



**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, September 21, 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, September 21, 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, September 21, 2015 at 7:10 p.m.

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

Led by Mayor Ward

**INVOCATION**

Invocation was given by Councilwoman Holm

**APPROVAL OF AGENDA**

**Mr. Welch *moved to* approve the Agenda of September 21, 2015**

**Seconded by Mr. McGhee**

**Discussion**

None

**Mr. Welch *moved to* amend by consenting the following items:**

**New Business**

- b. Approval to extend the City's Snow Removal contract with Hawks, LLC for the period October 1, 2015 to September 30, 2016 at the rate of \$9,000 per snow removal event

c. Approval of the professional services agreement with Stantec to provide engineering services totaling \$261,678 for the Phase 3 Lift Rehabilitation Project

**Seconded by Mr. McGhee**

**Discussion**

None

**On the Amendment**

**PASSED**

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

No: 0

Absent: 1 - McCarthy

**On the agenda as amended**

**PASSED**

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

No: 0

Absent: 1 - McCarthy

**APPROVAL OF MINUTES**

**Mr. Welch *moved to* Approve the minutes of September 8, 2015**

**Seconded by Mr. McGhee**

**Discussion**

None

**PASSED**

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

No: 0

Absent: 1 - McCarthy

**COMMUNICATIONS FROM THE MAYOR**

Every third Friday of the month 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 the community.

The Festival Committee is calling on all organizations and community groups that do events in North Pole to participate in a planning effort to identify all of the wonderful activities that our community does each year. The idea is to sort all events by calendar quarter and put together an annual events agenda for each year. The second part of this effort is to see where organizations can assist or help each other out to make our community events even better. The first meeting will be September 22<sup>nd</sup> here at City Hall and then every first and second Tuesday of the month until the end of the year.

I had a meeting with the President of the Railroad last week to go over the railroad impacts to the North Pole Community. It has been a year since the railroad moved to daytime shifts and there have been no issues to date. People have expressed concern about the safety of having rail movement during the day but the crews have been doing a great job keeping people safe and it is a much desired reprieve from the 2am horn blast for those of us that live near the 'tracks' Also the Rail road is doing the second annual Hoodoo Choo Choo this next Saturday, it's a round trip train ride from Fairbanks to Nenana and it departs Fairbanks at 4pm on Saturday September 26<sup>th</sup> and returns at 830pm.

Saturday was the Mayors Bowl and unfortunately our North Pole Patriots were defeated by the Lathrop Malamutes. The Game was fun and was played at the Lathrop Field, our guys gave it a good go but the Mayors Bowl remains in the hands of the Malamutes.

This Saturday was also the Preparedness fair at the Carlson Center. Special thanks to all of the folks who helped make this event a success. Please think about what you can do to be prepared for a disaster and what your role may be in the community.

Tonight is the F-35 EIS at North Pole Middle School. It started at 6pm and will go until about 9. Tomorrow will be At Delta and Wednesday will be same time at West Valley High School. Please make the time to show your support for this great opportunity for our community.

#### **COUNCIL MEMBER QUESTIONS OF THE MAYOR**

Ms. Hunter asked if the Mayor was supposed to wear the jersey of the winning team to the Council Meeting and why Mayor Ward was not wearing it.

Mayor Ward stated that he had not received one from Lathrop and would possibly wear it at the next meeting.

Ms. Holm asked what time the Festival committee would be meeting. Mayor Ward responded with 6:00pm and the meetings will the first and third Tuesday of the month.

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

**Finance, Tricia Fogarty**

- Received an email from the Dept. of Justice today on a deposit we will be receiving.
- Started working with Mayor Ward on the chart of accounts and have talked to Caselle on getting this project finished.

Mr. Smith asked about the chart of accounts and about the PFD garnishments.

Tricia told him that the requests have been made for the garnishments and we should hopefully be receiving a little bit more than budgeted.

**Police Department, Lt. Rathbun**

- Lt. Rathbun gave Office Missimer his Alaska Police Standards Certificate.
- MOI (Method of Instruction) class was given at North Pole last week.
- PIO (Public Information Office) class was attended by many employees this past week at the NPPD Annex.
- Preparedness Fair was well attended.

Mr. McGhee wanted to thank North Pole's finest for doing a good job and said he was very grateful for them.

Ms. Hunter asked if the NPPD was watching the stop sign at the Crossway train crossing.

Lt. Rathbun said that they have been concentrating on the schools and that they could watch that area if so requested by council.

Mr. McGhee asked why the railroad didn't put up a traffic revision sign.

Mr. Welch asked about the speed limit signs in the traffic circles and wondered why there was only one sign in one traffic circle and nothing in the other two. Also how do we get this fixed?

Lt. Rathbun said that they would go about making a request through DOT to get some more signs added.

Mayor Ward said that it is a state road and that DOT is responsible for that.

**Fire Department, Deputy Chief Coon**

- Firefighter 1 class at the NPPD
- Five new applicants for volunteer firefighters who came through University program.
- Preparedness Fair was well attended.

- ISO was a big project and they are very thankful for everyone especially the guys in the water department, they were really helpful and are a big reason we are going to get such a good grade.
- PIO class was taken over at NPFDA annex. It was very helpful training.
- October is fire prevention month.

Mr. Smith asked about the fire prevention month do you guys hand out smoke detectors to residents. He also asked about the volunteers from the University program and if they would be getting more training.

Deputy Chief Coon stated that they do make the smoke detectors available and prefer to install them unless the home owner is comfortable doing it themselves. He also stated they would be getting more training for the volunteers.

### **Borough Representative**

- The FNSB has looked at the zoning ordinance and will be going through a lengthy process. He said that they are going through a licensing process and will update as things progress.

Ms. Hunter asked about the licensing and what it would be for.

Mayor Ward told her there would be a licensing process just like for any other business for example: business license, liquor license, tobacco license etc.

### **Director of City Services**

#### **Building Department**

- Two new residential building permits issued—foundation only.
- Working with the developer to move the Eagles Landing project forward.
  - Have provided the developer with the fees associated with a foundation only permit to allow the project to proceed.
  - To date, the fees have not been paid. There are penalties outlined in the Municipal Code. If work proceeds without a permit-being flexible in my interpretation of work beginning-they will cross my redline and that will involve a stop work order. We are working with the contractor because we want to make this project work but also wanted the council to be aware of the situation.

### **Public Works**

- Summer season work winding down—Two summer hires have left and the third will leave at the end of September

- We have collected all of the surplus skateboard park equipment from Eielson AFB.
- New Public Works truck scheduled for delivery later this week
- DOT and state budget constraints expected to have significant impacts on snowplowing.
  - Northern Region DOT Maintenance has no overtime budget for snow plowing or sanding—if overtime work is required it must be taken from summer labor budget.
  - DOT focus on #1 ranked roads first before plowing or sanding #2, 3 or 4 rated roads
  - If it is a high snowfall season, it could be a week or more before #2 roads are plowed or sanded and #3 and 4 rated roads may never be plowed or sanded.
  - Public Works does not have the equipment or budget to plow or sand roads in place of DOT.
- Snowplowing contract extension with Heel, LLC (Hawks) is before Council this evening.

### **Utility Department**

- Professional Services contract is before the Council with Stantec to provide engineering services for the Lift Station Phase 3 project.
- Currently engaged in fall lift station cleaning.
  - Having pumping problems with some lift stations caused by “flushable” wipes binding up pumps—a reoccurring problem. We are going to be sending out some notices in the utility bills just to remind people not to flush things like that down the toilet.

### **Natural Gas Utility Board**

- Pipe installation completed within the City.
  - All pipes are buried and pressurized with nitrogen gas.
  - Remaining work is landscaping excavations sites and restoring brush-cut areas.
  - IGU is subdividing the buried pipes into zones to protect individual sections of the system.
  - IGU has asked to install pipe sensors in several Utility facilities to monitor the pipeline.
  - Another thing they are doing around town is some landscaping. They have been working on areas where the brush cutting occurred.
  -

Mr. Smith asked about the lights that are out in town off Badger Rd and a set of lights at the RR crossing.

Mr. Butler said that the street lights are part of DOT but they will be going out and fixing those at the RR crossing shortly.

Mr. Smith also asked about the Christmas trees in the round-about and when were they planning on taking the benches and flower pots away.

Mr. Butler said they will be putting the benches and flower pots away once we get a really good freeze. There are still some flowers blooming and they are waiting for those to die off. Once the flowers have died off we will be putting up the Christmas trees plus more lights and decorations around City Hall.

Ms. Hunter asked about the permits in the City and if we've had a problem with them not being paid in the past.

Mr. Butler said that no one gets away with NOT paying a permit. If they do not pay then we will not let them build. There have been some problems but he prefers to watch that closely.

Ms. Hunter asked if the FNSBSD was aware of the snow removal problems with the State.

Mr. Butler said that FNSBSD was not a part of the meeting but the discussion did come up that they needed to be notified so they can be aware of the situation.

Mr. Smith asked if the City had enough sand for the streets.

Mr. Butler stated that they did, Cody got the delivery of sand and gravel about 2 weeks ago.

Mr. Smith said he noticed that the Eagle Landing project has cleared all the property. He asked if there was something on the website that can direct people to the permit section and what to do.

Mr. Butler stated that there was already something online.

### **City Clerk, Kathy Weber**

- Election Day is Tuesday, October 6th.
- Don't ever think your vote doesn't count, because in 2009 Mayor Isaacson defeated former Mayor Jeff Jacobson by 2 votes.
- A candidate forum will be held at the Pioneer Park Civic Center on Tuesday, September 29<sup>th</sup> at noon. This is a good way to meet the candidates that are running in the borough election.
- Festival committee meeting will be held at City Hall tomorrow night at 6:00 p.m.
- The North Pole Community Health Fair will be held on Saturday, October 17<sup>th</sup> from 8:00 a.m. to 12 noon at the North Pole Plaza Mall. They will be doing health education & screenings for blood pressure, vision, glaucoma along with other screenings. They do not accept health insurance but to accept cash, check and Visa/MC only. For more information call 374-6853 or [ahfrur@gci.net](mailto:ahfrur@gci.net).

- Reminder – If you are wanting to attend the AML Annual Local Government Conference from November 16 – 20<sup>th</sup> please contact me as soon as possible so I can book your hotel and airfare. The hotel rooms go quickly.

## **ONGOING PROJECTS**

- None

## **CITIZENS COMMENTS**

- None

## **OLD BUSINESS**

### **ORDINANCE 15-14, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING THE 2015 OPERATING AND CAPITAL BUDGET, SECOND READING**

Mayor Ward said that a list of amendments was given to council tonight. He explained what those amendments were and how they were going to be moving some things around. Fuel price is dropping so that is definitely going to help out our budget.

Mayor Ward said that City Hall wants to introduce a new archivist position.

Kathy Weber went on to say that there is already enough money in the Admin budget to cover the expense of another employee and therefore it did not need to be amended. She has verified this with the city's CFO.

Mayor Ward said that there is a draw on the General Fund. He is okay with this because the City has actually put in quite a bit of money that was approved by the budget. The last 2 years the City has actually put money into the fund also instead of drawing it out. This year is an adjustment year and goes on to explain that this does happen every now and then but it is common.

Mr. Smith asked if we could try and collect some money from the accounts that we have a large balance on that way we don't have to draw from our "piggy bank".

Mayor Ward said that the council has made some amendments with implementing a new collections policy and have had internal discussions about the situation. So there are plans in motion but they will take time to come through. There are steps that must be followed.

**Mr. McGhee *moved to* adopt Ordinance 15-14, An Ordinance of the City of North Pole, Alaska amending the 2015 operating and capital budget**

**Seconded by Ms. Hunter**



**Discussion**

None

**Ms. Holm moved to amend Ordinance 15-14 as follows:**

Account Number	Account Title	Proposed Change	New Budget
<b>Professional Services</b>			
01-02-00-7005	Fees: Audit and Accounting	+1,500	12,000
01-02-00-7017	CH Heating Fuel	-1500	11,000
<b>Public Works</b>			
01-08-00-7011	Building Maintenance	+1,000	11,500
01-08-00-7017	Heating Fuel	-1,000	14,000

**Seconded by Mr. Welch**

**Discussion**

Mr. McGhee asked about the decrease in funds from FHR.

Mayor Ward stated that it had been taken into consideration and reflects in the budget.

Ms. Holm asked if the amendments were read into the budget.

Ms. Holm had a concern with this and that they would be spending \$64,000 and potentially for 2 years. Her concern with bringing forth that line item is that it might just be worth it to contract that position out.

Mr. Welch said that if there were 500,000 to be documented that the privileges that go with it remain with the City.

On the main motion

**PASSED**

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

No: 0

Absent: 1 - McCarthy

**NEW BUSINESS**

**APPROVAL OF 2015 STATE HOMELAND SECURITY PROGRAM, EMW-2015-SS-00026-01 STATE PROGRAM No.20SHSP-GY15**

Mr. Smith asked if other agencies are pitching in to pay for the facility.

Mayor Ward told him yes, they pay for a majority of the cost.

**Mr. Welch moved to approve the 2015 STATE HOMELAND SECURITY PROGRAM, EMW-2015-SS-00026-01 STATE PROGRAM No.20SHSP-GY15**

**Seconded by Mr. McGhee**

**Discussion**

Ms. Holm said she had a problem with the City spending \$123,000 on security for doors. She is not going to vote for this because she felt it was obnoxious. As for the rest of it she approved.

**PASSED**

Yes: 5 – Smith, Hunter, McGhee, Welch, Ward

No: 1 - Holm

Absent: 1 - McCarthy

**ORDINANCE 15-15, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 4, REVENUE AND FINANCE, CHAPTER 09, HOTEL-MOTEL ROOM TAX, SECTION .025 BED TAX GRANT DISTRIBUTION**

Mayor Ward gave the introduction on this ordinance. He had a series of notes from the previous outcome back in January and he has brought forward some of those changes.

**Public Comment**

None

**Mr. McGhee moved to Introduce and advance Ordinance 15-15, an Ordinance of the City of North Pole, Alaska to amend Title 4, Revenue and Finance, Chapter 09, Hotel-Motel Room Tax, Section .025 Bed Tax Grant Distribution**

**Seconded by Mr. Welch**

**Mr. Welch moved to amend line 94 as follows “*The Bed Tax Selection Committee shall meet on the fourth ~~Tuesday~~ Monday of November to hear proposals from applicants*”**

**Seconded by Ms. Hunter**

**Discussion**

Mr. McGhee asked to clarify how the recommendations will be dealt with.

Mr. Smith asked if we had any updates on last year’s procedure and how the people were using the funds. He said we haven’t had an update in a while.

Mayor Ward said the people have to use the funds for exactly what they told the city they were going to use it for.

Mr. Welch asked if by putting it on the 4<sup>th</sup> Tuesday we might be putting a burden on someone of the committee be as that is Thanksgiving week. Could we possibly reconsider another day?

Mayor Ward said that is possible. We do have a close of the applications by the last business day in October. The middle of November is usually AML so that might be a concern and conflict also. This is definitely a concern.

**Vote on the Amendment to Ordinance 15-15 moving the day from Tuesday to Monday**

**PASSED**

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

No: 0

Absent: 1 - McCarthy

**Ms. Holm moved to amend line 82 to add “The North Pole City Council reserves the right to amend all final scores during the following regular council meeting.”**

**Seconded by Mr. Welch**

**Discussion**

Mr. Welch asked if the committee time would be reserved.

Mr. McGhee said he did not agree with this as worded. The committees’ objective is to review and bring that recommendation after they give presentations. It will still fall in the councils hands to approve their standings but not their scores. If the council makes it so they can change the committee’s scores then that defeats the purpose of having a committee. He said he would vote against it.

Mayor Ward does think there needs to be a separation between the committee and the council.

Ms. Holm said they are elected officials and it is their job to put forth a steady plan and a good budget. This should give council the authority to amend something they might feel needs to be amended.

Ms. Hunter said maybe one thing to consider is having the city council be the committee. That way the scores would be done once. She didn’t think the amendment as stands is a good one so she wouldn’t vote for it either.

**Ms. Holm moved to withdraw the motion**

**Seconded by Mr. Welch**

**Ms. Holm moved to amend line 93 to add “*The committee shall appropriate time during the reviewing process to discuss, debate, or amend scores prior to finalizing.*”**

**Seconded by Mr. Welch**

**Discussion**

Ms. Hunter asked if each person would discuss their score.

Ms. Holm said it would be up to the chair of the committee to decide how to handle that protocol. Basically the chair would add up the scores and before the committee finalizes them and they can amend their own scores and possibly have a recount or something to that effect. That way they feel comfortable with their numbers.

Mr. McGhee said he doesn't really understand this. The committee is to review their amount and bring council their recommendation. They would go into discussion after this point and therefore he didn't see what the point of why council is trying to clarify this.

Mayor Ward said it really us up to the committee members to decide how those monies are allocated best in order to not influence an individual's decision of however they see fit.

Ms. Holm speaking to Mr. McGhee's concern said yes, she does agree because she also expected that during the presentation last year that council would have time to adjust their initial vote and they did not get that chance. She is comfortable amending the bed tax dollars if someone makes a good point.

Ms. Hunter wondered if council could keep more integrity of the process if they said that there was discussion of the merits of each of the applications without ever mentioning a score or maybe the merits are discussed before people scored and then the scoring is separate from everyone else's.

Mr. McGhee said he would like to make some points: Point 1- the mayor is doing exactly what council asked him to do after the last fiasco distributing the bed tax. It was disturbing, embarrassing, publicly humiliating to some people and only certain people got their butts chewed out for speaking out when we all felt the same way. This is to rectify that the council doesn't have to put themselves into that position. The committee will interview applicants and then recommend to the council. Council doesn't need to change this.

Mr. Welch said he doesn't think that they could come with any word-smithing that would have prevented us from one of the mistakes made last year. There is no way for council to foresee something happening that would need to be changed.

Ms. Holm *moved to* amend the amendment – *The committee shall appropriate time during the reviewing process to discuss, debate, or amend scores prior to finalizing.*

Mr. McGhee is calling point of order on the amendment to the amendment.

**Ms. Holm *moved to* withdraw the motion of the amendment to the amendment**

**Second by Mr. Welch**

**DISCUSSION:**

Mr. McGhee asked Ms. Holm what exactly she is trying to say with this amendment. When would council need the opportunity to change their minds?

Ms. Holm said it would be during that process that the Mayor or the chairman would add up the sum, calculate an average and then disperse those among the committee members, during the same meeting. It should only take one meeting but to those people she thought they deserved that courtesy to make sure that they were getting money distributed fairly and the way the committee wants.

Mr. McGhee said he thought he understood what she was saying based on what council went through last year. But he does think that the committee has that opportunity in their own meeting source. He asked if council is saying the committee has one opportunity to meet, make a decision and finalize?

Mayor Ward said the way he envisions it is the committee has their meeting, they have their presentations and some discussion on the merits and then they would sit down, make their score and then that would be averaged and that would be part of the ordinance that would go before the council.

Mr. McGhee asked if they will have the privilege to have that discussion on their own without the public present.

Mayor Ward said he was unsure if the committee has that privilege. The decision has to be made in one evening.

Ms. Holm in reference to what Mr. McGhee was saying said she agreed.

Mr. McGhee asked Ms. Weber to read the amendment one more time.

Mr. Welch asked if the person makes a decision in haste could it be amended. What if there was a serious mathematical error made, could it be amended.

Mayor Ward said the way he envisions it working no. He is unsure how the committee would make a mathematical error. It is the responsibility of the chair to make sure things are submitted correctly and if something is wrong they should bring it to that persons attention that same evening before they go home.

Ms. Holm just wanted to add that she did speak to a least four people on this bed tax amendment before she brought this forward. They all thought this was a good idea and were supportive of it.

**FAILED**

Yes: 2 – Holm, Welch

No: 4 – McGhee, Smith, Hunter, Ward

Absent: 1 - McCarthy

On the main motion

**Discussion**

Ms. Hunter said she thinks there is another step that council needs in there, and she thinks they do it, but it is just not stated that the applications are reviewed to see that they fit all of the City's guidelines. She said council needs something to show that they meet the basic criteria that we set up ahead of time.

Mayor Ward said he understands her concern but that is something that is taken care of administratively through this process.

Mr. McGhee said in his opinion the thinks it does clarify what they are asking.

Ms. Hunter said she would like to know that the committee has been given the criteria to make their decision.

**PASSED**

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

No: 0

Absent: 1 - McCarthy

**COUNCIL COMMENTS**

Ms. Holm- no comment

Mr. Welch – goodnight

Mr. McGhee – thank you for good debate. Love to see firetruck do nightmare before Christmas for Halloween. Thanked police dept. for doing their job. My camera's did their job and police dept. checking people out. There are concerns all over the borough that people are getting into other people's stuff and being in arear they shouldn't be in. Thanks for good meeting

Mr. Smith – thanked everyone for coming out. Winter is fast approaching and hopefully see people for elections

Ms. Hunter – no comment

Mayor Ward – gave plug for petro star the only active refinery in NP. They are working on improvements and putting in an asphalt plant. Provide fuel for EAFB. Great opportunity to be able to go on a tour and did a good job. Remind council if they want to make an amendment to an ordinance and appreciated everyone that they put their best foot forward.

**ADJOURNMENT**

**Mr. McGhee** *moved to adjourn the meeting at 9:30 p.m.*

**Seconded by Mr. Welch**

The regular meeting of September 21, 2015 adjourned at 9:30 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, October 5, 2015.

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk