



**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 17, 2015 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 17, 2015 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

CALL TO ORDER/ROLL CALL

Mayor Ward called the regularly scheduled meeting of the North Pole City Council to order on Monday, August 17, 2015 at 7:00 p.m.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Councilman McGhee

APPROVAL OF AGENDA

Mr. McGhee moved to approve the Agenda of August 17, 2015

Seconded by Mr. Smith

Discussion

None

Mr. McGhee moved to amend by consenting the following items:

Old Business

- a. Ordinance 15-12, An Ordinance of the City of North Pole, Alaska to accept the Alaska Department of Environmental Conservation Municipal Matching Grant #63324 totaling \$1,960,000 for lift station rehabilitation

- b. Ordinance 15-13, An Ordinance of the City of North Pole, Alaska to allocate resources to repair City Hall \$1,960,000 for lift station rehabilitation.

Seconded by Mr. Smith

Discussion

None

On the Amendment

PASSED

Yes: 6 –Holm, Smith, McCarthy, Hunter, McGhee, Welch, Ward

No: 0

Absent: 1 - Welch

On the agenda as amended

PASSED

Yes: 6 –Holm, Smith, McCarthy, Hunter, McGhee, Welch, Ward

No: 0

Absent: 1 - Welch

APPROVAL OF MINUTES

Mr. McGhee moved to Approve the minutes of August 3, 2015

Seconded by Mr. Smith

Discussion

None

PASSED

Yes: 6 –Holm, Smith, McCarthy, Hunter, McGhee, Welch, Ward

No: 0

Absent: 1 - Welch

COMMUNICATIONS FROM THE MAYOR

During the last Assembly meeting the Fairbanks North Star Borough approved a grant to the City for \$15,000 toward the construction of the Gabe Rich and Scott Johnson Memorial Park. We have had great support from the community and local businesses.

The FNSB has released the Zoning Ordinance for Marijuana goes before the Planning Commission tomorrow evening at 7pm. If you are interested in the ordinance please visit the FNSB website and or attend the planning commission meeting to share your concerns. It will be before the FNSB Assembly on the 18th of August if you are interested in attending. NOTE: the FNSB has all zoning powers over the Cities and we are still in need of a planning commissioner for the City of North Pole.

Tomorrow from 4:30-7:00pm the Alaska Department Of Environmental Conservation (ADEC) will be hosting a sulfolane workshop at the North Pole Library. ADEC will be talking with the public about the Sulfolane standard, the ongoing health testing and the zoning overlay ordinance the City is working with the FNSB on.

Tomorrow from 5:00-8:00pm the CORE group will be meeting to go over strategic planning training and planning. If you are in the CORE group please mark your calendars and if you are just interested in attending please come.

Our Guest from our Sister City, Itadori, Japan, were here last week. Thank you to all of our community homestay families for helping to make our guest stay a wonderful experience. City Hall hosted the welcome and goodbye parties on Wednesday, Aug 5th and Monday, August 10th.

The state STIP (Statewide Transportation Improvement Plan) came out recently and there is concern about the funding allocated to the Northern Region. In the past Northern Region has received approx. 40% of statewide transportation funding. Under the proposed STIP the Northern Regions allocation is approximately 14%. Northern Region has 70% of all National Highway Road Miles in the state of Alaska.

This Friday is Muffins with the Mayor, Please mark your calendars and come have some muffins and coffee to start your day, we can and do talk about anything important to in your community.

Friday is also the Friends of the North Pole Library reception for Dr. Gianni who donated over 100 unique pieces of artwork to the Library foundation, several which are here at our new local library. The event is from 2:00-4:00pm at the New North Pole Library.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Finance, Tricia Fogarty

I have financials for you today and as you review them you will see that we have gone over budget on a few line items. We will be getting together a budget amendment to bring forth to council.

The first week of August I attended a week long class given by GFOA (Government Finance Officers Association). It was an intensive introduction into GASB rules. The class went over the purpose of fund types. They took an hour to discussion internal controls. GFOA offers an eight hour class on internal controls, which I think that the Mayor or the Clerk should attend. It teaches what policy's we need to develop in order to be in compliance. This issue has been an audit finding for the City.

- Council members had questions of the accountant on the Accounts Receivable report on various accounts.
- Ms. Holm had a question on various utility accounts that were over on the budget
- Mr. McGhee asked about the outstanding business licenses.
- Mr. Smith asked about the borough property tax.
- Ms. Holm asked about the credit card fees in utilities.
- Ms. Hunter questioned some of the delinquent utility account that was no longer in business.

Police Department, Chief Dutra

- 1) Abduction case –
 - a. Lt. Rathbun, Sgt. Bellant, Officer McBroom, Officer Jed Smith, myself
 - b. FBI – SA Stone and Lambert
 - c. Agencies – FPD, AST, FWYPD, UAAPD, Eielson AFB 354th SF, DAO all assisted
 - d. Recognition and gratitude
 - e. Thankful the girls are safe. Parents for cooperation
- 2) Det. Kvittem is now gone and his position will be held open in patrol until Ofc. Phillip McBroom returns in November.
- 3) Drug take back September 26th 10-2. Please spread the word.
- 4) Delay in kicking off our anti-theft campaign
- 5) Memorial Park -

Fire Department, Chief Lane

- Preparedness Expo is Saturday, September 19, 2015.
- Class on Debris Management and other professional development classes.
- PIO class will be held in North Pole funded by DHS.
- ISO inspection on Friday. NPF is currently a 3. Chief Coon has been working diligently on getting all the paperwork together.
- Letter from Dr. Marshall is in the packet. He gave kudo's to our fire department.
- Captain Kevin Haywood was a spotlight in the Daily Newsminer.
- Richard Hagen and Tod Chambers received an award from American Heart Association for their exceptional work in CPR.

Mr. Smith commented about an accident on Badger Rd and spoke of how agencies work together.

Ms. Holm asked about the ISO inspection and what it would cost the City.

Mr. McGhee asked about the cancelled fireworks sales.

Chief Lane stated that the fireworks vendors will come forward and let the City know when they will open for sales.

Mr. Smith asked about volunteers in the Fire Department and how someone would go about attending.

Ms. Holm asked about how the ISO is funded. She also wanted to know if the 2nd ladder truck would make a difference in the ISO rating.

Chief Lane spoke about the how the ISO rating is obtained.

Borough Representative

- Accept money for memorial park
- School starts this week
- Ignition program implemented throughout the FNSBSD

Director of City Services

Building Department

- Three building permits issued since last Council meeting
- Plans have begun to be submitted for the senior housing project in Stillmeyer Subdivision
 - Contractor's goal is to install buried utilities this fall and construct foundations for three buildings in this first phase.

Public Works

- Musical Park equipment installed at Terry Miller Park.
 - Fairbanks News Miner ran a story about the park in this past Sunday's paper

- Planned “ribbon cutting” scheduled for Monday, August 24 at 11:00 am.
- Fish & Wildlife Service volunteer youth group has completed rain gardens at Police Station.
- Public Works staff are focusing on brush cutting around the City
- Additional road striping planned after brush clearing if the weather cooperates
 - DOT did some limited striping on Santa Claus Lane about a month ago.

Utility Department

- Request before the Council to accept \$1.9 million Municipal Matching Grant for third phase of sewer lift station rehabilitation.
 - If Council approves accepting the grant, the Utility will move immediately to amend the engineer’s contract from Phases 1 & 2 to include Phase 3.
- Senior housing project is proposing to build a water circulation loop through the new development and install new sewer mains.
 - The intention is to transfer ownership of the new water and sewer mains to the City
 - Final acceptance of such infrastructure will rest with the City Council.

Natural Gas Utility Board

- Gas line installation within the City is approximately 80% completed (they are on schedule to be substantially complete by October 1).
- On Tuesday, IGU will be interviewing for a General Manager
- IGU will be in discussions and making a decision this week if it wants to proceed with being the Local Control Entity to manage the combined Fairbanks Natural Gas and IGU service areas.

City Clerk, Kathy Weber

- The last 2 weeks have been spent in the archive room at the NPPD going through records, tagging records to be destroyed and cataloging. Aaron Jacobson has done an amazing job helping to get this part of the project completed. There is still a lot of work to be done we are seeing the light at the end of the tunnel. We were able to destroy over 100 boxes to help free up room for current records.
- We have received boxes of legal documents from Zane Wilson and will start to scan them into our laserfiche system. These will be categorized for easy access for future reference for the City Attorney and Council.
- Reminder – There is a Strategic Planning Workshop on Tuesday, August 18th from 5:00 pm – 8:00 pm. Dinner will be provided.

- Filing closed on Friday at 5:00 p.m. to candidates to file for elective office and be put on the October 6th ballot. Interested parties can still run a write-in campaign but must file paperwork with the clerk's office. Their name will not appear on the ballot and they must still adhere to APOC and the Declaration of Candidacy forms.

CITY OF NORTH POLE SEATS

Mayor3-year term
(all offices serve at-large)

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

The two council seats that are up are Ms. Hunter who is term limited and Mr. Welch.

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. |
| <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 Friday at 5:00 p.m., August 21, 2015.

- Reminder – the next council meeting will be held on Tuesday, September 8, 2015 as Monday September 7, 2015 is Labor Day and a City holiday.
- Working with the local schools again this year with Students of the Month.
- Will be attending a PIO class at the fire department on September 16,17,18, 2015.

ONGOING PROJECTS

Strategic Planning – Shelly Wade & Molly

- July participated in Summer Fest. 11 people submitted survey
- Would like all council members to fill out survey

- July & August things have moved slowly and been in process of reviewing background documents. Continue to learn about new things and have radius study in hand.
- Conducting a series of one on one interviews with people in the community. They will be doing 12 of those interviews this week.
- Hoping to speak with ARRC, DOT and other folks.
- Will be doing a presentation at the Senior Center and interviewing Karen Kubaki.
- Would like to interview council members and department heads.
- Will be asking to interview the NPEDC board.
- Corps team training will be held tomorrow.

CITIZENS COMMENTS

Santa Claus – PO Box 55122, North Pole, AK

Mr. Claus stated that he had picked up a packet to run for office and then decided not to. He said he was waiting to see what was going to happen with the strategic planning was going to go. He doesn't feel that the City is interested in growing and therefore it is a no win situation for candidates. Santa Claus said he will be interested in seeing where the strategic plan will be going.

Chief Lane gave kudo's to the Public Works Department for all their hard work at the Terry Miller Park and at City Hall grounds.

NEW BUSINESS

APPROVAL OF COUNCIL FOR TRANSFER OF LIQUOR LICENSE FROM FAIRBANKS TO PAGODA RESTAURANT

Ms. Weber explained the transfer of the liquor license from Fairbanks to Pagoda in North Pole. She recommended that the council make a motion of non-objection.

Public Comment

Santa Claus stated that he is in favor of the transfer of liquor license.

Mr. McGhee made a motion of Non-Objection to the transfer of liquor license from Fairbanks to Pagoda Restaurant

Seconded by Mr. McCarthy

Discussion

None

PASSED

Yes: 6 –Holm, Smith, McCarthy, Hunter, McGhee, Welch, Ward

No: 0

Absent: 1 - Welch

APPROVAL OF EXTENSION OF PREMISES FOR MOOSE LODGE #306

Ms. Weber informed council of the status regarding any outstanding debts owed to the City from the Moose Lodge. There were none. She recommended a motion of non-objection on those findings.

Public Comment

None

Ms. Holm made a motion of non-objection for the extension of premises for Moose Lodge #306.

Seconded by Ms. Hunter

Discussion

Mr. McGhee stated that he does not agree with this and would like to have partitions.

Mr. McCarthy stated that they could approve it with a stipulation that there be partitions

Ms. Hunter asked if this is something that the council can stipulate or what their hours would be as they are by a daycare center.

Mr. McCarthy said that with the planning department we could ask them to do that.

Mr. Smith said he liked the fact that they should approve it and then build it.

Mr. McGhee said that he spoke to the Moose about a privacy fence. His concern is that there is a daycare and apartment complex. With the issue of marijuana, he would like to , with there track record he would like to see someone here to represent the Moose Lodge .

Ms. Holm moved to postpone until September 8, 2015

Seconded by Mr. McCarthy

Discussion

Ms. Holm said this gives an opportunity to look into zoning laws and give the residents an opportunity to give feedback to the City.

Ms. Hunter said she wanted clarification and that she did not want to postpone on this issue. She wanted to see the council take action and request that a privacy fence be installed before the council would pass this.

Mr. McGhee agrees with Ms. Hunter and simply put felt the council should write a letter and tell the Moose Lodge that they need a privacy fence. He felt there was no point in postponing it until the next meeting.

On the motion to postpone

FAILED

Yes – 1 - Holm

No- 5 – Smith, McCarthy, Hunter, McGhee, Ward

Absent- 1 – Welch

Mr. McGhee moved to direct the Mayor to send a letter to the ABC Board to state the council's objection to the extension of the Moose Lodge #306 request unless a privacy fence is constructed to prevent viewing by the apartment complex and daycare center

Seconded by Ms. Hunter

Discussion

None

PASSED

Yes: 6 – McCarthy, Smith, Hunter, Holm, McGhee, Ward

No: 0

Absent: 1 - Welch

EXECUTIVE SESSION

Mr. McGhee moved to recess into executive session to discuss North Pole vs Flint Hills, LLC litigation

Seconded by Ms. Hunter

Passed by unanimous consent

Mayor Ward brought council out of executive session at 9: 27 p.m.

COUNCIL COMMENTS

None

ADJOURNMENT

Mr. McGhee *moved to adjourn the meeting at 9:27 p.m.*

Seconded by Mr. McCarthy

The regular meeting of August 17, 2015 adjourned at 9:27 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, September 8, 2015.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk