



# CITY OF NORTH POLE *Alaska*

## **REGULAR CITY COUNCIL MEETING** **Tuesday, January 20, 2015**

**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>	978-5591
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**
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**  
**King & Queen Regents – Joe & Sharon Geese**  
**Proclamations:**  
Martin Luther King Day

## **Students of the Month-**

NPHS – December 2014 – Helen Hutchinson

NPHS – January 2015 – Evelyn Jacobson

### **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**

### **12. New Business**

- a. 2015 Waste Water Compliance Monitoring and 2014 Sanitary Survey professional services proposal
- b. Approval of 2015 Committees
- c. Resolution 15-07, A resolution in support of the Fairbanks Metropolitan Area Transportation System (FMATS) participation in the development Memorandum of Understanding (MOU) for the highway project review process

### **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, January 5, 2015 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, January 5, 2015 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***

**CALL TO ORDER/ROLL CALL**

Mayor Ward called the regularly scheduled meeting of the North Pole City Council to order on Monday, January 5, 2015 at 7:00 p.m.

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

Led by Mayor Ward

**INVOCATION**

Invocation was given by Mr. McGhee

**APPROVAL OF AGENDA**

**Mr. McGhee *moved to* Approve the Agenda of January 5, 2015**

**Seconded by Mr. Smith**

**Discussion**

None

**Mr. McGhee *moved to* consent the following items:**

**Old Business**

- a. Ordinance 14-29, An ordinance amending Title 8 – Health & Safety, Section 04.160 – Disturbing the Peace

**New Business**

- a. Resolution 15-01, A Resolution supporting the reinstatement of a full \$60 million into the revenue sharing fund on a yearly basis with a one year appropriation of \$8 million to the fund with an effective date prior to June 30, 2015.
- b. Resolution 15-02, A Resolution supporting the State of Alaska's continued commitment to keep PERS contributions at 22% of salary for municipalities.
- c. Resolution 15-03, A resolution in support of the Fairbanks Metropolitan Area Transportation System (FMATS) request for transportation funding for fiscal year 2016
- e. Resolution 15-05, A Resolution establishing the City of North Pole legislative priorities for the 29<sup>th</sup> legislature, 2015 spring session

**Seconded by Mr. Welch**

**Discussion**

None

**On the Amendment**

Yes: 7 - Holm, McGhee, Welch, McCarthy, Smith, Hunter, Ward

No: 0-

Absent: 0

**On the main motion as amended**

PASSED

Yes: 7- McGhee, Holm, Welch, McCarthy, Smith, Hunter, Ward

No: 0

Absent: 0

**APPROVAL OF MINUTES**

**Mr. Welch moved to Approve the minutes of December 15, 2014.**

**Seconded by Mr. McGhee**

**Discussion**

None

**PASSED**

Yes: 7 – McGhee, Welch, Holm, Smith, Hunter, McCarthy, Ward

No: 0

Absent: 0

**COMMUNICATIONS FROM THE MAYOR**

The Mayors Report for the January 5<sup>th</sup>, 2015 City Council Meeting, Happy New Year!

I attended the City of Fairbanks Finance meeting on December 30<sup>th</sup>. The committee discussed the dispatch contract and how they wished to move forward. We received a draft contract in late November and had it reviewed by the attorney and submitted back to Fairbanks with our desired changes. As soon as we receive a finalized copy it will come before the council for approval.

Christmas in Ice closes tomorrow. It sounds like visits were up this year due to the great weather we had. I was also informed over 1,000 people came through the gate on Christmas Day. Special thanks to Christmas in Ice for donating the ticket fees for Christmas and New year's Eve. If you have questions about upcoming events please go to their website [Christmasinice.org](http://Christmasinice.org)

I will be meeting with the Borough and City of Fairbanks on Wednesday January 7<sup>th</sup> to discuss any upcoming marijuana regulations and how the three local governments can work together to create seamless rules for the implementation of the citizens' initiative.

January 7<sup>th</sup> there will be another Fire-EMS meeting with the Fairbanks North Star Borough. They are not taking public comment but are asking for Fire Service Area Commissioners to come and testify. They are not directly addressing EMS however almost all fire service areas engage in some sort of EMS contract with the Borough.

January 13<sup>th</sup> I will be on the radio show "Problem Corner" on KFAR. I will be going on every 2<sup>nd</sup> Tuesday of the month to help answer people's questions about North Pole. I also speak on KJNP every Saturday morning about upcoming events in North Pole and City business. If you know of a show that would be helpful for me to be on please let me know so that I can reach out to let the community know about North Pole.

Friday January 16<sup>th</sup> is Muffins with the Mayor from 8-10 am here at City Hall. Come and let's talk about North Pole and what your concerns-praises are.

I will be traveling to Juneau with the Fairbanks Chamber's annual legislative fly-in. The trip will be from February 3<sup>rd</sup> to the 5<sup>th</sup> and will be action packed. I look forward to speaking to our delegation and other legislators. If council is interested in traveling to Juneau for the winter

session please let the City Clerk know as soon as possible.

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

Sharron Hunter asked if there were going to be any meetings on the marijuana issue. Mayor said 2pm in FNSB Mayor's office.

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

#### **Fire Department, Chief Lane**

- All fireworks vendors were open for the week and there were no complaints filed.
- Interviewing for the Admin position and should know something by the end of the week.
- Mr. Smith asked how far the ladder truck reached. Chief Lane said that it reached 100ft.

#### **Finance, Tricia Fogarty**

- Ms. Fogarty had financials for the Council with YTD up to November.

#### **Police Department, Lt. Dutra**

- None

#### **Director of City Services, Bill Butler**

##### **Building Department**

- No new building permits issued since November 3
- Website project
  - Postponed going live with updated website to mid-January
  - Results of picture contest (in support of website project)  
Adult: Northern Source Images 1<sup>st</sup> & 2<sup>nd</sup>; Pamela Lipari 3<sup>rd</sup>  
Youth: Joshua Carrasco 1<sup>st</sup>

##### **Public Works**

- Building and equipment maintenance and sidewalk plowing are Public Works' routine activities during this time of year
- Public Works vehicle fleet continues to be a challenge
  - Small red pickup truck could consume 100% of the department's vehicle maintenance budget; becoming a health risk with carbon monoxide leaking into the cab, transmission is on verge of failure; estimated maintenance costs of up to \$10,000 or more.

- Need to replace the tires on the large dump truck—tires are over 20 years old and mechanic has recommended they be replaced every five years.

#### **Utility Department**

- Wastewater treatment plant rehabilitation project;
  - Last thing to be completed is installation of emergency generator.
  - Generator expected to be delivered Tuesday or Wednesday.
- Utility's routine winter work is focusing on keeping system operating as the frost penetrates deeper.

#### **Natural Gas Utility Board**

- Gas trucking project threatened by State's problems with developing a liquefaction plant on the North Slope.
- IGU will be looking for alternative sources of gas.

#### **Borough Representative**

- No borough meetings in December.

#### **City Clerk, Kathy Weber**

- 2014 ordinances have been sent to Code Book Publishing with Ord. 14-29 being uploaded tomorrow.
- Things have been very busy this past month. We were very short handed and worked long hours keeping things done up and bills paid.
- On January 21<sup>st</sup> I will be attending the luncheon at Santa's Senior Center and swearing in their new officers.

### **ONGOING PROJECTS**

#### **Christmas in Ice, Ron Jones**

Mr. Jones gave an update on attendance at Christmas in Ice.

- On Christmas Day 1,038 people;
- BP day there were 730 people that attended;
- Military Appreciation Day, 1,940 attendees;
- 562 people on New Year's Day;
- 14,010 to date have come into the park;
- Ice park will close on Tuesday, January 6<sup>th</sup>.

## **CITIZENS COMMENTS**

None

## **NEW BUSINESS**

### **RESOLUTION 15-04, A RESOLUTION SUGGESTING THE ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (AKDOT&PF) INCREASE THE SPEED LIMIT ON THE RICHARDSON HIGHWAY TO 65 MILES AN HOUR FROM MILE POST 341 TO 361**

Mayor Ward updated council on the resolution stating DOT consider increasing the speed limit from 55-65 miles an hour from the single lane unseparated part of highway outside of Eielson into Fairbanks.

#### **Public Comment**

Ron Jones, 2410 San Augustin Drive, North Pole, Ak

Mr. Jones spoke against the Resolution stating that he felt it would be dangerous to increase the speed and tourist would bypass North Pole.

Phil Zastrow, 2265 Peridot, North Pole, Ak

Mr. Zastrow spoke against the increase in the speed limit stating that he felt it was dangerous.

Buddy Lane, 110 Lewis, North Pole, Ak

Mr. Lane spoke in favor of raising the speed limit to 65 mph. He said the majority of the people are driving the highway at that speed anyway. He didn't feel they would zip by North Pole any more than they do now.

**Mr. McGhee *moved to* Introduce and Adopt Resolution 15-04, A Resolution Suggesting The Alaska Department Of Transportation And Public Facilities (AKDOT&PF) Increase The Speed Limit On The Richardson Highway To 65 Miles An Hour From Mile Post 341 To 361**

**Seconded by Mr. McCarthy**

#### **Discussion**

Mr. McGhee gave his opinion on the Resolution and spoke in favor of raising the speed limit on the Richardson Highway to 65 mph. He gave statistics and background on the reasoning for the lowering of the speed limit since the 1980's. He doesn't think that this will deter any tourist from coming to North Pole. He supports this resolution.



Mr. Welch said he does not support this resolution. He feels people are already having a hard time getting across the Richardson Highway and wants to see the limit lower going through the City limits. He stated that when the Mitchell Expressway was built that Airport Way saw a decrease in tourism and business.

Ms. Hunter said that there are a lot of days with the weather and road conditions that would mandate people slowing down. She needs to be further convinced that increasing the speed limit controls their speed. She felt that increasing to 65 mph would encourage people to drive even faster. She is not in favor of this resolution.

Mr. McCarthy said he is in favor of increasing the speed limit. He said that 65 mph is a recommended speed and you don't need to drive that fast if you don't want to. He felt there was no logical reason for not increasing it.

Mr. Smith said that you don't have to go that fast and need to drive for the conditions. He is in favor of the resolution. His concern is when patrols pull them over there are still those that are speeding by at 65 mph and is concerned for their safety.

Ms. Holm said that she uses her phone for everything and people will stop in North Pole if they want to. Everyone uses their GPS these days, especially in unfamiliar places. She said people are already going 65 mph. She said she will support this resolution.

Mayor Ward said this started with a discussion from people who drove from Eielson to Fairbanks when they had to slow down to 55 mph. He said the City would feel comfortable with the State increasing the speed limit, if it's safe and that there are statistics that show a double lane divided is safer than a single lane undivided.

Mr. McGhee added that the speed limit sign is a suggested speed for perfect daytime weather and according to the road conditions. He said that there is a misconception that it is legal to go 5 miles over the speed limit before you will be ticketed and that you can be ticketed for going 2 mph over the speed limit. The Mayor and council can instruct the police department to ticket people at a certain limit over the posted speed limit. He said speed and safety is based on education, personal responsibility and conditions of the road.

**PASSED**

Yes: 4 – McGhee, Holm, McCarthy, Ward

No: 3 - Welch, Hunter, Smith

Absent: 0

**RESOLUTION 15-06, A RESOLUTION OF THE CITY OF NORTH POLE, ALASKA  
DISTRIBUTING THE 2015 CITY OF NORTH POLE BED TAX GRANT FUNDS AND  
RESCINDING RESOLUTION 14-21**

Mayor Ward stated that the Resolution that was passed was not in line with our code and that this should be rescinded and the new Resolution adopted. It is a simple swap and if the council wants to do something different they would need to amend the code by ordinance.

**Public Comment**

Ron Jones, Co-President of Christmas in Ice, 125 Santa Claus Lane

He thanked the Council for time and effort given to the City of North Pole and its Citizens. He encouraged the council to pass Resolution 15-06 with current numbers presented and follow city code. Christmas in Ice feels that city code should be followed as outlined. Christmas in Ice reviewed city code and gave information to the bed tax committee for consideration and they felt all was well. They are not sure where the process broke down or why the council chose not to follow code or the advice of Mayor Ward. They would like the mistake corrected and for resolution 15-06 to be accepted and passed.

Dawn Murphy, Explore Fairbanks, 2644 Diamond Street

She thanked the Council for the continued support of destination marketing. She stated that the city of North Pole currently utilizes 25% of hotel/motel tax towards city services and they asked that they fund tourism and economic growth with the other 75%. Explore Fairbanks will continue to support North Pole, but a reduction in revenues to their budget can mean a decrease in services.

Stephanie Brown – Co-President of Christmas in Ice, 125 St. Nicholas Drive

Ms. Brown said there was a lot of discussion about fairness from the council at the last meeting. She said there was also discussion about why the code was not followed. She read from the applicants' evaluation as to how the bed tax is distributed. She said every applicant had the same opportunity to present to the council. She said everyone followed the process and what they brought to the City of North Pole and she respectfully added that the council follow the code. She stated that the whole point of the bed tax is to boost the economy of the city and asked council to approved Res 15-06.

Keith Fye, Executive Chair for Christmas in Ice, 125 St. Nicholas Ave.

Mr. Fye spoke on Christmas in Ice's understanding of the process used. The mayor had developed a committee made up by city council members, presentations would be reviewed and a point system would be developed, a percentage or dollar amount would be used to distribute the money. A percentage was given to all organizations, including one entity that later withdrew. At no point has the committee reconvened to re-develop a point system, and it was determined by the city council that when that entity withdrew that each organization would receive equal quantities. He felt that their presentation was then null and void. He stated that the cities own legal advice stated that monies should be divided by percentages which had already been determined.

**Mr. McGhee *moved to* Introduce and Adopt Resolution 15-06, A Resolution of the City of North Pole, Alaska Distributing the 2015 City of North Pole Bed Tax Grant funds and rescinding Resolution 14-21**

**Seconded by Mr. Welch**

**Discussion**

Mr. McGhee said that he doesn't believe that the council broke the law and did not receive how the formula was broken down. He felt that because they were not given the formula with a resolution and how specifically they came together that left the council wide open as not being done as a committee. He said this would have extremely helped at the last meeting. As a council they had a lot of debate and stated that Mr. Butler did not formally withdraw his application. Ms. Hunter didn't understand that if they couldn't have it all he didn't want any. Based on that info the council went back and re-divided the amount. The council voted on it, the mayor was asked repeatedly, "are we doing this right?", and the Mayor answered yes, to the best of his ability. To his understanding the mayor said they were doing it right. Mr. McGee felt that they were completing the committee's job. There were no percentages at the last meeting and therefore the council didn't feel that they broke the law. The council didn't have all the facts provided to them. He felt that they did the best they could. All organizations had great presentations and that's what they based their information on. Mr. McGee stated that once reviewed, he would then agree to distribute by using the original percentages and figures, less the one for city services.

Mayor Ward said the percentages were given to the council at the last meeting. He said that was based on the dollar amount and based on the audited amount from the previous year;

NPEC 6.239%

North Pole Chamber of Commerce 14.069%

Explore Fairbanks 21.426%

Christmas in Ice 35.97%

Director of City Services 22.295%

With that amount that was given to the council at that time, there was no withdrawal application from North Pole City Services. Moving forward, it was with a clear understanding, that Mr. Butler formally withdrew his application. At that point there was a discussion with the attorney, Mr. Wilson, and that they then gave everyone 25% instead of using the allocations that were determined by the committee. He then explained how they came up with the initial score. Mayor Ward stated that with director of city services no longer being in the equation, the fairest way to calculate by percentages was to take the dollar amount allocated and to total those up. This amount came to \$193,272.99. In order to keep percentages fair, they then added up the amount each person gave to each organization, those numbers were then divided by the total all members had given out. That is what gave them the remaining percentages of 8% to NPEC,

18% to NPCC, 28 % to Explore Fairbanks and 46% to Christmas in Ice. Those percentages are multiplied by the amount they have to give out (\$41,455). He realizes this is a learning process and everyone trying to do their best and move forward and it isn't meant to be a bad thing, it's a good opportunity to make sure they're aligning with code and in the future if they want to change that section of code they can.

Mr. McGhee was concerned that on the chart, Ms. Hunter and Mr. McCarthy had no numbers. Mayor Ward stated Ms. Hunter was at the meeting and that her number was all given to Director of City Services and was scratched out because it was disqualified. He stated that Mr. McCarthy was the only the only member not at the original committee meeting.

Mr. Welch said the night of Dec 15<sup>th</sup> they had already turned in their scoring sheets. He felt Mr. McCarthy had made the statement of being left out. He wouldn't want to be left out and that this is a learning thing and it would have behooved them to have given Mr. McCarthy the opportunity to fill out his score sheet so it could have been included. Mr. McCarthy said previously that he couldn't be there on Nov. 12 or Dec. 3. He could have called the entities and completed his score sheet to be factored in. They've learned something wasn't done right so let's go back and try to equalize. They were trying to be fair. They didn't see that is was wrong. Mr. Welch stated that he wasn't there in August for the passing of the ordinance. It was an unusual circumstance and it came into a snowball effect. They were hoping to be fair and to get on with business and to finish out the year with a determination as to where the money was going to go.

Ms. Hunter spoke at the last meeting to say that council was out of compliance with the ordinance. She said that she did try to tell the council with that belief and felt she was ignored. In the future, if someone feels they are out of compliance give it thought and discuss it more. If the question is raised they need to give it serious consideration.

Ms. Holm said that Mr. McCarthy had previously said this process was going to be a trial and error. She felt they were in line with code. She stated that as elected officials they are held accountable for allocating the funds properly and that as a council they can re-amend numbers and resolutions that come before them. Ms. Holm said things were confusing so she was asking where they went wrong. Mayor Ward stated that the process used was going to be codified and that a committee would be appointed by the Mayor, approved by the council and they are trusting that whoever is placed in that position will be trusted to make the right decision. He went on to explain that the way the code is written is that the process is codified. Ms. Holm stated that there were many different opinions and interpretations of the code because of the way it was written.

Mr. McGhee said that if they were to step back and do what is right, accepting that Mr. Butler provided the letter of withdrawal after the fact, even though they had already voted based on his testimony. The original award amount of \$9,242.50, based on the percentages, would be going back into the pot. Let it go back into the pot and let it be divided between the other four entities

based on the original percentage that was determined at the original committee meeting.

Mayor Ward said he had already done that and that it still left the 22% that was given to city services and it would still need to go to someone. He explained how the percentages were divided out and how the money would be allocated and that it was complicated.

Ms. Hunter commented regarding Mr. McCarthy's absence, that it's really important in the process, (going back to an equality issue) that if a committee member cannot make it, that they are not included, because they did not get the same presentation and information. All members need to be present and not to have another method in place to inform that member. She felt that it would take away from the process. She sympathized with Mr. McCarthy. She felt that it was important for the integrity of the process that if someone can't be there that they can't complete a scoring.

Mr. Welch disagreed because they were urged to contact these agencies to ask for info if wanted and were not required to be at a workshop and didn't see that as a requirement to fill out a score sheet.

Mr. Smith said that in Resolution 14-21 they thought they were doing the right thing and did not know they were not following code. They made a mistake and need to make it right for the groups. They passed the ordinance last year.

Mr. McGhee said they asked whether there was conflict of interest that had helped or worked with the group.

Ms. Holm brought up the letter sent to the attorney. The attorney did write back and it said if you broke the law go and fix it. The letter was short. She didn't feel that the attorney had really analyzed what had happened and she will disregard it. She also stated that they are setting the tone for future committees and that if it's passed and rescinded, they are saying that a committee doesn't have to discuss and has no accountability because this council did not discuss and act as a committee. A committee is supposed to evaluate and make educated decisions. They just wrote down some numbers. It wasn't till the next council meeting that they were able to explore why they voted that way. She is not supporting this resolution because it's not giving the power to the elected the officials.

**PASSED**

Yes: 4 –McCarthy, Smith, Hunter, Ward

No: 3 - Holm, Welch, McGhee

Absent: 0

**Executive Session**

**Mr. Welch** *moved to* adjourn into Executive Session to discuss issues of personnel, City Clerk evaluation

**Seconded by Mr. McGhee**

**COUNCIL COMMENTS**

No Comments

**ADJOURNMENT**

**Mr. McGhee** adjourned the meeting at 9:57 p.m.

**Seconded by Mr. Welch**

The regular meeting of January 5, 2015 adjourned at 9:57 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Tuesday, January 20, 2015.

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk



Office of the Mayor  
City of North Pole

# Proclamation

**WHEREAS**, each year, America sets aside a day to remember a giant of our Nation's history and a pioneer of the Civil Rights Movement. During his lifelong struggle for justice and equality, the Reverend Dr. Martin Luther King, Jr., gave mighty voice to the quiet hopes of millions, offered a redemptive and peaceful path for oppressed and oppressors alike, and led a Nation to the mountaintop. Behind the bars of a Birmingham jail cell, he reminded us that "injustice anywhere is a threat to justice everywhere." On a hot summer day, under the shadow of the Great Emancipator, he challenged America to make good on its founding promise, and he called on every lover of freedom to walk alongside their brothers and sisters; and

**WHEREAS**, we noted the depth of courage and character assembled on the National Mall that day over 50 years ago. We honored all who stood and spoke for civil rights. And we celebrated the great victories of the last half century -- civil rights and voting rights laws; new opportunities in the classroom and the workforce; a more fair and free America, not only for African Americans, but for us all; and

**WHEREAS**, we were also reminded that our journey is not complete. It is our task to build on the advances of past generations, from challenging new barriers to the vote to ensuring the scales of justice work equally for all people. America's promise is not only the absence of oppression but also the presence of opportunity, we must make our Nation one where anyone willing to work hard is given the opportunity to advance and leave a legacy for their family and community; and

**WHEREAS**, Dr. King taught us that "an individual has not started living until he can rise above the narrow confines of his individualistic concerns to the broader concerns of all humanity." In honor of this spirit, Americans across the country will come together for a day of service. By volunteering our time and energy, we can build stronger, healthier, more resilient communities. Today, let us put aside our narrow ambitions lift up one another, and work together to build a better tomorrow such as Dr. King envisioned.

**NOW, THEREFORE**, I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim January 19, 2014, as the Martin Luther King, Jr. Day and encourage all Americans to observe this day with appropriate civic, community, and service projects in honor of Dr. King



A handwritten signature in blue ink, appearing to read "Bryce J. Ward".

*Bryce J. Ward, Mayor*

**ATTEST:**

A handwritten signature in blue ink, appearing to read "Kathryn M. Weber".  

Kathryn M. Weber, MMC  
North Pole City Clerk



Office of the Mayor  
City of North Pole

# Proclamation

*WHEREAS, Helen Hutchinson is a senior at North Pole High School and is the daughter of Earl & Sandy Hutchinson of North Pole; and*

*WHEREAS, Helen is involved in her school and is a member of the Ignition mentoring program, after school homework help, and National Honor Society; and*

*WHEREAS, Helen is an accomplished athlete who is on the swim team, plays basketball and volleyball. She was chosen as "Most Inspirational" athlete for swimming, "Top Rebounder" for basketball, "Most Valuable Teammate" for volleyball, and received the citizenship award in 2012 and 2014; and*

*WHEREAS, Helen volunteers her time at Fairbanks Memorial Hospital and helping her peers with their homework after school to keep them on track; and*

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

*NOW, THEREFORE I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim Helen Hutchinson:*

*The North Pole City Council*

*"Student of the Month"*

*For the Month of December, 2014*



*Bryce J. Ward, Mayor*

**ATTEST:**

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



Office of the Mayor  
City of North Pole

# Proclamation

*WHEREAS, Evelyn Jacobson is a senior at North Pole High School and is the daughter of David Ogden of North Pole; and*

*WHEREAS, Evelyn is an excellent student who maintains an outstanding grade point average while participating in various organizations and volunteer functions; and*

*WHEREAS, Evelyn was awarded the DAR (Daughters of the American Revolution) Good Citizen award and was NPHS Student of the Month twice for mentoring; and*

*WHEREAS, Evelyn is a member of the Student Council, Acadeca, and Ignition. She has volunteered at the Rescue Mission and North Pole Elementary; and*

*WHEREAS, Evelyn joined the Air National Guard this past summer; and*

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

*NOW, THEREFORE I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim Evelyn Jacobson:*

*The North Pole City Council*

*"Student of the Month"*

*For the Month of January 2015*



*Bryce J. Ward, Mayor*

ATTEST:

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



# STATE OF ALASKA



## *Executive Proclamation by Governor Bill Walker*

WHEREAS, the dedicated men and women of Alaska's law enforcement agencies serve and protect Alaskans and ensure our communities are healthy and safe every day; and

WHEREAS, law enforcement officers are highly trained and many make daily personal sacrifices to maintain public peace and order, enforce traffic laws, conduct search and rescue operations, investigate allegations of human abuse or neglect, respond to citizen inquiries, protect life and property, and provide current and relevant law enforcement training to law enforcement and criminal justice agencies; and

WHEREAS, Alaska's law enforcement officers wear a badge – a symbol of authority granted by oath – and vow to uphold the highest ideals of law enforcement and truth, regardless of outcome. A badge marks an officer's courage to make the right decisions in the face of extremely dangerous situations and moral dilemmas, and to show compassion to those in need without bias, regardless of circumstances or condition; and

WHEREAS, members of the Alaska Department of Public Safety, the Alaska State Troopers, and the Alaska Wildlife Troopers work to carry out their core values of Loyalty, Integrity, Courage, Compassion, Leadership, and Accountability, and members of other federal and local law enforcement agencies across our state also work hard for Alaskans every day; and

WHEREAS, we appreciate law enforcement officers who remain steadfast, honorable, and uncompromised in the performance of duty while exhibiting leadership and professional conduct; and

it is important to recognize our everyday heroes and their families for their bravery, selfless duty, and commitment to Alaskans.

NOW, THEREFORE, I, Bill Walker, Governor of the State of Alaska, do hereby proclaim January 9, 2015 as:

### *Law Enforcement Appreciation Day*

in Alaska, and encourage all Alaskans to recognize and express appreciation for our law enforcement officers for their honorable profession in public service to us all.

Dated: January 8, 2015



*Bill Walker*

*Bill Walker, Governor  
who has also authorized the  
seal of the State of Alaska to  
be affixed to this proclamation.*

NORTH POLE POLICE DEPARTMENT  
125 Snowman Lane, North Pole, Alaska. 99705  
CHIEF STEVE DUTRA



December 23, 2014

McDonald's Manager Tabitha Abbott  
352 North Santa Claus Lane  
North Pole, AK, 99705

Dear Ms. Abbott:

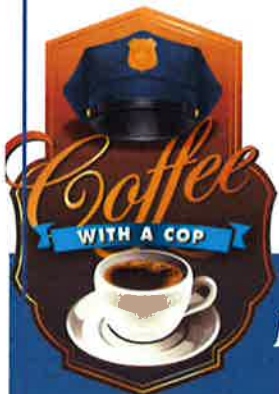
As you know, engaging our community in public safety efforts is a top priority of the North Pole Police Department. We share the community's concerns and make every effort to address them. To that end, we are kicking off a new program entitled *Coffee with a Cop* and we are hoping that you will play a role in the success of our new project. *Coffee with a Cop* is a national movement that aims to build trust between community members and police officers, one cup of coffee at a time.

It's a simple concept: Police officers and community members come together in an informal, neutral space like your restaurant to discuss community issues, build relationships, and drink coffee. In over 80 cities in 24 states, *Coffee with a Cop* has done wonders for community trust and partnership building. One of the keys to *Coffee with a Cop's* success is that it removes the physical barriers that routinely exist between police officers and community members, allowing for the relaxed, one-on-one interactions which are the necessary foundation of partnerships. Informal contact in a friendly atmosphere increases trust between police officers and the members of our community which is critical to public safety and problem solving.

As a valued member of our community, we are writing to ask you to host a *Coffee with a Cop* event at your restaurant on February 7, 2015 from 9:00 a.m. to 10:00 am. Thank you in advance for your interest in our project. Please contact me if you have any questions.

Sincerely,

Steve Dutra, Chief of Police  
North Pole Police Department  
(907) 488-6902  
sdutra@northpolepolice.org



*Building community one cup of coffee at a time*



**February 7, 2015**

**9:00 – 10:00**

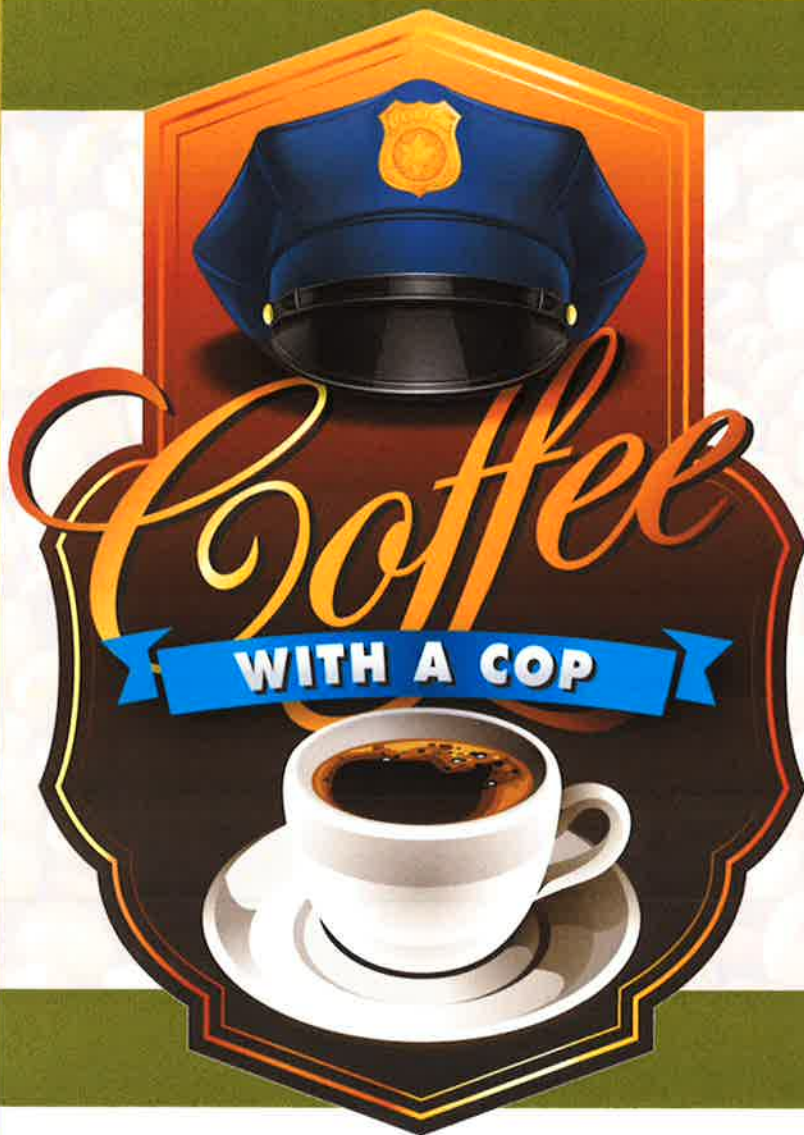
**North Pole**

**McDonald's**

**Santa Claus Lane**



**i'm lovin' it™**



## **JOIN YOUR NEIGHBORS AND OFFICERS FOR COFFEE AND CONVERSATION!**

**No agenda or speeches, just a chance to ask questions, voice concerns, and get to know the officers in your neighborhood!**

**Chief Steve Dutra 907-488-6902 or [sdutra@northpolepolice.org](mailto:sdutra@northpolepolice.org)**

# **North Pole Police Department**



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: January 12, 2015  
Subject: 2015 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 .....\$69,188.50
- Routine monitoring (plus contingencies).....\$33,506.00

## 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. Waste Water Compliance Monitoring expenses in 2104 were \$73,964.10 and internal laboratory expenses \$36,770.70.

NTL based the wastewater monitoring charges upon the administratively extended Utility's APDES permit. If the permit is renewed during 2015 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. Mike Pollen from NTL worked to help reduce charges to the Utility in light of the budget challenges being faced by the Sewer Department. The

2015 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 \$70,000
- Expense 02-12-00-7008 SID Pretreatment Program \$70,000
- 02-12-00-7019 Laboratory (internal expenses) \$40,000

NTL's 2015 professional service proposal is attached.



# NTL ALASKA, INC.

3536 INTERNATIONAL WAY, FAIRBANKS, AK 99701

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

www.ntlalaska.com

## NTL ALASKA, INC. CONSULTATION SERVICES UNIT RATES

September 1, 2014

### PERSONNEL

### UNIT RATE

Michael R. Pollen, Senior Environmental Consultant	\$ 180/hour
Jerry Pollen, Environmental Consultant	125/hour
Peggy Pollen, Secretarial Services/Administrative	90/hour
Microscope Exam (Activated Sludge ML)	75.00
Expert Testimony (Depositions and Expert Witness)	1.5 x Hourly Rate

### PROJECT EXPENSES

Vehicle Mileage	0.90/mile
Equipment Charges (Field and laboratory instrumentation)	Quote
Travel, Room, and Board	Cost + 15%
Other Project Related Direct Expenses	Cost + 15%

### STANDARD TERMS AND CONDITIONS

Consultation services are invoiced on either a biweekly or monthly cycle at the client's preference. Purchase orders or general or fixed fee contracts can be arranged, depending on project requirements. Our payment terms are net 30 days from the date of invoice with a 1.5% per month service charge assessed on late payments.

*"Understanding Water"*

Administrative, Hour	90.00	0.5	45.00
Mileage/mile	0.90	450.0	405.00
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$8,310.00</b>
<b>Subtotal POTW Monitoring Budget/Event:</b>			<b>\$10,620.00</b>
<b>Total Annual POTW Monitoring Budget (2 Events/Yr):</b>			<b>\$21,240.00</b>

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

<b>Laboratory Analyses</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Metals (As, Cr, Cu, Ni, Se)	144.00	6.0	
<b>Total, Analyses</b>	<b>144.00</b>	<b>6.0</b>	<b>\$864.00</b>

<b>Sample Collection and Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	125.00	16.0	2000.00
Project QC, M.Pollen	180.00	2.0	360.00
Administrative, Hour	90.00	0.5	45.00
Mileage/mile	0.90	75.0	67.50
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$2,472.50</b>
<b>Subtotal POTW Monitoring Budget/Event:</b>			<b>\$3,336.50</b>
<b>Total Annual POTW Monitoring Budget (2 Events/Yr):</b>			<b>\$6,673.00</b>

**Biosolids Monitoring:**

<b>Laboratory Analyses</b>	<b>Analysis Method</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, K, Se, Ag, Zn)	EPA 6010B	288.00	2.0	
Phosphorous	EPA 365.4	52.00	2.0	
Mercury	EPA 245.1	35.00	2.0	
Total Nitrogen	SM 4500-N	104.00	2.0	
<b>Subtotal, Chemical Analysis:</b>		<b>479.00</b>	<b>2.0</b>	<b>958.00</b>
<b>Total Solids/ Total Volatile Solids</b>	<b>EPA 160.4</b>	<b>65.00</b>	<b>4.0</b>	<b>260.00</b>
<b>Subtotal, Analyses</b>				<b>\$ 1,218.00</b>

<b>Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	125.00	10.00	1250.00
Project QC, M.Pollen	180.00	2.00	360.00
Administrative, Hour	90.00	0.5	45.00
Field Equipment	100.00	1.0	100.00
Vehicle (mile)	0.90	25.0	22.50
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$1,777.50</b>
<b>Total Biosolids Monitoring Budget:</b>			<b>\$2,995.50</b>

<b>TOTAL ANNUAL IPP MONITORING AND LABORATORY ANALYSIS BUDGET*:</b>	<b>\$69,188.50</b>
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\* All IPP Monitoring is billed to the Significant Industrial Users under the CONP Industrial Pretreatment Program.



**Mixing Zone Quality Assurance Monitoring:**

<b>Laboratory Analyses</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Fecal Coliform	SM9222D	70.00	3.00	210.00
<b>Total, Analyses</b>				<b>\$210.00</b>

<b>Sample Collection and Data Reporting</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour		125.00	4.0	500.00
Project QC, M.Pollen		180.00	0.5	90.00
Administrative, Hour		90.00	0.5	45.00
Mileage/mile		0.90	25.0	22.50
<b>Subtotal, Personnel &amp; Materials</b>				<b>\$657.50</b>
<b>Subtotal Mixing Zone Sampling/Event:</b>				<b>\$867.50</b>
<b>Total Annual Mixing Zone Sample (2 Events/Yr):</b>				<b>\$1,735.00</b>

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

<b>Parameter*:</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Total Hardness(CaCO3)		30.00	4.0	120.00
Ammonia (as N)		40.00	4.0	160.00
Oil and Grease		75.00	1.0	75.00
<b>Total Estimated Qtr, Bi-Annual, Annual Analysis Budget</b>				<b>\$355.00</b>

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

<b>TOTAL ROUTINE MONITORING ANNUAL LABORATORY ANALYSIS BUDGET:</b>	<b>\$9,386.00</b>
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**IPP MONITORING AND LABORATORY ANALYSIS:****Monthly Quality Assurance Monitoring:**

<b>Parameter:</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Biological Oxygen Demand (BOD)		72.00	3.0	216.00
BOD/Carbonaceous		75.00	1.0	75.00
Sulfolane		216.00	3.0	648.00
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
Total Suspended Solids (TSS)		45.00	3.0	135.00
*Chemical Oxygen Demand (COD)		72.00	14.0 (4 Weeks)	1008.00
*Chemical Oxygen Demand (COD)		72.00	17.0 (5 Weeks)	1224.00
<b>Subtotal Monthly Analysis Budget: 4 Week Months</b>				<b>\$3,118.00</b>
<b>Subtotal Monthly Analysis Budget: 5 Week Months</b>				<b>\$3,334.00</b>
<b>Total Monthly Analysis Budget: 4 Week Months (Jan, Feb, Apr, May, Jul, Aug, Oct, Nov)</b>	<b>8</b>			<b>\$24,944.00</b>
<b>Total Monthly Analysis Budget: 5 Week Months (Mar, Jun, Sep, Dec)</b>	<b>4</b>			<b>\$13,336.00</b>

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

<b>Parameter:</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, Se, Ag, Zn)		288.00	6.0	
Mercury		35.00	6.0	
Cyanide		62.00	6.0	
<b>Subtotal, Analyses</b>		<b>385.00</b>	<b>6.0</b>	<b>\$2,310.00</b>

<b>Sample Collection and Data Reporting</b>		<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour		125.00	60.0	7500.00
Project QC, M.Pollen		180.00	2.0	360.00



# NTL ALASKA, INC.

3536 INTERNATIONAL WAY, FAIRBANKS, AK 99701  
(907) 452-6852 fax (907) 452-6853  
www.ntlalaska.com

## CITY OF NORTH POLE WASTEWATER COMPLIANCE MONITORING 2015 BUDGET SUMMARY

CONP WWTP MONITORING 2015 BUDGET SUMMARY	
Routine Monitoring Personnel Budget	\$18,120.00
Routine Permit-Required Laboratory Analysis Budget	\$9,386.00
IPP Monitoring and Laboratory Analysis Budget	\$69,188.50
Laboratory Contingency	\$4,000.00
Personnel Contingency	\$2,000.00
<b>TOTAL PROPOSED BUDGET:</b>	<b>\$102,694.50</b>

### ROUTINE MONITORING PERSONNEL ALLOCATIONS:

#### WWTP Sampling, One Week of Each Month:

		Rate	Quantity	Total
Jerod Pollen	hour	125.00	4.0	500.00
Vehicle Miliage	mile	0.90	25.0	22.50
Estimated Monthly Personnel Budget:				\$522.50

#### Project Quality Assurance and Administrative Services:

		Rate	Quantity	Total
Michael Pollen	hour	180.00	2.0	360.00
Peggy Pollen, Administrative	hour	90.00	3.0	270.00
Estimated Monthly Quality Assurance Budget:				\$630.00

#### Discharge Monitoring Reports:

		Rate	Quantity	Total
Jerod Pollen	hour	125.00	2.5	312.50
Michael Pollen	hour	180.00	0.25	45.00
Estimated DMR Report Budget/Month:				\$357.50

<b>TOTAL ROUTINE MONITORING PERSONNEL BUDGET:</b>	<b>\$18,120.00</b>
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### ROUTINE PERMIT-REQUIRED MONITORING LABORATORY ANALYSIS:

#### Monthly Regulated Monitoring:

Parameter:	Unit Rate	Quantity	Total
Biological Oxygen Demand (BOD)	72.00	4.0	288.00
Fecal Coliform Bacteria	70.00	2.0	140.00
Total Suspended Solids (TSS)	45.00	4.0	180.00
Estimated Monthly Analysis Budget:			\$608.00
Total Monthly Analysis Budget (12 Months):			\$7,296.00

**TABLE 1 - CONP WASTEWATER MONITORING SCHEDULE: 2015**

**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** & EFFLUENT***	Arsenic	X	X	X	X
	Chromium	X	X	X	X
	Copper	X	X	X	X
	Nickel	X	X	X	X
	Selenium	X	X	X	X
INFLUENT** & EFFLUENT***	Cadmium	X		X	
	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



**TABLE 1 - CONP WASTEWATER MONITORING SCHEDULE: 2015**

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

\* Grab or composite samples

\*\* Grab samples

\*\*\* Dechlorination of sample required

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

### ***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 2015 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.

parameter is now being used for those tests. Previously, the sulfolane monitoring was done at no charge to the CONP by FHR, but at much higher analytical detection limits.

- Publically Owned Treatment Works (POTW) and Reduced POTW Monitoring
- Biosolids Monitoring

All IPP Monitoring and Laboratory Analysis services are invoiced back to the SIU dischargers by the CONP. Assistance with any IPP permit compliance issues and 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.

Any additional services requested from NTL by the CONP will be billed at time plus direct expenses to the City of North Pole upon completion of each event. If requested by the CONP, NTL will provide quotes for any additional services prior to the start of the project.

**Personnel Contingency:**

A \$2,000 contingency has been added to the personnel budget to accommodate nonroutine consultation services as requested during 2015.

**Laboratory Budget Contingency:**

A \$4,000 contingency has been added to allow for any re-sampling or any additional sampling events that may be requested by the CONP or required by the permitting authority during 2015.

**Invoicing:**

All routine monitoring services on this project will be invoiced 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 the CONP 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.

### **3.0 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 2015 is the same as that used in 2014. 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 2015, unless the APDES permit is renewed and that requirement reinstated. The monitoring program has been divided into three sections for 2015: Routine Monitoring Personnel Allocations, Routine Permit-Required Monitoring Laboratory Analysis, and IPP (Industrial Pretreatment Program) Monitoring and Laboratory Analysis. A description of each of these sections 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 to conduct the monthly onsite sampling and for project management. The Quality Assurance and Administrative services budget allocates 2 hours per month for quality control and 3 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 the routine permit required influent and effluent monitoring including total hardness, ammonia and grease and oil. The routine monitoring budget also includes the mixing zone surface water monitoring. NTL’s rates are based on a quote provided to NTL by Pollen Environmental, LLC. (PE), and have been reduced for a number of key parameters for 2015 including BOD, COD, TSS, and fecal coliform bacteria.

##### **IPP Monitoring and Laboratory Analysis Budget:**

The following monitoring programs are included in the IPP services budget:

- Monthly Quality Assurance Monitoring – these are routine parameters that are being monitored as a consequence of the CONP being required to have an IPP program, including some that are being monitored more frequently than the minimum required by the discharge permit. The purpose of this additional sampling and testing is to monitor for unexpected discharges from the significant industrial users (SIU) with IPP permits that discharge to the CONP wastewater collection system, and that could potentially impact the ability to meet the discharge permit conditions. Sulfolane has been added to the budget this year. A subcontract laboratory with the capability for lower detection limits for that

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. The composite 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 administratively extended 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 agency coordination, shipment of samples, data review & validation, and reporting of data to the 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 will provide administrative services for the project.



### **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. The mixing zone sampling schedule may be adjusted if flow through the discharge zone is too low to allow representative samples to be collected.

### **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 of influent and effluent samples 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 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

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 all but one week of each month. NTL will collect the routine samples one 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 one week of each month in which NTL collects their monthly set of samples.
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. One week (typically 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. 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.

## **1.0 INTRODUCTION**

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### ***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 2014 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. The monitoring schedule in this proposal is based on that schedule. When a new permit is issued the monitoring requirements should 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), which could impact the CONP IPP permits that have been issued to the three categorical industrial users served by the CONP wastewater collection system. That could impact the monitoring program in this proposal and revisions to this proposed budget may be required at that time. During 2014, Flint Hills Resources (FHR) refinery converted their operations from refining and petroleum distribution to being only a petroleum distribution depot. A new IPP permit application is anticipated from FHR that could also impact the monitoring requirements of the treatment facility. This proposed monitoring schedule may need to be revisited at such time as a new IPP permit is issued to FHR.

## **2.0 SCOPE OF WORK**

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### ***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,



# 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**

**2015**

**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*

**December 30, 2014**

Enclosures: PROPOSAL TO CONDUCT WASTEWATER COMPLIANCE MONITORING  
FOR THE CITY OF NORTH POLE, PER APDES PERMIT #AK002139-3, 2015  
TABLE 1: CONP WWTP MONITORING SCHEDULE FOR 2015  
CITY OF NORTH POLE WASTEWATER COMPLIANCE MONITORING  
2015 BUDGET SUMMARY  
NTL ALASKA, INC. CONSULTATION SERVICES UNIT RATES,  
SEPTEMBER 1, 2014



## NTL ALASKA, INC.

3536 INTERNATIONAL WAY, FAIRBANKS, AK 99701

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

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

December 30 2014

**City of North Pole**

Attention: Paul Trissell, Utility Supervisor

125 Snowman Lane

North Pole, Alaska 99705

Re: 2015 Proposal and Budget for Services for Wastewater Monitoring

Dear Paul:

Per your request, NTL Alaska, Inc. (NTL) has prepared this proposal for consultation and monitoring services for the City of North Pole (CONP) wastewater utility for the calendar year 2015. This proposal package includes an itemized written proposal, budget, and a schedule for the wastewater monitoring program.

The monitoring schedule is the same as for 2014, as the current Alaska Pollutant Discharge Elimination System (APDES) permit remains in force under administrative extension until a new permit is issued. Personnel and laboratory contingency budgets are proposed to accommodate any unscheduled work. If the APDES permit is reissued in 2015 we can provide a proposed amendment to the budget to accommodate monitoring and reporting revisions.

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 2015.

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

***"Understanding Water"***

## Festival Committee

Chair

Name	Phone	Address	Phone
Katy Englund	978-2282	po box 73207 Fairbanks AK 99707	<a href="mailto:Kenglund.ak@gmail.com">Kenglund.ak@gmail.com</a>
teffonie Wyman	322-0236		<a href="mailto:teffw@northpoleworshipcenter.com">teffw@northpoleworshipcenter.com</a>
Christina Croskrey	388-8076		<a href="mailto:ccroskrey@alaskasurgerycenter.com">ccroskrey@alaskasurgerycenter.com</a>
Bryce Ward	888-4444	621 holiday Road, North Pole, Alaska	<a href="mailto:bryce.ward@northpolealaska.org">bryce.ward@northpolealaska.org</a>
Larnetia skipps	378-6635		<a href="mailto:larnetiaskipps@gmail.com">larnetiaskipps@gmail.com</a>
Howard Rixie	378-7797		<a href="mailto:hsrixie@gmail.com">hsrixie@gmail.com</a>

## Trooper Gabe Rich and Trooper Scott Johnson Memorial Park Committee

Chair

Bryce Ward	888-4444	City of North Pole Mayor	<a href="mailto:bryce.ward@northpolealaska.org">bryce.ward@northpolealaska.org</a>
Joni Scharfenberg	978-1727	Tanana Soil and water	<a href="mailto:jonisc@gmail.com">jonisc@gmail.com</a>
Jeff Jacobsen	459-1304	Fairbanks North Star Borough	<a href="mailto:jjacobson@fnsb.us">jjacobson@fnsb.us</a>
		Fort Wainwright representative	
		Eielson AFB representative	
Steve Dutra	488-8456	North Pole PD	<a href="mailto:sdutra@northpolepolice.org">sdutra@northpolepolice.org</a>
Buddy Lane	322-2193	Interior Fire Chiefs Association (CNP Fire Chief)	<a href="mailto:blane@northpolefire.org">blane@northpolefire.org</a>
Joe Dallaire	978-0829	Alaska Peace Officers Association (APOA)	<a href="mailto:joedallaire.apoa@gmail.com">joedallaire.apoa@gmail.com</a>

## Ethics Board

2 year

2 year

1 year

1 year

3 year

3 Year ALT

Francine Cork	488-1973	401 Holiday Road North Pole Ak 99705	<a href="mailto:thecorks@gci.net">thecorks@gci.net</a>
Jeff Jacobson	460-7733	Po Box 57033 North Pole Ak 99705	<a href="mailto:jjacobson@fnsb.us">jjacobson@fnsb.us</a>
Melissa Bidwell	322-8873	105 E 7th ave North Pole Ak 99705	
Jim Taylor	488-2422	1124 Lake Drive North Pole Ak 99705	
Tammy Randolph	460-2915	450 South Santa Claus Lane North Pole, AK	<a href="mailto:tammy.randolph.c4xd@statefarm.com">tammy.randolph.c4xd@statefarm.com</a>
Jon Poirrier	322-0623	1001 Black Bear Turnaround North Pole, AK	<a href="mailto:poirrier@gci.net">poirrier@gci.net</a>



# CITY OF NORTH POLE

## Office of the Mayor

*"Where the Spirit of Christmas Lives Year Round"*

125 Snowman Lane • North Pole, Alaska 99705-7708

E-mail: [mayor@northpolealaska.com](mailto:mayor@northpolealaska.com) • Website: [www.northpolealaska.com](http://www.northpolealaska.com)

January 13, 2015

City Hall  
907-488-2281  
Fax: 907-488-3002

Mayor  
907-488-8584

City Clerk  
907-488-8583

Police  
Department  
907-488-6902

Fire  
Department  
907-488-2232

Utilities  
907-844-6111

Director of  
City Services  
907-488-8593

Finance  
907-488-8594

Welcome to the 2015 City of North Pole Ethics Board. The Ethics Board serves an important function of the city. The Ethics Board has no duties unless a complaint or accusation of unethical behavior is made regarding a councilmember, mayor or clerk. At that time the board would be assembled. The actions that follow are outlined in code, which I have included in this letter.

Please take the time to read the North Pole City Code chapter 2.14. In the code you will discover the duties and requirements of an Ethics Board Member and how the board is to function if called upon.

I have included a list and terms of all members of the new board.

I greatly appreciate your willingness to server your city as a member of the Ethics Board 2015.

Sincerely,

Bryce J. Ward, Mayor



# Committee Volunteer Application



## Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Interests

Tell us in which Committees you are interested in volunteering

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous Committee work, or through other activities, including hobbies or sports.

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in serving the City of North Pole.

**This North Pole Municipal Code can be found on the City's website  
Northpolealaska.com or at <http://www.codepublishing.com/ak/northpole/>**

**2.14.010 Title.**

This chapter shall be known as and may be cited as the City ethics ordinance. (Ord. 10-01 §2(part), 2010; Ord. 99-4 §2(part), 1999)

**2.14.020 Scope of chapter.**

- A. This chapter shall apply to the members of the City Council, the Mayor, and/or the City Clerk.
- B. In the event the complaint is against the City Clerk, the City Attorney, or his designee, will assume the duties of the Clerk in the proceedings. (Ord. 10-01 §2(part), 2010; Ord. 99-4 §2(part), 1999)

**2.14.030 Purpose.**

- A. The purpose of this chapter is to assist members of the Council, and Mayor and the City Clerk in carrying out their responsibilities under their oaths of office to support and defend the Constitution of the United States, the Constitution of the State of Alaska, and the municipal code of the City of North Pole and to set the standards of conduct for the members of the City Council, Mayor, and City Clerk.
- B. The Council declares: (1) that high moral and ethical standards among Councilmembers, Mayor and the City Clerk are essential to the conduct of government; (2) that a code of ethics for the guidance of Councilmembers, Mayor and the City Clerk will discourage those persons from acting upon personal interests in the performance of their duties, will improve standards of elective public service, and will promote and strengthen the faith and confidence of the people of the City in their Councilmembers, Mayor, and City Clerk. The Council further declares that holding public office or employment is a public trust and that as one safeguard of that trust, the people should require the Councilmembers, the Mayor, and the City Clerk to adhere to a code of ethics.
- C. Any effort to benefit a personal or financial interest through official action is a violation of the public trust. The Council finds that as long as the ordinance codified in this chapter does not interfere with the full and faithful discharge of a Councilmember's, or Mayor's, or the City Clerk's responsibilities, this chapter does not prevent a Councilmember or Mayor or the City Clerk from following other pursuits. The Council further realizes that:
  - 1. In a municipality such as the City, Councilmembers, the Mayor, and the City Clerk are drawn from society and therefore often have personal and financial interests in the decisions and policies of local government;

2. People who serve as Councilmembers, the Mayor, or the City Clerk should retain the right to interests of a personal or financial nature;

3. Standards of ethical conduct for the Council, the Mayor, and the City Clerk must distinguish between those minor and insubstantial conflicts that are unavoidable in a free society and those conflicts of interests that are substantial and material.

D. Unethical conduct is prohibited. However, there is no impropriety if, as to a specific matter, the Councilmember, the Mayor, or City Clerk:

1. Has a personal or financial interest in the matter which is insubstantial or which is possessed generally by the public or a large class of persons to which the Councilmember, the Mayor, or the City Clerk belongs; or

2. Performs some duty or has some influence which would have insubstantial or conjectural effect on the matter. (Ord. 10-01 §2(part), 2010; Ord. 99-4 §2(part), 1999)

#### **2.14.040 City Board of Ethics.**

There is established a Board of Ethics consisting of five public members and one alternate public member, nominated and confirmed by the Mayor and the Council. The alternate member shall be a member of the Board with all the rights and responsibilities thereto, except as otherwise provided in Section 2.14.340(G). (Ord. 10-01 §2(part), 2010)

#### **2.14.050 Term of office.**

A. Members of the Board shall serve terms of office of one year, except that initial appointments shall be:

1. One regular member for a term of one year;
2. Two regular members for a term of two years;
3. Two regular members for a term of three years; and
4. The alternate member for a term of three years.

B. A member of the Board shall remain in office until a successor is appointed and confirmed.

C. The Board is not subject to sunset requirements under NPMC. (Ord. 10-01 §2(part), 2010)

#### **2.14.060 Vacancy and removal.**

A. A seat on the Board may become vacant by reason of resignation or death of a member of the Board.

B. Members of the Board may be removed with cause and the seats declared vacant by a majority vote of the Council.

C. Upon declaration of a vacancy the alternate becomes a regular member for the duration of the vacated term and a new alternate is appointed. (Ord. 10-01 §2(part), 2010)

**2.14.070 Chair of the Board.**

A. Members of the Board shall elect a chair at a meeting scheduled in January for a term of one year. The chair shall preside at all meetings of the Board. The chair shall represent the Board to the Council and the general public.

B. The Board may appoint a temporary chair in the event that the chair declines or is unable to attend such meetings. (Ord. 10-01 §2(part), 2010)

**2.14.080 Meetings.**

The City Clerk shall publish the schedule of all Board meetings and hearings. The Board may schedule meetings or special hearings by a majority vote. (Ord. 10-01 §2(part), 2010)

**2.14.090 Quorum.**

A. A quorum shall consist of at least three voting members of the Board.

B. In the event a quorum cannot be met due to a member's refusal to attend without excuse, the member may be removed and the seat declared vacant by a majority vote of the Council. The successor shall be appointed and confirmed as provided in Sections 2.14.040 and 2.14.060 for the unexpired term of the removed member. (Ord. 10-01 §2(part), 2010)

**2.14.100 Meetings of the Board.**

A. All meetings of the Board with respect to a complaint shall be closed and confidential, except the respondent may request a public hearing.

B. Other meetings of the Board shall be open and noticed appropriately. (Ord. 10-01 §2(part), 2010)

**2.14.110 Conflicts of interest.**

A member of the Board who has a conflict of interest in any matter under investigation or consideration must disclose the conflict of interest and shall not participate in the matter. (Ord. 10-01 §2(part), 2010)

**2.14.120 Improper acts, code violation and criminal activity.**

Theft, misappropriation of public funds, dishonesty, improperly disposing of City property, or any other act that violates any federal law, State law or municipal code shall be considered a violation of this chapter. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.035.)

#### **2.14.130 Misuse of official position.**

A Councilmember, the Mayor, or the City Clerk may not:

- A. Use or attempt to use an official position for personal gain, and may not intentionally secure or grant unwarranted benefits or treatment for any person;
- B. Seek other employment or contracts through coercion or the use or attempted use of his or her position;
- C. Attempt to and/or accept, receive or solicit compensation of any kind for the performance of official duties or responsibilities from any entity other than the City;
- D. Attempt to and/or use City time, property, equipment or other facilities to benefit personal or financial interests;
- E. Attempt to and/or take or withhold official action in order to affect a matter in which the Councilmember, the Mayor, or City Clerk has a personal or financial interest; or
- F. Attempt to benefit a personal or financial interest through coercion of a subordinate or any City employee.
- G. A City Councilmember shall not represent himself or herself as being the official authorized spokesperson for the Council on a given issue unless specially authorized by the Council, and otherwise when making a public statement or otherwise taking a public position shall state that he or she is expressing a personal opinion. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.040.)

#### **2.14.140 Expenses.**

A public official shall provide required documentation to support requests for expense reimbursements or advancements. Expense reimbursement and advancements shall be made in accordance with City policy and code. (Ord. 10-01 §2(part), 2010)

#### **2.14.150 Improper gifts.**

- A. A Councilmember, the Mayor, or the City Clerk may not solicit, accept or receive, directly or indirectly, a gift, in any amount, whether in the form of money, services, a loan, travel, entertainment, hospitality, promise, or other form under circumstances in which it could be reasonably inferred that the gift is intended to influence the performance of official duties, actions or judgment.



- B. The receipt of a gift by a person to whom this chapter applies is prohibited.
- C. It is not a violation of this section for a person to whom this chapter applies to accept:
  - 1. Travel and hospitality primarily for the purpose of obtaining information on matters of Council concern or:
    - a. An incidental transportation to the residence of a person, or
    - b. A social event or meal;
  - 2. Discounts that are available generally to the public or to a large class of persons to which the person belongs;
  - 3. Food or foodstuffs indigenous to the state that are shared generally as a cultural or social norm; or
  - 4. Gifts from the family of the person.
- D. A person to whom this chapter applies who accepts a gift of travel and hospitality primarily for the purpose of obtaining information on matters of Council concern shall disclose the gift if it had a value of \$100 (one hundred dollars) or more.
- E. The disclosure notice of this section shall be submitted to the City Clerk and must include the name and occupation of the person making the gift, a description of the gift and the approximate fair market value of the gift. The disclosure shall be provided within thirty days after receipt of the gift and the Clerk shall maintain a public record of the disclosure.
- F. The restriction relating to gifts imposed by this section does not apply to a campaign contribution to a candidate for the City Council, or Mayor, if the contribution otherwise complies with the laws and regulations of government elections and campaign disclosure. (Ord. 10-01 §2(part), 2010; Ord. 99-4 §2(part), 1999. Formerly 2.14.050.)

**2.14.160 Improper use or disclosure of information.**

A current or former City Councilmember, Mayor, or City Clerk may not:

- A. Disclose or use information gained in the course of, or by reason of, the Councilmember's or Mayor's duties if that information could in any way benefit any person if the information has not been disseminated to the public; or
- B. Disclose or use, without appropriate authorization, information that is confidential by law and that is acquired in the course of the Councilmember's, the Mayor's, or City Clerk's official duties.

C. This provision shall not prevent any public official from reporting violations of this chapter or other illegal acts to the proper authorities. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.060.)

#### **2.14.170 Improper influence in grants, contracts, leases or loans.**

A. A Councilmember, the Mayor, the City Clerk, or members of the Councilmember's, City Clerk's, or Mayor's immediate household may not attempt to acquire, receive, apply for or be party to, or have a personal or financial interest in a bid award, grant, contract, lease or loan to which the City is a party except under the rule of necessity.

B. The Councilmember or the Mayor shall report to the City Clerk, or, in the case of the City Clerk, the Mayor, a personal or financial interest held by the Councilmember, the Mayor, or City Clerk or a member of the Councilmember's, or Mayor's, or City Clerk's immediate household, in a bid award, grant, contract, lease or loan before it is approved by the full Council. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.070.)

#### **2.14.180 Improper representation.**

A Councilmember, the Mayor, or the City Clerk may not represent, advise or assist a person in any matter pending before the Council or the City administration if the representation, advice or assistance is:

A. For compensation, unless the representation, advice, assistance, or compensation is required by statute, regulation, or court rule. The statute, regulation, or court rule which applies shall be included within the disclosure statement; or

B. Without compensation, but is rendered to benefit a personal or financial interest of the Councilmember, the Mayor, or City Clerk. This prohibition does not include a Councilmember or City Clerk who is associated with a nonprofit organization if the person serves without compensation or under the rule of necessity. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.080.)

#### **2.14.190 Outside employment.**

A. The Mayor or City Clerk may not render services to benefit a personal or financial interest or engage in or accept employment with other than the City if the outside service or employment is incompatible or in conflict with the proper discharge of official City duties unless under the rule of necessity.

B. If the Mayor or City Clerk renders services for compensation or engages in employment other than for the City, he or she shall report any outside service performed during the twelve months prior to July 1st of each year, the outside services or employment to the Mayor or City Clerk. During the year any change in the City Clerk's or Mayor's employment activity must be reported as set forth above. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.090.)

#### **2.14.200 Aiding a violation.**

It is a violation of this chapter for a Councilmember, the Mayor, or the City Clerk to knowingly aid another Councilmember, the Mayor, or the City Clerk in the violation of this chapter. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.100.)

#### **2.14.210 Councilmember/Mayor/City Clerk declaration of potential violation.**

A. A Councilmember, the Mayor, or City Clerk who is involved in a matter that may result in a violation of this chapter shall:

1. Refrain from taking any official action relating to the matter until a determination of conflict of interest is made under this section; and
2. Immediately disclose the matter in writing to the City Clerk. If the City Clerk is making the disclosure, it shall be submitted to the Mayor.

B. If the City Council determines that a Councilmember, or the Mayor, has a conflict of interest, then the Councilmember or Mayor shall, in addition to the requirements set forth in subsection A of this section, refrain from voting on the matter that gave conflict of interest for as long as the conflict shall exist.

C. In the case of the City Clerk, the City Attorney or his designee shall make a written determination of whether the involvement violates this chapter. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.110.)

#### **2.14.220 Filing of a verified complaint.**

Any person may file a verified complaint with the City Clerk alleging that a public official has violated City code. The complaint must:

- A. Be a written statement of the charge setting out in ordinary and precise language the acts or omissions with which the respondent is charged, so that the respondent is able to prepare a defense;
- B. Specify the sections of the municipal code, State or federal law that the respondent is alleged to have violated;
- C. No action may be taken on any violation which occurred before March 1, 2009, or two years, whichever is sooner. A complaint alleging violation must be filed within two years from the date of the action alleged to be a violation. (Ord. 10-01 §2(part), 2010)

#### **2.14.230 Form of verification.**

A. The verification shall be substantially in the following form:

I, (complainant/respondent), have read the foregoing complaint/response, know the contents thereof, and the same are true to the best of my knowledge and belief.

B. The complaint/response and the verification must be signed by the complainant/respondent before a notary public. (Ord. 10-01 §2(part), 2010)

**2.14.240 Confidentiality.**

A. All proceedings in respect of a complaint filed under this chapter are confidential and may not be disclosed to any person except as required for the proper processing and handling of the complaint.

B. It is not a violation of this section for a person to contact or retain an attorney or to participate in a criminal investigation.

C. All proceedings and records shall remain confidential unless the respondent requests a public hearing or until the Board of Ethics files with the Council its findings of fact and conclusions of law concerning the complaint.

D. The complainant and all other individuals involved in the ethics complaint have a duty of confidentiality. A violation of confidentiality by the complainant at any time, including prefiling before the Board makes public the complaint, will result in an automatic rejection of the complaint. Furthermore, any breach of confidentiality by any party involved, except by the respondent, is a violation of the North Pole Charter, Section 1.10. (Ord. 10-01 §2(part), 2010)

**2.14.250 Service of complaint.**

A. Upon receipt of a verified complaint, the City Clerk, or City Attorney in the event the complaint is against the City Clerk in accordance with Section 2.14.020(B), shall:

1. Stamp the complaint with the date and time received, number the complaint, establish a docket for further proceedings, and enter the complaint, including date and time received, on the docket.

2. Review the complaint to determine that it complies with this chapter, that it alleges facts sufficient to constitute a violation, and that the Board has jurisdiction over the matter.

B. If the City Clerk determines that the complaint complies with this chapter and that the Board has jurisdiction, the City Clerk shall serve the complaint and notice on the respondent, personally or by U.S. mail, certified return receipt requested.

C. The City Clerk shall notify both the respondent and the complainant that the complaint has been accepted.

D. The notice shall specify the following:



1. The respondent must file a response to the complaint within thirty days from the date of the clerk's written notice;
  2. The respondent may file a challenge to sufficiency of the complaint, if any, within fifteen days;
  3. The respondent has the right to submit affidavits or other written evidence in support of his or her response;
  4. Failure to submit a timely response shall be deemed an admission of the allegations in the complaint;
  5. The existence of the complaint shall be confidential until after the City Council has reviewed the Board of Ethics findings of fact and conclusions of law;
  6. The complainant and the respondent have the right to be represented at any hearing throughout these proceedings.
- E. If the City Clerk determines that the complaint fails to comply with this chapter or that the Board does not have jurisdiction, the Clerk shall dismiss the complaint, setting forth the grounds in a written decision. The City Clerk shall serve a copy of the decision on the complainant.
- F. A complainant may appeal a dismissal of a complaint to the Board by filing an appeal with the City Clerk within fifteen days after the date of the notice of dismissal. The appeal must state all facts and legal grounds for the appeal. (Ord. 10-01 §2(part), 2010)

#### **2.14.260 Response.**

- A. The respondent shall file a verified response within thirty days from the date of service of the complaint.
- B. If the respondent fails to respond timely, the allegations of the complaint shall be deemed admitted. The City Clerk shall notify the complainant and respondent the allegations of the complaint are deemed admitted.
- C. The respondent may appeal to the Board any deemed admission of the allegations of the complaint, for good cause, by filing an appeal with the City Clerk within fifteen days after the date on which the response was due. The appeal must state all facts and legal grounds for failure to respond timely. (Ord. 10-01 §2(part), 2010)

#### **2.14.270 Transmittal.**

The City Clerk will forthwith furnish to the Board the complaint and response, if any, or any appeal and schedule a meeting of the Board. (Ord. 10-01 §2(part), 2010)

#### **2.14.280 Board of Ethics review and determination.**

A. The Board shall review and consider all complaints accepted by the City Clerk, and timely responses, or any appeal of the dismissal of the complaint.

B. The Board shall take any action or combination of actions which it deems appropriate and which it is lawfully empowered to take, including but not limited to the following:

1. Consider any timely appeals filed pursuant to this chapter. Upon granting of the appeal, it shall notify the parties.

2. If the respondent has admitted the allegation or failed to respond, the Board may issue findings of fact and conclusions of law based on the written record.

C. The Board may, in its sole discretion, dismiss the complaint, or decide to proceed to resolution of the complaint, if:

1. The complainant seeks to withdraw the complaint at any time before the Board takes final action; or

2. The complainant, after notice, materially fails to cooperate in the Board's review and consideration of the complaint. (Ord. 10-01 §2(part), 2010)

#### **2.14.290 Pre-hearing conference.**

A. Upon receipt of the response, or if the time has passed and the respondent has failed to answer the allegations of the complaint, the City Clerk shall furnish copies of the complaint and response, if any, to the complainant, the respondent and the members of the Board of Ethics, including the notice convening the Board and setting the time and place for a pre-hearing conference.

B. The pre-hearing conference shall be held no later than thirty days after receipt of the response or the time for filing a response has run.

C. Both the complainant and the respondent may be represented by counsel at all proceedings after the filing of the complaint. An attorney representing a party shall file with the City Clerk an entry of appearance, furnishing the City Clerk with his or her name, mailing address, telephone and facsimile numbers and email addresses, if any.

D. At the pre-hearing conference, the following matters shall be considered:

1. Time and place for hearing on the complaint and response;

2. Any stipulations of fact;

3. Any motions to be filed;

4. Any simplifications of the issues;

5. Scheduling motions, discovery and any other relevant matters;
6. Exchange of evidence which shall not be later than ten days before the hearing; and
7. Any other matters that the Board determines will provide a fair and orderly hearing. (Ord. 10-01 §2(part), 2010)

**2.14.300 Hearing notice.**

A. If the Board determines that a hearing on the complaint must be held, the City Clerk shall serve on the complainant and the respondent a notice of hearing setting out the time and place of hearing and the schedule for any preliminary matters. This notice shall include a statement of the right to provide written evidence and oral testimony. The complainant and the respondent shall also be informed of the right to be represented at the hearing.

B. If the respondent has failed to answer the allegations of the complaint or has admitted the allegations, the Board shall prepare findings of fact and conclusions of law based on the written record. (Ord. 10-01 §2(part), 2010)

**2.14.310 Subpoenas.**

A. The Board shall issue subpoenas and subpoenas duces tecum at the request of either the complainant or the respondent, and may issue subpoenas and subpoenas duces tecum to witnesses not called or named by either party but who are deemed by the Board to have relevant information.

B. A subpoena issued under this section may be enforced in the Superior Court in the manner provided under the Alaska Rules of Civil Procedure. (Ord. 10-01 §2(part), 2010)

**2.14.320 Motions--Depositions.**

A. All motions shall be served in the manner set forth in the Alaska Rules of Civil Procedure and the answering party shall have ten days from date of service to respond and moving party shall have five days to reply, unless another time has been agreed upon in the pre-hearing conference.

B. Either party or the Board's attorney may depose witnesses. Notices of deposition shall be served on the parties no less than three business days before the date scheduled for the deposition.

C. Motions and depositions may not be used to extend the time for hearing. For good cause shown, either party may apply to the Board for an extension of the time for hearing. (Ord. 10-01 §2(part), 2010)

**2.14.330 Service by mail and filing.**

A. If service by mail is used, seven days will be added for response time from the date of mailing. The party must certify the date mailed on the document.

B. All documents shall be filed with the City Clerk. (Ord. 10-01 §2(part), 2010)

#### **2.14.340 Hearing.**

A. All hearings shall be before the Board of Ethics. The chair of the Board shall preside, unless another member of the Board has been so designated by the Board. The chair shall rule on admission and exclusion of evidence.

B. The Board may administer oaths, hold hearings, and take testimony. Upon motion by the Board or application by a party to the hearing, the Board may issue subpoenas to require the presence of witnesses and the production of records, books and papers at the hearing.

C. The City Attorney, or designee, shall act as the attorney for the Board and shall advise the Board on matters of law.

D. The complainant and the respondent may each present opening statements setting out the matters they intend to prove. The complainant shall proceed first with his or her evidence and the respondent shall follow, setting forth his or her evidence. The complainant and the respondent may make closing arguments.

E. The Board may obtain additional information by a request to the City Attorney, or designee, to investigate the complaint and report all information to the Board.

F. The Alaska Rules of Evidence do not apply to the admission of evidence in a hearing, but the Board's findings of fact must be based on reliable and relevant evidence.

G. At the conclusion of the presentation of evidence and closing arguments, the Board shall consider the allegations, the evidence supporting them and the respondent's evidence. If fewer than five members of the Board are available for deliberation the alternate shall be seated as a voting member until conclusion of the matter, including any appeals; otherwise, the alternate is excused at the conclusion of the hearing.

H. The complainant, the respondent, and their counsel shall be excluded from all deliberations of the Board. (Ord. 10-01 §2(part), 2010)

#### **2.14.350 Findings of fact and conclusions of law.**

A. The Board shall enter its findings of fact and conclusions of law no later than thirty days after the conclusion of the hearing. The Board shall notify the parties and their attorneys if an extension is required to permit the Board to prepare its findings of fact and conclusion of law.



B. If the Board finds that no violation has occurred, the Board shall dismiss the complaint. The City Clerk shall serve the notice of dismissal on the complainant, the respondent and attorneys. The notice of dismissal remains confidential.

C. If the Board finds that a violation of this chapter has been committed, it shall prepare and submit its findings of fact and conclusions of law to the City Council.

D. The findings of fact and conclusions of law are final, conclusive and public in accordance with Section 2.14.250(D)(5).

E. The City Council may not change, modify or otherwise alter the findings of fact and conclusions of law as submitted.

F. The City Council shall impose a penalty on the public official in accordance with Section 2.14.380.

G. If the Board determines that no violation has occurred, or otherwise dismisses the complaint for substantive reasons, the Board may, in its discretion, award full or partial attorney fees from complainant to a public official who reasonably incurred those costs defending the complaint. (Ord. 10-01 §2(part), 2010)

#### **2.14.360 Appeal of findings of fact and conclusions of law and penalty.**

A. After the City Council has determined and imposed a penalty, appeal of the findings of fact and conclusions of law and the penalty may be taken to the Superior Court in accordance with the Alaska Rules of Appellate Procedure.

B. Notice of an appeal must be filed with the Superior Court within thirty days of the imposition of the penalty. (Ord. 10-01 §2(part), 2010)

#### **2.14.370 Records retention.**

The City Clerk shall provide for the storage or destruction of all records of the proceedings of the Board in accordance with the approved City retention schedule. (Ord. 10-01 §2(part), 2010)

#### **2.14.380 Penalties.**

A. A member of the City Council or Mayor who violates this chapter shall receive as a penalty any or all of the following:

1. A civil fine of not more than \$500 (five hundred dollars);
2. Public censure;
3. Restitution of damages sustained by the City including legal fees;

4. A call for the resignation of the public official.

B. In addition to any other remedy available by law or in equity, any City grant, contract or lease entered into in violation of this chapter is voidable at the option of the City Council. In determining under this section whether to void a grant, contract or lease, the interests of the third parties who may be damaged may be taken into account. The City Attorney shall give notice of intent to void a City grant, contract or lease under this section no later than thirty days after the Board's determination of a violation of this chapter.

C. In addition to any other remedy available by law or equity, the City Council may require that a loan received from the City in violation of this chapter shall be immediately due and payable. All City loans are subject to this provision, whether or not the terms of the loan expressly refer to this ethics chapter. A land contract shall not be considered a loan under this chapter.

D. Any City action taken in violation of this chapter is voidable, except that the interest of the third parties in the nature of the violation may be taken into account. The City Attorney may pursue any other remedies available by law or in equity.

E. A penalty imposed under this section is in addition to and not in lieu of any other penalty that might be imposed according to law. To the extent that violations under this code are punishable in a criminal action, that sanction is in addition to the civil remedies set out in this chapter.

F. The decision of the Board is final. An appeal from a decision of the Board may be taken to Superior Court in accordance with the Alaska Rules of Appellate Procedure. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.230.)

#### **2.14.390 Nepotism.**

A. A member of the City Councilmember's or Mayor's immediate family may not serve as the City Clerk.

B. Neither a member of the City Council, nor the Mayor, nor the City Clerk shall use the position of office to influence the selection of any of the member's, or the Mayor's, or the City Clerk's immediate family for any City employment. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.240.)

#### **2.14.400 Disqualification.**

A. A City Councilmember, the Mayor, or the City Clerk shall be disqualified from acting on any matter or proceeding coming before the City Council when such matter involves any person who is, or has been, a client of the member, the Mayor, or City Clerk within the year immediately preceding the date of such matter.

B. The Board shall interpret the word “client” to include only active financial relationships which could reasonably be expected to benefit from the action of the City Councilmember, the Mayor, or City Clerk.

C. “Client” does not include nonprofit organizations when the Councilmember, the Mayor, or City Clerk has not been compensated for his or her services. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.250.)

#### **2.14.410 Employment of public officials.**

A City Councilmember, the Mayor, or City Clerk who leaves City service may not, for one year after leaving City service, represent, advise or assist a person for compensation regarding a matter that was under consideration by the Council, and in which the City Councilmember, the Mayor, or City Clerk participated through the exercise of official action. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.260.)

#### **2.14.420 Construction.**

This chapter shall be liberally construed in favor of protecting the public interest in full disclosure of conflicts of interest and maintaining high standards of ethical conduct for members of the City Council, the Mayor, and the City Clerk. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.270.)

#### **2.14.430 Severability.**

If any part of this chapter shall be determined by a court of competent jurisdiction to be of no effect, such determination shall not affect any other part of this chapter. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.280.)

#### **2.14.440 Definitions.**

As used in this chapter:

“Benefit” means anything that is to a person’s advantage or self-interest, or from which a person profits, regardless of the financial gain, including any dividend, salary, pension, acquisition, agreement to purchase, transfer of money, deposit, loan or loan guarantee, promise to pay, grant, contract, lease, money, goods, service, privilege, exemption, patronage, advantage, advancement, or anything of value.

“Board” means the City Ethics Board.

“Complainant” means a person filing a complaint with the City Ethics Board.

“Financial interest” means:

1. An interest held by a person or entity subject to this chapter or an immediate family member or immediate household member, which includes an involvement or ownership of an interest in a business, including a property ownership, or a professional or private relationship, that is a source of income, or from which, or as a result of which, a person has received or expects to receive a financial benefit;

2. Holding a position in a business, such as an officer, director, trustee, partner, or holding a position of management.

“Immediate family member” means a City Councilmember’s, the Mayor’s, or City Clerk’s grandparents, parents, children, grandchildren, siblings, spouse, spouse’s children, spouses of children, or a regular member of the Councilmember’s, the Mayor’s, or City Clerk’s household.

“Immediate household member” means a person residing at the residence of the Councilmember, the Mayor, or City Clerk whether or not the person is an immediate family member as defined above.

“Person” includes a corporation, company, partnership, firm, association, organization, business trust or society, or joint venture.

“Personal interest” means an interest held or involvement by a public official or a member of a Councilmember’s, the Mayor’s, or the City Clerk’s immediate family, including membership in any organization, whether fraternal, nonprofit, charitable or political, from which, or as a result of which, a person or organization receives a benefit.

“Respondent” means the person against whom a complaint is filed with the Board of Ethics.

“Rule of necessity” means the City may make or enter into a contract in which an officer, employee, agent or member of his/her immediate family or a business associate has an economic interest if the nature of the transaction and the nature of the interest are publicly disclosed on the record prior to the time it is engaged in, and a specific finding is made by the City and is entered on the official record of the proceedings of the governing body that, notwithstanding the conflict, it is in the best interest of the City because the service or product is not otherwise available from another individual or entity at a similar or substantially less price. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.290.)



**CITY OF NORTH POLE**

**RESOLUTION 15-07**

**A RESOLUTION IN SUPPORT OF THE FAIRBANKS  
METROPOLITAN AREA TRANSPORTATION SYSTEM (FMATS)’  
PARTICIPATION IN THE DEVELOPMENT MEMORANDUM OF  
UNDERSTANDING (MOU) FOR THE HIGHWAY PROJECT  
REVIEW PROCESS**

**WHEREAS**, FMATS is the Metropolitan Planning Organization (MPO) for the Fairbanks urbanized area and therefore receives federal highway funds for transportation planning and projects that improve the infrastructure for city residents; and

**WHEREAS**, FMATS projects include projects that are designed by state and local agencies such as the State of Alaska DOT & PF, City of Fairbanks, or the University of Alaska; and

**WHEREAS**, FMATS passed an action item on August 5, 2012 which requested “the State of Alaska DOT & PF, the Fairbanks North Star Borough (FNSB) and FMATS review and update the Memorandum of Understanding for highway project review process and associated FMATS agreement in an attempt to reflect the current planning environment and to “streamline the process” and this motion was unanimously agreed upon by the Policy Committee; and

**WHEREAS**, the State of Alaska DOT & PF and the Fairbanks North Star Borough proceeded work on the MOU but, to date, has excluded FMATS from the discussion except to review and respond to comments; and

**WHEREAS**, the FMATS project development process is affected by the outcome of this MOU and thus FMATS should be included in the update of the MOU; and

**WHEREAS**, the City of North Pole would like to assist in the development of this MOU in order to streamline the project development process particularly as a Home Rule City on projects in their own jurisdiction.

**NOW THEREFORE BE IT RESOLVED**, that the North Pole City Council supports FMATS participation in the development of the MOU for the highway project review process.

**BE IT FURTHER RESOLVED** that copies of this resolution shall be sent to the Honorable Governor Bill Walker and the Interior Delegation.

34 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole  
35 City Council this 20<sup>th</sup> day of January, 2015.

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Bryce J. Ward, Mayor

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41 ATTEST:

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44 Kathryn M. Weber, MMC  
45 North Pole City Clerk

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PASSED/FAILED Yes: No: Absent
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