



**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, April 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 Monday, April 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** –

***Absent/Excused***

**Excused**

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

Led by Mayor Ward

**INVOCATION**

Invocation was given by Doug Isaacson

**APPROVAL OF AGENDA**

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

**Seconded by Mr. Isaacson**

**DISCUSSION**

None

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

- a.** Ordinance 17-08, An Ordinance amending Title 2, Personnel Code, section 2.36.230 training.

- c. Ordinance 17-10, An Ordinance of the City of North Pole, Alaska to amend 2017 Police Department Budget.

**New Business**

- b. Ordinance 17-11, An Ordinance of the City of North Pole, Alaska to amend 2017 budget to transfer funding to the Litigation Fund.

**Seconded by Mr. Isaacson**

**Discussion**

None

*On the amendment*

**PASSED**

Yes: 6 – McGhee, Isaacson, Skipps, Claus, McCarthy, Ward

No: 0

Absent: 1 - Thompson

*On the Agenda as amended*

**Discussion**

None

**PASSED**

Yes: 6 – McGhee, Isaacson, Skipps, Claus, McCarthy, Ward

No: 0

Absent: 1 - Thompson

**APPROVAL OF MINUTES**

**Mr. McGhee moved to approve the Minutes of April 3, 2017**

**Seconded by Mr. McCarthy**

**Discussion**

None

**PASSED**

Yes: 6 – McGhee, Isaacson, Skipps, Claus, McCarthy, Ward

No: 0

Absent: 1 - Thompson

## **COMMUNICATIONS FROM THE MAYOR**

### **MAYORS REPORT**

The Violations Committee will be meeting before the first meeting of every month in the Council Chambers starting at 530pm. The public is welcome to attend; we are hoping to have things wrapped up by August.

4<sup>th</sup> of July Meetings are scheduled for the following dates until the event: April 24<sup>th</sup>, May 8<sup>th</sup>, May 22<sup>nd</sup>, June 12<sup>th</sup>, June 26<sup>th</sup>. All meetings will be at City Hall at 6pm and go till 7pm. The public is welcome to attend. We are considering the High School as a possible festival location.

April 21<sup>st</sup> is Earth Day, I will be attending the annual earth day event at Ft. Wainwright and signing a proclamation with the other mayors and the post garrison commander.

April 28<sup>th</sup> is the 49<sup>th</sup> military appreciation banquet put on by the Greater Fairbanks Chamber of Commerce, if you are interested in attending contact the chamber. Tickets are for four, two military guest and two host.

On April 25<sup>th</sup> at 11am the Mayors and the Police Department are going to be giving a 5 min spotlight at the Fairbanks Chamber general members luncheon for the memorial park and the memorial service to be held May 1<sup>st</sup> at 11am at the park.

- **Proclamation**  
McKinley Putnam – NPHS  
Mackenzie O'Connor – NPHS  
Eddy Zhu – NPMS
- **Fairbanks Soil and Water Conservation District**  
Joni Scharfenberg

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

None

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

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

- April 29th is clean up day and clean up bags are available at the North Pole Fire Dept.
- Chief Coon will be attending a 2 day "Threat Hazard Identification" class.

- The North Pole Open House is on May 20th.
- Training is ongoing with our fire apparatus driver operator class. The is a state class that is taught in house at almost no cost.
- Staff will be conducting pre fire inspections of our commercial buildings this summer. These inspections are used to assist us with contact information and make us more familiar with the building should an emergency occur at the business.
- Tanya Stugart was awarded EMS prehospital provider of the year at the 2017 symposium. Tanya Stugart is a Firefighter/Paramedic with us and has recently transitioned from part time to full time. Chief Coon stated how proud he is of Tanya and all of our paramedics. NPFD currently has six staff members that are paramedics and we are very lucky to have them.

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

- We are going to be at close to minimum staffing levels for most of summer. Lieutenant and Detective both are in active patrol schedule. This will leave us 2-3-2 – Any vacations will cause shift rotations and significant impacts to officer routine. Don't want these sacrifices to go on without the council understanding how much dedication these officers have to making sure shifts are covered.
- New cars will be in Anchorage end of May.
- Nomination for the fourth year Family Friendly workplace award
- Inventory software study is complete we will discuss this at Dept Meeting
- Hired our final slot – Brian Meyer will start May 1.
- Rec'd \$400 for State Forfeiture and \$6200 from Federal Forfeiture,
- Drug take back April 29<sup>th</sup> 10-2. Working with Fairbanks Wellness coalition.
- Software upgrade for OSSI RMS and CJIS Audit coming up tomorrow.

### Memorial Park

- Flag poles going up this week or early next week.
- Met with Alasconnect on Camera systems.
- Six plaques for Grand Opening May 1<sup>st</sup>.

- Planning is in full swing – lots of logistics for ceremony.
- Corevette is due to be displayed at APOA concert on the 14<sup>th</sup>.
- Pick up tickets if you have not already.
- Spread the word on the fundraiser.

**Finance, Tricia Fogarty**

- Financials will be given to council when the bank rec is finished.
- Sally Terch has moved to the Accounts Payable position.
- There will be an administrative fiscal note for the recruitment in Admin.

**Director of City Services, Bill Butler**

None

**Borough Representative**

- The Fairbanks North Star Borough is working on their budget for 2017-2018.
- ORDINANCE 2017-28 garnered significant discussion that went till after 10:30 pm, unfortunately... I had to go home and go to bed but the ordinance was defeated 3-4 and the Borough will continue its non-sectarian prayer at the beginning of the meeting.
- COC: RESOLUTION 2017-11 Authorizes the Mayor to acquire by lease an area to open a central recycling center.
- COC: ORDINANCE 2017-30 is a ordinance authorizing the exchange of Borough land around NP Elementary with the Santa Claus House for land adjacent to 5<sup>th</sup> avenue park.
- COC: Ordinance 2017-20-2F amends the budget to accept additional grant funding

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

- None

**ONGOING PROJECTS**

- none

**CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)**

Dawn Murphy, Explore Fairbanks

Ms. Murphy stated that she was the Director of Finance and Administration at Explore Fairbanks. The council should have received a copy of the 2016 audit today. On March 29<sup>th</sup> Garry Hutchison, their independent auditor with Kohler, Schmitt and Hutchison presented the FCVB Board with an unqualified or clean opinion for their 2016 audit. No material weaknesses or deficiencies in their internal controls were detected during the audit process.

Ms. Murphy also distributed a copy of the finalized hotel/motel bed tax revenues number for 2016. She said 2016 set a record high for collections within the Fairbanks North Star Borough area including the cities of Fairbanks and North Pole, exceeding \$5 million for the first time ever. This is nearly a 9% increase over 2015. Analyzing the summer/winter collections, the average growth of the five-month (May through September) summer period was flat. Whereas, the seven-month (October through April) winter period grew an average of 6%. The winter October 2015 through April 2016 was 33% higher than the winter of 2007/2008. Developing the aurora and winter tourism seasons has strengthened the local travel industry providing more year-round jobs. Winter growth is also reflected in increases at the Fairbanks International Airport and Alaska Railroad winter rail service.

Council should have received their invitation to FCVB annual Award Banquet on Friday, April 21<sup>st</sup> at Raven Landing Center at 6:00 p.m. Ms. Murphy hoped that some of the council could attend and help recognize some of FCVB partners in the visitor industry for their achievements and dedication as well as Explore Fairbanks 40<sup>th</sup> Anniversary.

On Saturday, May 6<sup>th</sup>, “Know Your Own Backyard” FCVB will be hosting a tour starting at 9:00 am at the Morris Thompson Cultural and Visitor Center. This is a great opportunity for those new to the community, working in the visitor industry or someone looking for something new to do to come out and learn about all the wonderful opportunities within our region.

Friday, May 12<sup>th</sup> is the 15<sup>th</sup> Visitor Industry Walk for Charity, also known as the “4k graze”. In the prior 14 years, \$334,855 has been raised for local non-profits. In 2016, 51 area non-profits registered and 548 participants walked to raise funds for them. This year 55 non-profits registered. Registration for walkers is open at [www.explorefairbanks.com/charity-walk](http://www.explorefairbanks.com/charity-walk). If you are not interested in eating your way through downtown, Explore Fairbanks is always looking for volunteers for the start/finish lines and crossing guards. Contact Charity Gadapee at Explore Fairbanks for more details. Ms. Murphy thanks the council for reinvesting bed tax dollars into destination marketing.

**OLD BUSINESS**

**ORDINANCE 17-09, AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING TITLE 2, CHAPTER 2.36 PERSONNEL CODE, SECTION .470 PAY**

Chief Dutra updated council on the ordinance and would like to see an amendment made to the pay scale for a Police Recruit.

**Public comment**

None

**Mr. McGhee *moved to Approve Ordinance 17-09, An Ordinance of the North Pole City Council amending Title 2, Chapter 2.36 Personnel Code, Section .470 Pay***

**Seconded by Mr. Claus**

**Discussion**

None

**Mr. McGhee *moved to Amend Ordinance 17-09, Pay, by striking “Sitka” before academy and replacing Range 1 rate of \$11.75 to \$15.00, to read “Police officer recruit wage at academy” \$15.00 and strike “Police officer recruit wage at Fairbanks academy” \$16.11.***

**Seconded by Mr. McCarthy**

**Discussion**

Mayor Ward said that it was a \$6,000 increase to send someone to Sitka Academy. It is our priority to send people to CTC.

**PASSED**

Yes: 6 – McGhee, Isaacson, Skippis, Claus, McCarthy, Ward

No: 0

Absent: 1 - Thompson

**NEW BUSINESS**

**REQUEST FROM SHADRACH LANDRY TO APPEAL THE 60 DAY DELINQUENT FEES OF \$69.00.**

Jamie Duncan informed the council on the appeal.

**Public Comment**

None

**Mr. McGhee *moved to oppose the appeal of Shadrach Landry***

**Seconded by Mr. McCarthy**

**Discussion**

Mr. Isaacson said he would vote against this and that the code needed to be changed from 60 days to 90 days before filing a lien.

Mr. Claus said that they were contacted and knew they owed the bill, they didn't feel they had to pay it.

Mr. Isaacson asked for clarification if it was after the 60 day notice or before.

Ms. Duncan stated that the owner refused to pay the \$29 bill until after council made a decision.

Mayor Ward said the council changed the ordinance to tighten up the collection process. The landlord lives out of town and we do not have the ability to shut the water off.

Mr. Claus asked if landlords or property owners could look up their bill online.

Mayor Ward stated that they could not.

Mr. McGhee said that according to the Caselle report these landlords have consistently been late since 2013.

Mr. Isaacson went over the Caselle report and asked what they received as far as notices.

Ms. Duncan showed him where she had sent notices for 30 days and 90 days.

***On the motion to deny the appeal***

**PASSED**

Yes: 6 – McGhee, Isaacson, Skipps, Claus, McCarthy, Ward

No: 0

Absent: 1 - Thompson

**COUNCIL COMMENTS**

**Mr. McCarthy** – no comment

**Mr. Isaacson** – Congratulations to Tanya Stugart for her award. Thanked the Boy Scouts for attending and stated he would miss the Clerk when she retired.



**Mr. Skipps** – nice to see all the visitors and Boy Scouts.

**Mr. Claus** – nice to see all the visitors and Boy Scouts.

**Mr. McGhee** – thanked the scouts for attending the meeting. Congratulated Tanya Stugart for her accomplishment

**Mayor Ward** – many things going on this summer. Great information in the Strategic Planning. Sad to hear that Madam Clerk is retiring.

**Mr. McGhee** *moved to adjourn the meeting at 8:24 p.m.*

**Seconded by Mr. Isaacson**

The regular meeting of Monday, April 17, 2017 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 1, 2017.

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk