



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, October 17, 2022, in the North Pole City Hall Chambers.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Monday, October 17, 2022, to order at 7:00 p.m.

Present:

Michael Welch – Mayor
Santa Claus - Mayor Pro Tem
DeJohn Cromer - Deputy Mayor Pro Tem
Aino Welch – Alternate Deputy Mayor Pro Tem
David Skipps
Jeffrey Jacobson
Anton Keller

Absent/Excused:

None

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Melissa Dionne

INVOCATION

Given by Mr. Jacobson

APPROVAL OF AGENDA

Ms. Welch *moved to* approve the agenda of October 17, 2022

Seconded *by* Mr. Claus

Mr. Claus *moved to* amend the agenda of October 17, 2022, to consent the following items:

New Business

- a. NPPD Wage Decision

Old Business:

- a. Ordinance 22-20, An Ordinance of the City of North Pole Amending the Leave Policy for the City of North Pole Employees – **to postpone until November 7, 2022**
- b. Ordinance 22-22, An Ordinance of the City of North Pole Amending the 2022 Budget to Accept the Edward Byrne Memorial Justice Assistance Grant

- c. Ordinance 22-23, An Ordinance of the City of North Pole Amending the 2022 Budget to Purchase a 2022 Ford F250 Pickup for the Northern Expansion

Seconded *by* Mr. Jacobson

On the amendments

DISCUSSION

None

PASSED

Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch

No: 0

Absent: 0

On the agenda as amended

DISCUSSION

None

PASSED

Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch

No: 0

Absent: 0

APPROVAL OF MINUTES

Mr. Jacobson *moved* to approve the minutes from the 10/3/22 meeting

Seconded *by* Mr. Skipps

DISCUSSION

None

PASSED

Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch

No: 0

Absent: 0

COMMUNICATIONS FROM THE MAYOR

- The Mayor read the proclamation for the Student of the Month – Nina Kozie
- Helping AK (fka Love Inc.) gave us a written update on the money they were given from the city at the end of last year.
- City Clerk, Melissa Dionne, read the letter from the Election Canvas Board certifying the results from the October 4th election.
- New Council Members Jeffrey Jacobson and Chandra Clack were sworn in.
- Chief Dutra, along with various family members and Mayor Welch pinned the newest NPPD Officers.
- The Mayor presented a plaque to Santa Claus and thanked him for his years of service.
- We will be hosting the Interior Mayors conference November 16 and 17 and will include the Borough, Nenana, Fairbanks and Denali mayors.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

Ms. Welch *moved* to suspend the rules the rules for 20 minutes
Seconded by Mr. Skippis

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

1. Stats September were sent to the Council today.
2. Traffic Stats for Santa Claus Ln. and St. Nicholas Dr.
3. Action taken on E. 5th avenue residence.
4. ALICE training on Wednesday at Ann Wein
5. Paul Butler Training on Wednesday – Leadership training
6. Third new officer Todd Bluhm starts the 1st. Excited for new energy. Down 1 position.
7. Alison and Rachel participated in Gals Read – Thank you
8. New car was retrieved from Anchorage – 2nd car waiting on part

Fire Department, AC Chambers

- The job posting for the fire departments open Lieutenant position closed today at 1pm. Our testing and interview process is scheduled to finish up in early November.
- October is fire prevention month and traditionally we spend a lot of time each October delivering safety messages to our local schools. The last two weeks we hosted hundreds of students from our local schools. During their visits to the fire station, we were able to provide age-appropriate safety messages.
- Winter is here and the road conditions are changing rapidly. The fire department has been responding to a high number of motor vehicle accidents over the last few weeks. We would like to remind everyone to slow down and expect slippery road conditions.

Finance, Tricia Fogarty

- Ms. Fogarty sent out the latest financials to the Council last week. The Council was also provided with the Delinquent utility reports, she said that these reports are usually provided by Melanie Swanson, and they might look a little different from the way they usually look.
- For the Tyler conversion there are 2 pieces left to move over and they will be done.

Ms. Welch asked about the delinquent utility report and how often the names are updated because there is at least one person that has passed.

Mr. Cromer said that he feels the list of delinquent people on the utility list seems excessive over the last time that the Council was provided with it.

- Ms. Fogarty said that the list was from Tyler and she does not think that most of those people are seriously late, but just late from the last month and the next time this report is provided it will be more streamlined.

Mayor Welch reminded everyone about the Budget workshops coming up and the change of the dates for the December meetings.

Director of City Services, Danny Wallace

Minutes

- City Services' focus is winter prep, budgeting, and ongoing efforts to ensure safe water, sewer and public works operations.
- Building Dept – Melanie Swanson has been on well-deserved leave for the past week (and she'll be gone until next week). We've been able to cover her duties with the help of Tresa Parsons, our part-time clerk and some of the other individuals in the office, although response times to customers may be delayed at times.
- PW – Winterization efforts; renewal of our snow plowing contract with Hubbard Construction is complete (this will be the third of three years; our summer hires will be with us for a couple more weeks and our new public works part time employee, David McBroom started on Monday. His duties include cleaning both City Hall and the Police Dept and City Hall three times per week and general labor support to Public Works.
- Utilities – We have begun efforts to address our aging City Water main. Respec, an engineering firm that we have already contracted with, is doing the initial 15% scope and design work. We're continuing to look at higher level grant funding for this.

Some other items of note:

1. City Services will participate in a Winter Storm Virtual Exercise on Wednesday. This is sponsored by the Emergency Management Institute at UAF and will simulate a winter disaster scenario. The exercise will be four hours long and should have representation from throughout the area, the State, and Federal agencies.
2. Installation of panic buttons in City Hall (I'll give the mayor the one in my office)
3. Pending Office Upgrade (dual office in the Chambers); Glass Doctor mentioned that the steel and doors have arrived; after those have been inventoried, they'll work with us on scheduling installation
4. Heating Oil Bid solicitation began last week. This has been advertised in the News Miner and we've sent out emails to all the oil delivery companies in the Borough. Bids close on October 24th
5. Moose Creek project is set to close on December 31st, although we are trying to determine if there are residual actions that might require an extension. Outstanding tasks include the final installation of water service to a handful of customers (and well-decommissioning of a similar number) and installation of wireless water meters (which were due to arrive this summer but have not yet arrived).

Human Resources, Ellen Glab

- Ms. Glab let everyone know that the city is providing biometric screenings free of charge for city employees on the insurance plan tomorrow in the chambers.
- She has meetings set up for the final run thru of the policy and procedure manual for the city employees, she hopes to be completed with that by November so that the city attorney can run through it before providing it to the employees and the Council after the new year.
- She has been working on onboarding for new employees.

Mayor Welch asked about the expectations of the policy manual going to the city attorney.

- Ms. Glabb said that she would like a run through by the attorney to make sure that there is nothing missed or that they step on any toes with any of the policies and that the policy and procedure manual will replace the personnel codes that are in the code of ordinances that exist now.

Borough Representative

Ms. Welch attended the borough meeting on 10/13/2022 via Zoom.

- 16.a. RESOLUTION NO. 2022-32. A Resolution Approving the Transfer of Surplus Borough Property (2 Vehicles) To the Fairbanks Litter Patrol, Inc. (Sponsor: Mayor Ward) PASS
- 13.a. Marijuana License – New – Onsite Consumption – License #10131 Pakalolo Supply Company, Inc. DBA: Pakalolo Supply Company, Inc. 1851 Fox Ave Fairbanks, AK 99701 No Protest
- 13.b. Liquor License – Transfer – Beverage Dispensary – License #4395 TO: L&E, LLC DBA: The Banks Alehouse 1243 Old Steese Hwy Fairbanks, AK 99701 FROM: Goethe, LLC DBA: The Banks Alehouse 1243 Old Steese Hwy Fairbanks, AK 99701 Fairbanks North Star Borough October 13, 2022 No Protest
- 13.c. Liquor License – Transfer – Package Store – License #4597 TO: Scooters, Inc. DBA: Scooters Liquor No Premise FROM: Arctic Fox Bar, LLC DBA: Arctic Fox Liquor No Premise No Protest
- 13.d. Liquor License – New – Restaurant/Eating Place – License #6080 Curt Haley and Ok Hui Haley DBA: KC’s Kitchen 1707 South Cushman Street Fairbanks, AK 99701 No Protest (Several licenses for Marijuana and liquor were approved)
- 13.e. ORDINANCE NO. 2022-55. An Ordinance Altering the Boundaries of Potlatch Service Area to Include Lots 11-14 Block C, Lots 1-5 Block E B&A Subdivision; Lots 1-13 Benson’s Subdivision; Lots Of B-1A – B2 Secretariat Subdivision 1st Addition; And TL-2306, TL-2404, TL-2507, TL-2510, TL-2616, And Providing For Two Elections. (Sponsor: Mayor Ward) PASS
- 13.f. ORDINANCE NO. 2022-56. An Ordinance Altering the Boundaries of Gordon Service Area to Include Lots 1-7 Block Two Eastwood Estates Subdivision, Lots 1-10 Block Three and Lots 1-9 Block Four Eastwood Estates First Addition and Providing for Two Elections. (Sponsor: Mayor Ward) PASS
- 13.g. ORDINANCE NO. 2022-57. An Ordinance Altering the Boundaries of Ridgecrest Service Area to Include Tax Lot 1018 Section 10 Township 1 South Range 2 West and Providing for One Election. (Sponsor: Mayor Ward) PASS
- 13.h. ORDINANCE NO. 2022-58. An Ordinance Altering the Boundaries of Herning Hills Service Area to Include Lot 1 Solski Subdivision and Providing for One Election. (Sponsor: Mayor Ward) PASS
- 13.i. ORDINANCE NO. 2022-59. An Ordinance Altering the Boundaries of College Service Area to Include Lot 1 And Lot 2, Godspeed Subdivision, As Modified by Instrument Nos. 2021-009606-0, 2017-015958-0, 2021-016580-0, And 2021- 001252-0, And Providing for One Election. (Sponsor: Mayor Ward) PASS (Several boundaries’ chances of service areas were approved; most adding ‘orphaned ‘parcels to existent service areas)

- 13.j. ORDINANCE NO. 2022-60. An Ordinance Amending FNSBC 2.16.010 Emergency Management - Definitions to Expand the Definition of Disaster to Include Cybersecurity Events. (Sponsor: Mayor Ward) PASS
- 13.k. ORDINANCE NO. 2022-20-1J. An Ordinance Amending the FY 2022-23 Budget by Appropriating \$550,000 From the Capital Improvement Program and Maintenance Reserve to The Capital Projects Fund for The Growden Field Upgrades Project and Amending the FY 2023 Capital Improvement Program. (Sponsor: Mayor Ward) PASS This is to replace turf in the park that is close to 40 years old. It will be maintained by the Gold Panners.
- Unfinished Business 14.a. RESOLUTION NO. 2022-30. A Resolution Summarizing the Parcels Proposed for Sale or Retention and A List of Other Nominated Land to Be Disposed of In FY 23-24 And Lands Intended for Development in Future Fiscal Years. (Sponsor: Mayor Ward) PASS

City Clerk's Office, Melissa Dionne

- Ms. Dionne gave everyone an update n the cities new website, she said that the site mapping is done, and we should see a non-live version by the end of the year.
- She let the Council know that the menu for the meals for the budget workshops will be sent this week and to let her know if anyone has any dietary restrictions.
- She also mentioned to the Council that their sports at the diocese were cleaned up and restocked and that if they had any additional needs or were missing anything to let her know.
- Universal Production will be in the chambers tomorrow to work on the chambers and get the audio and visual system up and running and the new office should be installed by Glass Doctors by the next council meeting.

The Mayor asked about the deadline for the Bed Tax Grant applications and the date for the presentations.

- Ms. Dionne said that she has personally talked to many of the businesses that put in for the grant in previous years to remind them of the date, and it is on the FB page and the website. The date for the presentations is going to be November 29th.

ON GOING PROJECTS

- The Mayor shared with the Council that after talking to the city attorney that we will no longer have to advertise meetings in the NewsMiner. We will have an ad at the beginning of the year/end of year with the calendar for the year, then notice special meetings only for the rest of the year.
- UP tv will be in the city mid-November filming a special called 'Small Town Christmas'. The Mayor and Ms. Glab have been in touch with various groups and businesses around town who might have holiday events/decorations happening and the city will be putting out our décor early this year. The show is set to air on December 11.

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

None

COUNCIL COMMENTS

- Mr. Cromer thanked Mr. Claus for his years of service and guidance.
- Mr. Keller also thanked Mr. Claus and his service to the community. He also echoed Chief Heineken's concerns about traveling safe on the roads.
- Ms. Welch also thanked Mr. Claus. She complimented the Chambers redo and said that it was great to see everyone live again. She invited everyone listening to come visit the Chambers and see City Hall.
- Mr. Jacobson thanked Mr. Claus for his dedication and years of service to the city. He also welcomed Ms. Clack to the Council. He said that he is concerned about the temps to come and the treacherous roads. He asked everyone listening to not be in a hurry and take to take their time. He was happy to see the families that were with us tonight for the pinning of our new police officers.
- Mr. Skipps thanked Mr. Claus as well for his time and effort to the city. He also welcomed Mr. Jacobson and Ms. Clack to the Council.
- Mr. Claus said that it was an honor and a pleasure to serve the city and working with the various mayors and Council members. He thanked everyone for the well wishes and nice send off.
- The Mayor thanked Mr. Claus for his service and said that even though they did not always agree on issues it was good that they could come together and do what was best for the city. Mr. Claus was a good Pro Tem this last year, he knew the city was in good hands if anything happened to him. The Mayor said that he is happy that we are moving forward and focusing on the growth of the city. The cities 70 anniversary is coming up soon and he likes that we are looking to the future and looks forward to celebrating.

ADJOURNMENT

Mr. Claus *moved* to adjourn

Seconded *by* Ms. Welch

The regular meeting of Monday, October 17, 2022 adjourned at 9:11 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, October 17, 2022.

ATTEST:

Melissa Dionne, City Clerk