



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING Monday, June 1, 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 15-06, An Ordinance of the City of North Pole, Alaska to amend Title 4, Revenue and Finance, Section 20.010, Sale of City Property.

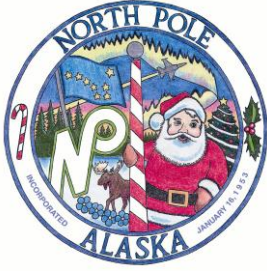
12. New Business

- a. Approval of Strategic Planning Contract with Agnew:Beck
- b. Ordinance 15-07, An Ordinance Of The City Of North Pole, Alaska To Amend Title 2, Personnel System, Chapter 36, Section.480 Insurance And Disability Benefits.
- c. Ordinance 15-08, An Ordinance of the North Pole City Council introducing Chapter 5.10 Marijuana, Section .010 Prohibiting Retail Sales
- d. Ordinance 15-09, an Ordinance of the City of North Pole, Alaska to amend the 2015 budget to authorize purchase o a replacement pickup truck for the public works department
- e. Ordinance 15-10, an Ordinance of the City of North Pole, Alaska to amend Title 13, Public Services, and adding Chapter 32 – General provisions for drilling water wells, to update ordinance, and establish process for permitting the installation of water wells

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 \$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, May 18, 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, May 18, 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, May 18, 2015 at 7:00 p.m.

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Mr. Smith

APPROVAL OF AGENDA

Mr. McGhee *moved to Approve the Agenda of May 18, 2015*

Seconded by Mr. Welch

Discussion

None

Mr. McGhee *moved to amend the agenda to consent under New Business as follows:*

- a. Contract amendment with Stantec (formerly USKA, Inc.) for feasibility engineering for alternative treated wastewater discharge options in response to “Notice of Violation”.

- b. Ordinance 15-06, An Ordinance of the City of North Pole, Alaska to amend Title 4, Revenue and Finance, Section 20.010, Sale of City Property.

Seconded by Mr. Welch

On the amendment

PASSED

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

No: 0

Absent: 0

On the Agenda as Amended

PASSED

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

No: 0

Absent: 0

APPROVAL OF MINUTES

Mr. Welch *moved to* Approve the minutes of May 4, 2015.

Seconded by Mr. McGhee

Discussion

None

PASSED

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

No: 0

Absent: 0

COMMUNICATIONS FROM THE MAYOR

- Student of the Month – NPHS, Katie Wagner
- Presentation by Christine Nelson, FNSB Planning director, on zoning for marijuana producers, processors, and retailers.

Mayors Report

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 had a great contractor meeting today and look forward to starting work when the road/weight restrictions are lifted.

The 4th of July Festival “A Patriots Christmas” is only 6 short weeks away. If you are interested please contact me or Katy Englund for details. Flint Hills Resources has graciously agreed to come on as title sponsor again this year. Thank You!

May 29th through the 31st the North Pole Lions are hosting a “Circus in Town”, next to Mt. McKinley Bank. The times will be 4:30 pm and 7:00pm each day. Proceeds will go to the North Pole Lions. The Lions are also hosting the Cruzin with Santa car show on the 30th of May. Hopefully we don’t have snow this year...

May 19th is the North Pole High School graduation at the Carlson Center. If you have a student or friend graduating please come join the celebration.

Thank you to everyone who showed up last Wednesday to go over the healthcare renewal. Ordinance 15-07, which changes the health care contributions for employees, was distributed last Friday and will appear on the June 1st meeting for its initial hearing.

I was asked to welcome the state VFW meeting in Fairbanks on the 8th of May and it was my pleasure to do so. The state VFW is rooted in values and is a great organization for supporting the needs of our veterans and speaking as the voice of those who cannot be heard.

Today we celebrate Arbor Day in the State of Alaska and it was my pleasure to plant two choke cherry trees with the three Interior mayors in the greenspace in Fairbanks. Next year is the 50 year anniversary of Arbor Day in Alaska and it would be great to plan to do tree planning in North Pole next year.

Thursday is the PERS presentation if employees are interested in learning about Tier 4 and what the PERS retirement plan is all about.

Friday at 5:30 pm is the Fairbanks Mayors Arts Awards held at the Centennial building at Pioneer Park. This year was North Poles turn to purchase the awards and I chose to make them myself. Please come support those members of our community that advocate for the arts.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

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

Police Department, Chief Dutra

- Lt. Rathbun is attending OSSI training. RMS/CAD familiarization.
- We had Memorial Park Meeting with contractors today. Happy to announce Ron Rady with Rady Concrete, Rolie Miranda with Miranda Electric, Nils Degerlund with Degerlund Engineering, John Rowe with Design Alaska, and Glen Weber with Weber Inc all attended our Contractors meeting. We are moving forward and I am excited to say these fine companies have all offered their services for free.
- Nadine Winters has come forward and offered her assistance to work on fundraising. If any of you know of people willing to help or donate please have them email me. We are truly blessed to have a group of people willing to support this endeavor. I want to thank Dorothy Chaiemz at the Fairbanks Daily News Miner for her article on the park
- The employees all pitched in and painted the EOC and scrubbed the floors. We are currently working with Alasconnect to wire the EOC and NPPD with new cabling for our new fiber and internet. We are also working on a camera quote for NPPD and possibly City Hall.
- I am sorry to say that I will be arrested and have to report to jail on Thursday. I really could use some help with my bail. I would ask that each of you or your friends to consider donating to raise the \$1600 I need to get out. The funds go to a great cause to support the Muscular Dystrophy Association. You can donate online or come down to Pikes Landing at 12:00 – 1:00 and donate to get me out.
- I spent one day last week touring local LEO facilities, Alaska State Troopers, Fairbanks Police Department, Ft. Wainwright Police Department, Eielson Air Force Base SF, and North Pole Police Department. Excellent time interacting and sharing capabilities, equipment, and learning how each agency functions.
- Family friendly workplace award. I want to thank Sgt. Dave Stevenson for nomination. I am very grateful to have the people I do. We won the category for public employer 1-25. I want to thank the borough and early childhood development for sponsoring this award. It is imperative that we support the family because it is truly at the core of why we do what we do.
- Working on grant for new laptops. DHS&EM for \$82,000.
- We're starting our busy season and have some staff challenges.

Mr. Smith

Mr. Welch asked when the EOC would be functional.

Fire Department, Chief Lane

- None

Finance, Tricia Fogarty

- None

Director of City Services, Bill Butler

Building Department

- New permit application to install a MAC Federal Credit Union kiosk in the parking lot off Doughchee Road (adjacent to the coffee cart)
- Approximately \$750,000 of building projects to date

Public Works

- Major Summer Projects
 - Landscaping Santa Claus lane
 - Dog Park
 - Fitness trail
 - Road striping
 - Flower baskets on light poles (test)
 - Way finding signage and signage on Beaver Springs Trail
 - City Hall weather-damaged window replacement
- Subsiding roads—small sink holes and depressions are appearing in roads around City—if you notice any please contact me
- FMATS 2014 repaving project scheduled to begin early June on the following roads:
 - 3rd and 4th Avenues by the Elementary School
 - West 6th Avenue
 - Manley Street
 - Owens Street
 - Blanket Boulevard
- FMATS 2015 repaving projects in the bid generation stage
 - Ouida Way
 - Road approaches on 5th & 8th Avenues

Utility Department

- Professional service agreement for engineering response to Notice of Violation
- High volume of utility location request for gas line construction
- \$2 million for lift station rehabilitation remains in 2016 Capital Budget awaiting transfer to Governor

Natural Gas Utility Board

- Installation of gas lines has begun

Mr. McGhee asked what residents would be charged for natural gas and why wasn't it decided to go up to the meter at the house.

Mr. Butler said he talked with the project coordinator and they said it was a compromised approach as to what could be afforded.

Mr. Smith asked about summer hires.

Mr. Butler stated that all three positions have been filled.

Mr. Smith asked about striping around North Pole.

Mr. Butler said that the City would be striping around North Pole and DOT should be striping on Santa Claus Lane.

Mr. Smith asked if Perimeter will be repaved.

Mr. Butler said that it was a City project and will be repaved.

Ms. Hunter said that GVEA notified her that underground electrical will be put in between the railroad tracks and City Hall and if that would open a corridor for snow machiners.

Mr. Butler said that it was an easement and he would look into seeing if it was a dedicated easement. That is one of the prerogatives of the utility easements and you cannot block it.

Borough Representative

- The borough did increase the mil rate for education .43 mils per request of the FNSBSD.

City Clerk, Kathy Weber

- An Ordinance was drafted and sent out to employees last week on the employee and dependent contribution to health care. That Ordinance will come before council on the June 1st meeting.
- PERS Counselors will be here on Thursday, May 21st to meet with employees. A workshop will be held from 10:30 – 11:30 am for Tier IV employees and anyone wishing to learn more. Please contact me if you are interested in setting up an appointment.

ONGOING PROJECTS

None

CITIZENS COMMENTS

Santa Claus, 350 S Santa Claus Lane

Mr. Claus said that the new City website states “Live reindeer and an opportunity for a photograph with Santa Claus at the Santa Claus House are available year round.” He requested that Santa Claus be removed and just the word “Santa” be used.

OLD BUSINESS

None

NEW BUSINESS

RESOLUTION 15-11, A RESOLUTION OF THE CITY OF NORTH POLE, ALASKA SUPPORTING THE PURCHASE OF PENTEX CORPORATION AS A CRITICAL STEP TO THE TIMELY ADVANCEMENT OF THE INTERIOR ENERGY PROJECT

Mayor Ward said this is the same ordinance that is going before the FNSB and City of Fairbanks. Mr. Shefchik, a representative from AIDEA, gave a presentation on the Interior Energy Project that was presented on May 12, 2015 at the Town Hall Meeting. (See attached power point)

Public Comment

None

Mr. McGhee *moved to* Approve Resolution 15-11, a Resolution of the City of North Pole, Alaska supporting the purchase of Pentex Corporation as a critical step to the timely advancement of the Interior Energy Project

Seconded by Mr. Welch

Discussion

Mr. McGhee and Mr. Welch asked to be added as sponsors to this ordinance.

Ms. Holm said that she is not in support of this ordinance because of government bullying.

Mr. McGhee moved to amend Resolution 15-11, to insert the wording between lines 14 – 15 as follows:

The expected sale of Titan/AET assets to Harvester Alaska with a 10 year supply agreement to Fairbanks Natural Gas (FNG) for \$15 per mcf to Fairbanks, may not be in the best interest of the Interior Energy Project.

Seconded by Mr. Welch

Discussion

Mr. McGhee agreed with Mayor Ward's opinion on the amendment.

Ms. Hunter asked for clarification on the amendment.

PASSED

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

No: 1 - Holm

Absent: 0

COUNCIL COMMENTS

Smith – thanked everyone for a great evening and encouraged the public to be cautious of the construction on Hurst Rd. He said it was good to see people utilizing the trails and parks in North Pole.

Hunter – no comment

Holm – no comment

Welch – looking forward to Memorial Day weekend and Cruizin with Santa at the end of the month.

McGhee – said it was summertime and new drivers are on the road. He asked everyone to drive defensively and set a good example for other drivers.

McCarthy – the city is still looking for a rep from North Pole to sit on the Planning Commission. He asked the council to recommend a friend or neighbor.

Mayor Ward – the City does have a need for a rep to the planning commission and said we are still looking for someone to fill that position.

ADJOURNMENT

Mr. McGhee adjourned the meeting at 9:30 p.m.

Seconded by Ms. Hunter

The regular meeting of May 18, 2015 adjourned at 9:30 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, June 1, 2015.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

CITY OF NORTH POLE

ORDINANCE 15-06

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND
TITLE 4, CHAPTER 20, SECTION .010, SALE OF CITY PROPERTY**

WHEREAS, changes to the practices, regulations and policies is a continually changing requirement; and

WHEREAS, The City of North Pole desires to dispose of surplus items of value; and

WHEREAS, contracting with an auction house is an appropriate way to dispose of surplus city assets; and

WHEREAS, auctions held by local auction experts are more likely to garner more participants than the traditional auction process of the City; and

WHEREAS, auction houses have multiple auctions through the year that the city may be able to take advantage of for sale of surplus equipment; and

WHEREAS, acquisition of an auction contractor shall be done per procurement processes in code; and

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 4 Revenue and Finance, Chapter 20.010 Sale of City Assets is amended in the North Pole Code of Ordinances as by inserting the text italicized, underlined and in red:

4.20.010 Sale of real and personal property.

- A. The City may sell, dispose or donate any City-owned real or personal property except where restricted by Section 13.4 of the Home Rule Charter, when in the judgment of the City Council it is no longer required for public use.
- B. Any item of City-owned property, determined by the City Council to be of value and no longer required for public use, shall be disposed of in accordance with the procedures outlined in this chapter.
- C. *The City may acquire the services of an auction company to advertise and sell at auction items for disposal as approved by the City Council in accordance with the procedures outlined in this chapter.*
- D. Public Sale, Lease or Disposition Procedure for City-Owned Property.

1. The administration shall prepare a list of items determined to be surplus to the needs of the City and present it to Council for determination of status and disposition procedures. ~~The disposition procedures include time and date of sale, type of sale, minimum price if any and terms.~~
2. *The North Pole City Council may establish minimum bids for any item to be disposed of.*
3. ~~The City Clerk~~ *an auction contractor shall notify the City of any auction including City assets* and advertise the sale in a newspaper of general circulation in the City at least fifteen days in advance of the date of the sale and post in at least three public places in the City.
4. The administration shall present to Council a list of all items sold and the proceeds from the sale at the regularly scheduled meeting following the sale *and remove any item from the City asset management list.*
5. The City Council may determine if it is in the best interest of the City to donate City property to other parties. Donation of City property shall be made by ordinance setting forth the items or real property, the terms and the party accepting the donation. (Ord. 94-7 § 2, 1994; Ord. 84-3 § 2-13, 1984)

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

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 1st day of June, 2015.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:



City of North Pole Strategic Planning Services Professional Services Agreement

Agnew::Beck Consulting, LLC (hereinafter "consultant" or "A::B") and the City of North Pole (hereinafter "Client") agree and contract this 8th day of May, 2015 as follows:

ARTICLE ONE: Definitions

- 1.1 Consultant: Agnew::Beck Consulting, LLC.
- 1.2 Client: City of North Pole, the party to whom A::B has contracted.

ARTICLE TWO: Scope of Project; Project Objective

- 2.1 This purpose of this project is to develop a comprehensive strategic plan for the City of North Pole.

Specific steps and deliverables for this work are outlined in the scope of services, attached to this document as Attachment A.

ARTICLE THREE: Term; Project Schedule

- 3.1 The term of this agreement shall begin on the date of execution hereof, but no earlier than May 8, 2015 and shall continue until the project objective is met and has been accepted by Client or February 28, 2017, whichever date is earlier. Consultant shall comply with the schedule shown in Attachment A.
- 3.2 Consultant shall perform the services in a timely manner consistent with sound professional practices.

ARTICLE FOUR: Compensation

- 4.1 Consultant shall be compensated for the scope of services set forth in Attachment B on a time and materials basis, not to exceed a sum total of \$147,820. This sum shall include professional services as well as any incidental costs such as phone and office expenses or materials.

Travel expenses policy: Any travel expenses are included in the contract total as specified in Attachment B.

If requested in writing by Client, additional services shall be agreed upon in writing and rendered on a time and materials basis.

The contract budget includes estimates for costs of personal/project staff, supplies, facilities and promotions.

- 4.2 Consultant shall submit monthly invoices itemizing the services provided by Consultant for the month invoiced, and specifying the charge(s) based on time and materials for each task detailed in Attachment A. Client shall pay Consultant within 30 days of receipt of invoice

from Consultant.

ARTICLE FIVE: Special Terms and Conditions

5.1 *Representations.*

5.1.1 Consultant represents that it is a duly organized limited liability company, existing and in good standing under the laws of the State of Alaska. Execution and delivery of this Agreement has been duly authorized by all necessary actions and resolutions; and that this Agreement constitutes a valid and binding agreement of Consultant and shall be enforceable in accordance with its terms.

5.1.2 Consultant represents to Client that it has the skill and professional competence and experience to undertake the obligations contained in this Agreement and imposed by the necessary requirements of a project of this magnitude, and that Consultant shall meet the standards of skill, prudence, and judgment common to its profession in the performance of its Services under this Agreement.

5.1.3 Consultant represents that it has taken those steps necessary to reasonably ascertain the nature of the Services and the general and local conditions that can affect the Services or the cost thereof. Also, Consultant is familiar with and shall at all times attempt to comply with applicable laws, codes, rules, and requirements of governmental bodies and agencies in effect on the effective date of this Agreement. In the event that said rules are modified or new rules are adopted which impact the project, Consultant's compensation hereunder shall be equitably and promptly adjusted. Should Client and Consultant fail to arrive at an adjustment satisfactory to Client, Client shall have right to terminate this agreement.

5.2 *Indemnification.* The Consultant shall indemnify, hold harmless, and defend the Client from and against any claim of, or liability for negligent acts, errors or omissions of the Consultant under this contract. The Consultant shall not be required to indemnify the Client for a claim of, or liability for, the independent negligence of the Client. If there is a claim of, or liability for, the joint negligent error or omission of the Consultant and the independent negligence of the Client, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Consultant" and "Client", as used within this article, include the employees, agents and other consultants/contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Client's selection, administration, monitoring, or controlling of the Consultant and in approving or accepting the Consultant's work.

5.3 *Dispute Resolution.* In the event of a dispute under this contract, either party shall submit written notification to the other party of said dispute within 30 days. Client shall review any dispute of which it has been properly notified in a prompt manner and shall render its decision thereon within 10 days of the date of said notification. In the event Consultant is dissatisfied with the resolution reached by Client, Consultant shall notify Client in writing of its protest as to said resolution within 10 days of the date of Consultant's receipt of said decision by Client. Any and all disputes not otherwise resolved by Consultant's receipt of said decision by Client shall be submitted to mediation by a mutually agreeable professional mediation body.

5.4 *Ownership of Materials.* Any and all final reports, drawings, maps, graphics, plans, and similar

final materials prepared by Consultant in providing its services shall be the property of the Client, and Consultant hereby transfers and assigns to Client all right, title and interest therein, including all copyrights. The client hereby grants to Consultant a perpetual, irrevocable, non-exclusive, and royalty-free license to use such materials and any resulting derivative works for any purpose. Consultant reserves all rights to any draft materials developed in the course of the project, or other materials not covered by this provision.

- 5.5 *Termination of Contract.* Consultant or Client may terminate this Agreement with or without cause upon written notice. In the event of termination, Consultant shall be paid for its services rendered to date of termination.

ARTICLE SIX: Insurance

- 6.1 *Insurance Schedule.* Consultant must carry policies of insurance in amounts specified in this Insurance Schedule.
- 6.2 *Insurance Coverage.* The Consultant shall, at the Consultant's sole expense, procure, maintain and keep in force for the duration of the Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by the Client, the required insurance shall be in effect prior to the commencement of work by the Consultant and shall continue in force as appropriate until the project is complete.
- 6.3 *Workers' Compensation and Employer's Liability Insurance*
Consultant shall provide worker's compensation insurance as required of Alaska Administrative Code Title 8.
Employer's Liability insurance with a minimum limit of \$500,000 each employee per accident for bodily injury by accident or disease.
- 6.4 *Commercial General Liability Insurance*
Minimum Limits required:
\$1,000,000 General Aggregate
\$1,000,000 Products & Completed Operations Aggregate
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence
- 6.5 *Business Automobile Liability Insurance*
Minimum Limit required: \$1,000,000 Each Occurrence for bodily injury and property damage.

ARTICLE SEVEN: General Terms and Conditions

- 7.1 *Applicable Law.* This contract shall be interpreted and enforced in and according to the laws of the State of Alaska.
- 7.2 *Assignment.* This Agreement shall not be assigned by either party without the prior written consent of the other.
- 7.3 *Attorneys' Fees.* In the event of breach of contract, the breaching party shall be responsible to pay any and all costs incurred by the other party in enforcing said contract including, but not limited to, reasonable attorney's fees.


- 7.4 *Severability; Waiver.* In the event that any provision of this contract is deemed unenforceable, the remaining provisions shall remain in full force and effect. One or more waiver by either party of a breach of any provision in this contract by the other shall not be deemed as a waiver of prior, contemporaneous or subsequent breach of the same or any other provision by the latter.
- 7.5 *Amendment; Integrated Agreement.* This Agreement shall not be amended except by written instrument signed by the parties hereto. This Agreement constitutes the entire and integrated Agreement by and between the parties and supersedes any and all prior negotiations or Agreements, whether written or oral.
- 7.6 *Authorization.* The individual signing this Agreement for and on behalf of each party represents and warrants that he/she is a duly authorized agent of his/her respective principal.
- 7.7 *Relationship.* The relationship of Consultant to Client is that of an independent contractor, not an employer or agent of Client.

City of North Pole

Signature

By: printed name
Title:
Date:

Agnew::Beck Consulting, LLC



Signature

Thea Agnew Bemben
By: printed name
Title: Managing Principal
Date: 5/27/15

Attachments

- **A: Scope of Work**
- **B: Budget**

Attachment A: Scope of Work

PROPOSED SCOPE OF WORK

The scope of work below provides an overview of the specific approach we propose for the comprehensive strategic planning process. As noted, per the RFP instructions, details regarding specific tasks are provided in subsequent proposal components. Key to the success of our proposed approach is integration and careful sequencing of each task. The success of each task hinges on successful implementation and evaluation of preceding and subsequent task and related subtasks.

Scope of Work Task List

TASK A: Initiate Project (June 2015)

At the outset of the process, the Agnew::Beck project manager will meet with the mayor and other key city staff to confirm contract expectations, including desired outcomes, schedules, comprehensive strategic plan deliverables and team roles and responsibilities. During the meeting we hope to identify the composition of a Core Team who will provide guidance throughout the process. We recommend the Core Team be composed of the mayor and 2-3 additional city staff. We will also use this opportunity to learn more about the community's history, current issues and challenges, and municipality-specific concerns and structure. This initial meeting, and subsequent email and phone correspondence, will also be the opportunity for our team to identify key stakeholders, including specific individuals, leaders, and stakeholder groups that we should include in our community engagement process.

We will also use this initial team meeting as an opportunity to brainstorm potential community engagement strategies that will adequately reach, involve and capture the voices of different stakeholders. As a team, we will review the preliminary stakeholder engagement plan. In this task we also aim to work with the Core Team to identify objectives, a participants list, and dates for the city participant training session (see Task B, Proposal Component 4) and subsequent work sessions aimed at reviewing and finalizing process and plan contents.

Last, during this meeting, city participants should identify the timeframe for the comprehensive strategic plan. Traditional strategic plans are typically documents that identify a group's mission, vision, values and goals as the long-term foundational pieces of the plan, with shorter-term objectives and strategies that outline three to five year objectives and strategies with clear measures for what progress will be made on goals, and how that will happen. This is different than a comprehensive plan which normally provides longer-term 10, 15, 20 year direction. We can work with the City to identify the planning framework that will be the most appropriate, useful tool.

Deliverables:

- Confirmed project expectations and defined deliverables, and consultant and city roles and responsibilities.
- Confirmed project schedule.
- Training and work session timing and objectives; confirmation of desired participant list.

TASK B Prepare for and Facilitate Orientation/Training of City Participants (June – July 2015)

As one of the first steps in the planning process, Agnew::Beck will host an orientation and training for the Core Team and city council. We have conducted similar pre-planning trainings with other communities, municipalities and organizations as a means for creating a shared understanding of the project process and outcomes, and also educating participants on any technical components and/or requirements. These trainings are also the opportunity to build consensus and enthusiasm for the planning effort early on and to help team members understand their role in the planning process, including what role they will play in plan implementation and monitoring. Training topics for the North Pole Comprehensive Strategic Plan may include:

- Share the overarching objectives and desired outcomes of the comprehensive strategic planning process.
- Provide practical advice about successful community and strategic planning in the context of small Alaska towns.
- Define a shared set of strategic planning terms.
- Share multiple examples, success stories and challenges of developing and implementing a comprehensive strategic plan.
- Inform and help prepare community leaders for the upcoming comprehensive strategic planning process. Discuss their roles and responsibilities in recruiting and engaging other community members in the planning process.
- Discuss and refine the North Pole comprehensive strategic planning approach, including additional thoughts on process, timeline, stakeholder engagement plan and final products that will work best for the City.
- Adding to the initial project meeting with the Core Team, the training will also be the opportunity for city participants to share their feedback on comprehensive strategic plan content including: issues, challenges, potential opportunities and priorities.

Specific subtasks associated with the training include:

- **Prepare for orientation and training.** Agnew::Beck will collect background information and relevant examples for use during the training. We will develop an agenda and review it with the Core Team. Once the agenda and objectives have been

confirmed, we will prepare a presentation, case studies and any needed handouts for the training. We will work with the Core Team to ensure all training materials (the “training packet”), including the agenda and other relevant handouts, are sent to participants no less than a week prior to the training.

- **Conduct training and live evaluation.** Agnew::Beck staff will travel to North Pole in July to conduct a half day (three hours) training with city participants. As mentioned above, the training will provide practical advice about successful community planning in the context of small Alaska road system towns. We will share multiple examples, including information on success stories and challenges of developing and implementing a comprehensive strategic plan. We will also review the planning process and timeline in order to prepare community leaders and staff for the upcoming North Pole Comprehensive Strategic Plan process. This will include a discussion of their roles and responsibilities in recruiting and engaging other community members in the planning process. We will plan the event to be active and engaging, using a variety of techniques to make the material interesting, educational, memorable and useful. As a takeaway, all participants will have the training packet, with our staff contact information as an ongoing reference. At the end of the training, our team will also ask participants to evaluate the usefulness of the training and to identify other areas for future trainings and/or educational opportunities.
- **Training follow-up and evaluation.** Conduct debrief with the Core Team to discuss training outcomes. Share notes and results from the training, including a potential refined planning process and timeline, and stakeholder engagement approach.

Deliverables:

- Training packet, including agenda, presentation slides and handouts.
- Facilitated training and summary of outcomes, including refined planning process, schedule, and stakeholder engagement plan.

TASK C: Develop and Implement Stakeholder Engagement Plan (July 2015 – February 2016)

Agnew::Beck will draw upon years of experience managing a wide range of planning projects for a spectrum of public, private and non-profit clients to develop an effective stakeholder engagement process, structure and tools. We will also draw from our history of conducting effective community engagement in Alaska communities with a many different types of stakeholder groups to establish an inclusive, efficient process for decision-making. We will work directly with the Core Team and the city council to identify and implement community-supported and cost effective ways to engage and keep stakeholders and local residents involved in all stages of the planning, and ultimately, the implementation process. For us, a successful process is one that:

- Leads both client and stakeholders to conclude the process was fair, efficient, productive and educational.

- Results in approved and implemented projects and plans.
- Creates a better outcome than would have been the case without the engagement process.

Discovering late in the project that views of a big segment of the community are missing from the process can quickly unravel months of community and project team work. The solution on this issue is an aggressive, wide reaching public engagement process. It is always better to listen to what people think – especially critics – early in the game.

Developing a successful stakeholder involvement process requires both a good up-front plan, and flexibility to respond to issues as they arise. We will work with the City to set up a process that is active and inclusive. The plan will aim to get affected community members, businesses, and agencies engaged in the process early, starting with a clear understanding of the goals of project, and the purpose and structure of the stakeholder engagement process.

As the process progresses, we will work to understand public and stakeholder concerns. This will be ongoing process of building and sustaining a productive relationship between the City and its constituencies to ensure the Comprehensive Strategic Plan meets real community needs, decisions are informed by local knowledge and the resulting plan is well-supported by community members.

Specific subtasks associated with stakeholder engagement plan include:

- **Develop Stakeholder Engagement Plan.** An effective stakeholder and public participation process brings out diverse perspectives from a broad cross-section of the community. The final plan should be “done by, not to” the community. We will give the public a major voice in shaping the plan. We hope to take advantage of public knowledge and previous work, and recognize broad support is necessary for plan approval and implementation. The planning process should be viewed as a tool for increased self-determination and self-governance; a means of developing policy that will guide and inform future community and economic development decisions.

During the initial kick-off meeting with the City, we will identify key points of public participation and confirm the most effective methods of involving the greater community at each step in the process. We will also identify key stakeholder groups to include in the process. Agnew::Beck will then develop a preliminary list of stakeholders and will review and refine the list with help from the mayor and/or city council. The list will then be reviewed and confirmed at the city comprehensive strategic plan orientation work session. Preliminary categories of stakeholders include:

- Area residents (includes property owners, frequent roadway users, seniors, youth);
- Alaska Native Organizations (includes the Tanana Chiefs Conference);

- Business/industry leaders (includes the North Pole Chamber of Commerce, the Fairbanks Economic Development Corporation, and large business owners/employers);
 - Education (includes leadership at the Elementary, Middle and High School public schools and the Star of the North secondary school; University of Alaska Fairbanks);
 - Energy (includes Golden Valley Electric Association, Inc., Interior Gas Utility, local fuel and wood suppliers and distributors);
 - Faith-based organizations (includes we will refer to the list on www.Fairbanks-alaska.com, which covers the North Pole area);
 - Government (includes City of North Pole Department heads, Fairbanks North Star Borough, City of Fairbanks, and relevant state and federal agencies);
 - Health care organizations and providers (includes Fairbanks Memorial Hospital and Chief Andrew Isaac Health Center);
 - Housing (includes real estate developers, Cold Climate Housing Research Center, etc);
 - Local Organizations (includes Library, Rotary, North Pole Lions Foundation, Fairbanks Retriever Club, Interior Alaska Gun Dog Association, Tanana Valley Kennel Club, Friends of the Chena Project, Fairbanks Snow Travelers, and other recreation groups);
 - Safety + Enforcement (includes fire, police, emergency responders, Troopers); and
 - Statewide Organizations (includes Alaska Energy Authority, Alaska Mental Health Trust Authority, Alaska Industrial Development + Export Authority, the Alaska Railroad)
- **Implement Stakeholder Engagement Plan.** Throughout the planning phase we will be working with stakeholder groups to gather input on community assets, challenges, opportunities and to identify priority goals and strategies. During the first site visit, in addition to the orientation/training session with the City Council we will conduct initial outreach, including stakeholder interviews, meetings and focus groups. During the second site visit we propose hosting a community open house to share the results and get feedback on the Needs Assessment/Environmental Scan and any emerging community themes and priorities. We propose hosting a youth engagement session during this visit. The third visit will coincide with the release of the draft plan, and will include stakeholder meetings to share the contents of the draft plan. During each of these engagements, we will encourage stakeholders to set explicit, measurable objectives. This feedback process helps make the entire planning effort more real and tangible, both for community leaders and residents. Examples could include measurable objectives for efficiencies in service delivery, improving local trail systems, completion of road projects, or increases in the number of new businesses in the community. We have outlined our approach for conducting initial

outreach, recruitment and ongoing stakeholder communications, followed by a suite of potential community engagement activities. We intend to review and confirm this approach during the initial kick-off meeting with the Core Team and the orientation/training with the City Council.

Outreach, Recruitment and Communications

The following list includes the ways we will keep the public and stakeholders informed about the planning effort, including how we will distribute information and recruit residents to participate in the planning process.

- **Invitation to Participate.** Use local press, flyers and other information to announce the project and invite participation.
- **Develop Project Webpage.** Work with the Core Team to develop and host a project-specific webpage on the existing City of North Pole's high functioning, easy accessible website. Public information materials, information on project meetings, project schedule, draft and final project documents, and other relevant information will be included on the webpage. The webpage will allow for interested community members and other stakeholders to sign up for the project mailing list to receive on-going project updates.
- **Coordinate with City and/or local entity to share information via Facebook and other social media outlets.** Our team will work directly with city staff and/or community members to post relevant updates regarding the planning process and project milestones on appropriate social media outlets. Implementing this strategy can engage a segment of the North Pole population that relies on more instant communication tools, including youth.
- **Develop Postcards, Flyers, Newsletters, E-Newsletters.** E-newsletters are easy to set up and can be an efficient and cost effective method for on-going communication throughout the life of a project. Postcards and print newsletters are more costly and require smart timing and planning to ensure they are effective and reach the intended audience. However, they are a useful way at reaching older residents and those who may not be tracking community happenings electronically or online. The newsletter will advertise the first public open house and direct individuals to the website to sign up for the e-newsletter. We will use existing distribution networks whenever possible to reach diverse audiences. This could include distribution lists and e-newsletters through community councils, the chamber of commerce and the local rotary. Our experience working with the community for an Interior Gas Utility outreach project would lead us to combine both print and online tools, as many residents we interviewed and had contact with during a well-attended open house, left us with the impression many residents do not have internet access and rely on printed materials that are distributed and/or posted in key locations such as the library, post office, North Pole Plaza,

- **Public Notices, Radio Announcements, and Local Radio and Television Programs.** We will develop a template for all required public notices. The template will include all the language and details necessary for announcement in the Fairbanks Daily News-Miner and any other desired local publications. We will also take the opportunity when appropriate to share information via radio announcements and/or participating in live local radio or television programs. We are currently working with the Petersburg Borough to update their Comprehensive Plan Update and have twice been on the local public radio station to provide project updates and to take calls from community members who have comments, questions, concerns about the planning process and/or products.
- **Develop Other Print Materials.** We will develop materials (such as fact sheets/FAQs) to be distributed at open houses, work sessions, meetings with specific stakeholder groups, and for posting on the project webpage. These materials will help citizens understand the project, answer questions and respond to issues. Our team of graphic designers is particularly adept at creating “infographics” that convey important data and project information with limited words and mostly images to facilitate quick understanding of complex ideas. Controversy often is resolved by replacing speculation with facts. The use of maps, photos and graphics can help people to see their community with fresh eyes. Public interest and involvement increase if plan information is brief and interesting. The Guidemap we developed as a part of the Big Lake Comprehensive Plan” is a good example – this large foldout one page flyer summarized the draft plan goals and policies. View the Guidemap on our website: <http://agnewbeck.com/design-portfolio/big-lake-comprehensive-plan-guidemap/>.
- **Public Comment and Review.** Formal public review and comment periods for draft and final documents provide the public and other stakeholders with the opportunity to digest and comment on the direction of the plan. With the direction of the Core Team and city council, we anticipate offering multiple community-appropriate ways for input to be received, including the tools listed above and engagement activities listed below.

Stakeholder Engagement Activities

The following list of activities details the ways in which we propose getting public and stakeholder feedback throughout the planning process.

- **Interviews.** Interviewing key community leaders and stakeholders can provide useful background context early in the process and help identify preliminary issues, opportunities and priorities. Key informant interviews can also be a useful way to collect background information and resolve data gaps. Key informants are people and organizations with subject matter expertise in a particular topic; their thoughts and experience can help fill in blanks where quantitative data do not tell the whole story. These interviews can also help with interpreting trends in data and survey responses. The Core Team will provide insight regarding specific individuals for our team to interview.

- **Survey.** In order to achieve maximum community input, Agnew::Beck recommends the team conduct a simple online community survey to collect feedback on key issues, priorities and projects. Agnew::Beck maintains a professional user account on SurveyMonkey.com, and has developed numerous surveys for similar projects. The exact questions can be refined during the in-person city work session. The survey could be distributed electronically, mailed out and/or be made available at key community locations. In the past, we have also set up computers at community open houses so residents can respond to the survey while they are at the open house. We would not necessarily expect to get a statistically valid sample the full population, but enough to achieve a helpful sense of the views of a wide cross section of community residents.
- **Stakeholder Meetings.** Whenever possible, we will use, attend and share information at existing meetings in order to maximize participation and make it easy for stakeholders to get involved in the project. We will work with organizational leaders to determine the most appropriate way to get involved and solicit feedback from their membership.
- **Focus Groups.** Focus groups will be conducted to further understand the needs and goals of certain stakeholder groups. Focus groups offer valuable qualitative data by providing thorough input from individuals and small groups of people on potentially complicated and/or sensitive topics. They provide participants a forum for sharing their individual experiences and perspectives, and the space for providing more detail than is normally achieved through electronic and/or telephone surveys. Possible focus groups could include city department heads; business leaders; health and wellness workers and advocates; seniors; youth; housing advocates and developers; energy experts.
- **Youth Engagement.** Targeting youth during the engagement process ensures the voices of the future residents and leaders of North Pole contribute to community goals and priorities. To accomplish this, we propose hosting a session with high school students or members of the student council. The classroom session will include a mix of interactive activities that invite students to describe their experience in and vision of North Pole as a young community member. We will work with the teacher to structure the session to reflect teaching goals. Activities could include “six word essays” about North Pole, online mapping, games, and/or a guest speaker on jobs in North Pole. In addition to the questions we ask the general public, we want to understand if young people plan to stay or return to North Pole in their future and what role quality of life amenities play in their decision to select North Pole as a place to live. Agnew::Beck has found from working with classrooms in Cordova that projects like this can fit in well with existing curriculum in arts or civics classes. We also found that having youth present the results of their activities at a community meeting engages parents and community members.

Deliverables:

- Stakeholder Engagement Plan

- Stakeholder engagement materials, to include presentations, handouts, fact sheets, posters, interview and survey questions, newsletters and other relevant communications templates.
- Outcomes of stakeholder engagement in the form of draft and final plan content, including relevant and compelling quotes from community members and other stakeholder groups.

TASK D: Needs Assessment/Environmental Scan (August 2015 – November 2015)

Our team has conducted needs assessments in a variety of subject areas for a diverse set of clients. We use both quantitative and qualitative methods to develop measurable indicators and learn the stories behind the numbers. This leads to innovative solutions to identified challenges and lays a solid foundation for our clients to provide needed services in their communities.

While this is North Pole's first strategic planning effort, we understand we will be building from a past inventory of work. Early in the planning process, the contractor team will assemble previous studies and data sources. This will include the 2005-2007 thematic visioning effort, the North Pole Economic Development Corporation's radius study and other relevant plans, documents and community studies. We will work with the Core Team to identify relevant planning documents and trend information to include in the Needs Assessment/Environmental Scan.

We are familiar with and frequently use data from the US Census; the American Community Survey; the Alaska Department of Commerce, Community and Economic Development; the Alaska Department of Labor and Workforce Development's Research and Analysis Section, the Alaska Housing Finance Corporation's Housing Assessment and more. Members of our team also have specific transportation and planning experience in North Pole and are familiar with the City's infrastructure and needs, which will provide a useful base of information going into the assessment process. Our team will prepare a thoughtful compilation and analysis of trends and data that create a clear picture of the factors that will shape North Pole's opportunities and challenges over the coming years.

Specific subtasks associated with the needs assessment/environmental scan include:

- **Through one-on-one interviews, small group conversations or focus groups, web-based research and/or review of existing hard copy documents, identify and compile relevant background information including:**
 - Findings and outcomes from previous planning efforts, including a detailed inventory of completed and outstanding projects or strategies.
 - Key economic and demographic trends, to potentially include information on population, income, jobs, housing, transportation, energy, economic development, community wellness and history.
 - An assessment of the physical and built environment. We will use Geographic Information Systems (GIS) to collect and map the best available data for the project area. Each GIS data layer will be mapped individually as

elements, such as transportation, land use, environmental sensitivity, special community sites, and existing and planned facilities. Then, using an additive layering process, a composite map will be developed that reveals the overall opportunities and challenges for development.

- A summary of major infrastructure projects. As referenced above, a number of projects are in the planning stage or are underway in the North Pole area or elsewhere in the Fairbanks North Star Borough that could impact the community. Our team's planners and engineers will describe all such projects and their potential impacts to the City of North Pole.
- An inventory and status of community public infrastructure. Our team will prepare an inventory of existing locally owned public infrastructure through interviews with appropriate city personnel and site visits. This step will provide an understanding of status and capacity of facilities and also gain input from staff and community as to desired level of community services. Our team of engineers will identify preliminary costs for enhancing, upgrading, expanding, and/or replacing facilities. Our team of planner and economists will work with city staff, including the City Accountant to understand current revenue and expenditures and any existing or foreseen surpluses or gaps in operation and maintenance budgets.
- **Develop, Share and Revise Needs Assessment/Environmental Scan Summary Report.** Using results of the background research outlined above, our team will develop a preliminary needs assessment/environmental scan which outlines existing conditions and provides an overview of potential needs based on potential trends, and initial stakeholder conversations, and proposes a set of preliminary high level goals and strategies for addressing community needs. We will share and get feedback from the Core Team and city council on the preliminary results during a work session, to occur during our second proposed community visit. We also propose a community open house to share the results of the Needs Assessment/Environmental Scan with the community. Details for the Open House are included in Component 5: Stakeholder Engagement Plan. We will revise the draft report and work with city staff to post and share the document widely for community feedback. Combined feedback from the city work session and community feedback will provide our team with a solid foundation for developing the Draft Comprehensive Strategic Plan.

Deliverables:

- A visually compelling draft and revised needs assessment/environmental scan summary report with background data, community trends, potential needs and high level preliminary goals and strategies.
- City work session one results.

TASK E: Prepare Draft Plan (October 2015 – December 2015)

This task will build from the work in earlier tasks to create a Draft North Pole Comprehensive Strategic Plan.

- **Develop draft plan.** The purpose of the task is to synthesize the work in previous steps, including public and work session input, research and analysis, to prepare initial plan goals, objectives, and strategies. The Draft Comprehensive Strategic Plan will include an initial matrix of implementation actions tied to broader plan goals, with space to record order of magnitude costs, preliminary identification of responsibilities, and an indication of priority status. A short, graphic-oriented plan summary will also be developed and widely distributed to engage the attention and interest of the community at large.
- **Conduct work session with city council.** Having developed the draft Plan, our team will review and confirm the contents of the Plan with the city council. We initially propose for this work session to happen at one of the city council meetings in January 2016. We will also work with the city council to identify and prioritize plan policies and implementation actions based on criteria established during the first work session and subsequent stakeholder engagement. The draft Plan will be distributed at least one week prior to the first work session in order to give participants sufficient time to review and make comments.
- **Get public and stakeholder feedback on the draft plan.** We will release the draft Plan to the public and provide at least 30 days for review. During the third site visit, our staff will meet with various stakeholder groups to review and confirm the contents on the draft Plan. We discuss our approach to public and stakeholder engagement in more detail in Component 5: Stakeholder Engagement.
- **Refine draft Plan.** Following the city council work session, we will work with the Core Team to refine the plan to reflect feedback from the public and the city council work session.

Deliverables:

- Draft North Pole Comprehensive Strategic Plan.
- Input on the draft plan from the general public and the work session; a summary of comments and proposed modifications to the draft Plan.

TASK F: Prepare the Final Plan (January - February 2016)

- **Review edits to the plan.** After the final public review draft is complete, we will meet with the Core Team. At this meeting we will review public feedback and identify needed changes.
- **Produce final plan.** Agnew::Beck will incorporate modifications to the draft plan. The final plan will be visually clean and graphically interesting, with visuals to improve the document's readability. If desired, the team can also produce a short, easily-digestible executive summary that includes the highlights from the planning effort. The revised version will be sent to the mayor and city council for a final review. The Agnew::Beck project manager will travel to the City of North Pole to give an in-person overview and presentation of the final document to the city council for adoption and release to the public.

Deliverables:

- Final North Pole Comprehensive Strategic Plan
- North Pole Comprehensive Strategic Plan: Executive Summary.

TASK G: Ongoing Implementation Support (March 2016 - February 2017)

From the initial onset of the planning effort through the end of a project, we focus on plan implementation. Throughout the process we will be working toward a plan with clearly identified priorities, possible funding sources where funding is needed for implementation, specific implementation steps and partners needed to ensure smooth implementation.

- **Regular check-ins with the mayor to support implementation.** In this task, we will continue to work with the mayor after the plan's adoption to ensure actions are moving forward. We will also be evaluating progress toward the plan's objectives. We will be available for regular phone and e-mail communications to provide as-needed support and technical assistance in a variety of ways, and propose quarterly in-person visits to help with implementation. The specifics of this task will be refined in the final North Pole Comprehensive Strategic Plan, in order to align them with the emerging priorities and identified needs of the City of North Pole. At a minimum, we will work with the City to identify a process for monitoring progress on the plan. This will include developing a dashboard of key indicators for each of the plan. Additional tasks could include, but are not limited to:
 - a. Support with communications and branding.
 - b. Funding research and public financing.
 - c. Capacity building with city staff or the city council.
 - d. Conducting research or case studies.
 - e. Facilitated conversations with potential partners.
- **Final debrief with mayor and city council.** At the conclusion of the project, Agnew::Beck will meet with the mayor and city council to review the status of the plan's strategies and actions. This will include identification of needed updates and modifications to the plan.

Deliverables:

- List of indicators for monitoring progress.
- Other deliverables as identified during Tasks 1-6.

TASK H: Evaluation and Project Management

The Agnew::Beck project manager will keep in regular communication with the mayor, City council and Core Team to provide status updates on the project. If desired by the client, Agnew::Beck can also produce brief written progress reports on a monthly basis accompanying the invoice. We also anticipate regular coordination with City staff by phone or e-mail for scheduling and conducting work session and stakeholder meetings. Outlined below is a description of the specific tools we will implement as part of our ongoing project evaluation and management.

REGULAR STATUS REPORTING

Good communications and regular status reporting are keys to the success of any project. For the project to be as successful as possible, the mayor should also plan to partner with the Agnew::Beck project manager on a day-to-day basis to address project issues as they arise and provide leadership and direction to the project team.

SCOPE MANAGEMENT

It is not uncommon for the scope of a project to change as more is learned during the discovery and analysis process; however, changes in scope can have an impact on a project's budget and timeline, and it is important to set up a clear process for handling such changes. The Agnew::Beck project manager will work directly with the mayor to identify and discuss potential scope changes as needed to achieve the project's objectives. Any changes or risks to scope will be raised directly with the mayor as soon as possible. Agreed-upon changes to the project scope, and the corresponding changes in budget and timeline, will be documented.

TIMELINE MANAGEMENT

Our team will prepare a detailed project timeline will highlight benchmarks, intermediary goals and deliverables for completion by the project team to keep the project on track. The Agnew::Beck project manager will work closely with the mayor to troubleshoot any unexpected delays that occur. Changes to the timeline based on internal or external forces will be communicated to the project team as they occur, and the project timeline will be adjusted accordingly.

BUDGET MANAGEMENT

When creating the project budget, Agnew::Beck estimates the level of effort a project is anticipated to require on a task-by-task basis. At the aggregate level, the project budget outlines the total funding available for the project based on the scope outlined in this document. The Agnew::Beck project manager will monitor the budget regularly. If changes in scope or delays in the project timeline present a risk to the total project budget, the Agnew::Beck principal and mayor project manager will be notified as soon as possible.

REQUIRED CONTRIBUTIONS BY THE CITY

The RFP asks us to identify any special assistance that may be needed from the City. A successful project requires strong coordination and frequent communication between the client team and the consultant team. The management plan laid out above strives to ensure these elements are in place throughout the duration of the project.

We have found the most successful planning projects are carried out as partnerships, with our team doing the large majority of the work, but with city staff working actively throughout the process. Specific areas where staff can be of most help include: identifying

and helping to engage key stakeholders, providing background on issues, reviewing draft materials, taking the lead on production of specific products where staff knowledge is critical, and ongoing navigation of the politics of local government decision making. On these and other topics, we will hope city staff can work as active partners in creating the North Pole Comprehensive Strategic Plan.

Deliverables:

- Regular monthly progress reports that include specific steps and overall progress on each project task.

Attachment B: Budget

CATEGORY	BUDGET AMOUNT
Personnel (project staff, including travel costs)	\$ 142,710
Supplies (technology, software, flip charts, etc.)	\$ 1,070
Facilities (meeting rooms, office space)	\$ 1,040
Promotions (mailings, advertisements)	\$ 3,000
Total Project Estimate \$ 147,820	



BUSINESS LICENSE

2015

Agnew & Beck Consulting LLC

441 W 5TH AVE.
ANCHORAGE AK 99501

This Business License authorizes Agnew & Beck Consulting LLC to conduct business within the City of North Pole, Alaska, as required in Section 4.08.015 of the North Pole Code of Ordinances. If the rules and regulations of the North Pole Code of Ordinances are not complied with, revocation and/or suspension of this Business License may result.


Authorized Signature

Business License # 2666

Expires: December 31, 2015

CITY OF NORTH POLE

ORDINANCE 15-07

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
AMEND TITLE 2, PERSONNEL SYSTEM, CHAPTER 36, SECTION.480
INSURANCE AND DISABILITY BENEFITS.**

WHEREAS, changes to the practices, regulations 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; and

WHEREAS, The City of North Pole continues to see an increase in health care cost, reflective of the market; and

WHEREAS, the City Council recognizes budgetary constraints and desires to make changes to the plan to continue to be able to offer health care coverage; and

WHEREAS, the City of North Pole desires to maintain grandfather status of our health care plan; and

WHEREAS, requiring a 5% match on premiums from employees is a reasonable expectation; and

WHEREAS, the City's health care plan, even with proposed changes, is still a competitive plan when compared with other plans of like sized organizations.

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 2 - Administration and Personnel, Chapter 2.36 - Personnel System, Section 2.36.480 – Insurance and disability benefits, is amended in the North Pole Code of Ordinances as follows [new text in underlined italicized red font; deleted text in ~~striketrough~~ font]:

2.36.480 Insurance and disability benefits.

A. Medical and Hospital Insurance. The city shall make available employees' health and life insurance for family members. All permanent employees and dependents, may at their option, participate in the city's group health care and life insurance benefits programs. ~~The city shall pay the employee's and dependent's monthly premium for the group health care program.~~ Employees shall pay a *\$45 monthly premium for coverage, and a* ~~for \$100~~ *\$175* monthly premium for dependent coverage. A Flexible Spending Account is available to those employees who wish to participate in the program.

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

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 15th day of June, 2015.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

<p>PASSED/FAILED Yes: No: Absent:</p>

**CITY OF NORTH POLE
ORDINANCE 15-08**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL INTRODUCING CHAPTER
5.10 MARIJUANA, SECTION .010, PROHIBITING RETAIL SALES**

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

WHEREAS, the City of North Pole Municipal Code should be amended to conform to the
requirements of the City and to provide clarification as needed; and

WHEREAS, the voters of Alaska recently passed Ballot Measure 2, An Act to Tax and Regulate
the Production, Sale, and Use of Marijuana, and which will be codified as Alaska Statute 17.38 *et*
seq.; and

WHEREAS, Alaska Statute 17.38.110, "Local control," in subsection (a) provides: "A local
government may prohibit the operation of marijuana cultivation facilities, marijuana product
manufacturing facilities, marijuana testing facilities, or retail marijuana stores through the
enactment of an ordinance or by a voter initiative."; and

WHEREAS, pursuant to Alaska Statute 17.38.070, "Lawful operation of marijuana-related
facilities," subsection (f) states: "Nothing in this section prevents the imposition of penalties
upon marijuana establishments for violating this chapter or rules adopted by the board or local
governments pursuant to this chapter"; and

WHEREAS, Alaska Statute 17.38.110 "Local control," provides for other avenues of local
control and regulation, but which are dependent in large part on what actions the state takes in
implementing the law; and

WHEREAS, pursuant to Alaska Statute 17.38.090, "Rulemaking," the state has 9 months in
which to draft regulations relating to the operation of marijuana businesses. Additionally,
pursuant to Alaska Statute 17.38.100, "Marijuana establishment registrations," the state has up to
a year after the effective date of the law in which to begin accepting registrations for marijuana
business licenses and an additional 90 days in which to actually issue the license; and

WHEREAS, the personal use of marijuana as described in Alaska Statute 17.38.020 will not be
affected by this ordinance; and

WHEREAS, there are 4 public schools with a total enrollment of approximately 2,046 students
and 4 daycare centers in 4.2 square miles; and

WHEREAS, marijuana retail stores do not reflect our community values reflected in our motto
"Where the spirit of Christmas lives year round"; and

WHEREAS, the voters in the North Pole precinct rejected Ballot Measure 2; and

WHEREAS, the increased cost in law enforcement may severely reduce or exceed the revenue
from the marijuana sales tax.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Pole:
Section 1. This ordinance is of a general and permanent nature and shall be codified.
Section 2. Title 5 – Business Licenses, Taxes and Regulations, introducing Chapter 5.10,
Section.010, Prohibition of marijuana retail sales as follows:

CHAPTER 5.10

MARIJUANA

Section

5.10.010 Prohibiting retail sales

A. The operation of a retail marijuana store is prohibited in the city limits of the City of North Pole, Alaska.

B. “Retail marijuana store” means an entity registered to purchase marijuana from marijuana cultivation facilities, to purchase marijuana and marijuana products from marijuana product manufacturing facilities, and to sell marijuana and marijuana products to consumers.

C. Any violation of this section is an infraction and subject to a fine of \$_____. Each day that a violation exists or continues shall be a separate infraction.

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

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 15th day of June, 2015.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:

State of Alaska - 2014 General Election
November 4, 2014
Official Results

Date:11/24/14
Time:13:03:12
Page:4 of 6

	Ballot Measure 2 - 13PSUM				Ballot Measure 3 - 13MINW			
	Reg. Voters	Total Votes	YES	NO	Reg. Voters	Total Votes	YES	NO
Jurisdiction Wide								
03-130 Badger No. 1	2908	1030	539	491	2908	1031	638	393
03-135 Chena Lakes	2521	991	456	535	2521	989	585	404
03-165 Newby	3050	1152	557	595	3050	1151	669	482
03-175 North Pole	1606	527	239	288	1606	529	339	190
03-183 Plack	2598	954	473	481	2598	955	559	396
District 3 - Absentee	0	606	288	318	0	605	363	242
District 3 - Question	0	235	146	89	0	236	166	70
District 3 - Early Voting	0	541	278	263	0	547	348	199
Total	12683	6036	2976	3060	12683	6043	3667	2376

ORDINANCE NO. 15-09

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
AMEND THE 2015 BUDGET TO AUTHORIZE PURCHASE OF A
REPLACEMENT PICKUP TRUCK FOR THE PUBLIC WORKS
DEPARTMENT**

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, and

WHEREAS, the Public Works Department has an aging 1995 pickup truck that has recurring maintenance cost and is increasingly becoming a safety issue, and

WHEREAS, the Public Works Department has a current balance of \$12,247.49 in the Public Works Fleet Fund and will receive an additional \$9,675.00 transfer to its fleet funds in 2015, and

WHEREAS, the Public Works Department is transferring ownership of its 1995 Skid Steer Loader to the Utility Department for \$7,500.00 and this \$7,500.00 will be added to the Public Works Department's Vehicle Fleet Fund.

NOW, THEREFORE, BE IT ORDAINED the Council of the City of North Pole approves the purchase of a Ford F350 4x4 Regular Cab pickup truck and options for a total of \$27,400.00 using the State of Alaska Department of Administrative Services Vehicle State Contracts for use by Political Subdivisions Invitation to Bid.

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

Section 2. Effective date. This ordinance shall become effective at 5:00 PM on the first City business day following adoption.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 15th day of June, 2015.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk



City of North Pole, Alaska

Fiscal Note Year: 2015

Accompanying Ordinance/Resolution #: Ord 15-09 Purchase Pickup for Public Works

Originator / Sponsor Name: Bill Butler

Date: 5-26-15

Does the Ordinance or Resolution have a fiscal impact? ☒ yes ☐ no

Fund- Dept. Title	Account Description	Account #	Debit	Credit
55	Transfer to Retained Earnings	55-00-00-7091		7,500
55	Transfer to Fund 53 (bobcat purchase)	55-00-00-7091	7,500	
53	Transfer in	53-00-00-5900		19,927.29
53	Vehicle Expense	53-00-00-7001	29,602.29	
53	Transfer to Retained Earnings	53-00-00-7901		9,675

Summary: (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used). This fiscal note requires budget authority to spend up to \$29,602.29 from the Public Works Vehicle Fleet Fund 53-00-00-7001 for a replacement pickup truck for The Public Works Department

Prepared By: William Butler Date: 5-26-15

Finance Approval: *William Butler* Date: 5-26-15

NOTE- Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.

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

City of North Pole
Director of City Services

Memo

To: North Pole City Council
From: Bill Butler
Date: May 27, 2015
Subject: Purchase a pickup truck using the State of Alaska invitation to bid

Recommendation

Purchase a one-ton regular cab 4x4 pickup truck for the Public Works Department using the State of Alaska contract resulting from an invitation to bid (ITB). The recommendation includes the purchase and installation of a snowplow that is not part of the State contract.

- State bid price\$25,585
- Added equipment\$1,815
- **Total****\$27,400**

Background

The new pickup truck Public Works is requesting to purchase will replace the 1995 Chevrolet pickup truck that has a failing transmission; failing door locks; exhaust system problems plus a host of other problems. The most recent estimate of needed work for this vehicle is \$5,400.(See attached maintenance schedule.) This would be a large investment in an aging vehicle that is likely to have ongoing significant maintenance costs. In addition, Public Works' sanding truck requires over \$3,000 for new tires and wheels to ensure it continues to operate safely. The combined maintenance for the 1995 pickup truck and the sanding truck would make the Public Works Vehicle Maintenance budget line negative and it is still only the 5th month of the year.

The new vehicle is a one-ton regular cab 4x4 pickup truck. The 1995 pickup truck has very limited hauling and towing capabilities and cannot be used for snow plowing. The new larger vehicle will enable Public Works do more work more efficiently. The Department also hopes to add a snowplow to the pickup truck at a later date to make Public Works more effective at snow removal.

The attached spreadsheet generated by the State of Alaska Division of General Services

procurement website documents the base bid price and price of requested options. The options include the following important equipment: hands free communication; backup camera that is an important safety feature; trailer brakes controller to increase the utility of the vehicle; auto start; low-temperature coolant; and delivery charges to Fairbanks.

Funds for the purchase of the new pickup truck will come from the following and are included in the fiscal note.

• Current balance Public Works Fleet fund.....	\$12,427.49 ✓
• 2015 Public Works Fleet allocation ¹	\$9,675.00 ✓
• Transfer of skid steer loader to Utility Department	\$7,500
• Total available funds.....	\$29,602.49

¹ If the purchase is approved, the Public Works Fleet Fund will be negative until the annual \$9,675 allocation occurs at the end of the budget year.

CLASS 162
REGULAR CAB SRW
1 TON 4X4

USE CLASS 163 IF DUAL REAR WHEELS

Standard Equipment: Class 162RC 1 Ton Regular Cab 4x4

Color: OEM White (Any other color requires prior authorization)
Darkest of OEM Manufactures Standard Cloth Upholstery Interior, (cloth or cloth with vinyl trim)
Seating for three (3) including driver
8-Foot Bed (Long Box)
GVWR: 9,900 Pounds
Four Wheel Drive (4x4)
Engine: Gas V8
40/20/40 Split Bench Cloth Front Seat
Rubberized Vinyl Flooring
Air Conditioning
Cruise Control/Tilt Wheel
Power Windows/Power Door Locks
Keyless Remote Entry w/ 2 Fobs
Mirrors: Outside - Trailer Tow Power/Heated mirrors left and right, driver adjustable
OEM Up-Fitter Switches
Snow Plow Prep Package
Spray in Bed Liner
OEM Trailer Hitch Package

Replacing Vehicle:

Alaska Sales & Service Contact: Richard Dixon 1300 East 5th Avenue Anchorage, Alaska 99501 Phone: 265-7535 Fax: 265-7507 richarddd@aksales.com	Cal Worthington Ford Contact: Ray Marcum 431 Unga Street Anchorage, Alaska 99501 Phone: 793-8213 Fax: 793-8255 fleetoil@aol.com	Anchorage Chrysler Contact: Calvin Towns 2601 E. 5th Avenue Anchorage Alaska 99501 Phone: 907-276-1331 Fax: 907-276-4191 calvintowns1@gmail.com
--	---	---

Model: Silverado 1WT CK35903 Engine: 6.0 V-8 \$28,258.00 Chevrolet	Model: F350 XL Model: F3B Engine: \$25,585.00 Ford	Model: Ram 2500 Model: DJ7L62 Engine: 6.4 V-8 \$30,966.00 Chrysler/Dodge
---	---	---

AVAILABLE OPTIONS			
0 Turbo Diesel Engine in lieu of gas engine			
0 Cloth Bucket Seats with Console (See Dealer Notes)			
1 OEM Stereo with CD and Hands Free Communication System	\$ 375.00	\$ 535.00	\$ 855.00
1 OEM Backup Camera system	\$ 200.00	\$ 452.00	\$ 200.00
1 OEM Trailer Brake Controller	Standard	\$ 230.00	\$ 230.00
0 Privacy Glass			
1 OEM or Dealer Installed Auto Start	\$ 399.00	\$ 166.00	Not Available
1 Anti-Freeze-Long Life Coolant to a minimum -50 degree protection	\$ 80.00	\$ 75.00	\$ 100.00
1 Shipping to Fairbanks	\$ 295.00	\$ 357.00	\$ 600.00
0 Shipping to Juneau(See Dealer Notes for Non State of Alaska Purchases)			

NOTES

1=yes	\$ 29,607.00	\$ 27,400.00	\$ 32,951.00
0=no			
	Don't Purchase	Purchase	Don't Purchase

EXPRESSWAY AUTO INC

3088 KRIS KRINGLE DR

North Pole, AK. 99705

Phone: 907-488-6057 Fax: 907-488-5363

HAVE YOUR CAR FIXED THE RIGHT WAY AT EXPI

Sub Estimate

Estimate Date : 5/22/2015

Estimate for Services

City of north pole

1995 Chevrolet - Pickup K1500 - 4.3L V6 (262CI) VIN(Z)

Lic # : XXU490 - AK

Odometer In: 0

CELLULAR: 907-388-7002 HOME: 907-488-2281

VIN # : 1GCEK14Z0 SZ240162

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
Shock Absorber - Sensa-Trac - Front 37130	2.00	91.48	182.96	SHOCK &/OR STRUT ASSEMBLY - Remove & Install or Remove & Replace - [DOES NOT include disassemble or alignment where applicable.] - K1500 - Both	1.00	99.00
Shop Supplies			3.96	Hazardous Materials		7.32

ATTN: LUDY

3099.63 For Dump Truck

\$5400 Total - Tom's

\$4201 Left in Vehicle Maint.

Parts/Supplies: 186.92

Labor: 99.00

Total: \$ 293.24

HAVE A WONDERFUL DAY

I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE ALONG WITH THE NECESSARY MATERIAL AND HEREBY GRANT YOU AND/OR YOUR EMPLOYEES PERMISSION TO OPERATE THE VEHICLE FOR PURPOSES OF TESTING AND INSPECTION. AN EXPRESS MECHANICS LIEN IS HEREBY ACKNOWLEDGED ON ABOVE VEHICLE TO SECURE THE AMOUNT OF REPAIRS THERETO. SHOP SUPPLIES MAY INCLUDE CLEANERS, DEGREASERS, LUBRICANTS, WASTE DISPOSAL, SANDING DISCS AND MISC. HARDWARE. ONCE THE VEHICLE REPAIRS ARE COMPLETE THE CUSTOMER IS REQUIRED TO PAY FOR AND PICK UP THE VEHICLE BY THE END OF BUSINESS ON THE 3RD DAY. IF THE VEHICLE IS NOT PAID FOR AND PICKED UP AS REQUIRED, THE VEHICLE WILL BE SUBJECT TO A \$20.00 PER DAY STORAGE FEE. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Signature _____ Date _____ Time _____

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Lic # : XXU490 - AK

Odometer In: 0

CELLULAR: 907-388-7002 HOME: 907-488-2281

VIN # : 1GCEK14Z0 SZ240162

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
A/Trans Filter Kit 17589	1.00	39.64	39.64	TRANSMISSION OIL PAN GASKET &/OR FILTER - Remove & Replace - w/Skid Plate	1.00	99.00
AUTOMATIC TRANSMISSION FLUID ATF	6.00	7.25	43.50	Brake fluid flush	1.00	97.00
brake fluid 7005699	1.00	10.00	10.00	Check brake fluid for moisture and contamination. Inspect all hydraulic line and hoses. Inspect calipers and wheel cylinders. Inspect master cylinder and cap. Flush entire brake system including master cylinder, calipers, wheel cylinders until clean.		
Shop Supplies			7.84	Hazardous Materials		3.73

Parts/Supplies: 100.98

Labor: 196.00

Total : \$ 300.71

HAVE A WONDERFUL DAY

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Signature _____ Date _____ Time _____

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3088 KRIS KRINGLE DR

North Pole, AK. 99705

Phone: 907-488-6057 Fax: 907-488-5363

HAVE YOUR CAR FIXED THE RIGHT WAY AT EXP

Sub Estimate

Estimate Date : 5/22/2015

Estimate for Services

City of north pole

1995 Chevrolet - Pickup K1500 - 4.3L,V6 (262CI) VIN(Z)

Lic # : XXU490 - AK

Odometer In: 0

CELLULAR: 907-388-7002 HOME: 907-488-2281

VIN # : 1GCEK14Z0 SZ240162

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
Timing Cover Gasket Set	1.00	29.36	29.36	CRANKSHAFT OIL SEAL - Remove & Replace	1.32	128.04
TCS45121				- V6,4WD Front		
Shop Supplies			8.96	(Additional) - CRANKSHAFT OIL SEAL -	0.22	21.34
				Remove & Replace V8 Where Engine Oil		
				Cooler interferes add		
				(Additional) - CRANKSHAFT OIL SEAL -	0.33	32.01
				Remove & Replace Where Air Cond interferes		
				add		
				(Additional) - CRANKSHAFT OIL SEAL -	0.22	21.34
				Remove & Replace Where Air Pump interferes		
				add		
				(Additional) - CRANKSHAFT OIL SEAL -	0.22	21.34
				Remove & Replace Where Pwr Strg interferes		
				add		
				Hazardous Materials		1.17

Parts/Supplies: 38.32

Labor: 224.07

Total : \$ 263.56

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Signature _____ Date _____ Time _____

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Estimate Date : 5/22/2015

Estimate for Services**City of north pole**

1995 Chevrolet - Pickup K1500 - 4.3L,V6 (262CI) VIN(Z)

Lic # : XXU490 - AK

Odometer In: 0

CELLULAR: 907-388-7002 HOME: 907-488-2281

VIN # : 1GCEK14Z0 **SZ240162**

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
Idler Arm Assy 2683691	1.00	191.30	191.30	IDLER ARM - Remove & Replace - K1500 - [DOES NOT include alignment.]	1.21	117.37
Pitman Arm Assy 190121	1.00	43.53	43.53	(Additional) - IDLER ARM - Remove & Replace Where Skid Plate interferes add	0.22	21.34
Tie Rod End - Outer ES2836	1.00	41.65	41.65	PITMAN ARM - Remove & Replace - K1500 - [DOES NOT include alignment.]	1.65	160.05
Shop Supplies			18.99	TIE ROD END - Remove & Replace - One - [Includes: Adjust toe-in on all models. DOES NOT include R&I Rack & Pinion gear. NOTE: Manufacturer recommends removal of rack & pinion steering gear when replacing inner tie rod ends on some models. If removal of ra	0.99	96.03
				ALIGNMENT SERVICE(WITH FACTORY ADJUSTMENTS)	1.20	80.00
				ALIGNMENT SERVICE(WITH FACTORY ADJUSTMENTS)		
				Hazardous Materials		11.06

Parts/Supplies: 295.47

Labor: 474.79

Total: \$ 781.32

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Signature _____ Date _____ Time _____

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3088 KRIS KRINGLE DR

North Pole, AK. 99705

Phone: 907-488-6057 Fax: 907-488-5363

HAVE YOUR CAR FIXED THE RIGHT WAY AT EXP

Sub Estimate

Estimate for Services

Estimate Date : 5/22/2015

City of north pole

1995 Chevrolet - Pickup K1500 - 4.3L,V6 (262CI) VIN(Z)

Lic # : XXU490 - AK

Odometer In: 0

CELLULAR: 907-388-7002 HOME: 907-488-2281

VIN # : 1GCEK14Z0 SZZ40162

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Extended
OIL FILTER	1.00	2.25	2.25	STANDARD OIL CHANGE	0.30	32.10
OF				LOF		
OIL	8.00	2.75	22.00	Tire Rotation w/ brake inspection	0.30	0.00
OIL				COURTESY CHECK	0.10	0.00
Shop Supplies			1.28	BELT HOSES FLUIDS TIRE PRESSURE AIR FILTER CHECK		
				Hazardous Materials		0.97

Parts/Supplies: 25.53

Labor: 32.10

Total : \$ 58.60

HAVE A WONDERFUL DAY

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Signature _____ Date _____ Time _____

LYESKA TIRE

Location : Fairbanks

KENAI SOLIC
200 S. WILLOW STREET 36095 KENAI
907-283-4821 907-283-4821

K-BEACH
195 K-B DRIVE
907-260-4120

HOMER
1301 OCEAN DRIVE
907-235-8441

FAIRBANKS
3250 PEGER ROAD
907-456-8622

PALMER
7260 E. SCHELIN SPUR
907-707-1030

-Sold To:

ACCOUNT#: 5555555

CASH CUSTOMER
THANKS FOR YOUR BUSINESS
FAIRBANKS, AK 99709

DATE : 05/19/15

Ph:

QUOTATION #: -7405668

VIN#: Mileage:

Billed By: SALES COUNTER-ST#5
Salesman :
Tx:Y EX#:

S#: Rt:
Ct:R COD: IWS:
Parking Space#:

KID#:

Quantity	Product #	Size/Des	TC MC DP BIN#	Unit Price	F.E.T.	Extended Amount
4.0	352470	235/90R17	ENTRY AT2	257.95		1031.80
4.0	41263	41263	EM/TPMS	3.75		15.00
4.0	44263	44263	ALANCE	15.00		60.00
		Factory				
		rotated				
4.0	TIRE DISPOSAL	DISPOSAL	FEE	3.75		15.00
4.0	STATE TAX	TAX	TAX	2.50		10.00

Merchandise	Services & C
1046.80	85

Comments: Terms:

F.E.T.	Subtotal	Sales Tax	Total
0.00	1131.80	0.00	1131.80

DUE DATE AMT. DUE

Misc. Adj. \$ 0.00
Cash or Check #: \$ 0.00
Credit Card. . . . \$ 0.00

Balance. . . . : C . . . \$ 1131.80

Received By:

<< Page 1 of 1 >>

would like to thank you
with unmatched se
www

lyeska Sales & Service
our patronage. We are committed to providing you
and products. Check out our new web site at
atire.com. Please come Again!



GOODYEAR COMMERCIAL TIRE
3743 S CUSHMAN ST
FAIRBANKS, AK 99701
907-479-3399 Fax 907-479-2885

QUOTE NO.
~~~180-1045505~~~

\*\*\* PRICE ESTIMATE \*\*\* QUOTE \*\*\* DO NOT PAY! \*\*\*  
\*\*\* PRICE ESTIMATE \*\*\* QUOTE \*\*\* DO NOT PAY! \*\*\*

128997-0001  
CITY OF NORTH POLE  
125 SNOWMAN LN  
NORTH POLE, AK 99705  
907-488-2281

PAGE 01  
QUOTE DATE :05/05/2015  
PICKED UP AT SHOP  
LOCATION/SREP: 180/HSE  
APPROVAL NUM : G0003903  
2015-05-05 13.25.38 RGH  
CLERK: \*\*\* TECH: \*\*\*

| QUANTITY                                                         | PRODUCT NO. | DESCRIPTION                  | FET   | UNIT PRICE | AMOUNT  |
|------------------------------------------------------------------|-------------|------------------------------|-------|------------|---------|
| *** NOT A SALES/DELIVERY DOCUMENT, ESTIMATE FOR PRICING ONLY *** |             |                              |       |            |         |
| *** PRICE EXPIRATION DATE: 2015-06-04 ***                        |             |                              |       |            |         |
| 4                                                                | 753P007     | GY 11R22.5 G338 2015T 27     |       | 335.00     | 1340.00 |
| 6                                                                | 5040221     | MED/HVY TRK WHEEL/RIM        |       | 125.00     | 750.00  |
|                                                                  |             | 22.5X8.25 10HOLE HP STL WHLS |       |            |         |
| 2                                                                | 1371925     | DU 11R22.5 SP384 FM TL 16    | 0.00* | 350.87     | 701.74  |
| 6                                                                | 5040141     | M&D-MRT-OUTSIDE              |       | 37.97      | 227.82  |
| 6                                                                | 5041271     | METAL VALVE STEM             |       | 9.97       | 59.82   |

The Tire Industry Association (TIA) recommends re-torque at 50-100 miles.

Disposal fees may apply in some areas.

Shop supply fees cover miscellaneous materials used in servicing your vehicle that do not appear elsewhere on this invoice and for profit.

*Dump Truck*

TERMS:

SHOP SUPPLIES FEE 20.25  
SUB-TOTAL 3,099.63  
SALES TAX (0.00)  
TOTAL AMOUNT 3,099.63

No further discounts allowed. It is agreed that title to the above described property shall remain in the name of the seller until paid for in full, and that upon default in payment, seller shall be entitled to take possession thereof without notice to the purchaser.

If the total amount due is paid in full within terms, no FINANCE CHARGE will be incurred on that amount; otherwise, a FINANCE CHARGE will be computed on the previous balance after deducting payments and credit received during the current month. The FINANCE CHARGE is computed at a periodic rate of which is an annual percentage rate of **\*\* QUOTE - DO NOT PAY!**

Seller warrants that the tires are the size and tread design as stated above. SELLER MAKES NO OTHER WARRANTIES EITHER EXPRESSED OR IMPLIED, SPECIFICALLY SELLER MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. Seller's sole obligation to Buyer for defective tires shall be prorated refund of the tire's purchase price. Seller shall not be liable for any indirect, consequential or other damages. No person is authorized to modify or waive the limitations herein, whether orally or in writing. All claims and returned goods must be accompanied by this bill.

PULLED BY:

CHECKED OUT BY:

CUSTOMER COPY

**CITY OF NORTH POLE  
ORDINANCE 15-10**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 13,  
PUBLIC SERVICES, AND ADDING CHAPTER 32 – GENERAL PROVISIONS FOR  
DRILLING WATER WELLS, TO UPDATE ORDINANCE, AND ESTABLISH  
PROCESS FOR PERMITTING THE INSTALLATION OF WATER WELLS**

**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:

**13.32.010 General provisions for drilling water wells**

A. Compulsory connection to City of water utility.

1. No water wells shall be permitted within the city limits for properties located within the sulfolane contaminated groundwater plume with a sulfolane level of 16 parts per billion (ppb) or greater or for properties projected to be within the plume with a sulfolane level of 16 parts per billion (ppb) or greater within the next 10 (ten) years. It is the responsibility of the land owner to submit substantiating documentation, establishing by a preponderance of the evidence, that the sulfolane plume will not contaminate a new water well.
  - a. Unless otherwise specified, all determinations under this section shall be made by the Mayor or his designee in writing, subject to an appeal, on the record, to the City Council of the City of North Pole. Any appeal shall be filed with the City Clerk no later than 20 days after the written decision is mailed to the water well permit applicant at the address provided on the application. Then notice of appeal shall include all grounds for the appeal and any grounds for appeal not set forth in the notice of appeal shall be deemed waived.
2. No residential water wells shall be permitted within the city limits when municipal water is available to the property as defined in A.3 below.
3. Connection to North Pole Utilities water system shall be mandatory within a voter-approved special assessment district or whenever the property has direct access to the municipal facilities and the structure on the property is within two hundred feet of the

municipal water facility. Also see North Pole Ordinance 13.12.090 Compulsory connection to City water and sewer utility.

- B. No person shall cause or permit the construction of a surface or subsurface water source for human consumption without holding a valid permit issued by the City in the name of the property owner for the specific property and construction proposed. The well drilling contractor shall have a copy of the valid permit at the site of the drilling operation.
- C. No person shall cause or allow the placement of any refuse, trash, waste, or contaminated or hazardous substance into any existing or abandoned well or domestic water source.
- D. No person shall cause or allow the construction of a domestic water source violating the laws or regulations of the state or the City.
- E. No person may cause the construction, installation or use of a cross connection between a domestic, active or decommissioned water well and the public water system.
- F. No person shall allow the waste of water by free-flowing wells, whether by surface discharge or into the lower strata underground, without putting it to beneficial use.

### **13.32.020 Permitting of water wells**

#### **A. Permit to drill.**

1. An application to drill a new or replacement well shall be submitted to the City by the property owner or his/her authorized agent prior to the commencement of drilling operations.
2. A permit for domestic water source shall not be issued if there is no existing or permitted on-site wastewater disposal system or connection to public sewer service for the property available, scheduled and approved. A variance may be issued for non-drinking water wells constructed in accordance with the standards of this chapter; for example, landscaping, construction, water sampling, etc.
3. A permit for a domestic residential water well shall expire one year from the date of issuance, but may be renewed for one additional year.

#### **B. Application. The application shall be on a form provided by the City and shall be signed by the property owner or property owner's agent attesting the well shall be sited, drilled and completed in accordance with standards and provisions of Alaska State Statutes and regulations.**

1. The applicant shall submit a site plan signed by the property owner or property owner's agent drawn on an 8½ by 11 inch sheet (or larger if necessary to comply with this chapter) to a scale not smaller than one inch to 50 feet. The site plan shall show the:
  - a. Legal description of the lot or parcel;
  - b. Location of the proposed well;
  - c. Lot lines, roads, rights-of-way and easements on or adjacent to the lot;
  - d. Location of all existing structures on the lot;

- e. Measured distance to all existing water supply wells within 50 feet of the proposed well site and the approximate location of all wells within 200 feet on the subject and adjacent properties;
- f. All applicable protective well radii; and
- g. The location or proposed location of all components shown in Table A-I, and areas containing hazardous waste or other potential pollutants within 150 feet of the proposed well.

C. Revocation, suspension and restriction of permits. The mayor or his designee may revoke, suspend, or otherwise restrict a permit, issued under this chapter upon any of the following grounds:

1. Any false statements set forth in the application.
2. Any violation of the express terms or provisions of the permit.
3. The commission of any act or omission violating the requirements of chapter 13.32; or
4. Failure to comply with state and federal regulations.

### **13.32.030 General standards for water wells.**

A. Prohibited wells. Well pits are prohibited.

B. Well location and minimum setbacks. The location of a well shall be at a site readily accessible year round for testing, repair or maintenance purposes. The minimum separation requirements between wells and other specified facilities or areas are listed in Table A1. Whenever there is a conflict between State and City minimum separation requirements, the most conservative standard shall apply to provide the greatest protection of public health and safety.

TABLE A-1

| SEPARATION OF WELL FROM:                    | MINIMUM SEPARATION DISTANCE IN FEET |
|---------------------------------------------|-------------------------------------|
| Property line                               | 10                                  |
| Private sewer line                          | 25                                  |
| Curtain drain                               | 25                                  |
| Petroleum Hydrocarbon storage tank          | 25                                  |
| Sewer trunk line                            | 75                                  |
| Any other source of potential contamination | 75                                  |
| Holding tank                                | 75                                  |
| Septic absorption field                     | 100                                 |
| Sewer manhole or cleanout                   | 100                                 |
| Septic tank                                 | 100                                 |
| Animal containment areas                    | 50                                  |
| Manure/animal excreta storage areas         | 100                                 |

- 120
- 121 A. Well identification. All wells shall be labeled with a durable form of construction
- 122 information upon completion or stamped upon the exposed well casing the following
- 123 information:
- 124 1. The name of the drilling contractor.
- 125 2. The date the well was completed.
- 126 3. Classification of well.
- 127 4. The total depth of casing.
- 128
- 129 B. Well logs. The well driller shall provide a well log to the City within 30 days of completion
- 130 of the well. The well log shall include at least the following pertinent information:
- 131 1. The property owner's name.
- 132 2. The legal description and street address of the well.
- 133 3. The name of the drilling contractor.
- 134 4. The date the well was completed.
- 135 5. Classification of well.
- 136 6. The total depth of casing.
- 137 7. Picture of the information attached or stamped upon the casing that clearly document the
- 138 required information is affixed to the casing.
- 139

140 **13.32.040 Well driller certification requirements.**

141

- 142 A. It shall be a violation of City of North Pole Municipal Code for any person or company to
- 143 engage in the business of drilling or deepening a water well unless the person or company
- 144 holds a general or subcontractor's license issued by the State of Alaska and a City of North
- 145 Pole Business License.
- 146

147 **13.32.050 Violations—Penalties.**

148

149 One or more remedies of this section may be used against violators of this chapter:

150

151 Violation of the provisions of this chapter shall constitute an infraction. Upon first conviction for

152 a violation of this chapter, A person shall be fined not more than two hundred fifty dollars. A

153 person convicted for the second and succeeding violations, may be punished by a fine of not

154 more than five hundred dollars. Each thirty days a violation continues shall be considered a

155 separate offense.

156

157 Any person affected may institute an action or proceeding to prevent, restrain, correct and/or

158 abate the unlawful uses, conduct, business or acts prohibited by this chapter.

159

160 Violations of this chapter on properties within the city limits, and which violations continue in

161 excess of sixty days after notice to the owner or occupant of the property are declared a public

162 nuisance and may be ordered abated by the council. The designee shall report the cost to abate

163 the violation to the council. After notice to the alleged violator and an opportunity to be heard,

164 the council, by written order, shall determine the monetary amount, if any, to be charged to

165 abate the violation. The owners and occupants of the property shall be jointly and severally liable

to the city for the amount determined by the council as required to abate the nuisance and that amount shall be collectable against the violator(s) as a final judgment pursuant to Alaska law.(Ord. 72-10 §9, 1972)

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

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 15<sup>th</sup> day of June 2015.

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Bryce J. Ward, Mayor

ATTEST:

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Kathryn M. Weber, MMC  
North Pole City Clerk