



**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 7, 2018 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 7, 2018 to order at 7:05 p.m.

There were present:

Avery Thompson – *Mayor Pro Tem*
David Skipps – *Deputy Mayor Pro Tem*
Aino Welch – *Alt Dep Mayor Pro Tem*
Santa Claus
Doug Isaacson
Sharon Hedding
Mayor Ward

Absent/Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Mr. Isaacson

APPROVAL OF AGENDA

Mr. Thompson *moved to approve the agenda of May 7, 2018*

Seconded *by Mr. Skipps*

DISCUSSION

None

Mr. Thompson *moved to consent the following items:*

Old Business:

- a. Ordinance 18-09, An Ordinance of the North Pole City Council Amending Chapter 02 Public Hazards to Title 8 Health and Safety.

New Business:

- a. Ordinance 18-10, An Ordinance of the City of North Pole, Alaska to Apply for the State of Alaska's Military Facility Zone for the Entire North Pole City Limits.
- b. Ordinance 18-11, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Operating Budget to Purchase New SCBA Equipment.
- d. Approval Request for the War Eagle Court Developer Agreement.

Seconded by Mr. Skipps

Discussion

Mr. Skipps, Ms. Hedding, Mr. Thompson, Mr. Claus, Mr. Isaacson, and Ms. Welch stated they would like to co-sponsor Ordinance 18-10.

On the amendment

PASSED

Yes: 7 – Skipps, Hedding, Thompson, Claus, Isaacson, Welch, Ward
No: 0
Absent: 0

On the Agenda as amended

Discussion

None

PASSED

Yes: 7 – Skipps, Hedding, Thompson, Claus, Isaacson, Welch, Ward
No: 0
Absent: 0

APPROVAL OF MINUTES

Mr. Thompson *moved to approve the Minutes of April 16, 2018*

Seconded by Ms. Hedding

Discussion

None

PASSED

Yes: 7 – Skipps, Hedding, Thompson, Claus, Isaacson, Welch, Ward
No: 0

Absent: 0

COMMUNICATIONS FROM THE MAYOR (Audio 4:22)

- I was asked to speak on the development occurring in the City at the Association of General Contracting annual meeting on April 19th. It was well received.
- I participated in Earth Day at Fort Wainwright on April 20th with the other mayors. There were over 500 kids present.
- The 4th of July committee is meeting. Our first meeting was a success and we picked a theme. “Home of Heroes” is the theme this year.
- Northstar Developers gravel pit was approved on April 24th with special conditions, including limits on hours of operation.
- I participated in the Mayor’s Charity Ball for the United Way of the Tanana Valley. The ball was a success and lots of money was raised for the United Way.
- May 1st was the 2nd annual memorial for Trooper Gabe and Scott. It was well attended despite the colder weather. This week is the police memorial service at the park at 1pm.
- Last week was the North Pole Forum. It was a great learning experience for Caleb and thank you to all who attended.
- Senator Sullivan was in town last Friday. Thank you to the Council who met with him and thank you to Rick Watson and Moody Brews for letting the Senator stop by.
- Upcoming events:
 - High School Graduation is May 15th at 7pm at the Carlson Center.
 - Senior Citizen Day is Thursday, May 10th at 10am at the Carlson Center.
 - The next 4th of July meeting is May 14th at 6pm at City Hall.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Dept., Chief Coon (Audio 22:18)

- Members of the Fire Department participated in cleanup day last Saturday. We still have bags to give away for anyone that still has some cleanup to do.
- Captain Haywood talked with students interested in careers in the fire service for Patriot Day. He discussed the various ways to become a firefighter (volunteer, paid, live-in). C-shift also delivered an arson investigation class to Ms. Bek’s forensics class. The class was instructed on cause and origin of fires and a small building was set on fire to investigate.
- I will be attending the National Fire Academy in May for a management class. Only two percent of all firefighters in the United States are able to attend a course at the Academy.

- Our open house will be on May 19th from 10-4. Captain Haywood is working hard to make it a great event. I have included a flyer and I encourage the Council to join our Facebook page for updates.
- Michelle is still working with Laserfiche to electronically store some of our fire, EMS, and training records. This is a slow process and I will be sure to keep the Council up to date on this project.
- Airpack grant update: Ordinance 18-11
 - The North Pole Fire Department was able to secure \$197,833.32 through a regional grant to replace 36 airpacks and 72 air bottles. The City has a 10% match obligation which is \$19,783.44. The Fire Department will require an additional \$19,232.57 for tools, parts, and accessories for a total of \$39,016.01. Once all of the new airpacks are online, we will be able to trade our existing airpacks for an estimated \$10,000. This puts us just below the \$30,000 mark that I have been briefing the Council on for months. This will come before Council tonight.
 - Grant match + Accessories – Trade in = Total
 - $\$19,783.44 + \$19,232.57 - \$10,000 = \$29,016.01$
- Fleet Maintenance Report:
 - D.C. Heineken, Captain Hamlin, and Engineer Rossow are working on a problem with Engine 21's pump transmission. There is a problem with the pump shifting in and out of pump gear. This rendered the engine out of service until repaired. The cost of the rebuild will be approximately \$5,000 and it will be completed in house and will take about a month. The cost of this repair is outside of our normal maintenance budget and will require a fiscal note in order to keep up with maintenance in 2018. Heineken started the rebuild this week and additional parts are needed to complete the repair. No price update yet.
 - Underwriters Laboratory came out and tested the platform and ground ladders at the department late last week. The platform passed but some small discrepancies with the ground ladders were noted and one entire ladder will have to be replaced.
 - Squad 24 was put into service for wildland season and during run up, the pump stopped working. The squad and pump were purchased in 1992. We are unsure if the pump can be repaired or if a modern one will have to be retrofitted in its place. I will keep Council updated on the squad.

Police Dept., Chief Dutra (Audio 28:13)

- Crime Conference started today. I attended the AACOP semi-annual meeting. Classes start tomorrow. I will be out of office with Lt. for the next few days.
- I conducted an ALiCE training class at the Noel Wien Library with about 50 library employees from all over the borough. Well received and a lot of folks came up to me and thanked me.
- Testing for our evidence custodian is coming along. We have whittled it down from 16 to 14 then to 7 and now the final 2 and should have a pick by tomorrow. Incredible

amount of training ahead for this person. I want to publicly thank all my employees who are pulling out all the stops to make sure the duties associated with this position are being covered. We have evidence requests coming in and counter traffic and phones overwhelming everyone. We cannot hire this person fast enough. It is a crucial position for our department but we will make sure we take care of the peoples' business. If you hear grumblings please have folks come see me.

- This Friday at 1:00 is the Police Memorial Day at the Memorial Park. Please come join us for a short service and food at the North Pole Worship Center.
- On that note, the Fallen Heroes memorial service was incredible. Your police, fire, and public works departments all pitched in to make that day a hit. The City Hall staff helped with programs, and the fire department helped with tents, food cleanup, and tear down. Public works built us a new podium and they hung the plaques and put down ice salt and cleaned the snow. It takes a whole city to make this happen. Thank you to all my employees who busted their rear ends to get all the logistical stuff accomplished.
- Our new kitchen is complete and it is beautiful. The whole department pitched in and helped. Thank you to the Council for finding the funding for us. Our yellow bathrooms are next.
- Along with Lt. Lindhag, I attended the Borough Emergency Management Annual Planning Meeting. Good topics discussed. Huge amount of time and resources being dedicated to emergency preparedness.
- We will be losing our Detective shortly as she will be having her baby. We will be spreading these duties out to patrol and covering additional workloads by myself and Lt. to help augment investigative needs.
- We have a draft MOU to the Borough for review and we will submit a final one to legal after it comes back in support of our School Resource Officer in the fall.
- Granite etched slabs will be arriving within the next few weeks. We will send out invites for unveiling.
- Sgt. Binkley is working feverishly on our inventory project. Painstaking personal inventories were completed last week by everyone so now the data will be entered.
- ALiCE trainer course has hit its mark of 38. We have expanded the total number to 50. As I stated in the last meeting, this is an extremely diverse group from Food Bank to Juneau.
- The Mayor and I are attending the first of many meetings to plan a new range in the interior for LEO and recognized firearm organizations. ALL details are yet to be made so things can change. Yes, the Mayor and I did go on a helicopter ride with AST Helo. It was a rough assignment but I was honored to lay my life on the line for the citizens of NP.
- Officer Meyer attended "Career Day" at NPMS. Excellent opportunity for us to get in touch with kids.
- I attended "Career Day" at NPMS and spent 30 minutes talking to Ms. Monetti's class on what a police chief does. I could have spent 2 days so they got a lot of information. Excellent opportunity.

- Watchguard and video storage has reached 1.6 terabytes. We are working on making changes to retention schedule to trend downward.
- Sgt. Stevenson is due to go on light duty for a period of time and rewrite of OPM is his top priority. He will also be training our new evidence technician on evidence collection and processing.
- Both command rigs are now multi-banded dual radio command capable. This is a 5 year project that has finally come together the last couple of weeks. We now have radio capacity to handle large events until dispatch relief and unified command can be established. We can also communicate directly with school staff on UHF. Critical to have these comms immediately following a critical event.
- My admin assistant is a major help and is handling multiple tasks and keeping a lot of balls rolling. Super happy with her efforts.
- Drug take back day was ok but good for NP with about 50lbs. 1 million lbs nationwide.
- Last but not least is a public notice that our department will likely be joining forces with many others in opposition of DC Williams plan to modify the current halfway house model in order to shrink population sizes and pepper them throughout our Borough. As with SB91, Com Williams is moving an agenda that is a direct assault on common sense. Stay tuned. AACOP did oppose HB23.
- **Mr. Thompson** asked what the bill number for the halfway house is and Chief Dutra replied it is HB325.
- **Ms. Welch** asked why events held at the park are during regular business hours rather than in the evening when more people can attend. Chief Dutra stated that was a good idea.

Finance, Tricia Fogarty (Audio 9:09)

- Summarized financials are before you this evening. I will email you full financials.
- Aurora and Candace, the auditors with KSH were here last week and provided me with a punch list of items they are looking for.
- I will be on vacation for 2 weeks starting next week so I will get the auditors what they are requesting before I leave.
- The auditors are looking to present to Council the last meeting in June.
- Judy processed payroll last week with little help from me so I am confident she will do fine when I'm on vacation. After payroll was completed, we found out there were some issues with the shift work at the fire department and Caselle's timekeeping. Chief Coon, Judy, and myself had a call with Caselle this morning and they are aware of this issue and are working on it so for the time being, we will be using paper timesheets until this issue is fixed.
- **Mr. Thompson** asked about pay stubs and Ms. Fogarty replied that we have quit doing paper pay stubs and everyone will need to log in online to access their pay stubs.

Director of City Services, Bill Butler (Audio 12:29)

Building Department

- 9 residential permit applications submitted:
 - Eagle Estates, 5 new homes
 - Ford Subdivision, 4 new homes
- Three commercial permit applications submitted:
 - Four 4-plexes (16 living units)
 - North Pole Dental Workshop
 - North Pole Veterinary Clinic – dog wash station.

Public Works

- Public Works has hired five summer employees.
- Benches and trash cans installed.
- Soliciting quotes from contractors for street sweeping.
- Building additional benches and trash cans for installation along Badger Road.
- Flowers for roundabouts and planters ordered with expected installation early June.
- To begin pumping “lake” dog park tomorrow in anticipation of raising ground level with soil extracted from dental practice construction adjacent to the dog park.
- **Mr. Skipp**s asked if the plowing contract was an annual contract. Mr. Butler replied that yes, it is an annual contract that can be extended by 2 one-year periods but that would require Council approval each year.

Utility Department

- Sulfolane settlement.
 - HDPE pipe installation in the wetlands is complete.
 - Starting to install HDPE pipe in 12 Mile Village and along Hurst Road.
 - Excavation of site and installation of fill complete for new Peridot Road pump house foundation complete.
 - Initial renovation work beginning at the water treatment plant.
- Met on May 2 with representative from ADEC to explore new alternatives to resolve sewer outfall. To submit several proposed alternatives and support Utility would need support from ADEC to permit the alternatives.

Natural Gas Utility Board

- IGU is moving to a weekly meeting schedule as the formal purchase of Fairbanks Natural Gas deadline approaches.
- Alaska Regulatory Commission approved the consolidation of Fairbanks Natural Gas and IGU as a single utility service area.
 - Short of an unforeseen negative development, IGU will take ownership of Fairbanks Natural Gas within two to three months.

Borough Representative, Ms. Hedding (Audio 49:48)

- A lot of the discussion was regarding the School District budget.
- They also talked about how close an establishment with a liquor license could be to a school.

City Clerk's Office, Judy Binkley (Audio 50:29)

- Update on the Personnel Policy Team. We had our first meeting a few weeks ago and it went well. The team identified parts where code said the same thing, but not the same way so we will be doing some housekeeping to clean it up. They also identified sections that could be better clarified.
- I completed payroll last week and will be responsible for it next week when Ms. Fogarty is out on vacation.
- The auditors were here last week and it was my first time meeting them. My interactions with them were good and they gave me some pointers for what they are looking for in personnel files and how I can better document certain items.
- As a reminder, the June Council meetings are not the 1st and 3rd Monday, but rather the 2nd and 3rd Monday as I will be in clerk training the 1st week of June.
- Finally, I just learned this morning it's Municipal Clerks Week!
- **Ms. Welch** asked what the dates for the Council meetings in June were and the City Clerk replied they were June 11th and 18th.

ONGOING PROJECTS (Audio 52:30)

Shelly Wade with Agnew::Beck presented draft recommendations for the Spring 2018 Eielson Regional Growth Plan. The areas of focus included fiscal impact, regional housing, utilities and infrastructure, transportation, planning and zoning, education, workforce development, and public safety. Ms. Wade talked about the existing conditions, needs, gaps, and recommendations for meeting those gaps.

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen) (Audio 1:05:19)

- **Mackenzie O'Connor**, PO Box 58064: Spoke on behalf of NPHS Class of 2018 and the activities they have been involved in with the community. Ms. O'Connor also spoke about the fundraising the Class of 2018 has been doing.
 - **Mr. Isaacson** asked how much the Class of 2018 needs to meet their fundraising goals and Ms. O'Connor replied about \$500.
 - **Ms. Welch** asked Ms. O'Connor what her plans after graduation were. Ms. O'Connor replied that she will be attending Texas Christian University and majoring in sports management and English.
- **Brenda Sadler**, PO Box 57045: Spoke about her advocacy for recycling and how we

could bring that to North Pole.

- **Ms. Welch** asked who would be responsible for the recyclables once it has been sorted. Ms. Sadler replied that her idea was that it would be a joint effort with the FNSB commission.
- **Mr. Isaacson** stated he thought this was a great idea and asked Ms. Sadler to talk to the commission to see if they could set up areas with bins in North Pole so individuals could do this on a more regular basis and help the FNSB's efforts. Ms. Sadler stated she would.

OLD BUSINESS

Consented

NEW BUSINESS

RESOLUTION 18-03, A RESOLUTION OF THE NORTH POLE CITY COUNCIL DESIGNATING CITY OFFICIALS AUTHORIZATION TO SIGN ON CITY OF NORTH POLE ACCOUNTS. (Audio 1:22:16)

Mayor Ward and Tricia Fogarty introduced the resolution.

Public Comment

None

Mr. Thompson *moved to approve Resolution 18-03, a Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts.*

Seconded by Mr. Skipps

Discussion

None

PASSED

Yes: 7 – Skipps, Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 0

COUNCIL COMMENTS (Audio 1:30:12)

Mr. Thompson – Happy Clerk Week and thank you for everything you do for us.

Ms. Hedding – School is getting out and kids will be all over the place so be safe.

Mr. Isaacson *moved to adjourn the meeting at 8:37 p.m.*

Seconded by Mr. Skipps

The regular meeting of Monday, May 7, 2018 adjourned at 8:38 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, May 21, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk