

**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, July 21, 2014 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, July 21, 2014 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

INVOCATION

Invocation was given by Councilwoman Elizabeth Holm

APPROVAL OF AGENDA

Mr. McGhee moved to Approve the Agenda of July 21, 2014

Seconded by Mr. Welch

Discussion

None

Mr. McGhee moved to consent the following items under Old Business:

- a. Ordinance 14-08 An Ordinance Amending Title 2, Police Department, Section 2.20.080, Take Home Vehicle Usage and Cost
- b. Ordinance 14-09, An Ordinance of the City of North Pole, Alaska to Amend Title 2, Administration and Personnel, Chapter 2.16, Appointive Officers.

- c. Ordinance 14-10, An Ordinance amending Title 2, Chapter 2.25, by deleting Public Works Department and creating Division of City Services
- d. Ordinance 14-11, An Ordinance of the City of North Pole, Alaska to amend Title 4, Revenue and Financing, Chapter 4.16, Purchasing
- e. Ordinance 14-12, An Ordinance amending Chapter 10, Vehicles and Traffic, Section 10.01, State Regulations Adopted

Seconded by Mr. Welch

Discussion

None

On the amendment

PASSED

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

NO – 0 –

Absent – 0

On the main motion as amended

PASSED

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

NO – 0 –

Absent – 0

APPROVAL OF MINUTES

Mr. Welch moved to Approve the minutes of July 7, 2014

Seconded by Mr. McGhee

Discussion

None

PASSED

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

NO – 0 –

Absent – 0

COMMUNICATIONS FROM THE MAYOR

I will be taking some time off this summer (Thursdays and Fridays) If you would like to stop in please call and make an appointment to ensure I am here at City Hall. I always carry my phone if there is a need to immediately reach me.

I have scheduled a workshop for next Monday to explore future positions of the city in regards to sulfolane. We will have a facilitator from the Foraker Group to facilitate the workshop and a representative from the State of Alaska to discuss the processes involved in annexation to a city. The criticalness of this meeting is further emphasized by several announcements over the past two weeks. Specifically that a judge upheld a lower court ruling that Flint Hills waited too long to prevail in a lawsuit against Williams and that the State of Alaska, Flint Hills and Williams have engaged with Fairbanks Sewer and Water to provide a design set of plans for expansion of the Fairbanks water system to supply water to the area in the plume.

Bill Butler and I had a meeting with several interior legislators and FSW to go over their preliminary plans. The proposed plans do not include the needs of the City of North Pole.

I have received a call from Representative Doug Isaacson's office in regards to the new pedestrian facilities on St. Nicholas Drive. Representative Isaacson was concerned that the section from 8th to 5th was not being done as well (it already exist). Bill Butler and I brought it to the attention of FMATS and they agreed to fund the path and include it in the already funded project. Late last week Mr. Butler and I got a message from the DOT stating that none of the land owners between 8th and 5th wanted the upgraded bike path. I have forwarded the message to Representative Isaacson's office.

We have received several calls in regards to flooding basements due to the rain and the high water table. There is very little the City can do for flooding basements due to the water table. We are also asking people to make sure that any sump pumps that are in their basement are not hooked up to the city sewer mains. Water pumped into the system from an alternative source is not metered and increases the cost of the utility. If you have questions please call City Hall 488-2281.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

Mr. McGhee asked about the comments that Rep. Wilson has said on the radio about flooding in their basements and emergency funding.

Mr. Welch wanted to have the new sound system put in before the next meetings take place.

Ms. Hunter asked how a business can object to upgrades to the pedestrian path/sidewalk.

Mr. Smith asked if the City had contacted DOT about traffic counts in the City with the construction.

Ms. Holm moved to suspend the rules for 2 minutes at 7:42 p.m.

Seconded by Mr. Welch

Passed Unanimously

Mayor Ward brought the meeting back to order at 7:45 p.m.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

City Accountant, Lisa Vaughn

- None

Fire Department, Chief Lane

- Early next month they will start hydrant testing and pumper testing.
- New truck should be here in 4 weeks.
- Homeland Security grant request for plans vulnerability study based on March Alaska Shield Exercise, mobile radios for fire and police, and exercise on EOP exercise on the annex's. and help supplement the Expo for next year rental of Carlson Center and media.
- Received \$10,000 for EOP for fire chief.

Police Department, Chief Dutra

- Finally glad to announce we received \$185,686.75. This is the result of Detective Stewart's involvement with IRS task force. These funds are Equitable sharing funds and will be used according to guidelines.
- Estimates came in for roof repair at \$42,000. This includes the cost to fix PD roof, City Hall, and breezeway.
- Sgt. Stevenson is in Wisconsin taking motorcycle patrol course.
- Officer McBroom is in second phase of his training after returning to regular duty.
- We had a great turn out for our pre-bid conference for HVAC upgrades. Bids due Aug 1st.
- I will be leaving tomorrow night for class reunion- Lt. Rathbun will be in charge. Due back Monday.
- Officer Smith is out he and Mrs. Smith just had a baby girl. Congrats to them.

Mr. Welch asked Chief Dutra to update council on the staffing difficulties he is having in

his department.

Ms. Hunter said that she heard high school students were in the round a bouts advertising their car washes. She wanted to make sure that the high school was aware that it was illegal for them to be in there.

Mr. McGhee shared his story about going out of town with his 4 wheeler and being pulled over because he was in a State park.

Ms. Holm asked if it was illegal to drive a semi over the round a bouts. She also asked if it was illegal to drive 4 wheelers on the sidewalks.

Chief Dutra stated that it was not illegal for a semi to go over the round a bouts and that it was illegal to drive a 4 wheeler on the sidewalks.

Ms. Hunter asked if a driver should pull over in the round a bouts or wait until they go directly through it.

She was told that it would be safer to continue through the round a bout.

Director of City Services, Bill Butler

Building Department

- No new permits issued since June 16 meeting.

Public Works

- Weather is affecting Public Works projects;
 - On positive side, rainfall has reduced need for irrigation;
 - Fitness trail work hindered at site #5 due to muddy conditions;
 - Dog park work hindered by flooding;
 - Road stripping hindered by wet pavements;
- Saint Nicholas Drive project is winding down;
 - Pursued efforts to get section of sidewalk between 5th and 8th Avenues paved, but property owners were opposed.

Utility Department

- Resolution before the City Council to establish the City's priority capital project—Water Treatment Plant Emergency System Improvements Project;

- Grant applications are due on August 4;
- A City Council resolution will add 50 points to the Utility's application;
- Sewer outfall
- Flow returned to the sewer outfall channel on June 19 or earlier;
- Started process to turn state award for resolving sewer outfall issue into an active grant;
- No feedback from ADEC on the next steps for the Compliance Order;
- Sewer lift station project;
 - Initial renovation work has begun—demolition of mechanicals
 - Rainfall has the potential to affect the project schedule—need to lower water levels in lagoons, but experiencing higher than average flows

Natural Gas Utility Board

- IGU has awarded engineering contract to PDC Engineers for engineering of Phase 1—North Pole area
 - You may see surveyors on City streets investigating rights-of-way and easements for possible location of gas mains.
- IGU is at a critical juncture
 - Possibly will be signing a take-or pay gas supply contract as early as August 5th
- Take-or-pay contract is a significant commitment for the future

Borough Representative

- Mayor Ward spoke about the last borough meeting that he missed and the dump truck that we were using. The borough moved to charge the City \$3,000 for the truck. He appreciated the FNSB for letting the City use the truck to date.

City Clerk, Kathy Weber

- Laserfiche workflow is continuing. All ordinances, resolutions, minutes and current employee files have been scanned into the system.
- Laserfiche will be here for additional training on Tuesday, July 29th. We will be starting on property files, grants, and legal documents.
- Received a scholarship from Laserfiche for \$695 to attend their annual Laserfiche Institute in Anaheim, California from January 13 – 16, 2015.
- Working with Interior Fire Chiefs on the Emergency Preparedness Expo. The PIO's (Public Information Officers) Lanien Livingston of FNSB, Amber Courtney of City of Fairbanks and myself will be meeting with Tim Feavel tomorrow for updates to the flood control project and touring that facility. We will be working together to get information out to the community on the Expo.

- Pat Thurman of the Friends of North Pole Library dropped an invitation off for all elected officials and employees in North Pole for Saturday, July 26, 2014 from 1 – 4pm in celebrating and bidding a fond farewell to the beloved North Pole Branch Library. There will be refreshments, fun, and good memories shared.
- The Friends of North Pole Library are also looking for volunteers to work at the parade this year. For more information you can contact Pat Thurman at the Senior Center or leave a message at 459-1022.
- Dave Daniell officially retired on Friday, July 11th from the North Pole Fire Department. He has taken a position as Deputy Fire Chief with North Star.

**NOTICE OF ELECTION
DECLARATION OF CANDIDACY & FILING DATES
CITY OF NORTH POLE**

The Municipal Election for the City of North Pole will be held October 7, 2014. Declaration of Candidacy may be filed with the North Pole Clerk's Office at 125 Snowman Lane, from August 4, 2014 at 8:00 a.m. through August 15, 2014 at 5:00 p.m. for the following:

CITY OF NORTH POLE COUNCIL SEATS
(all offices serve at-large)

City Council Seat.....3-year term
City Council Seat.....3-year term

QUALIFICATIONS

A qualified voter who has resided within the state and the City of North Pole for at least **one year** prior to filing his/her declaration of candidacy is eligible to be a candidate for the City Council.

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|---|
| <ul style="list-style-type: none">• All elected officials are elected at large. |
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| <ul style="list-style-type: none">• A completed sworn Declaration of Candidacy and Public Official Financial Disclosure Statement must be filed with the clerk at the time of filing along with a \$25.00 non-refundable filing fee. Filers can file their POFD forms electronically via MyAlaska (https://myalaska.state.ak.us/apoc/form/), then print & sign a copy to file with the clerk. For more information contact APOC at http://doa.alaska.gov/apoc/ or 800-478-4176 |
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Withdrawal Deadline: A candidate desiring to withdraw may do so by filing a written request with the clerk no later than 5:00 p.m., August 22, 2014.

Primary election will be held on Tuesday, August 19th. Polls will be open from 7:00 a.m. through 8:00 p.m. For more information go to www.elections.alaska.gov.

General Election will be held on Tuesday, November 4, 2014.
Last day to register to vote in the general election is Sunday, October 5th.

ONGOING PROJECTS

- None

CITIZENS COMMENTS

Gary Galvin 2726 Parkway-

Mr. Galvin had the following written statement read into the minutes:

I have a couple different issues I would like to address –

First being North Pole Utilities and second being the unprofessionalism related to customer service in regards to North Pole Utilities.

The past two summers I have had a water main leak under my house located at 2726 Parkway. Both times this could have been prevented if cutoff valves were installed at street level at every individual residence/business. These cutoffs are installed in every city water system that I know of nationwide. I understand there would be an initial cost but it would have benefits for the city and the patrons. The City would be able to shut water off to homes/businesses and collect money for past due bills without having to go through a lien process and possibly never see the money unless a property is sold. A patron such as myself, could leave on vacation or work and not have the worry of a water leak as leaving heat or electric on to prevent freeze ups, because the circ pump option doesn't always work. For instance, the break I had last year, the pipe froze while the circ pump was operating. All you would have to do is call City Utilities and have them shut the street side valve off. There should also be some sort of red flag or alarm that is triggered in the system when excess water is being used on a daily basis. The wireless meters have the ability to update on the hour, and so should your computer systems, only knowing how much water is used on a month to month basis is ludicrous. You could have a break in the main and this could cause all kinds of issues, like a possible sink hole that a car or person could just fall through. Or what if a major burn happened and you needed water for emergency services, you would have no clue with the way your system is now.

Secondly, the unprofessionalism on the customer service in regards to any sort of answer on North Pole Utility questions while Tricia was out for surgery was dumbfounded. I called every other day and stopped in the office 3 – 4 times and never received any answers or what I could do about the water bill after the leak. I was referred to Bill Butler on the phone who had no answers, everyone else I talked to said they had no clue and it was Tricia's job. My question is where are

all the funds going to pay people if only one person has the answer to all the questions. It obviously does not seem to pay being honest with the City of North Pole. It would have been a lot cheaper to “accidentally” lose the meter than report I had a water break. I have given my phone number and tried over and over to work things out on my bill. I even wanted North Pole Utilities Lawyer to speak with me and he has not given me a call. I don’t know what else to do but I need some help on these issues.

Thank you for your time.

OLD BUSINESS

ORDINANCE 14-11, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 4, REVENUE AND FINANCE, CHAPTER 4.16, PURCHASING

Mayor Ward informed council that this was the second reading of the ordinance.

Public Comment

Chief Dutra spoke in favor of raising the limits on the ordinance.

Chief Lane agreed with Chief Dutra .

Mr. McGhee moved to amend Ordinance 14-11, an ordinance of the City of North Pole, Alaska to amend Title 4, Revenue and Finance, Chapter 4.16, Purchasing as follows:

Seconded by Mr. Welch

Mr. McGhee moved to amend Ordinance 14-11 as follows:

4.16.030 Section B. – *The limit of purchase of personal property, supplies, services or construction items with the approval of the City Council shall be limited to \$20,000 \$50,000 (~~twenty~~ fifty thousand dollars).*

4.16.040 Competitive sealed bidding.

A. Competitive Sealed Bidding.

1. *All items purchased by the City in excess of \$20,000 \$50,000 (~~twenty~~ Fifty thousand dollars) shall be awarded by competitive sealed bidding.*

Seconded by Ms. Holm

Discussion

None

On the amendment

PASSED

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

NO – 0 –

Absent – 0

On the main motion as amended

PASSED

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

NO – 0 –

Absent – 0

NEW BUSINESS

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

Mayor Ward stated that this was the first reading of the ordinance.

Public Comment

None

Mr. Welch moved to Introduce and Advance Ordinance 14-13, An Ordinance amending the 2014 Budget and Levying the Mill Rate

Seconded by Mr. McGhee

Mr. McGhee moved to amend the budget as follows:

01-01-00-7999	transfer to fund balance	-\$29,411
01-02-00-7091	transfer (out) to fund balance	+\$29,411
01-08-00-7014	PW vehicle maintenance	+\$2,000
53-00-00-7901	transfer to fund balance	-\$3,000
53-00-00-7001	expenditures (vehicle purchase from FNSB)	+\$3,000
54-00-00-7901	transfer to fund balance	-\$12,000
54-00-00-7001	expenditures (upgrade sound in chambers)	+\$12,000

Seconded by Mr. Welch

Discussion

Mayor Ward explained his amendments to the budget and that this would give the city a bit of wiggle room.

On the amendment

PASSED

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

NO – 0 –

Absent – 0

On the main motion as amended

PASSED

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

NO – 0 –

Absent – 0

ORDINANCE 14-14, AN ORDINANCE AMENDING TITLE 4, CHAPTER 4.09, HOTEL-MOTEL ROOM TAX

Mayor Ward updated council on the ordinance and stated that this was the first reading of the ordinance.

Public Comment

None

Mr. McGhee *moved to Introduce and Advance Ordinance 14-14, an Ordinance amending Title 4, Chapter 4.09, Hotel-Motel Room Tax*

Seconded by Mr. Welch

Discussion

None

Mr. Welch *moved to amend Ord. 14-14 as follows:*

Line 72 and 139 from 15% to 25% administrative fee.

Seconded by Ms. Hunter

Discussion

Mr. Welch explained his reasoning for his amendment.

Ms. Holm wanted clarification on the distribution of the remaining bed tax.

Mayor Ward stated that there is no remaining bed tax after distribution has been made.

Mr. McGhee said that the previous Mayor used this to balance the budget.

Mr. McCarthy said that he agreed with Mr. McGhee and didn't see the need to move from 15% to 25%.

Mr. Smith thought that this was being greedy and council wanted to encourage people.

There was more discussion among council members on the bed tax.

Mr. Welch called the question

On the amendment

PASSED

YES – 4 –Holm, Hunter, Welch, Ward

NO – 3 – Smith, McGhee, McCarthy

Absent – 0

On the main motion as amended

Discussion

Ms. Hunter had concerns on the scoring criteria. She would like to see the scoring process on paper.

PASSED

YES – 6 –Holm, Hunter, Welch, Smith, McGhee, Ward

NO – 1 –McCarthy

Absent – 0

RESOLUTION 14-16, A RESOLUTION ESTABLISHING THE WATER TREATMENT PLANT EMERGENCY SYSTEM IMPROVEMENTS PROJECT, THE FIRST PHASE OF WATER SYSTEMS IMPROVEMENTS, AS THE CITY OF NORTH POLE'S PRIORITY CAPITAL PROJECT FOR CALENDAR YEAR 2015

Mr. Butler gave an overview of the resolution and the priorities for the Utility system. He said this would upgrade the generator system and replace piping. He explained that if there is a resolution that accompanies the project it carries a score of 50 points. Mr. Butler said this could be a critical part of the scoring.

Public Comment

None

Mr. Welch moved to Approve Resolution 14-16, a Resolution establishing the Water Treatment Plant Emergency System Improvements Project, the first phase of water systems improvements, as the City of North Pole's Priority Capital Project for calendar year 2015.

Seconded by Mr. Smith

Discussion

None

PASSED

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

NO – 0 –

Absent – 0

COUNCIL COMMENTS

Mr. Smith – thanked everyone for all the information on all the ordinances and trying to manage what we have.

Mr. McCarthy- concerned during citizens comments on Gary Galvin and not being able to have dialogue with him. He would like him to know that there is no magic disconnect switch . He had to buy a fixture from Fairbanks Plumbing for a switch and didn't understand why the City can't do it. He said Mr. Galvin wanted to know why we couldn't monitor water meter and we could if we had another \$300,000.

Mr. McGhee – Alaska State Troopers are doing road rage monitoring. Never engage on the road with someone that is in a bad mood. Be careful and respect others.

Mr. Welch – is glad with what Mr. McCarthy said. We need to contact Mr. Galvin and explain that we don't have back up valves. He would be frustrated with the situation. He enjoyed the Golden Days parade and that it was only the 2nd time he was able to attend. There was a great turnout for the North Pole 4th of July parade. He hopes to be here for the July 28th workshop but will be out for surgery until the 2nd meeting in September.

Ms. Holm – she will try to attend the meeting but her baby is due any day.

Ms. Hunter – good to be back and had a great visit with family. Checked in with her mother and she is doing well. She missed the 4th of July parade for first time in 10 years but heard that it was a good full day of events.

Mayor Ward – the discussion on water system is something that he and Mr. Butler go round and round with shut off valves. Being in an arctic it is the owners responsibility to keep the system from freezing. The water was used and so the rate payers must pay. McDonalds is being reconstructed and he has gotten more calls from public for McDonalds being torn down. He said that Wendys has been inundated with customers and they have run out of product.

ADJOURNMENT

Mr. McGhee adjourned the meeting at 9:27 p.m.

Seconded by Mr. Welch

The regular meeting of July 21, 2014 adjourned at 9:27 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, August 4, 2014.



A handwritten signature in black ink, appearing to read "Bryce J. Ward".

Bryce J. Ward, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Kathryn M. Weber".

Kathryn M. Weber, MMC
North Pole City Clerk