



# CITY OF NORTH POLE *Alaska*

## REGULAR CITY COUNCIL MEETING Monday, December 2, 2013

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

### **MAYOR**

Bryce Ward 888-4444

### **CITY CLERK**

Kathy Weber, MMC 488-8583

### **COUNCIL MEMBERS**

Michael Welch- <i>Mayor Pro Tem</i>	488-5834
Sharron Hunter- <i>Dep Mayor Pro Tem</i>	488-4282
Elizabeth Holm – <i>Alt Dep Mayor Pro Tem</i>	488-6125
Kevin McCarthy-	590-0800
Thomas McGhee-	455-0010
Preston Smith -	488-8824

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**  
*National Anthem sung by NPMS – Shahiba Bhattarai, Lindsay Moisan, Ashley Roberts, Brittany Roberts*
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 13-14, An Ordinance Establishing the 2014 Budget and Levying the Mill Rate, third reading
  - b. Ordinance 13-16, An Ordinance of the City of North Pole, Alaska to Amend Title 13, Public Services
- 12. New Business**
  - a. Request from North Pole Community Chamber of Commerce for 2<sup>nd</sup> and 3<sup>rd</sup> quarter bed tax monies
  - b. Recommendation to accept a professional services proposal from NTL for wastewater monitoring and sampling
  - c. Ordinance 13-15, An Ordinance Amending Title 4, Chapter 4.09, Section 4.09.020, Tax Levy
  - d. Ordinance 13-17, An Ordinance of the North Pole City Council amending the 2013 budget and levying the mil rate
- 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, November 25, 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, November 25, 2013 to order at 7:00 p.m.

***There were present:***

**Ms. Holm  
Ms. Hunter  
Mr. McCarthy  
Mr. McGhee  
Mr. Smith  
Mr. Welch  
Mayor Ward**

***Absent/Excused***

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

Led by Mayor Ward

National Anthem sung by NPMS student, Lindsay Moisan

**INVOCATION**

Invocation was given by Councilman Welch

**APPROVAL OF AGENDA**

**Mr. McGhee moved to Approve the Agenda of November 4, 2013**

**Seconded by Mr. Welch**

**Discussion**

None

**Mr. McGhee moved to consent the following items under New Business as follows:**

- a. Award 2013 Audit RFP to Kohler, Schmitt & Hutchinson and the possibility to extend for another 5 years
- d. Request from PDC Inc, Engineering for modification to Professional Services Agreement
- e. Approval of Mutual Aid Agreement for Fire Protection Services

- f. Approval of Emergency Medical Services Mutual Aid Agreement between the Fairbanks North Star Borough and its EMS contractors, and adjacent entities providing like services
- i. Resolution 13-18, A Resolution of The City of North Pole to Formally accept Alaska Clean Water Fund Loan #633031 from the Alaska Department of Environmental Conservation in the amount of \$302,500 for the Utility Emergency Response Generators Project

**Seconded by Mr. Welch**

**Discussion**

None

***On the Amendment***

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, Welch, McCarthy, Ward

NO – 0

Absent – 0

***On the main motion as amended***

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, Welch, McCarthy, Ward

NO – 0

Absent – 0

**APPROVAL OF MINUTES**

**Mr. McGhee moved to Approve the minutes of November 4, 2013**

**Seconded by Mr. Welch**

**Discussion**

None

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, Welch, McCarthy, Ward

NO – 0

Absent – 0

**COMMUNICATIONS FROM THE MAYOR**

The North Pole City budget was made public on the 29<sup>th</sup> of October. It is available for review online at our website, [www.northpolealaska.com](http://www.northpolealaska.com) and at City Hall.



Last week I was in Anchorage for ACOM (Alaska Conference of Mayors) and AML (Alaska Municipal League) the conference had many sessions on areas of impact to municipalities such as; net pension liability for AK PERS employers and how it affects your balance sheets, health care, FEMA flood zone mapping, Federal Regulation, Alaska energy plans and many more. I did run for district 7 board representative however, Katherine Dodge (incumbent) was elected to serve for 2 more years.

I will be out of the office from December 17<sup>th</sup> to the 25<sup>th</sup> to spend time with my family, which means “Muffins with the Mayor” for the month of December will be cancelled.

The proposed amendments for the 2013 budget will be presented in the December 2<sup>nd</sup> council meeting.

Thank you to all of the staff who took the time to give very educational presentations on the 2014 budget. If you have more questions or would like to look into amendments please come in and talk to the perspective department heads.

Thank you to all of the folks in the community who made lemonade out of lemons with the winter storm we had several weeks ago. North Pole neighbors and community organizations like Lord of Life Lutheran opened their doors to family's and residents who had prolonged outages. Many parts of the City were without power for up to 48 hours or longer. The City of North Pole has not declared a disaster because of the low cost of damage to public infrastructure, however the Fairbanks North Star Borough has. If you have damages and wish to record them please contact the FNSB.

### **COUNCIL MEMBER QUESTIONS OF THE MAYOR**

Councilman Smith asked where the Santa letters could be sent.

Mayor Ward said that they could be sent to Mail Stop 1, 99705.

Mr. McGhee asked about the Holiday Lighting Contest.

Mayor Ward said that he didn't know but would find out and report back.

### **COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK**

#### **Accountant, Lisa Vaughn**

- You have the October financial statements. There is nothing unusual. I would like to say that our cash balance is the highest that I have seen since I've been here. On December 5, Tricia and I will be spending time on a conference call with Kim at Caselle to go over some reconciling problems in the submodules.
- I attended the AGFOA, Alaska Government and Finance Officers Association meeting, in Anchorage last week. We had some really good session, including topics such as fraud and embezzlement, health care reform, investments and economic outlook, as well as the

GASB updates. One of the GASB updates that will be affecting us in the near future, is the requirement that all cities carry a portion of their state's unfunded retirement liability on their books. How the state will be allocating each entity their portion and exactly how we will be booking this is still not clear. The state and our auditors are awaiting final guidance from the GASB.

**Director of City Services, Bill Butler**  
**Building Department**

- No new building permit applications since last council meeting.

**Public Works**

- Snow plowing, clearing sidewalks and graveling roads are the major activities for the Public Works Department.
  - Two contractor plowings this season.
  - Only four customer calls for two plowings.
  - Approximately \$7,800 remaining in 2013 Snow Plowing budget line.
  - Additional plowings in 2013 will require a budget transfer from other Public Works budget lines to finance the \$9,000 per plowing charge.

**Utility Department**

- Loss of flow to discharge channel in Tanana River.
  - A pre-meeting held this afternoon with Utility's wastewater consultant and consulting wastewater engineer.
  - Meeting with ADEC and DNR representatives scheduled for December 2.
  - Goal is to focus on promising solutions.
- Utility Department is in its winter mode—flushing sewers to prevent freezing, lift station monitoring and equipment maintenance.

**Natural Gas Utility Board**

- IGU has scheduled presentations (December 4) by engineering firms to evaluate a firm to function as a project manager--do the leg work for IGU should it receive a service area and need to shift from board of directors only a functioning public utility.

**Police Department, Chief Dutra**

- No Report

**Fire Department, Chief Lane**

- There were 2 shelters opened last week after the storm as warming shelters. (West Valley High School and NPHS).

- The Red Cross and City of North Pole hosted 18 people at NPHS.
- One church in North Pole opening their doors and feed and warmed families.
- Contact the FNSB if you have any damage to your home due to the storm.
- Working on training for City Council in the coming year. He asked council to look at dates and report back to him.

#### **Borough Representative, Mayor Ward**

- No Report

#### **City Clerk**

- Met with Bobbie Weaver of Younker-Keyes & Associates who are brokers for Lincoln Financial on Wednesday, November 06, 2013 to set the ball rolling in helping to set up voluntary retirement plans for our employees. Younker-Keyes & Associates are an Alaskan firm located in Fairbanks. They are dedicated to providing our employees with superior service in the retirement planning, financial planning, and advisory services industries. The firms and their advisors specialize in assisting employers and their participants to build and maintain their employer sponsored retirement plans. They currently service over 2,500 participants with over \$200 million in assets in all categories of retirement plans, including: 401(a), 457(b), and 401(k) plans. A tentative schedule has been put together as follows:
  - **Monday, December 9<sup>th</sup>** (9:00 AM, 12:00 PM & 3:00 PM @ City Hall) – This would be a 30-45 minute presentation to introduce the plan, features, general retirement information, etc. Mr. Weaver will make himself available for 1 on 1 meetings for 2 hours following each presentation.
  - **Tuesday, December 10<sup>th</sup>** (10:00 AM to 3:00 PM and then 7:00 PM to 11:00 PM @ Any Facility) –This would primarily be 1 on 1 meetings where we could use a sign-up sheet with 30 minute blocks for interested employees).
  - **Monday & Tuesday, December 16<sup>th</sup> & 17<sup>th</sup>** (10:00 to 4:00 PM @ City Hall) Mr. Weaver can make himself available to be at the city this day to either do presentations to small groups or 1 on 1 meetings, depending on interest.
- Notices have gone out to all employees regarding the Health Flexible Spending Account (FSA). Health FSA's pay for out-of-pocket medical expenses incurred during the plan year. Expenses covered under this account include insurance co-pays and deductibles, prescription drugs, diabetic supplies, eye glasses, dental services, orthodontics/braces, and more. Employees can sign up online this year.
- Attended the Alaska Association of Municipal Clerks conference in Anchorage, Alaska from Sunday, November 17<sup>th</sup> – Tuesday, November 19<sup>th</sup>. Attended an all day workshop

on “How to write Policies, Procedures, and Task Outlines. Many other informative classes taken and was able to spend time with the vendors looking at new programs and websites.

- This is a short week and we will be putting the agenda together by Wednesday. All department heads need to be sure and get their items to me by Wednesday noon so packets can go out to Council members.
- I will be out of the office on Friday.
- 30 days until Christmas!

## **ONGOING PROJECTS**

None

## **CITIZENS COMMENTS**

**Ron Jones,**

Mr. Jones reported to council that no one from the City checked on them when a tree fell on the power line and knocked his power out for 6 days.

### **Santa Claus, 2502 Outside Blvd**

Mr. Claus said that he is now president of North Pole Community Chamber of Commerce. He said he would find out about the Holiday Lighting Contest. They will be having a Bazaar and fireworks the first week in December. The Candlelighting Ceremony will be on December 7<sup>th</sup> along with Christmas in Ice. Bazaar and fireworks will be held on November 30<sup>th</sup>. Contact northpolechamber.us for more information or Santa Claus at 907-388-3836

## **OLD BUSINESS**

### **ORDINANCE 13-14, AN ORDINANCE ESTABLISHING THE 2014 BUDGET AND LEVYING THE MILL RATE, SECOND READING**

Mayor Ward stated that this was the second reading of the budget and the third and final reading would be on Monday, December 2, 2013.

### **Public Comment**

**Heather Heineken,**

Ms. Heineken read into the minutes a letter from her husband to the North Pole City Council:

Mr. Mayor and Council Members,

I would like to take this opportunity to discuss some of the effects that the 2014 budget will have on the City, the Fire department and its employees. First I would like to thank each of you for the jobs you do. The council must make decisions that at times are difficult or even unpleasant, so I commend each of you for stepping up and taking a leadership role in the community. I myself am fairly conservative and understand that it is in the best interest of the City for you to make sure all City revenue is used to the best of its ability. I believe any governing entity including this City should strive to operate within its financial means. AS with any budget whether its personal, corporate or government, sacrifices have to be made to operate with the money available. I would never ask or expect the City to budget for more than revenue would allow.

The Fire Department was asked to cut out a \$49,000 line item for Part Time Employees for the 2014 budget. I'm not here to persuade or ask you to fund this line item. I fully understand the City is trying to work with revenue available and some cuts have to be made. What I am asking is that you accept the limited services that this budget cut creates.

As with any decision there is always a potential for consequence, and with this change to the Fire Departments budget some consequences exists. I want you to make an informed and educated decision on how this budget will affect the City, the Fire Department and its Employees. Currently the Par Time Employee budget is used to hire personnel to work the shifts when a full time employee is absent. This keeps the department with a minimum staffing of 4 personnel on duty at all times. The Fire Chief has given us a plan for how we will operate next year with this budget change. This plan brings back an old system of having the off duty employees on standby for any shifts that an employee is absent. In 2013 this consisted on 174 days that would have been under 4 person staffing if the part time employees were not available. I am a firm believer in you get what you pay for and if the City does not want to pay for 4 person staffing they should get the staffing and service they are willing to pay for, nothing less and nothing more. The standby option presented is an attempt to maintain the same level of service without the financial cost to the City, but you must realize that this savings creates a hardship and an expense to your employees.

Let's talk about how this standby system works, when an employee is on standby they are not being paid but are required to carry a radio and must be available to report to the fire station within a half hour each and every time a call comes in from Dispatch. 30 years ago when this standby system was developed the department averaged around a call a day. Today our Fire department averages closer to 4 calls each day. Myself and a few of the other senior staff have been here long enough that we worked standbys back before we had a staff of 4 full time personnel so I can testify as to what it was like to be dedicate to the city on my days off without compensation. Now imagine, it's your day off and you are at your child's first something, a birthday, Christmas, hokey game, baptism, wedding the list goes on and on. Now you're just getting started and the radio on your side so loudly interrupts the event, you get up and drive your personal vehicle with your expensive gasoline to the fire station. Now let's put a little twist on this, it's your gran child's baptism, the church is on Chena Pump, you can't even go because it is further than a half hour away from the station. Imagine at today's gas prices following your family around everywhere in a separate vehicle because they have obligations and cannot risk being in the same vehicle with you and having a call come in.

**Dan Kuhnert, NPF**

*(continued reading letter by Capt. Heineken)*

Cold starting your car at 40 below and leaving for work without warming your vehicle, how much do you value the wear and tear on your vehicle if you did this regularly? Yes we go on the payroll during the time we are at the station but this small addition to our paychecks far from compensates what it cost the employee to be on standby.

Getting hired into the standby system was one thing, you were prepared to make the sacrifice and made the decision to except the job regardless of this out dated practice. Standbys create such a burden on an employee's personal time it makes it hard to find any perspective employee's that will except open positions. Most of our current employee made the decision to work for the City

of North Pole without such an obligation. Many of the current employees are going to experience a great hardship when placed on standby. Some have small children, now they will be paying daycare for someone to watch their child as they sit at home waiting for a radio to go off and hoping it goes off enough times that day so they can at least break even with paying for childcare on their day off. As for myself when utility cost rose so highly I sold my home in North Pole and now live in Fox on property jointly owned with other members of my family. This decision to live in Fox was to ease the burden of utility and property tax costs. I and two other employees live outside of the 30 minute response time expected during standby. I cannot afford to purchase another house closer to work, so now what do I do? Really what am I supposed to do, hang out at work on the days I'm off so I can make it to the station within the 30 minute time frame? I do not currently have a solution to my problem because being away from my family for another 24 hours is not acceptable!

Now let us look at the financial consequences of putting your employees on a standby schedule. We know that cut eliminates a \$49,000 line item from the budget. If current trends continue 2014 will have approx. 1,200 calls in the year, knowing in 2013 half of the year (174 shifts) would need standby coverage so approx. 600 standby calls. The average call last an hour and a half. The Firefighter on my shift has an OT rate of \$21.78 and my OT rate is \$35.34 so let's average that rate at \$28.56 an hour during standby call ins. This brings the estimated cost to payroll for standby to \$17,136 so now the \$49,000 cut is only saving the city \$31,864, that's a good savings right?

Now let us add in the costs to the personnel problems and absences that will surely happen due to this hardship on the employees. Looking at the Fire Department org chart I am pretty high up as a Captain. I have higher pay, a better retirement program and have seniority, and still with all of this I question how long I will be an employee if standbys return. In my time employed with North Pole I have turned down multiple job offers, all paying far more than I currently make. If standby is found to be the North Pole's solution to the budget problems my family has decided that we will not be the ones to be handed this heavy burden so the City can save so little. If you go back to standby schedule I most definitely would not turn down another job offer. You may be thinking to yourself, so we lose an employee big deal we can hire another. Well each of the employees of the Fire Department brings a wealth of skills and knowledge with us. Along with my duties to be proficient at EMS and firefighting I also am a master mechanic that specializes in fire apparatus repair. I previously owned and operated my own shop that at the time was the only independent shop to work on fire apparatus and pumps. Now there are other fire apparatus shops and mechanics in Fairbanks and their current shop rate is \$120 an hour. I take great pride that I regularly get calls from these other mechanics looking for my knowledge and expertise in fire apparatus repair.

For the last eight years I have maintained North Pole's fire apparatus while on shift at a wage no other mechanic would ever work at. The maintenance budget in the last several years has dwindled to almost nothing at around \$8,000. We currently have cut out any preventive maintenance, I fix what is absolutely needed to stay in service and problems with apparatus that do not take it out of service operationally do not get repaired. The only reason you still have a fleet of operating emergency apparatus is because I have been here to nurse them along with absolutely no funding. Steps such as leaving the summer tires on the ambulance because the winter ones are bald are a regular solution to such a low maintenance budget. I researched what

other local departments have budgeting for apparatus maintenance and this is an example of what it will cost you if I leave. Steese FD currently has a \$50,000 budget for maintenance and they report that with the new FNSB shop rate of \$120 an hour they could use more. NSVFD has a full time 40 hour a week mechanic making \$60,000 a year with an additional \$40,000 for apparatus maintenance. So let's get back to the math, cutting out a \$49,000 line item next year after overtime expenses will save the city \$31,000 and could cost you up to \$50,000 in maintenance. Well if my math is correct that's an additional cost of \$19,000. I am not the only employee saving you money, each one of us at the Fire Department brings something to the table. I can only hope that single dad Lt. Kuhnert can work out daycare, I'm sure his computer and contractor skills would be a heavy cost to hire out, and I know Capt. Daniell could turn in retirement papers anytime if he decides against standby, without him all our EMS training would cost thousands in overtime to send employees out to class. These are just a few examples of the consequences of a standby schedule; I can only imagine how fast the owner ranking personnel will abandon ship once they are placed on standby. My Grandfather always said "be careful sometimes you'll spend a dollar to save a dime." This plan will surely save you that dime, but where are you going to get the dollar from?

I appreciate this council being frugal and keeping the department heads to a reasonable budget. I can fully support cutting the \$49,000 out of our budget. You can only spend what you bring in, but be willing to live with what you pay for. If three person minimums are what you pay for I believe that is what you should get. I have no problems working a three person shift, it would adjust our operations and most definitely hinder our ability to respond to emergencies but we will do what we can with what we have, nothing more and nothing less. I work hard for this City and I already spend a third of the year away from my family while at work. Statistics show that with my line of work I most likely will have a shortened life span due to cancer or disease contracted while protecting this City. So I am not willing to give up more time I could spend with my family and friends. Firefighting is the best job in the world but it's not the only job. So far this is my second career path and I have no problems looking into the third if needed.

Thank you for your time,

Chad Heineken

**Chief Lane, NPFD**

Chief Lane said that cutting that line item out could cause the 2<sup>nd</sup> apparatus to be delayed up to 30 minutes. He stated that is a significant loss and decrease in service. Fire department personnel work 2764 hours in a regular year. Standby is another 864 hours that they are working in a year dedicated to the City and not being compensated for. Dept. heads were asked to give flat budgets and they gave a negative \$20,000 budget. They are looking at less than 1% of the budget to give back to the fire department. Chief Lane asked the council to look at the budget to try and find a way to put the money back into the fire department over-hire to save personnel.

**Dave Daniell, NPFD**

Mr. Daniell stated that he has been with the fire department for 25 years. He explained about the 4 person shift verses the standby. When they went to the 4 person shift they lost their overtime pay but family life was better.

Mr. McGhee asked if he agreed that 80% of the calls were outside the city limits and that the city should increase their sales tax.

Mr. Daniell said he didn't have the numbers.

Mr. Welch asked if there was anywhere in the fire department budget that could be cut to fund the standby.

**Christine Boddy,**

Ms. Boddy felt strongly that having 4 man shifts increased safety of employees. Going to standby affects personal life and safety to employees and citizens. They love doing their job and are public servants and said firefighters step up and fill the need. She said that standby is not the solution to the budget as it will affect their families and safety on the job.

Ms. Hunter asked for clarification on the 3 man to 4 man shifts.

Ms. Boddy explained the difference between the two.

**Santa Claus, 2502 Outside Blvd**

Mr. Claus gave an overview of his experience in the fire department and the liability of being understaffed. He would be willing to help find a solution to this problem.

**Ron Jones, 2410 San Augustin Dr.**

Mr. Jones said that he feels like a stepchild in his neighborhood. He said he would work toward annexing out of the City. There is a way to prevent this from happening and to reach in and find a way not to impact their lives. He felt the council was making a mistake by cutting funding in the fire department.

Mr. McGhee asked if Mr. Jones would support a raise in sales tax.

Mr. Jones said that if it helped the City and the fire department he would be for raising the sales tax.

Mr. Welch asked if Mr. Jones considered what it would cost if he annexed out of the City.

Mr. Jones said that when he was on the council he did look at it and weighed it. If push comes to shove he will annex out of the City.

**Capt. Chad Heineken, NFPD**

Mr. Heineken spoke on the 4 man shift and the safety of it. He said it was even an OSHA issue. Firefighters have sued their supervisors for getting hurt by not having 2 men in and 2 men out.

Mr. McGhee asked Capt. Heineken for the record, if he was called out to a fire would he not come in a put a fire out at his home.



Capt. Heineken said that there has to be 2 men in and 2 men out. It is law. He said he will protect his employees before he protect someone's house.

Mr. McGhee asked about the North Star Fire Dept. and the agreement approved tonight.

Capt. Heineken said he will do it by the book and not let his men go in until there are 4 people.

Mr. Smith asked about volunteers.

Capt. Heineken said that the volunteers are trained at the same level as the paid staff and they're great but you can't tell a volunteer to be there.

**Mr. McGhee moved to suspend the rules at 8:35**

**Seconded by Mr. Welch**

***Mayor Ward brought the meeting back to order at 8:38***

**Justin Williams, NPF**

Mr. Williams said it has been a bumpy road here. He was told that he may be laid off the first month he was hired. Now he is being told that he may have to go to standby time. He wanted to put a face with a name and testify tonight.

Mr. Smith asked if he was able to go to any other department.

Mr. Williams said that he did his training here and wants to take care of North Pole. That's why he's here.

**Mr. McGhee moved to Advance Ordinance 13-14, An Ordinance Establishing The 2014 Budget And Levying The Mill Rate to December 2, 2013**

**Seconded by Mr. Welch**

**Discussion**

Mr. McGhee said they studied the budget line by line and decided that this was the area in the budget that the Mayor could work with. Council even raise the property tax this year. There was even a full house at the council meeting speaking against raising the sales tax. This is the first year the employees spoke about safety and that we need to start looking at our City. The biggest burden is the 20,000 people that come in and out of our City. He said that the stores in North Pole charge 25% – 30% more because they can. We need to raise the sales tax to support the needs and shortfalls in the fire department.

Ms. Holm thanked everyone for coming out. She had numbers on the percentages of calls inside and outside the city. She is not on board with raising the taxes but would be more interested in negotiating the Mutual Aid Agreement.

Mr. McCarthy said there was a line item under general fund revenue/alcohol tax. He said that the council needs to find the revenue to fund this. He would like to raise the cap from \$8.00 to a higher limit.

Mr. Welch said that they should not pass this budget unless they can fund this line item. He said that by raising the property tax this year, he only saw a \$14.00 increase in his property tax. He felt that if they took the cap off the sales tax that the city would see an increase in revenue. He would not feel that he could pass a budget without funding the fire department.

Ms. Hunter said she agreed that it would be important to look at a revenue increase with property or sales tax and what the consequences would be if they don't pass the budget.

Mayor Ward said that they should pass the budget and then changes can be made.

Mr. Smith asked if there was a way to put off buying a piece of equipment another year to fund the fire department. He said that they could take the \$33,000 from Public Works and move it to the Fire Department.

Mr. McCarthy asked if they could fund the line item now and change the code the next meeting.

Mr. McGhee said that the budget has one more hearing. He wanted to bring forward a solution and raise the sales tax and asked Ms. Vaughn what that would be. He wanted to remove the money for the backhoe and then put the money back in at a later date. When they raise the sales tax they can put it back in. Mr. Butler's department is always the one that is taken from to fund something else. This will meet the needs for the fire department now.

**Mr. McGhee moved to transfer money from;**

<b>Public Works line item 32 Acct # 01-08-00-7035 \$33,000</b>	<b>To</b>	<b>North Pole Fire Dept line item 30 Acct# 01-04-00-7050 \$33,000</b>

**Seconded by Mr. Welch**

### **Discussion**

Mr. McGhee said that he makes a promise to public works to put it back but at least for now it relieves the burden on our employees.

Mayor Ward said that the increase in revenue needs to come first.

Ms. Hunter said that in January without the change in the budget they would be putting the employees would be put in a system they want to avoid and wanted clarification.

Mayor Ward said that this was necessary and isn't a big advocate and better speaks to the situation with the revenues. He said if you're going to make a cut, make a cut and make a decision.

***On the Amendment***

**PASSED**

YES – 4 –Smith, McGhee, McCarthy, Welch,

NO – 3 - Hunter, Holm, Ward

Absent – 0

***On the main motion as amended***

**Discussion**

Mr. Welch said that he would like to see what would happen if we took our alcohol tax from 8% to 10% and tobacco cost from 5% to 10%. He said that with the tobacco tax it would be \$31,000 and raising the alcohol tax to 10% would be another \$80,000.

Ms. Hunter said that this would be more than what the borough charges and that people would buy their alcohol and tobacco tax.

Mr. McGhee said that the sales tax should be raised and not the SIN tax. It will remedy the initial problem but not overall. He felt they needed to raise the revenue and not the little amounts with alcohol and tobacco. He felt the sales tax is the solution.

Ms. Holm said that she is an advocate of living within their means. She went through the FD budget. Public Works was something she wanted to talk about. She thought that they should possibly look at putting the beautification on hold and was not an advocate for the backhoe. She also said that Parks & Trails have more than doubled.

Mr. Butler said that the PW dept has been dismantled and lost hundreds of thousands of dollars.

Ms. Holm said that there is not an option at this time. She said that this was a perfect time for the City to hire youth.

Mr. Butler said that they have done this in the past and that volunteers are a challenge. The City has tried to hire at 9 and 10 an hour.

**Mr. McGhee moved to suspend the rules to extend the meeting until 11:00 pm**

**Seconded by Mr. Welch**

**PASSED**

YES – 6 –Hunter, Smith, McGhee, Welch, Holm, Ward

NO – 1 – McCarthy

Absent – 0

**Mr. Welch** *moved to raise the tobacco tax from 8% – 10% and alcohol tax from 5% to 7%*

*Failed for lack of a second*

*On the main motion as amended*

**PASSED**

YES – 5 –Hunter, Smith, McGhee, McCarthy, Ward

NO – 2 – Welch, Holm

Absent – 0

**NEW BUSINESS**

**REQUEST FROM CHRISTMAS IN ICE FOR 3<sup>RD</sup> QUARTER 2013 BED TAX MONIES**

Mr. Jones provided P & L for CII and a balance sheet. He stated that bed tax monies will help the organization. They have lost approximately \$20,000 in funding. He said that sponsor levels start at \$1,000 but he didn't have all the information available tonight.

**Public Comment**

None

**Mr. McGhee** *moved to Approved Request From Christmas In Ice For 3<sup>rd</sup> Quarter 2013 Bed Tax Monies*

*Seconded by Mr. Welch*

**Discussion**

Mr. McGhee said that this is one thing that brings money into the City and we need to stand behind it.

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, McCarthy, Welch, Ward

NO – 0

Absent – 0

**REQUEST FROM FCVB FOR 4<sup>TH</sup> QUARTER 2012, AND 1<sup>ST</sup>, 2<sup>ND</sup>, AND 3<sup>RD</sup> QUARTER 2013 BED TAX MONIES**

Dawn Murphy presented the budget for FCVB and provided a binder to the council with information on all the departments. She updated council on all the new flights into Fairbanks this past summer and how FCVB worked with the state legislature on issues concerning the visitors industry.

**Public Comment**

None

**Mr. McGhee *moved to* Approve Request From FCVB For 4<sup>th</sup> Quarter 2012, And 1<sup>st</sup>, 2<sup>nd</sup>, And 3<sup>rd</sup> Quarter 2013 Bed Tax Monies**

**Seconded *by* Mr. Welch**

**Discussion**

None

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, McCarthy, Welch, Ward

NO – 0

Absent – 0

**ORDINANCE 13-15, AN ORDINANCE AMENDING TITLE 4, CHAPTER 4.09, SECTION 4.09.020, TAX LEVY**

**Public Comment**

None

**Mr. McGhee *moved to* Introduce and Postpone Ordinance 13-15, An Ordinance Amending Title 4, Chapter 4.09, Section 4.09.020, Tax Levy to the December 2, 2013 meeting**

**Seconded *by* Mr. Welch**

**Discussion**

None

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, McCarthy, Welch, Ward

NO – 0

Absent – 0

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

Mr. Butler informed council on the rates for the utility and the need to raise them.

**Public Comment**

None

**Mr. McGhee *moved to* Introduce and Advance Ordinance 13-15, An Ordinance Amending Title 4, Chapter 4.09, Section 4.09.020, Tax Levy**

**Seconded by Mr. Welch**

**Discussion**

Mayor Ward said that when we compare rates with other areas, we charge a flat rate. Our rates are very transparent and open; if you know how much water you use, you know how much your water bill will be. The City has been very fortunate that Mr. Butler has been able to bring in over \$25,000,000 in grants to help the water/sewer infrastructure. He said that \$75,000 is a small increase for 2014.

Ms. Hunter said that if our rates are comparable with college utilities it speaks well of our system.

**PASSED**

YES – 6 –Hunter, Smith, McGhee, McCarthy, Welch, Ward

NO – 1 - Holm

Absent – 0

**RESOLUTION 13-19, A RESOLUTION IN SUPPORT OF THE FAIRBANKS METROPOLITAN AREA TRANSPORTATION SYSTEM (FMATS) REQUEST FOR TRANSPORTATION FUNDING FOR FISCAL YEAR 2015**

Mayor Ward said he sits on the Policy Committee and that they were asked for resolutions of support for the \$16 million for projects within the Interior. He gave a brief history of the FMATS.

**Public Comment**

None

**Mr. McGhee *moved to* Approve Resolution 13-19, A Resolution In Support Of The Fairbanks Metropolitan Area Transportation System (FMATS) Request For Transportation Funding For Fiscal Year 2015**

**Seconded by Mr. Welch**

**Discussion**

Ms. Holm asked what projects they are planning on doing in 2014.

Mayor Ward said that they do have a priority that is sent to the legislature.

Ms. Holm asked about an updating of the roads.

Mr. Butler stated that it would be Baker/North Star and possibly Doughchee.

Mayor Ward explained the different funding mechanisms.

**PASSED**

YES – 7 –Hunter, Smith, Holm, McGhee, McCarthy, Welch, Ward

NO – 0

Absent – 0

**Executive Session**

**Mr. McGhee *moved to* recess to Executive Session to discuss statute of limitations concerning sulfolane contamination and City's options concerning legal options related to Flint hills Resources**

**Seconded *by* Mr. Welch**

**Passed *by* Unanimous Consent**

**Mr. McGhee *moved to* extend the rules to 11:30 p.m.**

**Seconded *by* Mr. Welch**

**Passed *by* Unanimous Consent**

**Mr. McCarthy left the meeting at 10:57 p.m.**

**Mayor Ward called the meeting back to order at 10:57 p.m.**

**Mr. McGhee *moved to* instruct Mayor Ward to bring forward an assessing damage impact of the Sulfolane contamination on or before the 2<sup>nd</sup> council meeting of February 2014 than allowing Zane Wilson to enter into a trolling agreement with Flint Hills Resources, Williams, and the State of Alaska.**

**Seconded *by* Mr. Welch**

**PASSED**

YES – 4 –Smith, McGhee, Welch, Ward

NO – 2 - Hunter, Holm

Absent – 1 - McCarthy

**COUNCIL COMMENTS**

**Ms. Holm** – good night

**Ms. Hunter** – good night

**Mr. Smith** – appreciated everyone coming out and wished everyone a good thanksgiving.

**Mr. McGhee** – said the council moved forward and accomplished many things tonight. He said we should all be thankful for what we have. Mr. McGhee wanted Mr. Butler to know that he used his line item and he stands behind the public works and will find revenue and put it back in the Public Works budget. Council needs to accept the fact that we have a police and fire department and stand behind them. He thanked the young lady for singing national anthem.

**Mr. Welch** – said the council is on the right track and they need to go back to drawing board and increase revenue for all departments. He despised taking things from public works and that it was not a satisfactory way of doing business. He said at AML they look at case studies on how cities get in trouble and prepare for economic troubles. He will bear those things in mind as he goes forward with the city and employees.

**Mayor Ward** – had a lot of business to do tonight. Please come in and talk with department heads and the City Clerk. Thank you for your services and have a Happy Thanksgiving.

### **ADJOURNMENT**

**Mr. McGhee adjourned the meeting at 10:58 p.m.**

**Seconded by Ms. Holm**

The regular meeting of November 25, 2013 adjourned at 10:58 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, December 2, 2013.

---

Bryce J. Ward, Mayor

**ATTEST:**

---

Kathryn M. Weber, MMC  
North Pole City Clerk



**CITY OF NORTH POLE  
ORDINANCE 13-14**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL  
ESTABLISHING THE 2014 BUDGET AND LEVYING THE MIL RATE**

**Section 1. Classification.** This ordinance is of a special nature and shall not be included in the North Pole Code of Ordinances.

**Section 2. General Fund Operating Budget.** The anticipated general fund revenues of **\$5,349,809** are hereby appropriated to fund January 1, 2014 to December 31, 2014 operations as follows:

Administration	581,551
Professional Services	383,624
Police Department	1,776,215
Fire Department	<del>1,951,358</del> <b>1,984,358</b>
Public Works	<del>657,061</del> <b>624,061</b>
<b>Total</b>	<b>5,349,809</b>

**Section 3. Effective Date.** This ordinance shall be effective on January 1, 2014.

**Section 4. Utility Fund Operating Budget.** The anticipated utility fund revenues of **\$1,517,619** are hereby appropriated to fund January 1, 2014 to December 31, 2014 operations as follows:

Utility Department Water Operating Budget	755,679
Utility Department Sewer Operating Budget	761,940
<b>Total</b>	<b>1,517,619</b>

**Section 5. Water Reserves Fund.** This fund accounts for the revenues that are received from the FRR and Water Base portions of the water bills and expenses related to capital projects for water.

Transfer from Water Dept (FRR)	81,120
Transfer from Water Dept (Water Base)	106,128
<b>Total</b>	<b>187,248</b>

**Section 6. Sewer Reserves Fund.** This fund accounts for the revenues that are received from the FRR and Water Base portions of the sewer bills and expenses related to capital projects for sewer.

Transfer from Sewer Dept (FRR)	63,511
Transfer from Sewer Dept (FRR-Industrial)	63,511
Transfer from Sewer Dept (Sewer Base)	72,000
<b>Total</b>	<b>199,022</b>

**Section 7. Building Fund Operating Budget.** The anticipated building fund revenues of **\$76,085** are hereby appropriated to fund January 1, 2012 to December 31, 2012 operations as follows:

Building Fund-Revenue	114,500
Building Fund-Expenditures	114,500

**Section 8. Special Revenues.** Special Revenue Fund Accounts exist for Abade, AHSO Traffic Officer, Byrne JAG Officer, Vehicle Fleet Funds, and State Forfeiture. These accounts are similar in nature to the capital fund, revenues and expenditures may carry over from one fiscal year to the next.

**Section 9. Mill Rate.** The assessed valuation of all taxable property in the City of North Pole has been estimated at ~~\$368,185,060~~ **306,907,429** for 2013. The rate of levy on each dollar of taxable property is hereby fixed at 3.50 mills for municipal purposes. The tax levies are due, delinquent, and subject to penalties prescribed by law and by the Fairbanks North Star Borough.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 2<sup>nd</sup> day of December, 2013.

---

**Bryce J. Ward, Mayor**

**ATTEST:**

---

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

**CITY OF NORTH POLE**

**ORDINANCE 13-16**

**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 is amended in the North Pole Code of Ordinances as follows in the attached table:

**Section 3.** Effective date.

This ordinance shall become effective January 1, 2014.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 2<sup>nd</sup> of December, 2013.

---

Bryce J. Ward, Mayor

**ATTEST:**

---

Kathryn M Weber, MMC  
North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:

## **Title 13**

### **PUBLIC SERVICES**

**Chapters:** 13.24 Utility Rates

13.24.020 Metered Water and Sewer Utility Rates

Monthly water and sewer utility rates beginning January 1, 2013 ~~2013~~ 2014 shall be the following:

<b>Customer class</b>	<b>Per gallon water</b>	<b>Monthly base water charge</b>	<b>Per gallon sewer charge<sup>1</sup></b>	<b>Monthly base sewer charge</b>	<b>FRR<sup>2</sup>- Water per gallon charge</b>	<b>FRR<sup>2</sup>- Sewer per gallon charge</b>	<b>FRR<sup>2</sup> Significant industrial discharger, sewer</b>
Single-family residential	\$0.01705	\$5	\$0.01141	\$5	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Senior single-family residential	\$0.008525	\$5	\$0.00571	\$5	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Multifamily residential	\$0.01705	\$25	\$0.01141	\$25	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Senior multi-family residential	\$0.01705	\$25	\$0.01141	\$25	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Commercial	\$0.01705	\$25	\$0.01141	\$25	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Commercial/significant industrial discharger	\$0.01705	\$25	\$0.01141	\$25	--	--	\$0.003911

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 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.

# 2014 Utility Rates

Customer class	Per gallon water	Monthly base water charge	Per gallon sewer charge <sup>1</sup>	Monthly base sewer charge	FRR <sup>2</sup> -Water per gallon charge	FRR <sup>2</sup> -Sewer per gallon charge	FRR <sup>2</sup> Significant industrial discharger, sewer
Single-family residential	\$0.01705	\$5	\$0.01141	\$5	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Senior single-family residential	\$0.008525	\$5	\$0.00571	\$5	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Multifamily residential	\$0.01705	\$25	\$0.01141	\$25	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Senior multi-family residential	\$0.01705	\$25	\$0.01141	\$25	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Commercial	\$0.01705	\$25	\$0.01141	\$25	<del>\$0.0015</del> \$0.0025	<del>\$0.0015</del> \$0.0025	--
Commercial/significant industrial discharger	\$0.01705	\$25	\$0.01141	\$25	--	--	\$0.003911

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 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.

## 2014 Sample Bills for Different Monthly Usages for Single Family Rate

Water used per month (galons)	Estimated monthly bill 2014	Water usage (gallons)	Sewer discharge (gallons)	2014 water rate	2014 sewer rate	Water base rate	Sewer base rate	Sewer FRR	Water FRR	Water bill	Sewer bill	Water & sewer base charges	Water FRR	Sewer FRR
1,000	<b>\$43.46</b>	1,000	1,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$17.05	\$11.41	\$10.00	\$2.50	\$2.50
2,000	<b>\$76.92</b>	2,000	2,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$34.10	\$22.82	\$10.00	\$5.00	\$5.00
2,449	<b>\$91.94</b>	2,449	2,449	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$41.76	\$27.94	\$10.00	\$6.12	\$6.12
3,000	<b>\$110.38</b>	3,000	3,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$51.15	\$34.23	\$10.00	\$7.50	\$7.50
4,000	<b>\$143.84</b>	4,000	4,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$68.20	\$45.64	\$10.00	\$10.00	\$10.00
5,000	<b>\$177.30</b>	5,000	5,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$85.25	\$57.05	\$10.00	\$12.50	\$12.50
6,000	<b>\$210.76</b>	6,000	6,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$102.30	\$68.46	\$10.00	\$15.00	\$15.00
7,000	<b>\$244.22</b>	7,000	7,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$119.35	\$79.87	\$10.00	\$17.50	\$17.50
8,000	<b>\$277.68</b>	8,000	8,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$136.40	\$91.28	\$10.00	\$20.00	\$20.00
9,000	<b>\$311.14</b>	9,000	9,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$153.45	\$102.69	\$10.00	\$22.50	\$22.50
10,000	<b>\$344.60</b>	10,000	10,000	\$0.01705	0.01141	\$5	\$5	\$0.00250	\$0.00250	\$170.50	\$114.10	\$10.00	\$25.00	\$25.00

## 2013 Sample Bills for Different Monthly Usages for Single Family Rate

Water used per month (galons)	Estimated monthly bill 2013	Water usage (gallons)	Sewer discharge (gallons)	2013 water rate	2013 sewer rate	Water base rate	Sewer base rate	Sewer FRR	Water FRR	Water bill	Sewer bill	Water & sewer base charges	Water FRR	Sewer FRR
1,000	<b>\$41.46</b>	1,000	1,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$17.05	\$11.41	\$10.00	\$1.50	\$1.50
2,000	<b>\$72.92</b>	2,000	2,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$34.10	\$22.82	\$10.00	\$3.00	\$3.00
2,449	<b>\$87.05</b>	2,449	2,449	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$41.76	\$27.94	\$10.00	\$3.67	\$3.67
3,000	<b>\$104.38</b>	3,000	3,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$51.15	\$34.23	\$10.00	\$4.50	\$4.50
4,000	<b>\$135.84</b>	4,000	4,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$68.20	\$45.64	\$10.00	\$6.00	\$6.00
5,000	<b>\$167.30</b>	5,000	5,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$85.25	\$57.05	\$10.00	\$7.50	\$7.50
6,000	<b>\$198.76</b>	6,000	6,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$102.30	\$68.46	\$10.00	\$9.00	\$9.00
7,000	<b>\$230.22</b>	7,000	7,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$119.35	\$79.87	\$10.00	\$10.50	\$10.50
8,000	<b>\$261.68</b>	8,000	8,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$136.40	\$91.28	\$10.00	\$12.00	\$12.00
9,000	<b>\$293.14</b>	9,000	9,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$153.45	\$102.69	\$10.00	\$13.50	\$13.50
10,000	<b>\$324.60</b>	10,000	10,000	\$0.02	\$0.01	5	5	\$0.00150	\$0.00150	\$170.50	\$114.10	\$10.00	\$15.00	\$15.00



## Kathy Weber

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**From:** Santa Claus <santaclaus@usa.net>  
**Sent:** Tuesday, November 26, 2013 4:26 PM  
**To:** Kathy Weber  
**Cc:** santaclaus@usa.net; info@chenalakesfarm.com; princemaui@gmail.com; lesliekr118@yahoo.com; bridgit@alaskaphoenixproductions.com; victorialmuniz@gmail.com  
**Subject:** Council Members: Request for Bed Tax for the North Pole Community Chamber of Commerce  
**Attachments:** NPCCC Balance Comp 12-13.pdf; NPCCC Balance Comparison.pdf; NPCCC P&L - Class.pdf; NPCCC P&L - Comparison.pdf; NPCCC P&L Class 2013.pdf; NPCCC P&L Comp 12-13.pdf  
**Importance:** High

November 26, 2013

Council Members  
City of North Pole  
99705

Request for outstanding 2013 Bed Tax quarterly grants to the North Pole Community Chamber of Commerce

Dear Council Members:

As the brand new President of the North Pole Community Chamber of Commerce (NPCCC), I hereby request the outstanding 2013 City of North Pole quarterly grants to NPCCC.

I have attached our financial statements and accounting spreadsheets for your review and will be pleased to answer any questions you may have regarding them at the appropriate Council meeting. I have not been in office long enough to have prepared a 2014 budget, although I am prepared to discuss my and the Board's future plans for the NPCCC. We are considering hosting/producing Taste of North Pole in April, Visitors Center through the summer, Christmas in July, and WinterFest (bazaar, fireworks display, candle lighting, and coronation), community holiday street, home, and business lighting, as well as a variety of business seminars (perhaps, in conjunction with the Fairbanks Chamber) and open gatherings for local businesses during 2014. We will continue to maintain and update our NPCCC website and Facebook page.

The NPCCC completed 2013 with a slight positive financial balance; however, it appears it resulted at the expense of NPCCC's involvement in historic community events, namely: the coronation of the Regents King and Queen and a minor delay in this year's candle lighting ceremony, as well as publication of its Newsletter, and adequate support of its members' needs.

I am happy to report that it appears the Visitors Center will be located again near Santa Claus House this coming summer. And, NPCCC's WinterFest already has attracted more than 40 vendors for its Bazaar on November 30, 2013, in North Pole Mall and is presenting its annual fireworks display near Hotel North Pole at 5pm on November 30, 2013, thanks to Gorilla Fireworks' and Budget Fireworks' generous donations of their fireworks and manpower. NPCCC is presenting its Candle Lighting ceremony with KJNP at Christmas in Ice at 2pm on December 7, 2013, in the Ice Park. There is free admission to all NPCCC events. I also am aware that NPCCC has begun prompting, at this late date, local businesses and homeowners to participate again in the community holiday lighting/decorating event.

I recognize that the NPCCC has neglected its relationships with other non-profit organizations in the community, despite having the word, "community," in its name. I intend to remedy that immediately. For



instance, NPCCC plans to restore its relationships with Santa's Senior Center, North Pole Regents, local schools, KJNP, Friends of the Library, Christmas in Ice, the Grange, etc. Having just examined what transpired at NPCCC during 2013, I believe that that Board's decision not to continue retaining a part-time Administrator resulted in a variety of deficiencies. Had NPCCC taken the same path and not retained the Visitor Center Manager, I doubt the Visitor Center would have fared as well as it did this past summer.

So, I am here to pledge that I will focus on improving NPCCC's relationship to and within our community and provide a value to local business that has been lacking in the recent past. I've administered non-profit organizations and served on several non-profits' boards and realize the importance of accomplishing what each non-profit's mission statement and vision statement express. The NPCCC already is restoring relationships for the better.

I am requesting NPCCC's allotted portion of the Bed Tax, because I believe it will help enable NPCCC to get back on track and support the community as it should. I expect that the NPCCC will manage to secure new sponsors during 2014 that may enable it to become self-supporting by the end of 2014. And, we are actively exploring options for the rental or sale of our previous NPCCC building. Accomplishing those goals would enable the City of North Pole to allocate NPCCC's grant fund allocations to a variety of other deserving community non-profits and/or to municipal projects and personnel.

I respectfully request your continued understanding and support. You are welcome to contact me on my cell number: 907-388-3836. Our Board Members' direct contact information will be posted on our website shortly.

Best regards,

// Santa //

Santa Claus  
President  
North Pole Community Chamber of Commerce  
PO Box 55071  
North Pole AK 99705-0071  
[www.NorthPoleChamber.us](http://www.NorthPoleChamber.us)

Attachments

11:11 PM  
11/10/13  
Accrual Basis

# North Pole Community Chamber of Commerce Balance Sheet Prev Year Comparison As of November 10, 2013

	Nov 10, 13	Nov 10, 12	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Mt. McKinley Bank	2,627.17	-838.14	3,465.31	413.5%
<b>Total Checking/Savings</b>	2,627.17	-838.14	3,465.31	413.5%
Accounts Receivable				
Accounts Receivable	155.00	385.00	-230.00	-59.7%
<b>Total Accounts Receivable</b>	155.00	385.00	-230.00	-59.7%
<b>Other Current Assets</b>				
Inventory Asset	4,490.00	4,490.00	0.00	0.0%
Undeposited Funds	0.00	122.65	-122.65	-100.0%
<b>Total Other Current Assets</b>	4,490.00	4,612.65	-122.65	-2.7%
<b>Total Current Assets</b>	7,272.17	4,159.51	3,112.66	74.8%
<b>Fixed Assets</b>				
Accumulated Depreciation	-1,002.00	-1,002.00	0.00	0.0%
Buildings	7,894.00	7,894.00	0.00	0.0%
Furniture and Equipment	1,401.00	1,401.00	0.00	0.0%
Land	15,232.00	15,232.00	0.00	0.0%
<b>Total Fixed Assets</b>	23,525.00	23,525.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>30,797.17</b>	<b>27,684.51</b>	<b>3,112.66</b>	<b>11.2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	0.00	142.72	-142.72	-100.0%
<b>Total Accounts Payable</b>	0.00	142.72	-142.72	-100.0%
<b>Other Current Liabilities</b>				
Board Member Loan	0.00	3,000.00	-3,000.00	-100.0%
Payroll Liabilities	508.45	1,010.96	-502.51	-49.7%
<b>Total Other Current Liabilities</b>	508.45	4,010.96	-3,502.51	-87.3%
<b>Total Current Liabilities</b>	508.45	4,153.68	-3,645.23	-87.8%
<b>Total Liabilities</b>	508.45	4,153.68	-3,645.23	-87.8%
<b>Equity</b>				
Opening Bal Equity	3,146.58	3,146.58	0.00	0.0%
Unrestricted Net Assets	28,032.67	23,118.93	4,913.74	21.3%
Net Income	-890.53	-2,734.68	1,844.15	67.4%
<b>Total Equity</b>	30,288.72	23,530.83	6,757.89	28.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,797.17</b>	<b>27,684.51</b>	<b>3,112.66</b>	<b>11.2%</b>

11:10 PM  
11/10/13  
Accrual Basis

# North Pole Community Chamber of Commerce

## Balance Sheet Prev Year Comparison

As of September 30, 2013

	Sep 30, 13	Sep 30, 12	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Mt. McKinley Bank	4,956.85	2,652.58	2,304.27	86.9%
Total Checking/Savings	4,956.85	2,652.58	2,304.27	86.9%
Accounts Receivable				
Accounts Receivable	155.00	385.00	-230.00	-59.7%
Total Accounts Receivable	155.00	385.00	-230.00	-59.7%
Other Current Assets				
Inventory Asset	4,490.00	4,490.00	0.00	0.0%
Payroll Advance	0.00	154.96	-154.96	-100.0%
Undeposited Funds	0.00	242.65	-242.65	-100.0%
Total Other Current Assets	4,490.00	4,887.61	-397.61	-8.1%
Total Current Assets	9,601.85	7,925.19	1,676.66	21.2%
<b>Fixed Assets</b>				
Accumulated Depreciation	-1,002.00	-1,002.00	0.00	0.0%
Buildings	7,894.00	7,894.00	0.00	0.0%
Furniture and Equipment	1,401.00	1,401.00	0.00	0.0%
Land	15,232.00	15,232.00	0.00	0.0%
Total Fixed Assets	23,525.00	23,525.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>33,126.85</b>	<b>31,450.19</b>	<b>1,676.66</b>	<b>5.3%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	0.00	3,656.70	-3,656.70	-100.0%
Total Accounts Payable	0.00	3,656.70	-3,656.70	-100.0%
Other Current Liabilities				
Payroll Liabilities	1,339.53	1,527.98	-188.45	-12.3%
Sales Tax Payable	608.07	0.00	608.07	100.0%
Total Other Current Liabilities	1,947.60	1,527.98	419.62	27.5%
Total Current Liabilities	1,947.60	5,184.68	-3,237.08	-62.4%
Total Liabilities	1,947.60	5,184.68	-3,237.08	-62.4%
<b>Equity</b>				
Opening Bal Equity	3,146.58	3,146.58	0.00	0.0%
Unrestricted Net Assets	23,118.93	30,471.79	-7,352.86	-24.1%
Net Income	4,913.74	-7,352.86	12,266.60	166.8%
Total Equity	31,179.25	26,265.51	4,913.74	18.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>33,126.85</b>	<b>31,450.19</b>	<b>1,676.66</b>	<b>5.3%</b>

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11/10/13

Accrual Basis

**North Pole Community Chamber of Commerce**  
**Profit & Loss by Class**  
**October 2012 through September 2013**

	Admin	BedTax	Cabin	Candidate Forum	Christmas in July	Membership	Winterfest	TOTAL
<b>Ordinary Income/Expense</b>								
Income								
Bed Tax Income	0.00	18,854.39	0.00	0.00	0.00	0.00	0.00	18,854.39
Cabin Sales	0.00	0.00	19,519.55	0.00	0.00	0.00	199.85	19,719.40
Program Income	0.00	0.00	0.00	0.00	7,280.00	8,608.76	0.00	15,888.76
Winter Festival Booths	0.00	0.00	0.00	0.00	0.00	0.00	1,320.00	1,320.00
<b>Total Income</b>	<b>0.00</b>	<b>18,854.39</b>	<b>19,519.55</b>	<b>0.00</b>	<b>7,280.00</b>	<b>8,608.76</b>	<b>1,519.85</b>	<b>55,782.55</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>18,854.39</b>	<b>19,519.55</b>	<b>0.00</b>	<b>7,280.00</b>	<b>8,608.76</b>	<b>1,519.85</b>	<b>55,782.55</b>
Expense								
Advertising	116.45	0.00	681.10	0.00	3,089.46	300.00	142.72	4,329.73
bank card fee	2,028.65	0.00	6.78	0.00	0.00	0.00	0.00	2,035.43
Business Expenses	380.00	0.00	0.00	0.00	0.00	0.00	0.00	380.00
Cabin Inventory	0.00	0.00	10,341.34	0.00	0.00	0.00	0.00	10,341.34
Christmas in July	0.00	0.00	0.00	0.00	1,355.00	0.00	0.00	1,355.00
Contract Services	801.00	0.00	325.00	0.00	1,100.00	0.00	0.00	2,226.00
Facilities and Equipment	888.39	0.00	6,000.00	0.00	215.00	0.00	0.00	7,103.39
Luncheon	0.00	0.00	0.00	758.00	0.00	0.00	0.00	758.00
Operations	1,726.71	0.00	2,071.08	0.00	469.52	313.90	0.00	4,581.21
Other Types of Expenses	1,497.00	0.00	0.00	0.00	0.00	0.00	0.00	1,497.00
Payroll Expenses	4,301.36	0.00	11,319.42	0.00	0.00	0.00	0.00	15,620.78
property Taxes	371.14	0.00	190.64	0.00	0.00	0.00	0.00	561.78
Travel and Meetings	10.00	0.00	0.00	0.00	36.00	0.00	0.00	46.00
Winter Festival	0.00	0.00	0.00	0.00	0.00	0.00	33.15	33.15
<b>Total Expense</b>	<b>12,120.70</b>	<b>0.00</b>	<b>30,935.36</b>	<b>758.00</b>	<b>6,264.98</b>	<b>613.90</b>	<b>175.87</b>	<b>50,868.81</b>
<b>Net Ordinary Income</b>	<b>-12,120.70</b>	<b>18,854.39</b>	<b>-11,415.81</b>	<b>-758.00</b>	<b>1,015.02</b>	<b>7,994.86</b>	<b>1,343.98</b>	<b>4,913.74</b>
<b>Net Income</b>	<b>-12,120.70</b>	<b>18,854.39</b>	<b>-11,415.81</b>	<b>-758.00</b>	<b>1,015.02</b>	<b>7,994.86</b>	<b>1,343.98</b>	<b>4,913.74</b>

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11/10/13

Accrual Basis

**North Pole Community Chamber of Commerce**  
**Profit & Loss Prev Year Comparison**  
**October 2012 through September 2013**

	Oct '12 - Sep 13	Oct '11 - Sep 12	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Bed Tax Income	18,854.39	20,856.78	-2,002.39	-9.6%
Cabin Sales	19,719.40	13,665.05	6,054.35	44.3%
Luncheon Sales	0.00	551.00	-551.00	-100.0%
Other Types of Income	0.00	130.00	-130.00	-100.0%
Program Income	15,888.76	7,555.00	8,333.76	110.3%
Taste of NP	0.00	7,486.00	-7,486.00	-100.0%
Visitor Guide Ad Sales	0.00	3,775.00	-3,775.00	-100.0%
Winter Festival Booths	1,320.00	2,090.00	-770.00	-36.8%
<b>Total Income</b>	<b>55,782.55</b>	<b>56,108.83</b>	<b>-326.28</b>	<b>-0.6%</b>
<b>Gross Profit</b>	<b>55,782.55</b>	<b>56,108.83</b>	<b>-326.28</b>	<b>-0.6%</b>
<b>Expense</b>				
Advertising	4,329.73	12,961.22	-8,631.49	-66.6%
bank card fee	2,035.43	1,501.97	533.46	35.5%
Business Expenses	380.00	90.00	290.00	322.2%
Cabin Inventory	10,341.34	7,929.12	2,412.22	30.4%
Christmas in July	1,355.00	0.00	1,355.00	100.0%
Contract Services	2,226.00	763.00	1,463.00	191.7%
Electric	0.00	504.42	-504.42	-100.0%
Facilities and Equipment	7,103.39	950.85	6,152.54	647.1%
Ground Maintenance	0.00	175.00	-175.00	-100.0%
Luncheon	758.00	0.00	758.00	100.0%
Operations	4,581.21	3,463.99	1,117.22	32.3%
Other Types of Expenses	1,497.00	1,767.26	-270.26	-15.3%
Payroll Expenses	15,620.78	31,777.45	-16,156.67	-50.8%
property Taxes	561.78	390.17	171.61	44.0%
Taste of North Pole	0.00	531.59	-531.59	-100.0%
Travel and Meetings	46.00	0.00	46.00	100.0%
Winter Festival	33.15	655.65	-622.50	-94.9%
<b>Total Expense</b>	<b>50,868.81</b>	<b>63,461.69</b>	<b>-12,592.88</b>	<b>-19.8%</b>
<b>Net Ordinary Income</b>	<b>4,913.74</b>	<b>-7,352.86</b>	<b>12,266.60</b>	<b>166.8%</b>
<b>Net Income</b>	<b>4,913.74</b>	<b>-7,352.86</b>	<b>12,266.60</b>	<b>166.8%</b>

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Accrual Basis

**North Pole Community Chamber of Commerce**  
**Profit & Loss by Class**  
**October 1 through November 10, 2013**

	<u>Admin</u>	<u>Cabin</u>	<u>Membership</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
Program Income	0.00	0.00	30.00	0.00	30.00
Total Income	0.00	0.00	30.00	0.00	30.00
Gross Profit	0.00	0.00	30.00	0.00	30.00
Expense					
bank card fee	80.46	0.00	0.00	0.00	80.46
Business Income Tax	0.00	118.95	0.00	0.00	118.95
Cabin Inventory	0.00	138.80	0.00	0.00	138.80
Facilities and Equipment	45.94	0.00	0.00	0.00	45.94
Gift Certificates	100.00	0.00	0.00	0.00	100.00
Operations	167.08	0.00	66.30	0.00	233.38
Payroll Expenses	0.00	203.00	0.00	0.00	203.00
Total Expense	393.48	460.75	66.30	0.00	920.53
Net Ordinary Income	-393.48	-460.75	-36.30	0.00	-890.53
Net Income	<u>-393.48</u>	<u>-460.75</u>	<u>-36.30</u>	<u>0.00</u>	<u>-890.53</u>

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11/10/13

Accrual Basis

**North Pole Community Chamber of Commerce**  
**Profit & Loss Prev Year Comparison**  
**October 1 through November 10, 2013**

	<u>Oct 1 - Nov 10, 13</u>	<u>Oct 1 - Nov 10, 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Program Income	30.00	0.00	30.00	100.0%
Winter Festival Booths	0.00	360.00	-360.00	-100.0%
<b>Total Income</b>	<u>30.00</u>	<u>360.00</u>	<u>-330.00</u>	<u>-91.7%</u>
<b>Gross Profit</b>	30.00	360.00	-330.00	-91.7%
<b>Expense</b>				
Advertising	0.00	75.00	-75.00	-100.0%
bank card fee	80.46	214.58	-134.12	-62.5%
Business Income Tax	118.95	0.00	118.95	100.0%
Cabin Inventory	138.80	0.00	138.80	100.0%
Contract Services	0.00	39.00	-39.00	-100.0%
Facilities and Equipment	45.94	91.88	-45.94	-50.0%
Gift Certificates	100.00	0.00	100.00	100.0%
Operations	233.38	132.76	100.62	75.8%
Payroll Expenses	203.00	2,350.82	-2,147.82	-91.4%
property Taxes	0.00	190.64	-190.64	-100.0%
<b>Total Expense</b>	<u>920.53</u>	<u>3,094.68</u>	<u>-2,174.15</u>	<u>-70.3%</u>
<b>Net Ordinary Income</b>	<u>-890.53</u>	<u>-2,734.68</u>	<u>1,844.15</u>	<u>67.4%</u>
<b>Net Income</b>	<u><b>-890.53</b></u>	<u><b>-2,734.68</b></u>	<u><b>1,844.15</b></u>	<u><b>67.4%</b></u>

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: Bryce Ward, Mayor  
From: Bill Butler  
Date: November 27, 2013  
Subject: 2014 Waste Water Compliance Monitoring and 2014 Sanitary Survey professional services proposal

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## Recommendation

Accept the following NTL Alaska, Inc.'s laboratory and consulting professional services proposals:

- Waste Water Compliance Monitoring proposal .....\$82,677.09
- Sanitary Survey .....\$4,869.00

## Background

Since the mid-1980s, NTL Alaska, Inc. has provided quality and reliable wastewater laboratory services and wastewater treatment consulting for the City of North Pole. A significant share of the professional services that NTL annually provides to the Utility Department is third-party wastewater sampling and laboratory analysis. These third-party services provide a check on the Utility and its dischargers. The 2014 professional services agreement is for \$82,677.09. The 2013 professional services agreement cost was \$81,350.85.

NTL based the wastewater monitoring charges upon the administratively extended Utility's APDES permit. If the permit is renewed during 2014 with modified requirements, the Utility and NTL will revisit the monitoring requirements and negotiate any necessary amendments to the schedule and budget to accommodate the new permit requirements for the balance of the year.

The three industrial discharges in North Pole (Flint Hills, GVEA and Petro Star) reimburse the Utility for the majority of the laboratory and monitoring expenses. The costs are charged back to the industrial discharges because the Utility only must conduct these laboratory tests and monitoring because the industries discharge to the public wastewater treatment system. The Utility also must conduct laboratory sampling and analysis for wastewater permit requirements not associated with the industrial dischargers. The 2014 Utility Sewer budget reflects the revenue



and expenses for the anticipated monitoring and laboratory services in the following budget categories:

- Revenue 02-12-00-5005 SID Pretreatment Program \$75,000
- Expense 02-12-00-7008 SID Pretreatment Program 75,000
- 02-12-00-7019 Laboratory \$40,000

NTL's 2014 professional service proposal is attached.



## NTL ALASKA, INC.

3536 INTERNATIONAL WAY, FAIRBANKS, AK 99701

(907) 452-6852 fax (907) 452-6853

[www.ntlalaska.com](http://www.ntlalaska.com)

November 21, 2013

**City of North Pole**

Attention: Paul Trissell, Utility Supervisor

125 Snowman Lane

North Pole, Alaska 99705

Re: 2014 Proposal and Budget for Services for Wastewater Monitoring and Potable Water System Sanitary Survey

Dear Paul:

Pursuant to your request, NTL Alaska, Inc. (NTL) has prepared this proposal and budget for consultation and monitoring services for the City of North Pole (CONP) wastewater utility and for a public water system sanitary survey for the calendar year 2014. This proposal package includes an itemized written proposal, a proposed budget, and a monitoring schedule for the wastewater monitoring program, and a separate budget for the sanitary survey.

The wastewater monitoring schedule is similar to 2013, as the current Alaska Pollutant Discharge Elimination System (APDES) permit has been administratively extended until a new permit is issued. A personnel contingency is provided for consultation assistance with the annual IPP report, to assist with the APDES permit reauthorization process, and for updating the WWTP Quality Assurance Project Plan for any permit revisions that might occur in 2014. If the CONP APDES permit is reissued in 2014, the monitoring requirements could change from what is in place now. Should that occur we would provide a proposed amendment to this budget to accommodate the revised monitoring requirements.

Also per your request, a proposed budget for a sanitary survey of the CONP potable water system (PWS ID #310675) is provided. We propose to schedule the sanitary survey during the summer of 2014. The proposed survey includes an ADEC file review of the PWS records, obtaining the electronic sanitary survey (ESS) question set from ADEC, performing the on site inspection of the source wells, treatment and distribution system, and preparation and filing of the sanitary survey report, ESS documents and accompanying photo log and other required submittals to complete the survey.

For additional consultation services required either under the budget contingency in the wastewater monitoring proposal or for other services requested by the CONP, we propose to charge our services according to the enclosed standard unit rate schedule during 2014.

***"Understanding Water"***

Paul Trissell, Utilities Supervisor, City of North Pole  
November 21, 2013  
Page 2 of 2

If you have any questions about this proposal please feel free to contact me at my office in Fairbanks at 907-452-6855, or by email at [mrp@ntlalaska.com](mailto:mrp@ntlalaska.com). We appreciate the opportunity to continue to be of service to the City of North Pole.

Sincerely,

**NTL Alaska, Inc.**



Michael R. Pollen, President

Enclosures: PROPOSAL TO CONDUCT WASTEWATER COMPLIANCE MONITORING  
FOR THE CITY OF NORTH POLE, PER APDES PERMIT #AK002139-3, 2014  
TABLE 1: CONP WWTP MONITORING SCHEDULE FOR 2014  
CITY OF NORTH POLE WASTEWATER COMPLIANCE MONITORING  
2014 BUDGET SUMMARY  
CITY OF NORTH POLE 2014 SANITARY SURVEY PROPOSAL, PUBLIC  
WATER SYSTEM ID #310675  
NTL ALASKA, INC. CONSULTATION SERVICES UNIT RATES, AUGUST  
1, 2013

*"Understanding Water"*



## NTL ALASKA, INC.

3536 INTERNATIONAL WAY, FAIRBANKS, AK 99701

(907) 452-6852 fax (907) 452-6853

[www.ntlalaska.com](http://www.ntlalaska.com)

### **PROPOSAL TO CONDUCT WASTEWATER COMPLIANCE MONITORING FOR THE CITY OF NORTH POLE**

**Per APDES Permit # AK 002139-3**

**2014**

**Prepared for:**

**The City of North Pole.  
125 Snowman Lane  
North Pole, Alaska 99705-7708**

**Attention: Paul Trissell, Utilities Supervisor**

**Michael R. Pollen, President, NTL Alaska, Inc.**

*Michael R. Pollen*

**November 21, 2013**

## **1.0 INTRODUCTION**

---

### ***1.1 Objectives***

The objectives of this proposal are:

1. To continue to provide the City of North Pole (CONP) wastewater system managers and operators with an effective and reliable system to maintain compliance with the monitoring requirements of the Alaska Department of Environmental Conservation (ADEC) Alaska Pollutant Discharge Elimination System (APDES) Wastewater Disposal Permit #002139-3.
2. To provide an effective quality assurance monitoring program to ensure that categorical industrial user (CIU) wastewater discharges do not adversely impact the operation or performance of the CONP wastewater treatment plant.

### ***1.2 2013 Monitoring Schedule and Permit Modifications***

The CONP APDES permit was administratively extended by ADEC in May 2013. Until such time as a new APDES permit is issued, the provisions of the existing permit remain in effect, and the monitoring schedule outlined in this proposal is based on that schedule. When a new permit is issued the monitoring requirements will need to be reviewed and revised as necessary to accommodate the new permit requirements. A new permit may also necessitate modifications to the CONP industrial pretreatment program (IPP). This may impact the CONP IPP permits that have been issued to the three categorical industrial users served by the CONP wastewater collection system. That could further impact the monitoring program in this proposal and revisions to this proposed budget may be required at that time.

## **2.0 SCOPE OF WORK**

---

### ***2.1 Tasks and Schedules***

#### **Wastewater Sample Management:**

For the CONP wastewater lagoon system monitoring NTL Alaska, Inc. (NTL) proposes to provide the services of sample kit coordination, sample scheduling, sampling, regulatory coordination, shipment coordination, data review & validation, and reporting of data to required regulatory agencies. The routine monitoring program is presented in TABLE 1, and is described as follows:

### **Routine Daily, Weekly, and Monthly Monitoring**

TABLE 1 presents the parameters to be sampled each week of the month and who will be responsible for their collection. CONP operators will collect the routine samples on the first, third, fourth and fifth week of each month if required. NTL will collect the routine samples the second week of each month. The routine sampling day for weekly samples will be Wednesday, with samples being collected early in the morning in time to deliver subcontract laboratory samples to the Pollen Environmental, LLC. (PE) Fairbanks laboratory in time for scheduled analytical runs. The monthly samples collected by NTL will be taken on a Tuesday. The routine samples and associated tests are:

1. Five days per week, Monday through Friday, the CONP operators will collect samples from the effluent sump and analyze them on site for pH, Temperature, Dissolved Oxygen, and Total Chlorine Residual.
2. The CONP operators will collect weekly samples from the influent, X-1, and the effluent for Chemical Oxygen Demand (COD) analysis and deliver them to the PE Fairbanks laboratory. The COD samples will be used as indicators of potential high organic loading from CIU discharges. The CONP operators will also collect samples from the influent, X-1, X-2, and X-3 for Dissolved Oxygen, Conductivity, Temperature, and pH testing on site each Wednesday, except on the second week of each month, which will be part of NTL's once per month sampling regimen collected on week.
3. The first week of each month, the CONP operators will also collect Biological Oxygen Demand (BOD<sub>5</sub>) and Total Suspended Solids (TSS) samples as a composite from the influent autosampler. The effluent will also be sampled for BOD<sub>5</sub>, TSS, Total Aqueous Hydrocarbons (TAqH), Total Aromatic Hydrocarbons (TAH), and Fecal Coliform bacteria.
4. The second week of each month, NTL technicians will collect all of the samples listed in paragraphs 2 and 3 above, plus additional BOD<sub>5</sub>, COD, and TSS samples from X-1, X-2, and X-3. Sulfolane samples will also be collected from the influent, X-1, and the effluent and delivered to the Flint Hills Resources (FHR) refinery laboratory for analysis. During the monthly site visit, the NTL technicians will perform an onsite quality assurance review of the on site testing instruments to verify precision and accuracy in those measurements.
5. Once per month, the CONP operators will collect samples for onsite analysis of available nutrients. Concentrations of phosphate (as PO<sub>4</sub>), nitrate (as N), and ammonia (as N) will be measured in samples from each of the five sample locations using a HACH DR890 Colorimeter. These analyses are not ADEC permit requirements, but are recommended to ensure that the lagoon system does not encounter a nutrient deficiency, such as has occurred in the FHR wastewater pretreatment system. These data are reported to ADEC, but are classified as screening procedures.

### **Mixing Zone Monitoring**

Twice per year NTL will collect samples from the Tanana River at the CONP WWTP effluent mixing zone. The samples are collected from pre-designated seasonal sample points located downstream from the mixing zone and are analyzed for Fecal Coliform, Total Chlorine Residual, pH, and Dissolved Oxygen. The Fecal Coliform samples will be transported to PE in Fairbanks for analysis. The samples collected for Dissolved Oxygen, pH, and Total Chlorine Residual will be analyzed on site at the North Pole WWTP laboratory. During the summer sampling event (June-September) samples are collected from the summer mixing zone described as the area extending downstream from the end of the outfall line with a length of 9 meters and a maximum width of 2 meters. During the winter sampling event (October-May) samples are collected from the winter mixing zone described as the area extending downstream from the end of the outfall line with a length of 267 meters and a maximum width of 4 meters. For scheduling, we plan to collect the summer samples in June and the winter samples in October.

### **POTW Monitoring Samples**

Once per quarter, NTL will collect samples from the influent autosampler and the effluent sump for total ammonia and hardness analysis. Also, during one quarter an effluent grab sample for oil and grease analysis will be collected. In addition to these permit compliance samples, NTL will collect Publically Owned Treatment Works (POTW) samples, each comprised of three sets collected in one week. The POTW samples will be collected from the influent auto-sampler and from the effluent sump for arsenic, chromium, copper, nickel, and selenium analysis.

Twice per year, additional influent and effluent POTW samples will be collected for cadmium, cyanide, lead, mercury, molybdenum, silver, zinc, and sulfolane. These additional samples must be collected once between January 1 and June 30 and once between July 1 and December 31, and are also comprised of three sets of samples collected in one week. We plan to sample the quarterly samples the first month of each quarter, and the semiannual samples in the first month of the first and third quarters of the year as shown in TABLE 1.

The POTW monitoring samples will also fulfill the APDES permit-required metals tests from the influent and effluent of the wastewater lagoon.

### **Biosolids Monitoring**

Once during the summer, with the assistance of the CONP WWTP operators, NTL will collect biosolids samples from each Cells 1 and 2 of the CONP wastewater treatment lagoon. The depth of the sludge will also be estimated in all four cells and a sample for total and volatile solids will be collected so the estimated volume of sludge on a dry weight basis can be calculated. A coring sampler will be used to collect a representative number of individual samples from the bottom of each cell, and combined into one composite sample for that cell. The four composite samples will then be transferred into appropriately preserved containers and kept cool during transport to PE's Fairbanks



laboratory. These samples from Cells 1 and 2 will be analyzed for total metals (EPA 503 biosolids list), total nitrogen, total phosphorus, and total potassium. The composite samples from all four cells will be analyzed for percent total and volatile solids. NTL will prepare and forward a report of the sampling event to the CONP.

If sampling of the stored inventory of dried biosolids at the WWTP is requested, we propose to use the laboratory budget contingency to cover that cost.

#### **Expanded Effluent/Whole Effluent Toxicity Monitoring**

In 2011, NTL completed all of the sampling requirements for Whole Effluent Toxicity (WET) monitoring as required by Section I.B and Section I.C of the current APDES permit. No additional WET or “expanded effluent monitoring” is presently required under the current APDES permit.

#### **Discharge Monitoring Reports**

NTL will prepare the APDES Discharge Monitoring Report (DMR) on or before the 15<sup>th</sup> of each month and submit it to the CONP Utility Supervisor to review and sign on behalf of the City of North Pole.

#### **Annual IPP Report**

The CONP will be responsible for the preparation of the annual IPP report required by section II.A.6 of the permit. NTL will provide consulting services to the CONP on an as requested basis to assist with the preparation of the report.

### ***2.2 Project Management***

The NTL Project manager will be Jerod Pollen, who will be responsible for the sample kit coordination, sample scheduling, sampling, regulatory coordination, shipment coordination, data review & validation, and reporting of data to required regulatory agencies for the CONP Waste Water treatment system. Michael Pollen will be the quality control manager reviewing laboratory data, weekly data collected by the CONP operators, and required reports transmitted to regulatory agencies by NTL. He will also provide consultation services as requested by the CONP. Peggy Pollen and Elizabeth Pollen will provide administrative services for the project.

## **3.0 PROJECT BUDGET**

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### ***3.1 Compliance Monitoring Budget***

The enclosed budget summary shows the services to be performed for the CONP wastewater treatment facility. The routine monitoring schedule for 2014 is similar to that used in 2013. The Whole Effluent Toxicity and “expanded effluent testing” requirements of the current APDES permit cycle have been completed, so that line item does not



require a budget allocation for 2014, unless the APDES permit is renewed and that requirement reinstated. The proposed services are itemized as follows:

**Routine Monitoring Personnel Budget:**

The personnel budget includes the hours required to manage the wastewater compliance monitoring and for quality control of the analytical work. The personnel budget allocates 4 hours per month for the monthly onsite sampling and for project management. The Quality Assurance and Administrative services budget allocates 2 hours per month for quality control and 4 hours per month for administrative services. The discharge monitoring report budget is presented as a line item, and includes the hours and computer generated forms required to prepare the monthly reports required by the APDES permit.

**Routine Laboratory Analysis Budget:**

The laboratory budget includes all routine and quality control monitoring and is based on quotes provided to NTL by PE. The quotes are based on the specific analyses required for the CONP WWTP from January 1 to December 31, 2014. NTL will request authorization to change analytical laboratory subcontractors if necessary to ensure project performance, quality control, and cost effectiveness.

**Non-Routine Quality Assurance Monitoring Events Budget:**

All quarterly, biannual, and annual sampling events specified in the budget summary will be billed at the proposed rates. Any additional services requested from NTL by the CONP will be billed at time plus expense to the City of North Pole upon completion of each event. If requested by the CONP, NTL will provide quotes for the additional services prior to the start of the project.

Assistance with various IPP permit compliance issues and Significant Industrial User (SIU) monitoring events may be requested throughout the year by the CONP. These will be invoiced at the NTL unit rates quoted in the enclosed budget, but are not specifically itemized in this budget proposal.

**Personnel Contingency:**

A 25% contingency has been added to the personnel budget to accommodate nonroutine consultation services including assistance with the IPP annual report, work on the APDES permit renewal, updating the QAPP, and other services as requested.

**Laboratory Budget Contingency:**

In addition to the annual laboratory budget a 15% contingency has been added to allow for any re-sampling or any additional unforeseen sampling events that may be requested by the CONP or required by the permitting authority during 2014.

**Invoicing:**

The routine monitoring and the monthly discharge monitoring reports will be billed to the CONP once per month. Services associated with the IPP program will be separately

itemized from the routine monitoring services so the CONP can invoice those back to the SIUs.

All quarterly, biannual, and annual sampling events, as well as any additional services requested from NTL by North Pole Utilities will be billed at the rates quoted herein to the CONP upon completion of each event or at the end of the month, and if associated with the IPP program, will be so noted on the invoice.

IPP related services provided on request for permit compliance and monitoring for individual SIUs will be invoiced separately to the CONP. The work completed and the SIU IPP permit for which that work was performed will be specifically identified on the invoice so that it can be invoiced back to the SIU by the CONP.

### ***3.2 Proposed Budget Conditions***

The attached itemized budget is proposed as a not to exceed estimate without prior authorization by the CONP for the services indicated. As noted above, IPP permit specific work requested by the CONP will be invoiced on a time and expense basis. NTL requests authorization to reallocate budget amounts to different work elements in order to meet the project objectives as long as the estimated budget total is not exceeded. If the APDES permit is reissued during 2014 and the monitoring requirements under the new permit are significantly different than those in the current permit, then we will prepare a proposed budget amendment to address the revised monitoring requirements.

**TABLE 1: CONP WWTP MONITORING SCHEDULE FOR 2014**
**ROUTINE DAILY, WEEKLY, AND MONTHLY MONITORING**

LOCATION	PARAMETERS	WEEK 1	WEEK 2	WEEK 3	WEEK 4+
<b>INFLUENT*</b>	<b>BOD</b>	X	X		
	<b>COD</b>	X	X	X	X
	<b>TSS</b>	X	X		
	<b>Sulfolane</b>		X		
	<b>pH, Cond.</b>	X	X	X	X
<b>X-OVER 1**</b>	<b>BOD</b>		X		
	<b>COD</b>	X	X	X	X
	<b>TSS</b>		X		
	<b>Sulfolane</b>		X		
	<b>pH, DO, Cond.</b>	X	X	X	X
<b>X-OVER 2**</b>	<b>BOD</b>		X		
	<b>COD</b>		X		
	<b>TSS</b>		X		
	<b>pH, DO, Cond.</b>	X	X	X	X
<b>X-OVER 3**</b>	<b>BOD</b>		X		
	<b>COD</b>		X		
	<b>TSS</b>		X		
	<b>pH, DO, Cond.</b>	X	X	X	X
<b>EFFLUENT**</b>	<b>BOD</b>	X	X		
	<b>CBOD</b>		X		
	<b>COD</b>	X	X	X	X
	<b>TSS</b>	X	X		
	<b>Fecal Coliform</b>	X	X		
	<b>TAH/TAqH***</b>	X	X		
	<b>Sulfolane</b>		X		
	<b>Cond.</b>	X	X	X	X
<b>EFFLUENT****</b>	<b>pH, DO, TCl<sub>2</sub> Res.</b>	X	X	X	X
<b>SAMPLES COLLECTED BY:</b>		<b>CONP</b>	<b>NTL</b>	<b>CONP</b>	<b>CONP</b>

\* Grab or composite samples

\*\* Grab samples

\*\*\* Dechlorination of sample required

\*\*\*\* Grab samples collected by CONP five days per week (Monday - Friday)

**NTL ALASKA, INC.**



### MIXING ZONE SURFACE WATER MONITORING

LOCATION	PARAMETERS	JUNE*		OCTOBER**	
MIXING ZONE	Fecal Coliform	X		X	
	pH	X		X	
	DO	X		X	
	TCl <sub>2</sub> Res.	X		X	
SAMPLES COLLECTED BY:		NTL/CONP		NTL/CONP	

\* Upstream and @ edge of summer (June 1 - September 30) MZ (2 x 9 m)

\*\* Upstream and @ edge of winter (October 1 - May 31) MZ (4 x 267 m)

### MISCELLANEOUS QUARTERLY PARAMETERS

LOCATION	PARAMETERS	JANUARY	APRIL	JULY	OCTOBER
EFFLUENT*	Total Ammonia	X	X	X	X
	Hardness	X	X	X	X
	Oil & Grease			X	
SAMPLES COLLECTED BY:		NTL	NTL	NTL	NTL

\* Grab samples

### POTW MONITORING SAMPLES\*

LOCATION	PARAMETERS	JANUARY	APRIL	JULY	OCTOBER
INFLUENT** &	Arsenic	X	X	X	X
EFFLUENT***	Chromium	X	X	X	X
	Copper	X	X	X	X
	Nickel	X	X	X	X
	Selenium	X	X	X	X
INFLUENT** &	Cadmium	X		X	
EFFLUENT***	Cyanide	X		X	
	Lead	X		X	
	Mercury	X		X	
	Molybdenum	X		X	
	Silver	X		X	
	Sulfolane	X		X	
	Zinc	X		X	
SAMPLES COLLECTED BY:		NTL	NTL	NTL	NTL

\* Three days (3 sets of samples) within a week (Monday - Friday)

\*\* Composite samples

\*\*\* Grab samples

Note: This sampling program also fulfils the permit-required influent and effluent metals tests



# NTL ALASKA, INC.

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## CITY OF NORTH POLE WASTEWATER COMPLIANCE MONITORING 2014 BUDGET SUMMARY

CONP WWTP MONITORING 2013 BUDGET SUMMARY	
Routine Monitoring Personnel Budget	\$18,005.40
Routine Laboratory Analysis Budget	\$21,383.00
Non-Routine Sampling Events Budget	\$35,580.70
Laboratory Contingency (15%)	\$3,207.45
Personnel Contingency (25%)	\$4,501.35
<b>TOTAL PROPOSED BUDGET:</b>	<b>\$82,677.90</b>

### ROUTINE MONITORING PERSONNEL ALLOCATIONS:

#### 2nd Week of Each Month:

		Rate	Quantity	Total
Jerod Pollen	hour	115.00	4.0	460.00
Vehicle Miliage	mile	0.90	28.0	25.20
Estimated Monthly Personnel Budget				\$485.20

#### Project Quality Assurance and Administrative Services:

		Rate	Quantity	Total
Michael Pollen	hour	175.00	2.0	350.00
Peggy Pollen	hour	87.00	2.0	174.00
Elizabeth Pollen	hour	80.00	2.0	160.00
Estimated Monthly Quality Assurance Budget				\$684.00

#### Discharge Monitoring Reports:

		Rate	Quantity	Total
Jerod Pollen	hour	115.00	2.5	287.50
Michael Pollen	hour	175.00	0.25	43.75
Estimated DMR Report Budget				\$331.25

<b>TOTAL ESTIMATED ANNUAL ROUTINE MONITORING PERSONNEL BUDGET</b>	<b>\$18,005.40</b>
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### ROUTINE MONITORING LABORATORY ANALYSIS:

#### Monthly Regulated Monitoring:

Parameter:	Unit Rate	Quantity	Total
Biological Oxygen Demand (BOD)	78.00	4.0	312.00
Total Suspended Solids (TSS)	48.00	4.0	192.00
Total Aqueous Hydrocarbons (TAQH)	285.00	2.0	570.00



Total Aromatic Hydrocarbons (TAH)	233.00	2.0	466.00
Travel Blank (TAH)	0.00	2.0	0.00
Fecal Coliform	72.00	2.0	144.00
Estimated Monthly Analysis Budget:			\$1,684.00

**Monthly Quality Assurance Monitoring:**

Parameter:	Unit Rate	Quantity	Total
Biological Oxygen Demand (BOD)	78.00	3.0	234.00
BOD/Carbonaceous	82.00	1.0	82.00
Total Suspended Solids (TSS)	48.00	3.0	144.00
*Chemical Oxygen Demand (COD)	78.00	14.0 (4 Weeks)	1092.00
*Chemical Oxygen Demand (COD)	78.00	17.0 (5 Weeks)	1326.00
Est. Monthly Analysis Budget: 4 Week Months			\$1,552.00
Est. Monthly Analysis Budget: 5 Week Months			\$1,786.00

Total Monthly Analysis Budget: 4 Week Months (Jan, Feb, Mar, Apr, May, Jun, Aug, Oct, Nov)	\$13,968.00
Total Monthly Analysis Budget: 5 Week Months (Jul, Sep, Dec)	\$5,358.00

**Quarterly, Bi-Annual, and Annual Quality Assurance Monitoring:**

Parameter:	Unit Rate	per Year	Total
Arsenic	*	4.0	-
Cadmium	*	4.0	-
Chromium	*	4.0	-
Copper	*	8.0	-
Lead	*	4.0	-
Molybdenum	*	4.0	-
Nickel	*	4.0	-
Zinc	*	4.0	-
Selenium	*	8.0	-
Silver	*	4.0	-
Mercury	*	4.0	-
Cyanide	*	4.0	-
Total Hardness(CaCO3)	31.00	4.0	124.00
Ammonia (as N)	41.50	4.0	166.00
Oil and Grease	83.00	1.0	83.00
Total Estimated Qtr, Bi-Annual, Annual Analysis Budget			\$373.00

\* Metals and cyanide analysis are completed as part of the POTW sampling program

<b>TOTAL ESTIMATED ROUTINE MONITORING ANNUAL LABORATORY ANALYSIS BUDGET:</b>	<b>\$21,383.00</b>
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**NON-ROUTINE QUALITY ASSURANCE MONITORING EVENTS\*:**

**Mixing Zone Quality Assurance Monitoring:**

Laboratory Analyses	Unit Rate	Quantity	Total
Fecal Coliform SM9222D	72.00	3.00	216.00
Total, Analyses			\$216.00

Sample Collection and Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	115.00	5.0	575.00
Project QC, M.Pollen	175.00	0.5	87.50
Administrative, Hour	87.00	1.0	87.00

Mileage/mile	0.90	25.0	22.50
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$772.00</b>

<b>TOTAL EST. SURFACE WATER MONITORING:</b>	<b>\$988.00</b>
<b>TOTAL EST. ANNUAL SURFACE WATER MONITORING BUDGET:(2 Events)</b>	<b>\$1,976.00</b>

**Publically Owned Treatment Works (POTW) Quality Assurance Monitoring:**

Parameter:	Unit Rate	Quantity	Total
Arsenic	31.00	6.0	186.00
Cadmium	31.00	6.0	186.00
Chromium	31.00	6.0	186.00
Copper	31.00	6.0	186.00
Lead	31.00	6.0	186.00
Nickel	31.00	6.0	186.00
Zinc	31.00	6.0	186.00
Molybdenum	31.00	6.0	186.00
Selenium	31.00	6.0	186.00
Silver	31.00	6.0	186.00
Mercury	36.25	6.0	217.50
Cyanide	62.10	6.0	372.60
Sulfolane	-	6.0	
<b>Total, Analyses</b>			<b>\$2,450.10</b>

Sample Collection and Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	115.00	72.0	8280.00
Project QC, M.Pollen	175.00	2.0	350.00
Administrative, Hour	87.00	1.0	87.00
Mileage/mile	0.90	450.0	405.00
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$9,122.00</b>

<b>TOTAL EST. POTW MONITORING BUDGET:</b>	<b>\$11,572.10</b>
<b>TOTAL EST. ANNUAL POTW MONITORING BUDGET:(2 Events)</b>	<b>\$23,144.20</b>

**Reduced Publically Owned Treatment Works (POTW) Quality Assurance Monitoring:**

Laboratory Analyses	Unit Rate	Quantity	Total
Arsenic	31.00	6.0	186.00
Chromium	31.00	6.0	186.00
Copper	31.00	6.0	186.00
Nickel	31.00	6.0	186.00
Selenium	31.00	6.0	186.00
<b>Total, Analyses</b>			<b>930.00</b>

Sample Collection and Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	115.00	18.0	2070.00
Project QC, M.Pollen	175.00	2.0	350.00
Administrative, Hour	87.00	1.0	87.00
Mileage/mile	0.90	75.0	67.50
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$2,574.50</b>

<b>TOTAL EST. REDUCED POTW MONITORING BUDGET:</b>	<b>\$3,504.50</b>
<b>TOTAL EST. ANNUAL REDUCED POTW MONITORING BUDGET:(2 Events)</b>	<b>\$7,009.00</b>



**Biosolids Quality Assurance Monitoring:**

<b>Laboratory Analyses</b>	<b>Analysis Method</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Arsenic	EPA 6010B	26.00	2.0	52.00
Cadmium	EPA 6010B	26.00	2.0	52.00
Chromium	EPA 6010B	26.00	2.0	52.00
Copper	EPA 6010B	26.00	2.0	52.00
Lead	EPA 6010B	26.00	2.0	52.00
Molybdenum	EPA 6010B	26.00	2.0	52.00
Nickel	EPA 6010B	26.00	2.0	52.00
Zinc	EPA 6010B	26.00	2.0	52.00
Selenium	EPA 6010B	26.00	2.0	52.00
Potassium	EPA 6010B	26.00	2.0	52.00
Phosphorous	EPA 6010B	26.00	2.0	52.00
Mercury	EPA 7471A	36.25	2.0	72.50
Total Solids/ Total Volatile Solids	EPA 160.4	72.00	4.0	288.00
Total Nitrogen	SM 4500-N	103.50	2.0	207.00
<b>Subtotal, Analyses</b>				<b>\$ 1,139.50</b>

<b>Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	115.00	12.00	1380.00
Project QC, M.Pollen	175.00	4.00	700.00
Administrative, Hour	87.00	1.0	87.00
Field Equipment	100.00	1.0	100.00
Vehicle (mile)	0.90	50.0	45.00
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$2,312.00</b>

<b>TOTAL ESTIMATED ANNUAL BIOSOLIDS MONITORING BUDGET:</b>	<b>\$3,451.50</b>
<b>TOTAL ESTIMATED NON ROUTINE SAMPLING EVENT BUDGET:</b>	<b>\$35,580.70</b>

\* All Quality Assurance Monitoring is billed to the Significant Industrial Users under the CONP IPP.





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## **CITY OF NORTH POLE 2014 SANITARY SURVEY PROPOSAL PUBLIC WATER SYSTEM ID #310675**

### **SCOPE OF WORK**

- 1) Notify ADEC of sanitary survey for this PWS, order electronic sanitary survey (ESS) forms
- 2) Arrange for data dump and file review at ADEC in Fairbanks
- 3) Sanitary survey site inspection - summer 2014
- 4) Prepare sanitary survey reports including ESS documents
- 5) Transmit completed report to ADEC and system owner

SERVICE	UNIT	RATE	QUANTITY	AMOUNT
Sanitary Surveyor	hour	175.00	26	4,550.00
Administrative	hour	87.00	2	174.00
Equipment Expense	each	100.00	1	100.00
Vehicle Mileage	mile	0.90	50	45.00
<b>Project Budget:</b>				<b>\$ 4,869.00</b>

**CITY OF NORTH POLE**

**ORDINANCE 13-15**

**AN ORDINANCE AMENDING TITLE 4, CHAPTER 4.09,  
SECTION 4.09.020, Tax Levy**

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

**WHEREAS**, the City of North Pole Municipal Code should be amended to conform to the  
requirements of the City; and

**WHEREAS**, the City of North Pole wishes to promote and encourage economic and tourism  
development within the City of North Pole, and

**WHEREAS**, the initial discretionary grants will be due no later than October 31, 2014.

**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 4.09 is amended in the North Pole Code of ordinances as  
follows:

**4.09.020 Tax levy.**

A. There is hereby levied a tax on the use and privilege of renting a room within the City equal  
to eight percent of the daily rent charged for each room rented for each twenty-four-hour period,  
or any portion of that period. This tax is imposed upon all room rentals unless the rental is  
specifically exempted herein or by other applicable law. The tax is not imposed upon a  
permanent resident of a room.

B. It is the purpose and intent of the tax levied under this chapter to raise revenues. To that end,  
the scope of the tax levied shall be broadly interpreted and exemptions shall be allowed only  
when the room rental clearly falls within an exemption defined in this chapter. The burden of  
proving an exemption is on the person claiming the exemption.

~~C. The tax levied under this chapter is to raise revenues primarily for the purpose of funding  
services for the promotion of economic development, including the tourist industry, and for the  
funding of services for the general public. There will be an administration fee of fifteen percent  
of the total bed tax collected by the City per quarter. Distribution of bed tax revenues shall be at  
the discretion of the City Council, which shall consider distribution percentages of the remaining  
revenues as follows:~~

42 ~~1. North Pole Economic Development Corporation: fifty percent.~~

43 ~~2. North Pole Community Chamber of Commerce Visitor Information Center: thirty percent.~~

44 ~~3. North Pole Christmas in Ice: fifteen percent.~~

45 ~~4. FCVB: five percent.~~

46 ~~5. Remaining undesignated bed tax revenues shall be allocated at the discretion of the City~~  
47 ~~Council.~~

48 ~~6. Funds will be disbursed on a quarterly basis after a formal request is approved by Council.~~  
49 ~~Each request must be accompanied by financial statements and a written narrative of how monies~~  
50 ~~were used for prior quarter period of which funds are requested. In addition, a report of how~~  
51 ~~monies are expected to be used shall be provided.~~

52 ~~All entities receiving bed tax revenues shall provide annual reports to the City Council and YTD~~  
53 ~~reports and proposed annual budgets to the City Council prior to the adoption of the City budget.~~

54 *C. The tax on the daily rental of hotel and motel rooms levied by this article is for the primary*  
55 *purpose of funding services for the promotion of the tourist industry and other economic*  
56 *development, and for the funding of services for the general public.*

57 *D. Any organization, public or private, or any person may submit an economic and tourism*  
58 *development discretionary grant application and proposal to the city council no later than*  
59 *October 31st for distribution in the next calendar year. The city council shall establish standards*  
60 *and criteria for selection and publish them for a reasonable period before the applications are to*  
61 *be submitted. A committee shall be appointed by the mayor with city council concurrence to*  
62 *review the proposals and make recommendations to the city council no later than the first*  
63 *regular meeting in January.*

64 *E. Subject to annual appropriation, revenues collected under this article shall be allocated as*  
65 *follows:*

66 *(1) \$15,000 will be distributed annually through economic and tourism development*  
67 *discretionary grants:*

68 *(2) The City of North Pole will receive the remaining bed taxes for fund collection,*  
69 *administration and tourism impact.*

70  
71 *F. Any recipient of funding under this article shall execute a contract with the city setting forth*  
72 *terms and conditions deemed necessary to enable the city to assure compliance with the*  
73 *purposes and limitations under this section.*

*G. Organizations and agencies will be required to report to the City of North Pole Chief Financial Officer that funds were used exclusively for the purposes stated in the grant application. Ten percent of these appropriations will be withheld until the complete report is filed with the Chief Financial Officer. Prior to receiving any funding under this section, applicants must agree to reimburse the city the full amount of any grant proceeds not used for the purposes stated on the application.*

*Certification that funds were used as approved is due by October 31st of the year of grant funding; funds not spent or encumbered for approved purposes must be returned by that date. An organization that fails to comply with the October 31<sup>st</sup> deadline is ineligible to seek funding for the following year, but if complete reporting and repayment is made by October 31<sup>st</sup> of the following year, the organization may reapply for future funding. An organization that does not comply within one year of the deadline is ineligible to receive funding for three additional years.*

*H. The city council establishes the following criteria and process for the selection and application for discretionary funds.*

*(1) The City of North Pole stipulates that applicants must provide and indicate to the committee on the appropriate forms supplied by the City of North Pole the following information:*

*a. If an applicant has the disbursement responsibility for other organizations, they must list all organizations that they represent.*

*b. The applicant must complete the application in its entirety and may submit financial information in their format including:*

*1. Balance sheet for the last fiscal year;*

*2. Income and expense statement for the last fiscal year;*

*3. Applicant's projected budget for the upcoming year;*

*4. Wage and salary information for employees for current and upcoming year;*

*c. An applicant must answer questions in the order provided but need not have the questions and answers appear on specific pages.*

*(2) As per subsection 04.09.020 (G), successful applicant is required to report to the City of North Pole Chief Financial Officer how bed tax funds were spent. Ten percent of these appropriations will be withheld until a report is filed with the chief financial officer.*

*(3) The City of North Pole Discretionary Fund's primary purpose is promotion of the tourist industry and other economic development in the City of Fairbanks. The fund cannot support requests for the following:*

*a. Loans, deficits, or debt reduction.*

*b. Endowments.*

*c. Scholarships.*

*d. Health and social services activities.*

*(4) Grant guidelines:*

*a. Show how use of the funds will contribute significantly to the growth and promotion of North Pole.*

*b. Show how the grant monies will be used to supplement a successful ongoing program of activities or a new program that will need initial support to accomplish its stated goals.*

*(5) Grant applications must be picked up or requested to be sent by mail from the office of the city clerk and must be submitted by and postmarked no later than October 31 of each year.*

*(6) The discretionary fund committee shall be composed of four community members and a council person who will function as the chairman, five total, all appointed by the mayor and approved by council.*

*(7) The members of the committee shall serve a two-year term with staggered appointment with a limit of two consecutive full terms, (i.e., two members for a two-year term, two members for a one-year term. Initially this will be decided by the committee at its first meeting by drawing lots.) Unless appointed to fill a vacancy, terms begin July 1 and terms expire June 30.*

*(8) Citizens desiring to be members of the committee must apply to the office of the mayor on the date specified by the mayor and city council for appointment to the committee.*

*a. Procedures for scoring proposals from applicants shall be decided by the committee as a whole during the first organizational meeting. Members at this meeting should be made aware of procedures in place in case of conflicts of interest.*

*b. Members shall have a distribution meeting to review and discuss their numerical valuations and weightings assigned to each grant application. Prior to the distribution meeting committee members must submit their numerical assessments to the chief financial officer to verify that they are true and correct on the Monday of the week when the distribution will become public. Members shall disclose their numerical valuations by reading them into the record during the distribution meeting.*

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

**PASSED AND APPROVED** this 2<sup>nd</sup> day of December, 2013 by a duly constituted quorum of the North Pole City Council.

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**Bryce J. Ward, Mayor**

**ATTEST:**

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

**PASSED/FAILED**

**YES:**

**NO:**

**ABSENT:**

**CITY OF NORTH POLE  
ORDINANCE 13-17**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING  
THE 2013 BUDGET AND LEVYING THE MIL RATE**

**Section 1. Classification.** This ordinance is of a special nature and shall not be included in the North Pole Code of Ordinances.

**Section 2. General Fund Operating Budget.** The anticipated general fund revenues of ~~\$5,092,873~~ **\$5,436,033** are hereby appropriated to fund January 1, 2013 to December 31, 2013 operations as follows:

Administration	<del>568,131</del> <b>585,873</b>
Professional Services	<del>285,515</del> <b>554,131</b>
Police Department	<del>1,659,037</del> <b>1,713,189</b>
Fire Department	<del>1,907,550</del> <b>1,942,141</b>
Public Works	<del>664,822</del> <b>640,699</b>
<b>Total</b>	<del><b>5,085,055</b></del> <b>5,436,033</b>

**Section 3. Effective Date.** This ordinance shall be effective on January 1, 2013.

**Section 4. Utility Fund Operating Budget.** The anticipated utility fund revenues of ~~\$1,536,682~~ **\$1,578,666** are hereby appropriated to fund January 1, 2013 to December 31, 2013 operations as follows:

Utility Department Water Operating Budget	<del>746,806</del> <b>766,808</b>
Utility Department Sewer Operating Budget	<del>789,876</del> <b>811,858</b>
<b>Total</b>	<del><b>1,536,682</b></del> <b>1,578,666</b>

**Section 5. Water Reserves Fund.** This fund accounts for the revenues that are received from the FRR and Water Base portions of the water bills and expenses related to capital projects for water.

Transfer from Water Dept (FRR)	63,000
Transfer from Water Dept (Water Base)	81,120
<b>Total</b>	<b>144,120</b>



**Section 6. Sewer Reserves Fund.** This fund accounts for the revenues that are received from the FRR and Water Base portions of the sewer bills and expenses related to capital projects for sewer.

Transfer from Sewer Dept (FRR)	63,720
Transfer from Sewer Dept (FRR-Industrial)	64,610
Transfer from Sewer Dept (Sewer Base)	72,000
<b>Total</b>	<b>200,330</b>

**Section 7. Building Fund Operating Budget.** The anticipated building fund revenues of **\$76,085** are hereby appropriated to fund January 1, 2012 to December 31, 2012 operations as follows:

Building Fund-Revenue	68,000
Building Fund-Expenditures	68,000

**Section 8. Special Revenues.** Special Revenue Fund Accounts exist for Abade, AHSO Traffic Officer, Byrne JAG Officer, and State Forfeiture. These accounts are similar in nature to the capital fund, revenues and expenditures may carry over from one fiscal year to the next.

**Section 9. Mill Rate.** The assessed valuation of all taxable property in the City of North Pole has been estimated at \$332,587,860 **306,907,429** for 2013. The rate of levy on each dollar of taxable property is hereby fixed at 3.50 mills for municipal purposes. The tax levies are due, delinquent, and subject to penalties prescribed by law and by the Fairbanks North Star Borough.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 16th day of December, 2013.

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**Bryce J. Ward, Mayor**

**ATTEST:**

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