



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING Monday, December 17, 2012

Committee of the Whole – 6:30 p.m.
Regular City Council Meeting – 7:00 p.m.

COUNCIL MEMBERS

Richard Holm -Alt. Dep. Mayor Pro Tem 488-1776
Sharron Hunter-Mayor Pro Tem 488-4282
Thomas McGhee 455-0010
Derrick Nelson 490-2446
Michelle Sikma -Dep. Mayor Pro Tem 378-5778
Preston Smith 488-8824


MAYOR

Bryce Ward – 488-7314

CITY CLERK

Kathy Weber, MMC 488-8583

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag –**
 - 🔥 Presentation of colors by Troop #42
 - 🔥 National Anthem- TBA
3. **Invocation**
 - 🔥 Pastor Wyman – North Pole Worship Center
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
 - 🔥 *Students of the Month*
NPHS –Ashlynn Mulcare - November
 - 🔥 Introduction of North Pole King, Queen, & Princess
King-Jerry Million, Queen-Melissa Bidwell, Princess-Brianna Rodriquez
 - 🔥 Employee Service Awards

 Community Reception

- 7. Council Member Questions of the Mayor**
- 8. Communications from Department Heads, Borough Representative and the City Clerk**
- 9. Ongoing Projects Report**
- 10. Citizens Comments (Limited to Five (5) minutes per Citizen)**
- 11. Old Business**
 - a. Ordinance 12-25, An Ordinance of the City of North Pole, Alaska Amending Title 4, Chapter 4.10.010, User Fees
- 12. New Business**
 - a. Approval Of 14 Sets Of Bunker Gear For NFPD In The Amount Of \$26,371.80 To Be Funded By 2010 State Grant
- 13. Council Comments**
- 14. Adjournment**

The City of North Pole will provide an interpreter at City Council meetings for hearing impaired individuals. The City does require at least 48 hours notice to arrange for this service. All such requests are subject to the availability of an interpreter. All City Council meetings are recorded on CD. These CD's are available for listening or duplication at the City Clerk's Office during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or can be purchased for \$5.00 per CD. The City Clerk's Office is located in City Hall, 125 Snowman Lane, North Pole, Alaska.

**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, December 3, 2012 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, December 3, 2012 to order at 7:00 p.m.

There were present:

**Mr. Holm
Ms. Hunter
Mr. McGhee
Mr. Nelson
Ms. Sikma
Mr. Smith
Mayor Ward**

Absent/Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

America the Beautiful sung by Jackson Hutwagner

INVOCATION

Invocation was given by Pastor Ron Wallace of Free Will Baptist Church

APPROVAL OF AGENDA

Mr. McGhee moved to Approve the Agenda of December 3, 2012

Seconded by Mr. Smith

Discussion

None

Mr. McGhee moved to consent the following items on the agenda:

New Business

- b. Request from FCVB for 1st, 2nd, and 3rd Quarter 2012 Bed Tax
- c. Acceptance of grant funds from AHSO in the amount of \$110,127
- d. Acceptance of grand funds from AHSO CIOT for overtime expenses incurred as part of the Click it or Ticket campaign in 2013 in the amount of \$1,979.52

f. Resolution 12-25, A Resolution of the City of North Pole Requesting Permission to Gift Two Thermal Rifle Scopes to the Alaska State Troopers And the Fairbanks Police Department

g. Resolution 12-26, A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts

Seconded by Mr. Nelson

Discussion

None

On the amendment

PASSED

YES –7- Holm, Hunter, Sikma, McGhee, Smith, Nelson, Ward

NO – 0

Absent- 0 -

On the main motion as amended

PASSED

YES –7- Holm, Hunter, Sikma, McGhee, Smith, Nelson, Ward

NO – 0

Absent- 0 -

APPROVAL OF MINUTES

Mr. McGhee moved to Approve the minutes of November 19, 2012

Seconded by Mr. Nelson

Discussion

None

PASSED

YES –7- Holm, Hunter, Sikma, McGhee, Smith, Nelson, Ward

NO – 0

Absent- 0 -

COMMUNICATIONS FROM THE MAYOR

- Reading of the Bill of Rights
- Mayor Ward did a Thanksgiving proclamation and presented it at St. Nicks at the community service held there on Thanksgiving Day

- Mayor Ward recognize Paul Trissel for obtaining the Water System of the Year – Over 1,000 Population- North Pole’s water treatment and distribution system is evolving from one using analog monitoring and control systems to a supervisory control and data acquisition (SCADA) network. They stress cross training so that all four staff members have the skills to operate the water and wastewater systems promoting greater coordination between the two departments and ensuring a more robust system. They are an island of safe and reliable drinking water in a region with groundwater contaminated with the industrial compound sulfolane. With a federal economic stimulus grant, they were able to provide all residential utility customers with an electronic in-home water meter to help customers conserve their water; and
- **Utility Management Certification (UMC): *Paul Trissel, City of North Pole*** Alaska Rural Water Association would like to recognize and congratulate Paul for being the first Alaska system graduate of the Utility Management Certification course sponsored by the National Rural Water Association. Paul has worked for North Pole since 1998 and is now the Utility Supervisor. He is also on the Governor’s Water and Wastewater Works Advisory Board. As a UMC graduate, Paul’s name will be included in a national registry recognizing professionals in the water and wastewater industry that have met the highest standards of quality and achievement. The growing national registry can be found at <http://www.wateruniversity.org/>
- Mayor Ward will be getting a helicopter tour of Ft. Wainwright next week.
- Mayor Ward met with young people from the Intellectual Property Office at UAF.
- Candlelighting ceremony was held on Sunday, December 2nd at NPHS.
- Tree lighting ceremony at 4:30 on Sunday, December 2nd at Santaland RV Park
- Thanked Santa, Gorilla, and Budget fireworks for the display of fireworks on Saturday evening in Safeway parking lot.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

Councilman Holm asked about a meeting at Hotel North Pole concerning the Chena Slough.

Mayor Ward stated that the meeting would be held on Tuesday, at Hotel North Pole at 5:30 p.m.

Ms. Sikma asked about a newsletter and air quality in the North Pole area.

Mayor Ward said he attended the FNSB meeting at Hotel North Pole and asked to not burn during really cold days. He is also working on getting a newsletter out.

Mr. Smith asked about the radio show Mayor Ward did for a station back east.

COMMUNICATIONS FROM DEPT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- Sgt Bellant stated that they have received several applicants for the police officer position.

Fire Department, Chief Lane

- Chad Heineken stated that there had been a fire in the city limits on Park Way. It was determined that it was started by smoke materials in a couch. He urged everyone to be careful as it displaced 3 families and that it was -25 that night.

Accountant, Lisa Vaughn

- I am currently working on 3rd quarter reconciliations
- The auditors will be here the week of March 11
- Please check your address on your pay slips to make sure everything is correct for when I send out the W-2's
- Currently working on payroll early this week, then will get back to pre-audit work

Director of City Services, Bill Butler

Building Department

- No new building permits this period

Public Works

- Santa's Senior Center Kitchen Renovation project requires replacement of a non-adjustable gas regulator with an adjustable regulator
- Staff have shifted mostly to interior building maintenance work for winter season except when snow removal and street sanding are necessary

Utility Department

- Utility preparing to separate old water treatment plant reservoir from the water system
 - Approved by ADEC to make the separation
 - Purpose is to decommission oldest reservoir whose integrity is uncertain
 - Boiler and roof are failing in the building and are cost prohibitive to repair
 - Office space is now available at the utility garage
- Cold-weather maintenance now is a major part of regular routine—keeping equipment operational and keeping sewer mains flowing
- An announcement is being included with this utility billing encouraging customers with circulation pumps to check that they are operating

Natural Gas Utility Board

- Have established a routine meeting schedule
 - 1st & 3rd Tuesdays--formal business meetings
 - 2nd & 4th Tuesdays--meetings of the whole to encourage discussions
- All meetings open to the public and will be routinely announced in the News Miner
- December 4th meeting will be at Fairbanks City Hall from 4:00 to 6:00 pm
 - Have chosen an acting chair: Bob Shefchik, UAF

- Have chosen an acting manager: Steve Haagenon, former GVEA-CEO
- Developing a formal request to governor for initial funding; by laws to guide operations; a job description for a full-time manager

Borough Representative

- Mayor Ward stated that he will be meeting with FNSB and EPA and discussing challenges that we face with air quality. This will be an opportunity to be brought up to date with things that are happening in the interior with air quality and different tactics to try. He will be reporting back to council with any ideas that the group has.

City Clerk

December 3, 2012

- Met with City of Fairbanks Clerk and Grants Administrator on Bed Tax distribution and procedures. I will be working with the Mayor and Councilwoman Hunter to bring forward an Ordinance on the bed tax.
- Christmas party will be held on Friday, December 14th at the Fire Department. Families are encouraged to bring a gift for their children as Santa will be there to distribute them.
- Next council meeting will be held on Monday, December 17th. At that time we will also be having our Community Reception, introducing the new King & Queen, and giving Employee Service Awards.
- 22 days until Christmas

ONGOING PROJECTS

Christmas In Ice, Michelle Sikma

- Christmas in Ice opened on Saturday with 10 carving competitors.
- Attendance this past weekend was low due to weather and competitors are finding it difficult to keep their pieces together.
- There were 56 visitors to the ice park on Saturday and 68 on Sunday.
- On Saturday there will be free lunch and admission sponsored by BP.
- Dec 15th is military appreciation day with free admission with military ID.

CITIZENS COMMENTS – 5 Minutes

FCVB, Dawn Murphy

2644 Diamond St, North Pole, AK

Ms. Murphy went over the functions that FCVB has done over the past year in the Fairbanks and North Pole community and surrounding area.

OLD BUSINESS

ORDINANCE 12-23, AN ORDINANCE ESTABLISHING THE 2013 BUDGET AND LEVYING THE MILL RATE, THIRD READING

Mayor Ward introduced the Ordinance

Public Comment

None

Mr. McGhee *moved to Approve Ordinance 12-23, An Ordinance Establishing The 2013 Budget And Levying The Mill Rate, Third Reading*

Seconded by Mr. Holm

Discussion

None

PASSED

YES –7- Holm, Hunter, Sikma, McGhee, Smith, Nelson, Ward

NO – 0

Absent- 0

ORDINANCE 12-24, AN ORDINANCE SETTING THE 2013 UTILITY RATES

Mayor Ward introduced the ordinance.

Public Comment

None

Mr. McGhee *moved to Approve Ordinance 12-24, An Ordinance Setting The 2013 Utility Rates*

Seconded by Mr. Holm

Discussion

None

PASSED

YES –7- Holm, Hunter, Sikma, McGhee, Smith, Nelson, Ward

NO – 0

Absent- 0

NEW BUSINESS

REQUEST FOR 50% FORGIVENESS OF EXPENSES INCURRED FOR WATER SERVICE BREAK ON ACCT #5038 IN AMOUNT OF \$3,908

Mayor Ward explained that in NPMC it allows for a 50% forgiveness of expenses incurred for a water service break. Michael Williams was not in attendance to give testimony to the council.

Public Comment

None

Mr. McGhee moved to Request For 50% Forgiveness Of Expenses Incurred For Water Service Break On Acct #5038 In Amount Of \$3,908

Motion failed for lack of a second.

ORDINANCE 12-25, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 4, CHAPTER 4.10.010, USER FEES

Mayor Ward introduced the Ordinance and explained that there was only one change and that was to include the impound fees of \$384.

Mr. McGhee moved to Introduce and Advance Ordinance 12-25, An Ordinance Of The City Of North Pole, Alaska Amending Title 4, Chapter 4.10.010, User Fees

Seconded by Ms. Sikma

Discussion

Mr. Nelson asked if there was any other changes to the ordinance besides the impound fees.

Mayor Ward stated that the impound fees were the only changes being made.

PASSED

YES –7- Holm, Hunter, Sikma, McGhee, Smith, Nelson, Ward

NO – 0

Absent- 0

COUNCIL COMMENTS

None

ADJOURNMENT

Mr. McGhee adjourned the meeting at 7:44 p.m.

Seconded by Mr. Holm

The regular meeting of December 3, 2012 adjourned at 7:44 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, December 17, 2012.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

Office of the Mayor
City of North Pole

Proclamation

WHEREAS, Ashlynn Mulcare is a senior at North Pole High School and is the daughter of Patrick & Patty Mulcare of North Pole; and

WHEREAS, Ashlyn is an excellent student who maintains her outstanding grade point average while participating in three sports and various volunteer functions; and

WHEREAS, Ashlynn plays volleyball, basketball and softball, is a member of Big Brothers/Big Sisters, 4H, and has just completed a trip to Cuzco, Peru where she volunteered in an orphanage; and

WHEREAS, Ashlyn is hardworking, diligent, and a kind young woman. She is a well rounded student and citizen who is determined to achieve her goals in life; and

WHEREAS, the City of North Pole desires to recognize the outstanding students in the community;

NOW, THEREFORE I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim Ashlynn Mulcare:

The North Pole City Council

"Student of the Month"

For the Month of December 2012



Bryce J. Ward, Mayor



Kathryn M Weber, MMC
North Pole City Clerk

EMPLOYEE SERVICE AWARDS

Employee service awards are given at the 5, 10, 15, 20, 25 & 30 year levels and given at the last council meeting in December

NAME	DATE OF HIRE	YEARS OF SERVICE
Bill Butler –Director of City Services, Admin	11/05/2007	5 years
Daniel Kuhnert – Lieutenant, NPF	07/03/2007	5 years
Chris Lindsoe – Utility Assistant , NP Utilities	01/03/2007	5 years
Shawn McGilvary – Lieutenant, NPF	04/30/2007	5 years
Kalen Middleton – Admin Asst, NPF	10/29/2007	5 years
Stan Swetzof – Detective, NPP	05/10/2007	5 years
Marilyn Zrucky – Accts Payable/Receptionist, Admin	08/01/2007	5 years

CITY OF NORTH POLE

ORDINANCE 12-25

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
AMENDING TITLE 4, CHAPTER 4.10.010, USER FEES**

WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement;
and

WHEREAS, the City of North Pole Municipal Code should be amended to conform to the requirements of the City and to provide clarification as needed.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Pole:

Section 1. This ordinance is of a general and permanent nature and shall be codified.

Section 2. General Provisions of the North Pole Municipal Code of Ordinances are amended as follows:

4.10.010 Establishment of User Fees.

The mayor shall examine the services provided by the city and establish a user fee schedule with council concurrence. The council shall periodically review the user fee schedule and set user fees as appropriate

4.10.020 User Fee Schedule

Ambulance Fee	\$ 800.00
Ambulance Fee Discount for North Pole Residents	\$ 400.00
Ambulance/Patient transport mileage (loaded miles)	\$ 11.00 per mile
Ambulance/Patient transport mileage (loaded miles) Discount for North Pole Residents	\$ 5.50 per mile
Fire/Ambulance Run Reports	\$ 25.00
Audio Recording of Public Meetings or any other CD/DVD(fee collected when ordering, per tape)	\$ 10.00
Building Permit Fees	Based on building evaluation and 1997 Uniform Administrative Code
City Annual Business License	\$ 50.00
City Business/Sales Tax Mailing Labels (fee collected when ordering)	\$ 25.00
Copies of Public Records	\$1.00 1st pg; \$0.25 thereafter
City Newsletter Mailing Labels	\$ 25.00
Declaration of Candidacy Filing Fee	\$ 25.00
Faxes send/receive local calling area (per page)	\$ 1.00
Faxes send long distance in U.S. only (per page)	\$ 2.00
Fingerprinting per card	\$ 20.00
Fireworks Annual Permit to Retail Vendor of Class "C" Fireworks	\$3,000.00
Hydrant Meter Charge	\$ 50.00/mo.(min)

Hydrant Meter Water Usage Rate	\$ 0.02/Gallon
Impound Administrative fees	\$ 384.00
Notary Services per document	\$ 5.00
Plan Specifications Copies (per set)	\$ 25.00
Police Reports	\$ 25.00
Photo Copy Fee (per page)	\$ 0.25
Water/Sewer Connection Inspection Fee	\$ 50.00 each
Residential and commercial properties water and sewer Tie-in fees shall be the following (per NPMC 13.08.090 B)	
Water tie-in fee - ¾ inches to 2 inches	\$ 200.00
Sewer tie-in fee – ¾ inches to 2 inches	\$ 200.00
Water tie-in fee - Greater than 2 inches up to 4 inches	\$ 250.00
Sewer tie-in fee – Greater than 2 inches up to 4 inches	\$ 250.00
Water - Greater than 4 inches	\$ 300.00
Sewer – Greater than 4 inches	\$ 300.00
Residential Water Meter Replacement	\$ 100.00
Commercial Water Meter Replacement	At replacement cost
Water meter monitor replacement	\$ 100.00

(Ord.03-10 Chapter 4.10, 2003), (Ord.05-17 §2,2005), (Ord.06-11 §2(part), 2), (Ord.11-06 §2 (part), 2), (Ord. 12-17 §2(part), 2)

Section 3. Effective Date. This ordinance shall be effective at 5:00 pm on the first City business day following its adoption.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 17th day of December, 2012.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED
YES:
NO:
Absent:




North Pole Fire Department

125 Snowman Lane - North Pole, Alaska 99705

Phone: 907.488.2232 Fax: 907.488.3747

Memo

To: Mayor Ward
From: Chief Lane 
Date: 12/12/12
Re: Bunker gear purchase

Mr. Mayor,

I am requesting the City Council approve the purchase of 14 sets of bunker gear. The monies to purchase the gear will come from the state grant we received in 2010. The purchase price is \$1883.70 each, for a total of \$26,371.80.

The Fairbanks Fire Department just recently went out to bid for bunker gear and has told us we can use their bid sheet and pricing to order our gear. The low bidder for the purchase was MES Inc. The bunker gear that MES bid is the same brand of gear that we are currently using. Attached you will find the bid tabulation sheet from the City of Fairbanks. As you can see by the tabulation sheet they had three bidders respond.

Please let me know if you have any questions.

CITY OF FAIRBANKS PURCHASING DEPARTMENT



ABULATION OF BIDS

MATERIAL DESCRIPTION

Fire Equipelment Turn-outs Clothing

BID NUMBER: FB-12-37 DATE TABULATION MAILED: 7/31/2012
 BID DUE DATE: 7/31/2012

SHEET 1 OF 1

MES, Inc

REASON	DESCRIPTION	DATE	DATE	DESCRIPTION	QUAN TITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
Apparent Low and Responsive Bidder Per Specifications.	After Fire Department Review			LION Apparel 7200 Poe Ave, Dayton, OH 206-380-4993 Jerry Loran Fairbanks loran@lionprotects.com	42	2186.08	\$91,815.36	2,279.00	\$95,718.00	2144.91	\$90,086.22
	Structural Firefighting Turnouts, Jacket and Pants w/ Internal Harness per specifications.					1933.88	\$81,222.96	1898.00	\$79,716.00	1883.70	\$79,115.40
	Structural Firefighting Turnouts, Jacket and Pants w/o Internal Harness per specifications.										
<p>TOTAL PRICE: AWARD PRICE</p> <p>LOCAL PREFERENCE: 0%</p> <p>DISCOUNT: 0%</p> <p>NET PRICE \$0.00</p>											

14 sets 26,371.80

30,016