



**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, 2023, in the North Pole City Hall Chambers.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Tuesday, January 17, 2023, to order at 7:00 p.m.

Present:

Jeffrey Jacobson – Mayor Pro Tem
Chandra Clack
Aino Welch
David Skipps

Absent/Excused:

DeJohn Cromer – Deputy Mayor Pro Tem
Anton Keller -Alt. Deputy Mayor Pro Tem

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Melissa Dionne

INVOCATION

Given by Ms. Welch

APPROVAL OF AGENDA

Mr. Jacobson *moved to* approve the agenda of January 17, 2023

Seconded *by* Mr. Skipps

Mr. Jacobson *moved to* amend the agenda of January 17, 2023, to consent the following items:

Unfinished Business:

- a. Ordinance 23-01, An Ordinance of the City of North Pole Amending the User Fee Schedule
- b. Ordinance 22-02, An Ordinance of the City of North Pole Amending the Professional Development Step Salary Increases for City of North Pole Employees
- c. Ordinance 23-03, An Ordinance of the City of North Pole Amending Title 13, Public Services Utility Rates for 2023

Seconded *by* Ms. Welch

On the amendments

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Skipps, Jacobson, Welch

No: 0

Absent: 2 – Cromer, Keller

On the agenda as amended

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Skipps, Jacobson, Welch

No: 0

Absent: 2 – Cromer, Keller

APPROVAL OF MINUTES

Mr. Jacobson *moved* to approve the minutes from the 1/4/2023 meeting

Seconded *by* Ms. Clack

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Skipps, Jacobson, Welch

No: 0

Absent: 2 – Cromer, Keller

COMMUNICATIONS FROM THE MAYOR

- The Mayor read the proclamation for the student of the month, Mervyn Pangilinan.
- Howard Rixie was with us to talk about the North Pole Community Chamber of Commerce. He gave an update on things coming up with the Chamber and the new welcome center.
- The Mayor has been working on additional funds to go towards the building of the south end of the city (Brookside Park) and he said that he will be trying to get the ear of Senator Murkowski tomorrow when she is in town. He is hoping to talk about Congressional Delegated Spending
- He will be traveling to Juneau for the legislative week. He plans on traveling the 20/21 and staying the week. He has asked Mayor Pro Tem Jacobson to go with him as well as Ms. Welch. He will be talking to the delegation about our legislative priorities and trying to get money for the city's projects.

Mr. Jacobson said that he will be attending the AML Juneau conference and is looking forward to that. He asked the Mayor to be sure to mention to Senator Murkowski the city water line need and the new fire station.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- No presentation this meeting. Working to have that for next meeting.
- Detective applicant pulled out of the process we are back to advertising the position. We will leave it open until filled.
- Guys Read this next week. I am reading to 4th grade kids at T. Brown and Midnight Sun. Always an amazing program. Encourage you to sign up if you can.
- Lt. Smith is working on some grant funding for ballistic shields for patrol. Very important for active shooter response.
- Det. Lockwood is in Alabama working on closing up a case and meeting with investigators on the case involving our baby homicide.
- Lt. Smith and I met with local Emergency Responders for discussions on updated procedures for active killer and mass casualty events. Working group established.
- Stats for 2022. Uptick in cases and calls but fairly average on most data points.

Fire Department, Chief Heineken

- North Pole Fire Department is once again working with UAF/CTC and NSVFD to put on another firefighter 1 academy. We traditionally do one fall academy each year. After conferring with our partners we have decided there is a need for another academy. AC Chambers has quickly prepared to administer another course that starts tonight and runs through March.
- The fire departments newest full time employee started yesterday. Lt Robert Dobson comes to us from Central Emergency Services FD on the Kenai Peninsula. Lt Dobson is formerly from the Fairbanks area, he previously volunteered with our neighboring fire dept NSVFD and worked full time for University Fire Dept. and Fairbanks Airport Fire/Police before taking employment in southern Alaska.
- The fire department may not have a representative at the next council meeting on February 6th. I will be out of State from February 3rd thru 10th on a vacation to Puerto Rico with my wife's family. The same week the Alaska Fire Chiefs association scheduled the annual leadership conference in Juneau. I will be sending Assistant Chief Chambers to Juneau to attend the conference and meet with our legislators. Attached you will find a summary report of our 2022 emergency responses.

Finance, Tricia Fogarty

- I will send out financials after Michelle has finished the bank reconciliation. We had an error with a credit card batch that was fixed at the end of last week. That will affect the imported payments from Caselle to Tyler. As soon as we can complete the import and Michelle finishes the bank rec I will send out the financials and an updated revenue & interest earned sheet.
- Last week we issued W2's for 2022 and uploaded the 2023 budget.
- We received a contract for consulting services from Altman and Rogers the Mayor is currently reviewing the contract.
- I will be on vacation for the first meeting in February, Michelle will be sitting in for me. She isn't a fan of public speaking and it does take some getting used to so please tread lightly.

- I received an email from Councilman Keller asking questions about the sales tax in relating to purchasing gift cards at Safeway. I can personally report that I recently purchased a gift card and there was no sales tax charged.

Director of City Services, Danny Wallace

Building Department

- We now have signed contracts with both of our Building Inspectors (Charlie Jeannet and Vince Meurlott). There has been work at the Thai Restaurant, and they have the correct permits in place. Vince will inspect once they are ready.

Public Works Department

- Snowpack removal was finished yesterday. Both Public Works and our contractor worked much of the weekend to complete. We received a few complaints about snow plowing, but they were resolved quickly. We've been able to provide a higher level of customer service based because of the mild weather and the additional Public Work part-time employee.
- Crowley Fuels have assumed our heating oil contract. Deliveries have begun and there have been no issues.

Utility Department

- No significant utilities issues over the holiday weekend
- Utility Rate increase notices will go out with this month and next month's bills. Each household will get a one-page information sheet providing background and other information regarding this change.
- We're still working on options for water meter replacements for the City. More to follow next month.
- Last week, we had the first working group discussion on ways to mitigate the chronic funding for sewer utilities. The group included the Mayor, Paul Trissel, Melanie Swanson, Tricia Fogarty, and me. We identified six potential options for the City and will flesh those out in our next meeting. Hopefully, these will result in workable options for the way ahead.

Moose Creek

- The next major task for this effort is the installation of updated water meter antennas. These were initially on the AT&T network and had communications issues. The new ones will be on the Verizon network, allowing for more accurate water metering and billing.
- Melanie Swanson, in her role as the Utility Account Specialist, has assumed lead on our Moose Creek accounts.

Other items

- Paul Trissel is on leave this week.

Human Resources, Ellen Glab

- Ms. Glab has been working with the fiscal department for the insurance notifications that went out with the W-2's.
- She is working on the last few job descriptions. She thanked the department heads for getting her that information.
- She is almost done with the evaluations. She will be sending them to the Mayor soon for feedback.

- She will be reimplementing the staff awards for years of service soon, there are 2 coming up at the next meeting.

Borough Representative

Borough meeting 1-12-23

- 18.g. *ORDINANCE NO. 2023-04. An Ordinance Abolishing The Pleasant Valley Two Rivers Fire Service Area And Providing For A Service Area Election. (Sponsor: Assemblymember Cash) (Refer to the Committee of the Whole on February 2, 2023; Advance to February 9, 2023 for Public Hearing)
- 12.c. Report from the School Board Representative
- In a search for new Superintendent
- 13.a. ORDINANCE NO. 2022-65. Trail Easements. (Sponsors: Assemblymembers Cash and Wilson) To Add A Fee Waiver. **FAIL**13.b. ORDINANCE NO. 2022-66 Regarding Delay Or Decline Of Addressing Changes. (Sponsor: Assemblymember Wilson) **Postpone to 1/26**
- **Fire marshal Green spoke about importance of easily identifiable addresses for emergencies.**
- 9.c. Wide Body Paratransit Vehicles with Wheelchair Lift Approval \$710,535.00 **PASS**
- 13.d. ORDINANCE NO. 2022-68. An Ordinance Reauthorizing the Economic Development Commission. (Sponsor: Mayor Ward) **PASS**
- 13.e. ORDINANCE NO. 2022-69. An Ordinance Amending Chapter 21.28 FNSBC To Allow Combined Reimbursement And Payment For Solid Fuel Burning Appliance And Heating Oil To Gas Conversion Programs. (Sponsor: Mayor Ward) **PASS**
- 13.f. ORDINANCE NO. 2022-20-10. An Ordinance Amending The FY 2022-23 Budget By Appropriating \$4,414,270 In Federal Pass-Through Grant Funding To The Transit Enterprise Projects Funds For the Voluntary Removal, Replacement, Repair, And Bounty (Wood Stove Change-Out) Program, Voluntary Heating Oil To Natural Gas Or Propane Conversion Program And The Voluntary No Other Adequate Source Of Heat (NOASH) Reduction Program, And By Authorizing Two (2) Full-Time Equivalent (FTE) Employee Positions. (Sponsor: Mayor Ward) **PASS**
- 13.g. ORDINANCE NO. 2022-20-1T. An Ordinance Amending The FY 2022-23 Budget By Updating The Multi-Year Program Public Works – Repair And Maintenance To Add Demolition Of Small Structures To The Description. (Sponsor: Mayor Ward) **PASS**
- 13.i. ORDINANCE NO. 2022-20-1Q Appropriating \$1,000,000 From The General Fund Fund Balance To The Capital Projects Fund For The Hutchison High School Heating System Replacement Project. (Sponsor: Mayor Ward) **POSTPONE**
- **University has issues with steam pipe system**

- 13.j. ORDINANCE NO. 2022-20-1R. An Ordinance Amending The FY 2022-23 Budget By Appropriating \$2,375,000 From The General Fund Fund Balance And Page 3 of 501 Fairbanks North Star Borough January 12, 2023 Regular Assembly Meeting \$3,563,101 From The Library Special Revenue Fund To The Capital Projects Fund For The Noel Wien Library (NWL) Upgrades And Repairs Project; And By Reappropriating \$503,666 From The NWL Skylight Replacement Project And \$300,000 From The NWL Emergency Exit Project To The NWL Upgrades And Repairs Project; And By Amending The FY 2023 Capital Improvement Program. (Sponsor: Mayor Ward) **PASS**
- 13.k. ORDINANCE NO. 2022-20-1S. An Ordinance Amending The FY 2022-23 Budget By Appropriating \$10,233 From The General Fund Fund Balance To The Capital Projects Fund For The Required Match For The 2ND Avenue Dog Park FFY2023 FAST Area Surface Upgrades Project; Authorizing The Mayor To Enter Into A Memorandum Of Agreement With The Alaska Department Of Transportation And Public Facilities And Accepting Maintenance Responsibilities; And, Waiving FNSBC 20.16.050 Regarding Temporary Use Licenses. (Sponsor: Mayor Ward) **PASS**

City Clerk's Office, Melissa Dionne

- Ms. Dionne gave an update on the new city website, it is entering the final stages, it is going to the compliance page this week. After that quality assurance and then migration. It should done in the next month.
- She said that she has been working with Representative Prax's office on getting access to the CAPSIS system and getting the city's legislative priorities uploaded.
- She sent the council a reminder that the for the AML Juneau legislature meeting in February, if anyone would like to attend to please let her know by Friday.

ON GOING PROJECTS

- 2023 Committee sign ups.

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

- None

Unfinished Business

- NPDF Request to proceed with predesign of new fire station by Johansson Wing Architects, PC

Mr. Jacobson *moved* to approve the request.

Seconded *by* Ms. Clack

On the Ordinance

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Skippis, Jacobson, Welch

No: 0

Absent: 2 – Cromer, Keller

- NPPD Request to purchase new patrol vehicles.

Mr. Jacobson *moved* to approve the request.

Seconded *by* Ms. Welch

On the Ordinance

DISCUSSION

None

PASSED

Yes: 5 – A. Welch, Clack, Skipps, Jacobson, Welch

No: 0

Absent: 2 – Cromer, Keller

COUNCIL COMMENTS

- Ms. Clack wished everyone a nice evening and a good week.
- Mr. Jacobson thanked the employees for the great job and for the time it takes to put their comments to the Council together. He asked if anyone has the NBC or UpTv show that was done on North Pole he would love to see it. He shared that he was interviewed this week by KTVF regarding 3 Bears, he said that he will send the link when he has so that everyone can see it. Mr. Jacobson said that he will be going to the event at the train depot in Fairbanks on January 30th and encouraged the council to attend if they could.
- The Mayor said that there are a lot of irons in the fire right now and that it is very difficult to satisfy everyone. He said that he simply does not have enough time during the Mayor Comments section of the meeting to share everything he has been working on. He invited the Mayor Pro Tem to start joining us for the staff meetings, he asked the clerk to send out calendar invites.

ADJOURNMENT

Ms. Welch *moved* to adjourn

The regular meeting of Tuesday, January 17, 2023, adjourned at 8:54 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Tuesday, January 17, 2023.

ATTEST:

Melissa Dionne, City Clerk