



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING **Monday, August 5, 2013**

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

COUNCIL MEMBERS

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

MAYOR

Bryce Ward – 488-7314

CITY CLERK

Kathy Weber, MMC 488-8583

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
7. **Council Member Questions of the Mayor**
8. **Communications from Department Heads, Borough Representative and the City Clerk**
9. **Ongoing Projects Report**
10. **Citizens Comments (Limited to Five (5) minutes per Citizen)**

11. Old Business

- a. Ordinance 13-11, An Ordinance Creating Chapter 4.24, Designated Funds Purposed To Receive Monies Designated For Capital Projects And Vehicle Fleet Purchases
- b. Ordinance 13-12, An Ordinance Amending Chapter 4.12 Section 020 Tax Levy And Collection

12. New Business

- a. Request from Christmas In Ice for 2nd Quarter 2013 Bed Tax
- b. Resolution 13-10, A Resolution Establishing The Sewer Lift Station Rehabilitation Project Phase 3 as The City of North Pole's Utility Department Priority Capital Project for Calendar Year 2014
- c. Resolution 13-11, A Resolution Requesting Transfer of Funding from the Fairbanks North Star Borough to the City of North Pole for Beautification Projects within the City Limits
- d. Resolution 13-12, A Resolution Of The North Pole City Council Designating City Officials Authorization To Sign On City Of North Pole Accounts

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, July 15, 2013 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Ward called the regular City Council meeting of Monday, July 15, 2013 to order at 7:00 p.m.

There were present:

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

Absent/Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Councilman McGhee

APPROVAL OF AGENDA

Mr. McGhee moved to Approve the Agenda of July 15, 2013

Seconded by Ms. Sikma

Discussion

None

Mr. McGhee moved to consent the following item under New Business:

- a. Request To Forgive Sewer Charges For 224 Cross Way Based Upon Updated Evidence

Seconded by Ms. Sikma

Discussion

None

On the Amendment

PASSED

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

NO – 0

Absent – 0

On the main motion as amended

PASSED

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

NO – 0

Absent – 0

APPROVAL OF MINUTES

Ms. Sikma moved to Approve the minutes of July 1, 2013

Seconded by Mr. Nelson

Discussion

None

PASSED

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

NO – 0

Absent – 0

COMMUNICATIONS FROM THE MAYOR

We had a great time at the 4th of July picnic and parade; we had almost 30 organization entrants in the parade including horses and a train. At the Picnic we passed out almost 1,300 hot dogs and hamburgers with chips and soda. Thank you to our sponsors, Flint Hills Resources and THE Radio station.

Tomorrow the group World Changers will be here at city hall until Thursday working hard to improve the look of our building. They will be painting the building including the old part of the police station. The group will also be moving rocks from around the building to allow us to plant grass and help make City Hall more inviting.

The Draft EIS (DEIS) has been released and public comments are being accepted through their website www.alaskaf-16eis.com Community public hearing dates for the Eielson F-16 EIS are as follows.

July 17, 2013 Westmark Hotel Gold Ballroom 813 Noble Street Fairbanks, AK Start Time 6pm

July 18, 2013 North Pole Worship Center 3340 Badger Road Fairbanks, AK Start Time 6pm

It is important that we get out and let the Air Force and our Congressional delegation know that we support the no-action alternative (do not move the F-16's) Please write to our Congress and comment on the DEIS. The goal is 10,000 comments in support of the no-action alternative.

Muffins with the Mayor will also be this Friday from 7am to 9AM here at city hall.

The North Pole Chamber of Commerce is planning their Christmas in July Festival and is encouraging all to come and participate. The Event will be July 26th-28th at the old Santa Land RV Park.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Department, Chief Lane

- Started hydrant testing today for the next 2 weeks until July 31st. Residents were notified in their water bills that this would be taking place in July. They may see some discoloration in their water because of the flow from hydrants.
- The Alaska Interagency Coordination Center has put together "Fire Wise Film Nights". The NPFDD will host one on Wednesday night at 6:00 p.m. There will be discussion after the film to give information on how to protect your home in the event of a wildfire.
- On Tuesday, July 16th, North Pole City Staff will attend the Stuart Creek Fire planning session at 6:00 p.m. This is a great opportunity to see how an Incident Command Center is set up.
- NPFDD is moving ahead with the planning of Alaska Shield 14. The NPFDD will be opening their EOC at that time working with the NPPD and Utility Dept.
- Chief Lane introduced Lisa Kibbler and Steve Clise from the Stuart Creek Incident Command Center. They gave the City Council and public an update on the fire situation.

Director of City Services, Bill Butler

Building Department

- Working with Universal Welding on a permit for a facility expansion

Public Works

- Facelift of City Hall
 - Painting exterior

- Tree cutting
- Landscaping
- Exercise trail equipment ordered
 - North Pole Physical Fitness donated \$2,500
- Paving projects throughout City are proceeding
- Roads striping
 - Cody is investigating cost of purchasing striping equipment
 - Can routinely stripe roads more economically than using a private contractor
- Energy Efficiency grant applications due August 12
 - A possible project is lighting upgrades for city buildings
 - Need a City match to be competitive

Utility Department

- Utility tour August 19; 6:00-7:00 PM work session
- Sewer Lining Project has begun
 - Videoing of sewer mains completed
 - Repair of worst leaking manholes (Richardson Highway) started last week
 - Lining of sewer mains to begin Wednesday
- Appraisal of two parcels of land adjacent to WWTP completed
 - +35 acres
 - Appraised value \$115,400 (\$3,800/acre)
 - DNR will sell to City outright of finance purchase for up to 20 years
 - Need to assess Utility budget in relation to capital projects before I make a recommendation of how to purchase land
- Waste Water Treatment Plant rehabilitation project
 - Design drawings to 65% completed
 - Expect paperwork for ACWF Emergency Generator loan
 - Hope to release RFP in the fall with construction to begin in 2014
- Municipal Matching Grant funding requests due August 5
 - Possible project is rehabilitation of the four remaining un-rehabilitated lift stations

Natural Gas Utility Board

- I was on leave and missed the last two meetings
- Still in a period of anticipation waiting to Alaska Regulatory Commission determination
 - Official meeting Tomorrow, Tuesday July 16, 4:00 to 6:00 PM at Fairbanks City Hall

Police Department, Chief Dutra

- We received word on our 2013-14 JAG grant and we should be bringing it to council for approval next meeting.

- We received two complaints from citizens over the last few weeks and both were resolved and determined that our officers did nothing wrong and we found an opportunity to hopefully educate.
- Example of goodwill: We should be proud of our officers.
- The motorcycle has arrived and we able to ride it into the parade. Well received and we are looking into decal costs. We have had a few requests to have the motorcycle in the Golden Days parade and other events.

Accountant, Lisa Vaughn

- Financial for the month of June were given to council members and Ms. Vaughn stated that the bank reconciliation for June was not completed.
- Clean up on cash clearing accounts are being done.

Mr. McGhee asked about the Citation revenue and when that would be posted. Ms. Vaughn stated that PFD garnishments wouldn't be posted until October.

Mr. Smith asked about the line of credit that the City received. Mayor Ward stated that the City had received a line of credit and they were hoping to not use it as it was just a safety net for all the construction projects the City had this year and possible not receiving monies from grants in time to pay the contractors.

- Working on grants for the next two weeks and quarterly reports.

Borough Representative, Mayor Ward

- Discussion on personnel carrying weapons on borough property.
- Working on intergovernmental agreement with military bases to try and help with saving money by consolidating contracts.

City Clerk

- The ads for the election on October 1, 2013 have started.

The Municipal Election for the City of North Pole will be held Tuesday, October 1, 2013. Declaration of Candidacy may be filed with the North Pole Clerk's Office at 125 Snowman Lane, from August 5, 2013 at 8:00 a.m. through August 16, 2013 at 5:00 p.m. for the following:

CITY OF NORTH POLE COUNCIL SEATS

(All offices serve at-large)

City Council Seat.....	3-year term	Incumbent – Thomas McGhee
City Council Seat.....	3-year term	Incumbent – Richard Holm
City Council Seat.....	1-year term	Incumbent – Preston Smith
City Council Seat.....	2-year term	Vacant

QUALIFICATIONS

A candidate for city mayor or city council must be a qualified voter of the State of Alaska who has resided within the city for a period of one (1) year preceding the period for filing a declaration of candidacy. An elected person may hold only one (1) elective seat at a time.

DECLARATION OF CANDIDACY

A candidate for municipal office is nominated by executing a declaration of candidacy under oath and a properly and fully completed public financial disclosure statement that complies with the requirements of state law.

REQUIRED WHEN FILING FOR ALL ELECTED CITY OFFICES

- Completed Declaration of Candidacy obtained from the clerk's office
- Completed Public Financial Disclosure Statement that complies with state law. For more information contact APOC at <http://doa.alaska.gov/apoc/> or 800-478-4176
- A twenty five dollar (\$25) non-refundable filing fee shall accompany the declaration of candidacy and PFDS

CANDIDATE FILING INFORMATION

Location: City Clerk's Office, 125 Snowman Lane

Filing Opens: 8:00 a.m., August 5, 2013

Filing Closes: 5:00 p.m., August 16, 2013

Withdrawal Deadline: 5:00 p.m., August 23, 2013

*Note: A candidate desiring to withdraw may do so by filing a written request with the clerk by August 23, 2013 at 5:00 p.m.

Please go to our website at www.northpolealaska.com for more information and forms.

ONGOING PROJECTS

Arctic Winter Games, Karen Lane

- July 28, 2013 from 1-5 pm at Pioneer Park – educating the area on the Arctic Winter Games and volunteer recruitment party. They need 2500 volunteers for the Games.
- 250 days left until Arctic Winter Games. There are 65 community committees and 20 sport committees who are all looking for volunteers.
- Go to website for more information at www.Awg2014.org.

North Pole Sister City, Karen Lane

- July 17, 2013 – 4:30 – 8:00 fundraiser.
- Itadori friends will be here on August 4th.
- Welcome party at 7:30 p.m. at the Fire Dept.
- August 7, 2013 is the dinner at 6:30 at the Lane residence.
- Goodbye party is on August 9, 2013 at 7:00 p.m. (location yet to be determined)

CITIZENS COMMENTS

- None

OLD BUSINESS

ORDINANCE 13-10, AN ORDINANCE AMENDING TITLE 5, CHAPTER 5.12, FIREWORKS

Mayor Ward stated this was the 2nd reading of the ordinance. The ordinance was to extend the date of sale for fireworks because of the extreme weather conditions. This leaves a date open for later in the year to be decided by the Mayor.

Public Comment

None

Mr. McGhee *moved to Adopt Ordinance 13-10, An Ordinance Amending Title 5, Chapter 5.12, Fireworks*

Seconded *by Mr. Holm*

Discussion

Mr. McGhee said he has concerns that the ordinance is too vague with the dates. He would like to see the date be Labor Day weekend and no longer than 7 days after. His concern is that it could be Halloween and Thanksgiving which are not good dates.

Mr. McGhee moved to Amend Ordinance 13-10, An Ordinance Amending Title 5, Chapter 5.12, Fireworks, as follows:

(h) If the sale of fireworks has been deemed hazardous and the sale prohibited by the North Pole Fire Chief between the dates of June 20th and July 7th, fireworks vendors may submit a request to the Mayor to re-open at a date later ***on or before 7 days past Labor Day weekend*** in the year equal to or less than the time of the prohibition. Once a request has been submitted, the Mayor will announce when the sale of fireworks will reconvene and for how long.

Failed for a lack of a second.

On the main motion

PASSED

YES – 6 –Sikma, Nelson, Hunter, Smith, Holm, Ward

NO – 1 - McGhee

Absent – 0

NEW BUSINESS

ORDINANCE 13-11, AN ORDINANCE CREATING CHAPTER 4.24, DESIGNATED FUNDS PURPOSED TO RECEIVE MONIES DESIGNATED FOR CAPITAL PROJECTS AND VEHICLE FLEET PURCHASES

Mayor Ward introduced this ordinance saying that this is designed to create funds that will allow departments to make multiple years savings for large vehicles and is not meant to be an end all fund to purchase all vehicles out of. It also creates a Capital Projects fund which will allow the City to put money into it by the actual design of the ordinance to make savings over multiple years.

Public Comment

None

Mr. Nelson *moved to* Introduce and Advance Ordinance 13-11, An Ordinance Creating Chapter 4.24, Designated Funds Purposed to Receive Monies Designated for Capital Projects and Vehicle Fleet Purchases

Seconded by Ms. Sikma

Discussion

None

Mr. Holm *moved to* amend ordinance 13-11 to read as follows in red:

- (a) *There shall be monies equivalent to .15 Mills of property tax collected transferred from the general fund to fund the Vehicle Fleet Funds for the purpose of funding Vehicle Fleet Funds for all General Fund departments.*

Seconded by Ms. Hunter

Discussion

Mr. Holm said this was a necessary word change because of the perception of this ordinance from taking from property taxes rather than equivalent to property taxes.

Mr. McGhee was concerned that with this verbiage that this would add monies equivalent to .15 mills and take it from general fund to fund the Vehicle Fleet Funds.

Ms. Hunter wanted better clarification.

Ms. Vaughn had a suggestion to transfer a certain amount of money from the general fund.

Mr. McGhee agreed with Ms. Vaughn and didn't want it funded with property tax.

Ms. Hunter said she is in favor of the wording of .15 mills.

Mr. Holm stated that this gives Council the flexibility.

FAILED

YES – 0

NO – 7 –Sikma, Nelson, Hunter, McGhee, Smith, Holm, Ward

Absent – 0

Mr. Holm *moved to amend line 52 and 53 as follows:*

~~*There shall be .15 Mills of property tax for the purpose of funding Vehicle Fleet Funds for all General Fund departments.*~~ *Money from the general fund shall be appropriated to fund the Vehicle Fleet Funds in an amount equivalent to .15 mill rate.*

Seconded by Mr. McGhee

Discussion

There was more discussion among council on the ordinance and the mill rate.

Mayor Ward was not in favor of any of the amendments made to this ordinance.

Ms. Hunter wanted clarification on what we had based the budget on.

Ms. Vaughn said it is based on what we have collected. She stated that the rule is to be conservative.

Ms. Sikma said she agreed with the Mayor and that they should leave it as it is. She said it was a very clear and very concise ordinance and didn't want to complicate it.

Mr. Holm said he has a concern over the conception of this. He didn't like the wording of the ordinance.

On the amendment

FAILED

YES – 1- Holm

NO – 6 –Sikma, Nelson, Hunter, McGhee, Smith, Ward

Absent – 0

On the main motion

Discussion

Mr. McGhee said that the reason council raised the mill rate was to balance the budget and now council is wanting to use the money for a vehicle replacement for the departments. He has a problem of where the money is coming from and that departments need to come up with it themselves.

Mayor Ward said that the departments cut their budgets to help balance the budget. The original intent to raise the mill rate was to help put monies aside to fund projects. He said it was frustrating that the council didn't remember what the previous meetings where about when the

council was asking to put money aside. This is a tool that the council can use to help fund vehicles in the various departments.

Ms. Hunter said this is one of the most fiscally sound ordinances that we have put in place. She said the leasing of vehicles is expensive and that this will help as a savings account for large purchases. She is in favor of this ordinance.

Ms. Sikmas agreed with Ms. Hunter and the Mayor and has been thought out and is clear to our constituents. The leasing of vehicles is costly and this is smart forward thinking.

Mr. Holm asked about the money used to buy the Harley and if they could have been used for a police vehicle.

Chief Dutra said that his first answer would be no. It was given to the department by DEA and that he didn't think it could be used for anything else. He gave an example of the funding.

Mr. Holm said he couldn't support this and the way it was set up. He felt the council should look at where the monies go.

Mr. McGhee said the council has created the monies to be used for capital projects and that impound fees and ambulance fees should go back into the departments to fund their vehicles. He feels that the council didn't know what they were voting for when they raised the mill rate.

Mayor Ward asked the council to move this ordinance forward.

PASSED

YES – 5 – Hunter, Nelson, Smith, Sikma, Ward

NO – 2 – McGhee, Holm

Absent - 0

ORDINANCE 13-12, AN ORDINANCE AMENDING CHAPTER 4.12, SECTION .020, TAX LEVY AND COLLECTION

Mayor Ward introduced this Ordinance stating that this was an ordinance that went along with 13-11.

Public Comment

None

Mr. Nelson *moved to* Introduce and Advance Ordinance 13-12, An Ordinance Amending Chapter 4.12, Section .020, Tax Levy and Collection

Seconded by Ms. Sikma

Discussion

Mr. Holm said he didn't see any reason to move this forward until we had the previous ordinance finalized.

Mayor Ward said that this is a companion for the previous ordinance and if Ordinance 13-11 passes then by advice from our attorney, Ordinance 13-12 also needs to pass. He recommended that this Ordinance advance to the 2nd reading.

PASSED

YES – 5 –Sikma, Nelson, Hunter, Smith, Ward

NO – 2 - McGhee, Holm

Absent – 0

COUNCIL COMMENTS

Ms. Sikma – that she would be resigning her position as of Tuesday, August 6, 2013. She stated that it was not without a lot of agony and that she was actually leaving the State and going down to Washington to be with family as her father died this spring and she feels she needs to be with them at this time.

Mr. Holm – no comment

Mr. Smith – great time at the 4th of July parade and picnic and all the hotdogs that were served that day. He encouraged everyone to come out to the Golden Days Parade this next weekend.

Mr. Nelson – said that he will no longer be a resident of the City of North Pole and his resignation will be tendered by the end of the week. He said that life happens and his focus will be on his schooling and his concentration will be on his education. He wished everyone well.

Mr. McGhee – said another good meeting and good debate and took nothing personal and meant nothing personal. He said that everyone has good legitimate points and motivation and everyone sees it from seven different directions to make the right decisions.

Ms. Hunter - thanked Mr. Holm for bringing up the signs in the roundabouts She will gladly volunteer to take the signs down and help out. She thanked Mr. Nelson and Ms. Sikma for their service.

Mayor Ward – reminded everyone of the meeting on Wednesday at North Pole Worship Center at 6:00 p.m. on the EAFB EIS. He thanked Mr. Nelson and Ms. Sikma for their service to the community.

ADJOURNMENT

Mr. McGhee adjourned the meeting at 8:56 p.m.

Seconded by Mr. Nelson

The regular meeting of July 15, 2013 adjourned at 9:22 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, August 5, 2013.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

CITY OF NORTH POLE

ORDINANCE 13-11

**AN ORDINANCE CREATING, CHAPTER 4.24, DESIGNATED FUNDS,
PURPOSED TO RECEIVE MONIES DESIGNATED FOR CAPITAL PROJECTS
AND VEHICLE FLEET PURCHASES**

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

WHEREAS, the City of North Pole desires to make changes to the North Pole Municipal Code to allow the City to secure funds for capital projects and vehicle replacement.

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

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

Section 2. Title 4, Chapter 4.24 of the North Pole Municipal Code of Ordinances is introduced as follows:

Chapter 4.24
Designated funds

Sections:

4.24.010 General Fund Capital Projects Fund

4.24.020 Fleet Funds Collected

4.24.030 Police Department Fleet Fund

4.24.040 Fire Department Fleet Fund

4.24.050 Administration Fleet Fund

4.24.060 Public Works Fleet Fund

4.24.070 Utility Department Fleet Fund

4.24.010 General Fund Capital project fund.

- 37 (a) A Capital Projects Fund is hereby created to receive funds designated for capital
38 projects.
39 (b) All funds appropriated to the Capital Projects Fund shall remain in the Capital
40 Projects Fund only to be expended on capital projects as approved by the City
41 Council.
42 (c) The mayor shall submit to the City Council, annually, on a date the mayor deems
43 appropriate, a three-year Capital Improvement Program. The first-year of the
44 program shall constitute the Capital Improvement Budget and shall be part of the
45 annual budget submission provided for in that year's operating budget.
46 (d) The General Fund and Capital Projects Fund shall be funded by .15 Mills of
47 Property Tax.
48 (e) Additional monies may be added to the capital projects fund as approved by
49 council.
50

51 **4.24.020 Vehicle Fleet Fund Collected**

- 52 (a) There shall be .15 Mills of property tax collected for the purpose of funding Vehicle
53 Fleet Funds for all General Fund departments.
54 (b) Vehicle Fleet Funds shall be allocated in the following manner
55 1. Police Department Fleet Fund 32.5% of .15 Mills
56 2. Fire Department Fleet Fund 32.5% of .15 Mills
57 3. Administration Fleet Fund 12.5% of .15 Mills
58 4. Public Works Fleet Fund 22.5% of .15 Mills
59 (c) Additional monies may be added to a department's fleet fund as approved by
60 council.
61

62 **4.24.030 Police Department Fleet Fund**

- 63 (a) A Police Department Fleet Fund is hereby created to receive funds designated for
64 vehicle purchases. The purpose of the vehicle fleet fund is to facilitate multiple year
65 savings for the purchase of costly equipment.
66 (b) All Funds appropriated to the Vehicle Fleet Fund shall remain in the Vehicle and
67 Fleet Fund only to be expended on vehicle purchases as approved by the City
68 Council.
69 (c) Proceeds from the sale of vehicles from Police Department inventory, shall be
70 deposited into the Vehicle Fleet Fund.
71 (d) The mayor shall submit to the City Council, annually, on a date the mayor deems
72 appropriate, a three-year Vehicle Replacement Program. The first-year of the
73 program shall constitute the Vehicle Replacement Budget and shall be part of the
74 annual budget submission provided for in that given year's operating budget.

75

76 **4.24.040 Fire Department Fleet Fund**

- 77 (a) A Fire Department Fleet Fund is hereby created to receive funds designated for
78 vehicle purchases. The purpose of the vehicle fleet fund is to facilitate multiple year
79 savings for the purchase of costly equipment.
80 (b) All Funds appropriated to the Vehicle Fleet Fund shall remain in the Vehicle and
81 Fleet Fund only to be expended on vehicle purchases as approved by the City
82 Council.
83 (c) Proceeds from the sale of vehicles from Fire Department inventory, shall be
84 deposited into the Vehicle Fleet Fund.
85 (d) The mayor shall submit to the City Council, annually, on a date the mayor deems
86 appropriate, a three-year Vehicle Replacement Program. The first-year of the
87 program shall constitute the Vehicle Replacement Budget and shall be part of the
88 annual budget submission provided for in that given year's operating budget.

89

90 **4.24.050 Administration Department Fleet Fund**

- 91 (a) A Administration Department Fleet Fund is hereby created to receive funds
92 designated for vehicle purchases. The purpose of the vehicle fleet fund is to
93 facilitate multiple year savings for the purchase of costly equipment.
94 (b) All Funds appropriated to the Vehicle Fleet Fund shall remain in the Vehicle and
95 Fleet Fund only to be expended on vehicle purchases as approved by the City
96 Council.
97 (c) Proceeds from the sale of vehicles from Administration Department inventory, shall
98 be deposited into the Vehicle Fleet Fund.
99 (d) The mayor shall submit to the City Council, annually, on a date the mayor deems
100 appropriate, a three-year Vehicle Replacement Program. The first-year of the
101 program shall constitute the Vehicle Replacement Budget and shall be part of the
102 annual budget submission provided for in that given year's operating budget.

103

104

105 **4.24.060 Public Works Department Fleet Fund**

- 106 (a) A Public Works Department Fleet Fund is hereby created to receive funds
107 designated for vehicle purchases. The purpose of the vehicle fleet fund is to
108 facilitate multiple year savings for the purchase of costly equipment.
109 (b) All Funds appropriated to the Vehicle Fleet Fund shall remain in the Vehicle and
110 Fleet Fund only to be expended on vehicle purchases as approved by the City
111 Council.

- 112 (c) Proceeds from the sale of vehicles from Public Works Department inventory, shall
113 be deposited into the Vehicle Fleet Fund.
114 (d) The mayor shall submit to the City Council, annually, on a date the mayor deems
115 appropriate, a three-year Vehicle Replacement Program. The first-year of the
116 program shall constitute the Vehicle Replacement Budget and shall be part of the
117 annual budget submission provided for in that given year's operating budget.
118

119 **4.24.070 Utility Department Fleet Fund**

- 120 (a) A Utility Department Fleet Fund is hereby created to receive funds designated for
121 vehicle purchases. The purpose of the vehicle fleet fund is to facilitate multiple year
122 savings for the purchase of costly equipment.
123 (b) All Funds appropriated to the Vehicle Fleet Fund shall remain in the Vehicle and
124 Fleet Fund only to be expended on vehicle purchases as approved by the City
125 Council.
126 (c) Proceeds from the sale of vehicles from the Utility Department inventory, shall be
127 deposited into the Vehicle Fleet Fund.
128 The mayor shall submit to the City Council, annually, on a date the mayor deems
129 appropriate, a three-year Vehicle Replacement Program. The first-year of the
130 program shall constitute the Vehicle Replacement Budget and shall be part of the
131 annual budget submission provided for in that given year's operating budget.

132
133 Section 3 . **Effective Date.** This ordinance shall be effective at 5:00 pm on the
134 first City business day following its adoption.
135

136 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council
137 this 5th day of August, 2013.
138

139

140

141

142

Bryce J. Ward, Mayor

143

ATTEST:

144

145

146

Kathryn M. Weber, MMC
North Pole City Clerk

149

150 PASSED/FAILED

151 YES:

152 NO:

153 ABSENT:

1
2
3 **ORDINANCE 13-12**
4

5 **AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA, AMENDING**
6 **TITLE 4 CHAPTER 4.12 PROPERTY TAX**
7

8
9 WHEREAS, the City of North Pole Municipal Code should be amended to conform to
10 the requirements of the City and to clarify questionable areas; and
11

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

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

15
16 Section 2. Amend Title 4, Revenue and Finance, Chapter 4.12 Property Tax
17

18
19 **Title 4**
20 **Revenue and Finance**

21 Chapter 4.12 Property Tax

22 **Sections:**

23 4.12.020 Tax Levy and Collection
24

25 4.12.010 Property tax--Annual levy. The council may annually levy a general
26 property tax for municipal purposes upon all real and personal property within the city.
27 All real property within the city not expressly exempted by borough ordinance shall be
28 subject to annual taxation. The tax shall be used for municipal purposes and for such as
29 are or may be authorized. (Ord. 86-2 §2, 1986: prior code §17-2), (Ord.05-16 §2,(part),
30 2005)

31
32 4.12.020 Tax Levy and Collection.

33 (a) The City Council shall annually determine the rate of levy by ordinance *and*
34 *shall include .15 mills for the Vehicle Fleet Fund established in Chapter 4.25 of the*
35 *North Pole Municipal Code* adopted on or before the first Monday in December. The
36 City Council shall present to the borough finance department a statement of the city's rate
37 of levy.

38 (b) The real property tax levied by the city shall be upon the same real property
39 within the city and subject to the same exemptions as provided by real property tax
40 ordinances of the borough, and shall be enforced and collected by the borough in the
41 same manner, and at the same time, and under the same procedures as provided by
42 borough ordinance, resolution and regulation for collection of real property taxes levied
43 by the borough.

44 (c) The penalties, interest and costs provided by the borough ordinances for
45 failure to file real property tax returns or pay real property taxes levied by the borough

46 are adopted by reference as the penalties, interest and cost for failure to file real property
47 tax returns or pay property taxes levied by the city.

48

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

51

52 PASSED AND APPROVED by a duly constituted quorum of the North Pole City
53 Council this 5th day of August, 2013.

54

55

56

Bryce J. Ward, Mayor

57

58 ATTEST:

59

60

61

62 Kathryn M. Weber, MMC
63 North Pole City Clerk

64

65

66 PASSED/FAILED

67 YES

68 NO

69 ABSENT

70

Christmas in Ice

NORTH POLE * ALASKA



July 24, 2013

On behalf of Christmas In Ice, Inc. (CII), I formally request 2nd quarter 2013 Bed Tax from the City of North Pole.

See attached financial report.

In May of this year, we received NP City bed tax revenue for 4th quarter 2012 and the 1st quarter of 2013. Those funds helped pay the final invoices from last winter's event and ice harvest, such as utilities, advertising, and ice storage materials.

Bed tax revenue received for 2nd quarter 2013 will allow our organization to continue to rent storage space for supplies and equipment. We will also be preparing to harvest ice, and working together to plan this year's event. CII still relies heavily upon bed tax revenue during our off-season as we must cover necessary and ordinary expenses without additional sources of revenue.

Our board has been meeting regularly since the close of last season. Christmas in Ice will open on November 30 this year, and close January 7, 2014. Single-block competition will begin on opening day, with the multi-block competition beginning December 8. We are always in need of volunteers and look forward to offering the 7th annual ice park in North Pole, *where the Spirit of Christmas lives year 'round*.

Respectfully requested,

A handwritten signature in blue ink that reads "Betsy A. Jones".

Betsy A. Jones, Treasurer
Christmas In Ice, Inc.

Christmas In Ice, Inc.
P.O. Box 57250
North Pole, Alaska 99705
www.christmasinice.org

Christmas In Ice, Inc.
Profit & Loss
January 1 through July 24, 2013

	<u>Jan 1 - Jul 24, 13</u>
Ordinary Income/Expense	
Income	
Contribs, gifts, grants, other	14,124.34
Program Service Revenue	24,788.85
Total Income	<u>38,913.19</u>
Cost of Goods Sold	
Cost of Sales	38.00
Total COGS	<u>38.00</u>
Gross Profit	38,875.19
Expense	
Contract Services	3,325.00
Advertising	2,905.00
Office exp	499.09
Telephone, Internet, Webcams	478.92
Occupancy	9,991.58
Food & Beverage	84.71
Depreciation	210.33
Park Operations	6,825.20
Facilities and Equipment	20.77
Bank fees	1,151.33
Total Expense	<u>25,491.93</u>
Net Ordinary Income	<u>13,383.26</u>
Net Income	<u><u>13,383.26</u></u>

Christmas In Ice, Inc.
Profit & Loss
April through June 2013

	Apr - Jun 13
Ordinary Income/Expense	
Income	
Contribs, gifts, grants, other	
Bed Tax-CNP	3,450.61
Individ, Business Contributions	200.00
In-Kind Contributions	3,000.00
Total Contribs, gifts, grants, other	6,650.61
Total Income	6,650.61
Gross Profit	6,650.61
Expense	
Advertising	2,155.00
Office exp	
Licenses & Permits	50.00
Total Office exp	50.00
Telephone, Internet, Webcams	193.95
Occupancy	
Rent - Facilities	4,400.00
Sanitation	276.00
Utilities	3,464.56
Total Occupancy	8,140.56
Depreciation	210.33
Park Operations	
Supplies	305.00
Total Park Operations	305.00
Bank fees	0.06
Total Expense	11,054.90
Net Ordinary Income	-4,404.29
Net Income	-4,404.29

Kathy Weber

From: Betsy Jones <Betsy@rjgcpa.com>
Sent: Wednesday, July 24, 2013 2:36 PM
To: Kathy Weber
Cc: tdertel@yahoo.com
Subject: RE: agenda item

Hi Kathy,

The in-kind rent of \$3,000 is from Santa Claus House. We are billed for the winter months that we are in the old RV park building and they relieve us of that burden.

The storage unit at Forbes is year-round expense, \$350/month. The check I wrote April 1st for \$1,400 will carry us through the summer.

SCH also bills us for utilities, and we did not receive their invoice until June. Our portion of water/sewer was \$246, and electricity was \$3,219.

Betsy

-----Original Message-----

From: Kathy Weber [<mailto:kathy.weber@northpolealaska.org>]
Sent: Wednesday, July 24, 2013 2:24 PM
To: Betsy Jones
Subject: RE: agenda item

Betsy,

I have a couple of questions for you on the Profit & Loss:

In-kind Contributions - can you let us know what these consist of?

Who do you pay Rent - Facilities to for \$4,400? I'm assuming this is only for April, May, and June.

Why are your utilities at \$3,464.56? Can you break this down and let council know what this is for?

Thanks

Kathryn M Weber, MMC
125 Snowman Lane
North Pole, AK 99705
Kathy.weber@northpolealaska.org
P: 907-488-8583
F: 907-488-3002

-----Original Message-----

From: Betsy Jones [<mailto:Betsy@rjgcpa.com>]
Sent: Wednesday, July 24, 2013 2:04 PM
To: Kathy Weber

Kathy Weber

From: Kathy Weber
Sent: Wednesday, July 24, 2013 2:24 PM
To: Betsy Jones
Subject: RE: agenda item

Betsy,

I have a couple of questions for you on the Profit & Loss:

In-kind Contributions - can you let us know what these consist of?

Who do you pay Rent - Facilities to for \$4,400? I'm assuming this is only for April, May, and June.

Why are your utilities at \$3,464.56? Can you break this down and let council know what this is for?

Thanks

Kathryn M Weber, MMC
125 Snowman Lane
North Pole, AK 99705
Kathy.weber@northpolealaska.org
P: 907-488-8583
F: 907-488-3002

-----Original Message-----

From: Betsy Jones [<mailto:Betsy@rjgcpa.com>]
Sent: Wednesday, July 24, 2013 2:04 PM
To: Kathy Weber
Cc: tdertel@yahoo.com
Subject: agenda item

<<CII 2nd qtr 13 bed tax.pdf>> Hi Kathy, Please add Christmas In Ice to your agenda for the August 5th meeting. Tom Ertel plans to be there to represent us.

Please confirm receipt and let me know if you need anything else.

Thank you,
Betsy

Your message is ready to be sent with the following file or link attachments:

CII 2nd qtr 13 bed tax.pdf

Cc: tdertel@yahoo.com

Subject: agenda item

<<CII 2nd qtr 13 bed tax.pdf>> Hi Kathy, Please add Christmas In Ice to your agenda for the August 5th meeting. Tom Ertel plans to be there to represent us.

Please confirm receipt and let me know if you need anything else.

Thank you,
Betsy

Your message is ready to be sent with the following file or link attachments:

CII 2nd qtr 13 bed tax.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

CITY OF NORTH POLE
BED TAX - Ordinance 09-14
GL Acct: 01 00 00 5817
Quarterly Disbursements
For the Year Ended December 31, 2013

Amts are booked in the month they are received. At year, end the taxes received in January are accrued back to December, in accordance with GAAP.

Month	Amount	0.15 Retention	0.85 Distribution	AMOUNTS APPLICABLE TO EACH ORGANIZATION				Total	
				01 02 00 7204 NP Economic Development 50%	01 02 00 7201 NP Chamber 30%	01 02 00 7203 Christmas In Ice 15%	01 02 00 7205 FCVB 5%		
January	-								
February	3,873.71								
March	1,531.38								
Total 1st Quarter	5,405.09	810.76	4,594.33	2,297.16	1,378.30	689.15	229.72	4,594.33	
April	4,833.74								
May	1,188.13								
June	3,733.12								
Total 2nd Quarter	9,754.99	1,463.25	8,291.74	4,145.87	2,487.52	1,243.76	414.59	8,291.74	
July									
August									
September									
Total 3rd Quarter	-	-	-	-	-	-	-	-	
Less: Overpay on 1st Q)									
October									
November									
December									
YE Accrual									
Total 4th Quarter	-	-	-	-	-	-	-	-	
TOTALS	<u>15,160.08</u>	<u>15,160.08</u>	<u>2,274.01</u>	<u>12,886.07</u>	<u>6,443.03</u>	<u>3,865.82</u>	<u>1,932.91</u>	<u>644.30</u>	<u>12,886.07</u>
			12,886.07						12,886.07

Year End Accrual	-	-	-	-
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**CITY OF NORTH POLE
RESOLUTION 13-10**

**A RESOLUTION ESTABLISHING THE SEWER LIFT STATION
REHABILITATION PROJECT PHASE 3 AS THE CITY OF NORTH POLE'S
UTILITY DEPARTMENT PRIORITY CAPITAL PROJECT FOR CALENDAR
YEAR 2014**

WHEREAS, the City of North Pole created its water and sewer utility system to provide residents with the sanitation, protection and convenience afforded by a municipal water and sewer utility system and to promote an improved community environment; and

WHEREAS, the City of North Pole desires to receive funding from the State of Alaska, Federal Government and other external funding sources for local Utility projects; and

WHEREAS, the priority Utility Department capital project for calendar year 2014 is the Sewer Lift Station Rehabilitation Project Phase 3.

NOW THEREFORE BE IT RESOLVED, that the North Pole City Council endorses as its calendar year 2014 priority utility project the Sewer Lift Station Rehabilitation Project Phase 3.

PASSED AND APPROVED BY a duly constituted quorum of the North Pole City Council this 5th day of August, 2013.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:

CITY OF NORTH POLE

RESOLUTION 13-11

**RESOLUTION REQUESTING TRANSFER OF FUNDING FROM THE FAIRBANKS
NORTH STAR BOROUGH TO THE CITY OF NORTH POLE FOR BEAUTIFICATION
PROJECTS WITHIN THE CITY LIMITS**

WHEREAS, the City of North Pole is committed to beautification efforts to improve the quality of life within the City by making it a more attractive place to live, attract visitors, recruit new business development and to retain existing businesses, and

WHEREAS, the City has made beautification work a priority for its Public Works Department, and

WHEREAS, financial assistance from the Fairbanks North Star Borough (FNSB) will enable the City to expand its beautification efforts, and

WHEREAS, the City will use FNSB beautification funding for beautification efforts that include, but are not limited to, flowers, landscaping, hydro seeding, holiday decorations, and related supplies like fertilizer, bedding soil and paver stones.

NOW, THEREFORE, BE IT RESOLVED by the North Pole City Council of the City of North Pole requests that the Fairbanks North Star Borough transfer funding appropriated in the 2014 Borough Budget for beautification in the City.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 5th Day of August 2013.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED
YES
NO
Absent

**CITY OF NORTH POLE
RESOLUTION 13-12**

**A RESOLUTION OF THE NORTH POLE CITY COUNCIL DESIGNATING CITY
OFFICIALS AUTHORIZATION TO SIGN ON CITY OF NORTH POLE ACCOUNTS**

WHEREAS, in order to carry out the financial responsibilities of city government the City Council must designate two or more city officials to sign and endorse checks, drafts or other orders on behalf of the City of North Pole; and

WHEREAS, there is a change in personnel on the North Pole City Council and it is necessary for the City Council to designate city officials who will be authorized to sign and endorse checks, drafts or other orders on all City of North Pole accounts; and

WHEREAS, it is prudent for the City to seek financial services that safeguard the financial resources of the City providing the highest level of service at the most affordable cost and best interest rates.

THEREFORE, BE IT RESOLVED that the following city officials are hereby designated and authorized to sign and endorse checks, drafts or other orders on behalf of the City of North Pole. This authority will remain in effect until revoked in writing.

BE IT FURTHER RESOLVED that the city officials listed below are authorized to receive information pertaining only to deposits, balances, items paid or items returned on City accounts. This authority will remain in effect until revoked in writing.

- 27 **Bryce J. Ward** _____
- 28 **Sharron J. Hunter** _____
- 29 **Richard C. Holm** _____
- 30 **Thomas R. McGhee** _____
- 31 **Preston Smith** _____
- 32 **Kathryn M. Weber** _____

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of North Pole, Alaska this 5th day of August, 2013.

BRYCE J. WARD, Mayor

ATTEST:

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