



**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, May 2, 2016 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, May 2, 2016 to order at 7:02 p.m.

There were present:

- Mr. McCarthy – Mayor Pro Tem**
- Mr. Smith – Deputy Mayor Pro Tem**
- Ms. Holm – Alt. Deputy Mayor Pro Tem**
- Ms. Dawson**
- Mr. McGhee**
- Mr. Claus**
- Mayor Ward**

Absent/Excused

Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Ms. Dawson

APPROVAL OF AGENDA

Ms. Holm moved to Approve the Agenda of May 2, 2016

Seconded by Mr. Claus

Ms. Holm moved to Amend the Agenda to Consent Item B under Old Business:

- a. Ordinance 16-08, An Ordinance Amending Title 4, Sales Tax Chapter 4.08.080, Recordkeeping.

Seconded by Mr. McCarthy

Discussion

None

On the Amendment

PASSED

Yes: 6 –McCarthy, Dawson, Claus, Holm, Smith, Ward
No: 0
Absent: 1 - McGhee

On the Agenda as amended

Discussion

None

PASSED

Yes: 6 –McCarthy, Dawson, Claus, Holm, Smith, Ward
No: 0
Absent: 1 - McGhee

APPROVAL OF MINUTES

Mr. Smith *moved to Approve the Minutes of April 18, 2016*

Seconded by Ms. Dawson

Discussion

- Ms. Holm asked for a correction to the Minutes. She and Ms. Dawson voted ‘yes’ to Mr. McGhee’s motion to suspend the rules found on page 10.

PASSED

Yes: 6 –McCarthy, Dawson, Claus, Holm, Smith, Ward
No: 0
Absent: 1-McGhee

COMMUNICATIONS FROM THE MAYOR

- Mayor Ward read a joint-proclamation made by the three Mayors making May 1st a day of remembrance for those who gave their lives in the service of the Borough, State and our country. This proclamation was presented at the Trooper Memorial Service last Sunday.

- The 4th of July Meetings are on-going and the committee needs help from the community. The next meeting will be May 9th here at City Hall at 6pm. The Committee chose a theme for this year's parade and festival: Freedom in Motion!
- The three Mayors were able to celebrate Earth Day with the Garrison Command at FT. Wainwright by signing a joint proclamation. This tradition has gone back several years and the proclamation is displayed in the entry way for the public to view (once City Hall is painted).
- May 6th is the Military appreciation Banquet put on by the Fairbanks Chamber of Commerce. This wonderful event is done every year and recognizes the men and women in our community that serve. Mayor Ward will attend this event.
- Staff celebrated the coming of summer with a small BBQ potluck here at City Hall last Friday. Mayor Ward wants to hold additional City Employee BBQ's throughout the summer.
- May 7th is the annual Clean-Up Day in the Interior. Mayor Ward encouraged everyone who can help to participate and make the community a cleaner place.
- May 8th is Mother's Day and also the North Pole Chamber of Commerce's annual lilac and shredding event. It will be at the Safeway Mall Parking Lot.
- Auditors will be at City Hall Thursday May 5th from 9am to 11am. It is HIGHLY encouraged that Council members make time to come talk to the auditors about the finances of the City.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- 75 people attended the Memorial Service for Troopers Rich and Johnson last Sunday. Chief Dutra appreciated that the Mayor and Santa Claus attended. The Memorial walls are beautiful and it is inspiring to be there. It was a great event. Chief Dutra said that he just received a check from APOA for \$4300. This means that the fund is \$300 above the cost of the memorial.
- NPPD received a Family-Friendly designation from the Borough for the 2nd year in a

row. Chief Dutra is very honored and grateful to receive this award. Chief Dutra said that the Police Dept. puts family first.

- The last two of nine applicants for the vacant police officer position will be sent to take polygraphs soon.
- Chief Dutra wanted to apologize for leaving City Council meetings early over the next few months. Chief Dutra will be assistant coach for son's baseball team and practices begin at 7:30pm.
- Interior Police Chiefs Conference was held at City Hall last week; this also included the FBI. They spoke together about their plans and everyone enjoyed it. It was a great time to network and distribute 160 Anti-Theft Kits to police chiefs. NPPD currently has 600 kits registered here in North Pole and Chief Dutra thanked the City Council for supporting this program. NPPD has distributed additional kits to insurance companies in North Pole.
- NPPD has decommissioned five police vehicles and will auction them.
- Police Officers who cover Chena Lakes will work 10-hour shifts – 8 hours at Chena Lakes and 2 hours elsewhere.
- NPPD will host a Field Training Officer course on June 20th. This is a program which teaches police officers how to train other police officers.

Mr. Smith asked if the NPPD motorcycle is ready for the summer season.

Chief Dutra said that it was ready.

Mr. Smith asked if the NPPD would host an Open House along with the Fire Department's Open House next week to allow the public an opportunity to get to know the Police Dept. as well.

Chief Dutra said that he would speak with Chief Lane about it. The Police Dept. is understaffed at the moment, so it would be difficult to organize an Open House.

Fire Dept., Chief Lane

- Chief Lane thanked Chief Dutra for the Trooper Memorial Service yesterday. Chief Lane said that Chief Dutra did a great job and that he looks forward to similar services in the future.
- May 14th, 10a-3p will be the Fire Department's Open House. Please come out and support it.
- Friday, May 20th at 6pm will be the Fire Department Recognition Dinner at Hotel North Pole. An inspirational speaker will give a presentation and awards will be given to Fire Dept. employees. All Council members are invited.
- Burn Permits are necessary. Call prior to burning as there are a lot of leaves and other

materials that can catch fire.

- Lt. Rathbun and Chief Lane attended a review of Alaska Shield in Anchorage last week. They spent two days learning how to help better prepare the City be ready for any natural or man-made disasters. Council members are encouraged to take the 100, 200, 700 and 800 disaster courses that are available.

Mr. Smith asked if people will be able to get burn permits at the Fire Dept.'s Open House.

Chief Lane said yes, the public can get burn permits during the event.

Mr. Smith asked if smoke detectors will be available to the public during the Open House.

Chief Lane said that NPFD will have smoke detectors available.

Ms. Dawson asked if the Open House is for everyone and if the public can ride in the fire trucks.

Chief Lane said that the Open House is for everyone and that rides in the fire trucks can be for adults as well.

Finance, Tricia Fogarty

- Ms. Fogarty spoke with Jim Foley of Mt. McKinley Bank and was told that the City was "under-collateralized". The Mayor and Ms. Fogarty asked that this be increased to \$4 million which did not cost the City anything.
- KSH, the City's auditors, will be at City Hall on May 5th and all Council members are encouraged to attend.
- Ms. Fogarty is doing Payroll this week. Council members were not paid last pay day, so they will be paid Friday of this week and the following pay day as well.
- All Council members can access MiViewPoint accounts online. Ms. Fogarty gave a demonstration of how to access and use these accounts.

Mr. Claus informed Ms. Fogarty that he would be out of state for the next few days.

Mr. McCarthy expressed that he liked the MiViewPoint and saw great value in it. He also said that he was very impressed how AlasConnect was able to help him with his webmail account.

Director of City Services, Bill Butler

Building Department

- The City issued three building permits for residential projects in Stillmeyer

Subdivision.

- Mr. Butler received a permit application for North Pole Orthodontics to be located in the former Key Bank Building.
- The City received an application for the NAPTHA project today.

Public Works

- Street sweeping began last week on City streets and is continuing.
- Mr. Butler requested a quote to fix problems with City Hall's heater controls.
 - Current controls were installed with a State energy efficiency grant.
 - The electronic controls have not been performing as promised and requests from the contractors for new software have not been answered. The current system is not operating the way it should and is wasting fuel.
- DOT projects in City this summer include pedestrian path repaving and striping (See DOT flyer: Fairbanks & North Pole #s 12 & 14.)
- The City has begun recruiting for summer hires.
 - Accepting applications now (advertised in News Miner and on webpage).
 - Interest expressed by former summer hires could result in an experienced group of employees.

Utility Department

- Lift Station Rehabilitation Project: Phase 3
 - Held pre-bid conference last week.
 - Three general contractors attended – this will hopefully promote competition.
 - Construction bids due May 10th.
 - If a responsive bid is received Mr. Butler will give his recommendation to Council during the May 16th City Council meeting.
- Sewer main blockage on Saturday, April 30th.
 - No claims for damage lodged yet.
 - Sewer backups can cost the Utility tens of thousands of dollars and significant disruptions to customers.
 - The problem was caused by grease blockage in the sewer main and City's Code does not permit releasing grease into the sewer system.
 - The City began discussions with its sewer consultant about an oil and grease maintenance program aimed at restaurant owners.
 - Grease being released into the sewer system not only causes blockages in the sewer lines, but also complicates the sewage treatment process and increases treatment costs over time.

Natural Gas Utility Board

- IGU is engaged in tough negotiations with AIDEA related the potential combination of IGU and Fairbanks Natural Gas; future financing; and cost of natural gas.
- IGU board is insisting on the three goals that were established as part of its creation:
 1. Cheapest gas as possible--\$15.00 mcf (thousand cubic feet) goal.
 2. As soon as possible.
 3. Delivered to as many people in the Interior as possible.

Mayor Ward asked if it was a manhole cover that was plugged on Saturday.

Mr. Butler said that it was a manhole itself and not the cover that was blocked. The sewage down the line was not able to move into the sewer system.

Mayor Ward asked how that problem was solved.

Mr. Butler said that a pump truck came and was able to move the blockage.

Ms. Holm asked if businesses were dumping the grease directly into the system and how do larger cities deal with this problem.

Mr. Butler said that grease traps are used to keep this problem from occurring. He also added that there is a City ordinance which prohibits dumping grease into the City's sewer system.

Ms. Holm asked if local businesses were aware that they should have grease traps.

Mr. Butler said that he will begin an educational program to inform local businesses about the necessity of having grease traps in order to combat this problem.

Mr. Smith asked if the rising and falling of Finnel Drive affected the City's sewer lines in the area.

Mr. Butler said that the sewer main is very deep under Finnel Drive and that the rise and fall of the road does not affect the sewer lines.

Borough Representative

- Ordinance 2016-22 passed the Assembly and designates the Fairbanks North Star Borough as the local regulatory agency for Marijuana, similar to how the City of North Pole designated itself several months ago. There was some discussion as to whether or not the legislature had clarified if this was an area wide or non-area wide function. The FNSB at this point is considering it a non-area wide function, thus allowing cities to maintain their autonomy regarding marijuana businesses.
- Ordinance 2016-12 passed with heavy amendments. This ordinance will enable property owners who have code violations apply for an administrative approval for a variance of up to 10% of setback requirements. The most impacting amendment to this ordinance is the one that it is only for properties with setback issues older than the date of approval.
- Ordinance 2016-23 passed with major modifications in regards to tax exemptions. This is important to the City of North Pole as, per our Code, as we adopt all Borough tax exemptions by default. The ordinance was to address property improvements and addition of rooms to an additional single family home. The additions exemption was removed but the beautification ordinance was approved.
- Ordinance 2016-24 passed with modifications to the specific tax exemption for Cities. Mayor Ward offered for consideration the issue that would be created if the voters approved the increase and the Assembly exercised the authority to go to 6% for alcohol and left the exemption at 5%. That would have meant that local vendors would have to pay 6% to the City and 1% to the FNSB. The assembly made the modification to increase the exemption to 6% and there was a willingness to address this issue that was created while voting on the marijuana tax ordinance that was passed several weeks ago.
- The Assembly will hold a rescheduled meeting regarding Ordinance 2016-21 on Wednesday May 4th at 6pm in the Borough Chambers. This is the hydronic heater ordinance appropriating 2.2 million dollars of general fund monies to buy out hydronic heaters.

Mr. Smith asked about the ‘property variance’ regarding ‘Zero Lot’ housing here in the City.

Mayor Ward said that it will not affect ‘Zero Lot’ homes that were built before the ordinance’s proposed deadline.

City Clerk’s Office, Aaron Jacobson

- Kathy Weber will return next week from vacation.

- Zane Wilson will take his training course for Concordance tomorrow, and then be able to access sulfolane documents from his office in Fairbanks.
- North Pole City will send our own documents out to Flint Hills, Williams, The Williams Companies and the State of Alaska by next Friday.

ONGOING PROJECTS

- None

CITIZENS COMMENTS

Aaron Jacobson, 391 Finnel Drive

- Sewage water backed up into the downstairs tub and toilet and persisted for approximately three hours. This has occurred in the past.
- A City employee dealing with the issue told Mr. Jacobson that the problem seemed to be due to grease being trapped in the Finnel Lift Station.
- Mr. Jacobson informed his father who told him that ten years ago when he served as mayor a particular business was told to get a grease trap.
- Mr. Jacobson was not going to mention this matter during the meeting, but since Bill Butler mentioned during his Department Head report that there is a City ordinance prohibiting the release of grease from businesses into the sewer system and that a particular business was told over ten years ago to get a grease trap, that he wanted to encourage the Mayor and Bill Butler to enforce the City ordinance that already exists regarding this matter.

Mr. Smith asked if Mr. Jacobson had access to his sewer line and encouraged him to get a ‘backwater valve’ to prevent the sewage water from entering his home in the future.

OLD BUSINESS

ORDINANCE 16-05, AN ORDINANCE AMENDING THE 2016 BUDGET AND LEVYING THE MILL RATE

Ms. Fogarty gave an introduction to this ordinance and mentioned the amendments that she and the Mayor had worked on.

Public Comment

None

Ms. Holm *moved to Approve and Adopt* Ordinance 16-05, An Ordinance Amending the 2016 Budget and Levying the Mill Rate.

Seconded by Mr. Smith

Discussion

Ms. Holm *moved* to **Amend** Ordinance 16-05 by adding a new section on line 47. The new section shall read: Section 9. Mill Rate: The assessed valuation of all taxable property in the City of North Pole has been estimated to be \$255,714,285 for 2016. The rate of levy on each dollar of taxable property is hereby fixed at 3.50 mills for municipal purposed. The tax levied are due, delinquent and subject to penalties prescribed by law and by the Fairbanks North Star Borough. Sections titled 'supplemental' and 'effective date' shall be numbered accordingly to reflect insertion of a new section 9.

Seconded by Mr. Smith

Discussion on Amendment

None

PASSED

Yes: 6 –McCarthy, Dawson, Claus, Holm, Smith, Ward

No: 0

Absent: 1 - McGhee

Discussion on Ordinance 16-05 as Amended

Ms. Holm *moved* to **Amend** Ordinance 16-05 to read:

Administration

01-51-2-800 Advertising and publications	-1,000
01-51-3-340 Operational Supplies	-1,000
01-51-7-700 Building Maintenance	+2,000

Building Department

Revenue

<u>04-00-3-320</u> Industrial/Institutional Plan Check Fee	- 42, 108.75
<u>04-00-3-325</u> Industrial/Institutional Building Permit Fee	- 42, 108.75

Expenditure

<u>04-10-9-905</u> Industrial/Institutional Plan Review	- 42, 108.75
<u>04-10-9-906</u> Industrial/Institutional Inspections	- 42, 108.75

Seconded by Ms. Dawson

Discussion on Amendment

None

PASSED

Yes: 6 –McCarthy, Dawson, Claus, Holm, Smith, Ward

No: 0

Absent: 1 - McGhee

Mr. Claus moved to suspend the rules for three minutes.

Seconded by Ms. Holm

PASSED

Unanimously

Mayor Ward reconvened the meeting at 8:10

Discussion on 2nd Reading of Ordinance 16-05 as Amended

None

PASSED

Yes: 6 –McCarthy, Dawson, Claus, Holm, Smith, Ward

No: 0

Absent: 1 - McGhee

NEW BUSINESS

Ordinance 16-09, An Ordinance to amend the 2016 budget to authorize the payment of delinquent taxes for the Stillmeyer subdivision property lot B-5 Eagle Estates in order to prevent tax foreclosure by the Fairbanks North Star Borough to protect the City's lien position for assessments for street improvements.

Mayor Ward gave an introduction and explanation as to why this ordinance is necessary in order for the City to avoid losing the tax liens on this property if the Borough forecloses.

Mr. Claus asked if there was the possibility of adding an Administration fee to the lien on the

property.

Mayor Ward said that the City was not able to add an Administrative fee.

Ms. Holm asked if this property consists of a home or vacant property and when the property is purchased, will the money put forward by the City be recouped.

Mayor Ward said that if the assessments continue to not be paid, then the City could foreclose on the property according to City code and sell the property to cover the City's costs.

Mr. Smith asked what is the value of the property.

Mayor Ward said that the Borough assessed the property at approximately \$38,000, so the assessments are almost as much as the worth of the property.

Public Comment

None

Ms. Holm *moved to* **Introduce and Advance** Ordinance 16-09, an Ordinance to amend the 2016 budget to authorize the payment of delinquent taxes for the Stillmeyer subdivision property lot B-5 Eagle Estates in order to prevent tax foreclosure by the Fairbanks North Star Borough to protect the City's lien position for assessments for street improvements.

Seconded by Mr. McCarthy

Discussion

None

PASSED

Yes: 6 –Dawson, Claus, Holm, McCarthy, Smith, Ward

No: 0

Absent: 1 – McGhee

COUNCIL COMMENTS

Mr. McCarthy – Encouraged the City to bring to task businesses not using grease traps.

Mr. Smith – Thanked everyone for coming tonight. Glad to see everyone using the public bike paths. Have a good evening.

Mr. Claus – Thanked everyone who put on the Memorial for Troopers Rich and Johnson and he

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would like to encourage all those who can give to the memorial to do so.

Ms. Holm – have a good night.

Ms. Dawson – said that even though she is very busy working a full-time job, several side jobs and being a full-time mom, she feels it is an honor to be part of this committee. She thanked all Council members for their efforts. “Shout out to Chief Dutra and Chief Lane, you are heroes.” Have a good night.

Mayor Ward – thanked all the staff and Council for working together and moving City business forward. He appreciated the Council members’ willingness to work together, despite differences of opinion. He echoed Mr. Smith’s comments about how much he enjoys using public paths and parks and seeing others use them.

ADJOURNMENT

Mr. McCarthy *moved to Adjourn the meeting at 8:24 p.m.*

Seconded by Mr. Claus

The regular meeting of May 2, 2016 adjourned at 8:24 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, May 16, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk