

**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, August 4, 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, August 4, 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

**Excused

Excused**

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Councilman Smith

APPROVAL OF AGENDA

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

Seconded by Ms. Hunter

Discussion

None

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

- a. Request of bed tax from Christmas in Ice for 2nd quarter, 2014
- b. Appointment of John Poirrier to fill FNSB Historic Preservation Commission seat

Seconded by Mr. Smith

Discussion

None

On the amendment

PASSED

YES – 5 – McCarthy, Smith, McGhee, Hunter, Ward

NO – 0

Absent – 2 – Holm, Welch

On the main motion as amended

Discussion

None

PASSED

YES – 5 – McCarthy, Smith, McGhee, Hunter, Ward

NO – 0

Absent – 2 – Holm, Welch

APPROVAL OF MINUTES

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

Seconded by Mr. Smith

Discussion

None

PASSED

YES – 5 – McCarthy, Smith, McGhee, Hunter, Ward

NO – 0 –

Absent – 2 – Holm, Welch

COMMUNICATIONS FROM THE MAYOR

- Mrs. Holm texted me today and announced that she had her daughter Elise Joy Holm Sunday at 1:35PM. Congratulations to the Holm Family. Understandably she is not expecting to be in this evening.

- 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.
- Thank you to the council for your participation in the workshop last Monday. I would like to give a special thanks to the Assistant to the Attorney General, Steve Mulder, for making the time to come participate in our workshop. Since the workshop City Attorney Zane Wilson and I have written a letter to the AG asking for an invitation to participate in the discussions regarding sulfolane resolution. We are anxiously awaiting a response.
- Please be mindful of the engineers out surveying the City for the new gas system. They are preparing for construction to happen in 2015!
- 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
- Last week I had the pleasure of meeting with representatives from CAE a Florida based company that specializes in UAV's and simulator training. They were on a several day tour looking at Alaska and what we have to offer as one of the country's selected locations for UAV research. The cooperative agreement between UAF and the ARMY-AIR FORCE allows usage of the JPARC Training grounds for Research and Development- commercialization of UAV technology. The unmanned vehicle technology has the potential to bring millions of dollars into the state of Alaska.
- Tomorrow is the celebration dedicating the bridge over the Tanana River in Salcha. The celebration begins at 12:00 and goes till 2PM. I plan on representing the City of North Pole and afterword I am meeting with Senator Lisa Murkowski to discuss issues in North Pole.
- Rachel and I are also proud to announce that she is 8 weeks pregnant and is due March 10th 2015! We are excited to have our first child (peanut).



COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- Incident summary of offenses (all offenses) for July 2014.
- Sgt. Stevenson has successfully passed motorcycle patrol course
- Bids came back from HVAC contractors Range is \$218,000 to \$140,000. Will have on next meeting's agenda. We do not have enough money to complete the A/C. I want to thank Mayor Ward, Bill Butler and Kathy Weber for their help.
- We have just purchased rapid response equipment for patrol. This equipment along with tactical plates will provide better protection for officers responding to active shooter calls.
- Two roof estimates have come in waiting on third range is \$42,000 to \$64,000. Good news is we have been authorized to use funds from Asset forfeiture to pay for these repairs. Although the repair to City Hall cannot be paid for out of these funds.
- Officer Bean has officially put in her resignation. We are advertising to fill this position.
- The High School was broken into and vandalized last week. Through the efforts of Officer Gibson and Detective Stewart they were able to identify the suspects.
- Just found out the SEDU vehicle is due to arrive in Anchorage in late August.
- We will have saturation patrols during the National DUI crackdown August 13 – Sept 1st. We have been authorized 30 hours for this period. I want to thank Lisa Vaughn for all her work on the financials related to these grants. A lot of time and effort goes into keeping them going.

City Accountant, Lisa Vaughn

- A few weeks ago, I met with Gary Hutchinson, our auditor. He and I spent a couple of hours going over ideas of what we want to do with the Chart of Accounts to create a structure that they need for audit but that will also work for what I need to do. We will be meeting again, after I have had time to start putting together a rough draft. When we do this, we can also set up some "mapping" of accounts (ie) set up accounts so that they break out differently on various reports.
- When making the transition to the new account codes, we will also be looking at what changes we need to make some changes to financial reports such as the budget worksheet. These changes can be done at the same time.

- Finally, I will be asking Caselle about changing our employee numbers to four digits instead of our current three digits to allow for more employees under each set of numbers.

Fire Department, Chief Lane

- None

Director of City Services, Bill Butler

- None

Borough Representative

- None

City Clerk, Kathy Weber

- Laserfiche workflow is continuing. All ordinances, resolutions, minutes and current employee files have been scanned into the system.
- Laserfiche was 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 \$1200 to attend their annual Laserfiche Institute in Anaheim, California from January 13 – 16, 2015. Michelle Myhill and myself will be attending that conference.
- 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 met with Tim Feavel on 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. If you have never been to the Chena Lakes Project or the Corps of Engineers building, I urge you to visit that facility. It is an amazing building.
- If you are interested in running for City Council you can come by City Hall and pick up a packet. Filing opened today at 8:00 a.m. and will close on Friday, August 15, 2014 at 5:00 p.m.

**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.

- | |
|--|
| <ul style="list-style-type: none">• All elected officials are elected at large. |
| <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 |

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

- None

OLD BUSINESS

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

Public Comment

None

Mr. McGhee moved to Approve Ordinance 14-13, an ordinance amending the 2014 budget and levying the mill rate

Seconded by Mr. McCarthy

Discussion

None

Mr. McGhee moved to amend Ordinance 14-13 as follows:

| | | |
|---------------|-------------------------------------|-------------|
| 33-00-00-4001 | IRS Revenue | +185,686.75 |
| 33-00-00-7000 | IRS Expenditure | +117,000 |
| 33-00-00-7091 | Transfer to Fund Balance | +68,686.75 |
| 54-00-00-5900 | Cap Proj Transfer to fund balance | -6,000 |
| 54-00-00-5901 | Cap Proj transfer from fund balance | +6,000 |
| 54-00-00-7001 | Cap Proj expense | +12,000 |

Seconded by Mr. McCarthy

Discussion

None

On the amendment

PASSED

YES – 5 –McCarthy, Smith, McGhee, Hunter, Ward

NO – 0 –

Absent – 2 – Holm, Welch

On the main motion as amended

PASSED

YES – 5 –McCarthy, Smith, McGhee, Hunter, Ward

NO – 0 –

Absent – 2 – Holm, Welch

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

Mayor Ward stated that this was the 2nd reading of the ordinance.

Public Comment

Ron Jones, 2410 San Augustin

Mr. Jones spoke to certain parts of the ordinance and wanted clarification on certain items.

Dawn Murphy, Explore Fairbanks

Ms. Murphy addressed the increase from 15% to 25% for administration. She also wanted clarification on other parts of the ordinance.

Mr. McGhee moved to Adopt Ordinance 14-14, an ordinance amending Title 4, Chapter 4.09, Hotel-Motel Room Tax

Seconded by Mr. McCarthy

Discussion

Mr. McGhee commented on different aspects of the ordinance. He said that this ordinance would make organizations more responsible to the City of North Pole and bring more sustained economic development. He said we are a bedroom community and that we should recognize that.

Mayor Ward clarified some of the questions that the public had.

Ms. Hunter asked for clarification on who the organizations would report to.

Mayor Ward said that it would be the Chief Financial Officer who is Lisa Vaughn.

Mr. Smith said that he felt it would be good to come back to the council.

Ms. Hunter was concerned about the reporting of expenditure before they could receive the last 10% of the funds.

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

C. Organizations and agencies will be required to report to the ~~North Pole City Council~~ City of North Pole that funds were used exclusively for the purposes stated in the grant application. Ten percent of these appropriations will be withheld until the complete report is filed with the chief financial officer ~~and ratified by council~~. Prior to receiving any funding under this section, applicants must agree to reimburse the city the full amount of any grant proceeds not used for the purposes stated on the application.

D. The city council establishes the following grant guidelines and process for the selection, application and distribution of bed tax funds.

(1) The City of North Pole stipulates that applicants must provide and indicate to the council on the appropriate forms supplied by the City of North Pole the following information:

a. If an applicant has the disbursement responsibility for other organizations, they must list all organizations that they represent.

b. The applicant must complete the application in its entirety and may submit financial information in their format including:

- 1. Balance sheet for the last fiscal year.*
- 2. Income and expense statement for the last fiscal year.*
- 3. Applicant's projected budget for the upcoming year.*
- 4. Wage and salary information for employees for current and upcoming year.*

c. An applicant must answer questions in the order provided.

(2) A successful applicant is required to report to the North Pole City Council City of North Pole how bed tax funds were spent. Ten percent of these appropriations will be withheld until a report is filed with the chief financial officer and ratified by council.

On the amendment

PASSED

YES – 5 –McCarthy, Smith, McGhee, Hunter, Ward

NO – 0 –

Absent – 2 – Holm, Welch

Discussion

None

On the main motion as amended

PASSED

YES – 5 –McCarthy, Smith, McGhee, Hunter, Ward

NO – 0 –

Absent – 2 – Holm, Welch

NEW BUSINESS

Consent Agenda

COUNCIL COMMENTS

Mr. Smith – thanked council for the great workshop on Monday. Watch for children.

Mr. McCarthy- was a little disappointed in talk radio about the borough vehicle and not a mention of the \$185,000 that the City received.

Mr. McGhee – stated that he will not be here for the meeting of August 18th. Congratulations to the Mayor and his wife and to Ms. Holm for delivering a new baby at home. He too was very happy with the meeting last Monday. He was also taken back with the option of possibly selling the utility.

Ms. Hunter – congratulations to the Mayor and his wife. The new library is looking beautiful. It was a very good workshop last Monday and a lot of good information was taken from that.

Mayor Ward – good night.

ADJOURNMENT


Mr. McGhee adjourned the meeting at 8:07 p.m.

Seconded by McCarthy

The regular meeting of August 4, 2014 adjourned at 8:07 p.m.

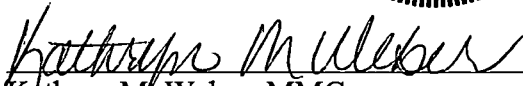
These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, August 18, 2014.





Bryce J. Ward, Mayor

ATTEST:



Kathryn M. Weber, MMC
North Pole City Clerk