



# CITY OF NORTH POLE *Alaska*

## **REGULAR CITY COUNCIL MEETING** **Monday, April 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
Thomas McGhee- <i>Deputy Mayor Pro Tem</i>	455-0010
Preston Smith – <i>Alt. Deputy Mayor Pro Tem</i>	488-8824
Elizabeth Holm	488-6125
Sharron Hunter	978-5591
Kevin McCarthy	590-0800

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
7. **Council Member Questions of the Mayor**
8. **Communications from Department Heads, Borough Representative and the City Clerk**

**9. Ongoing Projects Report**

**10. Citizens Comments (Limited to Five (5) minutes per Citizen)**

**11. Old Business**

- a. Ordinance 15-05, An ordinance of the City of North Pole, Alaska to amend Title 13, Public Services, to update ordinance, establish process for refunding utility deposits and creating a voluntary “round-up” utility rate to provide funding for section 13.24.040, Emergency Utility Customer Payment Fund

**12. New Business**

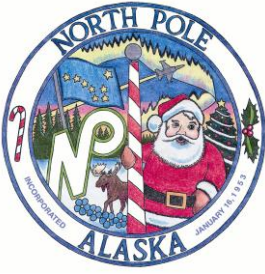
**13. EXECUTIVE SESSION**

- a. Request for reconsideration to discuss job duties for City Clerk

**14. Council Comments**

**15. 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 \$10.00 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, April 6, 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, April 6, 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***

**Excused**

**CALL TO ORDER/ROLL CALL**

Mayor Ward called the regularly scheduled meeting of the North Pole City Council to order on Monday, April 6, 2015 at 7:00 p.m.

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

Led by Mayor Ward  
National Anthem sung by Amber Stewart

**INVOCATION**

Invocation was given by Mr. McGhee

**APPROVAL OF AGENDA**

**Mr. McGhee moved to Approve the Agenda of April 6, 2015**

**Seconded by Mr. Welch**

**Discussion**

None

**Mr. McGhee moved to amend the agenda and consent the following item:**

**New Business**

- a. Request from North Pole Community Chamber of Commerce for 4<sup>th</sup> Quarter 2014 bed tax.

**Seconded by Mr. Welch**

**On the amendment**

PASSED

Yes: 6 – McGhee, Holm, Welch, Smith, McCarthy, Ward

No: 0

Absent: 1 – Hunter

**On the Agenda as Amended**

PASSED

Yes: 6 – McGhee, Holm, Welch, Smith, McCarthy, Ward

No: 0

Absent: 1 – Hunter

**APPROVAL OF MINUTES**

**Mr. Welch *moved to* Approve the minutes of March 16, 2015.**

**Seconded by Mr. McGhee**

**Discussion**

None

**PASSED**

Yes: 6 – McGhee, Holm, Welch, Smith, McCarthy, Ward

No: 0

Absent: 1 – Hunter

**COMMUNICATIONS FROM THE MAYOR**

- We are seeking donations for the Trooper Park, if you are interested in donating your time or resources please talk to me or Chief Dutra with the Police Dept. We are approaching the construction season and are in need of contractors and volunteers to do the necessary work.

- Monday April 13<sup>th</sup> at 6pm will be the first festival committee meeting. If you are interested please contact me or Katy Englund for details. The 4<sup>th</sup> is on a Saturday this year so get ready for a great time!
- Next weekend will be training for council members during an emergency. It is scheduled from 9am- 1pm here at City Hall. Department of Homeland Security will be here to instruct council members on your role during an emergency. All council should plan on attending; this meeting is paid. More information will be released later this week.
- As a special reminder federal taxes are due on the 15<sup>th</sup> of April this year (Wednesday).
- My father and I have been selected to be a part of a one hour special television show, Building Alaska, where they film a group of folks building a remote cabin. They were excited to hear that I was the mayor and will be filming here in North Pole and around City Hall. They hope to show the Christmas cabin reveal Special next December. The crews will be here next week to do a clip of me and the family and show us hauling material to the build site. They will be back again in July and may be able to catch part of our 4<sup>th</sup> of July festivities to give folks an idea of all we have to do here in the North Pole. Their final taping will be in October (after the snow falls) to film our “Christmas” at the newly completed cabin. If you are interested in the show look up “Building Alaska” on YouTube.
- Met with dispatch and funding as to how this will be divided between departments. They also spoke about governance and how agencies can have a say in the structure of dispatch.
- City Hall has been rekeyed and we are having issues with the electronic system.
- New desk in City Hall for people coming forward to give testimony. It was made by Cody Lougee and Tom Blair of Public Works.

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

Mr. Smith asked about the EIS meeting for Eielson.

Mayor Ward stated that the meeting went very well and was well attended. He distributed a packet about North Pole.

Mr. Smith asked about disputing the property tax from FHR.

Mayor Ward said that the City would not be disputing that. The City did make adjustments for that portion of the budget.

Mr. McGhee will not be able to attend the training on Saturday, April 18<sup>th</sup> as he has another scheduled engagement.

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

**Police Department, Chief Dutra**

- We have a lot going on cameras being ordered, cars being ordered, officers in training, finishing evaluations, rewriting policy, new IT meetings and planning , building projects, EOC preparations, laptop and computer upgrade meetings and so on.....
- Found out today our department has been nominated for the Family Friendly Workplace award.
- We have just finished up the final touches on new cell phones and wifi's for PD. Reduced our monthly rate by almost \$300 and upgraded our current wifi's to a faster platform.
- We have Officer Missimer working diligently on body camera testing. So many platforms must test before we decide.
- AlasConnect has taken over our IT services and has done a great job at getting us up and running.
- We are starting to paint the EOC in preparation for the new equipment. Officer Gibson has stepped forward to work on this project.
- Cody and Tom from Public Works have replaced our old florescent garage lights with LED's. Less lights and much brighter.
- NPPD gave DA Mike Gray an award on behalf of the city of North Pole for his dedication and commitment to the community. DA Gray has been a breath of fresh air and has worked hard to get agencies in the area to work closer better by reaching out to us and keeping us up on issues affecting the area. We wish him the best in Bethel.
- Lt. Rathbun is in Anchorage for spring conference with DHS&EM.
- Sgt. Stevenson is back on duty.
- Sgt. Bellant leaves in a couple weeks to California to attend DRE.
- Stats are consistent except for Larceny. Which we spoke of last month. No real trend just increases.
- Tricia Fogaty is doing a great job. I want to thank her for her diligence and fortitude in working through a lot of issues. I want to thank her for the training she hosted last week.
- Memorial Park.

Mr. Smith asked why we had so many police cars outside. He also wanted to know when the motorcycle would be up and running.

**Fire Department, Chief Lane**

- None

**Finance, Tricia Fogarty**

- March 23<sup>rd</sup> to March 26<sup>th</sup> we had Caselle onsite training with Matt & Ron. We held group training in the mornings and in the afternoons Matt worked one on one with the staff. I had KSH set up with a complimentary copy of Caselle so they will have access to run reporting and track revenues and expenditures.
- We have several features within the Caselle program that have not been used in the past. Matt gave us an over view as to how we can better use the program. Our department heads and the Mayor are very excited about taking advantage of the features to track grants and activities. Budgeting is also a tool within the program that we will be using fully after we change our chart of accounts.
- Originally we were going to take a year to set up a new chart of accounts. However the Budgeting tool will be better streamlined after we switch to the new numbering in the chart of accounts. Our goal now is to be ready to make the transition after our audit is complete in June. Gary and Laurie from KSH sat in on the chart of accounts discussions with Matt, the Mayor and myself.
- Friday March 27<sup>th</sup> our Dept. of Justice – Jag grant was audited. This is the first time the City has had that grant audited. They had a few findings that will be reported to the Mayor. The grant auditor talked with Chief Dutra, Clerk Weber and myself as to the changes that can be made and also she had several suggestions on training and policies and procedures.
- Friday April 3<sup>rd</sup>, our year-end adjustments were made and the auditors took our data to begin our 2014 Audit.
- In March we set up to have the entire City's fuel to be auto paid with the Alaska Airlines card in order to gain airline miles. We have already seen a jump in our millage account. I anticipate we will not have to purchase airline tickets this year.
- I set up the Health Care Reserve Fund that was adopted on September 2, 2014 with an effective date of January 1, 2015. I will make Journal Entries to move the 1<sup>st</sup> quarter of 2015 into the new fund.
- We had a \$500.00 balance in the Buck Nystrom Fund and cut a check to the North Pole Football Booster Club. This cleared the fund and I was able to closed it so we will not be able to accept any further donations.

**Director of City Services, Bill Butler**

**Building Department**

- No new building permits issued and there are no indications at this time of large projects, two preliminary submissions for residential projects
- Website project: The website is fully operational

**Public Works**

- Hard pack removal completed at the end of last week
- Brush cutting as part of the Interior Gas Utility Project began last Tuesday
  - Started in North Star Subdivision will proceed next to Baker then westward across City
  - Contractor estimates will complete work in the City by end of April
  - Public Works is accepting wood chips for landscaping at the dog park—will save money related to planting turf and should lessen the need for water turf at the dog park

**Utility Department**

- Submitted to ADEC on March 6 the Utility's response to the Notice of Violation for loss of flow at the sewer outfall
  - ADEC contacted me last week to provide notice the Utility should shortly receive ADEC's official response
  - Utility's response based upon five options and project engineer recommended two options for further investigation:
    1. Longer outfall pipe to an active channel of Tanana River
    2. Construction of infiltration ponds adjacent to the WWTP on the land purchased by the Utility in 2014
- Utility repaired a ruptured customer service line on March 25 on Perimeter Road
  - Utility knew for weeks that somewhere in the City there was a significant leak of approximately 30-40 gallons per minute
  - Was not until March 20 they found evidence on the surface of a leak—report by a customer of ice accumulation in a drainage ditch

**Natural Gas Utility Board**

- As mentioned above, brush clearing as the first step in installing natural gas lines has begun in the city limits
- March 27, IGU approved \$15,983,938.23 in construction and materials bids for construction of gas lines in North Pole area (Phase 1 of six-year construction plan)
  - Zone A to Central Environmental, Inc. for \$7,439,993.45
  - Zone B to Utility Technologies, Inc. for \$4,478,900.00



- Zone C to Robinson Brothers Construction for \$3,756,740.00
- HDPE Gas Fittings and Locate Material to Ferguson Enterprises, Inc. for \$308,304.78

### **Borough Representative**

- The mill rate has not changed.
- The education budget is being hit hard for this next year.

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

- Cara High is our new Accounts Payable/Sales Tax Administrator/Business License/Asset Management clerk.
- It was very nice to have Caselle here this past week. We covered all modules of the program and were able to clean up a lot of loose ends and gain some important information on the system.
- The archive grant is still going strong. We are currently working on scanning in the grants for the City.
- I will be in Anchorage on Tuesday and Wednesday attending training; Cybersecurity Awareness in Alaska, Dealing with the media, Social media 101, Culture of Preparedness, Dealing with the media, and Deployable resources from the state.
- We are in the process of having all positions in City Hall prepare a checklist and procedures manual for each position.

### **ONGOING PROJECTS**

None

### **CITIZENS COMMENTS**

Phil Zastrow, NPCCC President

Mr. Zastrow thanked the council for the bed tax. They are looking for volunteers and will be putting together a Mother's Day celebration. The visitor's center will be opening on Memorial Day weekend. They will also be putting a new roof on the building this year.

Dawn Murphy, Explore Fairbanks

Ms. Murphy brought the 2014 audit and they received a clean opinion. She updated council on the tourism department. There is a growth in the Chinese market of tourism. Jerry Evans joined their team in January and they have hosted 8 media tours in the area.

Council will be receiving an invitation for their annual banquet. She thanked the council for

reinvesting in Explore Fairbanks.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **ORDINANCE 15-05, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 13, PUBLIC SERVICES, TO UPDATE ORDINANCE, ESTABLISH PROCESS FOR REFUNDING UTILITY DEPOSITS AND CREATING A VOLUNTARY “ROUND-UP” UTILITY RATE TO PROVIDE FUNDING FOR SECTION 13.24.040, EMERGENCY UTILITY CUSTOMER PAYMENT FUND**

Mr. Butler introduced this ordinance and explained what this would do for the city.

### **Public Comment**

None

**Mr. Welch *moved to* Approve Ordinance 15-05, an ordinance of the City of North Pole, Alaska to amend Title 13, Public Services, to update ordinance, establish process for refunding utility deposits and creating a voluntary “round-up” utility rate to provide funding for section 13.24.040, Emergency Utility Customer Payment Fund**

**Seconded by Mr. McGhee**

### **Discussion**

None

**Mr. Welch *moved to* amend ordinance 15-05 an ordinance of the City of North Pole, Alaska to amend Title 13, Public Services, to update ordinance, establish process for refunding utility deposits and creating a voluntary “round-up” utility rate to provide funding for section 13.24.040, Emergency Utility Customer Payment Fund as follows:**

***Page 1, line 42 – change “12” to “24”;***

***Page 1, line 45 – change first “12” to “24” and change second “12” to “24”;***

***Page 2, line 4 – delete “more than two months” to “one month”;***

***Page 2, line 5 – change “24” to “48”***

**Seconded by Mr. McGhee**

*On the Amendment*

**PASSED**

Yes: 6 – McGhee, Holm, Welch, Smith, McCarthy, Ward

No: 0

Absent: 1 – Hunter

**Discussion**

**Ms. Holm *moved to Amend Ordinance 15-05 an ordinance of the City of North Pole, Alaska to amend Title 13, Public Services, to update ordinance, establish process for refunding utility deposits and creating a voluntary “round-up” utility rate to provide funding for section 13.24.040, Emergency Utility Customer Payment Fund as follows:***

***Strike on line 42 – the word first and replace it with last;***

***Strike on line 44 – replace the words “only one month” with “ no more than three months”;***

***Strike on line 45 - replace the words “first” with “last”;***

***Strike on line 45 – “and no delinquent charges in the second 24 months of their utility account: and in line 2 – strike “after 24 months”;***

***Failed for lack of second***

**Discussion**

Ms. Holm wanted clarification on some of the items in the ordinance.

**PASSED**

Yes: 6 – McGhee, Holm, Welch, Smith, McCarthy, Ward

No: 0

Absent: 1 - Hunter

**EXECUTIVE SESSION**

**Ms. Holm *moved to adjourn into executive session to discuss the City Clerks job duties.***

***Seconded by Mr. Welch***

***Passed Unanimously***

***Regular City Council meeting reconvened at 9:30 p.m.***

**Mr. McGhee *moved to Instruct the Mayor to move the City Clerk to take over payroll administration at pay scale 17.***

***Seconded by Mr. McCarthy***

**PASSED**

Yes: 5 - Welch, McGhee, McCarthy, Smith, Ward

No: 1 - Holm  
Absent: 1 - Hunter

### **COUNCIL COMMENTS**

Ms. Holm - no comment

Mr. Smith - stated that it was awesome with the daylight and hopes that people are getting out more. He sees great things happening in North Pole.

Mr. McCarthy - was nice meeting new member of the Mayor's family.

Mr. McGhee - thanked constituents that gave him his tie that lights up. He is proud to know that constituents that voted for something that they appreciate the people that speak for them. Love the debate.

Mr. Welch - is happy to be here. Friday things didn't look good with his health and going to the emergency room. Hopes to be here next time.

Mayor Ward - a lot to do and the City is looking for volunteers with the Memorial park and other small projects for individuals and families to take on.

### **ADJOURNMENT**

**Mr. McGhee adjourned the meeting at 8:49 p.m.**

**Seconded by Ms. Holm**

The regular meeting of April 6, 2015 adjourned at 9:41 p.m.

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

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk

**CITY OF NORTH POLE  
ORDINANCE NO. 15-05**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 13, PUBLIC SERVICES, TO UPDATE ORDINANCE, ESTABLISH PROCESS FOR REFUNDING UTILITY DEPOSITS AND CREATING A VOLUNTARY “ROUND-UP” UTILITY RATE TO PROVIDE FUNDING FOR SECTION 13.24.040 EMERGENCY UTILITY CUSTOMER PAYMENT FUND.**

**WHEREAS**, changes to the public services practices and policies is a continually changing requirement; and

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

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

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

**Section 2.** Title 13 is amended in the North Pole Code of Ordinances as follows:

**13.08.010 Utility services.**

B. All utility improvements shall be in accordance with the *most current edition of the* Uniform Plumbing Code *adopted by the City Council*, City of North Pole Construction Standards and approved plans by a registered professional engineer. (Ord. 12-01 §2(part), 2012; Ord. 00-16 §2, 2000; Ord. 82-8 §1.B, 1982)

**13.20.020 Policies and conditions of service.**

T. Service Connection.

6. All structures shall contain a backwater valve to prevent sewer backup inside the confines of the structure as required by ~~Section 710.1 of the 1997 Uniform Plumbing Code~~ *the most current edition of the Uniform Plumbing Code adopted by the City.*

*13.24.120 Account deposits*

1. *Creation of water and sewer utility accounts*
  - a. *Deposits, water. There is a \$75.00 deposit required to open a utility water account.*
  - b. *Deposits, sewer. There is a \$75.00 deposit required to open a utility sewer account.*
2. *Return of utility account deposit*
  - a. *An account holder with no delinquent utility charges or other delinquent charges owed to the City of North Pole during the account holder's first ~~12~~ 24 months of their utility account shall receive 100 percent of their deposit(s) returned to them.*
  - b. *An account holder with only one month where their account carried delinquent utility charges in the first ~~12~~ 24 months of their account and no delinquent charges in the second ~~12~~*

1 *24 months of their utility account and no other delinquent charges owed to the City of North*  
2 *Pole shall receive 100% of their deposit(s) returned to them after 24 months.*

3 *c. An account holder's utility deposit(s) shall be held until the account holder closes the*  
4 *account if they have ~~more than two months~~ one month where their account carried*  
5 *delinquent utility charges during the first ~~24~~ 48 months of their utility account.*

6 *3. Application of deposit to final utility charges.*

7 *a. A utility account holder's utility deposit shall be applied to their final utility bill. Should there*  
8 *be an outstanding balance in the deposit after payment of the final utility bill, the balance*  
9 *shall be returned to the former account holder.*

10 *b. The Utility shall make a good faith effort to return the balance of a former utility account*  
11 *holder's outstanding utility deposit; however, any utility deposits returned or not claimed*  
12 *after a period of 3 months shall be transferred to Sewer or Water Miscellaneous Utility*  
13 *Revenue account as appropriate.*

14  
15 *13.24.130 Round-Up utility rate*

16  
17 *A. Voluntary participation*

18 *Utility account holders may choose to voluntarily choose to participate in the Round-Up program*  
19 *and they may withdraw from the program at any time.*

20  
21 *B. The Round-Up utility rate shall be calculated by rounding up the total monthly utility charge on a*  
22 *utility bill to the nearest whole dollar amount; for example a utility bill calculated at \$77.23*  
23 *would be rounded up to \$78.00.*

24  
25 *C. The revenue generated by the Round-Up Program shall be used to support the Emergency Utility*  
26 *Customer Payment Fund established in 13.24.040.*

27  
28 *D. Funds generated by the Round-Up Program shall be deposited in a dedicated fund.*  
29

30 **Section 3.** Effective date.

31 This ordinance shall become effective 5:00 p.m. on Tuesday, April 21, 2015.

32  
33 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 20<sup>th</sup> day  
34 of April, 2015.

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36  
37  
38 \_\_\_\_\_  
39 Bryce J. Ward, Mayor

40  
41 ATTEST:

42  
43  
44 \_\_\_\_\_  
45 Kathryn M. Weber, MMC  
46 North Pole City Clerk

PASS/FAIL

Yes:

No:

Absent: