



**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 Tuesday, January 17, 2017 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 Tuesday, January 17, 2017 to order at 7:00 p.m.

***There were present:***

**Mr. McCarthy** – Alt Dep Mayor Pro Tem  
**Mr. Isaacson** - Deputy Mayor Pro Tem  
**Mr. Thompson**  
**Mr. McGhee** - Mayor Pro Tem  
**Mr. Claus**  
**Mr. Skipps**  
**Mayor Ward** – Borough Rep

***Absent/Excused***

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

Led by Mayor Ward

**INVOCATION**

Invocation was given by Councilman Isaacson

**APPROVAL OF AGENDA**

**Mr. McGhee** *moved to approve the agenda of January 17, 2017*

**Seconded** *by Mr. Claus*

**DISCUSSION**

None

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

- a. Liquor license renewal for 2 Go Mart #112

- b. Request for tuition reimbursement for Detective Emily Gibson in the amount of \$1,848 for 2017 Winter Semester.
- c. Ordinance 17-01, An Ordinance of the City of North Pole, Alaska to amend Title 4, Revenue and Finance, by creating 4.03, Budget Procedures
- d. Ordinance 17-02, An Ordinance of the City of North Pole, Alaska to amend Title 4, Revenue and Finance, chapter 08, sales tax, by deleting Marijuana taxation

**Seconded by Mr. Isaacson**

*On the amendment*

**Discussion**

None

**PASSED**

Yes: 7– McGhee, McCarthy, Thompson, Claus, Isaacson, Skipps Mayor Ward

No: 0

Absent:

*On the Agenda as amended*

**Discussion**

None

**PASSED**

Yes: 7– McGhee, McCarthy, Thompson, Claus, Isaacson, Skipps Mayor Ward

No: 0

Absent:

**APPROVAL OF MINUTES**

**Mr. McGhee moved to approve the Minutes of January 3, 2016**

**Seconded by Mr. McCarthy**

**Discussion**

None

**PASSED**

Yes: 7– McGhee, McCarthy, Thompson, Claus, Isaacson, Skipps Mayor Ward

No: 0

Absent:

### **COMMUNICATIONS FROM THE MAYOR**

The Alaska DEC is starting a saturation study of the North Pole area to determine if the North Star Fire Station Air Quality Monitor on Hurst is representative of the area. The DEC is looking for 10 people- properties who would be able to provide a place for the monitors to be placed and a 120 volt outlet to power the equipment. Unfortunately the locations are pretty specific so they will be contacting residents to ask permission to locate the monitors. For more information please contact Barbara Trost with DEC at [Barbara.trost@alaska.gov](mailto:Barbara.trost@alaska.gov)

I have received a request for the City of North Pole to comment on the AKLNG project to FERC. The proposed comments make the statement that due diligence has not been completed on the Valdez route and it should be reconsidered, The request is that the City of North Pole, Fairbanks and the FNSB sign as a signatory.

I will begin working on establishing a schedule of violations for the City code and would like to form either a committee or workgroup of the council to develop the framework. Up to three council member (including myself) would be able to work together if there is insufficient interest in forming a committee. Please let me know if you are interested.

City staff and the mayor will be meeting with the Borough in February to discuss how the city and the borough can work together better for emergency management. Ideas and possible agreements will be discussed in the future.

#### Student of the Month

- Rhiannon Powell – NPMS

#### North Pole King & Queen

- Buddy & Karen Lane

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

- None

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

#### **Fire Dept., Deputy Chief Coon**

- Participated in Interior Fire Chiefs Association and elected secretary.
- Participated in Chief Warren Cummings memorial.
- High profile fires in the City on Santa Claus Lane and on Refinery Loop.

- Emergency Operations in force with cold weather. Expect to see more fires with the cold weather, chimney fires, etc.
- Will loan out chimney brushes for anyone wishing to clean their chimney.
- Still have a Lt. position open with the fire department.

### **Police Dept., Chief Dutra**

- Sgt, Bellant conducted presentation to Detox center for approximately 25 people.
- Ofc. Smith conducted Datamaster training for approx. 17 FTWW folks.
- Terri Nelson is off to Anchorage for Child Safety seat event.
- In the process of hiring 2 police officers. Costs are going up informed psych testing could exceed \$900. Additional testing now required. Costs are going up.
- Laptop rollout happening most officers have been issued new laptops. New antennas installation is planned shortly. Rollout is moving fast.
- I attended retirement party for FPD officers Sgt. Yamamoto and Ofc. Gibson. They will be missed. Both fine officers but we wish them well in their next adventure.
- Working on fix for cameras in hallway and datamaster area. Officer safety issue.
- Working on new fleet vehicle maintenance project.
- SB 91 – changes hopefully coming.

### **Finance, Tricia Fogarty**

- Financials are on the dais.
- Grants are being looked at again to bring into balance.
- Other financial corrections are being made.
- Delinquent reports are before council.
- As of yesterday our City was 64 years old.
- I.T. will be upgrading Caselle, the City financial software, to Connect.
- Online demo was provided today for online sales tax and payment. It would make things easier for the public to remit.

### **Director of City Services, Bill Butler**

#### **Building Department**

- No new projects submitted to the Building Department.

#### **Public Works**

- Significant snowfalls at the end of 2016 and early 2017 have kept Public Works busy.
  - December 30 snow event was a large event that I authorized calling out additional snowplowing assistance to help get the roads cleared quickly for News Year's Eve.
  - The second snow removal of 2017 is currently underway.

- Public Works was going into the end of 2016 having spent none of that year's snowplow budget.
- The snowplowing that is now underway may need to be halted if the temperatures reach 40 below—the equipment does not operate well under those conditions.

### **Utility Department**

- Utility experienced a short power outage on December 30 at the Holiday Road lift station—the largest lift station in the City.
  - The severity of the predicted winds did not materialize so this was the only power outage for the Utility.
    - The Utility's boilers that add heat to the water supply were only recently turned on.
  - Temperature of the water returning to the water treatment plant reached 33 degrees.
  - Last year the Utility did not run these boilers until February and then only two-weeks on and two weeks off.
- If you see the large Utility tank truck parked in the street, it is likely dumping water down the sewer mains that have limited flow to help keep the sewer main from freezing.
- Utility is working with NTL Alaska to develop a workshop for commercial kitchens to help reduce the amount of fats, oil and grease (FOG) in the sewer system.
  - This is the second step in the Utility's effort to help control FOG in the sewer system.
  - FOG reduction helps prevent sewer backups and helps reduce operating costs for the Utility.
- The sulfolane lawsuit revealed that the Utility needs Certificates of Public Convenience and Necessity (CPCN) for the water and sewer utilities.
  - The original CPCNs (water and sewer) were issued in 1973 for a ½ section that is now the City's core.
  - All the Utility's expansions outside of the original CPCNs are technically unauthorized.
  - I am working to generate a CPCN submittal to encompass the entire City limits and to propose a CPCN for the area encompassed by the sulfolane plume.

### **Natural Gas Utility Board**

- IGU and AIDEA agreed to a Memorandum of Understanding for IGU to purchase Pentex's assets, include Fairbanks Natural Gas, to create a unified gas utility in the Interior.
  - Goal is to have the formal agreement signed by mid-March.
  - Success of the project still hinges on a gas supply contract that is being negotiated.

### **Borough Representative**

- FSNB did change the Animal Ordinance.

### **City Clerk's Office, Kathy Weber**

- Schedule of Violations request was sent out to the Alaska Clerks and received responses and have forwarded them on to the Mayor and Police Chief.
- Tia Schrader received her gift basket and diaper cake today from the City of North Pole. There were many items inside the basket and a list with the donors is on the dais. Baby Myra was born on January 1, 2017 at 2:11 p.m. at Bassett Army Hospital. She weighed 9lbs 9 oz and joins her three older siblings. Channel 13 news was here today and did a spotlight on the new baby and Mom.
- I attended the 2<sup>nd</sup> quarter Honor Roll and Awards at NPMS on January 10<sup>th</sup> and 12<sup>th</sup>. I was amazed at the percentage of students that made the 6<sup>th</sup> grade honor roll. After the ceremony I contacted the school counselors at NPMS and NPHS and was taken back as to the percentages:
  1. 6<sup>th</sup> grade – 66%
  2. 7<sup>th</sup> grade – 62%
  3. 8<sup>th</sup> grade – 55%
  4. 9<sup>th</sup> grade – 32%
  5. 10<sup>th</sup> grade-13%
  6. 11<sup>th</sup> grade-20%
  7. 12<sup>th</sup> grade-23%
- The newsletter is going very well. We have started an Employee Spotlight and Paul Trissel will be the February employee. We also have the Senior Spotlight and Francie Cork will be featured in February as well.
- W2's were sent out today.
- I will be out of the office from January 25<sup>th</sup> – February 14<sup>th</sup>. If you need assistance you can contact Sally Terch. She will be filling in for me while I'm gone. Of course you can always reach me by cell phone or by email.
- Next meeting will be held on Monday, February 6, 2017.

### **ONGOING PROJECTS**

- Agnew::Beck – Strategic Planning Implementation

#### **Tasks**

1. Conduct Assessment Kickoff – Meet with Mayor Ward and key members of the City Council and staff to review study area, expectations, process, timeline, and roles for the

- assessment process.
2. Reevaluate City of North Pole Commercial District Zoning – Work with Mayor Ward, City Council and key staff to identify and conduct outreach to business owners located in areas zoned “general use”. Assess business owner interest in rezoning as “commercial district”. As part of this task, develop clear, concise outreach tools that explain current and potential changes to City zoning, and impact on existing/future businesses. Develop summary of business owner feedback, including any concerns, questions and/or likelihood of supporting rezone.
  3. Assess Community Retail Needs
    - a. Start with existing data including background research from the City’s comprehensive strategic plan process including: survey and stakeholder interview results; summary of existing/previous studies and plans such as the *2016 Fairbanks North Star Borough Comprehensive Economic Development Strategy* and the *North Pole Radius Study*. Supplement existing data with other business/retail-specific plans, research or studies conducted on the Fairbanks North Star Borough, Eielson Air Force Base, and the City of North Pole, specifically.
    - b. Interview other relevant stakeholders including Eielson Air Force Base F-35 beddown lead/team to gain a better understanding of potential retail needs for incoming troops and their families.
  4. Identify Potential Retailer Needs and Opportunities
    - a. Inventory Commercial Property – Identify, and, if not already in existence, develop a database of potential retail real estate opportunities in the City and the Greater North Pole Area (99705 area code). The geographic boundaries of this search may extend beyond the 99705 area code to more accurately assess potential competition.
    - b. Inventory Existing Retail in Competing Markets and Analyze the Competition
      - i. Using the outcomes of Task 3 to inform an inventory of existing retail on Eielson Air Force Base, in Fairbanks, and along the Richardson Highway (outside the City of North Pole limits).
        - Develop a list of retailers in the above locations that do not exist in the City of North Pole, or the Great North Pole Area.
        - As part of the inventory process, visit retail operations (especially those that align with community needs as assessed in Task 3) and interview retail management with the goal of better understanding their site selection process – how do they make the decision to open a store or set of stores? What are the specific criteria? Who are the decision makers?
        - Identify competitor’s (EAFB, Fairbanks) strengths, weaknesses, opportunities, and threats to potential retailers. How does the City and Greater North Pole Area compare? What qualities would or would not attract future retailers?

- Identify and interview brokers and tenant representatives that work mostly with retail tenants in the Fairbanks North Star Borough. Get their perspective on what retail tenants are seeking in terms of location, space, and other desired conditions.
- c. Identify potential implementation/marketing strategies for recruiting retail to the City of North Pole/the Greater North Pole Area. Examples include:
- i. Work with the Fairbanks North Star Borough Economic Development Corporation and the Chambers of Commerce to sell the region first and City of North Pole second. Retailers are not looking for one location, like an industrial prospect, but want to expand in the region with multiple outlets for effective product distribution.
  - ii. Develop and practice a well thought out “one-minute/60 second” elevator speech on North Pole from the retailers’ point of view.
  - iii. Develop customized electronic or hard copy marketing materials targeting retailers in “their language”, with a concise, visual message that speaks to their specific needs.
  - iv. Attend retail conferences and trade shows. Use customized marketing materials to target specific retailers and tenant representatives. Try to book meetings in advance of the conference to ensure the retailers presence and adequate time to showcase North Pole. For example, identify franchises that will fill a void in North Pole and focus energy on recruiting a potential franchise that is already located in the area (e.g., Fred Meyer).
  - v. Ensure marketing materials are clearly marked and easily accessible on the City’s website and social media.
  - vi. Conduct numerous “touches” and different types of touches (e.g., calls, letters, meetings, company headquarter visits) with potential retailers.
5. Develop a Draft and Final Assessment of Retail Needs and Opportunities for the City of North Pole/Greater North Pole Area
- a. Use the results of Tasks 1 – 4 to develop a draft assessment report. Conduct a work session with to share preliminary results and get input from Mayor Ward, City Council and department heads. As relevant, share preliminary results with other stakeholders including Eielson Air Force Base and Fairbanks North Star Borough leadership and staff.
  - b. Based on stakeholder feedback, especially direction from Mayor Ward and the City Council, revise and finalize the assessment report, including initial implementation steps.



**CITIZENS COMMENTS**

- None

**OLD BUSINESS**

None

**NEW BUSINESS**

- Consented

**EXECUTIVE SESSION**

**Mr. McGhee *moved to* recess into executive session to discuss the status of the sulfolane litigation**

**Seconded *by* Mr. Isaacson**

**Passed Unanimously**

*The meeting was reconvened at 9:18 p.m.*

**Mr. Isaacson *moved to* authorize the City Attorney to proceed to the finalization of the discussed settlement agreement**

**Seconded *by* McGhee**

**PASSED**

Yes: 7– McGhee, McCarthy, Thompson, Claus, Isaacson, Skippis Mayor Ward

No: 0

Absent:

**COUNCIL COMMENTS**

None

**Mr. McGhee *moved to* adjourn the meeting at 9:21 p.m.**

**Seconded *by* Mr. Isaacson**

The regular meeting of Tuesday, January 17, 2017 adjourned at 9:21p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, February 6, 2017.

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk