



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING Tuesday, February 21, 2012

Work Session – 6:00 p.m.

**Presentation by Mike Pollen, NTL Alaska about the City of North Pole's
Industrial Pretreatment Permit application**

Committee of the Whole – 6:30 p.m.

Regular City Council Meeting – 7:00 p.m.

COUNCIL MEMBERS

Richard Holm	488-1776
Sharron Hunter- <i>Alt Dep Mayor Pro Tem</i>	488-4282
Ronald Jones- <i>Mayor Pro Tem</i>	488-3579
Thomas McGhee	455-0010
Derrick Nelson	490-2446
Bryce Ward- <i>Deputy Mayor Pro Tem</i>	488-7314

MAYOR

Douglas Isaacson 488-8584

CITY CLERK

Kathy Weber, MMC 488-8583

1. Call to Order/Roll Call
2. Pledge of Allegiance to the US Flag –
3. Invocation
4. Approval of the Agenda
5. Approval of the Minutes
6. Communications from the Mayor

Students of the Month

Hannah Sponseller – NPHS

Proclamations

Patrick Polsey – Presentation of Heroism Proclamation and Plaque

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

None

12. New Business

- a. Request For 2011 4th Quarter Bed Tax From North Pole Community Chamber Of Commerce.
- b. Approval Of Engagement Letter Between City Of North Pole And Mikunda, Cottrell & Co., For 2011 Annual Audit
- c. Approval Of Award Recommendation For City Of North Pole Utility Garage
- d. Ordinance 12-01, An Ordinance Of The City Of North Pole To Amend Title 13, Public Services, Section 13.08, Administrative Provisions
- e. Ordinance 12-02, An Ordinance Of The City Of North Pole To Amend Title 13, Public Services, Section 13.12, Customer Service
- f. Ordinance 12-03, An Ordinance Of The City Of North Pole To Amend Title 13, Public Services, Section 13.16, Water Services
- g. Ordinance 12-04, An Ordinance Of The City Of North Pole To Amend Title 13, Public Services, Section 13.24, Utility Rates
- h. Ordinance 12-05, An Ordinance Of The City Of North Pole To Amend Title 13, Public Services, Section 13.28, Lien On Real Estate For Delinquent Utility Payments And Account Resolution Procedures

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, February 6, 2012 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Isaacson called the regular City Council meeting of Monday, February 6, 2012 to order at 7:00 p.m.

There were present:

Mr. Holm

Ms. Hunter

Mr. Jones

Mr. McGhee

Mr. Nelson

Mr. Ward

Mayor Isaacson

Absent/Excused

Excused

Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Isaacson

- Presentation of Colors by Boy Scout Troop #9

INVOCATION

Invocation was given by Mr. McGhee

APPROVAL OF AGENDA

Mr. McGhee moved to Approve the Agenda of February 6, 2012

Seconded by Mr. Nelson

Discussion

None

Mr. McGhee moved to Amend the agenda of February 6, 2012 to consent items a, b, & c under New Business as follows:

- a. Request from city resident, Angelica Broady, to forgive \$265.67 sewage portion of utility bill
- b. Request from city resident, Justin Dehart to forgive \$526.50 sewage portion of utility bill, suspending the late charges until insurance claim can be processed.
- c. Request from Christmas in Ice for 4th quarter 2011 bed tax

Seconded by Mr. Nelson

Discussion

None

On the amendment

PASSED

YES –5– Ward, Nelson, Holm, Hunter, McGhee

NO – 0 -

Abstained- 0

On the main motion as amended

PASSED

YES –5– Ward, Nelson, Holm, Hunter, McGhee

NO – 0 -

Abstained- 0

APPROVAL OF MINUTES

Mr. McGhee moved to Approve the minutes of January 17, 2012

Seconded by Mr. Holm

Discussion

None

PASSED

YES –5– Ward, Nelson, Holm, Hunter, McGhee

NO – 0 -

Abstained- 0

COMMUNICATIONS FROM THE MAYOR

Communication Highlights from the Mayor for the period ending Feb 6, 2012

GENERAL:

• Finance Committee: The Finance Committee will have its first meeting of 2012 on Tuesday, February 21, 5:00 pm. Mayor Pro Tem and Committee Chair Ron Jones will have an agenda published with the next Council packet and public noticed. They are planning to meet prior to every Committee of the Whole at 5 p.m. (usually the first and third Mondays of each month).

• Alaska Municipal League (AML) Meetings & Legislative Priorities: The Legislature is in full swing.

As I write this on 2/2/12, there have been 498 bills introduced and only 40 passed; also, there are 60 other

resolutions still under consideration. This means there's a lot of pushing and pulling going on and Councilman Jones and I are going to be urging legislators to make North Pole priorities their priorities—not an easy task.

As you can imagine, we are having many discussions in the Interior regarding the various legislative priorities. Topping everyone's list, including ours, is bringing relief from the high cost of energy. Ron Jones and I, while in Juneau with AML, will be urging funding for our capital projects requests, as well as advancing potential legislative actions that will bring us relief in the near term and sustainable low cost energy from sources such as natural gas and hydro electricity in the future. One short-term possibility is to extend power cost equalization, which is used in Rural Alaska, to the Fairbanks North Star Borough. That will give some relief to residential electric customers but does not bring relief from the high cost of heating fuel.

Oil and gas taxation is on the foreground in the Legislature. Some of this debate revolves around CoNP Resolution 11-08 which became AML Resolution #2012-02, making Alaska more competitive for oil exploration, development, production and in-state refining. Sen. Lesil McGuire is proposing adjusting the progressivity portion of the tax regime and I have already begun discussions with her staff to ensure that revenue sharing to the communities, which has been tied to progressivity, is not adversely affected.

Other issues affecting our community include the new North Pole library funding, education formula funding, prohibiting reading texts and using computers while driving, funding rail-road realignment and extensions, and, of course, the AGIA and AGDC/ASAP gas pipelines. This is by no means a complete list, but tops the current discussions in the legislature.

Today, the Governor issued a Press Release that is positive for Alaskans. His action is EXACTLY the right beginning to change the cumbersome and often obstructive bureaucracy that has been charged since statehood to allow Alaskans to develop our resources and settle our land in order to pay our own way--to be a contributor to, and not be a burden on, the federal coffers. Well done, Governor! Here's the text:

Dear Fellow Alaskans,

Recently, we proposed a change to the mission statement at the Department of Natural Resources (DNR) to reflect the exact words of Alaska's Constitution. Our Constitution makes it State policy to "encourage development of its resources by making them available for maximum use consistent with the public interest."

Early in my administration I directed our commissioners to review the department mission statements to ensure they line up with Alaska's Constitution. Changes to agency mission statements are subject to legislative approval.

Some have expressed opposition to hanging DNR's mission to reflect this constitutional policy statement. I invite you to listen as I speak with the press corps about how Alaskans are served through this effort.

- Memorial Service for 1-25: On Feb 2, I attended a memorial service for PFC Dustin Paul Napier, an infantryman with the Arctic Legion, 1st Battalion, 24th Infantry Regiment from Ft Wainwright killed by small arms fire in Afghanistan. PFC Napier had dreamed of being a soldier all his life and was proud to serve. He was 20 years old and had recently married his sweetheart while on mid-term leave. Our prayers and condolences go out to his family and friends.
- The "Fairbanks Committee": is sponsored by the Fairbanks Convention and Visitors Bureau (FCVB) and is composed of the mayors, native leaders, and community leaders from various industries. The goal of this committee is to continue working together cross-culturally to attract more meetings and conventions to the Interior. It was first formed to coordinate the communities' efforts to bring AFN to Fairbanks. AFN will be held in Anchorage in 2012 but have left open the opportunity to bring them here in 2013 and 2014. This meeting was held on Jan 18.
- Gas Pumping and Pricing in North Pole: I received complaints that gas station attendants in North Pole were telling customers to stick the diesel pump up the exhaust pipe of running vehicles in order to "thaw" them out. This is NOT a practice condoned either by City Hall or the owners of the stations and has been addressed. However, if you are instructed, or have constituents who are instructed, to do this, please notify Mayor Isaacson, 488-8584, immediately. During the discussions with owners, I again urged them to lower their gas prices to be competitive with Fairbanks and attract more customers—it's profitable for them, and good for our local economy. So far, no response. We'll see...
- Sulfolane Update: I have had several discussions with Nim Ha of the State's Department of Health and Social Services (DHSS), with Ann Farris of DEC, and met with medical professionals in the community during the Interior Public Health Summit at Fairbanks Memorial Hospital regarding the results of DHSS' report on possible health effects. Here's the text of the Press Release of January 19:

North Pole sulfolane health impact evaluation released

No negative health effects expected; caution still stressed

ANCHORAGE — Officials with the Alaska Department of Health and Social Services, Section of Epidemiology, Environmental Public Health Program have released their evaluation of possible health effects from sulfolane exposure from North Pole area wells.

Based on available scientific information, officials concluded that water containing detectable levels of sulfolane is safe for most household activities, such as bathing,

washing clothes and dishes, and rinsing foods. They continue to recommend that North Pole residents use a water source that has no detectable level of sulfolane for growing edible plants, drinking, or other uses where the water is ultimately consumed (such as adding water to a can of soup).

“Although levels of sulfolane in people’s wells are substantially lower than those that caused subtle health effects in test animals, we cannot say with *absolute certainty* that there will not be any health effects from long-term exposure to low levels of sulfolane in drinking water, because no studies have looked at this in animals or people,” said Nim Ha, a co-author of the report.

“Flint Hills has provided a long-term alternative water supply to all North Pole residents with detectable levels of sulfolane in their well water, and we recommend that they continue to use an alternative source of water for drinking and eating. This also applies to pets and other household animals,” Ha said.

Sulfolane is an industrial solvent that was found in wells near the North Pole Flint Hills refinery in fall 2009.

The evaluation found no increase in cancer or birth defect rates for North Pole residents compared to the entire state from 1996 – 2007 (cancer), and 1996 – 2009 (birth defects).

North Pole residents and interested stakeholders with further questions about the content of this report are welcome to contact the Environmental Public Health Program at 907-269-8000.

For more information about sulfolane contamination in North Pole groundwater, go to <http://dec.alaska.gov/spar/csp/sites/north-pole-refinery/>.

For the full report, go to <http://www.epi.alaska.gov/eh/sulfolane/DHSSHealthConsultSulfolaneGroundwater.pdf>

- Various Meetings: included going weekly to NPMS and helping with announcements and giving “Words of Wisdom.”
 - On Jan 19, I met with Ira Perman, Chairman of the Institute of the North. Their tour to Norway has resulted in House Concurrent Resolution (HCR) 19 in which the legislature is considering restructuring the State’s approach to oil and gas production and taxation.
 - On Jan 21, was MC for Samaritan Counseling Center’s, “Celebration of Lights” benefit dinner.
 - Attended the 354th Wing’s Quarterly Awards Luncheon and the Annual Awards Dinner. Congratulations to own Ron Jones who was a runner up for the Award going to the Civilian Technician of the Year.
 - Participated in the Arctic Winter Games (AWG) 2014 Host Society planning meeting, to which the Council has given financial support. We are going to be in Whitehorse from March 2-11 in order to observe AWG 2012 and learn how from them how to put on successful Games.

- Met with various community residents and business leaders discussing what's on their minds and are priorities.
 - On Jan 26, met with Department Heads to develop revisions to our Emergency Response Planning, especially to ensure our employees' families are taken care of while they respond to the emergency. Fire Chief Buddy Lane is heading up this work group which will be conducting preparedness training for employees and Council members during the next two months.
 - On Jan 30, I participated in the Federal Energy Commission's (FERC) Alaska Pipeline Project NEPA review held at the Carlson Center. It was sparsely attended, no objections, and in response to whether FERC considers this to be a "real" project, they are taking it very seriously and devoting resources to reviewing the applicants' submissions. I was interviewed by Dan Bross/KUAC.
 - On Jan 31, I attended the Alaska Railroad's Open House, and discussed with project engineers the status of the projects affecting North Pole: Phase 1 NP Realignment, the Tanana River Crossing, and the Rail extension to Ft. Greely. Our discussion centered on status of Environmental reports for Phase 1, which is 30 days behind schedule—we can expect public meetings to be held in about 30 days; and where our projects fit in the prioritization of other projects around the state. Once our environmental reports are completed, we can pursue funding for Phase 1. I was given a shovel commemorating my participation at the Tanana River Crossing Groundbreaking Ceremony and was interviewed by Tim Ellis/KUAC.
 - On Jan 31, our Itadori Sister City met. Karen Lane, Chair, told the group of students and parents that we'll plan to go on or around May 22 for 10 days. I INVITE ANY COUNCIL PERSON who would like to go to participate in the planning meetings, fundraising activities, and language/culture sessions.
 - A home school group, consisting of approximately 15 students, ages 5-13, toured City Hall with the Mayor on Friday Feb 3.
- FMATS: the Fairbanks Metropolitan Area Transportation System (FMATS) Policy Committee met on Jan 18. Much of the discussion had to do with the proposed archway that would be erected between Cushman St. and the new Barnette bridge. Construction of Illinois should be proceeding this summer and completion in 2014. The archway is being reconsidered and will not hold up construction. The next meeting will be held on Feb 15, 10 am at the DOT Conference Room on Peger. Public comment is possible at the beginning and near the end of the meeting.
- BRAC?: Included with these comments is a Press Release from the Governor concerning the agreement between him and the Congressional Delegation to oppose any attempt to close military bases in Alaska. It is also a concern of the local mayors and FEDC which have initiated actions to positively inform DOD leadership of the positive value of our bases, especially since

the President has affirmed his focus will be on the Pacific and Asia. Read the press release for more. I'll keep you informed of local actions.

- Jeannette James: Many people in the North Pole area will remember Jeannette James, who served us in the legislature for about ten years. Jeannette's husband Jim passed away early in the morning of Monday, January 30. He had been ill but returned to his home for the last week and was surrounded by family. Jeannette and Jim were just short of celebrating their 64th anniversary this month. I spoke to Jeannette and she would love to receive written cards, and hear the memories people have of Jim. Her daughter is putting together a slide show, so if anyone has photos they can send, give her a call. She misses Jim terribly, but because he was sick, "it was his time to go." She would have liked to have had another anniversary with Jim in February, but nevertheless, she's "not going to mope" and has her eyes fixed on what she can contribute in the future. After all, she's a young 82 years of age--her mom lived well into her 90's! One of the projects she's working on is to write her family history. The Memorial Service was held on Saturday, Feb 4. Cards can be sent to:

792 Fescue Ave
Woodburn, OR 97071

FNSB ASSEMBLY MEETING:

The FNSB Assembly met on Thursday, January 26. Included in the actions was a rezone request for Ice Alaska which was partially approved, enabling Ice Alaska to pursue the World Ice Art Championships this year; Ordinance No. 2011-61, amending Title 17: roadway construction, failed on a 3-3 vote (several Assembly members were absent); and \$552k of federal CMAQ (air quality funds) was appropriated to the Transit Enterprise Projects Fund to develop a Fairbanks PM2.5 non-attainment area statewide implementation plan for air quality control (North Pole held the dubious distinction of having the worst air quality in the borough during the recent cold spell when we were at 60 Below).

You have in your packet for the City Council of Feb 6 a resolution that focuses on pending action being considered by the Assembly on Feb 9: that of adopting a motor vehicle registration tax and establishing a vehicle registration reserve allocating the proceeds to provide real property relief through reduction of the areawide mil rate and fund fire serve area capital expenditures.

The next regular FNSB Assembly meeting is scheduled for Feb 9 at 6 pm. For a list of meeting times and agendas, go to <http://co.fairbanks.ak.us/meetings/Assembly> .

MEDIA:

Jan 21, 28 & Feb 4: Mayor Isaacson was on KJNP (1170 AM, 100.3 FM) 8 – 9 a.m. “Over the

Coffee Cup.” As mentioned above, I was also interviewed by KUAC.

UPCOMING (see above for other events, dates, and times)

- **February 6-10:** Mayor Isaacson & Councilman Jones are in Juneau; Deputy Mayor Pro Tem Bryce Ward is point of contact. City Clerk Kathy Weber is on vacation, in her absence, contact Tricia Fogarty.
- **February 13, 6 p.m.:** Itadori Sister City Meeting @ City Hall, Call Karen Lane for info: 456-2014
- **February 18, 10 a.m.:** Senator Coghill Townhall meeting @ City Hall.
- **February 20: PRESIDENT’S DAY. CITY OFFICES ARE CLOSED.**
- **February 21, 5 p.m.** Finance Committee; **6:30 p.m.** Committee of the Whole; **7 p.m.** Regular Council Meeting.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Dept

- None

Police Department

- None

Accountant, Lisa Vaughn

- W-2's were sent out last Tuesday. 1099's will be sent out by the end of the month. W-2's are balanced to payroll records. If you have any questions about yours please let me. I will not be sending them to the IRS until the end of February which is the deadline.
- Auditors will be here the week of March 12. You are more than welcome to stop by and talk to them during that week. They will be in the council chambers

FNSB Representative

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- The next regular FNSB Assembly meeting is scheduled for Feb 9 at 6 pm. For a list of meeting times and agendas, go to <http://co.fairbanks.ak.us/meetings/Assembly>.

Director of City Services, Bill Butler

Building Department

- No new building permits since the last Council meeting on January 17
- Drafted changes to building codes modeled after changes adopted in City of Fairbanks
 - Hope to submit proposed changes at February 21 Council meeting after changes reviewed by City Attorney

Public Works

- Took delivery of skid steer loader purchased with a federally funded grant
 - Public Works staff are breaking in the equipment and are beginning to clear pedestrian paths throughout City

Utility Department

- Hope to submit proposed changes to Title 13, Public Services at February 21 Council meeting after receive feedback from City Attorney. Some of the proposed changes to the Code include:
 - Transferring limited authority to Utility Department to forgive some utility charges when there is a customer service line break
 - Clarifying landlords' responsibilities for renters' utility bills
 - Reduction in utility tie-in fees
 - Creating a flat rate
- The Alaska Department of Environmental Conservation released on January 12, 2012 a public notice about the City's Industrial Pretreatment Program with a 30-day comment period
 - Public comment period closes Saturday, February 11, 2012

- City has had a meeting with representatives from Flint Hills Resources to answer questions.
- ADEC contacted Flint Hills, GVEA and Petro Star notifying them directly of the comment period.
- Mike Pollen, the City's consultant on the pretreatment permit submission will make a presentation about the City's pretreatment permit during the Tuesday, February 21 Council work session.
- Utility Garage Project has generated significant interest and I hope to submit a bid recommendation to the Council at the February 21 council meeting.

City Clerk

February 6, 2012

- Ms. Weber attended the monthly luncheon at Santa's Senior Center on Wednesday, January 18, 2012 and gave the Oath of Office to their new board members.
- Ms. Weber will be gone on vacation from January 27 – February 11.
- Senior Appreciation Luncheon is scheduled for Friday, March 30, 2012.
- Mayor's Art Show is scheduled for Tuesday, April 10, 2012 at 6:00 p.m.

ONGOING PROJECTS

None

CITIZENS COMMENTS – 5 Minutes

Jason Donald, 3119 Tobacco Rd, North Pole, AK

Mr. Donald requested a donation from the City of North Pole to help him attend the Arctic Winter Games where he will be playing hockey.

Mr. McGhee *moved to* Donate \$200 to Mr. Donald in exchange for community service inside the City of North Pole

Seconded by Mr. Nelson

Discussion

Mr. Holm said he didn't think that would fly because Mr. Donald was only 15 years old.

Mr. McGhee stated that he would need to have a work permit.

Ms. Hunter asked if this was a team effort or for one individual. She said she would respectfully decline supporting an individual but would support a team. She said if they were to donate this money she would like the mayor to investigate it further.

Mr. Holm said this sets up a precedence that he can't go along with.

Mr. Ward said he admired Mr. Donald and said he didn't think it was appropriate for the city to do that. It is the taxpayers money and would not be a wise choice for the council to do.

PASSED

YES –1– McGhee

NO – 0 - Nelson, Holm, Hunter, Ward

Abstained- 0

OLD BUSINESS

None

NEW BUSINESS

**RESOLUTION 12-02, A RESOLUTION OF THE CITY COUNCIL OF NORTH POLE
OPPOSING FNSB ORDINANCE NO. 2012-07 “ADOPTING A MOTOR VEHICLE
REGISTRATION TAX AND ESTABLISHING A VEHICLE REGISTRATION
RESERVE ALLOCATING THE PROCEEDS TO PROVIDE REAL PROPERTY
RELIEF THROUGH REDUCTION OF THE AREAWIDE MILL RATE AND FUND
FIRE SERVICE AREA CAPITAL EXPENDITURES”**

Public Comment

None

Mr. McGhee *move to* Introduce and Adopt Resolution 12-02, A Resolution Of The City Council Of North Pole Opposing FNSB Ordinance No. 2012-07 “Adopting A Motor Vehicle Registration Tax And Establishing A Vehicle Registration Reserve Allocating The Proceeds To Provide Real Property Relief Through Reduction Of The Area wide Mill Rate And Fund Fire Service Area Capital Expenditures”

Seconded by Mr. Holm

Discussion

Mr. Ward said he felt he had pretty much outlined why this would not be a good idea for city residents.

Ms. Hunter asked what some of the reasons for the Resolution.

Mr. Ward explained how it would impact the City of North Pole and referred back to the report from Wes Madden.

PASSED

YES –1– McGhee, Nelson, Holm, Hunter, Ward

NO – 0

Abstained- 0

COUNCIL COMMENTS

Mr. McGhee – Appreciated the council meeting tonight and Ms. Hunter wanting more information. He also appreciated the author bringing it forward. He felt it was a lot in taxes. He is grateful for the warmer weather and for the younger people coming out. Mr. McGhee thanked Troop 9 for coming out and reminded them that when they wear the uniform they represent a large organization and commended them.

Mr. McGhee also commended Mr. Donald for coming before council to request funding. He said if you want to enjoy a sport you must work for it.

Mr. Nelson – No comment

Ms. Hunter – said it is hard to turn down a student who requests funding. She commended Mr. Donald for coming before council but it has been the practice of this council to not give individual donations. She hopes that this experience will want him to be involved in government in the future.

Ms. Hunter supported the reasons in the Resolution for turning it down. She felt there were a lot more things that should have been worked out to make it more viable and thanked Mr. Ward for bringing it before council.

Mr. Holm – thanked the members of Troop 9 and for staying for the meeting as it will go toward their citizenship badge. He felt it was a good way to show support for their community. He is not in favor of any increased taxes and that there is a need to reduce the taxation on property and is sure that in the Resolution they were probably trying to reduce the property tax. The nation, state, and local government need to find ways to reduce the taxes and live within their means.

Deputy Mayor Pro Tem Ward – commended Jason Donald for coming forward and encouraged him to continue to work toward funding in other areas. He thanked Troop 9 for their contribution tonight and said that he was also a Boy Scout. He gave his best wishes to the Mayor and Mayor Pro Tem and is looking forward to their report when they return.

ADJOURNMENT

Mr. McGhee *moved to adjourn the meeting of February 6, 2012*

Seconded by Mr. Nelson

No Objection

The regular meeting of February 6, 2012 adjourned at 7:39 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Tuesday, February 21, 2012.

DOUGLAS W. ISAACSON, Mayor

ATTEST:

KATHRYN M. WEBER, MMC, City Clerk



Mt. McKinley Bank North Pole Sled Dog Championships



4-Dog, 6-Dog, 10-Dog & Skijoring

Free Sled Dog Rides!
11 - 2 Sat. & Sun.
Little Richards Diner

2 PM Sat. & Sun.
Form a 3 person relay team
and sign up for the
Slippery Salmon Slalom!

Pop Scramble for the kids!

Food Concession by:
Star Of The North
Secondary School



\$15,000 Purse
February 25 & 26, 2012

Other Sponsors:

Santa Claus House

Forbes Storage

Weber, Inc.

Big Foot Pumping & Thawing

Flowline

Pagoda

Hotel North Pole

Wes Madden Real Estate

Slayden Plumbing & Heating

Great Northwest

Big Street Construction

F & E Taxidermy

Doyon, Ltd.

Fairbanks Natural Gas

Lanser Builders

H C Contractors

Robinson Accounting

Holistic Medical Clinic

Alcan Builders

North Pole Veterinary Hospital

For more information or to volunteer: 907-488-4558 info@npedc.com www.npedc.com

Start/Finish at: Morning Star Park, Monk Ct., North Pole (Behind Star Of The North Secondary School)

First team leaves the starting line at 11 AM on Saturday & 10 AM on Sunday w/Skioring



North Pole
ECONOMIC DEVELOPMENT
CORPORATION

Office of the Mayor
City of North Pole

Proclamation

WHEREAS, Hannah Sponseller is a junior at North Pole High School and is the daughter of Tim & Luisa Sponseller of North Pole; and

WHEREAS, Hannah is an excellent academic student who maintains a perfect "A" average, has an outstanding work ethic, and is a very dedicated student who is resourceful and diligent; and

WHEREAS, Hannah is involved in sports and has played on the Varsity Volleyball team for the past 2 years, plays softball, and assisted the NPHS boys basketball team in the State Tournament last year; and

WHEREAS, Hannah participated in the National Student Leadership Conference at the University of California, Berkley last year, volunteers in a Kindergarten classroom and is a member of the Catholic church; and

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

NOW, THEREFORE I, Douglas W. Isaacson, Mayor of the City of North Pole, do hereby proclaim Hannah Sponseller:

The North Pole City Council

"Student of the Month"

For the Month of February 2012



ATTEST:

Kathryn M Weber
Kathryn M Weber, MMC
North Pole City Clerk

Douglas W. Isaacson, Mayor



Office of the Mayor
City of North Pole

Proclamation

WHEREAS, Patrick Polsey is a student at North Pole High School and is the son of Perry & Helga Polsey of North Pole; and

WHEREAS, congratulations and citations are in order for Patrick Polsey for the saving of the life of Amanda Banning on December 9, 2011 where the two students were waiting for a school bus to pick them up; and

WHEREAS, a catastrophe was avoided because of the skillful and quick response to danger and knowledge of life saving demonstrated by Patrick; and


WHEREAS, this courageous action in averting what could have been a tragic loss to family, friends, and community was an act of heroism which deserves special recognition by the governing body of this city.

NOW, THEREFORE, BE IT RESOLVED that the sincere appreciation of the City of North Pole, the North Pole City Council, and all the citizens at large of this community, are hereby extended to Patrick Polsey for his heroic action.

WITNESS my hand and seal of the City of North Pole this 21st day of February, 2012.


Douglas W. Isaacson, Mayor

ATTEST:


Kathryn M. Weber, MMC
North Pole City Clerk





FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

NORTH POLE HIGH SCHOOL

601 N.P.H.S. Blvd. North Pole, Alaska 99705 (907) 488-3761 Fax (907) 488-1488
www.northstar.k12.ak.us/schools/nph/nphshome.htm

To: Mr. Doug Isaacson, *Mayor, North Pole Alaska*

Re: Heroic Actions by NPHS Student, Patrick Polsey on 12/9/2011

On the morning of December 9th, 2011, at about 7:12 am, Amanda Banning, a student from North Pole Middle School, and Patrick Polsey, a student from North Pole High School, were waiting for a school bus to pick them up. When the bus arrived, stopped, and signaled them to cross the street to board, a car attempted to pass the bus and narrowly missed both students. Only the alertness and quick actions of Patrick prevented a tragedy. According to Amanda, *"The bus arrived, turned on its lights and told us to cross. On the other side of the road there was a car. It was slowing down then started to accelerate. Patrick, the high schooler, stuck out his arm and told me to back up. As we did the car slid sideways almost hitting us..."* Both Patrick and Amanda had to jump into a ditch beside the road to avoid the car which missed them by inches. Fortunately no one was hurt because of the quick actions of Patrick who stopped Amanda from crossing the road and placing herself in harm's way.

Patrick is the son of Perry and Helga Polsey of North Pole. He is an excellent student and currently is on track to qualify for level one of the Alaska Performance Scholarship Award which is the highest award available for Alaska High School students.

The staff and administration of North Pole High School are honored to recommend to the mayor of North Pole that Patrick be honored for his heroic actions on December 9, 2011.

Dr. Bridget Lewis, Principal
Ron Gherman, Assistant Principal
Carol Warbelow, Assistant Principal



North Pole Community Chamber of Commerce

*PO Box 55071, North Pole, Alaska 99705 ~
907-488-2242 / 488-8538 / fax 907-488-3200
www.northpolechamber.us*

February 15, 2012

City of North Pole
125 Snowman Lane
North Pole, AK 99705

RE: Request for Bed Tax Funds

Dear Mayor Isaacson and City Council:

The North Pole Chamber of Commerce would like to formally request the designated 30% portion of the fourth quarter 2011 bed tax, as set forth in North Pole Municipal Code 4.09.020C. These funds are vital to the Chamber for its continued operation of the North Pole Visitor Information Center and related activities.

The funds received from 2011 were used for operations including payroll for a part time admin coordinator, website design, web hosting, phone service, internet services, postage and mailing expenses. The funds were also used to operate the visitor's cabin covering payroll including the addition of a new part-time staff member.

One of our largest expenses this year was producing our NP Visitor's Guide advertising all of our businesses in the City of North Pole. There were 2000 printed and have been handed out to many visitors that have come through our area. Because of popular demand, the Chamber had to do a second printing of the visitor's guide.

The Chamber also purchased a new lawn mower to mow the lawn at our Visitor's Cabin. The cabin is in need of a new roof, and that is something we are looking at in the future. We also have some goals of improving the inside of the cabin to utilize space to its fullest potential, and encouraging more vendors to sell their wares. We have had fewer visitors in the area this year, however, they are spending more on average than the last two years.

Some of our upcoming expenses in the coming months will include Taste of North Pole, opening and stocking the Visitor's Cabin this spring, preparing for Fourth of July events, and a candidate's forum in the fall. These events would not be possible without the participation of our businesses and volunteers, and their generous donations of time and funds.

It is vital for the community of North Pole to be promoted by the North Pole Community Chamber of Commerce through the many activities and festivals provided. The Chamber is committed to serving the North Pole business community through effective operation of our web site, the Visitor Center, and through our year-round promotion of North Pole as a great place to live, work, shop, visit, and relocate.

Sincerely,

North Pole Chamber Board Members

1:16 PM

02/16/12

Accrual Basis

North Pole Community Chamber of Commerce

Profit & Loss

January through December 2011

	Jan - Dec 11
Ordinary Income/Expense	
Income	
Bed Tax Income	35,332.19
Cabin Sales	10,813.57
Luncheon Sales	60.00
Program Income	
Membership Dues	7,390.00
Program Income - Other	2,755.02
Total Program Income	10,145.02
Visitor Guide Ad Sales	325.00
Winter Festival Booths	1,010.00
Total Income	57,685.78
Gross Profit	57,685.78
Expense	
Advertising	
Webpage	468.95
Advertising - Other	4,302.77
Total Advertising	4,771.72
bank card fee	845.55
Business Expenses	
Business Registration Fees	200.00
Total Business Expenses	200.00
Business Income Tax	1,247.99
Contract Services	
Accounting Fees	3,160.06
Total Contract Services	3,160.06
Electric	338.04
Facilities and Equipment	
Equip Rental and Maintenance	384.39
Total Facilities and Equipment	384.39
Ground Maintenance	275.00
Luncheon	90.00
Operations	
Books, Subscriptions, Reference	403.22
Cabin Inventory	
Commission Sales	
consignment	309.30
Commission Sales - Other	2,474.80
Total Commission Sales	2,784.10
Cabin Inventory - Other	4,945.00
Total Cabin Inventory	7,729.10
Postage, Mailing Service	385.27
Printing and Copying	6,270.76
Supplies	247.88
Telephone, Telecommunications	946.22
Operations - Other	250.00
Total Operations	16,232.45
Other Types of Expenses	
Insurance - Liability, D and O	325.00
reimburse expenses	240.21
Other Types of Expenses - Other	632.54
Total Other Types of Expenses	1,197.75
Payroll Expenses	32,954.29
property Taxes	399.06
Reconciliation Discrepancies	46.50

1:16 PM

02/16/12

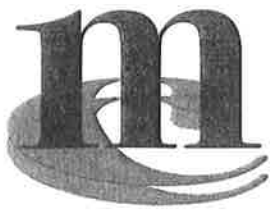
Accrual Basis

North Pole Community Chamber of Commerce

Profit & Loss

January through December 2011

	Jan - Dec 11
Winter Festival	
Booth	135.35
Winter Festival - Other	351.75
Total Winter Festival	487.10
Total Expense	62,629.90
Net Ordinary Income	-4,944.12
Net Income	-4,944.12



**Mikunda,
Cottrell & Co., Inc.**
Certified Public Accountants & Consultants

An Independently Owned Member
McGLADREY ALLIANCE



January 31, 2012

Honorable Mayor and Members of the City Council
City of North Pole
125 Snowman Lane
North Pole, AK 99705

Attention: Mayor Doug Isaacson and Members of the City Council

This letter is to explain our understanding of the arrangements for the services we are to perform for City of North Pole for the year ending December 31, 2011. We ask that you either confirm or amend this understanding.

Audit Services

We will perform an audit of City of North Pole's governmental activities, business-type activities, each major fund, the aggregate remaining fund information and the budgetary comparisons as of and for the year ended December 31, 2011 which collectively comprise the basic financial statements. We understand that these financial statements will be prepared in accordance with accounting principles generally accepted in the United States of America. The objective of an audit of financial statements is to express an opinion on those statements.

We are responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of the City Council are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

We will also perform the audit of the City of North Pole as of December 31, 2011 so as to satisfy the audit requirements imposed by the Federal and State Single Audit Acts and the U.S. Office of Management and Budget (OMB) Circular No. A-133.

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Federal and State Single Audit Acts; OMB Circular A-133; and OMB's Compliance Supplement. Those standards, circulars, supplements, or guides require that we plan and perform the audit to obtain reasonable rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error

or fraud. Accordingly, a material misstatement may remain undetected. Also, an audit is not designed to detect errors or fraud that is immaterial to the financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

An audit of financial statements also includes obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements, and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, we will communicate to management and the City Council any significant deficiencies or material weaknesses that become known to us during the course of the audit.

We will also communicate to the City Council *(a)* any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, *(b)* any fraud, illegal acts, violations of provisions of contracts or grant agreements and abuse that come to our attention (unless they are clearly inconsequential), *(c)* any disagreements with management and other serious difficulties encountered in performing the audit, and *(d)* various matters related to the entity's accounting policies and financial statements.

In addition to our reports on the City's financial statements, we will also issue the following reports or types of reports:

- A report on the fairness of the presentation of the City's schedule of expenditures of federal awards and state financial assistance for the year ending December 31, 2011.

- Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.

- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect on each major program.

- A schedule of findings and questioned costs.

Our reports on internal control will include any significant deficiencies and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circular identified above. Our reports on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed by contracts; and any state or federal grant, entitlement or

loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

City of North Pole's Responsibilities

Management is responsible for the financial statements, including the selection and application of accounting policies, adjusting the financial statements to correct material misstatements, and for making all financial records and related information available to us. Management is responsible for providing us with a written management representation letter confirming certain representations made during the course of our audit of the financial statements and affirming to us that it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and to the opinion units of the financial statements.

Management is responsible for establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge.

Management is responsible for identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

Management is also responsible for (a) making us aware of significant vendor relationships where the vendor is responsible for program compliance, (b) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and (c) report distribution including submitting the reporting packages.

The City Council is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

City of North Pole agrees that our report on the financial statements will not be included in an official statement or other document involved with the sale of debt instruments without our prior consent. Additionally, if City of North Pole intends to publish or otherwise reproduce the financial statements and/or make reference to us or our audit, you agree to provide us with printer's proofs or a master for our review and consent before reproduction and/or release occurs. You also agree to provide us with a copy of the final reproduced material for our consent before it is distributed or released. Our fees for any additional services that may be required under our quality assurance systems as a result of the above will be established with you at the time such services are determined to be necessary. In the event our auditor/client relationship has been terminated when the City seeks such consent, we will be under no obligation to grant such consent or approval.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Lisa Vaughn, Finance Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Other Terms of our Engagement

City of North Pole hereby indemnifies Mikunda, Cottrell & Co. and its shareholders, principals, and employees and holds them harmless from all claims, liabilities, losses, and costs arising in circumstances where there has been a known misrepresentation by a member of City of North Pole's management, regardless of whether such person was acting in the City's interest. This indemnification will survive termination of this letter.

Any claim arising out of services rendered pursuant to this agreement shall be resolved in accordance with the laws of the State of Alaska. It is agreed by City of North Pole and Mikunda, Cottrell & Co. or any successors in interest that no claim arising out of services rendered pursuant to this agreement by or on behalf of City of North Pole shall be asserted more than two years after the date of the last audit report issued by Mikunda, Cottrell & Co.

Our fees are based upon the time required by the individuals assigned to the engagement, plus direct expenses. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fee for the services described in the letter will not exceed \$34,200, plus out of pocket costs for travel, lodging, typing, printing, etc. unless the scope of the engagement is changed, the assistance which the City has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. For example, a significant increase in the number of major federal

Honorable Mayor and Members of the City Council
City of North Pole
Page five

or state programs for single audit purposes, and/or ARRA programs, may result in an increase in the fee that cannot be anticipated at this time. The above fees also do not include preparation of the OMB data collection form, or presentation of the financial statements to the City Council. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by City of North Pole or are required by City of North Pole or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for City of North Pole, City of North Pole will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The working papers for this engagement are the property of Mikunda, Cottrell & Co. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit working papers upon their request; and that we shall maintain the working papers for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested work papers will be provided under the supervision of Mikunda, Cottrell & Co. audit personnel and at a location designated by our Firm.

If circumstances arise relating to the conditions of your records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, misappropriation of assets, or noncompliance which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement.

The two overarching principles of the independence standards of the "Government Auditing Standards" issued by the Comptroller General of the United States provide that management is responsible for the substantive outcomes of the works, and therefore, has a responsibility and is able to make any informed judgment on the results of the services described above. Accordingly, the City of North Pole agrees to the following:

Management of the City will be accountable and responsible for overseeing the draft of the financial statements, trial balance adjustments, and updates to the depreciation schedules.

City of North Pole will establish and monitor the performance of the draft of the financial statements, trial balance adjustments, and depreciation schedules to ensure that they meet management's objectives.

Honorable Mayor and Members of the City Council
City of North Pole
Page six

City of North Pole will make any decisions that involve management functions related to the drafting of the financial statements, trial balance adjustments, and depreciation schedules and accept full responsibility for such decisions.

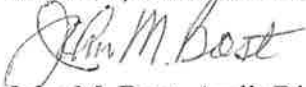
City of North Pole will evaluate the adequacy of services performed and any findings that result.

This letter constitutes the complete and exclusive statement of agreement between Mikunda, Cottrell & Co. and City of North Pole, superseding all proposals, oral or written, and all other communication, with respect to the terms of the engagement between the parties.

In accordance with *Government Auditing Standards*, a copy of our most recent peer review report and applicable letter of comment is enclosed for your information.

If this letter defines the arrangements as you understand them, please sign and date below and return this letter to us. We appreciate your business and look forward to working with everyone at the City again.

Mikunda, Cottrell & Co.



John M. Bost, Audit Director

Confirmed on behalf of the City of North Pole:

Signature: _____

Title: _____

Date: _____

Bellevue
Boise
Grandview
Missoula
Oron
Othello
Quincy
Spokane
Tri-Cities
Walla Walla
Wenatchee
Yakima

To the Shareholders of Mikunda, Cottrell & Co. Inc.
And the Peer Review Committee of the CalCPA Peer Review Program

System Review Report

We have reviewed the system of quality control for the accounting and auditing practice of Mikunda, Cottrell & Co., Inc. (the firm) in effect for the year ended March 31, 2010. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included (engagements performed under *Government Auditing Standards* and audits of employee benefit plans).

In our opinion, the system of quality control for the accounting and auditing practice of Mikunda, Cottrell & Co., Inc., in effect for the year ended March 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mikunda, Cottrell & Co., Inc. has received a peer review rating of *pass*.



July 28, 2010
Bellevue, Washington



125 Snowman Lane
North Pole, Alaska 99705
(907) 488-8593
(907) 488-3002 (fax)
bill@northpolealaska.com

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: Bill Butler
Date: February 16, 2012
Subject: Utility Garage Project bid recommendation

Recommendation

I recommend that the Council approve the low bidder Tunista's base bid of \$1,148,444 plus added alternate #1 costing \$55,000. Added alternate #1 is an extension of the concrete slab and roof to provide cold storage at the back of the building. **The combined base bid and added alternate #1 total \$1,203,444.**

The City received eight bids on February 14 for the Utility Garage Project. Of the eight bids, seven were accepted (one bid was unsigned and not read). The certified bid results are attached. The low bidder was Tunista Construction, LLC with a modified base bid of \$1,148,444. The bids came in higher than the expected \$1 million; however, the three lowest bids were within 5% of one another, suggesting the proposed costs are reasonable. The City's consulting architect's recommendation is attached recommending acceptance of the low bidder.

The cost of the project is higher than projected, but affordable with the resources available to the utility. In addition, the Alaska Department of Environmental Conservation (ADEC) considers construction projects like garages a low priority and is unlikely to fund a similar project in the future if the current project does not proceed. In addition, inflation will only result in higher costs if the project is delayed to a later date.

Attached is a proposed funding plan for the Utility Garage Project. I received notification ADEC approved the request to transfer the \$187,337 of unexpended funds from this past summer's sludge removal project to the Utility Garage Project. ADEC is in the final stages of approving the City's Industrial Pretreatment Program (IPP). From the outset of the IPP process, the Environmental Protection Agency, ADEC, and North Pole City Council's intention was that the expense to create and implement the project is to be charged back to the relevant industrial users. The approximate cost to date to the City for the IPP process total

\$140,000. The utility would also request a budget transfer of \$60,000 intended for the purchase of a backhoe be applied to the Utility Garage Project.

The financing proposed above will be adequate to fund the base bid and added alternate #1. If the project were to exceed the bid amount due to change orders or unanticipated costs, I have calculated a project contingency of 10% or \$120,344. If the full project contingency were expended, the utility would need to provide an additional \$108,178 from its capital funds reserve account.

North Pole Utility Garage

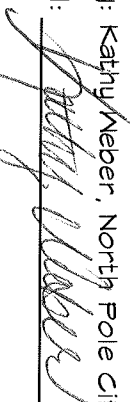
JAI Project # 1008

Bid Tabulation

Date : 2/14/2012

Contractor	B.B.	Qual	Addenda	Base Bid		Alt #1	Alt #2	
Tunista Construction, LLC	X	X	1,2	\$1,200,000		\$200,000	\$200,000	
Modifications				-\$51,556		-\$145,000	-\$80,000	
Modified Total				\$1,148,444	#1 Low	\$55,000	\$120,000	\$1,323,444
RDM Sanders	X	X	1,2	\$1,208,000	#2 Low	\$124,000	\$132,400	\$1,464,400
Sunland Development Co.			Bid not read - Bid Not Signed					
GHEMM Company	X	X	1,2	\$1,323,000		\$96,800	\$185,200	\$1,605,000
Congdon Construction	X	X	1,2	\$1,410,000		\$100,500	\$167,500	\$1,678,000
ALCAN Builders	X	X	1,2	\$1,342,462		\$115,714	\$125,831	\$1,584,007
Richard Stanton Construction	X	X	1,2	\$1,334,000		\$153,000	\$176,000	\$1,663,000
TBI Construction	X	X	1,2	\$1,210,019	#3 Low	\$146,880	\$150,792	\$1,507,691

Opened By: Kathy Neber, North Pole City Clerk

Signed: 

Jantz Associates, Inc.

1077 Vincent Court

North Pole, Alaska 99705

February 14, 2012

Mr. William Butler, Director of City Services
City of North Pole
125 Snowman Lane
North Pole, Alaska 99705

RE: City of North Pole Utility Garage
Award Recommendation

Dear Mr. Butler,

Attached is a preliminary copy of the bid results opened this afternoon. The bids are higher than expected but consistent with the estimator's estimate. Also, the spread of the bids is consistent with similar projects in the area. Additionally, the three low bids have about a 5% deviation.

Based on this information, if funding is available, I recommend award of the base bid only to Tunista Construction, LLC in the amount of \$1,148,444.

I have had a telephone conversation with Tunista - they seem comfortable with their bid with knowledge of the other bids submitted.

I have begun to contact references and will advise if I receive information which would change this recommendation.

Call if you have questions.

Sincerely,

JANTZ ASSOCIATES, INC.


Merle Jantz
Architect

Updated Funding Mix for North Pole Utility Garage

Lowest bid: Tunista Construction, LLC

Base bid	\$1,148,444	
Added alternate #1	\$55,000	cold storage (extend roof in back of garage)
Total	\$1,203,444	
10% contingency	\$120,344	
Total plus 10% contingency	\$1,323,788	

Worst Case: Spend full 10% Contingency

Funding Sources & Match Calculation

Sources	Amount	Percent
MMG# 63319		59.2%
original award	\$524,997	
additional requested amount	\$187,337	
North Pole Utility Match	\$611,454	50.8%
Total	\$1,323,788	

Sources of Match

North Pole's proposed match in reapplication	\$303,276
Additional match North Pole must provide	\$308,178
Total	\$611,454

Expected Sources of North Pole's Additional Match

Industrial Pretreatment Permit billing	\$140,000
Defer purchase of backhoe to 2013	\$60,000
Capital Projects Fund:	\$108,178
Total	\$308,178

Best Case: Spend None of 10% Contingency

Funding Sources & Match Calculation

Sources	Amount	Percent
MMG# 63319		59.2%
original award	\$524,997	
additional requested amount	\$187,337	
North Pole Utility Match	\$491,110	40.8%
Total	\$1,203,444	

Sources of Match

North Pole's proposed match in reapplication	\$303,276
Additional match North Pole must provide	\$187,834
Total	\$491,110

Expected Sources of North Pole's Additional Match

Industrial Pretreatment Permit billing	\$140,000
Defer purchase of backhoe to 2013	\$60,000
Total	\$200,000

Sponsored by: Mayor Douglas Isaacson
Introduced and Advanced: February 21, 2012
Passed: March 5, 2012

ORDINANCE NO. 12-01

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND
TITLE 13, CHAPTER 13.8, ADMINISTRATIVE PROVISIONS**

WHEREAS, changes to the public services practices and policies 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.

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

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

Section 2. Title 13, Chapter 13-8 Administrative Provisions is amended in the North Pole Code of Ordinances as follows in the attached revised chapter.

Section 3. Effective date.

This ordinance shall become effective upon passage and publication.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 5th of March 2012.

Douglas W. Isaacson, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

Chapter 13.08

ADMINISTRATIVE PROVISIONS

Sections:

- 13.08.010 Utility services.
- 13.08.020 Management of the water and sewer utilities.
- 13.08.030 Basis of the city utility rate structure.
- 13.08.040 Property of the city water and sewer utilities.
- 13.08.050 Disposal of utilities, utility owned material or equipment.
- 13.08.060 Authorized operations and maintenance personnel.
- 13.08.070 Right of inspection.
- 13.08.080 Service to areas outside city limits.
- 13.08.090 Service to areas outside existing assessment districts.

13.08.010 Utility services.

- A. The city water utility service provides a pressurized, piped water supply used by the citizens as a potable water supply and firefighting source of water. The city sewer utility provides a piped wastewater collection, treatment and disposal service in a manner which safeguards the health of the citizens of the city and protects the area's environment.(Ord. 00-16 §2, 2000); (Ord. 82-8 §1.B, 1982)
- B. All utility improvements shall be in accordance with the Uniform Plumbing Code, City of North Pole Construction Standards and approved plans by a registered professional engineer. (Ord. 00-16 §2, 2000)

13.08.020 Management of the water and sewer utilities.

- A. The management of the North Pole Utility including billings, accounting and collections, review of applications for utility services, preparation of contracts for utility service, and enforcement of the rules and regulations of the utilities as established in the ordinance codified in this title shall be the responsibility of the mayor.
- B. The operation and maintenance of the utility system including the maintenance and repair of equipment, supervision of improvements to the systems, maintenance of records of operations and development of an annual operating budget shall be the responsibility of the city utility superintendent.
- C. Copies of all rates, rules and regulations which have been approved by the council shall be filed and maintained by the city clerk and shall be open for inspection by the public at the office of the clerk. (Ord. 82 8 §1.C, 1982)

13.08.030 Basis of the City utility rate structure.

The rate structure for the City utility services is set so as to make the utility self perpetuating without profit accumulation. (Ord. 82-8 §1.D, 1982)

13.08.040 Property of the City water and sewer utilities.

All equipment, meters, pipes, regulators, pumps, structures and other contrivances supplied by the City for the North Pole Utility shall remain the property of the North Pole Utility and may be removed whenever the City Council elects. (Ord. 82-8 §1.E, 1982)

13.08.050 Disposal of utilities, utility owned material or equipment.

The City may sell, lease or otherwise dispose of a municipal utility, utility owned material or equipment as per Section 13.4 of the City Charter. (Ord. 82-8 §1.F, 1982)

13.08.060 Authorized operations and maintenance personnel.

Only City employees and contractors approved by the utilities supervisor are authorized to install, repair, remove, inspect or exchange any portion of the City utility system. (Ord. 82-8 §1.G, 1982)

13.08.070 Right of inspection and access.

- A. Right of Inspection. The North Pole Utility reserves the right to perform an inspection of the customer's premises at any time it deems necessary to determine that all piping, fixtures and related utility structures are in proper operating condition. Such inspection shall be performed in normal business hours unless an emergency exists which may jeopardize the utility system or the health and welfare of the citizens of the City.
- B. Right of Access.
 - 1. The North Pole Utility reserves the right to access a customer's premises to disconnect the customer's water service in the event the account has become delinquent.
 - 2. Tampering with the North Pole Utility disconnection devices shall result in a fine of \$500 (five hundred dollars) and/or termination of water utility service. (Ord. 08-25 §2 (part), 2008; Ord. 82-8 §1.H, 1982)

13.08.080 Service to areas outside City limits.

If not within the corporate limits of the City, a property owner can make application to the City for City utility service. As a condition of service, the property owner must agree to annexation of his property into the corporate limits of the City and abide by the rules and regulations of the utility. The Council will review all applications for utility service from property owners not within the corporate limits and reserves the right to refuse service to such applicants. (Ord. 82-8 §1.I, 1982)

13.08.090 Service to areas outside existing assessment districts.

A. To the extent that a property or portion thereof is not levied an assessment from an existing assessment district, a tie-in fee shall be charged upon application to the City for connection to a municipally approved or constructed water or sewer main.

B. Tie-In Charge Rates.

- ~~1. For those residential properties or portions thereof connecting to a municipally approved or constructed water or sewer main the tie in charge shall be \$750 (seven hundred fifty dollars) for water and \$750 (seven hundred fifty dollars) for sewer.~~
- ~~2. For those residential properties or portions thereof being served by a developer financed water or sewer facility the tie in charge shall be \$500 (five hundred dollars) for water and \$500 (five hundred dollars) for sewer.~~
- ~~3. For those commercial properties or portions thereof connecting to a municipally approved or constructed water or sewer main the tie in charge shall be \$1,500 (one thousand five hundred dollars) for water and \$1,500 (one thousand five hundred dollars) for sewer.~~
- ~~4. For those commercial properties or portions thereof being served by a developer financed water or sewer facility the tie in charge shall be \$1,000 (one thousand dollars) for water and \$1,000 (one thousand dollars) for sewer.~~

Residential and commercial properties water and sewer tie-in fees shall be the following:

Water service line size	Water tie-in fee	Sewer tie-in fee
¾ inches to 2 inches	\$200	\$200
Greater than 2 inches up to 4 inches	\$250	\$250
Greater than 4 inches	\$300	\$300

C. Water service will be provided contingent upon connection to the City sewer facilities **when sewer service is available (13.12.090)**. Sewer service may be provided independent of City water connection **when City sewer service is not available**.

D. Application and payment in full of the tie-in charge shall be made before any construction commences. All construction shall be in accordance with Chapter 13.12. The tie-in charge **includes the inspection fee**. ~~shall be in addition to the inspection fees charged in Section 13.24.090.~~

E. Private Wastewater Disposal.

1. Where a public sewer is not available under the provisions of the Uniform Plumbing Code (UPC), the building sewer shall be connected to a private wastewater disposal system complying with the same provisions and applicable City, State and Federal requirements.

2. Upon completion of construction of a sewer system extension in an area, the City shall publish a notice that sewer service is available to serve the property owners of that area. The owner of a property as defined in Section 13.20.020(A)(4), and served by a private wastewater disposal system shall have installed or cause to be installed, at his expense, a connection to the public sewer within no less than two years from the date such sewer service is declared to be available, or any other timetable as prescribed by City Council or City code. Prior to the sale of a property served by a wastewater service system, hook up to the wastewater service is required. The connection shall be of a type and installed in a manner consistent with this chapter. Monthly wastewater fees as established by City code shall begin at time of such connection. (Ord. 11-05 §2, 2011; Ord. 08-25 §2 (part), 2008; Ord. 01-03 §2 (part), 2003; Ord. 00-16 §2 (part) 2000; Ord. 00-8 §2 (part), 2000; Ord. 99-18 §2, 1999; Ord. 83-5, 1983; Ord. 82-8 §1.J, 1982)

Sponsored by: Mayor Douglas Isaacson
Introduced and Advanced: February 21, 2012
Passed: March 5, 2012

ORDINANCE NO. 12-02

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND
TITLE 13, PUBLIC SERVICES, CHAPTER 13.12, CUSTOMER SERVICE**

WHEREAS, changes to the public services practices and policies 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.

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

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

Section 2. Title 13, Chapter 13-12 Customer Service is amended in the North Pole Code of Ordinances as follows in the attached revised section.

Section 3. Effective date.

This ordinance shall become effective upon passage and publication.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 5th of March 2012.

Douglas W. Isaacson, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

Chapter 13.12

CUSTOMER SERVICE

Sections:

- 13.12.010 Application for service.
- 13.12.020 Contract for utility service.
- 13.12.030 Construction of extensions to city utility system.
- 13.12.040 Standards of construction.
- 13.12.050 Access to property.
- 13.12.060 Refusal of service.
- 13.12.070 Resale of service.
- 13.12.080 Designation of point of connection.
- 13.12.090 Compulsory connection to city water and sewer utility.
- 13.12.100 Customer accounting and payments.
- 13.12.110 Appeal of utility billings.
- 13.12.120 Vacation of property.
- 13.12.130 Disconnection of utility service.
- 13.12.140 Service interruptions.
- 13.12.150 Prohibited acts.

13.12.010 Application for service.

- A. To receive utility service from the city, property owners must file a completed application form for utility service with the ~~city clerk's office~~ **utility department**. The application must be signed by the property owner whose property is to receive the utility service.
- B. Applicants for utility service shall be required to pay any previous indebtedness to the city, if any exists, including penalties, and the property to be served by the city's utilities must be free of all utility liens prior to being eligible for service. All special assessment payments or payments in lieu of assessment due or delinquent against the property to which the improvement is to be connected must be paid to the city prior to the connection of utility service.
- C. Connection fees and established rates for utility service are as outlined in Chapter 13.24.
- D. The completed application will be reviewed by the mayor's designee and utility superintendent. The utility may require the applicant's property to be inspected by a representative of utility to ensure that the fixtures or equipment to be provided utility service are in good repair and in proper service and will not jeopardize the operation of utility.
- E. In the case where an applicant is requesting service for commercial, industrial, governmental, **institutional** or residential property which is to be subdivided, the review may require submission of further information which will be requested in writing from the mayor's office.

- F. A new application must be made should a parcel of property for which utility service is requested changes ownership. (Ord. 82-8 §2.A, 1982)

13.12.020 Contract for utility service.

- A. An approved application for utility service will constitute a contract between the property owner **and renter** and the city whereby the city agrees to provide water and sewer utility service to the property under the rules, regulations and methods established for the operation of the water and sewer utilities. **Also see Section 13.12.100, D.4.**
1. **New property owner. An individual, commercial enterprise or institution becomes a utility customer from the date they take ownership of a property where the property has active utility service regardless of whether they have submitted a utility contract. The new property owner is responsible for all utility charges from the date they take ownership of the property and all charges documented in the liens against the property including liens for outstanding delinquent utility bills incurred by past and current renters of the property.**
 2. **New renter. An individual, commercial enterprise or institution becomes a utility customer from the date they become a renter of a property where the property has active utility service regardless of whether they have submitted a utility contract. The new renter is responsible for all utility charges from the date they rent the property.**
 3. **Landlord responsibility for delinquent utility charges. When the applicant for utility service is a renter, the property owner is legally responsibility for the renter's utility charges.**
 4. **Rental property with a history of delinquencies. When a rental property has a history of delinquent utility customers, the utility will only create a utility account in the name of the property owner. A history of delinquencies shall be defined as two or more separate renters who become delinquent on their utility accounts within a 12 month period.**
- B. All contracts shall take effect from the day they are signed, **or as otherwise deemed effective under the utility ordinance, whichever is earlier** and rates will be charged and bills rendered for water service from the date or dates the premises are connected with the North Pole Utility.
- C. All contracts shall continue in effect thirty days after written notice of discontinuance is filed in the office of the ~~city clerk~~ **utility** and until all charges and penalties imposed have been paid in full. (Ord. 82 8 §2.B, 1982)
- D. **For utility accounts in owner-renter relationships, failure to submit a utility contract signed by the property owner and renter within 30 days of the renter beginning tenancy of a property and failure to pay in full the required utility deposit(s) is grounds for the North**

Pole Utility to terminate utility service to the property. A legally authorized agent of a property owner may sign in lieu of the property owner provided the agent provides proof of authority to enter in to a legally binding contract on behalf of the property owner.

1. Verbal notice. Upon learning of a renter without a signed utility contract, the Utility shall attempt to contact the renter and property owner by telephone if the Utility has viable telephone numbers to notifying them of the requirement to submit a signed contract and to pay the required deposits. The parties shall have five (5) business days from receipt of a verbal notice to submit the signed contract and to pay the required deposits. A voice mail or other electronic verbal message is equivalent to a telephone contact for the purposes of this section. If the utility does not have telephone contact information for the renter or property owner, the utility shall proceed immediately to sending written notices as described in 2, below.
 2. Written notice. If the renter and property owner do not submit a utility contract signed by the renter and property owner and pay the required deposits within five (5) business days of the telephone contact, the utility shall send notices by certified mail to the renter and property owner if the utility has mailing addresses and a door hanger shall be placed at the residence of the renter. The written notice shall notify the renter and property owner that they must submit a utility contract signed by the renter and property owner and pay the required deposits within ten (10) business days; otherwise the Utility will initiate legal action to shutoff off water service.
 3. Termination of water service. If the renter and property owner do not submit a utility contract signed by the renter and property owner and pay the required deposits within ten (10) business days after the written notices have been sent nor consent to the City entering the premises to shut off the water service, the City shall initiate legal action to shut off water service at the property. Upon proof of compliance with this chapter, the City shall be entitled to a writ of assistance and an order allowing it to enter the premises served by the utility for the purpose of shutting off the water service and to verify, at reasonable intervals based upon the circumstances, that the water shutoff device has not been bypassed or tampered with. If the utility initiates legal action to terminate water service, a liquidated damages fee of \$50.00 shall also be assessed to the utility account.
 4. Responsibility for costs and liquidated damages: The property owner and renter shall be jointly responsible for the failure to submit a signed utility contract and any associated charges, costs or attorney fees.
- E. For utility accounts where the property owner is the utility customer, failure to submit a utility contract signed by the property owner within 30 days after taking ownership of the property and failure to pay in full the required utility deposit(s) is grounds for the North Pole Utility to terminate utility service to the property. Resolution of a property owner without a signed utility contract shall follow the steps listed in D, 1-4, above.

13.12.030 Construction of extensions to city utility system.

- A. Any water distribution or sewage collection systems which are to become part of the city's utility system will be installed, financed and connected by the creation of special assessment districts or by contract between the city and the property owner whose property is to be served by the utility. All proposed additions to either the city water distribution system or sewage collection system shall be constructed in accordance with the design and construction standards for the city water and sewer utility system and shall be inspected and approved by the city before operation.
- B. No property owner or his agent shall commence construction of an extension of the city water or sewer system other than individual service laterals without first obtaining a permit issued by the city council and from the state Department of Environmental Conservation. After such plans and specifications have been approved, no substantial changes therein shall be made without first submitting a detailed statement of such proposed changes to the city council for review and approval. (Ord. 00-16 §2(part), 2000); (Ord. 08-25 §2(part), 2008)
- C. The property owner whose property is to be served by proposed utility extensions other than individual service laterals shall provide the mayor's designee with construction plans and specifications for the installation of the utility extension. These plans and specifications shall be certified by a registered engineer **in the State of Alaska** and accompanied by an engineering report summarizing assumptions and design criteria. Property owners requesting individual service laterals shall submit a site plan showing location and proposed materials for approval by the utility supervisor. (Ord. 00-16 §2(part), 2000)
- D. The mayor's designee, in reviewing applications, plans and specifications, or engineering reports, shall consider the adequacy of the project to meet present and future needs of the area served. The functional and sanitary features of the design of the project, the economics of the project as compared to possible alternatives, the availability of existing sewer facilities, and the suitability of the project with respect to present or future uses of the affected area.
- E. The property owner shall provide the mayor's designee with a construction schedule so that the work may be inspected by the city. The city reserves the right to refuse utility service to the property owner if the proposed extensions are not constructed according to the city's utility construction standards. As built drawings of the utilities shall be submitted to the city as a condition of service.
- F. Prior to acceptance of the utility system extension by the city, the property owner shall grant and record utility easements as required by the city for access to and maintenance of the utility system.
- G. Construction of a project for which plans and specifications have been approved must be completed and accepted within two years following approval or such approval will be

void. Extensions will be granted when delays in construction are beyond the control of the property owner. A bond may be required for the uncompleted portion of the work. (Ord. 82 8 §2.C, 1982)

13.12.040 Permitting utility system construction and standards of construction.

- A. Permitting utility system construction. The Utility Administrative Code details the processes and requirements that shall be followed by a developer to obtain the permits required prior to constructing a utility system extension.
- B. Standards of construction. The methods and materials used to construct utility service facilities connected to the city's water and sewer utility systems shall conform to the adopted utility construction standards of the city, the standards established by the state Department of Environmental Conservation, and the Uniform Plumbing Code as modified by the city's utility construction standards. (Ord. 82 8 §2.D, 1982); (Ord. 08-25 §2 (part), 2008)

13.12.050 Access to property.

Owners of property served by the city water and sewer utilities must maintain and allow year round access to the service connection for inspection, maintenance and repair. (Ord. 82 8 §2.E, 1982)

13.12.060 Refusal of service.

The city reserves the right to refuse to render service to any customer when such service will interfere with the city's service to its other customers, or which will cause abnormal demands upon the city's facilities, or which if served will result in financial loss to the city, or which would be discriminatory as to one class of customer, or where the applicant has not complied with the regulations of the city concerning the rendering of utility service. Suitable protective devices may be required whenever or wherever the system finds such devices necessary to protect the customer's property, the property of other customers or the property of the system. (Ord. 82 8 §2.G, 1982)

13.12.070 Resale of service.

No purchaser of city water or sewer utility service shall connect the utility service with the corresponding service of any other person or in any way resell or supply, rebill or supply any other person or premises with water or sewer service through his services unless covered by the terms of a written contract with the city. (Ord. 82 8 §2.H, 1982)

13.12.080 Designation of point of connection.

The city utility supervisor, or his designated representative, shall determine the point at which new utility services are to be connected to the city's existing utility system. (Ord. 82 8 §2.I, 1982)

13.12.090 Compulsory connection to city water and sewer utility.

Connection to the city water and sewer utility system shall be mandatory within a voter approved special assessment district or whenever the property has direct access to the municipal water and/or sewer facilities and the structure on the property is within two hundred (200) feet of the municipal water and/or sewer facility. The owner of a property shall have installed or cause to be installed, at his expense, a connection to the public water or sewer within no less than two years from the date such service is declared to be available, or any other timetable as prescribed by city council or city code. Prior to the sale of a property served by the city water or sewer service system, hook up to the service is required. The connection shall be of a type and installed in a manner consistent with the North Pole municipal code and standards of construction. Monthly utility fees as established by city code shall begin at time of such connection. Failure to connect to available water and/or sewer service within the two-year time period, shall be cause for the property owner to be billed and required to pay the applicable monthly water and/or sewer flat rate fee on an ongoing month by month basis. (Ord. 04-08 §2 (part), 2004), (Ord. 01-03 §2(part), 2003), (Ord. 82 8 §2.J, 1982)

13.12.100 Customer accounting and payments.

- A. It is the duty of the ~~city clerk or his designated representative~~ utility to keep accounts of all property owners whose property is served by the city water and sewer utility, and to enter on such accounts all charges and penalties, and to fix meter reading dates and billing dates as necessary to efficiently execute the accounting requirements of the utility.
- B. Meters will be read on the same date each month whenever practical. The utility reserves the right to read meters every other month and to bill the customer for consumption on an estimated basis for the intervening month. Where the meter readers are unable to gain access to the customer's premises to read the meters, the utility may estimate the consumption until the meter readers are able to gain access.
- C. Any discrepancies in utility bills must be reported in writing within thirty (30) days after the billing date, otherwise the account will be considered correct.
- D. Deposits
 - 1. New account deposits: All property owners receiving service from the utility or having the service available shall be obligated to pay for such service in accordance with the appropriate rate schedule as outlined in Section 13.24.010, and shall pay a deposit as outlined below.

New account deposit

Meter size	Water deposit	Sewer deposit
3/4 inch	\$75	\$75
1 inches	\$100	\$100

1 1/2 inches	\$150	\$150
2 inches	\$200	\$200
3 inches	\$225	\$225
4 inches	\$250	\$250
5 inches	\$275	\$275
6 inches or larger	\$300	\$300

2. Return of deposit. When the customer terminates their account, they may request that the account balance at the time of account termination be charged to the deposit and any balance due the customer will be refunded from the liability account, and processed as such. Where an owner/occupant vacates the property without clearing their account of debt within 30 days from the termination of the account, the City of North Pole Utilities shall deduct the balance owed to the City from the deposit plus a \$10 (ten dollar) processing fee and return the balance to the former account holder.
 3. Property owner-tenant responsibilities: In the case of a property owner-tenant relationship, the property owner shall be held liable for all billings. Should ownership of the property change, the new owner shall assume all obligations of utility service including the liability for all billings. The property owner, upon request to the city, shall be provided a copy of the tenant's billing history.
 4. Should legal ownership of the property serviced by the utility change, the new owner shall immediately contact the City to establish an account. ~~and~~, Regardless of whether a new account is established, **the owner** shall be fully responsible for all obligations arising from utility service to the property, including the liability for all past unpaid or ongoing utility billings **documented in liens against the property including liens for outstanding delinquent utility bills incurred by past and current renters of the property. Also see Section 13.12.020.**
- E. All charges owed by any person for sewer or water service rendered by the utility may be billed as a unit. However, charges for water and sewer may be paid separately. For new connections, service shall be charged in proportion to the monthly charge from the date when the connection from the customer's property is made to the lines of the utility.
- F. Repealed.
- G. Failure to make payment by the date specified on monthly statements will cause the account to become past due. A late charge of up to the maximum interest rate allowed by law will be added to the past due amount and will appear on the following bill. Failure to receive mail will not be recognized as a valid excuse for late payments. Accounts may be assigned to a collection agency.

~~H. Delinquent accounts.~~

- ~~1.— Notice of delinquent account. In addition to the current monthly utility statement, a reminder of account delinquency and penalty shall be sent to each past due customer.~~
- ~~2.— Accounts sixty days past. When an account becomes sixty days past due the account holder shall be notified of the delinquency by certified mail. At sixty days past due, the delinquent account shall be assessed a liquidated damages fee calculated as equal to fifty percent of the deposit amount. The liquidated damages fee shall be due and payable in full by the date on the following statement. In the event the City is aware the utility service is an owner-tenant relationship, the City will make a good faith effort to send the owner a copy of the notice sent to the account holder. The City is under no obligation to notify the property owner of tenant delinquencies.~~
- ~~3.— Accounts ninety days past due. When an account becomes ninety days past due, the City shall mail a notice of lien via certified mail to the property owner. If payments in full, including any interest and liquidated damages payments, or payment arrangements are not made within fifteen days of mailing of the notice, the City shall place a lien on the property served for all charges incurred. This lien shall be superior to any and all other liens to the maximum extent allowed under State law.~~
- ~~4.— Service disconnection. As detailed in Section 13.12.130, Disconnection of utility service, the North Pole Utility may disconnect utility service on the date an account becomes delinquent.~~
 - ~~I.— The City Council shall receive a listing of all accounts that are sixty days or more delinquent at the second regularly scheduled Council meeting of each month.~~
 - ~~J.— Special payment agreements.~~
 - ~~1.— Negotiated payment for utility charges shall be called special payment agreements. All special payment agreements shall be in a form agreeable to the City Council and City Attorney and shall contain the terms substantially as follows:~~
 - ~~a.— Time period shall not exceed six months without City Council approval.~~
 - ~~b.— Bills issued during the term of the special payment agreement must be paid on a current basis or all utility service will be discontinued without further notice.~~
 - ~~2.— A listing of special payment contracts in effect and their payment status shall be furnished to the City Council once each calendar quarter. (Ord. 10-03 §2, 2010; Ord. 08-25 §2(part), 2008; Ord. 08-07 §2 (part), 2008; Ord. 01-03 §2(part), 2003; Ord. 00-16 §2(part), 2000; Ord. 00-11 §2, 2000; Ord. 99-24 §2, 1999; Ord. 82-8 §2.K, 1982)~~

13.12.110 Appeal of utility billings.

- A. Any city utility customer who believes his utility billing is unjust and inequitable as applied to his property within the intent of the city utility rules and regulations may make written application to the city council requesting a review of his utility billing. The application shall include the facts and data upon which the appeal is based.
- B. While awaiting council review of his appeal, the customer shall pay the amount of the disputed bill to the city within thirty days from the mailing date to avoid becoming delinquent. Subsequent bills shall be paid in full within the prescribed time limit.
- C. Payment of disputed bills as required by this section shall not be deemed to prejudice an otherwise valid contest.

- D. Review of the request shall be made by the city council who shall determine if it is substantiated or not, including recommending further study of the matter by a designated representative.
- E. If the request is determined to be substantiated, the charges for the customer shall be recomputed based on the council approved terms, and the new charges thus recomputed shall be applicable retroactively up to one year. (Ord. 00-16 §2(part), 2000); (Ord. 82 8 §2.L, 1982)
- F. In instances where a utility customer billing appeal relates to a situation limited to forgiveness of sewer service and associated charges where the customer can document the water upon which the charges are calculated was not discharged into the sewer system, the mayor or his designee may waive these charges without the appeal proceeding to the City Council for approval. Should such an appeal be granted by the mayor or his designee, he shall report the waiver of these charges to the City Council.

13.12.120 Vacation of property.

Each customer about to vacate any premises receiving water and/or sewer services from the utility shall give the utility written notice of his intentions at least ten days prior thereto, specifying the date service is to be discontinued; otherwise, he will be responsible for all utility water and/or sewer charges until the utility receives notice of such removal. At the time specified by the customer that he expects to vacate the premises where service is supplied, a closing bill will be rendered which is payable immediately. (Ord. 82 8 §2.N, 1982)

13.12.130 Disconnection of utility service.

- A. Utility service may be disconnected if any charge has not been paid in full on the date it becomes delinquent or for any other reason established by City of North Pole Ordinances.
- B. . A notice of disconnect shall be served by an officer of the City of North Pole at a minimum of 72 hours in advance of the disconnection. To halt the disconnection the customer shall pay all outstanding utility charges, including all interest and liquidated damages payments, in advance of the action to disconnection. In situations involving disconnection, The City shall only accept payment in cash or certified check. If it is necessary to issue a disconnect order for nonpayment of any utility service a \$100 (one hundred dollar) processing charge shall be added to the customer's bill. In case service is disconnected for any violation of the provisions of this chapter, or under this section, such service shall not be furnished or resumed to the delinquent customer at the premises or any other premises where the delinquent customer applies for service until all arrears have been paid in full and a reconnect fee has been paid. (Ord. 08-25 §2 (part), 2008)
- C. Whenever it is necessary for the utility to discontinue the utility service to enforce the collection of a delinquency, a \$250 (two hundred fifty dollar) reconnect fee will be charged in addition to the delinquent amount and both amounts must be paid before the utility service will be restored. The utility will not be responsible for any damages or freezing occurring as a result of discontinuance of service for unpaid billings. In addition,

the customer shall pay all associated costs, including but not limited to excavation, repaving, compacting, etc. Monthly billings for water and sewer charges shall be continued on the delinquent account. The property owner shall be responsible for all charges and attorney's fees thus incurred. (Ord. 82-8 §2.O, 1982; Ord. 08-25 §2 (part), 2008)

13.12.140 Service interruptions.

The utility reserves the right to temporarily suspend services when necessary for the purpose of new installations, repairs, testing, modification, expansion, correction or replacement of the system. The utility will attempt to notify affected utility users of impending service interruptions where possible and where not precluded by emergency conditions. The utility will exercise reasonable diligence in avoiding inconvenience which may arise out of necessary service interruptions. Utility shall not be liable to the customer for breach of contract or any loss or damage which may be caused by failure of the utility to deliver service. (Ord. 82-8 §2.P, 1982)

13.12.150 Prohibited acts.

- A. No person without first obtaining a permit from the City of North Pole shall be allowed to make a connection to any facility of the utility or to make alterations in any conduit, pipe or other fitting connecting directly therewith, or to connect pipes where they have been disconnected, or to turn water service on or off to any premises. No person other than an authorized employee of the utility may turn on or turn off any water main of the utility system.
- B. A violation for the purposes of this section shall be any individual unpermitted act listed below:
 - 1. Connecting to a water main;
 - 2. Connecting to a sewer main;
 - 3. Making alterations in any conduit, pipe or other fitting connecting directly to a water main, sewer main, service connection or other utility facility;
 - 4. Connecting pipes where they have been disconnected;
 - 5. Turning water service on to a premises;
 - 6. Turning water service off to a premises;
 - 7. Turning on a water main;
 - 8. Turning off a water main.
 - 9. Turning on a fire hydrant without utility department authorization.
 - 10. Turning off a fire hydrant without utility department authorization.
- C. Violations of the provisions of this section shall constitute a misdemeanor. The person or entity responsible violating this section of the Municipal Code shall be subject to a fine of up to \$1,500 (one thousand five hundred dollars) and ninety days in jail for each violation plus be liable for any damages to City and private property; any City related expenses to correct a violation; and for the estimated value of any discharged water or wastewater. (Ord. 09-06 § 2, 2009)

Sponsored by: Mayor Douglas Isaacson
Introduced and Advanced: February 21, 2012
Passed: March 5, 2012

ORDINANCE NO. 12-03

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND
TITLE 13, CHAPTER 13-16 WATER SERVICES**

WHEREAS, changes to the public services practices and policies 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.

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

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

Section 2. Title 13, Chapter 13-16 Water Services is amended in the North Pole Code of Ordinances as follows in the attached revised chapter.

Section 3. Effective date.

This ordinance shall become effective upon passage and publication.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 5th of March 2012.

Douglas W. Isaacson, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

Chapter 13.16

WATER SERVICES

Sections:

- 13.16.010 Utility rates, fees and charges.
- 13.16.020 Additional conditions of service.
- 13.16.030 Multiple water services.
- 13.16.040 Bulk and temporary water sales.
- 13.16.050 Liability.
- 13.16.060 Prohibited acts.

13.16.010 Utility rates, fees and charges.

- A. Rates for the installation of water meters, connection fees and monthly user charges are set forth in Chapter 13.24.
- B. The customer provides and pays for all expenses required to install the necessary water pipe, valves, fittings to connect his property to the North Pole Utility water distribution system at the point of connection designated by the utility supervisor or his designated representative. Water meters are installed by the city under the conditions outlined in Chapter 13.24. (Ord. 82 8 §3.A, 1982)

13.16.020 Additional conditions of service.

- A. All residential, commercial, educational, industrial, **institutional** and governmental users shall be metered. Water meters may be installed at any time deemed necessary by North Pole Utility in accordance with the requirements of the utility. Installation must conform to the utility standards of construction. (Ord. 01-13, §2(part), 2001)
- B. The city may refuse to permit any person to connect to a water main or to be served directly or indirectly by water from North Pole Utility, and may refuse to accept a water main for operation and maintenance purposes unless the main was constructed and installed pursuant to a written agreement with the city or the city can otherwise assure itself that the main was constructed and installed in compliance with the applicable requirements and specifications of the North Pole Utility.
- C. North Pole Utility will maintain and repair all mains that have been accepted for maintenance and operation by the utility but will not be responsible for maintaining the customer's service connection or for damage to the service connection caused by freezing that results from negligence or a willful act on the part of the customer. (Ord. 08-25 §2 (part), 2008)
- D. The customer's service, from point of connection to the City main or the customer's building plumbing shall be kept in repair by the owner or occupant of the premises, who shall be responsible for all breaks in the line and for any damages resulting incidentally therefrom, other than those caused by acts of the North Pole Utility. The City shall not be

responsible for damages in service lines freezing resulting from the shut down of a customer's service for a delinquent account. In the case of a frozen water service, the customer shall be responsible for thawing the service line from the main to the building unless the freezing condition can subsequently be demonstrated to have been the result of a malfunction of the city's utility system beyond the control of the customer. (Ord. 00-16 §2(part), 2000); (Ord. 08-25 §2 (part), 2008)

1. Exposing a customer service line break and/or disconnecting service in the event of a service line break. In the event of a customer service line break resulting from freezing or other causes, the North Pole utility shall disconnect as quickly as is feasible the service to the broken service line to protect public health and safety and to limit damage to public and private property. (Ord. 08-25 §2 (part), 2008)
 2. Responsibility for expenses for exposing a customer service line break and/or disconnecting service and the repair of customer water service line breaks. In the event of a customer water service line break not resulting from negligence or a willful act on the part of the customer, as determined by the North pole utility in its sole discretion, the North pole utility may share up to fifty percent (50%) of the costs associated with repairing the break in the utility right-of-way and adjacent properties affected by the repair. The North pole utility shall not be responsible for any of the expenses associated with repairing a customer water service line on the customer's property other than if the break is caused by a freezing condition and/or other causes that can by a preponderance of the evidence subsequently be demonstrated to have been the result of a malfunction of the North Pole Utility. (Ord. 08-25 §2 (part), 2008)
- E. All persons, prior to receiving service from the North Pole Utility, shall provide a separate shutoff valve inside the building or structure for which service is being requested. The valve shall be located on the service line entering the building, ahead of any branch lines, where it is readily accessible in the event of emergency.
- F. The customer service line wherein the point of connection is in excess of fifty feet of the city main water line shall have installed an approved circulation pump system. A circulation pump may also be required in any event where freeze up has occurred, regardless of the distance of the main from the point of connection. (Ord. 85 4 §1, 1985; Ord. 82 8 §3.B, 1982)
- G. Installation of water **connection** and water supply line.
1. All water connections shall be installed and mains tapped only by a contractor licensed by the State of **Alaska**. As a prerequisite to commencing any work on the utility, the contractor shall **obtain a permit from the utility department where they must** furnish:
 - a. State of Alaska contractor's license number
 - b. Proof of Workman's Compensation Insurance, if required by law;
 - c. A bond in the amount of \$5,000 (five thousand dollars) **if the work is occurring or will affect a City of North Pole road right-of way.**

- d. Proof of payment of City of North Pole utility tie in fees (Section 13.08.090, B)
 - e. Should the work be in or directly effect a State of Alaska road right of way, proof of authorization to work in this right of way.
 - f. Should the work be in or directly affect private property other than the property owner for whom the utility connection is for, proof of authorization to work in this private property.
 - g. Should the work or utility connection require an easement or vacation of an easement, proof that the easement or vacation has been obtained
 - h. Other proof of capability to perform such work as required by the ~~public works director~~ utility department.
 - i. Commencing work without a permit from the utility department shall be subject to fines as specified in Section 13.12.150 Prohibited acts.
2. A minimum of 48 hours notification is required to schedule an inspection by the North Pole Utilities.
 3. All work must be inspected by the North Pole Utilities before water is returned to the main and the work is covered. Work not inspected by the North Pole Utilities before it is covered shall be re-excavated for inspection by the North Pole Utilities at the owner's expense.
 4. ~~The party or parties installing the water supply line outside the street right of way need not meet the requirements of a bonded contractor as outlined above, but they shall make the city aware of their capabilities to perform such work. Those installing this portion of the water service line will, however, be required to meet the same material and workmanship qualifications outlined in the~~ **The service line connection shall be installed according to the** City of North Pole **Utility** Standard of Construction Specifications. (Ord. 04-08 §2(part), 2004) (Ord. 08-25 §2 (part), 2008)

13.16.030 Multiple water services.

In buildings occupied by two or more water customers, the water service to each customer must be individually metered and adequately valved to permit disconnection of any customer without interrupting service to the other customers in the building. Existing services that do not meet these requirements will be disconnected, unless the owner of the building has:

- A. Secured a contract arrangement with an approved contractor to modify the water service to meet these requirements; or
- B. Has contracted to be the sole customer for the water service and has had a master water meter installed to meter all water used in the building; or
- C. Has entered into an agreement with the North Pole Utility to guarantee payment of all water service into the building. (Ord. 82 8 §3.C, 1982)

13.16.040 Bulk and temporary water sales.

- A. ~~The sale of bulk potable water can be negotiated with the mayor or his designee. The water shall be available at the city water treatment plant or other designated point for loading into the customer's container for either personal use or resale, and shall be based solely on the availability of water. (Ord. 00-16 §2(part), 2000)~~ Bulk water sales shall be charged at the current per gallon water charge, including facilities repair and replacement charge, plus a service charge which shall be a minimum of \$25 or 10 percent of the transaction, whichever is greater. Each discharge of water shall be considered an individual transaction and subject to a service charge.
- B. ~~Temporary contracts for short term water use may be negotiated by the mayor with notification to the City Council. (Ord. 00-16 §2(part), 2000); (Ord. 82-8 §3.D, 1982)~~

13.16.050 Liability.

- A. The North Pole Utility shall not be held liable for damage by fire, flooding, freezing, or other causes resulting from defective piping, fixtures or appliances on the customer's premises supplied with water from the North Pole Utility. (Ord. 00-16 §2(part), 2000)
- B. Inspection of piping, fixtures and appliances shall not create any liability against the North Pole Utility or the employees thereof for damages to persons or property resulting from defective piping, fixtures or appliances on the premises. (Ord. 82-8 §3.E, 1982)

13.16.060 Prohibited acts.

- A. No person without first obtaining a permit from the City of North Pole shall be allowed to make a connection to any facility of the North Pole Utility or to make alterations in any conduit, pipe or other fitting connecting directly therewith, or to connect pipes where they have been disconnected, or to turn water service on or off in any premises. No person other than an authorized employee of the North Pole Utility may turn on or turn off any water main of the North Pole Utility system.
- B. No person other than an authorized employee of the North Pole Utility or a member of the fire department in connection with official duties may connect to, turn on, or turn off any fire hydrant located on the North Pole Utility system without first obtaining a contract from the city. Illicit connection to or turn-ons or turn-offs of any fire hydrant shall result in a fine of ~~\$1,000~~ \$1,500 (one thousand five hundred dollars) plus liability for the estimated value of any discharged water and liability for damage to all public or private property caused by the illicit connection to or turn-on or turn-off of a fire hydrant.
- C. No person may allow a premises or facility which is served by the North Pole Utility to be connected to another water system, including a private well or other on-property facility, or to have service from another system readily available to the premises or facility in such a manner that the integrity of the North Pole Utility water service may be jeopardized. Notwithstanding the prohibitions of this section, standby service may be

permitted by the North Pole Utility to customers, such as hospitals, clinics or government facilities, if it is determined that the failure of the water supply would be detrimental to the public health, welfare or security; provided, that such a customer must install at his own expense a backflow preventer of a type approved by the utility superintendent or his designated representative, prior to commencement of service.

- D. In accordance with the latest adopted edition of the Uniform Plumbing Code, the North Pole Utility will not permit any cross-connection and will discontinue service to any persons or premises where a cross-connection exists. **The property owner will be responsible for any expenses associated with disconnection and reconnection of utility service.** Service will not be restored until the cross-connection is eliminated. Customers using water from one or more sources in addition to receiving water from the North Pole Utility on the same premises shall maintain separate systems for each, and the North Pole Utility's water supply facilities shall be separated from any and all other systems by an air gap of not less than one foot, or if in the ground, by not less than five feet.
- E. ~~No person may sell water furnished by the North Pole Utility unless the person holds a valid certificate of public necessity and convenience issued by the state Public Utilities Commission for retail sale of water and has executed a contract with the North Pole Utility for bulk sale of potable water.~~ **REPEALED**
- F. No person may furnish or provide water with or without charge to another premises located in an area where a service connection could supply water from the North Pole Utility.
- G. No person may waste water supplied by the North Pole Utility. In the event that water wasting is found to jeopardize the functioning of the North Pole Utility, the North Pole Utility may disconnect the service where water is being wasted. (Ord. 09-06 § 3, 2009; Ord. 08-25 §2 (part), 2008; Ord. 00-16 §2(part), 2000; Ord. 82-8 §3.F, 1982)

Sponsored by: Mayor Douglas Isaacson
Introduced and Advanced: February 21, 2012
Passed: March 5, 2012

ORDINANCE NO. 12-4

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND
TITLE 13, CHAPTER 13-24 UTILITY RATES**

WHEREAS, changes to the public services practices and policies 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.

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

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

Section 2. Title 13, Chapter 13-24 Utility Rates is amended in the North Pole Code of Ordinances as follows in the attached revised chapter.

Section 3. Effective date.

This ordinance shall become effective upon passage and publication.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 5th of March 2012.

Douglas W. Isaacson, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

Chapter 13.24

UTILITY RATES

Sections:

- 13.24.020 Metered water and sewer utility rates.
- 13.24.030 Senior determination.
- 13.24.040 Emergency utility customer payment fund.
- 13.24.050 Meter installation.
- 13.24.080 Significant industrial discharger charges.
- 13.24.090 Fee for connection to city utility mains.
- 13.24.100 Negotiated rates.

13.24.110 Flat rates

13.24.020 Metered water and sewer utility rates.

Monthly water and sewer utility rates beginning January 1, ~~2011~~ 2012 shall be the following:

Customer class	Per gallon water	Monthly base water charge	Per gallon sewer charge ¹	Monthly base sewer charge	FRR ² - Water per gallon charge	FRR ² - Sewer per gallon charge	FRR ² Significant Industrial Discharger-Sewer
Single-family residential	\$0.01464 \$0.01550	\$5	\$0.00882 \$0.01014	\$5	\$0.0015	\$0.0015	--
Senior single-family residential	\$0.00732 \$0.00775	\$5	\$0.00441 \$0.00507	\$5	\$0.0015	\$0.0015	--
Multi-family residential	\$0.01464 \$0.01550	\$25	\$0.00882 \$0.01014	\$25	\$0.0015	\$0.0015	--
Senior multi-family residential	\$0.00732 \$0.01550	\$25	\$0.00441 \$0.01014	\$25	\$0.0015	\$0.0015	--
Commercial	\$0.01464 \$0.01550	\$25	\$0.00882 \$0.01014	\$25	\$0.0015	\$0.0015	--
Commercial/Significant Industrial Discharger	\$0.01464 \$0.01550	\$25	\$0.00882 \$0.01014	\$25	--	--	\$0.00345

1. The monthly sewer charge for the months of May, June, July and August will be capped at an amount not to exceed the average of the water usage during the months of September through April for single-family and senior single-family residential customers only.

2. Facility Repair and Replacement: Funds generated to repair and replace utility capital infrastructure.
(Ord. 11-01 (Substitute A) §2, 2011: Ord. 11-01 §2, 2011: Ord. 08-25 §2 (part), 2008)

13.24.030 Senior determination.

- A. Senior Single-Family Residential. Senior citizens sixty-two and one-half years or older need only submit a Utility Discount Rate Request Form once to receive the discounted rate for the duration of their utility account with the City.

- B. Senior, Multi-Family Residential. Multi-family facilities that serve senior clientele are eligible to receive senior multi-family residential utility rates. To be eligible to receive the Low-income multi-family residential utility rates, the facility must have a minimum of seventy percent of their beds dedicated to individuals sixty-five years and older.

13.24.040 Emergency utility customer payment fund.

- A. Purpose of the Emergency Fund. The City of North Pole recognizes that residential utility customers can encounter emergency situations that make paying their monthly utility bills a hardship. To help prevent residential utility customers' utility accounts becoming delinquent, the City has created the Emergency Fund. A residential utility customer facing an emergency that could cause them a financial hardship may apply for temporary assistance to pay a portion or their entire North Pole utility bill.
- B. Contributing to the Emergency Fund. North Pole Utility customers shall be provided with the option to contribute to the Emergency Fund. Customers will be provided the option to contribute any sum they wish to the Emergency Fund either as an addition to their utility payment or as a separate payment. Provision will be provided on monthly utility bills for customers to make donations to the Emergency Fund. When terminating their utility accounts, customers will be provided the option to transfer all or part of their deposits to the Emergency Fund. Contributions to the Emergency Fund are not tax deductible. The City at its discretion may make a contribution to the Emergency Fund. Any City funds contributed to the Emergency Fund cannot at a later date be withdrawn by the City from the fund.
- C. Management of Emergency Funds. All funds contributed to the Emergency Fund shall be deposited in a dedicated interest earning account wholly separate from the operating funds of the City. Emergency Funds can only be used to offset North Pole water and sewer utility bills of residential utility customers requesting assistance. Emergency funds cannot be used to pay utility assessments; liquidated damages payments; commercial or multi-family utility bills; utility tie-in fees; or accounts delinquent for non-emergency reasons. The purpose of the Emergency Fund is to provide temporary assistance to utility customers facing short-term hardships and not to provide ongoing utility bill subsidies for utility customers. Applicants for emergency assistance eligible for the Low-income single family residential utility rates will be encouraged to apply for these rates.
- D. Awarding of Emergency Funds
 - 1. Emergency Fund committee: An independent committee recommended by the Mayor and approved by the City Council shall recommend Emergency Fund awards to utility customers applying for assistance to pay their monthly North Pole utility bills. The committee shall be composed of no more than seven members, but always an odd number. The Director of City Services or his representative shall be an ex officio member of the committee. A minimum of a majority of the committee must be present at a meeting to recommend an award of Emergency Funds. In the event a

quorum of the committee is unable to meet in time to make award recommendations to the Mayor, the Mayor has the authority to make awards without the committee's recommendation. In the event the mayor must make awards without the committee's recommendation, the mayor shall provide a written explanation of the reason he has authorized a payment from the Emergency Fund and the criteria he used for making the payment authorization. All recommendations made by the committee, mayor correspondences authorizing payments and records of payments from the Emergency fund shall be maintained by the City Clerk.

a. Guidelines for awarding Emergency Funds

1. Significant decline in household income to 150 percent or below the poverty level as defined in 13.24.030 above.
 2. Unexpected major household expenses like medical, emergency home repair, emergency automobile repair, etc.
 3. Changes in family status like divorce, separation, or deployment of a military spouse.
 4. Other criteria as documents by the committee and/or mayor.
2. Awarding Emergency Funds: The committee can recommend award assistance no greater than funds available in the Emergency Fund and cannot recommend awards that create a financial liability for the City. No applicant for an Emergency Fund award can receive an award that exceeds \$125 per month. Awards are not cash payments but direct transfers from the Emergency Fund to the North Pole Utility to offset the applicant's utility bill. The committee will make its recommendations in writing for awards from the Emergency Fund to the Mayor. The Mayor has final authority for approving Emergency Fund awards.
3. Application for Emergency Fund award: A North Pole Utility customer seeking an award from the Emergency Fund to help them pay all or part of their North Pole Utility bill shall provide a written explanation of why they need an award. The explanation shall include the dollar amount of their utility bill and the dollar amount of their award request. Applicants shall submit their request for an award no later than the 20th of the month. If the 20th of the month falls on a weekend or holiday the application is due on the first business day following the 20th. (Ord. 08-25 §2 (part), 2008)

13.24.050 Meter installation.

Water meters are required on all services connected to the city water system or sewer system. Meters shall be installed at the time of service connection to the North Pole Utility and utility billing shall begin at the time of service connection. All new construction with access to the city water system must install a meter loop to facilitate meter installation. North Pole Utilities will furnish an approved meter for each service. The customer shall ensure that North Pole Utilities has access to the meter for repair, replacement and performance of maintenance on the meter. All meters must be installed in a heated/conditioned space. (Ord. 04-08 §2(part), 2004),(Ord. 01-

13,§2(part), 2001); (Ord. 00-16, §2(part), 2000); (Ord. 99-14 §2, 1999); (Ord. 97-18 §3(part), 1997); (Ord. 96-19 §2(part), 1996); (Ord. 95-21 §2(part), 1995); (Ord. 82 8 §5.E, 1982);(Ord. 08-25 §2 (part), 2008)

13.24.080 Significant industrial discharger charges.

In addition to the commercial rate cited in Section 13.24.030 ~~030~~ **020**, significant industrial dischargers (SID), as defined in subsection C of Section 13.20.010, shall be subject to the following added charges:

- A. Facilities Replacement Rate. This rate shall offset the cost of the city's facilities used by the SID. These funds will provide for replacing, increasing and/or augmenting the facilities so used to accommodate the private and commercial usage originally planned for.

1. The following table contains the factors that shall be used in calculating the FRR:

	LIFE	INTEREST	
COMPONENT	(Months)	(Annum)	CRF
Lift stations	120	7%	0.0116
Treatment works	240	7%	0.0078
Sewer lines	480	7%	0.0062

i = Interest rate = 7.00%/year

CRF = Capital recovery factor (uniform series)

C = Construction value = Cost of major component

Qsid = SID flow (k gal./mo.)

Qdes = Design capacity flow (k gal./mo.)

FRR = Facilities replacement rate (\$/k gal.)

Each major component (lift station, lagoon, sewer line) of the SID flow path shall be considered separately as to its design life and SID proportion of flow capacity. The aggregate sum of the component shares shall be divided by the estimated total SID monthly flow to arrive at a rate.

$$FRR = \frac{Q_{sid}}{Q_{des}} \times C \times CRF + \text{for each major component} \times \frac{1}{Q_{sid}}$$

The FRR shall be revised whenever there is a significant change in any of the affecting factors, but not more than once a year.

- B. Additional Treatment Cost. In order to maintain a high quality of treatment and effluent discharge to the public waterways, it is the intention of the city to require any SID to pretreat their sewage to meet the regulating parameters set forth in this section. If the

SID's discharge into the city's system exceeds these parameters due to an accidental discharge, the SID shall in addition to the requirements in other sections and any fines and penalties, be subject to the following additional treatment charge (ATC):

$$ATC = \frac{BODsid \text{ (excess)}}{200 \text{ mg/l}} \times R + \frac{SSsid \text{ (excess)}}{166 \text{ mg/l}} \times R + \frac{^{\circ}Tsid(\text{deficit})}{36^{\circ}F} \times R$$

where:

BODsid (excess) = BODs of significant industrial discharger's flow based on city's sampling, minus 200 mg/l.

SSsid (excess) = Total suspended solids of significant industrial discharger based on city's sampling, minus 166 mg/l.

Tsid (deficit) = 50°F minus temperature of significant industrial dischargers' sewage at point of connection.

R = The commercial rate cited in Section 13.24.30.

Duration of ATC shall be from last normal sample to the succeeding normal one as taken by the city. All sampling shall be by daily composite (daily average).

This charge applies only when the SID discharge into the city's system exceeds 200 mg/l BODs, and/or 166 mg/l total suspended solids and/or temperature goes below 50°F. (Ord. 01-16 §2(part), 2001), (ord. 08-05 §2 (part), 2008)

- C. Monitoring. In addition to all other charges under this chapter, each SID shall pay a monthly monitoring and administration charge per each calendar month based on the city's additional costs to ensure compliance with this section. The charge shall be set out in the SID agreement. (Ord. 97-18 §3(part), 1997; Ord. 96-19 §2(part), 1996; Ord. 95-21 §2(part), 1995; Ord. 93-6 §2(part), 1993; Ord. 88-1 §2(part), 1988; Ord. 87-12 §3(part), 1987)

~~13.24.090 Fee for connection to city utility mains.~~

~~Any property owner requesting hookup to a city utility main shall file a hookup application with the city clerk in accordance with Chapter 13.08. Charges for connection to a city utility main shall be as follows:~~

~~Water main \$50.00 inspection fee~~

~~Sewer main \$50.00 inspection fee~~

~~If Water and Sewer mains are inspected at the same time, the fee shall be \$50.00. (Ord. 98-16 §2(part), 1998); (Ord. 97-18 §3(part), 1997); (Ord. 96-19 §2(part), 1996); (Ord. 95-21 §2(part), 1995); (Ord. 93-6 §2, 1993); (Ord. 87-12 §3(part), 1987); (Ord. 82-8 §5.G, 1982); (Ord. 08-05 §2 (part), 2008)~~

13.24.100 Negotiated rates.

Rates for special or temporary usage of utility services which are not strictly addressed in this chapter shall be established by the city council on an individual case basis. (Ord. 97-18 §3(part),

1997: Ord. 96-19 §2(part), 1996: Ord. 95-21 §2(part), 1995: Ord. 93 6 §2, 1993; Ord. 87 12 §3(part), 1987; Ord. 82 8 §5.H, 1982)

13.24.110 Flat rates

Customers whose water service is unmetered or whose water meter is non-functional or the utility is unable to replace the water meter shall be charged the following flat rates based upon their customer class. Customers' failure to connect to available water and/or sewer service within the mandated two-year time period, shall be cause for the property owner to be billed and required to pay the applicable monthly water and/or sewer flat rate fee on an ongoing month by month basis as per 13.12.090 Compulsory connection to city water and sewer utility.

Monthly water and sewer utility flat rates beginning January 1, 2012 shall be the following:

Customer class	Water	Monthly base water charge	Sewer	Monthly base sewer charge	FRR water	FRR sewer	FRR Significant Industrial Discharger-Sewer	Total monthly charge
Single-family residential	\$50	\$5	\$50	\$5	\$5	\$5	--	\$120
Senior single-family residential	\$25	\$5	\$25	\$5	\$5	\$5	--	\$70
Multi-family residential	\$100	\$25	\$100	\$25	\$10	\$10	--	\$270
Senior multi-family residential	\$100	\$25	\$100	\$25	\$10	\$10	--	\$270
Commercial	\$200	\$25	\$200	\$25	\$20	\$20	--	\$490
Commercial/ Significant Industrial Discharger	\$1,000	\$25	\$1,000	\$25	--	--	\$100	\$2,150

Sponsored by: Mayor Douglas Isaacson
Introduced and Advanced: February 21, 2012
Passed: March 5, 2012

ORDINANCE NO. 12-05

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
AMEND TITLE 13, PUBLIC SERVICES**

WHEREAS, changes to the public services practices and policies 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.

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

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

Section 2. Title 13, Chapter 13-28 Lien on Real Estate for Delinquent Utility Payments is amended in the North Pole Code of Ordinances to read: Lien on Real Estate for Delinquent Utility Payments **and Account Resolution Procedures**.

Section 3. Effective date.

This ordinance shall become effective upon passage and publication.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 5th of March 2012.

Douglas W. Isaacson, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk