revenues

Thursday November 14<sup>th</sup> at 6PM Chief Lane: Fire, Kathy Weber: Admin- Clerks office

**COUNCIL MEMBER QUESTIONS OF THE MAYOR**

None

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

**Director of City Services, Bill Butler**  
**Building Department**

- No new building permit applications since last council meeting

### **Public Works**

- Christmas light displays installed in roundabouts and banners hung on 5<sup>th</sup> Avenue
  - Working with DOT to correct electrical problem in one roundabout
- Major department activities include preparing equipment—plows, skid steers loaders, etc. for winter work

### **Utility Department**

- Loss of flow to discharge channel in Tanana River where utility discharges treated waste water effluent
  - Working with ADEC to hold a planning meeting to begin resolving issue
  - Purpose of meeting is to focus on most realist and economical solutions
  - Tentative meeting participants
    - Dean Syta: City's engineer from USKH responsible for wastewater treatment rehabilitation analysis and design project
    - Mike Pollen: City's wastewater consultant
    - ADEC representatives from permitting, engineering plan reviewer, contaminated sites and grants administrator
    - Department of Natural Resources representative

### **Natural Gas Utility Board**

- IGU received and is reviewing proposals from firms to serve as a project manager—professional staff--to move forward creating a public utility if RCA grants the service area to IGU
  - IUG's volunteer board members have been performing these functions, but workload has reached the point where need fulltime staff to move forward
  - Goal is to identify a project manager to coincide with granting of service area

### **Police Department, Chief Dutra**

- Stats through October 31<sup>st</sup>.
- Just a reminder to the council about Nov 7th at 1300 hours graduation for Officer Milne at Pioneer Park.
- Drug Take back was a great success we had 23.05 lbs of drugs turned in.
- Halloween was a success we had no major problems and Glow Stick handout was fast we handed out 500 glow sticks in 1 and half hours. Warm weather brought out lots of kids. Received lots of compliments about extra officers and safety in the City.
- Attention to article in Daily News Miner: congratulations to Det. Stewart for his work on this case.

- Thank you Kathy Weber and Mayor Ward for your hard work on the budget packets and the city council orientation.

### **Fire Department, Chief Lane**

Lt. Kevin Haywood

- NFPD participated in a structural fire this afternoon. There was no loss of life but the building was a complete loss.

### **Accountant, Lisa Vaughn**

- Financial statements, for the general and utility funds, as of today, to help with your budget decisions. If you have any questions on the budget, please feel free to call me.
- I'm sorry I was not part of the presentations on Saturday. I have another commitment on Saturdays that I try not to break. I will, starting our next council meeting, be giving a couple of short presentations on the financial statements and the things I do in finance.
- I will not be at the budget meetings next week, as I have classes all three of those nights.
- Please feel free to contact me if you have any questions.

### **Borough Representative, Mayor Ward**

- There was nothing that concerned the City of North Pole.

### **City Clerk**

- I would like to start off by saying it is great to have a full council again and I look forward to working with all of you.
- The past two weeks have been spent on putting the budget together and Council Orientation. I hope everyone enjoyed Saturday. We are looking for feedback from each of you and will put out a survey to each of the council members so you can reply with suggestions for next year or what you would like to see more or less of.
- Five Council members and the City Clerk will be attending AML from November 17 - 21. I will have access to email and will be checking it throughout the conference. If you have any questions or concerns during the conference and need me for anything, please feel free to call or email me.
- Reminder that all council members have professional portraits taken as they hang above the front counter in City Hall. The City pays for this service and you should have received information on "Professional Portraits". New picture frames are being ordered along with new name plates.
- We are looking at a new company, Lincoln Financial, for the deferred compensation for employees. This is a benefit that employees can participate on their own. I met with them last week and they are very interested in working with the City of North Pole.

- I hope to have something to bring to you at the next meeting concerning your electronic device. I pads are an easy thing to adapt to and to carry around. However, while in Anchorage, the Mayor and I will be going to Best Buy and I will be speaking with other IT people to get you the best product that I can for the money.

**Here is a breakdown of the dates until the end of the year for budgeting and workshops.**

1. November 4, 2013 – 1<sup>st</sup> reading of the 2014 budget
2. November 12 – Budget Workshop for Utility, Public Works, and Building Departments
3. November 13 – Budget Workshop for Police Department, Revenues
4. November 14 – Budget Workshop for Admin, Professional Services, and Fire Department
5. All Budget Work Shops begin promptly at 6:00 p.m.
6. November 25, 2013 – 2<sup>nd</sup> reading of the 2014 NP Budget
7. December 2, 2013 – 3<sup>rd</sup> and final reading of the 2014 NP Budget

**ONGOING PROJECTS**

None

**CITIZENS COMMENTS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**TUITION REIMBURSEMENT FOR OFFICER EMILY GIBSON IN THE AMOUNT OF \$495**

Chief Dutra stated that he approved this in his budget and this course is needed for Officer Gibson's degree.

**Public Comment**

None

**Mr. McGhee *moved to* Approved Tuition Reimbursement For Officer Emily Gibson In The Amount Of \$495**

**Seconded by Mr. Welch**

**Discussion**

Ms. Hunter said she is did not think that any class that an employee took should be paid for by the City and that only classes that directly pertained to their career should be approved. She will vote on this based on the fact that Officer Gibson is changing her major.

Mr. McGhee said he too did not think that the comment by Chief Dutra stating that any class taken would be good for the department. He said this could be abused and this is not an open carte blanche to approve any class.

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, McCarthy, Welch, Ward

NO – 0

Absent – 0

**APPEAL OF WATER BILL FOR SEPTEMBER & OCTOBER 2013 BY JAMES VOGEL**

Mr. Butler stated that Mr. Vogel asked to be partially reimbursed for his water bill as his water softener was not working properly. The water was used because of a faulty piece of equipment.

Ms. Hunter asked if the customer was given a written excerpt from the code.

Mr. Butler said they are referred to the NPMC that is online

**Public Comment**

None

**Mr. McGhee *moved to Deny the Appeal of Water Bill for September & October 2013 by James Vogel***

**Seconded by Ms. Holm**

**Discussion**

Mr. McGhee said that the water was used because of faulty equipment and the other rate payers shouldn't have to pay for the used water.

Mayor Ward said that the City has set precedence.

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, McCarthy, Welch, Ward

NO – 0

Absent – 0

**ORDINANCE 13-14, AN ORDINANCE ESTABLISHING THE 2014 BUDGET AND LEVYING THE MILL RATE**

Mayor Ward introduced the 2014 Budget and Ms. Vaughn went through the booklet and informed council on the sections in the budget.

**Public Comment**

None

**Mr. McGhee *moved to* Introduce and Advance Ordinance 13-14, An Ordinance Establishing The 2014 Budget And Levying The Mill Rate**

**Seconded *by* Ms. Hunter**

**Discussion**

Mr. McGhee said he has been sitting on the council since 1998 and this is the first time he has seen the budget prior to the budget process. He asked the Mayor about the .5 mill rate and the amount in the 2014 budget.

Mayor Ward said that this was in part because of the decrease in property tax from Flint Hills Resources.

Mr. McGhee said he is concerned about the decrease in citation revenue. He asked if the Mayor felt good about the number in the impound lot and if they were under staffed or what the problem was.

Chief Dutra explained that this past year the department was under staffed and he is confident that this was the problem. This pulls officers off of the traffic and there was just not enough people on the road. He expects this to change this next year as they are fully staffed now. Currently the staff is giving more warnings that citations and he feels that his officers use good discretion and judgment.

Mr. McGhee said the Fairbanks Police Department got a bad reputation as their Chief wanted them to make more contacts and give citations. He hasn't seen the police patrolling in the City limits very much lately.

Mr. McCarthy asked about line item 18.

Mayor Ward said that municipal assistance that this is something that the state legislature sets. The legislature did not approve the municipal assistance last year and with things looking tighter this next year for the state, he did not feel comfortable relying on that revenue stream.

Mr. McGhee asked Chief Dutra about refilling positions in the department for 2014 and about equipment outlay.



Chief Dutra stated that this was for radio's and other equipment and not a vehicle.

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, McCarthy, Welch, Ward

NO – 0

Absent – 0

**COUNCIL COMMENTS**

**Mr. McCarthy** – no comment

**Mr. Welch** – no comment

**Ms. Holm** – excited to be on council for the next 3 years.

**Ms. Hunter** – enjoyed the orientation despite the fact she's been on council in the past. She thanked everyone for coming out and is grateful that we have a full council again.

**Mr. Smith** – thanked the departments for the great orientation and he looks forward to working on the budget the next few weeks. He asked that everyone drive safely.

**Mr. McGhee** – congratulated the new council members and those that have come back. He really appreciated the budget booklet and can't agree with a budget he hasn't had a chance to talk with department heads about. He also appreciated the United Way presentation and all employees that participate in the project. The new vests are very nice and he is looking forward to the new council and glad that Mike Welch is the Mayor Pro Tem and publicly representing the City. Mr. McGhee said he remembered when Mr. Welch presented the airmen on Eielson Air Force base with a coin and Alaska flag who were going to be deployed to Afghanistan. He also noticed Ms. Hunter who has done an excellent job representing the City. He told the other council member that for anyone taking this on, you represent the City as well as standing in for the Mayor. Mr. McGhee thanked the Mayor for what he has done.

**Mayor Ward** – gave special thanks to all the staff who came out and helped and the council members who attended. He wants them to be most educated council on things going on locally and around the state. Muffins with the Mayor is a good time to come and talk and that is held on the 3<sup>rd</sup> Friday of every month.

**ADJOURNMENT**

**Mr. McGhee adjourned the meeting at 9:17 p.m.**

**Seconded by Ms. Holm**

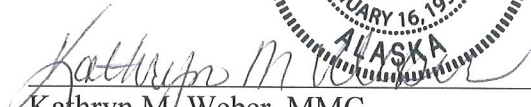
The regular meeting of November 4, 2013 adjourned at 9:17 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, November 25, 2013.



  
\_\_\_\_\_  
Bryce J. Ward, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Kathryn M. Weber, MMC  
North Pole City Clerk