



**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, January 07, 2019 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

**CALL TO ORDER/ROLL CALL**

Mayor Welch called the regular City Council meeting of Monday, January 07, 2019 to order at 7:00 p.m.

***There were present:***

**Doug Isaacson – Mayor Pro Tem**  
**Avery Thompson – Deputy Mayor Pro Tem**  
**Perry Walley – Alt Dep Mayor Pro Tem**  
**DeJohn Cromer**  
**Aino Welch**  
**David Skipps**  
**Mayor Welch**

***Absent/Excused***

**Excused**

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

Led by Mayor Welch

**INVOCATION**

Invocation was given by Mr. Walley

**APPROVAL OF AGENDA**

**Ms. Welch moved to approve the agenda of January 07, 2019**

**Seconded by Mr. Skipps**

**DISCUSSION**

**Ms. Welch moved to consent the following items:**

**New Business:**

- b. Request for Approval of Consulting Engineer Contracts with North Star Engineering and Inspection and Meurlott Consulting to Perform Building Plan Reviews and Inspections for the Building Department.**

**and remove the following item:**

**New Business:**

- c. Request for Approval of Proposed Scope of Services, Additional Site Characterization, City of North Pole 8<sup>th</sup> Avenue Fire-Well Pump House, ADEC File No. 100.38.224.

**Seconded by Mr. Skipps**

**Discussion**

None

*On the amendment*

**PASSED**

Yes: 6 – Skipps, Isaacson, Welch, Cromer, Walley, Welch

No: 0

Absent: 1 - Thompson

*On the Agenda as amended*

**Discussion**

None

**PASSED**

Yes: 6 – Skipps, Isaacson, Welch, Cromer, Walley, Welch

No: 0

Absent: 1 - Thompson

**APPROVAL OF MINUTES**

**Ms. Welch moved to approve the Minutes of December 10, 2018**

**Seconded by Mr. Skipps**

**Discussion**

None

**PASSED**

Yes: 6 – Skipps, Isaacson, Welch, Cromer, Walley, Welch

No: 0

Absent: 1 - Thompson

**COMMUNICATIONS FROM THE MAYOR** (Audio 4:03)

- December 11<sup>th</sup> – Met with U.S. Army Alaska Commanding General, Maj. Gen. Mark O’Neil at Fort Wainwright.
- December 12<sup>th</sup> – Badger Expansion meeting.
- December 13<sup>th</sup> – 3 Mayor’s conference, held on the third Thursday of each month, attended my 2<sup>nd</sup> IGU board meeting, and met with the Newsminer.
- December 20<sup>th</sup> – I was a judge for the 8<sup>th</sup> graders at NPMS for “We the People,” Tricia and I met with Kathleen Thompson, and had an airport conference.
- December 22<sup>nd</sup> – We had the City Christmas party at the Hotel North Pole and it was a great time.
- December 25<sup>th</sup> – I was over at the Fire Department with Captain Hamlin and his shift to learn what they do.
- January 3<sup>rd</sup> – I was downtown with the Military Civilian meeting.
- January 4<sup>th</sup> – I did a showdown assignment with Chief Dutra’s administrative assistant, Alison Berka. I will be working with every department in the City so I can learn about how we work.

**COUNCIL MEMBER QUESTIONS OF THE MAYOR**

None

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

**Police Dept., Chief Dutra** (Audio 11:38)

- Thank you Mayor Welch and Councilwoman Welch for the Christmas party. Employees appreciated your efforts.
- Completed our annual department meeting. Was well attended and I thank Mayor Welch for participating.
- New cars have not been ordered and not been brought to Council until a new State of Alaska contract is out.
- I attended the Security Forces Christmas Party on behalf of the department as their Honorary Commander. Nice event – had fun.
- Our Range Group has met with the interior delegation about the interior range training area. Requested \$250,000 for scope study. Not sure what final ownership will look like but shall keep you posted.
- I have been asked to attend AACOP legislative meeting and APSC meeting in Juneau but likely will attend the AACOP legislative meeting on February 2.
- Mayor Welch job shadowed Alison and will be shadowing Rachel soon. Thank you for doing that.
- Leadership training coming to all department members and will be expanded to include spouses. Will check about Council members. Thank you Mayor Welch for your vision.

- SHSP grants due – working hard on reports.
- **Mayor Welch** asked if Council would be allowed to take the leadership course. Chief Dutra replied that he had not received an answer to that yet but will follow up.

**Fire Dept., Chief Coon** (Audio 20:13)

- Year End Report:
  - The Fire Department finished the year with just under 1300 calls. Of those, 1120 were ambulance calls. The Department has seen a steady rise in ambulance calls inside the City due to aging population and assisted living facilities inside our City.
  - The Fire Department generated roughly \$600,000 in revenue in 2018. This is \$50,000 more than last year.
  - The increase is from Emergency Management Grants for wages, inside the City ambulance billing, the Borough contract, and moto cross.
  - Although not all of the bills will be paid for some time, we are expecting to be under budget and looking forward to putting any surplus into the fleet fund.
- Maintenance Report:
  - B-shift is still working on repairing some leaks and end-of-year servicing.
  - B-shift has been completing some repairs to our saws. The chain saw is a year-round tool for us as we use it on every structure fire.
- Christmas caroling was good and seemed to be well received by the public. We did miss one half day of caroling due to a water pump going out on the squad.
- The new ambulance should be completed in February and delivered in March.
- Due to the Federal Government shut down, I am not able to assist the Council with NIMS training tonight. We will have to do it at another meeting.

**Director of City Services, Bill Butler** (Audio 25:55)

**Building Department**

- 2019 building permit application process is already underway:
  - Permit application submitted for generator at North Pole Middle School.
  - Anticipate initial permit application within 2 weeks for IGU storage facility.

**Public Works**

- Conducted a City-wide plowing before end of the year to improve travel over Christmas & New Year holidays.
- Graveling intersections is on-going activity.
- Staff have been using leave and comp time at end-of-year to reduce their leave balances so City has had numerous days with a single staff member the last few weeks of 2018.

**Utility Department**

- Sulfolane settlement.

- Water System Expansion work is addressing warranty and ongoing technical “tweaking” of the operational and electronic controls.
- Some HDPE pipe fusing had been occurring when the temperatures were moderate as preparation for 2019 construction season.
- Construction re-start will be weather dependent, but I do not expect to see serious water main installation until May.
- Moose Creek Water System Expansion Project.
  - Fiscal note and related ordinance are before the Council this evening. Purpose of the fiscal note is to have the funding mechanism in place.
  - Requesting a Special Council meeting on Monday, January 14 for second Council vote on fiscal note and ordinance.
  - Planning charrette scheduled for Thursday, January 24 to engage other agencies that are critical to success of the Moose Creek project. Need DOT to allow project to suspend water main under the bridge that crosses the flood control channel or for the Army Corps to allow the water main to be buried in the flood control channel.
- Fuel theft occurred at the Utility Shop over the weekend. Hopefully, there was no major freeze damage, but staff are just now warming the building.
  - Two protective measures we are exploring are an automatic gate as we have on other Utility facilities and a Sensa-phone to notify staff with a low-temperature alarm.
  - **Mayor Welch** asked if we are going to try to put cameras out there and if so, when. The police cars are also being unplugged in the parking lot here. Chief Dutra replied that we have a grant and will have to go out to bid for a camera system.
  - **Mr. Isaacson** asked if we will be looking at the outbuildings as well and if that’s within the grant parameters. Chief Dutra replied that is not in the grant parameters. Mr. Butler added that we are considering the critical facilities.

#### **Natural Gas Utility Board**

- IGU is still engaged in intense negotiations with Knik Tribe [Owner] and Siemens Government Technologies, Inc. [Operator] for an alternative means to supply LNG to the Interior.
- There is an IGU meeting tomorrow, Tuesday, January 8 starting at 4:00 PM at the Key Bank Building on Cushman Street, Fairbanks.

**Finance, Tricia Fogarty** (Audio 39:58)

- November financials are on the dais for you tonight. Hopefully, by next meeting, I'll have the December financials for you.
- The Christmas party was very well attended and successful. Mayor Welch and Ms. Welch put a lot of time and effort into planning the party and also brought back the employee of the year awards.
- I went with the Mayor to meet Kathleen to discuss the procedures for the audit. Mayor Welch asked if she would be interested in being on the audit finance committee and she expressed interest in doing that.
- The Mayor and I also met with Gary Hutchinson from our audit firm, KSH, and we will be working with a new auditor.
- I have updated the budget books for you. It's not on the website yet but hopefully it'll be up by the end of the week.
- I'll be working on year-end payroll things and that will take a bit of time.
- **Mr. Isaacson** asked were we fell on the revenues. Ms. Fogarty replied that they were not included in the summarized financials but would send the full financials.

**Borough Representative, Ms. Welch** (Audio 45:23)

- Informed them that we passed our budget.
- Read most of the legislative priority resolution to them because I wanted them to make sure that they understood that we had some important things.
- Wendy Dominique was there for the School Board and they are working hard on changing the amount of money that the School District can squirrel away from projects and stuff.
- Individuals came to talk about marijuana, regarding selling and growing.
- There was a long discussion about changing some of the Borough's property and changing their designations. They ended up tabling the matter until the next meeting.

**City Clerk's Office, Judy Binkley** (Audio 47:55)

- The 2019 AML Winter conference is February 19-21. If you are interested in attending, please let me know and I will make the necessary arrangements.
- I put a copy of the 2019 FNSB Assembly Meeting schedule on the dais for you this evening. I have the sign-up sheet so please let me know which meetings you will be attending.

**ONGOING PROJECTS**

None

**CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)** (Audio 48:52)

- **Jerry Koerner**, 1141 Lake Drive, North Pole: Handed out two letters put together by the team he works with. The first letter deals with the expansion and areas of concern that they have when we expanded different areas and then their concerns of how it may affect current citizens on the water system and those who are not quite on it yet. The other is the water protection plan and some areas of concern that came up.

**OLD BUSINESS**

None

**Public Comment**

None

**NEW BUSINESS**

**REQUEST TO ADOPT THE SERVICE LINE REQUIREMENTS FOR WATER AND WASTEWATER – COMMERCIAL AND RESIDENTIAL STRUCTURES, REVISED NOVEMBER 26, 2018.** (Audio 55:06)

Mr. Butler introduced the request.

**Public Comment**

None

**Mr. Isaacson *moved to* Adopt the Service Line Requirements for Water and Wastewater – Commercial and Residential Structures, Revised November 26, 2018.**

**Seconded *by* Mr. Skipps**

**Discussion**

None

**PASSED**

Yes: 6 – Skipps, Isaacson, Welch, Cromer, Walley, Welch

No: 0

Absent: 1 - Thompson

**REQUEST FOR APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE US ARMY CORPS OF ENGINEERS AND CITY OF NORTH POLE FOR \$275,000 TO INITIATE ENGINEERING AND DESIGN WORK FOR THE MOOSE CREEK WATER SYSTEM EXPANSION PROJECT.** (Audio 1:06:58)

Mr. Butler introduced the request.

**Mr. Isaacson** *moved to suspend the rules for 5 minutes.*

**Seconded by Ms. Welch**

**Public Comment**

None

**Ms. Welch** *moved to Introduce and Advance Ordinance 19-01, An Ordinance of the City of North Pole, Alaska to Amend the 2019 Operating Budget in Support of the Moose Creek Water System Expansion Project.*

**Seconded by Mr. Cromer**

**Discussion**

None

**PASSED**

Yes: 6 – Skipps, Isaacson, Welch, Cromer, Walley, Welch

No: 0

Absent: 1 – Thompson

**Mr. Isaacson** *moved to Adjourn into Executive Session to Discuss Legal Issues and Strategy Associated with PFOS/PFOA, Personnel Issues in the Utility Department, and Personnel Issues in the City Clerk/HR Department.*

**Seconded by Mr. Skipps**

**Mayor Welch** brought the meeting back to order at 10:26 p. m.

**COUNCIL COMMENTS**

None

**Mr. Isaacson** *moved to adjourn the meeting at 10:27 p.m.*

**Seconded by Ms. Welch**

The regular meeting of Monday, January 07, 2019 adjourned at 10:28 p.m.



**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Tuesday, January 22, 2019.

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Michael W. Welch, Mayor

**ATTEST:**

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Judy L. Binkley, City Clerk